

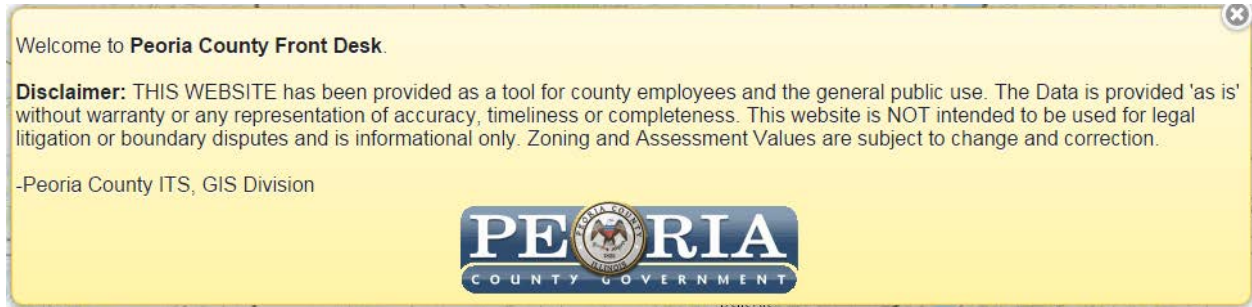
New Front Desk

Quick Guide, 2014

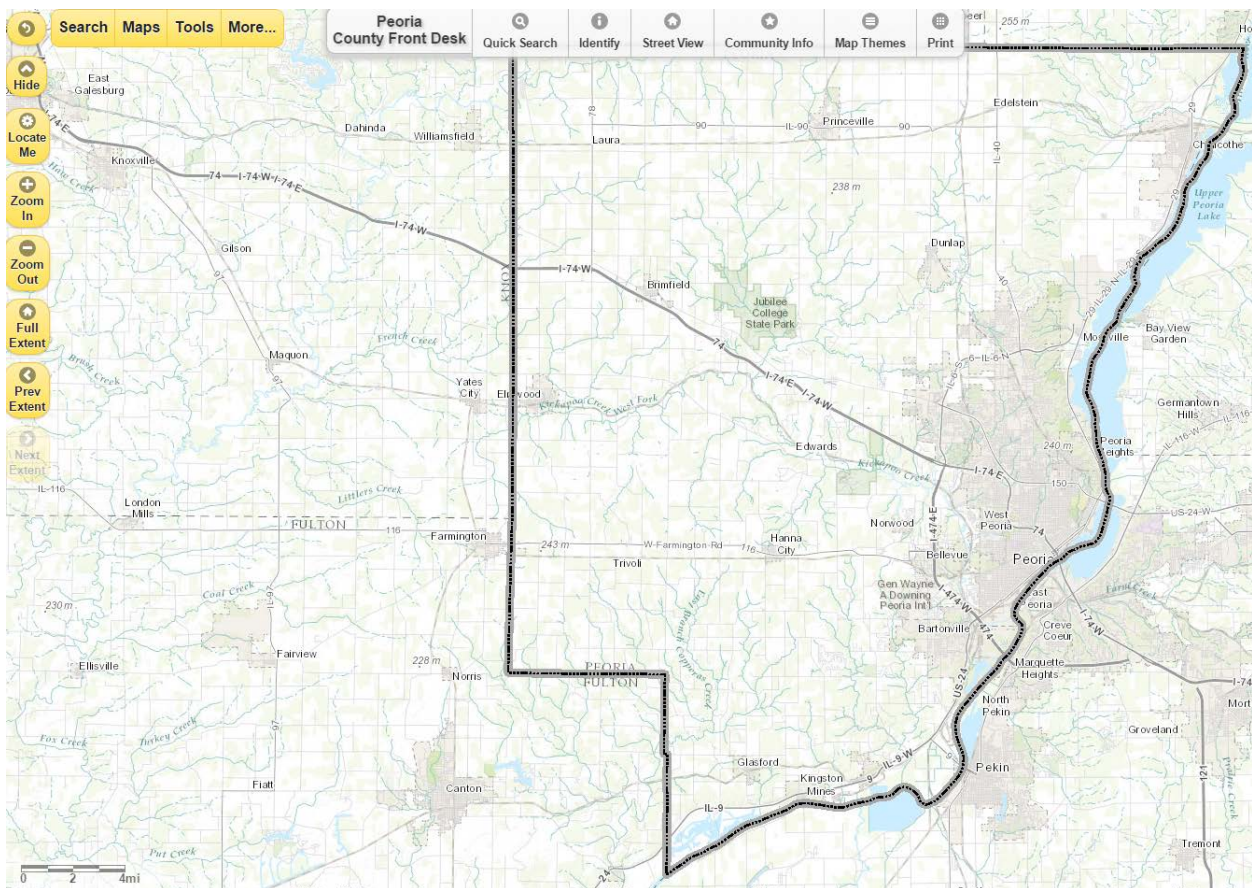
At a First Glance

This guide will tell you all you need to know about the new Front Desk application which can be found on the main Peoria County GIS website.

When you open the application, you will notice a splash screen. To exit out of this screen, click the (x) in the upper right hand corner or click **anywhere** in the application.

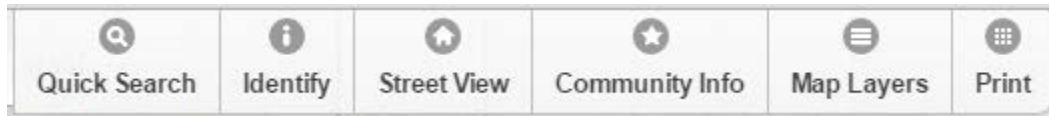


Here is the default map when you first open the application. This may change based on settings you can set personally for everyday use. That feature will be taught later on in the document.



Center Toolbar

At the middle/top of the application, you will see this toolbar:



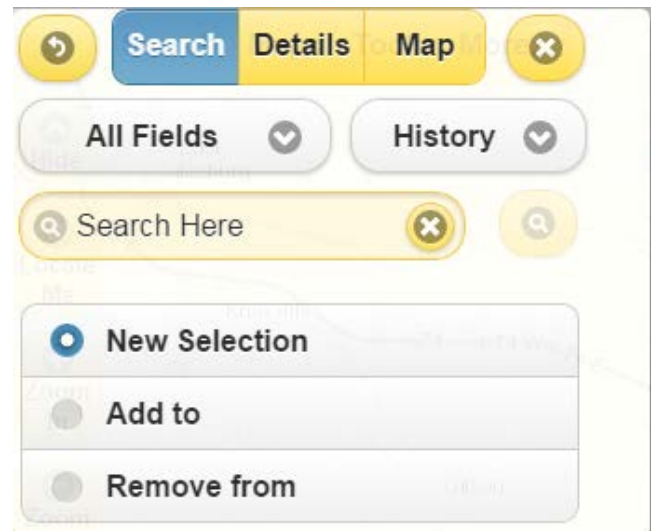
*Map Layers will be explained later in this quick guide

Quick Search

After clicking the *Quick Search* a window will pop up:

To make a search, select the field you'd like to search by and type in your search. It will zoom you to the area of your search and bring up the details of that parcel or specific feature you searched.

- You are able to search by many different fields by pulling down the *All Field* bar
- Bring up what you have previously searched by clicking the *History* bar
- You can create a new selection, add to your current selection, or remove a specific selection by switching one of the radio buttons



Identify

To identify a feature on the map, click on *Identify* in the toolbar.

- A window will pop up giving you three options; identify, details, and map
- If you have a layer on with the parcels, you will get a few options in the "identify" section of this window
 - First option will be the parcels layer which will give you the parcel identification number along with the property address
 - The second option will be what you identified in that layer. For example, if the Fire Protection districts are shown on the map, it will identify the district that parcel falls within
- You can click on "details" to get more information about the layer you have identified
- Click on "map" to collapse the window and view the entirety of the map

Street View

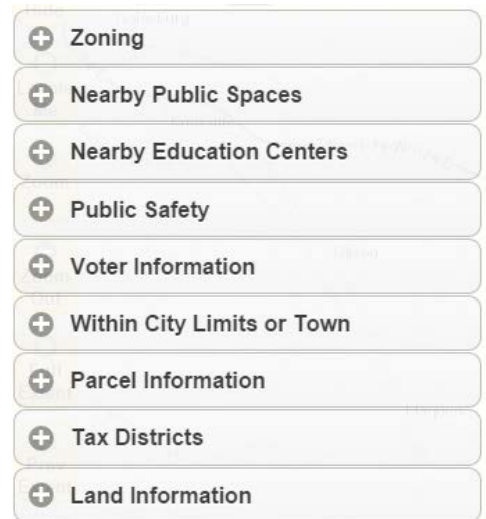
Just as in Google Maps, you are able to see the street view of that area:

- Click within 150 feet of a street and a window will pop up to show you what the area looks like
- You are able to move up and down the street just as in Google Maps
- Below will show a street map of that area
- You can also click on *Large View* to look at a full screen view



Community Info

Click on *Community Info* in the toolbar and it will ask you to click on the map in the parcel you want to identify. For each specific parcel it will give a list of options as you can see to the right. You can expand those options and it will list the proper designations.



← Back button

← Hide: will hide the toolbar that is below.

← **Locate Me:** will zoom to your specific location as long as Location Services is turned on with your computer, tablet or other mobile device.

← **Zoom In:** will manually allow you to zoom in on the map. Another option is to use the wheel on your mouse.

← **Zoom Out:** will manually allow you to zoom out of the map. You can also use the wheel on your mouse to back out of the map.

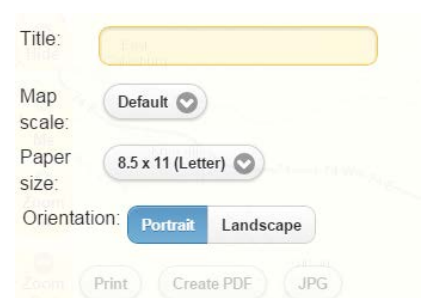
← **Full Extent:** if zoomed into a certain extent in the map, this will bring you to the full view of the county as in the default when you open the application.

← **Previous Extent:** if you are moving from area to area in the map, this will bring you to your last location or extent on the map. When you have gone to different areas, a *Next Extent* button will appear.

Print

When clicked the window to the right will appear:

- You have the option to set your own map scale or continue with the one in the current view
- Choose the proper paper size and orientation
- You can the choice between creating a PDF or a JPG image
- If you have the information on a parcel up, you can choose to print a data table as well



Main Toolbar





The next toolbar, found in the upper left-hand corner of the application is the most important:



Search

When you click on the *Search* button, you will get four options:

- **Search:** functions just as the *Quick Search* tool in the middle toolbar
- **Select on Map:** allows you to search by a point, line, or shape throughout many different selectable layers. You can search for all of the features in your current extent or by a buffer distance
- **Advanced Search:** allows you to pick a layer and select the attributes of that layer that meet your criteria

	Search - Quickly search for property and other information
	Select on Map - Select map features by clicking on the map
	Advanced Search - Use a query builder to find specific information
	Sales Search - Property sales information

Sales Search

Property type

Single-Fam Improved

Filter by region or search radius (miles)

Pick Region Draw Area Any Clear

	Subject	Min	Max
Structure SqFt	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lot Size (acres)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Year Built	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bathrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Market & Sale Price	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sale Date: To:

House Style: Any

When you click on *Sales Search*, this box will appear on the left of your screen:

- Pick your *Property Type* of single-family, multi-family, or condo
- You can find the region you would like to search in by picking it on the map, drawing the area, or searching within a distance of a point selected on the map
- Set your parameters by typing in the subject, minimum, and maximum of each of these variables:
 - Structure in Square Feet
 - Lot Size (acres)
 - Year Built
 - Bedrooms
 - Bathrooms
 - Market and Sale Price
- Set your sale date from 1 month to 10 years or choose the exact dates you would like to search through
- Choose your house style and the sale type
- Lastly, click on search and it will find sales records within the parameters you have chosen

**Sales search will only find residential sales, valid sales, and sales within a five year period*

When you do a search you should an assorted amount of data and options to choose from:

- By typing in the parcel to the left, it zoomed to that area and brought up the parcel information
- From the data table, you can create a CSV (excel) file that will download to your computer
- You can create a mailing label for that address
- Community Info will give you the information as if you had pressed the *Community Info* option and clicked the parcel
- By pressing *Property Report* or *Tax Information*, it will take you to the Supervisor of Assessments site and give you the property information
- Clicking *Sales History* will bring up the sales report for that parcel
- You can view photos of the property
- It can give you the *Owner History* of that specific parcel
- Clicking on *Map Links* will take you to the Google/Bing maps aerial image of that specific area

Zoom all CSV

Mailing labels Clear

1 **1809230003**

324 MAIN ST

[Community Info](#) [Property Report](#)

[Sales History](#) [Photo](#) [Owner History](#)

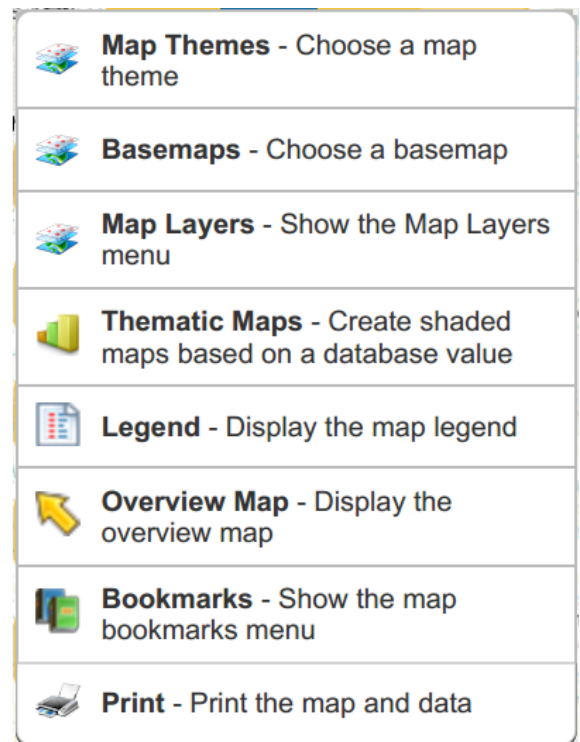
[Tax Information](#) [Map Links](#)

Parcel ID	1809230003
Owner Name	COUNTY OF PEORIA
Owner Address 1	PEORIA COUNTY COURTHOUSE
Owner Address 2	324 MAIN ST ROOM 502
Owner City	PEORIA
Owner State	IL
Owner Zip	616021319

Maps

When you click on the *Maps* button, you will get these eight options:

- **Map Themes:** this is another location to the *Map Themes* that were discussed previously
- **Basemaps:** contains all of the different basemaps you can use for the county including the aerial photographs and default county basemap
- **Map Layers:** contains the dynamic layers that can be turned on and off, viewed, and identified for attributes
- **Thematic Maps:** creates thematic maps based on different layers and attributes within that layer. These can be toggled with to change color and number of classes to show.
- **Legend:** will display a simple map legend for the layers that are turned on in the map application
- **Overview Map:** will pop up a wider view of the area you are looking at to get a better view of where you are
- **Bookmarks:** preset areas in the county that, when clicked, can zoom you into those areas
 - Note that you can also save your own bookmarks. For example, if view 324 Main St a lot, you can save it as a book mark and reference it at a different time.
- **Print:** will bring up a print area around the extent you are at and works the same as the print in the center toolbar



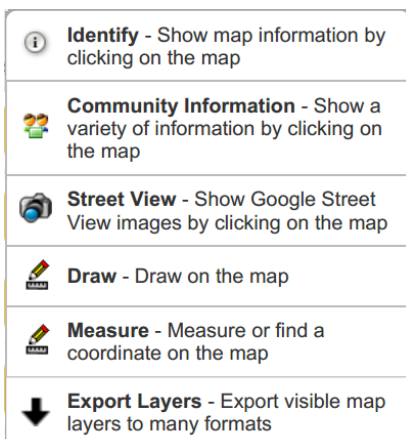
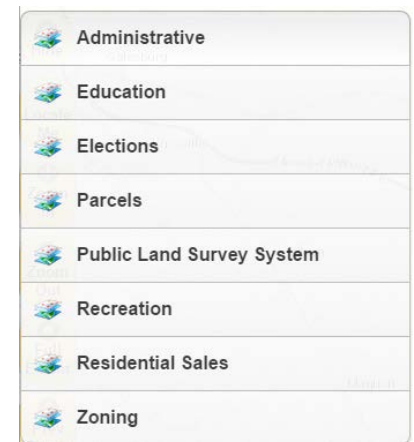
Map Themes

By clicking *Map Themes* in the toolbar, you will get a list of preset options for maps based on departmental needs. Each option turns on certain layers that will be beneficial to the user. You can also save your own theme by turning on the layers you need and save the layer setting.

This is located in *Maps* → *Map Layers* → then at the top. This will bring you back to the map theme you had turned on or any other layers you turned on in the process.



This can be beneficial when you know what layers you need to use every time.













You will get six choices in the tools toolbar:

- **Identify:** works the same as the *Identify* button in the center toolbar
- **Community Information:** works the same as the *Community Info* button in the center toolbar
- **Street View:** works the same as the *Street View* in the center toolbar
- **Draw:** will allow you to draw on the map using points, lines, or shapes. You can add text, change colors, sizes, and add preset shapes.
- **Measure:** will allow you to measure areas, lengths between two features, or length between two coordinates
- **Export Layers:** will export the layers in the extent you are currently in, to many different layer types

More...

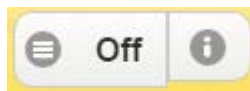
In this section, you can choose between ten different options:

- **Sign In:** if you are a county user or need to view internal data, you can sign in here
- **Help:** will show you how to use the website on a mobile or desktop device
- **Create Map Link:** will create a hyperlink to the current map in that area
- **Map Links:** will bring you to Google Maps or Bing Maps
- **Contact Us:** will send an email to the GIS Division for any questions, comments, or concerns you may have
- **Peoria County Home:** this link will bring you to the county homepage
- **Peoria County GIS Home:** this link will bring you to the GIS homepage
- **Assessment Complaint Forms:** this link will bring you to the Supervisor of Assessments Office website to file a complaint with their department
- **Privacy Policy:** will bring you to our GIS homepage and will explain our policy
- **About:** will give you information about the application

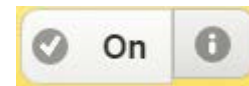
	Sign In - Login or logout of the website
	Help - Show website help
	Create Map Link - Create an HTML hyperlink text string to send by email
	Map Links - Links to other mapping websites
	Contact Us - Send Email
	Peoria County Home - Go to main County home page
	Peoria County GIS Home - Go to the GIS home page
	Assessment Complaint Forms - File an Assessment Complaint
	Privacy Policy - Show website privacy policy
	About - About website

Map Layers

When you click on *Maps* → *Map Layers*, you will get the list of all of the dynamic layers we have for Peoria County.



When layers are **shown**, *On* is visible →
← When layers are **hidden**, *Off* is visible



Opacity

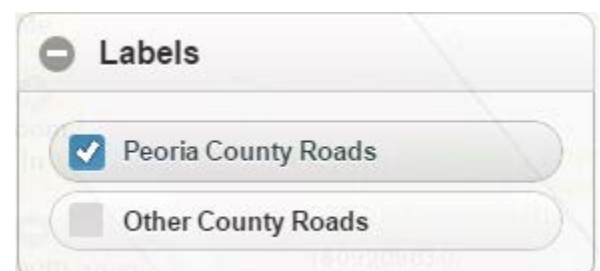


The transparency can be changed for all layers in a specific container using the *Opacity* bar. For more transparency, pull the bar to the left or type in the numeric value.

To expand the containing folder of all of the layers, click anywhere in the bar.

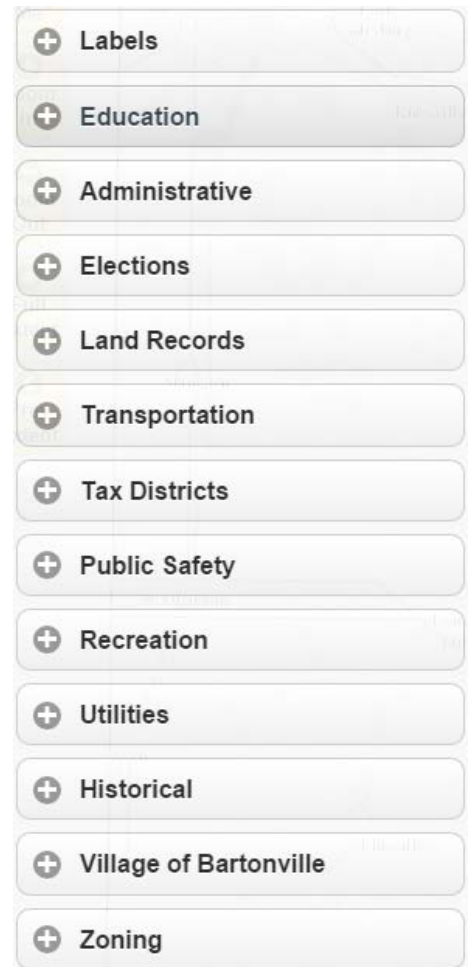
By expanding the folder, you can see all of the layers contained inside. To see if a layer is on, you will see a blue check box next to the layer. If it is unchecked, the layer is not turned on.

Although, if you have a layer on in a folder that has been set to *Off*, you will not be able to see the layer.



Community Layers

- **Labels:** contains labels for city and county roads
- **Education:** libraries and schools
- **Administrative:** city and county enterprise zones, townships, sections, quarter sections, unincorporated areas, municipalities, county boundary, City of Peoria boundary, subdivisions, and zip code boundaries
- **Elections:** city council districts, county board districts, City of Peoria polling places and precincts, Peoria County polling places and precincts, elected officials, wards, and Peoria Park districts
- **Land Records:** parcels, contour lines, cadastral boundaries, subdivisions, spot elevations, soils, and flood zones
- **Transportation:** road jurisdiction and mile markers
- **Tax Districts:** previous year tax district layer, current tax year parcels, tax codes, and all other taxing districts
- **Public Safety:** fire stations and ambulance response areas
- **Recreation:** trails and public areas
- **Utilities:** Greater Peoria Sanitary District manholes and mains, sanitary districts, and Limestone Township's storm structures, storm pipes, street improvements, and storm outfall
- **Historical:** Peoria historic districts
- **Village of Bartonville:** storm outfalls, storm structures, street improvements, storm pipes, geotextiles, and zoning
- **Zoning:** City of Peoria zoning, Peoria County zoning, and building permits



Internal Use Layers

These layers can only be viewed if signed in. If you don't have a sign in username and password, please contact us with your request.

Layers include: emergency sirens, zoning cases, land use, flood zones, agricultural areas, hydrants, and water mains.