

# Solar Map Updater – User’s Manual

To use the Solar Map Updater to update the Google My Maps on the Solar Landing Page, complete the following steps.

## Step 1 – Pull EnerGov Advanced Search Files

Download the three .csv files – one containing electrical permit records, one containing building permit records, and one containing Certificate of Appropriateness (COA) records – from EnerGov searches. The .csv files will be in the correct format when you download them.

1. Go to My EnerGov Home, aka The Tyler Hub.
2. Type “advanced search” into the EnerGov menu.
3. Click “Manage Advanced Search”.
4. Go to the “All Saved Searches” tab.
5. Using the “Filter” text field, search for “Solar Map Search ELEC”, “Solar Map Search BLDR”, or “Solar Map Search COA”. Mouse over one of them.
6. The three options that appear in the top right corner of a search when mousing over it are “Edit”, “Trash”, or “Run”. Click “Run”.
7. Click on the ⋮ in the top right corner of the page. From the drop-down menu, select “Export Search”.
8. Repeat from step 5 for each “Solar Map Search”.

## Step 2 – Prepare the SOLAR Rebate File (Optional)

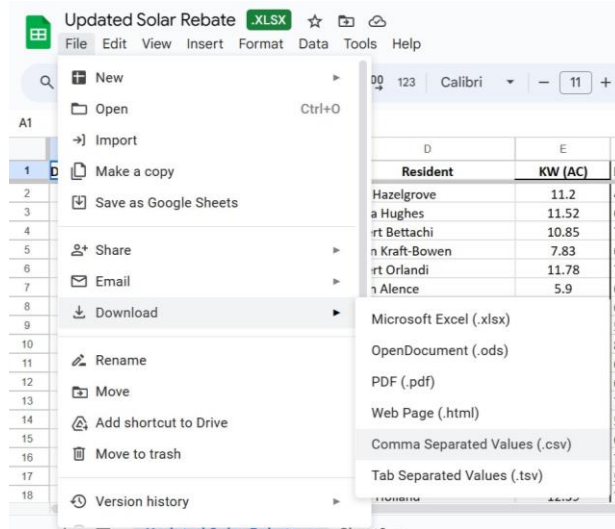
If you desire to include data from the SOLAR Rebate records, please complete the following preparations. This step is **highly recommended**, as the SOLAR Rebate records file contains a more complete list of parcels with solar installations than the combination of the three permit .csv files. If you choose not to include the SOLAR Rebate records, the program **may overwrite or delete correct data** from a previous execution or executions.

1. Ensure the spreadsheet contains (at minimum) the date of installation in column A, the rebate amount in column C, the system capacity – KW (AC)) – in column E, and the GIS parcel number in column F. See below for a visual representation.
  - If this data is not in these columns, the program will not understand how to read the data and may update the map with information in incorrect categories (e.g. parcel number listed as system capacity).

A	B	C	D	E	F
Date of Installation	[Anything]	Rebate Amount	[Anything]	System Capacity	GIS Parcel Number

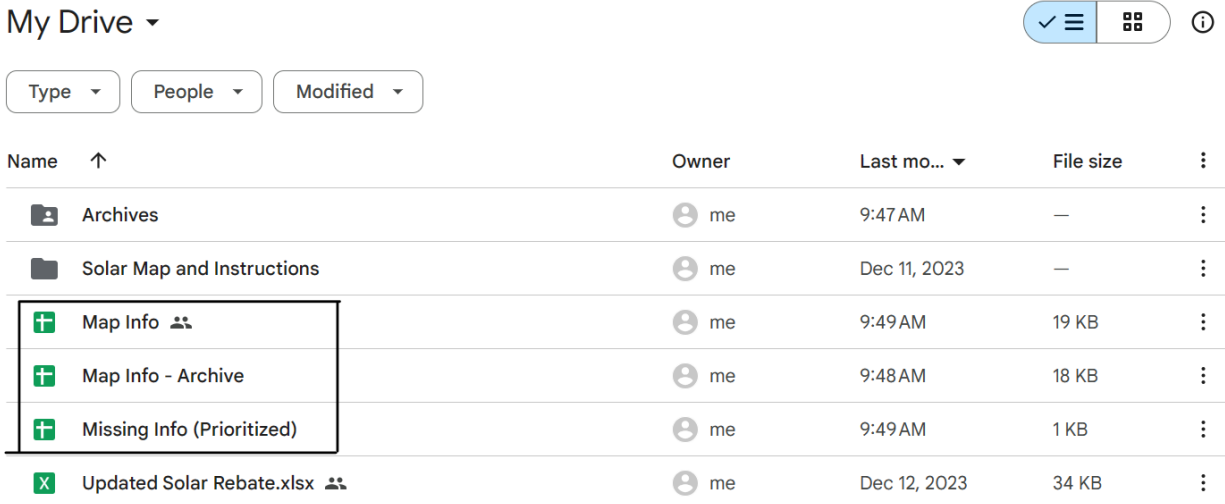
2. Check if there are any non-empty rows in the spreadsheet that do **NOT** contain a GIS parcel number in the 6<sup>th</sup> column, column F. If you find them, search for a parcel number in the SOLAR Rebate records based on the resident’s name.

- The program will identify rows missing a parcel number, if they exist, and warn you about them, but if you can ensure that no rows are missing a GIS parcel number before running the program, you can save yourself time.
3. Using Google Sheets’ “Download” button under the “File” tab, download the rebate spreadsheet as a .csv.



### Step 3 – Prepare the Google Drive

Open the Google Drive belonging to ~~~~~. Observe that the base folder of the Google Drive contains three Google Sheets files: “Map Info”, “Map Info - Archive”, and “Missing Info (Prioritized)”. At this point, edit the “Missing Info (Prioritized)” file as necessary.



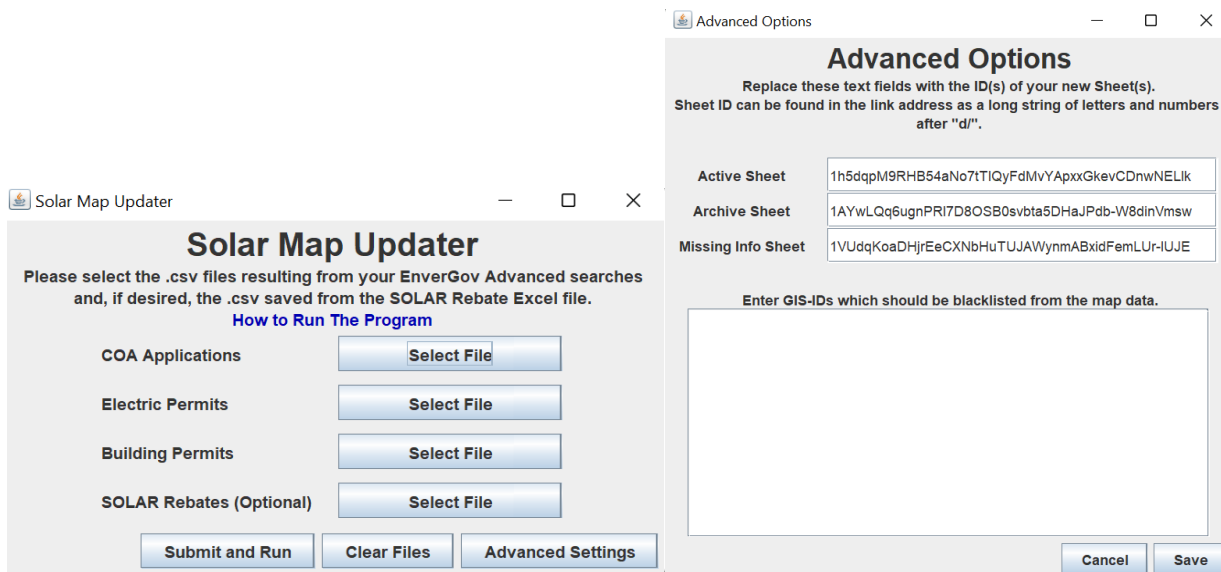
- “Map Info” contains the latest output of the Solar Map Updater.
- “Map Info - Archive” contains the penultimate output of the Solar Map Updater.
  - You may wish to save this archive before you run the program again. If so, make a copy of “Map Info - Archive”, rename the copy to have an appropriate date in the title, and move the copy into the Archives folder.

- “Missing Info (Prioritized)” contains information that the Solar Map Updater will prioritize over any information from the .csv files, including the SOLAR Rebate file.
  - To add a row to “Missing Info (Prioritized)”, ensure that the row contains, **at minimum**, the GIS parcel number in the first column. The program will disregard **all other data** related to that parcel number in the .csv files and include **exactly what you write** in this Sheet. This includes any blank cells.

	A	B	C	D	E	F	G	H
1	GIS-ID	Address	Capacity (kW)	Year of Installati	Installer	Total Cost	Mounting Point	SOLAR Rebate
2	41 28	50 CLIFF RD, N	0	2020	ACK SMART EN	52000	ROOF	N/A

#### Step 4 - Prepare the Solar Map Updater Advanced Settings

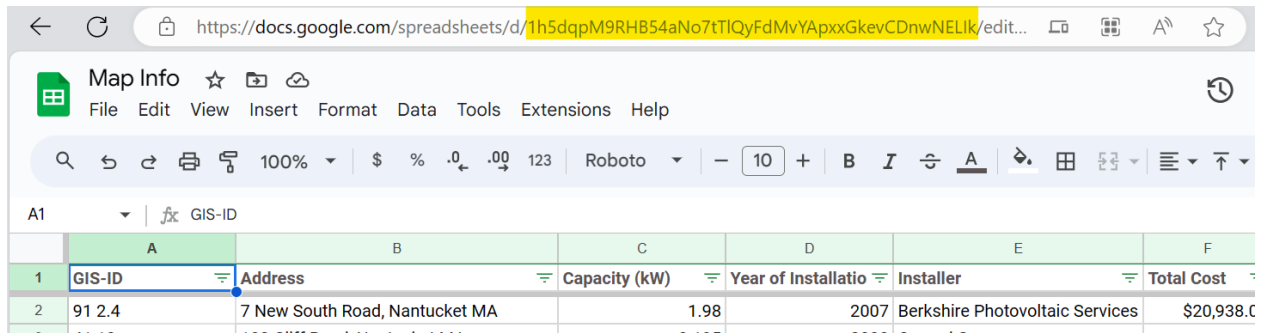
Open the Java application titled “Solar Map Updater”. You will see a window like the first figure below. Click on the button that says “Advanced Settings”. You will see a window like the second figure below. The rest of this step will explain how to set the advanced settings. If the Google Sheet IDs or the parcel blacklist have not changed since you last ran the program, you can safely leave the advanced settings window now.



#### Sheet IDs

A Sheet ID is a lengthy series of characters that uniquely identifies a Google Sheets file. It can be found in the URL of the file immediately after “d/” and before “/edit” (or another end to the URL). The Active Sheet text field should contain the Sheet ID from the “Map Info” sheet. The Archive Sheet text field should contain the Sheet ID from the “Map Info - Archive” sheet. The Missing Info Sheet text field should contain the Sheet ID from the “Missing Info (Prioritized)” sheet.

Depicted below the Sheet ID of the “Map Info” sheet in December of 2023. This may change if the sheet is ever deleted and recreated.



### Blacklisting GIS-IDs

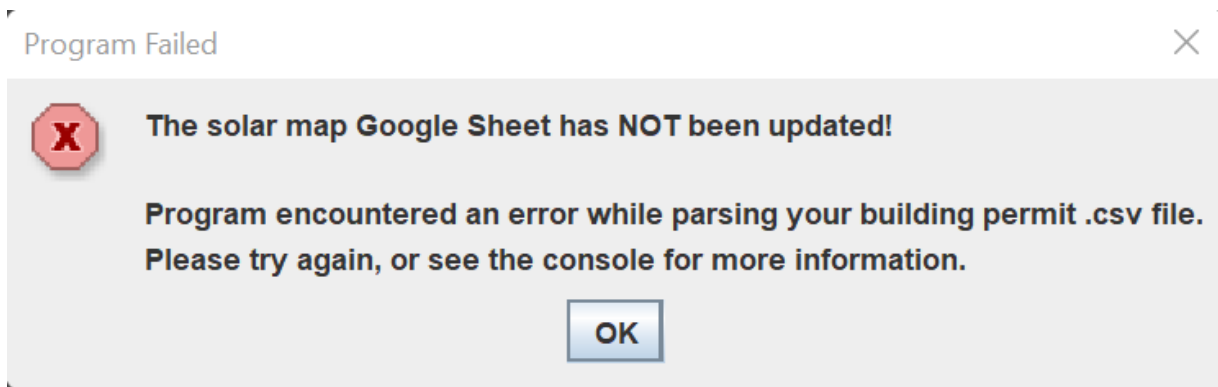
Any parcel numbers entered into this textbox (and, therefore, any of their associated information) will **never** be included in the final output of the program. Parcel numbers should be separated by newline characters.

### Step 5 – Run the Solar Map Updater

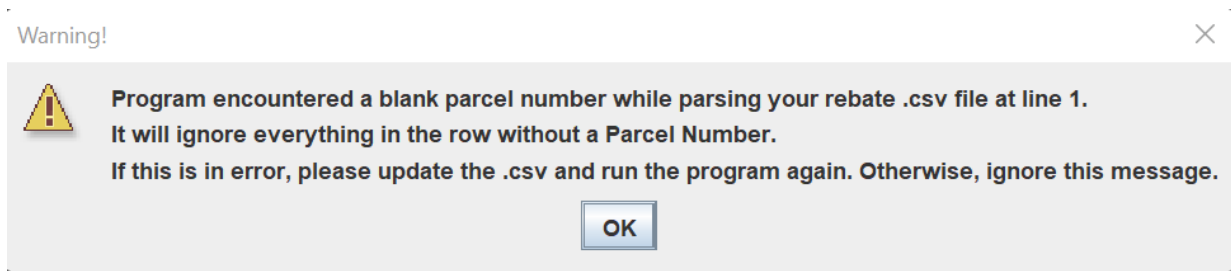
Click on each button that says “Select File”, then select the corresponding .csv file from your computer. Once you have selected all the desired files, click the “Submit and Run” button.

### Errors and Warnings

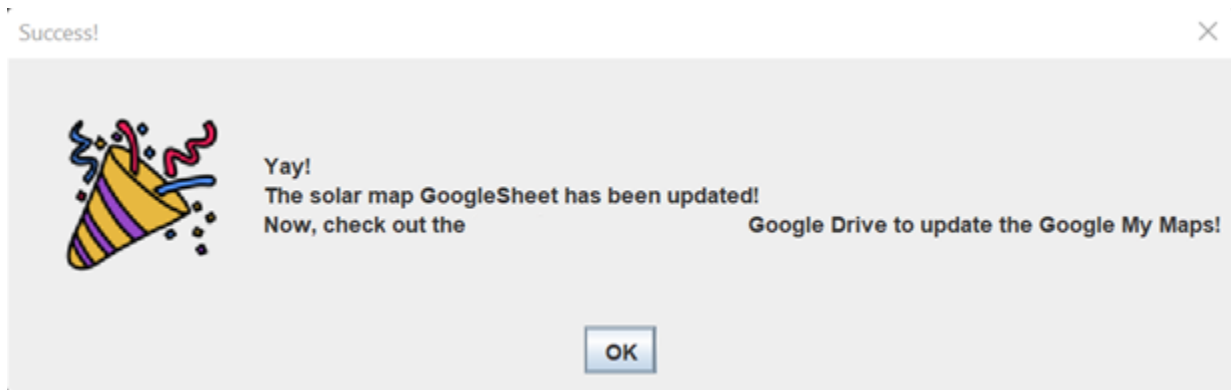
If any errors occur in the process, a window with a red octagon that says “The solar map Google Sheet has NOT been updated!” and details the error will appear. Please follow the directions on the window to troubleshoot the program, then run it again.



If the program detects any *potential* issues, a window with a yellow triangle that details the warning will appear. The program will attempt to deal with the issue, but if you know the warning is about something important, you may wish to edit the .csv files and run the program again. As long as no error windows appear, the Solar Map Google Sheet will still be updated. Once you have successfully completed the prompted google login you will need to click on the java app in your taskbar to continue running the program.



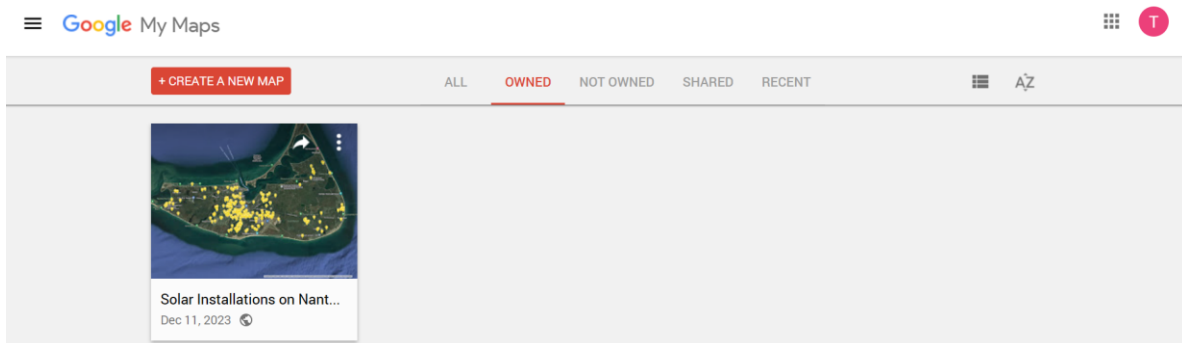
When the program is complete and successfully updates the solar map Google Sheet, you will see a screen like the one below.



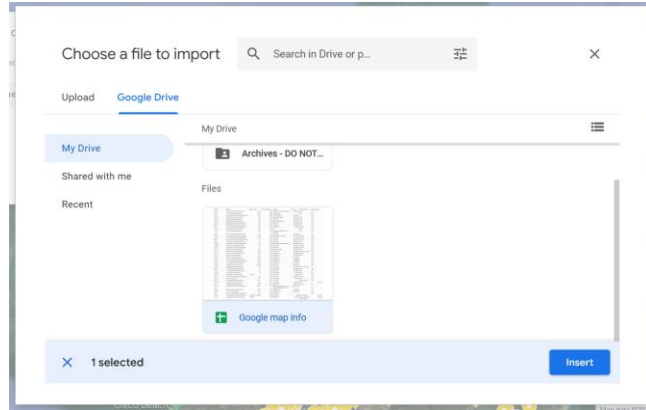
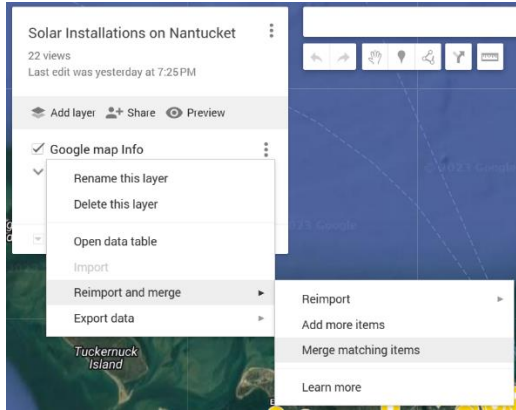
## Step 6 – Create a Google My Maps from a Google Sheet

Observe the Google Drive of ~~~~~~. Open the Sheets file named “Map Info” in the base folder, and ensure that the update was performed successfully. “Map Info” can be downloaded as an Excel file and given to the town’s GIS coordinator to update the local GIS’s solar layer.

To translate the Sheets data into Google My Maps, log into ~~~~~~’s [Google My Maps](#), then open the map titled “Solar Installations on Nantucket”.



Once you have opened the map, click on the : next to the text “Google map info”, navigate from “Reimport and merge” to “Merge matching items”, choose the new Sheets file, and click Insert.



### *Adding Photographs to the Map*

To add a photograph to a pin on the map, type in the relevant address in the search bar at the top of the screen and select the corresponding pin. Click on the camera-shaped button near the bottom of the white screen. This allows you to upload one photo at a time. To upload another, click the button again. You can flip through the images you uploaded and delete any that appear in error.

