

# Goad Portal

Quick Start Guide

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# Goad Portal

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# Goad Portal

## 1 Introduction

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Goad Portal provides access to the current Goad Plan list of over 2,900 retail centres. These plans provide the most detailed and accurate retail property information available. Using Goad Portal you can load, amend, analyse, save and extract digital areas from any Goad Plan that you subscribe to.

This Quick Start Guide will take you through the steps required to generate your first printed output, starting from the email you receive confirming you have been registered as a Goad Portal user.

## 2 Setting up your password and your first login

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Once registered as a Goad Portal user, you will receive an email similar to the one below. This email contains a unique link that you must use to setup your password so that you can begin to use the system.



### Welcome to Goad Portal

You have received this email as you have been registered as a new user on the Goad Portal system.

In order to get started and log in for the first time please click the link below. Your username is your email address. You will be prompted to enter a password that conforms to the criteria found by clicking the information button.

<http://goad.experian.co.uk/welcome.htm?id=U1224XVyk3zvf5G>

To help you log in and produce your first Goad plan, please follow the Quick Start Guide available [here](#). If you have any problems setting up your password using the link above, then please contact the Experian Goad Helpdesk at [mis\\_helpdesk@uk.experian.com](mailto:mis_helpdesk@uk.experian.com) or on 0115 968 5099.

The link above is only for creating your password for the first time. To access the system in future please use the link below:

[www.experian.co.uk/goadportal](http://www.experian.co.uk/goadportal)

Kind Regards

Experian Goad

1. Click on the first link in the email to display the screen below.



### Welcome

Before using the site, you must set a password for your account. Please fill in your chosen password below

New Password




Confirm Password



Clear

Submit

2. Enter a password in the **New Password** box, making sure it conforms to the criteria listed below. Clicking  will display the criteria on screen. Confirm your password by entering it again in the **Confirm Password** box.

#### Password criteria:

- It must consist of a minimum of 8 characters (10 characters for an administrator).
- It must contain at least one alphabetic character, one numeric character and one upper case or special character.
- It cannot be blank or null.
- It cannot be the same as your 13 previously used passwords.

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3. Click **Submit**. Your password is set and you are logged in to Goad Portal.

## 3 Searching for and opening a plan

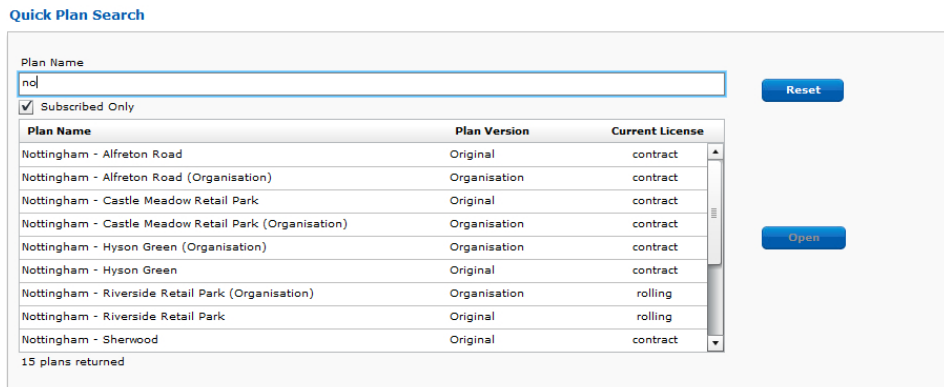
There are a number of ways in which you can locate a plan, for example you can search based on street name or postcode, or use an interactive map search. For full details see the Goad Portal online help. This Quick Start Guide describes the frequently used and simplest method of searching, **Quick Plan Search**.

### 3.1 Quick Plan Search

1. Navigate to the **Plan Search Dashboard**.

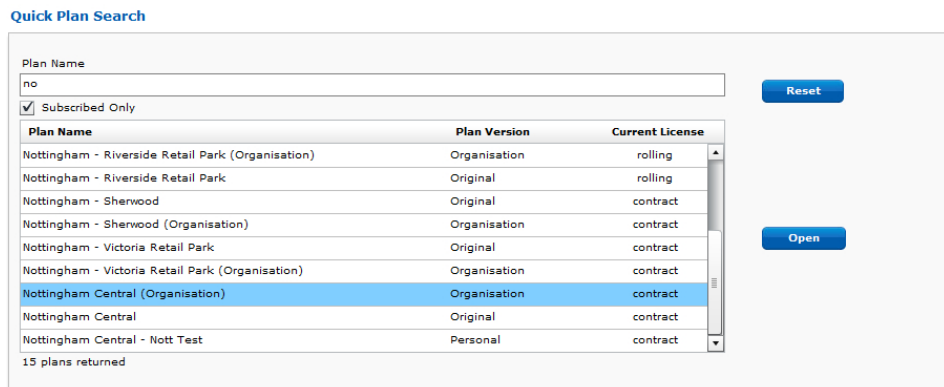


2. Start typing the name of the plan you want to view in the **Plan Name** box of the **Quick Plan Search** table at the bottom of the page.



The list beneath the **Plan Name** box updates to display those plans matching the name you enter.

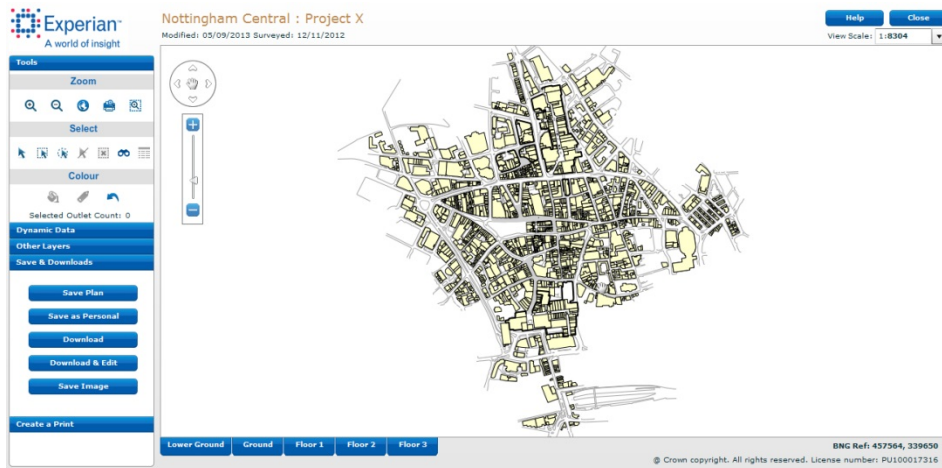
3. Locate the plan you want in the list and click to highlight it.



4. Click **Open**.

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The **Mapping Window** opens displaying the plan you have selected.





## 4 Generating a PDF ready for printing

To print a plan you must generate a PDF version of the plan. The template you select determines the page layout and the elements to include. You can then make any additions/modifications that you require.



### 4.1 Selecting the print area

When you select to create a print the plan is redrawn at the print scale of 1:1000, centred on the current central location. As you may find it difficult to locate the required print area at this scale it is advisable to roughly centre the plan on the desired location first. You will probably need to make adjustments once a print template is chosen so the positioning does not need to be accurate at this stage.

#### Either

1. Click  and then click and drag the plan so that it is centred on the area of interest.
2. Click  in the **Tools** panel to the left of the plan to redraw the plan at the print scale of 1:1000.
3. Check that the required outlets are shown and adjust the position by panning if necessary.

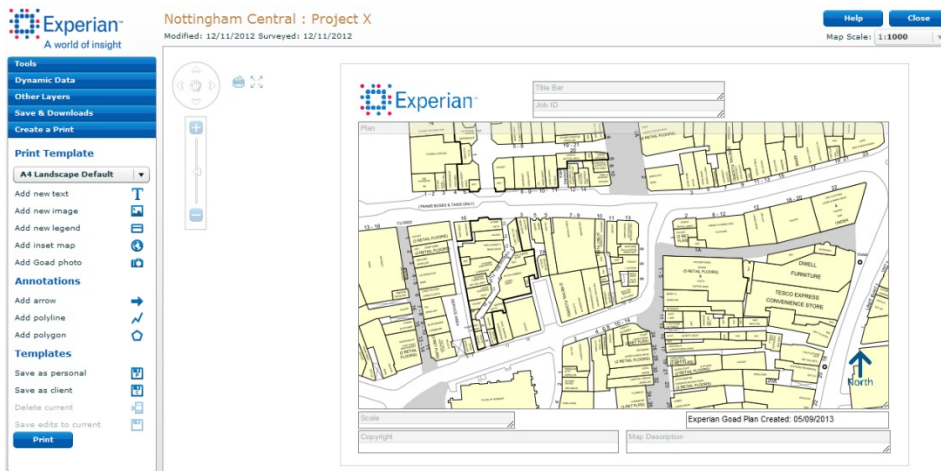
#### Or

1. Click  and then click and drag a rectangle that encompasses the area required.
2. Click  in the **Tools** panel to the left of the plan to redraw the plan at the print scale of 1:1000.
3. Check that the required outlets are shown and adjust the position by panning if necessary.

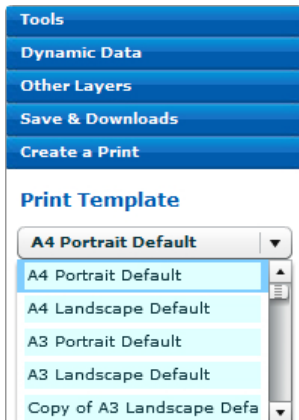
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## 4.3 Selecting a template

1. Click the **Create a Print** heading in the panel to the left of the plan to expand the panel and display the **Print Preparation** window.



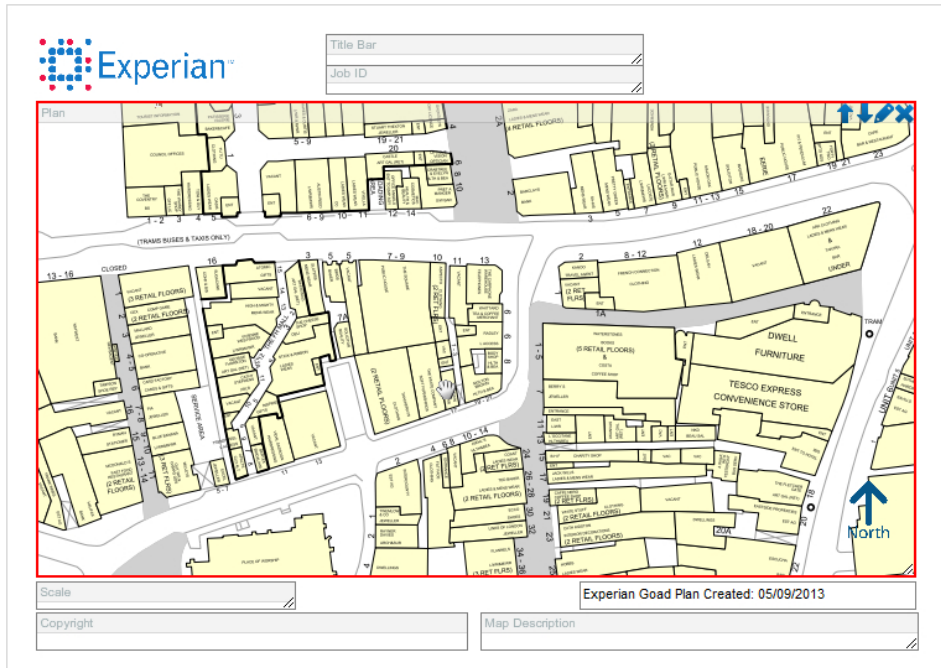
2. From the drop down box in the **Create a Print** panel select the most appropriate template to use. Client templates are highlighted in blue, personal ones in yellow. You should select one with the desired paper size and orientation.



The screen is refreshed to display the template selected.

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- You can now adjust the positioning of the plan to fit the space available. Click on the plan to select the plan element. Once selected it is displayed with a red border.



- Click and drag the plan to the correct position within the plan box.

## 4.4 Modifying print elements

You can add new elements to your print layout and amend/delete existing elements. Full details can be found in the Goad Portal online help or the **Working with print templates** crib sheet. This Quick Start Guide covers how to add text to an existing text box, move and resize elements and delete unwanted elements.

**Note:** Not all elements can be amended or deleted. For example, the copyright notice must appear on printed plans and this element cannot therefore be modified or removed.


### 4.4.1 Adding/amending text within an existing text box

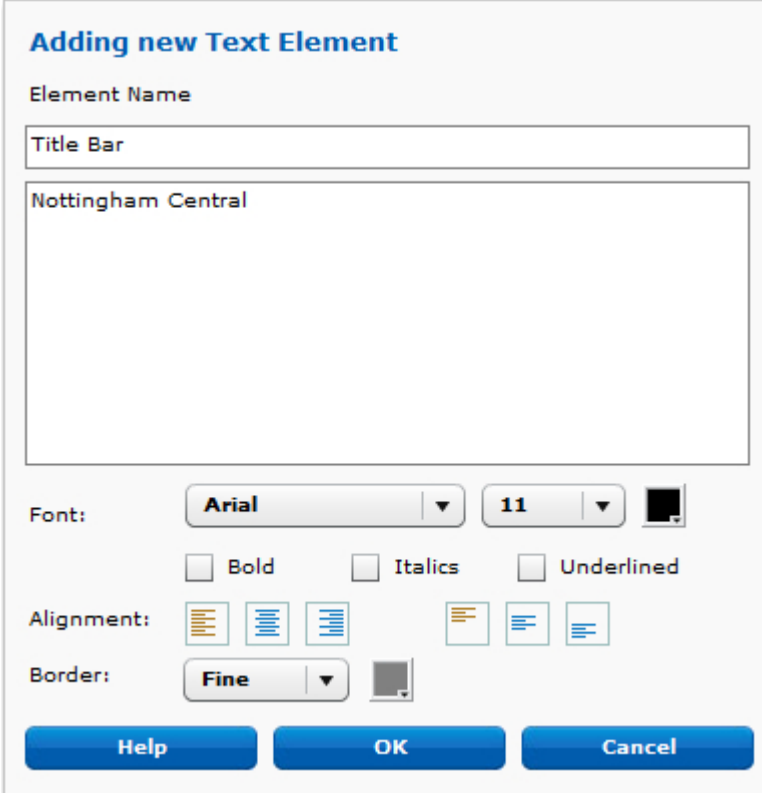
The Goad Portal default layouts include a number of text boxes that are automatically populated for you, for example the map title. You may want to amend these or add additional text.

- Click the text element to select it. Once selected it is displayed with a red border.



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2. Click  in the top right of the grey title bar. The text box properties window is displayed.



**Adding new Text Element**

Element Name

Title Bar

Nottingham Central

Font: Arial 11

Bold  Italics  Underlined

Alignment: [Left] [Center] [Right] [Justified]

Border: Fine

Help OK Cancel

3. Amend the existing text or add new text as required.
4. Select the font and alignment properties for the text and the thickness and colour of the border of the text box.
5. Click **OK** to apply the changes.

## 4.4.2 Moving elements

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Click the grey title bar of the element you want to move and then drag it to the new location.


## 4.4.3 Resizing elements

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Click the resize handle at the bottom right corner of the element you want to resize and then drag until it is the size you require.

## 4.4.4 Deleting elements

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1. Click the element you want to delete to select it. Once selected it is displayed with a red border.
2. Click  in the top right of the grey title bar.
3. Confirm that you do want to delete the element.

**Note:** Some elements, for example the copyright, are mandatory and cannot therefore be deleted.



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## 4.5 Creating the PDF file

Once you are happy with the layout and content of your page you can create the PDF file.

1. Click **Print** at the bottom of the **Create a Print** panel.
2. The **Save As** window is displayed. Browse to the location where you want to save the file and enter a name.
3. Click **Save**. The status of the file processing is shown at the bottom right of the screen. The status shows as **Download Complete** when the file has been created.

The file is saved in the location you chose. It is also stored in the download list (**Download** tab) for a limited period of time should you need to retrieve another copy.

## 5 Subsequent logins

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After you have setup your password and logged in for the first time, you should use the url below to login to Goad Portal.

[www.experian.co.uk/goadportal](http://www.experian.co.uk/goadportal)

Your username is your email address.

# Goad Portal

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