

### Creating a digital plan



This guide will show how to create and edit a digital plan including data layers

- From the Case Details screen click the plan that has not been saved
- Click EDIT

You can also double-click the plan to open

You have the facility to VIEW, EDIT or add a plan with NEW

### Enlarging the area

*The - will decrease the magnification*

- Click the + on the left-hand side of the plan to increase the magnification
- Click again to increase the magnification, or drag the slider towards the + button

### Repositioning the plan

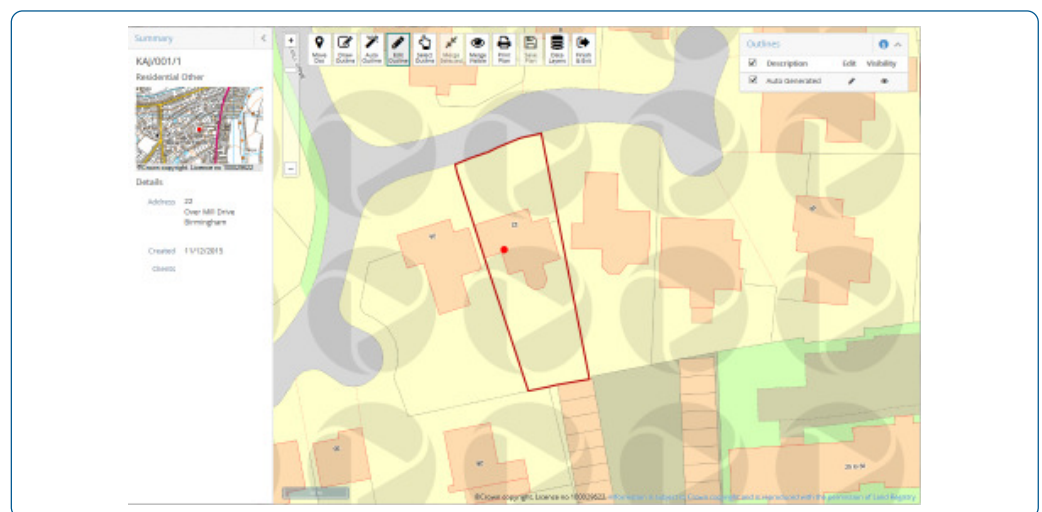
- Click the 4-way directional arrows to move in the direction required

You can click and hold the plan and drag in the direction required

### Land Registry dataset outline

The mapping will show the Land Registry dataset outline for the property

This is for freehold properties only. Other property types will need to be outlined with the Auto Outline or Draw Outline tool which is covered in this guide.





### Saving the digital plan

- Click SAVE PLAN at the top of the plan

A plan preview will open showing the outlines and boundaries

- The plan name will show as a CP: number. Amend the Plan Name if required.
- Click SAVE PLAN

You will be returned to the Case Details screen and the plan will show as saved

Plans				Refresh	View	New	Edit
	Date	Name	Status				
	11/12/2015 13:15	CP:4730128	Saved				

# Digital mapping

## Additional digital plan features

### Data layers

- Click the DATA LAYERS tool at the top of the plan

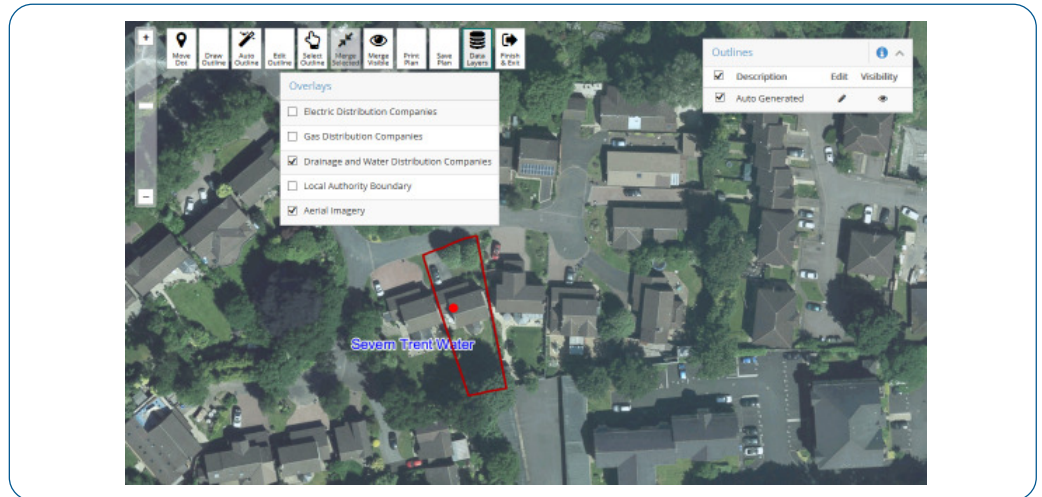
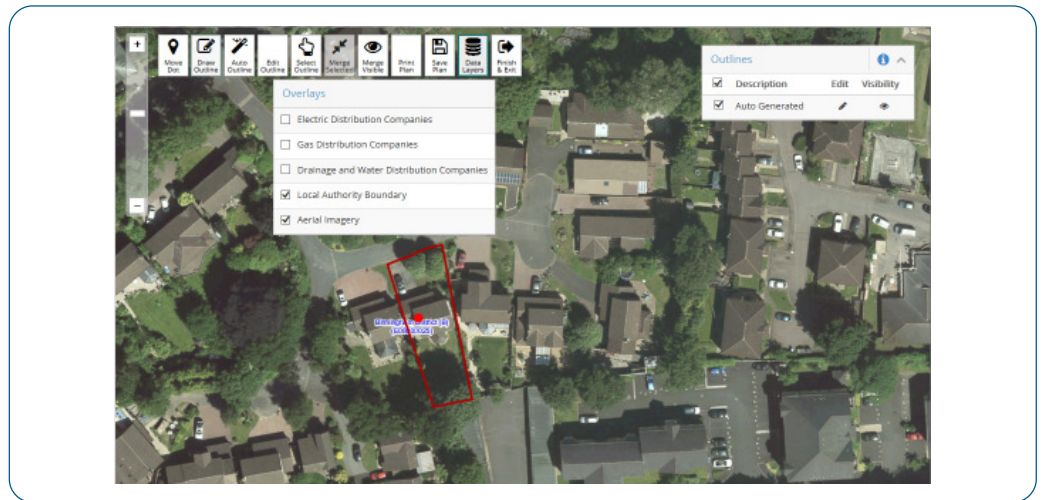
This gives the option to view the utility companies relevant to the property, Local Authority boundaries and ariel imagery.

These are best viewed individually however any of the options can be selected

- Click the tickboxes to switch on the layer required



*Click the tickbox to remove the layer or activate*



When the plan is saved or printed the information labels and ariel imagery (if selected) are not included on the image.

# Digital mapping

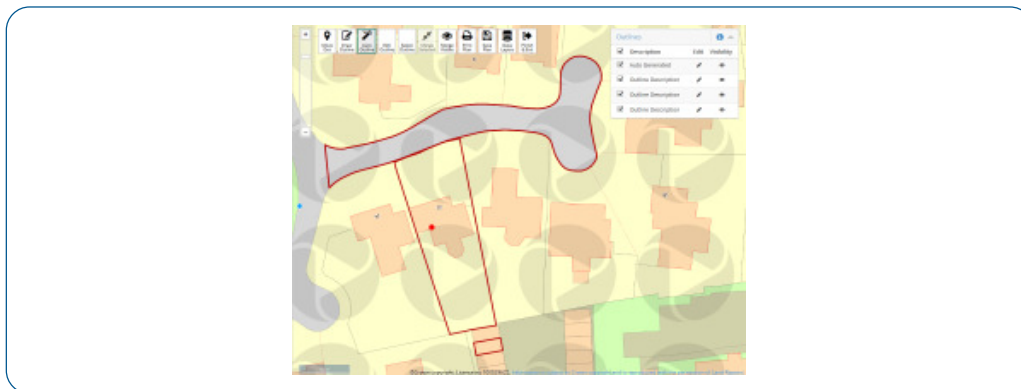
## Creating and editing outlines

### Creating an auto outline

Roads and passageways can be auto selected and edited if required

The outlines are shown with a red outline and listed on the right-hand side of the plan. they can be viewed or hidden by clicking the tickboxes

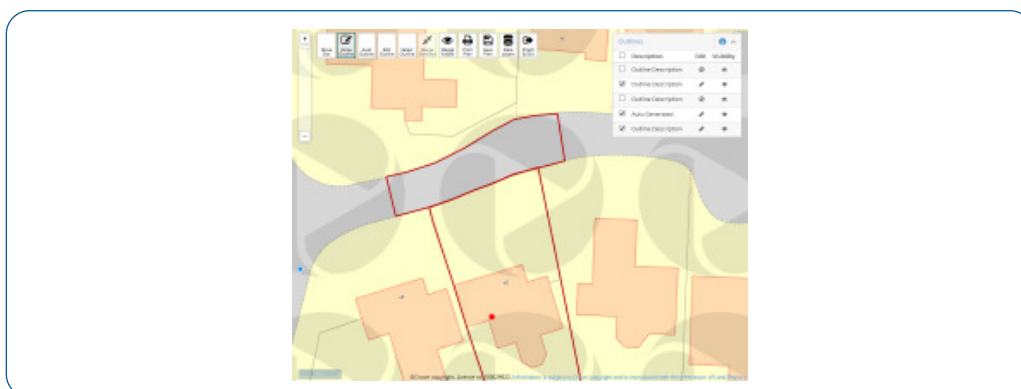
- Click the AUTO OUTLINE tool at the top of the plan
- Click the required areas on the plan to outline



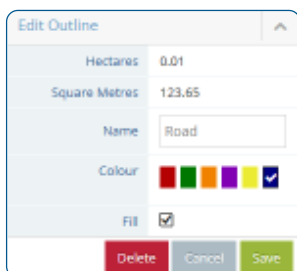
### Creating a freehand outline

- Click the DRAW OUTLINE tool at the top of the plan
- Plot the area required by clicking on each point and then double click to finish

You can use boundary lines and corners to help position the freehand outline points and also use the boundary lines and points as a guide to outline a specific area

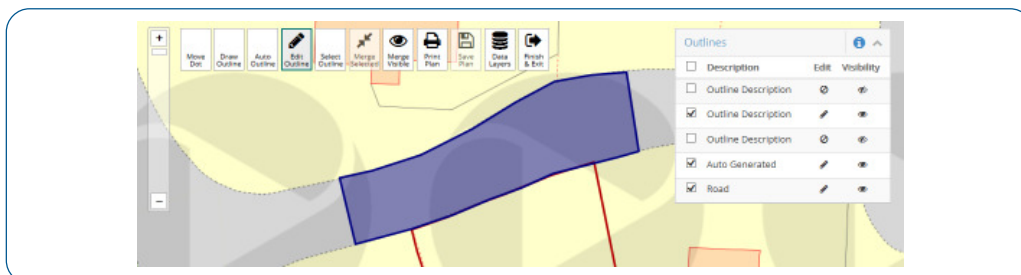
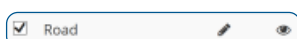


### Changing the colour of an outline



- Select the EDIT OUTLINE tool at the top of the plan
- Click on the outline required
- Select the colour from the Edit Outline box on the right hand side of the plan
- Click the Fill tickbox if the area of the outline is to be coloured
- Change the name of the outline if required
- Click SAVE

You can click the pen at the side of the outline name to edit and the eye to hide or show the outline



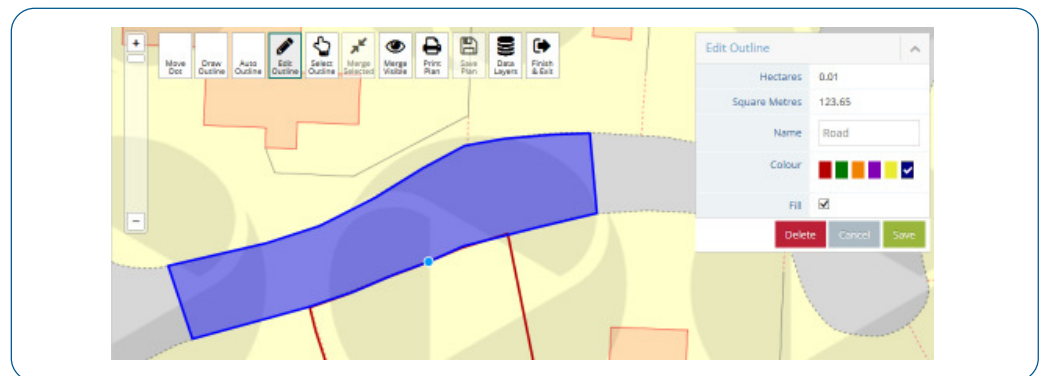
# Digital mapping

## Creating and editing outlines

### Editing the outline

*Click the + on the left-hand side of the plan to increase the magnification  
Click again to increase the magnification, or drag the slider towards the + button*

- Click the EDIT OUTLINE tool at the top of the plan
- Click on the outline required
- Magnify the area for editing if needed
- Position the mouse pointer on the line
- Click and hold the left mouse button and drag to the required position
- Click SAVE at the right hand side of the screen



### Deleting the outline

- Click the EDIT OUTLINE tool at the top of the plan
- Click on the outline required
- Click DELETE at the right hand side of the screen

### Merge all visible outlines

- Click the MERGE VISIBLE tool at the top of the plan
- Outlines must be touching or overlapping to merge together. Any fill colours applied to outlines will revert to no fill.

### Merging individual outlines

- Click the SELECT OUTLINE tool at the top of the plan
  - Click to select the outlines required for merging - the area will be highlighted in blue
  - Click the MERGE SELECTED tool at the top of the plan
- Outlines must be touching or overlapping to merge together

### Repositioning the red dot

- Click the MOVE RED DOT tool at the top of the plan
- Move the pointer to the required position on the plan
- Click in the area to reposition the red dot

If the red dot is positioned within a registered freehold area the outline will show

# Digital mapping

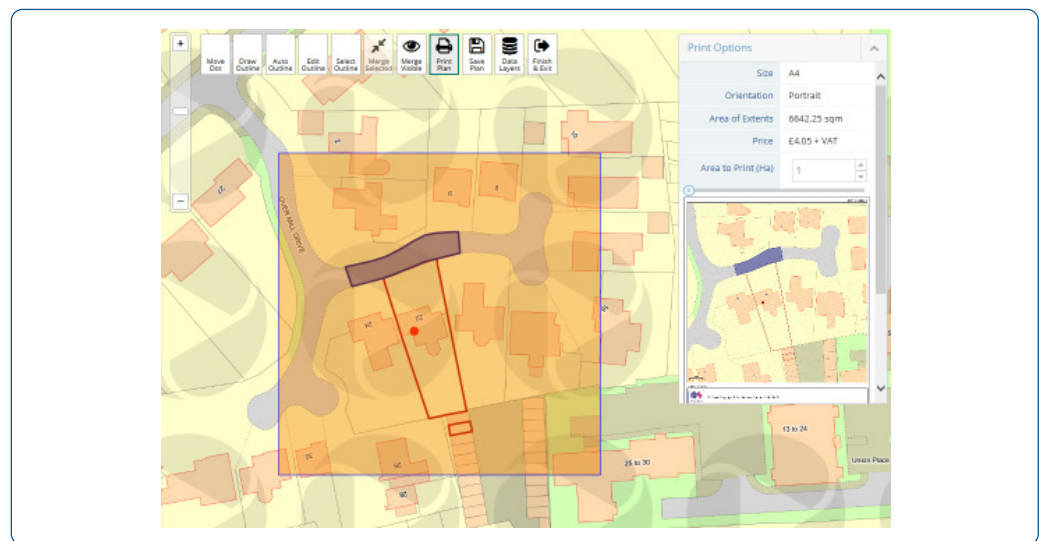
## Printing a digital plan

**Previewing the plan** The plan can be printed before saving, or accessed and printed at a later date

- Click the PRINT PLAN tool

The print area is shown in orange

- Click PREVIEW at the right-hand side
- Click on the plan preview to increase the magnification if required



### Repositioning the print area

- Position the mouse over the print area and drag to reposition
- Click PREVIEW at the right-hand side



### Printing the plan

- Click the tickbox to accept the printing fee
- Click PRINT