

# ***Countryside Access Management System***

## ***Feature List***

The *Countryside Access Management System* (CAMS) is a complete text data and map management system designed to simplify the task of managing and maintaining Public Rights of Way (PROW), Core Path Networks, Promoted Trails, Cycle Routes, Access Areas and other Public Access Areas and Paths. This list summarises some of the functionality of CAMS V6 with additional modules.

### **Look and feel**

- Map and text data presented together in resizable windows. Can be docked on one screen, or spread across multiple monitors
- Results Trees provide a simple, visual reference to show each path or area and its associated furniture, problems and surfaces
- More information can be picked from a results tree with a single click
- Right-click context menu on results tree includes options to copy records and run reports
- Extensive use of graphics and information summaries to make data easy to understand
- Makes use of context sensitive forms and reports so only the options and information that are relevant to the task at hand are shown
- Uses your preferred data structure 'whole path' or 'paths and links' (BS7666)
- On-line help accessible throughout the system
- Common icons for the same function throughout the system

### **Mapping**

- Maps your Rights of Way, core paths, public open spaces, access land, furniture, issues, access exclusion areas etc.
- Maps all items of furniture, using easy-to-understand symbols
- Maps all issues, with thematic mapping according to progress towards resolution.
- Maps surfaces as discrete lines separate from the path network.
- Maps Land ownership information and land parcels.
- Visibility of map layers can be changed at any time.
- Uses your corporate mapping data, Landline, Master Map, raster maps (e.g. 1:50,000), aerial photos, historic mapping etc.
- Any mapping layers can be added, with visibility, symbology and zoom layering to suit.
- Creates a live, two-way link (MapInfo, ArcGIS or QGIS) or one-way link (other GIS) with your corporate GIS, enabling your data to be available across the organisation.
- Rapid search facilities, with user definable gazetteers such as post code, Parish/Community, grid references, etc.
- In-built multi-user editing capability to allow multiple staff to simultaneously edit CAMS map data.
- Automatic layer control and management, with the appropriate layer made editable according to the task being carried out.
- No specialist GIS training required.
- Instant scale printing with automatically generated titles, formatting, etc.
- Maps can be incorporated into reports.

## Searching and interrogation

- Powerful and easy to use interrogation interface allowing rapid analysis and reports such as: 'map all paths on which there is a bridge', or 'list all stiles in the community/parish of X'.
- Interrogation interface can be customised by user, enabling searches on any information field.
- Supports wildcard searches.
- Allows searching for random selections, based on a percentage by length.
- Search criteria can be saved to speed up searching in the future.
- Your most common search can be saved as a default search to run each time you log in - instantly see the outstanding issues assigned to you.
- Results of interrogation can be mapped and/or presented as a results tree.
- Results trees provide 'single-click' access to detailed data presented in tabulated forms •
- Easily access data from map objects with a single click.
- Results trees can be export out to Excel for further analysis or data sharing.

## Dealing with the public

- Acts as a 'front-desk' system to manage enquiries and complaints.
- Provides public facing staff with the information at their fingertips, to respond to public enquiries.
- Allows officers to respond quickly and efficiently to 'freedom of information' enquiries.
- Enables the requirements of the GDPR regulations to be met.
- Logging of work done against issues allows you to report on progress.
- Stores contact information about complainants, consultees, contractors and other contacts.
- Allows you to send standard acknowledgement letters or emails to contacts so they know you are dealing with the problem.
- User definable, multiple map search gazetteers for rapid location of reported problems.
- Allows complaints to be tracked through to resolution and automatically generates letters or emails to complainants and landowners.
- Assign maintenance jobs to officers, record what needs doing to resolve issues and record progress.

## Paths and Links

- Route information can be stored as whole paths or as paths and BS7666 links, helping your data comply with the standards.
- Full Statement information can be recorded against Paths, including from, to, width, date, full statement text, limitations, version and reasons for inclusion.
- Each Path record can record multiple statements, giving you a full historical record.
- Paths can be associated with multiple legal events in the system.

## **Furniture**

- Records all path furniture and builds a history of inspections, problems and maintenance works.
- Records installation dates for furniture items, which can be combined with standard values for life expectancy to give you estimates of when furniture will need replacing. This can be combined with the installation costs to give you powerful asset management functionality.
- Reports can easily be produced to show the value of furniture in the network, to summarise the furniture by type or parish, or to give detailed information on each furniture item.
- Each furniture item is linked to its parent path link or land parcel: you can quickly move through the item hierarchy.
- Accessibility information can be recorded against furniture items.
- Furniture items can have a risk assessment recorded for them, as well as information about whether its condition is satisfactory or unsatisfactory.
- Any number of specific user-defined fields can be added to furniture, enabling you to record information either against all furniture items, or just specific furniture types (e.g. have a user defined field for “latch type” appearing only for gates). User defined fields can be free-text or can use drop-down lists.

## **Issues and Jobs**

- Issues can be recorded against path links or furniture items.
- An issue may have several serial actions recorded against it for instance: site inspection – letter to landowner – notice to landowner – practical task.
- Practical Jobs such as installing a stile or repairing a gate hinge can be recorded against issues, listing what work is needed to resolve the problem.
- Jobs can have standard costs assigned to them, which can be used to easily calculate the cost for resolving the issue.
- Jobs that are per unit area or per unit length such as vegetation work can take their units from the map object of the parent issue, so you don't have to add the information in again.
- Quickly generate Job sheets for issues, either individually or from a results tree, with details of contacts, jobs to be done and maps of the issue's location.
- Generates customisable work programs and task sheets for colleagues, contractors etc.
- Task sheets provide textual information, grid references and map all on one page.
- Contractors work sheets can be quickly built up from lists of outstanding tasks or from a results tree of a search, for instance ‘all the annual vegetation cutting tasks in a community/parish’ or ‘inspect all the bridges over 2m in a borough’.
- Inspections and problems likely to re-occur can be tagged so that they automatically generate a new task at the required time interval (typically for vegetation management and bridge inspections).
- Letters and notices to landholders to progress path issues are auto generated as part of the problem resolution processes.
- Each issue can be given a risk assessment and a priority.
- Easily record annual tasks, such as vegetation clearance, and quickly re-schedule them for subsequent years.
- Any number of additional user-defined fields can be recorded against issues.

## Promoted routes

- Allows promoted routes to be created by telling the system which existing or new links belong to each promoted route – so data is only entered once.
- Promoted routes can be created by selecting paths/links on the map or creating a results tree.
- It's quick and easy to search for outstanding issues on promoted routes.
- The full range of analyses and reports can be run on promoted routes • Promoted routes can be identified on the map.
- Record when promotion started and stopped.

## Managing and Prioritising Work Tasks

- “My Tasks” utility displays all time-dependent, outstanding work to the officer allowing them to keep track of their day-to-day workloads.
- Managers can use this utility to review officers’ workloads, check on progress and prioritise outstanding work.
- Admin users can load more than one My Tasks form – this is to allow managers to filter for different officers and compare their assigned workloads.
- Data can be manipulated in the grid view to help work planning:
  - Grouping – drag fields to top “hierarchy” panel to group records by one or more fields
  - Sorting – click on field headers to sort datasets
  - Merge Cells – identical record values are merged on sorted fields
  - Columns can be reordered in the view
  - Show/Hide fields so only pertinent information is visible
- Lists of outstanding tasks can be quickly exported:
  - Print – direct print of the task list as organised in the grid view
  - Export to Excel – passes data into Excel for further analysis
  - Crystal Reports – formatted report outputs

## Photographs and document management

- All your image, video, document, pdf, spreadsheet and other files are interactively linked to your database records for instant access.
- Drag and drop, and browse options make for quick and easy association.
- Thumbnails of the associated files can be viewed from the CAMS entity.
- Files can be opened in a built-in viewer or their native application.
- Multiple images, documents etc can be linked to any record, and multiple records can be linked to the same file.
- Examples for use:
  - Link electronic copies of legal orders to the relevant paths and links
    - Link electronic copies of planning applications to the relevant links or land parcels
    - Link survey photos to furniture items and issues
    - Link electronic copies of complaints to issues
    - Link electronic copies of Tir Gofal / Countryside Stewardship applications to land parcels
- Creates a catalogue of thumbnails to aid searches and linking.
- Includes powerful image management software.
- Full multi-user viewing and editing over networks.
- Flexible options to control the functionality of the cataloguing and editing environment.

## **Legal and consultation**

- All the key legal event and processes are recognised and managed by the system.
- By default, legislation under more than 40 Acts of Parliament.
- More than 30 enforcement letter and notice templates are included.
- Applications for access area exclusions can be processed (Scotland).
- Sections of the Legal Details form are turned on and off according to whether they are relevant to the selected legislation.
- Additional legislation types can be added as appropriate.
- All user, landholder and other consultee data is held in a centralised contacts database.
- All contacts can be associated with one or more organisational affiliations.
- Consultation and Order documents are produced from the system, with the standard legal text framework in place - you just have to fill in the details of the case.
- Consultation and notification letters are auto-generated by the system with user editable text generated to reflect the specific legal event.
- Consultation letters are produced for all consultees at once.
- All legal reports, letters and notices can be fully customised.
- Legal Order plans can be created directly from the CAMS mapping.
- Administrator options let you choose to prevent some users modifying the Definitive Map layers, while authorised users can.
- Records costs of legal events and allows charges to be passed on or waived.
- Full handling of cartography for legal events – making new paths definitive and archiving extinguished ones.

## **Landowner and land data**

- Land parcels can be mapped and associated data, including owners, tenants and other interested parties recorded.
- System automatically identifies paths within each landownership area and tags them appropriately.
- Infrastructure can be directly linked to Open Access Land, without needing to record a path where there isn't one.
- Full details about Area Access, including the basis, limitations and open/closed history can be recorded against Land areas.
- Section 31(6) deposit information can be recorded, including receipt date and expiry date. A log of multiple declarations can be recorded against each Land area, with full details of the declaration, when the map and statement were received and the expiry date.

## **Management and Financial Information**

- Provides instant reporting on works completed, outstanding tasks, response times etc.
- Generates performance indicator information.
- Reports provided to automatically cost outstanding work using user definable 'standardised cost' tables.
- Report on work completed and outstanding.
- Expenditure and income reporting.
- Logs value of infrastructure on the network, and records life expectancy and values with depreciation.
- Costs can be calculated from map objects where the cost is per unit length or unit area.
- Cost of resolving a problem is calculated from the sum of all the jobs on that issue.
- Use standard costs from look-up table or enter specific cost manually.
- Reports can include graphs, maps, photos or a combination of these.

## **Projects**

- Use Projects to create work programmes in CAMS.
- Any CAMS information can be linked into a project, so these can be used to handle a diverse range of work programme types from access improvement plans to volunteer training.
- Assign Actions & Accountabilities to Officers.
- Monitor the status of work tasks forming part of the project.
- Quickly track and report on overall project progress.

## **Audit trails and liability management**

- Every report/letter produced by the system is automatically archived in a PDF format.
- Documents in the archive remain linked to the relevant record.
- An audit trail of key data changes (date of change, user, etc) is automatically logged.

## **Reports and letters**

- Legal orders and enforcement notices are available as standard reports from the system.
- All automatically generated letters and reports are formatted in your corporate style and may be edited and printed.
- Generated reports are easily exported to MS Word, PDF or other industry standard formats.
- Comprehensive range of reports supplied, and new reports can be generated as required.
- New reports developed by exeGesIS are easily downloaded from web site.
- Create your own powerful reports with Crystal Reports software.
- Reports may include maps, graphs, images or all three.
- Produces instant reports for councillors, corporate reviews, LAFs, CA, CCW, SNH etc.

## **CAMS in the field – CAMS Mobile**

- CAMS Mobile enables CAMS to be accessed in the field over low cost tablets.
- CAMS in your pocket.
- Easily synchronised with main data system over Wi-Fi or mobile, allows all furniture and problem issues to be viewed and edited in the field as well as adding new ones.
- Data is automatically processed back into CAMS and maintenance tasks generated where problems have been identified.
- Built in camera option allows images to be recorded and automatically linked to the relevant record.
- My Tasks list enable work lists to be created for easier prioritisation of work.
- Developed and tested over 27,000km of path survey.

## **Web publishing**

- Interactive mapping and text database pages embedded in your corporate website allowing controlled access to CAMS data.
- Allows selected data to be published to the public domain via the web.
- Can include paths, access areas, images, furniture etc to be included along with OS mapping/aerial photo backgrounds.
- Users are able to interact with maps to show the information they want e.g. 'Show me all paths I can cycle on' or 'Show me all shallow gradient paths near ...'
- Has search/gazetteer for rapid location by postcode, area, town etc.
- Enables maps to be printed and the information shown to be set by the user.
- Allows data from CAMS to be interrogated and results to be displayed on a map and as text.
- Gives landholders an option to make on-line access exclusion applications.
- Publicises exclusions/weekly list.
- Allows the public to submit complaints and enquiries.
- CAMS API module allows live data to be published to the web and provides tools for users (public or internal) to modify CAMS data – a QC process is in place to protect datasets before changes are made to the final CAMS dataset.
- Integrates with corporate website.
- Can be offered as a hosted service by exegesis.

## **Volunteers**

- Tools are available in CAMS for managing volunteers.
- CAMS API can be integrated with web mapping systems allowing volunteers to:
  - Access interactive, intuitive mapping
  - Navigate using advanced place and postcode searches
  - Report faults and track progress via map
  - View images and web links by clicking on map
  - Log works carried out and time spent via map
  - Perform web-enabled condition surveys
  - Process routine and ad hoc maintenance tasks
- Work submitted via web mapping systems is retained in a Web holding area in CAMS for quality assurance evaluation by Rights of Way officers prior to integration with the CAMS live dataset.

## **Customisation and flexibility**

- All of the database search criteria fields can be fully customised.
- The contents of all drop down lists are easily edited by local administrators.
- Form label names and terminology can be customised.
- Unlimited user definable fields are available on each form.
- User defined fields can be transferred across to survey devices.
- User-defined fields can use customised drop-down lists.
- The nature and amount of data that is passed from the database to the map can be customised and managed through the configuration settings.
- Security operates at the individual log on level, and levels of access can be easily managed through the configuration settings.
- Different users can use different mapping displays.
- All reports and letters can be configured to reflect corporate styles.
- Uses xml and style sheets allowing clients to easily change the look and feel.

## **Integration**

- Is a .NET development and will run on Windows XP and above.
- Uses corporate GIS solutions: ArcGIS, MapInfo or QGIS.
- Can be linked to corporate SQL Server database. Alternatively, it can be used with MSDE.
- Can be installed on an individual PC or run from a server. It can also be configured to run through Citrix or Terminal Services.
- Additional CAMS API module allows dynamic linking between CAMS and other corporate systems such as:
  - Highways Systems
  - Front Desk Systems
  - Corporate GIS
  - Websites
- CAMS API allows websites and corporate systems to submit issue reports directly into CAMS and receive automatic issue updates as well as accessing live CAMS data.

## **Delivery, Support and Training**

- Backed by a well-established, long term and successful environmental and IT consultancy.
- Used by over 70 organisations across the UK.
- A tried and tested solution developed over 20 years, with the latest release having been redeveloped to take advantage of the very latest proven technology and development environments.
- Supported by a dedicated, full time team of 5 countryside access data specialists who in turn draw on the services of the software development team.
- Established user group in England and Wales and a second in Scotland.
- Structured delivery program from detailed quotation, through installation, training and support.
- Formalised training programmes at all levels.
- Separate field survey training from highly experienced staff.
- Flexible concurrent licensing arrangements.
- A range of related services offered including path data capture, field survey, countryside access and consultancy.