



Promap V2 User Guide

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Promap[®]v2
● LANDMARK INFORMATION[®]

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Introduction

How to use this Guide

Welcome to the Promap V2 User Guide. This guide is designed to assist you with using Promap V2 to order mapping bundles, which were previously available from our GoView platform.

About Promap

With over 27,000 users, Promap is the easiest and most reliable system for busy surveyors, architects, developers, housebuilders, engineers and property professionals who require immediate access to mapping and data.

As the UK's market leader to the property professional, Promap puts you in control by providing a powerful and flexible tool for instantly locating, viewing, measuring, customising, printing and exporting maps. In addition, you can export a number of datasets in a variety of formats for use with CAD and GIS systems.


As well as mapping, Promap also gives you access to more products and features than any other online mapping system. These include:

- Current small and large-scale mapping
- Aerial imagery
- Historical mapping
- Contamination reports
- Flood reports
- Utilities reports
- 3D models & height data
- Licence management

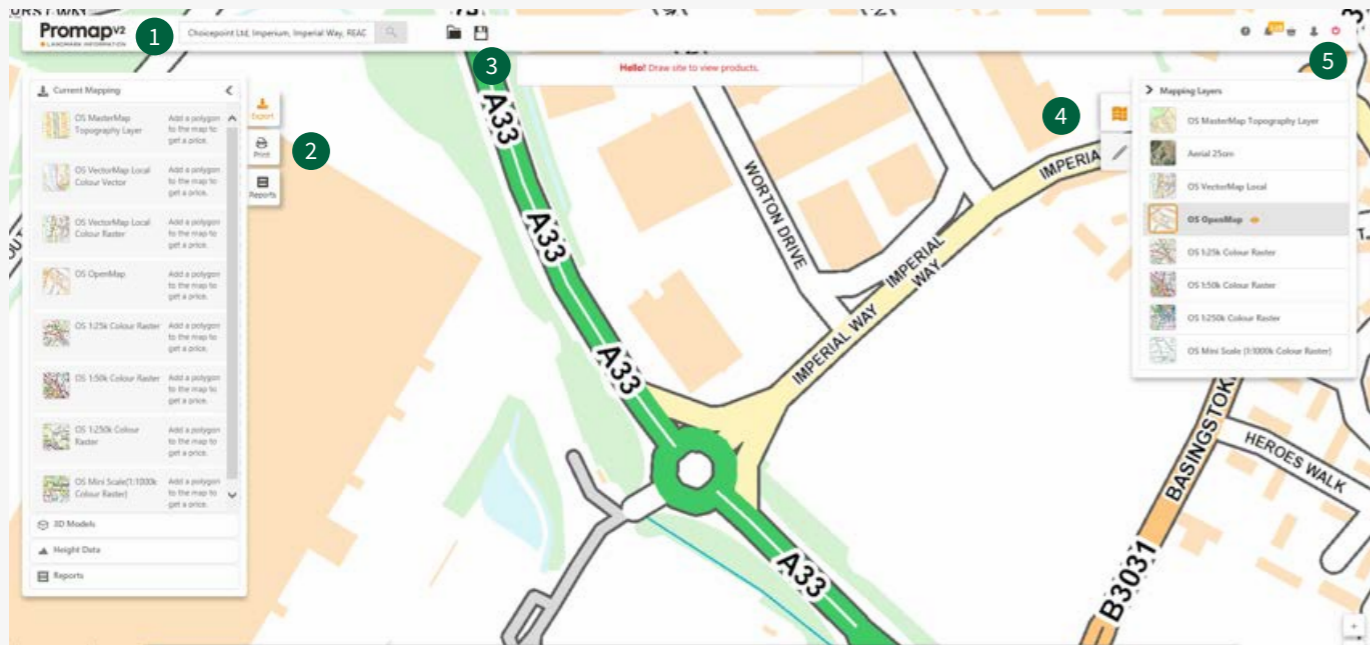
Promap V2

The Promap V2 platform is compatible with all modern browsers, unlike GoView, and can also accommodate multiple user access, is easy to use and remains subscription free. Promap is the UK's market leader to property professionals, and our V2 site is modern, intuitive and provides the ability to view, measure, customise, print and export mapping in a variety of formats (e.g. PDF and JPG). Additional free features, which are available to all users as standard, include measurement tools and the ability to save maps within the platform for retrieval and customisation at a later date.

Accessing Promap V2

- You will only be prompted to login when you are purchasing the product or viewing the OS Mastermap
- Use your existing login details at any time to log in/out using this icon 

- 1** Address Search Bar
- 2** Task Tabs
- 3** Saved Maps Area
- 4** Mapping Layers & Drawing and Measuring Tools
- 5** Login



Searching for new sites


- Use the **Address Search Bar** to locate your site. You can search using address details, OS tile, grid reference and Land Registry Title Number
- When searching using the Land Registry Title Number, simply type this into the address bar to locate your site and the Land Registry polygons will be autofilled on the map when displayed



Note: The Land Registry Title Numbers search is only applicable for England and Wales.

Title Number

DN1234 - 22, Springfield Close, PLYMOUTH, PL9 8QG

Nearby orders

- If you are searching for a new site and you see the **Nearby Orders** icon appear under the Promap logo in the top left-hand corner of the screen, it indicates a previous order within 500m
- Click the  icon to access these previous orders from your **Order History**

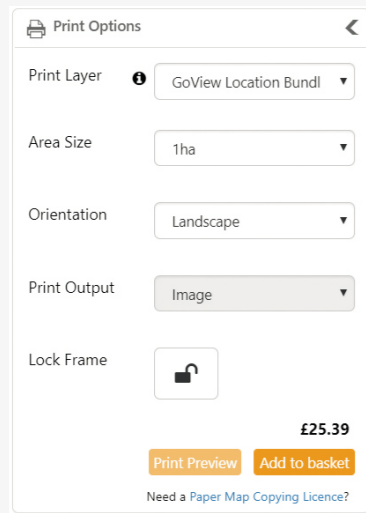
 56 nearby orders 

Creating your mapping bundle

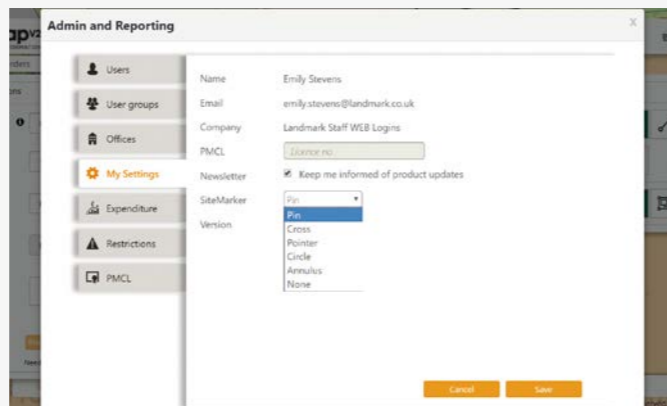
SECTION 2

Creating your mapping bundle

- First, use the address search bar at the top of the page to search for the property.
- Once you've selected the property, a site location marker will appear in the centre of the mapping. Select the Print option on the left-hand side and you'll see a print frame appear on the mapping.

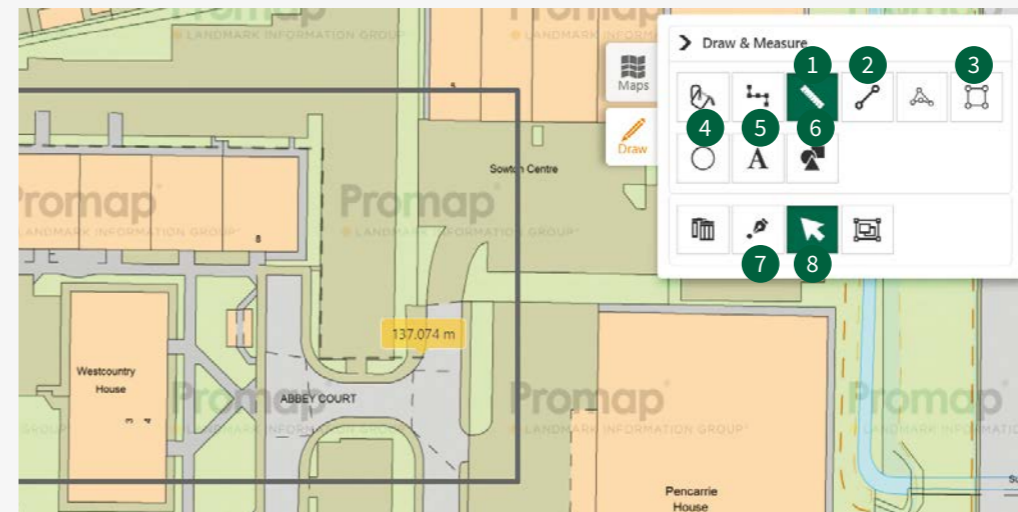


- The style of this site marker can be changed within the 'Admin' section, under the menu My Settings, as per the image below.
- Using the drop-down menu under Print Layer, select GoView Location Bundle and the mapping will change to OS Mastermap Topography layer. Choose the 1ha or 2ha option and orientation you'd prefer.
- When happy, click Add to Basket. Then, either repeat the process for another property, or click View Basket to proceed with the order.
- Decide which format to download your mapping in, add a project and purchase reference. Then, click Submit Order and you're done. You will be emailed when your files are ready to download, although they will be available almost instantly in the Order History screen.



Drawing and measurement tools

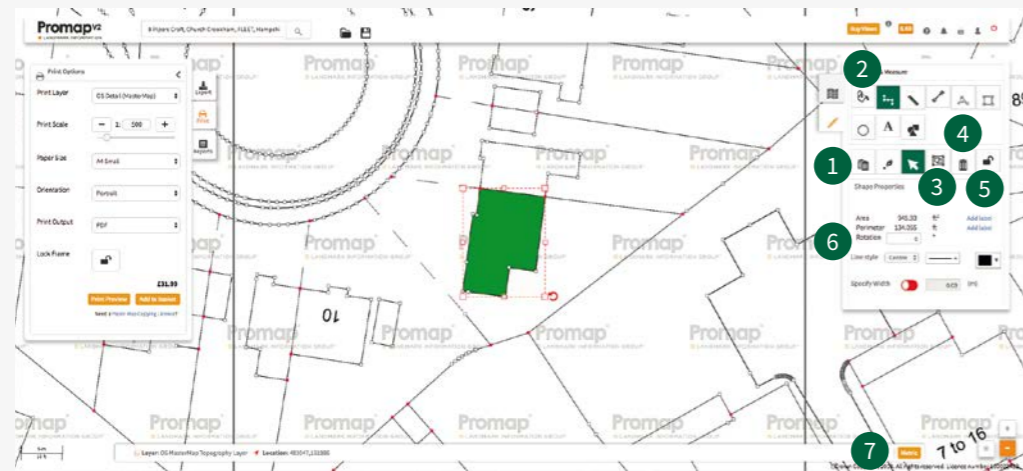
- The measurement tool is free and available to all users.
- To measure a distance, start by clicking on the **Measurement Icon** in the toolbar on the right, then click on the mapping at the point you wish to start the measurement at.
- As you move the mouse a yellow icon will appear displaying the distance. Double click at a second point to finish measuring, and the yellow icon will remain. If you'd prefer the distance to show in metric units, you can click **Imperial** in the bottom right hand corner to swap units.



- 1 Measure Tool
- 2 Line Tool
- 3 Rectangle Tool
- 4 Circle Tool
- 5 Text Tool
- 6 Shape Tool
- 7 Add or Remove Points
- 8 Move, Resize or Rotate Tool

Creating shapes


- Quickly outline a single shape with a self-contained boundary using the **Fill** tool
- Edit a shape's appearance in the **Shape Properties** by left clicking once on the required shape
- To switch between metric and imperial measurements use the **Measurement Units** button on the bottom task bar
- To quickly combine adjacent or overlapping shapes into one shape, use the **Merge** tool and select each one in turn until you have obtained the required area
- To close a shape or finish a line double left click on the mouse
- To delete a single item select it on the map, then use the **Delete Selected Drawing** option. To delete all the shapes from the map use the **Delete All Drawings** option
- To avoid accidentally dragging your shape around the screen use the **Lock Shape** option to hold it in position
- If you add shapes to your mapping these will appear on the OS Mastermap Topography plan that you receive within your bundle

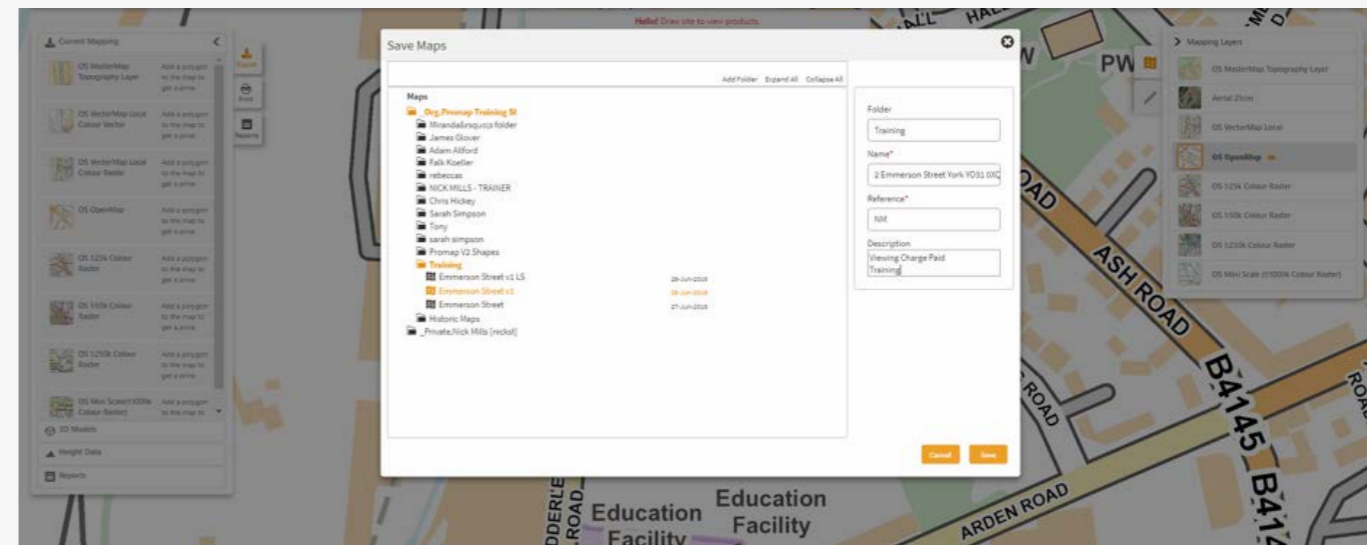


- 1 Delete All Drawings
- 2 Fill Tool
- 3 Merge Tool
- 4 Delete Selected Drawing
- 5 Lock Shape
- 6 Shape Properties
- 7 Measurement Units


Saving and saved maps

Saving new maps in Promap V2

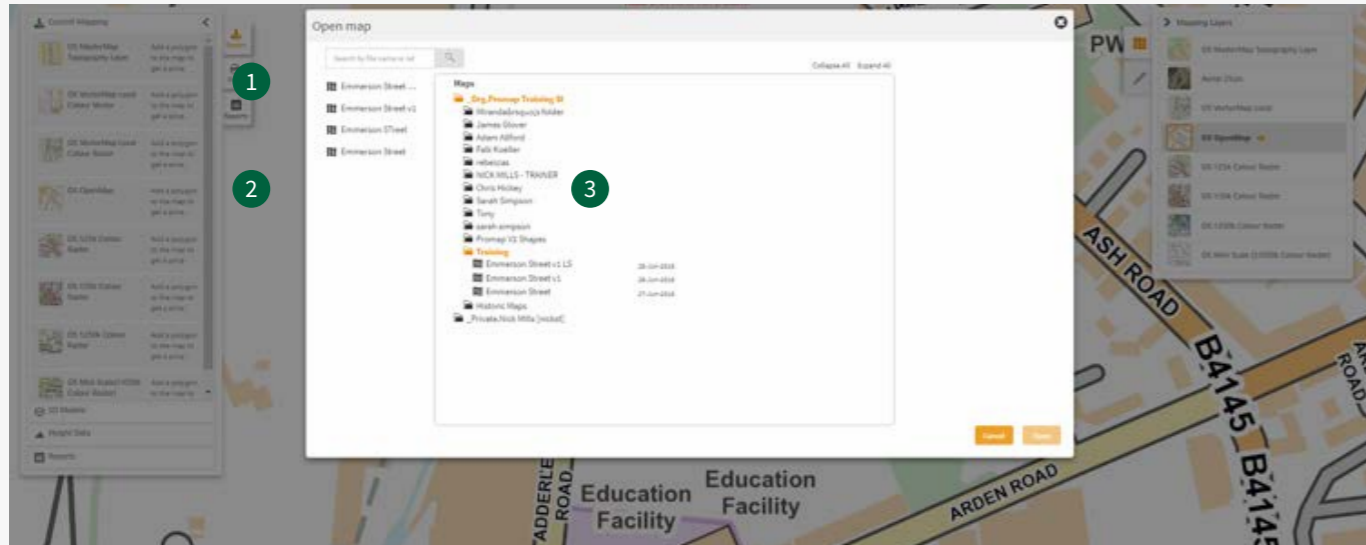
- To access the **Save Maps Window** at any time click on the Save icon  along the top toolbar on the left-hand side
 - To avoid duplicating viewing charges, save your maps into the **ORG** folder, as the Promap search facilities only search through the **ORG** folder and its subfolders
 - Entering additional information into the Reference and Description fields
 - of the Save Maps Window will make searching using the **Search by File Name or Ref** facility much easier
 - Create subfolders in the **Save Maps Window** using the **Add Folder** option in the top right-hand corner. Subfolders will be created within any folder that you have selected
- Note:** You must be logged in to use the **Open Maps** and **Save Maps** functions



Browsing and opening your previously saved maps

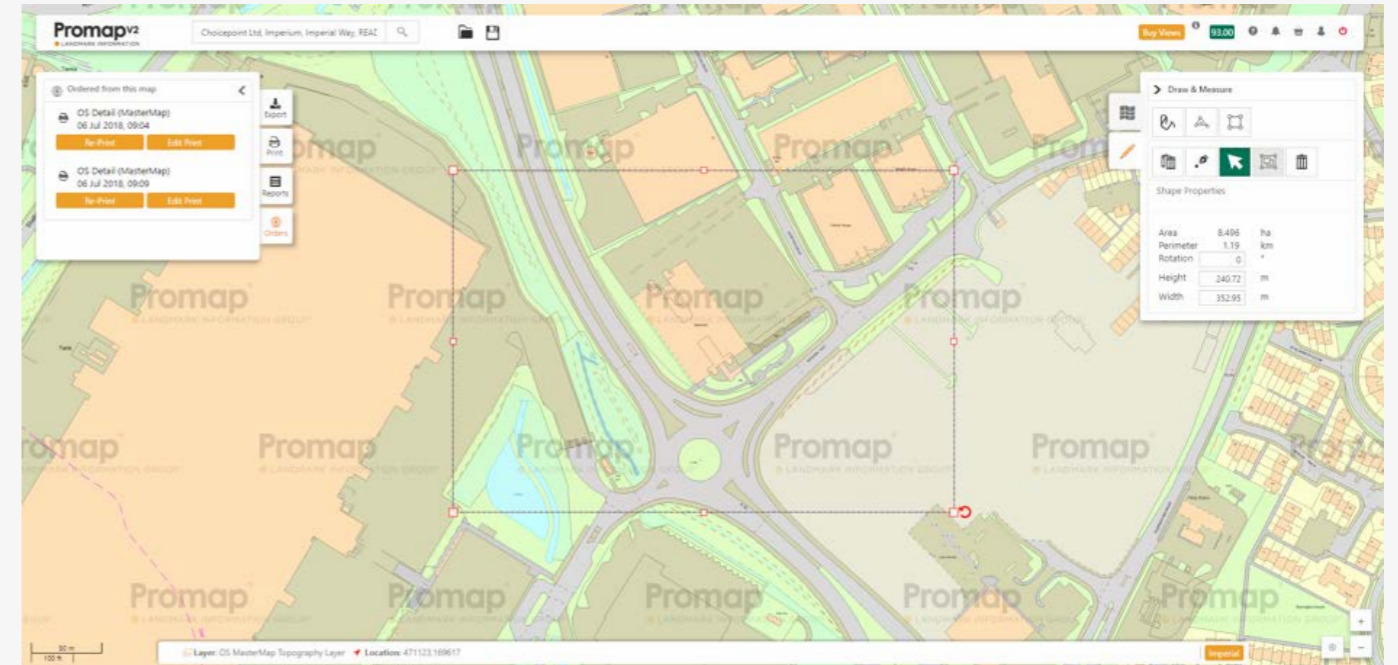
- To locate previously saved maps use the **Open Save Map** icon  along the top toolbar on the left-hand side
- **Search** allows you to search for previously saved maps by File Name or Reference
- **Recent** shows the 10 most recently accessed maps
- **Browse** shows all the folders and maps you have access to on Promap

1 Search 2 Recent 3 Browse



Using your previously saved maps

Promap V2 allows you more options to reuse your maps. The table on the next page details the various options for each of the journeys.



Expenditure and administration

	Action	Description	Example
Print	Print	You can purchase a new Print from your Saved Map. This will come with a new 12 month licence and will cost the same as a new map.	I need to change the print frame of my map; the Print function will create a new map with a 12 month licence.
	Re-Print	Re-Print enables you to re-download your print order for a small charge. If you have a Paper Map Copying Licence, this can be done for no cost. Can only be done when the original order is in licence.	My client has a question regarding a previous map, however I cannot find the original. The Re-Print option provides an exact copy of my original purchased map.
	Edit Print	The Edit Print function enables you to make amends to your original map. The background mapping will not be updated nor can the print frame change. As with re-print there will be a small charge. If you have a Paper Map Copying Licence, this can be done for no cost. Can only be done when the original order is in licence.	I've finished creating my map, however my client has told me the site includes a building adjoining the north of the site. The Edit Print function will allow me to make these updates.

Recording costs - views

- Views enable you to view the OS MasterMap Topography Layer. One view is equivalent to 1km² of mapping
- Discounts are available when bulk purchasing Views
- Your current View balance is available in the top header bar, as outlined above, and will update whenever you incur a viewing or roaming charge on the OS Mastermap Topography Layer.



Pay-as-you-go

- Alternatively, a pay-as-you-go model is available for MasterMap viewing charges
- With this method a **View Confirmation** box (below) will appear prior to incurring any costs and you will be required to add a **Project Ref**, a **PO Ref** and accept the charge before you can go any further
- It is recommended that you decide on a format for what you enter into the two reference boxes as this information will be appearing on your monthly invoice and will assist in allocating costs. It will also help when tracking spend using the accounts section

View confirmation

This action will post a view charge to your invoice account

View Charge: **£1.35**

Action: **MasterMap: Locate**

Project Ref.:

PO Ref.:

Do not show again during this session

Reject Accept

Spend reporting

- There are two methods of tracking your expenditure in V2:
 - Selecting **Account**, which is found under the **Account** Icon in the top right-hand corner of the screen, will show you your recent spend on the system
 - Selecting **Admin**, which is found under the **Account** Icon in the top right-hand corner of the screen, and then selecting **Expenditure** will present you with the search options displayed, allowing you to track all spend

My Settings and Expenditure

My Settings

Expenditure

Date range: Today This week This month

dd/mm/yyyy dd/mm/yyyy

Report type: Project Project/Ref Transaction Transaction Detail

Clear Download

Account administration (account administrator)

- The designated admin user within the organisation will have access to a number of additional options under the **Admin** section in Promap V2 as follows:
 - **Users** allows you to add new users for the company and have the option to stop their account or make them an admin user
 - **User Groups** allows you to create user groups within the system, which then allows you to save maps so that only people within that group can see them
 - **Offices** allows you to add new offices for the organisation
 - **My Settings** is available to all users and will display that user's details
 - **Expenditure** is also available to all users although the admin user will have more report options available to them and can track spend at an organisational level
 - **Restrictions** allows you to apply spend limits at either an individual user or organisation level
 - **PMCL** allows them to enter the companies PMCL Licence for Ordnance Survey mapping

Admin and Reporting

Users

Search by name, username or email address

User groups Username*

Offices Email*

My Settings Password*

Expenditure Confirm Password*

Restrictions Name* Title Forename(s) Surname

PMCL Phone number*

Invoice contact* Choose an Invoice Contact...

Office* Choose an Office Contact...

User type Stopped Admin Invoice contact

Clear Add

Glossary of common terms

3DS	3D Graphic File used for transferring models between 3D programs or for storing models for 3D resource catalogs	IBU	Internal Business Use Licence
ASCII	American Standard Code for Information Interchange (ASCII) is a character encoding scheme based on the ordering of the English alphabet	JPEG	A highly compressed data format, suited to photo images
BMP Bitmap	A windows raster format without compression	KML	Keyhole Markup Language (Google Map's version of GML)
CSV	Comma Separated Value file, used by Microsoft Excel	LA	Local Authority
DSM	Digital Surface Model	Mapinfo TAB	TAB format is the native file format of MapInfo. Tab files store both feature geometry and attributes
DTM	Digital Terrain Model	MID	Default interchange format for MapInfo applications
DWG	AutoCAD data format	MIF	Format used by MapInfo
DXF	Data Exchange Format, commonly used with AutoCAD	NGR	National grid reference
EA	Environment Agency	PDB	Licence Plan, Design, Build Licence
GEOTIFF	A tiff image with georeferencing embedded into the header file	PDF	Portable Document Format
GIF	Graphics Interchange Format (raster format superseded by PNG)	PMCL	Paper Map Copying Licence
GML	Geography Markup Language	PNG	Portable Network Graphics (raster format that improves on GIF)
HIPs	Home Information Packs	POI	Points of Interest
HMLR	Her Majesty's Land Registry	Raster	Raster data is data that is stored as a grid of coloured dots called picture elements or pixels for short
		SDF	File extension is used by Autodesk MapGuide. File contains spatial data

SHP	A popular geospatial vector data format for geographic information
SHX	Shape Index Format. File extension used by GIS software
TIFF	Tagged Image File Format
TOID	Topographic Identifier (anything OS can put a label on in MasterMap)
Vector	Vector graphics are comprised of paths, which are defined by a start and end point, along with other points, curves, and angles along the way
XYZ	The XYZ file type is primarily associated with 'Graph Coordinates'. A number of CAD programs work with .XYZ files, which are comma delimited text files containing just xyz coordinates of points in space

System requirements

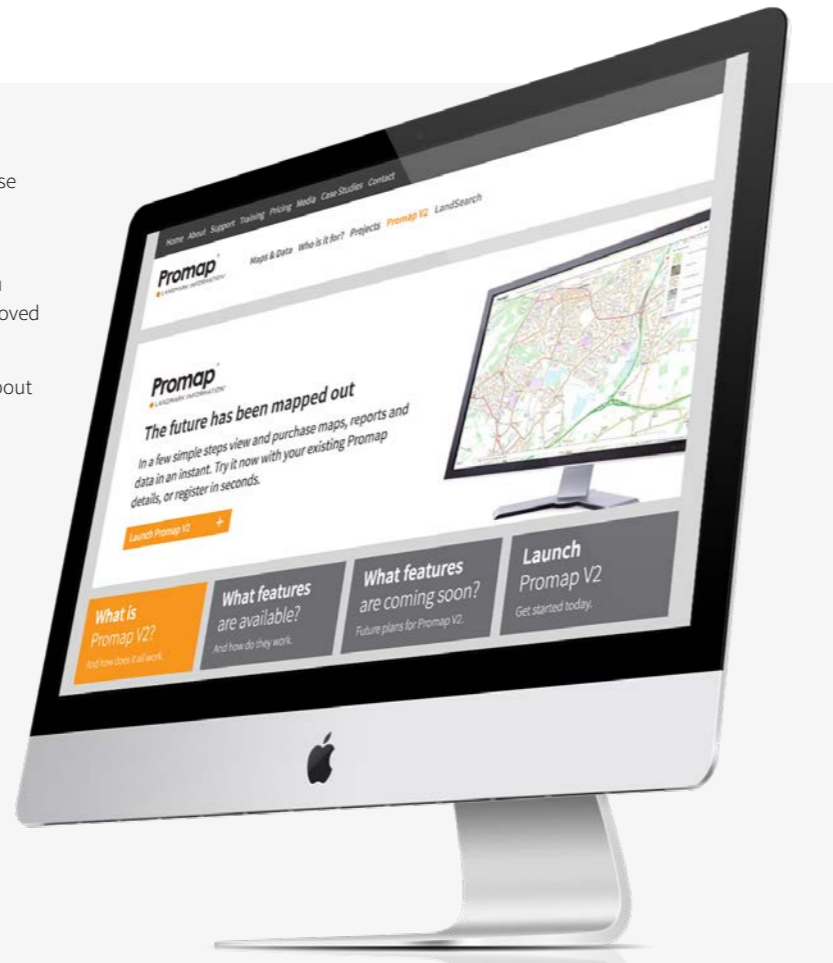
Promap V2 is available on all modern browsers and operating systems. For more information on our recommended system requirements, please check out the training pages on our website.

Find out more about Promap V2

Promap offers a brand new, simplified and quicker way to purchase your next map and now works on all modern browsers as well as PC and Mac.

It's got a new look but the same professional quality mapping you expect. You can order maps faster than ever before and with improved navigation, it provides the services you need even quicker.

To learn more about what Promap V2 has to offer or to find out about our free training webinars please contact your account manager.



Useful Contact Information

Landmark welcomes your questions, comments and suggestions.

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Our Customer Services team are on hand to guide you through the Promap service and answer your questions. Direct lines are open from 9am to 5.30pm, Monday to Friday.

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