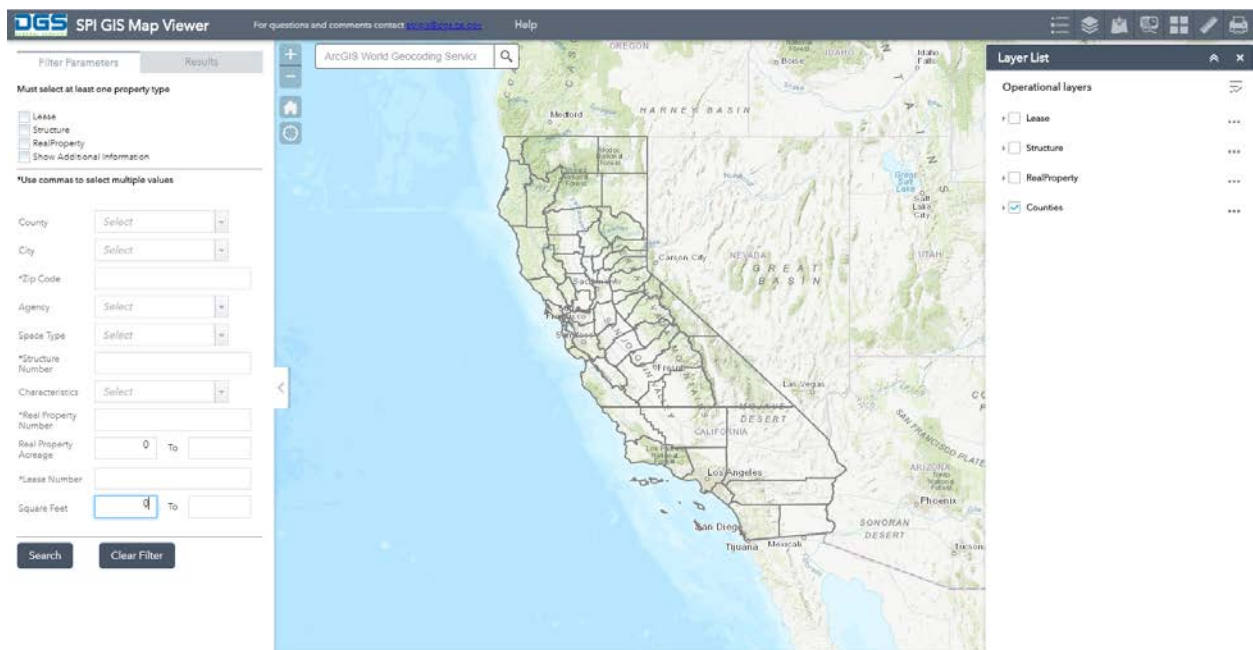


SPI GIS Public Map User Guide



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Terms

Term	Description
Widget	A component of the map interface, that enables a user to perform a function
State Owned	Land and Buildings; annual verification with State owning agencies.
Lease Space Lease	Leases where the State is the tenant and a private company (a non-State entity) is the lessor.
State Owned Leases	Leases where the State is the lessor (the owner of the property) and the lessee/tenant can be either another governmental agency or private company.

SPI GIS Public Map Link

- o Go to the SPI GIS Public Map Viewer link:
 - o <https://spigis.apps.dgs.ca.gov/>
- o There is a general information screen that appears before access to the Public Map is granted
 - o Check on the "Click to confirm" box, then click "OK" (See Figure 1).

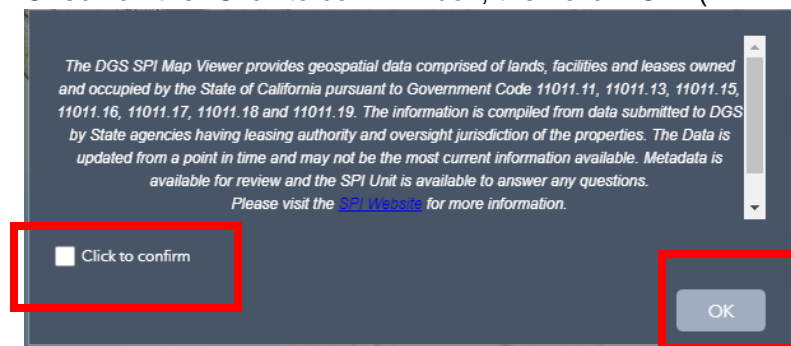


Figure 1

- o Map viewer is best viewed in Google Chrome with a full-size display. Make sure your window is expanded.
 - o To check, in the upper-right hand corner of your screen you should see two double boxes (as in Figure 2).

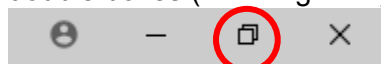


Figure 2

Overview of the Map Viewer

- The **Blue** triangles represent Leases
- The **Red** Squares represent Real Property
- The **Green** circles represent Structures
- The **Dark Gray** outlines represent Counties (as in Figure 3).

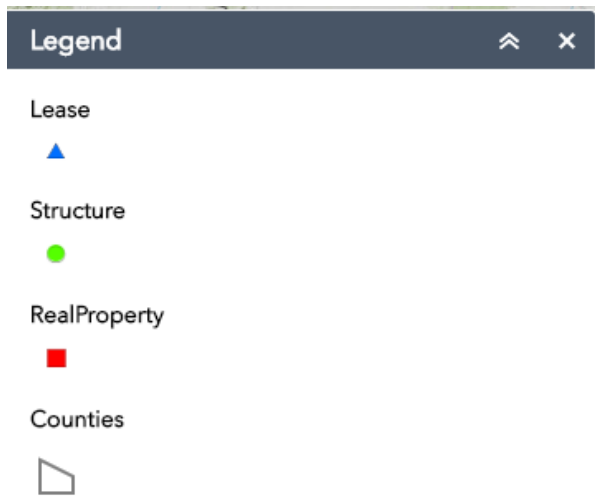


Figure 3

How to Search Using the Query Widget

Search by County

- On the left-hand side of the screen, you are required to make at least one selection from the property types (Lease, Structure, and Real Property) (as in Figure 4).



Figure 4

- Then, select a county from the “County” drop down box
 - Choosing more than one county is allowed

- Choosing “ALL” selects all counties (as in Figure 5).

*Use commas to select multiple values

County	Select
City	ALL
*Zip Code	ALAMEDA
Agency	ALPINE
Space Type	AMADOR
*Structure Number	BUTTE
Characteristics	CALAVERAS
	COLUSA
	CONTRA COSTA
	DEL NORTE
	EL DORADO
	FRESNO

Figure 5

- Click on “Search”
(as in Figure 6).

The screenshot shows a search filter interface with two tabs: "Filter Parameters" and "Results". Below the tabs, a message states "Must select at least one property type". There are four checkboxes: "Lease" (checked), "Structure" (checked), "RealProperty" (checked), and "Show Additional Information" (unchecked). A note below says "*Use commas to select multiple values". The "County" dropdown is set to "ALAMEDA". Other fields include "City" (dropdown), "*Zip Code" (text), "Agency" (dropdown), "Space Type" (dropdown), "*Structure Number" (text), "Characteristics" (dropdown), "*Real Property Number" (text), "Real Property Acreage" (range from 0 to text), "*Lease Number" (text), and "Square Feet" (range from 0 to text). At the bottom, the "Search" button is highlighted with a red box, and the "Clear Filter" button is next to it.

Figure 6

Search by City

- Check at least one of the Filter Parameters
(as in Figure 7).

The screenshot shows the "Filter Parameters" tab of the search interface. A red box highlights the first four checkboxes: "Lease" (checked), "Structure" (checked), "RealProperty" (checked), and "Show Related Records" (unchecked). The "Results" tab is visible but inactive.

Figure 7

- Then select a city from the “City” drop down box
 - Choosing more than one city is allowed
 - Choosing “ALL” selects all cities (as in Figure 8).

*Use commas to select multiple values

County	<input type="text" value="Select"/>
City	<input type="text" value="Select"/>
*Zip Code	ALL
Agency	ACAMPO
Space Type	AGOURA HILLS
*Structure Number	AHWAHNEE
Characteristics	ALAMEDA
*Real Property Number	ALBANY
Real Property Acreage	ALBION
*Lease Number	ALDERPOINT
Square Feet	ALTA
	ALTADENA
	ALTAVILLE
	ALTURAS
	ANDERSON
	ANGELS CAMP
	ANGELUS OAKS
	ANGWIN
	ANNARBOUR

Figure 8

- o Click on “Search”
(as in Figure 9).

The screenshot shows the 'Filter Parameters' tab of a search interface. At the top, there are two tabs: 'Filter Parameters' (active) and 'Results'. Below the tabs, a message states 'Must select at least one property type'. There are four checkboxes: 'Lease' (checked), 'Structure' (checked), 'RealProperty' (checked), and 'Show Additional Information' (unchecked). A note below says '*Use commas to select multiple values'. The form includes several input fields: 'County' (dropdown menu), 'City' (dropdown menu with 'ALTADENA' selected), '*Zip Code' (text input), 'Agency' (dropdown menu), 'Space Type' (dropdown menu), '*Structure Number' (text input), 'Characteristics' (dropdown menu), '*Real Property Number' (text input), 'Real Property Acreage' (range input with '0' and 'To' fields), '*Lease Number' (text input), and 'Square Feet' (range input with '0' and 'To' fields). At the bottom, there are two buttons: 'Search' (highlighted with a red rectangle) and 'Clear Filter'.

Figure 9

[Search by Zip Code](#)

- o Check at least one of the Filter Parameters
(as in Figure 10).

The screenshot shows the 'Filter Parameters' tab of a search interface. At the top, there are two tabs: 'Filter Parameters' (active) and 'Results'. Below the tabs, there are four checkboxes: 'Lease' (checked), 'Structure' (checked), 'RealProperty' (checked), and 'Show Related Records' (unchecked). A red rectangle highlights the first three checkboxes.

Figure 10

- o Enter a zip code in the “Zip Code” text box
 - o **To enter multiple zip codes, you must use commas to separate the multiple values**
 - o **For example: 95210, 90210, 95605**
(as in Figure 11).

The screenshot shows the 'Filter Parameters' tab of a web application. At the top, there are two tabs: 'Filter Parameters' (active) and 'Results'. Below the tabs, a message states 'Must select at least one property type'. There are four checkboxes: 'Lease' (checked), 'Structure' (checked), 'RealProperty' (checked), and 'Show Additional Information' (unchecked). Below these is a note: '*Use commas to select multiple values'. Further down are three dropdown menus for 'County', 'City', and '*Zip Code'. The '*Zip Code' dropdown is highlighted with a red rectangle and contains the text '92510, 90210'.

Figure 11

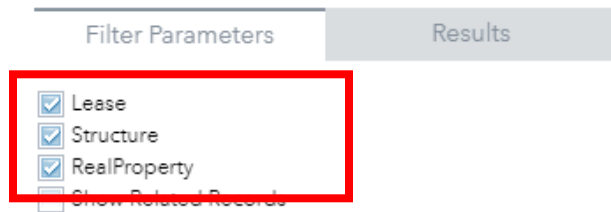
- o Click on Search
(as in Figure 12).

This screenshot shows the same 'Filter Parameters' tab as Figure 11, but with more fields visible. The 'County', 'City', and '*Zip Code' (containing '92510, 90210') dropdowns are present. Below them are 'Agency', 'Space Type', '*Structure Number', 'Characteristics', '*Real Property Number', 'Real Property Acreage' (with '0' and 'To' fields), '*Lease Number', and 'Square Feet' (with '0' and 'To' fields). At the bottom, there are two buttons: 'Search' and 'Clear Filter'. The 'Search' button is highlighted with a red rectangle.

Figure 12

Search by Agency

- Check at least one of the Filter Parameters (as in Figure 13).

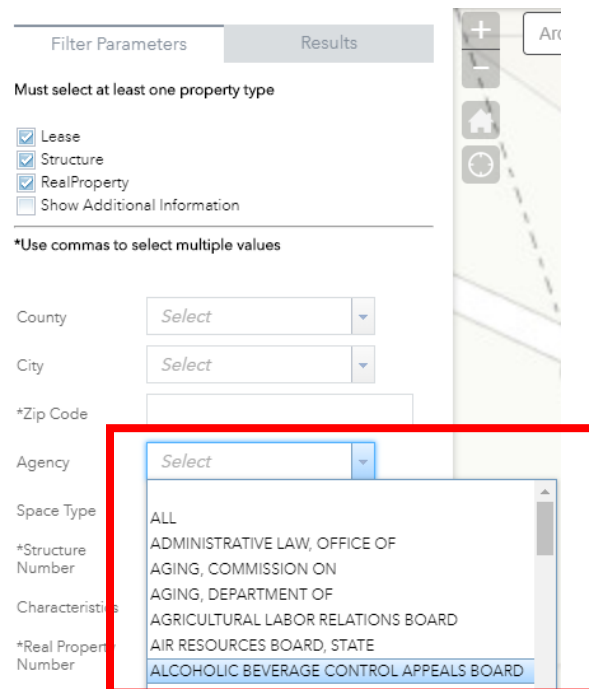


Filter Parameters Results

☒ Lease
☒ Structure
☒ RealProperty
☐ Show Related Records

Figure 13

- Then choose an agency by selecting it from the “Agency” drop down box
 - Choosing more than one agency is allowed
 - Choosing “ALL” selects all agencies (as in Figure 14).



Filter Parameters Results

Must select at least one property type

☒ Lease
☒ Structure
☒ RealProperty
☐ Show Additional Information

*Use commas to select multiple values

County

City

*Zip Code

Agency

Space Type

*Structure Number

Characteristics

*Real Property Number

ALL
ADMINISTRATIVE LAW, OFFICE OF
AGING, COMMISSION ON
AGING, DEPARTMENT OF
AGRICULTURAL LABOR RELATIONS BOARD
AIR RESOURCES BOARD, STATE
ALCOHOLIC BEVERAGE CONTROL APPEALS BOARD

Figure 14

- Click on Search (as in Figure 15).

The screenshot shows the 'Filter Parameters' tab of a GIS application. At the top, there are two tabs: 'Filter Parameters' and 'Results'. Below the tabs, a message states 'Must select at least one property type'. There are four checkboxes: 'Lease' (checked), 'Structure' (checked), 'RealProperty' (checked), and 'Show Additional Information' (unchecked). A note below says '*Use commas to select multiple values'. The form includes several input fields: 'County' (dropdown), 'City' (dropdown), '*Zip Code' (text), 'Agency' (dropdown with 'ALCOHOLIC BEVERAGE CONTROL APPEALS BOARD' selected), 'Space Type' (dropdown), '*Structure Number' (text), 'Characteristics' (dropdown), '*Real Property Number' (text), 'Real Property Acreage' (range), '*Lease Number' (text), and 'Square Feet' (range). At the bottom, the 'Search' button is highlighted with a red rectangle, and the 'Clear Filter' button is next to it.

Figure 15

Search by Space Type

- Check at least one of the Filter Parameters (as in Figure 16).

The screenshot shows the 'Filter Parameters' tab of a GIS application. At the top, there are two tabs: 'Filter Parameters' and 'Results'. Below the tabs, there are four checkboxes: 'Lease' (checked), 'Structure' (checked), 'RealProperty' (checked), and 'Show Related Records' (unchecked). A red rectangle highlights the first three checkboxes.

Figure 16

- Then choose a space type from the “Space Type” drop box.
 - Choosing more than one space type is allowed
 - Choosing “ALL” selects all space types (as in Figure 17).

The screenshot shows the 'Filter Parameters' tab of a web application. Under the heading 'Must select at least one property type', there are four checkboxes: 'Lease' (checked), 'Structure' (unchecked), 'RealProperty' (checked), and 'Show Additional Information' (unchecked). Below this is a note: '*Use commas to select multiple values'. The form includes several input fields: 'County' (dropdown), 'City' (dropdown), '*Zip Code' (text), 'Agency' (dropdown), 'Space Type' (dropdown), '*Structure Number' (text), 'Characteristics' (dropdown), '*Real Property Number' (text), 'Real Property Acreage' (text), and '*Lease Number' (text). The 'Space Type' dropdown menu is open, showing a list of options: 'ALL', 'ACCESS ROAD', 'ADDED FACILITY' (highlighted), 'ADMISSIONS/TOLL BOOTH/KIOSK', 'AGRICULTURAL APIARY SITE', 'AGRICULTURAL ARBORETUM', and 'AGRICULTURAL AVIARY SITE'. A red rectangle highlights the dropdown menu.

Figure 17

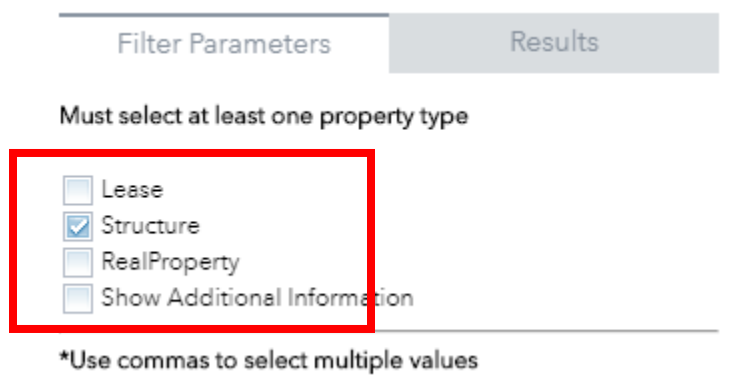
- Click on “Search” (as in Figure 18).

This screenshot shows the same 'Filter Parameters' tab as Figure 17, but with the 'Space Type' dropdown menu closed. The 'Space Type' field now shows 'ADDED FACILITY' with a small 'X' icon to its left. At the bottom of the form, there are two buttons: 'Search' and 'Clear Filter'. The 'Search' button is highlighted with a red rectangle.

Figure 18

Search by Structure Number

- Check **only** the “Structure” Filter Parameter (as in Figure 19).



Filter Parameters Results

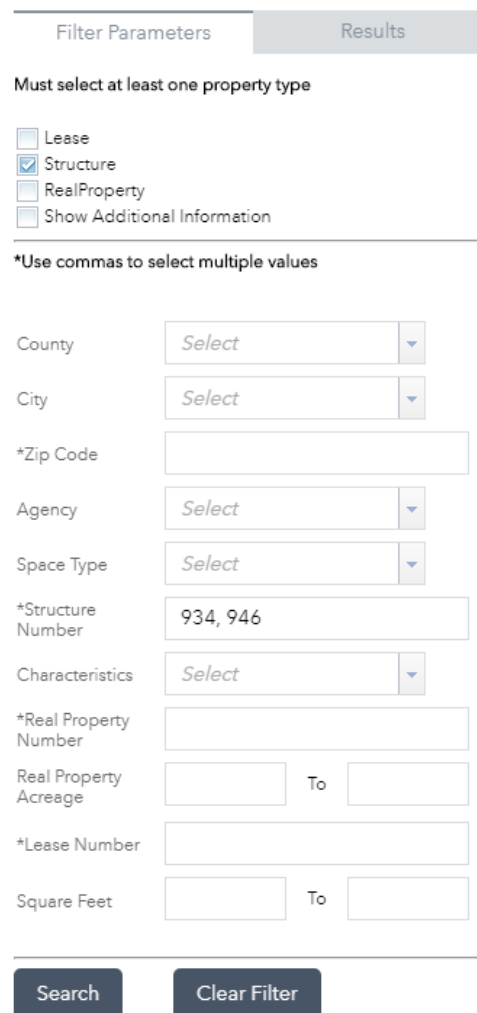
Must select at least one property type

- ☐ Lease
- ☒ Structure
- ☐ RealProperty
- ☐ Show Additional Information

*Use commas to select multiple values

Figure 19

- Enter in the Structure number in the “Structure Number” text box
 - **If entering more than one Structure Number, use commas to separate between each**
- Click Search (as in Figure 20).



Filter Parameters Results

Must select at least one property type

- ☐ Lease
- ☒ Structure
- ☐ RealProperty
- ☐ Show Additional Information

*Use commas to select multiple values

County

City

*Zip Code

Agency

Space Type

*Structure Number

Characteristics

*Real Property Number

Real Property Acreage To

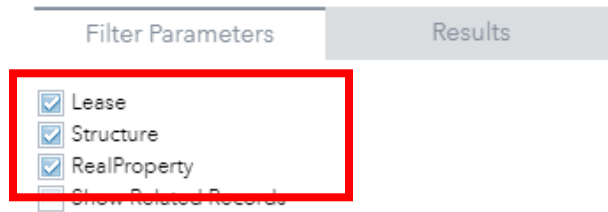
*Lease Number

Square Feet To

Figure 20

Search by Characteristics

- Check at least one of the Filter Parameters (as in Figure 21).

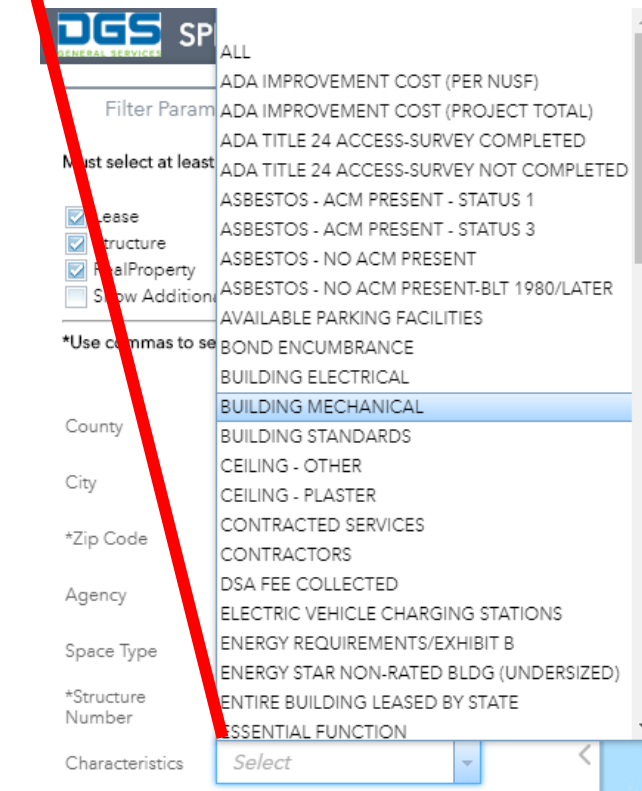


Filter Parameters Results

☒ Lease
☒ Structure
☒ RealProperty
☐ Show Related Records

Figure 21

- Select a Characteristic from the “Characteristics” drop down box.
 - More than one characteristic can be selected
 - Choosing “ALL” selects all of the characteristics (as in Figure 22).



DGS SPI

Filter Parameters

Must select at least

☒ Lease
☒ Structure
☒ RealProperty
☐ Show Additional

*Use commas to se

County

City

*Zip Code

Agency

Space Type

*Structure Number

Characteristics

ALL
ADA IMPROVEMENT COST (PER NUSF)
ADA IMPROVEMENT COST (PROJECT TOTAL)
ADA TITLE 24 ACCESS-SURVEY COMPLETED
ADA TITLE 24 ACCESS-SURVEY NOT COMPLETED
ASBESTOS - ACM PRESENT - STATUS 1
ASBESTOS - ACM PRESENT - STATUS 3
ASBESTOS - NO ACM PRESENT
ASBESTOS - NO ACM PRESENT-BLT 1980/LATER
AVAILABLE PARKING FACILITIES
BOND ENCUMBRANCE
BUILDING ELECTRICAL
BUILDING MECHANICAL
BUILDING STANDARDS
CEILING - OTHER
CEILING - PLASTER
CONTRACTED SERVICES
CONTRACTORS
DSA FEE COLLECTED
ELECTRIC VEHICLE CHARGING STATIONS
ENERGY REQUIREMENTS/EXHIBIT B
ENERGY STAR NON-RATED BLDG (UNDERSIZED)
ENTIRE BUILDING LEASED BY STATE
ESSENTIAL FUNCTION

Select

Figure 22

- Click “Search” (as in Figure 23).

Filter Parameters Results

Must select at least one property type

☒ Lease
☒ Structure
☒ RealProperty
☐ Show Additional Information

*Use commas to select multiple values

County
 City
 *Zip Code
 Agency
 Space Type
 *Structure Number

 Characteristics ☒ BUILDING MECHANICAL

*Real Property Number
 Real Property Acreage To
 *Lease Number
 Square Feet To

Figure 23.

Search by Real Property Number

- Check on “Real Property” (as in Figure 24).

Filter Parameters Results

Must select at least one property type

☐ Lease
☐ Structure
☒ RealProperty
☐ Show Additional Information

Figure 24

- o Enter in a Real Property Number in the “Real Property Number” text box
 - o More than one real property number can be entered, just separate each Real Property number with a comma
 - For example: 2171, 9717 (as in Figure 25).

The screenshot shows the 'Filter Parameters' tab with the following settings:

- Must select at least one property type:**
 - ☐ Lease
 - ☐ Structure
 - ☒ RealProperty
 - ☐ Show Additional Information
- *Use commas to select multiple values**
- County:
- City:
- *Zip Code:
- Agency:
- Space Type:
- *Structure Number:
- Characteristics:
- *Real Property Number:** (highlighted with a red box)

Figure 25

- o Click Search (as in Figure 26).

The screenshot shows the 'Filter Parameters' tab with the following settings:

- Must select at least one property type:**
 - ☐ Lease
 - ☐ Structure
 - ☒ RealProperty
 - ☐ Show Additional Information
- *Use commas to select multiple values**
- County:
- City:
- *Zip Code:
- Agency:
- Space Type:
- *Structure Number:
- Characteristics:
- *Real Property Number:
- Real Property Acreage: To
- *Lease Number:
- Square Feet: To
- Search** button (highlighted with a red box)
- Clear Filter** button

Figure 26

Search by Real Property Acreage

- o Check on “Real Property” (as in Figure 27).

Filter Parameters Results

Must select at least one property type

☐ Lease

☐ Structure

☒ RealProperty

☐ Show Additional Information

Detailed description: This is a screenshot of the 'Filter Parameters' tab in a web application. It features a header with 'Filter Parameters' and 'Results' tabs. Below the header, there is a instruction 'Must select at least one property type'. There are four checkboxes: 'Lease', 'Structure', 'RealProperty', and 'Show Additional Information'. The 'RealProperty' checkbox is checked and is highlighted with a red rectangular box.

Figure 27

- o Enter in a range of acreage numbers in the “Real Property Acreage” text box
 - o It is necessary to enter two numbers
 - o Using zero as the beginning range is acceptable (as in Figure 28).

Filter Parameters Results

Must select at least one property type

☐ Lease

☐ Structure

☒ RealProperty

☐ Show Additional Information

*Use commas to select multiple values

County

City

*Zip Code

Agency

Space Type

*Structure Number

Characteristics

*Real Property Number

Real Property Acreage To

Detailed description: This is a screenshot of the 'Filter Parameters' tab, showing more filter options. It includes dropdown menus for County, City, Agency, Space Type, Characteristics, and *Real Property Number. There are also text input fields for *Zip Code and *Structure Number. At the bottom, the 'Real Property Acreage' section is highlighted with a red rectangular box, showing two input fields with the values '100' and '200' separated by the word 'To'.

Figure 28

- o Click “Search” (as in Figure 29).

Filter Parameters Results

Must select at least one property type

☐ Lease
☐ Structure
☒ RealProperty
☐ Show Additional Information

*Use commas to select multiple values

County
 City
 *Zip Code
 Agency
 Space Type
 *Structure Number
 Characteristics
 *Real Property Number
 Real Property Acreage To
 *Lease Number
 Square Feet To

Figure 29

Search by Lease Number

- o Click on at least one of the filter parameters (as in Figure 30).

Filter Parameters Results

Must select at least one property type

☒ Lease
☐ Structure
☐ RealProperty
☐ Show Additional Information

*Use commas to select multiple values

Figure 30

- o Enter in a Lease number in the “Lease Number” text box
 - o Entering more than one lease number is allowed, make sure to use commas to separate between each number (as in Figure 31).

*Use commas to select multiple values

This screenshot shows a search filter form with the following fields: County (dropdown), City (dropdown), *Zip Code (text), Agency (dropdown), Space Type (dropdown), *Structure Number (text), Characteristics (dropdown), *Real Property Number (text), Real Property Acreage (text range), and *Lease Number (text). The *Lease Number field is highlighted with a red rectangular border and contains the text "6175001, 6518001".

Figure 31

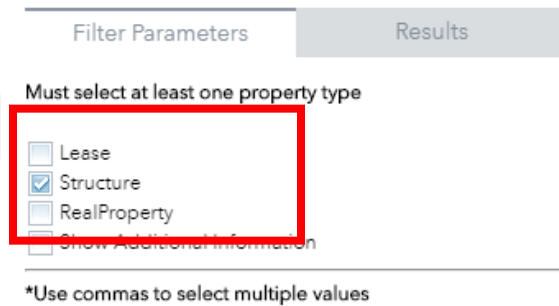
- o Click “search” (as in Figure 32).

This screenshot shows the search filter form with the "Filter Parameters" tab selected. It includes a legend with checkboxes for "Lease" (checked), "Structure", "RealProperty", and "Show Additional Information". Below the legend is the instruction "*Use commas to select multiple values". The form fields are identical to Figure 31, with the *Lease Number field containing "6175001, 6518001". At the bottom, the "Search" button is highlighted with a red rectangular border, and the "Clear Filter" button is visible next to it.

Figure 32

Search by Square Feet

- o Click on Structure (as in Figure 33).



Filter Parameters Results

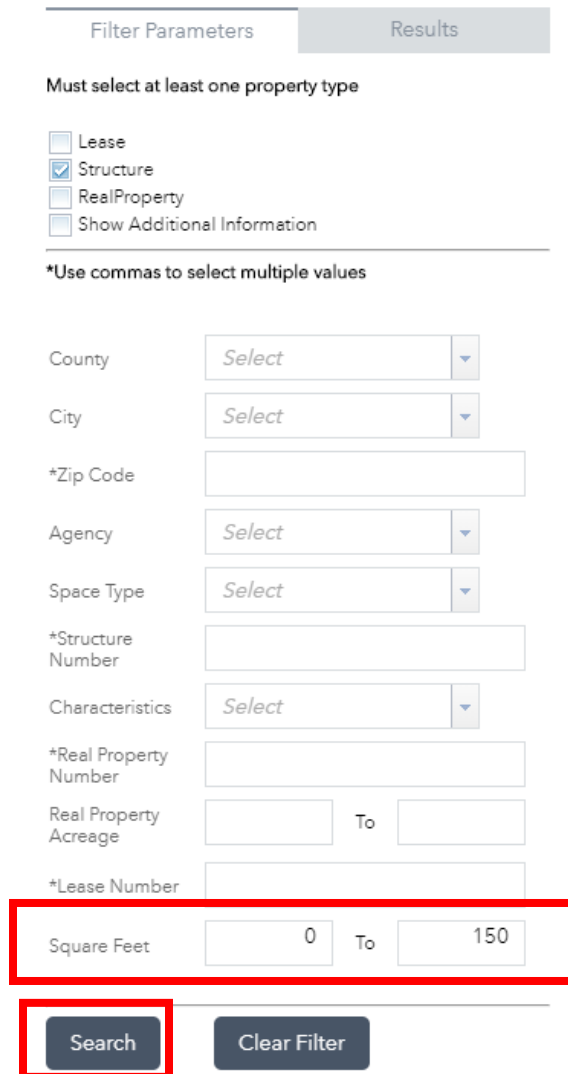
Must select at least one property type

☐ Lease
☒ Structure
☐ RealProperty
☐ Show Additional Information

*Use commas to select multiple values

Figure 33

- o Enter in a range of square feet numbers in the “Square Feet” text box
 - o It is necessary to enter two numbers
 - o Using zero as the beginning range is acceptable
- o Then click Search (as in Figure 34).



Filter Parameters Results

Must select at least one property type

☐ Lease
☒ Structure
☐ RealProperty
☐ Show Additional Information

*Use commas to select multiple values

County

City

*Zip Code

Agency

Space Type

*Structure Number

Characteristics

*Real Property Number

Real Property Acreage To

*Lease Number

Square Feet To

Figure 34

Search by Multiple Criteria

- o The ability to combine each of the search parameters help narrow down the results
 - o For example, searching for **Leases**, **Structures**, and **Real Property** with **general office space** in **Alameda** and **Sacramento** county.
- o On the left-hand side of the screen, you are required to make at least one selection from the property types (Lease, Structure, and Real Property) (as in Figure 35).

Filter Parameters Results

☒ Lease
☒ Structure
☒ RealProperty
☐ Show Related Records

Figure 35

- o In the “County” drop down menu, select Alameda, and Sacramento
- o In the “Space Type” drop down menu select “OFFICE (GENERAL)”
- o Then click “Search” (as in Figure 36).

Must select at least one property type

☒ Lease
☒ Structure
☒ RealProperty
☐ Show Additional Information

*Use commas to select multiple values

County
⊗ ALAMEDA
⊗ LOS ANGELES

City

*Zip Code

Agency

Space Type
⊗ OFFICE (GENERAL)

*Structure Number

Characteristics

*Real Property Number

Real Property Acreage To

*Lease Number

Square Feet To

Figure 36

Viewing Search Results

- o Executed search results will be populated on the left hand side of the screen and look similar to the photo below.
 - o The “**Filter Parameters**” and “**Results**” tab go back and forth between a query and an executed search result (as in Figure 37).

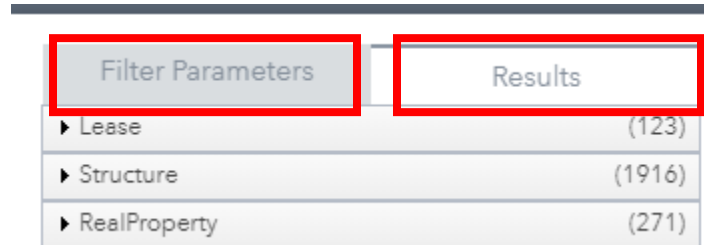


Figure 37

- o The map will generate results showing intelligent buttons that can be clicked for further information regarding the lease
 - The **Blue** triangle represents Leases
 - The **Red** Square represents Real Property.
 - The **Green** circle represents Structures.(as in Figure 38)



Figure 38

- Once you click on an intelligent button, this box pops up giving you information regarding the Lease/Structure/Real Property (depending on which button you click) (Figure 39).

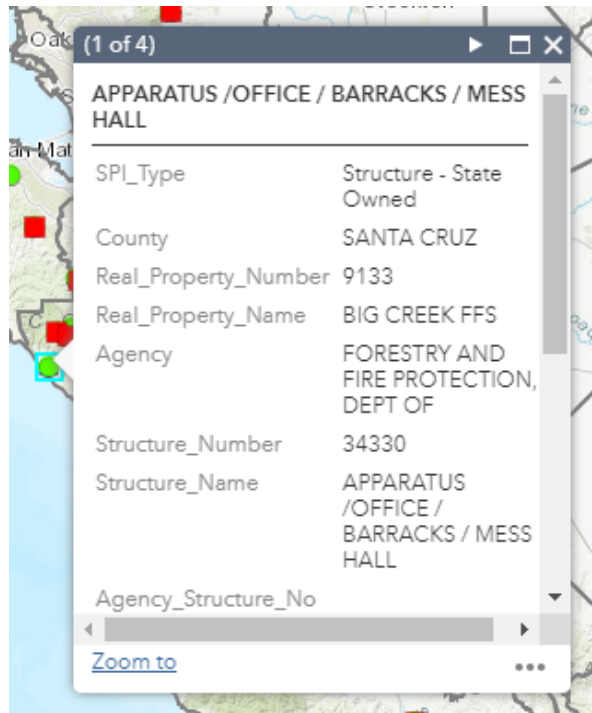


Figure 39

- This attribute table populates with a list of results on the bottom half of the screen.
 - The standard fields show each lease along with its Address, Lease number and etc.
 - For a definition of the Fields, please refer to the Metadata (Figure 40).

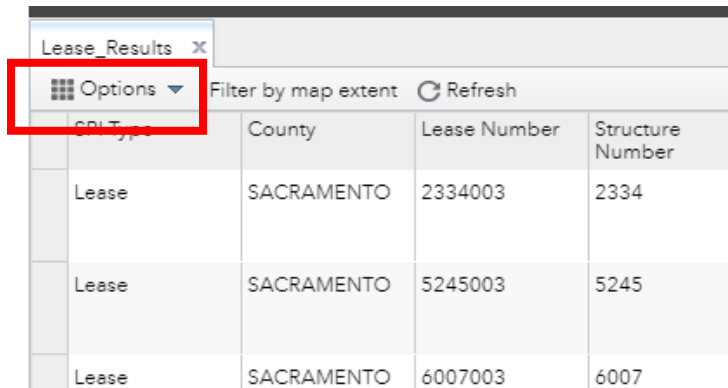
Lease_Results X											
Options Filter by map extent Zoom to Clear selection Refresh											
SPI Type	County	Lease Number	Structure Number	Structure Name	Address	City	State	Zip Code	Agency	Lessor Name	Latitude Longitude
Lease	SACRAMENTO	2334003	2334	OFFICE	1201 K STREET	SACRAMENTO	CA	95814	EQUALIZATION, STATE BOARD OF	CDA ROTUNDA PARTNERS, LLC	38.578594 -121.490912
Lease	SACRAMENTO	5245003	5245	WELLS FARGO CENTER	400 CAPITOL MALL	SACRAMENTO	CA	95814	EQUALIZATION, STATE BOARD OF	400 CAPITOL MALL OWNER, L.P.	38.578301 -121.502593
Lease	SACRAMENTO	6106001	6106	US BANK TOWER	621 CAPITOL MALL	SACRAMENTO	CA	95814	EQUALIZATION, STATE BOARD OF	SRI ELEVEN 621 CAPITOL MALL, LLC	38.578797 -121.499063
Lease	SACRAMENTO	6106004	6106	US BANK TOWER	621 CAPITOL MALL	SACRAMENTO	CA	95814	EQUALIZATION, STATE BOARD OF	SRI ELEVEN 621 CAPITOL MALL, LLC	38.578797 -121.499063

7 features 0 selected

Figure 40

Show/Hide Results in Attribute Table

- To change which fields you would like to view based off of the information you are seeking click on “Options” (as in Figure 41).

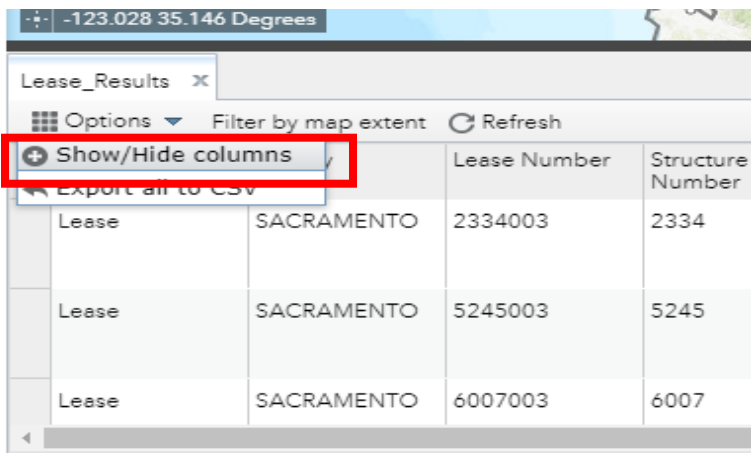


The screenshot shows a web application interface with a table titled 'Lease_Results'. Above the table is a toolbar with a grid icon, a dropdown menu labeled 'Options', and buttons for 'Filter by map extent' and 'Refresh'. The 'Options' dropdown is highlighted with a red box. The table has four columns: 'SPI Type', 'County', 'Lease Number', and 'Structure Number'. It contains three rows of data.

SPI Type	County	Lease Number	Structure Number
Lease	SACRAMENTO	2334003	2334
Lease	SACRAMENTO	5245003	5245
Lease	SACRAMENTO	6007003	6007

Figure 41

- Then click “Show/Hide columns” (as in Figure 42).

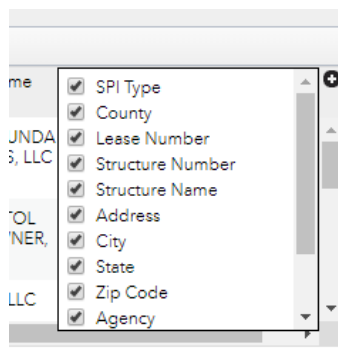


The screenshot shows the same 'Lease_Results' table as in Figure 41. The 'Options' dropdown menu is now open, and the 'Show/Hide columns' option is highlighted with a red box. Other options visible in the dropdown include 'Export all to CSV'.

SPI Type	County	Lease Number	Structure Number
Lease	SACRAMENTO	2334003	2334
Lease	SACRAMENTO	5245003	5245
Lease	SACRAMENTO	6007003	6007

Figure 42

- This field box will pop up on the right of the screen which will allow the user to check/uncheck which fields best fit the query (as in Figure 43).



The screenshot shows a 'Show/Hide columns' dialog box. It has a list of fields on the right with checkboxes next to them. The fields are: SPI Type, County, Lease Number, Structure Number, Structure Name, Address, City, State, Zip Code, and Agency. All checkboxes are currently checked. There is a '+' button at the top right of the list.

Field	Checked
SPI Type	<input checked="" type="checkbox"/>
County	<input checked="" type="checkbox"/>
Lease Number	<input checked="" type="checkbox"/>
Structure Number	<input checked="" type="checkbox"/>
Structure Name	<input checked="" type="checkbox"/>
Address	<input checked="" type="checkbox"/>
City	<input checked="" type="checkbox"/>
State	<input checked="" type="checkbox"/>
Zip Code	<input checked="" type="checkbox"/>
Agency	<input checked="" type="checkbox"/>

Figure 43

- To get rid of the box, simply click anywhere else **outside** of the field box and it will disappear and execute the changes

Widgets

- o Widgets are the seven different applications located on the upper right hand side of the map (as in Figure 44).



Figure 44

Layer List Widget

- o Click on the Layer List (as in Figure 45).



Figure 45

- o Clicking on the widget will show the available layers that can turn on over the map. (as in Figure 46).
 - o By default, the Counties Layer is automatically turned on to distinguish between the different counties in California (as in Figure 47).

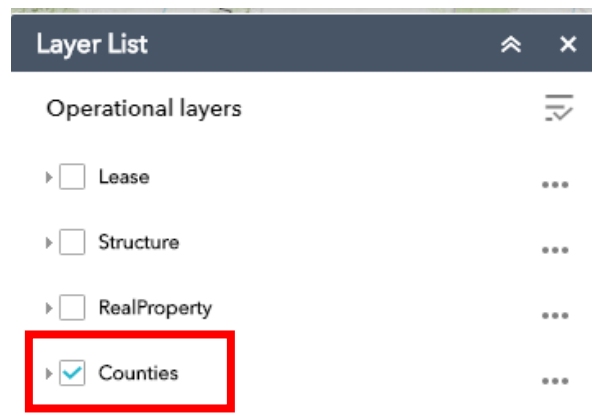


Figure 46



Figure 47

- Checking the Lease box will add all of the Leases onto the map as intelligent buttons (**this is the same for Structure and Real Property**) (as in Figure 48).
 - Check each box to turn on all the layers or uncheck them to turn them off. This will add the intelligent buttons in a similar way as the Leases (as in Figure 49).

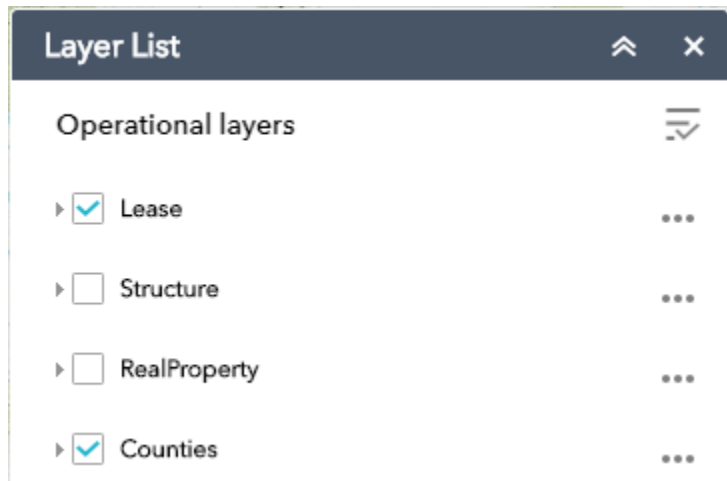


Figure 48

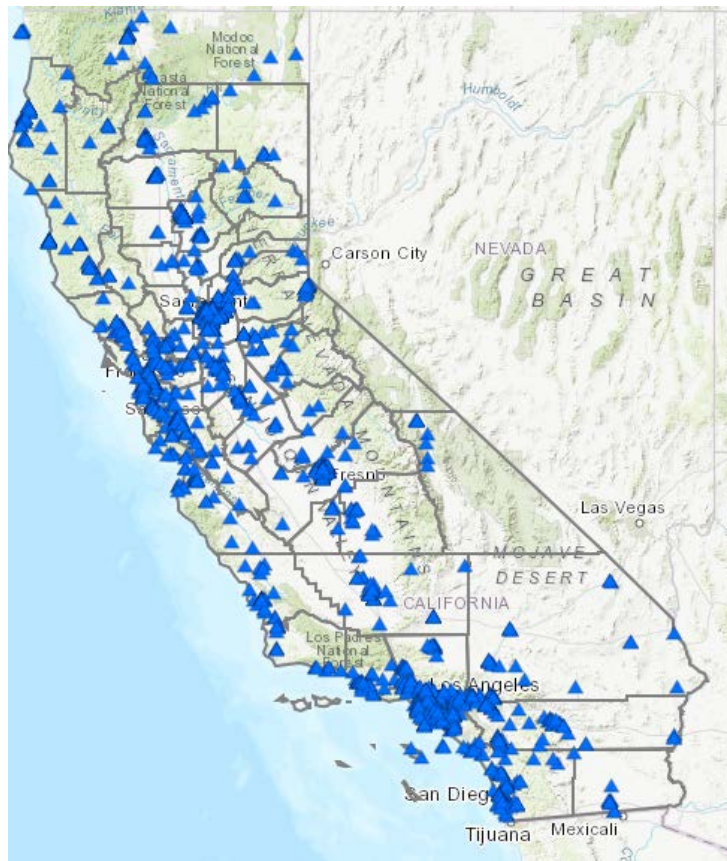


Figure 49

Buffer Widget

- o To use the buffer function, navigate to the Buffer Widget on the upper right hand side of the screen
- o Click on the Buffer Widget (as in Figure 50).



Figure 50

- o The Buffer tool will pop up looking like the photo below (as in Figure 51).

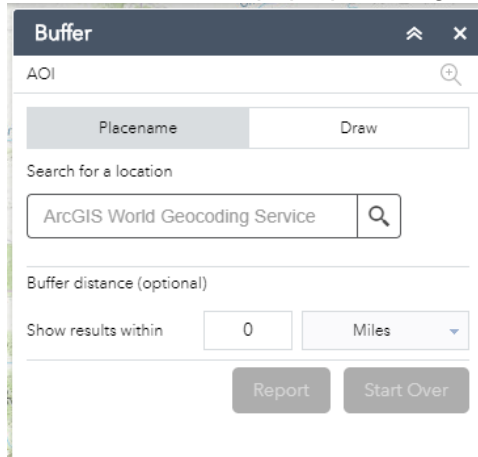


Figure 51

- o Use the “**Placename**” function to search for specific addresses, such as Disneyland.
 - o Enter in the address or name of the location and choose which address best matches the search (as in Figure 52).

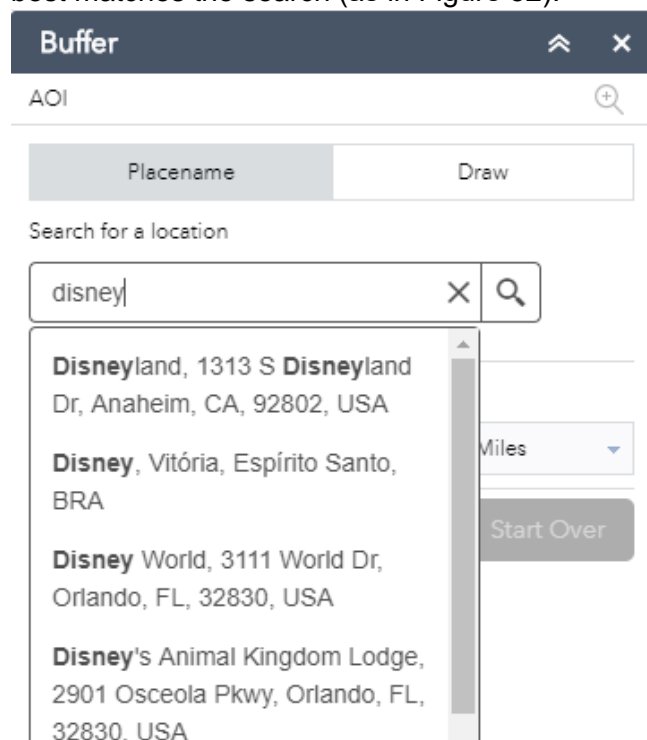


Figure 52

- Once an address is entered, the Map will then pinpoint the location as shown below (as in Figure 53).

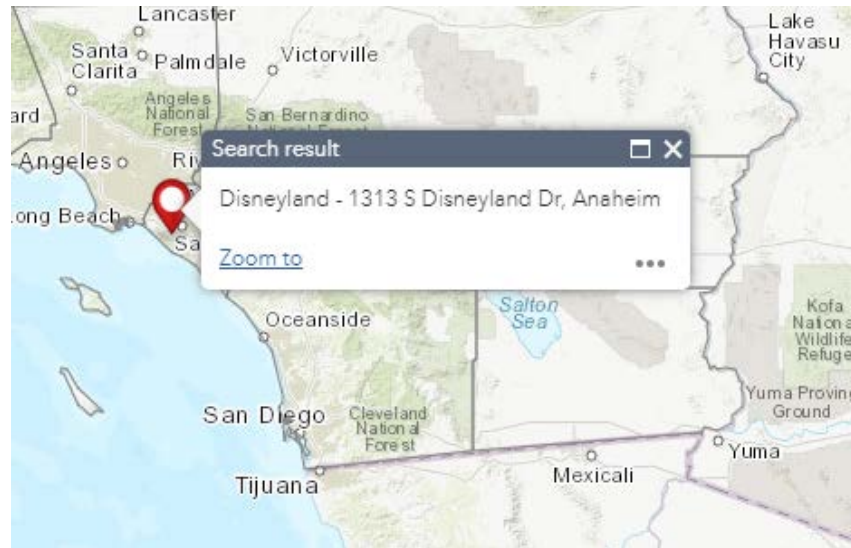


Figure 53

- The buffer distance shows the proximity of Leases, Structures, or Real Properties within a certain area based on a measure of units
 - Click on the unit to change between the options of: **miles**, **kilometers**, **feet**, **meters** (Figure 54).

A screenshot of a web application interface for a "Buffer" tool. The interface has a dark header with the word "Buffer" and a close button. Below the header is a search bar labeled "AOI" with a magnifying glass icon. The search bar has two tabs: "Placename" (selected) and "Draw". Below the search bar is a text input field containing "Disneyland, 1313 S Disneyland Dr, X" and a search icon. Below the input field is a section labeled "Buffer distance (optional)". It contains a text input field with the number "5" and a dropdown menu currently showing "Miles". The "Miles" dropdown is highlighted with a red rectangle. At the bottom of the interface are two buttons: "Report" and "Start Over".

Figure 54

- The map represents the buffer as shown below (as in Figure 55).

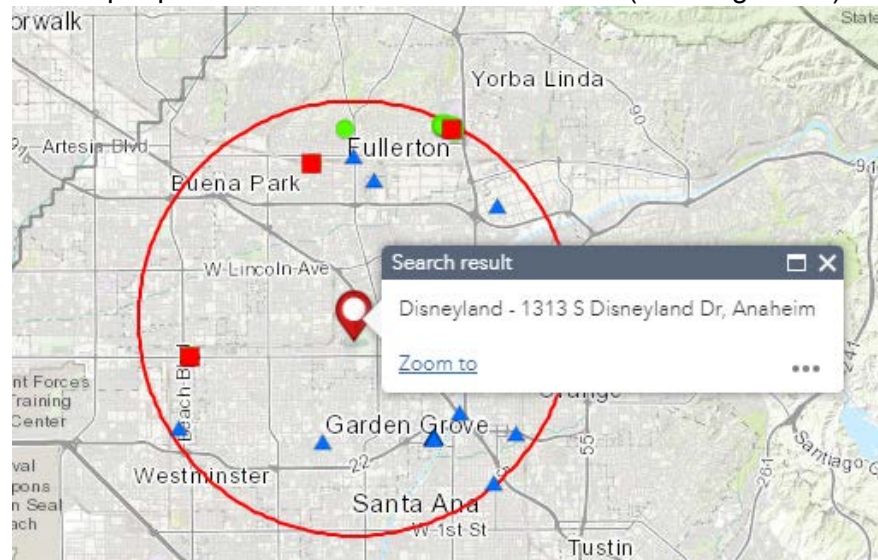


Figure 55

- Click Report to see how many Leases, Structures or Real Property are within the buffer range (as in Figure 56).

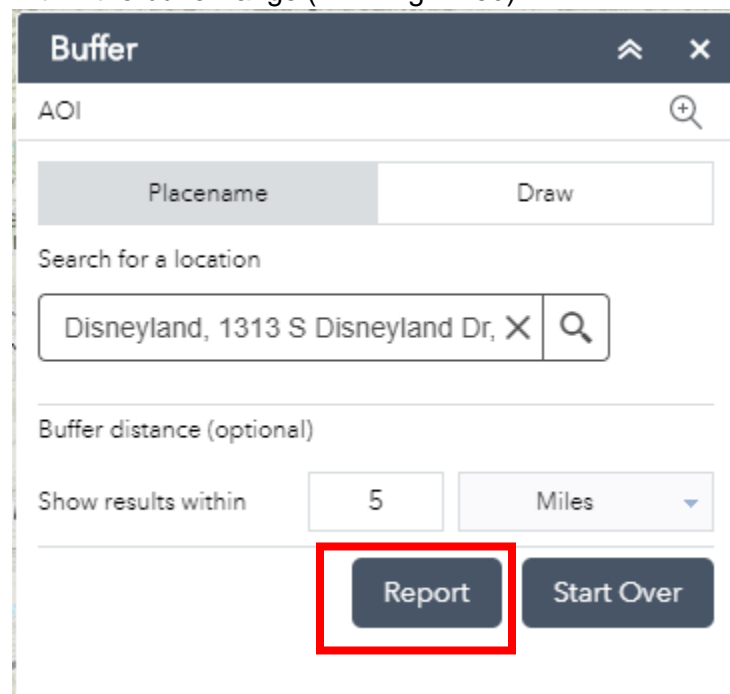


Figure 56

- The results populate in another screen as shown below (as in Figure 57).

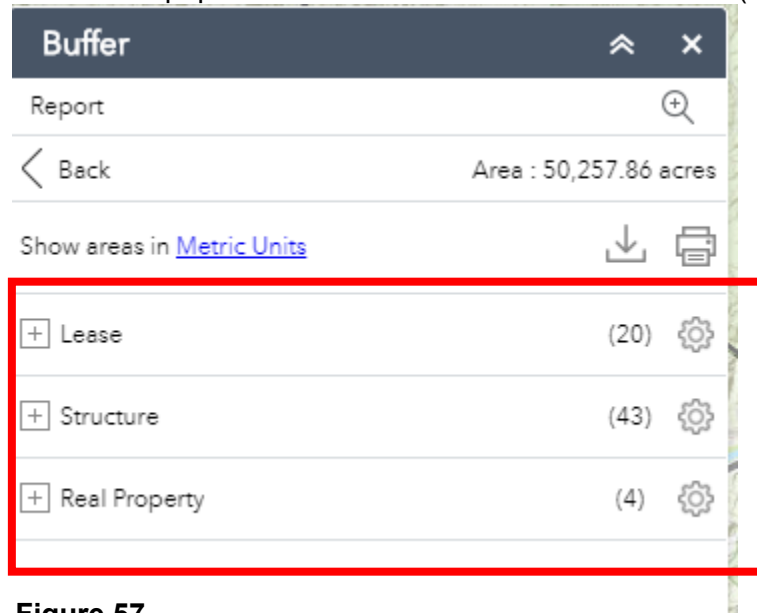


Figure 57

- The buffer Widget has the ability to print out a report to summarize the search details
 - Click on the Print button (as in Figure 58).

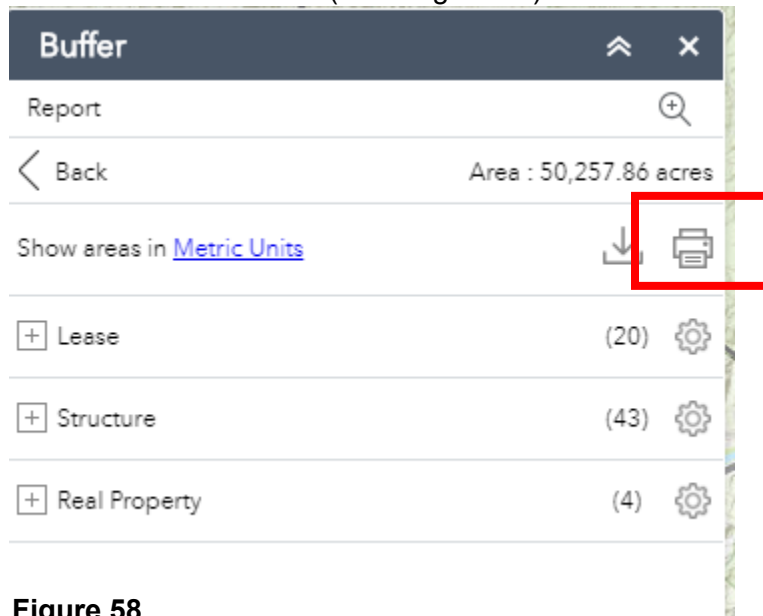


Figure 58

- Change the Layout to “Tabloid ANSI B Landscape” (as in Figure 59).

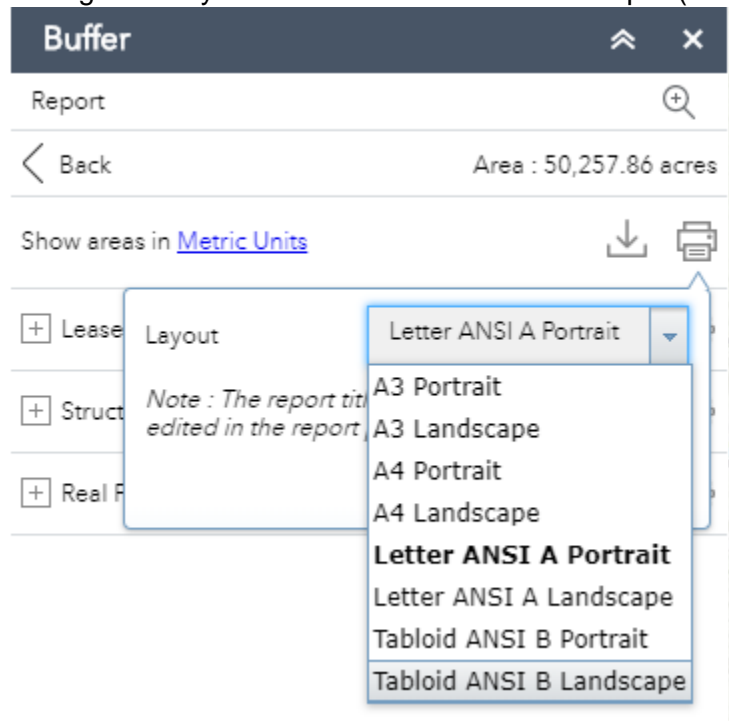


Figure 59

- Click Print (as in Figure 60)

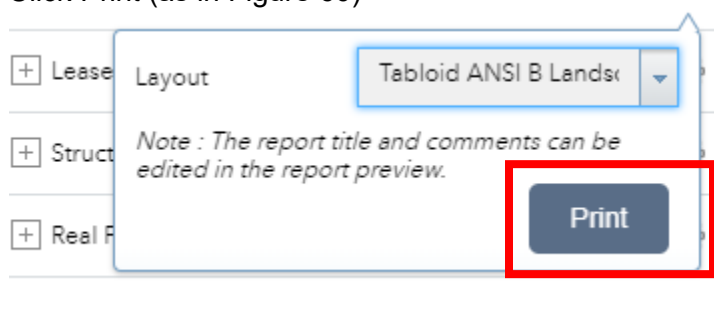


Figure 60

- A new web page will open up with your report
 - On the top of the page it will say “Screening Report” and if you click inside, you will have the option to change the Report name (as in Figure 61).

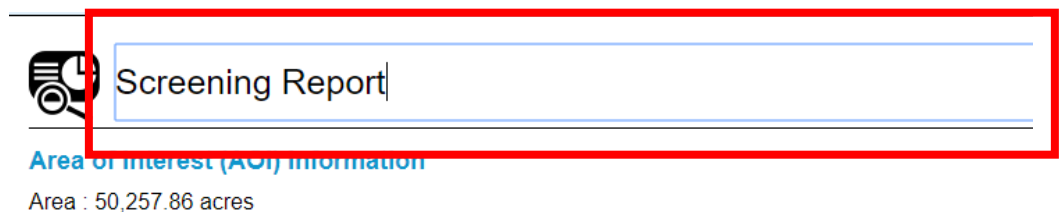


Figure 61

- Add comments to the report in the Comments section under the intelligent button icons (as in Figure 62)

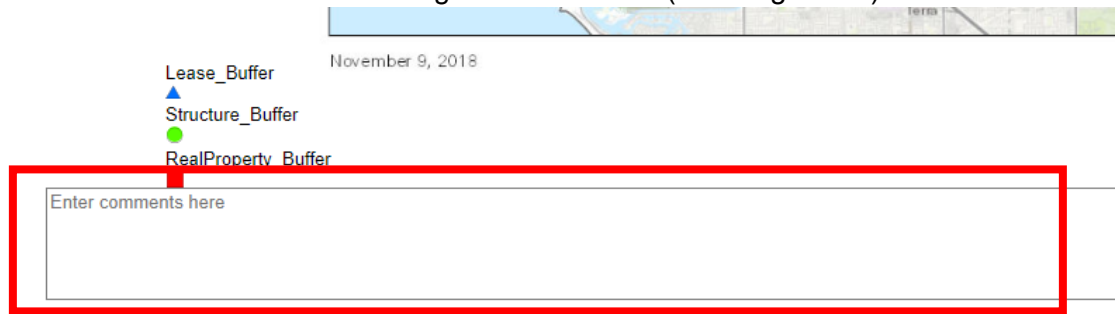


Figure 62

- Once the report is changed and finalized, navigate to the upper right hand of the screen and click “Print to PDF” (as in Figure 63).

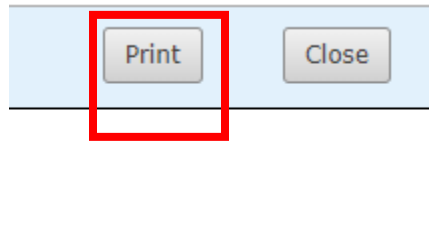


Figure 63

- Click on Change to change your Printer Destination (as in Figure 64)

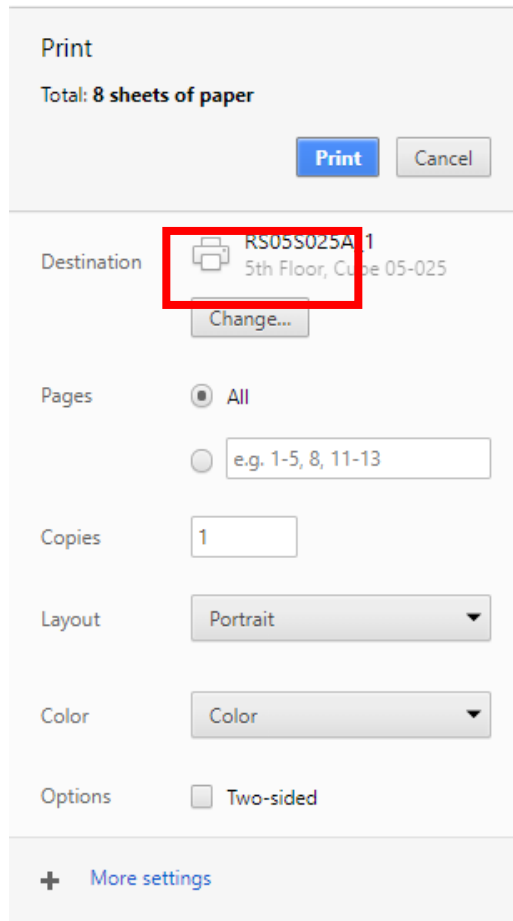
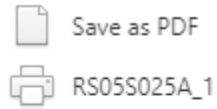


Figure 64

- Choose “Save as PDF” (as in Figure 65).

Recent Destinations



Print Destinations [Manage...](#)

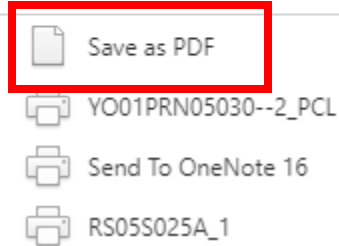


Figure 65

- Then click Save again (as in Figure 66).

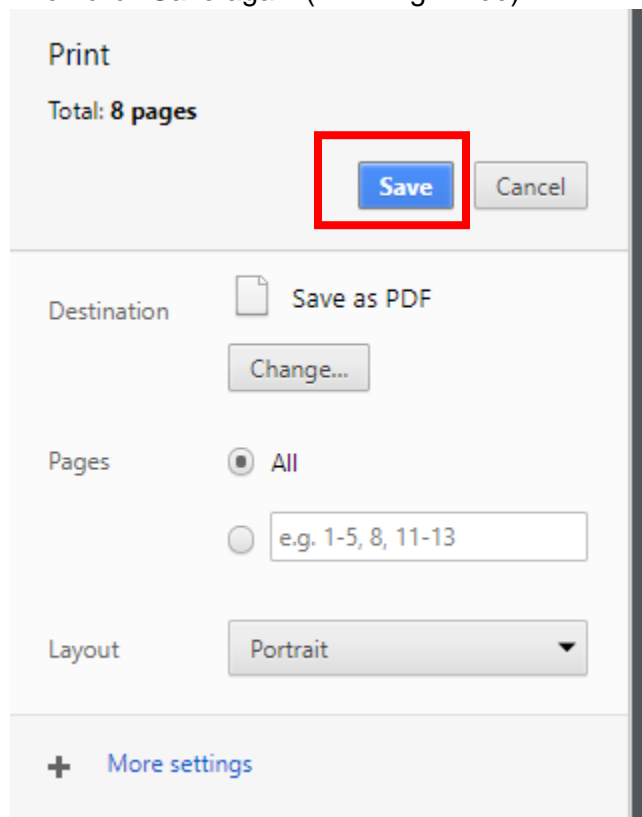


Figure 66

- o Name and save the document to a location on your computer
- o Click “Save” (as in Figure 67).

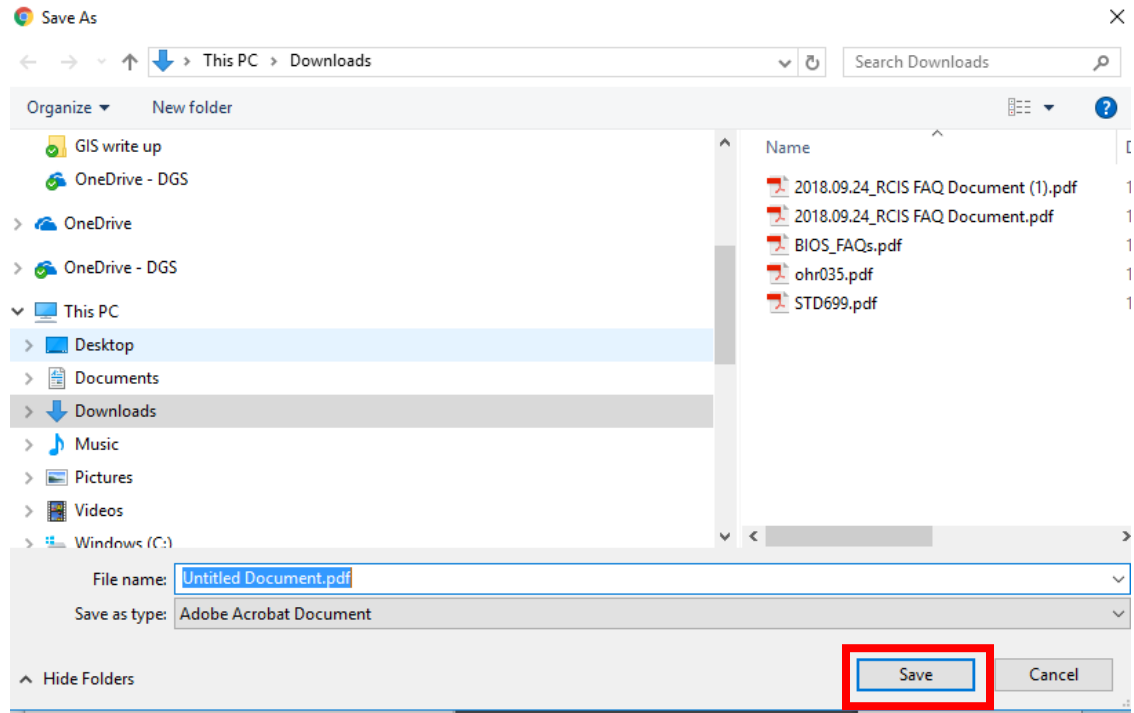


Figure 67

Basemap Gallery Widget

- o Click on the Basemap Gallery widget (as in Figure 68).



Figure 68

- o There are twelve different options to change the background setting for the map.
 - o It is currently defaulted to “Topographic”

- o To change the Basemap, simply click on any of the options and the map automatically changes (as in Figure 69).

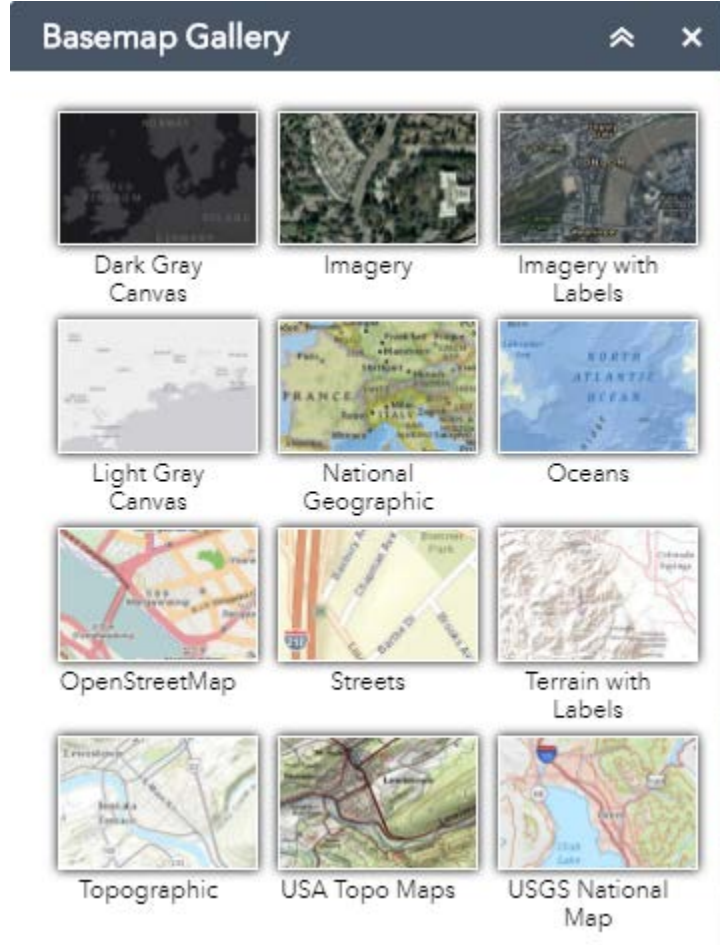


Figure 69

Measurement Tool Widget

- o The Measurement tool draws a shape around an area to see how many (acres/Sq Miles/Sq Kilometers/Hectares/Sq Yards/Sq Feet/Sq Feet (US)/Sq Meters) there are within the enclosed shape (as in Figure 70).



- o For example, click on Area

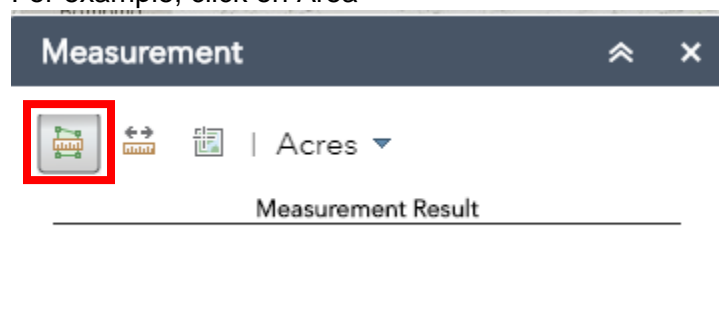


Figure 70

- Click on an area to draw a shape around, then click to another area (you may keep clicking until you reach a desired shape)
 - Double click on your mouse once the shape is formed (as in Figure 71).

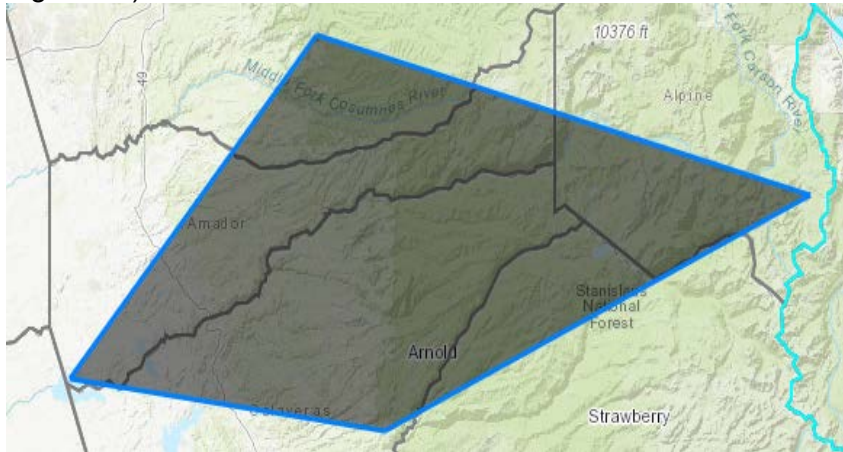


Figure 71

- The measurement results will appear like the photo below (as in Figure 72)

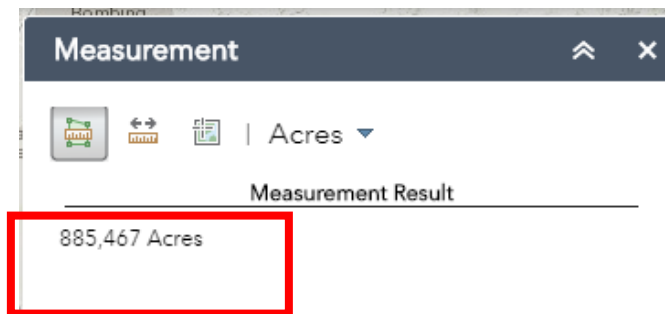


Figure 72

- To change the unit of measurement, click on the down arrow and choose any of the different options (as in Figure 73).

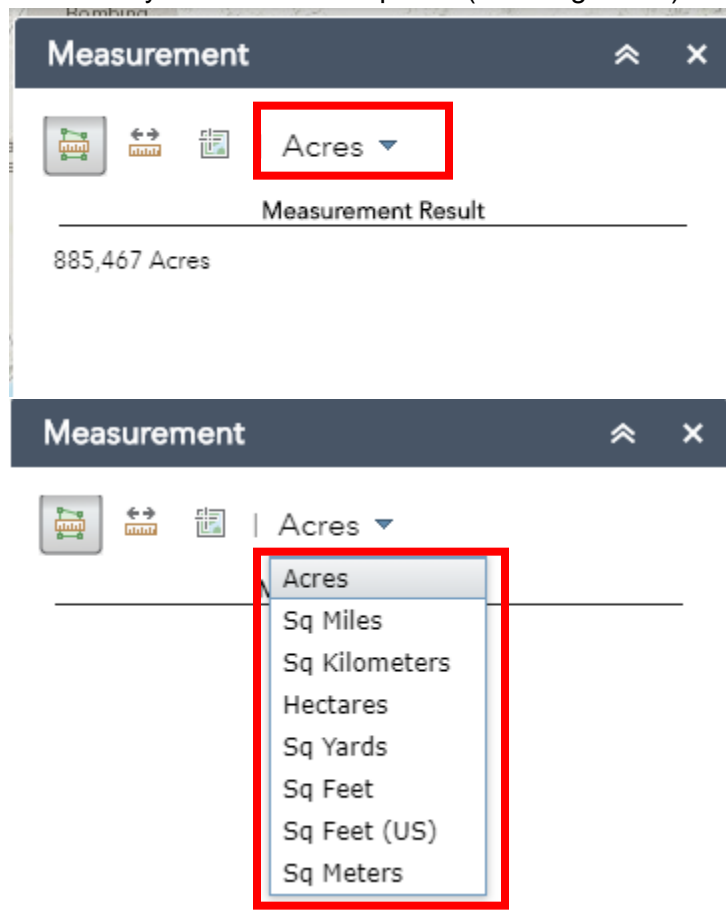


Figure 73

- To measure the distance between two points use the Distance tool
 - For example, click on Distance (as in Figure 74).

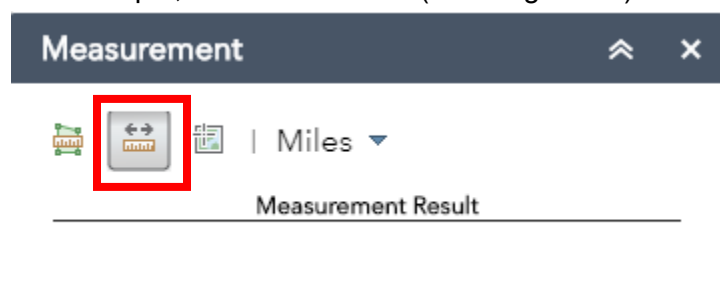


Figure 74

- Click on an area and drag the line to another location and double click to end the Distance measurement tool
 - Use the distance between more than two locations, just remember to double click to stop the tool

- For example, the distance between Lodi and Stockton, Ca (as in Figure 75).

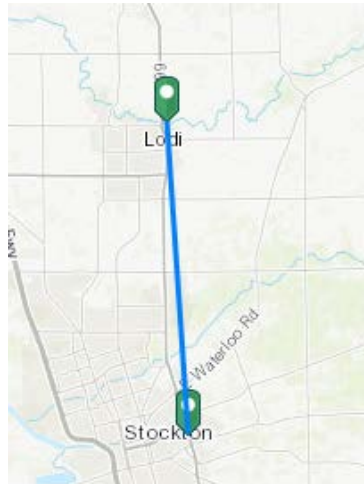


Figure 75

- The results will appear like the photo below (as in Figure 76).

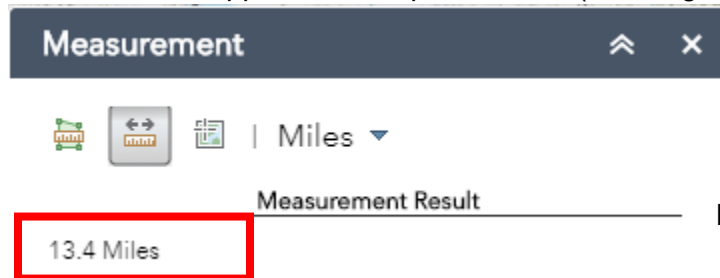


Figure 76

- To find the Latitude and Longitude of a location on the map click on Location
 - For example, click on Location (as in Figure 77).

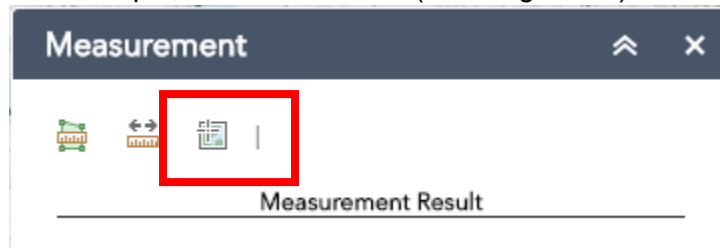


Figure 77

- Drop a point anywhere on the map and it will tell you it's Latitude and Longitude (as in Figure 78).



Figure 78

- The results will appear like the photo below
 - The Cursor icon moves around the map and shows the Lat/Long's while you navigate
 - Clicking on the location prompts the results shown below in a green point (as in Figure 79).

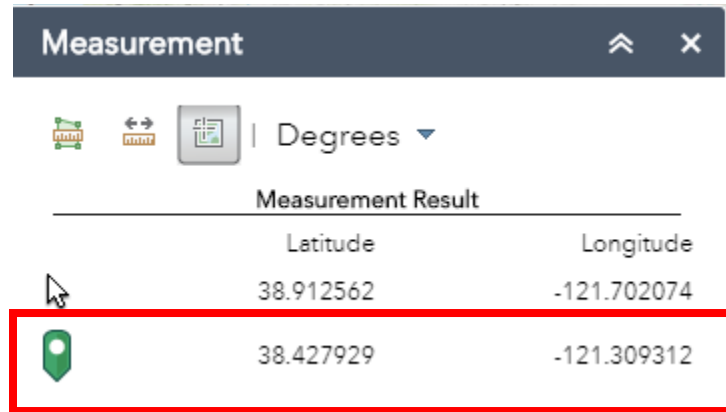


Figure 79

Print Widget

- The Print widget allows the user to print a web map (with or without results)
 - The web map may be printed to show buffer or query results.
- Click on the printing function (as in Figure 80)

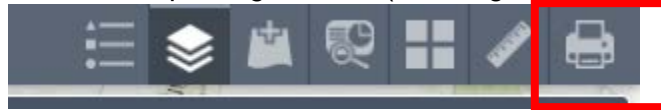


Figure 80

- Change the map title if need.
 - Do **not** change the defaulted Layout and Format, and click "Print" (as in Figure 81).

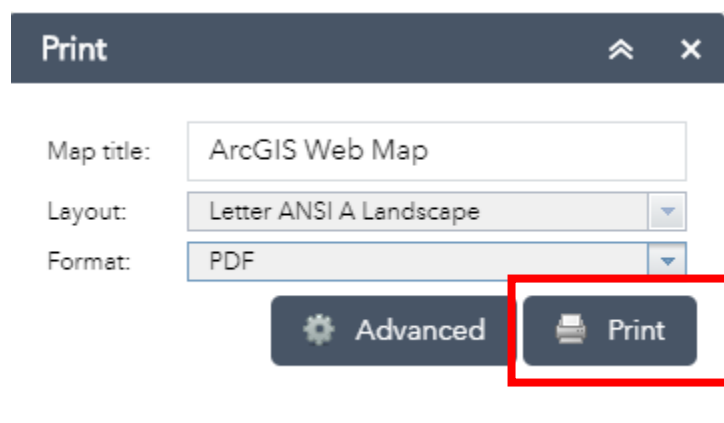


Figure 81

- The PDF print should show up under the print function. Click on it to show the printable map (as in Figure 82).

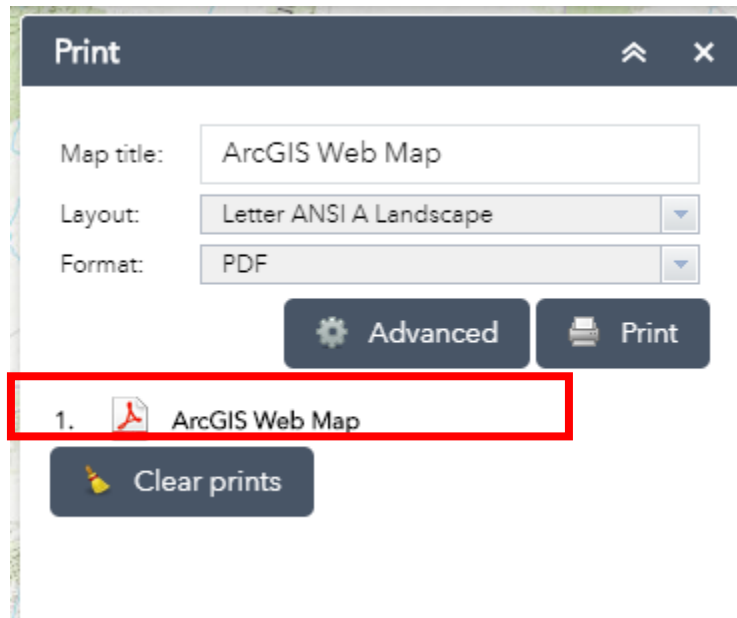


Figure 82

- The map will open up in a new tab (in the browser)
 - Print it out (as in Figure 83).



Figure 83