

MapGeo – Basic Interface Guide

MapGeo has a full-screen map interface with a number of map control options:

Pan/Identify By default, the MapGeo mouse cursor is in pan/identify mode. This means when you hold down the left mouse button on the map display, you drag the mouse to change the map view extent. A single click will identify and select the property where you clicked. Right click the mouse button to set the mouse control back to the default Pan/Identify mode after other right click map tools are used.

Zoom In/Out The scale slider in the upper left corner of the map display controls the map extent either by dragging the slider up or down (zoom in/zoom out) or by clicking the +/- button at the top and bottom of the zoom slider.

Zoom Extent You can zoom on a specific area by using the Shift-key in association with the left mouse button. While the mouse cursor is on the map display, hold down the Shift-key on the keyboard and then click and hold the left mouse button to draw a rectangular box that will set the new map extent.

Map Extent The bottom right corner of the MapGeo display has an extent locator that when clicked will show the current main map area extent as a red rectangle. When the extent locator is being displayed, you can click on the red rectangle and drag it around the overview map area to change the main map display extent. Click the upper left corner of this overview map to return it to its default minimized state.

Full Extent The icon above the Zoom In/Out slider will return the map display to the default zoom extent.

Measure Clicking the right mouse button allows you to toggle the mouse control to a measure length or measure area mode. Right click to select the default Pan/Identify mode when done measuring. See the section on Markup Tools for more information on the Measure tools.

Hover Over MapGeo provides some functionality simply based on where the mouse cursor hovers over a spot on the map. When the mouse pauses over a location on the map, a dialog appears that provides information such as the address and owner of the property under the cursor. The hover over dialog also provides some functionality such as the ability to select the property, and add it or remove it from the abutters list if that panel is active.

Scale Bar MapGeo provides a graphic scale bar in the lower left corner of the display. The display of a scale bar is an option configured by the site administrator.

Full Extent

Scale Slider

Zoom Extent

Current Map Extent

✓ Pan / Identify
Measure Length
Measure Area

Hover Over Pop Up



Browser Compatibility and Settings

MapGeo does not employ any kind of browser plug in such as Adobe Flash or Microsoft Silverlight for its mapping. The Help files for MapGeo are in a PDF format, so the Adobe Reader software is required in order to view the help documents. To eliminate the dependency on browser add in programs for the map, MapGeo leverages the latest HTML 5 web application framework. This is the latest web development trend, so it does necessitate the latest in end user browser software. The full, rich functionality of MapGeo requires:

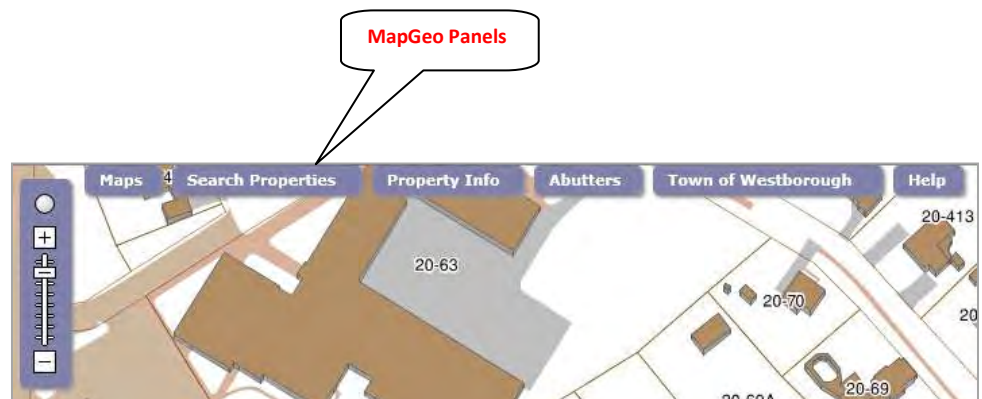
- Microsoft Internet Explorer version 8 or above
- Google Chrome version 8 or above
- Mozilla Firefox version 3.5 or above
- Apple Safari version 4 or above

MapGeo does employ the use of “cookies” to save a user’s application settings. If the use of cookies is blocked by the user’s security settings, MapGeo will function but the default application settings will be the user’s starting point.

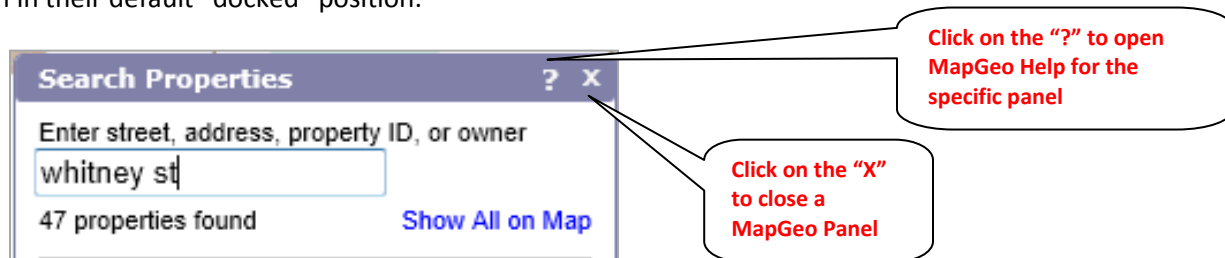
MapGeo was designed to limit the use of browser pop-ups. However, the ability of MapGeo to call other applications (such as Google Street View or the link to a Property Assessor databases) does require the use of pop ups. If the use of pop-ups is blocked in the browser settings, these linked applications will not function smoothly. Browser settings can be adjusted to allow pop-ups from the mapgeo.com site.

MapGeo Panels

Click on any of the MapGeo buttons to open that panel. The Search Properties panel is typically open when the MapGeo application is first opened. However, the site can be configured to have any of the panels open and docked when initially accessed by a user.



When a user exits MapGeo, the panel settings are saved and used as the default when next opened. These panels are shown in their default “docked” position.

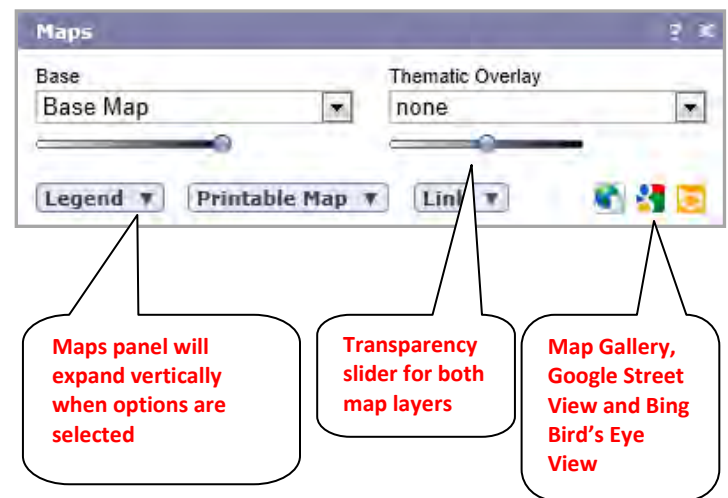


MapGeo panels can be repositioned on the map interface by grabbing the panel by the title bar and while holding the left mouse button down, drag the panel to a different area on the map. When closed, panels return to their default docked location and when subsequently opened will return to their last “open” position on the display. Some of the MapGeo panels can also be resized once they are opened. Move the cursor to the edge of the panel and once the cursor changes to a resize arrow, click and drag the left mouse button.

Maps Panel

Select the Base Map and Thematic Overlay Map option along with the transparency of these two maps. Also provides the legend for the currently selected maps, the option to generate a printable map view, a URL link to the current map, or selection of a Google or Bing view of the current map display.

It is important to note that the Base Map and Thematic Overlay Map options are controlled by the site administrator. That means that a user who logs into the site may have different options that a general public user who does not login to the site.



The map detail shown on the display may also differ based on the zoom scale. Since many details can only be seen when zoomed in, the map display for the same Base Map and Thematic Overlay will appear different based on the scale of the current map display.

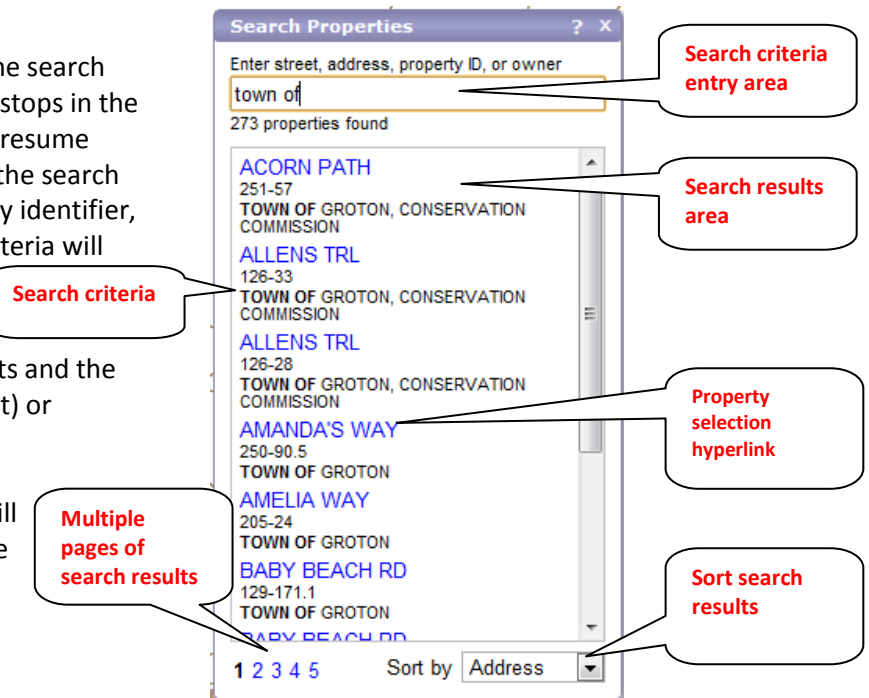
The Google Street View and Bing Bird's Eye View buttons will link to those web sites by opening a new browser window and will be positioned in those views based on the current center of the MapGeo display.

Search Panel

Search provides a single area for entering the search criteria. The search is initiated when typing stops in the search criteria. To refine the search, simply resume typing with more exact criteria. By default, the search is run against the property address, property identifier, and owner name. A match on the search criteria will show in the search results as **Bold** text.

There can be multiple pages of search results and the results can be sorted by address (the default) or property id or owner name.

Selection of a property address hyperlink will zoom the map to that location and open the Property Info panel for that property.



Property Info Panel

For a selected property, basic information is displayed in the Property Info panel. This dialog is divided into sections: Property, Ownership, Valuation, and Land. Click on the “more” option to display detailed information for each section.

If there is more than one property in the selected set, the Address field at the top of the panel will be a pull-down list of each property. This pull-down list is also used when there are multiple property owners for a single selected parcel such as for condo units.

The Property Record Card link at the bottom will either link to an external site for this information, or to a MapGeo generated property card.

The Client panel will display information on when the property and ownership information was last updated.

The Property Info panel displays the following information:

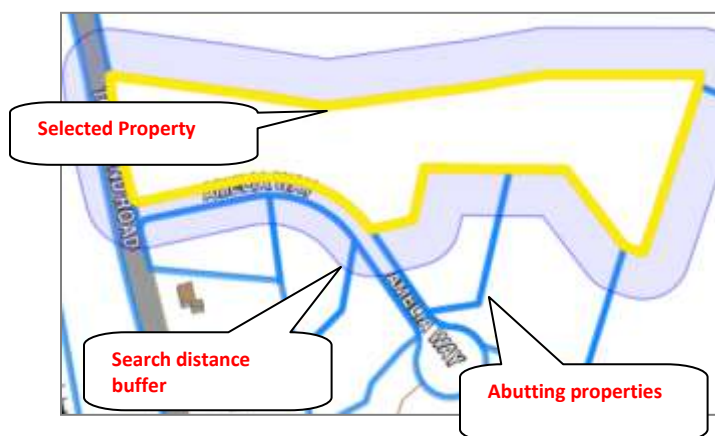
- Address:** TOWNSEND RD (pull-down list)
- Property:** ID 205-23
- Ownership:** Name GROTON CONSERVATION TRUST, Address P.O. BOX 395 GROTON, MA 01450
- Valuation:** Total \$340,800, Land \$340,800, Last Sale \$0 on 09/20/00. A “more” link is available.
- Land:** Area 52.6, Zone. A “more” link is available.
- Property Record Card:** A link at the bottom.

Callouts:

- Multiple property selection list:** Points to the Address pull-down list.
- More information for each section:** Points to the “more” links in the Valuation and Land sections.
- Link to a summary of the selected property:** Points to the Property Record Card link.

Abutters Panel

For the selected parcel or parcels, opening of the Abutters panel will display the list of the abutting properties within the default abutting distance. The distance buffer will be shown around the selected property and each property that touches that buffer will be in the abutters list.



The Abutters panel displays the following information:

- Search distance:** 100 ft
- Abutting properties list:**
 - 77 GRANITE STREET 1168-81-A SOUTH COASTAL BANK
 - 99 GRANITE STREET 1168-8
 - 99 GRANITE STREET LLC
 - 99 GRANITE STREET 1168-8
 - 99 GRANITE STREET LLC
 - 99 GRANITE STREET 1168-8
 - 99 GRANITE STREET LLC
 - 281 WHITWELL STREET 1168-3-81
- Actions:** Spreadsheet, Mailing Labels, Abutters Report
- Sort by:** Address

Callouts:

- Buffer distance – type new value to change:** Points to the Search distance field.
- Remove an individual property from the list:** Points to the “Remove” button next to a property in the list.

The Abutters panel has options for output of this list to a spreadsheet formatted file, producing a Mailing Labels view that can be printed, or creating an Abutters Report that can be certified by the Assessor. An individual member of the abutters list can be removed using the “Remove” option.

Close the Abutters panel to clear the buffer and abutting properties on the map. Open the Abutters panel to initiate a new abutters list.

Client Panel

The Client panel is titled with the name of the hosted client. This toolbar provides contact information, disclaimer warnings, and information about the application and data.

The Comments section provides a mechanism to provide input to the client on the application or the data being shown. Click on the Comments tool and the dialog will expand to provide the comments interface. The only required fields are the Comment On, and Comment sections.

The client logo will also provide the ability to link to the client's web site. Hover over the logo and click to go to the client's main web site.

The Disclaimer portion of the Client Panel will display the dates when the parcel mapping data and ownership information were last updated on the site.



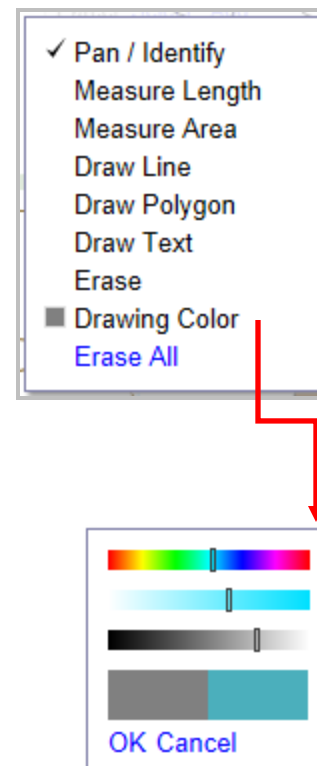
Markup Tools

Right-click on the map display will provide a menu of options. The default mode is the Pan/Identify mode where the user typically pans the map display and clicks to select a parcel.

There are tools for measuring length and area. The area and length are displayed as the user single clicks to define a shape and double clicks to end the shape creation. These measurements then become part of the markup on the map display.

Draw features in the markup tools include Line, Polygon, and Text. The current Drawing Color is shown to the left of the menu item, and this can be changed by clicking on the Drawing Color option. The three bars on the color selector control: hue, saturation, and value all combine to form the new color shown on the right at the bottom of the color dialog. The current color is shown on the left.

Markup features can be removed with the Erase or Erase All option. Markup is only saved in the current browser session.



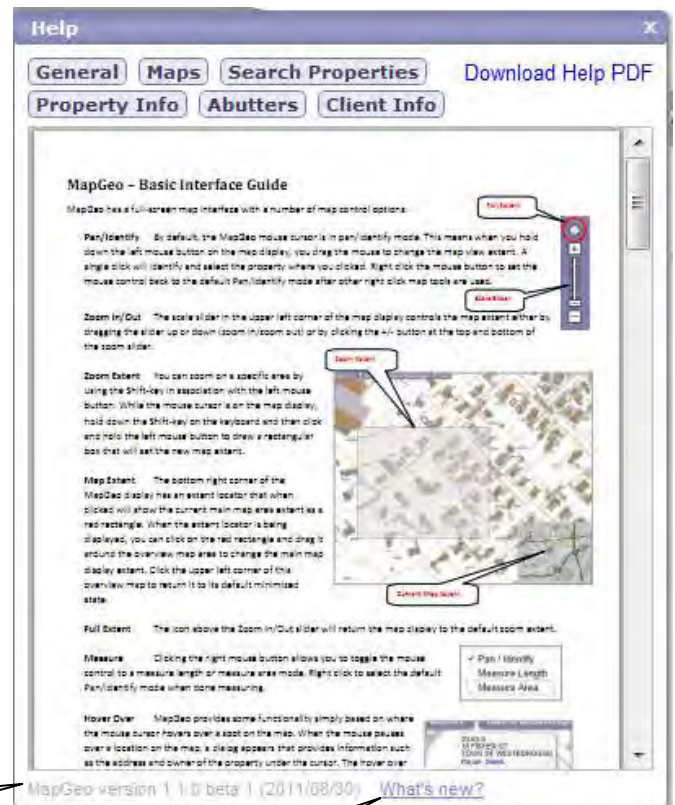
Help Panel

The Help panel provides a single area where all the help information can be accessed or downloaded. Help on individual MapGeo panels can be accessed from the “?” icon on each panel title bar.



The Help panel also displays the current version of MapGeo at the bottom of the panel.

The What's New portion of the Help Panel will display the application updates incorporated in the latest version of MapGeo. This listing also shows the history of updates to MapGeo since its initial launch in 2011.



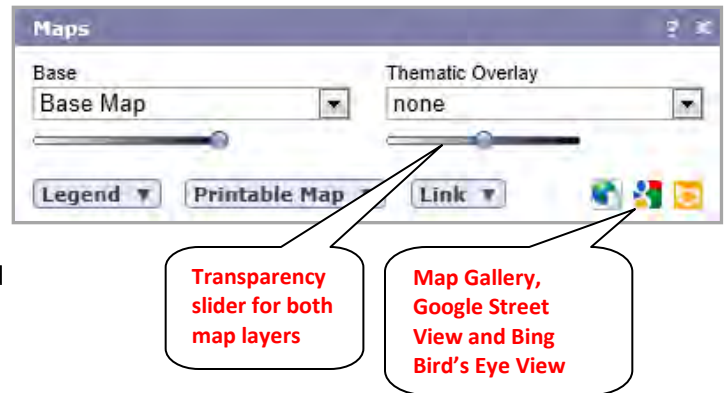
MapGeo Version

What's New in MapGeo!

Maps Panel

Select the Base and Thematic Overlay Map along with the transparency of these two maps on this Maps panel. The number of available maps may be limited by the site administrator to logged in users

The Base will be the bottom layer in the map display and the Thematic Overlay will be on top. The slider below the Base and Thematic Overlay selection boxes control the transparency of how these two maps are combined in the display.



The Base Map is the default for the Base selection. The Base Map provides the typical property view with parcel boundaries, road names, buildings, etc. The visible detail will depend on the zoom level, with less detail when zoomed out and more detail when zoomed in.

The Google Street View and Bing Bird's Eye View buttons will link to those web sites by opening a new browser window and will be positioned in those views based on the current center of the MapGeo display.

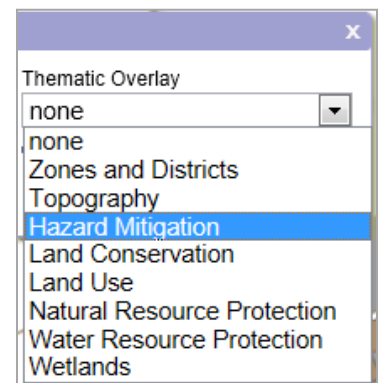


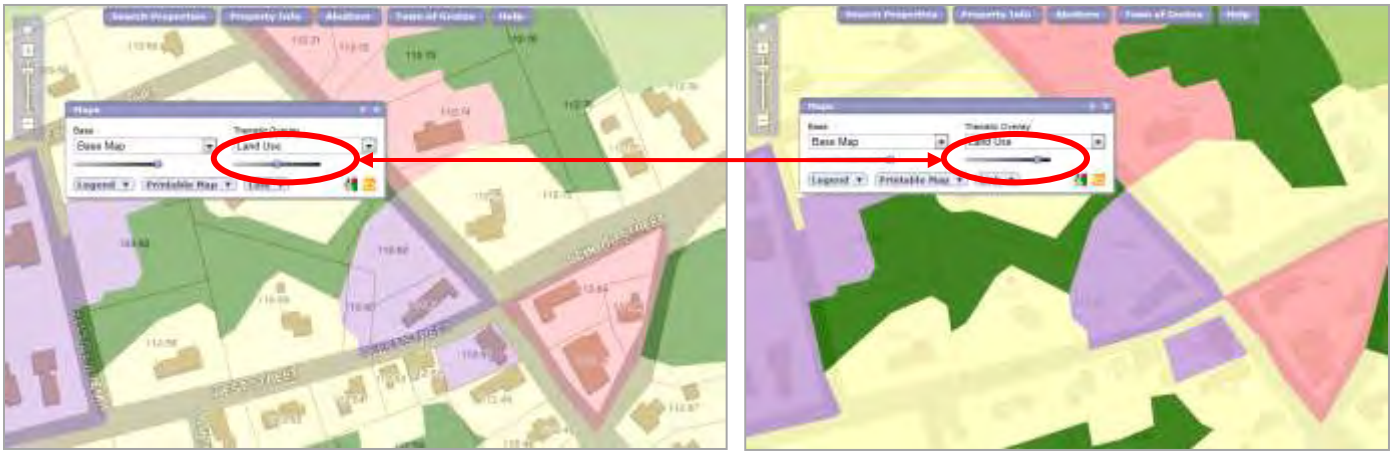
Note the scale slider difference between these two views.

The available Base and Thematic Overlay pull-down options will depend on the client's choices and what is currently available. The Thematic Overlay options are a mixture of client specific map layers, and available State and Federal map layers. The State and Federal map layers will change as new mapping data becomes available or when new releases of this data are made available.

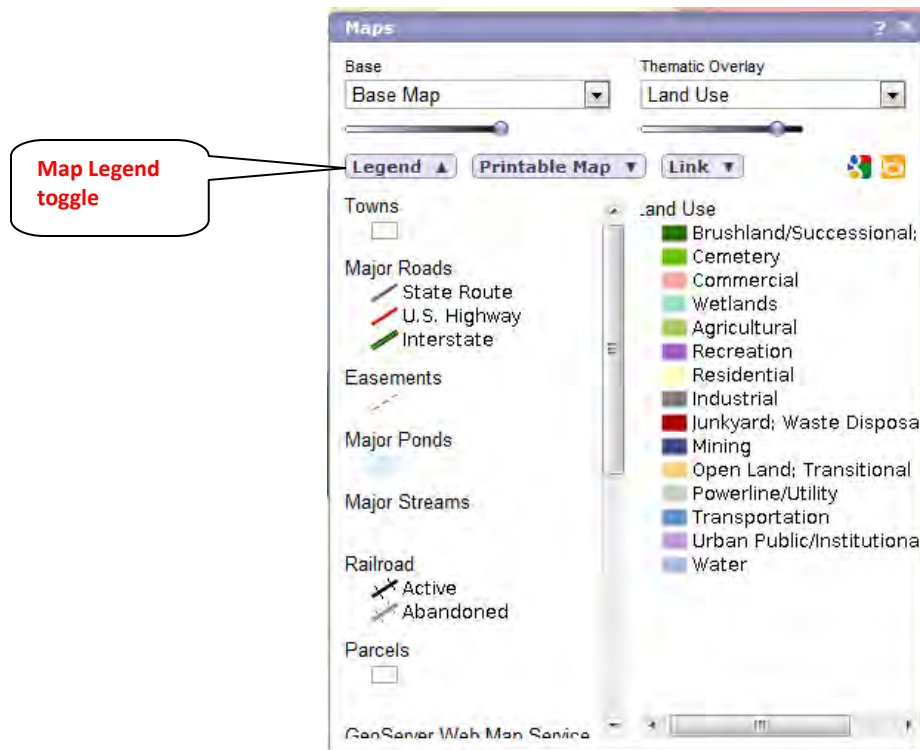
In the list on the right, the Zones and Districts as well as Topography are client specific map layers, while the remaining are all State and Federal map layers.

The transparency slider between the Base and Thematic Overlay controls the visibility between the two map layers. Note the transparency slider settings between the two map displays below.





The Map dialog also provides the legend for the currently selected Map and Thematic Overlay. Use the up/down arrow on the Legend button to toggle the display of the legend.



Map Legend Display

Printable Map

The Printable Map option will change the Map dialog to allow for the input of a map Title and scale. There are also options for size (Letter or Tabloid) and orientation (Portrait or Landscape). There is also a check box for printing a legend which will print after the map is produced. The scale options include the current visible extent, the current scale, or at a set scale. The additional printed map details such as a logo and disclaimer are configured by the site administrator.

Maps

Base

Base Map

Thematic Overlay

none

Legend

Printable Map

Link

Title

This is the title area for the printed

Printable map layout

Letter (8.5 x 11)

Portrait

Tabloid (11 x 17)

Landscape

Include legend

Draw printable map

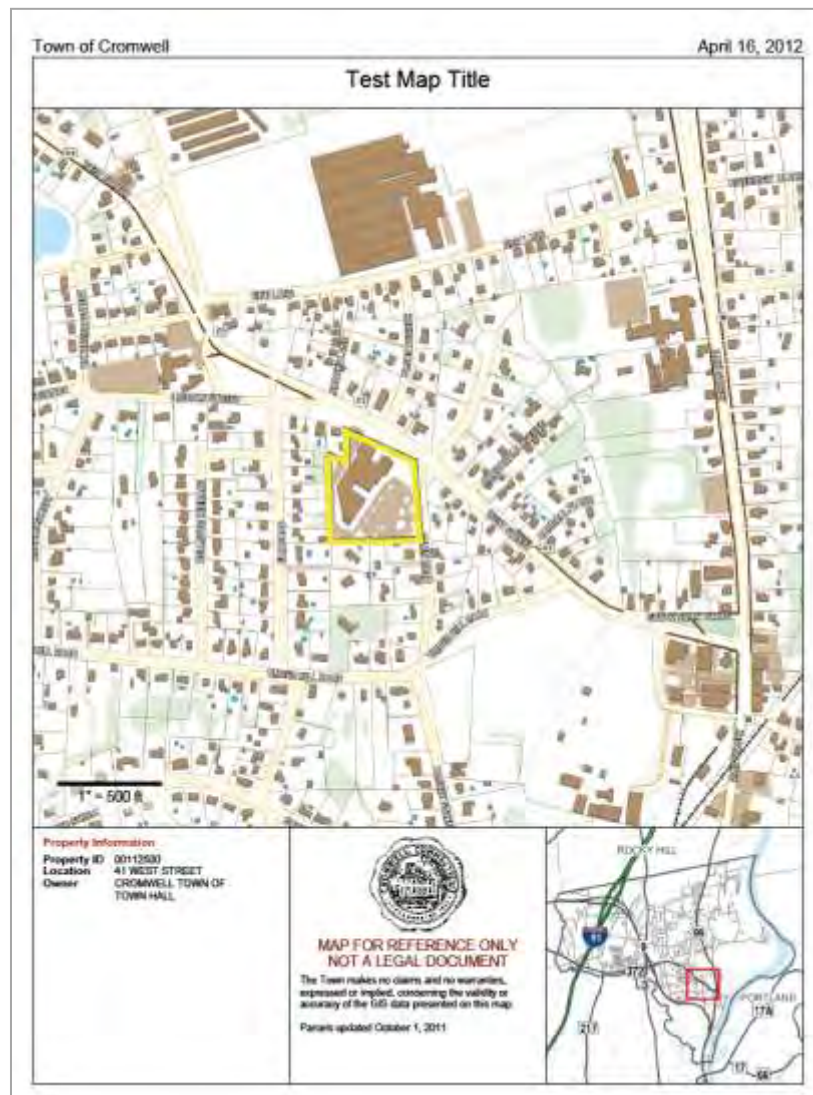
with the current visible extent (scale: 1" = 1026 ft)

at the current scale: 1" = 562 ft

at this scale: 1" = 500 ft

Create Printable Map

Click on the "Create Printable Map" to generate the map display as a pdf format file for printing. The creation of the printed map may take a minute to generate and will open as a new browser window.



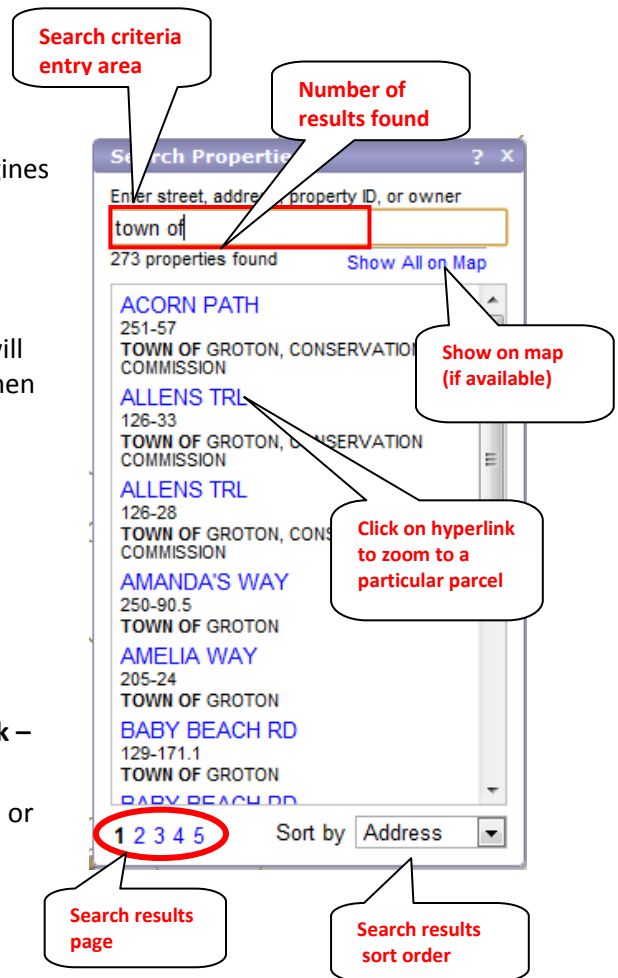
Search

MapGeo implements a free form search that is similar to other search engines such as Google. The search queries the Property Address, Property ID and Owner Name (when the community chooses to publish owner names).

Search results will appear after the user stops typing and will be further refined if more search terms are added. Terms matching the search text will appear in **bold** and the property address is used as the hyperlink which when clicked will zoom to that property and open the Property Info dialog.

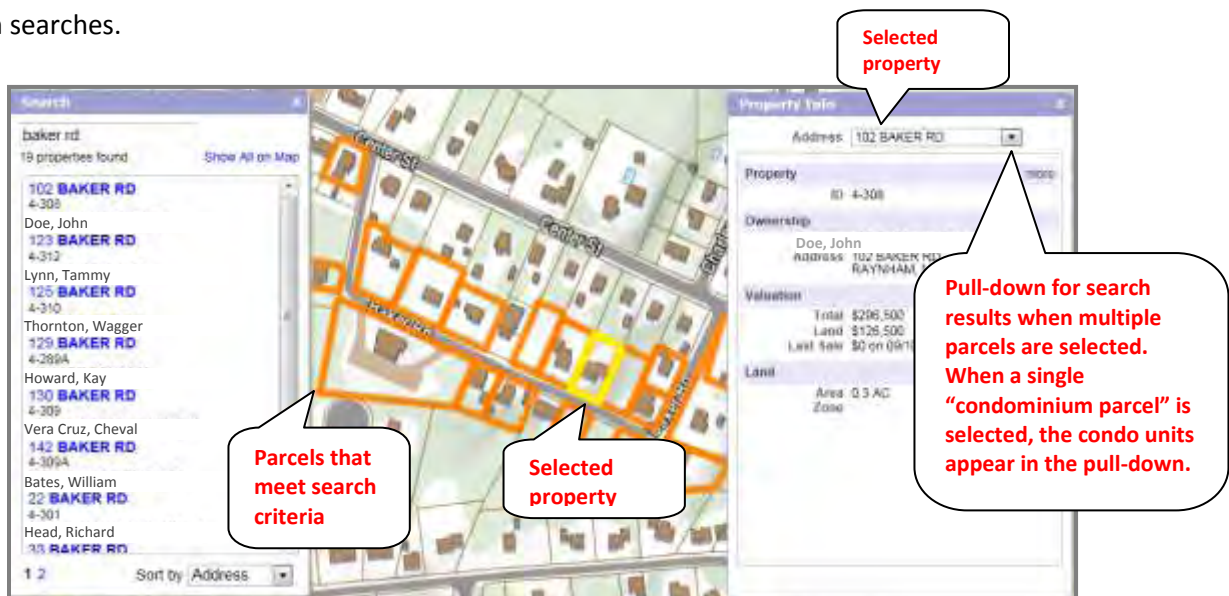
Search terms use the same basic rules as Google:

- Every search term matters, everything entered will be used
- Multiple terms imply "and": **oak main** -> **oak** and **main**
- Use "or" for alternate values: **oak or main**
- Use double-quote for exact matches including spaces: "**oak st**"
- Use "-" at the beginning of a term to exclude it from the results: **oak - trustees**
- Search terms are not case sensitive. "oak st" is the same as "Oak St" or "OAK ST"



Search results can have multiple pages of results and the results can be sorted by Address, Owner, or Property ID. If the number of properties found is less than 100, they can all be shown on the map and the Property Info dialog will open with a pull-down list of all properties that meet the search criteria.

The search is configurable by the site administrator so that the owner name and/or property ID can be hidden and blocked from searches.



Property Info Panel

For a selected property, basic information is displayed in the Property Info panel. This panel is divided into the following sections:

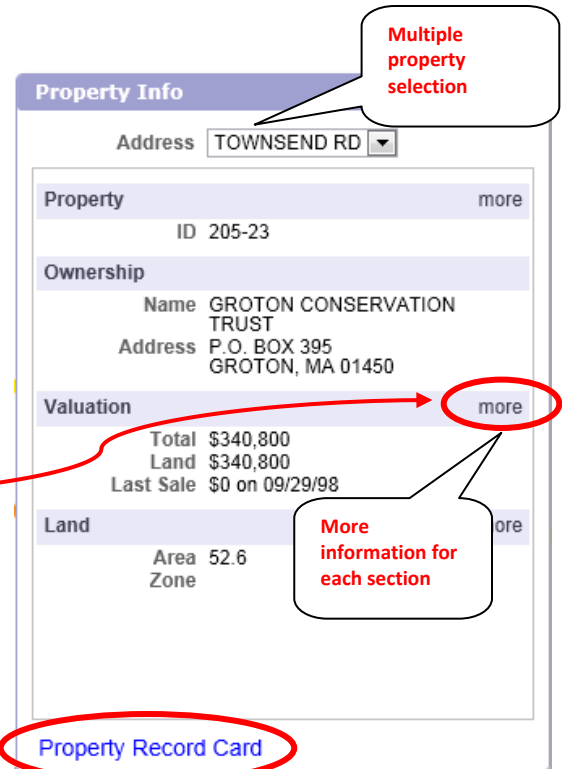
- Property
- Ownership
- Valuation
- Land

Click on the “more” option to display detailed information for each section. Return to the basic information view by clicking on the “less” option.



If there is more than one property in the selected set, the Address field at the top of the panel will be a pull-down list of each property.

This multiple property selection is also used when there are multiple condominium units and only a single mapped parcel enclosing all the units.

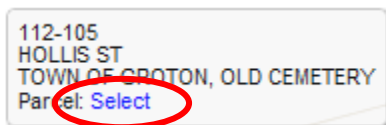


The Property Record Card link at the bottom will either link to an external site for this information, to a MapGeo generated property card, or to a hosted version of the property card exported from the local property information application. These will appear in a separate web browser window.

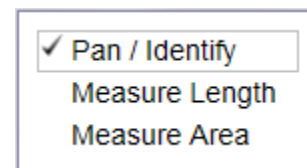
The Client panel Disclaimer option will display information on when the parcel mapping and property ownership information was last updated.

The Property Info panel is displayed when a parcel is selected from the Search Results dialog, when the hover-over menu is used to “Select” a property, or when a single mouse click “Identifies” the property.

The single mouse click option is only available when the “Pan/Identify” mode is selected from the right-click context menu.



Hover Mouse Over Menu

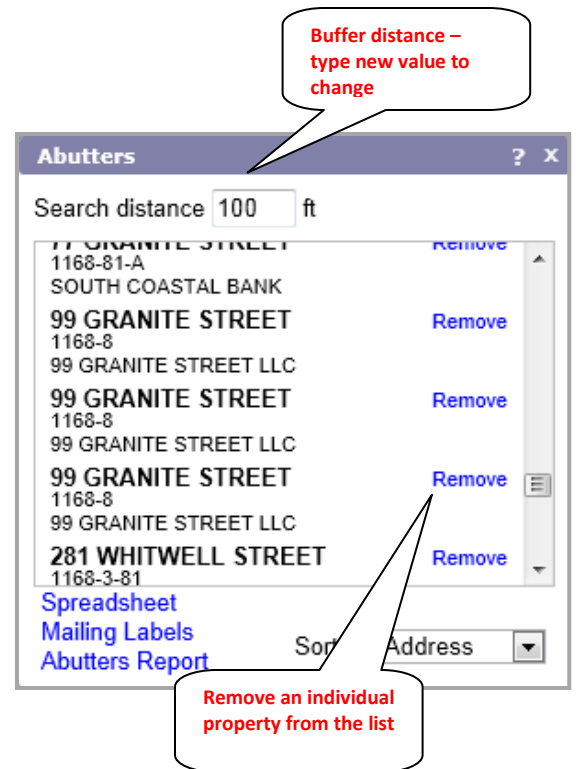
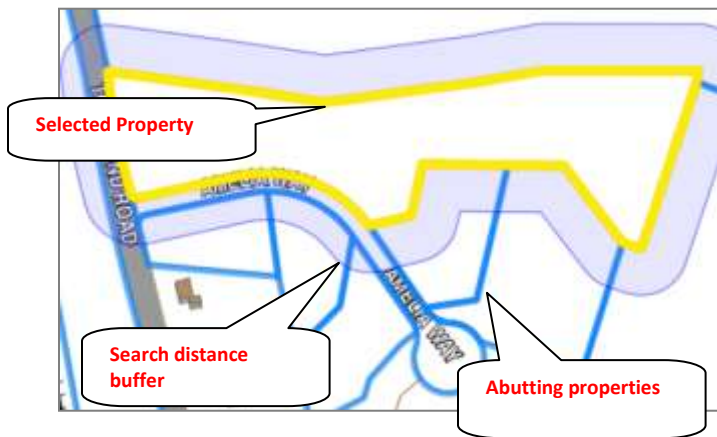


Right Click Context Menu

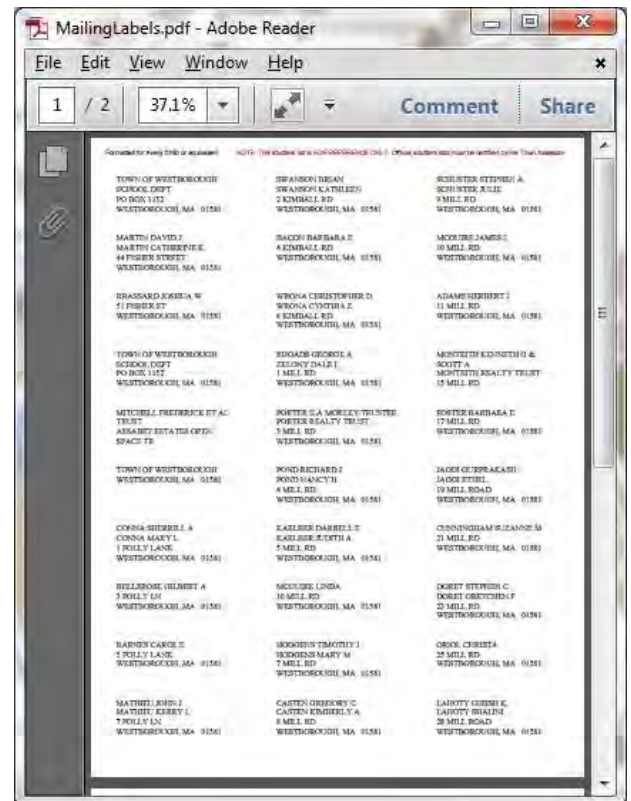
Abutters Panel

For the selected parcel or parcels, opening of the Abutters panel will display the list of the abutting properties within the default abutting distance.

The abutting distance buffer will be shown around the selected property (or properties) and each property that touches that buffer will be in the abutters list.

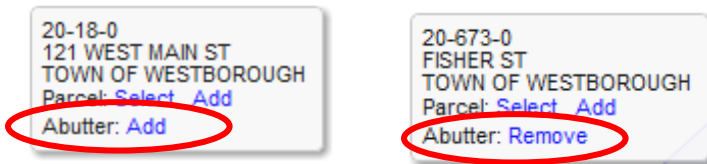


The Abutters panel has options for output of this list to a spreadsheet formatted file, producing a Mailing Labels view that can be printed, or output to an Abutters Report that can be certified by the Assessor.



The Mailing Labels view produces a PDF file in the standard Avery 5160 labels format.

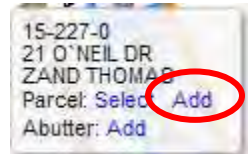
An individual member of the abutters list can be removed using the “Remove” option in the Abutters dialog or from the property hover over dialog. To add a property to the Abutters list, use the map hover over dialog while the Abutters panel is active. When the hover over dialog appears there will be options to Add or Remove the property to the Abutters list.



Close the Abutters panel to clear the buffer and abutting properties on the map. Open the Abutters panel to initiate a new abutters list.

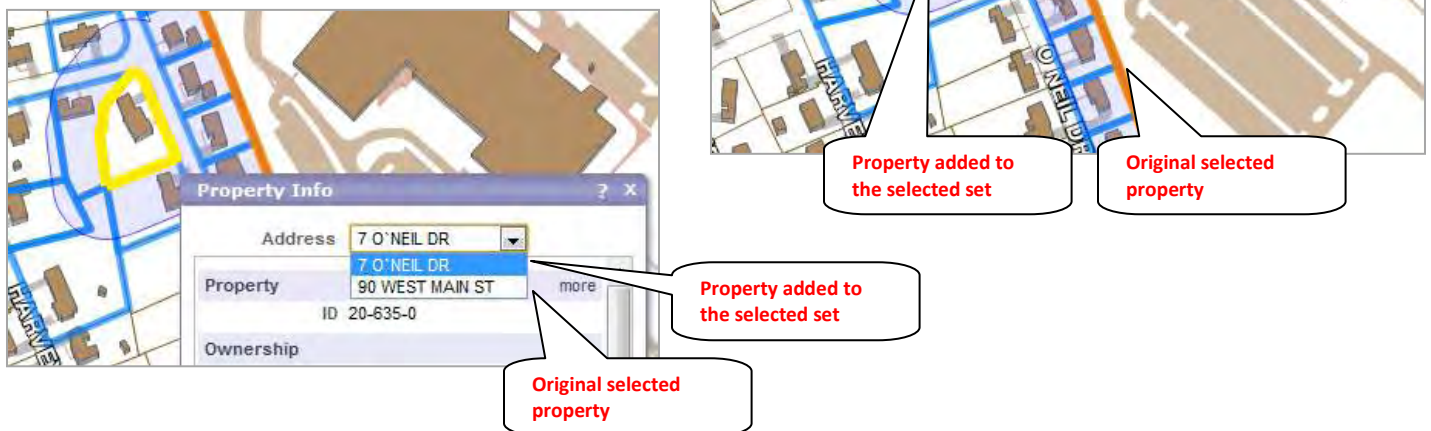
Multiple Selected Properties and the Abutters Tool

The Abutters panel will work with multiple selected properties. Use the Hover over dialog to “Add” a parcel to the selected set and the Abutters panel will add properties surrounding this additional property to the Abutters list.

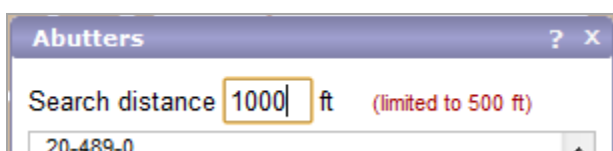


In the map display to the right, the yellow highlighted property was added to the selected set. The original selected parcel is outlined in brown. The Abutters list now includes all properties within 100 feet of both selected parcels as shown by the blue buffer area around the selected parcels.

Note the Property Info dialog shows both selected properties in the Address pull-down list.



The default abutting distance is configured for each site. The site administrator can control the default distance. You can simply type in a new value to alter the abutting distance. Currently the site limits the abutters distance to 500 feet in order to avoid inadvertent abutting distance typos which could take some time to process.



Client Info Panel

The Client Info panel is titled with the name of the hosted client. This panel provides contact information, disclaimer warnings, and information about the application and data.

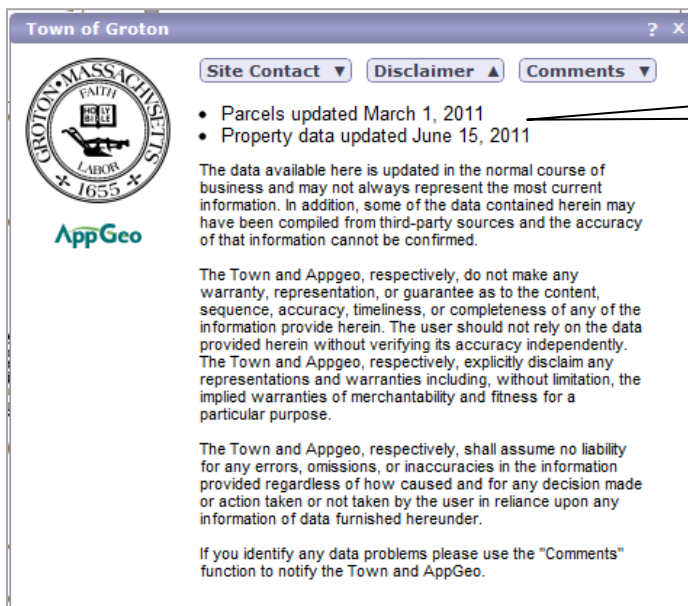
The Comments section provides a mechanism to provide input to the client on the application or the data being shown. Click on the Comments tool and the dialog will expand to provide the comments interface. The only required fields are the Comment On, and Comment sections.

If you want to be contacted regarding the comment, include your email address or add your phone number to the comment section.

Comments received through MapGeo are stored in a database and then published as an RSS feed for the site administrator.

The client logo will also provide the ability to link to the client's web site. Hover over the logo and click to go to the client's main web site.

The Disclaimer information is configurable by the site administrator and will also display the date when the parcel mapping and property ownership information were last updated on the MapGeo site.



Secure Login

If the MapGeo site has secure components only available to logged in users, the Login link will be available on the Client Info panel in the bottom right hand corner.



What's New in MapGeo

MapGeo version 1.2 – released 4/17/2012

- Markup Tools

The right-click context menu where Measure Line/Area is selected has been extended with simple Markup Tools for drawing on the map display. These tools include polygons, lines, and text as well as a color selector and individual markup deletion option. In addition to these enhancements, the Measure Line/Area tools have been improved so that the measurements become part of the markup instead of disappearing when complete.

- Tablet Support

Improvements were made to the mapping tools in order to support the tablet gestures for panning and zooming. In addition, MapGeo will detect the mobile device and provide a button to bring up the context menu containing the graphical tools.

- Property Record Card

MapGeo now provides three options for a property record card: a link to an externally hosted web site that supports URL parameters, a MapGeo formatted record card, or an exported PDF version that is hosted by MapGeo.

- Map Printing Options

The Printable Map tool has added options for landscape or portrait orientation, letter or tabloid sizes, and the ability to print a legend for the selected base map and thematic overlay. The printed map will also include an overview map showing the extent of the printed map area and property information for the selected parcel including the distance used for the selected abutters list.

- Property Opt Out

Individual properties can be excluded from public searches and selections. This can be configured by the site administrator through a simple opt out list.

- Property Data Refresh

MapGeo has a property data refresh service that is used to update the MapGeo hosted site using data kept in the local Assessor's database. This service is currently customized on an individual basis, but standardized packages for the most popular CAMA vendors will come in future releases.

- Certified Abutters List

A formatted abutters list for certification by the Assessor is available as an additional option on the Abutters panel.

- Map Gallery

If a customer has a separate Map Gallery interface for the selection of published map products (such as Assessor Tax Maps), a button on the Maps panel provides access to that gallery web site.

- Site Login

If a MapGeo site is configured with password protected features, the user can login to that secure site from a link on the Client panel.

- MapGeo Calling Parameters

Options have been added to MapGeo's calling URL parameters to turn off specific panel functions or hide all panels. This facilitates MapGeo being called by other programs where it is used as a map display tool in those other applications.

MapGeo version 1.1 – released 9/9/2011

- Street View

From the current map location, the Map dialog provides a link to both Google Street View and Bing Bird's Eye View. A separate browser window will appear for the Street View which will show the current MapGeo map area (which may not include the currently selected property). The Google Street View may open with a split screen showing both the oblique aerial view and a street level (driving) view. This split screen will only be for areas with an available street level view. Since it does invoke a new browser window, this action may be blocked by the browser pop-up blocker settings.

- Help

MapGeo now has a Help panel as well as a help icon for each existing panel. The current version and release date of MapGeo are shown at the bottom of the Help panel.

- Security

At the 1.1 release, MapGeo has incorporated an extensive user login and role access security configuration. This means that the site can be configured to allow access to certain functionality to only logged in users.

- Email Link

From the Map panel, the Link option will open up and provide a text box with the complete URL string that can be copied and pasted into other programs (such as an email message). This URL string will provide the link to the current MapGeo view including the map extent, selected property, selected Base Map and Overlay Map, as well as the abutting properties if that tool is active when the Link option is selected.

- Full Map Extent

Clicking on the icon at the top of the zoom slider will set the map extent to the initial default map extent.

- Configuration Settings - Several enhancements to the configurable settings of MapGeo which are adjusted by the Client's MapGeo Site Administrator:

- Welcome Screen – option to require user acceptance of disclaimer before using MapGeo. This acceptance is a one-time acceptance through the use of a cookie on the user's computer.
- Disclaimer language – for site entry, on printed map, and on abutters list.
- Scale Bar Display
- Display of Data Update Date – for both the property mapping and ownership information.
- Abutter's List
 - Certification – message on abutter's list for official certification of list contents.
 - Display of current label format (Avery 5160) on top of abutters output.

- Fixes

- Constrained dragging of panels to window area

- Improved styling of property map tip pop-up dialog