






Searching for features in Instant Search:

1. Enter Parcel Number, PID, last name, address and click the magnifying glass (Search results are organized by layer name)
2. Click on the layer name, then the feature – map will zoom to the feature


Tools for Identifying Information on the map: For simple pop-up window – click on the map with the layer turned on, to select multiple features see below


1. Open Toolbar  (Or double-click 'ICGeoMap')
2. Click  To click on the map with a point, click on the point but for other shapes: line, rectangle, freehand line click arrow 
3. Results will show up to 1,000 features, organized by the layers that were checked on in the map.
4. Click on the  for additional functions (see subset of those functions below)




 Switch to Table
View results in table format


→ View in a table for easier view of the data tables

 Zoom to All
Zoom to extent of all results


 Show Buffer Options
Identify features near these results

→ Buffer is a proximity search – you can buffer a result by a defined distance


 Export to CSV
Export results to CSV

 Export to XLSX
Export results to XLSX

→ View selected data inside excel




 Export to Shapefile
Export results to Shapefile

→ Export selected features to view in another GIS program



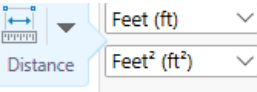
 Run a Report
Run a Report on the selected results

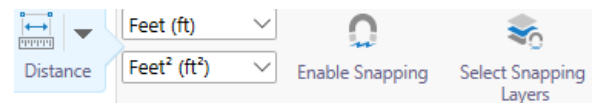
→ Run a parcel report or mailing labels

Printing a Map:




1. Open Toolbar  (Or double-click 'ICGeoMap')
2. Click  Print
3. Use dropdowns to choose layout size, output format, scale, any notes you want to add and a title for the map
4. Click  then 'Open'

Measuring Distance or Area




1. Open Toolbar  (Or double-click 'ICGeoMap')
2. Click  Distance
3. Use the ruler to measure distance or click the arrow to choose 'area'
4. Choose the units you want to use 
5. Choose to enable snapping* and select which layer you want to snap to (typically parcels or roads)
*Remember snapping is making sure the point you click is on a GIS layer, not just really close to it





Querying for Information:

1. Open Toolbar  (Or double-click 'ICGeoMap')
 2. Click  Query
 3. Use dropdowns to select the data layer
 4. Use dropdown to select attribute of interest, operator and value. Note – numerical fields and text fields will have different operators. Numbers allow for equal: =, not equal: != and greater than: < less than: > Text fields allow for 'contains', 'does not contain', 'starts with', 'ends with', = and !=
 5. Query results will show up to 1,000 features. Click on the  for additional functionality.
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Filtering Features – To Turn Features you don't want to see off (not just data layers):

1. Open Toolbar  (Or double-click 'ICGeoMap')
 2. Click  Filter
 3. Repeat steps 3 & 4 of 'Querying for Information' shown above – for the features you want to see
 4. Click  Filter
 5. {Optional} Click 'Add Another Condition' you can filter by the Current Extent in the 'Spatial Filter' dropdown
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Running a Buffer:

1. The buffer option is only available by clicking the  that appear when selecting 'View Additional Results' for one parcel, searching for a parcel and selecting on it or identifying data on the map
 2. When you see the  click on it and select 'Show Buffer Options'
 3. Determine what distance and units you want to see the buffer and 'Continue'
 4. The layers that were checked on in the map prior to making the buffer will show which features/layers your buffer intersects
- *Check the box to 'Write to Drawing Layer' if you want to do further analysis with the buffer or show it in a print