



Institute of Cadastral Surveying

Pre 300,000 Plan Index

Installation Guide

Version 2.0

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**Institute of Cadastral Surveying**

Institute of Cadastral Surveying

P.O. Box 12226

Beckenham

Christchurch 8242

Email: [sec@ics.org.nz](mailto:sec@ics.org.nz)

Web: <http://www.ics.org.nz/>

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## Introduction

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This document helps you to install and set up the application on your computer, and briefly describes how to use the program.

Following on from this are some helpful hints for network administrators who can set the program up to run over the network, reducing the load on your own workstation, and allowing staff to easily access the data without having to move external USB drives around the office.

The Installation files and Image Libraries are distributed on external USB hard drives and can be used directly off the drive or copied to a location on the workstation or a network server. When removing the external drive remember to follow the standard Windows safe removal procedure <https://support.microsoft.com/en-us/windows/safely-remove-hardware-in-windows-1ee6677d-4e6c-4359-efca-fd44b9cec369>.

There is a support section near the back of this document. Should you experience difficulty installing or running the application, please contact us.

Updates to the application will be published on the [www.ics.org.nz](http://www.ics.org.nz) website over time.

## Single Computer Installation

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In summary, the steps required to successfully complete this task are:

- Install the Cadastral Index Application.
- Register the application.
- Import the Index Files.
- Configure the Application.

### Installing the Application

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Although a copy of the installation files is included on your external USB hard drive, the best way to install the software is to download the latest version from the ICS website.

- Open your internet browser (Google Chrome, Microsoft Edge, etc) and go to <https://www.ics.org.nz/cadastral-index/>.
- Scroll down to the Frequently Asked Questions and look for “**Where can I download the latest version of the Cadastral Index program?**”.
- Expand the answer and click the link to download the install file.
- Once the download is complete, locate the installation file, most likely in your **Downloads** folder.
- The installation file will be named like **ICS Cadastral Index-?.?.?.msi** (where ?.?.? is the current version number, 21.12.1 as of this writing. Depending on your computer setting the **.msi** may be hidden)
- Double-click on the installation file and follow the instructions on screen.

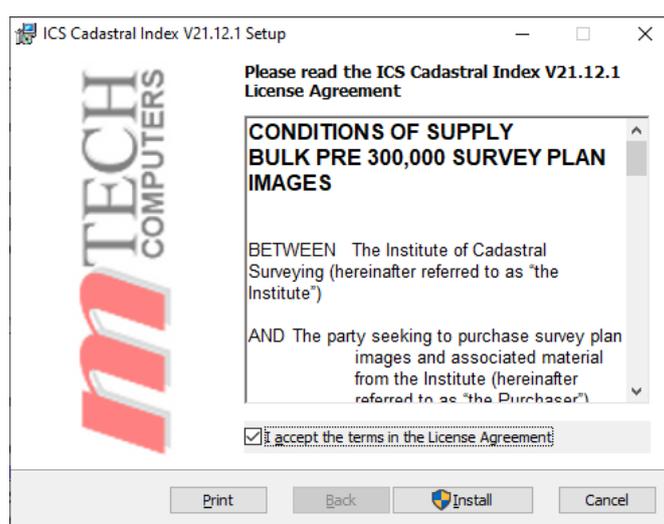


Figure 1: Setup Screen.

- You may be prompted to restart your computer during the process. If so, please run the install file again after the restart to continue the process.
- Upon a successful installation, an **ICS Cadastral Index** icon will be displayed on your desktop.
- Double-click the icon on your desktop to run the application.
- Note that an icon will also appear on your Start Menu, should your desktop icon be removed at any stage.



## Registration

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The first time the application is run, you will be in **Demo Mode**. You must register the program to access it. The Institute has a legal obligation imposed in it to ensure that anyone accessing the images supplied under crown copyright agree to the agreement. The registration process also serves to protect its member's investment in the system.

You will need to phone our support helpdesk during normal business hours to obtain a registration number. It is helpful if you can be at the computer when you ring.

For network administrators, please note that each workstation must be registered. Registration Numbers for new installations can be issued via email. You will need to send your details and the security code for each machine to M Tech Limited, who will then fax you the registration codes. If you are installing a large number of workstations, this option may be preferred.

Contact details for M Tech Limited can be found in the Support section of this Installation Guide.

- To register the program, click the **Info icon** on the left side of the program then click the **Register** button.



Figure 2: Registration Details screen prior to registration.

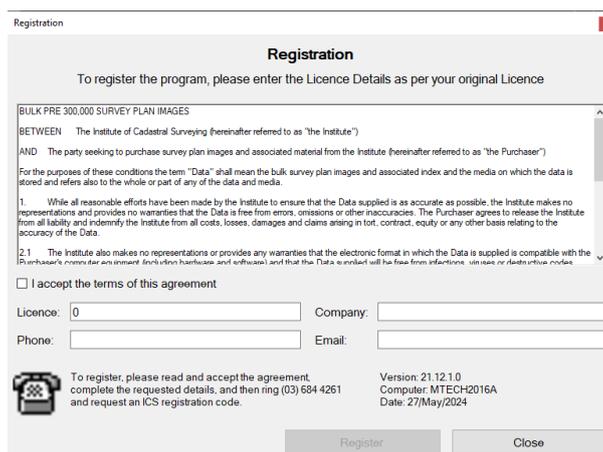


Figure 3: Registration Details Screen

- Please read the agreement, and tick the box as indicated. Your Licence Number and other details are included on the welcome letter, a copy of which should be included on the external USB drive. Once they are entered, the Register button at the bottom of the screen will be enabled.
- Please ring M Tech Limited on (03) 684 4261 and request an ICS Cadastral Index Registration Code. After confirming your details match their records, you will be asked to click the Enter Code button and read out the security key. You will be given a Registration Code. Click **OK** when complete.

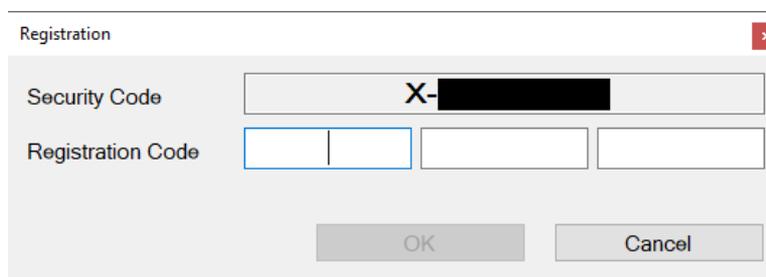


Figure 4: Security Code screen

- A confirmation message will be given if successful, at which point you can continue with the next step, the Setup Wizard.
- **A Note About Company Details:** Please be sure that the company details match those provided with the external USB drive, this includes the full spelling of Limited if applicable to the company name and the email address is to be the original registration email not the end user’s email address. Spaces within the phone number do not matter however only numbers and spaces should be used.

## Initial Setup

Once registered the program does its best to find the location of the Library Files. If you are using an external USB drive to store them then the program will find them and register them within its settings.

To verify the program has found the Library Files, or to add a search path, click on the Settings Cog icon on the left of the program.



If some or all of the bricks are green, then you're all set, the program has found the Library Files. If however the bricks are all red, as shown in Figure 5, then the program has not found the Library Files.

If you have the Library Files on your local computer or on a mapped network drive or the program didn't find the External USB drive, then click Browse and navigate to the location you have them stored and click OK. The program will then search the location you specified for the Library Files.

If you have the Library Files on a network drive or a file server then click the Add Network Path and type in the UNC path to the drive or file share.

Examples of UNC paths are: [\\server\CadastralIndex\LibraryFiles\](#) or [\\fileserver\shared\CadIndex\LibraryFiles\](#)

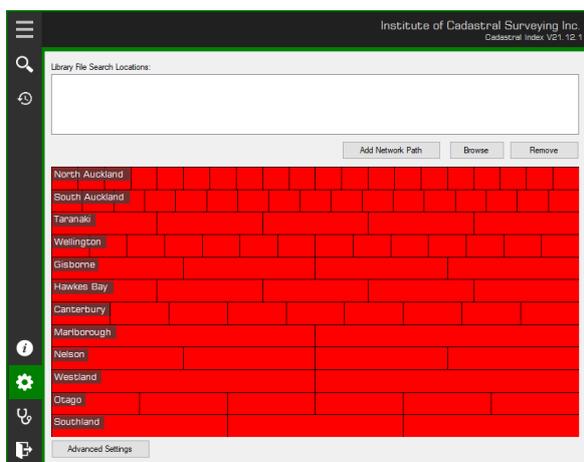


Figure 5: Settings Screen without Library Files

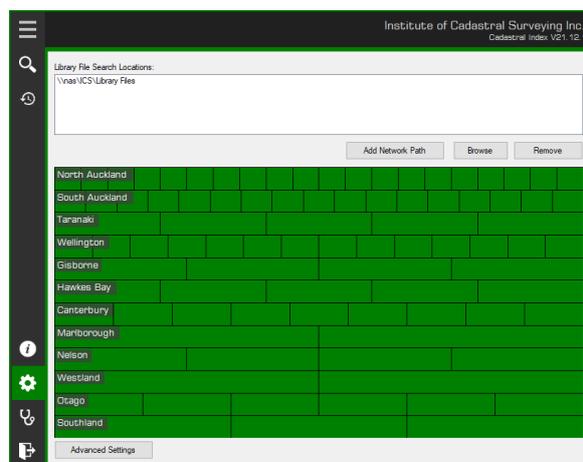


Figure 6: Settings Screen with Library Files

Once the districts you have are green you're ready to use the program.

## Using the Application

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The application consists of two areas, the search program, and the viewer. The Search program allows you to quickly find a plan, and all the sheets that are in the system. The viewer part uses a very powerful, but easy to use system to move around the image, zoom in and out, save a copy of the image to your computer, and ultimately to print the image.

## Searching for an Image

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Using the Cadastral Index Application to find the required plan is (hopefully) a simple process. Lets look at the steps required.

Once the program is installed and configured, you have the option of double-clicking the Cadastral Index icon on the desktop, or locating the application under your start menu. The program should then appear on your screen.

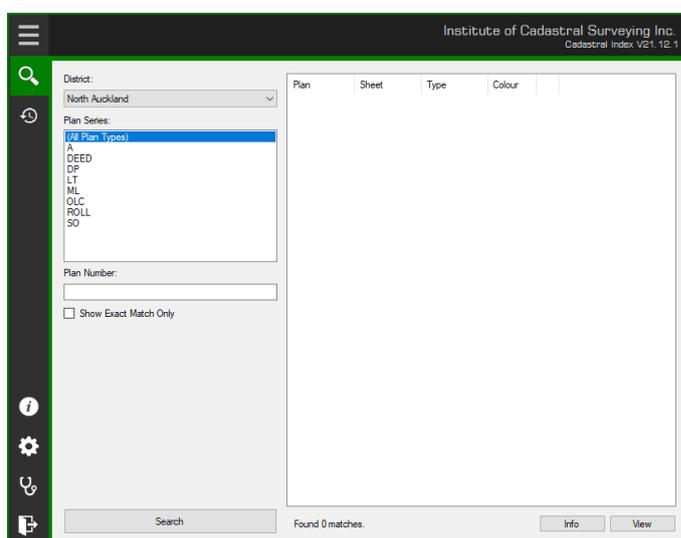


Figure 7: Search for a Plan

The area on the left hand side of the application is where you specify what you want to look for.

You must first choose a District. If you have used the application previously on this computer, it will default to the last district selected.

Next you may specify the Plan Series required, or highlight “All Plan Types” to get all results for a given number

Type in the Plan Number into the third box and click the Search button.

The right hand side of the window will change to list any results.

If you choose to remove the “Show Exact Match Only” tick, you can search for part of a number. For example searching for “123” will return 15123 and 12360 along with many others. The application stops searching if it finds more than five hundred results.

You can change any of the search criteria at any stage. Click the search button when you have made the changes, and the list will be updated.

## Viewing an Image

Double-clicking any plan in the Results List will open a new “Viewer” window.

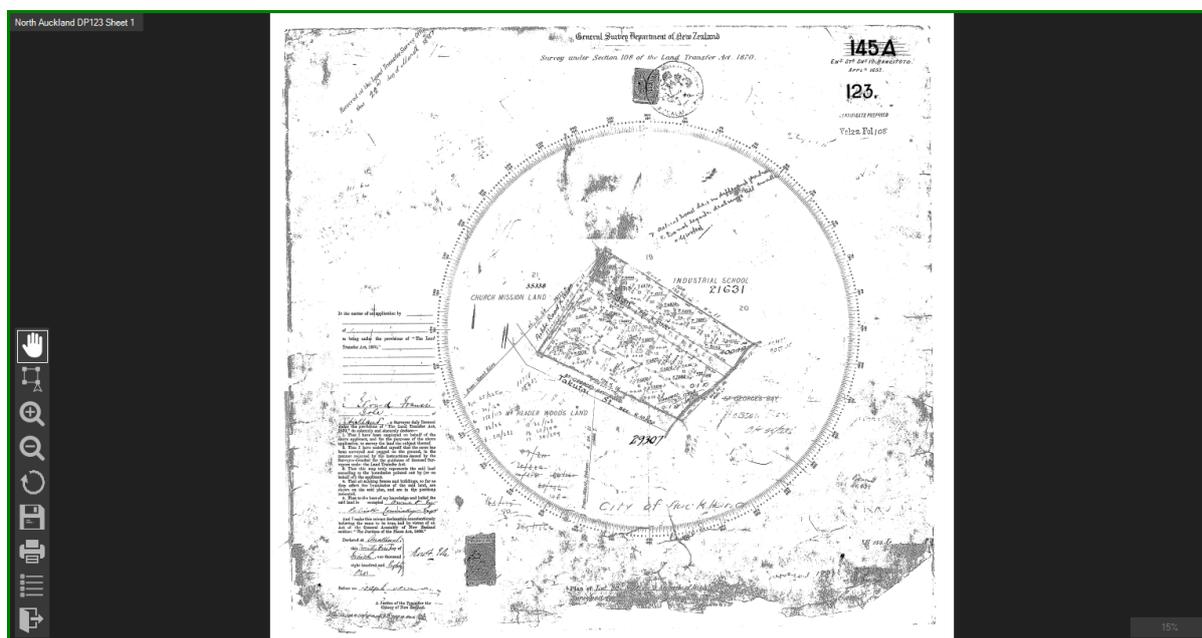


Figure 8: Plan Viewer window

## Viewing Tips

On the left of the Plan Viewer window, you will see a series of icons, if you hover over each one you can get an explanation of what each one does.

The icons are, from top to bottom:

1. Pan – Allows you to move the plan around the window and use the wheel on your mouse to zoom in and out.
2. Select – Allows you to draw a box around a selected area of the plan and either zoom in on it or print it out.
3. Zoom In.
4. Zoom Out.
5. Rotate – Rotates the plan image clockwise.
6. Save.
7. Print.
8. Information – Allows you to record information about the image and share it with other users.
9. Close Window.

The program records the location of the Plan Viewer window so when you open another plan the window will open in the same location. If the Viewer window should disappear from your screen, it is possible that it is off the edge of your screen. To fix this go to the Search program and click on the Settings cog, then click Advanced Settings. You can then click on Reset View Window Location to reset it to the default location.



## Recently Viewed List

The application keeps a list of a limited number of recently viewed plans. Double clicking on one of the plans listed will reopen the plan if you need to go back into it for some reason.

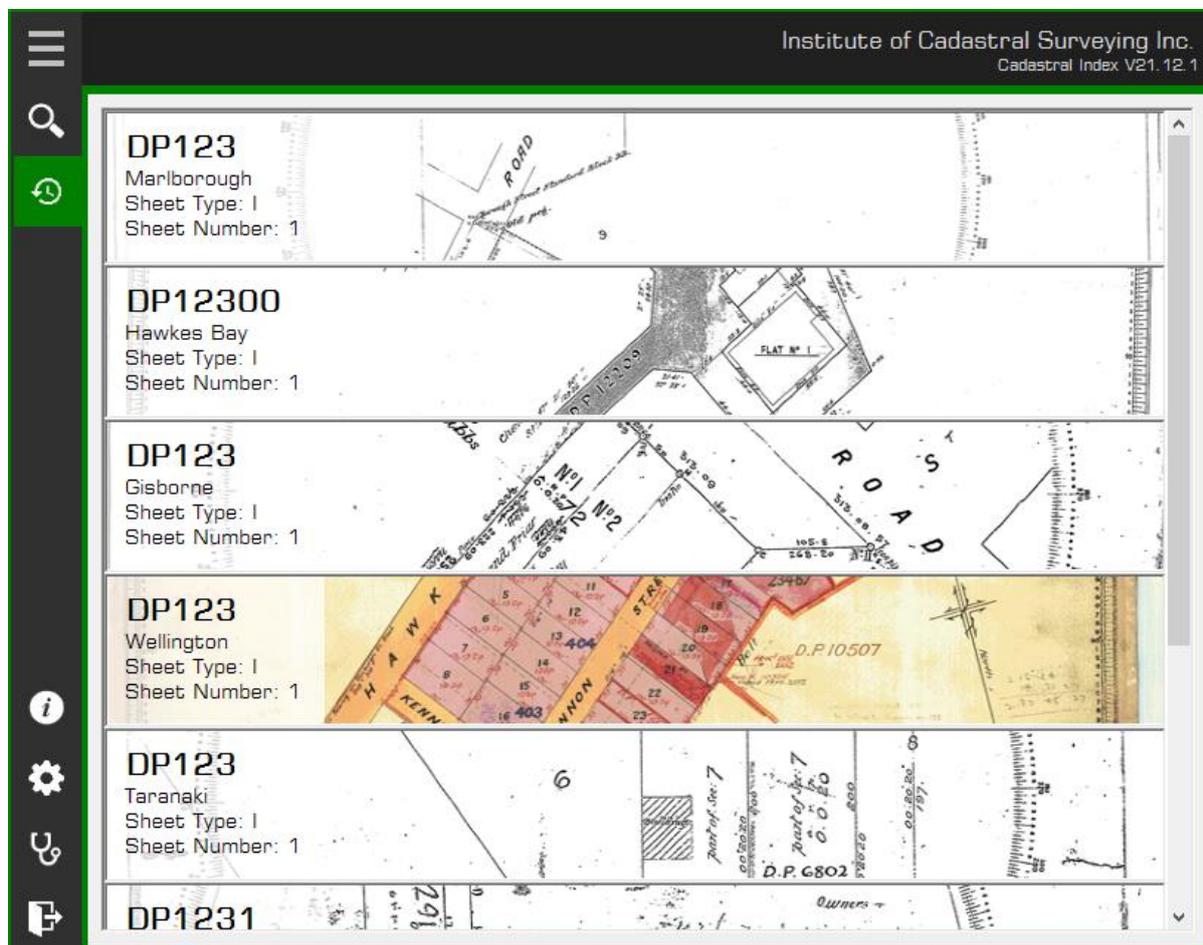


Figure 9: Most Recently Used List

## **Network Installation**

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There are many different network configurations. We have tried to make the system as flexible as possible, to cater for your needs.

There are three components that you, as a network administrator, need to be aware of.

- Cadastral Index (The Application)
- Index Data Files
- Image Library Files.

Let's look at each component.

### **Cadastral Index (The Application)**

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This is a small application that must be installed on each Microsoft Windows computer. The default path is (Program Files)\Cadastral Index. This program cannot be installed on a shared location. The folder must have read/write access, as a sectoken.dat will be created that is specific to the computer, and settings.xml will be updated regularly to reflect the user's configuration.

The application requires .NET Framework 4.5 to run. This should already be included in modern Microsoft Windows operating systems. If not, please ensure that it's installed on any computers that will get the Cadastral Index application installed.

### **Index Data Files**

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The Index Data Files are, as the name suggests, the index to all the images. These indexes have been optimised to allow for fast searches (even on relatively slow hardware).

The Index Data Files are automatically downloaded from our cloud storage the first time the application is run and saved to the local computer.

### **Library Files**

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Contained on the external USB hard drive are the Library Files. These large files contain the images. They can be copied onto your file server if appropriate, or the external USB drive can be connected to your file server and shared across your network.

These library files may be shared with Read Only access and can be placed in subfolders where appropriate. Please ensure that the accompanying xml file is also copied with each group of library files. Please do not split a group of files. Each group is around 4.6Gb, (except for the remainder in the last group). They will already be in an existing folder structure on your external USB drive.

The Cadastral Index Application can be configured to look in multiple locations for the library files. The Application will search all sub folders of a given location when looking for a Library file. Rather than including a location for each disc, or even each district, simply include a location for the folder (or network share) containing all the districts.

## Support

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**M Tech Limited** is the company that has produced the application on behalf of the Institute of Cadastral Surveying. We are proud of our software and its abilities; however we recognise that there are a lot of different computers, configured in many different ways. Installing a new application is not always as simple as you and we would like.

Depending on your problem, and its urgency, you can contact us in a number of ways;

M Tech Limited  
PO Box 261  
Timaru, New Zealand.

Phone           (03) 684 4261  
Email           ics-support@m-tech.co.nz

If you do ring us, please be in front of the computer and we will do our best to help talk you through the problem. We can use TeamViewer to remotely support you with most issues that arise with the application.

For up-to-date information, including helpful tips and problem solving, please check the ICS web site. Any late breaking news will be published there.

Please write down any error messages and let us know what you did before the error came up.

For IT support teams and network administrators, within the program you can find a log outlining what the application is doing, and it should include any errors that occur. To find the log click on the stethoscope icon on the left of the main window.



If the program is unable to run you can find the log file on the boot drive of the computer (usually the C drive) in the ProgramData director path ?:\ProgramData\ICS\Cadastral Index\Logs\Log.txt (where ? is the letter of the boot drive).

## Contact Information

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For information about the Institute of Cadastral Surveying, please contact;

The Secretary  
Institute of Cadastral Surveying  
P.O. Box 12226  
Beckenham  
Christchurch 8242

Phone and Facsimile (03) 686 9400  
Email: [sec@ics.org.nz](mailto:sec@ics.org.nz)  
Web: <http://www.ics.org.nz/>