

# User Guide for Geary County Parcel Search



To access the Geary County Parcel Search Website please visit the following link:

[www.atcimaps.com](http://www.atcimaps.com)

This website is compatible with most major web browsers.

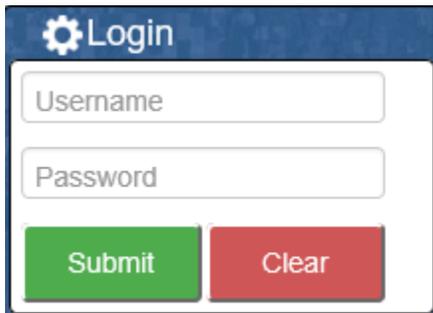
Once the webpage is loaded and you have clicked on the disclaimer you can now log in using the login credentials you provided the Appraisers office. If you do not have login credentials you will be automatically logged in as a guest. All information available on the parcel search website is public information, sales information will only be made available to registered users.

### **Logging In**



**Options** will open a sidebar on the left hand side, this will allow you to log in to the website with your username and password.

Enter your Login information in the login box and click submit.

A screenshot of a web login form. The form has a dark blue header with a gear icon and the word "Login". Below the header are two white input fields: "Username" and "Password". At the bottom of the form are two buttons: a green "Submit" button and a red "Clear" button.

## Map Functions



**Zoom** in and out of the map click on the + or – buttons. Alternately you can use the scroll wheel on your mouse. Touch screens you can pinch to zoom.



**Layers** button will let you change the different layers of the map click on the layers button.



This will open a layers menu on the upper right hand side of the screen. From this menu, you can choose what layers you want to be displayed or hidden from the map view.



**Imagery** button will let you choose different base map imagery. Click on the Imagery button. This opens an Imagery menu in the upper right hand side of the window which allows you to choose the base map image.

## Tools



**Tools** button give you different mapping tools. From this menu there are a number of features to choose from.



**Normal Mouse** changes the mouse pointer from the selected tool back to the normal function of the mouse.



**Clear Calculations/Drawings** clicking this button will clear any calculations or drawings that are currently on the map.



**Area Calculation** will allow you to calculate any given area on the map in acres and square feet.



**Length Calculation** will allow you to calculate the length between two points on the map and displays it in feet.



**Draw Point** lets you put multiple points on the map for marking purposes.



**Draw Line** lets you draw lines on the map for marking purposes.



**Draw Polygon** lets you draw shapes on the map for marking purposes.



**Draw Circle** lets you draw circles on the map for marking purposes.



**Draw Freehand** let you draw any type of shape on the map freehanded for marking purposes.

## **Searching for Parcels**

To begin a search for parcels in Geary county click on Identify button. This will open a sidebar with a search box and search tools. All searches are a dynamic search which means you can search for partial names or addresses and it will return all results with matches.



**Identify** button opens the search feature. You can search for a parcel by the owner's name, QuickRef Number, Address or by clicking on a parcel on the map.

### **Basic Search**

To do a basic search you can search for a parcel by the owner's name, QuickRef Number, or Address. When no search criteria are entered you can click on any parcel displayed on the map to bring up basic information about that parcel.

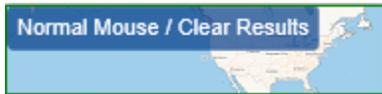
Once you have entered your search criteria and clicked the magnifying glass the results will be displayed below in the white box.

Clicking on one of the results will zoom in on the parcel that was selected. If you searched by a name or a QuickRef number, the parcel will be highlighted yellow. If you searched by address there will be a yellow dot on the parcel that corresponds with the address point.

Clicking on the parcel on the map will display basic information about the property on the left side of the screen. To view the Property Record Card, click on the "2017 – Parcel Property Information" link. This will open a new tab in your browser and display all information that the Appraisers Office has.

Sales information will be displayed on the Property Record card to registered users only.

## Search Tools



**Normal Mouse / Clear Results** will clear any previous searches and return the mouse to normal.



**Property Search** will open in the side bar and allow you to do a custom search of all properties in Geary county. This also allows registered users to do custom sales searches within the county. Search results will be displayed on the bottom of the map.

Once you have entered your search criteria and clicked the Submit button the results will be displayed on the bottom of the screen.



 Clicking on the location button on one of the results will zoom in on the parcel and highlight it in yellow.

Clicking on the parcel on the map will display basic information about the property on the left side of the screen. To view the Property Record Card, click on the "2017 – Parcel Property Information" link. This will open a new tab in your browser and display all information that the Appraisers Office has.

## **Printing maps**



The **Print** button will open a sidebar and give you two options for printing a map.

PRINT MAP

**Print Map** button will print the currently displayed map.

PRINT INFO

**Print Info** button will print the results of a search.

## **Location**



**Location** button will locate you on the map and place a dot on your location.