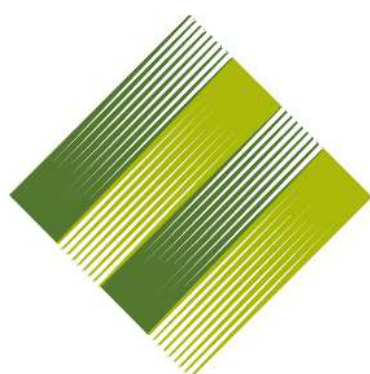
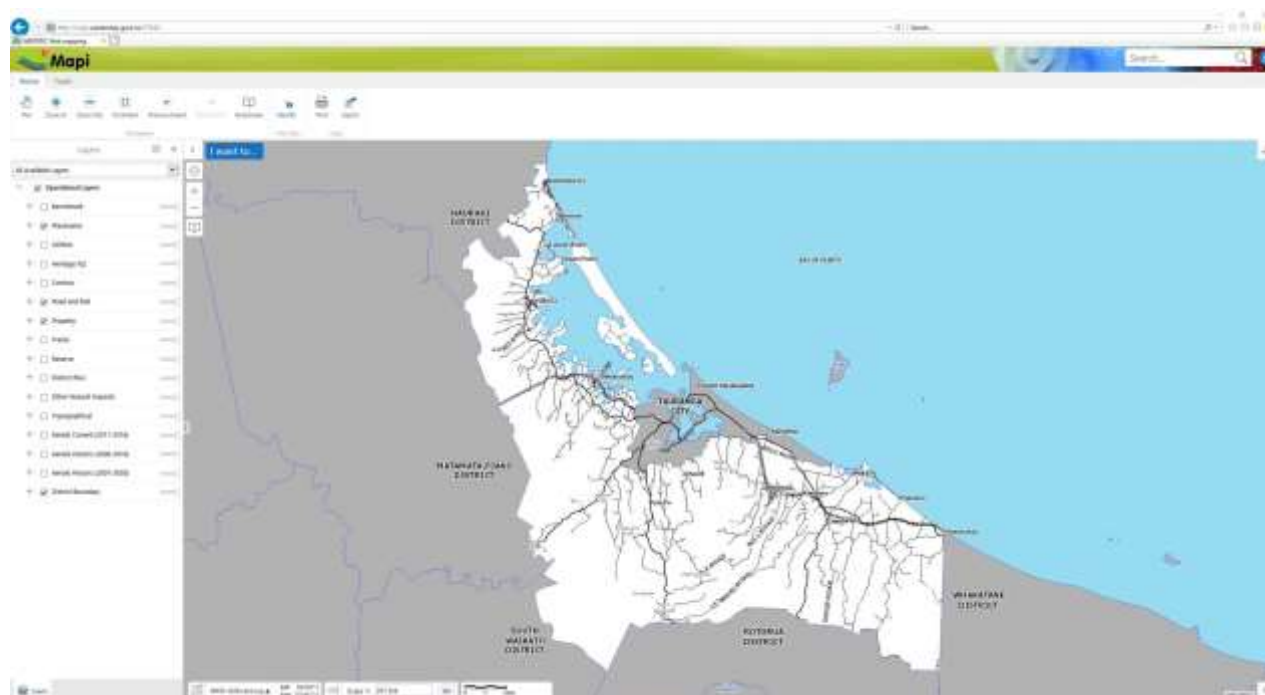




Western Bay of Plenty District Council

MAPI User Guide HTML v4.12



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Using the Web Viewer for the first time

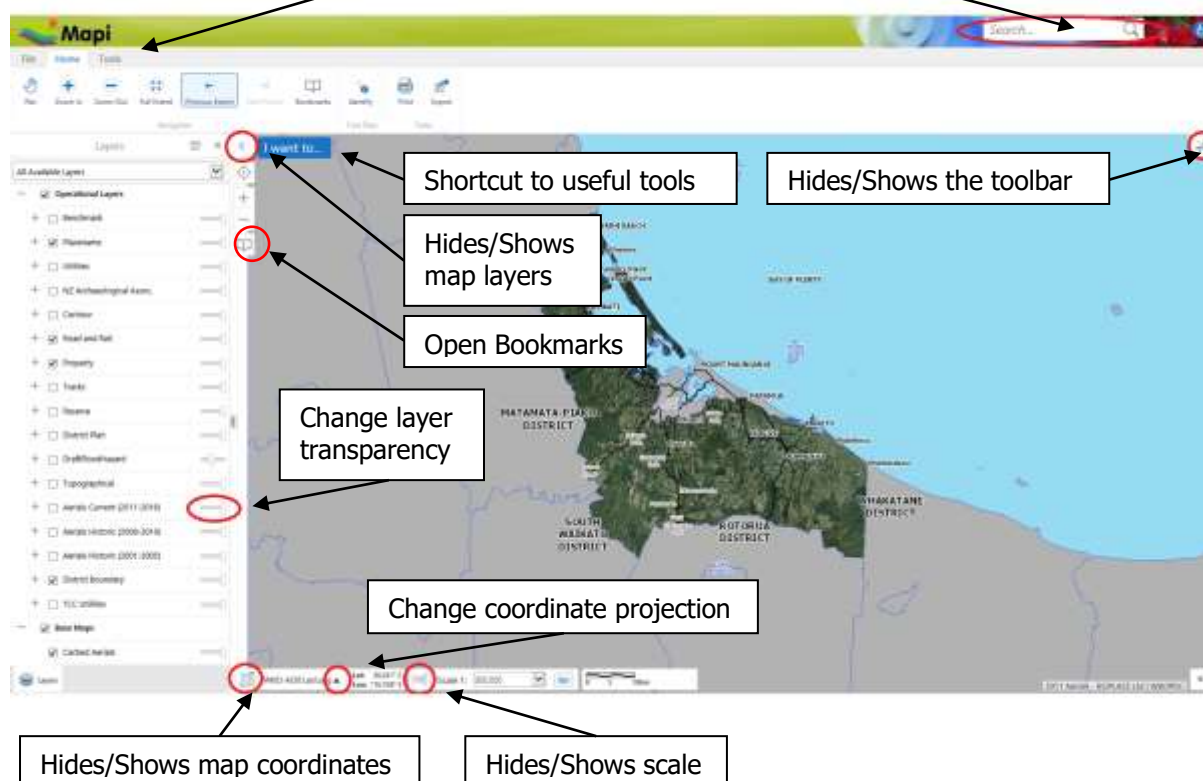
The MAPI GIS Web Viewer is a free to you mapping application that uses a GIS (Geographic Information System) to enable you to view Western Bay of Plenty's land and property information in a map. Details of the information available are shown in map layers (see page 18 for more information about map layers).

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.

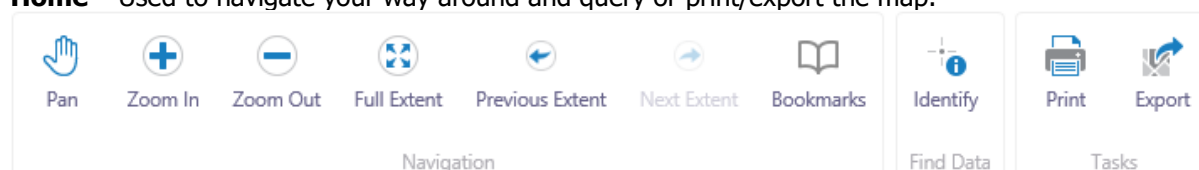
Global Search – used to find map features such as an address, roads, legal descriptions, or a valuation numbers.



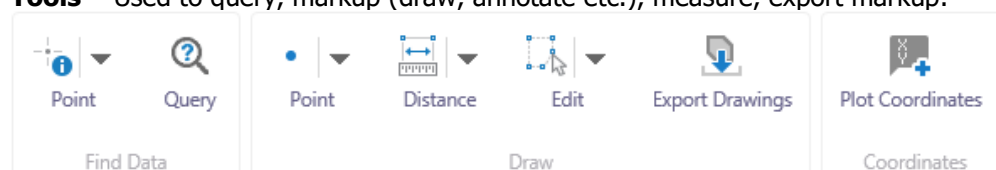
What do the tools do?

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.

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



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.

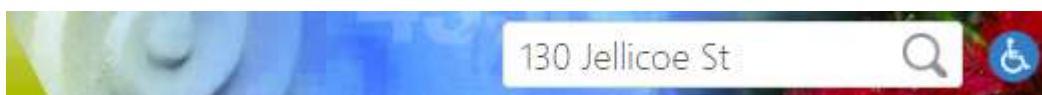
What can I search for?

- **Address** e.g., 130 Jellicoe St **OR** 130 Jellicoe, **OR** 130 Jelli.
- **Legal Description** e.g., Lot 6 DPS 4526
- **Road Name** e.g., Gilmore St **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?

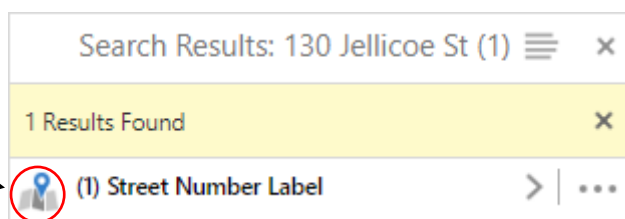
Instructions

1. Type in an address e.g., "**130 Jellicoe St**" and hit the **Enter** key on your keyboard.



2. The address 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 e.g.:

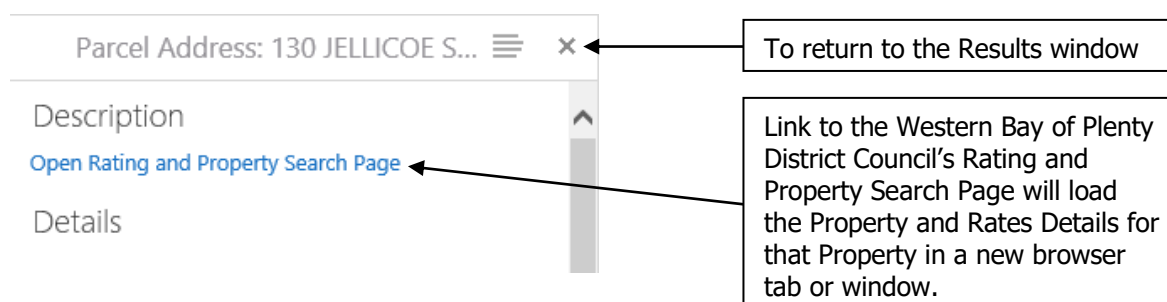


Displays **Property** information



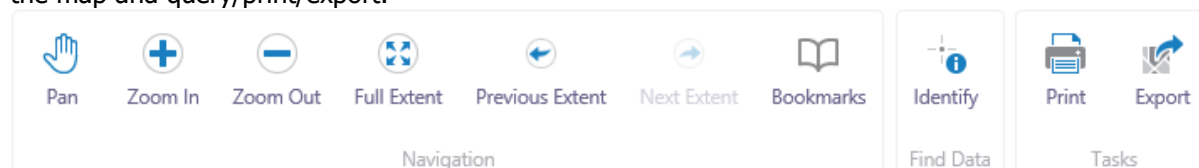
Displays **Roading** information

3. To **zoom/move** the map to your address *click* on the  **Map Icon** and the map will **zoom/move** the address.
4. From here you can *identify* a property and the results window will change to view more property details.



Home

There are quite a few 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  **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.
2. You can also use the  **Pan** tool to perform this same action.

Zooming In or Out

There are a few 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  **Zoom In** tool on the **Navigation Tools** toolbar and either click once on the map or draw a box like 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 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  **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.

Bookmarks

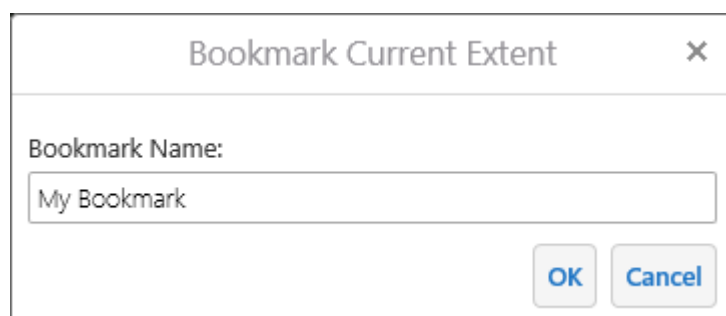
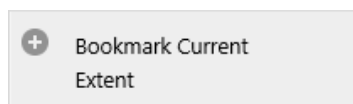
Bookmarks are pre-defined locations that when chosen will navigate the map to the chosen location.

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.

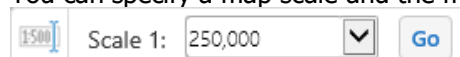
Adding your own bookmark

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



Map Scale

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



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



Printing

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

 Print Map



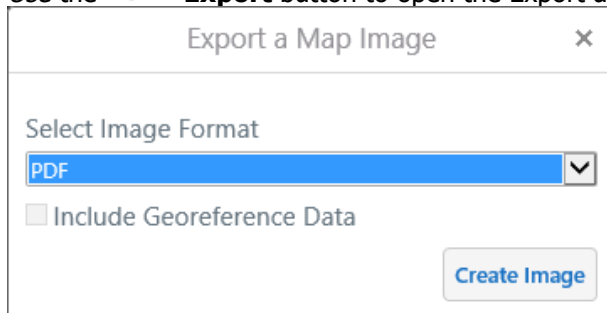
Export

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

Instructions



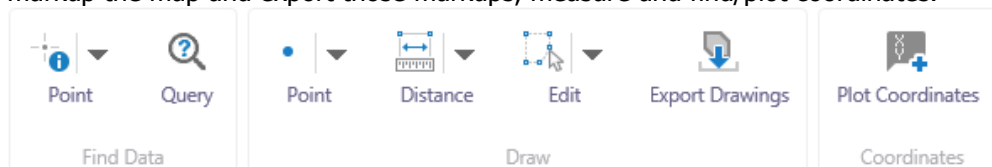
1. Use the **Export** **Export** button to open the Export a Map Image dialog box:



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

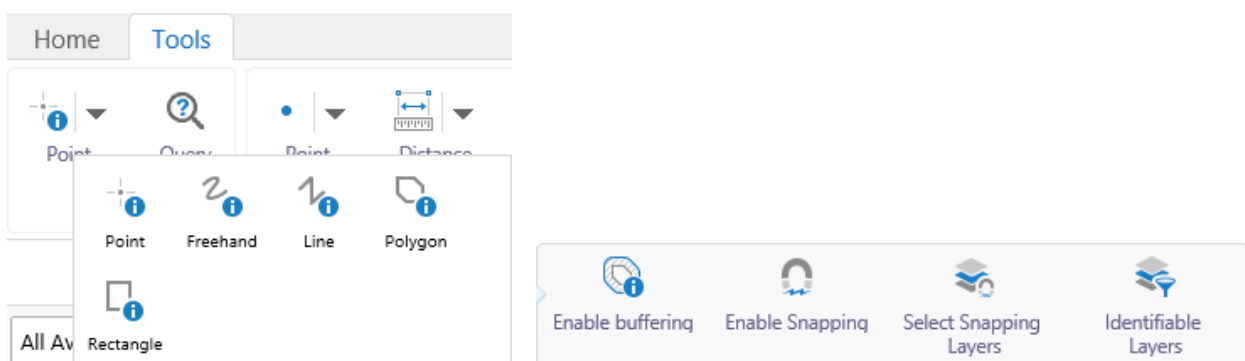
Tools

There are quite a few 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.

 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.

 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.

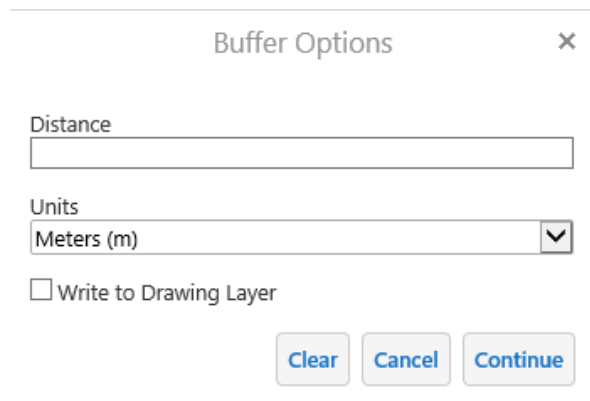
 Rectangle Identify**Instructions**

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



Enable Buffer

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



The Buffer Options dialog box contains the following elements:

- Distance:** A text input field for specifying the buffer distance.
- Units:** A dropdown menu currently set to "Meters (m)".
- Write to Drawing Layer:** An unchecked checkbox.
- Buttons:** "Clear", "Cancel", and "Continue" buttons at the bottom right.

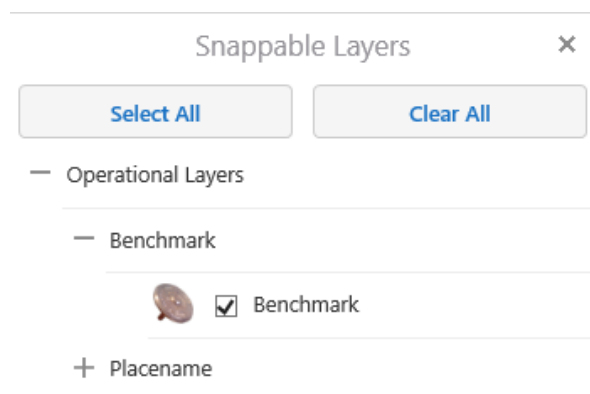
Instructions

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 / 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.



The Snappable Layers dialog box contains the following elements:

- Select All / Clear All:** Two buttons at the top for managing the selection.
- Operational Layers:** A section header for the list of layers.
- Benchmark:** A layer group containing a "Benchmark" layer with a checked checkbox.
- Placename:** A layer group currently collapsed, indicated by a "+" sign.

Instructions

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 like 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.

Identifiable Layers

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

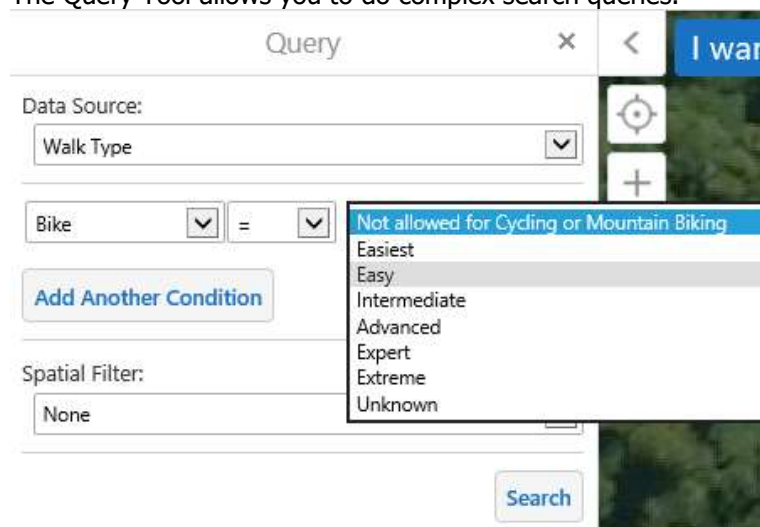
Instructions

1. To choose the layers to return data for *click* on the **Identifiable Layers** button and you will get an option list which is like 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

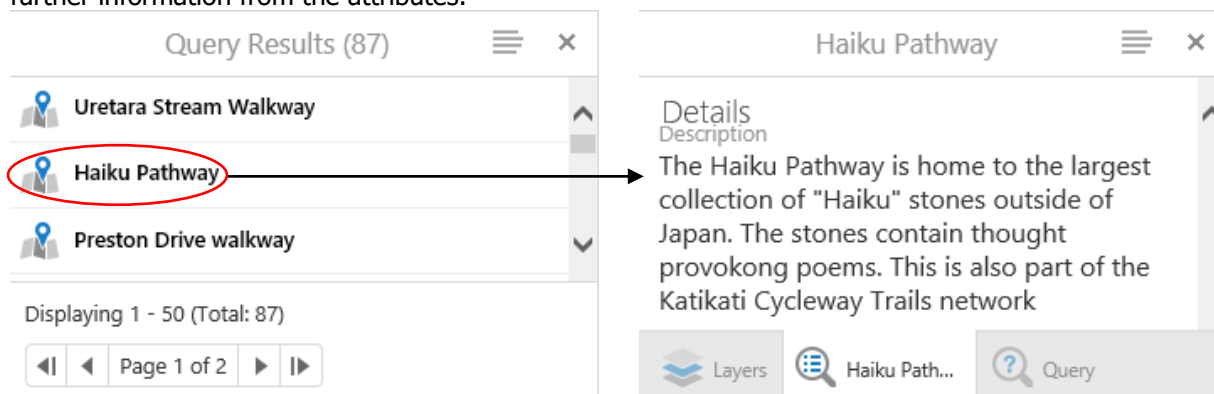
The Query Tool allows you to do complex search queries.



Instructions

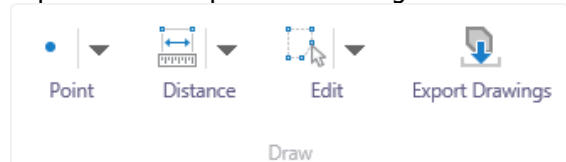
1. *Select* the  **Query Tool** button.
2. *Choose* the **Data Source** (Layer).
3. *Build* the query. **Tip:** if you *click and pause* in the value field it will populate with choices.
4. *Choose* **Current Extent** if you want to restrict returns to the map's current location.
5. *Click* the **Search**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

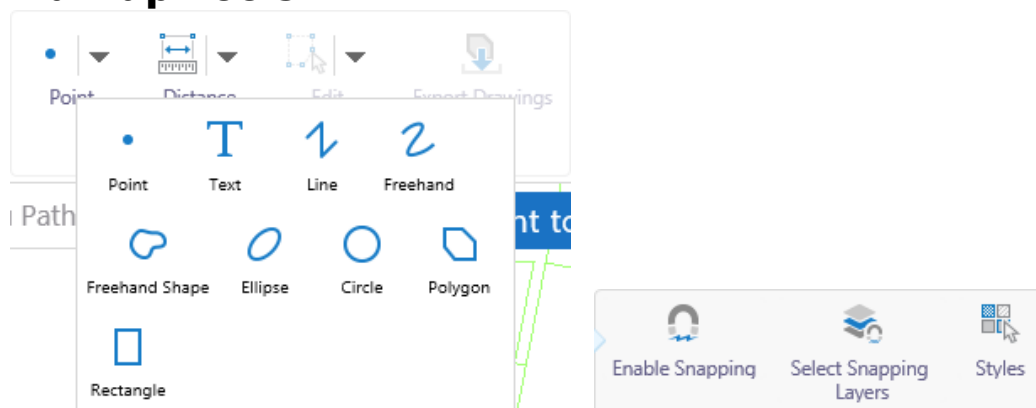


Draw

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.*



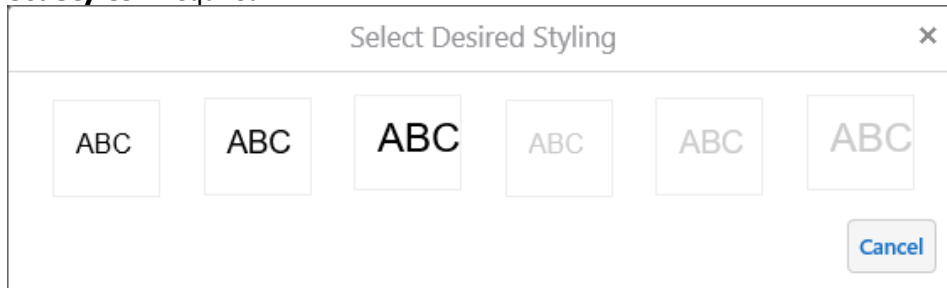
4. *Click the **left mouse button** on the map location where you want to add a point.*

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.*



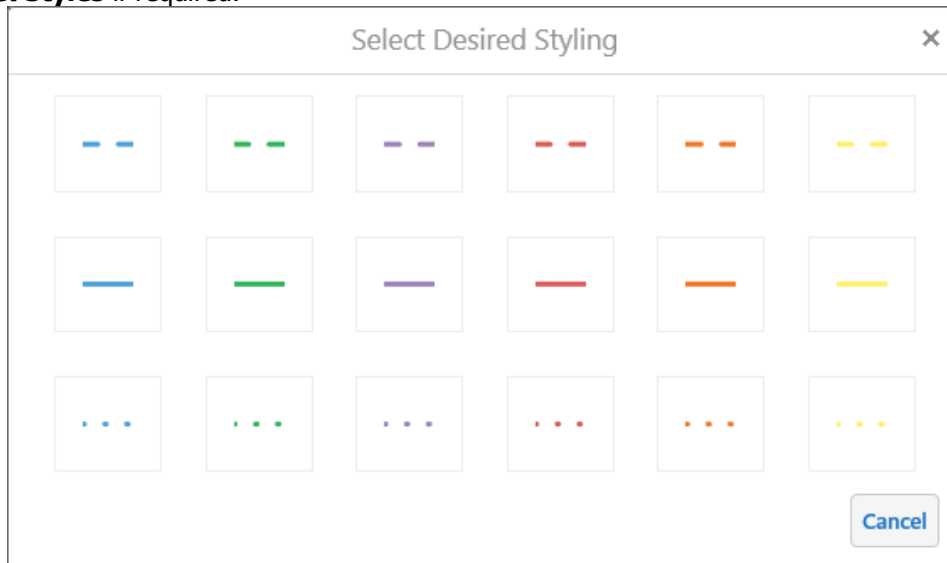
4. *Click the **left mouse button** on the map location where you want to add text.*
5. *Enter the text you want to add at this location on the map into the dialog*
6. *Press **Enter** or Click **OK**.*

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. **Double-click** to finish the line.*

2 Freehand Line

Use this to draw curvy lines in your map.

Instructions

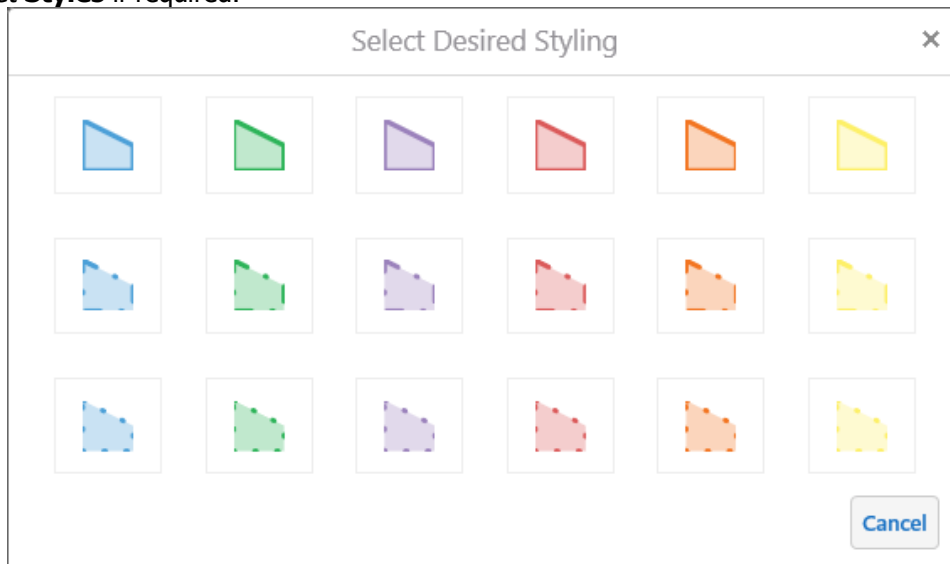
1. Select the Freehand button.
2. Set Styles if required. See [Line Styles](#).
3. Click the left mouse button on the map and draw your line, release to finish the line.

Freehand Shape

Use this to draw curvy polygons in your map.

Instructions

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



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

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.

Circle

Use this to draw circles in your map.

Instructions

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.*

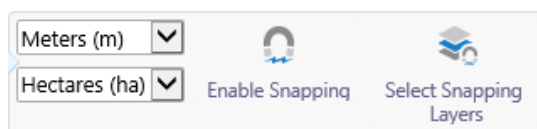
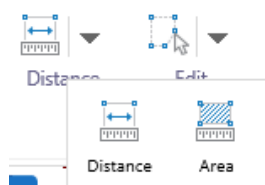
Rectangle

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

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.*

Area

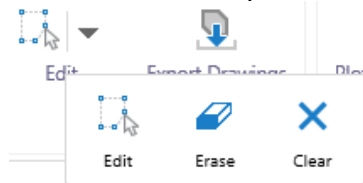
Use this tool to measure areas.

Instructions

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

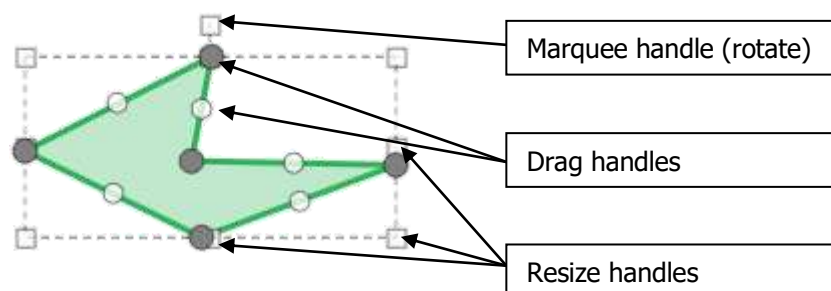
The edit tools allow you to edit markup items, Erase individual markup items or Clear all markup items.



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

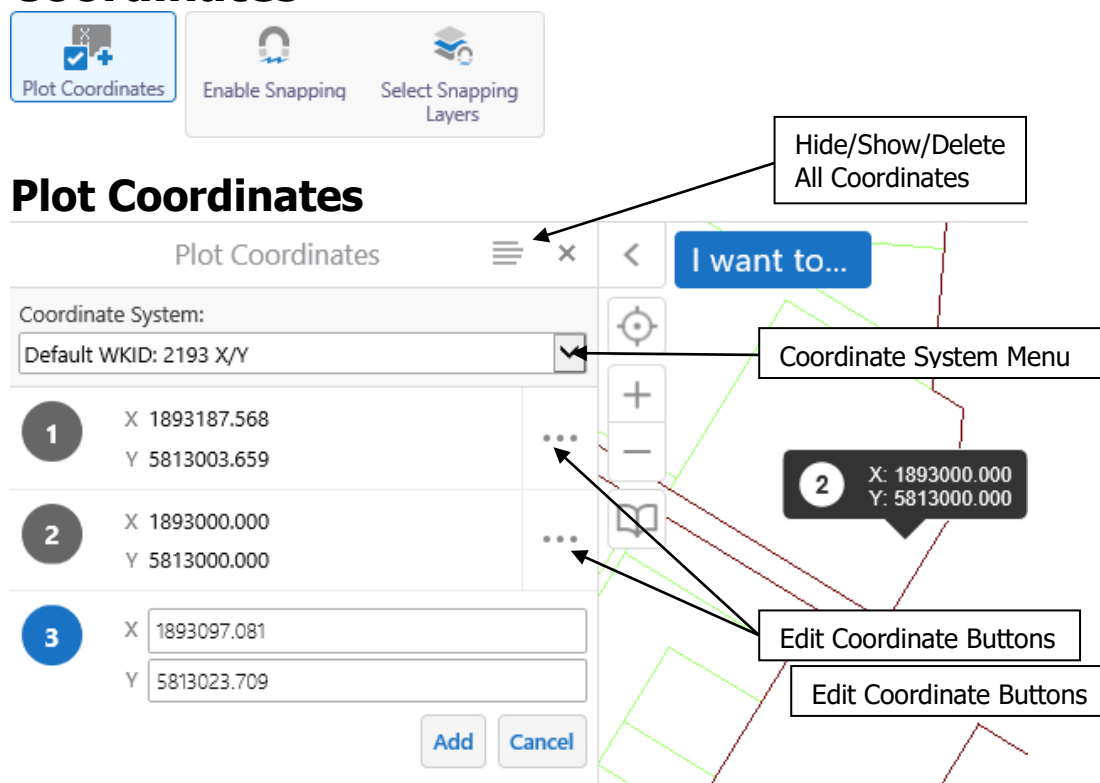
Instructions

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

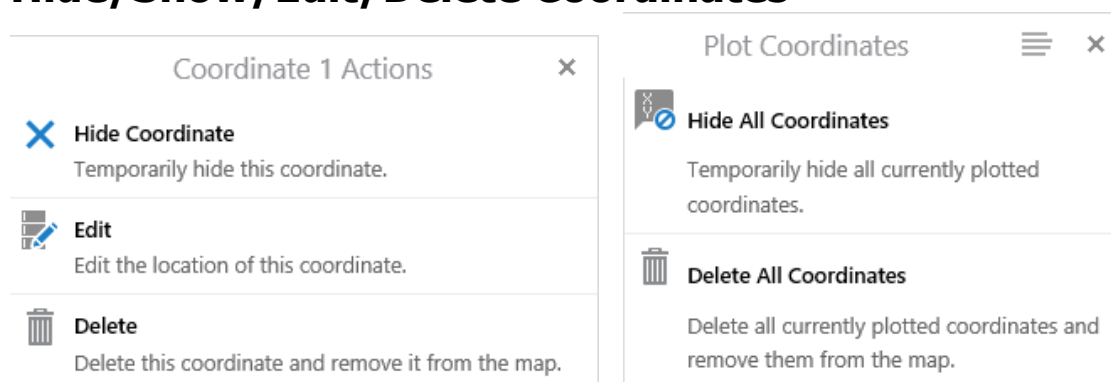


The screenshot shows the 'Plot Coordinates' dialog box. At the top, there are three buttons: 'Plot Coordinates' (highlighted with a blue border), 'Enable Snapping', and 'Select Snapping Layers'. Below these is a title bar with 'Plot Coordinates' and a close button. The main area has a 'Coordinate System' dropdown set to 'Default WKID: 2193 X/Y'. Below this is a table with three coordinate entries, each with a circular icon (1, 2, 3) and 'X' and 'Y' values. To the right of the table are three buttons with ellipses (...). Annotations with arrows point to these buttons, labeled 'Edit Coordinate Buttons'. Above the table, there is a button labeled 'I want to...' and a button labeled 'Hide/Show/Delete All Coordinates'. A 'Coordinate System Menu' is also indicated. At the bottom are 'Add' and 'Cancel' buttons.

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



The image shows two screenshots. The left one is the 'Coordinate 1 Actions' dialog box, which has three options: 'Hide Coordinate' (with a blue 'X' icon), 'Edit' (with a pencil icon), and 'Delete' (with a trash can icon). The right one is the 'Plot Coordinates' dialog box, which has three options: 'Hide All Coordinates' (with a blue circle icon), 'Delete All Coordinates' (with a trash can icon), and 'Show All Coordinates' (with a blue circle icon).

Instructions

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.

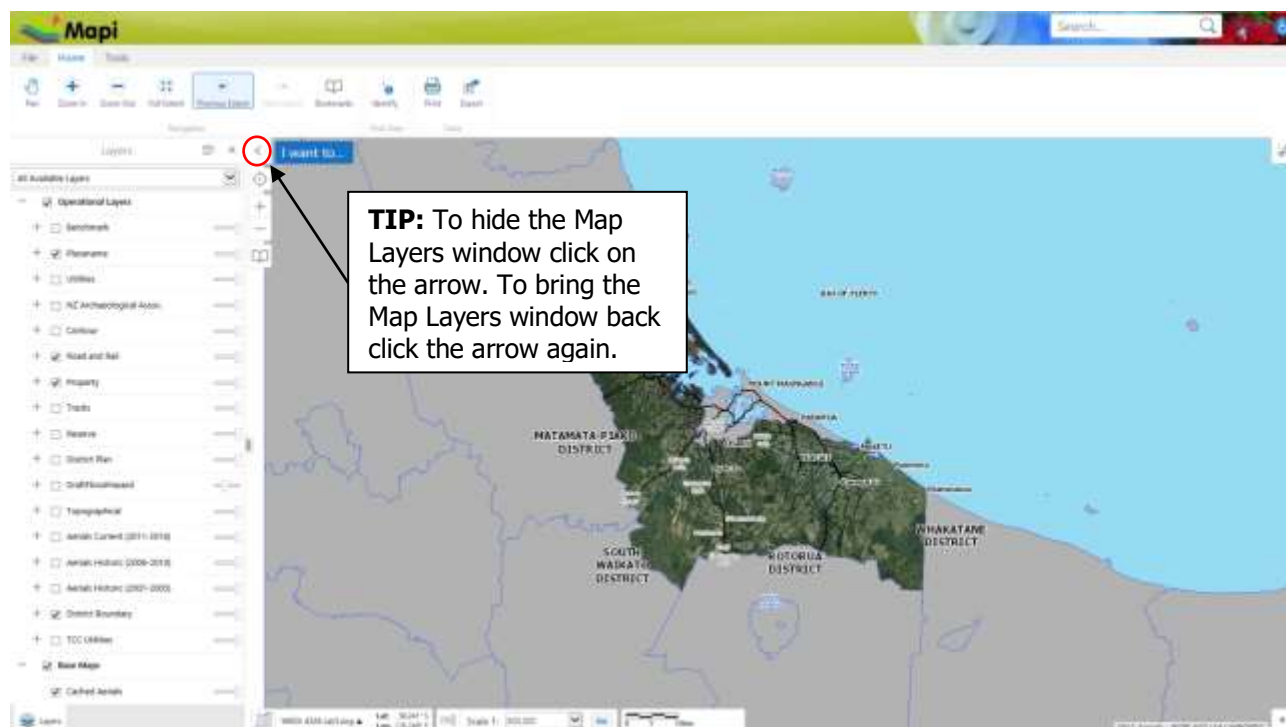
Working with the Map Tools

The MAPI site is made up of a map with several 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

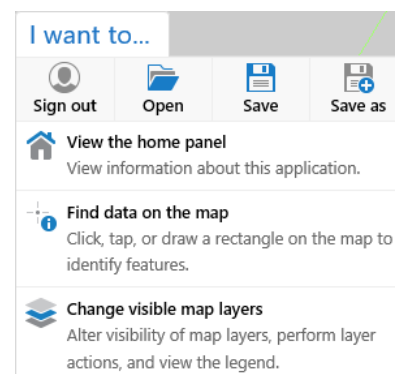
Instructions

1. 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 Water Supply *tick* the box next to the **"Water Supply"** 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"**  to the left or right.

Layer Groups

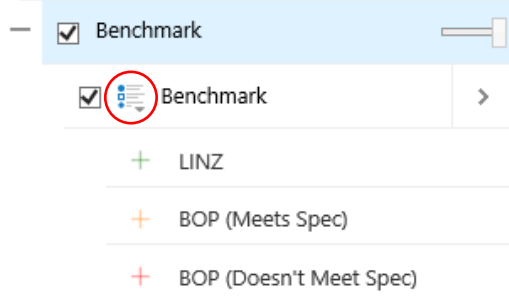
Each layer group contains a subset of map data layers. Listed below are descriptions of the Layer Groups at the time of publication.

Benchmark	Displays Council and LINZ benchmark points across the district.
Boat Ramps, Jetties & Pontoons	Location of Jetties and Boat Ramps (both formal and informal).
Community Halls	Location of Community Halls in the district.
Cemeteries	Cemeteries in the Western Bay of Plenty district, showing the plots and status, etc. (NB. These will only show when the scale of the map is less than 1:1,500)
Cycleways	Cycleways on roads or on reserves.
Placenames	Displays map labels of locations throughout the district.
Playgrounds	Shows public and school playgrounds in the district.
Stormwater	All Council maintained underground assets for Stormwater.
Wastewater	All Council maintained underground assets for Wastewater.
Water Supply	All Council maintained underground assets for Water Supply.
Heritage NZ	New Zealand Archaeological Association's Sites including Pa & Wahi Tapu Sites.
Contours (Moturiki Datum)	Contour Elevation data within the district shown at 0m, 1m, and 2m intervals.
Refuse Recycling	Recycling Centres in the Western Bay of Plenty District.
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 Ratable 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.
Service Centre / Library	Location of Service Centres and Libraries
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.
Freedom Camping	Shows the location of Camping areas, Dump stations, and where you are permitted to park a Motorhome.
Alcohol Control Bylaw Areas	Displays the boundary of the areas controlled by Alcohol Bylaws.
Dog Control Areas	Displays the locations where dogs are prohibited, where they must be on a leash and whether this is "at all times" or "seasonal."
Reserve Facilities	Location of Toilets, BBQs, Picnic Tables, Rubbish Bins.
Reserve	Reserve Boundaries within the district split out as individual Property Boundaries.
Ward Community Board	Shows the boundaries of the wards in the district, and the boundaries of city and district councils in the region.
District Plan	The current Council District Plan showing Zones, Structure Plans, and Designations.
Māori Land	Marae Locations, Māori roadways, Multiple owned Māori land and Iwi areas
Other Natural Hazards	Floodable areas, Liquefaction categories, Coastal Inundation, and erosion
Topographical	LINZ Topographical data showing land features.
Aerials Current	A set of the most up to date BOPLASS imagery (2020 – 2021)
Aerials Historic (2010-2019)	A set of BOPLASS imagery from 2010 to 2019
Aerials Historic (2006-2010)	A set of the imagery for the 5-year block from 2006 to 2010
Aerials Historic (2001-2005)	A set of the 5 years previous imagery from 2001 to 2005 – incomplete coverage
District Boundary	The defined District Boundary as well as hydro information e.g., Rivers and map labels.

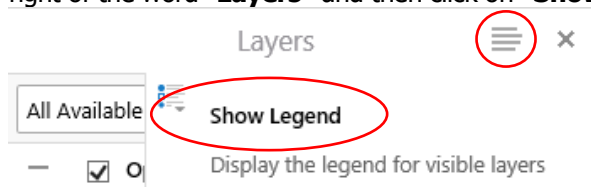
How do I view the map legend/key?

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.



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**.

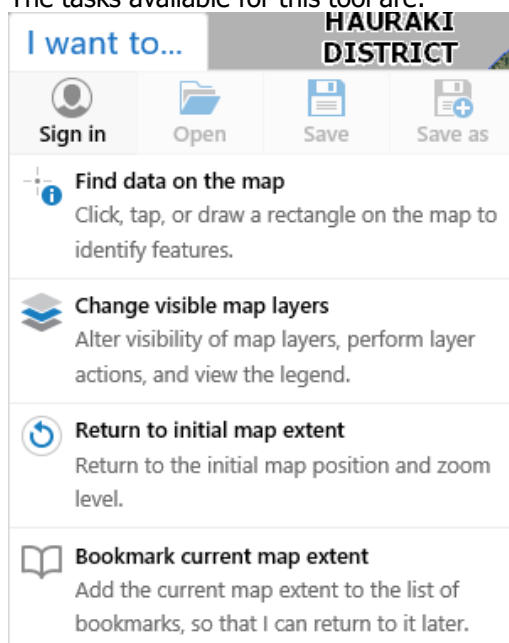


Using the "I want to" tool

The **"I want to..."** tool shows the most 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 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 or query using the info tool you can do more with the results including, buffer them, export the text and map, save the results for opening later and combine results.

Switch to Table

Instructions

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

Buffer the Results

Instructions

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

Buffer Options

Distance

Units

Meters (m)

☐ Write to Drawing Layer

Clear

Cancel

Continue

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. Your browser may become unresponsive during this period. Do you want to continue?

OK

Cancel

Options Button

Search Results: Jellicoe Street (...)

Switch to Table

View results in table format

Show Buffer Options

Identify features near these results

Export to CSV

Export results to CSV

Export to XLSX

Export results to XLSX

Export to Shapefile

Export results to Shapefile

Open Saved Results

Choose from a list of saved results to view them

Save Results

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

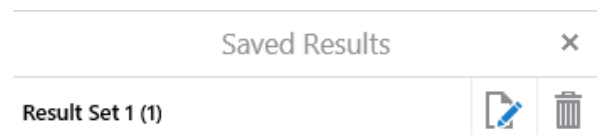
1. Click on the **Options Button**.
2. Click on **Export to Shapefile**.
3. Click on **OK**.
4. Click on **Save As** to save the compressed file to a location of your choosing.

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

Instructions

1. Click on the **Options Button**.
2. Click on **Open Saved Results**
3. Double Click on the saved result set.

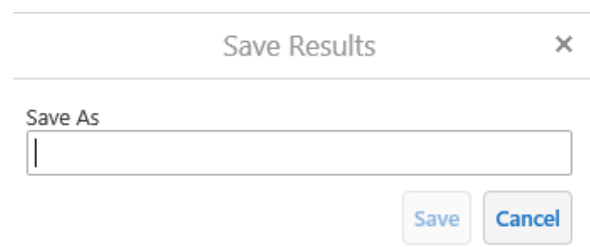


Tip: Results sets are only saved for the current session and can be renamed or deleted using the buttons to the right.

Save Results

Instructions

1. Click on the **Options Button**.
2. Click on **Open Saved Results**
3. Type a Name.
4. Click on **Save**.



Combine Results

This tool is for working with the saved results sets.

Instructions

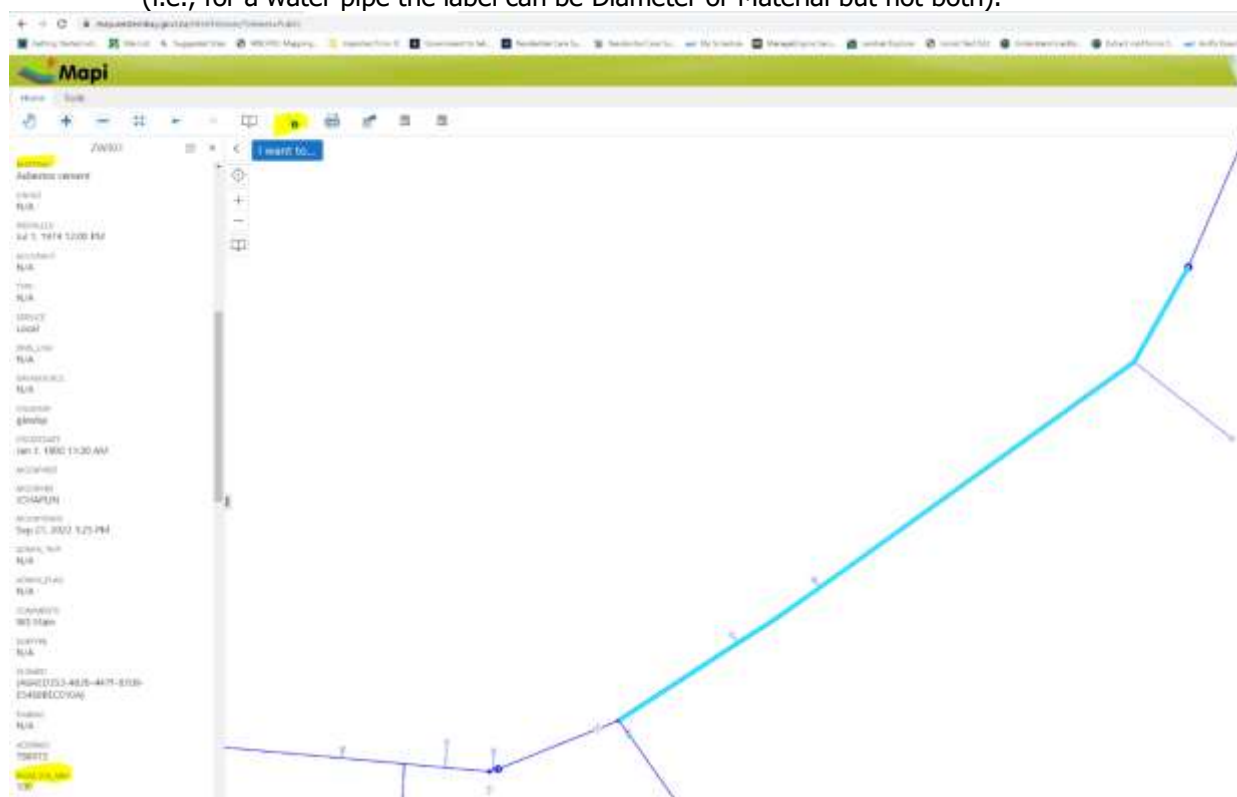
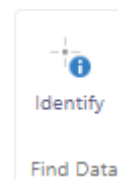
1. *Click* on the **Options Button**.
2. *Click* on **Combine Results**.
3. *Choose* the appropriate option
4. **Add to results** used to combine your current results with a saved results set.
5. **Subtract saved results** used to remove a saved results set from your current results.
6. **Match intersecting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

How do I label a layer on my map?

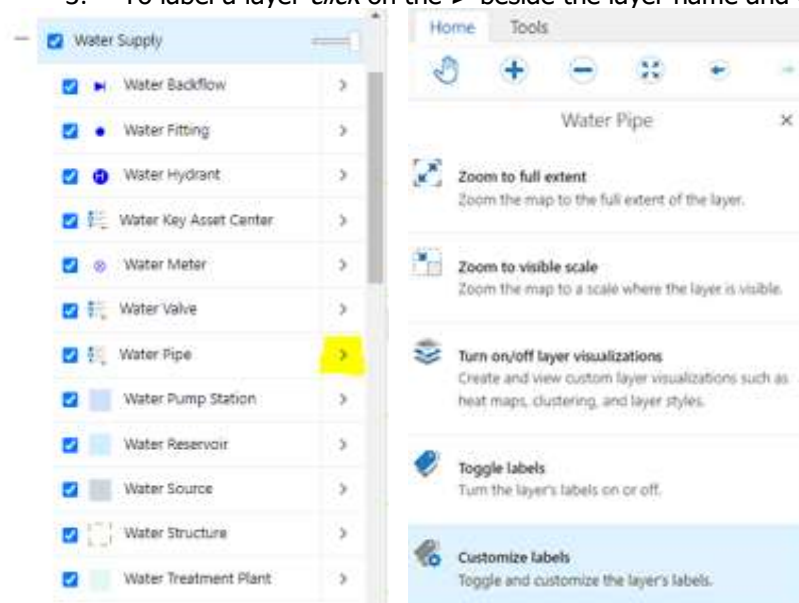
Please note: Custom Labelling and Thematic mapping will not be saved in MAPI, if you close and return to MAPI you will have to start over.

Instructions

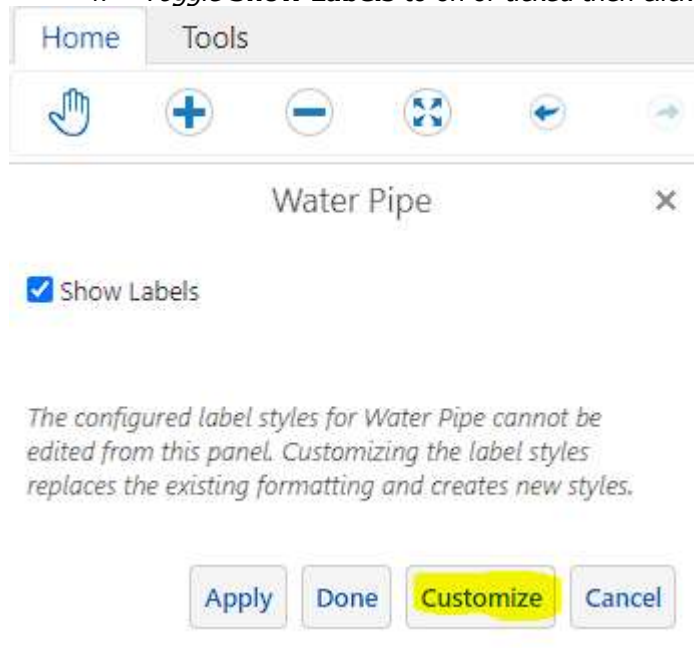
1. First *query* the feature using the **Identify Tool** in the **Find Data** group of the **Home** or Main Toolbar
2. Take note of the attribute you want to label the map with.
Please note. This tool only allows you to label one attribute from the layer (i.e., for a water pipe the label can be Diameter or Material but not both).



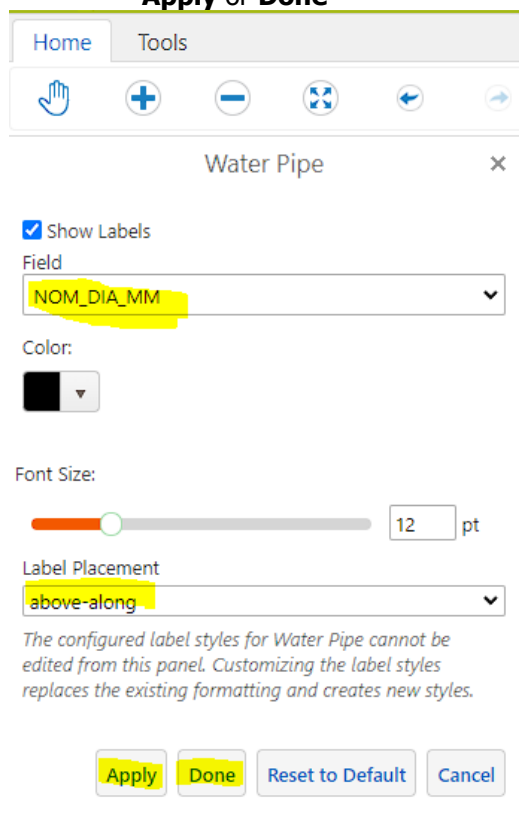
3. To label a layer *click* on the > beside the layer name and choose **Customize labels**



4. Toggle **Show Labels** to on or *ticked* then *click* on the **Customize Button**



5. Choose the field you want to use for the label and where you want the label placed, then *click* **Apply** or **Done**

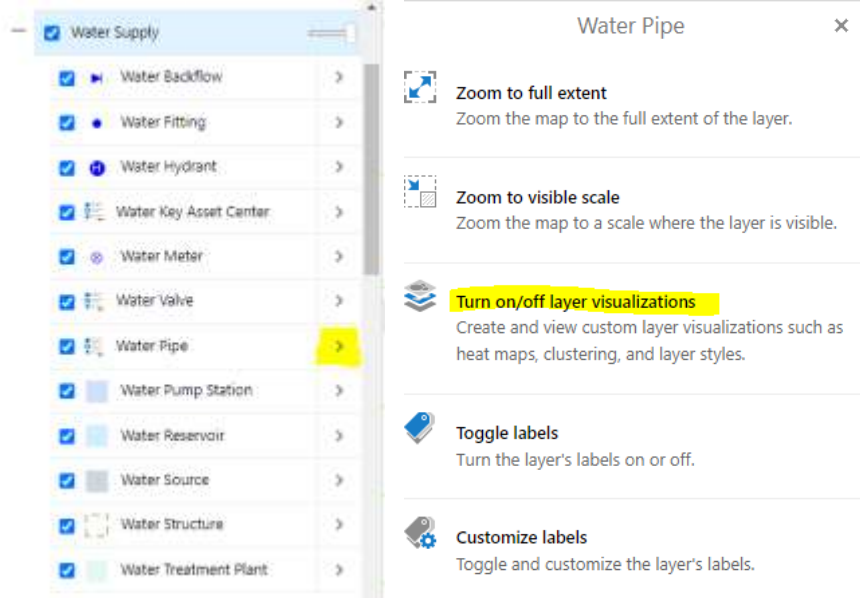


Symbolizing a layer using thematic mapping

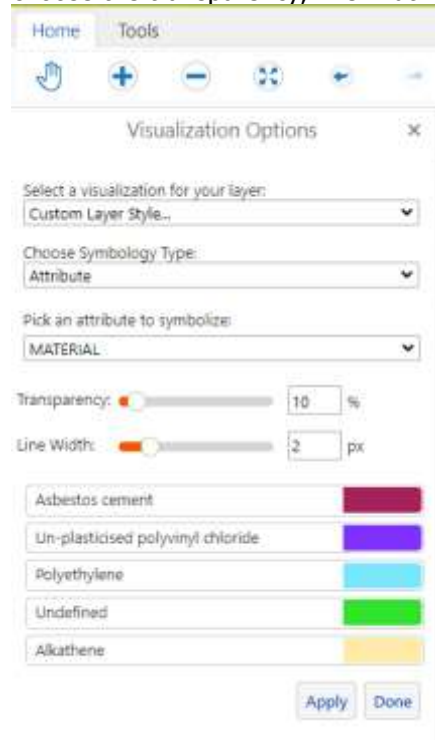
If you want to identify a water pipe by Diameter and Material you can't label both, but you can use thematic mapping to symbolise the materials differently and label the diameter using a custom label.

Instructions

1. Click on the > beside the layer name and choose **Turn on/off layer visualizations**



2. Choose **Custom Layer Style** in **Select a visualization for your layer**, choose **Attribute** in the **Choose Symbology Type**, choose the attribute you want to symbolise, choose the transparency, line width & colours you want, then click **Apply/Done**



3. The legend will display your chosen colour scheme:



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>.