

Development Authority of the North Country 2019 GIS Internet Mapping Application User Guide

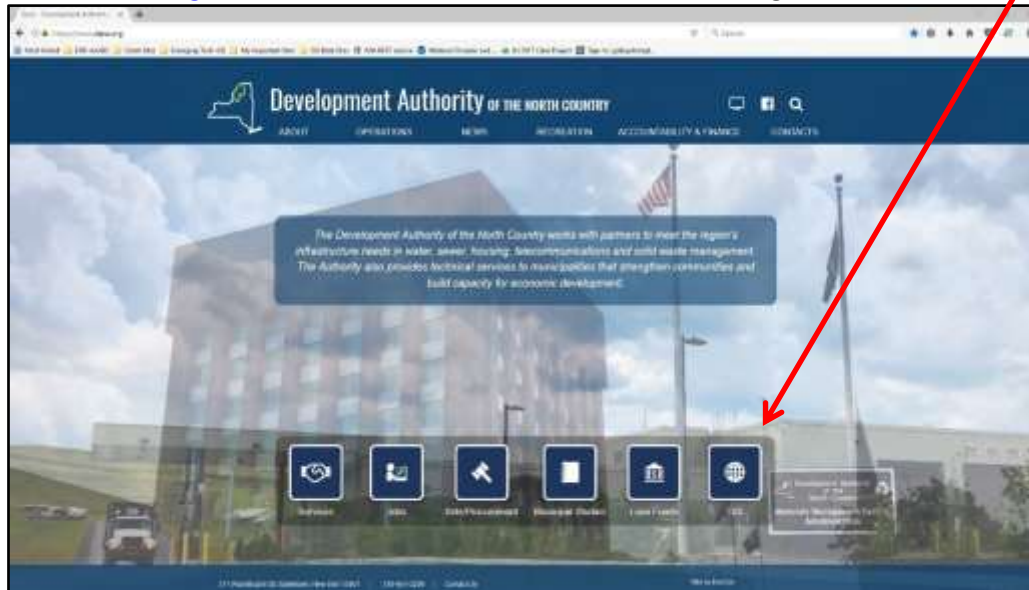
General Use and Basic Tools

Questions? Contact DANC GIS staff at 315-661-3261 or GisSupport@danc.org



1. Accessing the Internet Mapping Application (IMA)

Navigate to www.danc.org. Click the "GIS" button located at the bottom-right of the window.



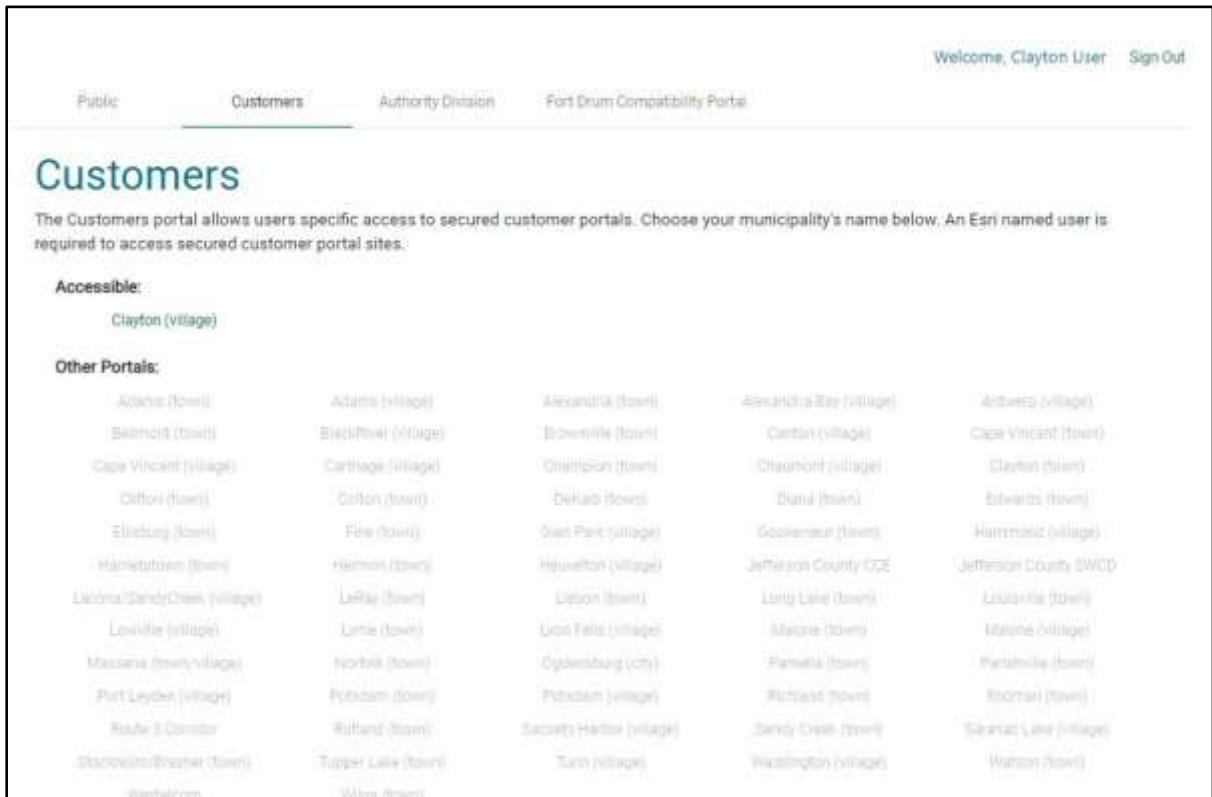
***Note:** Users should access the IMA through an internet browser like Mozilla Firefox, Google Chrome, or Safari, instead of Internet Explorer. This website is not compatible with Internet Explorer.

2. Logging in

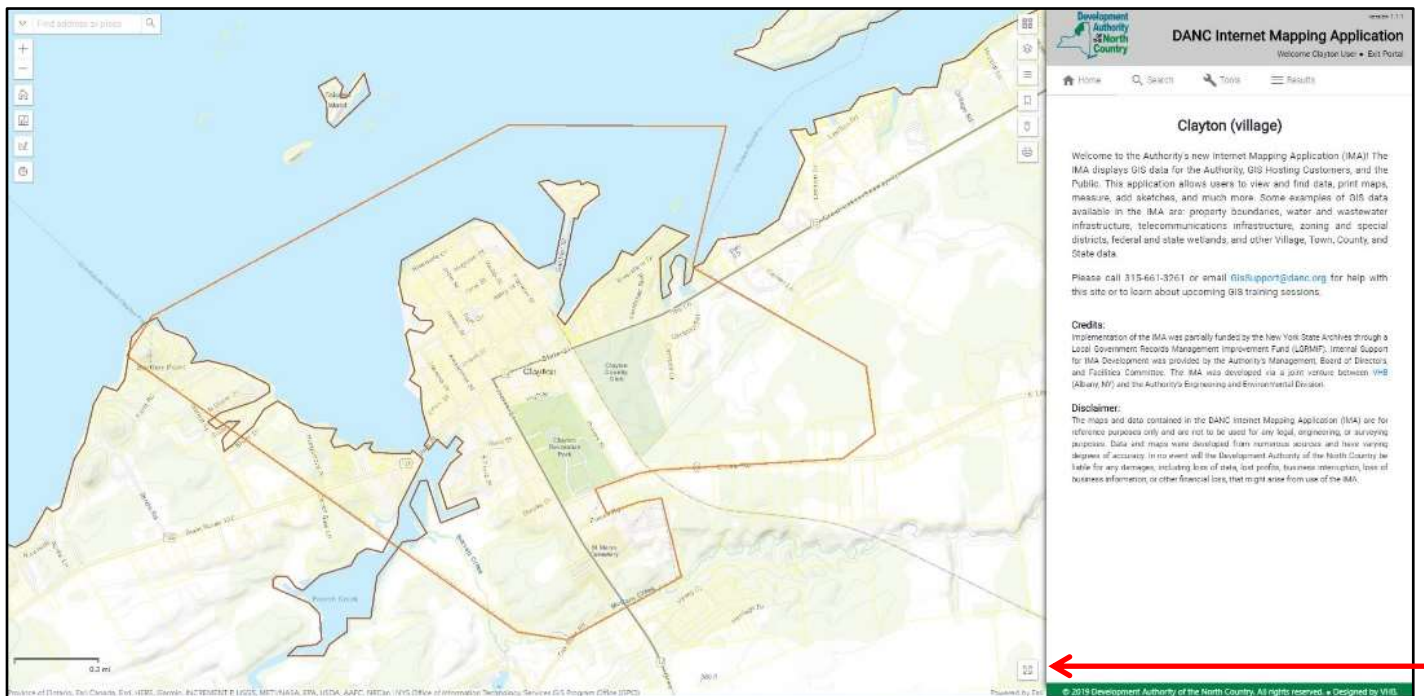
Once you have read and agreed to the Development Authority's Legal Disclaimer, users may choose the portal they would like to access. Public portals do not require credentials. Users will note that the Customers and Authority Division tabs are grayed out. These portals require credentials. Click on the "Sign In" link to enter the username and password – this will make the authorized portals available to the user.



After a user has signed in, they may click on the Customer tab. Users will see the portals they are authorized to enter under “Accessible” in green (the example below shows the Clayton Village portal available), and the other password-protected portals grayed out under Other Portals. Click on the available portal to enter.

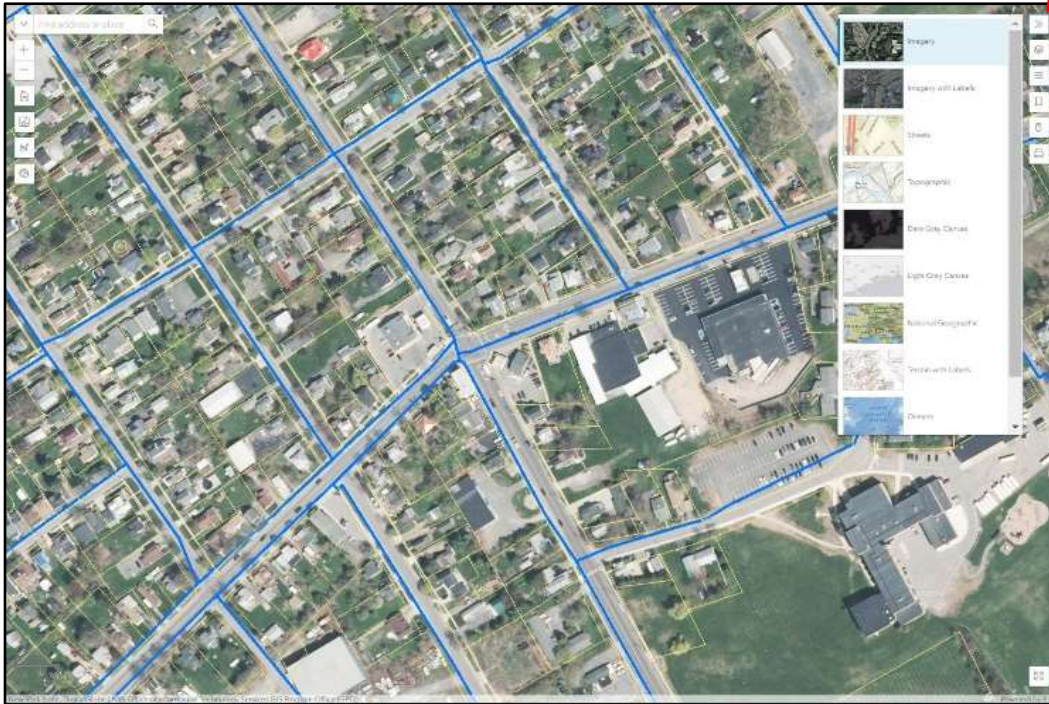


The IMA is organized so that the map is on the left side of the screen and all of the tools and map options are in the map window or in the right pane. You can make the map full screen by clicking on this icon.



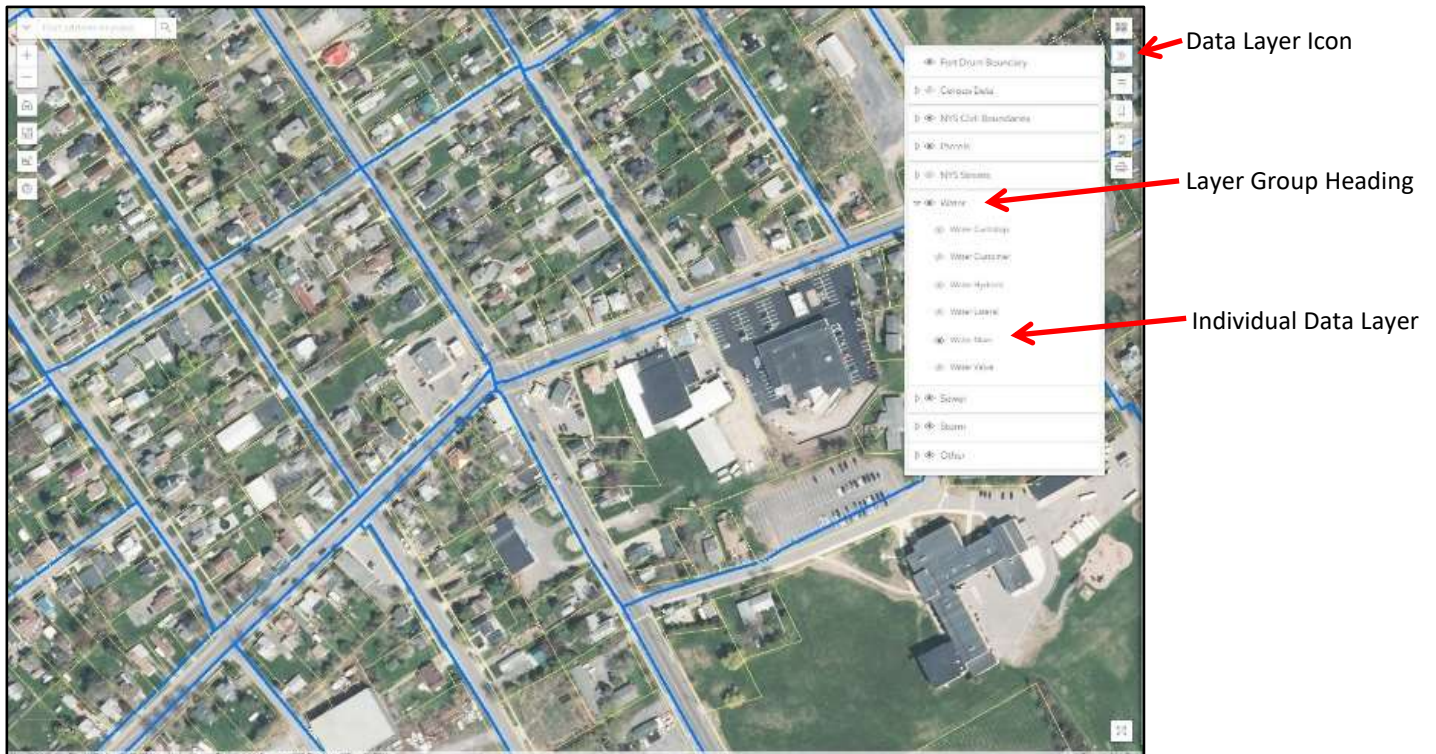
3. Selecting a basemap

In the map window there is an icon for “Basemaps”. Here you can select from a variety of basemaps, including imagery, streets, topographic, and more. Click the icon again to make the basemap window close.



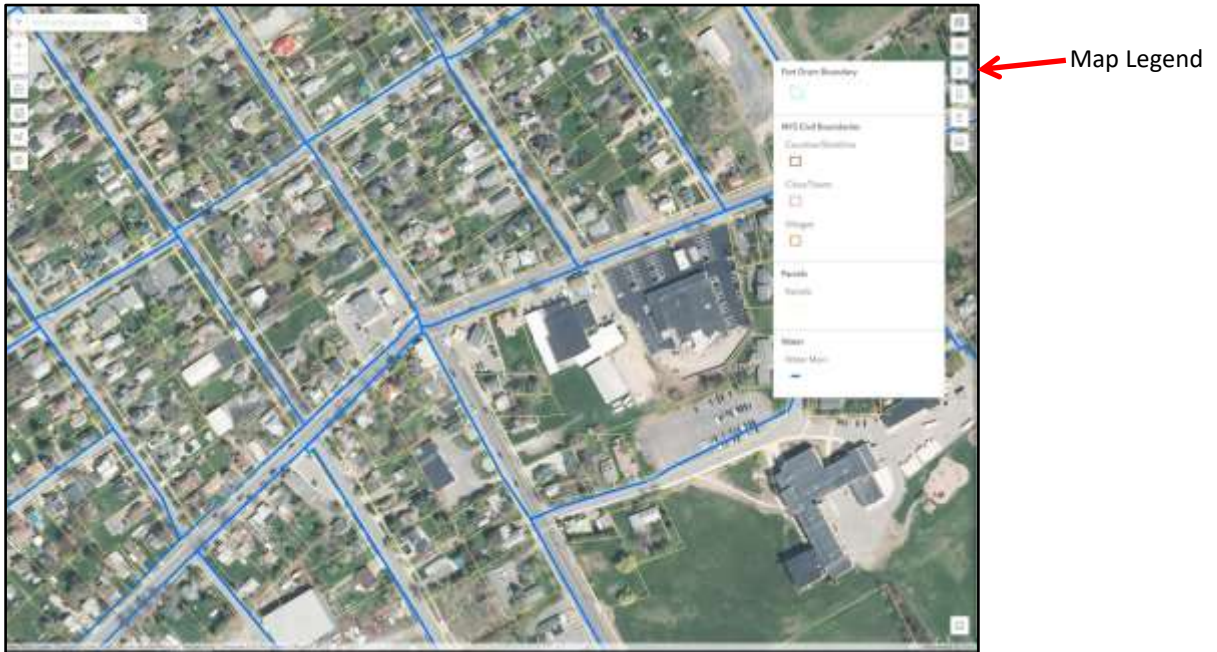
4. Turning data layers on

By default, most data layers are automatically turned off. To turn data layers on, click on the icon in the map window. This will show all the groups of layers available for the portal (Parcels, Water, Sewer, etc.). Click the “>” to drop down each group and see data layers that you can turn on by clicking the eye icon next to each layer. Note: the eye icon needs to be **on** in the group heading and the individual data layer to display in the map.



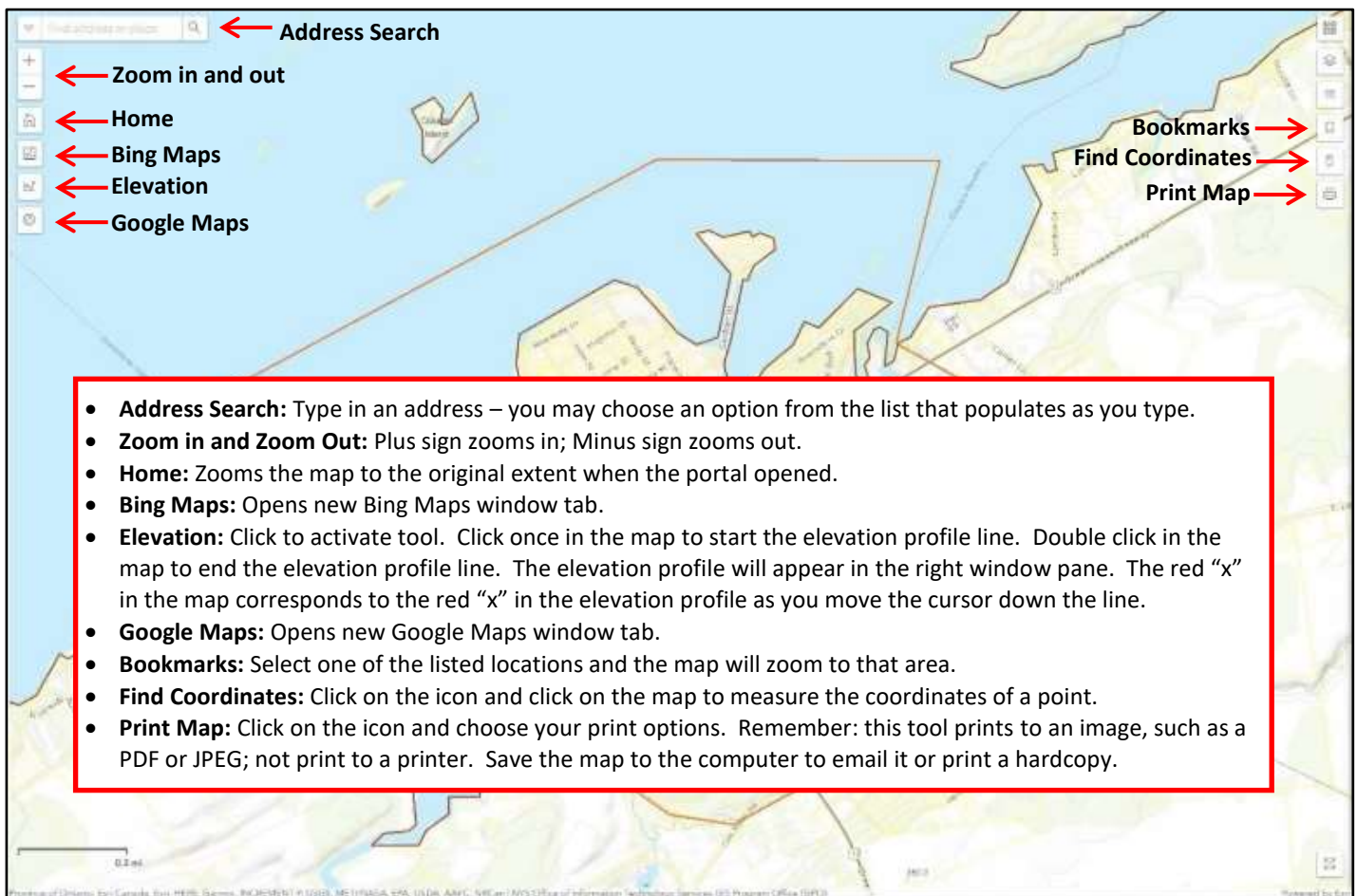
5. Map Legend

The Map Legend icon is under the Data Layers icon. The legend will populate with symbols as data layers are turned on and off. Click the icon again to make the legend window close.



6. Tools

The following Map Tools can be activated by clicking on the icons in the map window:



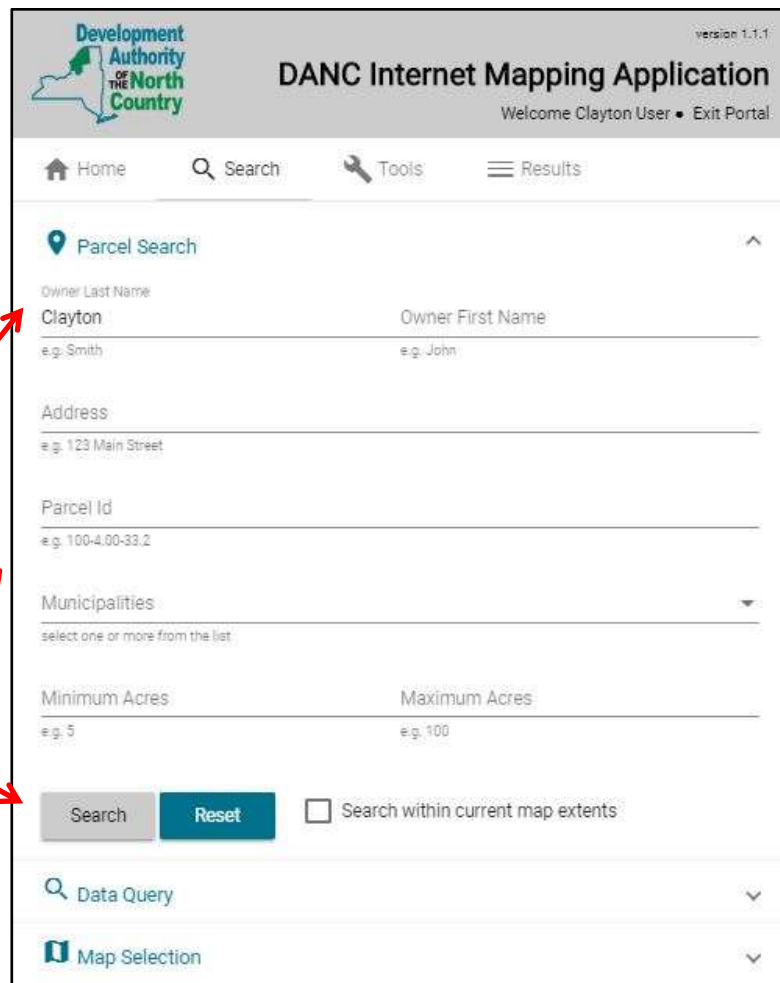
More options and tools are located in the window pane on the right:

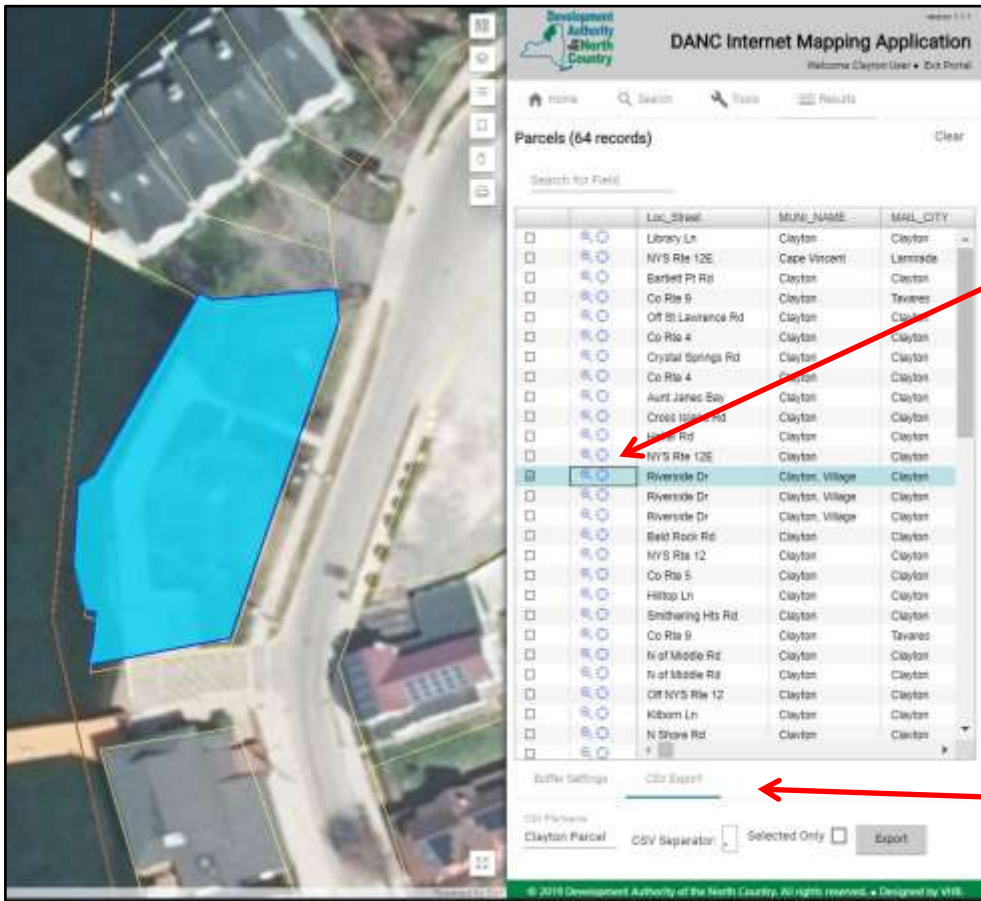


Search: Users can search for parcels and data based on many details and attributes. To open the Parcel Search tool, click "Parcel Search" and follow the instructions below:

Enter the information you want to search with: name, address, parcel tax map #, etc.

Click "Search". The results tab will automatically pop up.





A list of parcels that match your search criteria will be in the results window.

Choose the parcel that you want to see by clicking the box to highlight it and clicking the magnifying glass to zoom the map to the parcel.

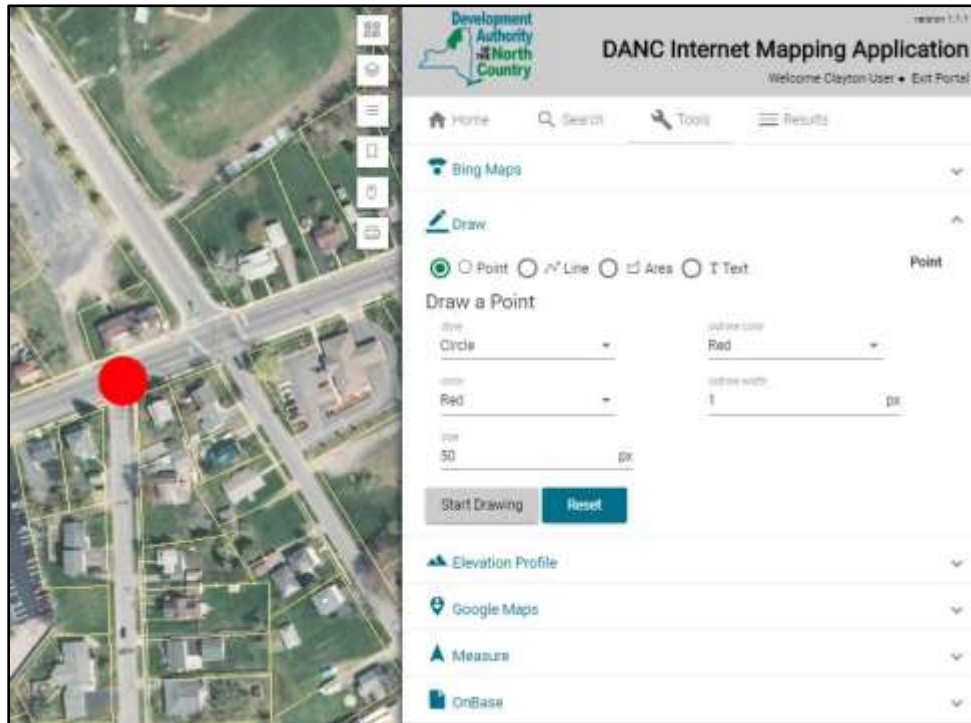
You may select as many parcels as you choose, and the parcel data can be exported to an Excel file. Enter a name for the file, click on CSV Export, and click Export. Save the file to your computer.

Bing Tool: When users click on the Bing tool in the right window pane, the Bing map will appear in the right window pane and move with the map in the main screen. Users can select "Street View" in the Bing map and see the infrastructure and other details in the main map and the street view in the Bing window at the same

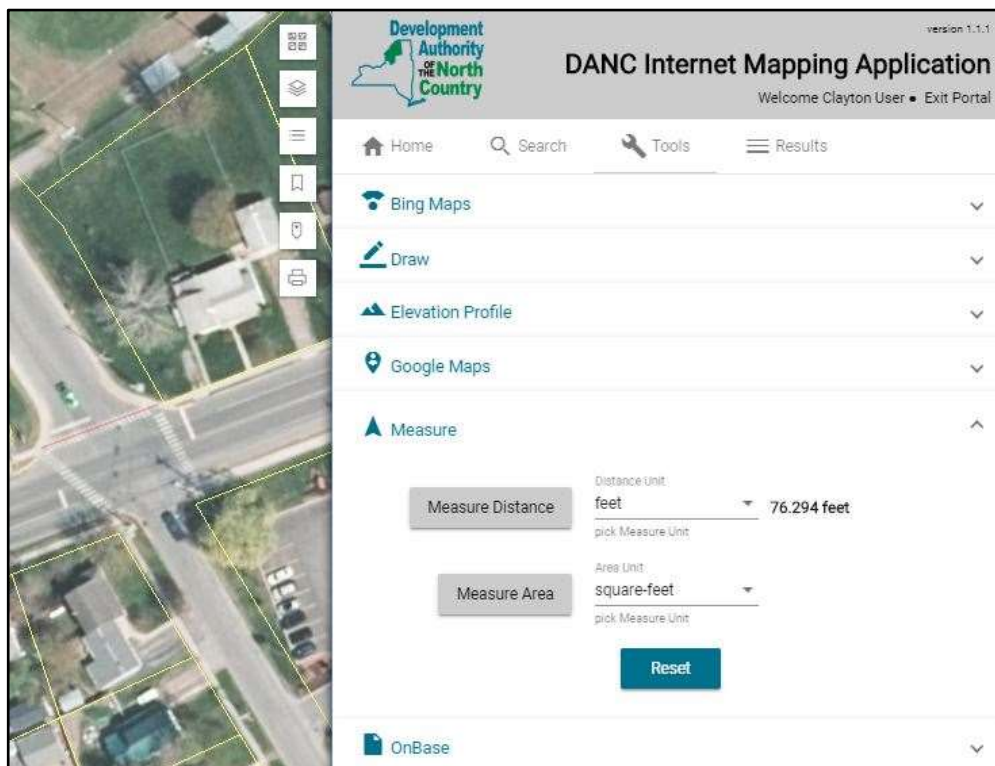


time.

Draw Tool: Users can mark up the map with several options, including points, lines, polygons, and text. Customize your drawing options (style, color, size, etc.), click “Start Drawing” and click on the map where you want to draw.



Measure Tool: To measure a line or a polygon, click Measure Distance or Measure Area and then click once on the map to start a measurement and double-click to end. Results will appear in the right pane. You can change the units before or after making the measurement.



Click on Feature for Information Window Pop-up: Users may click on the features in the map (parcels, water mains, hydrants, manholes, trees, etc.) to see details about that feature. In the example below, the user clicked on the water main and the information window popped up to show the details. Multiple features in the map may pop-up where you clicked (the example below indicates there are 4 windows), so you may need to use the arrows to scroll through the windows to find the feature details you want.

