

CCMap Users Guide

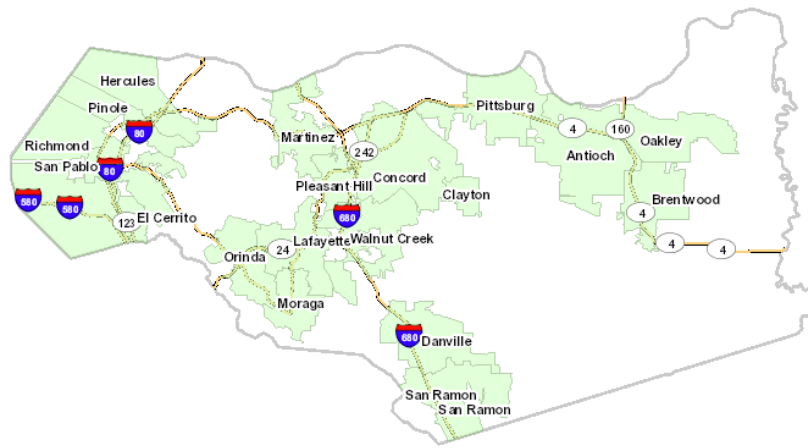


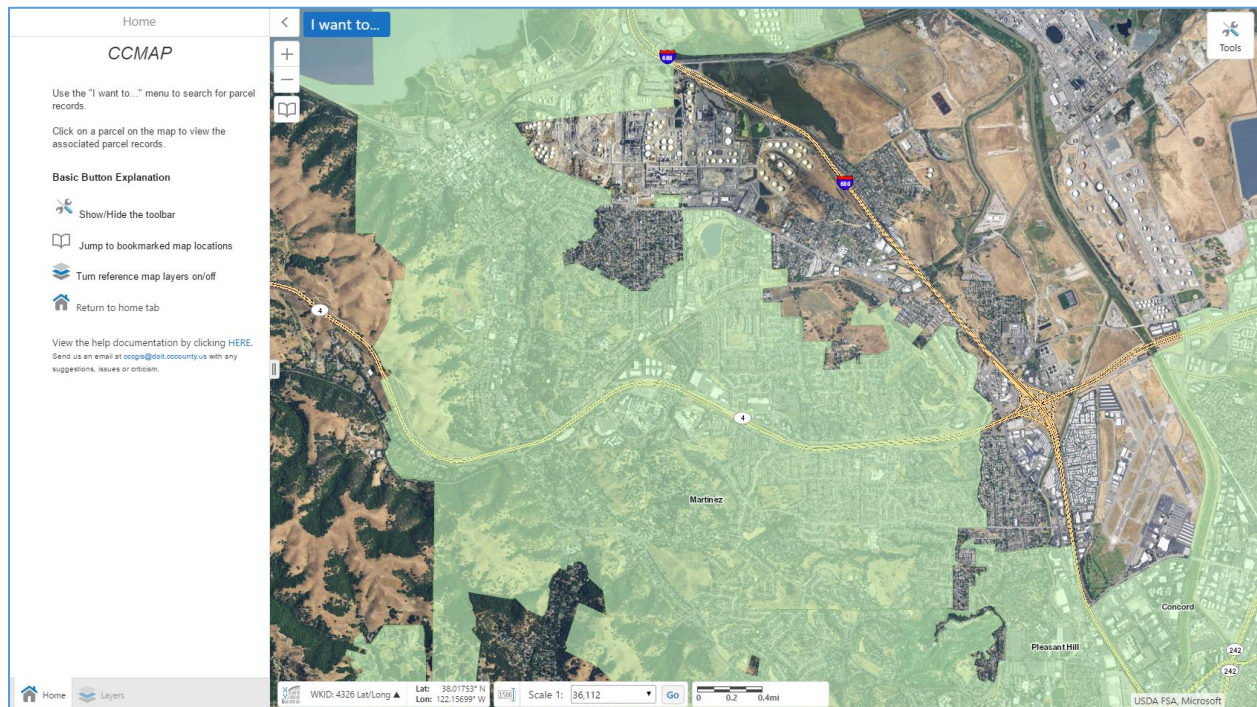
Table of Contents

Initial View	3
Tools Menu	4
Where Should I Start?	12
How Do I Search for a Parcel?	13
How Do I Search for an Address?	14
How Do I Create a Notification List?	15
To Clear Selections and Highlights	16
How can I Find Data?	16
How to Turn Layers On/Off	17
How to Print from the Tools Menu	18

Initial View

Below is the initial view of the CCMAP webpage:

<https://gis.cccounty.us/Html5//index.html?viewer=CCMAP>

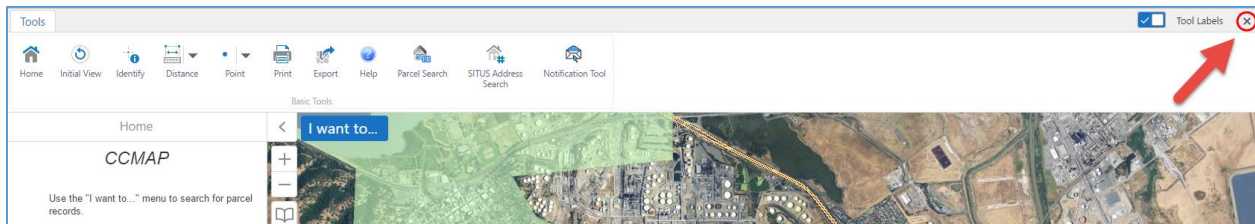


Tools Menu

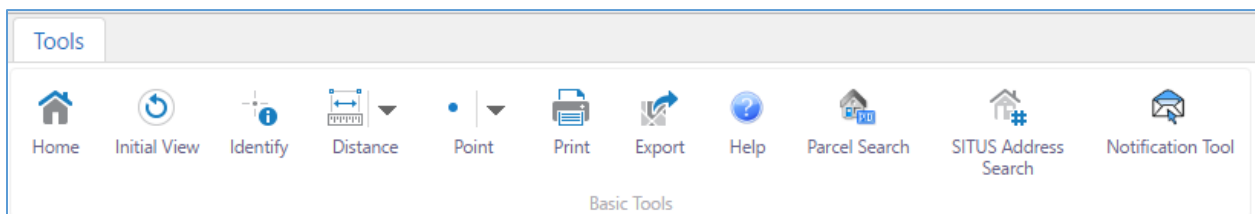
The user can toggle open the tools menu at the top of the screen at any time by selecting the Tools button:



To toggle closed the tools menu click the "x" in the upper right hand corner:



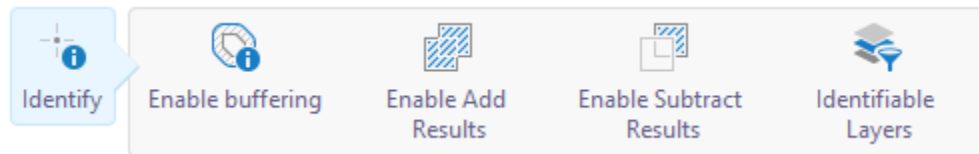
Below are the tools included on the Basic Tools Menu:



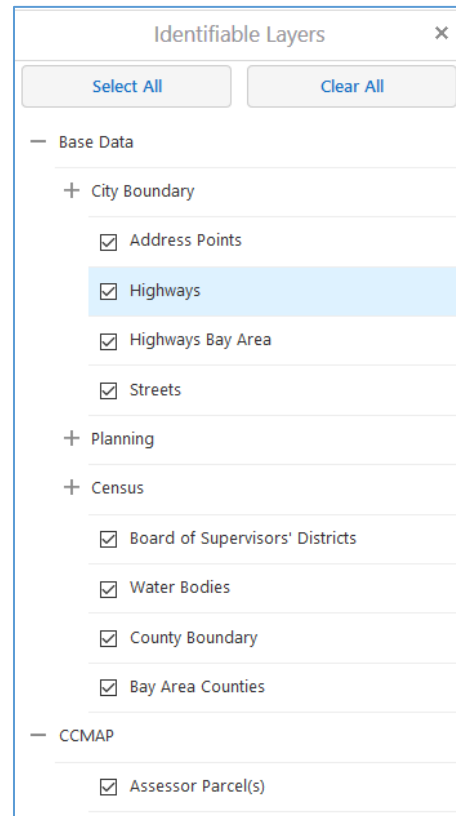
- 
Home
 - *Home*: Selecting "Home" will open the pane from the left of the screen.
- 
Initial View
 - *Initial View*: Selecting the "Initial View" button at any time will bring the user back to the original extent of the map. (For instance, if the map is zoomed in on a street or intersection, "Initial View" will zoom the user out to view the City of Martinez.)

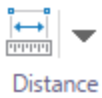


- *Identify*: Using the “Identify” tool, the user can select a rectangular area to identify all layers within the area. The Identify menu will open as pictured below.



- *Enable buffering*: will allow the user to create a buffer area around the area they selected. (For example, this is useful if the user needs to know what streets or buildings are within a particular distance.)
- *Enable Add Results*: Enabling this option will allow the user to select multiple areas and keep a running list of results.
- *Enable Subtract Results*: Will allow the user to remove any particular areas from the results.
- *Identifiable Layers*: Will allow the user to turn on and off the layers they want results from. (see picture to the right →) These layers can be checked or unchecked to include them in the results.

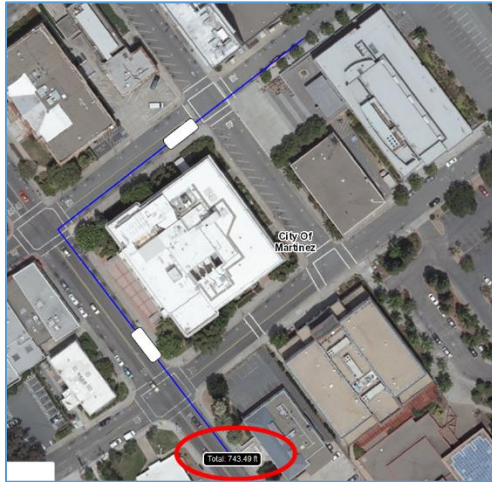




- Distance: Selecting the Line button will open a menu of shape options to create measurements.



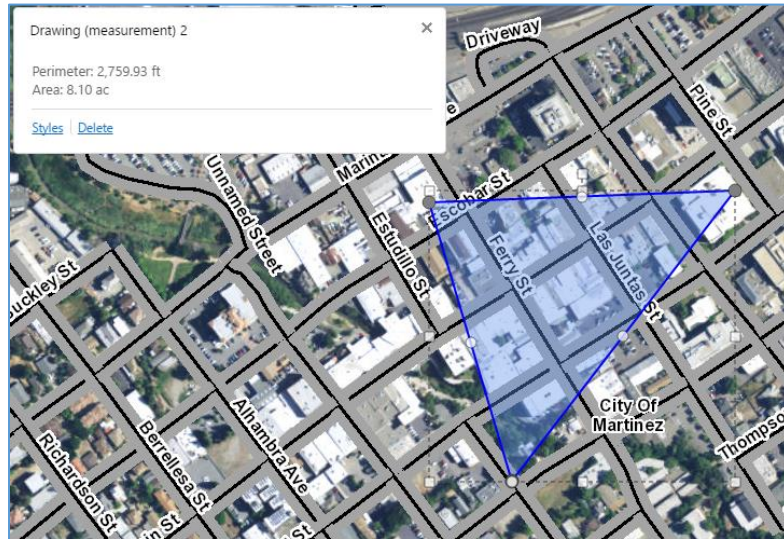
- The Distance option will give the user a measurement of total feet from beginning point to end point.

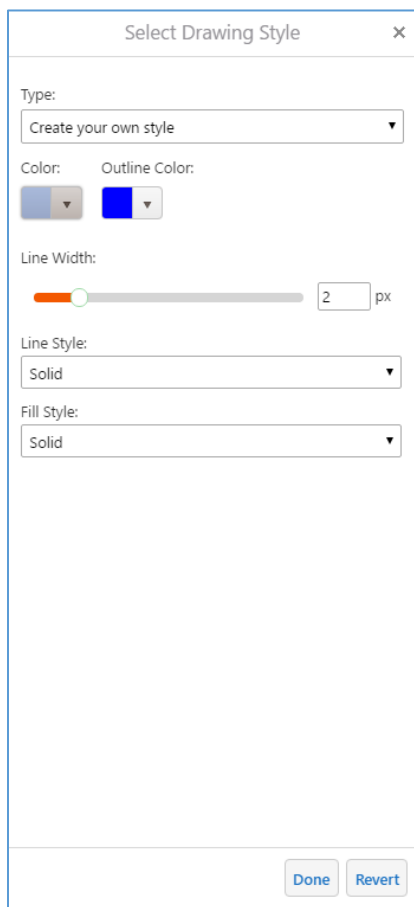


- The Area option will give the user the ability to create any desired shape, then it will calculate an Area measurement and a Perimeter measurement.

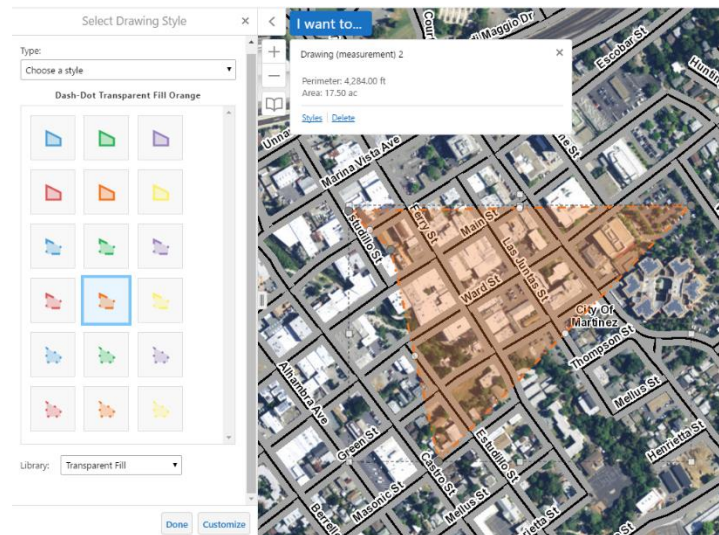


- To make any adjustments to the object, the user can select the Line button again to finish drawing the object. Select the object on the map, and a box will open as pictured below. From here the user can then **Delete** the object, or change the style. In this state, the user can also adjust the shape by dragging any of the corners or edges of the object. Once the box is closed using the “x” in the right hand corner, the measurements will appear again for the new shape.

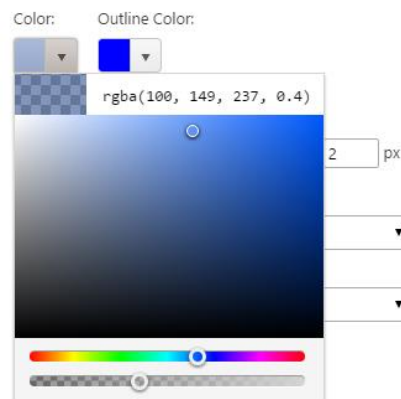




- If the Styles button is chosen a new pane will open from the left and it is pictured to the left:
 - Using the Type option the user can choose to use any of the preset styles, and then customize them:



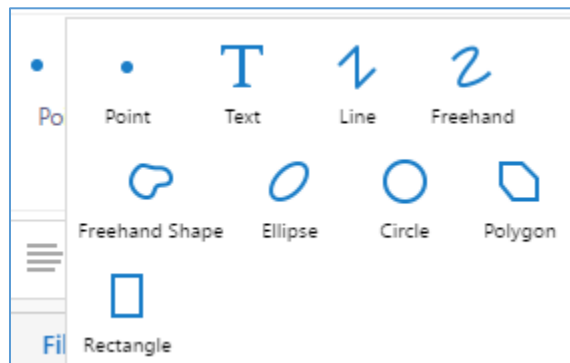
- Or using the Create your own style option the user can change the internal or outline colors.



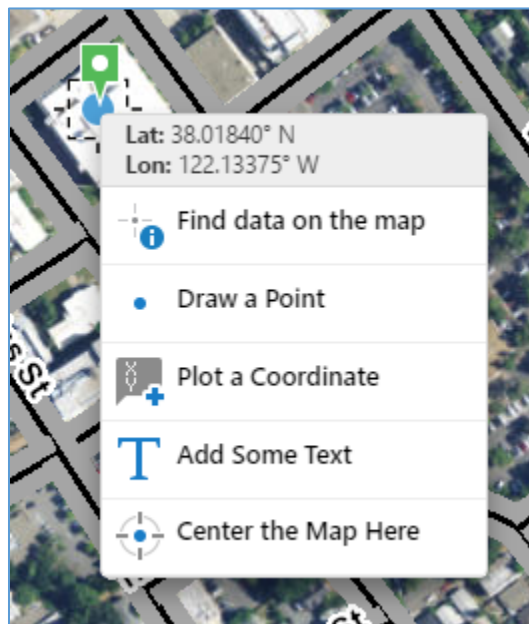
- Other options here include the Line Width, Line Style and Fill Style.



- *Point*: The point tool allows the user to draw on the map. It will open multiple options as pictured below:



- Once the user draws on the map, for instance if we draw a point. We can then left click to reselect the point and it will give the user more options. If right clicked, the user can move, modify the style of drawing or delete drawing.





- *Print:* To see how to use the print button, hover the mouse over the button to the right and follow the directions.

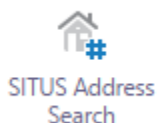


- *Export:* Selecting “Export” will allow the user to create an image of the map at the current extent (similar to a screen shot). The user will be able to select the file type for the image, as pictured below ↓

- After selecting the file type, the user can follow the directions and the image will open in a new browser tab. To return to the map, the user can click on the previous tab or close the current image tab.



- *Parcel Search:* Is explained in another part of the help document. Click on the icon to the left to jump to the “How Do I Search for a Parcel?” section.

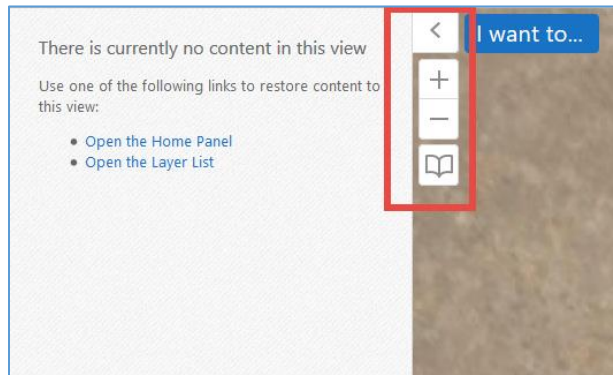


- *SITUS Address Search:* Is explained in another part of the help document. Click on the icon to the left to jump to the “How Do I Search for an Address?” section.

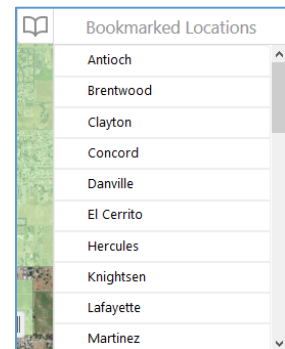


- *Notification Tool:* Is explained in another part of the help document. Click on the icon to the left to jump to the “How Do I Create a Notification List?” section.

Other basic buttons to note:



- *Arrow Button*: Will slide the left pane in and out from the left side of the window.
- *Plus Button*: Will zoom the map in.
- *Minus Button*: Will zoom the map out to a higher extent.
- *Book Button*: Is where you can access any bookmarked locations.

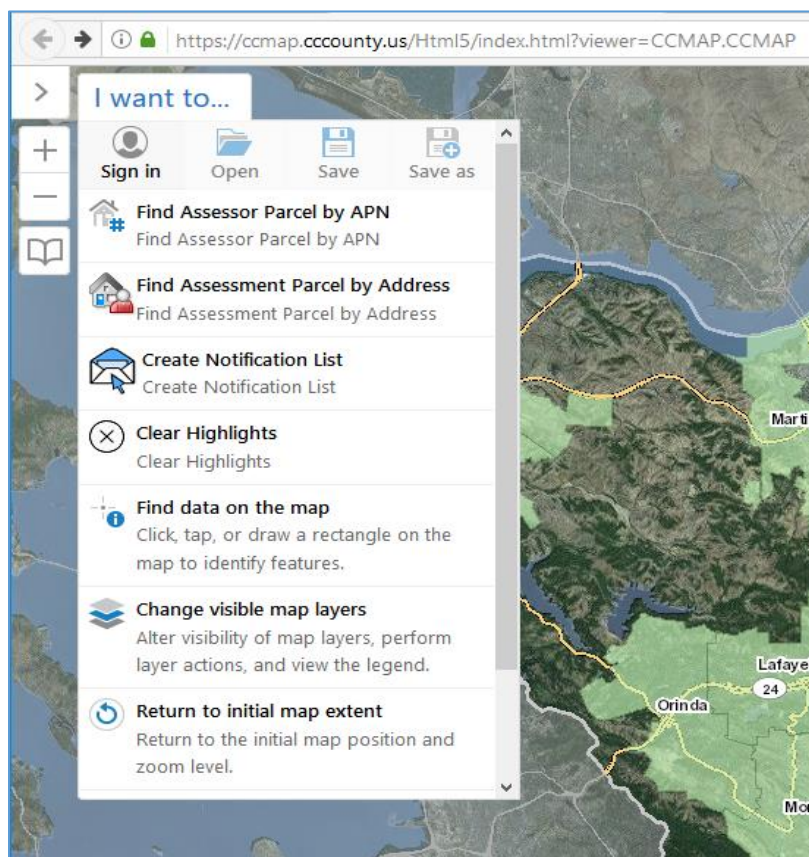


Where Should I Start?

A good place to start with the CCMAP webpage is with the “I want to...” button:



When expanded, the “I want to...” menu is pictured below:



- **Sign In:** Is for county employees that maintain the map.
- **Open:** Will allow any user to “Choose a previously saved project to restore to saved state”.
- **Save:** Save project exactly as seen to original location.
- **Save As:** Save the project as seen, in a new project.

How Do I Search for a Parcel?

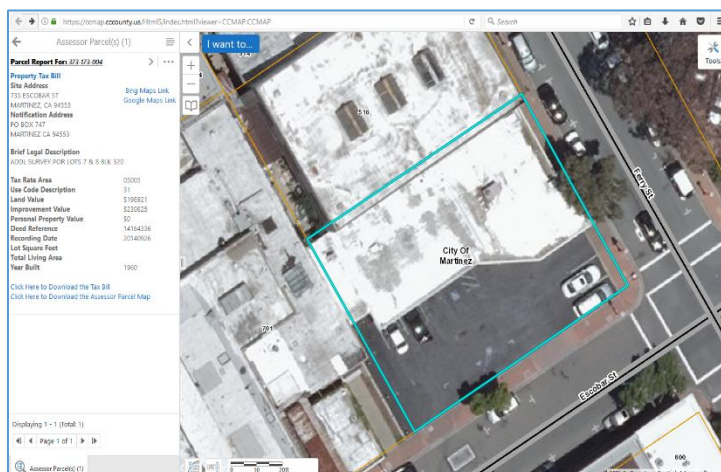


Find Assessor Parcel by APN

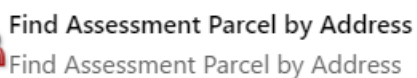
Find Assessor Parcel by APN

By selecting the “Find Assessor Parcel by APN” the search window will appear.

- Follow the directions provided and enter the Parcel number with dashes.
- After the first three numbers and a dash are entered, a drop-down list is created and auto-populated with similar APNs. (As pictured to the right →)
- Select the correct APN number you are searching for.
- Click Search.
- The map will zoom to the appropriate APN and select that parcel. A report is generated in the left pane of the page. The parcel outline will be blue. (As pictured below ↓)



*This search is searching the Assessor Parcel SITUS address.



Situs Address Search

Please enter an address.
Only enter: Street Number, Street Name. A list will auto-populate, then select the correct address from the list.

(Example: 651 Pine).

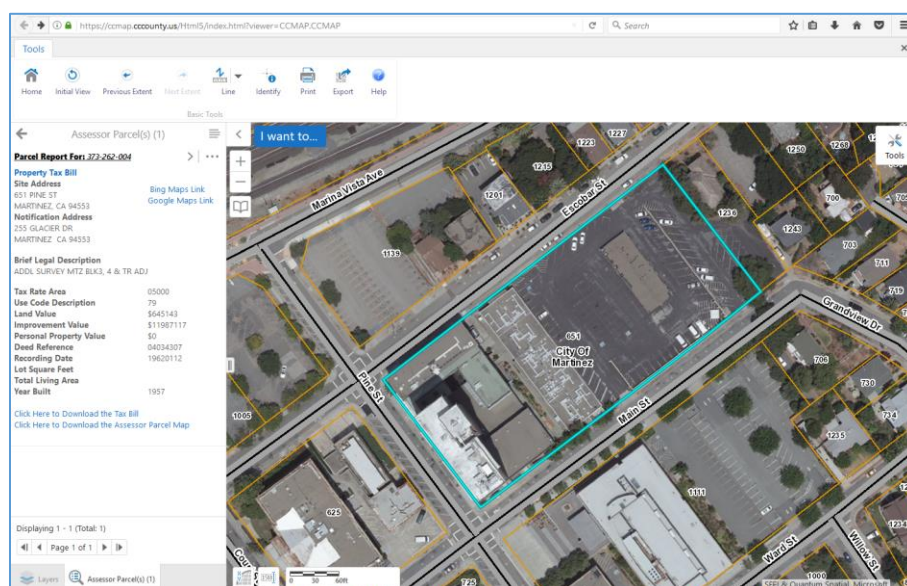
Situs Address *

651 Pine

651 PINE ST - MARTINEZ

Cancel

- Follow the directions provided and enter an address.
- After the first three numbers of the address are entered, a list is created and auto-populated with similar addresses
- Select the desired address.
- Click Search.
- The map will zoom to the appropriate address and select the associated parcel. A report is generated in the left pane of the page. (As pictured below ↓)



How Do I Create a Notification List?



Use this tool to create lists of APNs with attributes for the purpose of notification.

A dialog box titled "Please Select" with a close button (X) in the top right corner. Inside the dialog, the text "Search Type" is displayed. Below this text are three buttons: "Parcel Number", "Interactive", and "Cancel".

- The first option presented after selecting the tool is to choose the Search Type:

- **Parcel Number (APN)** (Pictured to the right →)

- Allows you to create a list based off an APN entered. It functions exactly the same as searching for a parcel.
- Click Ok

A dialog box titled "Search for Parcel Number" with a close button (X) in the top right corner. The text inside says: "Please enter a Parcel number. Begin typing and a list will auto-populate, then select the correct number from the list." Below this, an example is given: "(Example: 373-173-004)". There is a text input field labeled "Parcel Number *" containing "373-173-004". At the bottom right are "Search" and "Cancel" buttons.

- **Interactive** (Pictured to the right →)

- This option allows the user to use different geometries to select parcels.
 - Select one of the geometry input methods and click the map where you want to select parcels.
 - Click Ok.

A dialog box titled "Step 1: Select Parcels" with a close button (X) in the top right corner. The text inside says: "Please make a selection of parcels for the report. Define your custom geometry by choosing one of the tools below, and selecting an area on the map." Below the text are six icons representing different geometry selection tools: a line, a point, a polygon, a rectangle, a circle, and a freehand shape. At the bottom right are "OK" and "Cancel" buttons.

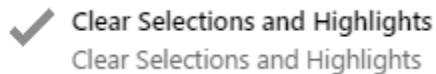
- In both search cases, the user is then presented with a buffer Distance option. This will allow the user to say how far of a buffer is going to be used around the subject APN(s). This buffer will be used to select the neighboring parcels that will be added to the list.
- Enter a Buffer Distance and click "Continue"

A dialog box titled "Step 3: Buffer Selection" with a close button (X) in the top right corner. The text inside says: "If you wish to buffer this selection, please enter your buffer distance here. Otherwise, click 'Continue' to proceed." Below this text is a "Buffer Distance:" label followed by a text input field containing "0". Below that is a "Units:" label followed by a dropdown menu currently showing "Feet". At the bottom right are "Preview" and "Continue" buttons.

- The “Export Type” dialog will appear on the left pane of the page.

- Enter a friendly file name.
- Click the type of output file desired.
- Click “Download Report” to download the report

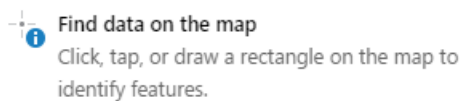
To Clear Selections and Highlights



Clear Selections and Highlights

This tool clears all selections and highlights. It is useful for when there is a need to generate a report without any highlights or selections. It is also useful for generally clearing out highlights or selections that clutter the area of search.

How can I Find Data?



Click, tap, or draw a rectangle on the map to identify features.

This tool allows the user to select any part of the map and see information about the other data layers that overlap that area.

How to Turn Layers On/Off

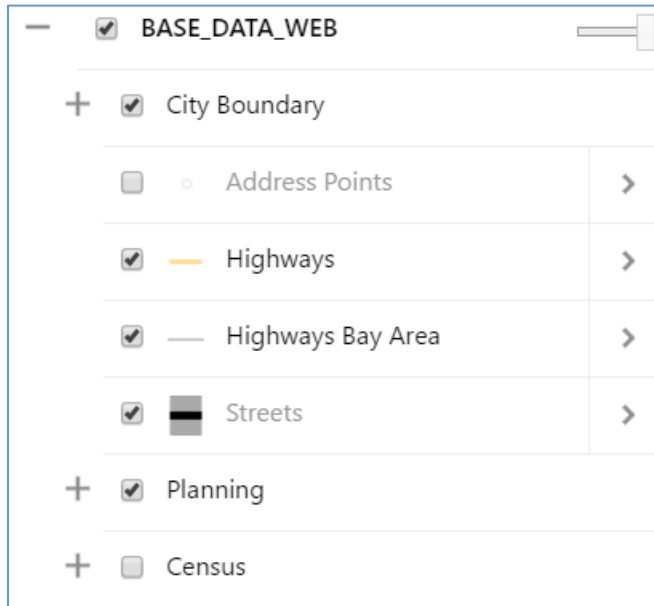


Change visible map layers

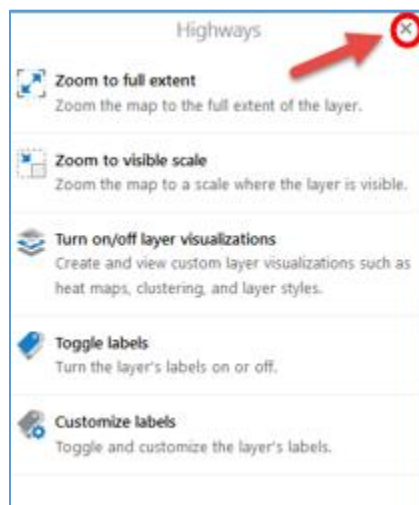
Alter visibility of map layers, perform layer actions, and view the legend.

By selecting the “Change visible map layers” the Layers window will appear in the left panel of the page.

- Expand the groups and check individual layers to turn them on / off.



- By clicking the arrow on the right of each layer, it shows the user layer options.
- To back out of options for a layer to the previous menu, click the “X”



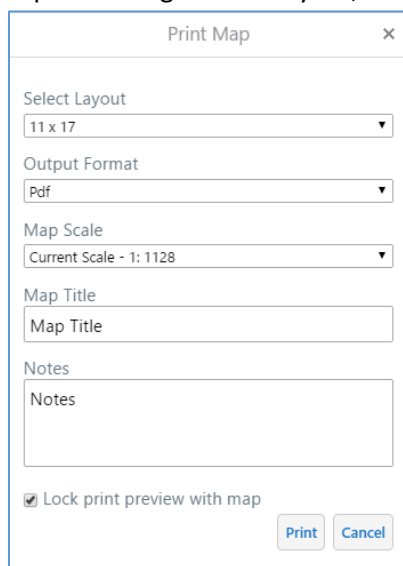
How to Print from the Tools Menu



Print

To print a map, click the print icon.

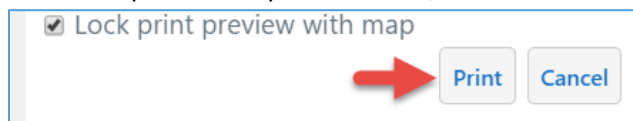
- Options are given for Layout, Output Format and Map Scale.



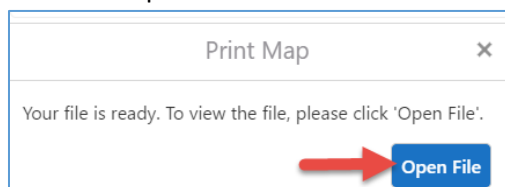
The 'Print Map' dialog box contains the following fields and controls:

- Select Layout:** A dropdown menu with '11 x 17' selected.
- Output Format:** A dropdown menu with 'Pdf' selected.
- Map Scale:** A dropdown menu with 'Current Scale - 1: 1128' selected.
- Map Title:** A text input field containing 'Map Title'.
- Notes:** A text area containing 'Notes'.
- Lock print preview with map:** A checked checkbox.
- Buttons:** 'Print' and 'Cancel' buttons at the bottom right.

- When the preferred options are set, click the “Print” button.



- The map will be generated and an “Open File” button will appear.
- Click the “Open File” button to retrieve the newly created map.



- After previewing the created map, the user will be able to download the pdf file.



- The user will be able to create a Map Title, and add any necessary notes.
- The map will have the county seal and an accurate legend with the layers on the right-side. A map scale will be provided at the bottom left.