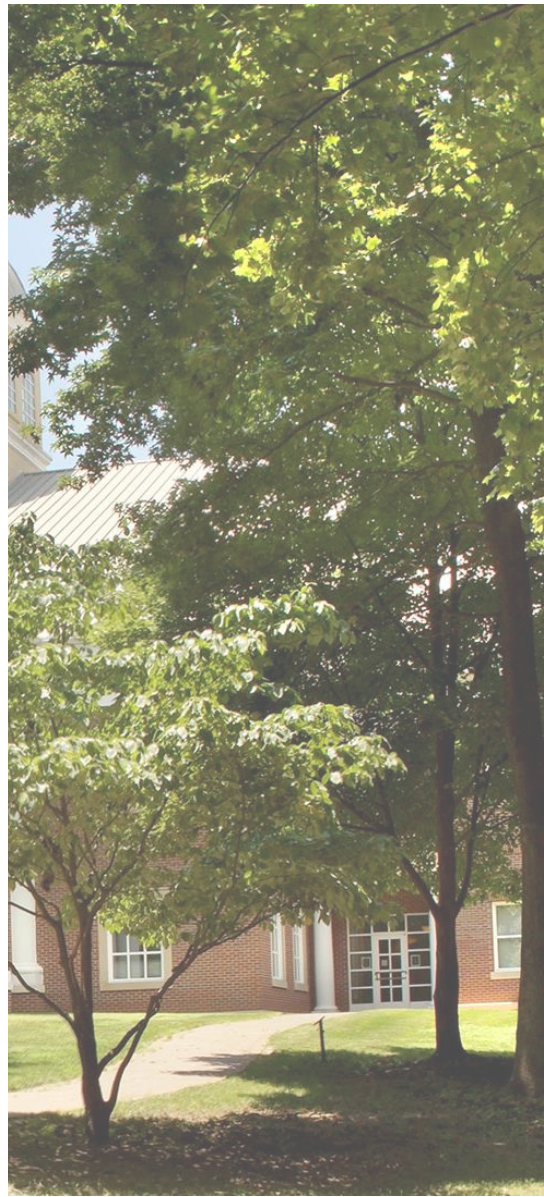




City of Roswell, GA



MY NEIGHBORHOOD SERVICES USER GUIDE

2019

MY NEIGHBORHOOD SERVICES USER GUIDE

This user guide will introduce and outline the various tools available through the City of Roswell's My Neighborhood Services application. Included in this documentation will be information pertaining to map navigation, interaction with the map/layers, and the use of available widgets. The following guidelines should be adhered to by the end user to ensure efficient interaction with the application and the numerous tools it contains.

MAP NAVIGATION

Map navigation in the application is primarily done through a combination of mouse interactions and on-screen buttons.

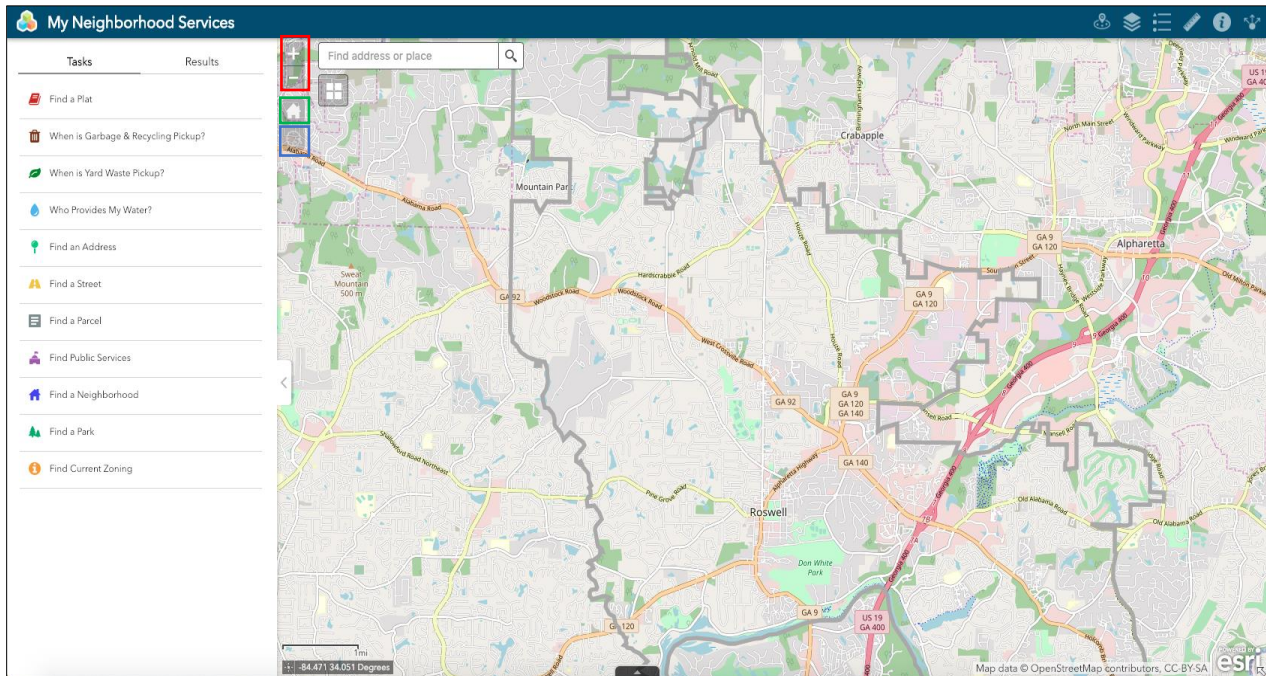
Mouse and Keyboard

Scrolling forward with the mouse wheel will zoom the map in when using a mouse, while scrolling back with the mouse wheel will zoom the map out. Holding down left-click and dragging the cursor will enable you to pan the map in any direction you choose.

*Note: Holding down the Shift key and left-click on your mouse simultaneously will allow you to draw a box to more accurately zoom in to a given location.

On-Screen Buttons

The on-screen buttons associated with map navigation can be found in the top left of the map view. The top two buttons here, denoted by a **plus and minus** sign respectively, will zoom you in and out of the map a preset amount. The **home button**, portrayed with a house, will zoom and pan the map back to the default map extent. The final button, represented with a **crosshair**, will zoom and pan the map to your current location if you have location services activated on your device.



LAYER AND MAP INTERACTION

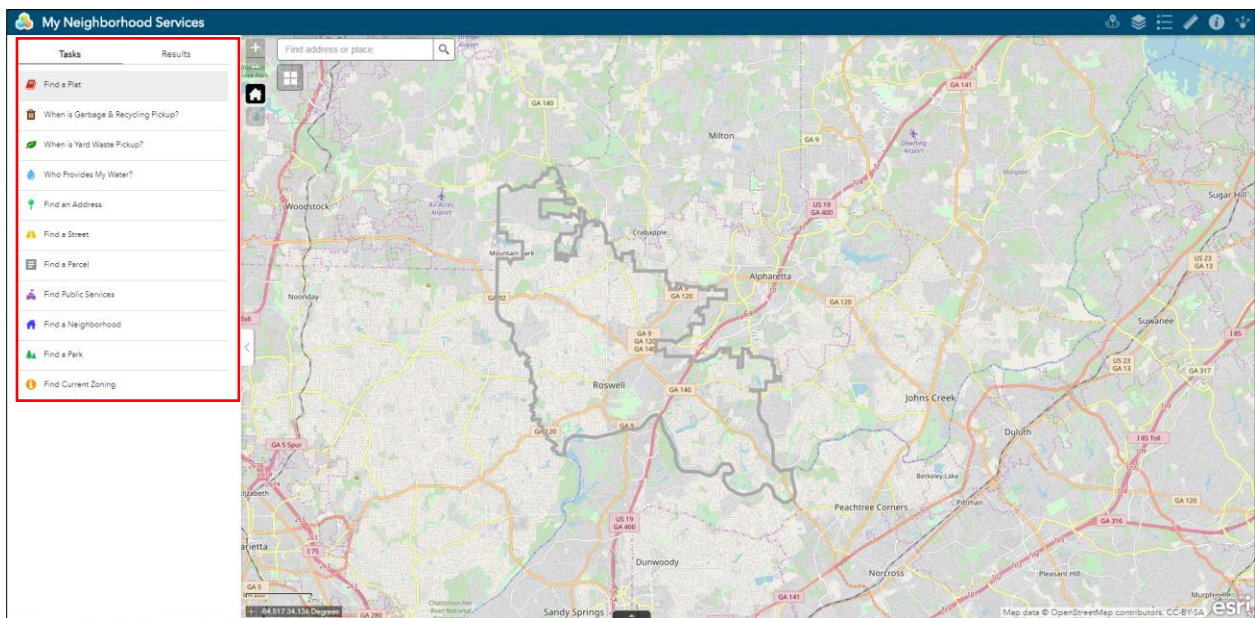
The map, as demonstrated through the navigation section, can be directly interacted with to gather information. This section will guide users through the various functionality & tools within the application. The application contains numerous tools, which are discussed below. The two featured tools are the Query List and the Near Me Widget.

Query

The **Query** widget will always be available to the left of the map. Many of the queries will require you to input exactly what you want to query for. Depending on the query, this input could be a free form text box or dropdown pick list. Where possible, and once a specific query has been selected, hints are available to provide input guidance. Ensure that your entries align with the formats provided in the hints. The following queries are available through the query widget:

- Find a Plat
- When is Garbage & Recycling Pickup?
- When is Yard Waste Pickup?

- Who Provides My Water?
- Find an Address
- Find a Street
- Find a Parcel
- Find Public Services
- Find a Neighborhood
- Find a Park
- Find Current Zoning

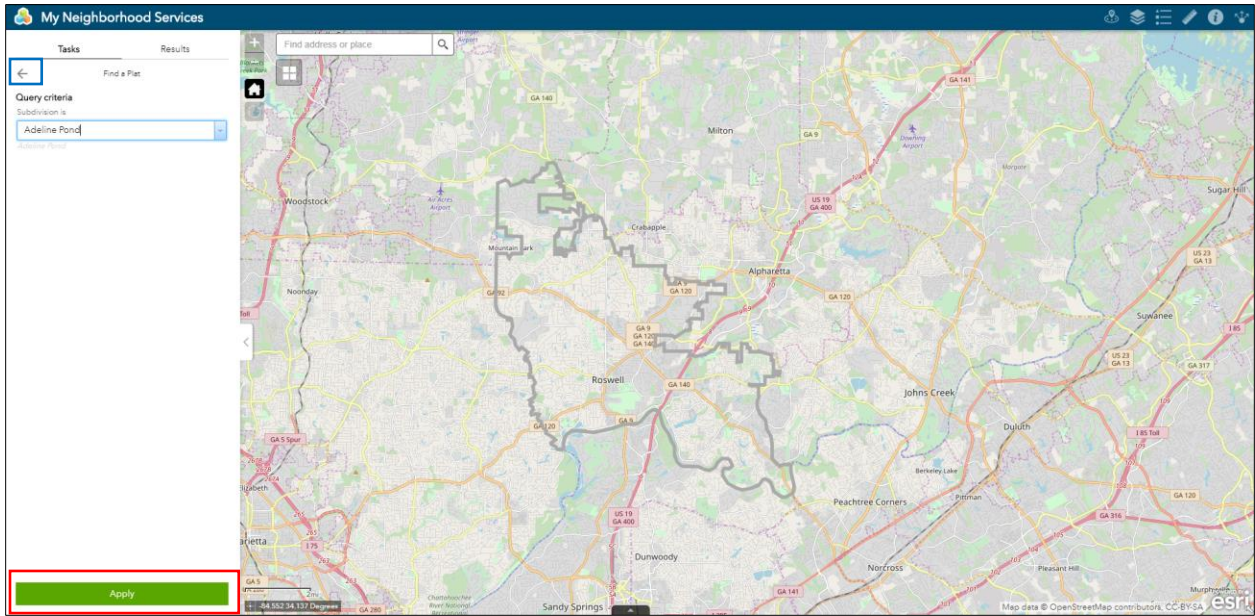


Once a query is selected, you will be prompted to provide additional data. This input may be typed manually or selected from a drop-down menu, depending on which query was selected:

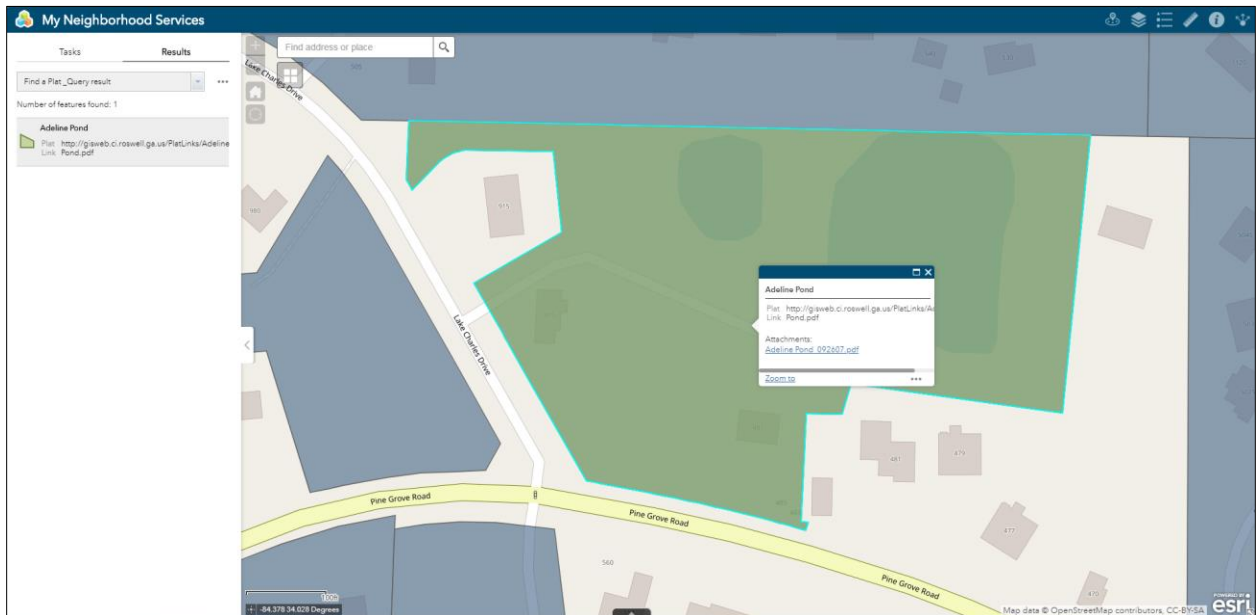
- Find a Plat
 - Subdivision Name (Drop-Down or Text Entry)
- When is Garbage & Recycling Pickup?
 - Street Address (Text Entry)
 - Do not enter city, state, or zip code information
- When is Yard Waste Pickup?
 - Street Address (Text Entry)

- Do not enter city, state, or zip code information
- Who Provides My Water?
 - Street Address (Text Entry)
 - Do not enter city or zip code information
- Find an Address
 - Street Address (Text Entry)
 - Do not enter city, state, or zip code information
 - Subdivision Name (Drop-Down or Text Entry)
 - Parcel ID (Text Entry)
 - Must be entered exactly, including spaces, hyphens, and all 14 digits
- Find a Street
 - Street Name (Text Entry)
- Find a Parcel
 - PARCEL ID (Text Entry)
 - Must be entered exactly, including spaces, hyphens, and all 14 digits
 - Owner Name (Text Entry)
 - Street Address (Text Entry)
 - Do not enter city, state, or zip code information
- Find Public Services
 - Name of Facility (Drop-Down or Text Entry)
 - Facility Type (Drop-Down or Text Entry)
- Find a Neighborhood
 - Subdivision Name (Drop-Down or Text Entry)
- Find a Park
 - Park Name (Drop-Down or Text Entry)
- Find Current Zoning
 - UDC Code (Drop-Down or Text Entry)
 - Parcel ID (Text Entry)
 - Must be entered exactly, including spaces, hyphens, and all 14 digits
 - Owner Name (Text Entry)

Except where specified above, the search may return entries similar to your entry. Some data is provided by third party sources, and is outside the control of the City of Roswell. Once the input criteria has been satisfied, you can run the query across the entire layer by selecting **Apply** from the bottom of the Query widget or by pressing Enter. The results of the query will then be able to be toggled on/off from the Layer List widget until the results of the query are cleared. To return to the list of available queries, select **<** from the top left of the Query widget.

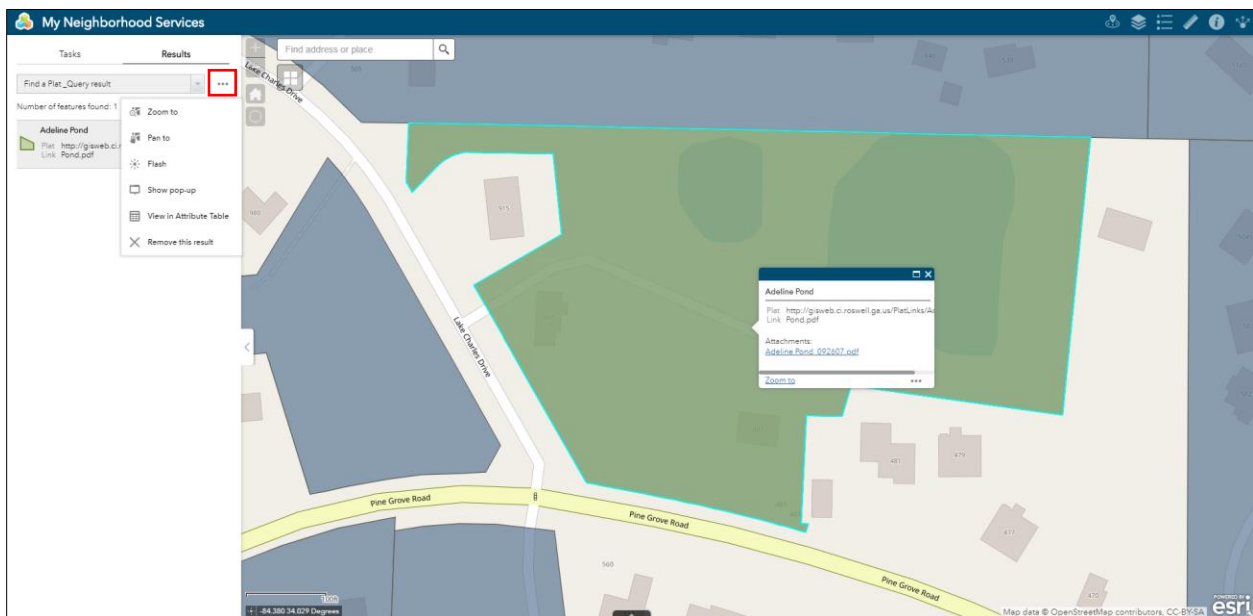


When a query is executed, the list of results will appear in the Query widget window and the map will pan and zoom to the extent of the results. To zoom in to one specific result, click that record in the list of results from the Query widget window.



More options are available following a successful query execution, and these are available by selecting the **three dots** near the top of the Query widget. The options available here are as follows:

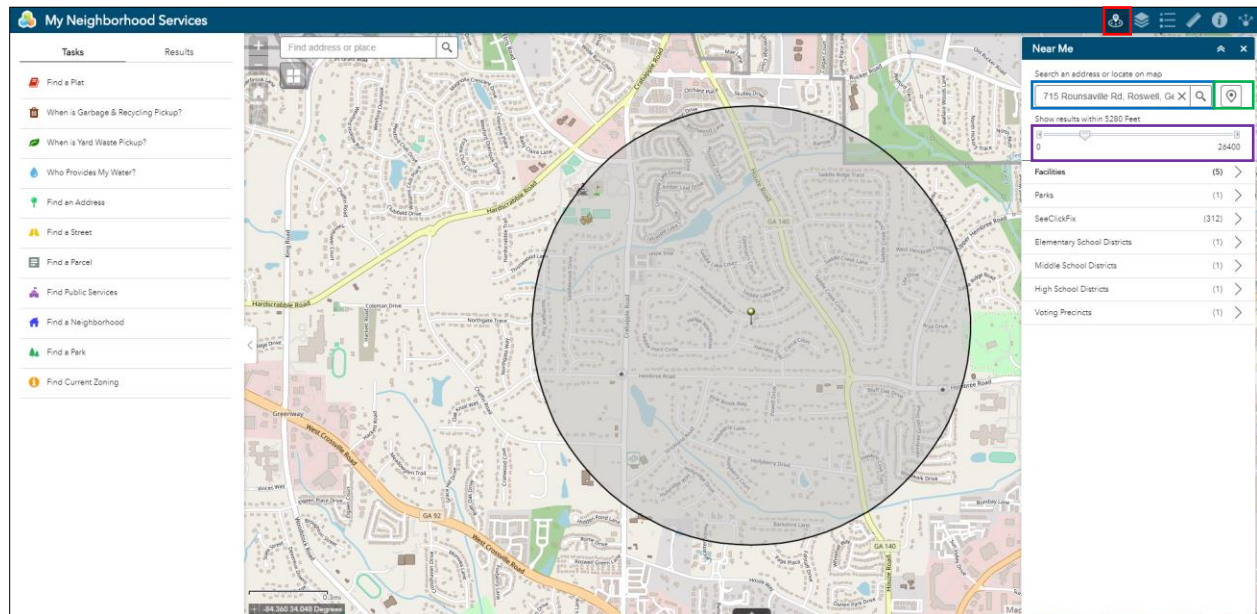
- Zoom to
 - Zooms to the extent of the query result(s)
- Pan to
 - Pans to the extent of the query result(s)
- Flash
 - Flashes the query result(s) on the map
- Show pop-up
 - Presents the pop-up for the selected feature from the query result(s) on the map
- View in Attribute Table
 - Opens the attribute table for the queried layer, and provides full attribution for all query result(s) in tabular form
- Remove this result
 - Clears the query result(s)



Near Me

The **Near Me** widget allows you to find features within a buffer of a defined address or location and view detailed information about those features. The Near Me widget is a great tool to find out what is happening close to a location or address. This widget can be accessed by selecting its associated icon (a pin on a circle) from the top left of the application. Once the widget opens, you have the option of **searching by address** or **location on the map**. The search by address option allows you to type in a desired

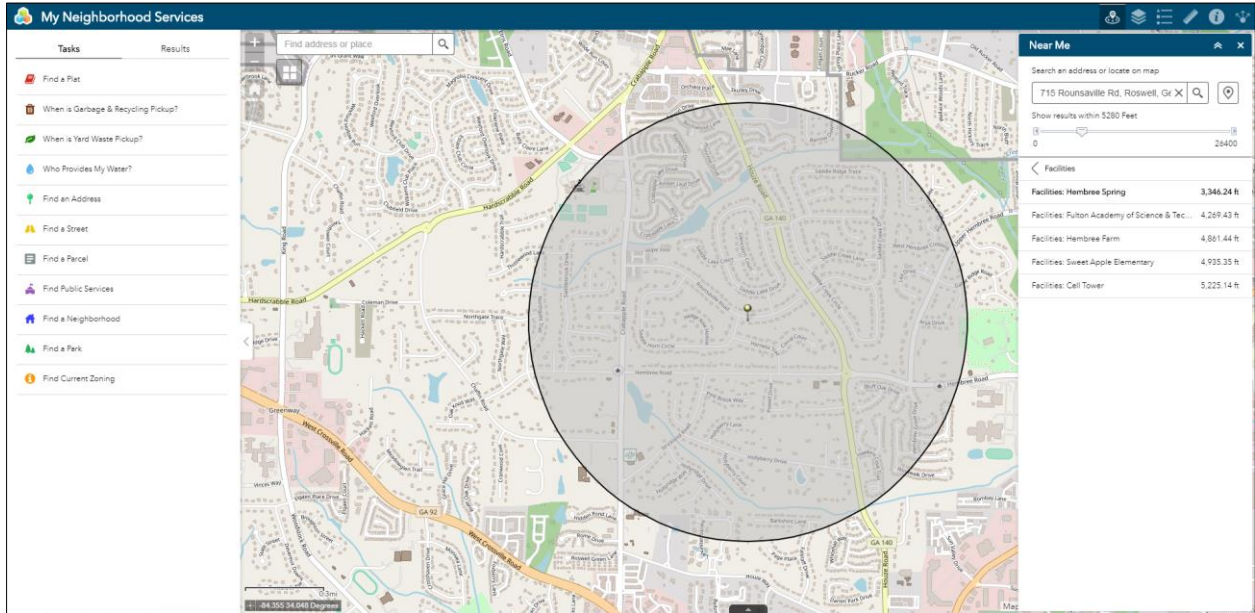
address, while the map location option prompts you to drop a pin on the map at a desired location. Both options require you to specify a buffer distance from the input location, and this can be done by interacting with the **buffer distance slider**. Once the address is entered, or the pin is place on the map, and the buffer distance is set, features within the search radius will populate the widget window.



Based on your input, the Near Me tool will show features from the following layers within the search radius:

- Facilities
- Fire Stations
- Parks
- Polling Places
- SeeClickFix Reports
- Elementary School Districts
- Middle School Districts
- High School Districts
- Voting Precincts

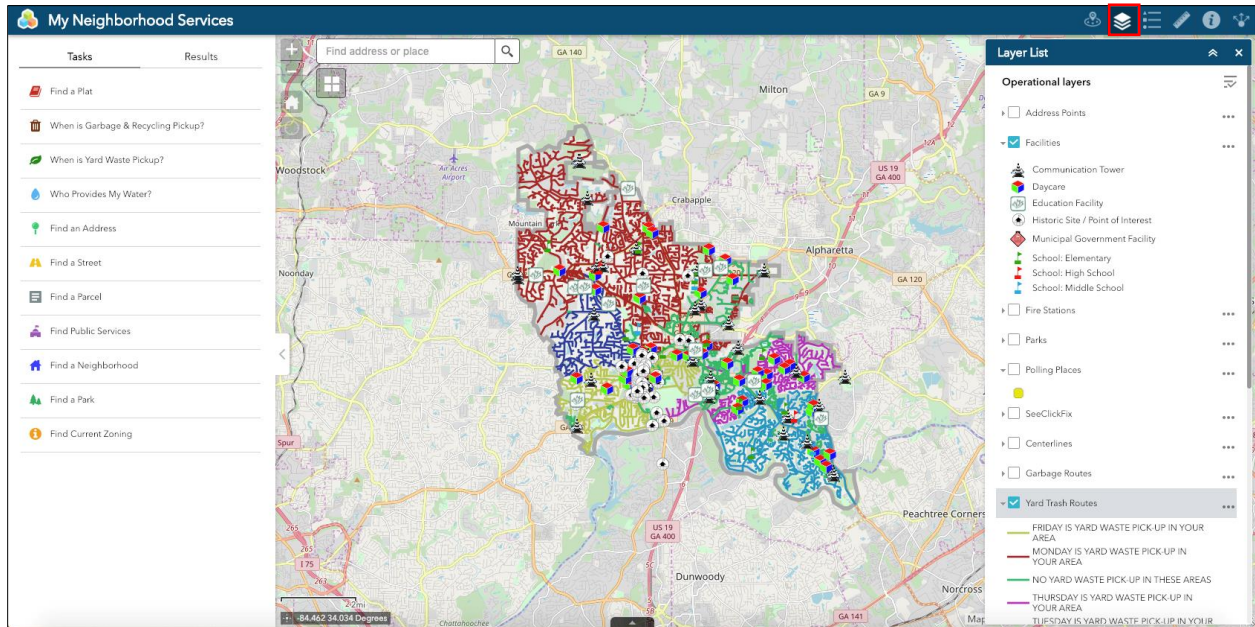
Selecting any of the resulting layers in the Near Me widget window will allow you to view all the results within that particular layer. Selecting a single result within a layer will provide more information about that feature and select it on the map.



Layer Interaction

Many available layers are toggled off in the application by default. Additional layers, however, can be turned on through the **Layer List** widget. This widget is located at the top right of the application, indicated by a stack of squares. By default, this widget will not be open when the application is accessed. Selecting it, however, will provide a list of available map layers.

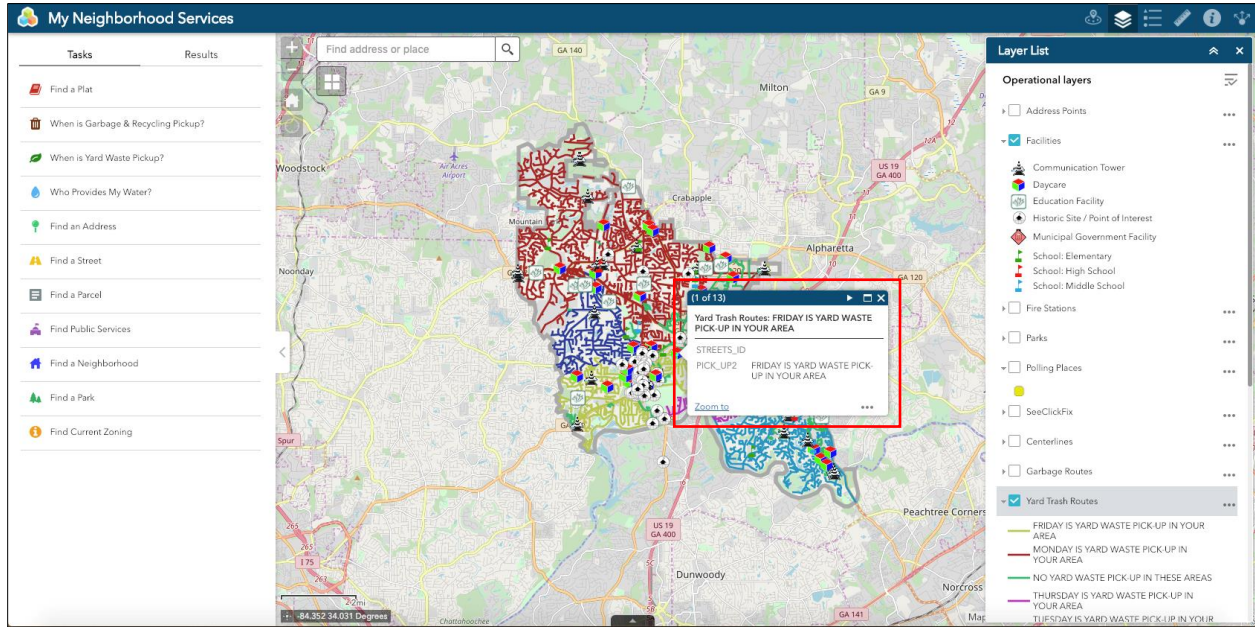
With the Layer List widget expanded to show you the full contents of the widget, you will be able to see all the available map layers. Layers can be turned on/off by checking/unchecking the box to the left of the layer name. Clicking the arrow to the left of the layer name will allow you to see layer symbology.



Map Interaction

In addition to map navigation, and once the desired layers are turned on, the map can be interacted with to view attribution tied to individual features. This attribution comes in the form of a popup box that opens adjacent to a feature when it is clicked on in the map frame.

*Note: Occasionally features will overlap each other on the map, in which case more than one popup will become accessible from a single click. If this occurs, arrows will appear at the top of the popup box allowing you to cycle through all the possible popups.



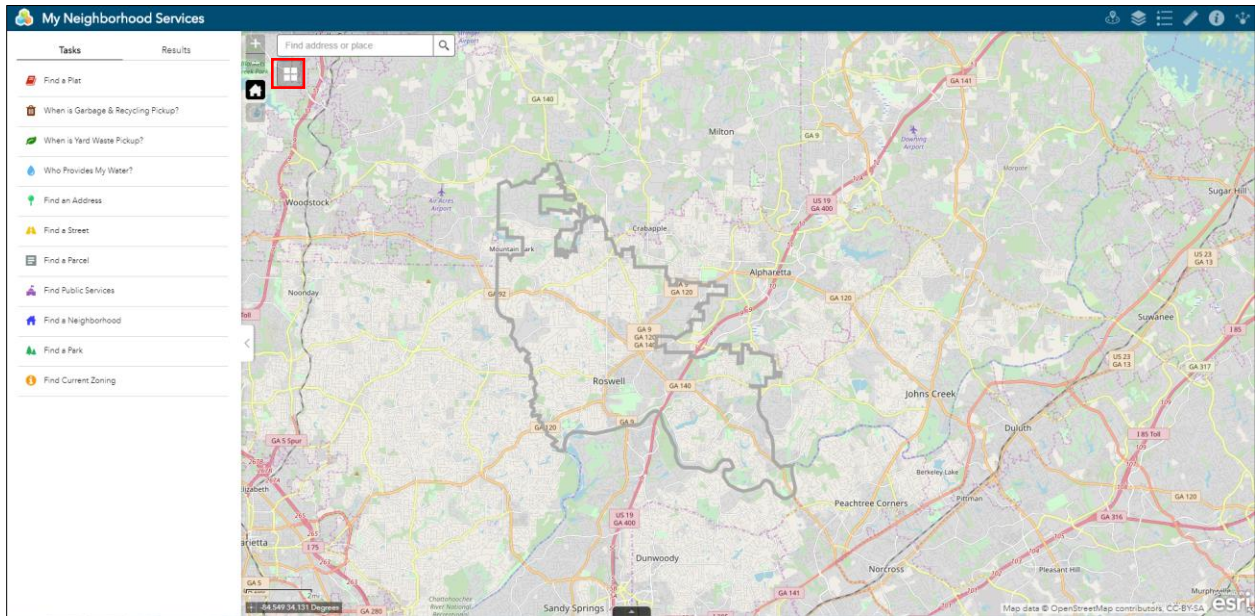
Using Additional Widgets

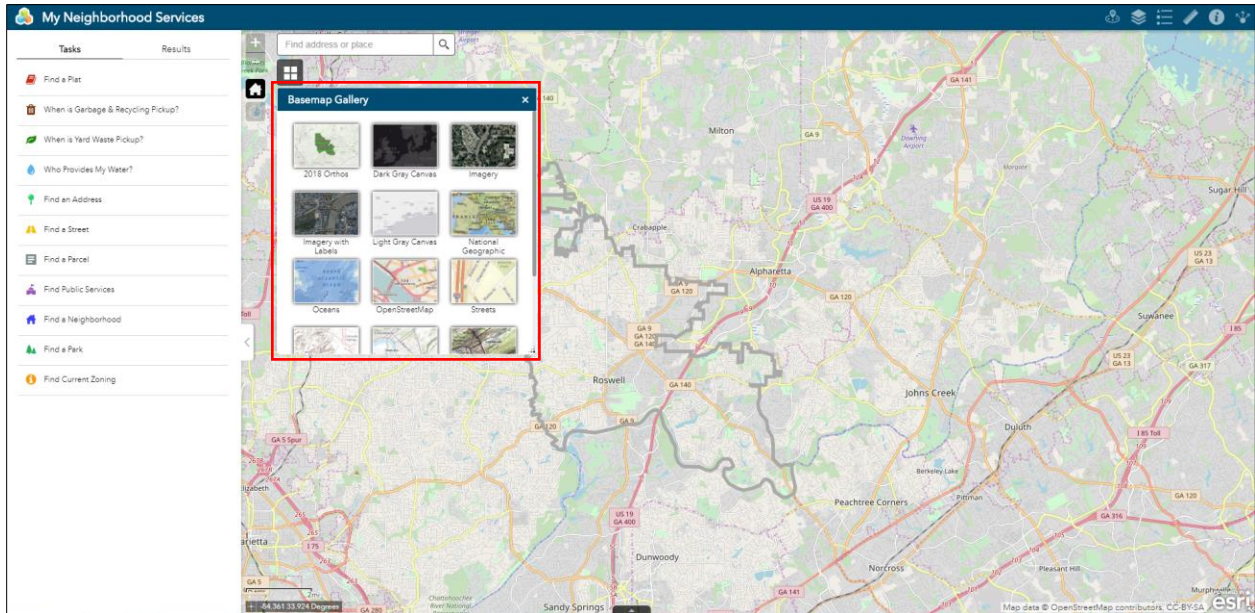
This section of the user guide will outline the functionality of additional widgets available in the City of Roswell My Neighborhood Services application. The following widgets will be outlined:

- Basemap Gallery
- Query
- Near Me
- Legend
- Measurement
- Share

Basemap Gallery

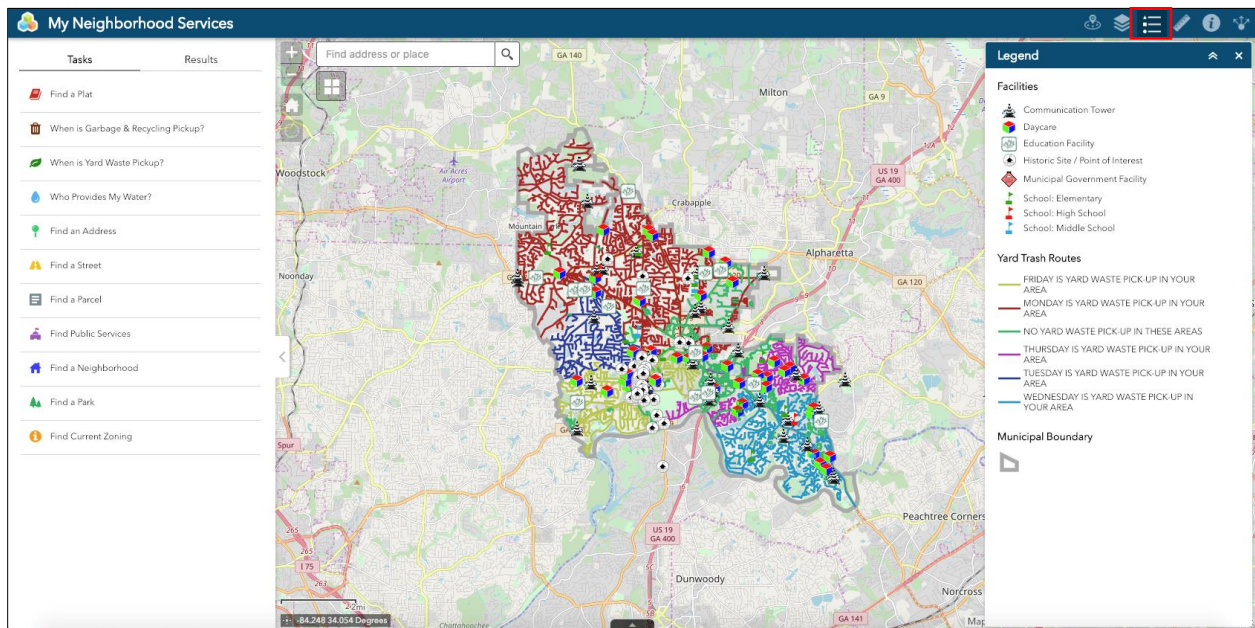
The **Basemap Gallery** widget is represented by a button with four adjacent white squares in the top left of the map view. Opening this widget will allow you to instantly toggle between any of the available basemaps. Single-clicking on any of the options will load it into the map. Basemaps can be changed using this method as often as you'd like.





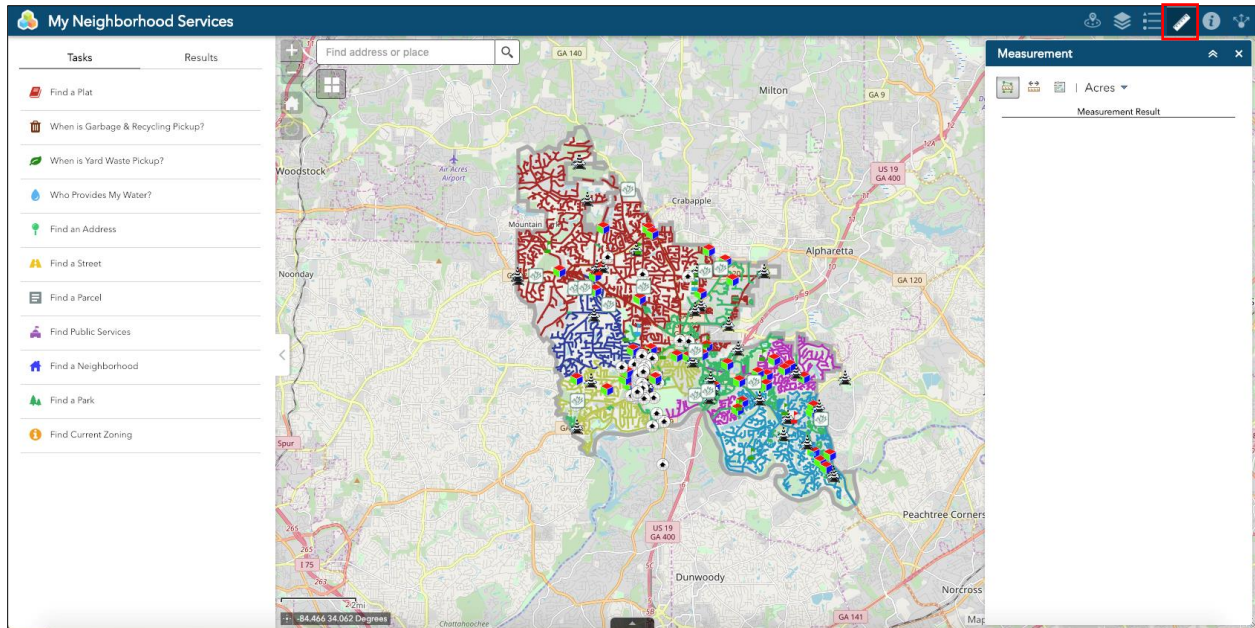
Legend

The **Legend** widget is located just to the right of the Layer List widget. This widget can be activated by simply clicking on its icon, which is denoted by a triangle, square, and circle adjacent to three horizontal lines. The Legend widget will dynamically provide you the symbology associated with every layer that is currently toggled on.

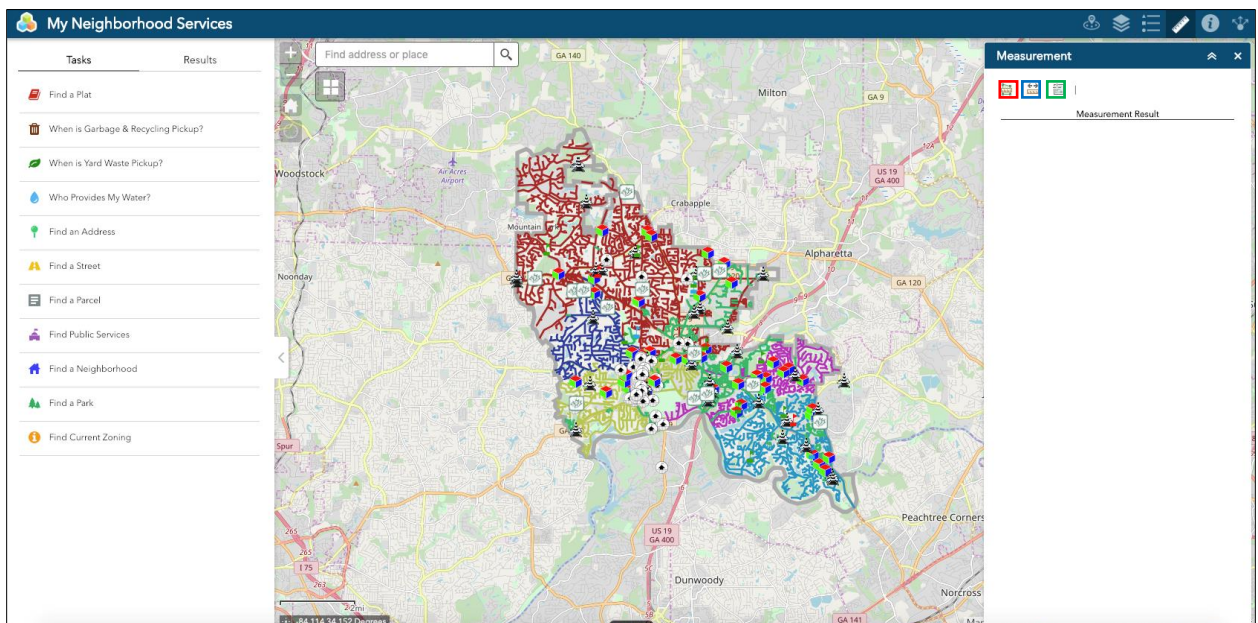


Measurement

The **Measurement** widget is represented by a ruler icon near the top right of the application. This widget will allow you to perform area or distance measurements on the map.

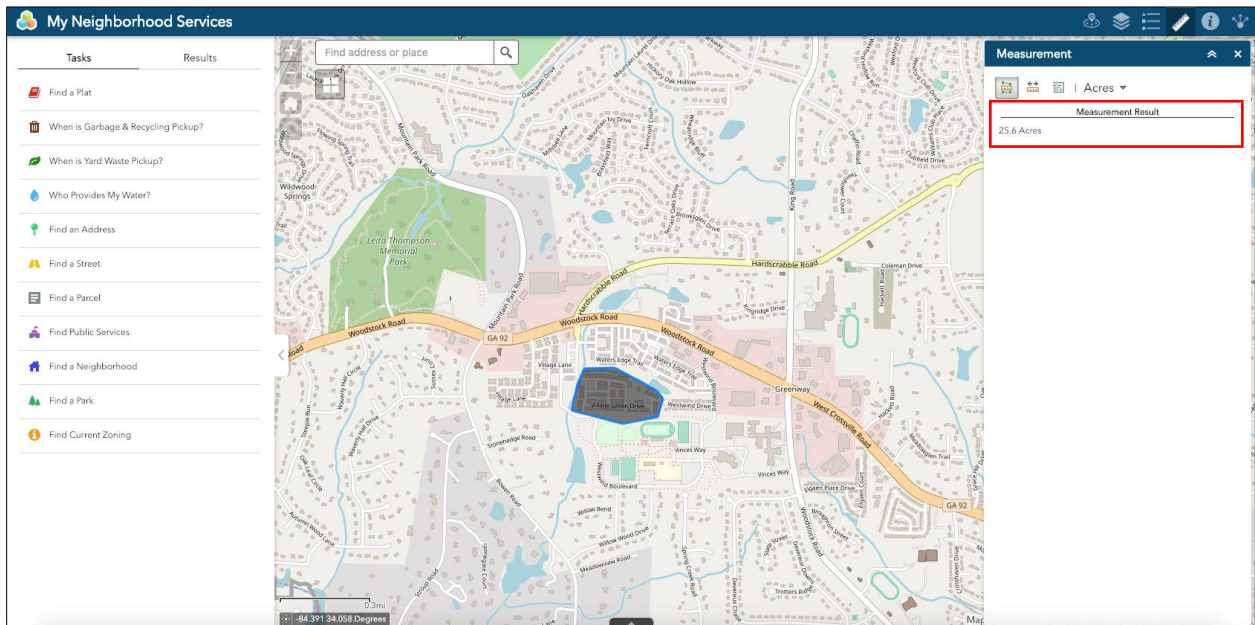


Once the Measurement widget is activated, two modes of measurement will be available through their respective buttons (**Area** and **Distance**) within the Measurement widget. The third button, **Location**, will place a single point or vertex at your location if your device has location services turned on. This button can be used in the field to plot an area being visited.



Once you have selected the mode of measurement, area or distance, the unit of measurement option will become available through a dropdown list to the right. When you have the mode and unit of measurement selected, interact with the map by clicking on the desired locations to add vertices and draw the line or polygon to be measured. Double-clicking will complete your shape. As you're drawing the shape to be measured, the **Measurement Results** will dynamically update in the selected unit.

*Note: Clicking either the Area or Distance buttons after a shape has been drawn will clear the current measurement.



Share

The **Share** widget allows you to share the application with others through the provision of a link and various social media options. This widget is located at the far top right of the application and is represented by a circle with three arrows.

