
eMap

User Guide

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Glossary of Terms

Term	Description
Widget	A widget is an on screen tool that allows you to carry out advanced functions within eMap
Point of Interest (POI)	A place of interest, for example schools, botanical gardens etc
Metadata	Data that gives information about the currency and make up of the datasets sitting behind the eMap services
KML file	<i>KML</i> is a <i>file</i> format used to display geographic data on a web browser

1 Introduction


Welcome to the eMap User Guide, an introduction to getting the best out of eMap. eMap presents Terralink's core property data in New Zealand Transverse Mercator 2000 (NZTM2000) projection.

If you need additional information, please see the Help and FAQ sections on the eMap website, email info@emap.co.nz or contact our helpful Customer Services team on 0508 483 772.

2 Accessing eMap

The web address for eMap is www.emap.co.nz

eMap is a secure service, meaning you will need a username and password to access the website. When you subscribe to eMap you will be provided with a username and password. You will need to use these each time you want to access eMap.



eMap is able to remember your login details if you select the "Remember me" box on the login page. By selecting 'Remember Me' the next time you enter www.emap.co.nz it will automatically log you into eMap (so you won't have to re-enter the username and password each time).

We recommend using this option if you use eMap on a daily basis and predominantly from one computer.

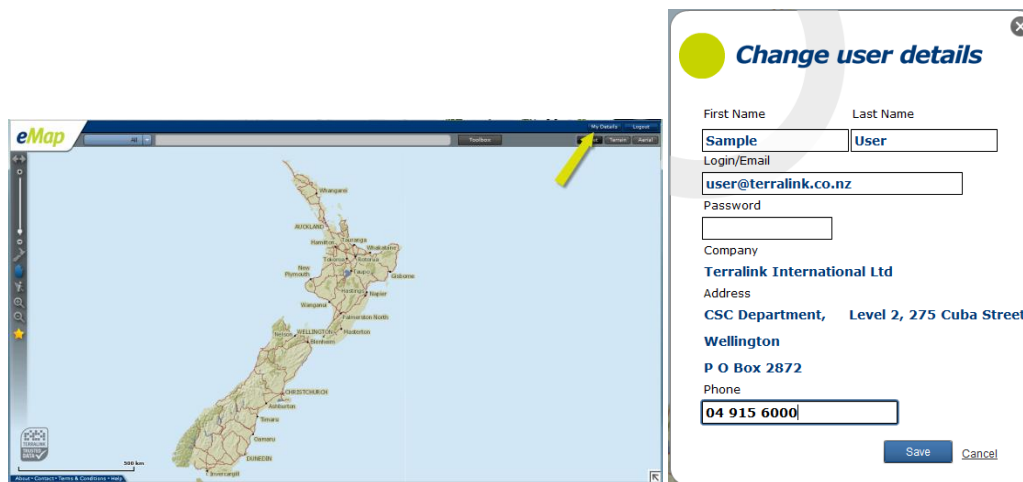
2.1 eMap logins

eMap login are assigned on a one user: one login basis, that is, they are individualised and are not to be shared. All users are obliged to meet eMap Terms and Conditions around the use of their logins. The eMap Terms and Conditions can be accessed from the link in the bottom left hand menu of eMap.

2.2 My details

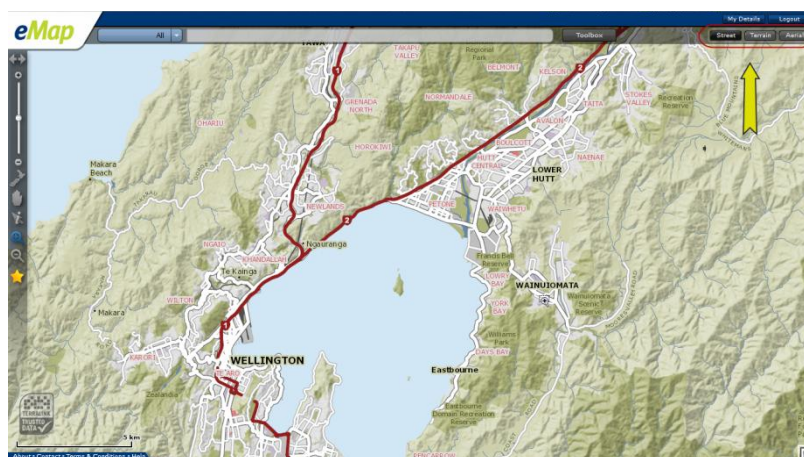
You are able to access and change some of your details from the My Details tab, found in the top right of the eMap window.

Once selected you will be presented with the My Details box where you are able to change your password and view your personal login details. (Note: some details you will not be able to change as they are integral to your subscription login).



3 Map Views

There are 3 map views available in eMap – Street, Terrain and Aerial. The default view is Street. To change the view, use the buttons at the top right of eMap, as shown in the image below:



3.1 Street Map View

The Street map is designed to give a unique legal representation of New Zealand. It combines multiple layers from NZ MasterMap™ such as Land Use, representing an overview of how land is utilised, the New Zealand cadastre (such as parcel boundaries) and integrates these with the NZ MasterMap™ Roads and Addresses databases.


3.2 Terrain Map View

The Terrain map view was developed to show the physical characteristics or land cover over New Zealand. As opposed to the cadastral view which primarily shows property and governmental boundaries, a user can view both natural and man-made features within the context of a Terrain view.

3.3 Aerial Map View

The aerial map view presents the most comprehensive aerial imagery of New Zealand. Terralink holds New Zealand's most complete coverage of up to date, high-resolution, cloud free imagery. Our current national coverage is 90% by land area (97% by population) with contracts in place to increase this coverage to 96% (99% by population) by the end of 2011.

3.4 Map overview


eMap also has a map overview feature. This is accessed from the bottom right of the map and is indicated by the  icon.

By clicking on this, a panel will expand to give you a wider view of your current location. You can also use this to pan around the area by shifting/moving the pink rectangle within the panel.


3.5 Navigating the Map

There are several ways for users to easily navigate around eMap. Most of the navigation tools can be found on the left hand side of the eMap screen. Navigation tools are outlined below.

3.5.1 Pan tool

Pan is the default tool in eMap and is symbolised by a hand cursor  on the map. You are also able to turn Pan on and off on the left hand navigation. The icon on the left navigation will be blue when Pan is active.

3.5.2 Identify tool

eMap offers a combined Pan and Identify tool, which is represented by this cursor . It allows you to pan around the map horizontally or vertically and “Identify” (query) on the map as you wish.

3.5.3 Identify function

If you would like more information on a specific location within eMap, a click of the mouse will activate the “Identify” function. You will be presented with property information within a Results widget.



3.5.4 Zoom slider

The Zoom slider is on the left navigation bar. Drag the slider up and down to zoom the map in or out. eMap also has the additional feature of zoom locators – these allow you to easily zoom to street, city or region level on the map with a single click:



You can also use the Plus and Minus buttons at each end of the zoom slider to zoom in or out.


3.5.5 Zoom In – Zoom Out

Activate the zoom in or out icons ( and ) then click and drag the mouse, this will create a bounding box/rubber band zoom which will zoom in/out to the appropriate area selected.

3.5.6 Mouse scroll wheel zoom

This function allows you to utilise your mouse scroll wheel to zoom in or out.

3.5.7 Zoom the Map to Full Extent

The map can be reset to the full extent of New Zealand by clicking the following button  - this is found on the left navigation bar.

4 Searching in eMap

Another way to easily identify land and property information is to use the search function. The search box is found in the top left of the map and defaults to an “All” search. All you need to do is begin typing. A list of all possible results will appear after the first 5 characters are entered. The more characters you enter, the more refined your results list will be.

The search allows you locate properties or features using the following search types:

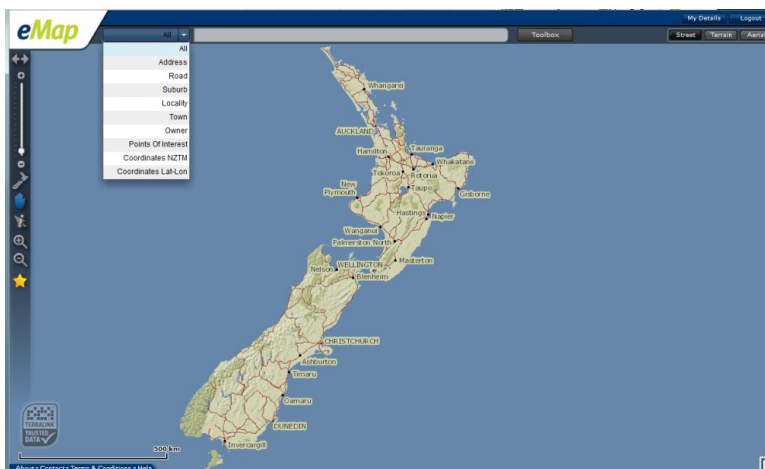
- Address
- Roads
- Suburbs
- Locality and Towns
- Owner
- Points of Interest
- Coordinates (such as NZTM and Lat/Long)

The search is intuitive enough to identify the type of search you are attempting, and present the appropriate information first (for example, an owner search as opposed to an address search).

4.1 Refining your search

Sometimes the 'All' search can bring back too many results, especially if your entry uses a common name across the search types. Selecting a specific search type will help refine the search results list.

If you would like to refine the search type, use the search selector or drop down menu located to the left of the search box:



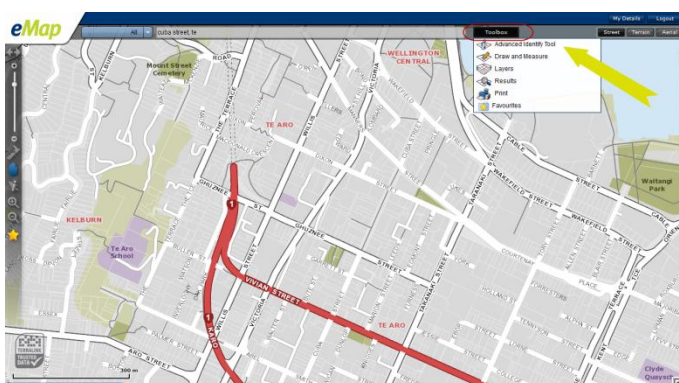
Once changed, this search filter will remain applied until you change it back or logout of eMap.



Note: selecting to refine your search by "Co-ordinate NZTM" or "Co-ordinates Lat/Lon" the search box will be split into 2 sections to assist with input of the correct co-ordinates and the correct format.

Note: when entering a lat/lon number, the latitude number should have a minus (-) in front of it – enter this in the lat box and the other number in the lon box.

5 Accessing the Toolbox

The Toolbox allows you to select on screen tools that allow you to carry out more advanced functions within eMap. These can be accessed from the "Toolbox" menu at the top of the screen:



When selected, this action will present the user with a set of toolbox options. Items selected will open and automatically display on the right hand side of eMap. These can be closed at any stage by using the  icon, or minimised using the  icon.

Each of the functions/options found in the toolbox are outlined below.

5.1 Results

The results panel or widget will populate any time you request information from the map (using either the identify tool or as a result of a search).

5.1.1 Navigating the Results widget

Near the top of the widget, there are 3 tabs that will offer different views for the results tab. For example if you were selecting a street from the search, then multiple results such as addresses for that street will populate the 'List' view. Depending on the number of addresses returned, the list may be paginated. The arrows allow you to navigate through the different pages of results.

If you select a particular property, such as 1A Sample Street, the view will change to show the 'Details' of 1A Sample Street. Again the arrows allow you navigate between properties in detail view.

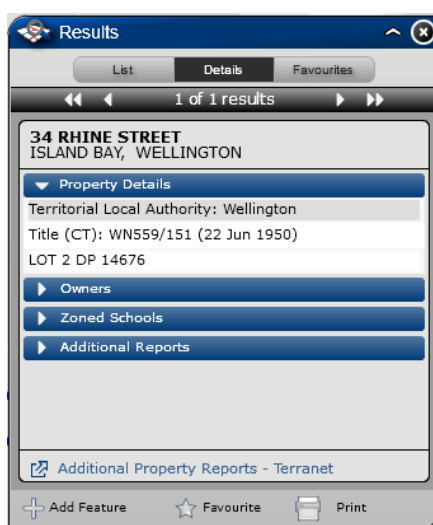
A user can always navigate between the 'List' and 'Details' view by selecting them.

The third tab 'Favourites' allows you to access any saved properties, views or features and is discussed further in the document.

5.1.2 Details view

The results widget presents users with information on the selected feature. For example, for property information users are presented with:

- Property Details
- Related properties
- Additional reports
- Owners Information
- Zoned schools



Each of these fields can easily be expanded or minimised by clicking on the heading arrow.

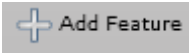
5.1.2.1 Terranet Reports

eMap has a direct link to Terranet (www.terranet.co.nz); detailed property information and reports on over 2.1 million New Zealand properties. This allows you to purchase more detailed property information not available in eMap. This includes:


- Automated property valuation
- Certificate of title
- Rateable Valuation reports
- Comparative sales reports
- Property sales history
- Suburb and community reports

By clicking on the link at the bottom of the results widget you will be taken directly to the same property in Terranet. From there you will either need to login (if you are a current Terranet user) or set up a casual account (if you are not).


5.1.2.2 Add Feature

The Results Widget allows you to “Add a Feature” to the list already populated in the widget by selecting the “Add feature” tool  found in the bottom left hand corner of the Results Widget. This allows you to add one feature at a time, and is useful for building a customised list. Just click on the item you wish to add to your list. If you would like to add subsequent items you will need to re-click on “Add feature”.

5.1.2.3 Favourite



The favourite button at the bottom of the Results Widget allows you to add the detail currently in the widget to your favourites (for example, the list you have built, the property you have navigated to). Just click the Favourites icon  and follow the prompt. This is also described in more detail later in this document.











5.1.2.4 Print

The Print icon  on the Results widget will allow you to print the contents of the Results widget in a printer friendly PDF format. This PDF will open in a new window (Note: if you are having issues accessing this information check that your pop up blocker is disabled for eMap, this normally shows as a notification at the top of your browser).

5.2 Draw and Measure

The draw and measure widget is accessed from the toolbox. On opening this widget you will be presented with a range of draw tools. The function of each is outlined below:

-  **Add Point** - draws a point on the map for each click of the mouse button
-  **Add Line** - from a starting point, each click on the map defines the beginning and end point of a segment of the line. You must double click the left mouse button to complete the line

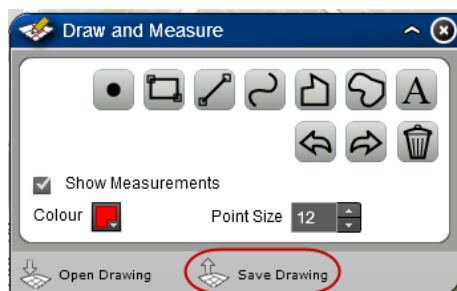
-  **Trace a Freehand line** - from your starting point, click and hold the left mouse button and move the mouse where you want the line to be drawn. Release the left mouse button to finish
-  **Add Polygon** - from your starting point, each time you click on the map a vertex or corner will be added. Think of a polygon as a rubber band and each time you click on the map you are gluing the rubber band to that point on the map. When you are drawing a polygon it is best to draw in a clockwise rotation. You must double click the left mouse button to complete the polygon
-  **Trace a Freehand polygon** - from your starting point, after you press the left mouse button down on the map at the start, hold it down and move the mouse around the map. The polygon is drawn following the mouse location until the left mouse button is released
-  **Add a Rectangle** - draws a rectangle area or polygon - usually from a top left corner to a bottom right corner (hold down the mouse to start and let go to finish)
-  **Add Text** - writes text on your map in the position you choose by using a mouse click with the left button
-  **Delete graphics** - clears your drawing and text
-  undoes last drawing
-  redoes last undo
- **Show Measurements** - turns measurements on and off. By default this is on
- **Colour**  - choose colour, by clicking bottom right hand corner
- **Outline Width**  - change width of border, or point size

5.2.1 Save my drawing/open my drawing

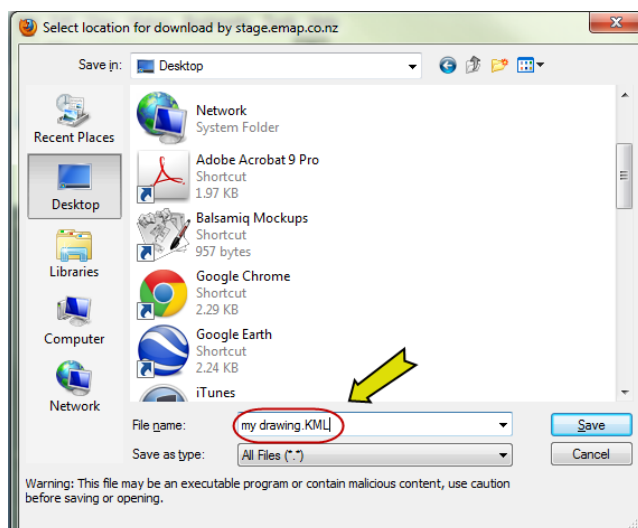
eMap allows you to save drawings to export to your desktop (for later re-loading) or to share with other eMap users. These are exported as .KML files.

5.2.1.1 Save my drawing

Once you are ready to save your drawing, click the “Save my drawing” icon at the bottom of the Draw and Measure widget:



You will be presented with a prompt asking if you would like to save your drawing. On selecting “OK” you will be asked where on your computer you would like to save it. You must ensure the file name has the extension .KML included, for example:



eMap will present a prompt when the drawing has been successfully saved. This drawing can now be shared/emailed to other eMap users, or saved for later importing back into eMap.

5.2.1.2 Open my drawing


If you would like to open a previously saved/shared drawing, simply navigate to the Draw and Measure tool (through the Toolbox) and select “Open drawing”.

You will be asked which drawing you would like to open from your computer (remember, it needs to be one with a .KML extension). When opened successfully it will display the drawing in eMap.

5.3 Favourites

Favourites are used to enhance your eMap user experience by allowing you to save favourite settings and searches.

Favourites can be accessed a number of ways:

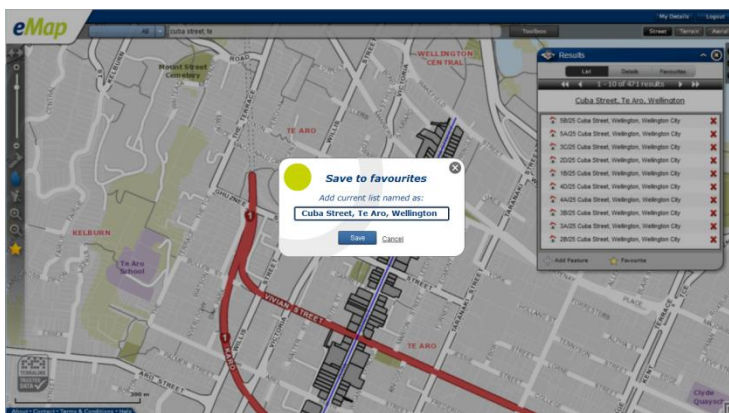
- **From the bottom of the results widget**, using this icon  - this is the best way to save a “favourite” list/search result
- **From the top navigation on the results widget** – “Favourites” tab. This takes you to all the favourites you have saved

- **From the toolbox** – this is the best way to review and activate your “favourites” – view, edit and delete
- **From the left hand navigation menu** – this allows you to save your “favourite” workspace set up/extent

5.3.1 Saved search, list or result

A user can save favourite searches, lists or results to their Favourites by clicking on the star icon on a results widget, once the search has been completed.

The example below shows a user choosing Cuba Street, Wellington as a favourite:




When a user clicks to save a search, list or result they will be asked to enter the name of the favourite into a dialogue box. A default name may be given (depending on the type of Favourite) which users are free to alter. If the name is the same as an existing favourite, a user will be prompted to enter an alternate name.

There is no limit to the number of saved favourites that a user can have.

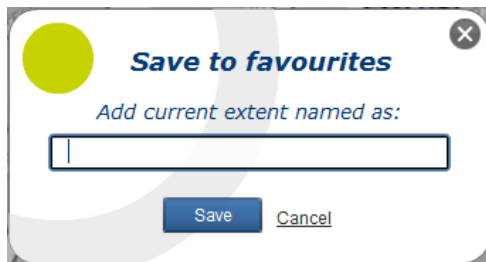
To reactivate a saved search, simply navigate back to the Favourites widget, and select the “Favourite” you would like to reinstate.

5.3.2 Saved workspace

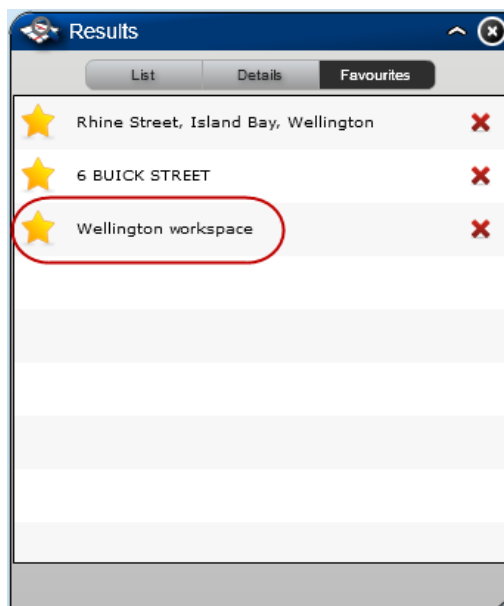
A user can save their preferred workspace set up by clicking on the Favourites icon  on the left hand navigation of eMap. This allows users to save the current set up/state of:

- current extent / zoom level
- layers (turned on / off)
- widget (show / hide and screen position)

You will be presented with a prompt asking you to name and save the current extent. We recommend including “workspace” or something similar in the name of this favourite when you save it.



To reactivate a saved workspace, simply navigate back to the Favourites widget, and select the “workspace” you would like to reinstate:



5.3.3 Deleting Favourites

Favourites can easily be deleted from the “Favourites” widget. Each saved favourite has a delete button against it. A simple click on this button will delete the favourite.

5.4 Print

Use the print icon located in the top menu bar to print from the map. You have the choice to print a PDF map or a screen capture.

5.4.1 Print a PDF map

Use the following instructions to print a PDF map from eMap:

1. Once you have the map view you would like to print, select “Print” from the Toolbox menu on the top navigation bar in eMap; this will open the print menu item. Note: print will only print the current map (view/extent) and *not* any widgets that you have open at the time.
2. Complete or update print options as required – for example, map print title, print orientation, quality etc.
3. Click the "Print Map" button.

4. A PDF will either open in a new browser window, or you will be asked to choose a location on your computer to save the map. You may need to check that your browser allows pop ups.
5. Print the downloaded map using “normal” print options, i.e. either choosing Print from your browser's "File" menu, or hitting the Print icon.

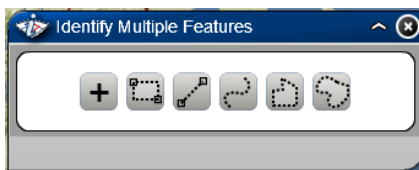
5.4.2 Save a map screen capture

eMap also allows you to save a screen capture of the current map view. This differs from “print PDF” as it allows you to save the current map view with no border/other information. For example, this is useful when you would like to include a map image in other documentation.

1. Once you have the map view you would like to print, select “Print” from the Toolbox menu on the top navigation bar in eMap; this will open the print menu item.
2. Select “Save current view as an image”.
3. Your file save window will open and you will be prompted to save the image in the desired location.

5.5 Identify Multiple Features

This function is designed to allow users to select and query multiple properties. By selecting one of the available drawing tools on opening this tool, users are able to perform a multi select function.



The tools work in a similar way to the Draw and Measure tools. Just select one of the Advanced Identify tools and use this to highlight the area of interest. eMap will then populate the details of *all* the properties in the selected area into a results widget.

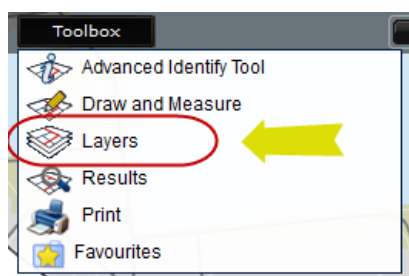
If multiple data sets are available in the area you have selected you will first be asked to select the relevant set to display, for example a property or Point of Interest. A results widget will then automatically populate with all the properties within the selected area.

6 Map Layers

eMap showcases Terralink’s data in an easy to use online application. Layers are available to users that represent the themes or services each user/agency has access to. For example, a map layer is the type of data shown on the map, such as roads, addresses or aerial images.

6.1 Accessing Map Layers


All layers available to you are shown in the Layers Widget. This widget can be accessed by clicking on the “Toolbox” button and selecting “Layers”:

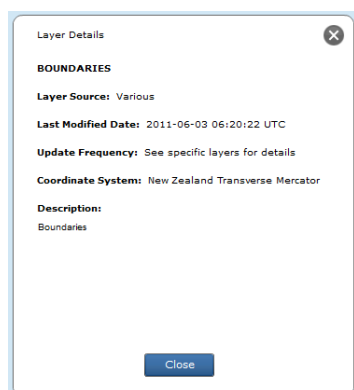


You can easily turn layers on and off by checking/un-checking the relevant layers. It is also worth noting that:

- some layers will only work on some views, for example Aerial overlay will give you a Streetmap overview for the Aerial eMap view
- Christchurch Post Quake imagery is available for the whole of Christchurch. Again, this can only be used with Aerial View

6.1.1 Metadata

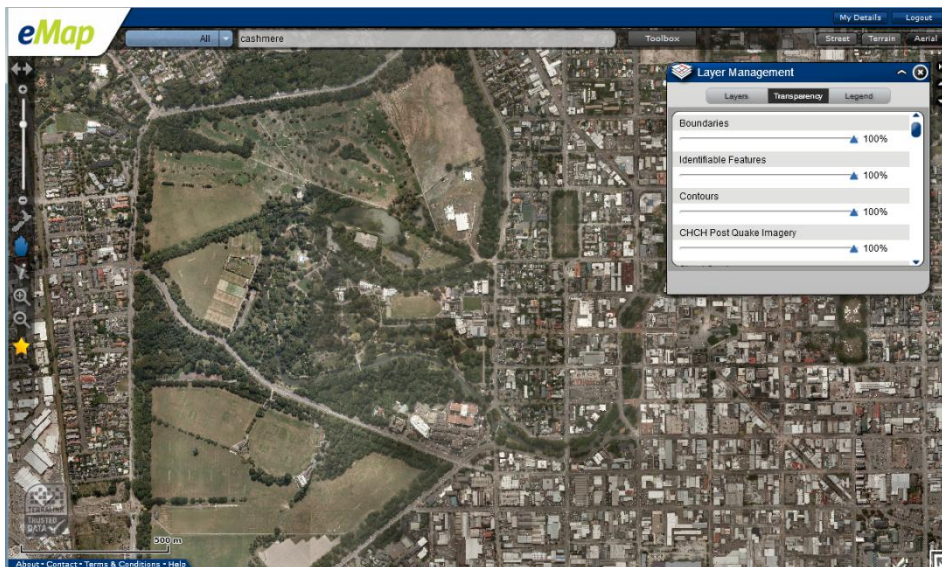
Metadata showing the currency for each of the data layers is available by clicking on the  icon. A pop up will appear that gives you the source and date the data was last modified (amongst other things).



6.1.2 Transparency

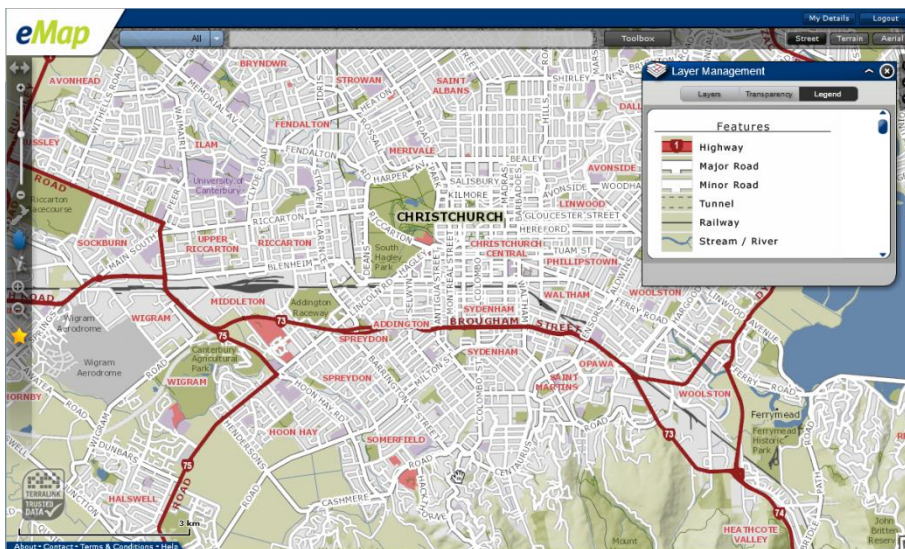
The transparency tab under the Layers widget allows you to control the transparency of layers you have turned on in your map view.

For example, if you have the Christchurch Post Quake imagery on, then transparency control will allow you to fade in/out of pre and post quake imagery, as shown below:



6.1.3 Legend

A Map Legend is a key to all the symbols used on a map. The eMap Legend is accessed from the Layers widget where it has its own tab:



It shows all legend items relevant for the layers and view you currently have turned on in eMap. For example, if you have the Street view on, then the legend will be populated with all relevant legend items.