Navigation within the Registration (Map)

Search Option

Clicking on the Search icon will let you search by Streets, Intersections, Places, Counties and Points of Interest, as well as Lat/Lon Coordinates.

Zoom In

Adjust the view to make it appear larger, showing more detail

Zoom Out

Adjust the view to make it appear smaller, showing less detail

Cancel/Discard

The Cancel/Discard icon will delete the changes you made, keeping the original registration intact. Icon changes color to Green when active.

Undo

The Undo icon will let you remove any changes you made, keeping the original registration in tack. Icon changes color to Green when active.

Edit

The Edit mapping tool allows you to edit any feature that exists on the registration map. Select the Edit icon and it will turn green. Then "left click" on the polygon and it will turn blue with hash marks. You can then start redefining the shape. Once you have redrawn the registration, you can save your changes by clicking off the Edit tool or use the Cancel/Discard and Undo options to revert to the original registration. Icon changes color to Green when active.

Move mouse to feature to edit or click Add/Append (+) or Remove/Cut (–) buttons if finished editing.

Buffer Street or Map Feature

The Buffer Street or Map Feature lets you select an address range/street segment to remap the registration. Select the Buffer Street or Map Feature icon and it will turn green. Go to the area where you want to remap the registration and double click on the street segment. The default buffer size is 100ft. The registration area will appear with blue hash marks. At this point you can either Save, Cancel/Discard or Undo those changes. Icon changes color to Green when active.

Draw Polygon

The Draw Polygon tool can be used when the area you are trying to map is an irregular shape. Select the Draw Polygon tool and "left click" on the area where you want to start drawing your registration. The Draw polygon contains a 100ft buffer. Outline the area you want to map by left clicking on points where the direction changes. When you have finished outlining the area, then double left click to stop drawing. The registration area will appear with blue hash marks. At this point you can either Save, Cancel/Discard or Undo those changes. Icon changes color to Green when active. *Double-click to buffer feature*

Draw Rectangle

The Rectangle Tool can be used to draw either a rectangular or square registration. This tool is useful when the area you need to map extends more than 100ft off the road (e.g. into a field). This Draw Rectangle tool contains a 100ft buffer. The new registration will appear with blue hash marks. At this point you can either Save, Cancel/Discard or Undo those changes. Icon changes color to Green when active.

Draw Circle

The Circle can be used to draw a circle and/or a point that automatically has a 100ft radius. In addition, the circle can be expanded to a larger size. If you want to use the automatic 100ft radius, just double click at the point where you want the circle to be placed. If you want to expand the circle, then continue to drag the circle to the required radius and double click to end. The new registration will appear with blue hash marks. At this point you can either Save, Cancel/Discard or Undo your changes. Icon changes color to Green when active.

Draw Line

The Draw Line is used to draw a linear shaped registration or to map out streets that have facilities located directly along or underneath them. This is the best tool to use for facilities that run along streets, especially ones that wind and turn frequently. Once you have finished drawing the segment, you can click once to continue drawing the segment as you adjust the view or double click to complete the polygon, and the new registration will appear with blue hash marks. The Draw Line tool contains a 100ft buffer. At this point you can either Save, Cancel/Discard or Undo your changes. Icon changes color to Green when active.

Overview Map

A small window will appear, providing an overview of the map. Click on it to open and to close.

Zoom Options

At any time, you can right click within the map and select a zoom option

⊕ Zoom to Registration
🔍 Zoom In
🔍 Zoom Out