



## DoBS Help Documentation

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## DoBS tool overview

The DoBS mapping application is a web-based application that allows users to geocode an address and view details about the various areas that the point falls within. The DoBS application interface has key components that will help you build, navigate, and work with maps. The map tools, navigation tools & panel tools provide all the tools you need to customize your map view.

The screenshot shows the DoBS mapping application interface. The browser address bar displays <https://www.arcgisserver.oa.pa.gov/DoBS/>. The application title is "Department of Banking & Security Mapviewer". The interface includes a navigation toolbar on the left, a main map area, and a panel on the right. Callout boxes provide the following information:

- Navigation tool:** allows users to navigate freely on the map: zoom in, zoom out, full extent
- Map tools:** contains all the available tools for working with the APP: Address Search, Build a Map, Print, & Bookmark
- Help document**
- Panel tools:** Legend, Layer List & Basemap
- Scale bar**
- Coordinate**
- Overview map:** shows the extent of the map relative to a larger geographic region

## Getting started

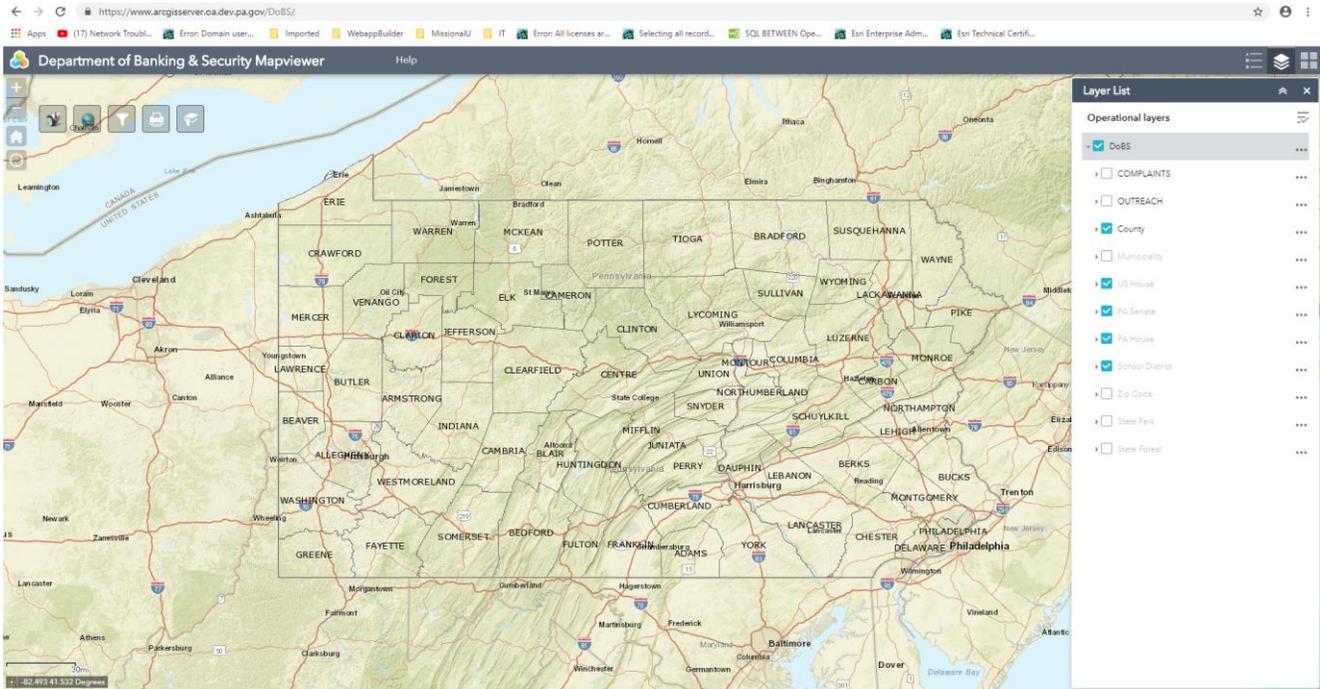
To access the DoBS Tool,

- Using your web browser, navigate to the following URL.

<https://www.arcgisserver.oa.pa.gov/DoBS/>

**Note:** You will have the better results using this tool if you utilize the Google Chrome browser. However, the tool will function with Internet Explorer if a waiver has not been obtained to install Google Chrome.

The web page opens with the street basemap (default) and county layer showing on the map. To see the all the operational layers, you will need to zoom into the map for the data to be shown on the map.



## Basemap

The street **Basemap** is the only basemap used in this application.

**Example of street view**



## Navigation Tools

Button	Tools	Usage
	<b>Zoom in</b>	Zoom in on any point on the map.
	<b>Zoom out</b>	Zoom out from any point on the map.
	<b>Full extent</b>	Zooms the map to Pennsylvania.

	<b>My location</b>	Zooms the map to your current location.
Place cursor on map and use mouse to move map.	<b>Pan</b>	Quickly reposition the center of the map without changing the map scale.

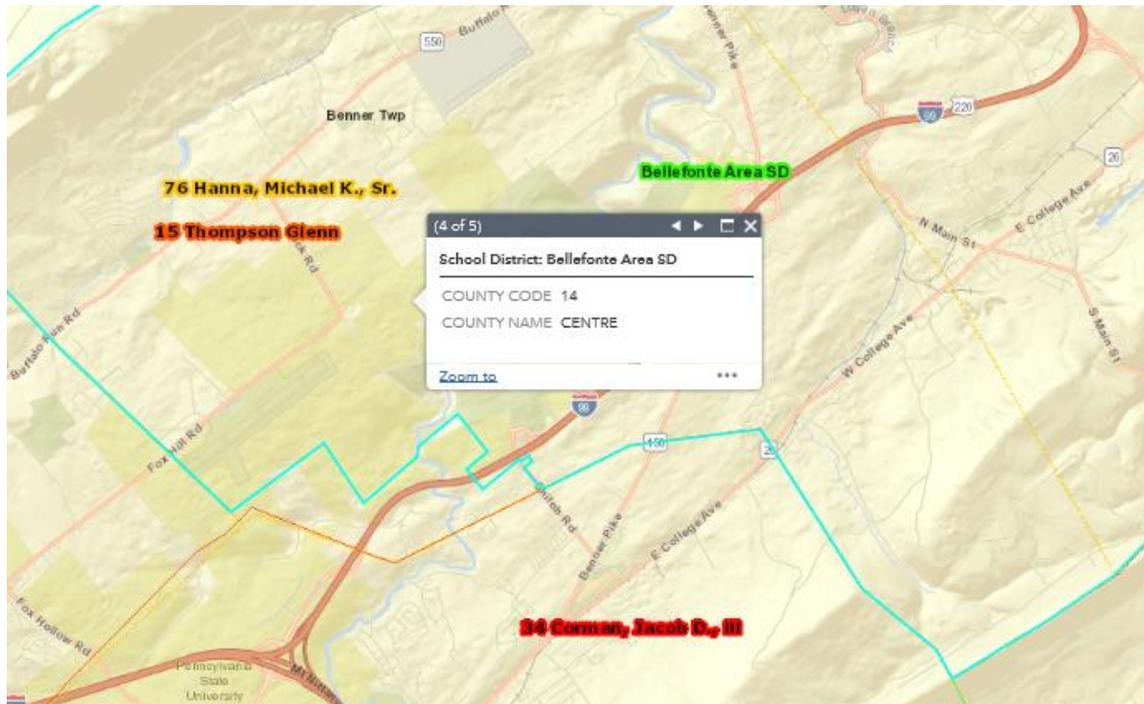
## Map & Panel Tools

These tool icons are located across the top left corner of the application and can be used to perform functions within the map.

Button	Tools	Use
	Bookmark	Stores a collection of map view extents (saved map locations).
	Print	Print a map to PDF or other formats on standardized page layouts.
	Address Search	Search for an area based on a street address
	Build a Map	Build a map of an area of interest.
	Filter	Limits the visibility of features in a layer. Only features that meet the criteria will be visible in the map.
	Layer List	Displays a list of all categories of map layers present in the map.
	Basemap Gallery	You can apply three different base maps - Street Map, imagery, or Topographic to change your map display.
	Legend	Display layer symbols on the map
	Help	Link to download a pdf document of the instructions that contain information on how to use the functionalities within the tool.

## To identify features

1. Click on any feature(s) on the map.
2. A pop up window will display. If more than one feature is selected, you can click on the arrow (top right) to see the other features. Click the expand button to enlarge the pop-up window.



3. You can zoom to the feature identified by clicking the “Zoom to” on the pop-up display.

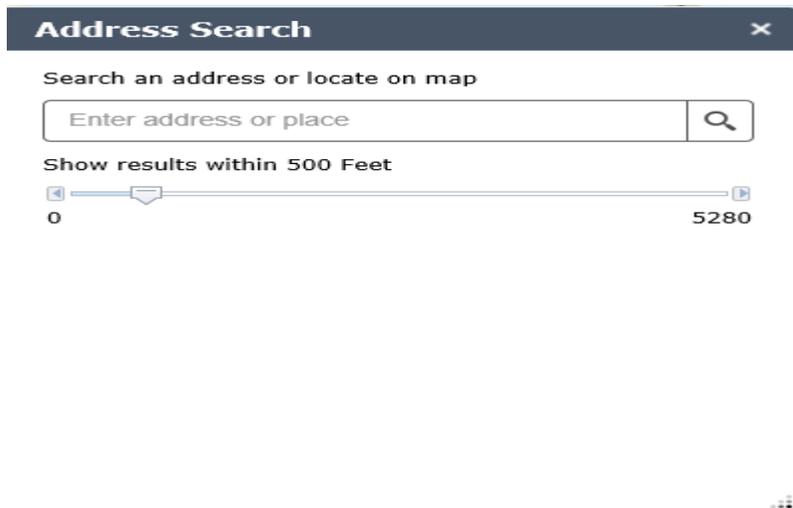
4. Click the ellipsis (...) and you will be able to perform the following:

- Pan to the identified point.
- Add a marker to the identified point
- View in attribute table

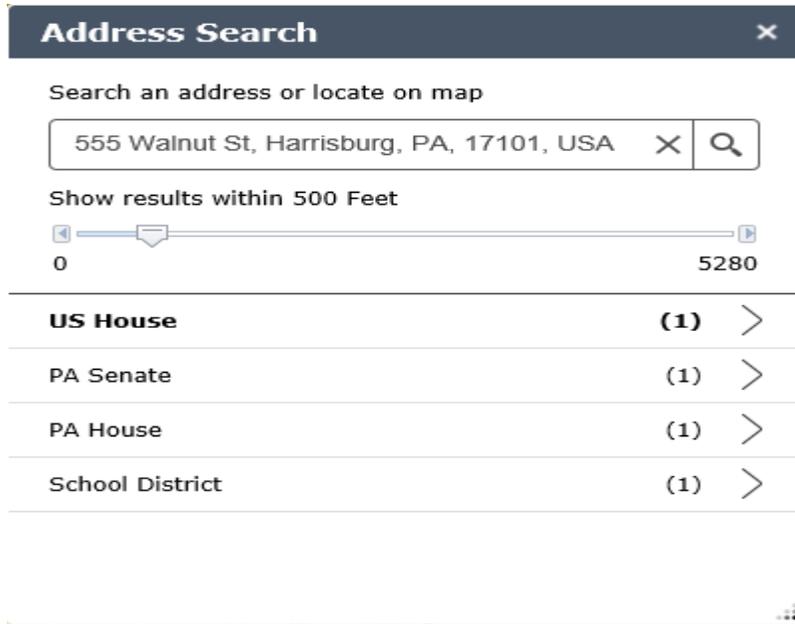
5. When done with identifying features on the map, click the “X” button on the pop-up window to remove the feature(s) on the map and continue to identify other features on the map.

## To Search Address

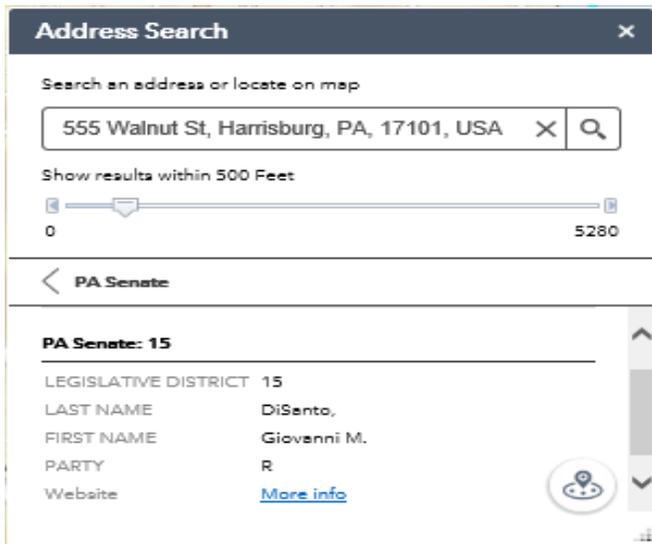
1. Click the **Address search** button  on the tool bar. The Address Search toolbox displays.



2. The buffer slider measurement unit is in feet & 5280ft = 1 mile.
3. Define the area you want to buffer by adjusting the slider to the desired number (default is 500ft)
4. Enter the **Street** address, start typing the address and a list of suggestions would pop up.
5. Select the address you want to locate.
6. The map ‘zooms in’ on the address, a push-pin and buffer symbol display on the map in the location closest to the address, and a pop-up displays information about the location. You will also see a list of the features found within the defined buffer for each layer as well as a count of how many features belong to each layer.



7. **Pop-up Display**
  - A. **General Information** The buffer distance and the address you searched for.
  - B. **U.S. House** U.S. House details for the district where this address is located.
  - C. **PA House** PA House details for the district where this address is located.
  - D. **PA Senate** PA Senate details for the district where this address is located.
  - E. **School District** School district details for the district where this address is located.
8. Click a layer in the list of results (e.g. PA Senate) and you will see information about the feature on the tab.



9. Click on  to search nearby features.
10. Click 'more info' to go to the webpage of the representative.
11. Click "X" at the top right of the search widget to remove the address information from the map. You can then enter information for another address search, if needed.

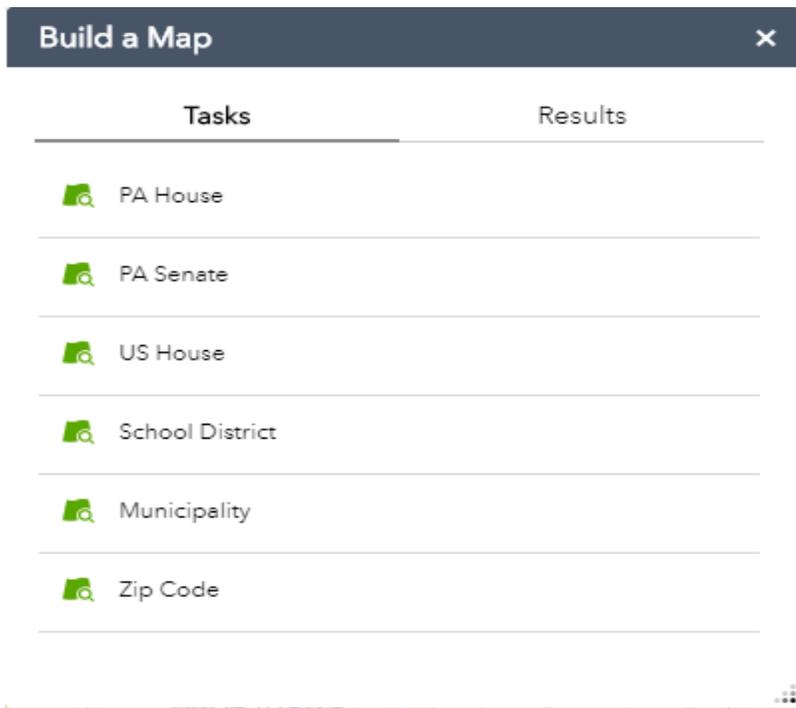
## To use the Build a Map Tool

### Building a Map

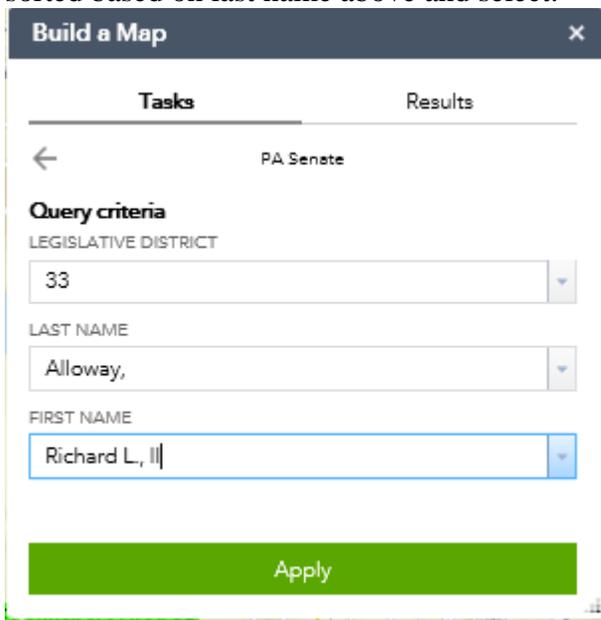
You can quickly build maps based on specific features. For example, you can build maps based on PA House, PA Senate, US House, School Districts or Zip Code

Build a map by PA House, PA Senate or US House

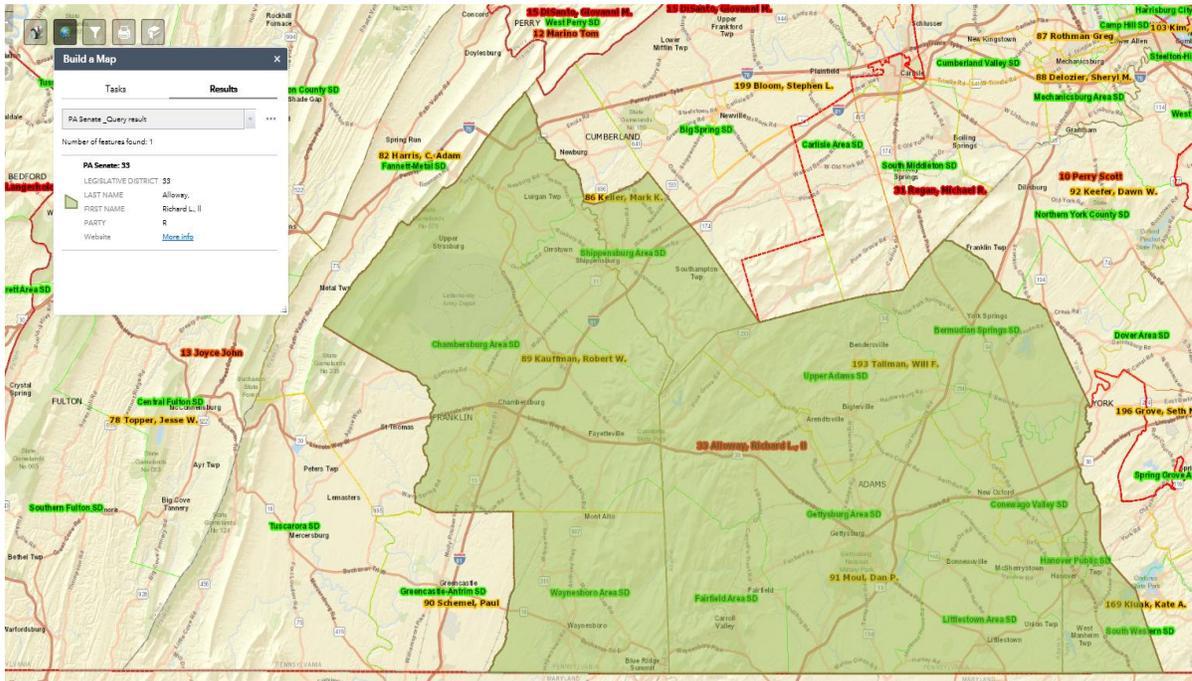
1. Click **Build a Map**  on the tool bar. The Map widget displays.



2. Click on PA Senate or PA House or US House
3. Click the drop-down button on 'Last Name' and then select the name of the representative you want to map.
4. Click drop down button on the 'first name' & 'legislative district' which should already be sorted based on last name above and select.

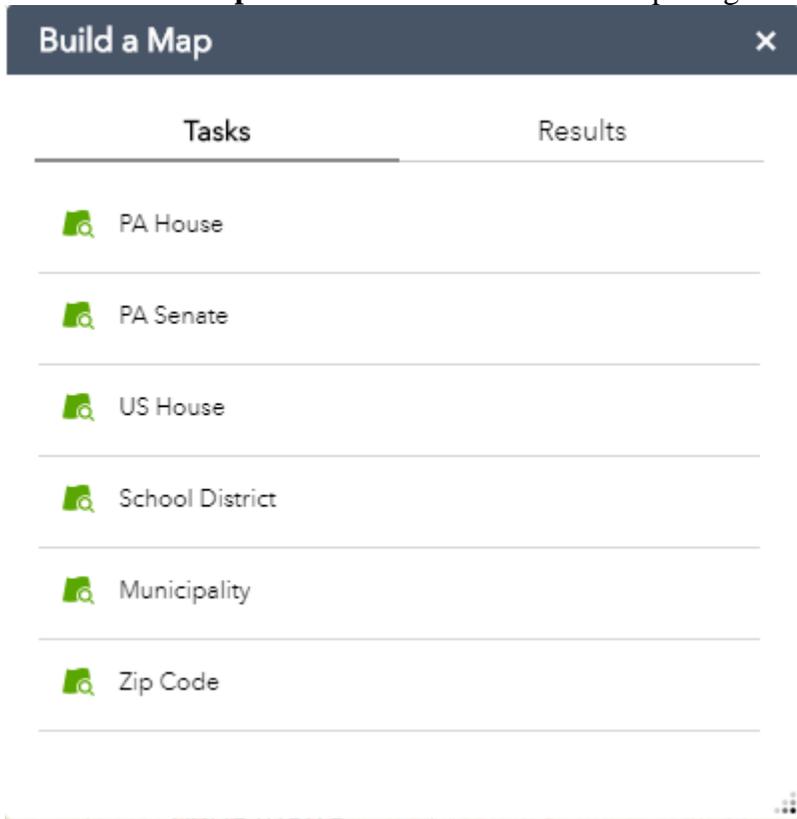


5. Click Apply. A map of the selected area displays

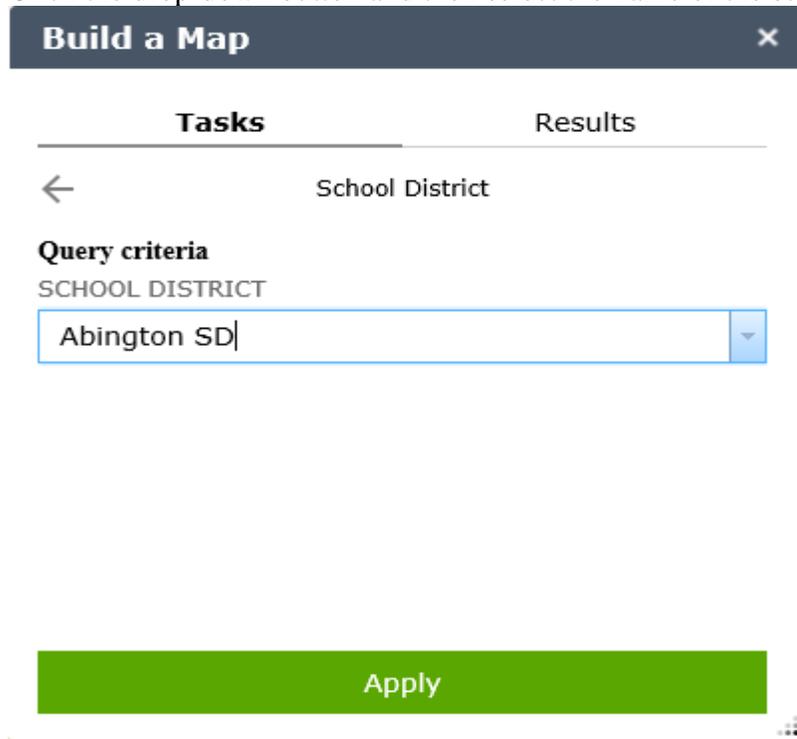


## Build a map by school district

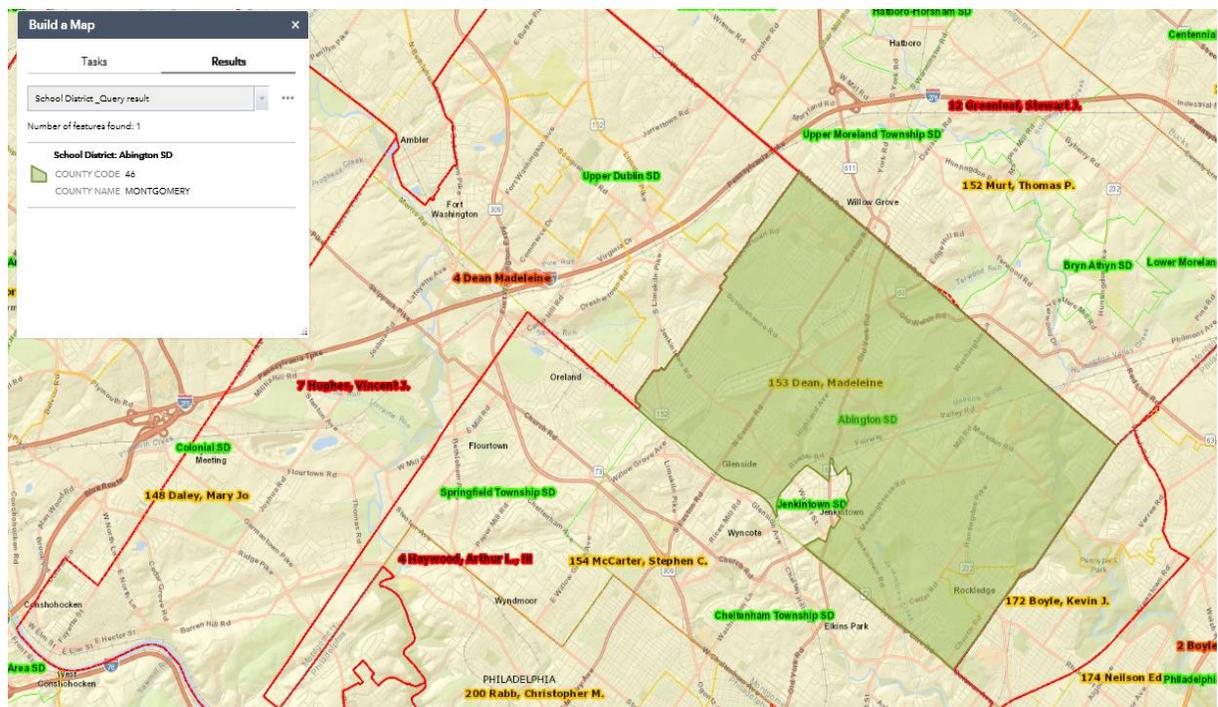
1. Click **Build a Map**  on the tool bar. The Map widget displays.



2. Click on School District
3. Click the drop-down button and then select the name of the school area you want to map



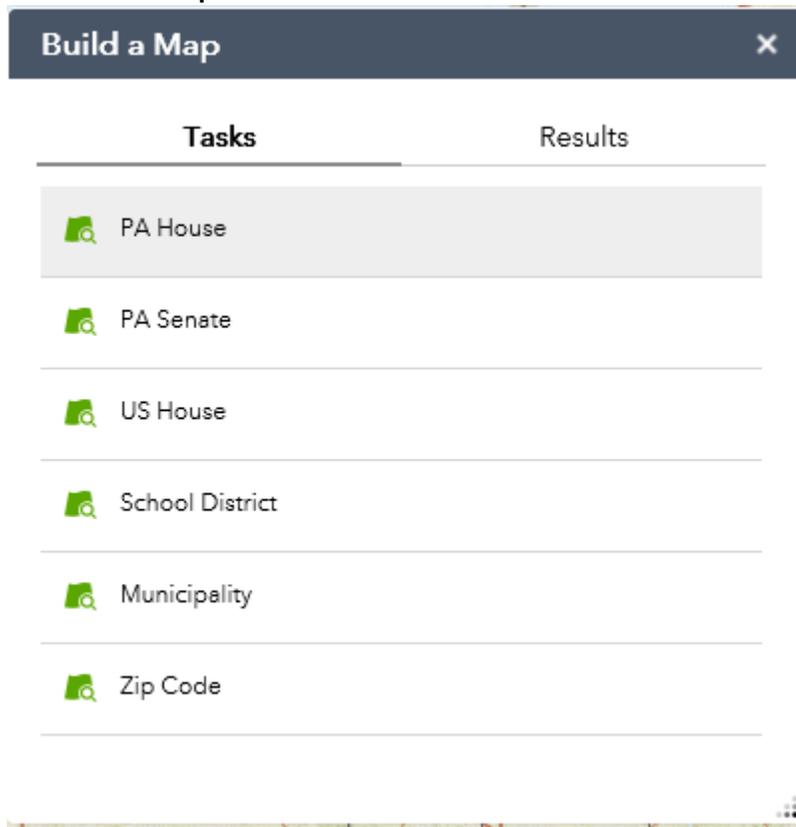
4. Click **Apply**. A map of the selected area displays



**Note:** Some maps may take longer to load, depending on the area and density of the number of layers you have turned on.

## Build a map by Municipality

1. Click **Build a Map**  on the tool bar.



2. Select **Municipality**.
3. Click the drop-down button on 'COUNTY NAME' and then select the county where the municipality you want to map is located.
4. Click drop down button on the 'Municipality' and then select the municipality you want to map.

**Build a Map**
✕

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**Tasks**
**Results**

←
Municipality

**Query criteria**

COUNTY NAME

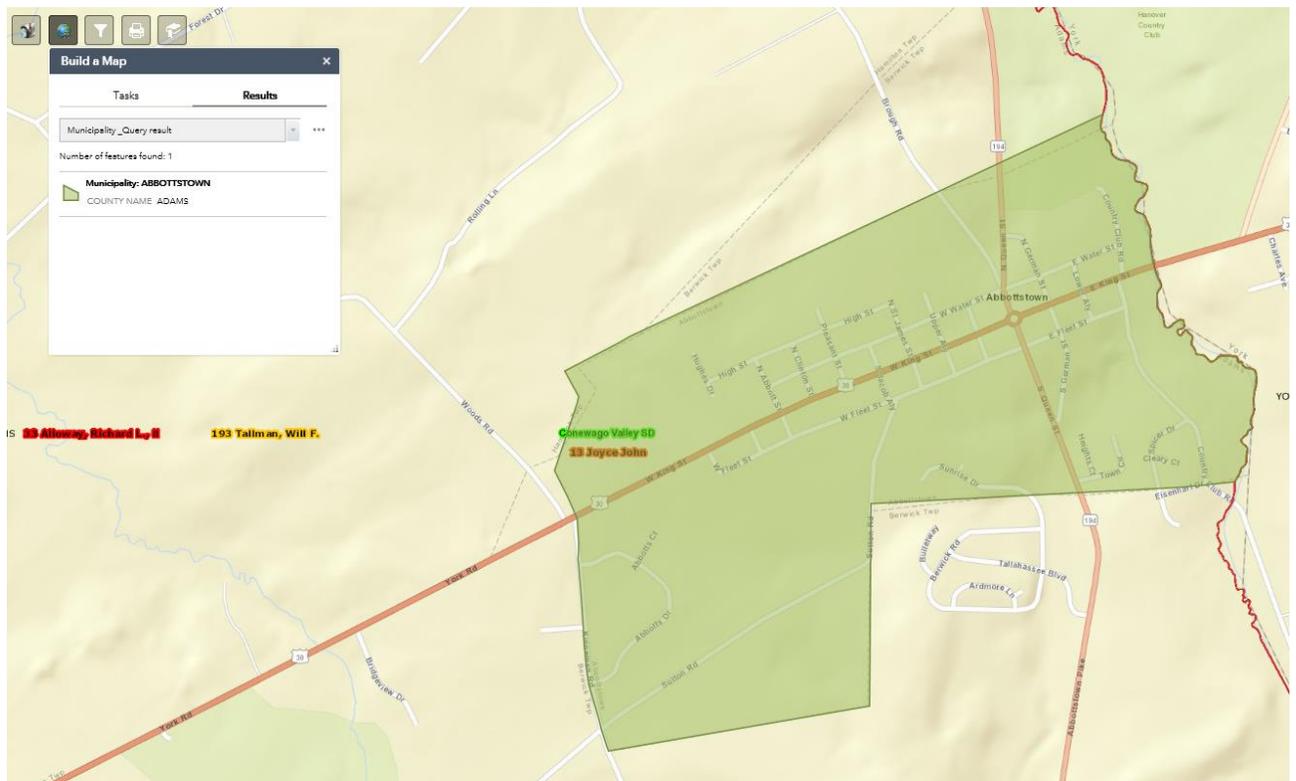
ADAMS
▼

MUNICIPALITY

ABBOTTSTOWN
▼

Apply

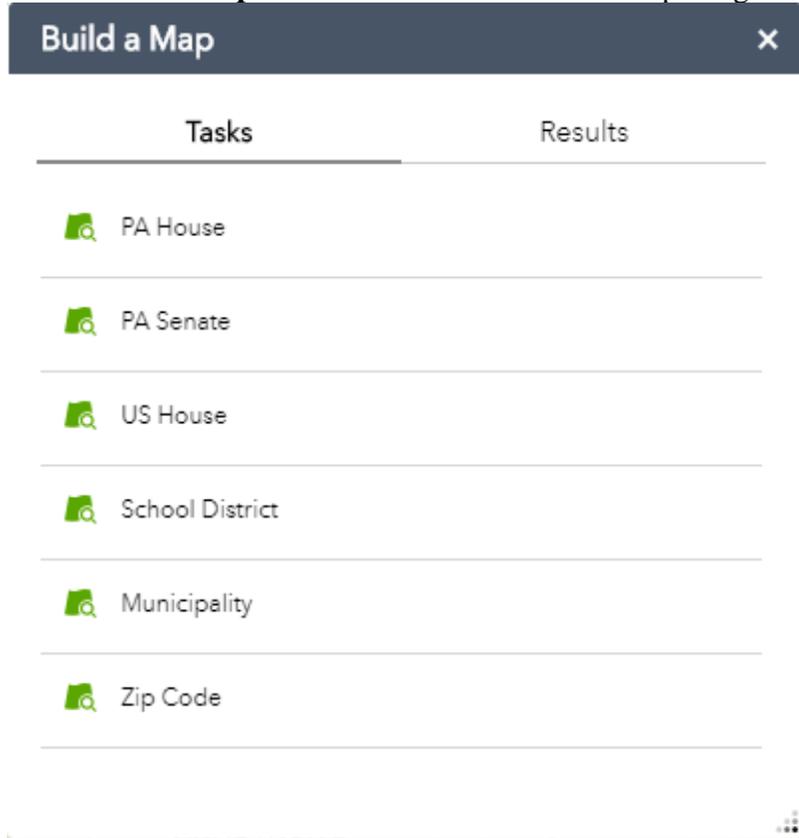
5. Click **Apply**. A map of the selected area displays.



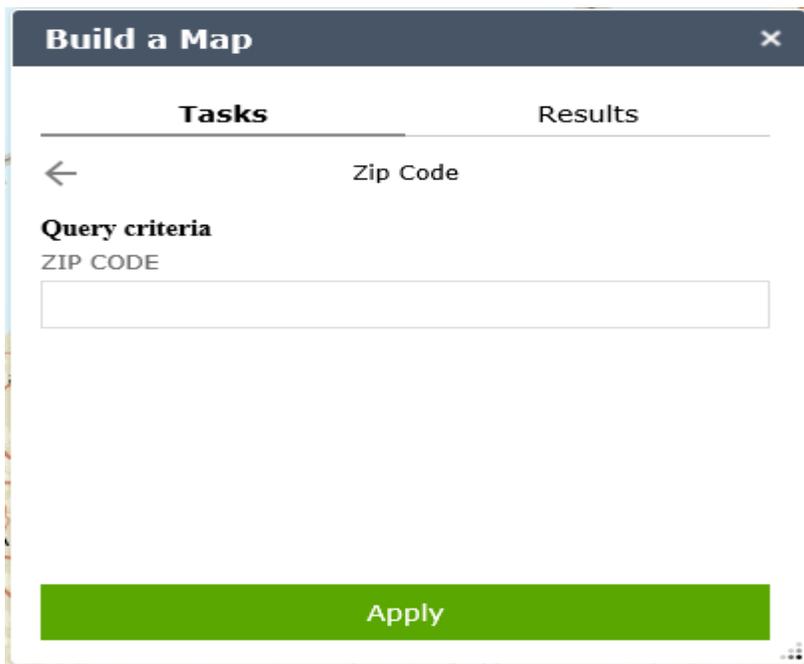
## Build a map by Zip Code

You can quickly build a map of an area based on its ZIP Code. For example, you may want to determine whether an area within a ZIP Code is in a specific district.

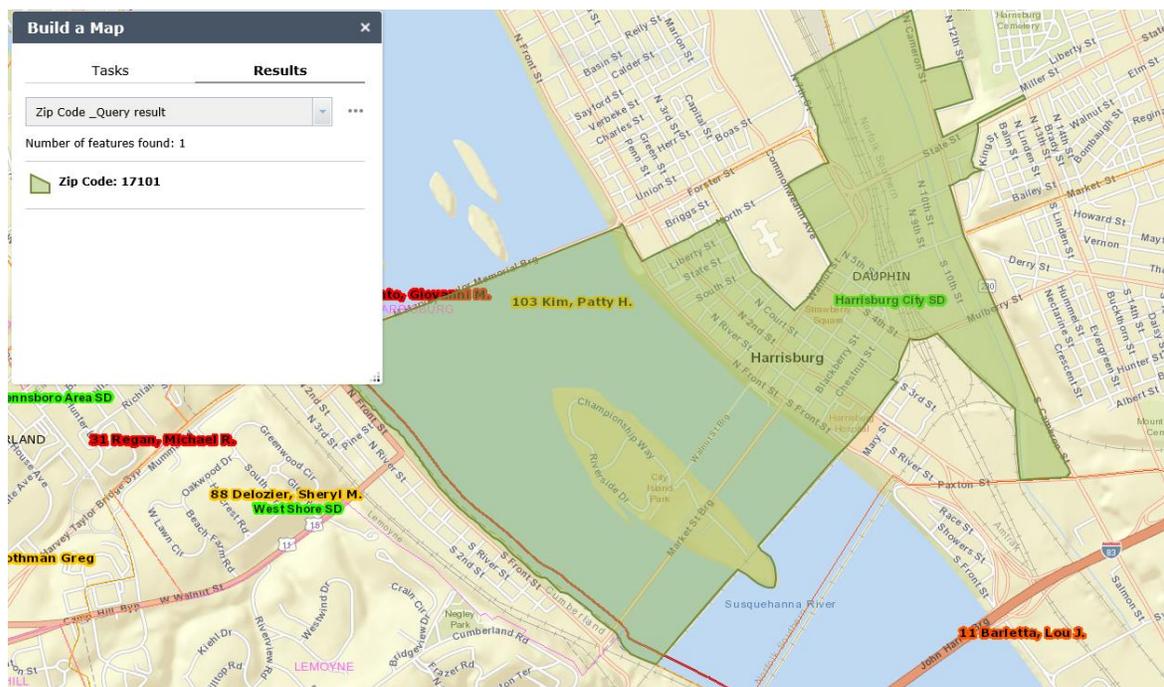
1. Click **build a Map**  on the tool bar. The Map widget displays.



2. Click on Zip Code
3. A ZIP Code entry field displays in the widget.



4. Enter the **5-digit ZIP Code** in the field.
5. Click **Apply**. A map of the ZIP Code area displays.

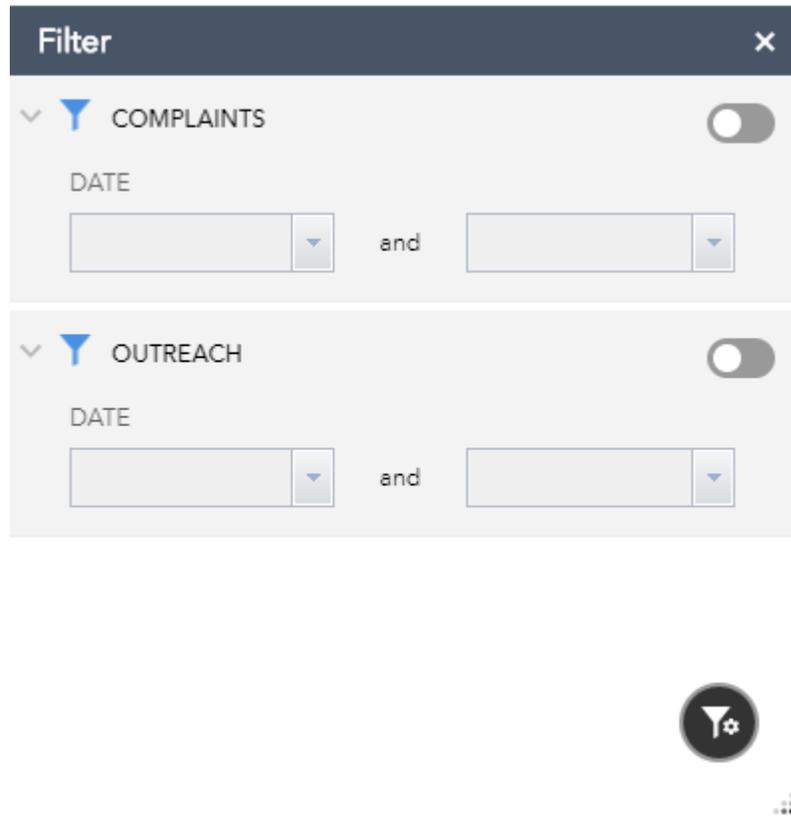


## Filter

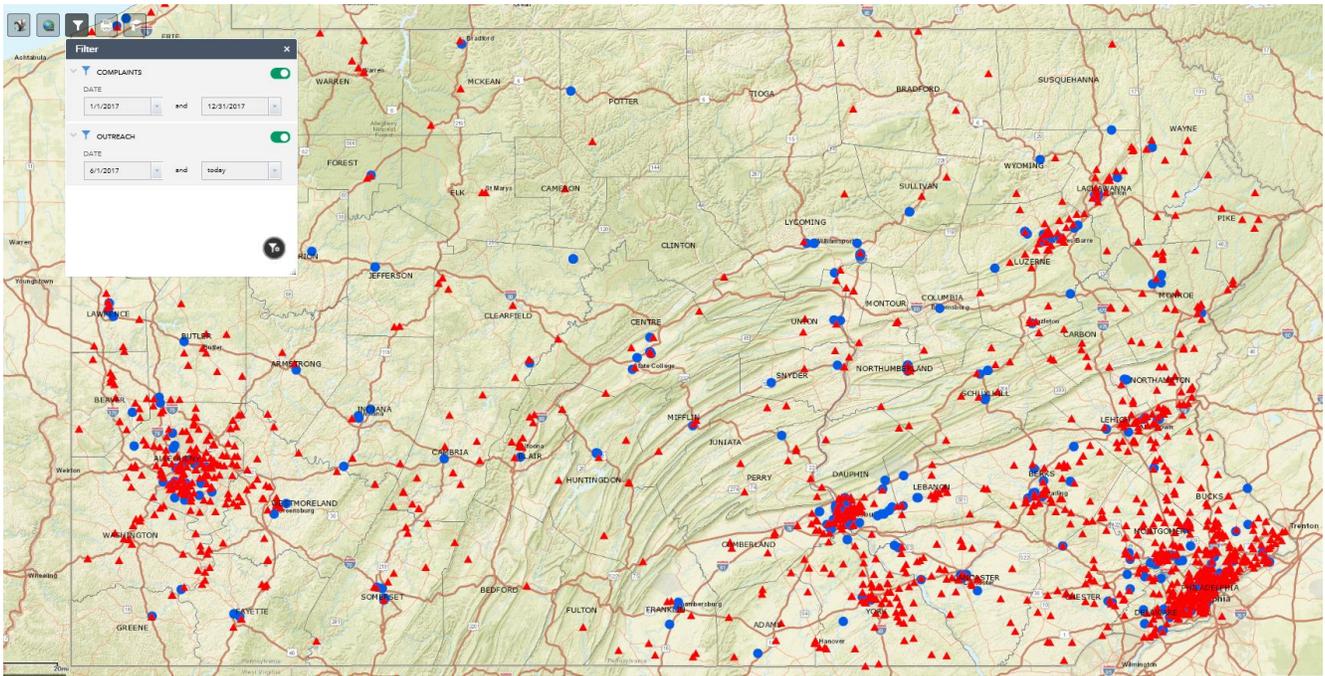
Users will be able to limit the visibility of features in a layer. Only the features that meet the expression criteria will be visible in the map. The default filter tool is applicable to the 'Complaints' & 'Outreach' only.

**To use the Filter:**

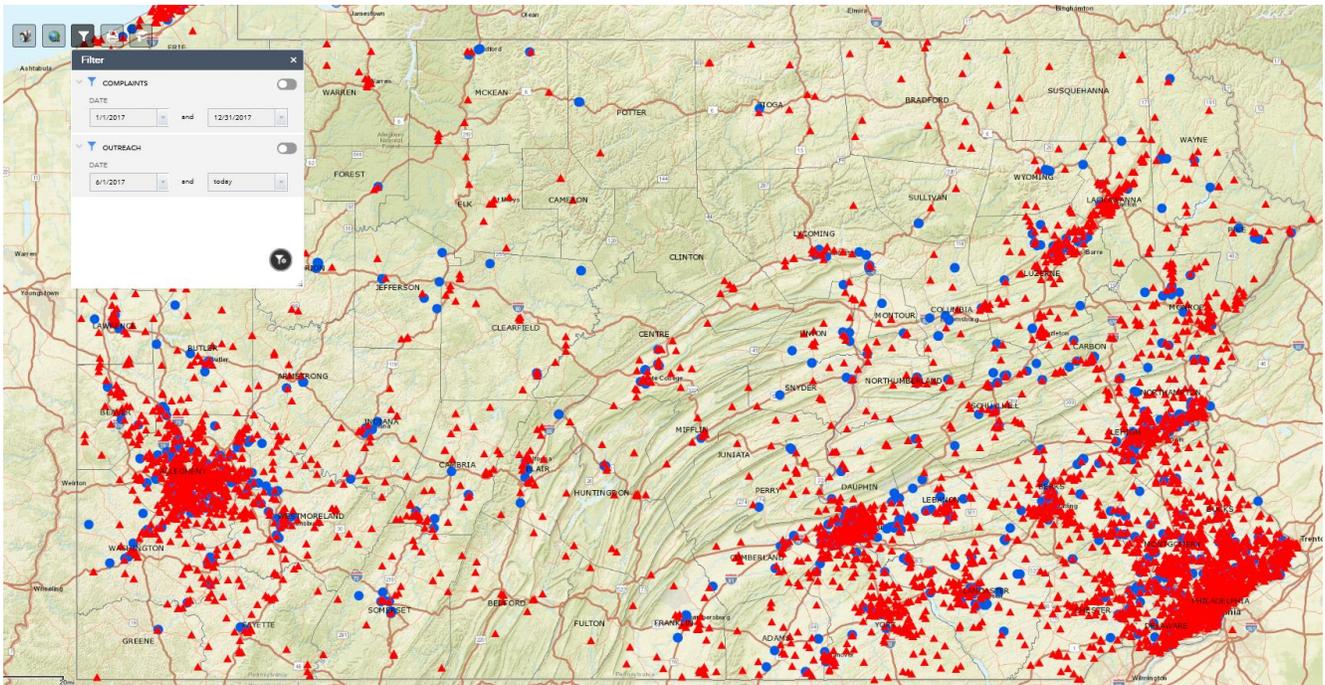
1. Click the **Filter** button  in the tool bar across the top center of the application.



- a. To filter by complaints, click the drop down and select a date of your choice. Click the toggle button  to apply the filter.
- b. To filter by outreach, click expiration date drop down and select a date of your choice. Click the toggle  button to apply the filter.
- c. You can also follow steps a and b above and then apply the filter. This will filter both complaints and outreach by date. Only features that meet the criteria will display



2. To remove the filter, click the toggle button.

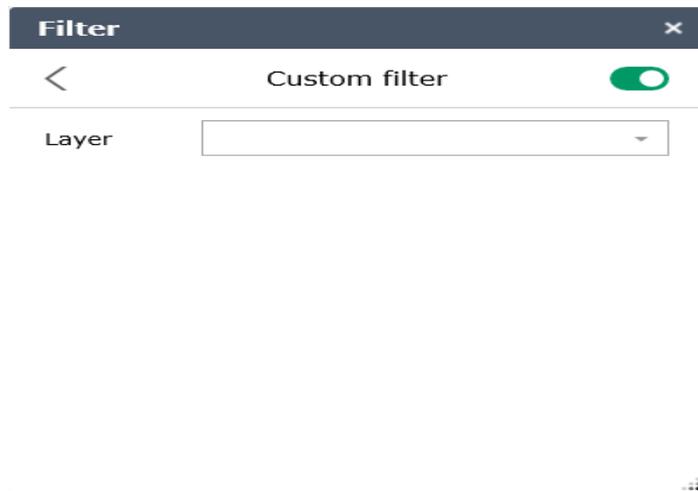


3. To close the Filter tool, click the 'X' on the Filter tool window.

Users have the option to create their own custom filters.

**To use custom Filter:**

1. Click the custom **Filter** button  at the bottom right corner. The custom filter works for any layer in the layer list.



2. Click the Layer drop down.
3. Click the + sign next to the Layer.
4. Select a layer of your choice (e.g. complaints).
5. Click Add expression (single query) or Add set (of expressions – multiple queries).
6. Click the field drop-down arrow and choose the field you want to filter against from the list.
7. Click the operators' drop-down arrow and choose an operator from the list.
8. If you want to filter based on a specific value in the field you've selected for your expression, choose **Unique** in the setting  and select a unique value from your field.
9. Turn on the toggle button  (if not already turned on).
10. Filter is applied and results are displayed.
11. To return to Filter, click the back button across the top left corner of the tool.

## Bookmark

Users will be able to create bookmarks that store a collection of map view extents displayed in the application.

### To use the Bookmark Tool:

1. Click the **Bookmark** button  in the tool bar across the top center of the application.



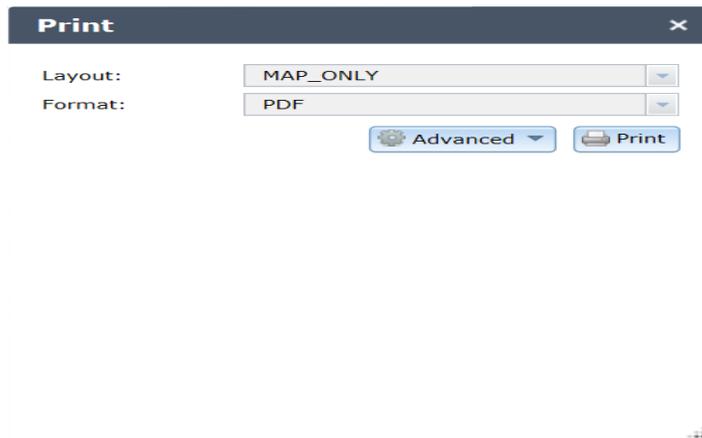
2. Type the name of your bookmark and click the + sign to add it.
3. You can add as many thumbnails as you desire.
4. Click the 'X' button in the upper right corner of the Bookmark window.
5. To open previous bookmarks, click on the bookmark icon and then click any of the thumbnails.
6. To delete a bookmark, click the bookmark icon to highlight it first and click the delete button.

## Printing a Map

You can export a map to PDF or other format using a standard print layout. You can save the file and/or print the map.

### To print a map:

1. Click the **Print** button  in the tool bar.



2. Select map **Formats** (Default is **PDF**).
3. You can click the “advanced” button and change resolution of the printed map (**DPI**).
4. Click **Print**.
5. A progress bar displays next to the executing task, and upon completion a link to the print output displays.  
Click the link and a new browser window will open with the pdf file which can be saved to the computer or sent to a printer.

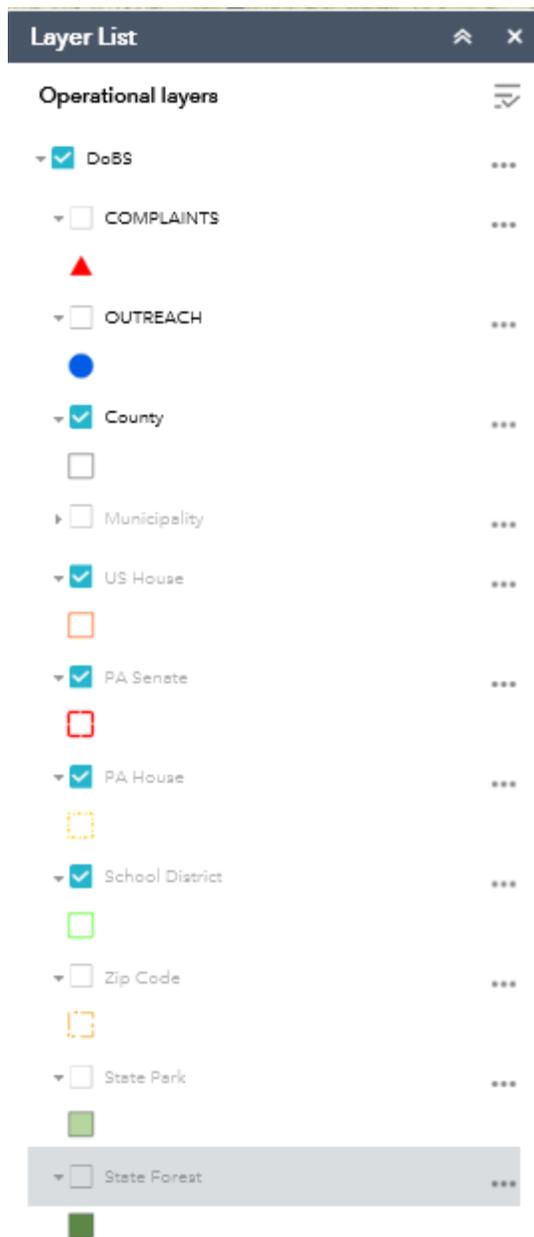
## Map Layer List

### Viewing the Map Layer List

The Map Layer List displays a list of all map layers available to view in the map. Each layer has corresponding symbology that appears on the map when that layer is selected to be viewed on the map.

### To view the map layer list:

1. Click **Layer List** on the tool bar . The Map Layer List displays at the right-hand side of the map viewer.



**a. Apply a layer to the map:**

1. By default all layers are checked but only the 'county layer' is visible. You will have to 'zoom in' to see all the other layers.

**b. Remove a layer from the map:**

1. Clear the check box next to the map layer to be removed from map display.

**c. Increase or decrease map layer transparency:**

1. Click the ellipsis next to DoBS layer.
2. Click transparency.
3. Select the slider and drag it to the left to decrease transparency, slide it to the right to increase transparency.

**d. Click the  icon on the upper right, next to **Operational Layers** and you can**

1. Turn all layers on.

2. Turn all layers off.
3. Expand all layers.
4. Collapse all layers.

## Available Map Layers

Map layer name	Map symbology	Display scale	Turn on by default
Complaints	<input type="checkbox"/> COMPLAINTS 	1:24,000	No
Outreach	<input type="checkbox"/> OUTREACH 	ALL	No
County	<input checked="" type="checkbox"/> County 	All	Yes
Municipality	<input checked="" type="checkbox"/> Municipality 	1:250,000	No
US House	<input checked="" type="checkbox"/> US House 	1:300,000	Yes
PA Senate	<input checked="" type="checkbox"/> PA Senate 	1:300,000	Yes
PA House	<input checked="" type="checkbox"/> PA House 	1:300,000	Yes
School District	<input checked="" type="checkbox"/> School District 	1:300,000	Yes
Zip Code	<input checked="" type="checkbox"/> Zip Code 	1:300,000	No
State Park	<input checked="" type="checkbox"/> State Park 	1:300,000	No
State Forest	<input checked="" type="checkbox"/> State Forest 	1:300,000	No

## Overview map

The Overview map provides a smaller scale view of the current map relative to a larger geographic region. Located in the lower right corner of the application, it is minimized by default and appears to be hidden.

To use the Overview map:

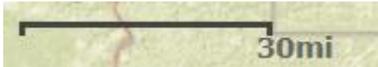
1. Click the expand arrow to show the Overview map



2. Click the minimize arrow on the Overview map to hide.

## Scale Bar

When the application starts, the Scalebar is automatically enabled and displayed at the lower left corner of the application



To use the scale bar:

Zoom in and zoom out anywhere on the map, and the map's scale changes dynamically.

## Coordinate

When the application starts, the Coordinate functionality displays x and y coordinate values on the map at the lower left corner of the application



To use the coordinate:

1. Move pointer across the map and the coordinate values change dynamically.

## Using the Help Link

1. click "Help" across the top center of the application
2. A pdf document will open in a new window