Introduction

This guide takes you through the steps you need to complete in the National Speed Limit Register (NSLR) to view, create and modify your speed limit data.

For detailed information, see the NSLR User Guide.

Getting started

Before getting started you need to first download either the Okta Verify app or the Google Authenticator app on to your phone from your app store. These apps provide a two-step verification process for added security.

Log into NSLR for the first time

1. Click the link https://webapp.nslr.nzta.govt.nz/ or copy and paste into your browser. Note that Google Chrome is the recommended browser. The NSLR production Sign In screen will display.

2. Click **OK**.

3. Click on **NZTA Okta – NSLR Prod**.

4. Enter your email address and password.

5. Signing in will prompt a request to 'Set up multifactor authentication'. Select **Setup** on either Google Authenticator or Okta Verify depending on what app you downloaded on to your phone.

6. Click on **iPhone** or **Android** as applicable.

7. On the Okta Verify phone app, tap the **+** sign on the app. Choose the **Organization** option.

   On the Google Authenticator phone app, select the ellipsis at the top right and **Add account.** Choose **Work or school account.**

8. Tap **Scan a QR Code**.

9. Scan the QR code on your computer screen.

10. Tap **Finish** on the app.

11. On your computer screen enter your Okta (or Google Authenticator) code and click **Verify**.

12. Tap **Finish** on screen.

Log in to NSLR

1. Click the link https://webapp.nslr.nzta.govt.nz/ or copy and paste into your browser. Note that Google Chrome is the recommended browser.

2. Click on **NZTA Okta – NSLR Prod**.

3. Enter your email address and password.

4. Enter the authentication code. You will need to open either the Okta Verify app or Google Authenticator app on your phone to access the code.

Close down the NSLR

To exit the NSLR:

- click (**Log out**) on top right of the screen, or
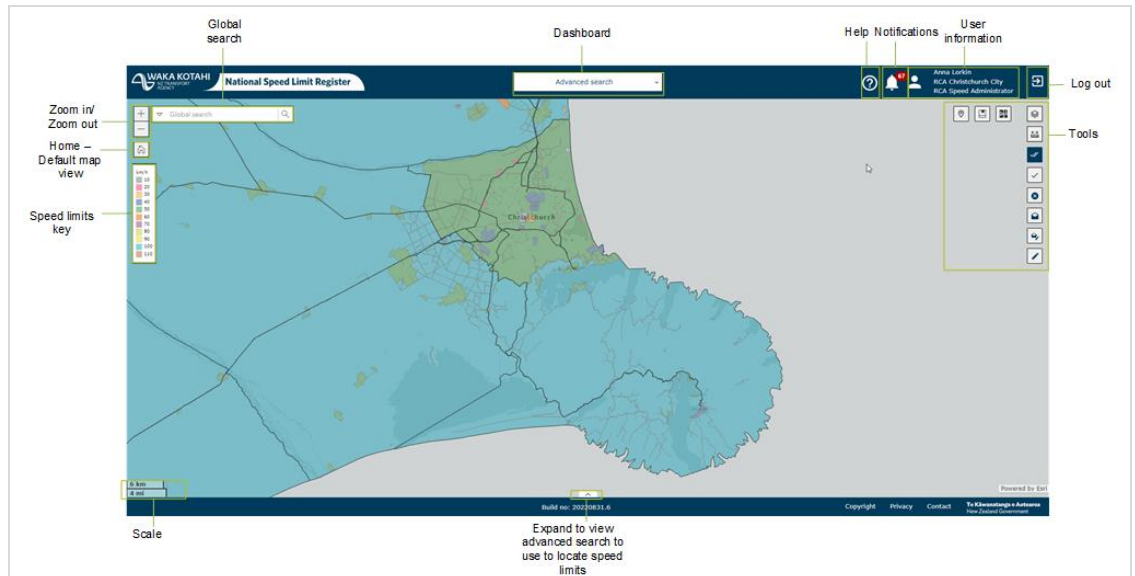
- close the browser window.

Note: You will be logged out automatically after 20 minutes of inactivity.

Navigating the NSLR

Overview

When you first enter the NSLR the Dashboard will display with the map zoomed into your RCA region.

The main areas of the application are as follows:

Navigation	
To navigate around the map, click and drag using your mouse.	
Zoom in/Zoom out	To zoom in/zoom out on the map use your scroll wheel on your mouse, or the **+/-** (**Zoom in/Zoom out**) buttons.
Home	At any stage you can return the map view to its default position (full map of New Zealand) by clicking the **Home** icon.
Searching	
Global search	Enables you to quickly find a location in New Zealand. See Search the NSLR for more details.
Filter	**Note: This functionality is not currently available**. Part of the Tools section. Enables you to apply filters to locate speed limits of interest.
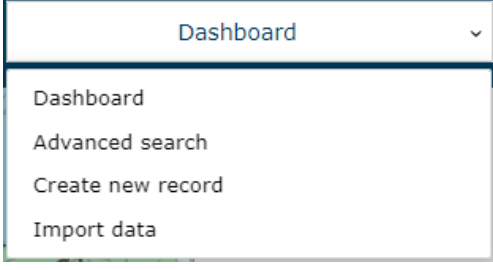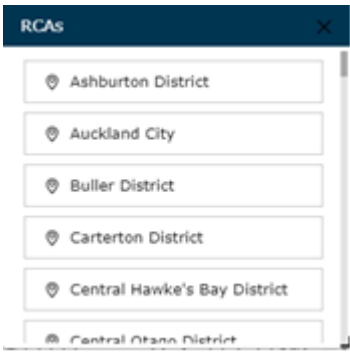
	See Search the NSLR for more details.
Advanced search arrow (on bottom of screen)	Click the arrow to expand and view the advanced search. You can also access under **Dashboard > Advanced search**. Enables you to apply multiple filters to locate speed limits of interest. See Search the NSLR for more details. *Tip: Click ⌄ to close the Advanced search.*
Notifications	
Notifications icon	Displays the number of notifications for your RCA that you haven't acknowledged. Notification examples include: • A speed limit has been certified and will be active on a certain date • A speed limit will expire on a certain date • The status of a speed limit has changed • A road network management and boundary change has occurred. Note: You will also receive an email to advise that you have new notifications. Click on the 🔔 icon to view all notifications in a panel on the left hand side of the screen. From the notifications list you can view the relevant speed limit on the map by clicking **View on map**. You can also click **Acknowledge** to indicate you can read the notification (this will reduce the number beside the 🔔 icon). Note: You may need to scroll to view all the notifications or click on the arrows ‹ Page 2 of 3 › to see more pages. *Tip: Click 🔔 to close the notifications panel.*
Dashboard	
	The Dashboard is the landing page. Click the dropdown arrow beside Dashboard to see more options.

Dashboard	Select the Dashboard option to return to the dashboard.
Advanced search	Enables you to apply multiple filters to locate speed limits of interest. You can also access using ⌃ Advanced search arrow (on bottom of screen). See under Searching in this table. See Search the NSLR for more details.
Create new record	Select to create a new speed limit record. See Create speed limit.
Import data	Enables you to import speed limit data files. See Import speed limit data.

Tools

There are a number of tools available in the NSLR to help you display information and find what you need.

Tip: Click the icon to display the tool, click the icon again or ✕ to hide the tool (note the X on the dark navy background).

RCAs	Click to see a list of all RCAs, displayed in alphabetical order.
	Click on an RCA in the list to zoom into that area. You will need to scroll to see more RCAs.
	Note: Includes State Highways.
Bookmarks	Enables you to save locations as bookmarks. Click ＋ (Plus icon) to add a bookmark. Enter a description for the bookmark in the text box. To use your bookmarks, return to **Bookmarks** and click on the ◎ (Pin icon) beside the one you want. You will be taken to the relevant area on the map.

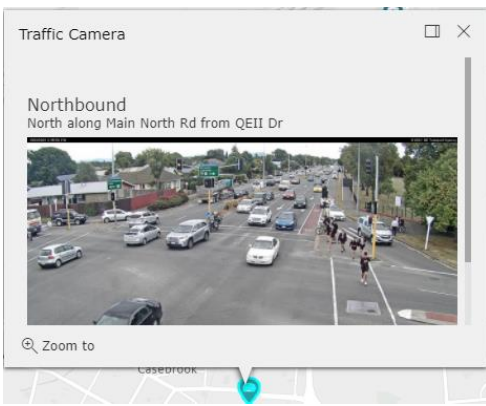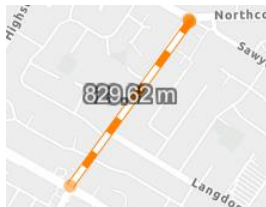| | To delete a bookmark, click the 🗑 (**Delete**) icon under it. |
	![Willis Street bookmark with delete icon]
Filter ▽	**Note: This functionality is not currently available**. Enables you to enter selections to locate speed limit records. See the Search the NSLR for details.
Basemap	There are a number of different basemap options available in the NSLR. The default is NZ Light Grey Canvas Map (Vector). To change the style of the map select one of the basemap options.
Layers	Layers are information that sit on top of the basemap and include airports, schools, NZTA traffic cameras, etc. You can switch layers on and off in the Layer pane. To select a layer click the ⦰ (Eye hidden icon) beside it. Once you have selected a layer the icon beside it changes from ⦰ to 👁 (Eye shown icon). Some layers have further options underneath, so click the ▷ (Expand icon) to expand and see more details. Click on the 👁 (Eye shown icon) to deselect the layer. Click on layer features on the map to bring up a pop-up with further details. Example: Traffic camera *Tip: See the **Legend** tab for information on what is represented on the map, which depends on the layer/s selected.*
Measure	You can display a measuring tool to measure distance and help you determine the correct start and end points for a speed limit.

	Clicking on the ⊟ (Measure) tab will allow you to add points on the map that a ruler will appear between. Double-click to end the measurement. 829.62 m Clicking on the ⊟ tab will allow you to add points on the map to form a shape and measure the area within the shape. 198,660.47 m² Click **New measurement** (New measurement button) to take a new measurement. *Tip: You can change the unit of measure by selecting from the Unit dropdown list, however this does not work in the ⊟ tab if you have already selected the tab and drawn your shape. You will need to close the tab, reopen it and select the unit of measure you want before you draw your shape.*
Statuses	You can select to view speed limit records of particular status/es. Once selected the icon changes to navy blue ✓✓. The speed limit areas have different opacity depending on the status (ie gets darker as you go from draft to active records and apply more layers). Icon options are as follows: ✓✓ Show all active records ✓ Show all certified records ⊗ Show all correction records ✉ Show all submitted records
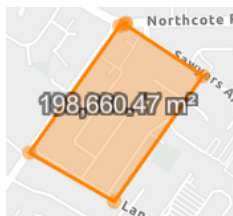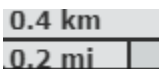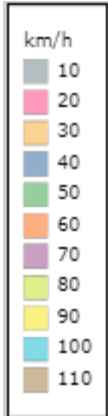
		Show all draft submission records
		Show all draft records
		Note that all migrated speed limits are certified in the NSLR.
Speed limits key		
Scale 		Indicates the scale of the map (based on the zoom) – from the left of the screen to the black line (on the bottom left of screen).
Speed limits key 		The map presents the roads in colours representing the speed limits, eg orange for 60km/hr, yellow for 90km/hr, as shown by the speed limits key. Note: Different speed categories are represented by different patterns, eg emergency are hatched. To view the legend, click on the (Layers) icon and then the **Legend** tab.
Help 		Provides link to user guide.

Search the NSLR

There are a number of ways to search for speed limit information.

Global search   Quickly find a location in New Zealand by using the search box located on the top left of the screen. As you type, results start populating. The more you type, the narrower the search becomes and fewer results display. **The global search is also quicker if you enter more information**. Click on the result you want in the list.
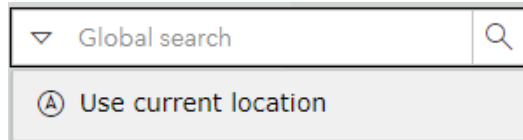
You can also select what you want to search for by clicking the dropdown arrow ▽ . Options include:

- All – default

- RCA – once selected, type your RCA in the field

- Suburb – once selected, type the suburb in the field

- Address locator – once selected, type the address in the field

Once you have entered what you want to search for in the field, click [🔍] (Search icon) or Enter to select the top result or click on the option you want in the search list.

Tip: If you click in the **Global search** *field,* **Use current location** *displays. Click on* **Use current location** *to go to your current location on the map.*

Tip: Click the X beside the search details you have entered to clear your search.
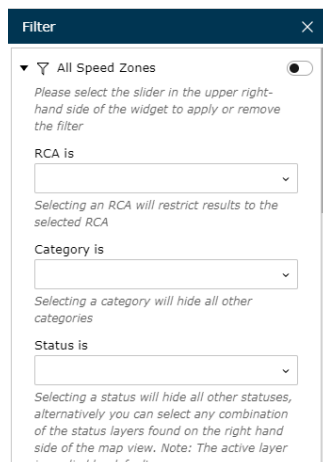
Filter

Note: This functionality is not currently available.

Apply filters to locate speed limits of interest.

Click [🔻] (**Filter**) (part of the Tools section).

Select the filters using the dropdown lists for the fields and/or by entering the Start and End dates. Multiple filters can be applied. Move the slider [⬤] to the right to apply the filter (and to the left to remove the filter). The applicable speed areas are highlighted on the map. Zoom in to the location.

Advanced search

Enables you to apply multiple filters to locate speed limits of interest.

Select **Dashboard > Advanced search** or click [⌃] (**Advanced search**) arrow (on bottom of screen).

Enter values in the fields under the column names or select from the available options to filter the speed limits.

Tips:

While you can enter the first part of a word to filter, **the advanced search is quicker if you enter more information**.

You can sort the speed limit records by column values in alpha/numeric or date order by clicking on the title once. An icon appears beside the title to show the list is sorted by that attribute ▲Status *(Status icon). Click again to sort in reverse order.*

If there are multiple pages of speed limit records ‹ Page 1 of 13 › Showing 1 to 50 of 642 (Page numbers) click the arrows to move backward ‹ (Back arrow) and forward › (Forward arrow) between pages.

Click ► (Expand icon) beside a record name to expand and see the area/s it includes.

Click ⓘ (**View full details of the record**) beside a speed limit record to display more details for the speed limit in a panel on the left hand side of the screen.

Click **View on map** to view all speed limit areas you have filtered on, on the map. Alternatively click 📍 (**View on map**) beside an individual speed limit record or area in the table to go to that speed limit on the map. The area associated with the speed limit record is displayed on the map.

Click **Reset filters** to remove all selected options from the filters and return back to the complete list.

Click **Clear map** to clear the selected speed limit record view on the map.

Tip: Click ⌄ (Advanced search arrow) to close the Advanced search.
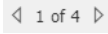
View speed limits

Overview

Speed limits are assigned to speed areas – areas on the map that represent your roads and speed limit areas.

View speed limits

1. Select the speed limit area. If you need help to locate a speed limit, see Search the NSLR.

   Tip: Remember you can navigate around the map by clicking and dragging using your mouse.

2. Click ▷ (**Next feature**) until you see the speed limit details (other features displayed may include Roads, RCA details, etc).

Tip: The ◁ 1 of 4 ▷ (Numbers) indicates the number of features applicable. You can click on the number to display the features in a list and then click on the feature to view details.

The name denotes the speed limit reason, eg speed limit area, the presence of a school.. The information displayed depends on the reason for the speed limit area.

There may be multiple speed limits on the area you have clicked.

Permanent - Speed Area	
Legal Reference	Christchurch City Council Traffic and Parking Bylaw 2017
Speed Limit Reason Name	Speed Area
Structure Type	
Status	Certified
Speed Limit Value	30 km/h
Category	Permanent
RCA	Christchurch City
Speed Limit Record Name	CHRISTCHURCH CENTRAL
Last Status Change Date	04/02/2022
Start Date	31/01/2019
End Date	
Description	Not Applicable
Adjacent RCA	
Speed Limit Record Id	{9321733C-DD82-4DE8-91D3-BCC14CE30AC8}
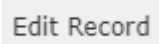
Edit Record   ⊕ Zoom to   ◁ 3 of 3 ▷

3. Review the information displayed:

Note: You can either scroll down to see all the fields or click ▢ (**Dock**). To undock click ▣ (**Undock**).

Field	Description
All speed limits	
Legal Reference	The legal instrument under which the speed limit was set, ie certified speed management plan, specific Director's approval, bylaw (for migrated speed limit data).
Speed Limit Reason Name	Reason for the speed limit.
Structure Type	Used to indicate speed limit different due to structure type, either: • Intersection • Overpass • Underpass.

Status	Status of the speed limit, either:
	• Draft – record is being drafted
	• Draft submission – record has been drafted and is ready to be submitted
	• Submitted – record has been submitted for certification
	• Correction – when certifying a record an issue has been found that needs to be corrected
	• Certificated – record has been certified.
Speed Limit Value	Speed limit in km/h, eg 50km/h.
Category	Type of speed limit, either:
	• Permanent
	• Variable
	• Seasonal
	• Emergency (Sub type of Temporary category)
RCA	RCA responsible for setting and maintaining the speed limit.
Speed Limit Record Name	Name assigned to speed limit record.
Last Status Change Date	Date record status was last updated.
Start Date	Date speed limit applicable from.
End Date	If relevant, date speed limit applicable to, ie when the speed limit ends.
Description	Description added to the speed limit record when it was created/updated, or "Not Applicable".
	Example:
	For Variable, Seasonal and Emergency speed limits, an explanation of when and why speed limit exists.
Adjacent RCA	RCA adjacent to the RCA whose speed limit record this is.
Speed Limit Record Id	Unique identification assigned by the system.

Note: You can also click Edit Record (Edit record icon) to edit the record.

4. Click ✕ (**Close**) to close the speed limit information.

Map display

Example of speed limit information.
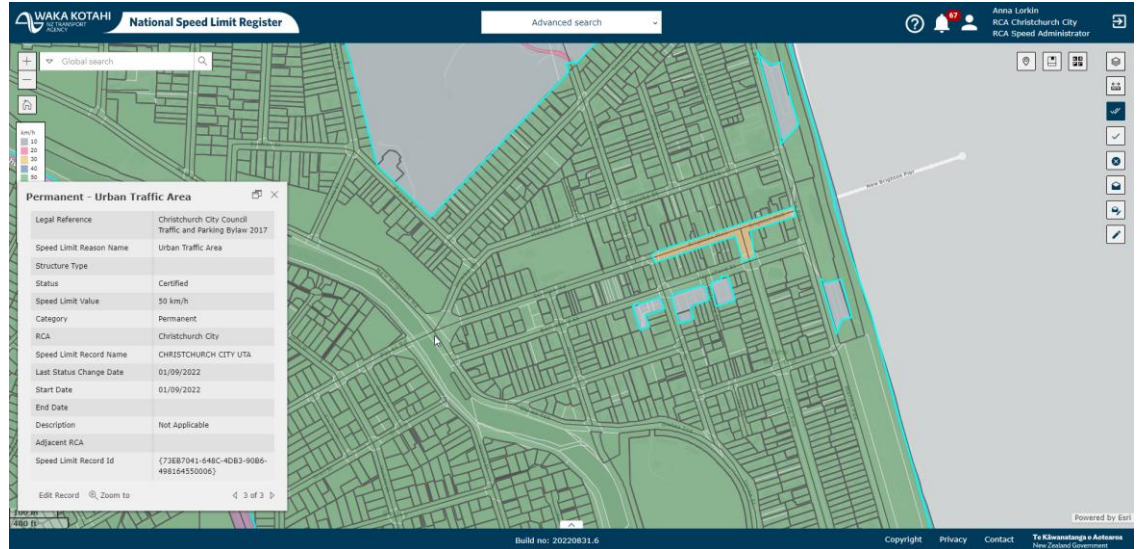
Create and modify speed limits

Overview

There are two options for creating and modifying speed limit data. You can either:

- import data from a file geodatabase (FGDB)
- manually create or modify the speed limit record in the register.

If you have developed a geospatial speed management plan, you can import the file geodatabase (FGDB) into the NSLR.

For manual records, use create speed limits when you have a new area that you don't have a defined speed limit for, eg school area, new settlement, or when there is an existing speed limit record but you want to create a new one, eg as speed limit or speed limit area has changed.

Use modify speed limits when you need to change the attributes of a speed limit record, eg changing the speed value, extending the speed limit area.

Import speed limit data

1. Select **Dashboard > Import data**. The Import data panel displays.

2. If you already have a FGDB file to upload, go to step 5.

   If you don't have a FGDB file to upload, go to step 3.

3. Click ⬇ (Click to download a template FGDB).

4. Complete the template.

5. Either:
   - Drag and drop your zipped FGDB file into the space indicated, or
   - Click on the space indicated to select the file from your computer.

6. Click ⚲ (**View**) beside the record name to display the details. The status is draft. Check that the information is correct. If updates are required, follow the steps Modify speed limit.

7. Once you are ready to import the record, click ⤷ (**Import**) beside the record name.

    The record is now displayed and is ready to be submitted. See Submit speed limits.

8. Repeat steps 6 and 7 for other speed limit records as required.

Create speed limit

1. Select **Dashboard > Create new record**.

2. Complete the following information:

Field	Description
Speed management plan	The legal instrument under which the speed limit was set, ie certified speed management plan, specific Director's approval.
Speed limit record name	Name assigned to speed limit record. Must be unique and follow the naming conventions.
Speed category	Select either: • Permanent • Variable • Seasonal • Temporary (only used for Emergency speed limits currently)
Temporary sub type	Only displays if Temporary is selected for the Speed category field. Select Emergency if applicable.
Additional fields for Permanent speed limits	
Road outside a school?	Select the checkbox if speed limit is in a school area. Note: If selected the options shown for the Speed value field are restricted to those valid for school areas, 30/40 km/h or 60 km/h.
Speed value	Select speed limit in km/h, eg 50 km/h. Note: If Road outside a school? checkbox is selected, the only options presented are those valid for school areas, 30/40 km/h or 60 km/h.
Director approval URL	This field displays if 110 km/h is selected in the Speed value field. Enter the URL for the document provided by the Director approving the 110 km/h speed limit.
Start date	Date speed limit applicable from.

Additional fields for Variable speed limits	
Reason	Select the reason for the variable speed limit.
Corridor speed value	Select the speed limit generally applying to the corridor.
Director approval URL	This field displays if 110 km/h is selected in the Speed value field. Enter the URL for the document provided by the Director approving the 110 km/h speed limit.
Start date	Date speed limit applicable from.
Variable speed values	Explanation of when and why variable speed limit exists.
Additional fields for Seasonable speed limits	
Speed value	Select speed limit in km/h, eg 30 km/h.
Director approval URL	This field displays if 110 km/h is selected in the Speed value field. Enter the URL for the document provided by the Director approving the 110 km/h speed limit.
If recurring:	
Recurring	Select the checkbox if the seasonal limit recurs each year.
Perpetual	Select the checkbox if the seasonal limit is unending/ongoing.
Date option	Select the radio button beside the date option of when seasonal recurring limits occur, either: • Fixed dates • Use holiday • Specify dates.
For Fixed dates	
Start date	Date speed limit applicable from.
End date	Date speed limit applicable to, ie when the speed limit ends.
Seasonal description	Description of what the seasonal speed limit is for.
For Use holiday:	
Holiday	Select the holiday, eg Christmas Day.
Number of years to create	Select the number of years the seasonal limit is applicable for. Maximum is 5 years.

Seasonal description	Description of what the seasonal speed limit is for.
For Specify dates:	Enter dates for each time period. Tip: Click ↺ (Clear icon) to clear the dates.
Start date	Date speed limit applicable from.
End date	Date speed limit applicable to, ie when the speed limit ends.
Seasonal description	Description of what the seasonal speed limit is for.
If not recurring:	
Start date	Date speed limit applicable from.
End date	Date speed limit applicable to, ie when the speed limit ends.
Additional fields for Temporary - Emergency speed limits	
Speed value	Select speed limit in km/h, eg 40 km/h. Must be at least 10 km/h less than current speed limit.
Start date	Date speed limit applicable from.
End date	Date speed limit applicable to, ie when the speed limit ends.
Emergency reason	Explanation of why emergency speed limit exists.

3. Click **Next**.

4. Add one or more speed areas using the following drawing tools:

Draw a new speed area	Draw the shape by clicking at each corner to form the shape. Click back on the original point or double-click to finish the shape.
Select existing	Select a layer from the **Select a source layer** dropdown field, eg Active Permanent and Variable Records. Click on the existing area/s on the map to select them. Click **Create**.

Define the start/end points to create a speed area	Either:
	• Enter the Easting and Northing coordinates for the start and end points in the table, or
	• Right-click on the map to set the start point (green flag appears) and then right-click on the end point (red flag appears). The coordinates populate in the table. A blue line appears between the two points.
	Click **Create**.

Note:

- A check is done to confirm the speed limit area meets the minimum lengths requirements. If it does not meet those requirements, the **View minimum lengths** button displays and the **Minimum road length check** window opens. You can resize the speed limit area or select the reason for the **Exception** from the dropdown list and then click **Save**.

- For permanent and variable speed limits, if the area intersects with a school and you have entered a speed value that is not allowable under the Rule, then a checkbox with a message appears asking you to confirm that the maximum speed limits for schools are not applicable. If this is the case you must select the checkbox. A **Declaration** window will display. Enter the reason why the maximum speed limits for schools are not applicable, then click **Save**.

- The **Force intersection check** checkbox is only relevant when importing speed limit data.

5. Determine if a separate lane speed needs to be created.

   If yes, click the **Advanced options** ⌄ (**Expand**) icon and then click the **Add separate lane speed** button.

   Complete the following information as relevant:

Field	Description
Lane purpose	Used to indicate speed limit different due to lane purpose, either: • Bus Lane • Opposing Speed difference • Multiple Speed in the same direction. Note: Multiple lanes and Opposing speed limits generally occur on state highways and arterial routes.
Lane direction	Direction of lane, either • N – North • S – South • W – West • E – East.

Speed value	Select speed limit in km/h, eg 40 km/h.
Lanes from centre line	Used to denote where difference in speed limit for specific lane. Indicates lanes out from centreline that speed limit applies to. Minimum value is 1, maximum is 6.

Repeat for each lane as required.

6. Click **Next**.

7. Determine if additional clarification information is required.

   If yes, click **Add clarification**. Click on the map where the clarification is to be added.

   Enter the clarification information. Click ⬛ Save (Save icon).

8. Click **Next**.

9. If overlaps are detected, go to step 10.

   If overlaps are not detected, go to step 11.

10. If overlapping speed areas are detected, maps of the current and future state display and a panel at the bottom of the screen displays advising overlaps detected. The flag in the **Valid** column advise if there are any warnings or issues. Click on an orange or red flag to see more details.

    For each speed area:
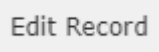
    - For the **Action** dropdown field that you want to **Overwrite <existing speed limit record with new speed limit record>**. If not, select **Do not overwrite <existing speed limit record>**.

    - Select the **Structure** dropdown arrow if relevant, and select either:

        - None

        - Intersection

        - Overpass

        - Underpass.

    Click **Save**. A confirmation message displays advising what changes have been detected. Click **Continue**.

11. If overlapping speed areas are not detected, click **Save**.

12. Select the **Save details**, either:

    - Save as draft – record is being drafted

    - Save as draft submission – record has been drafted and is ready to be submitted

    - Submit record for certification – submit record (only available for RCA Speed Administrator).

13. If you are submitting, select the checkbox to confirm you have followed the correct speed management practices and have the authority to submit the information.

14. Click **Save**.

Modify speed limit

1. Locate the speed limit record by either:

    *   clicking on the speed limit area on the map to display the speed limit record details, then click Edit Record (Edit record icon) on the panel.

    *   using advanced search. See Search the NSLR. Click the (**Modify this record**) icon for the speed limit record.

        The Edit speed limit record panel displays.

2. Update the speed limit record details as required. See Create speed limit.

    Note: If you are increasing or decreasing a speed limit area and there is a school within that area, you must check the **Road outside a school?** checkbox.

Submit speed limits

Overview

Once a new speed limit record is drafted, it must be submitted by a person at your RCA assigned the RCA Speed Administrator role.

Submit a drafted speed limit record

1. Locate the speed limit record as outlined in Modify speed limit.

2. Review the speed limit information and update as required. See Modify speed limit.

3. Select **Submit record for certification** in the **Save details**.

4. Select the checkbox to confirm you have followed the correct speed management practices and have the authority to submit the information.

5. Click **Save**. The Speed Certifier at Waka Kotahi will receive a notification that the record is ready to be certified. They may check some or all the submitted records before certifying.