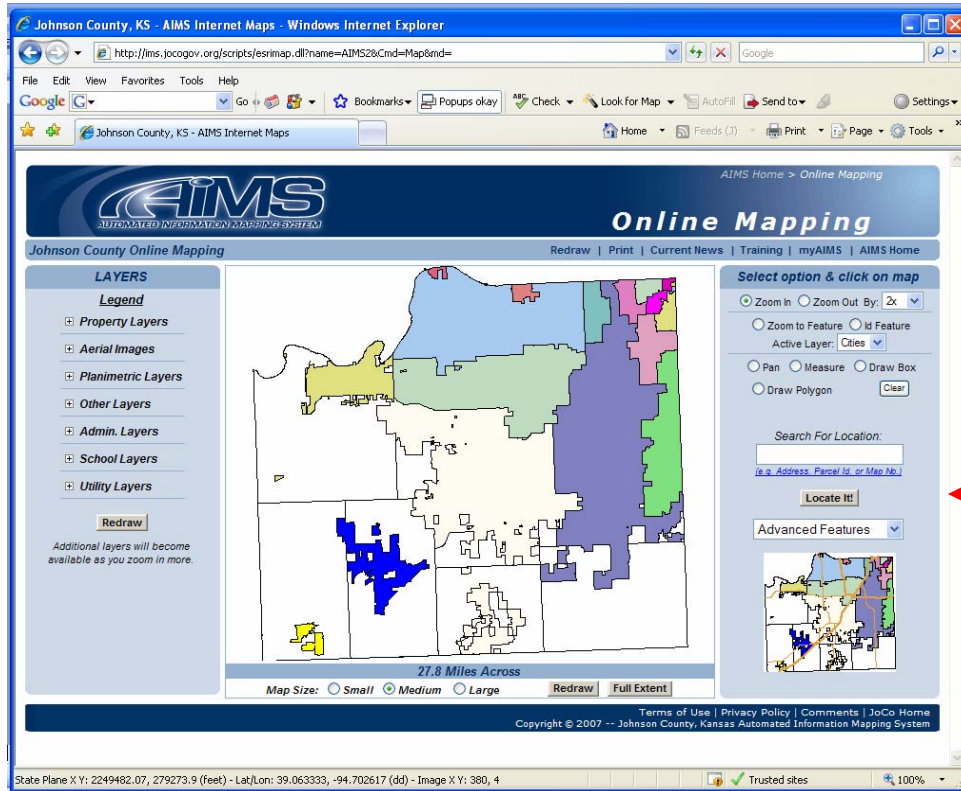


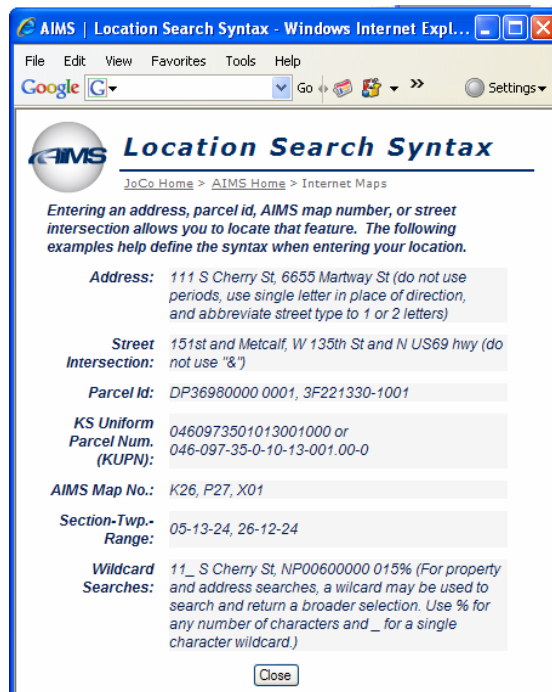
IMS 101: A hands-on approach to using the JoCo Mapping Application Tips and Tricks

1. Searching

There is a link below the Search For Location textbox that provides tips on how to search.

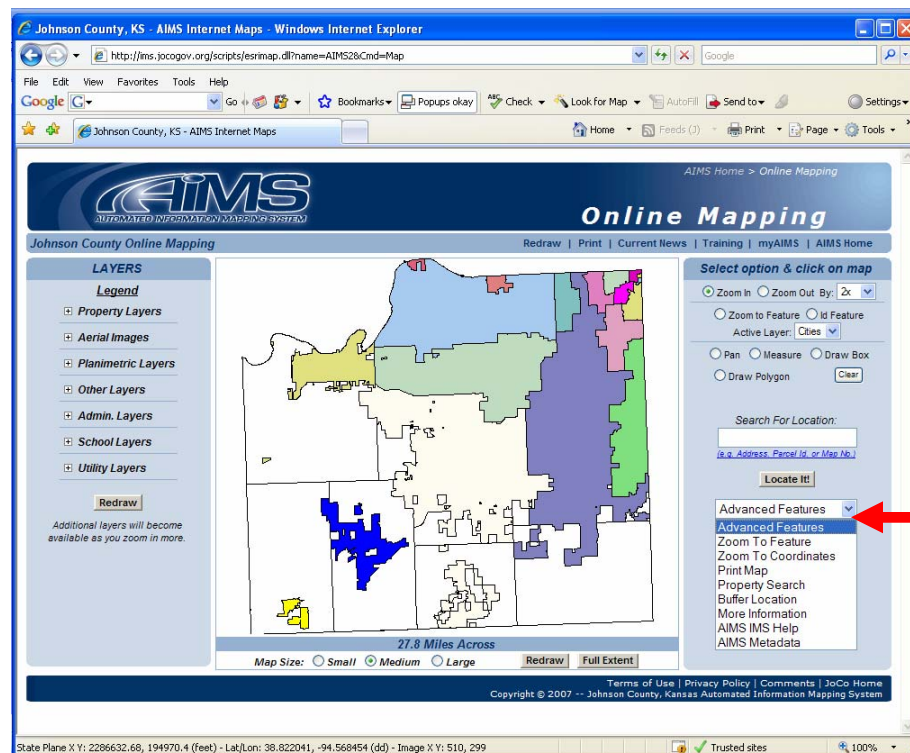


The link opens a new window displaying the tips.

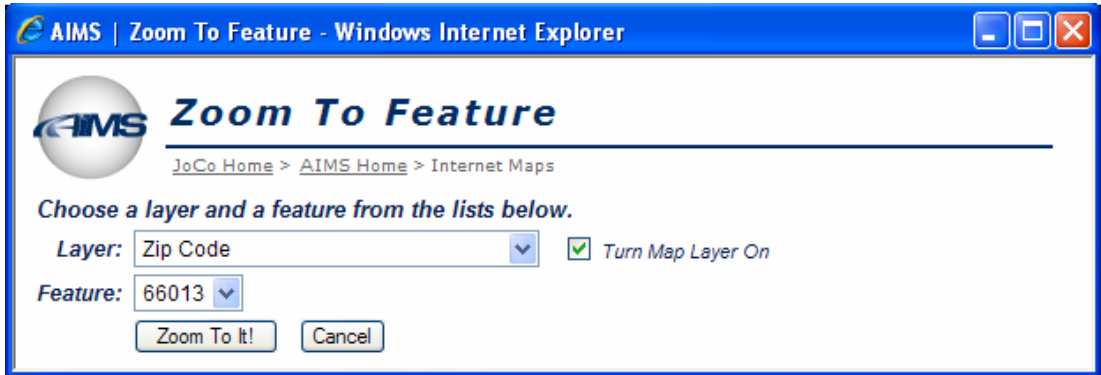


If you are still having trouble, here are some tips:

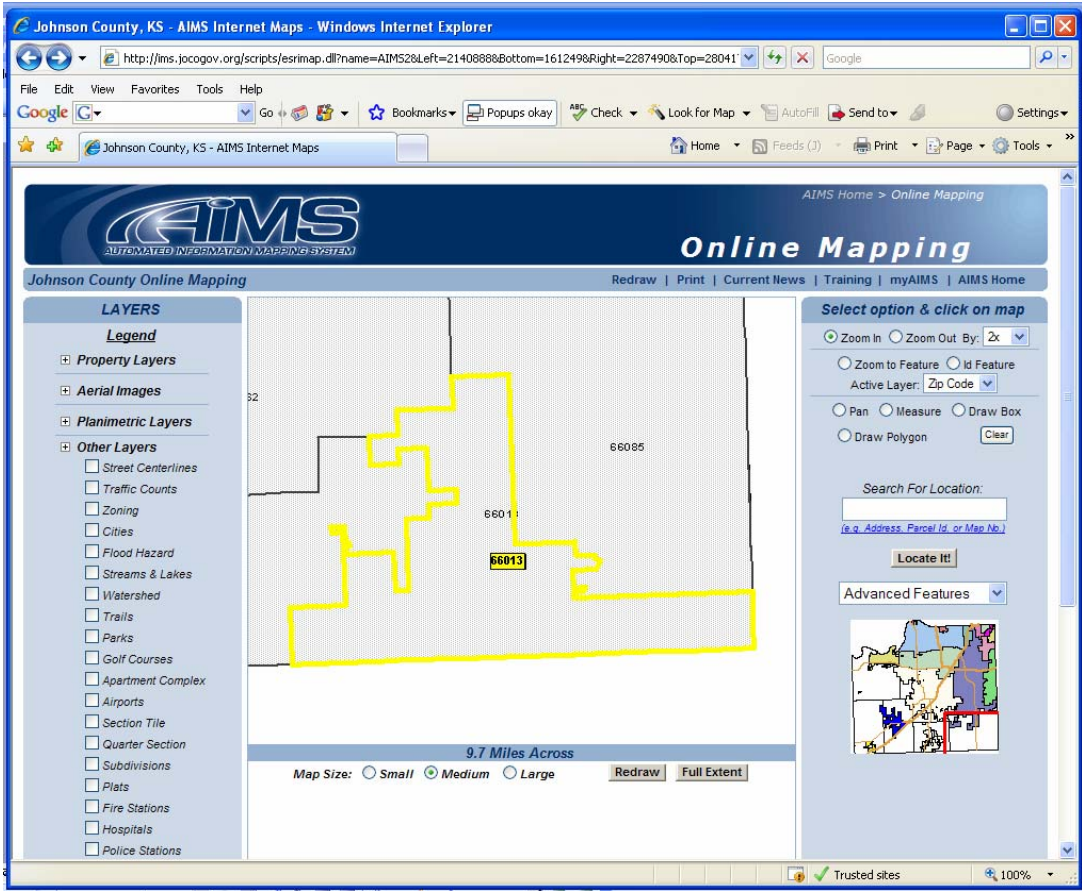
- A. Search by Township-Range-Section first and then visually locate your area of interest in the map, or Search by a known close address and then pan and zoom from there.
- B. Use wildcards in your searches. Wildcard searches can be conducted using the percent sign (%) character. For example, to search for all addresses between 12900 and 12999 Bond, you would specify your search as 129% Bond. Note that there are limitations on the total number of records returned.
- C. Search for multiple Parcel ID's by using the ";" to separate individual Parcel ID's. For example to search for the following three Parcel ID's, DP52000052 0025B, DP52000052 0025C, DP52000051 0006 enter them like this in the Search for Location box: DP52000052 0025B;DP52000052 0025C;DP52000051 0006
- D. Address searches are conducted as follows. The tax records are searched for an address, if none is found then the address repository is searched for a match. If a match is found, that point is intersected with the parcels to locate that property. If no address is found in the address repository, the address is geocoded to the centerline file.
- E. Address intersection searches are typically more successful if the address number is entered instead of the numbered street. For example, 13500 Pflumm may be more likely to be found than 135th and Pflumm.
- F. You can also use the Zoom to Feature under Advanced Features to zoom you to a specific region on the map.



Once you select Zoom to Feature, a new window will open, which allows the user to choose the data layer and then the specific feature within the data layer to zoom by. In the example below, the user has selected the Zip Code layer and selected the zip code 66013.

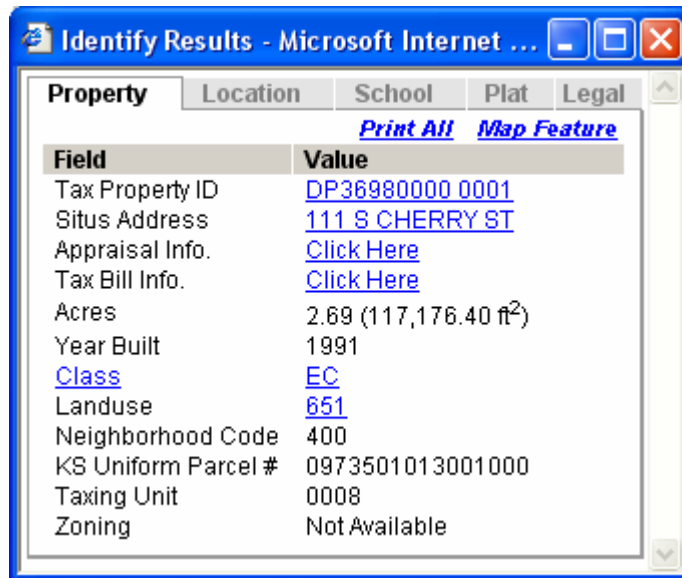


When you click the Zoom To It! Button, the map will zoom to the feature selected and would look like the following in this example:



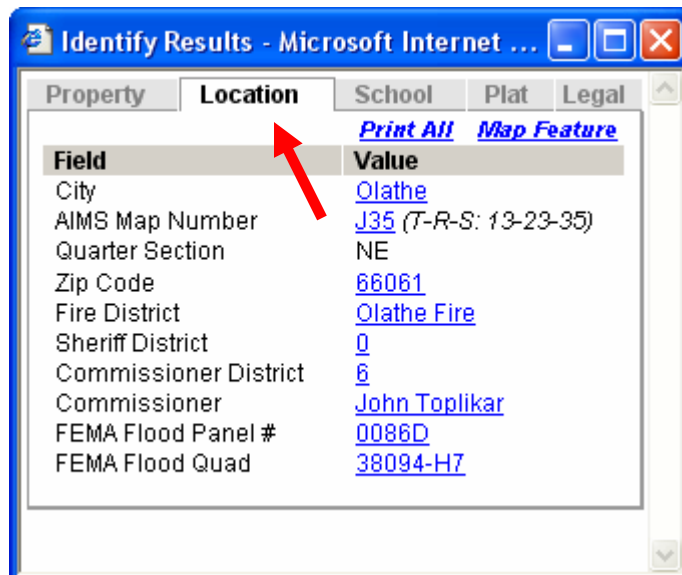
2. Property Identify Results

When you ID a property feature, which can be performed using the ID Feature or the Search For Location tools, a new window will open that identifies the Property Results. This window contains a lot of information that is organized by Property, Location, School, Plat, and Legal (short for Legal Description). Note that Field Names are indicated on the left and the field values are indicated on the right. You will also notice that there are blue, underline text, which indicate that they are links to more information that will open in a new window. In addition, if you hover the mouse cursor over the links for codes, such as Class or Landuse, you will notice that the definition of that code will appear next to the mouse cursor.



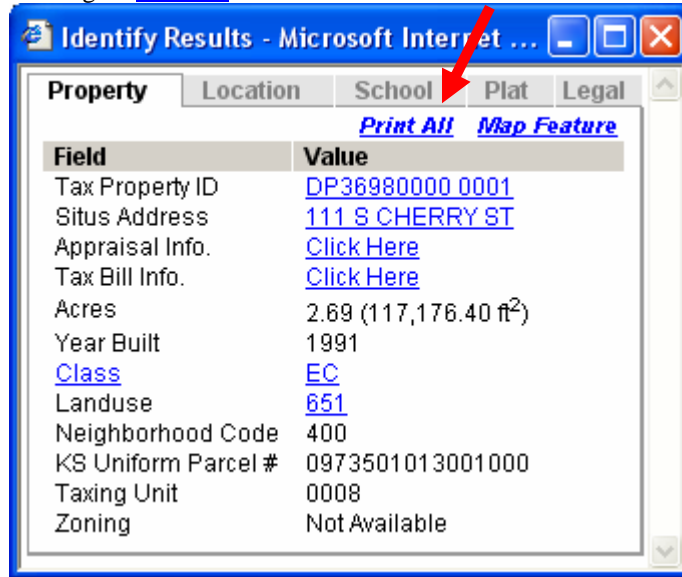
Field	Value
Tax Property ID	DP36980000 0001
Situs Address	111 S CHERRY ST
Appraisal Info.	Click Here
Tax Bill Info.	Click Here
Acres	2.89 (117,176.40 ft ²)
Year Built	1991
Class	EC
Landuse	651
Neighborhood Code	400
KS Uniform Parcel #	0973501013001000
Taxing Unit	0008
Zoning	Not Available

You can click on the Property, Location, School, Plat, or Legal heading (also called tabs since they resemble folder tabs) to view that particular information. In the example below, the Location tab has been selected and the displayed information has changed.

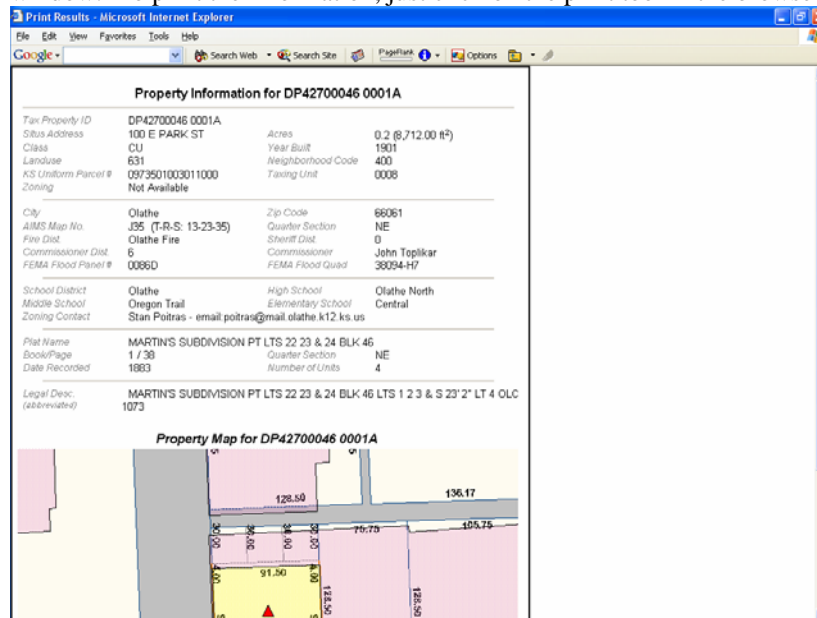


Field	Value
City	Olathe
AIMS Map Number	J35 (T-R-S: 13-23-35)
Quarter Section	NE
Zip Code	66061
Fire District	Olathe Fire
Sheriff District	0
Commissioner District	6
Commissioner	John Toplikar
FEMA Flood Panel #	0086D
FEMA Flood Quad	38094-H7

If you would like to view or print all of the property information on one page, you can do this by clicking on [Print All](#).



This will reformat all of the information, including the map, on one page and will open it up in a new window. To print the information, just click on the print tool in the browser.



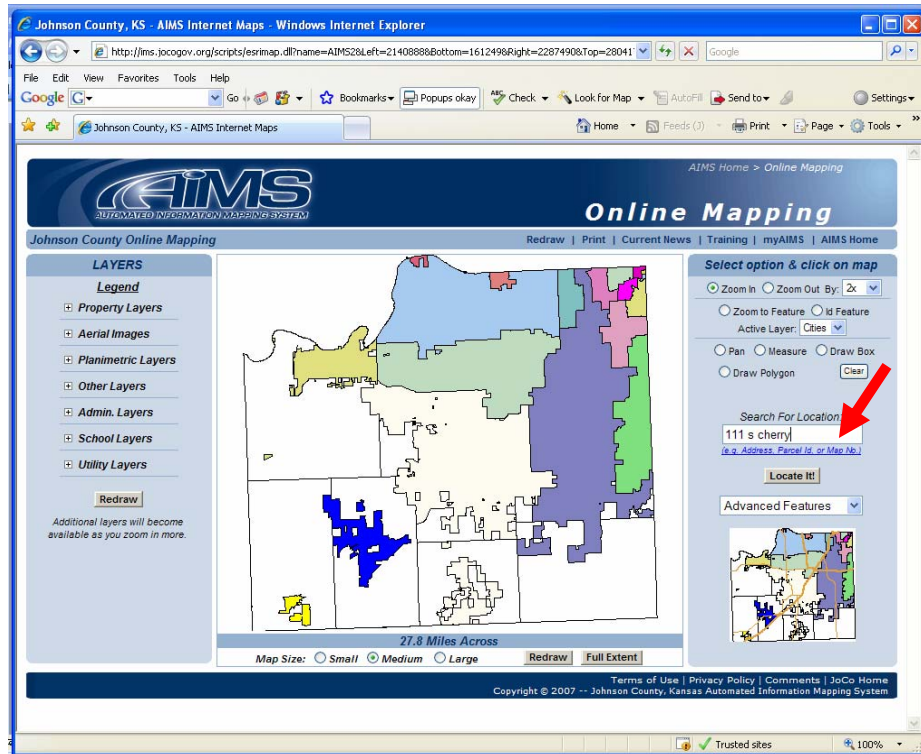
3. Printing

Whenever you print with a map, follow these guidelines:

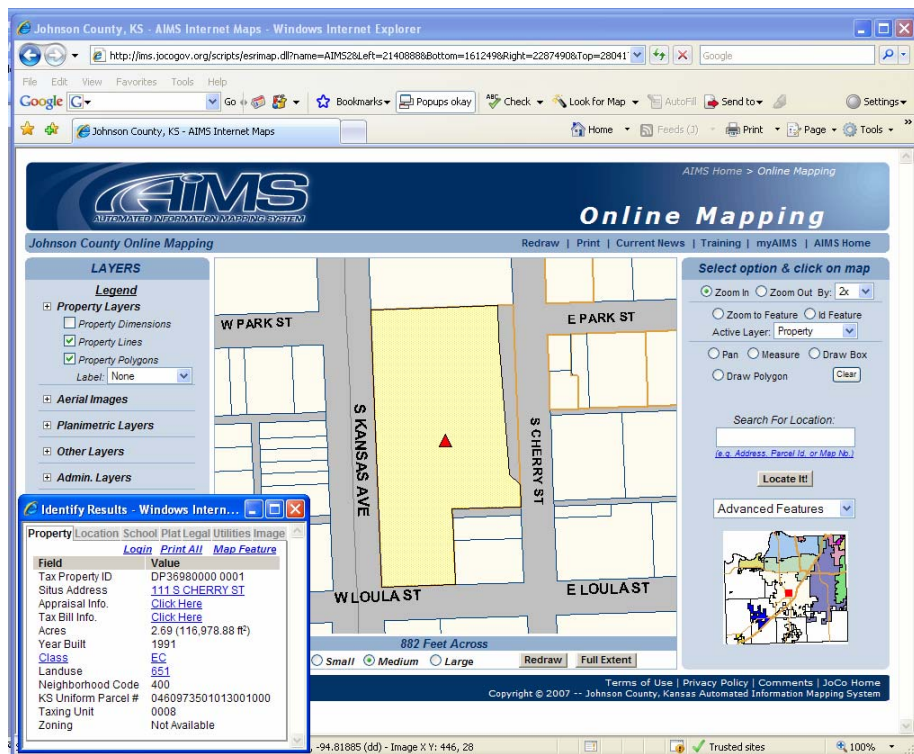
- A. Removing page headers and footers from the page setup menu should ensure that the printed scale is accurate.
- B. Try to get the printed image on one page. To help achieve this, set the margins to a maximum of 0.5 inches and set the format of the page to Portrait or Landscape depending on the orientation of the page.

4. How to do a plot plan?

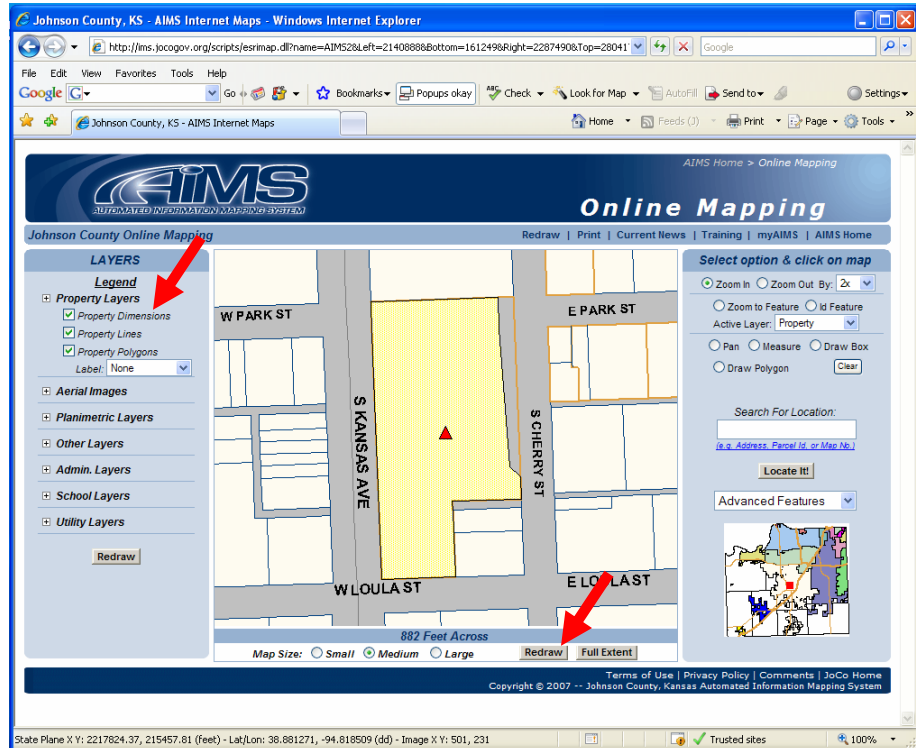
- A. Enter address into Search For Location textbox and then click Locate It!



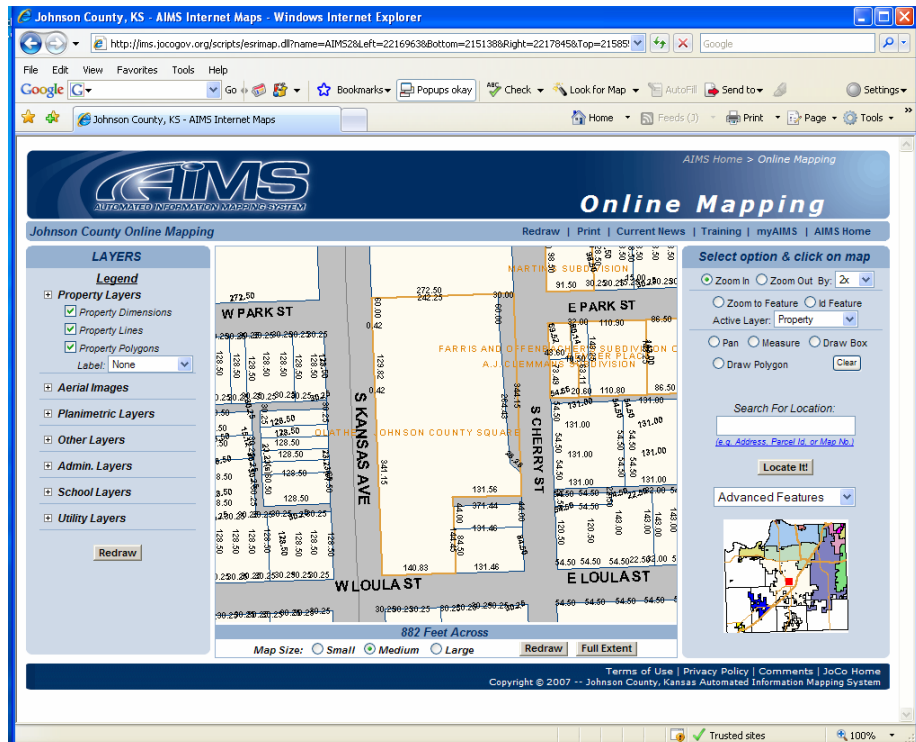
- B. The map will zoom to the specified location (if it can locate it) and a new window will open showing the Property Identify Results.



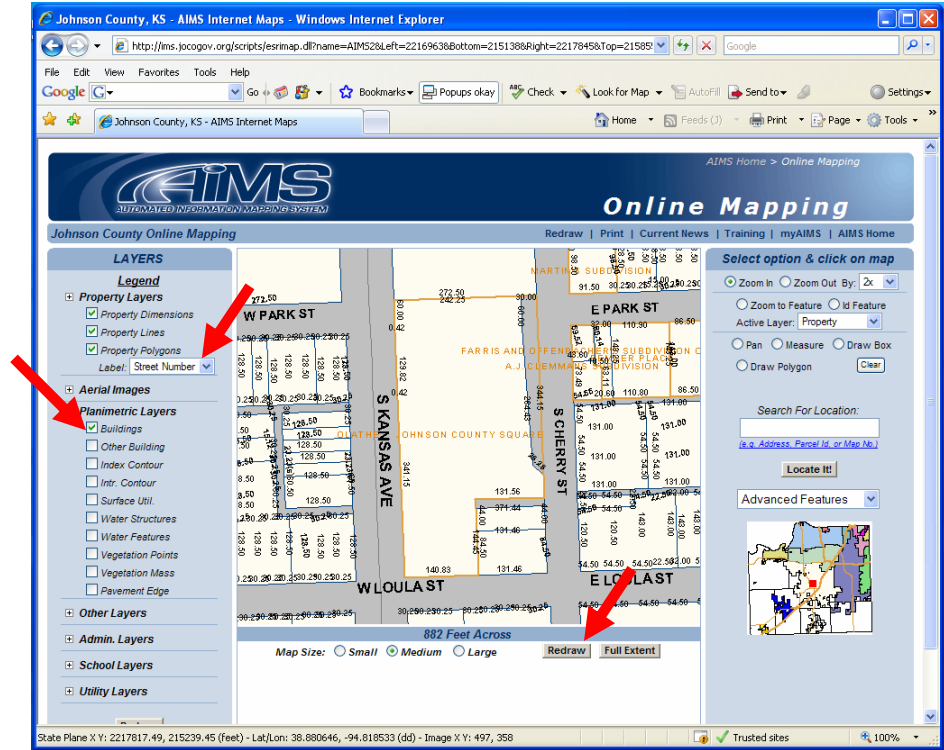
- C. Close the Property Identify Results window since you don't need it for the plot plan, and then check the Property Dimensions layer so it's visible and click the Redraw button to redraw the map.



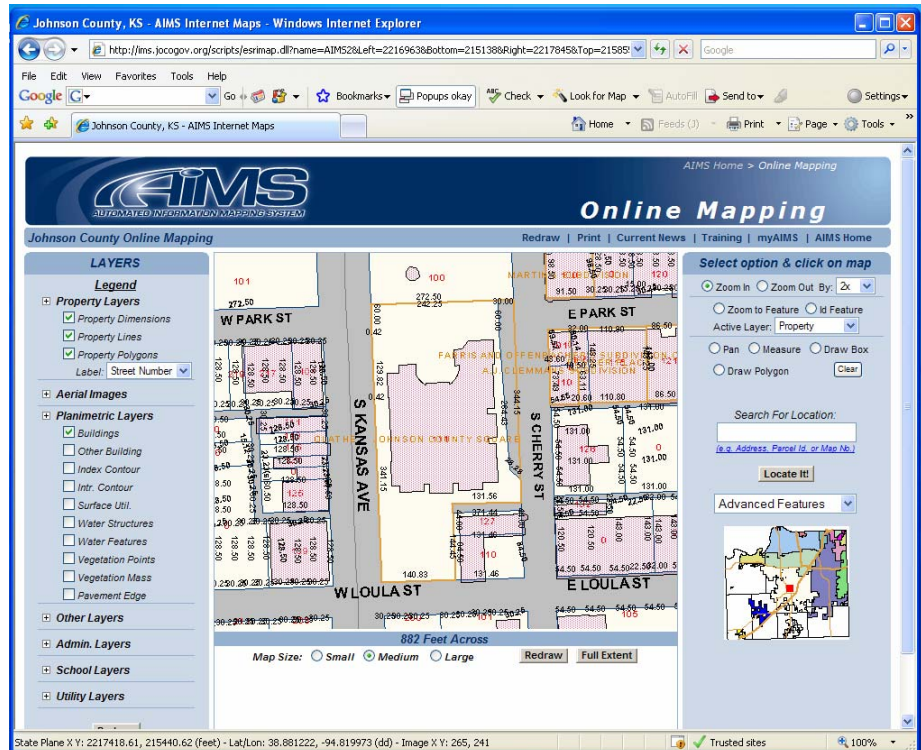
- D. Now you should see the dimensions along each side of the property polygon (You may have to zoom in to see the Property Dimension labels if the parcel is fairly large, as in this case).



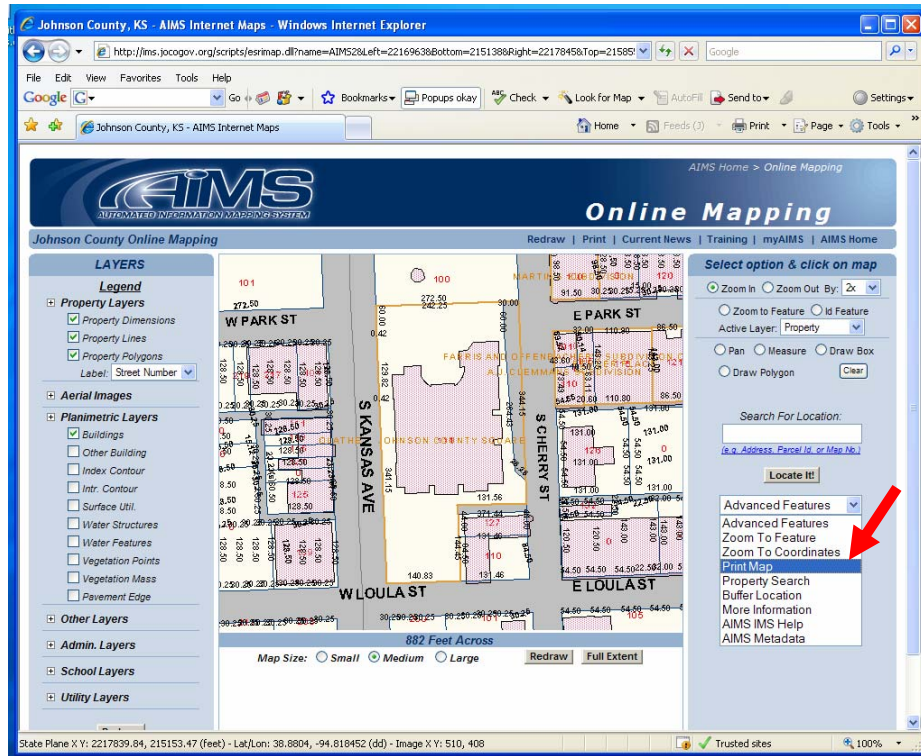
- E. Now to complete the plot plan you need to label the property by its street number and make the building footprint visible. 1. Under Property Polygons, choose Street Number for the Label selection box. 2. Expand the Planimetric Layers category and check Buildings. 3. Finally click Redraw.



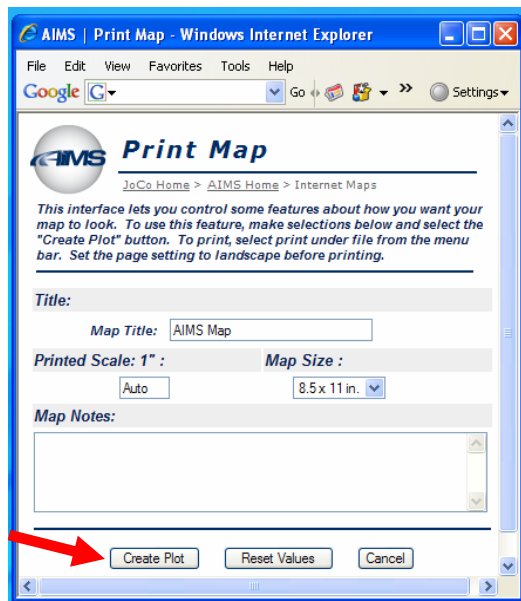
- F. Plot plan is complete and should look like the following.



G. Print the plot plan by selecting Print Map under the Advanced Features



H. This will display a new window where you can select how to format and what to include with the map. Enter in the title of the map, choose a map size (usually 8.5x11), include everything but a Location Map (not necessary for a plot plan), Auto for scale, and B&W or color depending on which you prefer. Finally, click Create Plot to reformat the plot plan map.



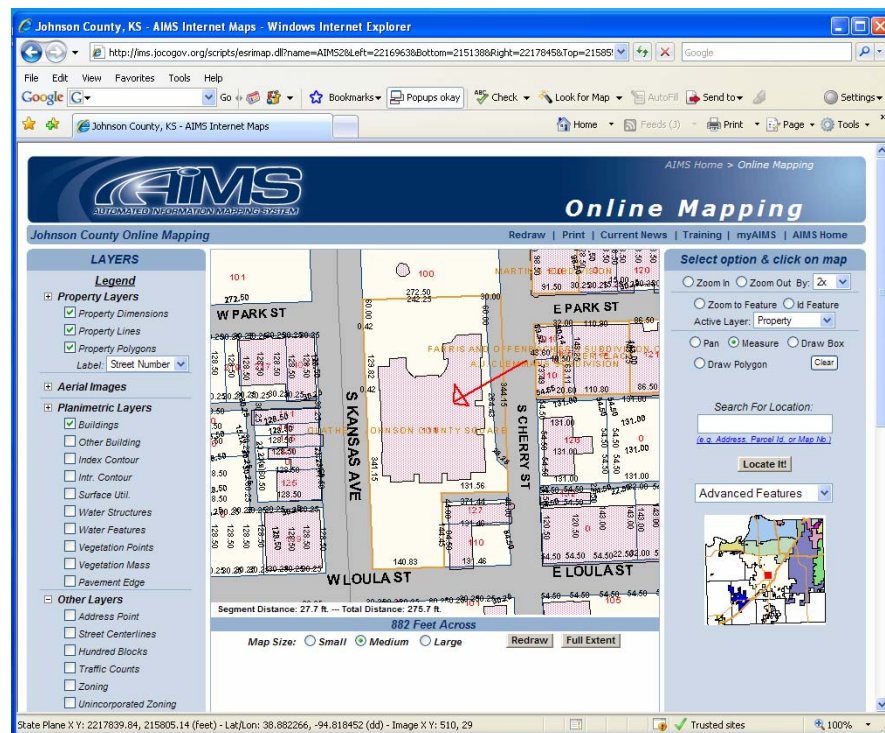
- I. A new window will be displayed showing the reformatted plot plan map. Now just print the page using the browser print tool and you are done.



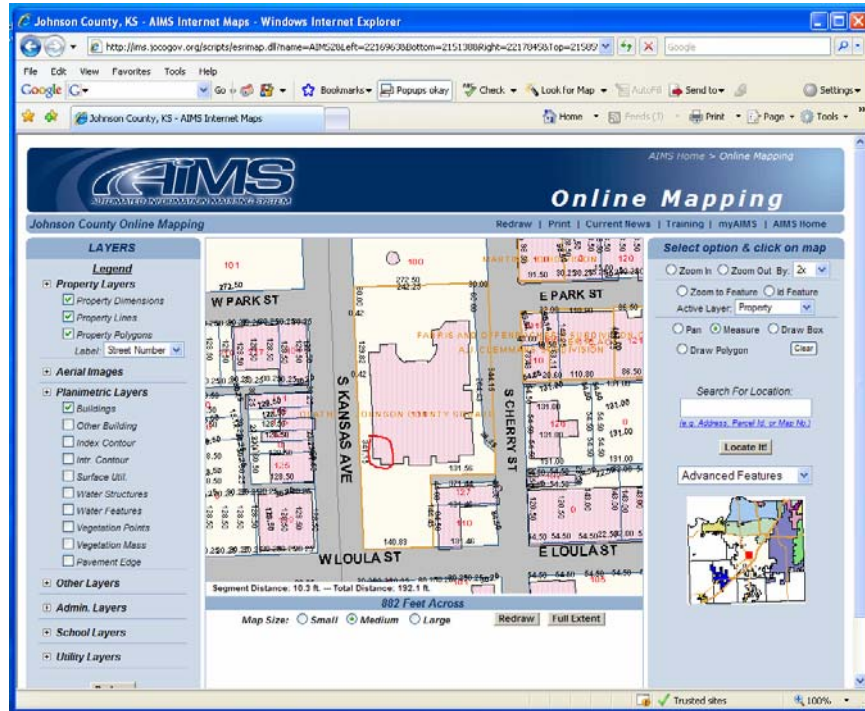
5. Use the measure tool to highlight an area.

The measure tool is designed to show the user distances between defined segments but since a graphic is drawn for each segment, the user could use the tool to highlight an area. See the following example:

Point to a specific location



or highlight a specific area



Note: The lines will go away if you use any of the other tools after using the measure tool, so if you want the lines to print on a map, this is the last thing you should do before going through the printing process.

6. Useful web pages or links

Note that these links can be bookmarked and pasted in email.

A. Home page

<http://aims.jocogov.org>

Note that all of the links below can be accessed through the home page.

B. JoCo Mapping Application

<http://ims.jocogov.org/ims>

C. Metadata

<http://aims.jocogov.org/products/data/datainfo.asp?Title=GIS+Data+Listing&Sub=Products+and+Services>

D. Plat Search Application

<https://ims.jocogov.org/plats/>

E. General AIMS Frequently Asked Questions (FAQ)

<http://aims.jocogov.org/faq.cfm?Title=Frequently+Asked+Questions&Sub>About+Us>

F. All available Documents

<http://aims.jocogov.org/resources/docs.cfm?Title=Documents&Sub=Other+Resources>

G. Feature Code Tables

<http://aims.jocogov.org/products/lookup/features.cfm?Title=Feature+Code+Lookups&Sub=Feature+Tables>