



Institute of Cadastral Surveying

Pre 300,000 Plan Index

Installation Guide

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## Contents

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Contents .....	1
Introduction.....	1
Single Computer Installation .....	2
Installing the Application.....	2
Registration.....	3
Setup Wizard.....	5
Using the Application.....	8
Searching for an image .....	8
Viewing a Plan.....	9
Network Installation .....	10
Cadastral Index.....	10
Index Data Files .....	10
Library Files.....	11
Other Network Considerations.....	11
Sample Folders in a Network Environment.....	12
Removable Hard Drives .....	13
Installation Notes.....	13
Care of your Hard Drives.....	13
Support .....	14
Contact Information .....	14

## Introduction

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This document helps you to install and set up the application on your computer, and briefly describes how to use the program.

Following on from this are some helpful hints for network administrators who can set the program up to run over the network, reducing the load on your own workstation, and allowing staff to easily access the data without having to move discs around the office.

The Installation Disc is a CD-Rom disc, and does not require a DVD Drive. You should use the Installation Disc in your workstation's compact disc drive to install the software. The Image Libraries are however on DVD, and these discs will not be able to be read in your Compact Disc (CD) Drive. You do need a DVD Drive to use DVD Discs. Unfortunately they look identical, and will fit in the CD Drive.

For those without a DVD Drive, the Institute offers the Image Libraries on Removable Hard Drives. Please refer to the section about **Removable Hard Drives** before installing any software.

There is a support section near the back of this document. Should you experience difficulty installing or running the application, please contact us.

Updates to the application will be published on the [www.ics.org.nz](http://www.ics.org.nz) website over time. An email will be sent to all registered users when an update is available.

## Single Computer Installation

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In summary, the steps required to successfully complete this task are:

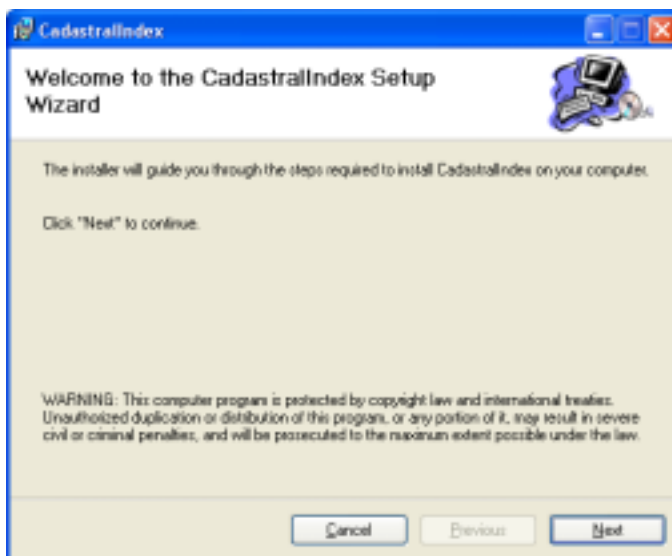
- Install the Cadastral Index Application
- Register the application
- Import the Index Files
- Configure the Application

### Installing the Application

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Installing the application is a simple process, however computers can be configured in a variety of ways. It is helpful if you know the drive letter of your DVD drive. If you are unsure, the following procedure includes one way of finding this.

- Close any running programs on your computer.
- Insert the “Installation Disc” into your computer. This disc can go into a CD drive or a DVD Drive.
- Depending on how your computer is configured, a window may pop up showing the contents of the disc. If this does not happen, double-click the **My Computer** icon on your desktop. Look down the list of drives on your computer and see the drive “**Install Disc (?)**” where ? is the drive letter of your CD/DVD drive. Please note this drive letter.
- Double-click on “Install Disc” as identified in the previous step.
- Double-click on “Setup.exe” (Note that some computers hide the “.exe”)
- Follow the instructions on your screen.



- You may be prompted to restart your computer during the process. If so, please run setup again after the restart to continue the process.

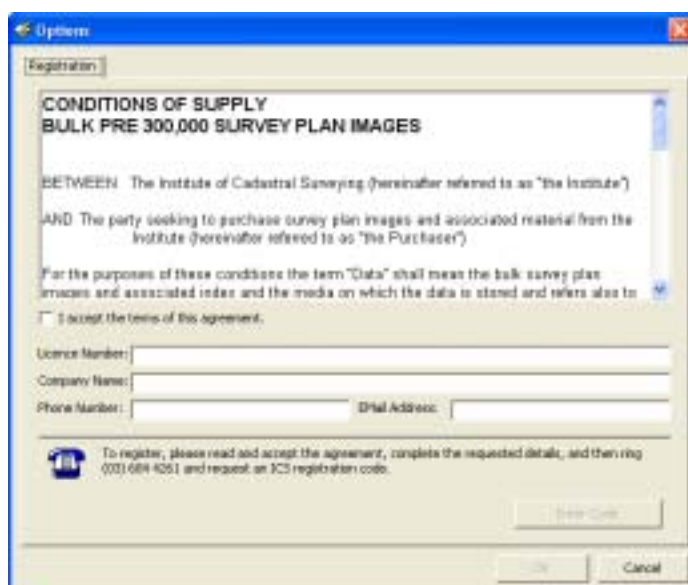
- Upon a successful installation, a **Cadastral Index** icon will be displayed on your desktop.
- Double-click the icon on your desktop to run the application.
- Note that an icon will also appear on your Start Menu, should your desktop icon be removed at any stage.

## Registration

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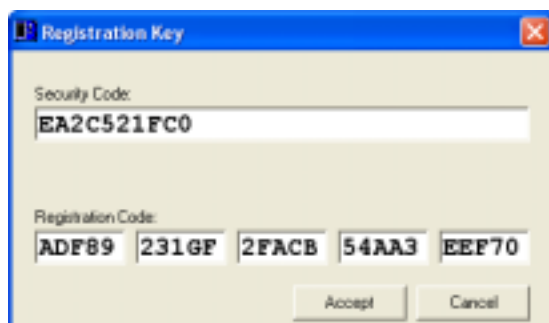
- The first time the application is run, a registration screen will appear. You must register the program in order to access it. The Institute has a legal obligation imposed in it to ensure that anyone accessing the images supplied under crown copyright agree to the agreement. The registration process also serves to protect its member's investment in the system.
- You will need to phone our helpdesk during normal business hours to obtain a registration number. It is helpful if you are able to be at the computer when you ring.

For network administrators, please note that each workstation must be registered. Registration Numbers for new installations can be issued via facsimile. You will need to send your details and the security code for each machine to M Tech Limited, who will then fax you the registration codes. If you are installing a large number of workstations, this option may be preferred.



- Please read the agreement, and tick the box as indicated. Your Licence Number and other details are included with the Installation Disc. Once they are entered, the Enter Code button at the bottom of the screen will be enabled.

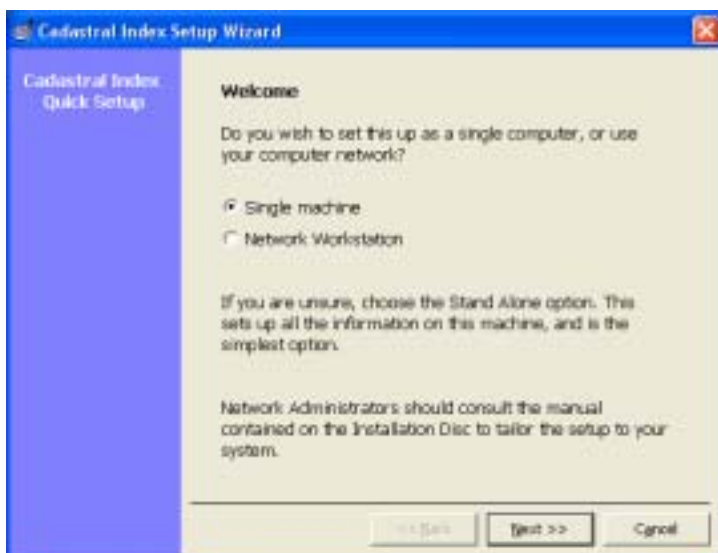
- Please ring M Tech Limited on (03) 6844 261 and request a Registration Key. After confirming your details match their records, you will be asked to click the **Enter Code** button, and read out the security key. You will be given a Registration Code. Click **Accept** when complete.



- A confirmation message will be given if successful, at which point you can continue with the next step, the Setup Wizard.

## Setup Wizard

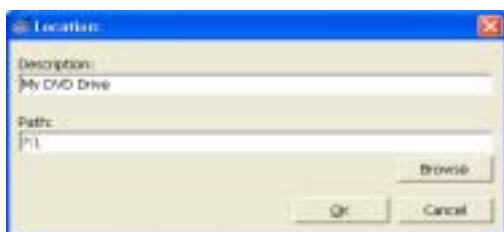
- Once the program has been registered, the **Setup Wizard** will appear. Please note that all of the settings are accessible from the Tools > Options Menu, should you need to change them later. The wizard takes you through the settings, one step at a time, with plenty of information about each one.



- Choose your preferred option and click next
- The Application needs to know where to look for your DVDs or Removable Hard Drive. The **Search Locations** screen prompts you to specify the locations.



- Click **Add** and you will be prompted for two things; a nice friendly description such as “My DVD Drive” and the computers path to that location. Remember the Drive letter from a few steps ago? This is where you need to put it. If you have a Removable Hard Drive, you should enter an appropriate description and the letter for that drive.



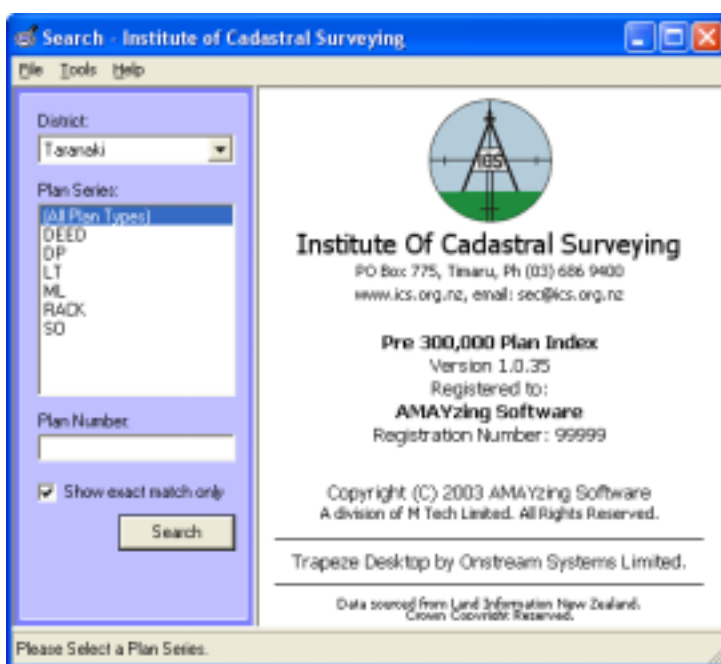
- Click OK to accept that location. Add any other locations, particularly if you have a Removable Hard Drive and a DVD.
- Click Next to move on to the next step
- Index files are provided for each district. There is no point installing indexes for Districts that you do not have, as it simply takes additional space on your hard drive, and may mislead users into believing they should have access to images they do not.

Tick the districts that you have Image Libraries for. When complete, click next.



- Finally, you will be prompted for the location of the **Installation Disc**. This should be the drive letter you noted at the start. Click Finish and it will complete the setup, and copy any files.

- Having completed the process, you will be presented with the Cadastral Index Program.



- Choose a district from the list, and have fun. For more information about using the application, continue to the next section.



## Using the Application

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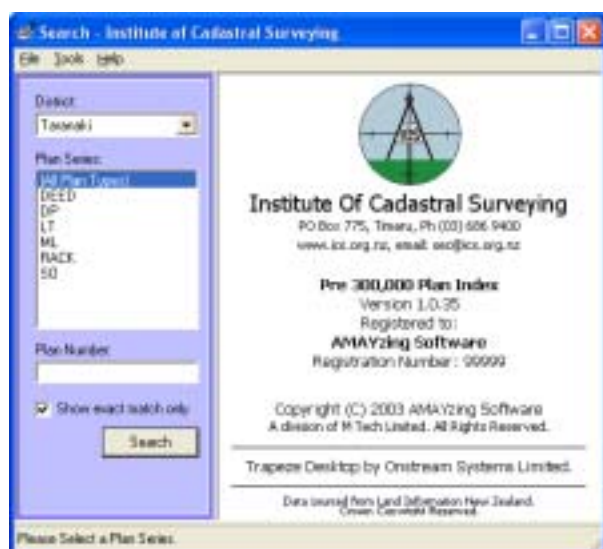
The application consists of two areas, the search program, and the viewer. The Search program allows you to quickly find a plan, and all the sheets that are in the system. The viewer part uses a very powerful, but simple to use component called Trapeze to move around the image, zoom in and out, and ultimately to print the image.

## Searching for an image

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Using the Cadastral Index Application to find the required plan is (hopefully) a simple process. Lets look at the steps required.

Once the program is installed, you have the option of double-clicking the Cadastral Index icon on the desktop, or locating the application under your start menu. The program should then appear on your screen.



The light-blue stripe on the left hand side of the application is where you specify what you want to look for.

You must first choose a District. If you have used the application previously on this computer, it will default to the last district selected.

Next you may specify the Plan Series required, or highlight “All Plan Types” to get all results for a given number

Type in the Plan Number into the third box and click the Search button.

The right hand side of the window will change to list any results.

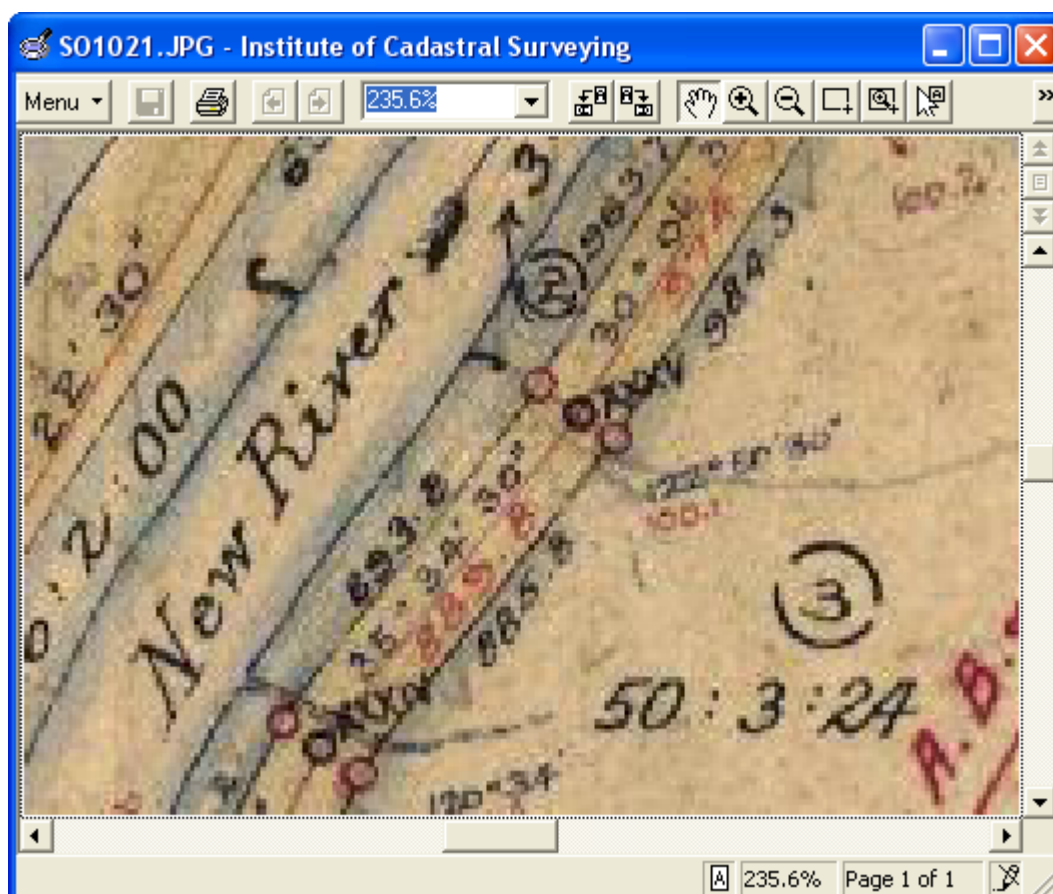
If you choose to remove the “exact match” tick, you can search for part of a number. For example searching for “123” will return 15123 and 12360 along with many others. The application stops searching if it finds more than five hundred results.

You can change any of the search criteria at any stage. Click the search button when you have made the changes, and the list will be updated.

## Viewing a Plan

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Double-clicking any plan in the Results List will open a new “Viewer” window. We use Trapeze Software from Onstream Systems Limited. It allows you to zoom in and out of the image, and to perform various functions from the “Menu” button.



## Viewing Tips

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- If you have a wheel mouse, you can move your pointer over an area, and zoom in on that point with the wheel.
- Dragging the image around using the hand pointer is one way to move around a large image. The scroll bars at the bottom and left are another way.
- When printing an image, look for the Options button at the bottom of the print dialog to print on multiple pages, and other neat things.

You may wish to, or have already purchased, Trapeze Desktop. The Desktop version gives you additional features, and can be configured for use with the Cadastral Index application. Please contact [ics-support@m-tech.co.nz](mailto:ics-support@m-tech.co.nz) for more information.

## Network Installation

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There are many different network configurations. We have tried to make the system as flexible as possible, to cater for your needs.

There are three components that you, as a network administrator need to be aware of;

Cadastral Index (The Application)  
Index Data Files  
Image Library Files.

Lets look at each component.

## Cadastral Index

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This is a small application that must be installed on each Microsoft Windows computer. The default path is (Program Files)\Cadastral Index. This program cannot be installed on a shared location. The folder must have read/write access, as a *sectoken.dat* will be created that is specific to the computer, and *settings.xml* will be updated regularly to reflect the users configuration.

Also on the workstation should be Microsoft XML 4.0, and Microsoft ADO 2.7. Both of these facilities are provided in the Installation CD, should they not already be on the computer. Note that one or both may have been installed by other software, including Microsoft Internet Explorer 6.0. The installation program will install all other required libraries, including the Visual Basic 6 runtime.

Please install these components on each workstation as per the single user setup. You will need to register each workstation, however we can arrange to exchange a list of security codes and Registration numbers via facsimile if required. After registration, you should choose not to install any Index Data Files, instead continue to the next section

## Index Data Files

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The Index Data Files are, as the name suggests, the index to all the images. These indexes have been optimised to allow for fast searches (even on relatively slow hardware).

The default, on a single user system is to include them in the application folder. However in a network environment, it may be easier to administer the files in a central location. It is expected that these files will be updated infrequently along with any Image Libraries.

The files have an “.index” suffix, and are optionally copied to the application’s folder upon registration. You may move these files to your network location, and configure the application to look for them in the new location. Alternatively, choose not to install them, and manually copy them from the Installation Disc.

The Tools > Options menu, allows you to specify the location. The location can have Read Only access, and may or may not be in the same area as the Library files.

Note that while all the Index files are available on the Installation Disc, we would ask you to only include the indexes for the districts that you have Image Libraries for. If the application detects the

presence of the index files, it will make them accessible to the user, on the assumption that you have the corresponding libraries.

If at a later date, you obtain the data for a new region, simply copy the relevant index data file to the shared location, and each workstation will detect it. You do not have to re-configure each workstation.

You must place the index files in a single location. The Library Files, as you will soon read, can be split over several locations, the Index Data Files cannot.

## **Library Files**

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Contained on each DVD or Maxtor Removable Hard Drive are the Library Files. These large files contain the images. They can be copied onto your file server if appropriate, or the Maxtor Removable Hard Drive can be connected to your file server and shared across your network.

These library files may be shared with Read Only access, and can be placed in subfolders where appropriate. Please ensure that the accompanying xml file is also copied with each group of library files. Please do not split a group of files. Each group is around 4.6Gb, (except for the remainder in the last group). If supplied on Removable Hard Drive, they will be in an existing folder structure, if you copy the files from DVD, please copy each disc into its own folder, as shown in the example at the end of this section.

The Cadastral Index Application can (and should) be configured to look in multiple locations for the library files. You can copy some DVD's to a hard drive, and access the less often used files off DVD. You might have more than one DVD drive in the office, so share each, and configure the Application to there. If your colleague has "borrowed" the disc, the application can still find the image over the network.

We encourage you to include the location of the local DVD drive in the "Locations List" even if you are intending to copy all the images to the network, as the program may prompt the user to insert a disc if it is unable to find a relevant Library File, and in the case of an update, or a new region, the user will be able to supply the appropriate disc.

The Application will search all sub folders of a given location when looking for a Library file. Rather than including a location for each disc, or even each district, simply include a location for the folder (or network share) containing all the districts.

## **Other Network Considerations**

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If you locate the Index Data Files on a network location, please consider the speed of the connection. The Library Files will not require fast access, however the ability of the user to quickly search for an image is determined by the time taken to access the Index Data Files.

The author is in the habit of creating a network share on his client's file servers called "Install" and copying all and sundry to it. I suggest that on a network of any size, copy the contents of the Installation Disc to a folder on the Install share, and then install on each workstation from the share. You save having to drag a disc around each machine, and when you add or reinstall a workstation, you have all the software in a convenient location.

I am keen to hear of any comments administrators might have regarding the software. If you have an unusual configuration, or can suggest improvements, please email [ics-support@m-tech.co.nz](mailto:ics-support@m-tech.co.nz).

## Sample Folders in a Network Environment

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Local hard drive on each workstation

```
C:\Program Files\Cadastral Index (read/write)
  CadastralIndex.exe
  Sectoken.dat
  Settings.xml
  Contract.rtf
```

Shared Network Drive

```
N:\Cadastral Index\ (read only)

  \Index Data Files\
    01 North Auckland.index
    02 South Auckland.index
    etc

  \North Auckland DVD01\
    01_001.dat
    01_002.dat
    ...
    01_009.dat
    North Auckland 01.xml

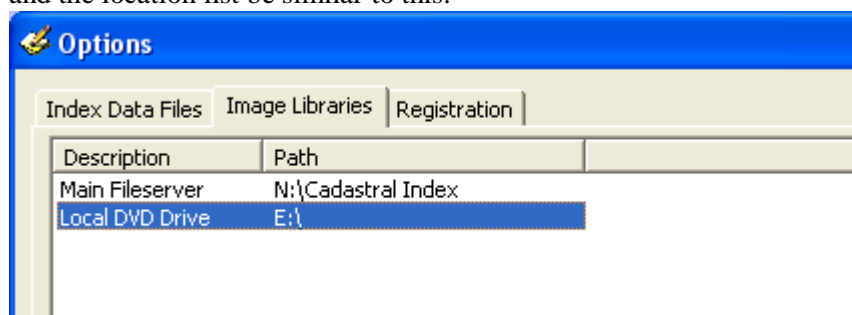
  \North Auckland DVD02\
    01_010.dat
    01_011.dat
    ...
    01_018.dat
    North Auckland 02.xml

Etc
```

In the above scenario, the Index Data File location would be set to:

```
N:\Cadastral Index\Index Data Files
```

and the location list be similar to this:



## Removable Hard Drives

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Each Removable Hard Drive comes with cables and instructions for installing on your computer. Please follow the supplied instructions to install your drive, before commencing with the installation of the Cadastral Index Application.

## Installation Notes

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- In brief, the Hard Drive should be plugged into the power transformer, connected to a (live) wall socket.
- A switch on the back of the drive will turn it on, and a light on the front will indicate success.
- The hard drives usually come with two cables of which only ONE may be used at a time, a USB cable and a Fire-wire cable. We suggest the USB cable, as it is most likely that your computer will have a USB plug.
- Plug the cable into the computer. Note that some computers have a convenient front USB port, but all computers have rear ones (usually more than one). The plug only goes in one way. If at first you don't succeed, turn the plug over.
- After a few moments, a new drive letter will appear in the **My Computer** list. The drive letter shown on the end of the drive should be noted, and included in the Search List when you set up the software.
- In some rare cases, you may be prompted to insert the compact disc, supplied with the hard drive.

## Care of your Hard Drives

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- The Hard Drives can be plugged in and removed from the computer while the computer is running. However you should NOT move or knock the hard drive while it is powered on.
- You should ALWAYS turn your hard drive off at the rear of the unit before turning it off at the wall or moving it. This allows the Hard Drive to lock the heads (the fragile moving parts inside the drive) before you move it around. You may hear a slight click as you turn it off. This is good.
- You should not (usually) need the supplied software disc, as most versions of Windows will have the relevant drivers. The software disc includes a One Touch Backup option that allows you to press the button on the front of the hard drive, and it will perform an automatic backup. Such a facility is not required for our purposes and you are encouraged to NOT install the backup software, nor press the button on the drive.

## Support

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M Tech Limited is the company that has produced the application on behalf of the Institute of Cadastral Surveying. We are proud of our software and its abilities, however we recognise that there are a lot of different computers, configured in many different ways. Installing a new application is not always as simple as you and we would like.

Depending on your problem, and its urgency, you can contact us in a number of ways;

M Tech Limited  
PO Box 261  
Timaru, New Zealand.

Phone (03) 684 4261  
Facsimile (03) 684 4689  
Email ics-support@m-tech.co.nz

Please take a moment to read the following section to see if it is applicable to your situation. If you do ring us, please be in front of the computer and we will do our best to help talk you through the problem.

- For up to date information, including helpful tips and problem solving, please check the ICS web site. Any late breaking news will be published there.
- You do need to have Microsoft Internet Explorer 5.5 or better installed on your computer. Even if you are not using the Internet on the computer, Microsoft includes updates to many functions within the Internet Explorer package.

In the support folder of the Installation Folder we have included Microsoft Internet Explorer 6.0 Service Pack 1 (\support\ie6sp1). If you do not have access to the Internet, you may choose to install it from this location. Double-click the ie6setup.exe file within the folder and follow the on screen instructions.

- Also in the support folder is Microsoft XML and ADO, two packages that are normally installed as part of the install routine, however we supply them separately in case they are needed. Should you choose to, or M Tech staff suggests you do so, double-click on the relevant file, and follow the on screen instructions.
- Please write down any error messages, and let us know what you did before the error came up.

## Contact Information

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For information about the Institute of Cadastral Surveying, please contact;

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