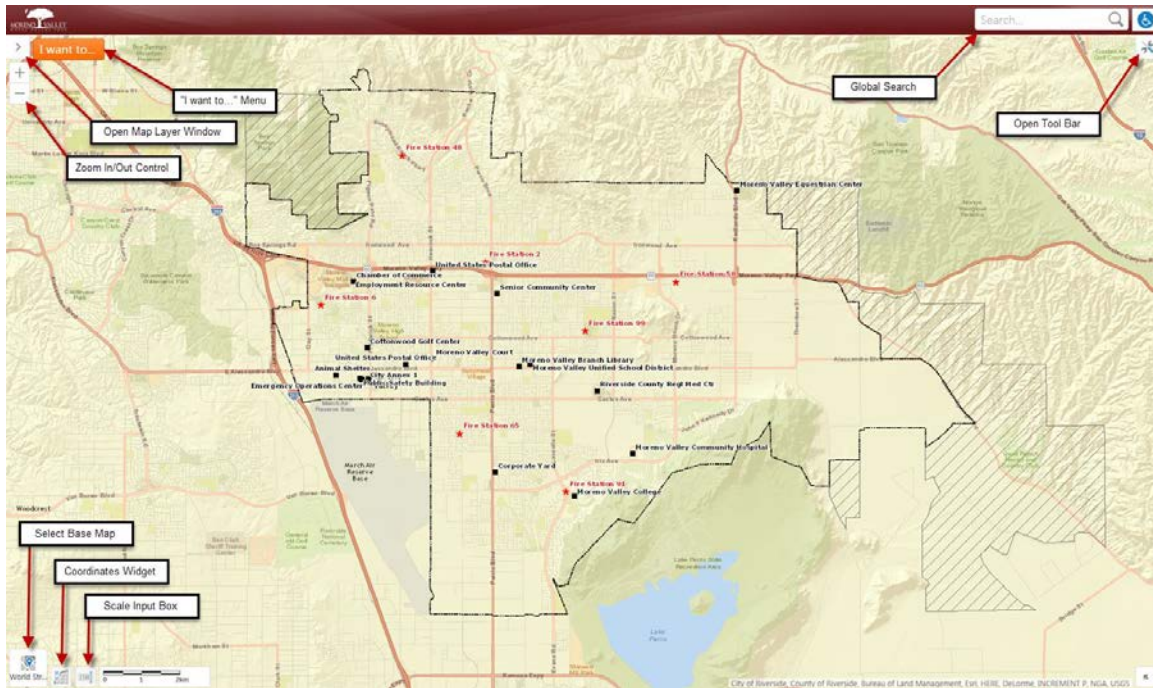


# Moreno Valley Map Viewer User Guide

This guide is designed as a reference to the tools available in the City of Moreno Valley web mapping application and outlines the functionality of the product.

## **Introduction to the Map**

When the application opens, the default map will appear on the right portion of the screen as seen in the screen shot below. There are eight elements in this window: Zoom In/Out Control, Open Map Layers Window, “I want to...” Menu, Global Search, Open Tool Bar, Select Base Map, Coordinates Widget, and Scale Input Box.



On the left portion of the window is the Home Panel. This panel gives you easy access to many of the tools available in the application. From here, you can quickly perform an identify, use search tools, create a Street Sweeping Calendar, create a Parcel Report, or click on the link under Do More to open the “I want to...” menu and Toolbar. There are also links to go directly to the GIS page on the City website or send an email to City staff.

## Welcome to the Moreno Valley

This map viewer enables you to find out information about the area, create reports such as your street sweeping schedule, build your own custom maps and more.

Get started now:

 [Learn about the map](#)

Click, tap or draw a rectangle on the map to identify features.

 [Find a location](#)

Use a search tool to find a specific street, address, APN or tract.

 [Get your street sweeping calendar](#)

View or download your calendar to find out when your street is being swept.

 [Create a parcel report](#)

View or download a comprehensive report of a specific parcel.

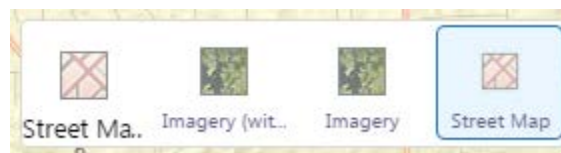
 [Do more](#)

The [I want to...](#) menu provides access to step-by-step activities and features (via the [toolbar](#)) to help you explore and interact with your map.

Find out more about [Moreno Valley GIS](#) or [contact us](#).

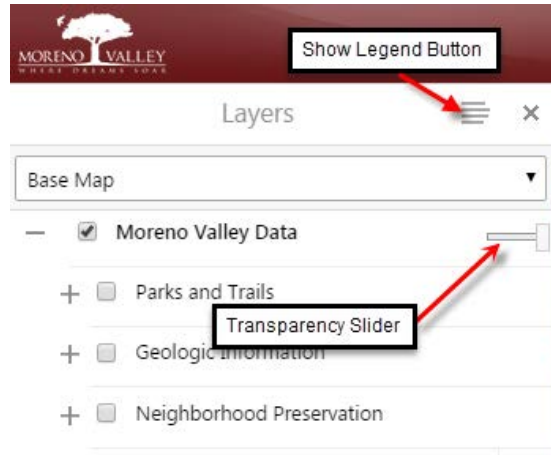
[Disclaimer](#)

The viewer automatically opens up on the Base Map theme with a few layers turned on for reference. By default, the World Street Map is turned on as the background image; however, it can be changed to the City of Moreno Valley imagery by clicking on the Select Base Map button in the lower left corner of the screen. Changing it here will only be for the current session and will have to be checked on each time a new browser window is opened.



Once the desired background theme is selected, open up the Map Layers Window by either clicking on the arrow in upper left corner of the map, or selecting Change Visible Map Layers in the “I want to...” drop down menu.

In the Map Layers Window, the data layers can be turned on/off, the background can be changed or turned on/off, the legend window can be opened/closed, and the Map Theme can be changed. In this window, there is also the ability to make the layers transparent if you want to see a data layer underneath the top layer.



Here is an example of the transparency set on the Base Map theme with the Trash Day layer turned on so the imagery can be seen underneath:

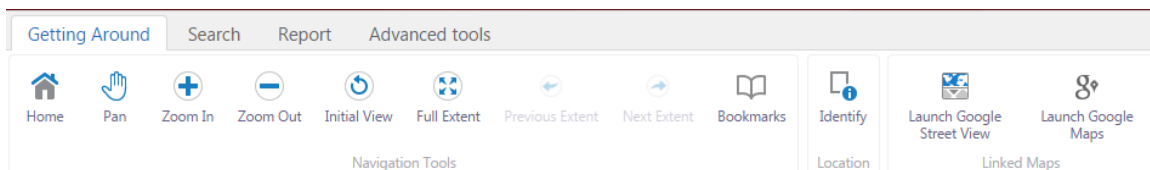


Once layers have been turned on, use the Zoom In/Out control located on the left side of the map to get to the desired viewing level. The scroll button on the mouse also has the Zoom In/Out functionality. Another tip, hold down the shift key and drag a box around area of interest with the mouse to Zoom In. To Zoom Out, hold down the Ctrl+Shift keys and draw a box around the area of interest. To pan, hold down the Ctrl key on the keyboard and move the mouse. Or, use the arrow keys to move around.

The next step is to open the Toolbar. This can be opened by clicking on the Open Tool Bar Button in the upper right corner of the map, selecting Do More in the Home Panel, or by selecting Use Tools to Get Stuff Done in the “I want to...” drop down menu. The tool bar will appear across the top. There are five different ribbons that contain the tools: *Getting Around, Search, Report, and Advanced Tools*.

## Getting Around Tab

The Getting Around tab of the toolbar contains tools to facilitate navigation. Most of the tools are activated when you click them.



### Getting Around toolset

The tools in this tab are grouped into these sections:

- **Navigation Tools:** Tools for panning, zooming, and jumping to specific extents.
- **Location:** Find information at a particular point clicked on the map.
- **Linked Maps:** Display external map services and interact with them as part of the existing map view.



This opens up the Home panel where tools and reports can be easily accessed.



Pan

Use the Pan tool to move the map in any direction. Click on the tool and then click inside the map to drag the map in any direction. If you have used any other tools, you must click back on the Pan tool to resume panning. Another way to pan is to use the arrow keys on your keyboard.



Zoom In

Zoom into an area on the map. Either drag a box or just click within the map to zoom in. Alternatively, hold the Shift key down on the keyboard and draw a box in the map to zoom in or use the “plus” key on the keyboard (near the number pad) to zoom in.



Zoom Out

Zoom out of an area on the map. Either drag a box or just click within the map to zoom out. Alternatively, hold the Ctrl+Shift keys down on the keyboard and draw a box in the map to zoom out or use the “minus” key on the keyboard (near the number pad) to zoom out.



Initial View

This will take you to the original extent of the map as it was when it was first opened.



Full Extent

This will take you to the full extent of the map. It zooms farther out to give a better reference of location to other cities.



Previous Extent

Works similar to an internet browser and will take you back to the previous extent.



Next Extent

Works similar to an internet browser and will take you to the next extent.



Bookmarks

Create a bookmark to jump to a certain map extent. Click on the plus button on the left hand side of the window to add a new bookmark and give it a name.



Identify

Use this tool to identify features on the map. Select this button and then click on a feature or drag a box around several features. All features that fall within the point or box selected will display in the results window.



Linked Maps

Access Google Maps from the current location in the map viewer. A new window with Google Maps will appear at the bottom of the screen creating a split view. The map view and Google Map will synchronize so as you move around in one map, the location will be the same in both views.

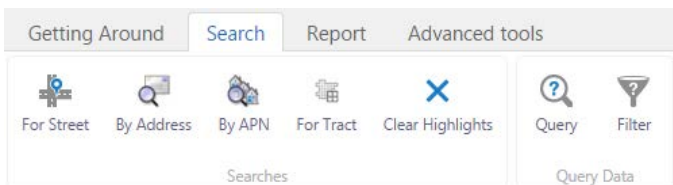


Launch Google Maps

Access Google Maps from the current location in the map and utilize all the Google Map tools. This tool will open up a new window displaying Google Maps. This option does NOT synchronize.

## Search Tab

The Search Tools tab of the toolbar contains preconfigured searches to help you quickly find information.



### Search toolset

The Search Tools do not change with the themes. Although you can perform a search while in any of the theme, you may not see the results if you are in the incorrect theme. The table below outlines the functionality of the Search Tools.



For Street

Type in the name of a Street. The fields auto populate so as you type, possible matches appear.



By Address

Type in the Address and Street. The fields auto populate so as you type, possible matches appear.



By APN

Type in an APN (Assessor Parcel Number). The fields auto populate so as you type, possible matches appear.



For Tract

Type in a Tract Number. The fields auto populate so as you type, possible matches appear.



Clear Highlights

Clear selected features in the map.



Query

Use the query tool to do searches on data fields that cannot be done with the predefined search tools. This tool allows you to specify the layer, field, and values.

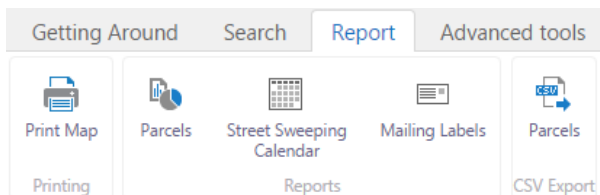


Filter

The filter tool is used to create subsets of data that will be used for queries and analysis. By creating a filter, unwanted data in the specified layer will not show on the map.

## Report Tab

The Report tab of the toolbar contains tools where the user can print maps, create parcel reports, mailing lists, street sweeping calendars, and export parcel information.



### Report toolset



#### Print Map

The print map button will open a dialog box where layout size can be selected along with the print resolution and scale. Fill in the title box and notes to customize the map.



#### Parcels

Enter an address or APN and a parcel report will be generated to include information such as assessor, zoning, council district, and trash pick-up day.



#### Street Sweeping Calendar

Enter an address to view or print out a calendar of the Street Sweeping schedule.



#### Mailing Labels

Select an area using the geometry tools in the wizard and export out a pdf or csv file of formatted addresses.

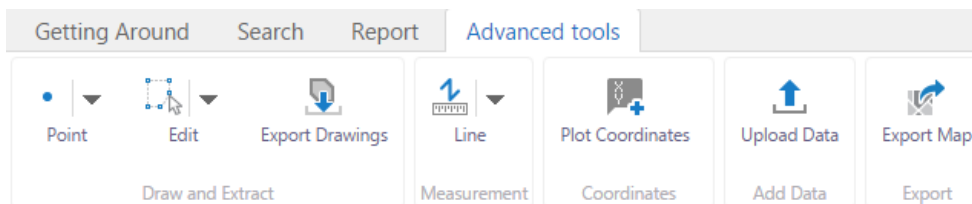


#### Parcels

Export Parcel Information to a CSV file. Data is captured with a user designated graphic shape or allows the user to export data that is in the current extent.

## Advanced Tools Tab

The Advanced Tools tab of the toolbar contains tools to draw, measure, add GIS data layers, and export a map view.



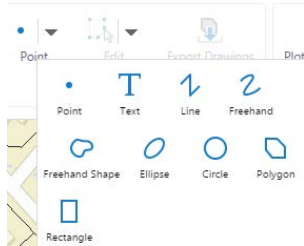
### Advanced Tools toolset

The tools in this tab are grouped into these sections:

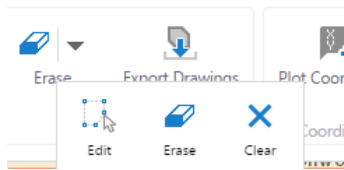
- **Draw and Extract:** Provide tools for creating, formatting, and editing annotations to the map, including shapes and text. Some tools in this section are active only when an annotation on the map exists and is selected. Export drawings that are created into a shapefile format which can then be added into a GIS program such as ArcMap.



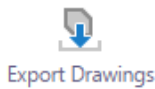
- **Measurement:** Measure distances or areas that you draw on the map.
- **Coordinates:** Enter and plot coordinates in a variety of coordinate systems.
- **Add Data:** Add different types of data to the map.
- **Export:** Export the current map image, with any additional markup, to common image formats.



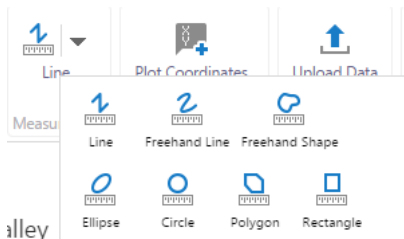
The drawing toolset allows you to create graphic shapes and text on the map. Click the shape that you want to use and a box will appear to the left of the drawing tools where the color and line thickness can be designated (the settings may differ depending on the tool).



Edit allows you to reshape a drawing, Erase allows you to select a drawing and delete it, Clear will delete all the graphic drawings on the map at the same time.



Extracts the markup(s) in the map and exports to a shapefile which can be imported into a GIS application.



Measure distances between two features by creating a line segment on the map or measure an area by creating a polygon around an area of interest.



Plot Coordinates

**Coordinates** Allows you to add latitude, longitude points to a map. In the window, select the coordinate system, type the latitude and longitude in the window or click on the map to automatically populate the values. Click on the ellipsis button **...** to open up the menu to hide, edit, or delete the information from the map.



Upload Data

Choose files from your computer to overlay onto the map. Supported file types are .csv, .kml, .shp, .gpx, or a .zip file containing a FileGDB or shapefiles.



Export Map

This button creates a screen shot of the map view that can be shared with other users, put into an email, or a document.

## Layer Examples in Each Theme\*

### Base Map:

- Aqueduct Bike Trail
- Master Plan of Trails
- Street Lights
- Curb Lines
- Parcels
- Faults
- Fault Zones
- Building Footprints
- MVU Service Area
- CDBG Target Areas
- Focus Neighborhoods
- Schools
- Parks
- Council Districts
- Tracts
- Trash Pick Up Boundaries
- Street Sweeping Boundaries

### Zoning:

- Mixed Use District
- Zoning ISA
- Zoning AICUZ
- Medical Overlay
- Zoning PUD
- Zoning
- Primary Animal Keeping Ordinance Areas
- Parcels
- Tracts
- Building Footprints

### Special Districts:


- CFD Layers
- LMD Layers
- Zone D
- Zone E
- Zone M
- Zone S

\*Due to the large amounts of data in each map, all layers are not listed. This is just a sample of what is contained in the theme.

## Exercises

In this section, the steps to some of the most common mapping functionality have been outlined.

### **1. I want to create a mailing list. How do I create a list of the addresses that are within 100ft of 13671 Frederick St?**

- a) Select the “Base Map” Theme from the Map Layers Drop Down Window.
- b) Open the toolset by clicking on the  button in the upper right corner of the map or by going to the I Want To... pull down menu and selecting Use Tools to Get Stuff Done.
- c) Select the “Search” tool tab and click on the “By Address” button. Begin typing in the street address in the Street Address box and the address will begin autocompleting. Select the correct address and click on “Search.”
- d) The parcel will be selected and the map will zoom to the parcel. Next, click on the Export to CSV link under the Assessor Parcel Number and address.

13671 FREDERICK ST MORENO VALLEY  
[Street Sweeping Calendar](#)  
[Create Parcel Report](#)  
[Export to CSV](#)

- e) Enter the desired distance for the buffer. This will create a polygon around the parcel and create a table of the parcels that intersect that buffer. For this example, enter 100 and press continue.
- f) A hyperlink will appear that reads “Click to Download CSV”. Click on it to open the table. This table can be imported into another software program to generate mailing labels.

### **2. How do I create a Street Sweeping Calendar (Example address: 10511 Village Rd)?**

- a) Open any map theme to begin.
- b) Open the Home Panel.

- c) Select "Get your street sweeping calendar".
- d) Begin typing the address in the "Address:" box in the left window. Address information will auto-populate as more characters are added. Select the correct address.
- e) Click on "View Schedule".
- f) Once the calendar has been compiled, click on "Download Report" hyperlink to view the pdf file. The file can be printed or saved to your computer.
- g) Select the "Close" button to end the function.

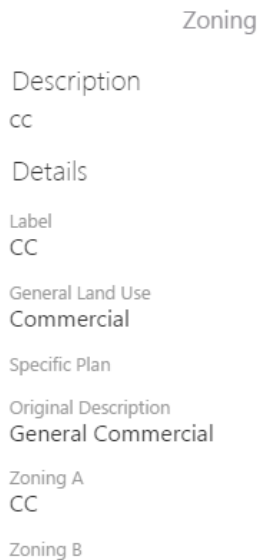
**3. How do I create a Parcel Report (Example address: 24935 Hemlock Ave)?**

- a) Open any map theme to begin.
- b) Click on the Home tab or go into Getting Around and selecting the Home button to bring up the panel.
- c) Select "Create a parcel report".
- d) Begin typing the address in the "Address:" box in the left window (or APN if available).
- e) Click on "Continue".
- f) Once the report has been compiled, select the "Click Here to View the Report" hyperlink to view the report. The file can be printed or saved to your computer.
- g) Select the "Close" button to end the function.

**4. How do I find the zoning for 27120 Eucalyptus Ave?**

- a) Select the "Zoning" Theme from the Map Layers Drop Down Window.
- b) The Zoning layer is on by default. Open the Toolbar if it is not open already. Select the "Search" tool tab and click on the "By Address" button. Type in the address in the "Address" box (auto complete will pop up the address), select the address, and click "Search" button. The map window will zoom to the selected address.

- c) Right click on the selected parcel (it will appear darker than the rest) and select “What’s Here” The Zoning information will appear in the Results list on the left hand side. The Zoning for this address is CC.
- d) Click on the word “Zoning” in the Results list. More information for this parcel will be listed:



- e) Alternative way to identify – Click on the “Getting Around” tab. When the ribbon opens click on “Point Identify” and then click on the parcel in the map window. The Zoning information will show up in the Results window.

**5. How do I create a list of Middle Schools in Moreno Valley?**

- a) Open the “Base Map” theme to begin.
- b) Go to the Global Search tool at the top of the map and type in Middle and press Enter



- c) A list of Middle Schools will be displayed in the search results window, you can also place your cursor on the school names to highlight their locations on the map or click on the school name to zoom to its location.

**6. How do I use the “Query Tool” to find a Parcel Tract (Example: Search for Tract 2556)?**

- a) Open the Base Map theme.
- b) Select the “Search” tab and then click on the “Query Tool.” The Query window will open up with a list of options to perform a query.
- c) Click the drop down window under “Data Source:” option and select “Tracts” layer from the list.
- d) In the first drop down window select “Tract” then select “Equals” in the next drop down box, then type “2556” in the next text box. This text box should begin to auto fill as you type. Select “2556” then click the “Search” button.
- e) Tract “2556” will now be displayed in your Search Results window. Click on the pin icon



next to the word Tracts to automatically zoom to the selected tract.

**7. How do I use the “Query Tool” to find all parcels that are between 50 and 60 Acres?**

- a) Open any map theme to begin.
- b) Select the “Search” tab and then click on the “Query Tool.” The Query window will open up with a list of options to perform a query.
- c) Click the drop down window under “Data Source:” and select “Parcels”. Select “Acre” in the first drop down window. Next select the “>” greater than button in the middle box.
- d) In the far right window type “50” and click the “Add” button next to the “Field Value” window.
- e) Next click on the “Add Another Condition” button
- f) Begin the second half of the query by adding “Acre” again to your query.

- g) Next select the “<” less than button in the middle box.
- h) In the far right window type “60”. This is how the query should look:

The screenshot shows a query builder window titled "Query" with a close button (x) in the top right corner. Below the title, there is a "Data Source:" label and a dropdown menu currently showing "Parcels". A horizontal line separates the data source from the conditions. There are two conditions listed, each with a close button (x) to its right. The first condition is "Acre > 50" and the second is "Acre < 60". The word "and" is positioned between the two conditions. At the bottom of the conditions list, there is a button labeled "Add Another Condition".

- i) Next under the “Spatial Filter:” dropdown window select “None”
- j) Then click on the Search button and you will see the results of your advanced query.