How to Use the Parcel Information System

Main Tool Bar

Measure

Use the Measure tool to measure distance or area. You can also choose the units such as acres or square feet. See page 2 for more information.

Print

Use the Print tool to generate a PDF of whatever is currently visible on your map. You can name your map, select page size, and choose resolution.

Identify

Use the Identify tool to view the detail of a parcel. See page 2 for more information.

Select

Use the Select Features tool to select parcel(s) on the map and view the attributes in the Super Tab. See page 2.

Search Parcels

Use the Search tool to look up a parcel by Parcel #, Owner Name, or Street Address. See page 2 for more information.
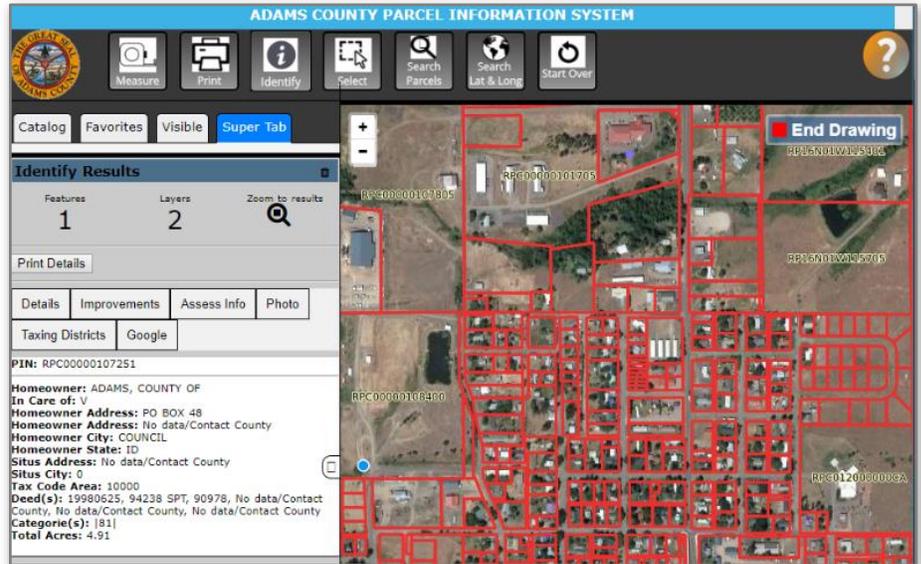
Search Lat & Long

Here you can search for a parcel using latitude and longitude coordinates.

Start Over

Use the Start Over tool to clear all unsaved work and load the map again.

Tab Panel

Catalog

Use the Catalog Tab to turn layers on and off, add and remove layers from your favorites, adjust layer transparency, and draw on the map. See page 3 for more information.

Favorites

Use the Favorites Tab to add and remove layers from your favorites.

Visible

Use the Visible Tab to change the drawing order of active layers from the Catalog Tab so you can see them on top of certain layers instead of below.

Super Tab

Use the Super Tab to configure each of the tools found on the Main Tool Bar.

Measure

When using the Measure tool you will need to first choose how you will measure. Choose between a point, line, or polygon. Drawing a point will only tell you the X Y (Latitude and Longitude) coordinates of the point. Drawing a line or a series of lines will give you the distance of each segment and the total length displayed as Σ. Drawing a polygon will give you the area for what you draw. The polygon is drawn by a series of lines and then double click on the map or press GO in the Super Tab to finish the polygon.

Once you complete drawing your measurement, select the desired unit.

Identify

When using the Identify tool you will click on a desired parcel and the attributes for that parcel will be displayed in the Super Tab.

If you want to clear the selection click the trash button.

Press the Zoom to Results button to zoom to the parcel you are identifying.

Use the Print Details button to print the attributes for the parcel that are currently visible.

You can choose to view additional information for the parcel using the Detail, Improvements, Assess Info, Photo, Taxing Districts, and Google buttons.

If you want to collapse the whole Tab Panel click the Collapse button.

Select

To use the select features tool choose the type of selection you would like to make.

Once you choose the type of selection you will make, draw on the map what you want to select, depending on the selection method you chose.

You can also modify your selection with a buffer off your selection using the Buffer setting. Enter your distance and units of measurement and press GO. This will select all the parcels within that distance of your selection.

Search Parcels

When using the Search Tool you have the option to Search Parcels or Search by Lat and Long. Search Parcels will let you search by parcel number, owner name, or site address.

Search Lat & Long

Searching using Lat, Long you will enter the Latitude and longitude coordinates for example:
Lat, Long (43.6178, -116.1995)

Catalog Tab

The Catalog Tab is where you can control what information is visible. All layers can be turned on or off by checking the white box on the left of each layer.

You can also draw on the map using the Drawing and Markup tools. This menu will also let you upload GIS data to the map as a temporary drawing.

If you would like to add a layer to your favorites click the blue star so that it is solid. Hollow blue stars mean that that layer is not in your favorites, and a solid blue star means that it is in your favorites tab.

If you want to adjust a layers transparency, click the ◑ ◐ buttons below the layer name. The dark circle is to reduce transparency and the lighter one is to increase transparency.