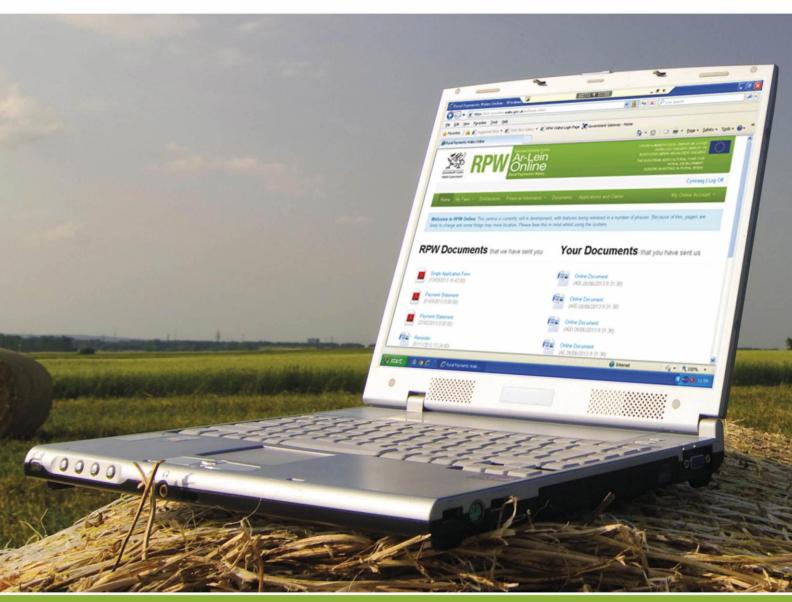
RPW Ar-Lein Online

Taliadau Gwledig Cymru Rural Payments Wales



www.cymru.gov.uk

A simple guide for Customers on how to use RPW Online



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 the alternative language, you can access it from our Welsh Government website www.wales.gov.uk/RPWonline 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 or email RPWOnline@Wales.gsi.gov.uk

Contents

PPW Online	4
RPW Online	4
❖ My Farm	<u>4</u>
❖ Interactive Map - Overview	<u>4</u>
Viewing your Map	<u>11</u>
 Clustering 	<u>11</u>
■ Zooming In	<u>13</u>
 Zooming Out 	<u>17</u>
■ <u>Panning</u>	<u>20</u>
Selecting Layers	<u>21</u>
 Aerial photography 	<u>23</u>
■ <u>Map layer</u>	<u>24</u>
 Permanent Features layer 	<u>25</u>
 <u>Ecological Focus Area layer</u> 	<u>28</u>
 Field labels layer 	<u>30</u>
• Key Table	<u>32</u>
Interactive Icons	<u>33</u>
 Zoom to holding 	<u>34</u>
 Measurement Tool 	<u>35</u>
Placing points on the interactive map	<u>37</u>
Measuring one point	<u>39</u>

 Measuring multiple points 	<u>40</u>
 Measuring lengths and areas of a polygon 	<u>42</u>
 Print My Map 	<u>44</u>
■ <u>Troubleshooting</u>	<u>45</u>
o <u>Internet Explorer</u>	<u>45</u>
o Mozilla Firefox	<u>46</u>
o Google Chrome	<u>47</u>
 Interactive Map Frequently Asked Questions 	<u>49</u>
<u>Jseful Links</u>	
Services available through Government Gateway	<u>52</u>
❖ Other services	53

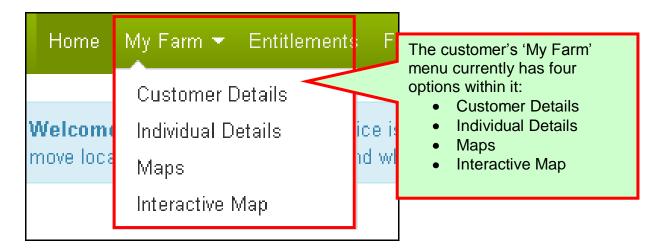
Disclaimer

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 in phases this Guide will change from time to time.

Produced by the Welsh Government ©Crown copyright 2013

RPW Online

My Farm



Interactive Map - Overview

The Interactive Map allows you to view your land via your RPW Online account. The Interactive map shows any mapped Ecological Focus 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:

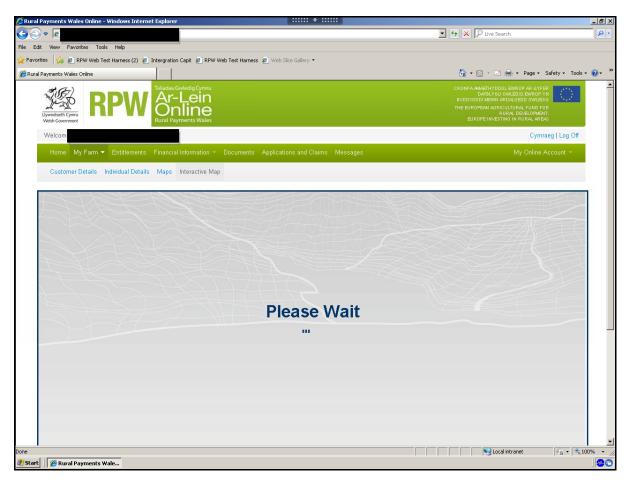
- Internet Explorer versions 9 or 11
- Google Chrome version 39
- Mozilla Firefox version 33
 Safari version 7.

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

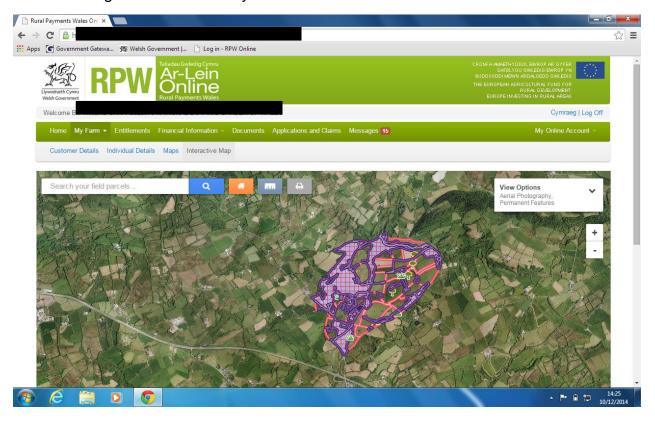
You will also need the latest version of Adobe Reader installed in order to print or save a copy of any PDF map created.

A link to the latest version of Adobe Reader is available from www.wales.gov.uk/rpwonline. Select 'Requirements for RPW online' from the left hand menu.

When you select 'Interactive Map' from the 'My Farm' menu option you will see the following 'Loading' page:

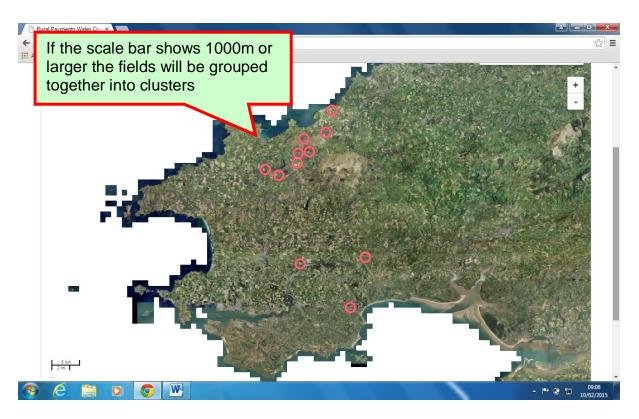


Once loaded your Interactive Map page will look similar to this. The full extent of your holding will be viewable by default.

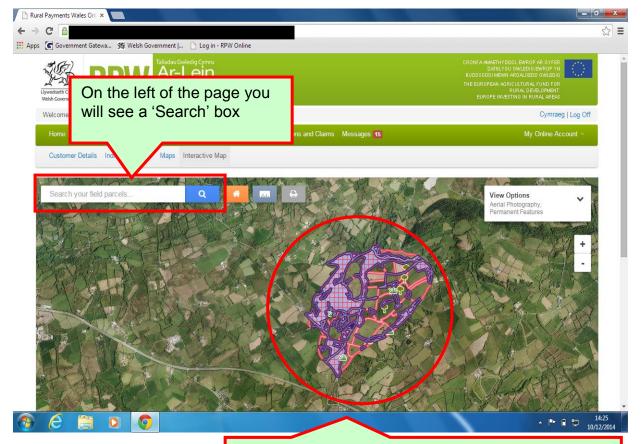




If the scale bar shows 1000m or larger when your Interactive Map page has loaded your fields will be grouped together into clusters and displayed as a red circle.



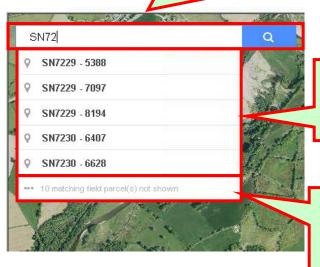
Please refer to page 11 for guidance on clustering.



The map will be zoomed out to display the full extent of your holding.

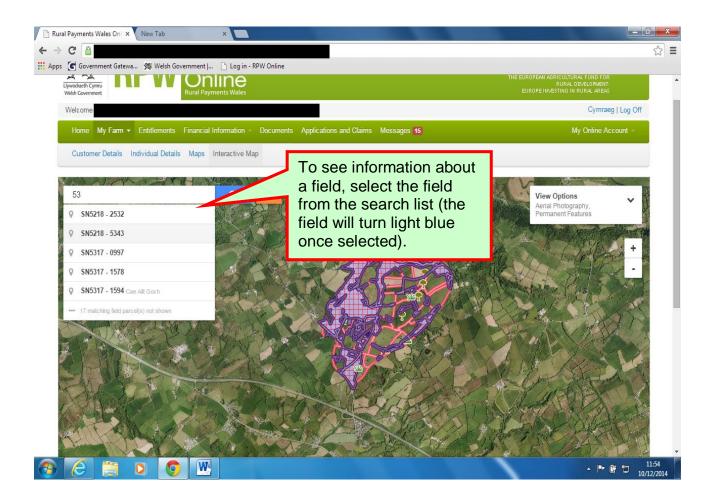
You can filter your fields using the 'Search' facility. Enter the Sheet Reference or the Field Number or the Field Name and as you type the system will start to locate the field you are looking for.

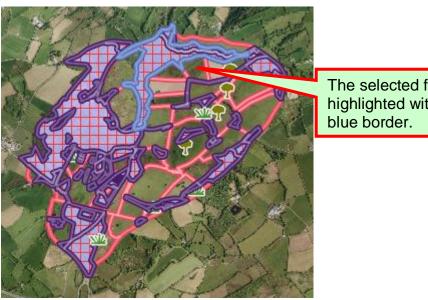
To clear the search you must delete the data entered in the 'Search' bar.



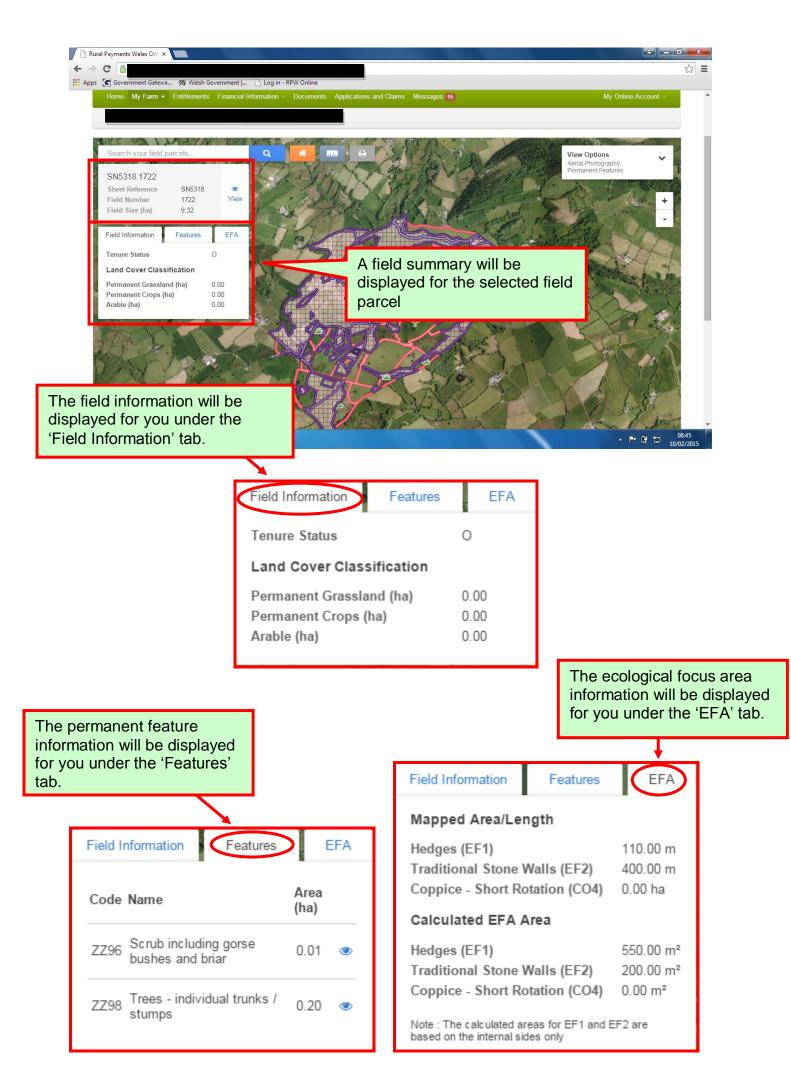
A list of the first five matching field parcels will be shown. The results will be in ascending order.

If the number of field parcels in the list contains greater than five matches, this message will display how many more have matched the search





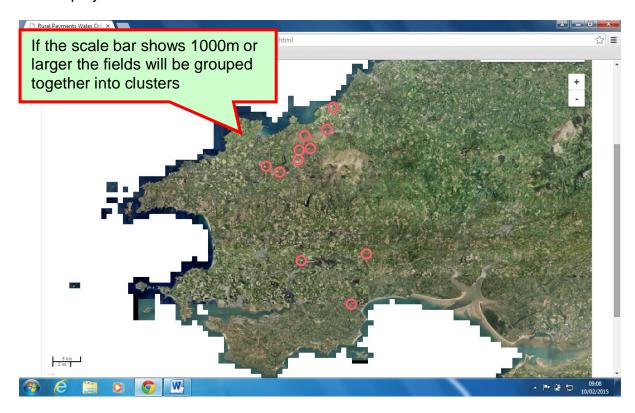
The selected field is highlighted with a light



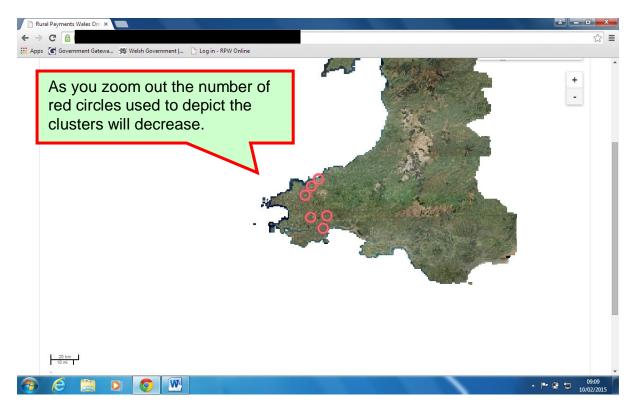
Viewing your Map

Clustering

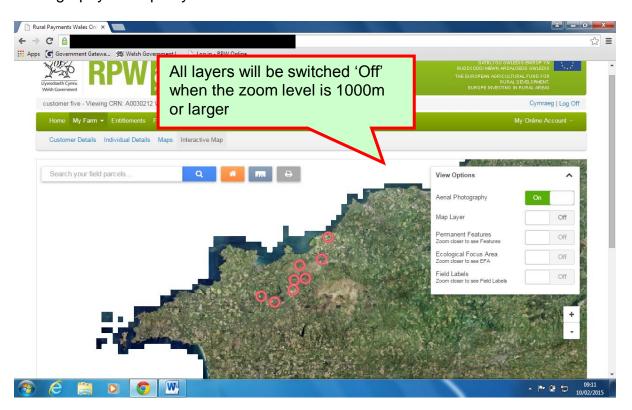
The Interactive Map will open at the full extent of your holding. If the scale bar shows 1000m or larger then your fields will be grouped together into clusters and displayed as a red circle.



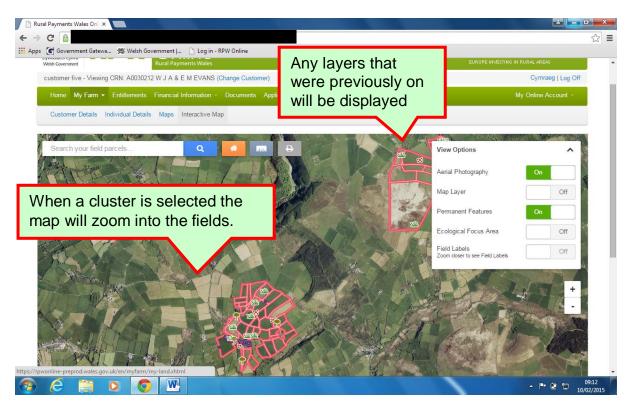
This will also happen if the full extent of your holding is less than 1000m and you zoom out to a point where the scale bar exceeds this. The number of red circles used to depict the clusters will decrease as you zoom out.



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



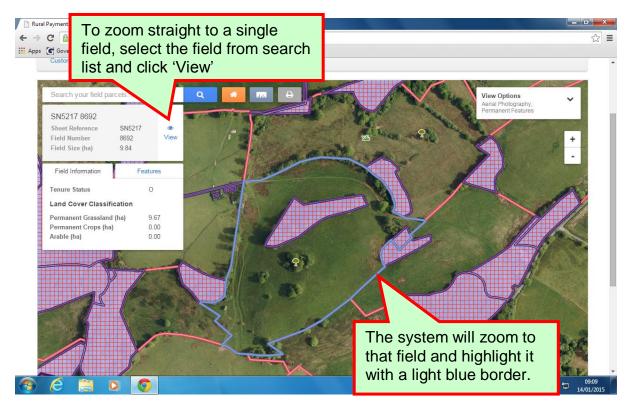
If you select one of the clusters the map will zoom into the fields and turn on any layers that were previously on (providing the scale is appropriate for their display, please refer to Selecting Layers page 18 for guidance)



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.

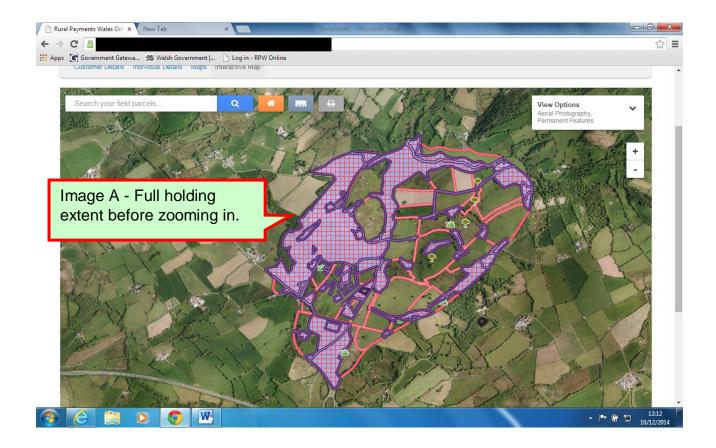
1. To zoom in on a single field is quick and easy:

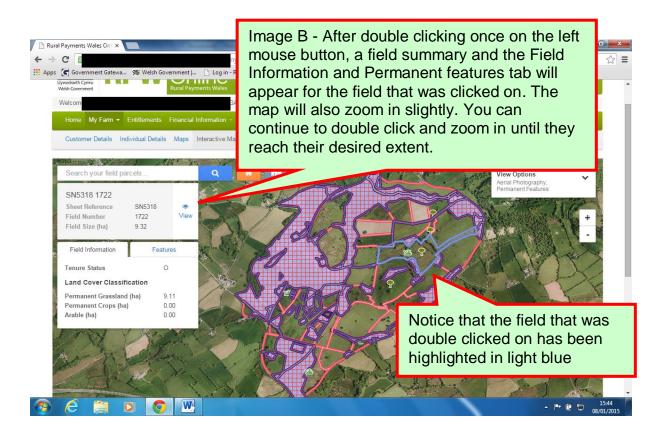


For instructions on how to zoom out please refer to page 17.

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:

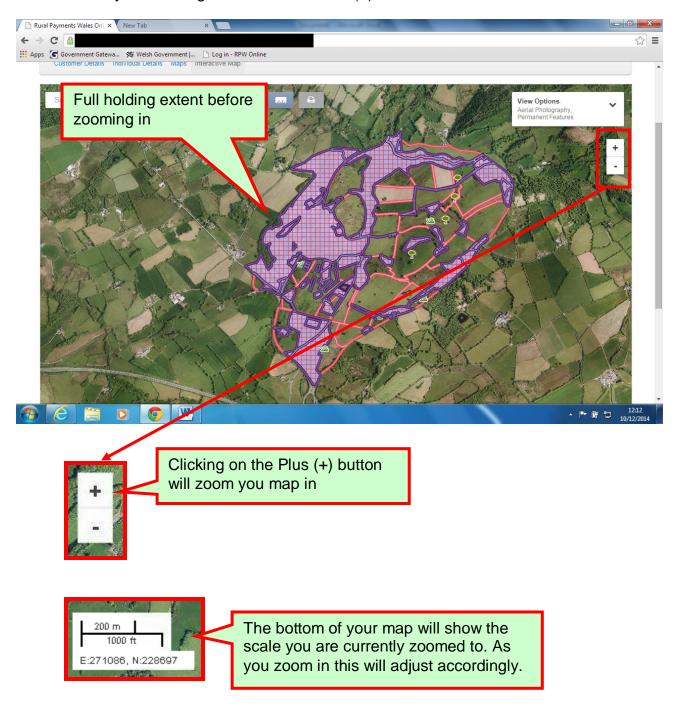
3. Should you have a mouse that has a scrolling wheel, you will find that the scroll wheel will allow you to zoom in.





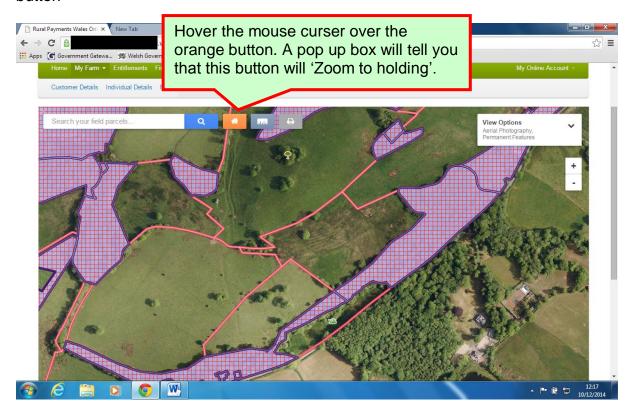
You can continue to zoom in via this method until you have reached your desired extent.

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

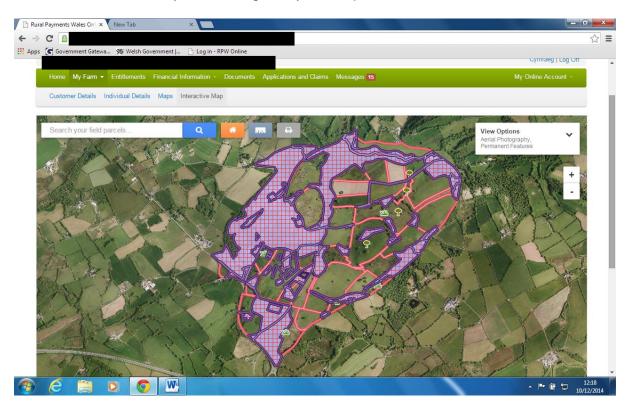


Zooming Out

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 scroll 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.

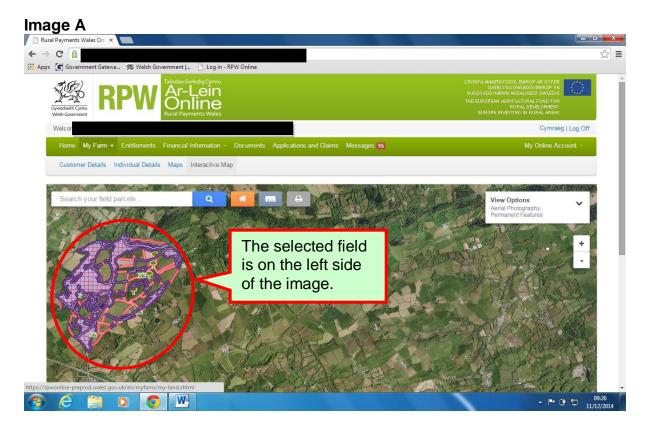


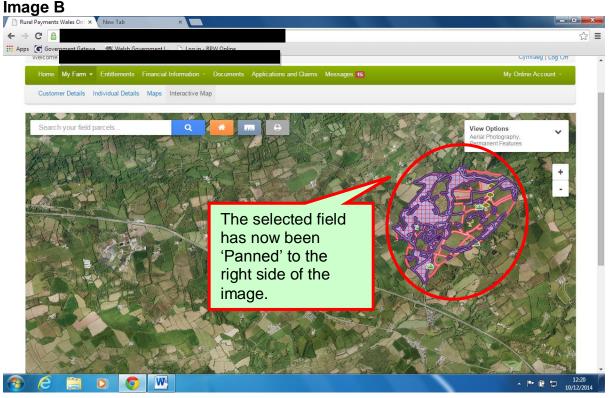
Panning

'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.

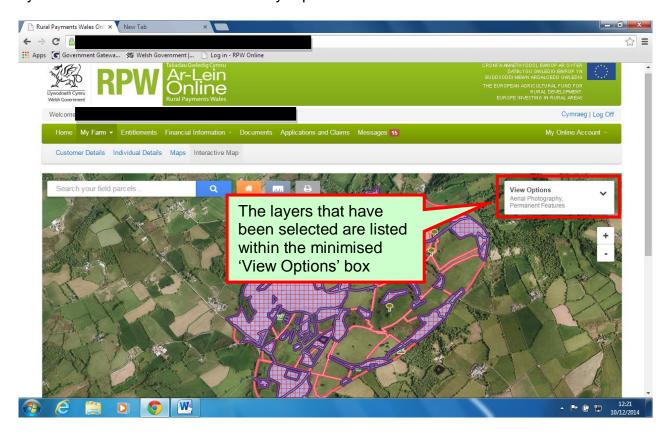
For example: see Image A below, and then see Image B.



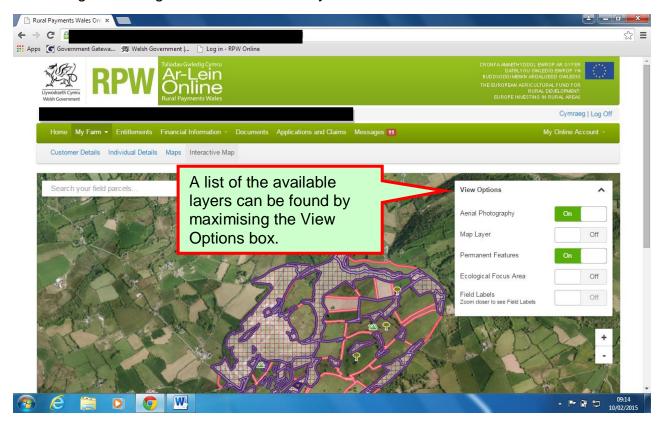


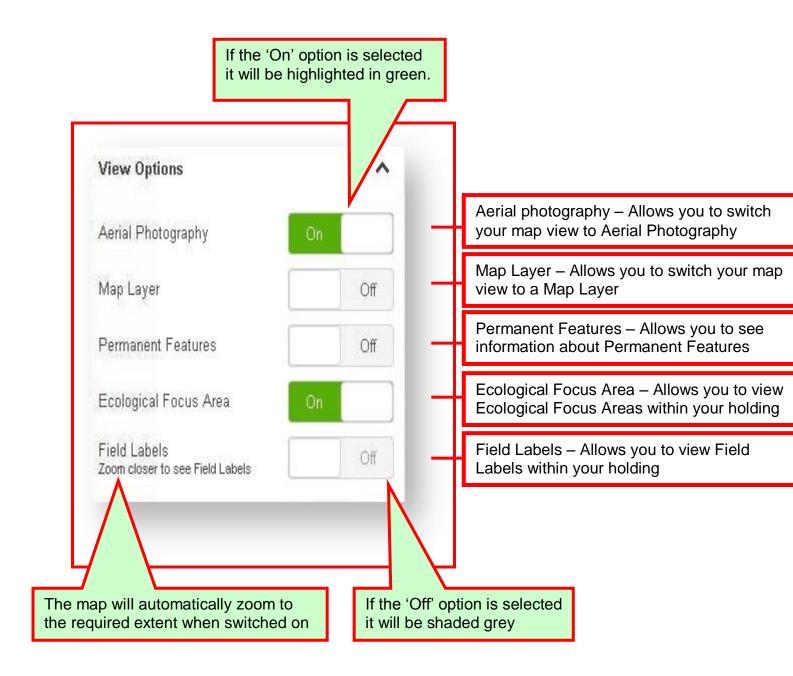
Selecting Layers

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.





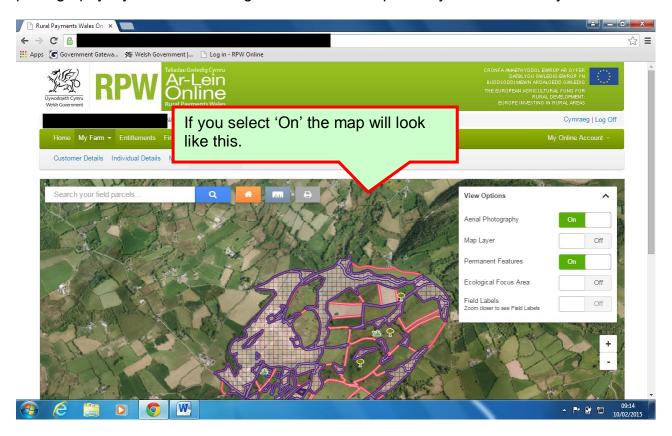
Scale of Layer Display

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	

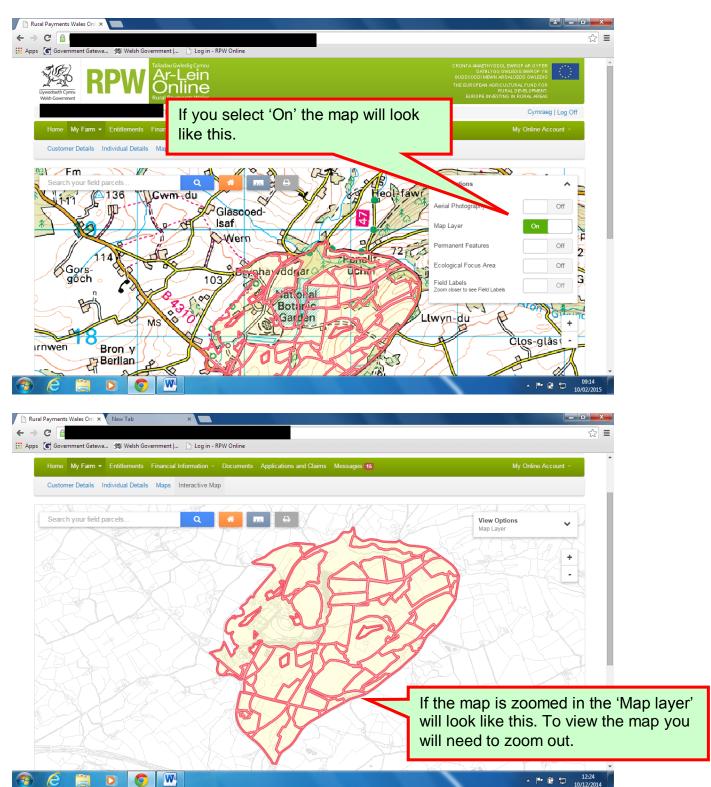
Aerial photography Layer

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.



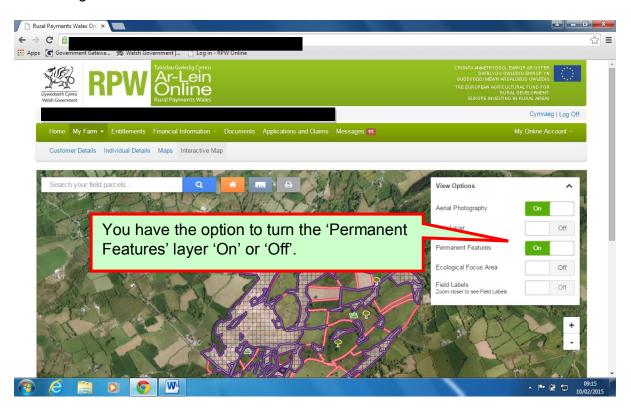
Map Layer

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.



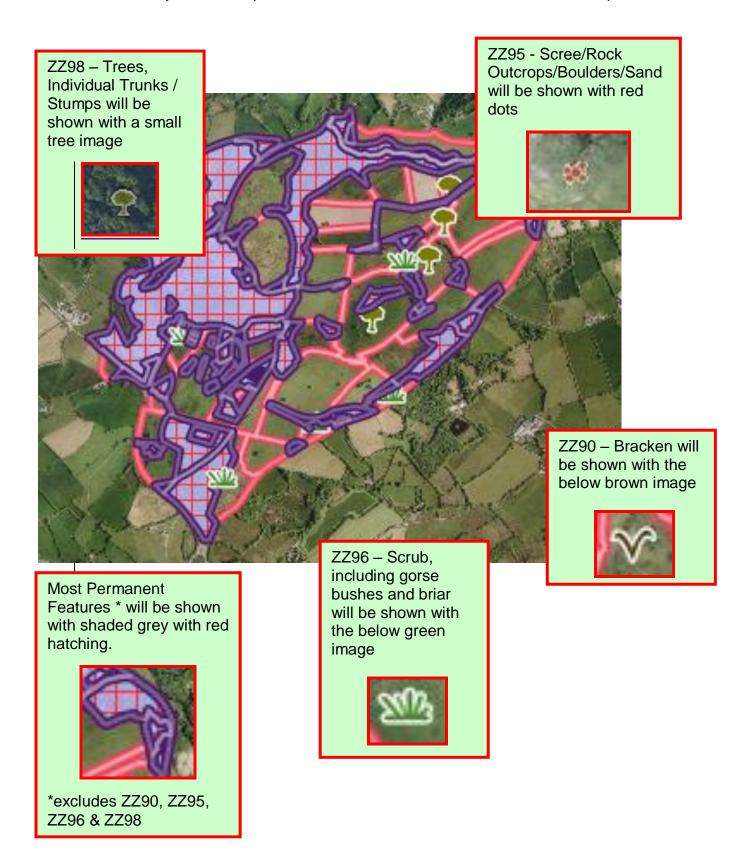
Permanent Features layer

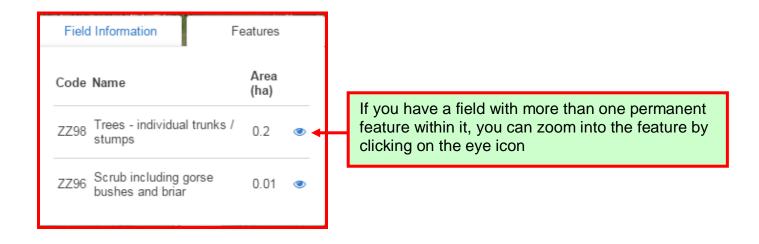
Permanent features are areas within a field parcel that normally do not change each year. Permanent features are mapped within a field parcel using a Field Maintenance (FM) Form. This layer is particularly convenient when creating maps to be used as sketch maps or for submitting Field Maintenance forms.



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.





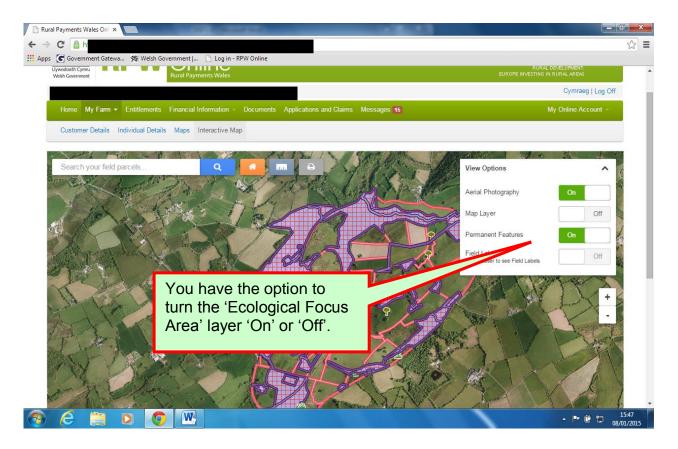
The current permanent feature codes are as follows:

Crop Code	Crop/Land Description	Displayed on map
ZZ89	Buildings and Yards	Yes – Red Hatching
ZZ90	Bracken	Yes – Brown image
ZZ92	Hardstandings	Yes – Red Hatching
ZZ93	Ponds/Rivers and Streams	Yes – Red Hatching
ZZ94	Roads	Yes – Red Hatching
ZZ95	Scree/Rock Outcrops/Boulders/Sand	Yes – Red Dots
ZZ96	Scrub – including Gorse Bushes and Briar	Yes – Green image
ZZ97	Tracks – Un-Grazed	Yes – Red Hatching
ZZ98	Trees – Individual, Trucks/Stumps	Yes – Tree image
NO1	Non-Agricultural Activities	Yes – Red Hatching
TR2	Woodland – Coniferous, Un-Grazed including Christmas Trees	Yes – Red Hatching
WS1	Woodland – Broadleaf, Un-Grazed	Yes – Red Hatching

Ecological Focus Area Layer

For customers with arable land, the Basic Payment Scheme (BPS) has greening requirements. Ecological Focus Areas (EFA's) are used to meet this requirement.

The Ecological Focus Areas displayed will adhere to those of the printed Single Application Form (SAF), and will only include spatial EFAs that are hedges, stone walls and coppice.

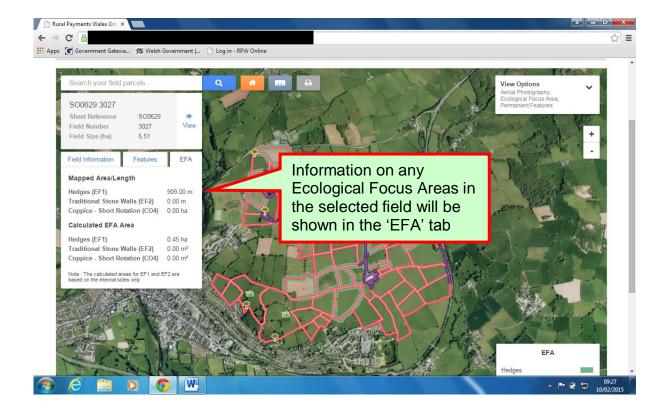


The Ecological Focus Areas layer can only be viewed at or below a zoom level of 500m or closer.

If the zoom level is more than this, when you turn the layer on, the map will automatically zoom to the required zoom level.

When the zoom is changed to 1000m or more the layer will automatically switch 'off'

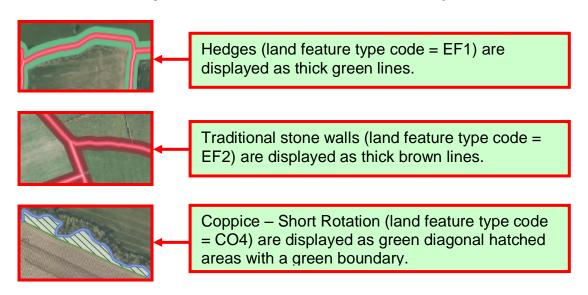
The Ecological Focus Areas are not selectable on the map, however if you select or search for a field you will be able to see information of any EFA's within that area by selecting the EFA tab.



When the Ecological Focus Area layer is 'on' a key will appear on the bottom right hand corner of the map.

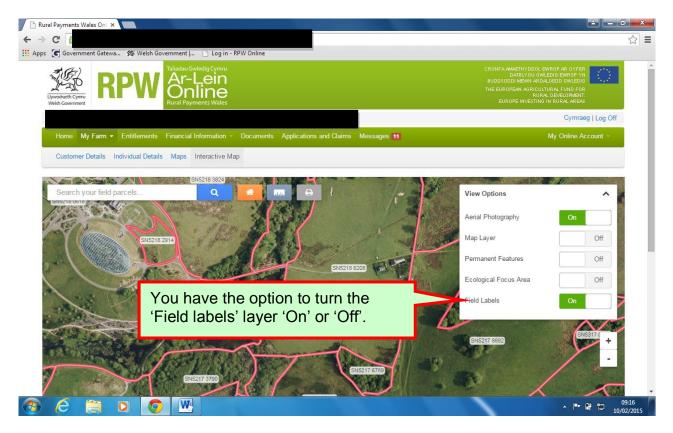


There are currently 3 different EFA indicators on the map.

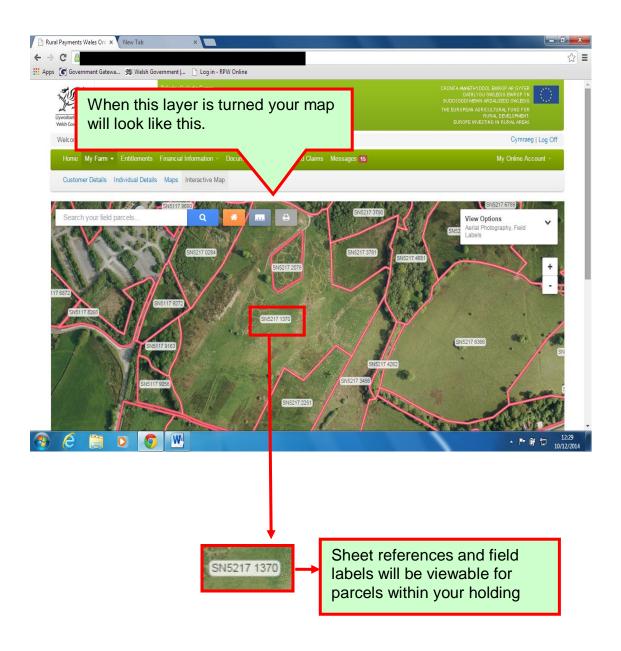


Field Labels

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.



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	Crwca
Aerial Photography (AP) layer	Opacity: 100%		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%		
Selected Field Parcels will be outlined with a blue border	Border: Blue Fill: None Opacity: 100%		
Field Parcel Numbers/Labels	Border: N/A Background: Light Green (AP view only) Opacity: 60%	SN5217 6366	(SN5217 6366)
Most Permanent Features * will be shown with red hatching *excludes ZZ90, ZZ95, ZZ96 & ZZ98	Border: Blue Fill: Red Hatching Opacity: 60%		
ZZ95 – Scree / Rock Outcrops / Boulders / Sand will be shown with red dots	Opacity: 60%	***	*
ZZ98 – Trees, Individual Trunks / Stumps will be shown with a small tree image	Opacity: 60%	()	7
ZZ96 – Scrub, including gorse bushes and briar will be shown with the below green image	Opacity: 60%	E S	Sur
ZZ90 – Bracken will be shown with the below brown image	Opacity: 60%	8	~

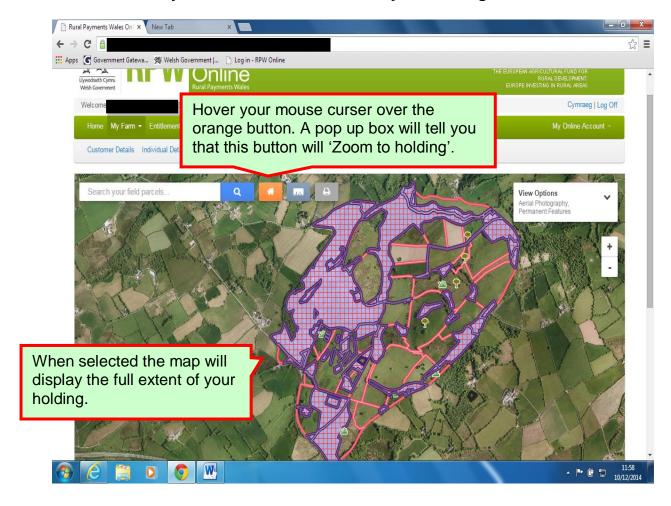
Interactive Icons

There are three 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

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

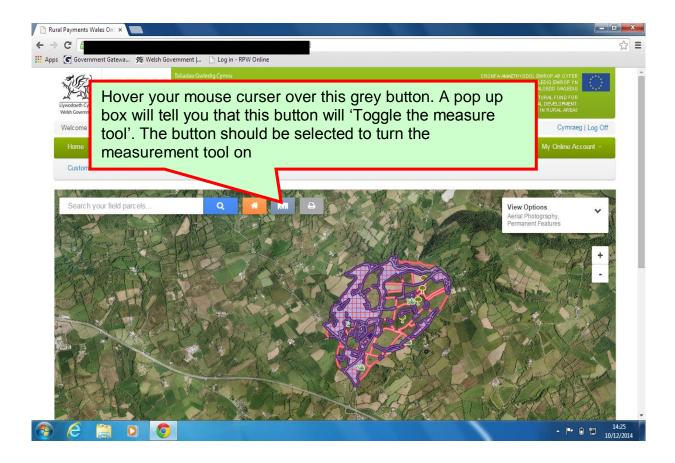


Measurement Tool

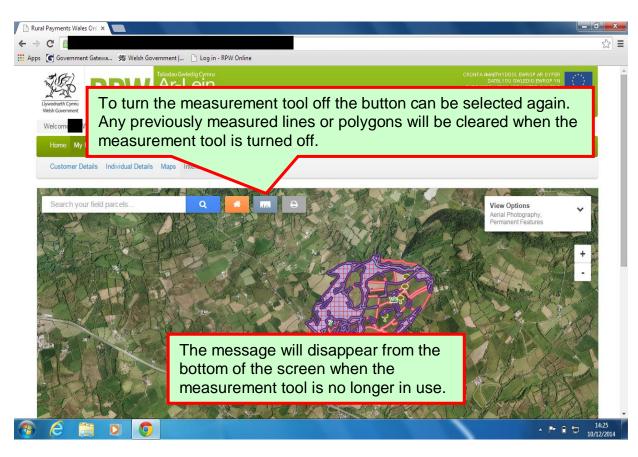
This button will allow you to measure lengths and areas in m, km, m2 or ha as appropriate. This is a useful tool if you are considering adding a permanent feature within a field parcel.

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.



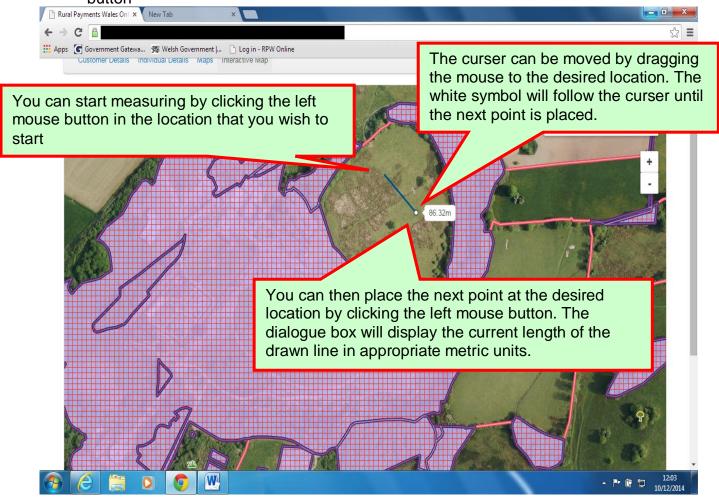


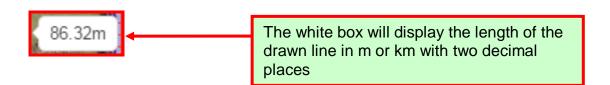


Placing points on the interactive map

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

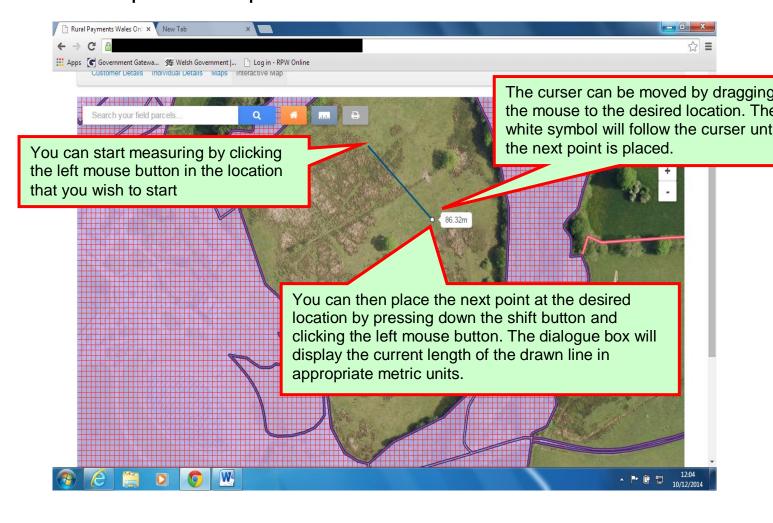
1. The easiest way of placing a point on the map is by using the left mouse button

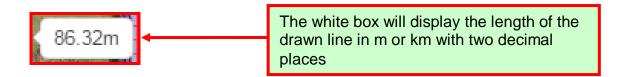




2. Holding down the shift button and clicking the left mouse button (automatic zoom)

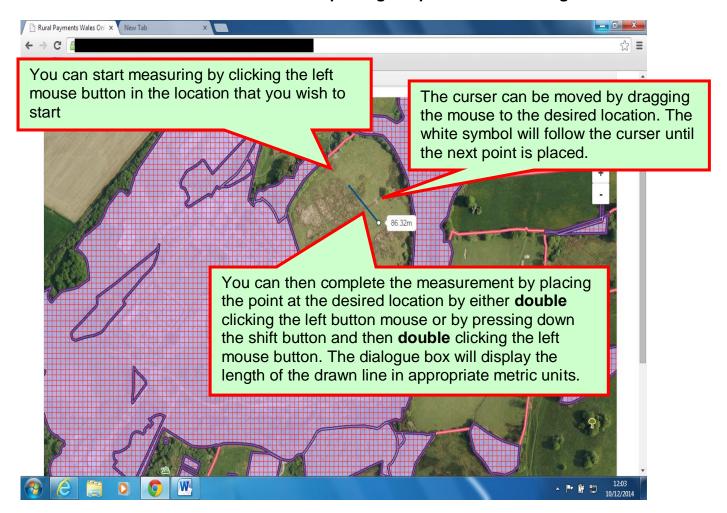
When the point has been placed by pressing down the shift button and clicking the left mouse button, the map will automatically zoom closer the where the point has been placed.





Measuring one point

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.



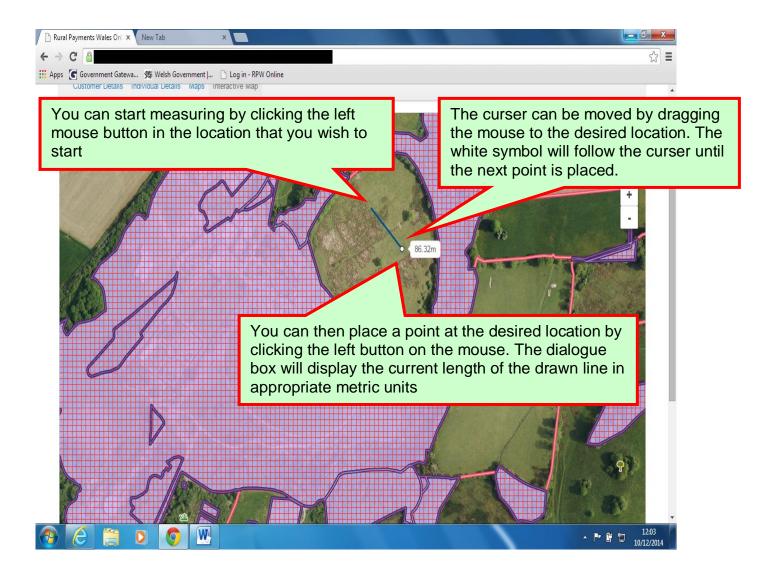
Once the left mouse button has been double clicked any further movement of the curser will not result in a line being drawn, however the measurement tool will remain active until it is turned off. When it is turned off the measured line will be cleared from the screen.

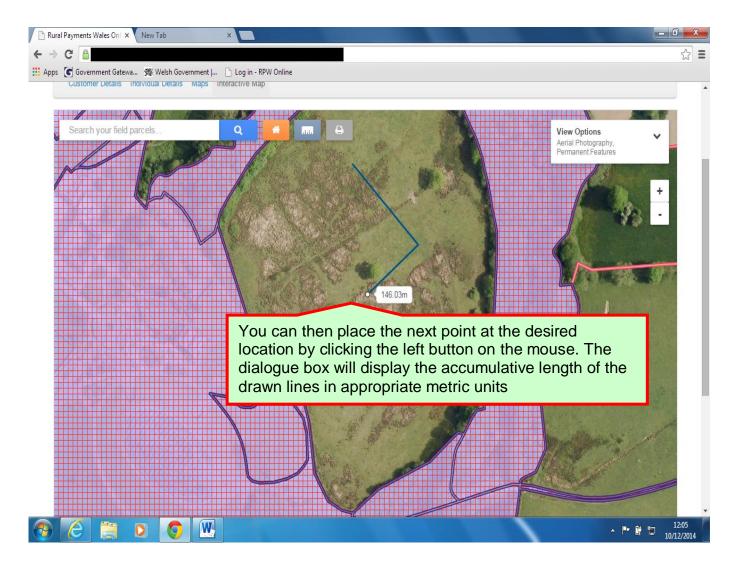
If you want to print the map with the measurement before turning the measurement tool off, or starting a new measurement, please refer to page 44 for instructions on printing

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.



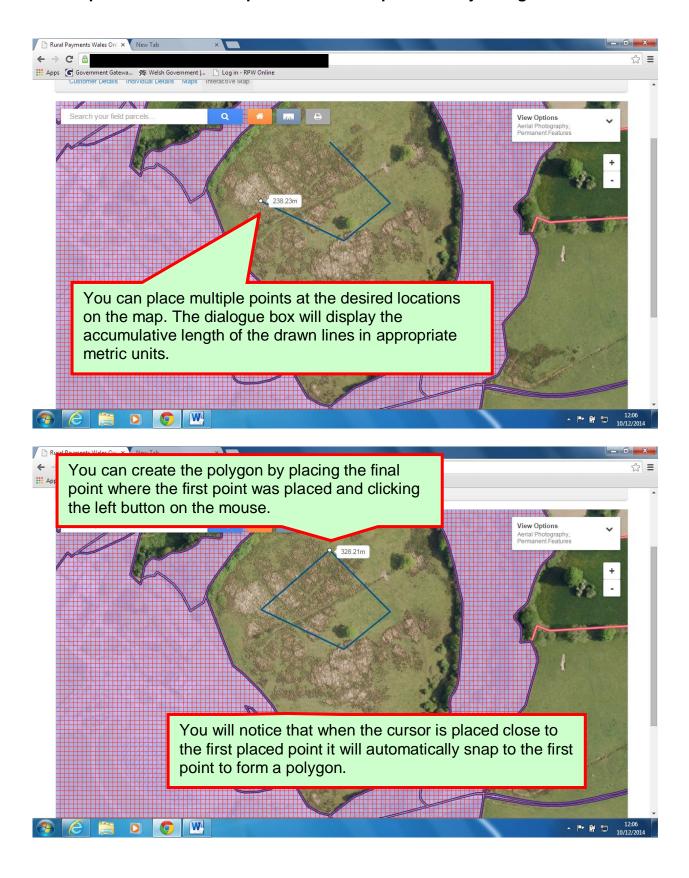


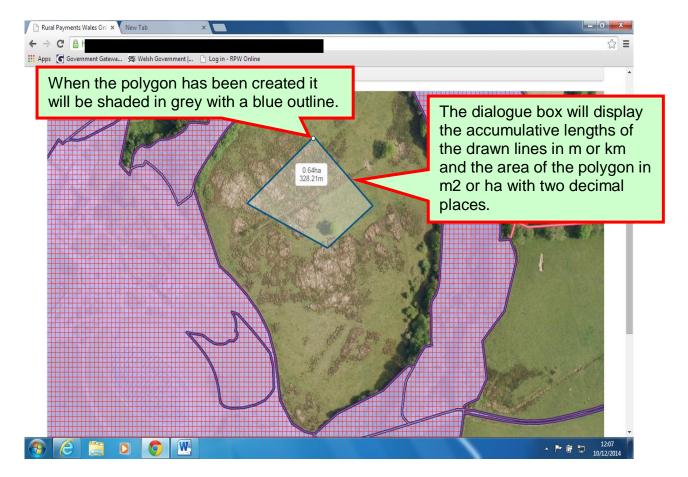
Multiple points can be placed on the interactive map and the dialogue box will continue to display the accumulative length of the drawn lines.

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

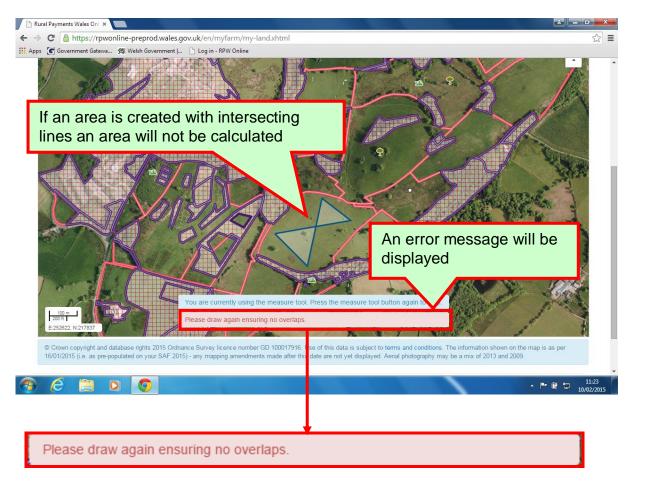
Measuring lengths and areas of a polygon

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.



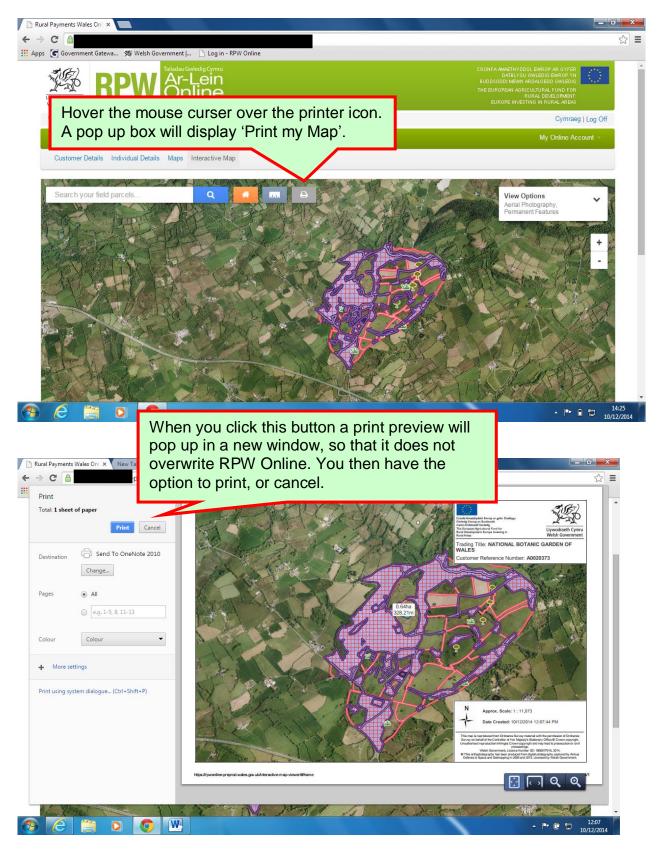


If whilst measuring you inadvertently create an area with intersecting lines (overlap) an error message is displayed and no area is calculated.



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 Google Chrome. See section Troubleshooting, page 45, for guidance when printing from different browsers)

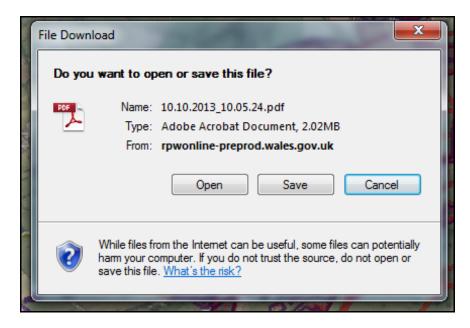


Troubleshooting

Printing Maps - processes for supported Browsers

Internet Explorer

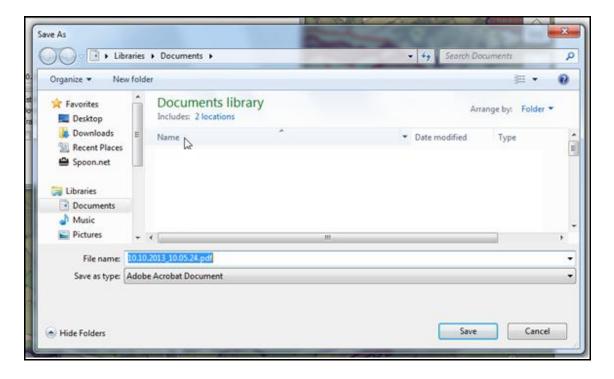
When printing from Interactive Map using Internet Explorer Browser your download box will appear on screen for you.



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

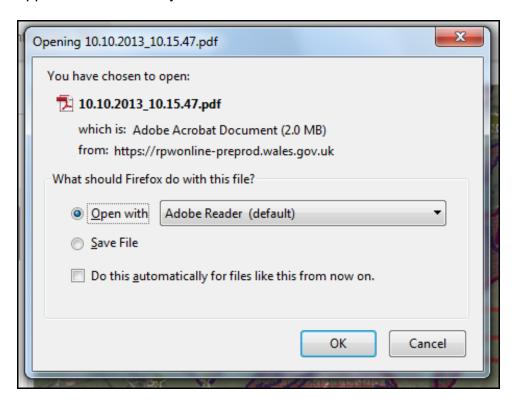
PLEASE NOTE: This will NOT Auto Save the file onto your computer.

If the "Save" button is selected then a 'Save As' box will appear and you can navigate to your chosen location to save.



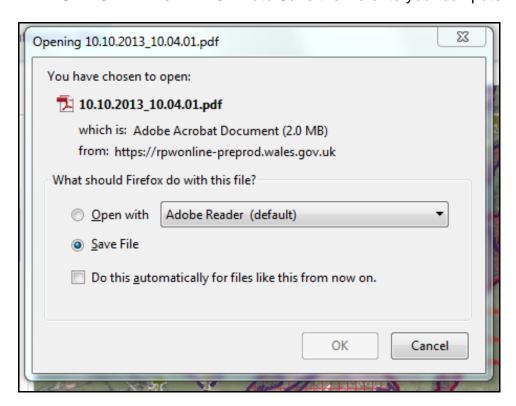
Mozilla Firefox

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



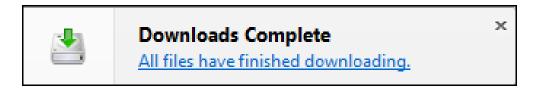
If you select "Open with" followed by "OK" then the file will open in a new window (depending on all the system requirements for Interactive Map being met by your computer/device).

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



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

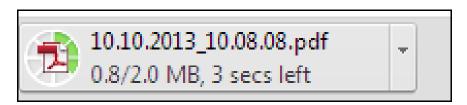
You should then see the below pop-up appear in the bottom right of your screen to verify that the download is Complete.



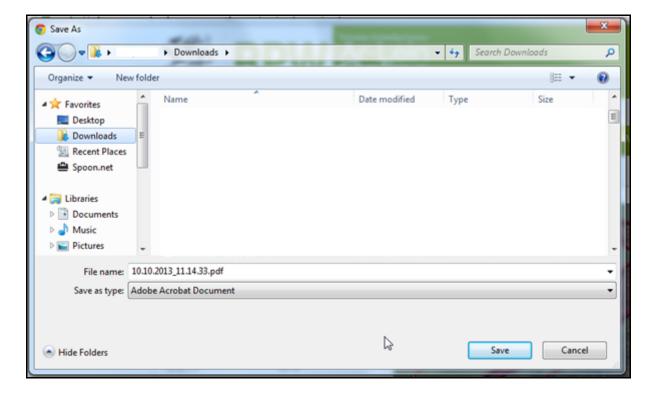
Google Chrome

When printing from Interactive Map using Google Chrome Browser your download box is slightly different.

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.



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.







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

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.

Downloads	
Download location: \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\	Change
Ask where to save each file before downloading	

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 email RPWOnline@Wales.gsi.gov.uk and they 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, Field Information & Features tabs 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 email RPWOnline@Wales.gsi.gov.uk and they 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 email RPWOnline@Wales.gsi.gov.uk and they 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 email RPWOnline@Wales.gsi.gov.uk and they 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 email RPWOnline@Wales.gsi.gov.uk and they 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 email RPWOnline@Wales.gsi.gov.uk and they 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 email RPWOnline@Wales.gsi.gov.uk and they 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 email RPWOnline@Wales.gsi.gov.uk and they will try to assist you.

9. Why do the permanent features and short rotation coppice ecological focus area appear as solid black fill rather than a cross hatch pattern?

This is an issue with the Google Chrome software. To print a map with the cross hatch pattern you will need to use a different browser.

If you are still having problems then contact the Online Helpdesk on 0300 062 5004 or email RPWOnline@Wales.gsi.gov.uk and they will try to assist you.

Useful Links

Services available through the Government Gateway

You may wish to note some of the other services that you can access through the Government Gateway.

These services will be listed in alphabetical order once you have logged into the Government Gateway. However, for quick reference, please see the list of websites below:

- British Cattle Movement Service (BCMS) CTS Online = www.bcms.gov.uk
- Department for Environment Food and Rural Affairs (Defra) = www.gov.uk/defra
- Rural Payments Agency (RPA) SPS Online = www.gov.uk/single-payment-scheme-online
- The Scottish Government's Rural Payments Online = www.scotland.gov.uk/RuralPaymentsOnline
- Department of Agriculture and Rural Development (DARD) Online Service = www.dardni.gov.uk/saf-online
- Welsh European Funding Office (WEFO) Online = www.wefo.cymru.gov.uk

Other Services

The following is a list of links that are not displayed on the Government Gateway, which you may find useful:

- Welsh Government = www.wales.gov.uk
- Welsh Government Farming and Countryside = <u>www.wales.gov.uk/farming</u>
- Welsh Government Farmers Guide to Cross Compliance = www.wales.gov.uk/agrischemes
- Welsh Government Bovine TB = www.wales.gov.uk/animalhealth
- Welsh Government Farm Animal Movements and Identification = www.wales.gov.uk/animalhealth
- Welsh Government Farming Connect = www.wales.gov.uk/farmingconnect
- Welsh Government Office Maps = www.wales.gov.uk/countryside
- Welsh Government Farm Liaison Service = www.wales.gov.uk/FarmLiaisonService
- Gwlad Online = www.wales.gov.uk/gwlad
- Welsh Government Rural Stress Support Groups = www.wales.gov.uk/countryside
- Farmers Union of Wales = www.fuw.org.uk
- National Farmers Union (NFU) Online = www.nfuonline.com
- Natural Resources Wales = www.naturalresourceswales.gov.uk
- Animal Movements Licensing system (AMLS) = www.gov.uk/animal-identification-movement-and-tracing-regulations