MapXpress Help Guide
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Navigation Tools -

MapXpress’s navigation was designed to be incredibly client friendly and uses the same functionality of Google Maps.

The zoom bar allows you to scale the map, smoothly flowing between a full extent (towards the bottom of the scale) and a more detailed view (towards the top of the scale).

Additional Methods:

Double-Clicking a specific area will automatically zoom-in on the targeted location.

Selecting a pre-determined scale from the tool on the bottom of the screen will allow you to view all maps equal distances.

A variety of traditional viewing tools are always available on the tool bar to users who are more familiar with online map navigation.

- **Full Extent**: Returns the map to its Full View
- **Zoom In**: By drawing a box around the desired area, the map will close in on the targeted space
- **Zoom out**: By drawing a box around the desired area, the map will open out to the targeted space
- **Prev Extent**: Brings the map back to the last area viewed by the user
- **Next Extent**: Allows the user to return to the area which was left from the previous extent
- **Pan**: By left-clicking and holding down the mouse button, allows for free-form movement around the entire map at one scale.

* If you cannot select a specific parcel after using one of the above tools, you can select the "Parcel Information" button to the right of the tool bar.
Map Layers: Turning on and off Data Layers -

MapXpress’s map layer control was designed to make the mapping experience as user friendly as possible.

Layer Selection:

By selecting the checkbox to the left of the layer name you will be able to toggle the layers on or off. Because the layer list is designed to be customized to your needs, you can turn as many layers as you need on or off, as well as set defaults for which layers will always need or for those you may never.

If a layer does not exist that is vital to your departmental needs, please contact the person in charge of GIS requests.

Preset Views:

In addition to selecting individual layers, you can also choose from preset scenarios (seen here, the "2005 Color Airphoto" and the "GIS Base Map"). These presets have all necessary layers turned on and extraneous layers turned off to optimize the view.

Hovering your mouse over any layer in the Map Layers drop-down will return an image of the legend.
Allows the user to easily find specific properties by a variety of options.

**Basic searching:**

MapXpress can be searched through Name, Address, MBL or any other identifier unique to a property.

Clicking on the search icon in the top left corner opens the Search Dialog box.

**Search Box:**

The street drop down list is generated directly from the Assessor database, which is updated on a schedule to determined by the assessor’s department to ensure that all streets are current.

**Advanced Searching:**

The Advanced Search can be used to find properties based on criteria that may not be unique to a single property. For example, a search can be performed to return all vacant properties with over 10 acres or all properties with five bedrooms over 3,000 square feet sold since 2005.

The default Advanced Search categories are: Street, Land Use, Building Style, Land Acres, Building Square Feet, Year Built, Sale Date, Bedrooms, Bathrooms, Total Rooms, and Property Value. These search criteria are fully customizable and can be changed to any searchable fields within the Assessor’s or other joined databases.
Search Results options:

MapXpress search results are designed to quickly provide information. If a user only needs a Property Card or Quick Map they can access it from the search results window. If more information is required, clicking on the "Zoom to GIS" button will center the map to the selected property.
### Identifying Properties on a Map -

- **Building Photo**: From the road Point-of-View image of the property, which can be enlarged by clicking on it.

- **Property Info**: A customizable text display showing any cama features of the property.

- **Parcel Details**: Detailed page with all property information listed which is directly derived from the cama database.

- **Quick Map**: Static PDF of selected property highlighted in red.

- **Summary Card**: Dynamic PDF with up to date property information.

- **Birds Eye Photo**: Live link to Microsoft Live Maps Birds-eye view.

- **Generate Mailing List**: Tool for creating abutters lists.
Multi-Owner & Multi-Property Tools -

Multi-Owner Selection:

Selecting a parcel that has multiple owners will prompt you with the “Multi Owners” dialog box.

Multi-Property Selection:

Using the select button will allow you to choose multiple properties. Once you have selected the final property, double-click on it again to bring up the results list.

All property owners within a condo complex, on a property with more than one cama record.
MapXpress's Abutters feature allows the user to define the desired buffering distance (i.e., adjacent, 50- feet, 100- feet, etc.) to create an Abutters list.

Once the Abutters List has been created, the user has the option of exporting the list to an Excel Document or exporting it as a PDF from which you can easily print Mailing Labels. Both files have the option to be saved on the users computer.
Printing:

To print a specific area of map, the user must only have their map showing it on screen and select the "Print Map" button towards the top-left of the screen. A variety of printing styles are available depending on the type of printer you have.

If multiple maps need to be printed, you can use the preset scale bar at the bottom of the screen (discussed in the Navigation Tools page) to ensure that all maps are at the same fixed extent. This can be verified by the scale bar at the bottom-right corner of the printed map.
**Simple Measure:**

After selecting the "Simple Measure" tool, left-click where you would like to begin and left-click again on where you would like the line. The resultant distance will appear automatically on the screen.

**Measuring an area or path:**

After selecting either the "Path Measure" or the "Area Measure" tool, left-click on the map where you would like to begin, and continue to left-click on all points to create the desired shape. Once the shape or line has been completed, double-click on the final point for the resultant "Distance / Area Results" dialog box to appear on the screen. "Path Measure" is displayed in feet and miles while "Area Measure" in acreage and square feet.

**Simple Measure:** Used to measure a single, straight line

**Path Measure:** Used to measure a series of lines (i.e. - the length of a winding road)

**Area Measure:** Used to measure the approximate area (in acres) of a highlighted area