



Using the Locate Feature Tool

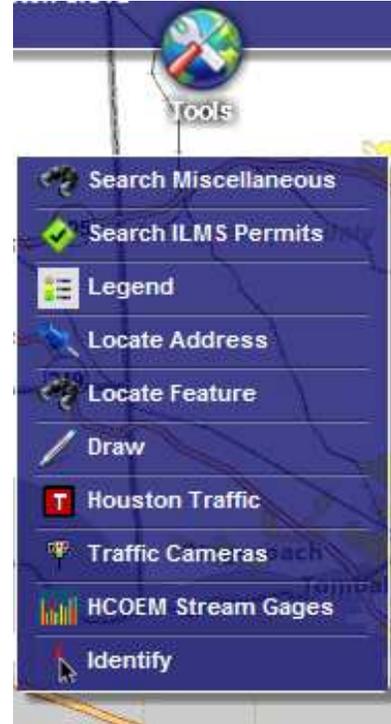


At startup, the Locate Feature tool will show up in its minimized form in the top right portion of your browser window - just under the Locate Address Tool. If one exits the tool, it can be brought back by selecting the Locate Feature tool from the Tools menu (see graphic to the right).

If the tool is minimized, start using the tool by clicking on the icon part of the minimized tool. This will cause the tool to expand.

By clicking on one of the first two small icons on the top of the tool window, it is possible to select either a Text Search  or a Graphical Search . The Text Search is the default search mode.

Text Search  - If Text Search is selected, use the Search Layer dropdown list to select the search layer. The choices are City Council District, Super Neighborhood by Name, Super Neighborhood by No., KeyMap Page, KeyMap Block, Lambert Tile, GIMS Tile (Public Works uses this), or Zip Code. *Note – these selections may expand in the future, but not necessarily appear in this documentation.*



Once the Search Layer is selected, enter a string that corresponds to appropriate text to use in the search. Examples are provided for each type. For all cases except Super Neighborhood by Name, the search is an exact, but case-insensitive search. For example, for City Council District, one enters either A or a to locate that city council district. For Super Neighborhood by Name, one only needs to enter a word or words appearing the the Super Neighborhood name. For example, entering the string acres will produce two results as there are two



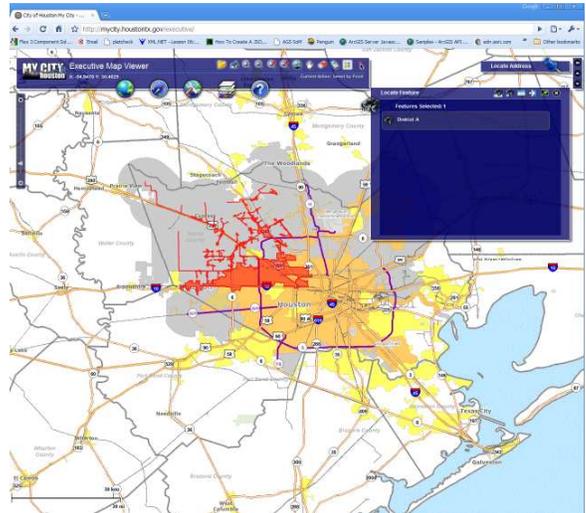
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Super Neighborhoods that have the word “acres” in their names.

Once the string is entered, click on the Search button.

The search will initiate and the tool will flip the panel to the Results panel (this panel is indicated on the top right

icon panel by the  icon. Any results will be listed there, plus the map will show the result feature(s) highlighted in a semi-transparent red color. If one clicks on a one of the results listed in the Results Panel, the map will zoom to and highlight that single result. The highlighted features can be cleared by clicking on the Clear button in the Text Search panel, or by clicking on the Clear Graphics tool  in the Shortcut Menu on the Main Menu Controller.



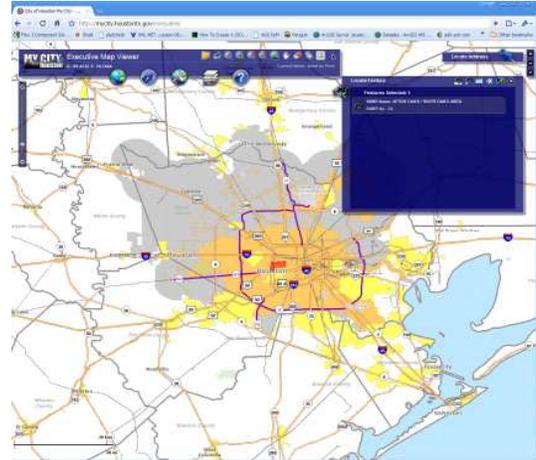
Graphical Search  - If Graphical Search is selected, use the Search Layer dropdown list to select the search layer. The choices are City Council District, Super Neighborhood by Name, Super Neighborhood by No., KeyMap Page, KeyMap Block, Lambert Tile, GIMS Tile (Public Works uses this), or Zip Code. *Note – these selections may expand in the future, but not necessarily appear in this documentation.*





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Then select one of the graphical search tools to select a feature by clicking on the map (Select by Point ) or drawing a feature (Select by Rectangle  or Select by Polygon ). Once the feature is drawn, any features in the selected Search Layer will be selected and highlighted. A list of results will be shown in the Results panel. Once again, clicking on one of the listed results will cause that single result to be zoomed to and highlighted.



The highlighted features can be cleared by clicking on the Clear button in the Text Search panel, or by clicking on the Clear Graphics tool  in the Shortcut Menu on the Main Menu Controller.