Development Authority of the North Country
2020 GIS Internet Mapping Application User Guide
**General Use and Basic Tools**
Questions? Contact DANC GIS staff at 315-661-3261 or GisSupport@danc.org

1. Accessing the Internet Mapping Application (IMA)

*Note: Users should access the IMA through an interent browser like Mozilla Firefox, Google Chrome, or Safari, instead of Internet Explorer. This website is not compatible with Internet Explorer.

Navigate to www.danc.org. Click the "GIS" button located at the bottom-right of the window.
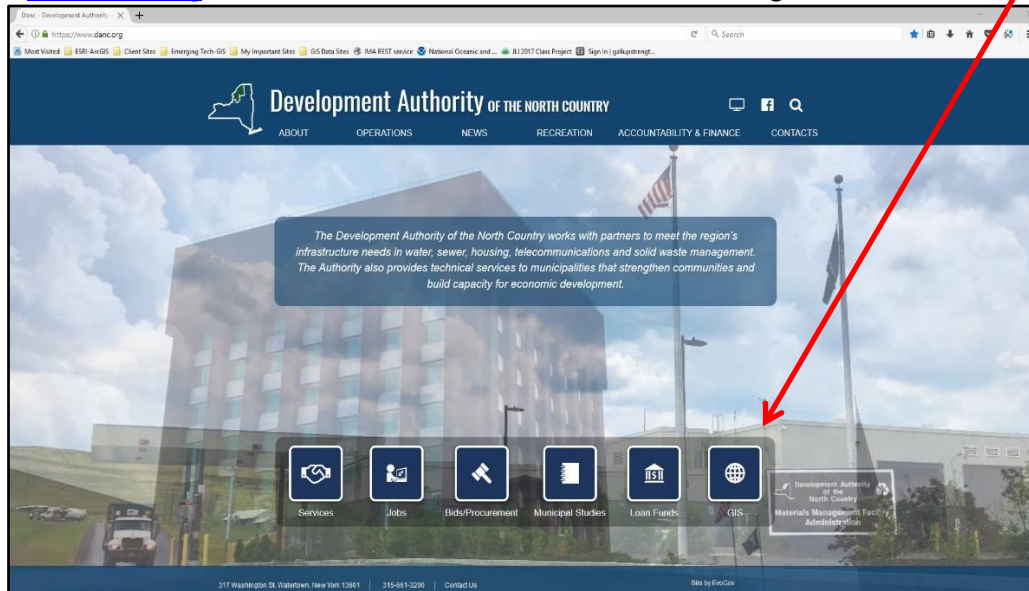
Note for Mobile Devices: Users on smartphones and small tablets may have trouble loading the Standard IMA site on their device. If you experience issues on your mobile device, use the links below to access a version of the IMA that is compatible with smartphones and small tablets and contains all the same data available on the Standard IMA.

Mobile User Links to Public Portals:

St Lawrence: maps.dancgis.org/slcadvancedima/

Jefferson: maps.dancgis.org/jcadvancedima/

Lewis: maps.dancgis.org/lcadvancedima/

Franklin: maps.dancgis.org/fcadvancedima/

2. Public Use or Logging in

Once you have read and agreed to the Development Authority's Legal Disclaimer, users may choose the portal they would like to access. Public portals do not require credentials; click on the County to enter the public portal. Users will note that the Customers and Authority Division tabs are grayed out. These portals require credentials. Click on the "Sign In" link to enter the username and password – this will make the authorized portals available to the user.

After a user has signed in, they may click on the Customer tab. Users will see the portals they are authorized to enter under "Accessible" in green (the example below shows the Clayton Village portal available), and the other password-protected portals grayed out under Other Portals. Click on the available portal to enter.

The IMA is organized so that the map is on the left side of the screen and all of the tools and map options are in the map window or in the right pane. You can make the map full screen by clicking on this icon.
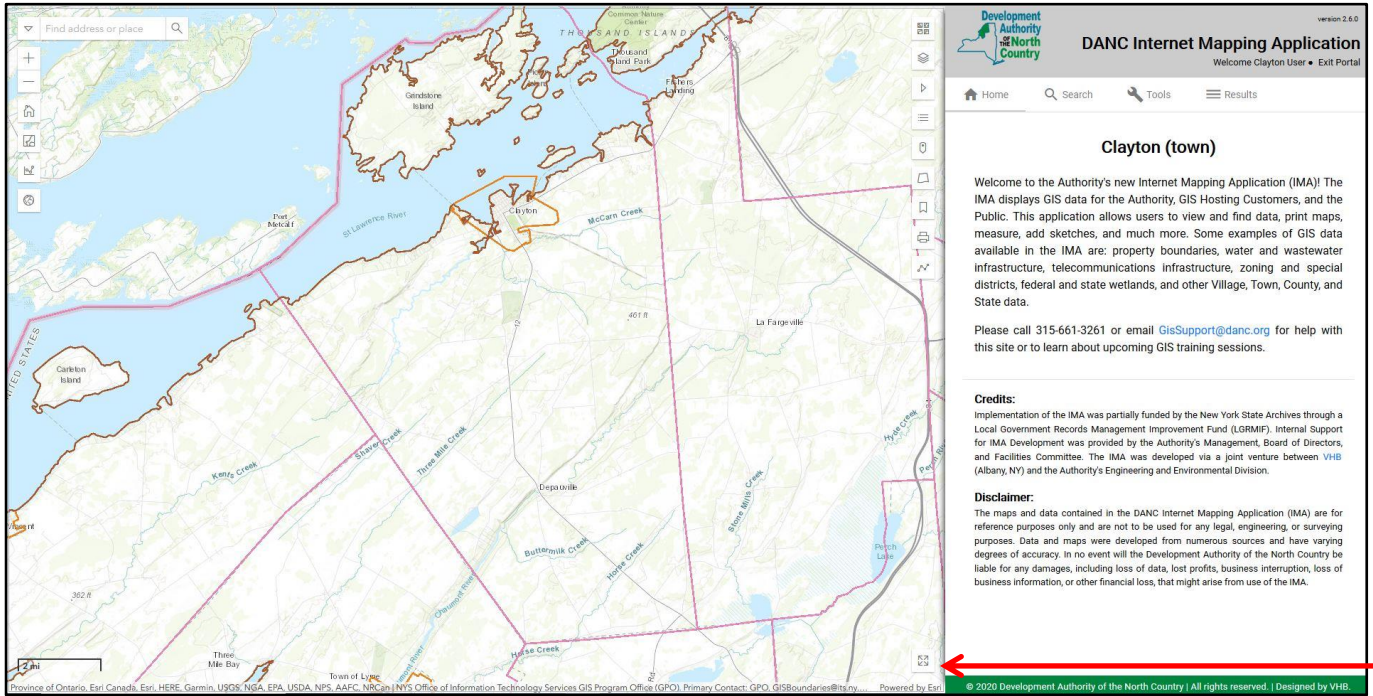

3. Selecting a basemap

In the map window there is an icon for "Basemaps". Here you can select from a variety of basemaps, including imagery, streets, topographic, and more. Click the icon again to make the basemap window close.
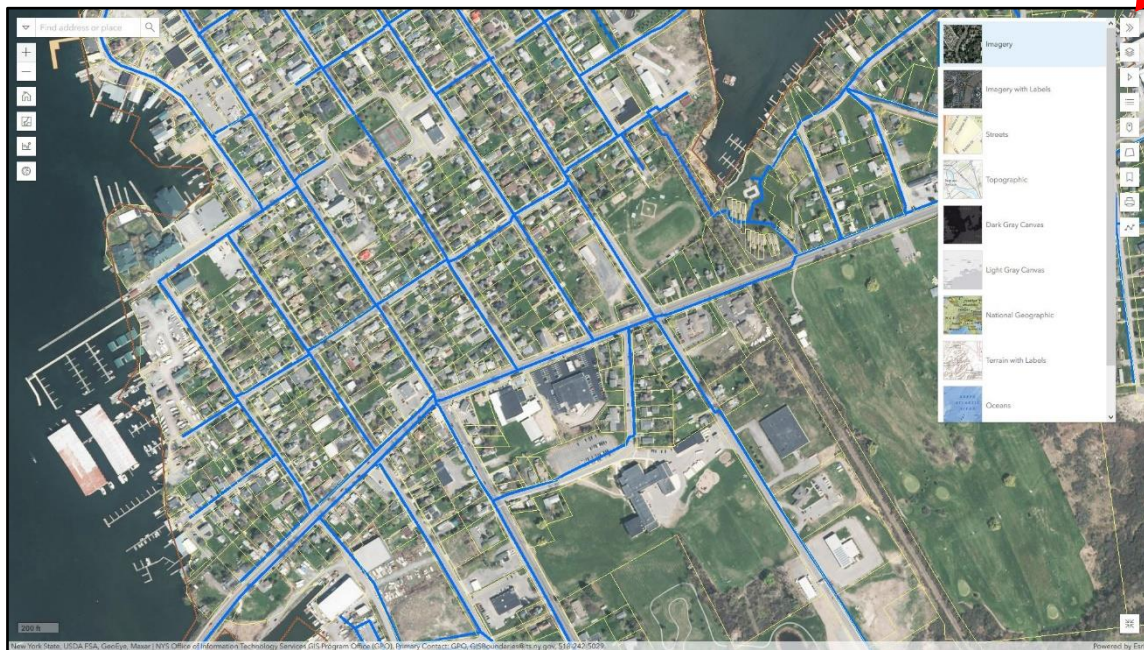
4. Turning data layers on

By default, most data layers are automatically turned off. To turn data layers on, click on the icon in the map window. This will show all the groups of layers available for the portal (Parcels, Water, Sewer, etc.). Click the ">" to drop down each group and see data layers that you can turn on by clicking the eye icon next to each layer. Note: the eye icon needs to be **on** in the group heading and the individual data layer to display in the map.

Data Layer Icon

Layer Group Heading

Individual Data Layer
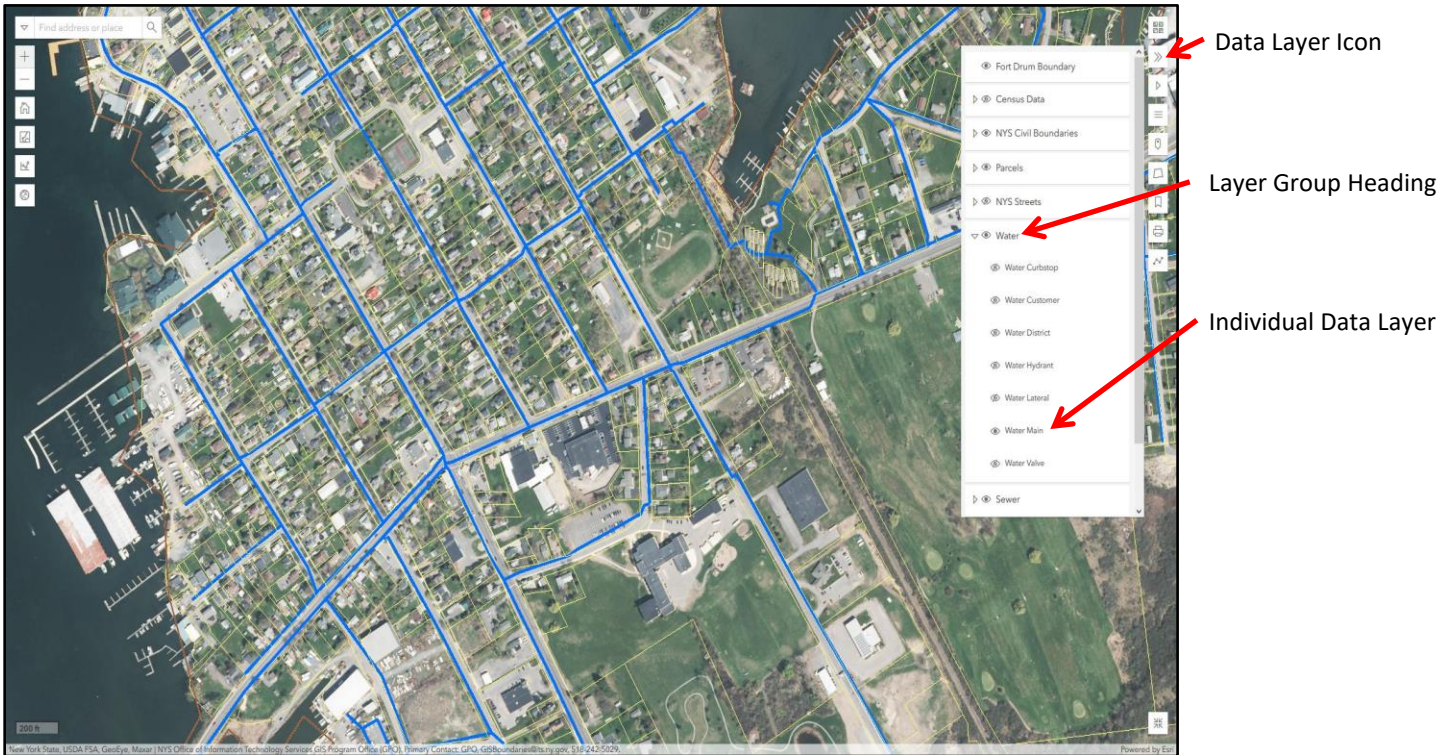
5. Map Legend

The Map Legend icon is under the Data Layers icon. The legend will populate with symbols as data layers are turned on and off. Click the icon again to make the legend window close.

Map Legend
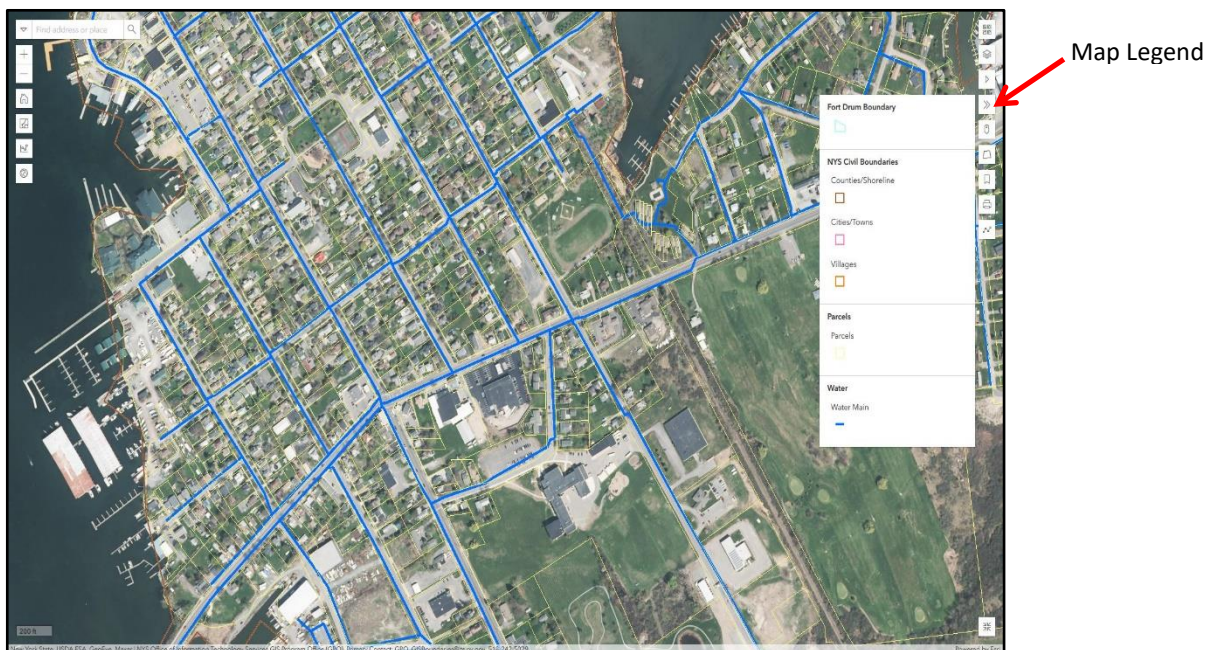
6. Measure Tool: To measure a line or a polygon, click Measure Distance or Measure Area and then click once on the map to start a measurement and double-click to end. Results will appear in both the pop up window and along the line/area that is being measured. You can change the units before or after making the measurement.
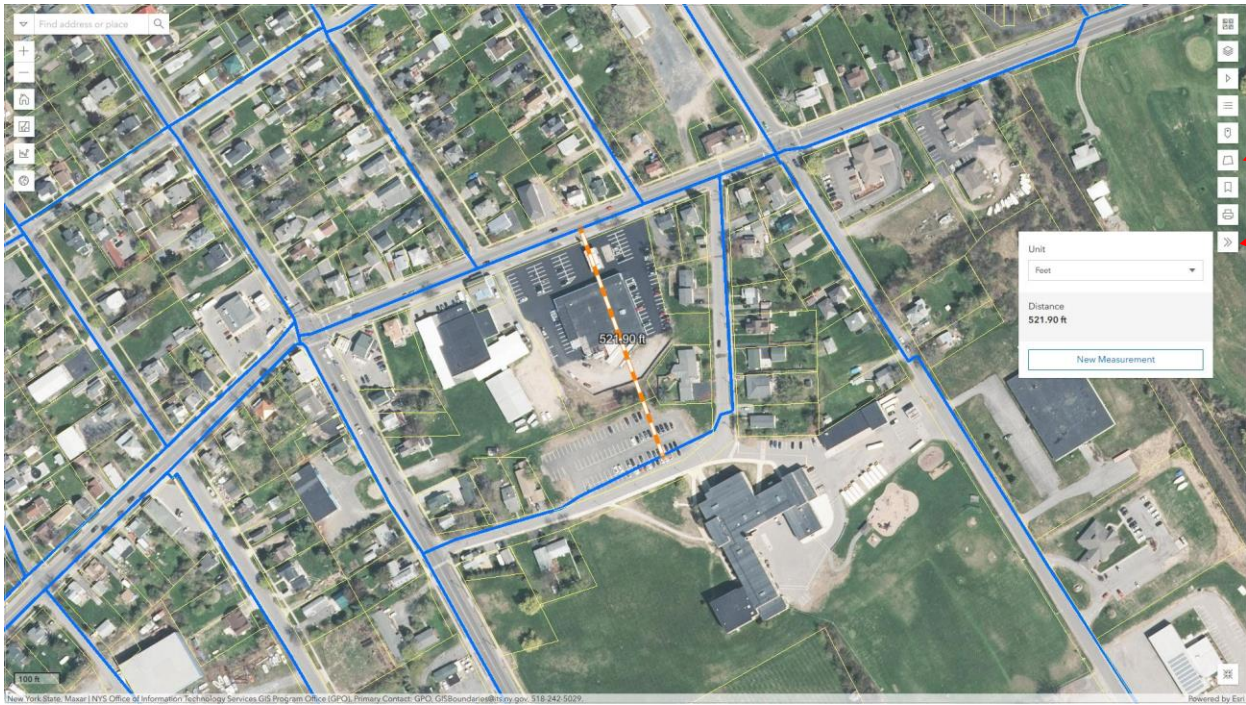
7. Tools

The following Map Tools can be activated by clicking on the icons in the map window:

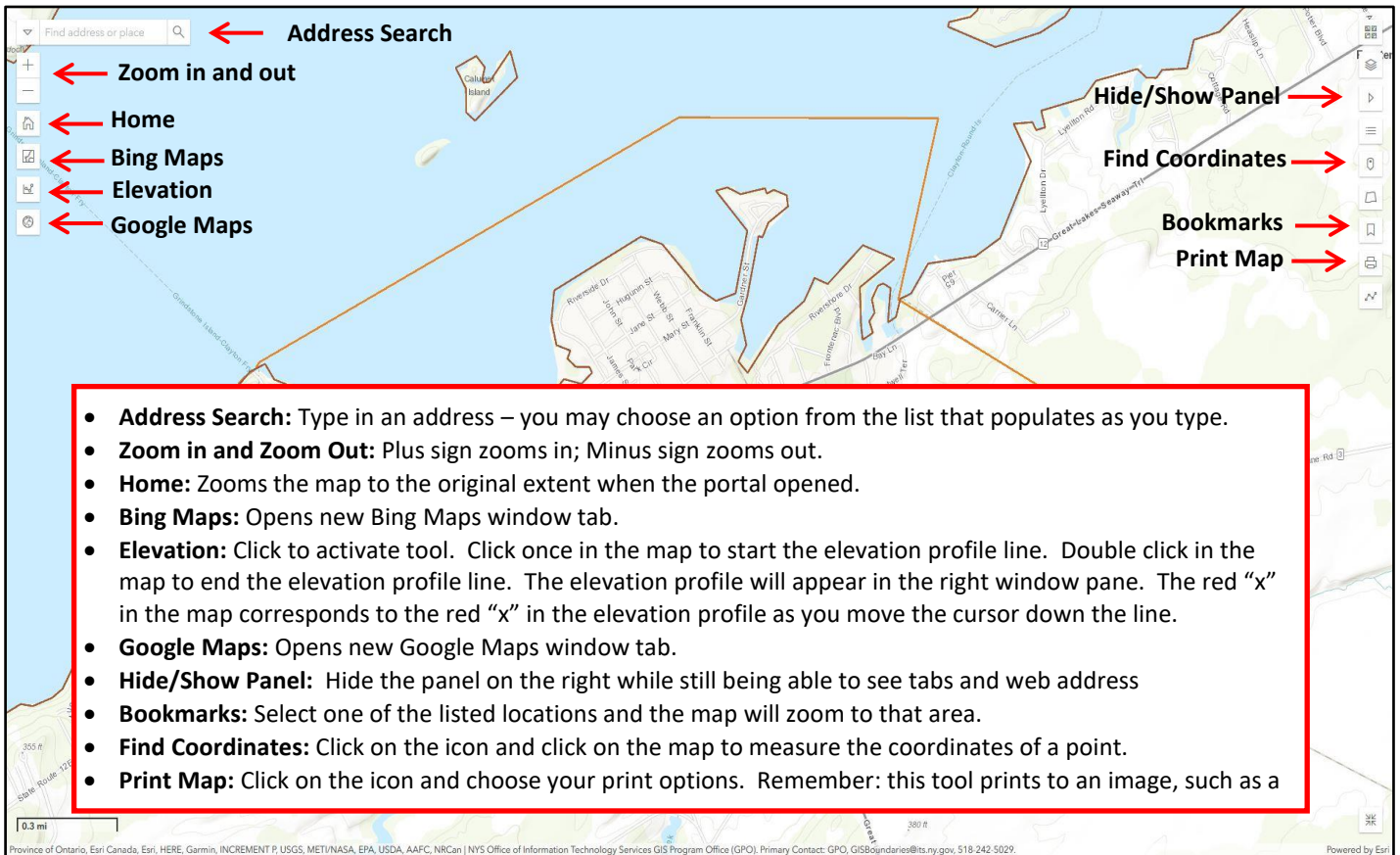- **Address Search:** Type in an address – you may choose an option from the list that populates as you type.
- **Zoom in and Zoom Out:** Plus sign zooms in; Minus sign zooms out.
- **Home:** Zooms the map to the original extent when the portal opened.
- **Bing Maps:** Opens new Bing Maps window tab.
- **Elevation:** Click to activate tool. Click once in the map to start the elevation profile line. Double click in the map to end the elevation profile line. The elevation profile will appear in the right window pane. The red "x" in the map corresponds to the red "x" in the elevation profile as you move the cursor down the line.
- **Google Maps:** Opens new Google Maps window tab.
- **Hide/Show Panel:** Hide the panel on the right while still being able to see tabs and web address
- **Bookmarks:** Select one of the listed locations and the map will zoom to that area.
- **Find Coordinates:** Click on the icon and click on the map to measure the coordinates of a point.
- **Print Map:** Click on the icon and choose your print options. Remember: this tool prints to an image, such as a

More options and tools are located in the window pane on the right:

Search: Users can search for parcels and data based on many details and attributes. To open the Parcel Search tool, click "Parcel Search" and follow the instructions below:
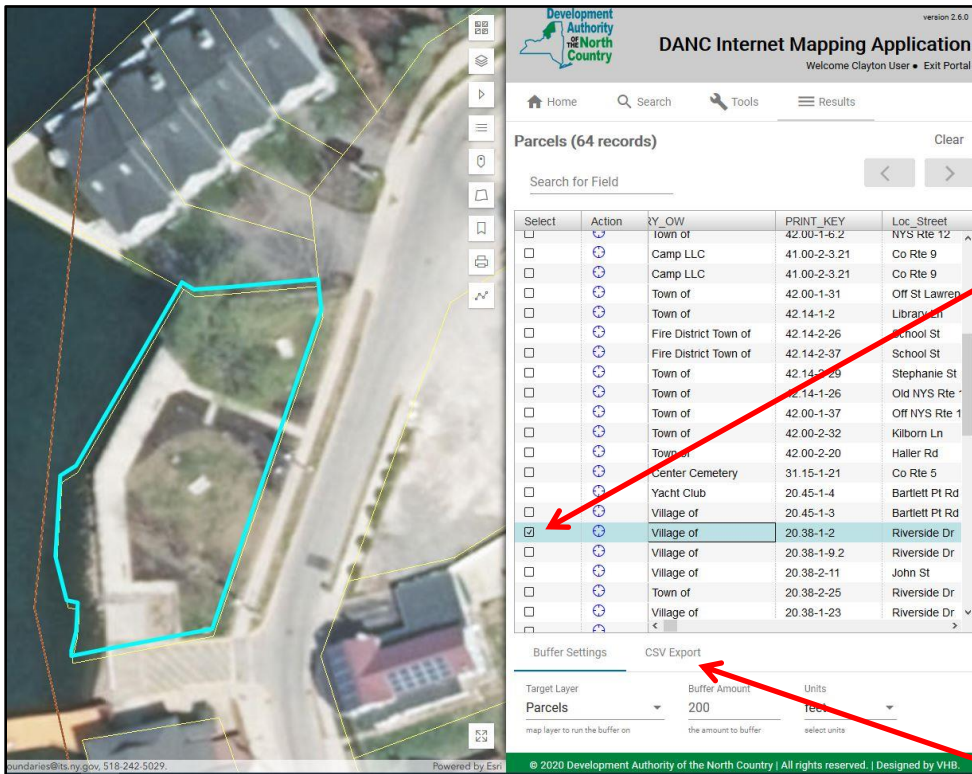
Enter the information you want to search with: name, address, parcel tax map #, etc.

Click "Search". The results tab will automatically pop up.

If you check this box, it will only search within the area that you can see on your screen

A list of parcels that match your search criteria will be in the results window.

Choose the parcel that you want to see by clicking the box to highlight it and to zoom the map to the parcel.

You may select as many parcels as you choose, and the parcel data can be exported to an Excel file. Enter a name for the file, click on CSV Export, and click Export. Save the file to your computer.

Bing Tool: When users click on the Bing tool in the right window pane, the Bing map will appear in the right window pane and move with the map in the main screen. Users can select "Street View" in the Bing map and see the infrastructure and other details in the main map and the street view in the Bing window at the same time.
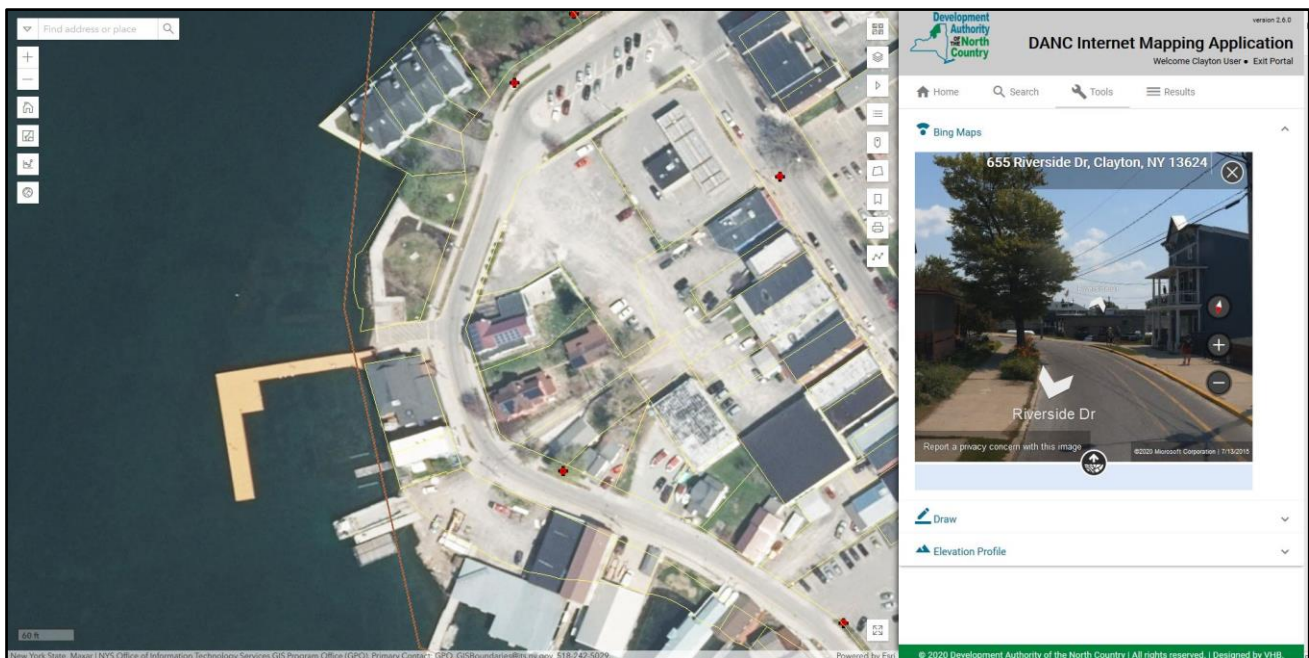
Draw Tool: Users can mark up the map with several options, including points, lines, polygons, and text. Customize your drawing options (style, color, size, etc.), click "Start Drawing" and click on the map where you want to draw.
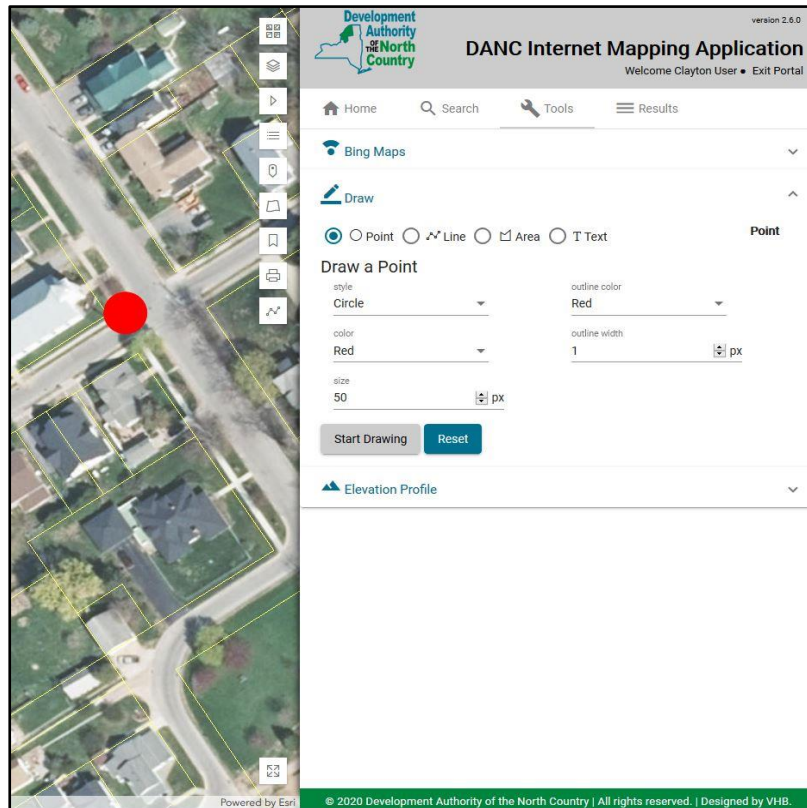
Click on Feature for Information Window Pop-up: Users may click on the features in the map (parcels, water mains, hydrants, manholes, trees, etc.) to see details about that feature. In the example below, the user clicked on the water main and the information window popped up to show the details. Multiple features in the map may pop-up where you clicked (the example below indicates there are 4 windows), so you may need to use the arrows to scroll through the windows to find the feature details you want.