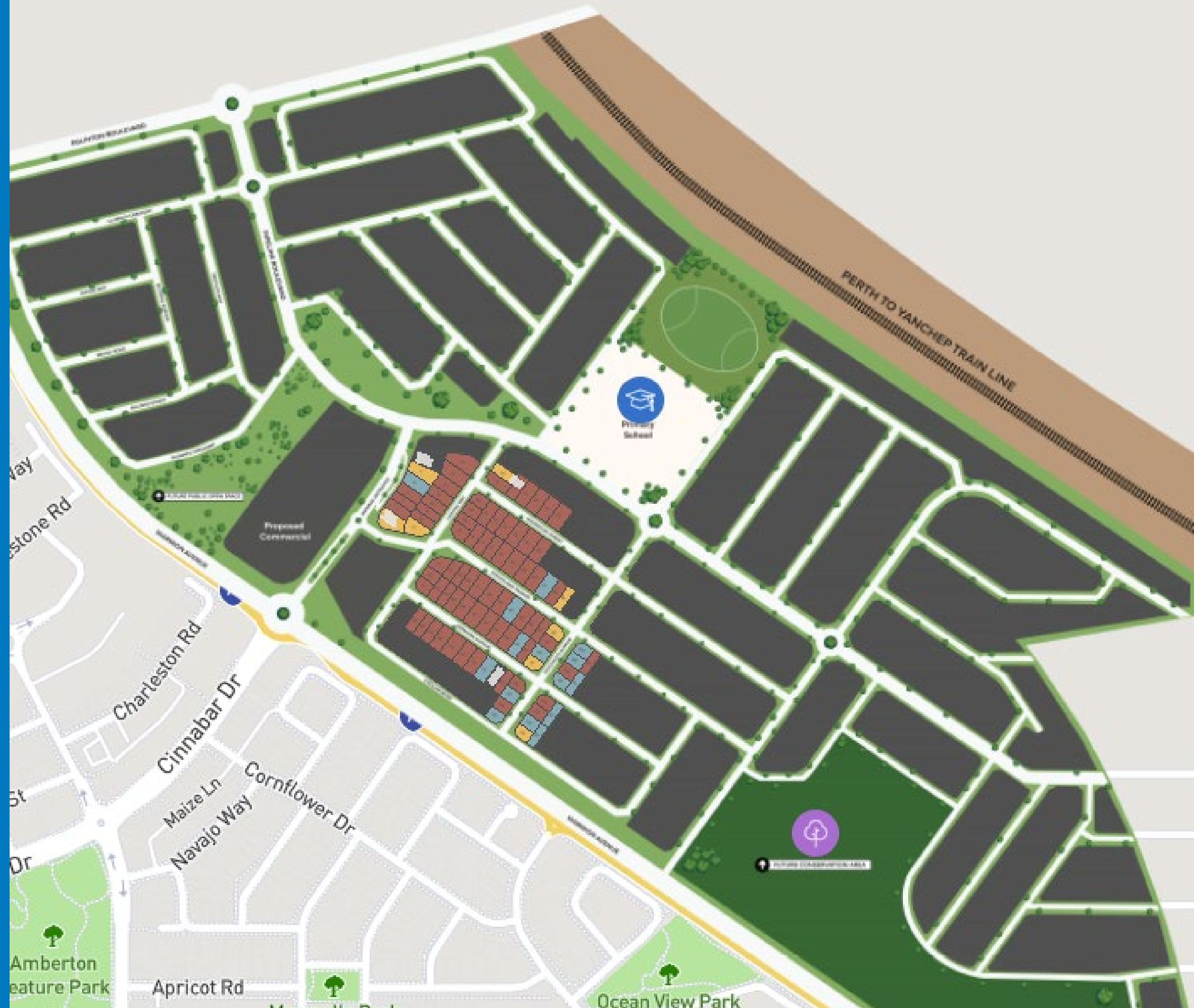


HOW TO

Runway Maps



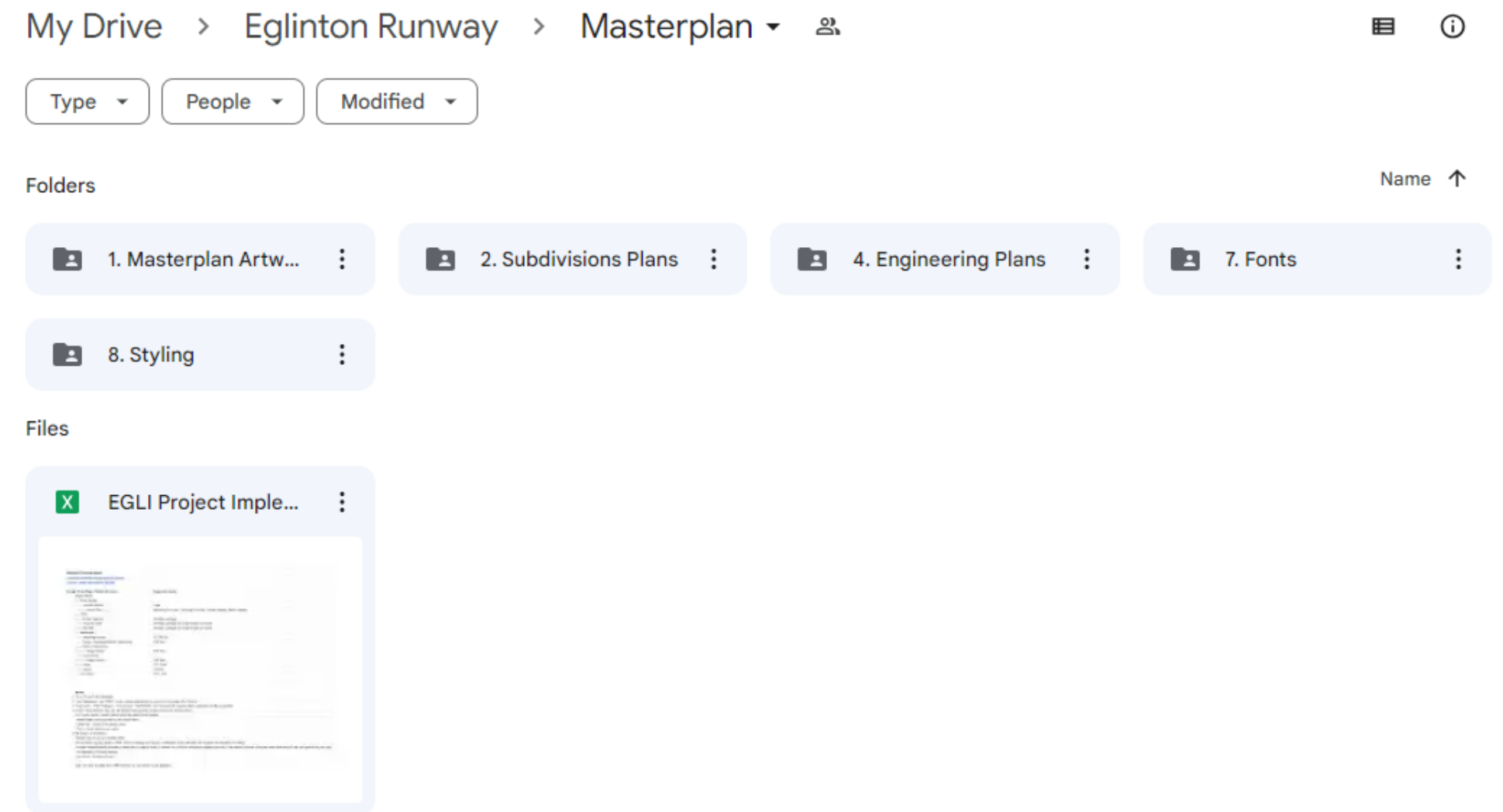
AGENDA

1. **Creating a New Project/in Runway**
2. **Raising a ticket in Jira**
3. **Runway Development**
4. **UAT and Issues**
5. **Points of Interest**
6. **Sign off**
7. **PDF Downloads in Pipeline**

STEP 1

Creating a new stage/ project in Runway

- Development leads provide 4-week lead time to marketing on new stage release
- Development update CRM with new release data
- Contracts admin marks CRM lots as “Unreleased”
- Marketing uploads New Release Folder to GDrive with documents
 - Plans of subdivisions, engineering plans, marketing stage plan, fonts, logos
 - Project Implementation Doc:
<https://docs.google.com/spreadsheets/d/12RHS2qwf2YvqJxyyh6oMwkrF1ND8KlyA/edit#gid=873812184>
 - Link to Eglinton example:
<https://drive.google.com/drive/folders/1bKYItNlrZHwobeVsyvQ4ZEigp6oRy1sR>



STEP 2

Raising a ticket in Jira Runway Service Desk

<https://switchedon.atlassian.net/servicedesk/customer/portals>

- New project siting – 4 weeks
- New stage release – 2 weeks
- Map Issues

To include:

- Project Entity Name and CRM Project Name
- New release information (details of what needs to be drawn out/ sited from the entire stage).
- Include Hard Go Live Date
- Include the link to the GDrive folder

What can we help you with?



Runway Technical Support

Technical support for Runway platform including help with installing, configuring, or troubleshooting. Tasks may be chargeable.

Help Center / Runway Service Desk

Runway Service Desk

Submit a request ticket to Runway Service Desk below and our team will get you the assistance you need.

What can we help you with?



Runway Technical Support

Technical support for Runway platform including help with installing,...

Summary *

Description *

Normal text ▾ B I ... A ▾ ☰ ☷ 🔗 @ 😊 ☒ <> ⓘ ” + ▾

Components or products

Attachment

Drag and drop files, paste screenshots, or browse

Browse

Share with *

🔒 Share with Cedar Woods ▾

Send

Cancel

STEP 2

Raising a ticket in Jira

New Project Launch Example

Description

Hi - we are launching a new project in WA - Eglinton Village.
Can you please provide a quote for a new project Runway map siting. Details below.

Project Name: Eglinton Village

Entity: Lonnegal Property Pty Ltd

CRM Project Name: Eglinton Estate (EGLI)

Go-Live Date: We are launching mid February 2023 but would like to finalise masterplan and test mid December.

GDrive link for assets and spreadsheet: [Eglinton Runway - Google Drive](#)

Can you please create the masterplan as well as site Stages 1 and 2. Only product we have is Land and House & Land.

I will do the POI/ Amenities Map myself. House and Land packages will be loaded in-house closer to go-live date.

Pricing, BAL and Soil Type has not been determined yet.

Please let me know of any questions or if you need any more information to get started.
I can create a PO once quote is provided. Thank you

STEP 3

Runway Development

- Runway review and provides CWP with timeline and quote
 - Quote per lot is \$17 plus project management and configuration
 - Send PO through ticket
- Runway provides PDF of new stage masterplan artwork
- Mark up PDF with comments
 - Check labels, fonts, colours, shapes, road names, lot numbers etc.



STEP 4

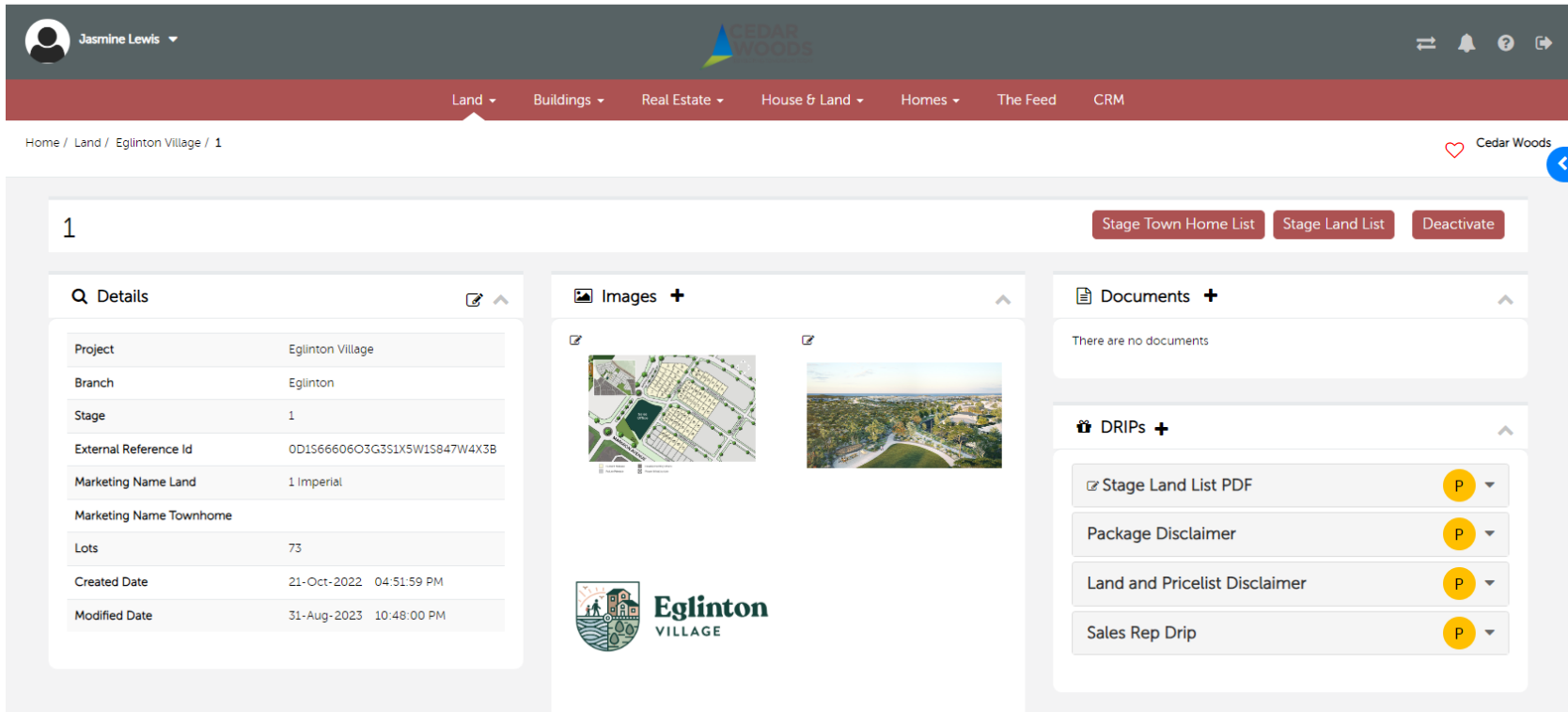
UAT and Issues

Development

- Compares CRM and Pipeline data
- Confirm masterplan screenshot is correct: stage boundaries, lot info, design

Marketing

- Check PDF downloads in Pipeline – stage name, lot image, logos, disclaimer, estate details
- Confirm design of masterplan snapshot
- Upload H&L packages, townhome and apartment packages: floor plans etc
- Upload POIs
- Obtain sign offs and approval
- UAT Template: <https://drive.google.com/file/d/1-SWArYydIlxnvDx8dSXfvNY8wbPuAJ0C/view>



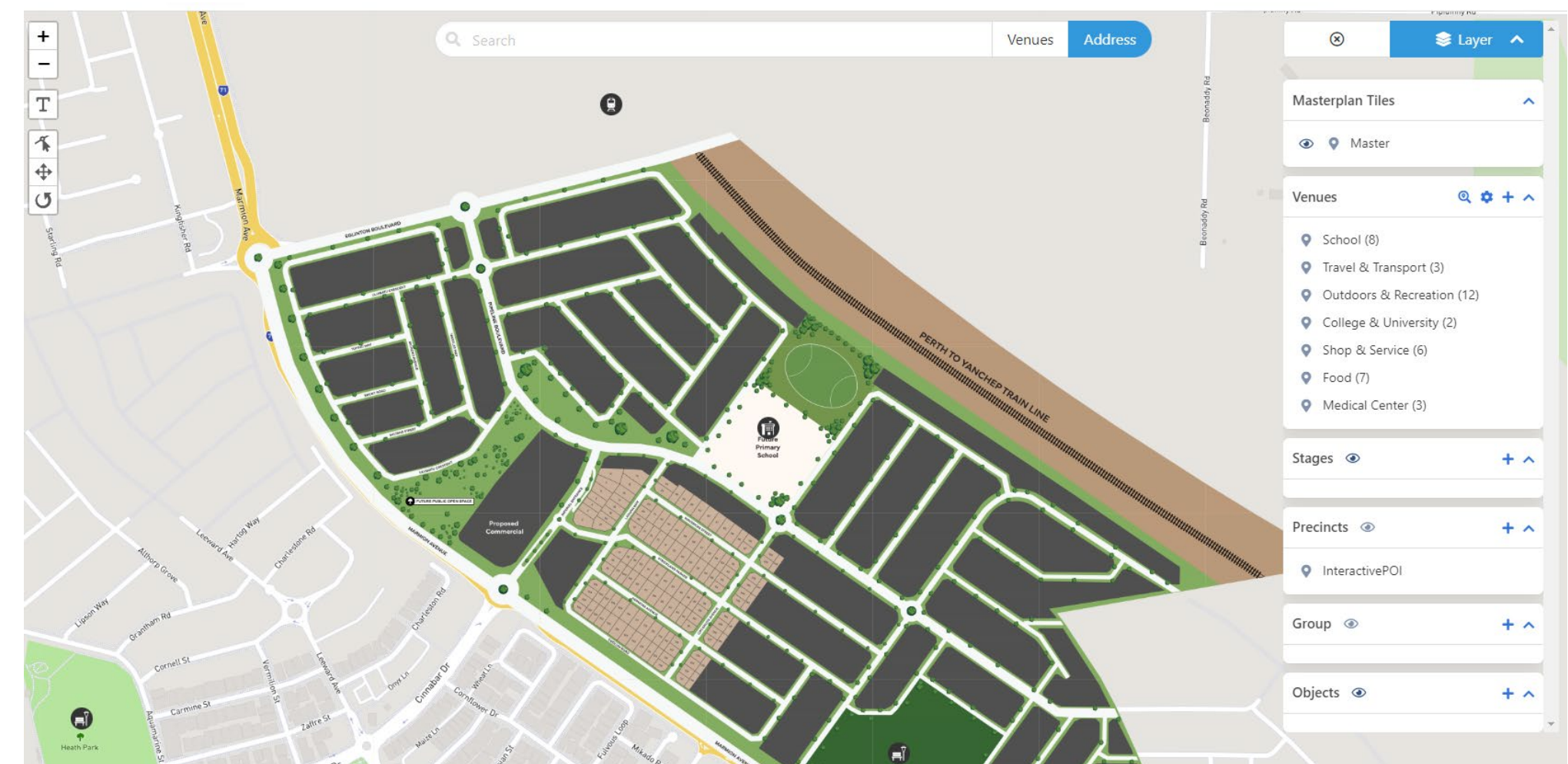
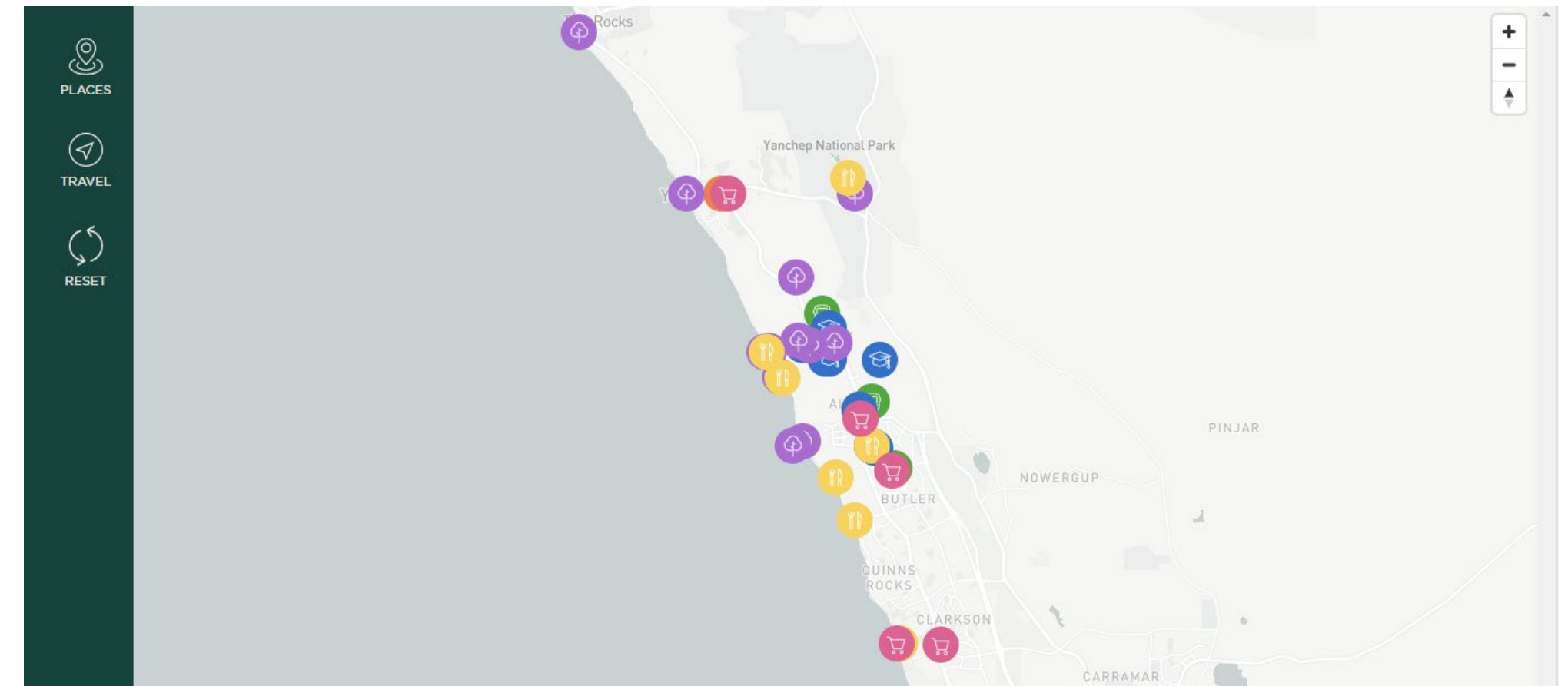
Land List														Mode	Partner Publishing	Actions	Select...	New Lot
Branch/Brand		Project		Stage		Status												
All		Eglinton Village		1		All												
Show 25 entries		PDF CSV Stock List PDF												Search: Keyword search...				
	Lot	Address	Project - Stage	P2P	Title Date	Frontage (m)	Depth (m)	Area (m²)	Portals	Price	Status	Marketing Status	Orientation	Type				
	2	Imperial Entrance Eglinton WA 6034	Eglinton Village - 1	P		0.00	30.00	611.00		\$ 285,000.00	Available	Published		House				
	3	Imperial Entrance Eglinton WA 6034	Eglinton Village - 1	P		12.50	30.00	375.00		\$ 215,000.00	Sold	Published		House				
	4	Imperial Entrance Eglinton WA 6034	Eglinton Village - 1	P		10.50	30.00	315.00		\$ 192,000.00	Sold	Published		House				
	5	Imperial Entrance Eglinton WA 6034	Eglinton Village - 1	P		12.50	30.30	375.00		\$ 218,000.00	Sold	Published		House				
	6	Imperial Entrance Eglinton WA 6034	Eglinton Village - 1	P		12.50	33.30	475.00		\$ 276,000.00	Reserved	Published		House				
	7	Imperial Entrance Eglinton WA 6034	Eglinton Village - 1	P		11.70	37.00	522.00		\$ 272,000.00	Available	Published		House				
	8	Imperial Entrance Eglinton WA 6034	Eglinton Village - 1	P		10.30	37.00	633.00		\$ 297,000.00	Available	Published		House				
	14	Laguna Way Eglinton WA 6034	Eglinton Village - 1	P		20.70	36.10	627.00		\$ 295,000.00	Sold	Published		House				
	15	Laguna Way Eglinton WA 6034	Eglinton Village - 1	P		17.00	30.00	562.00		\$ 283,000.00	Sold	Published		House				
	16	Laguna Way Eglinton WA 6034	Eglinton Village - 1	P		15.00	30.00	450.00		\$ 248,000.00	Sold	Published		House				
	17	Laguna Way Eglinton WA 6034	Eglinton Village - 1	P		12.50	30.00	375.00		\$ 217,000.00	Sold	Published		House				
	18	Laguna Way Eglinton WA 6034	Eglinton Village - 1	P		12.50	30.00	375.00		\$ 217,000.00	Sold	Published		House				
	19	Laguna Way Eglinton WA 6034	Eglinton Village - 1	P		10.50	30.00	315.00		\$ 205,000.00	Sold	Published		House				
	20	Laguna Way Eglinton WA 6034	Eglinton Village - 1	P		10.50	30.00	315.00		\$ 197,000.00	Sold	Published		House				
	21	Laguna Way Eglinton WA 6034	Eglinton Village - 1	P		0.00	30.00	460.00		\$ 241,000.00	Available	Published		House				
	22	Laguna Way Eglinton WA 6034	Eglinton Village - 1	P		0.00	30.00	387.00		\$ 217,000.00	Sold	Published		House				
	23	Laguna Way Eglinton WA 6034	Eglinton Village - 1	P		12.50	30.00	375.00		\$ 225,000.00	Available	Published		House				

AMENITY MAP

Points of Interest

<https://maps-admin.runway.com.au/>

- Image specs: 800 x 535px
- To add a POI:
 - Click Config > Layer
 - Add venue > click + button
 - Mark the location on the map
 - Fill out the details including image and URL
 - Once saved, will auto pull through to maps



AMENITY MAP

Points of Interest

<https://maps-admin.runway.com.au/>

■ To add a stage outline:

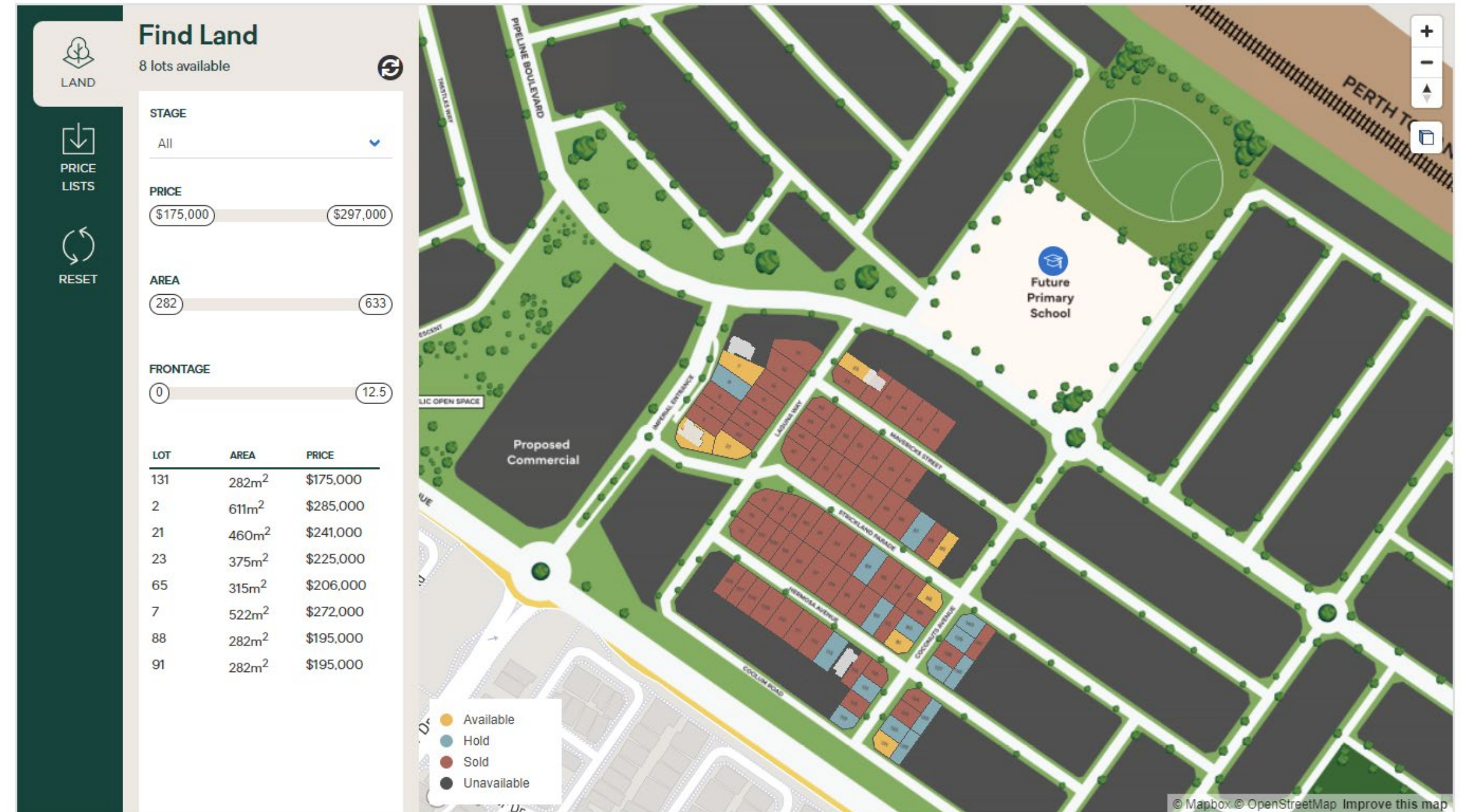
- Click + on Stage
- Place first point and trace around area of the stage you want to outline
- Fill out Stage number and details



STEP 5

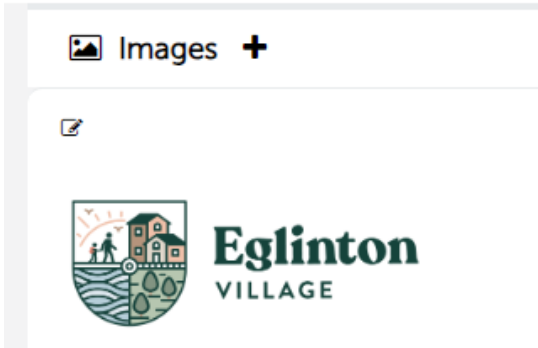
Sign off

- Sign off UAT is done by project team
- Notify Runway min 2 days before go-live date
- Launch on Wednesday, to test Thursday & Friday, to be ready for sales on Saturday
- Once live: Check filters, images and for sale product, are lots pulling through?
- Check enquiry form is working and PDF downloads are working

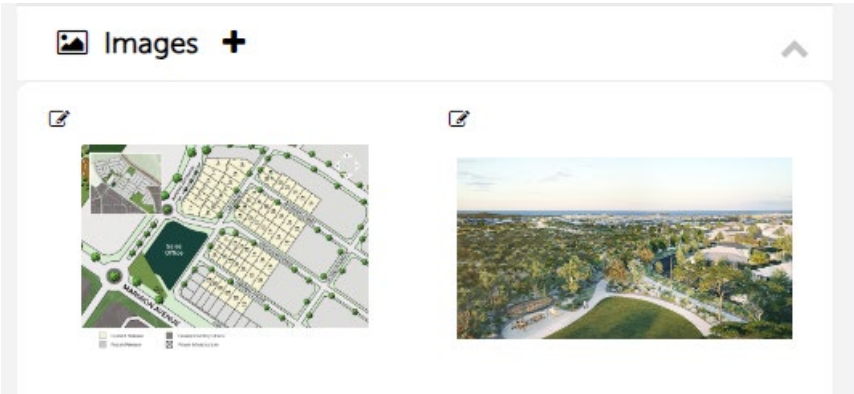


PDF Downloads

Land



Type: Logo
Specs: No specs required, jpeg or png

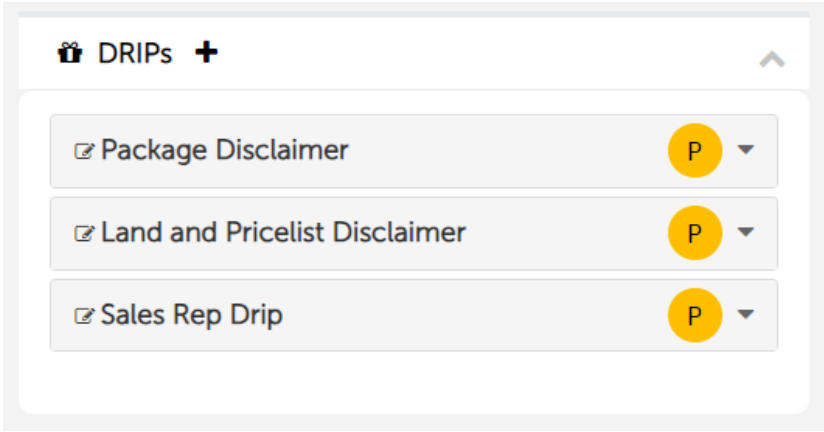



Type: Site Plan
Specs: 800 x 435, under 1MB


Details	
Project	Eglinton Village
Branch	Eglinton
Stage	1
External Reference Id	0D1S66606O3G3S1X5W1S847W4X3B
Marketing Name Land	1 Imperial
Marketing Name Townhome	
Lots	73

Marketing Name Land

CRM Details




eglintonvillage.com.au




Lot 21
\$241,000*
Stage 1 Imperial

Frontage Irregular
Lot Size 460m²
BAL Rating LOW
Noise Rating N/A

For more information please contact
Clare Pocock on 0482 169 134 or
eglinton@cedarwoods.com.au



cedarwoods.com.au



PDF Downloads

Apartments – 1st Page

Exterior Image
Type: Facade
Specs: 1785x694px ,
under 1MB

Edit Image

Details

Name *

Bloom Exterior

Type

Facade

Active

☒

Show On Portal


☒


Edit

Cancel


Type: Logo
Specs: No specs
required, jpeg or png

Images +






GLENSIDE






bloomglenside.com.au



APARTMENT 201

LEVEL 2


 2  2 

- Stone benchtops
- European Smeg appliances
- Choice of 3 colour schemes
- Digital smart locks to apartment entry doors
- Energy-saving 'last person out' switch
- 7.5 star NatHERS energy rating

For more information please contact
Madison Schofield on 0498 006 228 or
bloomglenside@cedarwoods.com.au

Sales Centre
220 Fullarton Road, Glenside
Adelaide

cedarwoods.com.au



DRIPs +

☒ Promo image 1

P

☒ Promo image 2

P

UNDER DRIPS

**Image drip 1 –
image drip**

**Image drip 2 -
special inclusions**

Home Inclusions DRIP
Do not include dots
points, just enter

Sales Rep DRIP

DRIPs +

☒ Sales Rep Drip

P

☒ Home Inclusions

P

☒ Developer Disclaimer





P


PDF Downloads

Apartments – 2nd Page

Type: Floor Plans
Specs: No specs required, jpeg or png

Images +





GLENSIDE |  bloomglenside.com.au

APARTMENT 201

Apartment 201



DIMENSIONS:

Internal: 86.5m²

External: 18.4m²

Total: 105.0m²

KEY PLAN - LEVEL 2





The information, images and artist's impressions used in this document are indicative only and may not represent the final detail. Development details and timing are subject to change and approval by authorities. Purchasers must carefully review plans and specifications within the contract of sale prior to purchase.



DRIPs +

☒ Sales Rep Drip

P

☒ Home Inclusions

P

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