



Western Bay of Plenty District Council

MAPI User Guide HTML v2.7



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Using the Web Viewer for the first time

The MAPI GIS Web Viewer is a free to you 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 <u>page 18</u> 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.



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 **Provided Provided Provided** Help button.

Home – Used to navigate your way around and query or print/export the map.

Pan 🕈			Previous Extent		- Identify	Print	Export
		Naviga	ation		Find Data	Ta	isks

Tools - Used to query, markup (draw, annotate etc.), measure, export markup.





Searching for Data and Processing Results

In the top right hand corner of your screen there is a search bar with the text "*Search...*" 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 130 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	Search Results: 130 Jellicoe Str 📄 × Parcel Address: 130 JELLICOE STREET (1498-1504) Open Rating and Property Search Page Parcel Address: 130A JELLICOE STREET (1498-1504) Open Rating and Property Search Page				
to your property click on the house icon					
		Parcel Address: 130A JELLICOE STREET (1498-1504) Open Rating and Property Search Page			

TIP – results will display different icons depending on what the features are e.g.: Displays *Property* information



Displays Roading information

- 3. To **zoom/move** the map to your property *click* on the ^{CD} House Icon and the map will **zoom/move** the property.
- 4. When you *click* on a property result the results window will change to view more property details.

Parcel Address: 130 JELLICOE S 🚍	× •	To return to the Results window
Description Open Rating and Property Search Page Details	^	Link to the Western Bay of Plenty District Council's Rating and Property Search Page will load the Property and Rates Details for that Property in a new browser tab or window.



Home

There are quite a number of tools under the "**Home**" tab as shown below which will help you navigate around the map and query/print/export.



Using the Navigation Tools

Panning around the map

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

Instructions

- 1. To move around the map use your row, 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.
- 2. You can also use the **Pan** tool to perform this same action.

Cooming In or Out

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

Instructions

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

TIP: To **Zoom In** using the mouse wheel spin the wheel forward



TIP: To **Zoom Out** using the mouse wheel spin the wheel backward

OR

1. *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

2. Click on the **T** 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 **C 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 & Next Extent

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

Instructions

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

O 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 **OPOINT Identify** button.
- 2. After *selecting* the **OPOINT Identify** button, *click* the feature on the map that you want to identify. The features attributes will appear in the Information window.

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.

Adding your own bookmark

Ð	Bookmark Current	
	Extent	

Click on the **Bookmark** button and choose the **Exercise** at the bottom of the bookmarks list then give it a name to save it as

Bookmark Current Extent	×
Bookmark Name: My Bookmark	
OK Car	ncel

Map Scale

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

1:500	Scale 1:	250,000	\checkmark	Go	
-------	----------	---------	--------------	----	--

1. *Use* the **Map Scale** to specify a new scale for the map by choosing a scale from the pull down list box. The lower the number the closer to the ground level.



Using the Export Tools



Instructions

- 1. Click on the **Print** button and it will open the print dialog below to the left of the map:
- 2. Choose Layout e.g. A4 Portrait
- 3. Choose Output Format e.g. Pdf
- 4. Choose Resolution e.g. Normal
- 5. Choose Map Scale e.g. 1:1000
- 6. Enter details for the title box if you want only 1 centered line of text you can fill out only Line 2 as per this example
- 7. Enter your name if you want it to appear in the output so people know who to talk to about this map
- 8. Click on the Print button
- 9. At this point the output will be created and the print dialog will be replaced as below:

Print Map

Your file is ready. To view the file, please click 'Open File'.

Open File

×

10. Click on the Open button and the PDF will open in a new tab.

Print Map	×
Select Layout	
A4 Landscape	~
Output Format	
Pdf	~
Resolution	
Normal	~
Map Scale	
Current Scale - 1: 500	~
Map Title - Line 1	
Map Title - Line 2	
130 Jellicoe Stree	
Map Title - Line 3	
Printed By	
	^
	~
	_
Lock print preview with map	
	Print Cancel



X

Export Export

The main difference between print and export is that print will create a map complete with North Arrows and disclaimers, scales etc. where as export will give you a dump of the layers in the image format specified.

Instructions



1. Use the Export Export button to open the Export a Map Image dialog box:



- 2. Choose the format you need e.g. GeoTIFF
- 3. Click on Create Image and the resultant image will open in a new tab

Tools

There are quite a number of tools under the "**Tools**" tab as shown below which will help you identify, query, markup the map and export those markups, measure and find/plot coordinates.



Find Data

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 **Find Data** tools assist you in this process. The **Tools** toolbar has tools that will help you query and identify map features.



The info tools use the new ribbon layout so once you choose a tool to use you will get presented the options to the right which we will go into more detail on after describing the tools themselves.



• Point Identify

Instructions

- 1. To identify location information *select* 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 results window.

² 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 and anything hit by the line will be returned to the results window.

场 Line Identify

Instructions

- 1. To identify features using a drawn line *select* the **Line 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 line. Double-click to finish the line and the results of any item hit by the line will be returned to the results window.

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 and the results of any item hit by or inside the polygon will be returned to the results window.

Rectangle Identify

- 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 and the results of any item hit by the line will be returned to the results window.



Given Suffer

Use this option if you want to buffer your point, line or polygon by a specified distance.

Buf	×	
Distance		
Units Meters (m)		
Write to Drawing Lay	/er	
	Clear Cancel	Continue

Instructions

- 1. To buffer your selection *select* the **Enable buffering** button and this dialog will appear in the results window.
- 2. Enter the distance.
- 3. Choose the units.
- 4. Check the **Write to Drawing Layer** if you want to be able to see the buffer in the map.
- 5. Click the **Continue** button to carry on using the tool as described above.

💭 Enable Snapping / 萒 Select Snapping Layers

Use these options together. **Enable Snapping** allows you to ensure your selection line/polygon snaps to a line or feature. **Select Snapping Layers** allows you to choose exactly which layers it is you want to snap to.

Snappable Layers					
Select All	Clear All				
 Operational Layers 					
- Benchmark					
🥦 🖌 Benchmark					
+ Placename					

- 1. To snap to a layer *select* the **Enable Snapping** button.
- 2. To choose which layer(s) to snap to *select* the **Select Snapping Layers** button and you will get an option list which is similar to the layers list from which to choose from.
- 3. If you want to Select All simply *click* the **Select All** button and similarly if you want to start your own fresh selection set then *click* the **Clear All** button.
- 4. Expand the layer group you want to snap to and *check* the checkbox beside the layer(s) you want to snap to.
- 5. Now just continue to draw your selection line/polygon as normal keeping the item you want to snap to near the middle of the selection circle.



ᅑ Identifiable Layers

Use the Identifiable Layers button to choose which layers to return query data from.

Instructions

- 1. To choose the layers to return data for *click* on the **Identifiable Layers** button and you will get an option list which is similar to the layers list from which to choose from.
- 2. If you want to return all data simply *click* the **Select All** button and similarly if you want to start your own fresh selection set then *click* the **Clear All** button.
- 3. Expand the layer group you want and *check* the checkbox beside the layer(s) to return data for.
- 4. Now just continue your query as normal

Alternatively turn off layers you are not interested in as MAPI only queries layers which are currently turned on in the layer manager.

Query

The Query Tool allows you to do complex search queries.

Quer	/	×	<	l wan
Data Source: Walk Type		~		
Bike 💙 = 🗸	Not allowed for Cyclin Easiest Easy Intermediate Advanced	ıg or N	lountain	Biking
Spatial Filter:	Expert Extreme Unknown			
None	Sea	rch		

Instructions

- **1.** *Select* the **Query Tool** button.
- 2. *Choose* the Data Source (Layer).
- 3. Build the query. Tip: if you *click and pause* in the value field it will populate with choices.
- 4. *Choose* Current Extent if you want to restrict returns to the map's current location.
- 5. *Click* the **Search** button.

The results set will appear in the **Results Window** where you can then zoom to and map them or get further information from the attributes.

Query Results (87)	=	×		Haiku Pathway 🗮	×			
💦 Uretara Stream Walkway		^		Details	^			
Haiku Pathway			The Haiku Pathway is home to the largest collection of "Haiku" stones outside of					
💦 Preston Drive walkway 🗸 Ja				Japan. The stones contain thought provokong poems. This is also part of the				
Displaying 1 - 50 (Total: 87)				Katikati Cycleway Trails network				
▲I ▲ Page 1 of 2 ▶ I▶				📚 Layers 🔍 Haiku Path 🔍 Query				



Draw

One advantage of web maps is that you can add bookmarks, measurements, shapes, and text to mark important features. When you add markup, it does not affect the original map. You can print the map or export it to a shapefile or an image and email it.



Markup Tools



To add a drawing to the map, use any of the following:

Point

Use this to place a marker point on a feature.

Instructions

- 1. *Select* **Point** button.
- 2. Choose Snapping Option if required. See Enable Snapping/Select Snapping Layers
- 3. *Set* **Styles** if required.



4. *Click* the left mouse button on the map location where you want to add a point.



T Text

Use this to annotate anything in your map.

Instructions

- 1. Select Text button.
- 2. Choose Snapping Option if required. See Enable Snapping/Select Snapping Layers
- 3. *Set* **Styles** if required.

		Select Desi	ired Styling		×
ABC	ABC	ABC	ABC	ABC	ABC
					Cancel

- 4. *Click* the **left mouse button** on the map location where you want to add text.
- 5. Enter the text you want to add at this location on the map into the dialog
- 6. Press Enter or Click OK.

1 Line

Use this to draw lines in your map e.g. Underline, Arrows etc.

Instructions

- 0. Select Line button.
- 1. Choose Snapping Option if required. See Enable Snapping/Select Snapping Layers
- 2. Set Styles if required.



4. *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 line. **Doubleclick** to finish the line.



2 Freehand Line

Use this to draw curvy lines in your map.

Instructions

- 1. Select the Freehand button.
- 2. Set Styles if required. See Line Styles.
- 3. Click the left mouse button on the map and draw your line, release to finish the line.

C Freehand Shape

Use this to draw curvy polygons in your map.

Instructions

- 1. Select Freehand Shape button.
- 2. Set Styles if required.

Select Desired Styling					×
h		łb			
					Cancel

3. *Click* the **left mouse button** on the map and draw your polygon, release to finish the polygon.

O Ellipse

Use this to draw ellipses in your map.

Instructions

- 1. *Select* Ellipse button.
- 2. Set Styles if required. See Freehand Shape Styles.
- 3. *Click* the **left mouse button** on the map and draw from the corner of the shape, you can change the shape by moving the cursor up and down or sideways.

Tip: If you want it on an angle other than vertical or horizontal you can use the Edit Tool.

O Circle

Use this to draw circles in your map.

- 1. Select Circle button.
- 2. Set Styles if required. See Freehand Shape Styles.
- 3. *Click* the **left mouse button** on the map and draw your circle from the center out, release to finish the circle.



Polygon

Use this to draw irregular shaped polygons in your map.

Instructions

- 1. Select Polygon button.
- 2. Choose Snapping Option if required. See Enable Snapping/Select Snapping Layers
- 3. Set Styles if required. See Freehand Shape Styles.
- 4. *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

Use this to draw square/rectangular shaped polygons in your map.

Instructions

- 1. Select Rectangle button.
- 2. Set Styles if required. See Freehand Shape Styles.
- 3. *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.

Measure Tools

Distance Area	Meters (m) V	C	Select Snapping
	Hectares (ha) V	Enable Snapping	Layers

Distance

Use this tool to measure lines, perimeters etc.

Instructions

- 1. Select Distance button.
- 2. Set **Units** if you want something other than the default of meters.
- 3. Choose Snapping Option if required. See Enable Snapping/Select Snapping Layers
- 4. *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 line. **Double-click** to finish the line.



Use this tool to measure areas.

- 1. Select Area button.
- 2. Set **Units** if you want something other than the default of hectares.
- 3. Choose Snapping Option if required. See Enable Snapping/Select Snapping Layers
- 4. *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 area. Double-click to finish the area.

Edit Tools

The edit tools allow you to edit markup items, Erase individual markup items or Clear all markup items.



Edit

Instructions

- 1. Select Edit button
 - 2. *Click* the **left mouse button** on the **Markup** feature you wish to edit.
- 3. With the item *highlighted* you can change the Style by clicking on the **Style** button.
- 4. *Click* the **left mouse button** on a **point markup** feature and *drag / release* to move location.
- 5. Click a Text feature to bring up the Change Text dialog to change what it says and click OK.
- 6. While the **Text** is *highlighted* you can use the **Marquee** or **Resize handle** to *rotate* or *resize*.
- 7. *Click* the **left mouse button** on any of the **drag handles** and *drag* them to the desired location then release to reshape.
- 8. *Click* the **left mouse button** on the **Marquee handle** to rotate, release when at desired angle.
- 9. *Click* the left mouse button in the shape and *drag* to move it to a new location and release.
- 10. *Click* the left mouse button on the **Resize handle** and *drag* it sideways/up/down to resize.



🥔 Erase

Instructions

- 1. *Select* the **Erase** button.
- 2. *Click* on the **Markup** feature you want to delete.

× Clear

Instructions

- 1. *Select* the **Clear** button.
- 2. *Click* on the **OK** button to permanently erase all **Markup** features from the map.

Export Drawings

This tool allows you to export your Point, Line & Polygon Markup Features to a zip file in shapefile format for import into a GIS (Geographic Information System).



Coordinates



Instructions

- 1. Click the Plot Coordinates button.
- 2. Choose Snapping Option if required. See Enable Snapping/Select Snapping Layers
- 3. *Choose* the desired **Coordinate System**.
- 4. *Click* the left mouse button on the map at the location you require a coordinates callout
- 5. Alternatively *type* the coordinates in the dialog to display a **coordinates callout** at a known location.

Hide/Show/Edit/Delete Coordinates



- 1. *Click* the **Edit Coordinates** button [...] beside the coordinate.
- 2. *Choose* the appropriate menu choice.
- 3. If you *chose* to **Edit** then *Click* on a new location or *Type* a new coordinate.
- 4. If you *hide* a coordinate you can *click* on the **Edit** button and chose **Show Coordinate** to make it visible again.
- 5. If you want to *hide, show or delete* all coordinates *click* on the button besides Plot Coordinates in the Title bar at the top of the dialog box.



Working with the Map Tools

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

Layer Management

Instructions

 When you first launch the MAPI site you will notice that the Layers panel will open by default on the left of your screen (as shown below) unless you are on a phone. To *hide* the Layers panel *click* the grey arrow between the "I want to..." drop-down and the Layers panel. This will slide the Layers panel to the left. To get it back click the same grey arrow to reopen the panel.



2. This panel is also used to show search results. If you currently have search results showing and want to see the **Layers** panel

click the tab at the bottom left of the panel or go to the "Change visible map layers" menu item in the "I want to..." 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 view layers associated with a layer group *click* the 🖻 **plus** next to a layer group.
- 3. To turn on Property labels expand the "**Property**" layer. You will then see all of layers that make up the Property group. Tick the box next to the label that you want to display on the map.
- 4. To make a layer transparent so you can see other layers under it slide the **"Transparency** Slider" ⁺ [∠] ^{DraftFloodHazard} to the left or right.

Layer Groups

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

Benchmark	Displays Council and LINZ benchmark points across the district.
Placename	Displays map labels of locations throughout the district.
Utilities	All Council maintained underground assets, for example Stormwater, Wastewater, and Water Supply.
NZ Archaeological Assoc.	New Zealand Archaeological Association's Archaeological Sites (including Pa Sites) and Waahi Tapu Sites.
Contour	Contour Elevation data within the District shown at 0, 1, and 2 meter
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.
Tracks	DOC and Western Bay of Plenty District tracks showing where you can walk yourself and/or your dog, ride cycles or horses or even take your off road vehicle.
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.
Regional Policy Statement	Displays the Urban Growth limits as set by Smartgrowth.
Draft Flood Hazard	Displays the new modelled Flood plans.
Topographical	LINZ Topographical data showing land features.
Aerials Current (2011-2016)	A set of the most up to date BOPLASS imagery
Aerials Historic (2006-2010)	A set of the last 5 year block of imagery
Aerials Historic (2001-2005)	A set of the 5 years previous – incomplete coverage
District Boundary	The defined District Boundary as well as some hydro information, for example Rivers and map labels.
TCC Utilities	Tauranga City Council Sewer, Stormwater and Water assets in the Western Bay of Plenty District to avoid them accidentally being dug up.
Cached Aerials	Fast draw imagery but has the limitation of not being visible below 1:500 scale – at this point you can use the slower Aerials layers above.



How do I view the map legend/key?

Instructions

1. To view the "legend / key" of a layer click on the "legend swatch" in the "Map Layers" list to expand or contract the legend for that layer.

✔ B	enchn	nark	
\checkmark		Benchmark	>
	+	LINZ	
	+	BOP (Meets Spec)	
	+	BOP (Doesn't Meet Spec)	

2. To view a "legend / key" for all currently turned on layers click on the Settings button to the right of the word "Layers" and then click on "Show Legend".

	Layers 📄 🗙
All Available	Show Legend
- v o	Display the legend for visible layers

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.





- 3. When you *select* one of the tasks above it takes you to the toolbar suitable to do that task i.e.
 - Find Data on the map will do an identify where you click
 - Change visible map layers will take you back to the layers tab
 - **Return to initial map extent** will zoom the map back out to the initial extents
 - Bookmark current map extent will create a new bookmark for your current position



Advanced Results Tools

Once you have performed a search you can do more with the results including, buffer them, export the text and map, save the results for opening later and combine results.

Instructions

- 1. *Click* on the **Options Button**.
- 2. *Click* on **Switch to Table** to view each record in a row/column layout similar to a spreadsheet (moves to below the map).
- 3. *Click* again to return to **list view**

Buffer the Results

- 1. *Click* on the **Options Button**.
- 2. Click on Show Buffer Options

Buffer Options		×
Distance		
Units Meters (m)		~
Write to Drawing La	ayer	
	Clear Cancel C	ontinue

- 3. *Enter* the **distance**.
- 4. *Choose* the **units**.
- 5. Check the **Write to Drawing Layer** if you want to be able to see the buffer in the map.
- 6. *Click* the **Continue** button.
- 7. If you have a lot of features in your selection set you will get this opportunity to **confirm** or **cancel**.

Confirm	×
Buffering 642 features may take some time to process. may become unresponsive during this period. Do you v continue?	
	OK Cancel

	Optic	ons Button	
S	earch	n Results: Jellicoe Street (🚍	×
		Switch to Table	^
		View results in table format	
	0	Show Buffer Options	
		Identify features near these results	
		Export to CSV	
		Export results to CSV	
		Export to XLSX	
		Export results to XLSX	
	E)	Export to Shapefile	
		Export results to Shapefile	
	Þ	Open Saved Results	
		Choose from a list of saved results to view them	
		Save Results	
	1222	Save the list of results for future use	
		Combine Results	
		Perform advanced operations with multiple lists of results	~



Export to CSV

Instructions

- 1. *Click* on the **Options Button**.
- 2. *Click* on **Export to CSV**.
- 3. Click on OK.
- 4. *Click* on **Save As** to save the compressed file to a location of your choosing.

TIP: If you have multiple layers in your selection you will get 1 csv file per layer in the zip file.

Export to XLSX

Instructions

- 1. *Click* on the **Options Button**.
- 2. *Click* on **Export to XLSX**.
- 3. Click on OK.
- 4. Click on Save As to save the Excel spreadsheet to a location of your choosing.

Export to Shapefile

Instructions

- 1. *Click* on the **Options Button**.
- 2. Click on Export to Shapefile.
- 3. Click on OK.
- 4. *Click* on **Save As** to save the compressed file to a location of your choosing.

TIP: If you have multiple layers in your selection you will get 1 shapefile per layer in the zip file. Each layer is made up of an optional Code Page File for identifying the character set to be used (.cpg), a Dbase File (.dbf), a Projection File (.prj), a Shapefile (.shp) and a Shapefile Index (.shx).

Open Saved Results	Saved Results	×
Instructions		
1. Click on the Options Button .	Result Set 1 (1)	D 🗋
2. Click on Open Saved Results		
2 Devikle Click and the served receilt set		

3. *Double Click* on the saved result set.

Tip: Results sets are only saved for the current session and can be renamed or deleted using the buttons to the right.

Save Results Instructions		Save Results ×	
2.	Click on Open Saved Results		
З.	<i>Type</i> a Name.		
4.	<i>Click</i> on Save .	Save	el



Combine Results

This tool is for working with the saved results sets.

Instructions

- 1. *Click* on the **Options Button**.
- 2. Click on Combine Results.
- 3. Choose the appropriate option
- 4. Add to results used to combine your current results with a saved results set.
- 5. Subtract saved results used to remove a saved results set from your current results.
- 6. Match intersecting results used to get only results in both the current results AND one or more saved results set(s).

Additional Resources

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