

# 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

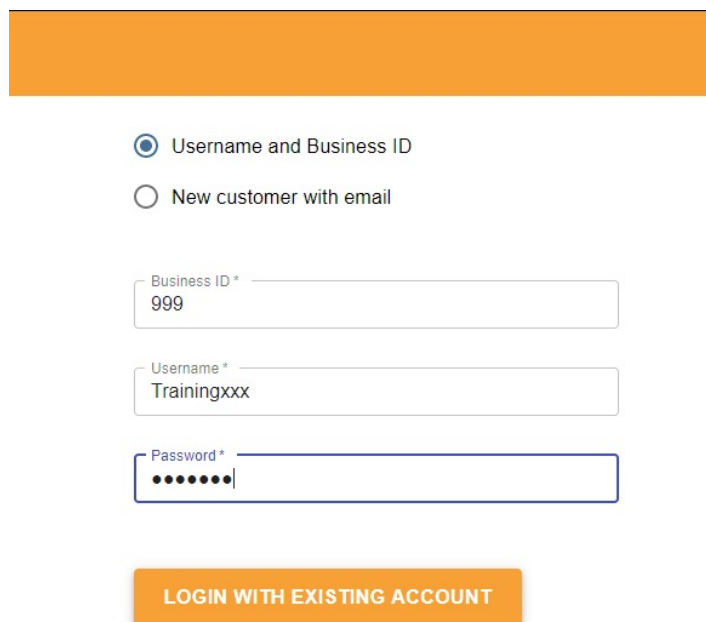
### 1. Login

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.



☒ Username and Business ID

☐ New customer with email

Business ID \*  
999

Username \*  
Trainingxxx

Password \*  
●●●●●●

LOGIN WITH EXISTING ACCOUNT

## 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.

### Location Search

☒ Postcode

☐ Address

☐ Place name

☐ BNG co-ordinates

☐ Lat/Long

☐ OS Sheet Ref

Search for

AL9 5AW

AL9 5AW

4 CHURCH STREET, HATFIELD, AL9 5AW

6 CHURCH STREET, HATFIELD, AL9 5AW

8 CHURCH STREET, HATFIELD, AL9 5AW

10 CHURCH STREET, HATFIELD, AL9 5AW

12 CHURCH STREET, HATFIELD, AL9 5AW

14 CHURCH STREET, HATFIELD, AL9 5AW

16 CHURCH STREET, HATFIELD, AL9 5AW

SEARCH

BROWSE MAP OPTION

SELECT

## 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.

CREATE NEW

DOWNLOAD ORDERS

SAVED PROJECTS

MY ACCOUNT

HELP

LOGOUT

LOCATION AND AREA

NATIONAL MAP CENTRE  
42B  
CHURCH STREET  
HATFIELD  
AL9 5AW  
BNG X/Y: 523406 208551

Displayed Background  
OS Plan - 1:1250

PRODUCT TYPE

ORDER SUMMARY

PAYMENT

BACK TO ADDRESS SEARCH

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BNG Ref.  
Scale: 1:1250  
Viewing Area: 11.85 ha

Metres

100m

0 100 200 300 400 500 600 700 800 900 1000

NEXT STEP

PROJECT TYPE

PLOT MAP

DATA MAP

OS Plan (CAD) Standard 9 Layers

OS Plan (CAD) Enhanced 55 Layers

1:10,000 Scale Raster

1:25,000 Scale Raster

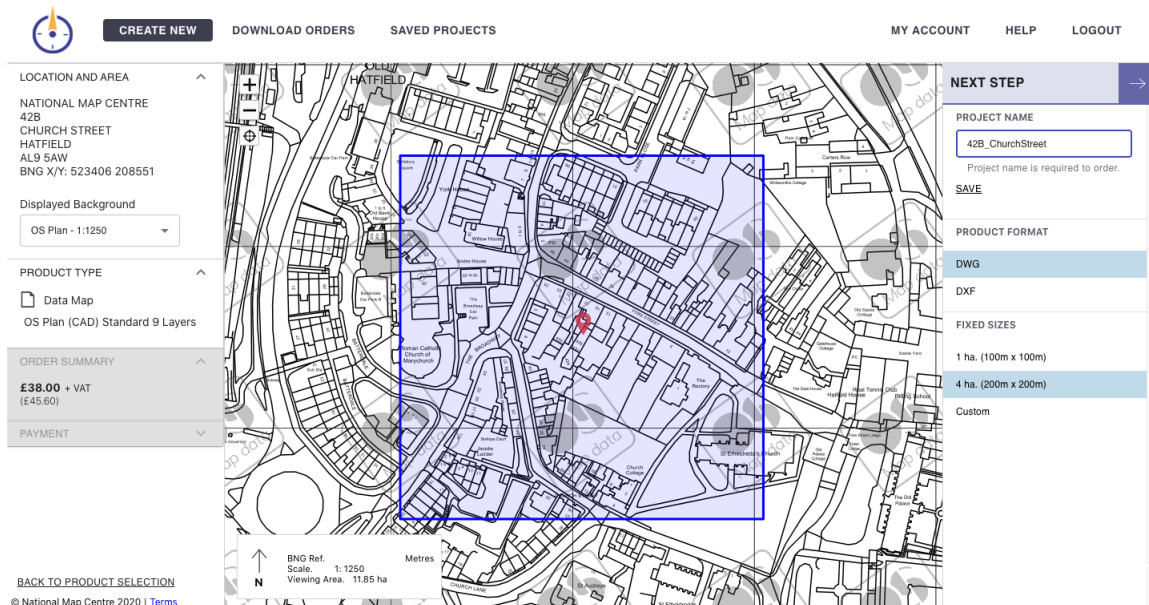
1:50,000 Scale Raster

1:250,000 Scale Raster

#### 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.

**PRODUCT FORMAT**

DWG

DXF

**FIXED SIZES**

1 ha. (100m x 100m)

4 ha. (200m x 200m)

Custom

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.

The screenshot shows a web interface for an order summary. On the left is a sidebar with three sections: 'PRODUCT TYPE' with a dropdown arrow showing 'Data Map' and 'OS Plan (CAD) Standard 9 Layers'; 'ORDER SUMMARY' with a dropdown arrow showing '£38.00 + VAT (£45.60)'; and 'PAYMENT' with a dropdown arrow. The main content area is divided into two sections. The top section contains three form fields: 'Project Name' with the value '4ha\_DWG\_9Layers', 'Location and text area' with the address 'NATIONAL MAP CENTRE, 42B CHURCH STREET, HATFIELD, AL9 5AW', and 'Email address' which is empty. The bottom section is a table with the following details:

Product	OS Plan (CAD) Standard 9 Layers
Format	DWG
License type	Standard, 1 year
License expires	04/12/2021

## 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!**