Randolph County’s New GIS Website was designed to function as a true cross-browser application. Although originally targeted for mobile device such as smart phones and tablets, this application will also function in all major desktop browsers. For best functionally Google Chrome, Mozilla Firefire or Internet Explorer 10 or greater is suggested.

**Mobile**

- Designed and developed to work on all major mobile platforms including but not limited to Android, iOS and Windows 8.1 Mobile.
- The "GPS Tracking" or "Locate Me" tools leverage the native GPS support provided by mobile devices allowing users to manage the application relative to their physical location.
- Custom drawing tools allow users to annotate, symbolize and draw graphics on the map using the touch capabilities of mobile devices.

**Desktop**

- Designed and developed to work on all major desktop browsers including but not limited to Google Chrome, Internet Explorer and FireFox.
- Custom Auto Complete search technology allowing users to find search results with just a few key strokes.
- Printing, exporting and reporting features allow users to extract features and data such as mailing labels.
# Randolph County GIS User’s Guide

## Navigation

### PAN

<table>
<thead>
<tr>
<th>On touchscreens, touch and drag to pan the map.</th>
</tr>
</thead>
<tbody>
<tr>
<td>On desktops, hold down left mouse button and drag to pan the map.</td>
</tr>
</tbody>
</table>

### ZOOM-IN

<table>
<thead>
<tr>
<th>On touchscreens, touch and pinch apart to zoom-in on map.</th>
</tr>
</thead>
<tbody>
<tr>
<td>On desktops, point to location to zoom to with mouse and roll mouse roller away from you.</td>
</tr>
<tr>
<td>Alternately, use the zoom-in button in the navigation tools.</td>
</tr>
</tbody>
</table>
ZOOM-OUT

On touchscreens, touch and pinch together to zoom-out on map.

On desktops, point to location to zoom to with mouse and roll mouse roller away from you.

Alternately, use the zoom-out button in the navigation tools.

LOCATE ME – Mobile Devices only

Use the Locate Me button on the navigation tools to provide your location using GPS, WiFi, and cellular towers. This option is only available if you are physically located within spatial extents of the map.

FULL EXTENT

Use the Full Extent button to return to the full extent of the map.
SEARCH

Click Search or Quick Search to start search.

1. For best results search on All Fields. For Parcels - REID, Roads - ROAD NAME and Roads - ROADID it is best to select that search criteria before searching.

2. Key your string to search. If the string is less than or equal to 3 characters it will search for anything that starts with that string and populate the first 10 items in the auto results below. As you key more characters the auto results narrow down more to what you may be looking for.

3. When your search successfully appears in the auto results, click on it. Don’t hit return in the search string. This may bring you many items you do not want.
Examples:

Search by Owner:

Type the owner name into the search box. The auto fill will start to make suggestions. Click on the owner name of interest.

The map will refresh with selected features highlighted and descriptive information displayed. If more than one tax parcel is found, multiple results will be shown.

Click the Zoom to button to zoom to the tax parcel of interest and click the plus icon to view the descriptive information.

Click to zoom to and select specific parcel.
Randolph County GIS User’s Guide

Search by Address:

Type the address into the search box. The auto fill will start to make suggestions. Click on the address of interest.

The map will refresh with selected features highlighted and descriptive information displayed. If multiple addresses are selected. You can click plus (+) to get more information on parcel and click Zoom to button to zoom to the parcel containing the address.

If there are Additional Addresses on the parcel you can click All Addresses to get a list of all the addresses on the parcel.

** If addresses cannot be found here it is not an official County address. Search – Find Address can help you find the location of possible addresses.
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Search by Road Name:

Under **All Fields** select **ROADS – ROAD NAME** to search by Road Name.

Type the road name into the search box. The auto fill will start to make suggestions. **Click** on the road name of interest.

All segments of the road will appear in the search results. The map will refresh with selected features highlighted and descriptive information displayed. If the road appears in multiple zip codes you can zoom to a segment of that road to zoom closer to the desired road.

You can use the plus (+) to drill in and see more descriptive information on the selected road segments. Click the **Zoom to** button to zoom to the street segment of interest. The **Road Summary** can be clicked to see a summary of all addresses for the road within Randolph County.

**Roads and Road intersections can also be found through Search – Find Address.**
Search by Subdivision Name:

To search by Subdivision Name select Parcels – Property Description under search fields.

Start typing the subdivision name. The auto fill will start to make suggestions. You can Click on the subdivision lot of interest or hit Enter to see the entire subdivision.

The map will refresh with selected features highlighted and descriptive information displayed. If multiple parcels are selected, you can click plus (+) to get more information on parcel and click Zoom to button to zoom to the parcel containing the address.
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Search Tabs:

<table>
<thead>
<tr>
<th>Search</th>
<th>Details</th>
<th>Map</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Fields</td>
<td>History</td>
<td></td>
</tr>
</tbody>
</table>

**Search** tab takes you to new search.
**Details** tab shows you selected records.
**Map** tab hides the Search results.
**History** shows a list of recently viewed items.

Search - Select on Map:

**Select Features By Drawing A Point, Line, Or Shape (Polygon) On The Map.** Alternatively, Select Features In The Current Map Window Or Select All Features In The Selectable Layer.

When zoomed in to area of interest. Choose Selectable Layer.

**Select by Point.** To select by point
1. Click the **Point** button.
2. Click or left mouse click once in the map view to select feature.

**Select by Line or Select by Shape** - to select multiple features in the selectable layer that are intersected by a line.
1. Click the **Line** or **Shape** button.
2. Click or left mouse click once in the map view to start a line/shape.
3. Click or left click again to change the direction or add points along shape.
4. Double click to finish the sketch.
5. Features intersected by the shape are shown. Click the Zoom to button to zoom to the feature of interest and click the plus icon to display descriptive information.
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Add a buffer with distance:

By checking the "Add a buffer with distance" box, the user can select features that are within the distance specified.

In this instance, all features within 200ft of the location that is **clicked** on the map will be selected. Now click at the appropriate location on the map.

The selected features will be presented in the Details tab.

The map will refresh with the selected features highlighted and partial descriptive information will be displayed.

The **Zoom to** button will zoom to a single feature.

Complete descriptive information for a single feature can be displayed by clicking the plus icon.

The **Zoom all** button will zoom to all the selected features, the **CVS file** button will download a CVS file with information for selected features, the **mail labels** button will download mailing labels of selected features with owner addresses and the **Clear** button will clear all selected features.
# Randolph County GIS User’s Guide

## Search - Find Address:

<table>
<thead>
<tr>
<th>Find Address</th>
<th>Map</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Find Address" /></td>
<td><img src="image" alt="Map" /></td>
</tr>
</tbody>
</table>

Tip: To find an intersection, enter two street names separated by an ampersand (&).

<table>
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<th>Find Address</th>
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<td><img src="image" alt="Find Address" /></td>
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</tr>
</tbody>
</table>

- 106 main
- 106 S MAIN ST, 27317
- 106 W MAIN ST, 27248

<table>
<thead>
<tr>
<th>Find Address</th>
<th>Map</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Find Address" /></td>
<td><img src="image" alt="Map" /></td>
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</tbody>
</table>

- church
- CHURCH ST, 27317
- CHURCH ST, 27317
- CHURCH ST, 27317
- CHURCH ST, 27248

<table>
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<tr>
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<td><img src="image" alt="Find Address" /></td>
<td><img src="image" alt="Map" /></td>
</tr>
</tbody>
</table>

- us hwy 64 & gallimore town
- US HWY 64 W & GALLIMORE TOWN RD., 27370
- US HWY 64 W & GALLIMORE TOWN RD., 27205

Allows user to find an address, road or road intersection by searching existing values in structures and roads. These addresses do not have to be attached to a parcel. Successful searches can be done without road name prefixes and suffixes.

Address search.

Road search.

Road Intersection search.
Search - DETAILS:

Tools available for all selected features.

![Icons](image)

- **Zoom all**: Zooms to all selected features.
- **Mailing labels**: Creates PDF with mailing labels. Downloads to device and usually appears in lower left corner.
- **CSV**: Creates spreadsheet with parcel attributes. Downloads to device and usually appears in lower left corner.
- **Table view**: Opens window with parcel attributes in a table.
Hyperlinks for all selected parcels.

**Community Info** - Assembles information describing the “Community” surrounding a specified location on the map.

Several categories of descriptive information will be returned in a collapsible panel on the left.

Click the + beside the desired info to expand the panel with the desired information.

An option to print the Community Info is available by clicking the Print button.
Tax Assessment - Displays property information from Tax Department’s Land Records and Appraisal Public Web Application (PWA).

**Click Buildings tab on this screen to see building photo.**
Randolph County GIS User’s Guide

**Tax Bill** – Links to Tax Department’s Billing and Collections Public Web Application (PWA).

**Map Links** - Displays your current map view in Google or Bing.

**To see street view. Click View Larger Map and use Pegman 🧑‍🏫 to view street view.**
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**All Owners** - Displays a list of all owners for the selected property. This is helpful when
**Additional Owners** are identified for a property.

![Property Information Table]

**All Addresses** - Displays a list of all addresses for the selected property. This is helpful when
**Additional Addresses** are identified for a property.

![Address Information Table]
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MAPS - Controls the content and display characteristics of the map.

MAP THEMES – Choose a map theme

Selecting a specific Map Theme displays a group of complimentary map layers depicting a topic of interest.
For Example, selecting Zoning will refresh the map with the Zoning districts and complimentary layers visible.
Parcels is the default map theme. You can go back to this theme anytime to set the map back to your defaults.

BASE MAPS – CHOOSE A BASEMAP

A quick/easy way to display a background imagery or orthophotography under a given map theme.
County Basemap is the default basemap and displays the most current orthophotography.
**Randolph County GIS User’s Guide**

**MAP LAYERS – SHOW THE MAP LAYERS MENU**

This option provides detailed control over map content and display characteristics.

**Toggles On/Off** the labels, map layers and base maps in the map view. **Expand** the Labels or Map Layers by clicking the plus. **Expand** the layer group (**Transportation**) by clicking the plus. **Check** or **uncheck** the desired layer to toggle visibility.

**Opacity** (transparency) of layers within a map group can be controlled by changing opacity value with 0 being fully transparent and 100 being fully opaque.

The main feature layers within the map reside under the **Map Layers** group.

**LEGEND** – Displays the **map legend** for all visible layers.
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OVERVIEW MAP - Displays an overview map showing a frame of reference for the current map extent with respect to its location within the county.

The overview map also can be toggled by clicking the arrow in the lower right corner of the map view.
BOOKMARKS

Bookmarks are labeled short-cuts to locations of interest on the map.

1. To add a bookmark, navigate to the area of interest.
2. Click Add Bookmark and type a name into the text box.
3. The default name is Untitled.
   - The pencil icon edits bookmark name.
   - The X icon deletes bookmark.
   - Municipalities are already bookmarked.

Your saved bookmarks are stored in browser cookies and will persist until browser cookies are cleared. Depending on the browser used and how history is managed, bookmarks may or may not persist from one session to another.
PRINT – Allows you to print map on printer. Chrome is the best browser to use for printing.

By default the initial print information is setup based on your default printer.

1. Enter title or the default will be “Randolph County, NC”.
2. Select page size and orientation.
3. Determine if Data Table is desired. The data table takes up additional room at the bottom of the print page. If you want more area for your map you can remove the data table.
4. Finally, choose a scale. The gold rectangle on the map shows the area that will print on your map at the default scale, it should be close to the second number indicated in the lower left hand corner of the map. To make the rectangle larger increase the scale to make the rectangle smaller select a lower number get all of your desired area on the map.
5. Once the you hit print you will have to use your browser print function to select printer and verify page size before printing. Chrome gives you a print preview option.
**Tools**

**IDENTIFY** - Displays descriptive information for a specified map feature.

Display descriptive information for a specified map feature.

Map features must be **visible** in the Map View to be **Identified**. Please note that only a few layers are available to identify: **Structure Addresses, Condos Building Onlys, Roads, Parcels and Soil Survey**.

1. Select the **Identify Tool** either under the Tools button or on the menu bar.
2. **Click** on a map feature.
3. Information for the **feature(s)** will be returned in a summarized format by default (under the "Identify" tab). You can click **“Next”** button to see information on all features selected.
4. When only one feature is found the Details view is shown. This view can be seen otherwise by clicking the **“Details”** tab.
Randolph County GIS User’s Guide

Community Info - Assembles information describing the “Community” surrounding a specified location on the map.

1. Select **Community Info** either under the Tools button or on the menu bar.
2. In the map, click on a location or point of interest.
3. Several categories of descriptive information will be returned in a collapsible panel on the left.
4. Click the + beside the desired info to expand the panel with the desired information.
5. An option to print the Community Info is available by clicking the Print button.
**Randolph County GIS User’s Guide**

**DRAW** - Provides the option to draw graphics and enter text on the map.

<table>
<thead>
<tr>
<th>Tool Tips appear on map indicating click to start, and click to finish &amp; create the shape.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Drawing a Point</strong></td>
</tr>
<tr>
<td>1. Click the <strong>Red</strong> dropdown to choose the point color.</td>
</tr>
<tr>
<td>2. Click the <strong>Circle</strong> dropdown to choose the point shape.</td>
</tr>
<tr>
<td>3. Click the <strong>8</strong> dropdown to choose the point size.</td>
</tr>
<tr>
<td><strong>Drawing a Line</strong></td>
</tr>
<tr>
<td>1. Click the <strong>Red</strong> dropdown to choose the line color.</td>
</tr>
<tr>
<td>2. Click the <strong>Solid</strong> dropdown to choose the line design.</td>
</tr>
<tr>
<td>3. Click the <strong>Size</strong> dropdown to choose the line width.</td>
</tr>
<tr>
<td><strong>Drawing a Shape</strong></td>
</tr>
<tr>
<td>1. Click the <strong>Red</strong> dropdown to choose the shape color.</td>
</tr>
<tr>
<td>2. Click the <strong>20%</strong> dropdown to choose the shape opacity.</td>
</tr>
<tr>
<td>3. Click the <strong>Size</strong> dropdown to choose the shape line width.</td>
</tr>
<tr>
<td><strong>Creating Text</strong></td>
</tr>
<tr>
<td>1. Click the <strong>Red</strong> dropdown to choose the text color.</td>
</tr>
<tr>
<td>2. Click the <strong>Arial</strong> dropdown to choose the text font.</td>
</tr>
<tr>
<td>3. Click the <strong>12pt</strong> dropdown to choose the font size.</td>
</tr>
<tr>
<td>4. Type text in the text box and then click on the map where you want the text placed.</td>
</tr>
</tbody>
</table>
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MEASURE and ZOOM to COORDINATE - Provides the ability to measure an *Area/Length* and display *Longitude & Latitude* map coordinates.

Provide the *Area/Length* of shape.

Select the *Area* Icon and click *Acres* to choose the desired unit of measure. **Click** to start and **Double Click** to Finish measurement.

Select the *Distance* Icon and click *Feet* to choose the desired unit of measure. **Click** to Start and **Double Click** to Finish measurement.

Provide **Coordinates** at a Location.

Select the *Location* Icon and click *Degrees* to toggle display units between Decimal Degrees and Degrees, Minutes, Seconds. When using the coordinate tool, you can switch the coordinate display units by using the *XY Map Units* Icon.

Zoom to specified coordinates.

Enter the XY or Latitude and Longitude of the location you would like to zoom to.

Once you have entered the coordinates, hit the **Zoom to** button and the map will zoom and re-center at the desired location.
**Export Layers** - Provides the ability to export predefined features/layers and download them into different formations from the map.

1. Select the Export Layers option from the Tools dropdown list.
2. From the Format dropdown list, select the export format you would like to download your data in for example, ESRI Shapefile or AutoCAD R2010 (.dwg).
3. Simply click the Export button and your visible predefined layers (parcels, roads, subdivisions and zoning) will be clipped to the current map extent and be downloaded through your browser as a .zip file.

**Export is limited to 1,000 features for each layer.**
More... - Various hyperlinks to website Help, additional data mapping and Randolph County websites about a property.

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<th>Search</th>
<th>Maps</th>
<th>Tools</th>
<th>More...</th>
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<tr>
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<td>Show website help</td>
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<tr>
<td><strong>Create Map Link</strong></td>
<td>Create an HTML hyperlink text string to send by email</td>
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<tr>
<td><strong>Map Links</strong></td>
<td>Links to other mapping websites</td>
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<td><strong>Register of Deeds</strong></td>
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<td><strong>Tax Real Property System</strong></td>
<td>Search for property</td>
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<td><strong>Tax Bill Lookup</strong></td>
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<tr>
<td><strong>County Home</strong></td>
<td>Go to main County home page</td>
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<td><strong>County GIS</strong></td>
<td>Go to County GIS page</td>
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<td><strong>Frequent Questions</strong></td>
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</table>