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## Topic 1: Getting started

### 1. What is *LISTdata*?

*LISTdata* is a contemporary online metadata portal that facilitates the discovery and reuse of Tasmanian spatial information. The types of information described can include outputs such as esri or MapInfo files, web map and/or feature services, or outputs derived from spatial data such as maps and charts.

This website has been designed to provide a simple clean interface that all users (not just GIS experts) can use to search and find metadata for Tasmania spatial information. We envisage that this interface will be used by the majority of users searching, creating and editing metadata. This help file provides detailed information on how to use this interface.

The functionality of *LISTdata* is underpinned by a metadata cataloging software called GeoNetwork. GeoNetwork is open source software that is widely used throughout the world for cataloging metadata. Whilst it has extensive cataloging capabilities, it does not have an easy to use interface. However, in order to cater for more experienced GIS/metadata users who wish to undertake more advanced searching and metadata activities, this interface is available via the Advanced Search tab (see Topic 7). At this stage there are no user help files for this interface, other than those available at the GeoNetwork home page.

**We recommend that novice metadata users do not use the GeoNetwork interface.**

### 2. Compatible browsers

*LISTdata* performs best with the latest versions of modern web browsers such as *Firefox* and *Chrome*.

While older and other browsers are compatible, it is strongly recommended that you upgrade your browser for optimal performance and security.

Minimum requirements are:

- *Firefox 3.6 and above*
- *Chrome 3.0 and above*
- *Internet Explorer 8.0 (Windows XP and Vista)*
- *Internet Explorer 8.0 and above (Windows 7 and 8)*
- *Safari 5.0 and above.*

### 3. A quick look at *LISTdata*

See diagram on the next page for a description of key components of the *LISTdata* home page, or click [here](#) to view a short video demonstration.

## Home page overview

view LISTdata Help Notes

subscribe to a metadata RSS feed

go directly to the Search refinement page

view and download Open Data

## Topic 2: Using *LISTdata*

There are three main ways to start searching for spatial information. These are highlighted with orange tabs on the *LISTdata* home page. All of the searches will take you to the **Search refinement** page.

### 1. Search by text

Click in the **Search by text** bar (below) and type any text of your choice. Then press **Enter** or **click** on the magnifying glass.



This search will return you the broadest range of results as it searches your text in the entire metadata record, and is useful if you do not have extensive knowledge of data groupings.

### 2. Browse by category

Click on a **category** that you're interested in.

You might use this method of entry if you have a general idea of what you're looking for, as this will return more focused results. These entry points use common terminology which is linked to the ANZLIC metadata profile.



### 3. Select by location

To search for by a location of interest use the **Select by location** map viewer, and:



- Click on **Draw a rectangular box** tool  in the small map viewer
- **Click and drag** a box around an area on the map
- then **click** on the magnifying glass in the **Search by text** box 
- to delete the area, **click** on the **Clear Drawings** tool 

You can move the map around by clicking on the **Pan** tool  then **click and drag** anywhere on the map.

#### 4. Searching by text and location

You can search by a combination of text and location. This search will return more specific results than searching by text or area individually (e.g. weeds and NE coast). To do this:

- **Click** in the **Search by text** bar (below) and type any key words of your choice



A search bar with a blue background and an orange tab on the left that says "Search by text". Below the tab is a white input field with the placeholder text "Enter your search text here" and a magnifying glass icon on the right.

- **Click** on the **Draw a rectangular box** tool  in the small map viewer
- **Click and drag** a box around an area on the map. A red square will show the extent of your box
- Then press **Enter** or **click** on the magnifying glass within the **Search by text** box.

#### 5. Custom search

You can also bypass the front page searching options and develop your own custom search criteria. To do so:

- **Click** 

This may be useful if you have used the site before, or if you are proficient in locating specific records.

#### 6. Open Data

You can view a listing of all available ILS Open Data. To do so:

- **Click** 

This will take you to the Open data download facility. Its direct web address is

<http://listdata.thelist.tas.gov.au/opendata/>

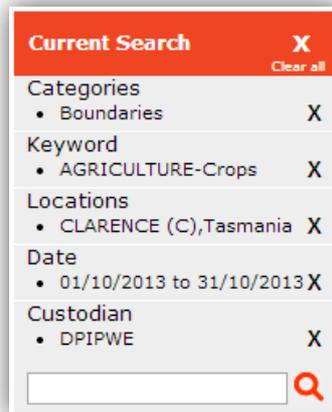
Click [here](#) to view a short video demonstration using the *LISTdata* front page search interface.

## Topic 3: Searches and results

This section describes the various sections of the **Search refinement** page. (A full overview is on Page 9)

### 1. Current Search Criteria

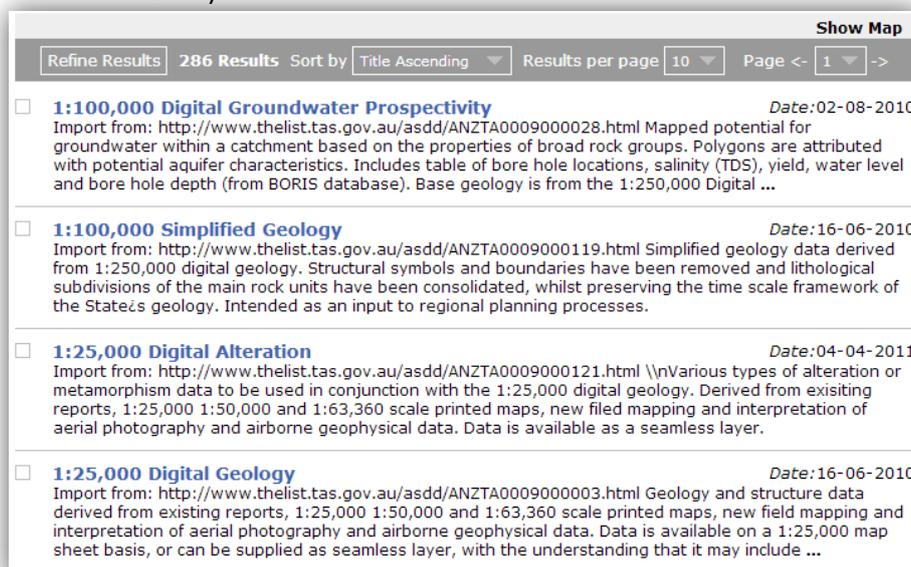
Regardless of your entry point to searching, your **Current Search** criteria will always be displayed in the top left hand corner of the screen. (See below and on next page).



- As you refine your search (see Topic 4), this area will be updated to reflect your search changes
- Only when you **select** the **magnifying glass icon** or press **Enter** will your search commence
- To remove an individual criterion, **click** on the **X** icon
- To remove all criteria, **click** the **Clear All** button.

### 2. Results Summary

After performing a search, a summary of search results that matched your criteria will be displayed as per below. This summary will provide you with the Metadata Title, Abstract and Date. If you wish to read more about a particular record simply **click** on the metadata **Title** and more details will be displayed. (See Topic 5 for more information)



### 3. Sorting and Paging

You can choose how your search results are displayed by **clicking** on the options in the paging bar (see below).



You can:

- **sort** by ascending or descending **title**
- **sort** by ascending or descending **date**
- select the **number of results** that are displayed **per page**
- go directly to a **particular page number** by using the **drop down** page box
- skip forwards and backwards through your **pages** of results by clicking on the **arrows**.

### 4. Refine your results

Your search may have returned a large number of results; it is simple to narrow these down manually directly within the summary results listing.

You can do this by:

- **clicking** in the checkbox next to the title of the record(s)
- a **tick** will appear for each record selected
- when you are happy with your selection, **click** **Refine Results** in the paging bar above
- only the results which you selected will remain, and the **Refine Results** button will be highlighted orange
- you can then **click** on the **Title** of a record to view more information.

**Note:**

- **Clicking** the back button in your browser will return you result summaries you manually refined.
- To return to the full set of results from your original **Search Criteria** (before you manually refined them), **click** on [Return to Search Results](#)

### 5. Map Viewer

Unless you have specifically performed a **Select by location** search, the Map viewer is hidden by default.

If you have used **Select by location** or a **Search by text and location** combination, the Map Viewer will also appear showing your search location (in red) and the extents of the results returned (in orange). In addition the **Current Search** box will show you the **coordinates** of your selected area.

For more detailed options on using the Map Viewer see Topic 6.

## Search refinement page overview

The screenshot shows the LISTdata search refinement interface. At the top, there is a navigation bar with links for Home, The List, Contact Us, and Login. A search bar is located below the navigation bar. The main content area is divided into a left sidebar and a right main panel. The sidebar contains a 'Current Search' section with input fields for North, West, South, and East coordinates, a 'Categories' dropdown menu, and a 'Refine Your Search' section with options for refining by Category, Keyword, Location, Date, and Custodian. Below this is an 'Advanced Search' link and a 'Manage Records' button. The main panel features a map of Tasmania with a search extent highlighted. A 'Hide Map' button is located in the top right corner of the map area. Below the map is a 'paging and sorting bar' showing '2 Results' and 'Sort by Title Ascending'. The results list includes a 'LIST Transport Node' and a 'LIST Transport Segment', each with a 'Date' field and a 'metadata record summary'.

Annotations on the page include:

- set a search extent
- clear a search extent
- clear all search criteria & refined results
- view / alter your current search criteria
- refine your search
- go to GeoNetwork
- select Title to view more information
- select to hide/show map
- choose your LIST basemap
- extent of metadata record
- paging and sorting bar
- metadata record summary

## Topic 4: Refining your search criteria

*LISTdata* provides you with a range of options to refine your search and find the information you are after (see overview diagram on page 8). In addition to refining your searches by text and using the map viewer, there are 5 key searching options within the **Search refinement** page.

These options are to, **Refine your search**:

- **by Category** – a defined list as set by the ANZLIC metadata profile
- **by Keyword** – a defined list as set by the ANZLIC metadata profile. *LISTdata* will also have the capacity (at an Administrator level) to add more keywords where general consensus exists
- **by Location** – a defined list as set by the ANZLIC metadata profile
- **by Date** – as entered in metadata by custodian
- **by Custodian** – as entered in metadata by custodian.

Each of these search options rely on the information held within the metadata record and the accuracy at which the data custodian creates and maintains that information. Search options like Categories and Keywords will also be subject to the metadata creator's view on what category or keyword applies to their metadata.

### 1. Using Refine your Search options

The general method for using the 5 Refine your Search options are the same:

- **click** on a black triangle, and the available sub-options will appear
- **click** on any of these options and it will automatically be added to the **Current Search** window (see next page). You can make multiple selections from each section.

**Note:**

- in the case of **Keyword** and **Location** you will need to make a secondary selection before a criteria is added to the **Current Search** window.

Examples of the **Refine your search** screens are on the next page.

Click [here](#) to view a short video demonstration. This is the best way to appreciate how this functionality works.

### 2. Current Search

You are able to modify your criteria once they have been added to the **Current Search** window. See Topic 3.1 for more information.

Example **Refine your search** screens.

**Refine Your Search**
?

by Category ▲

- [Farming \(1\)](#)
- [Biota \(0\)](#)
- [Boundaries \(22\)](#)
- [Climatology Meteorology](#)
- [Atmosphere \(17\)](#)
- [Economy \(0\)](#)
- [Elevation \(0\)](#)
- [Environment \(0\)](#)
- [Geoscientific Information \(12\)](#)
- [Health \(0\)](#)
- [Imagery Base Maps Earth Cover \(9\)](#)
- [Intelligence Military \(0\)](#)
- [Inland Waters \(1\)](#)
- [Location \(0\)](#)
- [Oceans \(0\)](#)
- [Planning Cadastre \(0\)](#)
- [Society \(0\)](#)
- [Structure \(2\)](#)
- [Transportation \(2\)](#)
- [Utilities Communication \(0\)](#)

**Refine Your Search**
?

by Category ▼

by Keyword ▲

AGRICULTURE
▼

Crops
▼

**Refine Your Search**
?

by Category ▼

by Keyword ▼

by Location ▲

TAS Only

anzlic-iga
▼

BURNIE (C), Tasmania
▲

CENTRAL COAST (M), Tasmania
☰

CENTRAL HIGHLANDS (M), Tasmania
▲

CIRCULAR HEAD (M), Tasmania
▲

CLARENCE (C), Tasmania
▼

**Refine Your Search**
?

by Category ▼

by Keyword ▼

by Location ▼

by Date ▲

From:

To:

**Refine Your Search**
?

by Category ▼

by Keyword ▼

by Location ▼

by Date ▼

by Custodian ▲

Name:
▼

DPIPWE
▼

## Topic 5: Viewing, printing and saving a metadata record

### 1. Viewing a metadata record

Once you **click** the metadata Title from the **summary results**, more details about that particular record will be displayed. The metadata record provides information about a data or service. This includes the creation date, category, keywords, a description, access, and the contact details for the custodian of the data or service. You can also view the extent of the data on a map, by **clicking** on [Show Map](#) (see Topic 6: Using the map viewer)

[Data](#) > Record View

[Return to Search Results](#)

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**Contacts**

**Custodian**  
Information and Land Services  
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phone 03 6233 6039  
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**LIST Cadastral Parcels**

<b>Creation Date:</b>	31-01-2011
<b>Publication Date:</b>	31-01-2011
<b>Revision Date:</b>	31-01-2011
<b>Abstract</b>	Import from: <a href="http://www.thelist.tas.gov.au/asdd/ANZTA0005000150.html">http://www.thelist.tas.gov.au/asdd/ANZTA0005000150.html</a> The LIST Cadastral Parcels is a spatial index of polygons forming Tasmania's Cadastral framework. These polygons have been formed from The LIST Boundary Segments and the layers of Authority Parcel, Casement, Water areas and Private Parcel from The LIST Cadastral Area spatial table within the Cadastral Data Model. Private parcels will represent an entitlement in fee simple. These layers combine to form a single layer of non-overlapping polygons (with the exception of vertical strata titles and user roads) for the whole of Tasmania. Attributes of the Cadastral Parcels include the PID (Property Identifier) and Volume and Folio, which are the key identifiers to the VISTAS (Valuation Information System for Tasmania) and TASFOL (Tasmanian Folio of the Register) systems. These spatial systems hold attributes including property details, valuation, ownership, title and address which can be linked to the cadastral area through these identifiers.
<b>Keywords</b>	BOUNDARIES ; LAND Cadastre
<b>Dataset Information</b>	
Dataset Created	16-Nov-99
Data Type	vector
Data Coverage	Tasmania
Coordinates	<b>North:</b> -39.2 <b>East:</b> 149.0 <b>West:</b> 143.5 <b>South:</b> -44.0
Lineage Statement	Cadastral boundaries were originally derived from the Tasmanian 1:5,000 orthophoto/cadastral map series and 1:25,000 topographic/cadastral map series. Significant updating and replotting has subsequently been undertaken including some major spatial upgrade project areas. Cadastral information is maintained on a daily basis with new subdivisions since 2005 plotted and fitted, to absolute position.
Lineage Description	<b>Position Accuracy:</b> Can be obtained from the feature Metadata Pointer (FMP) for the Boundary Segments that the LIST Cadastral Area is comprised of. As at January 2011, over 73% of all boundaries are within 5 metres of true position. In total over 22% of all Cadastral Parcel boundaries are within 1 metre of true position. <b>Attribute Accuracy:</b> LIST Cadastral Parcels is intended to be a spatial index only and for any issues regarding the legal status of land, reference must be made to the Land Titles Office of DPIPW. It is estimated that not less than 99% of all attributes are correct. <b>Logical Consistency:</b> LIST Cadastral parcels regions have been compiled from LIST Boundary Segments and are topologically correct. Cadastral Parcels are supplied as regions and are attributed with a cid, cad_type1, cad_type2, ufi, fmp and created_on_date. <b>Completeness:</b> The LIST Cadastral Parcels is complete for parcel boundaries. Parcel data is current and maintained on a daily basis but not all road casements have been completed for some rural areas. Attributes of property and title references are completed for over 99% of all private parcels. <b>Additional:</b> <a href="http://www.dpiw.tas.gov.au/lis/listdata.html">http://www.dpiw.tas.gov.au/lis/listdata.html</a>
Map	<a href="#">Show Map</a>
<b>Data Access</b>	
License	Other
License Terms	Copyright © State of Tasmania. Data costs and licensing may apply for access and subsequent use of part or all of this dataset. Please contact the Data Custodian for more information.
<b>Metadata Identifier</b>	250732cd-07dd-4aa8-90ca-eae029d57f2e

[View Full Metadata](#)

To maintain a clean and consistent layout, a maximum number of fields are viewable in the *LISTdata* interface. Extra fields of information are stored in the database but can only be viewed via GeoNetwork. If you want to view this extra information, click on the **View Full Metadata** link at the bottom of the record. This will take you to the GeoNetwork interface.

**We recommend that novice metadata users do not use the GeoNetwork interface.**

## 2. Printing and saving a metadata record

In the **Title** bar of the metadata record there are 3 icons which allow you to **print**, **view data in XML** and generate a pre styled **PDF** (*not complete yet*).

- To **print** the metadata record from your browser, **click** on this icon.
- To **display** the record as an XML (ANZLIC 13119) format, **click** on this icon
- To **save** a metadata record **click** on the **PDF icon** to generate a preformatted and stylized PDF. Then **save** to the destination of your choice.



Click [here](#) to view a short video demonstration.

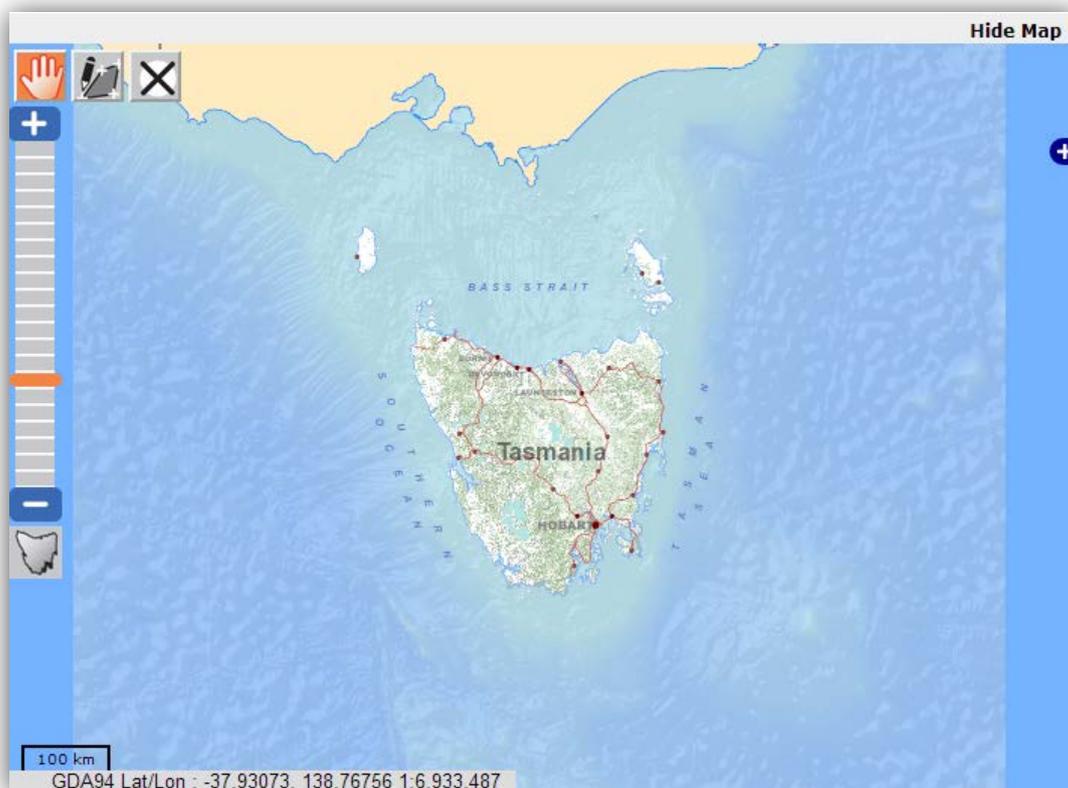
## Topic 6: Using the map viewer

The map viewer is a contextual tool, which shows you the extent of the results you're searching, and provides you with some background LIST base map services to enable you to conduct more effective searches. It is not designed to view datasets of described metadata records or conduct other functions such as onscreen markup. For this level of functionality please visit LISTmap (<http://maps.thelist.tas.gov.au>).

To access the map on the **Search refinement** page and the Record View page use the **Show Map / Hide Map** toggles where appropriate.

A scale bar is located at the bottom left of the map. The scale will adjust as you zoom in and out.

The GDA94 Lat/Long coordinates displayed at the bottom of the map reflect the position of your cursor on the map. As you move your cursor over the map, the coordinates will update.



### 1. Zooming

There are many ways to zoom in and out:

- **Click and drag** the orange **Slide Bar** up or down
- **Click** on the blue + and – buttons at either end of the slide bar
- **Scroll** with the scroll wheel on your mouse
- **Double-click** your left mouse button to zoom in
- You can also zoom in to an area by holding down the **Shift** key while **clicking and dragging** a box with your mouse
- You can also zoom to the whole of Tasmania by clicking 



## 2. Panning

- You can move to another area of the map at the same scale by **clicking** on the **Pan** tool  then and **clicking and dragging** anywhere on the map
- You can also use the arrow keys on your keyboard to pan.

## 3. Changing the default basemap

The map viewer automatically displays a topographic basemap as the background for your map. Only one basemap can be displayed at any one time, or you can choose not to display any.

- To change to a different basemap, **click** on the  icon
- A list of **base layers** will appear



- **Click** on your preferred base layer to select it. You will then see this displayed on your map
- You can hide the Base Layer box again, by clicking on the 

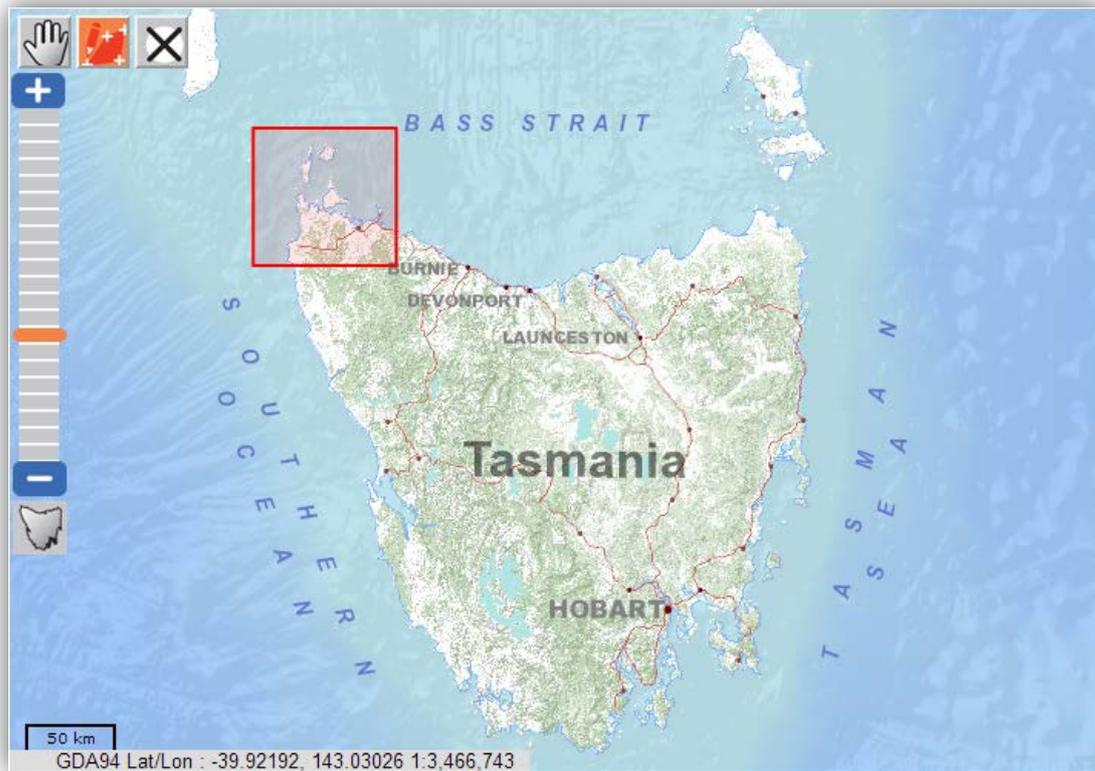
Base layers include:

- **Scanned Maps**—a scanned version of current TASMMap publications (scales ranging from 1:15000 to 1:500000) (LIST web service)
- **Topographic**—a full-colour topographic basemap generated from regularly updated, authoritative digital data (LIST web service)
- **State Orthophoto**—a basemap of the latest available aerial imagery, sourced from a range of state and local government organisations and business enterprises (SIF web service)
- **Topographic grey**—a grey-scale topographic basemap generated from regularly updated, authoritative digital data (SIF web service)

## 4. Selecting records in an area of interest

You can draw a box on the map, to search for records in a specific area:

- **Click** the **Draw a rectangular box** tool 
- then **click and drag** the mouse to draw a box on the map



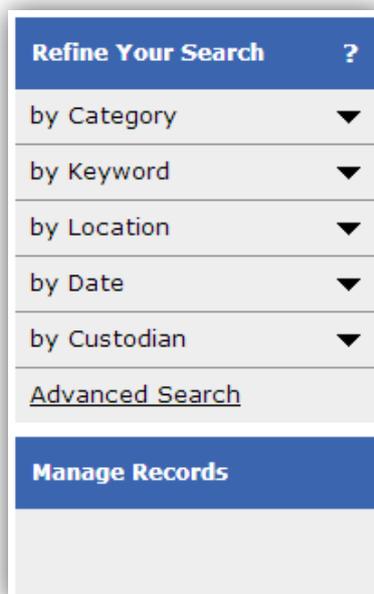
- The coordinates for your box will be shown under the **Current Search** box

Current Search		X
		Clear all
N: -40.30002	W: 144.37059	
S: -41.04991	E: 145.39232	

- then **click** on the magnifying glass in the **text search** box
- to delete an area of interest from the map and clear the coordinates **click** on the **Clear Drawings** tool.



## Topic 7: Advanced Search/ Manage Records



### 1. Advanced Search

The key functionality of *LISTdata* is underpinned by a metadata cataloguing software called GeoNetwork. GeoNetwork has a range of additional advanced functionality. However, its user interface has not been enhanced, and as such, it is not as easy to use as the main *LISTdata* interface.

**We recommended that novice metadata users do not use the GeoNetwork interface.**

For more experienced users of metadata, this system is available via the **Advanced Search** tab (see above) on the **Search refinement** page.

### 2. Manage Records

Users who wish to create new metadata or edit existing metadata will require a LIST login with specific permissions. Once permission is granted, the required functionality will be displayed here.

If you require such access, please contact the LIST helpdesk (see below).

## Topic 8: Further support

### 1. LIST YouTube channel

A range of help videos are available on [YouTube](#).

### 2. LIST Helpdesk

Feel free to contact our helpful Client Services team by:

- **Phone:** (03) 6165 4444 or
- **Email:** [listhelp@dpipwe.tas.gov.au](mailto:listhelp@dpipwe.tas.gov.au)