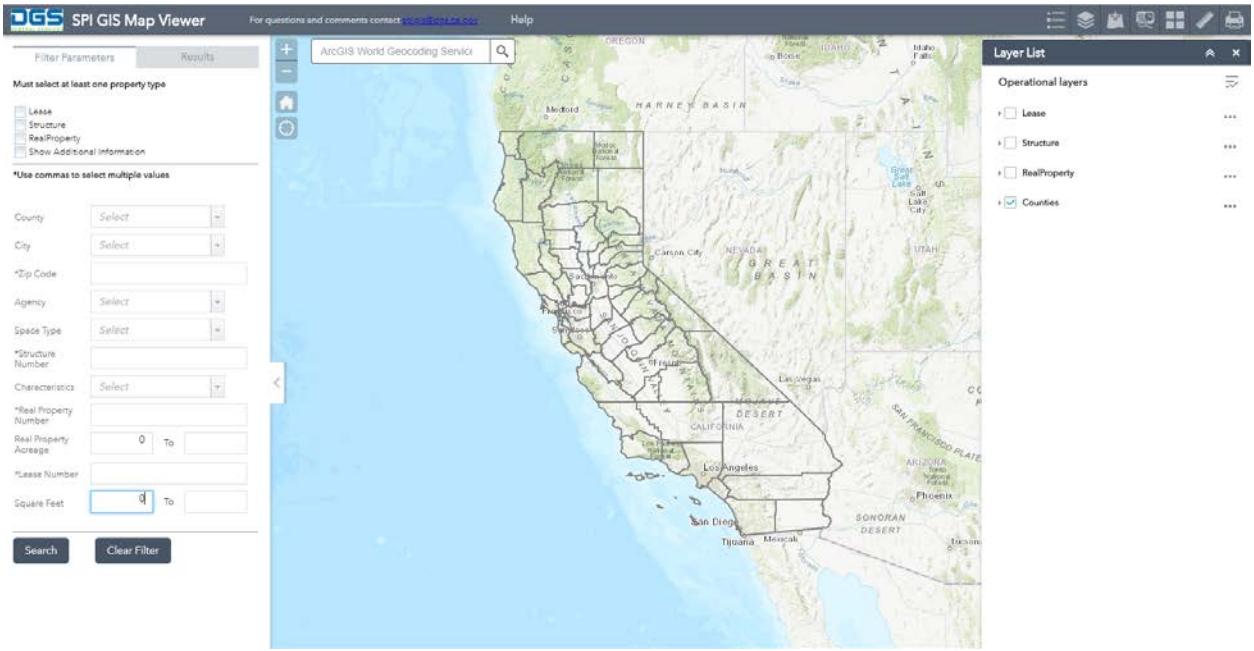
CALIFORNIA DEPARTMENT OF GENERAL SERVICES

SPI GIS Public Map User Guide



Contents

Terms 3
SPI GIS Public Map Link 3
Overview of the Map Viewer 4
How to Search Using the Query Widget 4
Search by County 4
Search by City 6
Search by Zip Code 8
Search by Agency 10
Search by Space Type 11
Search by Structure Number 13
Search by Characteristics 14
Search by Real Property Number 15
Search by Real Property Acreage 17
Search by Lease Number 18
Search by Square Feet 20
Search by Multiple Criteria 21
Viewing Search Results 22
Show/Hide Results in Attribute Table 24
Widgets 25
Layer List Widget 25
Buffer Widget 27
Basemap Gallery Widget 34
Measurement Tool Widget 35
Print Widget 39

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

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

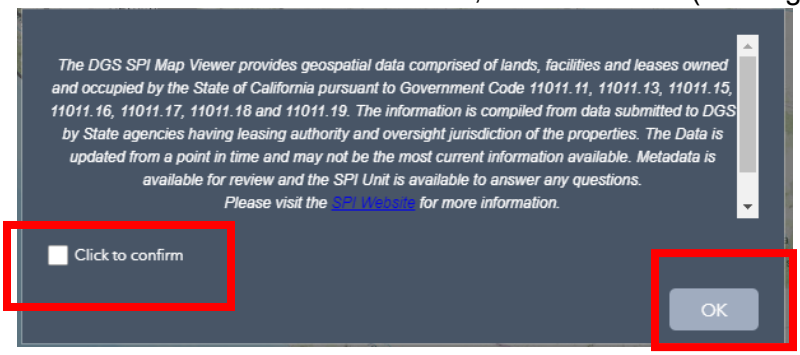


Figure 1

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

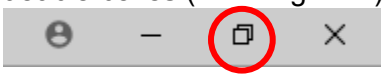


Figure 2

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).

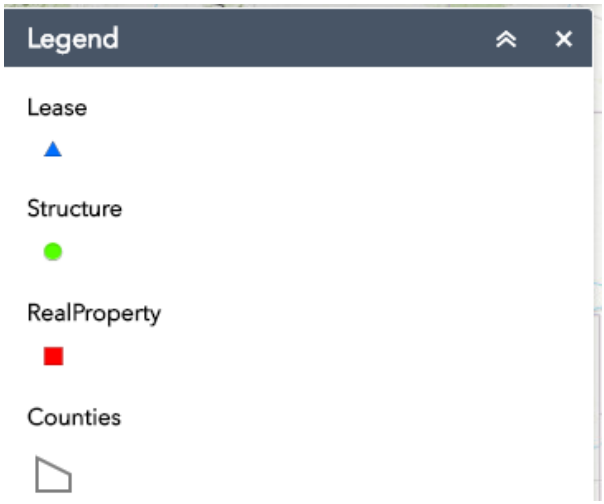


Figure 3

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).

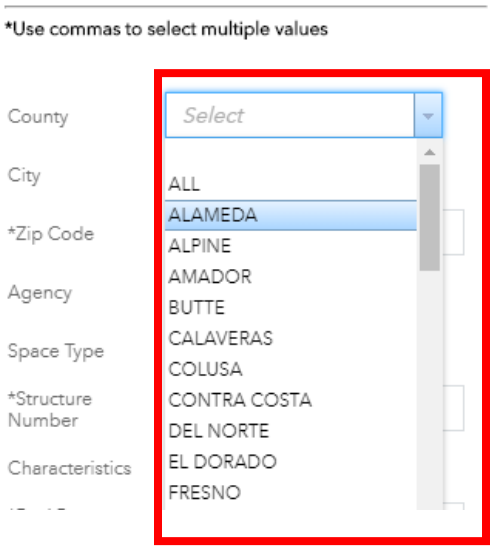


Figure 5

- Click on “Search”
  (as in Figure 6).

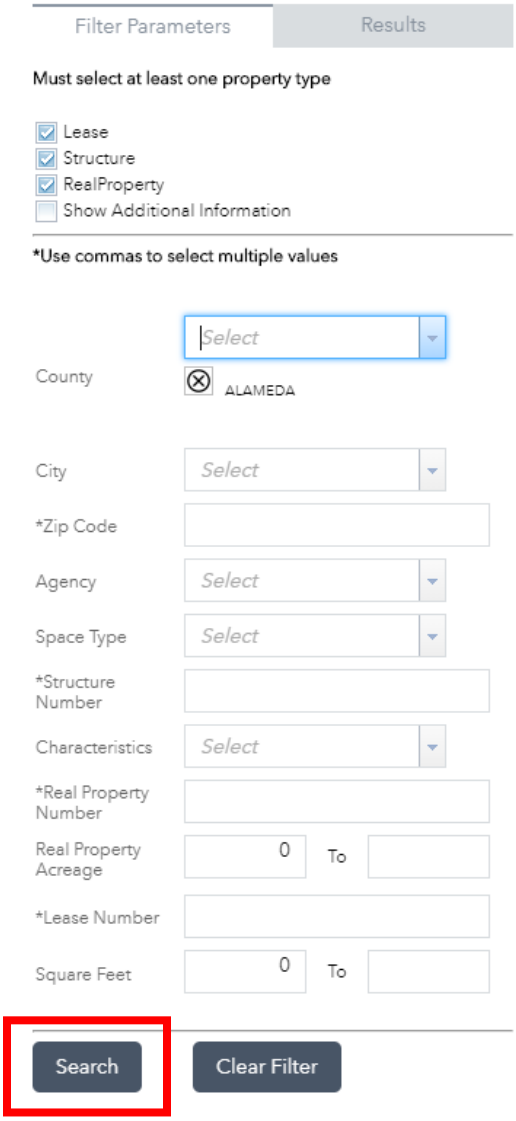


Figure 6

Search by City

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

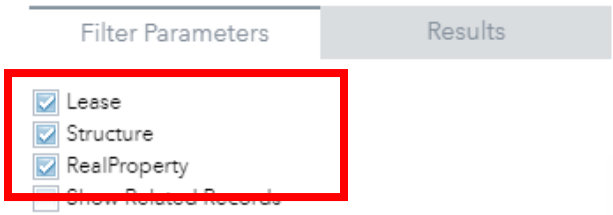


Figure 7

- 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).

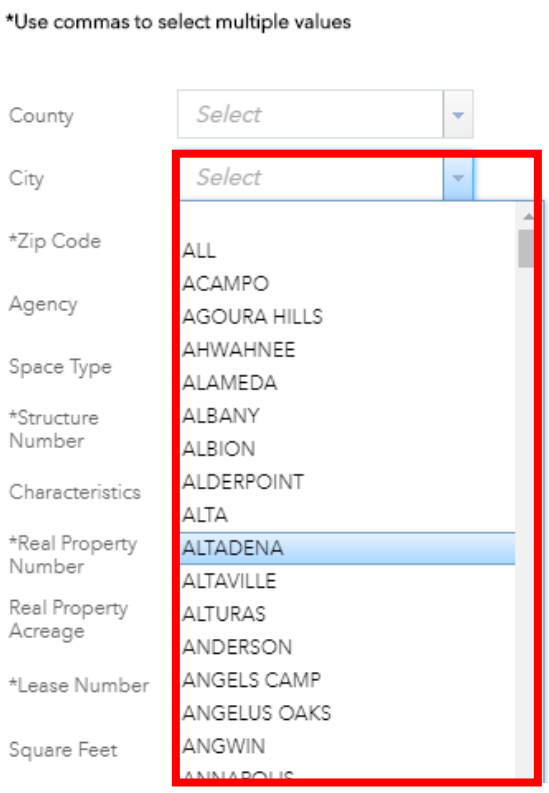


Figure 8

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

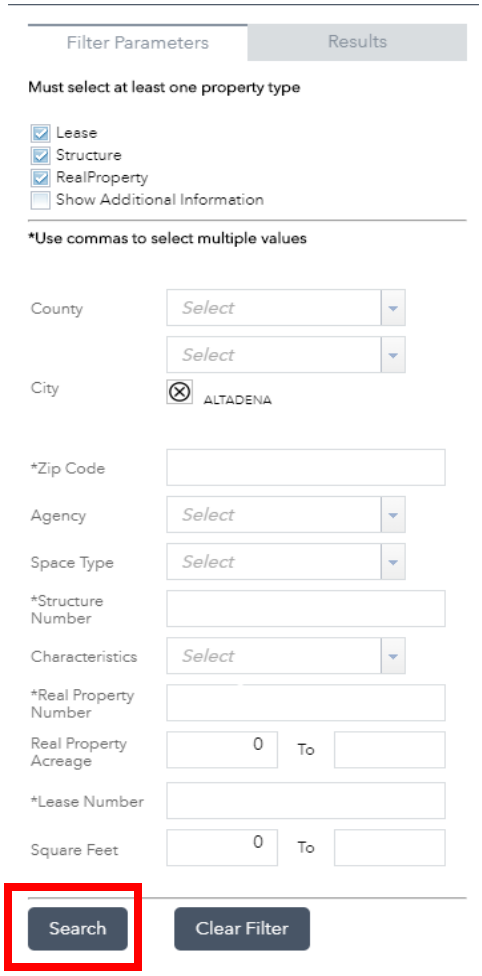


Figure 9

Search by Zip Code

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

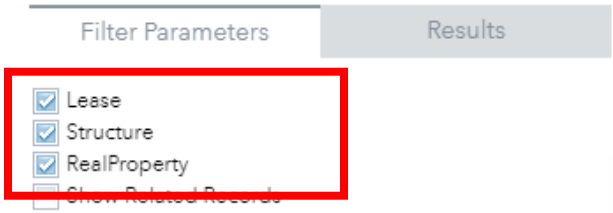


Figure 10

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

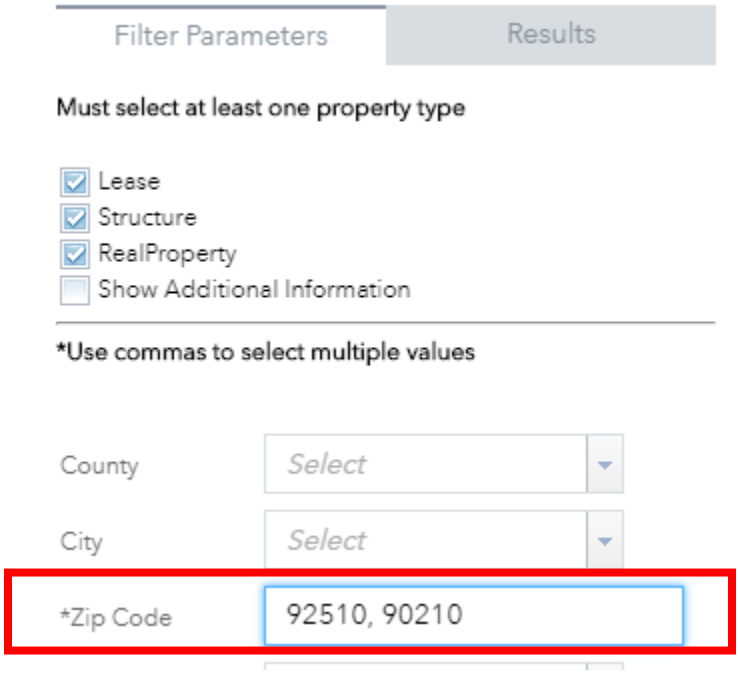


Figure 11

- Click on Search (as in Figure 12).

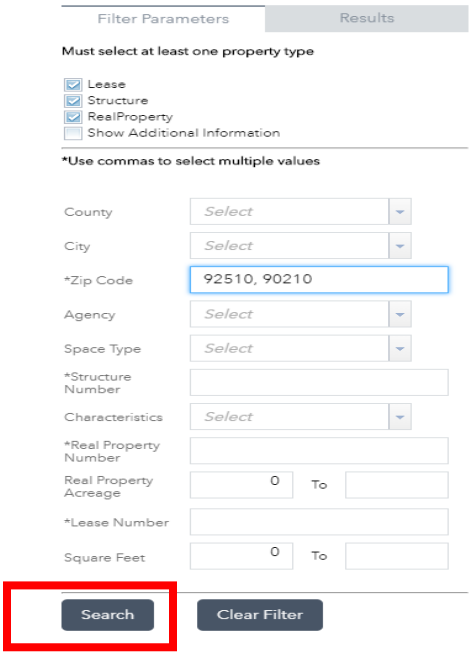


Figure 12

Search by Agency

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

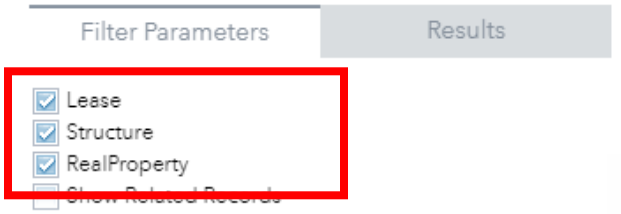


Figure 13

- 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).

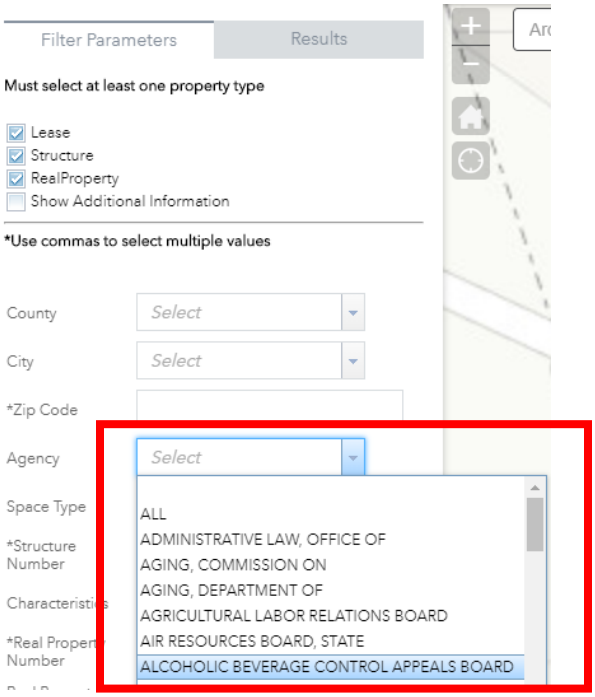


Figure 14

- Click on Search (as in Figure 15).

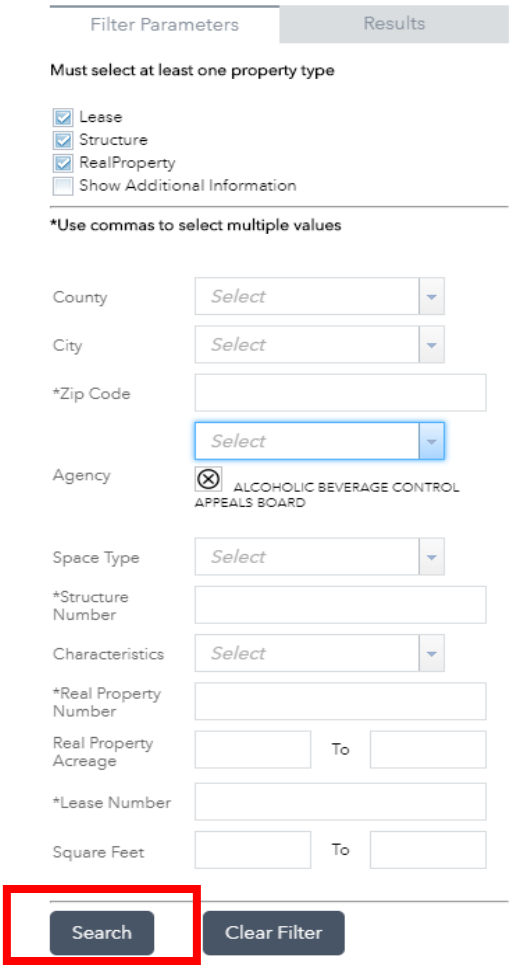


Figure 15

Search by Space Type

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

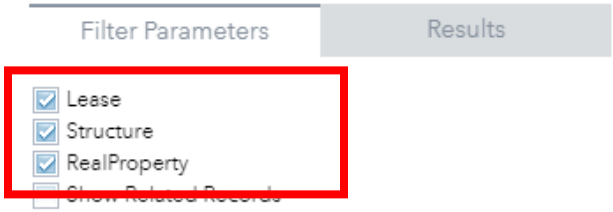


Figure 16

- 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).

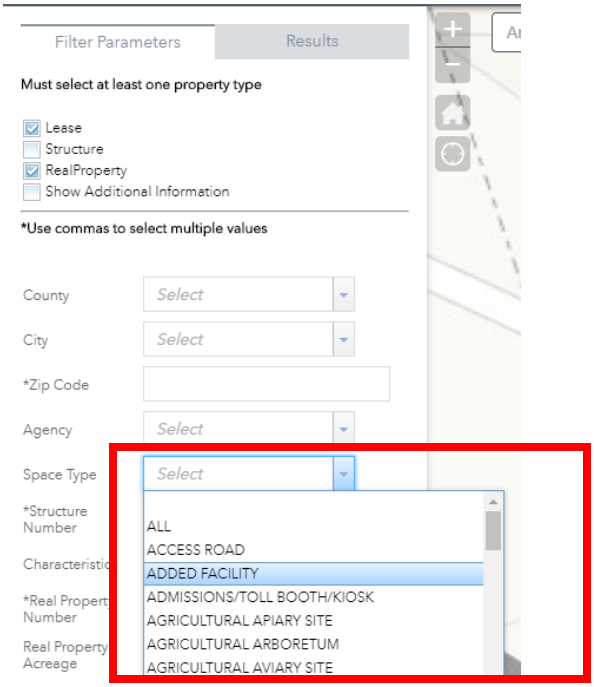


Figure 17

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

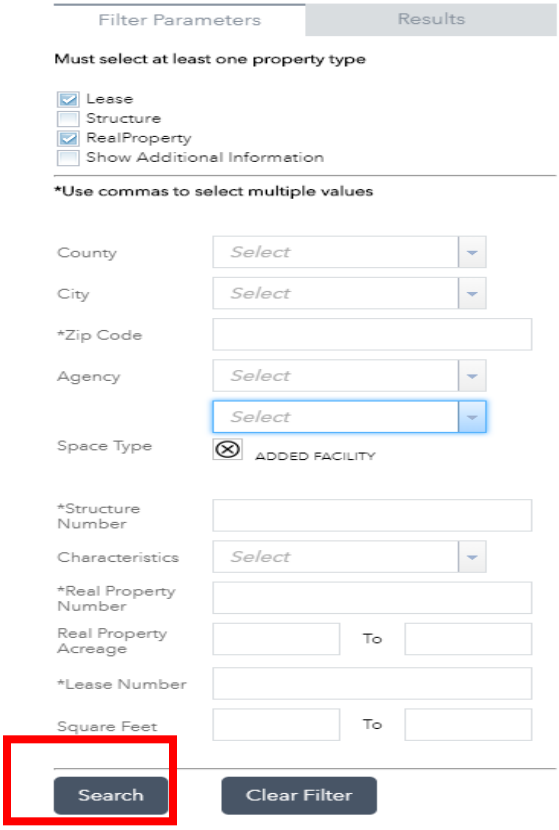


Figure 18

Search by Structure Number

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

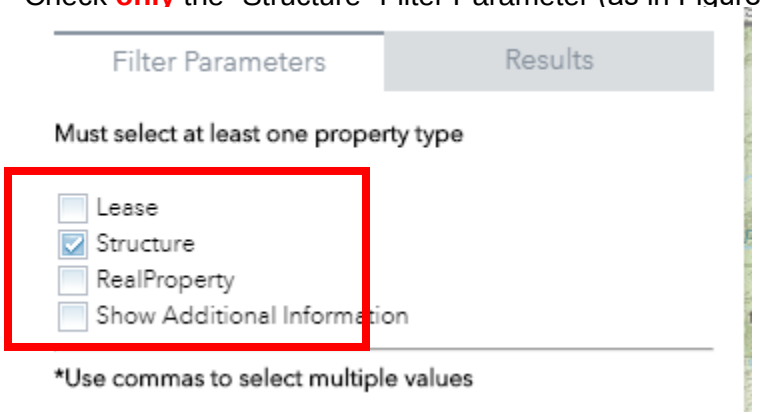


Figure 19

- 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).

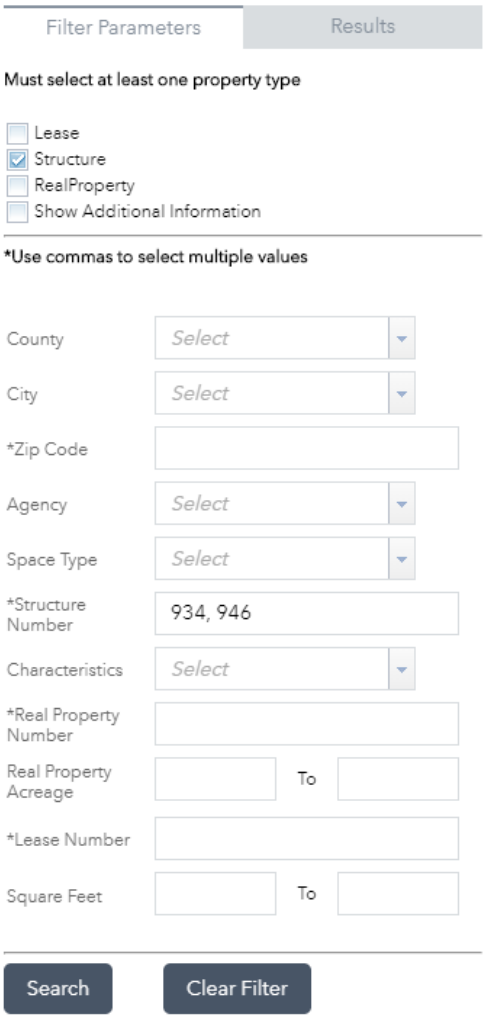


Figure 20

Search by Characteristics

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

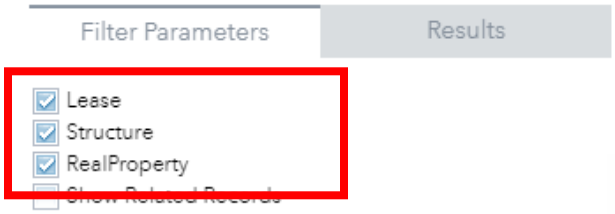


Figure 21

- 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).

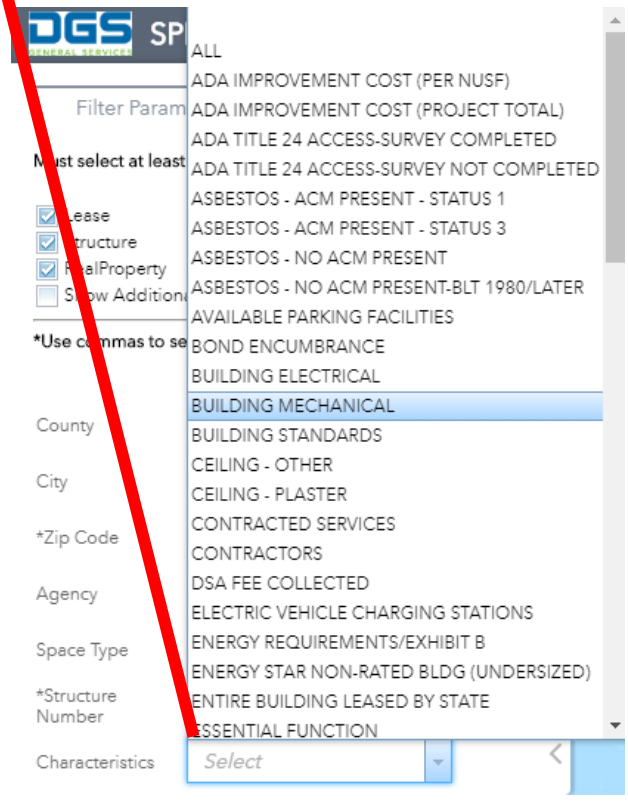


Figure 22

- Click “Search” (as in Figure 23).

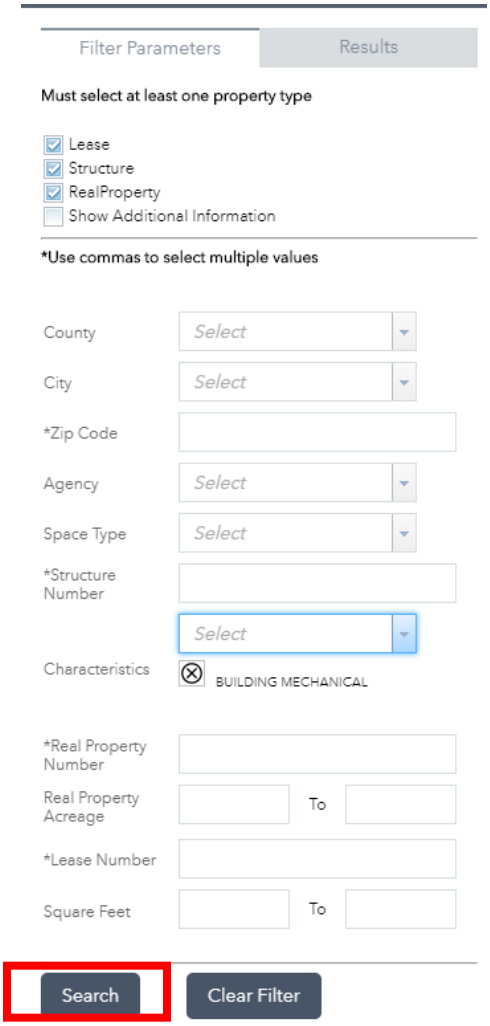


Figure 23.

Search by Real Property Number

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

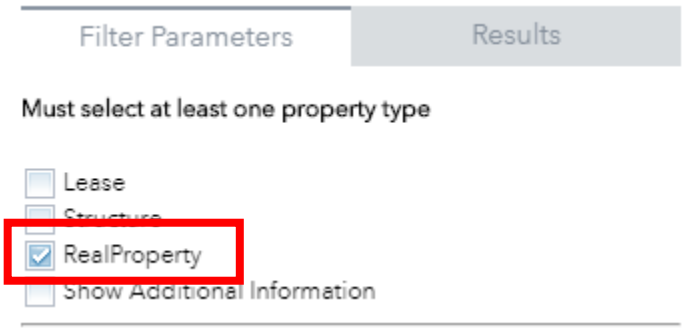


Figure 24

- Enter in a Real Property Number in the “Real Property Number” text box
  - 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).

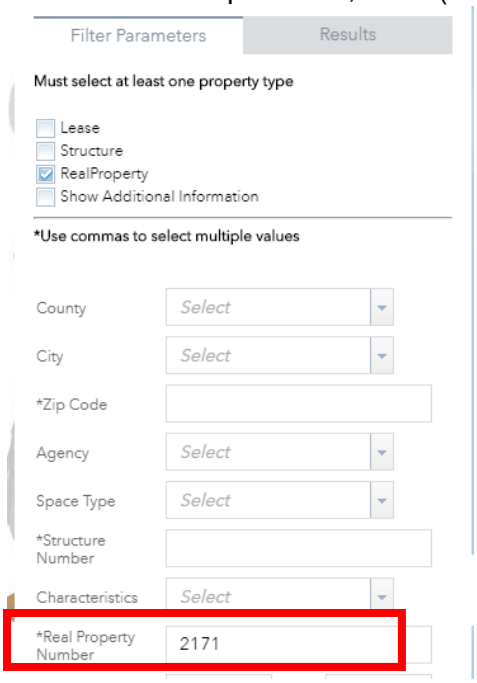


Figure 25

- Click Search (as in Figure 26).

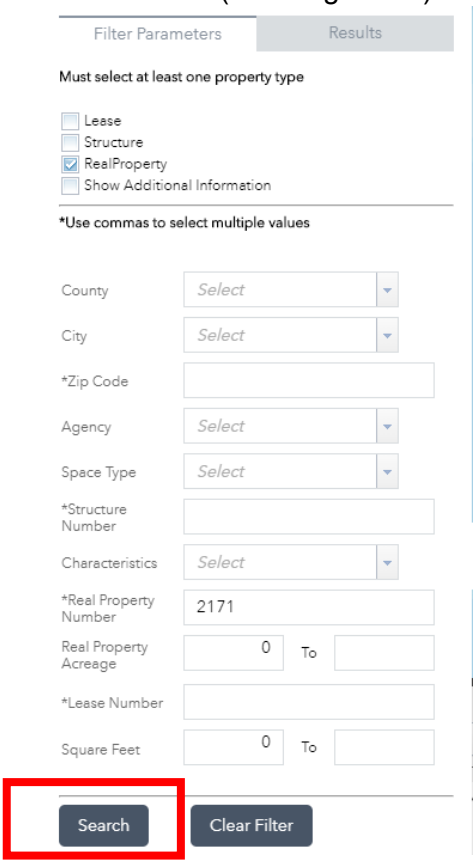


Figure 26

Search by Real Property Acreage

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

Figure 27

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

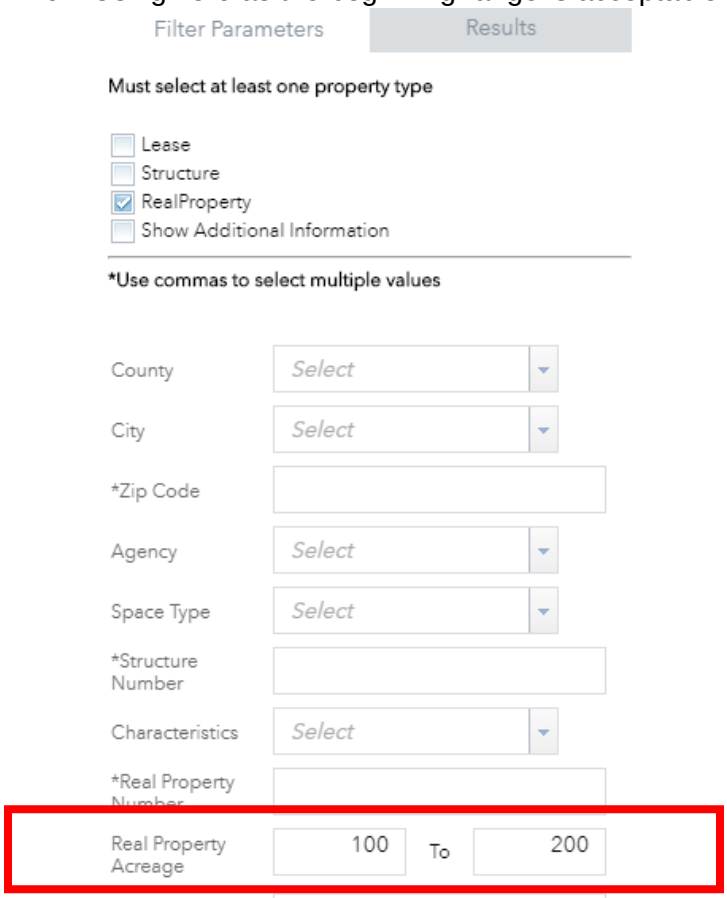


Figure 28

- Click “Search” (as in Figure 29).

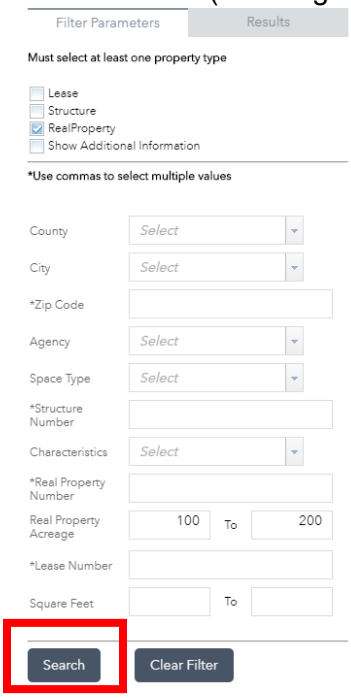


Figure 29

Search by Lease Number

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

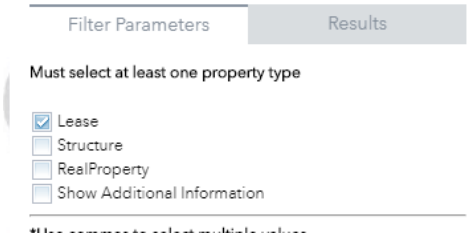


Figure 30

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

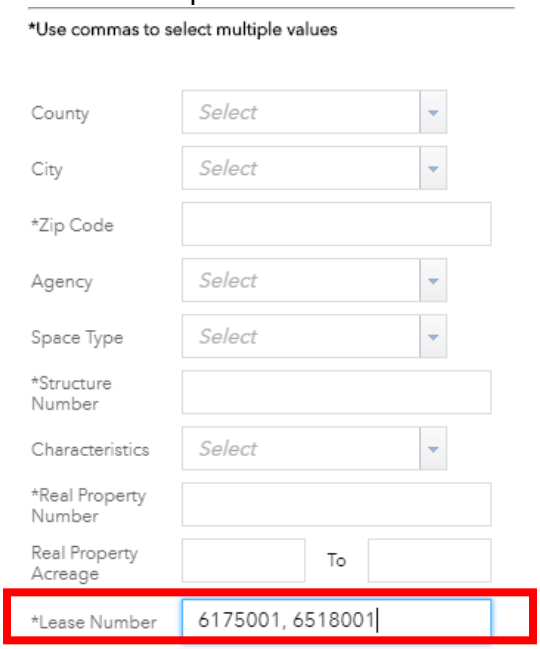


Figure 31

- Click “search” (as in Figure 32).

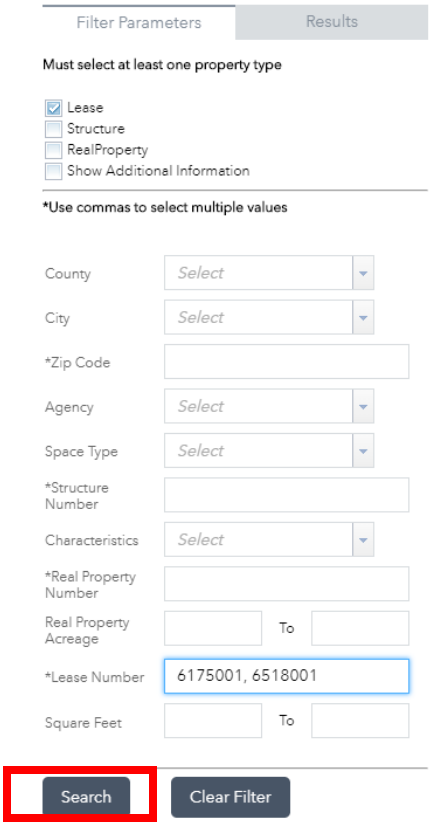


Figure 32

Search by Square Feet

- Click on Structure (as in Figure 33).

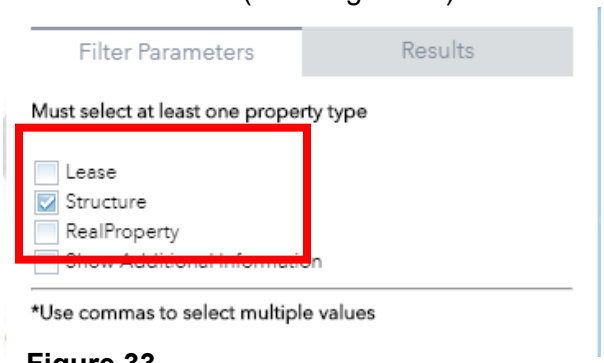


Figure 33

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

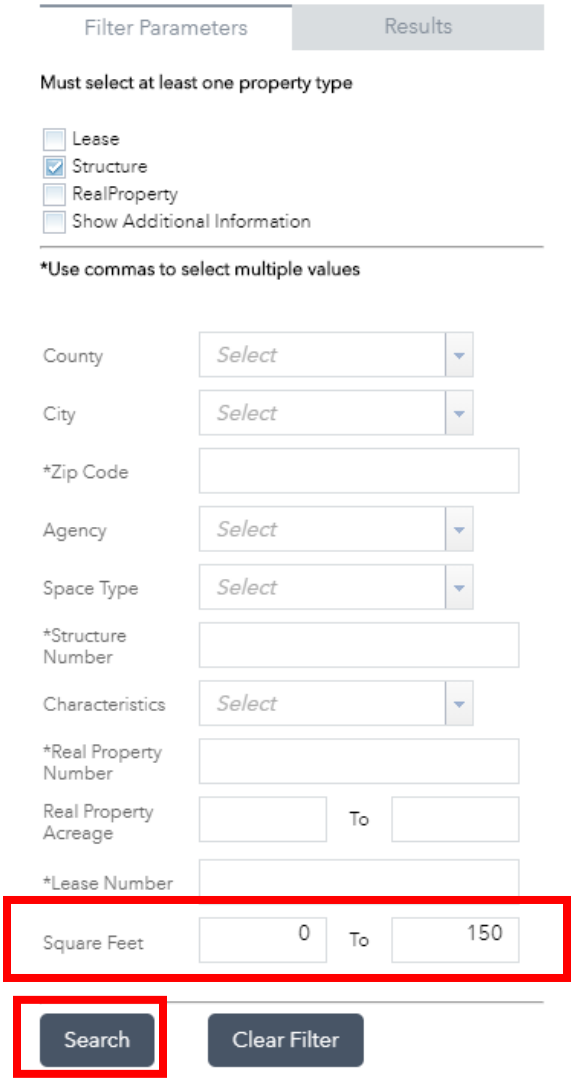


Figure 34

Search by Multiple Criteria

- The ability to combine each of the search parameters help narrow down the results
  - For example, searching for **Leases**, **Structures**, and **Real Property** with **general office space** in **Alameda** and **Sacramento** 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 35).

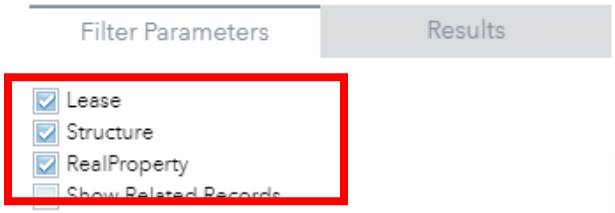


Figure 35

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

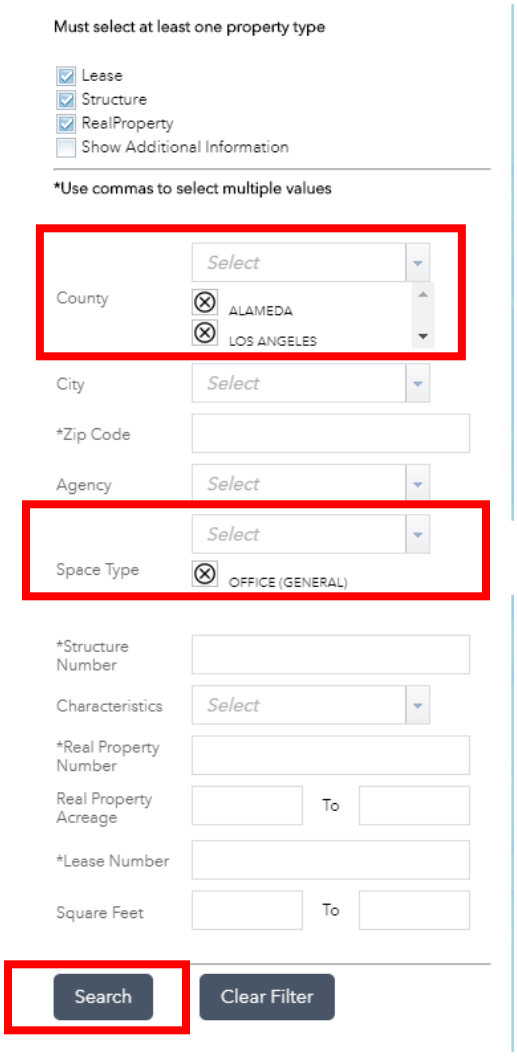


Figure 36

Viewing Search Results

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

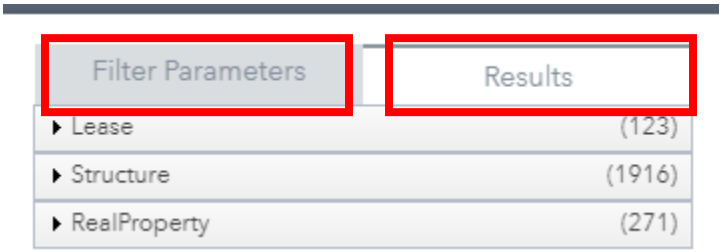


Figure 37

  - 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)

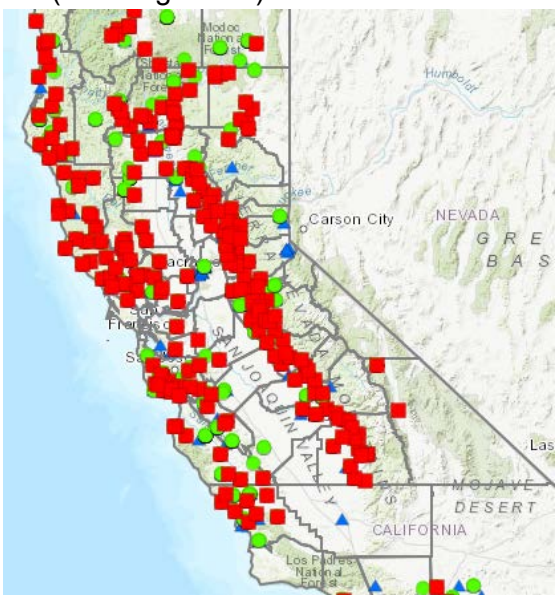


Figure 38

- 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).

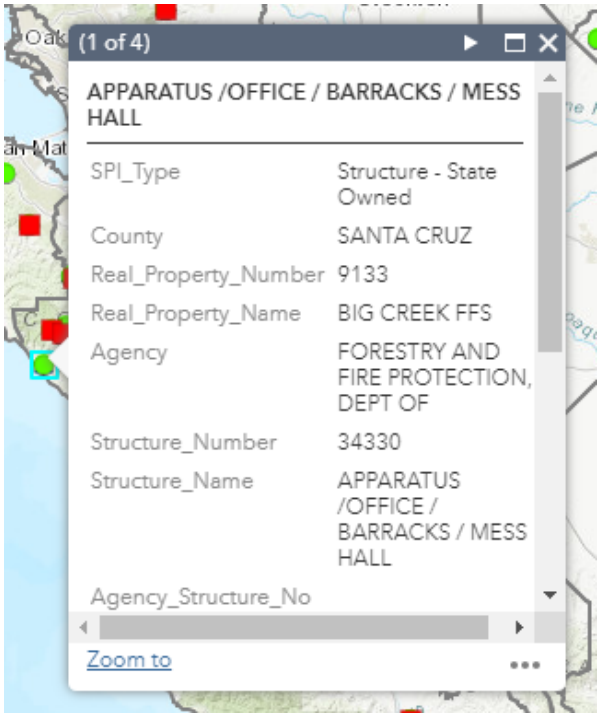


Figure 39

- 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).

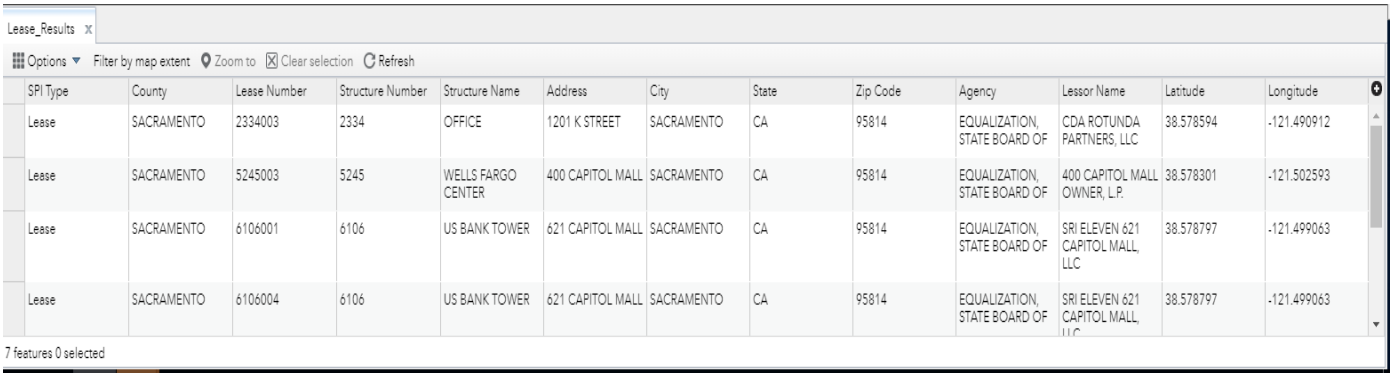


Figure 40

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).

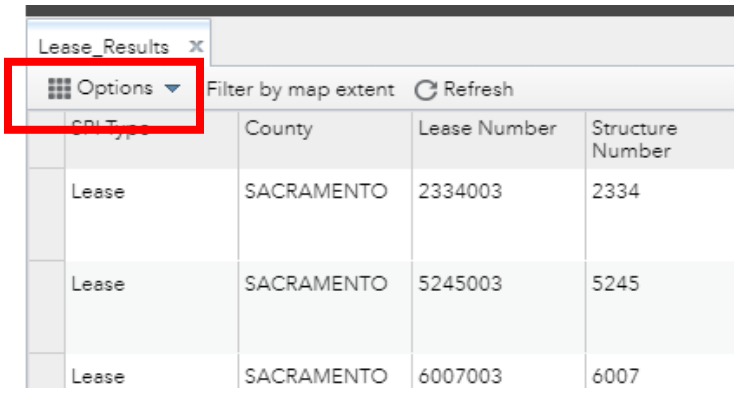


Figure 41

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

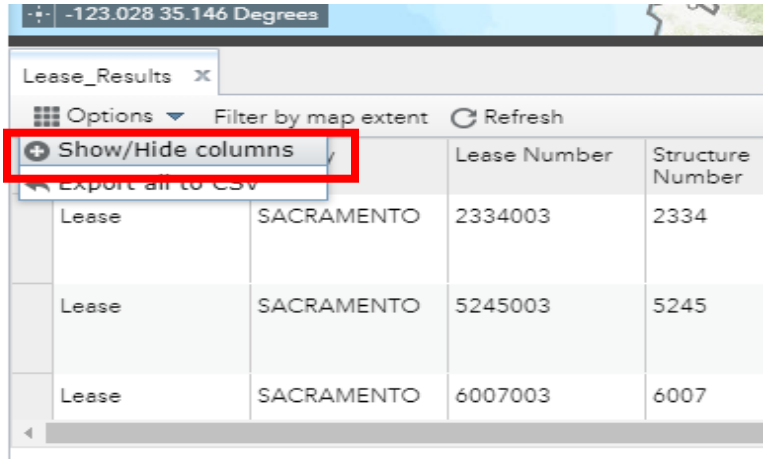


Figure 42

- 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).

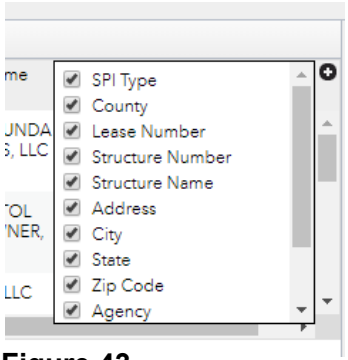


Figure 43

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

Widgets

- 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

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

Figure 45

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

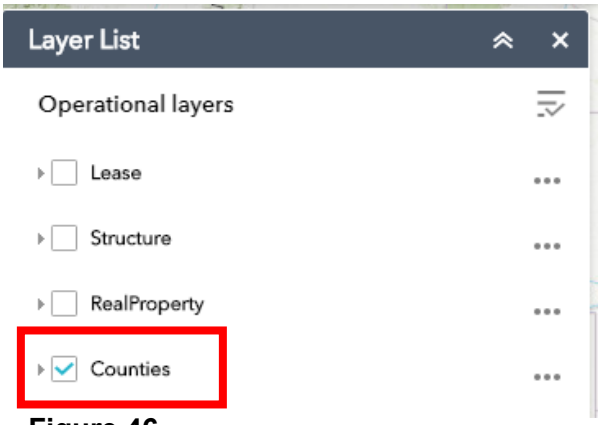


Figure 46

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).

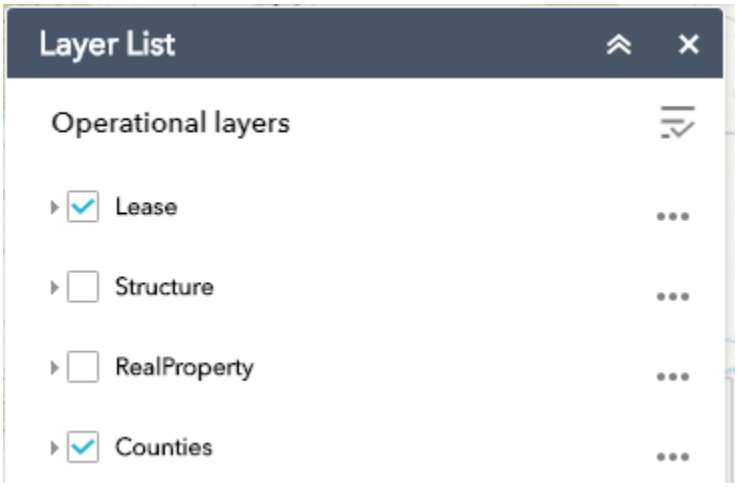


Figure 48

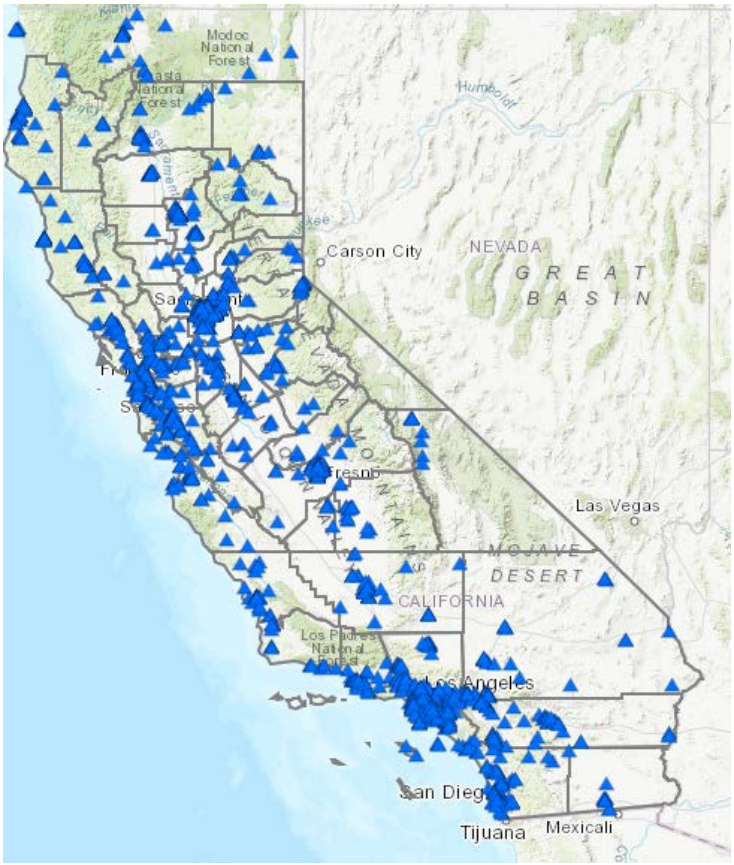


Figure 49

Buffer Widget

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

Figure 50

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

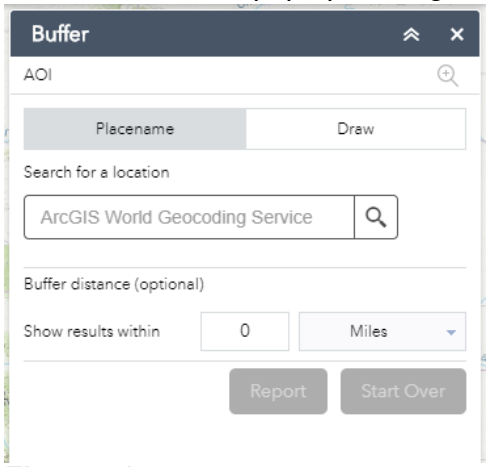


Figure 51

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

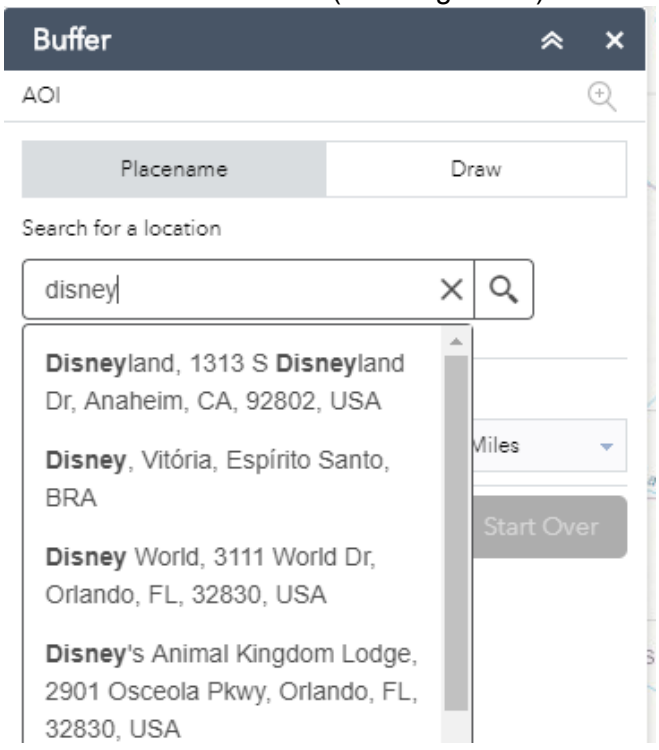


Figure 52

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

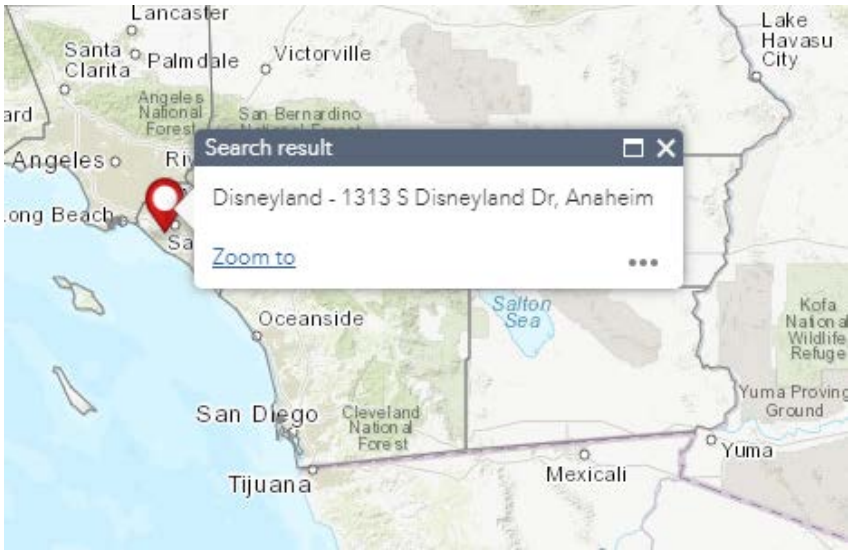


Figure 53

- 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).**

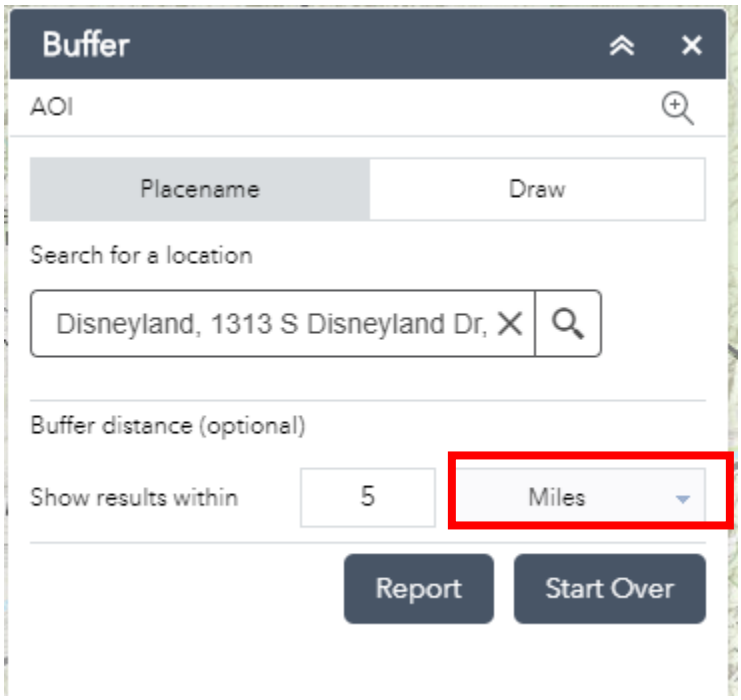


Figure 54

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

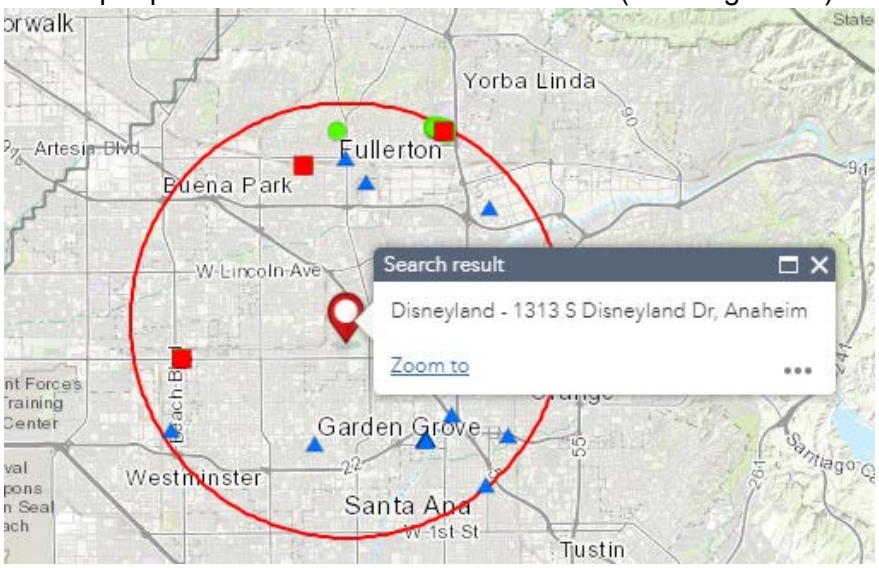


Figure 55

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

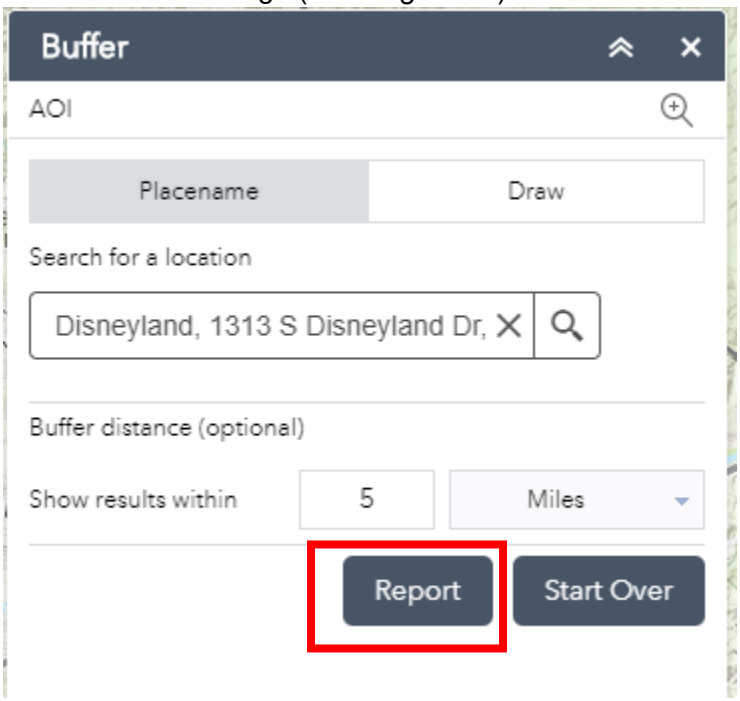


Figure 56

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

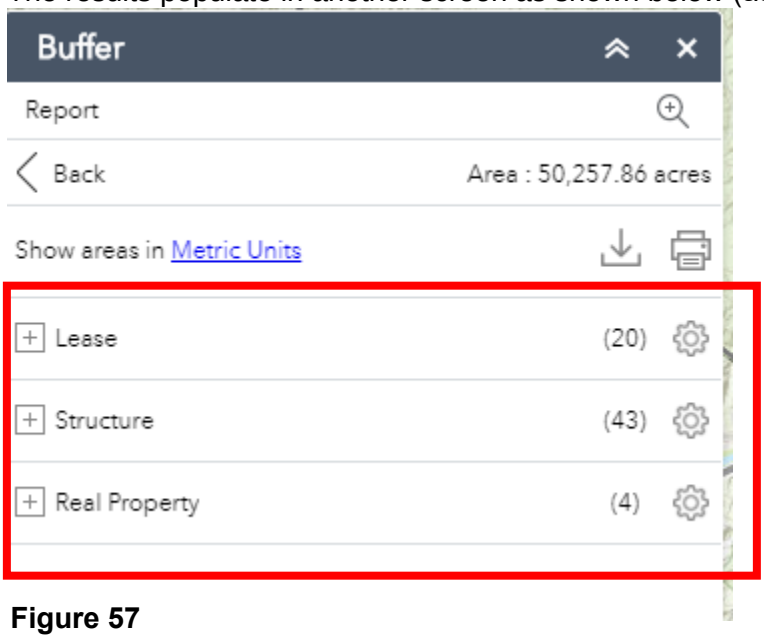


Figure 57

- 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).

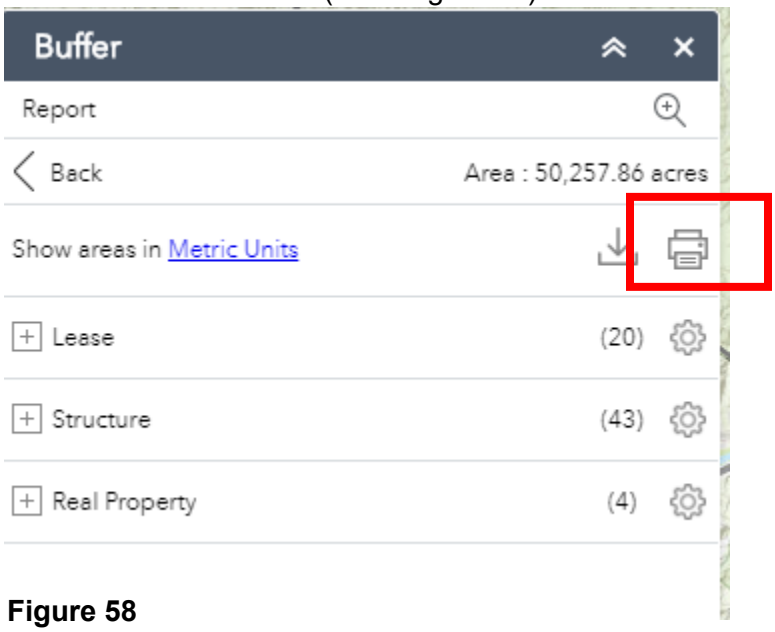


Figure 58

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

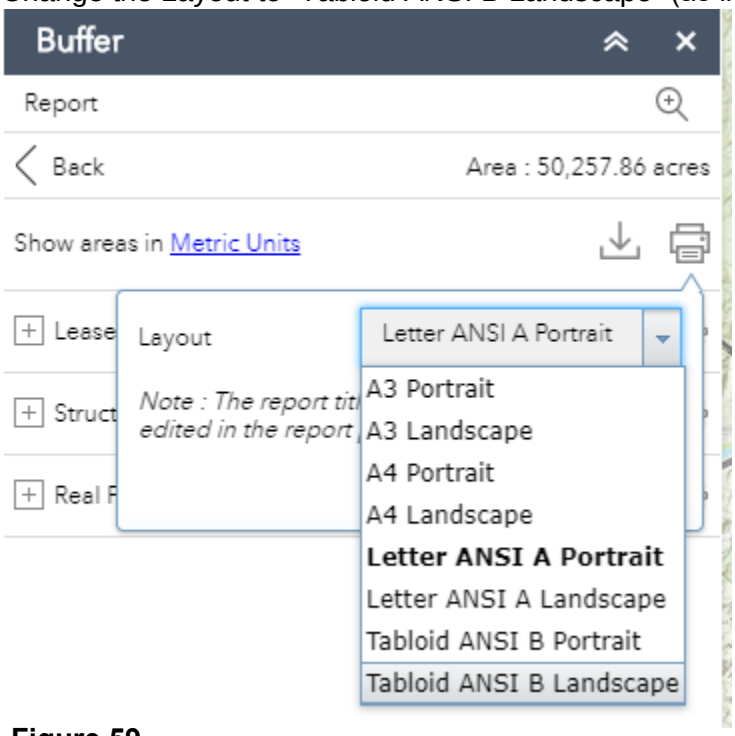


Figure 59

- Click Print (as in Figure 60)

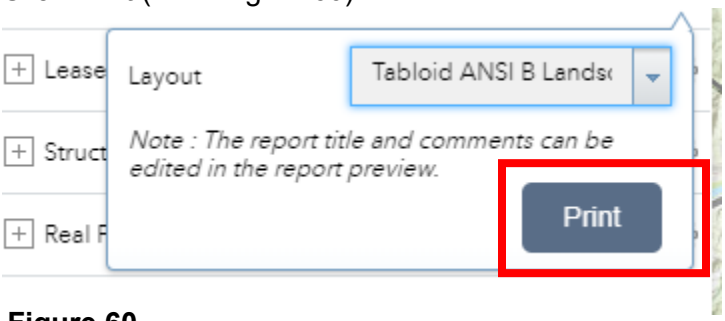


Figure 60

- 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).

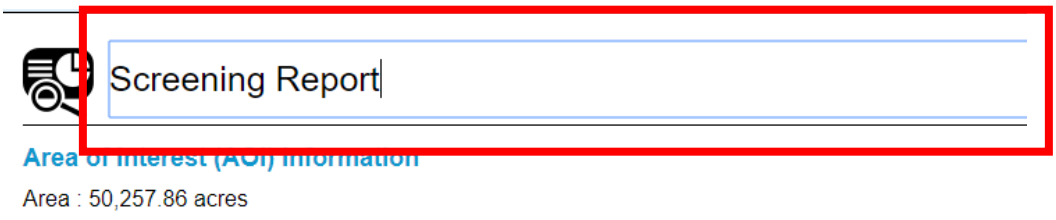


Figure 61

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

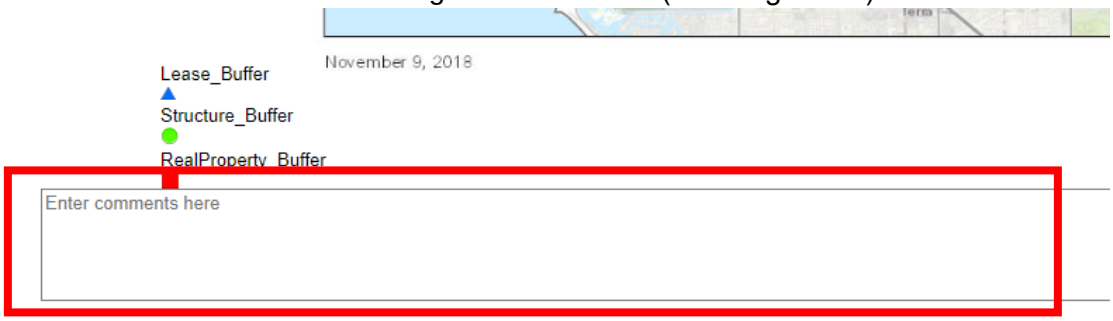


Figure 62

- 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)

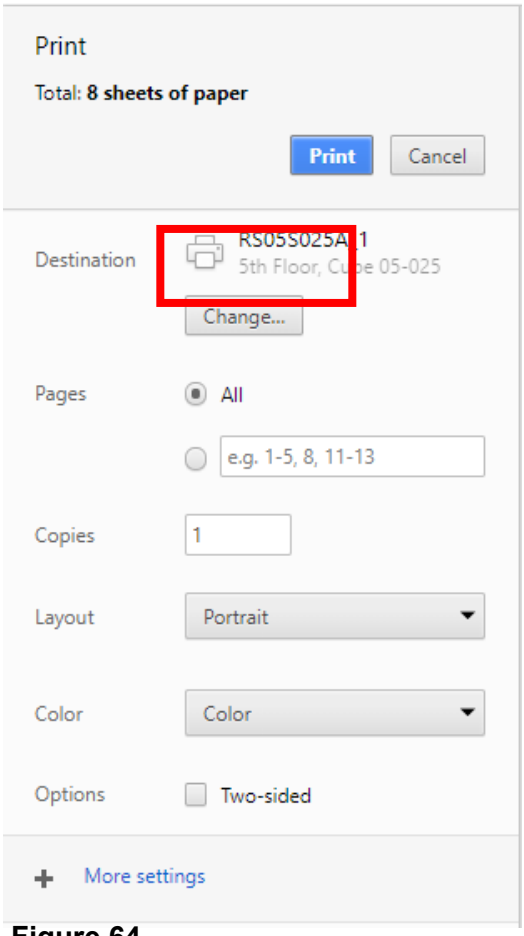


Figure 64

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

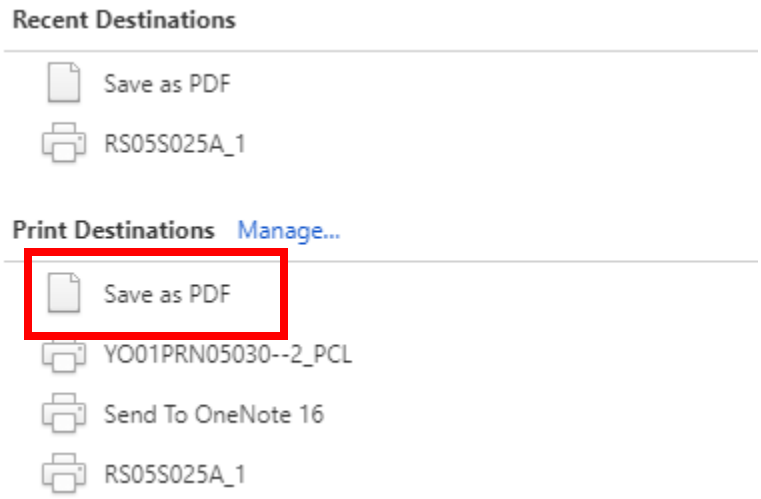


Figure 65

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

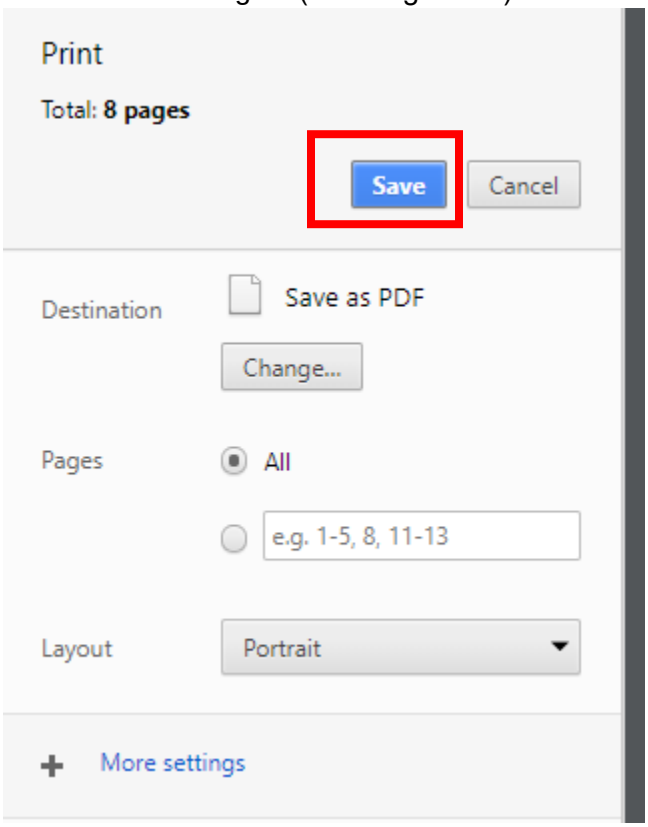


Figure 66

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

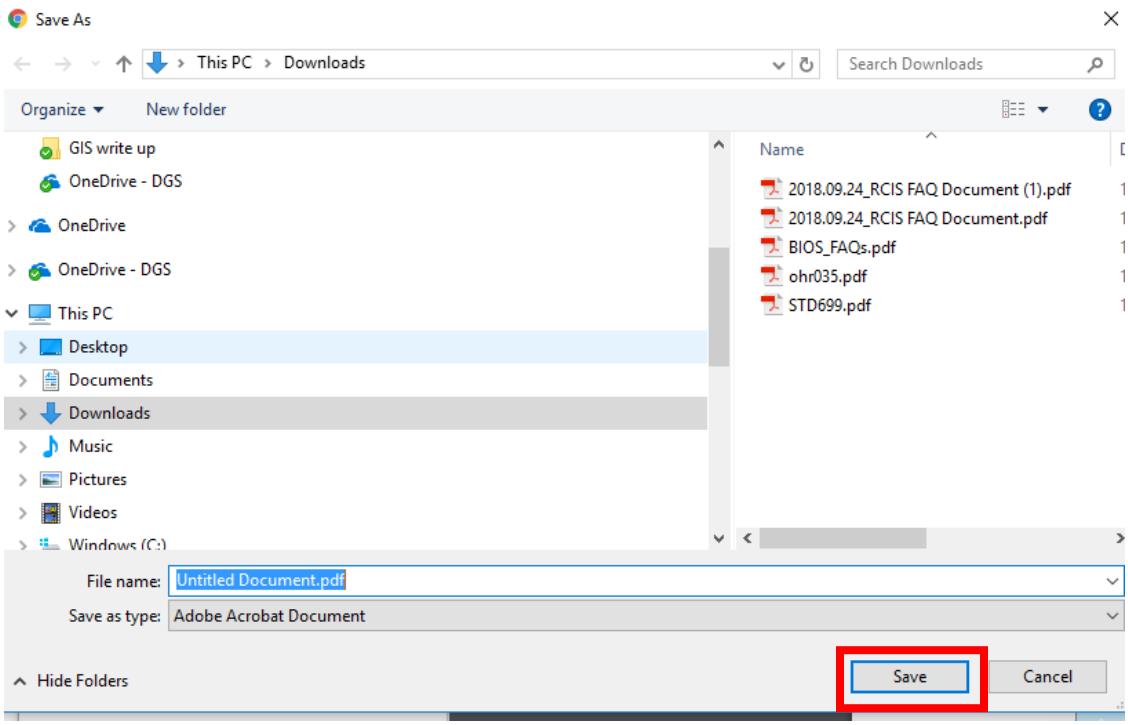


Figure 67

Basemap Gallery Widget

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

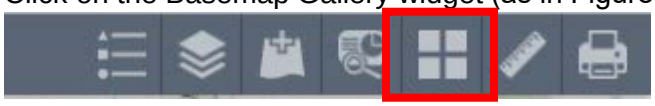


Figure 68

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

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

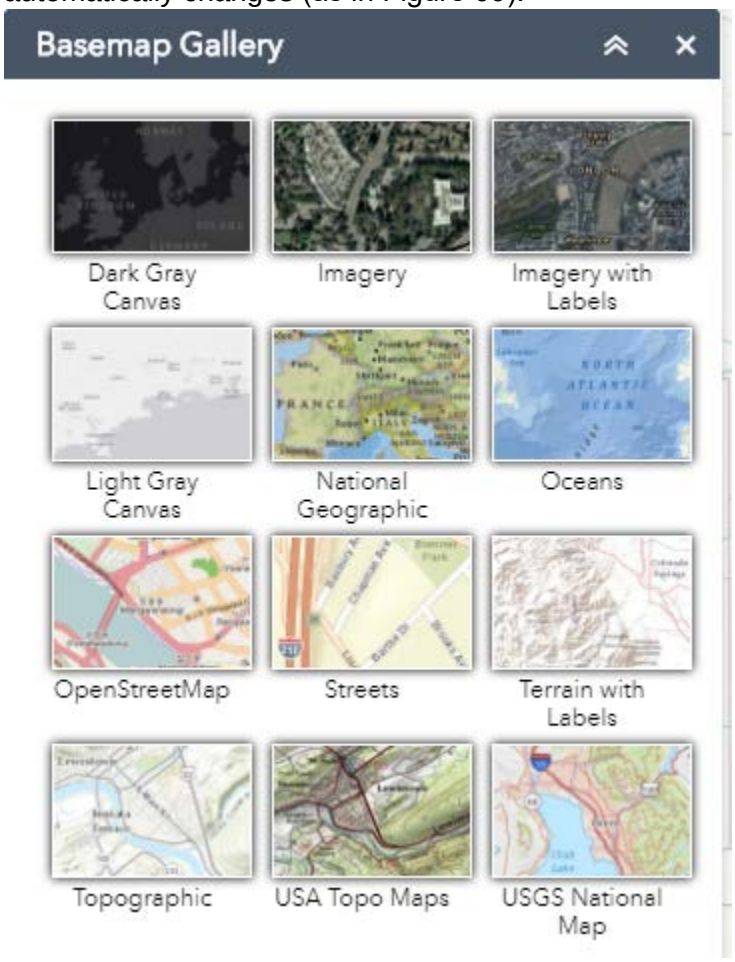
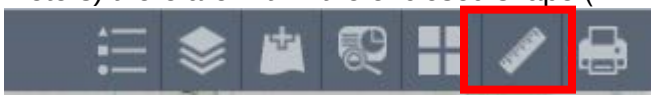


Figure 69

Measurement Tool Widget

- 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).
- 
  - For example, click on Area

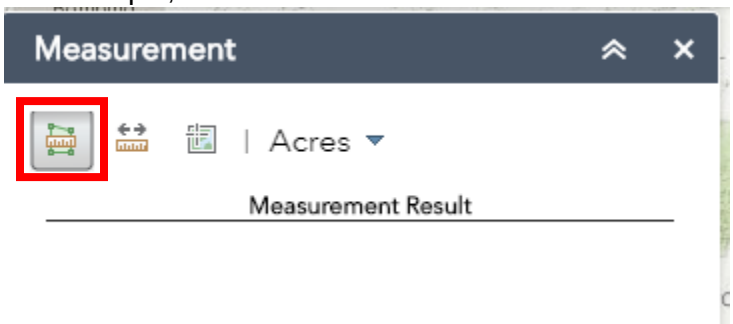


Figure 70

- 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).

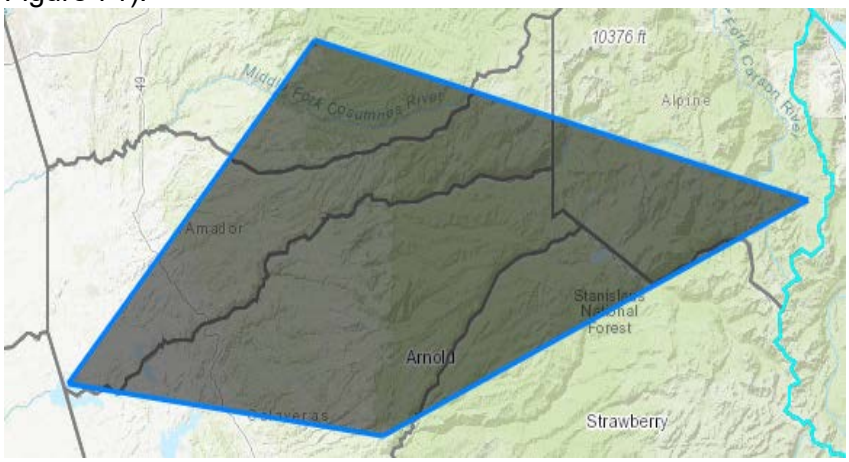


Figure 71

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

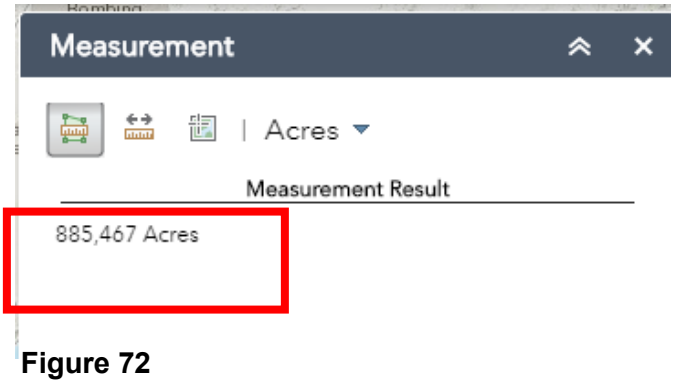


Figure 72

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

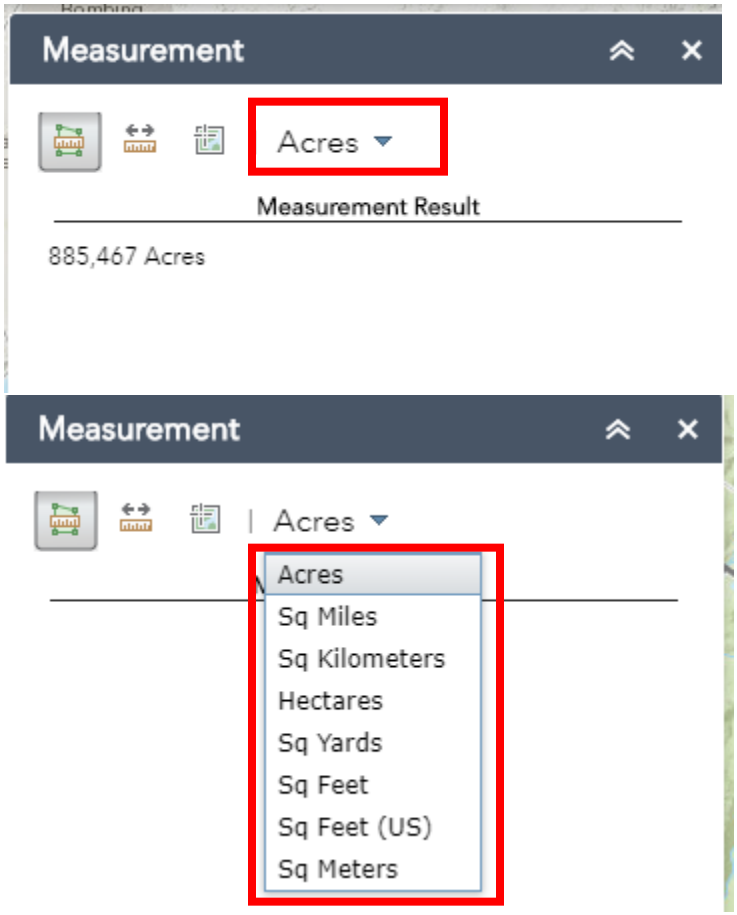


Figure 73

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

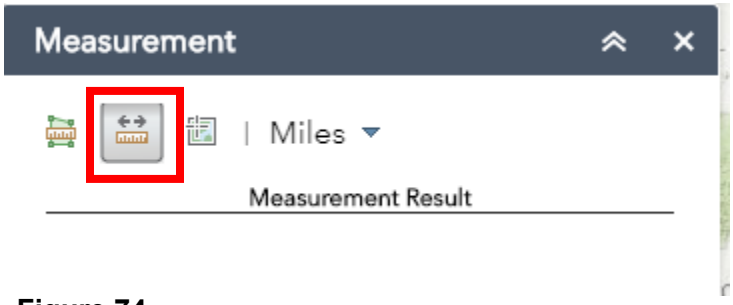


Figure 74

  - 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).

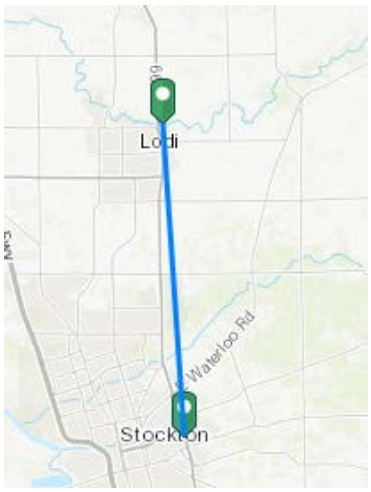


Figure 75

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

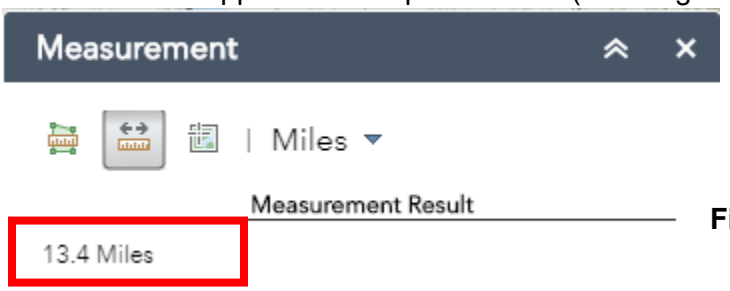


Figure 76

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

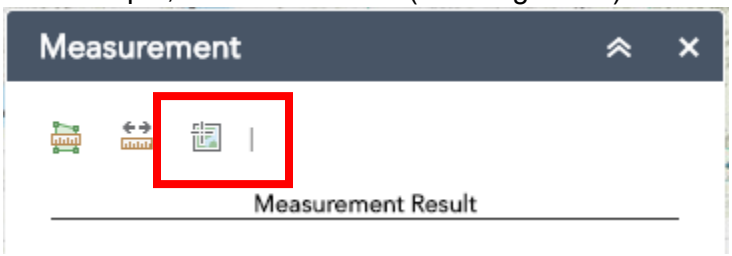


Figure 77

  - 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).

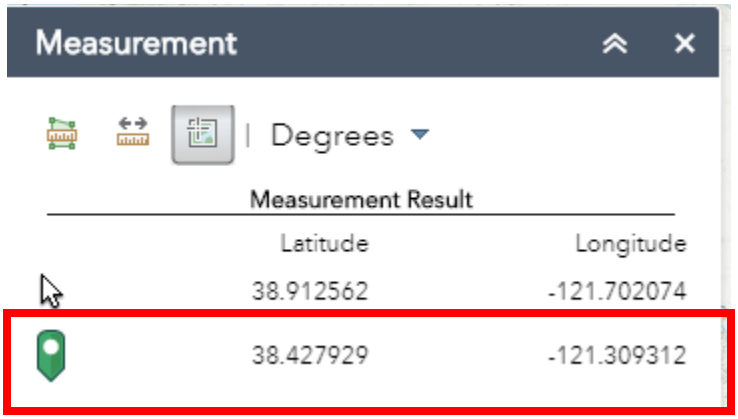


Figure 79

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)

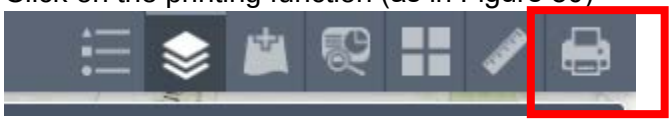


Figure 80

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

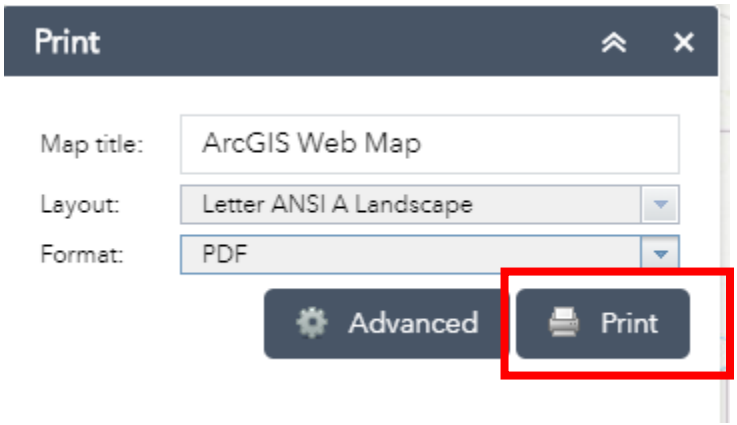


Figure 81

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

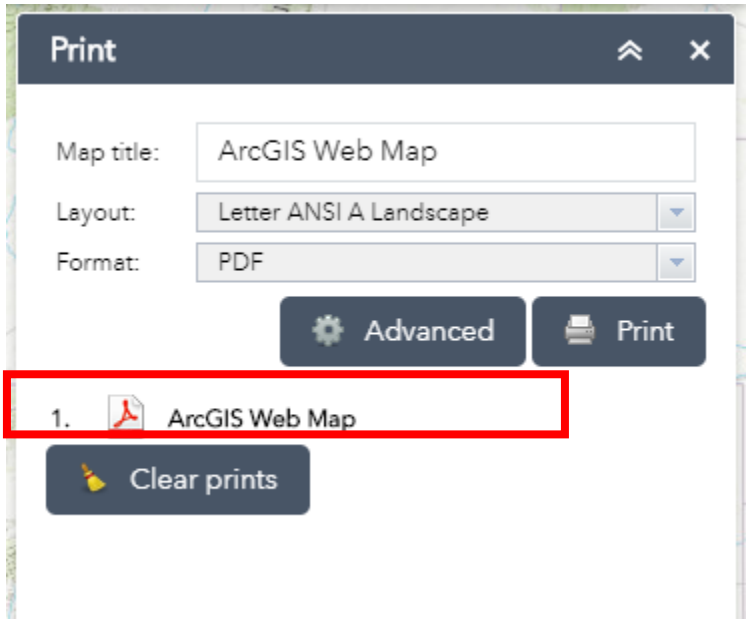


Figure 82

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

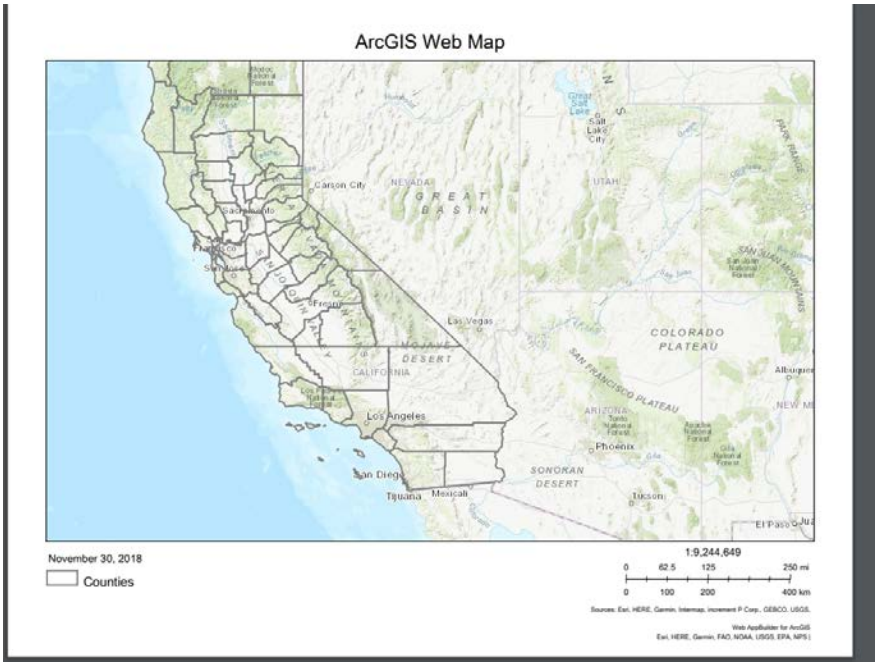


Figure 83