

Desktop Mapping (DTM) confirmation and support documentation:

Registered customers will receive the email below at the same time as our Service Centre forwards your live log in details:

If you haven't already registered (free) you can do so at the following link:

<http://www.stanfords.co.uk/business-mapping/desktop-mapping/>

Confirmation email

Dear Mr / Mrs / Ms,

Thank you for choosing Stanfords Desktop Mapping for your OS mapping requirements. Please find below your unique log in details for the DTM system and some brief notes on using the system / map production.

1. Administration

Please save the following link in your Internet favourites:

<https://mdcentre.ordnancesurvey.co.uk/mdcentre/>

Log In Details:

BUSINESS ID: *(this will be supplied to you by email)*

USERNAME: *(this will be supplied to you by email)*

PASSWORD: *(this will be supplied to you by email)*

2. View charges.

N.B. You will *never* pay viewing charges if a map is purchased during the viewing session. If you make a purchase the viewing charges will still appear on the "buy" screen at the end of the process but we strip them all out and you will in fact only pay for the map.

You only need to read the next part of this section if you are intending to use the system to view mapping without making a purchase at the same time as the viewing occurs.

View charges do apply if a map is not purchased during a viewing session. In other words, if you log in to the system and look at map data from levels 10 through to 18 and then log out without making a map purchase in that session, we will invoice you for the viewing that has occurred. These charges are as follows:

Roaming charges:

These apply to mapping viewed at 1:10,000 scale or 1:5000 scale (levels 10 and 11 in the system. The cost is £1 + vat for each session (for a view area of up to 60km²) so if you only view at levels 10 and 11 the charge is £1 + vat.

N.B. don't worry about zooming in and out of levels 10 and 11 – the £1 charge is based on each session (i.e. each time you log in and out) not on numbers of views during the session.

Commit to view:

These apply to mapping viewed at 1:2500/1:1250/1:500/1:200 (levels 12 through to 18 in the system). The cost is £1 + vat for each session (for an area of up to 36 hectares). Using a postcode search will mean that you will incur the roaming charges above as well as the commit to view charges if you decide to view the data at 2500/1250 e.t.c. Using an address search takes you straight to level 12 thus bypassing the roaming charges attached to levels 10 and 11.

N.B. don't worry about zooming in and out of levels 10 and 11 – the £1 charge is based on each session (i.e. each time you log in and out) not on numbers of views during the session.

Roaming and Commit to view:

If you view mapping at levels 10 and 11 and then commit to view at levels 12 and above you will incur both charges i.e £1 + vat for "roaming" and £1 + vat for "commit to view". As described above the best way to avoid roaming charges is to use the address search facility rather than the postcode option.

As stated at the beginning if you make a map purchase in the same session as you viewed you will never need to worry about any of the above. The system will say that you have been charged viewing but we strip all of the view charges out and you only pay for the map.

3. Map Production – Sitemap PDF (customers requiring paper products)

Below is a quick guide to getting started.

- Log in to the Desktop Mapping system using the url and log in details supplied (above, item 1.).
- From the main Menu, choose Create a new order.
- Click the magnifying glass icon to locate your area of interest.
- Choose the "Address" search option and enter a property number & postcode or a property number, street name & location in the required fields. If you don't have the address use one of the other search options (e.g. postcode) from the dropdown menu instead.
- Select Define Product and the hand icon for product options.
- Choose Product Family "Sitemap".
- Select size of your map (A4 or A3 for A3 you must choose portrait or landscape)
- Choose scale from 1:500, 1:1250 or 1:2500
- Select Format PDF
- Choose from full colour, building fill or monochrome & press "Confirm Selection".
- Click the pushpin icon (next to the hand)
- Click on the property/location that you want your map to be centred on.
- Click Next (below progress with order).
- If at the start of the process you searched for your site using the address tool you will now see a "buy" screen. If you used any of the other search tools e.g. postcode you will see a commit to view screen. This enables you to view the area you defined at the actual scale you will receive it (2500/1250/500) with a buffer zone around to enable you to modify the site-centre or extents if necessary. Once you have committed to view and made any necessary changes click the Next button again. This time you will be taken to the "buy" screen.
- Give your order a name in the field provided & click buy.
- You do not have to complete the marketing page – simply enter any character in the two blank fields to progress the screen.
- A summary page of your order will appear. You can print this off if you wish but this information is replicated in your stats files.
- Click OK to return to the main menu.
- Click GO next to Download your order
- Click on the hyperlink displayed for your order & select open or save.

4. Map Production – Sitemap DXF data (customers requiring dxf data)

Below is a quick guide to getting started.

- Log in to the Desktop Mapping system as above using the url and log in details supplied (above, item 1.).
- From the main Menu, choose Create a new order.
- Click the magnifying glass icon to locate your area of interest.
- If you have the address of the property select the “Address” search option from the dropdown menu and enter a property number & postcode – this will take you straight to the property you are interested in (level 12 in the system).
- If you don’t have a postcode, enter a street name & location in the specified fields and a list of addresses for that street will be displayed – click on the link for your required property. This will take you straight to the property you are interested in (level 12 in the system).
- If you only have the postcode of the property select the “postcode” search option from the dropdown menu instead of the “address” option as above. Enter the postcode in the field provided. In this case you will be taken to level 11 and will not at this stage be able to zoom in further and view the mapping at the large-scales (2500/1250). This will come later when you have selected and defined your product.
- Select Define Product and the hand icon for product options.
- Leave Product Family as Sitemap.
- Leave Size as Customised
- Select format DXF & press Confirm Selection
- Click the pushpin icon (next to the hand)
- Click on the property/location that you want your map to be centred on.
- A 100m x 100m box will appear as default around your site centre. If you want to increase the area of mapping you buy, enter your required dimensions in the width & height fields e.g. 200 x 200 & click GO or click on the arrow icon and, holding down the left click of your mouse, drag the box to match the extent you require.
- It is also possible to cut out a polygonal area of dxf data as follows: Click the pushpin icon and this time change the “Area of Interest” from “normal” to “cookie-cutter”. Click on the mapping where you want the nodes of your polygon to be and close the polygon by double-clicking the last node on to off the first. If you wish to move the mapping that is visible on the screen use the N,S,E,W tool in the top left below the icons. The polygon must be at least 1 hectare (the area of coverage appears in the mapping information box in the top left of the mapping screen). If you wish to stretch your polygon without having to start again click on the arrow icon (next to pushpin icon) and, holding down the left click of your mouse, drag the nodes in or out.
- Click Next (below progress with order).
- If at the start of the process you searched for your site using the address tool you will now see a “buy” screen. If you used any of the other search tools e.g. postcode you will see a commit to view screen. This enables you to view the area you defined at the actual scale you will receive it (2500/1250/500) with a buffer zone around to enable you to modify the site-centre or extents if necessary. Once you have committed to view and made any necessary changes click the Next button again. This time you will be taken to the “buy” screen.
- You now have a choice of licenses under which you can purchase the dxf data.
- If you want to purchase your data with a 1 year Individual Business Use Licence, give your order a name in the field provided & click buy.
- If you want to purchase your data with a Plan Design & Build Licence for 12, 18, 24 or 30 months click the Buy under PDB terms button, select the required licence length, complete the project details form & click buy.
- If you require guidance as to the best license for your purposes open up a separate browser session and go to the following link:

<http://www.stanfords.co.uk/business-mapping/dxf-data/>

- You do not have to complete the marketing page – simply enter any character in the two blank fields to progress the screen.
- A summary page of your order will appear. You can print this off if you wish but this information is replicated in your stats files.
- Click OK to return to the main menu.
- Click GO next to Download your order
- Click on the hyperlink displayed for your order & select open or save.

5. Stats files

On the main menu there is an option to "Download a record of your orders". This is an Excel spreadsheet that itemises every order (including viewing sessions) that goes through your Desktop Mapping account. There is a separate file created for each month and the files are updated on a daily basis. This enables you to keep an accurate line-by-line account of all transactions and this can then be used to cross-reference against our invoices.

N.B. Stats files are only available for two months on a rolling basis (the current month and the one previous) so we recommend you download a copy of your file at the end of each month to keep a full record of your purchases and viewing sessions.

6. Support

A full product / user manual can be downloaded from:

<http://www.stanfords.co.uk/dtmguide>

Technical requirements / info can be found at:

<http://www.stanfords.co.uk/technical>

If you have any questions, please feel free to give me a call on 0870 890 3730.

Kind regards,

Paul Myers
National Service Manager
Stanfords Business Services (Suite 340)
The Triangle Business Centre
Fennel Street
Exchange Square
Manchester
M4 3TR.
Tel: 0870 890 3730
Fax: 0870 890 3731