



**Parkland County's Public Interactive
Mapping Application
USER MANUAL**




Geographic Information Systems

Discover Parkland v3.0

Updated: January 2017

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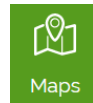
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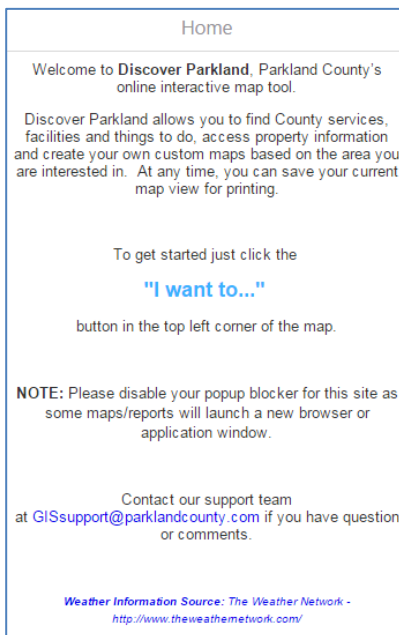
I. Welcome to v3.0

Discover Parkland is an interactive mapping application providing public access to County information. Discover Parkland allows users to view and search for various types of information, take measurements, add graphics, create pdf maps, and generate property reports with assessed value. Discover Parkland is accessed through the Parkland County website. Go to <https://www.parklandcounty.com/en/index.aspx> and click on the Maps logo at the bottom right hand side of the green banner. This will open the Parkland County GIS Team page. Click on the green highlighted **Discover Parkland** text to open the map. The site can be accessed directly via <http://maps.parklandcounty.com/discoverparkland/>. Read and accept the disclaimer to proceed.

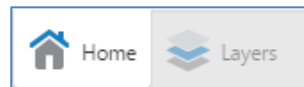


II. Discover Parkland Layout

i. Left Side Panel

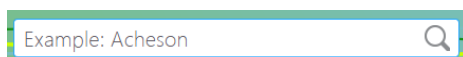


When Discover Parkland opens, the Home panel is visible by default (panel on the left hand side). There are tips for getting started, information on whom to contact if you run into issues, as well as a link to the User Manual. At any time, navigate back to this Home panel by clicking on the house icon at the bottom of the left side panel.



ii. Search Functionality

At the top right corner of the screen is a spot to enter a search term. Enter a subdivision name, municipal address, or place of interest and click enter or hit the magnifying glass. Any feature that matches the search term will be added to the Search Results panel that will open on the left side of the screen (replacing the Home panel).

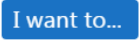


iii. Toolbar & Tools



The Toolbar provides access to a variety of navigational, measurement, search, and drawing tools within three separate toolsets (Tools, Search, Draw). To open or close the Toolbar, click on the Tools icon, located under the Search box at the **top right corner** of the application. Each of these tools will be discussed in detail in the Toolbars of this document.

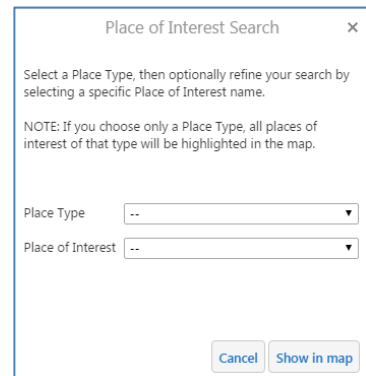
iv. I want to.....

The  button provides access to the following tools.

- Discover Places
- Discover Parcels
- Go-To Area of Interest
- Clear Selection
- Print Map
- Full Extent
- Change visible map layers
- Bookmark current map extent

Discover Places

To locate a place of interest within Parkland County, click on Discover Places. The Place of Interest Search panel will open on the left. Select a Place Type from the drop down list and then a Place of Interest. Once those selections have been made, click "Show in map" to zoom to the place specified. There are many different types of places to select from, such as; campgrounds, firehalls, fishing spots, schools, etc. This tool is also available on the Search toolbar.



Place of Interest Search

Select a Place Type, then optionally refine your search by selecting a specific Place of Interest name.

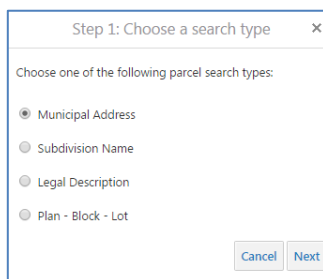
NOTE: If you choose only a Place Type, all places of interest of that type will be highlighted in the map.

Place Type: --

Place of Interest: --

Cancel Show in map

Discover Parcels



Step 1: Choose a search type

Choose one of the following parcel search types:


- Municipal Address
- Subdivision Name
- Legal Description
- Plan - Block - Lot

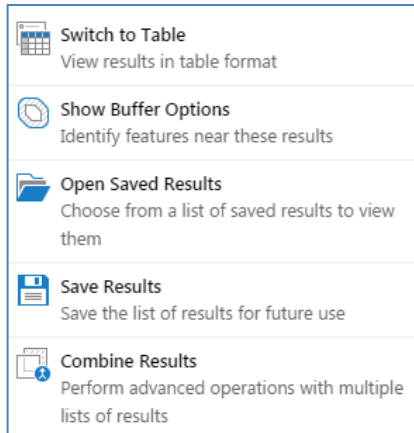
Cancel Next

To locate a parcel by municipal address, subdivision name, legal description, or plan-block-lot, use the Discover Parcels tool. Once the search type is selected from the list, enter additional information. Begin typing to access the drop down list of parcels. Click "Show in map" to zoom to the location of the selected feature. This tool is also available on the Search toolbar. When searching for a Subdivision, start typing the subdivision name and a drop down list will appear. All parcels within that subdivision will be selected and highlighted. The list of selected parcels will be in the left hand panel.



Parcels (93)

Once there is a parcel or parcels selected, at the top of the left hand panel will be information about the number of selected parcels, as well as additional options when this button is clicked: .



Switch to Table displays information from the selected parcels in a table format at the bottom of the screen.

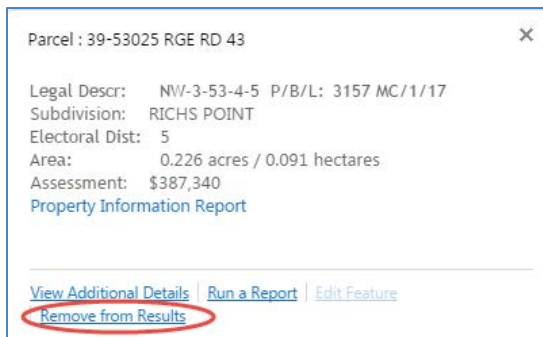
Show Buffer Options selects parcels within a specified distance.

Open Saved Results would be used if there was a previously saved list of selection results.

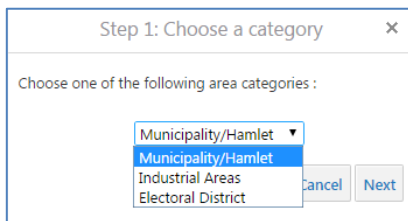
Save Results allows the user to save the selected set of parcels.

Combine Results allows for adding or subtracting to the current selection.

To remove a parcel from the selected results, click on the parcel information in the left hand panel, opening up a small window of parcel details just to the right. At the bottom of the window, in blue font, is the option to Remove from Results.



Go-To Area of Interest



To quickly zoom to a specific area, use the Go-To Area of Interest tool. Select the category to search from: Municipality/Hamlet, Industrial Area, or Electoral District. Run through the selections required to and click "Show in map". The map will zoom to the selected area. This tool is also available on the Search toolbar

Clear Selection

Use the Clear Selection tool to unselect any data that might be currently selected. This tool is also available on the Search toolbar.

Print Map



To create a map, click on Print Map and select the preferred layout, output format, resolution, map scale, enter a map title, add any required map notes, and click Print. A new window will pop up displaying the map on the first page, the legend on the second page. Right click on the screen to save the pdf or print right away. This tool is also available on the Tools toolbar (Print).



Full Extent

To zoom the map out to the full extent of the data, which is the county boundary, use the Full Extent tool. This tool is also available on the Tools toolbar.

Change Visible Map Layers

The user is able to turn data layers on and off to view the data they want to see. Use the Change visible map layers tool to open the Map Layers panel on the left side. Data layers with a  sign, indicated a folder that can be expanded by clicking the plus sign. If the legend is not visible by default, click on  to make it visible.

III. Toolbars

There are three sets of tools located on the Discover Parkland toolbar. The Tools toolbar contains tools to navigate around the map, create a printable map, and get ground measurements. The Search toolbar contains tools to locate specific features within the County and to clear/remove selected features. The Draw toolbar contains tools to create mark-ups or graphics on screen and then create a pdf map to print.

i. Tools

The Tools toolbar contains navigational tools, measurement tools, and a print tool to create a printable map.



Home

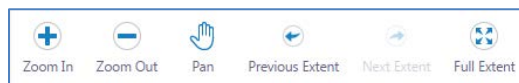
The Home tool opens the Home panel on the left side of the screen.

Print

The Print tool generates a pdf map.

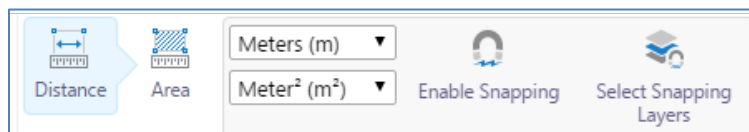
Map Navigation

The Tools toolbar contains many navigational tools to move around the map by zooming in or out, panning around using the Pan tool, returning to the last view using the Previous Extent button, moving to the next view using the Next Extent button, or viewing the entire county by clicking on the Full Extent button.



Measurement

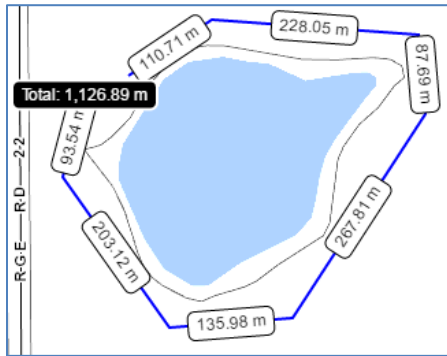
The measurement tools on the Tools toolbar are used to get ground measurements. When a measurement tool is selected, the units of measurement can then be chosen.



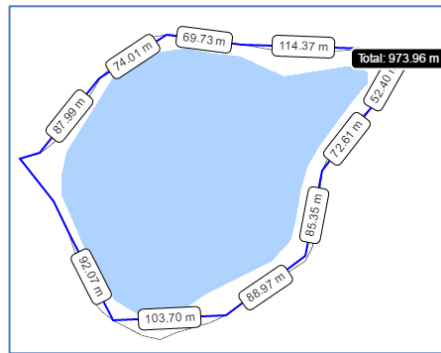
To use the Distance tool, select the tool, set the units of measurement and click on the map to start. Click to record every change of direction and double click to finish the line. There will be a distance measurement placed on each line segment as well as a total distance at the end of the line. If the Add as Drawing tool is selected, the line and dimensions will remain on the map.

If Enable Snapping is selected, click on Select Snapping Layers to choose which data layers to snap the measurement lines to. This tool is basically tracing. Here is an example of using the Distance tool with Snapping enabled and County Roads as the Snapping Layer. The Distance tool snaps to the County road that is closest to the mouse click.

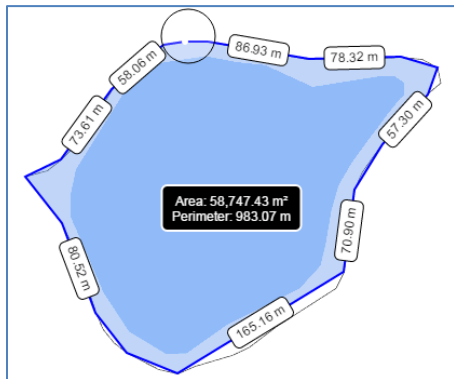
Snapping not enabled:



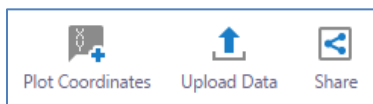
Snapping enabled:



To use the Area tool, select the tool and click on the map to start. Click to record every change of direction and double click to finish the area. There will be a distance placed on each line segment and a total area in the centre of the shape. The example below has Snapping Enabled and the Snapping Layer is set to County Roads.



Additional Tools

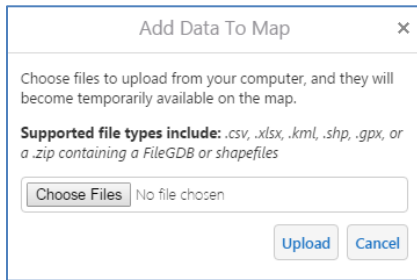


The Plot Coordinates tool allows coordinate placement on the map, in the selected coordinate system. Click on the map to place the coordinates.

A dialog box titled 'Plot Coordinates' with a close button. It shows the coordinate system as 'WKID: 4326 Lat/Long'. There are input fields for latitude (53.54055) and longitude (114.20050), with 'N' and 'W' indicators. There are 'Add' and 'Cancel' buttons at the bottom.



The Upload Data tool allows the user to add data from outside of the Discover Parkland application to the map. For example, adding data from Google Maps or Google Earth, adding data from a GPS unit, or adding other types of geographic data.

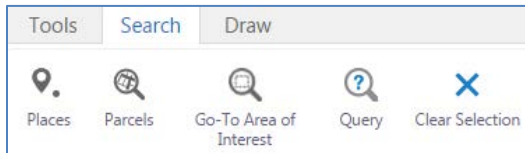


The Share tool allows the user to share their map via email or social media.



ii. Search

The Search toolbar provides tools to search various items throughout Parkland County such as recreation areas, parcels, industrial areas, etc.



Places

To search for a place of interest, click on the Places tool. The Place of Interest Search panel will open on the left side of the screen. Use the Place Type drop down box to select a type of place to search for and then select a particular place from the Place of Interest drop down box and click Show in Map. Below is the list of Place Types that you can search for.

Bed & Breakfast	Farmers Market	Library	Restaurant/Café
Boat Launch	Fire Hall	Lounge/Bar	Retreat/Spa
Botanic Garden	Fishing	Movie Theatre	School
Campground	Garden Centre Greenhouse	Museum Antique Gallery	Shooting Range
Cemetery	Golf Course	Other Animal Experience	Skate Park
Church	Guided Fishing	Other Parks & Natural Areas	Sports Park
Community Hall	Heritage Centre	Outdoor Adventure	Swimming Pool
Corn Maze	Historic Site	Paint Ball	U-Pick
County Day Use Park	Horseback Riding	Performing Arts	Unique Store
County Office	Hospital	Potable Water	Waste Transfer Station
County Service	Hotel/Motel	RCMP Station	Water Spray Park

Parcels


Select the Parcels tool to initiate the parcel search. Search by municipal address, subdivision name, legal description, or plan-block-lot and click next. Once two characters are entered into the search box, a drop down list will appear to narrow the search results. Make a selection and click Show in map to zoom to the location and highlight the parcel or subdivision.

Property Report

Once a parcel is selected, information appears in the side panel. Click on [Property Information Report](#) to generate a pdf property report. It will take a moment to generate the report and then it will be available for download.

The selected parcel will show on the report map in bright blue. The report provides information such as location, assessed value, size, electoral division, with a map to provide context.

Parcels (1)

 Parcel : 1-1103 TWP RD 540
Plan/Block/Lot:7922370/5/3
Legal Descr: NE-35-53-1-5
[Property Information Report](#)

Discover parkland

Property/Land Information

Location Details

MUNICIPAL ADDRESS: _____

LEGAL ADDRESS: _____

LOT: _____ BLOCK: _____ PLAN: _____

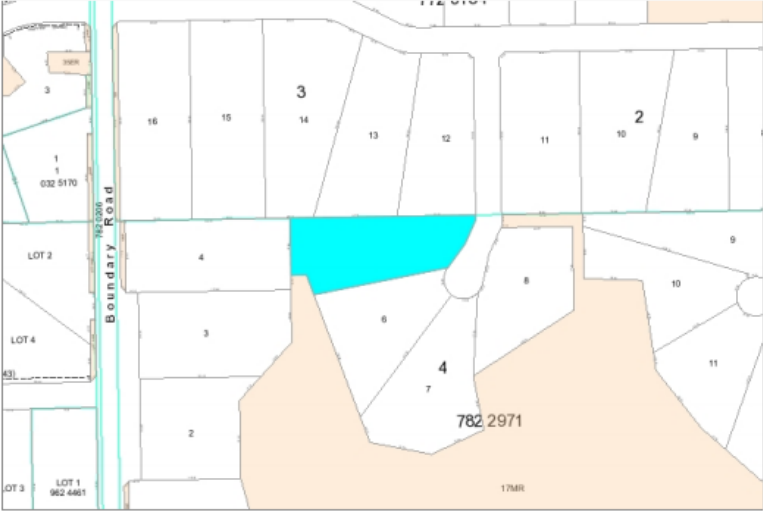
SUBDIVISION: CENTRAL HEIGHTS

Property/Land Details

ACRES: 3.68 HECTARES: 1.489

ASSESSMENT: _____ ASSESSMENT YEAR: 2015

ELECTORAL DIVISION: 3

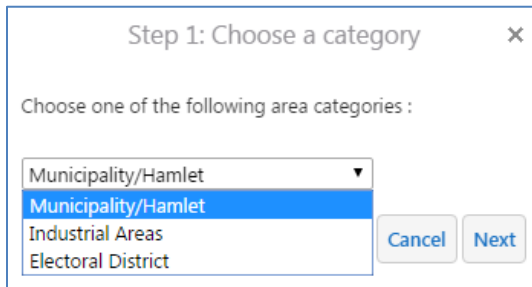


While a great deal of effort has been made by Parkland County to ensure that our digital data is of the highest quality, it is of course possible that there are errors or omissions or incorrect entries. Our data is continually being updated and enhanced. If you identify any problems with the data, please help us correct the matter by sending a "Problem Report" to gis@parklandcounty.com.

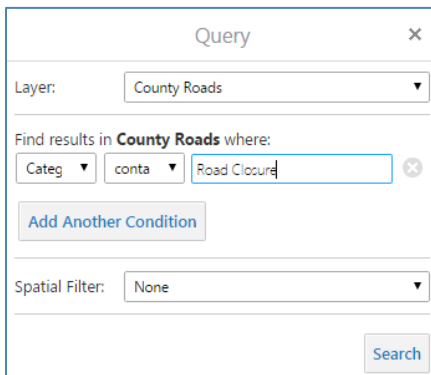
Report generated on: Nov 18, 2016by Parkland County

Area of Interest

To zoom to an area within Parkland County, click on the Go-To Area of Interest tool. Select a hamlet, an industrial area, or an electoral district.



Query



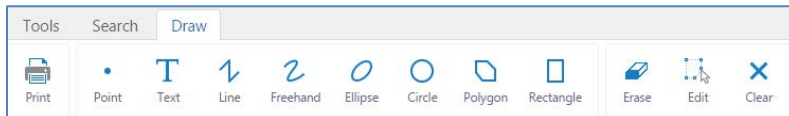
To select features from a data layer shown within the layer list, click the Query tool. The Query panel will open on the left side. Select the Layer from a drop down list and run through the selection boxes to select the required item.

Clear Selection

Use the Clear Selection tool to remove any highlighted features that are currently selected.

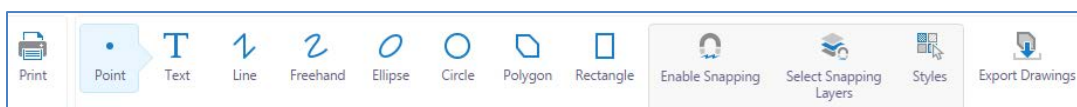
iii. Draw

The Draw toolbar contains the standard print tool, as well as many different tools to create mark-ups or graphics. When a graphic type is selected, additional tools become available to change the style and to assist with graphic placement.



Point

The Point tool is used to create a point or marker location. To change the point type or color, click the Styles button.

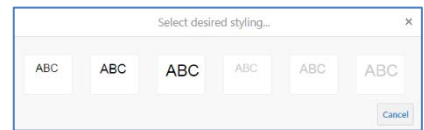




The Enable Snapping tool allows the user to select a feature in the map to place a point on top of. The Export Drawings tool allows the user to export geographic data for the features that they have drawn on screen.

Text

Use the Text tool to add text to the map. There are a few different styles to select from when the Style button is clicked. When placing text on an imagery map, use the light grey fonts as they will be easier to see on top of the imagery.



Line & Polygon

To sketch a line or draw a shape (polygon) on the map, select the line or polygon tool and click on the map. Click for every change in direction and double click to finish the feature. There are different styles of lines or shapes to select from.

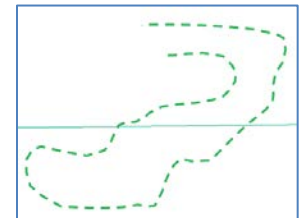
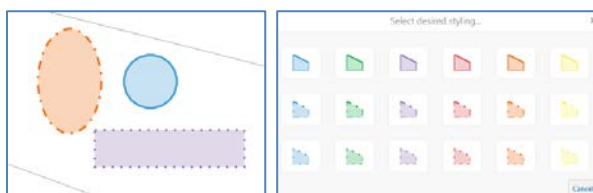


Freehand

To draw a freehand line, select the freehand tool and click on screen. Hold the mouse button down as you move around the screen and the line will be drawn. The styles available for freehand lines are the same as for regular lines.

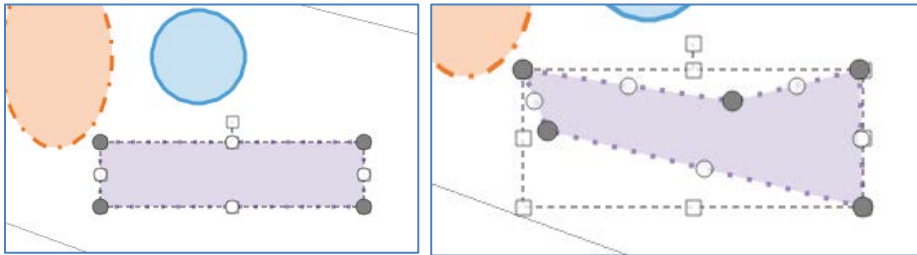
Ellipse, Circle, & Rectangle

To draw an ellipse, a circle, or a rectangle, select the preferred tool and click and drag on the map to create the shape. There are options for outline color and pattern as well as the fill color, available through the Styles tool.



Edit

The shapes or text added to the map can be moved or edited after they are placed by using the Edit tool. Click on the Edit tool and then click on the feature to edit. The feature will have “handles” placed around it that you can hover over with your mouse and click and drag to change the shape of the feature. You can also click on the centre of the feature and drag the whole shape to a different location. If you want to change the color of the shape, click on the Edit tool, click on the shape and then use the Styles tool to select a new style.



Erase & Clear

To erase a feature that you have drawn on the map, select the Erase tool and click on the feature to erase. To erase all of the features drawn on the map, use the Clear tool.

IV. Updates and Additions

The data shown within Discover Parkland is continuously updated. If you notice data errors or omissions, please contact GISsupport@parklandcounty.com.