



LE GOUVERNEMENT  
DU GRAND-DUCHÉ DE LUXEMBOURG  
Administration du cadastre  
et de la topographie

# ***National Geoportal of Luxembourg***

—

## ***Customer's Manual***



<b>Author</b>	Francis KAELL
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## 1. INTRODUCTION

Taking into account the policy of Luxembourg's Government to reform the civil services and to promote an easier access of State's Services especially through the internet, the National Cadastre and Topography Administration (ACT) contributes to the national eLuxembourg program by offering a new internet service to the public services as well as to the citizen in general.

With the National Geoportal of Luxembourg, ACT has created a powerful tool to communicate with the users. This tool is designed to provide the cadastral and topographic information and data which are under the responsibility of ACT, as well as geodata from other providers cooperating with the system.

With the geoportal, ACT has different goals:

- Easier access to the data of ACT and the other connected providers;
- Faster delivery of ordered products and data;
- Reduce the staff workload by eliminating tasks which can be done automatically;
- More transparent interaction between Civil Service and customer;
- Create a central geodata exchange platform for Luxembourg;
- Provide a key element of the future national geodata infrastructure of Luxembourg;
- Contribute to satisfy the national and international needs for geodata and metadata.



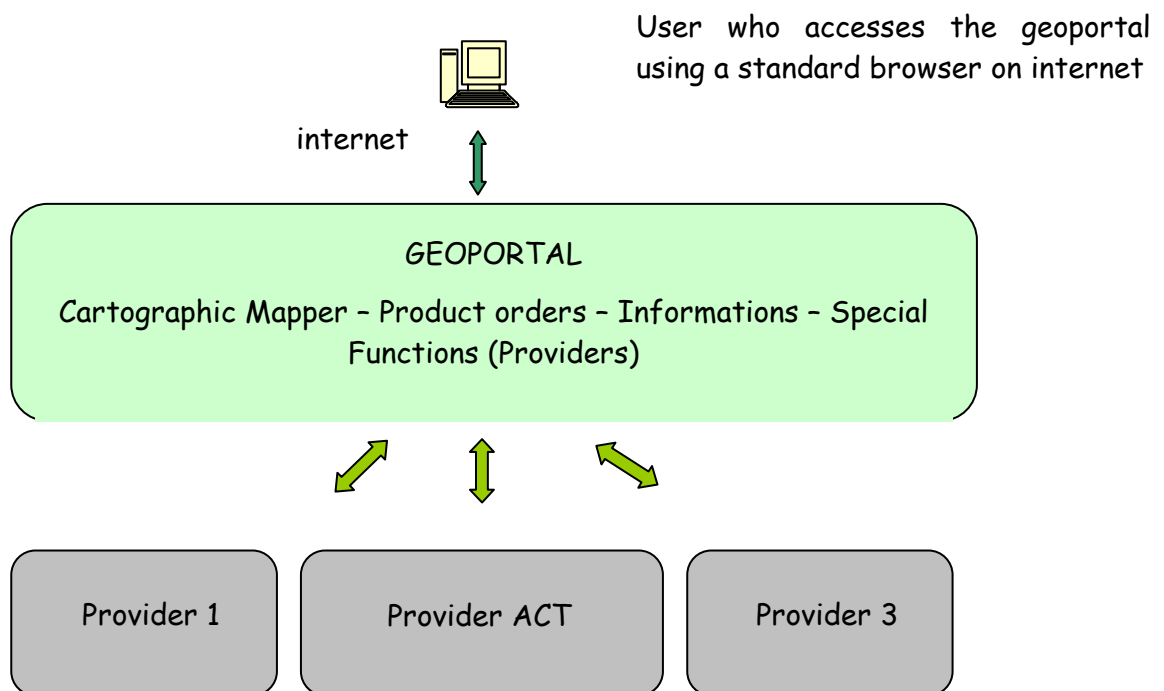
## 2. GENERAL INFORMATION

### 2.1 SCOPE OF THIS DOCUMENT

This document addresses the "customers" of the geoportal, i.e. all the identified users who access the geoportal with their username and password not only to view maps and product information but to send order and estimate requests. All the corresponding functions of the geoportal and of its components are presented in detail.

### 2.2 GENERAL ARCHITECTURE OF THE GEOPORTAL

The following picture illustrates the overall architecture of the geoportal, with the general user who enters via a standard internet browser.



The system consists of different parts, whereof the **Portal** is the central element. For all types of users, the Portal is the access point for the different functions.



They can use the mapping tool to visualize maps and other geodata or get general information or details about the different products that can be ordered via the system. If they have an own user account they can send orders.

Next to the Portal is the section of the "geodata and product providers" of the geoportal. They handle the incoming orders and provide the data and information in the portal. The Portal has a series of specialized functions for these purposes.

### 2.3 CONDITIONS FOR USING THE GEOPORTAL

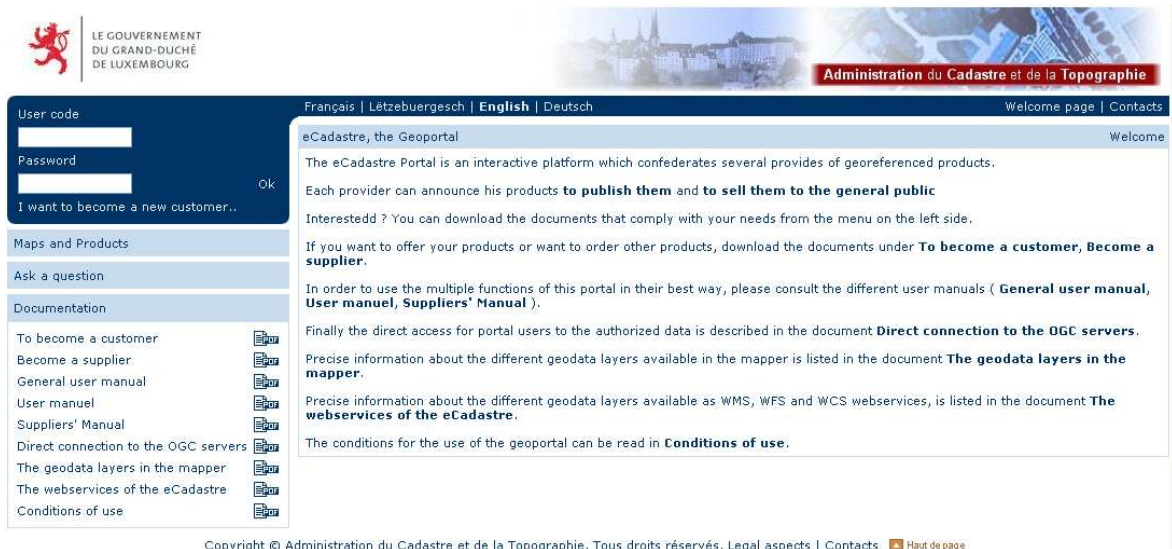
To use the geoportal, the following facts are important:

- The following internet navigators and OS are supported :
  - MOZILLA (MAC OS 10, WINDOWS, LINUX)
  - FIREFOX (MAC OS 10, WINDOWS, LINUX)
  - EXPLORER (WINDOWS)
  - SAFARI (MAC OS 10)
- Internet access via: <http://geoportal.lu>
- Have a **user account** in the Portal, to be able to send orders
- Have a **specialized user account** in the Portal, and a GIS client application that is compliant to the OGC (Open Geospatial Consortium) specifications to directly access the OGC geodata webservice
- Have a **provider account** in the Portal to use the functions for the geodata and product provider

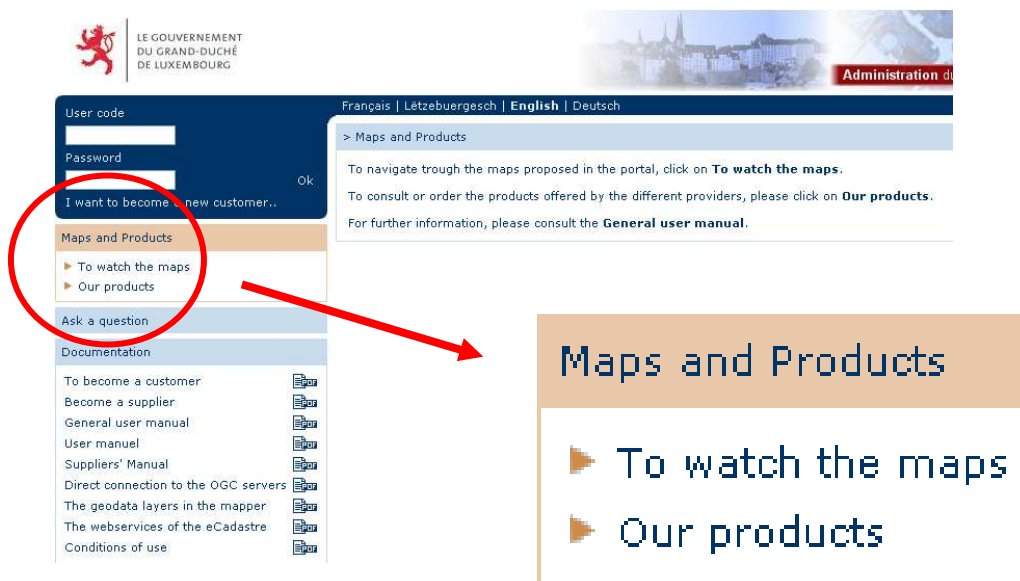


## 2.4 GENERAL VIEW OF THE GEOPORTAL

The geoportal home page actually looks like this:



The anonymous user can always open the PDF documents in the "documentation" section and access to the information contained behind the clickable links. He can also use the functions in the sections "Maps and Products" and "Ask a question".







In the section "Maps and Products" he can open the mapping tool by clicking on the button "To watch the maps":



All the functions of the mapping tool are explained in this manual.

The button "Our Products" opens the catalogue of the products available in the geoportal. This is a catalogue containing all the existing products offered by the different providers. The information sets about the products contained in the catalogue are called "metadata".

The screenshot shows the metadata page for the product 'Ortho-imagery, BD-L-ORTHO'. The page header includes the 'eLuxembourg' logo and language selection options for French, English, German, and Luxembourgish, along with links for XML and PDF. The main content is a table with the following data:

Ortho-imagery, BD-L-ORTHO	
<b>Product ID</b>	
Description	Digital ortho-images in TIFF format (color RGB 8 Bit) with a pixel resolution of 0,5m.
Last update	28/06/2007
Geographic extent(textu)	The whole country
Geographic extent (Polygon)	y1: 26198 x1: 139330 y2: 116388 x2: 51411
Themes	geoscientific information
Terms of use	available
Keywords	Ortho-imagery, remote sensing, BD-L-ORTHO
Availability status	Completed



## Ask a question

- ▶ FAQ
- ▶ Ask a question

In the section "Ask a question", the menu "FAQ" ( Frequently Asked Questions) contains a list of questions + answers that may be of interest for many users. Any one can read the questions and answers. With the button "Ask a question", the user can formulate questions himself, which will be answered by the geoportal support team.

> Poser une question > Poser une question

Votre eMail

Veillez écrire votre question ici.



An **authenticated user** (login, password) can access to other functions that are adapted following his personal rights and permissions in the system.

In every case, he can use functions to

- send orders of the products available to him,
- manage his orders in the menu "manage my orders", and
- view his orders in the order archive under "archive".

In this case, he has the status "customer" in the geoportal.

If he has other further going rights in the system, like

- the right to use the OGC web services to integrate geodata in his local GIS system,
- the right to view and use special geodata not available to the general public,
- the right to create and manage his own subordinate accounts,

he becomes "**special customer**" of the geoportal.

The screenshot displays the user interface of the Geoportal. At the top, there is a header with the Government of Luxembourg logo and the text 'Administration du Cadastre et de la Topographie'. Below the header, there is a navigation bar with language options (Français, Lëtzebuergesch, English, Deutsch) and links for 'Welcome page' and 'Contacts'. The main content area is divided into a left sidebar and a main panel. The sidebar contains a menu with the following items: 'My account', 'Associated accounts', 'Disconnect', 'Maps and Products', 'Order', 'Supplier', 'Ask a question', and 'Documentation'. The 'Order' menu item is highlighted with a red circle. The main panel displays the 'Order' page content, which includes the following text: '> Order', 'The order environment offers all products proposed by the different providers linked to the portal.', 'To send an order or a request for a cost estimate, click on **To order**.', 'To trace your order, click on **Trace my orders**.', 'To open the archive of your old orders, please click on **Archive**.', and 'For further informations, please refer to the **User manuel**.'



If the user is a geodata and product provider of the geoportal, he has access to the special functions reserved for the providers:

The screenshot shows the user interface of the Geoportal. At the top, there is a header with the logo of the Government of Luxembourg and the text 'Administration du Cadastre et de la Topographie'. Below the header, there is a navigation bar with language options (Français, Lëtzebuergesch, English, Deutsch) and links for 'Welcome page' and 'Contacts'. The main content area is divided into a left sidebar and a main panel. The sidebar contains a 'My account' section with 'Associated accounts' and a 'Disconnect' button, followed by 'Maps and Products', 'Order', 'Provider', 'Ask a question', and 'Documentation'. The 'Provider' section is highlighted, showing sub-items: 'Manage the orders', 'Manage the products', 'Create metadata', and 'Archive'. The main panel displays the 'Provider' section, which includes a title '> Provider' and a list of instructions: 'The providers' menu offers all the functions to offer & sell your products.', 'To define your products and to specify the responsible persons, click on **Manage the products**.', 'To treat the orders concerning your products, click on **Manage the orders**.', 'To describe your products, click on **Create metadata**.', 'To open the archive of your old orders, please click on **Archive**.', and 'For further information, please consult the **Provider's Manual**.' At the bottom of the page, there is a copyright notice: 'Copyright © Administration du Cadastre et de la Topographie. Tous droits réservés. Legal aspects | Contacts' and a 'Haut de page' button.

As a geodata and product provider, the user is enabled to :

- "Handle the orders": directly in the Portal, he can handle incoming orders by changing the order status, type informations and prices, and upload files to be retrieved by the customers.
- "Manage the products": in the Portal the provider creates the products he wants to offer, or whose existence he wants to publish.
- "Create metadata": the provider has to create and update the metadata about his products, i.e. the information about the products' whereabouts contained in the product catalogue.
- find old orders in the geoportal "Archive".



**This manual explains the functions for the geoportal's customers, i.e. the possibilities to create and manage orders in the geoportal. It also deals with some specialized functions, which may be used by the "special customer". The functions for the data providers of the geoportal are not explained in this document, but can be found in another manual called "The provider's manual" which is also downloadable at the welcome page.**

**Note :**

**The contents of this manual can in no case imply obligations of service delivery or guarantee from ACT or other geoportal providers!**



## 3. ERGONOMICS

In this chapter the general way in which the geoportal's functions should be used, is described.

### 3.1 PAGE STRUCTURE

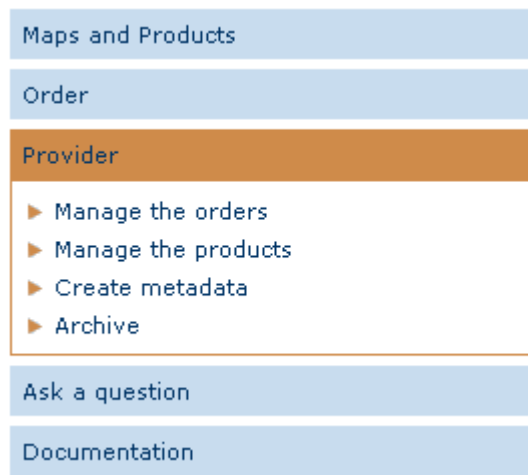
All the pages are composed of:

- **A header** : the horizontal stripe and one or more lines with general functions,
- **A menu on the left side** : the specific functions of the geoportal,
- **A principal part** : Static and dynamic information in connection with the actual function,
- **A footer**.

### 3.2 NAVIGATION PRINCIPLES

The navigation principles are the same on every site page.

On the 1<sup>st</sup> and 2<sup>nd</sup> level, the navigation is organized in the vertical navigation bar on the left side, with mouse-over effect and highlighting of the active link by means of color change from blue to orange.





From the 3<sup>rd</sup> level downwards, navigation is incorporated in the page contents.



Every page has an arrow button on the upper right, which leads to the superior level.

### 3.3 PRESENTATION OF THE CONTENT PAGES

The pages generally display a frame with a title composed of:


- the function of the superior level,
- the actual function.

> Order > To order

On the 1<sup>st</sup> navigation level, the pages contain a brief presentation of all the 2<sup>nd</sup> level functions.

On the 2<sup>nd</sup> navigation level, the pages contain the specific information for the actual function.

### 3.4 FOOTER

Copyright © Administration du Cadastre et de la Topographie. Tous droits réservés. Aspects légaux | Contacts  Haut de page

#### « Top of the page »

By clicking on the link mentioned above, the user can go back to the top of the page.

#### Other information and copyright

At the bottom of every page, on the right, the following information is displayed:



- © Editor
- Legal aspects concerning the use of the website.
- Contacts

### 3.5 LANGUAGES

The geoportal is multilingual : Luxembourgish, French, German and English are supported. To change the language, click on the corresponding button on the upper left of the page:

**Français** | Lëtzebuergesch | English | Deutsch

### 3.6 PAGINATED LISTS

11 Requests : Pages **1** 2 ▶ [Complete List](#)

All the lists with search results are paginated and contain the information split into different pages. The properties of the list contents are displayed:

- Total number of items in the list
- Links to the different list pages, where the actual page is displayed in bold characters,
- Arrows to open the page before, or the next page,
- A button to display the complete list without pagination.

### 3.7 SORT

To sort the orders by: N° ▲ | Name ▲ | Type ▲ | Product ▲ | Date ▼

All the lists can be sorted by any of its columns, either in ascending or descending way.

After being sorted, the list is reinitialized and the first list page is displayed.





### 3.8 TAGS

Overview Sketch **Sent** Received orders Archived

To clearly present the contents, tags are frequently used.

Every tag header reacts to clicking. When a new tag is opened, the fields in the actual tag are automatically validated before switching to the new tag.

### 3.9 ACTIONS

New search | [To go on with your order](#)

The different actions that can be done at a certain stage are represented by hypertext links, whose clickable text explains the action.

The different options are simply separated by the character |.

Except for the very specific actions, the current actions will generally use the following terms:

- **Create** : to create a new entity.
- **Modify** : to modify an existing entity.
- **Validate** : to validate and store encoded values.
- **Cancel** : to disregard the newly encoded values and restore the original values in the fields.
- **Back** : to go back to the element before or to the upper level.

The text is completed by an indication of the entity on which the function operates. For example "Back to the order list".

### 3.10 COLOURS

Contact Login Droits

A simple colour code is used in the interface, to specify the current state:

- **Blue** : validated and inactive part
- **Orange** : activated part currently undergoing modification



**Note** : For tags without any content, the text remains blue and italic, and will not be reactive to clicking.

### 3.11 PROCEDURES WITH MULTIPLE STEPS

**Step 1 of 4 : Produce** > *Extent* > *Properties* > *Summary*

For complicated procedures with an important number of intermediary actions, the user is guided through different steps like shown in the example.

The steps already passed and validated are indicated in normal font, the current step in bold font, and the next steps in italic font.

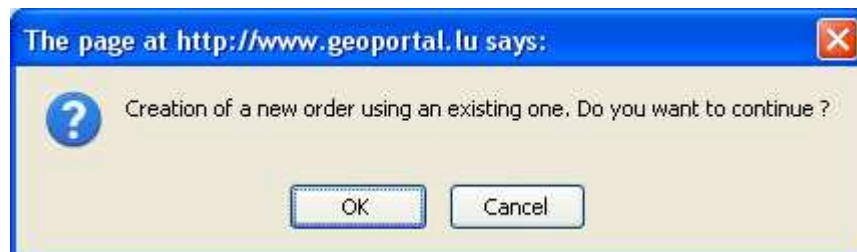
At every moment, the user can go back one or more steps by simply clicking on the link of the corresponding step.

### 3.12 WARNING MESSAGES

The geoportal exchanges information with its user. This can be data or information concerning the user's actions.

#### 3.12.1 Information message

When an action of the user does not give any visible result on the screen, the system shows a message to indicate that the action has been done with success. For example, after sending an order, the system shows the following confirmation message:





### 3.12.2 Error message

In case of an error, when entering data, the system alerts the user that some rules have not been respected and specifies the problem that has to be corrected.



### 3.12.3 Confirmation request

The user sometimes has to proceed to actions which cannot be reversed. To evitate mistakes with heavy consequences, the system asks for explicit confirmation before proceeding.

This happens in form of a confirmation message to be validated by clicking on the « OK » button, or the « Cancel » button.





## 4. ACTORS, AUTHENTICATION, ACCESS, RIGHTS AND USER ACCOUNTS

In the geoportal there exist several user levels. Every user has a user account associated to a set of profiles. In the profiles the individual rights concerning the mapper, the catalogue the webservice and the overall geoportal functions are saved.

The following chapter explain in detail the principles which rule the geoportal and which make sure that the access restrictions can be adapted very finely to the user's needs.

### 4.1 ACTORS IN THE GEOPORTAL

The actors in the geoportal can be split into 4 groups:

- **The "General Public":** When acceding to the geoportal's home page, the user automatically acts as a "general public" user, as long as he has not logged into the system by providing his user account name and his corresponding password. The "general public" is the anonymous standard user, who is granted with the minimal user rights in the system and who can do the basic operations in the geoportal. He can learn about the existing and available products by viewing the metadata catalogue's contents, and view the geodata in the mapping tool. He is also allowed to ask questions to the geoportal's support team and to read the FAQ. He CANNOT order products.
- **The "Client":** Unlike the "General Public", the "client" has an individual user account associated to a password, which allows him to authenticate himself in the system. He has access to the "order" menu and can file orders or estimate requests concerning the available products in the catalogue. In the order menus, he can check the state of his different orders and eventually download ordered files. For more information, please read the document "geoportal-client's manual". It can be downloaded on the geoportal's homepage.
- **The "Special client":** The "Special Client" is also authenticated via his user account and his password. He has all the rights of the "client" but



additionally, he can access to some more functions, that are more specialized and require previous regulations. Depending on the granted rights, he can

- Create and manage his own sub-accounts (f.ex. in the case of large firms) and allocate them part of his own rights in the system (or all of them).
  - View other supplementary data in the geodata mapper, which are not available for the general public.
  - Be granted less strict restrictions concerning the visibility of geodata in the geodata mapper, like the possibility to combine different geodata that are blocked for the general public, view attributes or use some geodata at scale levels that are not allowed to the general public.
  - See and order specialized products that are not available to the general public.
  - Use the WMS (Web Map Server) and WFS (Web Feature Server) webservices, that are compliant to the OGC (Open Geospatial Consortium) specifications and that the geoportal provides with geodata from the different providers.
- **The actor "Provider":** The actor "provider" is the highest-ranking actor in the geoportal, thus the one with the maximum level of rights and functions. He generally has all the rights of a "special client" but has some additional rights / functions to
    - Publish his own geodata layers in the geodata mapper. This happens by the means of OGC compliant webservices, which are integrated in the mapping tool after validation by the geoportal's administrators.
    - Offer his own geoproducts.
    - Retrieve and handle the incoming orders and estimate requests of the clients in the portal (manually or automatically).



## 4.2 ROOT ACCOUNTS & SUBORDINATE ACCOUNTS

Subordinate accounts are used to delegate the management of the individual user accounts of customer organizations to one single main (« root ») account, without any interaction by the geoportal's management. This means great flexibility for the customers as well as an easier task for the geoportal management team.

The owner of a root account can open new individual user accounts. Every single subordinate account can get all or a part of the special rights of the root account. Of course the root account cannot delegate more rights than it possesses itself.

The set of an organization's subordinate accounts directly depends on the access rights of the root account, and the delegation of access rights can be done by switching on or off one or several items of the following:

- Availability of special layers and access rights in the geodata mapper,
- Availability of special products in the product catalogueue,
- Functions to create and manage orders in the name of the organization,
- Direct access to secured OGC webservices,
- Functions to manage the organization's products, orders and metadata.



### 4.3 CONNECT TO THE GEOPORTAL

On the upper left of the geoportal's screen appears the login block.

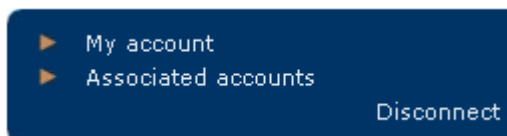
#### □ If the user is not yet connected:

- He can log in by typing his username and password,

A dark blue login form with two white input fields. The first field is labeled 'User code' and the second is labeled 'Password'. To the right of the second field is an 'Ok' button. Below the fields is a link that says 'I want to become a new customer.'

#### □ When connected, the user can :

- Log off with the link «disconnect »,
- Manage the account settings with the link "my account",
- Create and manage subordinate accounts with the link "subordinate accounts" (only in case this function is active).



*Root account with subordinate account function*

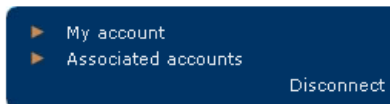


*Root account without subordinate account function*



## 4.4 MANAGE THE "SUBORDINATE ACCOUNTS"

Root accounts with active subordinate account function can create and manage subordinate accounts. This function is only available for the root account itself and not for the subordinate accounts.



The management of the subordinate accounts has 3 main aspects:

- **Hierarchical organization of the accounts,**
- **Creation of a new account,**
- **Management of the account settings:**
  - for the personal data,
  - the authentication,
  - the available functions.

### 4.4.1 Hierarchical organization of the accounts

The subordinate accounts are organized in a tree-hierarchy, where the main branch directly depends from the root account. There can be as many sub-branches as needed by the root account.



Between the root account and the subordinate account the special rights detained by the root account can be passed on totally or partially. But among the subordinate





accounts the tree hierarchy is a purely organizational one. There is no transfer of rights from one level of the subordinate accounts to another.

The user of the root account can :

- **Select a particular account** by clicking on the associated icon.,
- **Create a new account.**

#### 4.4.2 Manage the settings - « Contact » tag

This tag is the first to be opened when a new account is created. The empty fields have to be filled. When an existing account is opened, the contents of the settings is displayed.

Unlike the root account, the subordinate accounts do not have a section for the billing address, as they always act on behalf of the root account's organization. The billing address of the root account is automatically used.

> My account

Contact Login

Name : Administration du Cadastre et de la Topographie

Contact : Francis Kaell

Phone : 44901-242

Fax : 44901-333

e-Mail : francis.kaell@act.etat.lu

Url :

Preferred language: : Deutsch

■ Contact address

Line 1 : 54, avenue Gaston Diderich

Line 2 :

Post code : L-1420

Town : Luxembourg

Country : Luxembourg

■ Invoicing address

Line 1 : 54, avenue Gaston Diderich

Line 2 :

Postal code : L-1420

Town : Luxembourg

Country : Luxembourg



The properties of the "Contact" tag are:

- **Identification of the contact person**

**Root** : to be chosen in the drop-down list. It is the name of the account to which the new account will be attached in the hierarchy.

**Name** : personal name of the user

**Contact** : professional function of the user

**Telephone** : professional phone number

**Fax** : professional fax number

**Email** : professional eMail address

**Url** : professional website URL

- **Address of the contact person**

**Line 1 & 2** : address

**Post code**

**Town**

**Country**

The user can:

- **Validate the contact person.**

The fields' content is tested and eventual errors are announced.

- **Go back to the list of subordinate accounts.**

The user is warned that the modifications will be lost and is asked if he wants to continue.



#### 4.4.3 Manage the settings - "Login" tag

> Associated accounts

Contact Login Rights

Login : Benotzer \*

Password : \*

New Password : \*

New password : \*

The name of the user associated with the account is mentioned on the top of tags to make sure the root account user is well aware of which account he is actually dealing with.

The properties of the login tag are:

- **Identification of the contact person**

**User name** : code which identifies the user in the geoportal. It has to be a string of at least 6 characters, and has to be unique in the system.

**Password** : contains the password associated to the the user name

Here, the root account does NOT type anything.

**New password** : field to define a new password, or the first password in case of new accounts. The field is double, to make sure the password is correctly saved.

The user can:

- **Validate the settings**

After successful tests, the new account is created or the setting changes of the account are saved and activated.

- **Go back to the list of subordinate accounts**

The user is warned that the changes will be lost and is asked if he wants to continue.



#### 4.4.4 Manage the settings - "Rights" tag

It has already been mentioned above that when creating new subordinate accounts, the root account can pass on all or part of its special rights to the subordinate accounts. To make things quite simple yet powerful enough, the geoportal offers transfer of rights with the following principles:

- The root account can never grant more rights than it possesses itself. The following examples show cases where the root account does not have certain rights and where the corresponding checkboxes are inactive:
  - **Case of a root account of a "customer"**  
To access the providers' functions. :
  - **Case of a root account who does not have access to webservices**  
Direct OGC access :
- The rights granted by the root account are always supplementary rights to the basic rights contained in the « common public » account. This means that when a certain part of the rights for a subordinate account are inactive, it always has as a minimum the rights of the "general public". In case the root account activates certain rights, this means that the subordinate account possesses the same rights than the root account.
- The transferable rights are grouped in 5 packages that can be switched on or off by the root account.

> Associated accounts

Contact Login Rights

See the maps :	<input type="checkbox"/>
Our products :	<input type="checkbox"/>
Place and trace an order :	<input checked="" type="checkbox"/>
Direct OGC access :	<input type="checkbox"/>
To access the providers' functions. :	<input type="checkbox"/>

[Back to the list of the associated accounts](#)



The following options can be activated:

- **See the maps** : if this option is switched on, the subordinate account owns the same rights as the root account in terms of extended access in the mapper. This means that he may see more layers, have other scale restrictions and less other restrictions than the "general public". If this option is switched off, the user has exactly the same rights and contents as the "general public".
- **Products** : if this option is switched on, the subordinate account owns the same rights as the root account in terms of extended access in the catalogue.
- **Create and manage orders** : if this option is switched on, the subordinate account's user can create and manage orders on behalf of his organization.
- **Access to OGC webservices** : if this option is switched on, the subordinate account can use secured webservices delivering geodata via OGC standards using the account's user name and password.
- **Access to the provider's functions**: if this option is switched on, the subordinate account's user can create and manage products on behalf of his organization as well as manage the corresponding metadata and incoming orders.



## 4.5 MANAGE THE OWN ACCOUNT ("MY ACCOUNT")

After having logged in, every user can manage his account's settings. This happens in the menu "my account". Most of the functions are the same as those already described above for the subordinate accounts.

### 4.5.1 My account - "Contact" tag

> My account

Contact Login

Name : Administration du Cadastre et de la Topographie

Contact : Francis Kaell

Phone : 44901-242

Fax : 44901-333

e-Mail : francis.kaell@act.etat.lu

Url :

Preferred language: : Deutsch

■ Contact address

Line 1 : 54, avenue Gaston Diderich

Line 2 :

Post code : L-1420

Town : Luxembourg

Country : Luxembourg

■ Invoicing address

Line 1 : 54, avenue Gaston Diderich

Line 2 :

Postal code : L-1420

Town : Luxembourg

Country : Luxembourg

The properties of this tag are the same as those described above. Additionally there are fields for the billing address.

The user can :

- Validate the contact person.
- Cancel the changes



## 4.5.2 My account - "Login" tag

> My account

Contact Login

Login :  \*

Password :

New Password :  \*

New password :  \*

[To cancel the current modifications](#)

The properties of this tag are the same as those described above.

The user can :

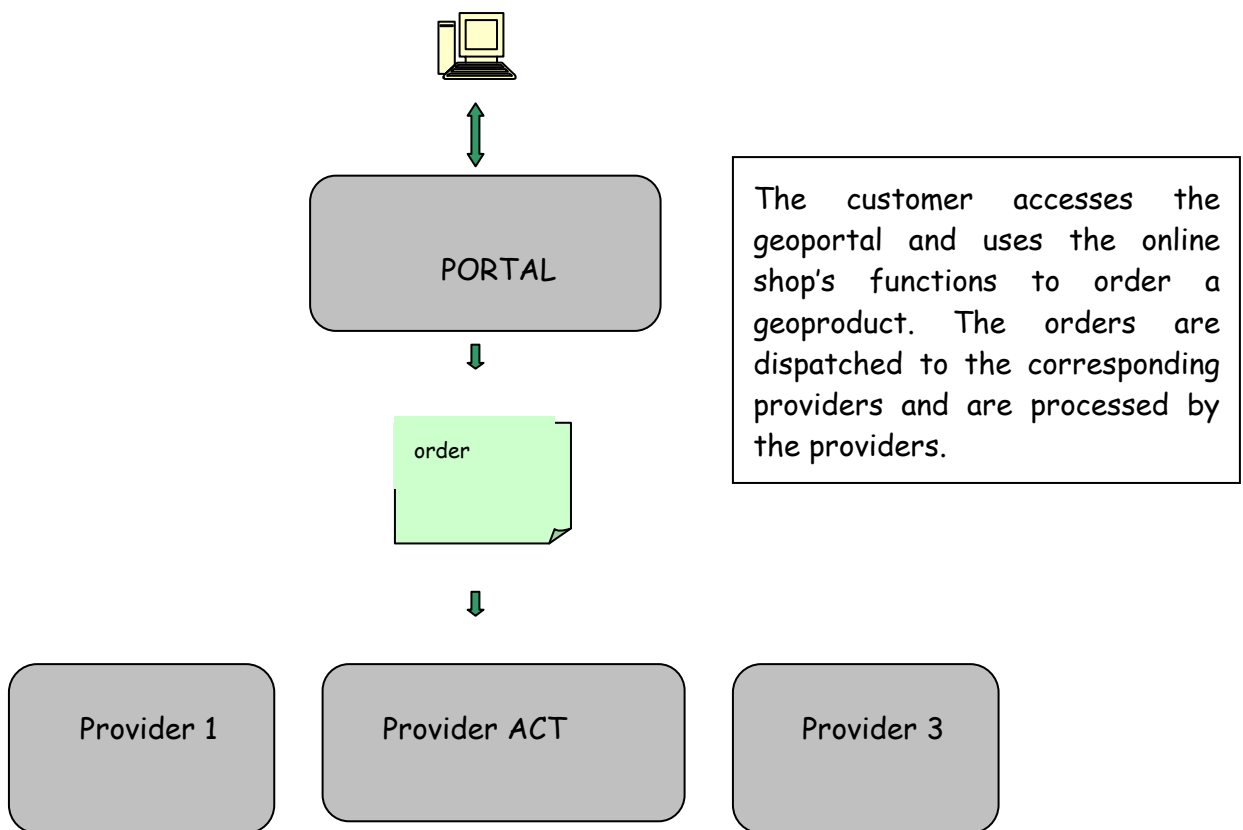
- **Validate the contact person.**
- **Cancel the ongoing modifications**



## 5. ORDERING GEOPRODUCTS - "ORDER" FUNCTION

The customers of the geoportal have access to the functions to create online orders of geoproducts.

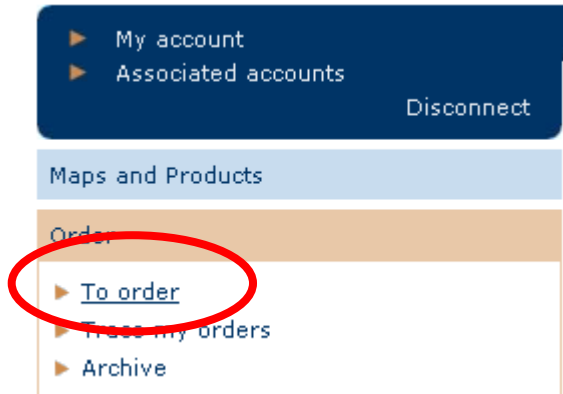
The general principle of orders in the geoportal are represented in the following picture :







The online shop can be accessed in the geoportal's main menu :




The 4-step ordering process is launched by clicking on the button "To Order".

The 4 steps are:

- Selection of a geoproduct in the catalogue,
- Definition of the geographic extent of the order,
- Definition of technical and organizational parameters,
- Checking & Sending.



## 5.1 SELECTING A GEOPRODUCT


> Order > To order 

**Step 1 of 4 : Produce** > Extent > Properties > Summary

- **Specific product**  
This section contains all specialized products which have to do with cadastre and geodesy.  
[See the products](#) ▶
- **Official extract**  
This section contains all kinds of specific documents established by the providers for official use and based upon the data and products managed by the latter.  
[See the products](#) ▶
- **Map**  
Description of product type  
[See the products](#) ▶
- **Search by multiple criteria**  
Description of the multi-criteria search  
[To search the products](#) ▶


The selection of a geoproduct happens in the catalogue itself, the procedure to find the right product is thus exactly the same as described in the document "Geoportal - general public's manual":

First the overall product category has to be chosen, or a multi-criteria search has to be launched. The results of the search is a list of the products with the following information:

- Name of the product with a link to the metadata,
- Provider,
- A caddie  which contains a link to select this product and to continue with the next step of the procedure.





























The list is paginated and can be sorted following the name of the product or the providers.



> Order > To order 

**Step 1 of 4 : Produce** > Extent > Properties > Summary

Sort the products by: **Name** ▲ | **Provider** ▲



	Name	Provider
	Aerial photographs	ACT
	BD-L-TC complete (with attributes)	ACT
	BD-L-TC complete (without attributes)	ACT
	Corine Landcover 2000	MEV
	Digital list of the height points	ACT
	Digital terrain model DTM	ACT
	Digitized Cadastral Map PCN	ACT
	Landcover	MEV
	NATURA 2000 - Directive Habitats	MEV
	NATURA 2000 - Directive Oiseaux	MEV
	POS Aéroport et environs	MAT
	Sketches of the geodetic network points : NTL system	ACT
	Theme ADMINISTRATIVE BORDERS of the BD-L-TC (with attributes)	ACT
	Theme ADMINISTRATIVE BOUNDARIES of the BD-L-TC (without att)	ACT
	Theme BUILDINGS of the BD-L-TC (with attributes)	ACT
	Theme BUILDINGS of the BD-L-TC (without attributes)	ACT
	Theme ENERGY of the BD-L-TC (with attributes)	ACT
	Theme ENERGY of the BD-L-TC (without attributes)	ACT
	Theme HEIGHT DATA of the BD-L-TC (with attributes)	ACT
	Theme HEIGHT DATA of the BD-L-TC (without attributes)	ACT
	Theme RAILWAY DATA of the BD-L-TC (with attributes)	ACT
	Theme RAILWAY DATA of the BD-L-TC (without attributes)	ACT
	Theme ROAD DATA of the BD-L-TC (with attributes)	ACT
	Theme ROAD DATA of the BD-L-TC (without attributes)	ACT
	Theme VEGETATION of the BD-L-TC (with attributes)	ACT
	Theme VEGETATION of the BD-L-TC (without attributes)	ACT
	Theme WATER of the BD-L-TC (with attributes)	ACT
	Theme WATER of the BD-L-TC (without attributes)	ACT

**28 Products** **Split the list in pages**

[New search](#) | [To go on with your order](#)

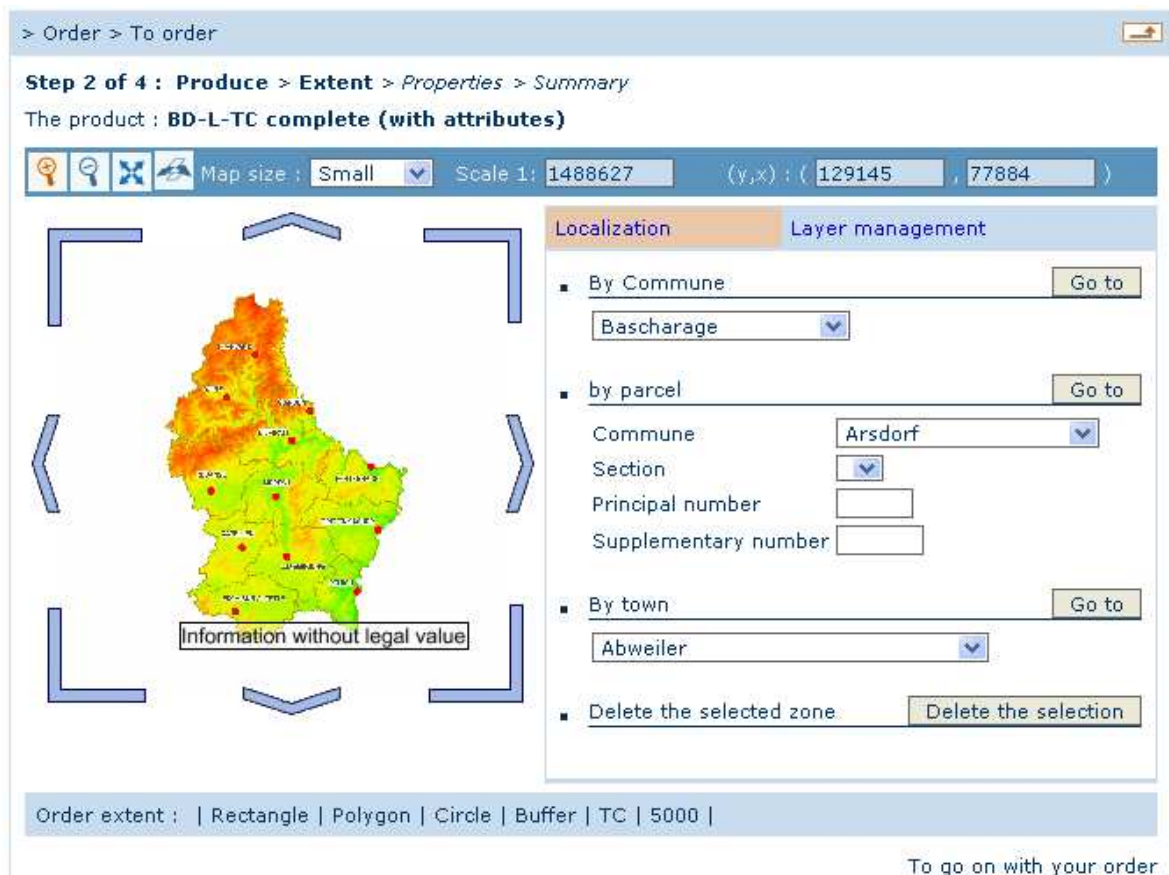


Next to the links connected to the multi-criteria search ([New search](#) and [Modify the search parameters](#)), the user can :

- **Select a product** which he wants to order by clicking on the icon  which changes its colour: .
- **Go on with the order** : the geoportal saves the product choice and moves on to the next step.

Shortcut : the user can do the selection more quickly by directly clicking on the wanted product's name instead of the caddie. This automatically leads to the next step.

## 5.2 DEFINITION OF THE ORDER'S GEOGRAPHIC EXTENT



> Order > To order

**Step 2 of 4 : Produce > Extent > Properties > Summary**

The product : **BD-L-TC complete (with attributes)**

Map size : Small Scale 1: 1488627 (y,x) : ( 129145 , 77884 )

Localization Layer management

- By Commune   
Bascharage
- by parcel   
Commune: Arsdorf  
Section:   
Principal number:   
Supplementary number:
- By town   
Abweiler
- Delete the selected zone

Order extent : | Rectangle | Polygon | Circle | Buffer | TC | 5000 |

To go on with your order



In the 2<sup>nd</sup> step, the user has to define the geographic extent on which he wants to order the selected product. To do so, the geoportal offers several "order extent types" among whose the user may choose. The number and sort of these extent types depend on the product. For example Act's 1/20000 map is sold only following the fixed TC20000 map sheets.

To be oriented in the geography, a mini-mapper is available offering the most elementary navigation and location functions of the main mapper. For more information, please read the "General user's manual".

The "order extent type" is selected by a click on the corresponding button, for example [Rectangle](#), [Polygon](#), [Circle](#), [Buffer](#), ....

If the user changes the extent type after a definition has already taken place, the procedure is initialized and a warning message appears :



Depending on the order extent type, the actions to be done can vary slightly. For this reason, in the following chapters every single order extent type is explained with its exact procedure.

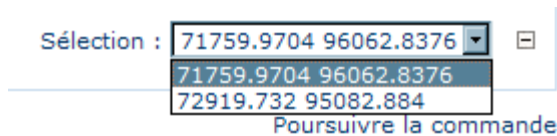


### 5.2.1 Extent type "North-South Rectangle" : Button [Rectangle](#)



The extent type "North-South Rectangle" is easy to use. It is activated by clicking on the button [Rectangle](#). Then the geographic extent is defined in the map by drawing the rectangle as shown in the picture : start on the upper left point, hold down the left mouse button, keep it down while moving the mouse pointer to the opposite point right below. Then release the mouse button. The map window shows the rectangle.

On the lower right side of the screen, the coordinates of the rectangle are listed :



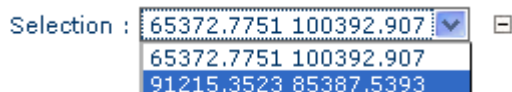
After having defined the order extent, the user can move on to the next step of the ordering procedure by clicking on the button [To go on with your order](#).

Instead of defining the order extent graphically, it is also possible to type the x,y coordinates of the rectangle. The coordinates are considered to belong to the actually active coordinate system:

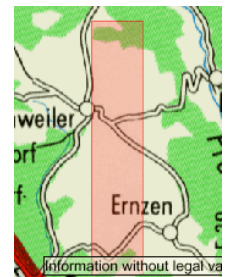
- [Selection by rectangle \(Min : 1 Km2 Max : 3000 Km2\)](#)

(y,x) : (  ,  ) ⊕

After typing the coordinates of one point in the fields, the point is saved in the drop-down list with the ⊕ button. The ⊖ button can be used to delete the selected point from the list.

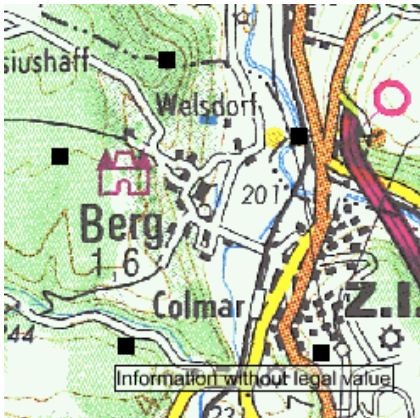


After defining the 2<sup>nd</sup> point, the rectangle is defined and can be drawn correspondingly.



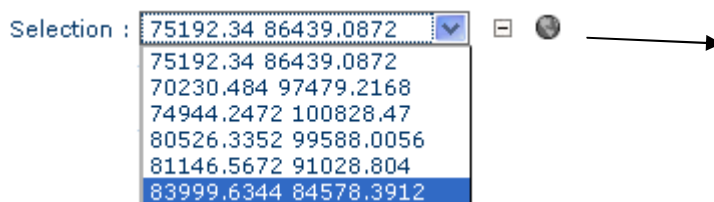



### 5.2.2 Order extent type "Polygon": Button [Polygon](#)



The order extent type "Polygon" is activated by clicking on the button [Polygon](#). Then the different vertices (points) that compose the polygon can be defined graphically in the map window with the left mouse button: every point is defined by a click on its location, and is drawn as a small filled square. This procedure is repeated as often as there are points needed to define the order extent.


On the lower right of the screen the coordinates of the points that have been defined, are listed in the drop-down list:





Finally, the polygon composed by the points from the list, can be validated with a click on the  button. The polygon is drawn in red transparent colour in the map. This way a visual control of the order extent is possible.

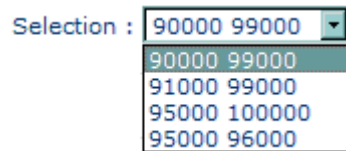
After having defined the order extent, the user can move on to the next step of the ordering procedure by clicking on the button [To go on with your order](#).


Instead of defining the order extent graphically, it is also possible to type the x,y coordinates of the polygon. The coordinates are considered to belong to the actually active coordinate system:

- [Selection by polygon\(Min : 1 Max : 3000\)](#)  
(y,x) : (  ,  ) 



After typing the coordinates of one point in the fields, the point is saved in the drop-down list with the  button. The  button can be used to delete the selected point from the list.



After defining the last point, the polygon is validated with the  button and is drawn accordingly. This way a visual control of the order extent is possible.



After having defined the order extent, the user can move on to the next step of the ordering procedure by clicking on the button [To go on with your order](#).



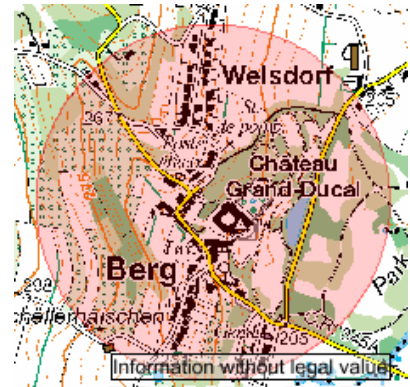


### 5.2.3 Order extent type "Circle" : Button [Circle](#)

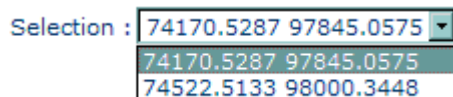


The order extent type "Circle" is activated by clicking on the button [Circle](#). Then the dimensions of the circle can be defined graphically in the map window, using the left mouse button: first the circle centre is defined in the map, it is represented with a black square marker. Then a 2<sup>nd</sup> point fixing the circle radius is defined in the map with the same procedure.

After the definition of the 2<sup>nd</sup> point, the circle is drawn in red transparent colour. This way a visual control of the order extent is possible.



On the lower right of the screen the coordinates of the points that have been defined, are listed in the drop-down list,



and the radius of the circle is indicated in the unit "meters" :

Radius :  (in meters)

After having defined the order extent, the user can move on to the next step of the ordering procedure by clicking on the button [To go on with your order](#).



As an alternative, one can also proceed the following way:

- first define the circle centre like explained above
- then type the radius in "meters" in the field on the lower right of the screen:

Radius :  (in meters)

- then validate with the button

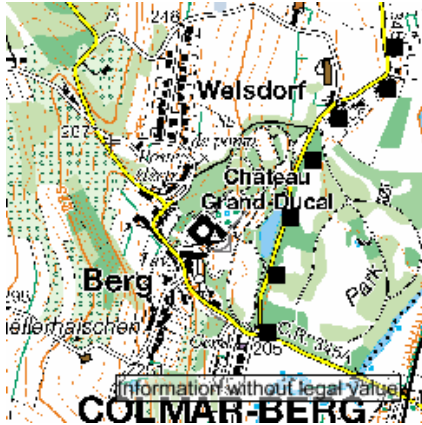
After this validation, the circle is drawn in red transparent colour. This way a visual control of the order extent is possible.

After having defined the order extent, the user can move on to the next step of the ordering procedure by clicking on the button [To go on with your order](#).



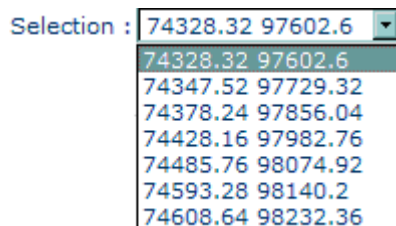
#### 5.2.4 Order extent type "Buffer" : Button **Buffer**

A "Buffer" is a surface defined by a certain distance on both sides of a line. This can be useful when data is needed around linear axes like streets or rivers.

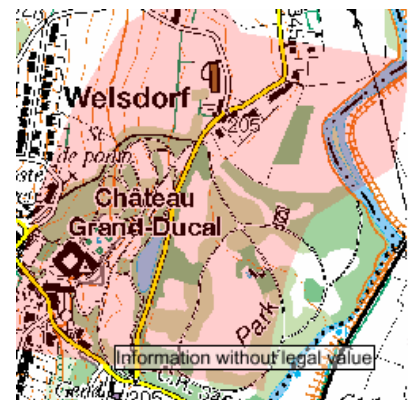
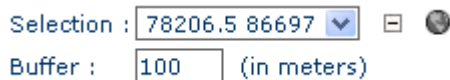



The order extent type "Buffer" is activated by clicking on the button **Buffer**. Then the line of the buffer is defined in the map by clicking the respective vertices in the map with the left mouse button. Every point is represented in the map as a black square.

On the lower right of the screen, the coordinates of the points defined in the map are listed in the drop-down list.



After defining the line, the width of the buffer zone has yet to be fixed. The width in "meters" is entered in the field on the lower right :



The buffer is validated by clicking on the  symbol, and drawn in red transparent colour in the map for a visual control. After having defined the order extent, the user can move on to the next step of the ordering procedure by clicking on the button **To go on with your order**.

Instead of clicking the points in the map, it is also possible to directly enter their coordinates. These coordinates are considered to refer to the actually active coordinate system:



## ■ Selection

(x,y) : (  ,  )

With the button  , the coordinated typed in the fields are saved in the drop-down list on the right side. The  button can be used to delete the selected point from the list.

Selection :

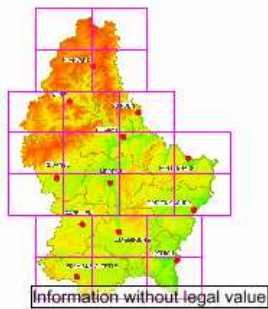
90000 99000
91000 99000
95000 100000
95000 96000

After defining the line and the width of the buffer, the buffer zone is validated with the  button and drawn in red transparent colour in the map to permit a visual control. After having defined the order extent, the user can move on to the next step of the ordering procedure by clicking on the button [To go on with your order](#) .

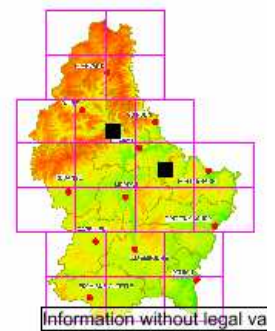


### 5.2.5 Order extent type "TC20000 Map Sheet" : Button **TC**

The order extent types of the "map sheet" kind are easy to use. When this order extent has been activated by clicking on the button **TC**, the different sheets are represented in the map window:




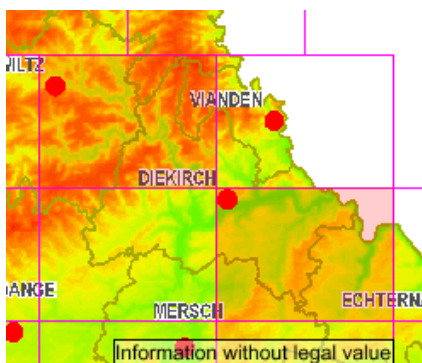
Select the sheets with the mouse pointer and the left mouse button.



On the lower right the clicked points' coordinates are listed.

Selection :

With a click on the button , the choices are validated and the system searches the corresponding map sheet names in the database. The result is shown graphically in the map in form of red transparent map sheets, and alphanumerically as sheet names in the drop-down list on the lower right.



Selection :



Instead of using the mouse to define the map sheets, it is also possible to directly type the coordinates of the points in the fields:

■ Selection by 1:20000 map sheets (Min : 1 Max : 21)

(y,x) : (  ,  )

With the button  , the coordinates are validated and saved in the drop-down list on the right. The  button can be used to delete the selected point from the list.

Selection :

After validating with the button  the map sheets are searched :

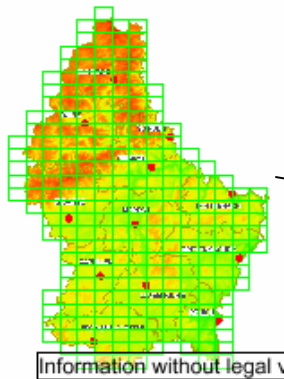
Selection :

After having defined the order extent, the user can move on to the next step of the ordering procedure by clicking on the button [To go on with your order](#) .

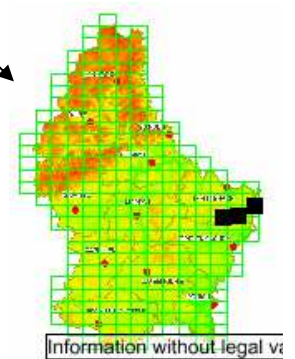


### 5.2.6 Order extent "1:5000 map sheet" : Button 5000

The order extent types of the "map sheet" kind are easy to use. When this order extent has been activated by clicking on the button 5000, the different sheets are represented in the map window:




Select the sheets with the mouse pointer and the left mouse button.



On the lower right the clicked points' coordinates are listed.

Selection :

With a click on the button , the choices are validated and the system searches the corresponding map sheet names in the database. The result is shown graphically in the map in form of red transparent map sheets, and alphanumerically as sheet names in the drop-down list on the lower right.



Selection :



Instead of using the mouse to define the map sheets, it is also possible to directly enter the coordinates of the points in the fields :

■ Selection by 1:5000 map sheet(Min : 1 Max : 350)

(y,x) : (  ,  )

With the button  , the coordinates are validated and saved in the drop-down list on the right. The  button can be used to delete the selected point from the list.

Selection :

After validating with the button  the map sheets are searched :

Selection :

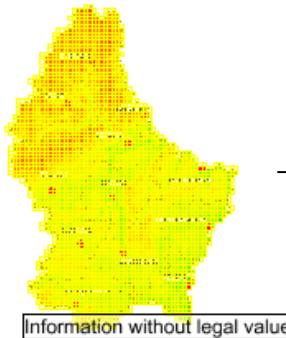
After having defined the order extent, the user can move on to the next step of the ordering procedure by clicking on the button [To go on with your order](#) .





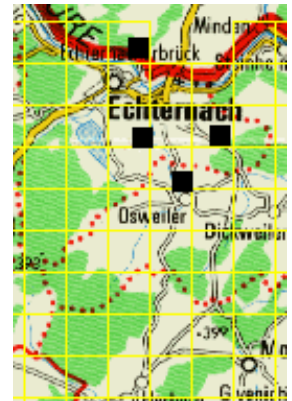
### 5.2.7 Order extent "Orthophoto" : Button **Orthophoto**

The order extent types of the "map sheet" kind are easy to use. When this order extent has been activated by clicking on the button **Orthophoto**, the different sheets are represented in the map window :

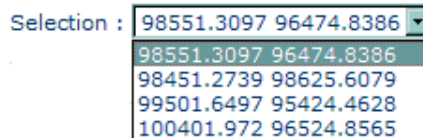



Select the sheets with the mouse pointer and the left mouse button. As the sheets are very small, it will be necessary to zoom and to navigate in the map.

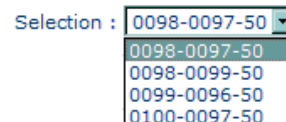
Attention : after zooming and moving the map, it is necessary to reactivate the order extent again by clicking on the button **Orthophoto** !



On the lower right the clicked points' coordinates are listed.



With a click on the button , the choices are validated and the system searches the corresponding map sheet names in the database. The result is shown graphically in the map in form of red transparent map sheets, and alphanumerically as sheet names in the drop-down list on the lower right.





Instead of using the mouse to define the map sheets, it is also possible to directly type the coordinates of the points in the fields :

■ Selection by orthophoto (Min : 1 Max : 100)

(y,x) : (  ,  )

With the button  , the coordinates are validated and saved in the drop-down list on the right. The  button can be used to delete the selected point from the list.

Selection :

After validating with the button  the map sheets are searched:

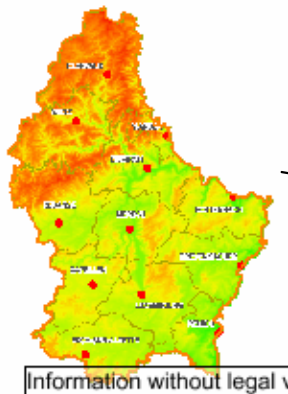
Selection :

After having defined the order extent, the user can move on to the next step of the ordering procedure by clicking on the button [To go on with your order](#) .

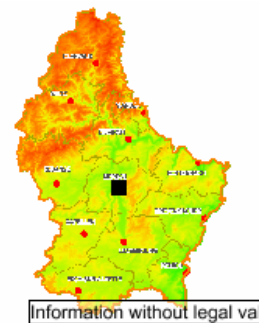


### 5.2.8 Order extent type "Whole country" : Button **The entire country**

The order extent type "whole country" is activated by clicking on the button **The entire country**. The map window shows the entire country:




Select the entire country with the mouse pointer and the left mouse button by clicking anywhere inside the country's borders



On the lower right the clicked points' coordinates are listed.

Selection :

With a click on the button , the choice is validated and the system searches the corresponding map sheet name in the database. The result is shown graphically in the map in form of red transparent map sheets, and alphanumerically as sheet name in the drop-down list on the lower right.



Selection :



Instead of using the mouse to define the map sheets, it is also possible to directly enter the coordinates of the points in the fields :

- Selection of the entire country's territory (Min : 1 Max : 1)

(y,x) : (  ,  )

With the button  , the coordinates are validated and saved in the drop-down list on the right. The  button can be used to delete the selected point from the list.

Selection :

After validating with the button  the map sheets are searched:

Selection :

After having defined the order extent, the user can move on to the next step of the ordering procedure by clicking on the button [To go on with your order](#) .



### 5.2.9 Order extent type "Cadastral parcel" : Button **Parcel**

With the order extent "Cadastral parcel" it is possible to define an order extent based upon a cadastral parcel. It is activated by clicking on the button **Parcel**, and the order screen looks like shown in the picture below:

■ Selection by parcel(Min : 1 Max : 1)

Commune :

Section :

Principal number :

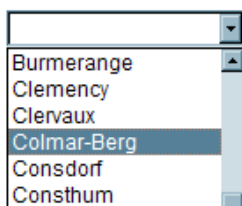
Secondary number :

Parcel :  +

As shown in the example, the parcel is specified by providing the following information in the indicated order:

- the cadastral commune (to be selected in the list)
- the cadastral section (idem)
- the principal number of the parcel
- the supplementary number of the parcel

The pictures below illustrate the procedure:



1. Choice of the cadastral commune in the list

Commune :

Section :

2. The section list automatically adapts to the choice made in the first list → Choice of the section in the 2<sup>nd</sup> list



Commune :  ▼  
Section :  ▼  
Principal number :   
Secondary number :   
Parcel :  ⊕

3. Cadastral parcel numbers are typed in the respective fields

With the button ⊕, the data is validated and saved in form of the unique cadastral parcel code in the field below. The ⊖ button can be used to delete parcel from the list.

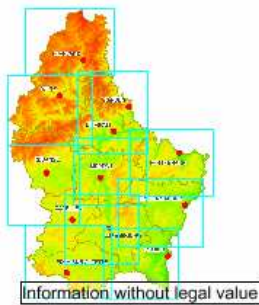
Selection :  ▼

After having defined the order extent, the user can move on to the next step of the ordering procedure by clicking on the button [To go on with your order](#).

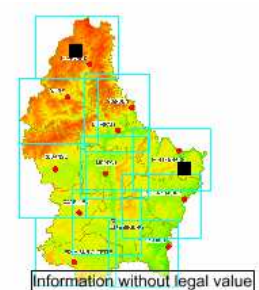


### 5.2.10 Order extent "1:20000 R series map sheet" : Button **20KR**

The order extent types of the "map sheet" kind are easy to use. When this order extent has been activated by clicking on the button **20KR**, the different sheets are represented in the map window :




Select the sheets with the mouse pointer and the left mouse button.

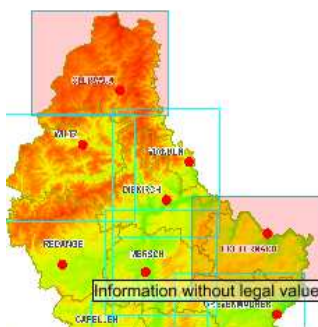


On the lower right the clicked points' coordinates are listed.

Selection : 

97467.5887 94140.6703
97467.5887 94140.6703
64122.3278 130403.642

With a click on the button , the choices are validated and the system searches the corresponding map sheet names in the database. The result is shown graphically in the map in form of red transparent map sheets, and alphanumerically as sheet names in the drop-down list on the lower right.



Selection : 

R6
R6
R1



Instead of using the mouse to define the map sheets, it is also possible to directly enter the coordinates of the points in the fields :

- Selection by map sheet of the 1:20000 regional topographic map (Min : 1 Max : 10)

(y,x) : (  ,  )

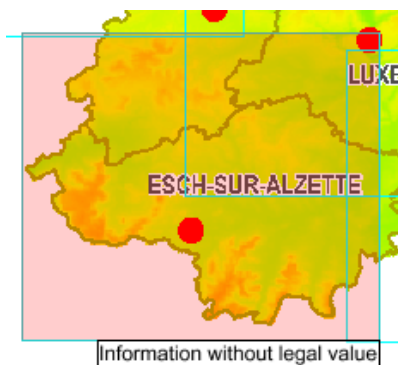
With the button  , the coordinates are validated and saved in the drop-down list on the right. The  button can be used to delete the selected point from the list.

Selection :

After validating with the button  the map sheets are searched:

Selection :

After having defined the order extent, the user can move on to the next step of the ordering procedure by clicking on the button [To go on with your order](#) .

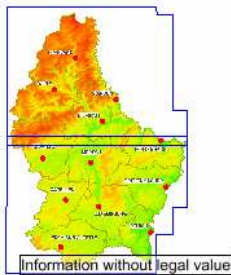




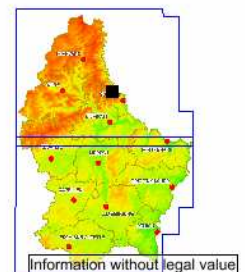


### 5.2.11 Order extent "1:50000 map sheet" : Bouton 50K

The order extent types of the "map sheet" kind are easy to use. When this order extent has been activated by clicking on the button 50K, the different sheets are represented in the map window :




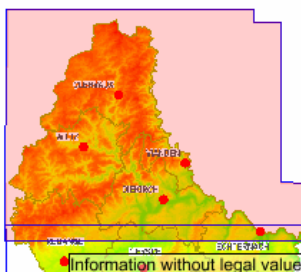
Select the sheets with the mouse pointer and the left mouse button.



On the lower right the clicked points' coordinates are listed.

Selection :

With a click on the button , the choices are validated and the system searches the corresponding map sheet names in the database. The result is shown graphically in the map in form of red transparent map sheets, and alphanumerically as sheet names in the drop-down list on the lower right.



Selection :



Instead of using the mouse to define the map sheets, it is also possible to directly enter the coordinates of the points in the fields :

- Selection by 1:50000 map sheet(Min : 1 Max : 2)

(y,x) : (  ,  )

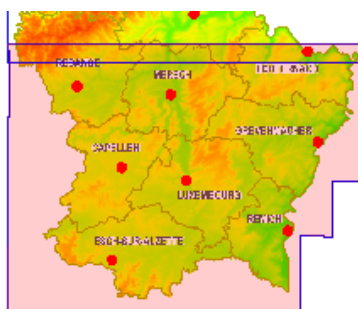
With the button  , the coordinates are validated and saved in the drop-down list on the right. The  button can be used to delete the selected point from the list.

Selection :

After validating with the button  the map sheets are searched:

Selection :

After having defined the order extent, the user can move on to the next step of the ordering procedure by clicking on the button [To go on with your order](#) .



Information without legal value



### 5.3 SPECIFIC PROPERTIES OF THE ORDER

After the product to be ordered has been chosen, a certain number of specific properties concerning the order request have to be fixed. This information enables the provider of the product to create and to deliver it conformingly. These parameters are entered in a form and the content of the form varies with the product. It is called "geoportal order form". The following picture shows an example of the order form for the product "BD-L-TC complete (with attributes)".

> Order > To order

**Step 3 of 4 : Product > Extent > Properties > Summary**

The product : **BD-L-TC complete (with attributes)**

- The order**  
Name : \*   
Type : \*  Cost estimate  
 Order
- The data**  
Coordinate system : \*   
Data format : \*   
Operating System : \*   
Clipping mode : \*
- The delivery**  
Data storage medium : \*
- Delivery location**  
Delivery place : \*
- Specific properties**  
Number of users :  1-10  
 11-20  
 21-30  
 31-50  
 >50  
User type :  private  
 communal administration  
 state administration



The order properties are organized in 4 chapters :

- **The identification of the order or estimate request**

**Name of the order \*** : It is freely chosen by the customer in order to have a reference to his order which is easily recognizable.

**Kind of request \*** : If enabled by the provider, the customer can either request an order or only an estimate.

- **The ordered data**

**Coordinate system \*** : Cartographic projection used to deliver the data. The choice is done in a drop-down list. If forgotten, the message « Please select a coordinate system » appears.

**Data format \*** : Kind of file format used to deliver the extracted geodata. The choice is done in a drop-down list. If forgotten, the message « Please select a format » appears.

**Operation system \*** : Operation system on which the data will be stored and used. The choice is done in a drop-down list. If forgotten, the message « Please select an operation system » appears.

**Clipping mode** : With this parameter the customer can choose between 3 options concerning the retrieval of the data to be delivered in the product in relation with the contour of the order extent.

- With "Exclusively interior", only the features that are completely inside the order extent without touching the limit, are delivered.
- With "Interior and limits", all features interior and touching the limits of the order extent are delivered, but those that touch the limit are clipped at the limit line.
- With "Interior and crossing the order extent limit" all features that are inside the limit as well as those that touch the order extent limit are delivered entirely.



**Group \*** : If several cadastral communes are ordered, they can be put together (grouped) in one single file, or delivered as separate files.

- **Delivery**

**Delivery method \*** : The media used to ship the product. The choice is done in a drop-down list.

- **Provider specific properties**

Next to the properties already described, it is possible that the order form contains more fields to be filled out. Indeed the provider may need other information for his internal management of the orders, than the intrinsic parameters mentioned above, and he can add the corresponding fields to the order form. For this reason an entire section "specific properties" exists in the order form.

After providing all the necessary information in the order form, the customer may proceed to the last step with the button [To go on with your order](#).



## 5.4 ORDER SUMMARY AND SENDING THE ORDER OR ESTIMATE REQUEST

### The order

Name : **test**  
Sort : **Order**  
Number : **5795**

### The product

Number : **170**  
Code : **BD-L-TC**  
Name : **BD-L-TC complete (with attributes)**

### The data

Coordinate system : **LUREF**  
Data format : **SHAPE**  
Operating system : **Windows**  
Clipping mode : **Interior and clipped at order extent limit**  
Mode of grouping : **[none]**

### The delivery

Requested type of delivery : **CD-ROM**

### Delivery place

Delivery place : **Order to be taken away at the ACT desks**

### The order extent

Type : **by North/South rectangle**  
**69473.6015 80268.2441**  
**79811.4949 80268.2441**  
Description : **79811.4949 71047.9608**  
**69473.6015 71047.9608**

### The specific properties

Number of users : **1-10**  
User type : **private**

### The invoicing

Price :  
Remark :

### Contact

Name :  
Contact :  
Tel. :  
Email :

### The billing address

Line 1 :  
Line 2 :  
Postal code :  
Town :

### The order extent





In the last step a summary lists all the parameters concerning the order or estimate request that have been fixed during the preceding steps. The customer can check them before sending the request.

The customer can :

- **Save the order** to keep it as a draft for later use (attention : then the order is NOT sent).
- **Send the order** to the geoportal.

In case the customer is not yet logged in the geoportal, the following message appears :

[« Please authenticate by providing your username and password in the login block on the upper left of the page. Your order will be saved temporarily and be kept available when your identification has been done. »]

Using his password the user can log into the portal, and his order will be available to send. **But it is important to notice that authentication is only possible for users who have been granted a username and password previously by Luxembourg's Cadastre and Topography Administration ACT.**

**The anonymous user « general public » does not have the rights to send orders in the geoportal.**



## 6. ORDERS - FUNCTION « MANAGE MY ORDERS»

The authenticated user can manage his orders in the geoportal.

The order overview is opened with the button [Suivre mes demandes](#) in the menu "Order" :



### 6.1 ORDER OVERVIEW

For every state, the number of requests is indicated in the overview.

> Order > Trace my orders

Overview	Sketch	Sent	Received orders	Archived
Sketch :	0			
Sent :		11		
Received orders :			7	
Archived :				0

If in a certain category no requests exist, the corresponding link is inactive and the indicated number is 0. The corresponding tag text is italic and the link is inactive.

By clicking on one of the active links either in the overview or in the tag titles, the corresponding tags are opened. They contain a table with the order and estimate requests of the category:

- **Draft** : the order and estimate requests stored in this tag have not yet been sent, but only stored for later use,
- **Sent** : contains all the order and estimate requests that have been sent by the customer and not yet been returned by the provider in charge,





- **Received** : the order and estimate requests that have been finished and returned by the providers, and where the results have either been sent by post or made available for a download.
- **Archived** : the order and estimate requests that have been received, and that the customer wants to keep for later use.

## 6.2 REQUESTS IN THE TAG « DRAFTS »

The order and estimate requests in the tag « drafts » are complete or incomplete requests that the customer decides to keep for later use. It is easy to use such a request to rapidly create a new request that can be sent.

The tag looks like this:

Based upon a request in the list, a new request can be created.

Any request in the list can be deleted.

To sort the orders by: N° ▲   Name ▲   Type ▲   Product ▲   Date ▼				
N°	Name	Type	Product	Date of saving
5796	FKAELL_Test_1		Digital topographic map 1:20000	2008-08-06

1 Requests [Split the list in pages](#)




The information presented in the list is:

- **Number of the request (with a link to the request summary),**
- **Name of the request,**
- **Type of the request (order or estimate),**
- **Name of the product,**
- **Saving date.**

The list is paginated and can be sorted by:

- **Request number,**
- **Request name,**
- **Type,**
- **Product name,**
- **Saving date.**

Based upon an existing request in the list, a new request can be generated by clicking on the button ▶  next to the request.

The customer can :

- **Click on** ▶ 

The following message appears:


« You are about to create a new order or estimate request based upon the selected request. Do you want to continue ? »

After validation with "OK", the customer enters the 1st step of the order process. Every information in the 4 steps are kept an can be modified.



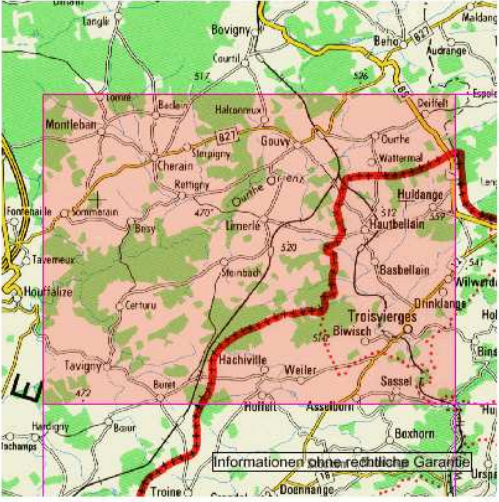
- Click on the order number f.e. 

The request summary is opened in a new window:

>Order summary Imprimer 

- The order**  
Name : **FKAELL\_Test\_1**  
Sort : **Order**  
Number : **5796**
- The product**  
Number : **260**  
Code : **CT20**  
Name : **Digital topographic map 1:20000**
- The data**  
Coordinate system : **LUREF**  
Data format : **TIFF**  
Operating system : **Windows**  
Clipping mode : **[none]**  
Mode of grouping : **[none]**
- The delivery**  
Requested type of delivery : **FTP (Internet)**
- Delivery place**  
Delivery place : **Order to be sent to delivery address**
- The order extent**  
Type : **by sheet of the 1:20000 topographic map**  
Description : **TC01**
- The invoicing**  
Price :  
Remark :
- Contact**  
Name : **Administration du Cadastre et de la Topographie**  
Contact : **Francis Kaell**  
Tel. : **44901-242**  
Email : **francis.kaell@act.etat.lu**
- The billing address**  
Line 1 : **54, avenue Gaston Diderich**  
Postal code : **L-1420**  
Town : **Luxembourg**  
Country : **Luxembourg**

**The order extent**



Informationen ohne rechtliche Garantie



## 6.3 "SENT" ORDERS

In the tag "sent", all the order or estimate requests that have been sent by the customer are listed.

Owerview <b>Draft</b> <b>Sent</b> Received orders Archived					
To sort the orders by: N° ▲   Name ▲   Type ▲   Product ▲   Date ▼					
	N°	Name	Type	Product	Sent
▶	5762	FKAELL_Test_1		Digital topographic map 1:20000	2008-07-23
▶	5688	FrancisKaell_test2		Digital topographic map 1:20000	2008-06-26
▶	5681	ALEXHAAG_08_65b		Digitized Cadastral Map PCN	2008-06-24
▶	5684	ALEXHAAG_08_61		Digitized Cadastral Map PCN	2008-06-24
▶	5683	ALEXHAAG_08_62		Digitized Cadastral Map PCN	2008-06-24
▶	5682	ALEXHAAG_08_63		Digitized Cadastral Map PCN	2008-06-24
▶	5680	ALEXHAAG_08_65		Digitized Cadastral Map PCN	2008-06-24
▶	5679	ALEXHAAG_08_66		Digitized Cadastral Map PCN	2008-06-24
▶	5400	rout2		Theme ROAD DATA of the BD-L-TC (without attributes)	2008-04-23
▶	5401	rout3		Theme ROAD DATA of the BD-L-TC (without attributes)	2008-04-23

11 Requests : Pages 1 2 ▶ [Complete List](#)


The information presented in the list is:

- Number of the request (with a link to the request summary),
- Name of the request,
- Type of the request (order or estimate),
- Name of the product,
- Saving date.


The list is paginated and can be sorted by:

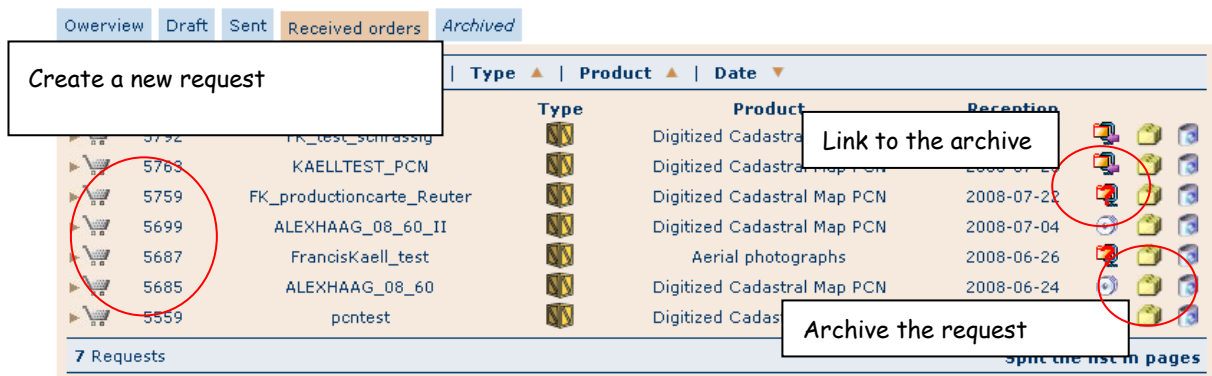
- Request number,
- Request name,
- Type,
- Product name,
- Saving date.



Based upon an existing request in the list, a new request can be generated by clicking on the button  next to the request.

## 6.4 "RECEIVED" ORDERS

In the tag "received" the customer finds the requests after their treatment by the providers. If the result of the order is a downloadable file, the download is done in this tag by clicking on the symbol .



Type	Product	Date
Digitized Cadastral Map PCN	Digitized Cadastral Map PCN	2008-07-22
Digitized Cadastral Map PCN	Digitized Cadastral Map PCN	2008-07-04
Aerial photographs	Aerial photographs	2008-06-26
Digitized Cadastral Map PCN	Digitized Cadastral Map PCN	2008-06-24
Digitized Cadastral Map PCN	Digitized Cadastral Map PCN	

The information presented in the list is:


- Number of the request (with a link to the request summary),
- Name of the request,
- Type of the request (order or estimate),
- Name of the product,
- Saving date.


The list is paginated and can be sorted by:

- Request number,





- Request name,
- Type,
- Product name,
- Saving date.

Based upon an existing request in the list, a new request can be generated by clicking on the button  next to the request.

The downloadable files are contained in one single archive file which can be opened by clicking on the symbol .

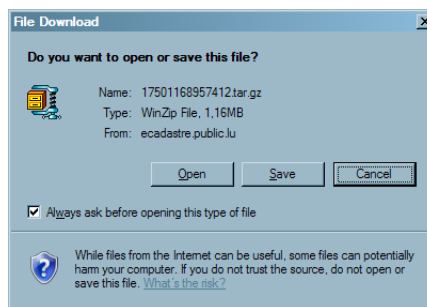
The following icons are used to inform the customer on the media used to deliver the ordered products :

- CDROM or DVD : 
- Paper format : 

The user can :

- Click on the download link 

The following dialog box opens:





- **Delete a request** 

The following confirmation message appears:

« You are about to delete the request. Do you want to continue ? »





- **Archive the request** 

The following confirmation message appears:

« You are about to archive the request. Do you want to continue ? »

## 6.5 "ARCHIVED" ORDERS

The customer can store his requests in his personal archive.

Owerview						Draft						Sent						Received orders						Archived					
To sort the orders by: N° ▲   Name ▲   Type ▲   Product ▲   Date ▼																													
N°		Name				Type		Product				Date of archiving																	
▶  5792		FK_test_schrassig						Digitized Cadastral Map PCN				2008-08-05				 													
1 Requests												<a href="#">Split the list in pages</a>																	

The information presented in the list is:


- **Number of the request (with a link to the request summary),**
- **Name of the request,**
- **Type of the request (order or estimate),**
- **Name of the product,**
- **Saving date.**


The list is paginated and can be sorted by:

- **Request number,**
- **Request name,**
- **Type,**
- **Product name,**




- **Saving date.**

Based upon an existing request in the list, a new request can be generated by clicking on the button  next to the request.

For the archived requests, the downloadable files under the symbol  remain available for a certain time before they are deleted. From the moment they are deleted, the link disappears but the information concerning the request remains available.

The user can :

- **Delete a request** 

The following confirmation message appears:

« You are about to delete the request. Do you want to continue ? »





## 7. ORDER: FUNCTION "ARCHIVE"

An authenticated customer can use the search tool to find old requests. This is done by clicking on the button ▶ [Archive](#) in the "order" menu :



The search screen offers the following parameters:

- **Provider (list)**
- **Product (list)**
- **Type (order or estimate), (list)**
- **Order state (list)**
- **Sending date**
- **Reception date**


The screenshot shows the search interface for 'Order > Archive'. It features several dropdown menus for 'Provider', 'Product', 'Type', and 'State'. Below these are two date selection fields: 'Date of sending : of [ ] on [ ] [DD/MM/YEAR]' and 'Reception date : of [ ] on [ ] [DD/MM/YEAR]'. Each date field includes a calendar icon.









After the search, the presented information is:

- **N° of the order with a link to the order summary,**
- **Product name,**



- Request type (order or estimate),
- Provider of the product,
- Current request state,
- Reception date
- Sending date.

> Order > Archive 

Order by: N° ▲	Product ▲	Type ▲	Client ▲	State ▲	Sent ▲	Reception ▲
N°	Product	Type	State	Client	Sent	Reception
5796	Digital topographic map 1:20000		BB	Administration du Cadastre et de la Topographie	2008-08-06	2008-08-06
5762	Digital topographic map 1:20000		CE	Administration du Cadastre et de la Topographie	2008-07-23	2008-07-23
5688	Digital topographic map 1:20000		CE	Administration du Cadastre et de la Topographie	2008-06-26	2008-06-26
5360	Digital topographic map 1:20000		CH	Administration du Cadastre et de la Topographie	2008-04-15	2008-04-15
5359	Digital topographic map 1:50000		CH	Administration du Cadastre et de la Topographie	2008-04-15	2008-04-15
5687	Aerial photographs		CT	Administration du Cadastre et de la Topographie	2008-06-26	2008-06-26
5581	BD-L-TC complete (with attributes)		CH	Administration du Cadastre et de la Topographie	2008-05-07	2008-05-07
5361	BD-L-TC complete (without attributes)		CH	Administration du Cadastre et de la Topographie	2008-04-16	2008-04-16