Shelterly Quick Reference
CalTopo Integration

Summary

Service Requests (SRs) in Shelterly can be exported to CalTopo. Your organization will need a paid CalTopo team account to access this integration. Once your team account is active, contact the Shelterly team to activate your organization for CalTopo integration.

This Quick Reference assumes a working knowledge of CalTopo. See training.caltopo.com for help if you are new to CalTopo.

Startup

Enter your CalTopo map ID into Shelterly.

- Login to Shelterly and select your incident from the pull-down on the **Select Incident** page.
- Select **Edit Incident**.
- Enter the CalTopo map ID into the **CalTopo Map ID** field and select **Save**.
    - Map ID can be found at the end of the map's URL: https://caltopo.com/m/**mapID**
- Once your map is linked to the Shelterly incident, the incident name in Shelterly will appear with a "C" icon (for CalTopo). Hover over the "C" icon to see the map ID.

Export Service Requests (Push)

Service Requests (SRs) can be exported from two places in Shelterly:

- Individual SRs
    - Open the SR you want to export.
    - Select **Push Service Request to CalTopo** in the Actions pull-down.
    - Note that Push is not available in closed SRs.
- SRs in a Dispatch Assignment (DA)
    - Open the DA that contains the SRs you want to export – you will export all the SRs in one step.
    - Select **Push Dispatch Assignment to CalTopo** in the Actions pull-down.

SRs in CalTopo Map

The SRs will appear as CalTopo markers in the map (in the Markers folder).

- **Label**: SR number, with the DA number also if the SR is part of an active DA (for example, SR#017 or DA#020 - SR#043.)
- **Style and Color**: Similar to the icons on the Shelterly Dispatch map. See ***Shelterly Quick Reference – Dispatch*** for the legend.
- **Comments**: Property address, list of animals (number, species, and status), and date/time that this marker was last updated.

Notes:
- SR export is a fully manual process. Shelterly does NOT automatically export SRs whenever they change. So, your organization's procedures will need to ensure that someone pushes SRs regularly, and be aware of the fact that the markers in CalTopo may have out-of-date information.
- Future exports of these same SRs from Shelterly will overwrite these markers with new ones.
  - **Important note:** Any edits or additions made to the SR marker in CalTopo will be permanently lost when that SR is next exported from Shelterly.
- If you move any SR markers out of Markers into other CalTopo folders, those folder locations will be preserved on future exports from Shelterly.
- Shelterly will push the requested SR(s) even if they have not changed since the previous push. You will see an updated date and time in the marker comments after each push.

GeoJSON Export

Shelterly has the ability to export SRs to a file in GeoJSON format (GeoJSON is a file format for geospatial data). These exported files can be imported into CalTopo or any other software that accepts the format. The push export feature described above is easier to use, but your organization may have a use case for the GeoJSON file.

To export SRs to CalTopo via a GeoJSON file:
- Login to Shelterly and select your incident.
- Specify the SRs you want to export. Options for downloading the GeoJSON file to your computer:
  - Individual SRs
    - Open the SR you want to export.
    - Select **Download Service Request as Geojson** in the Actions pull-down.
  - SRs in a Dispatch Assignment (DA)
    - Open the DA that contains the SRs you want to export.
    - Select **Download Dispatch Assignment as GeoJSON** in the Actions pull-down.
  - SRs found by Search
    - Search for the SRs you want to export using the **SEARCH** module.
    - Select the **Download All** button.
- Save the file to your computer using any simple text editor (e.g. Notepad in Windows).
  - The file needs to be in plain text, so do not use MS Word, etc.
- Open the map in CalTopo.
- Select **Import** (near the upper left of the CalTopo window), select **Browse** in the dialog box, then select the name of the file you just saved.
- You will see a list of SR numbers to be imported. If needed, you can uncheck any SRs that are already in your CalTopo map. Select **Import**.

The new SR markers will appear in the Markers folder. Note that when using this method, if you export the same SR multiple times from Shelterly, you will create duplicates of that SR in the CalTopo map.