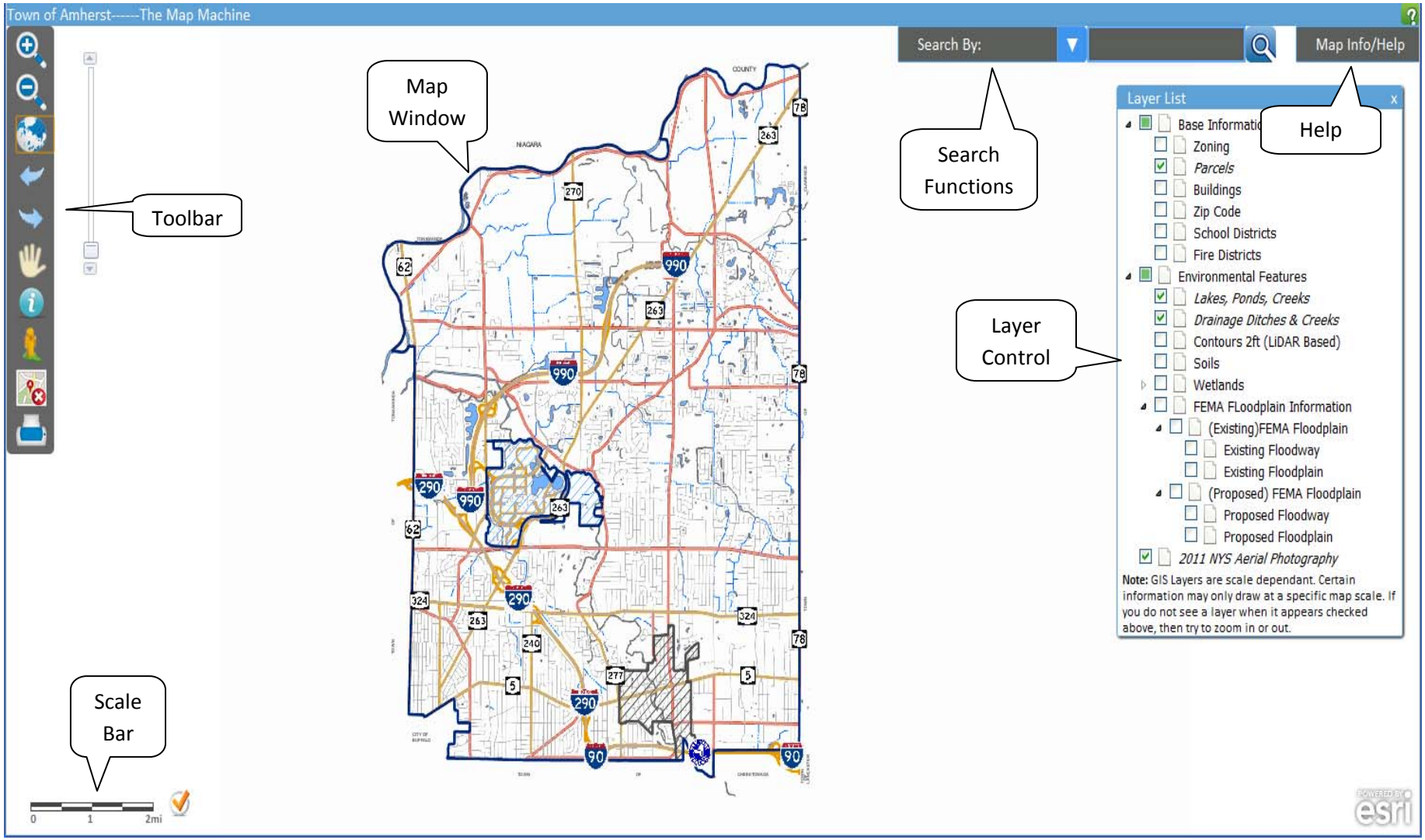
Town of Amherst, NY

GIS Map Machine User Guide



Map Window Main Elements

The **MAP WINDOW** is the main focus of the screen and where the map is displayed. The contents of the display are controlled by the various layer controls, tools, map extents (scale), and search functions (queries).

The **SCALE BAR** is located at the bottom left corner of the display and will be adjusted automatically based your map extent.

The **TOOLBAR** is located at the top left of the map window. The toolbar is composed of various tools used to control the map extent, query and provide information for geospatial layers, and printing. A "tool-tip" will display if you hover over it. Clicking on any tool will activate it for you.

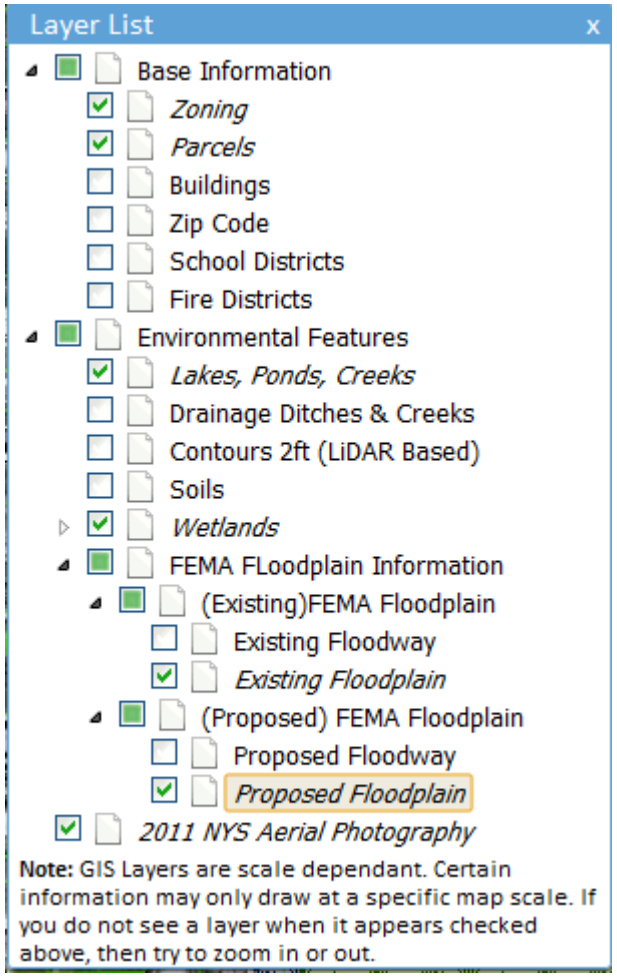
Note: Extent and Printer tools will be activated when you click on them, and deactivated when its function finishes. Map display tools (Zoom In, Zoom out, & Pan) and the TriView tool will remain activate until other map tools are used.

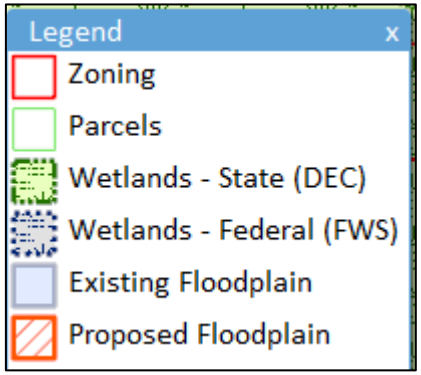
DESCRIPTION OF BASIC TOOLBAR BUTTONS	
	Zoom In: Left-click (hold), drag a box & release
	Zoom Out: Left-click (hold), drag a box & release
	Full Extent: Click globe one time to return to full scale
	Previous Extent: Go back to a previous map extent
	Next Extent: Go to the next map extent
	Pan: Left-click (hold) and move the map in any direction
	Identify: Drill down information tool for all active layers
	TriView: Dynamically linked aerial and street view images
	Clear Map: Remove all currently selected features
	Printing Map: Create and Print a PDF file

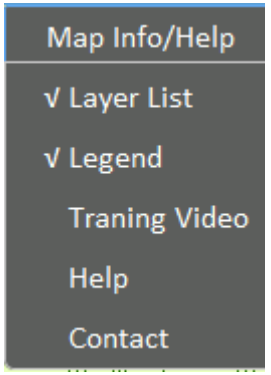
Map Layer Controls

The 

button in the upper right of the screen will open a dropdown menu. Here you can turn on the Layer List and Legend windows. The “Layer List” window is turned on by default when you enter one of our mapping applications. If you accidentally close this window you can turn it back on in this menu. Once a layer is turned on (check box) it will show in the legend. Both popup windows can be moved to other areas of your screen during a mapping session.







Note:
Several map layers are “scale dependent” . This means they will only draw at a specific scale.

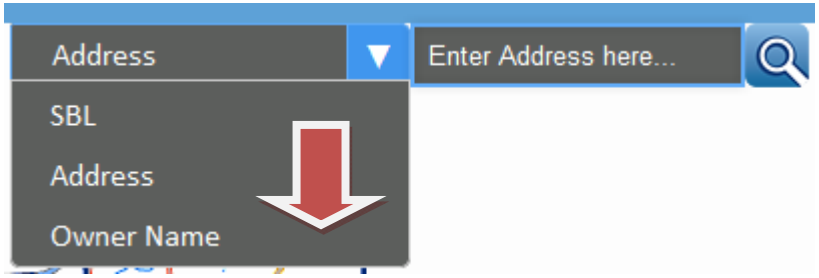
For example:
There are approximately 43,000 parcels in the Town of Amherst. Drawing them at a full Town scale would only slow the system. It is more beneficial / efficient when drawn at a neighborhood scale.

Even if the “check box” is selected next to a layer it may not draw until a specific scale is met.

Geospatial Query / Search Functions

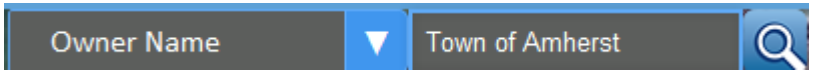
You can quickly search our maps using the query options in the upper right of the screen. Options are based on a SBL (parcel ID), Address, or Owner Name. (1) Select the option you would like to search by. (2) Enter your search criteria in the highlighted box. (3) Hit the Enter key or the search icon  . (4) The system will show a pop-up window of records to choose from. Once you select one of these records it will zoom to that specific location. The example below searches for a "Town of Amherst" owned property.

1.)

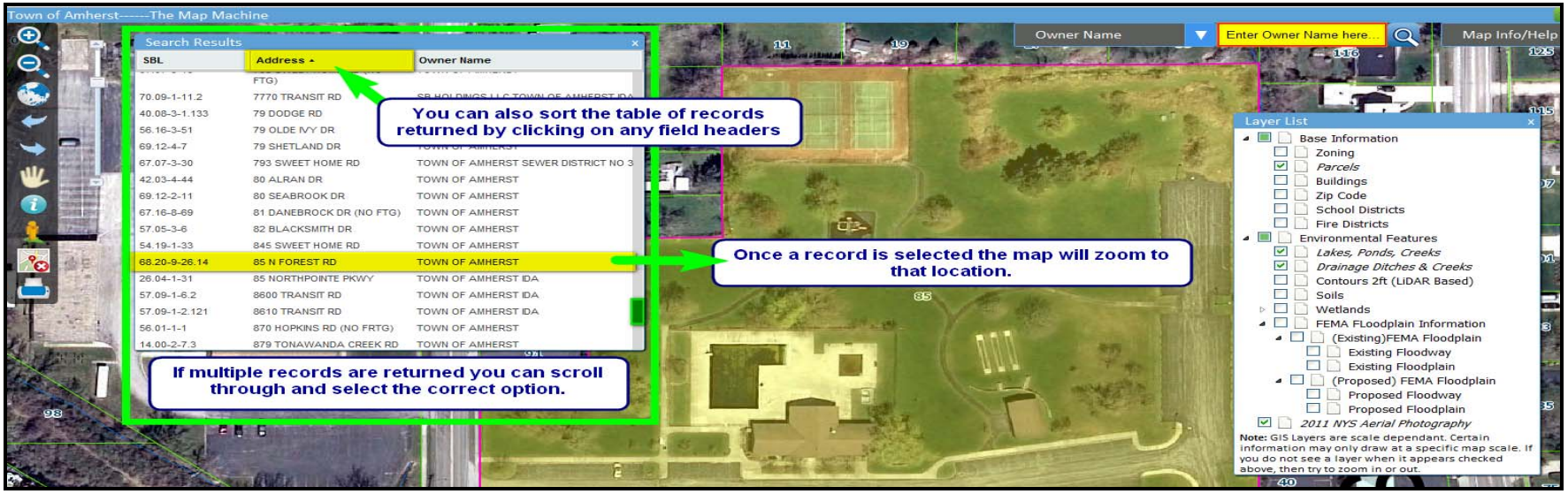


2.)

3.)



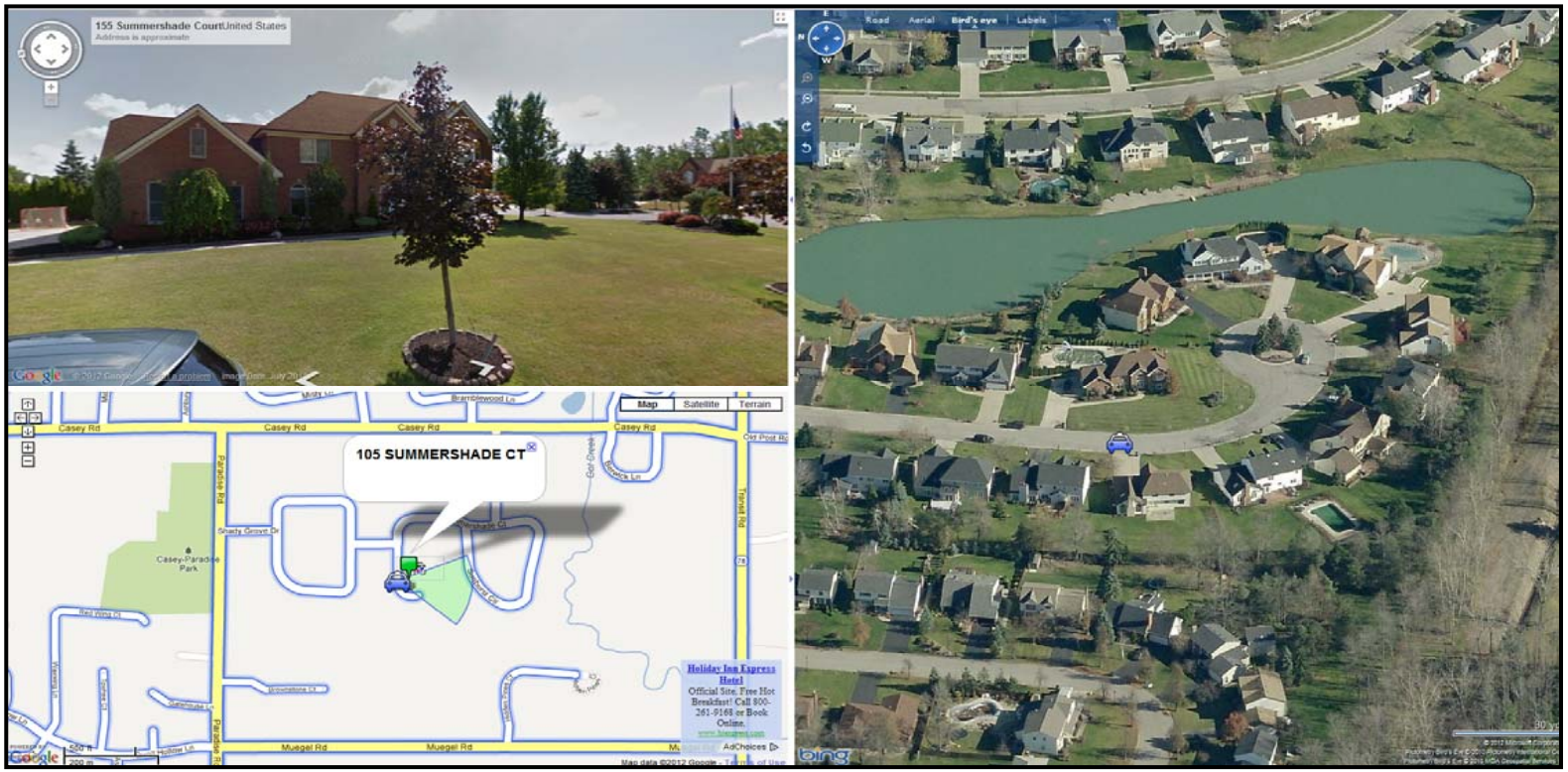
4.)



Note: If a detailed search doesn't work, try a shorter version. For instance, instead of "12345 Hopkins Rd", just try "Hopkins", or a version of. Same with searches by SBL #'s or Owner Name.

TriView Tool

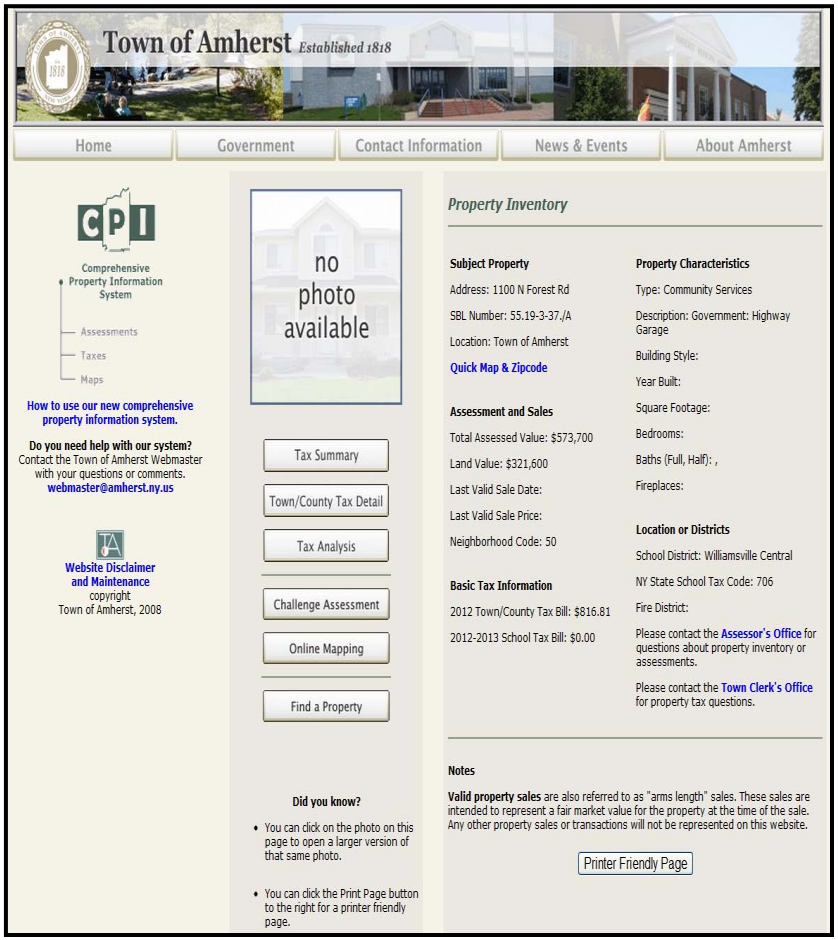
The **TriView Tool**  can be used to open a new browser window filled with **three** dynamically linked images for the location you select. The two images on the left are from Google Maps and StreetView. The image on the right is from Microsoft Bing Maps (Pictometry image). It is best to be zoomed in to a neighborhood scale so that you can identify your specific areas of interest. Once you know where you are, click on the tool to activate it. Then, left-click your mouse button inside a parcel of land. A new window will open and the three images will appear. You can click and drag inside any of the images. The other three will adjust accordingly. The bottom left image will label the address you clicked on and highlight the direction you are facing in green.



Note: If the image on the top left does not draw, click on a surrounding area in the bottom left map. If Google has collected imagery in this area (street boundary appears blue) it will draw. The TriView tool may take a moment to initiate and load. Please be patient.

CPI Right-Click Tool

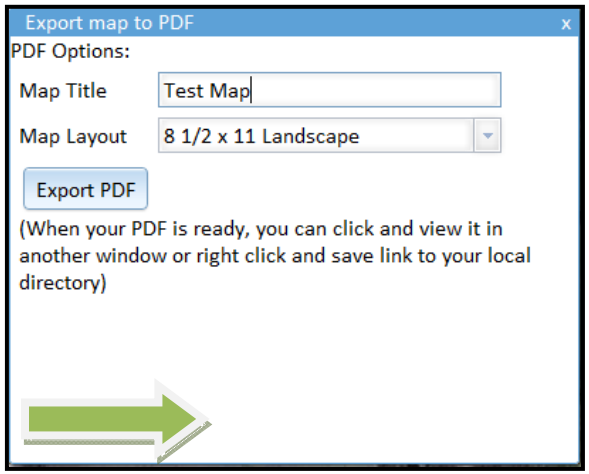
The Comprehensive Property Information **(CPI)** tool is always activated. You can Right-Click with your mouse on any property in the town and a CPI report will open. In the below example the Amherst Engineering Department parcel was right-clicked upon to initiate the CPI report.



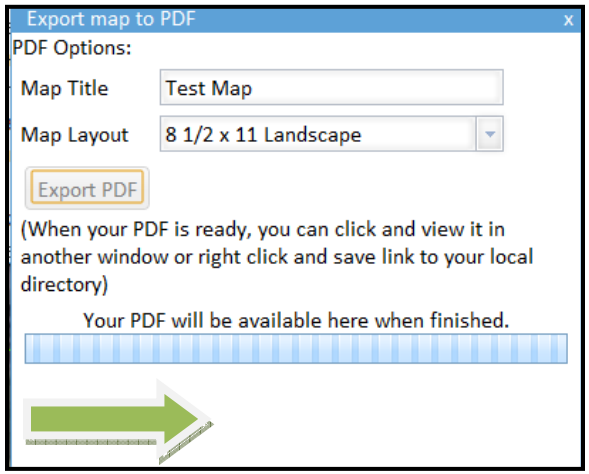
Note: To completely clear any other tools that may be active it is best to click the  tool before right-clicking for CPI the first time.

Printing

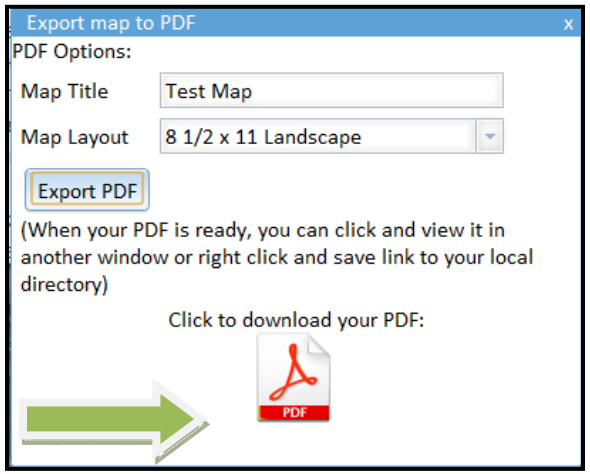
The  tool will let you print the current extent shown in the map window. Upon selection of this tool, the print options will pop-up. You can type in the "Title" you would like to use and select the desired map layout (portrait or landscape, etc). After you click the "Export PDF" you will see the print process being. When completed a PDF icon will show. You can "right-click" and "save-as" to your local computer, or just "left-click" on this PDF link to open in a new browser window. From here you can print right away. If you try to open the PDF file right in your browser window it may take a moment to load. Please be patient. This is especially true if there is orthophotography basemap images.



Print Page 1



Print Page 2



Print Page 3