



Department
for Business
Innovation & Skills

**DRAFT 2014-2020 UK ASSISTED
AREAS MAP**

Web Map Portal User Guide

DECEMBER 2013

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DRAFT 2014-2020 UK ASSISTED AREAS MAP – WEB MAP PORTAL USER GUIDE

Introduction

This guide is intended to provide assistance to users responding to the consultation on the draft 2014-2020 UK Assisted Areas Map, using the interactive web map application. If you have any specific questions about the web map application not covered in this guide please contact the team using the email provided:
AssistedAreasConsultation@bis.gsi.gov.uk

Compatibility

This web map application is compatible for use with the following browsers: Internet Explorer® (version 7 and above), Mozilla Firefox®, Google Chrome®, and Safari® (version 5 and above). The interactive web map is optimised to work best with the latest version of the aforementioned browsers.

Functionality of the interactive web map

Exploring the interactive map

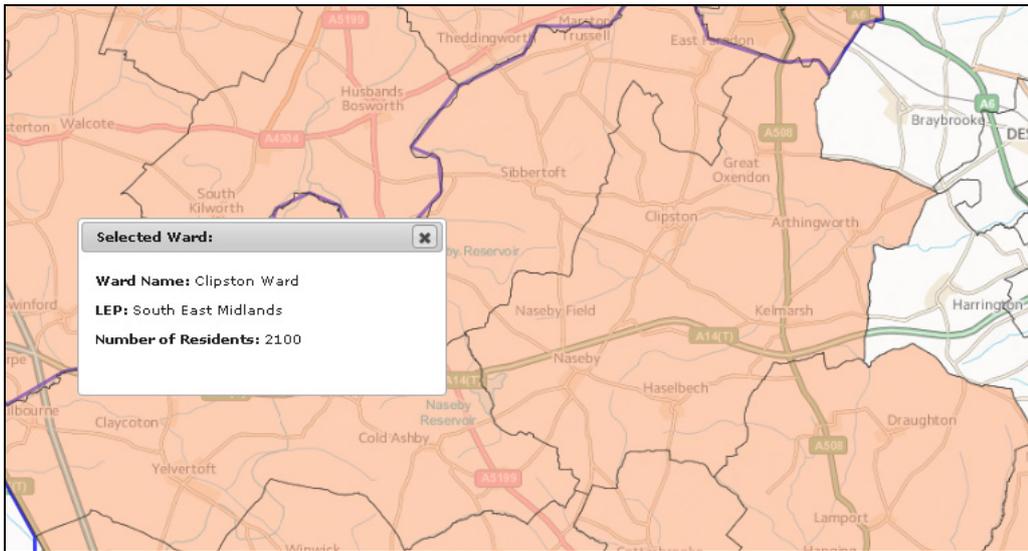
The draft proposed UK Assisted Areas web map has some zoom controls (shown below) on the top left of the map screen. This allows the user to zoom-in (+) and zoom out (-) of the map. This action can also be achieved using the mouse scroll wheel.



To pan around and move the screen: please click and hold the left button on the mouse. The mouse pointer should change to a four-headed arrow pointer (shown below) - move the mouse in any direction to pan around the map.



Clicking on a ward brings up some information about the ward.



Exploring the floating menu

The draft UK Assisted Areas web map has several tabs which are on the top right of the map screen (see below). These tabs can be maximised & minimised by clicking on each one in turn.

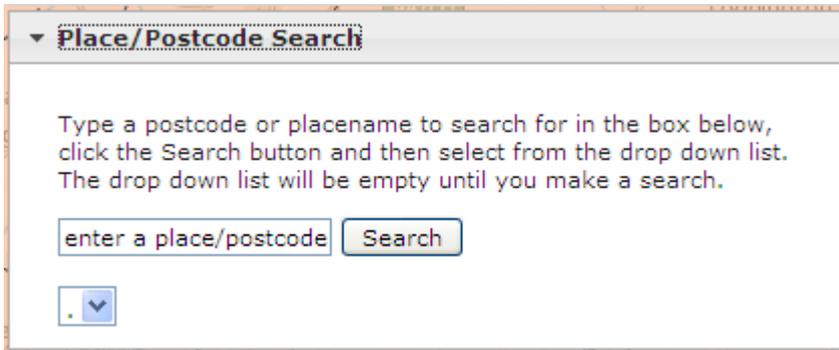
Please note: the *Map Key* tab is open when the page is accessed, and remains open unless minimised by the user. The other tabs are explained in the following paragraphs.



Place / Postcode Search

This tab allows users to search for an area of interest using either a place name or full or partial postcode (e.g. SW1H 0ET or SW1H).

To search on a postcode, enter the postcode and click the *Search* button to centre the map on the location entered.



The screenshot shows a search interface titled "Place/Postcode Search". It contains the following elements:

- Instructional text: "Type a postcode or placename to search for in the box below, click the Search button and then select from the drop down list. The drop down list will be empty until you make a search."
- An input field with the placeholder text "enter a place/postcode".
- A "Search" button.
- A small blue drop-down arrow icon below the input field.

To search on a place name, enter the name and click the *Search* button, then click on the drop down arrow in the box below to display a list of place names. Selecting a place name will pan and centre the map on the chosen area.



The screenshot shows a search dropdown menu with the following items:

- Header: "Select a place" with a blue drop-down arrow.
- Option 1: "Select a place" (highlighted in blue).
- Option 2: "Runcorn, Halton" (highlighted in blue).
- Option 3: "Runcorn Gap, Halton".
- Option 4: "Runcorn-Widnes Bridge, Halton".
- Option 5: "Runcorn Hill, Halton".

Local Enterprise Partnerships (England only)

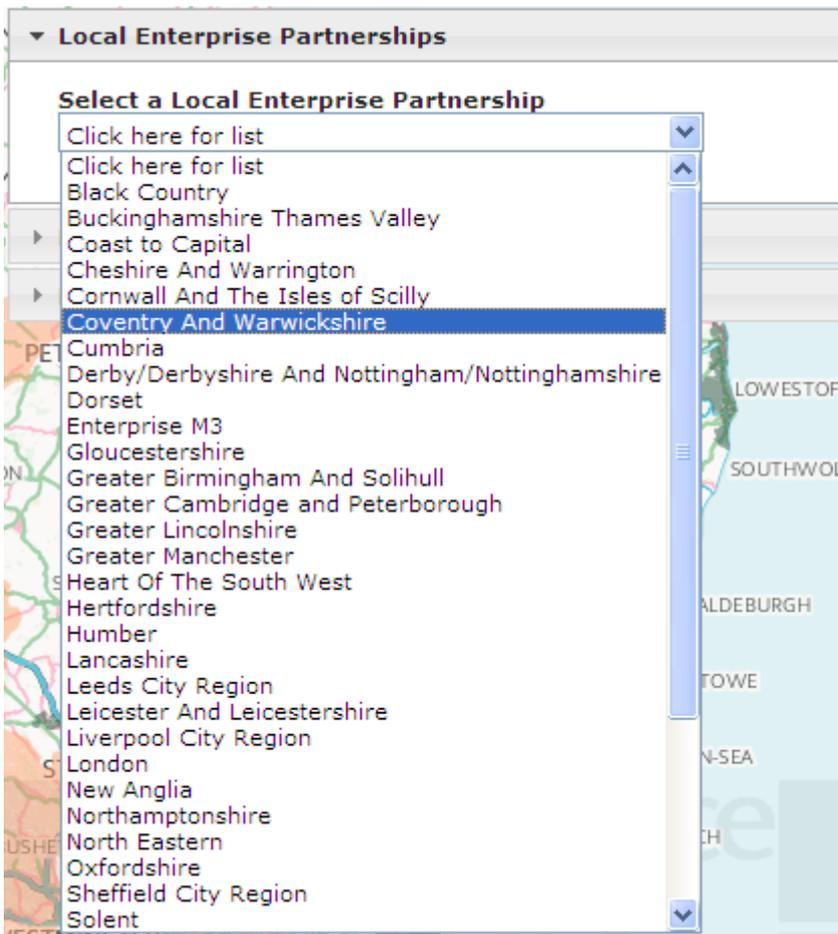
This tab allows users to centre the map on a Local Enterprise Partnership (LEP) area that may be of interest.



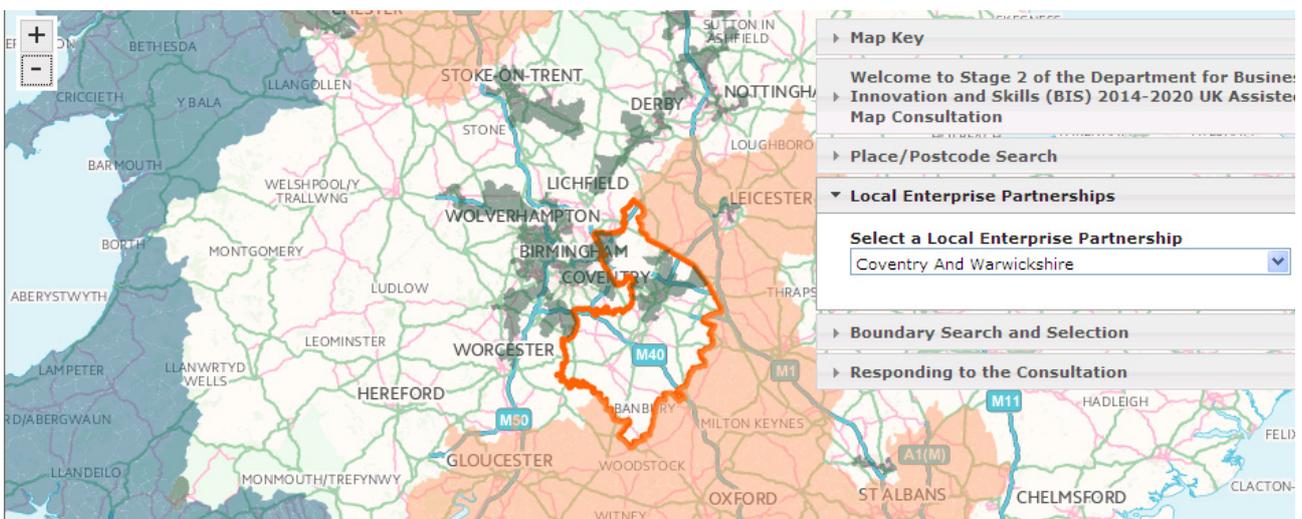
The screenshot shows a search interface titled "Local Enterprise Partnerships". It contains the following elements:

- Header: "Local Enterprise Partnerships" with a blue drop-down arrow.
- Text: "Select a Local Enterprise Partnership".
- Input field: "Click here for list" with a blue drop-down arrow.

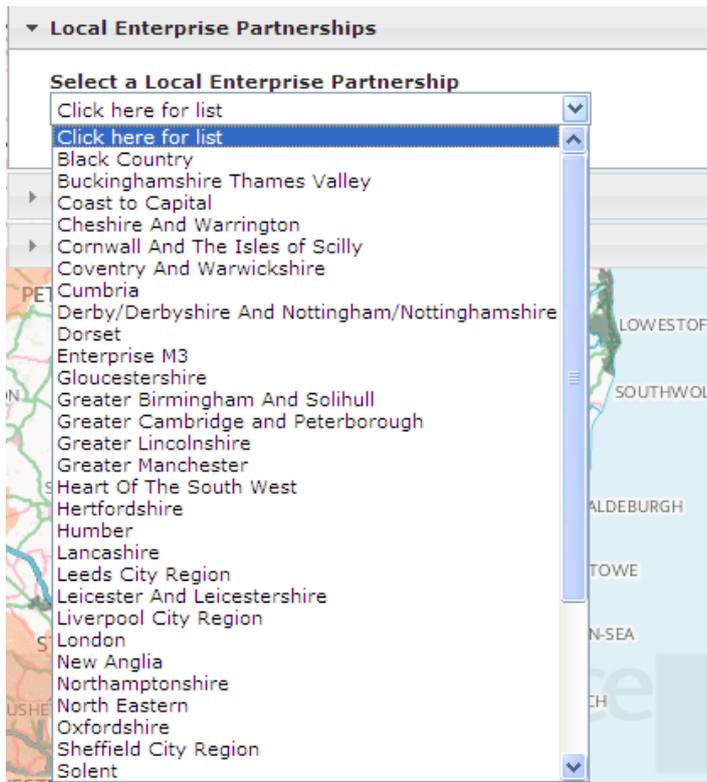
Clicking on the drop down arrow displays the full list of LEPs.



Selecting a LEP will pan and centre the map on the LEP area and the boundary of the particular LEP is highlighted.



To remove the selection, please select the “Click here for list” text in the dropdown list.



Boundary Search and Selection

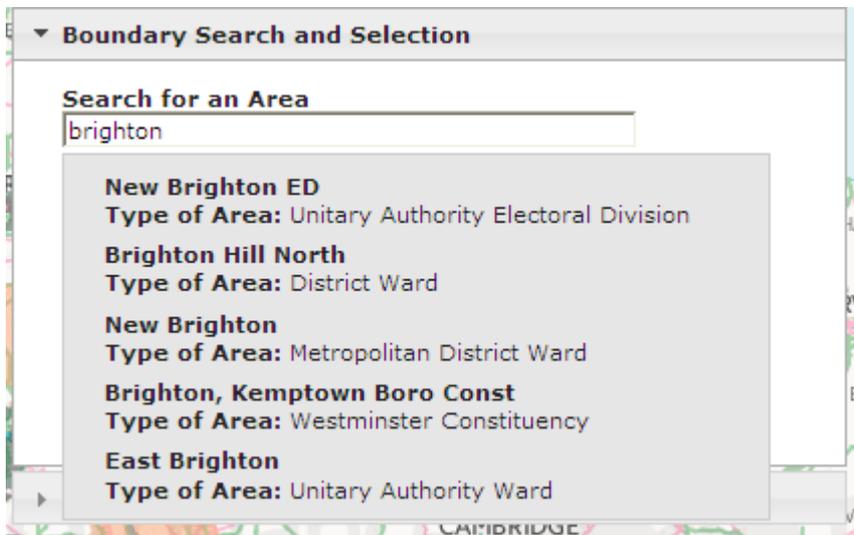
The boundary search tab (see image on following page) as the name implies, enables users to search using various boundary datasets such as Ward & Electoral Boundaries, Unitary Authority areas, NUTS3* areas and Westminster constituencies. This tab also allows users to view various boundary datasets overlaid on the proposed UK Assisted Areas Map.

Clicking the *Overlay selection* buttons switches the layers on and off.



* NUTS – ‘Nomenclature des Unités Territoriales Statistiques’ – are EU geographical units

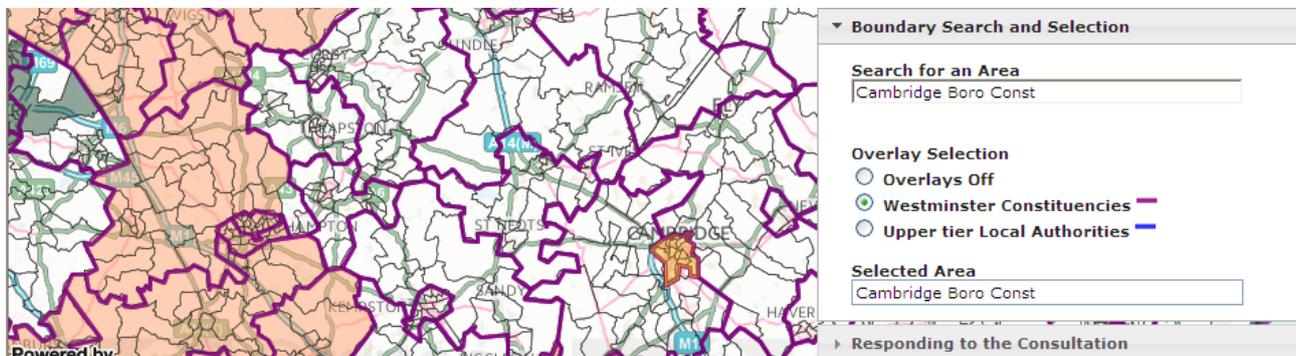
Typing a name in the search window displays results of the nearest match to the name being searched on.



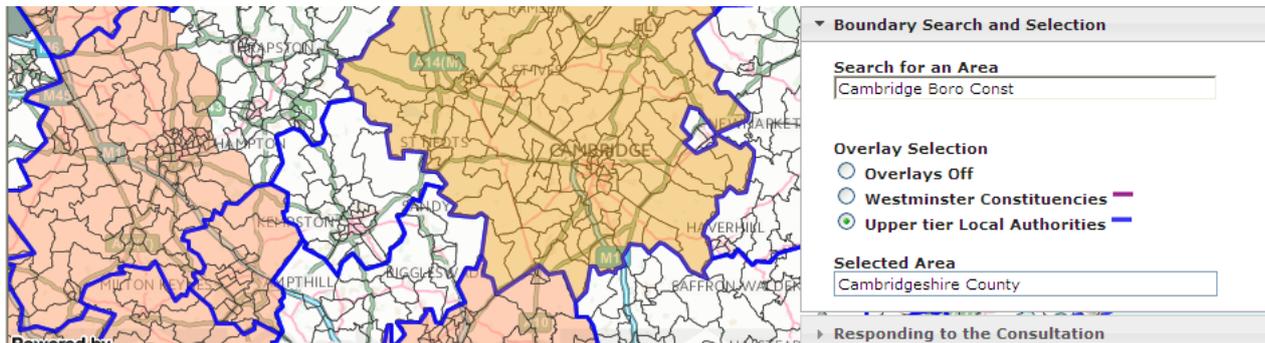
The boundaries when clicked on are highlighted (see images below) and the name shown in the Selected Area display box.

If the boundaries of Westminster Constituencies are not visible, zoom-in the map.

The image below shows the Westminster Constituency boundaries around Cambridge.



The image below shows the Upper tier Local Authority boundaries around Cambridge.



Sending a response to the consultation using the interactive web map

Please click on the Consultation tab



Please fill in requested details on the form (see below) and check the box if you would like your response to be excluded from an FOI request (please see section 5 of the consultation document for more details). Click send.

Responding to the Consultation

Please fill in the form below
All fields are *required*

Your Name:

Your Organisation:

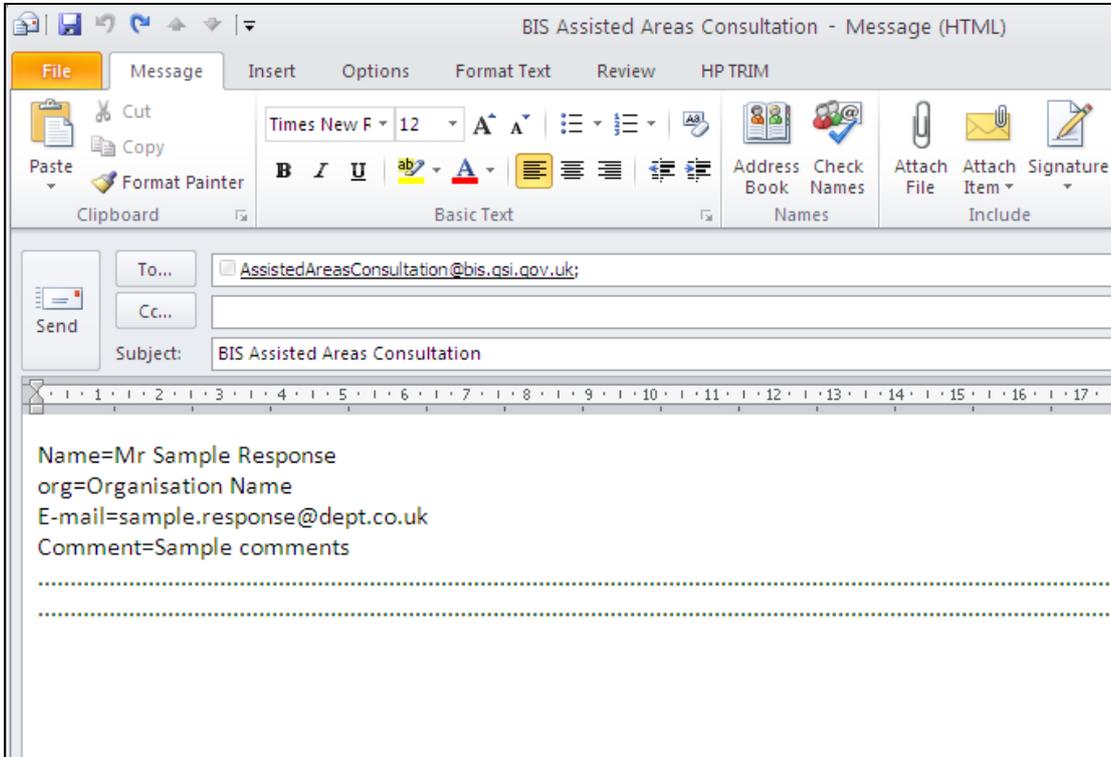
Your E-mail address:

Your Comments, including supporting evidence:

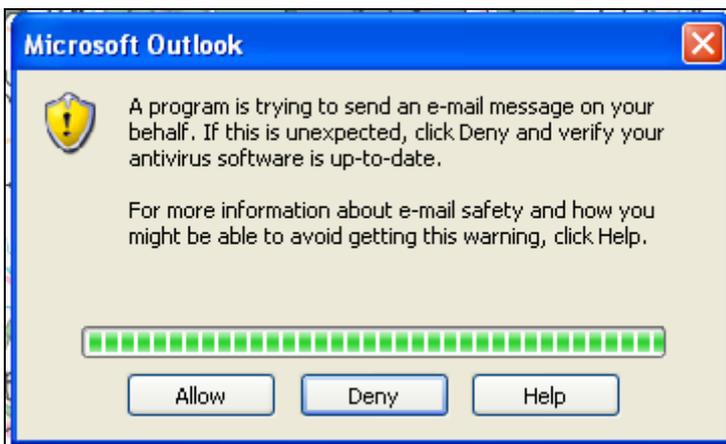
Please tick if you would like to opt out of FOI. For more information see the section 5 of the **Consultation Document**.

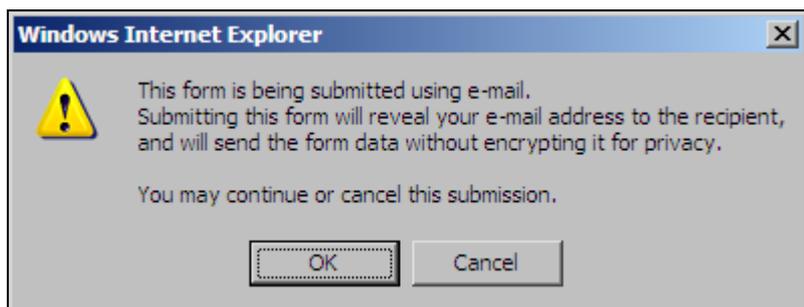
You will receive a confirmation email within 3 working days, if you do not receive this email please **contact us**.

On clicking the send button, your email client will be activated and (unless you are using Internet Explorer 9 – see below) if you are using Microsoft Outlook®, you should be presented with an email which looks similar to the one shown below. You can attach any supporting evidence for your response to this email. Click ‘Send’ in the email to submit your response.



Please note; if using Internet Explorer 9 and below, the Microsoft Outlook window will not be presented. Instead, Microsoft Outlook will send the email automatically (if allowed by the user); by clicking ‘Allow’ or ‘OK’ when presented with any of the dialogue boxes below.





Click 'OK' to send the email as normal. If you wish to submit supporting evidence in the form of attachments, please email these to AssistedAreasConsultation@bis.gsi.gov.uk, or use the consultation response form provided at <https://www.gov.uk/government/consultations/assisted-areas-map-2014-to-2020-stage-2>.

If there is currently no email client installed and the user is responding using web mail, please use the email address provided: AssistedAreasConsultation@bis.gsi.gov.uk to send your response, making sure the following details are included: Name, Organisation, E-mail, Comments. Alternatively, you can use the consultation response form provided at <https://www.gov.uk/government/consultations/assisted-areas-map-2014-to-2020-stage-2>. Please also indicate if you want to opt out of an FOI request, subject to section 5 of the consultation document.

Please check for an E-mail response from the Assisted Areas consultation team confirming receipt of your response to the consultation. If you do not receive a confirmation of your response within 3 working days please contact us using the Email provided: AssistedAreasConsultation@bis.gsi.gov.uk

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