

Quick Tips on Using the Chelan County Map Program

Following are some concepts and definitions that will be useful for users of the MapOptix program. Underlined terms are defined elsewhere in this document.

1) **Types of Data Available**

- a) **Parcel Data** – When you use the Query Tab then the Tabular Results you get will be general parcel data. If you select one of the Selection Tools you will get a dropbox giving you a choice of the type of data you want to see. Click the option you want, and then select your parcel(s); data corresponding to your dropbox selection will show in the Tabular Results area.
- b) **Sales Data** – see discussion of Selection Tools above
- c) **Building Data** – see discussion of Selection Tools above
- d) Maps and various types of map overlay

2) **Layers Tab (Layers Table of Contents (TOC))** – This tab on the right side of the screen shows all the map layers (e.g. road layer, water bodies layer, etc.) that are available to you. This is also known as the layer Table of Contents (TOC)

- a) **Activated layers** – Layers with a check mark are activated and will show on the map when you are zoomed to appropriate *scale ranges* (see below). You can check or uncheck layers as you see fit if you are zoomed to appropriate scale ranges.
- b) **Scale-sensitive layers** are layers that have been set to show only at certain *scale ranges*. If you are zoomed outside these ranges then the layer will show *greyed out* in the Layers Tab and will not show at all on the map itself.
- c) **Default layers** – Some layers have been set to show by default.
- d) **Optional layers** – Some layers are turned off by default but you can activate them by check marking them if you are zoomed to appropriate scale ranges.
- e) **Layer Group** – Some layers are grouped (indicated by a folder icon) because they relate to each other. The GeoHazards Full County group is an example. Note that even though a group layer (e.g. Glaciers) is check marked it will not display unless the parent (Geohazards Full County) is check marked. Similarly, even if the parent is check marked the group layers will not display if they are not also check marked.
- f) **Plus & Minus Signs** – Most TOC layers will have a (+) next to them. Click the (+) to see the symbol associated with that layer; the (+) becomes a (-). For example, the parcel layer symbol is a transparent box with an orange outline. This means that parcels will show outlined in orange and will be transparent, enabling you to see the color of underlying layers.

3) **Query Tab** – This tab on the right side of the screen enables you to search by parcel number or Title Owner name. The parcel records matching your query will be displayed beneath the map, in the Tabular (i.e. Query) Results window. There will be one line per parcel record. Note that each record will have an icon you can click to zoom the map to that parcel, or you can click the *Zoom to Selected Set* tool in the Selection Tool group on the left side of the screen.

- a) **Parcel Number** -- key the parcel number you are interested in and click Search
- b) **Title Owner** – key the title owner name you are interested in and click Search

- i) The names are in first-, middle initial, last-name sequence.
 - ii) **Wildcards** – Use the percent sign (%) as a wildcard symbol. For instance, to find all John Smiths in the parcel database regardless of middle initial type John%Smith. To find all names having the string “rdan” in them type %rdan. Experiment with different usages of the percent sign.
 - iii) If you know the exact name then type it. If you know the name starts with Joshua then type joshua to find all the title owners with the first name Joshua. Again, experiment to familiarize yourself with this field.
- c) **Address** – key the address or address fragment on which you want to search. Note that wildcard comments discussed for Title Owner above apply here as well.
- d) **Selection Box** – *Refines* your Tabular Results. The following examples were tested against the current Chelan County parcel database.
- i) **New** – each time you click Search then the Tabular Results will be cleared and replaced by the results of the current search
 - ii) **Remove** – Say you did a query on %Black and your Tabular Results include people with last name Black and Blackmore. If you want only the Blacks to show in the tabular results you can refine your search by typing %Blackmore and then selecting Remove in the selection box. When you click Search the Blackmores will be removed from your Tabular Results. Experiment with this.
 - iii) **Add** – Say you’ve done a search on people w/last name of Black and your Tabular Results show their parcel records; then say you want to add people to that list with last name of Green. Type %Green and select Add in the selection box. People with green in their name will be shown in the Tabular Results in *addition* to the Blacks already there.
 - iv) **Subselect** – Say you’ve got the Blacks and Greens (and Blackmores and Greenwoods) discussed above in your Tabular Results. Then you decide that what you were really interested in from that list is people with *wood* in their name. You would type %wood and select Subselect from the Selection box and the search for %wood would be conducted against your current Tabular Results, *not* against the entire parcel database. This would yield you new Tabular Results showing just the people with the name Greenwood.
 - v) **Stored Queries** – These are pre-defined queries that, to date, have not yet been created for public use.
- 4) **Help Tab** – By all means use this tab. It explains the Tools on the left side of the map screen. You will find several of these tools very useful.
- 5) **Three Monitor Icons** – You will see three different sized icons that look like computer monitors. Use these to change the relative size of your map.
- 6) **Panning Corners and Edges** – Note the map border. When you place the mouse cursor on the border the cursor changes, and if you click the border the map will pan *away* from the portion of the border you clicked.
- 7) **Zoom Plus and Minus** – Click on the (+) and (-) signs under the map to zoom in or out. You cannot drag the Zoom indicator itself, presently.
- 8) **Scale 1:** – You can zoom to a specific map scale by typing the number of your choice here. For instance, typing 80,000 here will cause the map to zoom to a scale of 1 to 80,000

- 9) **Tabular (Query) Results** – This is where the results of your queries will be displayed. Note that a maximum of 250 records will show here. If you query finds more than 250 parcel records then you will be prompted to refine your query in order to reduce the number of records found to 250 or less.
 - a) **Expand Results Window Icon** – This familiar icon appears at the far right of the Tabular Results title bar, and will toggle your Tabular Results to full screen
 - b) **Export Options** – horizontally scroll your Tabular Results to the far right and you will see additional icons just under the title bar. These icons enable you to export to Excel, Adobe PDF and other formats.
 - c) **Sort Option** – You can sort your Tabular Results by clicking the dropdown box and choosing the field by which you wish to sort; then click the Ascending or Descending sort sequence arrow. By default the records are sorted in parcel number sequence.
- 10) **Tools** – The tool bar on the left side of the screen contains several tools you will find useful for navigating the map. See the Help Tab on the right side of the screen for descriptions of each of these tools.
 - a) **Selection (Tools)** – The tools in this section allow you to use various techniques for selecting one or more parcels for which you want to see data. Holding your mouse over each tool will give a brief hint of its function. When you choose one of these tools you will see a drop down box from which you can specify the type of data you want to see.