

Ramblers Routes

Britain's best walks from the experts

2015

Routes Wizard User Guide

The screenshot displays the 'Route Builder' interface. At the top, it shows the user is signed in as 'office.volunteer1' with links for 'Sign Out' and 'My preferences'. The 'Route Builder' title is prominent, with navigation options for 'Route Finder' and 'Help'. Below this, there are tabs for 'Wizard', 'Advanced Builder', and 'Contact us'. The main navigation bar includes six steps: 1. Plot route (active), 2. Route description, 3. Extra info, 4. Getting there, 5. Photos, and 6. Risk assessments. The 'Step 1: Plot route' section includes a 'Route Id: 60' and a 'Help Video' button. A text input field for 'Route name' contains 'Walla Crag from Keswick'. Below this is a search section with radio buttons for 'postcode', 'place', and 'address', and a 'Search' button. The map area shows a topographic map of the Walla Crag area, with a route plotted in green and orange. A sidebar on the left contains 'Map Tools' such as 'Pan & Zoom', 'Drawing Route Lines', 'Editing Route Lines', 'POIs & Waypoints', and 'GPX'. The map includes labels for 'Castlehead Wood' and 'B5289'. A scale bar indicates 10.53 Km / 6.54 Miles.

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Welcome to the Ramblers Routes Wizard User Guide. This guide is a tool that has been created to provide step by step guidance on using this specific interface. The Wizard is designed as an easy system for putting on routes.

Other Resources

Please have a look at our Route Development Manual for more information about creating a perfect route and for further information on the different aspects of developing your route. Information in this guide includes 'Planning and Designing your Route'; 'Writing your Route' and the different elements around this; and Route Checking.

We also have a collection of step by step videos available for you to use to assist you using the Wizard system.

We also have an Advanced Builder User Guide which we encourage users to reference if they feel confident in using the system the Wizard and are looking to expand the different options available to them.

All of these resources can be found in the Ramblers Routes toolkit by visiting:

www.ramblers.org.uk >Volunteer zone >Support and development >Volunteer toolkits >Ramblers Routes toolkit

1. My Routes

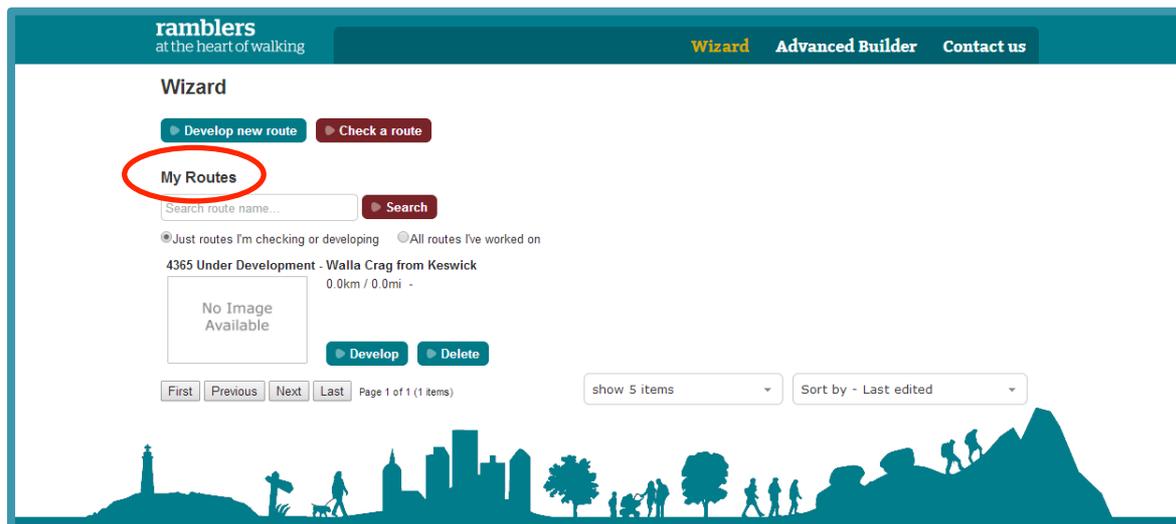
The 'My Routes' option is a quick way to find the routes you are currently working on. The list shows routes that you currently 'own' and only you and the administrator can change them. The list is sorted by routes you have recently worked on. You can switch the list to see those you have worked on in the past by clicking on the 'All routes I've worked on' button. From 'My Routes' screen you have several options:

Developing a route:

- i. To create a new route: Click on 'Develop new route' to take you to the first Wizard route editing screen.
- ii. To edit a route you have already started to set up, click on 'Develop' next to the route you want to change.
- iii. To remove one of your routes from the database, click on 'Delete'.

Checking a route:

- i. To adopt a route, click on 'Check a route'. This takes you to a map showing routes available to check in your area. By clicking on the 'View' button you can assess the route to see if you want to check it. If you decide to take up the route, click on the 'Adopt' button. Once you have done this, the route is no longer available to other route checkers and it will now appear on your 'My Routes' list.
- ii. To edit a route you are already checking, click on 'Check' next to the route you want to change.



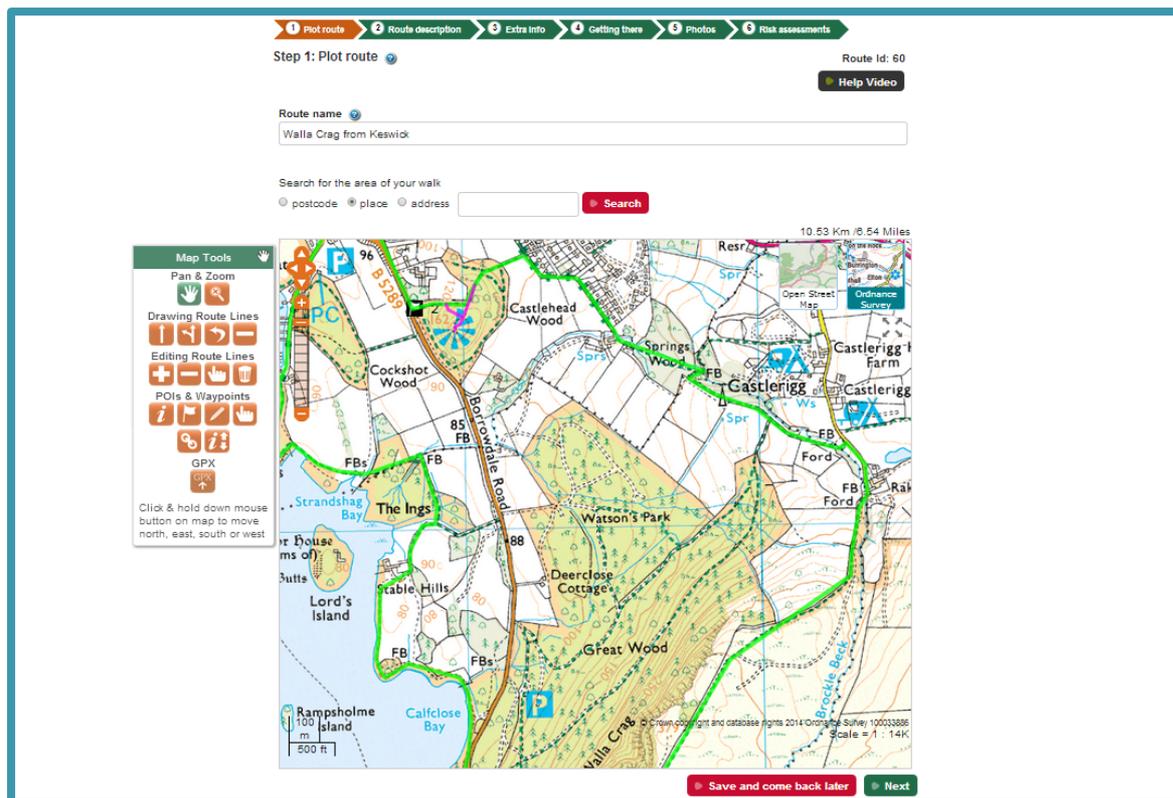
2. Wizard Route Editing Screens

The Route editing screens allow you to effectively design and/or edit your route. There are six screens: **Plot route**, **Route description**, **Extra info**, **Getting there**, **Photos** and **Risk assessments** which you work through in sequence. The final screen allows you to submit the route to the next stage i.e. 'Awaiting Checking' or Awaiting Authorisation'. You can save and go back later.

a. Plot Route

The mapping function on the website allows you to:

- Draw the main route, and add alternative routes
- Include waypoints (1, 2, 3) and points of interest (A,B,C.....)
- Upload GPX Files (routes created on mobile devices or other mapping software)
- Flick between 2 different maps layers – Ordnance Survey Layers and Open Street Map.
- Expand the map to fill the whole screen



To switch map layer, click on one of the two boxes in the top left of the map. The current layer can be identified by the dark background around the name (In the example OS is current). OS is generally best for the country and Open Street Map for streets



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There are three key principles you need to understand:

1. Using the mouse

- a. Our mapping tools work using the left hand mouse (LH) button only and not the right hand button or keyboard. Click on the map and hold down the LH button to move the map around.
- b. The scrolling wheel in the middle of the mouse zooms the map in and out.

2. Make sure your map links to your directions

- a. Your map and directions should complement each other.
- b. Use waypoints in your map and text to break up the route into bite-sized chunks also for showing start and finish locations. Use points of interests (POIs) to highlight areas of historical/local interest or natural beauty on your map. Give details in the POI section on the Description tab.

3. Map tools

On the left of the screen is a palette of map tools to enable you to draw your route, green button indicates that it is active. The table below summarises their use.

Miscellaneous

	Full screen map – Click on this symbol (top right of map below OS icon) to expand the map to fill the screen. A similar symbol with arrows pointing inward will shrink the map back again.
	Zoom – When this button is active, click the map to zoom in. Use this if you do not have a wheel on your mouse or click on the vertical scale bar on the left to zoom in and out.
	Move the map – Switch to this when you want to exit another command and not start another. When this button is active, clicking & holding down mouse button moves the map around.

Drawing Route Lines

	Draw route – When button is active, click on a point on the map and then another to draw a line between. Double click to stop drawing and select to end the route, retrace some or all of the route or take a straight line back to the start. The route is bright green. Tip: You don't have to draw the route in one go, you can stop and resume a route later.
	Draw alternative route - Click points on the map to draw and double click to stop. Alternative routes must start and end on your main route. Be sure to describe any alternative routes in your route directions. Alternative routes are bright pink. Tip: Try not to have too many alternative routes on your map as it can get confusing. Note they cannot be changed once drawn, only deleted and re-drawn.
	Undo last action - Click here to undo your last action for drawing route lines only.
	Delete route - Click a route or alternative route to delete it.

Editing Route Lines

	Add route point - Click map to add a route point (orange dot).
	Delete route point - Click a route point (orange dot) to delete it.
	Move route point - Click & hold down mouse button over a route point (orange dot) to move it.
	Start again - Click here to delete your entire route, alternative routes, waypoints and points of interest.

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POIs and Waypoints

	Add POI (Point of Interest) - Click on map to add a POI and give it a short title (max 60 characters). Letters are automatically assigned and appear on the map. Details of the POIs are entered later in the POI box on the description tab.
	Add Waypoint – Click on route line to add a waypoint. This brings up a series of text boxes to be filled in as detailed below in paragraph ‘4 Waypoint Descriptions’. Walkers should be able to walk your route by following your waypoints in ascending order (1, 2, 3 etc.) Tip: Use your waypoints to break up your route into manageable bite-size chunk to make it easier for walkers to follow your directions but not so many as to hide the map!
	Edit Waypoint/POI - Click on a waypoint or POI to edit it or delete it.
	Move waypoints – Click on a waypoint and drag it into its new position then release the mouse button.
	Link/unlink POI - Click on a POI to link/unlink it to/from your route. Unlinked POIs from other routes appear as small red dots on the map and can be linked to your route in this way. .
	Change POI Order – Clicking on this button will bring up a table in which you will be able to change the order of the POI. If you add a new POI out of sequence, you will need this!

GPX

	Upload GPX file - Click to upload a route that you have created on a handheld device or other mapping software. Tip: Some GPX files may not accurately fit the map. This is because they were drawn on different map layers. To correct this issue, you will have to manually move the map points, or use a desktop mapping application to re-forecast your route.
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4. Waypoint Descriptions

Waypoint & Route Description

Waypoint number:

▼ Description

With your back to Keswick Information Centre, leave the Market Square on the pedestrian street heading off to the right (Lake Road). When it turns off to the right, continue straight on along Borrowdale Road. Keep to the pavement on the left past the roundabout. Where the pavement ends, turn left up some steps into woodland.

▶ Information

▶ Safety

▶ Alternative route

Cancel Save Delete

The text box that appears when you add a waypoint to the map has five parts:

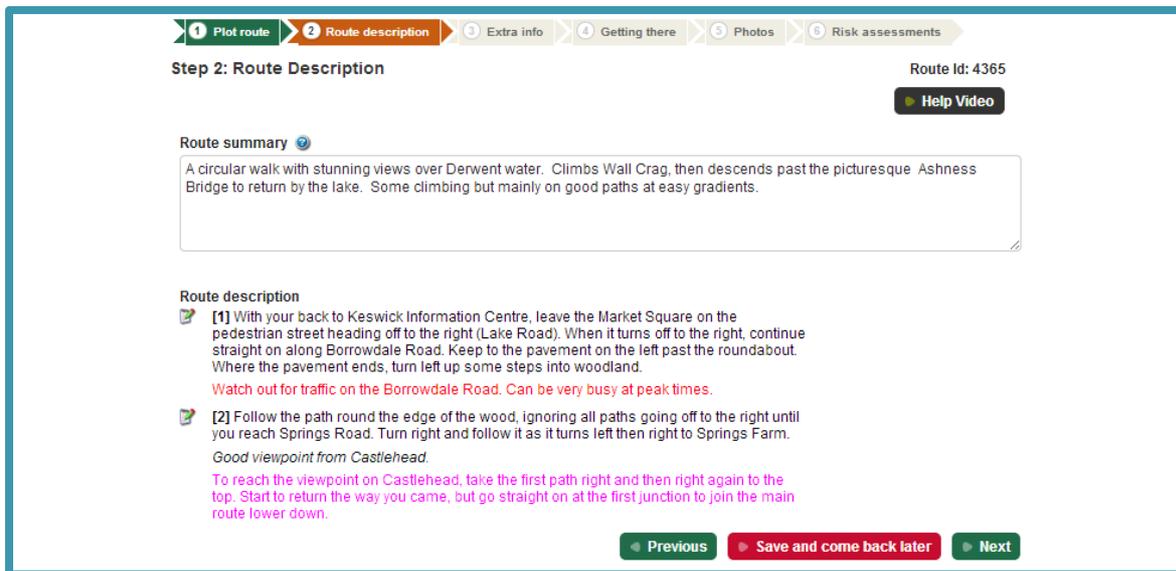
- i. **Waypoint number:** These appear on the map next to the waypoints. Number them in sequence. Remember to renumber subsequent points if you later add or delete a waypoint.
- ii. **Description:** Tells the reader how to navigate between waypoints. The clearer the route description the easier it is to follow. Avoid writing a brief list of directions and try to make the description flow to keep the reader interested. To avoid obscuring the directions, only refer to lettered POIs as they are passed and put their details in the separate POI section on the next screen..
- iii. **Information:** This section is for general information not detailed in the separate POI section such as 'good views on this section of the walk'.
- iv. **Safety notes:** Highlight any hazards such as particularly dangerous road crossings.
- v. **Alternative Route:** Give directions for following any alternative routes starting before the next waypoint. (It can be easier to start and end these on waypoints)

5. Save

When you have completed the map, or as much as you wish to at this stage, either click on 'Save and come back later' to return to the My Routes list or 'Next' which saves your work and moves on to the next screen.

b. Description

On the route description screen there are three sections.



- **Route Summary:** This is the first bit of information that most walkers will see when looking at the Route Finder. Use the summary to go into more detail about the location, themes, features and difficulty of the route, or any points of interest that the route passes by.
- **Route Directions:** The information you entered against waypoints on the map is shown here. If you want to change details here, click on the edit icon next to the point you want to change. 
- **Point of Interest Information:** This box is located after all the Route description waypoints and gives more details of the points of interest identified on the map or in the route description. Highlight key local facts, historical information and points of interest that they will encounter along the way and provide 'snippets' of information. Where shown on the map, include their identifying letters. Try to avoid putting in large blocks of text and lengthy local research. Instead, break up the text into manageable sections, and provide hyperlinks to websites which provide more information about the features you are describing.



To create a hyperlink, click on the link button; paste the address in the URL box for example: www.parliament.uk and set the target option to 'New Window (_blank)' on the target tab.

c. Extra Info

In the 'Extra Info' screen you record the difficulty of the walk, the time it takes to complete and various markers. It is worth taking care here as many users use this information to select suitable routes in the Route Finder e.g. 'easy routes with toilets suitable for pushchairs'.

Step 3: Extra Info Route Id: 4937

[Help Video](#)

Difficulty

Duration
 hours minutes

Suitability

<input type="checkbox"/> Child friendly	<input checked="" type="checkbox"/> Dog friendly	<input checked="" type="checkbox"/> No car needed
<input type="checkbox"/> Pushchair friendly	<input type="checkbox"/> Small groups only	<input type="checkbox"/> Wheelchair friendly
<input type="checkbox"/> Not applicable		

Surroundings

<input type="checkbox"/> City, town	<input checked="" type="checkbox"/> Coast	<input type="checkbox"/> Country park
<input checked="" type="checkbox"/> Farmland	<input checked="" type="checkbox"/> Hill	<input type="checkbox"/> Lake, pond, reservoir
<input type="checkbox"/> Marsh	<input type="checkbox"/> Moor, heath	<input type="checkbox"/> Mountain
<input checked="" type="checkbox"/> Open country	<input type="checkbox"/> Park, green space	<input type="checkbox"/> River, canal
<input type="checkbox"/> Village	<input type="checkbox"/> Woodland	<input type="checkbox"/> Not applicable

Theme

<input type="checkbox"/> Adventure	<input type="checkbox"/> Architecture	<input type="checkbox"/> Arts, culture
<input type="checkbox"/> Family fun	<input type="checkbox"/> Garden	<input checked="" type="checkbox"/> History, heritage
<input type="checkbox"/> Long distance path	<input type="checkbox"/> Treasure hunt, geocaching	<input checked="" type="checkbox"/> Wildlife, nature
<input type="checkbox"/> Not applicable		

Special status (e.g. National Park)

<input type="checkbox"/> Area of Outstanding Natural Beauty, National Scenic Area, Heritage Coast	<input type="checkbox"/> Community Forest, Regional Park
<input type="checkbox"/> Conservation Area	<input type="checkbox"/> Historic park/garden
<input type="checkbox"/> National Park	<input type="checkbox"/> National Trail, Scotland's Great Trail
<input type="checkbox"/> Nature designation (SSSIs, Nature Reserves etc)	<input type="checkbox"/> Open access land
<input type="checkbox"/> Ramblers success	<input type="checkbox"/> World Heritage Site
<input checked="" type="checkbox"/> Not applicable	

Facilities

<input type="checkbox"/> Baby changing facilities	<input type="checkbox"/> Bed and breakfast	<input type="checkbox"/> Camping, bothy
<input type="checkbox"/> Disabled toilet	<input type="checkbox"/> Hostel	<input type="checkbox"/> Parking
<input checked="" type="checkbox"/> Refreshments	<input type="checkbox"/> Shelter	<input type="checkbox"/> Toilet
<input type="checkbox"/> Not applicable		

[Previous](#) [Save and come back later](#) [Next](#)

- **Difficulty:** This is the difficulty grading of the route and can be used to select routes when searching on the Route Finder.
- **Duration:** Enter the length of the route in hours and minutes and hours.
- **Suitability, Surroundings, Theme, Special status and Facilities:** Tick the boxes for all relevant sections that apply to your route.

d. Getting there

The 'Getting there' screen allows you to enter details of travel to and from the route. Remember to cater for people using public transport or using their own vehicle.

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http://www.keswick.org/visitor-information/getting-to-keswick/transport-in-keswick/ [http://www.keswick.org/visitor-information/getting-to-keswick/by-train-coach-or-bus/](\"http://www.keswick.org/visitor-information/getting-to-keswick/by-train-coach-or-bus/\")'. At the bottom of the editor, 'body p' is visible. Navigation buttons at the bottom are 'Previous', 'Save and come back later', and 'Next'."/>

Step 4: Getting there

Route Id: 4365

Help Video

Start location

Keswick Information Centre, Moot Hall
13 characters left

End location

Keswick Information Centre, Moot Hall
213 characters left

Getting there

Several car parks available in Keswick.

The West Coast mainline runs to the east of the Lake District, connecting Oxenholme, Penrith and Carlisle with London and Glasgow. A direct train runs from Manchester to Windermere. Local trains call at Kendal, Staveley and Windermere. There is also route following the Cumbrian coastline.

Several buses serve Keswick. Links to timetables can be found on <http://www.keswick.org/visitor-information/getting-to-keswick/transport-in-keswick/> <http://www.keswick.org/visitor-information/getting-to-keswick/by-train-coach-or-bus/>

body p

Previous Save and come back later Next

Enter a start and end location: You are limited to a certain number of characters for each section.

- **Getting there:** Give details of parking and public transport options Provide links to websites and phone numbers for public transport enquires. Use the link button to set up hyperlinks to relevant websites.



e. Photos

Upload photos complement your route. Select a 'default' photo which will appear next to the summary on the Route Finder and this can make your walk stand out from the other routes.

1 Plot route 2 Route description 3 Extra info 4 Getting there 5 Photos 6 Risk assessments

Step 5: Photos Route Id: 4503

You need to read and accept our terms and conditions before you can add a photo
 I have read and accepted the terms and conditions

- To add a photograph(s), click the "Browse"/"Choose File" button to locate the file on your computer.
- Add a caption and the photographer if credit should be given.
- Then click the "add photo" button to link the photo with the route.

Select photo: Browse...

Caption:

Photographer:

Web link:

 Caption: Mountain view Photographer: Web link:

- **Terms and conditions:** You cannot upload any images or edit any photos already uploaded until you have read the terms and conditions and agreed to them.
- **Select photo:** Click the "browse" button. This will open a new window where you can browse for photos on your computer.
- **Caption:** Enter a caption for the photo in the text box to describe your photo.
- **Photographer:** Acknowledge the photographer (if known) in the text box.
- **Website:** If the photo comes from an external website (such as Flickr), or if the photographer has their own website, add the web address here. Remember, you must get written permission to use photos that you have found on the internet.
- **Save photo:** Click on the "Save Photo" button to upload the photo. It will then appear in the lower section of the screen with other uploaded photos.
- **Edit photo:** Once loaded, you can change the details against the photo by clicking on the edit icon next to it, making changes and then clicking on the save icon in the box.



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• **Delete photo:** You can delete a photo by clicking on the delete icon next to it.



• **Make default image:** To mark the image that you want to appear next to the summary on the Route Finder, click on 'Make default image' under the selected photo. You must select a default, even if there is only one photo.



A new box containing the photo appears. Click near the top left corner and drag towards the bottom right to define the area of photo to keep. When you are satisfied with your selection, click on 'Save cropped image'. This default picture will appear in the top section. If you click on 'Make default image' against another picture it will replace the current selection.

f. Risk assessments (and submitting a route)

In the "Risks" tab you can list the potential risks which you note when developing/checking the route. To add a risk, select a hazard type from the drop down list or type in your own type of hazard in the box titled "other". Click "add new risk". The risk will now appear with a unique risk id number in the right hand box ready to edit.



•**Preview and Submit:**

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When you are happy with your work and ready to pass it on to the next stage from development to checking or from checking to authorization, click on the 'Preview & Submit' button.

The next screen will tell you if anything is missing.



To go back to the route to make changes, click on 'Back'. If there are no errors you can click on the 'Submit' button. Be aware that once you do this you can no longer make changes to it. The status is changed to 'Awaiting Checking' and made available to checkers to adopt or to 'Awaiting Authorisation' when it appears on the lists for the administrators to authorise.

If you have any queries or problems with using Ramblers Routes or developing and checking routes, please email volunteersupport@ramblers.zendesk.com.