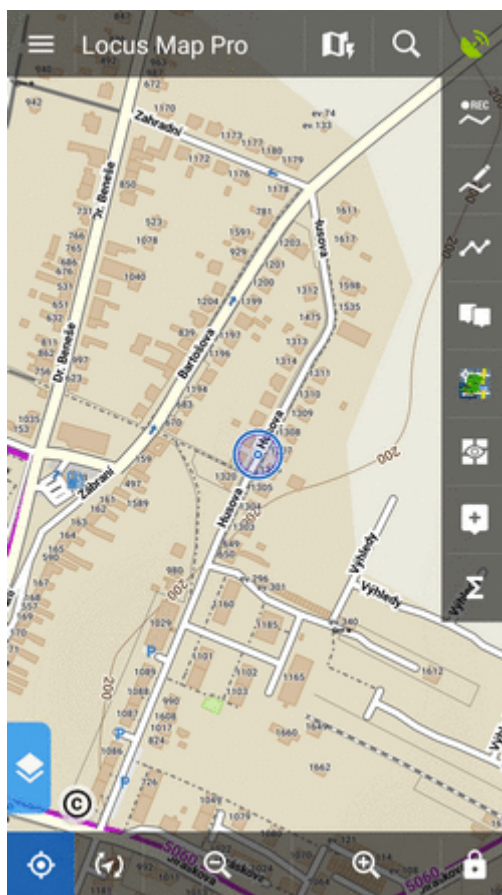# Points Management

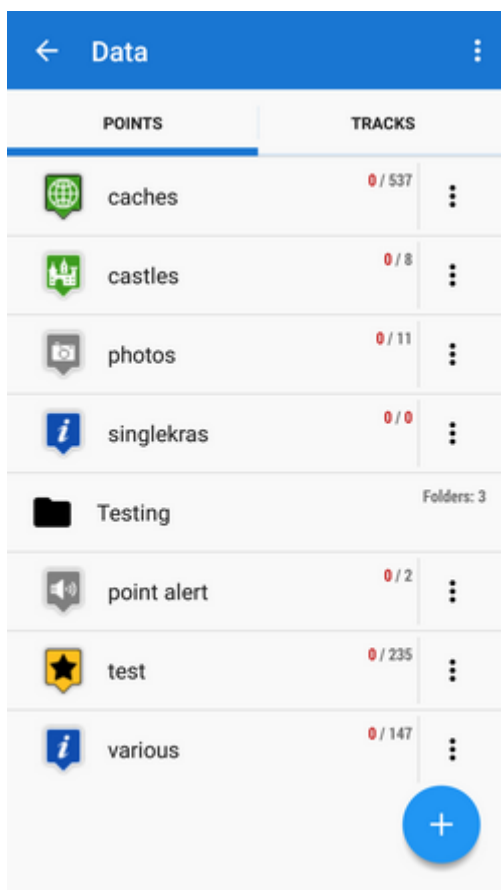All user points in Locus Map are managed in **Points manager**. It can be accessed:

- from the **main menu**:

- from **Functions panel**:

Points are stored in **folders** from where you can **visualize them on map**, **edit** them, **copy** etc.
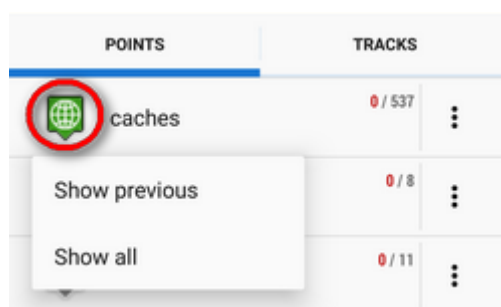Folders can be put into **groups**:

Folders

Each **folder line** consists of an **icon** (1), a folder **name** (2), **number of visible/stored points**(3)
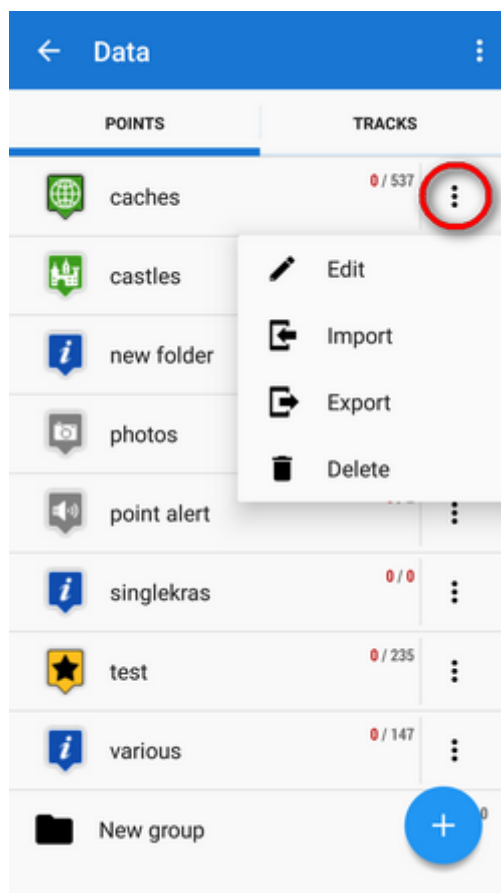
and and ⋮ **action menu button** (4):

Icon (1) - tapping it opens selection to **load** (visualize on map) all previously visible points or all points in the folder. Once all points were selected, it just switches between all visible/all invisible:

**Folder name** (2) - tapping it unfolds the folder:
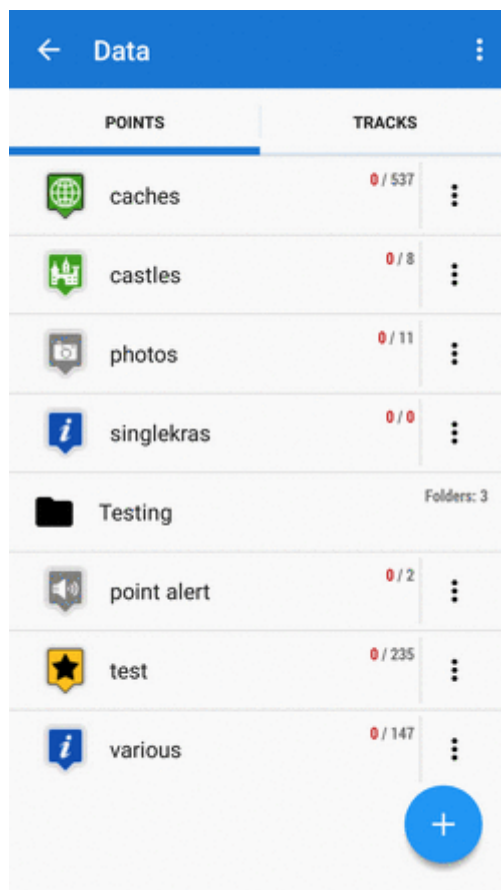
⋮ **action menu button** (4):

- ✏️ *Edit* - here you can **change folder icon, edit name and style** on map or **insert folder into a group** if there is any created
- ⬅️ *Import* - add new points into the folder by **import** from outside of Locus
- ➡️ *Export* - exports all points in the folder into a file and/or an online service, see more in **Points Export**
- 🗑️ *Delete* - **deletes the whole folder** including all points in it

How to add a folder

- tap ➕ and select **Folder**:
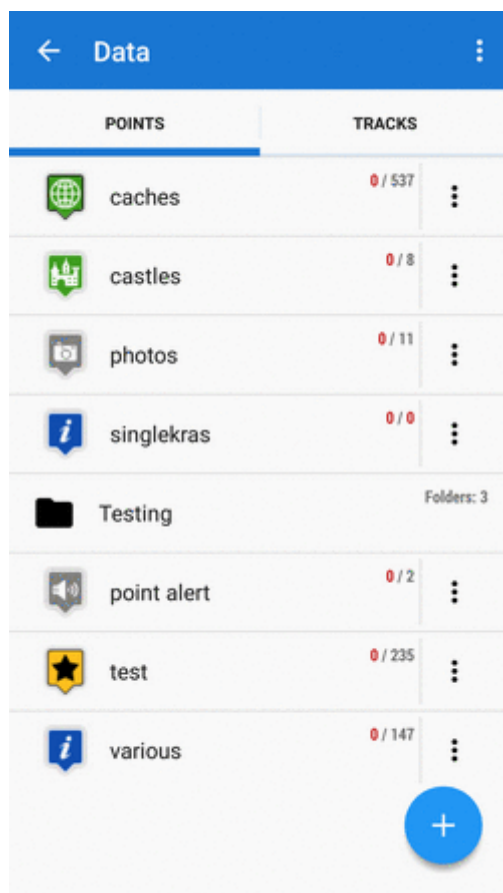
- select **icon** (optional - select from Locus style and Garmin style icons) and **name** the folder
- set style and behavior of **point labels** on map screen (optional)
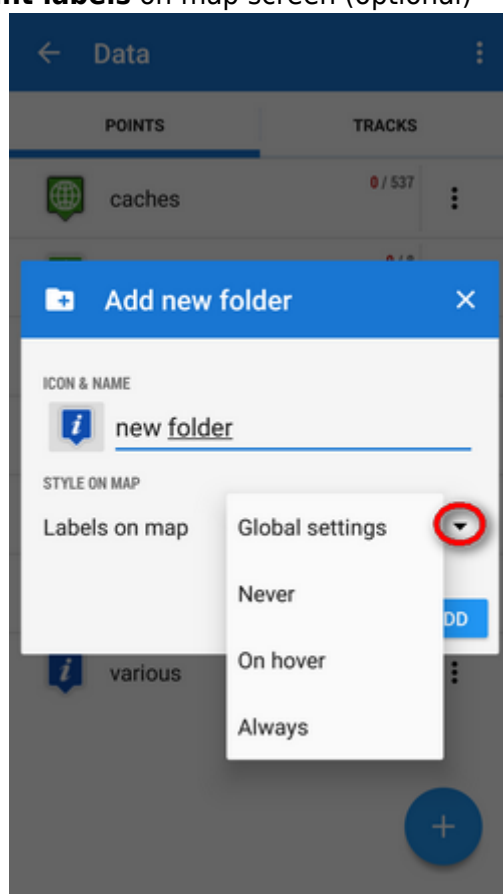
Global settings - the point labels/screens behavior submits global settings made in [Settings > Points&Tracks](#); *Never* - point labels are activated only by tapping the points; *On hover* - point

labels appear when the map cursor hovers over the point; *Always* - point labels are permanently visible

- tap **ADD** to confirm

Groups

Locus Map Pro only

Folders can be put into **groups** as another level of data structure. Each **group line** contains the group name and number of folders allocated in it. Before adding a folder to a group, it is necessary to **create one**.
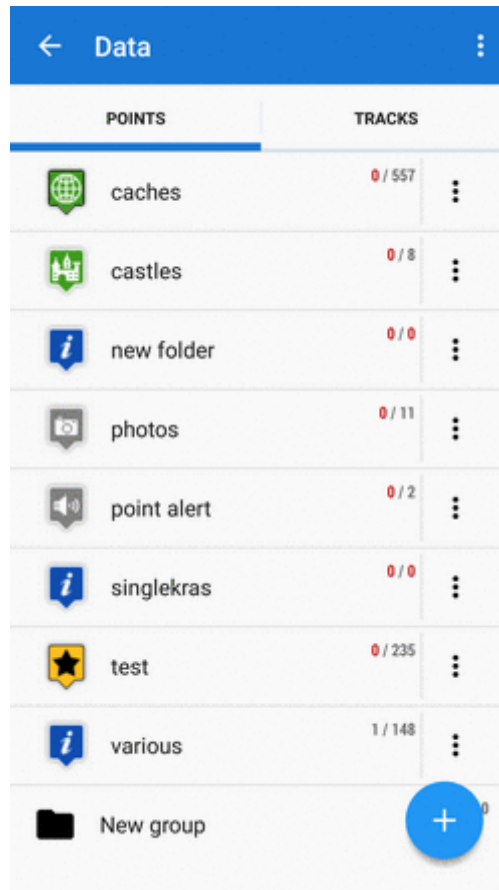
How to add a group

- tap submenu in topbar and select **Groups**
- tap + and create a new group
- new group appears in the point manager:
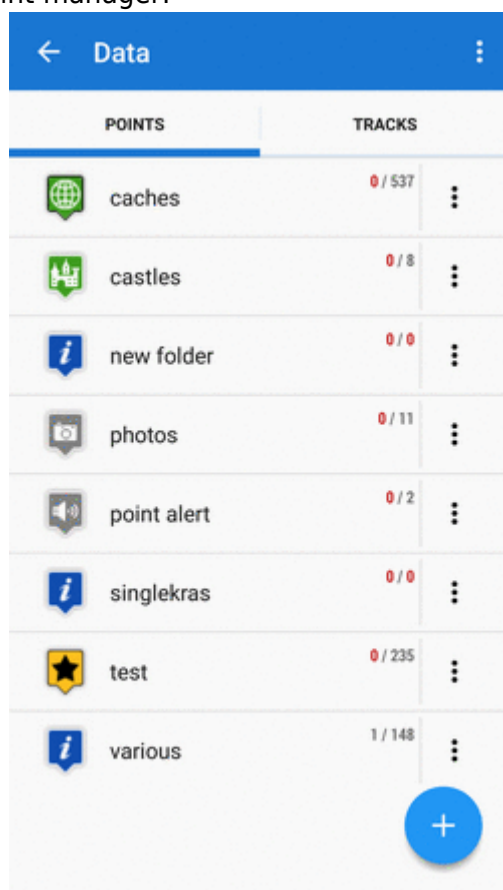
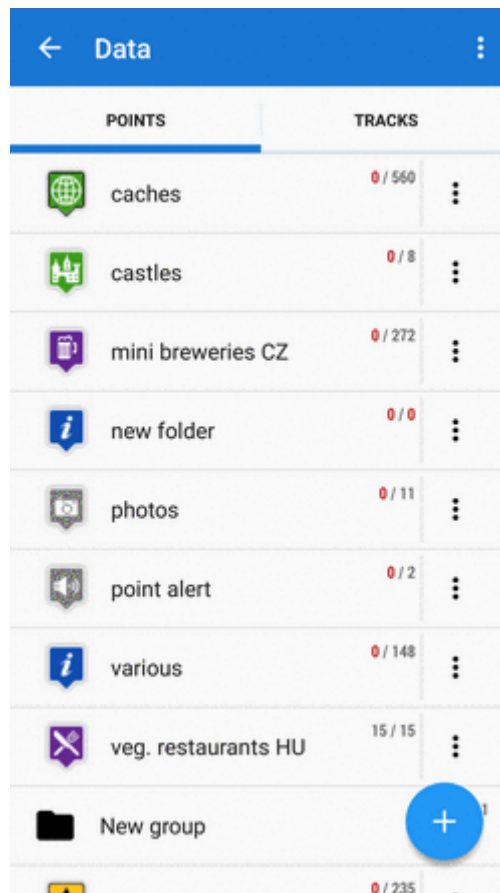
How to add a folder to a group

- open edit menu of a folder
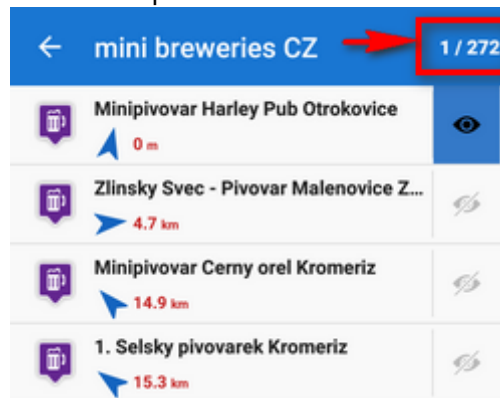- select the group you want to put the folder into
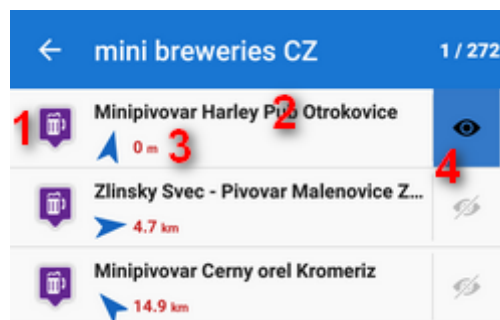- save

Points Folder

After tapping a folder name in the manager the points display in a vertical list:

Its **topbar** displays visible/total number of points:

Each line consists of:

- *icon* (1) - either the same as the folder in case the point is created by you or different in case the point is imported - **tapping the icon displays the point on map**
- *point name* (2) - tapping it opens a **point detail screen**
- *bearing and distance* (3) to the point from the current position of the map cursor
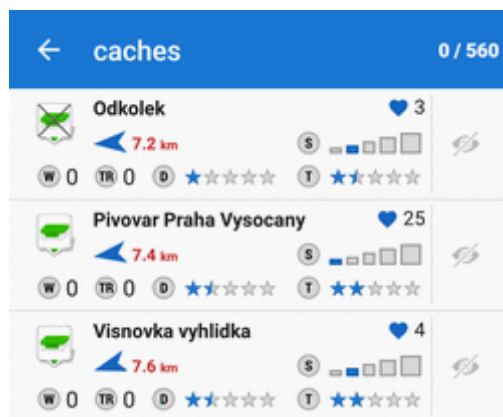
- *visibility button* (4) - switches point in/visibility on the map - button is highlighted **blue when the point is shown on map**

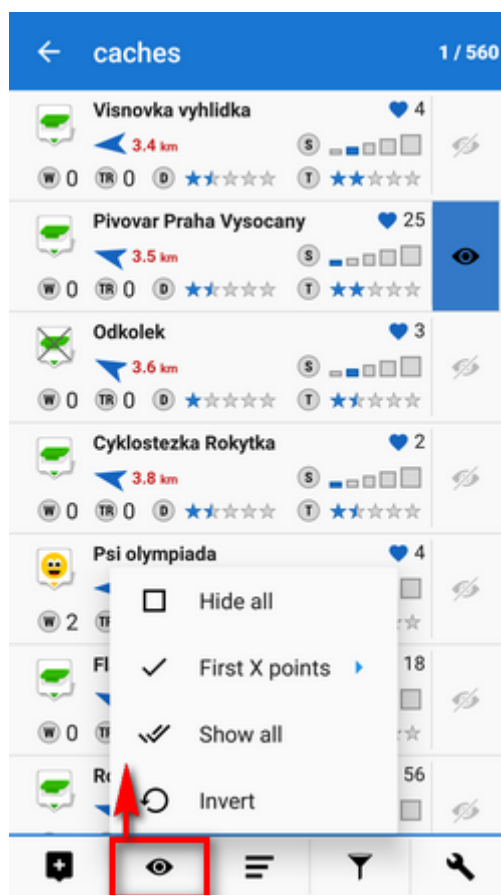## How to display points on map

Single point

- tap the icon of the point in the point list
  OR

- tap the "eye" button :

To remove the point from map (not from the database), tap again.

Multiple points

Use one of multiselecting options:

- *Hide all* - makes **all points** in the folder **invisible** on the map
- *First X points* - shows a **predefined number** of first points in the list (50, 100, 200... points)
- *Show all* - makes **all points** in the folder **visible** on the map
- *Invert* - inverts current selection, useful when you want to select almost all points except some. Select those and then invert the selection.

How to sort points

There are several options:
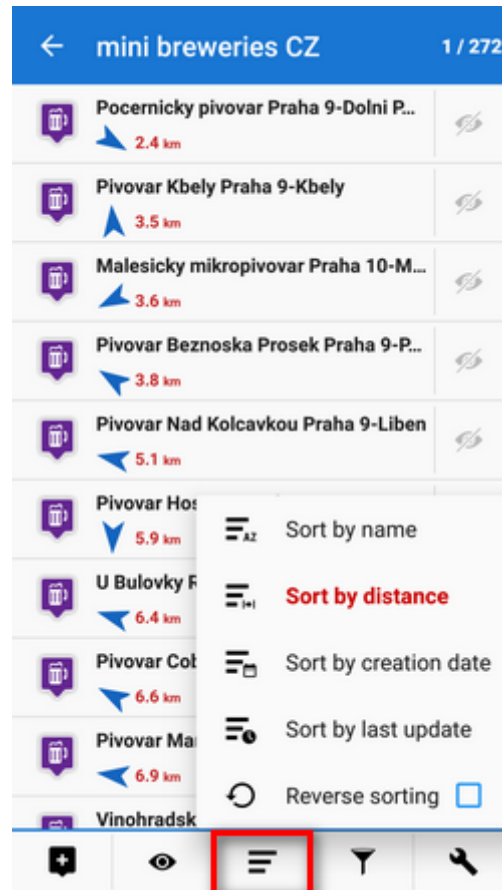
- *Sort by name* - sorts points **alphabetically**
- *Sort by distance* - sorts points by **distance from actual map cursor position** (or **actual GPS position** when fixed and centered)
- *Sort by creation date* - sorts points by their **creation date/time**
- *Sort by last update* - sorts points by the **date/time of their last update**
- *Reverse sorting* - switches **sorting into reverse mode**

> *Geocaching* - folders with geocaches contain this option for further sorting methods, see more in [Geocaching](#)

How to filter points

- tap **filter button**
- select **criteria**
    - **name** - filter out points based on a given string of characters - fulltext check
    - **icon** - filter out points with particular icons
    - **date** - filter out points created in particular term from-to
    - **max. distance** - define maximum distance of filtered points from the map cursor
    - **invert the filter** - inverts the filter settings
- tap **FILTER**:

Geocaching tab - appears when geocaches are filtered. Contains further filtration methods specific for geocaching, see more in Geocaching

Save filter for later use

With saved filter you do not have to set it up again every time you need it. All is done in the filter manager:

Saved filters can be overwritten by newer settings or deleted:
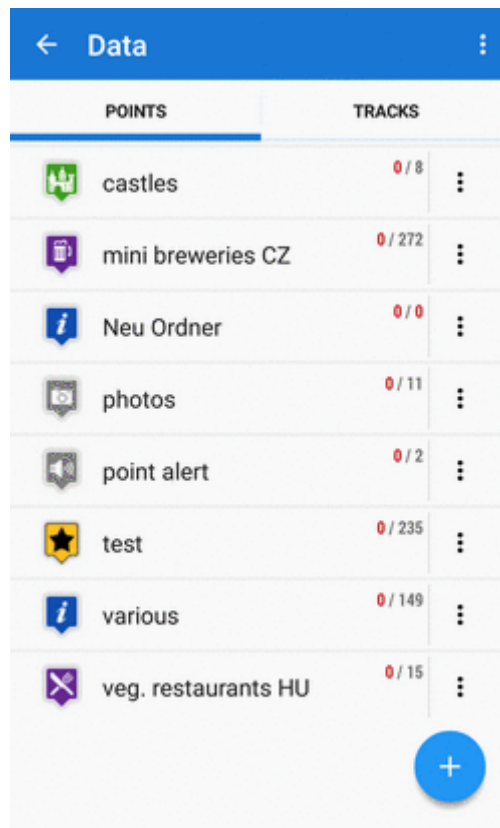
You can quickly apply saved filter when displaying a whole folder of points:

Copying, moving, deleting etc.

More managing tools can be found under the **tools button**:
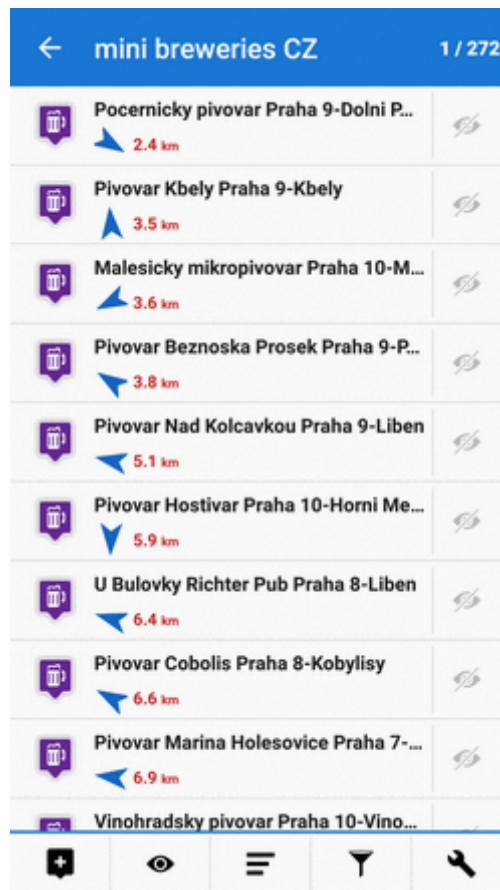
To apply a tool to points, **select points** by checking single ones or use multi-select and sorting in topbar:
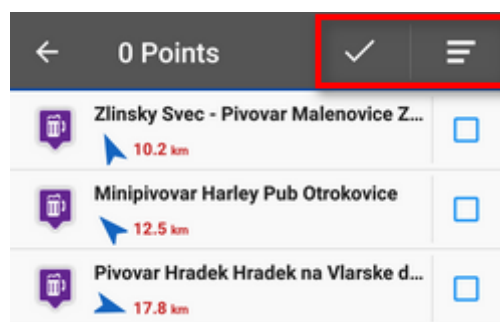
Copying
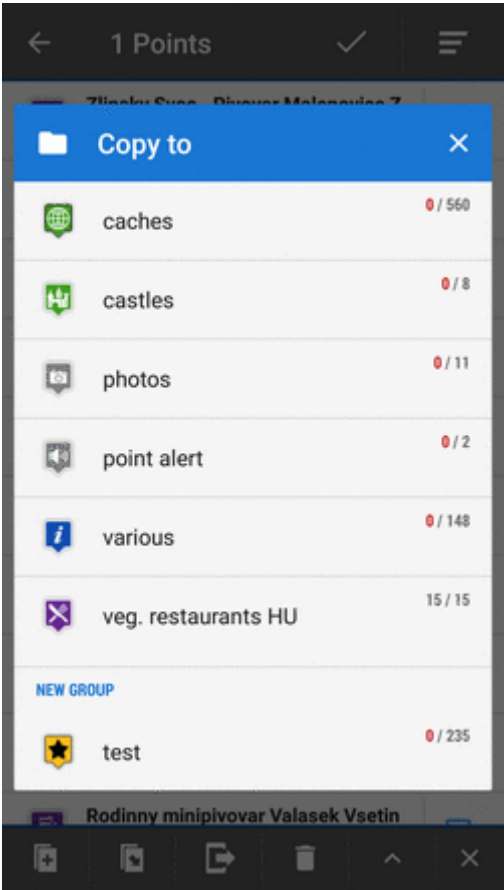
Moving
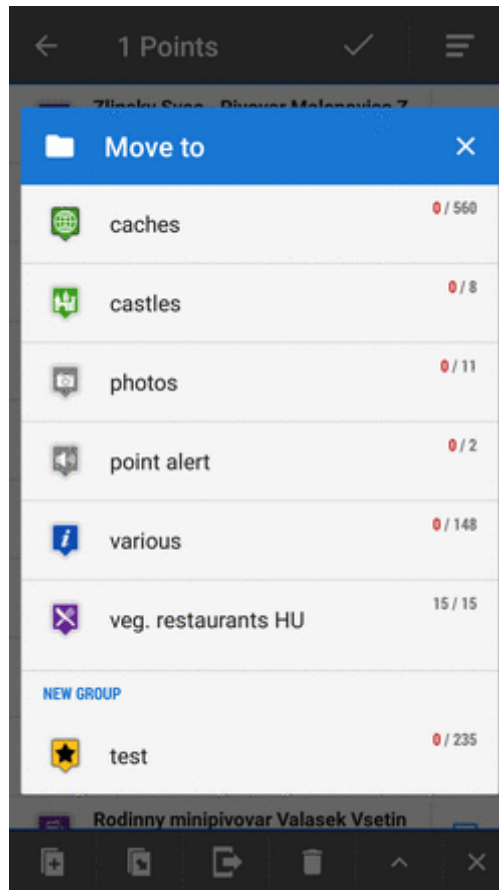
Exporting
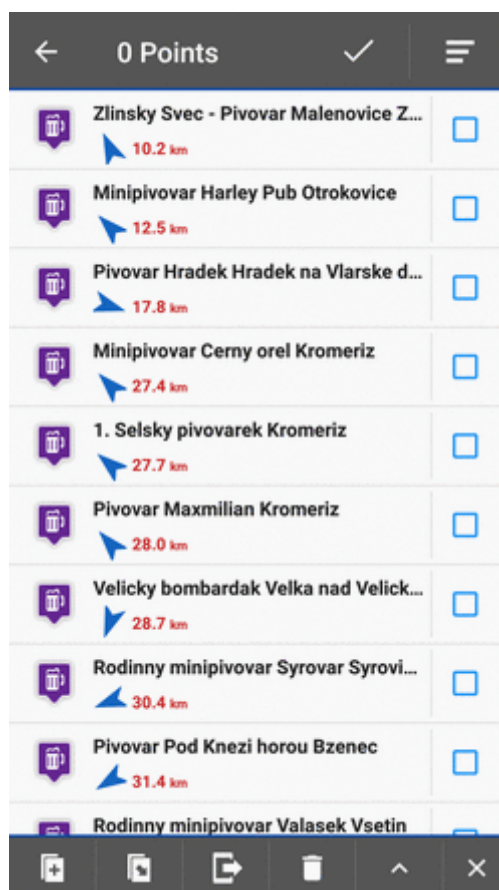
[More details about exporting points >>](https://docs.locusmap.eu/)

Deleting
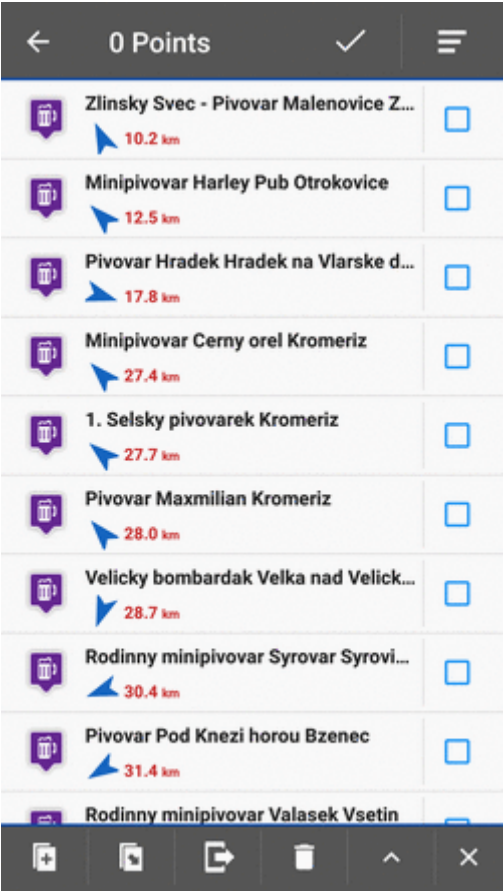
Other tools
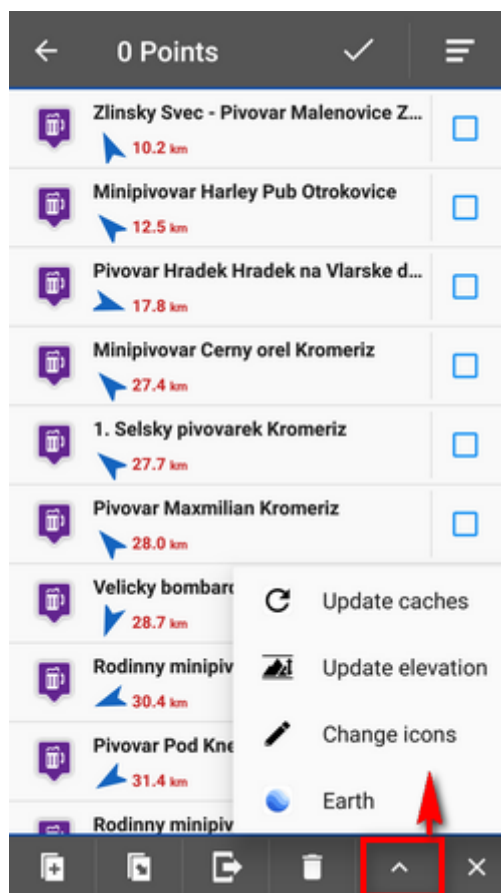
- *Update elevation* - updates elevation of selected points with downloaded SRTM data
- *Change icons* - changes icons of selected points
- *Earth* - exports selected points into Google Earth if it is installed on the same device
- a few *geocaching tools* if the folder contains geocaches - *Update caches*, *GC Offlinizer* or *Load GC Vote*, see more in Geocaching

- ✕ - **cancels Tools menu screen**

Point Map Label

Appears when you **move the map cursor across the point icon** on map:
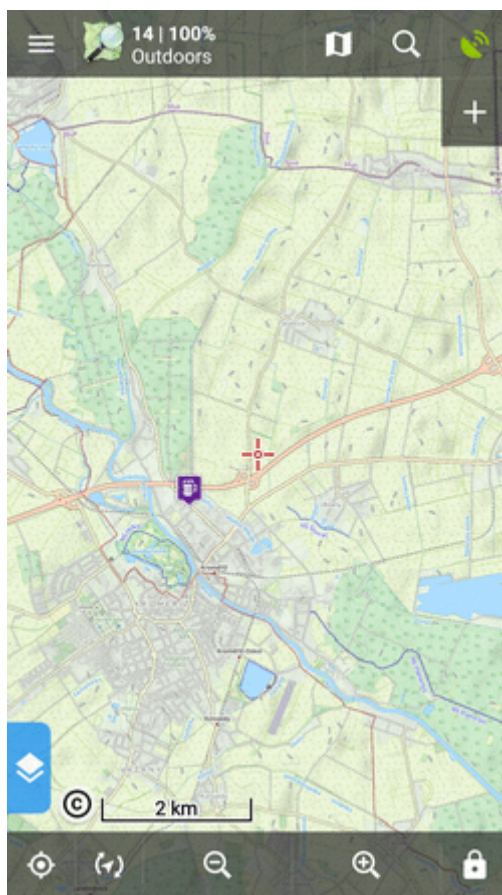
OR when you **tap a point**:
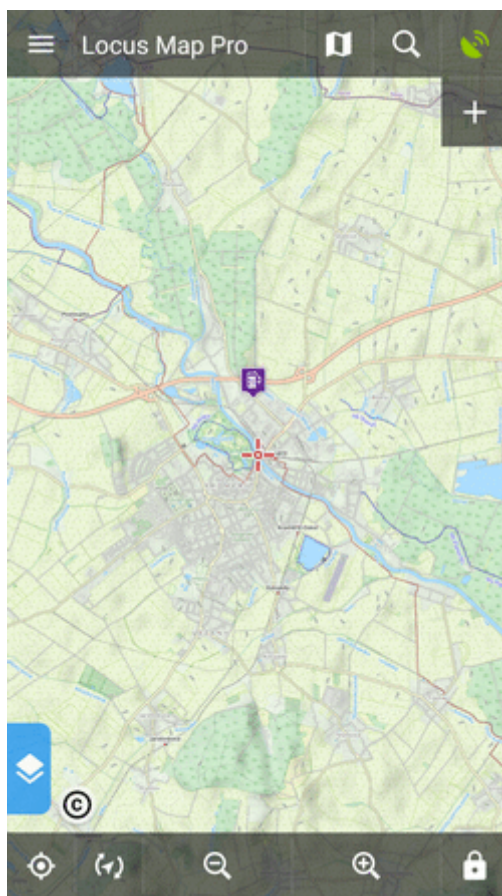
In default settings, it contains the point **name, distance** from current position, **elevation** (if relevant

data are available), a thumbnail of attached **image** (if there is any) and ❯ **context menu**:
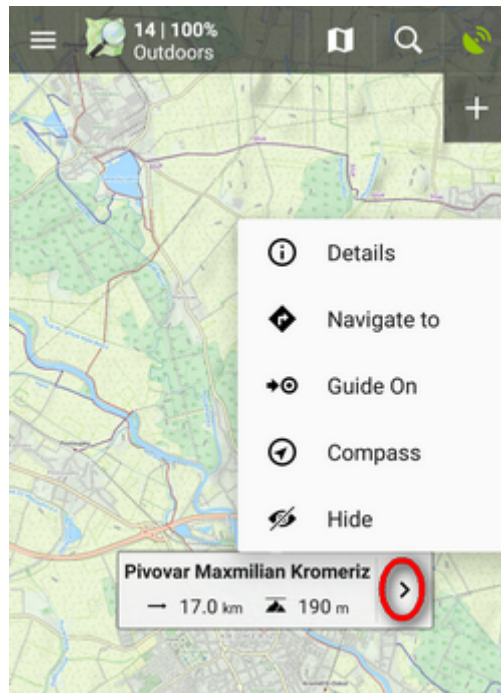
- *Point detail* - shows **detailed information about the point** (displays also when you **tap the label itself**)
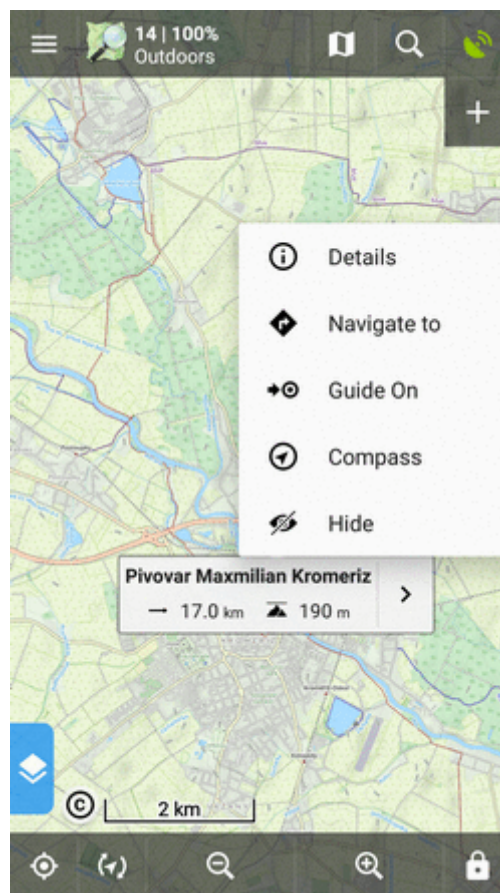
- *Navigate to* - opens the navigation dialog to calculate **route to the point**:
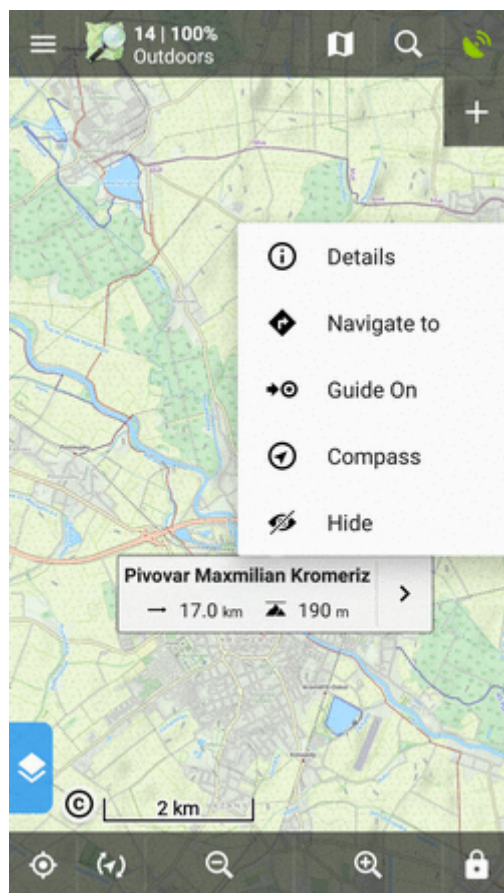
See more in **Navigation**.

- *Guide on* - starts **guiding to the point**:
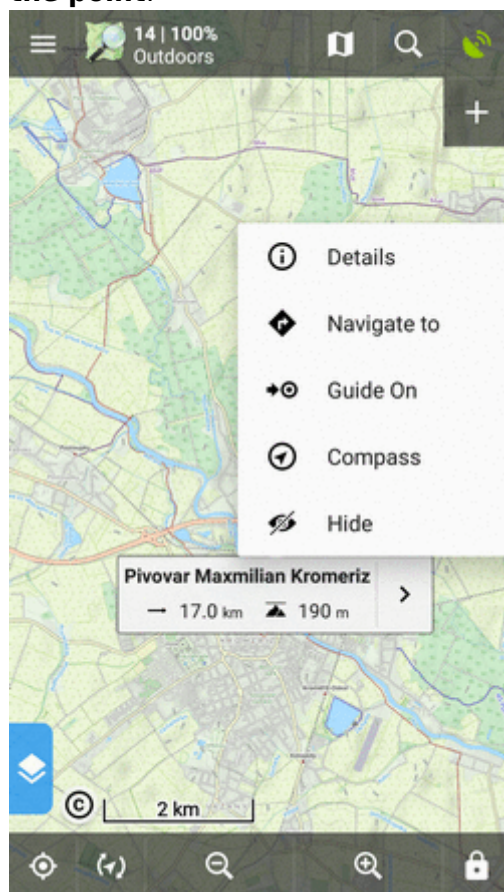
See more in **[Guidance](#)**.

- *Compass* - opens the **compass screen** and starts **guiding to the point showing its azimuth and distance**:
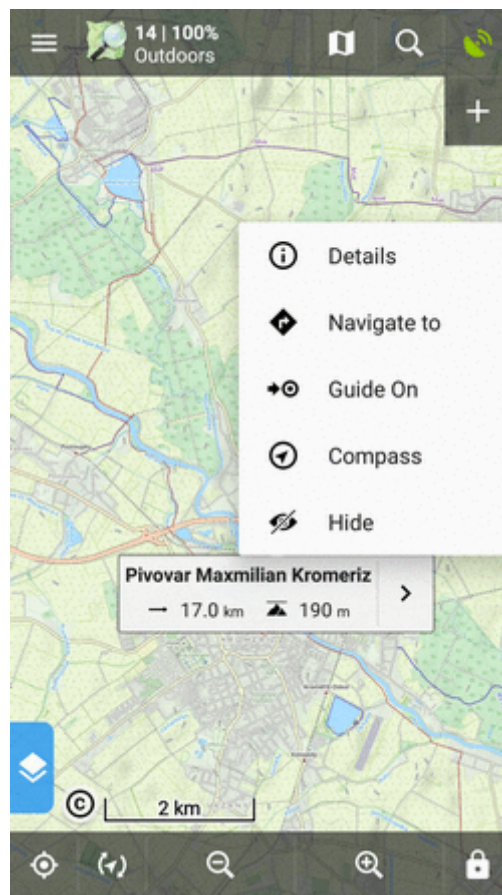
- *Hide* - hides the point from the map:
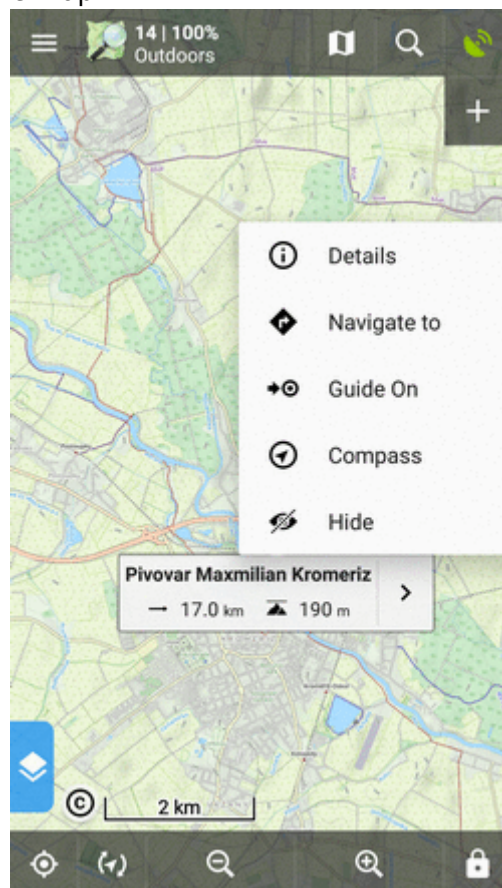
Tapping the label launches the Point Detail Screen:

Point Detail Screen

Contains all information considering a point:
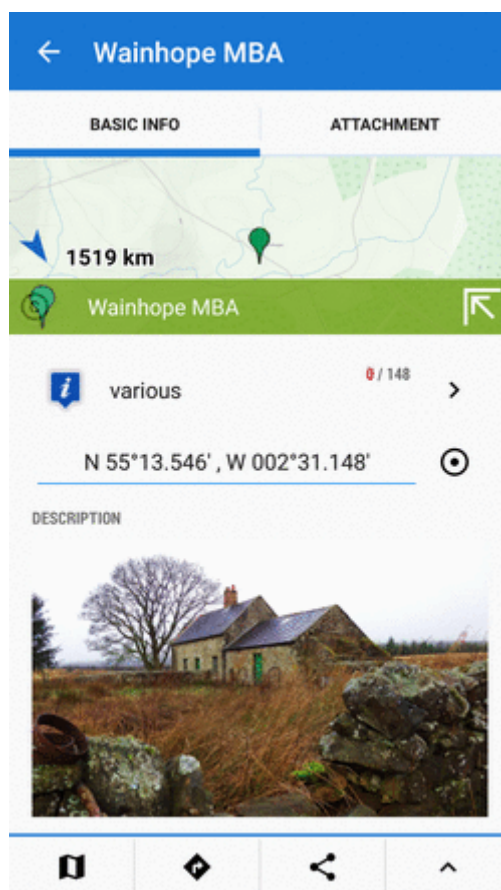
Basic info

- *map preview* of the point. Tap to display it centered on the map screen:
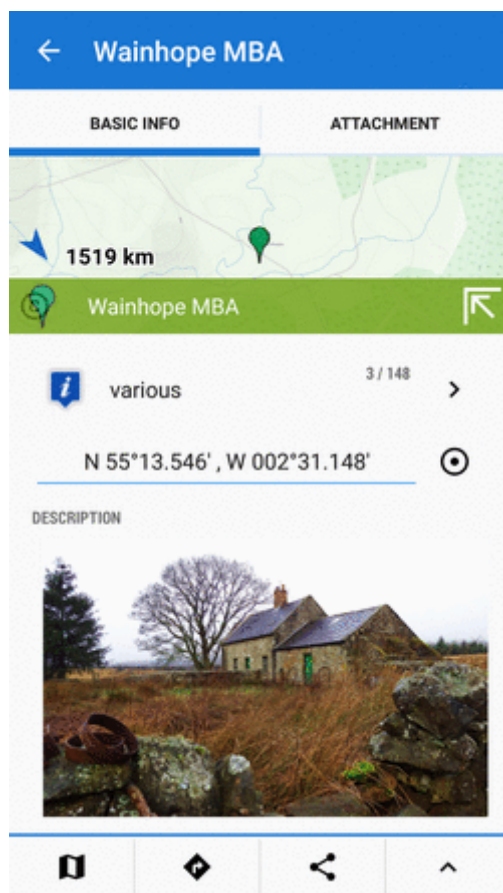
The map preview can be switched off:
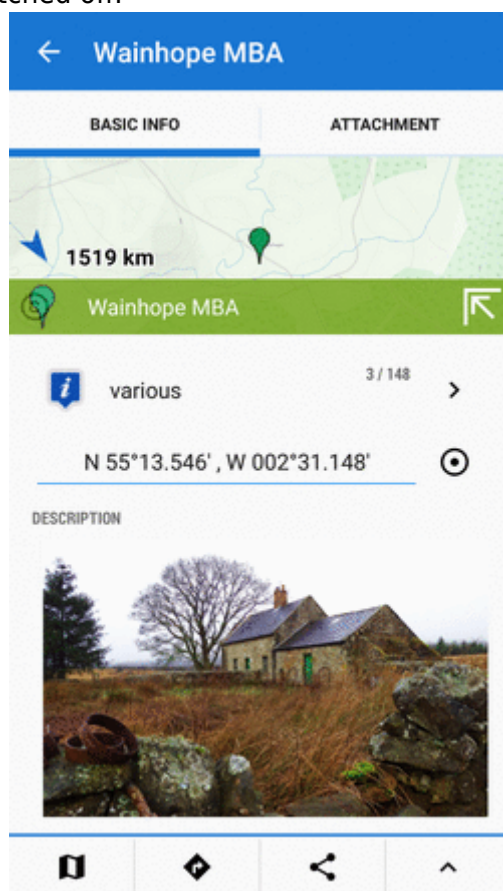
- *point folder icon and name*, number of visible/all points in folder, ">" leads to the folder.

- *point coordinates* and ⊙ *location selector* - tapping the coordinates opens a popup for editing coords and coordinate system. Location selector can change location of the point by several methods:
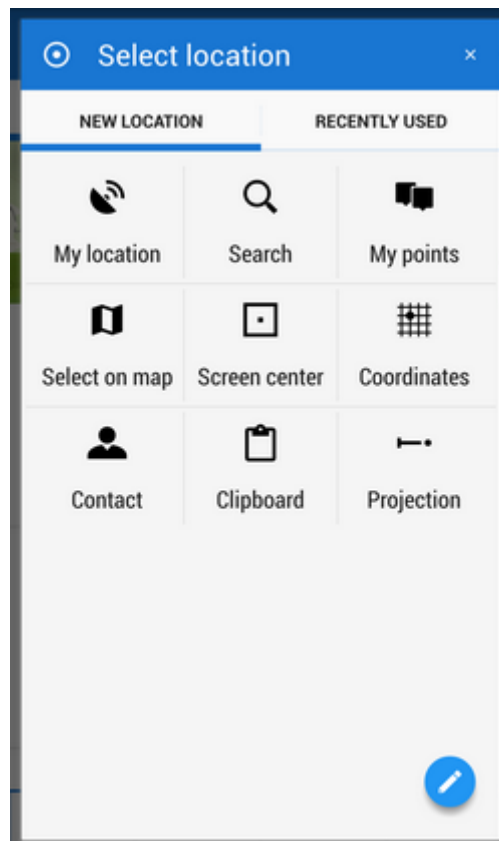
- *description*, *photos*, *date of creation*, *address*, *altitude*, *links*, *phone* etc. - all can be edited from the bottom bar tool menu:
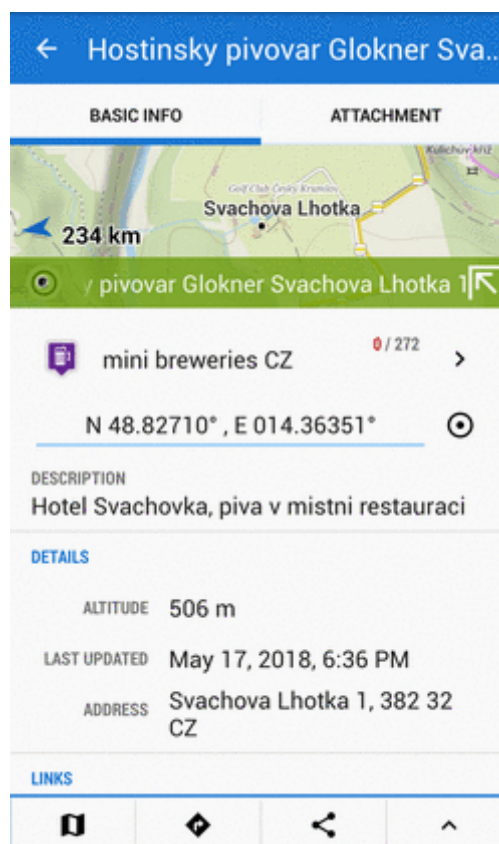
Attachments

Contains list of attached files. To add some, tap ✛ in the topbar:

- *take a photo* - takes a picture with your phone or tablet camera
- *select a photo* - selects a photo in your phone memory - the attached photo can be used as the **point icon** - tap the menu next to the photo and select **Set as icon**
- *record an audio* - makes a voice recording by the phone or tablet microphone
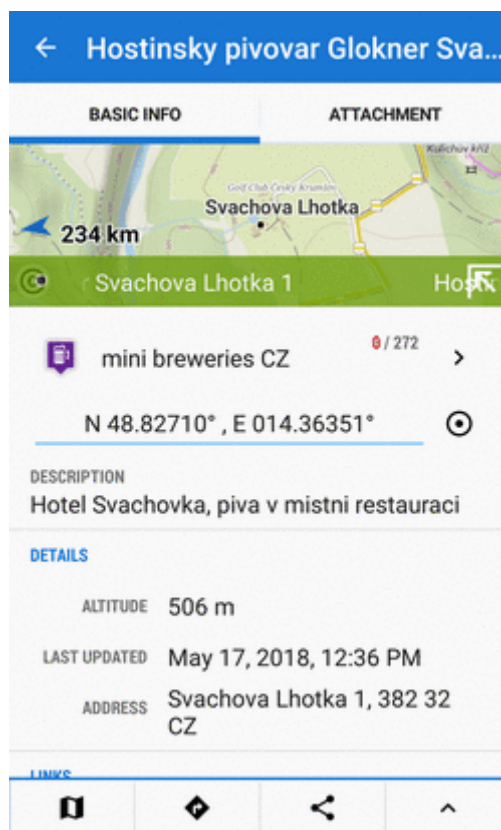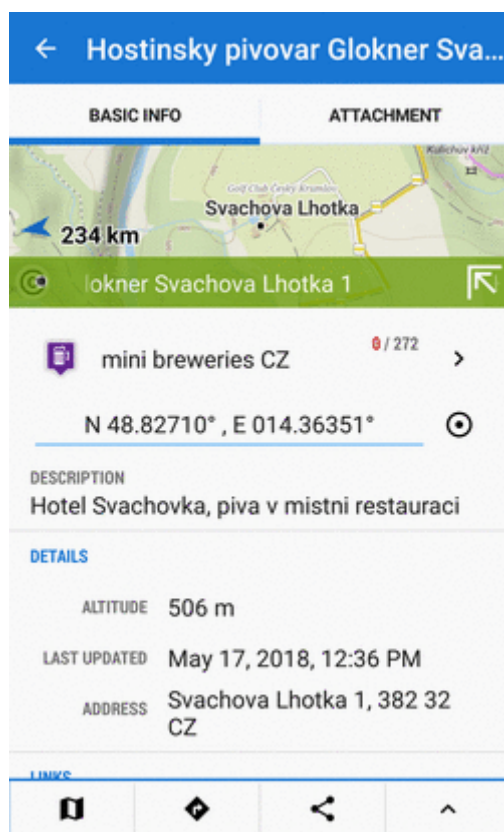- *select an audio* - attaches an audio file from your phone memory
- *shoot a video* - makes a video recording by the phone/tablet camera
- *select a video* - attaches a video from your phone memory
- *select other files* - selects other files in your phone memory to attach to the point

Tools menu

- *map switch* - centers the map at the point:

- *navigation* button - opens a menu of navigating tools available within Locus or other navigation apps installed in your device.

  > Android OS offers an internal system where each application "registers itself" as a receiver of certain information - in this case **coordinates**. Locus Map tests all applications in your device and if they are able to receive coordinates they are listed in this menu.

    ○ *Navigate to* - opens the navigation dialog to calculate route to the point:
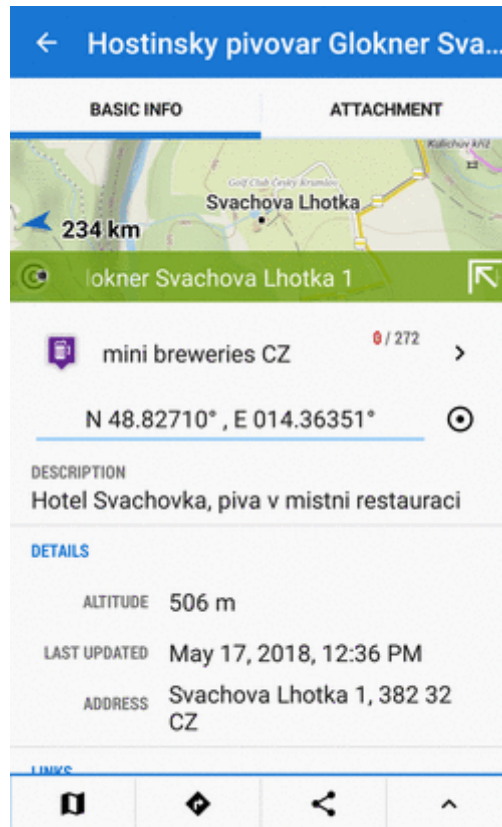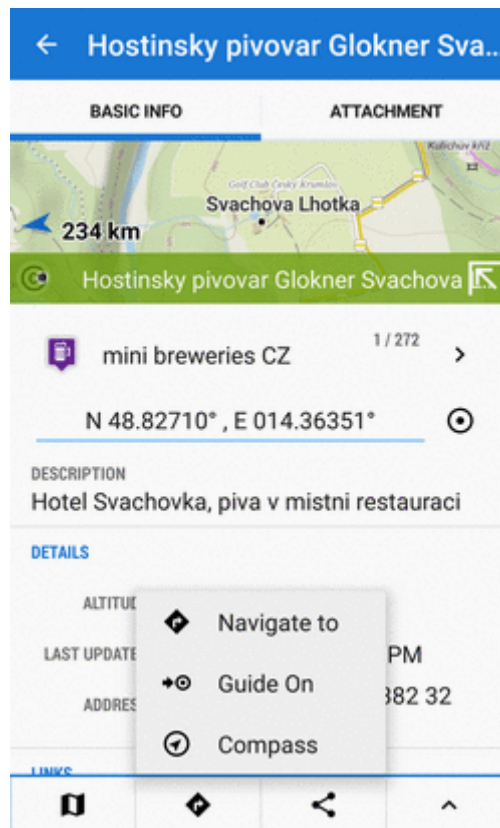
See more in [Point-to-point Navigation](#).

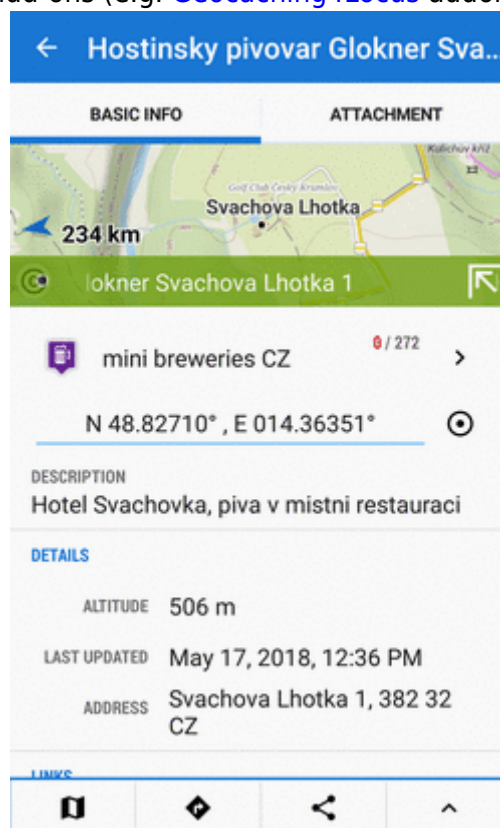- *Guide on* - starts guiding to the point:
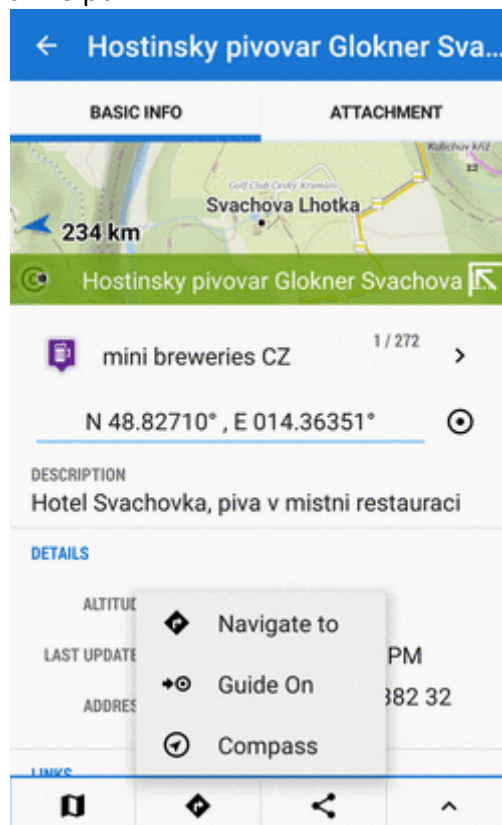
See more in [Guidance to a point](#)

- *Compass* - opens the [compass screen](#) and starts [guiding to the point](#) showing its azimuth and distance:
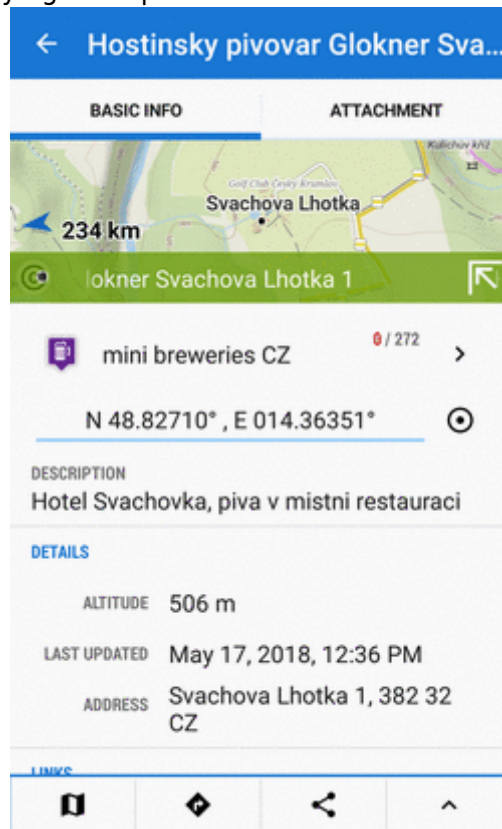
- ![share icon] *Share options and add-ons*
  - opens a menu of installed add-ons (e.g. Geocaching4Locus addon) and point sharing options:

More about particular sharing options HERE >>

- ![up arrow icon] *more options*

- offers the same editing/copying etc. options as the folder tool menu: