Map Milwaukee – Property Information

Map Application User Guide and Tips Sheet

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1. The Basics:

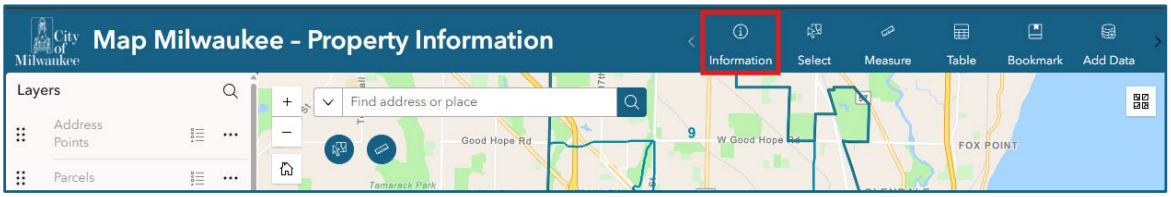
1a) Moving Around:

Use the mouse to left-click to select. Left-click and hold to pan around the map. Use the mouse's scroll wheel to zoom in and out of the map. If using a trackpad, use the pinch gesture with fingers together in the center and spread them apart to zoom in; place two fingers apart on the trackpad and pinch them together to zoom out.

Zooming in and out is a key component as it allows more information and detail to become visible on the map. Some information is not visible until zoomed in.

1b) Tool Tips:

In the Tools ribbon at the top of the screen, click the 'Information' tool to open the Tools Tip button. The Tools Tip button, shown below, provides basic information about the functionality of various icons within the map and how to use them.



Tool Tips

Select or unselect the eye icon next to the layer's name to turn the layer on or off.
Grayed out layers are not visible at the current scale. Zoom in or out by scrolling to view the layer.

Select the legend icon to view the layer's symbology.

Select the back arrow to view the previous extent or scale of the map.

Change the underlying basemap by selecting the basemap icon in the upper right-hand corner of the map under the ribbon. Select the desired basemap such as aerial imagery or night mode.

Search for an address, tax key, or intersection.

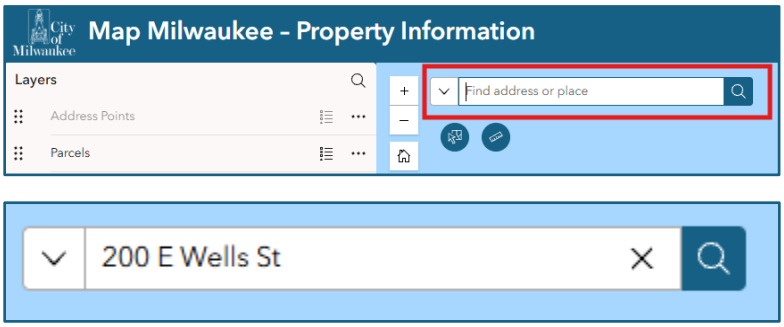
Select the three dots to the right of a layer name to view the layer's options. Options include labels, transparency, set filters for queries, add to table, and export data.

Select the stacked address points to view addresses and additional attributes within a parcel.
Use the arrows in the bottom lefthand corner of the pop-up to view multiple addresses within a property.

Open the table using the caret tab at the bottom of the screen. Search for addresses or tax keys within the table. View Aldermanic districts, zoning, municipal and county-owned properties.

1c) Search:

Use the **'Search'** box in the upper left-hand corner of the map to search for a specific location. The 'Search' tool can use an address, tax key, or intersection via the road centerline.



Hit Enter on the keyboard after typing to default the search.

1d) Table:

Use the **'Table Tab'** caret icon at the bottom of the screen to view the attribute tables for some of the map's layers. The table contains a lot of information, so it may take a few seconds to load all the attributes.



Search for a specific tax key or address in the Parcels or Address Points tabs, or search for a particular CSM number in the Plat CSM tab using the search bar in the upper left-hand corner of the table. View all attributes for Zoning, Municipal Properties, County Properties, and Aldermanic Districts.



** When executing or conducting a search in the Table Tab, the results will be shown in the table *and* in the map. The search will automatically remove any other results from the map, so it will appear as though the layer has disappeared or been turned off. The search must be cleared to make the other features reappear on the map. For example, when searching a tax key, the gold parcel boundary lines will be visible for *that particular tax key only*; the other gold parcel boundary lines will not be visible again until the search is cleared.

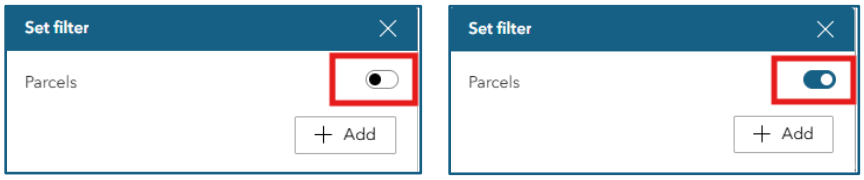
1e) Table Filters:

To view all the attributes of the features within the current view or extent of the map, select the **'Filter by map extent'** tool in the upper right-hand corner of the table. The tool is activated or turned on when the tool changes from white to blue. The filter will remain activated and applied when switching between tabs or closing out of the table. The tool must be manually turned off to remove or deactivate the filter.



Use the **'Actions'** button to set filter, calculate statistics, zoom to, set location, and export all features in the current active tab. If using an action after a specific search, the options will automatically be applied to only the search results.

Use the **'Set filter'** option to build queries. The queries or filters will only use fields from the current active tab within the table. Ensure the 'Set filter' option is turned on in the pop-up. Previous filters can be saved in the pop-up, even after exiting the pop-up, but will not be activated until the 'Set filter' option is turned on. The query must be manually turned off to remove the filter from the results.

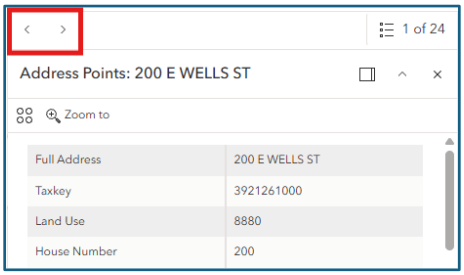


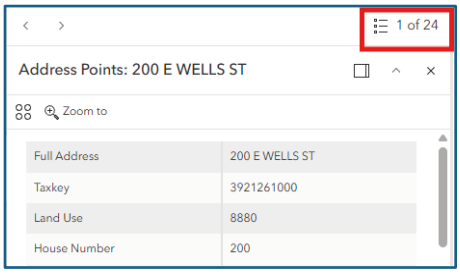
If attributes are selected across any tab, the Selected (#) options will appear in the 'Actions' dropdown. These options include calculate statistics, zoom to, view in table, show pop-up, add marker, set location, and export selected features.

1f) Pop-Ups:

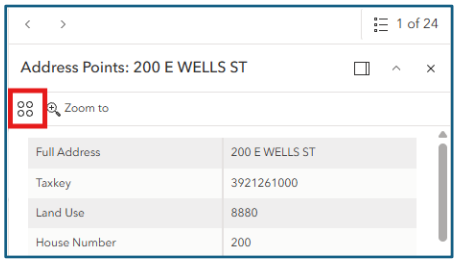
Want to know more about a parcel, address, or other feature? For parcel information, left-click within the gold boundary of a parcel to open the **pop-up**. The pop-up provides details such as the land use code, zoning, owner information, and current assessment information.

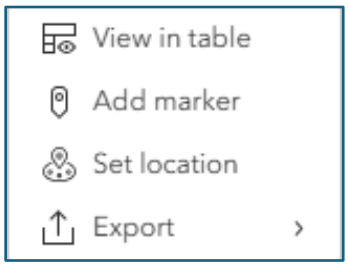
For address information, left-click on the purple dot(s) in the center of a parcel. Address points are stacked and there may be multiple addresses within the stack. Opening the pop-up will reveal the number of addresses within the parcel. To view each individual address one at a time, click the 'Next' or right-sided carat. To select a specific address from the list or view all addresses at once, click the '1 of #' legend icon.



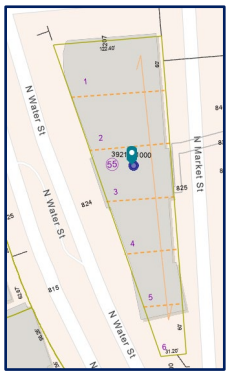


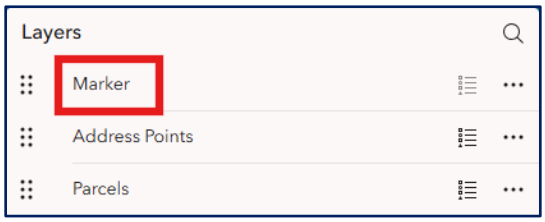
Use the **'Actions'** button within the pop-up to complete additional actions, such as viewing the parcel and/or address information in the Table Tab, adding a marker, setting location, or





The **'Add Marker'** option places a marker pin at the parcel center, the same location as the address points. The marker pin is then added to the layers list to the left of the map. Multiple markers can be added to the map at once, but all will be included in the Marker layer.



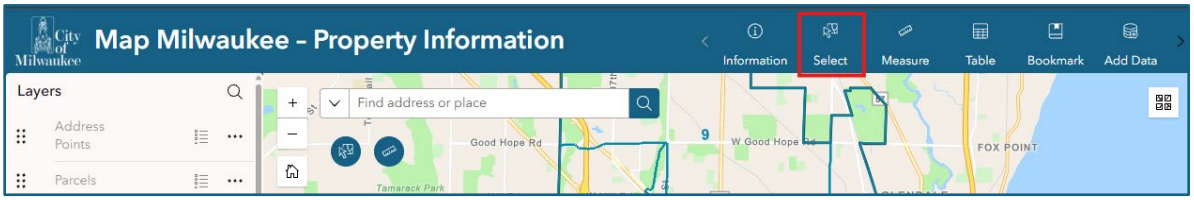


The **'Set Location'** option opens the 'Near Me' tool in the Tools ribbon. See the 'Near Me' tool section below.

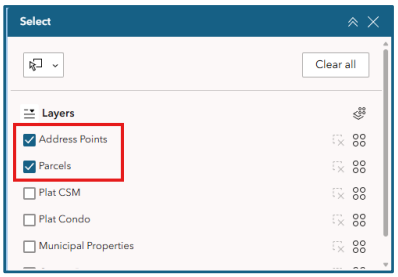
2. Tools Ribbon:

2a) Select:

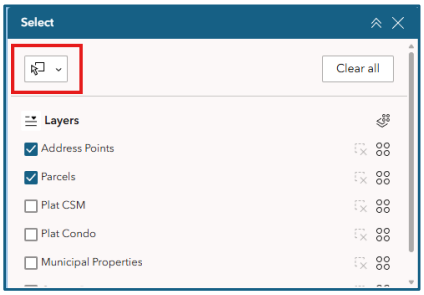
To start selecting features, click the **'Select'** tool in the Tools ribbon at the top of the screen.

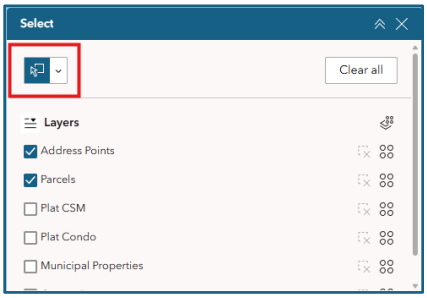


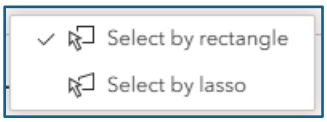
Click on the checkbox next to the layer(s) from the 'Select' menu to include that data in the selection.



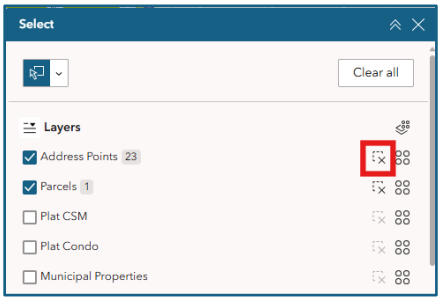
Click the 'Select' tool in the menu to activate the tool. The tool will change from white to blue when the tool is activated and able to select data. The mouse icon will change from an arrow to a plus sign when the tool is activated as well. Choose from the dropdown to select by drawing a rectangle or free-handing the selection via the lasso option.

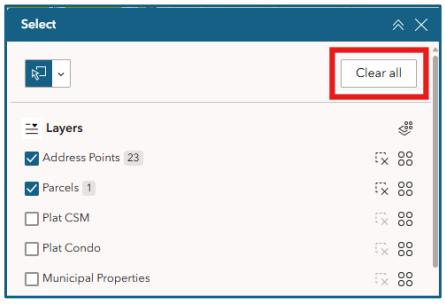




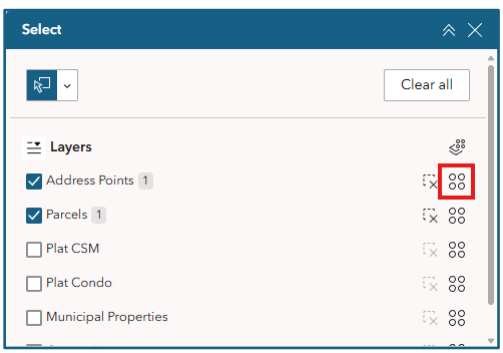


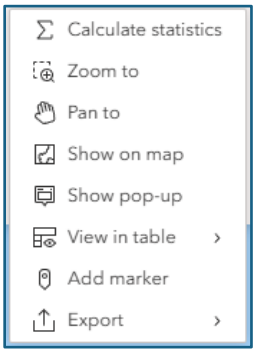
Click the 'Clear selection' button to remove the specific selection. Click the 'Clear all' button to remove all selections.





Click the ‘Actions’ button to analyze the selected data. Choose from the ‘Actions’ menu such as viewing in one of the map’s tables, add marker, or export to formats like shapefile, CSV, or JSON.

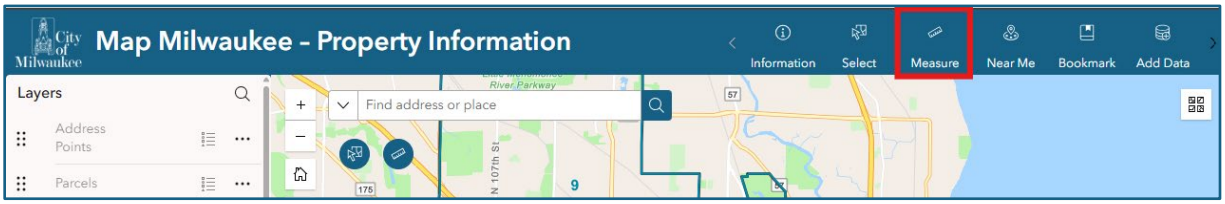




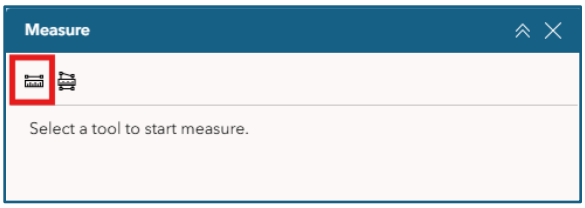
To stop using the ‘Select’ tool, click the tool in the menu to deactivate the tool. Or simply exit out the entire ‘Select’ menu by clicking the ‘X’ in the menu’s upper-right hand corner; closing out of the menu will turn off the tool.

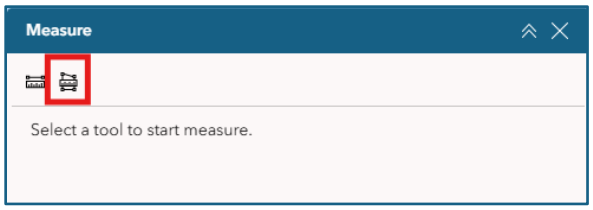
2b) Measure

To start measuring, click the **‘Measure’** tool in the Tools ribbon at the top of the screen.



The ‘Measure’ tool provides two options for measuring: distance and area. Select the ‘Measure distance’ tool for distance or length via line segments; select the ‘Measure area’ for perimeter and area calculations via polygons.

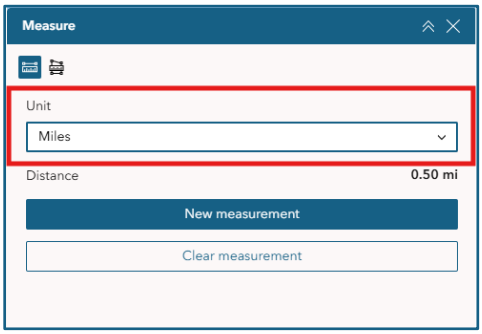




Click the **‘Measure distance’** tool to activate the tool. The tool will change from white to blue when the tool is activated and able to measure distance. The mouse icon will change from an arrow to a plus sign with an orange dot behind it when the tool is activated as well.

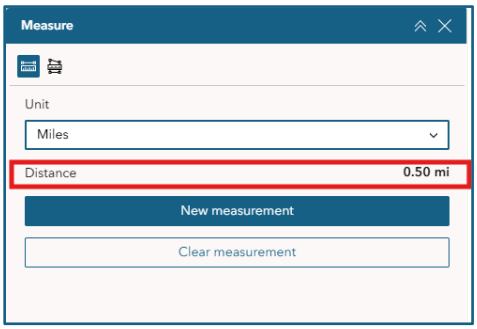


Click the starting point for where the distance measurement should begin. Once the starting point is placed, choose the unit of measurement from the dropdown menu; the dropdown menu includes both metric and imperial units.

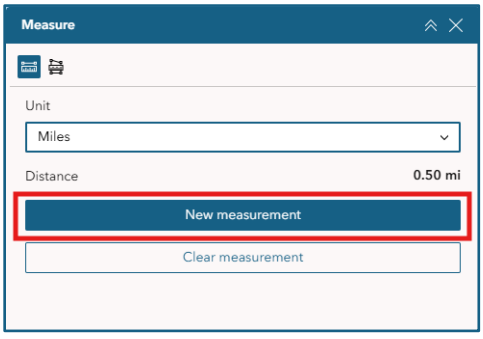


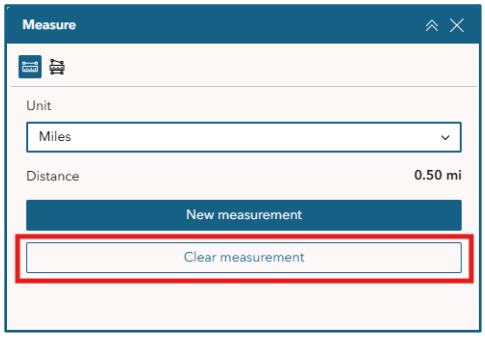
As the mouse moves across the map, the distance automatically adjusts and recalculates. ***Double click*** a second location on the map to end the line and calculate the segment's distance.

** Multiple points can be added to the line segment. Click once at the end of each segment to continue the line measurement in any direction. The distance will automatically calculate the *total* length of the entire line.



Click the 'New measurement' button to start a new distance measurement. Click the 'Clear measurement button' to remove the current distance measurement.

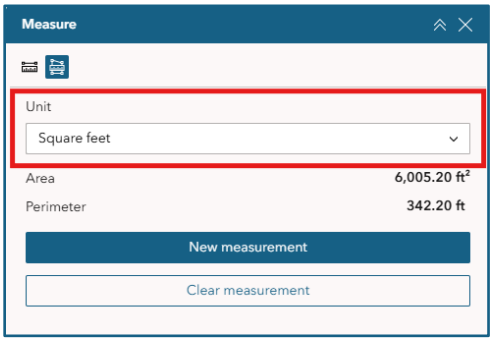




Click the **'Measure area'** tool to activate the tool. The tool will change from white to blue when the tool is activated and able to measure area. The mouse icon will change from an arrow to a plus sign with an orange dot behind it when the tool is activated as well.



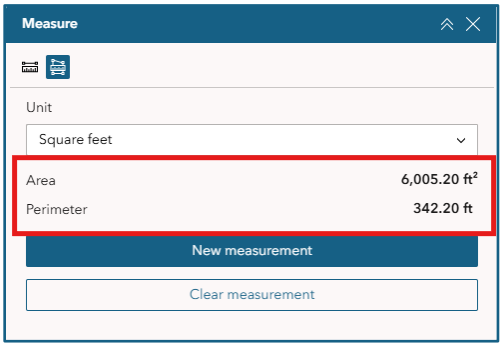
Click the starting point for where the area measurement should begin. Once the starting point is placed, choose the unit of area from the dropdown menu; the dropdown menu includes both metric and imperial units.



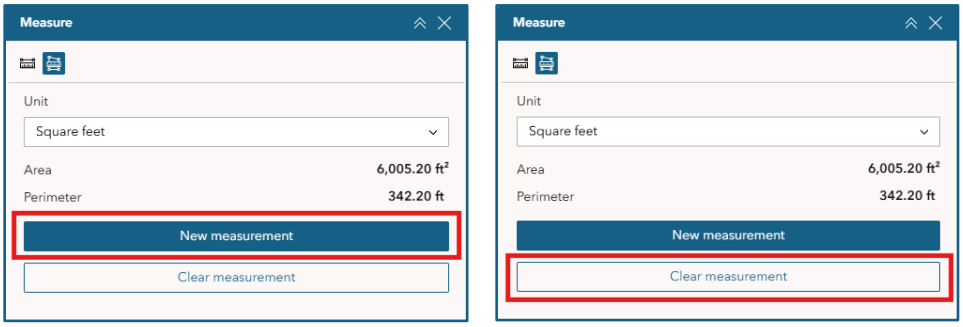
** Remember, the 'Measure area' tool uses polygons to calculate area and a minimum of three points is required to create a complete polygon.

The 'Measure area' tool automatically calculates and shows 90° right angles via a small orange square in the appropriate corner of the polygon. The tool also automatically calculates and shows when the drawn line parallels another segment via shorter parallel lines adjacent to the polygon's edge(s).

As the mouse moves across the map, the area automatically adjusts and recalculates after the second point. ***Double click*** the final location on the map to close the shape and calculate the polygon's area and perimeter.



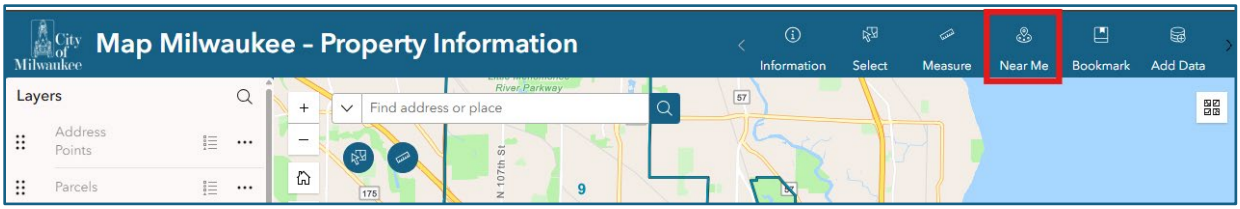
Click the ‘New measurement’ button to start a new distance measurement. Click the ‘Clear measurement button’ to remove the current distance measurement.



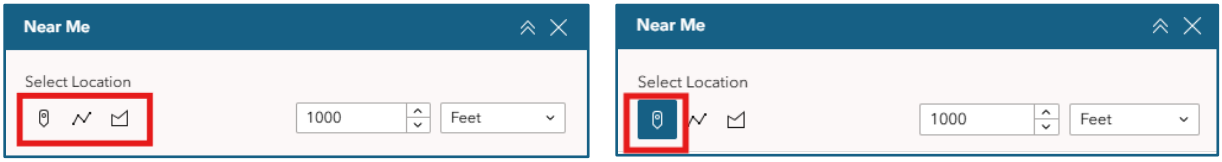
** For both the ‘Measure distance’ and ‘Measure area’ tools, closing out of the ‘Measure’ tool pop-up will not clear or remove the measurement. The ‘Clear measurement’ button is the only way to successfully remove the distance line or area polygon from the map.

2c) Near Me:

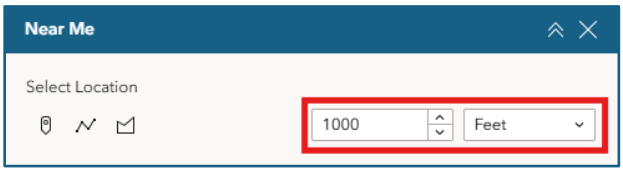
To find parcels and addresses near a specific location, click the **‘Near Me’** tool in the Tools ribbon at the top of the screen. The ‘Near Me’ tool creates a buffer around a point, line, or polygon.



Select either the point icon, line icon, or polygon icon to activate that option. The tool will change from white to blue when the tool is activated and ready to place on the map. The mouse icon will change from an arrow to a plus sign with a blue dot behind it when the tool is activated as well.

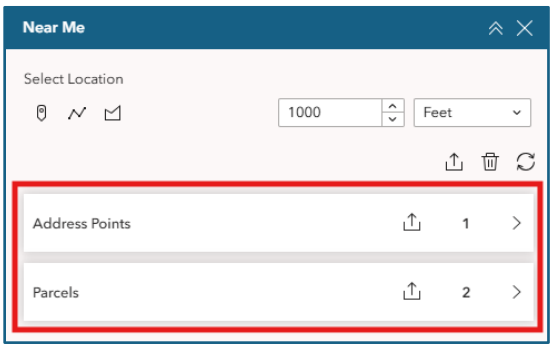


The default buffer is set to 1000 feet. Type in the text box to change the distance of the buffer or use the arrows to the right of the text box to increase or decrease the distance. Choose the unit of the buffer from the dropdown menu; the dropdown menu includes both metric and imperial units.

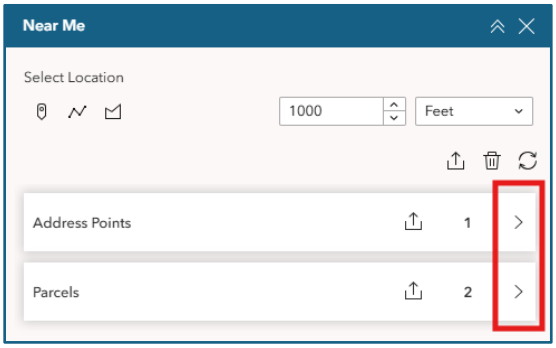


For a single point, click the location which is to be the center of the buffer. For a line, place a minimum of two points that will be the center of the buffer. For a polygon, place a minimum of three points that will create the center shape of the buffer.

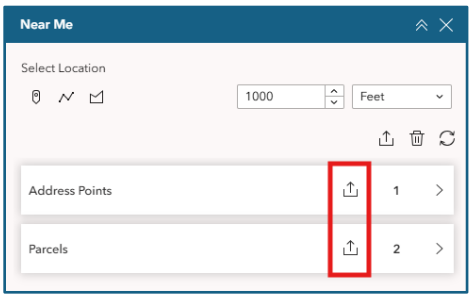
Once the input location is set, the 'Near Me' tool will automatically find all the address points and parcels that partially or fully intersect the specified buffer; the tool is automatically selecting all addresses and parcels within the previously set distance away from the placed point, line, or polygon.

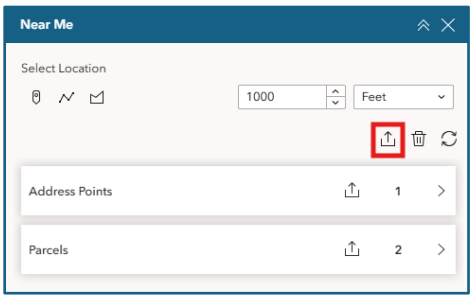


To view the list of addresses and/or parcels or more information about each address and/or parcel, click the caret icon to the far right of the layer name.

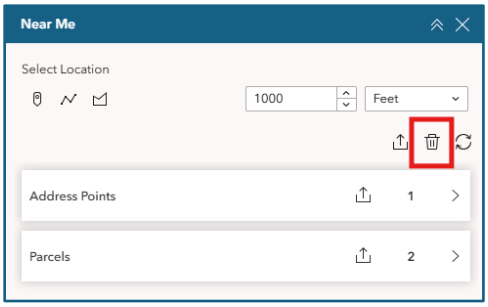


To export the list of address points or the list of parcels, select the export icon to the right of the particular layer name. To export both addresses and parcels, select the export icon central right portion of the pop-up. Export options include print PDF, JSON, and CSV.

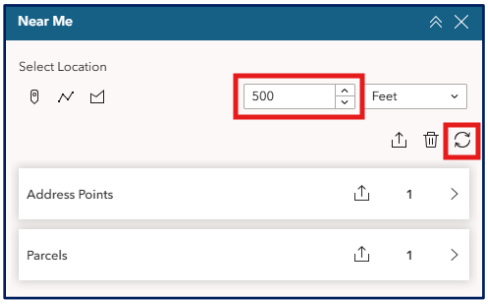




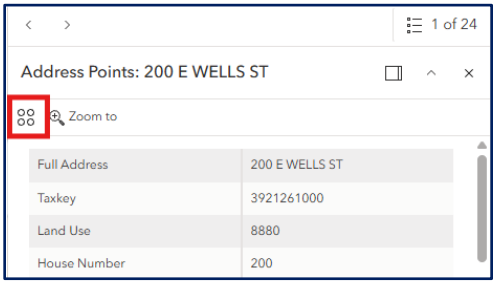
To clear the buffer results, select the ‘Clear’ trashcan icon.

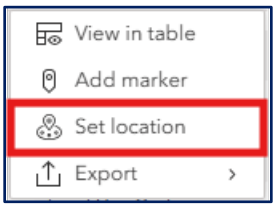


Changes to the buffer distance and units can be made after the point, line, or polygon is placed and/or after a previous near me analysis has been performed. Change the distance and/or units and click the refresh icon to update the results.



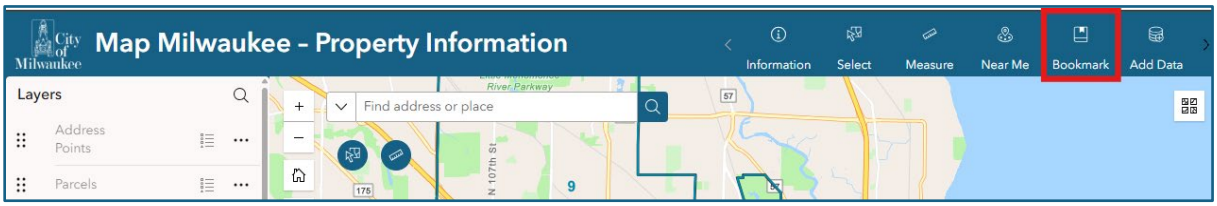
A near me analysis can also be performed from the pop-up of a feature. From the ‘Actions’ tool within the pop-up, selecting the ‘Set location’ option will automatically use the address point, parcel polygon, or additional feature polygon as the buffer’s center.



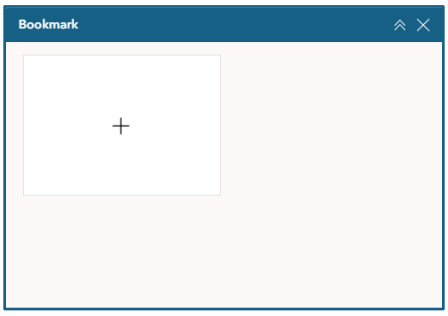


2d) Bookmark:

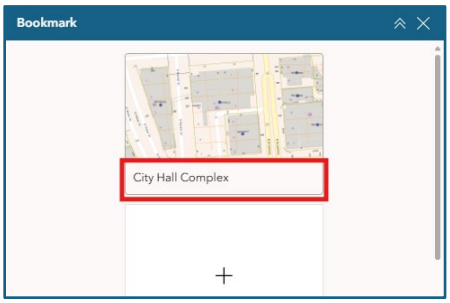
To add a bookmark or save the current map view for future use, click the **'Bookmark'** tool in the Tools ribbon at the top of the screen.



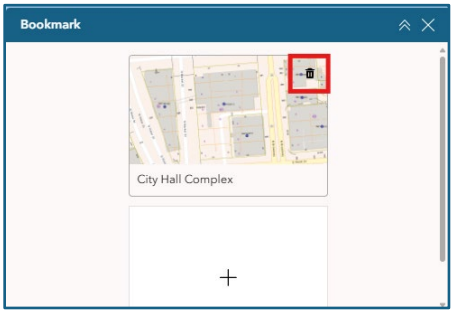
Ensure the map extent or view is satisfactory. Click the 'Add bookmark' button to save the current map extent. Create multiple saved bookmarks.



To change the name of the saved bookmark, click in the gray text box below the bookmark. Type the preferred title and hit Enter on the keyboard.

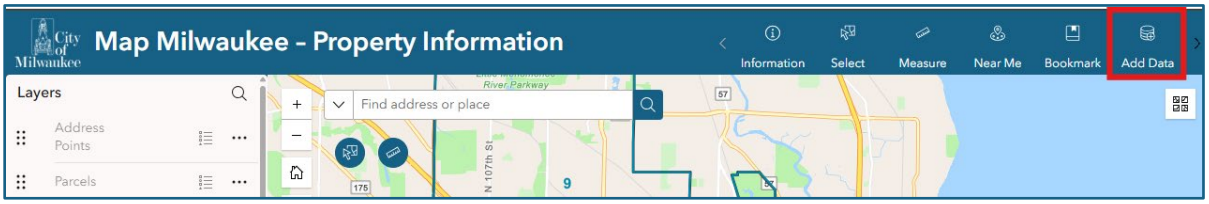


To remove a bookmark, hover the mouse over the saved bookmark. Click on the small black trashcan icon that appears in the upper right-hand corner of the bookmark to delete the bookmark.

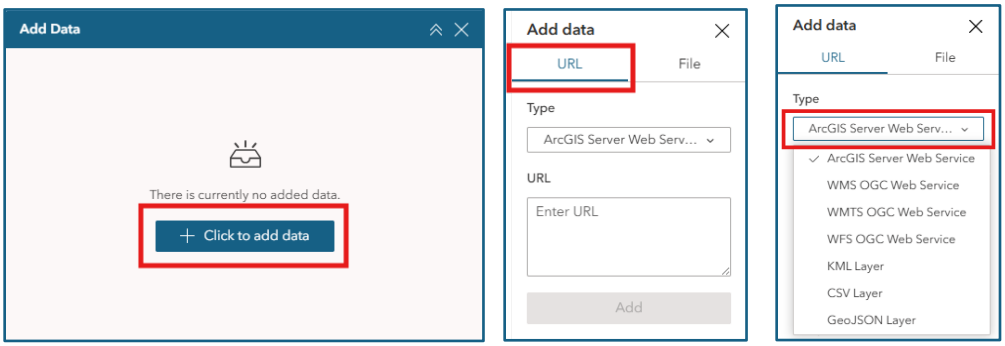


2e) Add Data:

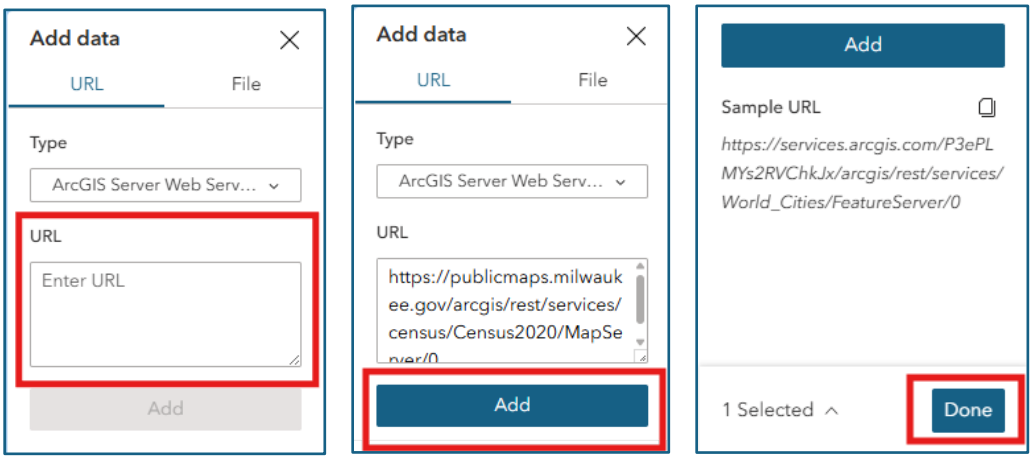
To add additional or external data to the map, click the ‘Add Data’ tool in the Tools ribbon at the top of the screen.



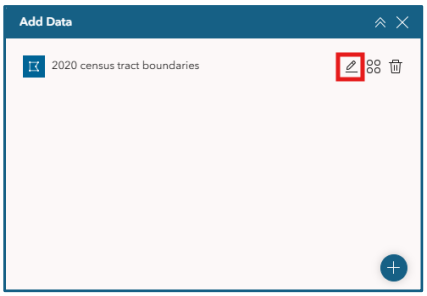
In the ‘Add Data’ tool, click the ‘Click to add data’ button. In the ‘Add data’ pop-up, the tool defaults to adding data via URL. Choose the type of URL from the ‘Type’ dropdown menu.



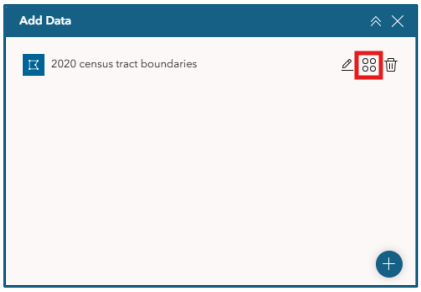
Copy and paste a URL into the URL text box within the pop-up. Once a valid URL is added to the text box, the ‘Add’ button changes from gray to blue. Click the ‘Add’ button; the ‘Add’ button selects the data to be stored in the ‘Add Data’ tool. Click the ‘Done’ button at the bottom of the pop-up to add the data to the tool.

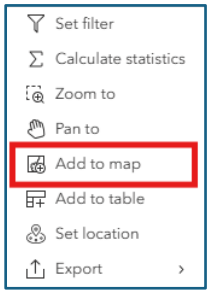


To change the name of the layer before it is added to the map, click the ‘Rename’ edit icon to the right of the data name. Type the preferred layer name in the text box.

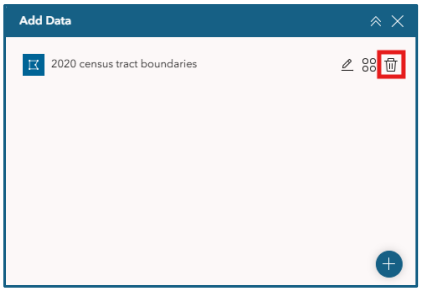


To actually add the data to the map, click the ‘Actions’ button to the right of the data name. Click the ‘Add to map’ option.

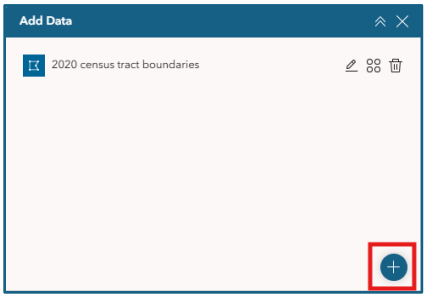




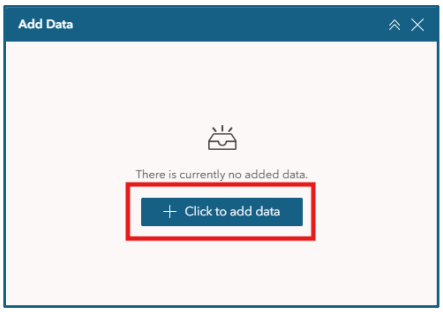
All previously added data sources will remain in the ‘Add Data’ tool. To remove data, click the ‘Remove’ trashcan icon to the right of the data name.



To add new additional data, click the ‘Click to add data’ plus sign button in the bottom right-hand corner of the tool. The button opens the ‘Add data’ pop-up to begin the process again.



To upload a local file, open the ‘Add data’ pop up from the ‘Add Data’ tool. Click the ‘File’ option in the upper right-hand corner.





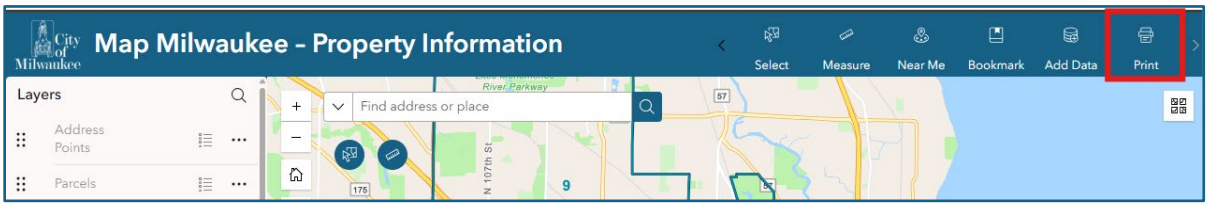
Click the ‘Upload’ button in the center of the dotted outline. Browse local files and select one of the supported file formats to upload. ** Shapefiles and file geodatabases must be uploaded as .zip files. ** CSVs must have latitude and longitude or coordinates to map.



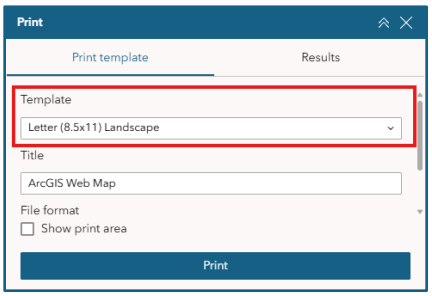


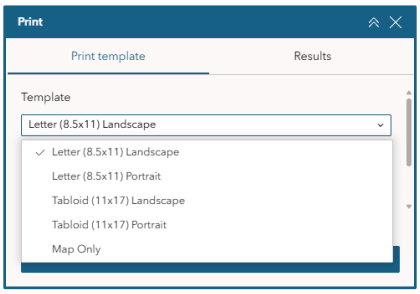
2f) Print:

To print the map via a layout or to save the map as a local file via a PDF or JPEG, click the **'Print'** tool in the Tools ribbon at the top of the screen.

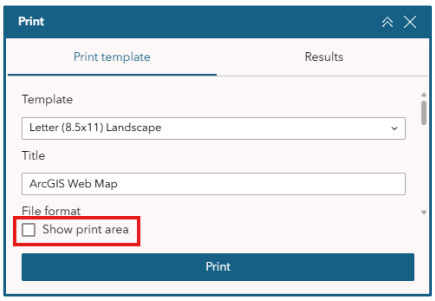


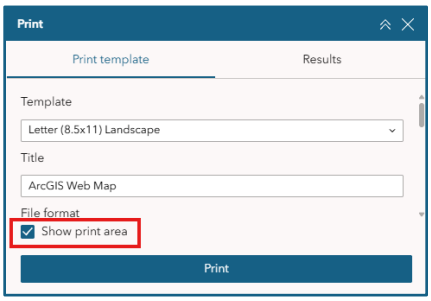
In the 'Print template' tab, choose the layout size from the 'Template' dropdown menu.



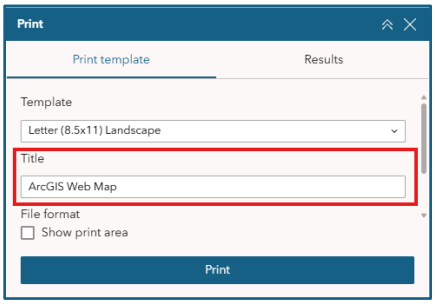


Check the 'Show print area' checkbox to show the layout area to be included in the print template. Once activated, the checkbox will change from white to blue. A neon blue rectangle with a dark blue dashed border will appear. This is the Print Area Preview, the area of the map that will be shown in the layout. The size and shape of the preview will change depending on the selected template.

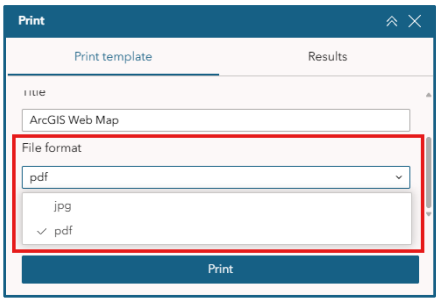




Change the title of the map layout in the 'Title' textbox. The 'Title' defaults to "ArcGIS Web Map".

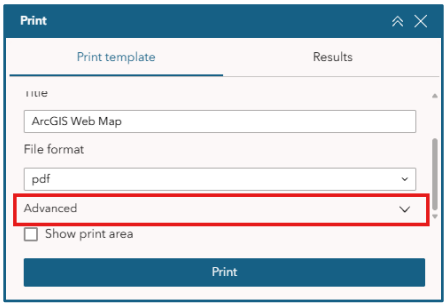


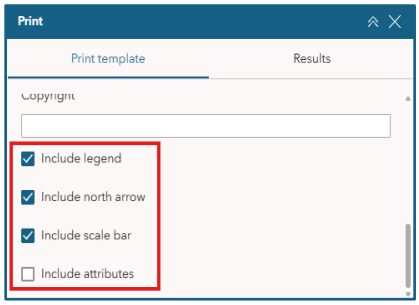
Scroll down to view the file format options. Choose the file type from the ‘File format’ dropdown menu.

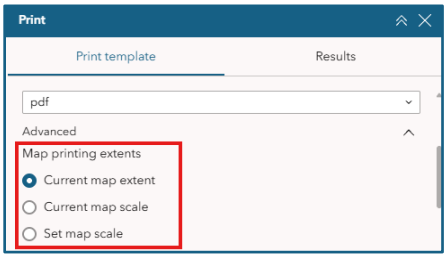


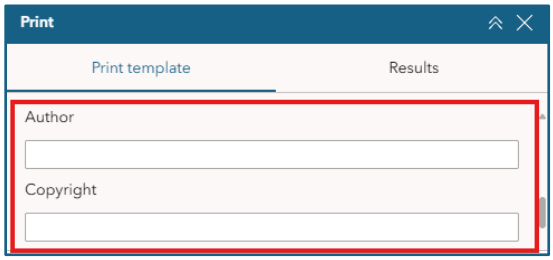
Below the ‘File format’ dropdown, expand the ‘Advanced’ section via the caret to the right. The ‘Advanced’ section contains optional map elements to include in the layout. Options include changing the printing extents as well as adding author credits, copyright credits, legend, north arrow, scale bar, and attributes.

Select the checkbox next to an element name to include that element. Type in the textbox below ‘Author’ or ‘Copyright’ to include that element and text.

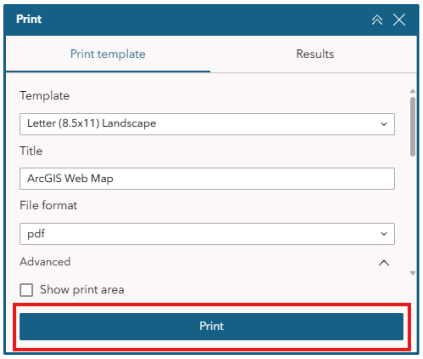




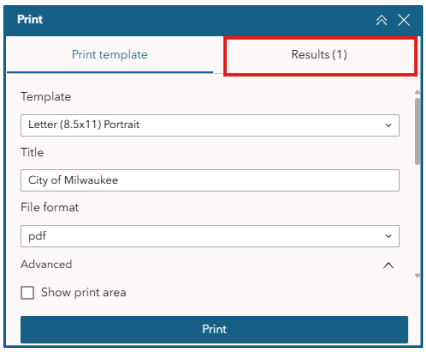




Once all layout configurations are satisfactory, select the blue ‘Print’ button at the bottom of the tool.



The newly created PDF or JPEG print will appear in the ‘Results’ tab at the top of the tool. Select the ‘Results’ tab to view, download and save, or remove the print layout.



Click the name of the layout to open the print in a new tab in the web browser. From the new web browser tab with the layout, download and locally save the print or directly print the layout.



To delete the layout from the results, click the ‘Remove’ x icon.

