

Manage My GIS Reports

The GIS Analysis Report identifies features that are within (in the case of study areas) or in proximity to (in the case of standard project alternatives) the project; for example, the number of Historic structures within 500 feet. These features are from various GIS datasets made available through the Florida Geographic Data Library.

After generating a GIS analysis report, you can save it to your My GIS Reports list for future reference. Saved reports can then be accessed from the GIS Analysis Report page or from the Manage My GIS Reports page.

Saved reports contain a record of the issues, analysis types, and buffer distances you selected before generating the report. For example, you can save your selections under a given report name for one project and then use the same selections for another project using the same report name.

These instructions will help you perform the following actions:

- Access the Manage My GIS Reports
- Create a customized GIS Report
- Edit/Delete a report

Accessing the Manage My GIS Reports Page

You can open the **Manage My GIS Analysis Reports** page from the main menu or from the **GIS Analysis Report** page (**Reports>Project Effects>GIS Analysis Results**).

The image shows two parts of the ETDM interface. On the left, a dropdown menu is open under 'Account Settings', with 'My GIS Analysis Reports' highlighted. A red arrow points from a text box to this menu item. The text box says: 'You can access the **Manage My GIS Analysis Reports** page from the main menu or from.....'. On the right, a screenshot of the 'GIS Analysis Report' page is shown. A red circle highlights the 'Manage My GIS Reports' link in the 'My GIS Reports' section. A red arrow points from a text box to this link. The text box says: '...the **GIS Analysis Report** page.'

One of the following pages will display:

- If you are accessing **Manage My GIS Reports** for the first time, a message will be displayed, stating, **“There are no GIS report preferences currently configured for your user account.”**

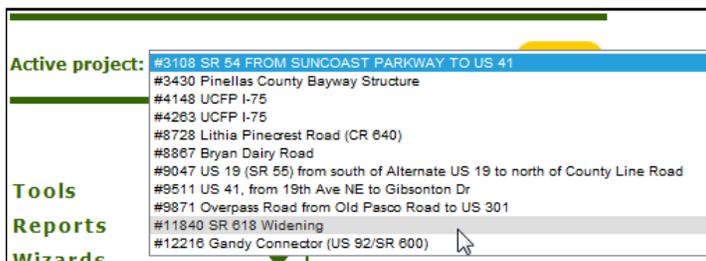


- If you have saved GIS reports, you will see a list of your reports and the results data specified for each report.

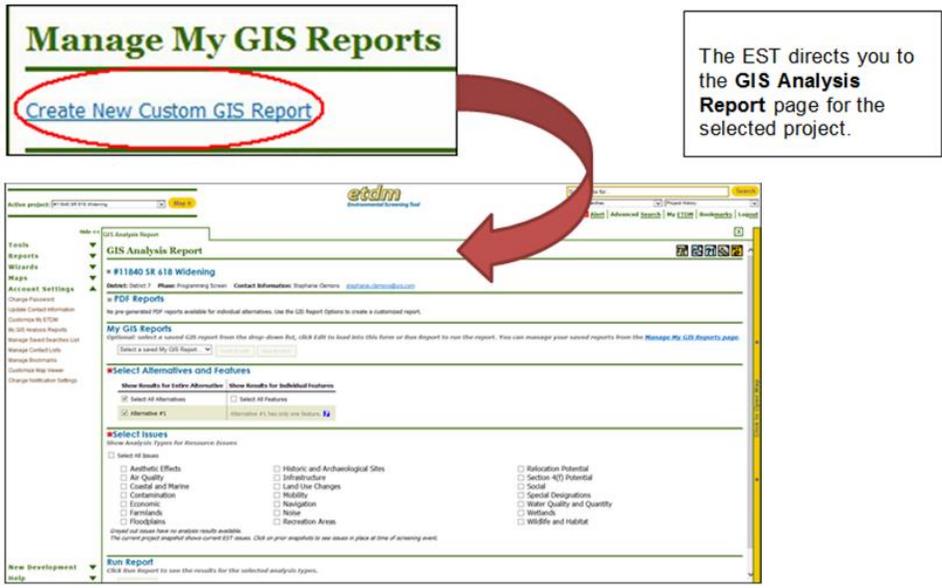


Creating a Custom GIS Report

1. Click the **Active project** arrow and then select a project from the list.



2. Click the **Create New Custom GIS Report** link. The **GIS Analysis Report** page will open.



3. On the **GIS Analysis Report** page, make your analysis selections in each section by clicking the check box beside the item you want to include in the report. Click a checked box to unselect an item you do not want included in the report.

Note: A red asterisk, *, indicates one or more items must be selected before you will be able to run the report.

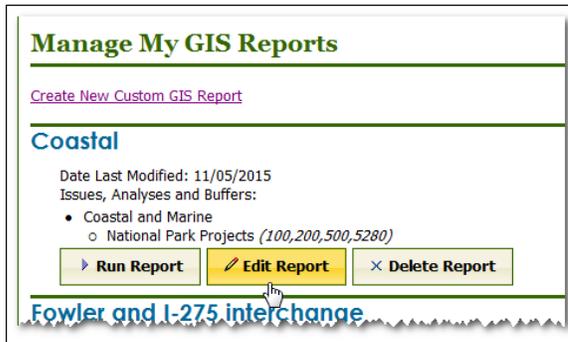
- Click **Save** to save your selections to your **My GIS Reports** list.
- Click **Run Report** to view the report results.



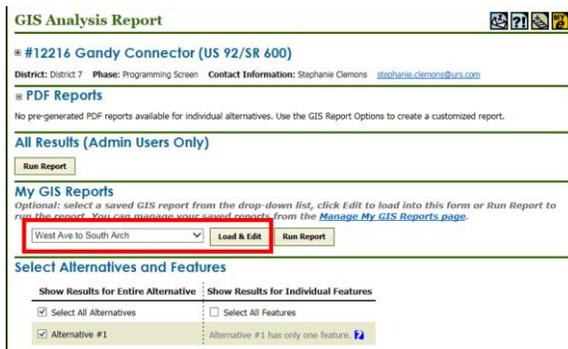
Tip! Click the **Report Options** button at the top of the page to return to the analysis selections, where you can save or edit the current selections.

Editing a GIS Report

1. Click **Edit Report**.



The GIS Analysis Report page displays, showing the analysis report name under the **My GIS Reports** heading.



2. Click **Load & Edit** to display the report form.
3. Make your selections.
4. Click one of the following:
 - **Run Report** to view the results
 - **Save Report** to save your changes.

Tip! If you want to save the GIS Report under a different name, type the new name in the **Save Report** text box.

Deleting a GIS Report

To remove a GIS Report from your My GIS Reports list, click the Delete button that is located below the report name.

