

# 2016 MyGeoNav Instructions

## Basic navigation and zoom:

To Pan around the map:

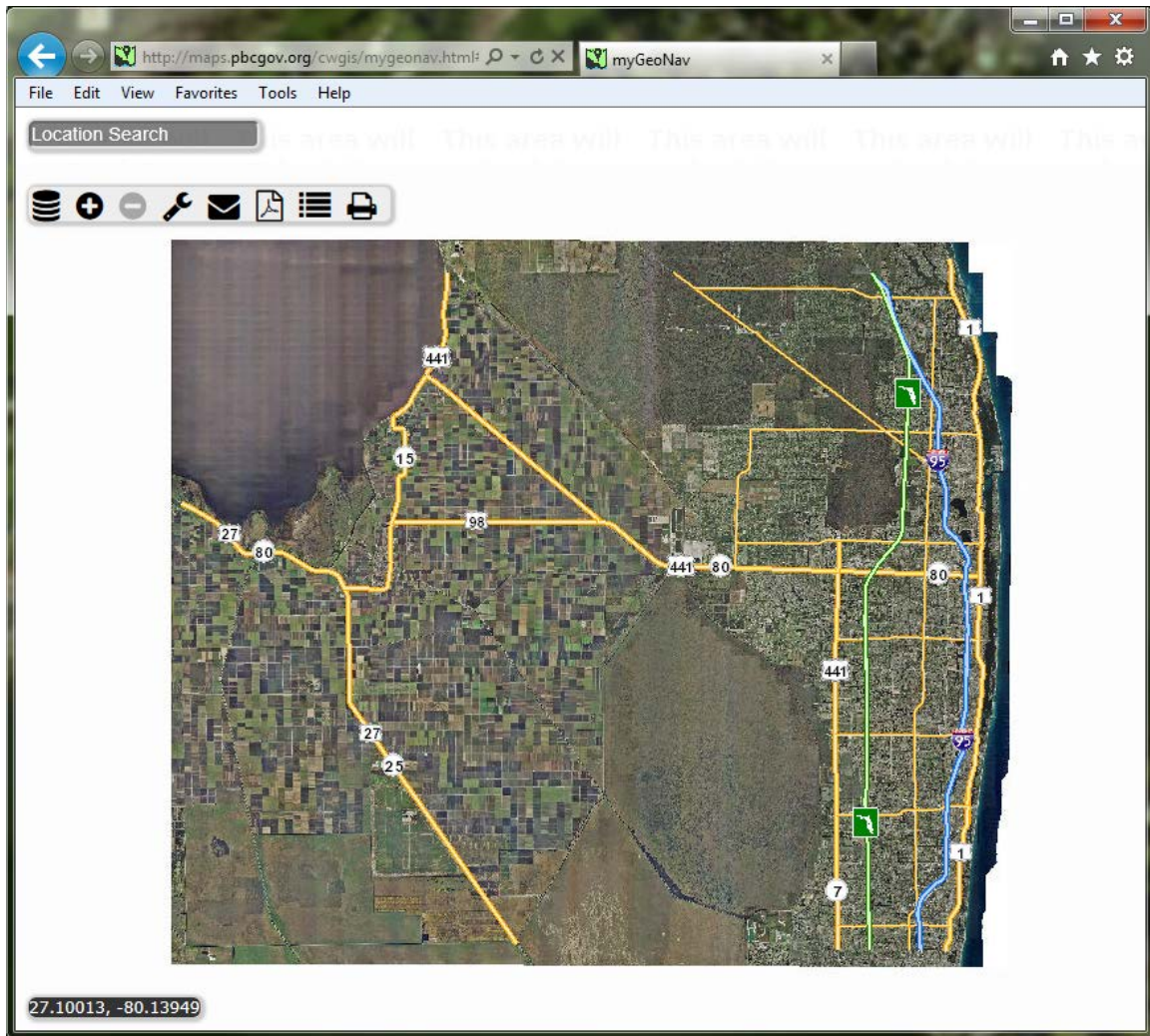
- Click anywhere on the map and hold the button down until 4 directional arrows appear which will then allow the mouse to be moved in any direction panning around the map.

To Zoom into the map:

- Hold down the 'Shift' key and click and drag the mouse to create a red box which will zoom to that area when released.



Buttons that allow the user to zoom in and out.

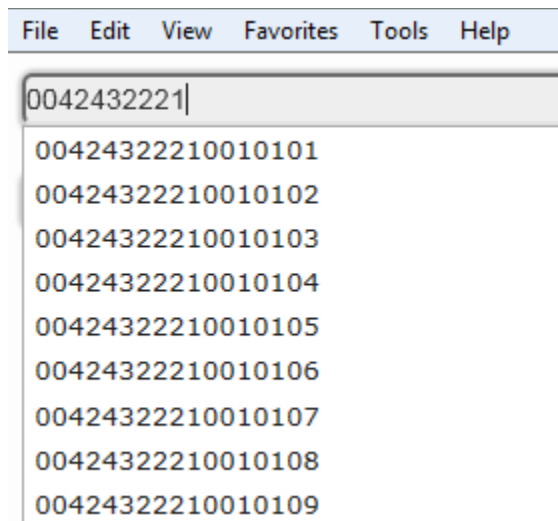


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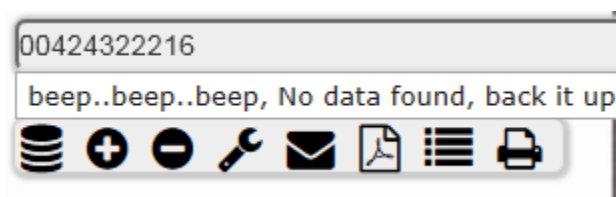
Below is the any search textbox and the Toolbar.



The any search uses predicative text. As typing continues the predicted text will appear below the textbox and can be selected. The arrow keys can be used to tab down to the selection followed by hitting the 'Enter' key as well as using the mouse to select the chosen record from the dropdown list. If there is no predicted text it means there is no entry for that record in the system.




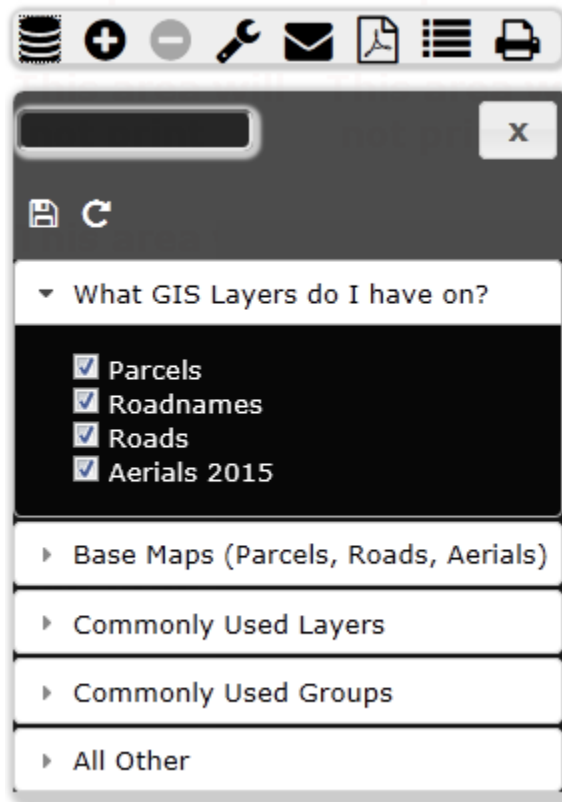
If there is no predicted text it means there is no entry for that record in the system and an error will be displayed.



The any search textbox allows the user to search for address, owner, pcn, city, park, schools.....Almost most anything in the GIS database.

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The first icon  on the toolbar opens a dropdown menu:

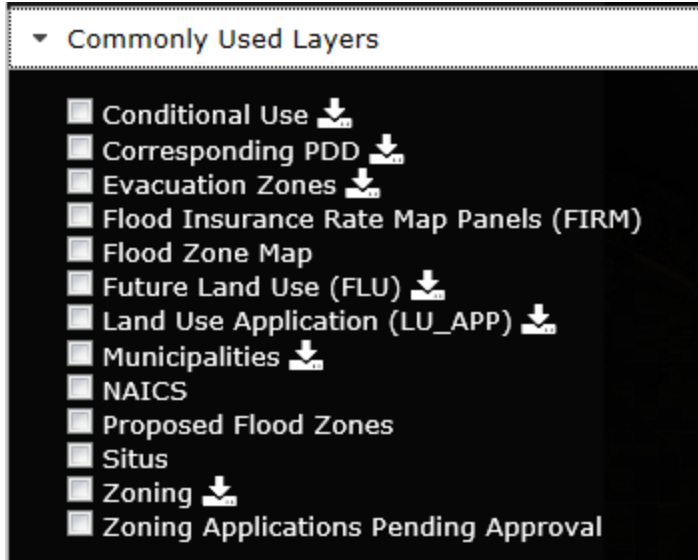


"What GIS layers do I have on?" displays the default layers on the map as well as any other dataset added to the map.

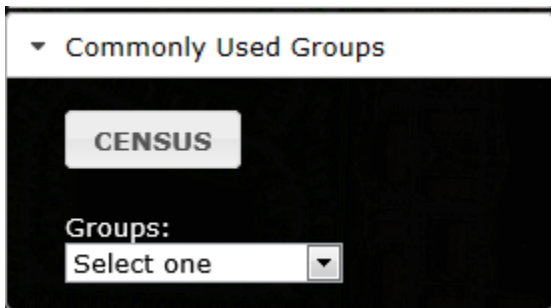
**Base Maps** allows the user to toggle on and off parcels and roads as well as various aerials by date.



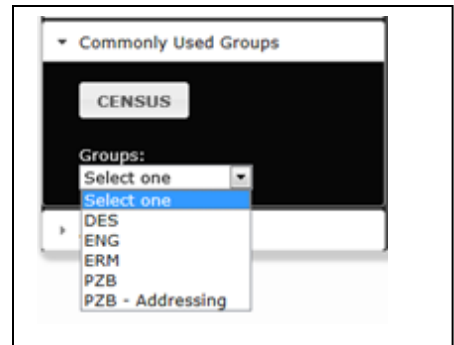
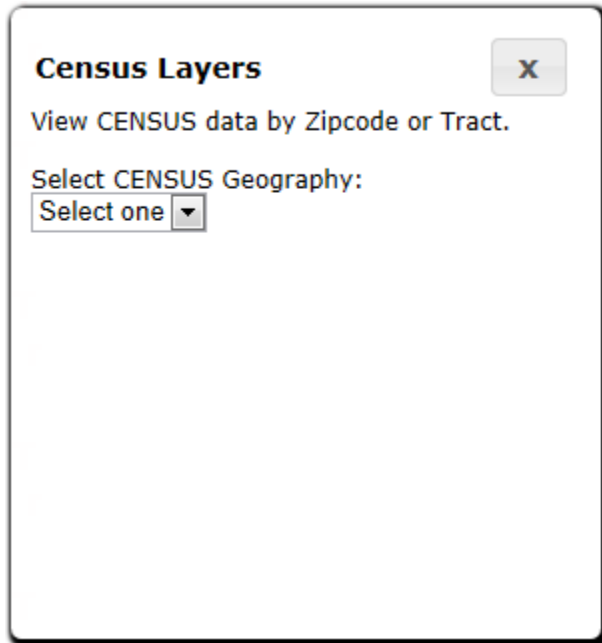
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**Commonly User Layers** allows users to select various layers that are the most frequently used.

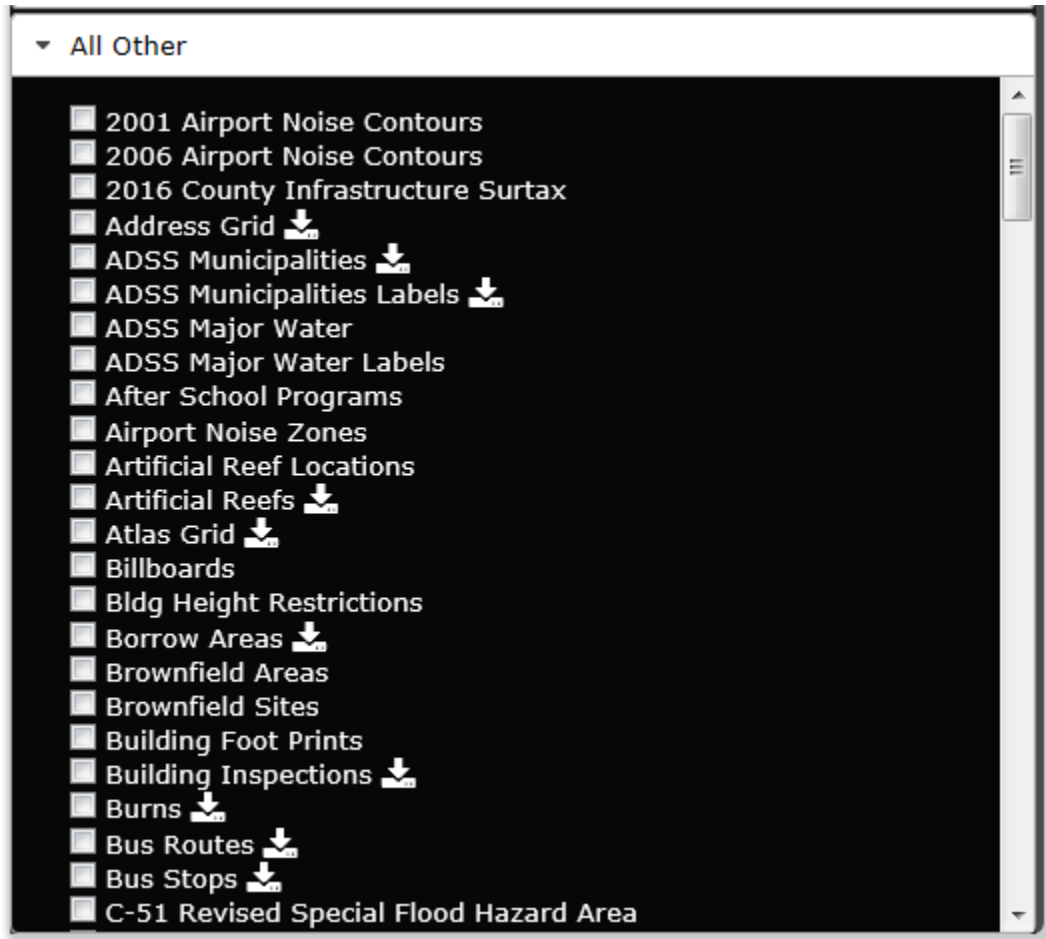


**Commonly Used Groups** contains Census Data by zip code or tract. Grouped datasets of multiple layers by department can also be displayed.



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All Other contains a large list of every available PBC dataset to display



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The wrench icon open up the Tools:

**Tools** X

View maps or get directions at:

Bing

Google

Pictometry

Measure Click and hold to draw a line

Enter N,S,E or W & Distance(ft)  
Click button then select a point on the map

N 300 Select Point on Map

Advanced Tools

Once a parcel is selected on the map it can be viewed by selecting **Bing, Google or Pictometry** Maps under Tools.



Use the **Measure** Tool to calculate distances.

**Measuring** X

Distance: 71.061 feet / 0.013 miles

Distance: 71.061 feet / 0.013 miles

Finished Measuring

Total Distance: 142.121 feet / 0.027 miles

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the **Advanced Tools** allows the user to upload a spreadsheet, select parcels, select parcels with a buffer and get parcel reports

**Advanced Tools** [X]

Upload a spreadsheet by:

Parcel Location Address Remove

Select parcels:

Select Parcels on the Map

Select Parcels in Map Extent

Clear Selected Parcels

Select buffer below. Limit: 1 mile, or 5,280 ft.

1/2 mile

1 mile, or value (ft.):

Select Parcels Using Buffer

Select parcels with buffer:  
Multiple distances can be entered (300,500)  
Max. Buffer: 1000 feet:

Go

Select parcels and get a report:

Excel Report PDF Report

The screenshot shows a dark-themed web interface for 'Advanced Tools'. It has a title bar with a close button 'X'. The main content is organized into sections: 'Upload a spreadsheet by:' with buttons for 'Parcel', 'Location', 'Address', and 'Remove'; 'Select parcels:' with buttons for 'Select Parcels on the Map', 'Select Parcels in Map Extent', and 'Clear Selected Parcels'; 'Select buffer below...' with radio buttons for '1/2 mile' and '1 mile, or value (ft.):' followed by a text input field containing '0', and a 'Select Parcels Using Buffer' button; 'Select parcels with buffer:' with a note about multiple distances and a max buffer of 1000 feet, followed by a text input field and a 'Go' button; and 'Select parcels and get a report:' with buttons for 'Excel Report' and 'PDF Report'. Four callout boxes on the right side of the interface provide instructions for each of these main sections.

Excel spreadsheets can be uploaded and mapped based by **Parcel**, **Address** and by **Location**. Selecting the **Remove** button will remove the spreadsheets and their selections.

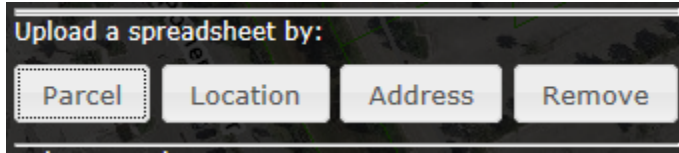
Choose from 1/2 mile, 1 mile or enter a value in feet to create a buffer. Next click the **Select Parcels Using Buffer** and make a selection on the map. The highlighted selections will appear in purple.

Once a parcel is selected a value can be entered in the **Select Parcels with buffer** textbox followed by clicking on **Go**.

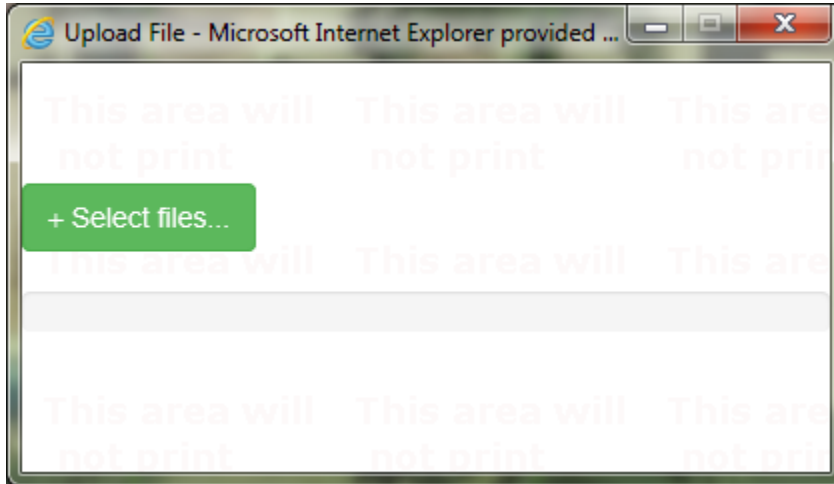
Last the users can **Select Parcels and get a report** in either Excel or PDF format.

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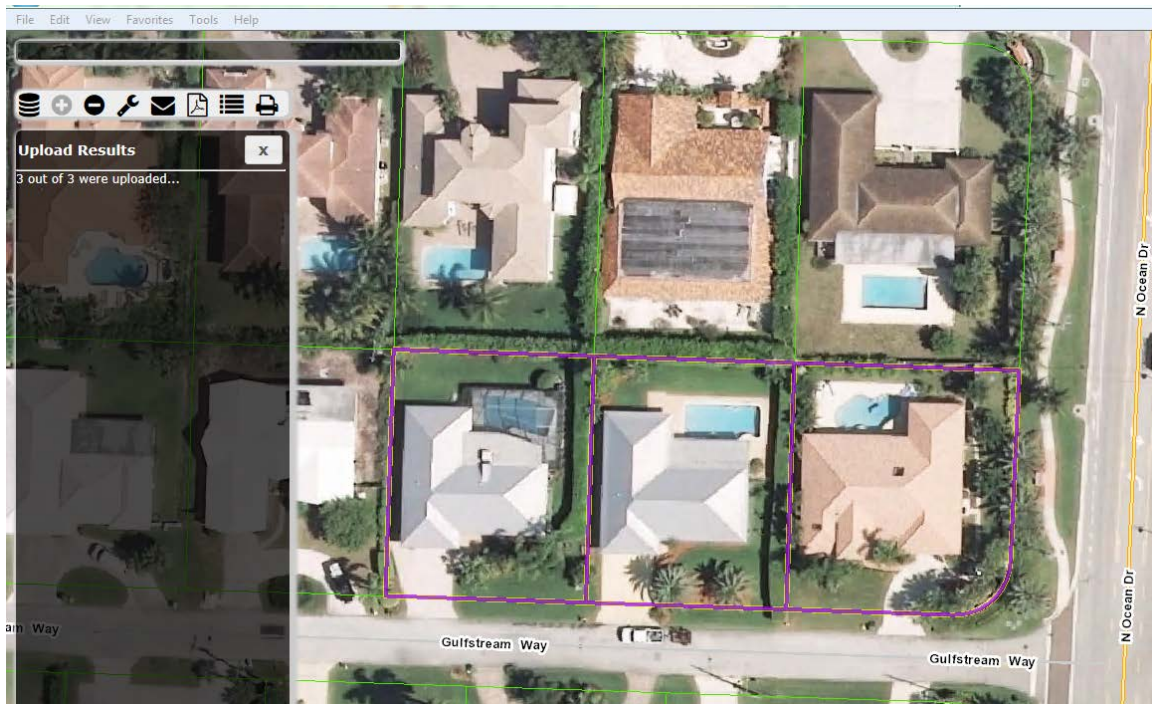
To **upload a spreadsheet** choose a type based on Parcels, Location or Address.



Click on Select Files and navigate to the spreadsheet you would like to upload and select Open.



Once the file has uploaded the application will zoom to the results.





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The corresponding search fields in the excel spreadsheet must be formatted properly in order for the uploads to work correctly.

	A	B	C	D	E
1	PARID	OWNER_NAME	ADDRESS	X	Y
2	56434222040002700	ESPOSITO ROBERT	1240 GULFSTREAM WAY	850000	900000
3	56434222040002900	BURNETTE STEVEN R & JUDY C	1250 GULFSTREAM WAY	850500	900500
4	56434222040002910	DALLVECHIA VIRGINIA	1260 GULFSTREAM WAY	850500	900000

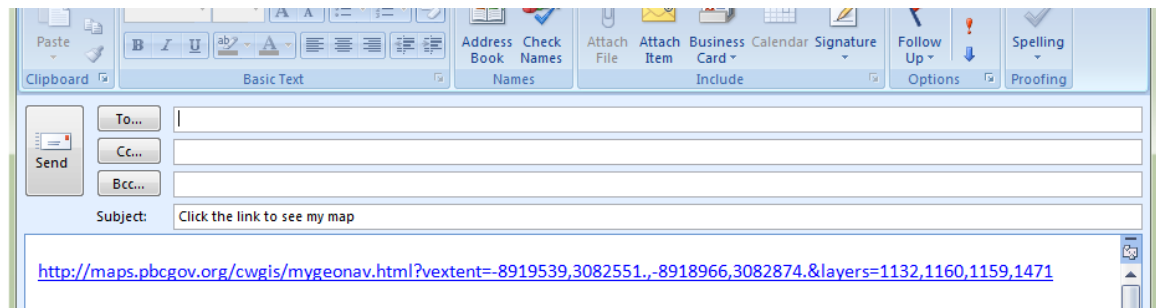
-Parcels or PCN numbers must be labelled PARID

-ADDRESS must contain the number, the street name and street type in one field

-Location can be labelled by X,Y or LONGITUDE, LATITUDE or LONG, LAT.



Clicking the mail icon allows the users to send their map via email.

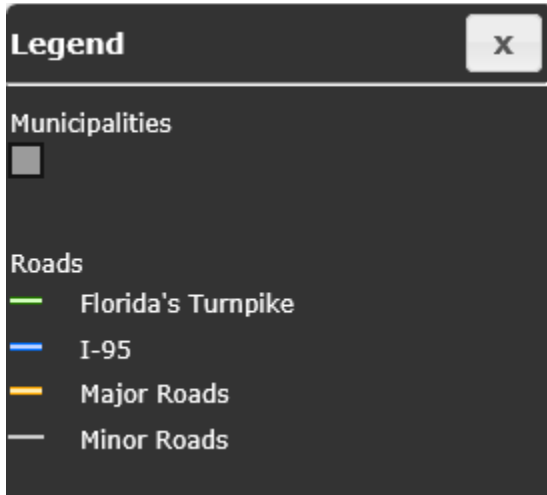


Clicking the PDF icon will export the map extent into a PDF document in a web browser.

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Legend shows which layers are displayed.



Print Menu allows for printing maps in several templates.

