

MAIN TOOLBAR





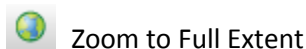
Left-click on map, (holding down left mouse button) drag a rectangle around area of interest. Image will zoom in to selected area.



Left-click on map, (holding down left mouse button) drag a rectangle around area of interest. Image will zoom outward in proportion to the rectangles size in relation to entire view window.



Click  to zoom in at a set interval. Click  to zoom out at a set interval.



Click to zoom to starting (entire County) view.



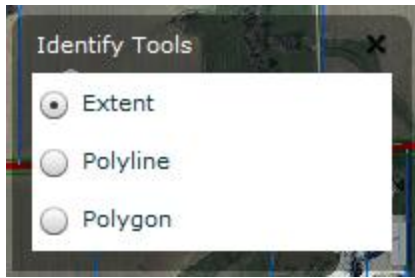
Click to return to previous view. (Will go back/forward one step per click)



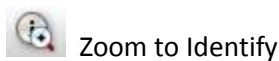
Left-click on map, (holding down left mouse button) drag map up, down, left, right to view surrounding areas.



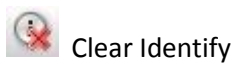
Click Identify tool. While this button is activated, click on a tax parcel on the map to select it. Once a parcel is selected, information for this parcel will appear at the bottom of the screen in the “Total Records” table. (“Total Records” table explained in more detail later in tutorial)



By default, “Extent” is selected when you first activate the Identify Tool. The “Extent” option allows you to select only one parcel at a time. The “Polyline” & “Polygon” options allow you to select multiple parcels at once. Selecting “Polyline” or “Polygon” will prompt instructions on how to select multiple parcels.



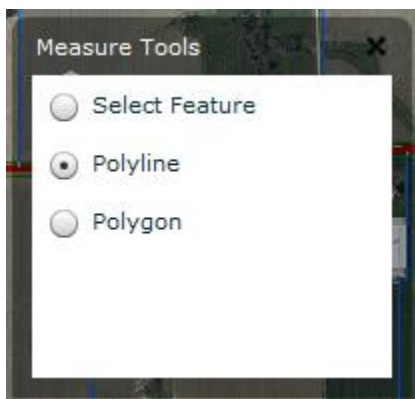
Click to zoom to all parcels in the map that are currently selected.



Click to unselect ALL the parcels that are selected. ALL parcel information in the “Total Records” table will also be cleared. (see Remove Feature tool in Total Records table to unselect one parcel at a time)




Click Measure tool. There are three options for measuring; Select Feature, Polyline, & Polygon.



“Select Feature”: Click “Select Feature” and then click on a tax parcel on the map. Length, Area, & Acreage (calculated NOT dedeed) will be given for this parcel.

“Polyline”: Click “Polyline” and click once on map. Move mouse (do not hold down mouse button) to second point on map. Double click at second point. Length will be given for the line drawn. By clicking once, moving mouse to next point and clicking once, moving mouse to next point and clicking again, etc., then double-clicking on final point will give total length of all lines drawn.

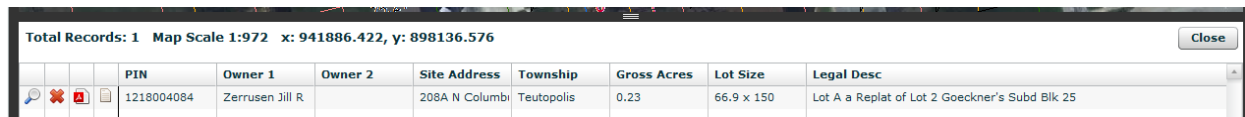
“Polygon”: Click “Polygon” and click once on map. Move mouse (do not hold down mouse button) to second point on map and click once. Move mouse to third point on map (more if necessary) and double-click on final point. Length, Area, & Acreage will be given for polygon drawn.





 Export Map Image

Print Custom Map Option (see Printing instructions below)

Total Records Table


Once a tax parcel has been selected, some basic information for this parcel will be displayed in the Total Records table at the bottom of the map. This table also displays the number of records selected, the map scale, and the x,y coordinates of the mouse cursor.



Total Records: 1 Map Scale 1:972 x: 941886.422, y: 898136.576										Close
	PIN	Owner 1	Owner 2	Site Address	Township	Gross Acres	Lot Size	Legal Desc		
   	1218004084	Zerrusen Jill R		208A N Columbi	Teutopolis	0.23	66.9 x 150	Lot A a Replat of Lot 2 Goeckner's Subd Blk 25		

 Click and drag this area on the Total Records Table to make the Table smaller or larger.

Tools in the Total Records table include:

 Zoom to Feature

Click Zoom to Feature to zoom to a particular parcel. This can be helpful when you have several parcels selected.

 Remove Feature

Click Remove Feature to unselect one parcel at a time.

 View Parcel Print ****may need to temporarily allow pop-ups in Internet browser****

Click View Parcel Print for a print screen of an individual parcel.

 Set as Subject Parcel

Click Set as Subject Parcel to make a parcel the subject of the Parcel Tab. The Parcel Tab to the left of the Map will be triggered and will show information for this parcel.

 Click to close Total Records table.

TABS



The four tabs to the left of the map will allow you search for parcels based on certain criteria (Search), control the layers on the map (Layers), view the map legend (Legend), and view parcel information (Parcel).





Click and drag this area on the Tabs area to make the Tabs smaller or larger.



Click the arrow in the Tabs area to hide or open the Tabs.

Search Tab:

Search by PIN#: Enter a PIN# into the Parcel Number box to search for a parcel. Enter multiple PIN#s (separated by a comma) into the Parcel Number String box to find more than one parcel at a time.

Search by owner name: Enter owner's last name, or last and first name to find parcels owned by an individual. This search method could return several results. If so, find the parcel of interest in the Total Records table and () zoom to this parcel, or () make this parcel the subject parcel in the Parcel Tab.

Search by address: Search by address using house numbers, street names, city names, zip codes, or a combination of these options. To search by house number only, enter the house number in both the high and low house number boxes. (This could return several results, and would work best for rural address where there are only one or very few of the same house numbers). Entering a street name along with the house number will narrow down an address search. Including a city or zip code with the house number and street name will narrow down an address search even more. If a house number is not available, or if you want to search all addresses on a certain street, for example, leave the house number blank and search by street name &/or city/zip. It is possible that the address information is not a part of the source data and you may not find exactly what you are looking for. In this case you could try an address range. For example, if a search for 210 N Columbus, Teutopolis does not result in a match you could search a range of addresses. (House Number High: 220, House Number Low: 200, Street Name: Columbus, City: Teutopolis) In this case, 210 N Columbus does not exist, but a search similar to this should lead you to the area where this address would be.

**the address search is based on Site Addresses only.

Clear

Click to clear all search criteria and start over.

Search

After entering search criteria, Click to show results.

Layers Tab:

The Layers Tab shows the different layers in the map and allows you to turn layers on and off. To turn layers on and off, click the box to the left of the layer names. A box with a check mark means the layer is turned on.


Cadastral Map: Similar to a Subdivision Plat. Shows information such as Lot Lines, Parcel Lines, Parcel Dimensions, Lot Dimensions, Block Numbers, etc.

Parcel Map: Show Tax Parcel boundaries only.

Legend Tab:

The Legend Tab gives a brief explanation of different lines and symbols in the map.

Parcel Tab:

When a parcel is selected and set as a subject parcel () the Parcel Tab will show information for this parcel. Scroll down to see property site information, assessment information, exemption information, sales information, and tax information for the parcel. Throughout the tab there are words and phrases that are BLUE in color. These are selectable and contain additional information or links. **may need to temporarily allow pop-ups in Internet browser**

[View PDF](#) : Click to view a print screen of individual parcel information.

[Effingham Property Inquiry](#) : Click to see parcel on the Supervisor of Assessments' Parcel Inquiry WebPage.

[View Tax Rate Sheet](#) : Click to see Microsoft Excel Spreadsheet of tax rates.





Images and Sketches related to a parcel will display at the bottom when available.

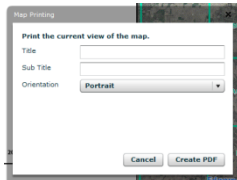
Printing **may need to temporarily allow pop-ups in Internet browser**

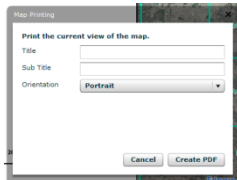

 **Quick print option**

Once a parcel is identified, it will be added to the  Total Records Table. Use the  View Parcel Print button in this table to quickly print an individual parcel using fixed print layout settings

 **Custom print option**

On the  Main Toolbar, use the  Export Map Image button to create custom maps. With this option, you can zoom to any extent, display any layers you like, and select any parcels, then print what you see in your map viewer.



From the  Map Printing Window you can add a Title to your map and change the Orientation of your map. Next, click  to preview and print your map.