Town of Essex

GeoCortex Interactive Mapping

Quick Reference Guide

Prepared by the GIS Department

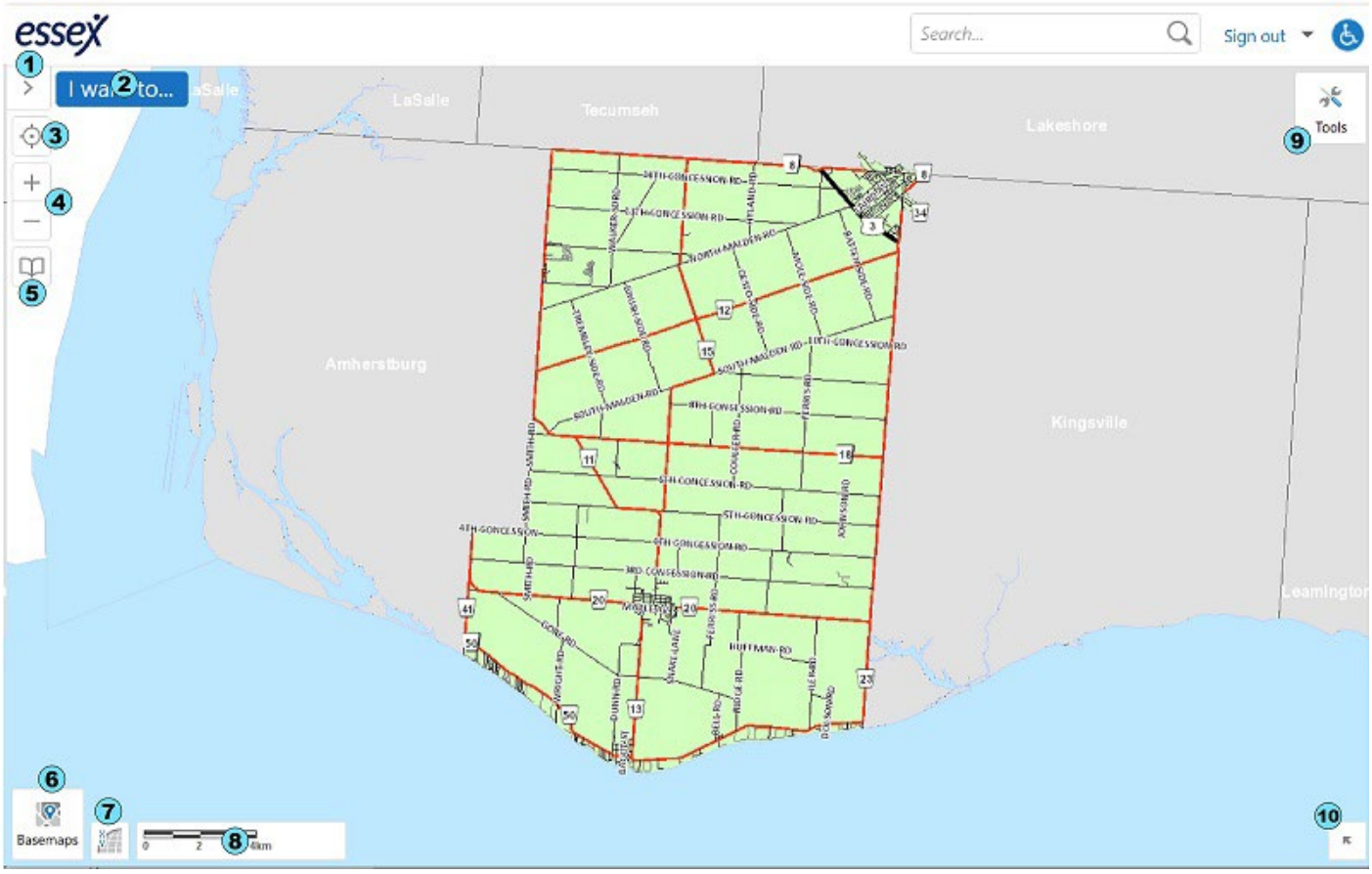

Figure 1 – Initial view when page is loaded

1. Expand layers panel
2. Opens a menu that has some basic options such as ‘Save’, ‘Sign out’, ‘Open’ a saved map, etc.
3. Geolocation button – if you are out in the field, on a mobile device, this button can ‘Find Me’ (finds your location), ‘Track Me’ (tracks your location), ‘Follow Me’ – current extent follows your location
4. Zoom in and out
5. Open your bookmarks
6. Expands the basemap options – currently we use our yearly aerial images as our basemaps
7. Opens the coordinate widget. You can change what coordinate system you are using
8. Scale bar
9. Expand the Toolbar banner
10. Shows your extent on the overview map

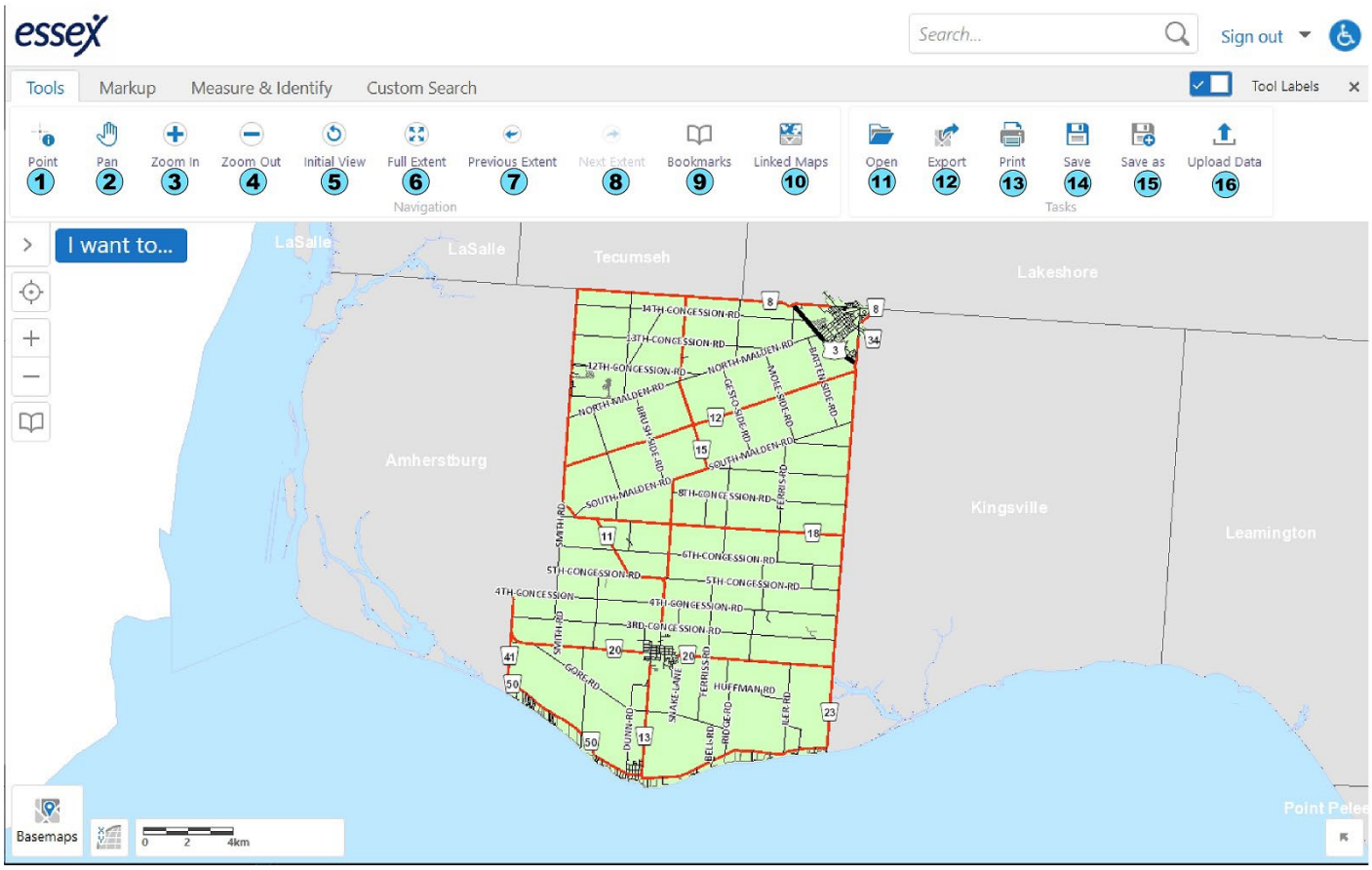

Figure 2 – Tools Panel

1. Identify a point on the map
2. Pan around the map
3. Zoom in by a fixed amount
4. Zoom out by a fixed amount
5. Takes you back to the original map extent
6. The initial view is the full extent, so this button does basically the same thing
7. Takes you back to previous extent you were viewing
8. If you go back to the previous extent, 'Next Extent' will bring again back to the extent you were at. These function like the back and forward buttons on internet browsers but for extents.
9. If you set up bookmarks, this is where you access them. There are built in bookmarks for all urban centres.
10. Can take you to Google Streetview or Google maps based on the location you are looking at.
11. Open a saved map
12. Export a map to a png, jpeg, bmp, tiff, geotiff or pdf file.
13. Print the map
14. Save the map to access later
15. Save as – If you want to save the map under a different name
16. Upload Data – If someone provides you with *.csv, .xlsx, .kml, .shp, .gpx, or a .zip containing a FileGDB or shapefiles* you can upload the data to the mapping.

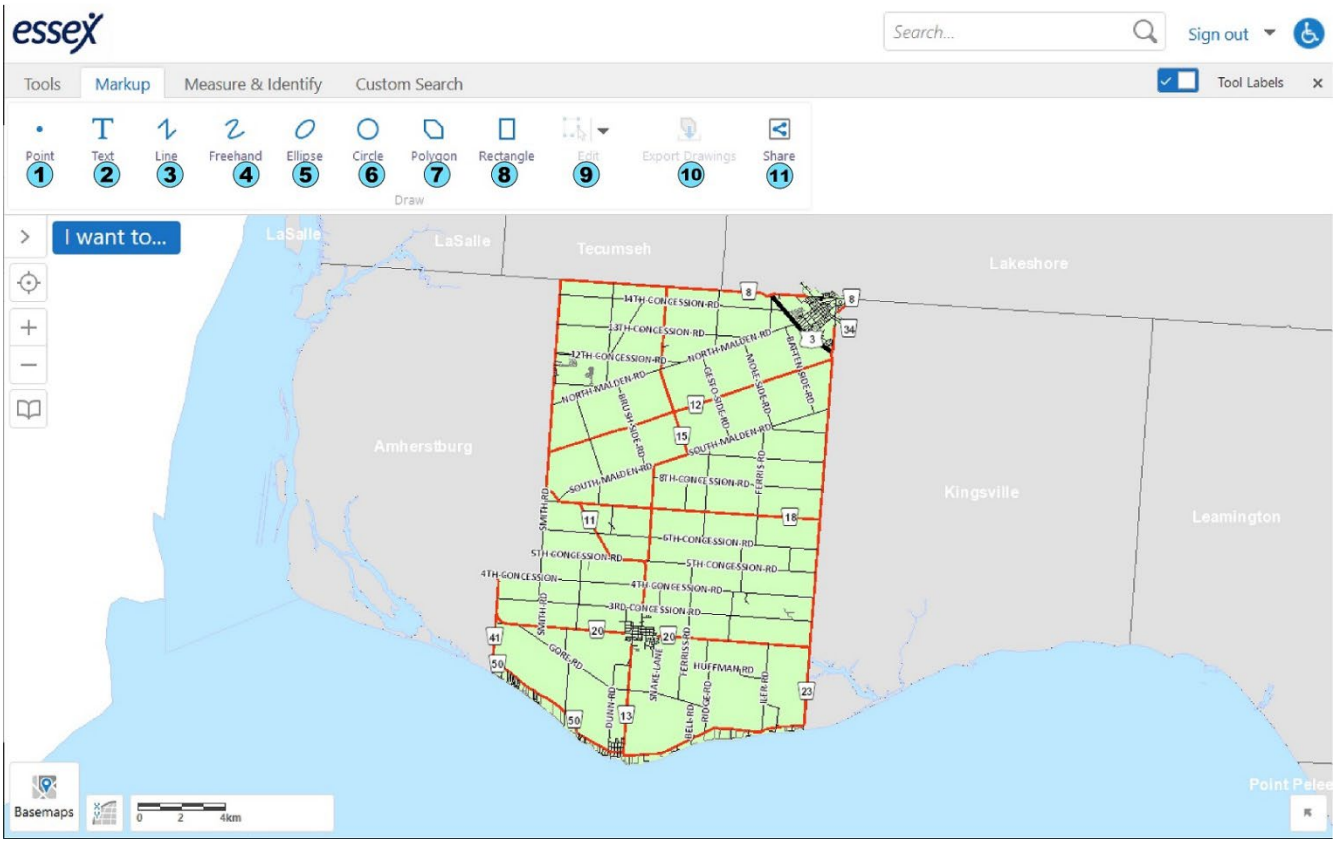

Figure 3 – Markup Tab

1. Place a graphic point on the map
2. Add text to the map
3. Draw a line on the map
4. Freehand draw a line on the map
5. Draw an ellipse
6. Draw a circle
7. Draw a polygon shape
8. Draw a rectangle
9. This button allows you to edit the graphics you draw by moving vertices
10. Export your drawings to a shapefile
11. Share provides a link to the map you are working on that you can provide to coworkers or others

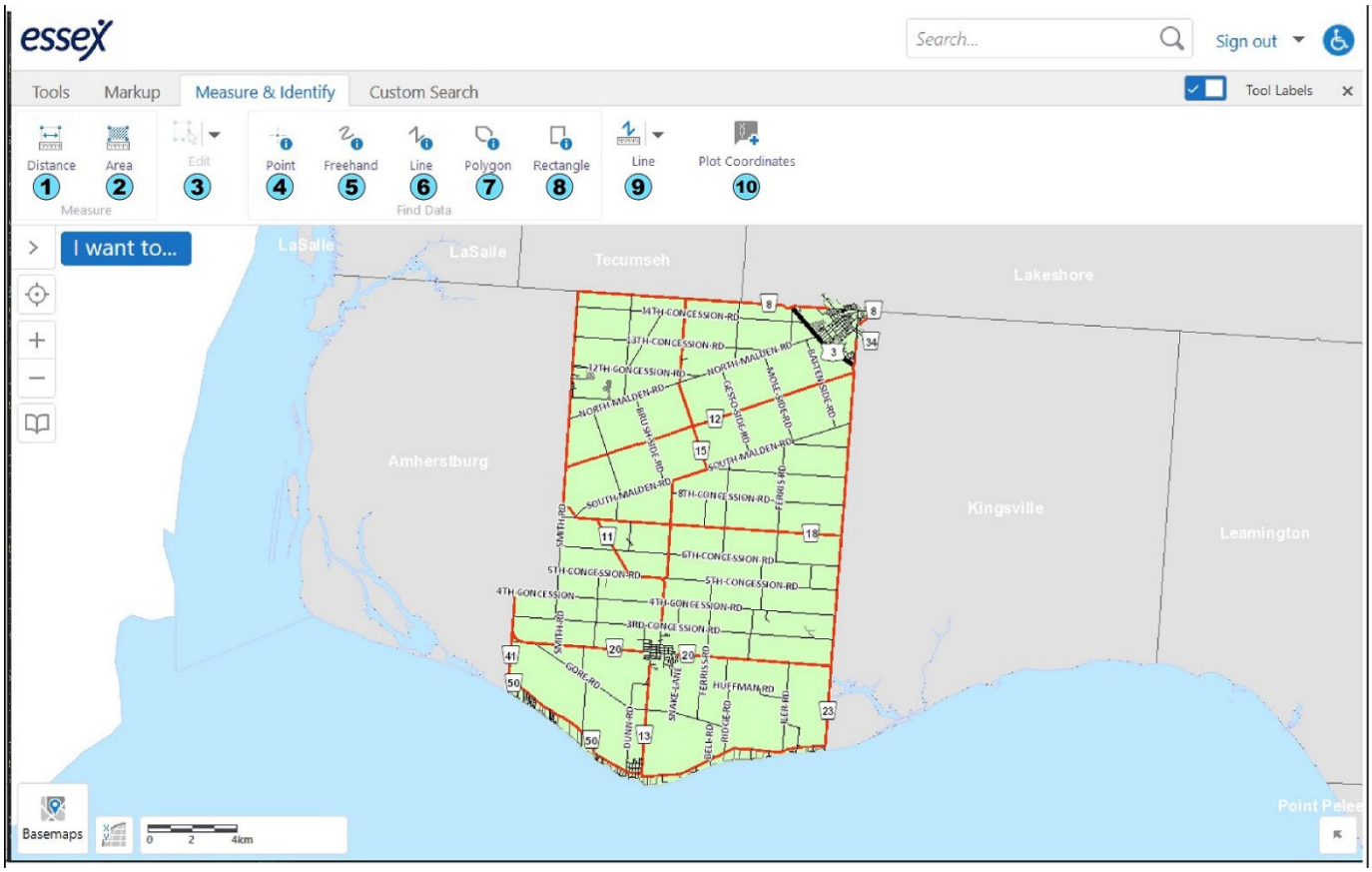

Figure 4 = Measure & Identify Tab

1. Measure a distance (once selected, the unit type can be changed) you can also choose to 'snap' to other layers
2. Measure an area (once selected, the unit type can be changed) you can also choose to 'snap' to other layers
3. Edit – allows you to change the line or shape of whatever you measured. You can also erase a measurement or clear all the measurements
4. Identify a point on the map
5. Use a freehand line to identify multiple features
6. Use a rigid line to identify multiple features
7. Use a polygon to identify multiple features within a bounding area
8. Use a rectangle to identify multiple features within a bounding area
9. With this button you can select to measure using a line, freehand line, freehand shape, ellipse, circle, polygon or rectangle
10. Plot Coordinates – if you require coordinates from a specific location or locations, this tool will provide those.

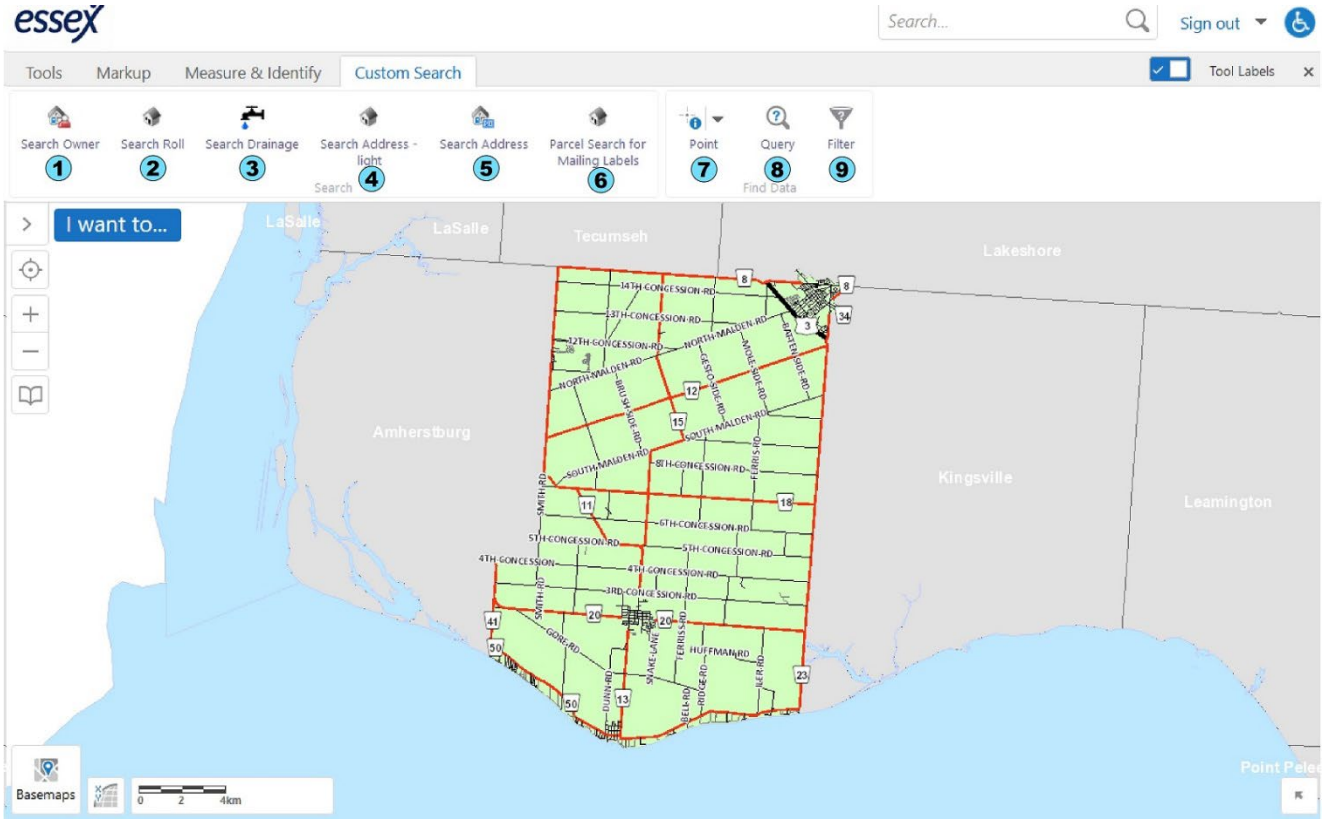

Figure 5 – Custom Search Tab

*These are a set of custom built queries that service specific departments. Not all of these tools are available to every department due to security levels.

1. Owner search – can be searched by first or last name and auto-populates as you type
2. Roll Search – tool to search for a property based on a roll number. Auto-populates as you type
3. Search Drainage – a tool for the drainage department to bring up assessment schedules in a visual way. Also produces a report of properties assessed into the selected drain.
4. Search Address Light – This is an address search tool for people with lower security clearance
5. Search Address – This is an address search tool for people with high security clearance
6. Parcel Search for Mailing Labels – this tool selects properties in a variety of ways. It can create a buffer and select properties withing the buffer. The end result is a pdf with the results that can be printed on our standard label sheets.
7. Another place where you can find the various identify methods (point, line, polygon)
8. Query – tool to query specific layers for specific features
9. Filter – tool to filter layers to show only features that fit the crafted filter