Town of Glastonbury, CT - GIS Viewer Help Document

1. Site Interface

The bulleted list below provides a general description of the User Interface. More Detailed description will follow later in this document.

1. **Home / Layers**: General Welcome tab / Layer List is to enable end users to turn layers on and off, in other words, control the visibility of layers. When a layer is turned off, it does not show on the map.
2. **Getting Around / Tools**: The Toolbar contains the tools that control how you interact with the map.
3. **Global Search**: Allows users to do an overall search on the entire site and will return a list of the features with attributes that match the user's search text.
4. **Basemap / Map Scale**: Basemap switchers users from the current basemap view to different years of aerial images. Other items are map scale, X & Y coordinates and scale bar.
5. **Map**: The overall map view that the user interacts with.
6. **Tool Labels**: Toggle to turn tool labels off. Click the "X" to hide the toolbar.
7. **I want to**…: displays a list of tools that are used often. Essentially, this menu is a shortcut to the tasks that you are likely to want to do more often than others.

2.   Home / Layers

Every time the GIS Viewer is open on the left side of the screen you will see the Home and Layer tabs.

    a. *Home Tab* is a welcome screen when general information.

    b. *Layer Tab* is where user will turn on and off layers. Select pre-set layer themes and search for a particular layer. See below on what you can do on the *Layer Tab*.

1) **Available Layers:** Layer themes make it possible to quickly flip between sets of layers that are defined for different purposes. Layer themes display only those layers that are needed for a specific task, analysis, or business need. This eliminates unneeded layers and makes it easier for users to quickly flip between the layers that they need when performing a particular task.

Here's the list of different layer themes the site has to offer.

All Available Layers

All Available Layers
Assessor Data
Utility Data
Contour Map
Zoning/Land Use
Engineering
Environmental
Parks & Recreation
Building Zone Map
Open Space Map
Voter District Map
Ground Water Protection Zones Map
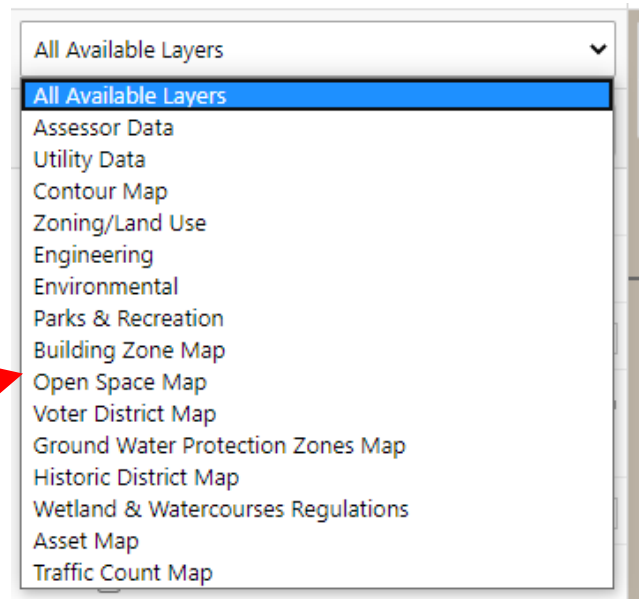Historic District Map
Wetland & Watercourses Regulations
Asset Map
Traffic Count Map

2) **Filter Layers…:** In this section you can type in what layer you are searching for so you can turn on or off. Type what your looking for in the *Filter Layer* bar see example below.

Layers

All Available Layers

easement   ⊗   Filter

— ☐ **Utilities**

— ☑ Town Owned

— ☑ Sanitary Sewer

☑ Sewer Easement >

— ☑ Storm Drainage

☑ Drainage Easement >

— ☐ **Zoning / Regulatory Layers**

☑ Conservation Easement >
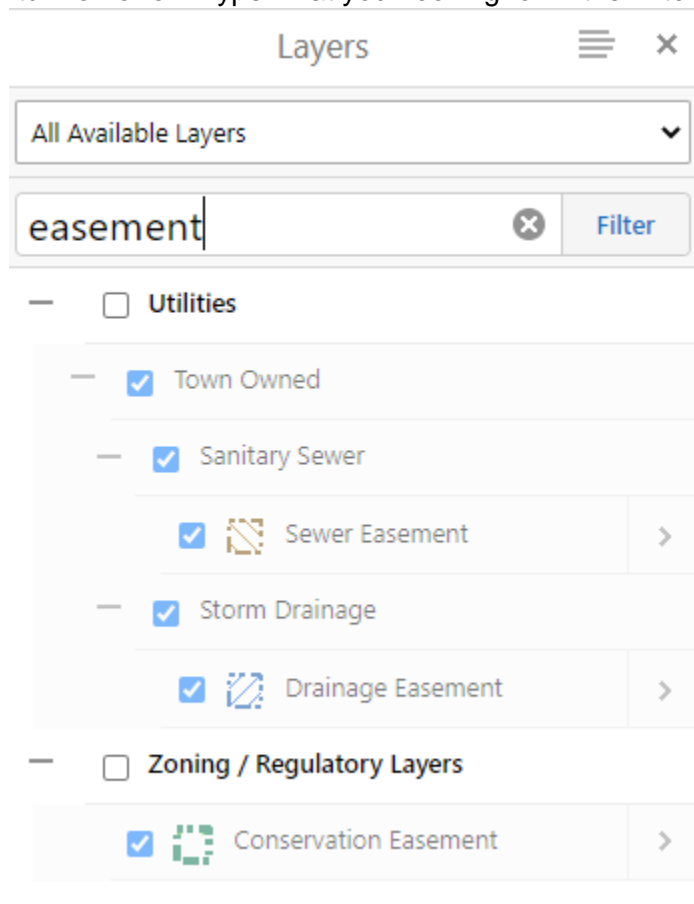
3) **+ or - Sign:** click on the plus sign (+) to expand or the minus (-) collapse the dataset.

NOTE: Layers with light gray and *italic* text means that there is a zoom extent set. Zoom in to visible range to view data.

4) **Visibility Scale Bar:** You can change the transparency of the layer that is being displayed on the map.
5) **On and Off Layer:** click on the box next to the name so you can turn the layer off or on.

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3.   Searching

There are different ways that you can search for items in the GIS Viewer. Below are directions on how to use these tools.

1) **Global Search**: feature enables end users to search for features. Global Search searches layers and tables that have Global Search enabled. It returns a list of the features with attributes that match the user's search text.
Global Search is capable of searching multiple sources. If a particular feature is returned by more than one source, it appears more than once in the results list.

The Global Search is located in the upper right corner of the Viewer.

Example type in Addresses, Streets, Park Names, Assessor ID Numbers and more…
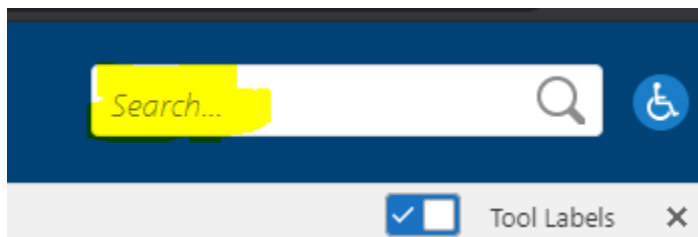
When searching it does not have to be the full name for the tool to work.

Example; in the search I typed in "Crystal"

Below are all the results that came up with "Crystal"

Search Results: crystal (57)

56 Results Found

(16) Address Points

(16) Parcels

(1) Street Centerlines

(23) Assessor Lot Numbers

(1) Assessor Lot & Address Condo

Click on whatever results you want so you can view more information.

Parcels (16)

☆ Parcel GIS ID 16300114
Owner Name:**PIRIE DONNA L REVOCABLE TRUST**

Property Address :**114 CRYSTAL RIDGE DR**

Generate a Report - Property Field Card

Show Images, Laterals or Septic

Generate Buffer Report

☆ Parcel GIS ID 16300096
Owner Name:**ANAGNOS JANET A**

Property Address :**96 CRYSTAL RIDGE DR**

Generate a Report - Property Field Card

Show Images, Laterals or Septic

Generate Buffer Report

☆ Parcel GIS ID 16300074
Owner Name:**ANAGNOS JANET A**

2) Owner Name Search: This button lets you search by the property owners name.
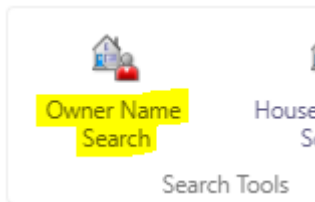
Click on the "Owner Name Search" button in the map tool bar. On the left side of the screen the "Search for Parcel by Owner Name" window will open.

In **Owner Name** box start entering the last name of the home owner. You have to add at least 3 characters in the box so the automatic list will populate.

Search for Parcel by Owner Name   ✕

Enter the Owner Name you wish to search for.

As you type, a filtered list of matching Owner names will display to help you find a match. The list will appear after you have entered a minimum of 3 characters.

Select the Owner Name that your looking for then click on Search to get the results.

Search   Cancel
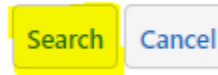
(Examples: Smith, or Smith J / Glastonbury, or Glastonbury Town)

Owner Name   jon

JONAS BRIAN P+MARY ROSE
JONES BRUCE E+CYNTHIA C
JONES BRYAN+
JONES DENIS D REVOCABLE TRUST+
JONES FAMILY LIVING TRUST
JONES FAMILY REV INTERVIVOS TRUST
JONES HOWARD B REVOCABLE LIVING TRUST
JONES JANICE C
JONES JEFFERSON J+SARA
JONES JESSICA

3) House Number Search: This button lets you search by mailing address.

Click on the "House Number Search" button in the map tool bar. On the left side of the screen the "Search for Parcel by Street Address" window will open.


In **Street Name** box start entering the name of the street you are searching for. You have to add at least 2 characters in the box so the automatic list will populate.

Select the Street that you're looking for then click on Search to get the results.

Next the second part of the search will show up on the window. (second image). Type in the address number you're searching for. A list of numbers will automatic populate.

Select the number and click the "Search" button to complete the search and get your results.
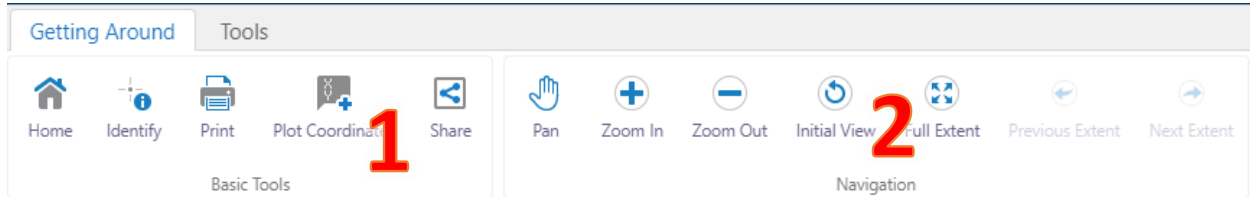
4.   Tool Bar

1) Basic Tools
   a. **Home:** This button will activate this Home Tab on the left side of the screen
   b. **Identify:** When you want to view attribute values for a feature, use the Identify tool that can be accessed from the Tools toolbar.

Here are the steps: Select the tool

   i. Click once on the item you want to identify or click on the map and drag to make a box, once you have your box (gray color) just release to identify more items.
   ii. The identified items will show up on the left side of the screen
   c. **Print**: When you print a map, you have several options that make it possible to set up precisely how your map should be printed, including the layout, format, resolution, and scale. You can also add a grid to the printed map that is based on either map measurements or Latitude and Longitude.

Here are the steps: How to Print a Map

   i. On the toolbar, click Print Map. Or "In the I Want To" menu, click Create a Printable Map. The Print Map window opens.

  ii. A red box will now show up on your map screen.

  iii. The "Print Map" window will appear on the left side of the screen

    1. *Select Layout*: Choose either 11" X 17" or 8.5" X 11" paper size, Landscape (a wide format) or Portrait (a tall format). The layouts on your map may have different options.

    2. *Output Format*: Choose Pdf, Png, Jpeg, Bmp, or Tiff format. The Output Formats available can change depending on which Layout you select.

    3. *Resolution*: Choose either Low, Medium, or High resolution.

    4. *Map Scale*: Choose any of the following:

    5. *Map Title*: Type the title of your map that your about to print.

  iv. Click on the "Print" button to generate your map.

  v. This window will show up when the map is done being created, and click on the "Open File" Button.
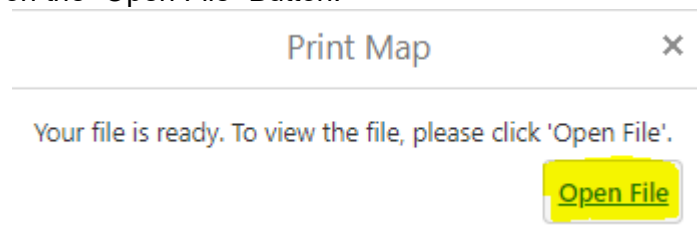
  vi. When the map opens you can download the map or print the map to your printer.

 d. **Plotting Coordinates:** Find coordinates on the map

  i. On the Toolbar, click the Plot coordinates tool.

  ii. Click on the map where you want to know the XY location of.

iii. Plot a Coordinate tool will place a black-call out box on the map which lists the map coordinates at the position where you clicked on the map.

iv. If you want to change the Coordinate Systems of the XY, click on the drop down in the Plot Coordinates window.
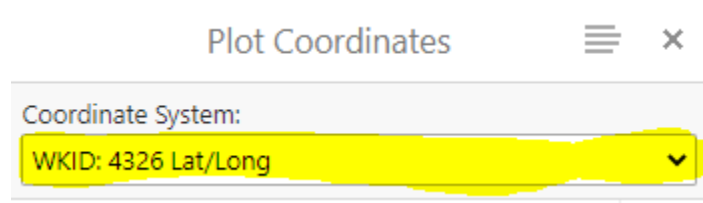
2. Navigation on the Map

a. Using Tools on the Tool Bar

i. **Pan**: You can use the Pan tool to drag the map in any direction

ii. **Zoom In (+):** to zoom into the map

iii. **Zoom Out (-):** to zoom out on the map

iv. **Initial View**: extent that the map was set when you opened it

v. **Full Extent**: tool is a quick and easy way to zoom out as far as possible on any particular map

vi. **Previous / Next Extent:** allows you to zoom forward and backward through the map

vii. extents you have visited during the current session.

b. Mouse and Keyboard Navigation

i. **Pan:** use the arrow keys on the keyboard to move in increments up, down, or sideways

There's 3 different ways to Zoom In and Out us Mouse and Keyboard Navigation:

ii. The easiest way to zoom in or out on the map is to use the scroll wheel of your mouse. To zoom in, click on the map, and then scroll the wheel away from you. To zoom out, click on the map, and then scroll the mouse wheel towards you.

iii. You can also **Zoom In and Out** using the **+ and –** on your keyboard.

iv. When you use a box to zoom, the map zooms precisely to the extent of the box you draw and centers on the box area. So, if you want to enlarge the map by a large amount, draw a very small box right over the area of interest. To draw a Zoom In box, hold down *SHIFT* on your keyboard and use your mouse and click and drag on the map. To do a Zoom Out box hold down *SHIFT* and *CTRL* keys on your keyboard and use your mouse and click and drag on the map

5. Tools Tab
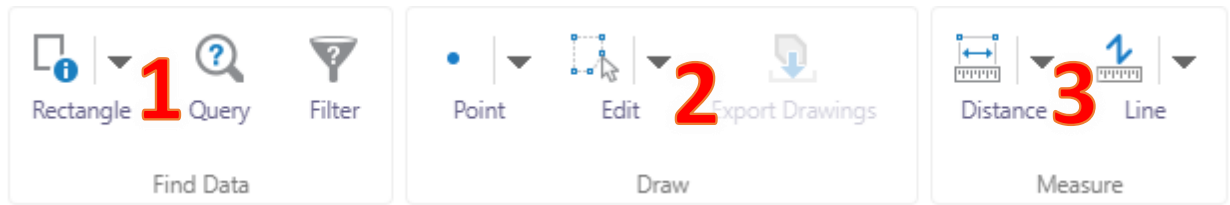
1) Find Data
   a. **Identify Tools:** there are different tools you can use to identify an item on the map.
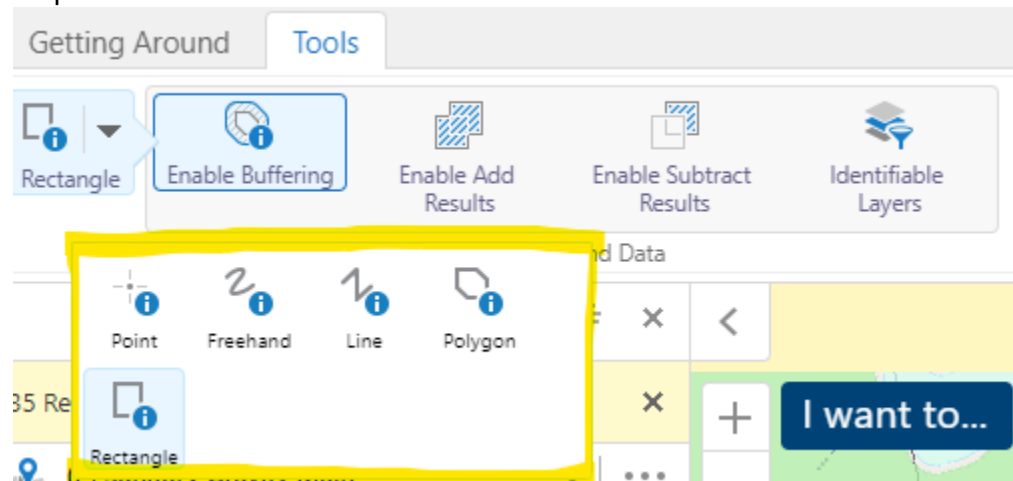
- ○ **An example of Identify tools grouped on a toolbar**
    - i.   Click **Point Identify**, and then click any point on the map. Any features found at that point on the map are included in the identify process.
    - ii. Click **Freehand Identify**, and then draw in any direction on the map over any features that you want to include in the identify process. When you lift your finger from the mouse, the identify process begins. All the features that intersect with the line are included in the identify process.
    - iii. Click **Line Identify**, and then drag across the map to draw a line. To continue the line, but change direction, click the map and then drag in a new direction. To end the line, double-click. All the features that intersect with the line are included in the identify process.
    - iv. Click **Polygon Identify**, and then drag across the map to start a polygon. To change direction, click and drag in a new direction. A black shading appears under your cursor to indicate that the polygon is filling in the space of the area. Continue to click until the shading has covered the area you want to include in the identify process. Double-click to end the polygon. You do not have to complete the shape. As long as the shading covers the area, you can double-click and the line will be completed

automatically. All the features beneath the shaded area are included in the identify process.

    v.   Click **Rectangle Identify**, and then click on one corner of the area you want to define. Drag a square away from the corner you clicked. A black shaded square appears under the cursor. When your area is enclosed in the square, lift your finger from the mouse. All the features covered by the rectangle are included in the identify process.

    vi.   **Identify Tool Options**
1. *Enable Buffering*: Add a buffer area around each area you identify.
2. *Enable Snapping*: Snap the point, line or polygon tool to other features on the map.
3. *Select Snapping Layer*: Select which layers to allow snapping. It is a good idea to limit these layers.
4. *Identifiable Layer*: Select which layers to identify.

    b. **Simple Query Builder**
1. Open the Simple Query Builder in the side panel. The Simple Query Builder makes it possible to specify a search by layer, field, and values. It is also possible to add multiple conditions to a search. Note: the result of the query is displayed in the side panel. It does not affect what is shown on the map.

    c. **Simple Filter Builder**
1. Open the Simple Filter Builder in the side panel. The Simple Filter Builder makes it possible to specify a filter by layer, field, and values. It is also possible to add multiple conditions to a filter. Filters exclude data from the map, making it easier to focus on the data that is most important. Note: the filter effects the data that is shown on the map and the list of results in the side panel after a query, identify or buffer operation.

2) **Draw:** You can edit drawings and text added to the map both while you are working and when you reopen a saved map project.
    a. You can add to the map Points, Lines, Polygons, Text and more. The picture below is to the different drawing tools you can use.

- Draw a **Point** on the map.
- Add **Text** to the map. Click on the map and type the text.
- Draw a straight **Line** or click to change the line and draw in a new direction. Double-click to stop drawing.
- Draw a **Line Freely** on the map in any direction by dragging the mouse.
- Draw a **Polygon** freely on the map in any direction by dragging the mouse.
- Draw an **Ellipse** on the map. Drag in different directions to change the shape and size of the ellipse.
- Draw a **Circle** on the map. Drag into the center or outwards to change the size of the circle.
- Draw a **Polygon** on the map, clicking to change direction. Double-click to stop drawing.
- Draw a **Rectangle** on the map. Click and drag across the map.

b. **Draw Tool Options**

i. *Enable Snapping*: Snap the drawing tool to other features on the map.
ii. *Select Snapping Layers*: Select which layers to allow snapping. It is a good idea to limit these layers.
iii. *Styles*: Select from a menu of styles for the active draw tool.

c. **Edit Drawing Tools**

i. **Edit** any text or drawing added to the map. You can rotate and scale shapes and move individual vertices. You can also edit text labels by clicking on them and typing over original text.
ii. **Erase** drawings from the map one at a time by clicking on each one.
iii. **Clear** all the drawings on the map at the same time.

3) **Measure:** The measurement tools add measurements in increments as you draw on the map so that you have the distance for each segment as well as the overall distance or area. There are two way you can measure *Distance* or *Area*.


a. **Measure distance on the map:** on the map by drawing a segmented line. You will be able to specify measurement unit in the options menu.
i. Click the Distance tool, and then click on the map at the start of the distance you want to measure.
ii. Drag a line and click each time you want to change direction or to create a measured segment. Whenever you click, the distance of the previous segment appears beside the line and the total distance covered to that point appears in the Total box in the Measurement Info section of the Toolbar.
iii. Double click when your done to get the total distance number
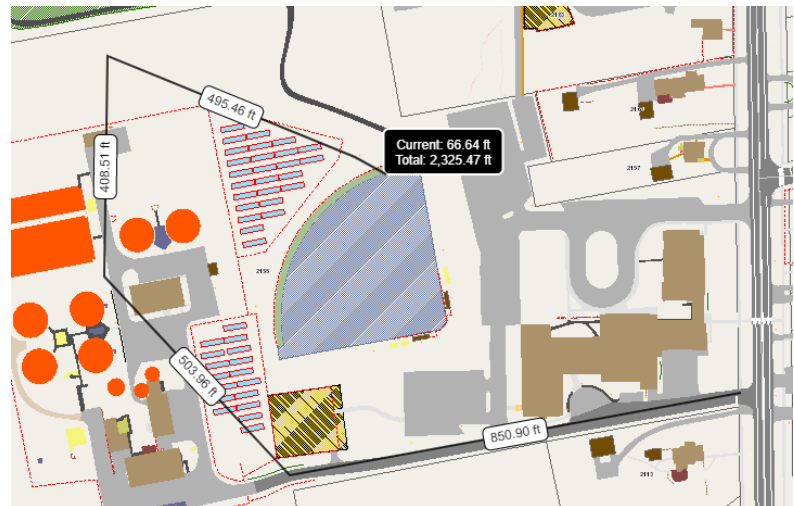
b. **Measure area on the map:** of the map by drawing a shape. You will be able to specify measurement unit in the options menu.
   i. Drag a line and click each time you want to change direction or create a measured segment of the perimeter. Each time you click, the length of the previous segment appears beside the line and the total area and perimeter length display in the Measurement Info section.
c. **Measure Tool Options:** Measure distance and area both have these options.
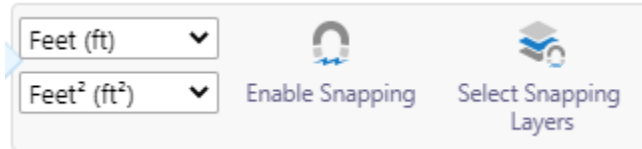
   i. *Units*: Change the **unit** of measurement on tool to other options like Yards, Meters, Nautical Miles etc.
   ii. *Enable Snapping*: Snap the measurement tool to other features on the map.
   iii. *Select Snapping Layers*: Select which layers to allow snapping. It is a good idea to limit these layers.

NOTE: if you want to edit or delete any drawing or measurement on the screen click on edit and use the Erase tool (to remove individual items) or Clear (will clear everything on the screen)

Any additional questions or comments please contact the

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