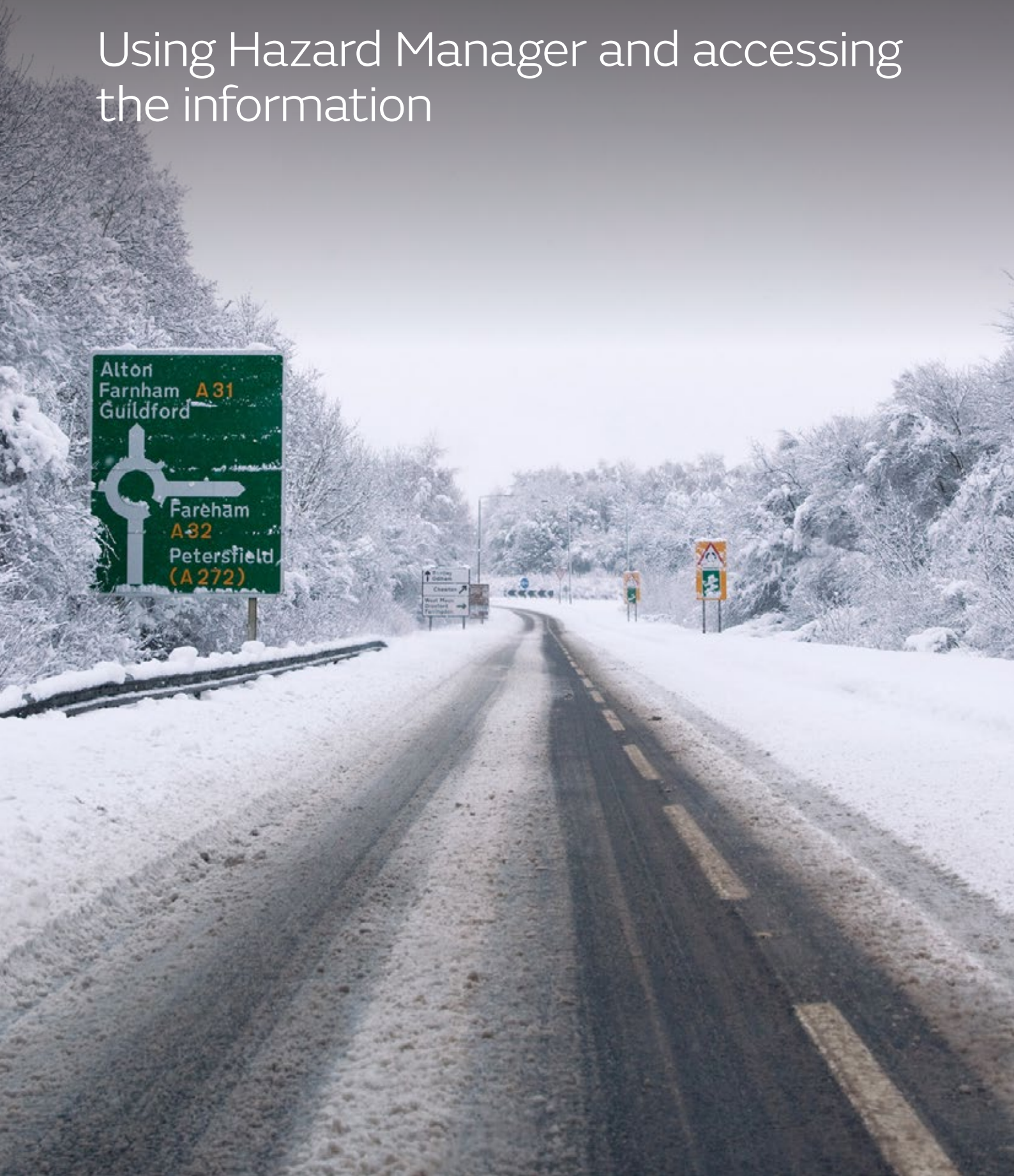


## Hazard Manager user guide

Using Hazard Manager and accessing the information



# How will this guide help me?

This module will show you how to access both the latest and forecast weather information. It will also help you access weather warnings and the latest flood guidance information. In addition it will show you how to save different map views and set up a favourite map view.

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# 1 Registration and log-in

If you have not accessed Hazard Manager before you will first need to register. Select 'Create a Met Office account'



Fig 1: Hazard Manager log-in screen

Enter your work email into the box and a verification code will be sent to that email.



Fig 2: Log-in screen showing verification code screen

Once you have entered the verification code you will then need to complete some additional details in order to set up your account.



Fig 3: Set up account details including password

Once registered you will then need to log-in using your work email address as your username and the new password you have just set up.



Fig 4: Hazard Manager log-in screen

On your first log-in you will be asked to set your Cookie preferences. If you wish to change these at any time you can do so by clicking on the Cookie Preferences option in the account menu as shown in Fig. 23

## 2 Providing feedback



If you would like to provide some general feedback, report a problem or request an additional feature you can use the 'feedback' link that you will find at the bottom of the screen.

Fig 5: Feedback link highlighted at the bottom of the screen

If you are happy for the Met Office to contact you about your feedback, please tick the box before submitting your feedback.

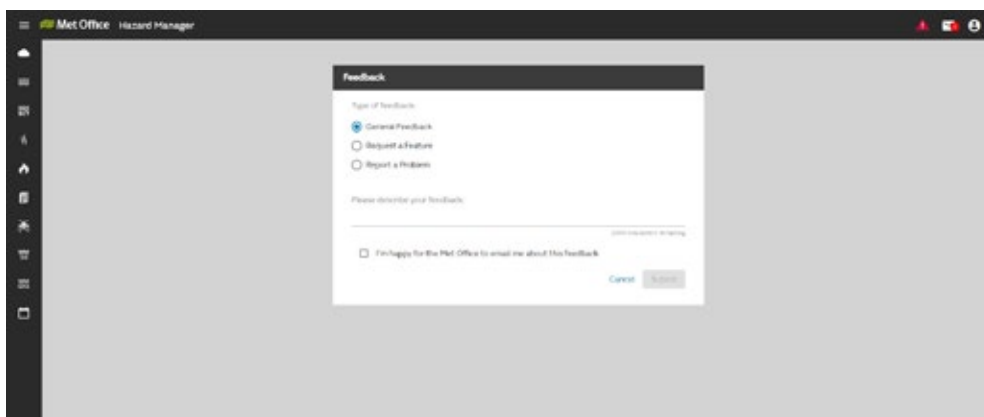


Fig 6: Feedback screen

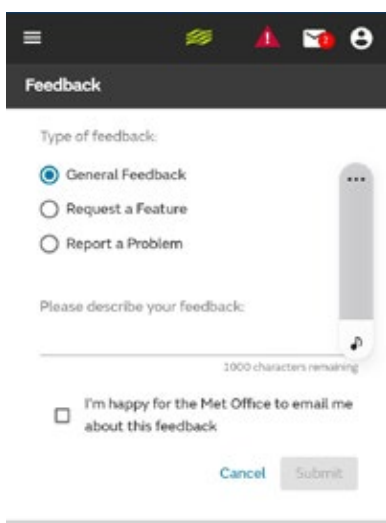


Fig 7: Mobile view of feedback screen

### 3 The Menu

Some of the information within Hazard Manager is provided in map format. Figure 8 shows the Hazard Manager home page with the menu expanded showing what products and services are available.

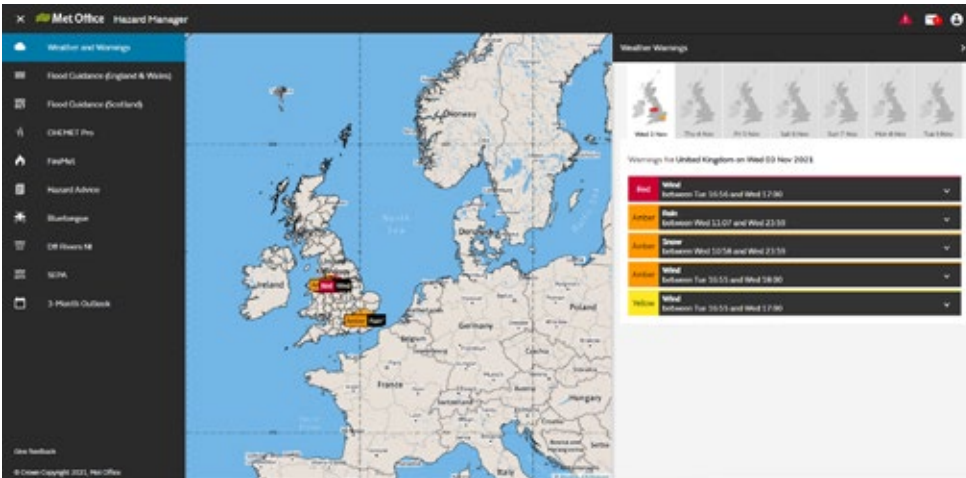


Fig 8: Hazard Manager home page with menu expanded.

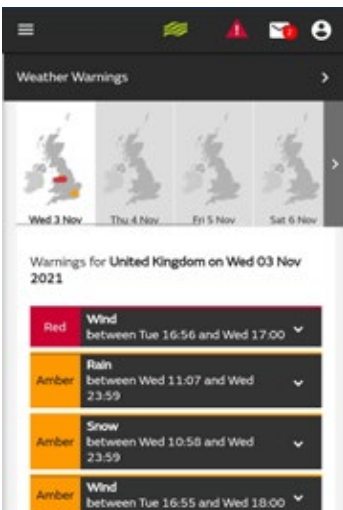


Fig 9: Hazard Manager home page in the mobile view

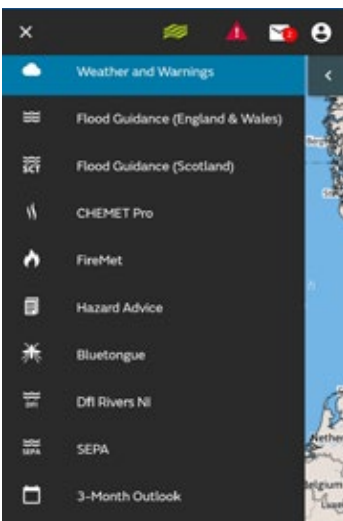


Fig 10: Mobile view of products menu expanded

## 4 Viewing warnings

If there are any warnings in force you will see them on the Hazard Manager home page as soon as you log-in.

For further information on the warnings please take a look at the Warnings Guide

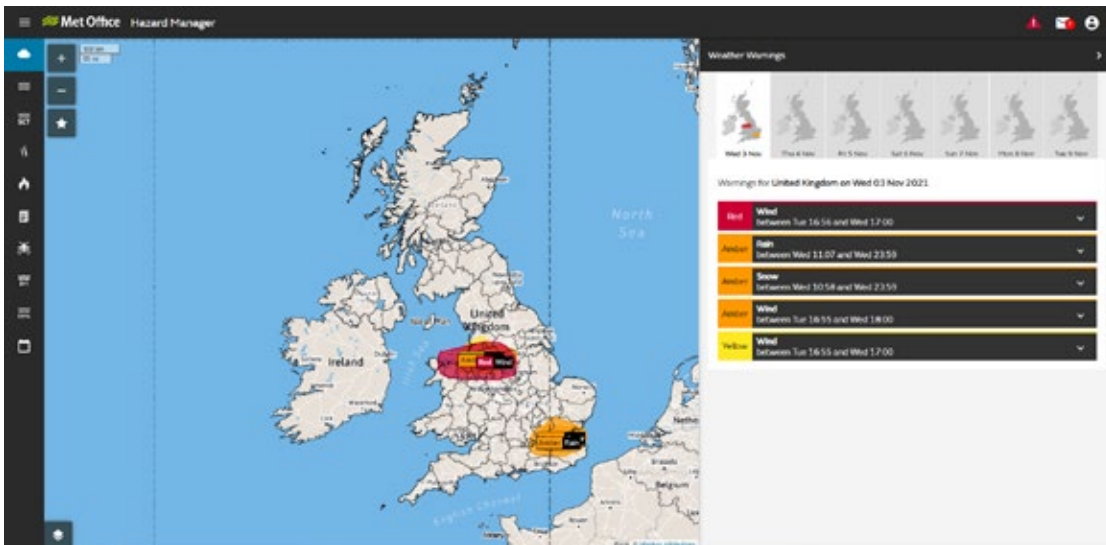


Fig 11: Hazard Manager home screen showing warnings in force



Fig 12: Mobile view of warnings in force

## 5 Viewing weather layers

### How do I view weather information on the map?

To see what weather layers are available select the Open layer picker icon

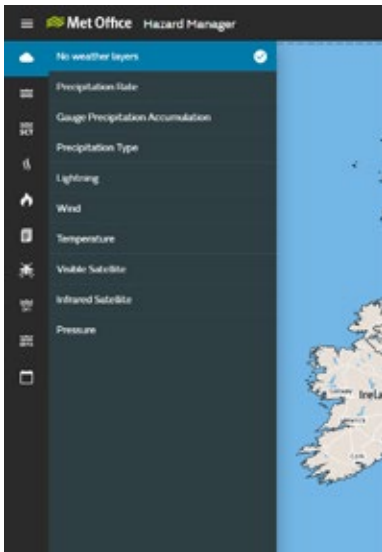


Fig 13: The weather layer menu

Select the weather layer you are interested in or select 'No weather layers' to clear information from the map.

### Can I select multiple weather layers?

Only single layers can be selected at any one time.

Once you have selected a weather layer it will be displayed on the map along with a timeline. You can then use the timeline to step through the information.



Fig 14: Timeline displayed at the bottom of the screen.

The date/time of the information you are currently viewing is displayed at the bottom of the map within the timeline (Fig 14). The position of the marker on the extreme right-hand side of the timeline within a forecast layer will indicate that this is the final forecast image available. If the marker is on the extreme right-hand side of the timeline within an observed layer, this would be showing the most recent observation (closest to 'now').

### How do I view past and forecast data?

Once you have selected a weather layer, it will be displayed on the map along with a timeline. You can then use the timeline to step through the information shown.

At the top of the screen you will see some additional toggles that will allow you to see information for different time periods.

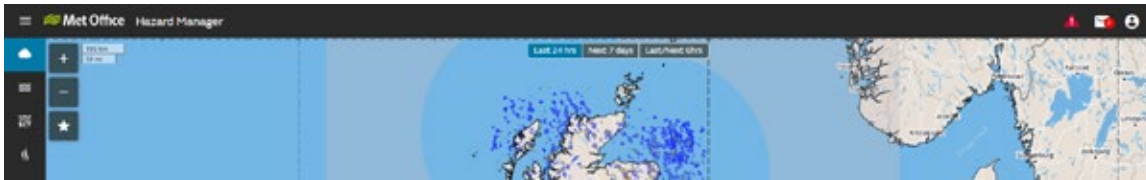


Fig 15: Additional time toggles

These toggles will be different depending on which weather layer you have chosen:

- Precipitation Rate: Last 24 hrs, Next 7 days, Last/Next 6hrs
- Gauge Precipitation Accumulation: Last 24 hrs
- Precipitation type: Next 7 days
- Lightning: Last hour
- Wind: Last 24 hrs, Next 7 days
- Temperature: Next 7 days
- Visible Satellite: Last 24 hrs
- Infrared Satellite: Last 24 hrs
- Pressure: Next 7 days

For each layer where there is more than one time period available, there is a default that you are taken to once you have selected the weather type. This will be highlighted in blue.

For both observations and forecast weather layers, the timestep that you land on will default to the timestep closest to “now”.

Changing the layer opacity will make it easier to see the base map and identify place names.

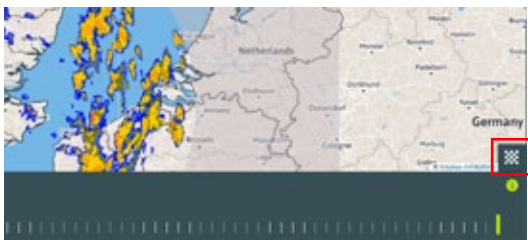


Fig 16: Change the opacity of the layer by selecting the opacity icon



Fig 17: Change the opacity of the layer by moving the slider



## 6 Viewing flood guidance information

The latest Flood Guidance statement for Scotland is available from the menu as show in Fig 18

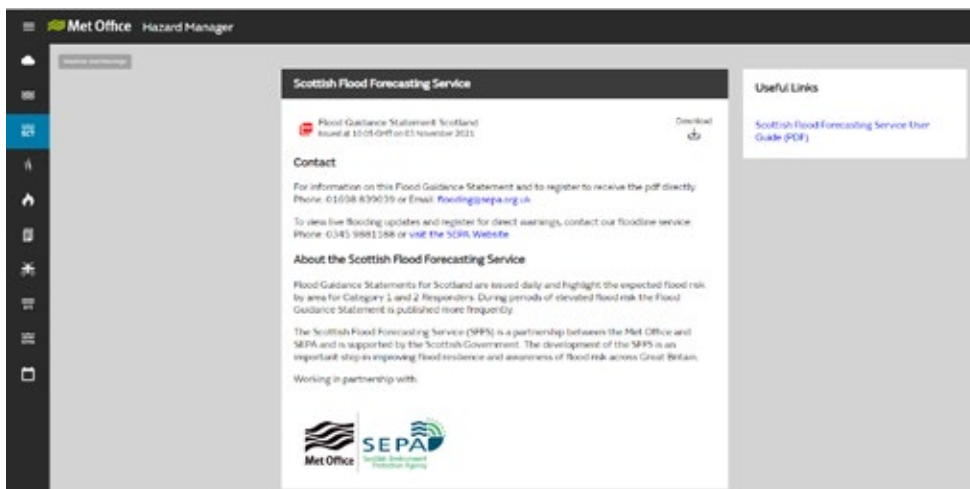


Fig 18: Flood Guidance (Scotland) option highlighted in the menu

The latest flood guidance for England and Wales is available from the menu as shown in Fig 19. Further details on how to use the information can be found in the Flood Guidance (England & Wales) user guide.

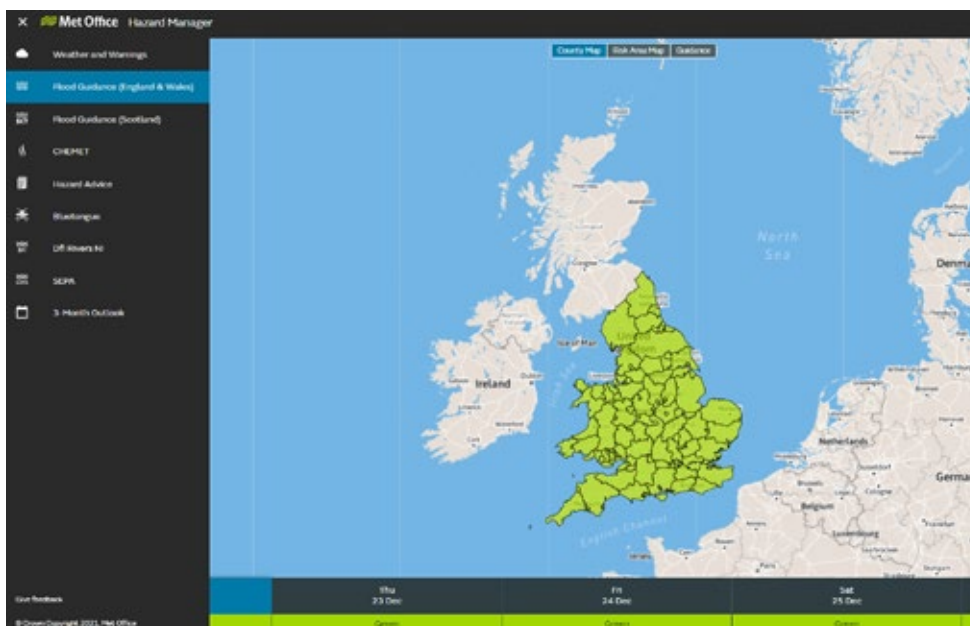


Fig 19: Flood Guidance (England and Wales) option highlighted in the menu.


## 7 Saving Map Views

You are able to save specific map views so that you can focus in on the areas of the country that are of most importance to you.

To save a map view zoom into the area that you would like to focus on by using the + and – buttons that you can see at the top left of the map.

To re-centre the map, hold down the left hand mouse button anywhere within the map to move the map.



Fig 20: Map view showing the +, - and  buttons to zoom into your chosen area and save your map view

Once you are happy with the view select the  button and select 'Add view'.

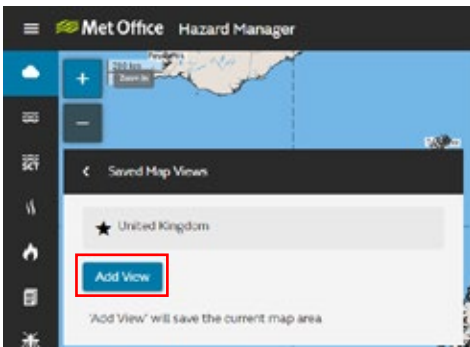


Fig 21: 'Add View' option highlighted within 'Saved Map Views'

You will then need to name your map view and hit 'Save' this view will then show up in a list of saved map views.

If you would like this view to be your default view when you log-in to Hazard Manager, you can check the 'Make this the default?' box.

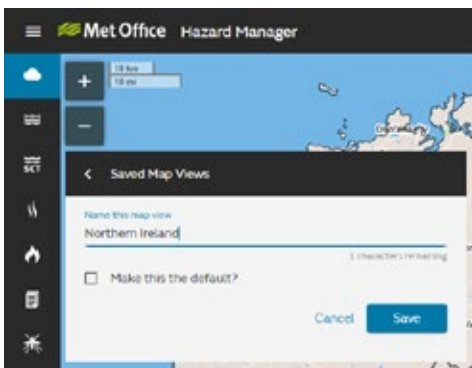


Fig 22: 'Make this the default?' selected that will save this map view as your default view

## How do I view my saved map views?

To access your saved map views, click on the  button.

Your saved map views will be listed as shown.

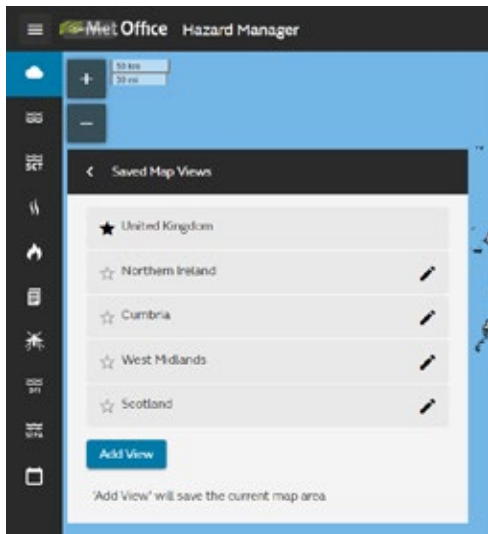



Fig 23: 'Saved Map Views' menu

To show one of your saved map views, just click on the one that you require.

You can rename, delete, or change the default option, by selecting the  icon next to your chosen map view.

## 8 Messages/Notices

At times it may be necessary for the Met Office to pass on important notices, such as administrative messages, or extra information, for instance, forecasts for major events or additional graphics in relation to severe weather. These messages will be made available through the Notices icon.



Fig 24: Hazard Manager header bar with notices icon highlighted

If there is a new notice available, you will see a red number over the envelope icon.



Fig 25: Notice icon showing that there is a notice available

## 9 Logging out

To log out, select 'Log Out' from the drop down menu accessed through the following icon



Fig 26: Drop down account menu showing 'Log Out' option.