

Promap – It's all in the detail

Your  
Promap  
support  
guide

# DESKCADDY

## How to Login to Promap



Login to [www.promap.co.uk](http://www.promap.co.uk) by entering your Username and Password.

### Minimum System Requirements to use Promap

- A PC running Windows NT SP6, 2000 SP4, XP SP2 or Vista
- Internet Explorer 6 or 7
- **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

### NEED MORE HELP?

Call our Technical Support team  
on 0844 844 9961

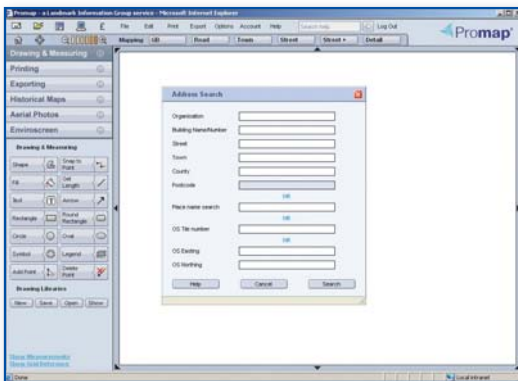
Don't forget your details - keep them here

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.

## How to locate your site



- Once you have logged in, the **Address Search** window will appear. You can locate your site using a Postcode, Address, OS Tile Number, OS Easting and Northing or Place Name
- 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

*Note: This will not appear on free to view map layers.*

- 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.

## How to navigate around the maps



### 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

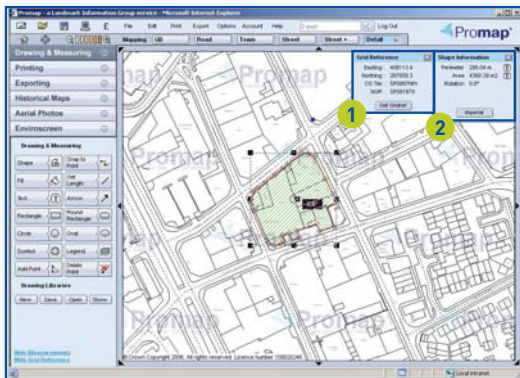
### Changing between mapping layers

- You can work on different map layers independently by clicking on the map layer buttons 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 draw, measure and customise your maps



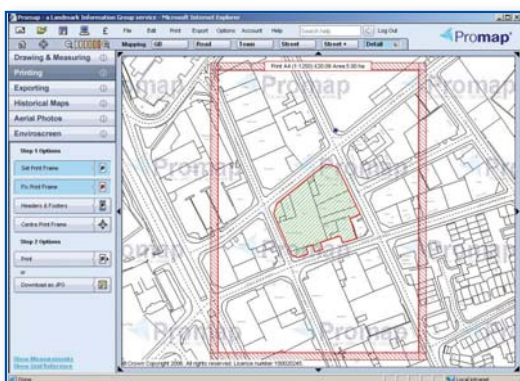
### HOT TIP: Save time by filling your footprints

To gain fast and accurate measurements of building footprints use the **Fill** 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
- To find a grid reference, click on **Show Grid Reference** enabling you to see Easting and Northing references, OS tiles numbers and the NGR for any point on your map **1**
- 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 **2**
- 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

Customisation

## How to print a map or aerial photograph



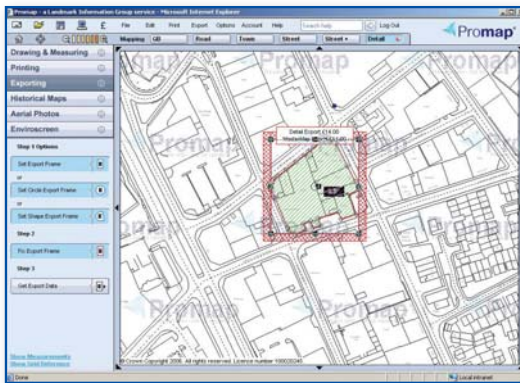
### HOT TIP: Positioning your print frame

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  
*Note: The cost of printing the map will be displayed at the top of the frame.*
- 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

Printing

## How to export



### HOT TIP: Only pay for what you need

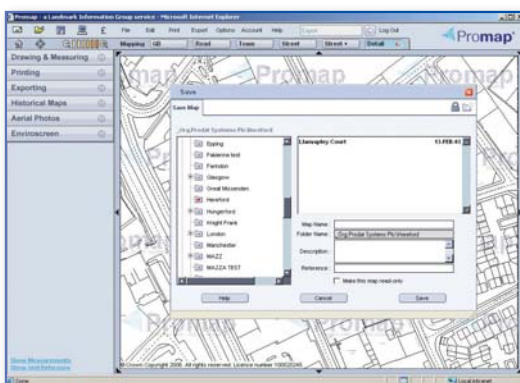
Use the **Shape Export Frame** to draw the exact area of mapping required.

Promap allows you to export your site as DXF or GML files 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 a rectangle (**Set Export Frame**), a circle (**Set Circle Export Frame**) or an area bound by a shape (**Set Shape Export Frame**) and then select **Fix Export Frame**
- **Get Export Data** and select either Ordnance Survey Land-Line® (DXF format) or MasterMap® (DXF or GML format) – at this stage you can also purchase NextMap® DSM data
- Make your selections about the data you want to export e.g. Gridlines, file type etc and accept the export terms and conditions
- Download and save your export directly onto your computer

Exporting

## How to save maps



### 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  
*Note: If you see more than 3 folders you are looking at the Administrator's view.*
- 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

Saving

## 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

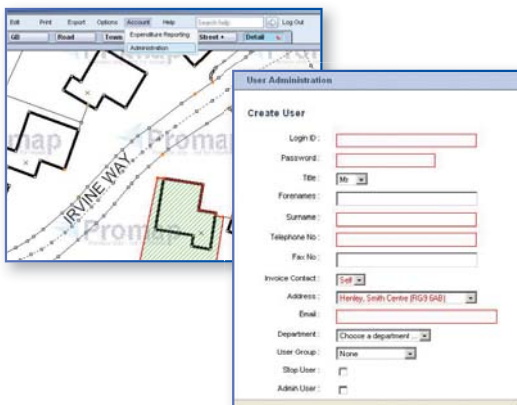
**'R' Key** Sets the radius of a circle whilst drawing a circle

**'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

Hot keys

## How to manage your account (Admin Users only)



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**.

### NOTE: Invoicing

If you spend under £50 in a month, we will invoice you quarterly. If you spend over £50, you will be invoiced monthly.

Your Account

## Additional products available through Promap

### Enviroscreen



An online environmental risk screening tool delivering a unique, cost effective and straightforward report for tackling contamination and environmental issues.

### Aerial Photography



From the UK's three leading aerial photography suppliers, Promap provides the most comprehensive range of modern and historical aerial photographs available.

### 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.

### DSM Data



Digital Surface Model from NextMap®, ideal for architects, engineers and consultants for 3D modelling, flooding analysis, feasibility studies and risk assessment.

Products

## Landmark Reports available from [www.envirocheck.co.uk](http://www.envirocheck.co.uk)

You can order other Landmark reports using your existing Promap Username and Password. To do so either Login to [www.envirocheck.co.uk](http://www.envirocheck.co.uk) and follow the steps or, within Promap click on the **Order Landmark Reports** button on the Offers page.

### Sitecheck

Provides the most comprehensive and flexible range of environmental data services to lawyers, commercial conveyancers and other property professionals. There are three reports to choose from:

**Data** - A summary data report highlighting potential contaminative features which requires interpretation.

**Assess** - A detailed report including an assessment covering Part IIA with a professional opinion from Wilbourn Associates Chartered Surveyors.

**Review** - A comprehensive, end to end environmental assessment and due-diligence covering Part IIA, by RPS.

### Plansearch Reports

Three reports designed specifically for commercial and residential purposes providing essential planning and neighbourhood information for the property and the surrounding area.

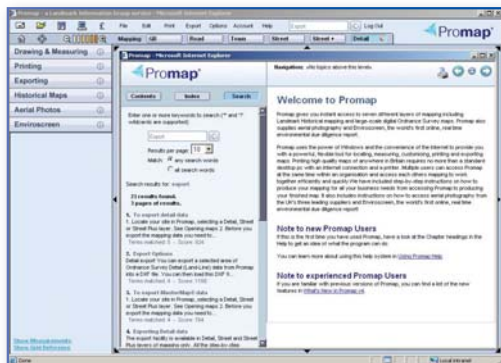
### Utilities Report

A unique report that collates all utility information enquiries for your site, such as gas and oil pipelines, electricity cables, telecommunication wires, mains water supplies, sewers and fibre-optic cables.

### Envirocheck

The industry standard desk study report for environmental professionals enabling fast and accurate environmental assessments. Envirocheck delivers high quality, site specific environmental information with access to comprehensive Ordnance Survey current and historical mapping.

## Customer Service, Technical Support and Training



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](mailto:customerservice@promap.co.uk)

### Technical Support

Tel: 0844 844 9961

Email: [tech@promap.co.uk](mailto:tech@promap.co.uk)

### Training

Tel: 0844 844 9965

Email: [training@promap.co.uk](mailto:training@promap.co.uk)

### 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](http://www.promap.co.uk)

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