

# RailMap Handbook

Quick start instructions for working with RailMap

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## Getting started

### Login and browser

In order to use RailMap you need to request a RailMap login and password.

Fill out the online form at <https://victrack.com.au/get-help/railmap-form>

A Username and Password will be emailed to you once the process is completed.

### Login

We recommend using Google Chrome browser to access and use RailMap

In Chrome go to <https://railmap.victrack.com.au> and enter your credentials:

Username: *vtweb\username*

Password: *password provided (case sensitive)*

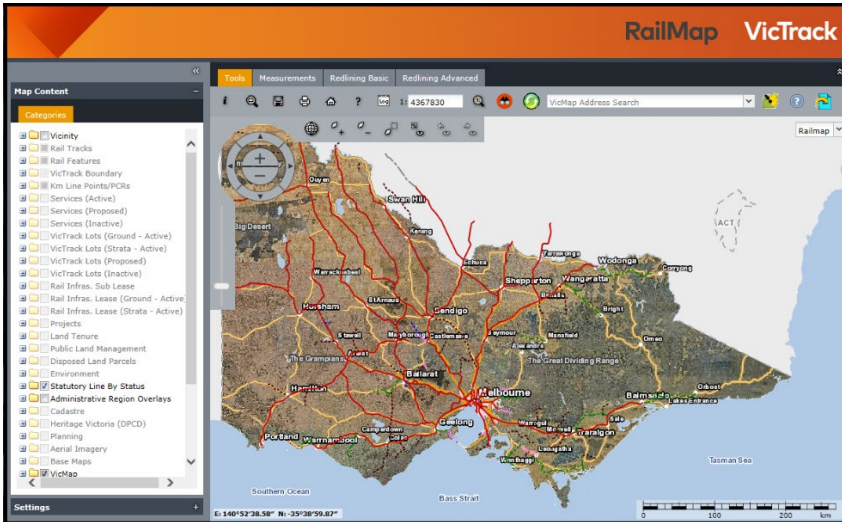
For security reasons, RailMap passwords expire every 6 months, if when you log in you do not get a login error message, but a blank page then your password has expired and you will need to reset it.

### How to reset your password

Go to <https://victrack.com.au/get-help/railmap> for instructions and links to unlock and reset your password.

Enter the username (i.e. Part that follows VTWEB\ when you usually log in) then complete the captcha and follow the prompts.

Please email [servicedesk@victrack.com.au](mailto:servicedesk@victrack.com.au) if you experience problems logging in.

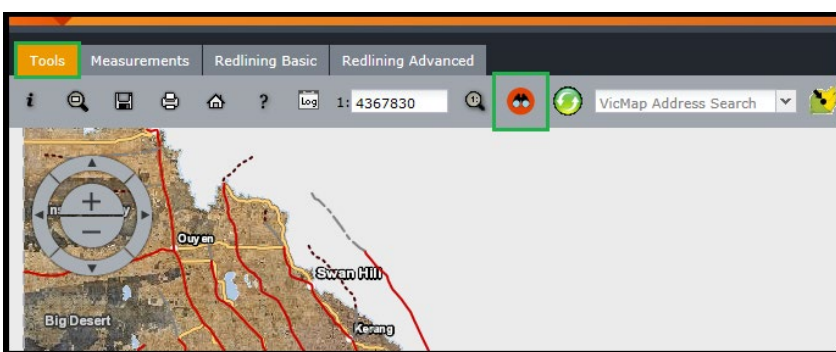


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## Navigating

From the RailMap home page click the Tools tab.

### [Tools]



### Binoculars icon

Click the binoculars icon to open the Navigation options.

From the drop down menu select:

## Navigate by Station Location

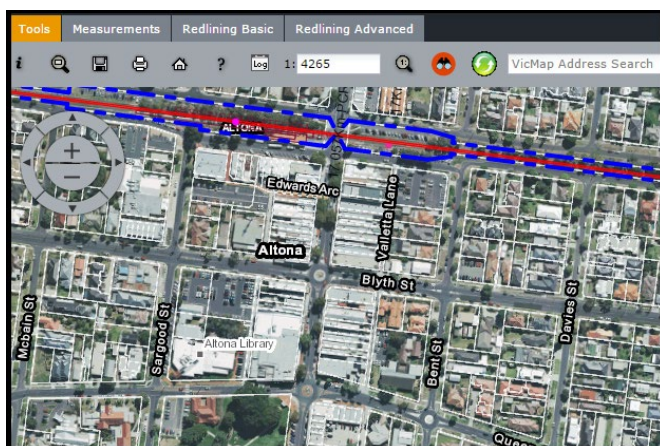
Enter a station name and click Find.

### [Find]

This example search has returned only one result.

If there is more than one result, click the check box for the location required.

Location	Canmap
<input checked="" type="checkbox"/> ALTONA	Y



The screen will display the selected map location.

Use your mouse wheel to zoom in and out, to adjust the scale of the map view.

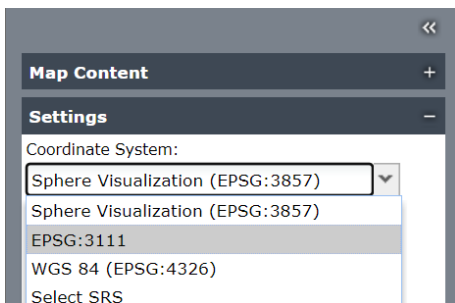
You can also search by Lease Lot, Franchisee Lease, Service Licence, Statutory Line, Land Parcel, Asset details, (depending on user permission).

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## Redlining

Redlining allows you to mark areas and points of interest on the map.

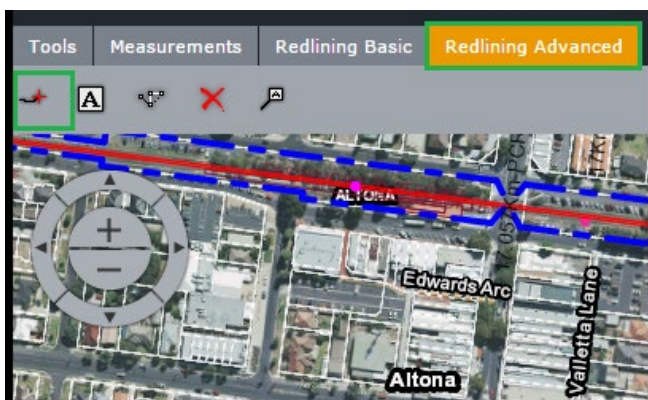
To utilise this function you will need to change the projection to VicGrid 94 (EPSG:3111) by opening settings, expand the coordinate system drop down and select EPSG:3111.



From the RailMap home page click:

**[Redlining Advanced]**

**Insert feature**



The Redlining window is displayed. This small window “floats” over the rest of the screen, so you can drag it with your mouse to see items underneath it.



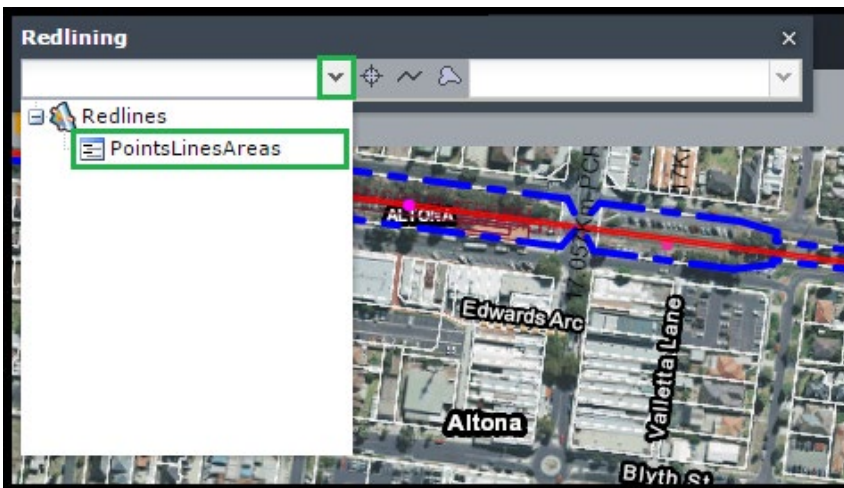
## Redlining to mark an Area

Under the Redlining label, open the drop down menu.

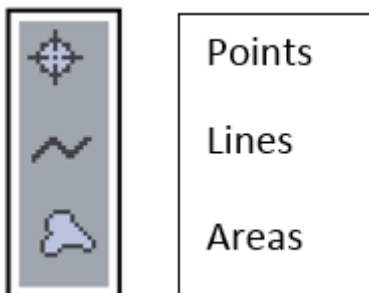
Select:

**Redlines**

**PointsLinesAreas**



Select the Areas icon.



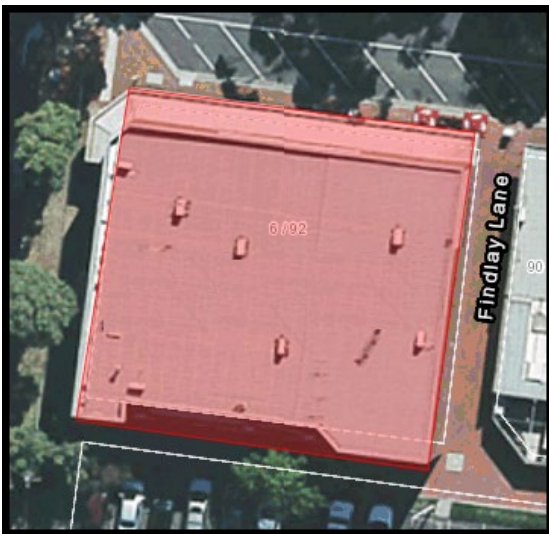
In Redlining mode, the mouse cursor will display as cross-hairs.

Place your mouse cursor on the edge of the area of interest.

Left click to mark the first point (vertex) of the area.

Move your mouse around the edge of the area, slowly and steadily clicking at each corner or vertex.

To finish marking the area, move the mouse slightly away from the final point, and do a rapid double click.



### To exit Redlining mode

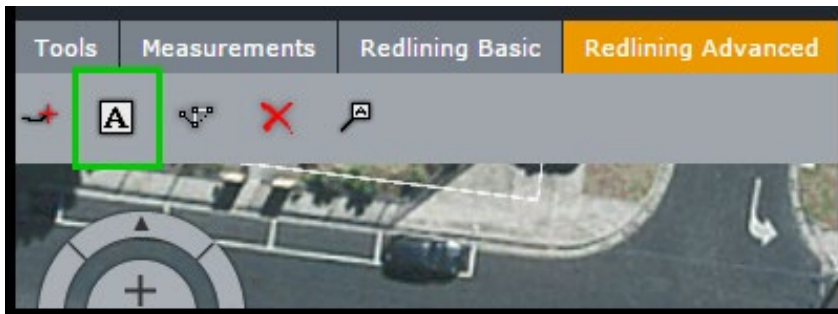
When you finish working with Redlining, Right click to exit Redlining mode.

## Redlining text

### Step 1.

From the Redlining Advanced tab, click the Insert Text icon

[A]



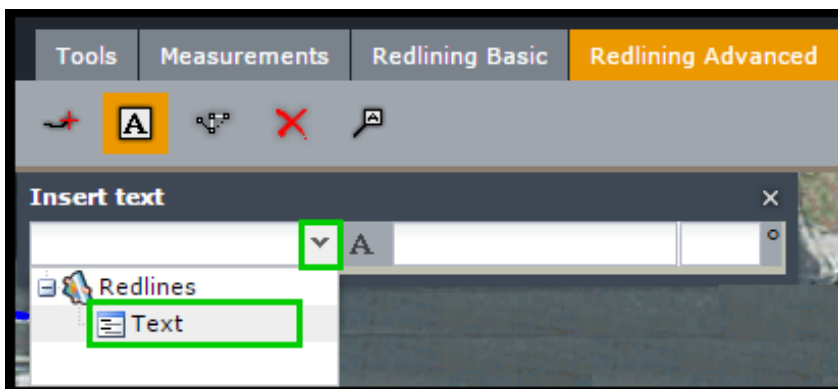
### Step 2.

The Insert Text window is displayed.

On the left hand side, open the drop down menu and select the Text option.

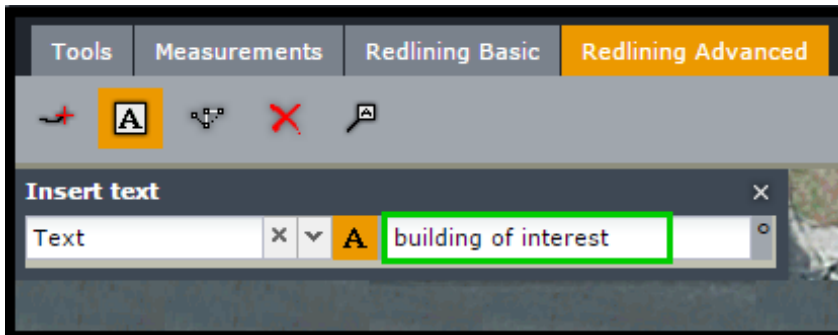
**Redlines**

**Text**



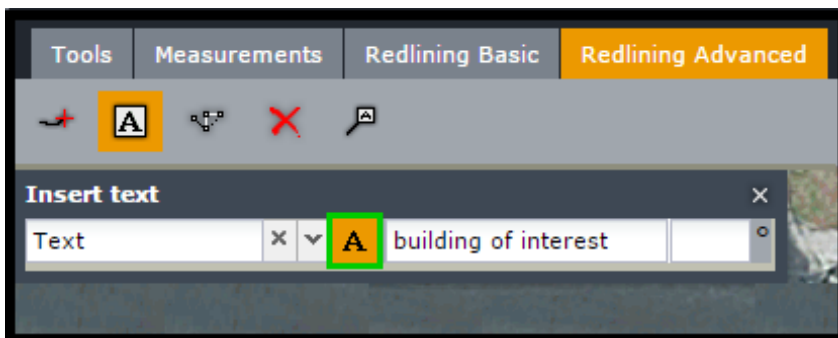
**Step 3.**

On the right hand side, enter the required text.

**Step 4.**

Click the “A” within the Insert text window

Then click on the map to indicate where you want to place the centre point of the text.

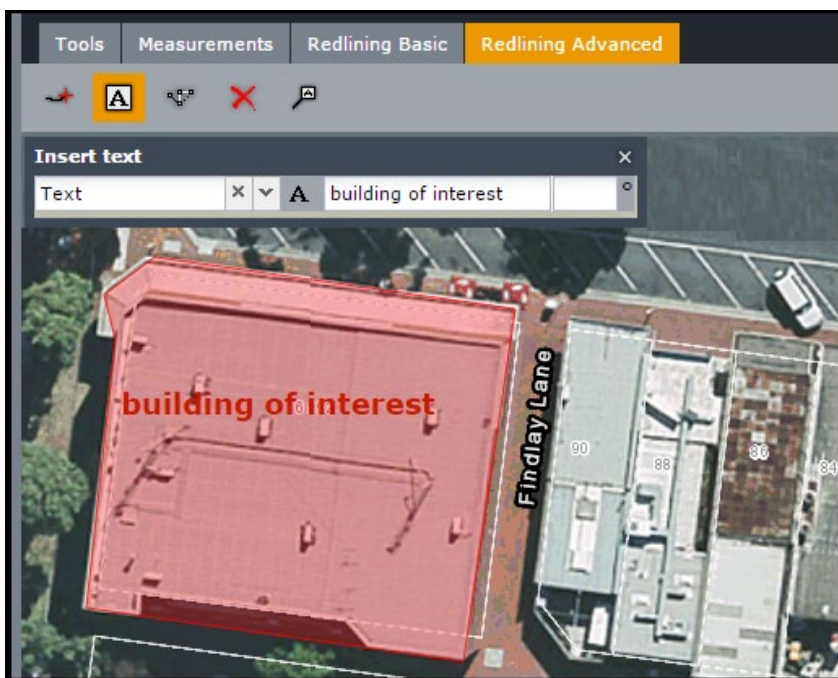
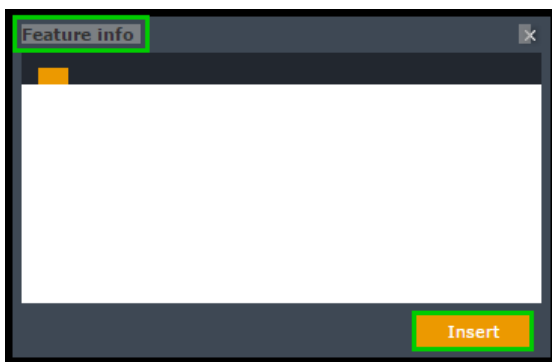


**Step 5.**

The Feature info window is displayed.

**[Insert]**

Click the Insert button to place the text onto the map.



## Text colours

The default colour for all inserted text is red.

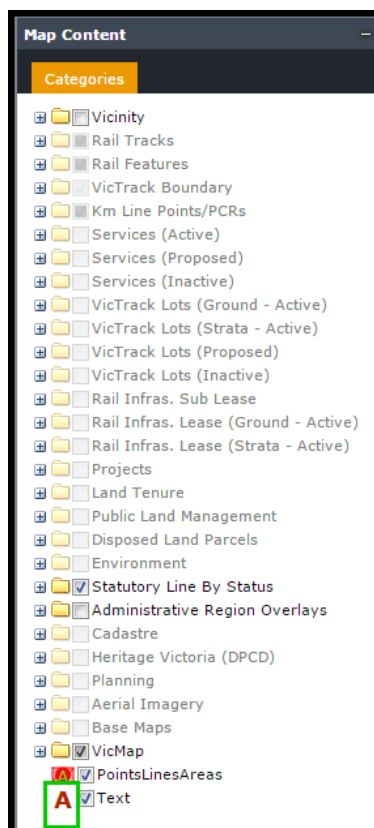
You can change the colour for all of the inserted text if required.

It is not possible to have more than one text colour at a time.

### Step 1.

On the left hand side of the screen, locate the Map Content window.

Locate the Text option and click the “A” icon.

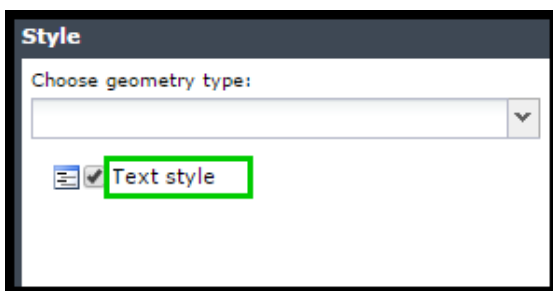


**Step 2.**

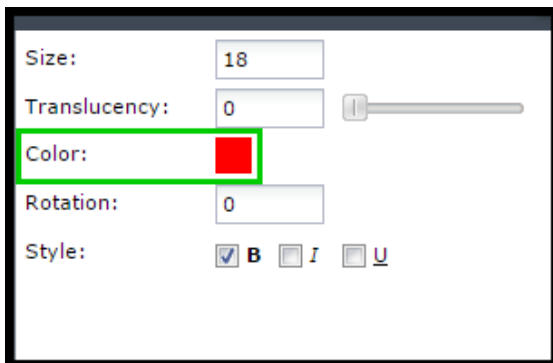
The Style window is displayed.

**Text Style**

Click the Text style option.

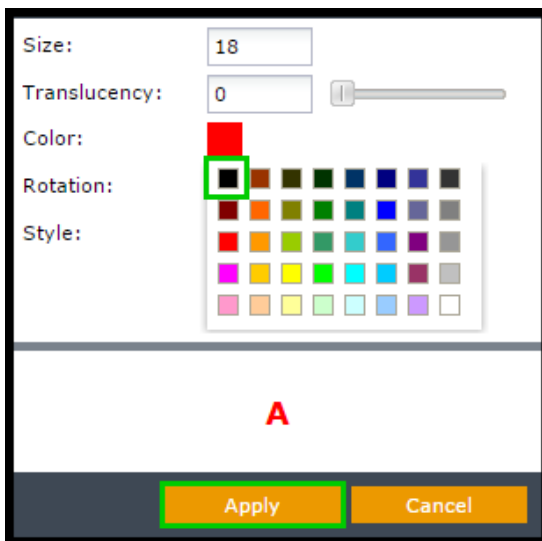


Then click the coloured square to open the colour palette.



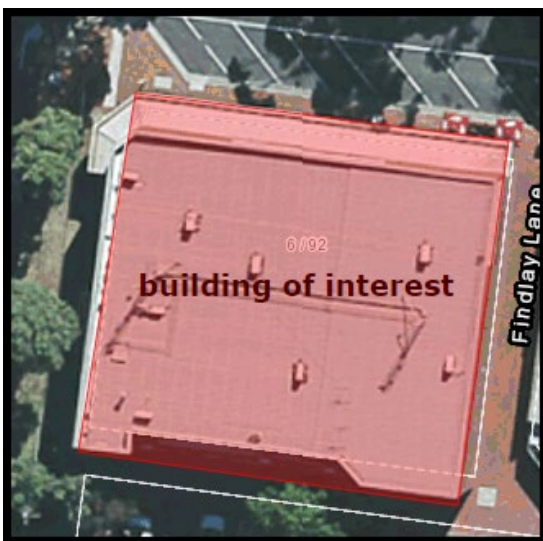
**Step 3.**

Select the colour you want from the palette.

**[Apply]**

Click Apply to activate your selection.

All the inserted text will now be shown in the new colour.



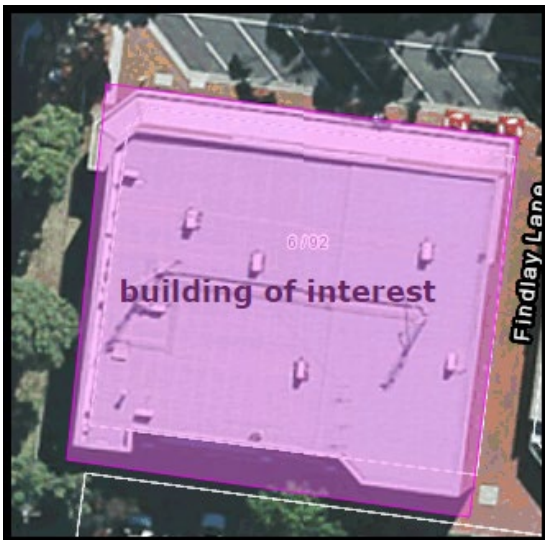
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## Redlining delete

You can delete Redlining and inserted text if required.

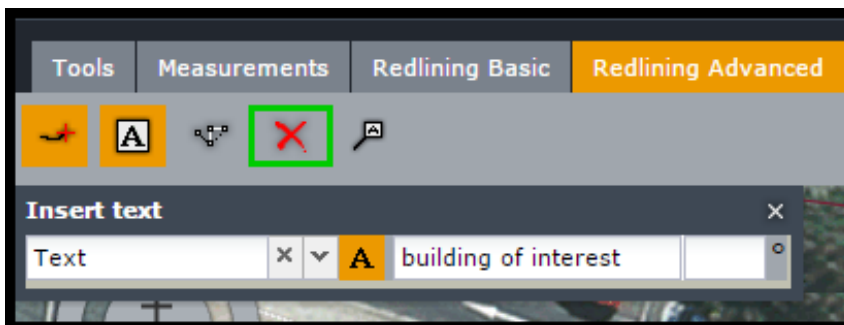
### Delete a Redlined area

Click the Redlined area to be deleted. The area will change from red to pink.

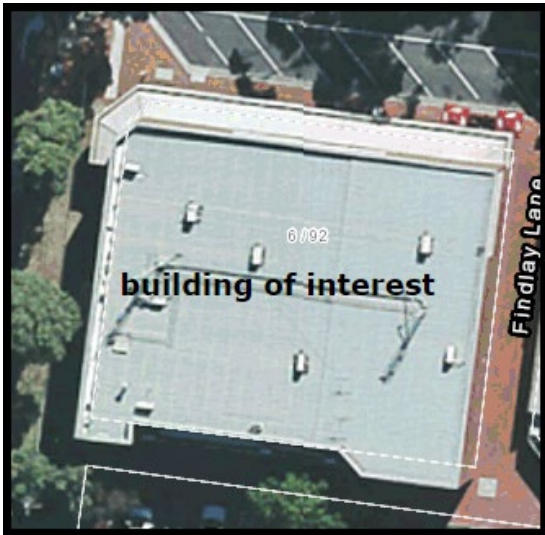


Click the delete icon to remove the Redlined area.

[X]



The Redlined area will be deleted.



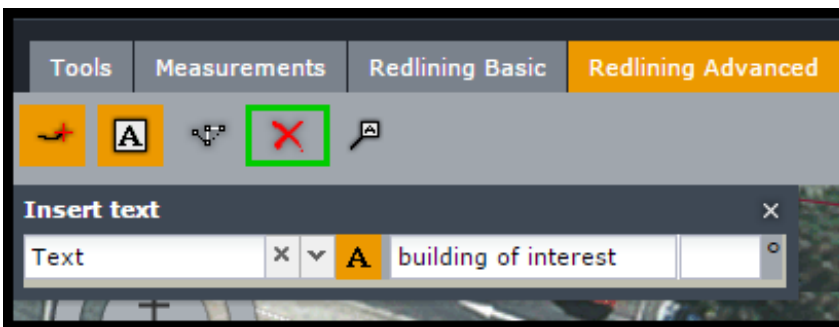
### Delete inserted text

Click on the text to be deleted. The text colour will change to pink.

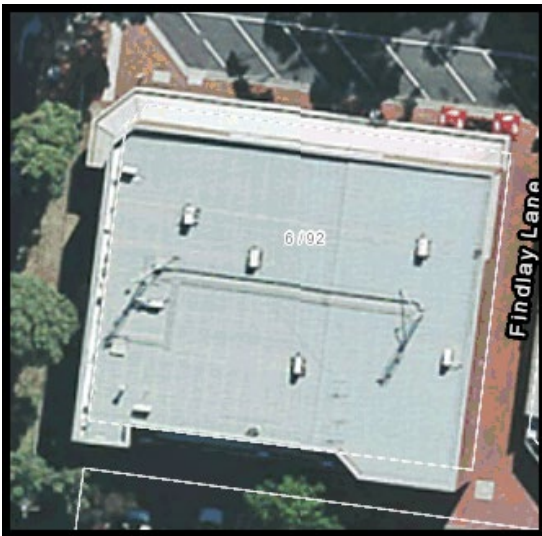


Click the delete icon to remove the text.

[X]



The inserted text will be deleted.



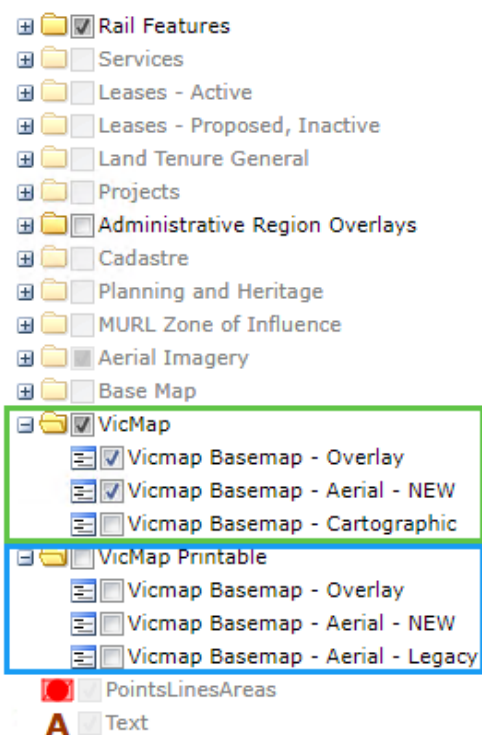
## Printing

RailMap can create a map image in a PDF file, that can be downloaded and included in documents, attached to an email or sent to a printer.

First navigate to the site of interest, enable the layers you wish to display in the plan.

NB - There is an ongoing issue that is preventing RailMap from printing layers from the Aerial Imagery, Overlay and Cartographic layers.

To enable printing from these layers we have added an additional folder, called **VicMap Printable** to the RailMap legend.



The **VicMap** folder is on by default. It contains optimised imagery and base maps layers, providing best performance. We recommend using this folder for general use and viewing of RailMap.

The **VicMap Printable** folder layers are large static image files. They are compatible with the RailMap printing function, but result in significantly longer load times.

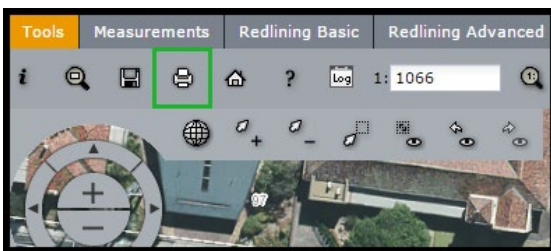
We therefore advise users to only turn the **VicMap Printable** folder on after they have navigated to an area of interest and are ready to print.

You can turn the **VicMap** folder off if you don't want all the layer names to appear in the legend of the plan.

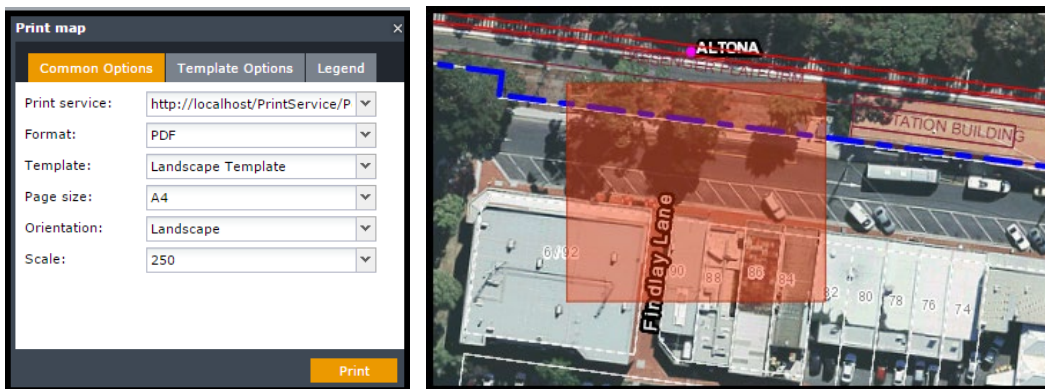
From the RailMap home page click the Tools tab.

## [Tools]

### Print icon



Click the print icon to open the **Print map** window.



A red highlighted area will be displayed in the centre of the current map view. This marks the default area that will appear in the print file.

To adjust the size of the print area, in the Print map window click:

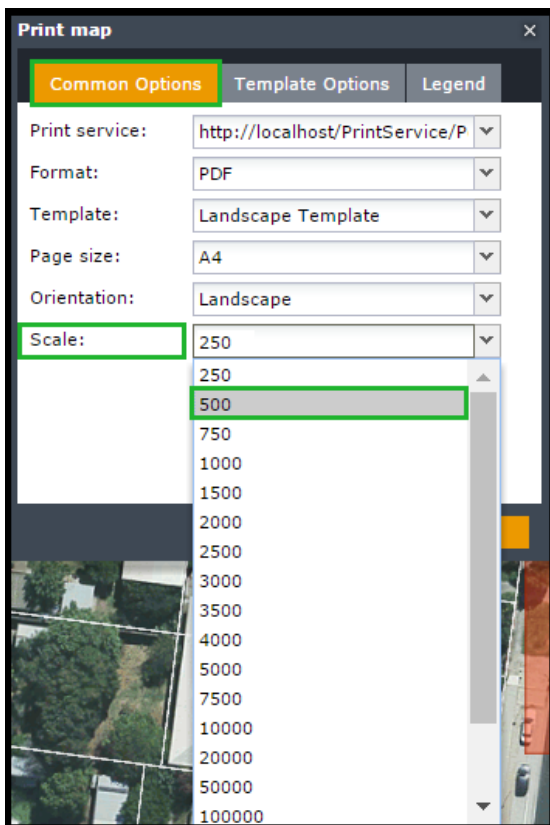
## [Common options]

Locate the Scale item.

Open the Scale dropdown menu and select a Scale value.

As you select larger scale values, the highlighted area will increase in size.

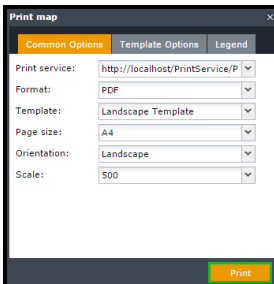
To adjust the position of the print area, use the Left mouse button to drag the red area to the required place in the map view.



Adjust the scale and location of the red highlighted area, until it covers the area you want to print.

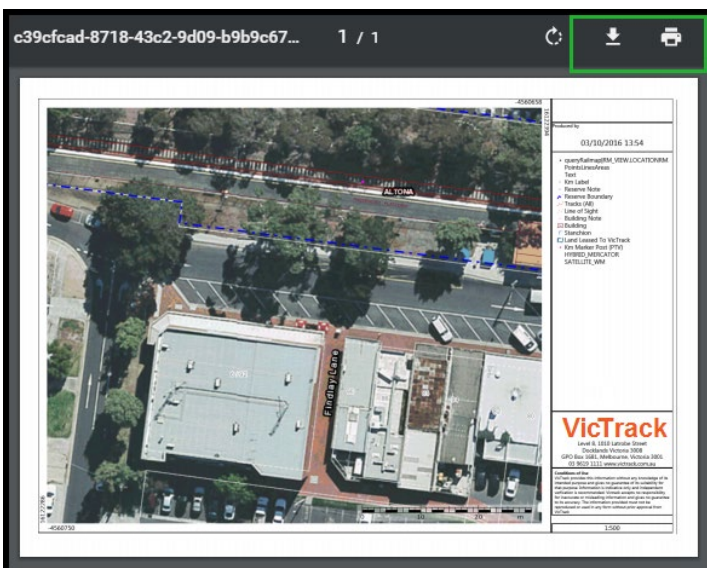
## [Print]

Click the Print button located at the lower right hand side of the **Print map** window.



Follow the prompts to save the PDF

When the print file opens, move your mouse up to the top Right corner of the screen. This will cause the Download and Print icons to appear.



It's recommended that you download the file to your own computer, so it's easy to find for future use.