

Geo-Data II User Instructions

These instructions will take you through every menu item and feature in the application.

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General Application Flow:

All navigation is handled one of three ways:

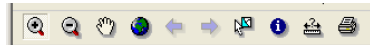
Tab Panel:



Menu items:



Or icons.



We will go through each item and explain how it works.

Tab Panel:



The tab area will change views depending on the function being performed.

Parcel Search.

This is the default view upon entering Geo-Data. Enter your search criteria as directed.

If you are unsure of any information, don't enter it. For example, if you know a street you wish to search but are not certain about the exact address, enter just the street name and view the resulting list.

Don't enter any commas, periods, or other punctuation.

Searches are not case sensitive.

After you have entered your criteria and clicked Search, the results will display in the Tab Panel.

To perform another search, click the Parcel Search Tab.

Search by Tax Block/Lot

The correct format for a tax block: the first four positions are numbers (with leading zeros, if necessary), the fifth position is either blank or a letter.

The correct format for a tax lot: the first three positions are numbers ((with leading zeros, if necessary), the fourth position is either blank or a letter.

For example, tax block 136, lot 23 would be entered as 0136 023. Tax block 4404D, lot 2E would be entered as 4404D002E.

NOTE: If you try a search and do not find a match, try entering only the block number, then choose from the resulting pick list.

Search by Property Address

Property Address Street Types follow postal service abbreviation conventions. For example: for Road, enter Rd.

NOTE: To do a search based on street address ranges, use the "Find Address Range" under Selection Menu Item. This will search whole street segments, enabling you to find addresses not in the Tax Parcel Database.

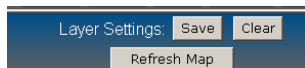
Search by PIN:

The current PIN is a 10-digit number (XXXX-XX-XXXX) derived from the x and y coordinates of the center of the parcel. This identifier will become more important in the future as the Tax Office converts the tax record identifier to a geographically-related identifier.

Map Layers.

This view shows all the available map layers. To display a layer, click the check box and then click the Refresh Map Button.

Note the option to Save Layer Settings. You can turn on and off desired layers, and click Save to save those settings for future sessions.



NOTE: These settings are saved as cookies on the local computer. So if you delete cookies, the saved settings will be deleted.

My Maps.

This view shows the most recent previous map views. You can easily jump to any previous view by clicking on it.

School Locator.

This view is the beginning view for the school locator. This allows you to search for school information by address. It also allows you to view districts by school selection.

Map Legend.

This view shows the legend information of all layers displayed on the map.

Menu items:

File Edit View Selection Tools Help

File

- *Print*

Displays options to allow you to customize and print the currently displayed map.

Print Options

Title: Forsyth County, NC

Map Scale: Automatic

Paper Size: 8.5" x 11" (Letter)

Orientation:

Portrait Landscape

Include:

Feature information

Overview map

Legend

Print Preview... (pop-up)

Printing Tips:

To create a printer friendly page, press the print preview button. Use the print icon (or File->Print...) at the top of the print preview window to send the page to the printer. Make sure pop-up blocking is disabled.

Set the page size and orientation for the print preview window before sending to the printer.

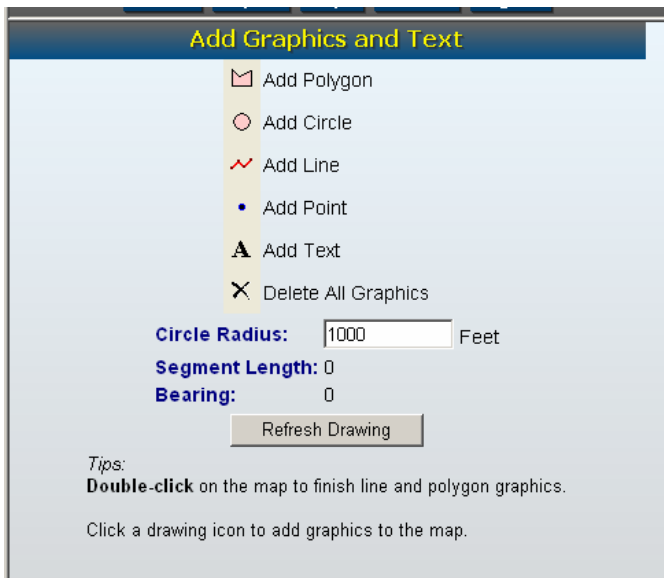
The display from this print option is determined by the current layer selection. If you choose print with no active selection, you will get the map, disclaimer, and scale. If you choose print and have an active selection such as parcel layer, you will get the map and tax data, as well as disclaimer and scale.

Edit

- *Add Graphics and Text*

Displays options for adding labels and other graphic elements to the currently displayed map.

NOTE: These elements are deleted when the session is closed.



- *Remove All Graphics and Text*

Is available after graphics or text have been added. This deletes all items.

View

- *Zoom Data*

Full Extent resets the map to the original view.

Go Back to Previous Extent returns the view to the most previous view.

Go to Next Extent returns the view to the view after the current view.

Zoom to Coordinate displays the option to enter either Latitude/Longitude or State Plane Coordinates and zoom to that location.

Zoom to Selected Features will zoom to the results set of a Select By Attributes or Select By Graphics Search.

- *Overview...*

Displays the overview map with an indicator of the location of currently selected features.

- *Toggle Lat-Long/State Plane*

Click to change the display of coordinates at the bottom of the map view.

Selection

- *Select By Attributes.....*

Allows you to search using criteria either from the Tax Data or from the GIS layer information.

Choose a layer. Then choose the field to search on. Then choose an operator. Then enter the search criteria. You can add multiple search criteria.

Select by Attributes Help

Select By Attributes

Step 1) Choose selectable layer:
Tax Records

Step 2) Define selection criteria:
Field: Appraised Value
Operator: =
Value:
Ending value:

Step 3) Optional - Add additional criteria:
And Or

Step 4) Review/Edit your query:
RealValue = 0

Apply Clear

567 Features selected

Search Tips:



Operators:


- Like - Uses wildcards to search for patterns within text fields
- Between - Searches for values that fall within a range
- In - Searches for exact matches from a list separated by commas


Do not enter quotes around character search values. The query builder will do it for you.

If you are familiar with the data fields in the layer you selected, you can key-in the query as desired in step 4.

After you have selected your criteria, use the icons to see the results:

-  Zoom to selected records.
-  Clear the current selection.

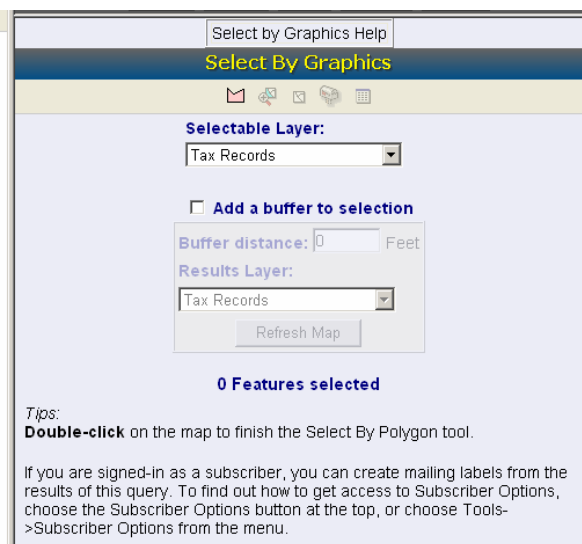
 Create mailing labels (only signed in subscribers).

 Open data table.

If you are signed-in as a subscriber, you can create mailing labels from the results of this query. To find out how to get access to Subscriber Options, choose Tools->Subscriber Options from the menu.

- *Select By Graphics.....*

Allows you to select records by a polygon. This also allows you to add a buffer around the polygon.






Choose a layer. Click the checkbox if you wish to Add a buffer to selection. If adding a buffer, enter a buffer distance.


Tips:

Double-click on the map to finish the Select By Polygon tool.

After you have selected your criteria, use the icons to see the results:


-  Zoom to selected records.
-  Clear the current selection.

 Create mailing labels (only signed in subscribers).

 Open data table.

If you are signed-in as a subscriber, you can create mailing labels from the results of this query. To find out how to get access to Subscriber Options, choose Tools->Subscriber Options from the menu.


- *Zoom to Selected Features*

This function is available after a search has been performed using Select by Attributes or Select by Graphics. This does the same thing as .

- *Set Selectable Layer*

Choose the map layer that is active for identify and selection tools.

- *Clear Selected Features*

Clears the last selection. This does the same thing as .

- *Open Data Table*

Opens the data table of the current selection. This does the same thing as .

- *Find Address Range*

This is the search of the street centerline file. This will search whole street segments, enabling you to find addresses not in the Tax Parcel Database. You can search by address or intersection.

Tools

- *Comparable Properties...*

This function is available to subscribers only.

This tool will find comparable property sales for a selected subject property. To enable this tool, a subject parcel must be highlighted.

The search options on this form are initialized from subject property information. You may change these values to refine the comparable property search. The distance criteria is the distance from the subject property to the comparable property sale.

Use the criteria weightings which range from 1 to 5 to control the search results. Setting the weight of a criteria to a 5 will make that criteria 5 times more important than a criteria with a weight of 1. If you set the weighting to zero or leave the criteria blank, then that criteria will not be used in the search.

- *Subscriber Sign In...*

This will take you to the sign in page for accessing advanced features:

Comparable property search tool

Ability to download search results in a csv (comma separated values) text file format.

Ability to create mailing labels from search results (maximum labels allowed at one time is 500). You will be able to choose Avery Label 5160 (2 5/8" x 1") or 5161 (4" x 1")

Comparable property search tool

- *Subscriber Enroll...*

This will take you to an area for more information about a subscription and enable you to sign up.

NOTE: Please read all information carefully before signing up for a subscription.

Help

- *Website Help*











Displays the online help information. To view a printable version of help, go to the Parcel Search Tab and click printable help.

- *Frequently Asked Questions*

Displays most asked questions.

- *Contact Us*
Displays a form that allows you to enter a question or comment and send to us by email

Icons:

	Zoom In
	Zoom Out
	Pan
	Full Extent
	Previous Extent
	Next Extent
	Select Features (drag a box with the mouse to select features in a box or rectangle)
	Identify (currently selected layer) NOTE: The layer must be visible to be identifiable. Turn on layers using the Map Layers Tab.
	Measuring Tool. Single click on the map to start and continue a segment. Double click to finish the segment.
	Opens Print Preview view. This is the same as File>Print