GIS KNOWLEDGE BASE – Jefferson County, Missouri

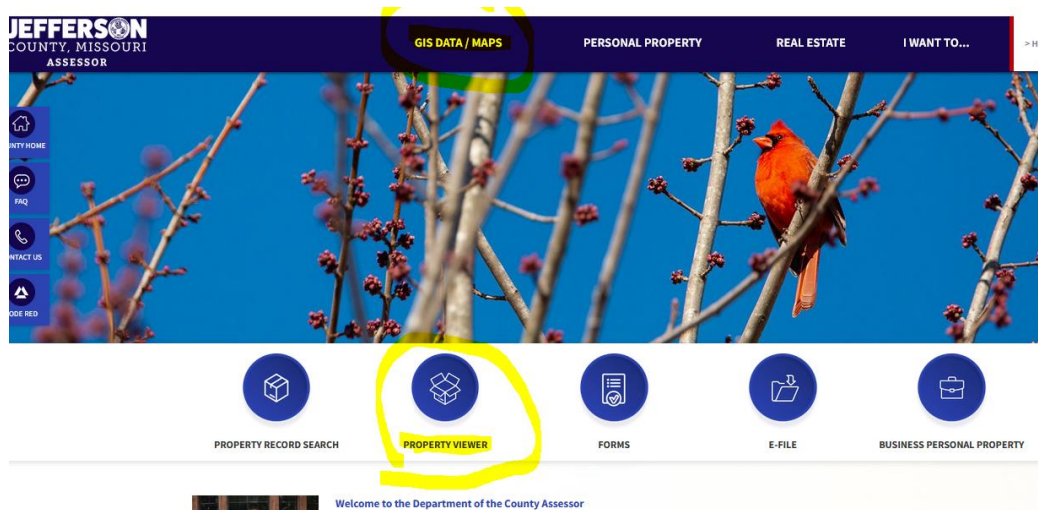|	
TOPIC:	**PROPERTY VIEWER USER GUIDE**
PROVIDED TO:	EVERYONE
DESCRIPTION:	Describes how to use the Assessor's Property Viewer located on the website.
DATE:	03/30/2021
Revisions:	*03/07/2023; 06/21/2023;* **11/13/2024**

Notes

The Property Viewer offers the ability to view and search addresses, property ownership, subdivisions, imagery, contours, taxing districts, and more. It can be used on all devices (desktop computer, laptop, mobile units, tablets). For questions or comments please contact the Assessor's office GIS department at gisassessor@jeffcomo.org or call the office at 636-797-5466.

The direct link to the Property Viewer is:
https://jeffcomo.maps.arcgis.com/apps/webappviewer/index.html?id=efafd2634c3c494ab61f03bbcd75 9ec7 and is created and maintained by the County GIS through their ESRI ArcGIS Online. The County's official ArcGIS Online account is located: https://jeffcomo.maps.arcgis.com/home/index.html.

Access to the Property Viewer from the Jefferson County, Missouri Website under the Property Viewer link on the home page or through the Assessor's Website at www.jeffcomo.org/assessor:

Assessor's home page: Click on Property View button in middle of page or click on the GIS DATA/MAPS menu top of page, then select Property Viewer from left menu.

For additional web applications click on "GIS Data/Maps" > "GIS Applications" on the left menu to view a variety of GIS data.
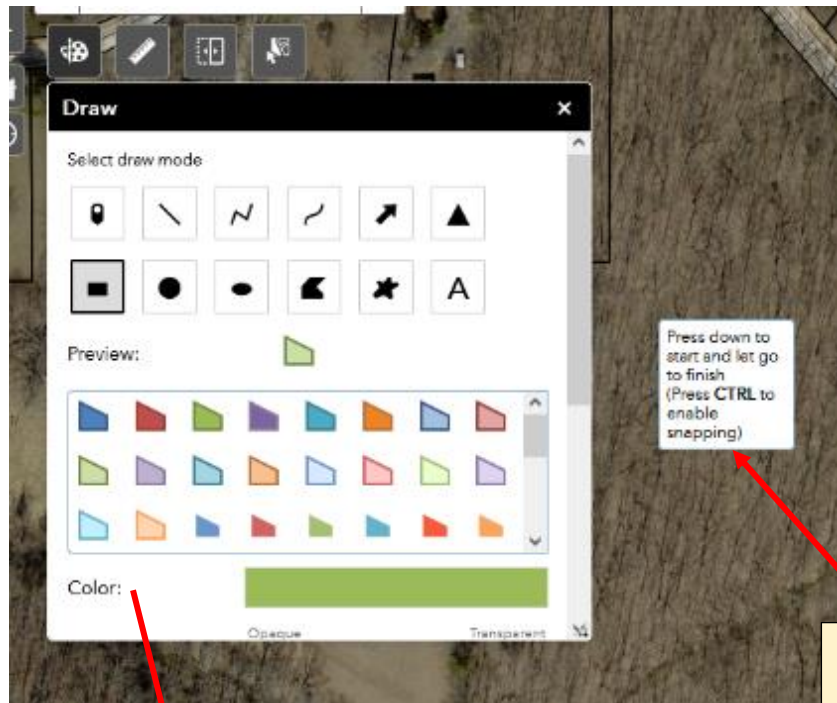
PROPERTY VIEWER

START UP SCREEN

START UP SCREEN

1. Read the User Agreement and Disclaimer pop-up dialog and if you agree to the terms and conditions check the box and click *OK*. You will be entered into the Property Viewer.
   a. Click on *Department of the County Assessor* to go back to the Assessor's home page.
2. Find address or place: enter addresses, places, towns, cities for locations (e.g., Festus, Missouri; fox high school, Arnold, 101 main st, Hillsboro)
3. Navigation: home icon will zoom to full county, plus/minus will zoom in/out, circle will show your current location on the map. Zoom in/out and pan can also be done by using the mouse or your finger on mobile devices.
4. Draw, Measure, Swipe, and, Select widgets (see below)
5. Layer List, Basemap Gallery, Search Map, Information, Print, Bookmarks, Add Data, Notices (see below)
6. Scale bar
7. Coordinates – see below
8. Overview Map – click on arrow to show overview map

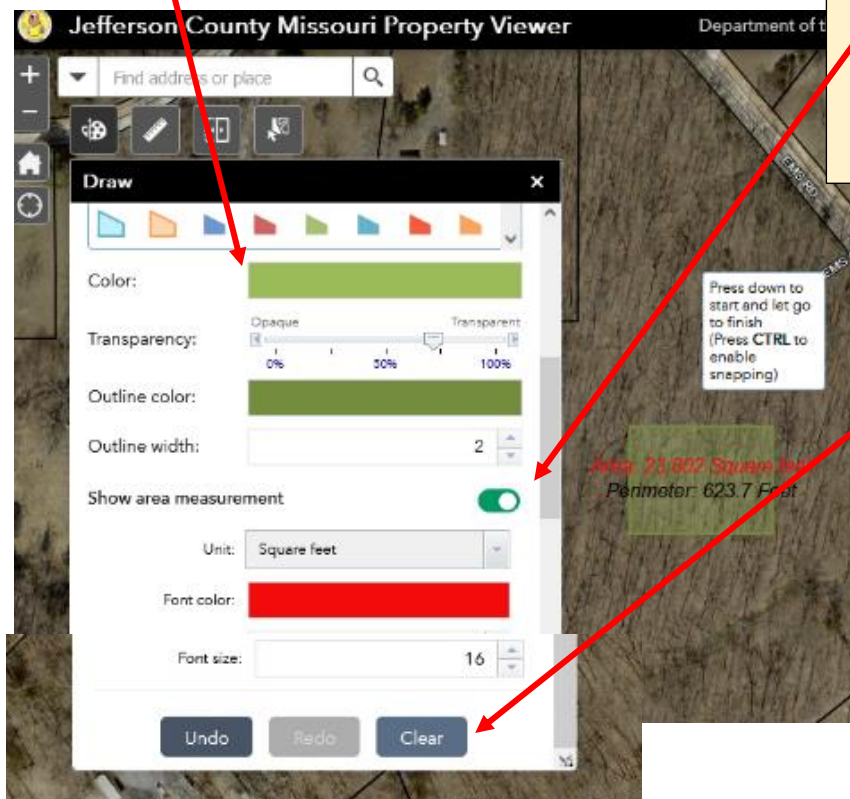# DRAW, MEASURE, SWIPE, AND SELECT WIDGETS #4

Draw Widget

Provides options to draw points, lines, polygons, and add text to map view. Some options offer variables such as color, transparency, and show measurements.

- Follow directions on screen, press down to start and let go to finish.
- For measurements to show up, turn on first before drawing.
- The graphic and text will stay on the map until you refresh your browser or if you click on the *Clear* button.
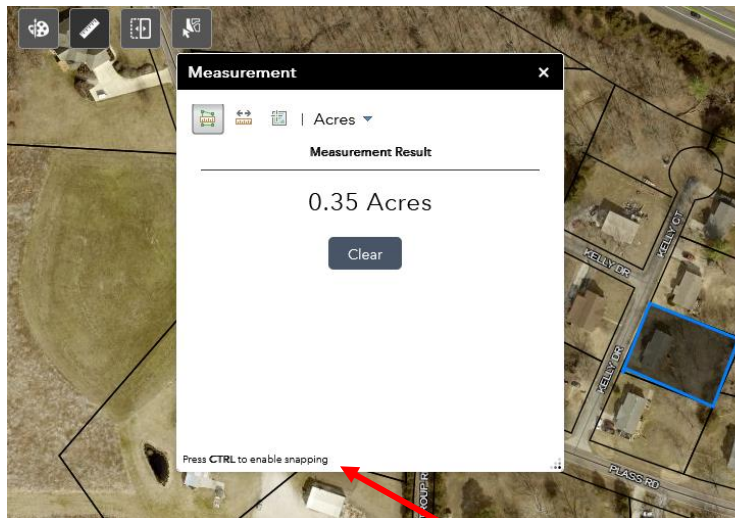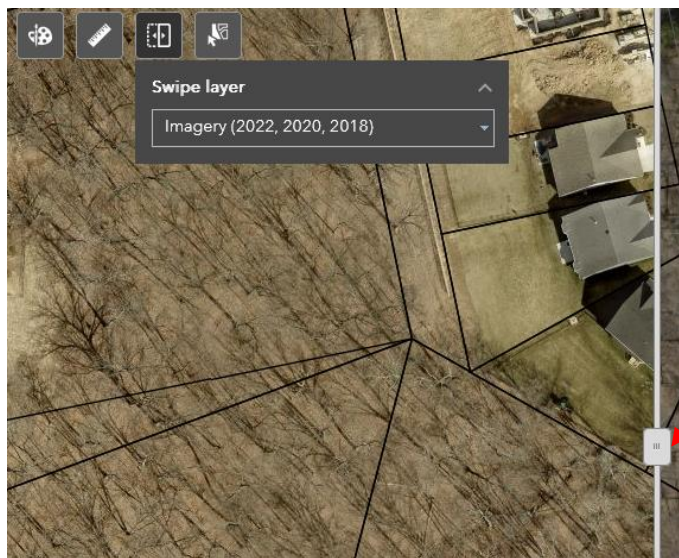
MEASUREMENT Widget

Provides options to draw areas (polygons), distance, and location showing the measurements in the widget. The drop-down arrow gives unit options.

1. Select Area, distant, or location
2. Adjust units if needed
3. Area: click once on map with left mouse button and continue clicking until shape is completed. Double click to close area.
4. Distance: click once on map and double click on second point to close for line, or continue clicking for multiple lines, double click to close. Measurement shows the accumulation of distances.
5. Location: Hover over map to see the coordinates change in the widget. Click on the map for the point and the Lat/Long will show up in the widget.
6. Press Clear to clear widget pop-up and/or the graphics.
7. NOTE: Press CTRL to enable snapping to feature if needed.
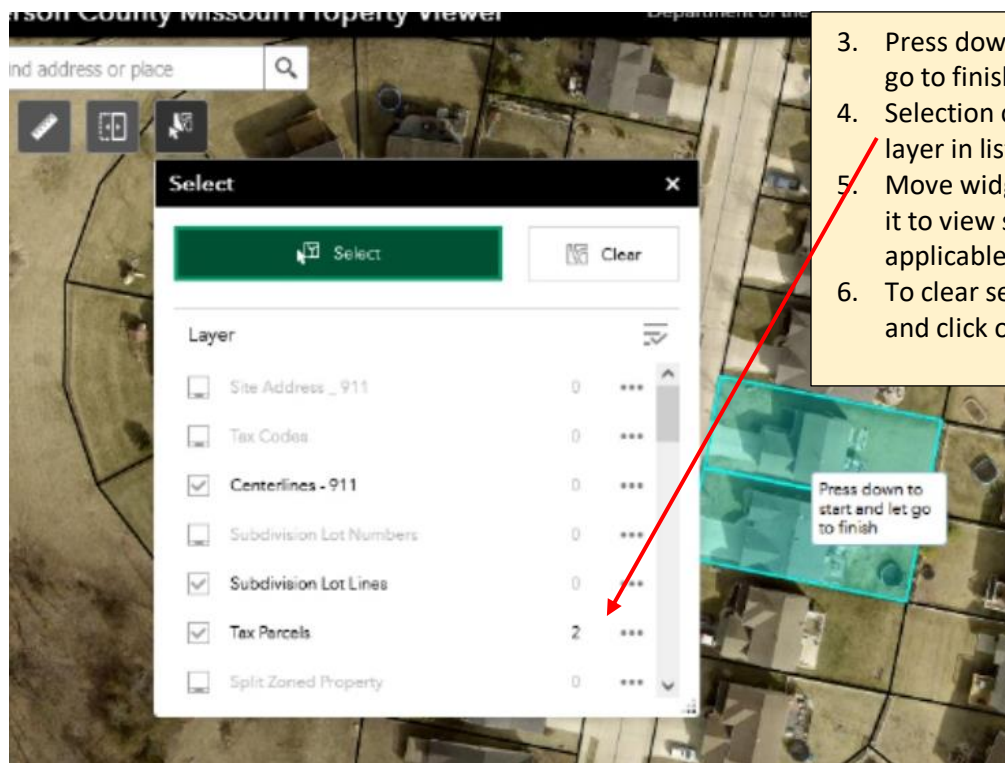
SWIPE Widget

Gives the ability to "swipe" away a feature layer from the drop-down list to view on the map with or without it. Be sure to turn on the layer in the Layer List Widget you want to see if it is not turned on by default. Example: Turn on 2015 Imagery to see it under the current imagery.

1. Select the feature layer to swipe from the drop-down list.
2. Use the button to move left or right.

SELECT Widget

Provides selection capabilities on the feature layers. If the feature layer is greyed out it is not available for selection. If there is a checkmark next to the feature layer, it is selectable. You can uncheck and check on different layers.
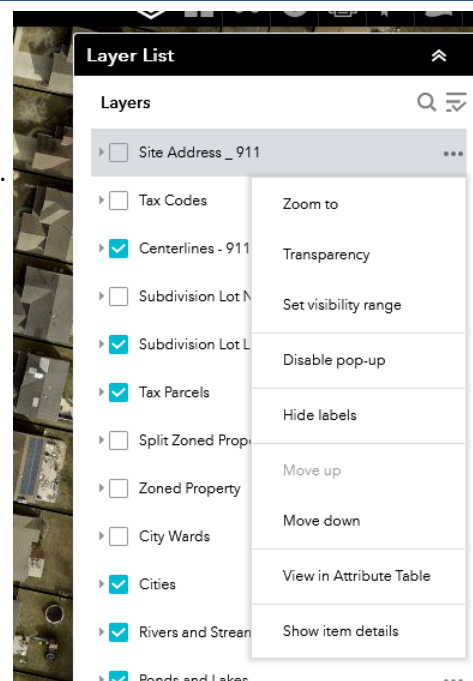
3. Press down to start, draw to select, let go to finish selection.
4. Selection count will show up on feature layer in list.
5. Move widget popup out of way or close it to view selected features and print if applicable.
6. To clear selection, open widget again and click on Clear.

LAYER LIST, BASEMAP GALLERY, SEARCH MAP, INFORMATION, PRINT, BOOKMARKS, ADD DATA, NOTICES #5
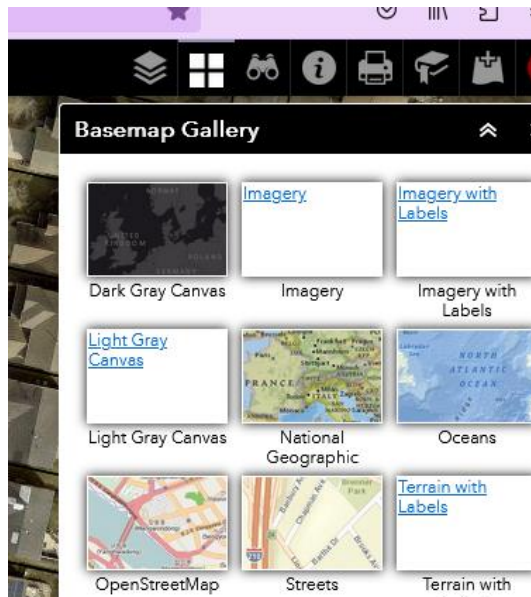
Layer List Widget

Shows available layers in viewer that can be turned off/on.

1. Click on arrow to left of check box for symbology.
2. Click on 3 dots to right of layer to open pop-up window with options to zoom to, transparency, and more
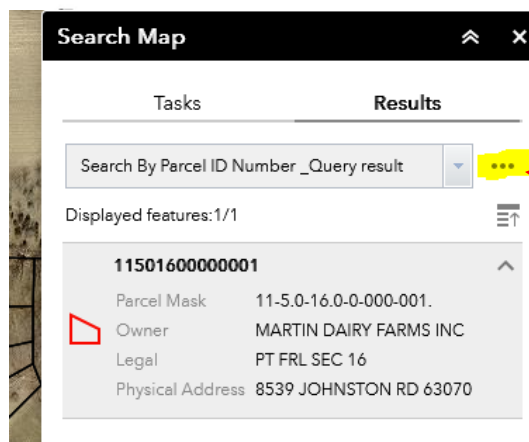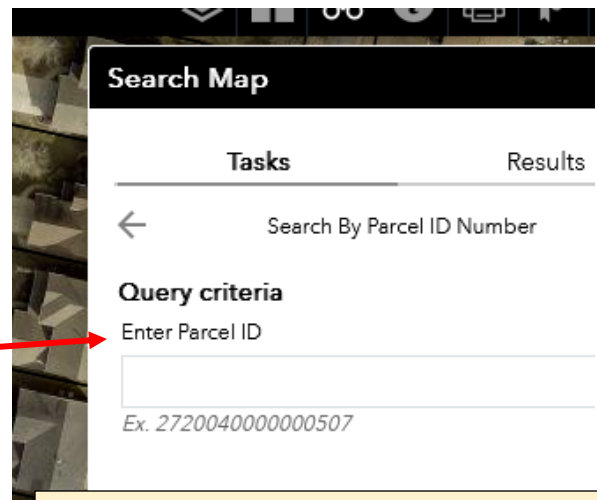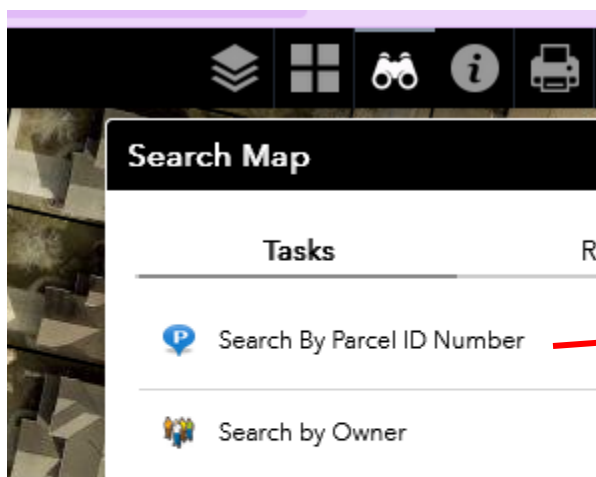3. Show item details in pop-up gives more data on layer.

Basemap Gallery Widget

Shows variety of basemaps to choose from.
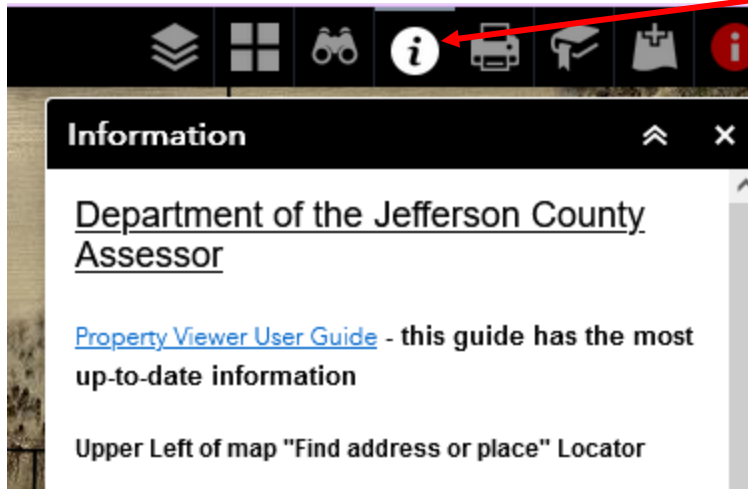

Search Map Widget

Offers options to search data by a variety of ways under the Tasks heading. The Results heading will show the results from the search.

1. Enter query criteria in field box and click enter.
2. Map will zoom to results (if multiple results, click on desired result to zoom to on map).
3. Use the 3 dots to get more options.
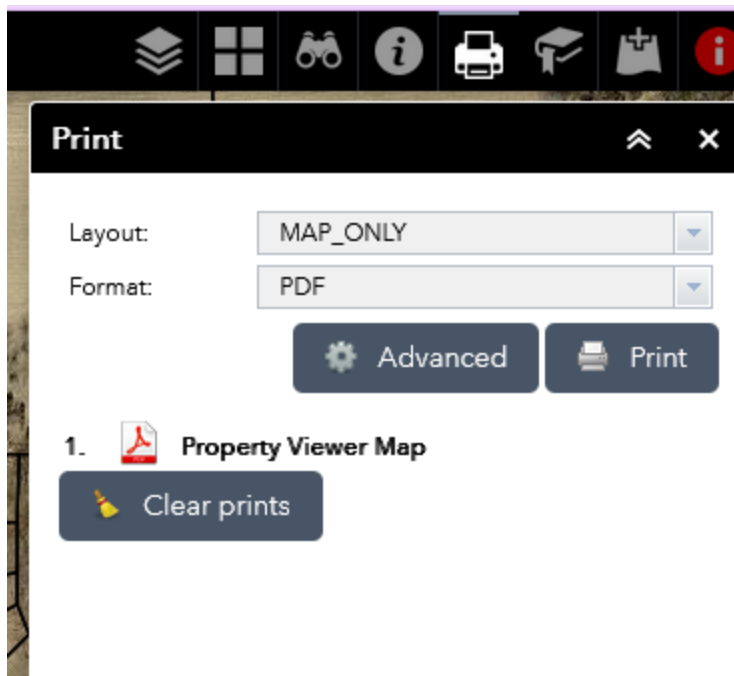4. Click on the Task tab to return to search options.

Information Widget

Information on how to use the web application and other applicable information.
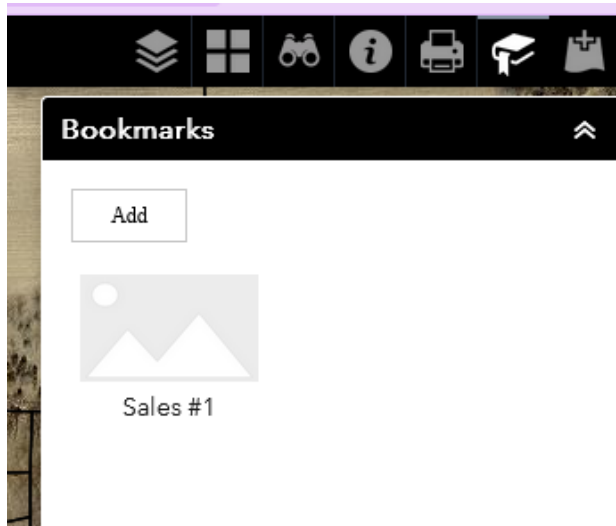

Print Widget

Prints default to 8x11 PDF and similar to the view on the map. You can click on Advanced for more options, but this has minimal options for printing. You may need to zoom around a few times to get the perfect view for your print.

1. Click on Print and the PDF will show up below.
2. Click on the PDF to open it in a browser window and view.
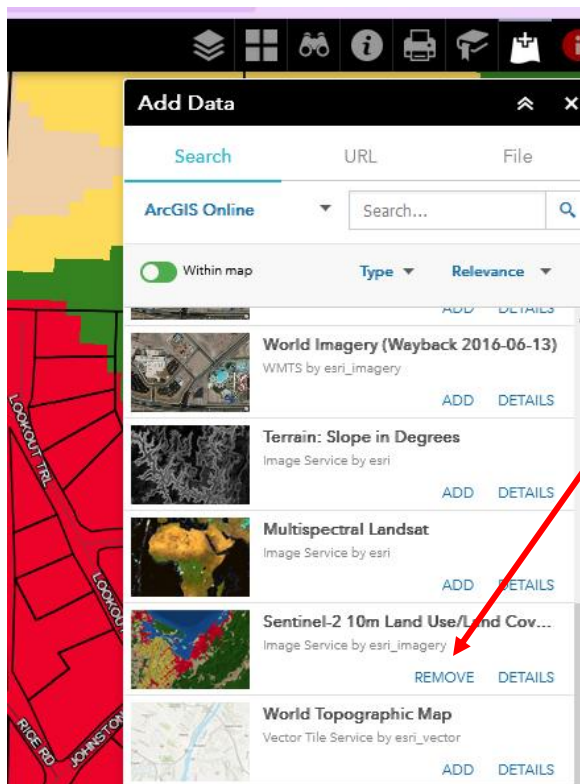3. Once there, you can click on print or save based on your browser tools.

Bookmark Widget

Add and manage bookmarks here. The bookmarks will be available as long as you have not cleared the cache of the browser you are using. Once you do, the bookmarks will be reset to none.
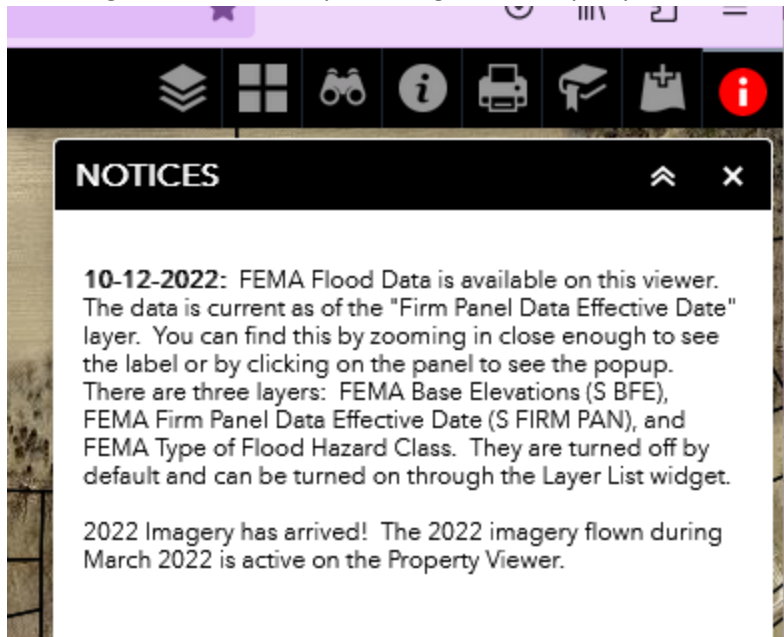

Add Data Widget

This widget allows you to add data from ArcGIS Online, from a URL, or from other file sources to overlay on the map.

1. Select option to search from ArcGIS Online or other tabs.
2. Click on ADD to add to map or click on DETAILS to read more about the data.
3. To remove from map click on REMOVE. (Will show up if you have added it to the map).
4. Click on feature in map and the pop-up dialog will show data if applicable.

NOTICES Widget

This widget shows notices pertaining to the Property Viewer.
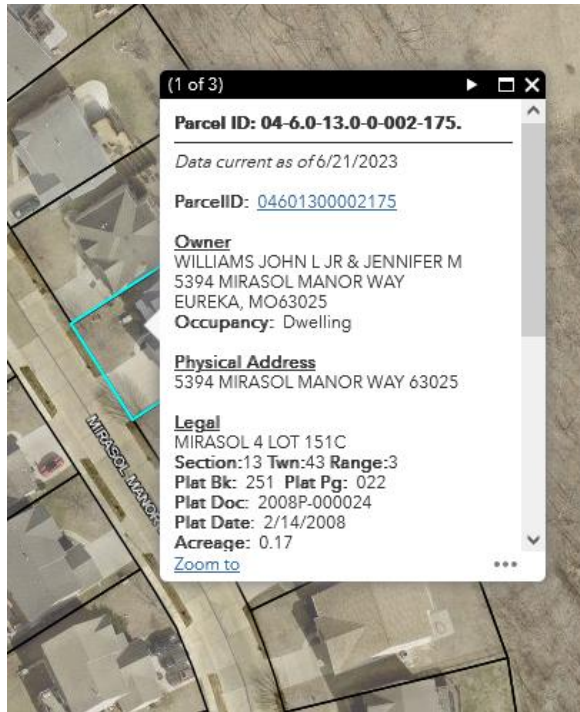

COORDINATES #7

Shows coordinates of the map. Click on the crosshairs to the left of the coordinates to click a place on the map and retrieve the coordinates for that location.

POP-UP WINDOW – CLICK ON MAP

The pop-up window shows up when you click somewhere on the map. If there are feature layers with pop-ups enabled, any features in the location of your click will show up in the pop-up window.
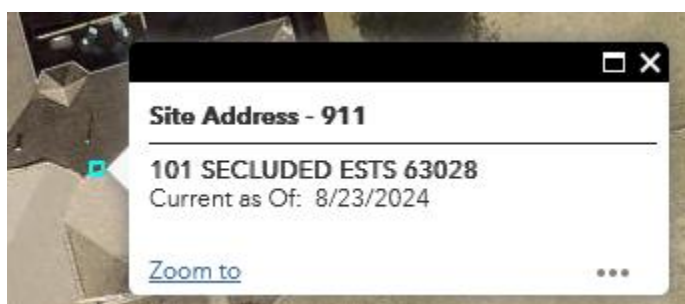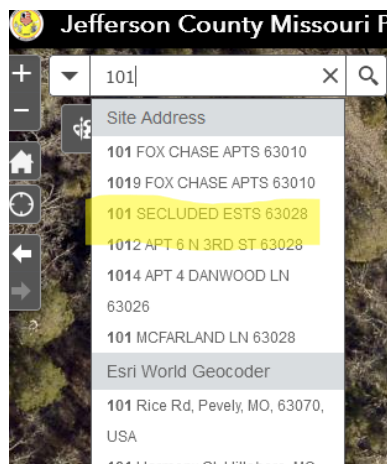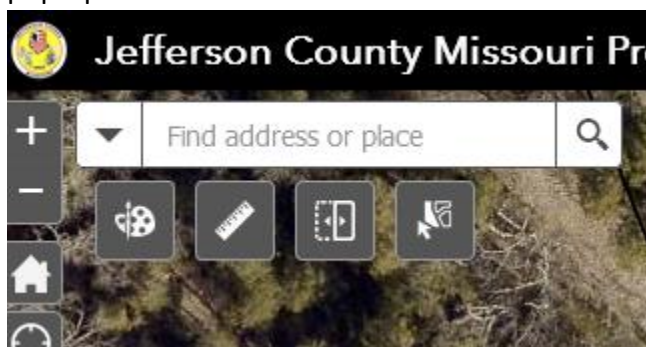

1. At the top of the pop-up dialog, it will show (1 of #) if there is more than 1 feature clicked on.
2. In this case, there are 3 features.
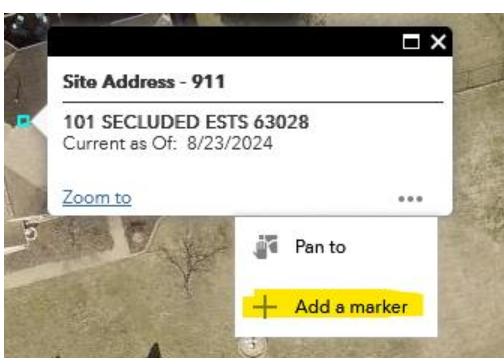3. Click on the arrows in upper right of pop-up dialog to filter through.

FIND ADDRESS OR PLACE - #2

This is the main search widget, enter an address, city, or parcel ID (without dots, dashes, or spaces) to locate a property. The widget will zoom to the location you enter or select from the drop-down box. In this case, the address pop-up shows up from the selection of 101 Secluded Ests 63028. Once there, you can also click on the parcel (or other features) to review additional pop-up details.
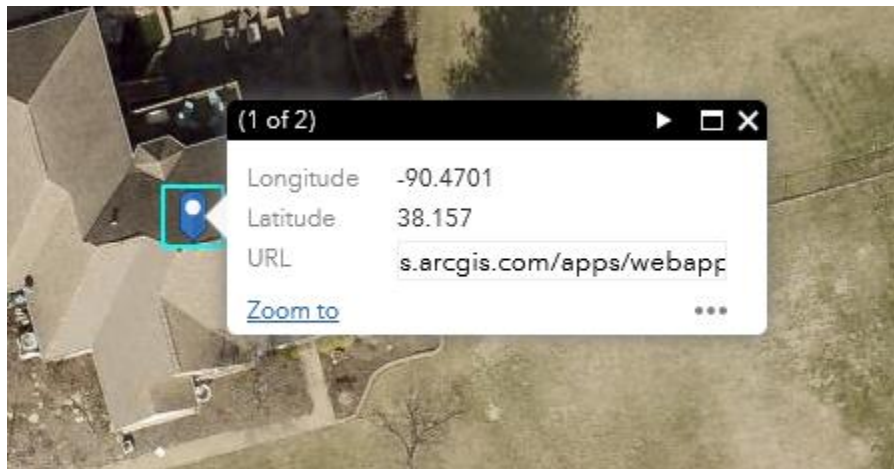

How to Add Markers to Located Address or Place

On the address pop-up window showing the address, click on the 3 dots in the lower right and select "Add a marker". This places the blue marker on the location. At this point, some users take a screenshot with the marker to show the location marked.
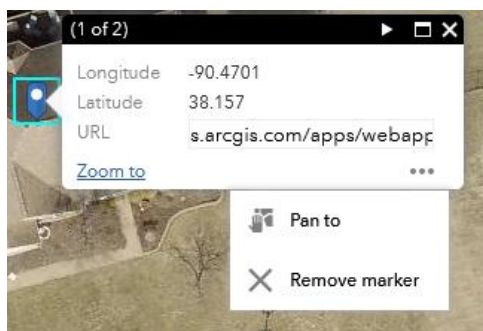
For more information, click on the blue marker. It will show the lat/lon of the point. **Note our data is for taxing purposes only and only provides a general location. These are not survey-quality coordinate locations.**

Click and highlight the URL, then right click to open it in a new window. This direct URL will zoom you to the location you marked. You can share this direct URL with someone to open the direct location.

To remove the marker, click on the 3 dots and select "Remove marker".

You can also remove the marker(s) by clicking on F5 on your keyboard to refresh the viewer. If you close out of the program the marker will not be saved.