

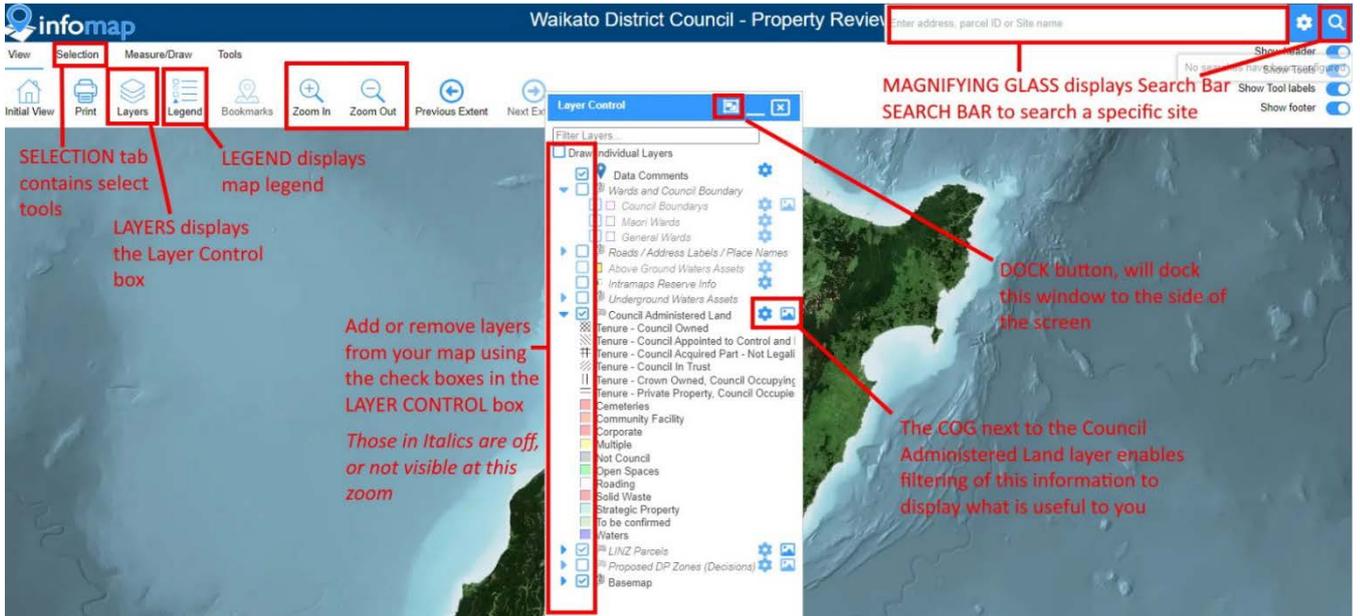
How to use the Council Property Viewer

1. LOGIN

- Using the link and password you receive from Emtel and change your password.
- If you haven't received a link, get in touch with us at Strategic.Property@waide.govt.nz

2. ADD LAYERS

- Click the Layer button to open the Layer Control Box
- Click the Dock button on the Layer Control Box to dock the box to the side of your screen
- Turn layers on or off (if you like)

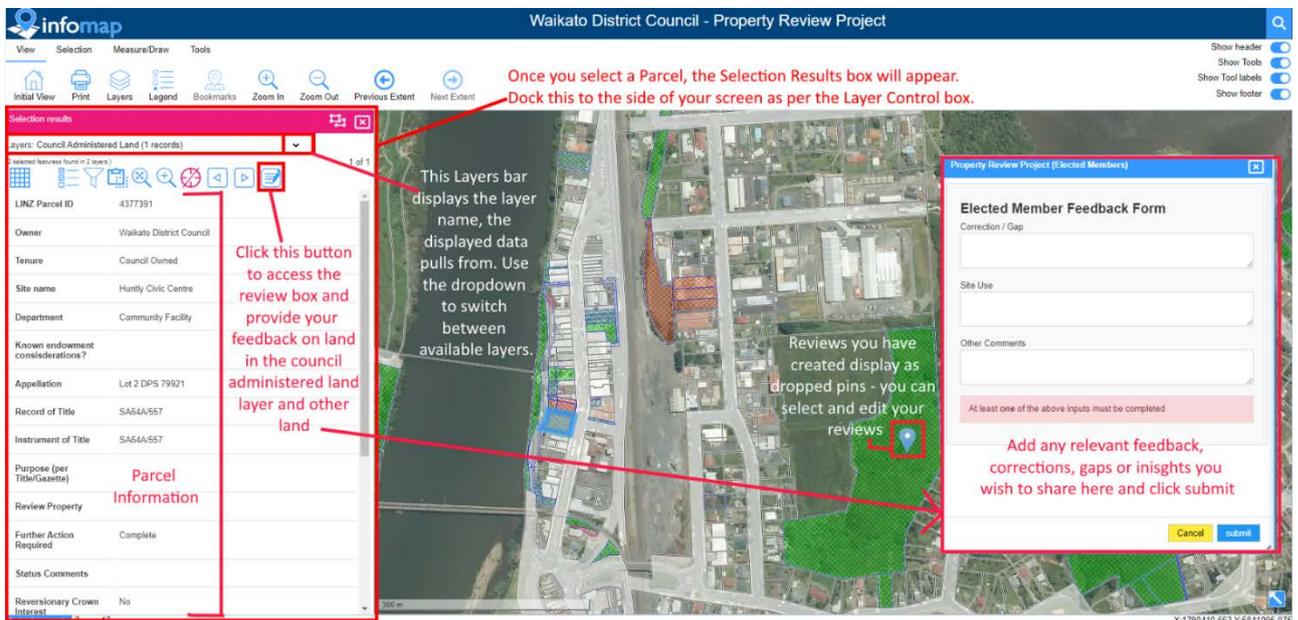


3. EXPLORE

- The colours per the Council Administered Land layer reflect our view of the most likely department/asset owner for a piece of land
- The different hatching reflects the type of ownership or authority Council holds

4. ACCESS PROPERTY INFORMATION

- Search using the search bar or select a parcel of land by clicking on it (or use another selection tool)
- This will display the selection results box (which can also be docked to the side of your screen)
- The Layers bar within the selection results box shows the name of the layer the information is pulled from.
 - o Council Administered Land layer: Is the Council collated property portfolio information
 - o LINZ Parcels: Is property information derived from Land Information New Zealand



5. APPLY FILTERS (OPTIONAL)

- Click on the cog by 'Council Administered Land' in the Layer Control box to check boxes and limit the visible parcels by Ward and Department (remember to include 'Multiple' in case your assets land has a joint purpose)
- Once the filter is applied, use the rectangle select box to draw an area on the map you are interested in
- You can now scroll through the council administered land that meets your filter and selection using the list view or table view. You can only add feedback in Table View
- ****If you click on the map while you have a selection applied, it will clear your selection****

infomap Waikato District Council - Property Review Project

View Selection Measure/Draw Tools

Turn this on for the Council Administered Land information to display when cursor HOVERS over a parcel (if you click, your selection will clear)

Rectangle Polygon Circle Line Point Add Remove Select Style Layers Clear Selection

Selection results Add feedback using the review button

Layers: Council Administered Land (138 records)

24 of 138

Scroll through parcels in your selection

Turn this on to automatically zoom to the related parcel on the map

Click here to switch between table view and list view

Toggle between the layer control and selection results box here

LINK	Parcel ID
	4333307
Owner	Waikato District Council
Tenure	Council Owned
Site name	Ra'ner Road Reserve
Department	Open Spaces
Known endowment considerations?	
Appellation	Lot 39 DP 23886
Record of Title	SA892/150
Instrument of Title	SA892/150
Purpose (per Title/Gazette)	
Review Property	
Further Action Required	Complete

Selection results Layer Control Zoom: 17

Parcels within your selection highlight yellow, as you work through the selection results, the applicable parcel will highlight blue

6. PROVIDE FEEDBACK

- From the selection results box (ensuring you have first selected the parcel you want to comment on), click on the review button, add your feedback and click submit:
 - o Correction/Gap and Other Comments: Add any info you think should be included (e.g. have we missed a property, a key piece property information or do you want to highlight info)
 - o Site Use: if you would like to share some details about the way the site is or could be used;
 - o Other comments: anything else? Let us know
- Feedback can be added to Council Administered Land parcels as well and any other land
- Your submitted reviews display as pins on the land parcel to which they relate, click on the pin to review, edit or delete it.

7. ISSUES, HELP OR NEED A DEMONSTRATION?

- **Try pressing CTRL and R at the same time to refresh the map**
- Call in to one of our Drop in Sessions in the **Pukeko Room**
 - o Tuesday, 15th August: 1pm-2.30pm
 - o Wednesday, 23rd August: 9.30am-11am
- Send me an email or make a time to run through it, Kristin.mccluskie@waidec.govt.nz