

digdat website user guide

version 1.1

Thank you for downloading the digdat website user guide.

This guide is intended to give you an overview of how you use the digdat website, from logging in, to ordering maps.

For further help visit the 'Contact Us' page of the digdat website or call the digdat Support Team on **0845 026 7676**. Office opening hours are 9.00am to 5.00pm, Monday to Friday (excluding bank holidays).

Alternatively you can write to us at: **digdat, Osprey House, 1 Percy Road, Huntingdon, PE29 6SZ**

Stage One

Login

Enter your email address in the log in box followed by your password (which you received via email after registering).

Stage Two

Searching

Address – Type in the address, press 'Search' and a list of matching properties will be displayed underneath. Click on your required address and the OS dataset will load in the map window.

Co-ordinates – Select 'Co-ordinates' from the drop down box. Enter your NGR or grid references and click 'Search'.

Stage Three

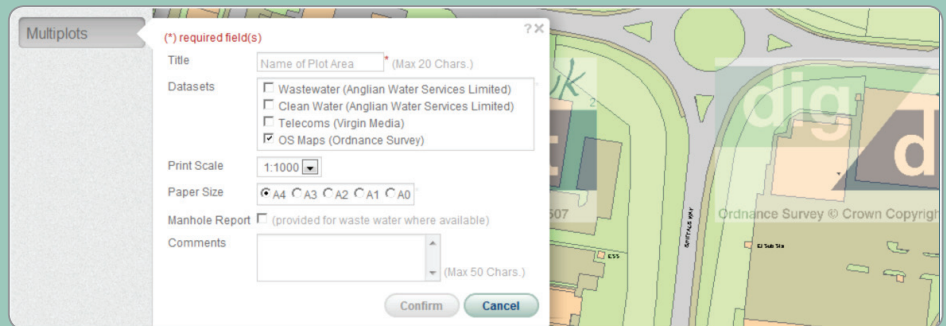
Viewing/Printing Assets

Viewing Assets on-screen – To view assets on-screen, select the relevant dataset you wish to view from the list by clicking on the underlined text; any datasets that are not underlined are not available to view.

Printing – There are two ways to print plans on digdat; 'Quick Print' which can be performed by clicking the 'Print' button from the datasets menu, or 'Multiplots' which is explained in further detail on the next page.

Multiplots

When you select 'Multiplots', a pop-up will appear (see right).

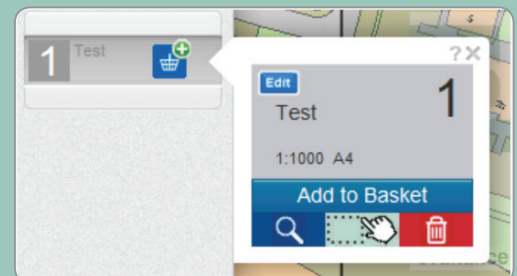


- This is where you type a title of your plot plan (mandatory).
- When already viewing a dataset it will be selected, if not you will be defaulted to OS Maps. If you do not need an Ordnance Survey map, de-select the option and select the relevant data you wish to order.
- Choose the desired print scale from the drop-down.
- Pick the relevant paper size you require.
- If you require a manhole report (only available for wastewater plans) you will need to select this using the tick box. If you do not tick this box, you will not receive depths and invert levels of the manholes and will be charged for a further plan if you later require them.
- Enter any additional information you would like to be displayed on your plan in the 'Comments' box provided.

Once you've entered all the required information, click 'Confirm' and your plot will appear on-screen. A new plot entry will also be visible under the 'Multiplots' button. To create more plots pan to a new area and click 'Multiplot'.

To edit the position of one of your plots, delete the plot or amend any of the information entered, click on the plot number you wish to amend and a pop-out will appear (see right).

To edit the details click anywhere in the grey box - you can now amend the details.



If you have navigated away from your plot and are unable to find it, click the blue magnifying glass symbol and the screen will centre back on your plot.

If you wish to edit the position of your plot click on the middle hand icon and the plot chosen will be highlighted in blue. You can then drag the background map until the plot is positioned in your chosen location. You need to click the confirm button on the map page before the plot will show in the new position, or cancel if you decide you don't want to move the plot.

Click on the red bin button to delete your plot.

When you are happy with the location of your plot, click the blue "Add to basket" button on the left hand side, your basket will open at the top right to display your chosen plots.

To complete your order click the 'Proceed to Checkout' button.

Stage Four Confirming Order

Once you have proceeded to checkout you'll need to confirm your request on the screen shown to the right.

If you're happy with your requests you will need to agree to the terms and conditions (which appear under the prices).

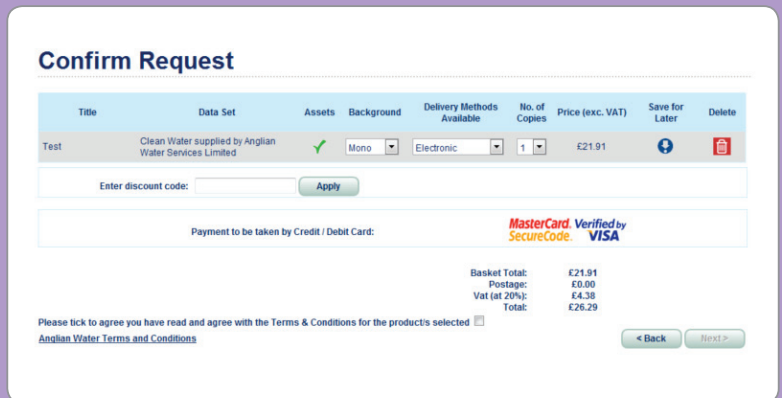
If you would like your plot to be printed by the digdat team (e.g. you need an A0 plot and don't have access to a large printer), you can choose 'Print Service' from the 'Delivery Methods Available' drop-down. Please note that a print service fee will be applicable.

Additional copies can also be requested from this page for a fee.

You can save your plans for later if you need to (e.g. if you need to provide a quote to a client before purchase). They can then be accessed from your 'My Plots' section on the website.

By clicking 'Next' you will be taken to the payment site, where you enter your payment details.

Once you've submitted your payment, you will be returned to the digdat website to view your plots.



Download Plots

Reference	Title	Data Set	Background	Delivery	Price (exc. VAT)	Status
2684 - 1	Test	Wastewater supplied by Anglian Water Services Limited	Mono	Electronic	£0.00	Open file

Download Plots

From the 'Download Plots' section your plot(s) will appear in the list (as shown above). If you click on 'Open file' you will be able to open or save a PDF document which you can then email or print.

Please ensure when printing location plans, you are printing on the correct paper size and page scaling settings are set to 'None' (see the example to the right) or your plots will not be exactly to the scale displayed.

