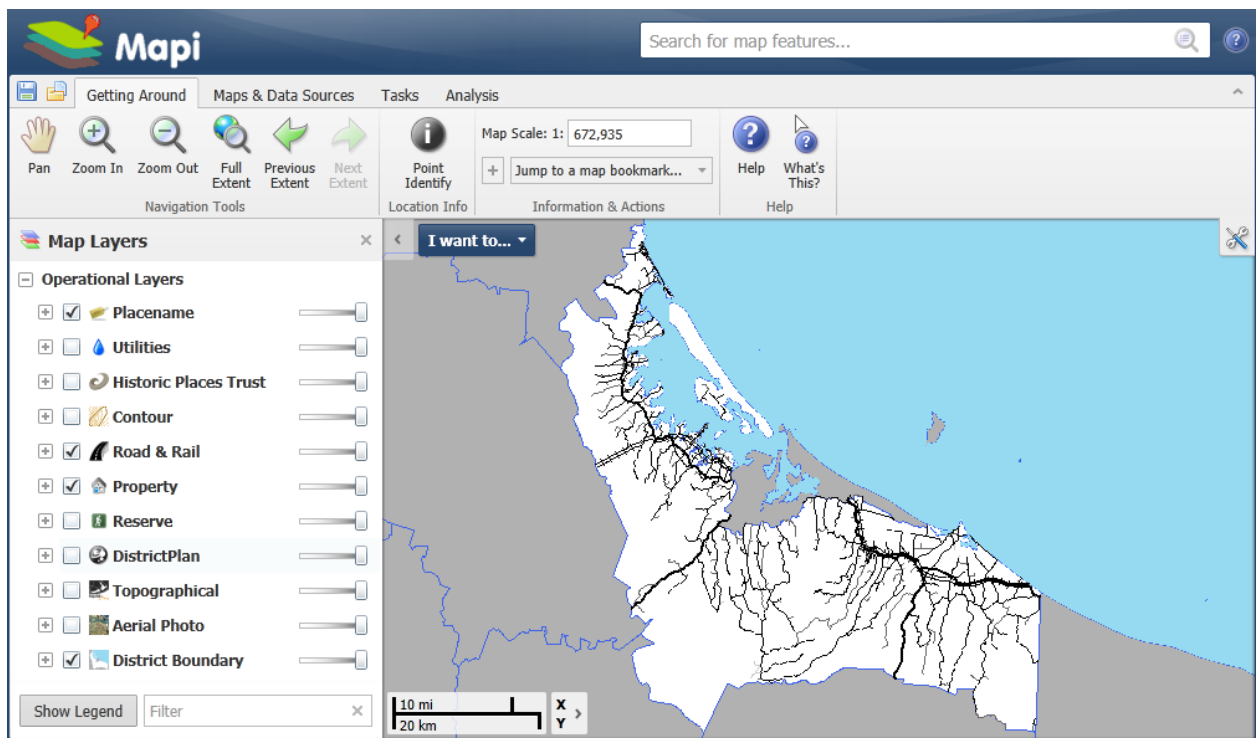



















Western Bay of Plenty District Council

MAPI User Guide v1.0



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Using the Web Viewer for the first time

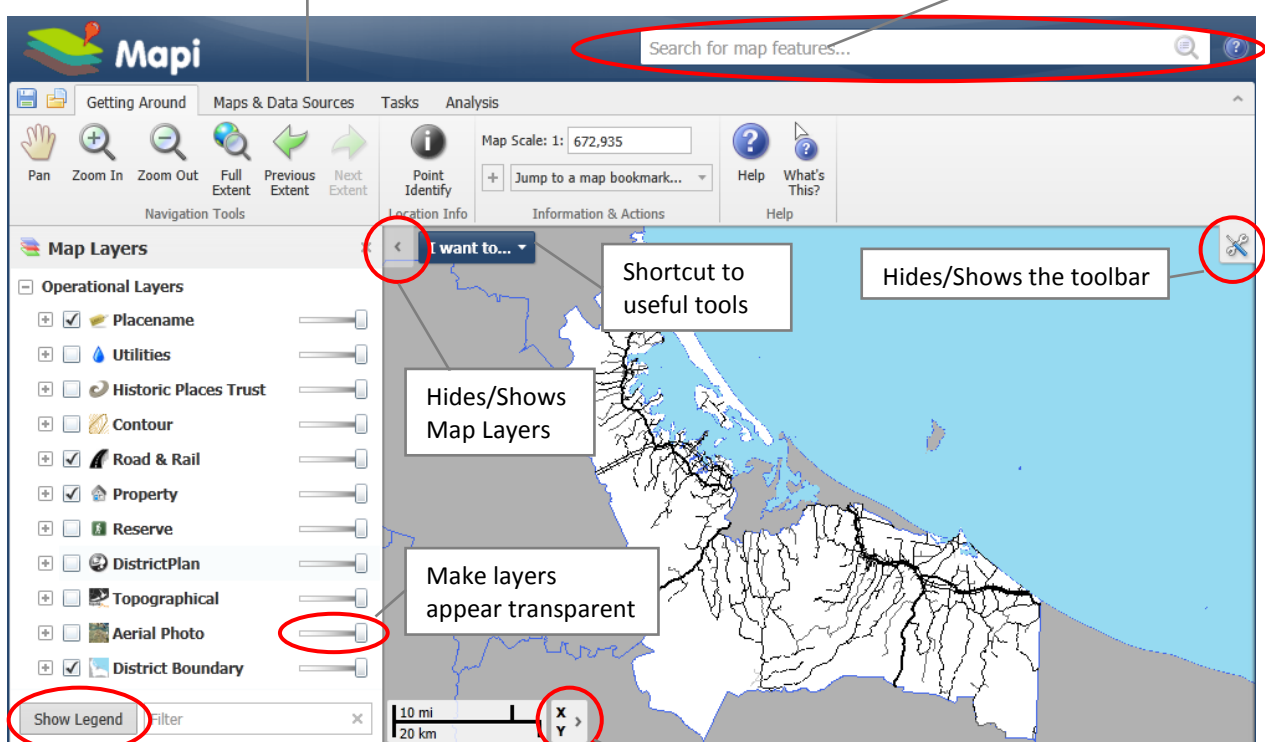
The MAPI GIS Web Viewer is a free mapping application that uses a GIS (Geographic Information System) to enable you to view Western Bay of Plenty’s land and property information in a map. Details of the information available are shown in map layers (see [page 7](#) for more information about map layers).

What am I looking at?

The content below is written to help you familiarise yourself with the layout and tools provided.

Toolbar Ribbon/Tabs – tools can be used by *clicking* once on a tool to activate it. *Clicking* on another tool deactivates the current tool.

Global Search – used to find map features such as an address, roads, legal descriptions, or a valuation numbers.



The screenshot shows the MAPI web viewer interface with several callouts:

- Global Search:** A search bar at the top right with the text "Search for map features..." and a magnifying glass icon.
- Toolbar Ribbon/Tabs:** A horizontal menu at the top with tabs for "Getting Around", "Maps & Data Sources", "Tasks", and "Analysis".
- Navigation Tools:** A set of icons for "Pan", "Zoom In", "Zoom Out", "Full Extent", "Previous Extent", and "Next Extent".
- Map Layers:** A list of layers on the left side, including "Operational Layers", "Placename", "Utilities", "Historic Places Trust", "Contour", "Road & Rail", "Property", "Reserve", "DistrictPlan", "Topographical", "Aerial Photo", and "District Boundary".
- Show Legend:** A button at the bottom left of the map layers panel.
- Map Scale:** A scale indicator at the bottom center showing "10 mi" and "20 km".
- Map Coordinates:** A small box at the bottom right showing "x" and "y" coordinates.
- Shortcut to useful tools:** A button labeled "I want to..." in the map layers panel.
- Hides/Shows Map Layers:** A button with a minus sign in the map layers panel.
- Make layers appear transparent:** A button with a slider icon in the map layers panel.
- Hides/Shows the toolbar:** A button with a plus/minus icon in the top right corner.

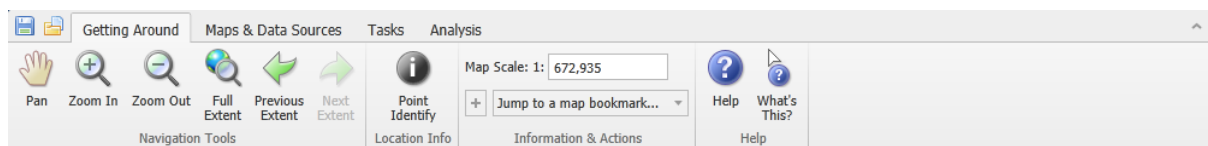
Toggles between the layers listed with the map legend (key) showing the symbols of each layer.

Hides/Shows map coordinates

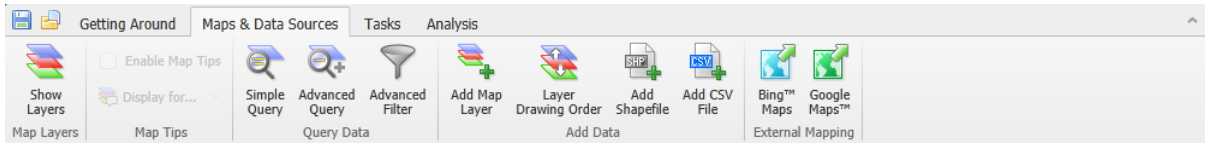
What do the tools do?

Each Tab on the Toolbar has tools to help you use MAPI. Below are brief descriptions on what each set of tools will do. For more detailed information on using the tools click the **Help** button.

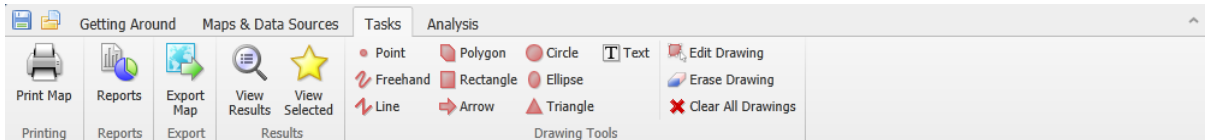
Getting Around – Used to navigate your way around the map



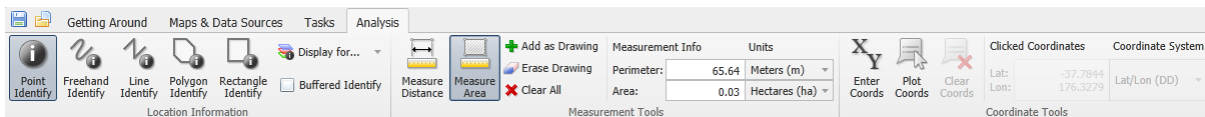
Maps & Data Sources – Shows the current map layers, allows querying and filtering attribute data, lets you add your own GIS map data, links to other mapping applications like Google Maps.



Tasks – Provides exporting and printing functionality, viewing search results, and drawing your own features on the map including text.



Analysis – gives you tools to identify and query map features e.g. Stormwater Pipes next to your property, provides tools to measure distance and areas, and includes tools to query map coordinates and plot map coordinates.



Searching for Data and Processing Results

In the top right hand corner of your screen there is a search bar with the text “**Search for map features...**” known as the Global Search. This search tool enables you to search for any feature and gain a range of results relating to that search.

What can I search for?

- **Address** e.g. 130 Jellicoe Street **OR** 130 Jellicoe, **OR** 11 Jelli.
- **Legal Description** e.g. Lot 6 DPS 4526
- **Road Name** e.g. Gilmore Street **OR** Gilmore
- **Parcel ID** e.g. 1000/71.
- **Valuation Number** e.g. 06793*377*00 **OR** 06793*377

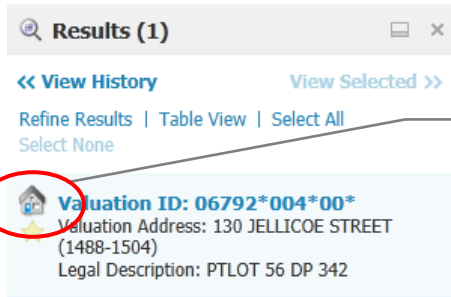
How can I search for my property?

Instructions

1. Type in an address e.g. “**130 Jellicoe Street**” and hit the **Enter** key on your keyboard.






2. The property results will appear on the left hand side of your screen in the **Results** window.



TIP: To **zoom/move** the map to your property click on the house icon

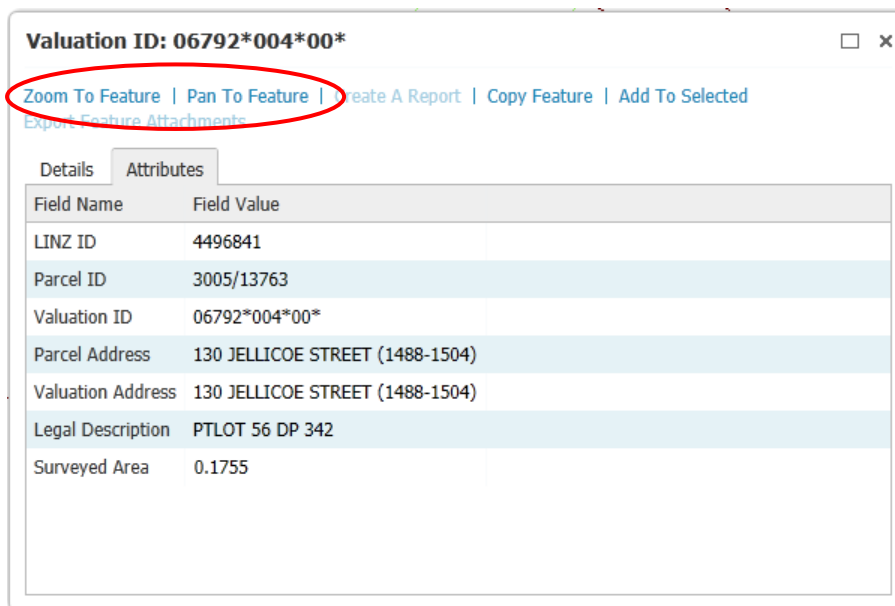
TIP – results will display different icons depending on what the features are eg:

-  Displays **Property** information
-  Displays **Roading** information

3. To **zoom/move** the map to your property *click* on the  **House Icon** and the map will **zoom/move** the property. When you *hover* over the property result, the property will highlight on the map.
4. When you *click* on a property result a window will appear over the property on the map. You can *click* the **View Additional Details** link to view the more property details.



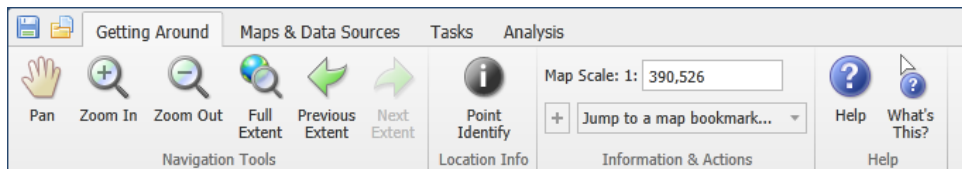
5. You will see another window appear showing some brief details, and a tab named **Attributes**. *Click* the **Attributes** tab to view the property's details.



- Near the top of this window there are a number of links you can click. For example if you want to *zoom* into the property you can *click* the **Zoom To Feature** link. This will centre the map on the property. The map scale will also change to suit.
- Pan To Feature** is similar to **Zoom To Feature** although the map scale will remain the same.

Getting Around

There are a number of tools under the “**Getting Around**” tab as shown below which will help you navigate around the map.





Using the Navigation Tools

Panning around the map

Panning around the map means moving the map at the same scale in any 360 degree direction.

Instructions

- To move around the map use your  **mouse arrow**, when no other tool is being used, and *hold* the **left mouse button**, then *drag* the map in any direction e.g. left to right or up and down.
- You can also use the  **Pan** tool to perform this same action.

Zooming In or Out

There are a number of methods to **zoom in** or **zoom out** of the map. Below outlines the methods.

Instructions



- Wheel* your **mouse-wheel** on the mouse in a forward then backward motion. You will notice the map zooming in and out.



OR

- Hold* the **Shift** key and *click* on the map while not releasing the **left mouse button**. *Draw* a box on the map and *release* the **left mouse button**. A red box will appear as you are drawing the box. The map will zoom in and fit into your drawn box.

OR

- Click on the  **Zoom In** tool on the **Navigation Tools** toolbar and either click once on the map or draw a box similar to the previous method. To zoom out *click* the  **Zoom Out** tool and click on the map once.

 **Full Extent****Instructions**

1. Use the **Full Extent** button to revert back to the original zoom extent (Western Bay of Plenty District Council view).

 **Previous and Next Extent**

Using these tools will let you go back and forth to retrace your navigation steps.

Instructions

1. Using the **Previous Extent** and the **Next Extent** buttons you can move back and forth from past and present extents.

 **Point Identify**

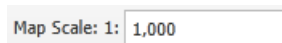
The Point Identify tool allows you to click on any map feature and return valuable information about that feature.

Instructions

1. To identify location information use the **Point Identify** button.
2. After *selecting the Point Identify* button, *click* the feature on the map that you want to identify. The features attributes will appear in the Information window.

Map Scale

You can specify a map scale and the map will redraw at that chosen scale.

Map Scale: 1: **Instructions**

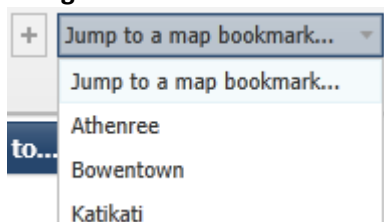
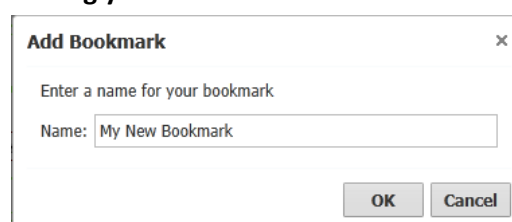
1. Use the **Map Scale** to specify a new scale for the map by typing in a number e.g. type in 10000 your map scale will be 1:10000. The lower the number the closer to the ground level.

Bookmarks

Bookmarks are pre-defined locations that when chosen will navigate the map to the chosen location.

Instructions

1. Use the **Jump to a map bookmark** drop-down and *choose* a location that you want the map to navigate to. For example choose "**Katikati**" and the map will navigate to Katikati. You can also add your own bookmark by *clicking* the "+" tool and naming your new bookmark.

Using a bookmark**Adding your own bookmark**A screenshot of a dialog box titled "Add Bookmark" with a close button (X) in the top right corner. Inside the dialog, there is a text input field with the placeholder text "Enter a name for your bookmark". Below this, there is a label "Name:" followed by a text input field containing the text "My New Bookmark". At the bottom right of the dialog, there are two buttons: "OK" and "Cancel".

Working with Map layers

The MAPI site is made up of a map with a number of layers in it. You can set layers to be visible, not visible, view their legend or key, and find out what scale each layer will appear on the map.

Layer Groups

Each layer group contains a subset of map data layers. Listed below are descriptions of the Layer Groups.

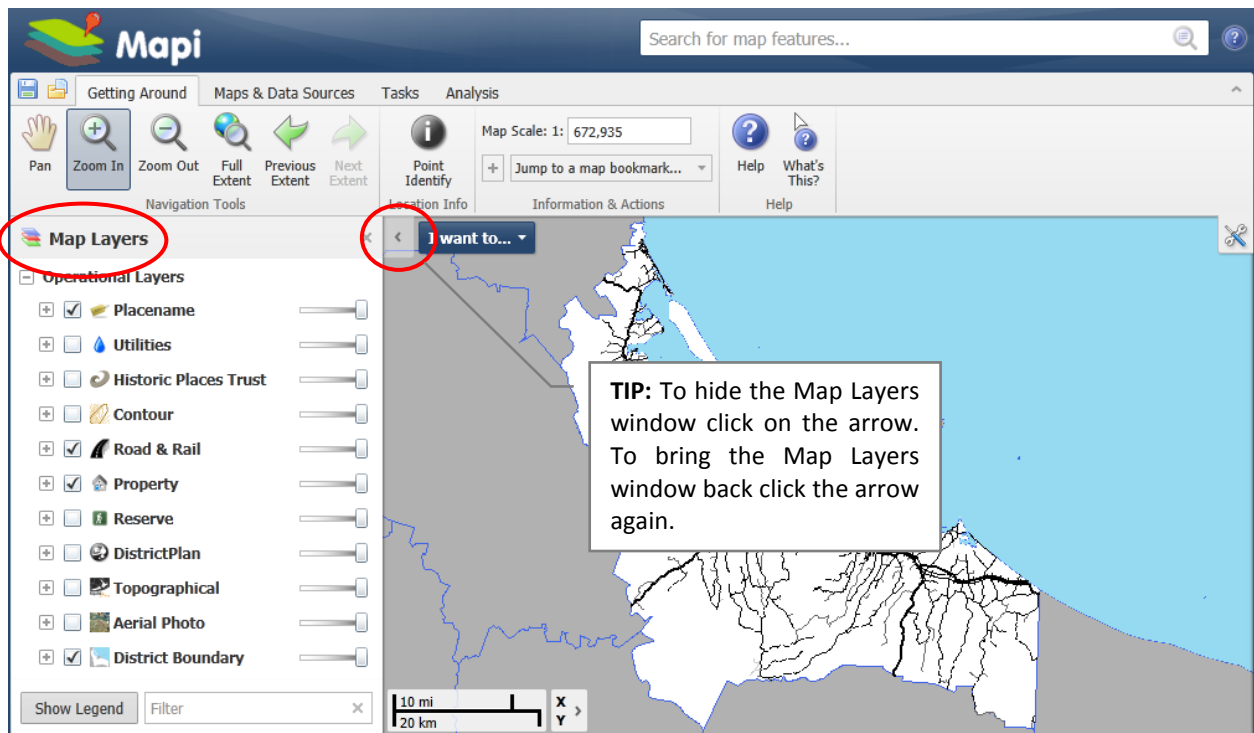
Placename	Displays map labels of locations throughout the district.
Utilities	All Council maintained underground assets, for example Stormwater, Wastewater, and Water Supply.
Historic Places Trust	New Zealand Historic Places Trust (NZHPT) Archaeological Sites (including Pa Sites) and Waahi Tapu Sites.
Contour	Contour Elevation data within the District shown at 0, 1, and 2 meter intervals.
Road & Rail	Land Information New Zealand (LINZ) Road Network data.
Property	Property Boundaries with relevant map labels, for example label by Property Area, Legal Description, Street Number, and Council Rateable Valuation Number. This group also displays Refuse Days, Cross and Rail Lease Boundaries, and allows you to shade by Owner for a quick display of DOC & Council owned land.
Reserve	Reserve Boundaries within the district split out as individual Property Boundaries.
District Plan	The current Council District Plan showing Zones, Structure Plans, and Designations.
Topographical	LINZ Topographical data showing land features.
Aerial Photo	Aerial Photography covering the entire district as well as locations with separate photography flown in different years for various council projects.
District Boundary	The defined District Boundary as well as some hydro information, for example Rivers and map labels.



Getting started with the Map Layers tool

Instructions

1. When you first launch the **MAPI** site you will notice that the **Map Layers** window will open by default on the left of your screen (as shown below). To *hide* the **Map Layers** window *click* the grey arrow between the “I want to...” drop-down and the **Map Layers** window. This will

slide the **Map Layers** window to the left. To get it back click the same grey arrow to open the window.








2. This window is also used to show search results. If you currently have search results showing and want to see the **Map Layers** window *click* the button at the bottom left of the window  or go to the “**Maps & Data Sources**” menu and click the “**Show Layers**” button .

Turning Layers On and Off

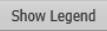
Turning map layers on and off will change the appearance of the map with a simple click of a button.

Instructions

1. To turn on Utilities *tick* the box next to the “**Utilities**”  **Utilities** layer group.
2. To turn on Aerial *tick* the box next to the “**Aerial Photo**”  **Aerial Photo** layer group.
3. To turn on Property labels *type* the word “**label**” into the “**Filter**” box below the “**Map Layers**” window. You will then see a list of all layers with the word “**label**” in them. Tick the box next to the label that you want to display on the map. To clear the filter click the “**x**” to the right of the filter box **OR** delete the text out of the filter box.
4. To view layers associated with a layer group *click* the  **plus** next to a layer group.
5. To make a layer transparent so you can see other layers under it slide the “**Transparency Slider**”  **Aerial Photo**  to the left or right.

How do I view the map legend / key?

Instructions

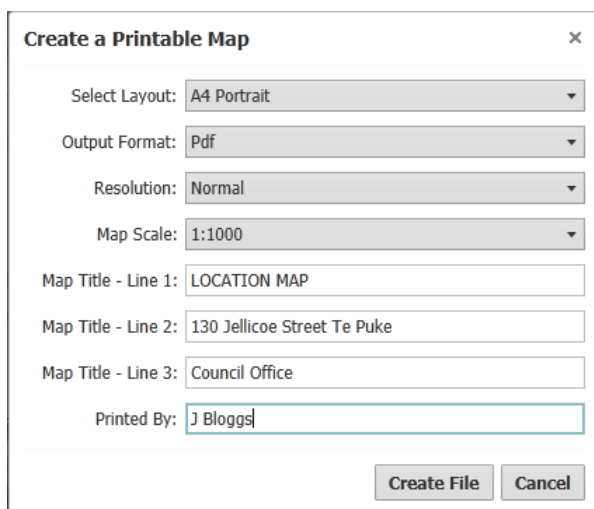
1. To view the “**legend / key**” of a layer click on the layers text in the “**Map Layers**” list.
2. To view the entire map “**legend / key**” click on the **Show Legend** button .

Printing and Exporting

Printing a Map

Instructions – how to print a map

1. *Select the **Print** tab and **click** the Print Map button. The window below will appear.*



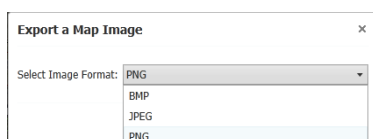
The screenshot shows a dialog box titled "Create a Printable Map" with a close button (X) in the top right corner. It contains several dropdown menus and text input fields. The "Select Layout" dropdown is set to "A4 Portrait". The "Output Format" dropdown is set to "Pdf". The "Resolution" dropdown is set to "Normal". The "Map Scale" dropdown is set to "1:1000". There are three text input fields for "Map Title - Line 1", "Map Title - Line 2", and "Map Title - Line 3", containing the text "LOCATION MAP", "130 Jellicoe Street Te Puke", and "Council Office" respectively. A "Printed By:" field contains the text "J Bloggs". At the bottom right, there are two buttons: "Create File" and "Cancel".

2. *Select the **Layout** you wish to use by **clicking** the downward arrow.*
3. *You are then given the option of draft, normal, or high resolution. NOTE – High resolution creates a large file size PDF document.*
4. *Choose the **Map Scale** and add the title for the map and your initials in the spaces provided.*
5. *Click **Create File** and then **Open File**. The Printable map will then open.*

Exporting a Map

Instructions – how to export a map as an image

1. *Click the **Export Map** button and the window below will appear.*



The screenshot shows a dialog box titled "Export a Map Image" with a close button (X) in the top right corner. It contains a "Select Image Format:" dropdown menu with a list of options: PNG, BMP, JPEG, and PNG. The first "PNG" option is selected and highlighted.

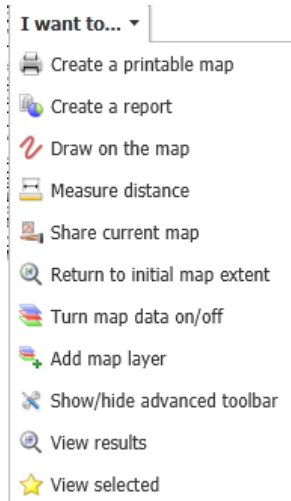
2. *Choose a format and **click Create Image** and then **View Image**.*
3. *The image will appear as below, the exported image can be copy and pasted into any document or emailed.*

Using the “I want to” tool

The “I want to...” tool shows the most commonly used tools in the site.

Instructions

1. Select the “I want to...” tool which is always in the left hand side of your map.
2. The tasks available for this tool are:

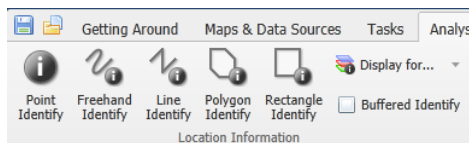


3. When you *select* one of the tasks above it takes you to the toolbar suitable to do that task.

Identifying Features on the Map

The main reason for using a mapping system is to query and retrieve data attributes about features, for example, properties, storm water drains, reserves. The **Location Information** tools assist you in this process. The **Analysis** toolbar has tools that will help you query and identify map features.

Location Information Tools



Point Identify

Instructions

1. To identify location information use the **Point Identify** button.
2. After *selecting the Point Identify* button, *click* the feature on the map that you want to identify. The features attributes will appear in the Information window.

The following tools are used by selecting the way you want to select the features (freehand, line, polygon or rectangle) and then draw over the features you want to identify. *Double click* when finished and the features that are identified will appear in the results window.

Freehand Identify

Instructions

1. To identify features using a freehand drawn line *select* the **Freehand Identify** button.
2. *Click* the **left mouse button** and hold it while moving the mouse. When you release the **left mouse button** the freehand line will be completed.

Line Identify

Instructions

1. To identify features using a drawn line *select* the **Line Identify** button.
2. *Click* the **left mouse button** and hold it while moving the mouse and release the **left mouse button**. Effectively you are starting at point “A” with a click and finishing at point “B” by releasing the mouse.

Polygon Identify

Instructions

1. To identify features using a drawn polygon *select* the **Polygon Identify** button.
2. *Click* the **left mouse button** on the map and release it. Then move to a new location and click the **left mouse button** again. Repeat these steps until you have drawn your polygon. *Double-click* to finish the polygon.

Rectangle Identify

Instructions

1. To identify features using a drawn rectangle *select* the **Rectangle Identify** button.
2. *Click* the **left mouse button** and hold it while moving the mouse. You will notice that a rectangle is being drawn. When you release the **left mouse button** the rectangle will be complete.

Advanced Searching, Processing, and Exporting Results

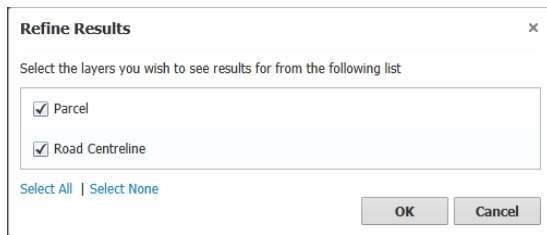
Once you have performed a search you can refine your results further. Once you have refined your results you can then export the text and map.

Instructions – perform a Road Search

1. Type in a road name e.g. “**Queen Street**” and hit the **Enter** key on your keyboard.



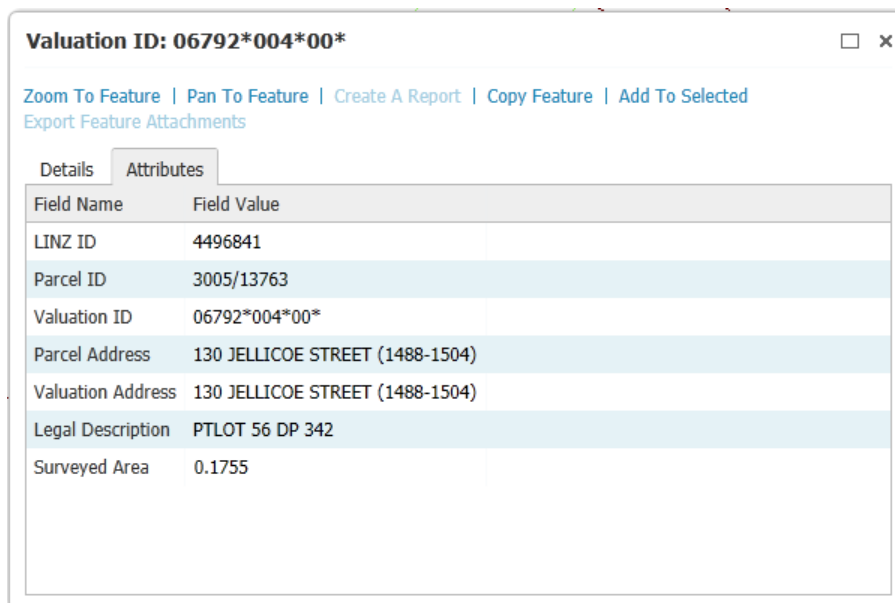
2. The results will appear on the left hand side of your screen in the **Results** window. You will notice that this particular search will return the **Road** layer and the **Parcel** layer.
3. *Click* the **Refine Results** link. A window below will appear. This will let you choose which layers you would like to see in your results. *Un-tick* the **Road Centreline** layer and *click* **OK**. You will notice that only **Parcel** layer now has features in the **Results** window.



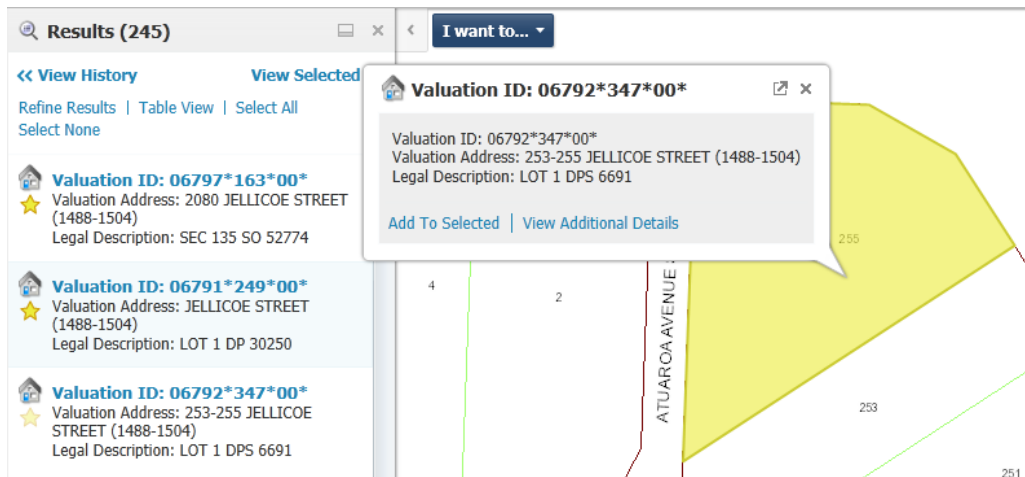
4. Now you want to select a feature. To go to the location *click* to the right of the text on the result and it will zoom to the feature. When you *hover* over the result, the feature will highlight on the map.
5. When you *click* on a result a window will appear over the feature on the map. You can *click* the **View Additional** Details link to view the features data attributes.



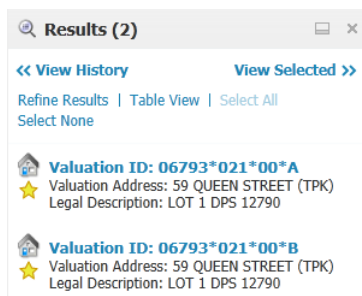
6. You will see another window appear showing some brief details, if any, and a tab named **Attributes**. *Click* the **Attributes** tab to view the features data attributes.



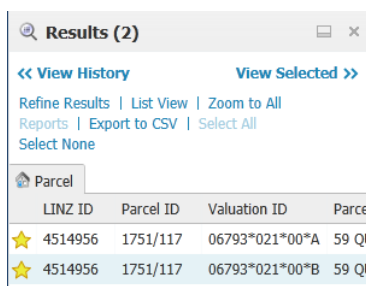
7. The **Add To Selected** link will enable you to start to select a number of features so you can view them all together, report on the selected features, create a map of the selected features. *Click* on a result and then *click* the **Add To Selected** link. Notice it turns yellow and the yellow star under your selected feature appears. You can also just tick the yellow star under to the left of the search result to add it to the selection.



- On the left in the **Results** window you can choose to view all the selected features. *Click* the **View Selected** link in the **Results** window. You can go back to your initial results by *clicking* the **Back to Results** link if you need to.
- Hover* over the **Parcel** text and *click* the **View** link. This has now refined your results further and only shows the selected features. If you need to go back to the previous list of features *click* the **View Selected** link.



- The next step is to view the features data attributes in the **Results** window *click* the **Table View** link. This will give you options such as **Zoom to All** selected features as well as an **Export to CSV** option.





- Click* the **Zoom to All** link. You will notice that all selected features appear on the map.
- To export your selected features to Microsoft Excel *click* the **Export to CSV** link. You will be prompted to save the results. Name your file "**My Selected Features**". You now have the selected features data attributes stored in a CSV file which can be opened in Microsoft Excel.

Saving and Opening your Project

An advanced feature of MAPI is to allow you to save your current map, for example if you have drawn your own features on the map, and/or wish to refer to it at a later date.

Instructions

1. To save the map you are working on *select*  **Save Project** button which is just below the banner at the top on the left hand side. This will save the map with all the drawings and alterations you have made.
2. *Enter* a **Project Name** for your map and add your name to the **Created By** field so its easier for you to find your maps. You can add a **Description** in as well.
3. To open a previously saved map, *select* the  **Open Project** button. This will give you the option to open previously saved maps.

Additional Resources

For more detailed information on using MAPI you can click the Help Button  to open the online help or click the link <http://mapi.westernbay.govt.nz/Help/Default.htm>.