San Diego County
SRS 2017 Tip Sheet

Locate By:
1. Under “Area Of Interest” on the left side, is the “Locate By” tool, which lets you locate and search by Assessor Parcel Number, Address, City, Intersection, Public Land Survey, and Manual Entry (coordinates).
2. Each option provides its own unique search criteria. For example, selecting “Manual Entry” allows users to select a coordinate type (format). If the “CCS” format were chosen, users could choose between NAD83 Zone V I feet or meters. Users could then perform a search or locate on these coordinates.

Area of Interest (A.O.I) search
1. In the map view, on the left side, is the A.O.I toolbar which lets you perform quick A.O.I searches
2. Choose between rectangle, polygon (line tool) and circle.
3. Draw the shape on the map to begin the search. Double-click to close the polygon.
4. Hit the “Clear Search” button to clear the search

View results
1. Located on the top right is a tab bar that lets you switch between results views.
2. Going from left to right: the map view button displays results on the map, the larger thumbnail view button displays more detail and metadata, and the list view button displays compressed table results in a for quick viewing.

Note: When viewing, document is presented with a watermark. Downloaded document will be high-res, without the watermark.

Detailed search using Search Criteria
1. You can also search by providing query terms in the “Search Criteria” panel on the bottom left side:
   - Use any of query fields available to begin a search (fields vary according to search preferences set)
   - Find a document
     ➢ Select an option from Search Category
     ➢ Select a document type
     ➢ Fill out the appropriate query fields

For more in depth information about these features, please view the Help Documentation

Using the Map View Tools

Located above the main map are these tools:

1. - Clear Search button removes all search results and A.O.Is from the map.
2. - Pan button allows users to pan the map.
3. - Zoom In button allows users to perform marquee zoom ins on the map.
4. - Zoom Out button allows users to perform marquee zoom outs on the map.
5. - Identify button allows users to map features on the map. Simply click on an area and a result list of the each feature in that area is returned. Results vary based on map layers enabled.
6. - Distance button allows users to draw polylines on the map to determine distances. Draw the polyline and double click to get back the distance. Distance units can be set in the Settings button menu.
7. - Area buttons allows users to draw polygons on the map and get back the area. Draw the polygon and double click to close off the shape. The area is displayed, in the areal units set by the Settings button menu.
8. - Extent History buttons allow users to move through map extent history.
9. - Settings button displays the map settings menu which allows users to turn on/off the overview map, select a base map layer, set the distance unit, set the projection, etc.
10. - Map Layers button displays a map layers menu. Users can enable and disable the map layers to display on the map.
11. - Center button centers the map extent on the location of the current A.O.I. This button is only present if there is an A.O.I drawn on the map.
12. - External List button opens the search results in a new window. This button is only present if there are search results.