

Target Maps, Common Names, and Additional Info in MECCMap

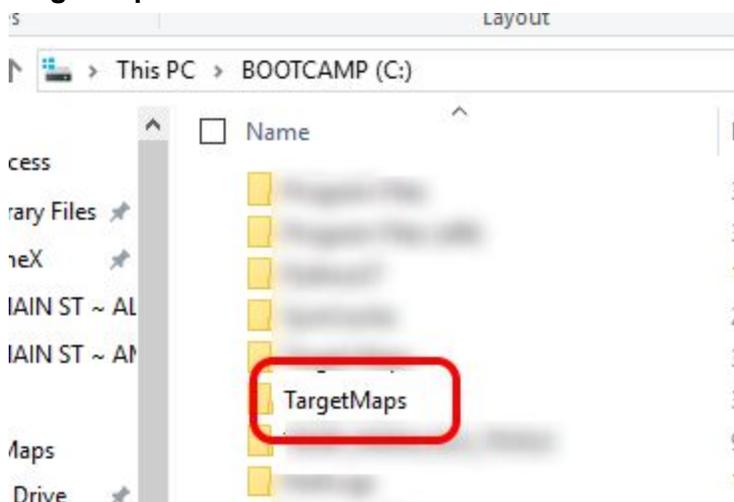
Updated 2018-03-13

In MECCMap, Target Maps can also be thought of as preplans for a particular address. A Target Map can be nearly any type of file... text file, picture file, etc., but most departments will find that Adobe PDF files work the best for organizing information and presenting it as a Target Map. You can have multiple Target Maps per address, you are not limited to just one.

For this tutorial, we are going to build Target Maps for the **“ACME FIRE DEPARTMENT”**. You can substitute **“Acme Fire Dept”** with the name of your department where applicable.

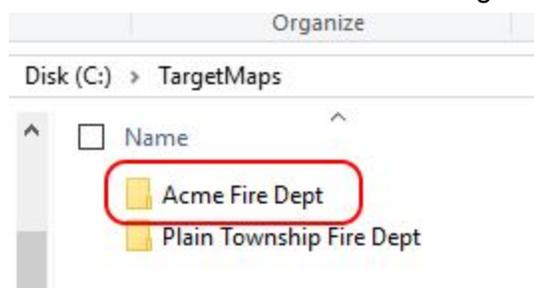
Target Maps folder location

By default, MECCMap will look for a folder called TargetMaps in the C:\ drive of your computer. All of your Target Maps will be stored within this folder. So to start, go to the C:\ drive of your computer and create a new folder called **TargetMaps**

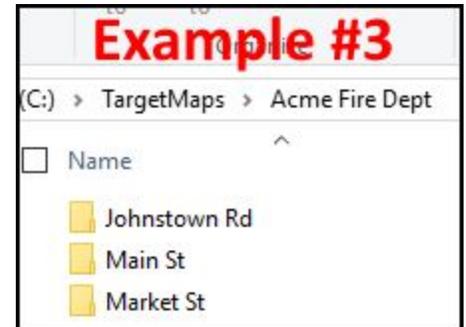
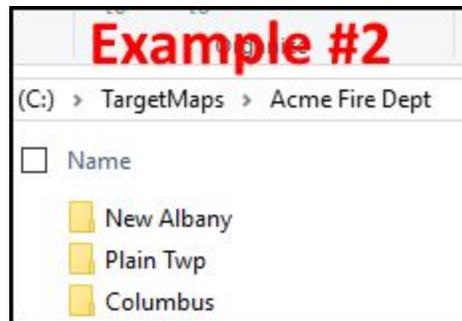
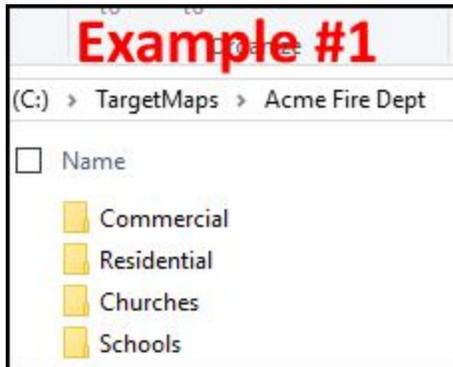


Target Maps folder organization

Because of the possibility of sharing Target Maps with other departments that have MECCMap, it's a good idea to create a subfolder under **C:\TargetMaps** using the name of your fire department as the name of the folder. We do this so we can easily add another department's TargetMaps folder to this directory and keep everything separated. So let's create a new folder in C:\TargetMaps\ named **Acme Fire Dept**



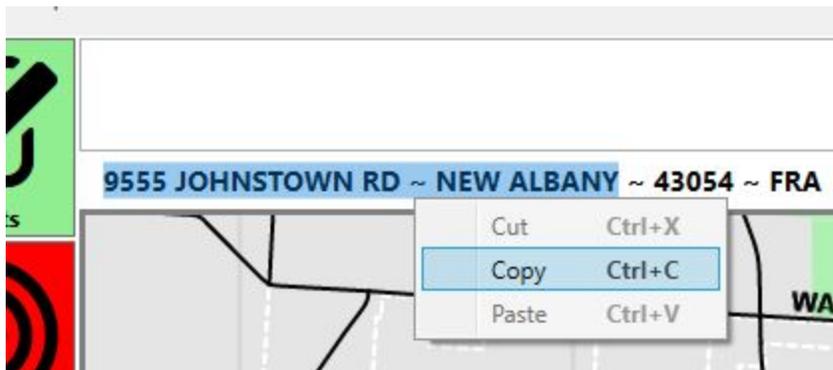
Inside the **Acme Fire Dept** folder, you can choose any method of organization that works for you. For instance, you might want to create subfolders for **Commercial, Residential, Churches, Schools**, etc. (see Example #1) Or perhaps you'll want to organize by **Municipality Name**, such as New Albany, Plain Twp, Columbus, etc if you cover multiple municipalities (see Example #2). For Acme Fire, we're going to organize our Target Maps by **Street Name**, (see Example #3) but do what works best for you.



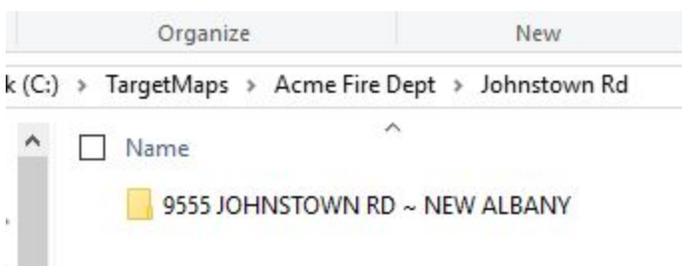
Create a TargetMap folder for an address

Ok, now to the part about creating a Target Map for a particular address. The first step is to create a new subfolder, and name it in the format of **<FullAddress> ~ <Municipality>** . The squiggly line in between Address and Municipality is a **"tilde"**, and is on the keyboard to the left of the number 1 (above the Q). ***It is important that you follow this convention so that MECCMap can find the proper Target Map for a given address.***

The first address we're going to use is for Marburn Academy on Johnstown Rd in New Albany, Ohio. The easiest thing to do is to search for this address in MECCMap. So we'll do a search for **9555 JOHN** and choose **9555 JOHNSTOWN RD, NEW ALBANY**. When the address appears on the map, we'll highlight the address, tilde, and municipality, Right-click, and choose **Copy**.

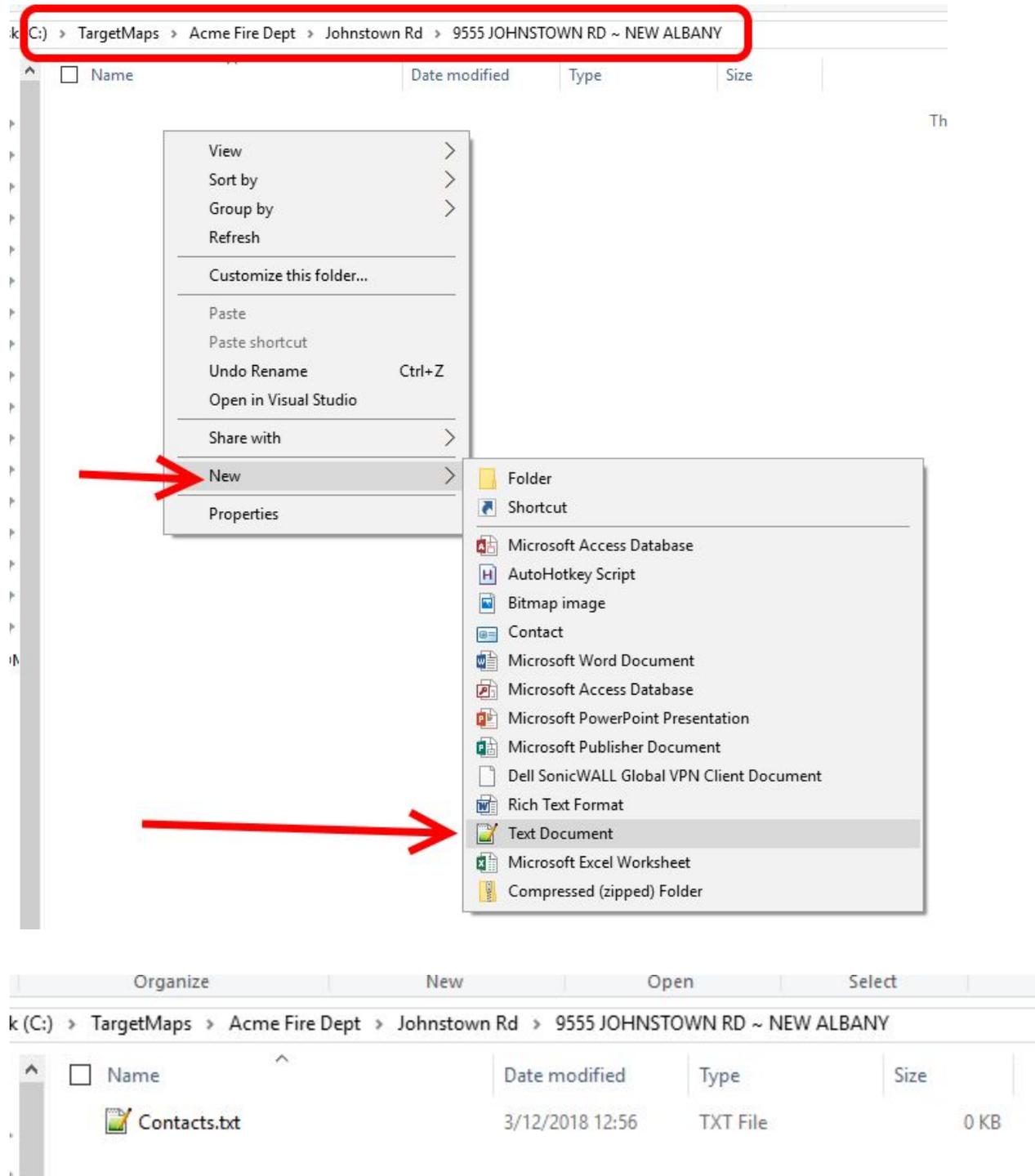


Now, since we are organizing our Target Maps by street name, we'll go into the **Johnstown Rd** folder, and inside we'll create a new folder, then "Paste" the address and municipality value that we just copied. So the folder structure now looks like this...

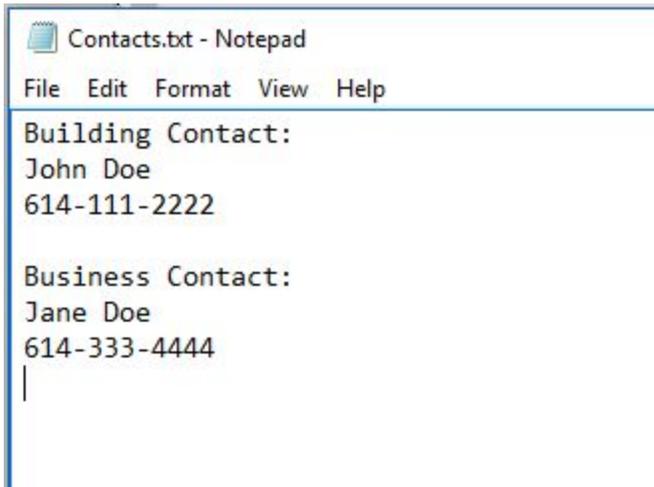


Now let's go inside this new folder. In this folder is where you'll place any "Target Maps" that you want for this particular address. Again, a Target Map can be any kind of file... text file, picture file, PDF file, etc. As an example, we'll create a "Contacts" Target Map... so let's right-click on an empty area, and choose New ⇒ Text Document.

Name it **Contacts**



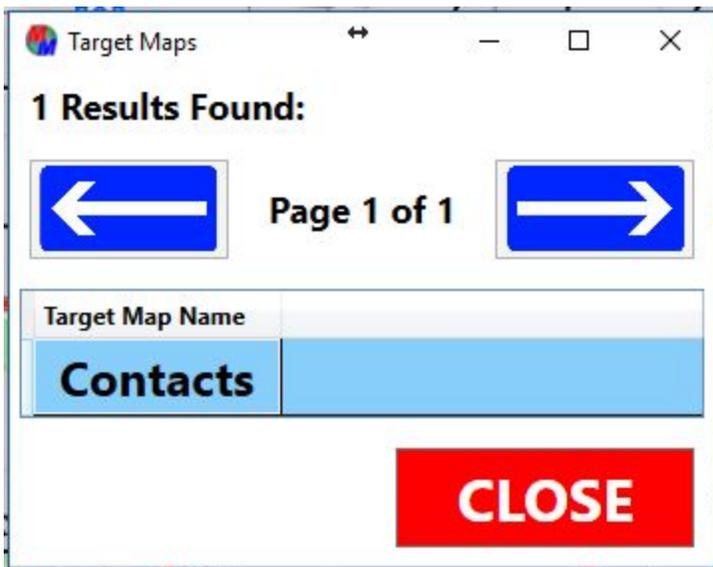
Now open this file with NotePad, and put some contact information, then Save the file



Now we'll go back into MECCMap and do another search for **9555 JOHN** and select the correct address, and now you'll see that the **Target Maps** button is lit up.



Clicking on it will reveal the following...



Now we can click on Contacts, and it will open the file that we created.

Again, any files we put inside this folder will be displayed as Target Maps. As an example, I've added 2 pictures and a PDF file to this folder, and when I do another search for that address and click on the Target Maps button, we'll see all of the files available.

Name	Date modified	Type	Size
A-Side.JPG	3/3/2018 22:58	JPG File	104 KB
Contacts.txt	3/12/2018 12:59	TXT File	1 KB
Master Preplan File.pdf	3/3/2018 23:10	Adobe Acrobat D...	143 KB
Overhead.jpg	3/3/2018 22:57	JPG File	155 KB

Target Maps

4 Results Found:

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Target Map Name	
A-Side	
Contacts	
Master Preplan File	
Overhead	

CLOSE

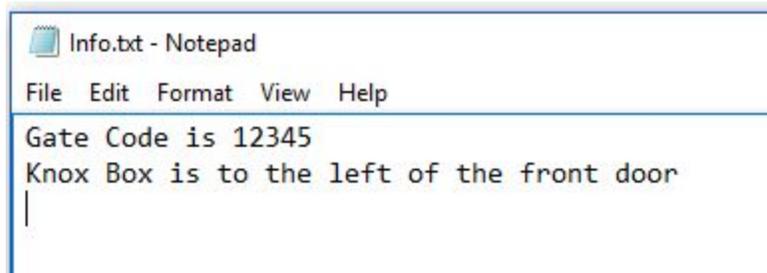
Creating an Additional Info window for an address

Sometimes you'll have a small bit of information, such as a Gate Code, Knox Box location information, or special instructions that you want to pop up on the screen as soon as the address is selected. For that, we can create a special text file named **Info.txt**, and any information inside that file will show on the main map screen. To demonstrate, in our **9555 JOHNSTOWN RD ~ NEW ALBANY** folder, we'll right-click on an empty space, and choose New ⇒ Text Document. Name the file **Info** (Info.txt)

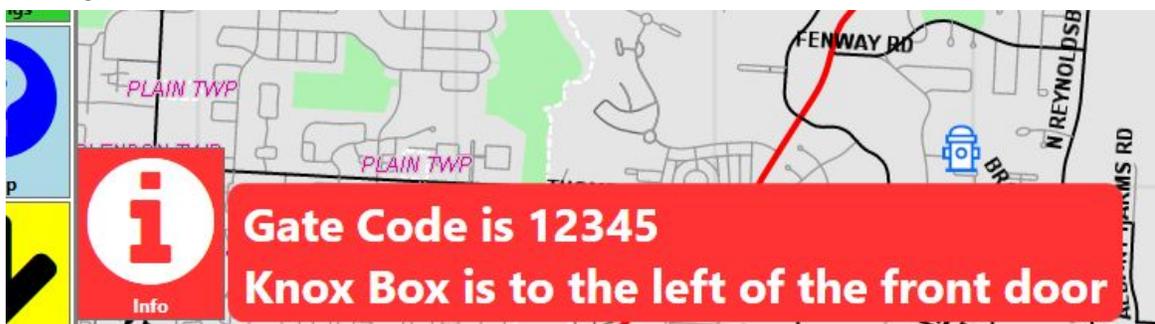
Local Disk (C:) > TargetMaps > Acme Fire Dept > Johnstown Rd > 9555 JOHNSTOWN RD ~ NEW ALBANY

Name	Date	Type	Size	Ta
A-Side.JPG	3/3/2018 22:58	JPG File	104 KB	
Contacts.txt	3/12/2018 12:59	TXT File	1 KB	
Info.txt	3/12/2018 12:45	TXT File	0 KB	
Master Preplan File.pdf	3/3/2018 23:10	Adobe Acrobat D...	143 KB	
Overhead.jpg	3/3/2018 22:56	JPG File	155 KB	

Now open that file in NotePad, and put some "information" in that file and Save it.



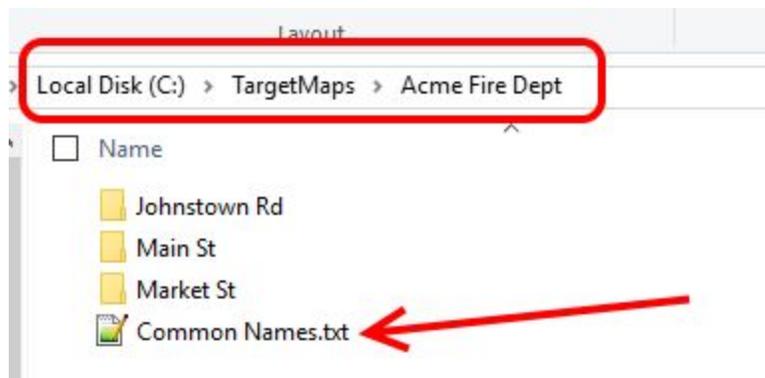
Now, when we do a search for address again and select it, we'll see a Red window pop up in the bottom left part of the map. This window contains the information that we typed in the **Info.txt** file. You can toggle that window by clicking on the Red button on the left



Common Names

Common Names can be thought of as Business Names (like McDonalds, Wal-Mart, etc.), but also can refer to areas/locations that don't have an exact address (such as "Mast Hill", or "Homer's Curve", "4 Hole - The Golf Club"). MECCMap can display the Common Name for an address or location by doing the following...

Inside your department's Target Maps folder, create a new text document named **Common Names** (Common Names.txt)



Now open that file with Notepad, and we'll fill in Common Name information with one line per address. The format can be one of the following...

<CommonName> ; <Address> ~ <Municipality>

<CommonName> ; <Address> , <Municipality>

<CommonName1, CommonName2, CommonName3> ; <Address> ~ <Municipality>

<CommonName> ; <Latitude> , <Longitude>

<CommonName(s) ; <Description1> , <Description2> ; <Latitude> , <Longitude>

The following screen shows some examples...

```
1  MARBURN ACADEMY ; 9555 JOHNSTOWN RD ~ NEW ALBANY
2  SUBWAY ; 9725 JOHNSTOWN RD, NEW ALBANY
3  PLAIN TOWNSHIP FIRE DEPT, FIRE STATION 121 ; 9500 JOHNSTOWN RD ~ NEW ALBANY
4  NEW ALBANY LIBRARY, COLUMBUS METRO LIBRARY - NEW ALBANY ; 200 MARKET ST, NEW ALBANY
5  4 TEE - NEW ALBANY LINKS GC; 40.107743, -82.781832
6  4 GREEN - NEW ALBANY LINKS GC; 40.110962, -82.782013
7  5 TEE ; NEW ALBANY LINKS GC, NEW ALBANY; 40.111141, -82.784124
8  5 GREEN ; NEW ALBANY LINKS GC, NEW ALBANY; 40.108586, -82.785260
```

Note that the different "sections" are separated by a semi-colon

Line 1 shows Address and Municipality separated by a ~ (tilde)

Line 2 shows Address and Municipality separated by a , (comma)

Lines 3 & 4 show multiple common names (separated by commas)

Lines 5 & 6 show "Common Names" by GPS points

Lines 7 & 8 also show Common Names by GPS points, but the "NEW ALBANY LINKS GC" is moved to the "Description1" field and is not searchable...

See screenshot on next page for what the search results look like for the above file as is...

Search Results

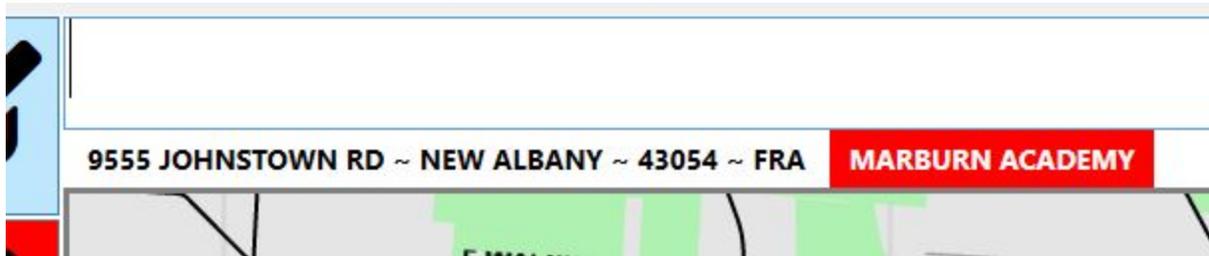
10 Results Found:

Page 1 of 1

Common Name	Address	City	
MARBURN ACADEMY	9555 JOHNSTOWN RD	NEW ALBANY	
SUBWAY	9725 JOHNSTOWN RD	NEW ALBANY	
PLAIN TOWNSHIP FIRE DEPT	9500 JOHNSTOWN RD	NEW ALBANY	
FIRE STATION 121	9500 JOHNSTOWN RD	NEW ALBANY	
NEW ALBANY LIBRARY	200 MARKET ST	NEW ALBANY	
COLUMBUS METRO LIBRARY - NEW ALBANY	200 MARKET ST	NEW ALBANY	
4 TEE - NEW ALBANY LINKS GC			GPS: 40.107743, -82.781832
4 GREEN - NEW ALBANY LINKS GC			GPS: 40.110962, -82.782013
5 TEE	NEW ALBANY LINKS GC	NEW ALBANY	GPS: 40.111141, -82.784124
5 GREEN	NEW ALBANY LINKS GC	NEW ALBANY	GPS: 40.108586, -82.78526

CLOSE

So now if we do a search for 9555 JOHNSTOWN RD, we'll see the common name displayed at the top by the address...



A note regarding the Common Names.txt file... you can have multiple "Common Names.txt" files in your Target Maps directory. For instance, if you had a folder for golf courses, and you create a subfolder for each course, you can put a **Common Names.txt** file inside each golf course folder to more easily manage the Common Names for that course (Greens and Tees). Sometimes you'll find it's better to have most of the common names in one file, other situations you'll find it's better to have some in various different folders. But you're not limited to just one file named "Common Names.txt", you can have multiple within various directories.

FAQ's, Tips, and Reminders:

- Capitalization does not matter when naming folder names and file names
- Multiple Common Names can be separated with a comma in the **Common Names.txt** file
- You can easily find the GPS coordinates for a common name in Google Maps... Zoom in to a desired and click on the map, and a window will appear that has the Lat/Long needed...copy and paste into the Common Names.txt file.
- If you provide Latitude and Longitude values, the map will plot to those points even if you have something in the "Address" (Description1) and "City" (Description2) fields