

## Logging into GIS Staff Viewer



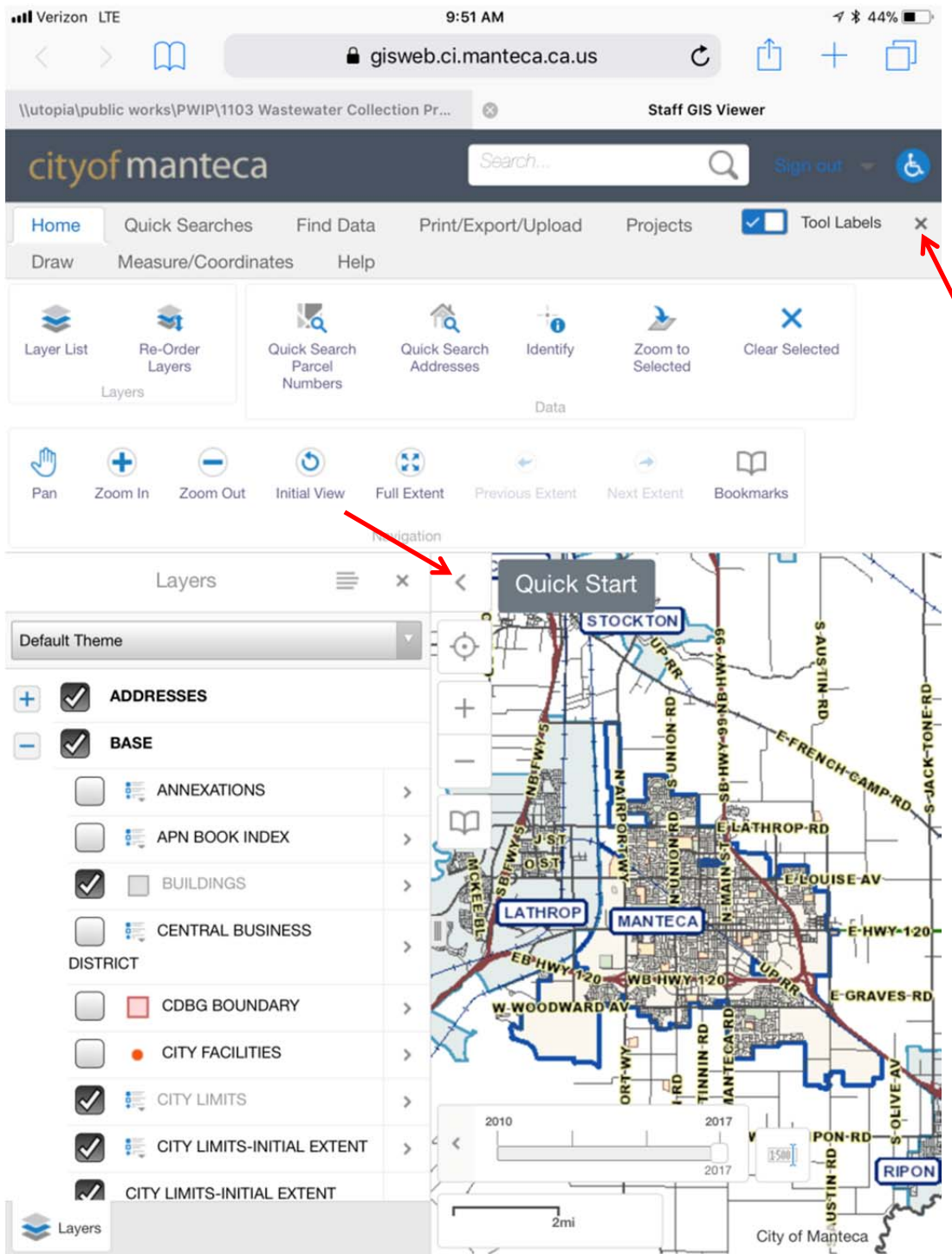
Open the GIS Staff Viewer application by tapping the GIS Staff Viewer Icon on the iPad

Through your internet browser, the application will be directed to the GIS login screen. Before entering the user's city login username and password the format of the GIS must be selected. For this application, tap on the option labeled "Windows Integrated". The next step is to enter the user's unique username and password in the fields provided. Click "Sign In".

A screenshot of the GIS Staff Viewer login screen. The title is "Sign In" with the URL "ci.manteca.ca.us" below it. The page is titled "Geocortex Essentials". There are two input fields: "User Name:" with the text "user@domain.com" and "Password:" with the text "password". Below the password field is a "Remember Me" checkbox which is checked. A "Sign In" button is located at the bottom right of the form.

## Menus


Within the GIS application, there are two main menus that will be used. The first is the "Tools" menu, located at the top of the screen with the second being the "Layers" list occupying the left hand side of the screen. Both menus work in similar ways but when both are open, the map displayed in the center of the screen shrinks. Follow the directions below to open and close the menus so that only the needed information is present within the GIS.



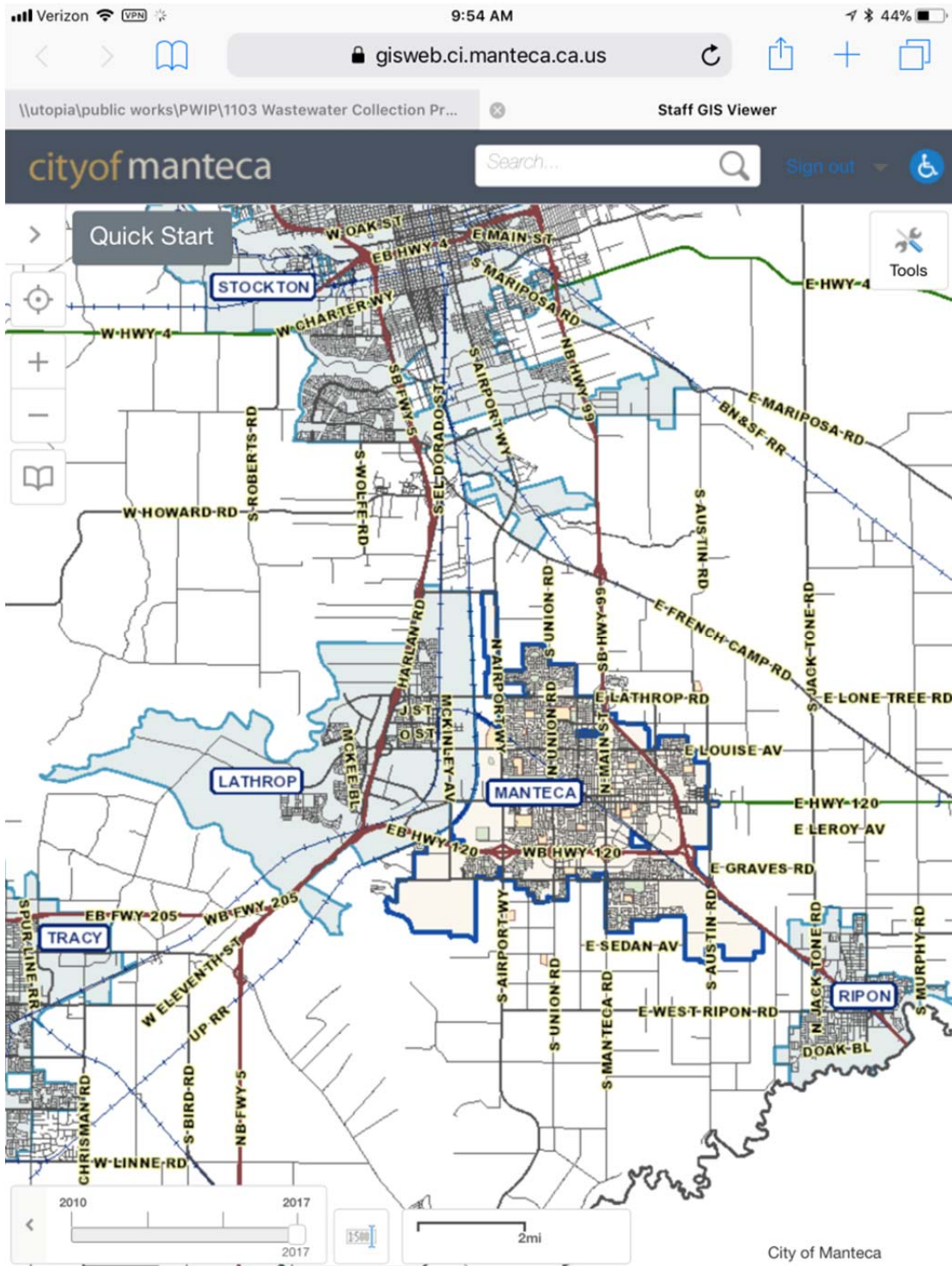
Layers:

- o Click the [<] symbol in the top right corner of the menu to close out the “Layers” menu.
- o Click the [>] symbol in the top left corner of the screen to open the “Layers” menu.

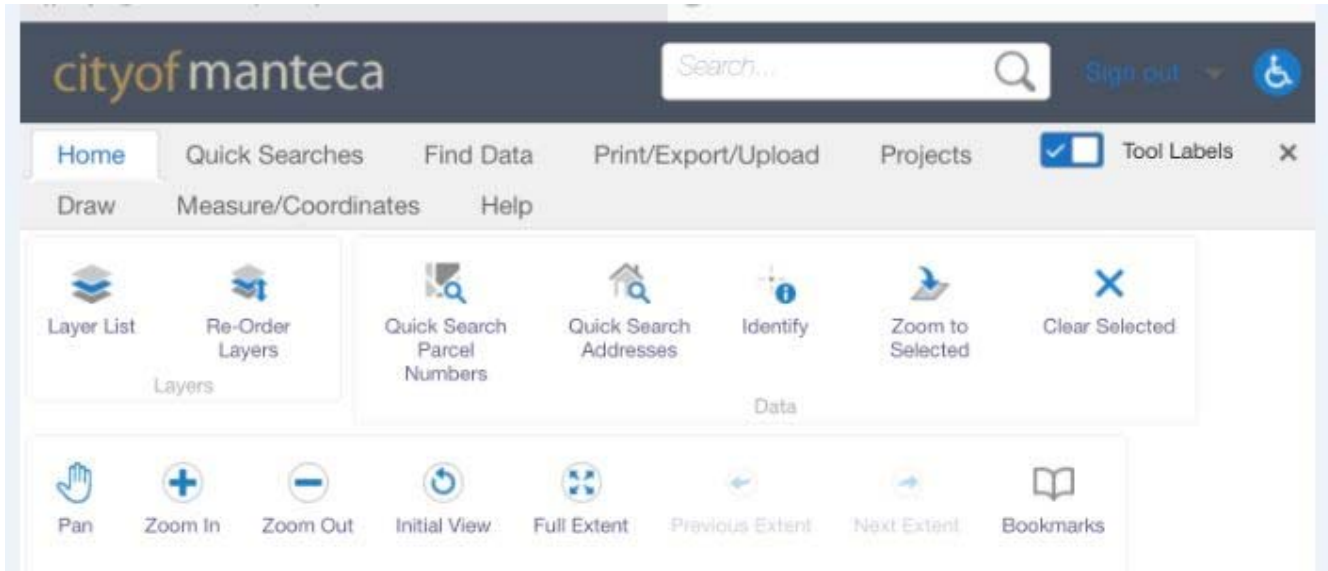
Tools:

- o Tap the [x] symbol in the top right corner of the screen to close out the “Tools” menu.
- o Tap the  symbol in the top right corner of the screen to open the “Tools” menu.

If both menus are closed, the map will fully extend to the edges of the screen. This is useful if the desired layers have been turned on.



## Tools



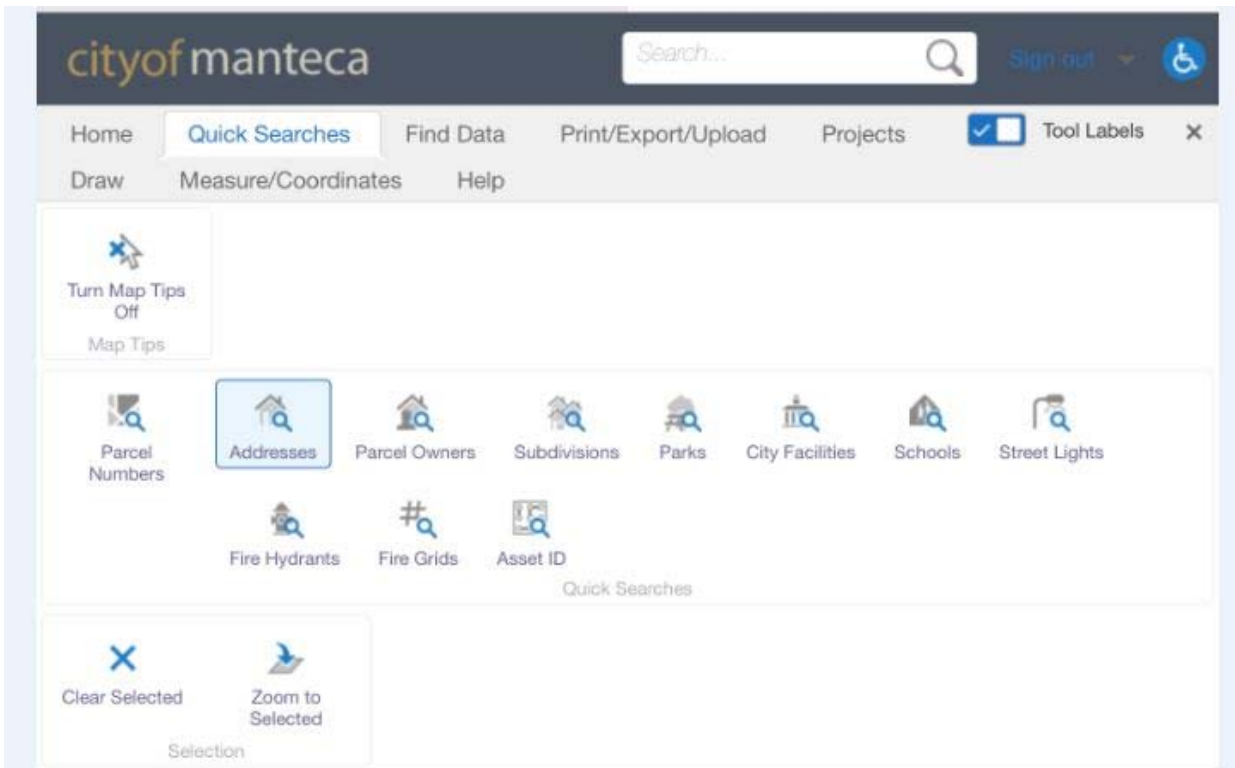
The “Tools” menu allows the user to conduct searches for specific assets or parcels throughout the city or identify features on the map. This document will cover the basics of the three most useful tabs within the GIS application’s “Tools” menu. These three tabs are the “Home”, “Quick Searches”, and “Find Data” tabs.

### Home

The “Home” tab contains several functions that will aid the user in identifying any desired asset within the city. These functions include the following;

- Layer List: A second method of opening the “Layers” menu if it is closed.
- Identify: Click on any parcel or asset within the city to bring up its documented information.
- Zoom to Selected: Expands the map out to the fullest extent where the borders of the screen will fully encase the selected asset.

Although there are searching options available on the “Home” tab, these same options and more are available on the next tab, “Quick Searches”, which is described in the next section.



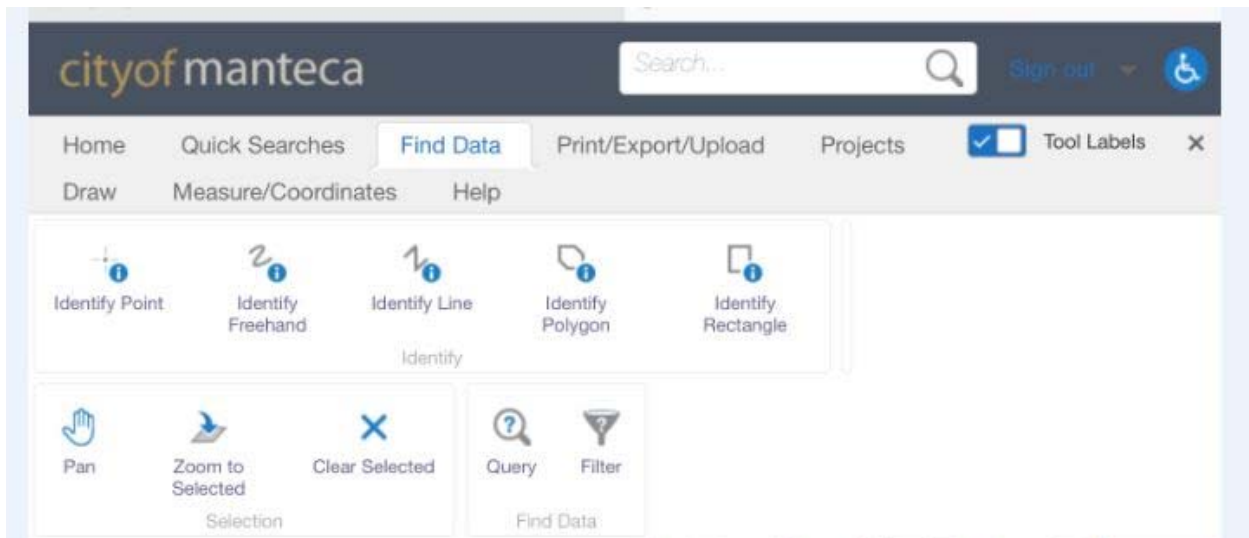
### Quick Searches

The “Quick Searches” tab contains multiple search filters to aid the user in finding the location of any specific asset within the city. Most filters can work with partial information, if the need arises. Some filters may require its own specific layer to be visible during the search, in these cases there will be a prompt such that the layer can be easily turned on. These search filters include the following;

Search by:

- Asset ID: Enter the asset ID of any asset within the city to have it displayed on the map.
- Addresses: Enter the address of a parcel to have it displayed on the map.
- Parcel Numbers: Enter the parcel number of a parcel to have it displayed on the map.
- Parcel Owners: Enter the name of a parcel owner to have the parcel displayed on the map.
- Subdivisions: Enter the name of a subdivision to have it displayed on the map.
- Parks: Enter the name of a park to have it displayed on the map.
- City Facilities: Enter the name of a city facility to have it displayed on the map.

- Schools: Select the name of a school from a list to have it displayed on the map.
- Street Lights: Enter the ID of a street light to have it displayed on the map.
- Fire Hydrants: Enter the ID of a fire hydrant to have it displayed on the map.
- Fire Grids: Enter the ID of a fire grid to have it displayed on the map.



## Find Data

The “Find Data” tab allows the user to quickly bring up information about a single or multiple assets. The functions that allow the user to do this are listed below.

- Identify Point: Tap any asset on the screen to bring up its unique information dialogue box.
- Identify Freehand: Draw any shape on the screen using a single finger or stylus, the information of all assets that the line passes through will be displayed in a dialogue box.
- Identify Line: Draw a line of any length or direction, the information of all assets that the line passes through will be displayed in a dialogue box.
- Identify Polygon: Tap the screen to create the edges of a polygon of any shape or dimension, the information of all assets that the polygon encases will be displayed in a dialogue box.
- Identify Rectangle: Tap the screen to create a rectangle of any size; the information of all assets that the rectangle encases will be displayed in a dialogue box.

## Layers

The “Layers” list is used to select which features will be shown on the GIS map. To have a layer appear on the map that is not currently visible, simply locate the layer on the “Layers” list and tap the check box next to the name. If the name of the layer is grey instead of black, this means the boundaries of the map are extended too far and the map must be zoomed in on for the layer to be visible. If there is a “+” symbol next to the check box for a layer, this indicates that the layer list may be expanded to show more options; simply tap the “+” symbol to view the additional layer options.

