2021 Guide – How to Order CAD Data National Map Centre

Version 1

Our new map system has a simple order process:

1. Login

2. Location Search

3. Map Screen: Choose Plot (or) Data products

4. Map Screen: Refine product selection and selected map area, if needed
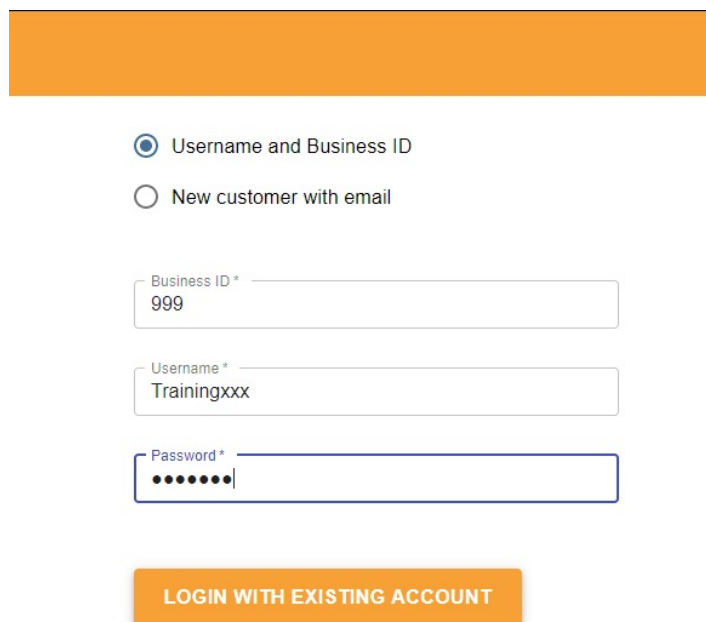
5. Order Summary and Purchase

6. Download

1. Login

URL: https://chkstage.findmaps.co.uk/

ID: 100   **Username:** Training1

Password: training1

Notes: Other ways of accessing the system are shown at the login stage, but for now, only the ID/Username/Password option is active.

2. Location Search

There are a variety of location search options available.
Only Postcode (default) and Address, and BNG co-ordinates are active right now.
Valid Search results can be selected from a list, taking you to the map screen.

3. Map Screen: Choose Plot Product (or) Data Product

Here is your first view of the map screen, you can confirm if the location is correct.
Information and the ability to change the on-screen view scales are on the left, and product options are on the right.

At this stage, you need to pick **Plot** or **Data**, and the corresponding product you need.
If you need **CAD data**, choose 'Data Map' and the 'OS Plan Standard 9' or 'Enhanced 55 Layers' options.   Select 'Next Step' to continue when ready.

4. Map Screen: Refine product selection and map position (if needed)

CAD data selections in the map system (unless edited in account settings) will default to 'DWG' file format, and '4 ha. (200m x 200m)' area size. There's also an option for 1 ha. (100m x 100m) or Custom sizes using a Rectangle or Polygon function.

To move your map area of interest (AOI) for fixed sizes, the blue outlined area on the map screen, click and drag on the shape accordingly.
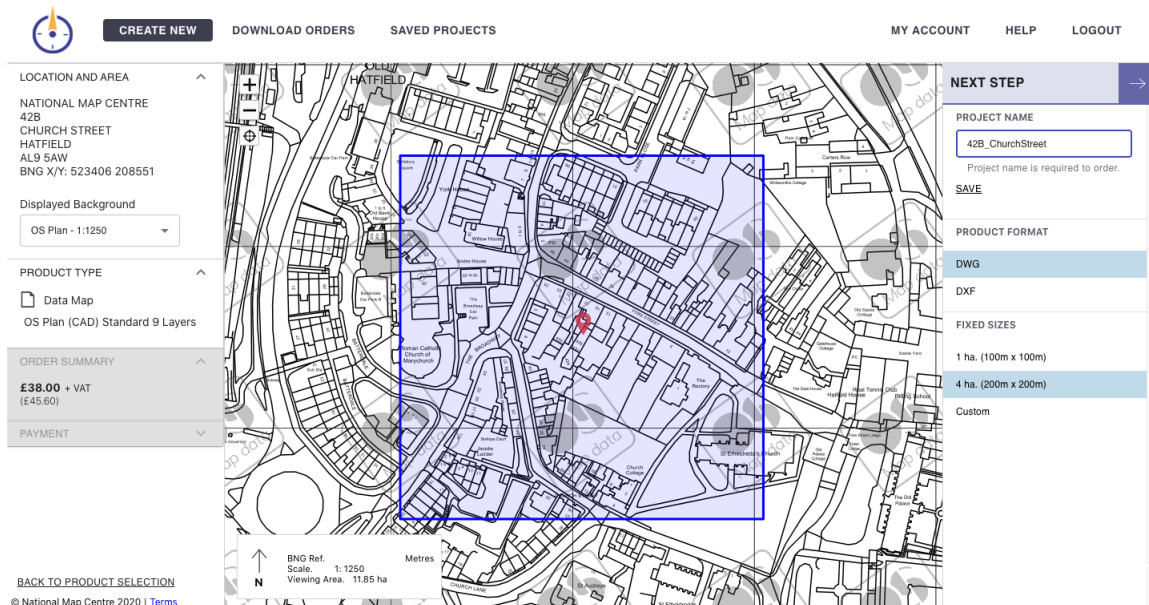
Product choices are available on the right panel.

Before continuing, there is an option to Save the map order with a name.
For your order to progress, a **project name** must be given at this stage.

Select 'Next Step' to continue.

5. Order Summary

This section allows you to edit the project name, address text (which appears on your map) and include an email address for the delivery of your map order.

If the price and everything else looks good, select **'Buy Now'** to purchase.
Notes: Purchases are disabled in the Training version of the map system.

6. Download   –Unavailable in the Training Version of the system

At this last stage, your exported map will be available for download.

If you want to download other files you've ordered already, you'll be able to access these from the **'Download Orders'** link in the menu bar at the top of the screen.

All done!

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National Map Centre

Need Assistance? Please call the Helpdesk on 01707 263747