

Introduction

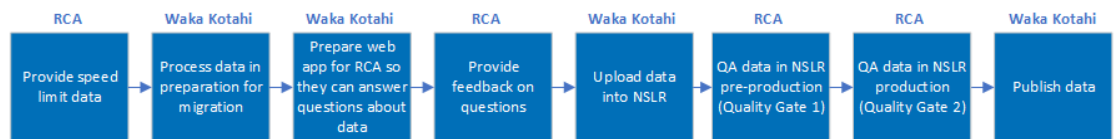
This guide takes you through the steps you need to complete in the National Speed Limit Register (NSLR) to check your speed limit data has been migrated correctly.

There are two Quality Assurance (QA) checks:

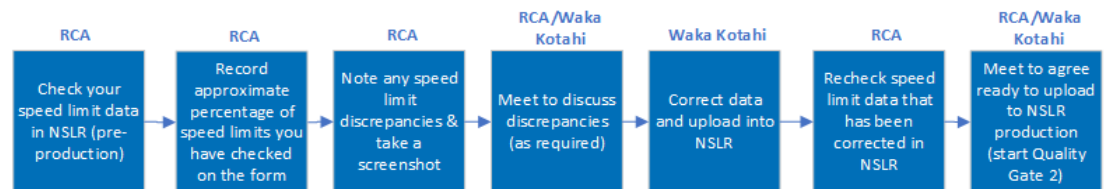
- In pre-production environment – Quality Gate 1
- In production environment – Quality Gate 2.

Process

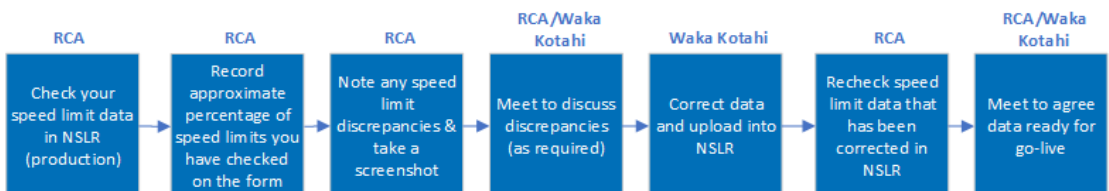
Data migration



QA – Quality Gate 1 meeting



QA – Quality Gate 2 meeting



What to check

You need to complete a spot check of your speed limits to ensure they are correct and correspond with your bylaws. The number of checks you complete will depend on the number of speed limits your RCA manages. It is recommended you check a minimum of 20% of your speed limit data as a guide, and concentrate on the more complex scenarios, eg variable speed limits, overpasses, underpasses, speed limits that cross boundaries. If you have a small number of speed limits, you may be able to check them all.

Check all associated speed limit information, such as legal instrument reference, variable conditions, seasonal dates.

Information on how to view speed limits in the NSLR is provided later in this guide.

You will be provided with a form to record the approximate percentage of speed limits you have checked and to note any discrepancies you find with your data (including the Speed limit record name). Also take a screen shot of any errors and insert in the form.

When we are working through your QA feedback, if we have any questions, we will arrange a meeting with you to discuss.

Once you have completed your QA activities in the pre-production NSLR, we will organise a Quality Gate 1 meeting with you and the Waka Kotahi project manager and data migration lead. The goal of the meeting is to confirm the migrated data is a true and accurate record of your RCA's bylaw information and that the data should be uploaded to production NSLR. The person at your RCA that has the delegation for decision making on speed limits needs to attend.

You will then be asked to QA your data in the production NSLR. As this is using the same data that you checked in pre-production this will be quicker. It is really just a check that nothing has happened to your data when pushed from pre-production to production. We will organise a Quality Gate 2 meeting with you to decide on whether the data is ready for go-live and can be made visible in the open data portal (ODP).

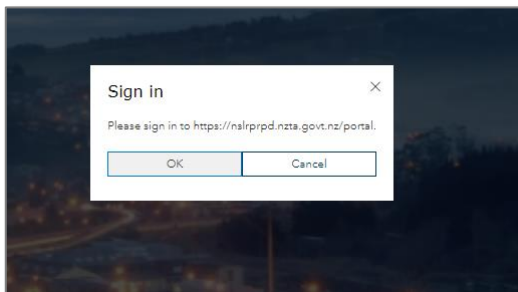
If you need further guidance/clarification when you are working through the QA process, please contact Elizabeth.Bowen@nzta.govt.nz.

Getting started

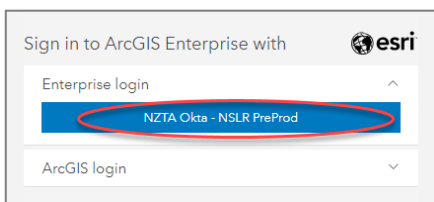
Before getting started you need to first download either the Okta Verify app or the Google Authenticator app on to your phone from your app store. These apps provide a two-step verification process for added security.

Log in to NSLR for the first time

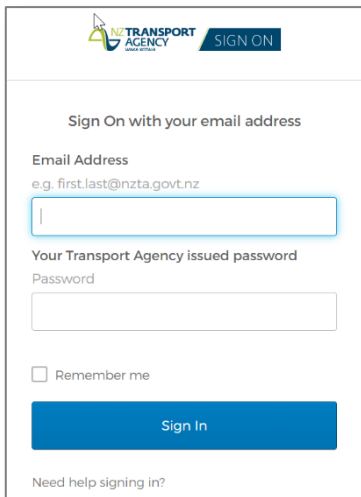
1. To access the NSLR for the first time click on the link provided for NSLR Pre-Production <https://webapp.nslrprpd.nzta.govt.nz/> or copy and paste into your browser. Note that Google Chrome is the recommended browser.
2. Clicking on this link will take you to NSLR pre-production Sign In. Click **OK**.



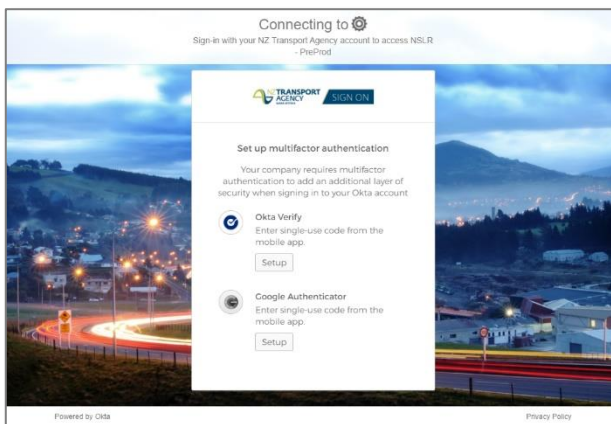
3. You will be presented with a page asking to sign into the ArcGIS Enterprise. Click on **NZTA Okta – NSLR PreProd**.



4. Enter your email address and password.

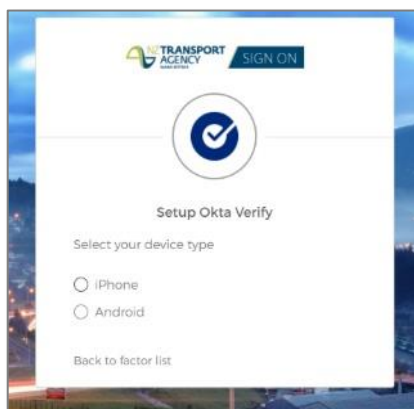


5. Signing in will prompt a request to 'Set up multifactor authentication'. Select **Setup** on either Google Authenticator or Okta Verify depending on what app you downloaded on to your phone.

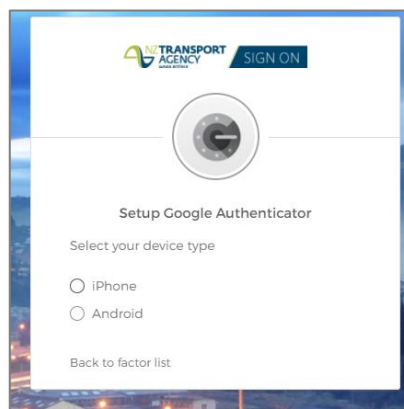


6. Click on **iPhone** or **Android** as applicable.

If you are using Okta Verify – this window will display



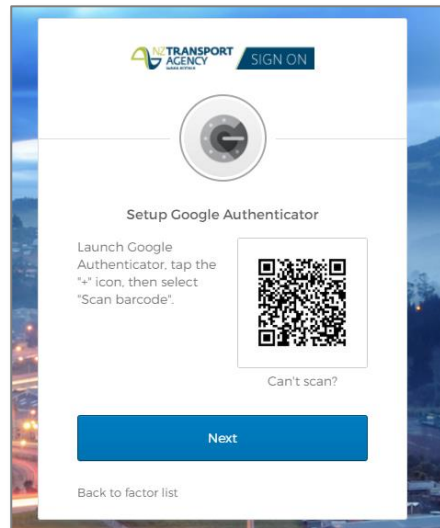
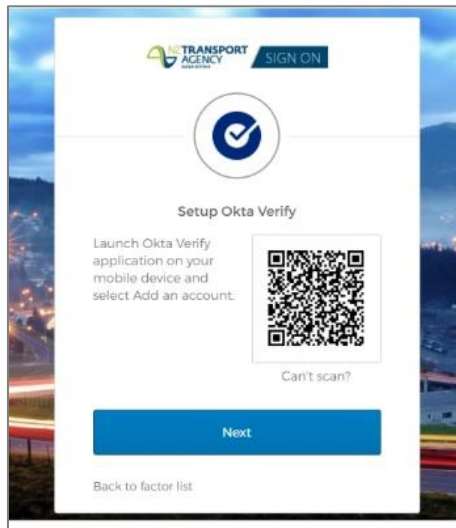
If you are using Google Authenticator – this window will display



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.

If you are using Okta Verify – this window will display

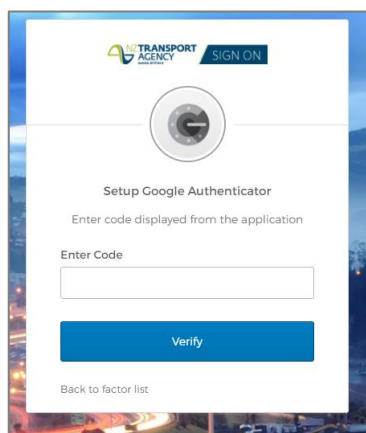
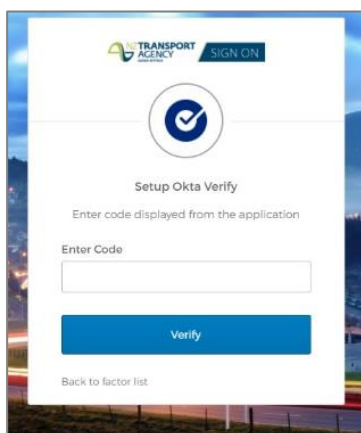
If you are using Google Authenticator – this window will display



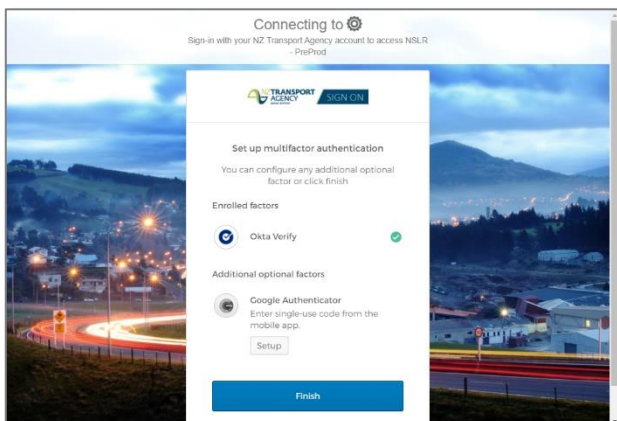
10. Tap **Finish** on the app.
11. On your computer screen enter your Okta (or Google Authenticator) code and click **Verify**.

If you are using Okta Verify – this window will display

If you are using Google Authenticator – this window will display




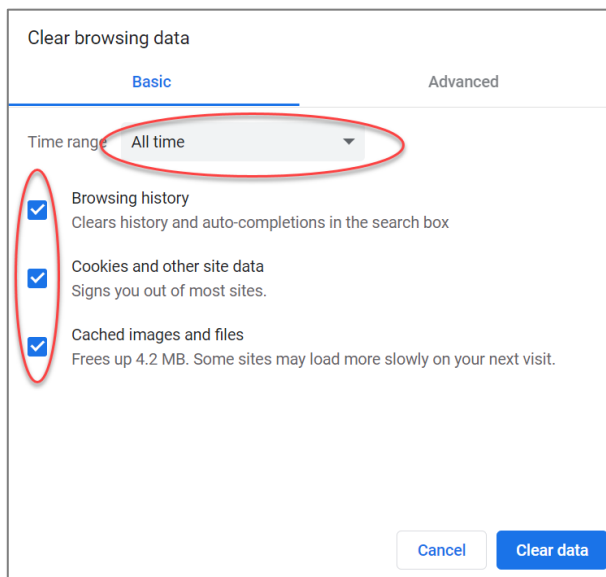
12. Tap **Finish** on screen.



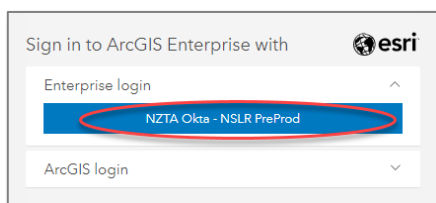
13. You will be taken to NSLR home page.

Log in to NSLR

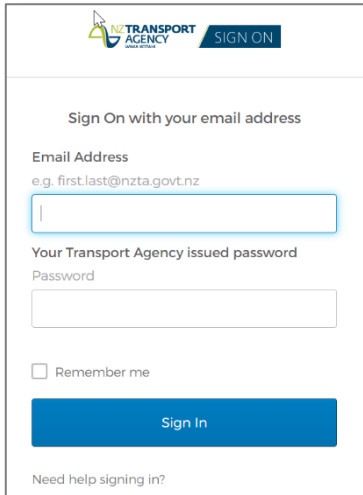
1. To launch the application, use Google Chrome browser.
2. RECOMMENDED (OPTIONAL) STEP: Clear the cache before opening NSLR. This improves application performance.
 - a. Close all open browsers.
 - b. Open a new Google Chrome browser.
 - c. Clear the cache by clicking  at the top right.
 - d. Click **History** > **History**.
 - e. On the left, click **Clear browsing data**. A box will appear. Make sure you select **Time Range** = All time and tick all checkboxes. See screenshot below.



3. Access the NSLR environment by copying and pasting this link to the address bar.
 - a. Pre-production – <https://webapp.nslrprd.nzta.govt.nz/>
 - b. Production – link to be provided.
4. You should be presented with a page asking to sign into the ArcGIS Enterprise. Click on **NZTA Okta – NSLR PreProd**.



5. Enter email address and password.

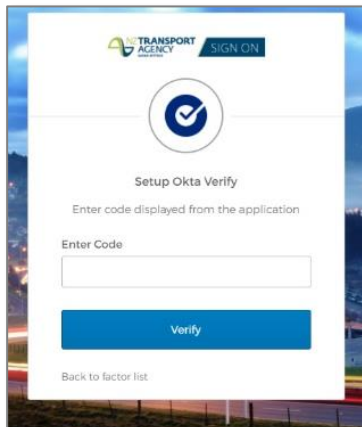


The screenshot shows the 'Sign On' page for the NZ Transport Agency. At the top left is the agency logo and 'SIGN ON' text. Below is the heading 'Sign On with your email address'. There are two input fields: 'Email Address' with a placeholder 'e.g. first.last@nzta.govt.nz' and 'Your Transport Agency issued password' with a placeholder 'Password'. A 'Remember me' checkbox is present below the password field. A blue 'Sign In' button is at the bottom. A link 'Need help signing in?' is at the very bottom.

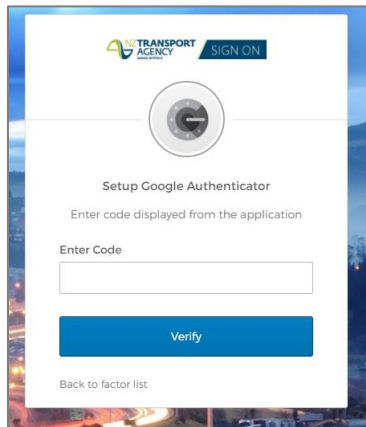
6. Enter the authentication code. You will need to open either the Okta Verify app or Google Authenticator app on your phone to access the code.

If you are using Okta Verify – this window will display

If you are using Google Authenticator – this window will display



The screenshot shows the 'Setup Okta Verify' page. It features a circular icon with a checkmark. The heading is 'Setup Okta Verify'. Below it is the instruction 'Enter code displayed from the application'. There is an 'Enter Code' input field and a blue 'Verify' button. A link 'Back to factor list' is at the bottom.



The screenshot shows the 'Setup Google Authenticator' page. It features a circular icon with a minus sign. The heading is 'Setup Google Authenticator'. Below it is the instruction 'Enter code displayed from the application'. There is an 'Enter Code' input field and a blue 'Verify' button. A link 'Back to factor list' is at the bottom.

Note about functionality you have access to

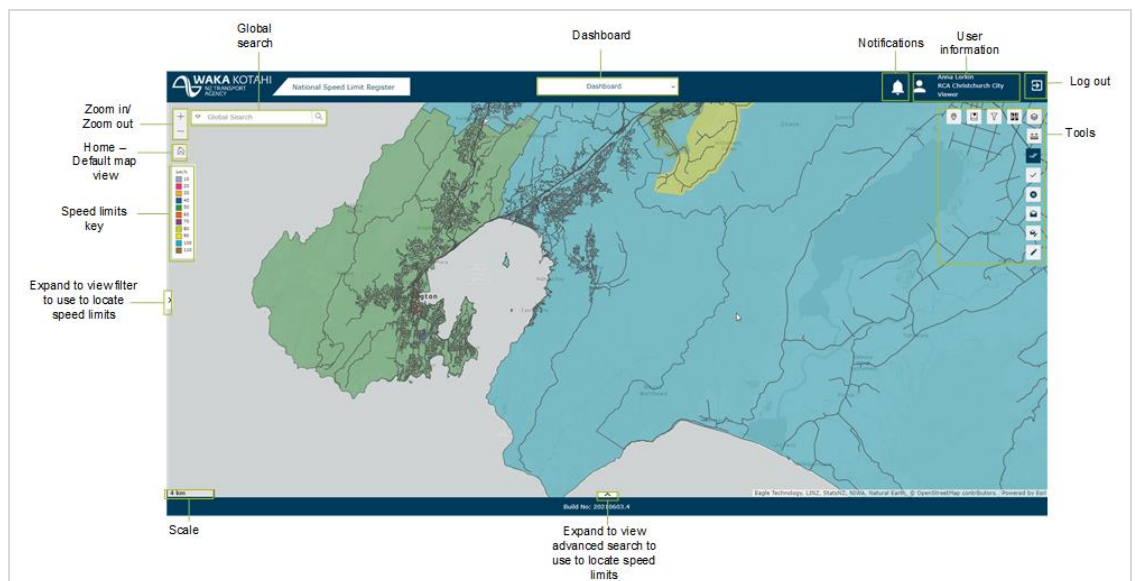
For the purposes of QA we have given you read-only access to view your speed limits.

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


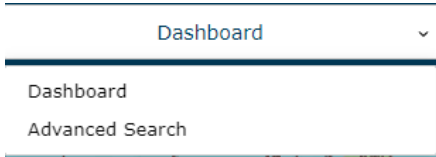



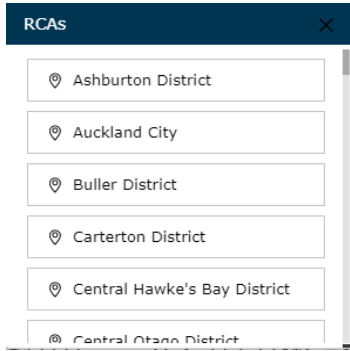




Global Search

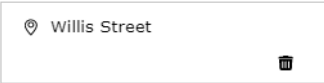








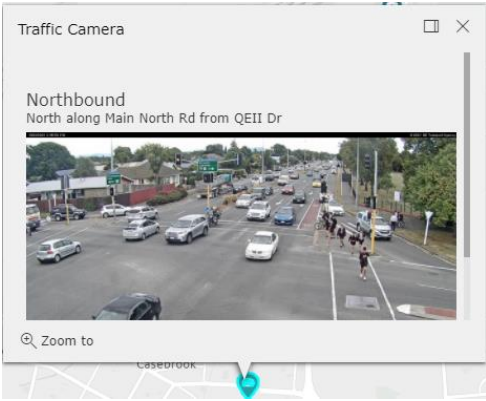


Enables you to quickly find a location in New Zealand.

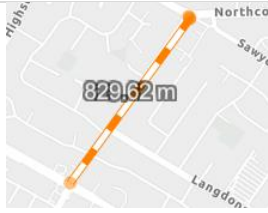

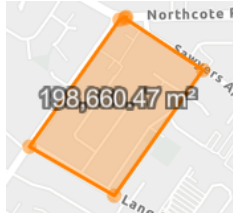





















See [Search the NSLR](#) for more details.

<p>Filter</p> 	<p>Part of the Tools section. Enables you to apply filters to locate speed limits of interest.</p> <p>See Search the NSLR for more details.</p>
<p>Advanced Search arrow (on bottom of screen)</p> 	<p>Click the arrow to expand and view the advanced search.</p> <p>You can also access under Dashboard > Advanced Search.</p> <p>Enables you to apply multiple filters to locate speed limits of interest.</p> <p>See Search the NSLR for more details.</p> <p><i>Tip: Click  to close the Advanced Search.</i></p>
<h3>Notifications</h3>	
<p>Notifications icon</p> 	<p>Displays the number of notifications for your RCA that you haven't acknowledged.</p> <p>Notification examples include:</p> <ul style="list-style-type: none"> • 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. <p>Hover over  icon to view the most recent notifications.</p> <p>Note: You will also receive an email to advise that you have new notifications.</p> <p>Click on the  icon or click the Notifications arrow  on the left hand side of the screen to view all notifications in a panel on the left hand side of the screen.</p> <p>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).</p> <p>Note: You may need to scroll to view all the notifications.</p> <p><i>Tip: Click  to close the notifications panel.</i></p>
<p>Notifications arrow (on left hand side of screen)</p>	<p>See Notifications icon for more information on Notifications.</p>

	
<h3>Dashboard</h3> <p>The Dashboard is the landing page.</p> <p>Click the dropdown arrow beside Dashboard to see more options.</p>	
	
Dashboard	Select the Dashboard option to return to the dashboard.
Advanced Search	<p>Enables you to apply multiple filters to locate speed limits of interest.</p> <p>You can also access using  Advanced Search arrow (on bottom of screen). See under Searching in this table.</p> <p>See Search the NSLR for more details.</p>
<h3>Tools</h3> <p>There are a number of tools available in the NSLR to help you display information and find what you need.</p> <p><i>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).</i></p>	
<h3>RCAs</h3> 	<p>Click to see a list of all RCAs, displayed in alphabetical order.</p> <p>Click on an RCA in the list to zoom into that area. You will need to scroll to see more RCAs.</p> 
<h3>Bookmarks</h3> 	<p>Enables you to save locations as bookmarks. Click  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  beside the one you want. You will be taken to the relevant area on the map.</p> <p>To delete a bookmark, click the  (Delete) icon under it.</p>

	
<p>Filter</p> 	<p>Enables you to enter selections to locate speed limit records.</p> <p>See the Search the NSLR for details.</p>
<p>Basemap</p> 	<p>There are a number of different basemap options available in the NSLR. The default is NZ Light Grey Canvas Map (Vector).</p> <p>To change the style of the map select one of the basemap options.</p>
<p>Layers</p> 	<p>Layers are information that sit on top of the basemap and include airports, schools, NZTA traffic cameras, etc.</p> <p>You can switch layers on and off in the Layer pane.</p> <p>To select a layer click the  beside it. Once you have selected a layer the icon beside it changes from  to .</p> <p>Some layers have further options underneath, so click the  to expand and see more details.</p> <p>Click on the  to deselect the layer.</p> <p>Click on layer features on the map to bring up a pop-up with further details.</p> <p>Example: Traffic camera</p>  <p><i>Tip: See the Legend tab for information on what is represented on the map, which depends on the layer/s selected.</i></p>
<p>Measure</p> 	<p>You can display a measuring tool to measure distance and help you determine the correct start and end points for a speed limit.</p> <p>Clicking on the  tab will allow you to add points on the map that a ruler will appear between. Double-click to end the measurement.</p>

	 <p>Clicking on the  tab will allow you to add points on the map to form a shape and measure the area within the shape.</p>  <p>Click <input type="button" value="New measurement"/> to take a new measurement.</p> <p><i>Tip: You can change the unit of measure by selecting from the Unit dropdown list.</i></p>
<p>Statuses</p> 	<p>You can select to view speed limit records of particular status/es.</p> <p>Once selected the icon changes to navy blue .</p> <p>The speed limit areas have different opacity depending on the status.</p> <p>Icon options are as follows:</p> <ul style="list-style-type: none">  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 <p>Note that all migrated speed limits are certified in the NSLR.</p>
<p>Speed limits key</p>	

<p>Scale</p> <p>0.4 km</p>	<p>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).</p>
<p>Speed limits key</p>	<p>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.</p> <p>km/h</p> <ul style="list-style-type: none">  10  20  30  40  50  60  70  80  90  100  110


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. 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
- Speed Limit Record – once selected, type the speed limit record
- 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  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.*


 Use current location

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

▼ 12 Paisley Terrace, Karori... X 🔍

Filter

Apply filters to locate speed limits of interest.

Click  (**Filter**) (part of the Tools section).

Beta Filter X

▼ All Speed Zones

Please select the slider in the top hand side of the widget to apply or remove the filter

To view an RCA, please select from the list under the RCA icon found in the top right hand side of the map view

Category is
- All -

Selecting a category will hide all other categories

Status is
- All -


Selecting a status will hide all other statuses, alternatively you can select any combination of the status layers found on the right hand side of the map view. Note: The active layer is applied by default.

Speed Value is
- All -

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).


< Page 1 of 128 > Showing 1 to 50 of 6370 Reset Filters Clear Map View On Map

	Speed Limit Record Nam	Speed Category	Speed Limit Value	Status	Legal Reference	Reason/Applies To	RCA	Start Date	End Date	
	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	< dd/mm/yyyy	< dd/mm/yyyy	
<input type="checkbox"/>	Waiomu 50	Permanent	50 km/h	Submitted	Setting of Speed Limits 2f	Speed Area	State Highways	29/09/2010		
<input type="checkbox"/>	Onewa Interchange to 1	Permanent	80 km/h	Submitted	Setting of Speed Limits 2f	Speed Area	State Highways	27/06/2013		
<input type="checkbox"/>	Hardwicke Street 40	Permanent	40 km/h	Submitted	Christchurch City Council	Speed Area	Christchurch City	25/10/2019		
<input type="checkbox"/>	Yaldhurst Model School	Variable	50 km/h, 40 km/h	Submitted	Christchurch City Council	The presence of a school	Christchurch City	17/04/2017		
<input type="checkbox"/>	Mangere Bridge 50	Permanent	50 km/h	Submitted	Setting of Speed Limits 2f	Speed Area	State Highways	21/09/2017		


Enter values in the fields under the column names to filter the speed limits.


Tips:


You can enter the first part of a word to filter, eg per for permanent.

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 . Click again to sort in reverse order.

If there are multiple pages of speed limit records < Page 1 of 9 > Showing 1 to 50 of 434 click the arrows to move backward < and forward > between pages.


Click  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  to close the Advanced Search.

View speed limits


Overview

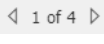
Speed limits are assigned to speed areas – areas on the map that represent your roads and speed limit areas.

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  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, urban traffic area, rural traffic area. The information displayed depends on the reason for the speed limit area.

There may be multiple speed limits on the area you have clicked. See [Rules for multiple speed limits per area](#).

Variable - The presence of a school	
Legal Reference	Christchurch City Council Speed Limits Bylaw 2005
Speed Limit Reason Name	The presence of a school
Lane Purpose	
Structure Type	
Status	Certified
Speed Value	50 km/h
Category	Variable
RCA	Christchurch City
Speed Limit Record Name	South New Brighton School
Last Status Change Date	02/05/2021
Start Date	11/10/2017
End Date	
Seasonal Recurring	
Lanes Out From Centreline	
Description	School zone 40km/h variable speed limits are subject to the following conditions: The speed limit is 40km/h when the variable speed limit signs are operating and the numerals "40" are displayed. The times during which the variable speed limit are permitted to operate are limited to: 35 minutes before

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 bylaw, speed management plan.
Speed Limit Reason Name	Reason for the speed limit. Options include: <ul style="list-style-type: none"> • Speed area • River Bed • Reserves • Cemetery • Car Park • Default Area • CBD • Rural Safety Intersection • Park • Beach • The presence of a school • Urban traffic area • Rural traffic area • Different numbers and types of road users or different traffic movements • The effects of changing traffic volumes, including to ease congestion • A crash risk posed by turning or crossing traffic • Changing climatic conditions • Other.

Lane Purpose	Used to indicate speed limit different due to lane purpose, either: <ul style="list-style-type: none"> • Bus Lane • Multiple Speed in the same direction • Opposing Speed difference.
Structure Type	Used to indicate speed limit different due to structure type, either: <ul style="list-style-type: none"> • Intersection • Overpass • Underpass.
Status	Status of the speed limit, either: <ul style="list-style-type: none"> • 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 Value	Speed limit in km/h, eg 50km/h.
Category	Type of speed limit, either: <ul style="list-style-type: none"> • Permanent • Variable • Seasonal • Emergency.
RCA	RCA responsible for setting and maintaining the speed limit.
Speed Limit Record Name	Name assigned to speed limit record. Use the format: <Road or Township or School Name><Speed Limit>, eg Redwood Place 40, Lincoln 80.
Last Status Change Date	Date record status was last updated.
Start Date	Date speed limit applicable from.
Lanes Out From Centreline	Used to denote where difference in speed limit for specific lane. Indicates lanes out from centreline that speed limit applies to.

Additional fields for Variable speed limits


Description	Explanation of when and why variable speed limit exists.
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Additional fields for Seasonable speed limits

End Date	Date speed limit applicable to, ie when the speed limit ends.
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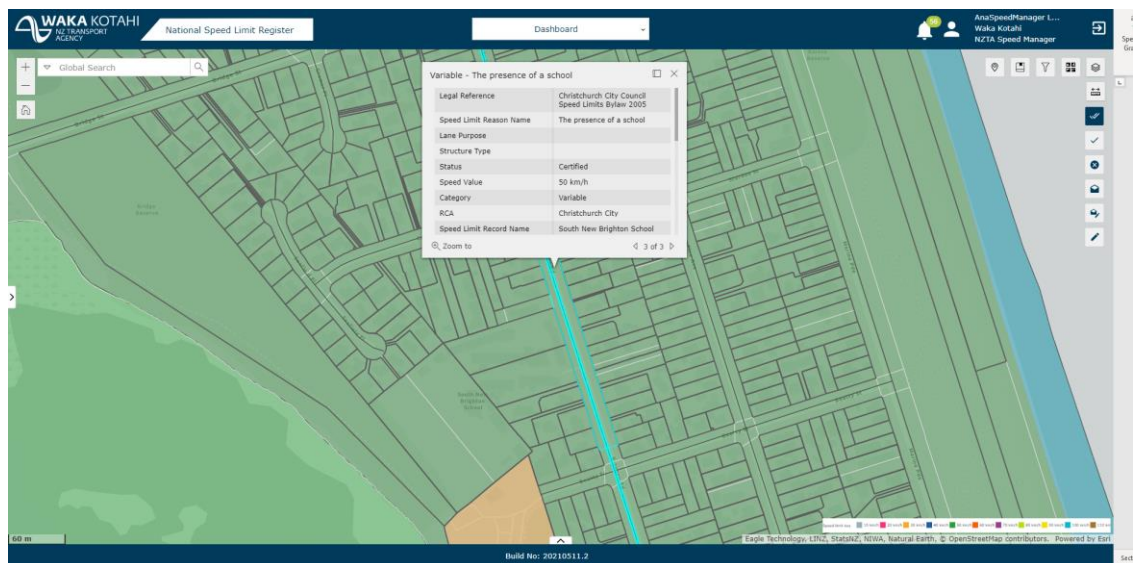
Seasonal Recurring	Indicates the seasonal speed limit reoccurs.
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Description	Explanation of when and why seasonal speed limit exists.
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4. Click  (**Close**) to close the speed limit information.


Map display

Example of speed limit information.



Closing down

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.