



## Navigating *LISTmap*

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## Topic 1: Getting started

### 1. What is *LISTmap*?

*LISTmap* is an online map viewer that allows you to view or create your own personalised maps of Tasmania, using a wide range of authoritative land-based information.

*LISTmap* is publicly available through your computer's web browser or via your mobile device.

### 2. Compatible browsers

*LISTmap* performs best with the latest versions of modern web browsers such as *Firefox* and *Chrome*.

While older and other browsers are compatible, it is strongly recommended that you upgrade your browser for optimal performance and security.

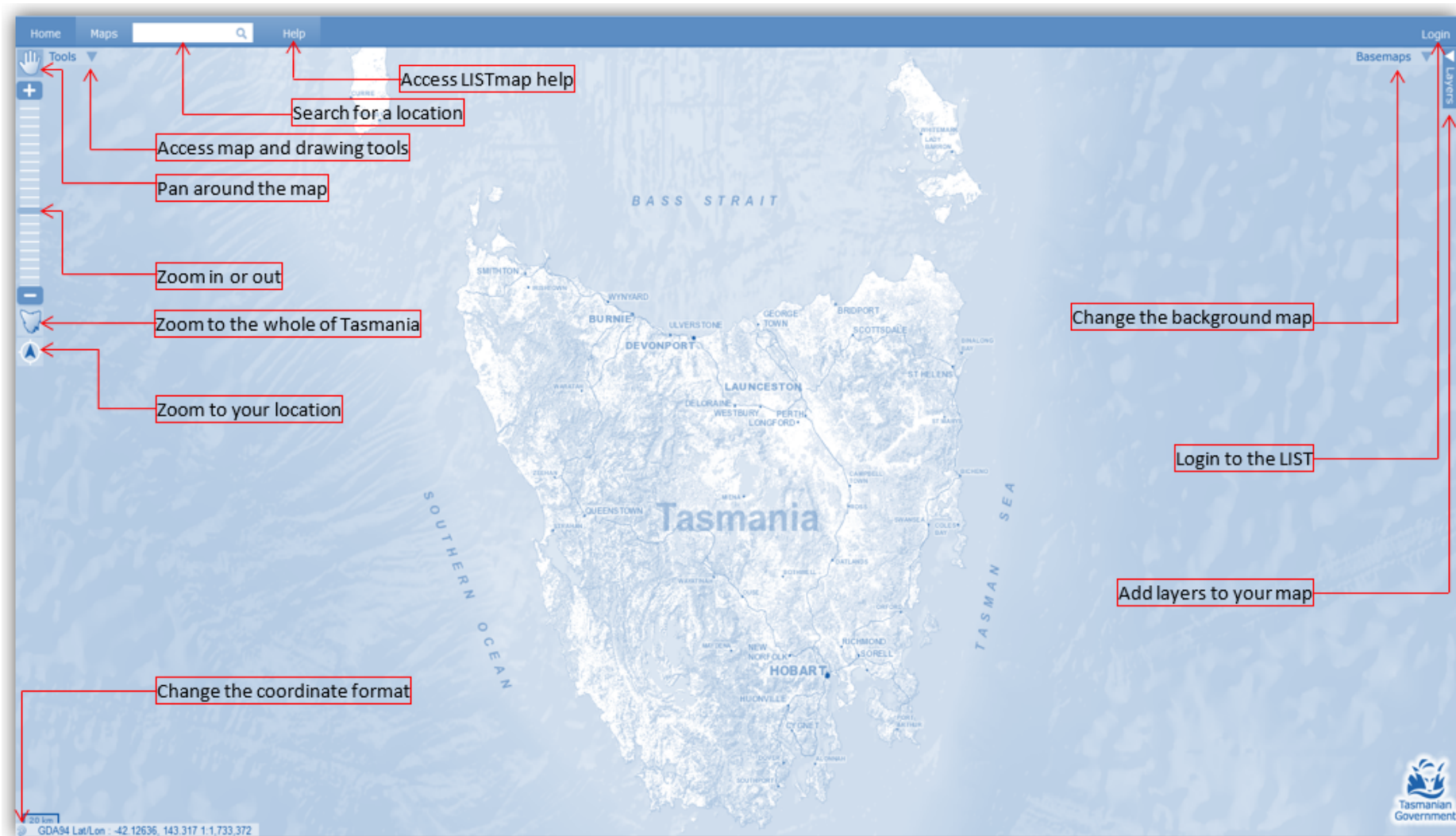
Minimum requirements are:

- *Firefox 3.6 and above*
- *Chrome 3.0 and above*
- *Internet Explorer 8.0 (Windows XP and Vista)*
- *Internet Explorer 8.0 and above (Windows 7 and 8)*
- *Safari 5.0 and above.*

### 3. A quick look at *LISTmap*

See diagram on the next page for a description of key components of the new *LISTmap* interface, or click [here](#) to view a short video demonstration.

## LISTmap site overview




## Topic 2: Finding a location

### 1. Using the search bar

Click in the **Search Bar**  and enter any of the following:

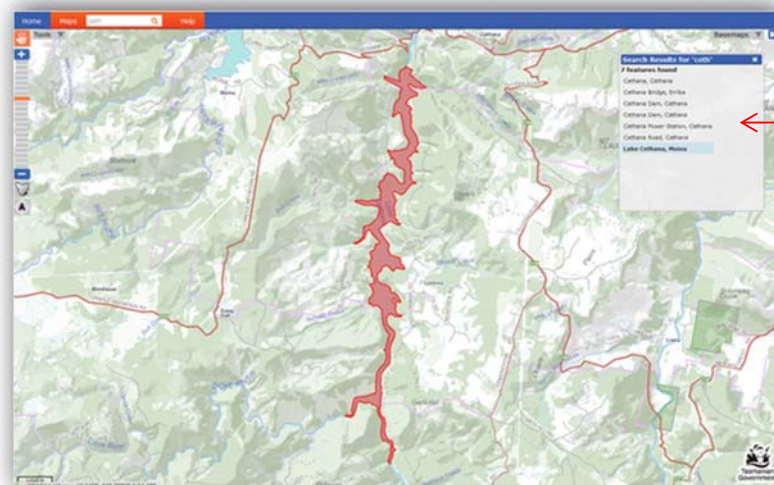
- Name (or part of a name) of a locality, place or feature (e.g. *Hobart, Mount Wellington, Tamar River, Orford Bowls Club*).
- Address (or part of an address) (e.g. *134 Macquarie St*)
- Title reference or Property identifier (Volume, Volume/Folio or PID) (e.g. *147849/1*)
- Coordinates (using GDA94 MGA55) (e.g. *507932,5352872*)
- Coordinates (using GDA94 Lat/Long) (e.g. *-41.976,147.10052*)
- Street Atlas Reference (e.g. *SA101*)
- Map Book Reference (e.g. *MB045*)
- Map Book Grid Reference (e.g. *MB048C5*)
- Emergency Meeting Points (e.g. *EMP12*)
- Route Codes (e.g. *Route B32*)
- State Permanent Marks (e.g. *SPM 5269, ST383, HECBM1979, etc*)

Press **Enter** or **click** on the magnifying glass 

- If there is only one matching result, *LISTmap* will automatically zoom to that feature.
- If there are multiple results, these will be listed in a **Search Results** box.



- **Click** on the most appropriate result. The map will zoom and highlight your selection.



## 2. Zooming

### Icons used



Slide Bar



Zoom Out



Zoom In



Show previous map area





Zoom to Tasmania

There are many ways to **zoom** in and out:

- **Click and drag** the orange **Slide Bar** up or down (or use the + and – buttons)
- **Scroll** with the scroll wheel on your mouse
- **Double-click** the right mouse button to zoom out or the left mouse button to zoom in
- You can **zoom in** by selecting **SHIFT+Left** Mouse Button
- Hover over the **Tools** arrow and **click Map Tools**. Click the **Zoom In** or **Zoom Out** button, then **click and drag** to create a box around the area from which you wish to zoom. Click the zoom button again to repeat the process.
- You can return to your previous zoom area by clicking the **Show previous map area** button.
- You can zoom to the full extent of Tasmania by clicking the **Zoom to Tasmania** button.




## 3. Panning

You can move to another area of the same map at the same scale by **clicking** on the **Pan** tool,  then **click and drag** anywhere on the map. If another tool is in use, the pan tool will be shaded grey.   
Click the pan tool to reactivate it.

## 4. Using mobile devices

If you are viewing LISTmap on a **mobile device**, normal **touch and swipe** actions can be used for zooming, panning and other functions.

If your mobile device has a **GPS**, there are features to help you find your current location and track your location as you move around.

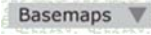
- **Clicking** on the **Zoom to your location** tool  will zoom the map to your current location. This works with either a GPS or location aware browsers such as Firefox, Chrome and Internet Explorer 10.
- **Clicking** this tool again will then enable the **Track location** tool.  This will pan the map every few seconds based on your location.
- **Clicking** this tool for the third time will **disable the tracking mode**. 

Click [here](#) to view a short video demonstration on finding a location.

## Topic 3: Using background basemaps

### 1. Changing the default basemap

It's simple to change to a different basemap as the background for your map. Only one basemap can be displayed at any one time, or you can choose not to display any.

- **Hover** over the **Basemaps** icon  then **click** to select a different basemap from the list displayed, which include:
  - **Scanned maps** – a scanned version of current TASMAP publications (scales ranging from 1:15000 to 1:500000)
  - **Topographic** – a full-colour topographic basemap generated from regularly updated, authoritative digital data
  - **State Aerial Photo** – a basemap of the latest available aerial imagery, sourced from a range of state and local government organisations and business enterprises
  - **Google Satellite** – a basemap derived as a web service directly from Google Earth (Note: due to licensing restrictions this basemap cannot be printed as a PDF)
  - **Topographic grey** – a grey-scale topographic basemap generated from regularly updated, authoritative digital data

### 2. Changing basemap transparency

You can change the transparency of your selected basemap to improve the display and visibility of other layers of information added to your map.

Basemap transparency can be changed by **clicking and sliding** the **Transparency Bar** (see below) at the bottom of the basemaps window.





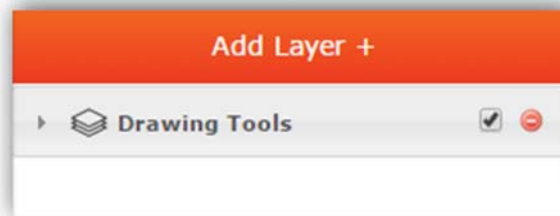
## Topic 4: Selecting and adding other layers of information

### 1. Adding and removing layers of information

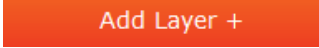
There are hundreds of different layers of information available that may be added to your map. You can add as many layers as you like.

- Click on the **Layers** arrow 

An **Add Layer +** column will appear on the right of screen.



You will notice that a **Drawing Tools** layer has automatically been added to the column. This allows you to modify any markups you later add to your map (i.e. modify the transparency, change the order of layers, turn the markup layer on or off, or remove it).

- Click on the **Add Layer +** button 
- The **Manage Layers** box (below) will appear, listing the different categories of information available







To **find** the information you are interested in displaying on your map, you can either:

- **Browse** by category – **click** on the arrow or category name to expand/collapse each category and **scroll** (using the scroll bar or the scroll wheel on your mouse)
- **Search** for a specific layer of information using the **Search for bar**



- To **add** a layer of information, click on the **Add layer**  button to the right of the layer name.
- The name of the selected layer will automatically appear in the **Layer Information** column on the right-hand side of your screen.
- To **remove** a layer of information, click on the Remove layer  button.
- Where a layer name is shown but **crossed out**, that layer is not able to be displayed at the current map scale. Change the scale and try again.
- **Note:** You can add as many layers as you like, however the more layers you add the slower the map will be when navigating. It is best to only display the information you need.

Click [here](#) to view a short video demonstration.

## 2. Managing selected layers of information

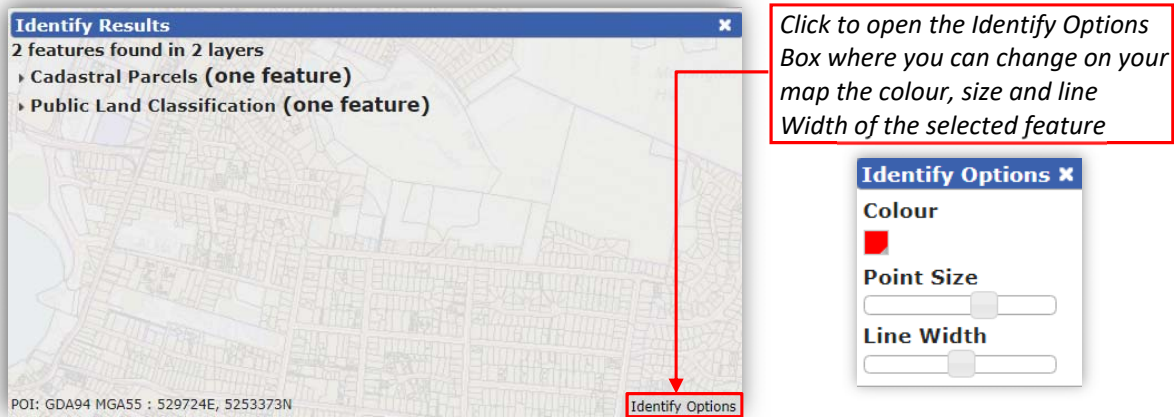
The screenshot displays the LISTmap interface with three layers. Red arrows point to specific controls, each with an explanatory text box:

- 1:100000 Topographic Index:**
  - Expands/collapses information about the layer (points to the layer icon).
  - Makes the selected layer visible/invisible (points to the checkmark icon).
  - Slide the bar to adjust transparency of the selected layer (points to the transparency slider).
  - Shows how the layer is to be stylised on your map (points to the 'Filter or Search Layer' button).
  - Where a layer name is shown but crossed out, that layer is not able to be displayed at the current map scale. Change the scale and try again (points to the crossed-out layer name).
- Cadastral Parcels - Owner:**
  - Click and drag to change the displayed order of the layers (points to the drag handle icon).
  - Click to remove the layer from your map (points to the red minus icon).
  - Zoom to the full extent of the layer (points to the 'Zoom to layer's extent' button).
- Public Land Classification (Filtered):**
  - Click to remove any filter from the layer (points to the blue filter icon).
  - Indicates the layer is filtered (points to the '(Filtered)' text).
  - Click to open a new tab in the browser with the information about the layer (points to the 'More Information' link).
  - Click to open the Filter or Search Layer Box (points to the 'Filter or Search Layer' button).
  - Click to make all attributes of the layer visible/invisible (points to the 'All' button in the 'Show:' section).
  - Legend showing attributes of information within the layer. In black the attributes are visible and in grey the attributes are invisible (points to the legend list).
  - Click to make the selected attribute visible/invisible (points to the 'Permanent Timber Production Zone Land' item in the legend).

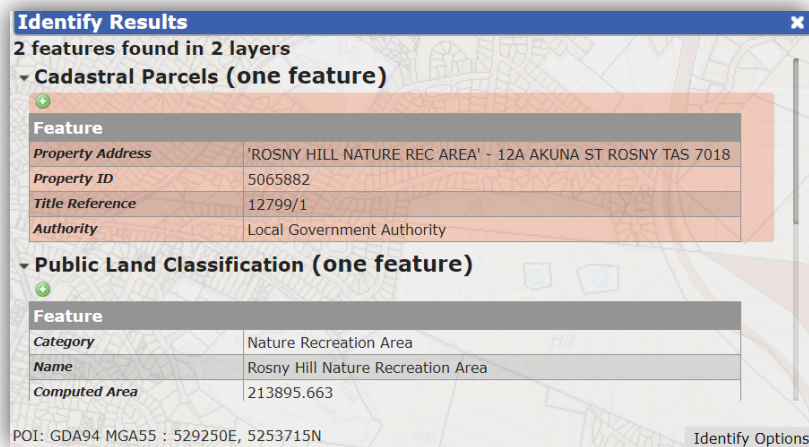
### 3. Interrogating your map layers


Once you have added layers of information to your basemap, you can interrogate that information to find out more:

- Click anywhere on the map (for example, on a parcel of land)
- A **Drop Pin** will appear on your map, and an **Identify Results** box will appear (see below), displaying a list of features relating to that location as well as the coordinates for the exact location or Point of Interest (**POI**) of the **Drop Pin**.



- Click on the expand **Arrow** next to each result to see more information about that feature



- Scroll with the **Scroll Bar** or the wheel on your mouse to see more results
- Press the green button  to add the selected feature to Markup (see [here](#) for help on Markup)
- Any hyperlinks displayed will link to other documents/websites for further information.

## 4. Querying your map layers

Once you have added layers of information to your basemap, you can querying your map layers and display the information wanted through:

- Click on the Filter or Search Layer of the map layer:



- A **Filter or Search Layer** box relating to the layer would appear (see below). By default, this box open on the tab **Basic Query**. From this tab, you can request any field of the layer, one of their own value.

**Filter or Search Layer: Public Land Classification**

Basic Query | Advanced Query | This layer has 0 of 10 features visible via legend filtering.

Field: Category, CID, Computed Area, Effective Date, FMP, Gazetted Date, Government Act, Instrument Details (No of year)

Equals to: Conservation Area, Game Reserve, Historic Site, National Park, Nature Recreation Area, Nature Reserve, Permanent Timber Production Zone Land, Public Reserve

Buttons: Reset, Set Filter, Clear Filter, Get Existing Filter, Search, Close

**Inform the number of features visible in this layer**

**Click to choose the field to request**

**Click to choose the requested value**

**Save the current query/filter (only one filter can be saved)**

**Automatically add the filter previously saved**

**Click to open your results in the Search Layer Results Box**

**Clear the filter previously saved**

**Click to clear the query**

- Press the tab **Advanced Query** to request more specific information

**Filter or Search Layer: Public Land Classification**

Basic Query | **Advanced Query** | This layer has 0 of 10 features visible via legend filtering.

Select Field: Computed Area

Distinct Values: 100.316

Buttons: Add, AND, OR, NOT, LIKE, %, -, IN, (), IS, NULL, BETWEEN (for timestamps)

Search Text: CATEGORY = Public Reserve AND COMP\_AREA < 1000

Buttons: Reset, Set Filter, Clear Filter, Search, Close

**To choose a field, click on the Select Field drop box**

**To add the selected field, click on the Add button. The selected field will be added in the Search Text Box**

**To type your own value or query, click in the Search Text Box and type it**

**To choose a value, click on the Distinct Values drop box**

**To add the selected value, click on the Add button. The selected value will be added in the Search Text Box**

**To choose an operator click on it. The selected operator will be added in the Search Text Box**

- The Search Layer Results will show all the features found. Click on a feature to zoom on it in the map
- Press the green button to add the selected feature to Markup.



## 5. Importing data

### Icons used

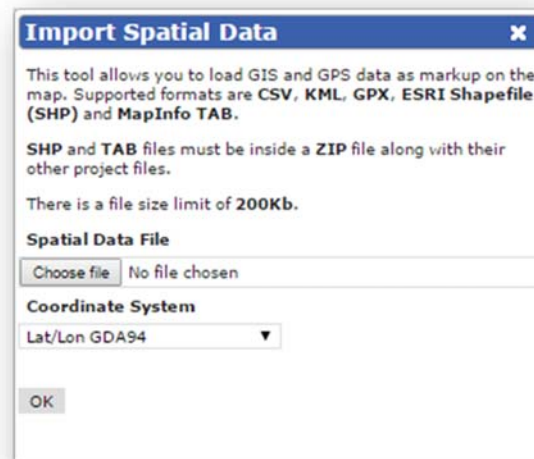


Import Spatial Data

LISTmap allows you add a layer of information from your computer or mobile device. You can add the following GIS or GPS data files: CSV, KML, GPS (GPX), ESRI Shapefiles (SHP) or MapInfo (TAB) files.

**Note:** There is a file size limit of **200Kb**. Files may need to be compressed inside a **zip** file to reduce their size before importing. SHP and TAB files must be zipped along with their associated data files.

- **Hover** over the **Tools** arrow then **click** on **Drawing Tools**
- Click on the **Import Spatial Data** Icon
- An **Import Spatial Data** box will appear (below)




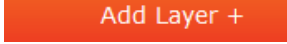
- **Click** on **Choose File** and browse for the location of your file, highlight the file, then click **Open**
- In the drop down box, select the **Coordinate System** of the data you're importing, then **click OK**
- Wait for the layer to load
- **Navigate** the map to view your layer
- Once loaded, you can **select** and **modify** your data by using the **Drawing Tools** (see [Adding your own text, points, lines and areas](#))
- To be able to **view** your new layer at a later date or if you want to **share** it with others, you will need to **bookmark** it (see [Adding and sharing bookmarks](#))
- **Please note** that any data that is imported will be stored on the LIST server.

There is more information on how to transfer data between LISTmap and a GPS (specifically a Garmin etrex® 10 GPS) in **Topic 6** of [Using the Garmin etrex® 10 GPS](#) on the DPIPWE website.

## 6. Adding an external service

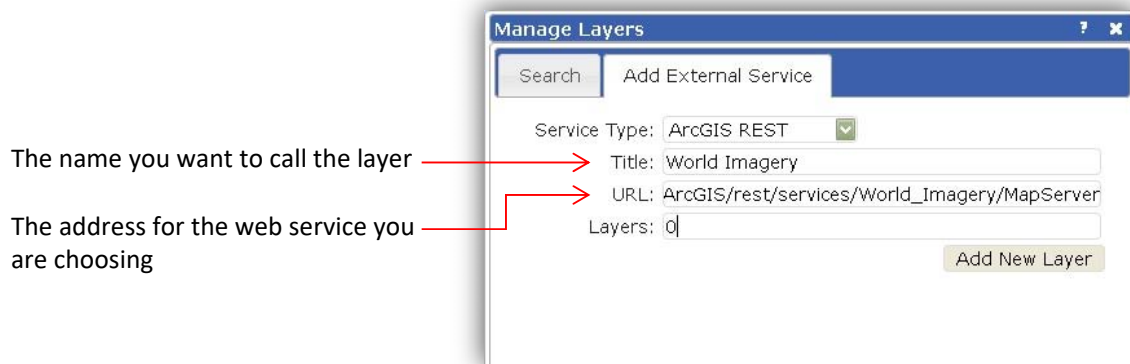
LISTmap allows you to import an external service onto your map. An external service is a data set or a mapping service that is accessible from another data provider or their system. You can import ArcGIS Tile Cache, ArcGIS REST, WFS, WMS, GeoRSS, KML or KMZ services.

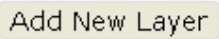
To add an external service:

- Click on the **Layers** arrow  then click on **Add Layer +** .
- The **Manage Layers** box will appear. Click on the **Add External Service** tab at the top of the box (below).
- Select a **Service Type** from the drop box (below).



- Enter a name for your file, the URL of the web link and other required information into the appropriate cells. (The information required will depend on the service type you have selected). An example is provided below.



- Click on **Add New Layer**  then wait for the layer to load.
- The name of the external layer will appear in the **Layer Information** column on the right-hand side of your screen.
- Please note that any data that is added will be stored on the LIST server whilst the layer is still connected via the web service.



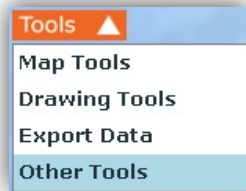
## 7. Accessing LIST Spatial Web Services

LISTmap layers can also be added directly into GIS systems such as ArcMap, MapInfo, and AutoCAD etc. More information is available in the [LIST Spatial Web Services User Guide](#).

## 8. Google Street View

Google Street View enables you to select a location on the map and open a Google Street View window at that location.

### Icons used



Google Street View

- **Hover** over the **Tools** arrow and **click** on **Other Tools**
- **Click** on the **Google Street View** tool
- **Click** on your property of interest. (**Note** that you must select a location near a road that is covered by Google Street View.)
- Wait for **Google Street View** to appear then use the **Google Street View** tools to navigate.

## 9. Display current coordinates

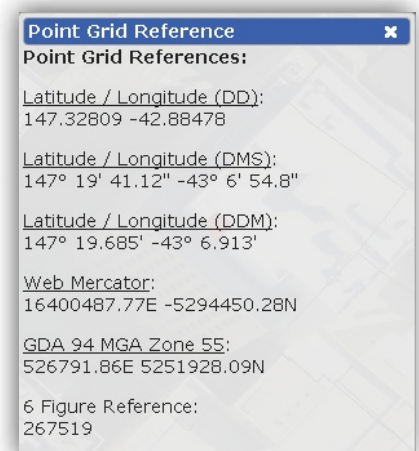
The **Locate Me Tool** enables you to select a location on the map and have the coordinates displayed in several different coordinate systems.

### Icons used



Locate Me

- **Hover** over the **Tools** arrow and **click** on **Other Tools**
- **Click** on the **Locate Me** tool
- **Click** on the map. A **Point Grid Reference** Box will appear giving you the coordinates for that point in different coordinate systems. **Click** on the headings to give you a **description of each coordinate system**. (This will take you to a site external to the LIST).





## Topic 5: Measuring lengths and areas

Use the **Map Tools** to measure lengths and areas from the layers in your map. The tool that is selected will be highlighted orange.

### Icons used



Measure lengths



Measure areas



Pan

### 1. Measuring distance

- **Hover** over the **Tools** arrow then **click** on **Map Tools**.
- **Click** on the **Measure lengths** tool.
- **Click** a starting point on the map, **moving** your mouse and **clicking** at any point to change direction as you move. As the cursor moves, an information box will appear and display the cumulative distance as you move. **Double-click** your finishing point to end.
- To measure freehand, hold down the **Shift** key then **click and drag** the mouse along the route you wish to measure. As the cursor moves, an information box will appear and display the cumulative distance as you move. **Release** the mouse button at your finishing point to end.
- To recommence zooming and panning you must first select the **Pan** button.

### 2. Measuring area

- **Hover** over the **Tools** arrow then click on **Map Tools**.
- **Click** on the **Measure areas** tool.
- **Click** a starting point on the map, **moving** your mouse and **clicking** at any point to change direction as you move. As the cursor moves, an information box will appear and display the cumulative area as you move. **Double-click** your finishing point to end.
- To measure freehand, hold down the **Shift** key then **click and drag** the mouse around the route you wish to measure. As the cursor moves, an information box will appear and display the cumulative distance as you move. **Release** the mouse button at your finishing point to end.
- To recommence zooming and panning you must first select the **Pan** button.

Click [here](#) to view a short video demonstration.

## Topic 6: Adding your own text, points, lines and areas

Use the **Drawing Tools** to add text, points, lines and areas to your map. The tool that is selected will be highlighted orange.

### Icons used



Add a text label



Add an area



Select and modify



Add a point



Add an ellipse



Delete selected feature



Add a line



Add a defined circle



Duplicate selected features

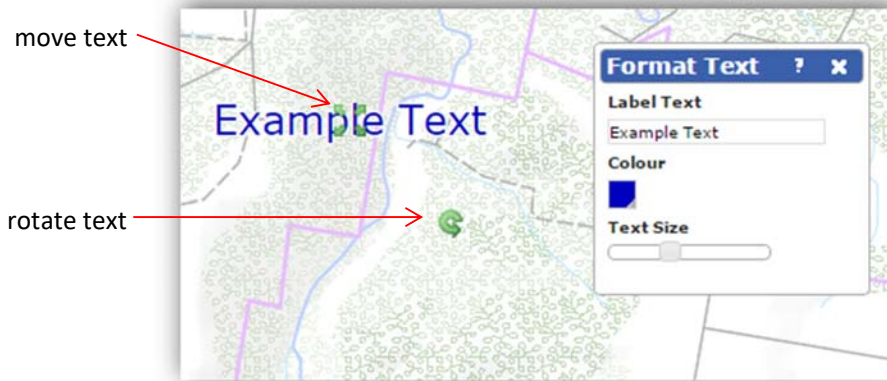
### 1. Adding text

- **Hover** over the **Tools** arrow then **click** on **Drawing Tools**.
- **Click** on **Add a text label**.
- **Click** on the map where you'd like your text to display. A **Specify the text** box will appear.

\*Note the appearance of this box may vary depending on the Internet Browser used.

- **Type** your text in the cell, then **click OK**.
- To **change** the appearance or position of your text, **click** on the **Select and modify** tool then **click** on the text you've created. A **Format Text** box will appear.

You can **change** the text itself and the colour and size of the text. You can **move** the text by clicking and dragging the **four small green arrows** (see below). **Click and drag** the **green circular arrow** (see below) to rotate the text. **Close** the box.



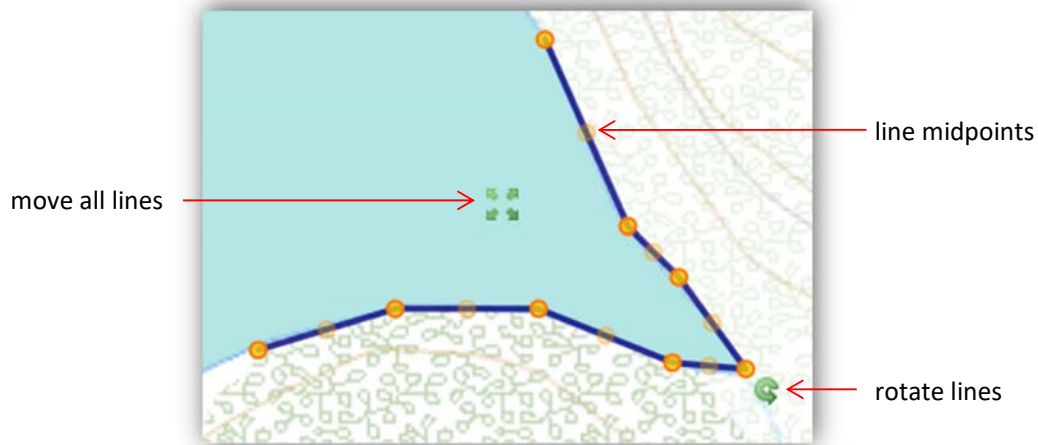
- To **delete** your text, **click** on the **Select and modify** tool, **click** on the text, and then **click** on the **Delete selected feature** tool from the **Drawing Tools**.
- To recommence zooming and panning you must first select the **Pan** button.

## 2. Adding points

- **Hover** over the **Tools** arrow then **click** on **Drawing Tools**.
- **Click** on **Add a point**.
- **Click** on the map where you'd like your point to display.
- To **change** the appearance of your point, **click** on the **Select and modify** tool then **click** on the point. A **Format Point** box will appear. You can change the size, transparency and shape of the point. **Close** the box.
- **Click and drag** to move your point to another location on the map.
- To **delete** your point, **click** on the **Select and modify** tool, **click** on the point, and then **click** on the **Delete selected feature** tool from the **Drawing Tools**.
- To recommence zooming and panning you must first select the **Pan** button.

## 3. Adding lines

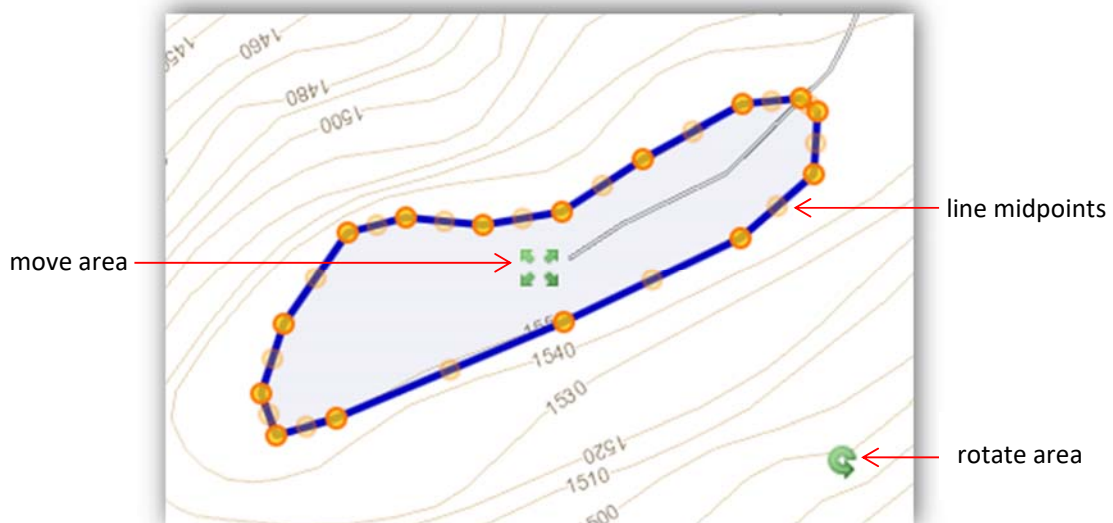
- **Hover** over the **Tools** arrow then **click** on **Drawing Tools**.
- **Click** on **Add a line**.
- **Click** on the map where you'd like your line to start, then **move** the cursor, **clicking** to change direction and **double-clicking** to end.
- To draw a freehand line, hold down the **Shift** key then **click and drag** the mouse along the path you wish to draw. **Release** the mouse button at your finishing point to end.
- To **change** the appearance or position of your line, **click** on the **Select and modify** tool then **click** anywhere on the line you've created. A **Format Line** box will appear. You can change the width, colour and transparency of the line and **close** the box. **Nodes** will also be highlighted at the midpoint of each line segment (see below) and where lines change direction. **Click and drag** on these nodes to **move** line segments individually. You can **move all line segments** as one by clicking and dragging the **four small green arrows** (see below). **Click and drag** the **green circular arrow** (see below) to rotate the line.



- To **delete** your line, **click** on the **Select and modify** tool, **click** on the line, and then **click** on the **Delete selected feature** tool from the **Drawing Tools**.

#### 4. Adding areas

- **Hover** over the **Tools** arrow then **click** on **Drawing Tools**.
- **Click** on **Add an area**.
- **Click** a starting point on the map, **moving** your mouse and **clicking** at any point to change direction as you move, **double-clicking** your finishing point to end.
- To draw a freehand area, hold down the **Shift** key then **click and drag** the mouse around the area you wish to draw. **Release** the mouse button at your finishing point to end.
- To **change** the appearance of your area, **click** on the **Select and modify** tool then **click** anywhere in the area you have created. A **Format** box will appear. You can change the colour, border width and transparency of the selected area, and **close** the box. **Nodes** will also be highlighted (see below) at the midpoint of each line segment and where lines change direction. **Click and drag** on these nodes to **move** line segments individually. You can **move all line segments** as one by clicking and dragging the **four small green arrows** (see below). **Click and drag** the **green circular arrow** (see below) to rotate the area.

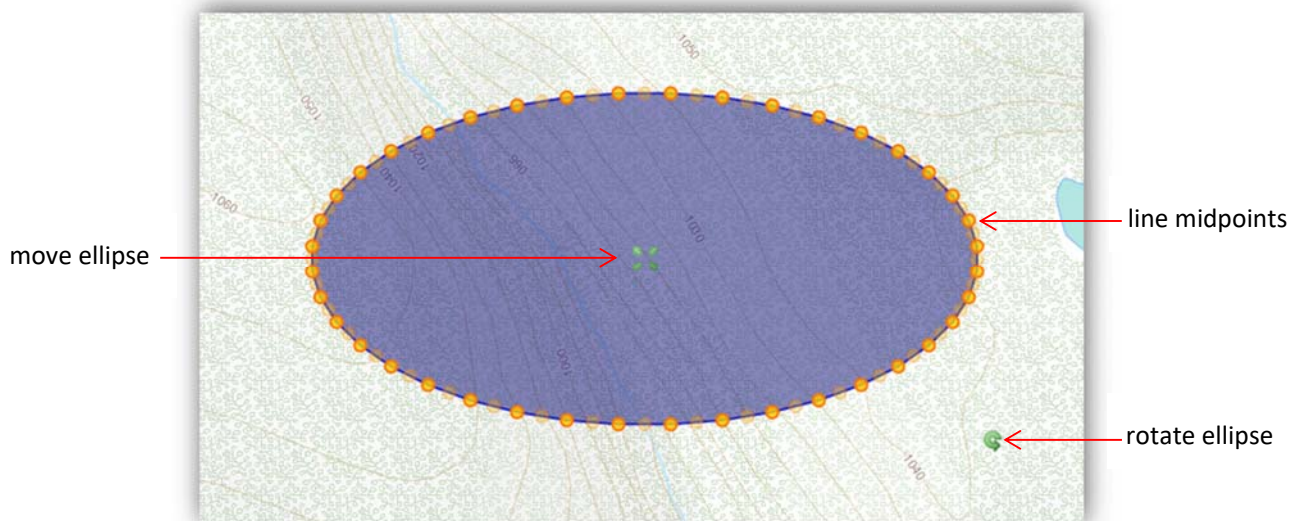


- To **delete** your area, **click** on the **Select and modify** tool, **click** on the area, and then **click** on the **Delete selected feature** tool from the **Drawing Tools**.

Click [here](#) to view a short video demonstration.

## 5. Adding an ellipse

- **Hover** over the **Tools** arrow then **click** on **Drawing Tools**.
- **Click** on **Add an ellipse**.
- From a starting point on the map, **click and drag** an ellipse.
- To change the appearance of your ellipse, **click** on the **Select and modify** tool then **click** anywhere in the ellipse you have created. A **Format** box will appear. You can change the colour, border width and transparency of the ellipse, and **close** the box. **Nodes** will also be highlighted (see below) at the midpoint of each line segment and where lines change direction. **Click and drag** on these nodes to **move** line segments individually. You can move **all line segments** as one by clicking and dragging the **four small green arrows** (see below). **Click and drag** the **green circular arrow** (see below) to rotate the area.



- To **delete** your ellipse, **click** on the **Select and modify** tool, **click** on the ellipse, and then **click** on the **Delete selected feature** tool from the **Drawing Tools**.

## 6. Adding a defined circle

- **Hover** over the **Tools** arrow then **click** on **Drawing Tools**.
- Click on Add a defined circle.
- **Click** on the map where you'd like the centroid of the circle to be. A message box will appear.
- **Enter** a radius (in meters) for the circle, then **click** on **OK**. A circle with the specified radius will appear.
- To change the appearance of your ellipse, **click** on the **Select and modify** tool then **click** anywhere in the circle you have created. A **Format** box will appear. You can change the colour, border width and transparency of the ellipse, and **close** the box. **Nodes** will also be highlighted (see below) at the midpoint of each line segment and where lines change direction. **Click and drag** on these nodes to **move** line segments individually. You can move **all line segments** as one by clicking and dragging the four **small green arrows** (see below). **Click and drag** the **green circular arrow** (see below) to rotate the area.
- To **delete** your circle, **click** on the **Select and modify** tool, **click** on the area, and then **click** on the **Delete selected feature** tool from the **Drawing Tools**.

## 7. Duplicate selected features

Once you have added a feature (text, point, line, area, ellipse or defined circle), you can duplicate it.

- **Hover** over the **Tools** arrow then **click** on **Drawing Tools**.
- **Click** on the **Select and modify** tool, then **click** on the feature you wish to duplicate.
- **Click** on the **Duplicate selected features** tool. A copy of that feature will appear. This can be modified as described above.

## 8. Exporting markup

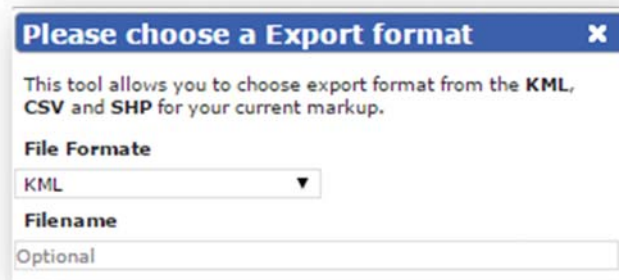
Icons used



**Export Markup**

Advanced users can download the map markups into a KML, CSV or ESRI shapefile format. These files can be opened and viewed in programs such as Google Earth, Microsoft Excel and ArcGIS.

- **Hover** over the **Tools** arrow then **click** on **Drawing Tools**
- **Click** on the **Export Markup** icon



**Please choose a Export format** ✕

This tool allows you to choose export format from the **KML**, **CSV** and **SHP** for your current markup.

**File Formate**

KML ▼

**Filename**

Optional

- **Select** a file format from the dropdown menu
- **Enter** a file name in the appropriate cell (and the coordinate system and your email address (optional) if you have selected SHP file format), then click **OK**
- The file will then be made available on your computer in the appropriate format.



## Topic 7: Saving and sharing

Use the **Map Tools** to save your maps and or share them with others. The tool that is selected will be highlighted orange.

### Icons used



**Print to PDF**



**Create a shareable bookmark**



**Open Bookmarks**

### 1. Saving and printing your map in PDF format

Once you've created your map, you can **save** your map as a PDF document.

- **Hover** over the **Tools** arrow then **click** on **Map Tools**.
- **Click** on the **Print** tool.
- When the **Print Options** window appears, modify your options (title, page size, orientation and whether you'd like a legend) then **click OK**.
- Once the PDF is generated you can save it to your computer or mobile device and print.

Note that in order for your map to print out at the same extent and scale as the map on your screen, you will need to make your browser window the same size as either a landscape or portrait orientation as required.

### 2. Adding and sharing bookmarks

You can **bookmark** (or save) the map you have created to use at a later date or share with others:

- **Hover** over the **Tools** arrow then **click** on **Map Tools**
- **Click** on the **Create a shareable bookmark** tool
- When the **Save Bookmark** window appears, type in a name for your bookmark and **click OK**.

To **view** a bookmark:

- **Hover** over the **Tools** arrow then **click** on **Map Tools**
- **Click** on the **Open Bookmarks** tool
- When the **Bookmarks** window appears, **select** a bookmark by **clicking** on a bookmark title

- Your saved map will automatically display on your screen.

Note that if you are logged in when you create a bookmark, the bookmark will be available on any machine/browser, provided you are logged in. If you are not logged in when you create a bookmark, the bookmark will only be available on the original machine/browser you created it on.

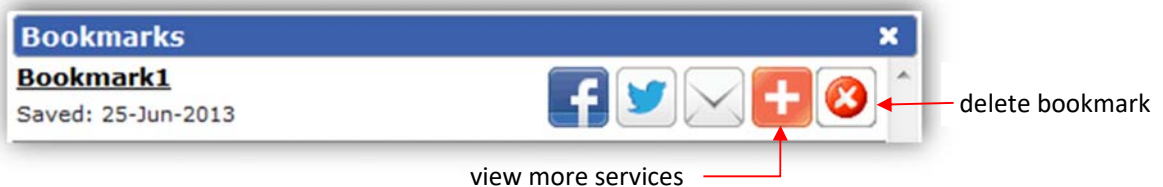
Also note that if you are opening a bookmark that has been created by someone else, you will only see the layers that you have permission to view. If you are not logged in, you will only see the public layers.

To **share** a bookmark:

- **Hover** over the **Tools** arrow then **click** on **Map Tools**
- **Click** on the **Open bookmarks** tool
- When the **Bookmarks** window appears, **select** an option for sharing – Facebook, Twitter, Email or click the **View more services** tool (see below) for other social media services.

To **delete** a bookmark:

- **Hover** over the **Tools** arrow then **click** on **Map Tools**
- **Click** on the **Open Bookmarks** tool
- When the **Bookmarks** window appears, **click** the **Delete** tool
- **Note: Once a bookmark is deleted, it can't be recovered.**



Please note that if you delete a bookmark, all the information about that bookmark will still remain in the LIST database. If you have not shared the bookmark with anyone, it will not be available to anyone. If you have shared the bookmark with others prior to deleting it, the bookmark will still be available to those people, provided they still have the URL.

Also note that some advertisement blocking software (i.e. Adblock Plus) may disable sharing functions in LISTmap. This software blocks access to the addthis.com sharing services which LISTmap requires. When this occurs, you will only be able to view and delete bookmarks.

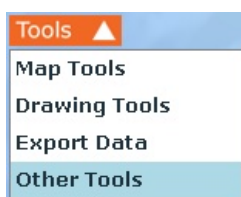
## Topic 8: Advanced

### Property Proximity, Property Radius and Survey Search and Tools (approved clients only)

You can use these tools to purchase reports on all of the survey information or owner names and addresses over a selected area.

**Note** that this tool is available to approved clients who have a legislative requirement to access owner names and addresses (examples may include to notify adjoining owners of a particular business activity or if there is a requirement to enter a property to conduct work). Please contact [listhelp@dpipwe.tas.gov.au](mailto:listhelp@dpipwe.tas.gov.au) for further details.

#### Icons used



Property Proximity



Property Radius Search



Survey Search

#### 1. Property Proximity

- Ensure you are logged in
- **Hover** over the **Tools** arrow and **click** on **Other Tools**
- **Click** on the **Property Proximity** tool
- **Click** on the property of interest
- **Enter** the distance you wish to search (m), then **click OK**. A **Property Proximity Results** box will appear.
- **Click** on the **Select Required Properties** link in the Results box. This will take you to a results page in the **Property and Titles** component of the LIST It will provide the number of properties in your search and the amount that will be billed to your account.
- If you wish to proceed, **click Add to Cart**
- When you are ready to purchase the contents of your cart, go to **section 9** of the [Properties and Titles Help notes](#).

#### 2. Property Radius

- Ensure you are logged in
- **Hover** over the **Tools** arrow and **click** on **Other Tools**
- **Click** on the **Property Radius** tool
- **Click and drag** a radius around the property of interest
- A **Property Radius Results** box will appear

- Click on the **Select Required Properties** link in the Results box. This will take you to a results page in the **Property and Titles** component of the LIST. It will provide the number of properties in that radius and the amount that will be billed to your account.
- If you wish to proceed, click **Add to Cart**
- When you are ready to purchase the contents of your cart, go to **section 9** of the [Properties and Titles Help notes](#).

### 3. Survey Search

- Ensure you are logged in
- **Hover** over the **Tools** arrow and **click** on **Other Tools**
- **Click** on the **Survey Search** tool
- **Click** on the property of interest
- Draw an area around the property of interest (click to begin and change direction, double click to end)
- A **Survey Search Report** box will appear.
- **Click** on the **Select Required Surveys** link in the Results box. This will take you to a results page in the **Property and Titles** component of the LIST.
- Confirm contact details are correct, & that the results are adequate for your purposes.
- Select from 3 options at bottom section (screen shot of bottom section). – Land titles office, deeds office or CPO (scanned images only are supplied, note there will be extra charges applicable for manual search options which will be supplied by mail when completed)
- If you wish to proceed, click **Submit**
- Goes to cart (may take some time to process depending on size of PDF)
- When you are ready to purchase the contents of your cart, go to **section 9** of the [Properties and Titles Help notes](#).

## Topic 9: Further support

### 1. LIST YouTube channel

A range of help videos are available on



### 2. LIST Helpdesk

Feel free to contact our helpful Client Services team by:

- **Phone:** (03) 6165 4444 or
- **Email:** [listhelp@dpipwe.tas.gov.au](mailto:listhelp@dpipwe.tas.gov.au)

### 3. Land Tasmania Facebook page

Like us on

