SPOTAccess

User Guide

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http://access.spotimage.com/

SPOT ACCESS – User Guide

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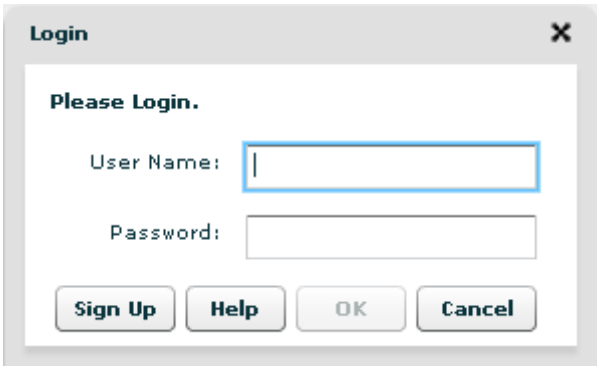
A. Log In to SPOT ACCESS

1) URL

Go to http://access.spotimage.com/ (Internet Explorer, Mozilla Firefox and Google Chrome are supported).

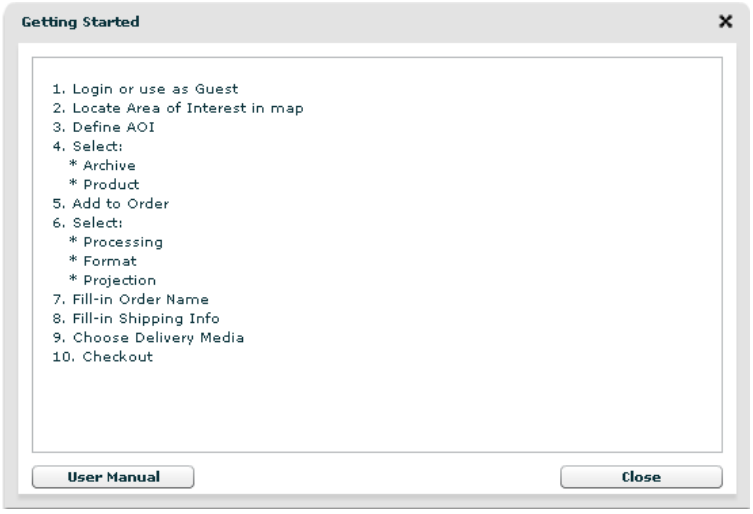
2) User Name / Password

To Login as a registered User, enter the registered User Name and Password in the appropriate boxes located in the center (case sensitive), click **OK**. The registered user name will appear under the "Welcome" message located in the upper left corner.



3) Help / User Manual

The user can access a simple instruction popup by clicking **Help**. More detailed help is available by downloading the **User Manual** clicking on **User Manual** Button.



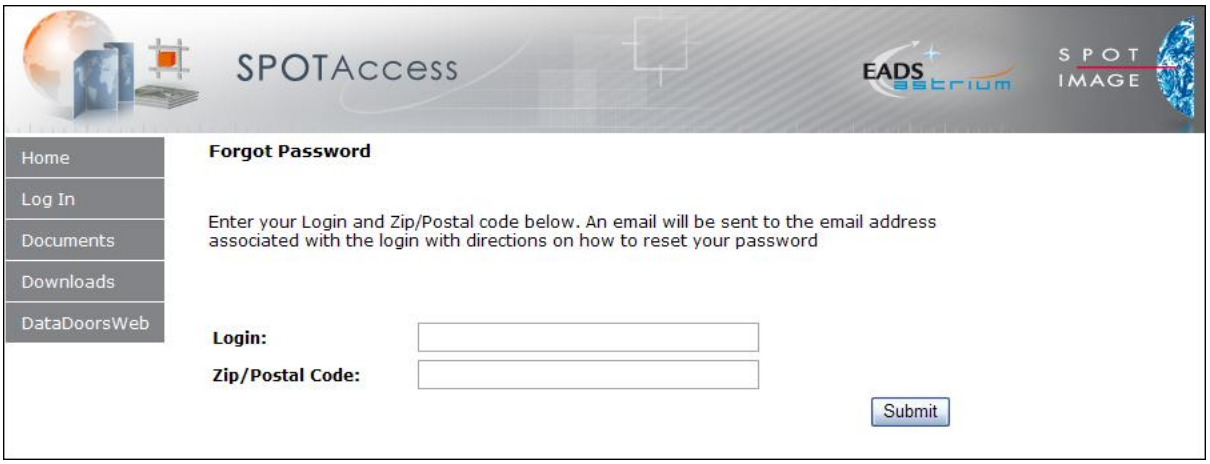
4) Sign Up

To request a User Account, click **Sign Up** within the Instructions window. A new browser will load with a **Signup** form. Enter the necessary information and click **Submit**. An email with the subject "DataDoors: New User" from support@datadoors.net containing the **User Name** and **Password** will be sent to the email supplied.

5) Forgot Password

To request a new password, click My Account in the footer of http://access.spotimage.com, a new window will load.

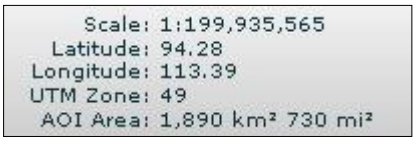
Then, click on **Forgot Password?**.



Enter your Login and Zip/Postal Code and then click **Submit**. An email will be sent to the email address associated with the login with directions on how to reset the password.

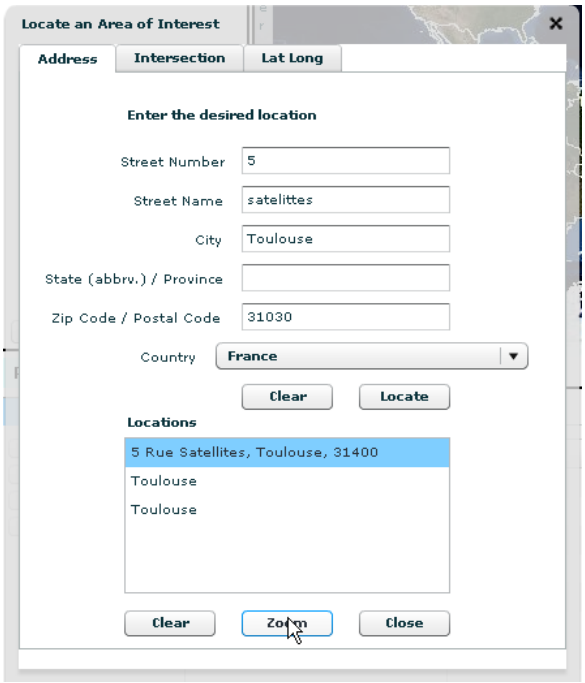
B. Locate the vicinity of Project

The first step in searching for the desired geospatial data is to locate the general vicinity of the project. Navigate the interactive map by using the Locate and Map Navigation tools. The Latitude and Longitude coordinates of the cursor are tracked in the upper right corner. Also displayed is the UTM Zone (identifying the zone number) and Scale (depicting the ratio between a distance on the map and the corresponding distance on the earth). Once a user has defined a desired area of interest or AOI, the approximate size will be listed beside AOI Area.



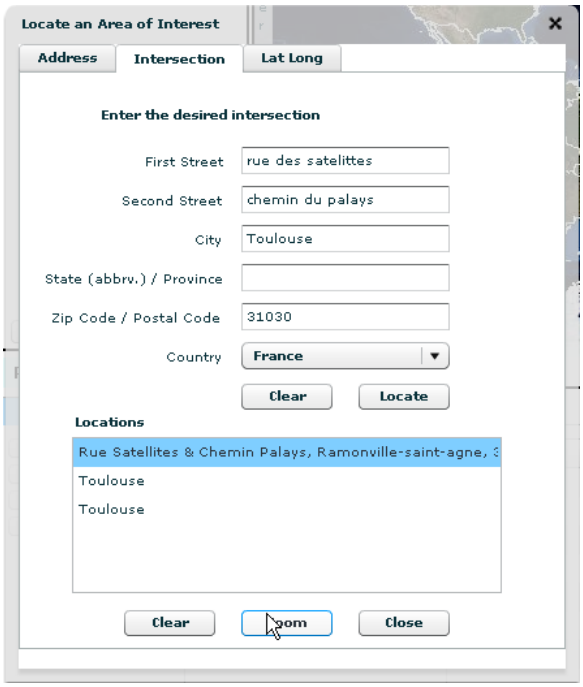
1) Locate by Address City, State, Zip Code, Country

Clicking on the **Locate an Area of Interest** button loads a new dialog box. To search for a physical address, enter the street and/or city, county, state and/or country information in the **Address** tab and click **Locate**. The Location will appear in the bottom box. If this is the desired location, click **Zoom**. The dialog box will close and the map will zoom to the address entered.



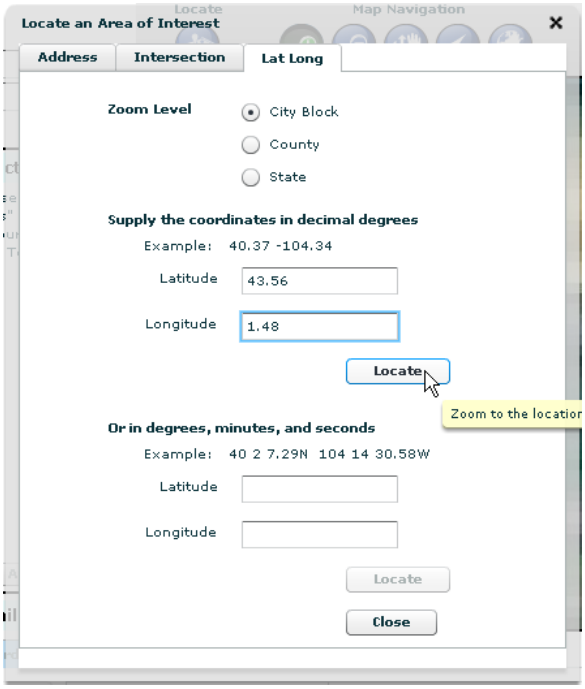
2) Locate by Intersection

Click on the **Locate an Area of Interest** button and a new dialog box will load. Choose the **Intersection** tab and enter the first street and second street and/or city, county, state and/or country information in the **Intersection** tab and click **Locate**. The Location will appear in the bottom box. If this is the desired location, click **Zoom**. The dialog box will close and the map will zoom to the address entered.



3) Location by Lat Long / Coordinates

Click on the **Locate an Area of Interest** button and a new dialog box will load. Choose the **Lat Long** tab and enter the coordinates in **decimal degrees** or **degrees, minutes and seconds**. If entered in decimal degrees, use the negative symbol (-) for West and/or South coordinates. If entered in degrees, minutes, and seconds, use W, E, N, S after the coordinates. A **Zoom Level designating the initial zoom extent**, can be selected at City Block, County or State level. Click **Locate**. The map will zoom to the coordinates entered. If the location is correct, click **Close**.



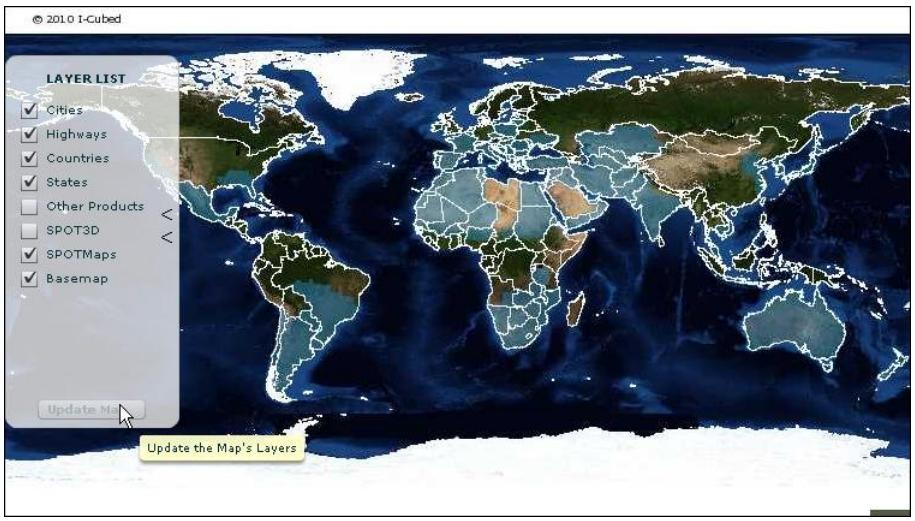
4) Locate by using Map Navigations Buttons

Use these buttons to maneuver around the map to find the desired area of interest – **Zoom In**, **Zoom Out**, **Pan**, **Zoom to Previous Extent** and **Zoom to Full Extent**.

5) Layer List

The left side of the map houses a narrow panel that can be expanded to display the **Layer List**. This Layer List allows a user to activated/de-activated the available layers on the viewable map.

To display the coverage of the different products, check the associated box and click on **Update Map**.



C. Define your AOI

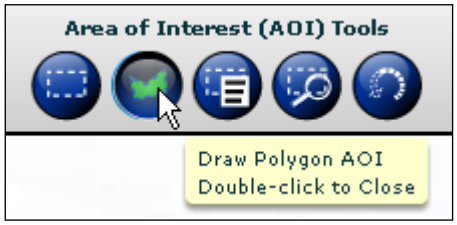
Once the user has located the desired general vicinity on the map, the next step is to define a specific Area of Interest using the **Area of Interest (AOI) Selection** tools. This can be done using the **Draw Rectangle AOI, Draw Polygon AOI** or **Open Additional AOI Options** buttons.

1) Draw Rectangle AOI

Drawing a simple rectangle is an easy way to define your AOI. Click the **Draw Rectangle AOI** button to activate this operation. Click on the map for the location of the first corner of your box and hold the left mouse key down. Release the mouse key when you have placed your cursor at the location of the opposite corner of your box.

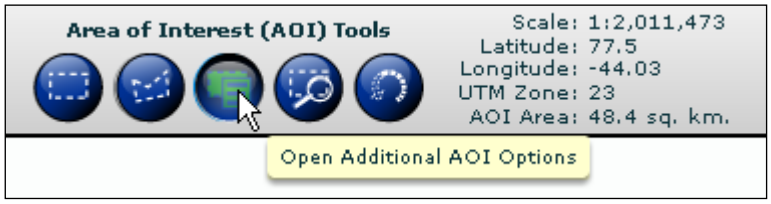
2) Draw Polygon AOI

If your AOI is a polygon, you can use the **Draw Polygon AOI** option. Click the **Draw Polygon AOI** button to activate this operation. Click on the map to create vertexes for your polygon. When you have drawn the last vertex, double-click to close the polygon.

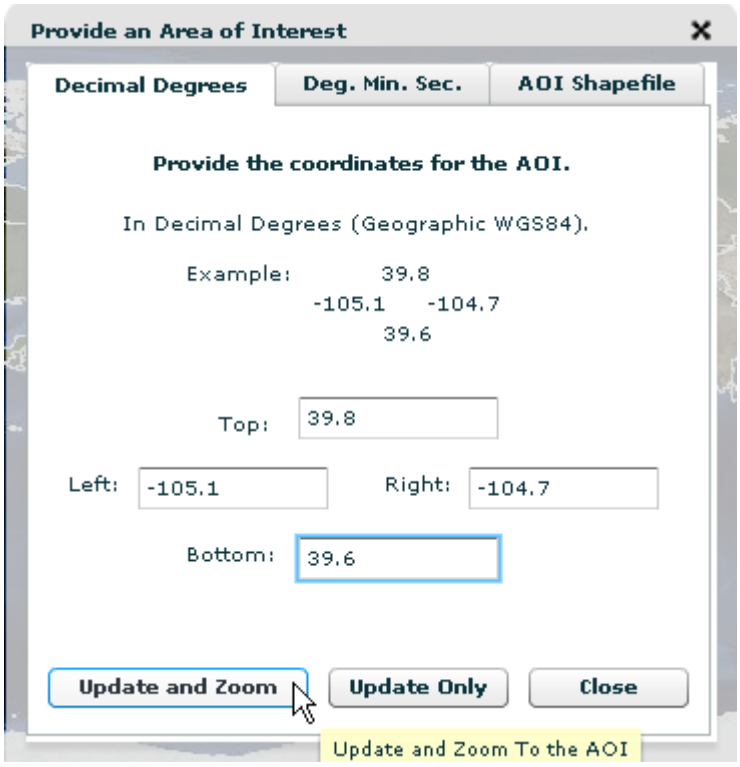


3) Open Additional AOI Options

Click **Open Additional AOI Options** button will open a popup.

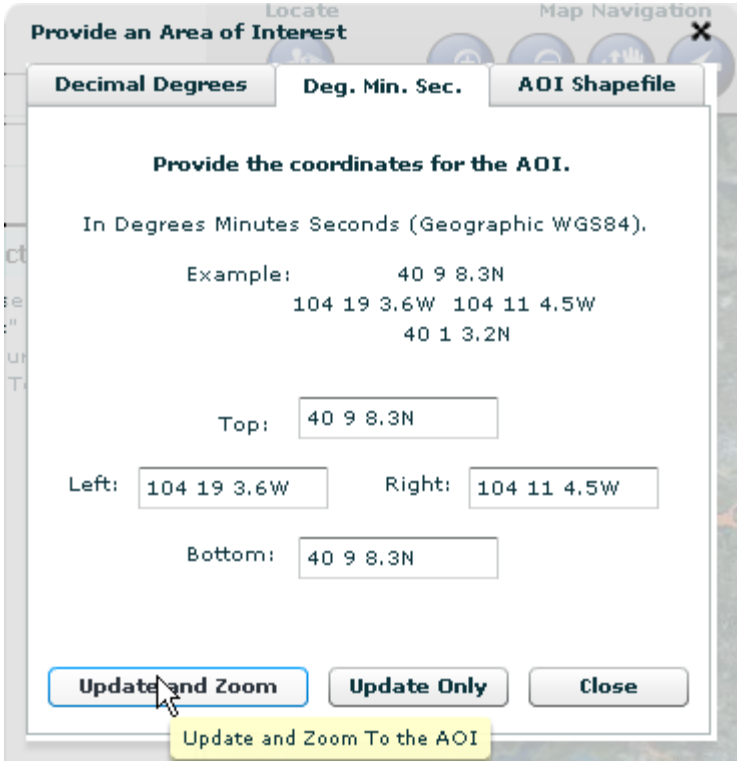


a) Decimal Degrees



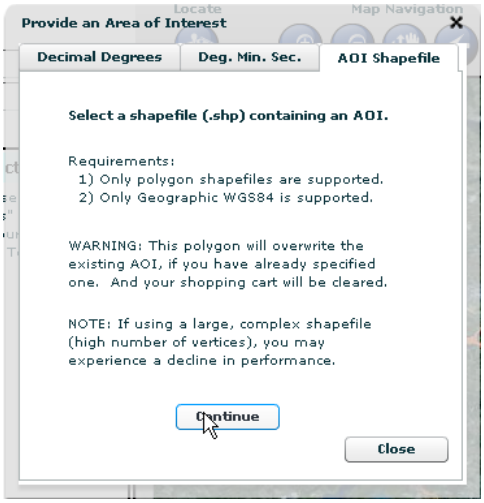
Enter your **Top**, **Left**, **Bottom** and **Right** coordinates in decimal degrees (Geographic WGS84). Use the negative symbol (-) for West and/or South coordinates. Click either **Update and Zoom** to change the AOI and the zoom the map to AOI or **Update Only** to change the AOI, but not zoom the map. The map will stay where it is.

b) Degrees Minutes Seconds



Enter your **Top**, **Left**, **Bottom** and **Right** coordinates in Degrees Minutes Seconds(Geographic WGS84). Click either **Update and Zoom** to change the AOI and the zoom the map to AOI or **Update Only** to change the AOI, but not zoom the map. The map will stay where it is.

c) AOI Shapefile



Warning: your shapefile must follow these requirements

- Only polygon shapefiles are supported
- Only Geographic WGS84 is supported
- Only one record in the attribute table

Click on **Continue** button to browse and select your shapefile on your computer. Your AOI will be automatically display on the map.

4) Zoom To Your AOI

After creating the AOI, you will notice that the map shows a hashed area to represent your AOI. This will remain on the map throughout the request. Use the **Zoom To Your AOI** button to zoom to a close-up view of your area of interest.

5) Reset Your AOI

To reset your AOI and create a new one, click the **Reset Your AOI** button. Resetting your AOI will empty the contents of your shopping cart and clear all search results, if applicable.

6) Using Multiple AOI Polygons

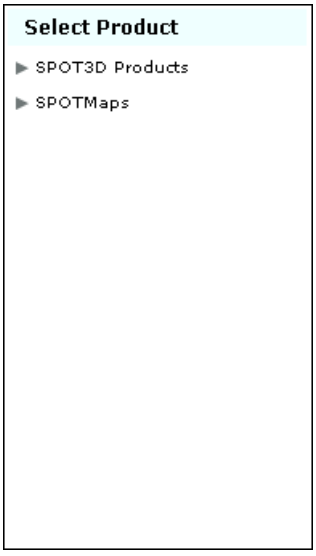
More than one AOI polygon can be created and searched. If the AOI polygons overlap, the multiple polygons will be combined to form one AOI. However, all the polygons will be grouped together and considered one AOI for the purpose of selecting products and choosing data specifications. If you have multiple AOIs and you search an imagery mosaic product, you cannot select a product for one AOI and not the other.

D. Select Product

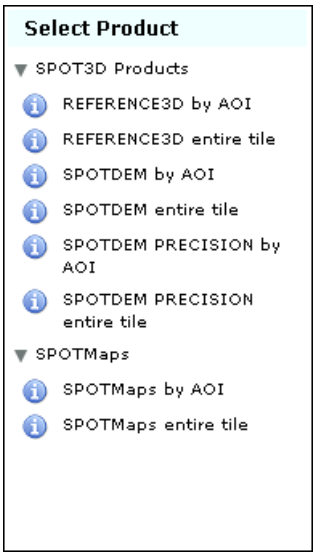
After you have defined an AOI, the next step is to select a Product from the available geospatial data.

1) Select Product

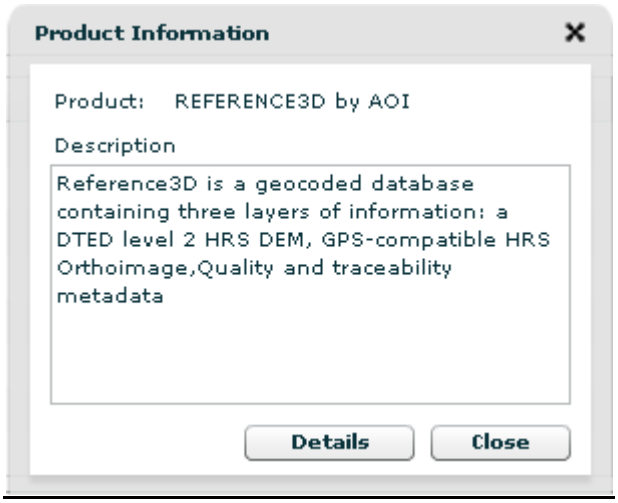
Select the archive of interest in the Select Product panel by highlighting and clicking the name with your cursor. There may be several available archives based on your login.



Once you have selected an archive, a list of available Products based on the AOI will be displayed. Select a Product by highlighting and clicking the name with your cursor.



Clicking on the blue "**i**" symbol to the left of the Product you will be able to view **Product Information**. A pop-up window will appear displaying a description of that Product.

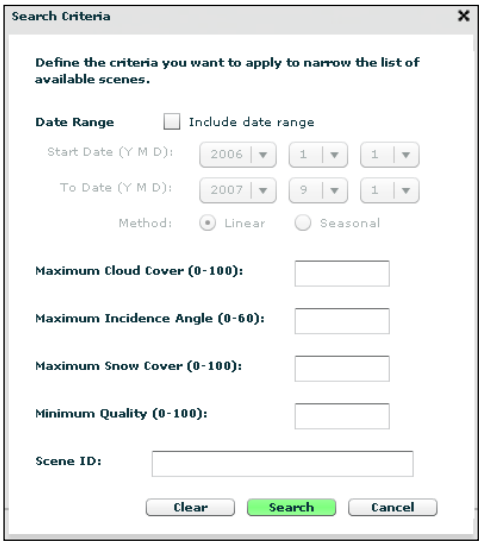


2) Search / Add to Order

Once the Product is selected, click the **Search** button to search for appropriate imagery scenes or the **Add to Order** button to add imagery mosaics to your order.

a) Search Criteria for "entire tile"

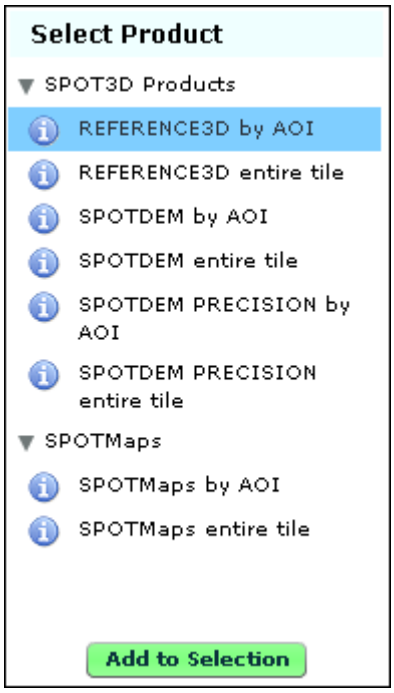
If you have chosen an archive by "entire tile", the **Search** button will be activated. Clicking **Search** will load a new window called **Search Criteria**.



Please skip this step clicking on search (as entire tile are off-the-shelf products). The available "entire tiles" over you area of interest selected will appear in the **Product Details** section.

a) Search Criteria for archive by AOI

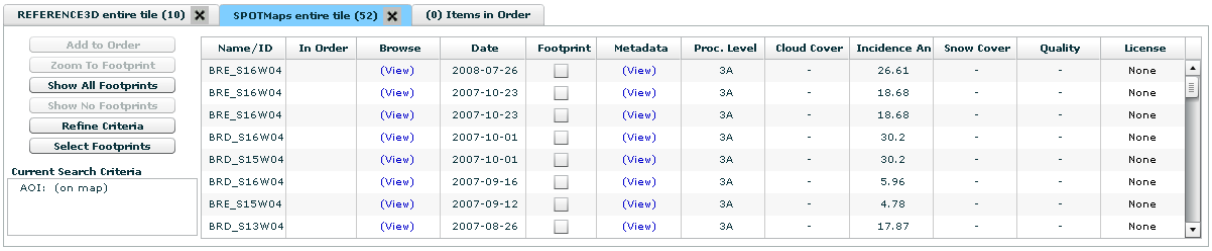
If you have chosen an archive "by AOI" click directly **Add to Order** (or **Search** for entire tile) to add the product in the My order and in the **Product Details** section.



E. Product Details

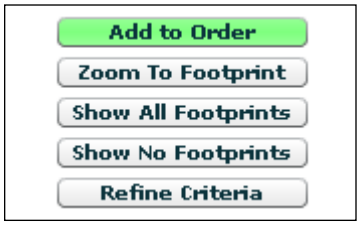
1) Product Details for entire tile

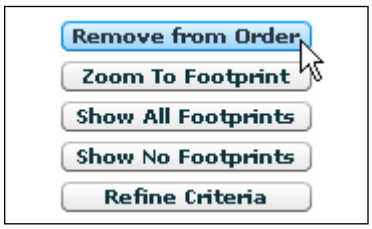
For each Product search with entire tile a Product Detail tab will be created and populated, and the tab will be labeled with the Product type. Additional functionalities in the Product Detail tab(s) are **Add to Order** / **Remove from Order**, **Zoom To Footprint**, **Show All Footprints**, **Show No Footprints**, **Refine Criteria**, **View Browse**, **View Footprint**, **View Metadata** and **View License**.



a) Add to Order / Remove from Order

To add a scene to your shopping cart, highlight the scene in the Product Detail tab and click **Add to Order**. The scene will be placed into the My Order panel located in the top right section. Once a scene has been added to an order, the option to **Remove from Order** appears. The column called In Order will say yes once the scene has been added to the order.





b) Zoom to Footprint

To zoom to a specific scene in the map, highlight the scene and click **Zoom To Footprint**.

c) Show All Footprints

Clicking on the **Show All Footprints** button will turn on scene footprints within the selected Product Details tab.

d) Show No Footprints

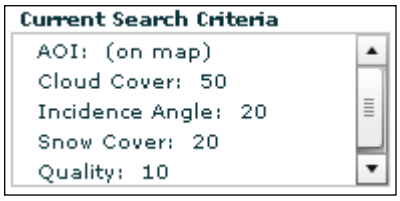
Clicking on the **Show No Footprints** button will turn off all the scene and mosaic footprints within the selected Product Details tab.

e) Refine Criteria

Clicking on the **Refine Criteria** button will load the Search Criteria window for the selected Product Details tab. You can modify the existing values or enter new ones. Define the criteria and click Search to narrow or expand the list of available scenes. These criteria include Date Range, Cloud Cover, Incidence Angle, Snow Cover, Quality and Scene ID.

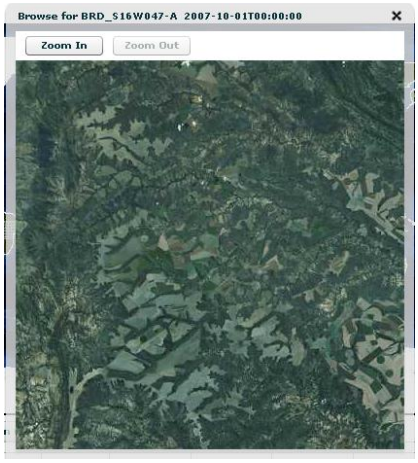
f) Current Search Criteria

The search criteria used for the select Product Details tab will be displayed in the **Current Search Criteria** box.



g) View Browse

By clicking on the **(View)** link in the **Browse** column, a pop-up window will display the selected scene's low resolution browse. Click on the **Zoom In** and **Zoom Out** buttons for a closer look.

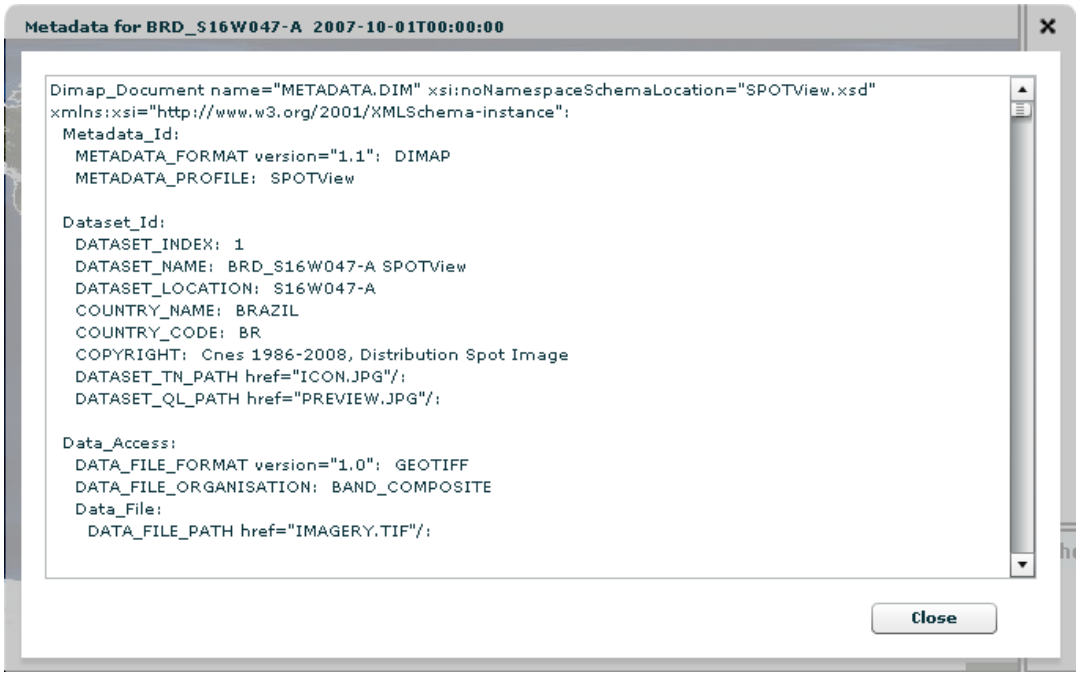


h) View Footprint

Enabling the box in the **Footprint** column will turn on the scene footprint for the selected scene.

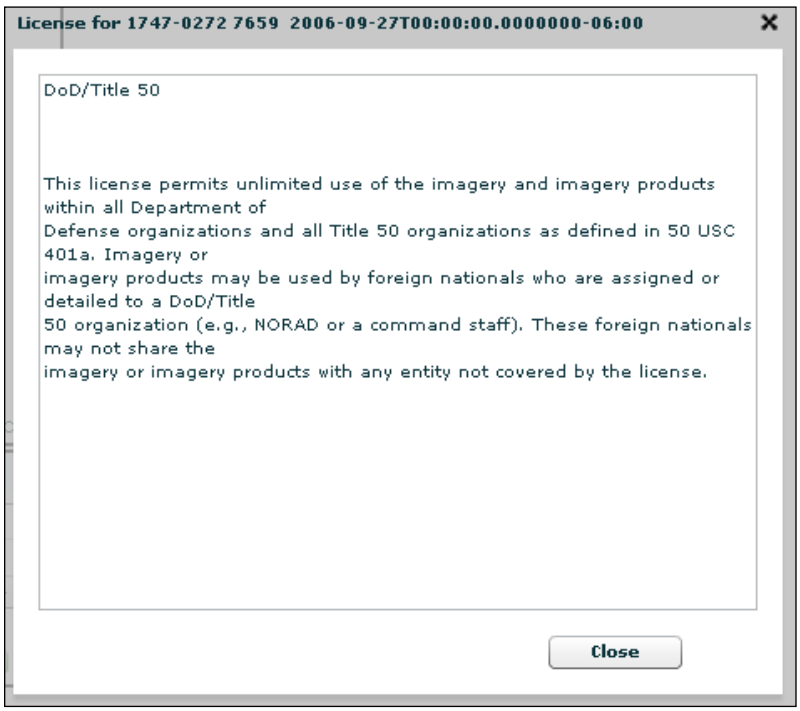
i) View Metadata

By clicking on the **(View)** link in the **Metadata** column a pop-up window will display the selected scene's detailed metadata, written in XML format.



j) View License

If available, clicking on the ***(Type of License)*** link in the **License** column will load a pop-up window displaying the selected scene's detailed license information.

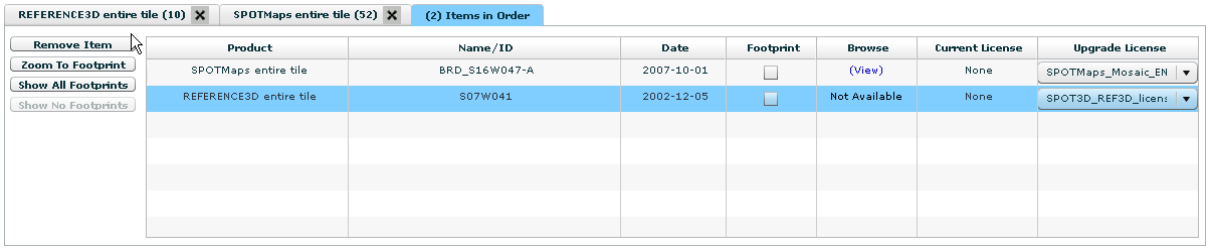


2) Items in Order Tab

The products by AOI that have been added to your order are displayed in **Items in Order** tab. Additional functionalities in the items in order tab are **Remove Item, Zoom To Footprint, Show All Footprints, Show No Footprints, View Footprint** and **View Browse**. This is also the area where you can **Upgrade License** for your order.

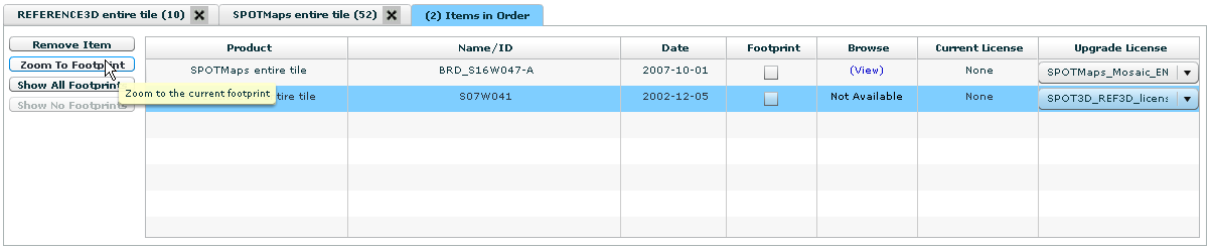
a) Remove Item

Clicking on the **Remove Item** button will remove a product from the shopping cart. This function will not reset the AOI. In order to remove products from the shopping cart, clear your search results, and reset the AOI, click the **Reset Your AOI** button located above the map.



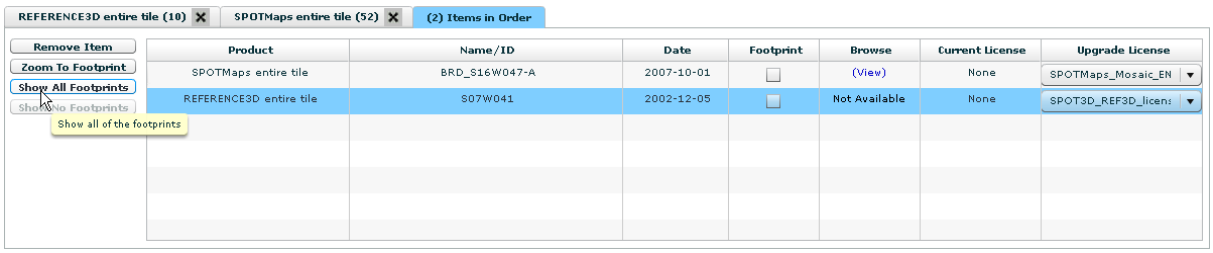
b) Zoom to Footprint

To zoom to a specific scene in the map, highlight the scene and click **Zoom To Footprint**.



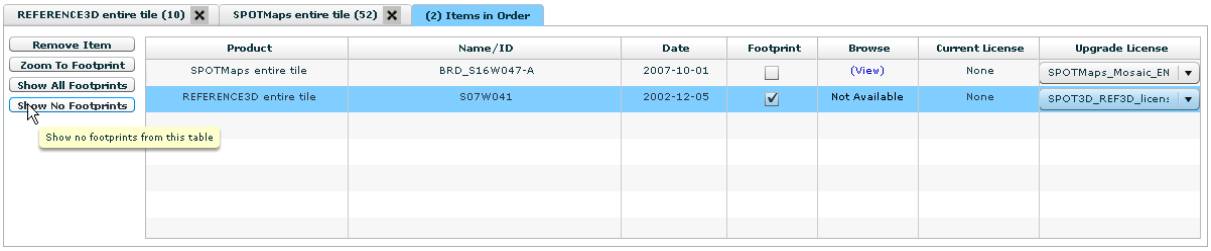
c) Show All Footprints

Clicking on the **Show All Footprints** button will turn on scene and mosaic footprints within the Items in Order tab.



d) Show No Footprints

Clicking on the **Show No Footprints** button will turn off all the scene and mosaic footprints within the Items in Order tab.

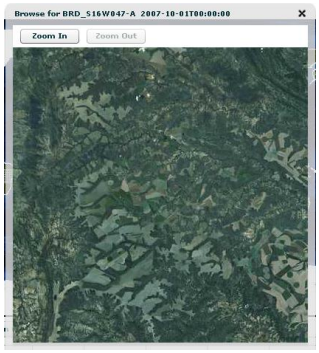


e) View Footprint

Enabling the box in the **Footprint** column will turn on the scene footprint for the selected scene.

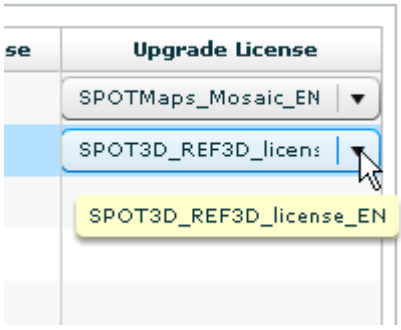
f) View Browse

By clicking on the **(View)** link in the **Browse** column, a pop-up window will display the selected scene's low resolution browse. Click on the **Zoom In** and **Zoom Out** buttons for a closer look.



g) Upgrade License

To upgrade the license, select a license option from the drop-down menu in the **Upgrade License** column.



3) Understanding Footprints

A *footprint* refers to the extent of a raster dataset.

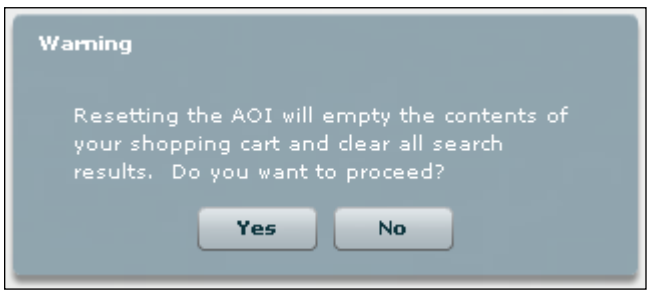
a) Imagery Scene Footprints

For imagery scene products, the footprint outline(s) represent the boundaries of all the scenes that provide data coverage for your AOI. If you have many scenes displayed in the map, a blue outline will represent the scene that is currently highlighted in the Product Details tab. Other footprints that are in the Product Details tab but not highlighted are shown in red outlines. Footprint scenes that have been added to the shopping cart are shown in orange outlines.

b) Imagery Mosaic Footprints

For imagery mosaic products, the footprint outline displayed in blue represents the extent of product coverage that intersects with your AOI. (If there is 100% coverage for your AOI, then the outline of the footprint is the same as the outline of your AOI.)

Note: You can change your AOI with the **Reset Your AOI** button. However, modifying the AOI will empty the contents of your shopping cart and clear all search results.



F. My Order

SPOT ACCESS not only gives you the option of choosing the exact area of where you would like to order a dataset, but also the type of processing, format and projection. After you have added a product into My Order (shopping cart), you are then able to define the specific details of your order before submission.

1) Contract

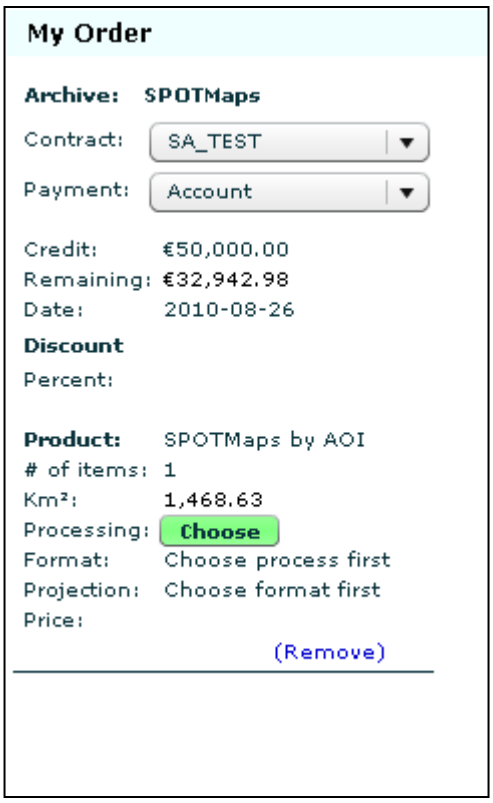
If applicable, select the appropriate Contract required for the purchase, from the Contract drop-down menu.

2) Discount

If applicable, the pre-arranged discount will be displayed in the Discount section.

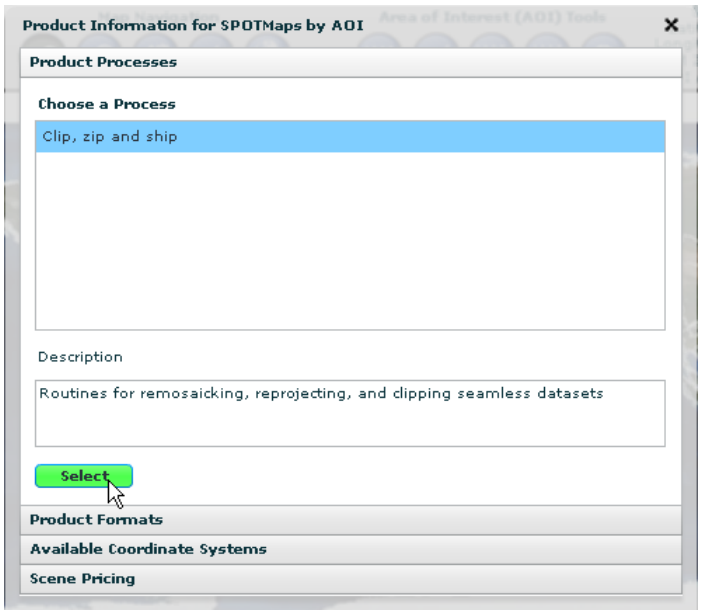
3) Product Information

Click the **Choose** button to load the Product Information pop-up window.



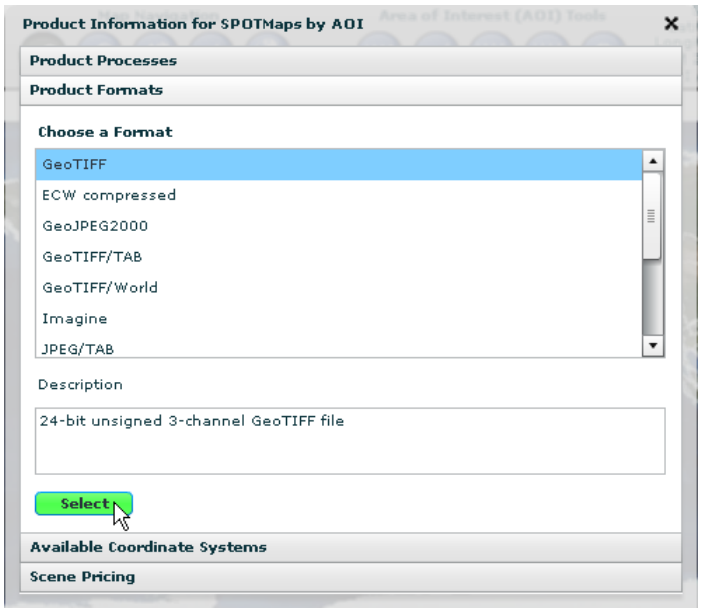
a) Choose Process

Select the **Product Processes** options for your product and click **Select**.



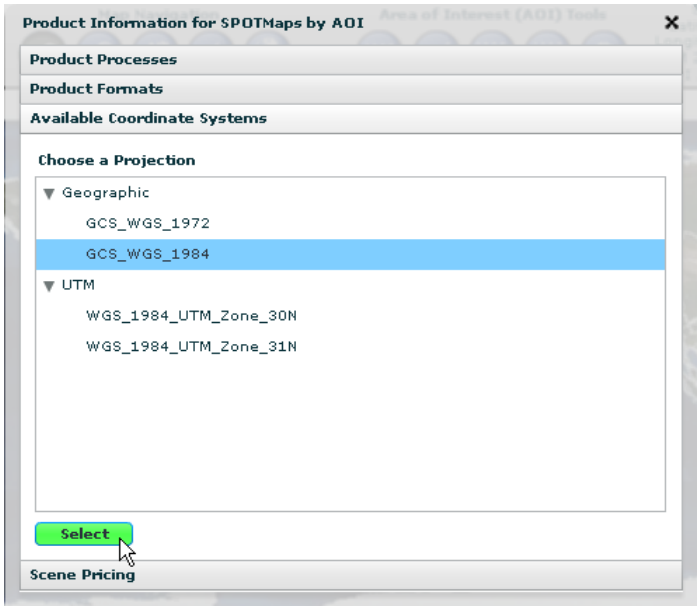
b) Choose Format

Select the **Product Format** options for your product and click **Select**. The options shown will reflect what is available based on your archive and product selection.



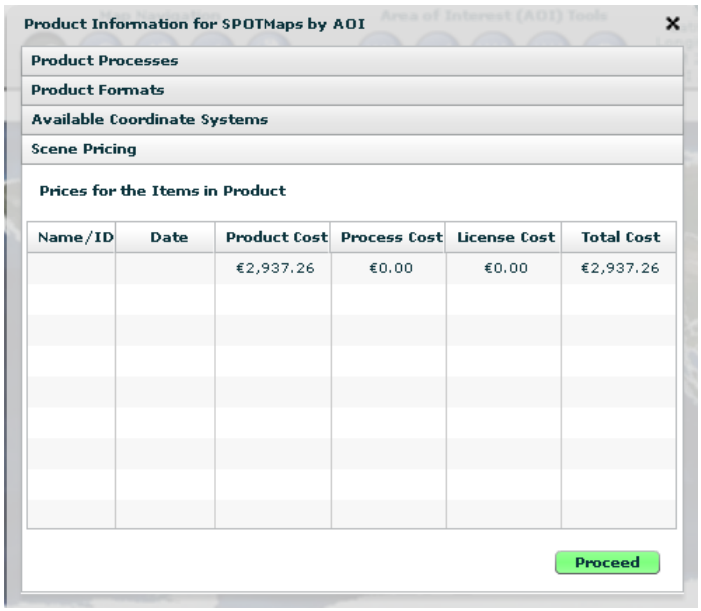
c) Choose Available Coordinate System (Projection/Datum)

Select the **Available Coordinate System** and click **Select**. The options shown will reflect what is available based on your product selection.



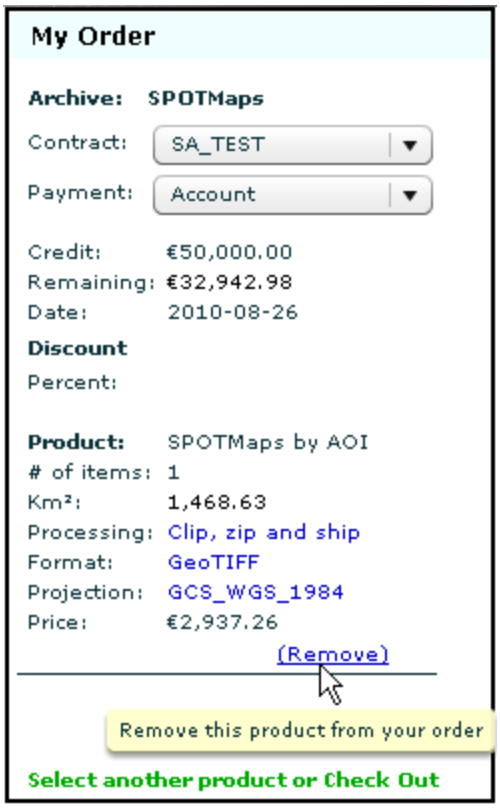
d) Scene Pricing

After all the Product Information is selected, the price is calculated. This same pricing is displayed in the **My Order** panel. Click **Proceed** to exit the Product Information window.



4) Remove Product

Clicking on the **(Remove)** link will remove a product from the shopping cart. A confirmation window will first appear where you can confirm or cancel the request to remove a product. This function will not reset the AOI. In order to remove products from the shopping cart, clear your search results, and reset the AOI, click the **Reset Your AOI** button located above the map.

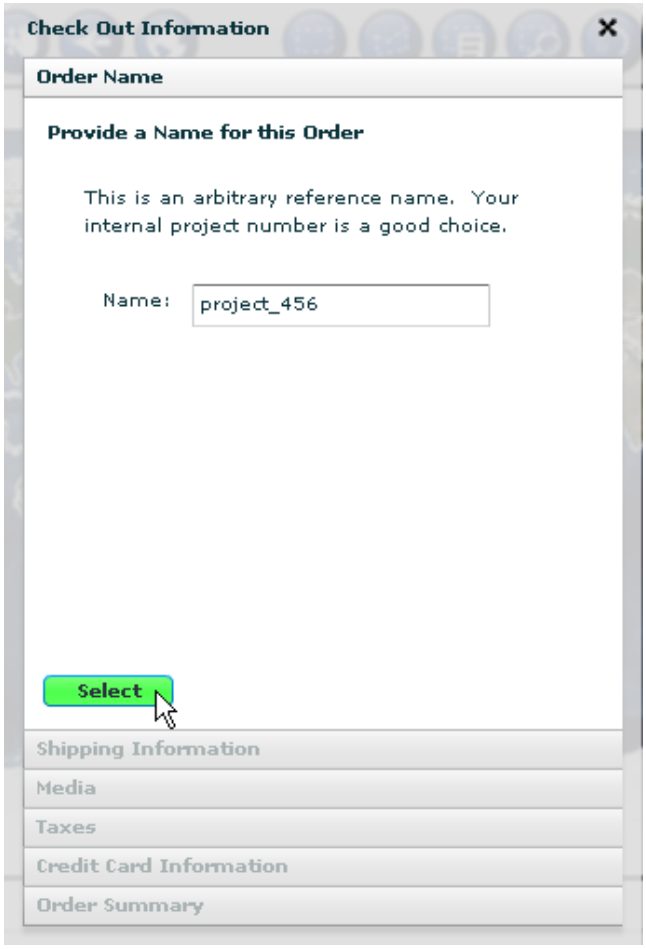


5) Check Out

The last step is to confirm and submit the order. Click on the **Proceed** button to load the **Check Out Information** pop-up window. Options include **Order Name**, **Shipping Information** and **Media**.

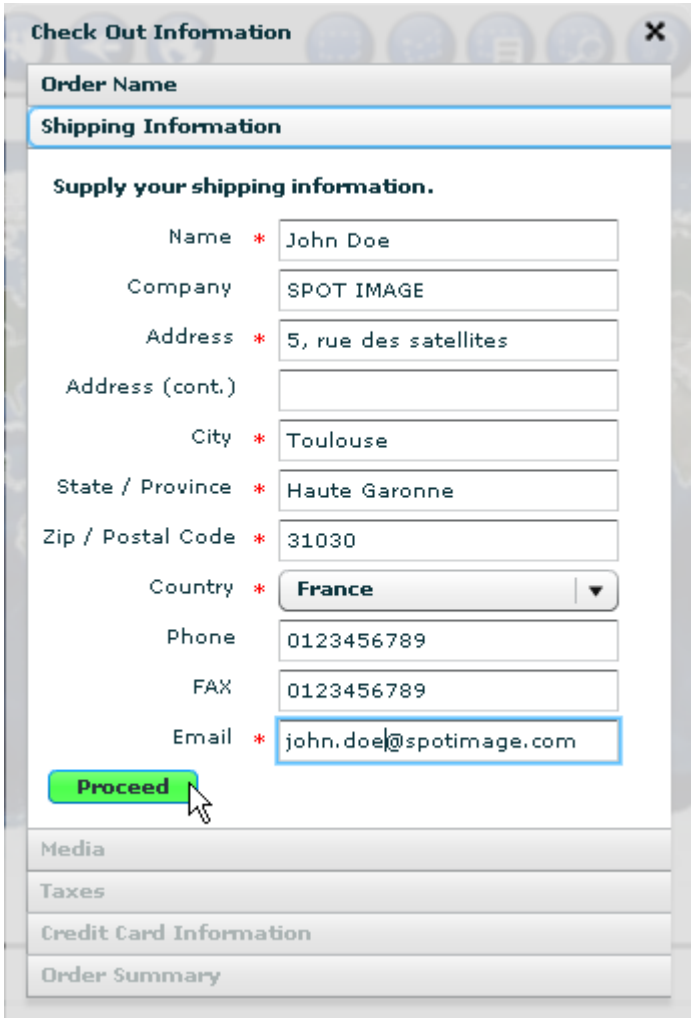
a) Order Name

Provide a name using an arbitrary reference name for your job. The internal project number is a good choice.



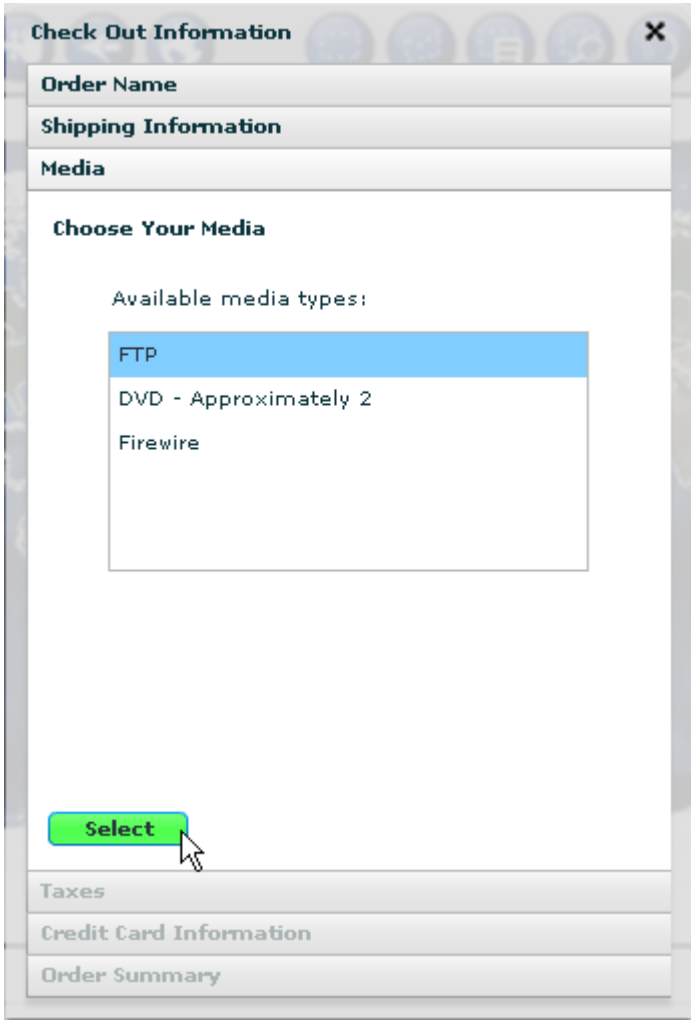
b) Choose Shipping Info

Use the pop-up window tab for **Shipping Information** to provide an address where you want the product to be shipped. If you are logged in with a User Account, the shipping information displayed is based on the user who logged in and the user information entered. However, the address can be edited in the Shipping Information window. Click **Select**.



c) Choose Media

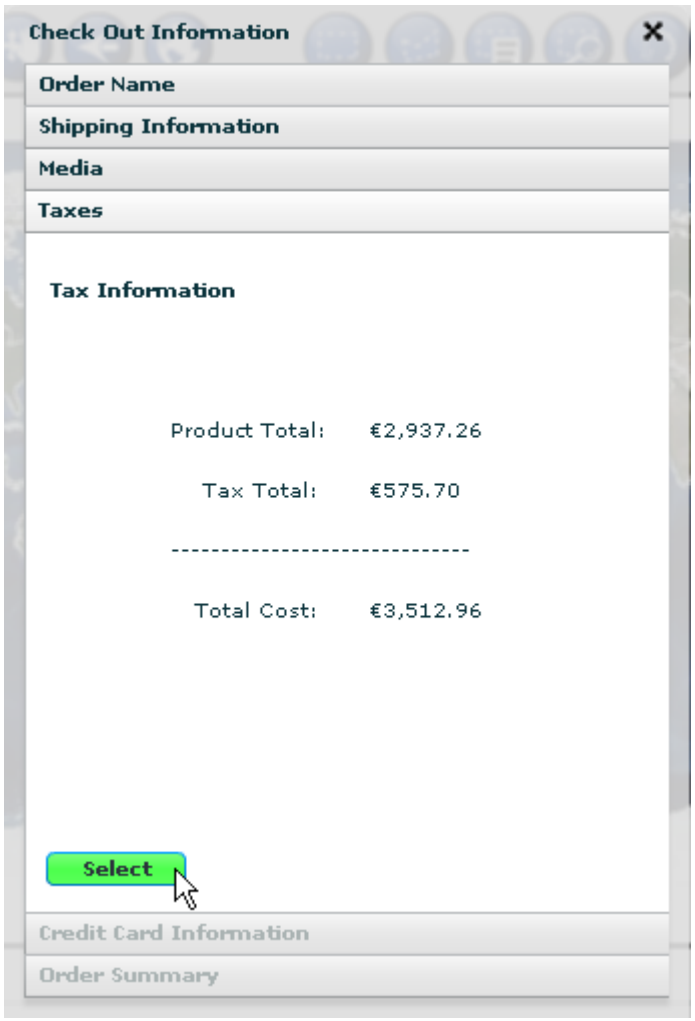
The FTP option will provide you also a HTTPS link if the file size of your order is smaller than 200MB). The other options displayed require a mail delivery and can be in the form of DVD or Firewire (Hard Drive Disk). For DVD, the estimated number of media required for delivery will be displayed.



Advice: For order with big area (estimated number of media higher than 2), delivery by DVD or Firewire would be better.

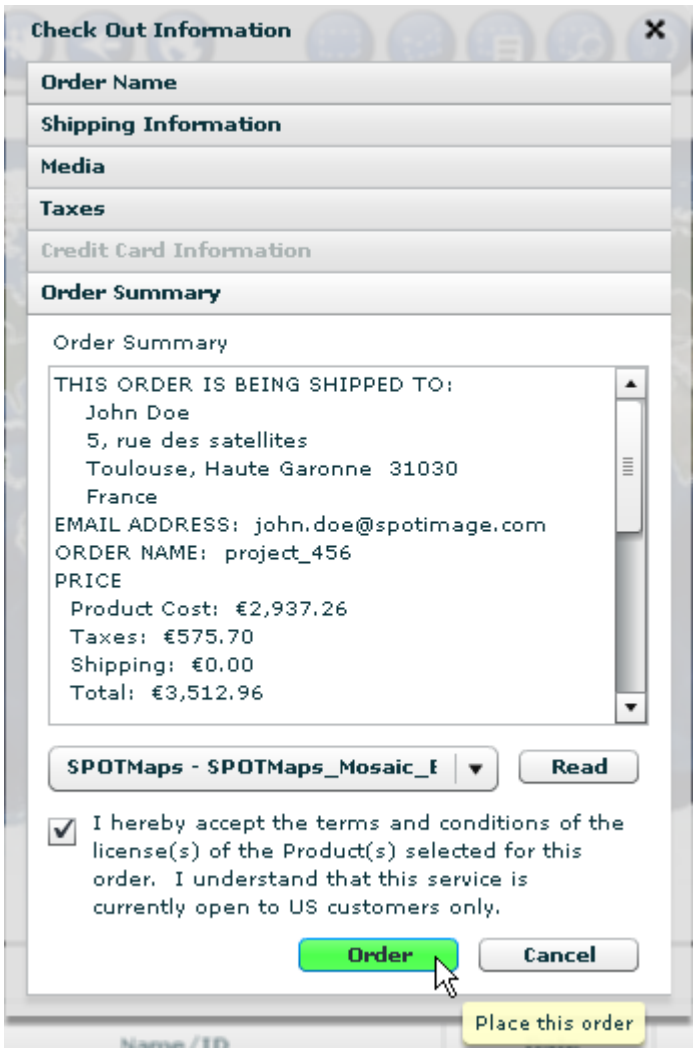
d) Taxes

The **Taxes** window will load. To review the order and the associated taxes (only EU customers), click the **Select** button.



e) Order Summary

The **Order Summary** window will load. To view detailed license information, click **Read**. If the license is acceptable, check the box. To place the Order, click **Order**. The **Order** button will not be available if any of the order specifications have not been filled out. If the information is not correct, click **Cancel**.



The **Order Placement** window will load. To print an order confirmation, click **YES.**

A new window will display it.

Order Confirmation Print

Reference Number:	W100801115
Order Name:	project_456
Order Submission Date:	8/26/2010

Paid

Requester Information

Name:	SA_User	**Organization:**	SA_TEST
Address:	5, rue des satellites Toulouse31030 FR	**Email:**	@spotimage.com
		Phone:	
		Fax:	

Recipient Information

Name	Phone	Email	Address
John Doe	0123456789	john.doe@spotimage.com	5, rue des satellites Toulouse31030 France

Description		Price	Paid
SPOTMaps by AOI			
Archive: SPOTMaps	Product	€2,937.26	€2,937.26
Product: SPOTMaps by AOI	Format	€0.00	€0.00
Process: Clip, zip and ship	Sales Tax	€575.70	€575.70
Product Coverage: 1468.6 square kilometer(s)	Shipping/Handling	€0.00	€0.00
	Total	€3,512.96	€3,512.96
	Sales Tax	€575.70	€575.70
	Shipping/Handling	€0.00	€0.00
	Total	€3,512.96	€3,512.96

G. Order delivery

You will first receive two emails of confirmation (with your AOI in attachment)

```
Dear SA_User:


Your DDWC order "SPOT_ACCESS_DEMO" has been submitted and is being
automatically approved.


NOTES:
```

Dear SA_User:

You have successfully ordered a SISA job called "SPOT_ACCESS_DEMO". The job has been approved and will start processing immediately. To see details about this job, go to the following link:

http://www.geodatawork.net/admin/JobDetails.aspx?JobUid=e15xc40ea-6c7f-4xeed-aexca-d9e0fa412ab7d

------------------------------SUMMARY OF JOB------------------------------

Data will be sent to you at the following address:

SA_User
SA_TEST
5, rue des satellites
Toulouse, Haute Garonne 31030
France
Phone: 0033 123456789
Fax: 0033 123456789
Email: john.doe@spotimage.com

The job consists of the following requests:

Request SPOTMaps by AOI:
Archive: SPOTMaps
Archive Provider: SPOT ACCESS
Product: SPOTMaps by AOI
Process: Clip, zip and ship
Spatial Reference: GCSWGS1984
Resolution: 0 Degree
AOI Area: 9.37 sq. mi. (24.27 sq. km.)
Product Coverage Area: 9.37 sq. mi. (24.27 sq. km.)
Number Of Tiles: 1
Apply Cutline: Yes

The following is information about the job's quoted price (invoice):

INVOICE W100801092

Product total €48.55

Grand total €48.55
Payment method: contract

This message was automatically generated by DataDoors. Please do not respond directly to this message via email.

1) FTP delivery

When your order will finish and available to download, you will receive an email:

```
Dear SA_User:

Your DDWC request SPOTMaps by AOI (of order SPOT_ACCESS_DEMO) has been successfully processed.

GETTING YOUR PRODUCT:

        HTTPS Download:

                https://www.geodatawork.net/downloads/getfiles.ashx?DelivId=fdfb92b4f1-12d7-49f4-
b705-3114f1b0bbf392d

                Note: The file will be available on this site for 7 days.

FTP Download:

                URL for file:
ftp://serverFTP:mdp@123.456.789.00/ggxxx1ngn0nxncwxcstwcxw/ggxxx1ngn0nxncwxcstwcxw.zip

                If you are using an FTP client, use the following parameters:

                FTP Site: 123.456.789.00
                Login: serverFTP
                Password: mdp
                Directory: ggxxx1ngn0nxncwxcstwcxw
                Filename: ggxxx1ngn0nxncwxcstwcxw.zip

                Note: The file will be available on this site for 7 days.
                These links are NOT directly supported in Internet Explorer             7, please use
an FTP client, Windows Explorer, or an                  alternative browser.

                To use in IE7, click on the "URL for directory" link above,
                in the IE7 browser, click on Page button in the upper right             toolbar and
select Open FTP Site in Windows Explorer


ORDER SUMMARY:

        Archive: SPOTMaps
        Archive Provider: SPOT ACCESS
        Product: SPOTMaps by AOI
        Process: Clip, zip and ship
        Spatial Reference: GCSWGS1984
        Resolution: 0.08 Degree
        AOI Area: 9.37 sq. mi. (24.27 sq. km.)
        Product Coverage Area: 9.37 sq. mi. (24.27 sq. km.)
        Number Of Tiles: 1
        Apply Cutline: Yes
        Format: GeoTIFF
        Media: FTP
        Shipping notes:
This message was automatically generated by DataDoors.  Please do not respond directly to this
message via email.
```

Warning: You can notice that the FTP deliveries are available only 7 days

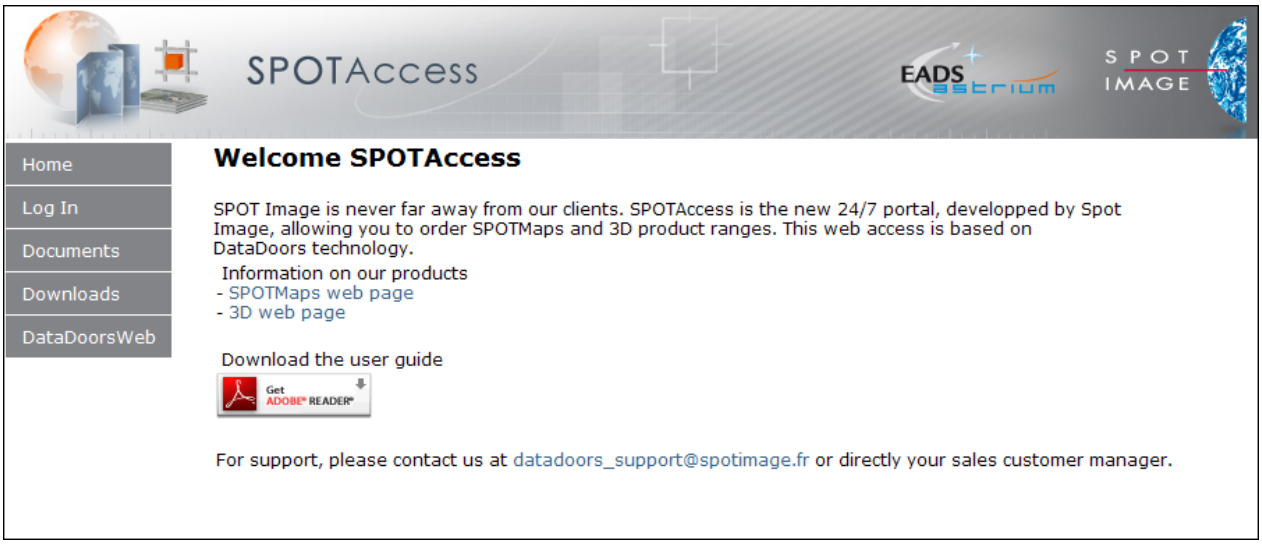
2) DVD / Firewire

When your order will be send by SPOT IMAGE, you will receive an email:

```
Dear SA_User:

Your DDWC request SPOTMaps by AOI (of order SPOT_ACCESS_DEMO_HDD) consisting
of Firewire has been shipped to you.

      SA_User
      SA_TEST
      5, rue des satellites
      Toulouse, Haute Garonne 31030  France


The data is being sent through an express courier, and will arrive at your
office within a few business days (subject to customs checks and other
typical procedures for international shipments).



ORDER SUMMARY:

      Archive: SPOTMaps
      Archive Provider: SPOT ACCESS
      Product: SPOTMaps by AOI
      Process: Clip, zip and ship
      Spatial Reference: GCSWGS1984
      Resolution: 0.08 Degree
      AOI Area: 9.37 sq. mi. (24.27 sq. km.)
      Product Coverage Area: 9.37 sq. mi. (24.27 sq. km.)
      Number Of Tiles: 1
      Apply Cutline: Yes
      Format: GeoTIFF
      Media: Firewire
      Shipping notes: superadmin 8/12/2010 3:08:10 PM
This message was automatically generated by DataDoors.  Please do not
respond directly to this message via email.
```

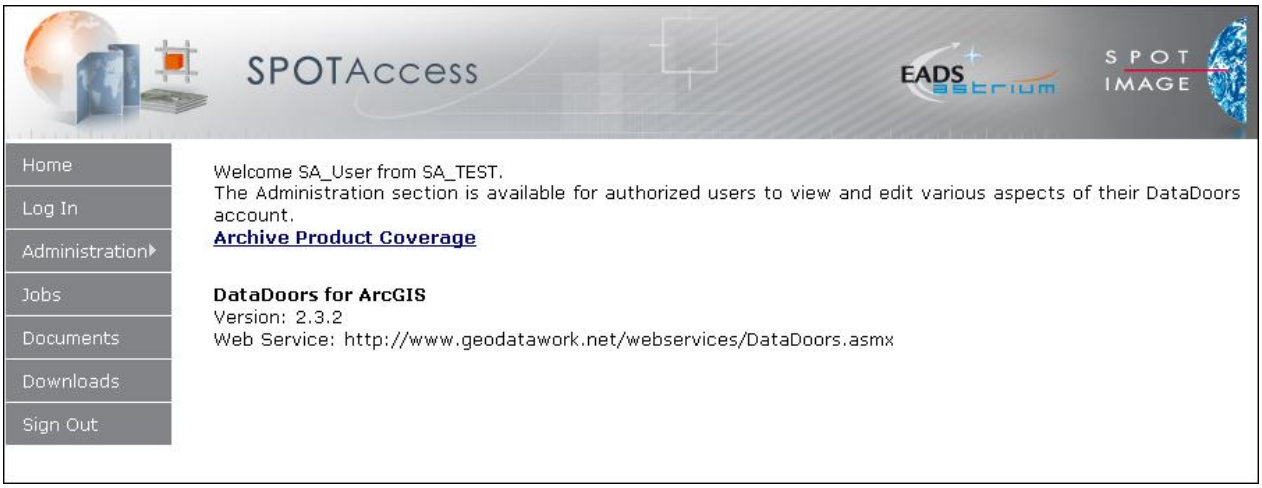
H. Manage orders

Click on My Account in the footer of http://access.spotimage.com, a new window will load.

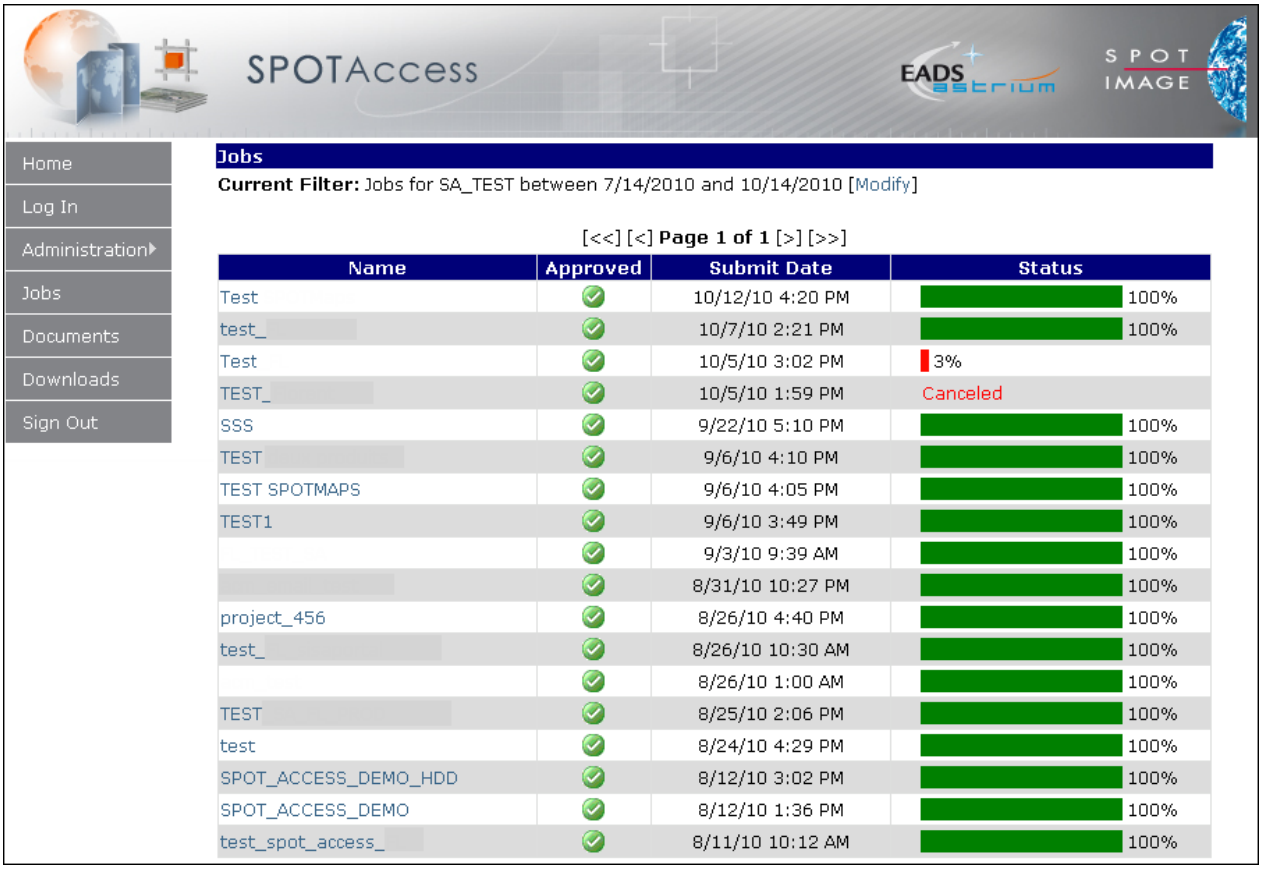


Click on **Log In**

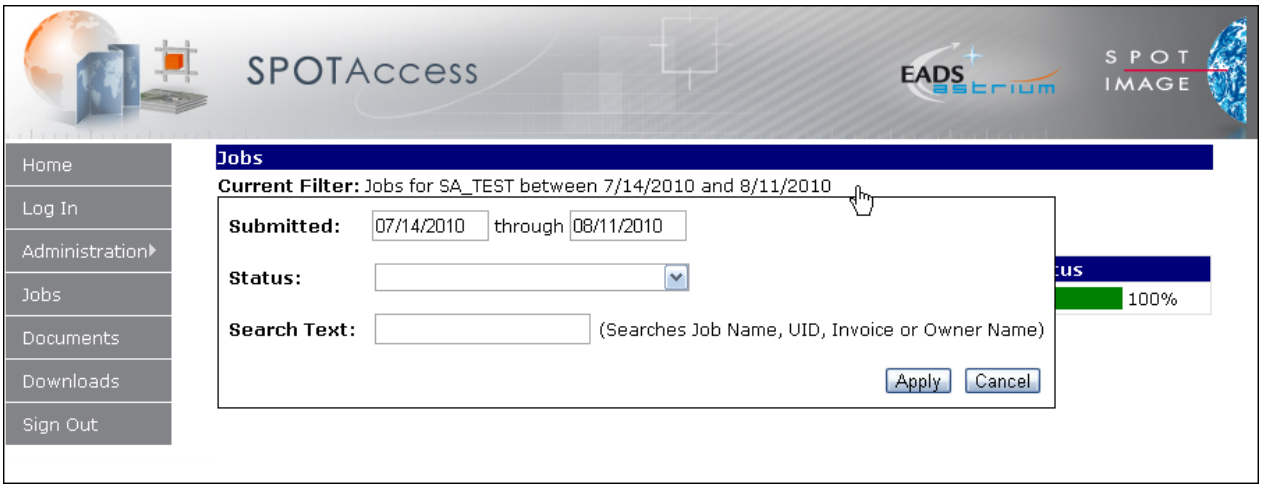
Please enter your login and your password and then click on **Log In**.



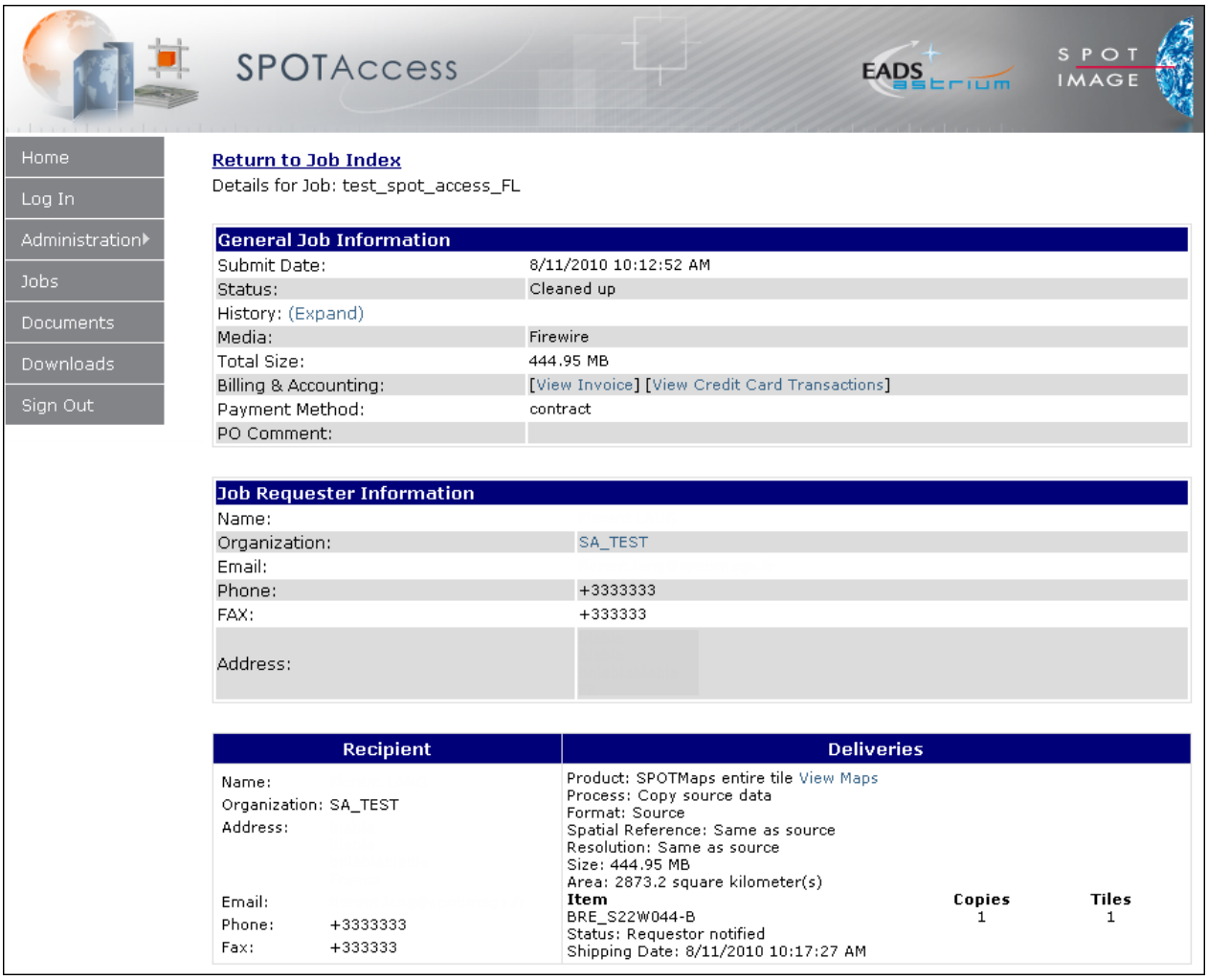
Click on **Jobs** menu on the left side.



You will see all the jobs from your company. You will also be able to modify the filter by default clicking on **Modify**.



Then, if you want to manage your order, click on its name.



You will be able to view the invoice and the map (request map & tiling map).

Thank you for using SPOTAccess

and have a great day!

Please contact SPOT IMAGE if you have any questions or comments on the SPOTAccess or if you have any suggestions for improvements you would like to see in future versions.