

Help Document for Parcel Explorer 2.0

Basemaps

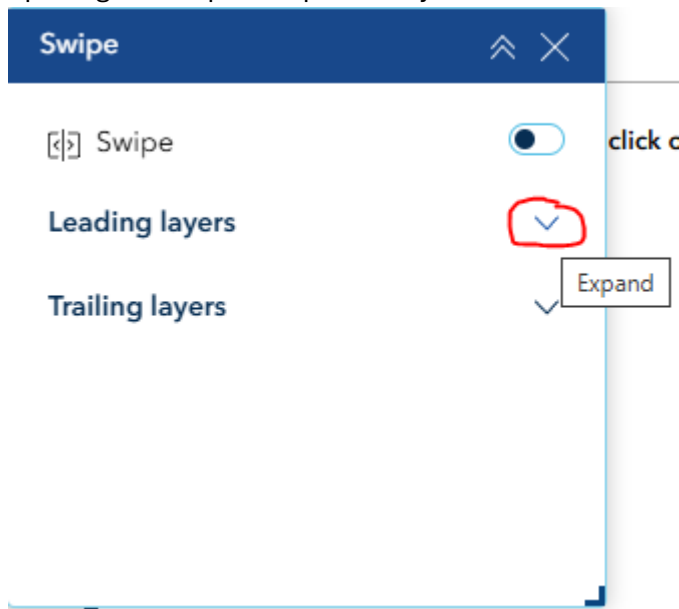
Basemaps gives the user a choice of 6 graphic backgrounds and 6 recent Aerial Photos to have as a map background.

Layers

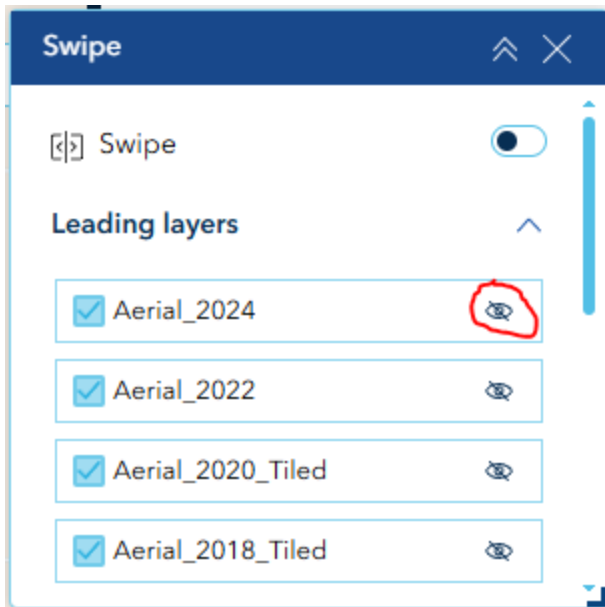
Allows the user to see additional information within the map itself. Additional layers include Parks, Trails, Voting Districts, Flood Zones, Soils and more.

Swipe Tool

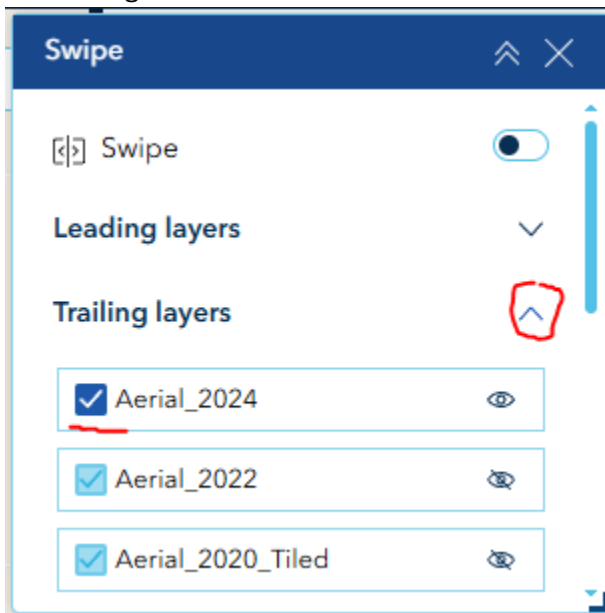
1. Opening the Swipe Tool presents you a menu with a menu like this.



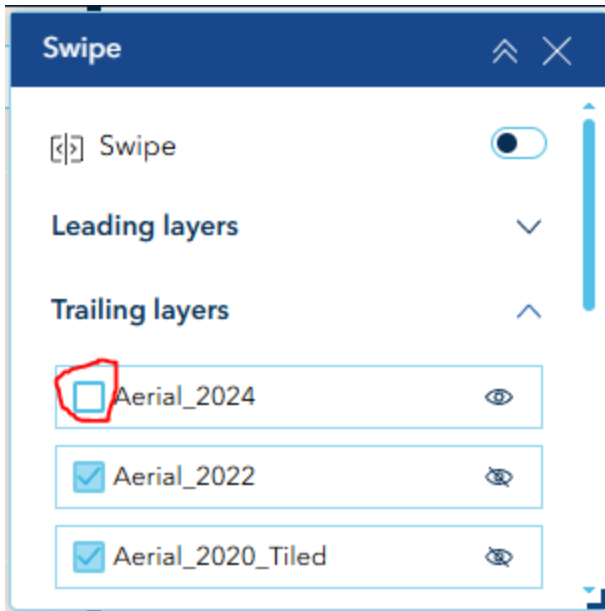
2. Expand the LEADING LAYERS (The photo will show on the left of the swipe tool) using the Down Arrow that is circled above.
3. Select the layer that you want to see on the left-hand side by clicking the eye next to the layer name.



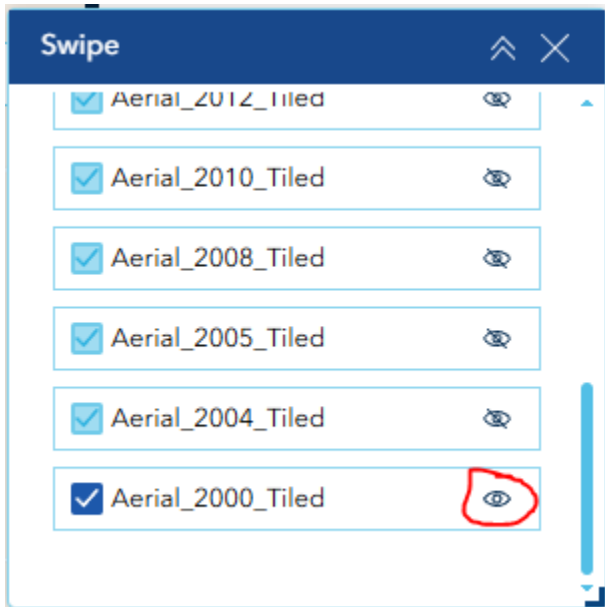
4. Close the Leading Layers when you have selected your layer by clicking the Up Arrow to the right of LEADING LAYERS.
5. Open TRAILING LAYERS by clicking the down arrow to the right and you should see something like this.



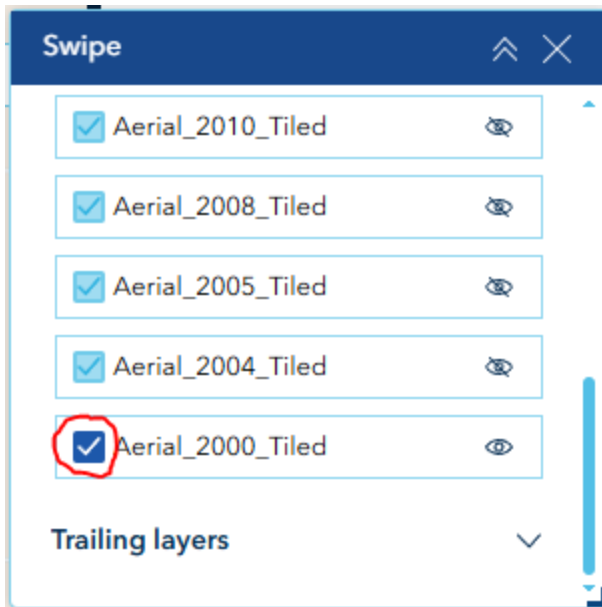
6. You will see the layer that you selected above has a dark blue check next to it. You will want to uncheck that box.



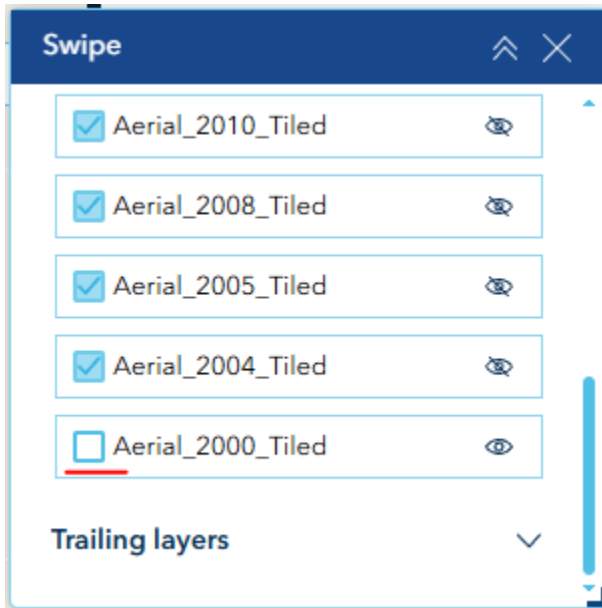
7. Scroll through the list of layers until you find the one you want to see on the Right Side of the Swipe tool as the comparison and click the eye to the right of that layer.



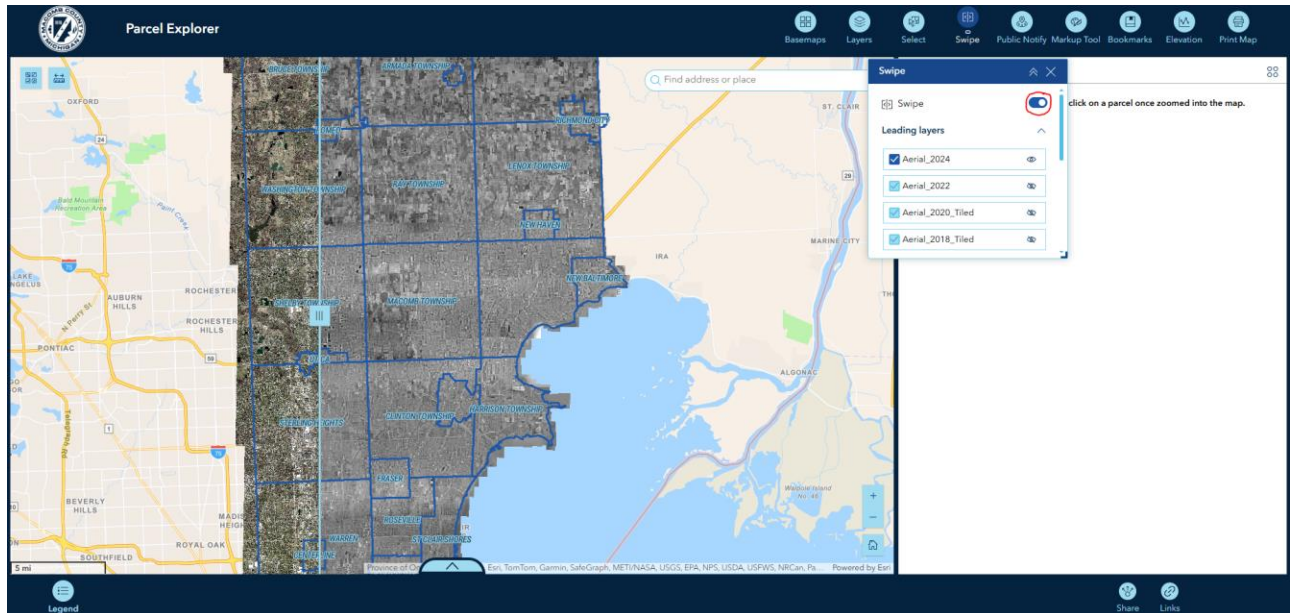
8. Close your TRAILING LAYERS menu and reopen the Leading Layers Menu and scroll until you find the layer you checked as your Trailing Layer.



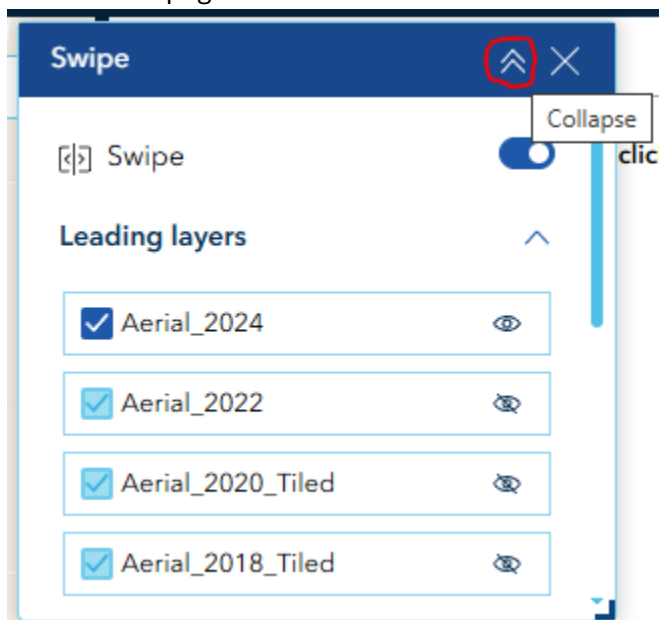
9. Uncheck this box, just like you did in the Trailing Layers Menu.



10. Close the Leading Layers menu and turn on the Swipe Tool. You will see the 2 layers with a line about one third of the way across the map. Moving the vertical line changes the layer you are looking at.



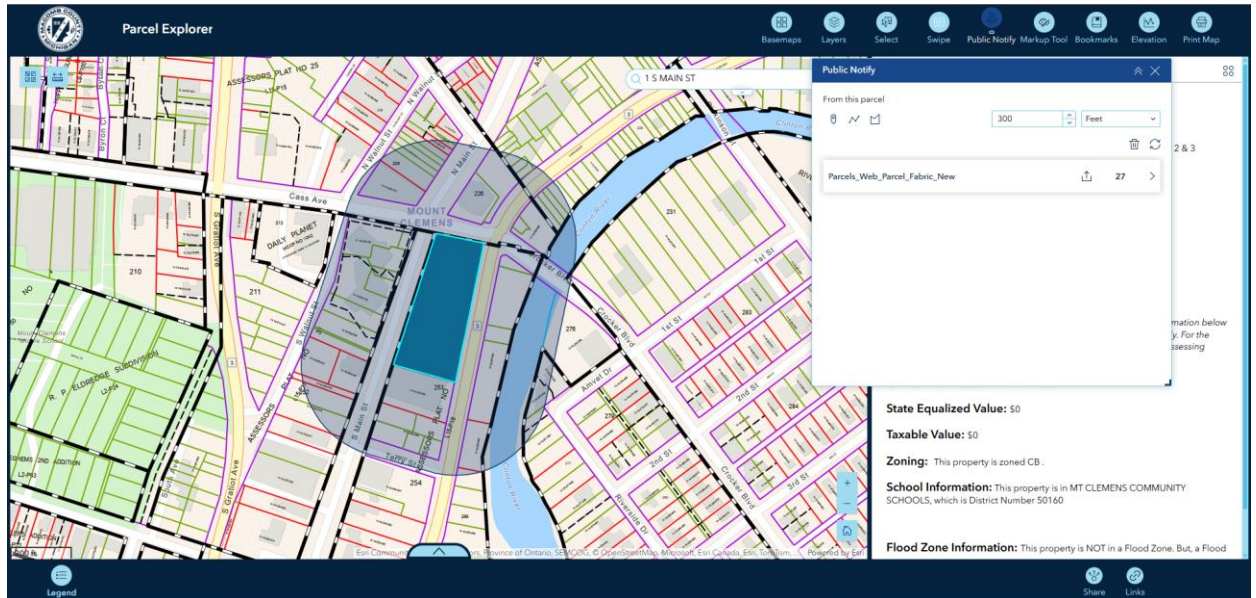
11. Clicking the Double Up Arrows to the right of SWIPE will collapse the menu, but you will still see it on the page.



12. Clicking the X to the right of SWIPE will Close the tool completely BUT WILL NOT TURN IT OFF.
13. To turn off the tool, click the slider that turned it on. If you don't wish to see the layers you viewed in the tool, you will need to click the eyes next to each layer that toggled on the visibility. You can do this just in the Leading Layers menu and it will hide both selected layers.
14. Clicking the X or the Tool Button will hide the tool.

Public Notify

1. If you know the address or parcel number that you want to do mailings for, search it first in the map.
2. Then, click on the PUBLIC NOTIFY button



3. You will notice a buffer appears around the property and see a bar with a number in it appear in the window. The default distance is set for 300 feet, but that can be set by the user to fit their needs.
4. Clicking the arrow to the right of number will show you a list of all the properties touched by the buffer and their distance from the selected property boundary.

Public Notify

From this parcel

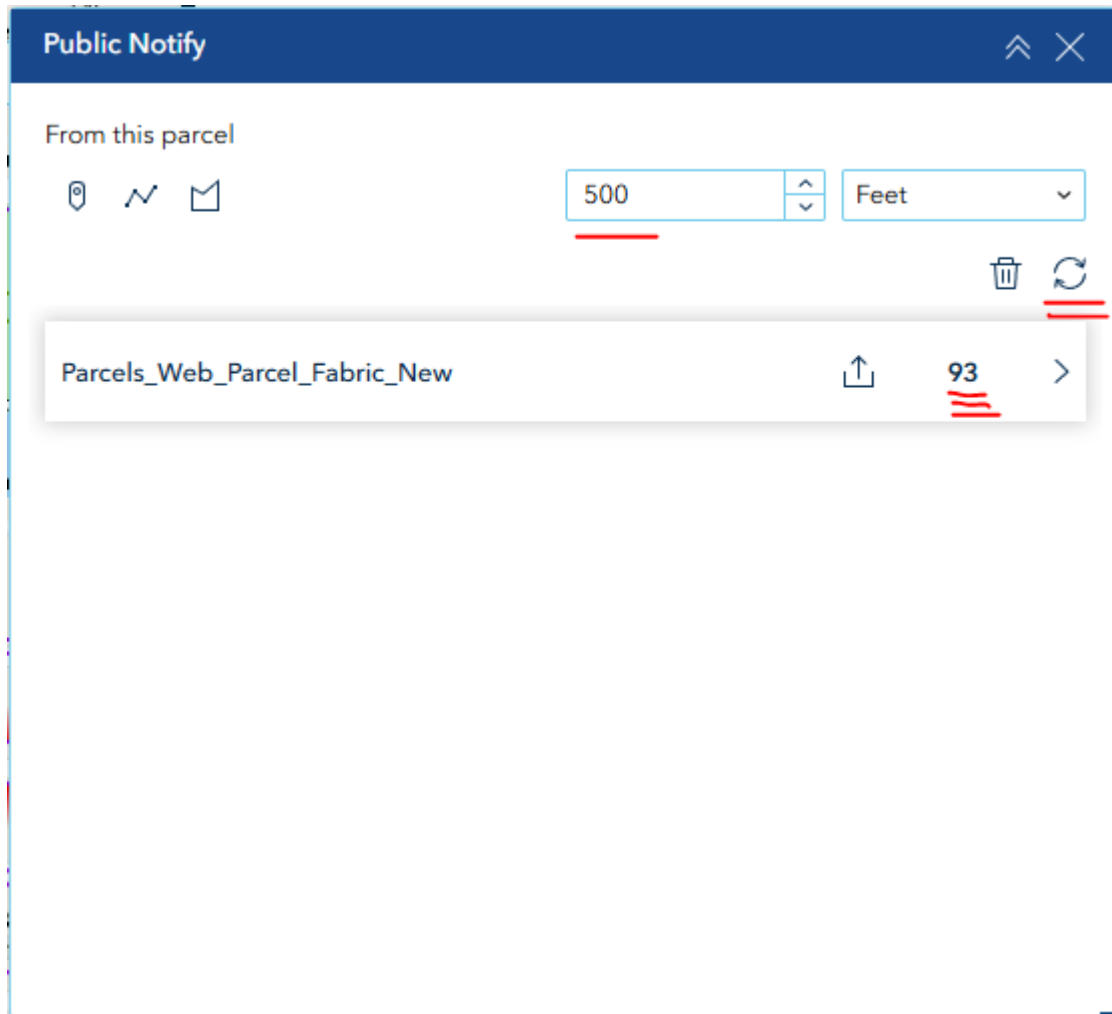
  

300   Feet 

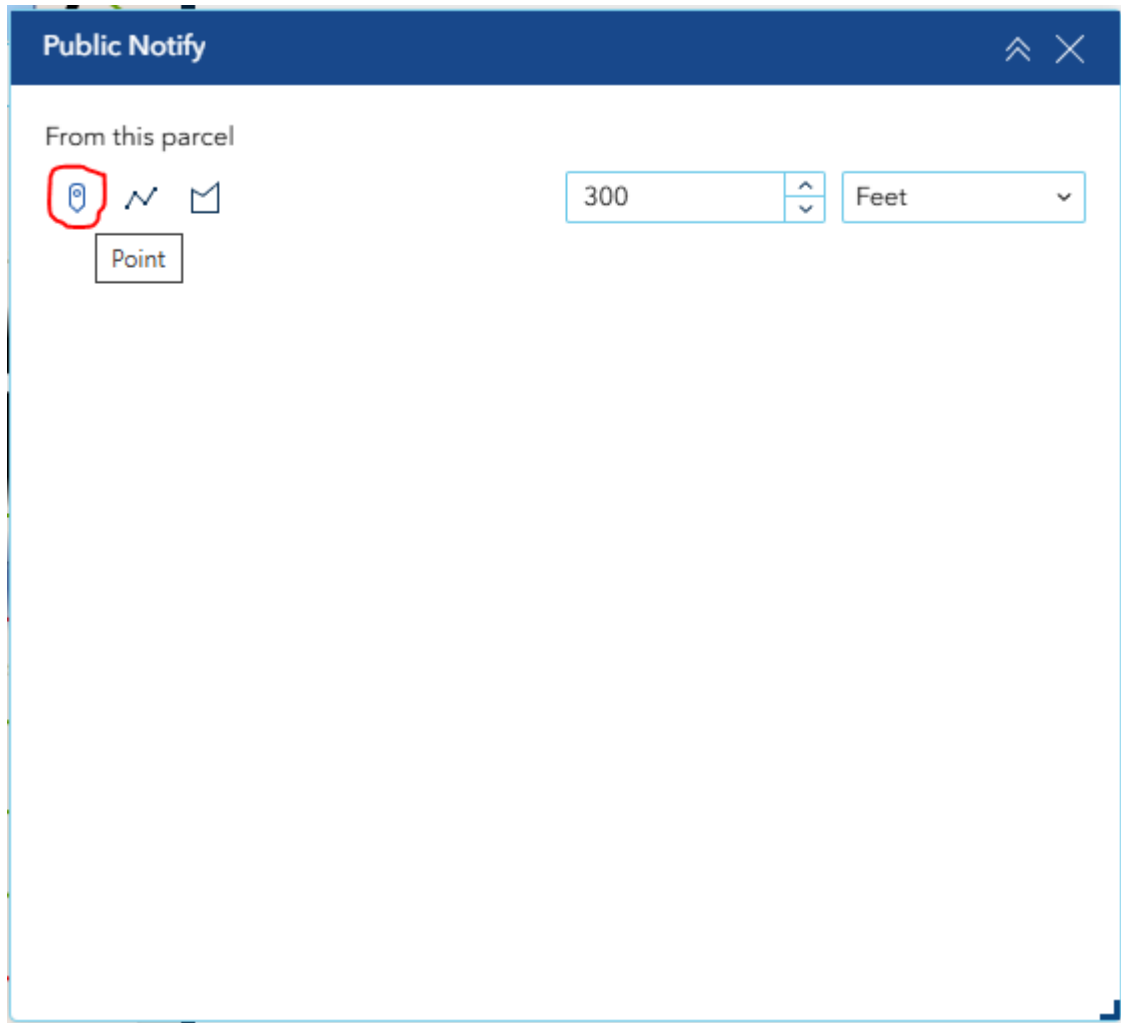
 

Parcels_Web_Parcel_Fabric_New		27	
45 S MAIN ST		0 ft	>
1 S MAIN ST		0 ft	>
N MAIN ST MACOMB COUNTY PROPERTY		56.82 ft	>
MAIN ST		62.54 ft	>
S GRATIOT AVE NB		65.82 ft	>
PARKING LOT		66.42 ft	>
10 S MAIN ST		76.18 ft	>
20 S MAIN ST		78.48 ft	>
48 S MAIN ST		78.49 ft	>

5. Clicking that same arrow will close that list.
6. Clicking the arrow to the left of the number, will download a CSV of all the addresses in that list to your computer.
7. If you should need to increase or decrease the distance that is selected, you can change the number (1), click on the refresh button (2), and you should see a corresponding change in the number of properties selected in the list (3).



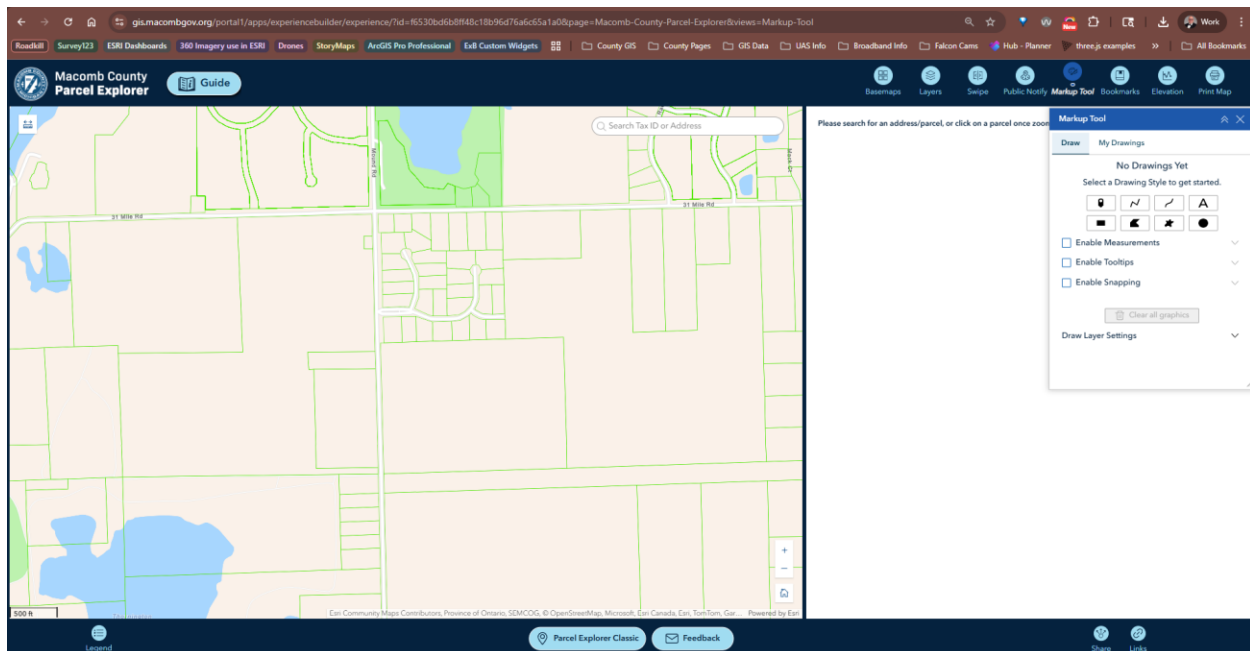
8. Clicking the garbage can will remove the results.
9. If you need to select properties near a Point (line or polygon) you can use the tools in the Public Notify window to draw those features on the map and it will select the properties that match your distance criteria.



Markup Tool

The markup tool allows you do draw on the map and store those drawings either locally or in the browser. **IF YOU CLEAR THE BROWSER CACHE WITHOUT EXPORTING THE DRAWINGS, THEY WILL BE LOST!**

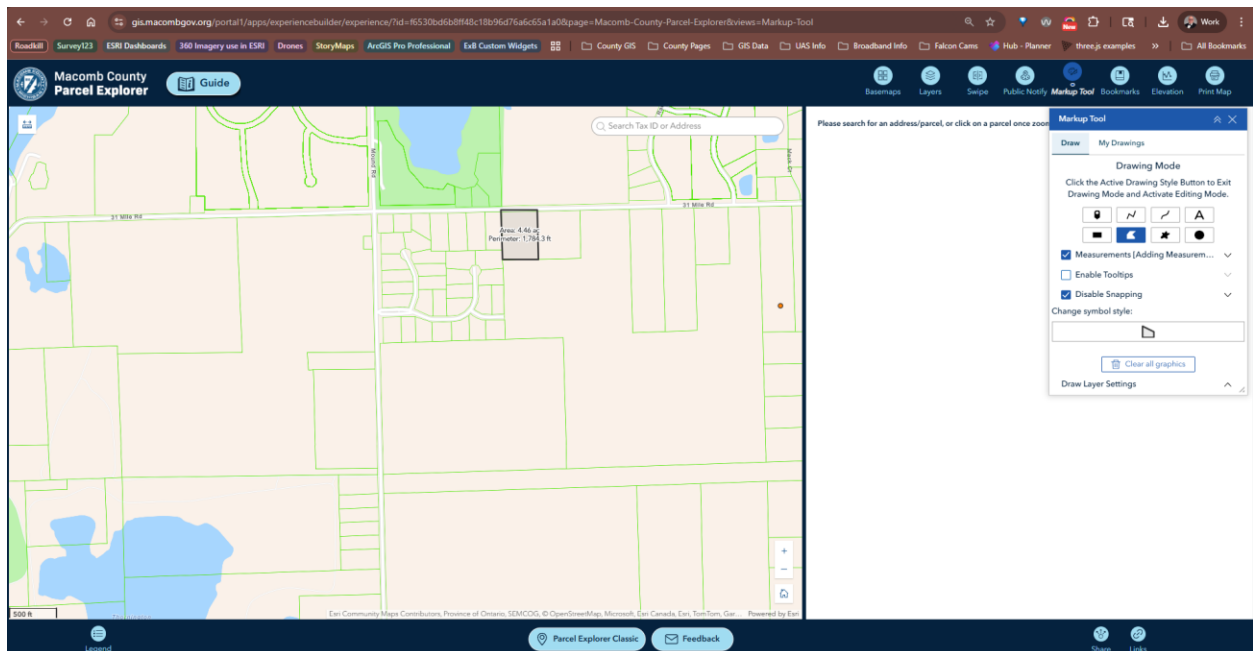
Clicking on the Markup Tool button will present you with a series of options.



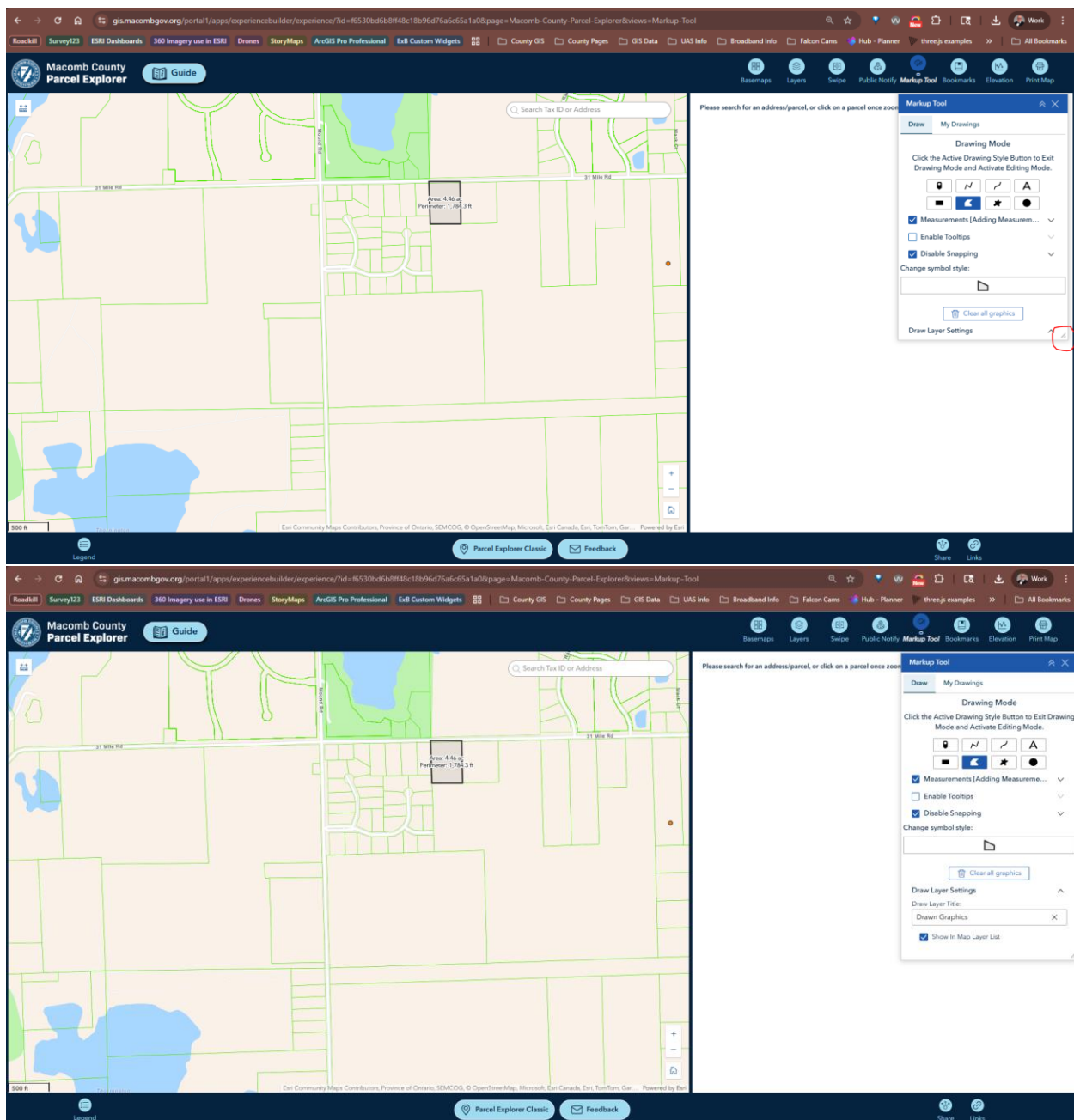
Starting in the top left under Select a Drawing Style, is **Point**, which allows you to place a point on the map. Next is **Polyline**, which will draw a line with vertices at every mouse click. Then you have **Freehand Polyline**, which will draw a line following the path of the mouse as long as you hold down the left mouse button. Next to it on the top row is **Text** so you can type anything you want on the map.

In the second row, you start off with the **Rectangle Tool** for drawing any size equal sided polygons. It is followed by the **Polygon Tool** for drawing a polygon of any shape with a vertex at each left mouse click. Next in line is the **Freehand Polygon** which is drawn by holding down the left mouse button and dragging the mouse in the shape that you want. Lastly, is the **Circle tool**. It will only draw a circle, no oval shapes. You click where you want the center of the circle to be, and drag out while holding down the left mouse button until you get a circle of the desired size.

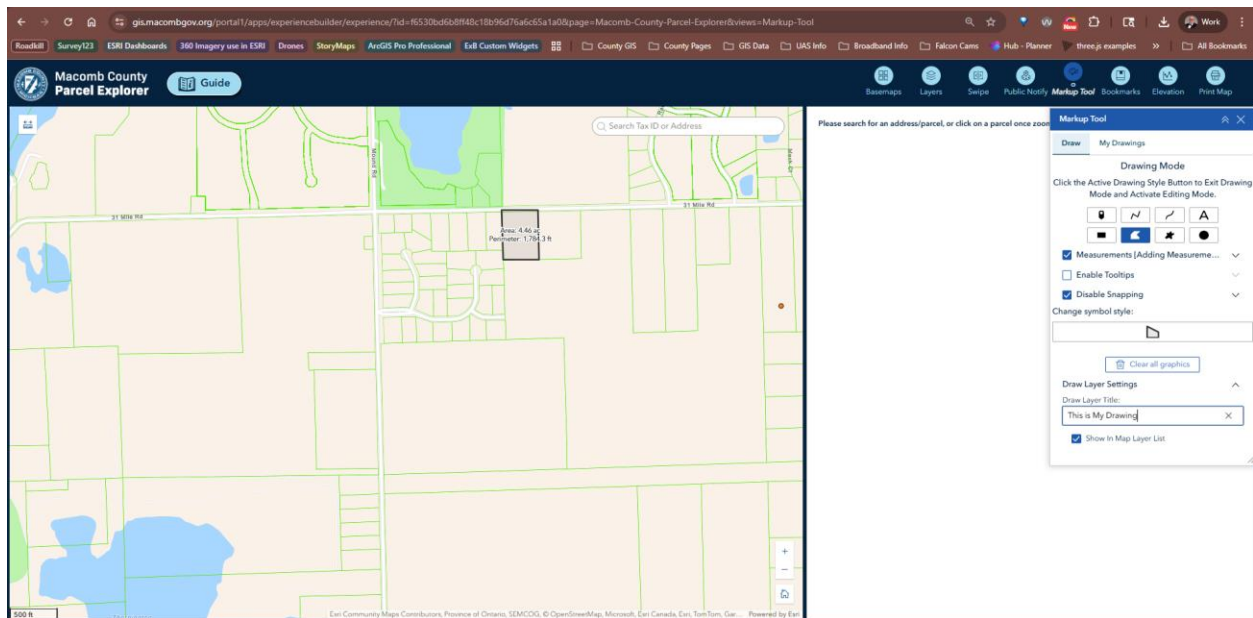
Clicking the Checkbox for **Measurements** will allow you to show measurements on your drawing and choose the units that those measurements are in. **Enable Tooltips** will show you measurements as you draw off the tip of your mouse. **Enable Snapping** allows you to snap a drawing to a feature in the map.



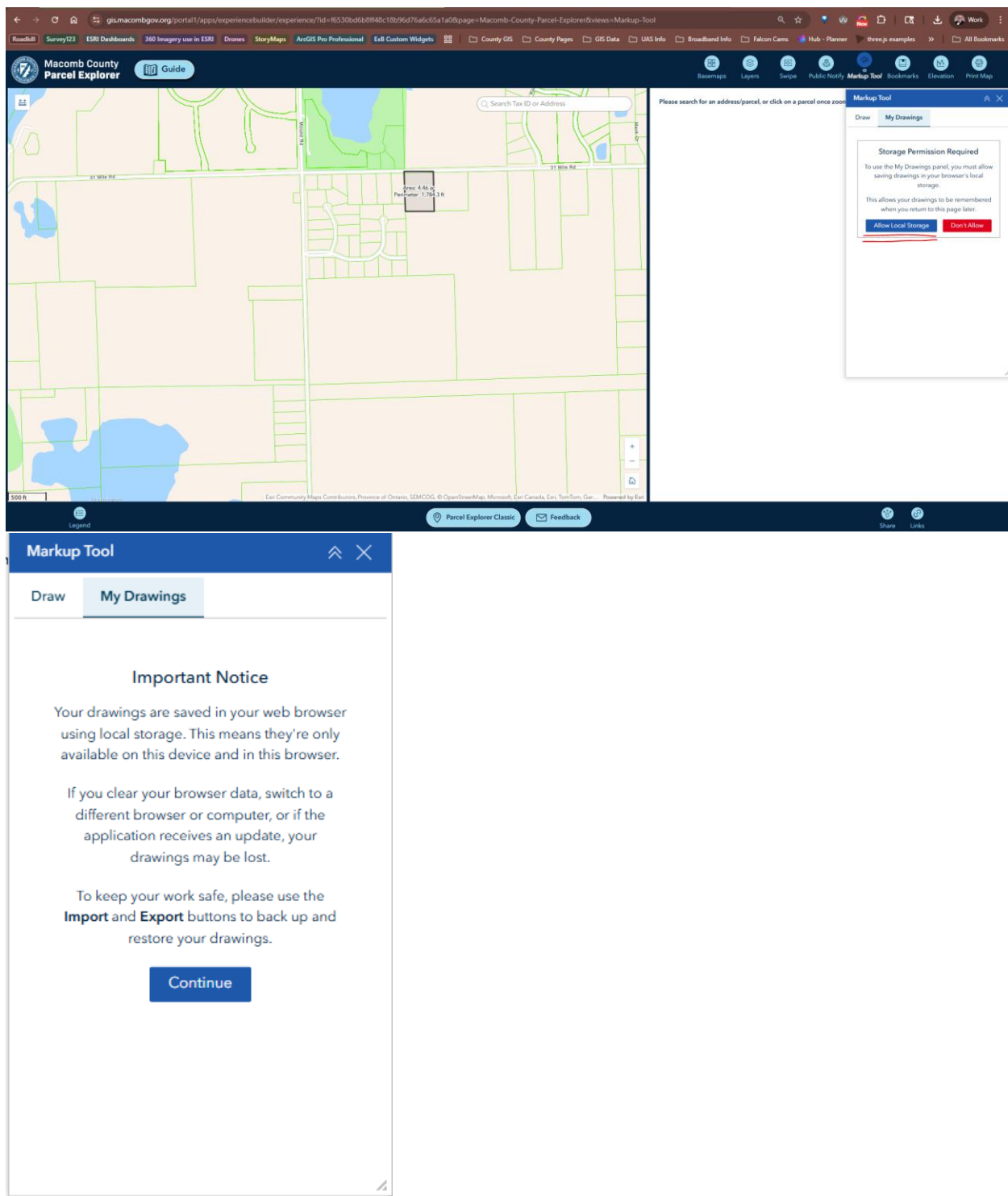
In the lower right corner of the draw window are 2 marks in the corner. Clicking on those will allow you to expand the window to see options under **Draw layer settings**.



If you click in the box where it says **Drawn Graphics**, you can change the name to something more meaningful.

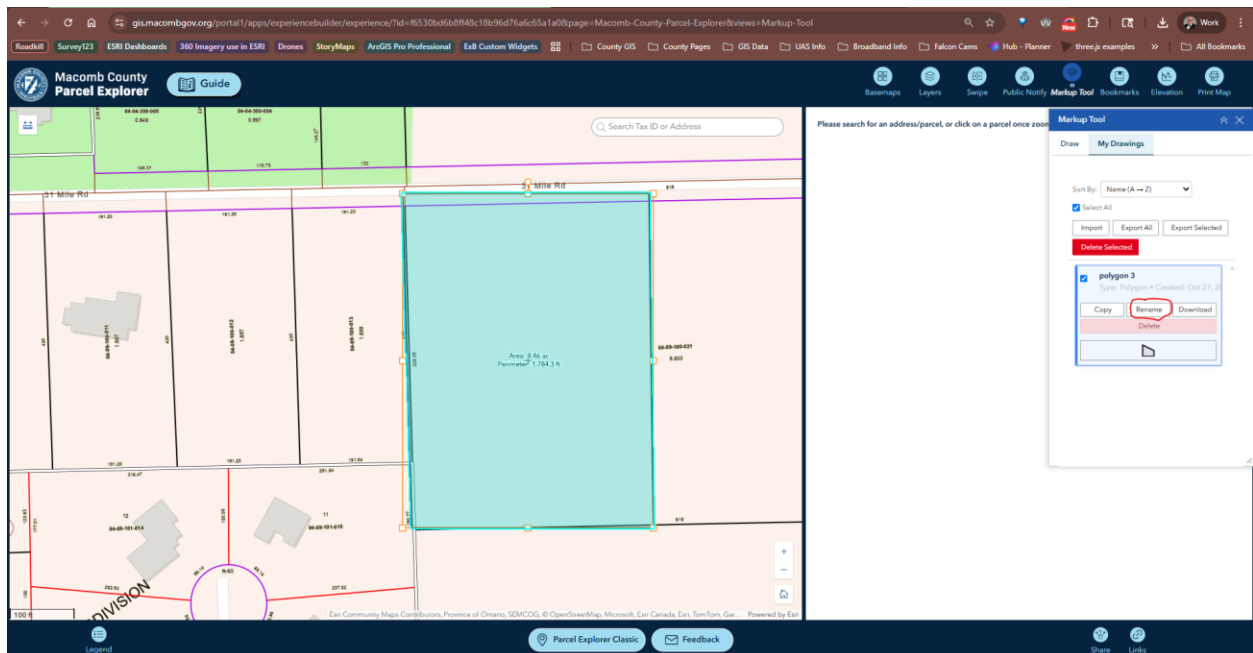


If you click on the My Drawings tab at the top of the tool window, you will be asked to **Allow Local Storage**. If you want to be able to access drawings at a later date, you will want to click on this.

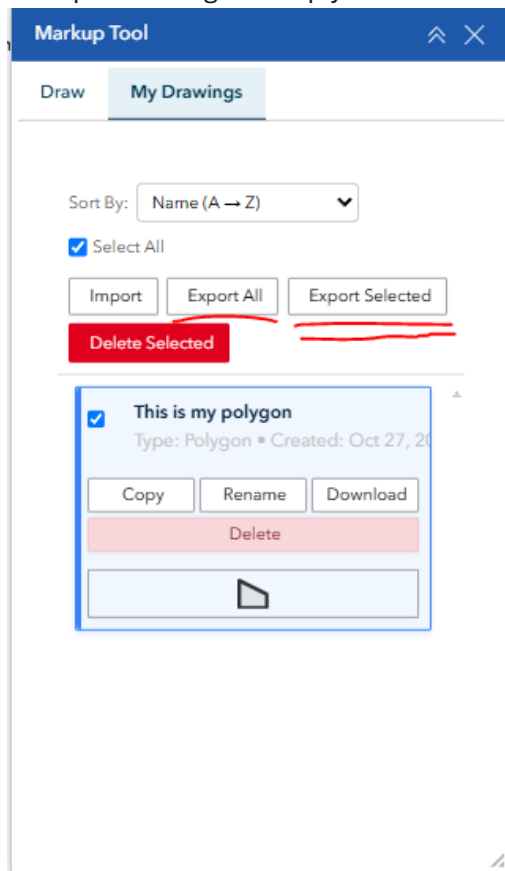


Make sure to pay attention to this window above before clicking Continue.

Once you acknowledge that you want to allow local storage and that if you don't save the drawings to your machine you will lose them, you will see your drawings under **My Drawings**.

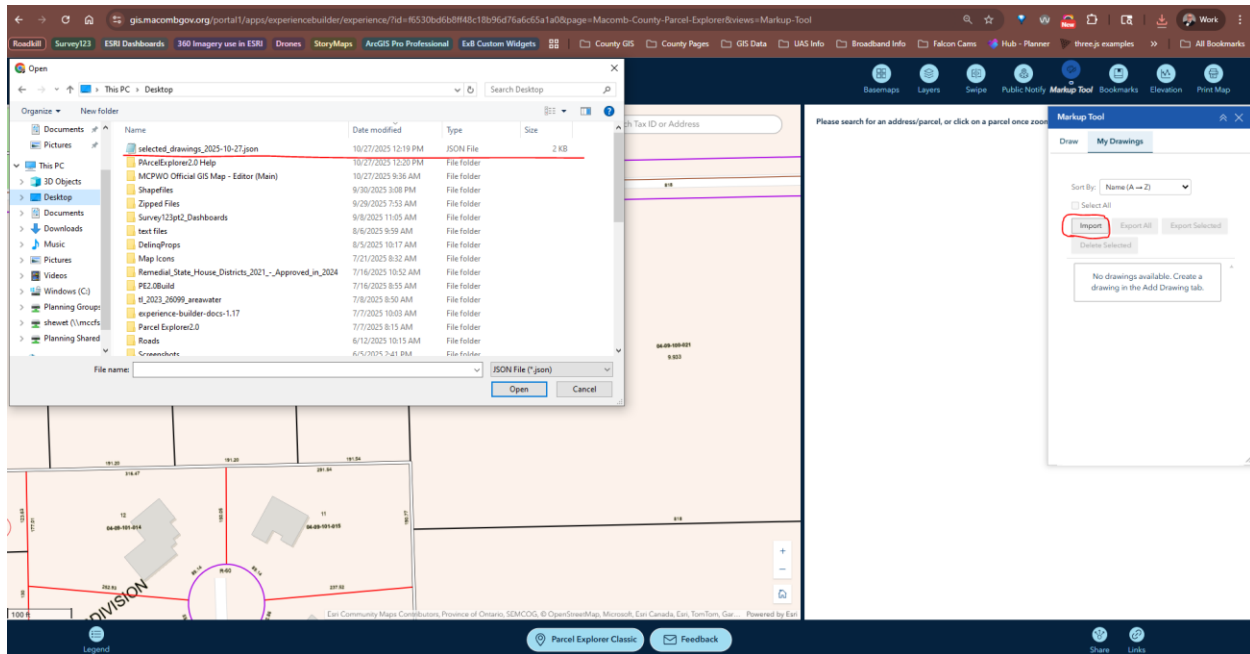


While it does give your drawing a name, you may want to rename it, especially if you are going to do multiple drawings to help you remember what each drawing is.



Depending on how many drawings you want to keep, you can export all of them, or just those that you choose. This is where having them named can be useful. Once you choose your export option, it will ask where you would like to save them to.

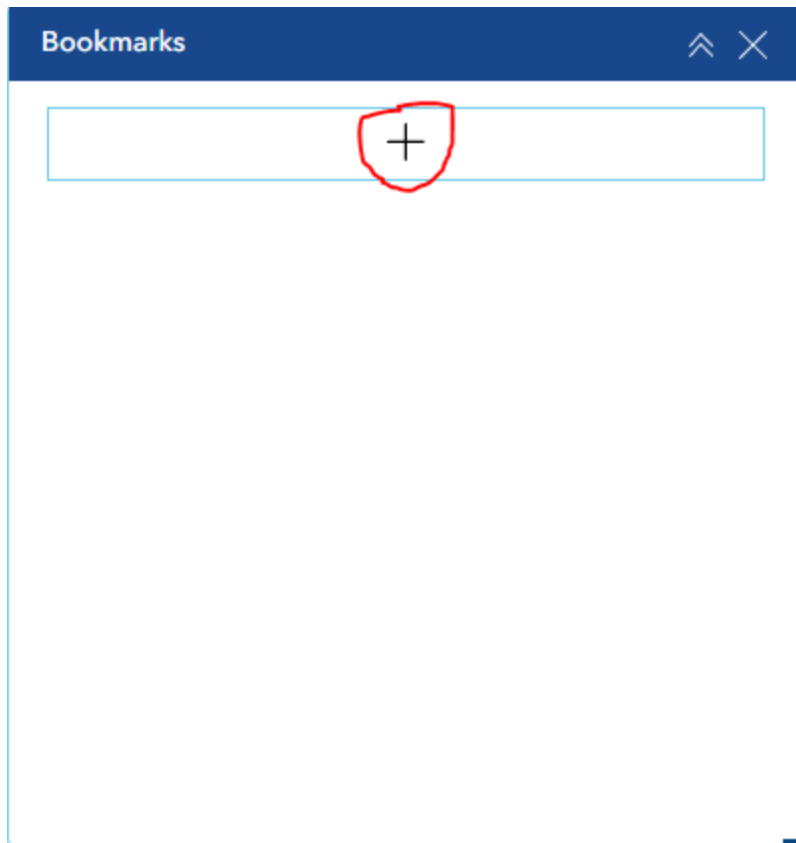
You can keep the default name or pick your own as well as choose where you want to save it to, such as a thumb drive. If the drawings get cleared or you want to open them in a new location and have them on a portable storage device, you can import them back into the map.



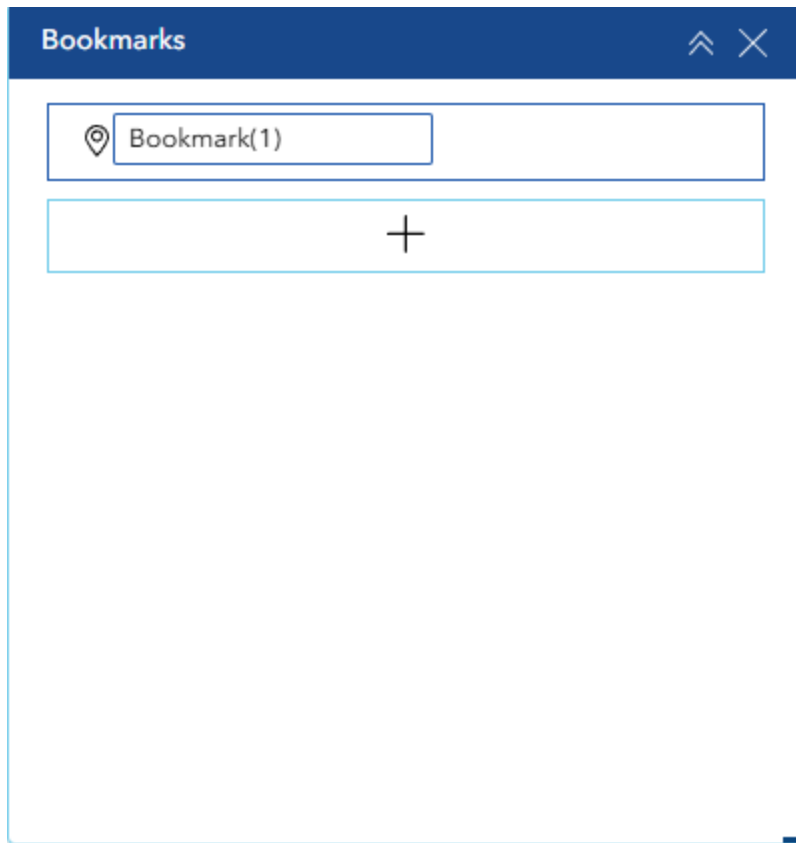
Once you click on import, just browse to the location where the json file is saved at and click open. Now you will see your saved drawing(s) in the map and listed under the **My Drawings** tab.

Bookmarks

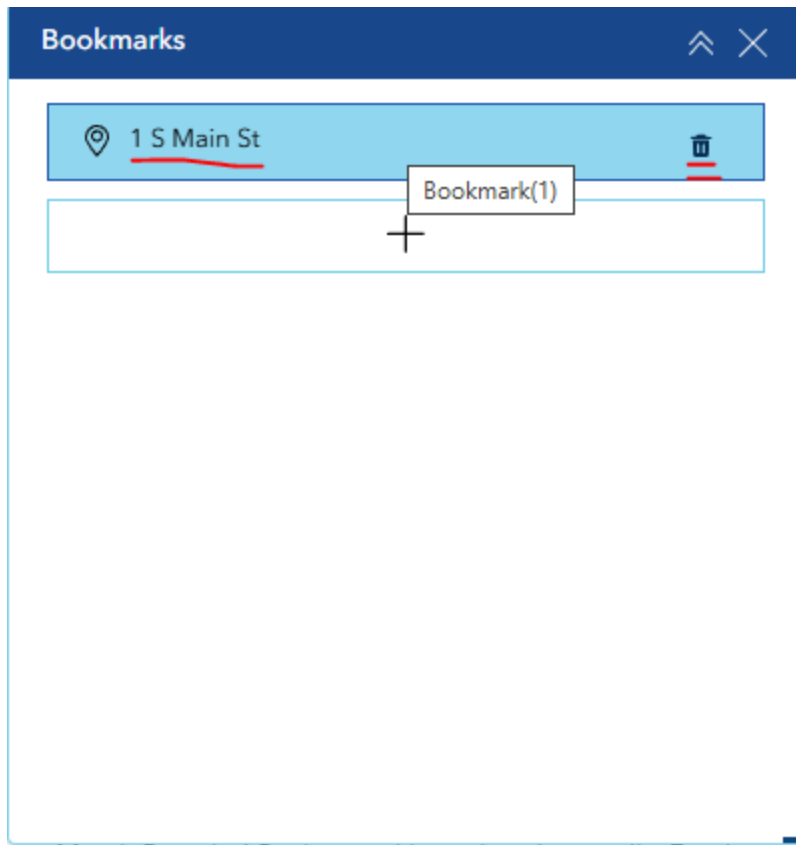
1. Bookmarks are used to save views that are important to you.
2. Clicking the Bookmarks button will open the Bookmarks Window.
3. Clicking on the PLUS SIGN (+) will add whatever view is in the map window as a bookmark.



4. Once added, it has the generic name of Bookmark(#)
5. Clicking next to Bookmark will allow you to rename it to something useful for you.



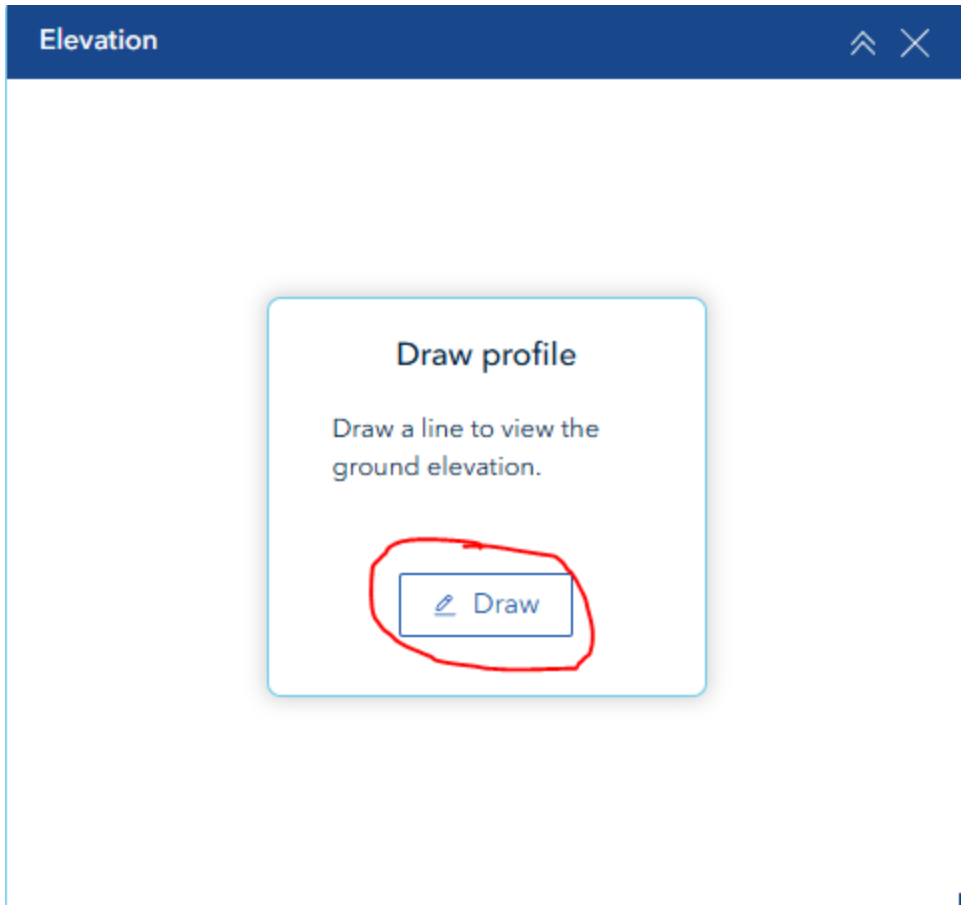
6. Clicking outside the text box will save your name for the bookmark. You will also notice that you can delete any bookmarks that you no longer need.



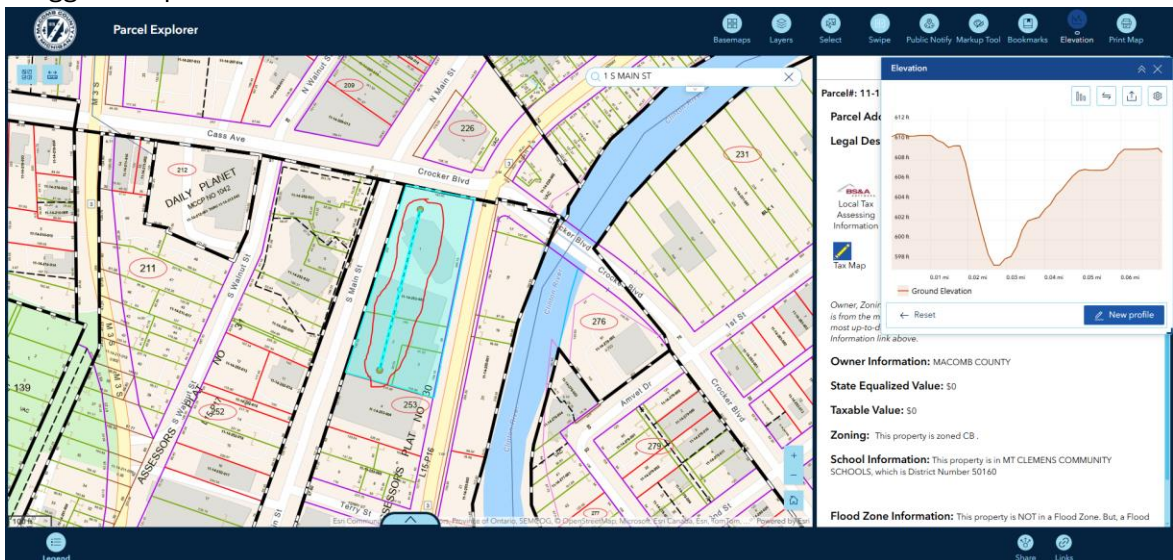
7. Bookmarks will persist if you close the bookmark window or even the browser tab with the New Parcel Explorer in it.

Elevation

1. Clicking the ELEVATION button will allow you to draw on the map and it will give you an elevation profile along the line you draw. First thing is to click on the DRAW button.



2. Once you have drawn the line on the map, in the ELEVATION window, you will see a profile line appear. This profile is VERY exaggerated, and if you click on the SETTINGS gear in the top right of the window, you can check the UNIFORM SCALING box and it will show a less exaggerated profile view.



Print

There are 2 print sizes and orientations available.

1. ANSI A Letter which is 8.5 inches by 11 inches in either Portrait or Landscape view
2. ANSI B Tabloid which is 11 inches by 17 inches in either Portrait or Landscape view.