

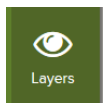
Mouse Wheel Zoom Functions

Using your mouse, you will zoom and pan about the map and have the ability to access information about the layers in your map.

Rolling your mouse wheel **forward will zoom in** on the center of the map, while rolling your mouse wheel **backward will zoom out**. **Click and hold with your mouse to enable the pan** function and you can move about the map without changing the scale.

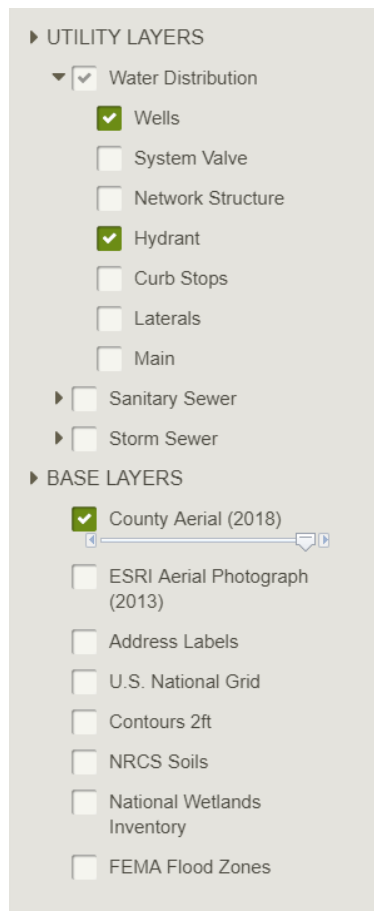
To zoom in on a selected area of the map simply **hold the shift key and click to draw a box**.

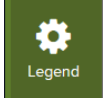
You can also use the **zoom tools** to zoom in and out on the map.



Toggle Layers

To enable a layer to draw in the map view select the **Layers menu** and simply **check the box** to the left of that layer in the layer control. Likewise, any box unchecked will not draw in the map view. Certain layers will only appear in the list of layers after zooming into the map, for example the sewer labels. The aerial layers will also have a slider appear when checked on, this controls the transparency of the aerial.





A layer that is toggled on may display several categories that require further explanation. To view the key simply ***click on the Legend menu.***



Identify Attribute Information

In addition to moving about your map, clicking will allow you to access information about your map layers. Simply ***click once on any parcel*** on the map and information regarding the property will populate in the results panel.

Property Details	
PID:	543414029773
STREET ADDRESS:	124 4 NE AVE
CITY-STATE-ZIP:	STEWARTVILLE MN 55976
DEVELOPMENT:	REICHEL ADD
AREA (ACRES):	0.193446
OWNER NAME:	SPENCER JR,SCOTT J SPENCER,ERIN T
OWNER ADDRESS:	124 4 NE AVE
LAND USE:	SINGLE FAMILY
NEIGHBORHOOD:	OLD TOWN
Estimated Market Value	
LAND:	\$22,000.00
BUILDING:	\$113,900.00
TOTAL:	\$135,900.00

Click on a utility layer by checking the box next to the layer in the layer's menu. To identify the attribute information for utilities, **click on a feature**. Information about that feature will populate in the results panel.

RESULTS

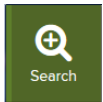
Gravity Main ▾

Gravity Main

MATERIAL: Polyvinyl Chloride

DIAMETER: 8"

AsBuiltLink: [3rd Ave NE, 4th St NE, 5th St NE, & 6th Ave SW Record Drawings \(2016\)](#)



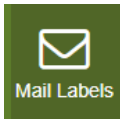
Search

The **search menu** is where parcel searches are performed. Searches can be completed by **owner name, address, or parcel ID number**. The searches use autocomplete, so results will be displayed as you type. You can select a result from the autocomplete list, and then clicking 'Go' will zoom to the property, highlight it in red, and display the property information.

Address:

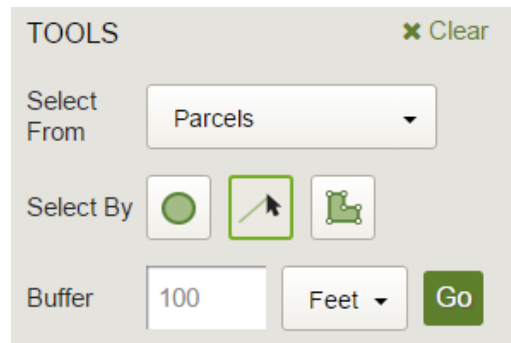
Parcel Owner

Parcel PIN



Mail Labels

On the **Mail Labels menu** features can be **selected and buffered**. After making a selection, mail labels can also be generated from this menu. Below is an overview of the Tools menu, showing the selection and buffering functionality, and how to create mail labels.



You are able to make a selection and run the buffer, then add to the selection and rerun the buffer. **To make a new selection, click clear.** To add features to the selection simply click on new features. To remove feature from the selection, hold Ctrl while clicking. To Buffer, after making a selection specify a distance and click 'Go'.

To create mailing labels you must first **select a set of parcels or select features and set a buffer**, the selection results are shown in the results panel. From here mailing labels or an Excel table can be automatically generated for the selected properties.

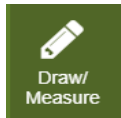
The screenshot shows a 'RESULTS' panel with a 'Mail' icon and an 'Export' button. Below is a table of property details. To the right is an aerial map with a blue buffer overlay around a central area.

PID	OWNER NAME	ADDRESS
1311922140051	WILEY ENTERPRISES INC	229 CENTRAL AVE
1311922140049	DIMITRIOS P SANTRIZOS	247 CENTRAL AVE
1311922140095	KENT & SHEILA ROBINSON LLC	233 CENTRAL AVE
1311922140052	KURT P & MARTHA A BUECLER	219 CENTRAL AVE
1311922140053	WILEY ENTERPRISES INC	217 CENTRAL AVE
1311922140055	WILEY ENTERPRISES INC	9 2ND ST N W
1311922140054	WILEY ENTERPRISES INC	207 CENTRAL AVE
1811921230194	WILEY ENTERPRISES INC	300 CENTRAL AVE
1311922140041	ROBERT E WIERING	25 2ND ST N W
1311922140084	WILLIAM & MAXINE CHRISTENSON	205 CENTRAL AVE
1811921230059	WINSLOW LEWIS LODGE	216 CENTRAL AVE
1811921230061	ITEN GARAGE LLC	226 CENTRAL AVE
1811921230197	HIGH VIEW INVESTMENTS INC	200 CENTRAL AVE

Select the **Export** button to export the parcel data as a .csv file for use in an Excel spreadsheet.

When you select the **Mail** button you may choose to create labels for the **property owner, current resident, or both**. A formatted PDF document will open.

543413029751 BREY, JESSICA M 122 2 NE AVE STEWARTVILLE MN 55976	543413029592 HOUSE, BRIAN JAMES 119 4 NE ST STEWARTVILLE MN 55976	543413029620 CONDON, PHILIP L 203 4 NE ST STEWARTVILLE MN 55976
543413029629 HOWE, KENNETH L 126 1 E ST STEWARTVILLE MN 55976	543413029757 DISTAD, STERLING W 115 3 NE AVE STEWARTVILLE MN 55976	543413029756 BREDESEN, CRAIG A 117 3 NE AVE STEWARTVILLE MN 55976
543413029628 STEVENS, MARK J 116 2 NE AVE STEWARTVILLE MN 55976	543413029624 JACOBSEN, CHARLES 114 2 NE AVE STEWARTVILLE MN 55976	543413029749 Current Resident 118 2 NE AVE STEWARTVILLE MN 55976
543413029752 SCHAEFER, JACOB 124 2 NE AVE STEWARTVILLE MN 55976	543413029630 HANSON, HERBERT J 205 1 E ST STEWARTVILLE MN 55976	543413029606 Current Resident 117 2 NE AVE STEWARTVILLE MN 55976
543413029753 GRIFFIS, MICHELLE 126 2 NE AVE STEWARTVILLE MN 55976	543413029754 PAULSON, RICHARD W 121 3 NE AVE STEWARTVILLE MN 55976	543413029632 Current Resident 112 2 NE AVE STEWARTVILLE MN 55976



Draw/Measure

Under the **draw/measure menu** various tools allow you to add graphics to your map, and make length and area measurements.

DRAW x Clear

Shape ● ↖ ⌓ A

Style SOLID ▾

Color ■ ▾

Width 3 ▾

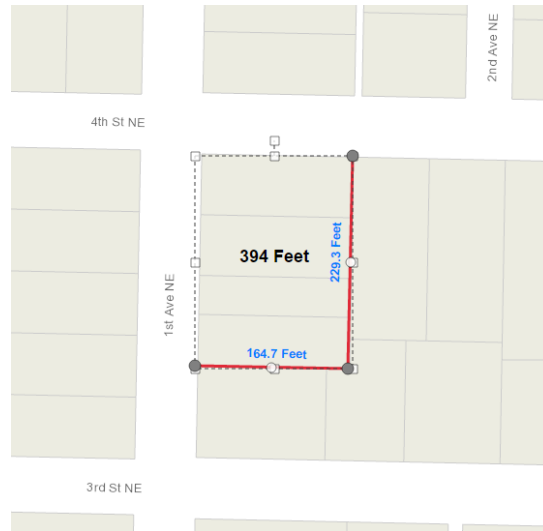
MEASUREMENTS

Show ✓

Units Feet ▾

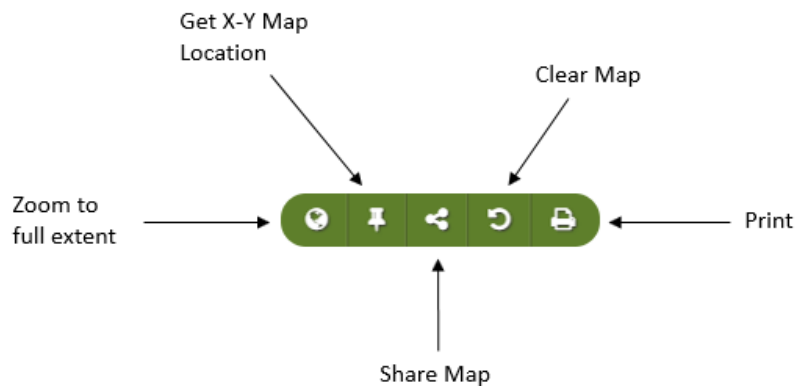
Total Length: 0

Use these tools to **add point symbols, lines, polygons, and text**. You can select from many colors and adjust the transparency. By double-clicking the graphics on the map, you have the ability to change the properties of the graphics—you can change the Shape, Style, Color, Size, or Text of the graphics. Once you have a graphic selected, the cursor will turn to the pointing hand and you will get the selection boxes around the shape. You can also use the line graphic tool to measure a length and the polygon graphic tool to measure an area. **To delete a graphic from the map, right-click on the item and select delete**. If you accidentally start drawing a graphic you didn't want, press 'esc' on the keyboard.



Toolbar

There are a few **tools** on a toolbar that allow you to **zoom the map to full extent, get the X-Y location of the map, share the map, clear graphics and text from the map, and to print**. From the print tool you will also be able to save any markups made on the map, and reload markups from a previous session.





Get X-Y Map Location

The **get X-Y map location** is a tool that will show the user the latitude/longitude at the position of the mouse pointer. That X-Y location can be copied using the copy button on the below toolbar. The mark point on map button allows you to add a marker to the map, and that marker's X-Y location will be displayed.



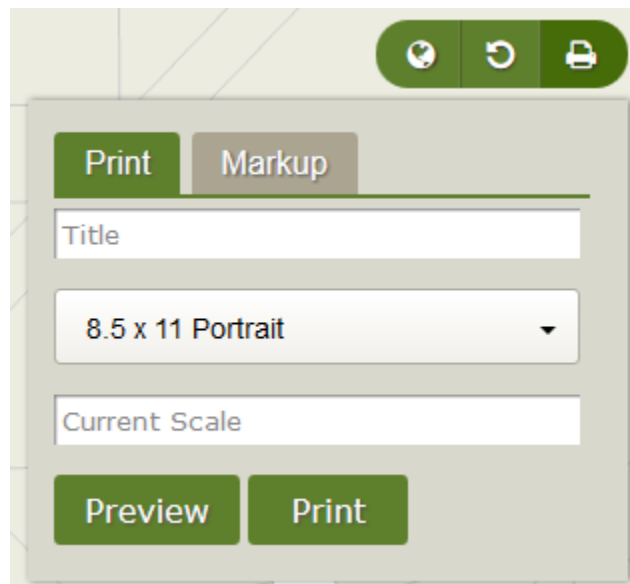
Share Map

Clicking share map will change the button to be a copy link function. Clicking the copy link button will copy a URL that can be pasted in an email or messaging program. That link will take the user to the same extent and display the same layers as when the link was copied, essentially sharing the initial map.



Print Map

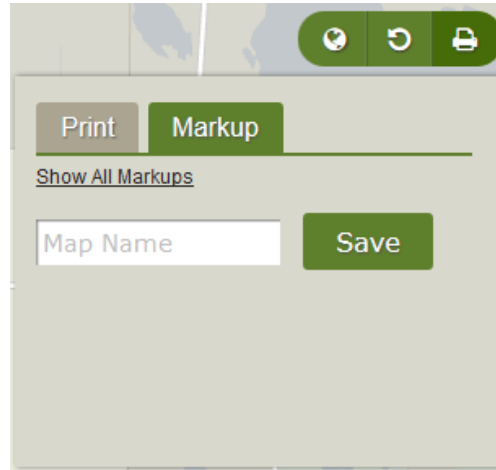
The **print tool** creates a .pdf or .jpeg that may be saved, printed or e-mailed. Simply add a title to your map, select the page size, and print. The **print tool** also allows you to print to a specific scale. By default, the map will print to the current scale on the map. But if you want to print to a different scale, say 1 inch = 400 feet, you can do that by entering 400 in the scale line.



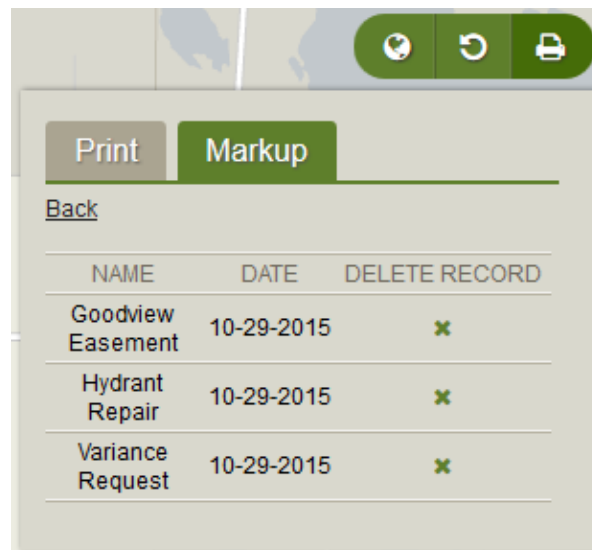
Markup

Markups

An option under the *print tool* is the **Markup** tab. Markups allow you to save the graphics you add to a map and re-load them in the future. You can save your current map extent and graphic markups by entering a name and clicking the Save button.



You can view your markups by clicking on the **Show All Markups** option. To load a markup, click on it. Note that this will remove any existing graphics on your map, if you want to view them in the future, save them before loading an existing markup. You can delete a markup by clicking on the "X" in the DELETE RECORD column.

A screenshot of the software interface showing the 'Markup' tab. At the top, there are three circular icons: a globe, a refresh symbol, and a print symbol. Below these, there are two buttons: 'Print' and 'Markup'. The 'Markup' button is highlighted with a green background. Underneath, there is a link that says 'Back'. Below that is a table with three columns: 'NAME', 'DATE', and 'DELETE RECORD'. The table contains three rows of data.

NAME	DATE	DELETE RECORD
Goodview Easement	10-29-2015	X
Hydrant Repair	10-29-2015	X
Variance Request	10-29-2015	X