SUMMARY OF FUNCTIONS

3.0 SEARCH TOOLS
These are some simple search routines that allow you to find an address, parcel, facility or intersection. There are also three search options that allow you to search information related to individual layers based on defined criteria as well as performing queries and proximity searches.

1.0 MAP VIEWER
An area reserved to display the map and is surrounded by a number of tools.

1.1 MAP TOOL BAR
Basic mapping tools that provide functions such as:
- Imagery On/Off
- Full View
- Zoom In
- Zoom Out
- Pan
- Get More Information
- Clear Selection
- Previous Map
- Print This Map
- Mail This Map
- Legend
- Overview Map
- Measure Tool
- Add my Point
- Selections

1.2 MAP NAVIGATION CONTROLS
Repositions map in the selected arrow direction.

1.3 Map Views
Repositions map to the location selected in the drop-down box.

1.3 ZOOM TOOL BAR
Quick select zooming, in and out.

4.0 Map Tools
A group of tools that allow the user to save maps, print high-quality maps, and manage saved lists.

1.4 MAP SIZE CONTROL
Quickly select and resize the map view to small, medium or large.

5.0 MAP CONTENTS
A listing of the most common layers or groups of layers available for the active map tab.

1.5 MAP SCALE INDICATOR
Quick change tool to change scale of the map viewer.

6.0 ADVANCED TOOLS
A group of more advanced tools, such as select on map, create reports, buffer selections, generate URL, display manager, notification and preferences.

7.0 SELECTIONS
Advanced tools providing the ability to manage the listed items. The tools include:
- Select All
- Deselect All
- Remove From Selection
- Toggle Selections
- Zoom To
- View Details
- Save List
- Retrieve List
BACKGROUND ........................................................................................................................................... 5

1.0 MAP VIEWER ........................................................................................................................................... 6

1.0.1 MAP TOOL BAR ................................................................................................................................. 6

1.0.1.1 Imagery On/Off ............................................................................................................................... 6

1.0.1.2 Full View ....................................................................................................................................... 6

1.0.1.3 Zoom In ......................................................................................................................................... 6

1.0.1.4 Zoom Out ..................................................................................................................................... 6

1.0.1.5 Pan .................................................................................................................................................. 7

1.0.1.6 Get More Information ................................................................................................................... 7

1.0.1.7 Clear Selection ............................................................................................................................... 7

1.0.1.8 Previous Map ................................................................................................................................. 7

1.0.1.9 Print This Map ............................................................................................................................... 8

1.0.1.10 Mail This Map ............................................................................................................................ 8

1.0.1.11 Legend ....................................................................................................................................... 9

1.0.1.12 Overview Map .............................................................................................................................. 9

1.0.1.13 Measure Tool .............................................................................................................................. 10

1.0.1.14 Add My Point Tool ..................................................................................................................... 11

1.0.2 MAP NAVIGATION TOOLS ........................................................................................................... 12

1.0.3 ZOOM TOOL BAR ............................................................................................................................. 12

1.0.4 MAP SIZE CONTROL ....................................................................................................................... 12

1.0.5 MAP SCALE INDICATOR .................................................................................................................. 13

2.0 SEARCH TOOLS ................................................................................................................................... 14

2.0.1 QUICK SEARCH ................................................................................................................................. 14

2.0.2 FIND ADDRESS ............................................................................................................................... 15

2.0.3 FIND INTERSECTION ......................................................................................................................... 16

2.0.4 FIND FACILITIES ............................................................................................................................ 17

2.0.5 WHAT'S NEARBY .............................................................................................................................. 18

2.0.6 ADVANCED SEARCH ....................................................................................................................... 19

2.0.7 QUERY .............................................................................................................................................. 19

3.0 MAP TOOLS ........................................................................................................................................... 20

3.0.1 SAVE MY MAP ................................................................................................................................. 20

3.0.2 CARTOGRAPHIC MAP ...................................................................................................................... 21

3.0.3 MANAGE SAVED LIST ................................................................................................................... 21

4.0 MAP CONTENTS .................................................................................................................................... 21

5.0 ADVANCED TOOLS .............................................................................................................................. 22

5.0.1 ADVANCED SELECTION ................................................................................................................. 22

5.0.2 EXPORT/REPORTS .......................................................................................................................... 22
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.3</td>
<td>BUFFER SELECTIONS</td>
<td>22</td>
</tr>
<tr>
<td>5.4</td>
<td>GENERATE URL</td>
<td>23</td>
</tr>
<tr>
<td>5.5</td>
<td>DISPLAY MANAGER</td>
<td>24</td>
</tr>
<tr>
<td>5.6</td>
<td>NOTIFICATION</td>
<td>24</td>
</tr>
<tr>
<td>5.7</td>
<td>PREFERENCES</td>
<td>24</td>
</tr>
<tr>
<td>6.0</td>
<td>SELECTIONS</td>
<td>25</td>
</tr>
</tbody>
</table>
Background

Onpoint Professional is a web application that provides staff with access to the County’s Geographic Information System (GIS) in a simplified and secured manner. The application is unique in many ways as it utilizes over 10 different technologies from 7 different vendors to provide mapping information to the average user while providing a great deal of information from various databases used by different business units in the County. This provides staff at all levels with an executive information tool with access to the most popular data through a single tool and interface acting as a portal to a number of datasets from a geographic perspective.
1.0 Map Viewer

The area that is reserved to display the map is called the Map Viewer. A number of tools control the scale and position of the map along with a number of other functions. They are listed and described below.

1.1 MAP TOOL BAR

A number of tools are available to the right of the map viewer shown as icons. Allowing the mouse cursor to hover over the icon for a few seconds will automatically display a tool tip which provides a short hint of what the icon represents. The functionality of each icon is identified in the following subsections.

1.1.1 Imagery On/Off

Click on this icon to turn the imagery on or off. There is a scale tolerance set for the imagery so that it will only display from a certain scale and greater.

1.1.2 Full View

When this icon is clicked the map will zoom out to show the entirety of Gwinnett County.

1.1.3 Zoom In

Click on this icon to activate the Zoom In tool. As you zoom in more layers and detail will become visible. Note that this tool will remain selected until another tool is activated.

- Click on the map and the map scale will decrease by 50 percent and the location clicked will become the center of the new map. Watch the map scale change in the bottom right corner of the map viewer.
- Click on the map and drag a marquee (rectangle) around the area of interest to quickly zoom to a specific location. Release the mouse button, and a new map will be displayed showing that specific area.

1.1.4 Zoom Out

Click on this icon to activate the Zoom Out tool. As you zoom out, less detail and layers will be visible. Note that this tool will remain selected until another tool is activated.

- Each time you click on the point the map scale will increase by 50 percent and the object will become farther away and smaller. Watch the map scale change in the bottom right corner of the map viewer.
1.1.5  **Pan**  
Click on this icon to activate the **Pan** tool. Click, drag, and release the mouse on the map display to "drag" the map in the direction you wish to pan. The map display will redraw at the new location you have chosen. Note that this tool will remain selected until another tool is activated.

1.1.6  **Get More Information**  
This tool provides the option to drill down and see more information about the object(s) at the point clicked on the map. Click on this icon to activate this tool. Note that it will remain selected until another tool is activated.

- Click on the map and a **More Information** pop-up window will be displayed as seen to the right. Information about objects found at that location may be selected by choosing one of the layers in the drop-down list as shown in the image to the right. Note that the list of layers will be different depending on what features exist at the point that was clicked on the map.

- Some layers will have significantly more information available and may require use of the scroll bar to display information beyond the current window size.

- Attributes are often grouped together. To expand the group to show the details click on the “+” icon or the bolded header text. Click on it again or the “-“ icon to shrink the details.

1.1.7  **Clear Selection**  
When clicked, this tool will remove all highlighted features in the map frame, items in the selection list, measurements, or custom points. Use of this tool will not de-activate other currently selected tools.

1.1.8  **Previous Map**  
The previous map button will return you to the previous map extent. Use of this tool will not de-activate other currently selected tools.
1.1.9  **Print This Map**

Click on this icon to initiate the creation of a printed map suitable as a working reference. A pop-up window is displayed providing a means to customize the printed page.

- **Select one of the templates described below.**
  - **Portrait:** The default template and is recommended for most uses as default settings are utilized requiring the least effort to print the map.
  - **Landscape:** Resulting in the largest possible map on letter size paper. Note that printer settings must be changed in order to print this layout properly.
- **Title:** Enter an appropriate title to be included on the printed page.
- **Subtitle:** When appropriate, type in a subtitle to be printed on the page.
- **Comments:** Comments may be entered for inclusion on the printed page.
- **Image Quality:** Determines the resolution and size of the image included on the printed page.
  - **Normal:** Standard map resolution resulting in a map that appears the same as the currently displayed in the map viewer.
  - **Medium:** Approximately 50% higher resolution which may display additional detail beyond what is currently displayed.
  - **High:** Approximately twice the resolution of Normal. Additional detail may be visible in the printed map then what is shown in the current map viewer.
- **Click the “print preview” button to display what the printed page would look like. Use the standard file/print menu option to print the page to a printer. Note that page setup settings may need to be modified to print in the proper orientation.**

1.1.10 **Mail This Map**

Click on this icon to activate the mail tool. A pop-up window is presented which will require entry of the recipient email address, the subject, and your return email address. Click on the “send mail” button to send the email to the recipient. A message in bold red will appear in the top of the window indicating the email was successfully sent or if an error occurred.

---

2 Note that many printers cannot properly print high resolution images and the resultant output may not improve with higher resolution images.
1.1.11  Legend

Click on this icon to display the legend in a pop-up window. Layers currently visible on the map are represented in the legend. Click on the “close” button at the bottom of the window to dismiss the legend window.

1.1.12  Overview Map

Click on this icon to activate the overview map pop-up window as displayed in the image to the right. The current map extent of the map viewer is highlighted as a red rectangle on the overview map. As you zoom in closer, this red rectangle becomes smaller. As you zoom out, the rectangle becomes larger until it expands to the full extent of the overview map.

Click and drag a marquee (rectangle) on the overview map to quickly reposition the map in the map viewer to a different location.

---

3 Note that when a large number of items appear, the Explorer scroll bar may be required to see the entire legend and “close” button at the bottom.
1.1.13 Measure Tool

Click this icon to activate the measure tool panel on the left of the map viewer as shown in the image to the right.

- Select the area, length, or coordinates radio button to indicate to the system the kind of measurement required.
- If measuring an area or length, select the desired measurement units.
- Click on the map at the starting point of the measurement. The system will respond by placing a blue star indicator at that position and the number 1 will be labeled next to it.
- Click on the next point of measurement. The system will respond by placing a second blue star indicator and the number 2 label. A red line will be drawn between the two points and the distance will be displayed in the measure tool panel on the left.
- A third click will either indicate the next segment in a length measurement and the system will display an additional red line between the second and third point, or it will display an orange triangle with the associated area measurement in the panel.
- Additional clicks on the map will extend the line for a multi-segment distance measurement or will continue to shape the area to be measured.
- To get the coordinate of a point, click the desired location on the map after selecting the appropriate radio button.
- The system will respond by placing a blue star indicator on the map labeled with that point’s coordinates.
- Click the “clear” button tool to reset the tool and begin a new measurement.
- Click the “done” button to exit the measurement tool.
- If the “clear” button is not clicked before the measurement tool is dismissed, the distance or area measurement will remain on the map which may be printed or emailed.
- Click on the “Clear Selection” tool to erase the measurement on the map view.
1.1.14 Add My Point Tool
Click on the icon to activate this tool. An input panel will be displayed to the left of the map viewer. Choose the appropriate font and enter in a relevant label. Click on the “apply” button to indicate that the font and text are to be used.

- Click on the map at the desired location. The system will respond by placing a red star and the entered label at that location.
- Up to 10 points may be placed on the map. Note that the “apply” button must be clicked after changing the text and/or font.
- Click the “clear” button to remove all points on the map.
- Click the “done” button to exit this tool.
- If the “clear” button is not clicked before the tool is closed, the points and labels will remain on the map which may be printed or emailed.
- Click on the “clear selections” tool to remove any points left on the map viewer.

1.1.15 Selections Tool
Click this icon to activate the selections tool panel to the left of the map viewer as shown in the image to the right.

- Click on the appropriate radio button to select by either a point or an area, and then click the continue button.
- From the drop-down list, select a layer to select features from, and click the continue button.
- To select features with points, click them on the map frame. The system will respond by placing a blue star indicator on the chosen features that is labeled with the point’s coordinates.
- To select features with an area, draw a polygon on the map frame that intersects the features to be selected. The system will respond by placing a blue star indicator at each corner of the sketch that is labeled with the point’s coordinates.
- Clicking the submit button after either drawing points or a polygon, will highlight the intersected features on the map frame and also add them to the Selection List to the right.
- Click “Clear Last Point” to remove the last point drawn (as either an individual point or a corner of a polygon) before clicking submit.
- Once selections have been submitted, checking the “Add to Selections” box before making more selections will add further selections to the previous ones. If this box is unchecked, any previous selections will be deleted when new ones are made.
• When selecting by area, click “Start New” to draw a separate polygon to select by on the map frame, and click “Clear Last” to delete the last polygon drawn.
• Click “Get More Information” to see the attributes of the selected features. In the new browser window that pops up, there is an option to export the information to .csv.
• Click “Start Over” to remove all selected features from the map and selection list and to begin all over with the Selections tool.
• Click “Done” to exit the tool.
• If “Start Over” is not clicked before clicking “Done”, the selected feature(s) and sketch(es) will remain on the map. The Clear Selections button found on the map toolbar can be used to erase the selected features from the map and the selection list.

1.2 MAP NAVIGATION TOOLS
Click on the arrows surrounding the map view area to shift the map in that direction.

1.3 ZOOM TOOL BAR
This tool will indicate the relative zoom scale that is currently shown in the Map Viewer. The left most position identifies the smallest scale typically available in the application while the right most position indicates the largest scale showing the entirety of Gwinnett County in the Map Viewer. Click on the tool bar to quickly change the current zoom scale.

1.4 MAP SIZE CONTROL
Provides a mechanism to enlarge the size of the Map Viewer on the users desktop. There are three levels configured that can be used with common screen resolutions used. Simply click on the size that best matches your screen resolution as listed below. Please note that the map size is part of your preferences. The next time the application is used on the same machine, the system will remember the last Map Size used and continue using that size until it is changed by the user.
• Small – optimized for use with screen resolution size of 800x600
• Medium – optimized for use with screen resolution size of 1024x768
• Large – optimized for use with screen resolution size of 1280x1024
1.5 **MAP SCALE INDICATOR**

This will reflect the current display scale in the Map Viewer. As the scale changes through use of the zoom in/zoom out tool or the zoom bar tool, the map scale indicator will automatically change. If a specific scale is desired, it can be typed into this box and applied by clicking on the arrow button to the right of the Map Scale Indicator.
2.0 Search Tools

Seven different search tools are provided to assist in positioning the map to a particular location..

2.1 QUICK SEARCH

Use this tool to locate a district, city area, parcel, or subdivision in Gwinnett County. Click on the “quick search” button found under the Search Tools to the left of the Map Viewer. Once clicked, a pop-up dialog box is activated, requesting input as described below:

- Select the appropriate layer from the “search for” drop-down list.
- Enter the appropriate name or ID into the text box, or enter the first few characters and click the lookup button.
- The box will refresh to list all the possible choices. If more than one choice is found, select the appropriate one from the list. Click the “clear” button to make a different entry in the text box.
- Click the search button.
- The Map Viewer will refresh to zoom in on the selected feature which will be highlighted on the map. It will also be added to the Selection List to the right of the Map Viewer.
- Click the “close” button to quit.
2.2 FIND ADDRESS

Use this tool to locate a known address in Gwinnett County. Click on the “find address” button found under the Search Tools to the left of the Map Viewer. Once clicked, a pop-up dialog box is activated requesting input as described below:

- Type the desired address number into the first text box. Please note that unit numbers or non-numeric characters are not acceptable.
- In the second text box, begin typing the first few characters of the desired street name and click on the lookup button 4.
- The box refreshes with one or more street names that begin with the typed characters. If more than one street name is found on the lookup, choose the desired street name from the drop-down list as shown to the right.
- If the desired street is not found in the drop-down list, click on the “clear” button to retry the street lookup with less characters typed in.
- Select the find address button.
- When the address is found 5, the map viewer zooms to the found location and marks it with a red star. The address will also be added to the Selection List on the right.
- Click the “what’s nearby” button to search for facilities that are near the newly mapped location.
- Click on the close button to cancel the address search.
- On subsequent address searches, additional addresses can be simultaneously identified on the map by checking the “Add to Selections” option before the “find address” button is clicked.

---

4 Note that the entire street name may be typed, the system will only recognize streets that are correctly spelled and use U.S. Post standard abbreviations (i.e. RD, ST, AVE, CRES) and one character directions (i.e. E, N, W, S)

5 Note: The system will first try an exact match of the entered address with an existing address in the Corporate Database. If an exact match is not found, the system will attempt to position the map in the most likely location based on known address ranges on road sections. In some cases, this may result in erroneous results. Should an erroneous response occur, please contact GIS.
2.3 **FIND INTERSECTION**

Use this tool to locate known intersecting streets in Gwinnett County. Click on the “find intersection” button found under the Search Tools” to the left of the Map Viewer. Once clicked, a pop-up dialog box is activated requesting input as described below:

- In the “Street” text box, begin typing the first few characters of the desired street name and click on the **lookup** button.
- The box refreshes with one or more street names that begin with the typed characters. If more than one street name is found on the lookup, choose the desired street name from the drop-down list.
- If the desired street is not found in the drop-down list, click on the “clear” button to the right of the street name to retry the street lookup with less characters typed in.
- Repeat the process for selecting the intersecting street.
- Click the **find intersection** button.
- When the intersection is found, the map viewer zooms to the intersection you have specified and marks it with a red star labeled with the intersection name. It will also be added to the Selection List on the right.
- Click on the **close** button to cancel the find intersection function.

![Find Intersection Dialog Box](image)

*Items marked with * are mandatory.*
2.4 FIND FACILITIES

Use this tool to locate many different facilities all over Gwinnett County. Click on the “Find Facilities” button found under the Search Tools panel to the left of the Map Viewer. Once clicked, a pop-up dialog box is activated requesting input as described below:

- Select the “facility type” from the drop-down list.
- Enter the “facility name” into the text box provided. If a facility name is not entered, the results will include all facilities of the selected type.
- Click the “Find Facilities” button.
- The “Search Results” dialog box will pop up. From here, some or all of the results can be selected and mapped.
- Select several results and click the “map selected” button, or map a single result by clicking the “map it!” button found below its entry.
- On subsequent searches, additional results can be simultaneously identified on the map by checking the “Add to Selections” option before either of the two mapping buttons are clicked.
- After a mapping button is clicked, the map viewer will zoom in to the mapped results which will now be highlighted and labeled. They will also be added to the Selections List on the right.
- The Clear Selections button found on the map toolbar can be used to erase the selected features from the map and the selection list.
2.5 WHAT'S NEARBY

Use this tool to search for many different types of facilities with respect to their proximity to a location on the map. Click on the “What's Nearby” button found under the Search Tools panel to the left of the Map Viewer. Once clicked, a pop-up dialog box is activated requesting input as described below:

- Select the “facility type” from the drop-down list.
- Enter the “facility name” into the text box provided. If a facility name is not entered, the results will include all facilities of the selected type.
- Under “Sort Order” click the appropriate radio button to sort the results by distance or name.
- Under “Find Facilities” click the “Nearest” radio button and select a number from the drop-down list to search for a given number of facilities nearest the location on the map. Click the “Within” radio button and enter a number in the text box to search for facilities within a given number of miles of the location on the map.
- Click the “What’s Nearby” button.
- The “Search Results” dialog box will pop up. From here, some or all of the results can be selected and mapped.
- Select several results and click the “map selected” button, or map a single result by clicking the “map it!” button found below its entry.
- On subsequent searches, additional results can be simultaneously identified on the map by checking the “Add to Selections” option before either of the two mapping buttons are clicked.
- After a mapping button is clicked, the map viewer will zoom in to the mapped results which will now be highlighted and labeled. They will also be added to the Selections List on the right.
- The Clear Selections button found on the map toolbar can be used to erase the selected features from the map and the selection list.
2.6 **ADVANCED SEARCH**

Use this tool to locate a parcel, city area, street, or landlot in Gwinnett County. Click on the “advanced search” button found under the Search Tools panel to the left of the Map Viewer. Once clicked, a pop-up dialog box is activated, requesting input as described below:

- Select a layer from the “Search for” drop-down list. Different search criteria exists for each layer in the list.
- Enter the appropriate information into the text boxes and/or drop-down lists that appear for the selected layer. If there is a “Lookup” button use it in the same manner as discussed above for the “Find Intersection” tool.
- Click the “clear values” button to remove all entries from text boxes.
- Click the “Search” button.

The “Search Results” dialog box will pop up. From here, some or all of the results can be selected and mapped.

- Select several results and click the “map selected” button, or map a single result by clicking the “map it!” button found below its entry.
- If more than 20 results exist, click the “Next” button in the upper left-hand corner of the dialog box to see more results.
- After a mapping button is clicked, the map viewer will zoom in to the mapped results which will now be highlighted and labeled. They will also be added to the Selections List on the right.
- The Clear Selections button found on the map toolbar can be used to erase the selected features from the map and the selection list.

2.7 **QUERY**

Use this tool to perform searches on several different layers based on more specific information than is required by any of the previous search tools. Click on the “query” button found under the Search Tools panel to the left of the Map Viewer. Once clicked, a pop-up dialog box is activated, requesting input as described below:

- Select a layer from the “Search for” drop-down list. Different search criteria exists for each layer in the list.
- Enter the appropriate information into the text boxes and/or drop-down lists that appear for the selected layer. If there is a “Lookup” button use it in the same manner as discussed above for the “Find Intersection” tool. Note that information does not have to be entered into every available text box in order to perform a search.
- Click the “clear values” button to remove all entries from text boxes.
- Click the “Search” button.
• The “Search Results” dialog box will pop up. From here, some or all of the results can be selected and mapped.
• Select several results and click the “map selected” button, or map a single result by clicking the “map it!” button found below its entry.
• If more than 20 results exist, click the “Next” button in the upper left-hand corner of the dialog box to see more results.
• After a mapping button is clicked, the map viewer will zoom in to the mapped results which will now be highlighted and labeled. They will also be added to the Selections List on the right.
• The Clear Selections button found on the map toolbar can be used to erase the selected features from the map and the selection list.

3.0 Map Tools
The three tools found under the Map Tools panel provide the user with mapping and list management capabilities.

3.1 SAVE MY MAP
Use this tool as a sort of bookmark to save locations in the map viewer in order to find them easily later on. Click on the “save my map” button found under the Map Tools panel to the left of the Map Viewer. Once clicked, a pop-up dialog box is activated, requesting input as described below:
• Enter an appropriate title for the map in the text box provided.
• Click the “Save” button.
• The “Save This Map” dialog box will refresh, placing the saved map into the “Saved Maps” drop-down list. Many maps can be saved this way.
• Click the “Close” button to exit.
• When the “Save My Map” button is clicked later on, more maps can be saved, or previously saved maps can be viewed by selecting them from the drop-down list and clicking the “Load” button.
• In addition previously saved maps can be deleted by selecting them and clicking the “Delete” button.
3.2 **CARTOGRAPHIC MAP**

Use this tool to access the InstaMap Application which is used to generate cartographic quality maps. Click on the “cartographic map” button found under the **Map Tools** panel to the left of the Map Viewer. Once clicked, the pop-up dialog box shown to the right is activated. Click the “generate” button to be redirected to the InstaMap Application.

3.3 **MANAGE SAVED LIST**

Use this tool to manage saved lists associated with the “Notification” tool found under the **Advanced Tools** panel. Click on the “manage saved list” button found under the **Map Tools** panel to the left of the Map Viewer. Once clicked, the pop-up dialog box shown to the right is activated.

4.0 **Map Contents**

Each Map Tab has a unique set of layers and group of layers. The most common groups of layers are shown in the Map Contents window providing a quick means for users to turn on/off as required. An example is shown to the right. Each item listed in the Map Contents window may refer to a number of layers which are all turned on or off simultaneously. Simply check on/off the required information sets and then click on the “apply” button to redraw the map in the map viewer. Please note that items listed in the Map Contents is dependant on the Map Tab currently active. Should the active Map Tab change while this window is open, the **Map Contents** panel will automatically close. Simply click on it to re-open it showing the layers and group of layers applicable to the active map tab.

---

8 If individual layers are required to be turned on/off use the Layer Manager tool described under the Advanced Tools section of this document.
5.0 Advanced Tools

A number of tools are available for users with needs beyond what is available with the standard tools described in previous sections. Onpoint is a flexible system that can be configured to accommodate specific needs. If specific search criteria or functionality does not appear to be available in the system, contact GIS as the system may be able to be reconfigured to accommodate additional needs provided the information is available.

5.1 Advanced Selection

Use this tool to select features using point or area selection tools. Click on the “advanced selection” button found under the Advanced Tools panel to the left of the Map Viewer. Clicking this button will launch a new interactive browser window.

5.2 Export/Reports

Use this tool to create simple reports for features selected on the map. Click on the “export/report” button found under the Advanced Tools panel to the left of the Map Viewer. Once clicked, a pop-up dialog box is activated requesting input as described below:

- Click the type of report to be generated.
- A different pop-up dialog box will appear.
- Type an optional message in the available text box.
- Click the “view” button to view a report or save it as a file.
- Click the “previous” button to select a different report type.
- Click the “close” button to quit.

5.3 Buffer Selections

Use this tool to place a buffer around selected features that may be used to select surrounding features from the same or different layers. Click on the “buffer selections” button found under the Advanced Tools panel to the left of the Map Viewer. Once clicked, a pop-up dialog box is activated requesting input as described below:
• From the “Select features on” drop-down list, select a layer whose features will be selected based on intersection with the buffer. The default entry is “display buffer area only”.
• Enter a buffer distance in the appropriate text box.
• Click the “apply” button.
• The map frame will zoom in to the buffered features and any newly selected features. The buffered features will appear in the Selection List on the right as they did before the buffer was added. The features selected by the buffer will also be there, differentiated from the buffered features by an asterisk.
• The “Clear Selections” button found on the map toolbar can be used to erase the selected features from the map and the selection list. The buffer will also be removed.

5.4 GENERATE URL

Use this tool to create a link that will allow others to see what is displayed in the map viewer. Click on the “generate url” button found under the Advanced Tools panel to the left of the Map Viewer. Once clicked, a pop-up dialog box is activated requesting input as described below:

- In the “Label” text box, enter an optional label.
- Click the “copy url” button.
- A pop-up dialog box will appear, verifying that the URL has been copied to the clipboard and is ready to be pasted into a browser window.
- When the URL is viewed, it will appear with the entered label and the coordinates.
- Click the “close” button to close the “Generate URL” dialog box.
5.5 **DISPLAY MANAGER**

The display manager provides a detailed list of all layers shown in the active map tab. By default, some layers are turned on or off. This tool enables the user to override the default settings and turn on or off specific layers as the need arises.

Click the “display manager” button found on the Advanced Tools panel to the left of the map viewer. When clicked, the “display manager” pop-up dialog box is presented as shown to the right. Different layers are defined to only be displayed at particular scale ranges, this is necessary to ensure the map does not attempt to display too much detail at higher scales making it illegible. Should there be an issue with the display scale of a particular layer, contact GIS to discuss the possibility of the change.

- Check the required layers to display them and uncheck to disable them. Click the “apply” button to refresh the map in the map viewer with the changes in layers.
- Layer or layer groups that are listed in the Map Contents panel are indicated with a small arrow to the left. Click on the arrow to expand the group to display the individual layers within the group. These individual layers can be turned on or off as well.
- Click the radio button to the right of a layer, and use the “Move” arrows to change the order in which layers will be displayed in the map viewer. As before, click the “apply” button to refresh the map in the map viewer with the changes in layers.
- Click the “close” button to exit the layer manager tool.

5.6 **NOTIFICATION**

This is a specialized tool that will be used to generate mailing lists for various circulations. Please refer to the Onpoint Notification User Reference Manual found on Onpoint’s web page on the intranet (Available end of Feb 2004).

5.7 **PREFERENCES**

This tool allows you to quickly select and resize the map view to small, medium or large. The system will remember this setting the next time the application is opened on the same machine.
6.0 **SELECTIONS**

A tool which provides a means to manage features found using the *Search* or *Advanced* tools. Please note that certain functions on the panel are applicable in certain scenarios as described below. The functionality of this panel is expected to be used only by more advanced users of the system.

Selections are added to the list only when using any of the *Search Tools*, the “Advanced Selection” tool, or the Select On Map feature found on the Map Tool Bar.

- **select all** Selects (highlights) all of the features in the selection list.
- **deselect all** Deselects (removes highlights from) all of the features in the selection list.
- **remove from list** Removes highlighted (selected) features in the selection list.
- **toggle selections** Select (highlight) all features currently not selected and deselects all features currently selected in the selection list.
- **zoom to** Zooms to the selected (highlighted) features in the map viewer.
- **view details** Displays the *more information* pop-up window as described in section 1.1.5 of this document for the selected feature. Please note that this function is only available when a single feature is selected in the selection list.
- **save list** Works in conjunction with the “manage saved list” tool and the “notification” tool.
- **retrieve list** Works in conjunction with the “manage saved list” tool and the “notification” tool.