PARKMAP TRAINING GUIDE

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INTRODUCTION

Overview

ParkMap is a Geographical Information System (GIS) specifically designed to help manage the whole life cycle of Traffic Regulation / Management Orders (TRO / TMO). It is capable of dealing with Text and Map schedules, and all associated parking assets such as road signs and markings. ParkMap handles all types of orders including: static, moving, experimental, temporary, consolidation and suspensions.

Different access levels are available in ParkMap enabling a range of users to work without interfering with each other's task. These access levels are essentially: view only mode, edit mode and supervisor mode.

ParkMap has a modular structure and come in two version: ParkMap Standard and ParkMap Enhanced. The modules for each version are as follow:

Modules	ParkMap Standard	ParkMap Enhanced
Text or Map Schedule Generation module *(Enables traffic order documents and schedules to be automatically generated)*	✓	✓
Photo/document attachment module *(Enables photographic images, spreadsheets, survey data and other relevant documents to be attached to map-based items)*	✓	✓
Moving Traffic Orders module *(Manage speed limits and other moving traffic orders)*		✓
ParkMap – LineMap link *(Enables road markings to be plotted automatically, accurately and to scale)*		✓
Parking plate generation module *(Enables parking plate sign faces to be automatically generated based on the traffic order information entered)*		✓
Audit Trail module *(Enables tracking of changes made to your system)*	✓	✓
Traffweb (*Web map portal displaying confirmed Traffic Orders)*	✓	✓
Traffweb Consultation *(Web map portal for use as part of public consultation showing proposed and confirmed Traffic Orders)*		✓

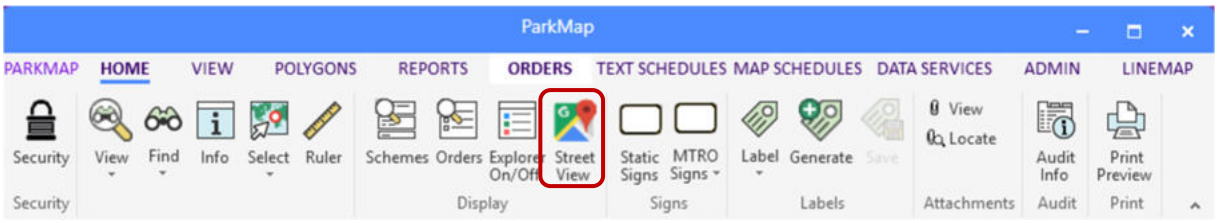
Standard Training Course

The standard training course covers the essentials for using the ParkMap system. A thorough understanding of fundamental ParkMap functionality is provided including data entry, information retrieval, and other TRO management functions such as consolidations.

How to use this Guide

The structure of the training guide is designed to take users through different workflows and tasks, rather than just by each function.

Where a series of commands are used, the **>** symbol indicates a command from the tab menu at the top of the screen to the ribbon buttons within that tab. Other ways are by using a picture of the buttons.

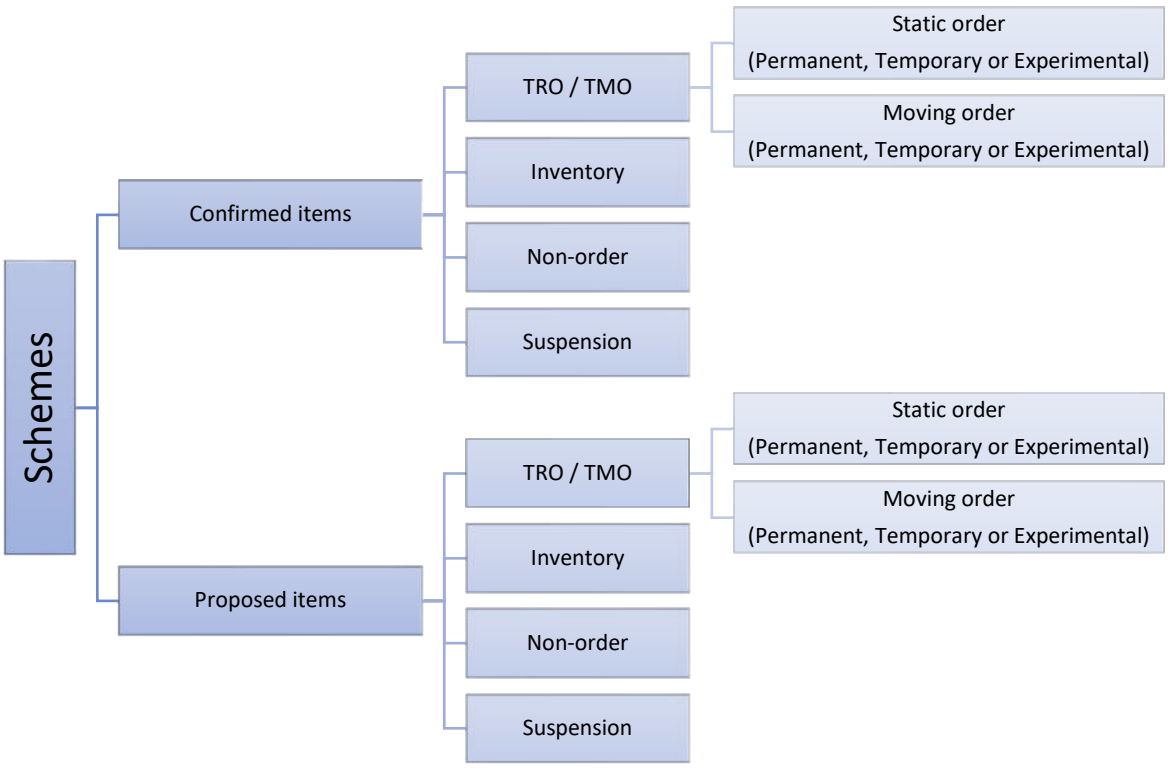


HOME > Street View

GENERAL OF TERMS

GIS	Geographical Information System. An organised collection of computer hardware, software and geographic data designed to efficiently capture, store, update, manipulate, analyse, and display all forms of geographically referenced information.
Items	Individual objects drawn and saved within ParkMap. These can be an Inventory Item such as a sign or ticket machine, an Order Item such as an individual marking denoting limited waiting, or a Suspension Item indicating that a restriction (or part of it) has been suspended.
Order	Traffic Regulation Order or Traffic Management Order.
Restriction	Type of controlled prohibition, such as 'no-waiting' or 'permit holders parking' or 'one way'.
Schedule	A document listing all the items that comprise an order. This will include details of their time of operation, and their location.
Traffic Regulation Order (TRO)	An official order made by a council under the Road Traffic Regulation Act 1984, which details the nature and extent of traffic controls within the council's area. For the purpose of this document these are synonymous with Traffic Management Orders (TMOs) used within London. (http://www.legislation.gov.uk).

PARKMAP ORGANISATION



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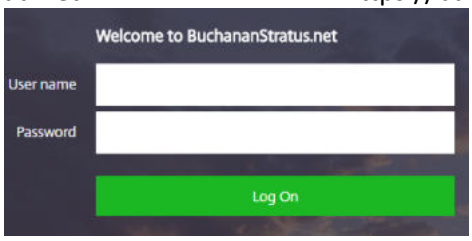
1.1 Fundamentals

1.1.1 Starting/Exiting a ParkMap Session

You will first need to log onto your cloud service at one of the following web addresses:

https://buchanancloud.net https://buchananstratus.net/



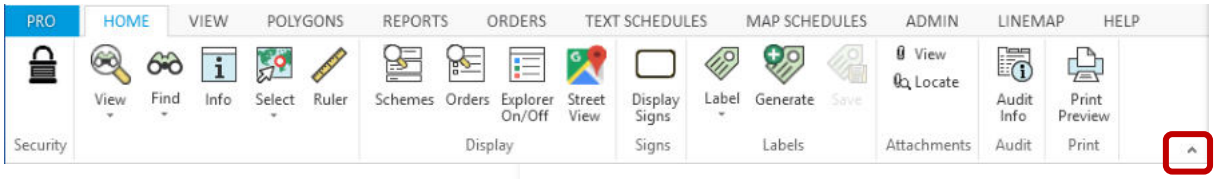
Once logged in, you will be able to click on the ParkMap icon to launch the application:

Explorer will give you access to your S:\ drive where text or map schedules and all other ParkMap related documents should be saved.

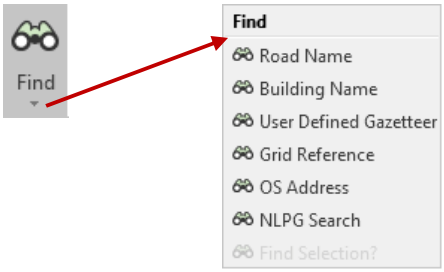
To finish your ParkMap session click on the PRO tab and select exit (Alt + F4) or just use the red cross on the top right corner of your screen like any other applications.

1.1.2 ParkMap tab menu

Depending on the different ParkMap modules you have (e.g. Map Schedules, Text Schedules) the following or similar tab should be displayed:



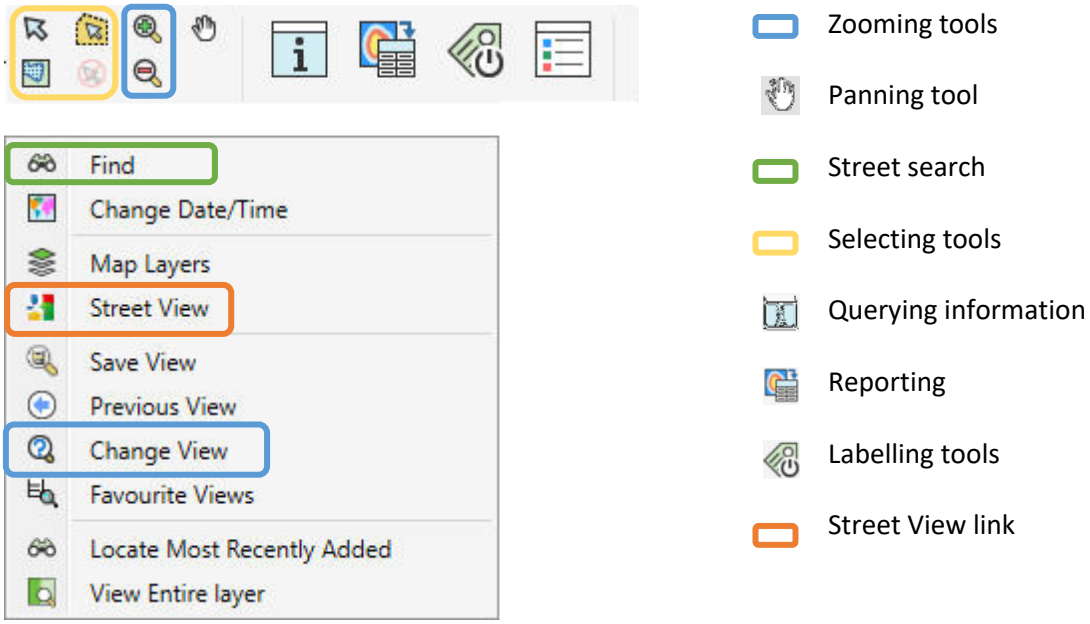
You can hide the tabs by clicking on the ^ button on the bottom right corner of the tab's ribbon and you can bring all the tabs back on display by simply double clicking on the text (e.g. HOME, VIEW) at the top of your screen. The icons with an arrow pointing down ˅ below a button in the ribbon bar means that more options are available for you to choose from.



The buttons displayed on the tabs vary in size depending on your screen resolution or on how maximised/minimised the ParkMap screen is. Buttons may also be grouped together if your screen resolution is too small.

1.1.3 Right click menu

Most of the fundamental functions covered in this chapter are accessible via the tabs but also via a simple right click on the map display. The right click menu allow a quick access to the most commonly used ParkMap functions such as zooming, panning, street search, selecting or querying information.



Right click menu option (view only mode)

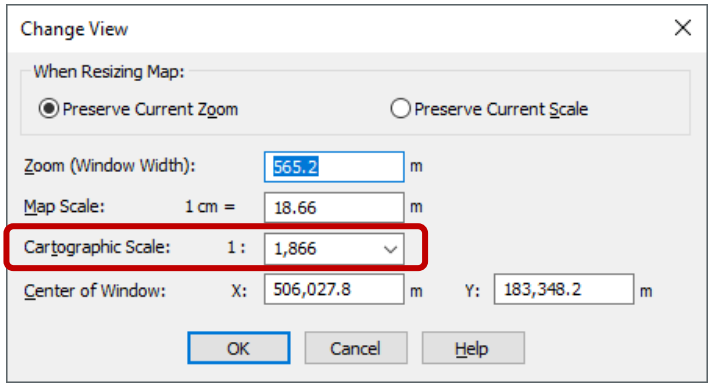
1.1.4 Zooming Options

You can zoom in and out of your map display using ParkMap's zoom features from the **HOME > View** or by right clicking on the map.

The button can be used to zoom in and the button can be used to zoom out. Simply select one of the zoom features and click on the map display. Alternatively, you can use the scroll button on your mouse. Scroll up to zoom in and scroll down to zoom out.

A more precise way of zooming in is to select the button and click and hold to create a box around the specified area you want to zoom in to. The map display will zoom directly into the chosen area, avoiding the need to repeatedly click or scroll.

There is also the option to define a particular zoom or scale via the Change View facility. This can be accessed by clicking on the Change View button or by right clicking on the display and selecting the Change View option from the pop-up menu. The following dialogue will be displayed:



The cartographic scale will allow you to select a specific scale for your display which then can be used for printing maps out.

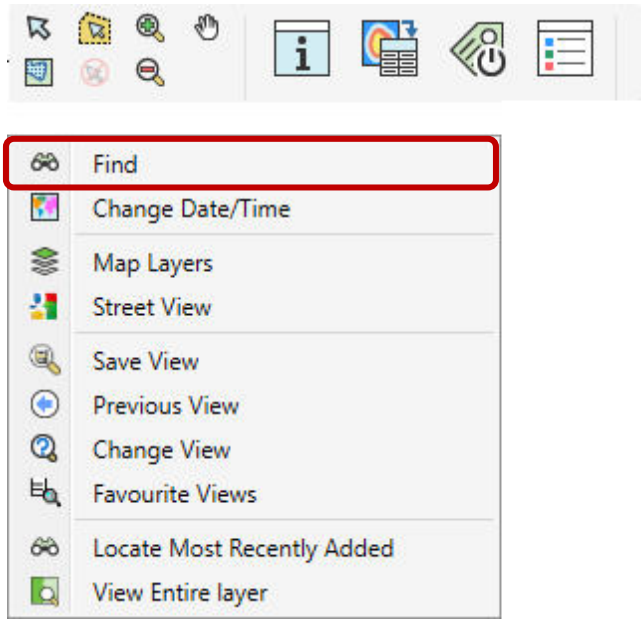
1.1.5 Repositioning the Display

You are able to pan around your map display using the Grabber tool also available where the zooming buttons are (**HOME > View**). Having selected this, simply click and drag the map around to the required location.

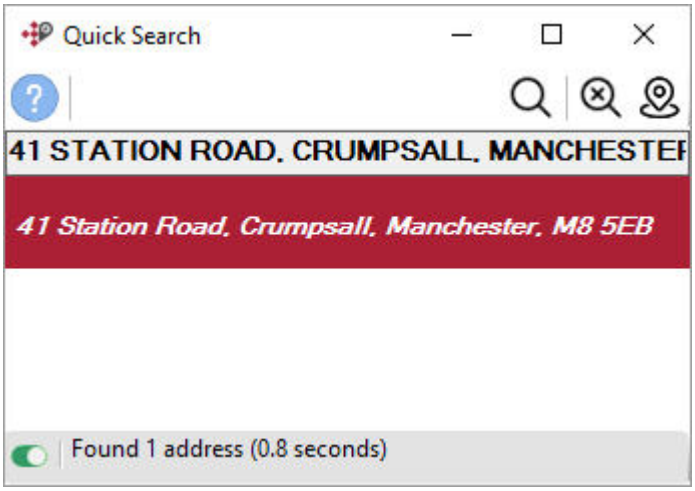
1.1.6 Using the Gazetteers

It is possible to relocate your map display to certain streets or buildings by making use of the available gazetteers. All ParkMap's gazetteers can be found under the tab **HOME > Find.** Several gazetteers are available for you to use.

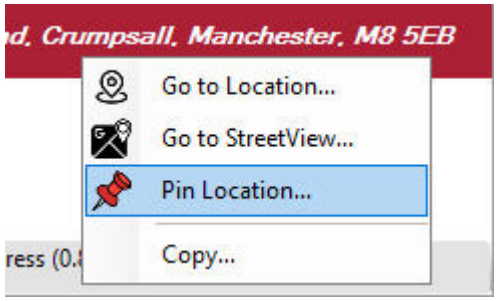
The fastest way to search a street is by right clicking anywhere on the map and selecting the Find option from the list as shown below:



Type the full address or postcode or street name in the search bar and press enter:



Double click on the address to relocate the map to it. You may also want to right click on the address in the quick search and select Pin location to clearly indicate on the map where is the property you are looking for.

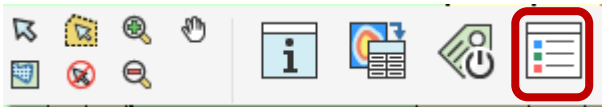


1.2 Orders and Restrictions to Display

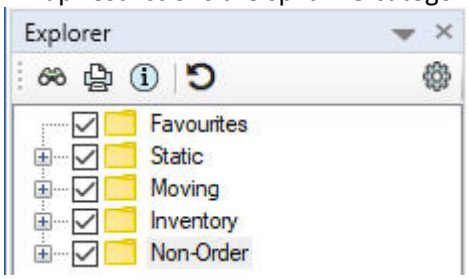
By default, when you start ParkMap it displays all confirmed restrictions that are current. Each restriction is characterised by its own unique line style/format.

1.2.1 ParkMap Explorer

The explorer on the left side of your screen contain all restrictions currently setup in your system. You can hide the explorer to maximise your map display by simply clicking on the button or via the tab **HOME > Explorer On/Off**. You can bring the explorer back on display by simply right clicking on the map and select the explorer button:



ParkMap restrictions are split in 5 categories:



- Favourites which can be customised by users
- Static (e.g. parking, waiting, loading restrictions)
- Moving (e.g. speed limits, one ways, prohibited access, height, weight restrictions)
- Inventory (e.g. parking plates, P&D machines)
- Non-Order (e.g. School Keep Clear in some cases, Bus Stop Clearways, pedestrian crossing)

If you click on the button next to a category, this should display groups which contain restrictions which in their turn contain all the available schedules within your system:

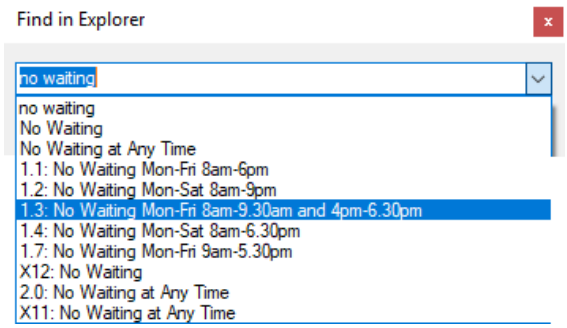
Category: Static

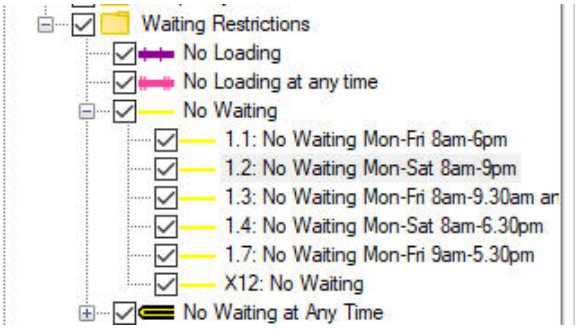
Group: Parking Bays

Restrictions: Loading Bay

Schedule: 7.1:Loading Bay Mon-Fri 8am-6pm

You can search for a particular restriction by using the binocular button located on the top left corner of the explorer window. Type few words and press enter, then select the appropriate option from the list displayed. The explorer should expand to reveal the restriction selected (highlighted in grey).





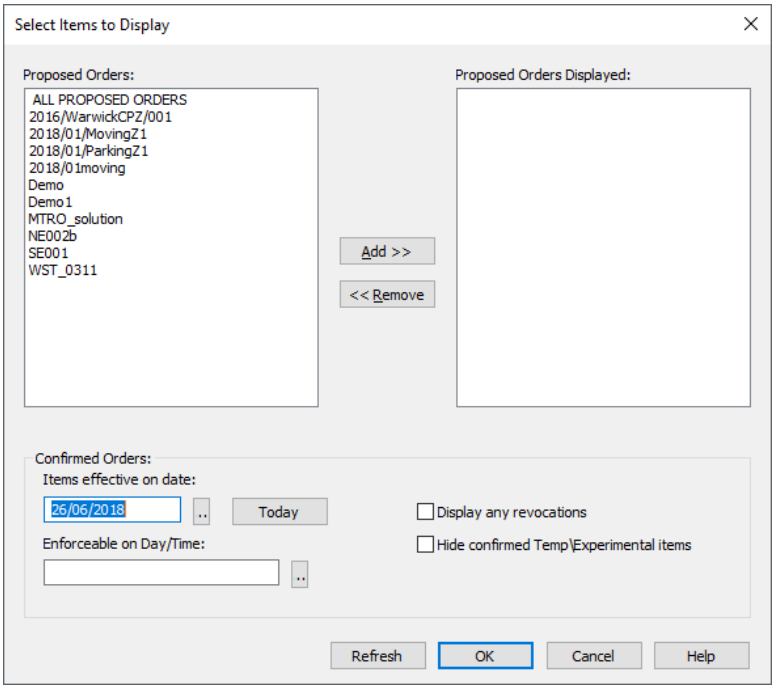
1.2.2 Changing the restrictions on display

Your ParkMap display can be customised to display only certain restrictions. This can be done by ticking/unticking either the category, group, restriction or schedule. Once you've made a manual selection the system will display a black square next to the category or group or restriction which is on display but do not have all of its items ticked:

You can quickly toggle all restrictions back on by clicking twice on the category so that a tick symbol appears again.

1.2.2 Proposed orders

By default, proposed orders are not on display, you can bring them on via the menu **ORDERS > Display > Select Orders** or by right clicking on the map and select Change Date/Time. The following dialogue will appear:



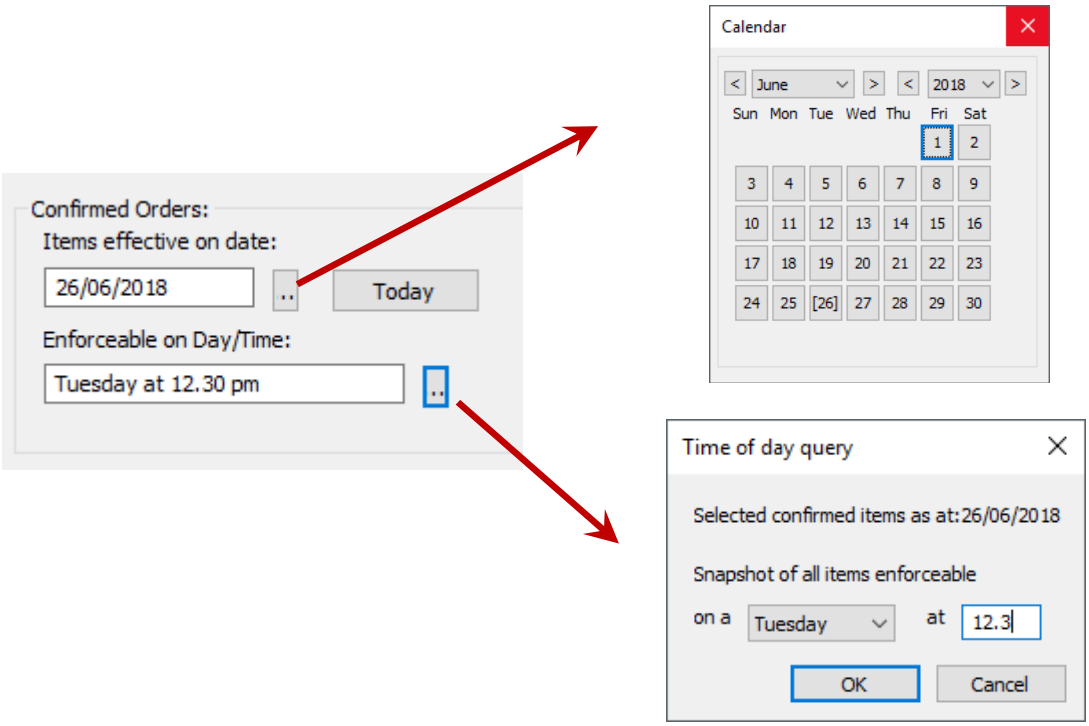
Highlight the proposed orders of your choice from the list on the left side of the dialogue and click the Add >> button to bring them onto your display.

You may want to choose to also display any revocation contained in your proposed order by ticking the option Display any revocations.

If you have any temporary or experimental orders in your system, you can hide them to see the underlying permanent confirmed order by ticking the Hide confirmed Tem\Experimental items option.

1.2.3 Displaying Historical or Day/time Specific Information

By default, ParkMap will always show restrictions that are current. However, you can also display both previous and future restrictions. This can be done via the menu **HOME > Orders** or by right clicking on the map and select Change Date/Time, where you'll notice an Items Effective on Date field:



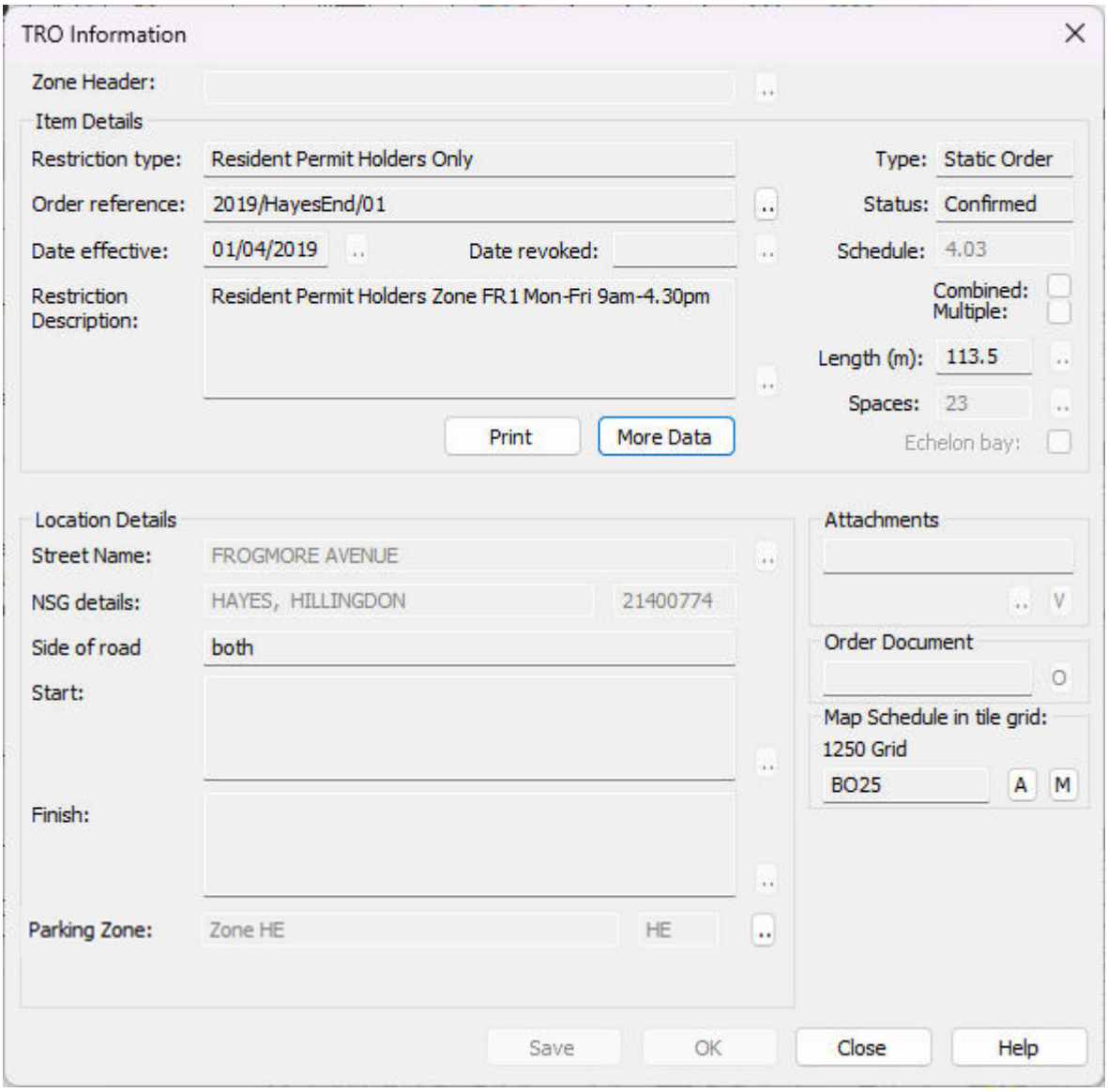
You can select a specific date or day/time by clicking on the .. button next to the appropriate field.

Use the drop-down list to select a day and enter a time of enforcement. Times must be specified in 24-hour clock format (e.g. 21.12).

1.3 Information Retrieval

1.3.1 The Information Button

You can view the information stored for any of the restrictions on display using the Information tool (**HOME > Display > Info** or right click on the map the select the information tool). Having selected this button simply click on a restriction on display:



The dialogue displayed will show all the information ParkMap holds for the selected restriction. The top half gives details about the restriction's enforcement and the bottom half about the restriction's location.

You will also be able to see if the restriction has any images/photos, or other documents, as well as an order document attached to it. If these exist they can be viewed by clicking on the relevant .. button.

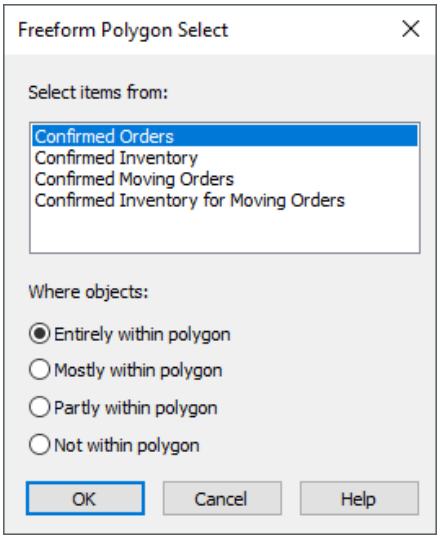
If any additional information about the restriction is available this can be viewed by clicking on the More Data button.

1.3.2 Selecting Multiple Restrictions

ParkMap allows you to select one or a group of restrictions currently displayed within your system.

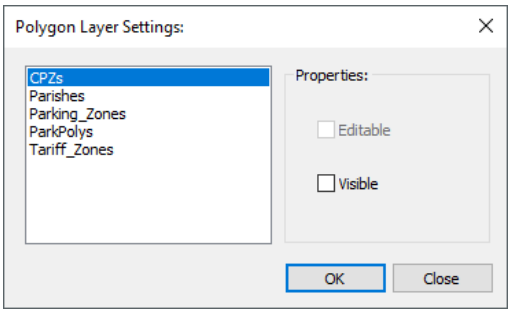
The standard Select tool allows you to select individual items by clicking on them, or select multiple restrictions by holding down the **Shift** key while clicking on several items.

The Polygon Select tool allows you to plot a closed shape around the items you wish to select. This is done by clicking each corners of your shape to demarcate the area and double clicking to finish. Once you have double clicked, the polygon outline will disappear and you will be prompted to specify *which* restrictions should be selected and *how* they should be selected:



Choose whether to select from your confirmed restrictions, confirmed inventory items, or proposed restrictions. These options will differ depending on what was included within the polygon that you defined. You can then choose whether to select restrictions that are within (either in part or in full), or outside of your defined polygon. Clicking OK will select the restrictions according to the options you have chosen.

The Region Select tool allows you to select items within a pre-defined polygon (e.g. wards, parking zones). Saved polygons, if available, can be displayed via the menu **POLYGONS > Display > View** .



A list of available polygon tables will be displayed allowing you to select the table you wish to open. Click OK to open the table and return to ParkMap to start your selection.

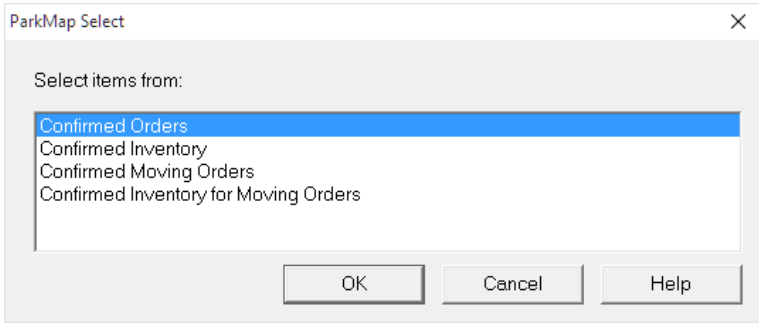
Once restrictions have been selected it is possible to query them by running reports. The following section on reporting will explain how this is carried out.

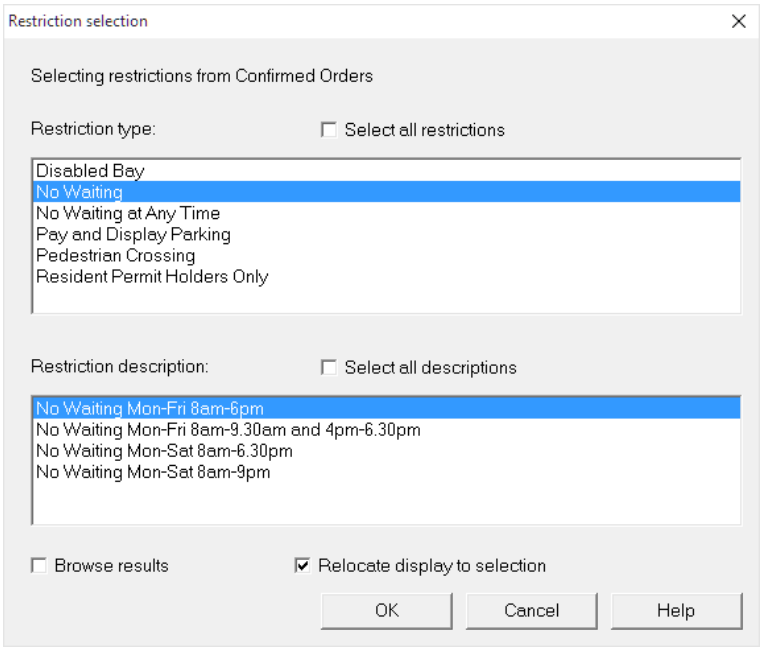
1.3.4 ParkMap Select

ParkMap includes another feature accessed via the menu **REPORTS > ParkMap Select** . This option allows you to select restrictions depending on their restriction type as well as their enforcement times. Before using this feature, you must ensure that all restrictions you wish to select are displayed on your

screen (right day/time and items ticked in the explorer).

You will then be prompted to specify what you wish to select, confirmed restrictions, confirmed inventory items, or proposed restrictions. If you have proposed orders on display each of these will be listed to select restrictions from also, click OK to continue.





The Restriction Selection dialogue allows you to narrow down your selection by specifying a restriction type and then a full description. The option to select *all* restriction types and *all* restriction descriptions is also available.

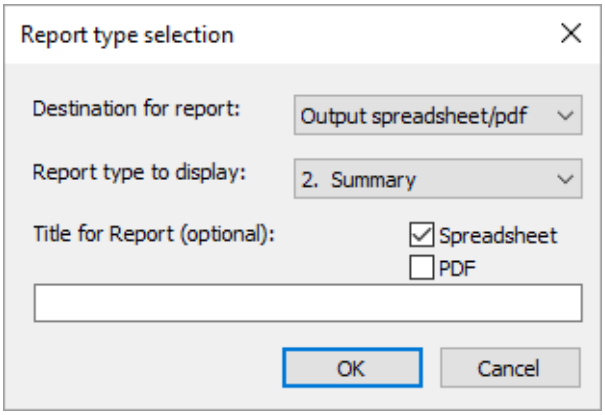
Once the selection has been made, click OK to proceed. All restrictions that match your criteria will appear selected. The selected restrictions can then be queried by reporting on them using a report function.

1.4 Reporting

There are several reports available within ParkMap, and each time you will be prompted which format to use. The following section describes the different formats available as well as report features.

1.4.1 Report Formats & Options

When running a report within ParkMap you'll notice that three report formats are available to choose from. The Report Type Selection dialogue will always be displayed after you have selected a report to run prompting you to specify a format.



The 'Destination for Report' drop-down list can be used to specify the report's destination. If you want the report to be saved automatically as a .DBF file you can use the Export to File option and specify a location for the resulting file. Using this option, the report will not be displayed on screen before being saved. Alternatively, you can use the Output to spreadsheet/pdf option to generate the report and display it on screen so it can be printed or saved into other formats.

The Report Type to Display drop-down list is where to can specify the report format.

1. The Detail Format lists all information held within ParkMap for each of the restrictions being reported on. This will include all standard ParkMap fields as well as any user-defined fields. This report produces one page per restriction.
2.
3. The Summary format lists a subset of information for each of the restrictions being reported on. This report produces one line per restriction.

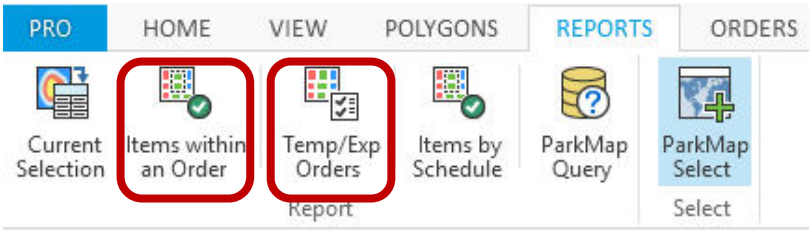
4. The Location Descriptions format lists the location details for each of the restrictions being reported on.

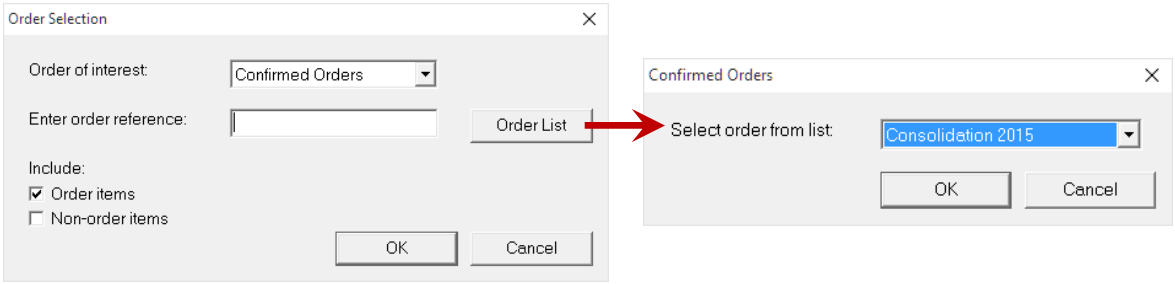
1.4.2 Reporting on Selected Restrictions

If you have several restrictions selected after having used one of the selection methods described previously you can query these restrictions by running a report. To do this, go to **REPORTS > Current Selection** or right click on the map and select the following button:

1.4.3 Reporting on Restrictions within an Order

You can report on the restrictions within a specific order by going to **REPORTS > Items within an Order** or if it is an experimental or temporary order **REPORTS > Temp/Exp Orders**.





You can then use the order of interest from the drop-down list to report on a particular confirmed or proposed order. The Order List button is used to select a specific Order Reference. Having selected a specific order click OK to continue to the report format prompt before generating the report. Note that you can also run report on non-TRO related items such as bus stops/stands.

1.5 Labelling

ParkMap allow you to label or display saved label for restrictions on display (via **HOME > Labels)**

1.5.1 Saved Labels

This will allow you to display either:

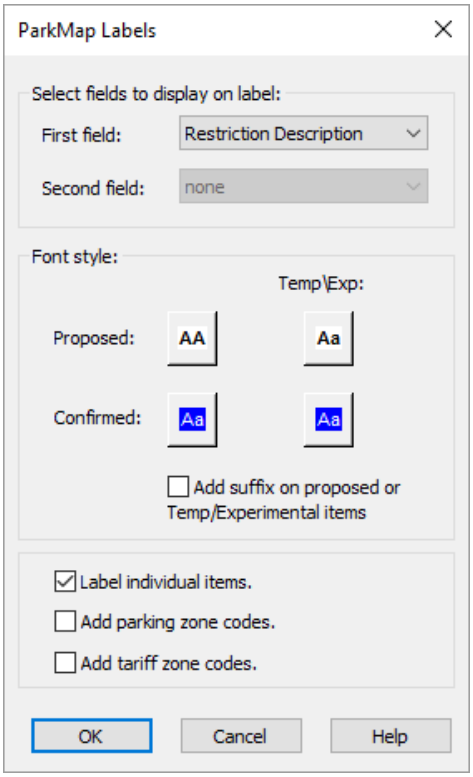
the confirmed items labels

the proposed items lables – that is if there is any proposed orders on display

Note that you can only save labels using the Save button if you are in Edit mode and also only if they have been repositioned as a safety measure.

1.5.2 Generate Labels

You can label items on display by clicking on the Generate labels tool. The following label options will then be displayed:



In this dialogue you can select the field(s) that you wish to label your restrictions with. These fields related to the data you see in the TRO information dialogue.

You can select up to two fields to label, except if you choose the Restriction Description field as it is already a sequence of 3 different fields (Restriction Type + Times of enforcement + Exemptions).

You can also change label styles by clicking on the style swatches below. Different styles can be selected for proposed and confirmed restrictions.

Clicking OK will close the dialogue and return to ParkMap, generating labels for all restrictions on display.

Alternatively, if you do not wish to label all restrictions but only specific restrictions, you can tick the Select Individual Items to Label option in the above dialogue. Click OK and the label tab will appear. You will then need to click on each individual item you wish to label.

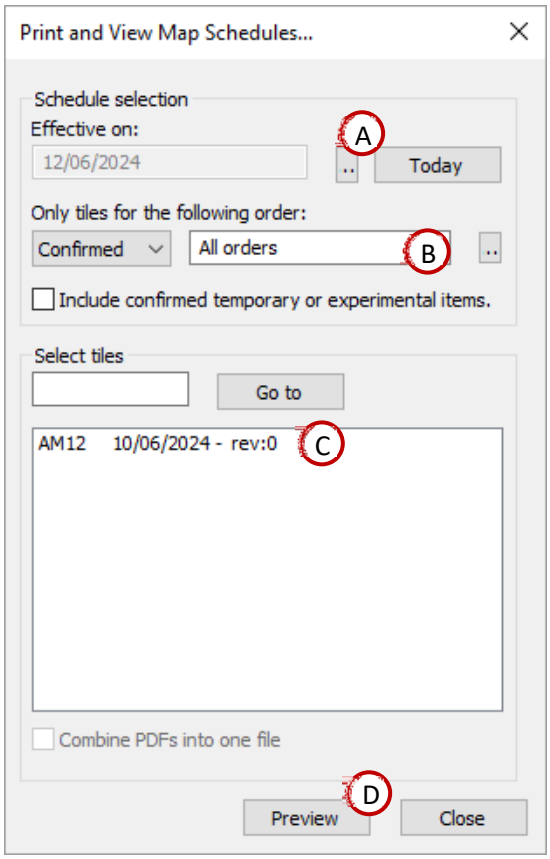
Once the labels generated, move them away from the restriction by clicking on them using and dragging them to the required position. Individual labels styles can be edited (text and appearance) by double clicking on them and deleted by using the **Delete** key on your keyboard.

If you've missed a label, click on the button on the label tab and repeat the process.

1.6 Map Schedules

1.6.1 Viewing and Printing Map Schedules

Any previously processed Map Schedules can be viewed and printed by choosing **MAP SCHEDULES>Print and View** .



The Print and View Map Schedules dialogue lists all sealed and proposed Map Schedules with a date effective on the current date of orders displayed, The proposed Map Schedules will have a 'p' prefix to distinguish them from confirmed Map Schedules.

A. You can change the list to view Map Schedules effective from another date by clicking on the '...' button. The list will be updated to reflect the new date selected.

B. Enter part or the full name of the required tile and click 'Go To' to help automatically locate it in the list of tiles.

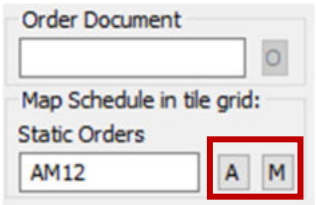
C. Select the appropriate tile from the list.

D. Click on the 'View' button to display the selected Map Schedule

To print several Map Schedules at once, select them from map schedules list holding down **<SHIFT>** to select multiple tiles and click 'Print'. Any printer options can be selected beforehand by clicking on the 'Page Setup' button.

1.6.2 Information dialogue

Map Schedules for confirmed orders can also be viewed from the main ParkMap 'Information' dialog. If the selected restriction falls within a tile that has been processed and is effective on the current display date, then this will be displayed on the dialogue:



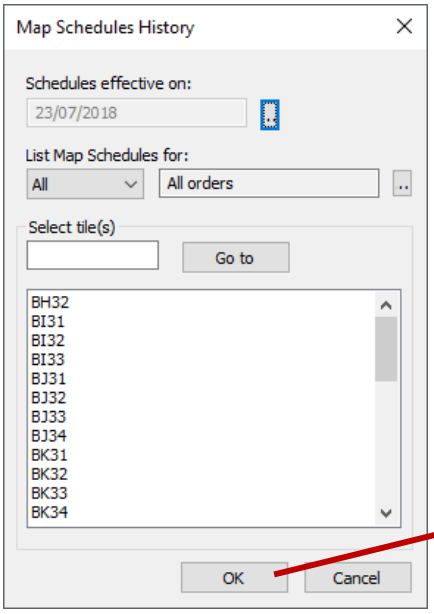
Click on the M button in the 'Map Schedule' section to view the associated Map Schedule, which can subsequently be printed from the dialogue displayed. The A button can be used to view the article document associated with the selected restriction. If map tiles have been processed with a proposed order diaplyed then the proposed restrictions that make up the order can be info'd and the proposed Map Schedule can be viewed in the same way.

Note that if a restriction spans over more than one tile then the Map Schedule shown will be the one in which the point was clicked.

1.6.3 Map Schedules history

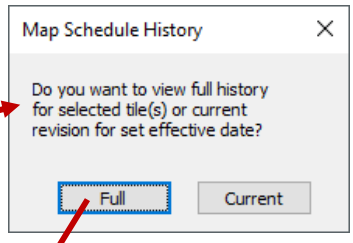
You can run an Excel report on to check all the revision numbers used for one or more map schedule. This will allow you to check what is the latest revision number but also the dates when all the previous revision were current.

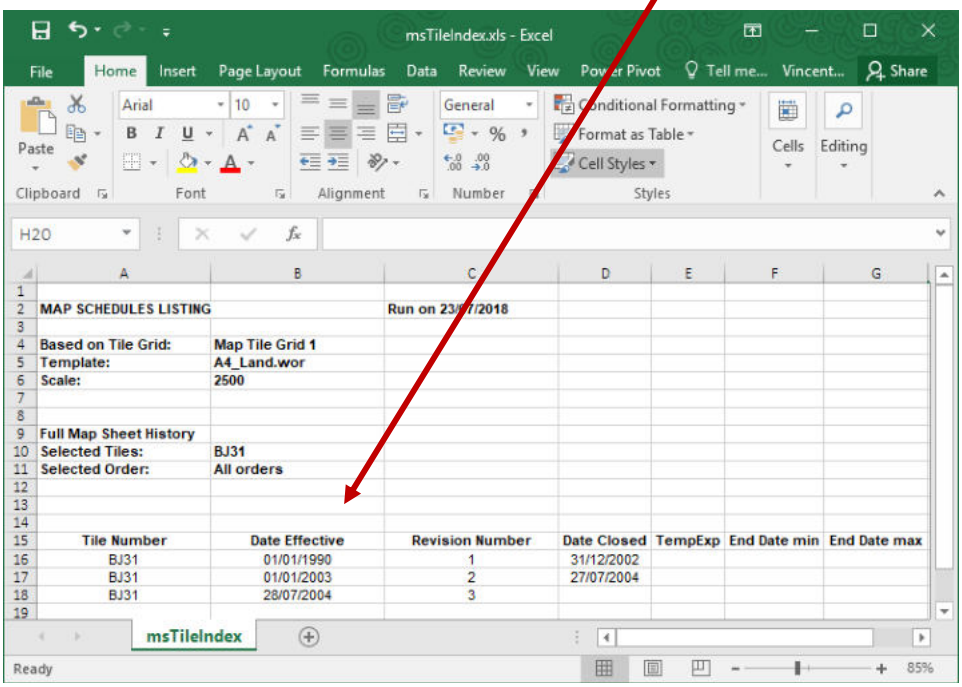
Go to **MAP SCHEDULES > History** and the following dialogue will appear:



This dialogue has the same options as the Print and View described previously. Highlight the map schedules from the list you are interested in and click OK.

The dialogue below will then appear asking you if you only want to check what is the current revision for the selected map schedules or all revisions.





CHAPTER 2: MAP OUTPUT

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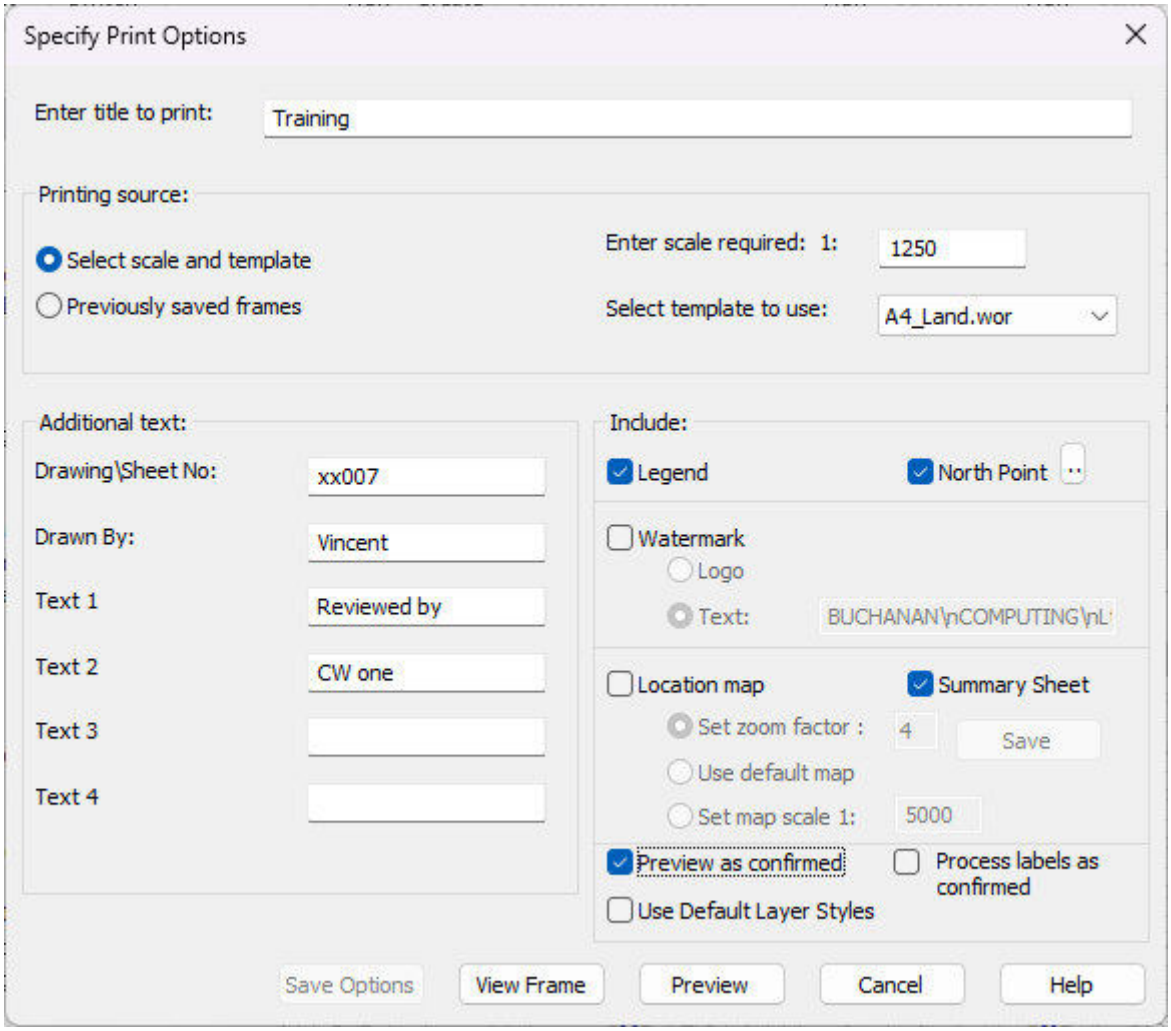
2.1 Formal Printouts

2.1.1 Print Preview Options

Several print options are available via **HOME > Print Preview.** The following options will be displayed:



You will be able to enter a title for your printout in the field at the very top of the dialogue.

The Printing Source section allows you to select a scale and template. The scale will always be populated with the default scale value as set within your system settings. This can be overwritten and changed as required. The template drop-down list can be used to select the size and layout of your printout. Templates are available for both portrait and landscape printouts ranging from A4 through to A0.

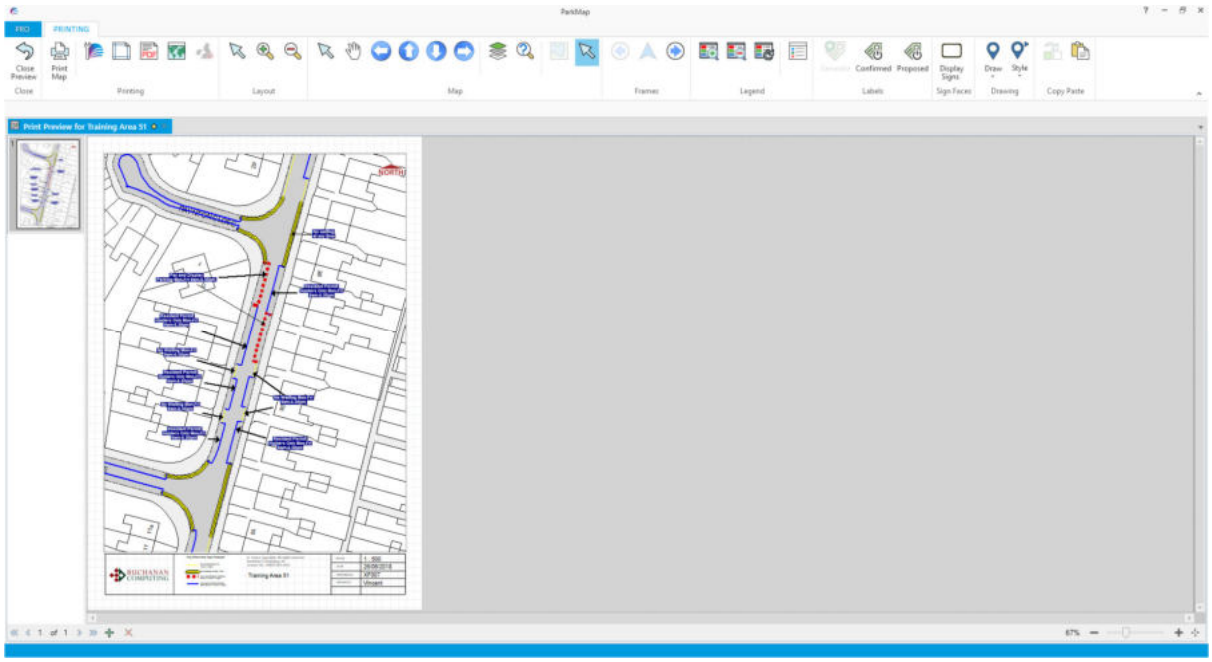
The Additional Text section allows you to enter additional information to be included on your printout. Specific fields for a drawing number and author are provided, as well as four additional text fields for any extra information you wish to add.

The 'Include' section allows you to select additional extras. You can choose to include a legend window, a north point, a watermark, location map, and summary sheet.

The Preview as Confirmed option can be used to view proposed orders as if they were confirmed.

Therefore, if they included any revocations within the bounds of the print preview, these would be carried out for the purpose of the printout, even though the order has not yet been confirmed within ParkMap.

Once your options have been specified click on the Preview button to generate your printout.



If you chose to include a north point, location map, or legend window, these can all be moved as required by clicking and dragging them. Similarly, any other text fields on the print preview can be moved in the same fashion.

2.1.2 Print Preview Toolbar

The toolbar at the top of the Print Preview screen includes all the MapInfo drawing tools so you can add any polygons, lines, or symbols at this stage if required.

The style button will allow you to setup how the polygons / lines / symbols will look like before you plot them.

The draw button will allow you to plot either a polygon or a line or a symbol on the preview. Note that the A button will allow you to add additional text to your printout if required.

More options are available to you to improve or save your map print out:

The pan tools allow you to slightly move your print preview in the direction of the arrows on the toolbar.

Alternatively, you can use the grabber to move the print preview instead of the pan tool arrows.

If you still cannot see all the information you need on your print preview, you can change the scale to a bigger one which will effectively zoom out and show more of your mapping. For clarity purposes you might also want to use the layer control button to change or hide certain unnecessary layers that clutter your display.

If you move and resize your legend box, you might notice that the text in the legend is truncated. To fix this, use the legend tool to zoom in and out of the legend box.

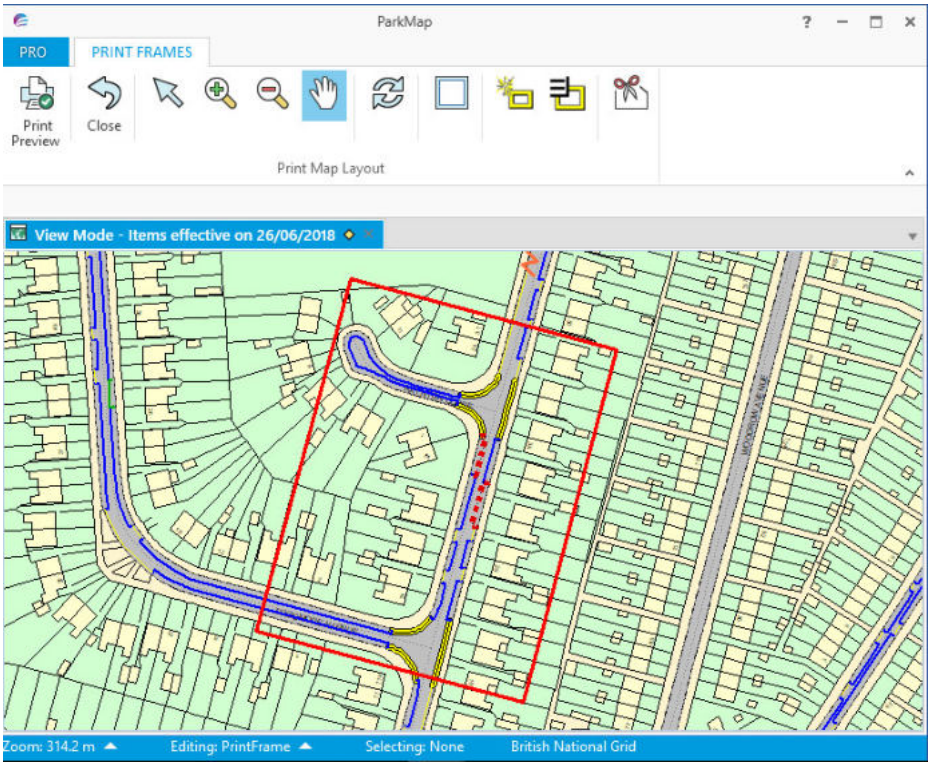
Any labels that was previously saved can be displayed to add further information to your print preview.

Once you've finalised your map, you can either print it, save it as a PDF booklet or export it as a picture format (JPEG, GIF, PNG etc.).

Use the white arrow to return to your ParkMap session.

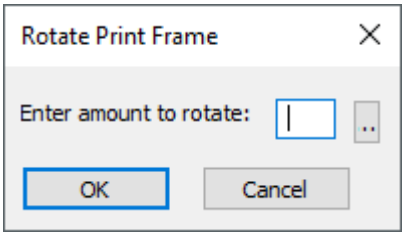
2.1.3 The View Frame Option

Within the Print preview dialogue above, you can choose to View Frame rather than go directly to Preview. Using the View Frame option you will be able to see what will be included within the bounds of your print preview. Having clicked on the View Frame button the following screen will be displayed:



The red rectangle denotes what will be included within your print preview. You can move this by clicking and dragging it. Note that in resizing your print frame the scale of your print preview will also be altered. You can choose to rotate your print frame so that your print preview will be rotated using

the Rotate Print Frame button .



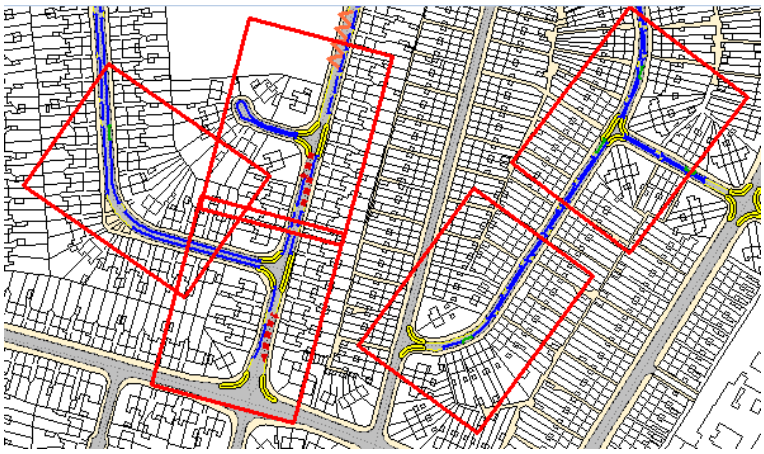
You can manually enter an angle of rotation, or you can choose from a drop-down list using the button.

Once you're happy with your print frame click on the Print Preview button to continue to generate the print preview.

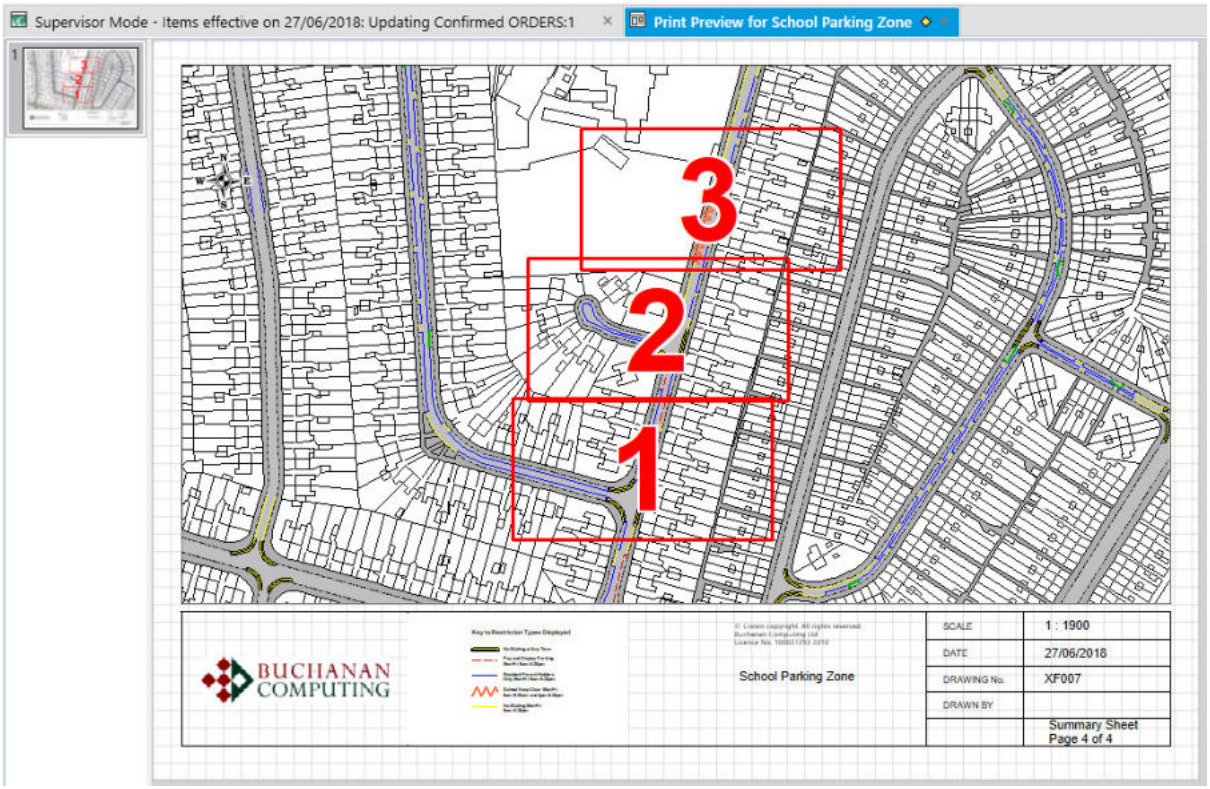
2.1.4 Printing Several Print Frames

ParkMap allows you to generate a print preview of several print frames. Select the View Frame button from the print preview dialogue. The print frames will then appear.

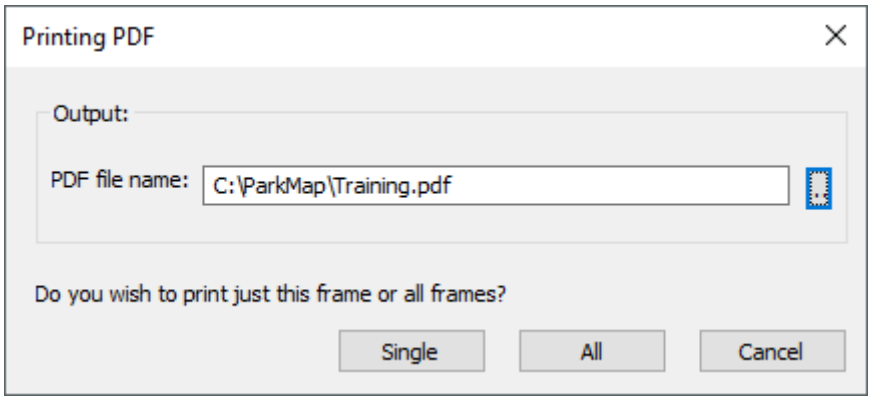
Select the add an extra print frame button to create additional printout in the preview. Each print frame works independently thus can be individually rotated and moved without impacting on the other frames.



The print preview can be generated using the button. You will then be able to scroll through the pages or jump to each print frame's print preview using the buttons at the top of the screen. If you chose to include a summary sheet, this will appear as the last page of your print previews, displaying an overview of the area that your print frames include.



To create a PDF booklet with all your printouts click on the PDF button and select the directory where you wish to save them:



Make sure that you click on the All button should you wish to save all your printouts and not just the one on display.

CHAPTER 3: EDIT MODE

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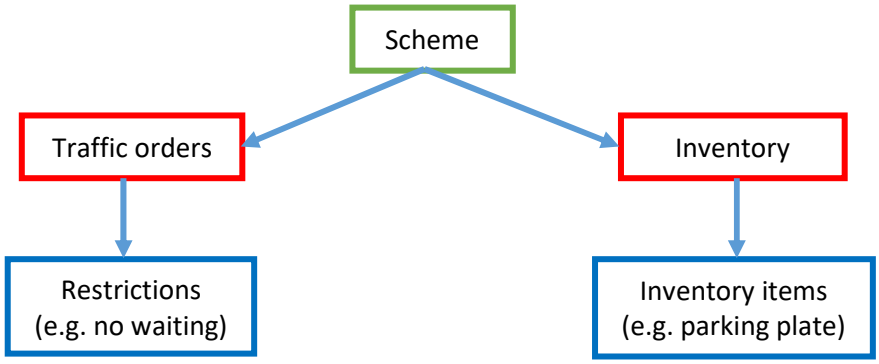
3.1 Creating new schemes

3.1.1 Entering Edit Mode

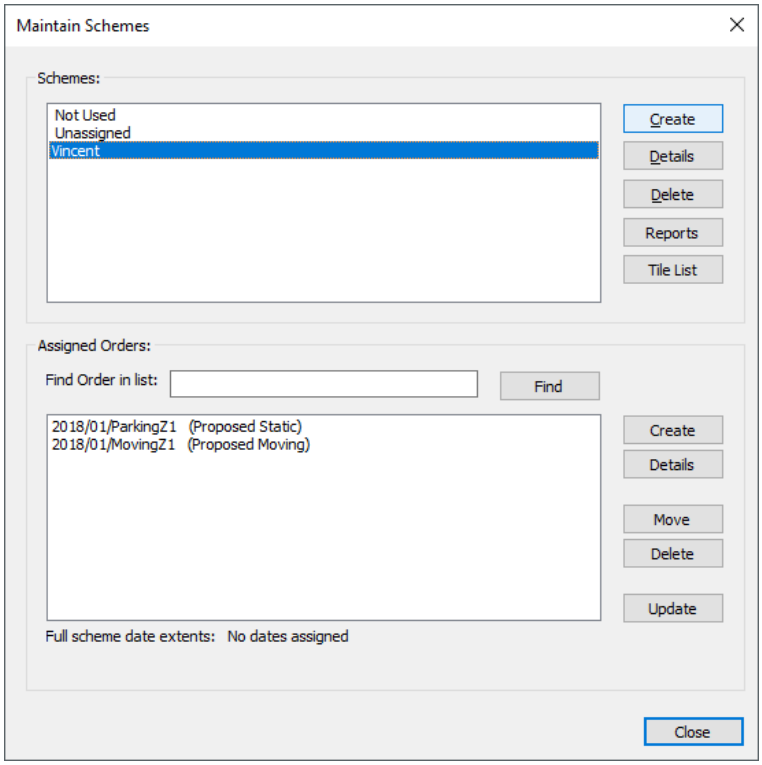
In order to add or amened data in ParkMap, you must enter the edit or supervisor mode. This can be done by selecting the padlock button , where you will be prompted for a password. Enter your Edit mode password and click OK to continue. The padlock will unlock to indicate you are in the correct mode .

3.1.2 Creating a scheme

Before you can start entering new restrictions in ParkMap, you will need to create or use an existing scheme. Schemes can be made of many traffic orders or can be created specifically for one order. In terms of hierarchy within your system, it follow the following structure:

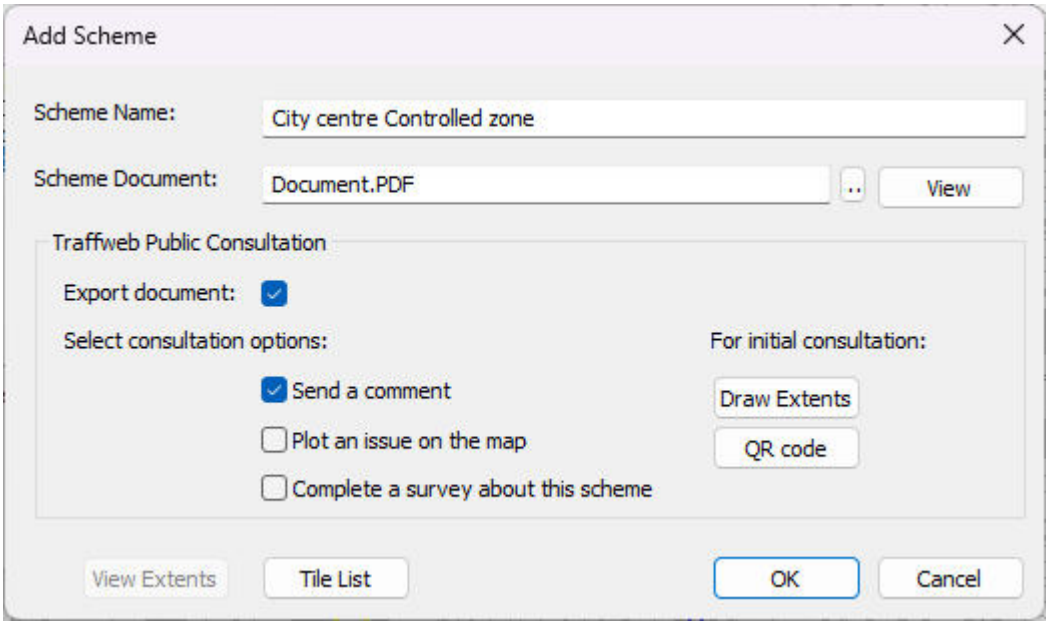


Once you enter edit mode the following dialogue will appear:



You can also bring this dialogue on display using the tab **HOME > Schemes**

You can manage (create, delete or see more details) all schemes in your system from this dialogue. To create a new scheme just click on the Create button. You will then be asked to name it and attach a relevant document (e.g. deposited document) if you have one.



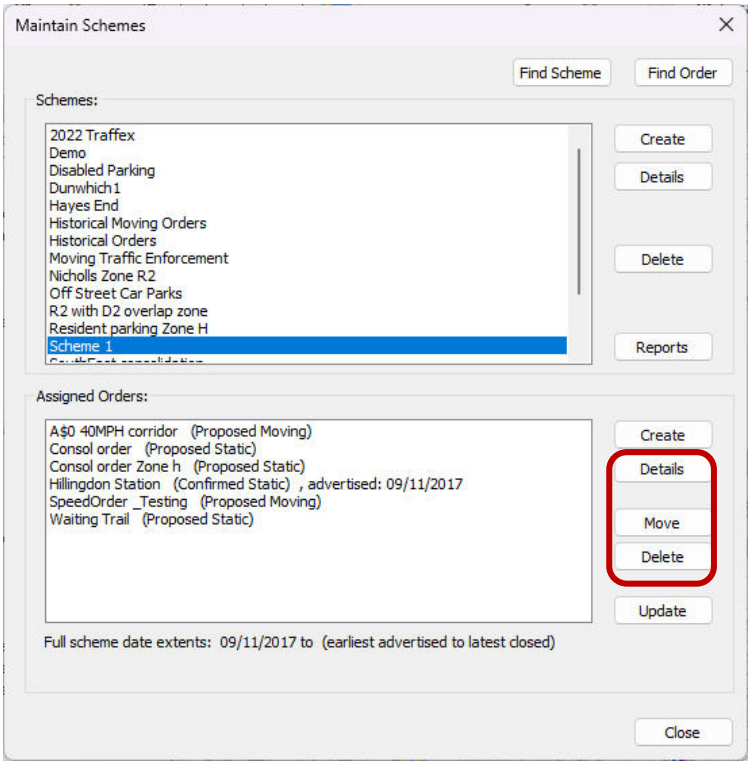
If you have the Traffweb public consultation module, you will be able to share the linked scheme document as well as allowing consultees to comment your scheme. Responses are collected via Traffweb.

Should you wish to produce street notices with a QR code linked to you scheme, the QR code button will generate one for you.

Note that you cannot delete a scheme that contain confirmed orders

3.1.3 Managing orders within a scheme

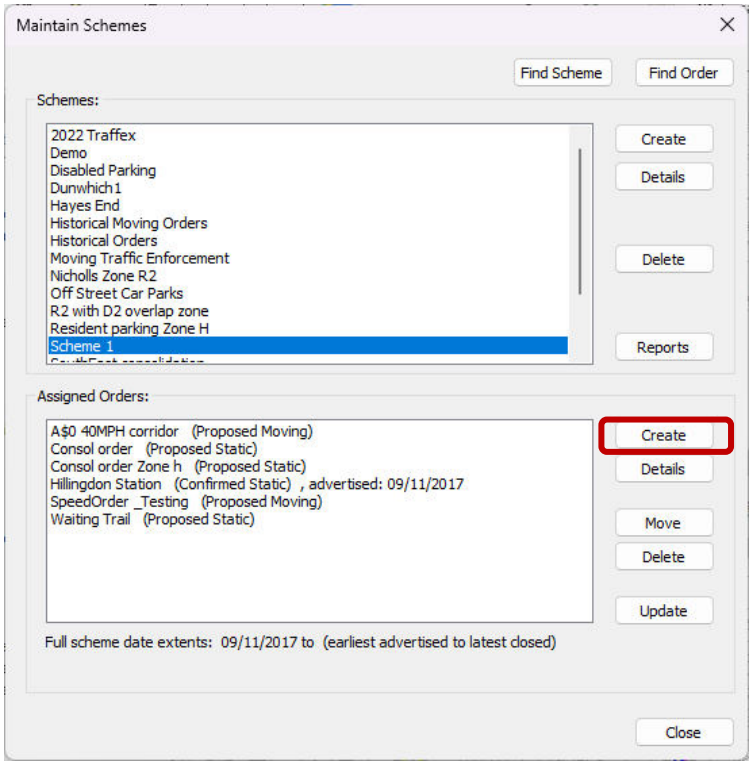
Each order created in ParkMap will have to be part of a scheme. Should you have more than one scheme setup, you can transfer or move order from one scheme to another. Alternatively, you can delete an order or check its details by clicking on the Delete or Details button in the Assigned Orders part of the dialogue:



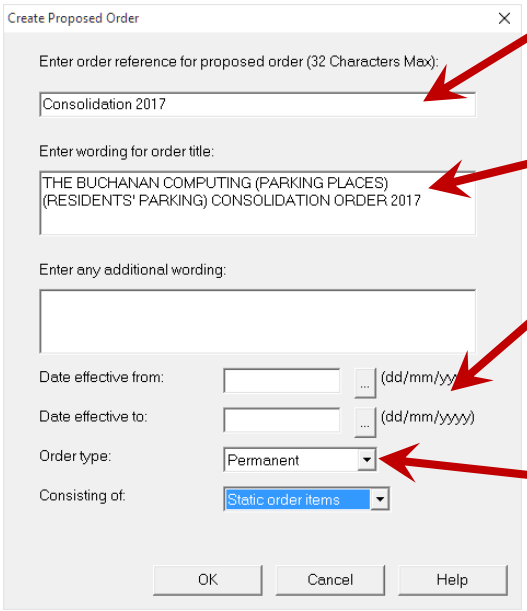
3.2.1 Creating new orders

3.2.1 Create a new proposed order

Within the Maintain scheme dialogue, select the scheme you wish to work with and then click on Create in the Assigned Orders part of the dialogue:



You will then be asked to provide further information about your order such as a reference number/name, its title, type and if it is a static or moving order:



Enter a short description in the first field. This is often the TRO reference number. This field is the only compulsory field within the dialogue.

You can enter the full wording of the official order title in the second field, and any additional information can be entered in the third.

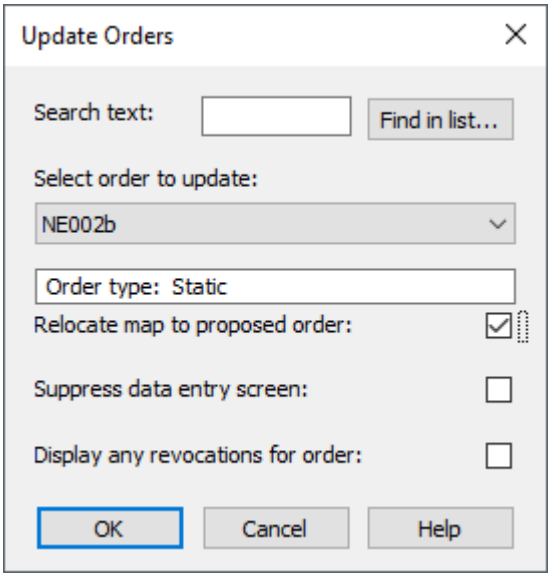
If you know when the order is due to come into effect and be revoked (if applicable) you can complete the dates here using the … buttons.

Finally, the Order Type drop-down list can be used to specify whether the order is a permanent, temporary, or experimental

If you select to create an Experimental order and enter a Date Effective From, the Date Effective To will automatically be populated with the date 6 months from the effective date.

3.2.2 Selecting Orders for Update

You can select an order for update by selecting it from the Maintain Schemes dialogue and then click on Update or via the tabs **ORDERS > Update.**



You can use the drop-down list to select which proposed order you wish to work on.

The Relocate Map to Proposed Order option will relocate your display to show all the restrictions within the proposed order on your screen.

The Suppress Data Entry Screen option stops the Information dialogue from appearing when you plot restrictions.

The Display Any Revocations for Order option will highlight any revocations within the order if they exist.

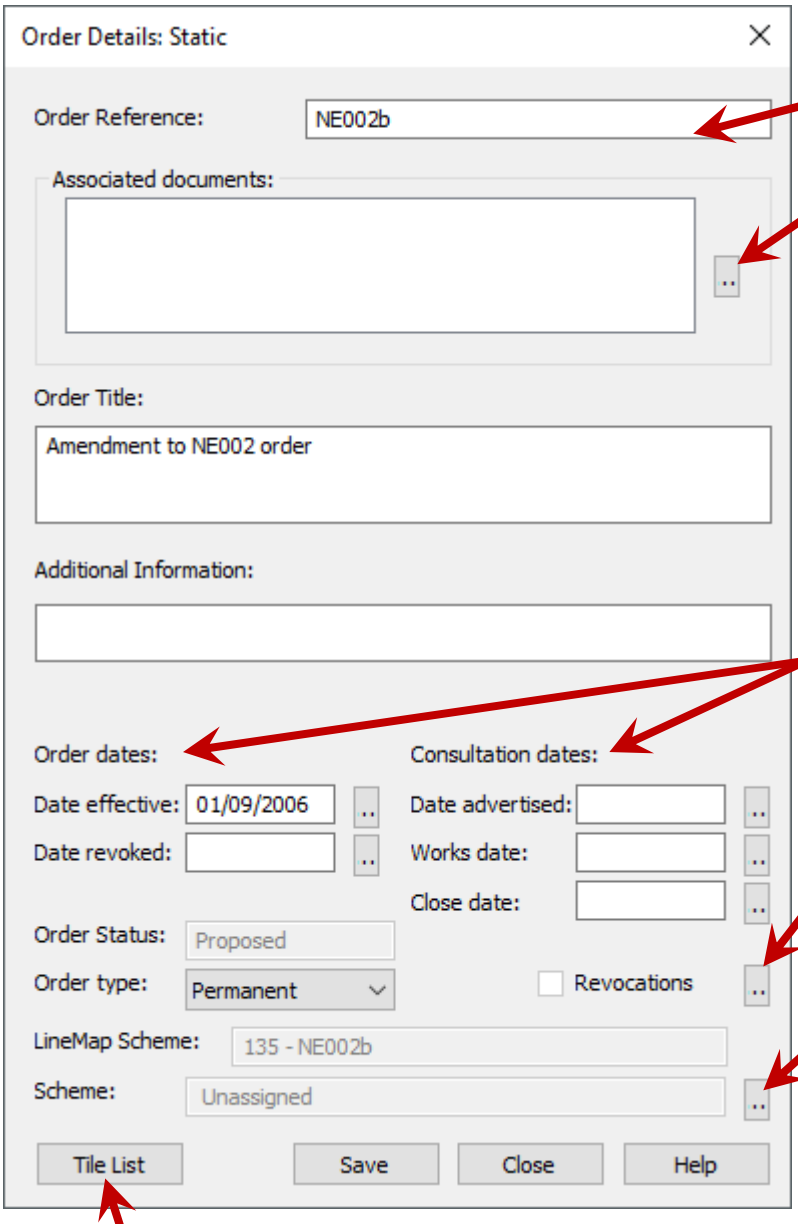
Click OK to continue. Make sure you are working on the selected proposed order by checking the bar at the top of the map:

Alternatively, you can right click on the map and click on the Select order for update button:

3.2 Editing Orders

3.2.1 Editing Order Details

In order to modify any proposed order details (e.g. date effective from/date effective to), using the tabs, go to **ORDERS > Update.** Once the correct order has been selected for update, go to **ORDERS > Order Info**. The Order Details dialogue will be displayed allowing you to alter order information.



You can change the name of your order (required field)

You can attach relevant document to your order

The order or consultation dates can be left blank if not yet known.

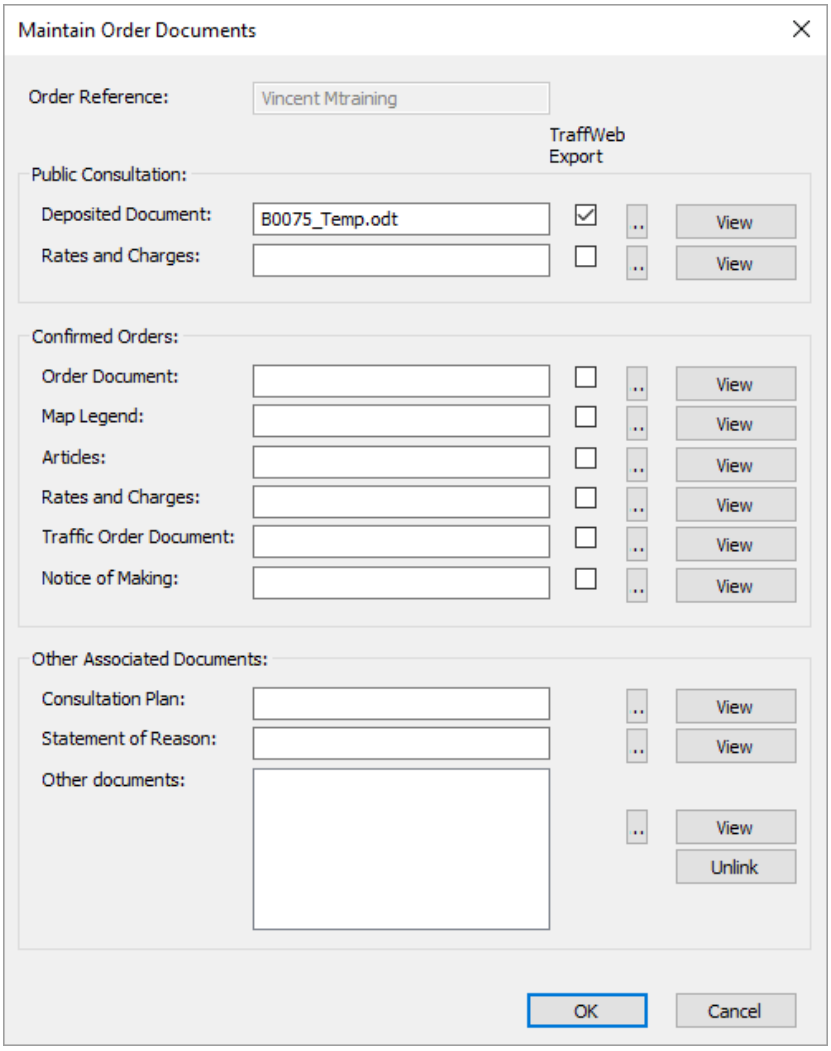
You can display a list of revocation within this order if any

Scheme your order belongs to

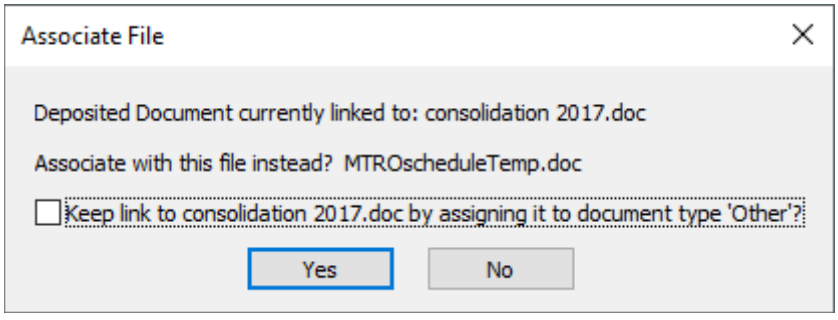
Map Schedule(s) covering all items within your order

3.2.2 Order documentation

You can update any information within this dialogue as well as attach relevant files to this order by clicking on the .. next to associated documents. The following dialogue will appear:



To attach a document (e.g. deposited document, street notices) click on the corresponding .. button and browse to the document location. Once you have attached a document, if you repeat this process a second time, ParkMap will ask you if you wish to replace the document already attached or if you wish to replace and keep the previous document.



The previously attached document will be moved to the 'Other documents' part of the dialogue.

3.3 Drawing New Restrictions

3.3.1 Using the Drawing Aids

ParkMap provides some drawing tools to help when plotting new restrictions. These are available via the tab **EDIT > Guide Lines**.

These drawing tools can be used to create temporary guidelines to help plot more accurate restrictions in terms of how they appear with regards to other identifiable locations on your map display such as property boundaries or junctions.

Several drawing tools are available to use such as straight lines, points with offsets, and lines with offsets. The resulting template can then be used to define the start and end points of a restriction.

Construction lines are automatically cleared when a restriction has been drawn. You can opt to keep them on display until you by selecting the auto-bin option .

The Clear Guidelines button can be used at any time to remove all construction lines from your display.

3.3.2 Drawing Restrictions

Restrictions are represented by a point, region or line on your map display. This is defined when they are originally set up by your system administrator. In Edit mode this tool bar is used to draw new restrictions. Use the toolbar to select the desired restriction for plotting on the map.

Point restrictions – these can be plotted by selecting the relevant restriction tool button from the toolbar at the top of the screen and then clicking on your map display where you want the item to appear.

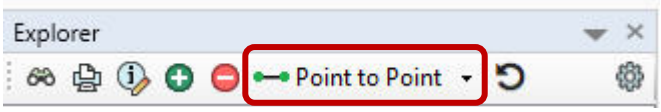
Region restrictions – select the restriction tool button from the toolbar and then click along the kerb line where the restriction should start and again where it should finish. ParkMap will automatically join the start and end points, expanding then up to the road centre line, thus forming a region.

Line restrictions – again select the necessary restriction tool button and click along the kerb line where the restriction should start and again where it should finish. Like region restrictions, ParkMap will automatically draw a line to join the two points.

Once a restriction has been drawn the Information dialogue will automatically be displayed allowing you to enter all the restriction details.

3.3.3 Point to point and Manual Drawing Modes

By default, when plotting restrictions within ParkMap you will be doing so using point to point mode.

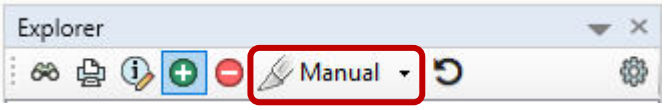


Using this method, you simply have to specify a start and end point for the restriction and ParkMap will automatically join the two points. This allows fast and easy data entry into the system.

In point to point mode the system uses the roadside or centre line layers of your base mapping according to the specification of the restriction type (e.g. a yellow line will follow the kerbside and a one-way street line would probably follow the centre line).

Kerbside features can be created by clicking start and end points close to the kerb line and on the side of the kerb on which it is displayed.

You may find that on occasion a restriction needs to be added where the kerb line is not continuous between the required start and end points, or that it is not present at all. In these cases, you will need to plot the restriction manually.



To do this you will need to select Manual from the drop down list at the top of the explorer window. This time when you have selected a restriction to plot and click on the map you will have to plot it by clicking every node of the restriction, and double clicking to finish.

ParkMap will remain in Manual Draw mode until you either click save or the abandon button in the Line/Region or Point tab.

3.3.4 Repositioning and Reshaping Items

It is possible to amend a restriction's shape once it has been plotted using the Edit tool (**EDIT > Edit Item** or right click on the map). Having selected this tool click on the restriction that you wish to amend. You will then enter ParkMap's Edit screen.

All tabs will be removed and and replace by the **EDIT RRESTRICTION** tab.

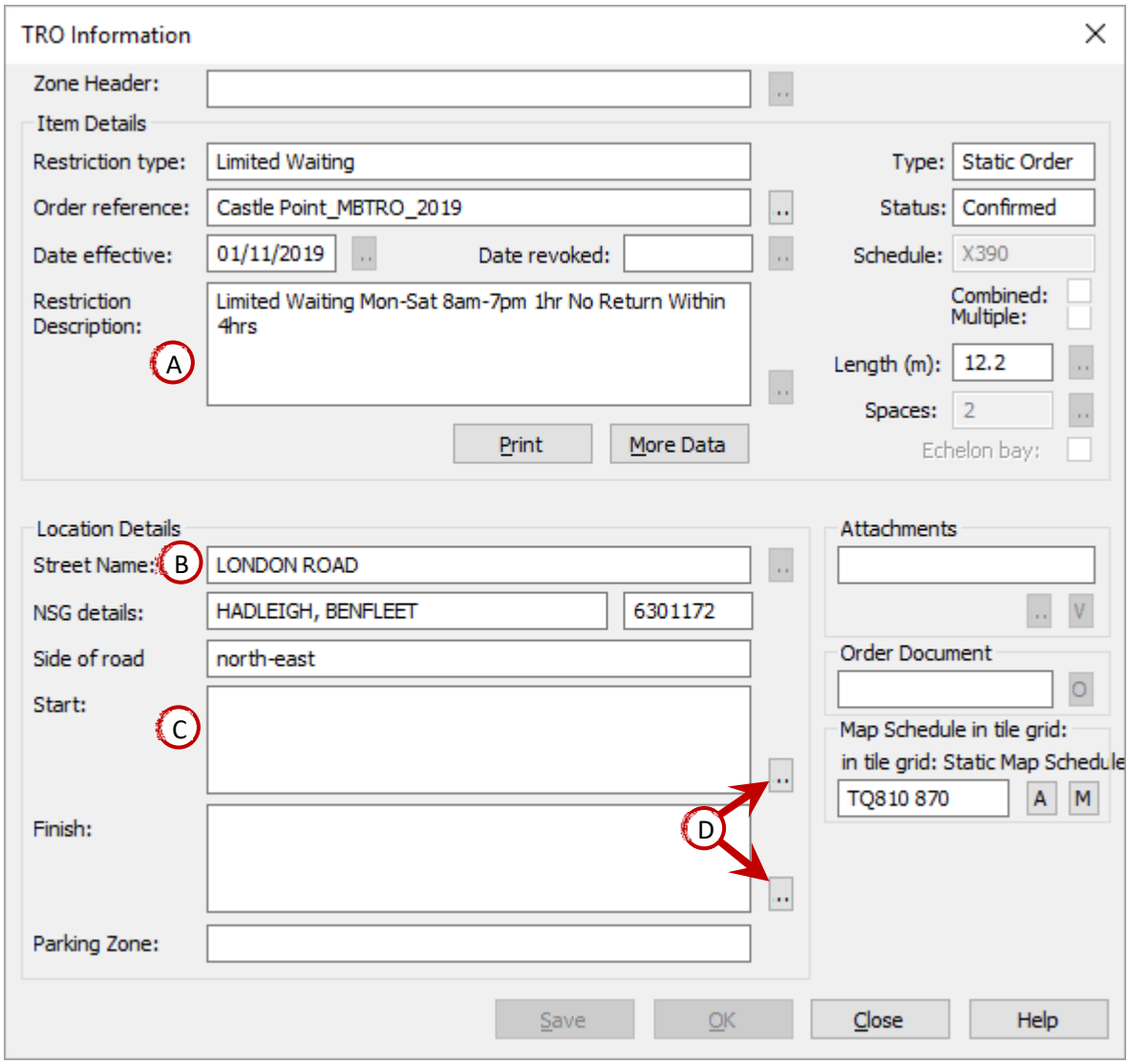
You can then use the Reshape and Add Node buttons to amend the restriction as required.

The nodes of the restriction will be displayed once you click on the Reshape button and these can be moved by clicking and dragging them using the standard Select tool. New nodes can be added using the Add Node button and clicking along the restriction between two current nodes where the new one should be added. Once you are happy with the shape of the restriction save the changes and return to ParkMap using the Save button or you can discard your changes using the Abandon button.

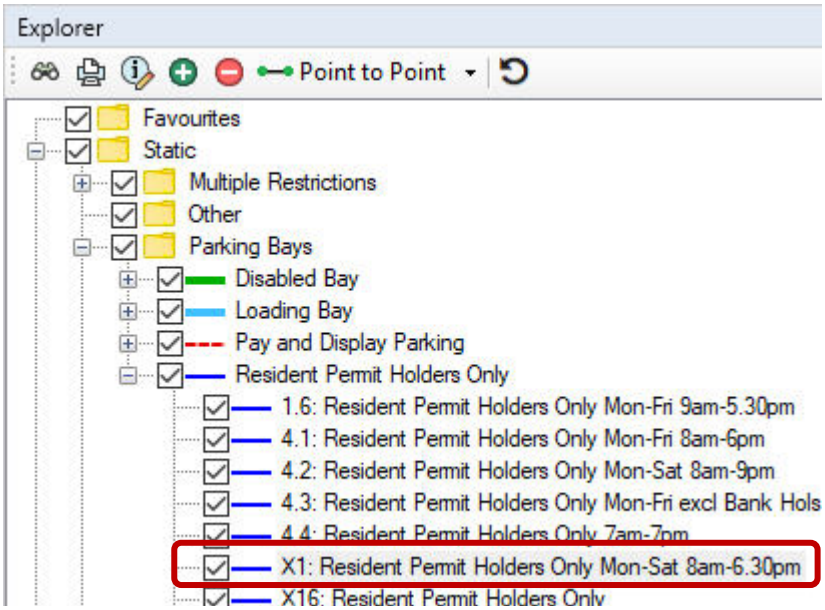
3.4 Editing Restrictions

3.4.1 Entering Data using the Information Dialog

When you plot a new restriction the Information dialogue will be displayed allowing you to enter the necessary information.



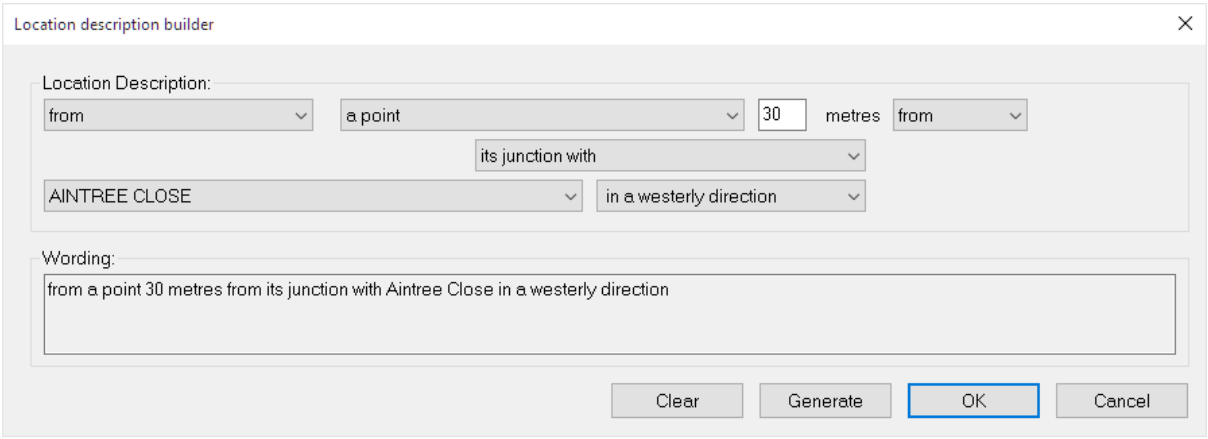
A. The Restriction Description should be automatically populated to display the schedule you selected from the explorer



B. The street name should be populated automatically but can be overwritten

C. The Side of Road can be entered using the drop-down list.

D. For the Start and End descriptions you can manually enter the information as required. Or you can use the Location Description Builders which can be accessed via the … button:



You can use the drop-down lists in this dialogue to build up the required descriptions for the restrictions start and end points. Clicking OK will close the dialogue and take you back to the Information dialogue.

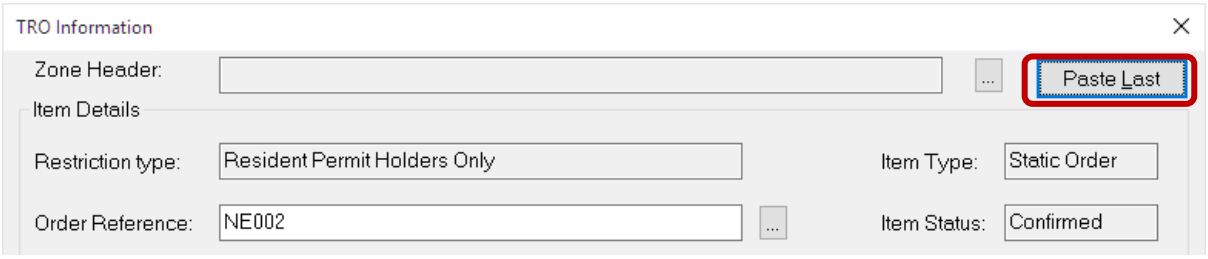
The More Data button at the bottom of the information dialog is used to access and enter your own user-defined fields.

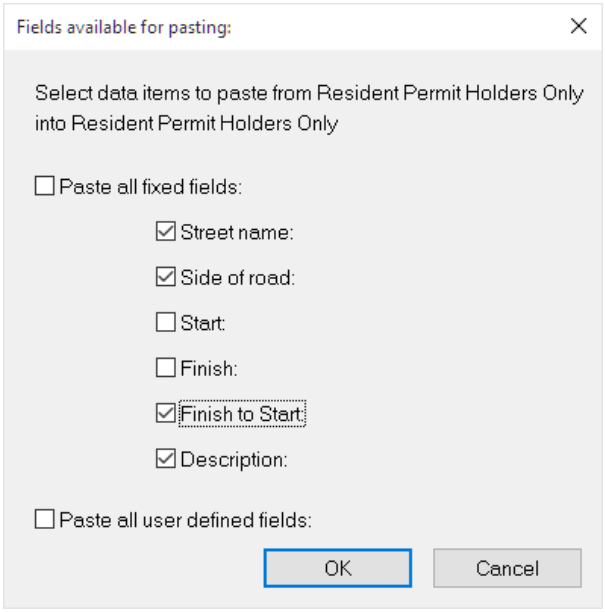
Once you have completed all the information for the restriction you can save it by clicking OK.

Any amendments to the information entered can be made by selecting the Information tool and clicking on the relevant restriction.

3.4.2 Copying and Pasting Restriction Information

Several restrictions may require the same data in the Information dialog (e.g. street, restriction description). ParkMap automatically saves the information entered for the last restriction, thus you can copy and paste data saving time on data entry. When plotting a second restriction, the Paste Last button will appear in the top right hand corner of the Information dialogue:





The Paste Last button allows you to specify whether you require all information to be copied, or a few select fields. For specific fields to copy, unselect the Paste All Fixed Fields option and make your own selection from the listed fields. You can also choose to copy information from any user-defined fields by selecting this option at the bottom of the dialogue.

On clicking OK ParkMap will copy the information from the last entered restriction into the current Information dialogue.

Although ParkMap will automatically copy the data from the last added restriction, information regarding any restriction you have currently saved in your system can also be copied. To do this use the standard Select tool click on the restriction you wish to copy the details from, and then the Copy Details button (**EDIT > Copy Details**). Having done this, when plotting another restriction, a Paste Copy button will appear in the top right-hand corner instead of the Paste Last button.

3.4.3 Combining Items

You may find you would like to have a restriction that has more than one section to it, for example if a restriction covers both sides of the road. Within ParkMap it is possible to combine the sections of lines so they are treated as one restriction.

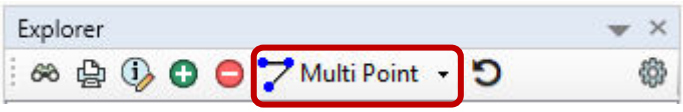
To combine items, you must plot each of the restrictions individually. Then, select each of the sections using the standard Select tool, holding down the **<SHIFT>** key to select multiple. Click on the Combine Details of Selected Items button, where you will be prompted with a dialog that will inform you the information regarding the last selected item will be kept and saved for the combined restriction. A confirmation message will be displayed once the items have been successfully combined.

When combining items, any attachments associated with the individual items will also be combined.

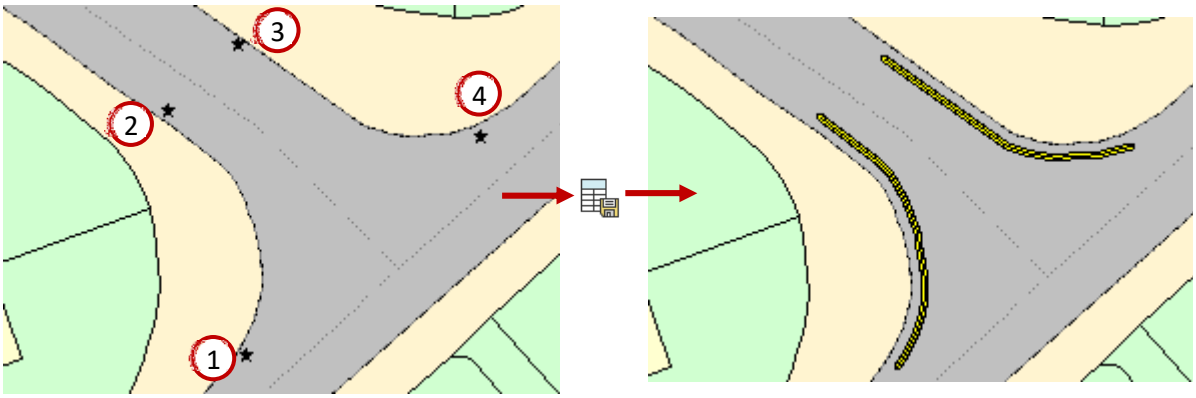
3.4.4 Multi Point Mode

Another way of combining items is by using Multi Point mode. This allows you to specify a single set of details (start and end points etc.) for any number of items which join together to make a single combined restriction. That is, they have the same information but have been plotted indifferent locations This tool is very useful in being able to plot demarcated parking bays quickly.

In order to enable Multi Point mode, select the restriction you wish to plot first then from the explorer window select Multi Point from the top drop down list:

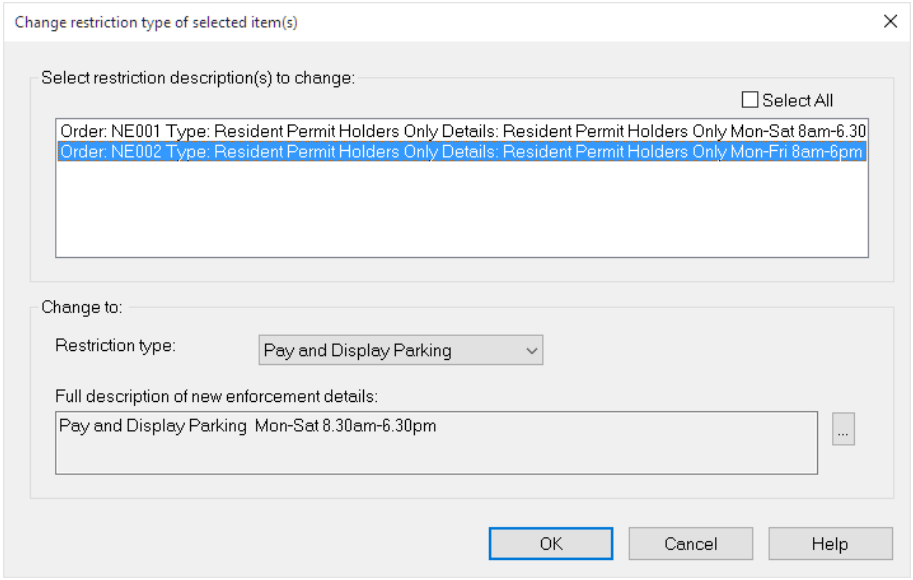


Click the start and end points for each section of the restriction. When you have finished adding the start and end points you can click on the save button to complete the restriction. Each item plotted will form part of one combined restriction.



3.4.5 Change Restriction Type

If an incorrect restriction type was plotted, you can change it using the button from **EDIT > Change item**. Select the restriction that you wish to change and then click on this button:

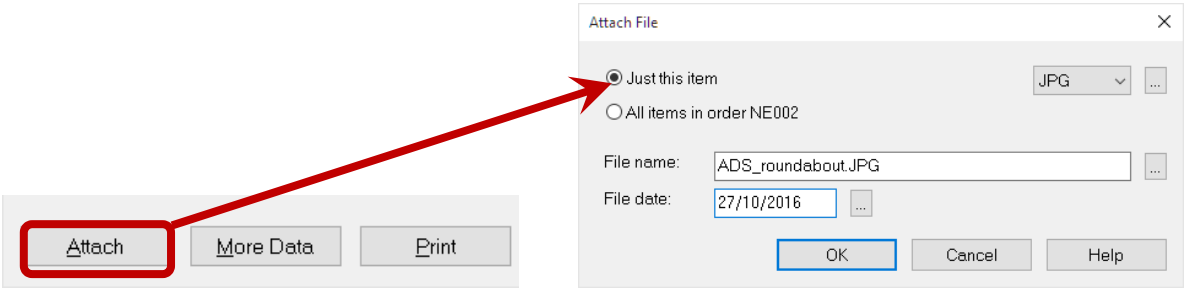


Highlight the restrictions you wish to change from the list displayed on the top half of the dialogue. You can then use the bottom half of the dialogue to specify the new restriction type, clicking on the button to build up a restriction description. Click OK to change the restriction to the new type. The style of the restriciton as it appears in ParkMap will be updated to reflect the restriction type it was changed to.

When changing linear items, they will remain in the same geographical position. For example, if you are changing a linear restriction setup to be by the kerbside to a linear restriction setup to be offset from the kerb, the line will remain by the kerbside. Also, if the original restriction had end markers these would still remain even if the restriction you have changed it to isn't setup to include end markers, and vice versa.

3.4.6 Attaching Photographs or Documents

Relevant files can be attached to individual restrictions, or all restrictions within an order using the Attach button at the bottom of the Information dialogue.



Having clicked on this button you will then be able to specify the file you wish to attach. Use the File Type drop-down list to select what type of file you are attaching and select whether the attachment should be attached to the individual restriction or all restrictions within the order. You can then use the button to locate the file to attach. The button next to the File Date field will allow you to select a date. This can be the date the file was attached or the date for when the file was created.

Click OK to attach the file. The file name will then appear in the Attachments field of the Information dialogue and the button will be able to be used to view it at any time. If multiple files have been attached to a restriction, a drop-down list will appear in the Attachments field allowing you to select a file to view first before viewing it.

This feature will only be available to users with the Photo & Document Attachment Module.

CHAPTER 4: CONFIRMING, REVOKING & CONSOLIDATING ORDERS

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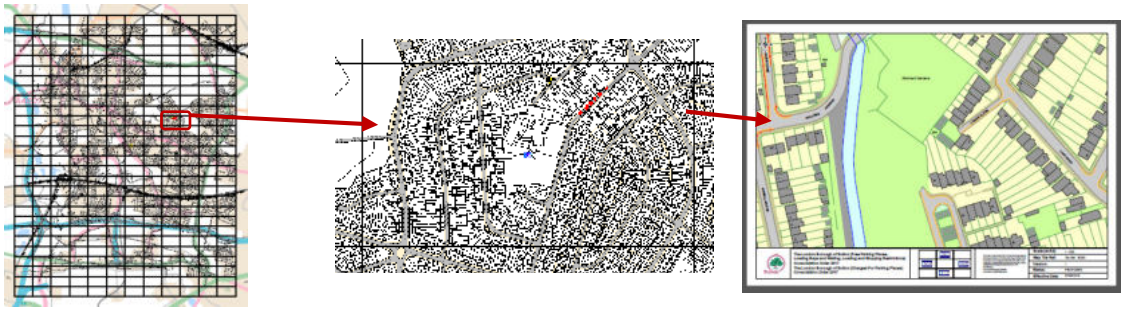
4.1 Processing Map Schedules

4.1.1 Grid and map tiles

Map tiles covers your entire authority, even area where there is no adopted highways. Your system administrator however can chose an option to not display tiles where there is no confirmed orders. Therefore, some tiles might not appear on your screen as they are hidden as per your ParkMap administrator request but are saved within the system. Your system administrator also selects the size of the map tile or more specifically the scale and paper size it is designed to be printed at.

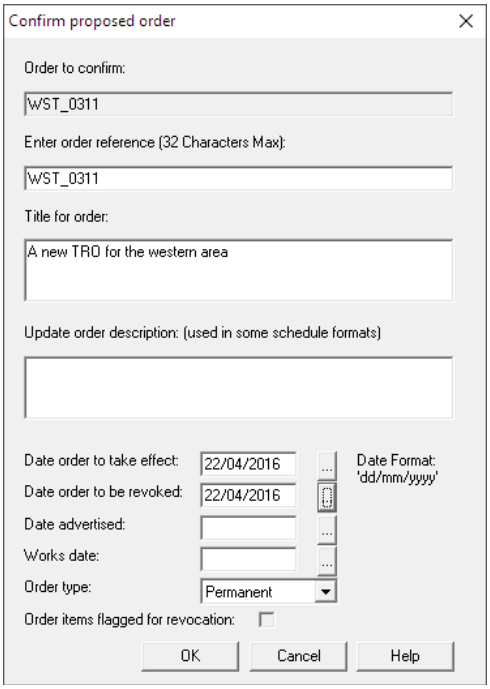
Each map tile can be used to process a map schedule and all map tiles form a grid. You can turn on and off map tiles by clicking on the button in **MAP SCHEDULES > Map tiles**.



Tile Grid *Map Tile* *Map Schedule*

4.1.2 Processing Map Schedules while confirming an order

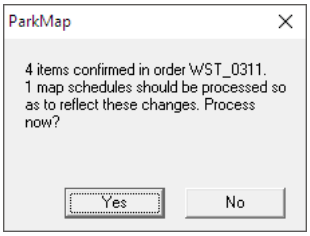
Once you went through all the necessary steps to make your order, you can then confirm it in ParkMap. Go to **ORDERS > Confirm**, the following dialogue will appear:



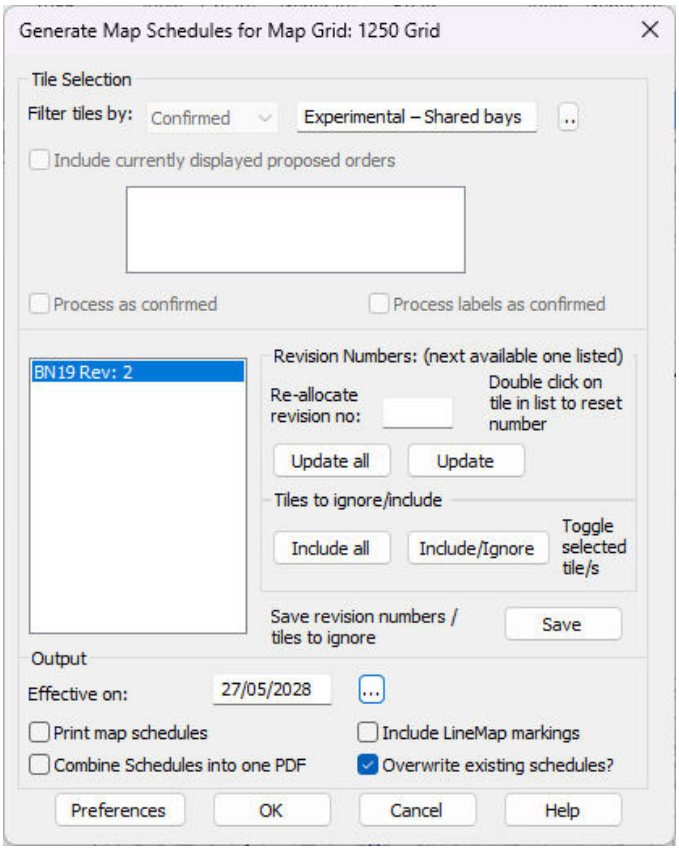
Use the drop-down list at the top of the dialog to select which proposed order you wish to confirm. You will then have the opportunity to amend the order reference, title, and description by overwriting the current values in the fields below.

You will need to specify the date when the order will come into effect. Clicking on the button will display the calendar allowing you to select a date. If the order is a temporary or experimental order you can also enter when it is due to be revoked. Finally you can enter a date for when work will begin if required.

Click 'OK' to confirm the order. Once the order has been confirmed, all the data that was stored within the proposed order table will be transferred into the confirmed orders table.



Once the order is confirmed, ParkMap will ask you whether the associated Map Schedules should be processed. Click 'Yes' to continue to process the Map Schedules, or 'No' to process them at a later date.



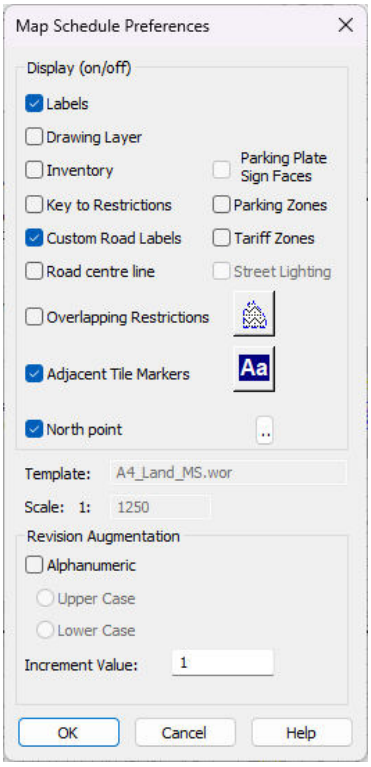
The 'Confirm Map Schedules' dialogue will be displayed. ParkMap will automatically assign sheet revision numbers to each tile depending on whether any of them had been processed in the past.

To alter the 'Sheet Revision Number' for a specific tile, select it from those listed and enter a new revision number in the 'Re-Allocate Revision No.' field. You can select multiple tiles to update at once by holding down the **<SHIFT>** key. Click on 'Update' to update the list to reflect the changes.

If you would like to update all tiles with the same sheet revision number enter the relevant number in the 'Re-Allocate Revision No.' field and click on the 'Update All' button.

Ensure that the 'Date Effective' is entered and choose whether you wish to print the Map Schedules or not. If you would like to include the associated article documents for the restrictions within the tiles being processed so these can be viewed via the 'Information' screen (as described above in section) select the 'Generate Article Document' option.

The 'Preferences' button can be used to alter the display options with regards to what will be included in the Map Schedules:



Labels: Any labels that were generated and saved prior to confirming the order can be included in the Map Schedule (note that labels to do not need to be on display beforehand for this option to be available)
Drawing Layer: Any temporary items drawn on the map (e.g. polygons, annotations, etc) and/or unsaved labels can be included
Inventory: Includes any inventory items within the tiles
Key to Restrictions: a legend can be added to the Map Schedule
Multiple Restrictions: Displays a pre-defined style for overlapping restrictions
Adjacent Tile Markers: add name of adjacent tiles to the one printed
Please note that the template used and the scale are pre-defined by your ParkMap administrator.

Having clicked on OK in the confirm map schedules dialogue a reminder of your chosen preferences will be displayed (greyed version of the map schedule preferences dialogue). Again, you will be given the option to cancel. Click Proceed to continue to process and generate the Map Schedules. Once all the necessary map tiles have been processed, a message will be displayed informing you of this.

All generated Map Schedules will use the same format as that set for the print template it uses (this can be seen by clicking on the 'Preferences' button before generating the Map Schedule, e.g. A4_Land in the example above). Therefore to make amendments to the format of your Map Schedules you will need to edit the relevant print template. All Map Schedules will also automatically have the tile number entered as the title, the 'Effective On' date, and the status of the order the items shown are within (i.e. proposed or confirmed).

4.1.3 Processing Individual/Selected Map Tiles

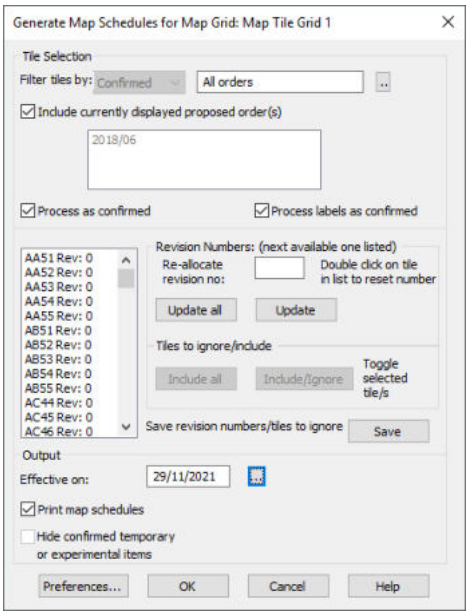
ParkMap also allows users to process map tiles and generate Map Schedules at any time, not just when they are confirming an order. To do this you will first need to ensure that map tiles are on display by clicking on the button. You can continue to process all map tiles by going to **MAP SCHEDULES>Process Tiles** .

If you wish to process only selected map tiles, use the select button to select the map tiles you wish to process (holding down **<SHIFT>** to select multiple tiles) and then going to **MAP SCHEDULES>Process Tiles** . When the 'Generate Map Schedules' dialogue is displayed, only the selected tiles will be listed in the column on the left-hand side.

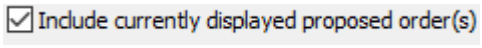
4.1.4 Generating Map Schedules for Proposed Orders

First ensure that all the map tiles are on display and cover your proposed order. If this is not the case, you can display the missing tile by selecting the button in **MAP SCHEDULES > Add** and then click on the area where you wish to display the map tile.

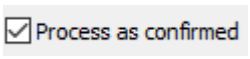
Once all necessary tiles are on display as well as your proposed order process your map schedule (**MAP SCHEDULES> Process Tiles**



You **must** ensure that the 'include currently displayed proposed order' is ticked and that your proposed order is in the list directly below.



If your proposed order contain revocations, you may want to tick the 'Process as confirmed' options so that they appear on your map schedule



Please note that when Map Schedules are generated for proposed orders, they cannot be viewed at a later date via the 'Information' dialogue. They should be accessed from **Map Schedules>Print and View Map Schedules**.

4.2 Revoking Orders and Items within Orders

In order to change or amend any of your existing *confirmed* restrictions (i.e. shortened, lengthened, changed restriction type or completely removed) the restriction to be amended will need to be revoked and replaced with an updated version. This revocation will need to be created within a new proposed order.

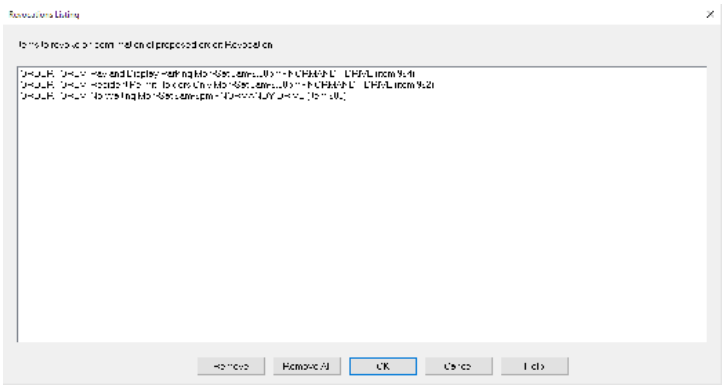
If a confirmed restriction is to be replaced the new restriction will need to be drawn within the proposed order.

If the current restriction only needs to be shortened, you will not need to re-draw the updated version of the restriction within the proposed order.

Once all the updated restrictions have been drawn in the proposed order, the next step is to flag the previous confirmed restrictions for revocation. Navigate to **ORDERS > Revocation on**

4.2.1 Listing Revocations

The List Revocations button compiles a list of restrictions within the current proposed order that are flagged for revocation. They will also be highlighted by a red dotted line on the map display.



The Revocations Listing dialogue will list the restrictions that are currently flagged for revocation within the proposed order. You can remove any of the revocations listed by selecting the restriction and clicking on Remove. Similarly, you can remove all revocations by clicking on the Remove All button.

Click OK to close the dialog

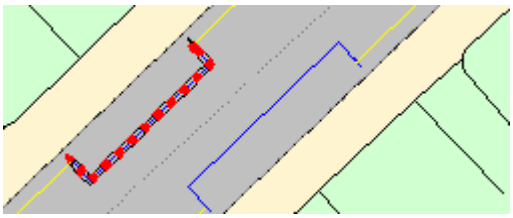
Another way to remove revocations is by using the Remove Revocation button on the Revocations toolbar. Click this button and then click on the restriction you wish to remove from the current revocations. The restriction will then appear in the normal style and the red dotted highlighting will be removed.

4.2.2 Checking Restrictions for Revocations

To check that a restriction you wish to revoke is not already being revoked by another order, you can use the Check Revocations button . Select this button and then click on the restriction you wish to check. If the restriction is being revoked by another order, a message telling you which order is revoking the restriction will be presented. If the restriction is not currently flagged for revocation in any order a message saying that there are no pending revocations will be displayed.

4.2.3 Revoking Whole Restrictions

In order to flag *whole* restrictions for revocation, click on the Revoke Item button and then select the restriction you wish to revoke.



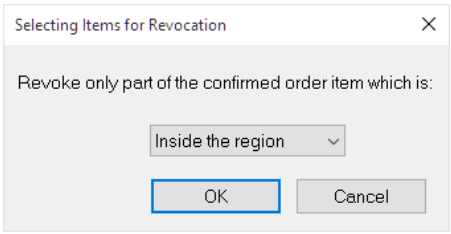
The restriction will be highlighted with a red dotted line, showing it to be flagged for revocation.

If you wish to revoke several restrictions at once, select them using the standard Select tool , holding down the **<SHIFT>** key to select several. Lastly, select the Revoke Selected Items button .

To increase a restriction in length, the whole restriction will need to be flagged for revocation, and the new longer restriction will need to be re-drawn within the proposed order.

4.2.4 Revoking Part of a Restriction

The Revoke Selected Items by Region button allows you to reduce the length or revoke only part of a restriction without replacing it entirely. Select this tool and draw a polygon around the part of the restriction you wish to remove or retain by clicking and dragging each node of the polygon double clicking to finish.



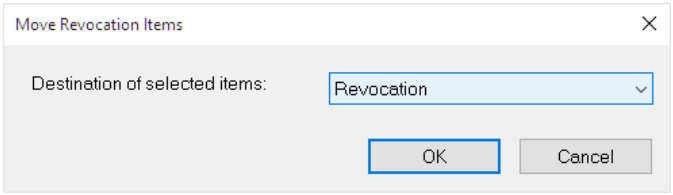
You will be prompted to specify whether you wish to revoke the part inside the polygon or outside the polygon. Select an option from the drop-down list and click OK to continue.

The whole restriction will appear highlighted, but only part of it will actually be revoked. If revoking the middle part of a restriction using this tool, the two parts remaining will appear as separate items but ParkMap will automatically combine them as one restriction.

4.2.5 Moving Selected Revocation Items

You can move selected revocation items between proposed orders. This is useful if you have revoked a restriction in an incorrect proposed order.

Firstly, the original order containing the revocation must be selected for update. Using the Standard Select tool, highlight the revoked restriction to be moved, and select the Move Selected Revocation Items button on the revocations toolbar. A dialog will be displayed listing the possible destination proposed orders:



Use the drop down list to select the destination order for the revoked restriction. Then select OK.

4.2.6 Completing Revocations

Once you have completed your revocations, click on the Finish Editing Revocations button to close the Revocations toolbar.

4.2.7 Revocations: A Worked Example

The following example shows how the revocation process works in ParkMap.

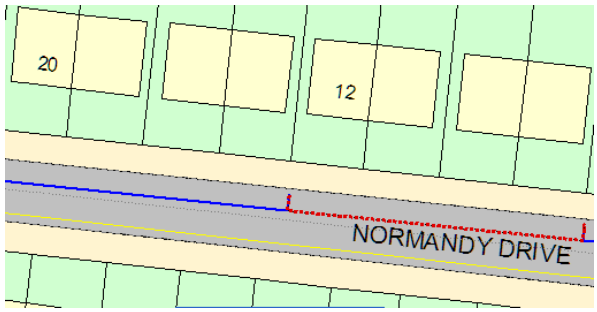


Diagram a shows the current confirmed restrictions along Normandy Drive, a pay and display and a resident's parking bay. The resident's parking needs to be amended. So a new disabled bay is added in front of property number 18.

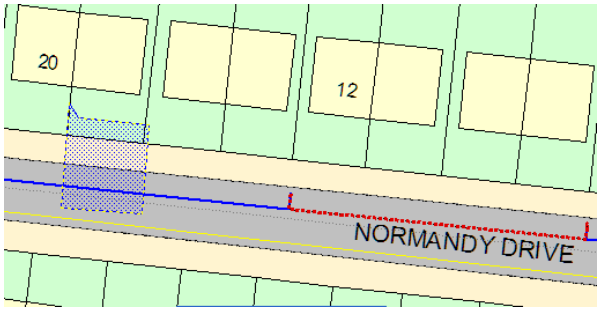


Diagram b shows how the Revoke Selected Items by Region tool is used to revoke part of the resident's parking bay.

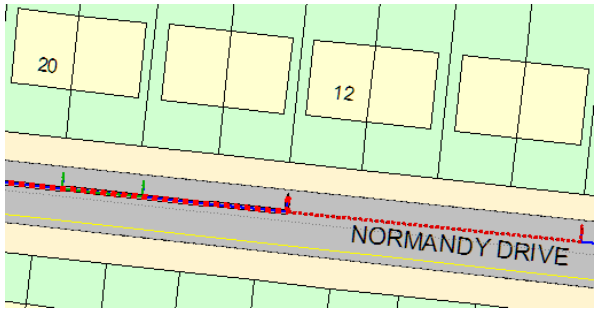


Diagram c shows the resident parking bay flagged for revocation, as well as the new disabled bay restriction that will replace the resident bay in front of property number 18 Normandy Drive. The proposed order was then confirmed and the revocations were carried out.

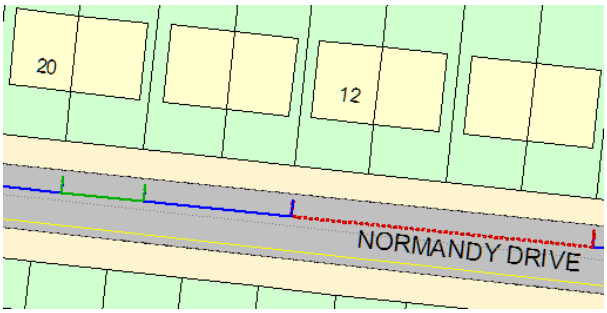
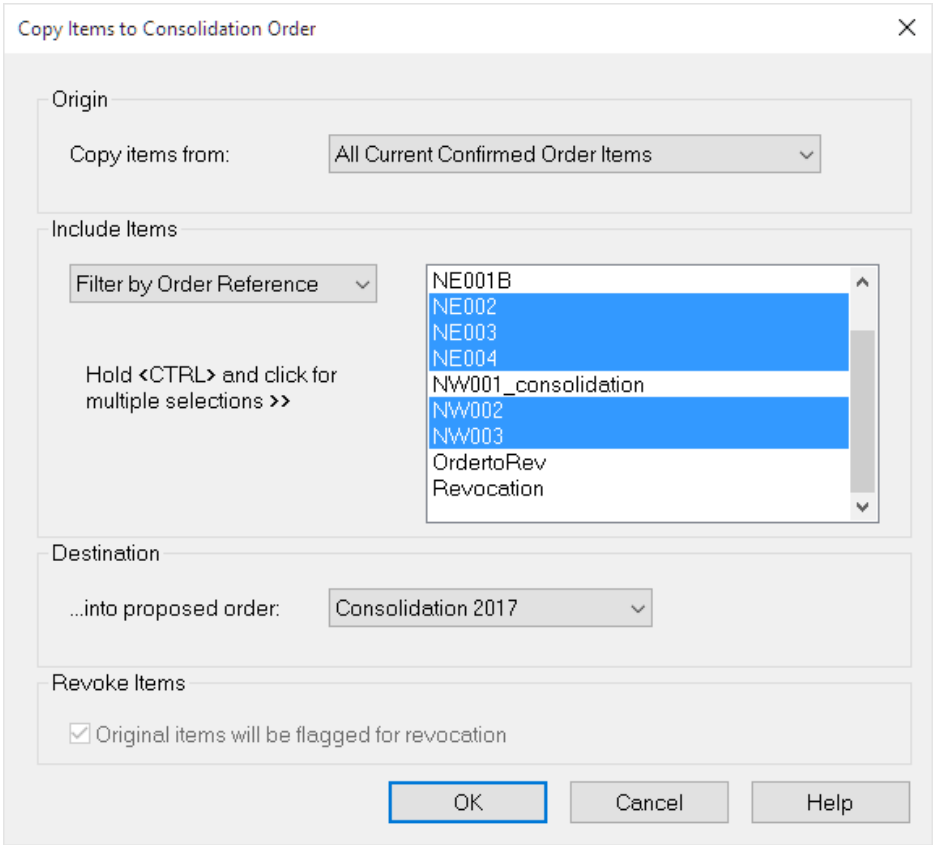


Diagram d Normandy Drive, following the revocations.

4.4 Consolidating Existing Orders

ParkMap allows you to create a consolidation order of your current confirmed orders. You have the option to consolidate by restriction type, order reference, or even just consolidate a number of selected restrictions.

To create a consolidation order you will need to create a new proposed order within which to consolidate your confirmed restrictions. Select the newly created order for update and then go to **ORDERS > Consolidate** .



Using the Copy Items From drop-down list, choose whether you wish to consolidate confirmed restrictions, confirmed inventory items, or selected confirmed items (the selected confirmed items option will only be available if you had selected confirmed restrictions before opening the dialogue).

Then use the Include Items drop-down list to select which ones you wish to consolidate. You can choose to consolidate:

- All your restrictions
  Or,
- Select specific ones based on:
  - orders references and,
  - restriction types

  Selecting one of these options will display a list of restriction types or order references in the right-hand column allowing you to select which you wish to consolidate. You will need to hold down the **<CTRL>** key to select multiple options.

The Destination section should be used to specify which proposed order the restrictions should be

consolidated into. Use the drop-down list to select the proposed order you created for the consolidation order.

The Revoke Items section will always have the flag for revocation option selected by default. This will ensure that the original restrictions will be flagged for revocation and replaced by the consolidated restrictions. If this option is not selected you will get duplicates of all the restrictions chosen to be consolidated.

Click OK to complete the consolidation order. A confirmation message will be displayed stating how many restrictions have been copied to the consolidation order.

If any of the restrictions included within the consolidation have already been flagged for revocation within another order, ParkMap will prompt you to select whether that revocation should remain in place and the restriction should be removed from the consolidation, or whether it should be revoked by the consolidation order instead.

Once the consolidation order is created you can then continue to confirm it in the usual way via **ORDERS > Confirm**

CONCLUSION

Overview

On completion of this course you should now be able to use and navigate around the system with ease and be able to carry out the following tasks:

- information retrieval
- data entry and analysis
- TRO visualisation and management
- map and report presentation

Useful Contacts: Buchanan Computing

Support

If you have any problems, issues or queries with regards to using the system please feel free to contact our support helpdesk:

- Support portal: https://support.causeway.com/
- Email: help.desk@causeway.com

Further Training

If you would like to enquire about further training or more advanced courses such as the Advanced Editing or Administrator course, please feel free to contact our training team:

- Email: training@causeway.com

Additional Software Modules

If you would like to enquire about the various additional modules available for ParkMap please feel free to contact our sales team:

- Email: sales@causeway.com