PGAtlas Quick Start Guide



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1. Navigation

1.1 Account Login / Registration

Disclaimer			
All maps, imagery, and associated data are intended to provide general information and are not to be used as a recognized reference or for official purposes.			
M-NCPPC assumes no responsibility for the use, implementation, or derivation of information or graphics from the GIS web site or as otherwise stated.			
This website is best	viewed with the following	ng browser types and v	ersions:
Internet Explorer	Google Chrome	FireFox	Safari
10 or higher	36 or higher	30 or higher	5.1 or higher
Login to I ide this disclaimer on future visits.			

When the site first opens, a Disclaimer message will appear.

If you have a user account:

Click on the *Login* link and enter your name and password. Then click on the *Submit* button.

Login to PGAtlas		
Log in using your PGAtlas login and password. Registration allows you to save and load maps and is required in order to use the search by owner feature (with permission).		
If you do not have a login: Register Now		
Email Address: jdoe@eaest.com		
Password:		
Forgot Password?		
Remember Me ? Hide Disclaimer ?		
Submit Cancel		



If you do not have a user account:

Click on the **OK** button from the disclaimer screen (see above image) to use the site without a login. You can optionally create a new account by clicking on the **Login** link then the **Register** link.

Login to PGAtlas		
Log in using your PGAtlas login and password. Registration allows you to save and load maps and is required in order to use the search by owner feature (with permission).		
If you do not have a login: Register Now		
Email Address:		
Password:		
Forgot Password?		
Remember Me ? Hide Disclaimer ?		
Submit Cancel		

The benefits of creating an account include saving map template, user drawings (see the *Maps* section) and receiving important site announcements through email.



1.2 Layout

The web application is divided into the 4 main areas shown below:



- **1.** Site Navigation The Site Navigation Menu provides access to all of the core functionality available on PGAtlas. The menus available in the Site Navigation menu are discussed in more detail in section 1.3.
- **2.** *Map Navigation* Click on the associated map navigation button to manipulate the map:

+0	Zoom In – zoom into the map
-2	Zoom Out – zoom out of the map
1	Full Extent – reset the zoom setting to default
ال ال	Previous Extent – reset zoom to previous map extent
<mark>ه م</mark>	Zoom To Area – select a region of the map to zoom into. After clicking on the button, drag the left mouse button to create a selection box; the map will automatically zoom into the selected area.



3. Getting Started - The Getting Started Menu allows users unfamiliar with PGAtlas to quickly locate frequently requested features.



4. Search Results - After performing a search, the results will be displayed in the Search Results section. The menus available in the Search Results menu are discussed in more detail in section 2.2.

1.3 Site Navigation Menu

The Site Navigation Menu is divided into the following sections:



1. Application Selection Menu - Click on the grid icon (H) to access the application selection menu. There are 8 application modes as shown below. Each mode enables certain features of the site. To enable all features, click on the Advanced Mapping option.





2. Map Layers - Click on the layer icon (📚) to access the Map Layers selection menu.

Click on the checkbox to display/hide a map layer or sub-layer. Displayed layers will appear on the map.

Eayers	?
♦	
 Property 	
🖉 Road Text Smaller	θ
Road Text Small	θ
📃 Road Text Medium	θ
Road Text Large	θ
Road Text Larger	θ
Property Annotations	θ
Road Casings	θ
Property	θ
Development	
Activities	
Coning	

Click on the *Legend* tab for a description of the layer elements.





3. Search - Click on the magnifying glass ()) icon to access the Search menu. Click on a tab to search using one of the available methods:

Search For / Search By Criteria	Identify	Select By Area
Three search by options to select: Search For, Search By, and Search Criteria options. See the <i>Searches &</i> <i>Results</i> section.	Display information when map is clicked on.	Click on the map with your mouse, drag a box on the map and the desired information will be displayed.
Search 0	Search 0	Search 0
Search For: Property Search By: Address Example: 1600 FedEx Way Enter Search Criteria Search	Search For: All Layers Identify Options: Visible Map Layers Click on the map to execute an identify search.	Select Using: Point Selection Options: Property Click to add a point.



4. Identify – Click on the identify icon (¹) to access the Identify menu.

The Identify tool is discussed in more detail in section 2.1.

🗴 Search	•		
0			
Search For:	All Layers 🔻		
Identify Options:	Visible Map Layers 🔻		
Click on the map to execute an identify search.			



5. Tools - Click on the tools icon () to access the Tools menu.

Measure	Erase	Print
Calculate the area/distance of a drawn polygon/line on the map Tools T	Erase map elements previously added to the map	Print the map
Draw	Share Map, Save Map*	Load Map*
Draw custom points and polygons on the map Image: Tools Image: Tools Image: Tools: Image: Tools: Image: Draw Tools: Point Image: Draw Tools: Point Image: Click to add a point. Image: Must be logged into user account to save drawings.	Share or save the map	Load a previously saved map

* This feature requires a user account



6. Login / Account Information

If you are not currently logged in, click on the login icon () to open the login menu.

Login to PGAtlas		
Log in using your PGAtlas login and password. Registration allows you to save and load maps and is required in order to use the search by owner feature (with permission).		
If you do not have a login: Register Now		
Email Address: jdoe@eaest.com		
Forgot Password?		
Remember Me ? Hide Disclaimer ?		
Submit Cancel		

If you are currently logged in, click on the gear icon () to access the Account Information screen.

Edit User Account Information.	\otimes		
Fields marked * are required.	d		
Password: Street Address 1:	^		
Password: Street Address 2: First Name: John *	Ш		
Last Name: Doe ×* State: MD × * Zip Code: 20707 *	Ш		
Location outside of the U.S.	~		
Remember Me ? Hide Disclaimer ?			
Submit Cancel			



7. *Miscellaneous Features* - Click on the dotted icon (¹⁾) to access the Miscellaneous features submenu. Then click on a button to access the associated feature.



- **1** News view all news items
- **2** Map Gallery access the Map Gallery site
- **3** Contact Us view contact information
- **4** Links view a listing of external sites
- **5** Site Help view help information on site features
- 6 System Administration navigate to the System Administration site



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2. Searches & Results

2.1 Search Types

Text



Filter the search query by entering text into the textbox. After entering at least 3 characters the autocomplete options will display similar spelled words and the user can select the word(s) they are searching for. After entering text, click on the *Search* button.

Example – Results from entering 'UNIVERSITY OF MARYLAND'

Landmark Search	Results 🕄	The PAR Da
Search Criteria .andmark Name = UNIVE	RSITY OF MARYLAND	
Owner Name : Premise Address : Tax Account :	UNIVERSITY OF MARYLAND (LEASED 3618 Campus Dr, College Park, MD 20742 2411239	Q
Owner Name : Premise Address : Tax Account :	UNIVERSITY OF MARYLAND 3618 Campus Dr, College Park, MD 20742 2411221	Q
Owner Name : Premise Address : Tax Account :	UNIVERSITY OF MARYLAND 3841 Campus Dr, College Park, MD 20742 2411122	Q
Results per Page: 3	PREV <u>1</u> NEXT	3 of 3 Results Displayed



Planning Board

🛞 Searcl	h	9	
1			
Search For: Search By:	Development Activity Planning Board	• •	
August 20, 2015			
August 27, 2015			
September 3, 2015			
All Future Sessions			
-			

The *Planning Board* search option located with *Development Activity* lists session dates that can be selected to filter the search query. Click on the date of a future meeting or *All Future Sessions* then click on the *Search* button.

Example – Results from choosing the 'All Future Sessions' option

Development Acti	Prince W vity Search Results ?	illiam	Versy		the stall the
Search Criteria			Description		
Case Number : Scheduled Date :	4-08018 7/30/2015	♪ 貰	Accepted Date Acres Agent Name	1/29/2009 47.70000076 DEWBERRY & DAVIS	
Case Number : Scheduled Date :	4-13012 7/16/2015	てボ	Applicant Name Case Reviewer	EVANGEL CATHEDRAL INC. CHELLIS, WHITNEY	1
Case Number : Scheduled Date :	CNU-26124-2013 7/16/2015	てば	Description	PROPOSED FOR RESID MIX OF SINGLE FAM DETACHED,	
Case Number :	CNU-41821-2014	とぼ-		ATTACHED (TOWNHOMES) AND MULTI-FAM DWELLINGS	
Results per Page: 13	PREV 1 NEXT	13 of 13 Results Displayed	Gross Floor Area Location	3000 N. OF PENNSYLVANIA AVE (MD 4), W. OF MELWOOD RD,	



Economic Development



The *Economic Development* option under *Property* lists a number of ways to filter the search query. Clicking on the links for *Assessor Zone Code, Zip Code*, and *Zone Code* will open a popup window. After selecting the desired options, click on the *Select* button.

After all filters are chosen, click on the *Search* button.



Example – Results from filtering based on the minimum 'Improvement Value'





Development Activity

Some *Search By* types under Development Activity have additional filter options. Enter data / checkmark options to further filter the search query before clicking on the *Search* button.

🗴 Search	3
1 0	
Search For: Develop	oment Activity 🔻
Search By: Agent	•
Example: Greenhorne	
Enter Search Criteria	
Accepted Date	
Status Dato	
To	
Validity Date	
Status	
Select All	Select None
C Affirmed	
Appealed	
Continued	
Danied	•
Se	arch

Example – Results from searching by Agent name and Accepted Date

+ EWashington Carroll	Baltinge Search 9
Prederick Prederick	Batanor day Batanor day Batano
Search Criteria Agent = GREENHORNE & O'MARA INC Case Number :AC-11021 Status :DORMANT as of 6/22/2012 Title :ONE TOWN CENTER AT CAMP SPRINGS Type :AC	Description Total Accepted Date: 7/2/2011 Case Number: AC-11021 Case Reviewer: REIDV, PATRICK Case Type: AC Description: 4.7 Location: AUTH WAY AND CAPITOL GATEWAY DRIVE Status: DORMANT Status Date: SPRINGS Validity Date:
Results per Page: 1 1 of 1 Results Disp	layed Acres: 11



Proximity Radius Search

🛞 Searcl	n 9			
1				
Search For:	Property 🔻			
Search By:	Proximity 🔻			
Search Method: Radius 🔻				
Search within	: 0.25 v miles			
Click on the r search around	nap to perform a proximity d that point.			

Select a *Search within* option. Click on a point on the map. All properties within that radius will appear on the map and in the *Search Results* section of the screen.

Example – Results from choosing the '.25' miles and clicking on a point on the map





Polygon Search

Search 8				
1				
Search For:	Property 🔻			
Search By:	Proximity •			
Search Method: Polygon • Click to start drawing. Click to continue drawing. Double click to finish.				

Click on a point on the map to start drawing a polygon. After each click, a new side of the polygon will be added to the map. When the desired number of sides is added, complete the polygon by double-clicking the left mouse button. All properties within the polygon will appear on the map and in the *Search Results* section of the screen.





Example – Results from drawing a polygon on the screen





Identify

Click on the *Search For* dropdown and select an available map layer to search.

Properties / Development Activity



Click on an area of the map to identify properties and development activities in that area.





Example – Results from clicking on an area of the map

Identify Search Results 3		
	Owner Name: KAISER FNDTN HLTH PL MID ATL STS INC Premise Address: 1201 MERCANTILE LN, UPPER MARLBORO, MD 20774 Tax Account: 1415280	٩
Property	Owner Name: KAISER FNDTN HLTH PL MID AT STS IN Premise Address: 1221 MERCANTILE LN, UPPER MARLBORO, MD 20774 Tax Account: 1415173	٩

All Layers

After selecting *All Layers* from the *Search For* dropdown menu, the *Identify Options* dropdown will appear. Select the layers to be searched.



- **1** All Map Layers search all available map layers
- **2** Visible Map Layers search map layers that are checked in the Map Layers tab (see section 1.4)
- **Oustom Map Layers** choose which layers you would like to search



Click on an area of the map to identify based on the chosen map layers.



Example – Results from clicking on an area of the map

Identify Search Results 🕄	AnneArundel
	Tract ID: 803521 Tract ID (Alt): 5.21
Age - Median (2011 ACS - Tract)	Total Population (2010): 4655 Population - Age Under 5: 273 Population - Age 18 to 64: 3359
Age - Percent Population Over 65 (2011 ACS - Tract)	Population - Age 65 or Over: 638 Population - Median Age: 40.5
Age - Percent Population Under 5 (2011 ACS)	
Boys and Girls Clubs	
COG Traffic Analysis Zone	
Census Block (2010)	



Select by Area

Click on the *Select Using* dropdown and choose an available tool for selecting sections of the map.

🗴 Search		9
🤊 🛈 🗔		
Select Using:	Point 🔻	
Selection Options:	Point Multi-Point	
Click t	Polygon	
	Extent	
	Screen Extent	-

Click on the *Selection Options* dropdown and choose between selecting Properties or Development Activity.





Point

Click on an area of the map to select the Property or Development Activity at the point.

	Search 0	
DAL	? 0	
in .	Select Using:PointSelection Options:Property	
	Click to add a point.	

Multi Point

Click multiple points on the map to select each property or development activity at the point locations. Double click to stop adding points and start the search.

	Search 8
AVENUE	Select Using: Multi-Point Selection Options: Property Click to start adding points. Then double click to finish.



Polygon

Click to start drawing the polygon on the map. Move the mouse cursor and click to continue drawing the shape. Double click to stop drawing and perform the search.



Freehand Polygon

Click and hold the cursor to start drawing a freehand shape, drag the cursor to continue drawing, then release the click to stop drawing and perform the search.





Extent

Click and drag the mouse to draw a rectangle over an area of the map. Release the click to stop drawing and perform the search.



Screen Extent

While zoomed in to a scale of less than 300 feet, select the Screen Extent option. The search will automatically be performed for every property or development activity shown on the screen.





Example – Results from selecting using Freehand Polygon for Development Activities





2.2 Search Results

After performing a search, the results will be displayed in the Search Results section. The number of results found is displayed at the bottom of the screen. Search results can navigated with the **PREV** and **NEXT** buttons.

	Manasa Park Fairfax	C A A A A A	RA SH		Talbot
Development Acti	vity Search Results 😯	G G ANYO	10		The state of the s
Parent = SDP-0001		++			POF
Case Number : Status : 7 Title : Type :	SDP-0001-01 APPROVED as of 3/26/2004 BEECH TREE, ARCHITECTURE SDP	<mark>8</mark> の 漢9	Description Accepted Date Case Number Case Reviewer	3/11/2004 SDP-0001-01 SRINIVAS, LAXMI	- 1
Case Number : Status : Title :	SDP-0001-02 APPROVED as of 10/12/2004 BEECH TREE: ARCHITECTURE	、 下 人	Case Type Description Location	SDP ADDING ARCHITECTURAL MODELS - 5 BUILDERS WEST SIDE OF MD 301, JUST	
Results per Page: 23	PREV 1 NEXT	23 of 23 Results Displayed		SOUTH OF THE INTERSECTIN O LEELAND ROAD AND MD RTE 301	

- Maximize Search Results Screen increase size of the search results window
- 2 Minimize/Decrease Size of Results Screen decrease size of the search results window
- Oata Cart Screen view and export search results that were added to the data cart
- Search Criteria display the text (if applicable) entered into the search textbox
- 6 Add All To Data Cart add all search results to the data cart
- 6 Export Options export to PDF or export to Excel
- Search Result item highlight currently selected result
- ⁽⁸⁾ Locate On Map reposition the map to the search result location
- 9 Add To Data Cart add search results item to the data cart
- Search Result Details display additional information

2.3 Export Search Results

Search results can be exported to PDF and Excel by clicking on the individual export buttons in the *Search Results* and the *Data Cart* sections.







Example – Exporting to PDF

IUAllas		Created on 8/19/201:
Case Number: 4-00010		
Title: BEECH TREE		
Type: PRELIM		
Status: APPROVED as of 7/6	5/2000	
Description	Applicant	Metrics
Title: BEECH TREE Case Number: 4-00010 Case Type: PRELIM Status: APPROVED Description: SEE FILE Accepted Data: 2/28/2000 Status Date: 7/6/2000 Case Reviewer: DEL BALZO, JOE Location: SOUTHWEST QUADRANT OF THE INTERSECTION OF LEELAND ROAD AND US ROUTE 301	Acres: 557.57000732 Gross Floor Area: 0 Preliminary Lots: 1654 Preliminary Out Lots: 0 Preliminary Out Parcels: 0 Preliminary Parcels: 43 Total Units: 0 Units Attached: 0 Units Detached: 0 Units Multifamily: 0	Address: 8245 BOONE BOULEVARD, SUITE #550 Email: Fax: Name: V.O.B. LIMITED PARTNERSHIP Phone: 703-288-4200 Zip Code: 22182
Actions	Zone	Agent
AuthorityName: SDRC MEETING ActionDate: 3/17/2000 Final: No AuthorityName: PLANNING BOARD ActionDate: 7/24/2008 Final: No AuthorityName: PLANNING BOARD ActionDate: 7/20/2006 Final: No AuthorityName: PLANNING BOARD ActionDate: 7/6/2000 Final: Yes	ZoneCode: R-S Acres: 0 Description: Residential Suburban Development	Address: 10977 GUILFORD ROAD Email: CRIZZI@GPINET.COM Fax: 301-490-2649 Name: GREENMAN-PEDERSEN, INC. Phone: 301-470-2772 Zip Code: 20701



2.4 Identify Search Results

Identify results can be viewed in a separate window by clicking on the new window icon (\mathbf{C}).

Identify Search Results 3		
	Owner Name: MACK KENNETH E Premise Address: 18 BANNINGTON DR, UPPER MARLBORO, MD 20774 Tax Account: 1494558	٩
Property Road Casings	Owner Name: COOKSON ROSE E & CHARLES A Premise Address: 16 BANNINGTON DR, UPPER MARLBORO, MD 20774 Tax Account: 1409648	٩
	Owner Name: JOHNS ROBERT S Premise Address: 11 SUTTON CT, UPPER MARLBORO, MD 20774 Tax Account: 1424936	٩
	Owner Name: HARRIS LUTHER R & VELMA Premise Address: 14 BANNINGTON DR, UPPER MARLBORO, MD 20774 Tax Account: 1562321	٩
	Owner Name: PICKETT THOMAS E Premise Address: 13 SUTTON CT, UPPER MARLBORO, MD 20774 Tax Account: 1549740	٩

Expand All Collapse All

Property
Owner Name: MACK KENNETH E Premise Address: 18 BANNINGTON DR, UPPER MARLBORO, MD 20774 Tax Account: 1494558
Owner Name: COOKSON ROSE E & CHARLES A Premise Address: 16 BANNINGTON DR, UPPER MARLBORO, MD 20774 Tax Account: 1409648
Owner Name: JOHNS ROBERT S Premise Address: 11 SUTTON CT, UPPER MARLBORO, MD 20774 Tax Account: 1424936
Owner Name: HARRIS LUTHER R & VELMA Premise Address: 14 BANNINGTON DR, UPPER MARLBORO, MD 20774 Tax Account: 1562321
Owner Name: PICKETT THOMAS E Premise Address: 13 SUTTON CT, UPPER MARLBORO, MD 20774 Tax Account: 1549740
Road Casings
LEFT FID: -1 RIGHT FID: 15553 Exist: Yes



3. Maps

3.1 Sharing Maps

Maps can be shared with a computer generated web address. Click on the *Tools* menu then the *Share/Save Map* tab.



Click on the *Share* button. A web address will appear below that can be shared with others to view the same map.



3.2 Saving Maps

This feature requires a user account

Maps can be saved for later viewing. Click on the *Tools* menu then the *Share/Save Map* tab.



Under the *Save Map* header, enter a name for the map and optionally check the *Overwrite* option to replace a map with the same name if one was previously saved. Next, click on the *Save* button. Saved maps appear on the *Load Map* tab.

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AN	\$		s'		t
Saved	Maps:				
PC	G Count	ty Over	view		
	-	-	-	-	