

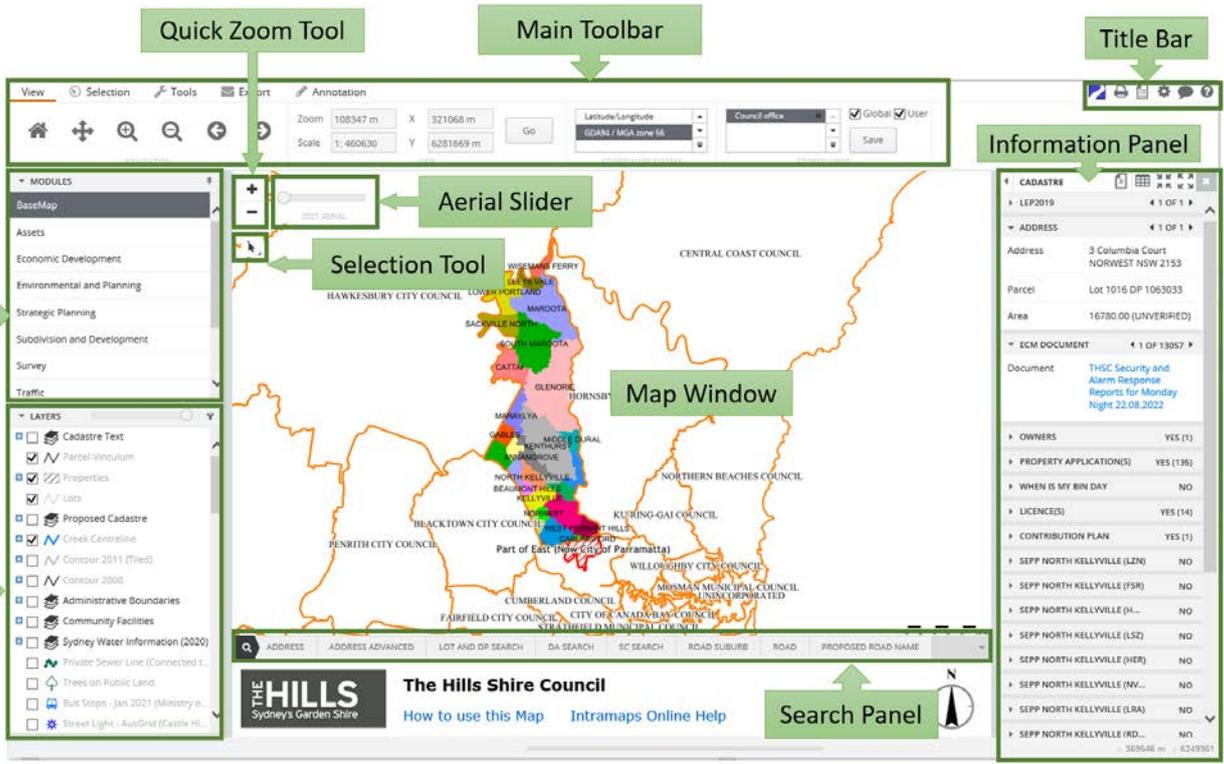
IntraMaps 2022B

IntraMaps 2022B – Quick Reference Guide

Intramaps is now a cloud-based application. It means user can access it anywhere and on any device with council's MFA login via [this link](#).

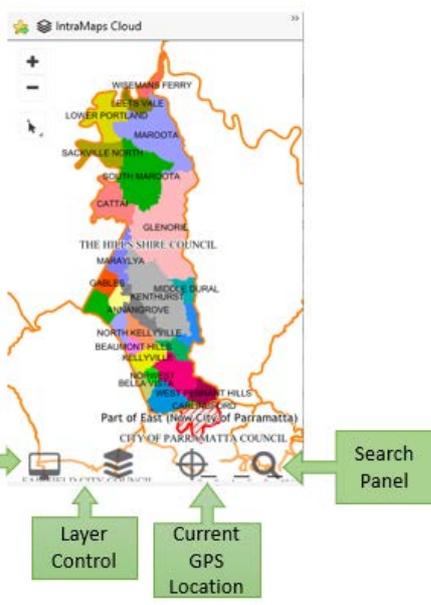
Application Overview

Desktop View



The desktop view of IntraMaps 2022B features several key components:

- Quick Zoom Tool:** Located at the top left of the map window, it allows for zooming in and out of the map.
- Main Toolbar:** A horizontal toolbar at the top center containing various map navigation and tool icons.
- Title Bar:** The top right corner of the application window, containing window control buttons.
- Information Panel:** A vertical panel on the right side displaying detailed information about the selected parcel, including address, area, and document details.
- Aerial Slider:** A slider control on the left side of the map window used to toggle between aerial and street view imagery.
- Selection Tool:** A tool on the left side of the map window used to select specific features on the map.
- Map Window:** The central area displaying the interactive map of The Hills Shire Council area.
- Sidebar - Modules Panel:** A vertical panel on the left side listing various application modules such as BaseMap, Assets, and Environmental Development.
- Sidebar - Layers Panel:** A vertical panel on the left side listing various map layers such as Cadastre Text, Parcel/Vinculum, and Properties.
- Search Panel:** A search bar at the bottom center of the map window for finding specific locations.



The mobile view of IntraMaps 2022B is designed for smaller screens and includes the following components:

- Modules:** A bottom navigation bar with icons for different application modules.
- Layer Control:** A button at the bottom left used to manage the visibility of map layers.
- Current GPS Location:** A button at the bottom center used to pin the user's current location on the map.
- Search Panel:** A search bar at the bottom right for finding locations.

View on Mobile Device

IntraMaps is a “responsive website” – it will automatically adjust its layout to best fit your screen (desktop, tablet or phone) size.

GPS can be enable to pinpoint your current location.

Some tools may not be available in small screen (iphone, or portrait orientation in iPad); but additional functionality can be reached in bigger resolution (eg iPad in landscape orientation)

Viewing and Navigating the Map

Using the MAIN VIEW TOOLBAR

- Home:** Go back to the original view (full extent of THSC area)
- Pan:** Click and drag to pan the map, or hold down your mouse wheel and drag
- Zoom In:** Click once to zoom in, or click and drag to draw a marquee to zoom in a particular area. You can also roll your mouse wheel forwards
- Zoom Out:** Click once to zoom out, or click and drag to draw a marquee to zoom out a particular area. You can also roll your mouse wheel backwards
- Back and Forward :** Go back to the previous map view; go forward to the next map view (after using the Back button)



View and Coordinate System: You can also use the View dialogue to manually change the zoom, scale, central map coordinates and coordinate system.

Using the Tools on MAP WINDOW

- Quick Zoom Tool:** Quick zoom in and out



Aerial Photography Slider: For quick view of the aerial photo, click on the slider and dragging it either right or left to increase or decrease the transparency of the aerial photos. To view the aerial photo in full colour, drag the slider to the right.
 Note: You can also view the aerial photo, along with all other layers, by turn on the "Aerial" layer in the Layers Control panel (located at the bottom of the layers list).

Using the MODULES PANEL



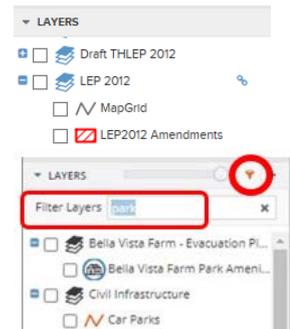
Modules: Each module provides access of pre-defined layers and information for particular group users/department. Select the module that suits your need.
NEW Click on the **Pin icon** to pin/unpin the sidebar, to maximize the map window if needed

Using the TITLE BAR



Legend: Display the map legend as a popup window

Using the LAYERS PANELS



Layers: Turn the layer on (and off) to display the geographical layer. Note: You don't need to turn on the group category in order to turn on the individual planning layer (eg. Zoning).

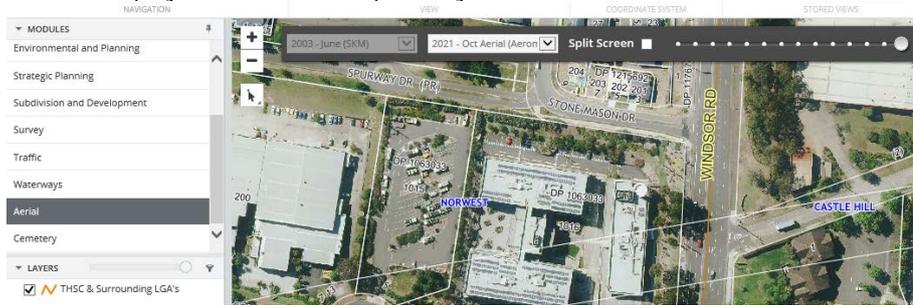
For more information about the layer, click the link icon on the right

NEW Layer Filter – Users can search for a layer/group/class by selecting the Filter Layers icon. When a search filter has been applied, the Layer List will update accordingly.

Aerial Photos

Using the **AERIAL MODULE**

NEW Select **Aerial module** to view the aerial photo. A range of aerial photos throughout the year from 2003 is available to view. It displays the latest aerial photo by default.



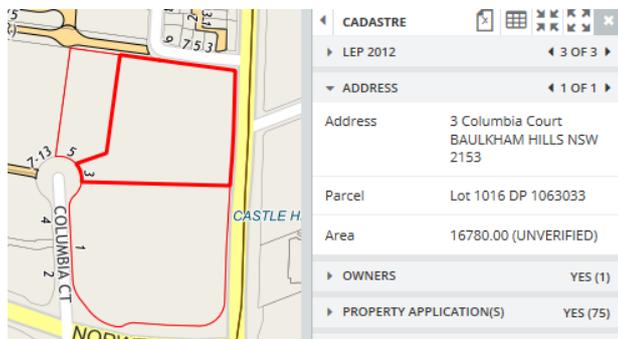
If **Split Screen** option is enabled, you have the option to toggle Split Screen to compare two different years of aerial photos, side by side, using the slider.

Making a Selection

Using the **SELECTION TOOLBAR**

 **Point, Circle, Rectangle, Polygon and Line Selection:** Select the properties by click on it once, or click and drag to draw a circle/rectangle/polygon/line

 **Add or Remove Selection:** Add or remove properties to/from current selection



Current and Entire Selection: When more than one feature are selected, the feature with red bold line indicates the *Current Selection*, with its data display in the Information Panel.

The Current Selection can be changed by using the left and right arrows in the Information Panel.

 **Shared Boundary Selection:** Select one or multiple features in the selection layer that share a boundary with one feature

 **Buffer Around:** Select one or multi features in the selection layer that are within a specified distance of a selected feature

Using the **INFORMATION PANEL**

 **Zoom to:** Zoom to your current selection

 **Zoom to all:** Zoom to your entire selection

 **Clear selection:** Clear all selection

Using the Tools on **MAP WINDOW**

 **Quick Menu:** Maximise the top icon (which representing the tool you are using now) by clicking the triangle button on the bottom right, to access the selection tools

Measuring

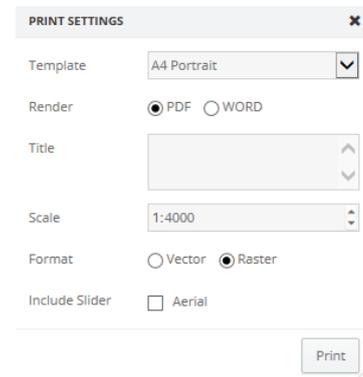
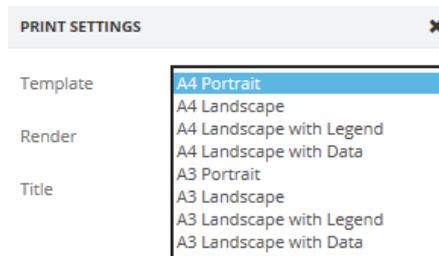
Using the **TOOLS TOOLBAR**

-  Measure a distance in the map window. Note: The distance shown is only an approximation
-  Measure an area in the map window. Note: The area shown is only an approximation

Printing

Using the **TITLE BAR** or **EXPORT TOOLBAR**

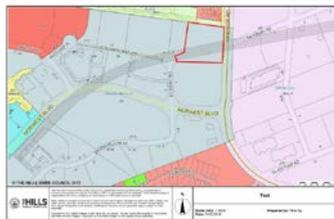
 **Print:** Export the map to a pdf, which you can save or/and print. A rectangle box will appear on the map to show the extent of the print area

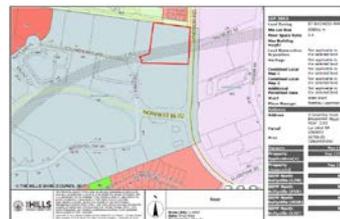
In print setting, select the paper size and orientation of the template, with or without legend or data as in the Information Panel.

Select render as **"PDF"** and format as **"Raster"**

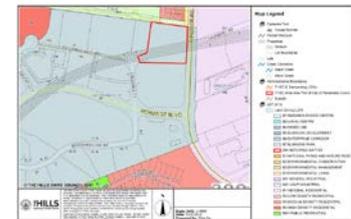
For printing aerial photos, it is suggested to use the aerial photos layer instead of the Aerial Slider.



A4 Landscape



A4 Landscape with Data



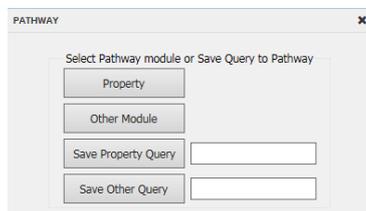
A4 Landscape with Legend

Integration with other Corporate Program (Pathway and CiA/ECM)

Pathway - Using the **TITLE BAR**

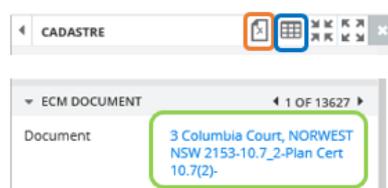


The Pathway icon will appear after a selection is made. Pathway need to be open first in order to have the integration to work.



Pathway: Click on the Pathway icon and select the Pathway Module to the property to link to

CiA/ECM - Using the **INFORMATION PANEL**



NEW CiA/ECM: After a selection is made, click the link (green) under "ECM Document" on the Information Panel for the latest ECM document

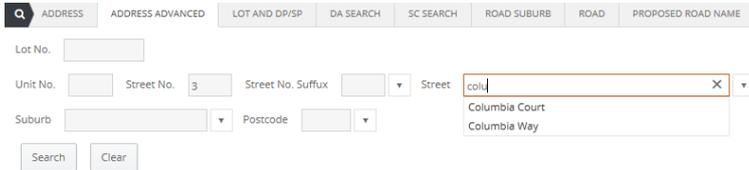
For a list of ECM documents, click "Info List" (blue) for a list of ECM records with link, document set ID, registration date and description
Alternatively, click "Export to CSV" icon (orange) to get the list export in excel format

Searching

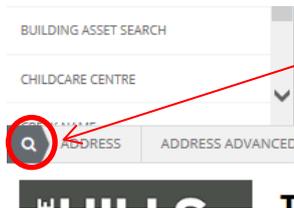
Using the **SEARCH PANEL**



Address Search: To search and select a property, simply type the address in the "Address" field then click "search"



Address Advanced Search: It can also be done by using the "Address Advanced" tool



You can also search a property by lot and DP/SP, childcare centres etc. Click on the magnifier icon for more search option

Using the **INFORMATION PANEL**

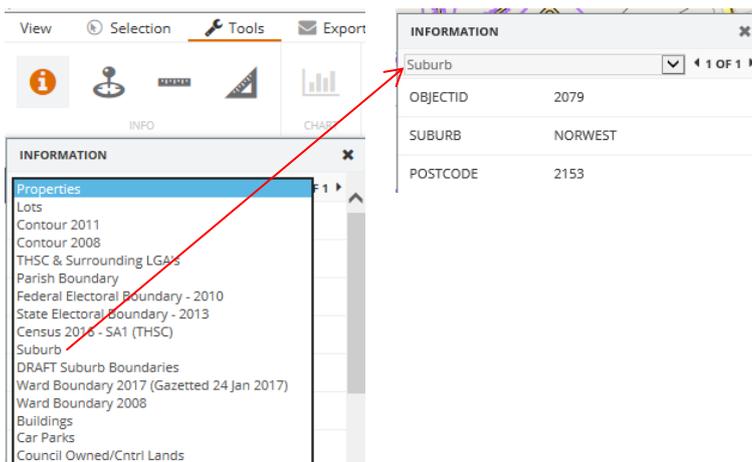


Information Panel: The search result will display on the information panel. If more than one property is selected, you can view the information of the next property by clicking the arrow icon on the top right

If the selection layer is set to all, it is possible to see what other information (Parks and Reserves, Buildings etc) is available to view on the collapsible selection pane on the left.

Information

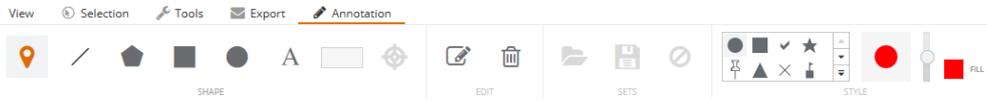
Using the **TOOLS TOOLBAR**



Information: Use this tool to click on a property or features in the map, to find out the information of each layers it contains (in the GIS database)

Drawing Annotation

Using the ANNOTATION TOOLBAR

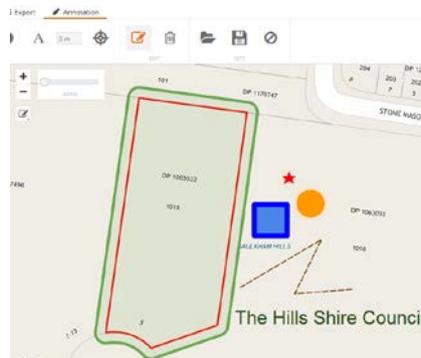


Place **Symbol**, **Line**, **Polygon**, **Rectangle** and **Circle** by select the annotation first, then click on the map of where the annotation should place

Create a **Buffer Annotation** (based on metres) around a selected feature



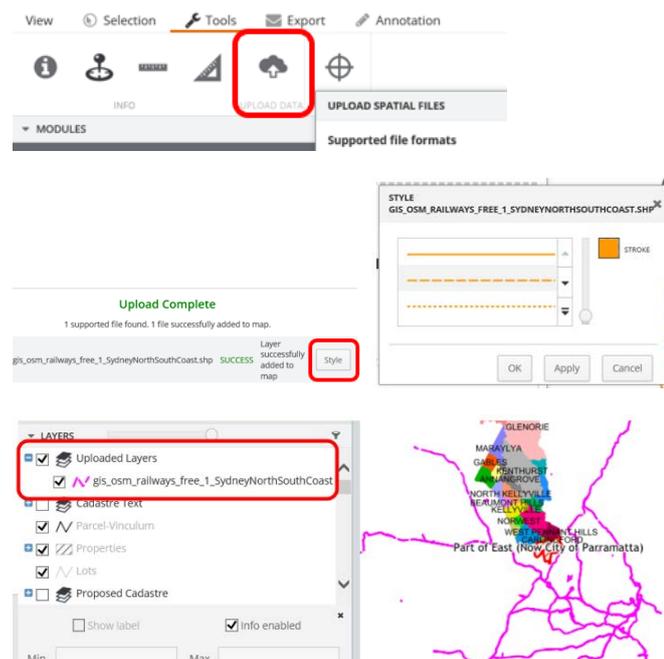
Type the **Text** on the text box, then click on the map of where the text should place
The **colour** and **size** of the annotation can be easily change



Make **Change** or **Delete** an annotation by click the tool to activate it, then select the preferred annotation
Load a saved annotation, **Save** a group of annotation for later use, or **Delete** all annotation on the map

Upload Spatial Data

Using the TOOLS TOOLBAR



NEW Upload Spatial Data: If you have a spatial/GIS layer (that is within Sydney Metropolitan area), you can upload to IntraMaps to view.

The following GIS vector files can be upload to an IntraMaps session for viewing.

- ESRI shapefile (*.shp). Associate spatial files such as *.shx, *.prj and *.dbf must be added too)
- Google Earth KML (*.kml)
- GPS eXchange format (*.gpx)
- Mapinfo MIF File (*.mif)
- Mapinfo TAB File (*.tab)

The default file size limit is 20MB, and limited to single geometry types (points, lines or polygon)

You can add basic styling to the uploaded layer

The data will only be available for the current IntraMaps session. If the session is refreshed, the data will be removed

Export

Using the EXPORT TOOLBAR

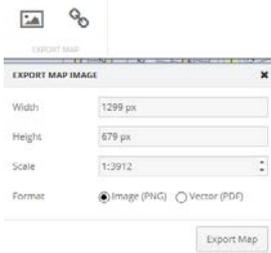


Property Mail Merge: Select properties, then choose Excel format. Select "Property Mail Merge" template, then click "Export".

	A	B	C	D	E
1	Owner Mailing Slab 1	Owner Mailing Slab 2	Owner Mailing Slab 3	Owner Mailing Slab 4	Owner Mailing Slab 5
2	The Hills Shire Council	PO Box 7064	BAULKHAM HILLS BC NSW 2153		
3	The Hills Shire Council	PO Box 7064	BAULKHAM HILLS BC NSW 2153		

Export Map: Export map as an image file, and embedded in your existing document

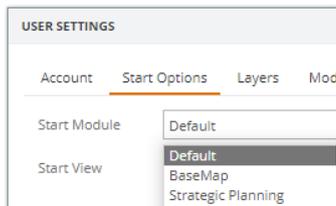
Note: It is preferred to print or export the map as a print template, due to its legal disclaimer and other information



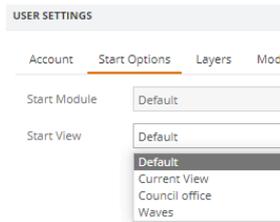
Export Map as Link: To create a link of the map with current extent, module, layers, annotations and included selection with another IntraMaps users.

Customize IntraMaps

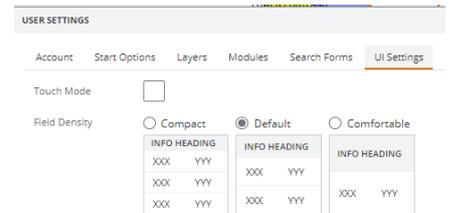
Using the TITLE BAR



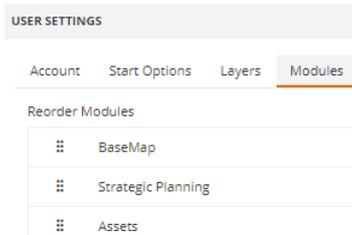
Set IntraMaps always begins in the Module of choice



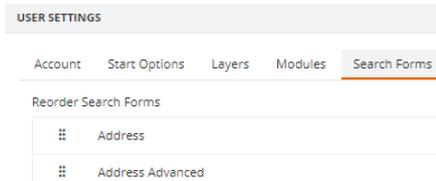
Set IntraMaps begins in an saved area of choice



Change UI Settings



Reorder Modules



Reorder Search Form

For detail instruction on using the Interactive Map, please click the  Help icon on the Quick Access Toolbar at top right corner, or "[IntraMaps Online Help](#)" link at the bottom.