

ONLINE TRAINING

This course aims to ensure you are able to use the system in the most cost effective way and will help you develop the necessary skills to fully utilise the system, achieving the maximum benefits in the shortest amount of time. This course is run as an online event and the content and duration of the course is designed by you.

This type of course only allows one delegate to be trained at a time.

We advise that each course lasts no longer than 2 hours. Approximately 3-4 topics can be covered in this time. We recommend that as you will be on the phone for the duration of the course, you either use a hands free mobile, a headset or book a meeting room to use a phone with a loud speaker function on it.

Please note: This course assumes you have a basic knowledge of computers and the internet.

Course Content (Subject to delegates requirement)

1. Locating and Displaying a Map

- Locating a Map
- Site Marker Options
- Saving the Map
- Navigating around the Map
- Zooming
- Roaming
- Map Layers
- Opening a previously saved map

2. Basic Customisation

- Use of autofill to obtain an area measurement
- Use of snap to point and shape to obtain an area measurement
- Use of snap to point and get length to obtain a length measurement
- Adding a text box
- Adding a symbol
- Use of the legend
- System hot keys

3. Advanced Customisation

- Use of shape tool to create a scale building on the map
- Creating a drawing library
- Saving a drawing library
- Opening and using a previously saved drawing library

4. Printing

- Print procedure
- Adding headers and footers
- Adding a company logo
- Copying to clipboard
- Download as an image
- Next steps screen

5. Exporting Map Data (DXF/GML)

- Export frame options
- Export data options
- Digital surface model

6. Ordering an Enviroscreen Report

- Ordering an Environmental overview/certificate
- Review of the report

7. Ordering an Aerial Photograph

- Ordering a modern/historical aerial photograph

8. Ordering an Historical Map

- Ordering an historical map

9. Promap IQ

- Search spot data
- Viewing spot data
- Creating a report

10. Account Administration

- Viewing expenditure
- Creating and modifying user accounts
- Controlling access

All delegates will receive course pack and certificate. Please contact the PROMAP Training Team on **0844 844 9965** or email 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.

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