# Promap®

NEW features from Pro**map**

# Deskcaddy

**your Promap support guide** it's all in the detail

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Login to www.promap.co.uk by entering your **Username** and **Password**.

**Minimum System Requirements to use Promap:**

- A PC running Windows 2000 SP4, XP, SP2, Vista or Windows 7

- Internet Explorer 6, 7 or 8

- **Active X** control download – this will be done automatically upon login

- Optimal screen resolution 1024 x 768 – the higher your screen resolution, the more mapping you'll be able to view on screen

## Don't forget your details – keep them here
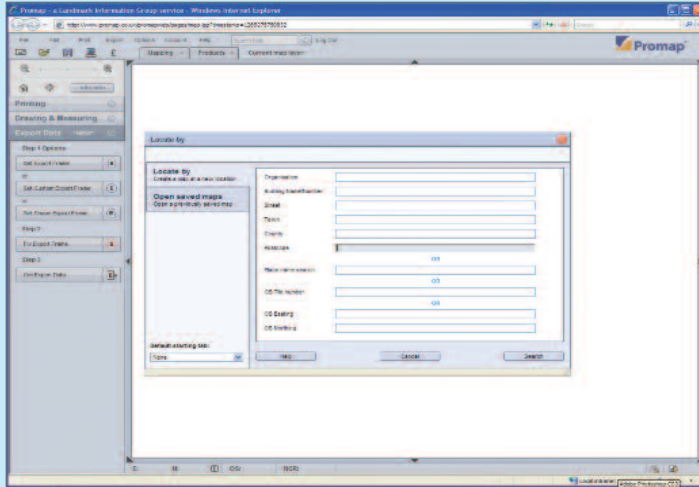
Username:

Password:

You are responsible for maintaining the confidentiality of your Username and Password. You should take all necessary steps to ensure that they are kept confidential and secure.

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How to locate your site



- Once you have logged in, the **Locate by** window will appear. You can locate your site using a Postcode, Address, OS Tile Number, OS Easting and Northing or Place Name. From this window you are also able to open saved maps

- Select the required address and the preferred map layer to view

- Before a Detail map is displayed the **Enter Expenditure Details** window will appear to warn you that you are about to do a chargeable action; enter a project and a reference, so that when you view your expenditure, you can track spend by project

- Site marker can be displayed as an **Arrow, Pin, Circle, Cross** or **Arrowhead**

## Hot tip

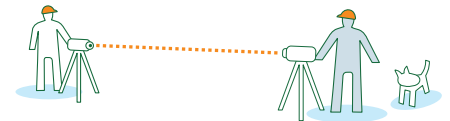To bring back the most accurate address search, locate your site using a postcode.

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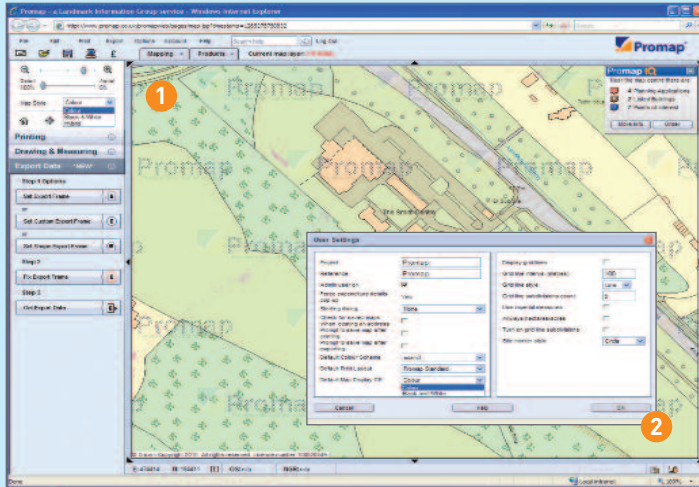## Navigating your way around the map

- To zoom in/out, use the scroll wheel on your mouse or use the zooming buttons

- To move around the map layer you are on, click and drag the map or use the panning arrows at the edges of the map

## Changing between mapping layers

- You can work on different map layers independently by clicking on the drop down Mapping tab at the top of the map window. All layers are free to view with the exception of the Detail layer

### Hot tip

Use the right mouse button to centre the screen on a specific point.

# How to change colour settings

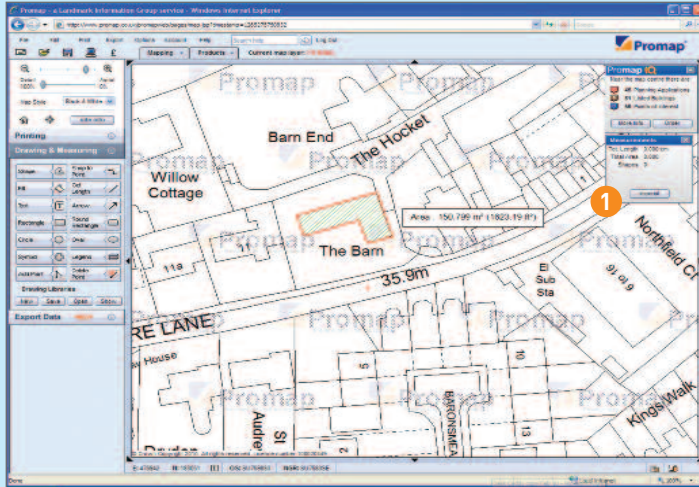**There are two ways to change the colour settings within Promap:**

**1** **Toggle button** – Select the drop down menu from the Display Control panel on the top left hand pane to switch between colour and black and white mapping.

**2** **Change Settings** – Under **Options** and **Settings**, select the type of mapping (Colour or Black and White) you would like as your default map.

**Other features in the Display Control panel on the left hand pane**

• **Hybrid** – use the Transparency Slider to view both your map overlaid on an aerial
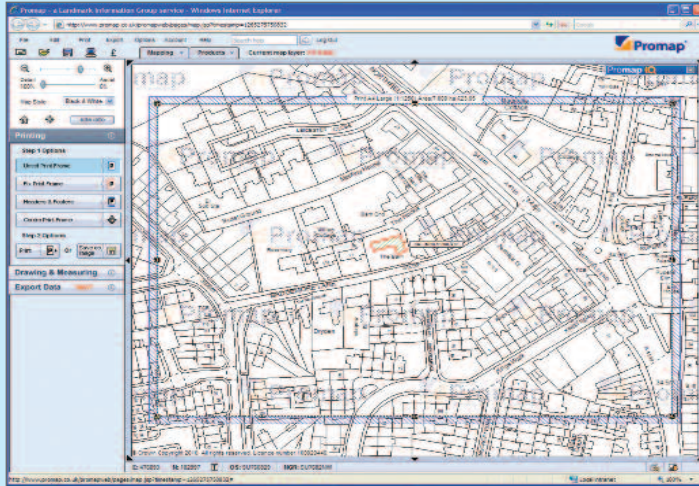
# How to draw shapes, measure and customise your maps

**Hot tip: Save time by filling your footprints**

Use the **Fill** tool to get accurate area measurements of building footprints instead of using the **Snap to Point** tool.

- To customise your map, click on the **Drawing & Measuring** toolbar on the left hand pane

- To turn a tool on or off, click it – tools appear indented when on

- At the bottom of the map viewing window you will find Easting and Northing references, OS tiles numbers and the NGR for any point on your map.

- You can draw **Circles, Rectangles** and **Lines** plus add text using the **Text** tool for your own labels

- Area and length measurements can be obtained using **Snap to Point, Shape, Fill** and **Get Length** - the results will be displayed in a separate window ❶

- The **Drawing Libraries** enable you to store items that you have created for use on a current map and may want to use again on future maps – you can store any type of custom feature that you have drawn on to the map in the drawing library
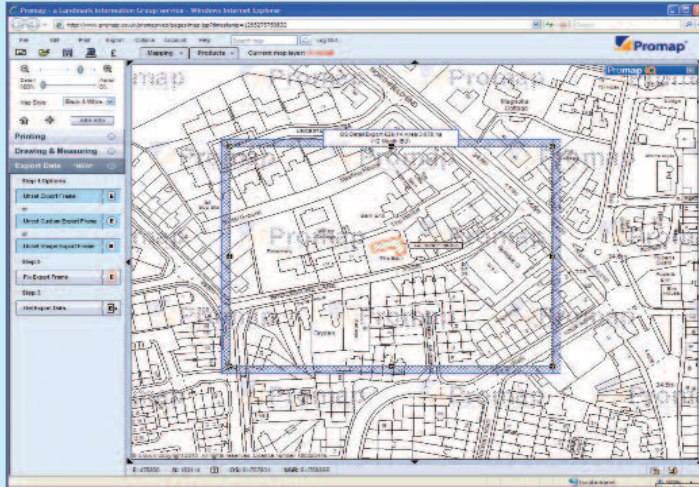
# How to print a map



**Hot tip: Positioning your print frame**

When positioning your print frame on your map, for accuracy use the arrow keys on your keyboard to make minor adjustments.

- To print the map viewed on screen, click on the **Printing** toolbar on the left hand pane, then follow the steps from the top button down

- Select your paper size, orientation, and scale by clicking **Set Print Frame**

- A moveable print frame will be displayed at the requested scale

- Position the print frame to cover the desired print area

- **Fix the Print Frame** - the print frame will turn from blue to red

- Click the **Headers and Footer** button to add a header, footer and your company logo (in wmf format) to your map

- You can then print your map or aerial photograph or download it as a JPG, TIFF, BMP, GIF or PNG
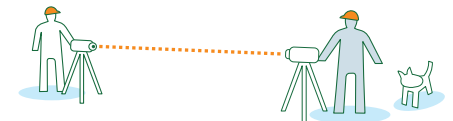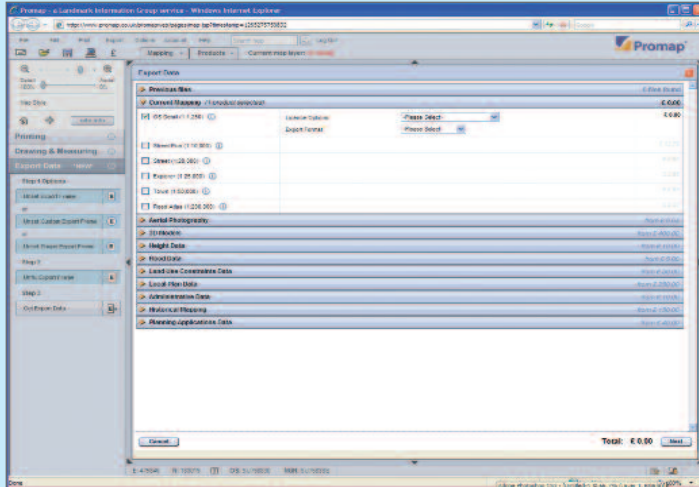
![Promap logo]



**Promap allows you to export your site for use in GIS systems, CAD or other applications.**

- To export data, click on the **Exporting** toolbar on the left hand pane bar

- Define the area you wish to export – this can be done several ways:

  - By a rectangle **(Set Export Frame)**

  - A circle **(Set Circle Export Frame)**

  - An area bound by a shape **(Set Shape Export Frame)**

- Once you are happy with the area you have defined, select **Fix Export Frame** and **Get Export Data**

**Hot tip: Only pay for what you need**

Use the **Shape Export Frame** to draw the exact area of mapping required.

![Promap logo]

# How to export other data sets



**Hot tip: Find out more information about the Datasets**

Select the ℹ️ button next to each of the datasets to find out more information about the data including a sample image.
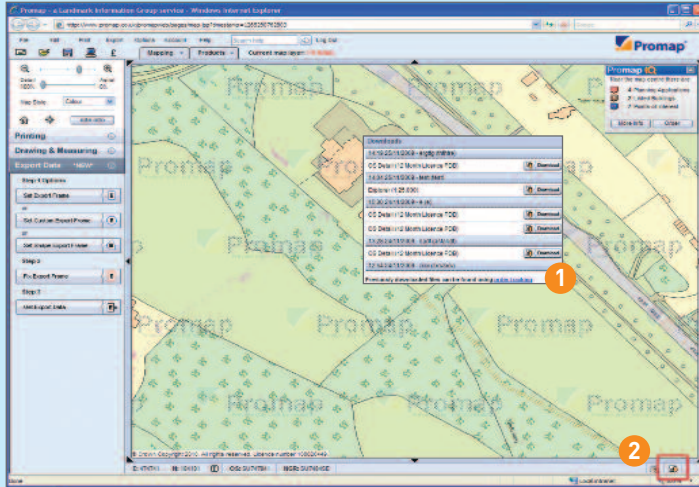
Promap will then take you through to the **Export Data** window which allows you to select the formats, gridlines and licence options you require for your MasterMap.

From this window you are also able to export additional datasets for your site including:

- Aerial Photography
- 3D Models
- Height Data
- Flood Data
- Land Use Constraints Data
- Local Plan Data
- Administrative Data
- Historical Mapping
- Planning Application Data

Select the type of data you require along with the data options and the total price of your order will update in the bottom left of the screen. If you are happy to proceed with your order select **Next** and confirm the expenditure details.
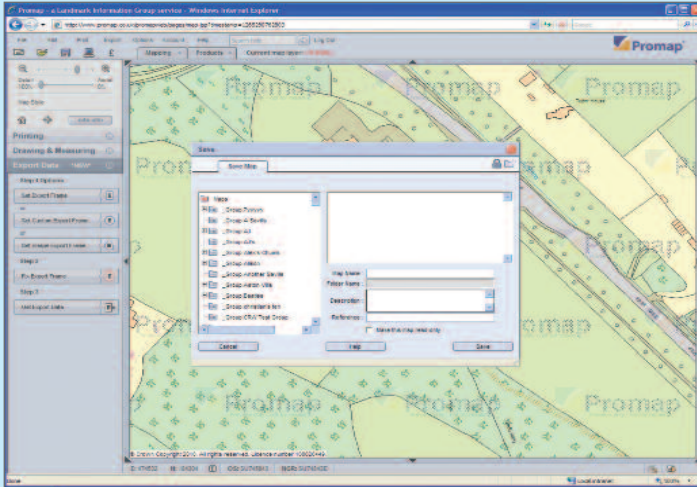
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# How to download your data



You will be then directed to the Downloads dialogue **1** box and once your data is available to download a **Download** button will appear to the side of it. Click this button to save the file to your computer.

**How to find the Download window**

Some of the downloads within Promap may not be immediately available from the system. When your downloads are ready, you will see a small notification pop up in the bottom right hand corner of the map window. You can access your downloads by clicking on the downloads icon **2**.

**Hot tip: Find your Downloads from the Locate By Window**

On log in, select any available downloads by the Downloads notification on the left hand side of the **Locate by** window.

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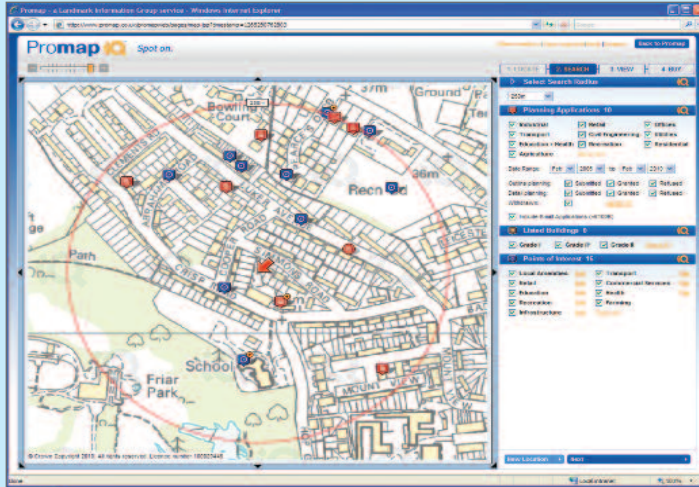**Hot tip: Save your maps and your money**

Promap can check through your saved Detail map and aerial photo files every time you search for a new location which will save you paying for the same map twice.

- The folder structure on Promap enables you to organise and share maps within your organisation

- When you go to save, open or delete a map, you will normally see 2 or 3 folders in the folder browser window

- The **Org folder** is accessible by all users of Promap at your organisation

- The **Private folder** belongs to you and maps saved in this folder can only be viewed by you and your Promap Administrator

- If your Administrator has set you up as a member of a group then you will also see a **Group folder** which is shared by group members

- Click the folder that you want to save into - select a map to overwrite or enter a new map name

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Promap IQ provides a unique, powerful and simple way to search, view, interact and gather crucial property and planning information for a specific site, all displayed in context on a map.

- Select the criteria that you would like **Search** on and the information will be displayed on the map in spots

- By selecting **View Details** you will be able to see the relevant information for that spot including the Application ID and the Local Authority.

- The application ID of the planning application can be copied using the copy to clipboard link in the detailed information pane.

- The following drawing tools are available in Promap IQ; Draw Shape, Draw Radius, Add Text and Measure.

- Instantly download them straight to pdf or csv with or without geocoordinates

## Hot tip: Searching for your information

Use the search radius to increase or decrease the number of results you get for your search.

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# Hot keys for drawing shapes, lines and circles

**'Space Bar'** Join up multiple white snap to point dots with one left mouse click.

Whilst drawing round a boundary, using the Snap to Point, hold down the space bar on the keyboard and move your cursor to a white dot further down the boundary line. This will continue your shape/line by joining up all the dots in between. Note, make sure all orange dots are selected individually.

**'Backspace'** Undo the previous point whilst drawing a shape/line

**'Return'** Edit a shape once it has been completed

**'Shift'** Click and drag to select multiple objects or hold a length when drawing a shape line

**'Ctrl'** Holds an angle when drawing a shape/line

**'Escape'** Completes a shape/line

**'Alt'** Drag map without dragging customisations

**'A' Key** Sets the angle of the current line from the previous line drawn when drawing a shape/line
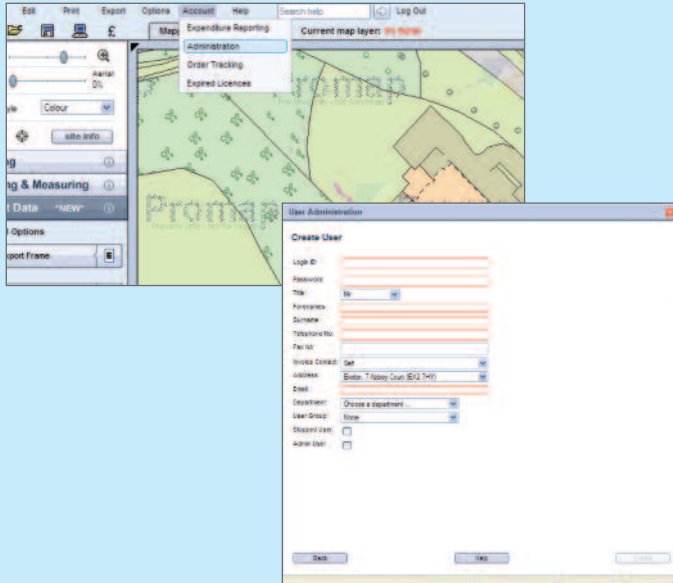
**'L' Key** Sets the length of the current line while drawing a shape/line

**'R' Key** Sets the radius of a circle whilst drawing a circle

**'P' Key** Will tab back through the customisation you have made on the map in the order it was created

**'N' Key** Will tab forward through the customisation you have made on the map in the order it was created
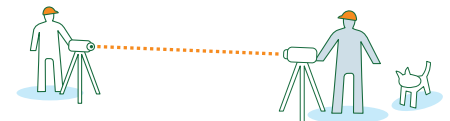
# How to manage your account

**The Admin facility in Promap puts you in control of your Promap account.**

An Admin Username and Password allows you to:

- Set up additional Promap users and user groups

- Set up new offices and edit existing offices

- Control accounts (e.g. set expenditure limits)

- Report on user expenditure

To use the Admin facility go to **Account** and **Administration** on the main menu.
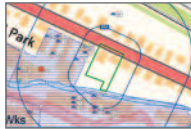
If your Username does not allow you to enter the Administration pages you can call Customer Services on **0844 844 9960**.

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## The following products are also available in Promap:

### Reports

Promap offers cost effective and accurate reports covering three main areas; environmental, utilities and flood reports.



### Aerial Photography

From the UK's three leading aerial photography suppliers, Promap provides the most comprehensive range of modern and historical aerial photographs available all available through a free to roam, seamless aerial layer.
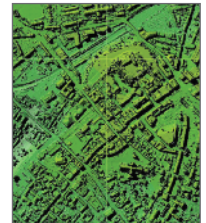


### Historical Mapping

Access to the UK's largest, most comprehensive and accurate digital archive of over 1 million historical maps dating back to the 1840's.
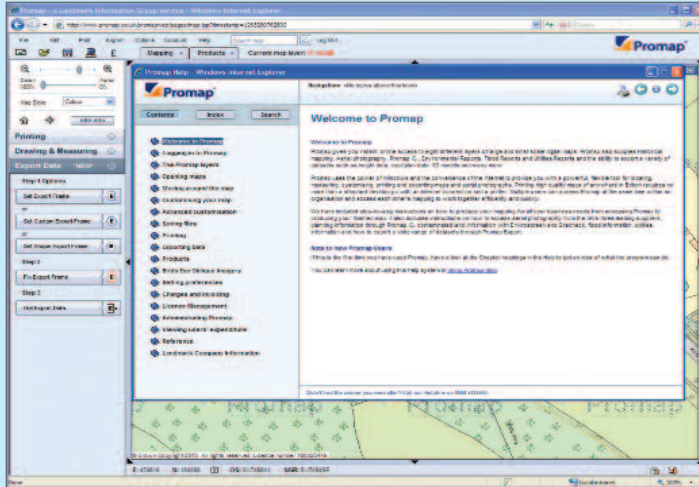


### Height Data

Digital Surface Model, Digital Terrain Models from and contours are available through Promap which are ideal for architects, engineers and consultants for 3D modelling, flooding analysis, feasibility studies and risk assessment.

# Promap®  Customer Service, Technical Support and Training



**Hot tip: Online help and FAQs**

Within Promap you will find a comprehensive online Help Tool which should answer most of your questions plus you can also find Frequently Asked Questions under the Support pages of www.promap.co.uk

**If you need a helping hand we have a range of dedicated support services to ensure you make the most from Promap.**

**Customer Service**
Tel: 0844 844 9960
Email: customerservice@promap.co.uk

**Technical Support**
Tel: 0844 844 9961
Email: tech@promap.co.uk

**Training**
Tel: 0844 844 9965
Email: training@promap.co.uk

Landmark Information Group, The Smith Centre, Fairmile, Henley-on-Thames, Oxfordshire, RG9 6AB