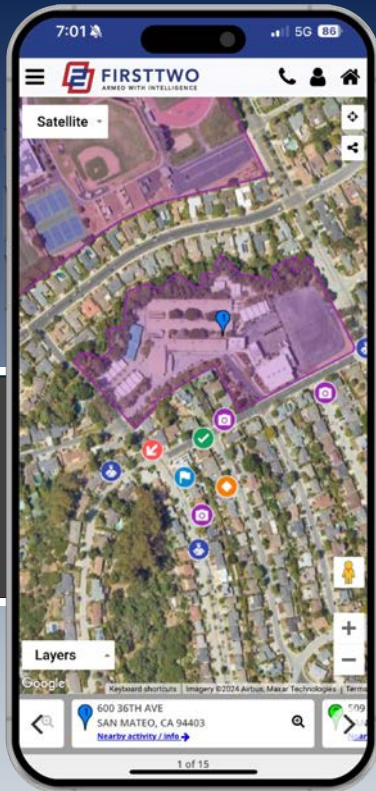


Arming Public Safety With Visual Intelligence

Guide to Building Layers from a Spreadsheet and Publishing Edited Layers



What do I need to do to get my pins on FirstTwo?



Unfortunately, Google MyMaps require that your spreadsheet needs to have a latitude and longitude as columns, otherwise those pins will not show up in FirstTwo. Sounds like a pain, but we will take you through these simple and free steps to add a latitude and longitude to your spreadsheet.

The first step is to find a program that adds these columns. We found <https://www.geocodio.com> to do this and do it for free.

(If your spreadsheet has lat/long skip to slide 8 with the Google Maps link)





Highlight and Copy address
(including city and state)
column(s) from original
spreadsheet



Add Latitude and Longitude to Spreadsheet using Geocodio.com



geocodio

Dashboard

API Keys

Billing

Usage

New Upload

Past Uploads

Help

Get something done

Recent Uploads



These streets are a bit empty. Let's geocode your first spreadsheet.

New upload

Need help formatting your spreadsheet?

Click Here to Start

geocodio

Pricing Customers Compare Product Security Privacy Help Contact

HEATH@FIRSTTWO.COM

Need help?

Batch Geocode a Spreadsheet

Bulk geocode lists of US and Canadian addresses to latitude/longitude or reverse geocode lists of latitude/longitude



Upload spreadsheet

Accepted file formats: csv, tsv, xls,xlsx, odt

or



Paste list

Copy from any spreadsheet or table

Click Here

Batch Geocode a Spreadsheet

Bulk geocode lists of **US** and **Canadian** addresses to latitude/longitude or reverse geocode lists of latitude/longitude

Name Geocoded Spreadsheet

Name

```

name address zip city state type
"Dolcezza Artisanal Gelato" "1704 Connecticut Ave NW" 20009 "Washington" "DC" "Ice Cream"
"Cosi 12th and G" "700 11th Street NW" 20001 "Washington" "DC" "Bakery"
"Spring Mill Bread Co." "12187 Darnestown Rd" 20878 "Gaithersburg" "MD" "Bakery"
"Cosi Charles St" "100 S Charles Street" 21201 "Baltimore" "MD" "Bakery"
"Dolcezza Artisanal Gelato" "7111 Bethesda Lane" 20814 "Bethesda" "MD" "Ice Cream"
"Quartermaine Coffee Roasters" "4817 Bethesda Ave" 20814 "Bethesda" "MD" "Coffee Shop"
"Chinatown Coffee Co." "475 H St NW" 20001 "Washington" "DC" "Coffee Shop"
"CakeLove" "4150 Campbell Ave. Suite 105" 22206 "Shirlington" "VA" "Bakery"
"Frosting Cupcakery" "71 Wisconsin Circle Drive" 20815 "Chevy Chase" "MD" "Coffee Shop"
"Cosi Courthouse" "2050 Wilson Blvd" 22209 "Arlington" "VA" "Bakery"
    
```

[< BACK](#)

[CONTINUE >](#)

Right click and Paste the copied columns here

Click here to continue

1 Input

☒ Forward Geocoding

Street Address → Latitude & Longitude

☐ Reverse Geocoding

Latitude & Longitude → Street Address

Please select the column that corresponds to each part of the address

We will use these for geocoding. All other columns will still be kept in the geocoded spreadsheet.

Street address



City



State



Zip / Postal Code



Country



A: Street



B: City



C: State



No value



No value



Is your data in a single column?

Does this look right? You should only see address data in these boxes.

If not, see our [spreadsheet formatting guide](#).

239 COLLEGE STREET
GORDON GA

1544 BROOKS MCNEAL ROAD
GORDON GA

3882 HWY 57
GORDON GA

↺ START OVER?

PREVIEW >

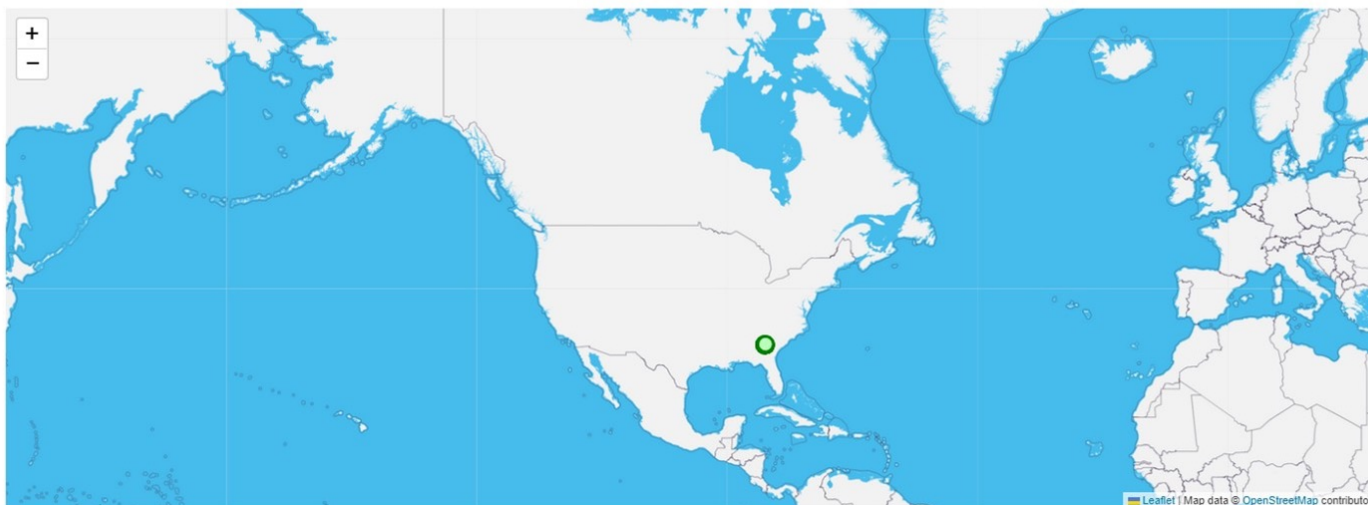
Click here to continue

Geocodio



2 Preview

We geocoded a small sample of your list. Please confirm that the results are as expected.



[Read more about what you get.](#) The map is just for visualization purposes, you will also receive a downloadable CSV file with the following normalized columns appended: Latitude Longitude

Accuracy Score Accuracy Type Number Street Unit Type Unit Number City State County Zip Country

< NO, I NEED TO CHANGE THE COLUMNS

YES, LOOKS GOOD >

Click



Click

4 Finalize

By clicking "Start" you confirm that you agree to our [Terms of Use](#).

[← BACK](#)

[START](#)

Click



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Past Uploads

[New upload](#)

[Search by filename](#)

NAME

STATUS

2.xls

[Oct 26th 2022 2:20 pm](#) [Details](#)

COMPLETED

[Download](#)

[Preview](#)

[Create map](#)

[Delete](#)

Tip: Check the [Geocodio Guides](#) to learn more about the data in your geocoded spreadsheet.

Download and Save
(To be imported into Google Maps)



- Open spreadsheet saved from GeoCodio
- Highlight and copy the Latitude and Longitude columns
- Right click and paste Lat/Longs into a new column in the **original** spreadsheet.
- Save as “*Original name geocoded*”



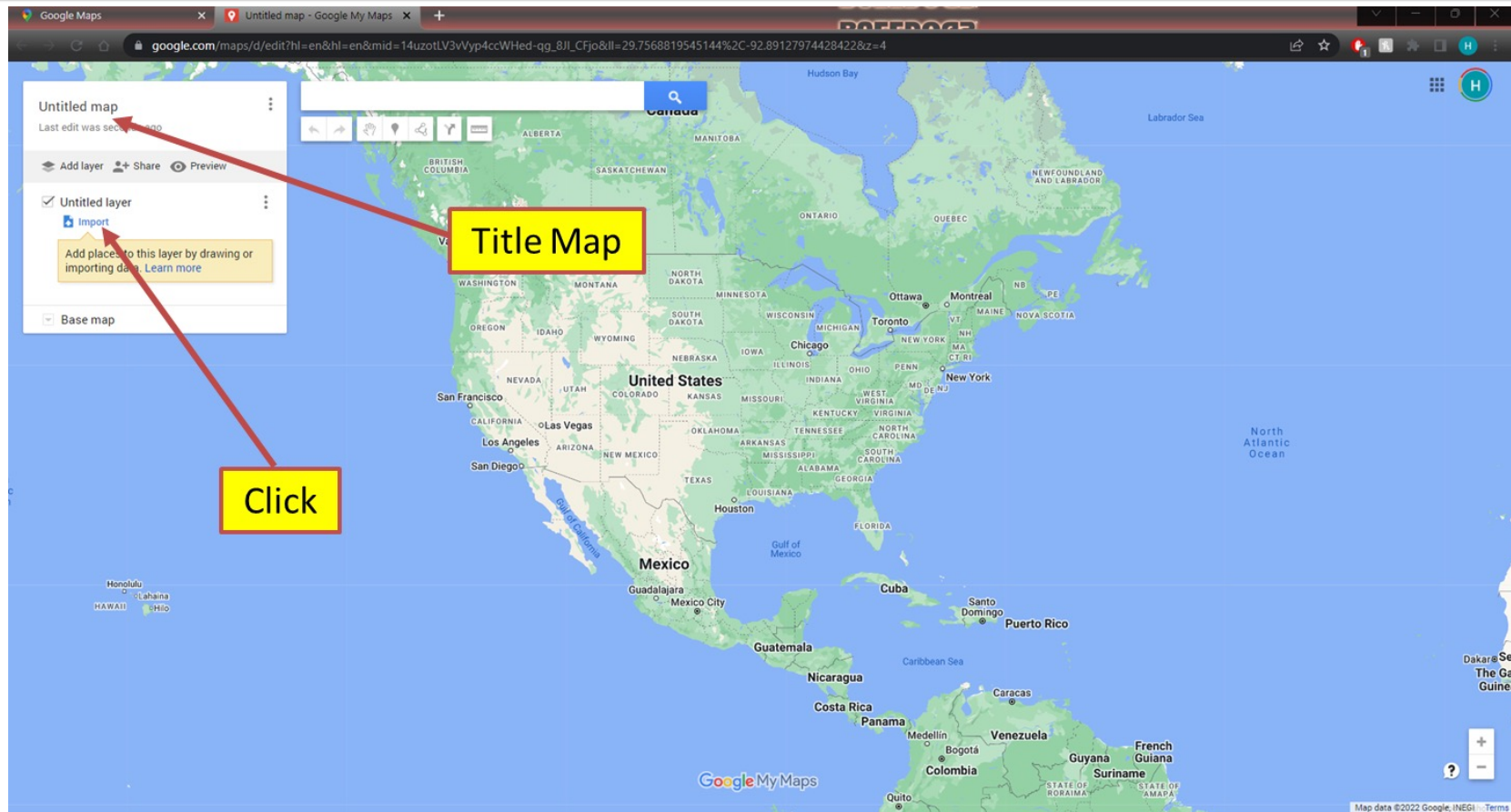
Open Google Maps



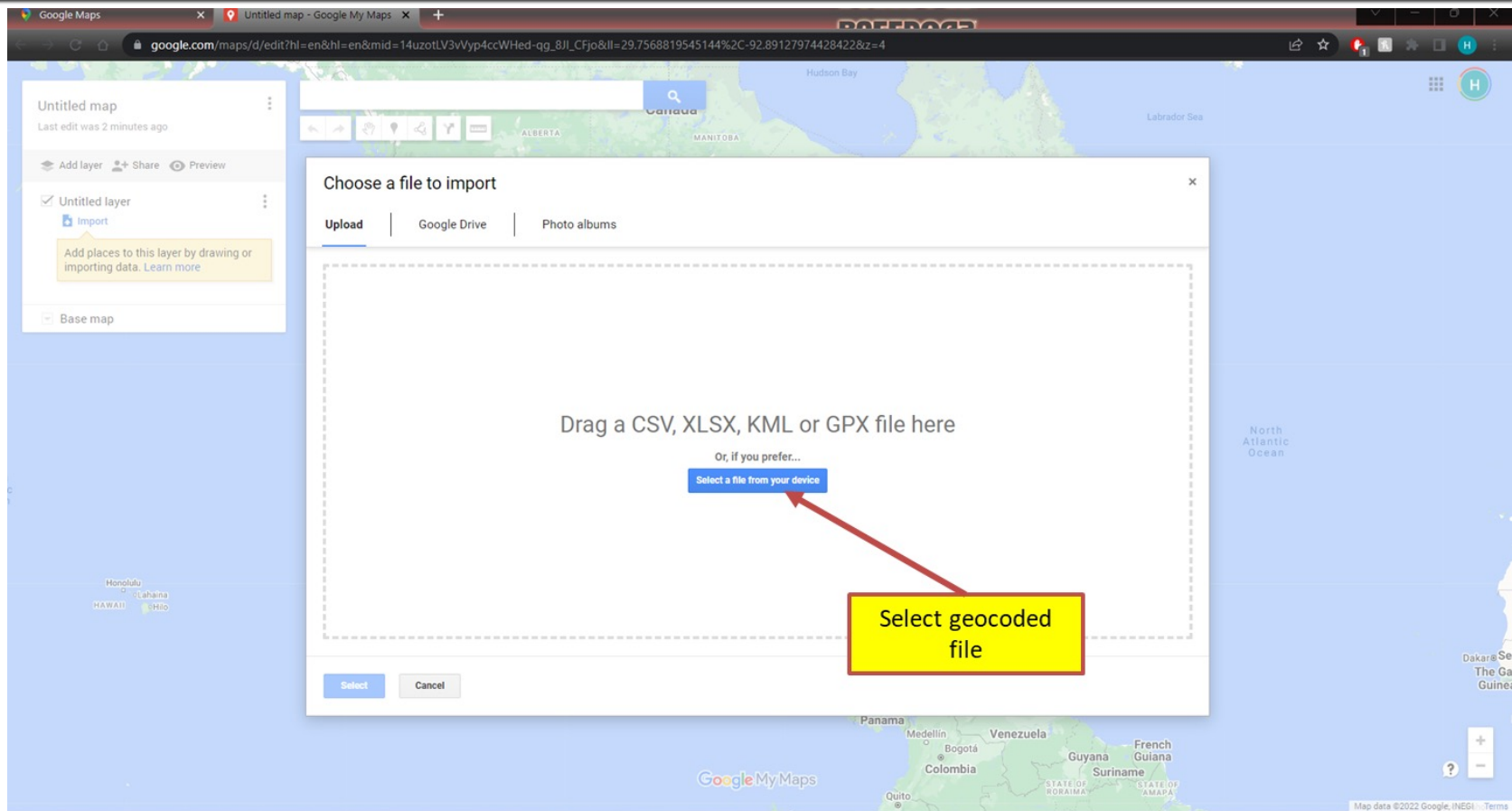
- Open the following link to create a map in Google Maps
 - <https://www.google.com/maps/d/u/0/?hl=en>



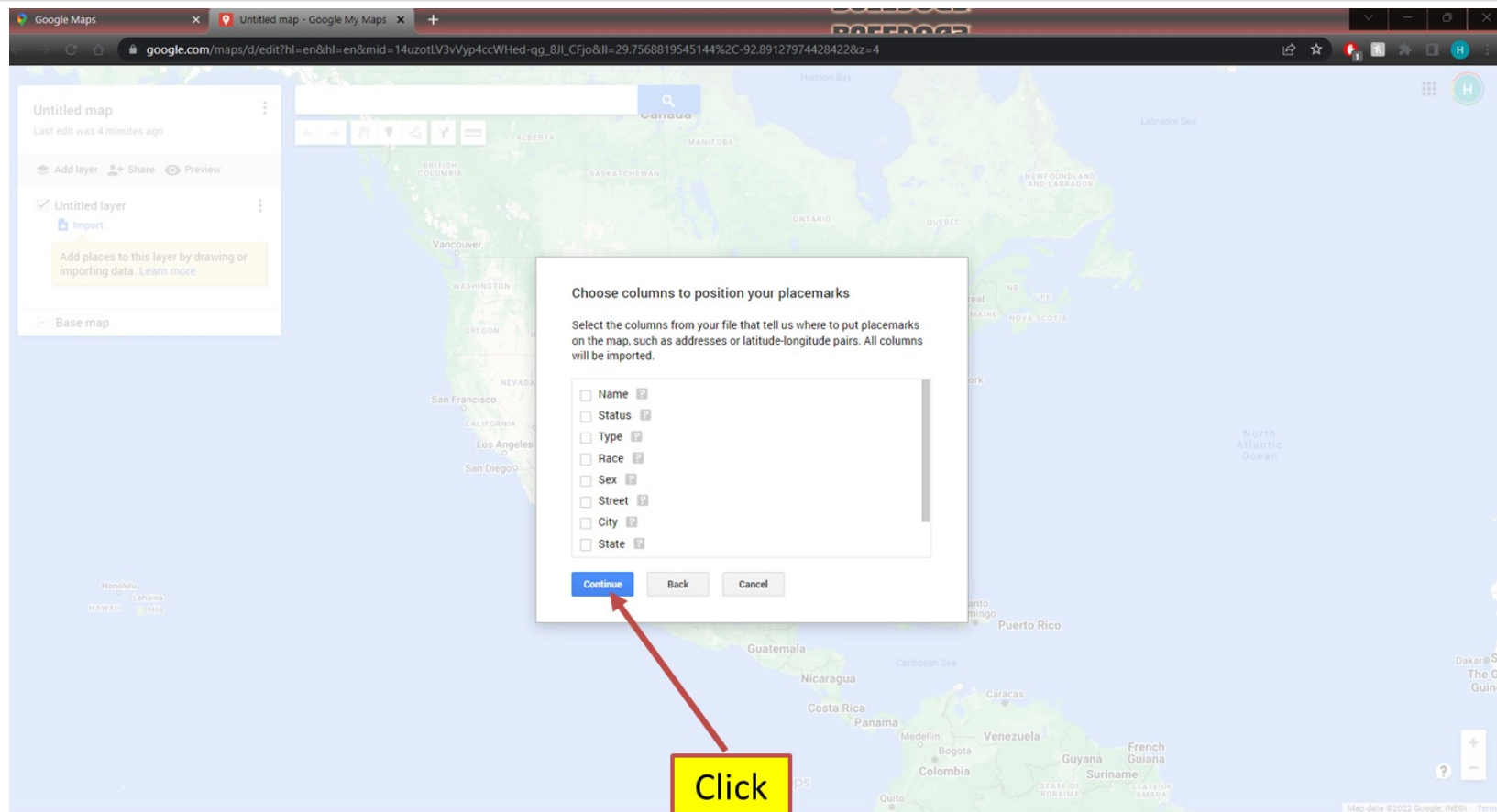
Google Maps



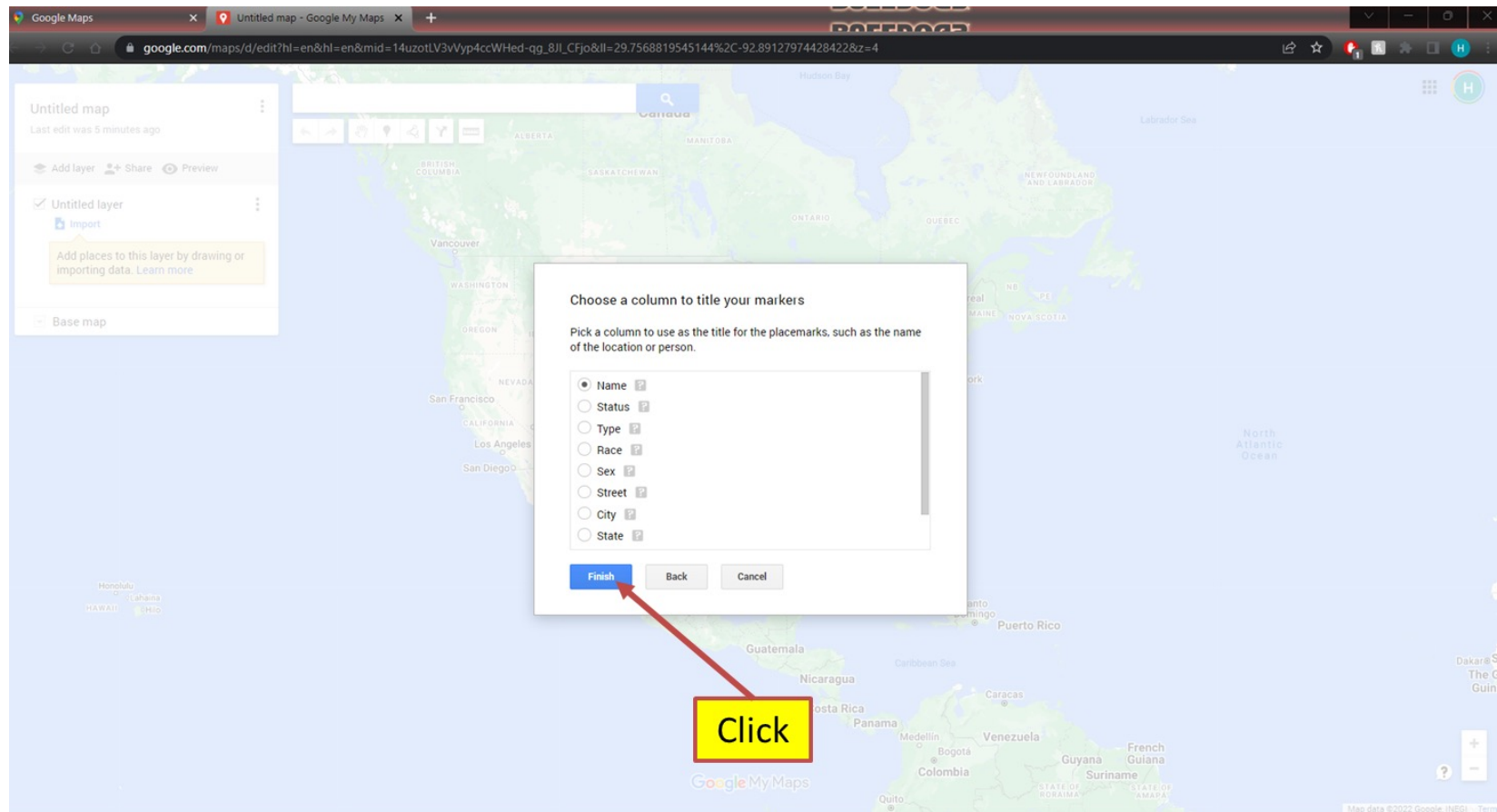
Google Maps



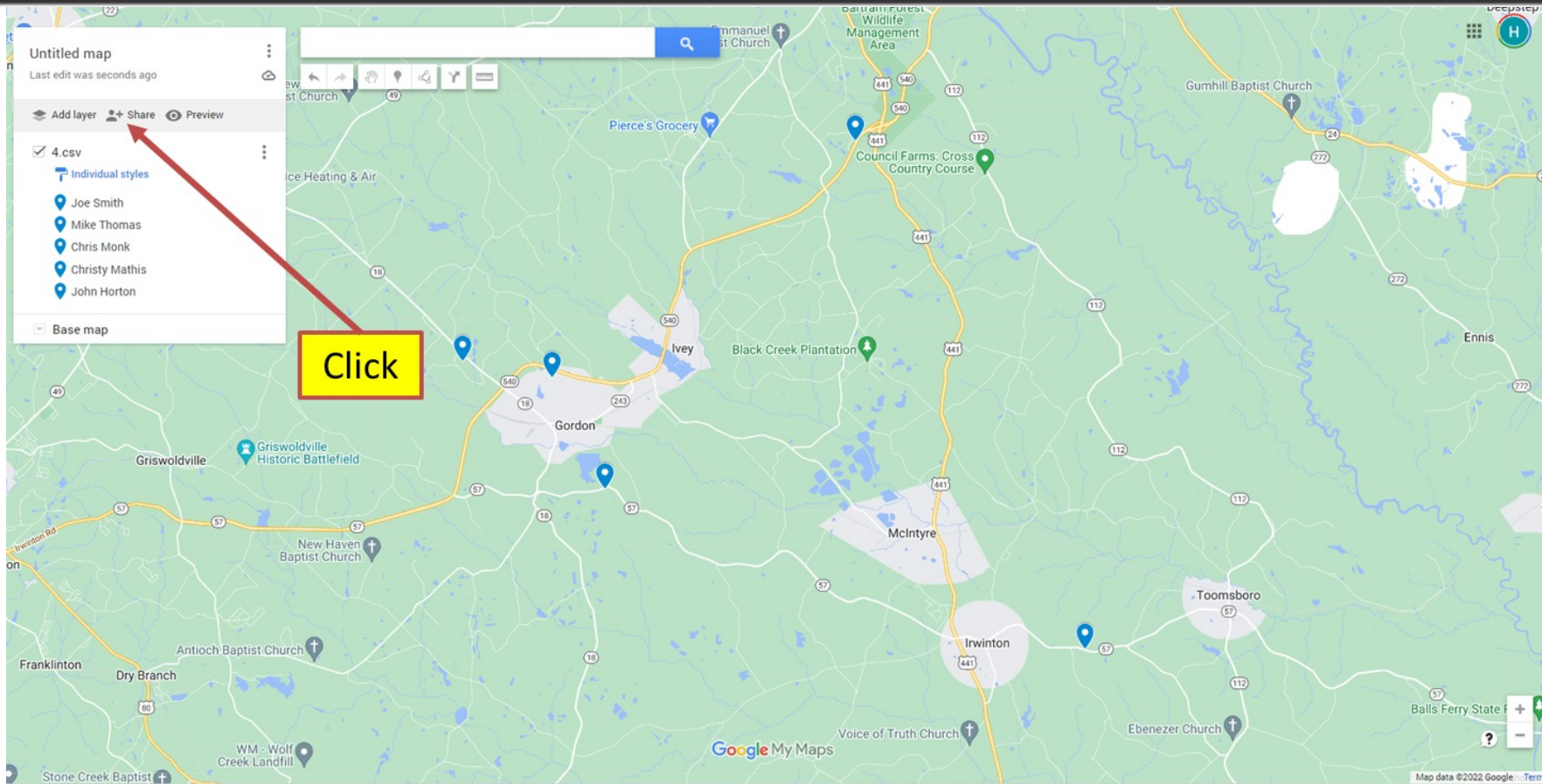
Google Maps



Google Maps



Google Maps



Google Maps



Training Map
Last edit was seconds ago

4.csv
Individual styles
Joe Smith
Mike Thomas
Chris Monk
Christy Mathis
John Horton

Base map

Share map

☒ Anyone with this link can view
☐ Let others search for and find this map on the internet
☒ Let others see your name and photo on this map

H Heath Bache

<https://www.google.com/maps/d/edit?mid=14uzotL>

Share on Drive Close

MUST Toggle this switch on

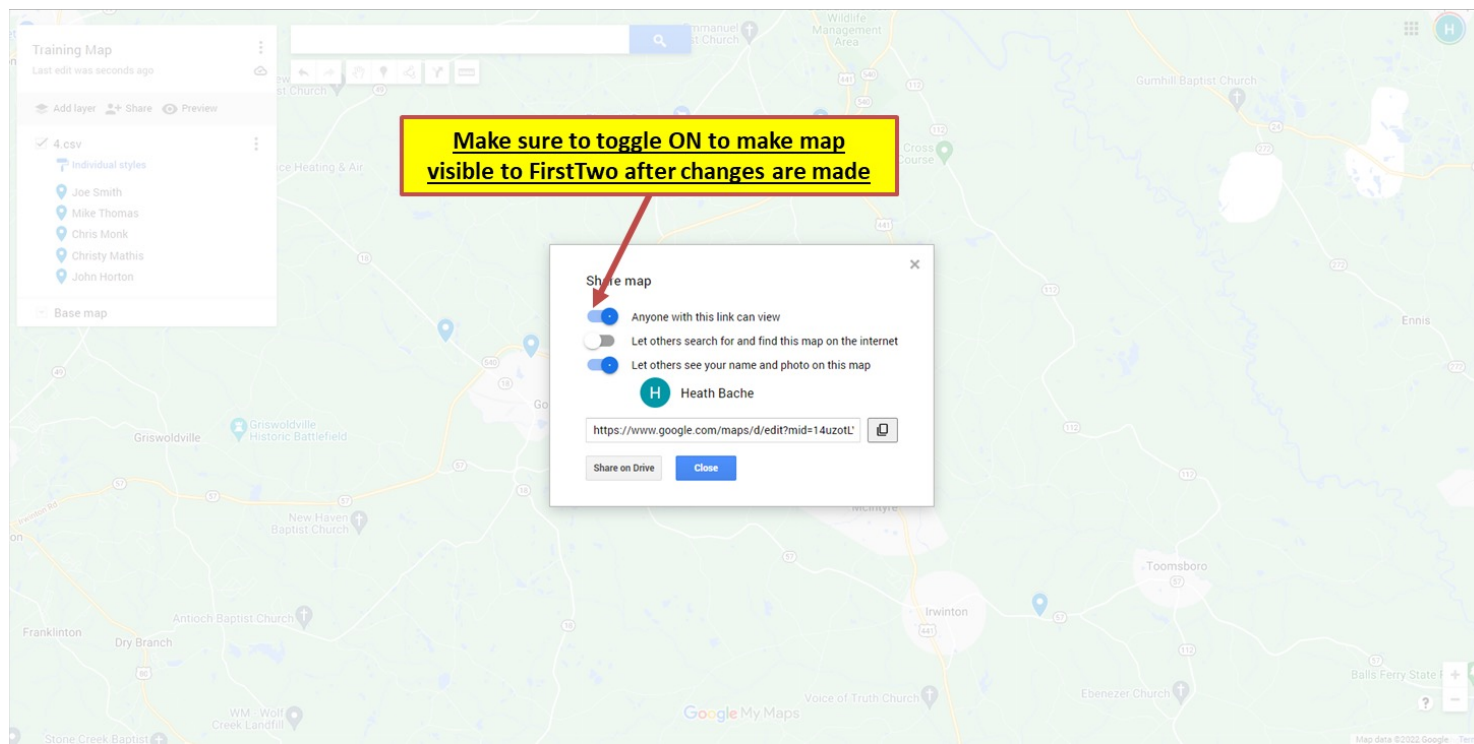
Click and paste link into email to support@firsttwo.com



Updating an Existing Layer



Edit the layer in Google Maps with any changes that you want.



Publish Layer in FirstTwo



FirstTwo
ARMED WITH INTELLIGENCE

- Go to Address
- Search by Name
- Search by Phone
- New Active Incident [New](#)
- Start Driving Mode
- Get FirstTwo App
- Invite Users
- Training & Videos
- Settings
- Manage Layers**

Satellite

Layers

Google Keyboard

To Publish edited layer, wait on minute after updating in Google Maps then CLICK HERE



Publish Layer in FirstTwo



Manage Layers

We're here to help! If you have questions about layers, please reach out to support@firsttwo.com

Layer ^	Users	Updated	Download ?	Action
Missing Child	Only you	2023-09-20	KML / KMZ	EDIT RESET DELETE
School Emergency Plans (Sourced by Google My Maps)	Only you	2023-09-20	KML / KMZ	EDIT PUBLISH DELETE

Find the layer name to be updated and then CLICK HERE to Publish

[CLOSE](#)



Thank You



**Smart, Safe Officers Build
Strong, Safe Communities**

Customer Support:
www.firsttwo.com/help
support@firsttwo.com
(888) 934-7782



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