



Humanitarian
OpenStreetMap
Team

FACTSET

Getting started with Missing Maps

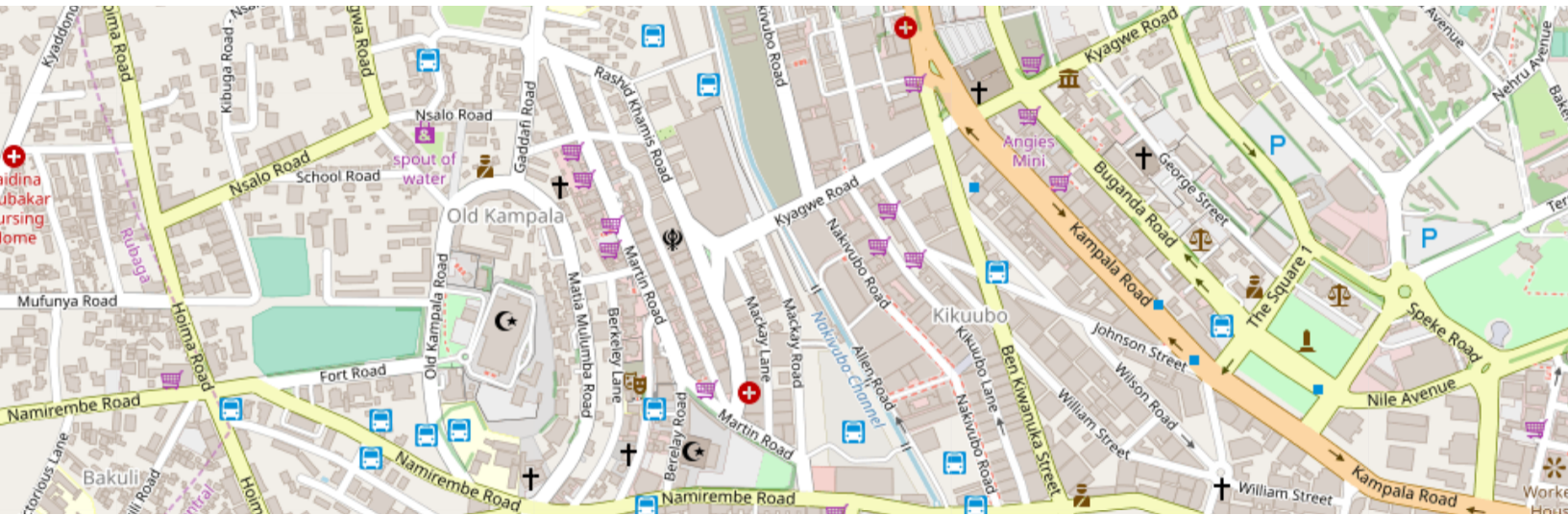
A HOW-TO GUIDE FOR NEW MAPPERS



Creating an Account in OpenStreetMap

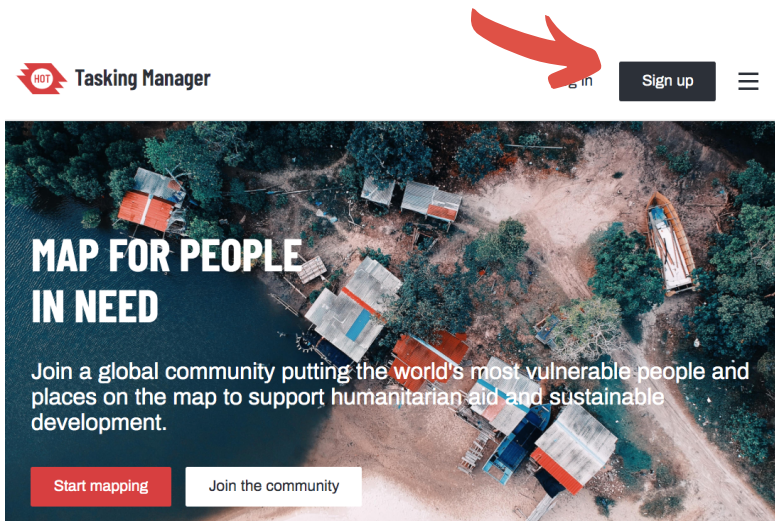
2

An open-source map of the world accessible by everyone, editable by anyone.



1. Create an account

Visit tasks.hotosm.org and click 'Sign Up' in the top right hand corner.



2. Enter your information

Provide your name and email address for your account. This will not be publicly available.

1. Sign up

Please provide your name and email address:

Name

Email

[Read our Privacy Policy for more information on how we protect users' personal data.](#)

Next

1.2M Buildings Mapped

260 Mapped Roads (Km)

260 Total Mappers



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FACTSET

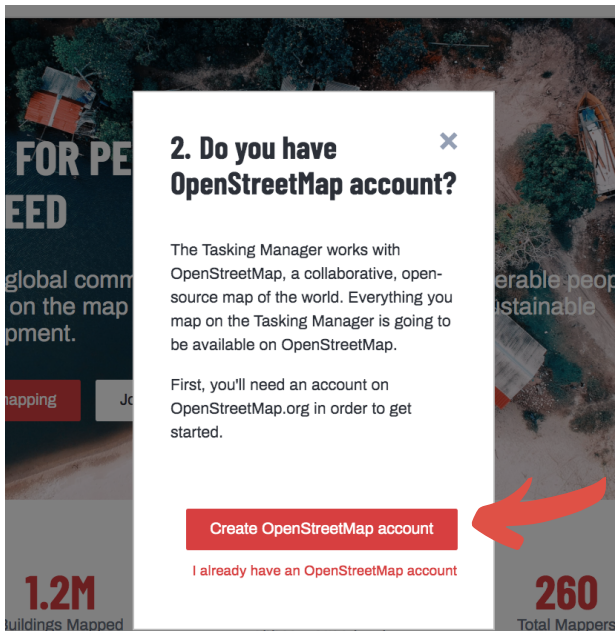
Humanitarian OpenStreetMap Team | www.hotosm.org | factset-support@hotosm.org

Creating an Account in OpenStreetMap

3

3. If you are new to mapping, select 'Create OpenStreetMap Account'

OpenStreetMap and the HOT Tasking Manager sync together to allow you to map.

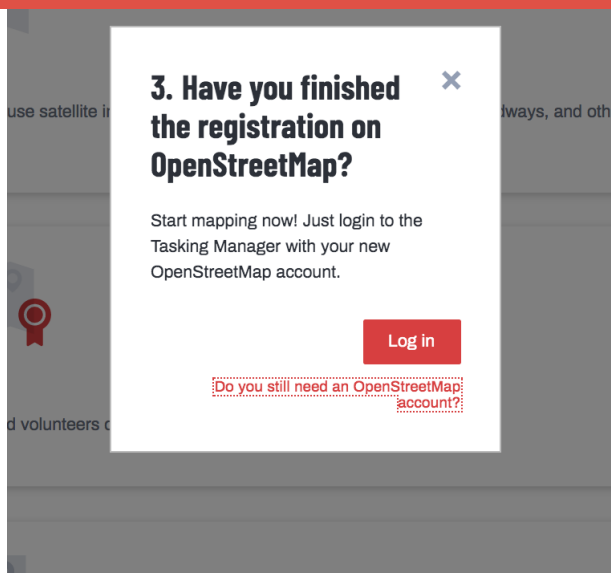


4. Enter your information

Provide your information and click the blue **Sign Up** button. An email will be sent with a link to confirm your account.

A "Sign Up" form with a globe illustration in the background. The form includes fields for "Email Address:", "Confirm Email Address:", "Display Name:", and "Password:". To the right of the form, there is text stating "Free and editable" and "Unlike other maps, OpenStreetMap is free to download and use." Below the form, there is a link to the "privacy policy" and a note about public display of the address and username.

5. Finish logging in

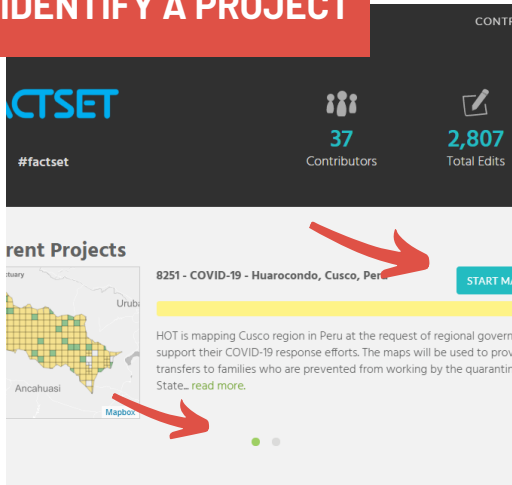


Click **Login**. Your OpenStreetMap account should be automatically recognized. Simply click the blue **Grant Access** button to finish the registration.

If your account is not recognized, enter your OpenStreetMap username and password where prompted.

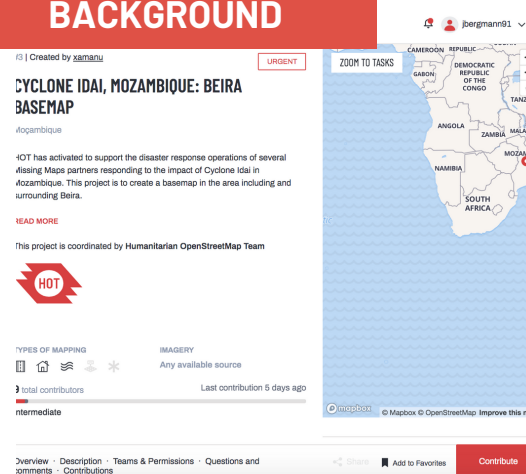


1. IDENTIFY A PROJECT



Use the [FactSet Leaderboard](https://missingmaps.org/partners/factset) (missingmaps.org/partners/factset) to identify a mapping project. Under Current Projects, you will find a description of the available projects. Click **Start Mapping** to launch a project.

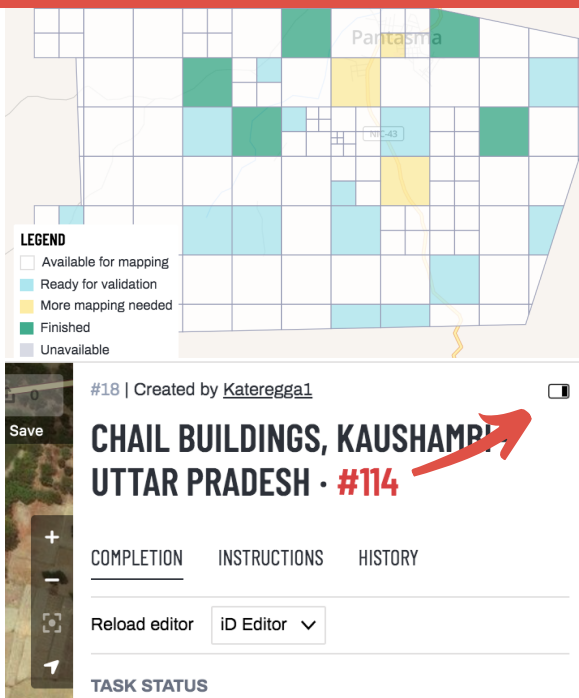
2. READ PROJECT BACKGROUND



Read the background Information on the project. Then, click **Contribute**. The Instructions for the project are provided, including:

- entities to map (e.g. buildings only, buildings & roads, etc.)
- any other specific guidelines for the project, including mapping and tagging

3. SELECT A TILE FOR MAPPING



On the right-hand side of your screen is a grid. Each tile in the grid is color-coded according to its completion status:

White: tile is available for mapping

Blue: tile has already been mapped and is ready for data quality review

Yellow: tile has been partially mapped, but more mapping is needed

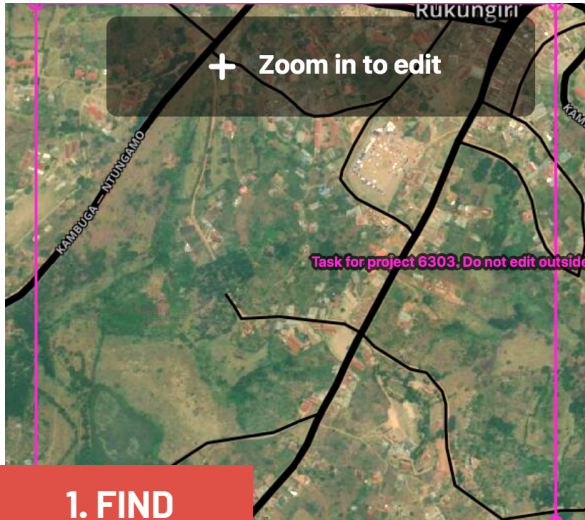
Green: tile has been mapped and validated; no further mapping needed

Grey: tile has bad imagery that prevents mapping

Lock Symbol: tile is locked and currently being mapped by another user; you are not able to map in this tile.

Click **Map a Task** or select a white tile for mapping. Leave iD Editor as the default mapping tool option. Your mapping tile will open in the same window. Minimize the **Task Status Sidebar** by clicking the switch button. You will return to this later on.

Learning to Map: Mapping rectangular buildings



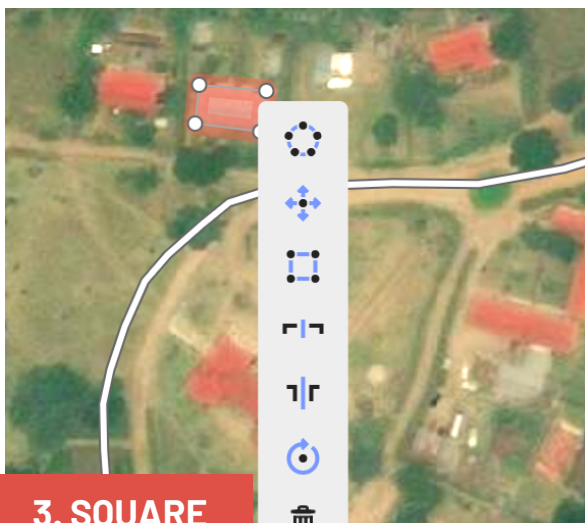
1. FIND

Most mapping projects will ask you to map buildings. Take a methodical approach with your tile, starting in the top left hand corner and moving across, finding buildings to map as you go. Zoom in using the + on the side bar so you can see the buildings.



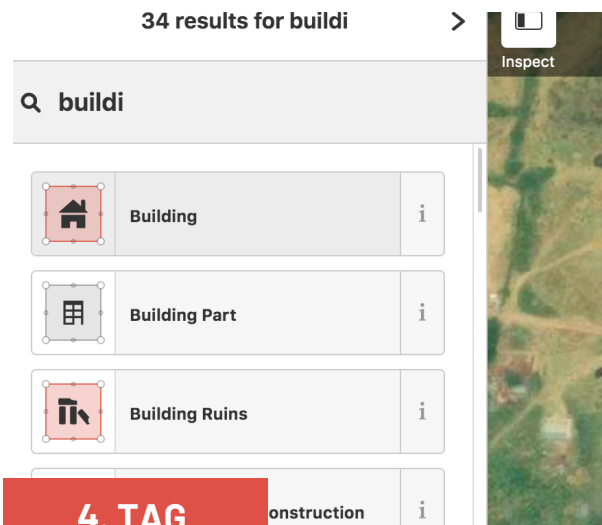
2. TRACE

Select **Area** at the top for the tracing tool. Begin by clicking in one of the corners of the building. Click in each corner of the building, tracing the shape exactly as it appears. **Double-click** on your last point to close the shape. It will begin flashing red.



3. SQUARE

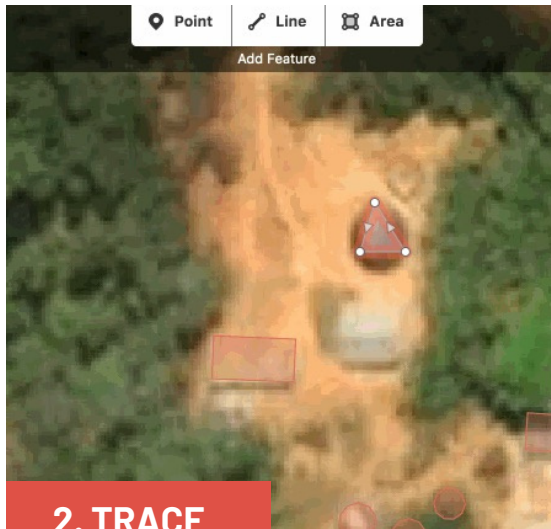
Once your building is flashing red, click in the center of the shape and hit the **Q** button on your keyboard, or right-click and select the square. This will make the edges perfect 90 degree angles.



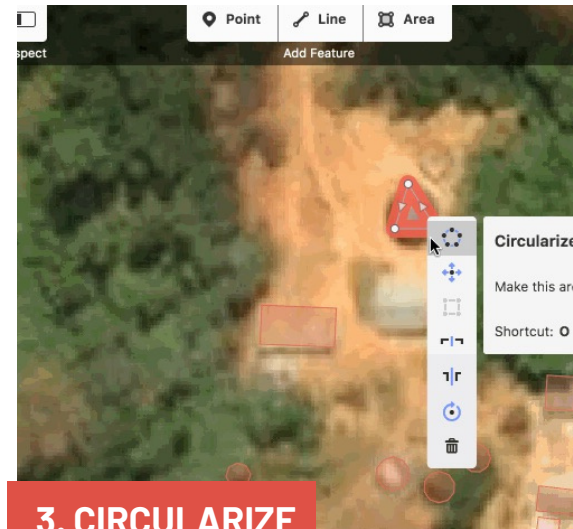
4. TAG

In the left-hand search panel, type **Building** and select the button. Click the checkmark in the top right hand corner to tag your feature as a building.

Learning to Map: Mapping circular buildings



For circular buildings, rather than tracing each individual point around the circle, instead trace three points in the shape of a triangle. **Double-click** on the last point to close the trace. It will start flashing red.



Click in the center of your triangle. On your keyboard, hit the **O button**, or right-click and select the circle to make the points a circular shape.

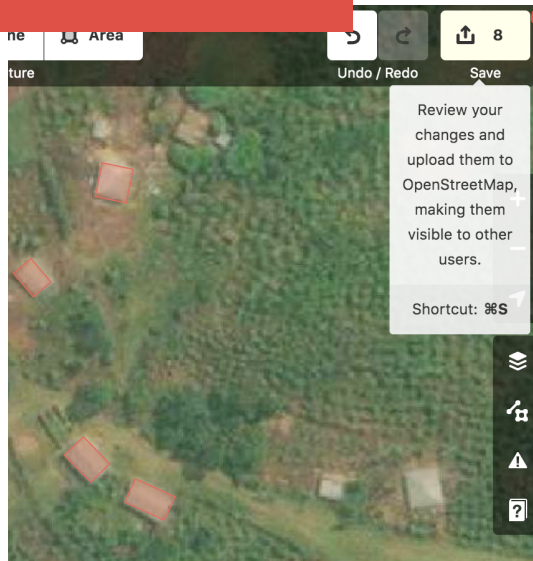
Tag your round building as a building, just like you did in the previous steps for rectangular buildings.

Tips for mapping buildings

- Zoom in closely enough to see the building footprint accurately. Trace the building exactly as you see it. If there is tree coverage, do your best to map the building underneath.
- In densely populated areas, some buildings might be close together. Avoid having buildings touch one another. Zoom right in to map them closely to each other. Right click on an individual point or on the whole shape to delete.
- Make sure to tag all of your buildings as buildings. If your building is not tagged, it will appear as a white/transparent color, rather than as red.
- Carefully look through the whole tile to make sure that you have traced each individual building

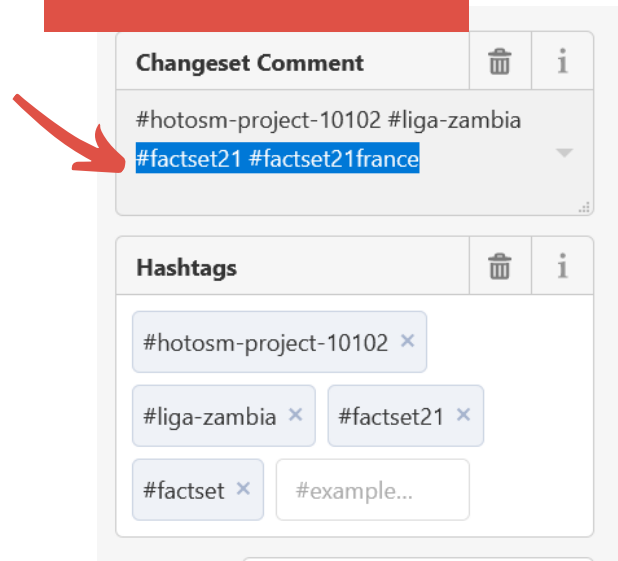
Learning to Map: Saving your work

1. SAVE



To save your work, click **Save** in the top right-hand corner. **We recommend saving every 8-10 edits.**

2 ADD HASHTAG

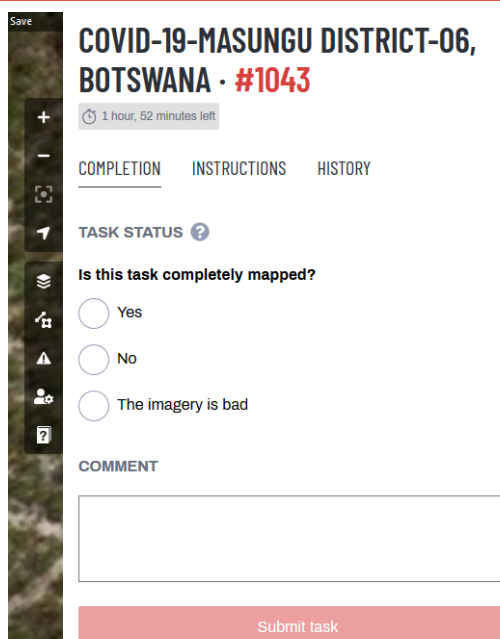


In the left panel, you will see a **Changeset Comment**. Each time you save, add two hashtags. **Check with your office lead on the formation of the location hashtag.**

#factset21 #factset21[location]

****be sure to remove the brackets and add your actual location!**
Ex: #factset21france

3. EXIT YOUR TILE



When you are finished with mapping, open the **Task Status Toolbar** and select one of the status buttons before clicking **Submit Task**:

'Yes' this task has been completely mapped: Indicates that all of the features required have been mapped within the tile. Selecting this option will change the tile to blue signaling that the tile is ready for data quality review.

'No' this task is not completely mapped: Indicates there are more features to map within the tile. Selecting this option will make the tile available for other mappers to continue mapping.

The imagery is bad: Indicates there is a lot of cloud coverage that is preventing you from mapping.

The FactSet Leaderboard

FACTSET

#factset



37

Contributors



2,807

Total Edits



2,389

Building Edits



137

km of Roads

Current Projects



8251 - COVID-19 - Huarucondo, Cusco, Peru

START MAPPING

95%

HOT is mapping Cusco region in Peru at the request of regional government to support their COVID-19 response efforts. The maps will be used to provide cash transfers to families who are prevented from working by the quarantine and State... [read more](#).

Support Missing Maps

DONATE

New to Mapping?



LEARN TO MAP

Measuring your impact

The Leaderboard allows you to track the individual and collective impact of your mapping activities. At the top, you will see the total contributors from your organisation, the total map edits, **buildings** added, and **kilometers of road** added by your fellow volunteers.

The projects that have been selected for your organisation are also displayed, along with a brief description. Scroll through the projects by clicking a grey dot (if there is more than one project available).

If you scroll down, you'll see the **TEAMS** leaderboard as well as the **USERS** leaderboard. Teams will display the cities/locations where mapathons have happened and their results. Users will display the results of individuals so you can see who the top performers are (*are you one of them?*)

Note: The leaderboard can take up to two hours to refresh data.

www.missingmaps.org/partners/factset

LEADERBOARD

acnrl

Add Competitor

refreshed: today at 12:20 pm

CURRENT LEADER

acnrl	84,624	Total Edits
50,569	2,545	Buildings km
		Roads

last edit: a month ago

LEADERBOARD MAP VIEW

Leaderboard

RANK	NAME	TEAM	TOTAL	BUILDINGS	KM OF	LAST UPDATE
1	OttoR	acnrl	71,676	38,679	2,401.3 km	a month ago
2	Klara_K	acnrl	727	727	0 km	5 months ago
3	Mathijs van H	acnrl	683	683	0 km	5 months ago
4	JJansen2	acnrl	612	611	0 km	5 months ago
5	spoema	acnrl	512	511	0 km	5 months ago
6	TheSas2019	acnrl	444	413	7.2 km	5 months ago
7	klimpetje	acnrl	440	340	33.5 km	5 months ago
8	Marguerite7	acnrl	411	391	5.9 km	5 months ago

From the main leaderboard, click on the location hashtag to be taken to your event's leaderboard. At the top, you will see the total edits and buildings, as well as the list of individuals from your mapathon.

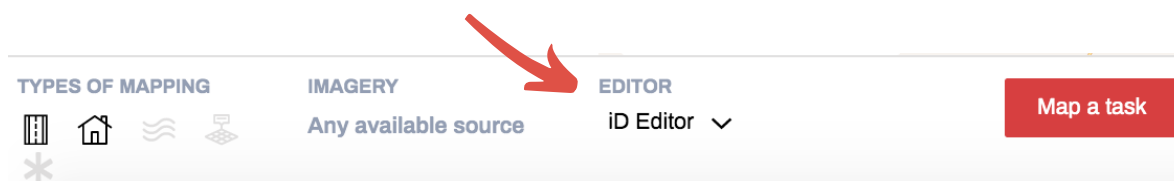
Mapping FAQs

Which web browser should I use to map?

We recommend using Google Chrome, Mozilla Firefox, or Safari. **Internet Explorer and Edge are NOT compatible with our tools.**

Which editing tool should I use to map?

iD Editor is a great tool for beginners and the default option for mapping. We would recommend using this until you have put in several hours of mapping.



What if I can't tell if it is one building, or lots of separate buildings?

Look to see if there is a shadow or green space between the structures. If you are still unsure, mark it as one building. **Remember, each individual building deserves its own attention.** Be sure to look carefully and trace each individual building you see. **DON'T** trace one giant square over a bunch of individual buildings. Do that will make more work for others later on.



DON'T

These buildings are definitely separate, but this mapper has traced them as all one building.



DO

These buildings are definitely separate, so this mapper has traced them and tagged them as individual buildings.

Mapping FAQs

What if the buildings I am mapping are really close together?

Do your best to map buildings that are close together, making sure they don't touch or overlap. If you are tracing and your points connect, delete one of the building shapes by right clicking on your trace and selecting the trash icon, then re-map it not touching the others.



DON'T

These buildings are definitely separate, but this mapper has traced them as all one building.



DO

These buildings are definitely separate, so this mapper has traced them and tagged them as individual buildings.

How do I square my building and tag it as a building?

Remember, mapping a building is a three step process: **(1) Trace, (2) Square, (3) Tag**. See pages 8-9 of this guide for the step-by-step. For each building you trace, we square the edges by clicking in the center of the shape and press the **Q** button on your keyboard. To tag the building, use the **Search** panel on the left, select **Building**, and click the checkmark to confirm the tag.

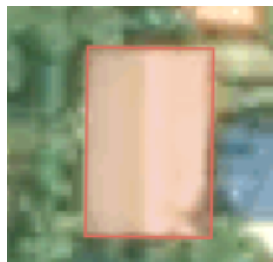
NOT SQUARED



Edges are uneven



SQUARED



Edges are perfect 90 degree angles

NOT TAGGED



Area is white/ transparent in color



TAGGED



Tagged building is red in color

Mapping FAQs

How do I make sure my building traces are high-quality?

Make sure you are zoomed in as far as possible. Trace the shape of the building exactly as you see it. Not every building will be perfectly square or rectangular, so do not draw it as such. If the building is partially covered by a tree, do the best you can to capture what the building likely looks like.



DON'T

Trace every building as a square or rectangle if that is not its true shape.



DO

Trace the true shape of the building, which might include awnings or verandas

Why should I keep labelling everything as just a building?

It is very difficult as a remote mapper to tell what type of building something is just by looking at an aerial photograph. These details are added by local mappers on the ground at a later stage in the process. **Do not use any other tag other than building.** If, for example, you tag a building as a hospital, you could jeopardize a life if someone goes to this building seeking treatment.

Some areas might have some mapping already, like roads/waterways, or tags such as residential areas or forests. Don't delete these existing features. Instead, map what is remaining and asked for in the task.



Here a local bus stand is tagged. As a remote volunteer, you will not know this information, so you should always tag as a building.

Mapping FAQs

How do I distinguish a hut from a tree, bush, or rock?

Huts have a distinct, curved shadow and a raised point in the middle. Look closely to see if there are surrounding fences or roads that would indicate a residential area. If you are unsure, map the feature and leave a note in the comments box for our team to go back and double-check.



Can I map over the edge of my pink square? What if there is a building that crosses over?

Focus your mapping within your pink boundary. However, if a building touches your pink boundary, map it quickly and **Save** your changes.

What should I do if I'm not sure if I should map something?

Sometimes the satellite imagery has large white/silver reflective patches, which are often water, trucks, or agricultural buildings. Do the best you can to determine whether it is a building by looking for the shadow of the footprint. If you are unsure, map the feature and mention it in the comments box.

Mapping FAQs

What do I do if the image is not clear (ie: covered with clouds, blurry, etc.)

If the imagery in your tile is very very obscured, particularly by clouds, there is an option to indicate that **the imagery is bad**. Select this button and leave a note in the comment box indicating how it is unclear before clicking **Submit task**.



COVID-19-MASUNGU DISTRICT-06, BOTSWANA · #1043

1 hour, 52 minutes left

COMPLETION INSTRUCTIONS HISTORY

TASK STATUS ?

Is this task completely mapped?

☐ Yes

☐ No

☐ The imagery is bad

COMMENT

Submit task

How do I make sure that all of my mapping counts towards FactSet's goals?

Each time you save, remember to use the #factset21 and #factset21[location] in your changeset comments. Remember the location hashtag should reflect your city/country/region, depending on your area.



Changeset Comment

#hotosm-project-10102 #liga-zambia

#factset21 #factset21france