HOW TO
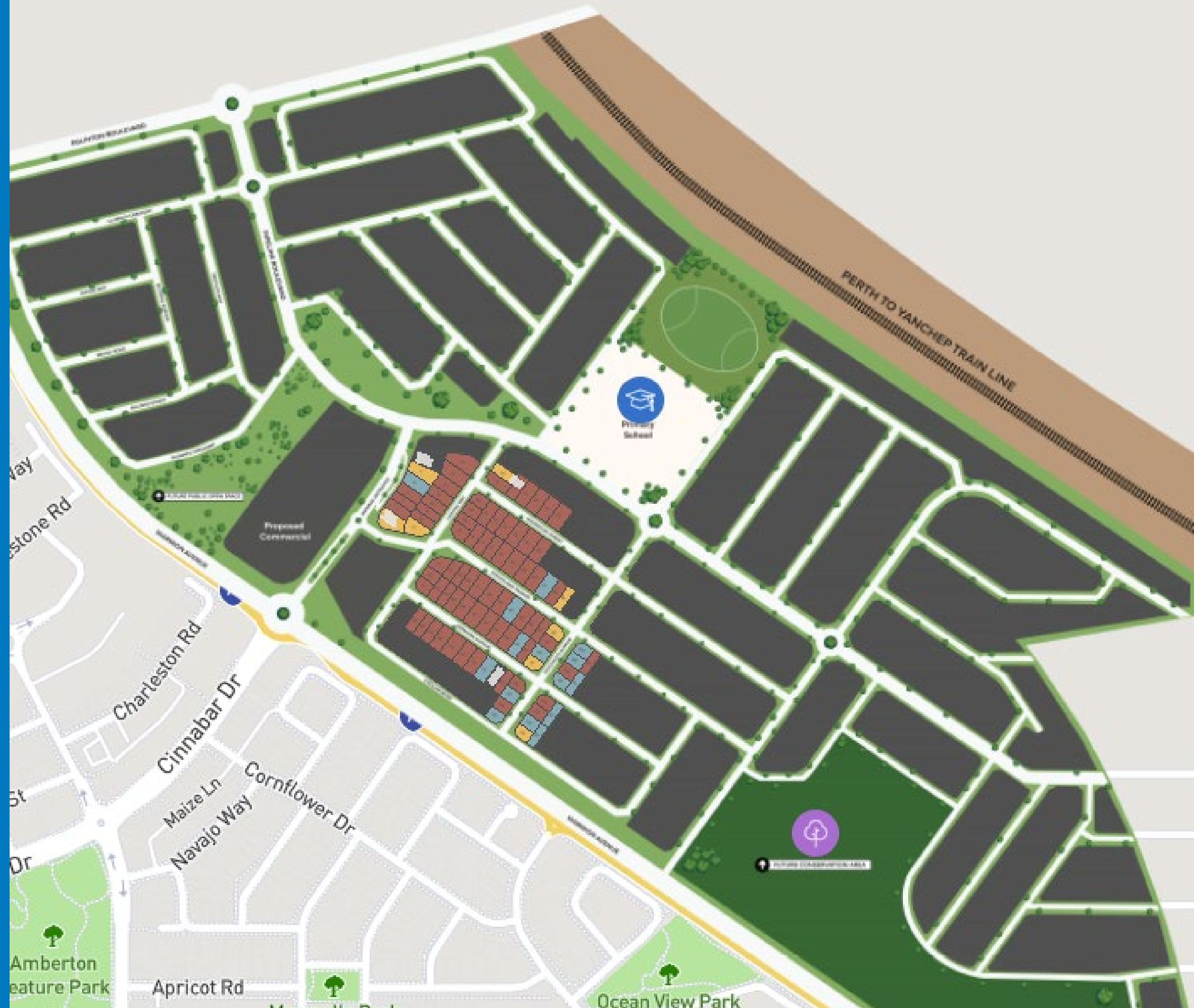
Runway Maps

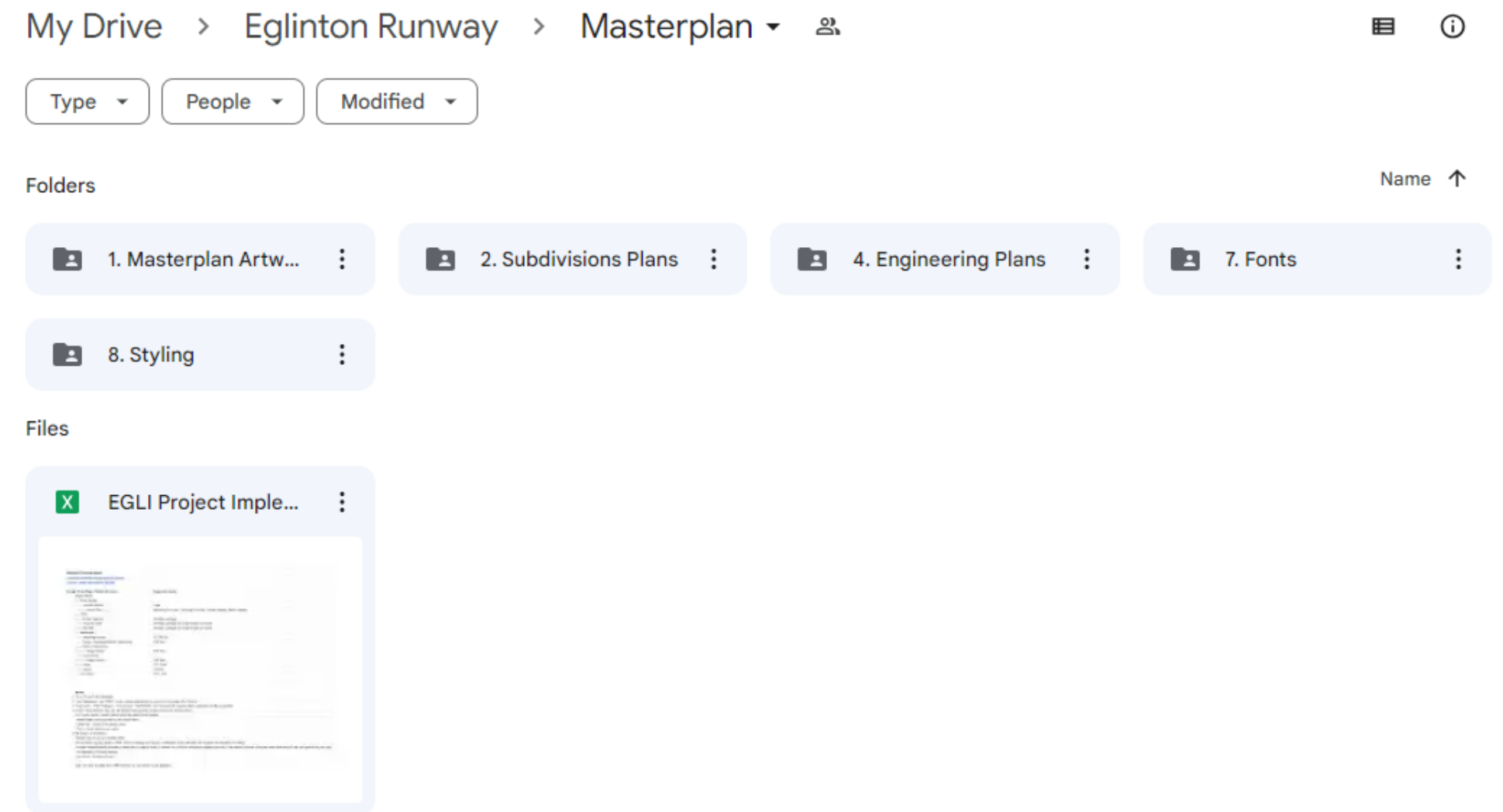# AGENDA

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/12RHS2qwf2YvqJxyyh6oMwkrF1ND8KIyA/edit#gid=873812184

   ■ Link to Eglinton example:
     https://drive.google.com/drive/folders/1bKYItNIrZHwobeVsyvQ4ZEigp6oRy1sR

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

4

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

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/
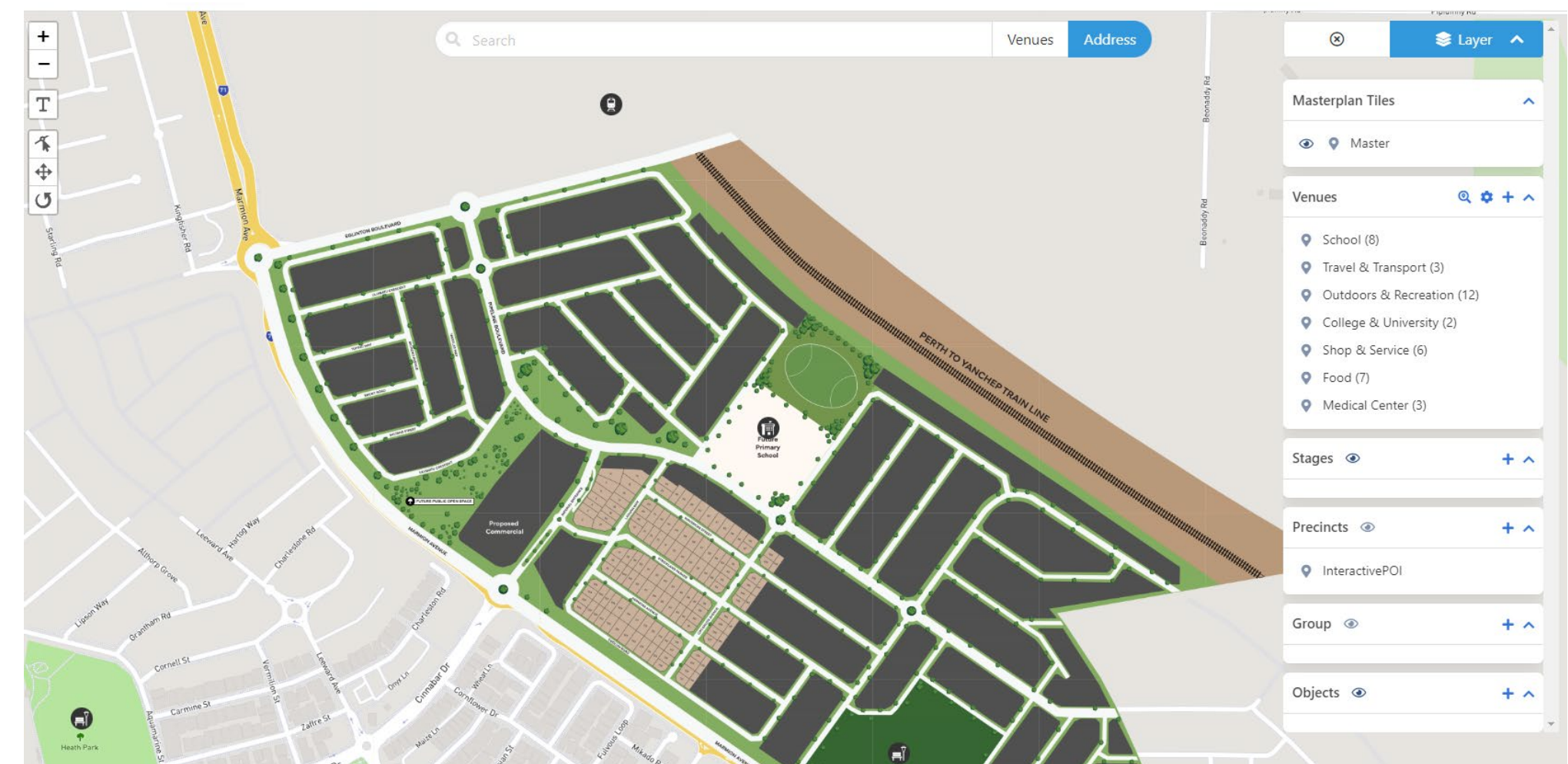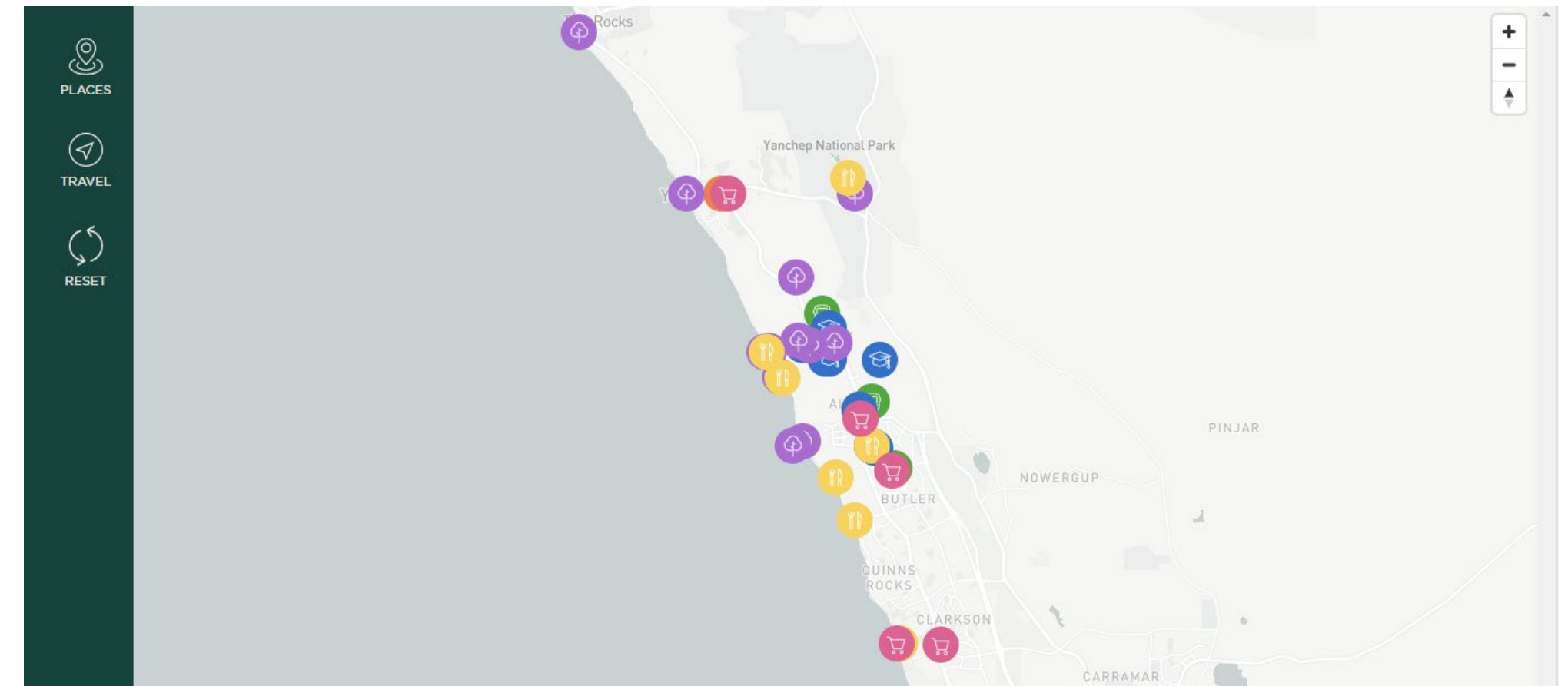
■ **To add a stage outline:**

■ 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
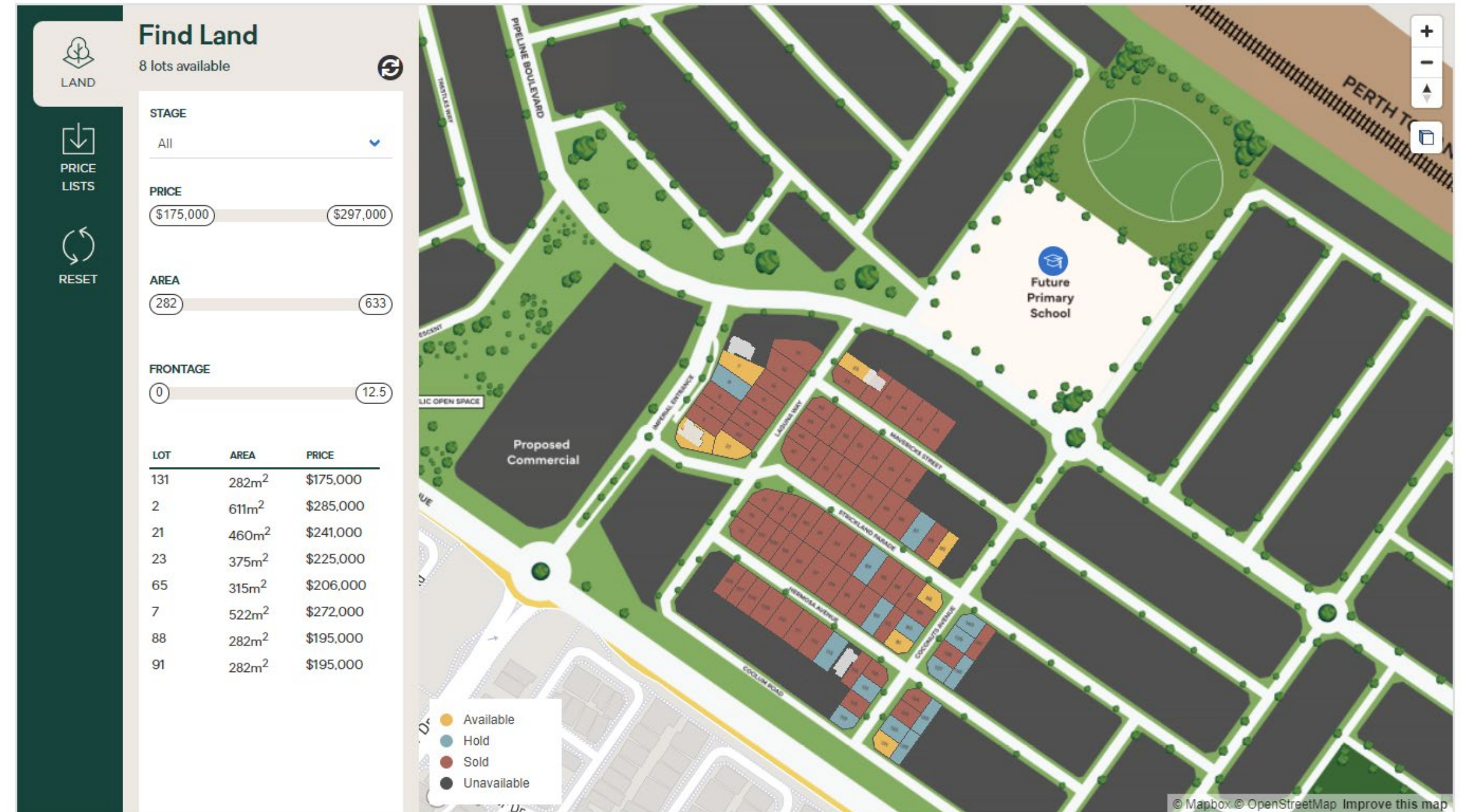
PDF Downloads

Land
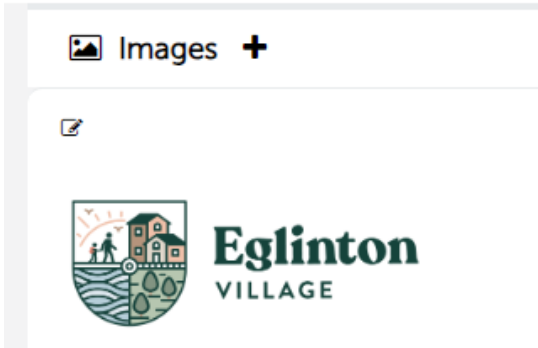
Type: Logo
Specs: No specs required, jpeg or png
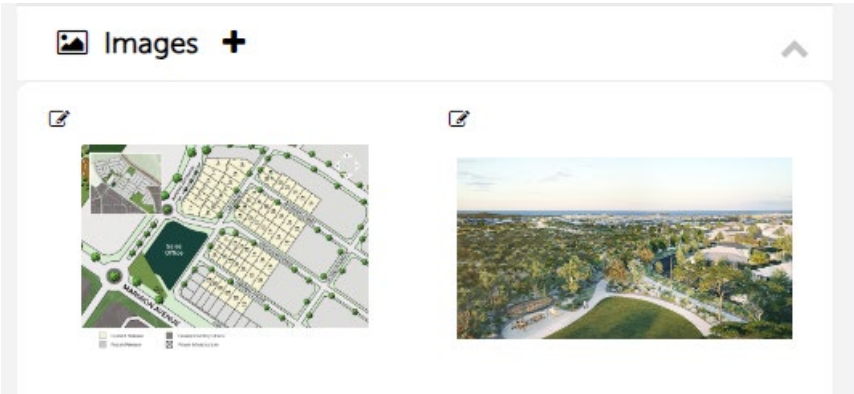
Type: Site Plan
Specs: 800 x 435, under 1MB

Marketing Name Land

CRM Details
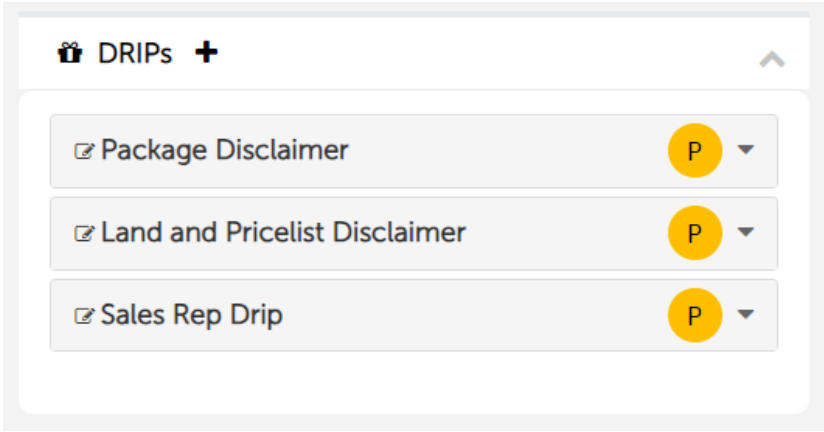
PDF Downloads

Apartments – 1st Page

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

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

Home Inclusions DRIP
Do not include dots points, just enter

Sales Rep DRIP

UNDER DRIPS

Image drip 1 – image drip

Image drip 2 - special inclusions

PDF Downloads

Apartments – 2nd Page

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

Developer Disclaimer