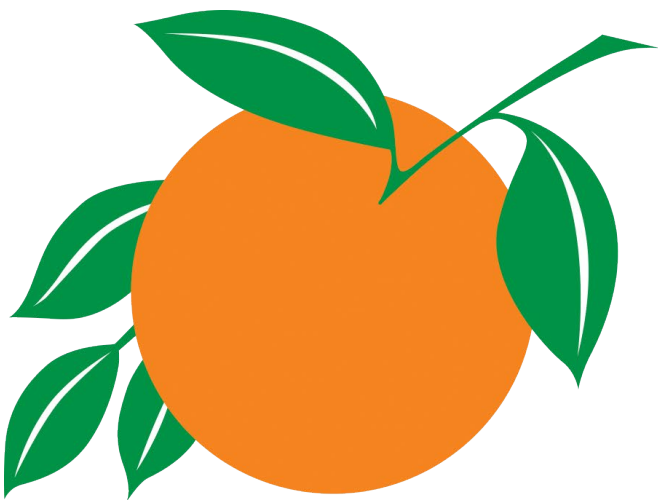


Orange County Florida GIS

InfoMap Public User Guide



**ORANGE
COUNTY**

F L O R I D A

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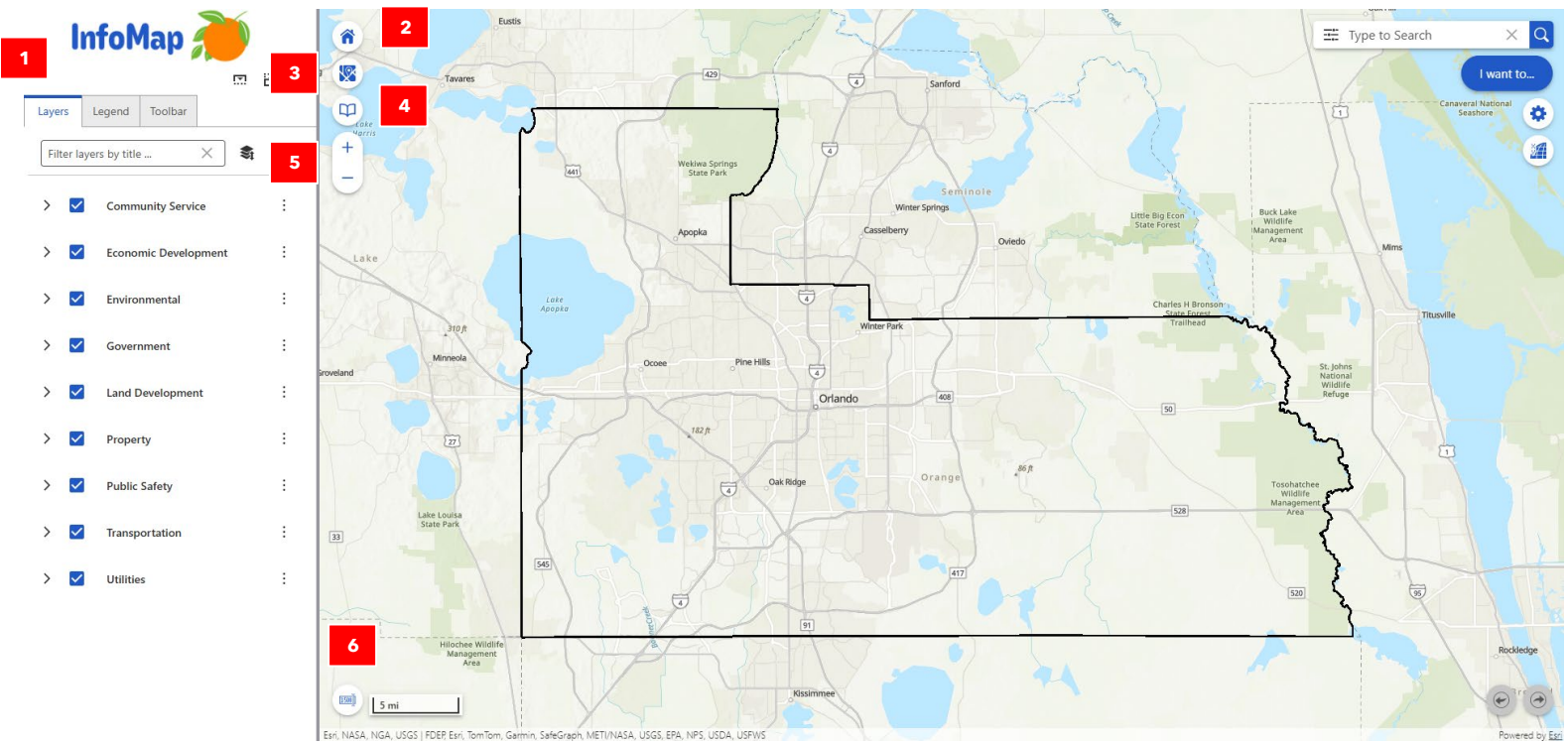
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Introduction

Orange County InfoMap is a multi-purpose mapping tool that gives citizens the ability to view public geographic data, perform searches, filters, and measurements on the data, and generate their own maps and reports. This guide outlines the tools available in InfoMap Public, and provides instructions on how to configure tools to achieve desired results.

Layout Overview

After acknowledging the site disclaimer, The main view immediately presents the user with a number of tools and widgets. The next two pages provide an overall look of the initial site, along with descriptions of the different components and tools.



1 Tool Tabs: Includes the Layer List, Legend, and Toolbar. See page 10 for more details.

2 Home: Quickly return the map to the initial view.

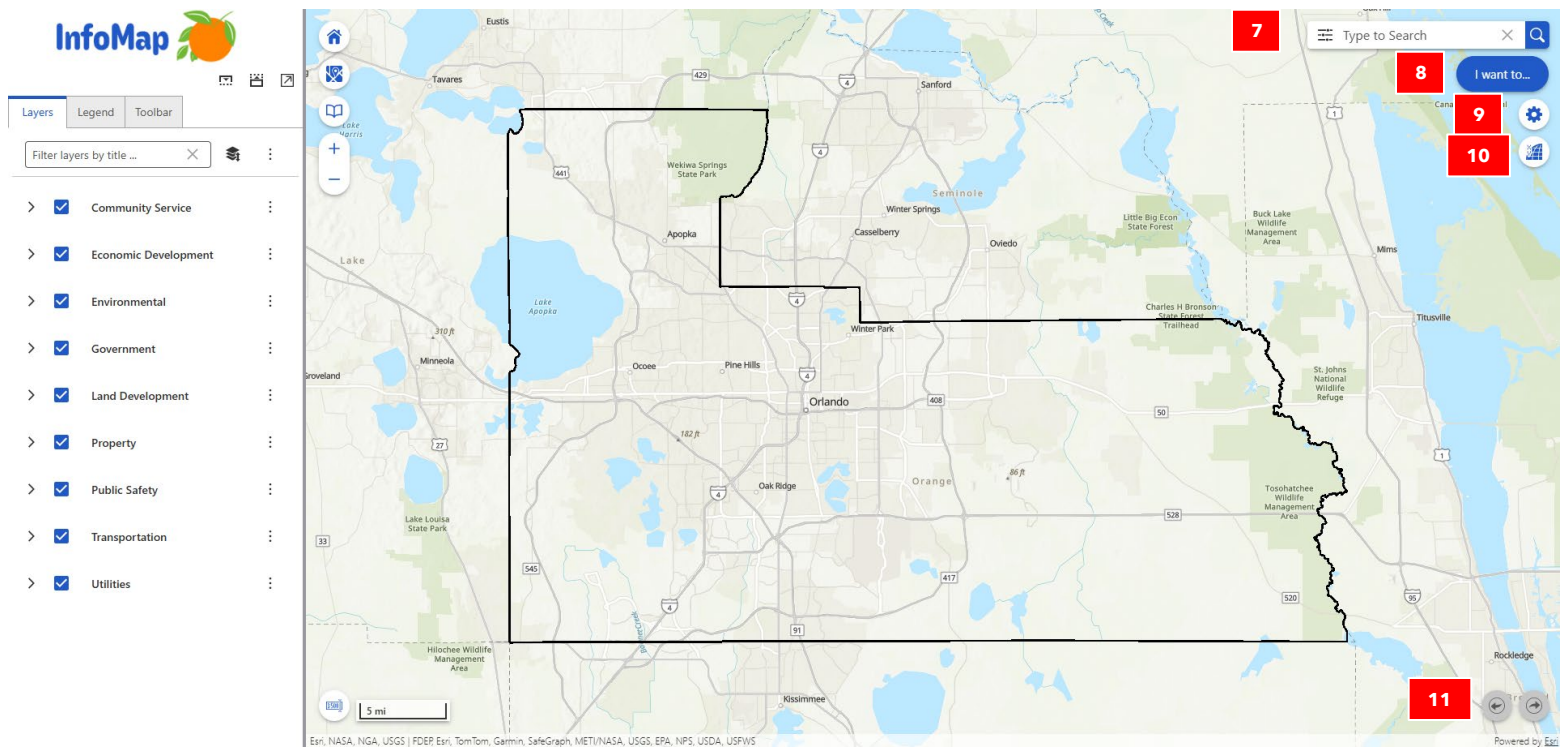
3 Basemaps: Switch the basemap to something more suitable for the user. The default one is Topographic.

4 Bookmarks: Save the current map location as a bookmark to easily return to the view. Initial zoom is a pre-set bookmark.

5 Zoom buttons: Zoom in (+) or out (-) of the map.

6 Scale button and bar: Choose a scale from the list or set your own by choosing Enter Scale. The scale bar shows the distance based on the chosen scale.

-Continued on the next page-



7 Search Bar: A general search bar. See page 6 for more details.

8 I want to menu: A menu of common tools. See page 6 for more details.

9 User preferences: Set preferences like view, theme, and measurement system.

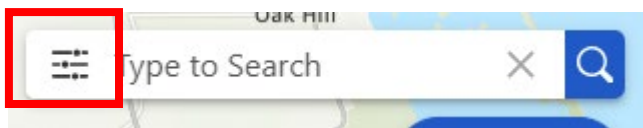
10 Map coordinates: Add a map pin using coordinates or choosing a location on the map.

11 Previous/Next Extent: Return to the previous map view or return to the next view (only available after you go to previous view).

Search Bar

The search bar acts as a general search for the whole site. Certain layers have specific search tools built for them, like address search, parcel search, etc. Please check the Search group under the Toolbar tab for a custom search before using the general search. Individual layers can also be searched and filtered using the Filter Builder and the Query Builder in the Toolbar tab. Check out how these tools work on page 24-25.

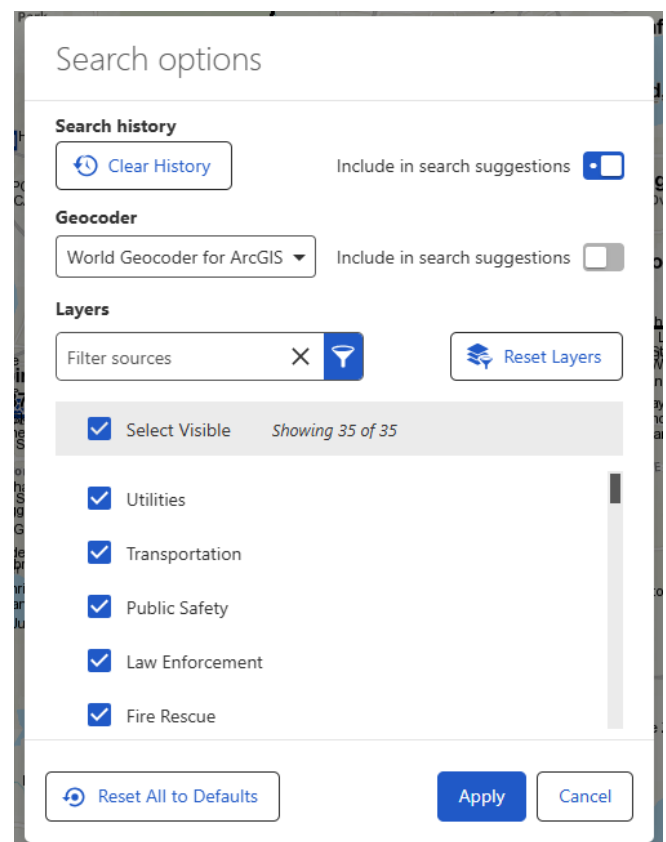
The search tool has some settings you can configure. You can set what is included in the search suggestions, like historic searches or geocoder suggestions. You can filter the layer list for a specific layer, and set which layers are included in the search. There are two reset buttons, one to reset layer selection to all layers, and one to reset all default settings.



Settings Menu

I want to Menu

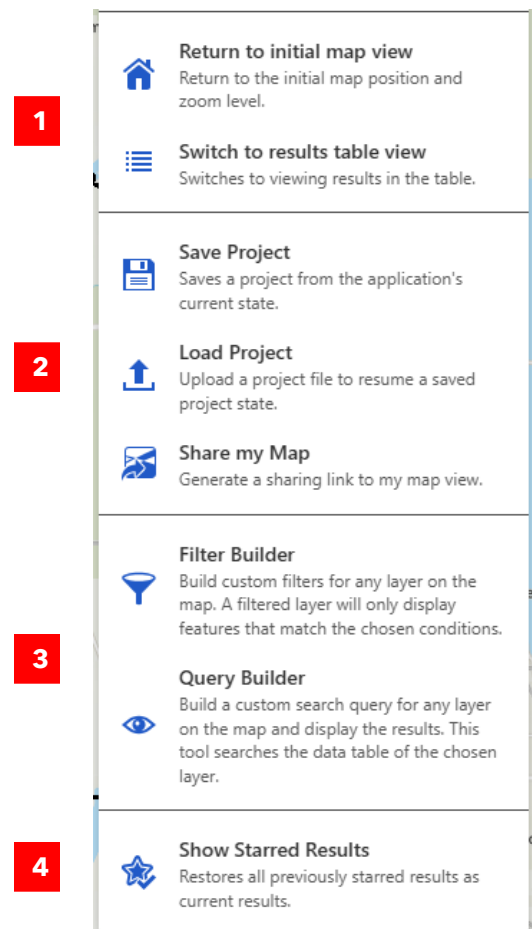
The I want to Menu contains a variety of common tools located within the map for easy access. The menu consists of a Clear All submenu, a Settings and Styles submenu, and 5 categories of tools:



Clear All submenu: Clear buttons for things that can be changed from their default state, including results, drawings, location markers, starred results, filter effects, and highlights. Some of these are also found with their respective tools menus.

Settings and Styles submenu: Quick access location to set buffer and measurement settings, and point, line, and polygon styles. These settings are also found with the Identify and Draw tool menus, respectively.

1. View tools. Reset the map view, or toggle the results view between table and list.
2. Project tools. Save the map project locally in its current state, load a saved local project, or get a link to share the map.
3. Layer tools. Filter or query a specified layer. These are also found in the Toolbar tab. See page 24-25 for more details.
4. Show any starred results. This is also found in the Toolbar tab. See page 26 for more details

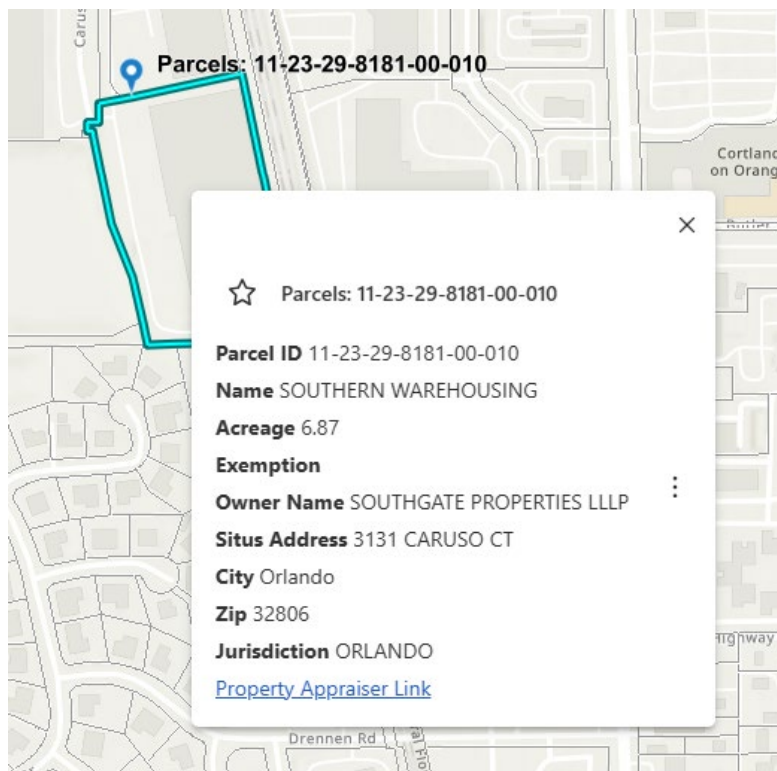


Interacting with the Map

The map can be interacted with directly by clicking a location. Left clicking and right clicking the map has different results.

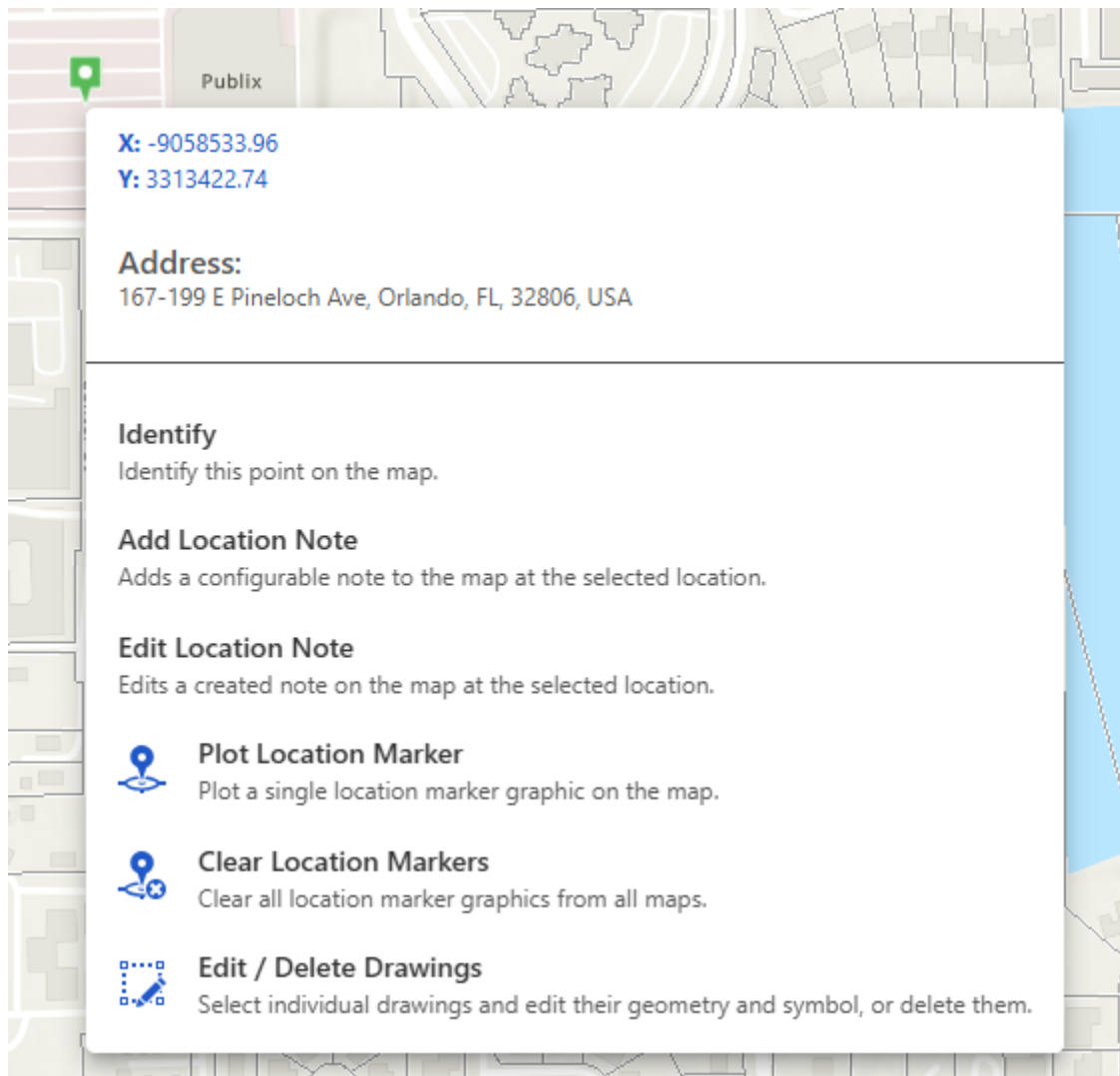
Left-Click Functions

Left-clicking the map will perform a point identify on any visible features on the map. The popup of the feature(s) will pop up on the map. For multiple features, numbers at the top of the popup will let you switch between popups. A blue highlight and pin will clearly identify which feature the popup belongs to. You can click on a popup to open the feature in the results pane. Learn about the results pane on page 16.



Right-Click Functions

Right-clicking the map will drop a temporary pin on the location, and display the xy coordinates and address of the pin location. It will also pull up a tool menu with actions related to what you can do at the pinned location, like identify, add notes and markers, and clear and edit user-added graphics:

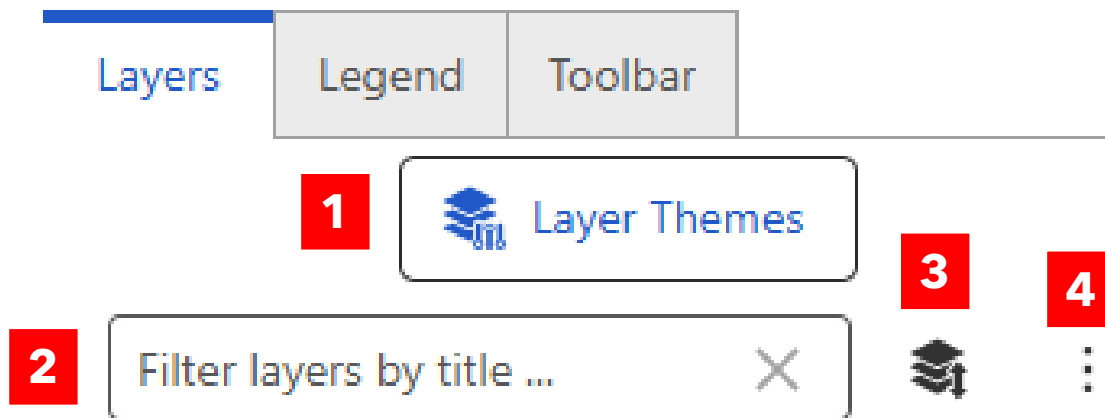


Tabs

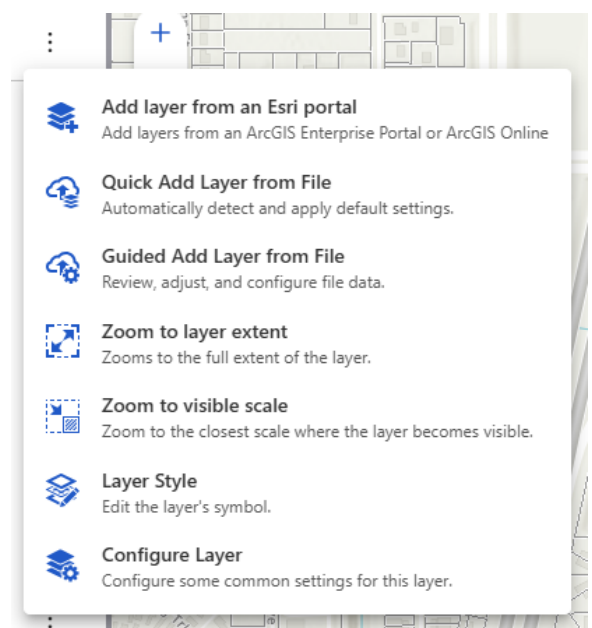
This section contains information about the 3 different tabs in the left-hand pane: Layers, Legend, and Toolbar

Layer List

Layers contains a view of all layers that are available in the map, common functions like turning on and off layers, and tools that are available for layer groups and individual layers. The layer list itself also has some functions that are accessible at the top:

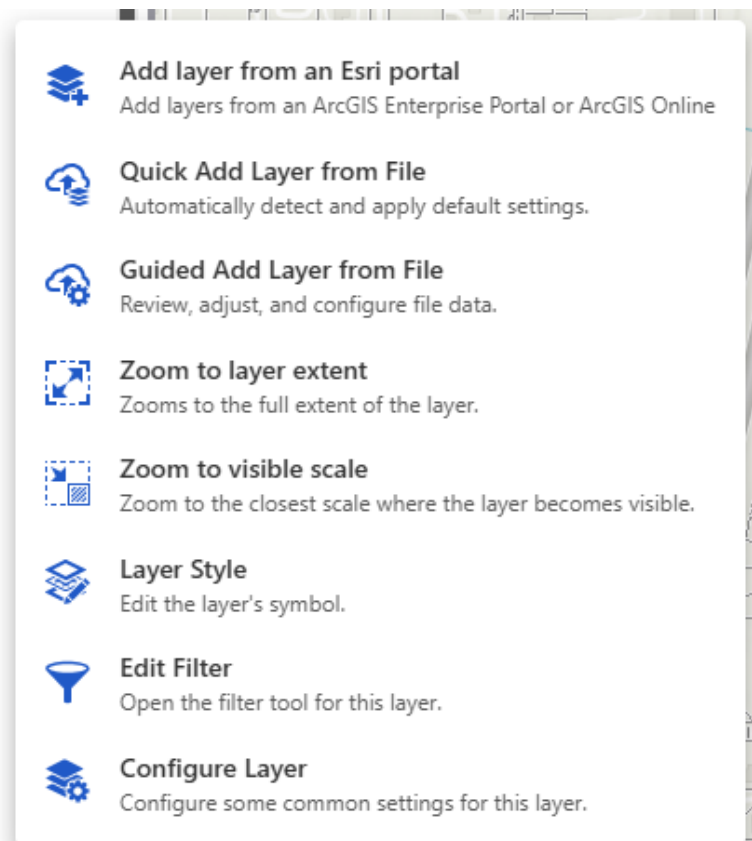
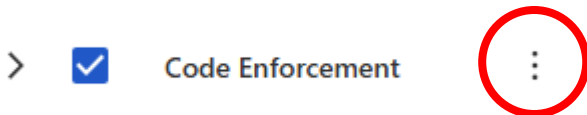


- 1: Layer themes: limit layers to those that are relevant to a department.
- 2: Type in the search bar to quickly find a layer.
- 3: Click to rearrange the layer list. The list will show arrows to move a list element up or down one, or you can grab and drag the whole list element to a new place. Click the button to exit out of rearrange mode.
- 4: Layer list tools that apply to all layers, and include multiple ways to add a layer, and zoom tools.



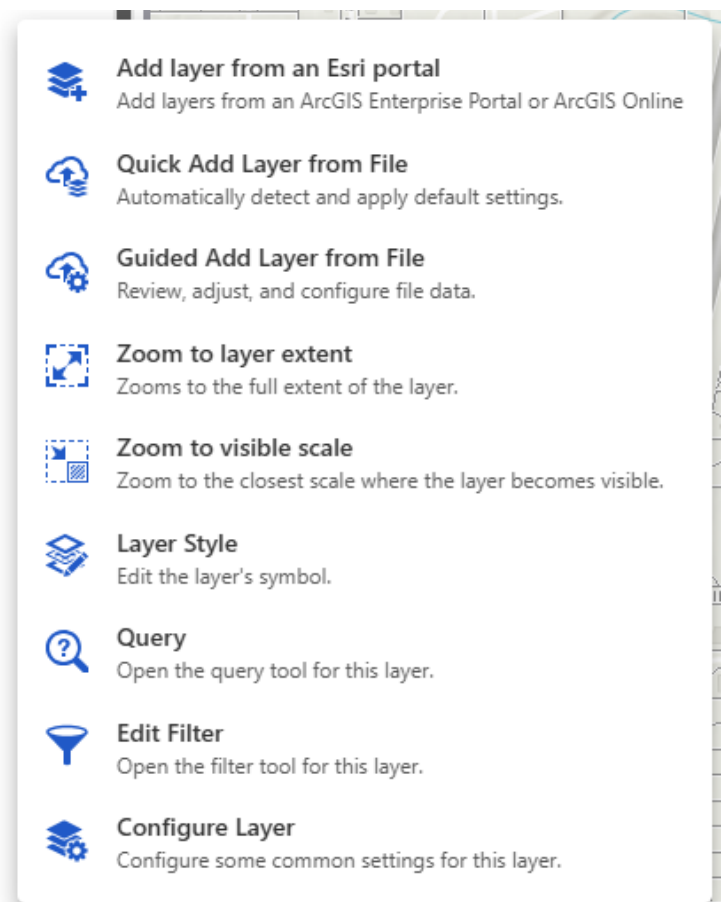
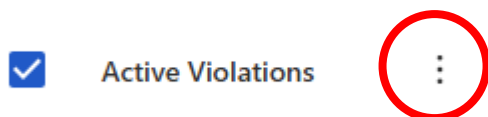
4: Layer list tools

Layer groups also have a tool menu, with all of the same tools plus an Edit Filter tool. These tools apply to all layers within the layer group.



Layer group tools

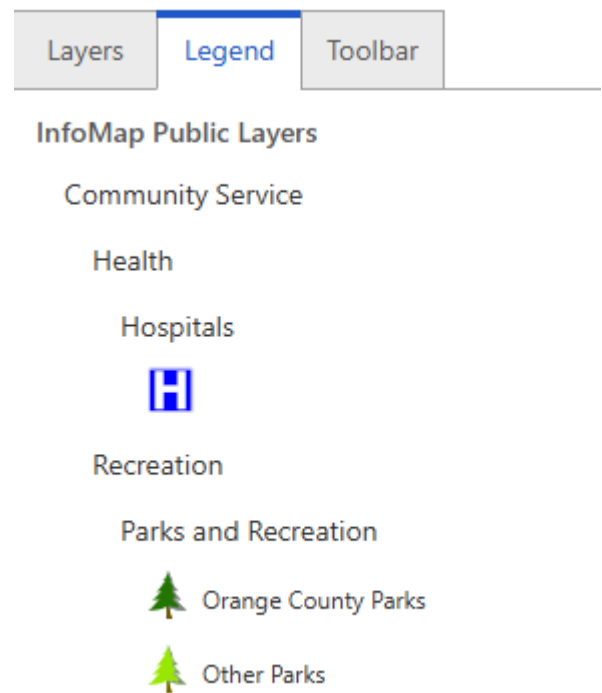
Finally, individual layers have a tool menu. It has all of the tools found in the layer group tool menu, plus a query (search) tool. These tools only apply to the individual layer.



Individual layer tools

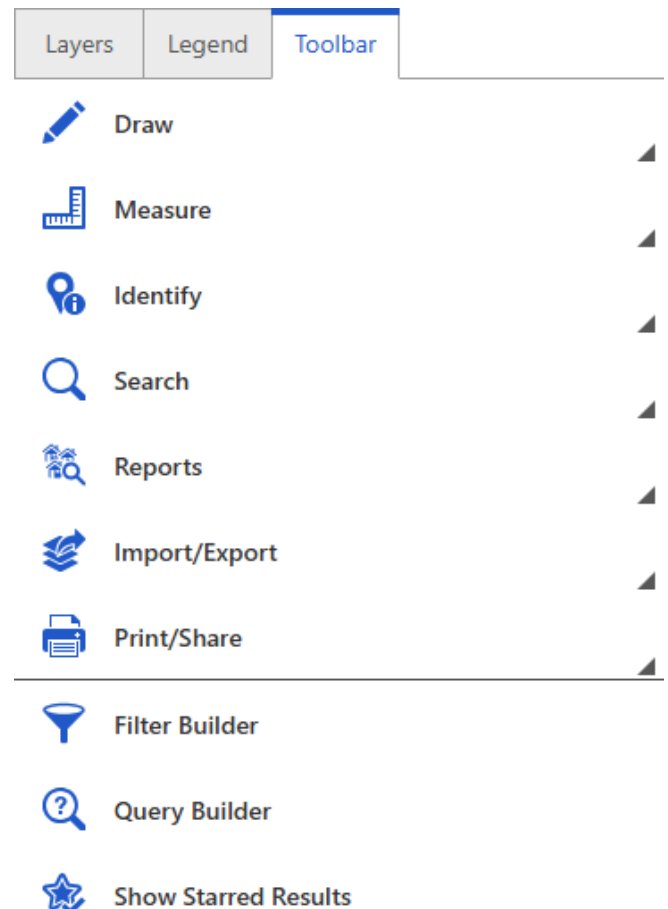
Legend

The legend by default is empty. Active layers show in the legend when they are visible on the map. The legend shows the symbols and what layer groups the layer fall under.



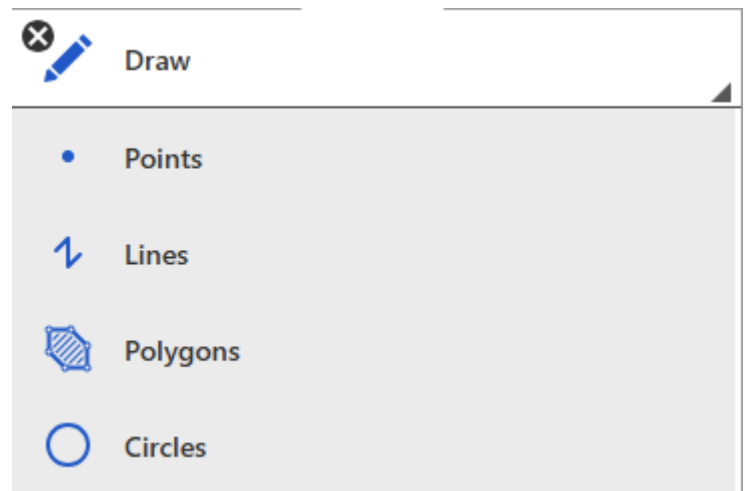
Toolbar

The Toolbar tab contains 7 submenus, and 3 standalone tools.

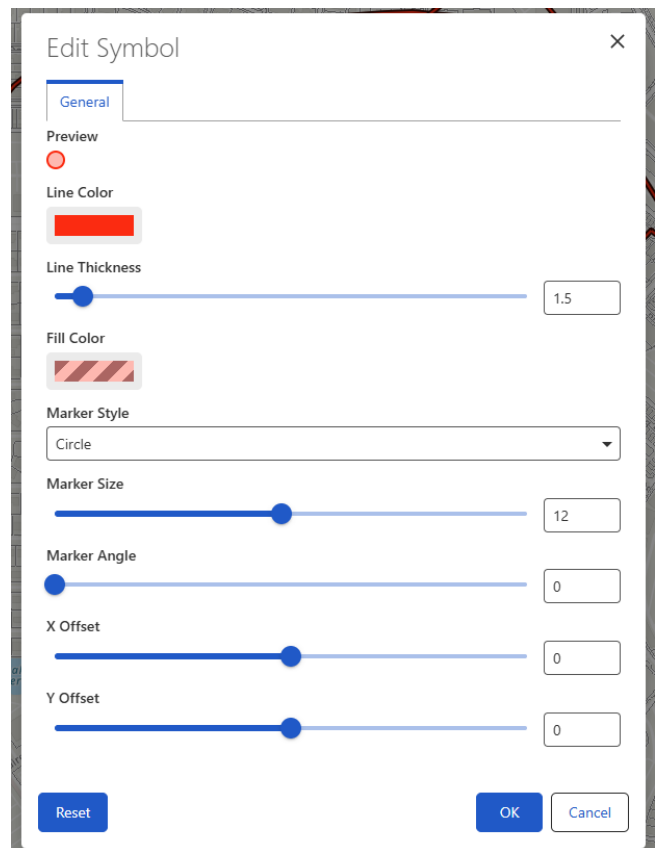


Draw

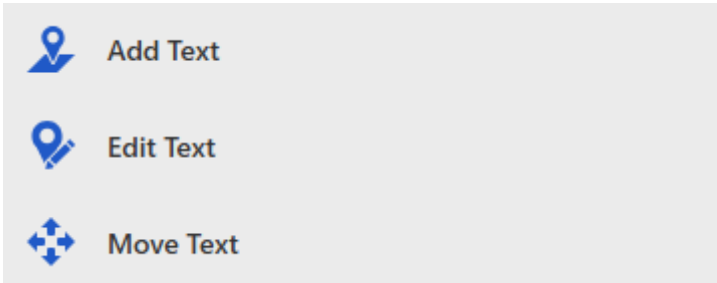
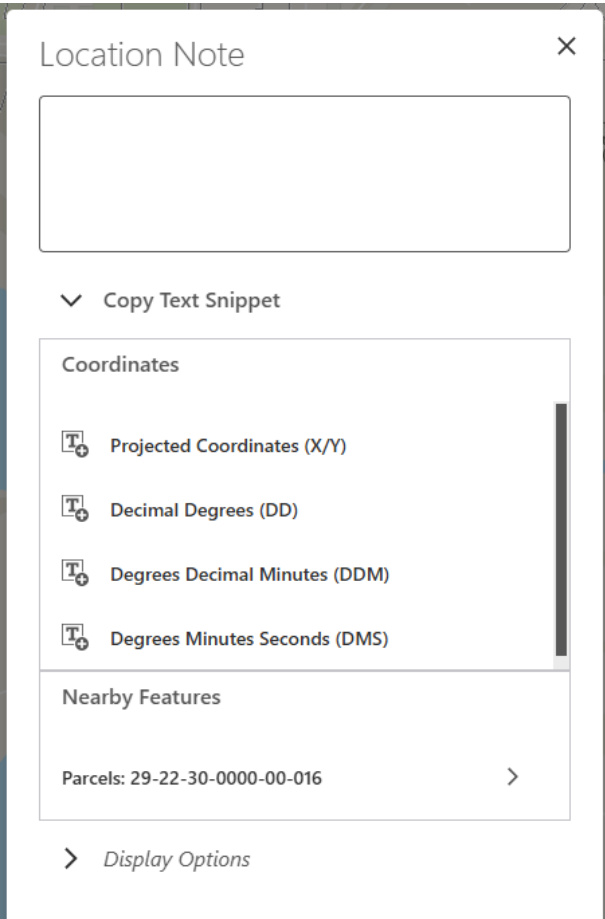
The Draw toolkit contains 4 draw tools for different shapes: points, lines, polygons, and circles. Click to activate the tool. Click once to add points or click and hold to create continuous lines/shapes. Double click to finish a shape. The tool remains active until the escape key is pressed.



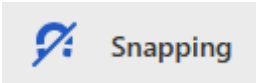
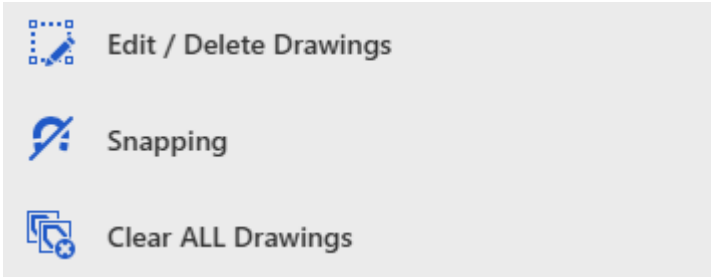
There are three style tools, to customize the style of points, lines, and shapes. Use these to style shapes before you draw. To style existing shapes, see the Edit Drawings tool below.



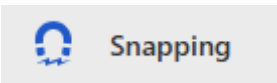
This toolkit also contains text tools including add, edit, and move text. Add text to a location through with coordinates or choosing a point on the map. Both the Add and Edit Text tool have text style options. To edit or move text, select the point marker that's attached to the text. At this time, the point cannot be removed.



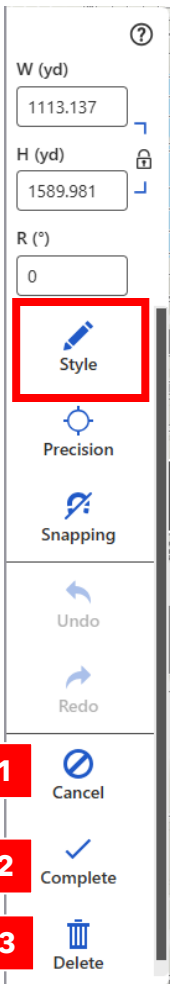
Lastly, the Edit/Delete Drawings tool lets you customize existing drawings. Toggle snapping on and off to snap a drawing location to features. The Clear ALL Drawings will remove all drawings.



Snapping OFF



Snapping ON



1



Cancel

2

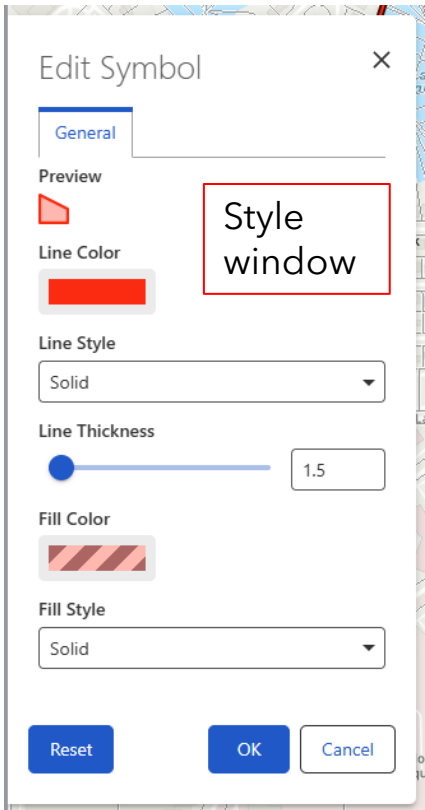


Complete

3



Delete



1

Cancel changes

2

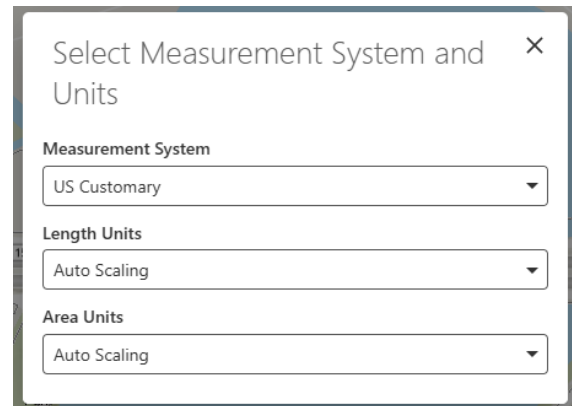
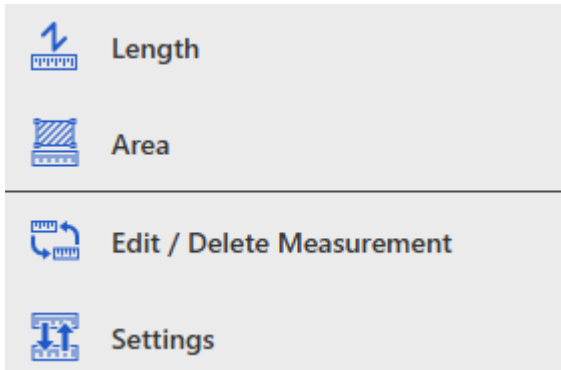
Save changes

3

Delete drawing

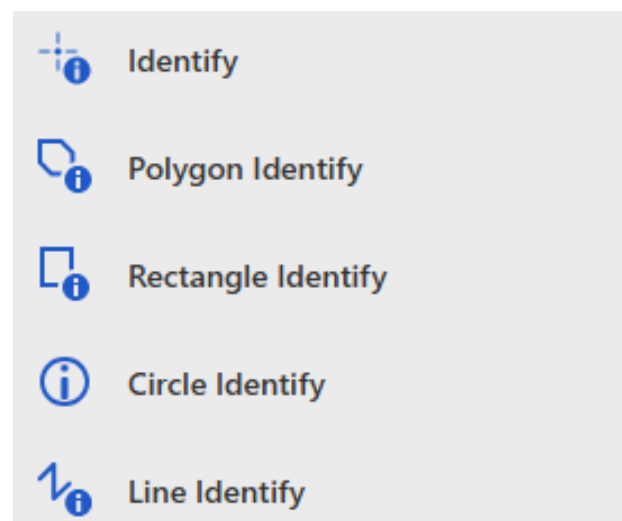
Measure

Measure tools include Length and Area. You can style the length lines and area shapes the same way as you do a drawing. The Settings tool lets you customize the measurement system and units.

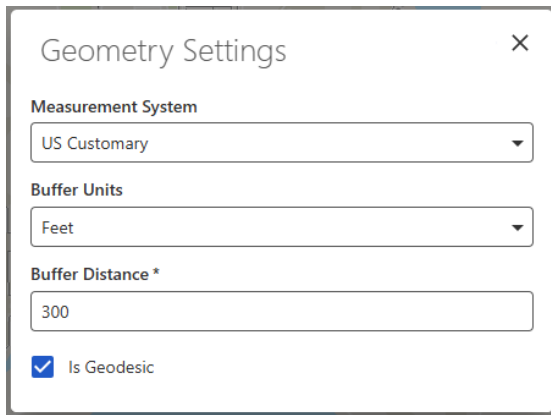


Identify

There are 5 different ways to identify an area on a map: point, polygon, rectangle, circle, and line. Making identification shapes is done the same way as drawing shapes is.

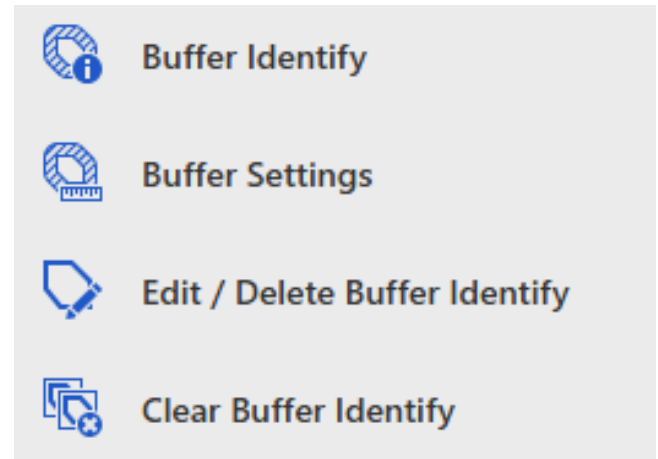


You can also point identify with a buffer. Click Buffer Settings to set the buffer units and distance. Then click Buffer Identify to activate the tool and click a location on the map. You can edit/delete buffers the same way you do drawings. Clear Buffer identify will clear all buffers.



The Geometry Settings dialog box is shown with a close button (X) in the top right corner. It contains the following fields and options:

- Measurement System:** A dropdown menu currently set to "US Customary".
- Buffer Units:** A dropdown menu currently set to "Feet".
- Buffer Distance *:** A text input field containing the value "300".
- Is Geodesic:** A checked checkbox.



Results

After an identify is performed on a group of features, a results list is returned in the left-hand window. Individual results can be selected from the list to get more information on a specific result. This section walks through the layout and function of the results lists / feature result.

Details about the result list and individual results are found on the next two pages.

Results List

The results list names features using their layer name and a primary field, and they show on the map with a pink highlight. The results list has a number of tools. See below for descriptions.

1 Refine the results list by limiting results to a single layer, or select features in bulk to either keep or remove them from the list.

2 Add results to the starred results list. These features can be called back to the results list later.

3 Results lists tools. Applying these tools here will apply to all features in the list.

4 Group results by layer

5 Toggle the list view between standard and compact

6 Individual results tools (covered on next page)

The screenshot shows the 'Identify results (11)' panel in ArcGIS. At the top, a red box with the number 3 highlights the menu icon. Below the title, a red box with the number 1 highlights the 'Refine' button. To the right, a red box with the number 4 highlights the 'Group by layer' icon, and a red box with the number 5 highlights the 'Toggle view' icon. The main list of results has a red box with the number 2 highlighting the star icon for the first item, 'Parcels: 25-22-29-6171-01-002'. A red box with the number 6 highlights the menu icon for the first item. Below the list, a red box with the number 1 highlights the 'Refine' button, and a red box with the number 2 highlights the 'Refine Tools Expanded' dropdown menu. Below this, a red box with the number 3 highlights the 'Source:' dropdown menu, which is currently set to 'All Sources'. Below that, a red box with the number 4 highlights the 'Select:' section, which has radio buttons for 'All' and 'None', with 'None' selected. Below that, a red box with the number 5 highlights the 'Selected Actions:' dropdown menu, which is currently set to 'Keep Selected'. Below that, a red box with the number 6 highlights the 'Apply' button. At the bottom, a red box with the number 1 highlights the 'Layer List Tools Expanded' dropdown menu, which contains the following tools: 'Zoom to Result(s)', 'Buffer Result(s)', 'Add Result(s)', 'Remove Result(s)', 'Add to Starred Results', 'Copy to Drawing Layer', 'Export to CSV', and 'Export to XLSX'.

Identify results (11) **3** ⋮

1 > Refine **4** [Group by layer icon] **5** [Toggle view icon]

2 ☆ Parcels: 25-22-29-6171-01-002 **6** ⋮

☆ Parcels: 25-22-29-5689-00-010 ⋮

☆ Parcels: 25-22-29-8380-02-000 ⋮

☆ Parcels: 25-22-29-7353-02-010 ⋮

▼ Refine **Refine Tools Expanded** [Group by layer icon] [Toggle view icon]

Source: [All Sources ▼]

Select: ☐ All ☒ None

Selected Actions: [Keep Selected ▼] **Apply**

Layer List Tools Expanded

- Zoom to Result(s)
Zoom to the result(s) on the map.
- Buffer Result(s)
Buffers a set of results and performs an identify with the buffered area.
- Add Result(s)
Add result(s) to the result set.
- Remove Result(s)
Remove the result(s) from result set.
- Add to Starred Results
Adds result(s) to starred results list.
- Copy to Drawing Layer
Copy this feature to the drawing layer.
- Export to CSV
Export the result(s) to a CSV file.
- Export to XLSX
Export the result(s) to an XLSX file.

Individual Result

Clicking one result opens the full popup and highlights the feature on the map in blue. Individual feature tools are also available in this popup and include things like zoom to, buffer identify, copy to drawing layer, and export. You can add a result to the starred results list by clicking the star next to the popup title.

Identify results (11) ⋮

[> Refine](#) 📄 ☰

☆ Parcels: 25-22-29-6171-01-002 ⋮

☆ Parcels: 25-22-29-5689-00-010 ⋮

🖨 ✕

☆ Parcels: 25-22-29-6171-01-002



Parcel ID 25-22-29-6171-01-002

Name OLT LEASED AREAS

Acreage 0.05

Exemption

Owner Name ORLANDO LUTHERAN TOWERS INC

Situs Address E CHURCH ST

City Orlando

Zip 32804

Search

The search toolbar contains 4 general searches for address, intersection, subdivision, and section, followed by 4 parcel searches. You can also set and clear layer filters and queries to assist with locating information.

Address Point Search: start the search by adding the street name. You must choose from the suggestions drop down to execute this part of the search.

Street Name *

rosalind ▲

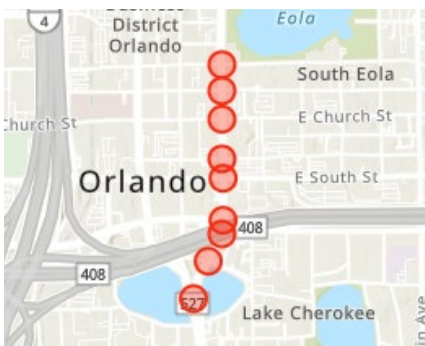
N Rosalind Ave

S Rosalind Ave

The street name search will return a list of addresses to choose from. You can filter the list if you're looking for a specific one. The search works on one or multiple addresses.

Once you check the box next to the address(es), click the submit button at the bottom to perform the search. Search results show in the results list, and overwrite any active results.

Intersection Search: like the address search, start by typing an address and choosing from the drop down. A list of intersecting roads will be returned below, and red highlights will mark these intersections on the map. Choose one or multiple intersections and click submit.



Addresses *

Type an address number in the "Filter Results" box to narrow the list further.

Filter Results

Select

☐ All ☒ None

☐ 179 S Rosalind Ave

☐ 201 S Rosalind Ave

☐ 301 S Rosalind Ave

☐ 311 S Rosalind Ave

☐ 3505 S Rosalind Ave

☐ 3507 S Rosalind Ave

Street

S ROSALIND AV

Select a cross street *

Only streets that intersect the one chosen in the previous step will appear in this list. Multiple selections are allowed.

Filter items

Select

☐ All ☒ None

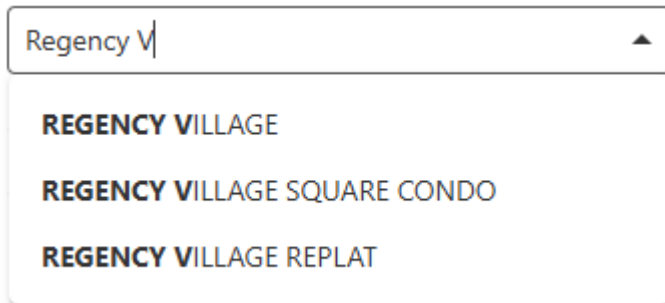
☐ E PINE ST

☐ E CENTRAL BV

☐ JENNIE JEWEL DR

☐ STATE ROAD 100

Subdivision Search: start typing the name of the subdivision and choose from the drop down before clicking submit.

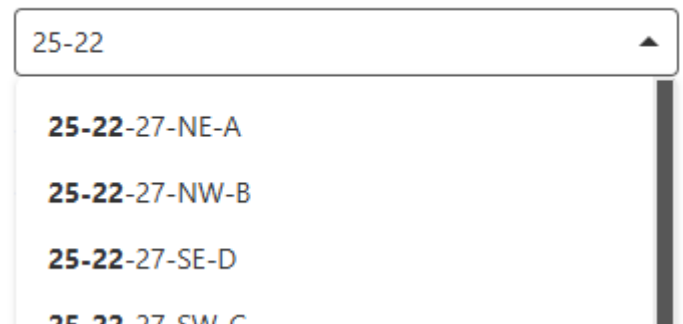
A screenshot of a web form for subdivision search. The input field contains the text "Regency V". Below the input field, a dropdown menu is open, showing three suggestions: "REGENCY VILLAGE", "REGENCY VILLAGE SQUARE CONDO", and "REGENCY VILLAGE REPLAT". Each suggestion is preceded by a small blue square icon.

Regency V

- REGENCY VILLAGE
- REGENCY VILLAGE SQUARE CONDO
- REGENCY VILLAGE REPLAT

Locate Section: search for a section using section-township-range format, including the dashes. Choose from the drop down before clicking submit.

Section Township Range

A screenshot of a web form for section-township-range search. The input field contains the text "25-22". Below the input field, a dropdown menu is open, showing four suggestions: "25-22-27-NE-A", "25-22-27-NW-B", "25-22-27-SE-D", and "25-22-27-SW-C". Each suggestion is preceded by a small blue square icon.

25-22

- 25-22-27-NE-A
- 25-22-27-NW-B
- 25-22-27-SE-D
- 25-22-27-SW-C

Parcel Searches

There are 4 ways to search for a parcel: by owner, by ID (RTS format), by situs (address), and by ID S-T-R format.

Parcel by Owner: start typing the owner name for a list of suggestions, and choose from the drop down. The page will then return a list of parcels IDs with a matching owner name. Choose one or multiple parcels from the ID list and click submit.

Parcel by ID: Type the parcel ID in RTS format (range township section), with **no dashes**. Suggestions show after the first 6 numbers are added. Type out the whole ID, copy-paste the ID, **or** choose from the list of suggestions, and then click submit.

Parcel by SITUS: Type the full address of a parcel (street number and name). Choose an address from the drop-down menu to return parcels in the box below. Once you've confirmed your parcel(s), click submit.

201 S ROSALIND AVE

▼

Parcels *

(Ctrl + click) to select multiple.

292225838011000

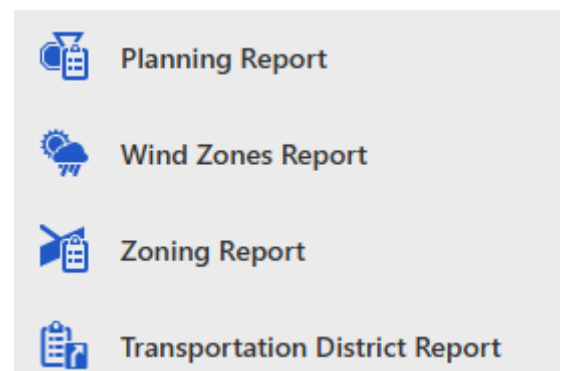
Submit

Cancel

Parcel by S-T-R: This search functions the same as the Parcel by ID search, but you must use section-township-range format, **including** the dashes. Type out the whole ID, copy-paste the ID, **or** choose from the list of suggestions, and then click submit.

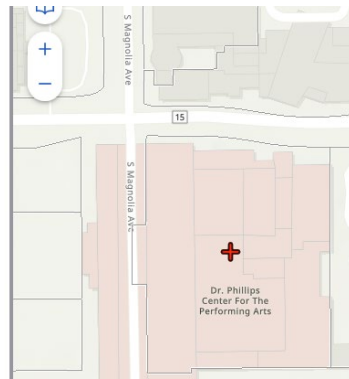
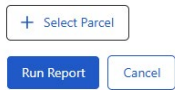
Reports

The Reports tools let you choose a parcel to generate a formatted document that returns a collection of information related to that parcel. The 4 reports function the same, the difference is what information is included in the report.



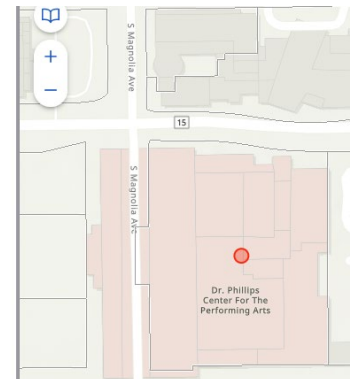
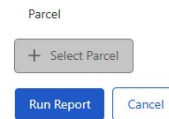
The parcel select tool is already active when you choose a report. The report uses the current map view, so make sure you have the map configured how you want it before clicking the Run Report button.

Use the mouse to select a parcel from the map.



Before parcel is selected

Use the mouse to select a parcel from the map.

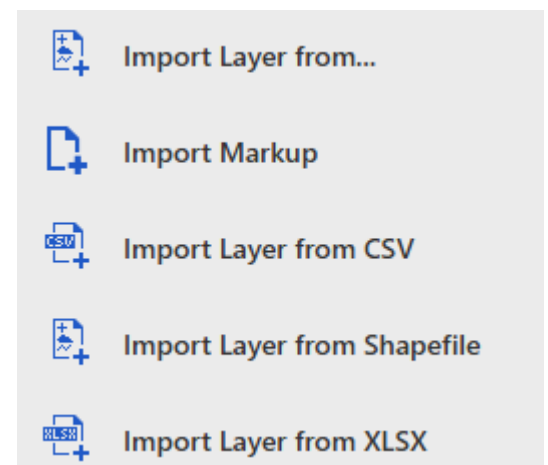


After parcel is selected

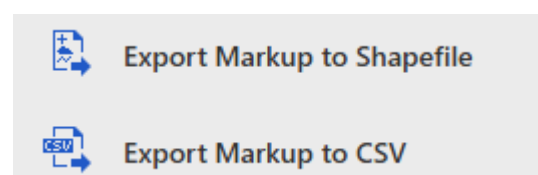
If you choose the wrong parcel, click the trash can symbol to clear the selection, and click the Select Parcel button to reactivate the tool. If you accidentally select multiple parcels, the tool will prompt you to choose one after clicking Run Report. The tool will provide a hyperlink to open the report in a new tab when it's complete.

Import/Export

4 Import tools allow you to import a layer. The general "Import Layer from..." tool lets you import by any of the accepted formats (CSV, shapefile, or XLSX), while the 3 specific import tools will only accept the specific type. All types must be uploaded as a zipped file/folder. Markups can also be imported.



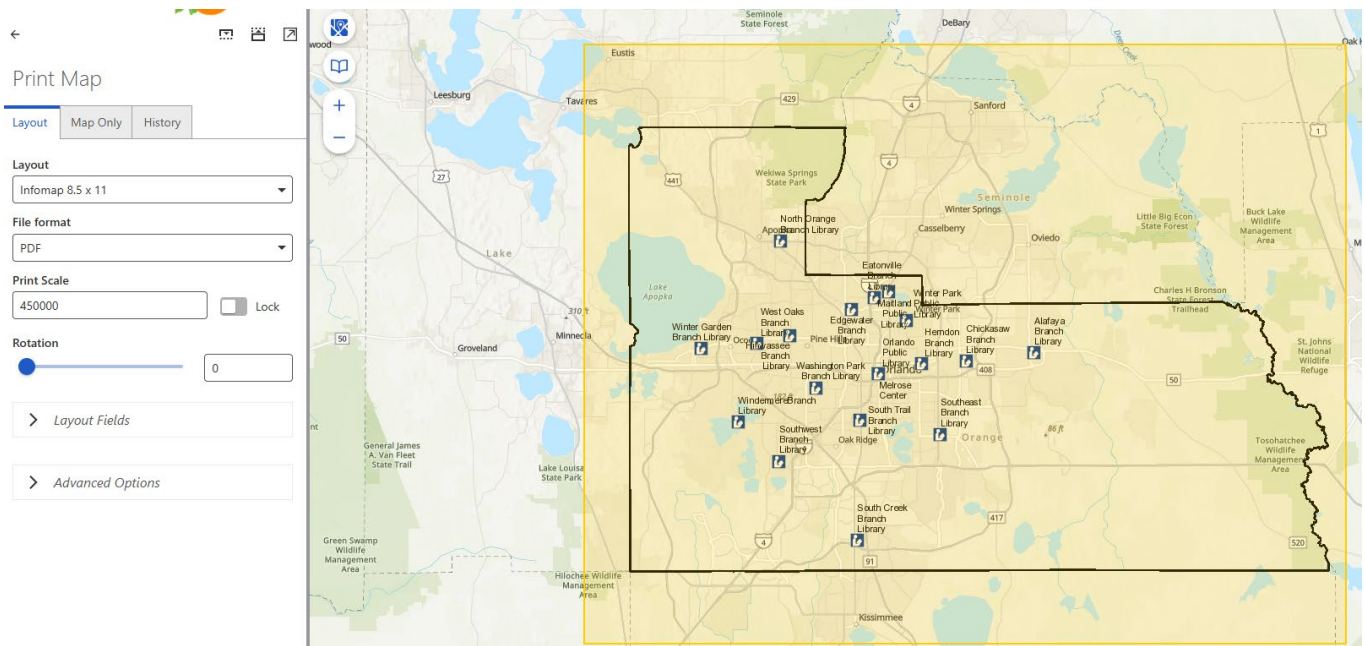
Markups can be exported locally as either a shapefile or a CSV file.



Print/Share

InfoMap has a couple ways to share a current map. Printing creates a static image of the current map, and can be configured with or without a layout.

The Print tool opens the printing configuration pane, defaulting to the Layout tab. Here you can set your layout size, file format, and print scale (defaults to current scale). Zoom and pan on the map to choose the printed area. Anything within the yellow square will be printed.



You can also set a few of the customizable layout fields under "Layout Fields", and set the resolution in "Advanced Options".

▼

Layout Fields

Title

Map Title

Spatial Reference

Notes

▼

Advanced Options

Resolution

100 DPI

☒ Update Map View to Print Scale

If you don't want the full layout, you can switch to the Map Only tab to just create a map image. You can still set the map name, file format, and scale, but you can also customize the size of the yellow square on the map.

The History Tab contains a record of all previous maps generated.

The screenshot shows the 'Map Only' tab selected in a three-tab interface (Layout, Map Only, History). Below the tabs are several settings:

- Name:** A text input field containing 'Untitled map'.
- File format:** A dropdown menu currently set to 'PDF'.
- Print Scale:** A text input field containing '400211' and a 'Lock' checkbox which is currently unchecked.
- Width (px):** A slider control with a blue knob, and a corresponding text input field showing '972'.
- Height (px):** A slider control with a blue knob, and a corresponding text input field showing '972'.
- Rotation:** A slider control with a blue knob, and a corresponding text input field showing '0'.

If you want a more interactive version of your current map, you can choose the Get Sharing Link tool to generate a URL and QR code to share. The URL will share the map extent and what layers are turned on at the time, but will not share drawings, highlights, or results.

Filter Builder

The filter builder lets you set a condition to a specific layer to determine what features get shown on the map and the results. Choose a layer from the drop-down, or click the x next to the arrow to clear the current layer and type your own.

The screenshot shows a 'Data Source' dropdown menu. The dropdown is open, displaying a list of layers:

- Libraries (with a close 'X' button and an expand/collapse arrow)
- Code Enforcement Officer Zones
- EPD Active Violation/Open Incidents
- EPD Violation All

If you're adding multiple conditions, you can tell the filter if the returned features need to match all of the conditions, or just one at minimum.

Only include features in the map and results where:

- ☒ All of the following are true
- ☐ Any of the following are true

Click the "Add Condition" button to start building the conditions. Choose a field to filter by, the method of comparison, and then type in the value you want the condition to look for in the data. When you add a least 3 characters in the Value field, the tool will provide suggestions.

The screenshot shows a query builder interface. It has three main input fields: a dropdown menu for the field name (currently showing 'Name'), a dropdown menu for the comparison operator (currently showing 'Equal To'), and a text input field for the value (currently showing 'South Creek Branch Library'). To the right of the value field are two buttons: a plus sign (+) to add a new condition and a trash can icon to delete the current condition. Below the value field, a dropdown menu is open, displaying two suggestions: 'Southwest Branch Library' and 'Southeast Branch Library'.

Make sure to click Apply for the filter to take affect. To remove effects, click the Clear button, and then click Apply. The Revert button will allow you to undo any changes before Apply is clicked.

Query Builder

The query builder lets you search a layer for a feature/features by a single or set of conditions. Building a query is nearly identical to building a filter, the difference between these two is the outcome. The query builder will return a results list, with no effect to the map.

Pick your data source like the Filter Builder, and then you can choose the map area to search the whole map, just the visible area, or a custom area. Condition configuration is the same, with options to match all or at least one condition, and then choosing the field, condition method, and value.

Click Query to run the search. The search saves, so you can go back to edit the search as needed. Click Clear to start your conditions from scratch.

The screenshot shows the Filter Builder interface. At the top, the 'Data Source' dropdown is set to 'Active Violations'. Below it, the 'Map Area' dropdown is open, showing options: 'All' (selected), 'Visible Area', and 'Custom'. Underneath, there are two radio button options: 'All of the following are true' (selected) and 'Any of the following are true'. A condition is configured with 'City Cc' as the field, 'Equal' as the method, and '0' as the value. To the right of the value are a plus sign and a trash icon. At the bottom right, there are two buttons: 'Query' (with a magnifying glass icon) and 'Cancel'.

Show Starred Results

The last tool in the toolbar is Show Starred Results. Here you can view all previously starred features in the Results List. Please be aware that showing starred results will overwrite any existing results list you have open.

-End of Guide-