Course Companion.

Promap.

Contents

Introduction

How to use this guide

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

For each section of your training course you will find an image page along with some hints and tips relating to that section.

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 or anyone 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.

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 and height data
- Licence management
- Planning reports
- Flooding, ownership and land use instantly available on screen

In addition there are now a number of free and Premium Layers which can be overlaid quickly and easily on to the mapping to get a fuller picture of the status of your site.

Promap

Promap 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, into other applications such as CAD packages and GIS.

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

Accessing Promap

- You will be prompted to login as soon as you access the Promap system which will allow you to purchase any product or access the OS Mastermap Topography layer for a new site

- Use your Promap login at anytime to log in/out using icon 4 in the diagram below

1. Address Search Bar
2. Task Tabs
3. Mapping Layers, Drawing and Measuring Tools and Layers
4. Login
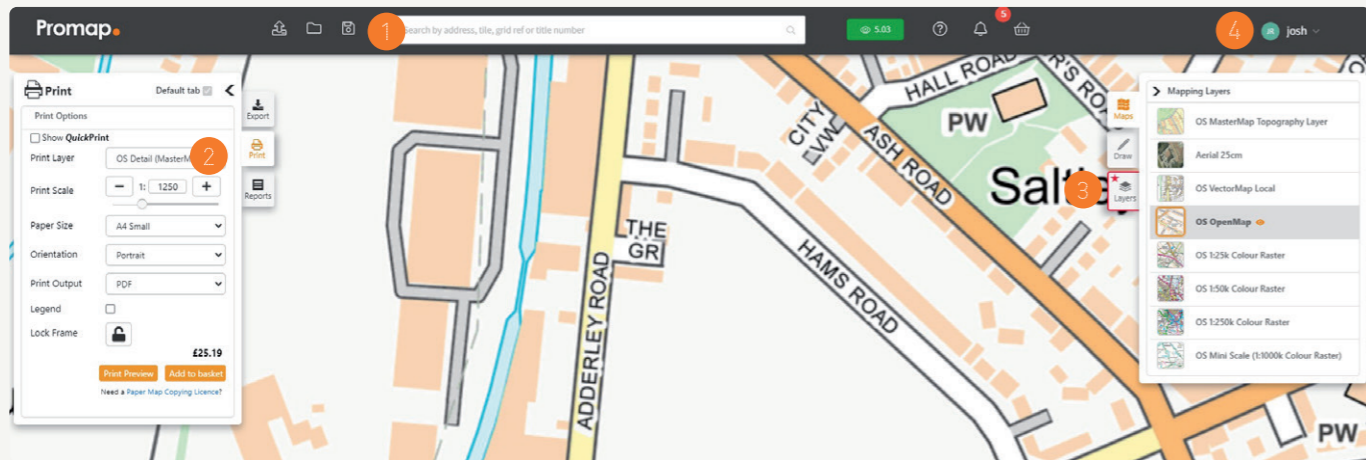
Searching for new sites

- 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 auto filled onto the map when displayed

Note: The Land Registry Title Numbers search is only applicable for England and Wales
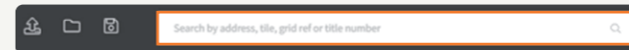
Uploading shape files

- To upload a predefined shape file into Promap which will map your polygon directly onto the required map location use the upload option

Note: The upload option is also available under the Drawing and Measuring tools

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 and to change your preferred option go to the Account option at the top right of the screen then click Admin and My Settings.
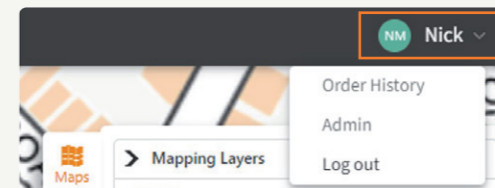
Nearby Promap orders and saved maps

If you are searching for a new site and you see the Nearby Orders/Saved Maps bar appear at the top of the screen it means that a map has been saved or ordered for an area within 500m of your site by somebody within your organisation. Click on the relevant option to access that area and potentially re-use this map.
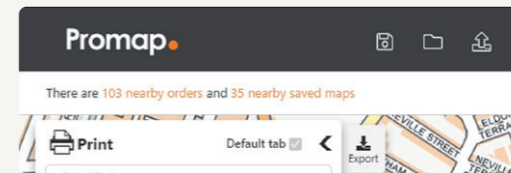
Saving and saved maps

Saving new maps in Promap

- To access the Save Maps Window at any time click on the 'Save as' 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 New Folder option in the top right-hand corner. Subfolders will be created within any folder that you have selected Name or Ref facility much easier

Note: You must be logged in to use the Open Maps and Save Maps functions. The date filter will default to show maps saved in the last year but you can update this to Last 6 months, Last 18 months or Show all.

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
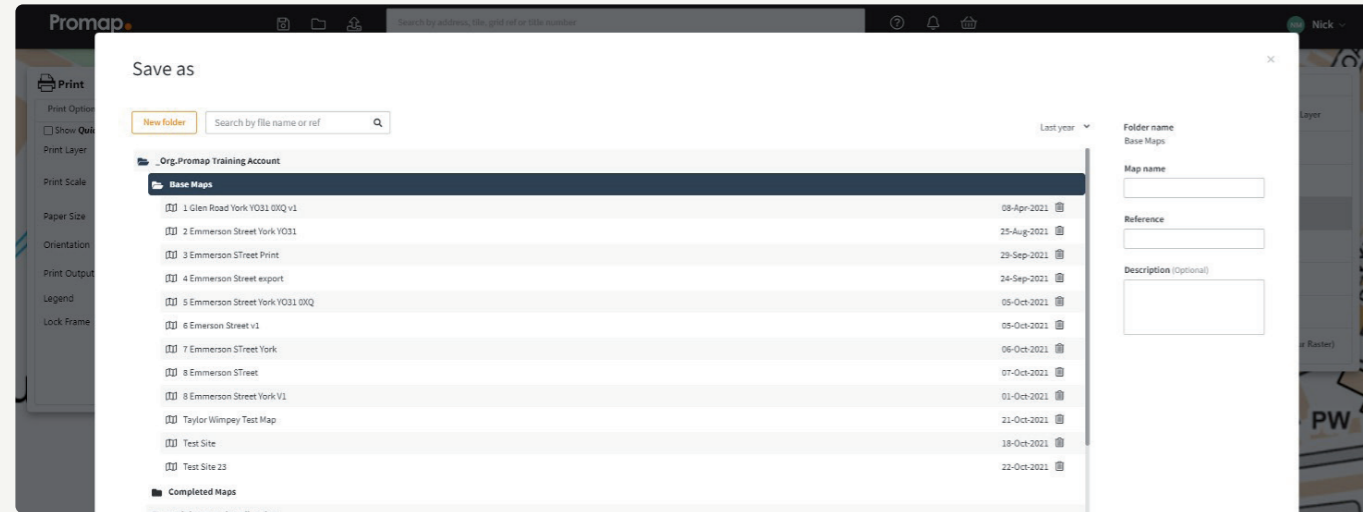 - **Recent** shows the 10 most recently accessed maps on the new system
  - **Browse** shows all the folders and maps you have access to on Promap

- When you have selected your map in the Open Save Map menu it will automatically display any orders that have been placed on the system for it, select the order and you will be given the options to either open the map or edit the print.
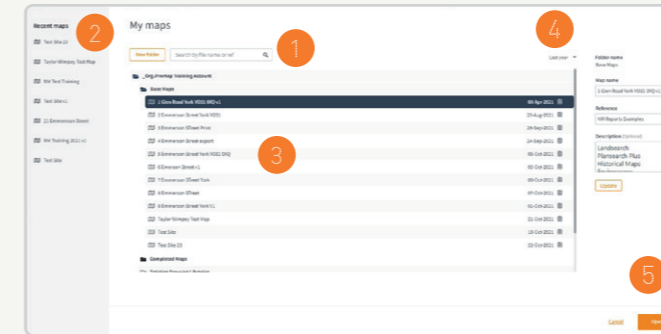
Saved maps date filter

- The date filter will default to show maps saved in the last two years but you can update this to see older maps

- The Search Functionality will search all maps regardless of the date filter

Saved maps administration

- To rename a map when the map is selected, simply change its name in the right hand window and hit the update button that is available

- Move maps and folders by simply holding down left click over the required map and dragging the map/folder to its new location. The icon will show a green tick when hovering over a file that it can be moved to and a red cross on a location where it cannot be moved to.

1. Search
2. Recent
3. Browse
4. Saved Maps Date Filter
5. Open

Using your previously saved maps

- You have a number of options when reusing your maps. The table opposite details the various choices for each of the journeys

- Any map that has an order within its licence period will display under the Orders tab. From here you can re-download or edit maps that you have previously ordered. This will include in-licence orders from the previous version of Promap
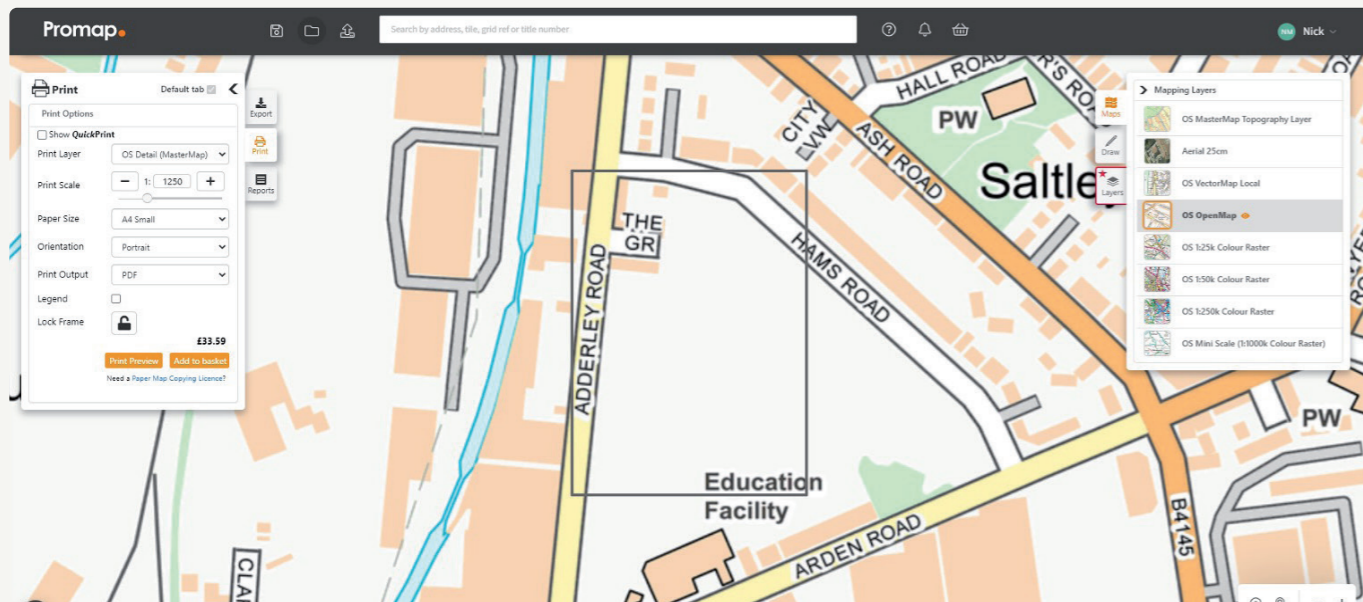
|	Action	Description	Example
Print	Print	You can purchase a new Print from your Saved Map. This will come with a new 12 month licence and will cost the same as a new map.	I need to change the print frame of my map; the Print function will create a new map with a 12 month licence.
	Re-Print	Re-Print enables 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 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:
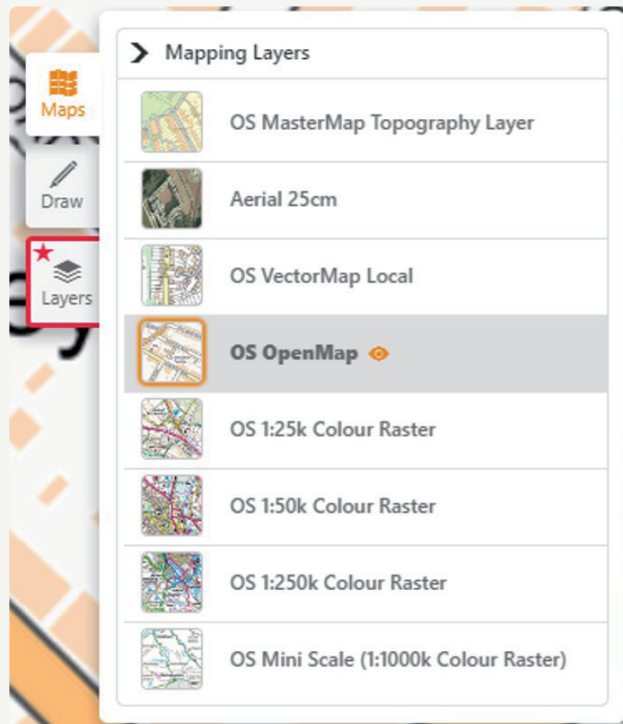
OS MasterMap Topography Layer

Scale:	1:100 −1:1,250 (Settlement) 1:100 −1:2,500 (Rural) 1:100 −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:	1:100 − 1:20,000 − 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:	1:3,000 − 1:10,000
Provider:	Ordnance Survey
Common uses:	Comprehensive maps showing fences, field boundaries, pathways, road names and buildings

OS OpenMap

Survey scale:	1:500 − 1:20,000
Provider:	Ordnance Survey
Common uses:	Offers roads, buildings, footpaths, water features and woods etc.

OS 1:25k Colour Raster

Survey scale:	1:8,000 − 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 1:50k Colour Raster

Scale:	1:15,000 − 1:60,000
Provider:	Ordnance Survey
Common uses:	Offers roads, buildings, footpaths, water features and woods etc

OS 1:250k Colour Raster

Survey scale:	1:75,000 − 1:250,000
Provider:	Ordnance Survey
Common uses:	Combines road, railways etc, with other key features

## OS Mini Scale (1:1000k Colour Raster)

Survey scale:	1:300,000 − 1:1,000,000
Provider:	Ordnance Survey
Common uses:	Clean, simple mapping. Ideal for magazine and brochure illustrations

Promap data layers

- The Layers panel on the right-hand side gives you access useful data search as ownership information or flooding. Simply select the data from the list to view on the map

- There are a number of free datasets to view however you can unlock the Premium Layers via a monthly subscription. Find general information about these on page 12 or for more in depth information please refer to our Data Layers user guide

- All the Free and Premium Layers can be viewed on the OS MasterMap Topography, Aerial, OS VectorMap Local and OS OpenMap layers

Land Use Designations dataset

The Land Use Designations is a dataset of Local Development Plans, which are documents published by the Local Authority and detail the various planning strategies for the region. These documents are intended to guide development and include detailed proposals for individual sites as well as identifying areas suitable for housing, industry, retail, conservation or other land uses. This dataset has been derived from the normalisation of land use types shown in the plans and indicates their extents and locations as points, lines and polygons.

Corporate Ownership dataset

This dataset contains a list of freehold or leasehold title registrations across England and Wales, where the registered legal owner is a 'non-private individual' organisation, which is incorporated in or outside the United Kingdom.

+ Notes

Premium layers

- Additional datasets including Planning Applications, Personal Ownership, Constraints, Property Sold Prices and Highways, these are available as part of the Promap Premium Subscription

- If you are a non-admin user, you can request access to this subscription, this request will need to be signed off by an admin user. If you are an admin user, you can sign up to this subscription instantly

- Once active, the dataset will be enabled within the Layers tab for your individual username

- All the Free and Premium Data Layers can be viewed on the OS MasterMap Topography, Aerial, OS VectorMap Local and OS OpenMap layers
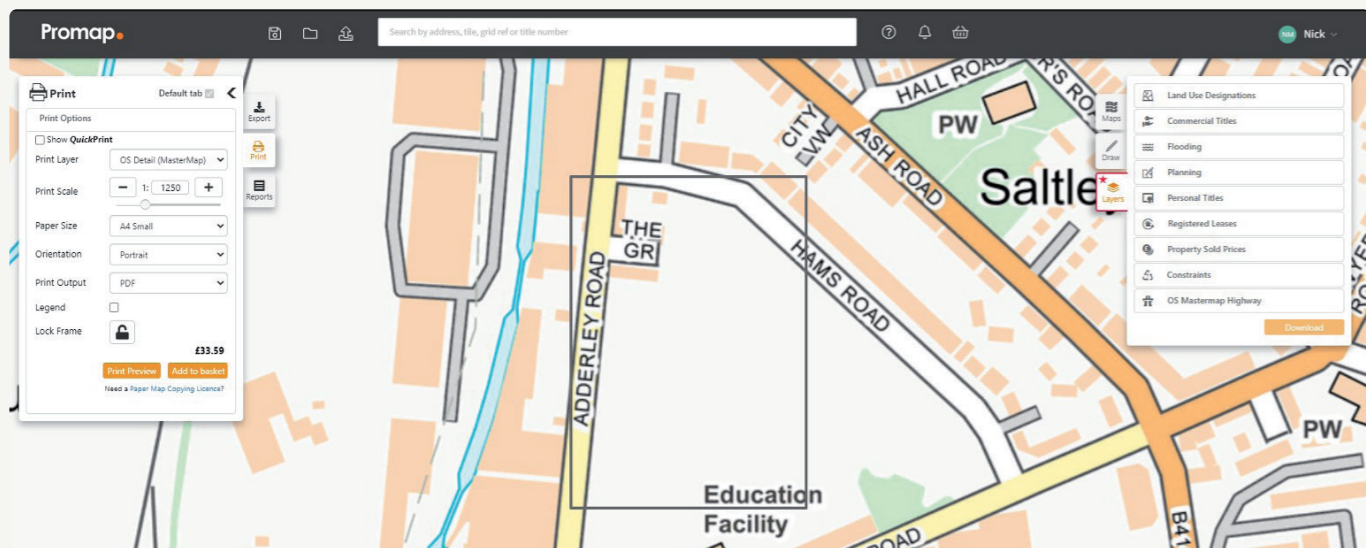
Promap subscription management

- As an Admin user within Promap, you can manage all subscriptions within your organisation. The Subscription Management tool can be found within the account tools in the top right-hand corner of the screen by clicking the Profile icon

- You can add new subscription licences to users by typing their name into the search bar and clicking Add

- You can reassign licences from one username to another

- You are also able to cancel licences, this will remove a user at the end of the current billing month. The user's access will remain in place until the end of that month
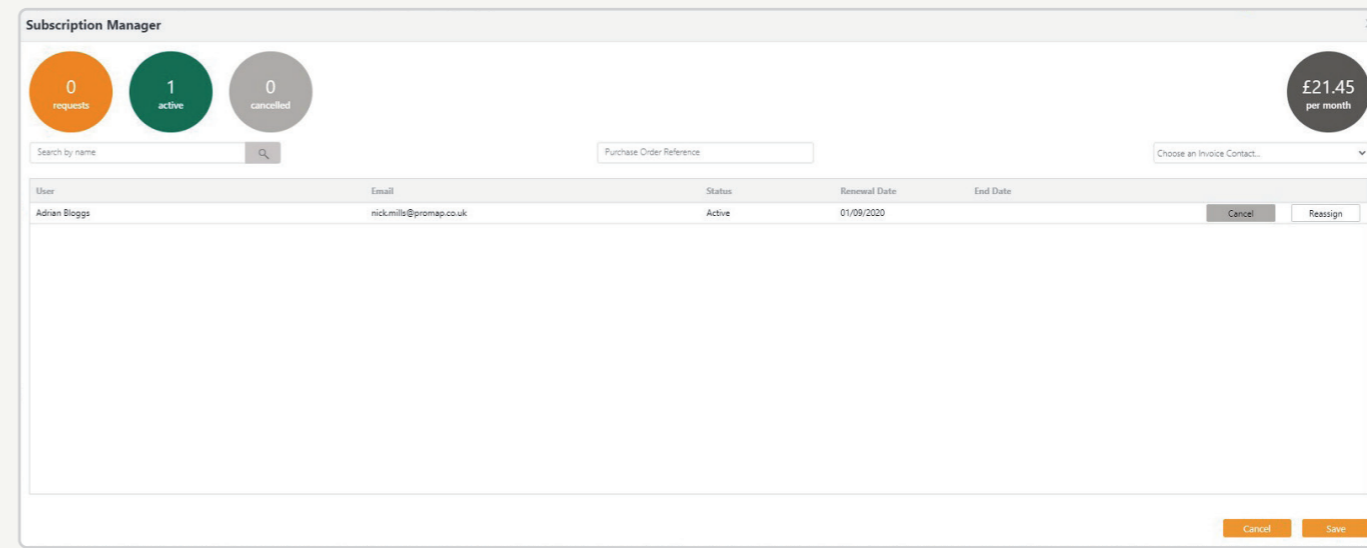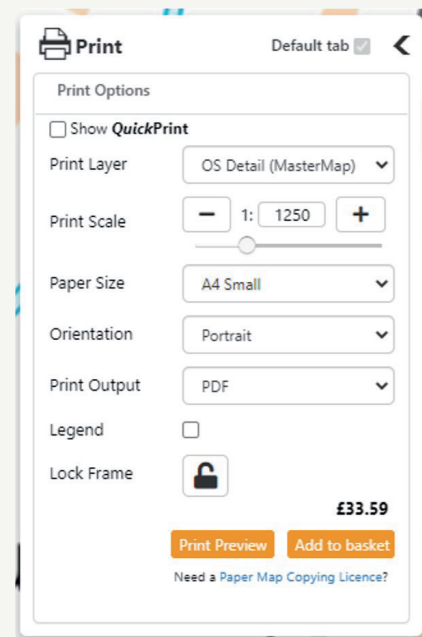
Image and print

Defining your print area

Once you have selected the map layer, select Image and 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 in the image opposite and drag the map on screen until the area you require is outlined

- If you have a **Paper Map Copy Licence** you will find you have an additional Print Output option allowing you to take both a PDF and an image of the map at the same time, significantly speeding up the ordering process if you need both

- 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.

If printing is going to be the task you undertake most often select the default tab option at the top of the print options section on the left-hand side to default to there whenever you log in.
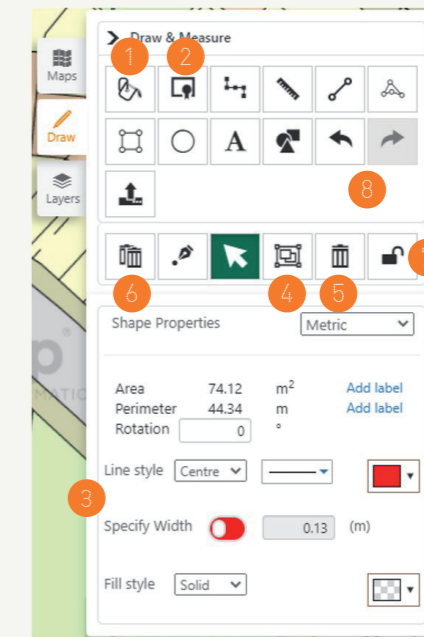
Printing, drawing and measuring tools – creating shapes

- To quickly remove the site marker from the map use the toggle option located on the task bar at the bottom of the screen

- Quickly outline a single shape with a self-contained boundary using the Fill tool

- Outline a freehold title using the Title 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 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

Note: The Fill Tool along with Snap to Point are only available on the OS MasterMap Topography Layer.

The Title Fill Tool is available on the OS MasterMap Topography, Aerial, VectorMap Local and OS OpenMap Layers.

When using the Title Fill Tool your selected shape will be outlined in red but Promap will also highlight any other areas of land connected to this title in blue. The Title Fill Tool is only available for England and Wales.


1. Fill Tool
2. Title Fill Tool
3. Shape Properties
4. Merge Tool
5. Delete Selected Drawing
6. Delete all drawings
7. Lock Shape
8. Undo / Redo

Printing, drawing and measuring tools – obtaining area and boundary measurements

- Selecting Snap to Point will populate the screen with points 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

1 Snap to Point
2 Undo / Redo
3 Add Label
4 Shape Tool
5 Line Tool
6 Measure Tool
7 Shape Properties
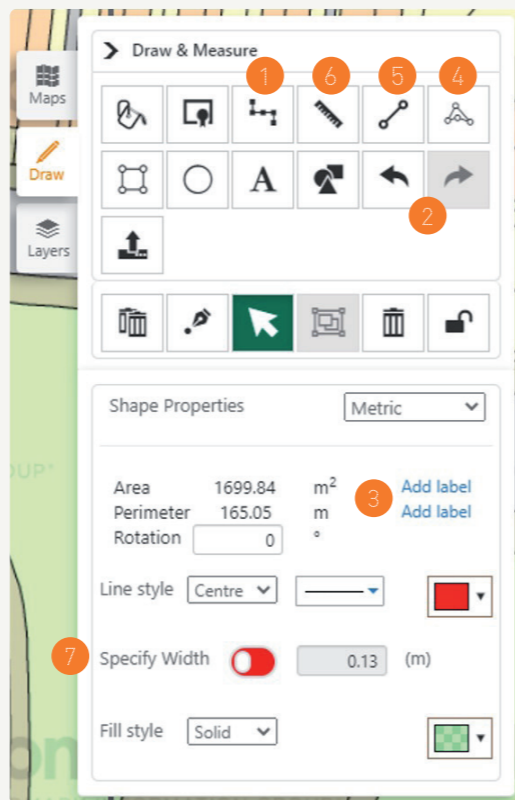
Note: When using snap to point on the OS MasterMap Layer you will be required to zoom in until the snap to point option becomes active, as you then roam into a new area on the map it will automatically load the points for that area.

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

- To reopen a shape created in Promap, select it and use CTRL + Enter

- 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. This bottom task bar will also display the OS Tile Number and National Grid Reference

Note: When you are in the process of outlining or measuring boundaries using the Line or Shape tools you can move the map to access new areas by holding down the left-click button and dragging the map in the required direction.

- 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 for your line

Note: The Measure tool is useful to quickly identify the distance between your property and amenities in the area.

Printing, drawing and measuring tools – adding shapes, lines and rotating objects

- 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 or see exactly what points on an outline you have already selected, select the Add/Remove Points tool and click on the outline of the shape you wish to alter

- The Shapes 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

- Use the Move, Resize or Rotate option to reposition your shape on screen

- You can add Gridlines to your map, this option is found on the My Settings tab within the Admin Accounts tools in the top right-hand corner, simply click the Profile icon and Admin


1	Rectangle Tool	4	Add / Remove Point
2	Shape Properties	5	Shapes Tool
3	Circle Tool	6	Move, Resize & Rotate
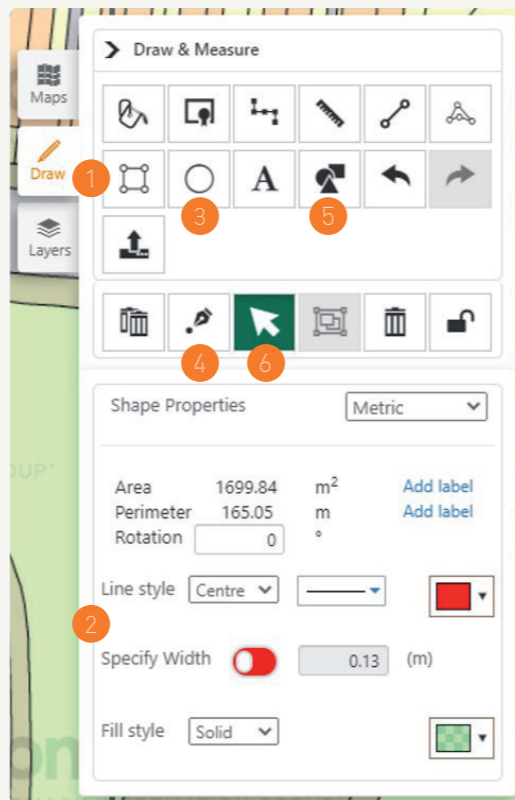
Printing, drawing and measuring tools – shape sub-menu

- Right click on your selected shape on the map to bring up the Shape sub menu which will then provide you with a number of additional options

- To quickly add a duplicate of your selected shape to the map use the Copy and Paste options.

- As well as the main lock option for your shape under the drawing and measuring tools there is an additional Lock/Unlock option in this sub-menu

- It is possible to group shapes in Promap by holding down the shift key and selecting the shapes you want to group, once they have been selected simply right click and select the group option

- The Position option in the sub-menu will allow you to alter the position of your selected shape in relation to the other shapes you have added to your map. For example it will allow you to send a shape behind another one or bring a shape in front of another one

- To add a shape to an existing drawing library of your own or create a new library just right click on a selected shape to display the dialogue box and select add to drawing library

- Select Special (Lock to Background) to make the OS boundary lines visible through your site outlines. Please note you must be on the Black and White MasterMap layer in order to use the Lock to Background option

- To add a buffer to your shape of a specific size simply select the buffer option and enter the buffer size you require
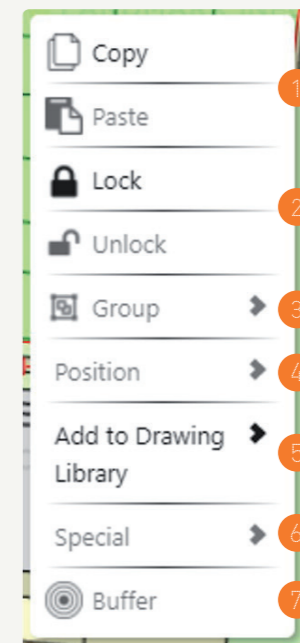
1	Copy / Paste
2	Lock / Unlock
3	Group
4	Position
5	Add to Drawing Library
6	Special (Lock to Background)
7	Buffer

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

- If you are regularly applying your company logo in the same position and including standard text such as a disclaimer you can save them as a template which can then be easily applied via the template option at the top of this dialogue box.
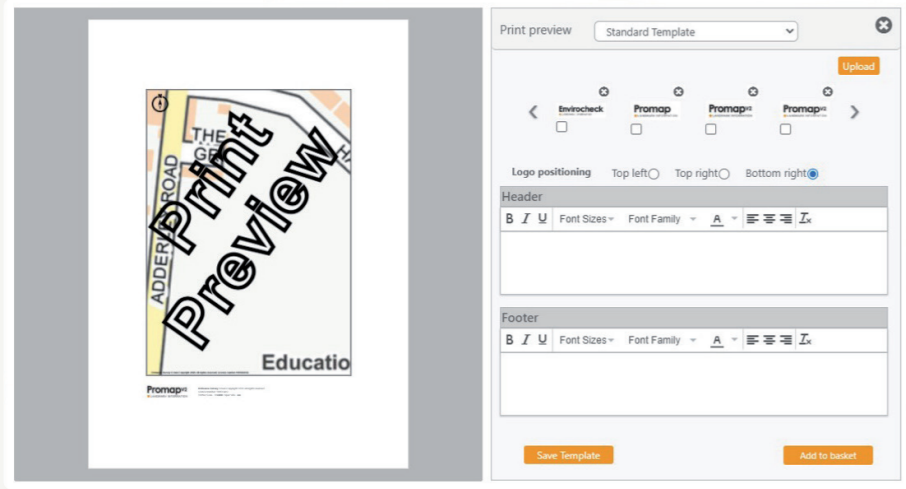
To proceed to the next stage please turn to the relevant section below:

- To export a digital file proceed to Section 6

- To order a report proceed to Section 7

- To complete your print order and checkout turn to Section 8

Exporting a digital file

Defining your export area

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

Note: If exporting is going to be the task you undertake most often select the default tab option at the top of the export section on the left-hand side to default to there whenever you log in.

- To upload a pre-defined shape file into Promap which will map your polygon directly onto the required map location use the upload option
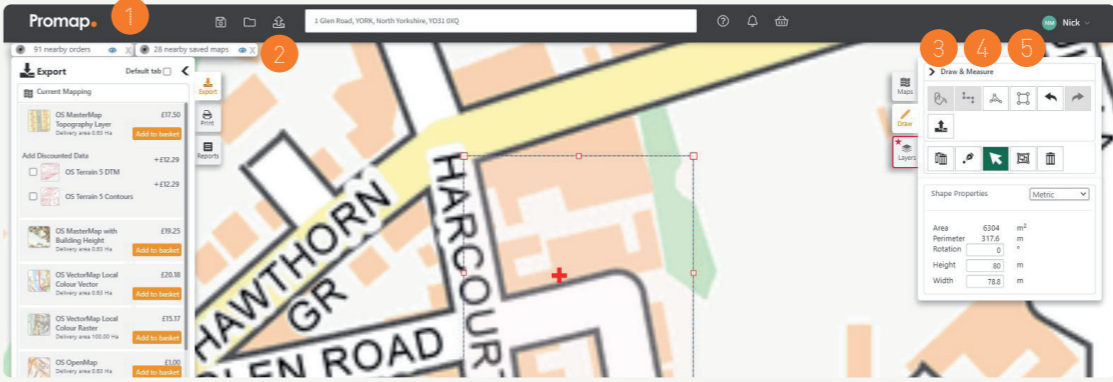
Note: The upload option is also available under the drawing and measuring tools if you already have your map displayed.

- 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 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
2. Upload Shape File
3. Fill Tool
4. Shape Tool
5. Rectangle Tool

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 Export include:
  - Current Mapping Layers
  - Zmapping 3D Models
  - OS Detail 3D Data Bundle
  - OS Digital Terrain Model (DTM) and Contour Height Data
  - EA DTM and Digital Surface Model (DSM) Height Data
  - Getmapping Aerial Imagery at 12.5cm, 25cm, 50cm and 1m resolution

Note: If you are selecting the OS MasterMap Topography Layer and either the OS Terrain 5 DTM and/or Contour data, you can select them as a bundle to gain a significant discount on the height data.
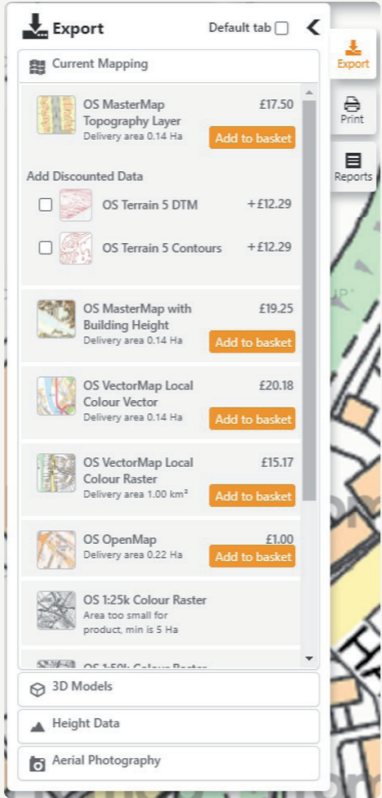
Ordering a report

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
- To upload a predefined shape file into Promap which will map your polygon directly onto the required map location use the upload option

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

Note: Reports can be ordered from any map layer.

The Fill tool is only available on the OS MasterMap Topography Layer.

The upload option is also available under the drawing and measuring tools if you already have your map displayed.

If ordering reports is going to be the task you undertake most often select the default tab option at the top of the reports section on the left-hand side to default to there whenever you log in.
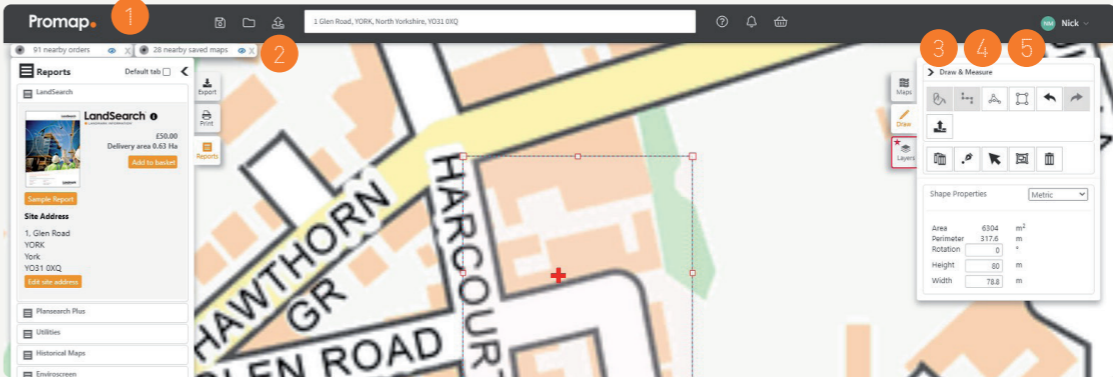
1. Nearby Orders
2. Upload Shape File
3. Fill Tool
4. Shape Tool
5. Rectangle Tool

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 and non-residential planning applications)
  - Land use designations (housing & community, business & economy, resources & waste, transport infrastructure, heritage and 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 Promap within an hour of ordering it
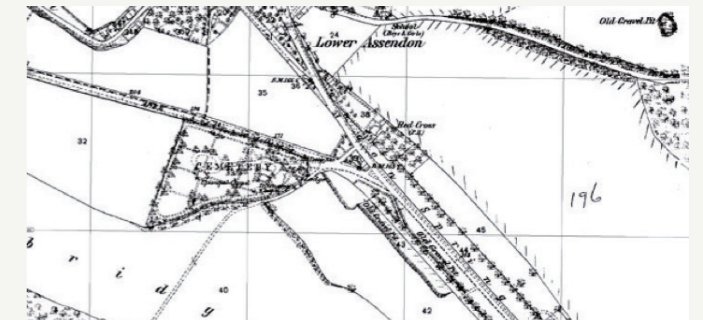
Utilities

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
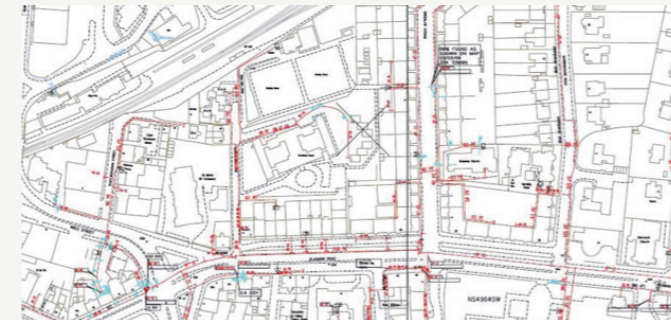
Historic Maps

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 £5m

- 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 an 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.

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

Submitting your orders in Promap

Viewing the basket and submitting your order

- If you are selecting Image as a print output you will need to select the image format you require

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

- For your reports you will be able to edit the Site address at this stage

- You will be required to add references for each item ordered, before you can submit your order

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

+ Notes

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 select the required action.

- 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

Recording costs – Views

- Views enable you to view the OS Mastermap Topography Layer, One view is equivalent to 1Km squared of mapping

- Discounts are available when bulk purchasing views

- Your current view balance is available in the top header bar as outlined below 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 to 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 expenditure in Promap
  - Selecting **Account** which is found under the Account option in the top right-hand corner of the screen, will show you tour 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

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 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

Appendices

System hotkeys and shortcuts

There are a variety of keyboard shortcuts in Promap. Please see a summary of these below:

Keyboard shortcuts

- Undo: Control + Z
- Redo: Control + Y
- Reopen Completed Shape: Control + Enter
- Delete: Delete key
- Set Angle: A
- Set Length: L

Drawing Tool shortcuts

- Shift + Left Click: allows you to select multiple shapes at once
- Shift while drawing a shape: Draw freehand
- Control + Resizing a shape: Changes the size of the shape from all sides

Snap-to-Point shortcuts

- Space bar + Left Click: while Snap-to-Point is active, hold down space bar and left click to join consecutive points.

System requirements

Promap 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.

+ Notes

Useful Contact Information

Landmark Geodata 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 and webchat are open from 9am to 5.30pm, Monday to Friday.

Tel 03300 366611
Email customerservice@promap.co.uk

To access our **webchat** facility click on the icon highlighted below in the bottom left-hand corner of the screen.
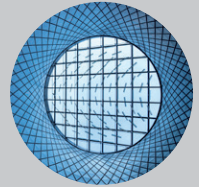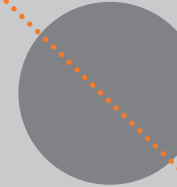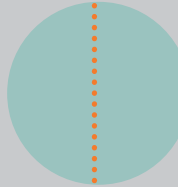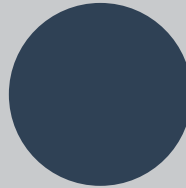
Need help?

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