

## Course Outline

# Promap onsite training

This course aims to ensure employees are able to use the system in the most cost effective way and will help them develop the necessary skills to fully utilise the system, achieving the maximum benefits in the shortest amount of time. As the course is run on site we will tailor the content of the course to suit your particular requirements.

This course emphasises practical hands-on work and is kept deliberately small to ensure the maximum opportunity for individual attention.

**Please note:** This course assumes that you have a basic knowledge of computers.

## Course Content (subject to requirement)

### 1. Introduction and Course Overview

- Introduction to the course
- The course breakdown

### 2. Locating and Displaying a Map

- Selecting a search method
- Displaying the map
- Site marker options
- Navigation around the map
- Setting the print frame
- Changing the print scale of the map

### 3. The Mapping Layers

- Using the layer buttons
- Using the hybrid layer

### 4. Customising Your Map

- Use of the drawing tools
- Using automatic fill
- Use of snap to point
- Adding and removing points
- Obtaining area and boundary measurements
- Creating a text box / symbol
- Using basic Hot Keys
- Using the legend tool
- Using general settings

### 5. Printing Your Map

- Quick print
- The print procedure
- Using headers & footers
- Incorporating logos
- Download as image
- Copying to clipboard

### 6. Saving your Map

- Saving a new map
- Retrieving a previously saved map
- Maintenance of saved maps
- Licence Management

### 7. Exporting

- The export procedure
- Export frame options
- Export data categories
- Export data options
- Exporting modern aerial photos
- Exporting historic aerial photos
- Tracking exported data

### 8. Promap Products

- Report ordering overview
- Ordering Promap IQ reports
- Ordering historical maps
- Ordering an Enviroscreen report
- Ordering Sitecheck reports
- Ordering a Utilities report
- Ordering a Flood report

### 9. Birds Eye Imagery

- Viewing options
- Navigating around the image
- The print procedure

### 10. Expenditure Details / Charging / Invoicing

- Understanding Promap charges
- Using projects and references
- Viewing expenditure

### 11. Account Administration

- Creating and modifying accounts
- Controlling access restrictions
- Viewing all user maps & expenditure

Courses covering advanced use of the Promap system are available on request from the training department using the contact details below.

All delegates will receive course pack and certificate. Please contact the Promap Training Team on **0844 844 9965** or email [training@promap.co.uk](mailto:training@promap.co.uk).

### Continuing Professional Development (CPD):

This event may be applicable for CPD. Please note that it is the responsibility of each individual to keep a record of activities, which are appropriate for CPD. Individuals should consult their Institutions Regulations concerning the apportionment of CPD Hours.