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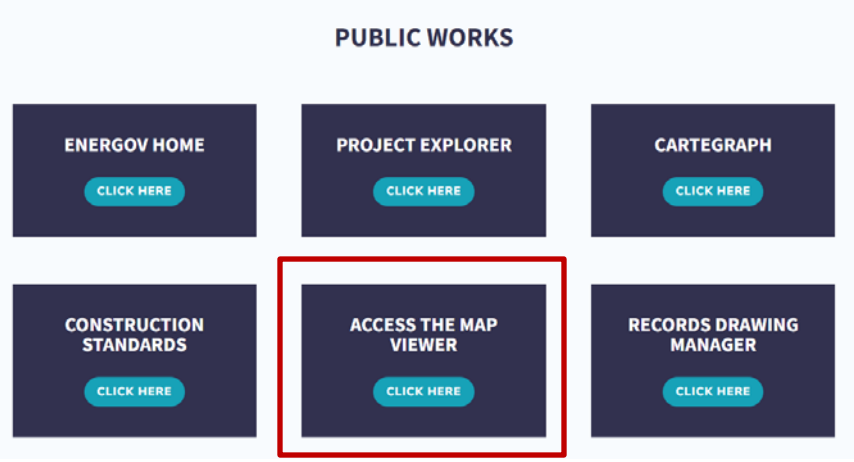
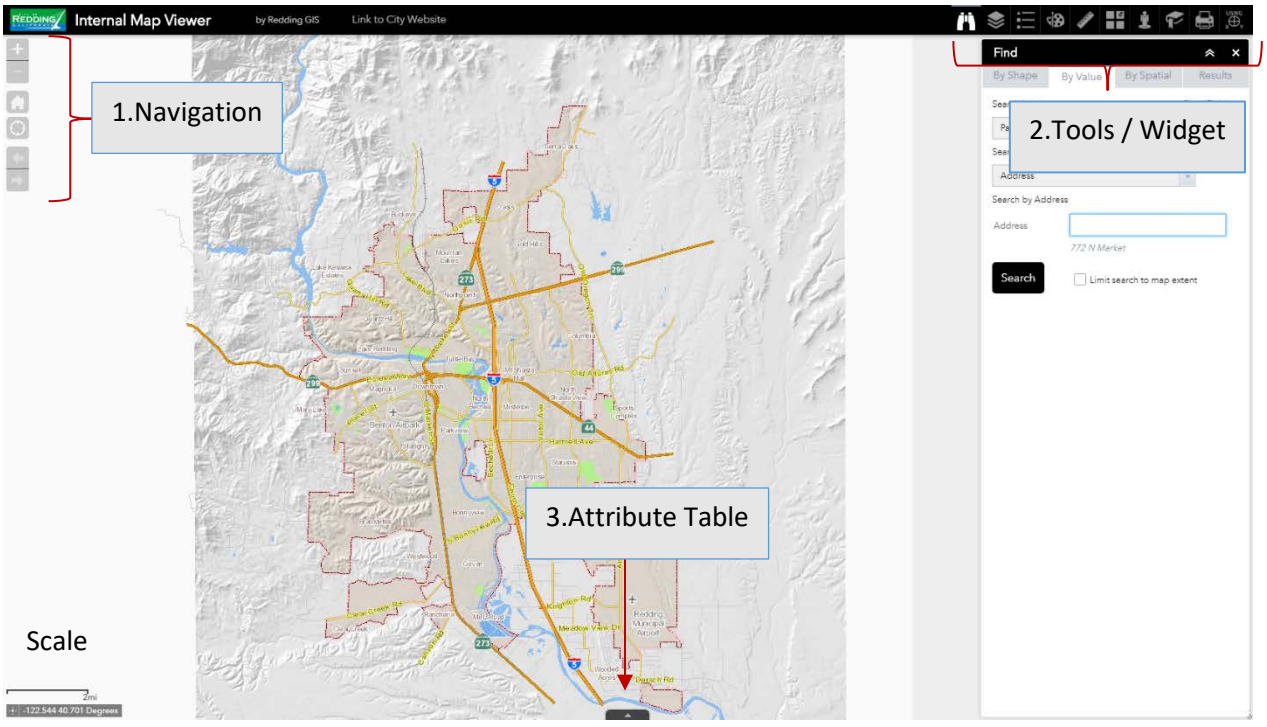
Redding Map Viewer

Exploring the New Viewer

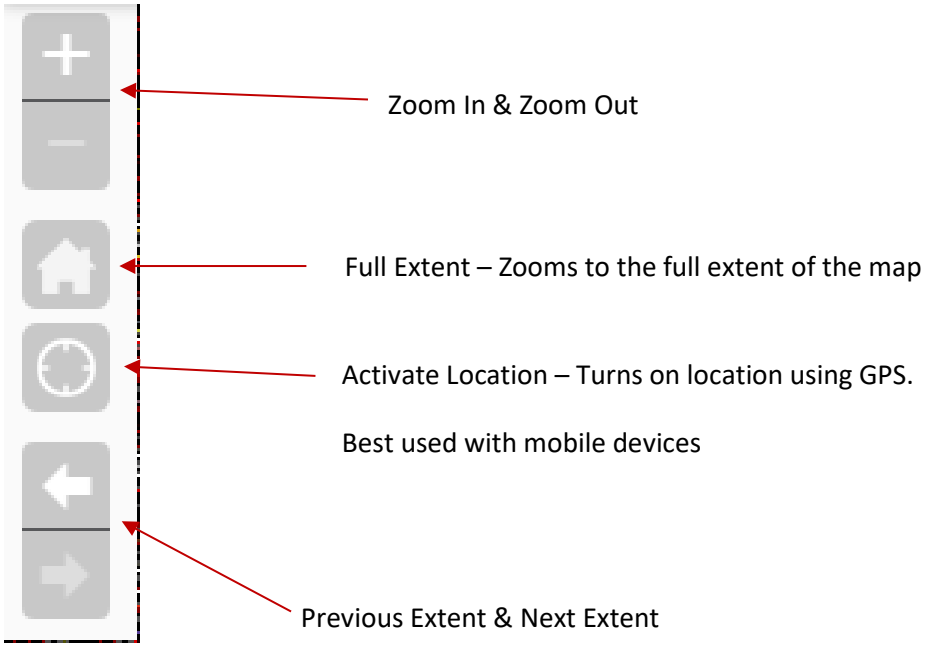
Launch the Internal Map Viewer

- On the intranet page, under Public Works, click the button “Access the Map Viewer “



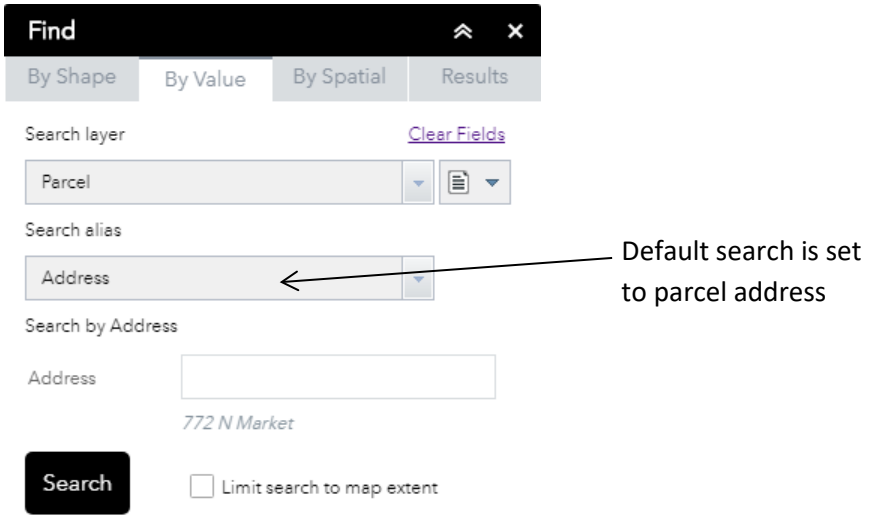


1. Navigation



2. Tools / Widgets

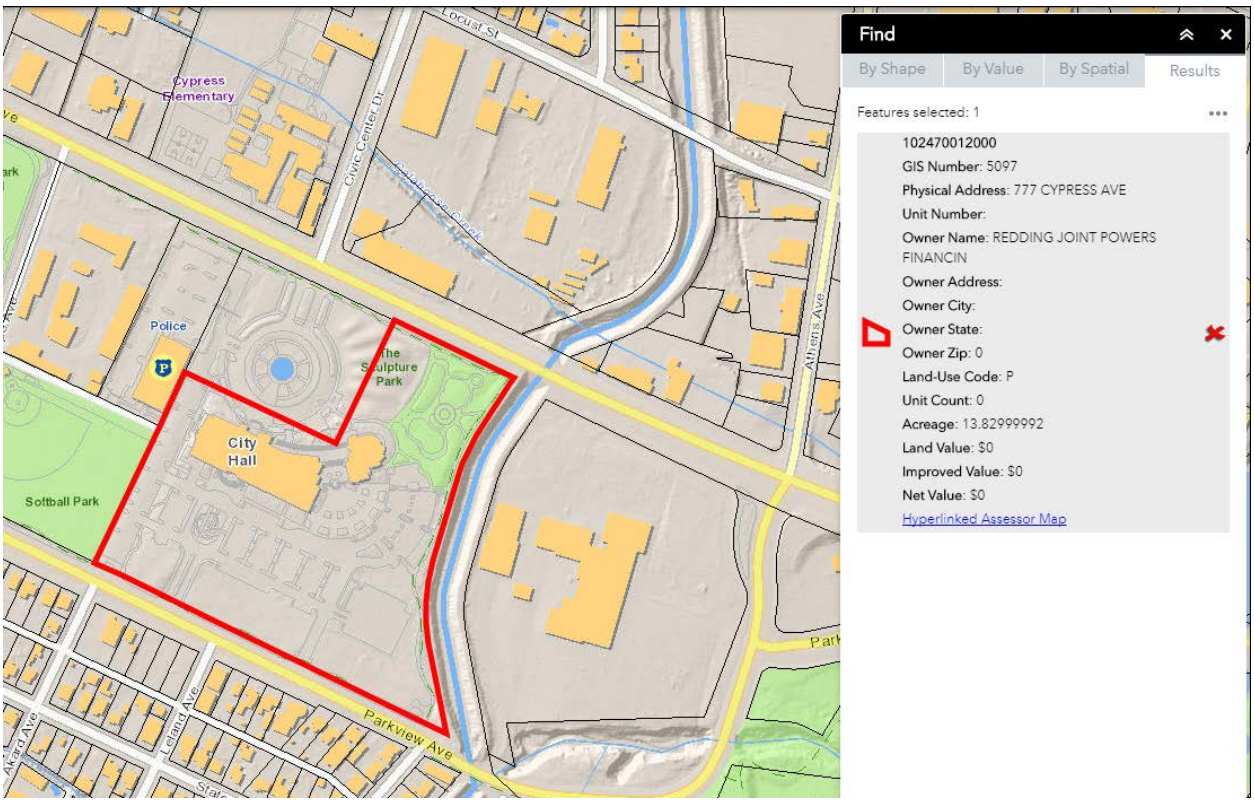
1. Find– Click the Find tool to open it's dialog box (By default the tool is active on start up. The Find tool will be the primary tool to perform parcel and GIS layer searches. You can click the Search alias drop down and search by Address, APN, Street name, or Owner (last name).



Find “By Value” - Search by Address:

- Type a valid address or partial address into the Addess text box.
- Click the Search button to execute the Find tool.

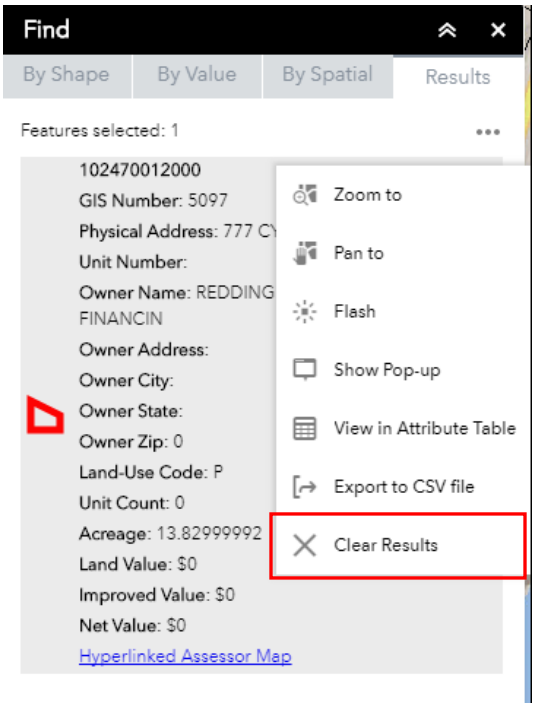
When searching a parcel using the Find tool you are not required to fill in the entire address. Searching has a built in fuzzy tolerance which means you do not need to enter in all the information. For example, if you search city hall (777 Cypress Ave) you can enter “777 cyp” and it will return the closest match results



When the address is found, the map will automatically zoom to the found parcel. If multiple parcels are found over a large extent, click the parcel of interest in the results window to zoom to it.

Note: Search results can also be viewed via the attribute table located at the bottom middle of the map. By clicking on the attribute table it will maximize to the lower portion of the screen giving the user new ways to interact with the data like sorting or exporting the data to CSV. You do have the option to resize the table if you need to or minimize it by clicking on the down arrow.

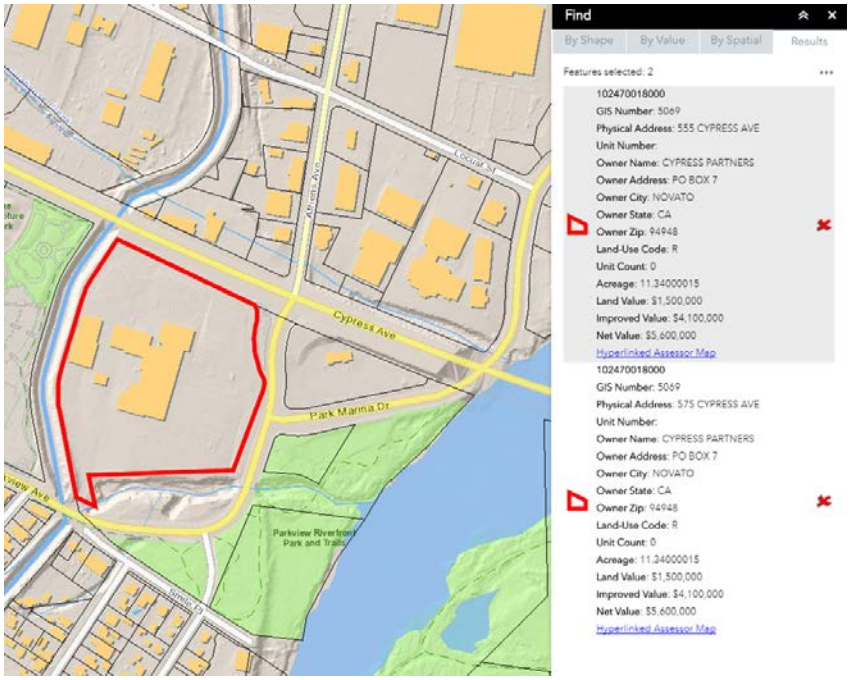
- Clear the results by clicking the 3 dots in the top right corner of your search results and select “Clear Results”.



Find “By Value” - Search by APN:

- Click the Search alias drop down and pick APN

- Type in all or part of an Assessor Parcel Number(APN) **Example: 102-470-018**
- Click Search to execute the search.

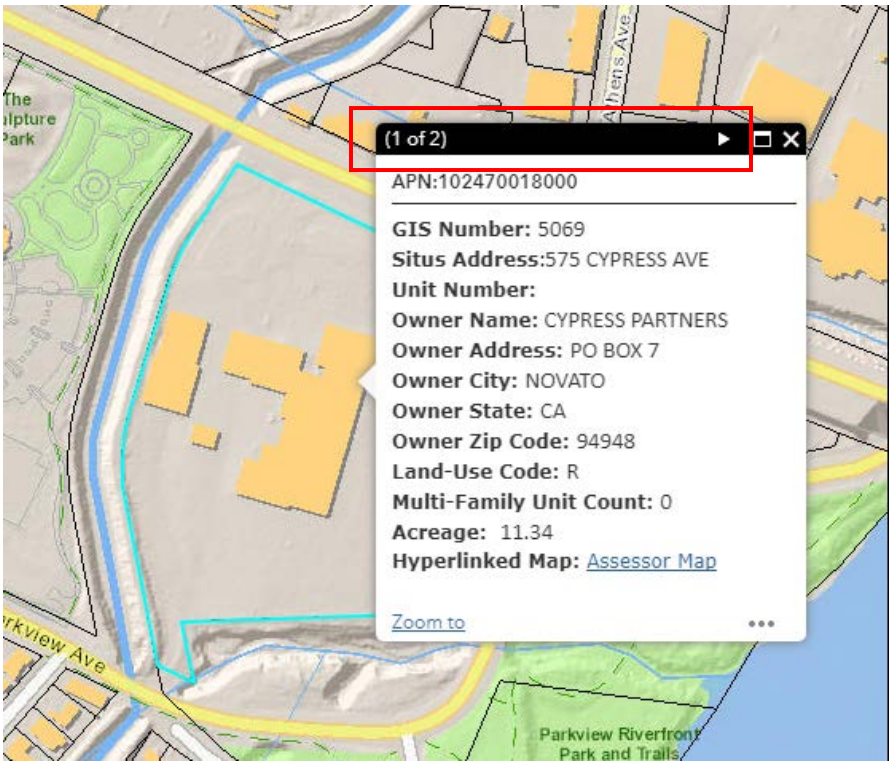


This is the search method for finding all addresses on a single parcel.

Searching by APN also has a built in fuzzy tolerance which means you do not need to enter in the entire APN number. Use the scroll bar in the results window to navigate through the multiple addresses on a parcel.

You can input just the Book and Page portion of a parcel number to return all the parcels on a particular assessor page.

Additionally, if you single mouse click on a parcel in the map. The pop-up window will contain all the addresses for a particular parcel which you can navigate through by clicking the arrow/carrot at the top of the pop-up window.



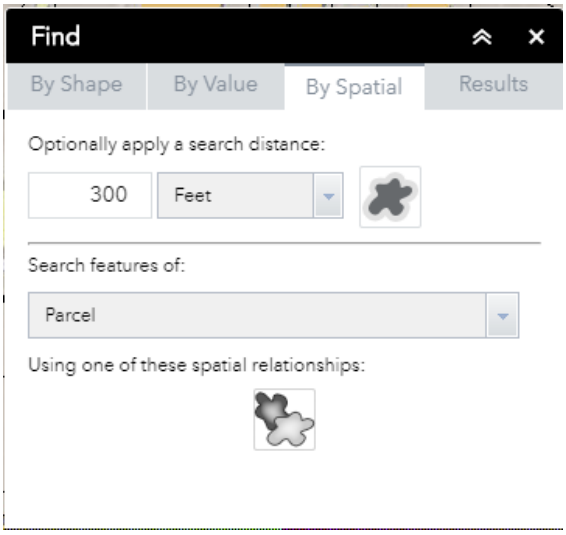
Find “By Value” - Search by Street Name and Owner Name:

- When searching by street name the query returns all the parcels along the street. **Note: Search is based on roads with addresses only, this search method might not return all city streets.**

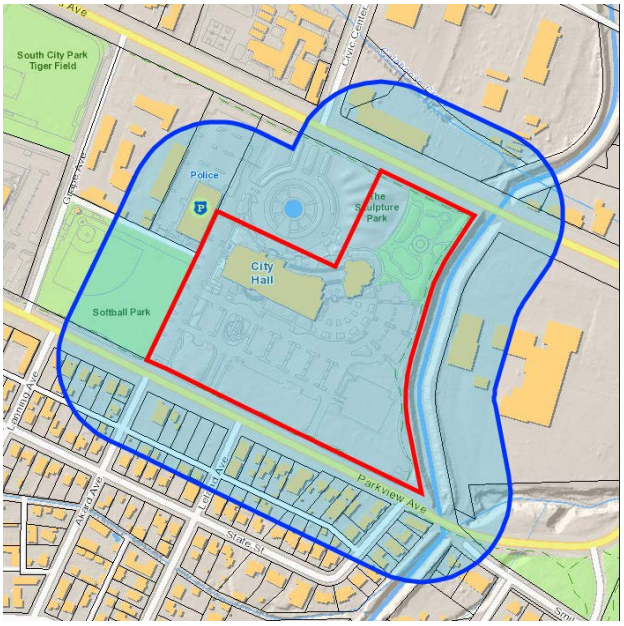
- When searching by Owner Name, enter in the owners last name and all the records with that persons last name will be found in your results.

Find “By Spatial” - Buffer Search (Buffer by Selected Parcel)

- Search your parcel of interest using one of the methods described above. If you do not have an address, APN, owner name, or street name to search by then use the Search by Graphic explained in the next section.

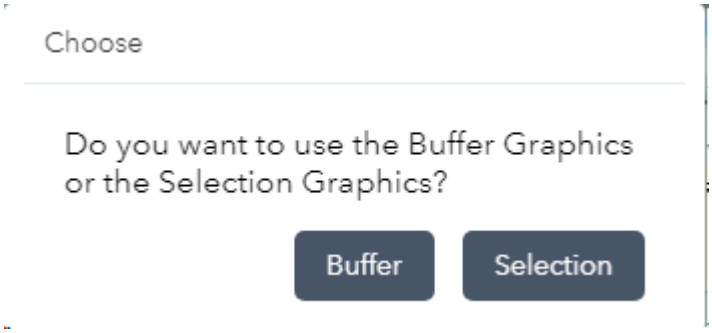


- With a subject parcel highlighted, click the “Apply Buffer” button . This creates the desired buffer distance around the parcel. By default the buffering distance is set to 300 feet which can be modified.

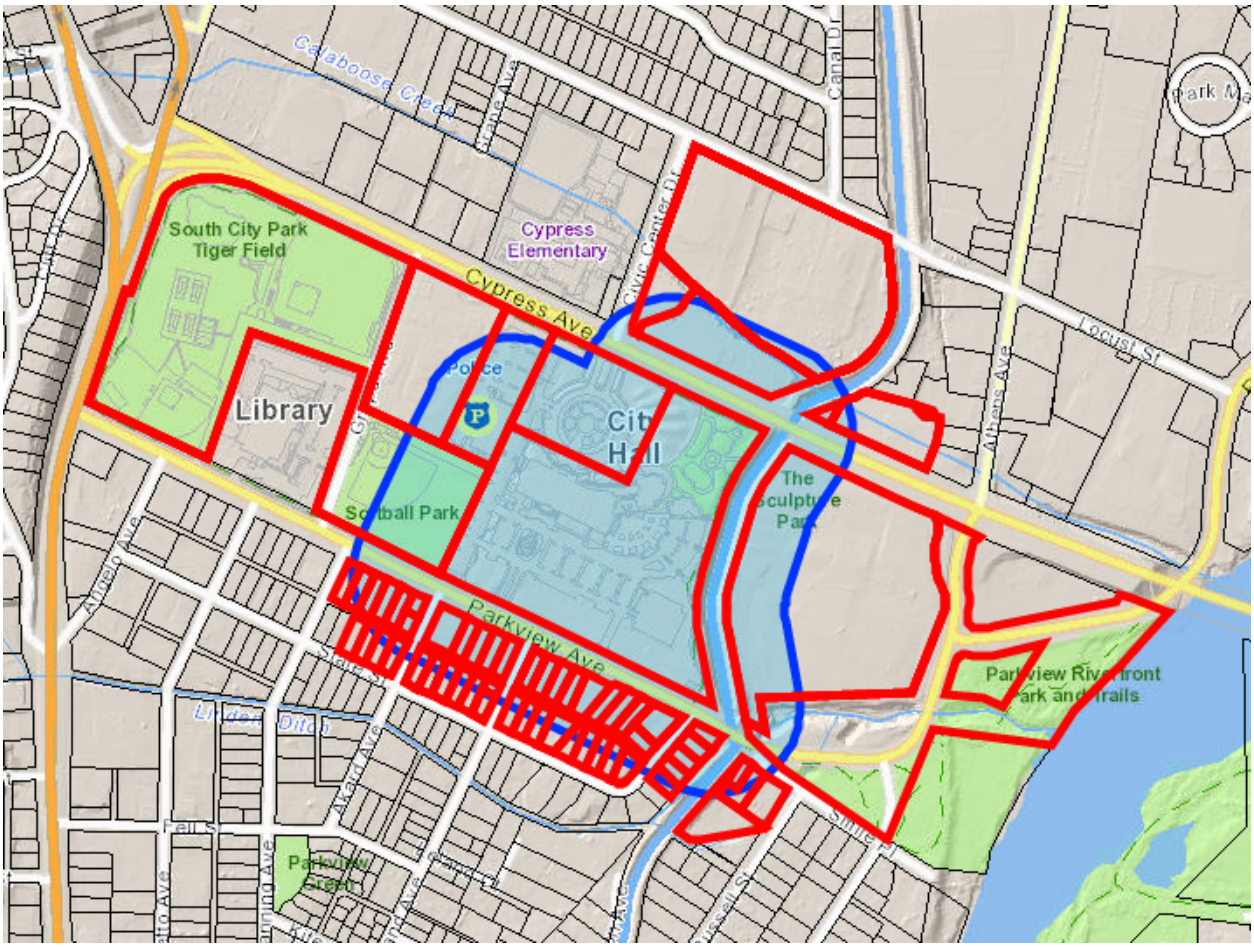


With the buffer created, you can now search/select additional parcels by using the spatial extent of the buffer.

- Under the “Search features of:” section, click the intersected by button to select all parcels intersected by the buffer. A new pop-up menu will show asking you to choose whether you want the buffer graphics or selection graphics.

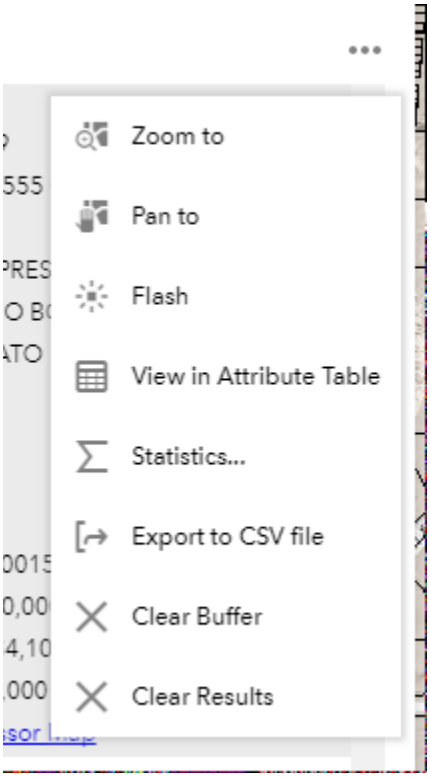


- Choose the Buffer button.



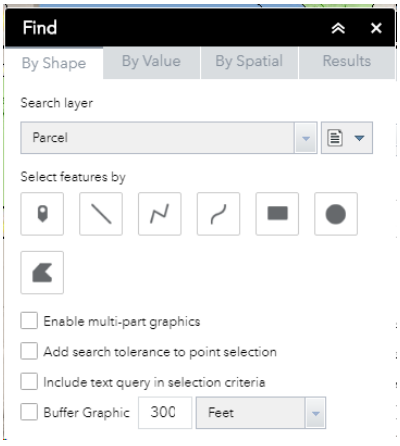
- Any parcel that intersects the buffer is selected.

- If you would like to view the data in a grid/table format, click the 3 dots button in the Results window and select “View in Attribute Table” or to export to CSV, click where it says “Export to CSV file”



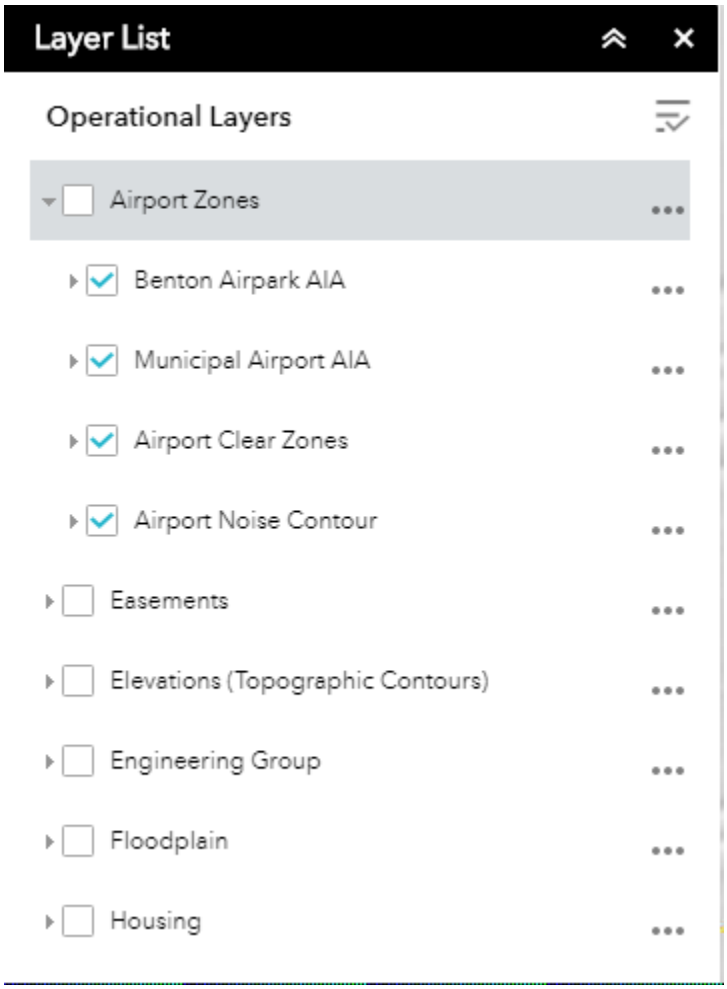
Find “By Shape” – Search/Select by Graphic

- Aside from searching out parcels by values or by buffers you can also search layers by graphics ie points, lines, and polygons. This search tool allows you to simply select a specific parcel or group of parcels by the users drawn graphic.



Note: You are not limited by drawing a single graphic, check the box for multi part graphics if you want to select different parcel groups in the map using different shapes. You can also buffer the shapes you draw by checking on the "Buffer Graphic" button.

2. Layer List / Table of Contents – You can turn layers and groups of layers on and off in the Layer List tool simply by clicking on the Layer List button then choosing a group layer you want to show in the map. The group layer must be turned on in order to toggle specific layers visible and not visible.

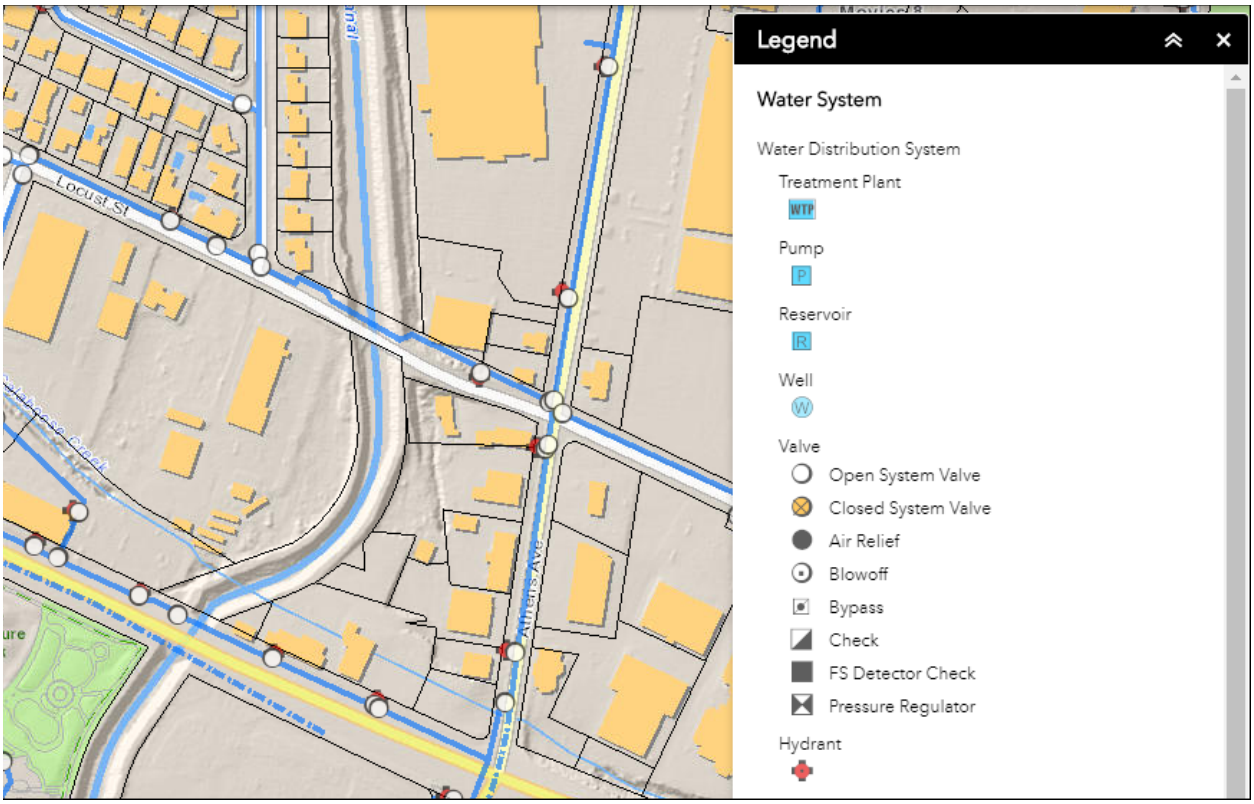


You can minimize the layer list or any tool for that matter by tapping the chevron/double up arrows at the top of the tool next to the x.

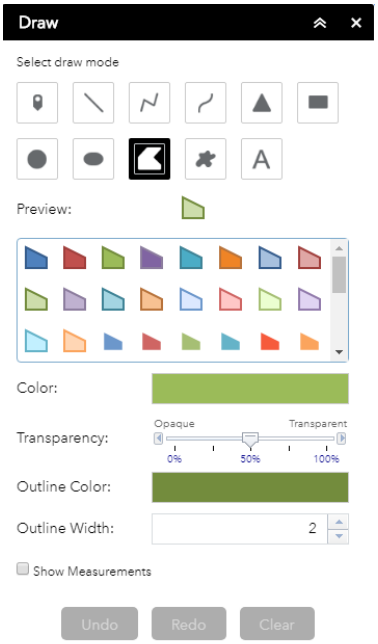
In the picture above, if you want to see all the operational layers under Airport Zones, you simply have to check the box next to Airport Zones. If you want to just look at Airport Noise Contours, you will still need to check the box next to Airport Zones, but you will have to turn off or uncheck the map layers that are not the noise contours.

Click the 3 dots next to a particular map layer to either zoom to, changes the draw order, or changes the transparency of the layer.

3. Legend – Turn on this tool to view what the different map symbols mean. Any time you turn on a map layer or set of map layers, the legend will populate with the symbology of those map layers.

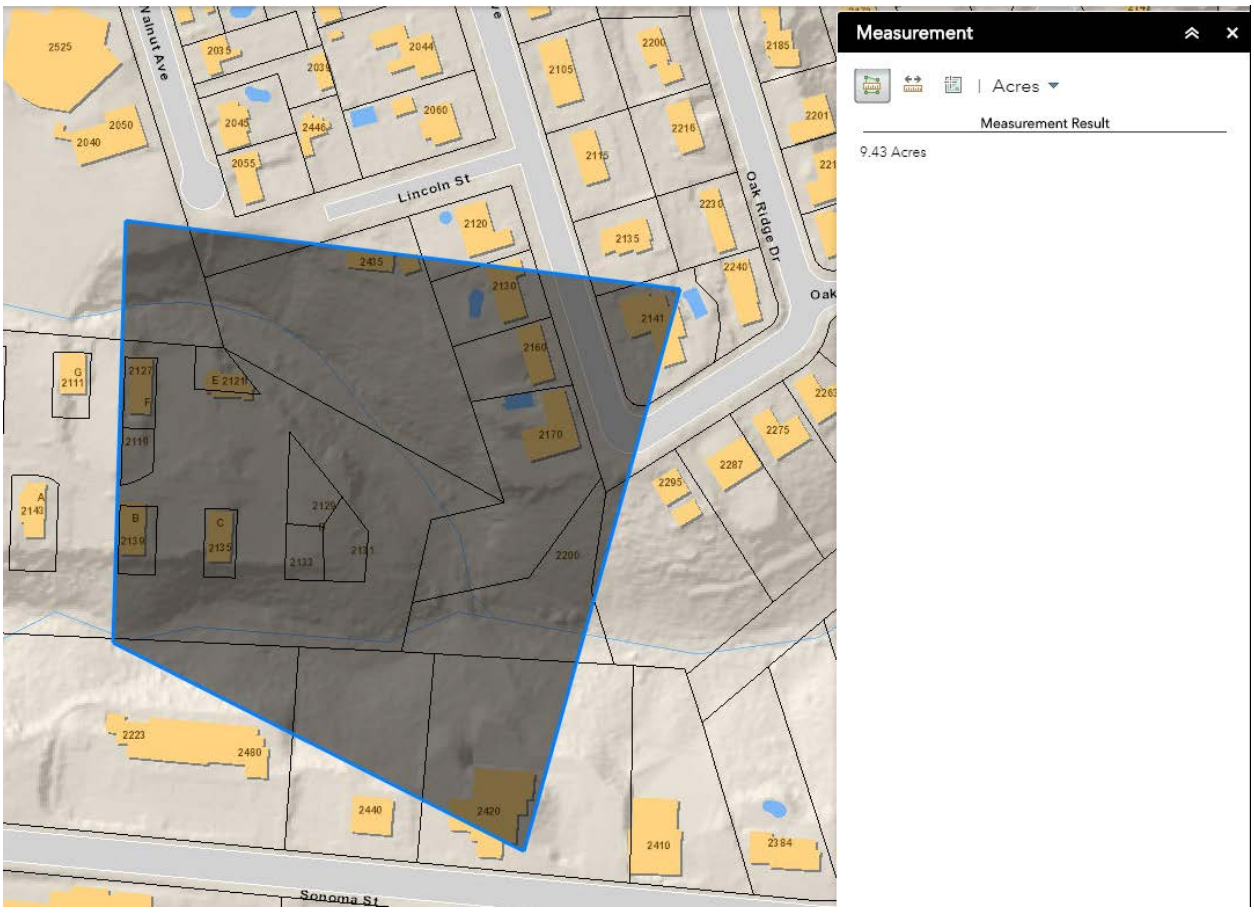


4. Draw – Use the draw tool to add graphics or text to your map. By selecting a specific drawing mode more customization options like color and transparency become available.



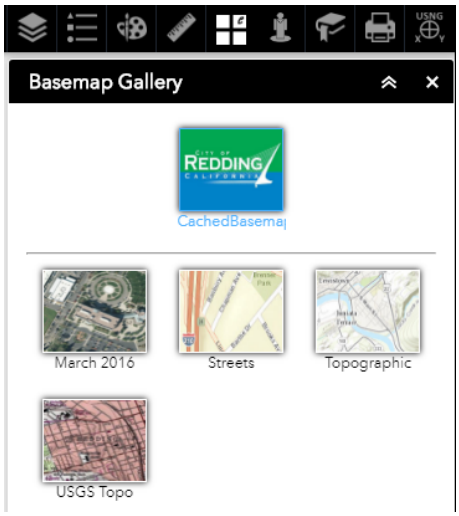
Note: You can check the box next to Show Measurements if you are needing to see area and length.

5. Measure – Use this tool to make area and length measurements on the map. You can also set X,Y coordinates on the map. To start pick what type of measurement you want to make. Click a starting point on the map and each click after will define the area or length. Once finished double left click the mouse to end the measurement and the results will show in the measurement window.

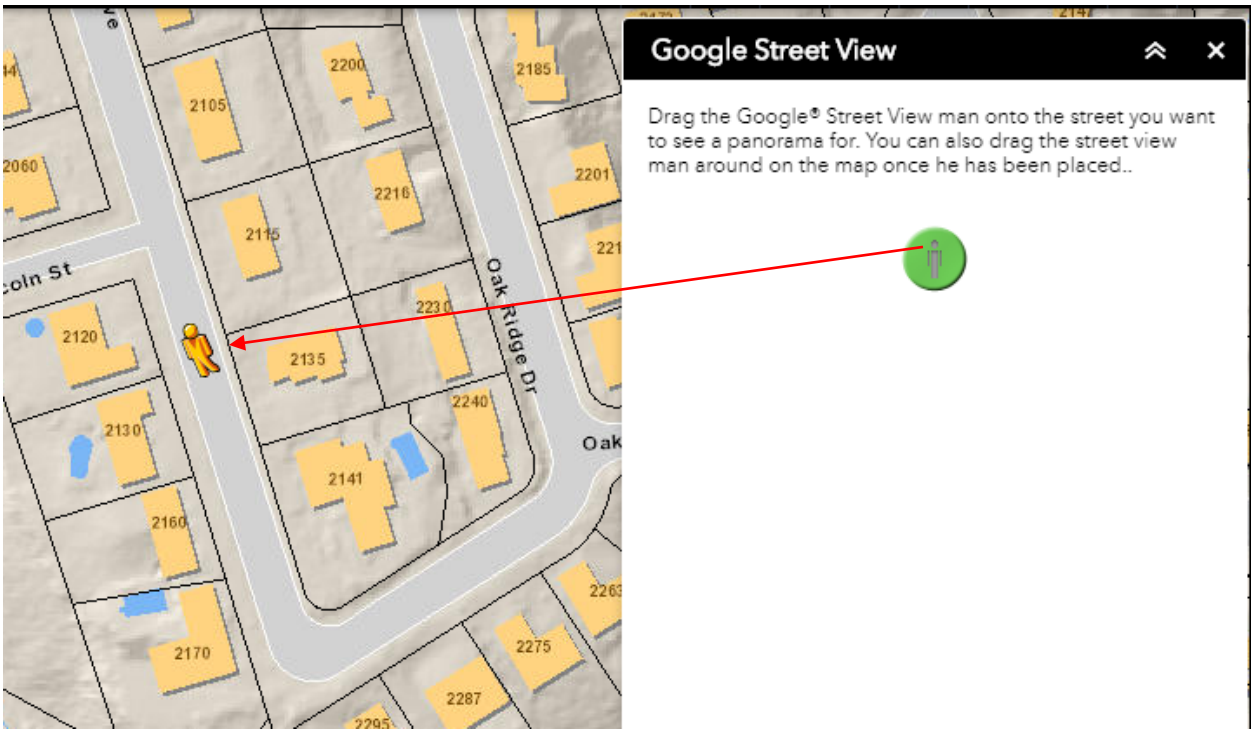


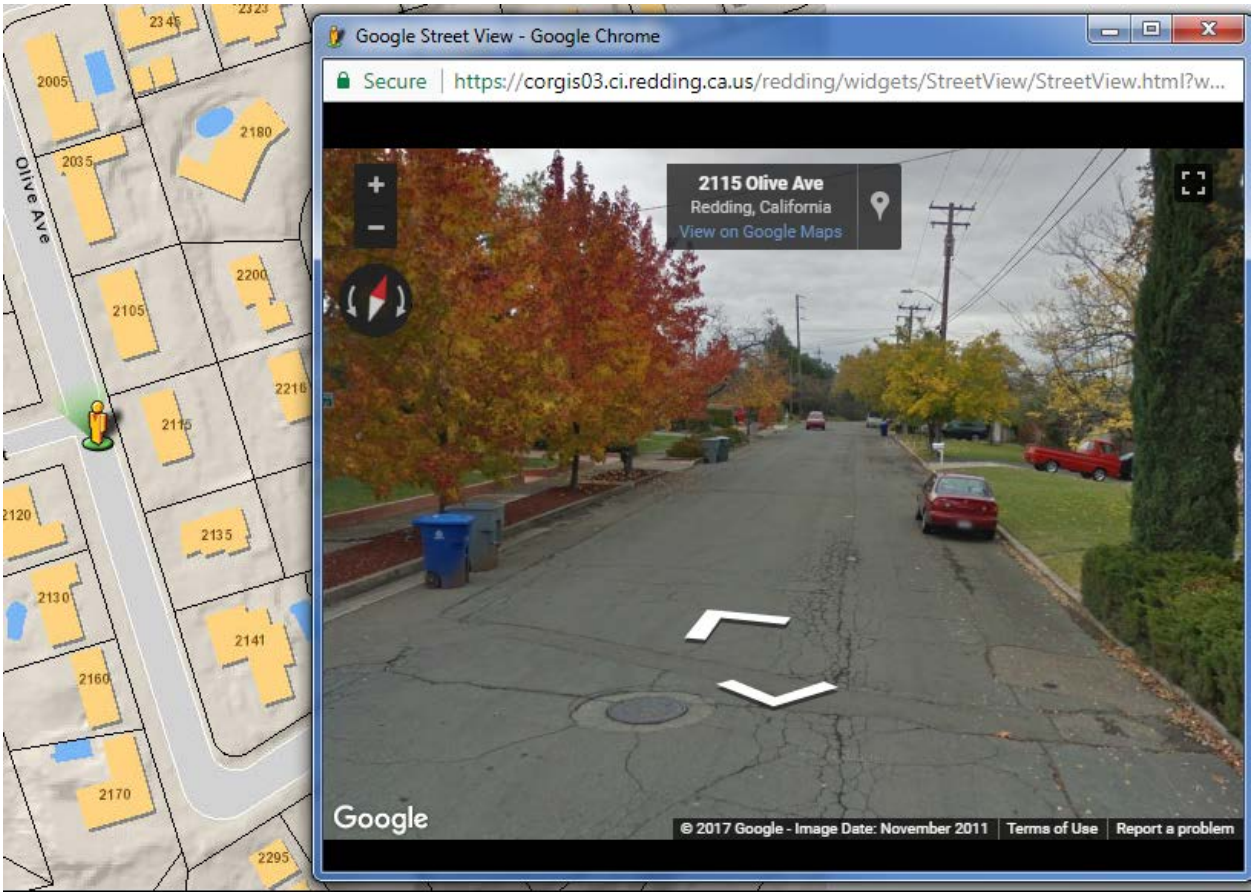
To clear your result pick the measurement icon again to clear the graphic.

6. Basemap Gallery - You can toggle between which type of base map you want to view by clicking on the basemap gallery widget.



7. Google Street View – Opens a street view window in your web browser.
   - Open the tool, then drag the Google Street View icon to a location on the map





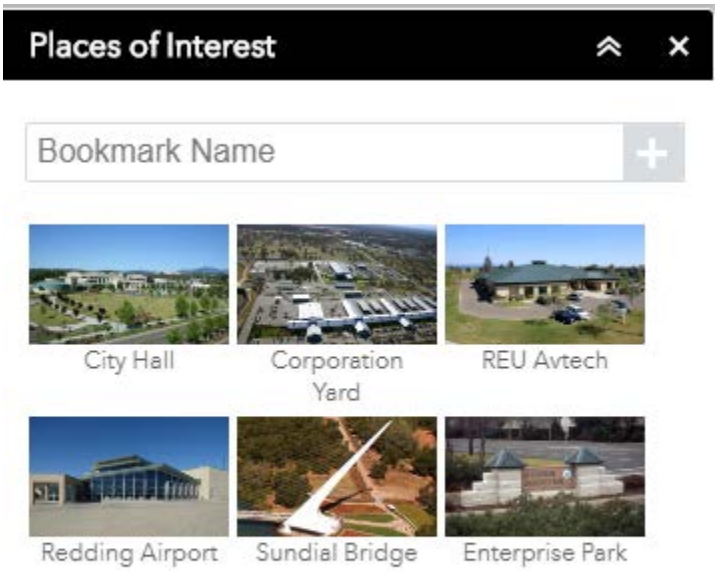
Note: The street view icon on the map will point in the direction of the view in the street view window, this will help with orientation.

If you would prefer to see Google Street View in a larger window then you can click on the Google logo at the bottom left of the Street View window to open up the same view in a different browser tab.

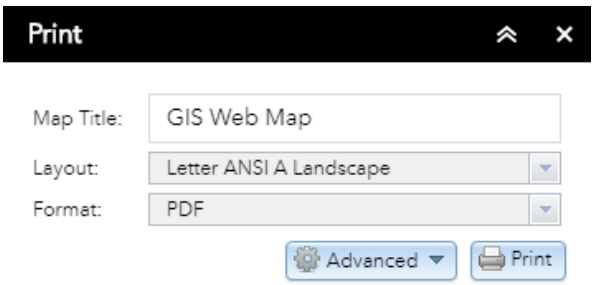
8. Places of Interest / Bookmarks - This tool allows you to bounce around the city from one point of interest to the next, whether it's the Sun Dial Bridge or the Redding Municipal Airport. You can also mark a favorite location via bookmark.

    - Click Places of Interest tool to access the list of locations.
    - Click any location in the list to immediately pan and zoom to the extent of that location.
    - If you frequently visit a specific area in the city, you can add a bookmark to the Points of Interest. Give this new bookmark a name

and it gets added to the bottom of the existing list. To remove the newly added bookmark, select the location again and hit the Delete button at the bottom right on the tool.



9. Print - Copy your map to a specified image format (pdf, jpeg, gif) and either print or share your map.
    - Open the print tool and start by creating a title and choosing a layout and output format that best suits your needs. By defualt, 8.5 x 11 landscape page size and PDF is the output that is chosen for you.

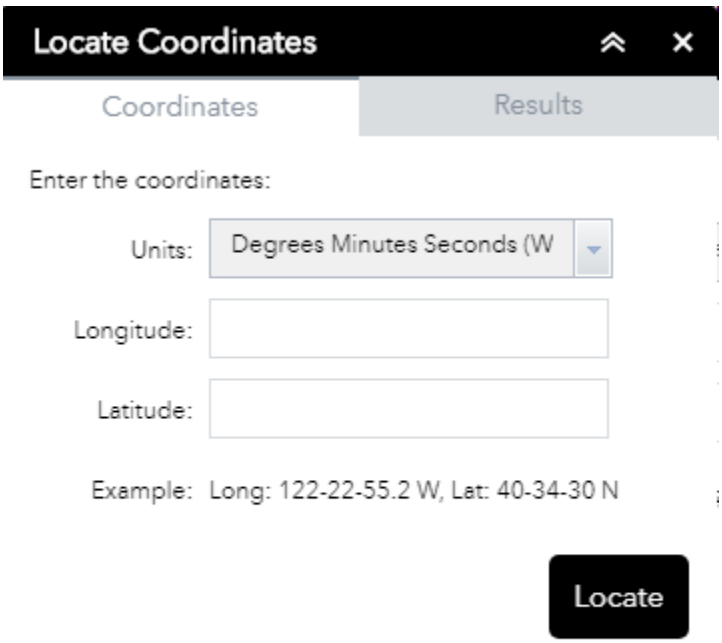


    - You can go into the advanced settings and further refine your print by configuring things like the map scale and print quality. By default the print quality is set to 96 DPI.

- Once you have configured your print details, click the Print button. This will generate a graphic document that you can open and either save or print.

10.

Locate Coordinates - The locate coordinates tool allows the user to place specific coordinates with their desired units within the map.



- If you are wanting to know the coordinates of a specific location in the map, at the lower left corner below the scale bar you will find the coordinates in decimal degrees. These coordinates are dynamic, so when you move your mouse around in the map the coordinates do change.

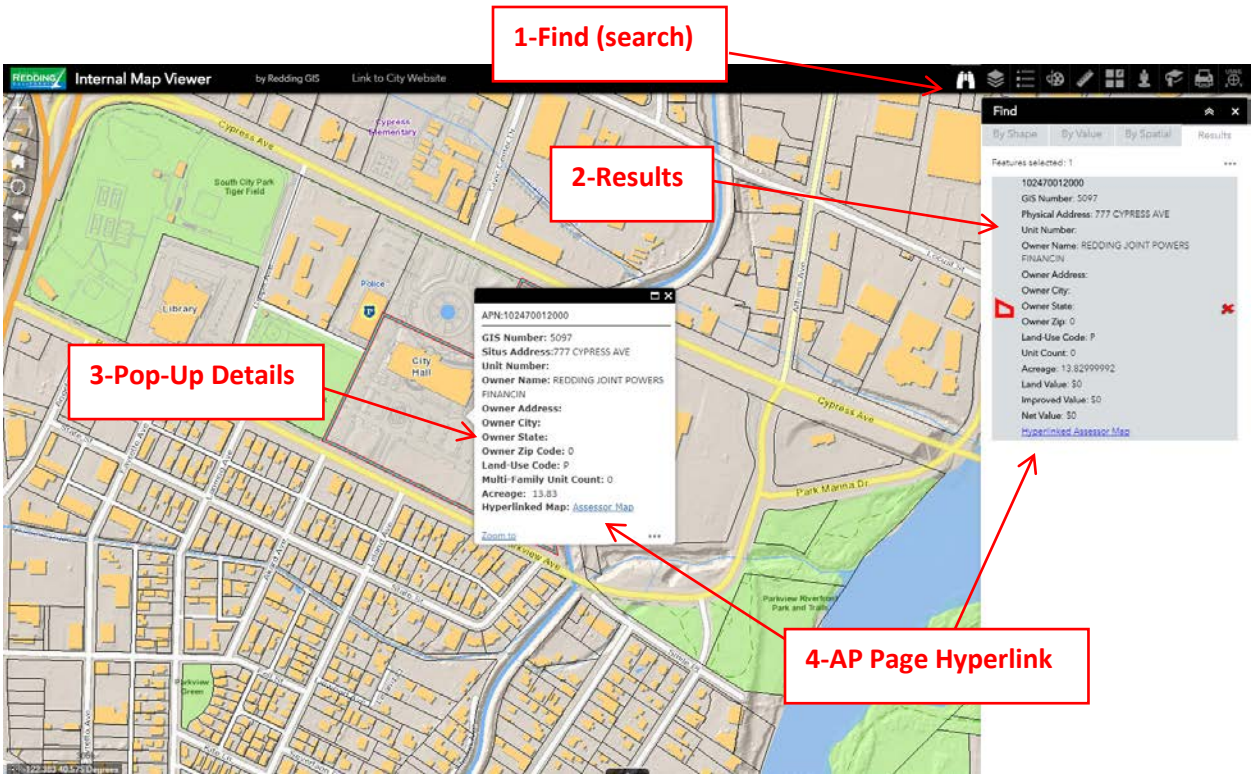
3. How To View Assessor Plat Maps

1. Zoom-in to a desired location until you can see parcels. Or **Search** for a parcel by address or AP number using the Find tool.

2. From the results in the **Find** tool, click on the desired parcel and zoom to it. A hyperlink to the assessor plat map is available in the parcel details from the results window.

3. If you do not intend to use the Find tool, mouse click on your desired parcel in the map to **View** the property information in the pop-up box. A hyperlink is available at the bottom of the parcel details in the pop-up box

4. **Click** on the hyperlink text in either the pop-up box or in the results tab to open up the assessor page in a different browser tab.



4. How To View Recorded Subdivision Maps

1. **Turn-on** the Recorded Maps (Subdivisions) group layer in the Layer List tool.

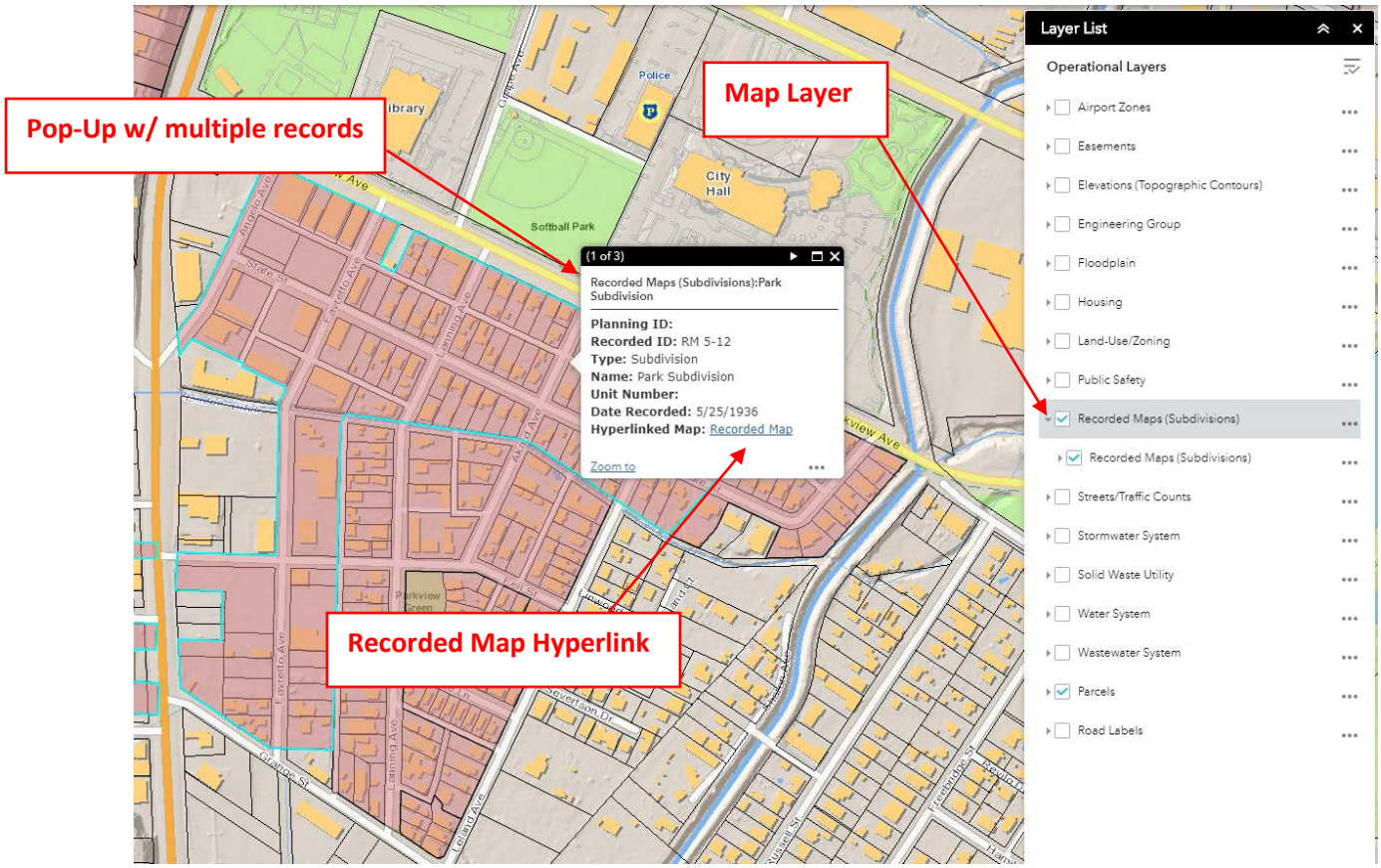
2. Using the **Navigation** tools or mouse & wheel, zoom-in to view the subdivisions in more detail.

3. Use the **mouse** to **click** on the desired Subdivision.

4. **View** the details in the newly opened pop-up window. There may be more or different information in the dialog window then just the subdivision data. Scroll through the items in the pop-up box by clicking on the carrot/arrow at the top of the pop-up box till you see the subdivision data.

5. **Click** on the hyperlink text in the pop-up box. A new window will pop-up with that recorded map sheet for the subdivision. You can zoom, pan, and print the recorded map page.

FYI…. You now can search for subdivisions in the search/find tool by using the Search layer drop down and selecting subdivisions. You can access the hyperlinked documentation from the Find results window.



5. How To View Utility Atlas Maps (Water, Wastewater)

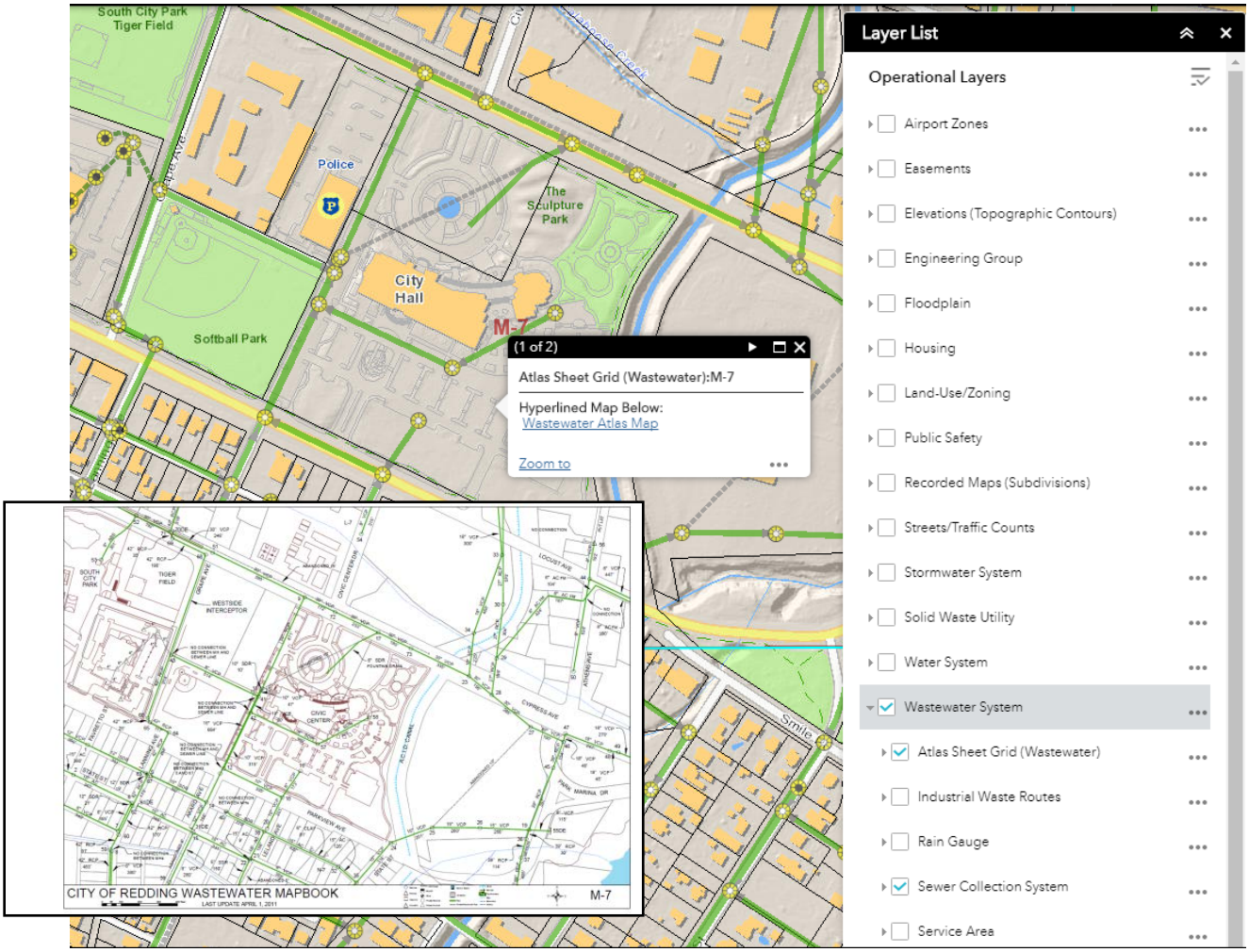
1. **Turn-on** the atlas sheet grid layer under either the Wastewater or Water Group

2. Using the **Navigation** tools or mouse & wheel, zoom-in to view the grid cells in more detail.

3. Use the **mouse** to **click** on the desired grid cell.

4. **View** the details in the newly opened pop-up window. There may be more or different information in the dialog window then just the grid cell information. Scroll through the items in the pop-up box by clicking on the carrot/arrow at the top of the pop-up box till you see the atlas sheet information.

5. **Click** on the hyperlink text in the pop-up box. A new window will pop-up with that utility atlas sheet page. You can zoom, pan, and print the atlas page.



6. How To Generate Avery 5160 Formatted Mailing Labels for Owners

1. Perform a parcel search/Find (see pg 3-5). Perform a **Find by Spatial search** (buffer) on the selected parcel in order to get your selected set of parcels or use the select by graphic search to manually select specific parcels (pg 9-10).

2. In the Find tool results box click the three dots at the top right and click **Export to CSV file**.

   Note: If you open the CSV file to edit the data, do not alter the field names/heading in the table as they directly relate to the how the mailing labels get created from the word document. You can apply a sort to any of the fields, but don't change the field names/headings.

3. Open the **MailMerge_Owners_2010_Redding.docm** Microsoft Word document. If you do not have access to this Word document contact either Devon Hedemark or Steve Kincaid to obtain it. If you have received the word document via e-mail from GIS staff, we recommend not trying to create the mailing labels directly from the file in the e-mail but instead save the file to your computer/desktop first, once saved then open and run.

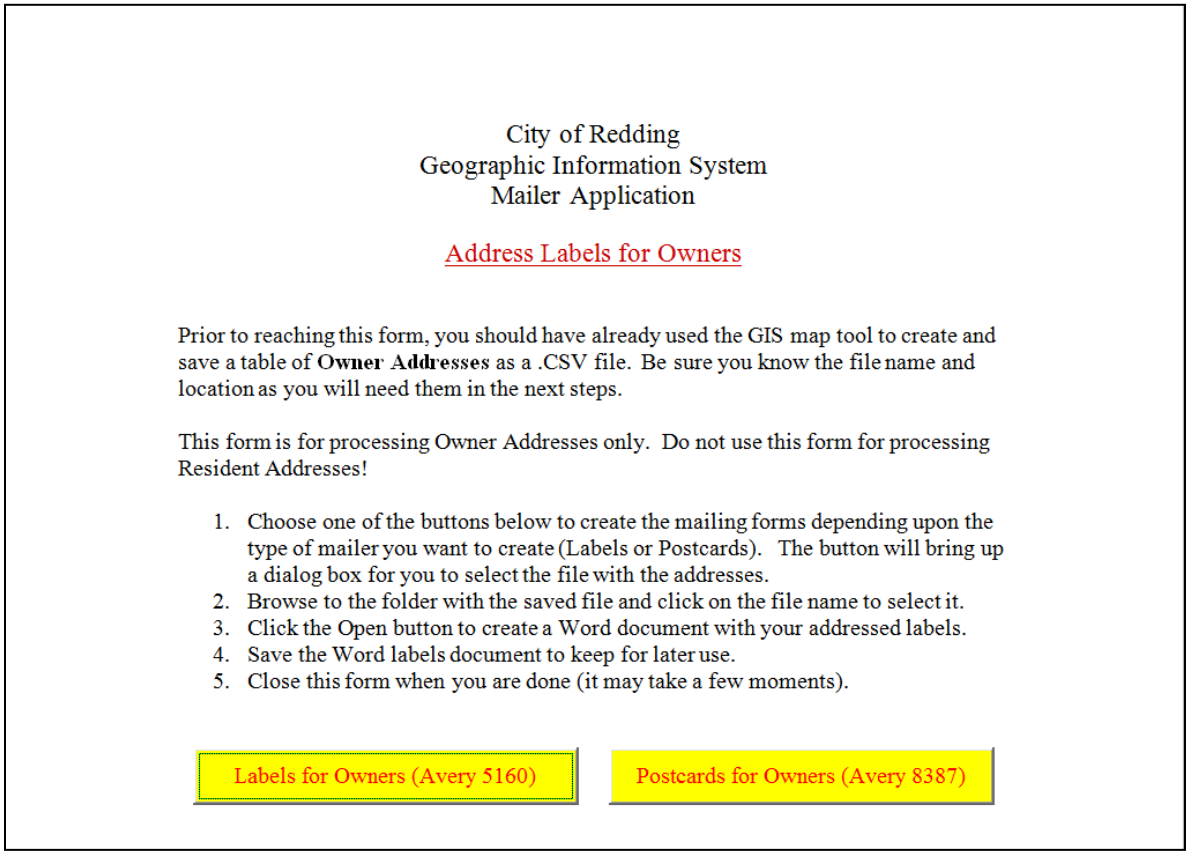
4. When the Word document opens, you may need to click a notification bar at the top of the screen to enable content. If the notification does not appear, follow the instructions in the document to generate the mailing labels.

   Note: The mailing labels are created as a new MS Word document. This document does not automatically pop up when it is finished creating the mailing labels. Check your active programs open on your home bar to find the new word document.

5. **Save** the newly generated mailing labels.

Note: In order to sort the mailing labels by owner name. Open the exported .csv file in Microsoft Excel and sort the owner name column A-Z and be sure to expand your selection. Save your csv file and exit Excel.

MailMerge_Owners_2010_Redding.docm



7. How To Generate Avery 5160 Formatted Mailing Labels for Residents

1. Replicate the same process from the steps above for generating mailing labels for Owners but instead of using the word document **MailMerge_Owners_2010_Redding.docm** use the word document **MailMerge_Residents_2010_Redding.docm**