Geographic Information System (GIS) Tutorial

The Town of Harvard's GIS was developed by CAI Technologies and is called "CAI Query Manager Online." Query Manager is an Internet-based mapping service for communities and businesses that want to publish their GIS online.

The following tutorial will show how to use the Harvard GIS website and explain some of its functions, specifically how to:

- Access the GIS website
- Use the map display
- Find a property by Owner, Address or Parcel ID
- Generate a List of Abutters
- Review the Property Card

ACCESS THE GIS WEBSITE

(NOTE: The Harvard GIS website requires *Microsoft Silverlight*® cloud software. Please go to the Microsoft Silverlight website to download and install the free software if you do not already have it installed on your computer.)

*Action. Click on the following link*   *http://www.caigisonline.com/HarvardMA/*

The front page of Harvard GIS opens to show an overview map of Harvard.

Action. While you are here, create a bookmark for this page for your convenience.

USE THE MAP DISPLAY

Map Controls

In the upper left corner of the MAP DISPLAY, you may choose to display your GIS map, or bring up the BING map, or bring up Help. Normally, leave the map set to 'MAP' for the GIS mode.
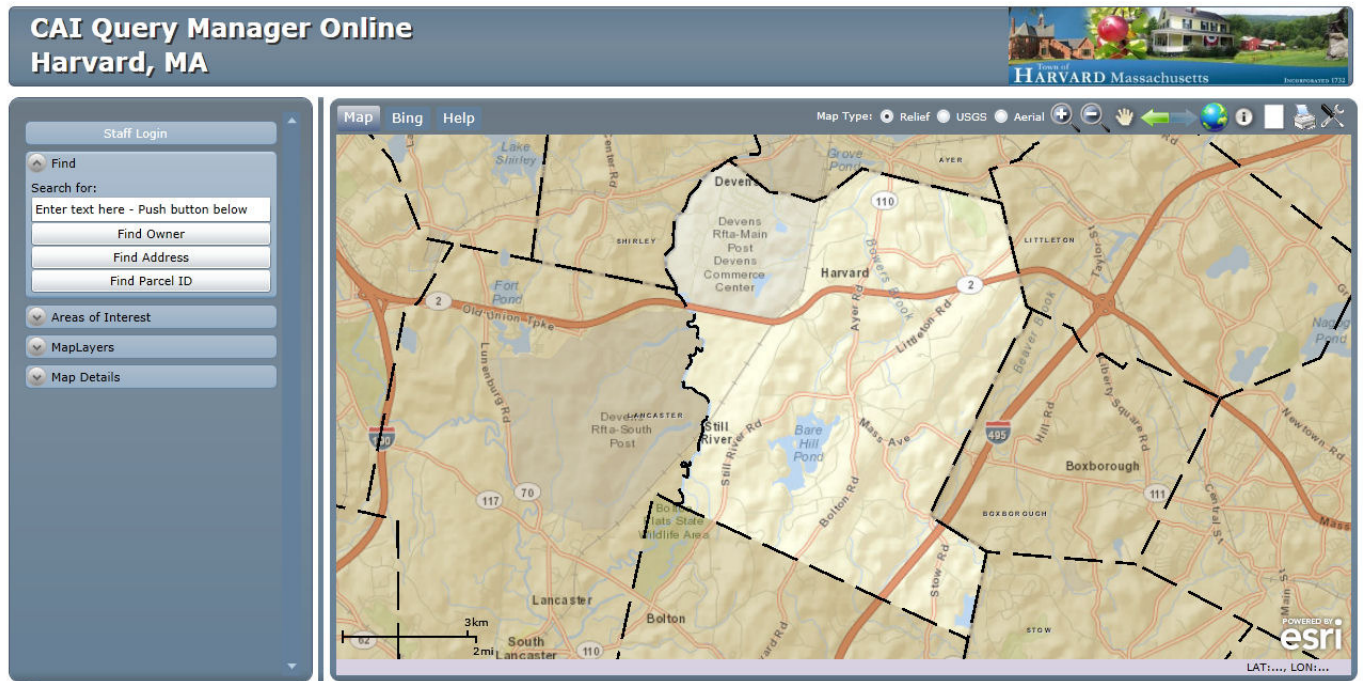
In the upper right corner (shown below), you may choose to display your map (1) in relief, (2) in the USGS format, or (3) the aerial. Generally, the 'RELIEF' format is the most useful. But try the other formats to see what those formats provide.

Going further to the right are the automatic **'ZOOM IN'** and **'ZOOM OUT'** controls. When you first enter the system, your cursor is set to 'Zoom In' (+) so that every time you left click, your map zooms in. If you want to switch to zooming out (-), left click on 'Zoom Out'.

A more convenient mode is the **'PAN'** mode which you can select by left clicking on the HAND icon. In this mode, you can move the map around by left clicking and holding anywhere on the map and while holding, moving your cursor around to move the map. You can zoom in/out by using your scroll wheel on your mouse.

Further right in the map controls are the **LEFT ARROW** (return to last map view), **RIGHT ARROW** (advance to next map view).

Further right is the **GLOBE** tool. Click this button to zoom to the full extent of the town.

Next is the **IDENTIFY** tool. Click this tool and then click on the map to display Map Details for a parcel or to see attributes of any GIS layer on the map. By default, Map Details for the parcel data is displayed.

Next is the **CLEAR SELECTED** tool. Click this button to clear any selected features on the map. This is often used after searching for a parcel or running an abutters query.

Action. Click on the 'Printer' icon *to print the map displayed.*

Action. Click on the 'Tools' icon *to select the 'Graphic Tools' to change color on text, or to select 'Measuring Tools' to set up to measure distance or area.*

FIND A PROPERTY BY OWNER, ADDRESS OR PARCEL ID

Under the "Find" heading on the left of the screen, you will see the words "Search for:" You can search for a property by Owner, Address or Parcel ID:

To search by **Owner**: Go to the box labeled "Enter text here – Push button below" and type in the owner's last name in lowercase letters, then click on the **Find Owner** tab.

To search by **Address**: Go to the box labeled "Enter text here – Push button below" and type in the street number, then a few letters of the street name in lowercase (do not enter street, road, avenue, lane, etc.) then click on the **Find Address** tab.

To search by **Parcel ID**: Go to the box labeled "Enter text here – Push button below" and type in the Parcel ID using this format: 000-000-000-000. For example Parcel ID 4/48/3/4 would be entered as 004-048-003-004. Then click on the **Find Parcel ID** tab.

Once you have done that, then a box will appear below that reads "Click row to zoom." Click the row then the map will zoom into the parcel. If more than one name or address or parcel ID appears, **click on the desired one.**

The property for the selected name is displayed in the Map Display.

GENERATE A LIST OF ABUTTERS

An Abutters List generated from GIS can be used for informational purposes; however, any Abutters List submitted to a board or committee in Harvard (i.e. Planning Board, Zoning Board of Appeals, Conservation Commission, Historical Commission, etc.) <u>must be a Certified Abutters List which is prepared and signed by the Assessors Office</u>. Please contact Amanda Belliveau in the Assessors Office to request a Certified Abutters List (email <u>abelliveau@harvard.ma.us</u> or telephone at 978-456-4100 x315).

Select a property using the "FINDING A PROPERTY..." procedure above.

Action. Double click on the desired record *to select and zoom the record.*
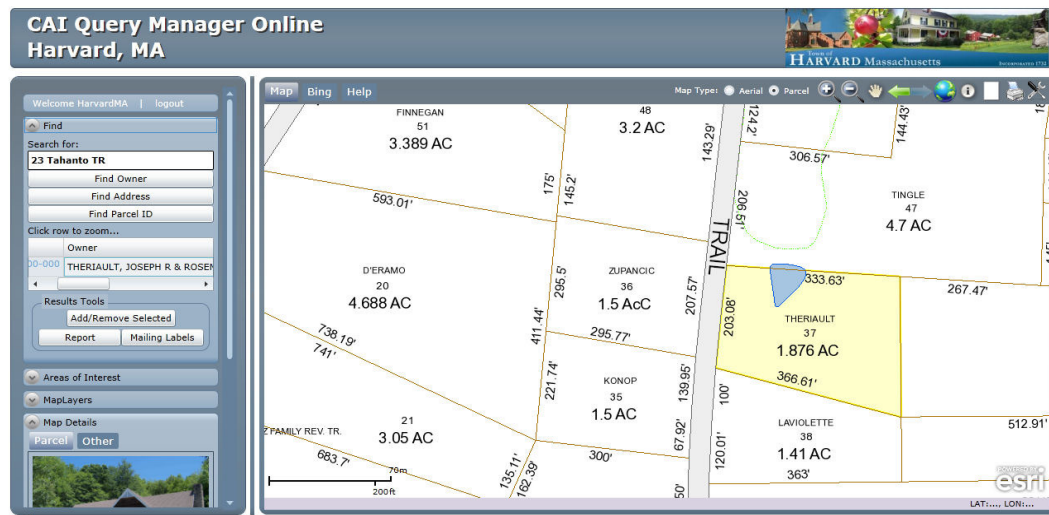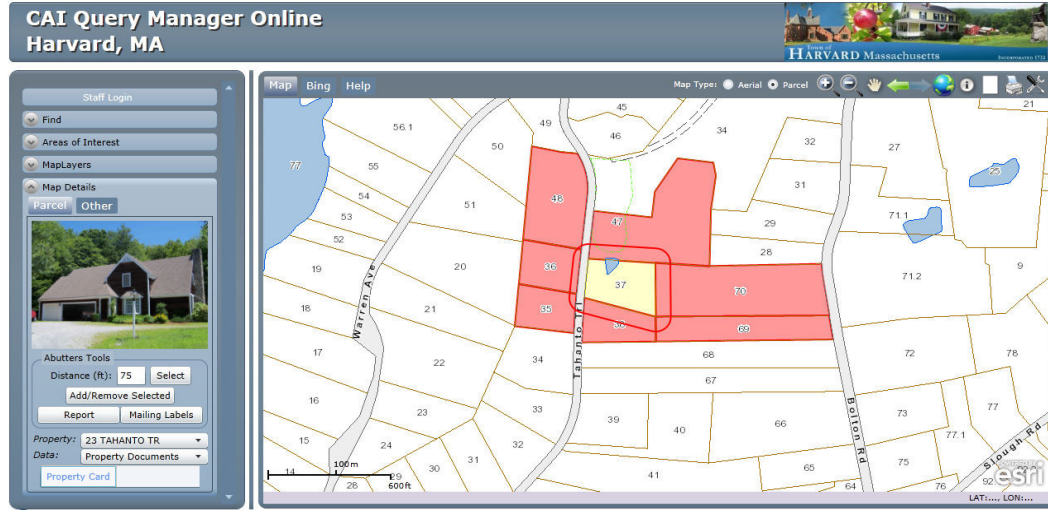

The "Map Details" opens to show a photo of the property and the 'Abutters' Tools' box.
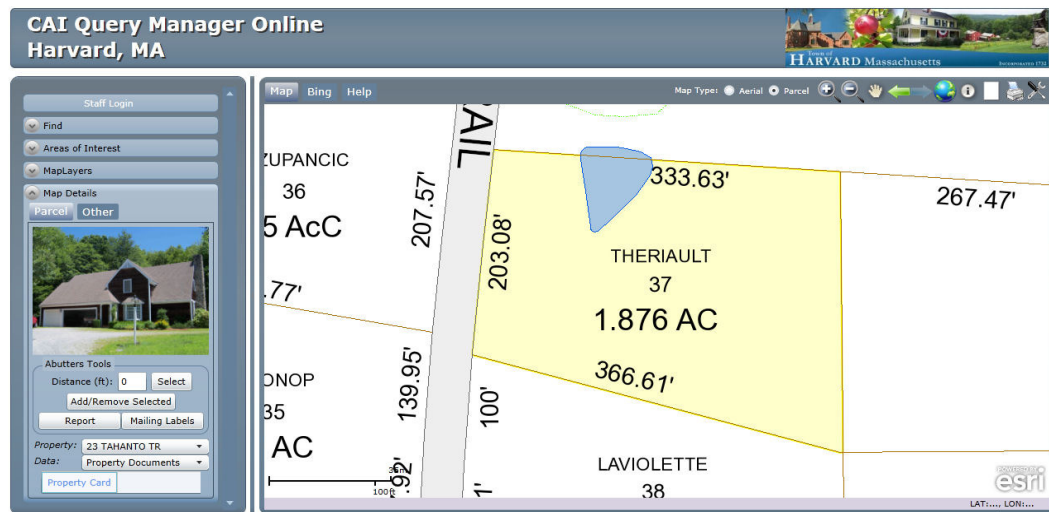
Action. Enter the desired distance to the abutting properties and click Select. The abutting properties will be shown on the map in red.

Click on the "Add/Remove Selected" box to manually add or remove parcels from the list.

Action. Click the 'Report' button to generate a List of Abutters. You can print the list.

Action. Click the 'Mailing Labels' which can also be printed on AVERY 5160 labels.

REVIEW THE PROPERTY CARD

Select a property using the "FINDING A PROPERTY..." procedure above.

*Action. **Double click on the desired record** to select and zoom the record.*

At the very bottom of the 'Map Details' box, in the 'Data' field, make sure that the 'Property Documents' is selected. If not, left click on the down arrow and select the 'Property Documents' option.

In the field below, the 'Property Card' will be displayed in a rectangle.

*Action. **Click on 'Property Card'.** A small window opens to display the 'Property Card' for the property. Maximize the window to view the entire Property Card.*

This tutorial was written by Joe Theriault and Sue Fitterman
Updated June 2014