INTRAMAPS 9.9
USER REFERENCE GUIDE

2021.5.4

South Waikato District Council

Table of Contents

Starting IntraMaps

1.1 What is IntraMaps?

IntraMaps is an easy to use spatial data portal that allows you to access the spatial data of South Waikato District Council through a simple interface in standard web browser. You can view, search display, export and print data and maps through IntraMaps.

1.2 Finding IntraMaps

IntraMaps can be accessed from the South Waikato District Council website. Firstly, you can click the "Online Maps" tab under the homepage of our council website (see Figure 1). Then you can access to IntraMaps by clicking the "To view IntraMaps click here" button in the page for Online Mapping Tool (see Figure 1 & 2).
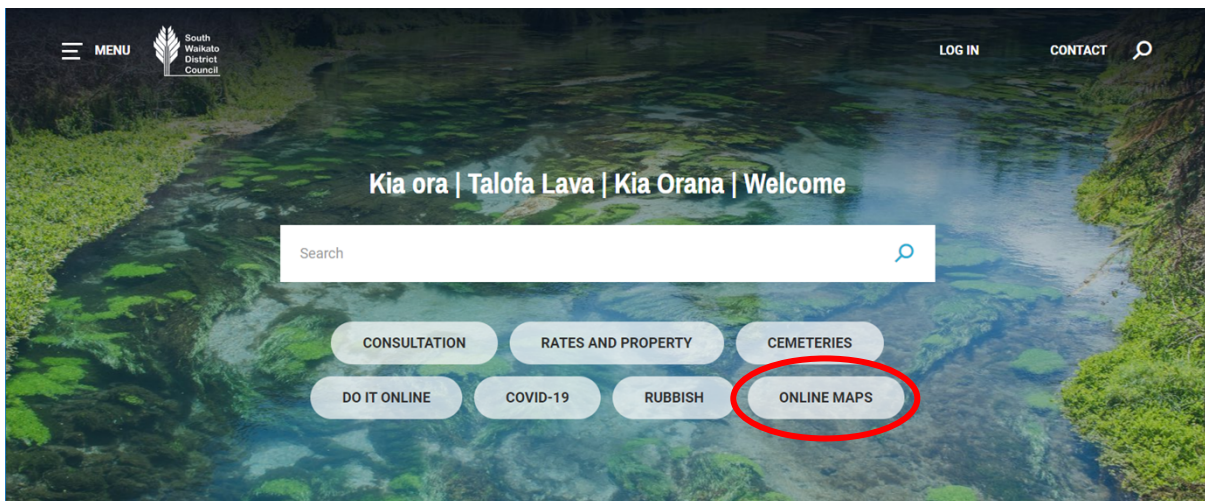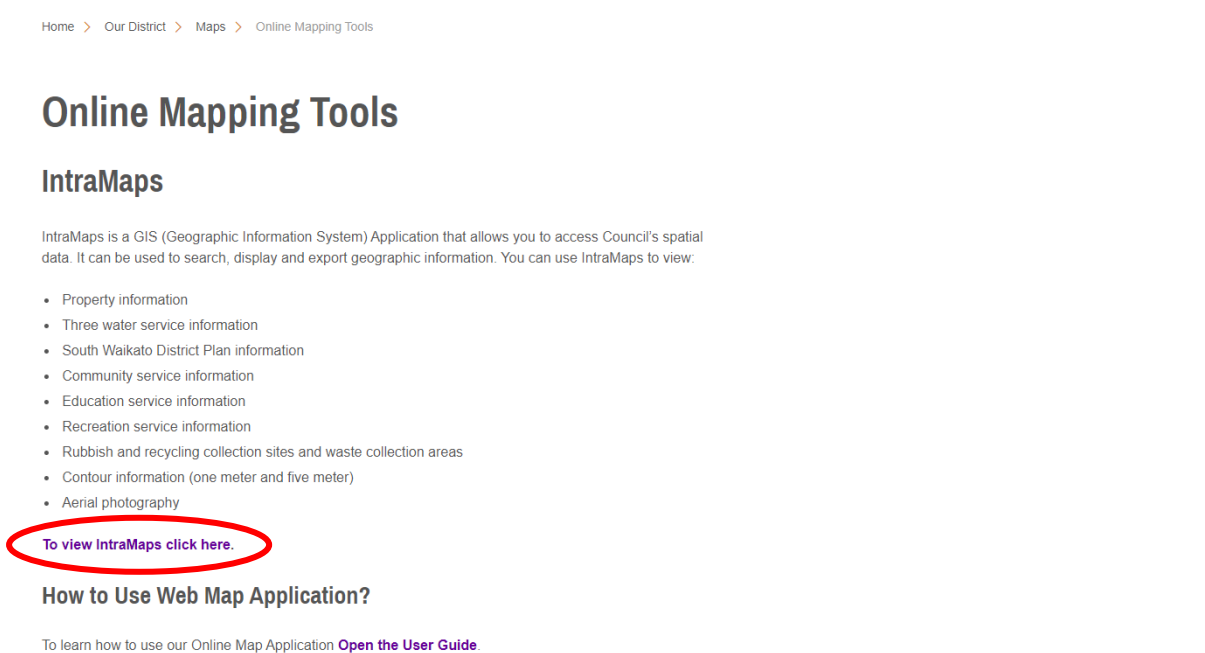
Figure 1.

Figure 2.

1.3 Main Screen

The IntraMaps screen consists of seven main areas.

- Map Toolbar – A range of useful tools to make selections, control the view and navigate around the map. You also can export maps, add annotations.
- Map Window – Displaying spatial data. It can consist of one or more layers. To navigate with the map window, use the Navigation Tool located above the map or the View tools in Map Toolbar.
- Title bar – A quick access toolbar to allow you to print templates, pop out a legend, change the UI settings of IntraMaps, show tooltips, and provide a help desk.
- Information Panel – It only appears when a Selection is made using the Selection tools or using a Search. There is a list of the selection layers available to you in the Selection Toolbar.
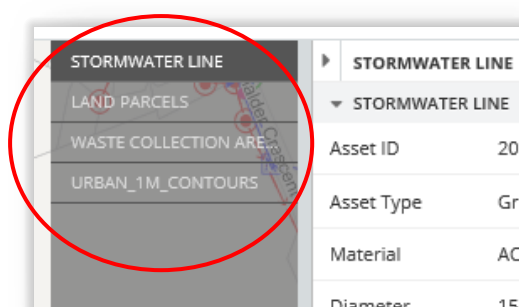

- Search Panel – There are different options of searches which allow you to quickly find, zoom to and select a feature you are looking for.
- Base Maps – There are different options of base layers you can choose. Users also can enable 'Split Screen' to compare two different base maps.
- Layers Panel – Displaying a list of all layers available in that Module.

- Modules – We are currently having three modules (or "themes") to show different information. The differences between modules are map layers, styles, and searches. You can switch to another module by clicking it in the list.
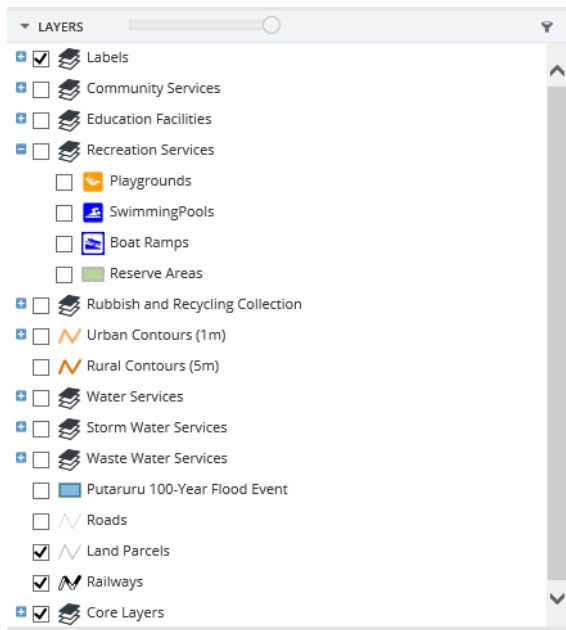
Modules

IntraMaps currently has two modules which was set up to a 'theme' and each module contains different layers of information. You can switch to another module by clicking it in the module list.
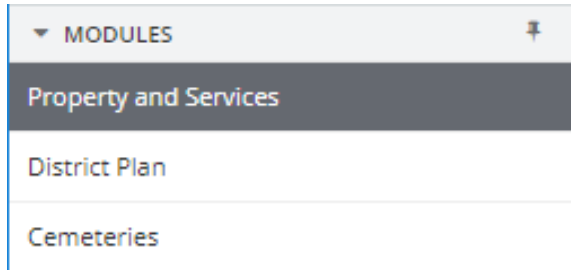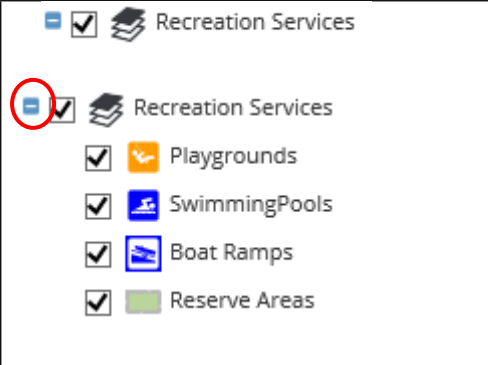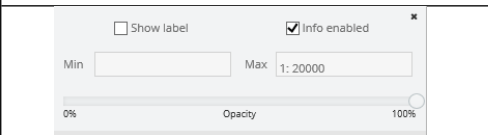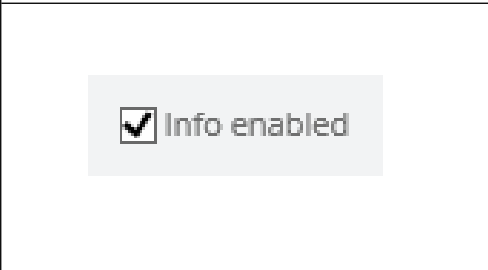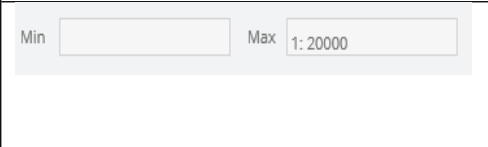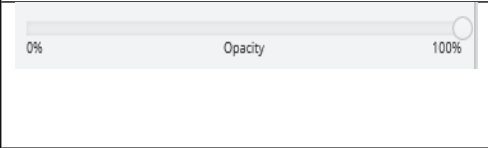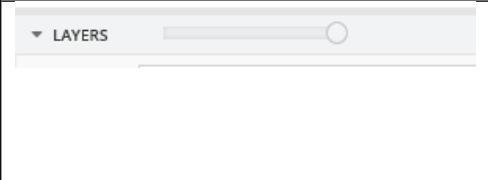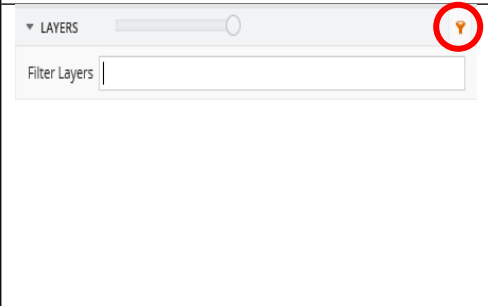

Layers

Each Module contains several layers. Some layers have been switched on by default and some layers are off by default. Some layers have zoom levels set so they turn on only when you are zoomed in or out far enough and these layers will be grey in the Legend.

☑ ⚡ Railways	**Make a Layer Visible** • Tick the checkbox next to the layer to make it visible. • Untick the checkbox to make the layer invisible.
	Themed Layer

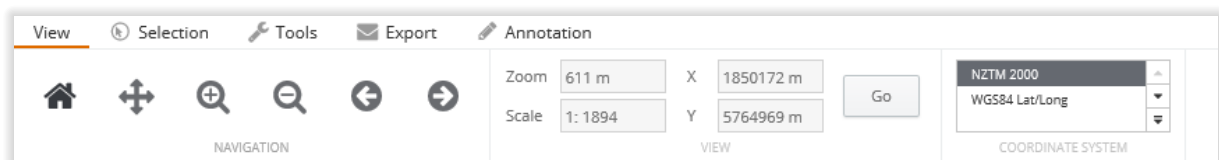|	
	• The layer that has a plus sign ⊞ is called 'group layer' which has been themed by a list of relevant layers or an attribute in its data. • For example, 'Recreation Services' group layer has been themed on four layers which show the four different recreational data. • You can switch each condition on/off if you wish or click the checkbox next to the name of the group layer to switch all themes on/off.
	Advanced Layer Management • Clicking on a layer in the Layer Legend will open the Advanced Layers Controls.
	Displaying Labels • If configured, you may be able to switch the labels of a layer on/off using the checkbox. • It will be grey if this is not enabled.
	Enable Information • This checkbox works in conjunction with the Information tool in the Toolbar ⓘ . • By default, this checkbox is ticked, however you may want to switch it off if you wish.
	Zoom Level • You can specify the zoom level of a layer so it will switch on/off at a specific zoom.
	Transparency • You can make a layer transparent (0%) or opaque (100%) using this slider.
	Layer Panel Transparency • You can make all the layers in Layer Panel transparent (0%) or opaque (100%) using this slider.
	Layer Filter • You can click on a filter sign 🔻 in the upper right corner of Layer Panel and a Layer Filter bar will appear. You can filter the Layer List by searching for layer/group/class names. When a search filter has been applied, the Layer List will update accordingly.

South Waikato District Council 5

Base Maps

Each Module contains a list of base maps in Base Maps Panel. You can choose a base map as the background in Map Window.
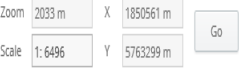
	Base Maps List • You can toggle between which base map is preferred by selecting them here. You can enable 'No Base Maps' to disable all base maps. You also can make the base maps transparent (0%) or opaque (100%) using the slider on the top of Base Maps Panel.
	Split Screen • You can enable 'Split Screen' to compare two base maps after you tick the checkbox of 'Enable Split Screen'. If enabled, the drop-down list will become available to select ta comparison base map. If disabled, the drop-down list will be unavailable.

View
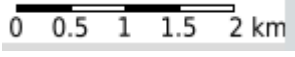
The View tab in Map Toolbar allows you to control the current view shown in the map.

	Home button It is used to zoom the map to its default view.
	Pan button It allows you to move the map by dragging it. • Click the left mouse button on the tool and activate it. • In the Map Window, click and hold the left mouse button and drag the map to the desired location.
	Zoom in and Zoom out • Click the left mouse button on the tool to activate it. • Single click on the map to perform a zoom in/out. Or • Draw a marquee by clicking and holding the left mouse button and drag the rectangle to the desired location.

	Go back and Go forward • Click on the Go back tool to go back to the previous view. • Go forward tool will be greyed out unless you have used the Back button.
	Views • Set a Zoom Distance or a Scale to view the map on your screen – then click Go. • Enter the coordinates of a location in the X Y boxes – then click Go.
	Coordinate System • You can change the coordinate system of IntraMaps here. The default coordinate system is NZTM2000.

There are some View Toolbar icons in the Map Window.

	Navigation Tool • Zoom in and out of the map quickly.
	Quick Menu • By default, the Select by Point tool is active, but the topmost icon will change depending on which tool you have active. More information of Selection tools can be seen in 'Selection' Section.
	Scale Bar • The scale bar can be found in the right bottom corner of Map Window and it changes per the current zoom level.
	Overview Map • The Overview Map can be found in the left bottom corner of Map Window. • Move the location identifier on the Overview Map and the corresponding view of the main map window will change accordingly.

Selection

The Selection tools in Map Toolbar or Quick Menu are used to retrieve information about objects that are in the current Selection Layer. The relevant information is displayed in the Information Panel.

	Point Selection
	The tool is used to select features using a point to define the search region. • Click on the tool to activate it. • Single click on a feature you wish to select. • The Information Panel will activate and populate with information about that feature.
	Circle and Square Selection These tools are used to select one or multiple objects by using a circle or a square (rectangle) to define the search region. • Click on the tool to activate it. • Click and hold the left mouse button and drag the cursor away from the point to create a circle or a square (rectangle).
	Polygon Selection This tool is used to select one or multiple objects by using a polygon or multi sided shape to define the search region. • Click on the tool to activate it. • Click once to start the polygon. • Click as many times as you need around your search area. • Double click to finish your shape.
	Line Selection This tool is used to select one or multiple objects by using a line to define the search region. • Click on the tool to activate it. • Click once to start the line. • Click as many times as you need for the length of your line. • Double click to finish your line.
	Share Boundary Selection

	This tool is used to select one or multiple objects that share a boundary with one object. • Click on the tool to activate it. • Click on the object to select it • The features that share a common boundary will also be selected.
	Buffer Around This tool is used to select or multiple objects that are within a specified distance of a selected object. • Specify the distance in metres in the text box (typing a number by keyboard). • Click on the target icon and then click the object on the map. • The features that within the specified distance will also be selected.
SELECTION MODE	**Add to Selection and Remove from Selection** Use this tool to add or remove objects to your current selection. • Click the tool to activate it. • Click on the object you want to add to current selection or remove from your original selection. • Click the tool to deactivate it.
All Land Parcels Pensioner Housing LAYERS	**Selection Layers** All available selection layers will be in this list. It may be different per module. By default, your selection tools will use select objects from 'All' layers. If you would like to restrict your selection to one layer, choose it from this list.

When you select multiple objects and all the records are called as an Entire Selection. By default, IntraMaps display these with a purple outline in the map. The information Panel will show one object from all the records as the Current Selection. By default, IntraMaps will display this as thick outline in purple.
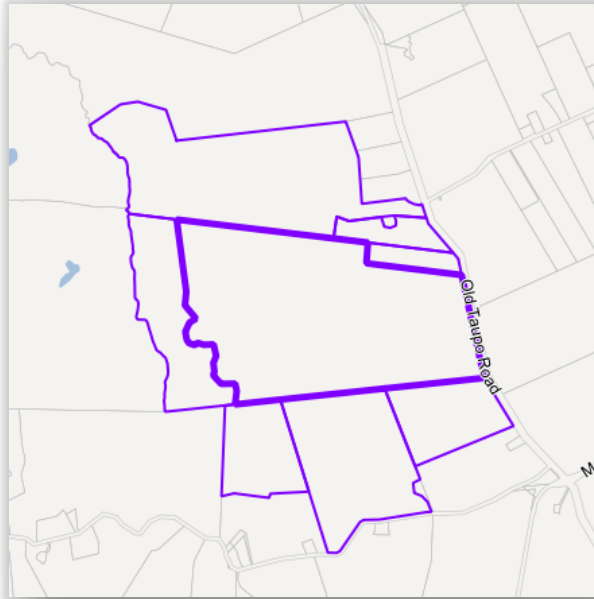
You can change the Current Selection using the left and right arrows in the Info Panel.
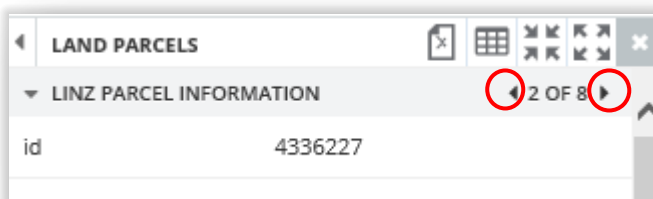
Search

Search Panel allows you to quickly find, zoom to and select a feature you are looking for. Search bars may be different in each module.
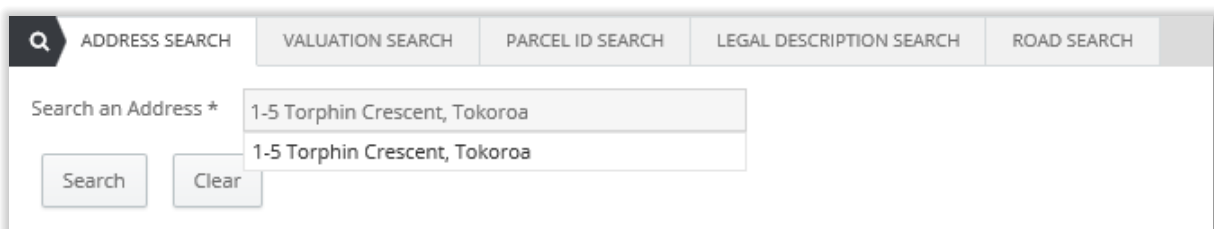
For example, searching an address in "Property and Services" Module.

- Click Address Search Tab and specify the address number and street name. If the address is correct, you will find the full address from the drop-down list.
- Select the address you are looking for from the list – then click Search.

South Waikato District Council
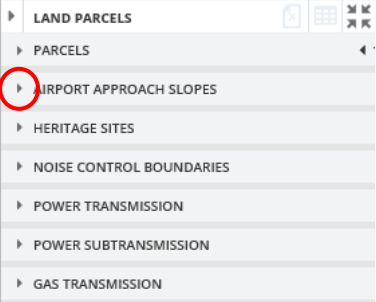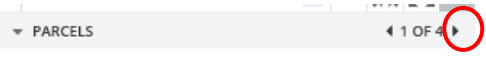
- The object you are looking for will be highlighted in Map Window and relevant information will be shown in the Information Panel.

Information Display

The Information Panel appears when a Selection is made using the Selection tools or using a Search.
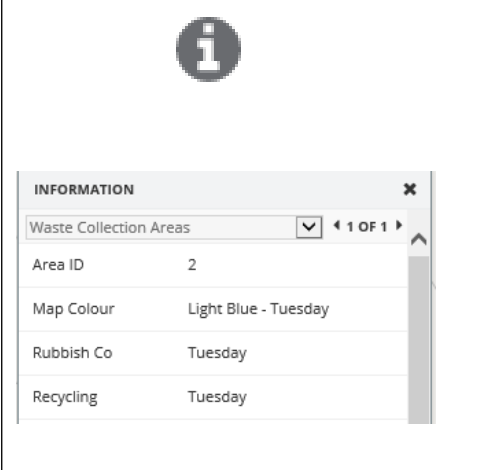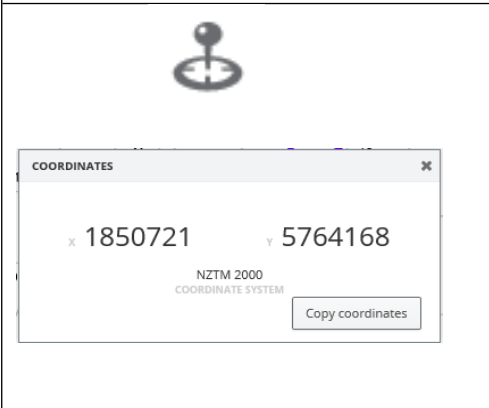
	Multiple Layers Selected • You may view all the available information from different selection layers when the Selection Layer is set to 'All' in the Selection Toolbar. • You can switch between layers by clicking on any of the selection layers in the Selection Panel. • Collapse the list by clicking the arrow on the right of the list ▶.

	Info Panels • The data will be split into Info Panels. • You can expand or collapse the information in that Panel by clicking the Panel Name or clicking the small arrow on the left side of that Panel ▼.
	Multiple Records • If you have multiple records, you could scroll through the selections using the Left and Right arrows. • The 'current selection' will be displayed as thick outline in purple on the map and the other records will be displayed with a normal purple outline. • The Info Panel will change the information of current selection when using the Left and Right arrows.
	Export to CSV • Export the information selected object to a csv file. • By default, only the first info panel will be exported.
	Info List • Display information of all select objects of the selected layer on the attribute table. If you have multiple records, this tool can view all the selected records (e.g. parcel information) at once.
	Zoom to Current Selection and Zoom to Entire Selection • Zoom to and centre the map on the currently selected object. • Zoom to and centre the map on the all currently select objects (entire selection).
	Cancel Selection • Removes the select object(s) and closes the Information Panel.

Tools

A group of tools are available on this toolbar which allow you to interact with your data.

	Information This tool is used to retrieve information from the map layers in the map window. • Click on the tool to activate it. • Single click on a feature you wish to see the information. • An information window will appear offering you a drop down for all the different layers you selected. • If you have selected multiple objects in a layer, you can scroll them using the arrows on the right of the layer's list.
	Coordinates This tool is used to return the coordinates of a point on the map window. • Click on the tool to activate it. • Click on a location in the map window. • A coordinate window will appear with the coordinates.
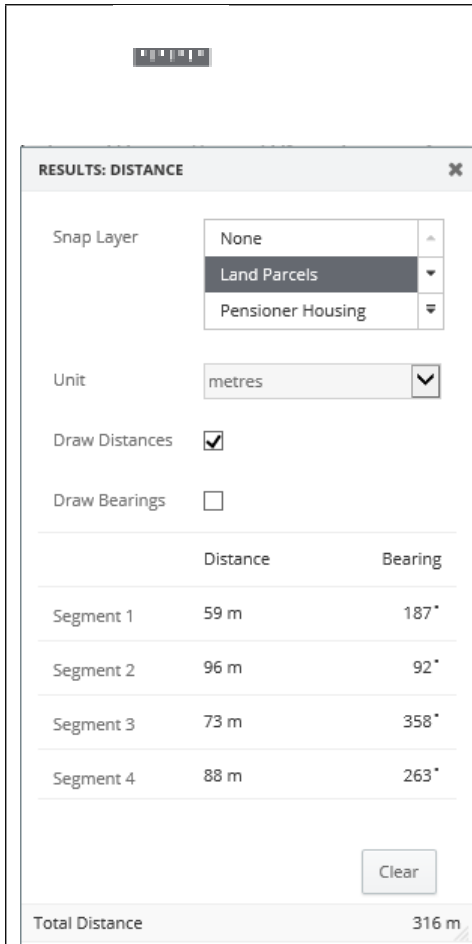
	Measure Distance
RESULTS: DISTANCE ✕ Snap Layer: None / **Land Parcels** / Pensioner Housing Unit: metres Draw Distances ☑ Draw Bearings ☐ Distance Bearing Segment 1 59 m 187˚ Segment 2 96 m 92˚ Segment 3 73 m 358˚ Segment 4 88 m 263˚ Clear Total Distance 316 m	Measure distance tool is used to measure a distance. • Click on the tool to activate it. • A Result window will appear. • You can choose a snap layer if you wish to make results in higher accuracy or keep the default at none. • The default unit is in metres, but this can be changed to a number of other units. • You can toggle 'Draw Distances' on/off to view each individual line segment measurement. • You also can toggle 'Draw Bearings' on/off, if you wish to show the results of bearing angle between the start point and the end point of each individual line segment. • Draw a line by clicking on the map at various locations. The resulting distance will be displayed on the map as the line is being created. • Double click to complete the line measurement. A total distance will be displayed on the map as well as within the Result Window. • Click 'Clear' button to close the Result Window and remove the measurements from the map.
RESULTS: AREA ✕ Snap Layer: **None** / Land Parcels / Pensioner Housing Unit: metres Draw Distances ☑ Draw Bearings ☑ Distance Bearing Segment 1 87 m 187˚ Segment 2 101 m 90˚ Segment 3 78 m 8˚ Segment 4 102 m 275˚ Clear Area 8307 m²	Measure Area Measure Area tool is used to measure an area on the map. • Click on the tool to activate it. • A Result window will appear. • You can choose a snap layer if you wish to make results in higher accuracy or keep the default at none. • The default unit is in metres, but this can be changed to a number of other units. • You can toggle 'Draw Distances' on/off to view each individual line segment measurement. • You also can toggle 'Draw Bearings' to view the bearing of each segment. • Draw a region by clicking on the map at various location. Line segment distances will be displayed on the map as the region is being created. • Double click to complete the measurement. A total area will be shown on the map and within the Result Window. • Click 'Clear' button to close the Result Window and remove the measurements from the map.
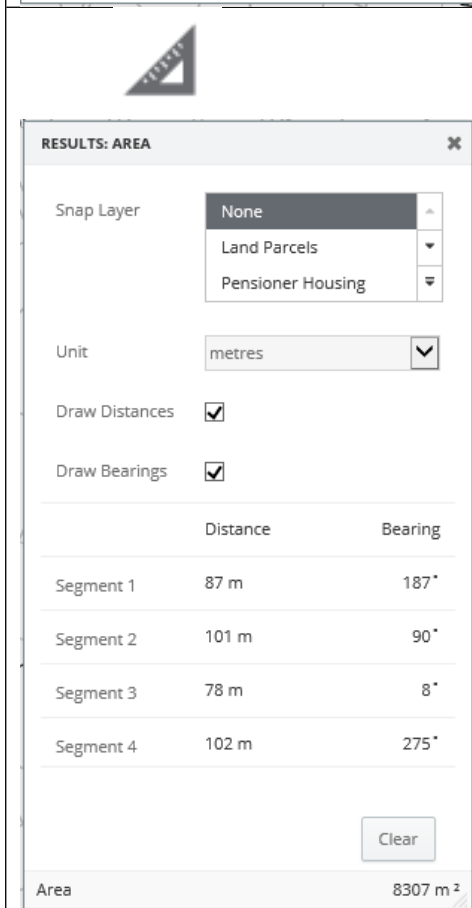
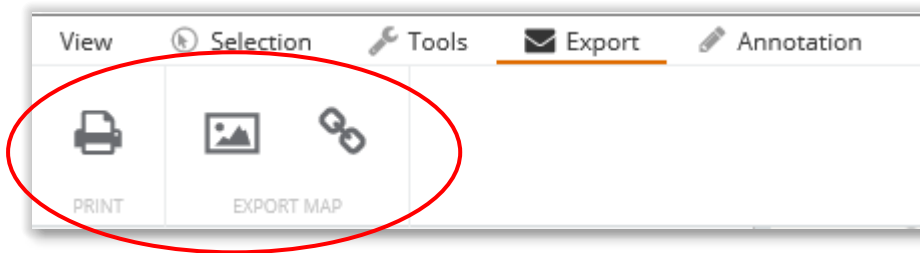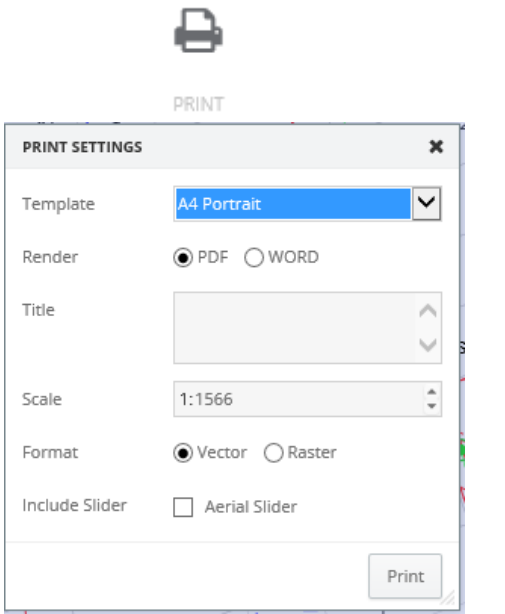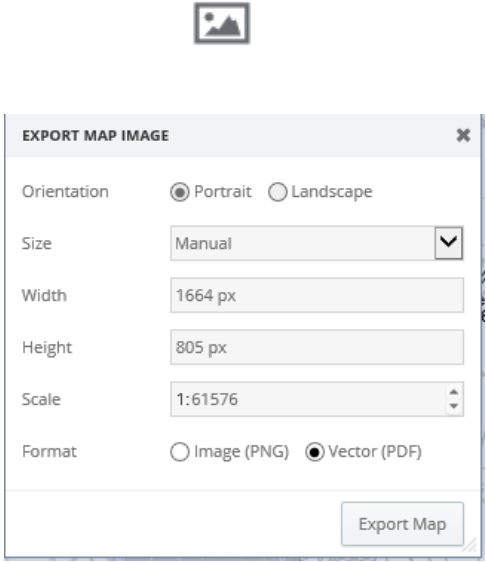|	
	GPS This tool is used to view current GPS location within IntraMaps. • Click on the tool to activate it. • IntraMaps will automatically track and zoom to your physical location. If you move, it will continue track and will re-centre the location in the middle of the map. Note: To display an accurate location the GPS Tool requires the user device (e.g. mobile) to have GPS functionality and it must be enabled using the Windows "Location Privacy" setting. It also must have a correct GPS fix which may not happen if the device is indoors.

Export

There are three ways to produce maps in IntraMaps.

	Print Print templates will be available to export PDF or Word maps. • Click on the Print icon. • Click on the Print tool. • Select a template of A4 or A3 from the drop-down list. • If you can choose A4 portrait with legend or A4 with data as a template, the resulting map would include a legend, or an information list associated with the selected objects which is retrieved from the data shown on Information Panel. • Choose the file type (PDF or Word). • Add a title to your map. • You can change the scale of the map by using the increase and decrease scale buttons. This will change the size of the purple box. You also

	can move the purple box by using your cursor to pan around the map. • By default, vector is the image type. • Click Print. • Save your resulting map when prompted or Print the map directly.
![image icon] **EXPORT MAP IMAGE** ✕ Orientation ⦿ Portrait ○ Landscape Size [Manual ▾] Width [1664 px] Height [805 px] Scale [1:61576 ▴▾] Format ○ Image (PNG) ⦿ Vector (PDF) [Export Map]	**Export Map Image** Use this tool to export an image you can then use it to insert into documents or emails. • Click on the Export Map icon. • You can change the orientation, the zine (manual, A4 or A3) and scale. Note: Width and Height can only be edited if Size is set to Manual. • Change the scale using the increase and decrease scale buttons. • You can change the image type (PNG or PDF). • Click Export Map. • The Map will open in a new browser window. you can Right click on the image and Save, Email, Copy or Print.
🔗 **SHARE MAP** ✕ Include ☐ Layers ☐ Annotations ☐ Selection ○ Current ○ Entire Link [https://enterprise.mapimage.net/IntraMaps99/?project=SouthWaikato&module=Property%20and%20Services&configId=5ed685b3-86c1-43ba-92c6-17528e5f0ef3&startToken=dca190a8-8419-4a40-ad1b-] **Note:** Link is updated each time a change is made. Ctrl-C to copy to clipboard.	**Share Map** Use this tool to share your current view, or selection, or annotations with other users. • Click on the Export icon. • Check the desired items you would like to be included (Layers, Annotations and Selections). • A URL link will be created automatically. Click Ctrl-C to copy the link to the clipboard. • Share the link with other IntraMaps users either in an email, message or other forms.

Annotation

The Annotation toolbar comprises of a set of tools for drawing and annotation on the map view.
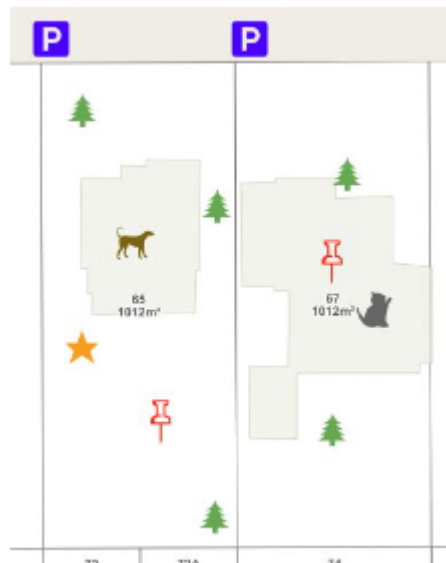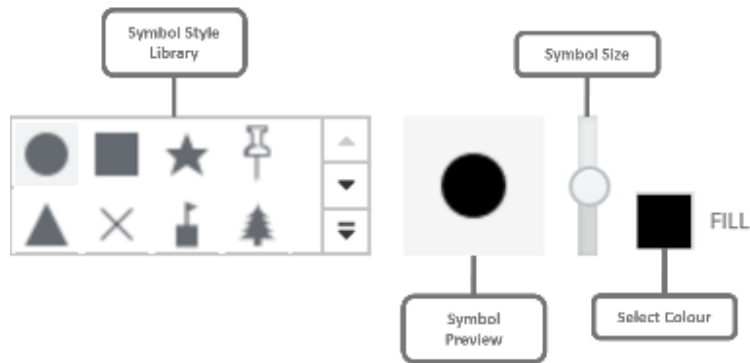
	Symbol Add markers on the map. - Click on the tool to activate it. - You can set the symbol type, symbol size, symbol colour and the transparency. - Select on the map and the symbol will be added.
	Line Add lines to the map. - Click on the tool to activate it. - Toggle 'Measurements' on/off to add a label of line length. - You can set the symbol colour in Stroke. - Click once on the map to begin drawing the line. - Click as many times as is required. - Double click to complete the line.
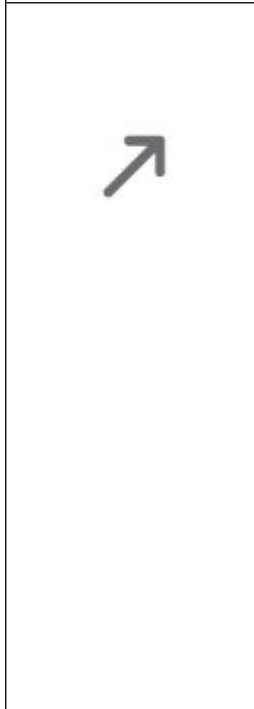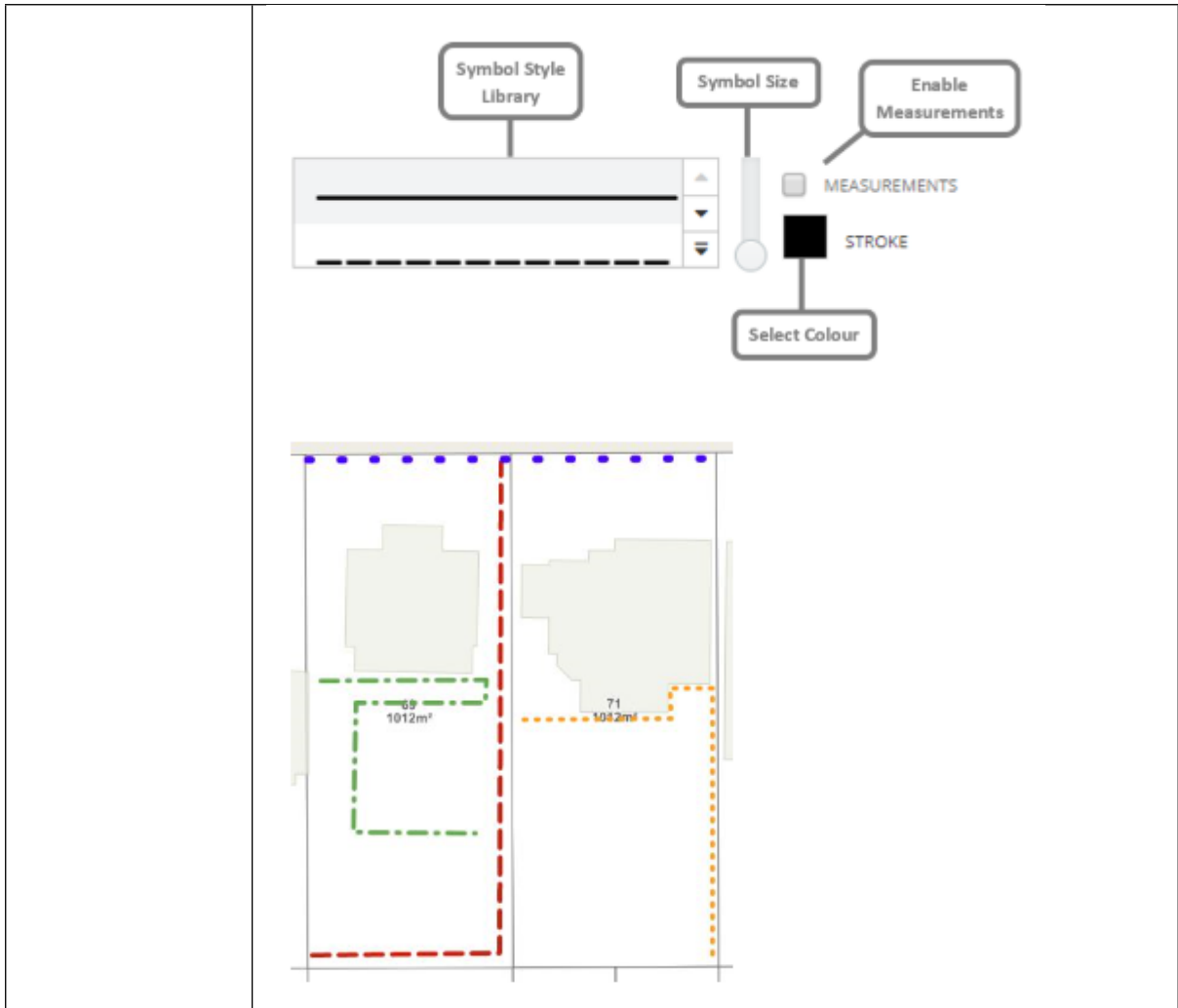
Arrow

Add arrows to the map.

- Click on the Arrow tool to activate it.
- Click once on the map to begin drawing the arrow.
- Click as many times as required.
- Double click to complete the arrow.
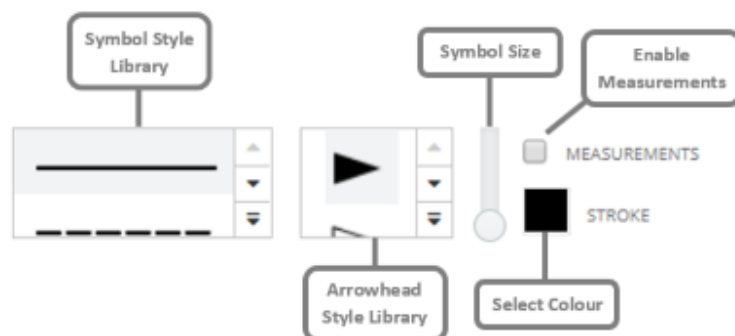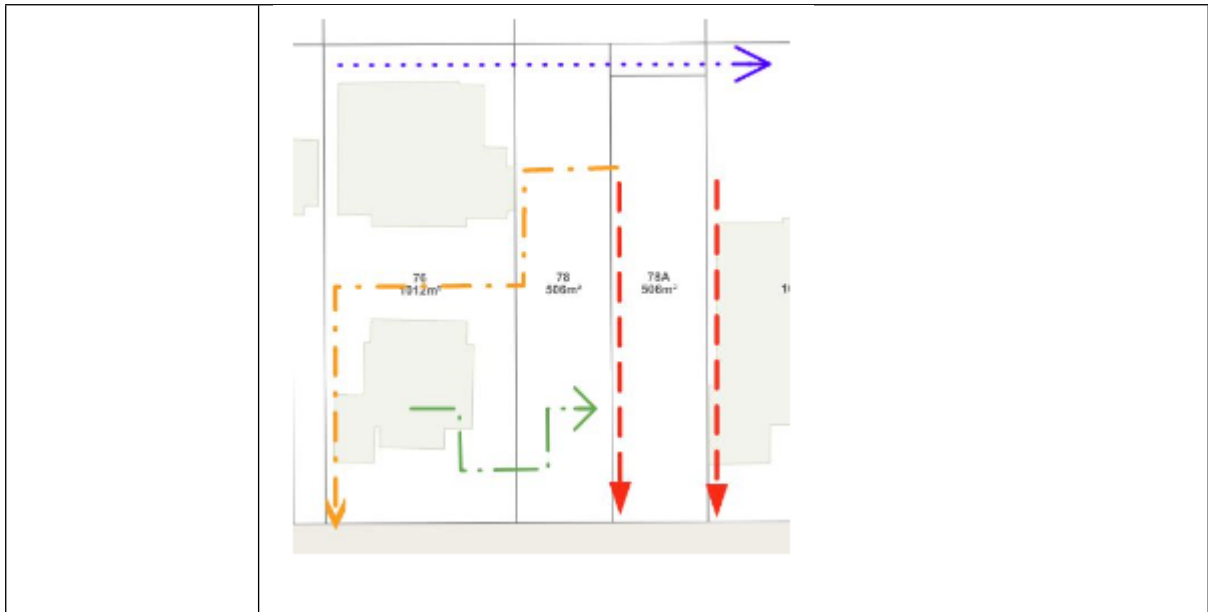
Polygon

Add a polygon to the map.

- Click on the tool to activate it.
- You can set the transparency in Fill.
- Click once on the map to begin drawing the polygon.
- Click as many as is required.
- Double click the complete the polygon.
-

South Waikato District Council
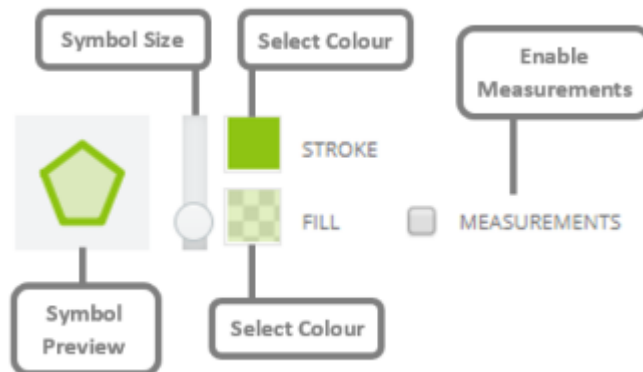
	## Rectangle Add a rectangle or square to the map. - Click on the tool to activate it. - You can set the transparency in Fill. - Click and drag to draw your rectangle.
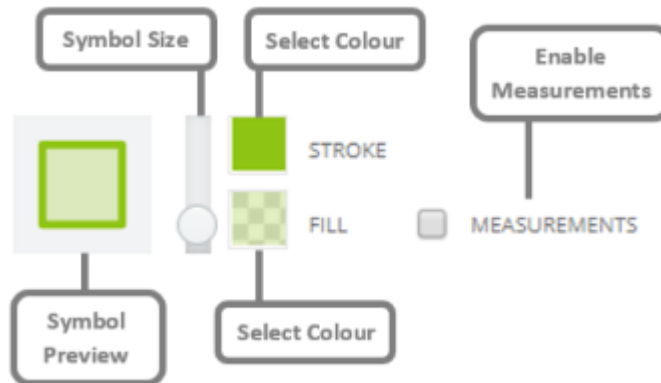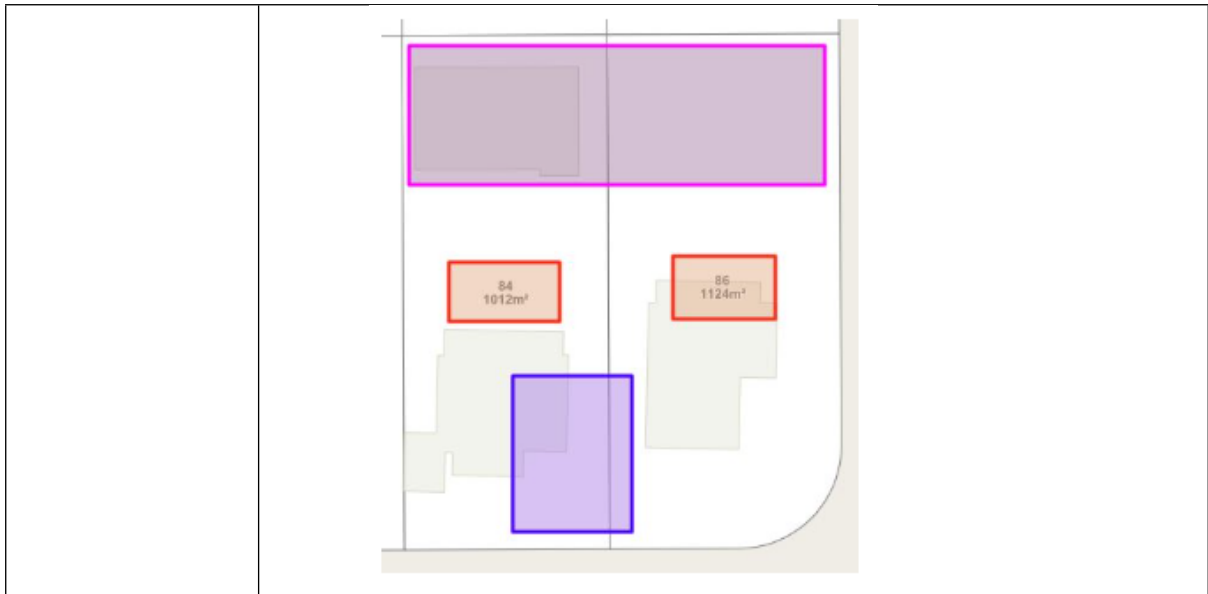
Circle

Add a circle to the map.

- Click on the tool to activate it.
- You can set the transparency in Fill.
- Click and drag to draw a circle.

Or

- Enter a size for your circle.
- Click once on the map and the circle will be added.
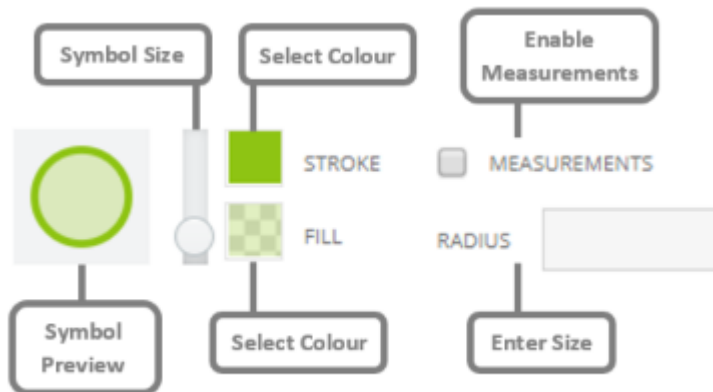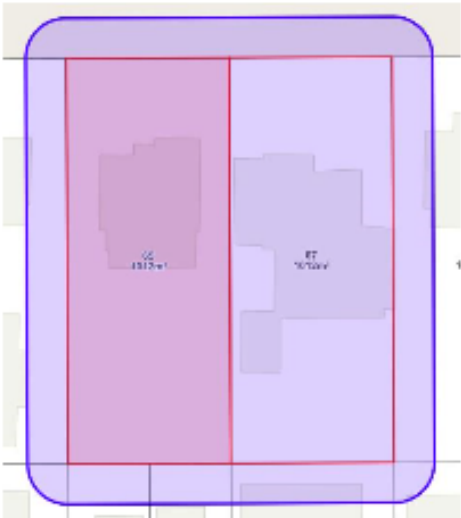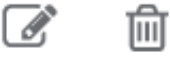
A	**Text** Add text on the map. • Click on the tool to activate it. • Enter the text in the box and change the size and colour. • Click on the map and the text will be added.

15 m ⊕	**Buffer Selection** Create a buffer around a selected feature. • Using any Select Tool, select a feature/features on the map. • Enter the size for the buffer in metres by using Numeric keys. • Click the Buffer tool. • A buffer will be drawn on the map. 	
✏ 🗑	**Edit and Delete** You can make changes to your Annotation by using Edit tool or delete Annotation by using Delete tool. • Click on the tool to activate it. • Select the Annotation feature you wish to edit or delete. • You may be able to move or rotate it as well as change its colour, text or transparency via Edit tool. • The Annotation feature(s) you created will be deleted via Delete tool. Remember, you cannot undo deleting an Annotation feature.	
⊘	**Clear Annotation Set** You can delete all annotations on the map.	

	• Click the 'Clear Annotation Set' tool to delete all the annotations from the map. Note: You cannot undo this.

Title Bar

The Title Bar contains several functions including Print, Legend, Settings, Tooltip and Help.

🖨	**Print** The tool works in the same manner as the Print function from the Export Toolbar.
📋	**Legend** The Legend tool will display a pop-up legend which displays only visible layers in Layer Panel.
⚙	**Settings** You can toggle Touch Mode on/off depending on the type of device being used.
💬	**Tooltip** The tool contains two functions. • Show Tooltips: You can hover the cursor over a feature and a tooltip will display data that would also display in the Information Panel if a selectin were made. • Show Feature Outlines: You can hover the cursor over a feature and a blue line will display around the feature that is hovered over.
❓	**Help** You can either navigate the hierarchy from the Contents tab or search for a term in the Search tab to help you explore the functions of IntraMaps.

Appendix

List of all the visible layers in Layer Panel.

Note: The coordinate system for all the layers is New Zealand Transverse Mercator (EPSG: 2193).

Property and Services Module

Layer Name	Layer Group	Type of Geometry
Address Labels	Labels	Point
Place Labels	Labels	Point
TLA Labels	Labels	Polygon
State Highway Labels	Labels	Line
Roading Labels	Labels	Line
Pensioner Housing	Community Services	Point
Public Toilets	Community Services	Point
Public Libraries	Community Services	Point
Public Halls	Community Services	Point
Council Office	Community Services	Point
Information Centre	Community Services	Point
Event Centre	Community Services	Point
South Waikato Schools	Education Facilities	Point
Early Childcare	Education Facilities	Point
Playgrounds	Recreation Services	Point
Swimming Pools	Recreation Services	Point
Boat Ramps	Recreation Services	Point
Reserve Areas	Recreation Services	Polygon
Recycling Collection Sites	Rubbish and Recycling Collection	Point
Waste Collection Areas	Rubbish and Recycling Collection	Polygon
Urban Contours (1m)		Line
Rural Contours (5m)		Line
ws labels Text	Water Services	Line
Water Point	Water Services	Point
Water Line	Water Services	Line
Stormwater Point	Stormwater Services	Point
Stormwater Line	Stormwater Services	Line
Waste Water Point	Waste Water Services	Point
Waste Water Line	Waste Water Services	Line
Putāruru 100-Year Flood Event		Polygon
Roads		Line
Land Parcels		Polygon

Railways		Line
Rivers	Core Layers	Polygon
Lakes	Core Layers	Polygon
Native Vegetation	Core Layers	Polygon
Residential Areas	Core Layers	Polygon
Land	Core Layers	Polygon
Sea	Core Layers	Polygon
Aerials Urban 2017	Base Map	Raster
Aerials Rural 2017	Base Map	Raster
Aerials Urban 2012	Base Map	Raster
Aerials Rural 2012	Base Map	Raster

District Plan Module

Layer Name	Layer Group	Type of Geometry
Address Labels	Labels	Point
Place Labels	Labels	Point
TLA Labels	Labels	Polygon
State Highway Labels	Labels	Line
Roading Labels	Labels	Line
Land Parcels		Polygon
Railways		Line
Roads		Line
Airport Approach Slopes		Line
Heritage Sites		Point
Noise Control Boundaries		Line
Power Transmission	Utility Networks	Line
Power Sub-transmission	Utility Networks	Line
Gas Transmission	Utility Networks	Polygon
Reserve Areas		Polygon
Designations		Polygon
Significant Natural Area Bounds	Significant Natural Areas	Line
Significant Natural Areas	Significant Natural Areas	Polygon
Cultural Heritage Site	Other Natural Values Areas	Point
Esplanades Sought	Other Natural Values Areas	Line
Outstanding Natural Features	Other Natural Values Areas	Point
Outstanding Natural Feature Areas	Other Natural Values Areas	Polygon
Significant Amenity Landscape	Other Natural Values Areas	Polygon
Outstanding Natural Landscapes	Other Natural Values Areas	Polygon
Waikato River Catchment Area		Polygon
Buffer Areas	Plan Zones	Line
Quarry Buffer Area	Plan Zones	Polygon

Zones	Plan Zones	Polygon
Rivers	Core Layers	Polygon
Lakes	Core Layers	Polygon
Native Vegetation	Core Layers	Polygon
Residential Areas	Core Layers	Polygon
Land	Core Layers	Polygon
Sea	Core Layers	Polygon
Aerials Urban 2017	Base Map	Raster
Aerials Rural 2017	Base Map	Raster
Aerials Urban 2012	Base Map	Raster
Aerials Rural 2012	Base Map	Raster

Cemeteries Module

Layer Name	Layer Group	Type of Geometry
Address Labels	Labels	Point
Place Labels	Labels	Point
TLA Labels	Labels	Polygon
State Highway Labels	Labels	Line
Roading Labels	Labels	Line
Cemeteries		Polygon
Cemetery Blocks		Polygon
Cemetery Utilities		Polygon
Cemetery Lawn		Polygon
Land Parcel		Polygon
Railways		Line
Road		Line
Rivers	Core Layers	Polygon
Lakes	Core Layers	Polygon
Native Vegetation	Core Layers	Polygon
Residential Areas	Core Layers	Polygon
Land	Core Layers	Polygon
Sea	Core Layers	Polygon
Aerials Urban 2017	Base Map	Raster
Aerials Rural 2017	Base Map	Raster
Aerials Urban 2012	Base Map	Raster
Aerials Rural 2012	Base Map	Raster