HELP DOCUMENTATION

Navigation toolbar - located at the upper left side of the view. Allows user to navigate the map by zooming in and out or by using the **hand** to pan around the map.

There are 7 main map tools at the top/middle of the title bar.

Paint tool User can draw a shape on the map. The new shape cannot be saved but can be printed.

Print Tool Prints standard letter size page.   A title & subtitle can be added. This tool will print everything on the screen in current view. For example, if the user would like to include the legend on the print, then it should be active at the time of printing.

Layer List Tool Displays a list of layers for the user to choose from.   Click on the box to select a layer. Then click on the arrow(s) on the left of the layer to drill down to sub layers & legend. Multiple layers can be selected at the same time.

Legend Tool Activates a popup window that displays the legend of any layer or sub layer that is currently active in the Layer List.

Search Tool Allows searches by either an attribute or by dragging a shape over the area. The search can be performed by parcel number or zoning code.

Address Locator User can search by valid address. (Example 368 Oakhill or 368 Oakhill Ave). This tools is limited to the City of East Lansing.

Commercial Zoned Property Displays commercial properties zoned B1, B2, B3, B4, and B5.

The **"More Layers"** button located at the upper right hand side is a list of all the layers and sub layers. Each can be turned on or off at this location or with the **Layer List** Tool. The **"Streets & Imagery"** button (upper right) has additional basemap views supplied by ESRI such as an aerial background.

Information - Users can select a feature by simply clicking on it. Once selected many features have a popup window that will appear with additional data on the feature selected. For example, if the parcel layer is active and a parcel is selected a popup window will appear with parcel information on its owner, address, SEV etc. If multiple layers are active, then there will be multiple popup windows to scroll through.

> *Scroll through multiple pages when more than one layer is active.*

Commercial Leased Properties - The lease property layer has the capability of displaying a table to make it easier to view or export the list of available commercial prosperities. This table can be displayed or collaped with the arrow in the orange bar.