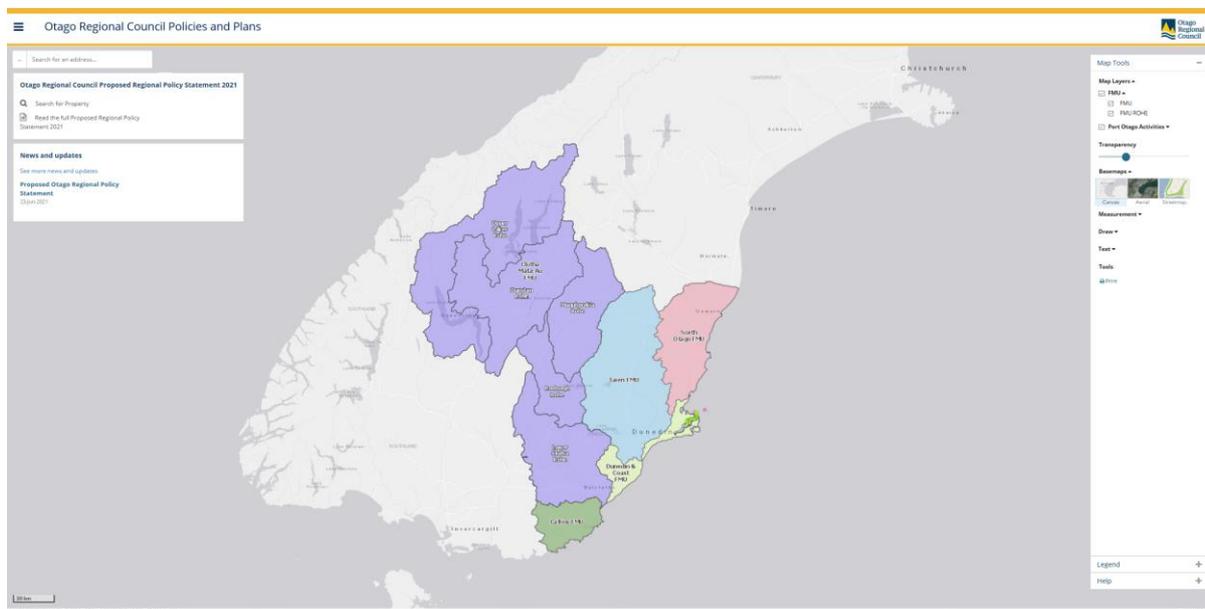


Instruction 2: Using ORC's ePlan maps

Step 1: Accessing the ePlan through the ORC RPS Web Page

- 1.1 Go to the RPS web page at www.orc.govt.nz/RPS. This is the hub page for accessing the Proposed Otago Regional Policy Statement 2021 and information on lodging submissions on the statement. From here you can access the ePlan, download a .pdf of the RPS, view the section 32 evaluation report and appendices, obtain information on lodging a submission on the statement and access guidance documents – like this one!
- 1.2 To access the ePlan, click on the link “ePlan” under the heading “Read the PORPS2021”.
- 1.3 When you click on “ePlan” it will take you to the ePlan site, which looks like this:



Step 2: Navigating the ePlan home page

- 2.1 On the top left-hand side you have the following options
 - Search for Property
 - Read the full Proposed Regional Policy Statement 2021
 - There is also a panel for news and updates.
- 2.2 On the top right-hand side you have expandable panels for:
 - Map Tools (open by default)
 - Legend
 - Help – this provides quick tips for using the maps.
- 2.3 The panels can be expanded by clicking the “+” icon and collapsed by using the “-” icon.

Step 3: Find a property

Option 1: Search by Property Address

- 3.1 Start typing your address of interest into the Search bar at the top right. Addresses with a letter need a space between the number and letter (e.g. 32 A). Unit addresses should be entered with spaces and a hyphen (e.g. 1 – 22).
- 3.2 A list of potential matches will appear and will narrow as you type more details.
- 3.3 Select the property you want to see from the match list by clicking on it or using the up/down arrow keys to select the property then pressing enter.
- 3.4 The map will zoom to the selected property with its boundary highlighted

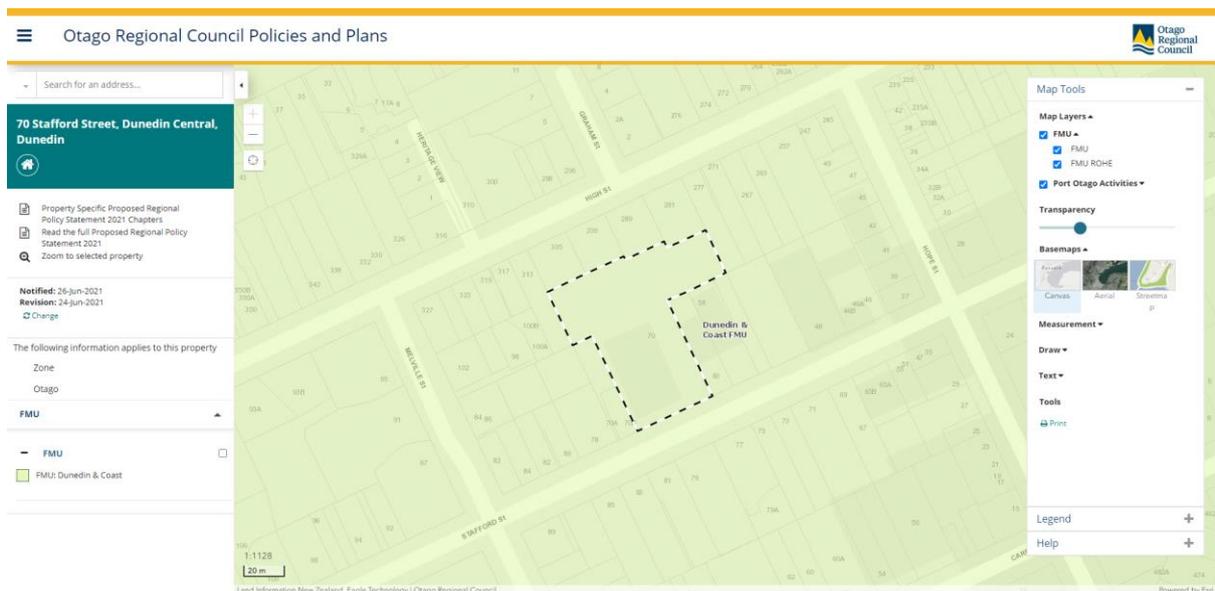


Option 2: Manual property selection using Panning and Zooming

- 3.5 You can also explore the region using the zoom tools (the [+] and [-] buttons next to the search bar) and by panning the map by clicking and holding the map (the pointer will turn into a hand) and dragging it around. The Scroll wheel on your mouse will also zoom in and out.
- 3.6 Once you find the property, click on it, and the property boundary will be highlighted.

Step 4: Information about a property

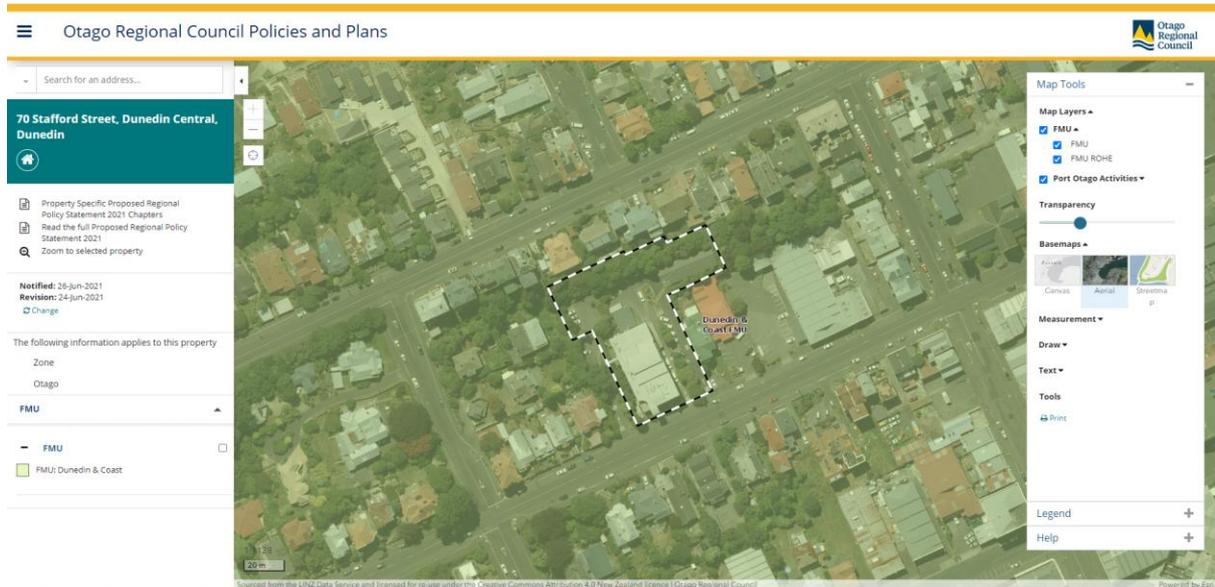
- 4.1 Once a property is selected, the map tool identifies the relevant data from the plan or policy statement pertaining to the property in a box on the left-hand side of the screen.
- 4.2 For example, this property is located within the “Dunedin and Coast FMU”
- 4.3 The legend tab (under Map Tools) is open showing details of the features on the map.
- 4.4 Clicking on the “property specific regional plan chapters’ button will open the Plan reader



Step 5: Additional map tools

Map Layer tools:

- 5.1 You can turn map layers on and off using the check boxes. Click the black arrow next to a layer group to see the layers below it.
- 5.2 To change the transparency of the map layers and see or hide details from the basemaps, click and drag the “Transparency” slider.
- 5.3 You can choose different basemaps by clicking on the thumbnail image of your preferred basemap.



Measurement Tool:

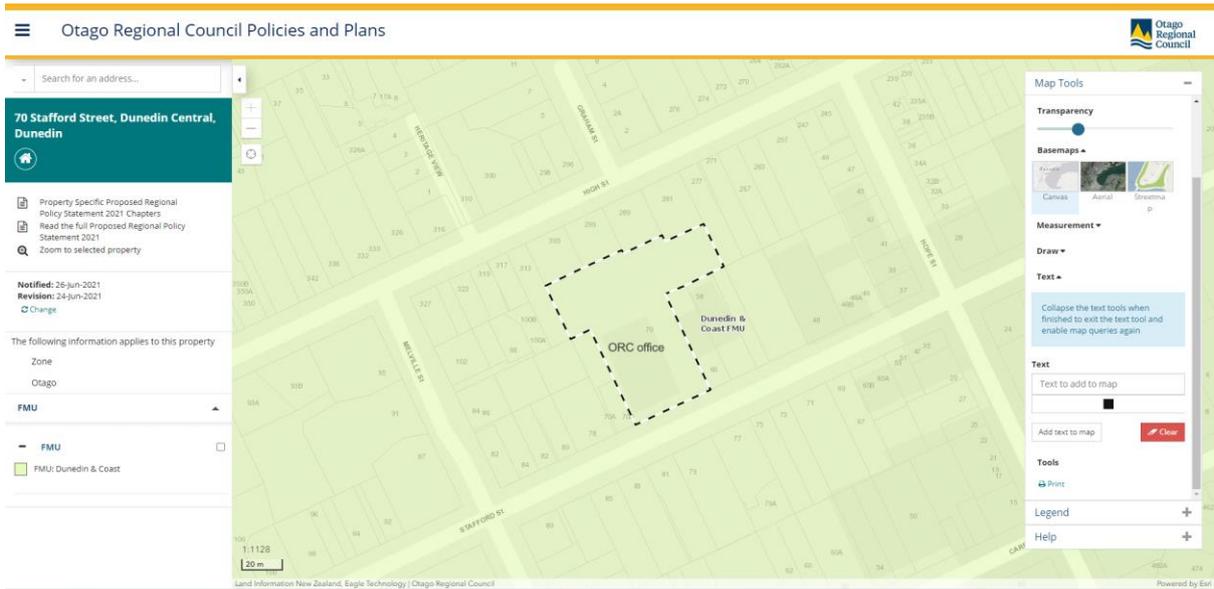
- 5.4 Open the Measurement section by clicking on the black arrow next to “Measurement”. Select one of the tools to measure area, distance, or location.
- 5.5 To start the measure click on the map and continue clicking to add more measurement points. To finish measuring, double-click on the last point you want to measure.
- 5.6 You cannot select properties while in measure mode. Click on the “Measurement” title to close.

Draw Tool:

- 5.7 Open the Draw section by clicking on the black arrow next to “Draw”. Select one of the tools to draw lines, freehand polygons, points, rectangles, or circles.
- 5.8 To draw lines or polygons click on the map and continue clicking to add more points. To finish drawing, double click on the last point you want to draw.
- 5.9 You cannot select properties while in draw mode. Click on the “Draw” title to close.

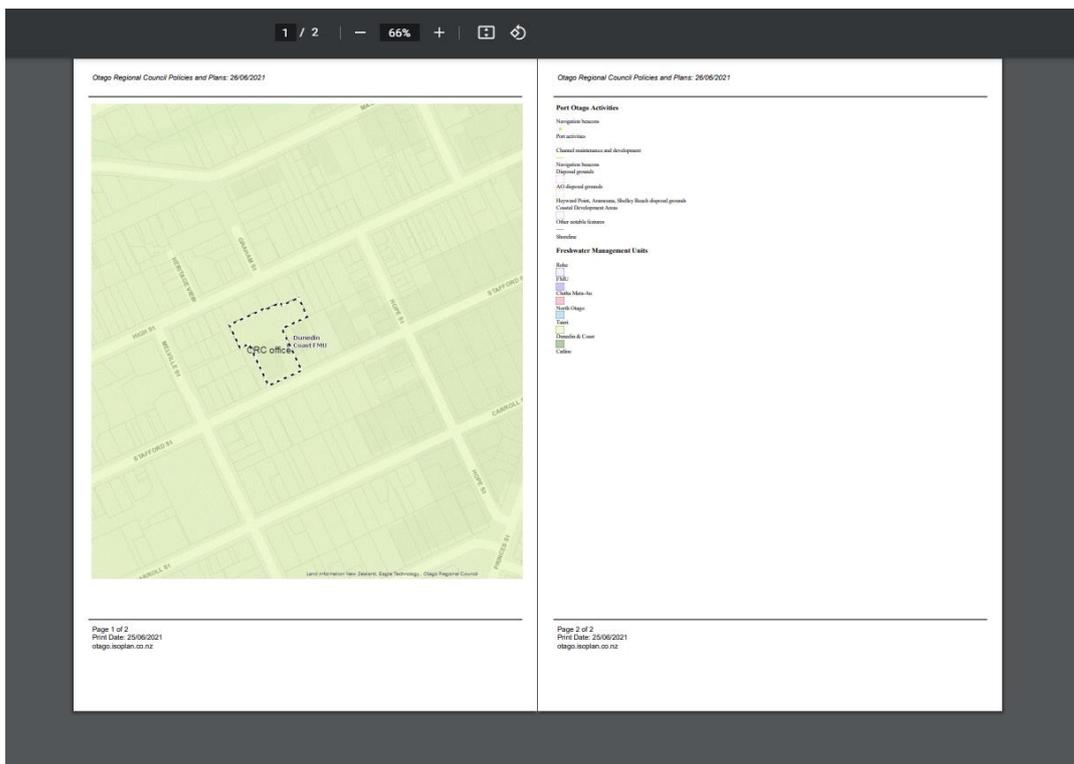
Text Tool:

- 5.10 Open the Text section by clicking on the black arrow next to “Text”.
- 5.11 To add text type your text into the box, then click the add to map button.
- 5.12 You can also adjust the colour of the text (it’s black by default).
- 5.13 You cannot select properties while in text mode. Click on the “Text” title to close.



Print

- 5.14 The Print button (at the bottom of the Map Tools) will create a .pdf version of the map including any shapes or text you have added, along with a map legend.
- 5.15 Note the .pdf is generated in a popup window. If a .pdf map doesn't seem to be generated, first check if your browser has popups blocked and allow them for this site.
- 5.16 You can then save the pdf to your computer or print it. Using the map tools can help you to create maps to accurately identify and communicate any changes you may want to the map layers. Close the .pdf by closing the popup.



Step 6: Go back to main page or exit out of the ePlan

- 6.1 To go back to the main page, click on the hamburger tile at the top the left corner. It is the three short horizontal lines on top of each other like this:



- 6.2 The following menu will appear. Then click on “Home” which will take you to the main page.



- 6.3 If you want to leave the ePlan click on the Windows “X” icon on the top right of the window.