

# **Public Interactive GIS Map Viewer User Guide**

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# Public Interactive GIS Map Viewer

## User Guide

### Getting Started

#### Accessing the Map Viewer

Launch the *City of Spruce Grove* map viewer at the link below:

<https://gismaps.sprucegrove.org/Html5Viewer/index.html?viewer=SpruceGrovePublic>

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#### Terms of Use

##### Splash Screen

When the viewer first opens a **Terms of Use** splash screen will display otop of the map. Users are required to read and accept the terms of use in order to open the map. Alternatively you can click on [City of Spruce Grove](#) link to be redirected to the City of Spruce Grove home page.

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#### City of Spruce Grove Map Viewer - Terms of Use

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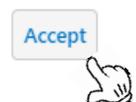
The City of Spruce Grove takes reasonable measures to provide accurate information in the following maps and screens but does not warrant the completeness or accuracy of the information presented.

The City of Spruce Grove does not assume responsibility or accept any liability arising from any use of the information presented.

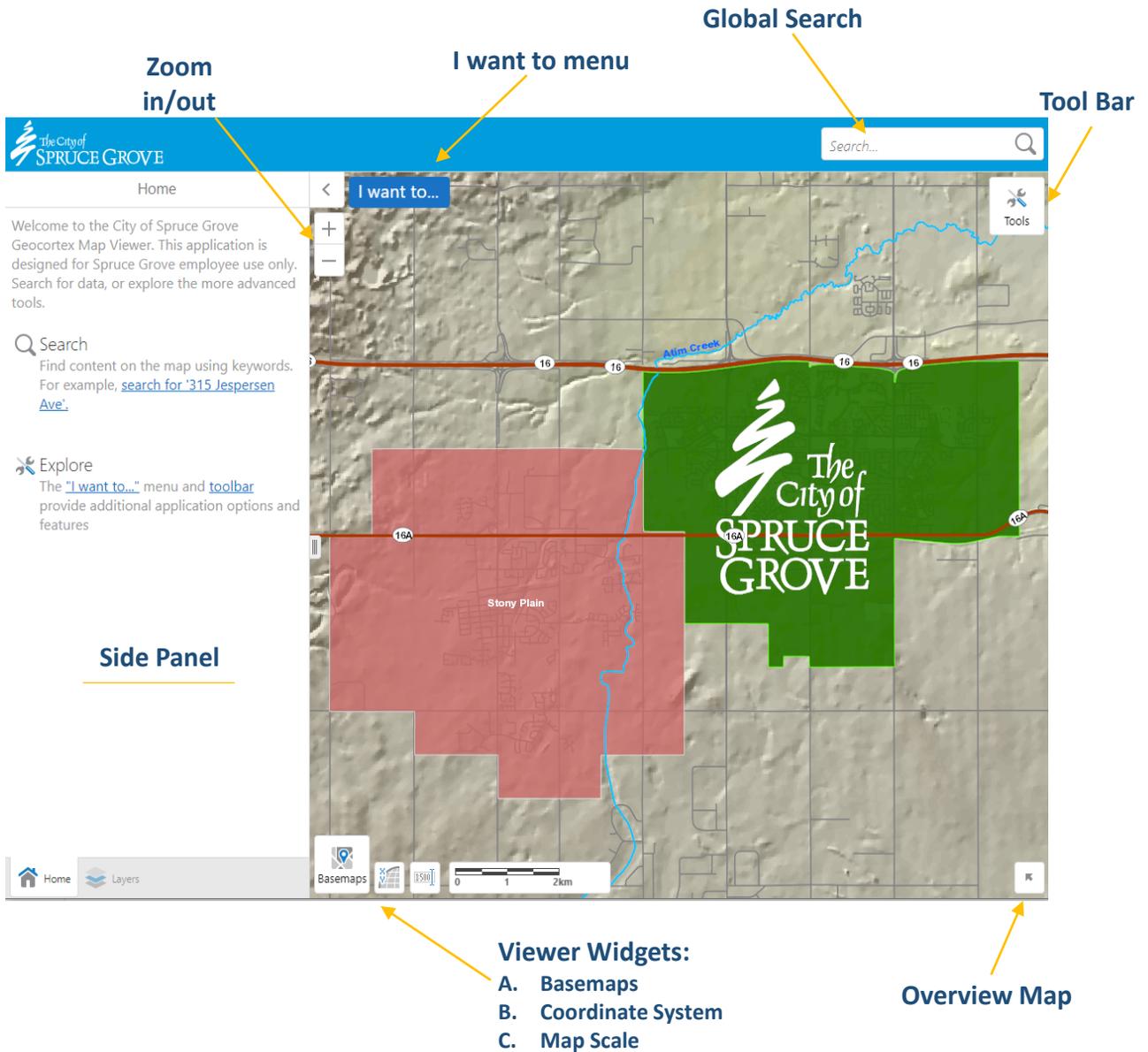
For further inquiries please contact the City of Spruce Grove at (780) 962-2611 to be directed to the appropriate department.

*Press the Accept button if you acknowledge having read and agree to this disclaimer, otherwise click the link below to return to the City of Spruce Grove home page.*

[City of Spruce Grove](#)



# Exploring the Interface



Interface features highlighted above are covered in more detail in the following pages.

# Exploring the Interface

## I want to menu



Selecting the I want to menu button expands the menu providing users with quick access to a few common viewer functions.

### I want to...



- View the home panel**  
View information about this application.
- Search**  
Search for an item on the map
- Identify Data on the Map**  
Click, tap, or draw a rectangle on the map to identify features.
- Change visible map layers**  
Alter visibility of map layers, perform layer actions, and view the legend.
- Return to initial map extent**  
Return to the initial map position and zoom level.

## Viewer Widgets

**Basemaps** allows the user to change the background of the map in a number of predefined styles selected by the GIS department.



**Coordinates** allows the user to change the display coordinate system of the map.



WKID: 4326 Lat/Long

WKID: 4326 DDM

WKID: 4326 DMS

Default WKID: 102187 X/Y

WKID: 102187 X/Y

WKID: 4326 Lat/Long ▼ **Lat:** 53.55119° N  
**Lon:** 113.91498° W

**Scale** allows the user to change the current scale of the map at a number of predefined scales. The viewer provides the most functionality at scales of 1:32000 or larger.



Scale 1:  ▼

# Exploring the Interface

## Overview Map

In the bottom right corner of the map select the arrow to expand the overview map. Pan the blue rectangle around to change the area of focus in the main map. Select the arrow again to minimize.



---

## Zoom In/Out

Change the map scale by cycling through a predefined list of zoom scales in or out.



---

## Global Search

Users can search by:

- PID
- Civic Address
- Linc
- Tax Roll #
- ...and more

The search will be completed against all the data in the viewer and any matching results will be returned. The results will be displayed in a new tab on the side panel of the map.



# Exploring the Interface

## Side Panel

On the left side of the viewer is the side panel. When the map first opens by default the side panel contains the **Home** tab and the **Layers** tab. When the user begins to interact with the viewer additional tabs will appear in the side panel.

Close any tabs when no longer in use. The Home tab cannot be closed.

## Layers

| <input checked="" type="checkbox"/> Boundaries |                     |   |
|--|---------------------|---|
| <input type="checkbox"/>                       | ZoningDistrict      | > |
| <input checked="" type="checkbox"/>            | Building Footprints | > |
| <input checked="" type="checkbox"/>            | Land Parcels        | > |
| <input checked="" type="checkbox"/>            | Municipal Boundary  | > |
| <input type="checkbox"/>                       | Neighbourhoods      | > |
| <input type="checkbox"/>                       | Census Areas        | > |



## Home

Welcome to the City of Spruce Grove Geocortex Map Viewer. This application is designed for Spruce Grove employee use only. Search for data, or explore the more advanced tools.

Search  
Find content on the map using keywords. For example, [search for '315 Jespersen Ave'](#).

Explore  
The ["I want to..."](#) menu and [toolbar](#) provide additional application options and features

Home Layers **Default Tabs**

Results (1)\*  
 Land Infor...  
**Additional tabs open as the user begins to interact with the viewer**

Use the arrows to show/hide the side panel

Select the hamburger on any of the side panel tabs to display an additional menu of available tasks.

- Show Legend**  
Display the legend for visible layers
- Change Layer Drawing Order**  
Change how layers are stacked on the map

# Exploring the Interface

## Toolbar



Tools

Select the **Tools** button to expand the viewer toolbar. The toolbar contains three ribbons:

**Home**      Navigate the map, print, export, find data

**Map**            Interact with layers, view linked maps  
(google street view)

**Tools**          Measure, draw on the map, display coordinates

---

# Getting to know the Toolbar

## Home Ribbon

### Navigation

---

|  |  |
|--|--|
| <br>Home              | Opens the Home tab in the viewer side panel.   |
| <br>Zoom In           | Zoom in the map to a specified area of interest.   |
| <br>Zoom Out          | Zoom out on the map to a specified area of interest.   |
| <br>Pan               | Navigate the map by clicking and dragging the cursor around the map.   |
| <br>Full Extent      | Return to the full extent of the map.  |
| <br>Initial View    | Return the map to the initial view.  |
| <br>Get Directions  | Get directions by specifying a start and destination location on the map. Click on the map or enter an address.  |
| <br>Bookmarks       | Create bookmarks to save the current location of the map to quickly return to the same location at a later time. |
| <br>Previous Extent | Zoom the map to the previous extent.   |
| <br>Next Extent     | Zoom the map to the next extent.   |

---

# Getting to know the Toolbar

## Home Ribbon

### Share

---



Print

Print the current map to PDF.

#### Print Map

Select Layout

8.5x11 Portrait

← Choose the map page size from a list of predefined sizes and orientations

Output Format

Pdf

Map Scale

Current Scale - 1: 1000

← Set the print scale of the map

Title

Jubilee Park

← Enter a title for the map

Lock print preview with map

Print Cancel

← Lock the print area to maintain the current print location even if the user navigates the map to a new location



Export

Export the map to one of the available image formats

#### Export a Map Image

Select Image Format

JPEG

← Select the image format

Include Georeference Data

Create Image

← Check to include projection information with the image. A .prj file will be created.

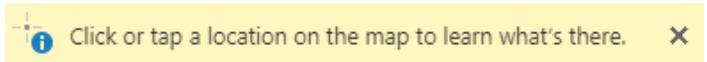
# Getting to know the Toolbar

## Home Ribbon

### Find Data



Click or drag the cursor over the map to find out what data is available in that location.



#### Identify Results (14)

- (5) Road Centerlines > | ...
- (1) Parks > | ...
- (8) Land Parcels > | ...
- Identify Results

All of the data that intersects the user defined area is displayed in the **Identify Results** tab in the map side panel.



When the user selects the identify tool a new list of options is displayed



Applies a buffer of a user specified distance to the selected feature(s) or area defined by the identify tool. The Identify Results will include all features selected by the buffered area. *Optional – save the buffer to drawing layer.*



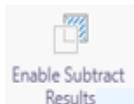
Select to turn off buffering



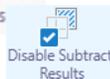
Appends the results of the identify tool to the existing results list.



Select to turn off add results



Removes the results of the identify tool if they currently exist in the results list.



Select to turn off subtract from results



Opens the Identifiable Layers tab where the user can choose which layers to include or exclude from the identify results.

# Getting to know the Toolbar

## Home Ribbon

### Collaboration

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Submit Feedback

Provide feedback to the GIS department regarding any issues with the viewer or errors in the data it contains. Users are required to fill out a simple form and to set the location of the notification before the feedback can be successfully submitted.

---

## Map Ribbon

### Layers

---



Layer Catalog

By default not all available layers are added to the map. Select the Layer Catalog to view additional layers that users can add to the map. {Sanitary, Storm, Water, Parks, etc.}

---



Layer List

Launch the Layers tab in the map side panel.

---



Filter

Filter the layers in the map using advanced queries.

### Filter

Data Source: {Specify layer to filter}

Map Area: {All or Current Extent}

Find results in where:

- All are true (and)
- At least one is true (or)

*User Condition Statements*

- ← Choose the layer to filter
- ← Geographic area where filter will be applied
- ← If multiple condition statements are applied the user can choose which logical operator to use
- ← User condition statements can include any number of conditions and subclauses.

Clear Filter Cancel

---

# Getting to know the Toolbar

## Map Ribbon

### Layers



Users can upload data to the map from a variety of approved formats.

#### Add Data To Map

Choose files to upload from your computer, and they will become temporarily available on the map.

**Supported file types include:** *.csv, .xlsx, .kml, .shp, .gpx, or a .zip containing a FileGDB or shapefiles*

 **Note:** Large or complex spatial data may impact browser performance.

Choose Files No file chosen

Upload Cancel

Approved list of data formats for upload.

- csv | xlsx (Excel) \*require x and y coordinate columns
- kml (Google)
- shp (ESRI)
- gpx (GPS)
- zip (containing ESRI data)

After an approved file has been selected for upload the user can assign a custom name and design for the new layer.

Layer Name:

Proceed Cancel

Name the layer and select Proceed to assign a custom design

Color:  Outline Color:

Line Width:  px

Line Style:

Proceed

Search for a map service or enter a valid map server url to add additional layers to the map (for AGOL or Portal users) – **Advanced users only**

# Getting to know the Toolbar

## Map Ribbon

### Layers



Linked Maps

Select linked maps to Open Google Street View and link the main map location to google street view imagery.



Select Map

Google Street View



In the top right of the google street view window are tools for interacting with the map viewer.



Viewpoint indicators. Drag anywhere on the map to align the linked map with the current map view



Center the linked map based on the current extent of the map viewer



Open the linked map in a new window



Close the linked map

## Tools Ribbon

### Find Data



Point



Freehand



Line



Polygon

See Home Ribbon – Find Data section for tool details.



Rectangle

In addition to the functionality of the Home Ribbon – Find Data option Tools Ribbon – Find Data provides five different methods for selecting data.

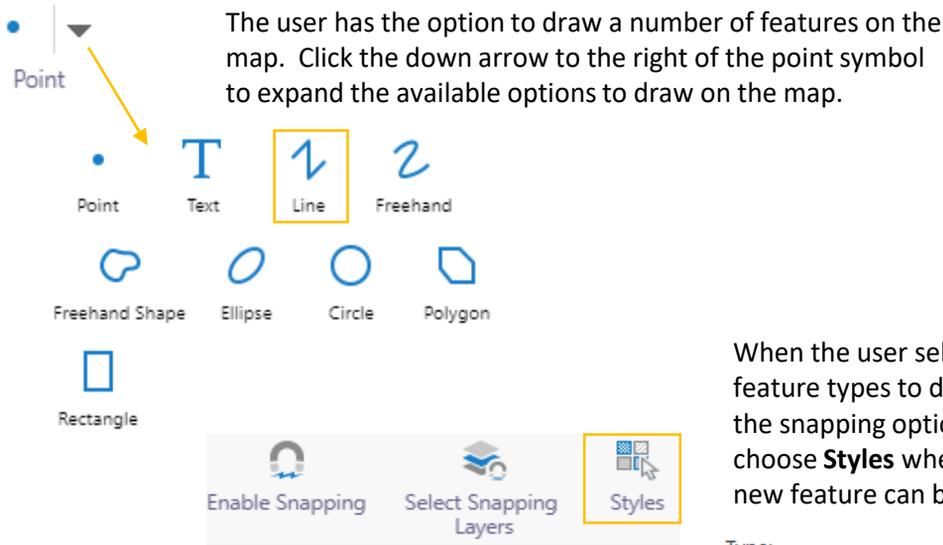
Users also have the opportunity to enable layer snapping and filter which layers are available for snapping.



# Getting to know the Toolbar

## Tools Ribbon

### Draw



The user has the option to draw a number of features on the map. Click the down arrow to the right of the point symbol to expand the available options to draw on the map.

Point

Point Text Line Freehand

Freehand Shape Ellipse Circle Polygon

Rectangle

Enable Snapping Select Snapping Layers Styles

When the user selects one of the feature types to draw in addition to the snapping options the user can also choose **Styles** where the style for the new feature can be set

Type:

Choose a style

**Solid Green Line**



A grid of 20 style options for a solid green line. The options include various colors (blue, green, purple, red, orange, yellow) and line styles (solid, dashed, dotted). The second option in the second row, a solid green line, is highlighted with a blue border.

Library: Thick

The user can now begin to draw on the map. All drawings completed by the user are temporarily stored in a session drawing layer that can be exported to shape format using the **Export Drawings** tool.



Hit the **Escape** key at any time to cancel a drawing.

# Getting to know the Toolbar

## Tools Ribbon

### Draw

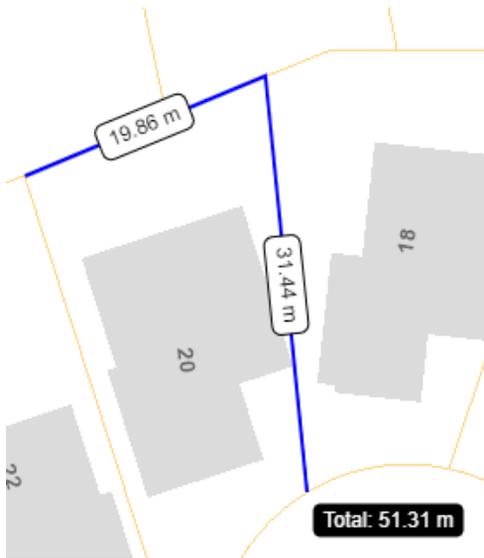
---



**Measure Tools.** The user has the ability to measure both linear distances and areas in the map. Click the down arrow to the right of the distance symbol to access measure area.



Set the units of measure for linear and area measurements.



Measurements can now be recorded on the map. The measure lines or areas are treated as drawing features and are saved to the temporary drawing layer that can be exported to shape format.

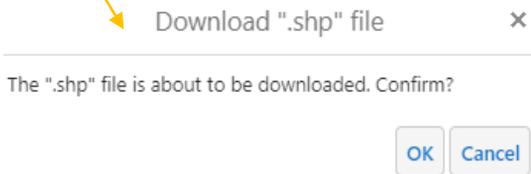
# Getting to know the Toolbar

## Tools Ribbon

### Draw

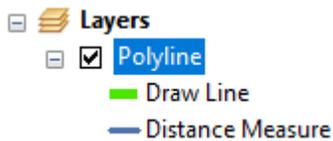
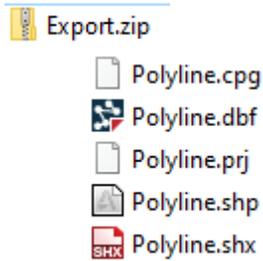


Any drawing that the user has constructed during the current session can be exported out to shape (shp) format which can then be viewed in any GIS or CAD program.

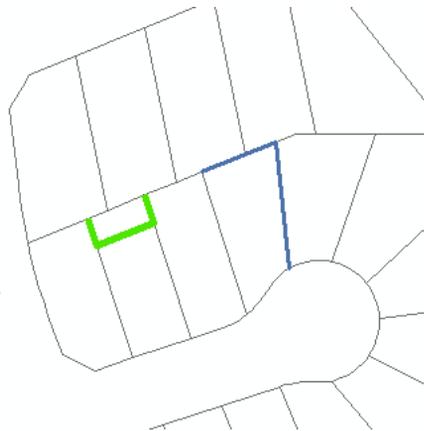


A notification to the user that the data has been exported and confirmation to complete the download is required.

The data is then downloaded to an zip file and can be extracted by the user. One shape file will be created for each vector format created by the user: Point, Line, Polygon, or Text



The drawings created by the user can now be viewed in desktop GIS software.



# Getting to know the Toolbar

## Tools Ribbon

### Draw

---



Erase

Use the erase tool to select and delete individual drawings from the map.



Edit

Use the edit tool to select and modify individual drawings in the map.



Clear

Use the clear tool to **delete all** drawings from the map.

---

## Coordinates

---



Plot Coordinates

The user can click anywhere in the map to add a coordinate label in the maps active coordinate system.

Coordinate labels in map

The same coordinate pairs display in the Plot Coordinates tab

Click the down arrow to change the coordinate system

Click the ellipses to access coordinate editing menu

| Plot Coordinates    |                                     |     |
|---------------------|-------------------------------------|-----|
| Coordinate System:  |                                     |     |
| WKID: 4326 Lat/Long |                                     |     |
| 1                   | Lat 53.56385° N<br>Lon 113.92293° W | ... |
| 2                   | Lat 53.56392° N<br>Lon 113.92256° W | ... |

- Hide Coordinate
- Edit
- Delete

# Using the Map

## Working with Layers

Click the hamburger symbol to access legend options for the layers



**Show Legend**

Display the legend for visible layers



**Change Layer Drawing Order**

Change how layers are stacked on the map



**Zoom to full extent**

Zoom the map to the full extent of the layer.



**Zoom to visible scale**

Zoom the map to a scale where the layer is visible.



**Turn on/off layer visualizations**

Create and view custom layer visualizations such as heat maps, clustering, and layer styles.



**Toggle labels**

Turn the layer's labels on or off.



**Customize labels**

Toggle and customize the layer's labels.

Select a visualization for your layer:

Custom Layer Style...

Choose Symbology Type:

Simple

Color:



Outline Color:



Line Width:



2 px

Line Style:

Solid

Fill Style:

Solid

Apply

Done

Layers



Filter Layers...



Filter

+  Recreation

-  Boundaries

ZoningDistrict >

Building Footprints >

Land Parcels >

Municipal Boundary >

Neighbourhoods >

Census Areas >

-  Infrastructure

Railroad >

Road Centerlines >

Trail System >

Water Hydrants >

AerialPhoto2019

AerialPhoto2018



Toggle layers on/off

Click the arrow to access layer options

Use the slider to change the transparency of the air photo in the map

The user can change the look of individual map layers and labels etc.

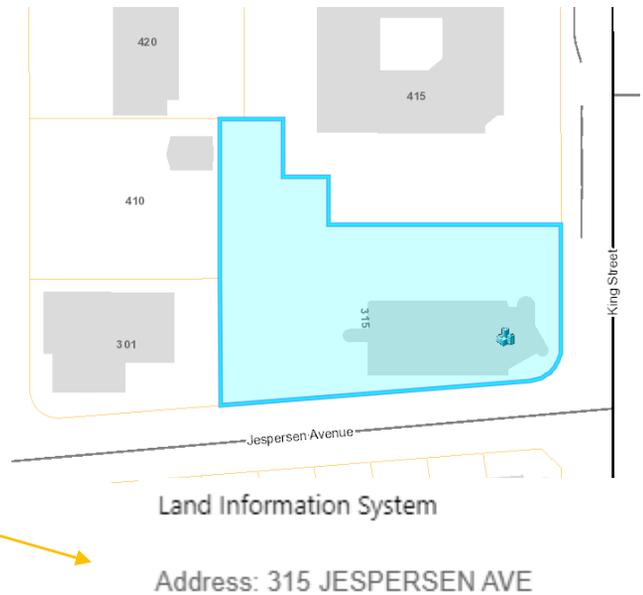
# Using the Map

## Selecting Features

When the map is first opened by default the mouse pointer is acting as the 'Point Identify' tool. The user can click anywhere in the map to select a feature.

In the example to the right the user has selected the parcel for 315 Jespersen Avenue. The parcel is highlighted in blue in the map to indicate that it is the currently selected feature.

A new selection window also opens in the map. From here the user can further interact with the selected feature (*the options will vary depending on what type of feature has been selected*)



Select to work with all the data in the results list

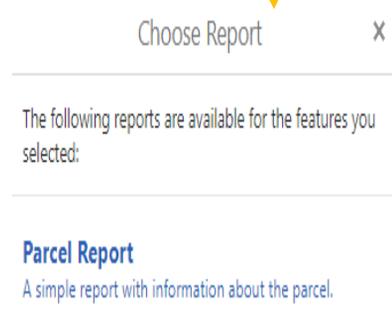
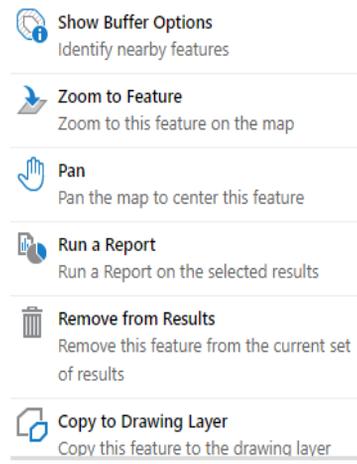
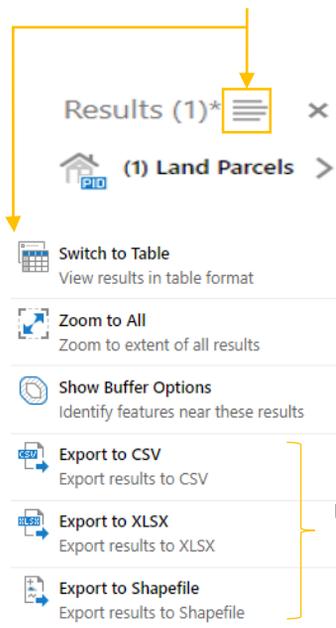
**Add to Results** adds the feature to the results panel list. From here the user has several options to work with the **resulting data**.

[Add to Results](#) [View Additional Details](#) [Run a Report](#)

Opens feature details in the side panel and zooms the feature in the map. This will also close the selection window

Select to work with individual selection types

Users have the ability to export to excel or shape file format

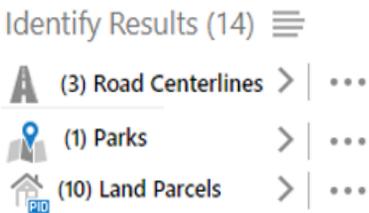


# Using the Map

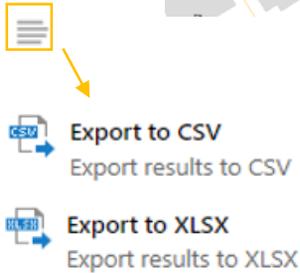
## Export to Excel

Selecting features using any of the identify tools adds the selected features to the identify results panel list. From here users are able to export the attributes of the selected features to excel format.

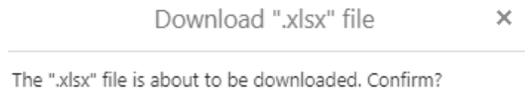
### Identify Tool Options



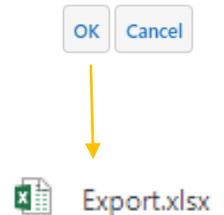
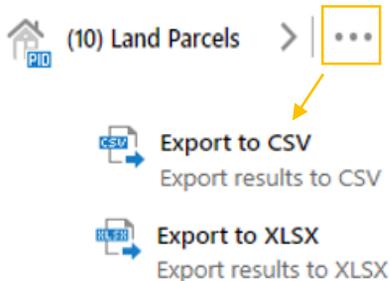
Exporting to excel via the Identify Results menu will include all features (14) in the data export



The user is notified that the data has been packaged and is ready for download.



Exporting to excel via individual feature type will export only those features to excel (10)



# Using the Map

## Accessing Parcel Data

One of the most important layers in the map is the Land Parcels layer. Each parcel within the land parcels layer contains not only its feature attributes but is also linked to the following information:

- Assessment
- Legal
- Civic Address
- Land Use

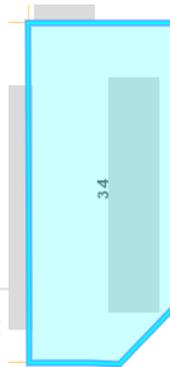


When a user selects a parcel you can access the parcel details from the selection window or from the land parcels tab in the map side panel

Land Information System

Address: 315 JESPERSEN AVE

[Add to Results](#) [View Additional Details](#) [Run a Report](#)



Land Parcels (1) 

Land Information System

Address: 315 JESPERSEN AVE

 Land Parcel...

### Description

Address: 315 Jespersen Ave

### Details

Property ID  
1378630

### Assessment

### Property Information

### Civic Address Information

### Land Use

All of the categories to the right are selectable and will open a new tab with additional information about the parcel for that specific category

Tip: Exporting Land Parcel data to excel will create an excel file with a separate tab for the feature attributes and one for each of the related attributes to the left

# Using the Map

## View Assessment Data

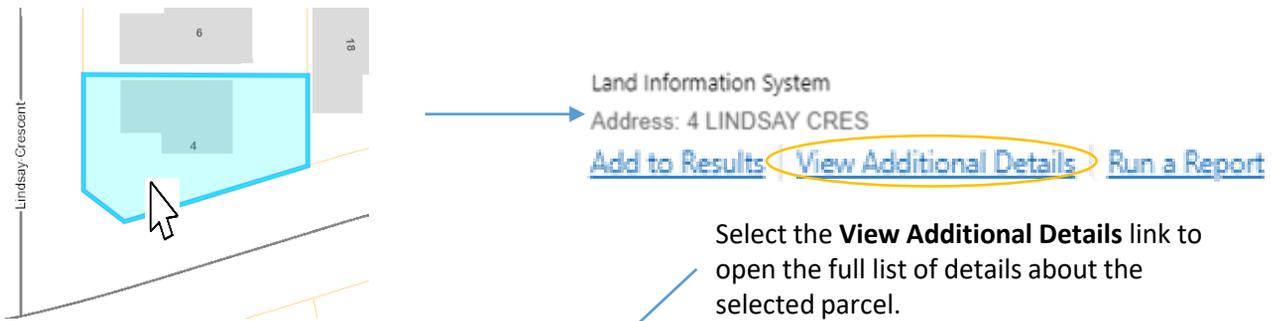
In order to obtain a properties assessed value the parcel needs to be selected in the map.

### Selecting a Parcel

When you zoom in on the map the parcels layer will become visible.



Select a parcel using the mouse pointer. The parcel will now be highlighted in blue to indicate that it has been selected. Simultaneously when the parcel has been selected the **Land Information System** window will open.



Select the **View Additional Details** link to open the full list of details about the selected parcel.

Scroll down the parcels details list until you see the **Assessment** heading. The assessed value for the selected parcel is shown here. The assessed value can also be selected to show the full assessment details of the parcel.

### Description

Address: 4 LINDSAY CRES

### Details

Property ID  
1377731  
Legal Description  
1 12 9322404

### Assessment

\$299,000.00

### Details

|                      |                           |
|----------------------|---------------------------|
| Assessed Value       | \$299,000.00              |
| Assessed Description | SINGLE FAMILY RESIDENTIAL |
| Tax Year             | 2020                      |
| Address              | 4 LINDSAY CRES            |

# Using the Map

## View Assessment Data

**Note:** When using the search bar to look up an address the **resulting selection will return the address only – not the underlying parcel and its associated information.** The search is a great way to quickly navigate to the address of interest. However the parcel will still need to be selected in order to access the assessment data as explained in the previous section.

5 Gosset  User enters a search of '5 Gosset'

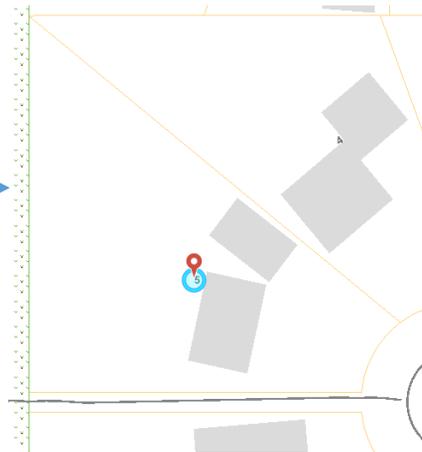
Search Results: 5 Gosset (1)   All results for '5 Gosset' are returned in the search results window

(1) Site Addresses  

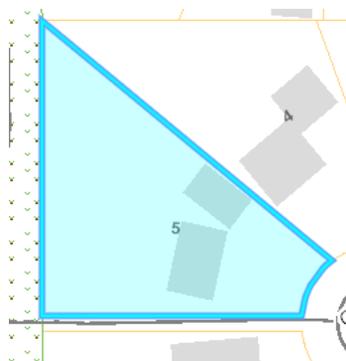
Click the Site Addresses results to display the selected address or addresses.

 Site Addresses (1) 

5 GOSSET PL  



Click the address and the map will zoom to the selected address. This is selecting the address only (as indicated by the blue circle) and returns only details about the address. **The user will need to select the parcel with the mouse pointer to obtain the parcel data including assessed value as shown in detail on the previous page.**



Land Information System  
Address: 5 GOSSET PL  
[Add to Results](#) | [View Additional Details](#) | [Run a Report](#)