



# Smart Maps Help Guide

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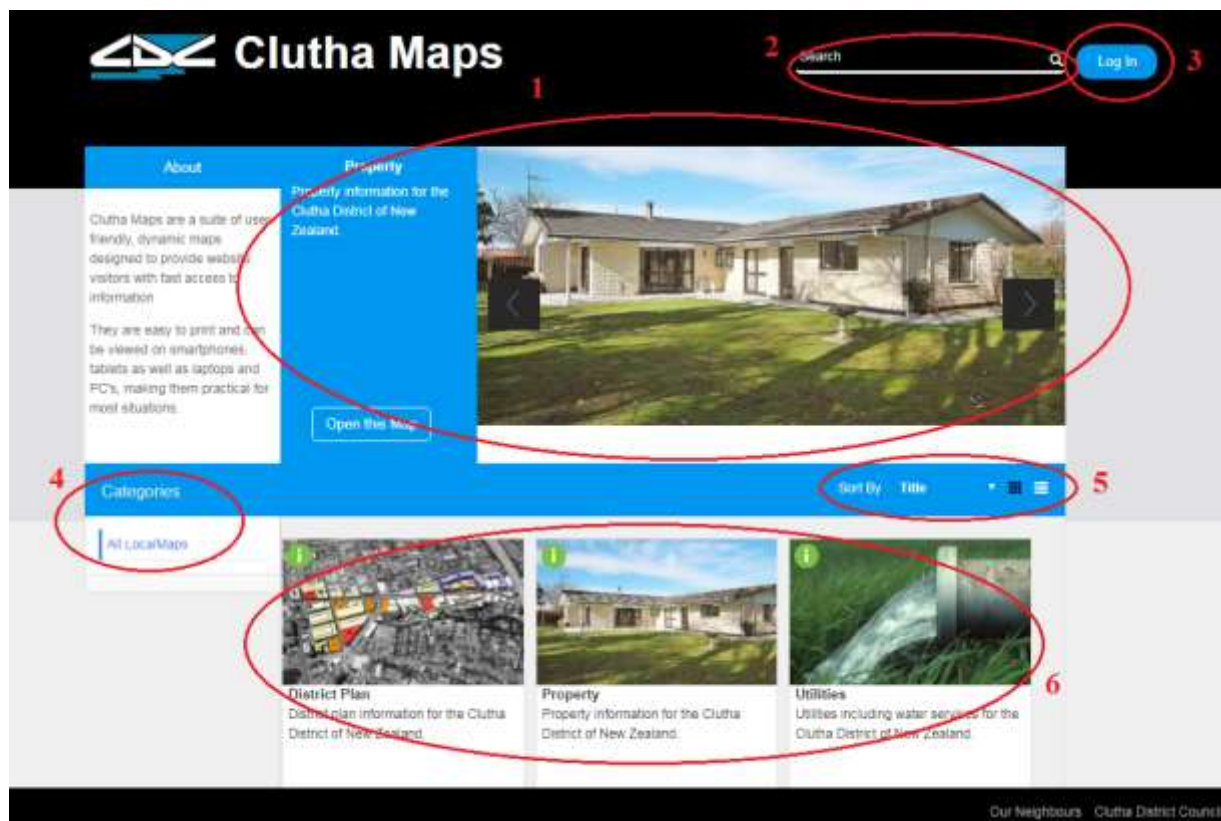
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## Smart Maps Portal Page

Open Smart Maps by going to <https://gis.cluthadc.govt.nz/CluthaMaps/Gallery/>

Smart Maps is available on PC, tablet and mobile devices. It will appear slightly different depending on your device but will look something like below.



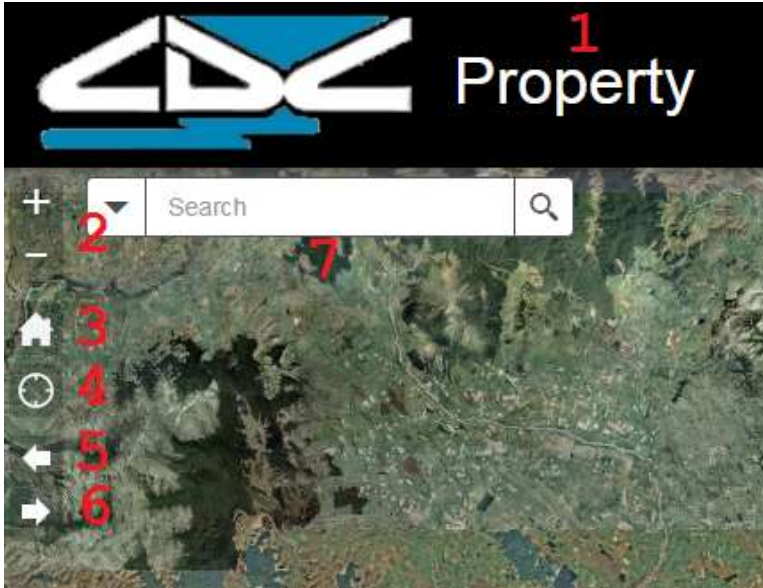
1. **Featured maps panel** – click on image to open Property Map.
2. **Search** – use this to search for a specific map using keywords e.g. property, district plan etc.
3. **Log In** – log in used by Clutha District Council staff for administration purposes.
4. **Categories** – filter the maps panel to only show maps relating to a certain category, will be of benefit when more maps become available.
5. **Sort** – change the map sorting to Most Recent, Most Views, or by Title. You can also change the way the main maps panel displays.
6. **Main maps panel** – by default, displays all maps in order of the most viewed. Click on the  button to view more details about any map.

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# Smart Map Viewer

## Navigation

When you open a Smart Map, the top left corner will appear as below.



1. Click on the Map Title to return to the Smart Maps Portal.
2. Zoom in/out using these two buttons.
3. Will return the map to its initial extent.
4. Will zoom the map to your current location (you will need to share your location for this button to work).
5. Will jump to the previous extent.
6. Will jump to next extent.
7. Search window (see searching section below for more details)

## Toolbar



The tools are available in all smart maps, on all devices, except for the Elevation tool which is not available on mobile phones.

## Legend

The legend panel will show what the different symbols represent on the map. Depending on the map you are in, the Legend panel may have many features or may only have a few features present.

## Layers

Use this panel to turn the different layers on/off in the map. Depending on your map, there may be many layers available to view. Generally, most maps will have different labels, aerial photos and topographic maps available.

## Print

You can create prints in A4 or A3 from Smart Maps. Different file formats are available, and more options are available under the Advanced button.

## Switch Map

Use this tool to change to a different Smart Map. When you change maps using this tool, the map will keep the same extent you were viewing the last map at, so you don't lose your place.

## Draw / Measure

Use this panel to make drawings / measurements on the map. This panel will be covered in more detail [later on in this help guide](#).

## Share

Using the share panel, you can share a map to a range of social media sites, or email. You can share the map you are in, and the location you are looking at. If you share a saved map, you can also share drawings/measurements.

## Zoom to Point

Use this panel to zoom the map to co-ordinates. You can use the following co-ordinate systems in Smart Maps.

- New Zealand Transverse Mercator (NZTM)
- New Zealand Map Grid (NZMG)
- WGS84 Lat-Long (GPS)
- WGS84 Decimal Degrees (GPS)

## Elevation

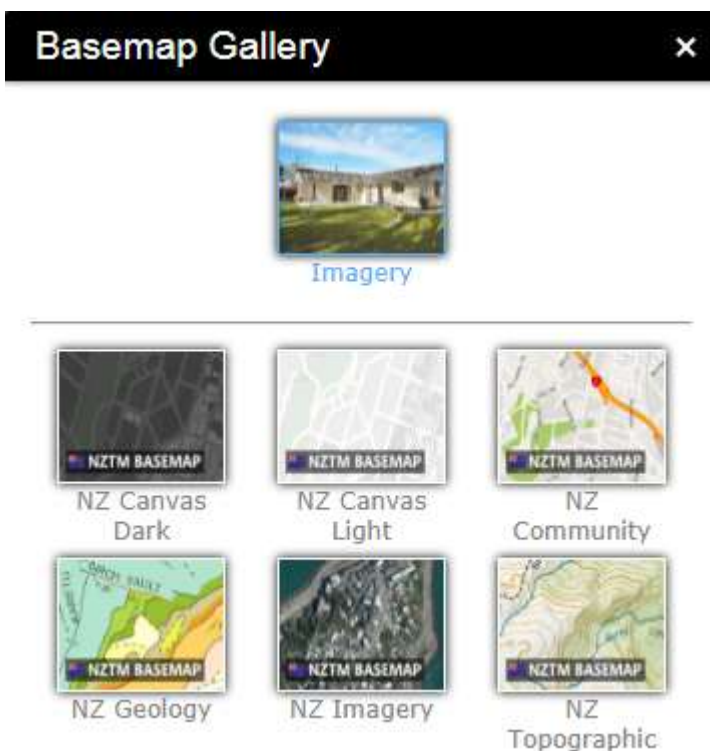
You can generate an elevation profile in any map. To use this tool, open the panel and click on the measure tool within the panel. Then create a line on the map of the area you want to generate an elevation profile for. Double click to finish, and a profile will be generated.

You can hover your mouse over the graph to see where on the map the graph relates to.

**This elevation data is derived from 30 metre resolution, satellite data. It should only be used as an indication of elevation/height.**

## Basemap Gallery

You can use this to switch to a different Basemap e.g. NZ topographic, NZ Geology etc.




# Searching

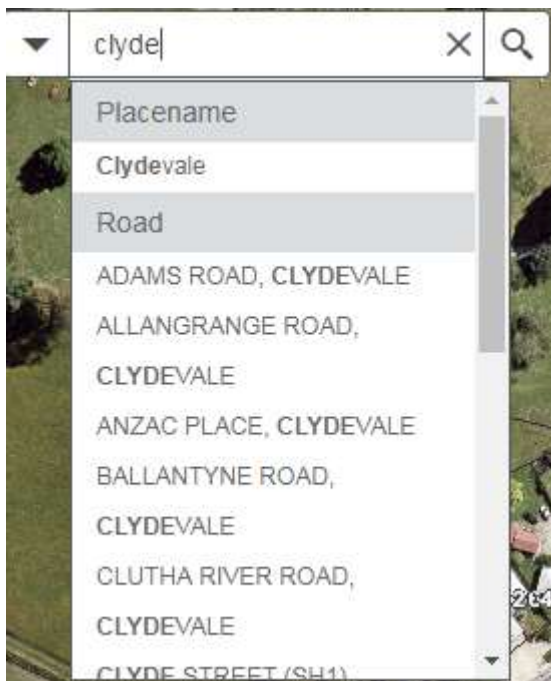
Smart Maps has four search options available on the map you are viewing, being Placename, Road Name, Property Address and Valuation ID. As you type in a search a dropdown list will appear for you to click or tap.

- Placename e.g. **Balclutha**
- Road Name e.g. **Hillend Road**
- Property Address e.g. **1 Rosebank Terrace**
- Valuation ID e.g. **2877113900**



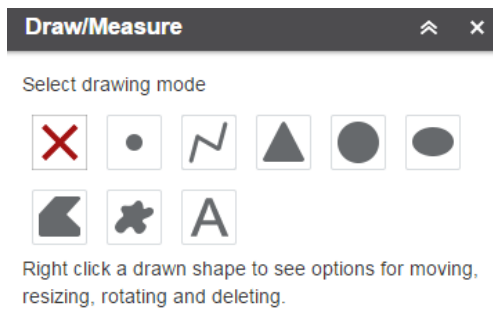
Access the search window by clicking on the  button on Tablet/Mobile.

To perform a search, simply type in your search query. Any results matching your text or number will show up in a dropdown list. Click/tap on the result you want to zoom the map to.



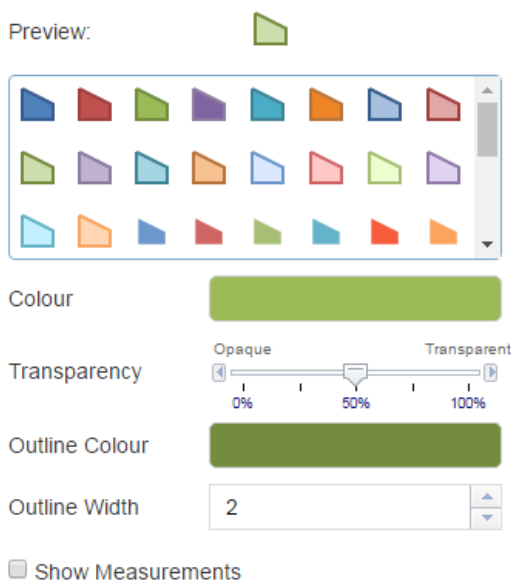
# Draw/Measure Panel Details

When first opened, the draw/measure panel appears as below



Select the shape type you wish to draw – point, line, polygon or text.  
(The red cross button will delete all drawings on the map.)

After clicking on a shape type, you will be presented with the style options as below



Simply select the kind of drawing you want, or change the options manually to create your own style.

If you want to display measurements on the map, tick the “Show Measurements” box.

Measurements displayed on the map vary depending on the kind of shape type you have selected.

- Showing measurements on a point feature will display the feature co-ordinates.
- Showing measurements on a line feature will display the feature length.
- Showing measurements on a polygon will display the area and perimeter.

After ticking the Show measurements box, you have options to change measurement units and text styles.

Show Measurements


Area Units    Hectares

Perimeter Units    Metres

Font    Arial

Font Weight    Bold

Font Style    Regular

Font Colour    

Font Size    16

After selecting your desired options, make your drawings on the map.

After doing one drawing, you don't need to set up the options again, you can just select the drawing type and make another drawing on the map.

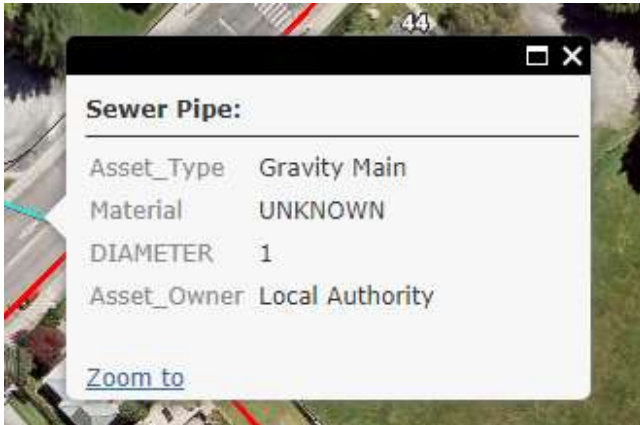
You can edit features you've drawn on a map by right-clicking on them to get the options of Edit, Move, Rotate/Scale and Delete (these options are not available on touch-devices).



## Other parts of the map

### Pop-Ups

To select/identify features, simply click on them. This will open a pop-up window as below.

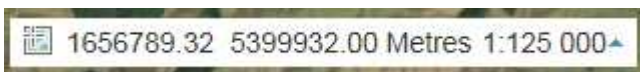


The pop-up window can be maximised or closed.

Please note that if you select multiple features, a single pop-up window will open, but it will have text in the top left corner like below, this indicates the number of features selected. Click on the triangle icons in the top right to switch between the selected features.



### Co-ordinates Display



If you are on PC/computer, you will see this box in the bottom-left corner. As you move the mouse around the screen the co-ordinates will update. The default projection is NZTM.

You can also get co-ordinates in NZMG and WGS84 by clicking on the arrow on the right-hand side of the box.

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## Contact Us

If you need further assistance, contact the Clutha District Council;

- on (0800) 80 1350
- email [help.desk@cluthadc.govt.nz](mailto:help.desk@cluthadc.govt.nz)