

Overview of ArcGIS Portal Applications



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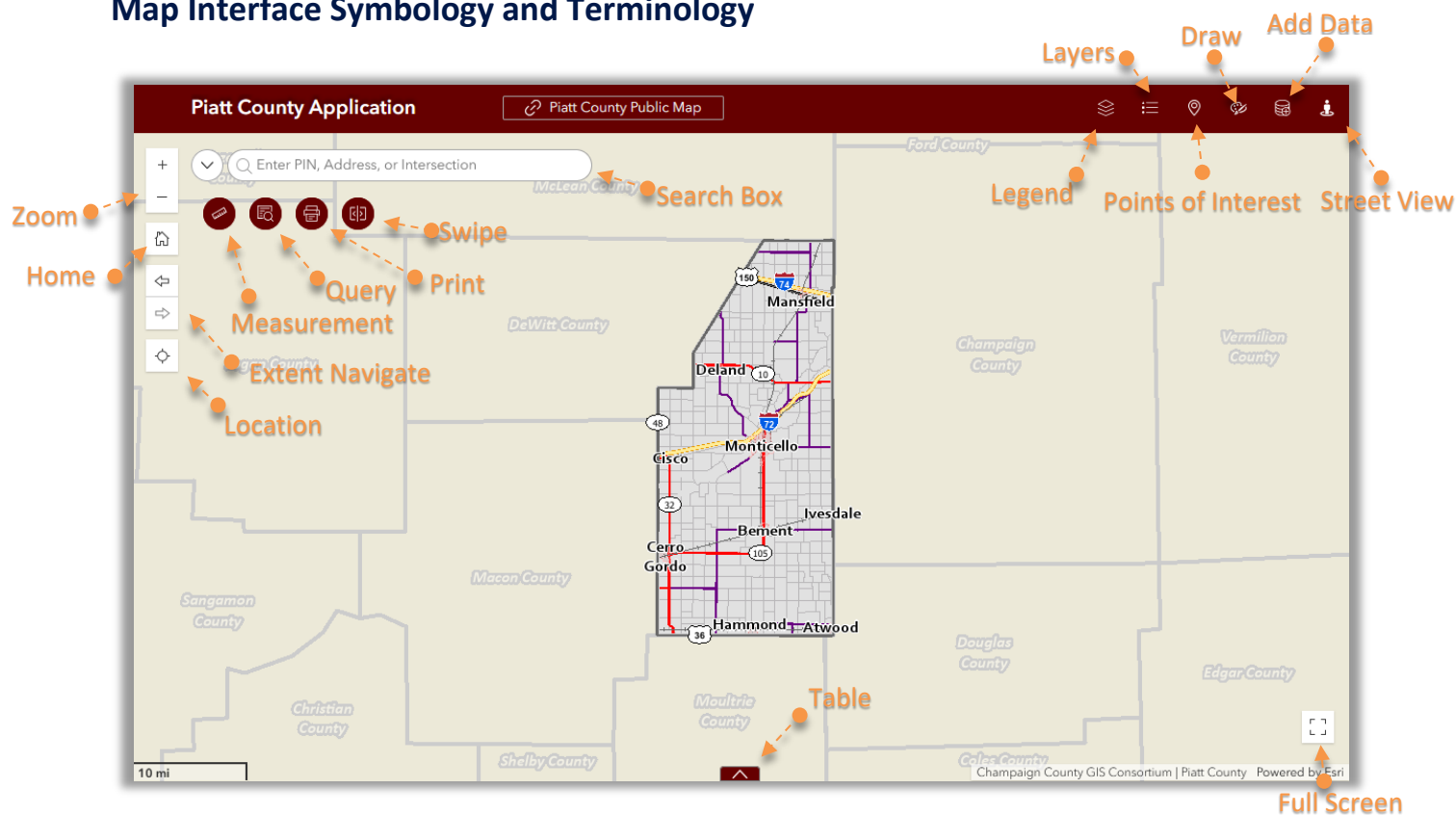
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ArcGIS Portal Application Overview

The ArcGIS Portal Web Application allows users to navigate and view GIS data. The widgets displayed in this overview will be found in most web applications provided by CCGISC.

Directions to these widgets and additional widgets are provided in this manual.

Map Interface Symbology and Terminology



General Functionality

Application Logins

Most applications require a login. Contact CCGISC staff to be assigned a user account.

- Champaign County domain users, will login with their county username and password using the following syntax:
`<username>@CCCOUNTY`
- All other users will be explicitly provided login credentials

Map Navigation

For default mouse settings

- 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 contain the attribute information for specific layers. The pop-up window will display in the lower left corner of the web application. The Pop-ups enabled by default are for the following layers:

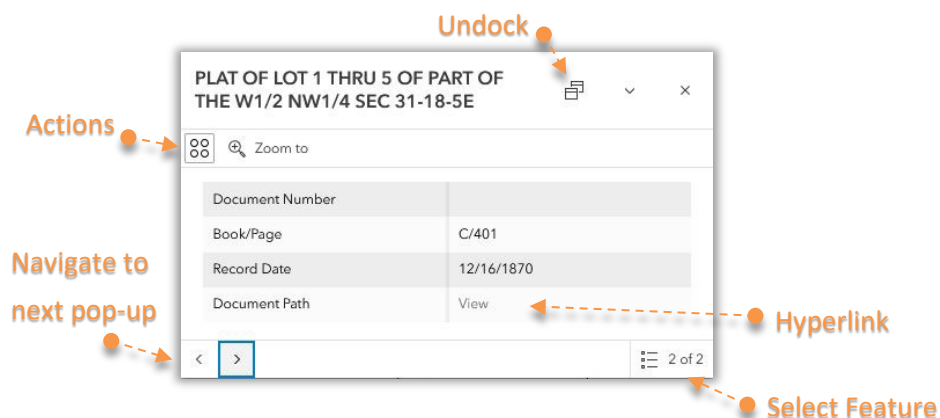
- Subdivision
- Tax Parcel

Pop-ups are accessible when the layer associated to a Pop-up is visible on the map and pop-ups are enabled for the layer. See [Map Layers](#) for directions. Click on a feature in the map to view the pop-up.

Navigating the pop-up:

- If multiple features are selected on the map a pop-up for each feature with pop-ups enabled will display. Click the arrow at the lower left of the pop-up window to advance to the next pop-up (*see illustration below*).
- Clicking the 'Undock' icon will move the pop-up to the feature location on the map.
- Click the down arrow next to the Undock icon to collapse the pop-up.
- Click the 'x' in the upper right corner to close the pop-up
- Clicking 'Zoom to' will zoom to the pop-up's feature on the map.
- Clicking the [Actions button](#) will provide more options, like 'View in Table'. Open the Table widget to see the results of this action. See [Table](#) for directions.
- Clicking the 'Select Feature' icon will show a list of pop-ups and allow the user to change the pop-up of focus by clicking the radial button next to a pop-up title. This icon will only be available if multiple pop-ups are displayed.

Some attributes in a pop-up may have a hyperlink to a file or folder. Click on 'View' to open the path in a new browser tab. Some hyperlinks, like the Subdivision hyperlink directs users to the CCGISC Document Server to reference the associated subdivision plat. When prompted, login to the Document Server using your county login and password.



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. Clicking the Home tool resets this navigation tool.

Location



Provides the ability to use your devices GPS to zoom to its location within the application

Full Screen

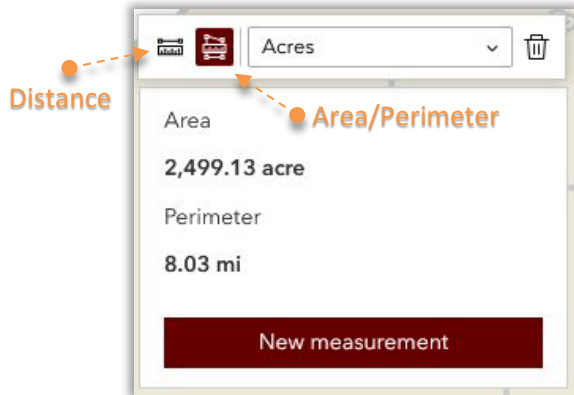


Provides the ability to expand the browser tab to full monitor screen

Measurement



Users can set a unit of measurement to measure distance, area, or perimeter.



To use the Measurement toolbar:

1. Click on the Measurement widget to view the toolbar.
2. Choose to measure an area or distance.
3. Choose the measurement units from the dropdown list.
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. The results will display in a window under the toolbar.
7. Repeat the steps for another measurement

Click the garbage can icon on the toolbar to remove graphics from the map. The garbage can icon must be clicked for each measurement type to remove the graphics. Click the Measurement widget to close the toolbar.

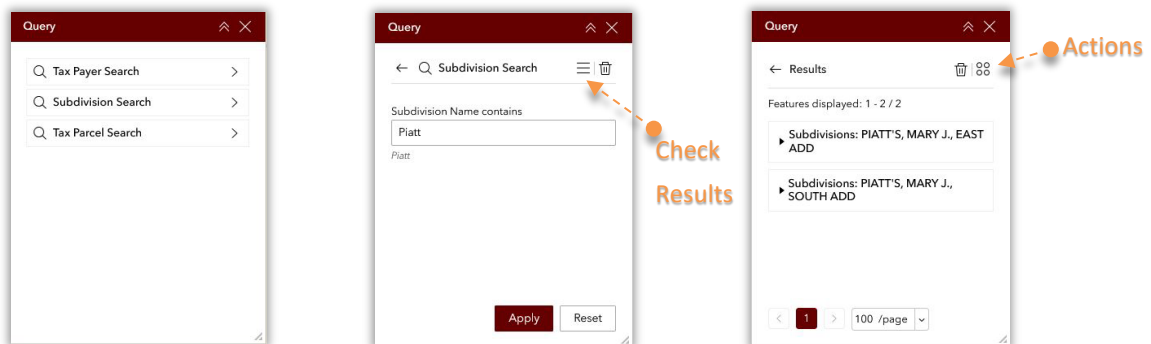
Query



Queries GIS layers or tables by preset query definitions.

To use the Query widget:

1. Click on the Query widget to open the search option window.
2. Select a search option.
3. Enter text into the provided text box. If multiple queries are available within the search option, only one text box is required to be filled out. An example of acceptable text is displayed below the text box. Some queries have a drop-down list to choose from instead of a text box.
4. Click 'Apply'. Results will display if any are found in the query widget. The map will zoom to the found features and display a graphic showing their locations.
5. Click on a result to zoom to the location on the map.
6. Click the arrow next to the result title to see its attributes.
7. Use the back arrows located in the upper left corner to return to the previous window.
8. Repeat the steps to perform another query.



Other options of the Query widget:

- The Check Results icon takes the user back to the results from the last applied query.
- The [Actions button](#) provides a list of options to perform on the results.
- The garbage can icon will clear the results.
- The page arrows and results per page dropdown menu on the results window allows the user to navigate between pages or change the number of results on each page.
- The Reset button will clear the text in the text box.

Search Box

A widget that allows for quick searches to find a location by address, intersection, PIN, or another unique identifier



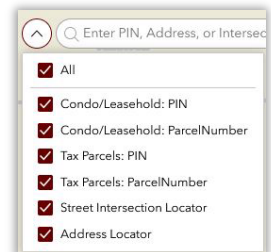
To use the Search Box Tool:

1. Click on the down arrow next to the magnifying glass and check or uncheck the box next to a search type. All search types are checked and searchable by default.
2. Type the search into the text box.

Syntax for an Intersection Search:

Harrington Drive & Seaton Court
Harrington Dr & Seaton Ct
S Prospect Ave & Mendota Drive
300 E & 500 N

3. Select an option from the results dropdown or hit enter on a keyboard to choose the first result. The map will zoom to the feature or location found.
4. Click the "X" to clear the box and perform another search.



Print



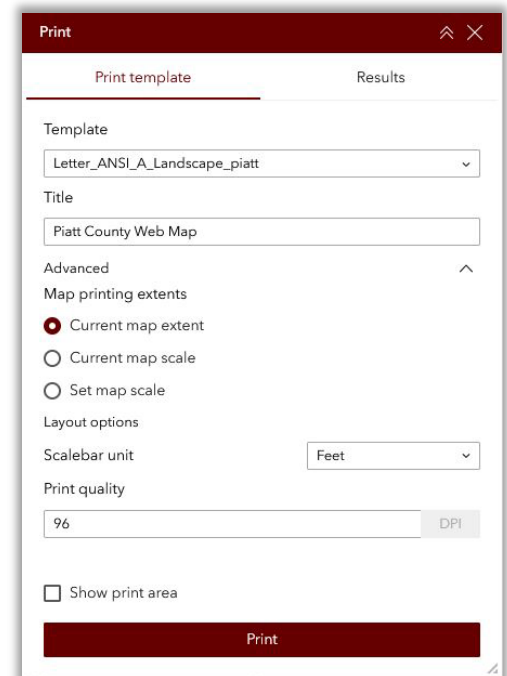
Creates a map layout for printing or saving a digital copy.

To use the Print Tool:

1. Click on the Print widget.
2. A Print window will display giving the user options to create a print page. Select a template from the drop-down menu and update the Title if desired.

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 included – title, scalebar, etc.

3. Click the "Advanced" down arrow to view more print options. *Scroll down or expand the print window from the lower right corner.* The user can set the map printing extent, change the scalebar unit, and change print quality.
4. To force a print scale, select 'Set map scale' and enter the scale. Check the box next to 'Show print area' to see the extent of the set scale on the map.
5. Click the "Print" button. *A link to the created map will be listed on the Results tab.*
6. Click the link to view and print or save the layout.



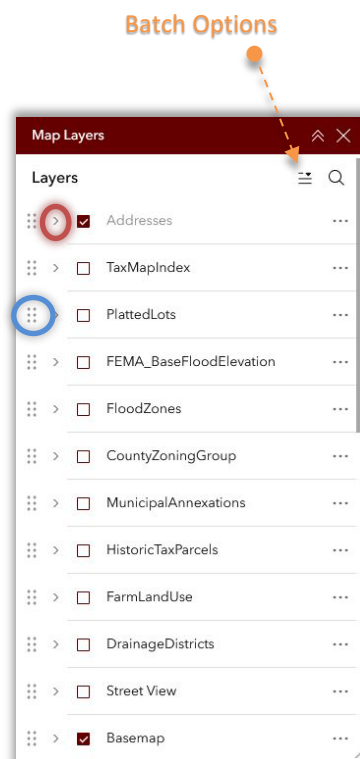
Map Layers



Allows users to navigate layers within the map.

To use the Layer widget:

1. Click on the Map Layers widget 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 make a layer 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 on the icon in the **blue** circle to re-order the layers.
5. Click the ellipses to the right of the layer 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
 - Enable or disable pop-ups (available when drilling down to a specific layer within a group)
 - Add to table (available when drilling down to a specific layer within a group) See [Table](#) directions.
 - Set a filter on the layer
5. Using the Batch Options icon in the upper right corner to expand all layers, collapse all layers, turn all layers on and off.
6. Use the magnifying glass icon in the upper right corner to search for layers by name.
7. Click the “X” in the upper right corner, to close the layer list tool.



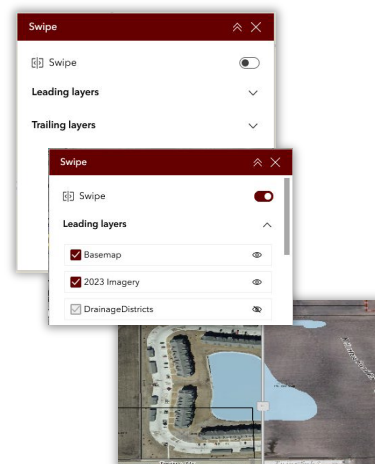
Swipe



Allows users to view layers side by side. The widget has a list of leading layers and trailing layers. Leading layers will display to the right of the swipe tool and trailing layers to the left of the swipe tool.

To use the Swipe widget:

1. Click the swipe widget to open the window.
2. Click the toggle to activate the tool on the map.
3. Choose the leading and trailing layers by checking or unchecking the boxes next to the layer name.
4. Turn the layers on or off by clicking the eye to the right of the name.
5. Use the swipe bar on the map to maneuver between viewing the leading and trailing layers.
6. Click the toggle to de-activate the swipe bar on the map.



Legend



Displays a list of the visible layers on the map with the layer names and corresponding cartography.

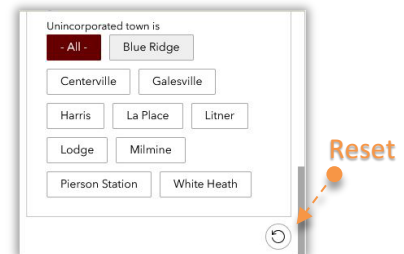
Points of Interest



Zooms to selected point of interest on the map.

To use the Point of Interest widget:

1. Click the widget to open the window.
2. Scroll to point of interest and click on it. The map will zoom to its location.
3. Scroll to the bottom and click the reset button to bring the map back to the default extent.



Draw



Allows users to add a sketch or text to the map

To add a sketch to the map:

1. Click the Draw widget to display the draw toolbar.
2. Select a point, line, or polygon type from the draw toolbar.
3. Choose a color or symbol from the preset options or choose a custom style using the tools in the custom symbol section of the draw shape window.
4. Toggle on the show measurement option(s) to set the unit of measure.
5. Choose the unit of measure from the drop-down menu(s).
6. Click on the map, release click, click on next location, and so on until the shape is drawn.
7. Double click to end the sketch for polygons and lines.

Modify Tools

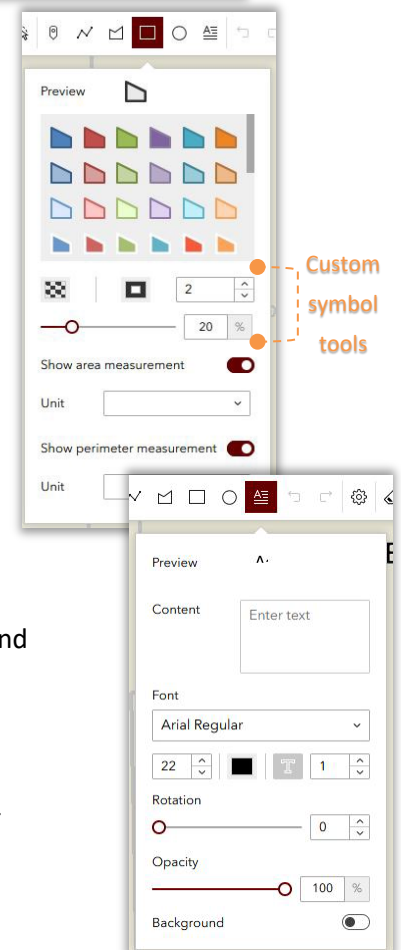


To add text to the map:

1. Click the 'A' icon.
2. Enter text in the content text box. A preview will display above the box.
3. Choose a font, size, color, text halo, rotation, opacity, and or background color.
4. Click a location on the map to add the text.

Editing drawings on the map:

1. Use the tools in the modify section of the toolbar to change a shape or adjust text drawn on the map
2. Click the eraser icon to remove all drawings from the map.



Add Data

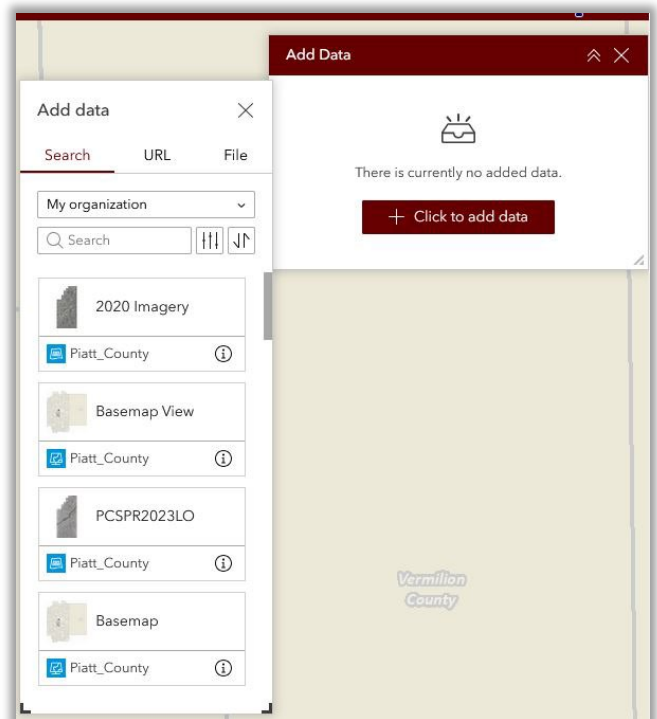


The Add Data tool allows users to add services, shapefiles, .csv files, etc. to the map session. The add data tool categorizes source data into three groups – **Search**, **URL**, and **File**. Click the 'Click to add data' button to view the groups. Once a layer or file is added to the map, the user will have [Action](#) options available and a garbage can icon to remove the layer or file.

Search Tab

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

1. Choose where to search using the drop-down box.
2. Enter search keywords in the search box. The list will update accordingly.
3. To sort the results, click the sort by icon and choose an option from the list.
4. To filter the results by data type, click the filter type icon and check the box next to each data type of interest.
5. Click on each layer of interest to select it.
6. Click the 'Done' button to add the layer(s) to the map.



URL Tab

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

7. Choose type of service from dropdown
8. Copy and paste URL into URL text box
9. Click the 'ADD' button
10. Click the 'Done' button to add the layer(s) to the map.

File Tab

The file tab allows users to add a file from an external location. Files accepted are compressed shapefiles, .csv, and KML with a 1,000-record limit

11. Click 'Upload' and navigate to the location where the file is saved
12. Choose file and click 'Open'

NOTE: A .csv file must have location fields, like latitude and longitude, to map the data.

13. Click the 'Done' button to add the file(s) to the map.
14. 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

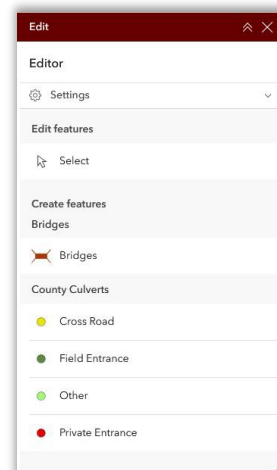


The Edit tool allows users to make simple edits in applications that contain editable layers. The editable layers must be turned on in the Layer list to use the Edit functions.

NOTE: The Edit widget is *ONLY* available in applications with editable layers. User must be assigned a user type with editing capabilities.

To add features to the layer:

1. Click on the Edit widget.
2. Choose the appropriate feature template from the Edit window.
3. Zoom to the location on the map and click on the map to add the feature. The edit window will update to show the fields for the feature.
4. Fill out the fields for the feature from the Edit window.
5. Click the Create button.



To edit attributes:

1. Click the Select option in the Edit window.
2. Click a feature on the map to select it. The Edit window will update to show the fields for the feature selected.
3. Update the necessary fields and click the Update button to submit the changes.

To move a feature:

1. Click the Select option in the Edit window.
2. Click a feature on the map to select it.
3. Click on the feature again and hold the mouse button down.
4. Drag and drop the feature to its new location.
5. Click the Update button.

To delete a feature:

1. Click the Select option in the Edit window.
2. Click a feature on the map to select it.
3. Click the Delete button in the Edit window

Related records and attachments: If the layer is set up for related records and/or attachments the Edit window will display the button 'Add record' or 'Add' an attachment. If records or attachments already exist, the Edit window will display a list of records and/or an image of any attachments.

Notes: If more than one feature is selected the Edit window will list the selected in a table. Click on the one that needs editing to view the fields, to delete the feature, or to move the one feature. Clicking the back button at the top of the Edit window will prompt a warning to continue editing or discard edits if edits have not been submitted.

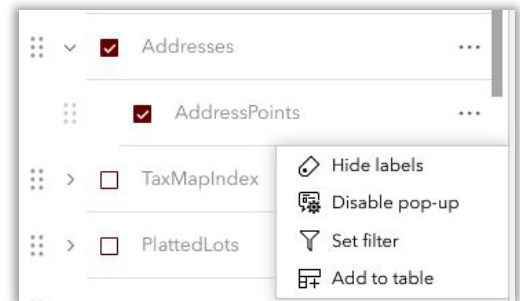
Table



Allows users to locate, search and zoom to available records through a table.

To view attribute tables:

1. Click on the Table widget at the bottom center of the web application to expand the table.
2. To view the attribute table of a layer, choose the layer from the drop-down box OR go to the Layer  widget and click "Add to Table". The table will update to this layer. Only layers that are visible on the map will be listed in the drop-down menu by default.



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 a row in the table. Map will zoom to the features location. If it does not use the next steps.
2. Click the [Actions button](#).
3. Click 'Zoom to' under 'Selected'. The map will zoom to the selected feature.

To show or hide field columns:

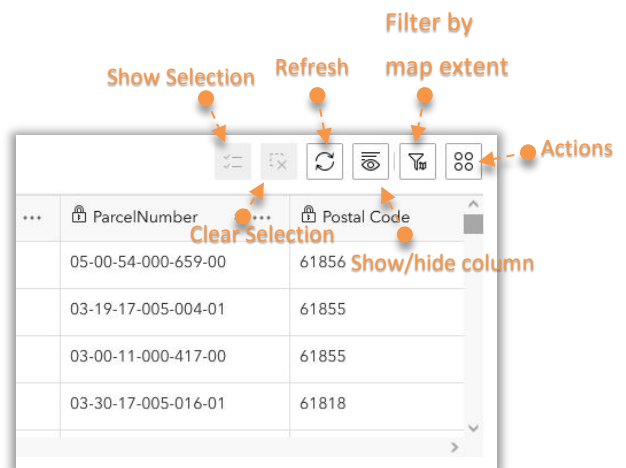
1. Click Show/Hide Columns button.
2. Check (show) or uncheck (hide) the box next to the field names.

To change the size of the Table window:

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

Other options:

- The Show selection button will show only the selected feature in the table.
- The Clear selection button will clear the selection and populate the table with all features.
- The Refresh button will refresh the table to show the latest data.
- The Filter by map extent button will filter the table to only show records visible in the current map extent.
- Editable layers allow for updates through the Table widget by double clicking a cell, typing in an update and pressing enter on the keyboard or selecting from a drop-down menu. Attachments can also be added and edited by clicking the attachment cell for a record. Attachment editing options will display.



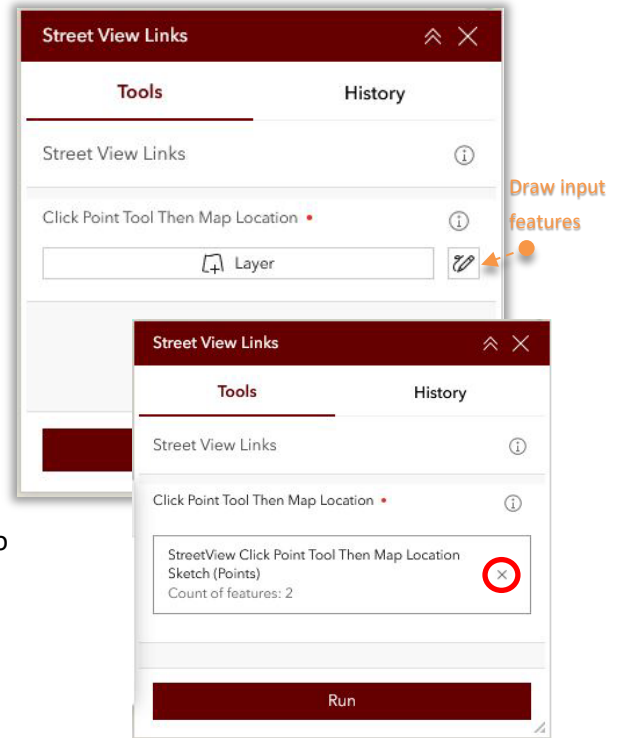
Street View



Allows users to reference Bing and Google Street View images when available through a URL.

To use:

1. Click on the Street View widget
2. Click the 'Draw input features' button
3. Zoom in to the area of interest
4. Click on a street location
5. Click the 'Run' button
6. Click the Street View Links result on the History tab.
7. Scroll to the Google and Bing URLs.
8. Highlight the URL
9. Right-click on a mouse or long press on a touch screen and choose 'Open Link in New Tab'.
10. To repeat the process for a different location, go back to the Tools tab and click the 'x' shown in the red circle to remove the previous point. Then, repeat the process.



Actions Button

The Actions Button is available in most widgets. It gives the user options to view specific data from the layers contained within the web application. All options may not be available in the widgets contained within a web application because the widget or layer referenced may not support the action.

- Export – exports layer and attributes to specified location
- Related data – displays data related to a layer or table
- Select – selects features within a layer
- Set filter – allows user to set a custom filter on a layer or table
- Statistics – allows user to view basic statistics (sum, min, max, average) of a selected field in a layer or table
- Set as Analysis input – sets a layer as an input to a geoprocessing tool
- Directions from – gives directions from a selected location
- Directions to – gives directions to a selected location
- Plan Route – plans a route of directions based on location inputs
- Edit – Set layer to editable
- View elevation profile – view elevation for layers that are z enabled
- Pan to – pans the map to the layer or selected features of a layer
- Show on map – shows layer on the map
- Show pop-up – enables pop-up on a layer visible on the map
- Zoom to – zooms to layer or selected features of a layer
- Add to map – adds a layer to the map if it is not already in the layer list
- Set location – sets location from selected feature to be used in other widgets
- Add to table – adds a layer to the table widget if it is not already listed
- View in table – focuses the table widget to the layer

Address/Street Query Application Overview

(CHAMPAIGN COUNTY ONLY)

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