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**eMap+ and  
eMap+ advanced  
User Guide**

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## Glossary of Terms

Term	Description
Attributes pop up	<p>The pop up used to display attributes associated with any organisation added data</p> <p>Allows user to access and edit this data as required (depending on user access permissions)</p>
Your data	Organisation added data – specific to and accessible only to your organisation
Export	Ability to export your organisation’s data from eMap using the Export tools provided
Import	<p>Ability to import your organisation’s data and view in eMap</p> <p>Imports need to be in a predefined format</p>
CSV file	<p>“Comma-separated values” – a text file format, containing values in a table so that each column value is separated by a comma from the next column's value and each row starts a new line</p> <p>Very similar in format to Excel</p> <p>Point data being imported into and out of eMap needs to be in CSV format</p>
Shape file	The Esri <i>Shapefile</i> or simply a <i>shapefile</i> is a popular geospatial vector data format for GIS software. It is a (non-topological) storage format for storing geometric location and associated attribute information
ZIP file	<p>A <i>ZIP file</i> contains one or more files that have been compressed, to reduce file size</p> <p>Shapefiles need to be exported and imported as ZIP files as they have multiple components that make them up</p>

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## 1 Introduction

Welcome to the eMap+ User Guide, an introduction to the powerful advanced features of eMap. eMap presents Terralink's core land and 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](mailto:info@eMap.co.nz) or contact our helpful Customer Services team on 0508 483 772.

### 1.1 *eMap +*

eMap+ has the same powerful base platform as eMap but has the additional ability for you to add, edit and view your own layer of points data. eMap+ literally puts your business on the map.

### 1.2 *eMap+ advanced*

eMap+ advanced has the same powerful base platform as eMap but with the additional ability to upload more complex spatial data such as points, lines and polygons to bring new perspective and deeper insight to your business decision making.

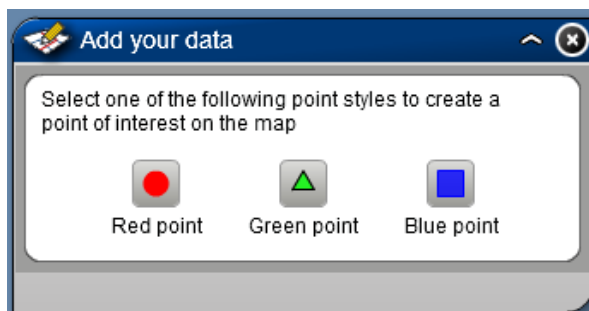
The following document outlines how to get the best out of this functionality.

## 2 “Add your data” function

The ability to “Add your data” is accessed from the eMap toolbox. On selecting “Add your data” you will be presented with a range of edit tools (depending on the version of eMap you are subscribed to).

### 2.1 eMap+ “Add your data” functionality

The “Add your data” tool for eMap+ will display as below:



It gives users the option to select one of three edit point types to add to the map.

#### 2.1.1 Adding points

**This function is available to eMap+ and eMap+ advanced users.**

To add points to your eMap view, follow the steps outlined below:

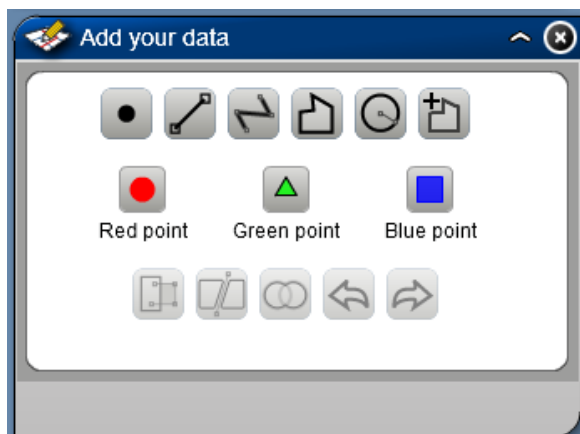
1. Open “Add your data”
2. Select the point tool you would like to use (icon/colour) – the system defaults to red point
3. Click on map where you would like the point to be added - this will add a point to the map (each click of the mouse draws a point on the map)
4. A pop up will then open that allows you to enter detail about this point (i.e. attributes that mean something to you/your organisation about the point, for example customer name, address etc). You can complete as many or as few of the fields as you like. Click “OK” when you are finished entering data for the point
5. The pop up will close and the point will now display on the map in the place you have positioned it.

#### Tips:

- You can access this information at any time to edit/change the attributes as you need
- The point that is currently active (i.e. most recently worked on, or being edited) is highlighted in Yellow.

## 2.2 eMap+ advanced “Add your data” functionality

The “Add your data” tool for eMap+ advanced will display as below:



It gives users the option to select a variety of different shapes, lines and points, offers different styles for each and also offers tools to edit already created shapes.

Use these tools to add your data to eMap.

### 2.2.1 Adding lines

**This function is available to eMap+ advanced users.**

The process for adding lines is just as simple as adding a point – just open the “Add your data” and select the line tool you would like to use:

1. **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
2. **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.

**Tip:**

- Once your line is drawn you will be presented with a pop up that allows you to enter detail about the line.

### 2.2.2 Adding polygons/shapes

**This function is available to eMap+ advanced users.**

Again, to add polygons/shapes to the map you simply need to open the “Add your data” and select the shape tool you would like to use:

1. **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. 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
2. **Circle:** allows you to draw a circle on the map and add your own data, for example to indicate signal strength for a radio transmitting tower

3. **Trace a parcel:** allow you to trace the outline of a parcel, highlight and add your own data, for example to indicate that property has specific information relevant to your organisation.

**Tip:**

- Once your shape is drawn you will be presented with a pop up that allows you to enter detail about the shape.

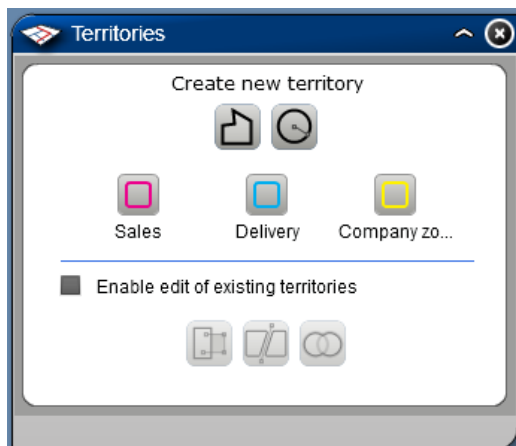
### 2.2.3 Adding territories

This function is available to eMap+ advanced users.



Territories are areas that can be used to represent areas for which your organisation or people within your organisation are responsible for, such as sales territories.

Once territories are added to the map they sit “above” added points/lines/polygons, so you are able to represent territories and easily view what organisation data sits within these.

To add territories you need to access “Territories” from the eMap toolbox. Territories are then added in much the same way as you add polygons/shapes:



To add territories to your eMap view, follow the steps outlined below:

1. Open the “Territories” tool
2. Select the tool you would like to use
  - i.  **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
  - ii.  **Draw circle** – just press to start and let go to finish drawing the circle
3. Click on the map where you would like the territory to be added
4. A pop up will then open that allows you to enter detail about this territory (i.e. attributes that mean something to you/your organisation about the point, for example customer name,

address etc). You can complete as many or as few of the fields as you like. Click “OK” when you are finished entering data for the point


5. The pop up will close and the point will now display on the territory in the place you have positioned it.

#### Tips:




- Territories are displayed as a line on the map once drawn, so you are able to easily see what data sits within this territory.

## 2.2.4 Editing shapes

Shapes that have been previously added to the map can be edited at any time. **Note:** you need to

select the shape you would like to edit, using the  tool.

“Add your data” has the following tools available that allow you to edit previously created shapes:

1.  **Extend line/polygon** – simply click on this tool to activate it
  - i. If you want to extend a line then simply click on the end of the line to extend and double click to complete the action
  - ii. If you wish to extend a polygon/shape, then click in the shape, draw extended shape and double click to complete the action
2.  **Split line/polygon** – simply click on this tool to activate it
  - i. If you want to split a line, simply click the position in the line you would like to split; double click to complete
3.  **Merge** – simply click on this tool to activate it.

### 3 Importing

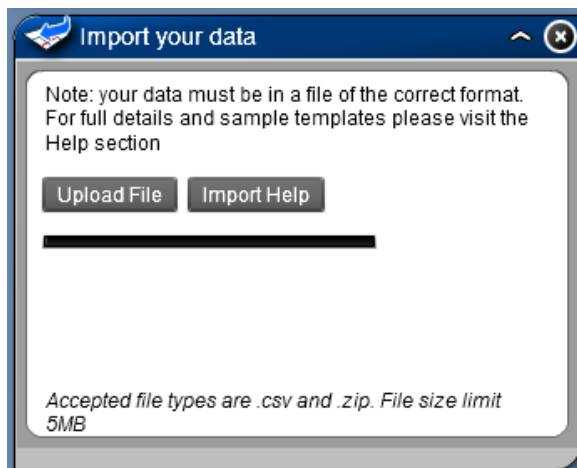
The tool that allows you to import your own data into eMap (“Import your data”) is accessed from the eMap toolbox. Depending on your version of eMap (eMap+ or eMap+ advanced) you are able to import data in CSV format (points) and Shapefiles (lines and polygons).

**NOTE: Data to be imported needs to have X/Y Co-ordinates in New Zealand Transverse Mercator 2000 (NZTM2000) projection.**

Please contact our customer services team if you need help with this on 0508 483 0772.

#### 3.1 CSV import

To import your data in CSV format into eMap open “Import your data” found in the eMap toolbox:



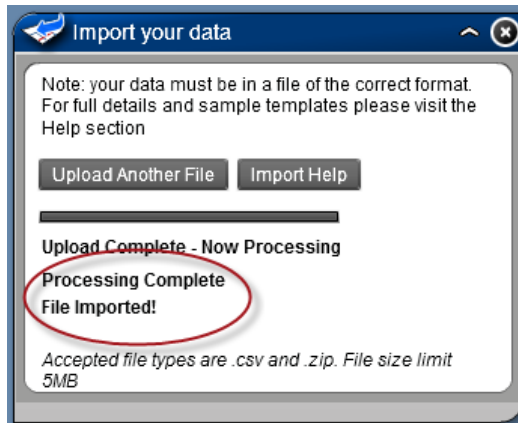
The data you are importing needs to be in the **predefined format** for CSV. This template can be downloaded from the Help page on [www.emap.co.nz](http://www.emap.co.nz).

**NOTE: If the data format does not match the predefined format your import will not be successful. It is critical your data is in this format *before* you attempt to import.**

To import your CSV file (once in the predefined format) follow the steps below:

1. Open the map/map view that you want to import the data into
2. Open “Import your data”
3. Click the “Upload file” button
4. On the open dialogue box browse and select the predefined CSV file for import, from the location you have saved it to, then click Open
5. Uploading will start automatically – you will be presented with the prompt “uploading” until such time that it is complete

- The system will automatically start processing your job – once complete a message will be presented in the import box telling you the file is imported:



- Your data will also be displayed on the map.

**Tip:**

- If you are importing a file of data from someone else ensure they tell you where in New Zealand the import data is located (it will not automatically zoom to the data imported)
- Data will be presented in the default colour of black if you have not assigned a type to it (for example, red point, green point).

## 3.2 Shapefile import

The process to import shape files is the same as the CSV import, except that files to import must be .ZIP files.

### 3.2.1 Handy tips

Some handy tips on import are outlined below:

- You can allocate a “sub type” to your data that will help you identify differences (for example, prospective as opposed to current customers). These will be represented by a different point icon (triangle, square, point). This needs to be defined in the file you import in the “Style” column
- If you do not allocate a style/type to the data you are importing then all imported data will be displayed as black (e.g. black points/lines/polygons)
- Any fields in the import template left blank will not be populated in your final import.

### 3.2.2 Troubleshooting

If you are having trouble with importing your data please check the following things:

- Records to be imported all have X/Y co-ordinates in NZTM projection
- Files use and adhere to the predefined format
- CSV files are named in the correct format e.g. .CSV at the end of the file name

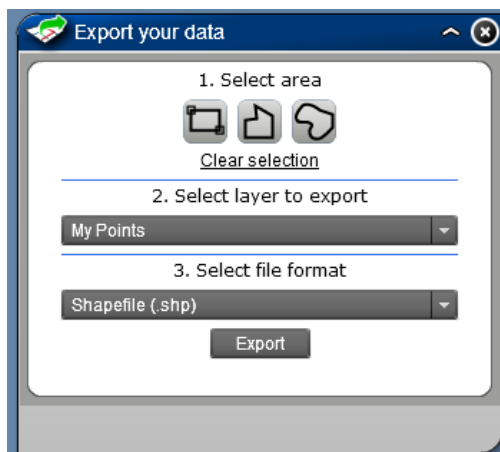
4. Shape files are named in the correct format e.g. .ZIP at the end of the file name
5. eMap+ users can only import a maximum of 1,000 lines of data at any one time
6. Files to import can be no larger than 5MB – any larger files will be rejected.

## 4 Exporting



The tool that allows you to export data from eMap (“Export your data”) is accessed from the eMap toolbox. The version of eMap (eMap+ or eMap+ advanced) you have will impact on the amount of data you are able to export and the format in which you are able to export it (CSV or Shapefile).

### 4.1 CSV export

To export your data in CSV format into eMap open “Export your data” found in the eMap toolbox: and then follow the steps below:



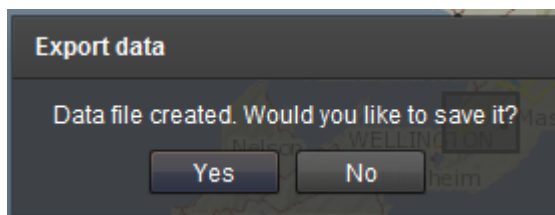
1. Select the area that you would like to extract data from using one of the area boundary creation tools (from left to right):

- i.  Rectangle
- ii.  Polygon
- iii.  Freehand polygon

**Tip:**

1. If the defined area is not correct, it can be discarded by clicking “Clear selection”

2. Select the data layer you would like to export, using the dropdown menu, for example if you select the rectangle you need to click down to start the selection and let go to finish
3. Select CSV file format for the data you would like to export from the dropdown list
4. Click Export – you will be presented with the prompt “requesting export on server” and then “export complete”
5. The Export data dialogue will appear, prompting the end user to specify a location for saving this exported data:



6. Name the file something meaningful to you and add .CSV to the end of this name
7. Ensure you choose a location for the export that you can easily locate at a later date and click Save
8. Your export is complete when you are presented with the “Download complete” message in the “Export your data” tool.

**Tip:**

- The selection tool remains active, allowing you to complete multiple selections and exports, until such time as you close “Export your data”.

## 4.2 Shapefile export

The process to export shapefiles is much the same as the CSV export process outlined above, except that you will select Shapefile (.SHP) from the file format dropdown.

NOTE: Shapefiles need to be exported as .ZIP files.

### 4.2.1 Handy hints

Some handy hints on export are outlined below:

1. If you choose to export points data, this needs to be exported as a .CSV file format
2. If you choose to export lines or polygons data, this needs to be exported as .ZIP file format.

### 4.2.2 Trouble shooting

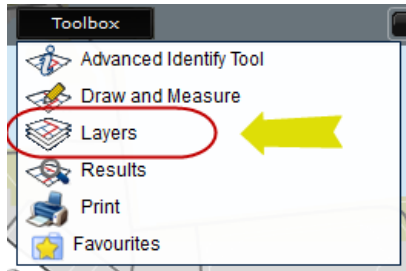
If you are having trouble with importing your data please check the following things:

1. Make sure the file format you are exporting is the right type for the data type, i.e.:
  - i. .CSV for points
  - ii. .ZIP for lines and polygons

## 5 Viewing your organisation's data

### 5.1 Layer management

All layers available to you are shown in "Layer Management". This can be accessed by clicking on the "Toolbox" button and selecting "Layer Management":



1. By default, your data layer will automatically be on when you login to eMap. However, you will only be able to "see" your data points/lines and polygons once you zoom in past 1:500,000 scale
2. Territories will be viewable from the full extent scale
3. You can easily turn layers on and off by checking/un-checking the relevant layers.

#### 5.1.1 Transparency

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

### 5.2 Searching for your organisation's data

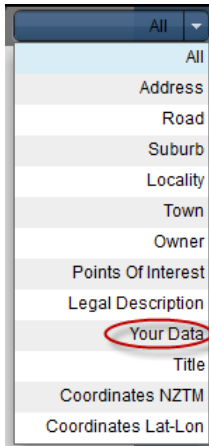
You can easily search and locate your organisation's data using the standard Search function (the search box) in eMap.

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.

#### 5.2.1 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 to your organisations data only, use the search 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.

## 6 Editing your organisation's data

Data already added to eMap can easily be edited in eMap on an ad hoc, case by case basis (as long as the user has the correct permissions).

### 6.1 Edit your data tool

eMap has a handy "Edit your data" tool that allows you to Pan and Query on your edit information or organisation entered data and update the attributes assigned to the specific point/line/polygon (if you have the correct user permissions).

This tool is located on the left hand navigation box, under the Identify tool. When it is highlighted blue it is active:



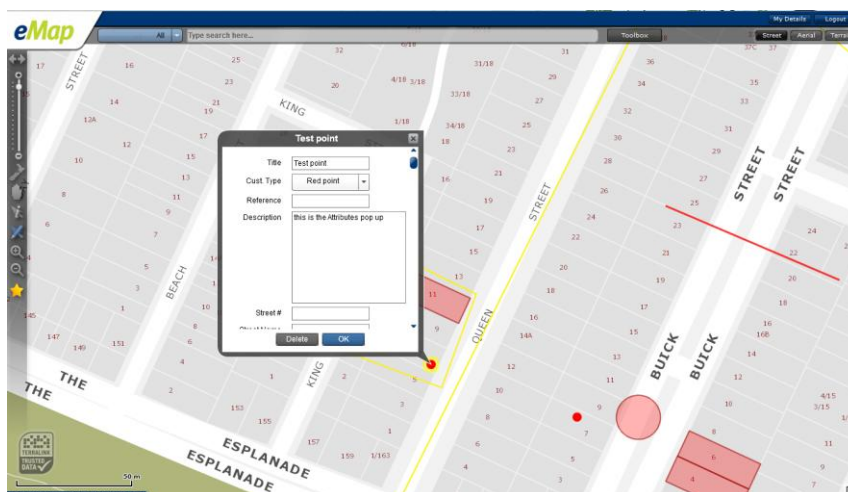
By activating this icon you are able to click on and edit any of your organisations points/lines/polygons, and activate the Attributes pop up where you can add detail/edit detail.

### 6.2 The Attributes pop up


All organisation added data has an associated Attributes pop up – a window that:

1. Appears when you add data using the edit tool
2. Is populated with the data in files imported (in the predetermined format).

This is shown in the screen shot below:



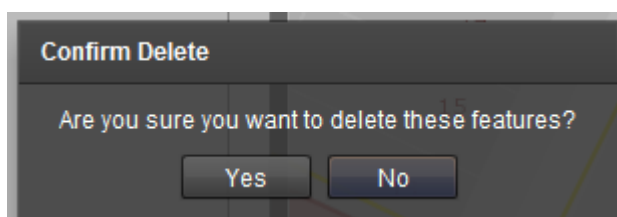
Using the “My data” tool you are easily able to open and edit this pop up for any of your organisation’s data (providing you have edit rights).

Any changes made to the edit data will be saved on clicking “OK”. If you do not wish to save the changes made, just close the pop up using the  icon located in the top right hand corner.

## 6.2.1 Deleting added data

You are able to delete any of “Your data” added to the map from the Attributes pop up by clicking “Delete”.

When you do this you will be presented with a prompt asking you to confirm deletion:



Click “Yes” to confirm or “No” to exit.

### Tip:

- Once data has been deleted it cannot be restored, so ensure you are deleting the correct information prior to confirming your deletion.

## 6.3 *Editing existing territories*

If you would like to edit territories that you have previously added, you need to activate this function from “Territories” and follow the steps outlined below:

1. Open “Territories”
2. Check the “Enable edit of existing territories” check box – this allows you to edit and update the attributes assigned to any already created territories
3. Activate “Edit your data” and click on the territory you would like to update attributes for, update and click “OK”
4. This function will “turn off” as soon as you close “Territories”.