Promap V2
Course Companion

Promap ®V2
● LANDMARK INFORMATION ®

Contents

Introduction

How to use this Guide

Welcome to the Promap V2 training user guide. This guide is designed to work in conjunction with the range of training courses designed for Promap V2.

For each section of your training course you will find an image page along with some hints and tips relating to that section and a notes section where you can make your own notes.

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
- Planning Reports

Promap V2

Promap V2 offers three distinct journeys through the system which are as follows:

Export
This section is for users looking to export datasets, from the wide range available in Promap V2, into other applications such as CAD packages and GIS Systems.

Print
For those who are looking to locate a site, outline the site to obtain measurements and then print the map off as a PDF or a Jpeg. Great for planning applications and valuations.

Reports
A range of reports designed to give a comprehensive view of an area ahead of purchase or sale, highlighting information both above and below ground. Ideal for site assessment and due diligence.

Accessing Promap V2

Accessing Promap V2

- You will only be prompted to login when you are purchasing a product or to view the OS Mastermap Topography Layer
- Use your Promap login at any time to log in/out using this icon ⏻

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

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

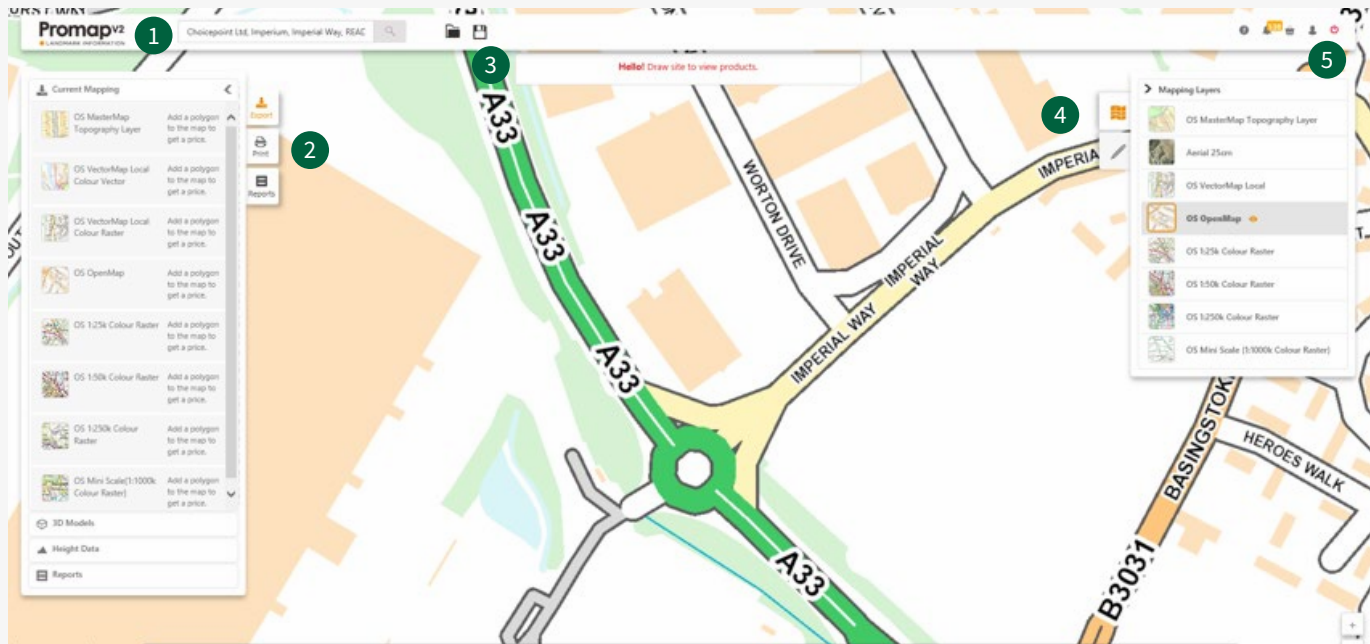- When searching using the Land Registry Title Number, simply type this into the address bar to locate your site and the Land Registry polygons will be autofilled on the map when displayed

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

DN1234	🔍

Title Number

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

Site Marker

A Site Marker will appear when you search for a site, or when you toggle this on. There are 5 options for the Site Marker, to change your preferred option go to the Account option (top right of the screen), Admin, My Settings.

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	👁 ✕

+ Notes

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

- 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
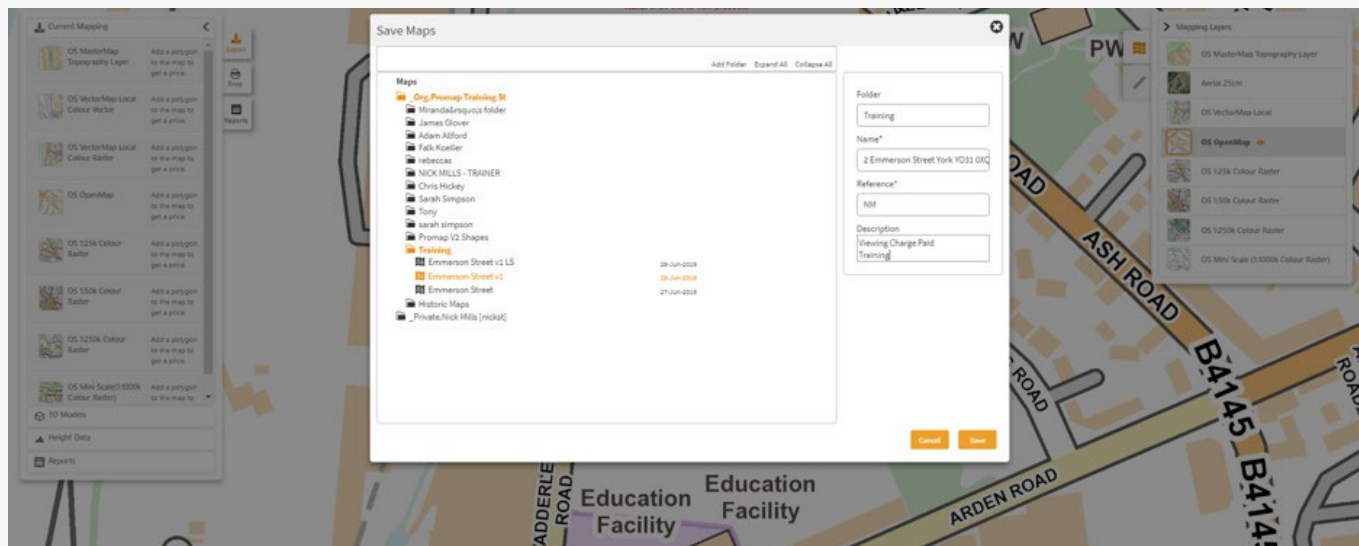
Browsing and opening your previously saved maps

- 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
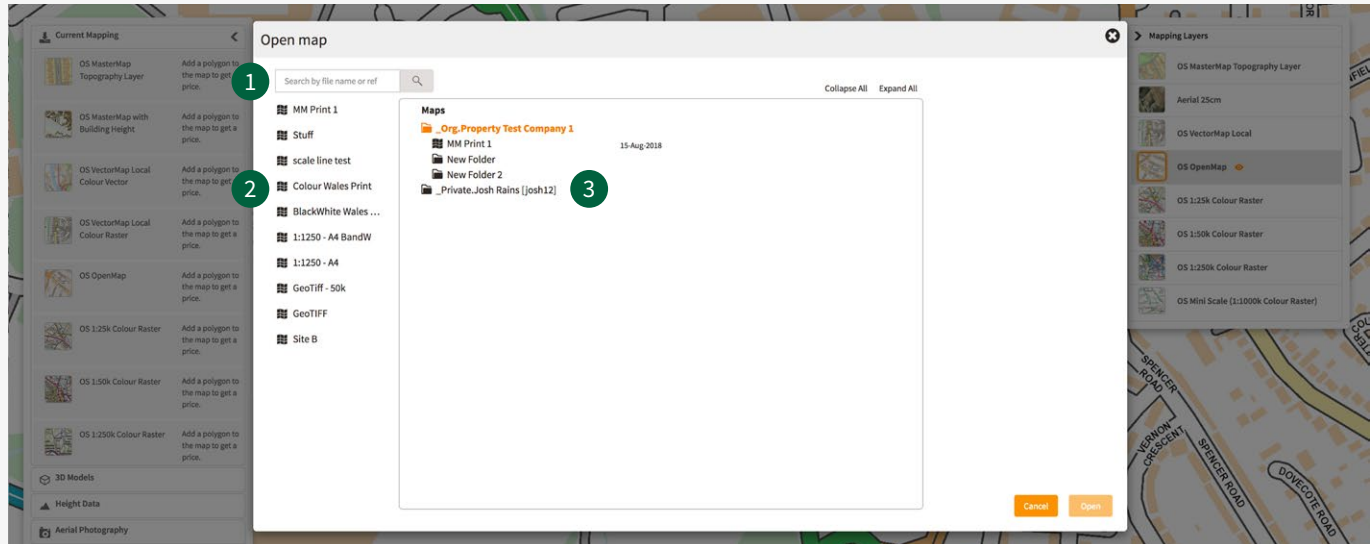
Using your previously saved maps

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

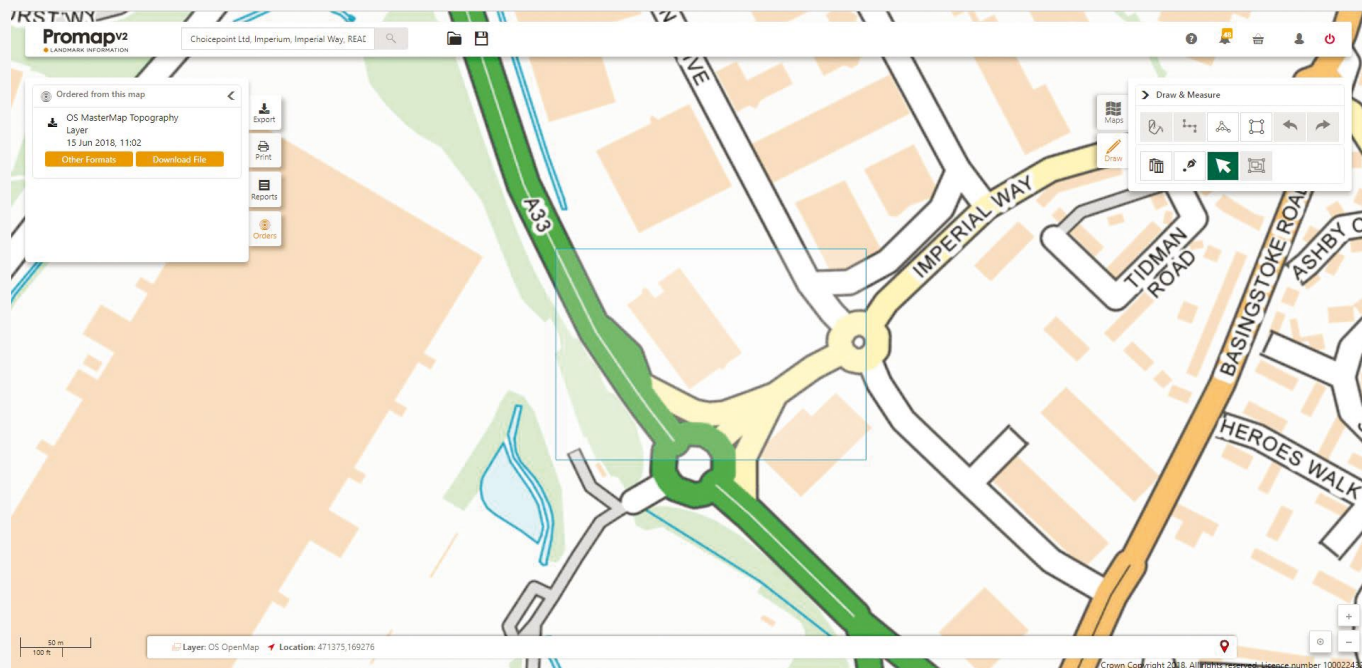|	Action	Description	Example
Print	Print	You can purchase a new Print from your Saved Map. This will come with a new 12 month licence and will cost the same as a new map.	I need to change the print frame of my map; the Print function will create a new map with a 12 month licence.
	Re-Print	Re-Print enables 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.
Export	Download File	Use this button to download your order. Can only be done when the original order is in licence.	I need access to the original file for a project that I was working on 6 months ago. The Download File function will allow me to retrieve this.
	Other Download Options	This function allows you to download your original order in a number of different formats. Can only be done when the original order is in licence.	I've just purchased my MasterMap order in a DWG format but meant to choose DXF. I'll use the Other Download Options function to request a new format.
Reports	Download File	Use this button to download your order.	I've purchased my first LandSearch report and it's now ready to download. I'll hit Download File to retrieve my order.
	View Your Data Now	Use this button to redirect to an online viewer that enables you to interact with your data.	I'd like to review the data from my LandSearch report in a more interactive way. I'll use the View Your Data Now function to get access to my online order.

Promap V2 map layers

- The **Mapping Layers** panel on the right-hand side allows you to select the layer you want to use. The available layers are as follows:
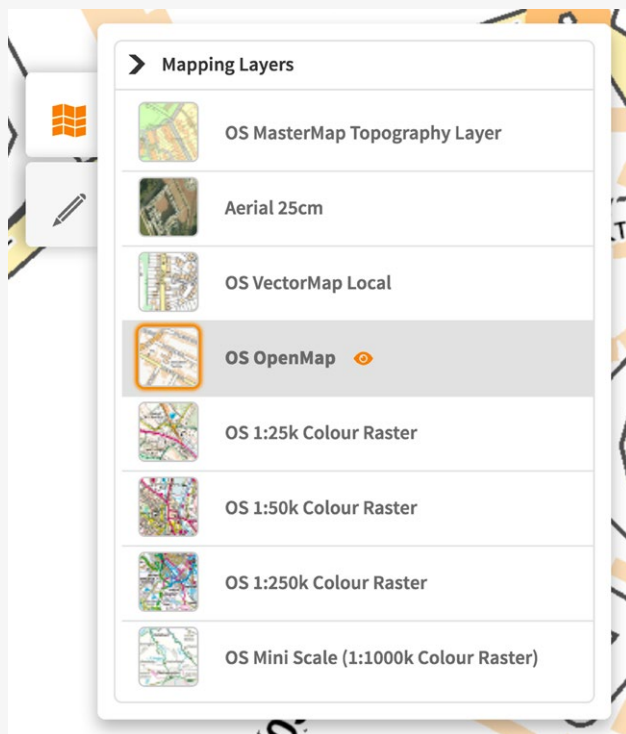
OS Mastermap Topography Layer (inc Schema 9)

Scale:	1:1,250 (Settlement)
	1:2,500 (Rural)
	1:10,000 (Moorlands)
Provider:	Ordnance Survey
Common uses:	Comprehensive mapping showing houses, factories, rivers, administration boundaries, building outlines and field boundaries
Styles:	**Colour, black and white** and **hybrid** (combining aerial)

Aerial 25cm

Survey scale:	1:25cm – Getmapping
Provider:	Getmapping
Common uses:	Site assessments, land use verification, infrastructure planning, risk evaluation, land and estate management, planning and analysis, property marketing

OS Vectormap Local

Scale:	1:10,000
Provider:	Ordnance Survey
Common uses:	Comprehensive maps showing fences, field boundaries, pathways, road names and buildings

OS 1:50k Colour Raster

Scale:	1:50,000
Provider:	Ordnance Survey
Common uses:	Offers roads, buildings, footpaths, water features and woods etc

OS Openmap

Survey scale:	1:10,000
Provider:	Ordnance Survey
Common uses:	Offers roads, buildings, footpaths, water features and woods etc

OS 1:250K Colour Raster

Survey scale:	1:250,000
Provider:	Ordnance Survey
Common uses:	Combines road, railways etc, with other key features

OS 1:25k Colour Raster

|	
Survey scale:	1:25,000
Provider:	Ordnance Survey
Common uses:	Offers clear street level mapping including building outlines, woodland and water, rights of way, points of interest and height contours

OS Mini Scale (1:1000K Colour Raster)

Survey scale:	1:1,0000,000
Provider:	Ordnance Survey
Common uses:	Clean, simple mapping. Ideal for magazine and brochure illustrations

Creating a map for print

Defining your print area

Once you have selected the map layer, select **Print** from the **Task tabs**. You will be presented with the following options:

- To fine tune the position of your frame, alter the displayed options and drag the map on screen until the area you require is outlined
- Use the **Lock Frame** option to hold the frame in position whilst you are adding your customisation

Note: **Nearby Orders** will let you know if previous orders have been placed for this area before and allow you to see the details of these.

Note: Any price discounts will be applied in the basket.

+ Notes

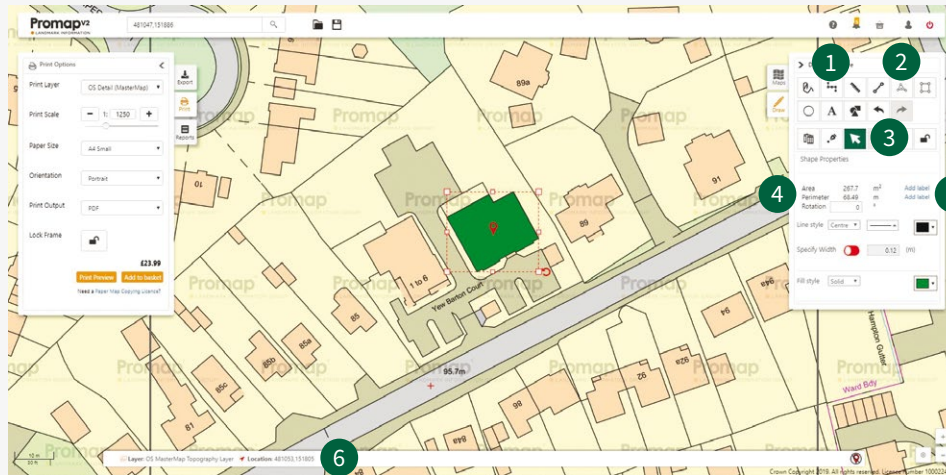# Printing, Drawing and Measuring Tools – creating shapes

- 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 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
- L & A key shortcuts allow you to accurately draw a shape or line by defining the Length and Angle of the next edge
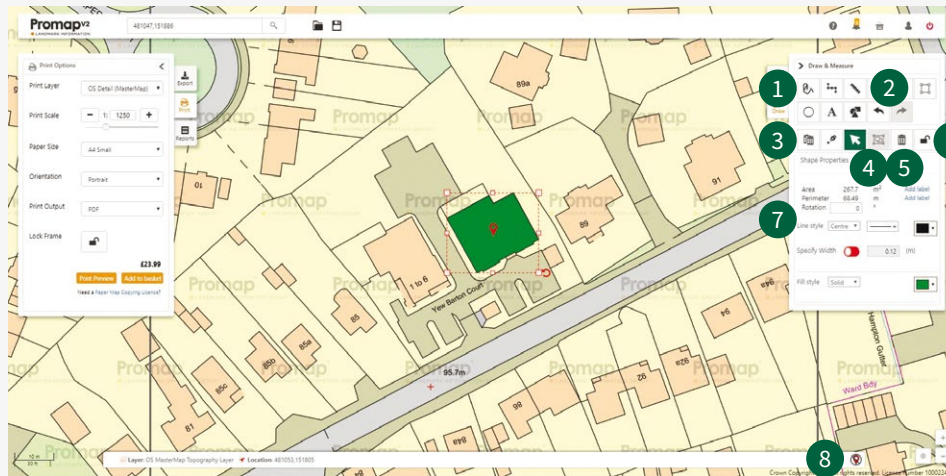
1. Fill Tool
2. Undo/redo
3. Delete All Drawings
4. Merge Tool
5. Delete Selected Drawing
6. Lock Shape
7. Shape Properties
8. Site Marker Toggle Option

# Printing Drawing and Measuring Tools – obtaining area and boundary measurements

- Selecting **Snap to Point** will populate the screen with dots that show any changes in direction of the line that they are on

- When using **Snap to Point** to obtain an area or boundary measurement make sure you click on all the dots to ensure an accurate measurement

- Use the **space bar** in conjunction with the left mouse button to join up multiple snap to point dots

- Use the **Undo/Redo** buttons if you make a mistake, or **CTRL + Z / CTRL + Y**

- To add text for your area, boundary or length measurement, click on the **Add Label** option in the **Shape Properties** box

- To accurately position dots using easting and northing co-ordinates use the **Location** section on the bottom tool bar, which show the co-ordinates of your cursor


1. Snap to Point
2. Shape Tool
3. Undo/redo
4. Shape Properties
5. Add Label
6. Location

Printing Drawing and Measuring Tools – adding shapes, lines and rotating objects

- Use the **Line** tool to define linear features
- Quickly measure features using the **Measure** tool, which will display the measurements as you are adding the line
- Add arrowheads to a line within the **Shape Properties** box

Note: The **Measure tool** is useful to quickly identify the distance between your property and amenities in the area
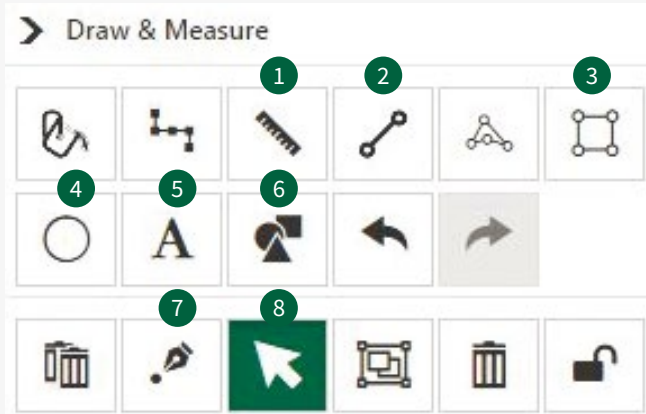
- Accurately define the height and width of a rectangle in the **Shape Properties** box
- When adding a circle, you can set the radius in the **Shape Properties** box
- To alter a completed shape, use the **Add or Remove Points** tool to make your amendments
- Use the **Move, Resize or Rotate** option to reposition your shape on screen
- The **Shape** tool will allow you to add a wide range of shapes and predefined plot sizes to the map from the **Promap Shapes** library, or you can create and save your own libraries of items
- To **Add to a drawing library** and **Create new library** just right click on a selected shape to display the dialogue box below. Here you will also find the options to **Copy** and **Paste** items, another **Lock** option to hold shapes in position and a **Position** option to allow you to control the various layers you are adding to the map

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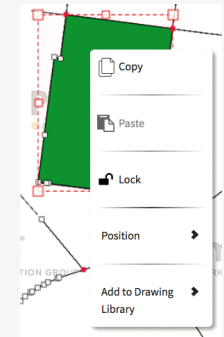
1 Measure Tool	5 Text Tool
2 Line Tool	6 Shape Tool
3 Rectangle Tool	7 Add or Remove Points
4 Circle Tool	8 Move, Resize or Rotate Tool

Headers, footers and company logos

- To insert company logos, headers and footers on to your map select the **Print Preview** option from the **Print Options** box
- To insert a company logo into the headers and footer firstly upload using the **Upload Logos** tab, and then add it to the map using one to the three position options

Note: Please ensure your logo is in a JPEG or PNG format.

- The PDF template will provide a north arrow on the map, along with the copyright and scale information. When printing the OS Mastermap Topography Layer a scale bar is also included

To proceed to the next stage please turn to the relevant section below:
- To export a digital file proceed to section 5
- To order a report proceed to section 6
- To complete your print order and checkout turn to Section 7

1 Gallery
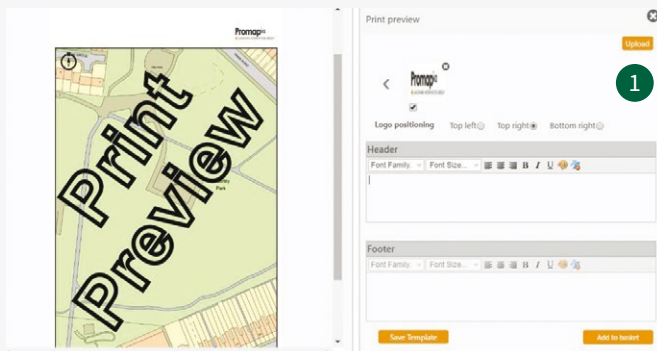
+ Notes

Exporting a digital file

Defining your export area

- Selecting the **Nearby Orders** tool will display details of the previous orders for this area

- To select your datasets you will first need to define your site area using either:

  – The **Fill** tool which will quickly allow you to outline any single self-contained polygon on the map

  – The **Shape** tool which will allow you to select and export the exact area that you require

  – The **Rectangle** tool which allows you to set a rectangle area of your choice

- Select your required area in order to receive an accurate price

Note: The Fill tool is only available on the OS Mastermap Topography Layer.

1 Nearby Orders
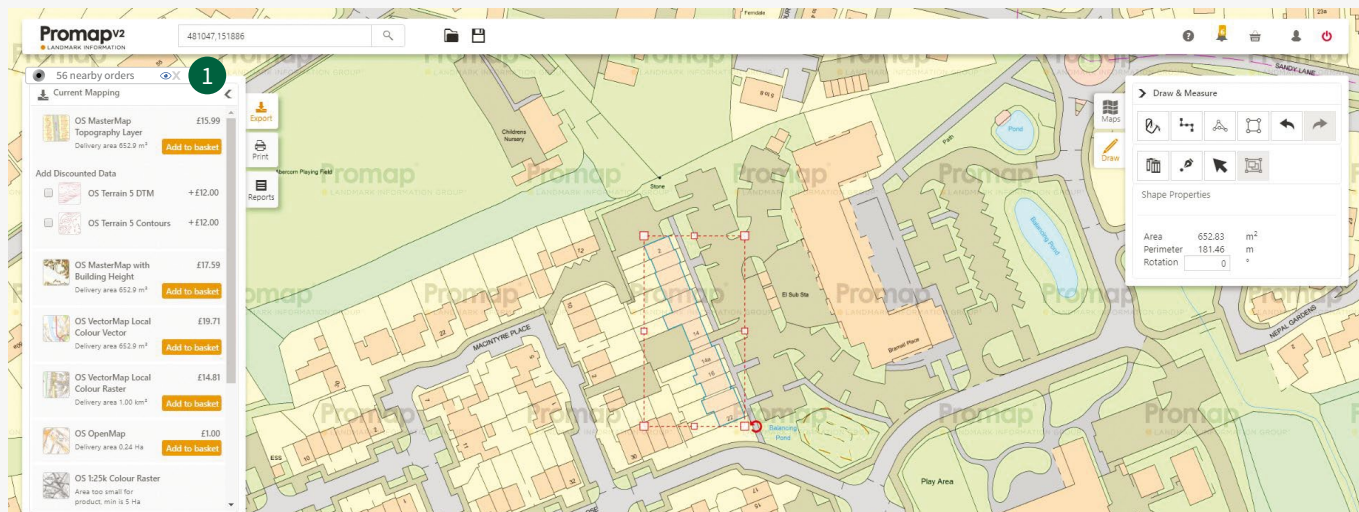
Selecting your datasets

- You will be able to select your export format and gridline options in the **Basket** when checking out
- Datasets available from Promap V2 Export include:
  - Current Mapping Layers
  - Zmapping 3D Models
  - OS Detail 3D Data Bundle
  - OS DTM (Digital Terrain Model) and Contour Height Data
  - EA DTM and DSM (Digital Surface Model) Height Data
  - Getmapping Aerial Imagery at 12.5cm, 25cm, 50cm and 1m resolution

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Ordering a report

Defining the area for your report

- To select your reports you will first need to define your site area using either:
  - The **Fill** tool which will quickly allow you to outline any single self-contained polygon on the map
  - The **Shape** tool which will allow you to select and export the exact area that you require
  - The **Rectangle** tool which allows you to set a rectangle area of your choice
- Select your required area in order to receive an accurate price

Note: Reports can be ordered from any map layer.

Note: The Fill tool is only available on the OS Mastermap Topography Layer.
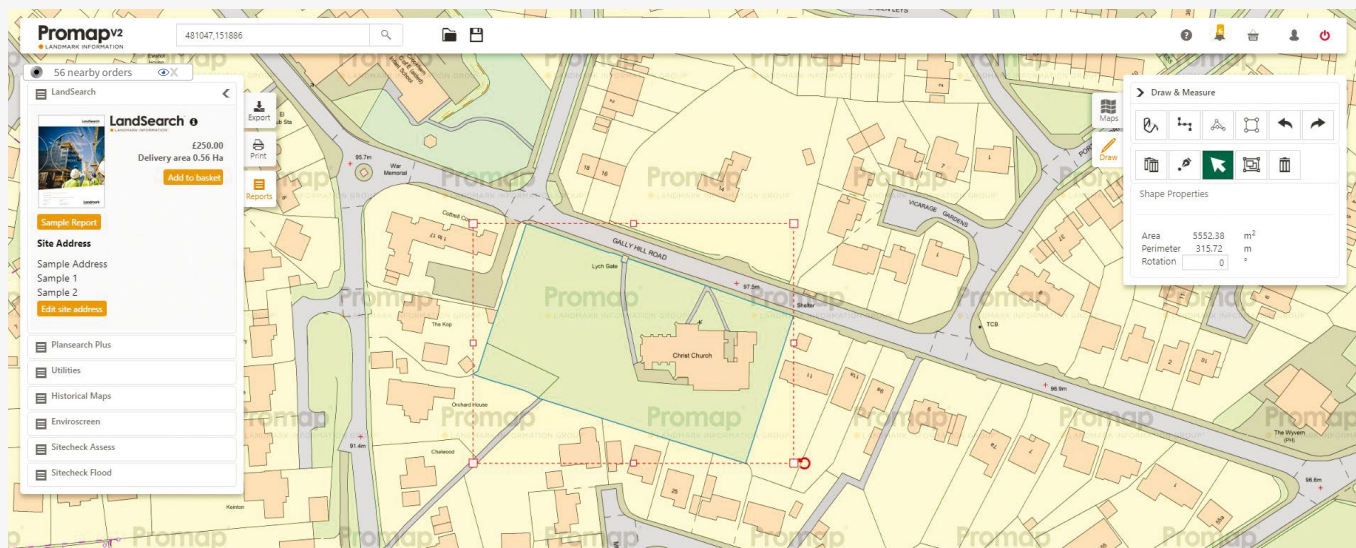
Selecting your reports

LandSearch Development Site Assessment Report

Key features

- A development site assessment report that brings together all the information you would need to assess a new site including:

  – Land use designations

  – Planning

  – Ownership

  – Constraints

  – Local information

  – Local market analysis (PDF only)

- Ordering the report also allows you to access the free LandSearch viewer to interrogate the data to obtain a far greater degree of detail


Plansearch Plus

Key features

- This planning report for residential properties brings together all the planning information you need for your site and includes:

  – Planning applications (residential planning applications & non-residential planning applications)

  – Land use designations (housing & community, business & economy, resources & waste, transport infrastructure, heritage & open environment)

  – Your neighbourhood (rights of way, housing, population, education and amenities)

- The report will be emailed to you in PDF format and will be available to download from V2 within an hour of ordering it

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Utilities

Key features

- A visual overview map of the search area
- A summary report showing a list of utility companies contacted
- Utility company response plans where affected or a response letter confirming the location is not affected
- Prevents expensive litigation if damage is caused
- Prevents delayed project design
- Prevents increased foundation costs
- Reduces added danger for the workforce involved
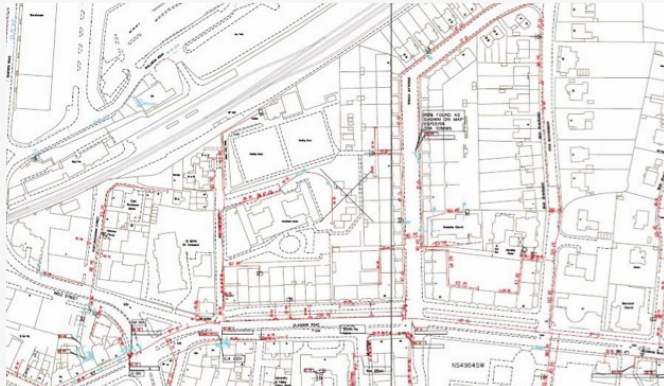
Historic Maps

Hints & tips

- Always preview your map before ordering. There are over one million maps in the database which have all been scanned in and the quality is going to depend on what condition they were in before they were scanned
- Historic Maps can be downloaded individually in PDF format
- Always save your Historical Maps to your computer before opening them, to prevent losing them
- Historic Maps are created at A3 size. They should therefore be printed to A3 paper to be viewed as intended. It is possible to print PDF files to A4 paper using Acrobat Reader, which is generally set up to resize large documents
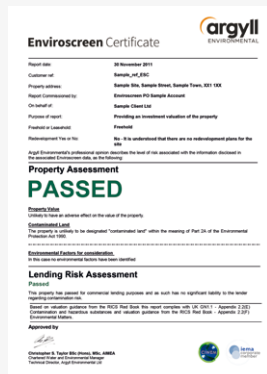
Enviroscreen

Key features

- Online risk screening tool for contaminated land

- Comprehensive PI cover up to £5 million

- Professional opinion from Argyll Environmental Consultants given to indicate whether the site has PASSED or if FURTHER ACTION is required

- Looks at 130 different datasets including landfill, flooding, radon and mining

- Location map with features plotted on an aerial map

- Suitable for sites up to 2 hectares

Note: In most situations your Enviroscreen report will be sent within 15 minutes of ordering. However If FURTHER ACTION comes back the client will get an initial email advising them that information has been referred to our in-house consultants, then within 48 hours an email advising exactly what further action is required.

+ Notes
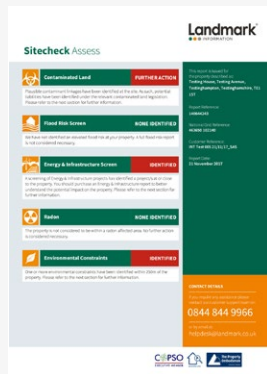
Sitecheck Assess

Key features

- Search radius within 500m of the site boundary
- Includes an OS location map with current and historical land use maps
- Sensitivity map with separate flood map
- Comes with a professional opinion from Argyll Environmental Consultants
- £10 million PI cover and complete protection against Part IIA of the Environmental Protection Act 1990

Sitecheck Flood

Key features
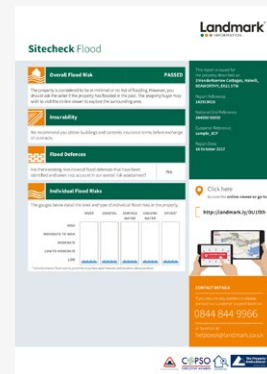
- Search radius within 250m of the site boundary
- Examines the site for:
  - Overall flood risk
  - Insurability
  - Flood defences
  - Individual flood risks
- Comes with a professional opinion and recommendations from Argyll Environmental Consultants
- £10 million PI cover and complete protection against Part IIA of the Environmental Protection Act 1990

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Submitting your orders in Promap V2

Viewing the basket and submitting your order

- Select the format for your exports and add gridlines within the **Basket**

- For your reports you will be able to **Edit the Site** address again at this stage

- You will be required to **Add Project Reference** and **Add Purchase Order Reference** for each item ordered, before you can submit your order

- Once you have selected **Submit Order** Promap V2 will prompt you to save your orders and then take you to the **Order History** section

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Order history and tracking previous orders

- **Order History** is accessible by selecting the **Account** icon in the top right-hand corner of the main map screen
- Selecting your order from the list will display its details in the right-hand section of the Order History box, where you will be able to **Download File**, **Re-print** or **Edit Print**
- On the left hand side of **Order History** you will find a number of options that will allow you to track specific reports.

These include:

- Keywords
- Order Type
- Order Date
- Your orders or company orders
- Licence Status

Expenditure and administration

Recording costs – Views

- Views enable you to view the OS MasterMap Topography Layer. One view is equivalent to 1km^2 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.
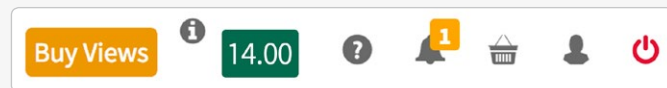
+ Notes

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

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

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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

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Appendices

Glossary of common terms

3DS	3D Graphic File used for transferring models between 3D programs or for storing models for 3D resource catalogs
ASCII	American Standard Code for Information Interchange (ASCII) is a character encoding scheme based on the ordering of the English alphabet
BMP Bitmap	A windows raster format without compression
CSV	Comma Separated Value file, used by Microsoft Excel
DSM	Digital Surface Model
DTM	Digital Terrain Model
DWG	AutoCAD data format
DXF	Data Exchange Format, commonly used with AutoCAD
EA	Environment Agency
GEOTIFF	A tiff image with georeferencing embedded into the header file
GIF	Graphics Interchange Format (raster format superseded by PNG)
GML	Geography Markup Language
HIPs	Home Information Packs
HMLR	Her Majesty's Land Registry

IBU	Internal Business Use Licence
JPEG	A highly compressed data format, suited to photo images
KML	Keyhole Markup Language (Google Map's version of GML)
LA	Local Authority
Mapinfo TAB	TAB format is the native file format of MapInfo. Tab files store both feature geometry and attributes
MID	Default interchange format for MapInfo applications
MIF	Format used by MapInfo
NGR	National grid reference
PDB	Licence Plan, Design, Build Licence
PDF	Portable Document Format
PMCL	Paper Map Copying Licence
PNG	Portable Network Graphics (raster format that improves on GIF)
POI	Points of Interest
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.

Useful Contact Information

Landmark welcomes your questions, comments and suggestions.

Imperium
Imperial Way
Reading
Berkshire
RG2 0TD

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.

Tel   0844 844 9960
Email customerservice@promap.co.uk

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Landmark®
●●● INFORMATION GROUP

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Customer Services	Tel	0844 844 9960
	Email	customerservice@promap.co.uk
Training Department	Tel	0844 844 9965
	Email	training@promap.co.uk