

CITY of SAN ANTONIO
ONE STOP MAP USER GUIDE



City of San Antonio
Development Services
Department



One Stop Map User Guide

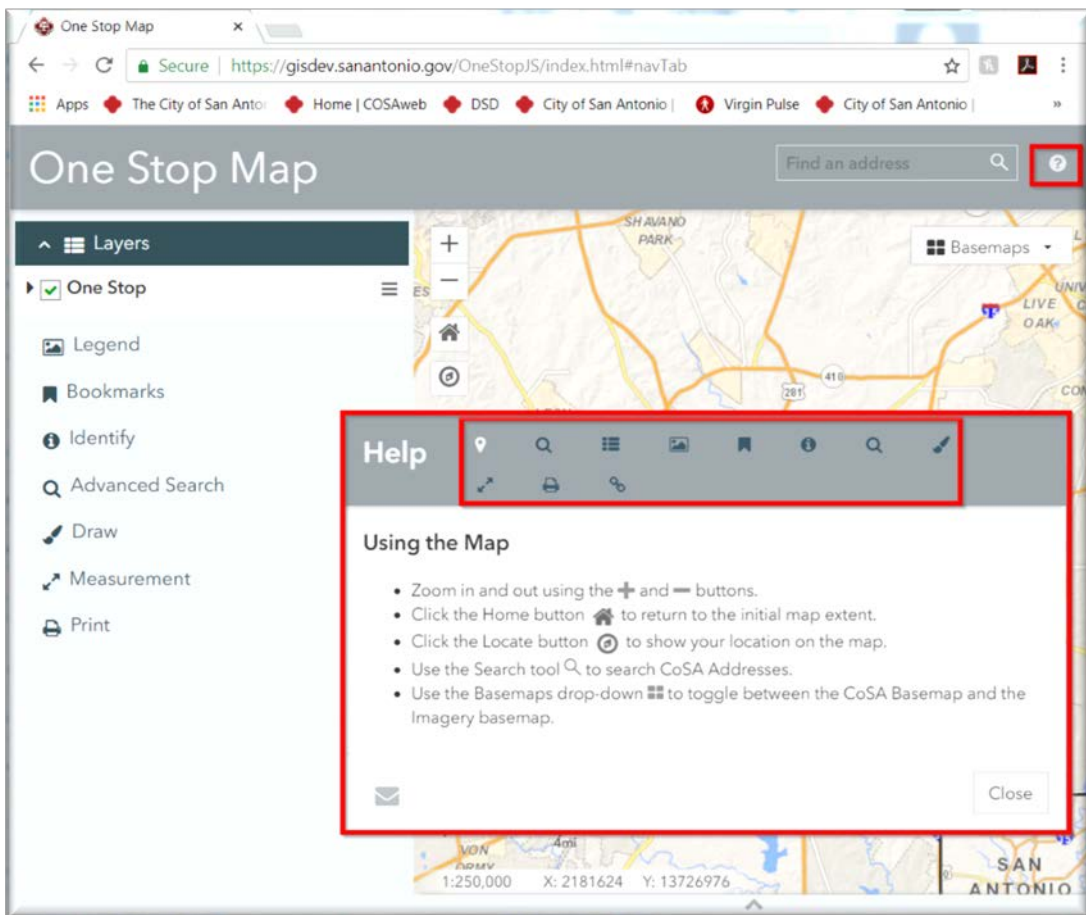
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One Stop Map User Guide & Help Page

One Stop Map Help

Help with the One Stop Map general functionality, widgets, and tools is available by clicking the Help icon  located on the right hand side of the map heading. After clicking on the Help icon  a pop up menu displaying map widgets will appear.




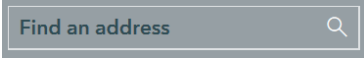








Select a widget by clicking on it from the Help  widget/tool bar to receive tips on how you can use it.

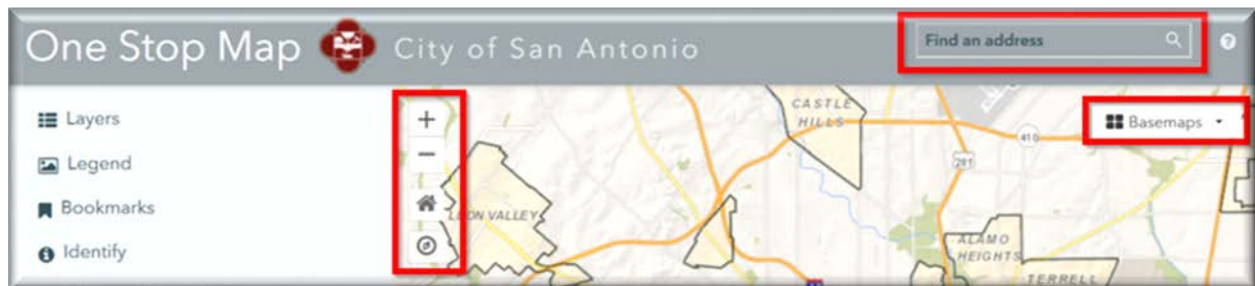


Basic Map Functionality

Basic map functionality includes:

- Zoom In and Out buttons 
- Home button  that returns to the initial map extent
- Locate button  to show your location on the map
- Search tool  to search city of San Antonio addresses
- Basemap drop-down button  to toggle between the COSA base map and the Imagery (hybrid) basemap.

The Zoom In and Out , Home  and Locate  buttons are located on the upper left side of the map. While the Search tool  and Basemap drop down  buttons are located on the upper right hand side of the map. The basic functionality buttons are available to you at all times.



Map Widgets and Tools

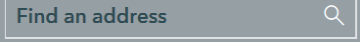

Widgets and tools are located on the left hand side of the map at all times for your use. Widgets and tools available for use are:

- Layers 
- Legend 
- Bookmarks 
- Identify 
- Advanced Search 
- Draw 
- Measurement 
- Print 

Select a widget or tool to view tabs that provide additional layers, options, and features to further enhance map results and visualizations. The tabs function like a drop down menu and you may expand or minimize by clicking on the widget or tool name.

Search

Address Search

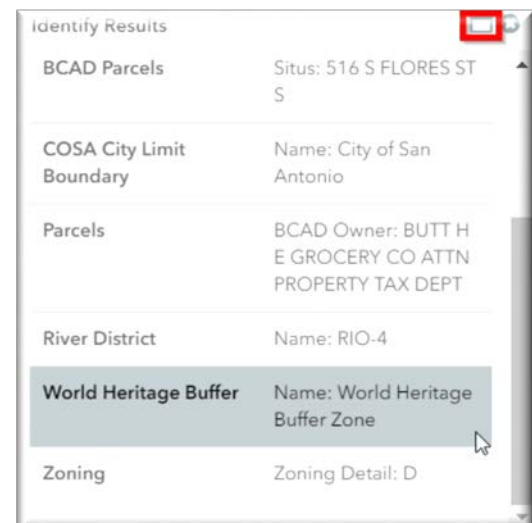
Enter an address in the search bar tool  and click on the magnifying glass icon  to zoom to the location. As you enter the address the Search tool will provide suggestions using existing addresses. Select an address from the suggestion list or you may complete the typed address to zoom to the address location. In the example below the user is searching for 841 N St Mary's St.



Results of the address search will be displayed in a summary pop up window. You may maximize or minimize the window by clicking on the max/min icon located in the upper right hand side of the pop up window.

You may view additional information for a map layer listed in the results window by selecting and clicking on the layer. In the example below the World Heritage Buffer Zone layer was selected.

Note: If an address search results in no findings a message saying “There were no results found for address...” will display below the search bar tool.



Parcel Search

There are two ways to perform a parcel search from the Advanced Search tool. The first is to use a parcel (BCAD or CoSA) layer search. Alternatively, you may use the “By Shape” tab and perform a spatial query.

Parcel Layer Search

From the Advanced Search tool select a parcel layer (BCAD or CoSA) from the “Select a Layer” drop down menu. In the example to the right, the CoSA layer was selected. After selecting the CoSA layer, enter either the parcel key, plat number, situs, or BCAD legal description. After entering information into one of those fields, click the search button to be taken to the location on the map. The result of your parcel search will also be displayed in tabular format below the map result. The parcel key was utilized in the example provided.

Advanced Search

By Attribute By Shape

Select A Layer:
CoSA Parcels

Switch to Advanced Search >

Parcel Key: 69980

One Stop Map CITY OF SAN ANTONIO

Layers Legend Bookmarks Identify

Advanced Search

By Attribute By Shape

Select A Layer:
CoSA Parcels

Switch to Advanced Search >

Parcel Key: 69980

Plat Number:

Situs:

Apply Spatial Filter:
Entire Map (No Filter)

Add to Existing Results:

Search

Location Result

Location Results in Tabular Form

NCB	Block	Lot	ETJ	Plat Number	Parcel Key	Plat Key	BCAD Parcel ID	BCAD Owner	BCAD Owner Mailing	BCAD Situs Address	BCAD Legal Descriptive	BCAD Legal Ac	BCAD Homestead
929	3	7	mp	2,014,000.3	898,980,000	8,070,000	1,231,023	BUTT H E GROCER	PO BOX 639999 SA	516 S FLORES ST S	NCB 929 (ARSENAL)		1,000

Parcel Search By Shape

From the Advanced Search tool click on the “By Shape” tab. “Select a Layer” from the drop down menu. In the example to the right, the BCAD layer was selected. You may enter a buffer around your search results by entering a buffer in the Buffer fields. Buffers may be set to feet, miles, meters, kilometers, nautical miles, US nautical miles. “Check the Display Buffer Only” button if you wish to see only the buffer displayed on the map and no resulting data for the area selected.

Advanced Search

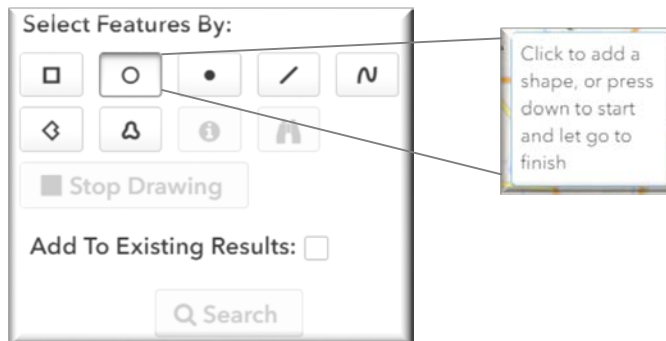
By Attribute By Shape

Select A Layer:
BCAD Parcels

Buffer: 150 Feet

Display Buffer Only:

Next, select a search feature to perform your search. A pop up window will appear once you have moved your cursor to the map to provide directions on how to utilize the tool. Below, the circle feature was selected.



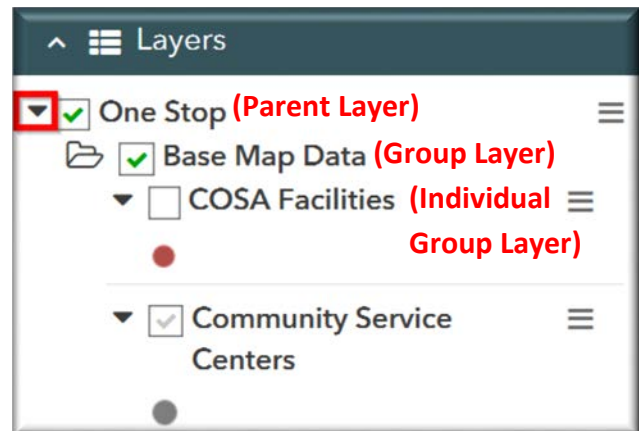
After using your search tool to identify your search area on the map, click the Search button on the Advanced Search menu to see results displayed. If the “Check the Display Buffer Only” button was left unchecked, details of the selected search layer will appear in the map and in tabular form below the map.

Property ID	Situs	Zip Code	Owner	Address	City	Street	Country	Legal Description	Land Value	Improvement %	Total Value	Neighbors
1.030	1.030								0.000	0.000	0.000	
101.328	300 ALAMO PLZ	78229	STATE OF TEXAS		SAN ANTONIO	TX	US	NCB 115 BLK LOT	38,072,370	161,927.63	200,000.00	10011
101.630	304 ALAMO PLZ	77550	1859-HISTORIC HO		GALVESTON	TX	US	NCB 143 BLK P.101	10,867,360	15,132,640	26,000,000	10011
101.635	217 ALAMO PLZ	48083	REUTER BUILDING		TROY	MI	US	NCB 145 BLK LOT 2	734,060,000	1,376,780,000	2,080,840,000	10011
101.636	215 ALAMO PLZ	78299	SCH-ARLACK L J ET	% FROST BANK TR	SAN ANTONIO	TX	US	NCB 145 BLK LOT 3	1,475,740,000	281,160,000	1,756,900,000	10011
101.637	209 ALAMO PLZ	75287	ARMAR PROPRIETE	ATTN: JAY ARBETTER	DALLAS	TX	US	NCB 145 BLK LOT 5	527,100,000	417,900,000	945,000,000	10011
101.638	209 ALAMO PLZ	79762	PACK SUZANE MAR		ODESSA	TX	US	NCB 145 BLK LOT 6	525,560,000	174,050,000	699,610,000	10011
101.639	207 ALAMO PLZ	78299	FROST NATIONAL	% FROST BANK TR	SAN ANTONIO	TX	US	NCB 145 BLK LOT 7	526,960,000	208,840,000	735,800,000	10011
101.646	124 E CROCKETT ST	78298	CHRISTIAN SERVIC	OF SAN ANTONIO	SAN ANTONIO	TX	US	NCB 145 BLK LOT E	836,700,000	507,430,000	1,344,130,000	10011


Note: Results in table are exportable by clicking on the Export button in the upper right hand side of the table.

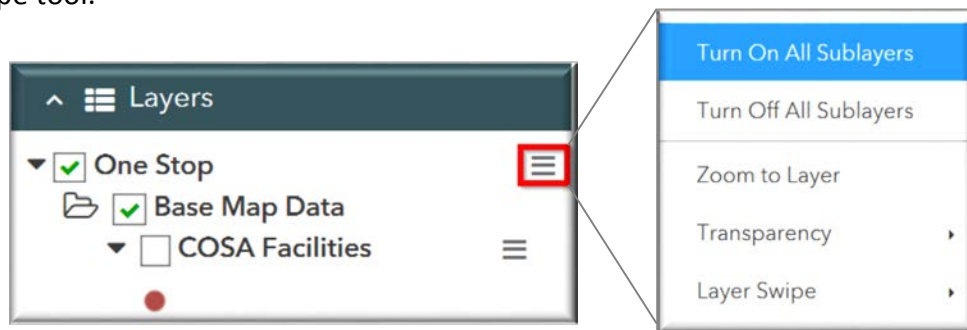
Map Layers


Expand the One Stop parent layer to view additional group layers by clicking on the arrow head icon to the left of the parent layer. You can expand group layers by clicking on the folder icon to the left of group layer name. Select individual group layer(s) to be displayed in the map by clicking in the box to left of the individual group layer name.



Map Layers Menu

Use the map layers menu toggle , located to the right of the One Stop base layer to turn on or off all sublayers, zoom to the entire layer extent, modify the layer transparency, or turn on the swipe tool.

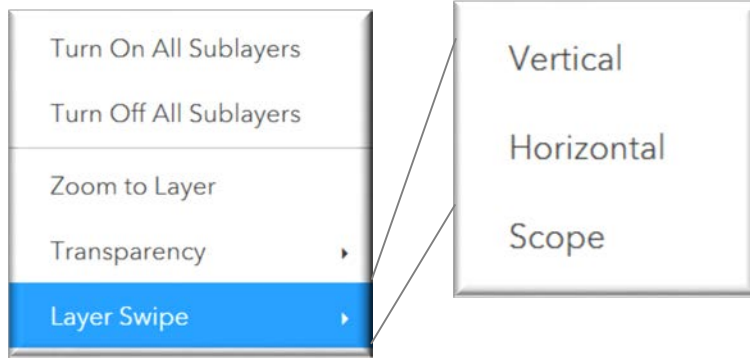


Use the submenu toggle  for individual map layers to view the layers meta data or open the layer's attribute table.

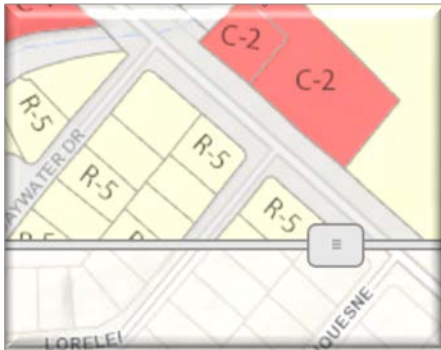


Swipe Tool/Swipe Scope

Use the swipe tool to view the basemap beneath the One Stop layers. You may set the swipe to appear horizontally, vertically or in scope view.



Vertical Swipe



Horizontal Swipe



Scope



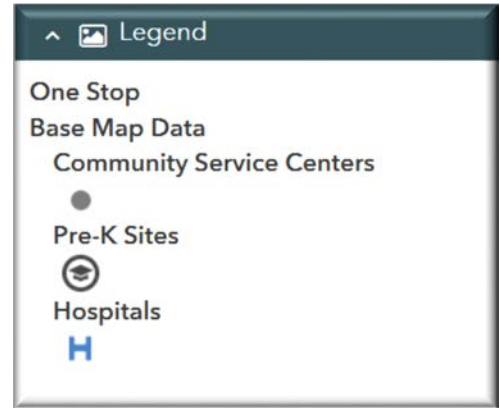
Exit all layer swipe views (horizontal, vertical, scope) by clicking “Exit Layer Swipe” located on the left hand side of the map.



Map Legend

The Map Legend widget displays the symbols for visible map layers. Layers will appear in the Legend as they are turned off and on in the Layers widget.

Note: Some layers will only be visible at certain map extents, even if they are turned on. Zoom in to make them visible and add to the legend.



Bookmarks

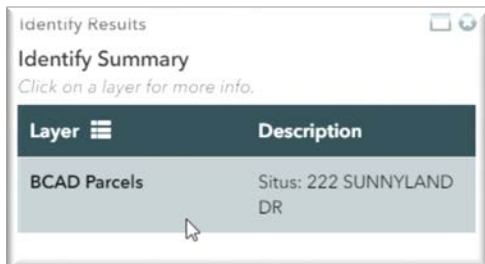
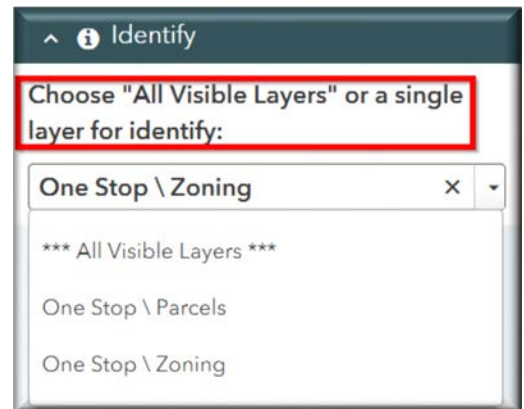
Create bookmarks to enable quick access to frequently referenced addresses or locations you use. To add a new bookmark, pan and zoom to the desired location and click "Add Bookmark." The bookmark can then be named. You can edit or delete bookmarks by clicking on their buttons.



Identify

Use the Identify widget to obtain information from visible map layers. Select the layer or layers from the Identify drop down menu then click on the map location or enter an address in the search bar tool.

The Identify Results pop up window shown below will appear after a location is selected on the map or an address is entered and found in the search bar tool.



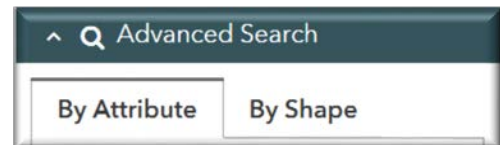
Click on a layer from the Identify Results Summary, shown on previous page, to view a detailed list of feature attributes. In the example above, the BCAD Parcel layer was selected to view additional information provided below.



Attribute	Value
Property ID	486715
Situs	222 SUNNYLAND DR
Zip Code	78228
Owner	AVILA ANDRES
Address	
City	SAN ANTONIO
Street	TX

Advanced Search

Access the Advanced Search widget to query layers by their attributes or their spatial location. Choose the corresponding tab to begin querying the desired layer.



To query a layer by attribute select it from the drop-down menu. Enter the query terms in the search fields provided, if you have them, then click search at the bottom of the layer menu. You will be taken to your specified location on the map and location results will be provided in tabular form below the map. If you don't have any of the query terms, simply click the Search button after selecting the desired layer. In the example below, the Parks layer was used to locate Brackenridge Park on the map.



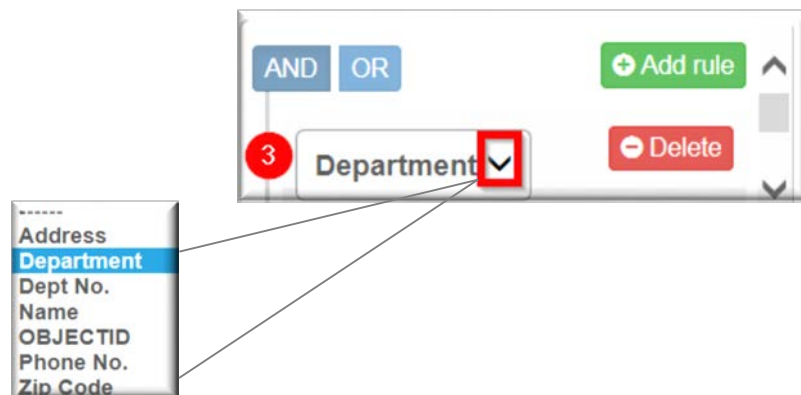
Note: Clicking on a row in the results table will take you directly to that location on the map.

ADVANCED SEARCH WITH SQL QUERY

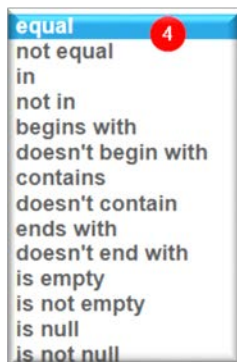
The Switch to Advanced Search button can be used to search a layer using a basic SQL query. In the example below, City of San Antonio Public Libraries are being queried.

To perform a search query follow these general steps:

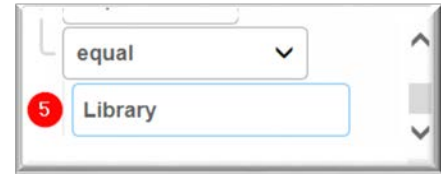
1. Select the layer you want to query. (Please note, you may only query one map layer at a time.) Your layer selection will determine what options are generated in the query field(s) in step 3.
2. Click on the Switch to Advanced Search button.
3. Click the downward facing arrowhead to access the drop down menu of searchable options.



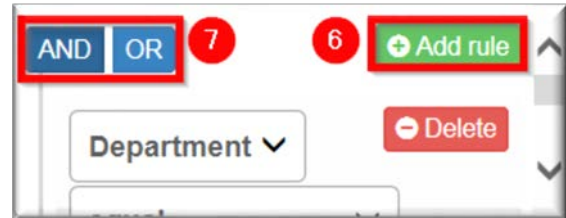
4. Next select the filter condition you wish to use.



5. Enter the filter parameter. In this case, it is “Library”.
If your query requires no additional rules, proceed to step 11 below.

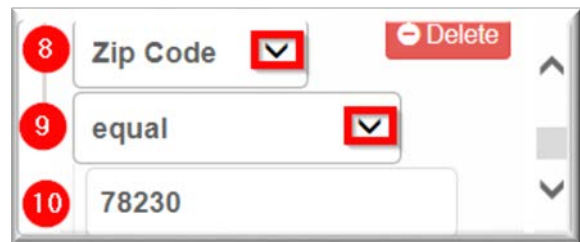


6. **Please note, steps 6-10 are optional steps.** If your search query **requires more than one rule or filter parameter**, select the Add Rule button. For this example we will Add the Rule of all libraries in zip code 78230.



7. Select the AND or OR button to tie in the rule. In this case AND was selected, which is indicated by a darker blue highlighted button.

8. Click the downward facing arrowhead to access the drop down menu of searchable options. Zip Code was selected from the drop down options.



9. Select filter condition. In this case equal to was selected to return results in an exact zip code.

10. Enter filter parameter, in this example, the zip code needed is 78230.

11. After all necessary steps have been completed, click on the search button located at the bottom of the layer menu.



The results of your query will be generated both in the map extent and in a tabular format below the map. In our example, the search query for Public Libraries in zip code 78203 found one result- Cody Library. You may export the query results to a .csv file. By clicking on the Export bottom located on the top right side of the tabular results.

Name	Dept No.	Department	Address	Zip Code	Phone No.
CODY LIBRARY	04	LIBRARY	VANCE JACKSON 11...	78230	696-6396

Advanced Search by Shape

The Advanced Search by Shape enables searches by layers with the use of drawing tools (points, polygons, lines, and freehand shapes), while including buffers to identify locations. Drawing tools are discussed further in the following section.

Select a layer, enter a buffer if needed, and select a drawing tool feature to generate information according to the layer in the desired map area(s). Results of the search will be displayed on the map in a tabular form below the map. In the sample below, the Master Development Plans layer and the rectangle feature with a 10 feet buffer was used to perform a search on the map. Two resulting Master Development Plans were identified in the designated location as indicated by the polygons in the map and two rows of resulting data in the table.

The screenshot shows the One Stop Map interface for the City of San Antonio. The 'Advanced Search' panel is active, showing 'By Shape' selected. The 'Select A Layer:' dropdown is set to 'Master Development Plans'. The 'Buffer:' is set to '10 Feet'. The 'Display Buffer Only:' checkbox is unchecked. The 'Select Features By:' section shows the 'Rectangle' tool selected. The map displays a red rectangle with a 10-foot buffer around it, and two red polygons representing the search results. Below the map, a table titled 'Location Results in Tabular Form' displays the following data:

Aquifer	Engineer	MDP ID	MDP Name	Amendment ID	Date Received	Date Accepted	Validity	PlattedArea	Developer	Council District	Landuse
Brown	737	Carolines Corner	9-14-02, 7:00 PM	10-14-02, 7:00 PM	0.000	HGRF Perfect Blvd					
MDP City	207	Parsons (Airport)	9-25-05, 1:00 PM	10-03, 7:00 PM	0.000	MDCA					

Draw

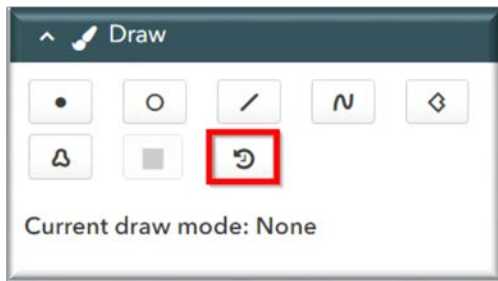
The Draw tool can be used to add points, circles, polygons, lines, and freehand shapes to the map. Any items you draw on the map can be printed without altering the map. The “Current Draw Mode” will display the tool selected. In the graphic below, the Circle tool has been selected.

The screenshot shows the 'Draw' tool menu. The 'Circle' tool is selected, indicated by a red box around the circle icon. Below the menu, a red box contains the text 'Current draw mode: Circle'.

After you select a tool and move your cursor to the map, a small pop up window will appear providing instructions on how to use the tool. In the sample to the right, the circle tool instructions are provided.

Click to add a shape, or press down to start and let go to finish

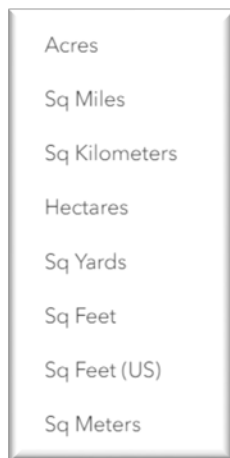
Use the Clear button to remove graphics you have created on the map.



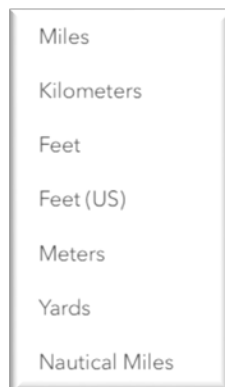
Measure

The Measurement tool can be used to measure areas, distances or geographic locations on the map. Measurement results vary dependent upon whether you are measuring by area, distance or geographic location.

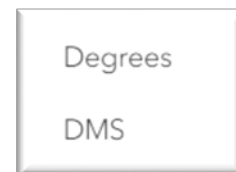
Area Results



Distance Results



Location Results



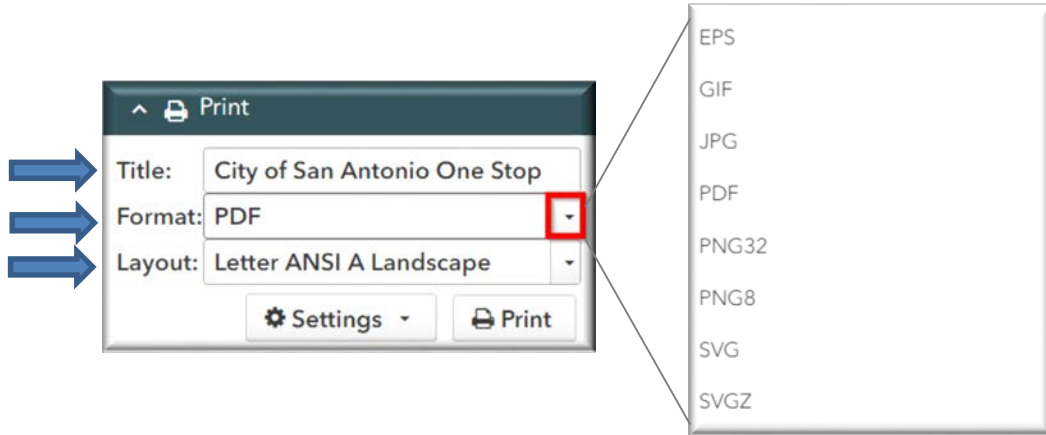
You can change measurement results by clicking to the right of the vertical line bar. In the



example above, an area is being measured in acres.

Print

The Print widget allows you to create a map layout from the current display. To generate a custom PDF for printing enter the title, output file format, and page layout in the fields provided.



The map legend will automatically be included in the printed image. Additional file formats are available to save your map images. To view the list of available formats click on the arrowhead located to the right of the format field as shown above.

To customize DPI, scale bar, and map size click on the Settings button. When ready to print your map click the Print button.

