

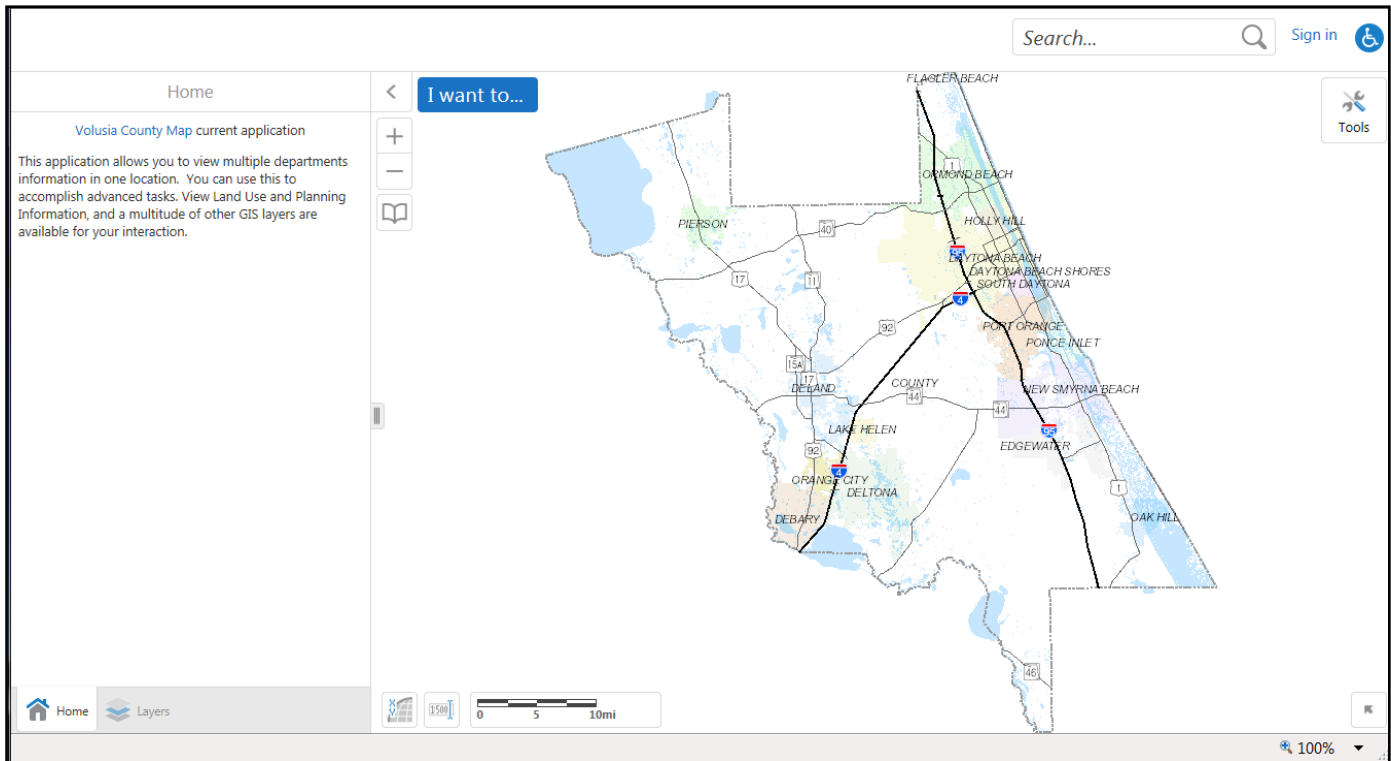
Interactive Mapping FAQs

Web Brower Requirements

Since this site is dynamic you will need to adjust your browser caching. Most browser settings by default will cache previous pages to reduce page load times.

This site uses popup windows for specific functionality such as printing and saving map images. Browser popup blockers should be configured to allow popups from the application site.

Interface Components



Tools – This is located at the top right of the screen and includes tools for map navigation, query, markup and graphical selection.

Map – This window is used to display the main map.

Sidebar – This located on the left side and contains separate forms for layer display management, tabular query, markup feature management, etc. When the map is first opened, it is the Home Page.

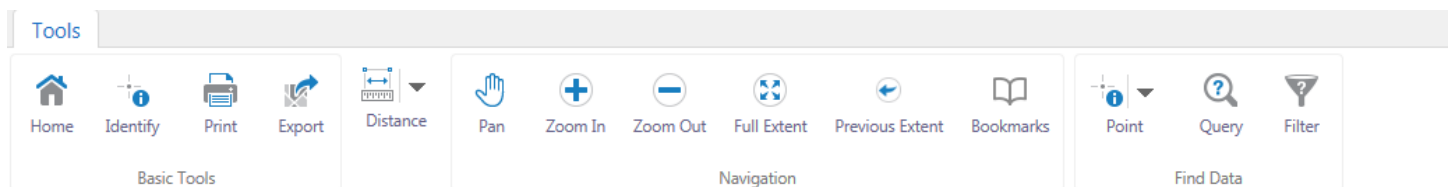
Results – *Not shown, it will appear in the sidebar when accessed.* It contains map and tabular query results. (E.g. Identify, Selection, Buffer, Query, Tabular Selection, etc.)







Use the Search bar on the top right for addresses, streets, or parcels.

Basic Navigation - Click and hold on the map with your left mouse key to push the viewing area around (Pan). Use the + and – (or use your mouse wheel) to zoom in or out. There are also tools in the Tools menu that facilitate navigation.









Tools



	Home	Initial view.
	Identify	Click on the map, the results will display in a results window on the left.
	Print	A form will first appear to collect user input. Choose the template, enter a map title, adjust the scale, and miscellaneous comments. Three types of output formats exist; .pdf, .jpeg and .png. Use the pdf format to quickly generate a map for printing.
	Export	Export a Map Image.










Distance icon allows multiple options to select data on the map. These are shown below.




	Measure Length	Click two points on the map. Additional mouse clicks will continue the measurement line. Both the segment and total distance will be displayed in a separate window. Double click to stop the measurement.
	Measure Area	Click on the map. Each click will define a measure area. A minimum of 3 points will be needed to define the area. The measure results window will update with each click.
	Pan	Click and drag the map, release the mouse button.
	Zoom In	Drag a box on the map to zoom in.
	Zoom Out	Click on the map. The map will zoom out 20% and center on the clicked location. You can also click and drag to zoom out.
	Full Extent	Show whole map.
	Previous Extent	Returns to previous map display.
	Bookmarks	Bookmarked Locations for easier navigation.



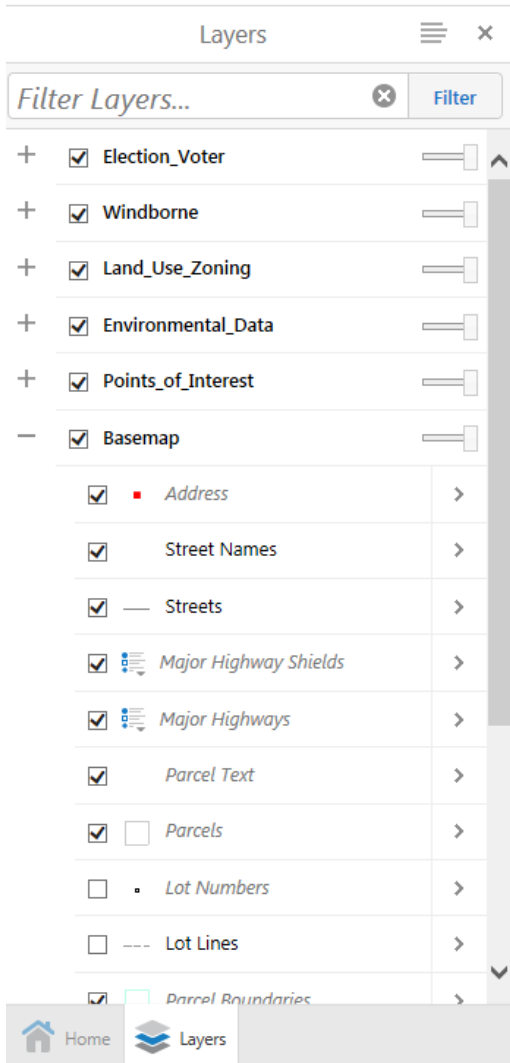
This icon allows multiple options to select data on the map. These are shown below.

	Select Point	Click or tap a select a location on the map.
	Select Freehand	Click/tap and hold down, then draw a freehand shape.
	Select Polyline	Draw a line of interest along the map. Double-click/tap to finish.
	Select Polygon	Draw a shape on the map. Double-click/tap to finish.
	Select Rectangle	Click or tap and drag to draw a rectangle on the map.
	Query	A window appears on the left. Choose your data source, map area, and enter your search criteria.
	Filter	A window appears on the left. Choose your data source, map area, and enter your filter criteria.

These tools are available after making a selection or query.

	Buffering	Enter distance and choose units for buffer.
	Add Results	Add to the results chosen earlier.
	Subtract Results	Subtract from the results chosen earlier.





Sidebar Menu



Map Layer and Legend Display

Map layer visibility control and legend display is found in the Layers Table of Contents (TOC) sidebar menu.

Each major category may contain multiple map layers. In some cases layers may be organized in groups or group layers. Clicking on the plus **+** or minus **-** icons in the tree view will expand or collapse the section of the TOC. Group layers will display as a folder **+** icon.

To better help identify the type of layer (point , line  or polygon ) , without having to expand the layer to view the legend, an icon is displayed next to the layer name. Click this icon  when clicked shows the legend for that layer. Click it again to collapse the legend.

To turn on or off the display of a map layer just click the mouse to check or uncheck the box next to the layer.

The **>** on the right also exists for the map layer. Options include the ability to zoom to the full extent or visible scale of the layer and to display metadata. Click the X to the right of the layer name to return to the TOC.

Why does the layer not display when checked on?


There are two reasons. 1) The layer has scale dependencies set which prevent the layer from displaying unless the map scale is in the designated range. It is easy to tell if a layer is scale dependent as the layer name and legend will be “dimmed out” if out of scale range compared to when the layer is within the range of the current scale. 2) The parent group layer is turned off. If the layer is checked on, and is available to display within the current map scale, then check to make sure the group and its parent group are both turned on.


Why does the layer not display when Zoom to Layer is selected? This is because the layer has a scale dependency defined. Adjusting the map extent to display the entire layer results in a map scale that exceeds the maximum scale for the layer.

How can you tell that scale dependencies are set on a layer? The layer name is greyed out. See layer list above left.

Queries

Use the query tool, choose your data source, map area, and enter your search criteria. To perform a query, type in the search criteria and click the search button. A table will display the selected records.

A right-click on the select arrow  and the map will display the corresponding selected feature and the details for that results.

A right-click on the  icon will display a context menu. From this menu the user can pan to or zoom to a record. This is especially useful when a selection spans a large geographic area.

Query ☰ ✕

Data Source: Streets ▾

Map Area: All ▾

Find results in Streets where:

All of the following must be true

At least one of the following must be true

NAME ▾ contains ▾ swallow ✕

[Add Condition](#) [Add Subclause](#)


Search Cancel


← Streets (18) ☰


- SWALLOW ST > ...
- SWALLOW ST > ...
- SWALLOW ST > ...
- SWALLOW ST > ...
- SWALLOW ST > ...
- SWALLOW ST > ...
- SWALLOW ST > ...
- SWALLOW LN > ...
- SWALLOW LN > ...
- SWALLOW TAIL DR N > ...


Displaying 1 - 18 (Total: 18)


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The  icon in the upper right of the results window allows multiple options for your data selection.


 **Switch to Table**
View results in table format


 **Zoom to All**
Zoom to extent of all results


 **Show Buffer Options**
Identify features near these results


 **Export to CSV**
Export results to CSV


 **Export to XLSX**
Export results to XLSX

 **Export to Shapefile**
Export results to Shapefile


 **Open Saved Results**
Choose from a list of saved results to view them

 **Save Results**
Save the list of results for future use

 **Combine Results**
Perform advanced operations with multiple lists of results

 **Remove from Results**
Remove this feature set from the current collection of results

Buffering Records

Selected records in the results window can be buffered by a specified distance to select additional features from the same layer or a different layer. To begin the buffer operation, click the buffer icon  from the result window toolbar. This will expand the buffer form and provide options for choosing the distance criteria. When the buffer operation is completed the map will display the buffer results and the results window will update with the new selection. Choose the layer from which you would like the results (parcels).

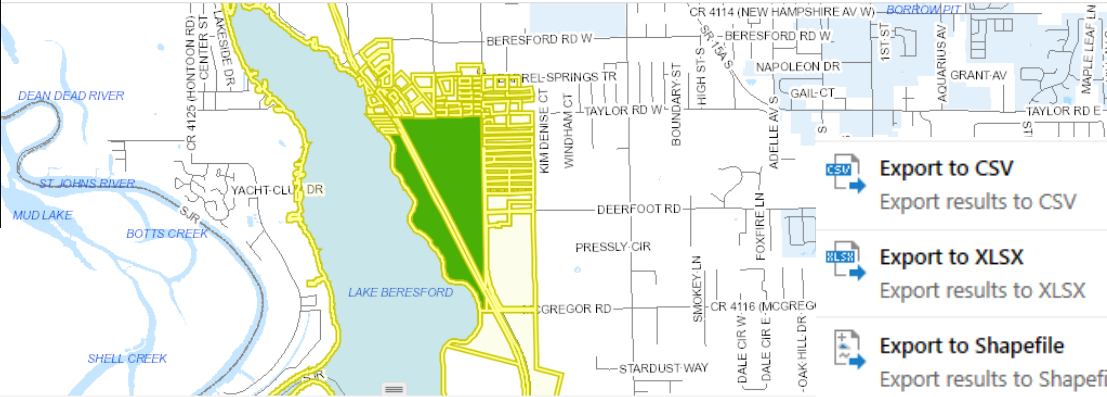
Buffer Options ✕


Distance


Units Feet (ft) ▾


Write to Drawing Layer

Clear Cancel Continue




 **Export to CSV**
Export results to CSV

 **Export to XLSX**
Export results to XLSX

 **Export to Shapefile**
Export results to Shapefile


Identify Results (77) ☰ ▲ ✕

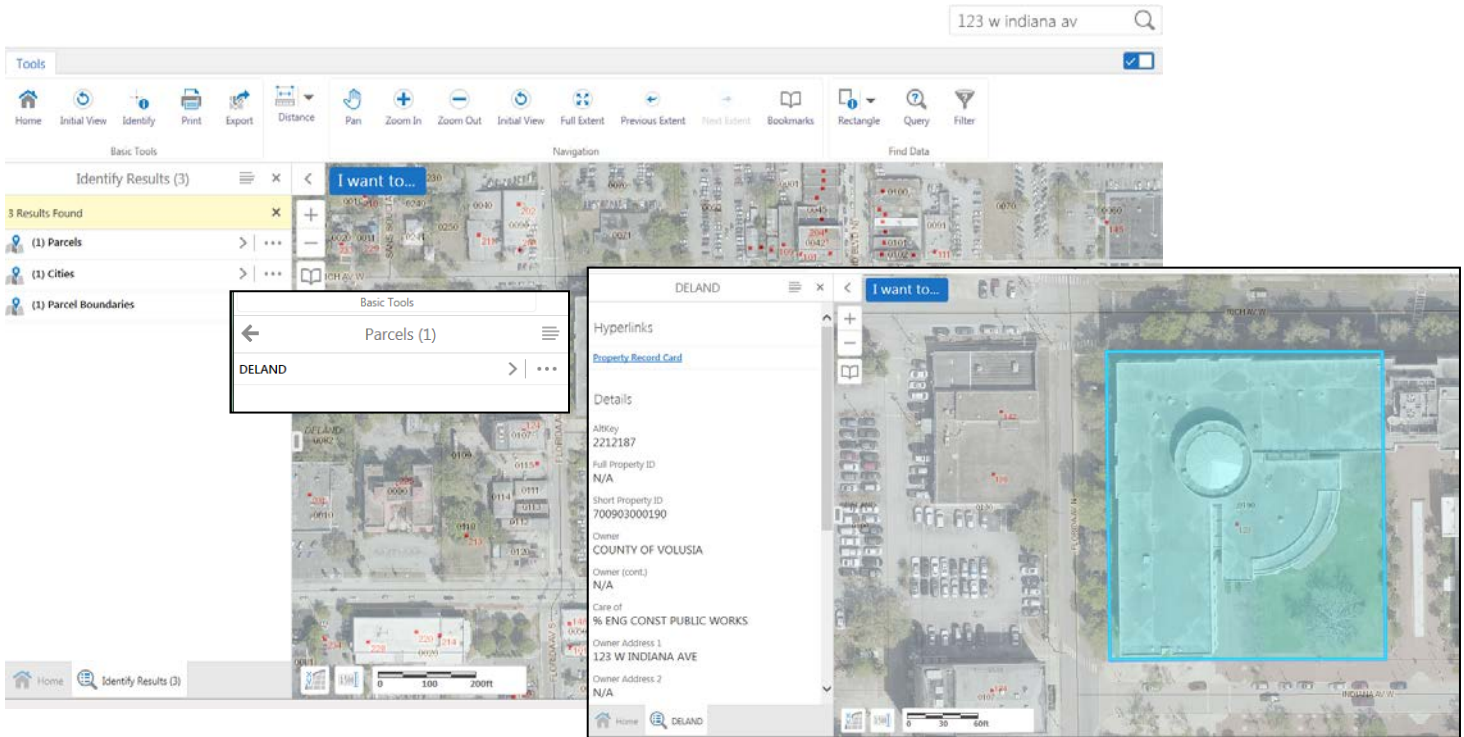
Parcels	Full Property ID	Short Property ID	Owner	Owner (cont.)	Care of	Owner Address
...	5148343	19173000000024	7019000000024	REINHARDT KENT R		1536 DEER MOS
...	4087524	191730000000212	70190000000212	SMITH ROGER STANLEY		1520 DEER MOS

Choose this icon  to get to the tools. Choose the format for your export. You will be notified that a file is about to be downloaded.

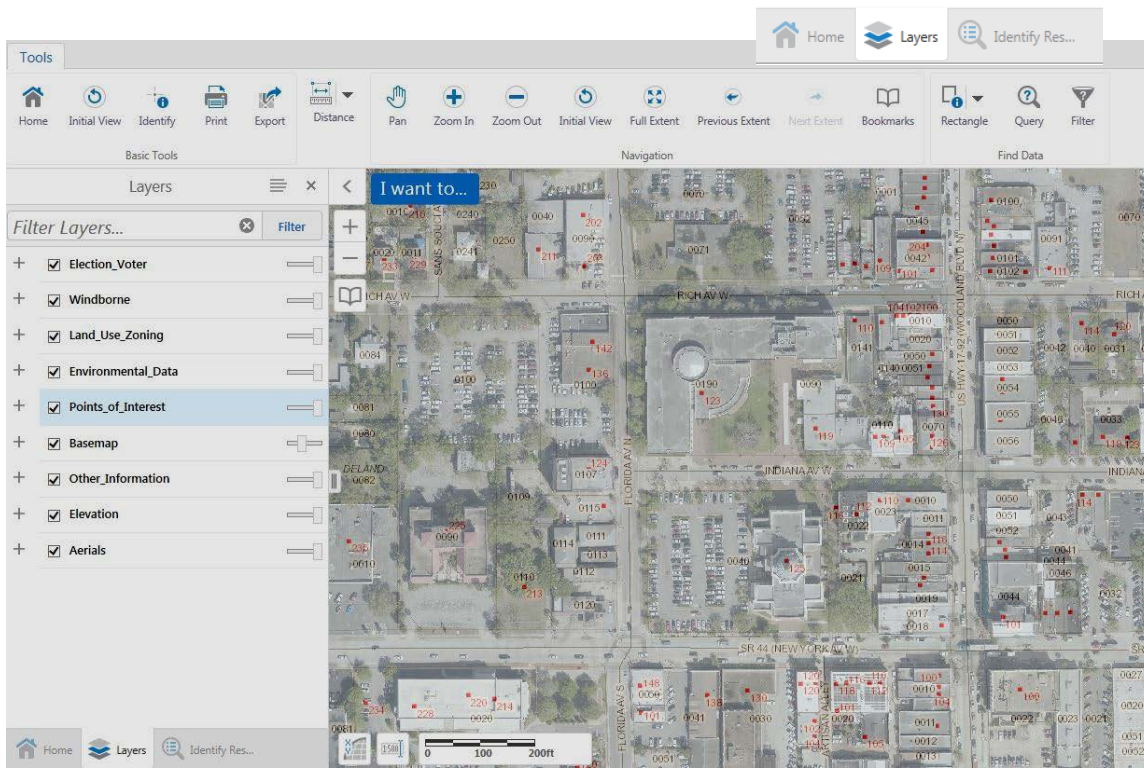
For mailing labels use either .csv or .xlsx and import into your favorite software to create the labels.


I just want to point at a parcel and get to the Property Record Card.

Zoom in until you can turn on the parcel lines and identify the one you want. Mouse click on the Identify Tool, pick parcel (this will stay as the Identify default), and click on the parcel desired. The identify results will appear, click the mouse on the selection arrow  of the feature (twice) to see the link to the Property Record Card. Clicking the link will open in a new window.



Why can't I see the aerials? Or what is covering up my map?



In the table of contents window, choose  Layers at the bottom.

The slider bar on the right side of the Layer name is for transparency. Move it to the desired level of transparency.

This example shows the Basemap being adjusted for the city boundaries.