

GoView User Guide.



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Introduction

How to use this Guide

Welcome to the Promap GoView User Guide. This guide is designed to assist you with ordering the GoView location bundle through Promap.

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

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

Promap Accessibility

The Promap platform through which you can now purchase the GoView location bundle is compatible with all modern browsers, it 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.

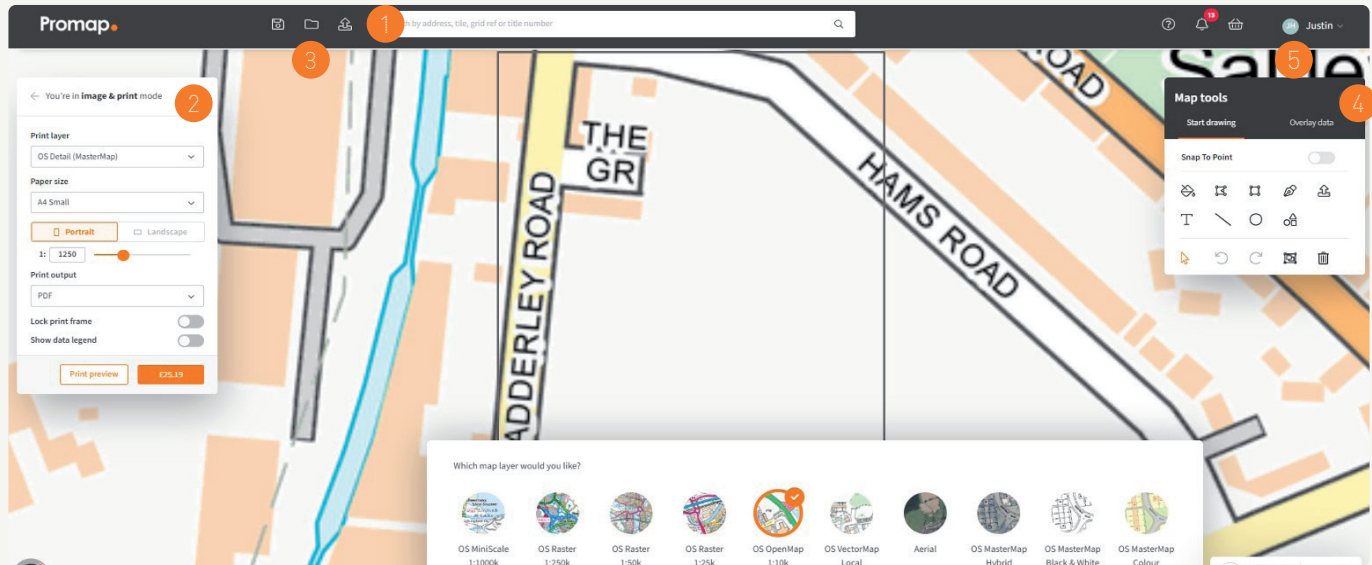
Accessing Promap

SECTION 01

Accessing Promap

- You will be prompted to login as soon as you access the Promap system and you will have to login when you are purchasing a product or accessing 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

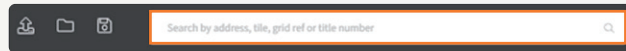
- 1 Address Search Bar
- 2 Print Preview
- 3 Saved Maps Area
- 4 Map tools
- 5 Login



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 auto filled onto the map when displayed

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

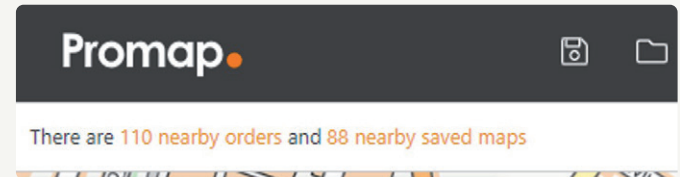


Site marker

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



Creating your mapping bundle

SECTION 02

Mapping bundles

- 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

← You're in **image & print mode**

Print layer ⓘ

GoView Location Bundle

Area size

1ha

☐ Portrait ☒ **Landscape**

1: 1250

Print output

PNG

Lock print frame ☐

Show data legend ☐

£26.59

1 Site Marker Options

- 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

My Settings and Expenditure

My Settings

Expenditure

My Subscription

Name: Nick Mills

Email: rid.hollands@landmarkinfo.co.uk

Company: Landmark Staff WEB Logins

PMCL: Licence no

Newsletter: ☒ Keep me informed of product updates

SiteMarker: Pin 1

Units: Metric

Shape Centre: None

Grid Lines: ☐ On/Off

Default task: Export

Cancel Save

Mapping layers included in the bundle

When you order the mapping bundle through Promap you will receive distinct layers of mapping within the bundle, these are:

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)
Functionality available:	Full access to the Promap Drawing and Measuring tools to enhance the mapping

OS OpenMap

Survey scale:	1:500 – 1:20,000
Provider:	Ordnance Survey
Common uses:	Offers roads, buildings, footpaths, water features and woods etc
Functionality available:	Site Marker Only

OS 1:50k Colour Raster

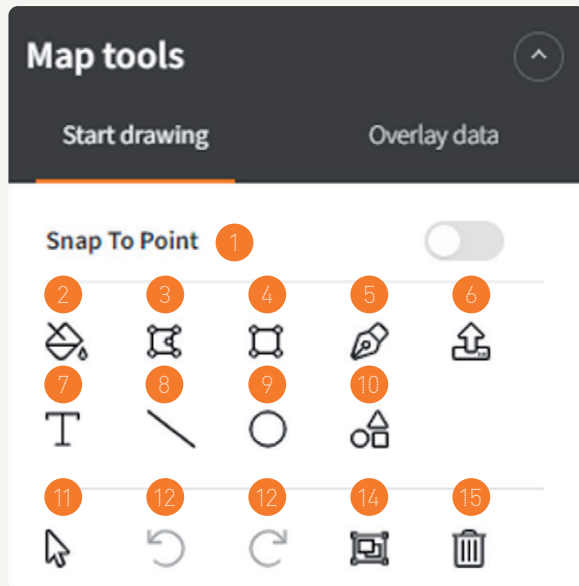
Survey scale:	1:15,000 – 1:60,000
Provider:	Ordnance Survey
Common uses:	Offers roads, buildings, footpaths, water features and woods etc
Functionality available:	Site Marker Only

Note: The Promap Drawing and Measuring tools can only be accessed for the OS MasterMap Topography Layer the OS OpenMap and OS 1:50,000 Layers will purely show a site marker indicating the sites location.

Image and print

SECTION 03

Drawing tools



On the map tools displayed, the tools numbered 2-10 are utilised for **outlining and adding shapes**, whereas tools 11-15 are used for **altering drawn shapes**.

- 1 **Snap to Point:** Turns on all points on the MasterMap layer, making it easier to connect the points to create detailed shapes and boundaries
- 2 **Fill Tool:** Enables users with a single click to add an outline to an individual shape or a Land Registry Title
- 3 **Shape Tool:** Used to free draw shapes often with the Snap to Point tool to draw more detailed boundaries
- 4 **Rectangle Tool:** Add rectangles to the map
- 5 **Add/Remove Point Tool:** Add/Remove and Edit points in an existing shape
- 6 **Upload Shape:** Upload a polygon in a shape file format
- 7 **Text Tool:** Create your own text boxes and customise the text and its appearance
- 8 **Line Tool:** Create lines to calculate boundary perimeters and measure distances
- 9 **Circle Tool:** Add circles to the map
- 10 **Shapes Tool/Drawing Libraries:** Access and create libraries of shapes to add to your mapping
- 11 **Move, Resize & Rotate Tool:** Allowing you to customise the sizing and position of your shapes
- 12 **Undo Tool:** Go back step by step through last actions and correct any mistakes you may have made
- 13 **Redo Tool:** Redo any changes from the undo tool
- 14 **Merge Tool:** Join adjacent shapes together quickly with this tool
- 15 **Delete Tool:** Permanently delete a selected shape from the map

Shape measurements

Units of measurement

System

1

Metric

Imperial

Areas

2

Hectares

Auto

Properties

3

Area

530.2 m²

+ Add label

Perimeter

95.13 m

+ Add label

Last Segment

0.833 m

Rotation

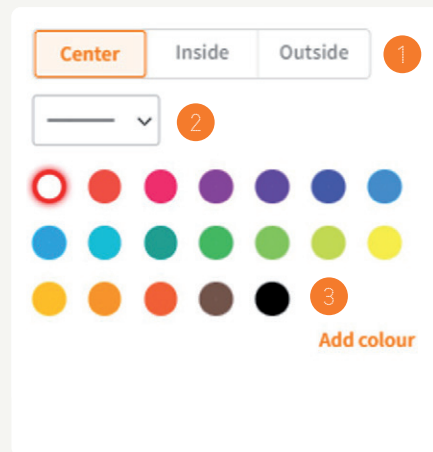
0°

Outline

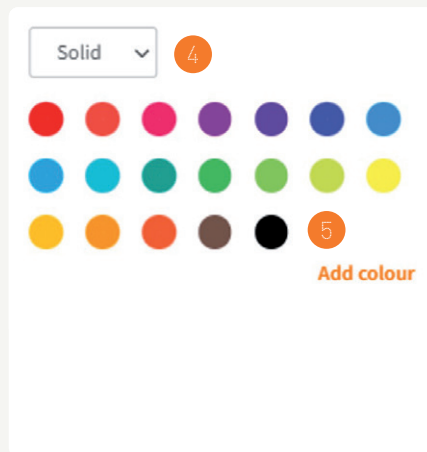
Fill

- 1 System:** Select between Metric or Imperial
- 2 Areas:** Select between Hectares or Auto. Auto will scale the unit of measure appropriately to the size of site. If toggled to Imperial, the choice is Acres or Auto.
- 3 Properties:** This section will display the various measurements of the selected shape. Use 'Add label' to add a text box including the site measurements

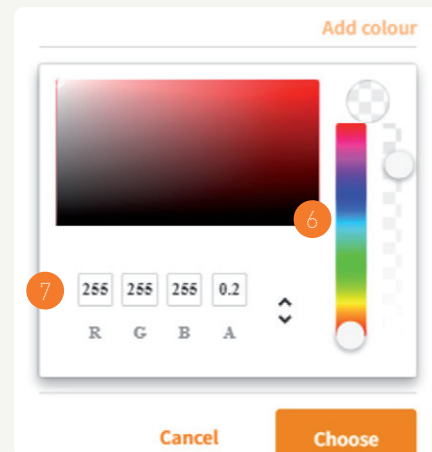
Shape properties boxes



- 1 **Centre/Inside/Outside:** Change the position of a line to inside, outside in the middle of a drawn boundary
- 2 **Line Width:** Change the width of a draw line
- 3 **Colour:** Change the colour of a line

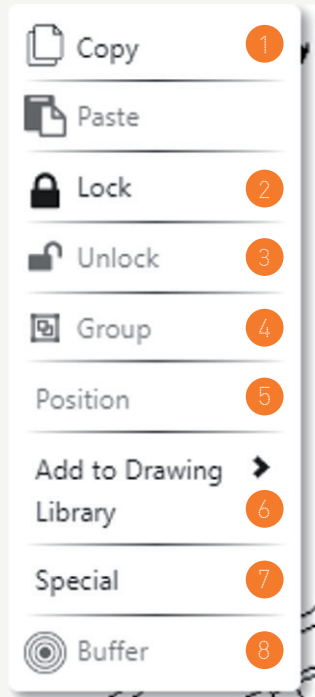


- 4 **Solid/Pattern Fill:** Select a solid colour fill for your shape or choose from a range of patterns
- 5 **Colour:** Change the colour of a polygon



- 6 **Colour Palette:** Use the Colour Palette to select customise the colour option
- 7 **Colour Codes:** Use the RGB colour code section to add specific colours

Additional menu options



- 1 **Copy & Paste:** Copy and paste a shape
- 2 **Lock:** Lock the selected shape or shapes in position
- 3 **Unlock:** Unlock the selected shape or shapes for deletion or amendment
- 4 **Group:** Group a number of selected shapes
- 5 **Position:** Alter the shape order in terms of which is in front or behind

- 6 **Add to Drawing Library:** Create and add to new libraries of saved shapes
- 7 **Special:** Provides a 'Lock to Background' option that will lock a shape in position behind the mapping features. For example it puts a shape behind the OS MasterMap boundary lines
- 8 **Buffer:** Add a buffer to a shape that is locked

Keyboard 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 key
- Set Length: L key

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 multiple consecutive points

Saving and saved maps

SECTION 04

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

Notes: 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.

Recent maps

- 3457 Emmerson Street v1
- 3457 Emmerson Street
- 15 Emmerson Street v1
- 15 Emmerson Street
- Montagu Evans Example v1
- Montagu Evans Example
- CRAWLEY Webinar
- Viewable Layers Demo

My maps

New folder Search by file name or ref

Org.Promap Training Account

Base Maps

Completed Maps

Test Folder

10 Emerson Street York YO31 0XQ	28-Jul-2022
11 Emmerson Street York	03-Feb-2022
15 Emerson Street York YO31 0XQ v2	05-May-2022
22 Emmerson Street York v1	01-Sep-2022
23 Emmerson Street	08-Feb-2022
28 EmmerrSSON Street	28-Sep-2022
28 EmmerrSSON Street v1	28-Sep-2022
31 Emmerson Street	04-Feb-2022
3541 Emmerson Street v2	04-Oct-2022

Last year

Folder name
Completed Maps

Map name

Reference

Description (Optional)

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 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 it's 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

The screenshot shows the 'My maps' interface. On the left is a sidebar with 'Recent maps' (callout 2) listing various map entries. The main area is titled 'My maps' and contains a 'New folder' button, a search bar (callout 1), and a dropdown menu set to 'Last year' (callout 4). Below these is a table of maps. One map entry is highlighted with callout 3. To the right of the table is a form for editing a map, with fields for 'Folder name', 'Map name', 'Reference', and 'Description'. At the bottom right of the main area is a callout 5 pointing to the 'Open' button.

Folder name	Map name	Reference	Description (optional)
Test Folder			
10 Emerson Street York Y031 0XQ			28-Jul-2022
11 Emerson Street York			03-Feb-2022
15 Emerson Street York Y031 0XQ v2			09-May-2022
22 Emerson Street York v1			01-Sep-2022
23 Emerson Street			08-Feb-2022
28 Emerson Street			28-Sep-2022
28 Emerson Street			28-Sep-2022
28 Emerson Street v1			04-Feb-2022
31 Emerson Street			04-Oct-2022
341 Emerson Street v2			28-Jan-2022
39 Emerson Street			06-Oct-2022
673 Emerson Street v1			

- 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 these various options for each of the journeys
- Any map that has an order that is 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 My Maps. 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.

Expenditure and administration

SECTION 05

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

View confirmation

This action will post a view charge to your invoice account

View Charge: £0.60

Action: MasterMap: Locate

Project Ref.:*

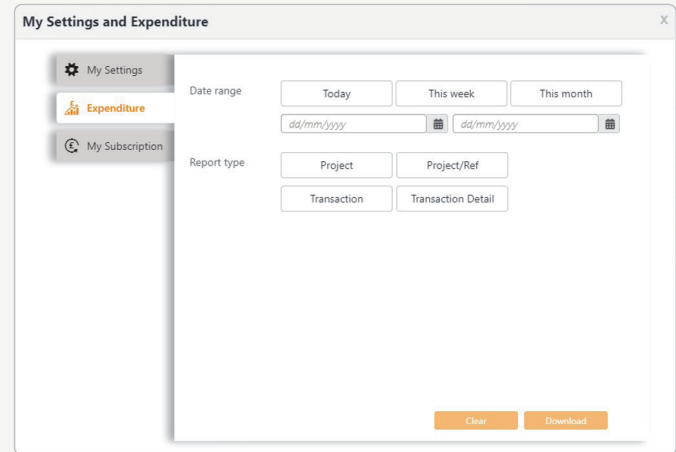
PO Ref.:*

☐ Do not show again during this session

Reject Accept

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 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



The screenshot shows a window titled "My Settings and Expenditure" with a sidebar on the left containing three options: "My Settings" (with a gear icon), "Expenditure" (with a bar chart icon and highlighted in orange), and "My Subscription" (with a lock icon). The main content area is for the "Expenditure" section and includes the following controls:

- Date range:** Three buttons labeled "Today", "This week", and "This month". Below these are two date input fields, each with a calendar icon, showing the format "dd/mm/yyyy".
- Report type:** Four buttons labeled "Project", "Project/Ref", "Transaction", and "Transaction Detail".
- Buttons:** At the bottom right, there are two orange buttons labeled "Clear" and "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 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

Admin and Reporting

Users NickTR X

User groups

Offices

My Settings

Expenditure

Restrictions

PMCL

Username*

Email*

Password*
Must contain one number, one upper case and one lower case letter.
Must be atleast 8 characters long

Confirm Password*

Name*

Phone number*

Invoice contact*

Office*

User type ☐ Stopped ☐ Admin ☐ Invoice contact

- **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

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.

Useful Contact Information

Landmark Geodata welcomes your questions, comments and suggestions.

Landmark Geodata
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 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?

Customer Services

Tel: 0844 844 9960

Email: customerservice@promap.co.uk

Training Department

Tel: 0844 844 9965

Email: training@promap.co.uk

Scan me and find more online training resources



www.promap.co.uk

