

Navigator - Plot Set-up

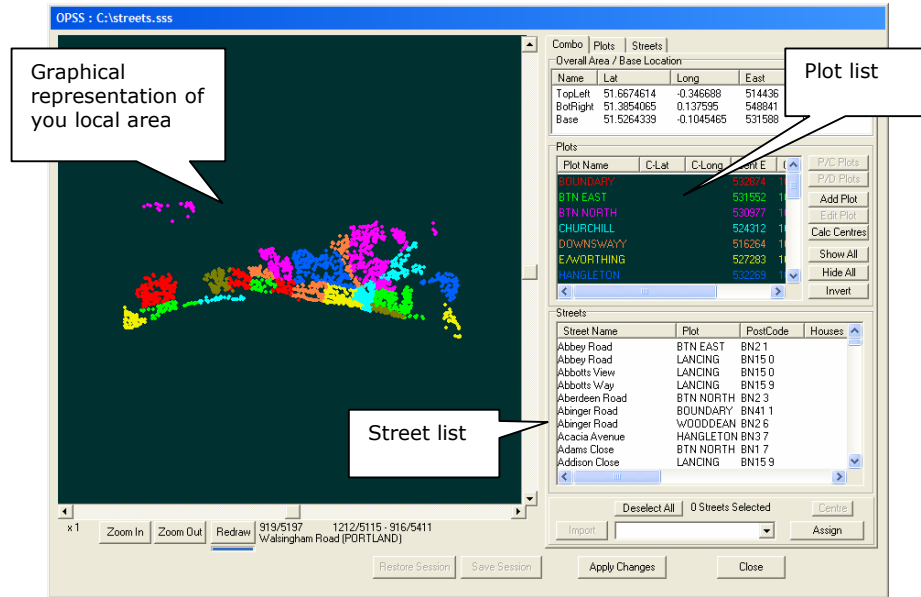


Table of Contents

Plot Set-up	3
Zoom In or Out.....	3
Views	4
Selecting a plot.....	4
Deselecting a plot.....	5
Changing the plot colour	5
Hiding plots	6
Hiding all plots bar one	6
Assigning a place or street to another plot	7
Splitting a plot into smaller plots	8
Creating a new Plot	10
Adding a new place/street to an existing plot	10
Creating the new plot	11

Plot Set-up

There may be occasions when you want to make changes to the plots. For example, you may want to move a street from one plot to another, or split a plot into two smaller plots, or add a new plot. Be aware that whilst you're in Plot set-up, all users must be logged out of the system and cannot log back in until you've finished. If you have lots of changes to make and don't want to disrupt other users, take a look at creating an OPSS (offline plot set-up session) which will allow to export the plot set-up file, edit it on another computer whilst allowing users to continue working.

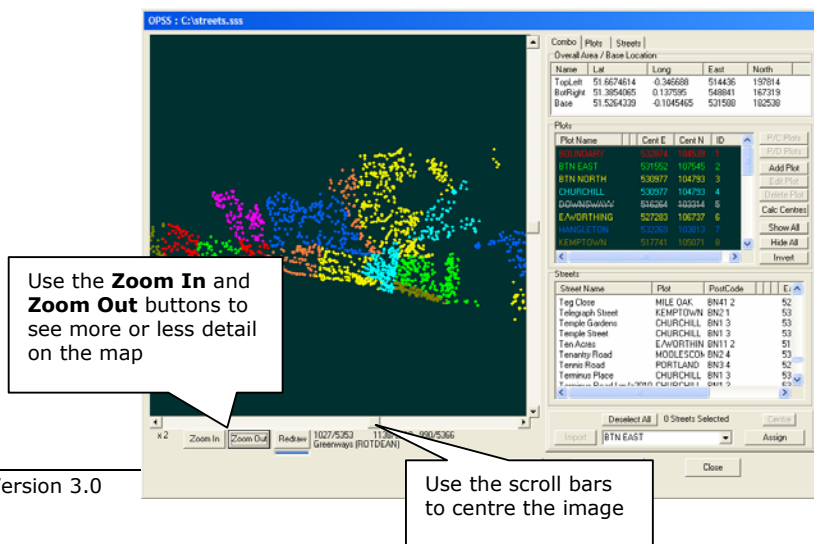


When the Plot Set-up window opens you'll see a graphical representation of your local area, the plot list and a street list.

OK, before we start looking at what you can do in here, let's spend a few minutes just familiarising ourselves with the Plot Set-up screen and how to use all the buttons.

Zoom In or Out

Use the **Zoom In** and **Zoom Out** buttons to see more or less detail on the map.



You can then use the scroll bars to centre the image.

Views

The page tabs at the top of the window change the right-hand side to show a combination of plots and streets, just plots or just streets...

The **Combo** tab shows both plots & streets

The **Plots** tab shows just the plots

The **Streets** tab shows just the streets

The **Show All** button will show all plots whilst the **Hide All** plots will hide all the plots

Selecting a plot

If you single click on a plot name, you will see the plot highlighted on the map and the streets within the plot are also highlighted in the streets list...

Single click on the plot name to select a plot

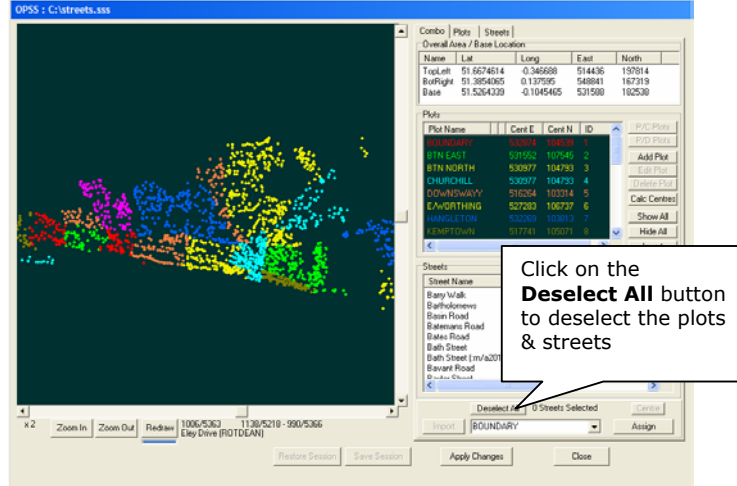
The Plot is highlighted on the map

The streets within the plot are also highlighted in the street list

Use **Ctrl+N** or **Ctrl+right-mouse button** to jump to the next selected street

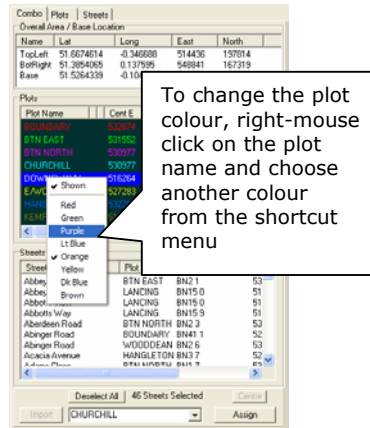
Deselecting a plot

Click on the **Deselect All** button to deselect the plot and streets.



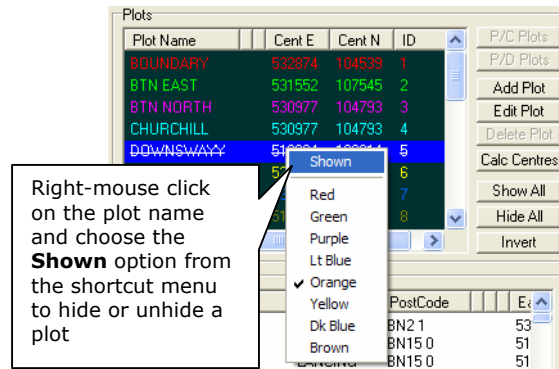
Changing the plot colour

On the map each plot is represented by a different colour. The colour can be changed by right-mouse clicking on the plot name and choosing a different colour from the list. Please note that this does not change the plot colours on the Despatch Screen. If you would like to know more about using plot colours on the Despatch Screen please refer to the section earlier in this guide called [Using Plot Colours](#).



Hiding plots

Hiding plots can be really useful when you are working with the plots to tidy them up. By hiding all the plots bar one, you can easily identify any streets that are out of kilter. Hidden plots are only temporary whilst you are in plot set-up, they do not remain hidden when the streets are imported back into Navigator.



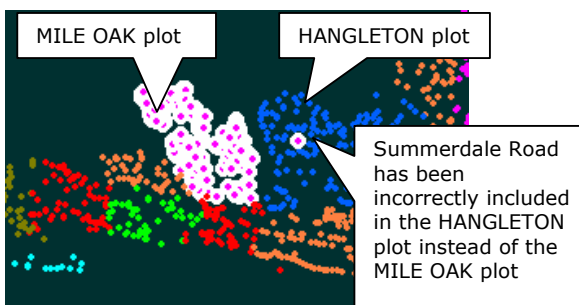
A single plot can be hidden by right-mouse clicking on the plot name and clicking on the **Shown** option on the shortcut menu. This will put a line through the plot name and remove the plot from the map.

Hiding all plots bar one

To hide all plots bar one, start by hiding the plot you wish to investigate and the *invert* the selection...still with us? Read on...

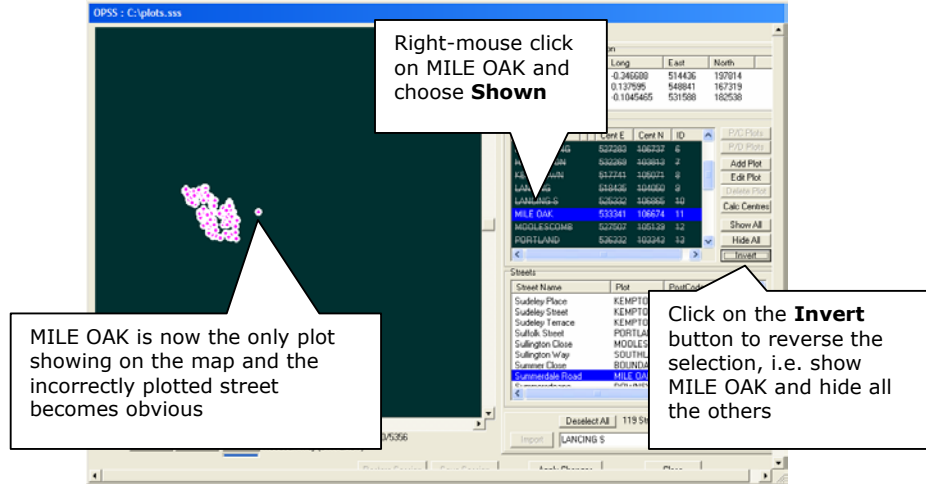
OK, so why would you want to do this? There may be a street that has been included in the wrong plot. Let's say that *Summerdale Road* has been incorrectly included in the MILE OAK plot but in actual fact geographically it's in the HANGLETON plot.

When you select the MILE OAK plot you can see all the streets included in the MILE OAK plot highlighted.



What we're going to do is hide all the plots apart from the MILE OAK plot so we can see the inconsistency...

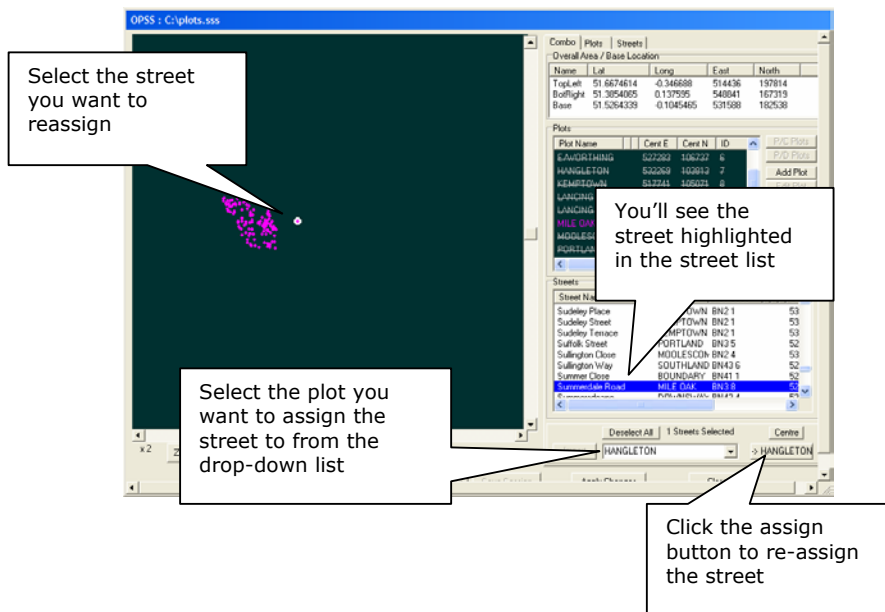
1. First of all we're going to hide MILE OAK, so right-mouse click on MILE OAK and choose **Shown** from the shortcut menu. This will *hide* MILE OAK from the map
2. Now we're going to hide all the other plots and show MILE OAK by clicking on the **Invert** button. The **Invert** button reverses the selection



Assigning a place or street to another plot

When you've identified an incorrectly plotted street, you can easily assign it to the correct plot...

1. Before you start click on the **Deselect All** button to make sure you have no other streets selected. If you have other streets selected by mistake these will also be re-assigned to the new plot
2. Select the street you want to re-assign by clicking on it on the map
3. Choose the plot you want to re-assign it to from the drop-down list at the bottom right-hand corner of the window. When you've selected the plot you'll notice the plot name will appear on the assign button next to the list
4. Click on the assign button next to the drop-down list. The street is now re-assigned to the new plot and will disappear from the map



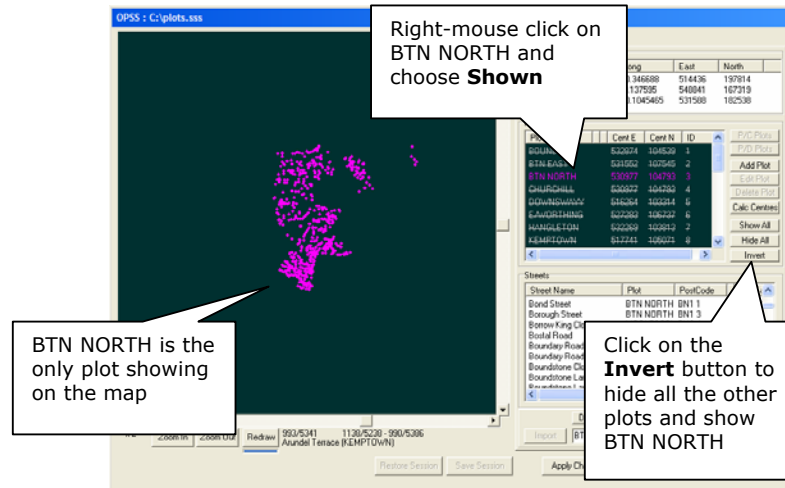
Splitting a plot into smaller plots

On our map, the BTN NORTH plot is very large and it would be more convenient if it was split down into two smaller plots. We're going to create a new plot called BTN SOUTH and move all the streets in the southern end of BTN NORTH into the new plot.

1. Click on the **Add Plot** button and you will be switched to the **Plots** tab
2. Enter the name of the new plot in the **Plot Name** field
3. Click the **Copy Name** button to copy the plot name into the **Plot Description** field. You'll also notice that an abbreviation of the name has been copied into the plot name **Abbreviation** field
4. Click **OK** and you'll be returned to the **Combo** view
5. Scroll down the list of plots to the bottom and you'll find the new plot

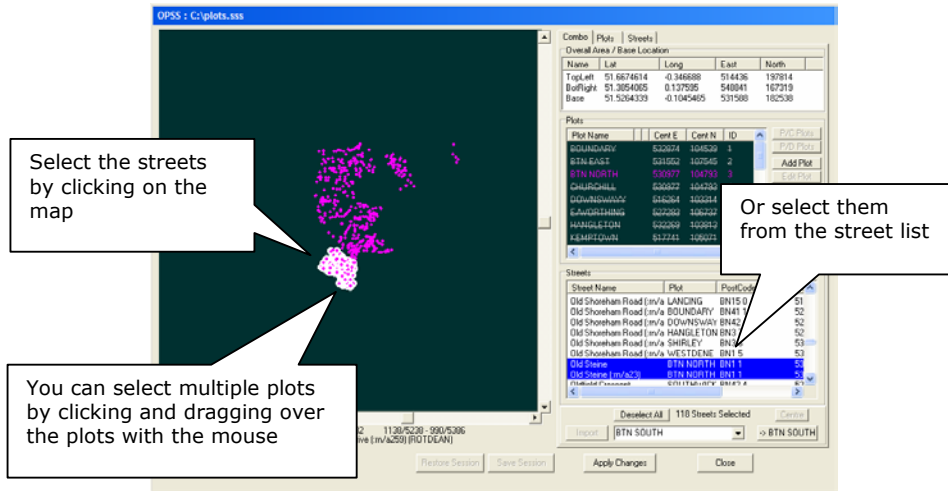
Before we start selecting the streets that we want to move, let's make the map a little clearer by *inverting* the selection so the only plot that's showing is BTN NORTH.

1. In the plot list, right-mouse on BTN NORTH and choose **Shown** from the shortcut menu. This will hide the BTN NORTH plot
2. Next click on the **Invert** button to hide all the other plots leaving BTN NORTH on the map



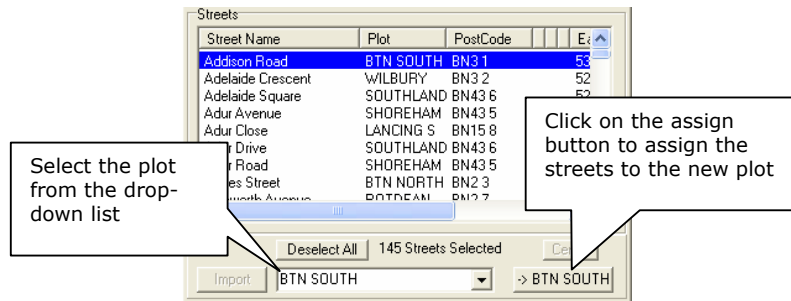
3. Now we can start selecting the streets for the new plot. This can be done in a couple of different ways; you can either select the streets by clicking on the street names in the street list, or you can select them by clicking on the map...

Navigator Metro

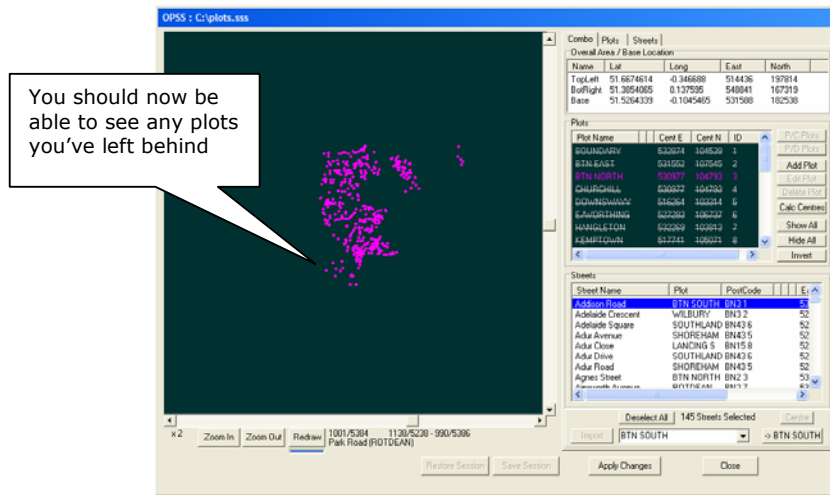


TIP! Selecting streets
 You can select more than one street at a time by clicking and dragging with your mouse over the map. Notice the mouse pointer turns into cross-hairs whenever you hover it over the map.

- OK, so you've got the plots selected, but you're not sure that you've actually got all of them! Don't worry because when we assign them to the new plot they'll disappear from the map and you'll be able to see what's left behind and mop up the rest! Select the plot you want to assign them to from the drop-down list and click on the assign button.



- Now you'll be able to see any plots you've left behind. Select them and assign again. You can do this as many times as you need to.



Creating a new Plot

New plots are created in Plot Set-up on the Server. When you create a new plot in Plot Set-up, you must have a street or place to add to that new plot immediately. If you don't add a street straight away the new plot will not be retained and when you go back into **Edit Plots** in Navigator the new plot won't be there!

Let's go through adding a new plot and assigning streets to it and we'll use "W7" in London as the example.

First of all choose a place or street that is approximately in the middle of the new plot you want to add.

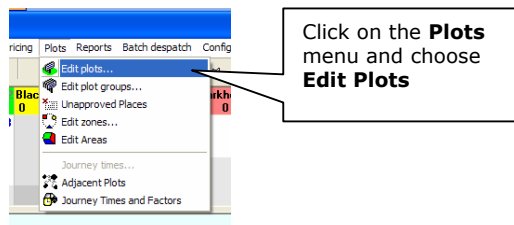
Hanwell Station is pretty much in the middle of *W7* so first of all we'll find the co-ordinates of Hanwell Station using www.streetmap.co.uk - if you don't know how to do this, please refer to the section called [Obtaining Eastings and Northings](#) in this guide. The reason why we choose a place in the approximate middle of the new plot will become apparent later!

The co-ordinates for Hanwell Station are 515250, 180250.

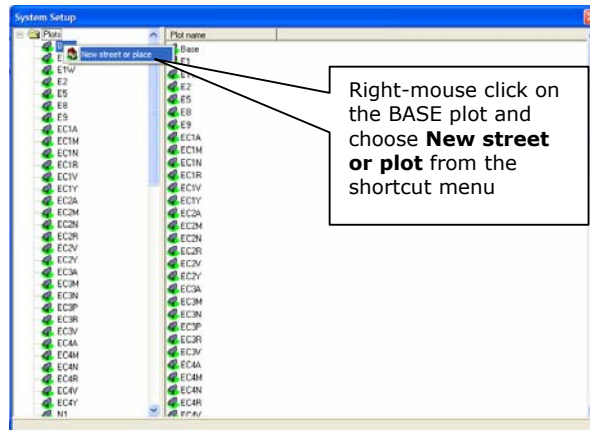
Before we set-up the new plot we're going to add Hanwell Station as a new place and we'll add it temporarily to the BASE plot.

Adding a new place/street to an existing plot

1. In Navigator, click on the **Plots** menu and choose **Edit Plots**

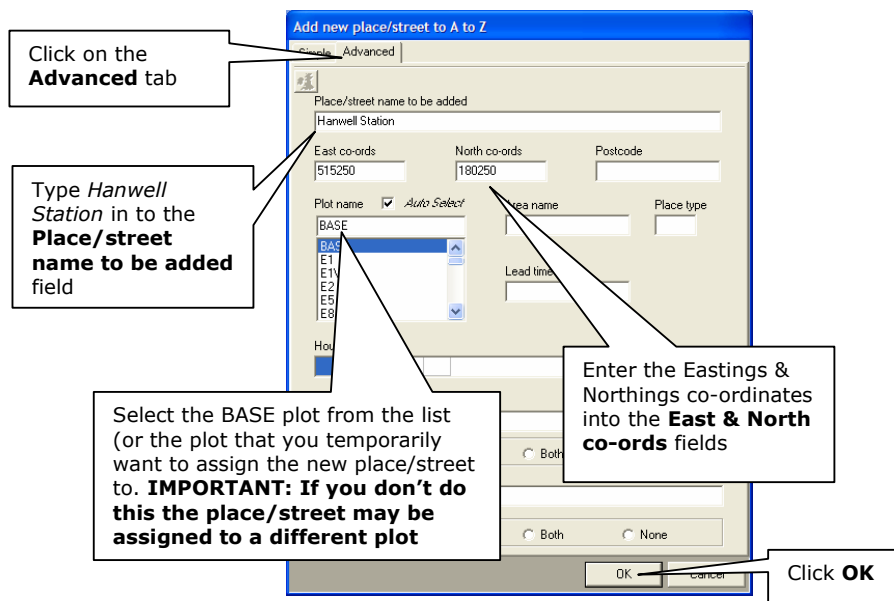


2. Locate the BASE plot in the list of plots in the left-hand column
3. Right-mouse click on the BASE plot and choose **New street or place** from the shortcut menu



4. A dialogue box will open, click on the **Advanced** tab at the top of the box.

Type *Hanwell Station* into the **Place/street name to be added** field and then type the co-ordinates into the **East** and **North** fields > click **OK**.



5. Close the **Edit Plots** window by clicking on the cross in the top right-hand corner
6. Close Navigator

Creating the new plot

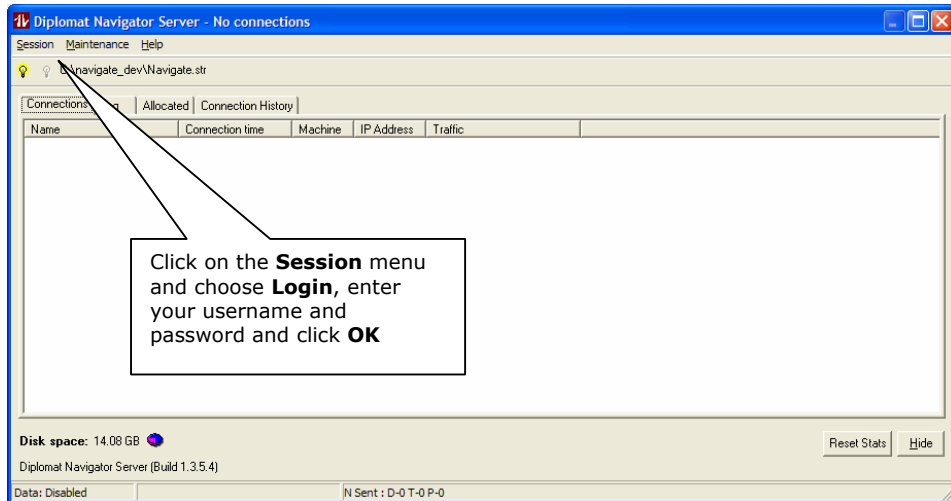
Next we're going to create the new plot in **Plot Set-up** on the Server. In order to do this we must first log onto the Server...

1. On the server, right-mouse click on the NavSrv icon in the System Tray (you'll find this in the bottom right-hand corner of the screen)

and choose **Connection Info**



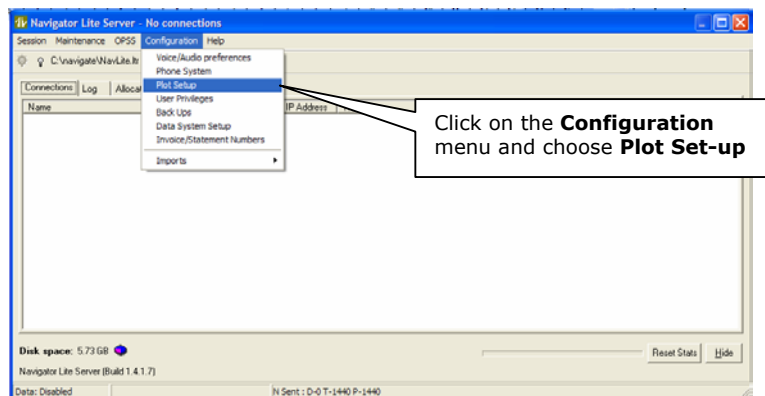
2. The Navigator Server window will open...



3. Click on the **Session** menu and choose **Login**

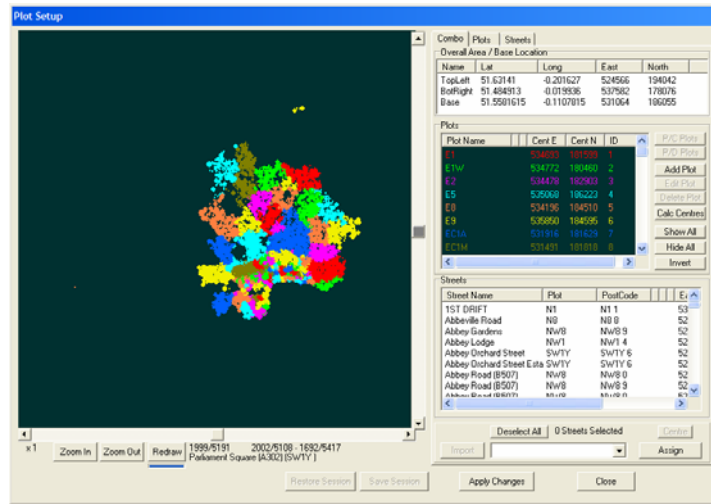
4. Enter your username and password and press **ENTER** or click **OK**

5. You'll now be logged on to the Server and you should see more menus across the top. Click on the **Configuration** menu and choose **Plot Set-up**

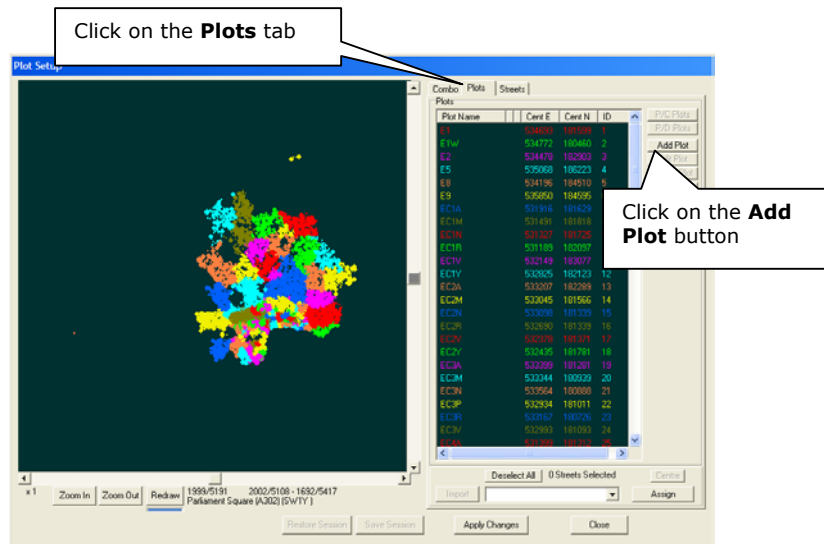


6. The Plot Set-up window will appear

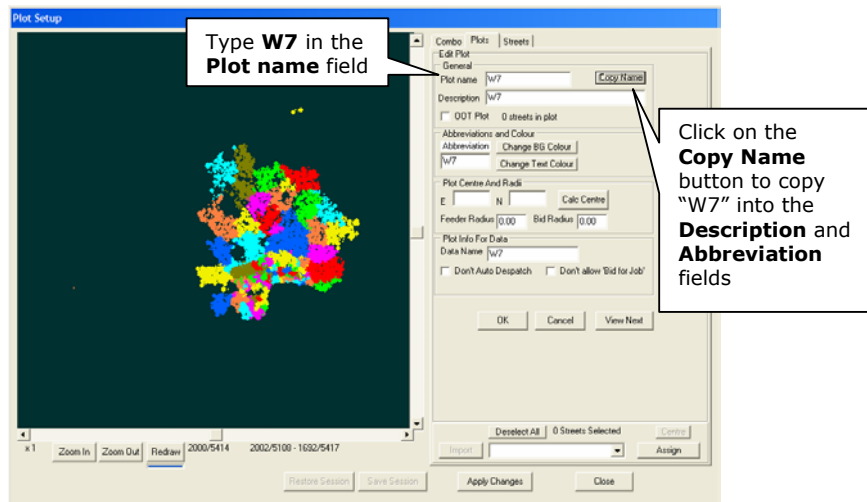
Navigator Metro

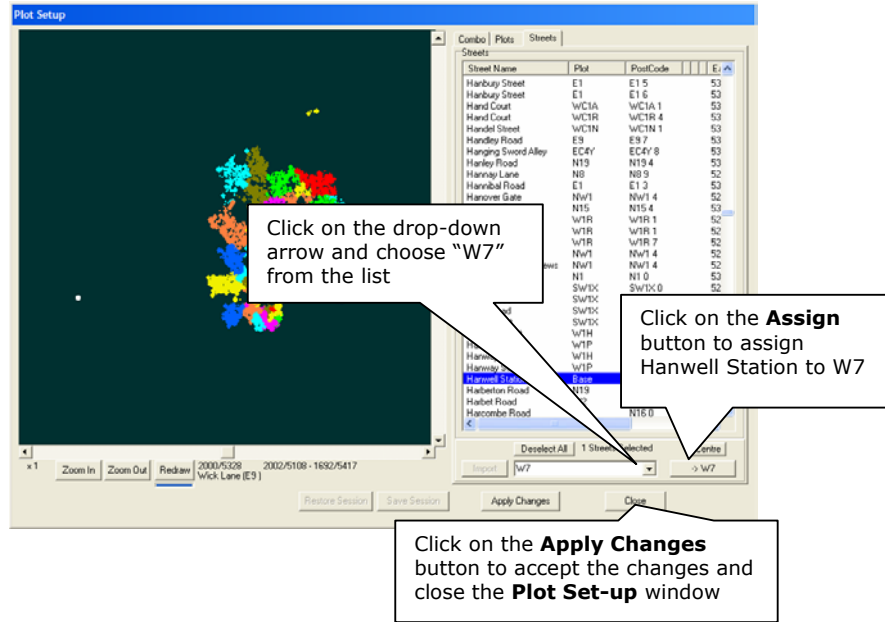


- Click on the **Plots** tab in the top right-hand side of the window and then click on the **Add Plot** button



- Type **W7** into the **Plot name** field and then click on the **Copy Name** button – this copies “W7” into the **Description** and **Abbreviation** fields





12. Click on the **Apply Changes** button to accept the changes and close the **Plot Set-up** window
13. To check that Hanwell Station has been assigned, log back into Navigator
14. Click on the **Plots** menu > choose **Edit Plots**
15. Scroll down the list of plots and single click on W7
16. Look in the right-hand window to find *Hanwell Station*. You'll notice that Hanwell Station hasn't been approved yet. You'll need to pop into [Unapproved Places](#) to approve it.

