CUSTOMER PORTAL MAP PLOTTING

SLIDE 1

How to plot a work location on the map.

SLIDE 2

The map in the customer portal is a google map.

When you are ready to plot your works location on the map, there are a number of ways to use the map, and plot your location of works.

1. Type an address, or suburb in the search field, to find the location of your works.
2. Click on the link provided, under the heading of location, to the customer portal knowledge base, to find more information on how to plot a location on the map, as well as other processes that may help you with your application submission.
3. Expand the map to full screen view if required
4. Zoom in and out of the map if required
5. Plot the map using several options. Including, a marker. For a single point location of works. A line. For a distance location of works. A shape. For a general area location of works. The hand icon allows you to pan or move the map around.
6. Clear the map, of all plot points, if required.

   Note. If you clear the map, then you will clear the whole map. Not just the last point added.

SLIDE 3

The upcoming demonstration will show you how to plot your works location within the map.

SLIDE 4

To begin plotting the location of your works, you can either, zoom into the area using the plus symbol on the bottom right of the map, or, you can start to type the address location in the search field.

In this example we will be using the search field.

Please ensure that the location of works that you are plotting on the map is on a state-controlled road.

As you enter your address details, location options will display in a list below the search field.

Example: Samford Rd, Keperra

Choose the appropriate address and the map will zoom into the location.

If this is the correct location address, click, submit road name, and the field above the map will auto-populate with the road name.

The road number field only requires to be populated if you know, the actual state-controlled road number.

If not, do not populate this field.

It is not a mandatory field and can be amended by TMR support staff, after you submit your application.

You now have the option to change the view of the map to **Satellite**, if you prefer.

Expand the map

Zoom in or out of the map

Or **clear** the map.

Note. If you clear the map, you clear the whole map. It does not just take you one step back.

Once you have determined your location you are now able to.

Pan the map.

Use a **marker** tool to plot a single location.

Use the **line** tool to plot a line.

or Use the **shape** tool plot an area.

Note. Do not be too detailed in the plotting of your works location, as this will be reflected in your traffic guidance scheme, or detailed design documents that you provide us.

Things to keep in mind, are to avoid crossing the lines when plotting the location of your works.

Also, when you use the plotting options of a line, or a shape, you must double-click, at the last point. Otherwise the line will follow you around the screen.

SLIDE 5

For any questions, feedback, system enhancement suggestions or general enquiries, please contact your local district from the details provided here.