Web Map Editor (WME) Demonstration - Personal Searches (EIR)

1. Front page
   - How to navigate to this location
   - Explain the links - WME and the Ocella portal
   - How to access the mapping software

2. WME - what are you seeing on screen?
   - Map window
   - Key Map
   - List of overlays - explain the ordering, folders etc
   - Tool bar - brief description of types of tools, drop down menu
   - Map Mode - Current tool, current position (Easting/Northings)

3. Overlays
   - Folder Options (+,-)
   - Grey - Scaled Out
   - Black - Current
   - Right click - brief description of metadata - overlay details
   - Turning overlays off/on - not advisable for personal searches
   - LLPG-LPI - Property identifier - Full Arun gazetteer - explained in point 9
   - Ignore annotation overlay

4. Map window
   - Initial view is entire district - orange outline is Arun boundary

5. Zoom tools
   - Mouse wheel - roll forward/zoom out - roll back/zoom in (like reading a book)
   - Zoom to box - see map mode and key map change
   - Explain base-mapping scale change in overlay list (250K @35000, 50k @ 15000, 25K @ 8000, VML @ 1500 & OS Master map below 1500)
   - Return to initial state - returns view to the whole district
   - Bookmarks

6. Pan tools
   - Hand - grab and drag
   - Pan to Co-ordinates - Easting/Northing
   - Explain the blue arrows - back/forward through previous views

7. Select tool
   - Selects item from top overlay (so Part 10 will be selected over part 3 etc)
   - De-select tool
   - When an item is selected, it will turn red with red hatching.

8. Query tools
   - Most important tool used alongside the gazetteer - main tools for personal searches
   - Give list of all overlays that are hittable at the point where clicked
   - Best to zoom in to the extent of property being searched - accuracy of tool
   - Other tools are for creating queries - not required for personal searches

9. Gazetteer
   - Address gazetteer is current addresses - Full includes historic
   - Can search in any field - best to use “building name” - this is a wildcard search
   - Type any part of address and press search - enter doesn’t work!
   - If more than 100 records returned may need to refine search
   - When you find the address you require click once on the address - this places flag
   - Clear removes flag (not necessary) and ok closesops$ dialogue box

10. Finishing the search process
    - When all searches have been completed please return window to front page

   **Suggested Search Process on WME**

   1. Navigate to the WME GIS system
      - Open the gazetteer and search for your first property - 52 The Drive, Aldwick, PO21 4DT
      - Type 52 The Drive into Building name - as you can see this has returned an address that has a property name as well. If you had typed 52 in Building Number and The Drive in Street it would have a zero return.

   2. Click once on the address you require

   3. Click OK to close dialogue box
      - I would suggest leaving the flag in place as an identifier of where your property is located - there is no actual data associated with the flag
4. Select the I - Tool (Identify - note change in Map Mode) and click on your property
   • You will see all registration information returned for the exact location you click on the map:
   • I suggest you write down all of these numbers for your records, ready to inspect further information through the links to the back office system

5. Additional information and advice
   • Click on the registration link to bring up any further details, for instance, the Conservation area (CONS) will have the description, TPO’s will have the TPO reference (this is the reference used by Planning), Listed Buildings have the description etc. There is also a link to the back office data (held within our Ocella system) relating to each registration, as seen below:
   • For 52 The Drive you can see that the property is located near or next to the beach, I suggest that you also use the I - Tool to check the beach for registrations, as you can see, the following additional Part 4 registrations are revealed:
   • To see the full extent of a registration, click the zoom to selected box, then select the Registration from the list. As you can see the selection goes red and hatched, brings up the information box and zooms to the extent of that registration. This can also be done by selecting the item, closing all the dialogue boxes, and then using the Zoom to Selection Tool from the Zoom drop down.
   • In the case of TPO’s, every property that we believe is affected by the TPO is within the polygon, for instance a tree that is on the boundary of two properties will be revealed on both.

6. Next address - Flat 1 South Lodge, Pagham Road, Pagham, PO21 3TQ
   • Type 1 South Lodge in Building name - This will reveal zero return as it is known as Flat 1, South Lodge. By typing South Lodge you will bring up all the addresses containing South Lodge, select the address you want by clicking once and then ok to close dialogue box.

7. Select the I - Tool (Identify - note change in Map Mode) and click on your property
   • You will see the usual information returned for the exact location you click on the map
Also, you can see that there is a Listed Building (located just north of the searched address). It is up to you to decide if you would reveal this on your search, for instance, the property may have been built within the curtilage of the listing etc.

8. Once you have finished searching for your properties please close down the WME GIS software and return to the front page.