

# 2021 Guide – How to Order Plots

## National Map Centre

Version 2

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

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. Select 'Next Step' to continue when ready.

The screenshot shows the map screen interface. On the left, there is a sidebar with the following information:

- LOCATION AND AREA: NATIONAL MAP CENTRE, 428, CHURCH STREET, HATFIELD, AL9 5AW, BNG X/Y: 523406 208551
- Displayed Background: OS Plan - 1:1250
- PRODUCT TYPE: ORDER SUMMARY, PAYMENT

The main area displays a map of Hatfield with a red pin indicating the location. Below the map, there is a scale bar and the following information:

- BNG Ref. Scale: 1: 1250
- Viewing Area: 11.71 ha

On the right, there is a 'Next Step' panel with the following options:

- PROJECT TYPE: PLOT MAP, DATA MAP
- OS Plan Black / White
- OS Plan Colour
- 1:10,000
- 1:25,000
- 1:50,000
- 1:250,000
- Imagery

At the top of the page, there are navigation links: CREATE NEW, DOWNLOAD ORDERS, SAVED PROJECTS, MY ACCOUNT, HELP, LOGOUT.

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

To move your map area of interest (AOI), the blue outlined area on the map screen, click and drag on the shape accordingly.

LOCATION AND AREA  
NATIONAL MAP CENTRE  
42B  
CHURCH STREET  
HATFIELD  
AL9 5AW  
BNG X/Y: S23406 208551

PRODUCT TYPE  
Plot Map  
OS Plan Black / White  
BACK TO SELECTION

ORDER SUMMARY  
£20.00 + VAT  
(£24.00)  
PAYMENT

Next Step  
PROJECT NAME  
SAVE  
PAPER SIZE  
A4  
A3  
A2  
A1  
A0  
PRINT SCALE  
1:200  
1:500  
1:1250  
1:2500  
ORIENTATION  
Portrait  
Landscape

BACK TO PRODUCT SELECTION  
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Product choices are available on the right panel.

Portrait  
Landscape

PRODUCT FORMAT

PDF  
JPEG

COPIES (1 - 99)  
1

TEMPLATE  
 Show Gridlines

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.

<b>PRODUCT TYPE</b> ^	Project Name	<input type="text" value="Test"/>
 Plot Map	Location and text area	<input type="text" value="NATIONAL MAP CENTRE&lt;br/&gt;42B&lt;br/&gt;CHURCH STREET&lt;br/&gt;HATFIELD&lt;br/&gt;AL9 5AW"/>
OS Plan Black / White	Email address	<input type="text" value="helpdesk@mapsnmc.co.uk"/>
<b>ORDER SUMMARY</b> ^		
<b>£20.00</b> + VAT (£24.00)		
<b>PAYMENT</b> v		
Product		Plot Map OS Plan Black / White
Number of copies		1
Format		pdf

## 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!**