










# iGIS Quick Help

## iGIS TOOLBAR

TOGGLES between MAP LAYERS & MAP LEGEND			ZOOMS IN
ZOOMS OUT			ZOOMS TO FULL MAP VIEW EXTENT
ZOOMS to ACTIVE MAP LAYER			ZOOMS TO PREVIOUS MAP VIEW EXTENT
PAN			PAN UP
PAN DOWN			PAN LEFT
PAN RIGHT			IDENTIFY
SEARCH/STORED QUERY			FIND BY TEXT SEARCH
MEASURE MAP DISTANCES			RESET MAP UNITS
Creates a BUFFER			SELECT MAP FEATURES BY DRAWING A RECTANGLE
SELECT BY LINE OR POLYGON			CLEAR SELECTION
PRINTS VIA PREDEFINED LAYOUT			

## DETAILED iGIS TOOLBAR ICON DESCRIPTIONS

-  ZOOMS IN based upon selecting a point or by drawing a box then click your left mouse button
-  ZOOMS OUT based upon selecting a point or by drawing a box then click your left mouse button
-  Click a selected feature & get database info (map layer must be set to ACTIVE)
-  Click button & type a text string to get a list of all the features from the ACTIVE MAP LAYER that match.
-  Opens up a dialog box for stored queries. Use the drop down box to select the query you want to use and then type the information into the Value box and execute (The text entered must be exactly as entered into the database. IF you don't know the exact text use the FIND tool instead)
-  To measure a distance click your mouse button to get a START point Click your mouse button again to get an END point
-  Clears selected map features & returns you to a fresh map

## IMPORTANT INFORMATION

- Use UPPER CASE "text" for all FIND and QUERY searches.
  - Please wait until the "RETRIEVING MAP" notice has stopped before proceeding.
  - After making a map layer "VISIBLE or ACTIVE", click the REFRESH button at the bottom of the map layer list (right side of map).
- REMEMBER:** MORE text in queries could mean you get the exact answer you are looking for, but also could give you a "No Features Found" error due to different spellings or abbreviations in the database. Sometimes it is better to type LESS text to start your query.

## HOW TOs

### How do I find a parcel via an "OWNER'S NAME"?

- . Make sure the TAX PARCELS map layer is VISIBLE and ACTIVE
- . Using your mouse, click the FIND(binocular) icon on the toolbar
- . Type the Owner's last name in the box just to the right of the "Enter String to Find in Tax Parcels". To narrow down your results you can try typing the Owner's Last Name followed by a space then the Owner's First name.

### How do I find a parcel via an "ADDRESS"?

- . Make sure the TAX PARCELS map layer is VISIBLE and ACTIVE
- . Using your mouse, click the FIND(binocular) icon on the toolbar
- . Type the "Street Name" (i.e. ROANOKE) or to narrow down your results, add the "Street Type" (i.e. ROANOKE ST). In the case of "MAIN ST" you can type "N MAIN ST" or "W MAIN ST" & etc. Adding more of the address will narrow your results, but could also cause a "NO FEATURES FOUND" error to be returned because of misspellings or abbreviations in the Tax Map Parcels Real Estate database.

### How do I find a parcel via a "PARCEL ID"?

- . Make sure the TAX PARCELS map layer is VISIBLE and ACTIVE
- . Using your mouse, click the SEARCH/STORED QUERY(flashlight) icon on the toolbar
- . In the drop down box just to the right of the text "Tax Parcels", select "FIND via PARCEL ID"
- . In the Box to the right of the text "Value", type the PARCEL ID number.
- ALL PARCEL IDs are 6 digits. Don't forget to put in the "Zeros"(i.e. 000345)

### How do I find the "ADJOINING" OR "ADJACENT" parcels?

- . Make sure the TAX PARCELS map layer is VISIBLE and ACTIVE
- . Using your mouse, click the "Select Map Features by Point or Rectangle" (dashed rectangle with diagonal arrow) icon on the toolbar
- . Using your mouse pointer, click somewhere inside the parcel
- . Using your mouse, click the BUFFER(crossed horizontal & vertical lines) icon on the toolbar
- . In the "Highlight features from" drop down box, select the Tax Parcels map layer
- . Enter the # of feet you wish to use to find the adjoining parcels. Make sure Display Attributes is clicked, and finally click the "Create Buffer" button. The adjoining parcels are displayed in the box below the map view.

FOR MORE INFORMATION, PLEASE SEE THE [iGIS FAQs](#) & THE [iGIS HELP PAGE](#)