RPW Ar-Lein Online

Taliadau Gwledig Cymru Rural Payments Wales

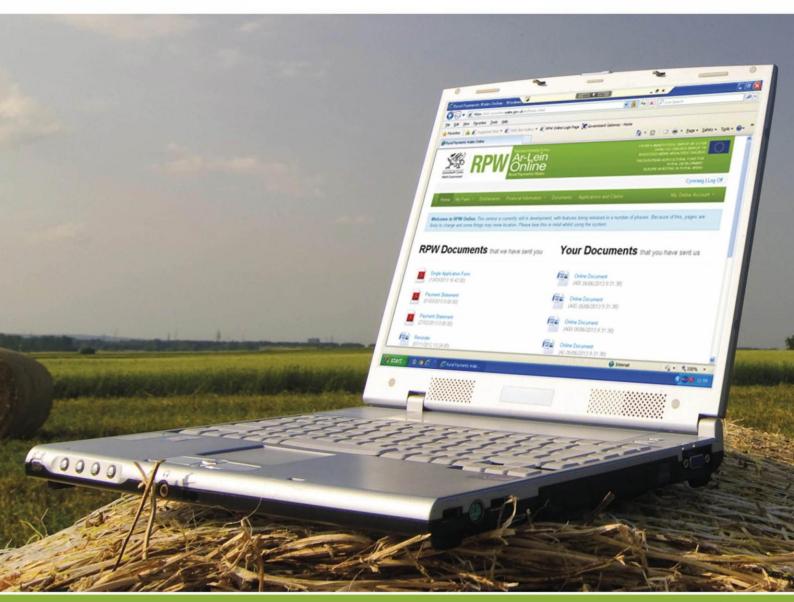


Llywodraeth Cymru Welsh Government

www.cymru.gov.uk

A simple guide for Customers on how to use RPW Online

Interactive Map Guidance



How to Use Rural Payments Wales Online

The purpose of this document is to give you step-by-step instructions on how to use RPW Online. Below you will see the contents page which has clickable links for ease of use. You will also find 'Back to Contents' links at the end of each section so you can easily move from one instruction to another. Because this document is so detailed, it is primarily intended for online use.

The Welsh Government produces this Guide in Welsh and English as required under the Welsh Government Welsh Language Scheme. Should you require a copy of this Guide in Welsh, you can access it from our Welsh Government website <u>www.gov.wales/login-rural-payments-wales-rpw-online</u> by selecting the language switcher at the top of the page and re-opening the document. If you are having problems or are unable to access our website, please contact the RPW Online Helpdesk on 0300 062 5004.

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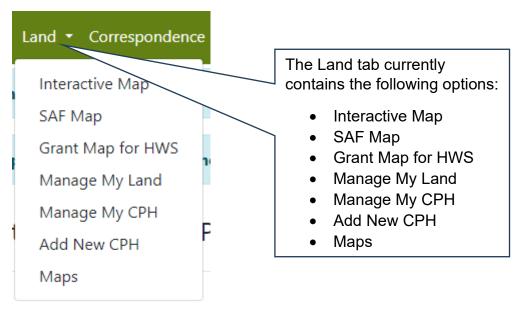
Disclaimer

The purpose of this guide is to help you use the Rural Payments Wales Online service. This Guide has been divided into sections with detailed step by step instructions. As the Rural Payments Wales Online facilities are being developed this Guide will change from time to time.

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RPW Online

Land



Interactive Map - Overview

The Interactive Map allows you to view your land via your RPW Online account. It shows any mapped Naturally Kept Areas as well as any permanent features on your holding. You are also able to measure features such as hedges or stone walls.

To take full advantage of the Interactive Map facility, you should use a computer or laptop with one the following internet browsers:

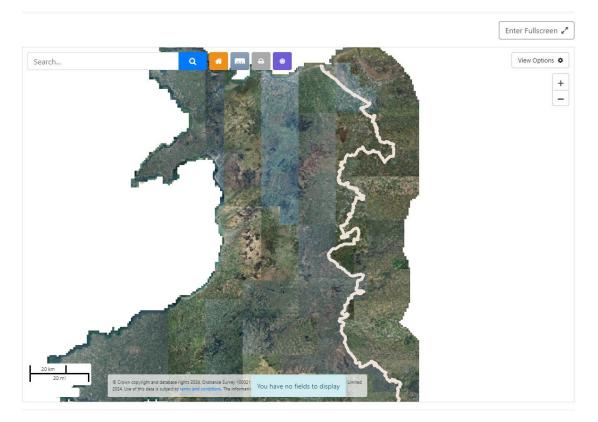
- Microsoft Edge
- Google Chrome
- Mozilla Firefox

Most smartphones and tablet devices with Android or Mac IOS operating systems are also supported.

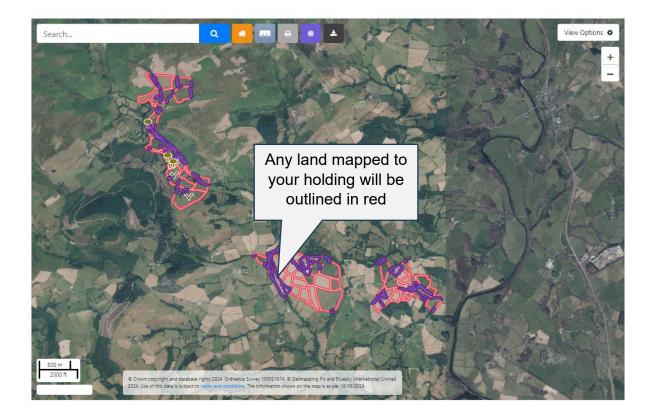
You will also need the latest version of Adobe Reader installed in order to print or save a copy of any PDF map created.

A link to the latest version of Adobe Reader is available from <u>www.gov.wales/login-</u> <u>rural-payments-wales-rpw-online</u>.

When you select 'Interactive Map' from the Land menu option you will see the following page:



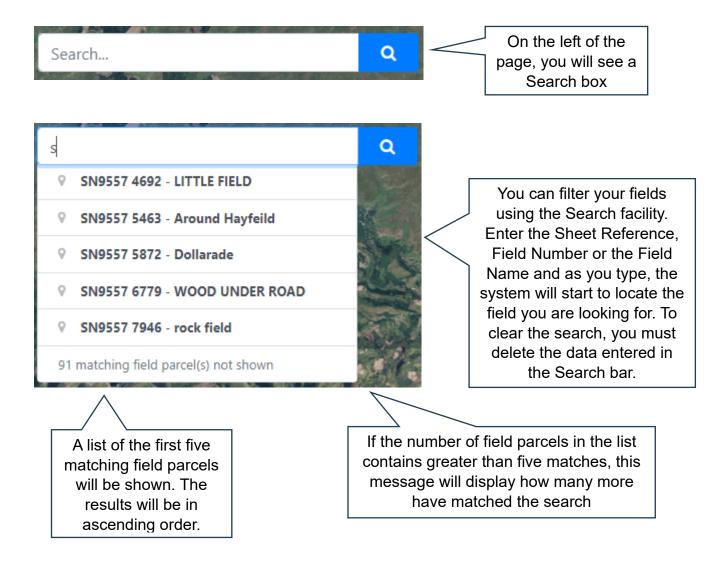
Once loaded your Interactive Map page will look similar to this. The full extent of your holding will be viewable by default.

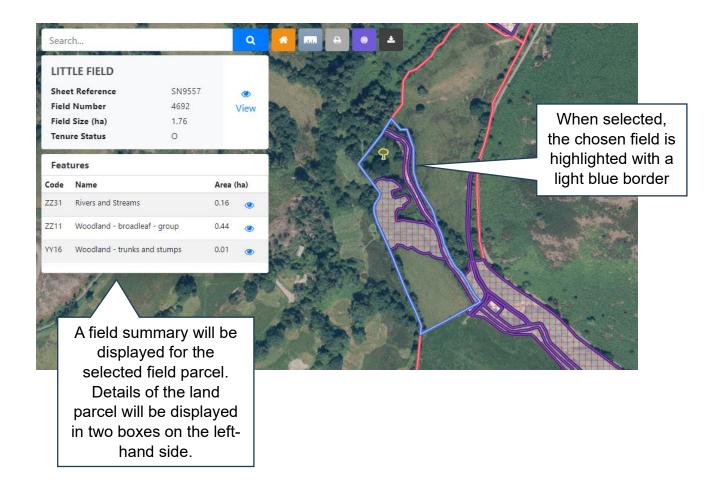


If the scale bar shows 1000m or larger when your Interactive Map page has loaded your fields will be grouped together into clusters and displayed as a red circle.



Please refer to page 7 for guidance on clustering.

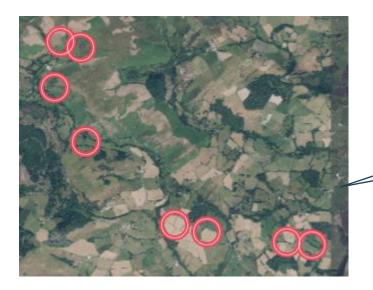




Viewing Your Map

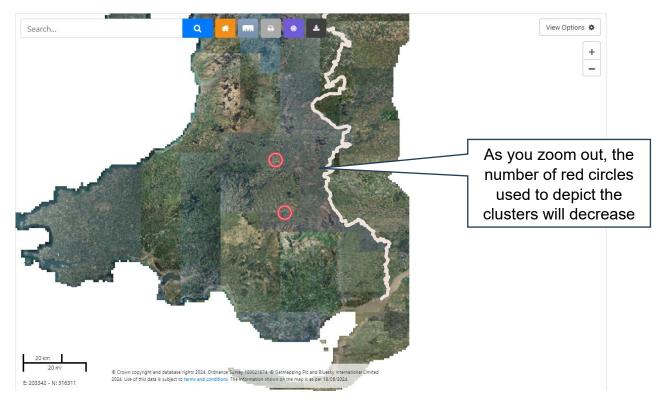
Clustering

The Interactive Map will open at the full extent of your holding. If the scale bar shows 1000m or larger then your fields will be grouped together into clusters and displayed as a red circle.



If the scale bar shows 1000m or larger the fields will be grouped together into clusters

This will also happen if the full extent of your holding is less than 1000m and you zoom out to a point where the scale bar exceeds this. The number of red circles used to depict the clusters will decrease as you zoom out. The more you zoom out, the clusters will decrease.



When clusters show on the map all other layers apart from Aerial Photography or Map Layer and Permanent Features will be switched off.



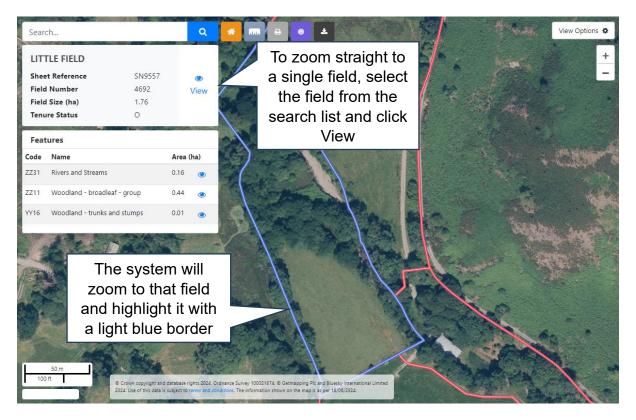
If you select one of the clusters the map will zoom into the fields and turn on any layers that were previously on (providing the scale is appropriate for their display, please refer to Selecting Layers on page 17 for guidance).



Zooming In

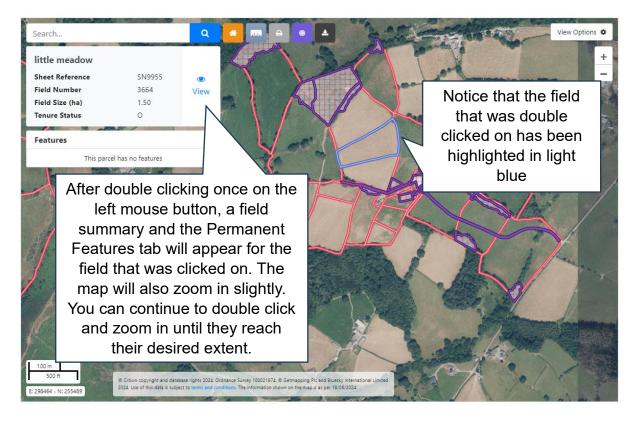
There are four different ways of zooming in on the Interactive Map. Which one you use will depend on what you are trying to achieve.

1. To zoom in on a single field is quick and easy:



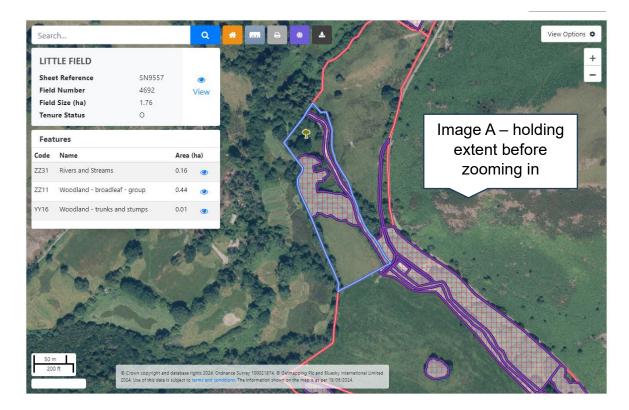
For instructions on how to zoom out please refer to page 13.

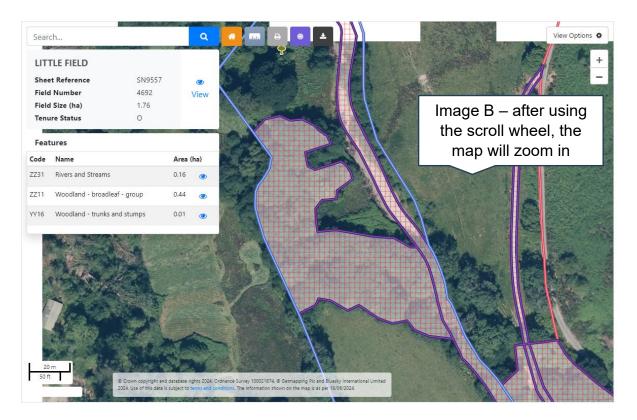
2. If you double click your left mouse button on the field you wish to view the system will zoom you in gradually. See examples below demonstrating zooming in from full holding extent to a single field. This zoom will also allow you to view the area surrounding the selected field.



If you want to zoom into a group of fields, there are several ways to do this:

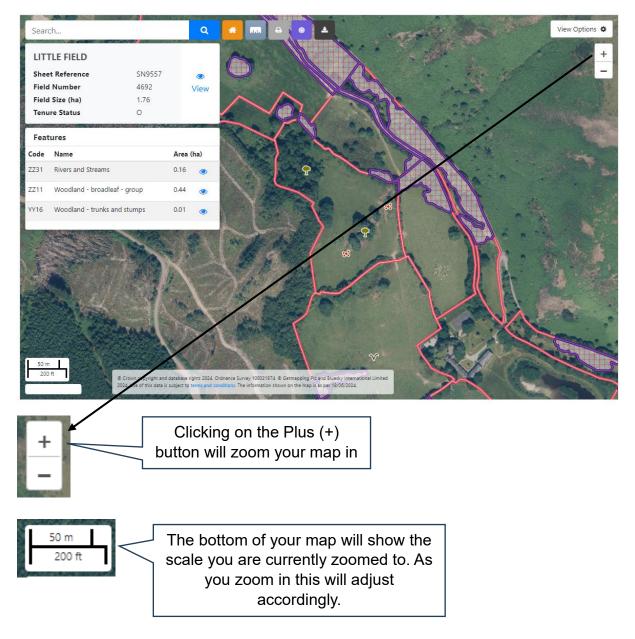
3. Should you have a mouse that has a scrolling wheel, you will find that the scroll wheel will allow you to zoom in





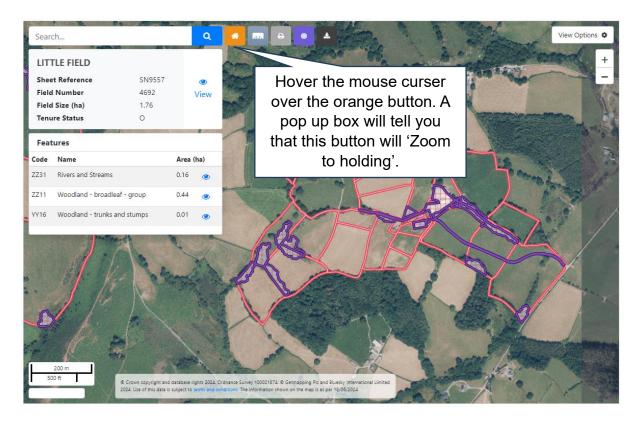
You can continue to zoom in via this method until you have reached your desired extent.

4. Another way of zooming in is to use the Plus (+) button on the zoom bar.

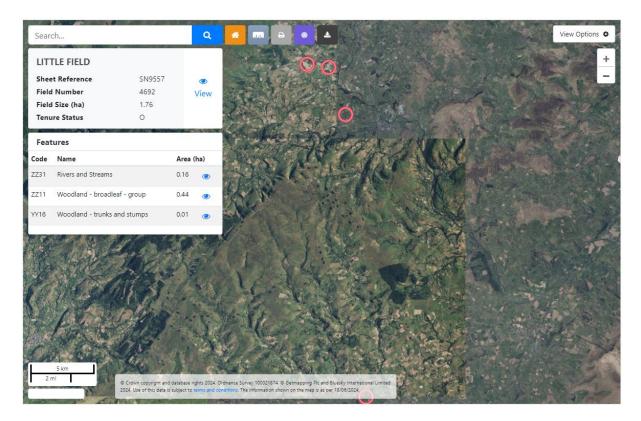


Zooming Out

1. The quickest and easiest way to zoom out is to use the 'Zoom to holding' button



When the 'Zoom to holding' button is selected the system will zoom out to show the full extent of your holding and your map will look like this.

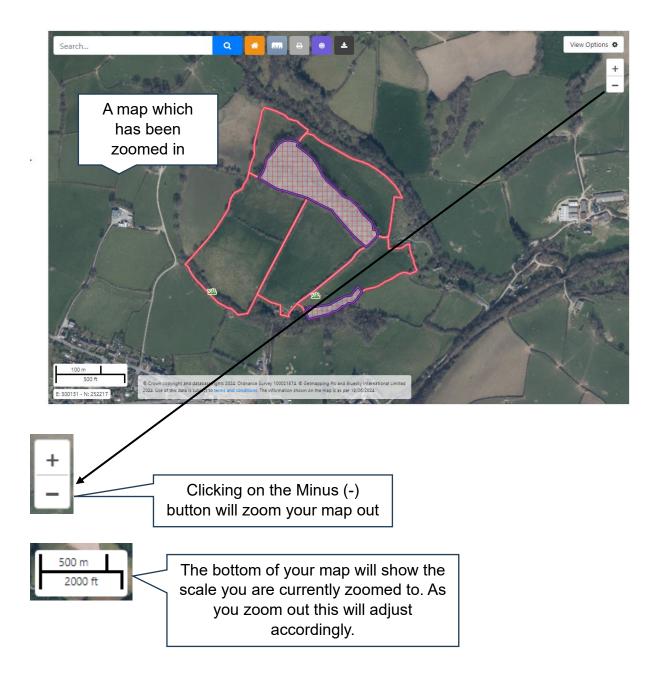


2. Should you have a mouse that has a scrolling wheel, you will find that the scrolling wheel will allow you to zoom out.



You can continue to zoom out via this method until you have reached your desired extent.

3. Another way of zooming out is to use the Minus (-) button on the zoom bar.



Panning

'Panning' refers to the action of moving an image around in order to see it from different perspectives.

In order to pan your map, left click on the map image and, whilst holding that left button down, drag your mouse up, down, left or right.

For example: see Image A below, and then see Image B.

Image A

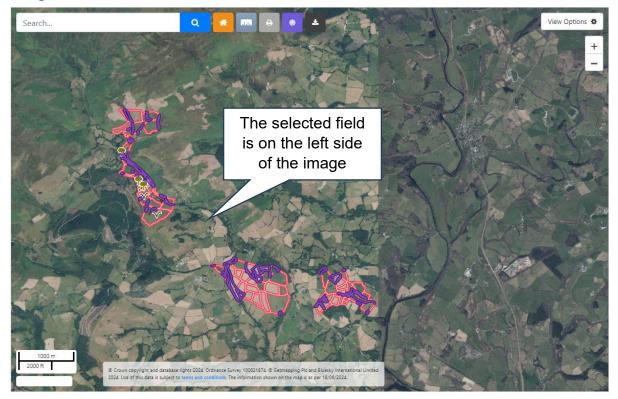
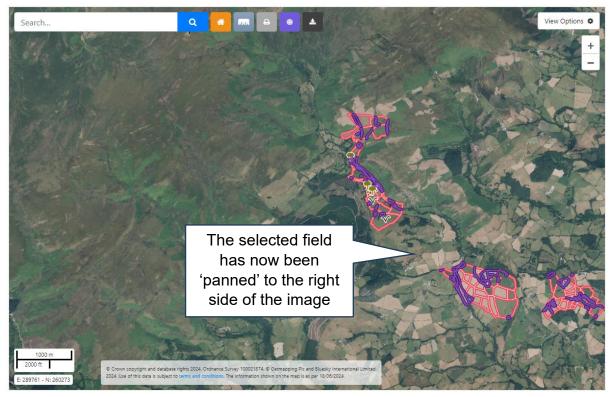
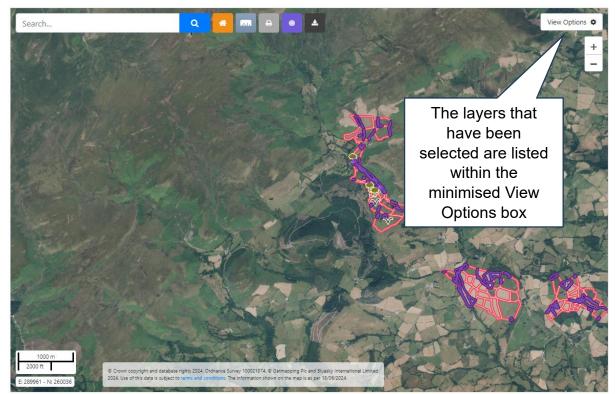


Image B

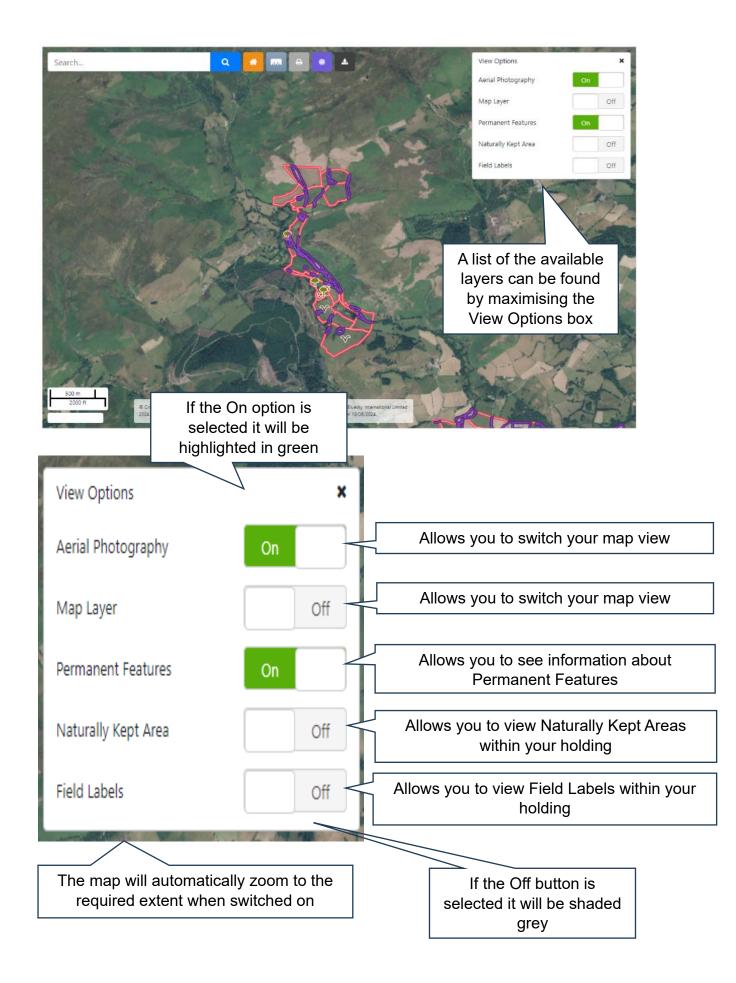


Selecting Layers

When you first open your Interactive Map, the map will default to the Aerial Photography layer with the Permanent Features layer present.



The Interactive Map allows you to view your holding on different layers. Layers are exactly what they sound like, layers of different information laid over the top of each other on one base image. Turning on and off different layers will create different effects.



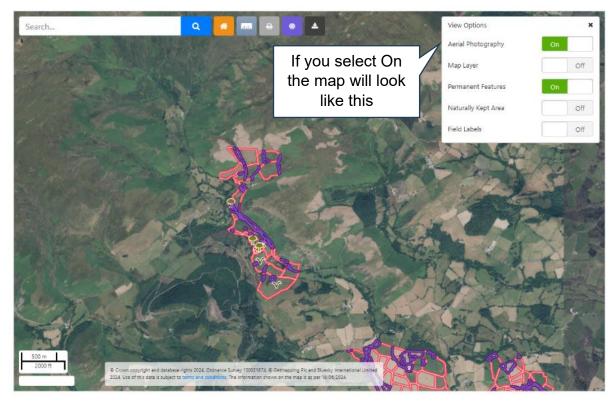
Scale of Layer Display

A number of the layers can only be viewed at or below a certain level of zoom. Please refer to the table below:

Layer	Scale displayed on scale bar
Aerial Photography	On at all scales
Map Layer	On at all scales
Permanent Features	500m and closer
Ecological Focus Areas	500m and closer
Field Labels	50m and closer

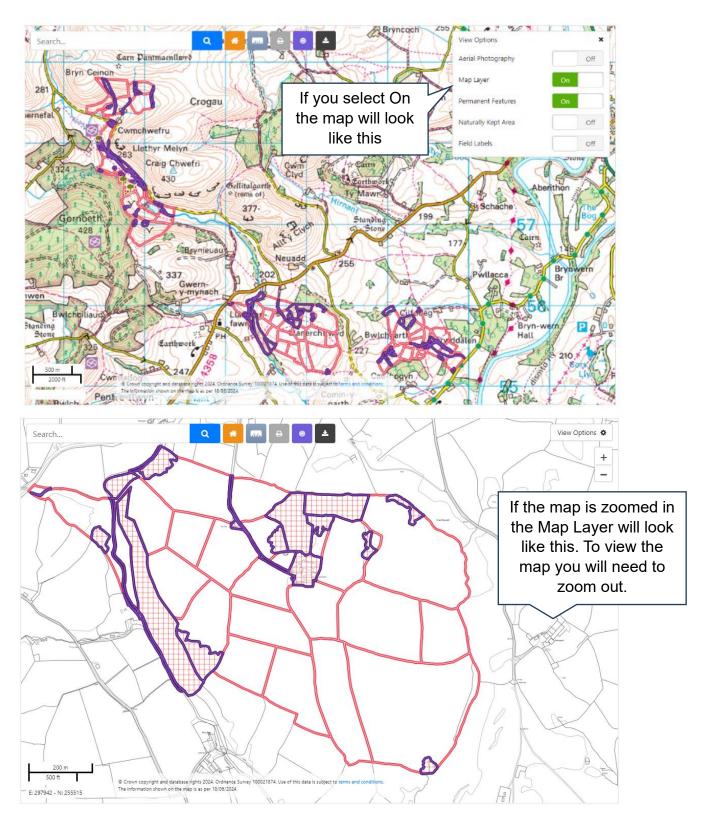
Aerial Photography Layer

When the 'View Options' box is maximised you will have the option of selecting the aerial photography layer. When viewing the interactive map this layer will be 'On' by default.



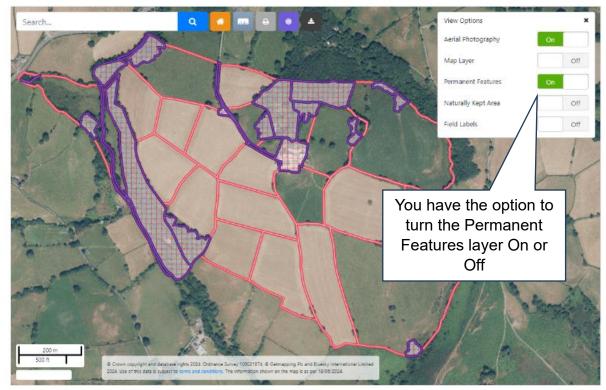
Map Layer

If you turn the 'Map layer' 'On' the system will remove the aerial photography layer. If this layer is turned 'Off' the system will automatically re-apply the aerial photography layer.



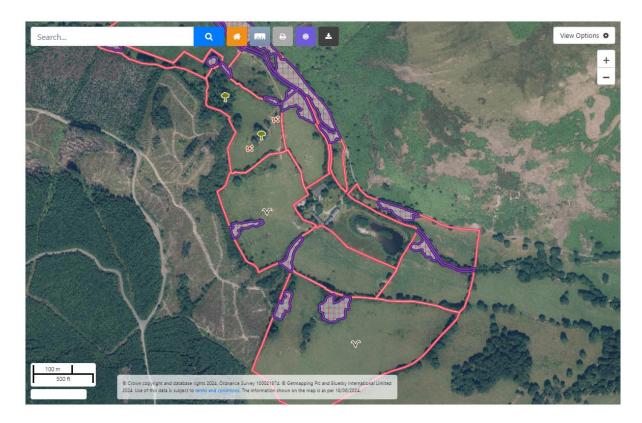
Permanent Features Layer

Permanent features are areas within a field parcel that normally do not change each year. Permanent features are mapped within a field parcel using a Field Maintenance (FM) Form. This layer is particularly convenient when creating maps to be used as sketch maps or for submitting Field Maintenance forms.



If the view of the full extent of your holding is 500m or closer the Permanent Feature layer is defaulted to 'On' when you first view your interactive map. If the zoom level is more than this, when you turn the layer on, the map will automatically zoom to the required zoom level.

There are currently 5 different permanent feature indicators within Interactive Map.





Feat	ures		
Code	Name	Area (ha)
ZZ31	Rivers and Streams	0.16	۲
ZZ11	Woodland - broadleaf - group	0.44	۲
YY16	Woodland - trunks and stumps	0.01	۲

If you have a field with more than one permanent feature within it, you can zoom into the feature by clicking on the eye icon

The current permanent feature codes are as follows:

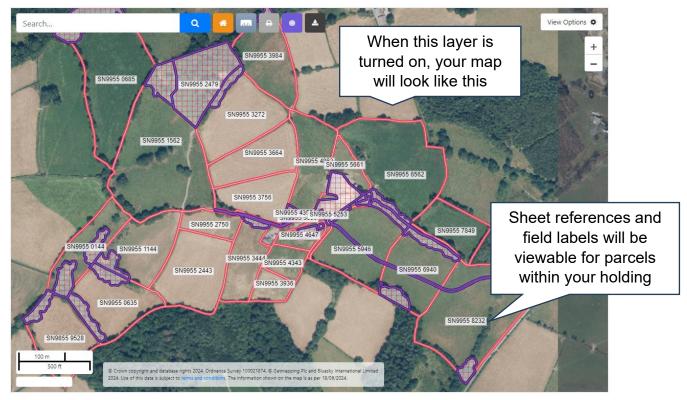
Crop Code	Crop/Land Description	Displayed on map
ZZ89	Buildings/yards	Yes – Red Hatching
ZZ20	Bracken – group	Yes – Brown image
YY21	Bracken – scattered	Yes – Brown image
ZZ92	Hard standings	Yes – Red Hatching
ZZ30	Ponds	Yes – Red Hatching
ZZ31	Rivers and streams	Yes – Red Hatching
ZZ94	Roads	Yes – Red Hatching
ZZ40	Scree/rock outcrops/boulders/sand – group	Yes – Red Dots
YY41	Scree/rock outcrops/boulders/sand – scattered	Yes – Red Dots
ZZ22	Scrub/gorse/briar – group	Yes – Green image
YY41	Scrub/gorse/briar – scattered	Yes – Green image
ZZ97	Tracks – un-grazed	Yes – Red Hatching
ZZ98	Trees – individual, trunks/stumps	Yes – Tree image
NO1	Non-agricultural activities	Yes – Red Hatching
TR2	Stock excluded – woodland – coniferous (including Christmas trees)	Yes – Red Hatching
WS1	Stock excluded – woodland – broadleaf	Yes – Red Hatching

Field Labels Layer

This layer will allow you to view the Sheet References and Field Numbers for your parcels.



This layer can only be viewed at or below a zoom level of 50m or closer. If the zoom level is more than this, when you turn the layer on, the map will automatically zoom to the required zoom level.



SN9955 3664

Key Table

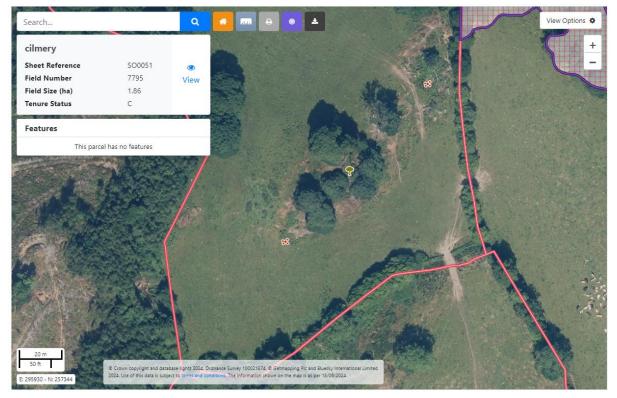
The purpose of this key table is to provide you with images of different areas within Interactive Map so you have a reference.

Layer	Base Colour	Example AP View	Example MM View
OS MasterMap (MM) layer	High Water features: Blue All other features: Grey Opacity: 100%	N/A	Morgannwg
Aerial Photography (AP) layer	Opacity: 100%	AN COLOR	N/A
Field Parcels will be outlined with red boundaries to be easily identified	Border: Red Fill: None (AP view) / Yellow (MM view) Opacity: 60%	K	
Selected Field Parcels will be outlined with a blue border	Border: Blue Fill: None Opacity: 100%	1	
Field Parcel Numbers/Labels	Border: N/A Background: Light Green (AP view only) Opacity: 60%	SO0052 5706	SO0052 5706
Most Permanent Features * will be shown with red hatching *excludes ZZ20, YY21, ZZ40, YY41, ZZ22, YY41 & ZZ98	Border: Blue Fill: Red Hatching Opacity: 60%		
ZZ40 & YY41 – Scree/rock outcrops/boulders/sand – group and scattered will be shown with red dots	Opacity: 60%	88	*
ZZ98 – Trees – individual, trunks/ stumps will be shown with a small tree image	Opacity: 60%	ç	†
ZZ22 & YY41 – Scrub/gorse/briar – group and scattered will be shown with the below green image	Opacity: 60%	Ш.	<u>Mr</u>

ZZ20 & YY21 – Bracken –	Opacity: 60%	Para	
group and scattered will be		\sim	\mathbf{v}
shown with the below brown			
image			

Interactive Icons

There are five buttons available for you to select when you view your interactive map. They are shown as icons near the top of the map, next to the search bar.



^	Zoom to holding – will zoom out to show the full extent of your holding
	Measurement Tool – will allow you to measure lengths and areas
e) <	Print my Map – will allow you to print the image on screen
6	Target Tool – will allow you to select a land parcel on the map



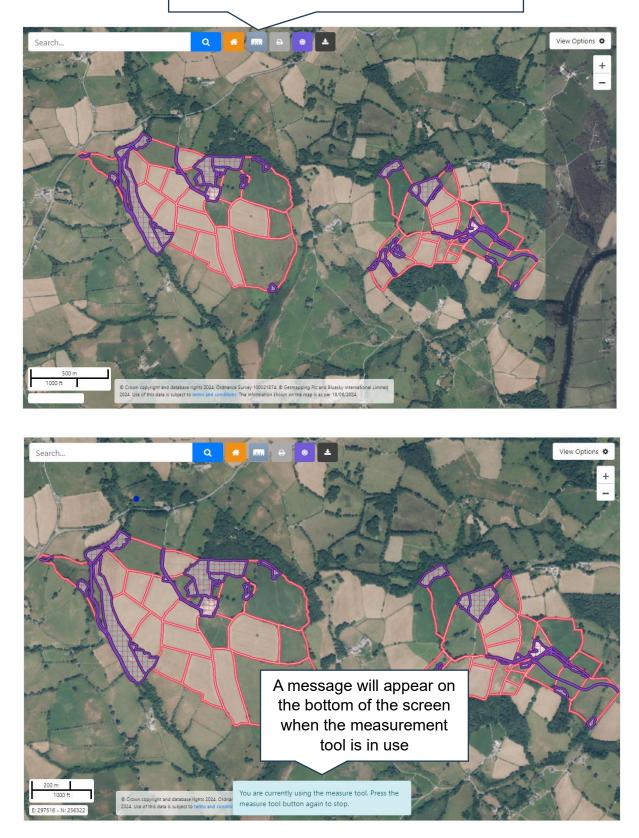
Zoom to holding

This button will allow you to view the full extent of your holding.



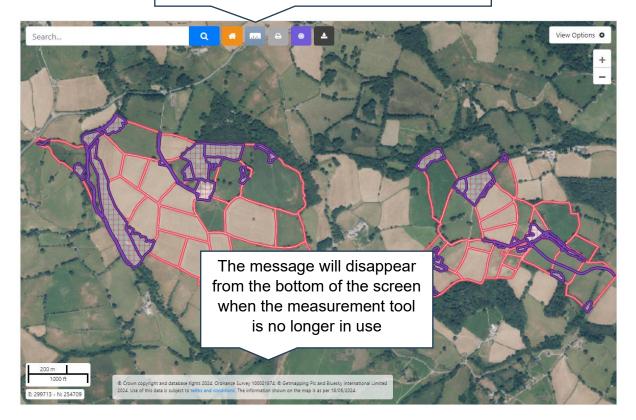
Measurement Tool

This button will allow you to measure lengths and areas in m, km, m2 or ha as appropriate. This is a useful tool if you are considering adding a permanent feature within a field parcel. This tool can be used to measure one length, multiple lengths or the length and area of a polygon. It can be used at any extent but would be most beneficial when the holding has been zoomed in. Only one measurement can be completed at one time, so if you wish to make multiple measurements on your map they will need to be done separately. If a new measurement is started, any previously measured lines or polygons will be cleared from the screen. Hover your mouse curser over this grey button. A pop-up box will tell you that this button will 'Toggle the measure tool'. The button should be selected to turn the measurement tool on.



You are currently using the measure tool. Press the measure tool button again to stop.

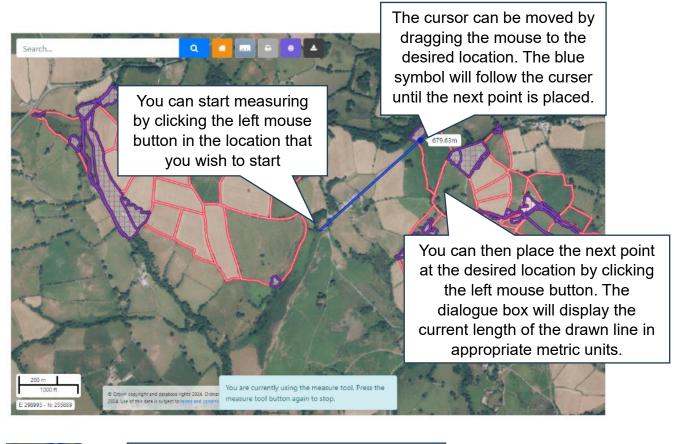
To turn the measurement tool off, the button can be selected again. Any previously measured lines or polygons will be cleared when the measurement tool is turned off.



Placing points on the interactive map

There are two ways you can place a point on the map:

1. The easiest way of placing a point on the map is by using the left mouse button

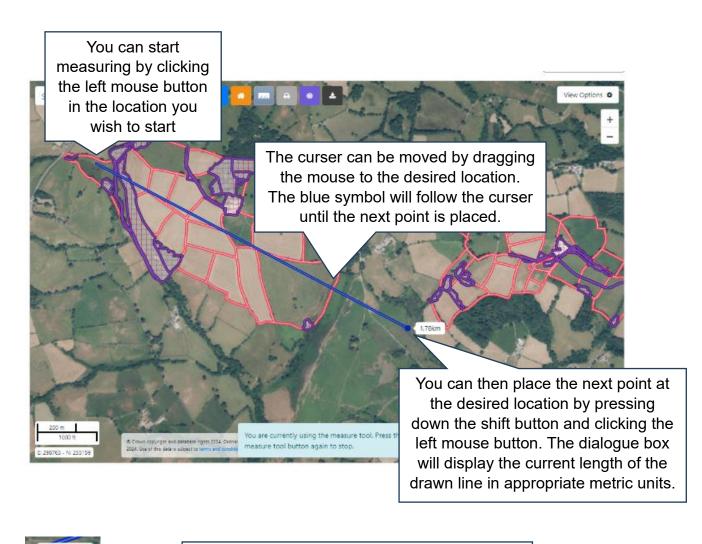




The white box will display the length of the drawn line in m or km with two decimal places

2. Holding down the shift button and clicking the left mouse button (automatic zoom)

When the point has been placed by pressing down the shift button and clicking the left mouse button, the map will automatically zoom closer to where the point has been placed.

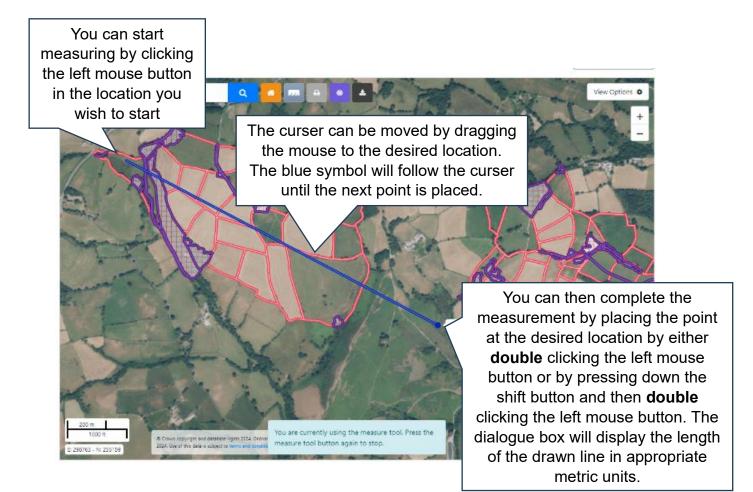


The white box will display the length of the drawn line in m or km with two decimal places

Measuring one point

1.28km

You have the ability to measure one length on the map. A point can be placed using one of the two methods (refer to page 37-38), however you must double click the mouse button in order to finish placing the point for measuring.



Once the left mouse button has been double clicked any further movement of the curser will not result in a line being drawn, however the measurement tool will remain active until it is turned off. When it is turned off the measured line will be cleared from the screen.

If you want to print the map with the measurement before turning the measurement tool off, or starting a new measurement, please refer to page 42 for instructions on printing.

Measuring multiple points

You also have the ability to measure multiple lines on your interactive map. These lines must be connected by the points that are placed on the map.

The easiest way to do this is by clicking the left button on the mouse to place the points on the map and then double clicking the button when you have placed the final point for measuring.

You can start measuring by clicking the left mouse button in the location you wish to start

> The curser can be moved by dragging the mouse to the desired location.The blue symbol will follow the curser until the next point is placed.

1000 ft E: 290763 - N: 255159 Town copyright and distance right 2014 Online It Days of this data in subject to them and prinder

Q

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You can then place the next point at the desired location by clicking the left mouse button. The dialogue box will display the current length of the drawn line in appropriate metric units.

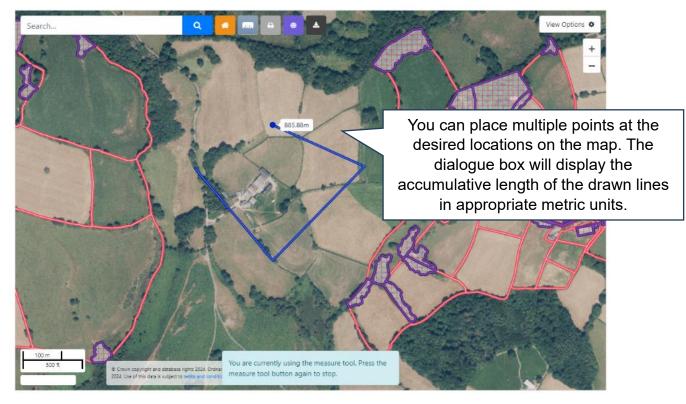


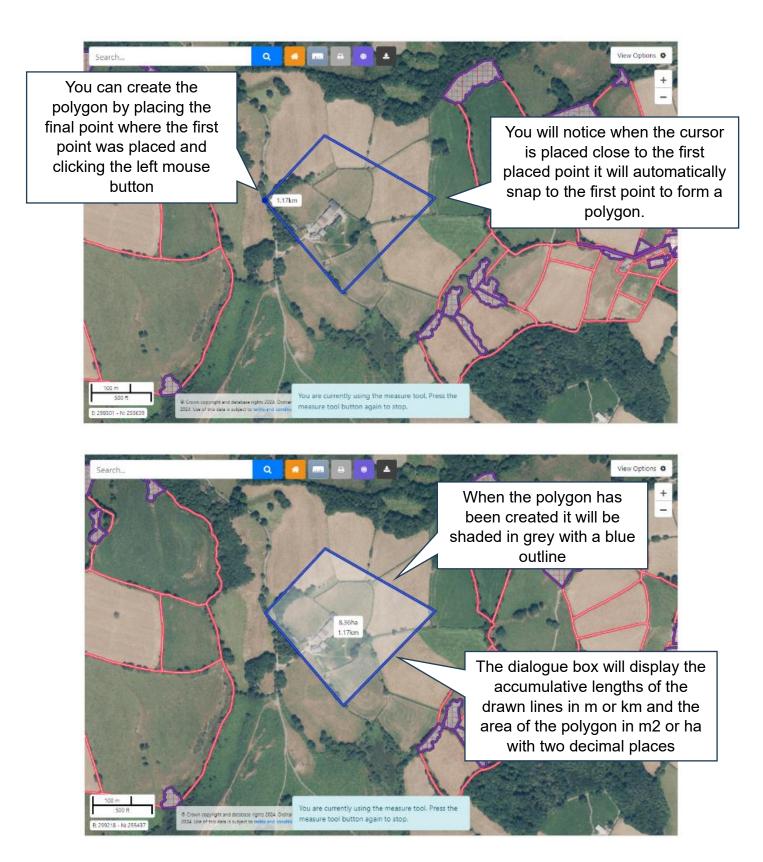
Multiple points can be placed on the interactive map and the dialogue box will continue to display the accumulative length of the drawn lines.

When placing the final point it is important that the mouse button is double clicked so that no further points are placed.

Measuring lengths and areas of a polygon

The interactive map allows you to measure the length and area of a polygon. A polygon is a shape that is created using the measuring tool, which will only be complete when all of the points have been placed and join together.



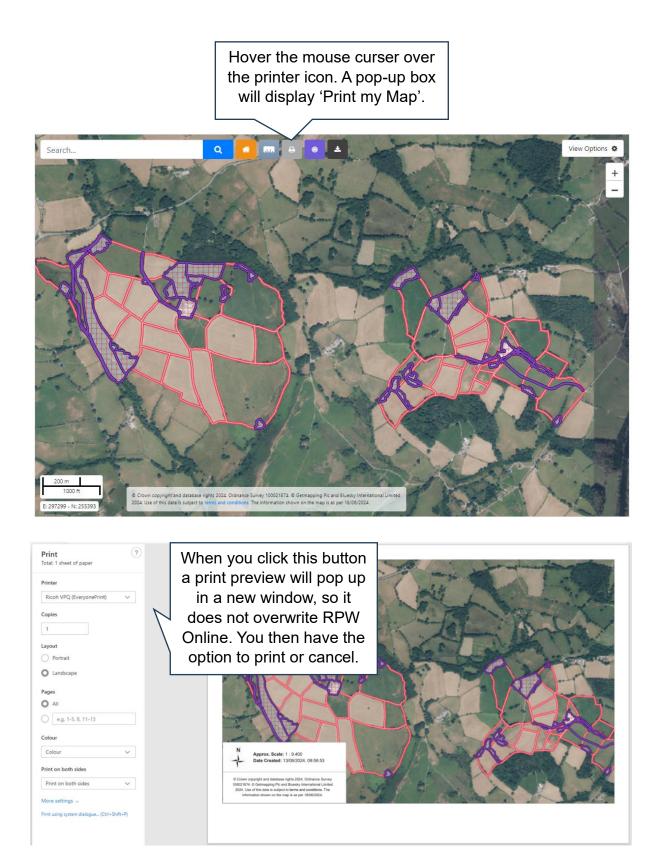


If whilst measuring you inadvertently create an area with intersecting lines (overlap) an error message is displayed and no area is calculated.



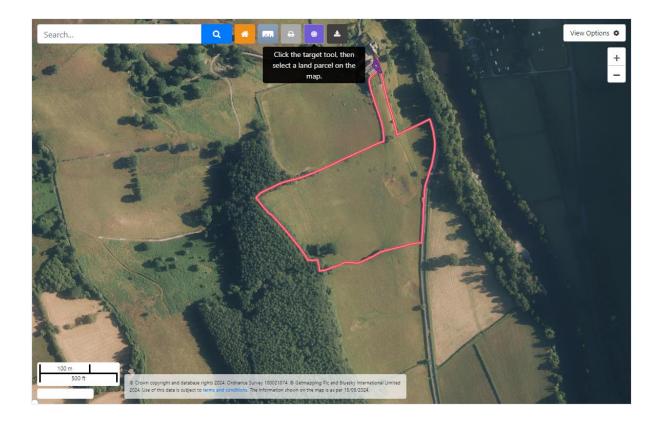
Print My Map

The Print My Map button will allow you to print an image of exactly what is showing on your screen. It could be of the entire extent of your holding or of just one field, with layers on or off (Example images below are taken using Microsoft Edge. See section Troubleshooting, page 42, for guidance when printing from different browsers).



Target Tool

Click the target tool, then select a land parcel on the map.



Download Shapefiles

A new functionality has been added to the Interactive Map on RPW Online. This function will allow you to download Shapefile data as a .zipfile for the land that's at your disposal.

The first layer holds details from the Land Parcel Identification System (LPIS) for all field parcels under your holding; the second layer contains the holdings Permanent Feature data.

To download a Shapefile, click on the 'Land' tab and select the Interactive Map as shown in the screen print below.

Home My Details -	Land - Correspondence	🛚 🚺 * Forms Contracts and Small Grants * Woodland P	lans
When you have finish	Interactive Map SAF Map	lease ensure that you log out and close the browser.	
When completing ap	Grant Map for HWS Manage My Land	not use your browser's back button.	
Messages bet	Manage My CPH	PW	Useful Links
	Maps		RCMS

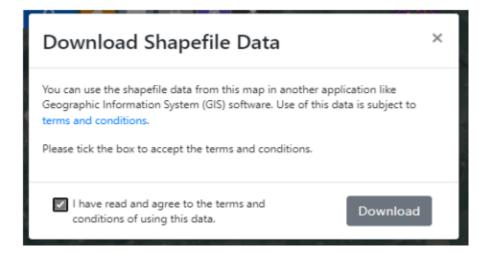
The Interactive Map will open as below as shown in the below screenprint.



Once the IMV screen has loaded, next to the search bar, you will see a series of Icons. Hover over each icon and select 'Download Shapefiles'.



Upon selecting Download Shapefiles, a Terms and Conditions message will be displayed on screen. Please ensure you have read and understood the Terms and Conditions before confirming you agree.



Once confirmed, the Download button will become bold and available for you to press. Click Download. 2 x Shapefile.zips will be created and appear in the downloads file. They should also appear in a pop-up box in the right-hand top corner of your screen.

Downloads	Ď	Q	 \checkmark
permanentfeaturess	hapefile.	zip	
Ipisshapefile.zip			

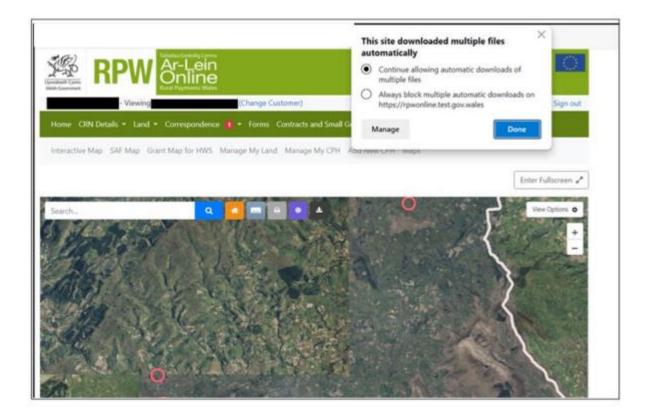
The LPIS shapefile.zip will contain the following data:

Landparcelid OSSHEET NGFIELD FieldSize FieldName TenureStatus

The Permanent Feature Shapefile.zip will contain the following: Permanent Feature Id Permanent Feature Code Permanent Feature Area Land Parcel ID Isspatial

To be aware, the internet browser may opt to block multiple downloads and a new window could appear on your screen as shown in the below screenprint. Select the

'Continue allowing automatic downloads of multiple files' and press done. Your Shapefile .zips should then appear.



Once the .zip files have been created, you can load the Shapefile data into your own GI Services System.

Troubleshooting

Printing Maps – processes for supported browsers

Microsoft Edge

When printing from Interactive Map using Microsoft Edge your 'Save As' box will appear on screen for you, when selecting 'Save as PDF' in the Printer drop-down. You can navigate to your chosen location to save.

J Libr	aries	Documents		 Search Do 	cuments	2
Organize - New folder		Ⅲ ▼				
🔆 Favorites 📃 Desktop	Â	Documents library Includes: 2 locations		Am	inge by: Folder •	
 Downloads Recent Places Spoon.net Libraries 	5.00°	Name Dr		Date modified	Туре	(
 Documents Music Pictures 		e [_	,
File name:	10.10	2013_10.05.24.pdf				
Save as type:	Adob	e Acrobat Document				el

Google Chrome

Most of the time Google Chrome's download setting is defaulted automatically to save a copy of your chosen download into your default folder. When this setting is activated the download box, to open your PDF Map, will appear in the bottom left of your browser window. When you select it your PDF Map will be 'Auto Saved' and your map will open for you.

1	10.10.2013_10.08.08.pdf 0.8/2.0 MB, 3 secs left	•	

If this setting is not activated a 'Save As' box will appear asking you to manually save the download. You will then need to navigate to your chosen saved location to open it.

9 0 • 1 •	Downloads		+ 4y	Search Downlo	ods	1
Organize 👻 Ne	w folder				III •	0
 ☆ Favorites ■ Desktop ⊘ Downloads ③ Recent Places ④ Spoon.net ⇒ Libraries > ● Documents > ● Music > ● Pictures 	Name	* Date modi	fied Type		Size	1
File name:	10.10.2013_11.14.33.pdf					
Save as type:	Adobe Acrobat Document					3
Hide Folders		G.		Save	Cancel	

Select 'Settings' and then 'Show advanced settings...'



Scroll down to 'Downloads' and see if there is a tick in the box for 'Ask where to save each file before downloading'. If there is no tick, your downloads will 'Auto Save', if there is a tick then you will have to manually save a download prior to opening.

Mozilla Firefox

When printing from Interactive Map using Mozilla Firefox Browser your download box will appear on screen for you.

pening 10.10.2013_1	0.13.47.pdi
You have chosen to	open:
10.10.2013_1	0.15.47.pdf
which is: Ado	be Acrobat Document (2.0 MB)
from: https://	rpwonline-preprod.wales.gov.uk
What should Firefo	x do with this file?
Open with	Adobe Reader (default)
💿 <u>S</u> ave File	
🔲 Do this auto	matically for files like this from now on.
	-
	OK Can

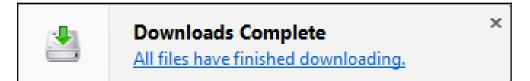
If you select "Open with" followed by "OK" then the file will open in a new window (depending on all the system requirements for Interactive Map being met by your computer/device).

PLEASE NOTE: This will NOT Auto Save the file onto your computer.

You have chosen to	open:
10.10.2013_1	0.04.01.pdf
which is: Ado	be Acrobat Document (2.0 MB)
from: https://	rpwonline-preprod.wales.gov.uk
What should Firefo	x do with this file?
🔘 <u>O</u> pen with	Adobe Reader (default)
Save File	
🔲 Do this <u>a</u> uto	matically for files like this from now on.
	OK

If you select "Save File" followed by "OK" then the file will be saved in the Mozilla Firefox Download folder.

You should then see the below pop-up appear in the bottom right of your screen to verify that the download is Complete.



Frequently Asked Questions

1. When I open Interactive Map, the initial aerial photography image has a white boxed edge, this disappears when I switch to Master Map view. Why?

If you live either near the sea or near the Welsh border, you will find where there is no aerial photography; there will just be white space.

The Welsh Government only stores the aerial photography for Wales; therefore, Interactive Map will only display the aerial photography layer for Wales. Because of this the sea and across the Welsh border will not have any aerial photography imagery. The Master Map layer is different and will show cross border land and the sea.

If you do **not** live near the sea or Welsh border and you have white boxed areas showing, then firstly try refreshing your page. If that doesn't work, then try closing the browser and logging into your RPW Online account again.

If you are still having problems, then contact the Online Helpdesk on 0300 062 5004 or send a message through RPW Online and we will try to assist you.

2. When I select my fields, the blue selection border is not highlighting around them, why?

It is probable that you are moving from field to field too quickly. When you select a field on the map all of the information that populates the Field List has to refresh and re-populate for the new field parcel selected. Depending on your broadband speed and strength, the time the system takes to make these changes will vary.

Try taking your time to switch from field to field.

If you are still having problems, then contact the Online Helpdesk on 0300 062 5004 or send a message through RPW Online and we will try to assist you.

3. I am trying to create a map to indicate changes for a Field Maintenance form, but I have red hatching showing on the field from permanent features. How do I turn off the permanent feature layer?

On the top right hand side of your map you will see an options box. If you maximise this you will see that there is an option available to turn this layer 'On' or 'Off'. This layer will be 'On' by default when you log in and view your Interactive Map.

If you are still having problems, then contact the Online Helpdesk on 0300 062 5004 or send a message through RPW Online and we will try to assist you.

4. When I log into RPW Online and select Interactive Map why is the list of fields no longer on the left side of the screen?

The list of fields has been replaced by a search bar. This will allow you to search your fields by entering the sheet reference, field number or name of the field. As you type the system will start to locate the field you are looking for. Alternatively, if you wish to see the sheet references and field numbers for all of your fields you can do so by maximising the 'View Options' box on the top right hand corner of your map and turning the 'Field Label' layer 'on'.

If you are still having problems, then contact the Online Helpdesk on 0300 062 5004 or send a message through RPW Online and we will try to assist you.

5. How do I know what layers are on?

The 'View Options' box on the top right hand corner of the screen will display what layers are currently 'on'. The Aerial Photography and Permanent Features layers will be 'on' by default when you log in and view your Interactive map.

If you are still having problems, then contact the Online Helpdesk on 0300 062 5004 or send a message through RPW Online and we will try to assist you.

6. When I select 'Print My Map' will the field information on the left hand side form a part of the print out?

When you select 'Print My Map' the page will only contain the current map view as it is displayed on the screen, if there is a field information box on the left hand side of the screen it will **not** form a part of the print out.

If you are still having problems, then contact the Online Helpdesk on 0300 062 5004 or send a message through RPW Online and we will try to assist you.

7. What is a polygon and how do I create one using the Measurement Tool?

A polygon is a shape with at least three straight sides and angles. When using the Measurement Tool a polygon will be created when the points placed become joined.

If you are still having problems, then contact the Online Helpdesk on 0300 062 5004 or send a message through RPW Online and we will try to assist you.

8. Why does my measurement disappear from the screen when I start a new one?

Only one measurement can be shown on the map at any one time, so if you wish to complete another measurement, the previous measurement and any associated dialogue boxes will be cleared from the screen.

If you are still having problems, then contact the Online Helpdesk on 0300 062 5004 or send a message through RPW Online and we will try to assist you.

Useful Links

British Cattle Movement Service (BCMS) - CTS Online = <u>www.bcms.gov.uk</u>

Department for Environment Food and Rural Affairs (Defra) = <u>www.gov.uk/defra</u>

Rural Payments Agency (RPA) SPS Online = https://www.gov.uk/guidance/funding-for-farmers

The Scottish Government's Rural Payments Online = https://www.ruralpayments.org/

Department of Agriculture and Rural Development (DARD) Online Service = https://www2.dardni.gov.uk/

Welsh European Funding Office (WEFO) Online = <u>https://www.gov.wales/sign-wefo-online</u>

Welsh Government = <u>https://www.gov.wales/</u>

Welsh Government – Farming and Countryside = <u>https://www.gov.wales/farming-</u> <u>countryside</u>

Welsh Government – Farmers Guide to Cross Compliance = https://www.gov.wales/cross-compliance-2024

Welsh Government – Bovine TB = <u>https://www.gov.wales/animal-health</u>

Welsh Government – Farm Animal Movements and Identification = https://www.gov.wales/animal-health

Welsh Government – Farming Connect = https://businesswales.gov.wales/farmingconnect/

Welsh Government – Offices = <u>https://www.gov.wales/welsh-government-offices</u>

Welsh Government – Farm Liaison Service = <u>https://www.gov.wales/farm-liaison-service</u>

Gwlad Online = <u>https://www.gov.wales/subscribe-farming-and-forestry-news-gwlad</u>

Welsh Government – Rural Stress Support Groups = https://www.gov.wales/farming-countryside

Farmers Union of Wales = <u>https://fuw.org.uk/en</u>

National Farmers Union (NFU) Online = <u>https://www.nfu-cymru.org.uk/</u>

Natural Resources Wales = <u>https://naturalresourceswales.gov.uk/?lang=en</u>

Animal Movements Licensing system (AMLS) = <u>https://amls.defra.gov.uk/</u>