## TTM User Guide.

There are two views for when requesting data. To switch between map view and Service Desk view, click between the two dots located in the top centre of the screen (circled below in purple).

## Map View:



Use the check boxes on the left-hand side to turn on and off different layers.

When requesting data from the map view, select the icon of your interest location on the map and select **request** (circled in yellow). This opens a draft email using your preferred email software. Please fill out the highlighted areas and submit the email. *Please note you can only select and request information for one location at a time, but you can send many individual requests.* 

## Service Desk View:

Use the drop-down boxes to complete your submission (example above). Anything marked with a red asterisk (\*) is required. You can add attachments if needed but insure they are suitably sized for digital transmission, less than 20Mb.

Once you get to the end, you will be asked to provide your name and email along with agreeing to the TTM Model Usage Agreement before you can submit.

Service Desk Link:



https://gis.tauranga.govt.nz/portal/apps/experiencebuilder/experience/?id=87d806c577ed4abe8e31acbfb5cdd98e&views=Survey

## Map View Link:

https://gis.tauranga.govt.nz/portal/apps/experiencebuilder/experience/?id=87d806c577ed4abe8e31acbfb5cdd98e&views=Map