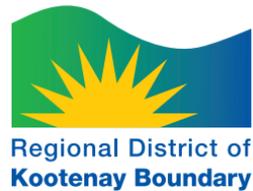


# RDKB Interactive Map Web Application

April 2023

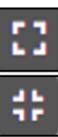


*A how to document for the use of the RDKB Interactive Mapping System*

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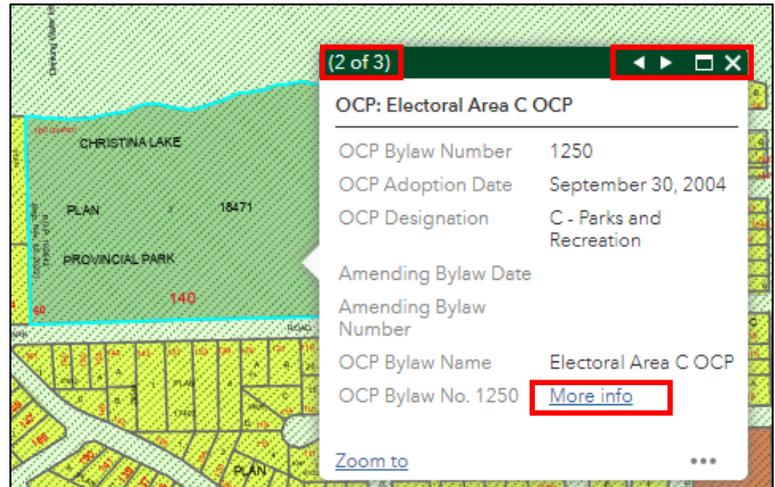
## Map Navigation Basics

Icon	Tool	Description
	<b>Zoom In (+) and Zoom Out (-)</b>	<p>Zoom in (+) and Zoom out (-) to adjust the extent of the map to a larger or smaller view of the map.</p> <p>Zoom in to view the map at a large-scale, displaying a smaller area in more detail. Zoom out to view the map at a small-scale, displaying a larger area in less detail.</p> <p>*Alternate method: Utilize the mouse wheel. To Zoom in, scroll the mouse wheel up. To Zoom out, scroll the mouse wheel down.</p> <p><i>Zoom will stop once it the extent has reached the largest or smallest scale.</i></p>
	<b>Default Extent</b>	Zooms the map extent to the default extent.
	<b>My Location</b>	Zooms the map extent of your current location.
	<b>Full Screen and Exit Full Screen</b>	Allows the use of the entire screen to display the web map application  as well as exit the full screen  .
	<b>Next Extent and Previous Extent</b>	Zooms the map to the next extent (→) after you have gone back to a previous extent, and zooms the map to the previous extent (←) after you have gone to another extent.

## Pop-up Guide

- Clicking on a location in map will result in a small information window (pop-up) appearing. This is based on what layers are turned on and the coverage of those layers.

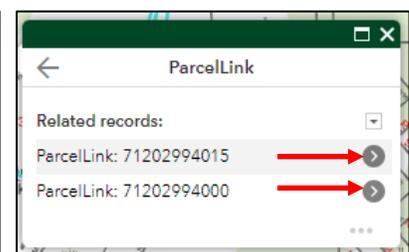
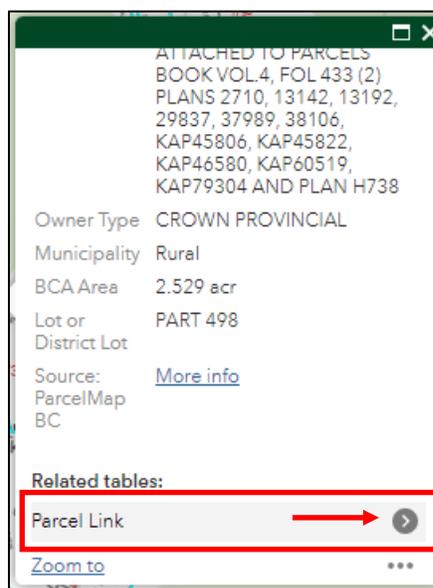
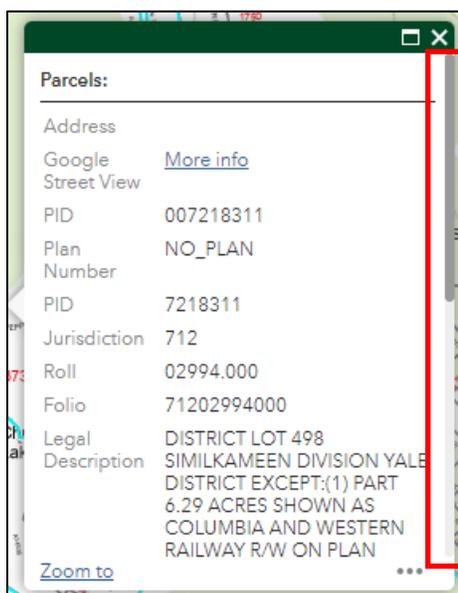
- If multiple layers are turned on, each layer will have its own pop-up. The arrows in the top left corner will indicate the number of pop-up for that location. Click on them to move to the next pop-up. 

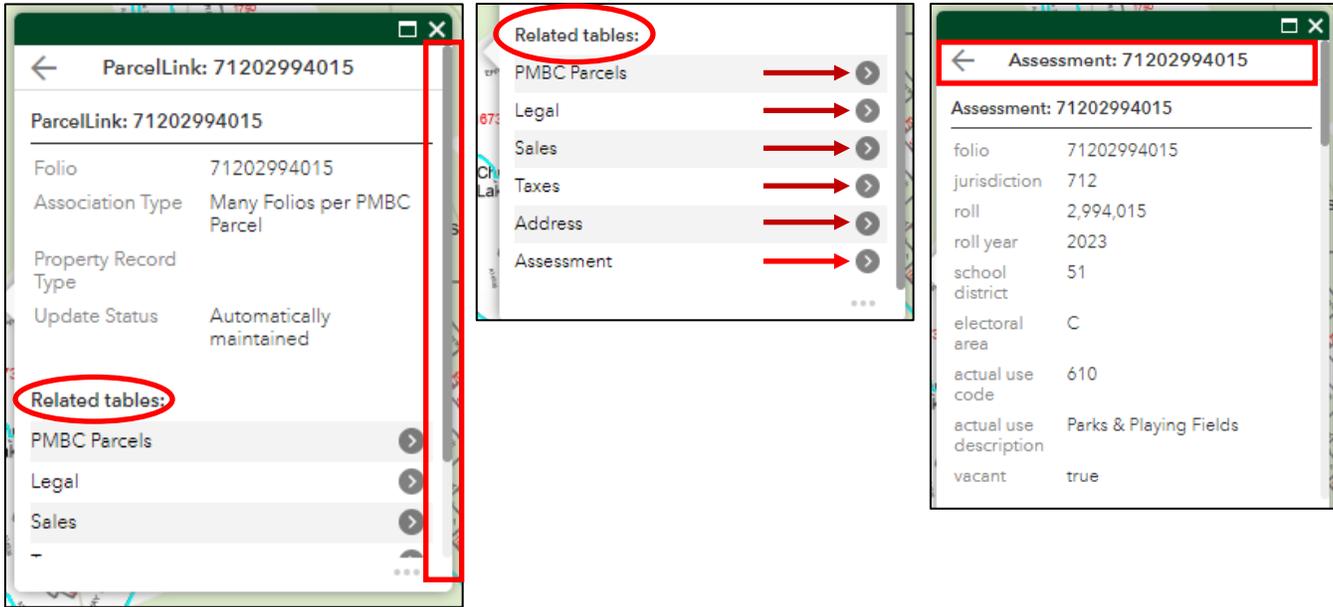


- The popup can be expanded to full screen and closed. 

- The parcel-pop may contain links to google street view, website or documents. Look for “More info”

- The parcel popup contains additional information based on folio in related tables. To access these:
  - ◆ Scroll to the bottom of the pop-up to “Related tables:”
  - ◆ Click the arrow to the right of “Parcel Link.” 
  - ◆ Then again for the ParcelLink with the desired folio (usually there is only one)
  - ◆ Scroll to the bottom of the pop-up to find all the related tables.
  - ◆ Click on the arrow to show the chosen table information for that folio on file. 
  - ◆ Use the arrow at the top next to the table name, to go back 

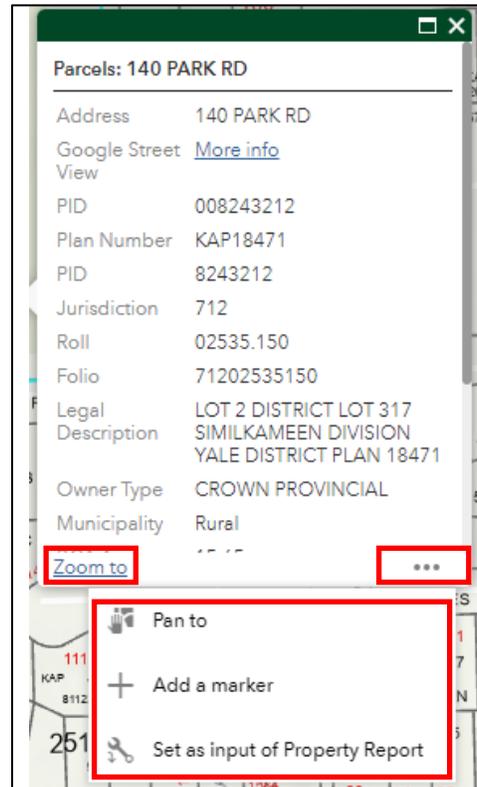




*\*Note: Where you click on the map and the zoom level, determines where the pop-up appears on the map, usually to the right. To not obstruct the section on the map, click to the right edge and try zooming in.*

### Additional Popup Functionality

- In the bottom bar of the pop-up there is additional functionality.
- In the bottom left-hand corner is the option to **Zoom to** selection. 
- On the right corner of the pop-up there are three horizontal dots. Click this for the following functionality: 
  - ◆ Pan to
  - ◆ Add a Marker
  - ◆ Set as input of Property Report (see page 15 for more info)



## Quick Widget Reference

### Options at top of map



**Property Report** – Generate a property report for a selected parcel



**Print** – Prints the current map view



**Legend** – Symbology reference

### Left Panel Headers



**Layers** – Turn layers on and off



**Property Search** – Search a property by address, folio, PID, plan or District lot



**Bookmarks** – Zoom to bookmarked areas or create your own



**Basemap Gallery** – Change the reference map

### Other Widgets Under 'More' Menu



**Draw** – Add shapes or text to the map



**Measurement** – Measure features on the map



**Coordinate Conversion** - Input coordinates and convert to another format



**Add Data** – Add or upload data to the map

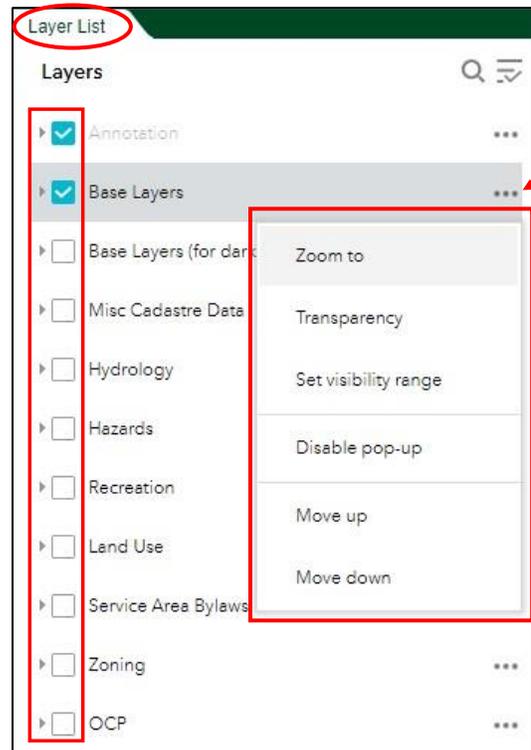


**About** – Information about the map

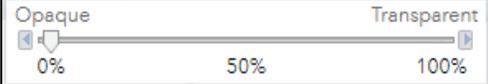
## Layers

### Layer List

- Toggle the layer on  in the **Layer List** to add a layer to the **Legend** and have the layer displayed on the map.
- Click the button represented by the following symbol  found across from each layer in the **Layer List** to access the **Layer List** options which include:
  - If a layer name is greyed out, the layer is not visible at the that map extent. Zoom in (or out to see it).



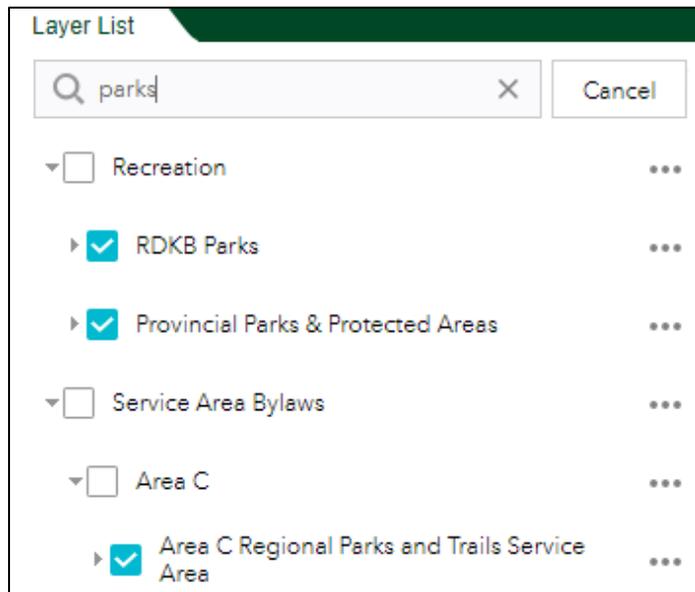
### Layer List Tools

Tool	Description
<b>Zoom to</b>	Zooms to features in selected layer on the map.
<b>Transparency</b>	Adjusts the transparency of the selected layer on the map. 
<b>Set visibility range</b>	Sets the approximate scale range at which the selected layer is visible on the map. 
<b>Move up</b>	Moves the selected layer upwards in the <b>Legend</b> list.
<b>Move down</b>	Moves the selected layer downwards in the <b>Legend</b> list.
<b>View in Attribute Table</b>	Opens the attribute table for the selected layer.
<b>Description</b>	Opens item page for selected layer.

## Search for Layers

- Search for layers using the **Search** feature. 

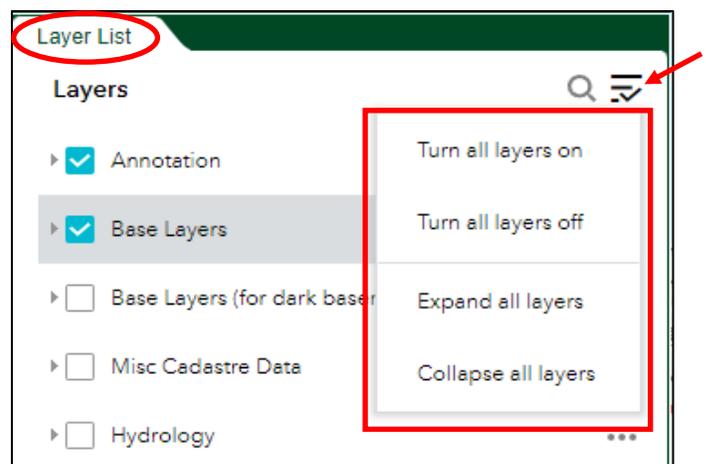
*\*Note: This is useful when there are many layers in the list.*



## Other Layer List Options

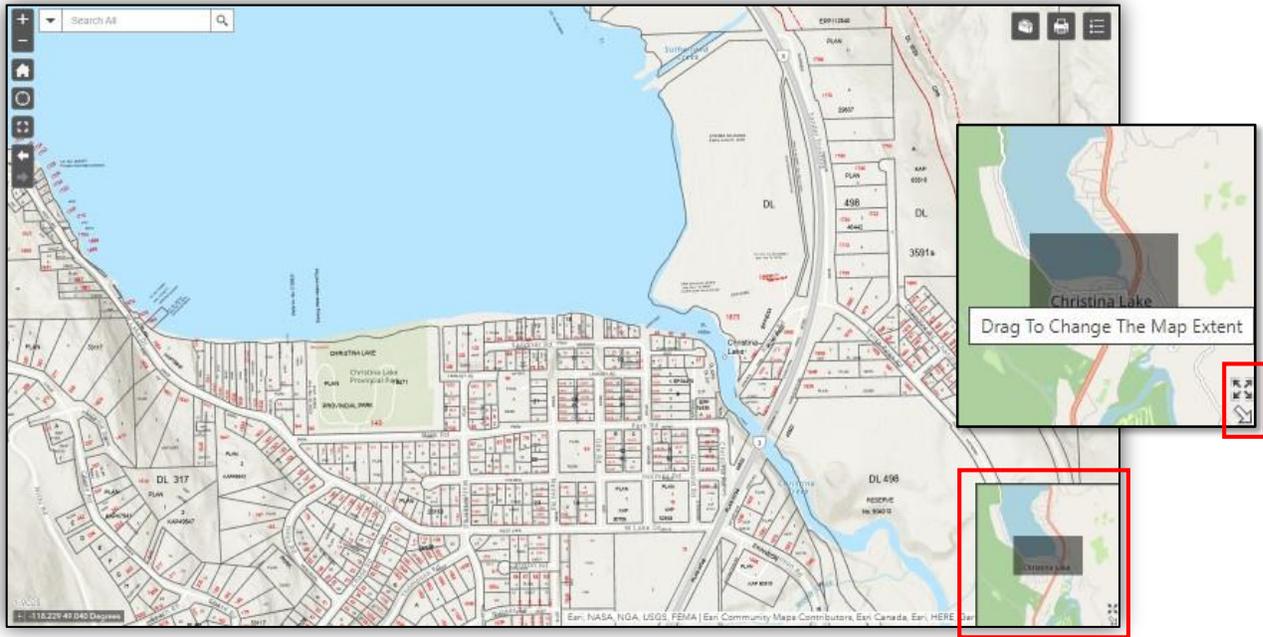
- For further Layer List options, click the button represented by the following symbol , found to the right of the Search bar.
- Options on the list include.
  - ◆ Turn all layers on
  - ◆ Turn all layers off
  - ◆ Expand all layers
  - ◆ Collapse all layers

*\*Alternative method: Hold the ctrl key and click on the check box to turn all the layers on or off. Do the same on the little arrow to the left of the checkbox to expand /collapse all layers.*



## Overview Map

- An overview map is found on the bottom right of the web map, that can be used to change the extent of the map via dragging the grey square to the desired location on the map.



- In the bottom right corner of the overview map are controls for the overview map.



Icon	Tool Name & Description
	<b>Maximize</b> - Make the overview map cover the screen
	<b>Hide Overview Map</b>
	<b>Show Overview Map</b> – If hidden, makes the overview map re-appear

## Reference Links

[Policies and Bylaws](#)

[Terms & Conditions](#)

[Map User Guide](#)

- In the very top right corner of the map links to three webpages: [RDKB] Policies & Bylaws, Terms and Conditions and this Map User Guide.



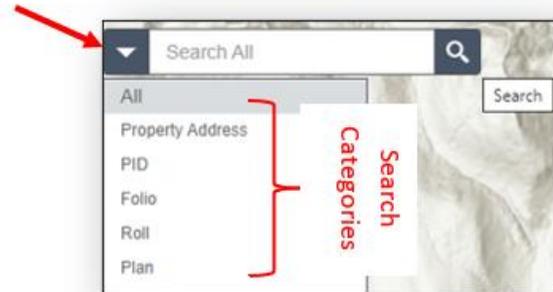
## Searching

### Search Bar

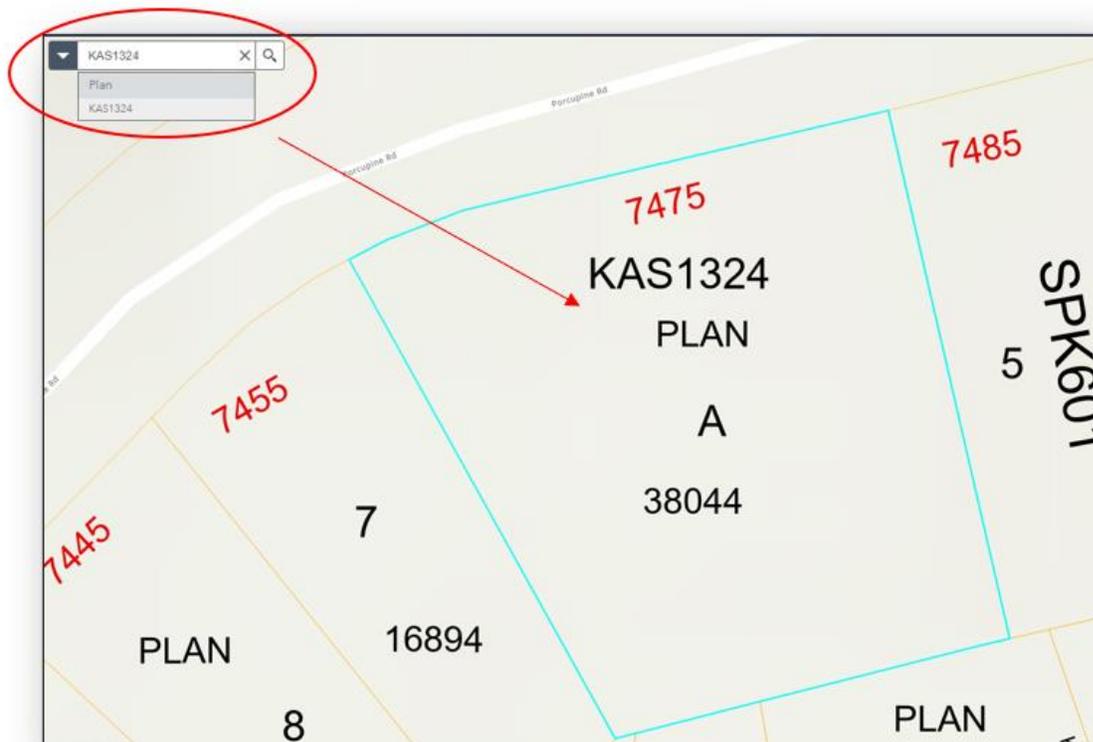
- To search for an individual feature or single result, utilize the **Search All** bar.



1. Enter a feature in the **Search All** search bar.
2. Select a search category from the drop-down arrow on the **Search All** bar, to filter the search.



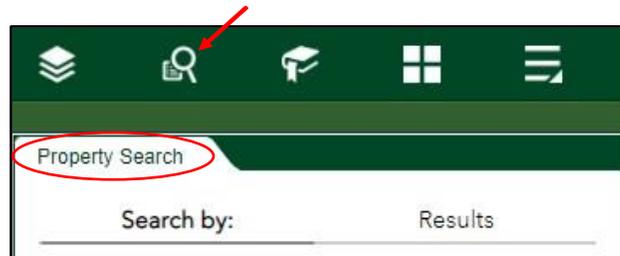
3. Select the desired feature that has been returned in the search results dropdown, and the map will zoom to the extent of the location of the feature.



## Property Search Tab

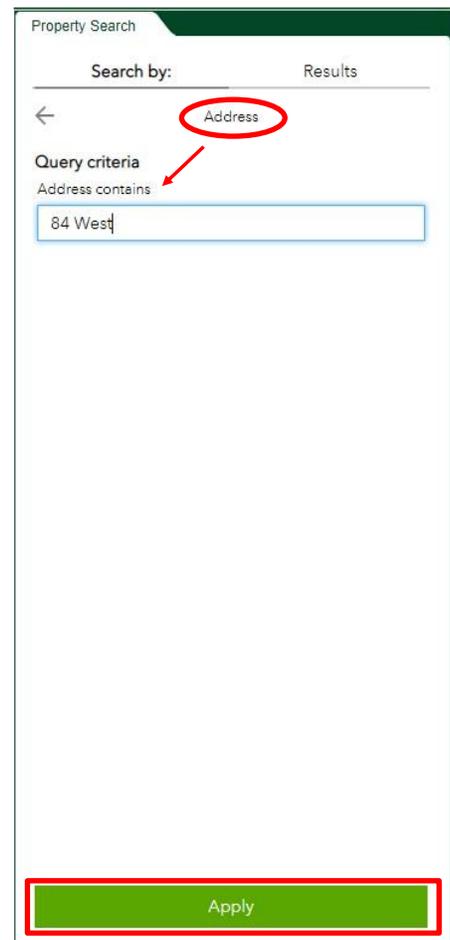
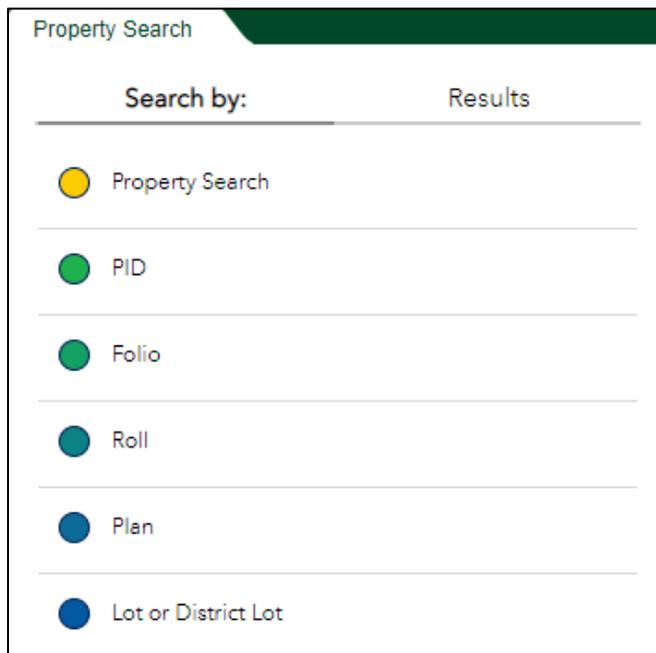
➤ To search for data with multiple results, the **Property Search** tool **Search by** tab can be utilized to return more in-depth information, displayed in the **Results** tab.

1. Select the **Property Search** tool  to begin searching for features.

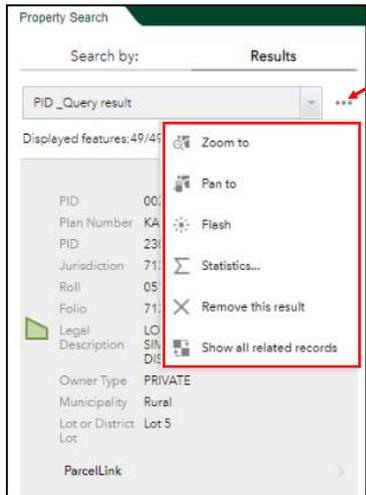


## Search by Tab

2. Select the **Search by** tab in the **Property Search** tool.
3. Choose a category to filter the search and click **Apply**.
4. Enter a feature, or a portion of a feature, in the filtered **Search bar**.



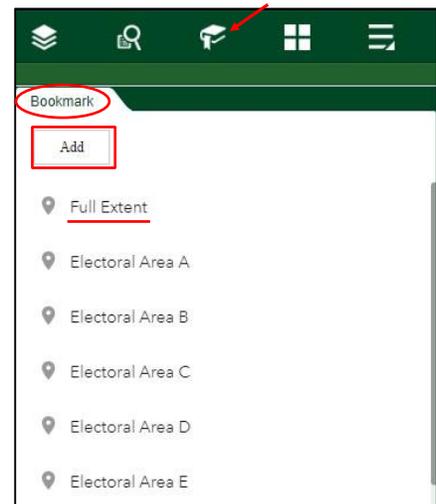
## Feature Actions- Navigation



- For further options on the returned searched records under the **Results** tab, click the **Feature actions** button  on the top right the search query bar.
- Select the **Collapse all**  or **Expand all**  button to adjust the display of the returned searched records.

## Bookmarks

- To view a list of bookmarks , which are pre set extents of the map, select the **Bookmark** tab
- Click a bookmark in the list under the **Bookmark** tab to zoom to a set extent.
- Click the **Full Extent** bookmark to zoom back out to the overview map extent.



## Create a Custom Bookmark

1. To create a custom bookmark, pan to the desired location and extent of the map that will be bookmarked.
2. Turn on all desired layers that are to be visible on the map.
3. Click the **Add** button  to set and save the bookmark extent.
4. Enter a title for the new bookmark.



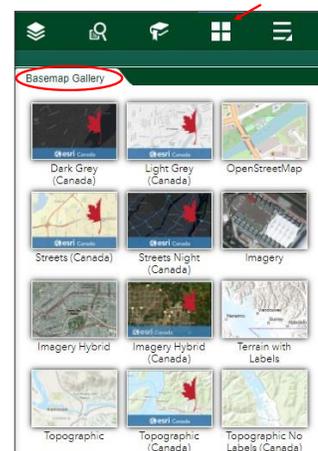
*\*Note: Custom created bookmarks will be found at the bottom of the list of pre-set bookmarks.*

*\*Note: Custom bookmarks are user specific and will not be seen by other users in this application.*

## Basemaps

To select a reference map on which the data from the layers will be overlaid, select the **Basemap Gallery** tab. 

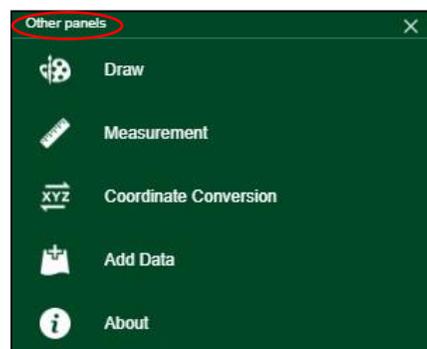
If the basemap name contains "(Canada)", it is a Community Map of Canada which contains base data contributed by local governments across the country.



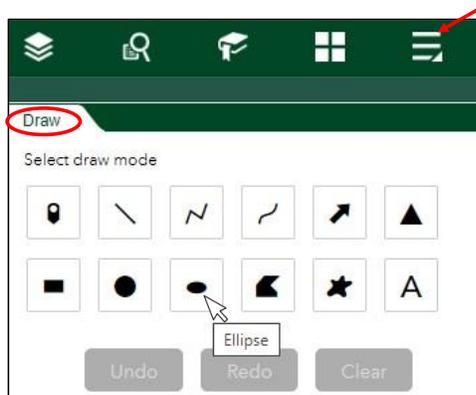
## More Tab

### Other panels

- To utilize further web application options, select the **More** tab , which will open the **Other panels** tab.

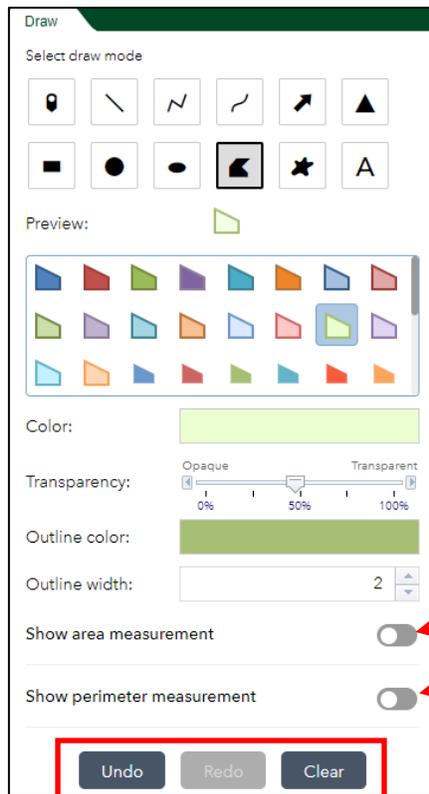


## Draw



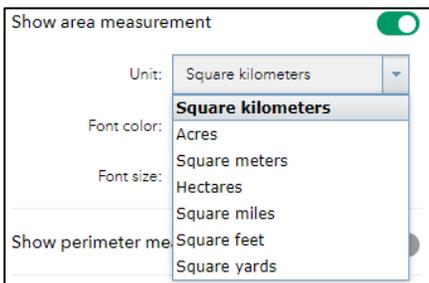
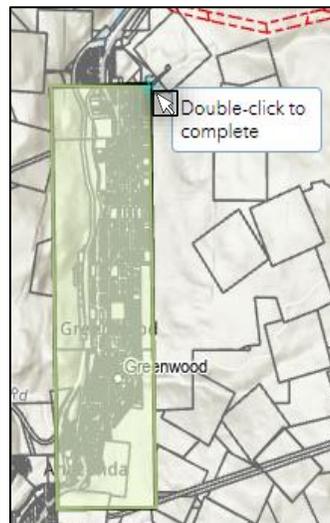
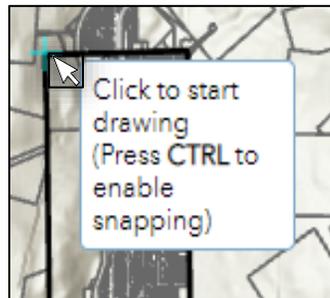
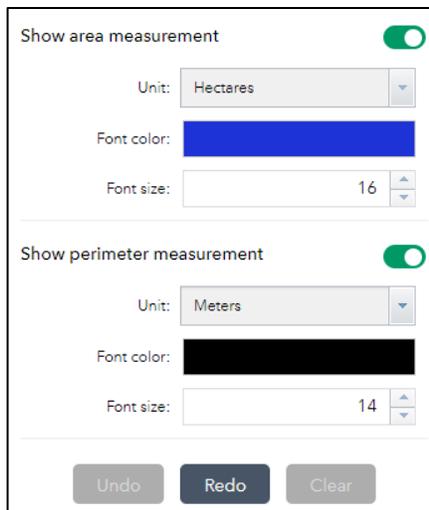
- To use the **Draw** tool, select the **Draw** panel under the **Other panels** tab. 
- Select a **draw mode**, adjust symbology, and begin adding mark up points, lines, polygons and text to the map.

*\*Note: Hover over the draw mode icon for a mode description. Options are: Point, Line, Polyline, Freehand Polyline, Arrow, Triangle, Extent [rectangle], Circle, Ellipse, Polygon, Freehand Polygon & Text*



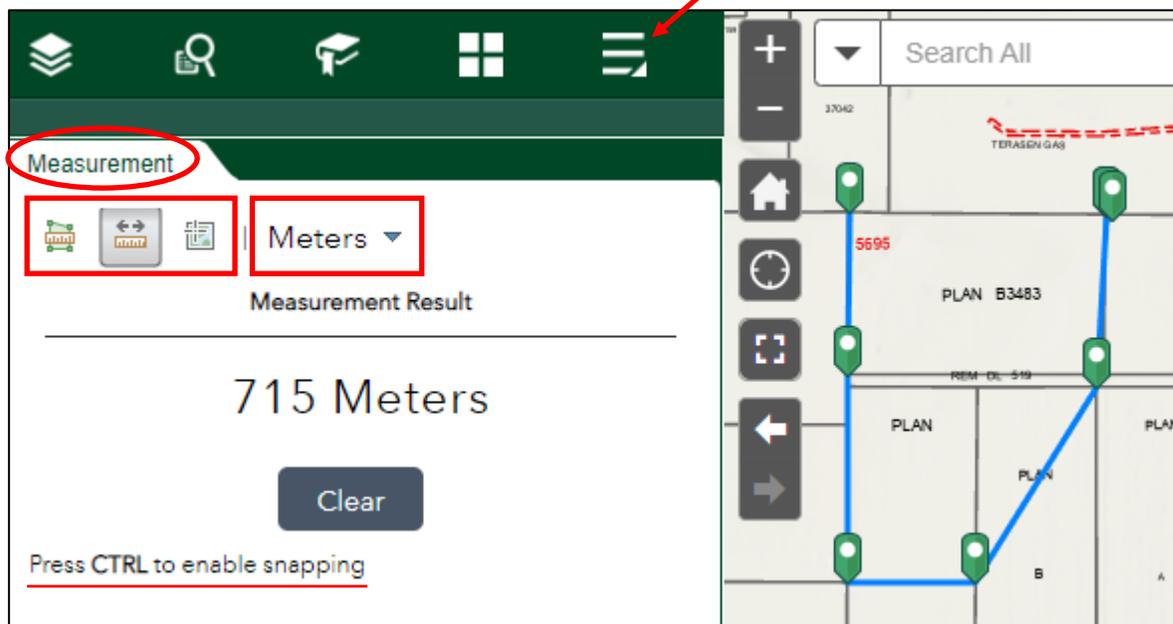
- Perimeter and area can be measured for polygons, and length can be measure for lines. This option is off by default. Once activated, the unit, font colour and font size can be selected
- Using the buttons at the bottom, it is possible to Undo, Redo and Clear all the drawings on the map. Applicable options will be shown in dark grey

*\*Note: Adjust the symbology size, color, transparency, outline color and outline width etc, prior to applying the drawing tool on the map. Once drawn on the map, the symbology cannot be adjusted.*



## Measurement

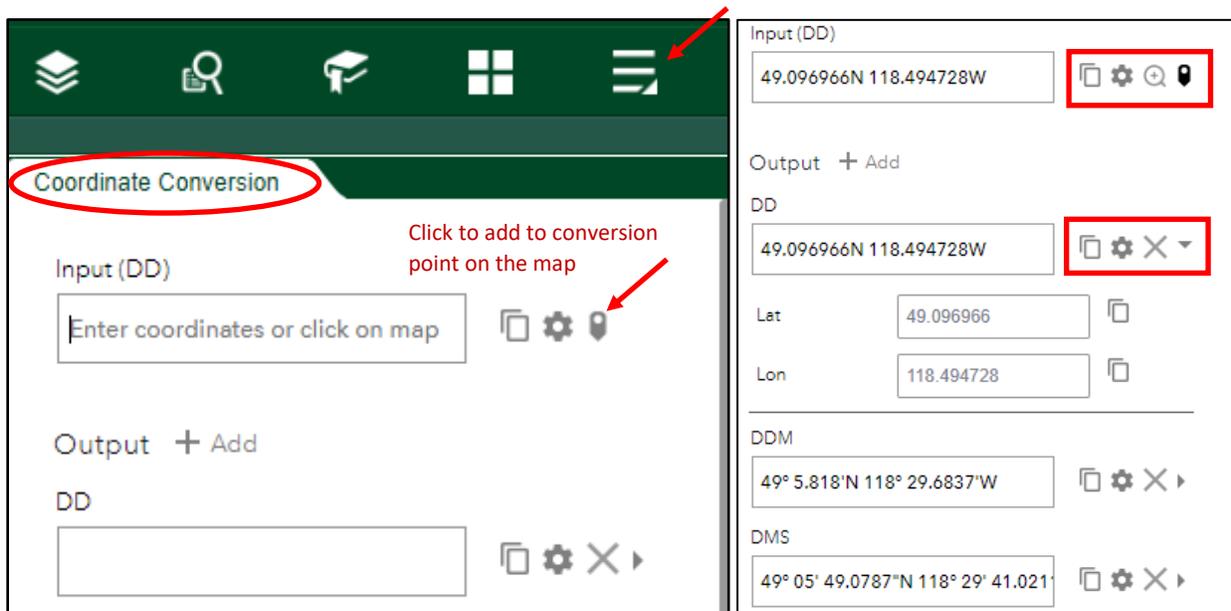
- To measure, select the **Measure** tool under the **Other panels** tab 
- Measure options include:
  - ◆ Area 
  - ◆ Distance 
  - ◆ Location (coordinates) 
- Use the drop down menu to select measurement units.
- Draw the measurement on the map. Double click to end the segment and hold cntr to snap. If there are multiple line segments, a total will be provided



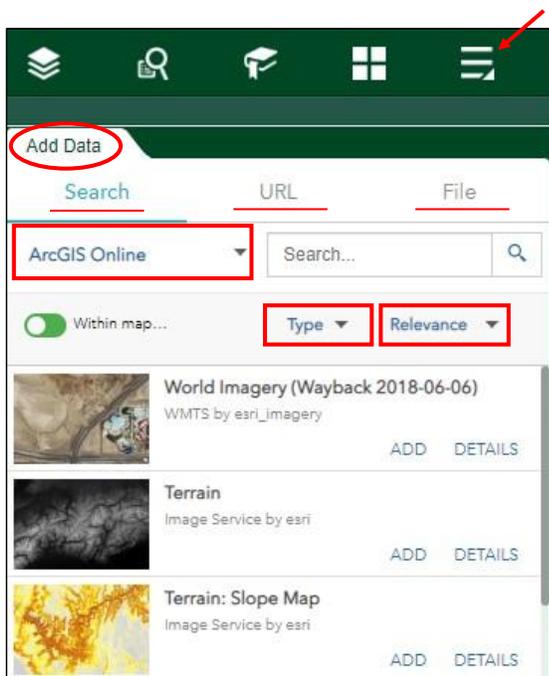
\* Note: once a measurement is provided, another unit can be selected to convert it for the same measurement.

## Coordinate Conversion

- To find the coordinates of a location in multiple formats, select the **Coordinate Conversion** tool under the **Other panels** tab and select desired sharing option. 
- Input options include: Copy All , Input Format , Zoom , and Add Point 
- Output options include: Copy , Input Format , Remove Coordinate , Expand 

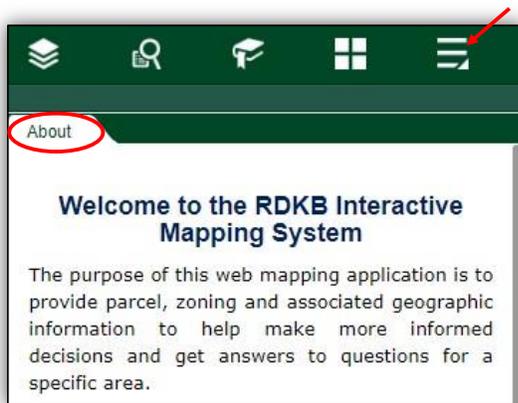


## Add Data



- To add data to the map, select the **Add Data** tool under the **Other panels** tab. 
- Select a method of adding data to the map under one of the three **Add Data** tabs:
  - ◆ **Search** tab- Search online data.
  - ◆ **URL** tab: enter the type of data (ex. *KML*, *CSV* etc), and the URL.
  - ◆ **File** tab: browse for/drag and drop the data (ex. *Shape File*, *CSV*, *KML*).

## About



*\*Note: This tab gives an overview of the RDBK Interactive Mapping System.*

- To view the information regarding this web application, select the **About** under the **Other panels** tab.

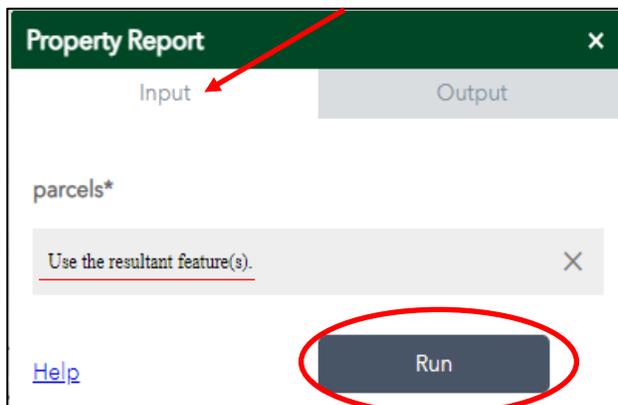
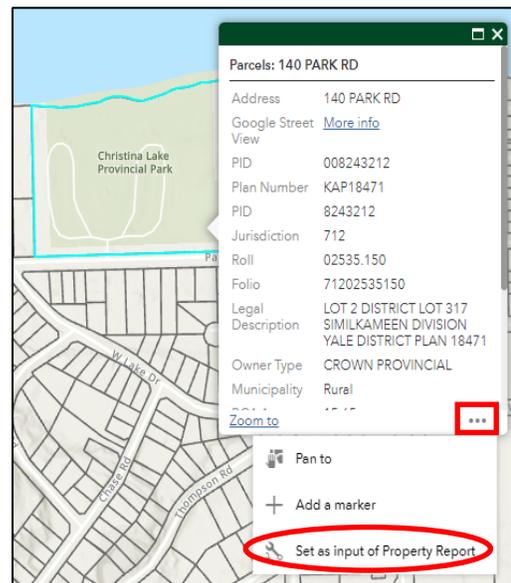


## Property Report

*\*Note: There are two ways to access the **Property Report** tool; one way via a features Pop-ups, another via the **Property Report** widget.*

### Property Report via Pop-ups

1. To view the property report of a selected feature, click the button represented by the following symbol  found across from the **Zoom to** button in the **Pop-ups**.
2. Select the **Set as input of Property Report**  option in the drop down; a **Property Report** window will open.
3. In the **Property Report** window, click **Run** under the **Input** tab.



4. A property report will then be generated under the **Output** tab, with a link to access the report in a PDF format.



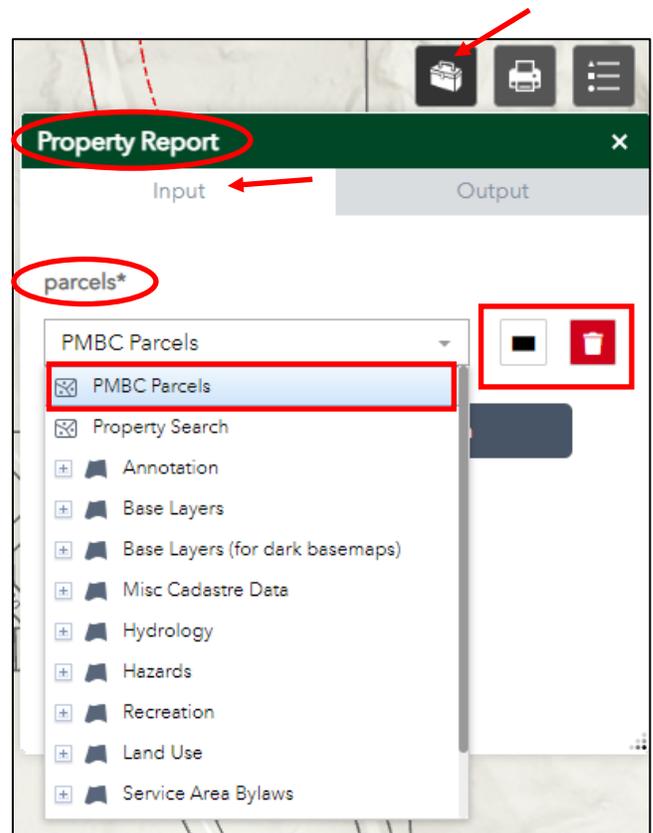
### Property Report via Tool

1. To view the property report through the **Property Report** tool, click the Property Report widget  found at the top right corner of the web page.
2. Select the **Property Report Parcel Selection** option in the **Parcels\*** drop down.
3. Click the **Draw shapes to select features** button  to select one or more features.

*\*Note: The report cannot be generated for more than 50 parcels at one time.*

4. Click **Run**  under the **Input** tab.
- Click the **Clear** button  to get rid of the previous searches.

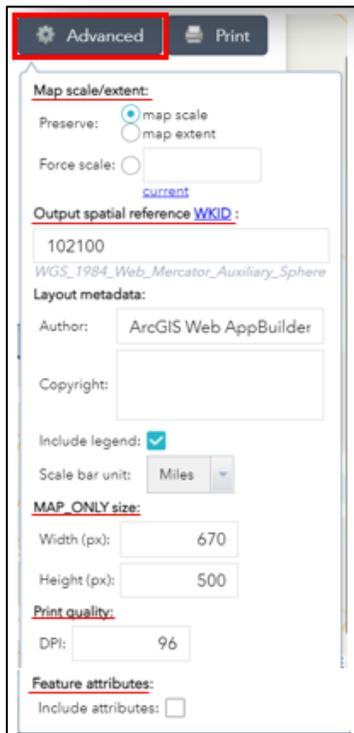
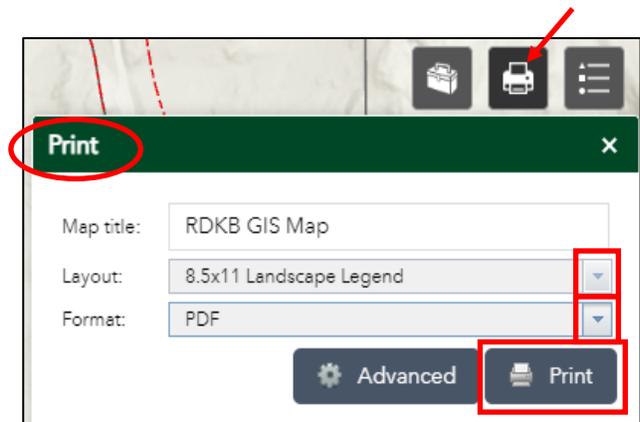
5. A property report will then be generated under the **Output** tab, with a link to access the report in a PDF format.



## Printing

### Print Tool

1. To print the extent of the web map application, click the **Print** widget  found at the top right corner of the web page.
2. Enter a **Map Title** for the print.
3. Select a layout size from the **Layout** drop down.
4. Select a print format from the **Format** drop down.



### Advanced Printing Options

5. For **Advanced** printing options such as **Force scale**, where the selected scale can override the default print scale, click the **Advanced** button  in the **Print** window.
6. Click **Print** 

*\*Note: any markups from the Draw tool on the map will appear in the print.*

## Legend

- To see the symbology of active layers, select the **Legend** tool in the top right corner of the webpage.

