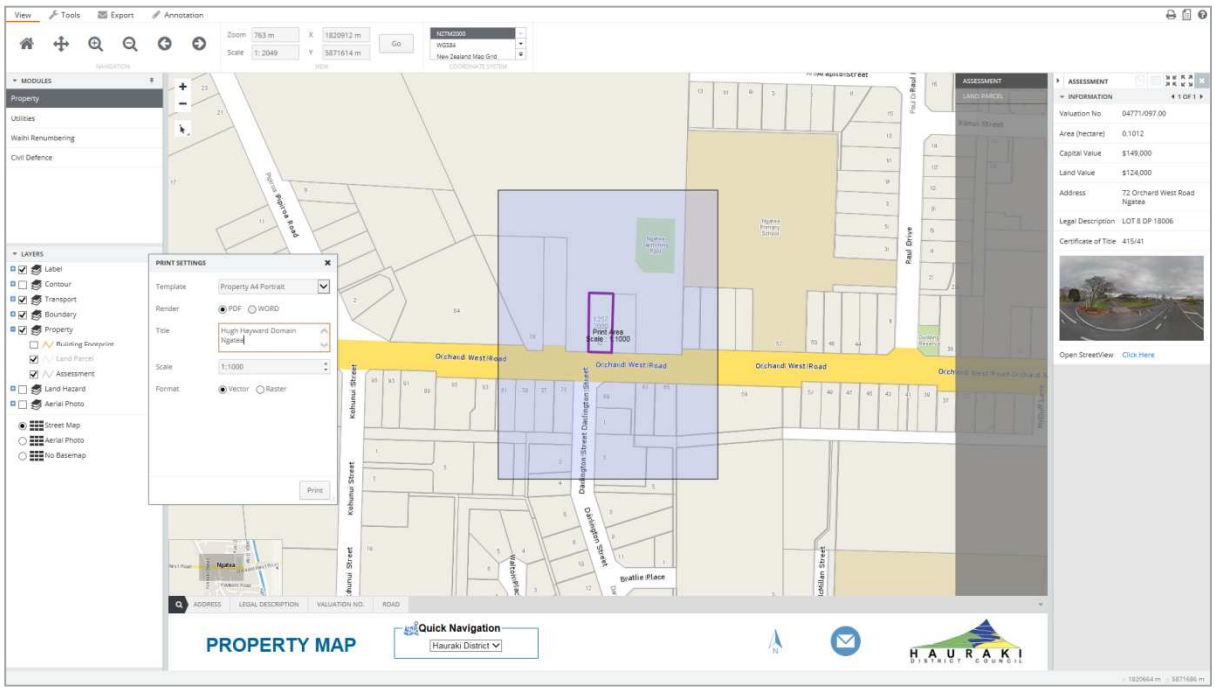
Online Web Mapping “How To”



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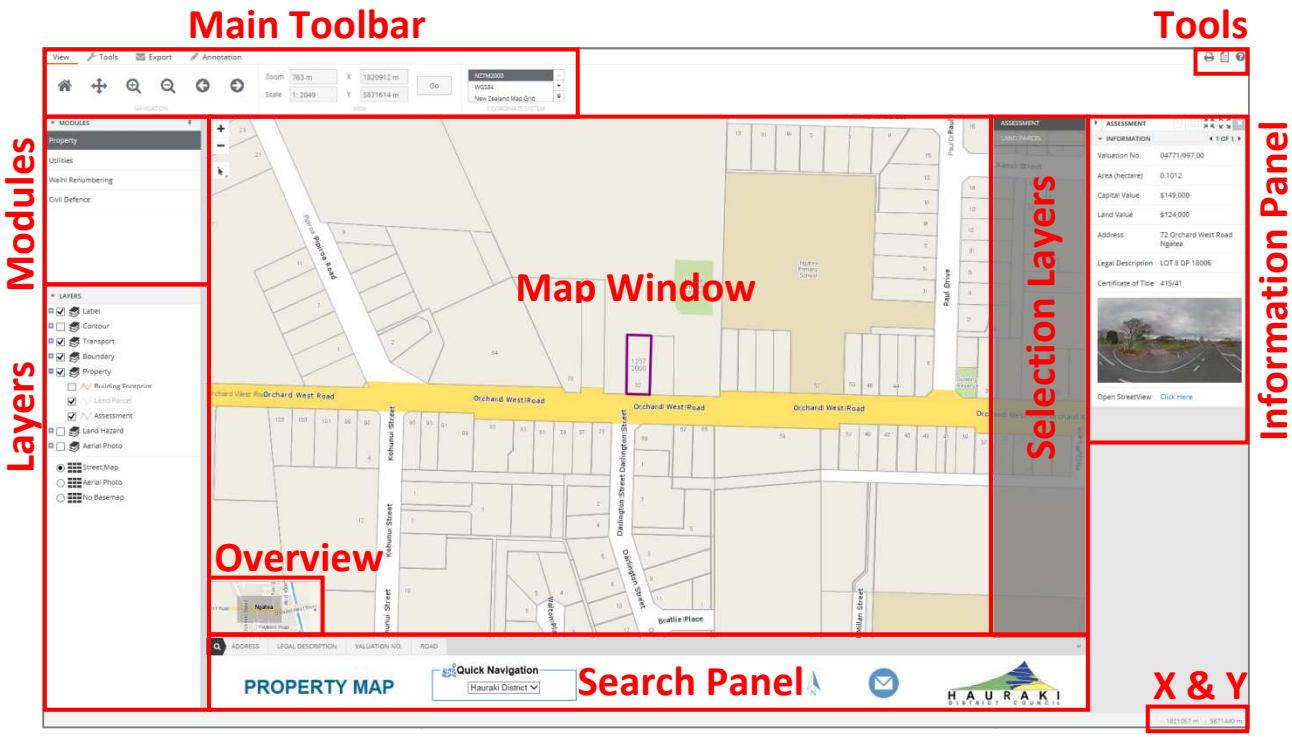
Introduction

This guide outlines steps for using the **Hauraki District Council (HDC) Online Web Mapping system**. Topics covered explain what the main parts of the application are, navigating around a map, finding information e.g. an Address, and printing maps. For more detailed information click the help button at the top right of the screen.

The General Layout

Below is a screenshot of the HDC Online Web Mapping system and its components.



The Main Toolbar contains tools to **make selections**, control the view and **navigate around** the map, **draw map annotations**, & **print maps**.

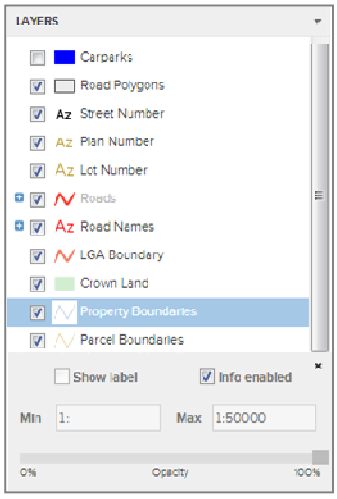
The Map Window displays map data which is managed by council.

The Information Panel lists the information for a selected object.

The Search Panel is made up of search forms that allow you to search data. For example use the Address Search Form to search for your address.

The Layers & Modules panel shows all map layers as well as modules. A module is a topic used to categorise council data and services. A module is made up of a map which is made up of layers. Below the modules are the layers which can be turned on/off.

What are Layers



Layers are **spatial map data** that make up each map. Information can be associated to each layer and you can search on layers to find features such as an **Address**, a **Road**, etc.

Layers can be switched **on and off** which can be useful when the maps get too crowded.

Layers are maintained by Hauraki District Council and are frequently updated.

Additional functionality is available when you click on the Layer Name itself. For example you can tick the checkbox and the layers labels will appear on the map.

Navigating around the map

If you have never used an Online Web Mapping application then below are a number of ways to help you navigate around the map. If you have used Google Maps then you will find it easy to navigate around the map.

Navigation Tool Icons

	Home	Zoom to the entire Hauraki District Boundary.
	Pan	Move the map in any direction at the same map scale.
	Zoom In	Zoom in to an area by either single clicking the mouse button, OR, single click and hold the button and draw a rectangle then release the mouse button.
	Zoom Out	Zoom out of an area by using a single mouse click
	Previous Map	Go back to your previous map screen
	Next Map	Go forward to the previous map screen
	Select	Select a layer on the map. This tool also acts as the “Pan” tool above.
	Zoom Scale	Zoom in and out of the map

Navigate with just your mouse

Instructions

1. If you have just opened the Online Web Mapping application then you should see a map on screen showing the Hauraki District. The first thing you can do is roll the wheel on your mouse forward. This will zoom the map closer to ground level.

2. If you point your mouse pointer to a location on the map, and then combine the forward rolling of your mouse wheel, you will notice that the map will move closer to that location you are pointing to. ***NOTE** – the faster you wheel the quicker you navigate around.*
3. To move the map in any direction, while you have the arrow cursor default tool , click on the map and hold your finger down on the left mouse button. Then while still holding the left mouse button move the map in any direction. If you release the left mouse button the map will regenerate at a different location.

Turn data layers On/Off

The **Layer Control** stores all map layers within that specific Module. Making changes to a layer is only valid for that session.

All layers are stored in **Data Categories**. To show the layers in **a Data Category** expand the list by clicking on the "**+**".

☑ Land Parcel	Layer is visible
☐ Land Parcel	Layer is not visible

When you click on the layer names words e.g. "**Land Parcel**" (beside the checkbox), it will add more functionality for that selected layer at the bottom.

☐ Show label	Show the layers label on the map
☑ Info enabled	This check box allows the use of the Info Tool to retrieve information about where they clicked (located under the Tools menu).
Min 1: Max 1:20000	Layer is only visible between the min and max scales
0% Opacity 100%	Layer can be faded in or out using the slider.
	For further information contact us.

Aerial Photos & Streetmaps

Basemaps are a group of layers that have been optimised so that moving around the map is faster. You can easily switch between Street Maps and the Aerial Photo basemaps.

Show Text Labels on the map

Each module has a Data Category at the top of the Layers list named "**Label**". This Data Category has a number of specifically configured labels for specific layers, for example you can expand the Label group and tick the checkbox next to the label "**Legal Description**".

To view the labels on a map just toggle the check box making the layer visible/not visible.

☑ Az Legal Description Layer is visible

☐ Az Legal Description Layer is not visible

Search for a Address

Each module has a number of Search Forms. These Search Forms have been created so that users can search for an attribute of a layer e.g. an Address.

Instructions

1. On the Footer Tab at the bottom choose the "**Address**" search tab.
2. Start typing the address you are looking for in the input box.
3. Click the "Search" button.
4. If you have entered a valid address the map will zoom to that address. If you have entered an invalid address then you will see a message saying "No results found". Addresses can often have prefix letters appended to the house number e.g. 11a.

Search for a Road

Instructions

1. On the Footer Tab at the bottom choose the "**Road**" search tab.
2. Start typing the road you are looking for in the input box.
3. Click the "Search" button.
4. If you have entered a valid road the map will zoom to that road. If you have entered an invalid road then you will see a message saying "**No results found**".

Selecting a property to view its information

To select a property to view its information e.g. Land & Capital Values, use the Select Point tool.

This tool is used to select objects on the selection layer. Click the left mouse button on the tool to activate it. Click the left mouse on a map feature to retrieve information on that feature.

The information returned is Public Information.

For a more detailed report please call Hauraki District Council on 07 862 8609.

Printing a Map

You can print the map with no property selected, OR, select a property first and then print the map.

To print left click on the print tool, located within the Export Tool bar. The following dialogue will appear:

The elements of the print dialogue are described below:

Template This drop down menu is populated with all of the currently configured print templates that you can use.

Render There are 2 types of print outputs available: Word and PDF. Select the one on the type required.

Title Set the title of your printed map. This information will be placed in a print template if it contains a section to store the print title, else it will be ignored.

Scale Set the scale of your printed map. Will default to the scale of the map image in the selected template. Click on the drop down menu to select from a list of common scales.

Format Set the desired output format i.e. Raster (Image), Vector (Point, line & Polygon objects).

Print Click to generate your print. If your computer has Word installed you will be asked if you would like to open the document in Word for Word output. Use the Word print tools to print. If you have a PDF reader installed you will be asked if you would like to open the document in PDF reader for PDF output. Use the PDF reader print tools to print.

Close Closes the print dialogue.