

# Aitkin County Web Mapping Manual

---

## Pro-West & Associates, Inc.

Geographic Information System Specialists



Version: 9.2.2.0.  
Date: 1/3/2008

# Table of Contents

Opening the Intranet WebFusion App.	2
<b>WEBFUSION INTERFACE</b>	4
Map Layers Tab	5
Overview Tab	5
Tools	6
Table Tab	8
Single Feature Dialog Box	9
Search Menu	9
General Search	
Predefined Searches	
Buffer Tool	11
Print Map	12
Measure Tool	13
Map Tips	14

# Opening the WebFusion Application

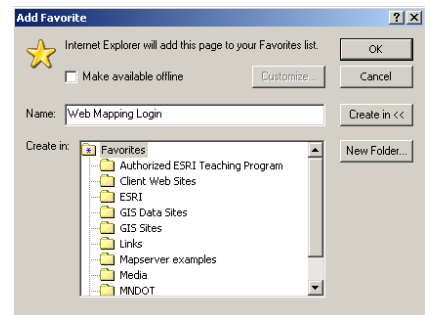
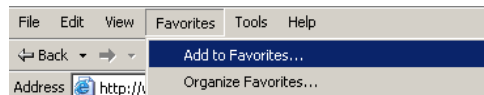
The WebFusion Intranet application is accessed through the Internet browser on your computer. Not all computers will use the same browser, although most will have Microsoft Internet Explorer as the default Internet browser.

\*Internet Explorer 6.0 + is needed to run this application

- ❑ Double click the Internet browser icon on your computer desktop.
- ❑ Type in the following URL in the Address box of the application:
  
- ❑ Type in your username and password

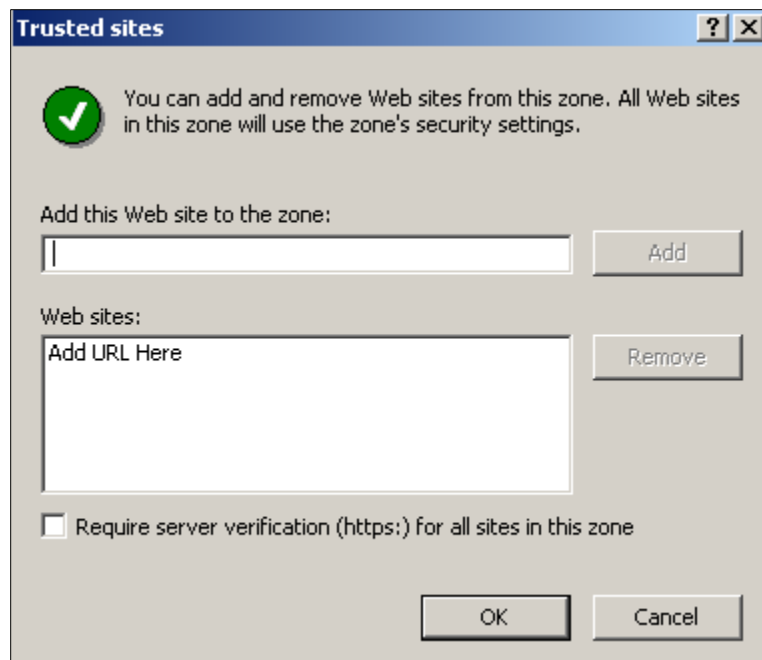
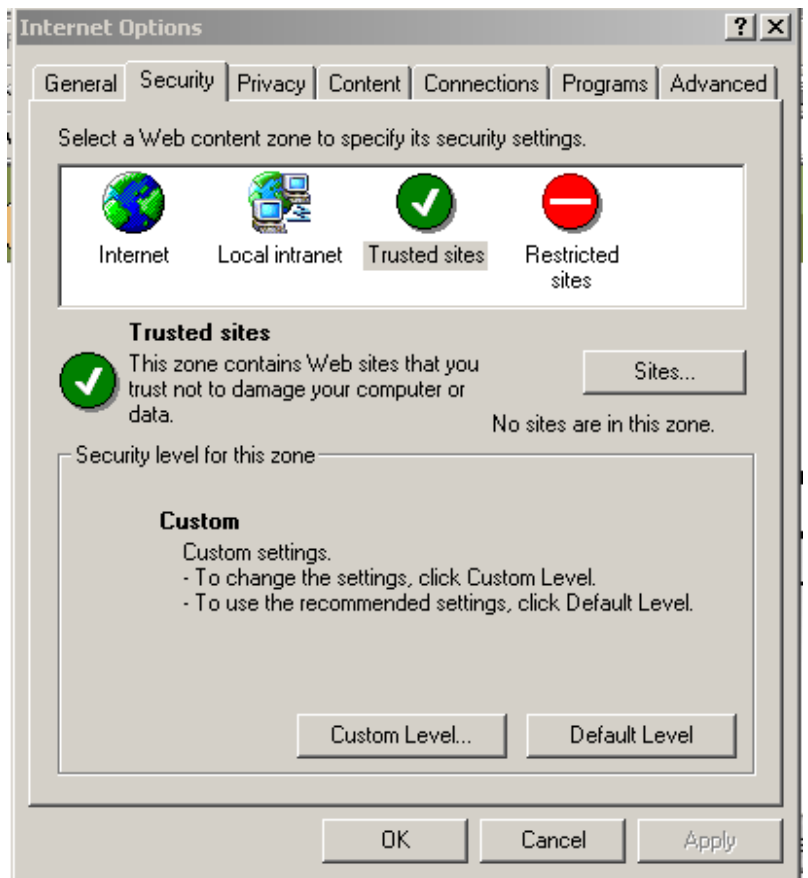
To make it easy to access the login page in the future, follow the next steps to add the URL to your browser “Favorites” list.

- ❑ Click *Favorites* from the browser menu bar.
- ❑ Click *Add to Favorites*.
- ❑ Type *Web Mapping Login* in the *Name* box.
- ❑ Click *OK*.



To view reports and utilize other WebFusion features you will also need to disable your pop-up blocker and add the website as a trusted site.

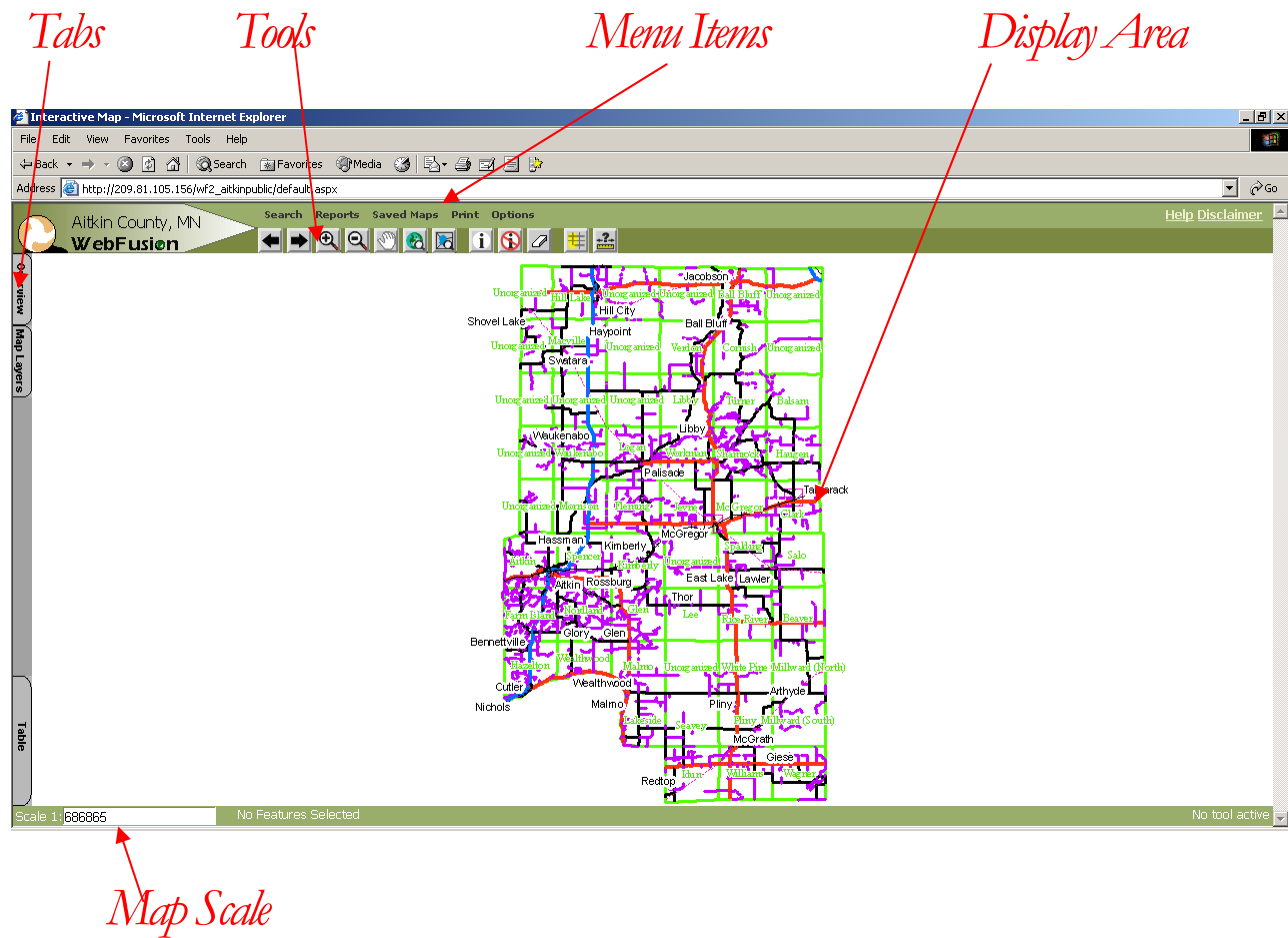
- ❑ Click *Tools* from the browser menu bar.
- ❑ Click *Internet Options*
- ❑ Click on the *Security Tab*
- ❑ Click on the *Trusted Sites* icon
- ❑ Click the *Sites* button



- ❑ Type in the address of your WebFusion application and click the *Add* button
- ❑ Uncheck *Require server verification for all sites in this zone*
- ❑ Click *OK*


# WebFusion Interface

*The WebFusion Interface looks much like other Windows application interfaces. The application, which is being served from a web server, is accessed through Internet Explorer. The tools have been created to decrease the time it takes to complete tasks, improve public service efficiency, and increase the accessibility of GIS data. This manual will walk through the various tools and tasks that can be accomplished using WebFusion.*




## Map Layers Tab


The map layers tab displays a list of available spatial information.

- ❑ Click on the map layers tab to display the map layers.
- ❑ Clicking on the checkbox to the left of the layer name turns the layer on and off.
- ❑ The  symbol to the left of the checkbox displays the layer legend.

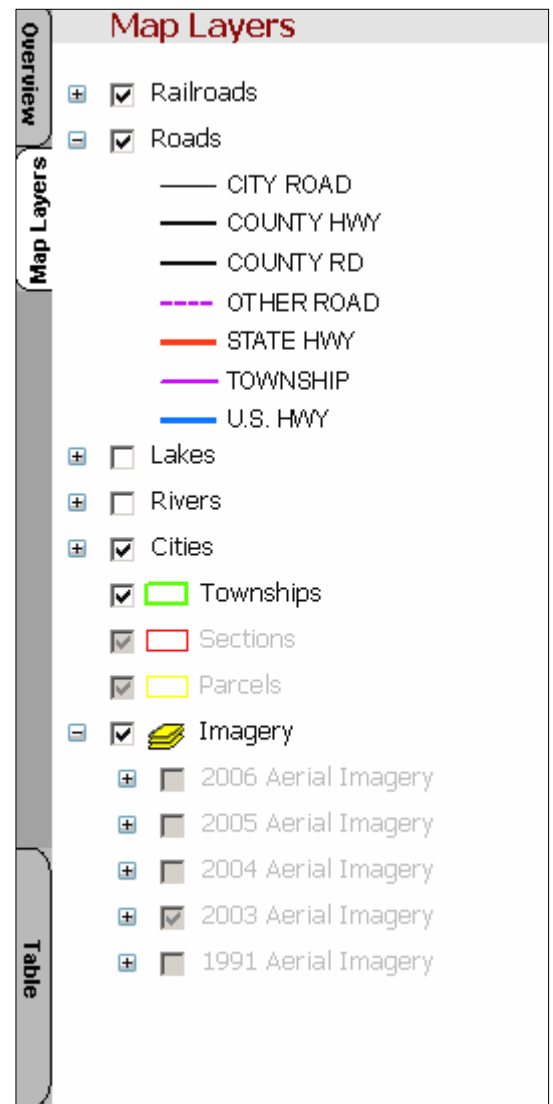
**Tip:** The map will automatically refresh when a layer is turned on or off.

Layers that are scale dependent are grayed out in the map layers display. The layer has been programmed to display only when zoomed in to a specific scale.

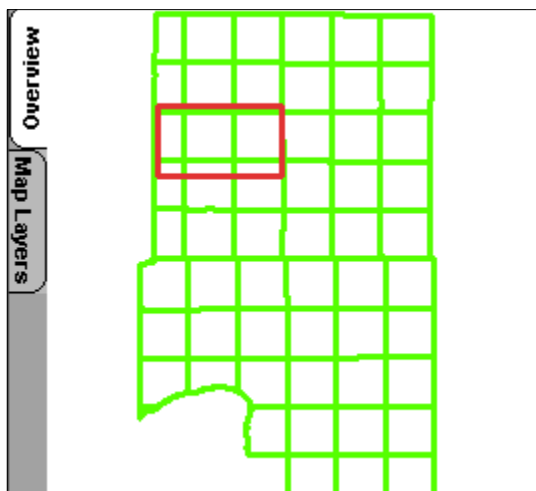
Similar layers in the map layers tab are grouped together in “group layers”. Group layers are used to quickly turn on and off groups of layers. The  symbol is used to identify group layers.

- ❑ Click the  next to the Imagery Layer.

You will now see the individual Images. You can check them on and off to view them



## Overview Tab










The Overview Tab gives the user a tool to reference where they are zoomed. The overview tab will display a green square where the user is zoomed within the display map. If you are zoomed into a very small area on the display map, the green square will appear to be a green dot on the overview map.





## Tools

When you first open the intranet application you are zoomed to the full extent of the County by default. The Navigation Tools provide the ability to zoom in and out of the display, and pan throughout the display area. In addition they allow you to select features in order to gather and display attribute information.




-  To zoom in to an area on the display, click on the *Zoom In* tool.
  - Click in the upper left of the area you want to zoom in to. Hold down the left mouse button and drag a box around the area. Release the left mouse button to complete the zoom in function.
  - You may also click anywhere on the map for a fixed zoom in.
  - **The features of the scale dependent layers don't display until you are zoomed in below a set scale.**
-  To zoom out click and drag a box. The smaller the box, the further you will be zoomed out.
  - You may also click anywhere on the map for a fixed zoom out.
-  Zoom back to the previous extent by clicking on the *Previous* button. Zoom to Next by clicking on the *Next* button.
-  Click the *Pan* tool, then click in the display and drag it to a different location in the display.
  - The *Pan* tool can also be used by used to center the map on a clicked point, simply click anywhere on the map with the *Pan* tool and the map will pan so that the clicked point is the new center.
-  Zoom to the full extent of the display by clicking on the *Full Extent* button.
  - This will take you back to the countywide view.
-  The *Identify/Select* tool is used to identify one or more features and view database information.
  - The identify tool has 4 options for selecting features; New Selection, Add to Selection, Select from Selection, and Remove from Selection.

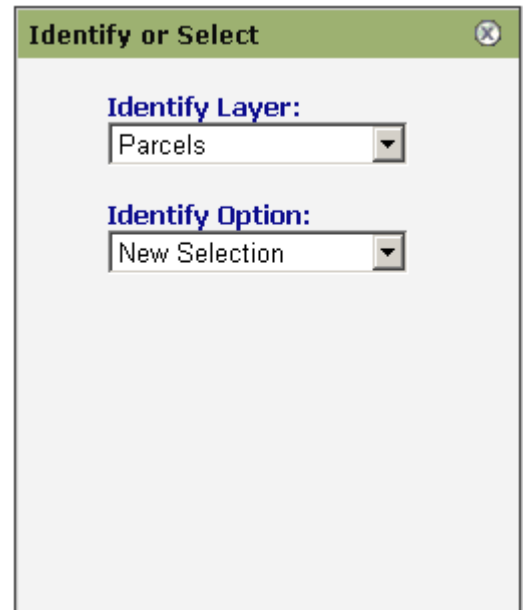
- ❑  Individual features can be unselected from the group of selected set of features by clicking on the *Remove Selection* tool

  - Click on the features you want to remove, or you can click and drag a box that touches multiple features to remove more than one feature at a time.
  
- ❑  Click on the *Clear All Selections* button to clear all selected features at one time.
  
- ❑  The *Zoom to Selected* button is used to zoom to selected features.
  
- ❑  The *Buffer* tool explained on page 11.
  
- ❑  The *Measure* tool explained on page 13.
  
- ❑  You can also zoom to a specified scale by typing in the desired scale and pressing enter.

## Table Tab

When using the identify/select tool, search options, or buffer tool the table tab will automatically open when a feature is selected. Within this tab you will have the option to select features.


- ❑ Click the *Identify/Select* button  and the identify dialog box will open.
- ❑ Select the layer you wish to identify in the Identify Layer drop down list (All Layers will appear in alphabetical order.)
- ❑ Select the Identify option: new selection, add to selection, select from selection, or remove from selection.
- ❑ Click on the feature you want to identify/select on the map.



When multiple features are selected the Table tab will open and display tabular information for the selected features.

**NOTE:** If only one feature is selected the *Single Feature* dialog box will open.


		PIN	Tax District	Owner Name	Owner Address 1	Owner Address 2	Owner Address 3	Owner Address 4	Township	Section	Range	Subdivision	Lake Number	Lake Name	Leg
Table	<u>Remove</u>	<u>Select</u>	55-0-031302	52-27 UNORG	AITKIN COUNTY	209 2ND ST NW		AITKIN MN 56431	52	34	27		0		500 RR R/W IN NE NW
	<u>Remove</u>	<u>Select</u>	55-0-028102	52-27 UNORG	AITKIN COUNTY	209 2ND ST NW		AITKIN MN 56431	52	28	27		0		500 RR IN NE SE
	<u>Remove</u>	<u>Select</u>	55-0-028202	52-27 UNORG	AITKIN COUNTY	209 2ND ST NW		AITKIN MN 56431	52	28	27		0		500 RR IN (NW SE) LOT

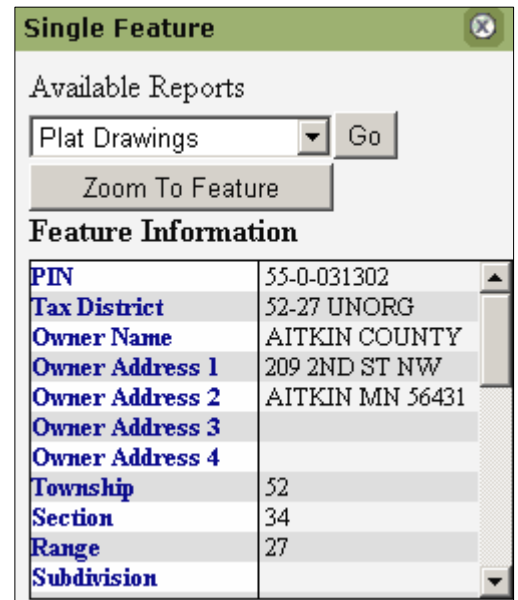
-  Expands the table for easier viewing.
- Field can be sorted Alphabetically or Numerically depending on the field type by clicking on the field heading clicking again will reverse the sort.

To select an individual feature click on the underlined **Select** to select the feature.

A dialog box will open and display information for that feature, as well as a link to the parcel report available for the selected feature.

## Single Feature Dialog Box and Plat Drawings

- ❑ Click the *Identify/Select* button  and the identify dialog box will open.
- ❑ Select the *Parcel* layer in the Identify Layer drop down list (All Layers will appear in alphabetical order.)
- ❑ Select the Identify option: new selection, add to selection, select from selection, or remove from selection.
- ❑ Click on the feature you want to identify/select on the map.
- ❑ The Single Feature Dialog Box will open.
- ❑ Click Go to access the Plat Drawings. The drawing will open in a new browser window.



## Search Menu

The Search Menu gives you several options for searching and selecting features. The map display will automatically zoom to the features returned by any of the search options. The results will also be automatically displayed in the table tab.

### Perform a General Search

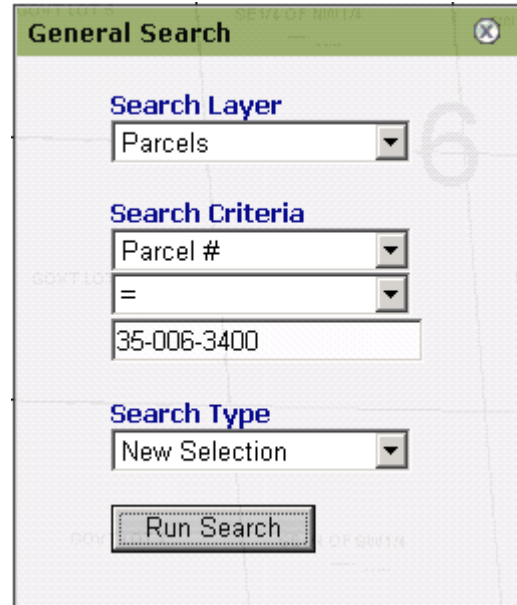
The steps for performing a General Search include;

- ❑ Select *General Search* from the Search Menu; a dialog box will open displaying search options
- ❑ Choose the *Search Layer*.
- ❑ Choose a *Search Field*.
- ❑ Set the comparison method;
  - If the *Search Field* is a text field your comparison options are: =, Starts With, Ends With, or Contains
  - If the Search Field is a numeric field your comparison options are: <, >, =, <=, >=
- ❑ Enter a value in the *Value Box*.
- ❑ Select a search type; New Selection, Add to Selection, Select from Selection, Remove from Selection
- ❑ Click the *Run Search* button.

The Table Tab will display the results. And the display area will automatically be zoomed to the returned features.

Example:

- Selection Layer: Parcels
- Field: Parcel #
- Comparison method: =
- Value Box: 35-006-3400
- Search Type: New Selection
- This example will search the Parcel layer for features where the Parcel # field is equal to 35-006-3400.

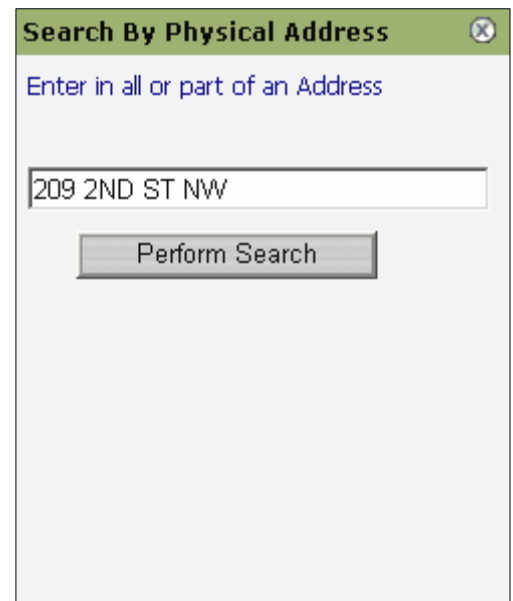


### Predefined Searches

The predefined searches query the parcel database. The options are Search by; PIN, Taxpayer, Subdivision, Township-Range-Section, and Address.

Example: Search by Address

- Select *Search by Address* from the Search Menu
- In the text box enter all or part of an Address.
- Click the *Perform Search* button.
- The table tab will display the results and the display area will automatically zoom to the features returned by the search.



## Buffer Tool



The buffer tool allows you to select a feature or features and buffer the selection by a specified distance. The buffer selects features within the buffer distance. For example, if you select a group of parcels utilizing the buffer tool you could then make and print mailing labels.

- ❑ To perform a buffer you must first have at least one feature selected.
  - This can be completed using any of the selection options. Search, or identify, or the select tool.
- ❑ Click the *Buffer tool*; a dialog box will open.
- ❑ Choose a selection layer in the drop down list.
- ❑ Specify a distance and unit of measurement.
- ❑ Click *Run Buffer*.

The buffer tool will now select all of the features in the specified layer within the specified distance of the selected feature.

**Buffer**

Select features from  
Parcels

that are within a distance of  
2000 Feet

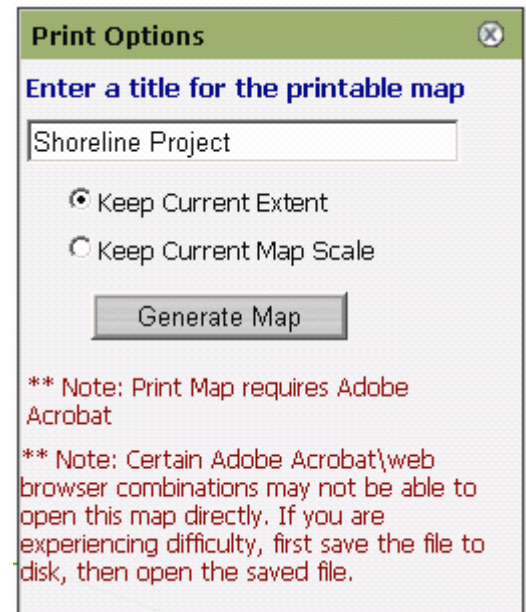
from the selected features of  
**Parcels**

Run Buffer

## Printing a Map

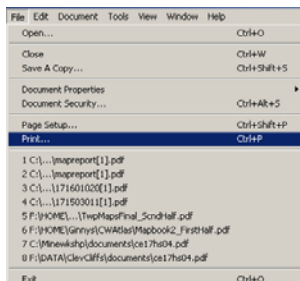
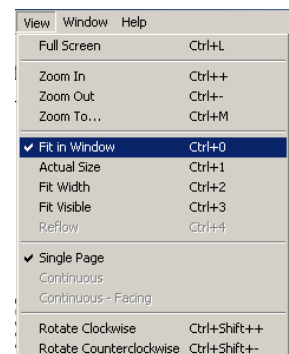
Your intranet WebFusion application contains a map template that makes it easy to create and print maps of the display area.

- ❑ *Zoom in/Zoom out* of the desired map or *pan* to get the features to appear on the map, as you want them.
- ❑ Click the *Print Menu*; a dialog box will open.
- ❑ Type in a *Title* for your map.
- ❑ Choose to keep the *current map extent* or *current map scale*.
- ❑ Click the *Generate Map* button.



The map will open in Adobe Acrobat. If your Adobe Acrobat Reader is an earlier version than 4.0, you may have trouble viewing the map.

- ❑ Click *View> Fit in Window* to be able to view the full map in the display area of your monitor.
- ❑ Click *File>Print* to print the map.
- ❑ Select the printer



- ❑ Each printer has a different set up. The map template is set to 8.5 x 11 inches. You will need to make sure that the “shrink oversized paper to paper size” option is checked on (the wording may vary dependent on printer). You want the paper that is in the printer to dictate what size the map is.
- ❑ You can save a copy of the map for printing or emailing later by clicking on *File>Save a Copy*.

- Browse to the directory location you want to save the .pdf file to. The map will be named *mapreport(1).pdf* by default. Change the name if you need to.

- ❑ Click *File>Exit* to exit the map.

## Measure Tool



The Measure tool can be a very useful tool to calculate an approximate distance or area of a feature(s) on the map. The measure tool measures the distance of each individual segment, the total of all segments, the total square feet or the acres of an area.

- ❑ *Zoom In or Zoom Out* of the map to the desired viewing scale.
- ❑ Click on the Measure tool: the Measure window will open.
- ❑ Click the map at the point you want to begin measuring.
  - Each time you click on the map, the measure tool will add another segment to the measurement and display the segment length, as well as the total length of all segments.
- ❑ Click around or along the feature until you are back to the beginning of the feature.
- ❑ Double click to stop measuring.
  - The last segment measured will be displayed, the total perimeter of the feature and the acres are displayed in the Measure window.
- ❑ To begin a new measurement, click the *Clear* button at the bottom of the measure window.

The screenshot shows a dialog box titled "Measure" with a close button (X) in the top right corner. It contains four input fields with numerical values and a "Clear" button at the bottom. The values are color-coded: blue for the current segment, red for the total, and green for area and acres.

Measurement Type	Value
Segment (ft.):	1245.44
Total (ft.):	3772.64
Area (sq.ft.):	1239630.82
Acres:	28.46

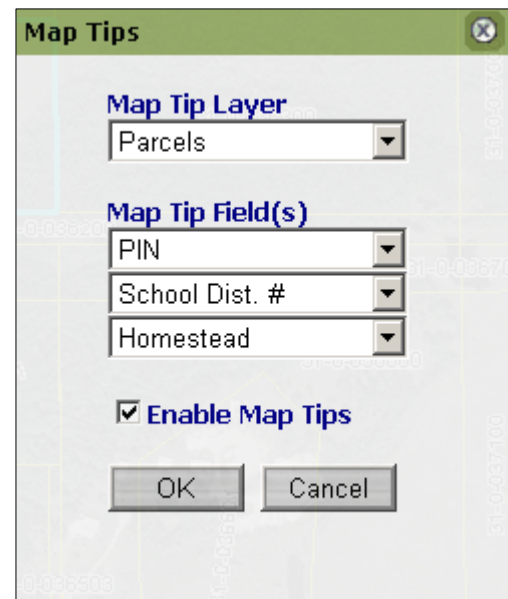
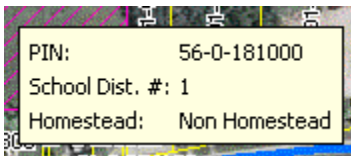
Clear

As you measure, a red line will display the segments included in the total, the blue line will represent the current segment not yet added, the green line will display the best fit line the completes a polygon. For your convenience these line colors are coordinated with their numerical values in the measure dialog box.

## Map Tips

A quick method of viewing tabular information for certain features is by using the Map Tips option. Map Tips allows the user to display a feature's chosen field value when hovered over with the mouse. You may use up to three different fields to display information.

- ❑ Select *Map Tips* from the Options Menu; a dialog box will open.
- ❑ Select *Map Tip Layer*.
- ❑ Select the *Map Tip Field(s)*.
- ❑ Click the *Enable Map Tips* Checkbox.
- ❑ Click *OK*.
- ❑ Move the mouse over a feature.
  - The map tip will display the field and field value for the feature.



- ❑ To turn map tips of simple uncheck *Enable Map Tips* and press *OK*.

**Note:** Map tips will revert to the default settings each time you log in.