

# Getting started

## MPDC's GIS Portal Introductory User Guide

## Introduction

### Browsers

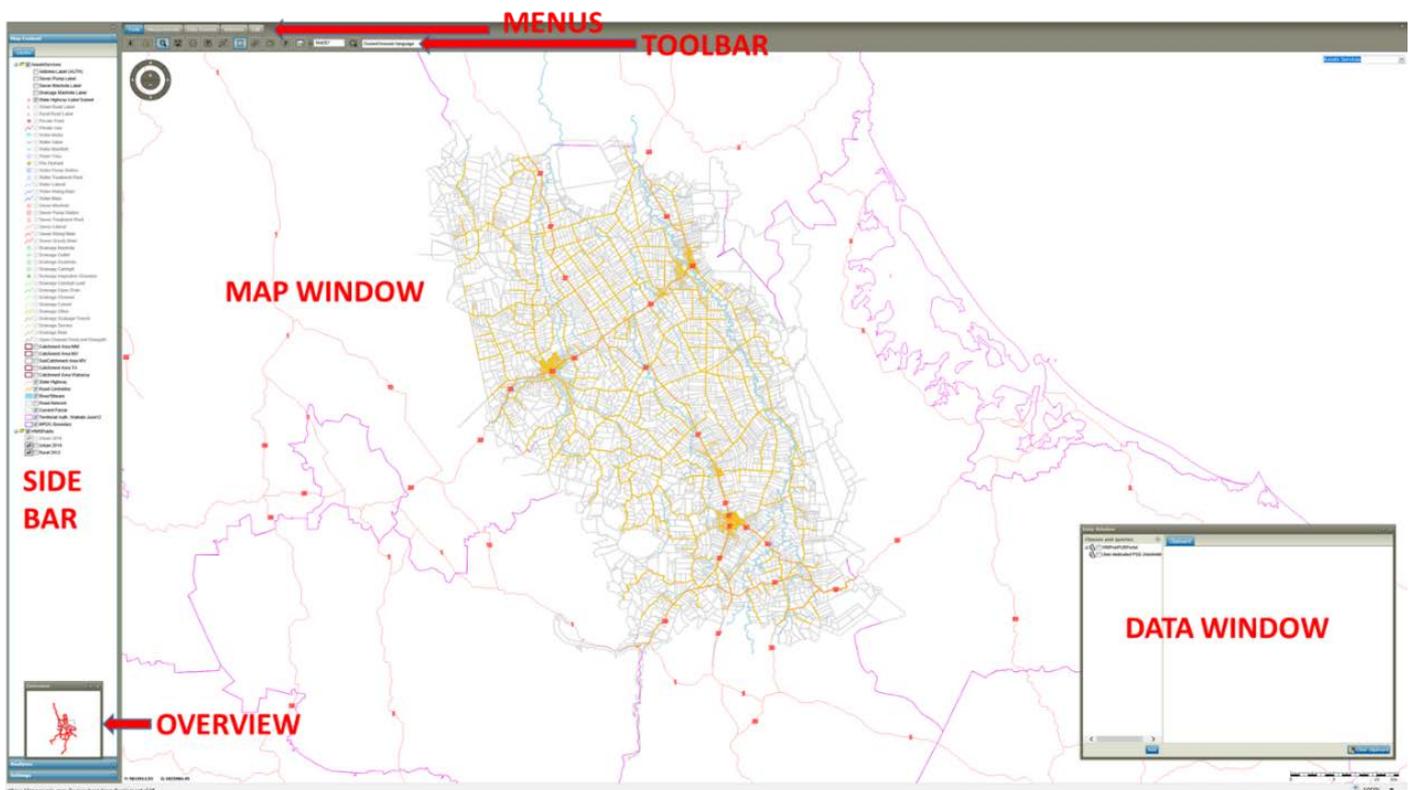
The following browsers are compatible with the GIS Portal:

Google Chrome (50.0.2661.102 or higher); Internet Explorer (9.0, 10.0, 11.0 Make sure Compatibility Mode is switched off in your browser); MS Edge; FireFox (46 or higher); Safari (6.0 or higher).

### User Interface

The main parts of the interface are: Menu; Toolbar; Sidebar; Map window and Data window.

The Toolbar will change for each Menu selected.

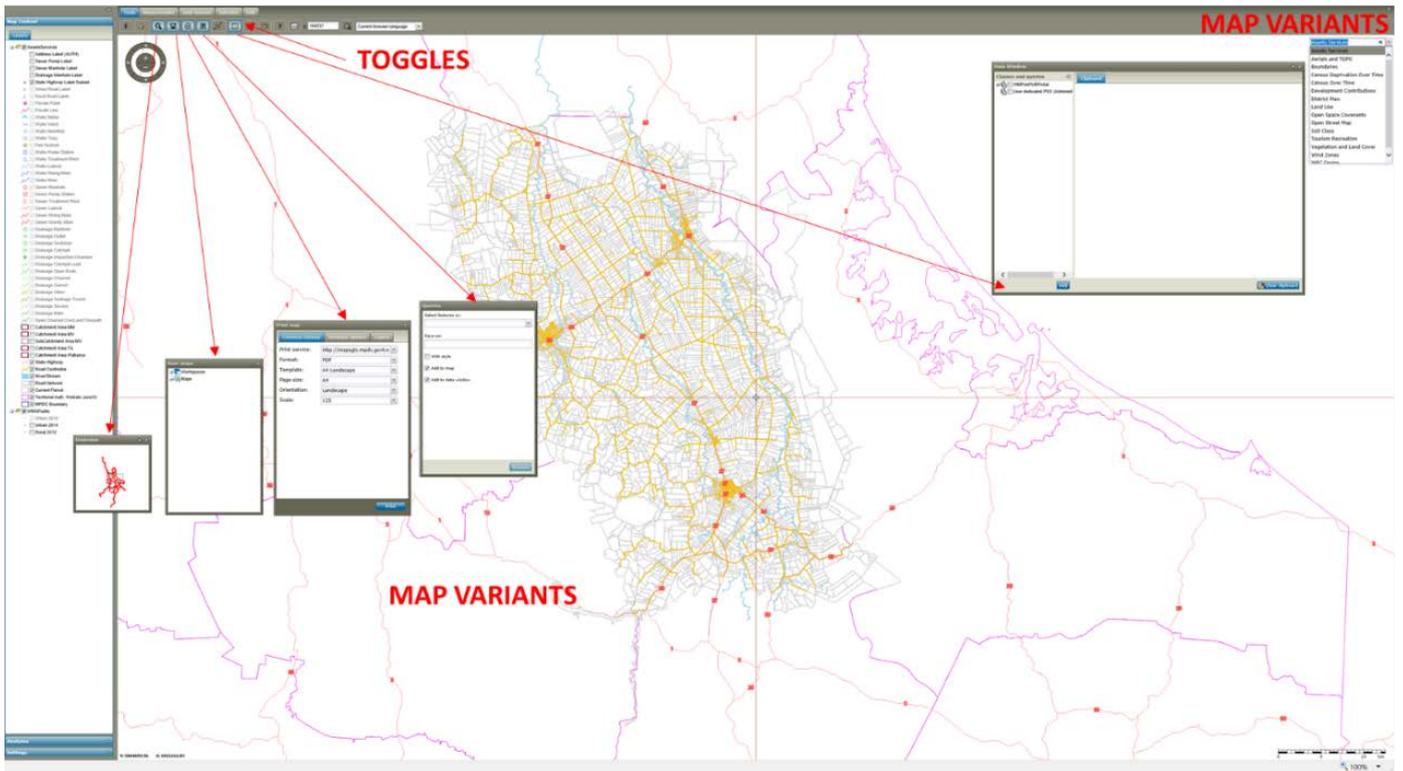


The Overview and Data windows can be turned on/off as described in the next section (Toggles).

Note the Side bar (Map Content or Legend) contains a list of all data displayed on each map as well as the Analyses and Settings tabs.

### Maps

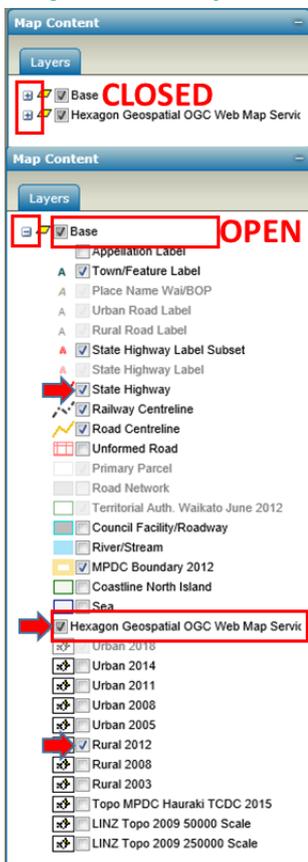
To change maps use the "Map variants" as shown on the next page at the top right of the screen. A drop down arrow gives access to all maps.



## Tools that toggle

The tool icons often operate as “toggles” to open and close various tools ie on/off. Click to open. Click to close. Five of these are demonstrated above (the Overview window; User maps; Print map; Query window and Data window). These dialogue boxes can be placed wherever you like on screen. The Data window can be resized to fit your work.

## Map Content (Sidebar)



Map Content in the Side bar is like a Legend.

Each of the “data sources” here will start in “closed” mode (left).

Use the + Plus sign to see all items from that Data source.

Once the Data source is “open” you can see all items.

Each item that is ON has a Tick beside it. Click the Tick to turn it off eg “State Highway”.

Grayed out items only turn on at pre-set scales eg Urban Road Label turns on at the 1:10,000 scale.

Lower down under the Data source “Hexagon Geospatial OGC Web Map Service” you can see Rural 2012 imagery is on.

NB a click on the tick at the Data source level will turn off ALL items from that Data source. Just a caution when turning ON a whole Data source that you may have too many items turn on which may swamp the map and delay response times eg turning on all aerals will cause a huge data request. Try turning one item ON at a time.

## Session resumming

Each user of the GIS Portal has their own mapping session running on our server. If you do not use your map for a while, the session will time out. You may see the message “Session resumming”.

There are functions that will not work on the map when the session has “timed out”. For this reason “test” your session with a very small pan or zoom to ensure it is active before running a Print or a Query (covered below).

If the session had timed out you will see: “Session resumming. Please wait...” If it does not recover within ten seconds, restart your session.



## Restart a session

To restart a map session, refresh the page (F5).



## Navigation

How to get around the maps.

### Wheel Mouse

This is undoubtedly the best way to zoom. The wheel is a rapid zoom in or out. Without a wheel mouse you will need to use the ...

### ... Navigator

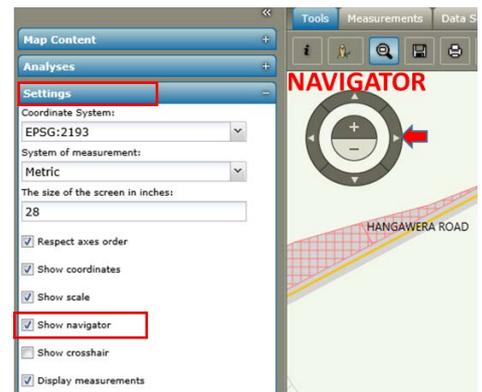
The Navigator will also get you around the map but slower than a wheel mouse.

By clicking the “+” or “-” you can zoom in or out one click at a time eg clicking + will change a scale of 1:5,000 to 1:2,500 ie halve your scale. Clicking “-” will change a scale of 1:5,000 to 1:10,000 ie double your scale.

Using the East or right arrow will move the map East or right by half the screen.

Using the North or up arrow will move the map North or up by half the screen.

Note you can turn the Navigator on or off in the Settings section of the Side bar.



### Pan

Click and drag the map to move in any direction.

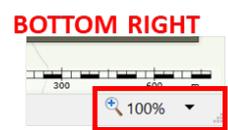
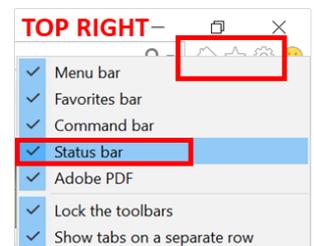
NB The Zoom level of your Browser may stop the Pan function. If you can NOT pan, do this (see right):

This example is in Internet Explorer 11:

- ❖ Right click either Home, View favourites or Tools (in the top right of your browser)
- ❖ Ensure “Status bar” is turned on (tick)
- ❖ At the right bottom corner of your browser, ensure Change zoom level is set to 100%
- ❖ Some browsers require 100% to pan correctly

Here is another way to achieve 100% with Internet Explorer:

- ❖ Page
- ❖ Zoom
- ❖ 100%

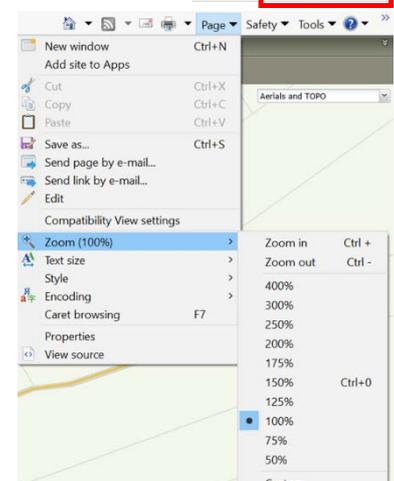


## Finding things on the map

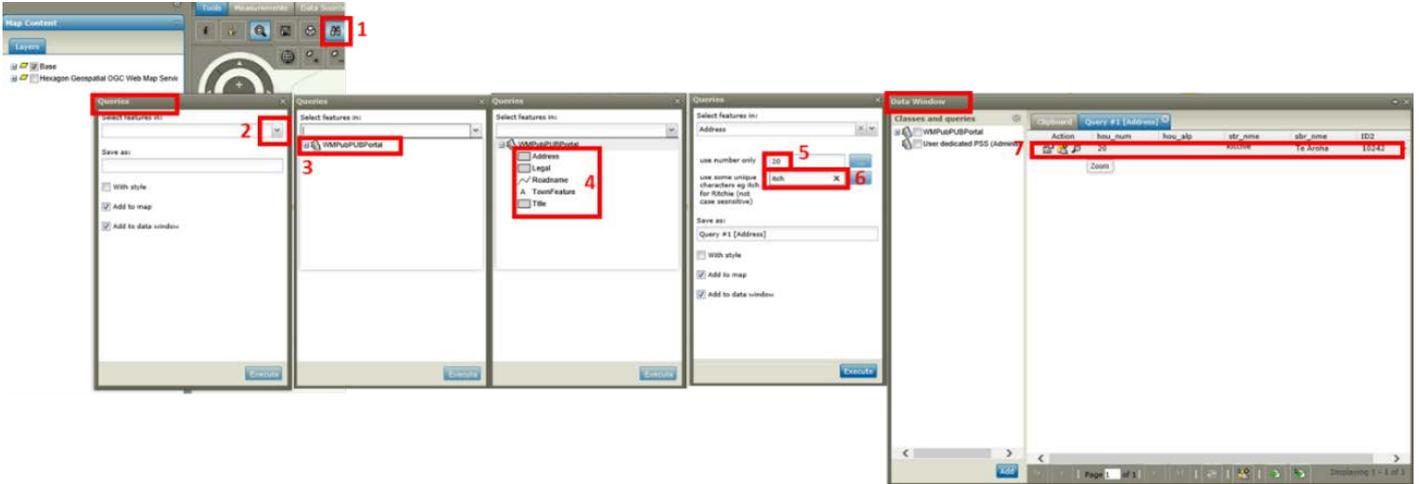
### Queries

To locate an Address, Legal Description, Road name, Town or Feature label or Title, do this:

1. Click the binoculars “Query window” on the main Tools menu. This opens the Queries dialogue box



2. Click the Drop down arrow
  3. Open the Plus “+” sign
  4. Select a Query to use eg Address
  5. Enter the property number (don’t use the alpha A or B ie use 20, not 20A)
  6. Enter some unique characters from the road name like tham for Thames or itch for Ritchie. Capitals are not required. DO remove the rabbits ears ie overtype them
- The Data Window opens with results NB all “hits” are now placed in the Map Content (Sidebar) and coloured with gray fills
7. To “jump” to your desired property, click the entry in the Data Window and the map will relocate to it



Please note these results are highly customisable and explained in the Advanced User Guide (Advanced features).

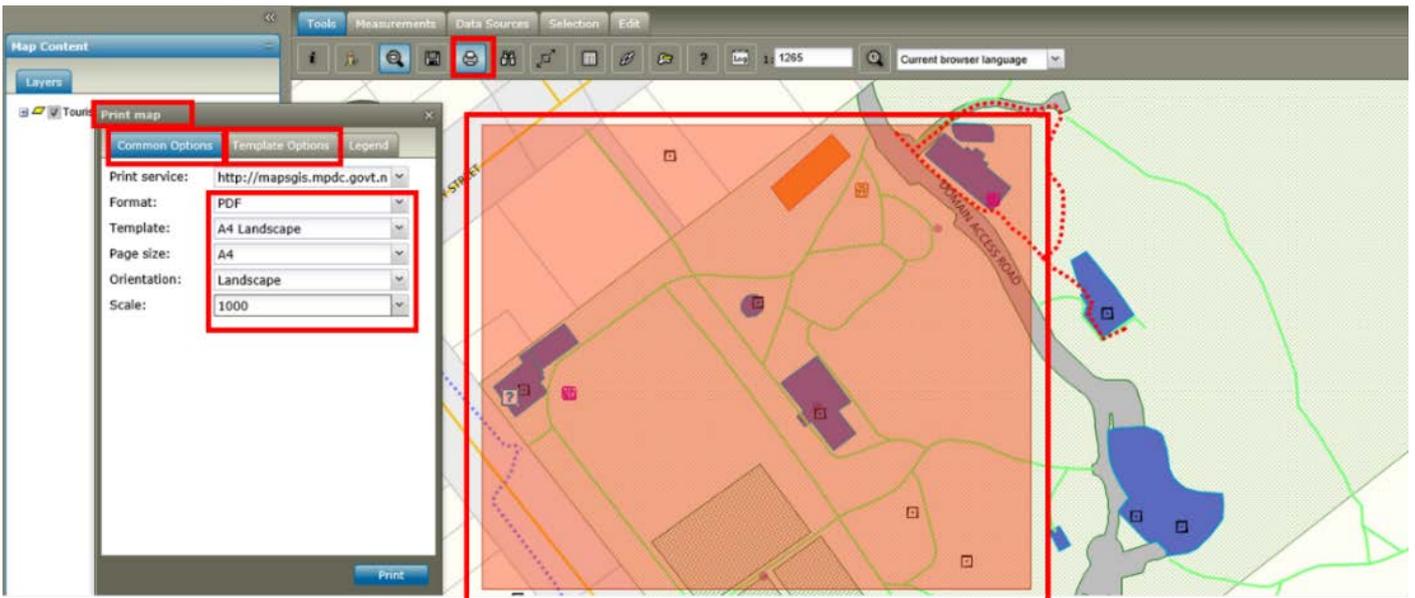
## Data Window

The Data Window is like a clipboard for the map and has many powerful features. These too are in the Advanced User Guide

## Print

This will be the last item we cover here. Always use the “Print map” Tool on the Toolbar for printing from the GIS Portal. Your Browser Print function will give rather interesting and varied results and will exclude the copyright and disclaimer statements.

- ❖ The Print Toggle activates the “Print map” window



- ❖ On the “Common Option” Tab using the Drop Down arrows:  
Alter Format if PDF is not required

Select your Template format  
Match to Page size  
Orientation should match Template  
Change the Scale if necessary

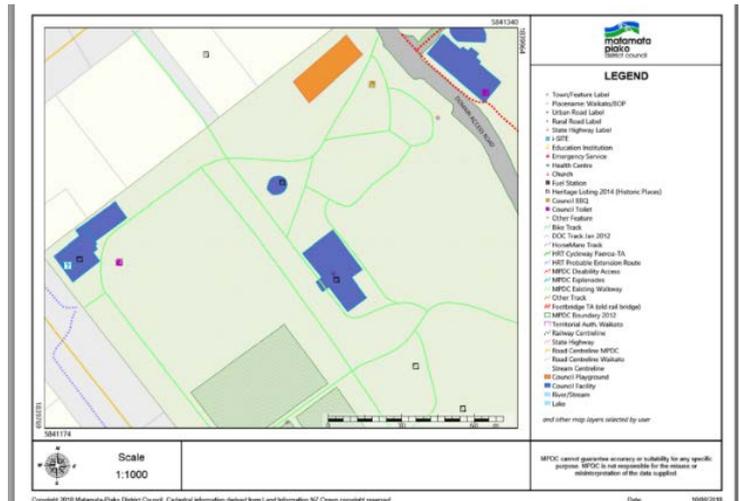
- ❖ NB both the Map and the Printable area (pink) are moveable and zoom tools are still active

**Caution:** Printing using the very high scales may call on too much data to render in an acceptable timeframe eg 50,000

- ❖ On the “Template Options” Tab you can give your map a meaningful name
- ❖ On the “Legend” Tab you have the ability to turn on or off the Legend items (not Map items) you need (helpful for long legends like Services and District Plan)
- ❖ Click “Print” and wait for the message ie A new snapshot window appears while the output is made and then closes. IE (Internet Explorer) will show the message “Do you want to open or save” in the original window (options Open, Save, Save As or Cancel)



- ❖ When you use “Save As” you control the directory used and you always know where the file is
- ❖ Then do an Open to view it
- ❖ Sample PDF output (right)



## User Guide with advanced features

The Advanced User Guide offered on our website will cover more advanced features such as: Google Street view; Open Street Maps; all Menu items; notes on using the Tools with examples; measuring; selections; stacking multiple maps; analyses and filtering; settings; User maps; search options and more.

