

Environment Online

Using the map feature

A reference guide

October 2025



Government of **Western Australia**
Department of **Water and Environmental Regulation**

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1 Introduction

This guide is intended for users who are already logged into the Environment Online.

If you only need to check a shapefile, verify a map location, or perform a preliminary check before submitting an application, you can access the [Interactive Map](#) without logging in.

For more information on how to use this Interactive Map, please see associated guide.

2 When to use this guide

This guide is intended for external users (non-DWER employees) who have logged into Environment Online portal and are in the process of submitting an application, where they may be asked to provide spatial information in the form of a shapefile (ZIP format).

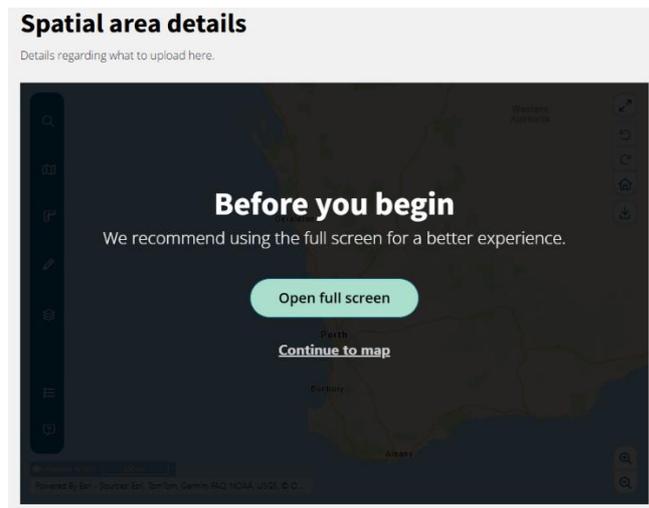
For the best experience, we recommend completing this task on a desktop or laptop computer using a supported web browser.

3 Starting the map

Start using the map by clicking one of the following:

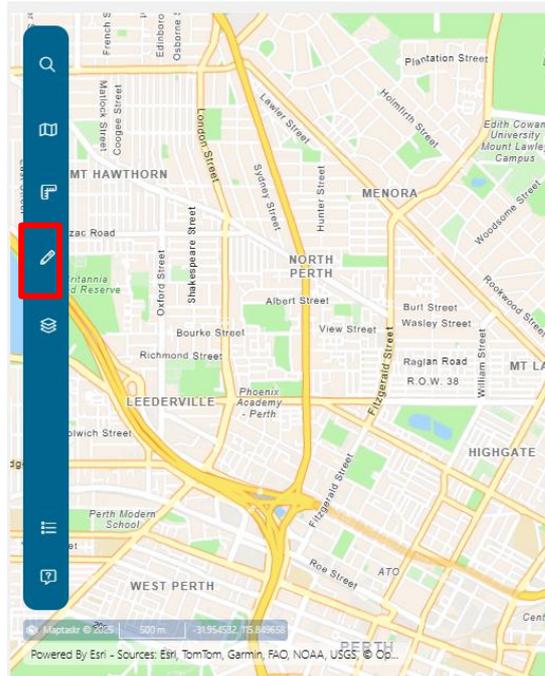
Open full screen – Selecting this option will maximize the map to your browser page. You can minimize the map using the expand  button at the top right corner of the map at any time to take you back to your Environment Online application page.

Continue to map – Selecting this option will maintain the size of the map within your application page.

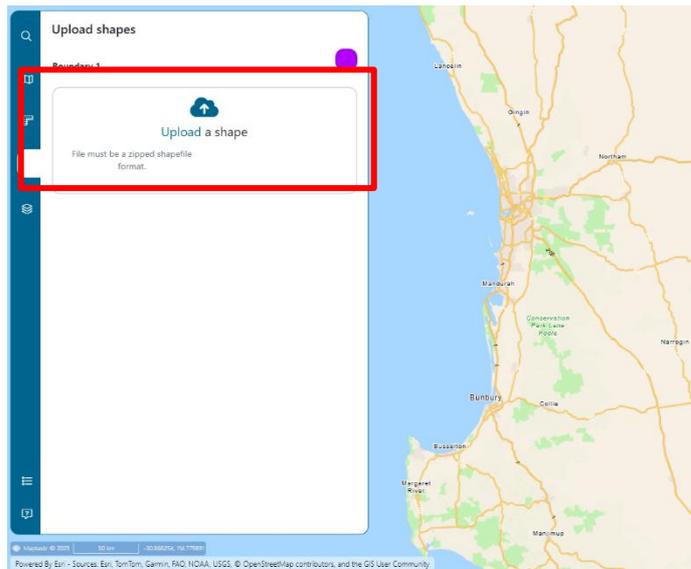


4 Upload a shapefile

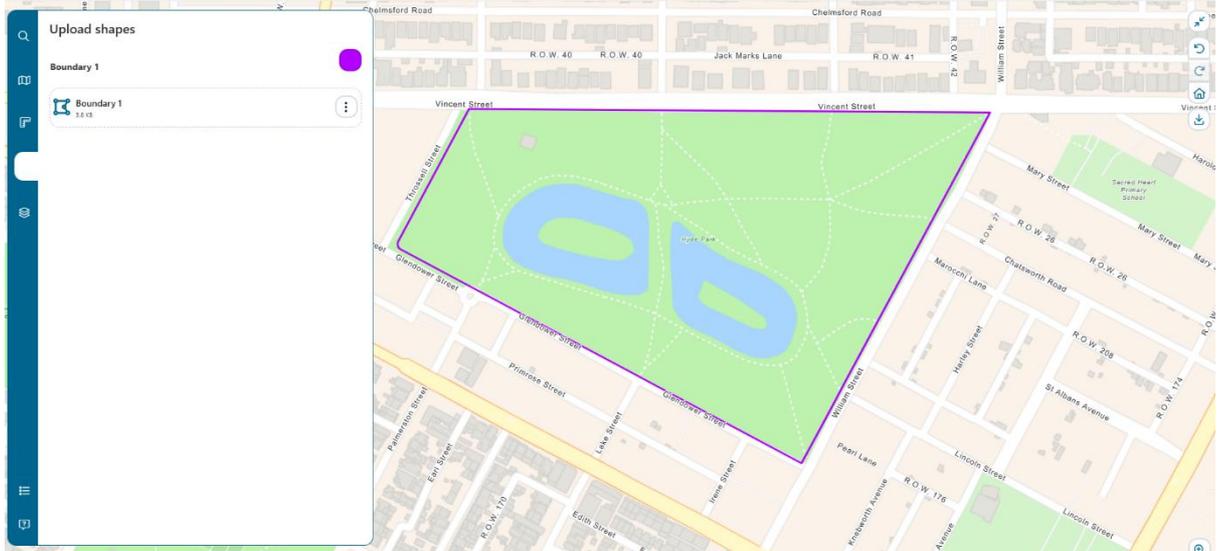
1. Click the pencil icon  on the left-hand pane to bring up the **Upload shapes** navigation window.



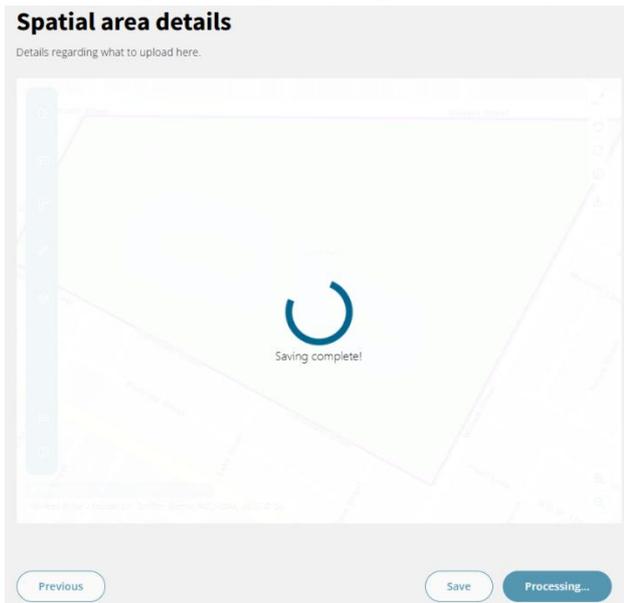
- 2. To upload a shape file, you can either drag your file directly into the **Upload a shape** control box or click on it to select your file. The file must be in a zipped shapefile format.



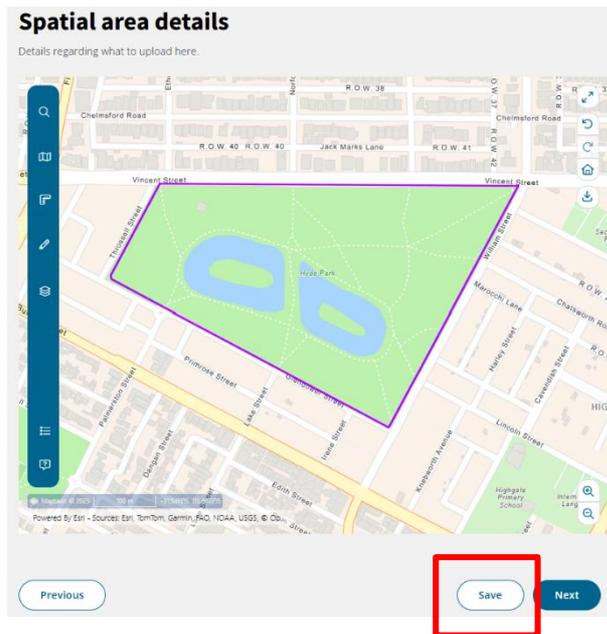
- Once uploaded, your shapefile name and boundary will be displayed on the left-hand function window and map, respectively.



- The duration of the shapefile upload is depending on the size of the shapefile. The window might display the progress of the upload before completion.

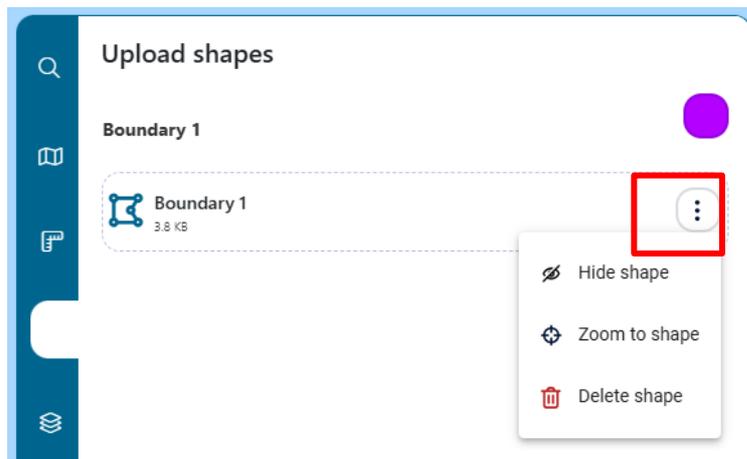


- Once uploaded, ensure to click **Save** and then **Next** to progress with your remaining application.



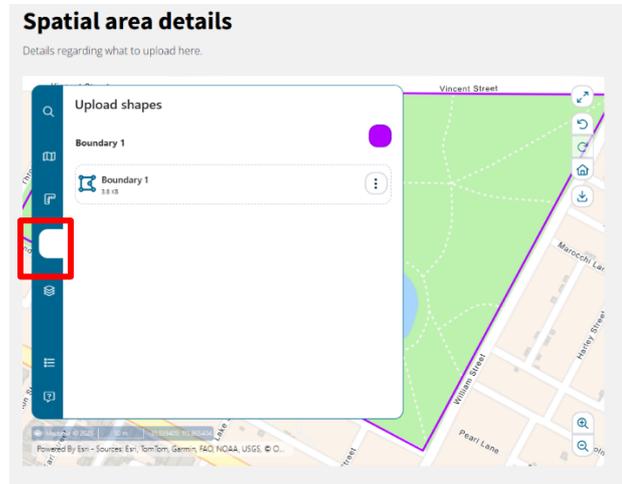
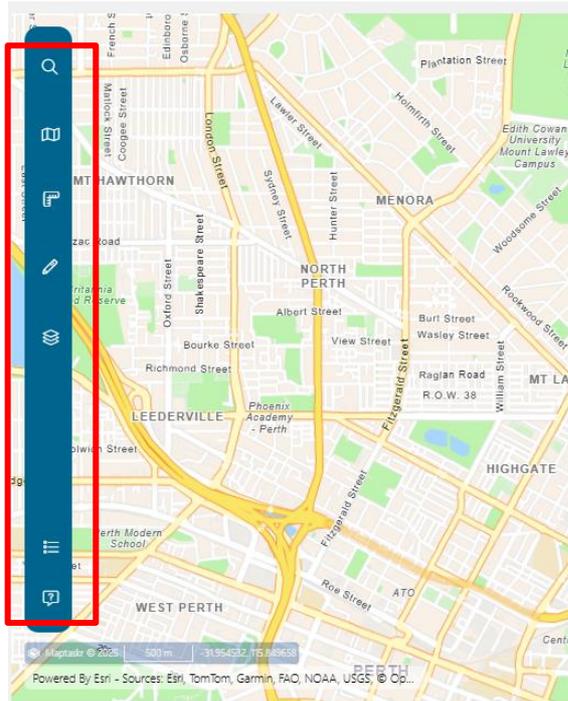
5 Hiding, zooming into and deleting a shapefile

The three-dot icon can be used to toggle the visibility of your boundary shape, zoom in or delete function.



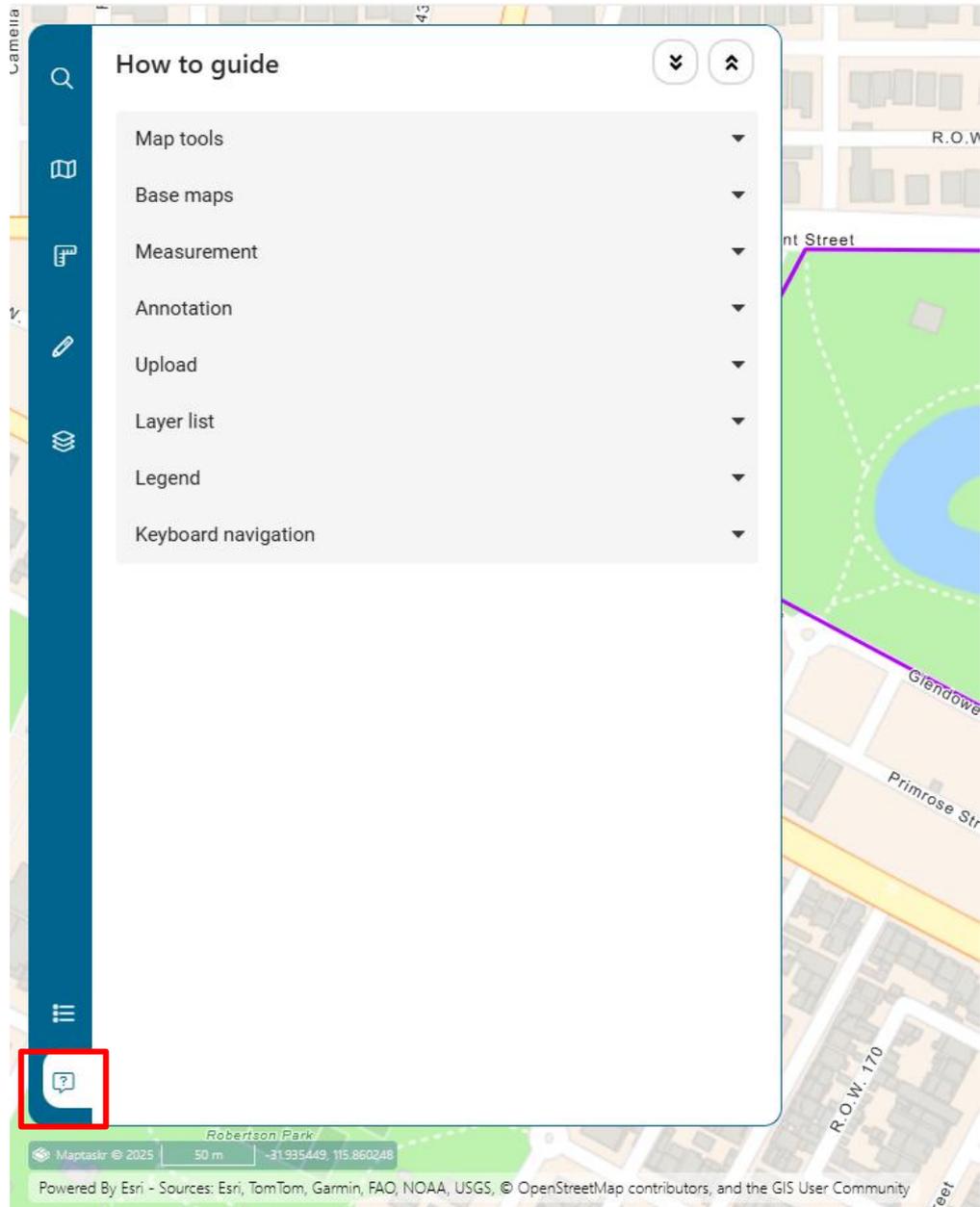
6 Opening and closing function windows

Click an icon on the left-hand side to open its corresponding function window. To close the window, simply click the same icon again.



7 More map functionality

For more information how to navigate the map functionality, click the **How to guide** icon on the bottom left of the function panel.



8 Returning to your application

If you're viewing the full map, click the minimize icon  in the top-right corner of the map window to return to the application view.

If you're already in the application window, make sure to click **Save** before proceeding to the next step of your application.

9 Support and troubleshooting

If you encounter any issues or require additional help while using this guide, there are several support options available to assist you.

Account and Login

For help with accessing your account, resetting your password, or resolving login error, a self-service guide is available on [Environment Online - Get started](#).

Guidance and help materials

A wide range of related materials, resources and user guides are also available on the [Environment Online website](#). We encourage you to explore these for further guidance.

Contact support

For EO technical or system-related assistance, you can reach out to our support team during business hours 8.30 am – 4.30 pm, Monday to Friday via [Environment Online - Support](#) and select your support type enquiry.

Submit feedback or issues

You can also log issues, suggestions or feedback through the [Environment Online - Issues and feedback](#) by selecting your enquiry type. This helps us improve and address common challenges faced when using the system.

