

Instructions for Using our DRAFT Internet Web Service Map

1. In the Address window of Internet Explorer, type either [HTTP://Maps.Ci.Missoula.MT.US/Hyperlinks](http://Maps.Ci.Missoula.MT.US/Hyperlinks) or [HTTP://Maps.Ci.Missoula.MT.US/Missoula_IMS](http://Maps.Ci.Missoula.MT.US/Missoula_IMS) (not case sensitive) to open a web site.
2. The map initially opens zoomed out to approximately the city limits, with the “Zoom In” tool selected. So, all you have to do to get started is drag a rectangle\window in your area of interest and the map will zoom in. To get to a level with the parcels and such, any area less than about three miles across will work. For sewer info, zoom in a little tighter.
3. Most of the layers contain hyperlinks to more detailed information. The Sewer Records layer has address and permit information and links to the sewer cards. All of the sewer layers, both storm and sanitary, have the project number and links to the as-builts. The Parcels layer does not link to anything, but it does have the owner’s name and the legal description, as well as the geocode, SUID number and whether or not the parcel is in the city.
4. If you know the owner or legal description, you can find a parcel by using either Find (the binoculars), Query (has a little red question mark) or Search (a little calendar with a tiny red flashlight). First, (as always) you have to make Parcels the Active layer. The Find tool is less demanding, and less specific. That is, to Find Doug Harby’s house, just typing Harby will get you to it. You don’t need any wildcards. However, to find Dan’s house, Dan or Jordan will find too many, though Jordan Dan will do it.
5. The Query tool is much more useful, and harder to use. To find Dan’s house, select Owner from the Field window, Like from the Operator window, then type Jordan Dan% in the Value window. Finally, click on ‘Add to Query String’ then hit Execute. Do not use the single quotes that you might expect, and use % instead of * for a wildcard. This query will find any Owner that begins with JORDAN DAN (there’s only one). If you want to find text in the Owner or Legal Description that is not at the beginning, put the % at both ends. This way, you can find all of a subdivision, such as Legal Description Like %CARLINE%. A list of matches will show up under the map, and underneath that is a ‘Zoom to these records’.
6. The Search tool contains Stored Queries, which are queries much like above but I’ve already written most of the text and they’re ready for you to fill in the blanks. For the Parcels layer, there’s a query called ‘Last name/First name’. I hope this is obvious, but that’s how you fill in the blanks; last name first, then either first name or another word in the ‘owner’s’ name (like City in the first, Missoula in the second). For the Sewer Records layer, which should be called Address\Sewer Records, there’s a query for ‘Number\Street (no pre\suffix)’. All of them are named in the order you fill in the blanks, important since I haven’t found any way to label the text boxes.
7. To find a specific address, make Sewer Records the Active layer. Using the Query tool, create a Query String where ADD_NO = 435 (you have to add this part, then AND, then the next part) STR_NAME = RYMAN, for example. Note: This only works on records that are in PAS!

8. To find an address that may or may not exist, or that has no sewer record, use the “Locate Address” button on the toolbar, towards the bottom. This is an address locator like the ones on the web in that it does not find a real address, but a point on the road layer. It will not select any parcel, but it will get you in the right neighborhood. If it finds several possibilities (345 Spruce will give you two choices, one on E Spruce, one on W), clicking on the blue number for the correct one will zoom to it. Then you can make either Parcels or Sewer Records the active layer and start Identifying parcels.
9. For Sewer Records, using either of these OR the Identify tools (the black or red ‘i’) will create a list at the bottom. There, the Permit No field’s text is blue. This means that it’s a hyperlink. Clicking on the blue text will bring up the sewer card in another window (some popup blockers may cause trouble here). This is also true for most of the sewer layers.
10. Hopefully, many more enhancements are to follow. This is what we’ve got so far.

The Buttons and What They Do



Toggle Legend

Toggles the legend from legend to layer list.



Toggle Overview

Toggles the Overview Map on and off. Does not work in Hyperlinks... overview map is not where it’s supposed to be and I can’t get rid of the button, yet.



Zoom In

This is the one it opens to. Just draw a window around the area you want to zoom in to.



Zoom Out

This one can be tricky. If you click somewhere, it’ll zoom out from there a set amount. But you can draw a window and it zooms out proportionately. That’s the tricky part.



Zoom to Extents

This zooms to the maximum extent either set at the time the file was created or edited. This is usually the extent of all layers but not always. Most of our maps are set to the parcels layer.



Zoom Active

This zooms out (or in) to the extent of the layer that the user has made the active layer. If the user has not selected any layer, the default active layer will be used.



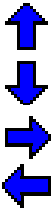
Zoom Previous

This goes back to the previous extents. Unfortunately, it only goes back once. Clicking again will go back to the extents you were at before you clicked it the first time.



Pan

It pans. I don't know how to explain that to anyone that doesn't know.



Pan North, South, East, West

Changes the extents to the area in that direction of current.



Hyperlink

Our maps do have hyperlinks, but many browser settings disable them. Popup blockers in particular cause problems. Some of the maps are set to All Hyperlinks, which will go to the hyperlink on any layer. This setting seems the most problematic. It is best to set the layer that you want active, then click this button and then an item on the map. Even better, use the Identify tool.



Identify

This button not only gets you the info on the item that you "select", it's the best way to get to the hyperlinks. The layers that have hyperlinks will have one field whose text shows in blue. Click that text to get the sewer card or as-builts.



Identify All

This button still won't work in Hyperlinks, but in Missoula_IMS it will give a list of records for the point clicked for all visible layers! You may have to scroll down a bit, but they're there.



Query

This is the other best way to get to the hyperlinks. Rather than click on an object, use this button to select it, or any like it. Again, there will be a field in blue.



Search

This tool brings up any Stored Queries that I (or whoever) added to the base file. For instance, most of the maps now have a query called 'Last name/First name' associated with the Parcels layer. Clicking this button, and selecting that query, brings up two text boxes, Value 1 and Value 2. I have tried to name the queries in a way that users can tell what goes where, like this one. Value 1 is the last name, since Last name is the first thing in the queries name. Other than that, the only thing to know is you must put something in both boxes.



Find

This tool is very easy to use, but not as easy to use well, and it's slow. There's a window that says "Enter String to Find in" and the active layer's name down at the bottom. The tool will search every field in every record for instances of the text you type in. Entering "SID-217" in the Mainlines layer returns finds 90 records. Entering "Engen" in Parcels finds 4.



Measure

Click on any one point. Do not drag, just click on another spot. At the top of the map, you'll see two results, (in miles, I'll work on that) one for the segment and one for all segments so far.



Select by Rectangle



Select by Line/Polygon



Clear

This gets rid of any selection set you have. It also clears the bottom of the page, at least with some things, and the flag from Locate Address (below).



Locate Address

This is the "geocoding" version of address locating. What that really means is that it does not actually find addresses, it finds a point along the street where the address should be, like the other address locators on the web... Google Maps, Windows Live, MapsOnUs.Com and the like. Unlike DataView, or the Find function on this site, if an address is not in the database but the street is on the map, and ranged correctly, it will find the approximate location for you, and you can zoom to it.



Print

The most important thing to remember about printing is that it creates a new web page, so your popup blocker will keep it from working. You can get around this by holding the Ctrl key while you hit the "Create Print Page" button, or Bob (Hayes), among others, knows how to set your browser to allow popups on this particular site.