



Capture WA Portal

Quick User Guide



Locate



Value



Secure

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Overview

Capture WA is a program available across the Western Australian (WA) public sector, to both State and Local Government. It has been designed to reduce duplication and maximise sharing of location information across the State – ‘*Capture once, use many.*’

Managed by Landgate, Capture WA sponsors an annual base capture plan and assists government agencies with the procurement of other ad-hoc capture requests (various funding models available). The program facilitates the procurement and sharing of a range of different types of location information; including aerial imagery, satellite optical and radar imagery, Light Detection and Ranging (LiDAR), Digital Elevation Models (DEMs), cadastral data, topographic data, and more. The program’s coordinated approach to procurement improves efficiency, promotes data accessibility, and prioritises intellectual property rights for the WA public sector.

Submissions/requests for program-funded captures are assessed against government priorities and managed within a discrete budget. If a submission does not receive/request program funding, Landgate will work with the requesting agency to achieve a comprehensive and cost-effective solution within the agency’s available budget.

To assist agencies in lodging submissions, a refreshed Capture WA Portal was delivered in August 2021. With an ESRI-powered map to ensure user friendly functionality, the Portal assists GIS professionals to lodge requests and access program information.

Using this Guide

The Guide is separated into the following sections:

1. [Getting Started](#) – Explains the interface, access, and registration requirements.
2. [Finding Existing Information](#) – Understand ‘What and Where’ has been requested.
3. [Creating Requests](#) – Steps you through, from simple to sophisticated entries.
4. [Understanding the Features](#) – Get the most out of the Portal capabilities.

1. Getting Started

1.1. Register for an account.

To register for a new account, email capturewa@landgate.wa.gov.au with the following information:

- Your name
- Agency and section
- Position
- Work email (used for all correspondence)
- Telephone number

You will receive an email with your registration details.

The configuration of the username will be: **firstname.lastname_agency**.

Once registered you can sign into your Capture WA account.

Note: *If you are a first-time user you will need to change your password, select a Security Question and Answer, and enable Multi-Factor Authentication.*

1.2. Access the Portal

To access the Capture WA Portal please use the link below.

<https://capture-wa-landgate-spatial.hub.arcgis.com/>

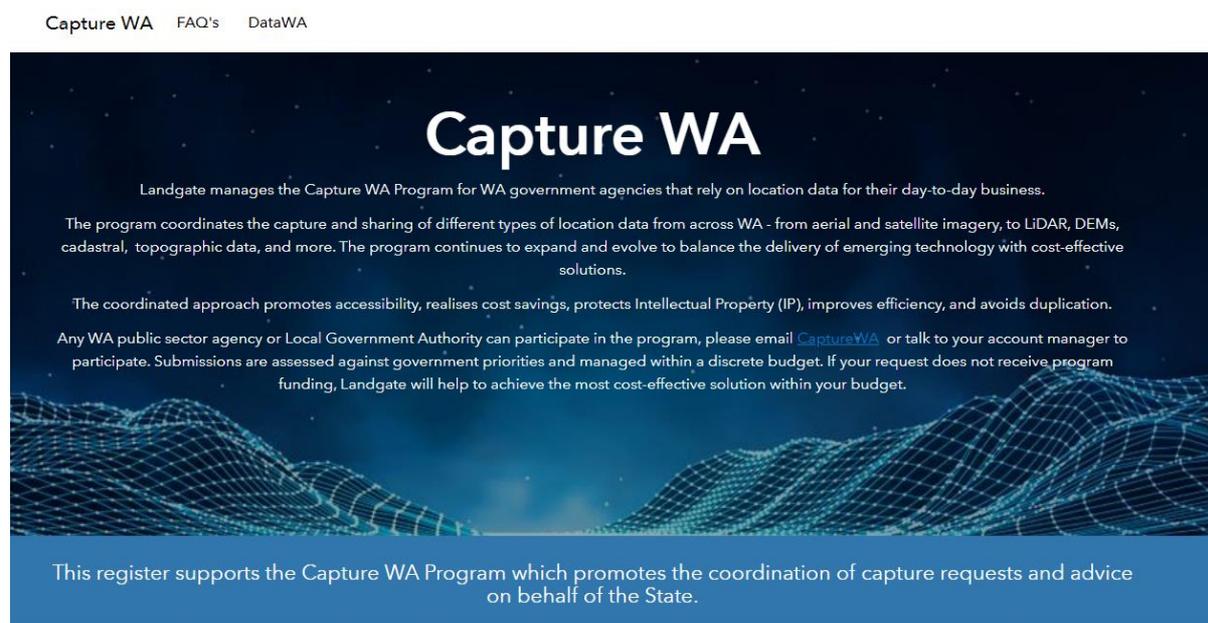
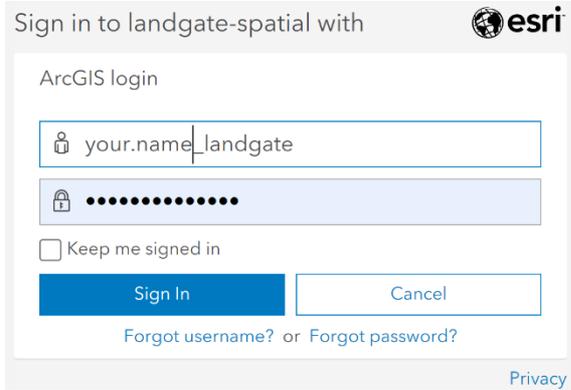


Figure 1 Homepage

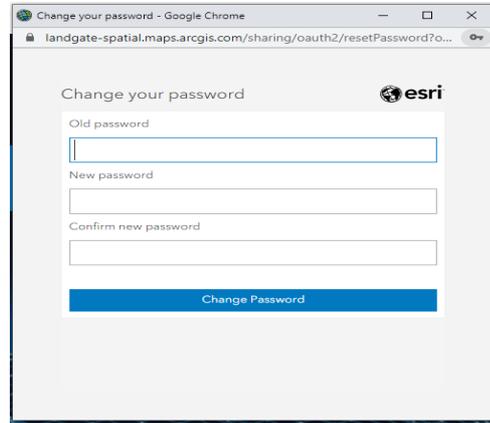
1.3. Sign in.

To sign into your account, use the icon on the TOP RIGHT CORNER of the home page in Figure 1.

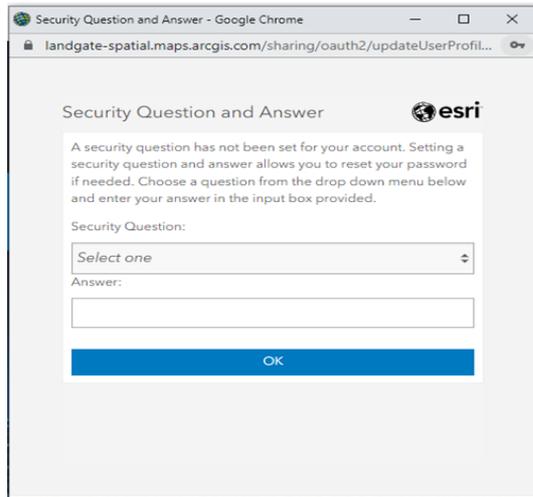
Step 1: Sign In



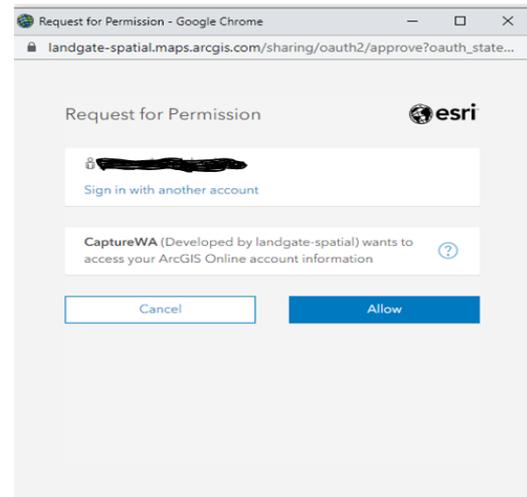
Step 2: Change Password



Step 3: Security question



Step 4: Select



1.4. Allow Multi-Factor Authentication

To use multi-factor authentication (MFA) with ArcGIS, you will need to have one of the following supported applications installed on your device:

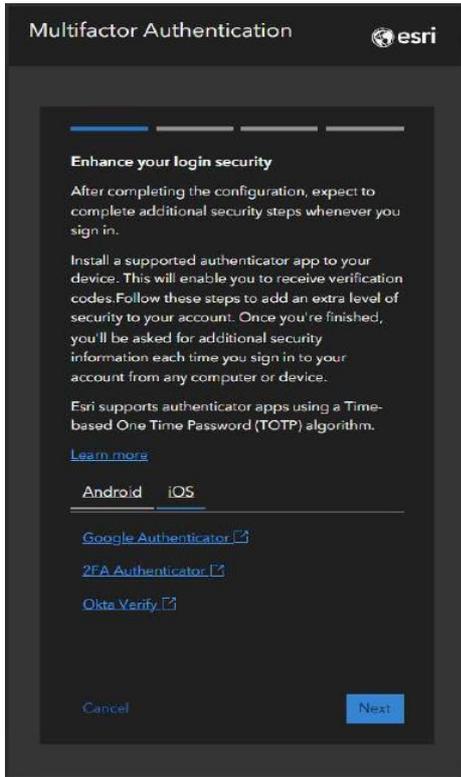
Android:

- Google Authenticator
- Microsoft Authenticator
- Okta Verify

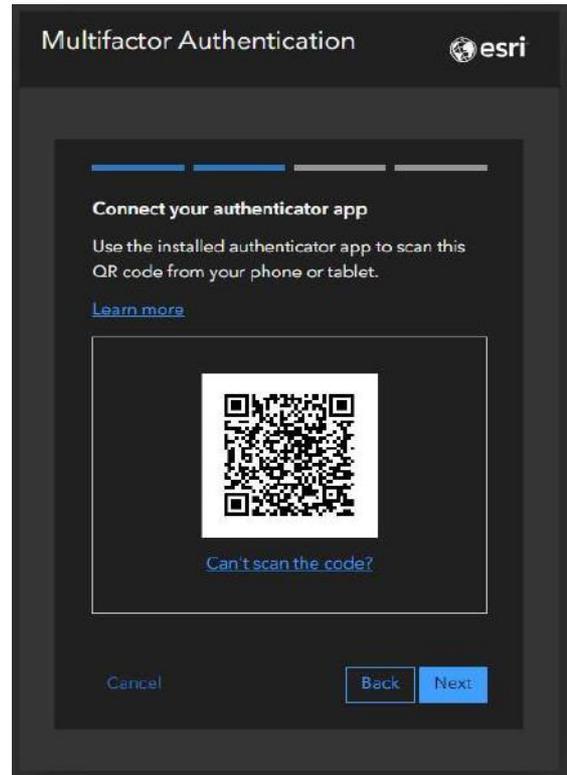
iOS:

- Google Authenticator
- 2FA Authenticator
- Okta Verify

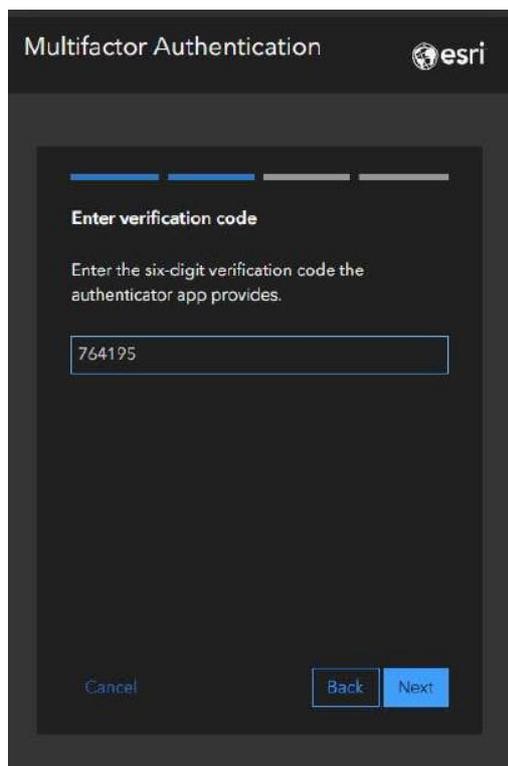
Step 1: When you first sign in to your account, you will be prompted to enable MFA using an authenticator app. Click 'Next'.



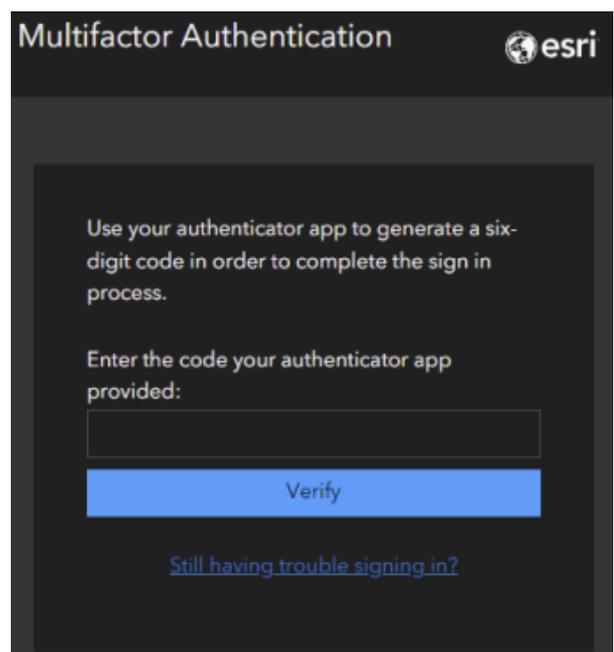
Step 2: Using a supported authenticator app, such as Microsoft Authenticator, add a new account and scan the QR code presented. Click 'Next'.



Step 3: Enter the one-time password from the newly connected account in your authenticator app.



Step 4: You are now signed into your ArcGIS Online account and have successfully configured MFA. You will receive a confirmation email from ArcGIS Notifications. Each time you log in to the Capture WA portal, you will be prompted to enter a code from your authenticator app.



1.5. Recovering Your Account

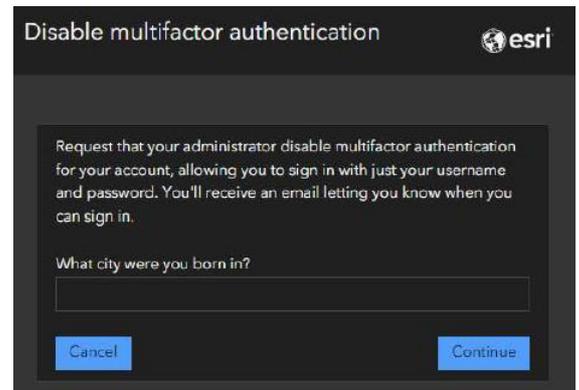
If you have lost access to your configured MFA application, follow these steps to remove and reconfigure MFA:

Step 1: Sign into ArcGIS with your username and password. When prompted for your MFA code, click '*Still having trouble signing in?*'

Step 2: Answer the security question configured for your account and click '*Continue*'. This will send an email request to the administrator.

Step 3: You will receive an email notification once MFA has been disabled.

Step 4: The next time you sign in, you will be prompted to set up MFA again. Follow the configuration steps outlined above to re-enable MFA.



1.6 Navigate the Landing Page

Scrolling down the landing page is the ESRI powered interactive map that allows the user to navigate around the State and view:

- Current requests/projects.
- The status of the requests/projects.
- Type of capture requests/projects.

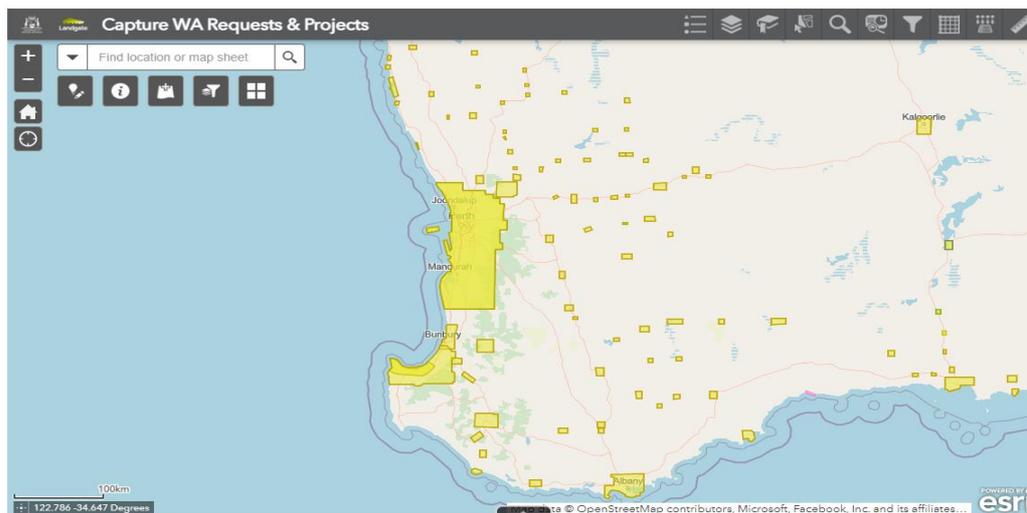
It is recommended that you click to open the application into full screen mode to make requests.

1.7 Map View

The map provides an interactive view of the requests and projects within the State.

The map tool provides several features such as:

- [Quick view of requests/projects](#) with pop-up information box on details
- [Basemap Gallery](#)
- [Bookmarks](#)
- [Legend](#)
- [Measurements](#)
- [Filters](#)
- [Additional layer filters](#)



These are explained in more detail in this User Guide, or simply click on the links above.

1.6. Add Subscription SLIP Services

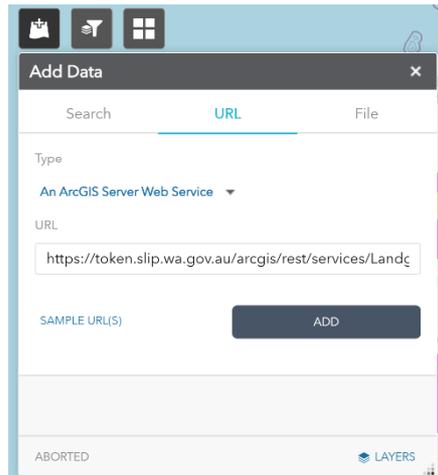
This is the link for token SLIP: <https://token.slip.wa.gov.au/arcgis/rest/services>

Before submitting a request users may wish to add Subscription SLIP services to the Portal.

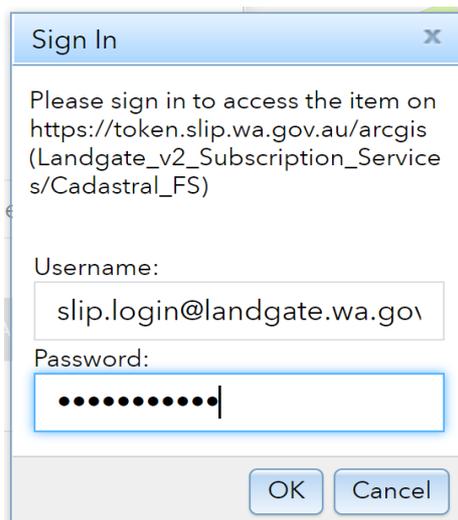


From the Map View, click on this Add Data Icon located on the top left side.

Step 1 - Use SLIP Token Services, not Basic Auth for your needs.



Step 2 – Login uses the SLIP Login, **NOT** your Capture WA Portal Login. The service will then be added to the map.



1.7. Dashboard

Scrolling down the landing page, the dashboard can be used to view:

- Current Capture WA projects
- Submissions
- Budget availability
- Active projects

Capture WA Projects Dashboard

The Capital Project Dashboard can be used by interested parties to review the status of CaptureWA projects in their community.

Adjust the filters or current map extent to refine the results

Fiscal Year
No date selected

Project Status

Show All Data Available

In Progress Proposed Draft

Budget

\$2,000,000

Budget Allocated

\$757.8k

Project Status Count

115

1 of 115

BADGINGARRA TOWNSITE

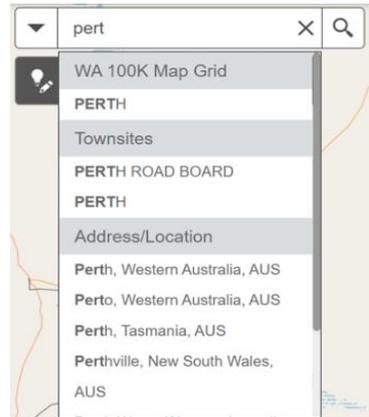
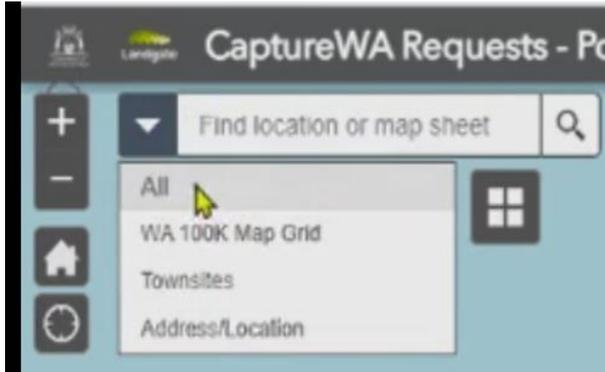
OBJECTID	12
Name	BADGINGARRA TOWNSITE
Funding Type	Funded by Capture program
Capture Type	Aerial Photography
Resolution (m)	0.1 (imagery)
Expected	
Actual	
Status	Proposed
Status reason	
Requests IDs	REQ00002
Project ID	PRJ00002
Square Kms	33.38

To open the Capture WA Project Dashboard in full screen mode click [here](#).

2. Finding Existing Information

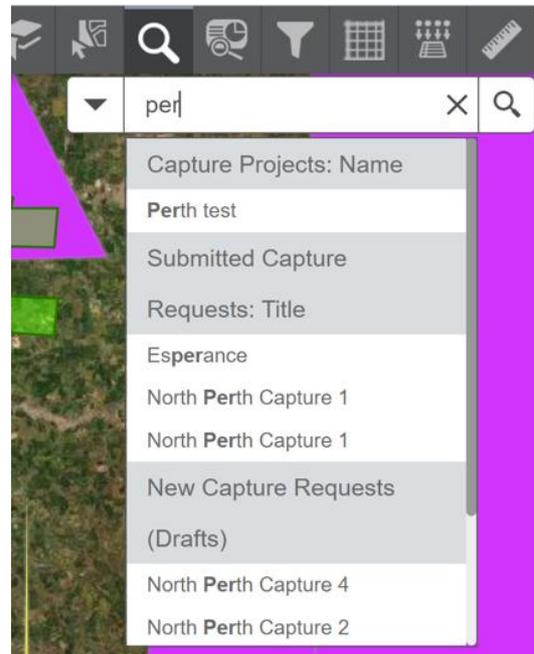
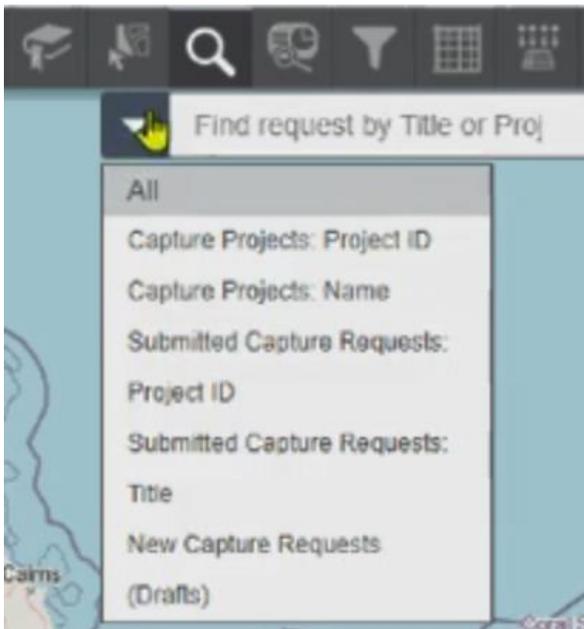
2.1. Location/Address

Start typing your location/address – after 3 characters a drop down will appear. Select the required and the application will zoom to the location.



2.2. Requests and Projects by Name

Begin by typing the first 3 characters of the request title or project name in the drop-down box, then select from the list. It will then show the request/project on the Map with the details in the pop-up box.

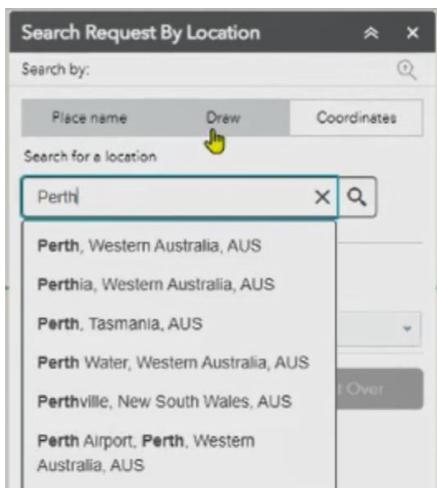


2.3. Requests and Projects by Area

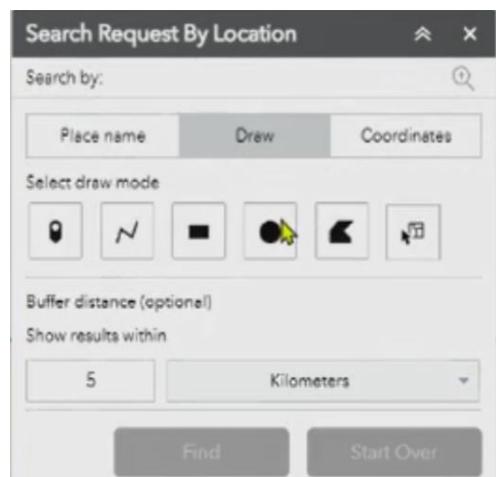
To find Projects and Requests over an Area select this icon  on the top right-hand side of the tool bar. Either set a location, draw a shape around your polygons of interest, enter the coordinates or select a location on the map (Placemark icon).



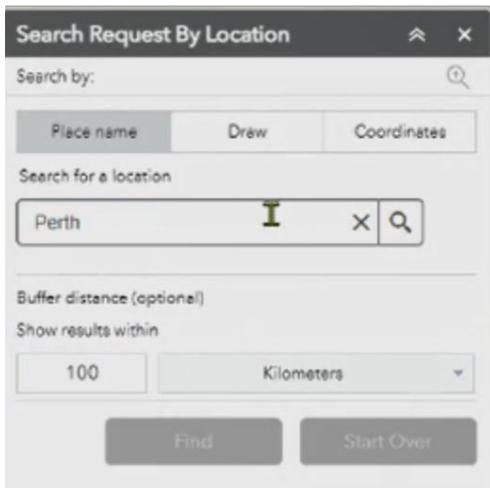
Option 1 – Select a location



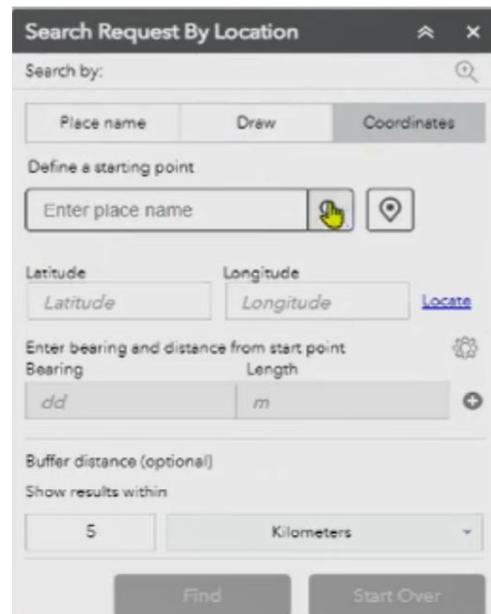
Option 2 – Draw Polygons of Interest



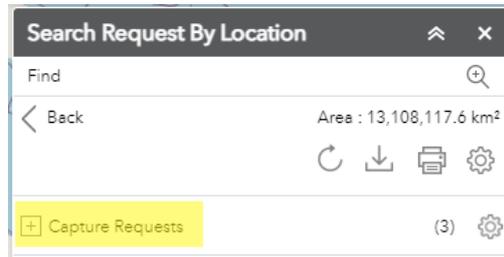
Option 3 – Enter Coordinates



Option 4 – Enter a buffer Distance & Find

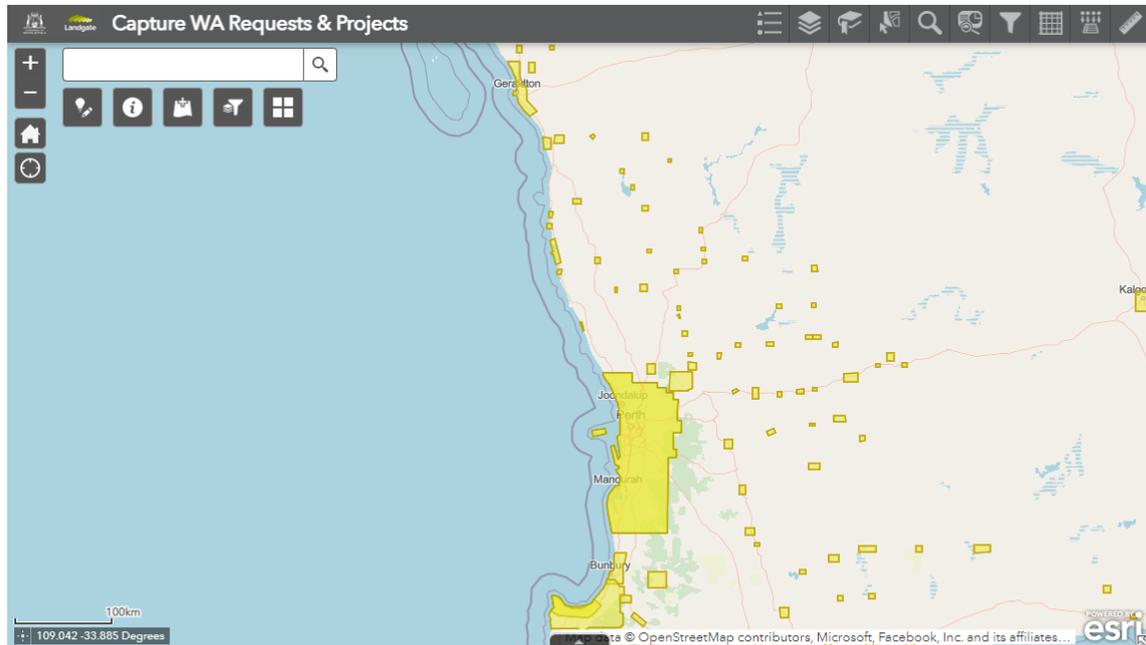


Select the + to expand and see the details of intersected requests.



3. Creating a Request

Use the Capture WA map in the main page. It is recommended that you open the **Application in Full Screen mode** as highlighted below.



To open the Capture WA web app in full screen mode click [here](#).

Full screen mode

There are two ways to create a request:

- Creating a simple request using the basic geometry draw tools.
- Creating a request by importing geometry from a selected file (SHP, CSV, KML, GPX or GeoJSON), AGOL or Webservice. Refer to section [Create a Request using Imported Data](#)**Error! Reference source not found..**

3.1. Simple Request

Using the map, zoom to or find your location of interest.

Step 1 - Click on the **Create new request** widget  and select **Requests** and then click on **Polygon** from the drop-down list.

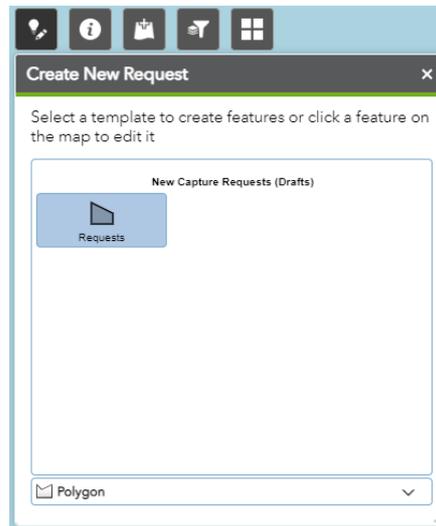


Figure 1 - Create a new request

Step 2 - Draw the polygon over your area of interest, double clicking to complete drawing.

Step 3 - Fill in the **Create New Request** form, scrolling down to complete.

Fields shown with a **Red Asterix** must be populated before your request can be submitted.

Figure 2 - Fill request form

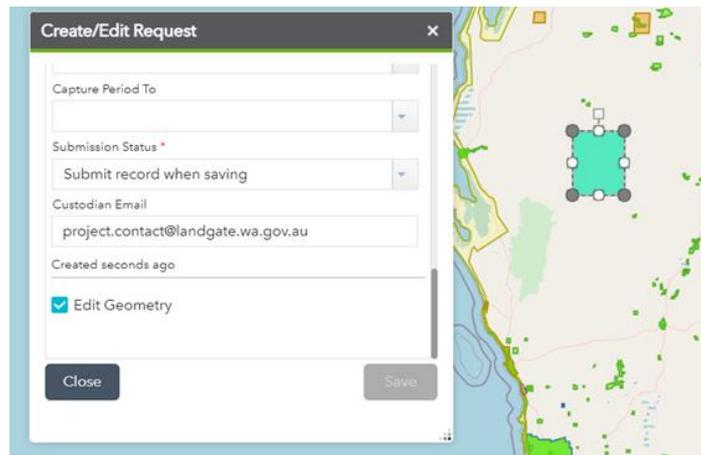
A screenshot of a web application window titled "Create/Edit Request". The window contains several form fields: "Capture Period To" (empty), "Submission Status" (dropdown menu), "Submit record when saving" (dropdown menu), "Custodian Email" (text input field containing "project.contact@landgate.wa.gov.au"), and "Created seconds ago" (empty). There is a checked checkbox for "Edit Geometry". At the bottom, there are "Close" and "Save" buttons. The background shows a map with a green polygon.

Figure 3 – Custodian Email

Step 4 - Please ensure to fill out the 'Custodian Email' box on the New Request form of the person who is responsible for the project. This point of contact then allows the Capture WA team a direct line of communication, if further project specific questions are required.

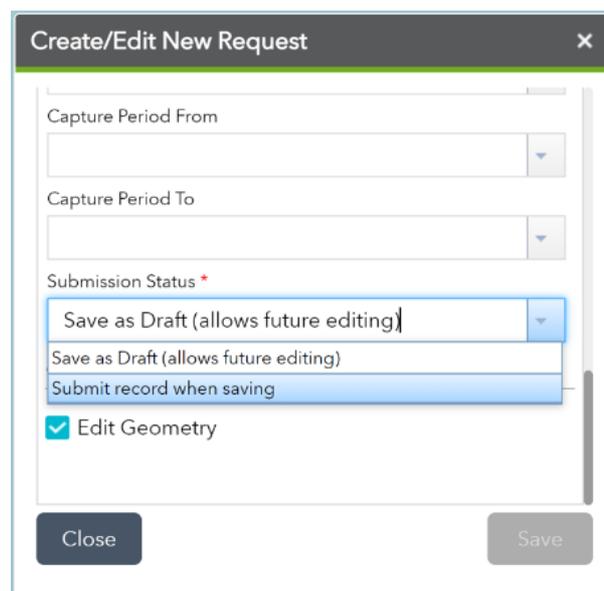
A screenshot of a web application window titled "Create/Edit New Request". The window contains several form fields: "Capture Period From" (empty), "Capture Period To" (empty), "Submission Status" (dropdown menu with "Save as Draft (allows future editing)" selected), and "Submit record when saving" (dropdown menu). There is a checked checkbox for "Edit Geometry". At the bottom, there are "Close" and "Save" buttons.

Figure 4 - New request form

Step 5 - Submitting your request.

- When the **Submission Status** is set to **Save as Draft**, you can edit the request details. Refer to [Edit a Request](#).
- When ready to submit change to **Submit record when saving**.
- **Note:** *Geometry can only be edited up until clicking **Save**.*

Step 6 – Finalise Submission

- Change Submission Status to: ***Submit record when saving*** once your area has been finalised.
- Click **Save**.
- Requests will not be considered until they have a Submission Status of ***Submit record when saving***.

Additional Supporting Documentation

If your agency has any further supporting documentation for the request, for example:

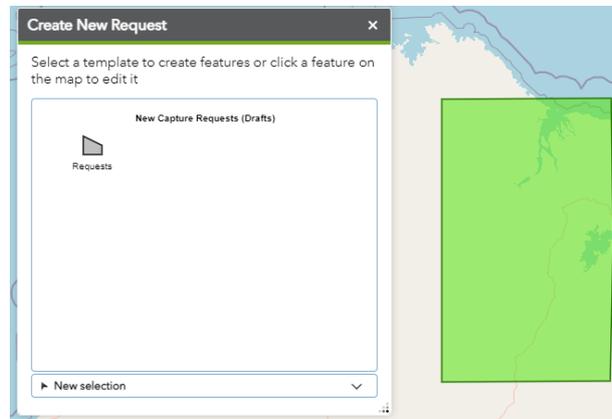
- Background information
- Specifications
- Detailed timelines requirements
- Delivery formats

Please email the supporting documentation to the [Capture WA](#) team (capturewa@landgate.wa.gov.au)

3.2. Edit a Request

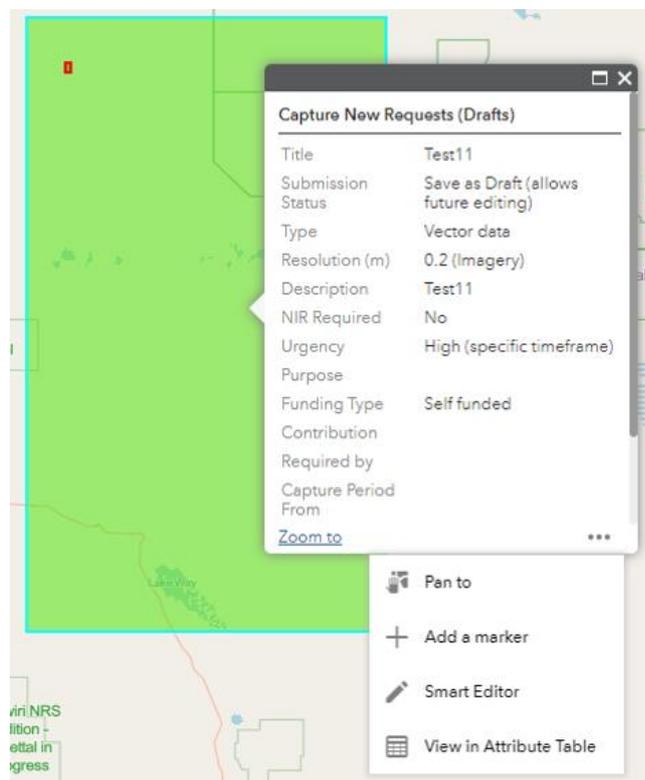
To edit a Draft Request, select the Smart Editor/**Create new request** widget 

Click on your draft request polygon on the map, the form will appear for editing.



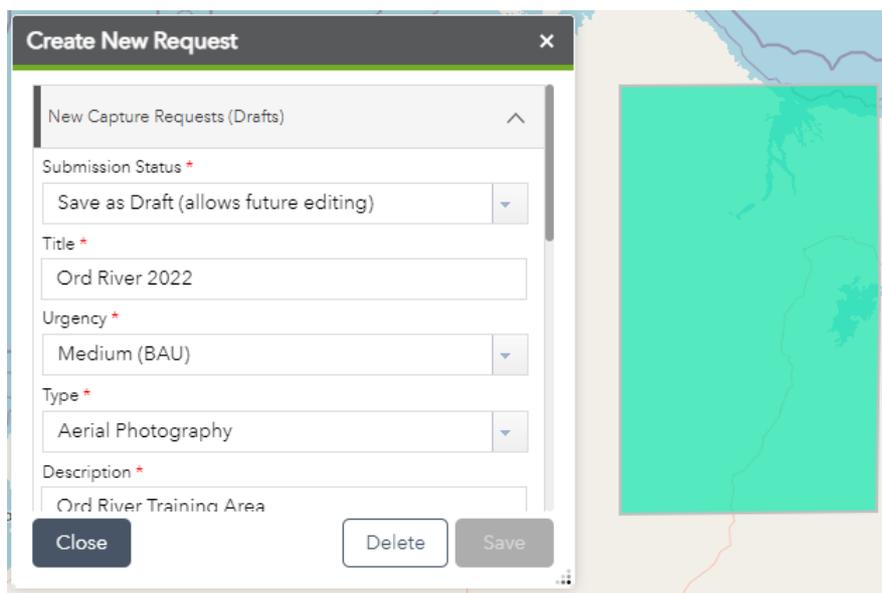
Smart Editor/Create new request.

Or select the polygon, click ... , then Smart Editor



Edit request

You can now edit your request details.



Edit Details

Change Submission Status in the drop-down box to: **Submit record when saving** once your area has been finalised. This will then make the submission visible to the Capture WA team.

Ensure that the Custodian Email box has been filled out with the details of the person responsible for the project, to allow for a direct line of communication for the Capture WA team, if specific project questions are required.

If your agency has any further supporting documentation for the request, for example

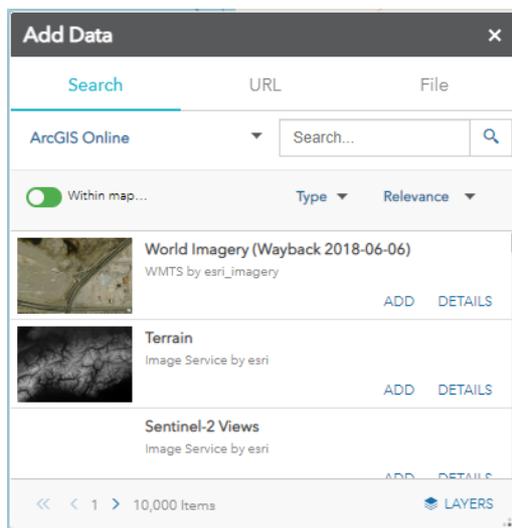
- Background information
- Specifications
- Detailed timelines requirements
- Delivery formats

Please email the supporting documentation to the [Capture WA](#) team (capturewa@landgate.wa.gov.au)

3.3. Use Imported Data to Create a Request

Geometry can be imported from a selected file (SHP, CSV, KML, GPX or GeoJSON), AGOL or Webservice.

Select the Add data Widget  on the homepage.



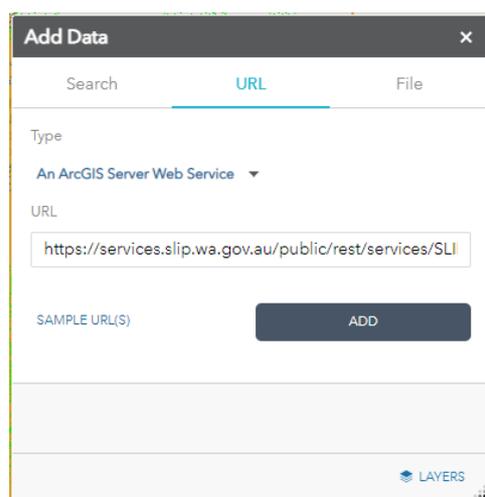
Imported data

Select the source from the options along the top: Search, URL or File.

Note: Shapefiles must be zipped

The URL for webservices or AGOL must drill down to the feature layer and not just add parent service to allow features to be copied.

Eg. https://services.slip.wa.gov.au/public/rest/services/SLIP_Public_Services/Industry_and_Mining/MpServer/3



Click ADD

Note: Secured services will prompt for authentication

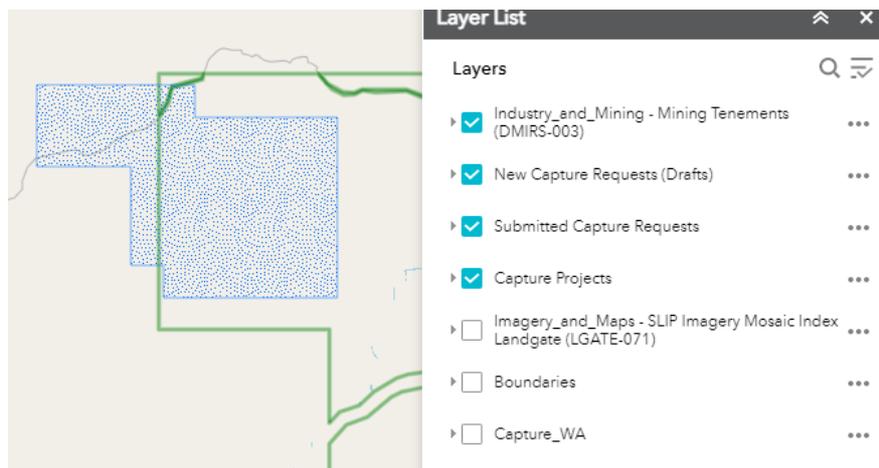
Sign in

https://services.slip.wa.gov.au

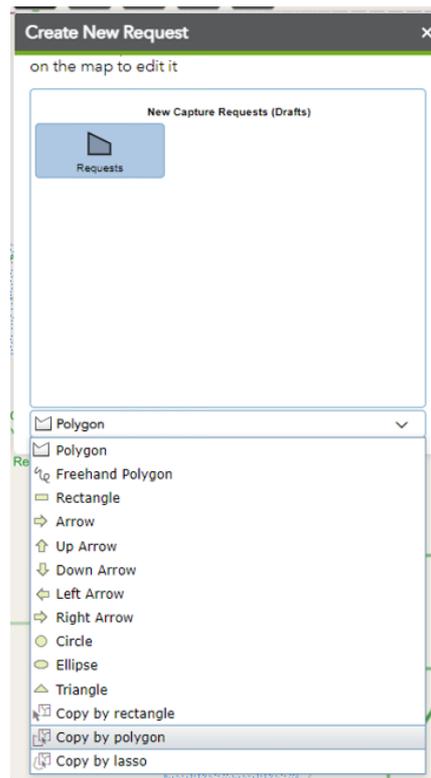
Username

Password

Note: for more information on adding a subscription SLIP service, see section: [Adding Subscription SLIP Service](#)

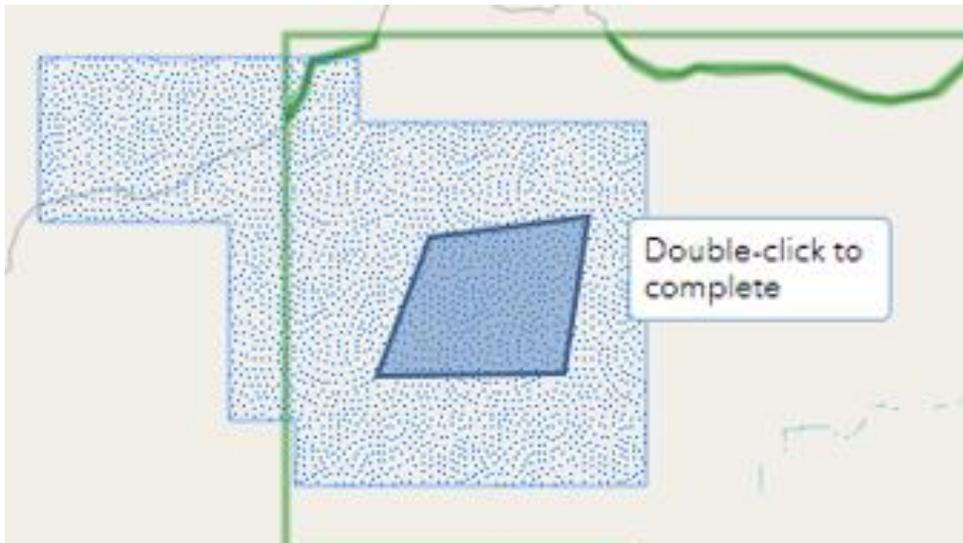


Example of Imported Data now shown in Layer List.

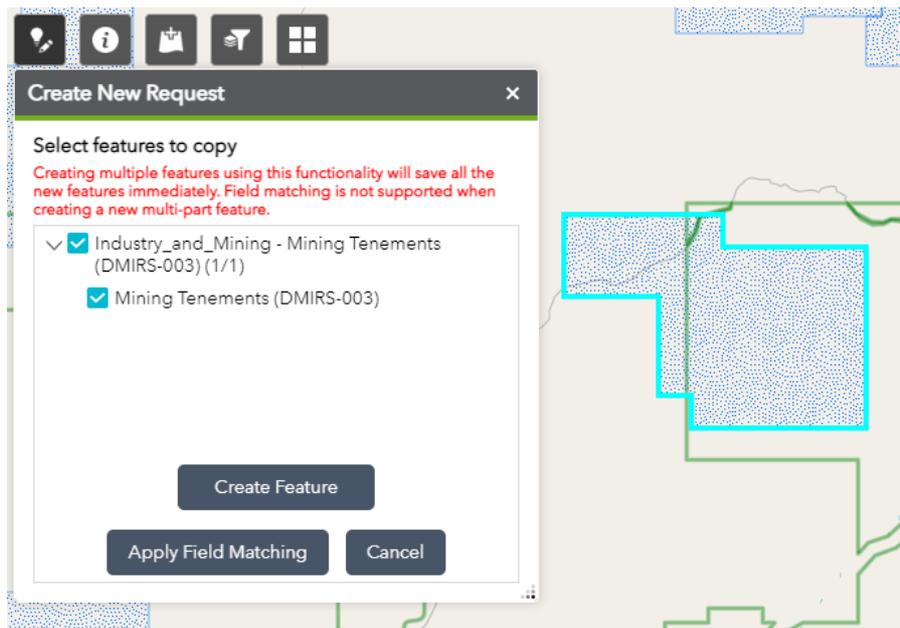


Create a new request.

Select the **Create new request** widget  and click on Requests and Copy by Polygon in the dropdown list.



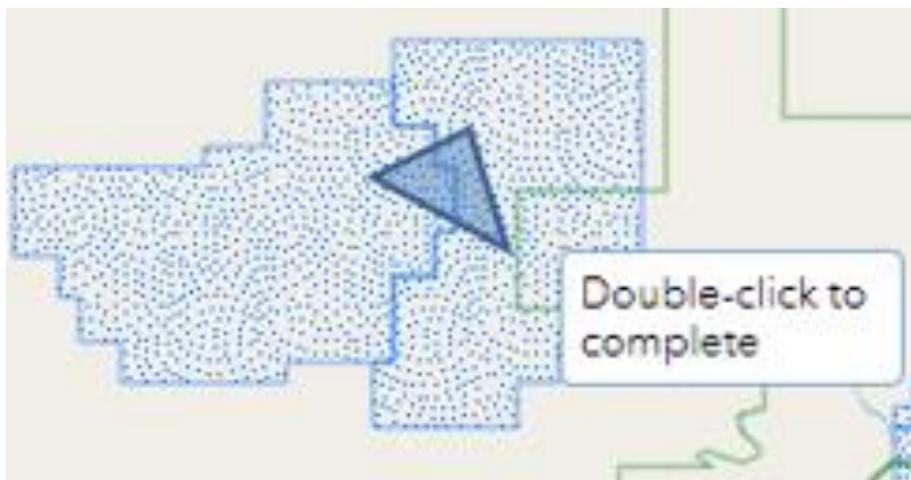
Copy by Polygon



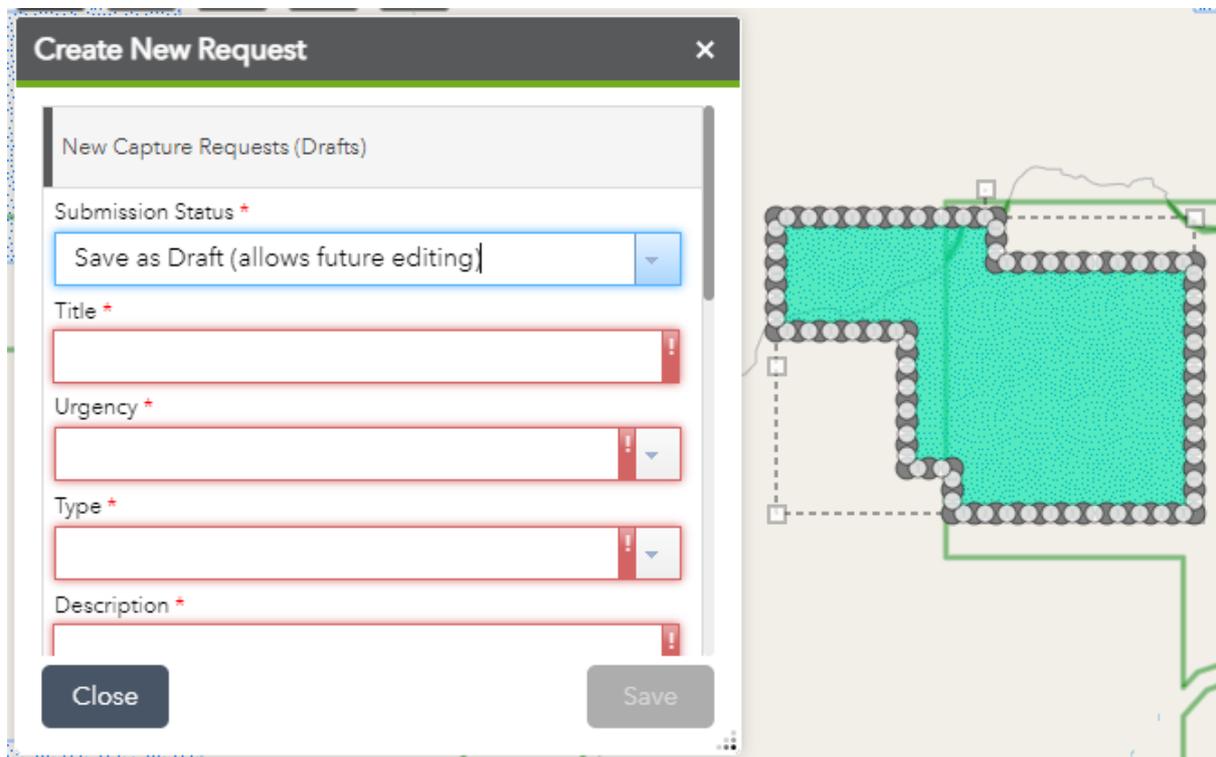
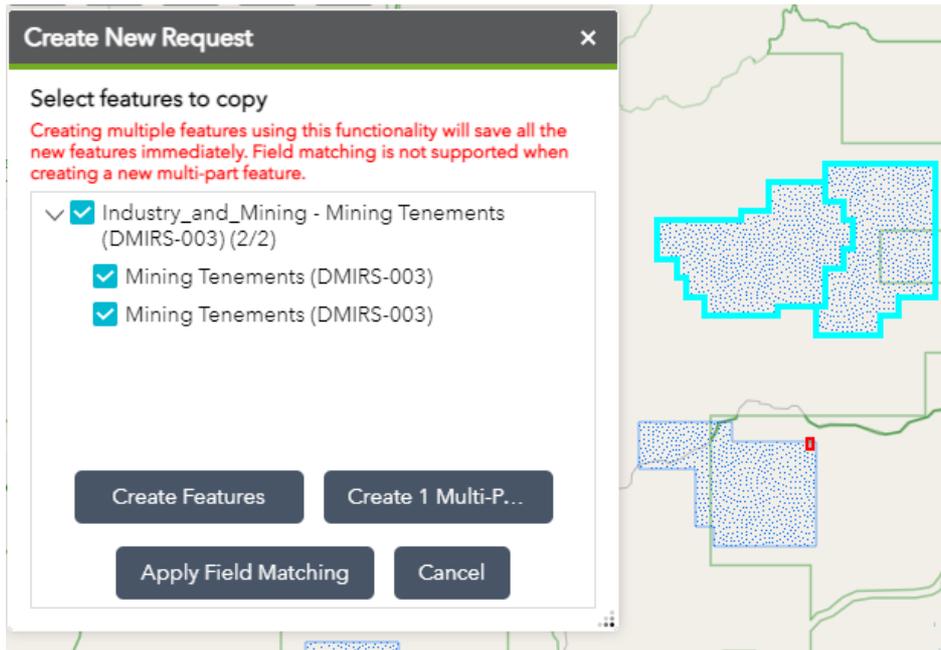
Create Feature

On the above Figure select **Create Feature**

Or Multipart Features can be imported.



Multipart Features



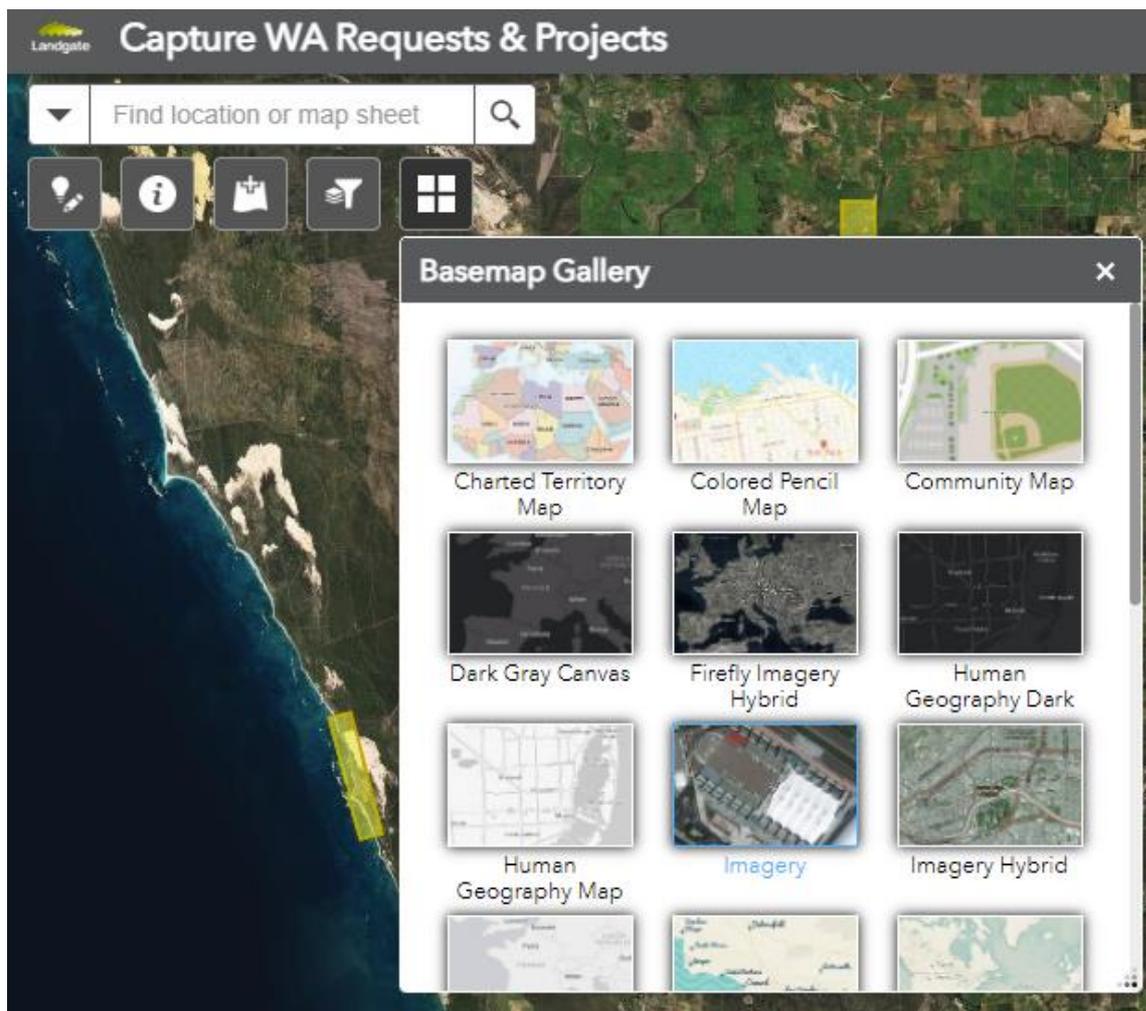
The application has now imported the geometry. The request form can now be completed.

4. Understanding the Features

The Portal has several features to help the user navigate submissions and requests.

4.1. Basemap Gallery

Select the Basemap Gallery Widget  to apply a variety of different basemaps.



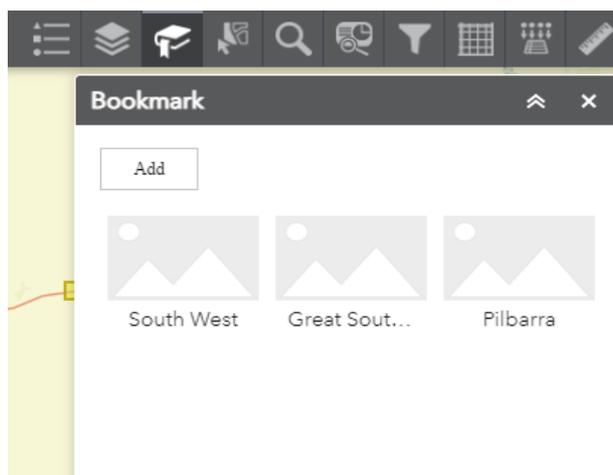
Basemap Gallery

4.2. Bookmarks

The Bookmark widget  stores a collection of map view extents or spatial bookmarks, that can be displayed when selected.

To add a bookmark to the collection, zoom to the area. Click **Add**.

You can label the bookmark, shown in the figure below.

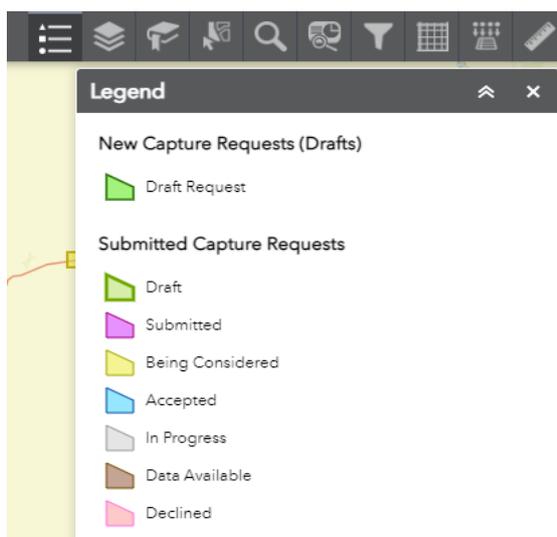


Bookmark

Note: The newly added bookmarks are saved in your web browser's cache. They will be removed after you clear your browser cache.

4.3. Legend

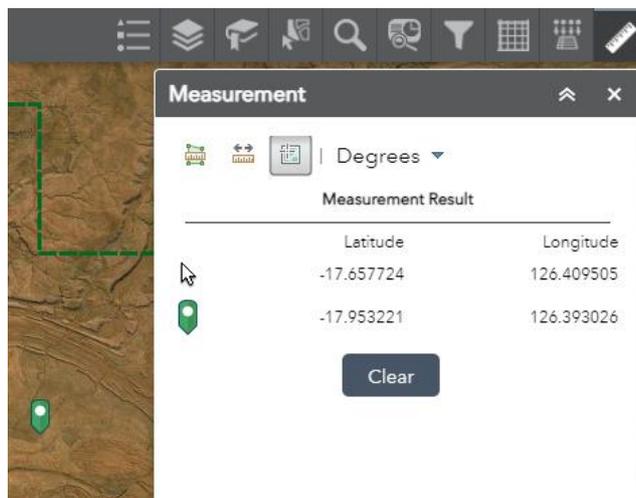
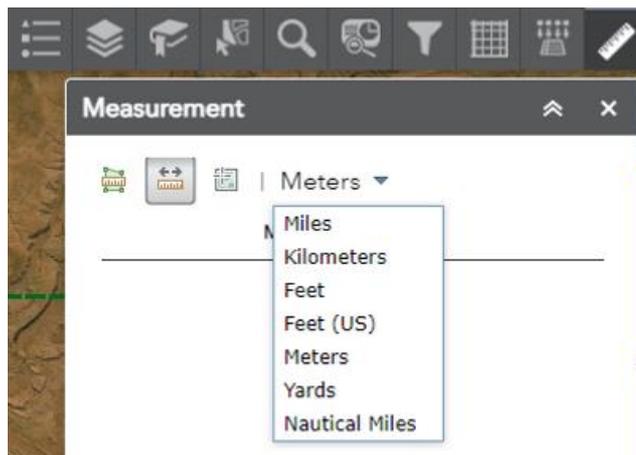
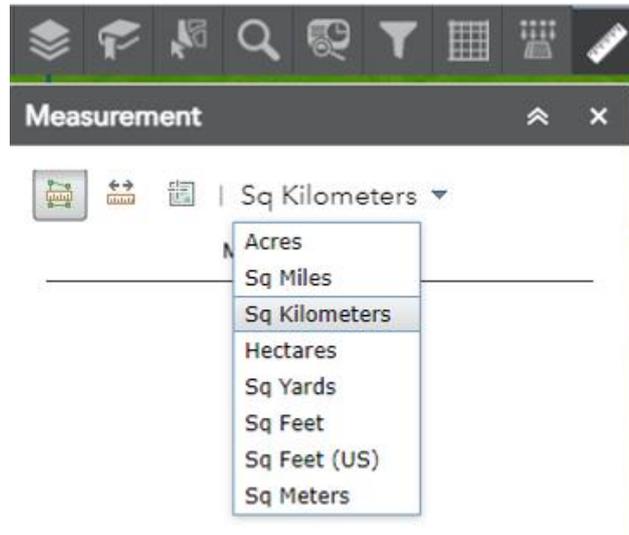
The Legend displays the labels and symbols used for Capture projects and submitted Capture requests.



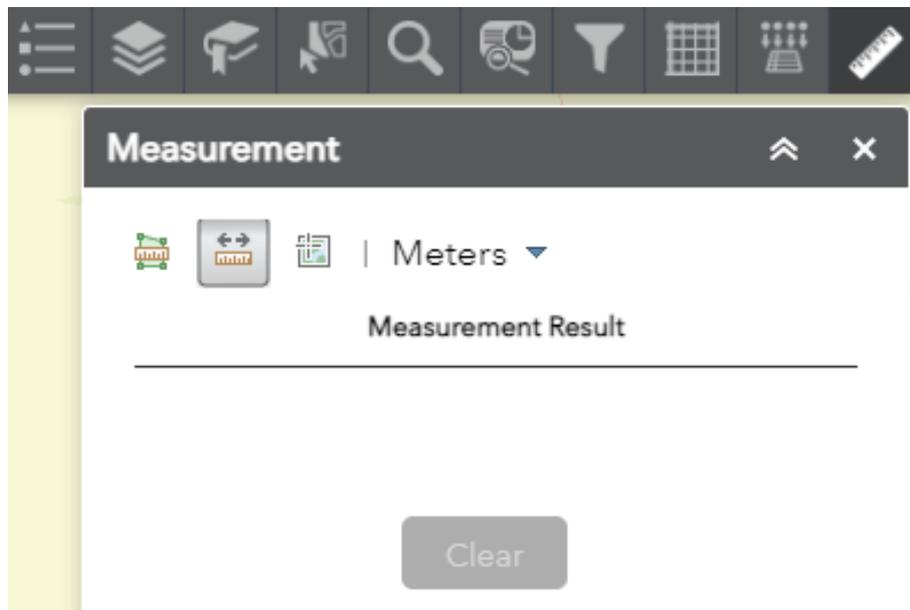
Legend

4.4. Measurement

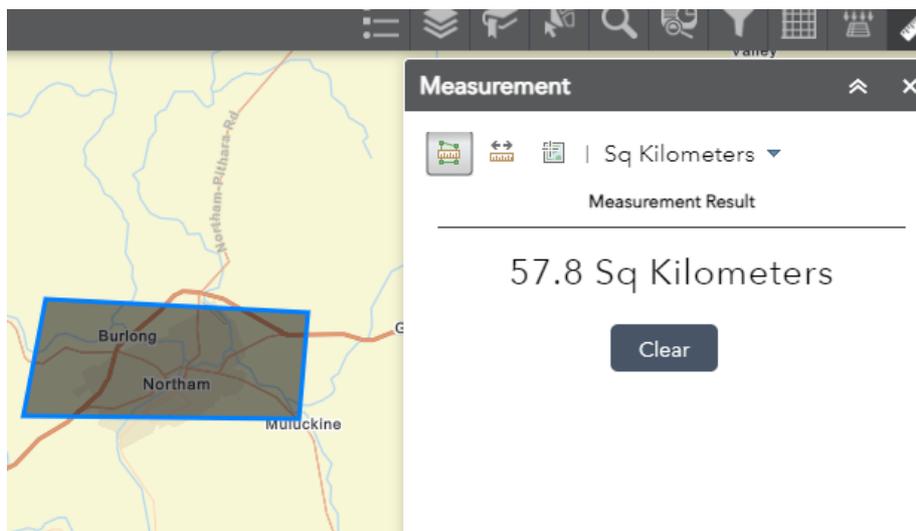
The Measurement widget allows you to measure the area of a polygon or length of a line or find the coordinates of a point.



Click the dropdown to select a different unit of measurement. For example, the km² of an area can be found by drawing a polygon on the map, as shown in Figure 5. Hit Clear to reset the measurement tool.



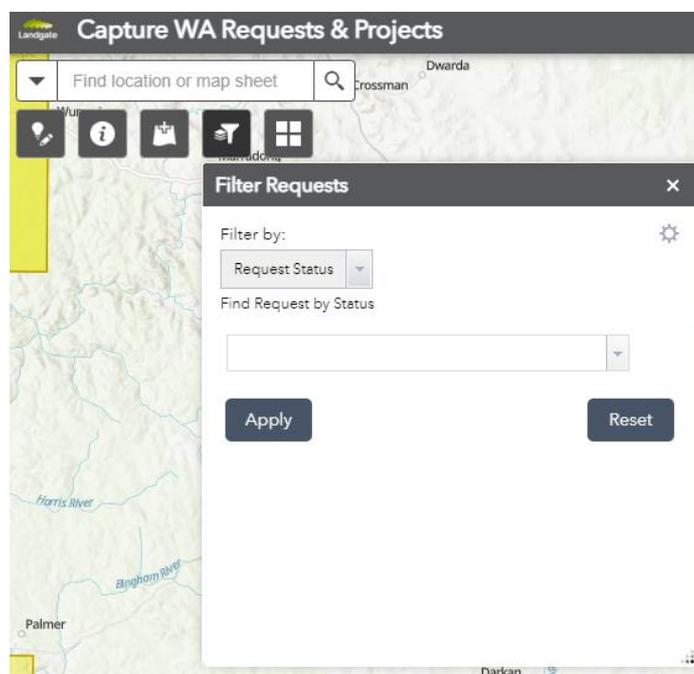
Measurement



Calculating Km².

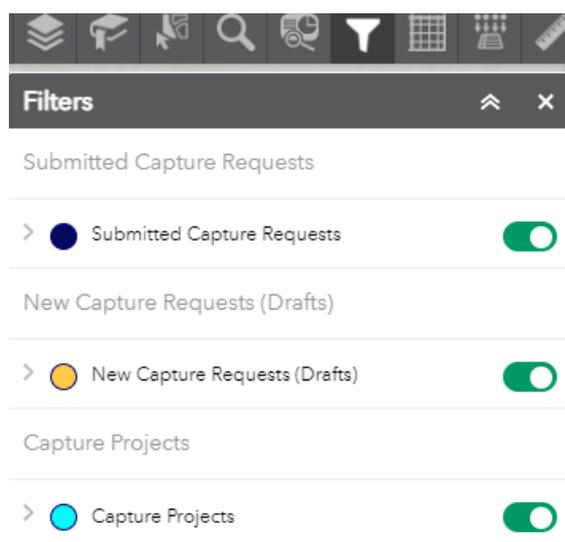
4.5. Filters

The Portal has two filters for the map application. This feature can filter **Capture Types**, satellite, aerial etc. There is also a drop-down option to filter by **Request Status**, showing requests at various stages including submitted, accepted, declined. Once selected, hit **Apply** to view.



Filter requests

The filter button on the right-hand side of the map  has a small list of additional layer filters that can be applied by turning on/off the buttons (*It is recommended that you turn off all other layers in the map that are not being filtered*).



Additional Filters

Filters ⌵ ✕

Submitted Capture Requests

Submitted Capture Requests

Type is

Status is

Request Creation Date is between and

Resolution (m) is

NIR Required is

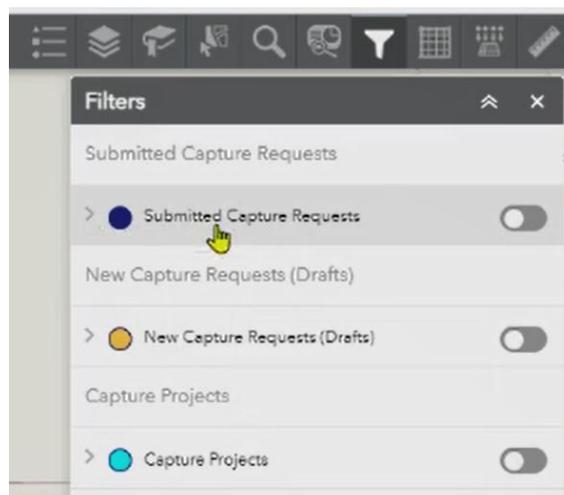
Size in km2 is between and

Capture is required by

Funding Type is

Urgency is

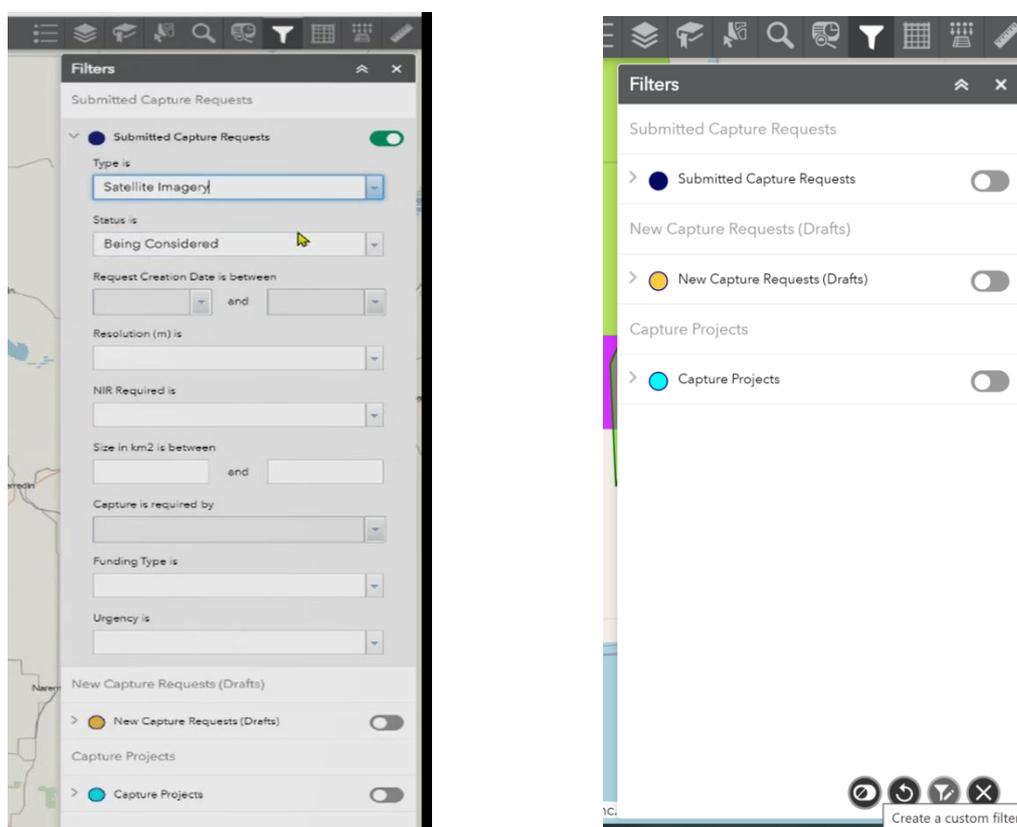
4.6. Additional Layer Filters



Tip: Always remember to disable filters when finished as other features will be removed from the map.

To enable layer filter slide on/off button to green. (It is recommended that you turn off all other layers in the map that are not being filtered)

Note: These filters are an **AND** expression not an **OR** expression - see below to create a custom filter.

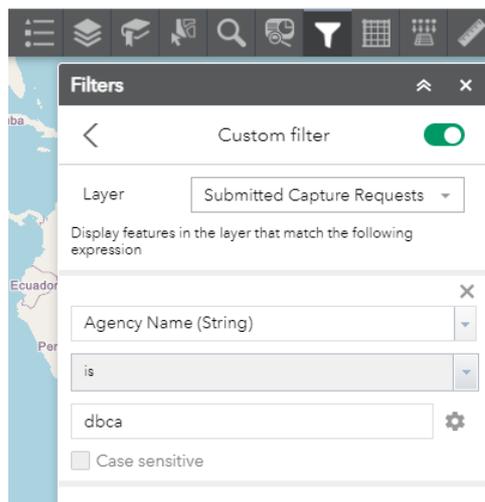
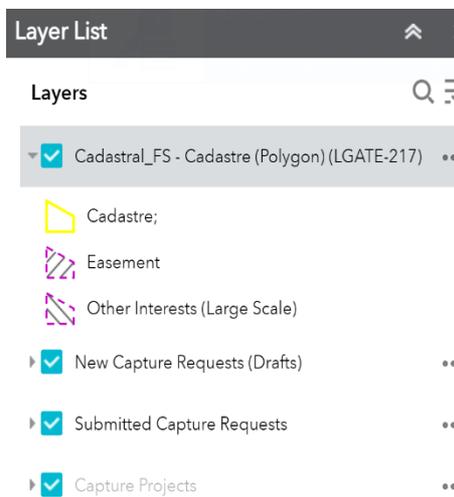
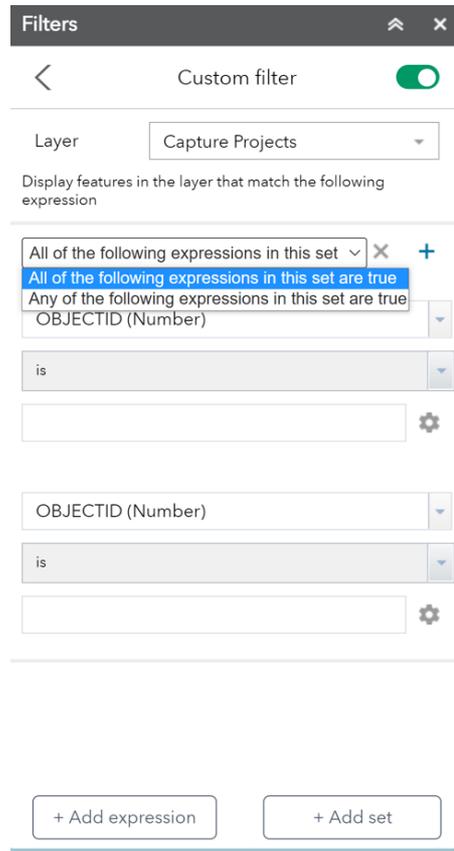
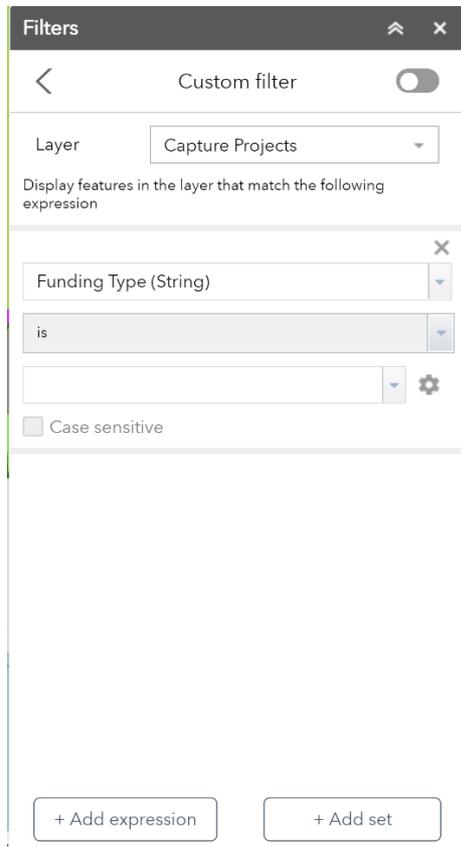


Tip – Turn off all layers other than the one you want to filter.

To create a custom filter, select the 3 dots

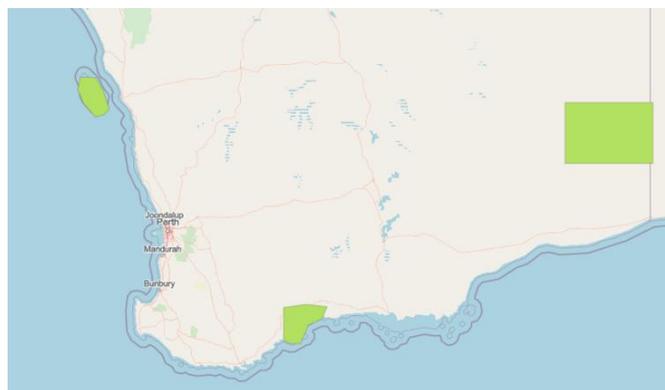
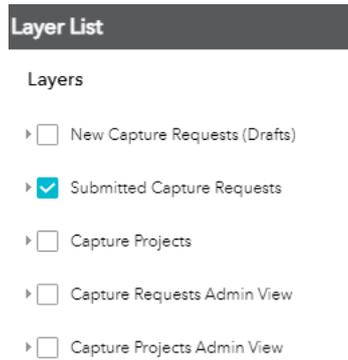


and select Create a custom filter



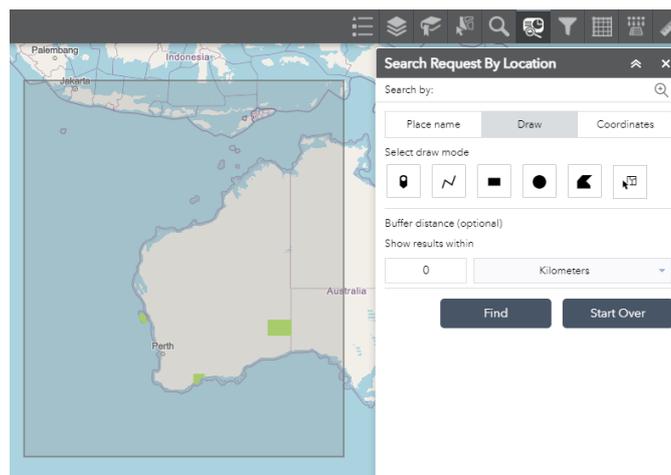
Note: Using this filter combined with the steps in the next section (Finding projects and requests over an area) it is possible to create an agency specific report.

4.7. PDF Report

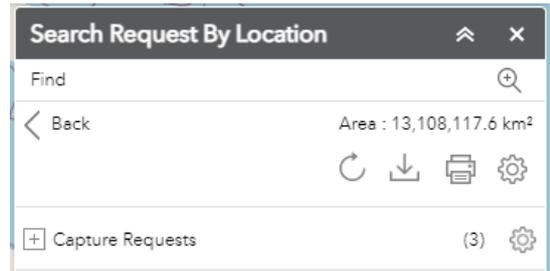
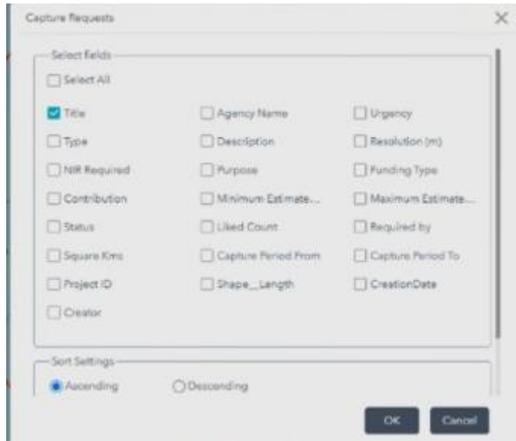


Use **Search Request by Location** widget.

Draw a rectangle around your results

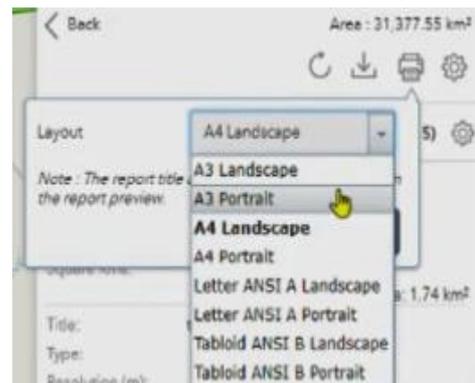
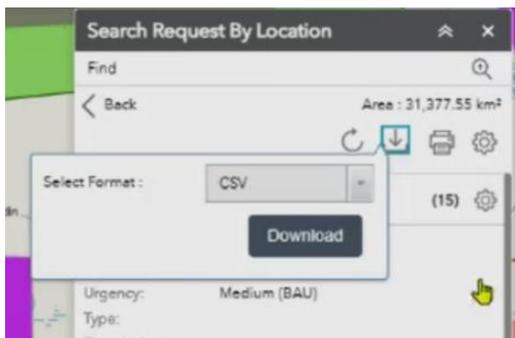


Click Find



These can be exported to a CSV or select print to generate a PDF report.

The settings  will allow you to customise the report view/fields etc.



OK.

Select **Print** and send to your Printer.

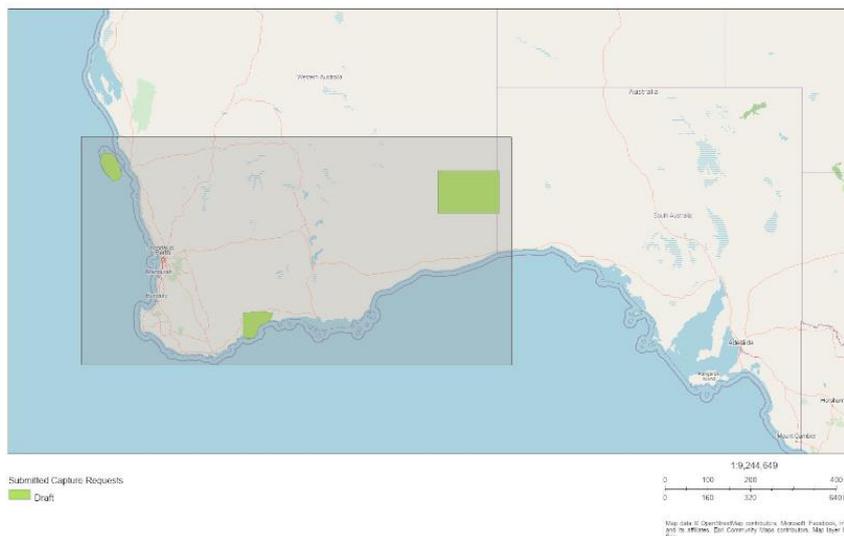
4.8. Summary Report

CaptureWA Submitted Requests - DBCA

Area of Interest (AOI) Information

Area : 1,365,696.62 km²

June 10 2022 8:47:35 Australian Western Standard Time



Enter comments here

Summary

Name	Count	Area(km ²)	Length(m)
Capture Requests	3	50,575.66	N/A

Capture Requests

#	Title	Purpose	Square Kms	Project ID	Type	Description	Resolution (m)	NIR Required
1	Abolhos Islands Capture	Vegetation mapping	5784.047000	No Data	Aerial Photography	Abrolhos Island	0.5 (Imagery)	No
2	Fitzgerald NP	Management/Mapping	7106.268000	No Data	Aerial Photography	Fitzgerald	0.5 (Imagery)	No
3	Great Victoria NR	Veg mapping	37685.435000	No Data	Satellite Imagery	Nature Reserve	0.5 (Imagery)	Yes

#	Funding Type	Status	Area(km ²)
1	Funded by Capture program	Draft	5,783.85
2	Funded by Capture program	Draft	7,104.88
3	Co-funded	Draft	37,686.93

Document control

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Date	Author	Version	Revision Notes
27 July 2022	Fiona Lee	1.3	Draft – Transfer to new Template
6 September 2023	Leanne Sadler	1.4	Transfer to new Template
19 October 2023	Leanne Sadler	1.4	Edits
20 November 2023	Joanne Daniel	2.0	Edits
11 April 2024	Leanne Sadler	2.5	Edits
10 October 2024	Lauren Williams	2.6	Edits – Multi-Factor Authentication