Overview of ArcGIS Portal Applications

Champaign County
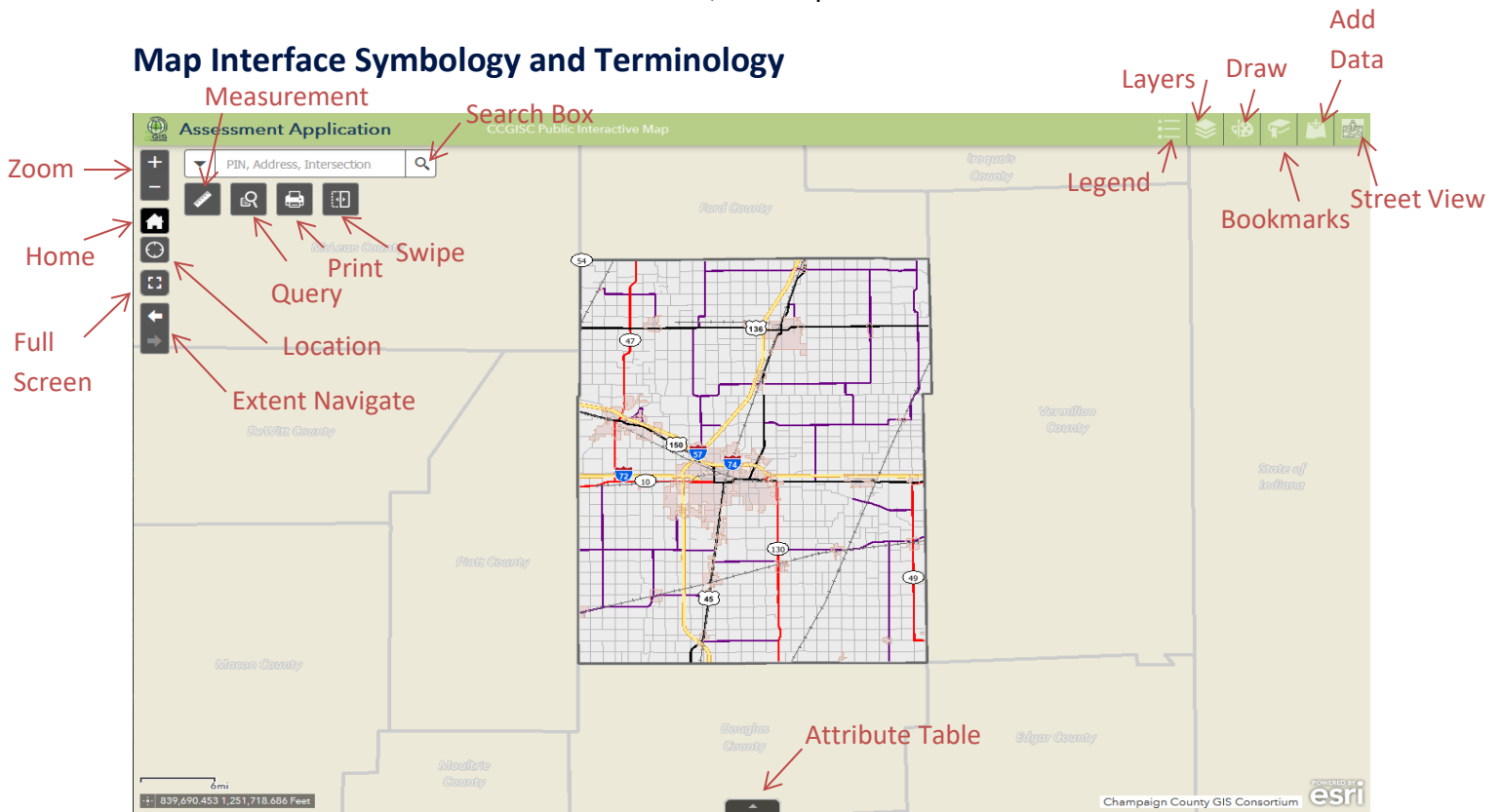
Table of Contents

ArcGIS Portal Application Overview

The ArcGIS Portal Web Application allows users to navigate and view Champaign County GIS data and any data available to the local government agency. The Portal Application is fixed, when a user refreshes or closes their browser, the map will reset.

Map Interface Symbology and Terminology

A link to the CCGISC Public Interactive Map is included in this application at the top, center of the window.

CCGISC Public Interactive Map

General Functionality

Map Navigation

To Zoom In: Roll the mouse roller away from you to Zoom In
To Zoom Out: Roll the mouse roller toward you to Zoom Out
To Pan: Hold down the left mouse button and drag

Pop-ups

Pop-ups display the attribute information for specific layers. This application contains Pop-ups for the following layers:
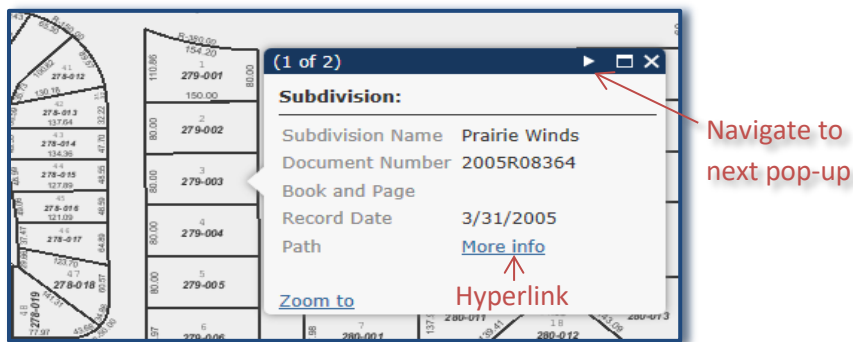
- Subdivision
- Tax Parcel

*NOTE: Pop-ups are **only** accessible when the layer associated to a Pop-up is visible on the map.*

To View a Pop-up:

1. Click on a Tax Parcel or Subdivision

2. If the tax parcel is within a subdivision the pop-up will show information about the subdivision first. To view the tax parcel or street information in the pop-up window, click the arrow at the top right of the pop-up window to advance to the next pop-up *(see illustration below).*

*The **Subdivision** pop-up contains hyperlinks. The subdivision hyperlink directs users to the recorded subdivision plat.*

To View Pop-up Hyperlinks:

1. Click on "More Info"

   Note: The Subdivision hyperlink directs users to the CCGISC Document Server into to reference the associated subdivision plat. When prompted, login to the Document Server using your County login and password.

To enlarge the pop-up window:
> Click 🔲

To return the pop-up window to the default view:
> Click 🗗

To close the pop-up window:
> Click ❌

Application Logins

Users must first be given access to all ArcGIS Portal application by CCGISC staff.

- County domain users, will login with their county username and password using the following syntax:

    <username>**@CCOUNTY**

- All other users will be explicitly provided login credentials

Tools

Zoom

Provides the user with another way to zoom in and out on the map

Home

Returns the map to the default extent

Extent Navigate

Provides the user the ability to move back and forth between map extents. Note: Clicking the Home tool resets this navigation tool.

Location

Provides the ability to use your devices GPS to zoom to it within the application
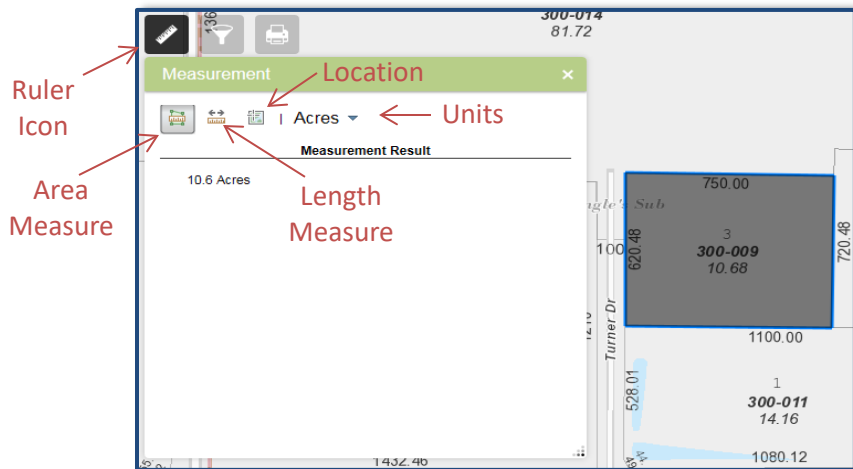
Full Screen

Provides the ability to expand the browser tab to full monitor screen

Measurement

Measures an area or a distance
Allows the user to specify the unit of measurement

To use the Measurement tool:
1. Click on the Ruler Icon. The "Measurement" dialog box displays.
2. Choose to measure an area or distance.
3. Choose the measurement units.
4. Click the starting point on the map.
5. Drag the mouse to the next point and click. Continue this step until the line or polygon is drawn.
6. Double-click to end the drawing.
7. The results will display in the "Measurement" window.
8. Click the ruler icon again or the X in the right corner to close the tool.

Note: The location option will find the longitude and latitude of a point. Choose this option and then click a location on the map. The results will display in the "Measurement" window.
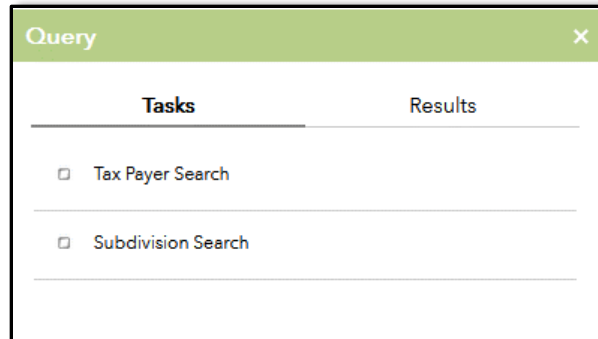
Query

Searches the map by taxpayer name or subdivision name

To activate the Query Tool:
1. Click on the Query Icon.
2. The "Query" window will display.
3. Select the feature to search by:
   - Taxpayer Search
   - Subdivision Search

Taxpayer Search:

1. Enter the full or partial name of the taxpayer. *The query can also be performed on a partial Name.*
2. Click "Apply".
   - The map will zoom to show all tax parcels that contain the entered data and create a layer in the layer list.
   - A results window will display listing all the selected parcels that contain the query string. If multiple parcels are listed, the user can click on one of listed features to zoom to a specific tax parcel.
3. Click [...] icon next to the results layer drop down box to see the manipulation options for the layer displayed in the drop-down list box.
4. Choose "Remove This Result" to remove the queried records from the Results tab and map.
5. Click the Task tab to return to the search options.
6. Click the arrow next to Taxpayer Search to return to all search options.
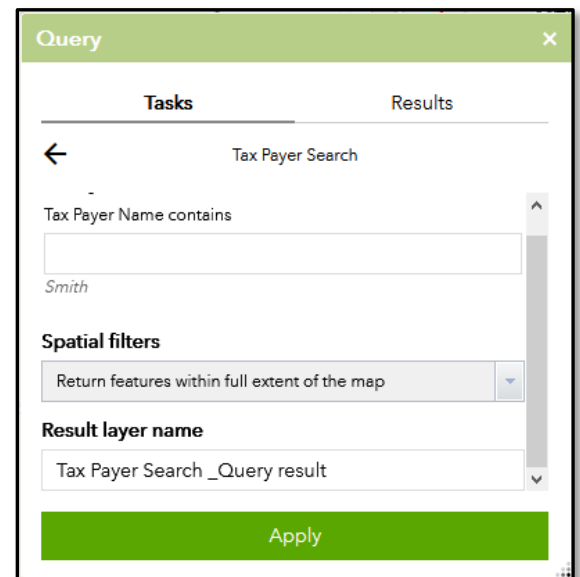
Subdivision Search:

1. Enter the full or partial name of a subdivision
2. Click "Apply".
   - The map will zoom to show all subdivisions that include the entered data and create a layer in the layer list.
   - A results window will display listing all the selected subdivisions. To zoom to a specific subdivision, click the subdivision name in the results window.
3. Click [···] icon next to the results layer drop down box to see the manipulation options for the layer displayed in the drop-down list box.
4. Choose "Remove This Result" to remove the queried records from the Results tab and map.
5. Click the Task tab to return to the search option.
6. Click the arrow next to Subdivision Search to return to all search options.
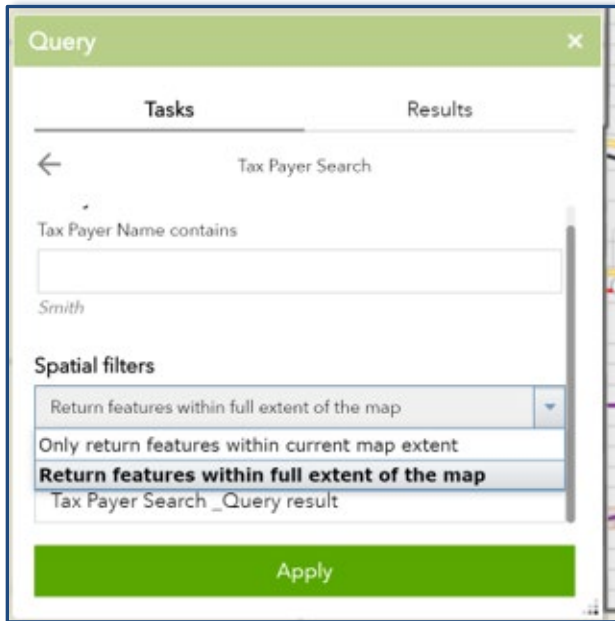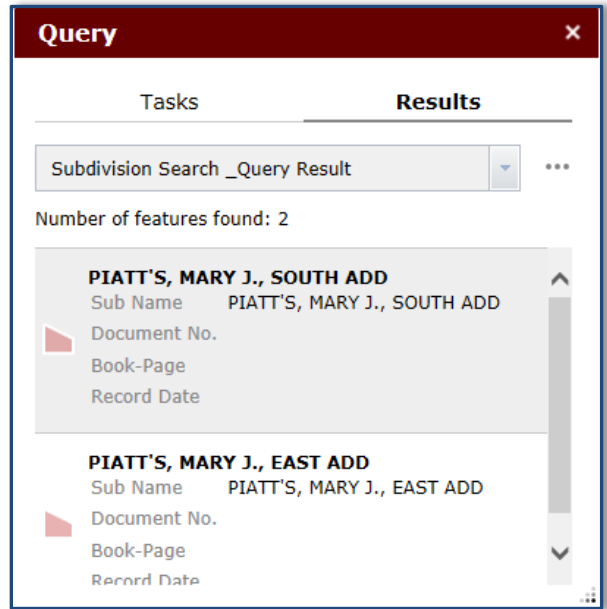
Other Search Options:
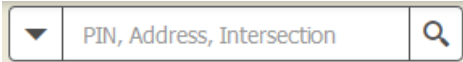
Return features within full extent of the map
This is the default. The option allows the query to search the complete layer data.

Only return features within current map extent
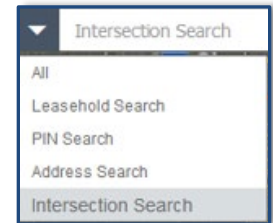This option will only query the viewable map area.

Search Box

Searches PINs, addresses, and street intersections

To use the Search Box Tool:

1. Click on the down arrow next to the magnifying glass and select a specific search type:

   - All *(default)*
   - PIN Search
   - Leasehold Search
   - Address Search
   - Intersection Search

   Note: Selecting "All" allows you to search by all options, it is the default.

2. Type the street intersection or address.

   Syntax: *County Roads:*   *300 E, 500 N, etc.*

               Intersection: *Harrington Drive & Seaton Court or Harrington Dr & Seaton Ct*

                              S Prospect Ave & Mendota Drive

                              300 E & 500 N

3. Select an option or click the magnifying glass. *The map will zoom to the item being searched.*

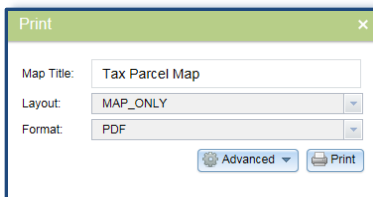4. Click the "X" to clear the box and perform another search.

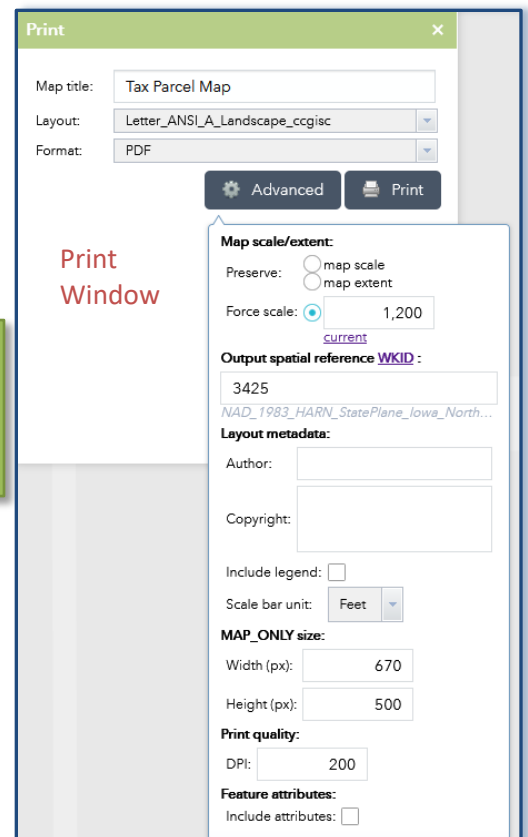## Print

Creates a map layout for printing

To use the Print Tool:

1. Click on the Print Icon.

2. A Print window will display giving the user options to create their print page. *The user can change the **Map Title, Layout,** and specify a print **Format** (PDF, JPEG, etc.)*

TIP: Selecting "MAP_ONLY" as the Layout option will export only the map image at a size specified by the user in the advanced options. No map collar information will be inlcuded – title, scalebar, etc.

3. Click the "Advanced" button to view more print options. *The user can set the map scale, include a legend, and change print quality. To force a print scale, enter the scale, and change the "Output spatial reference" to 3435.*

4. Click the "Print" button. *A link to the created map will be listed in the print window.*

5. Click the link to view and print the map.

6. Click File --> Save as on your browser menu to save the print to your computer.
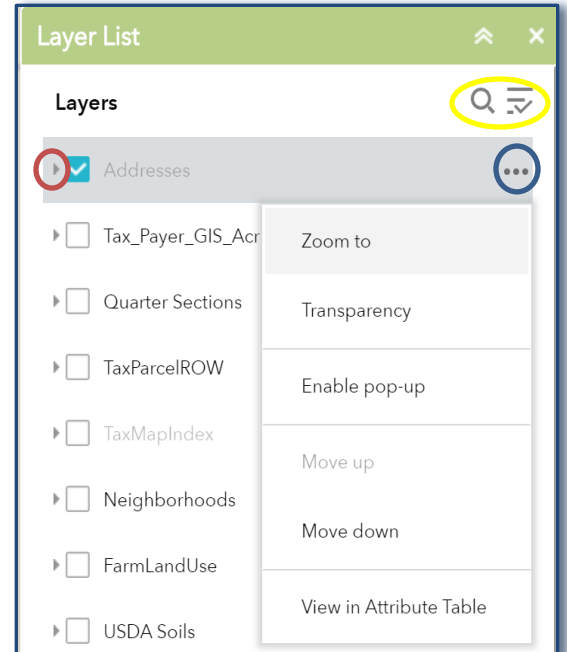
Layers

Turns layers on and off in the map view

To use the Layer Tool:
1. Click on the Layer Icon to display a window that lists all the layers included in the map.
   - Some layers are grouped in categories. To expand or collapse the group, click on the arrow shown in the **red** circle.
2. To turn on a layer (make it visible in the map), click on the box next to the layer name – a checkmark will appear in the box.
3. To turn off a layer, click on the box next to the layer name – this will remove the checkmark.
4. Click the arrow shown in the **blue** circle to display additional layer options. These options will allow the user to:
   - Zoom to the layer extent
   - Change the transparency on the layer or group
   - Move the layer above or below another layer
   - Enable pop-ups (available when drilling down to a specific layer within a group)
   - View in Attribute Table (available when drilling down to a specific layer within a group)
5. Using the icons shown in the yellow circle users can search for a layer in the layer list, expand all layers, collapse all layers, turn all layers on and off
6. Click the "X" in the upper right corner, to close the layer list tool.

Swipe

Allows users to view layers side by side

To use the Swipe Tool:
1. Turn on the layers to compare using the Layers tool. For instance, the 2014 Imagery and the 2008 High Imagery layers.
2. Click on the Swipe Icon
3. Choose one of the layers to swipe back and forth in the selection box.
4. After clicking the Swipe Icon, a bar will display on the map, move it from left to right to compare layers.
5. Click the Swipe Icon again to remove the bar.

Legend

Displays the legend window that lists the layer names and corresponding cartography

> *Note: The legend window only displays the layers that are visible at the map extent the user is viewing.*

Bookmark

Zooms to *predefined* bookmarks
Allows user to create *temporary* bookmarks

To use a *predefined* Bookmark:
1. Click on the Bookmark Icon to display a window that lists all the predefined bookmarks.
2. Click on a bookmark and the map will zoom to that location.

To create a *temporary* Bookmark:
1. Zoom to an area on the map
2. Click "Add"
3. Enter a name of the temporary bookmark in the box and press enter.
4. The temporary bookmark is added to the bottom of the display window.
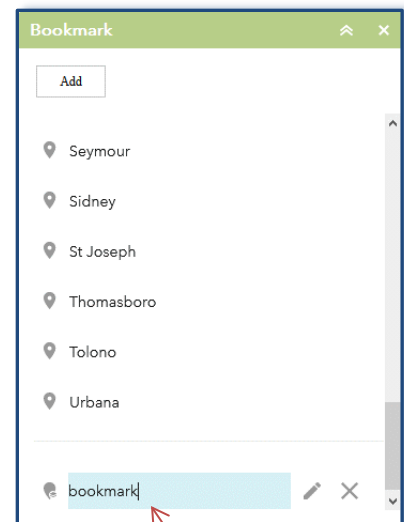
To edit or delete a *temporary* Bookmark:
1. Place your mouse cursor over the bookmark
2. Click on the pencil icon to edit the bookmark name
3. Click on the X icon to delete the bookmark

To close the Bookmark window:
Click the "X" to close the window.

> *Note: Temporary bookmarks will only be in the Bookmark window during the user's session.*

Enter Temporary Bookmark Name

Draw

Allows users to add a sketch or text to the map

To add a sketch to the map:
1. Click the Draw Icon to display drawing options.
2. Select a point, line, or polygon type.
3. Choose a color or symbol from the preset options or click the colored panel next to 'Color' and 'Outline Color' (for polygons only).
4. Set the transparency using the slide bar.
5. Set the line width.
6. Turn on the Show measurement option to set the unit of measure, font color, and font size
7. Click on the map to draw the sketch.
8. The user can choose to undo, redo, or clear the sketches using the buttons at the bottom of the draw window.

To add text to the map:
1. Click the 'A' icon under 'Select drawing mode'.
2. Enter text in the text box. A preview will display above the box.
3. Choose a color and font size.
4. Click a location on the map to add the text.
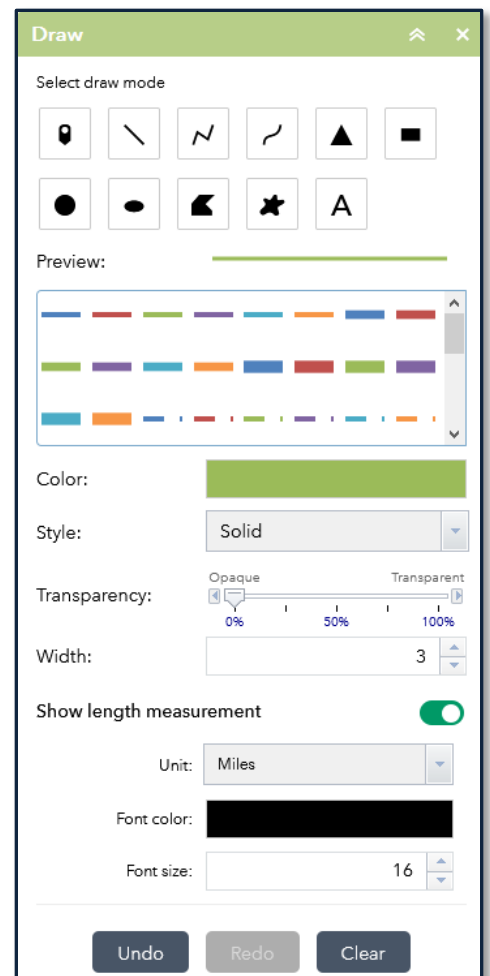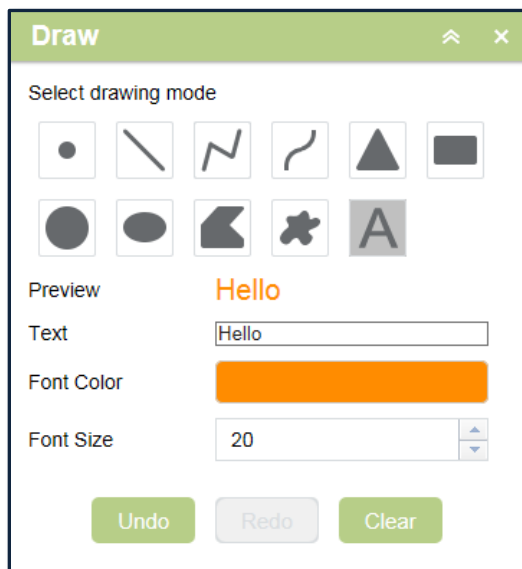
Add Data

The Add Data tool allows users to add services, shapefiles, .csv files, etc. to the map session. The add data tool categorizes source data into three groups – **Search**, **URL**, and **File**

Search Tab

The Search tab allows the user to pull in layers from the CCGISC Portal Organization, the ESRI ArcGIS Online data store, or from the user's portal account.

1. Choose where to search by clicking the down arrow next to My Organization and enter search keywords in the search box
2. Enter search keywords in the search box and press enter or click the magnifying glass icon
3. To sort the results, choose sorting options. Sorting options include the 'Within map' selection or by Type or Relevance i.e. title, owner, views, etc.
4. Click 'ADD' to add the layer to the map session
5. Click 'Details' to view the metadata for a layer

URL Tab

The URL tab allows the user to add a service by URL

6. Choose type of service from dropdown
7. Copy and paste URL into URL text box
8. Click the 'ADD' button
9. URL Tab

File Tab

The file tab allows users to add a file from their computer

NOTE: *Files accepted are compressed shapefiles, .csv, and KML and there is a 1000 record limit*

1. Click 'Browse' and navigate to folder where file is saved
2. Choose file and click 'Open'

   NOTE*: A .csv file must have latitude and longitude fields*
3. The records will display on the map and a layer will be added to the layer list. If a file is not compatible an error message window will display
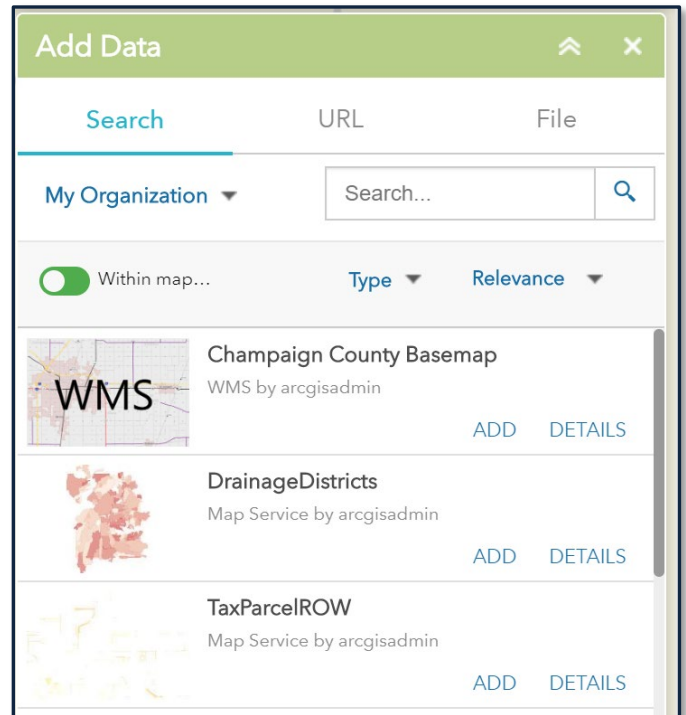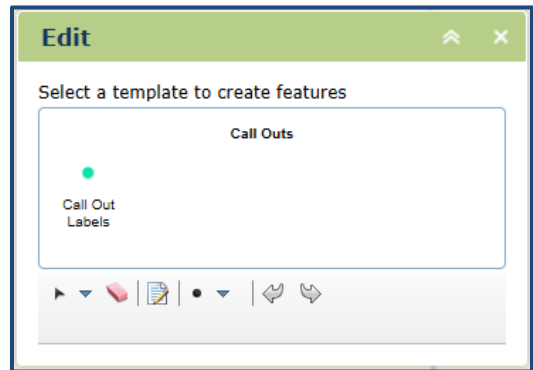
Edit

The Edit tool allows users to make simple edits in applications that contain editable layers. The editable layers must be turned on in the Layer list to use the Edit functions.

NOTE: The Edit widget is ONLY available in applications with editable layers.

To select multiple features:

1. Click on the "Edit" icon.
2. Use the black arrow in the "Edit" window to select multiple features by drawing a box around the features of interest.
3. Selecting the down arrow next to the black arrow in the Edit window will give more options to change the selection (New Selection, Add to Selection, and Subtract from Selection).

To add features to the layer:

1. Click on the "Edit" icon.
2. Choose the appropriate feature type template from the "Edit" window.
3. Zoom to the location on the map and click on the map to add the feature.

To edit attributes:

1. Click on a feature in the map. A pop up will display.
2. Make necessary changes to the fields.
3. Click the 'X' at the top right corner of the pop-up window to finish editing.
4. Click the eraser symbol on the edit window to remove the feature from selection.

To move a feature:

1. Select the feature on the map.
2. Click on the feature again and hold the mouse button down.
3. Drag and drop the feature to its new location.

To delete a feature:

1. Select the feature on the map.
2. In the pop-up window, click the 'Delete' button.
3. If the pop-up window is not open, click the red 'X' at the bottom of the "Edit" window.

To undo or redo a delete or move action:

1. Clear selections with the eraser symbol in the "Edit" window.
2. Click the 'Undo' or 'Redo' arrow located in the same window.
   NOTE: The Undo and Redo arrows do not affect the attributes in the layer.
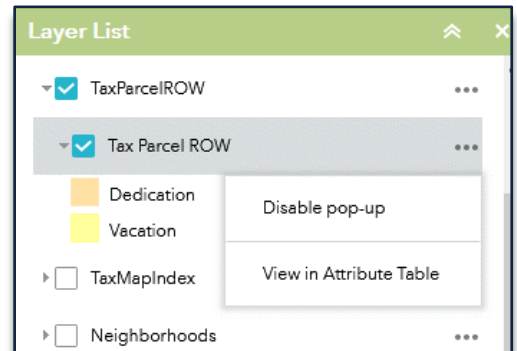
Attribute Table

Allows users to locate, search and zoom to available records.
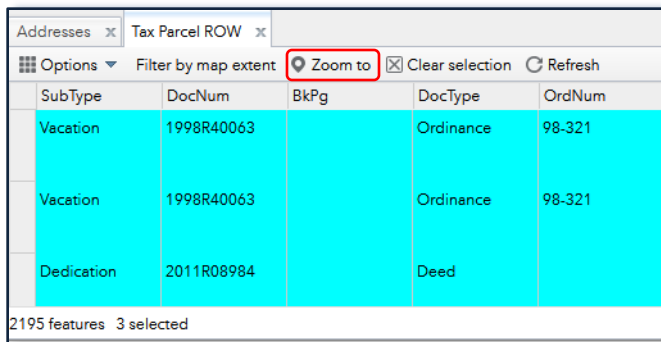*Note: There are multiple ways to access data in an attribute table.*

To view the Attribute Tables:
1. Click on the "Open Attribute Table" Icon at the bottom of the screen.
2. Attribute tables are organized into file tabs. To view the attribute table of a layer, click on the file tab that displays the layer's name OR go the Layer widget and click "View in Attribute Table". This will add a tab for this layer in the attribute table.

Once a tab (attribute table) is selected, records can be accessed using the following methods:

- **To sort all records:** Click the header of a field to sort by that field. *An up arrow* ▲ *indicates the field is sorted in ascending order, a down arrow* ▼ *indicates the field is sorted in descending order.*
- **To select and zoom to a record or record(s):**
  1. Click on the grey area to left of the each record in the attribute table. *Hold down the **shift key and click** to select multiple records.*
  2. Click "Zoom to" shown in the red box. The map will zoom to the record(s) selected.
 3. Click "Clear Selection" to clear all selections.

Note: The "Zoom to" option will only appear if the layer is turned on *(see the* Layer Tool *explanation for more detail).*

**TIP:** To display only selected records, click "Options" and choose "Show Selected Records".

To filter records:

1. Click "Filter by Map Extent" to see everything in the map view
   OR
2. Go to 'Options', then 'Filter'
3. Create an expression or expression set in the window that displays
4. Click 'OK'. Only features that match the expression will display in the attribute table and map
5. Return to the Filter window and click the 'X' next to the expression to remove filter.
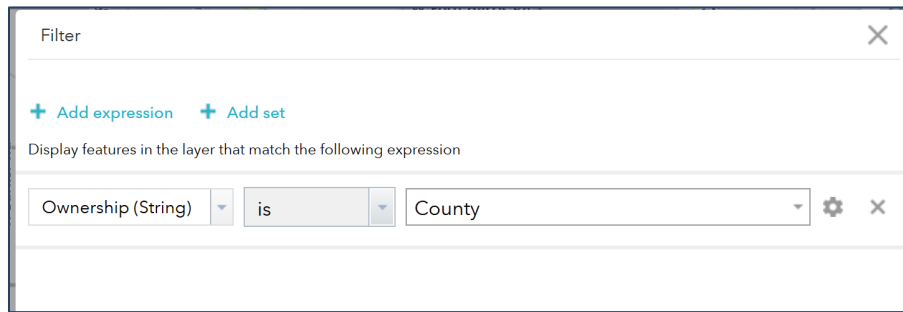
To show or hide field columns:

1. Click "Options".
2. Click "Show/Hide Columns". This will display a window in the upper right corner of the attribute table as illustrated in the **green** box above.
3. To hide a field column, uncheck the checkbox to the left of the field name.
4. To show a field column, check the checkbox to the left of the field name.
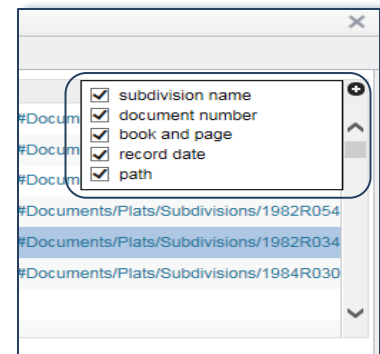
To change the size of the attribute window:

Place the mouse cursor at the top of the attribute window, once the cursor changes to a double arrow ↕ drag the window up or down.

NOTE: Do **not** have the "Filter by Map Extent" checked when expanding the window.
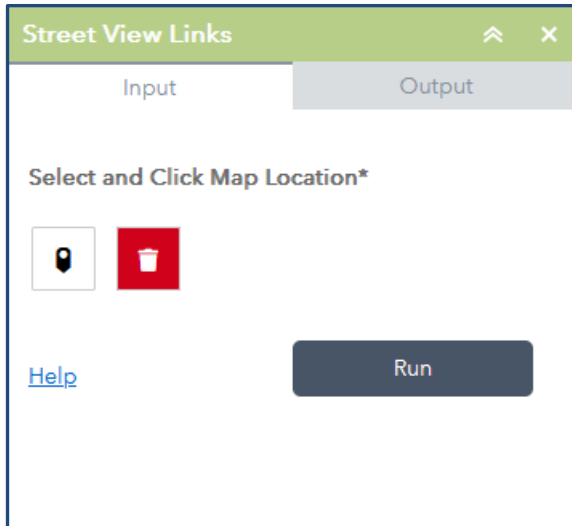
To close the attribute table window:

Click the "X" in the upper right corner to close the attribute table window.

Street View

Allows users to reference Bing and Google street view images when available.

To use:

1. Click on the Street View icon
2. Click the 'Point' button
3. Zoom in to the are of interest
4. Click on a street centerline location
5. Click the 'Run' button – A Google and Bing street view hyperlink will display in the Output tab
6. Right click on a link to select 'Open Link in New Tab' or use the middle mouse button. The link will take you to a street view if one is available
7. Go back to the Input tab to repeat above process

NOTE: The 'Garbage Can' icon will remove all point locations from the map.

Address/Street Query Application Overview

Address/Street Query Interface

The Address/Street Query application allows CCGISC members to search street names, query, and export site addresses, and create mailing labels from the taxpayer mailing address recorded in the Champaign County real estate tax system.

### Address-Street Name Query

Street Name Search:

Search the full list of street names found in the CCGISC street center line feature class

1. Enter the text into the 'Full Name Contains' text box (ex. Washington) or search for an existing street name in the 'Unique List Search' drop down
2. Click 'Apply' and a list of all the street segments with the text string or drop-down choice will display in the 'Results' tab
3. Click on a result to see more details about the street segment
4. Click the ellipses to see options for saving, exporting, removing, etc. the results

Site Addresses:

Search by street name or spatial filter to create a results list of site addresses

1. Enter text into the 'Street name contains' text box and/or choose 'Only return features that intersect with the shape drawn on the map' from the drop-down list
2. If required draw a shape in location of interest and choose a buffer distance
3. Click 'Apply'
4. Click on a result to see more details about the street segment
5. Click the ellipses to see options for saving, exporting, removing, etc. the results
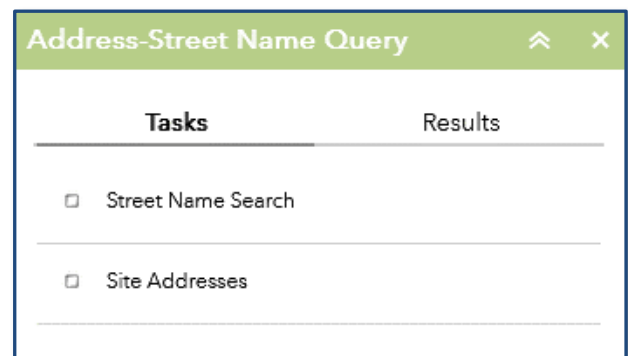
Public Notification

Create mailing labels or .csv file of taxpayer mailing addresses

1. Search by address, PIN, or street intersection to zoom to location of interest
2. Draw a shape and add a buffer if desired for area of interest
3. Choose 'Format' from drop down list to create mailing labels or a .csv file
4. Click 'Download' to save PDF or .csv file to your computer

Available Applications

Application Name	Application Link
Supervisor of Assessments	https://www.maps.ccgisc.org/soa/
County Clerk	https://www.maps.ccgisc.org/countyclerk/
Highway Department	https://www.maps.ccgisc.org/highway/
Village of Mahomet	https://www.maps.ccgisc.org/mahomet/
Village of Savoy	https://www.maps.ccgisc.org/savoy/
Willard Airport	https://www.maps.ccgisc.org/willard/
Address/Street Query	https://maps.ccgisc.org/addystreet
County Zoning	https://www.maps.ccgisc.org/zoning/
Saint Joseph	https://www.maps.ccgisc.org/saintjoseph/
Real Estate Sales Search	https://www.maps.ccgisc.org/sales/
Address Jurisdiction Look-Up	https://www.maps.ccgisc.org/addyjurisdiction/
Public Mobile Application	https://www.maps.ccgisc.org/mobile/
Political Boundaries	https://www.maps.ccgisc.org/polboundaries
Map Document Search	https://maps.ccgisc.org/mapdocs