

# **GoMaps 4.0 Help Files**

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# Welcome to GoMaps 4.0!



These Help Files are organized into the various sections: [GoMaps Layout](#), [General Map Navigation](#), [Main Toolbar](#), and [Layer Searches](#).

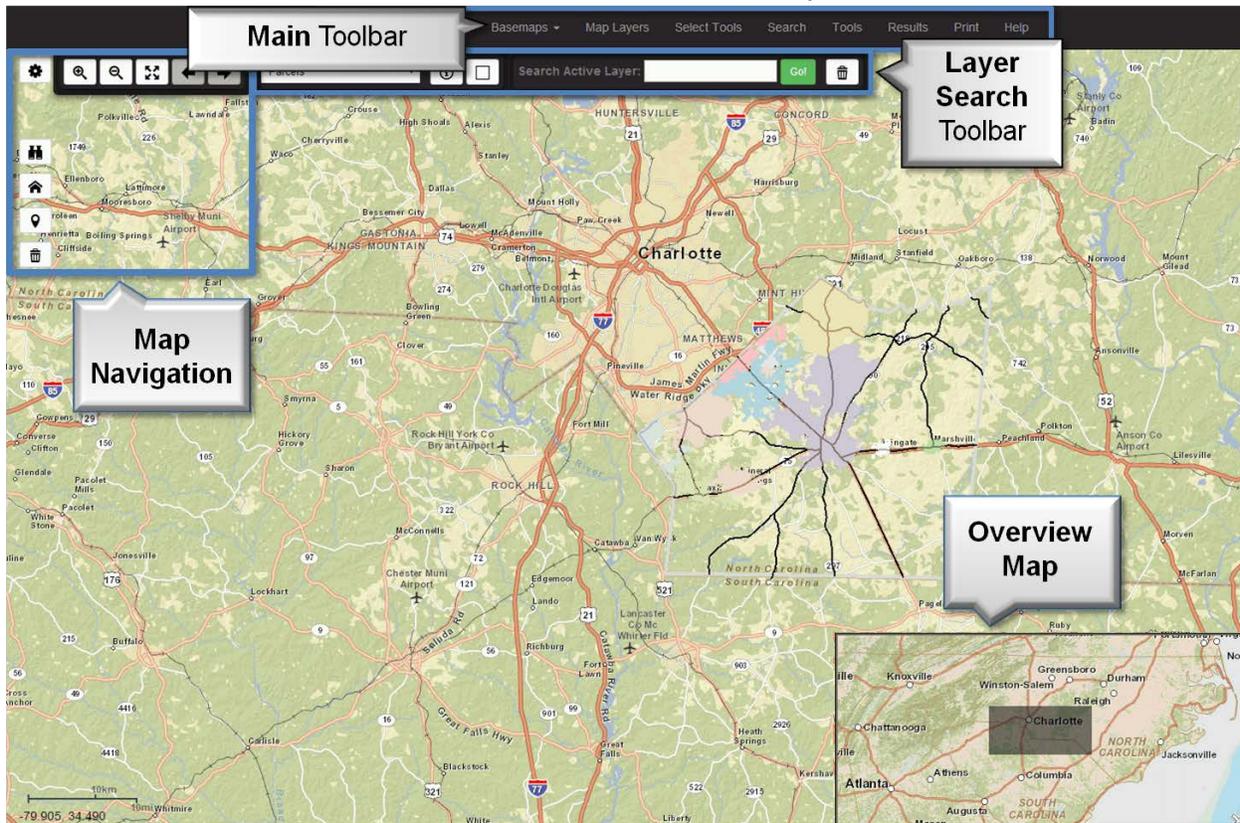
*Note: Some features are not present via mobile devices due to screen constraints.*

- ROK Technologies -



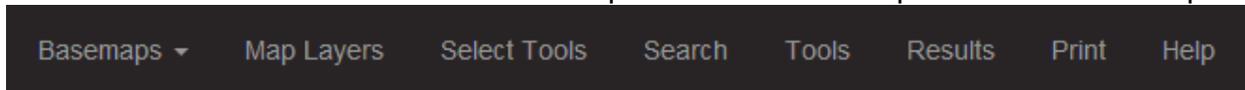
# GoMaps Layout

Here is the general layout for GoMaps 4.0, as well as its overall features, organized into sections covered within these Help Files.



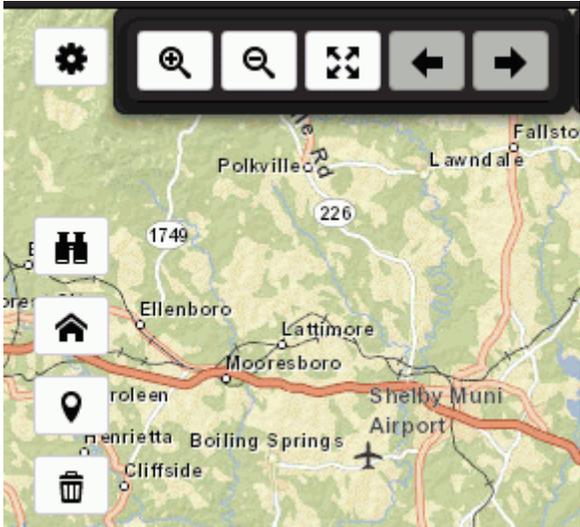
## The Main Toolbar:

This toolbar offers various menus that help access the full-scope features of GoMaps.



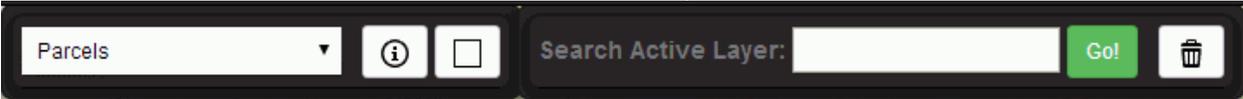
## General Map Navigation:

These buttons allow for the general navigation of the map.



**Layer Search Toolbar:**

This toolbar allows a user to choose from the various data layers and take further action within that layer.



**The Overview Map:**

This miniature map shows the zoomed-in viewing extent within the context of a larger region.



*To open or close this map, click on the arrow at the bottom right-hand corner.*





# Map Navigation

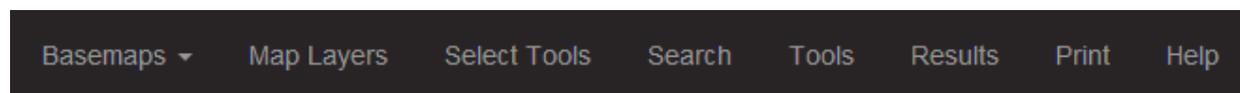
Here is the break down of the general map navigation tools available in GoMaps 4.0:

	*Use these magnifying glasses to <b>Zoom In and Out</b> of the map by clicking and dragging a rectangle.
	*Use this button to <b>Pan</b> around the map.
	*These arrows help you move <b>Backward or Forward</b> through the zoomed extent history of your map.
	This toggles the main navigation buttons as well as the <a href="#">Active Layer Search toolbar</a> on and off.
	Use the binoculars to open the <b>Quick Search</b> feature.
	Click on this <b>Home</b> button to navigate to the default map extent.
	Pending on security settings within your browser, click here to <b>find your location</b> on the map.
	Use this trash can to <b>clear</b> out all map selections and graphic/text markups.

*\*When selected, this tool will be highlighted in **red** and remain active until you select a different tool.*



# Main Toolbar



GoMaps 4.0 comes complete with a variety of features and tools. Here are the main options:

<b>Basemaps</b>	Use this drop-down menu to choose from any one of <b>ESRI's</b> available <b>basemaps</b> .
<b>Map Layers</b>	Open the map's <b>legend</b> , control which data <b>layers are on/off</b> , or adjust the layers' <b>transparency</b> .
<b>Select Tools</b>	Access <b>additional selection tools</b> .
<b>Search</b>	Access the Search Menu for <b>additional search options</b> .
<b>Tools</b>	Access the Map Tools Menu to take <b>measurements or add markup graphics/text</b> to the map.
<b>Results</b>	Toggle the <a href="#">Results Grid</a> on/off.
<b>Print</b>	Title your map and generate an <b>Export/Print</b> -ready version of your view, with or without a legend, in any one of several file formats.
<b>Help</b>	Access the GoMaps 4.0 <b>Help Files</b> .

## SELECT TOOLS

These tools are additional to the select tool options available through the Active Layer Search Toolbar.

	Select a single or multiple features by drawing a <b>free-hand line</b> through the feature(s) of interest.
	Select a single or multiple features by creating a <b>circle</b> through the feature(s) of interest.
	Select a single or multiple features by drawing a <b>free-hand polygon</b> through the feature(s) of interest.

### SEARCH

Use this menu for more detailed search options, including the advanced **Query Builder** search option.

To use Query Builder, **build a search statement** by:

1.	Selecting a layer to search from.
2.	Double-clicking a field of choice to select it.
3.	Choosing an operator (i.e. '=' or 'Like').
4.	Clicking the "Distinct Values" button.
5.	Double-clicking a specific value to select it

When your "Where" search statement is ready, click the 'Go' button and wait for the results.

(As mentioned, Query Builder is an advanced search option, allowing you to combine various operators into complex search queries.)

Parcel Search   Address Search   Query Builder ✕

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Select Layer ▼

**Fields**   Distinct Values

▼   ▼

=   <   <=   >   >=   < >   Like   And   Or   Is   Not

**Where**

Go   Clear

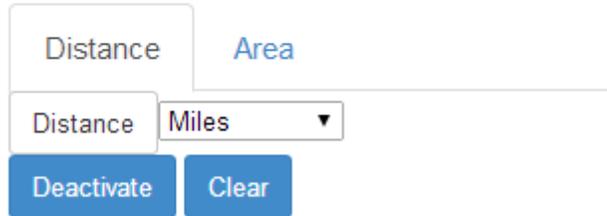
### TOOLS

Use this menu to access map measurement and graphic/text markup tools.

#### Take Measurements

- |    |  |
|----|--|
| 1. | <b>Select distance or area.</b>                              |
| 2. | <b>Select units</b> from drop-down menus.                    |
| 3. | <b>Click</b> on the map to <b>create measurement sketch.</b> |

Deactivate the tool or  
4. Clear results when ready.



### Add Markup Graphics

1. **Select** from the available points, lines or shapes.
2. **Customize** each of the **graphics** by modifying styles, types, colors and transparency.
3. **Add** graphics by "clicking and dragging" directly onto the map.
4. **Deactivate** the tool or **Clear** results when ready.

#### Additional Notes:

	This option needs a double-click to complete.
	This multiple-vertex line is drawn vertex to vertex (not as click and drag).
	This free-form polygon is drawn vertex to vertex (not as click and drag).

Measurements Markup Text ×

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Point Line Shapes

Select a shape then draw on map to add graphic

Line Color

Line Thickness  10

Transparency  0%

Clear Markup Graphics  Deactivate Markup Graphics ×

### Add Markup Text

- |    |  |
|----|--|
| 1. | Fill out "text" box with text.   |
| 2. | <b>Customize</b> the text by modifying its color, font, style and size.      |
| 3. | Click " <b>Add Text To Map</b> " before placing it into position on the map. |
| 4. | Deactivate the tool or Clear results when ready.                             |

Measurements Markup **Text** ×

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**Text:**

**Text Color:** #000000

**Text Style**

Verdana ▼

Normal ▼

12 ▼

Add Text To Map Deactivate Clear Text Graphics

# Active Layer Searches

Use the drop-down menu on the far left of this toolbar to access the layer options and **choose an Active Layer**.

Once a selection is made, you can **search for a specific feature** within that Active Layer by using the text input field and "Go!" button above.

*Note: the text you enter will search against any field within the selected active layer.*

Alternatively, use the other tools available within this toolbar to:

	<b>*Click on a single feature</b> of interest to <b>Select</b> and <b>Identify</b> it within the active layer.
	<b>*Select multiple features</b> within the active layer by <b>drawing a rectangle</b> extent through them.
	<b>Clear</b> your existing search or selection(s).

*\*When selected, this tool will be highlighted in **red** and remain active until you select a different tool.*

Upon triggering an active layer search or making a selection, look out for a **Results Grid**:

Zoom	Buffer	Report	gis_data_SDE_municipal_AREA #	PERIMETER #	MUNICIPAL_ #	MUNICIPAL_ID #	NAME #	LAST_UPDATE #	ACREAGE2 #
Zoom	Buffer	Create Report		527843.57706835			Indian Trail	February 15, 2012	118.18
Zoom	Buffer	Create Report		215937.53469118			Unionville	March 4, 2011	16963.05
Zoom	Buffer	Create Report		30884.15975632			Lake Park	July 2, 1999	484.45
Zoom	Buffer	Create Report		6426.25065645			Hemby Bridge	April 5, 2006	0
Zoom	Buffer	Create Report		19252.81163237			Monroe	April 24, 2007	0

The Results Grid will **detail information** on the selection(s) you've made and provide **additional features** like:

<a href="#">Link Tools</a>	
<b>Zoom</b>	Zoom directly to the selected feature.
<b>Buffer</b>	Trigger a menu with options to create a distance-based buffer around a specific feature. Additionally, this tool allows you to search for another layer within a

	specified buffer distance around the selected feature(s).
<b>Create Report</b>	**Automatically generate a report based on the available feature information and map image.
<i>Button Tools</i>	
	<b>Zoom to an extent</b> that includes all of the features within the results grid.
	Individually <b>add or remove features from the selection</b> grid by interacting with the map.
	Trigger a menu with options to create a distance-based <b>buffer</b> around <b>all</b> of the results features.
	**Generate an <b>Excel Spreadsheet</b> based on the Results Grid records. <i>Functionality of this feature may vary on tablets and mobile phones based on a device's software configurations.</i>
	**Generate <b>mailing labels</b> based on the Results Grid records.
<i>Hidden Tools</i>	
<b>Highlight</b>	Click on a record's row to highlight that feature on the map.
<b>Sort</b>	Click on any of the attributes (field headings) to sort by ascending or descending order.
<b>Max/Min</b>	Click on the top frame of the grid to minimize and maximize

*\*\*This feature requires your browser to allow for pop-up windows.*

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