

INTRODUCTION TO GIS & REGIS FOR BEGINNERS

About REGIS

- GIS Consortium made up of twenty participants
- REGIS Participants include
 - 9 cities and 1 village
 - 7 townships
 - 3 other organizations like KCRC, ITP and GVMC
- Officially kicked off September 1997
- Officially debuted December 2001
- Provides access to applications, data and support
- Help to understand how GIS can be used in your organization
- Agency staff are your GIS staff



Welcome!

- **Introduction**
 - Instructor: Jason Moore, GISP – GIS Coordinator
- **Attendee Introductions**
 - Your Name
 - Department/Group

REGIS Intro Class Outline

- GIS Basics (What is GIS?)
- Getting Started with eREGIS Map Modules

eREGIS Modules

Cadastral

- Parcel Finder (public)
- Sales Analysis, Sales Ratio
- *Parcel & Permit Analysis (will be password protected)*

Cemetery Module

- Cemetery Finder (public)

Planning Module

- Zoning & Planned Land use Finder (public)
- Census Map (public)
- Park Finder (public)

Engineering & Public Works

- Utility Finder (password protected)

- eREGIS search tools

- By Parcel (Address & PPN)
- Stored queries
- Using the identify tool

eREGIS Modules

eREGIS Modules



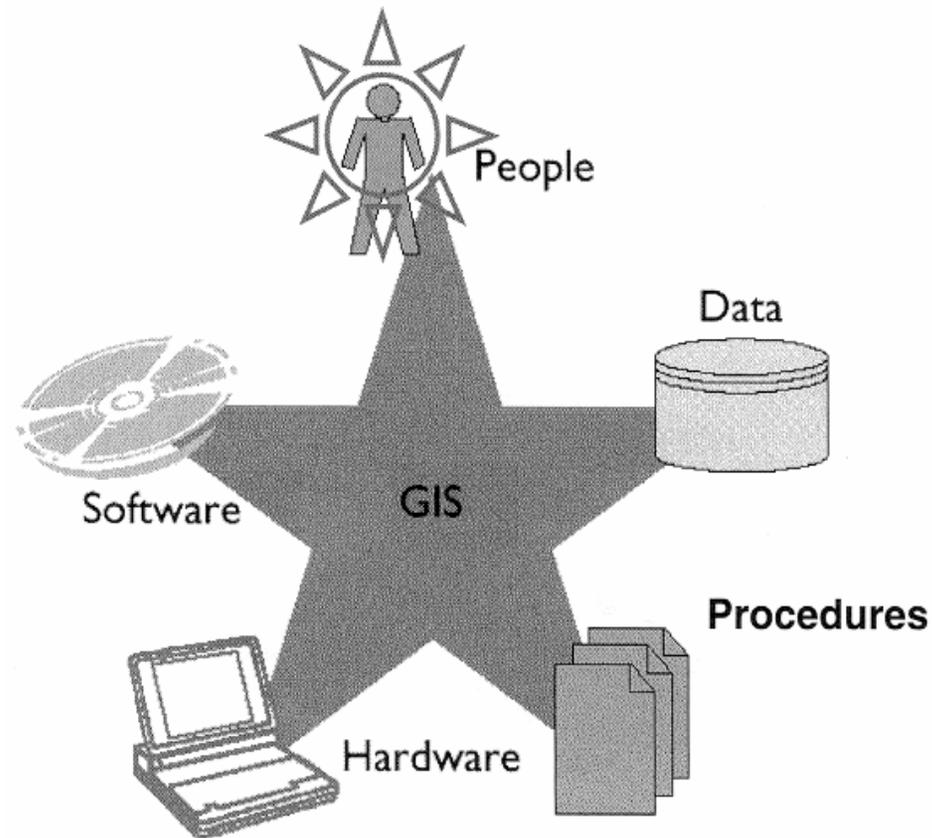
REGIS Intro Class Outline (continued)

- **Linked Documents with eREGIS**
- **Futures Enhancements from Legacy RIMS application**
 - SEV Assessment Change Mapping
- **Taking REGIS a step further (ArcMap Suite)**



What is a GIS?

- An integration of five basic components
 - People
 - Data
 - Hardware
 - Software
 - Procedures

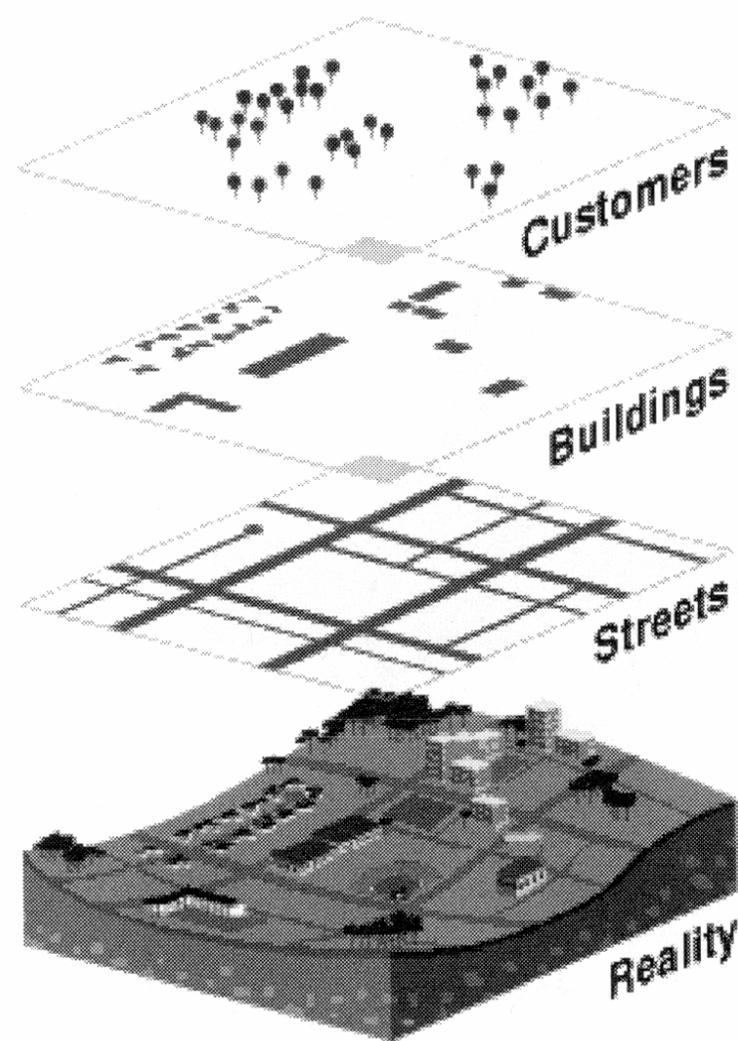


GIS Functions

Capture

Store

Query



Analyze

Display

Output

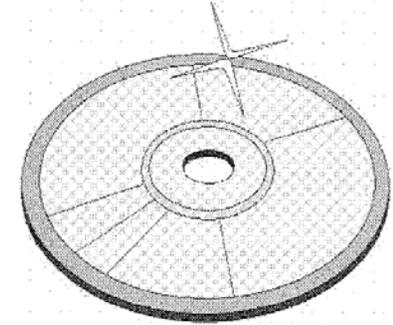
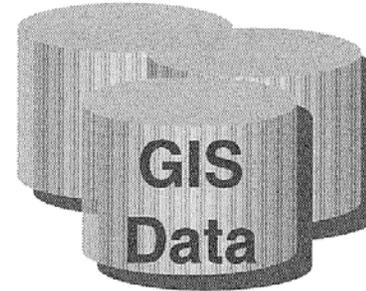
Capturing Data



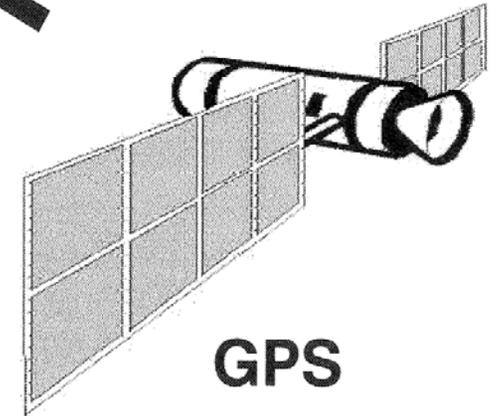
Paper maps

480585.5, 3769234
483194.1, 3768432
485285.8, 3768391
484327.3, 3768565
483874.7, 3769823

Coordinates



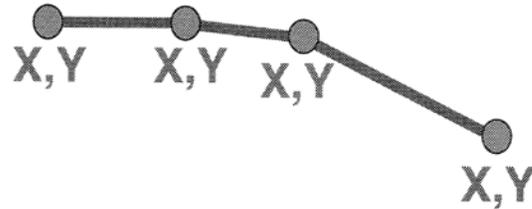
Digital data



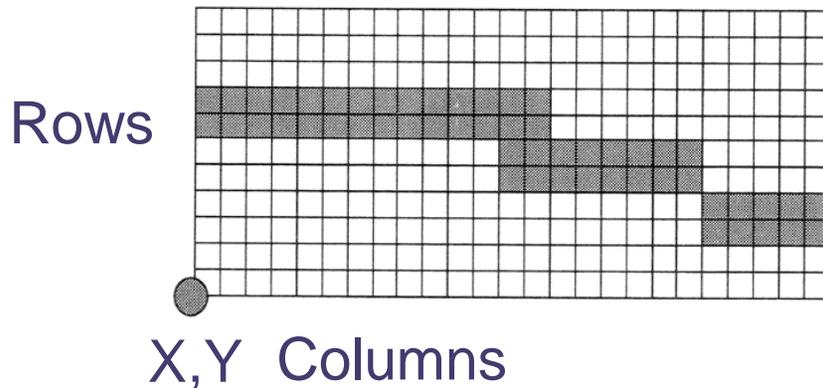
GPS

Storing Data

- Vector Formats
 - Discrete representations of reality



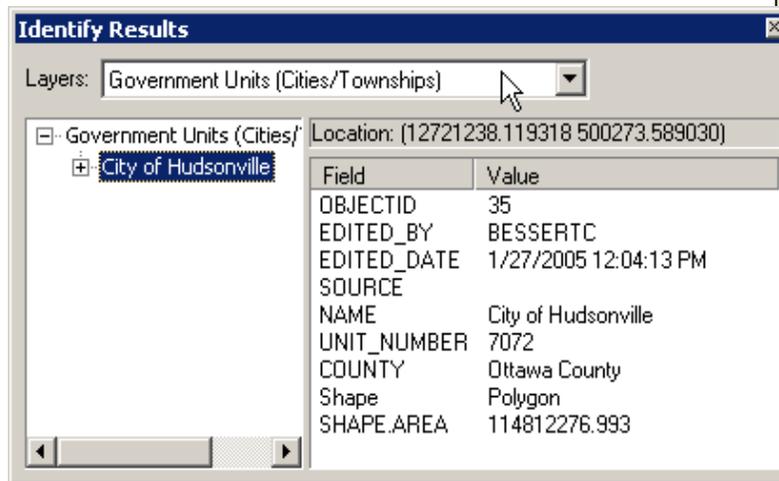
- Raster Format
 - Use square cells to model reality



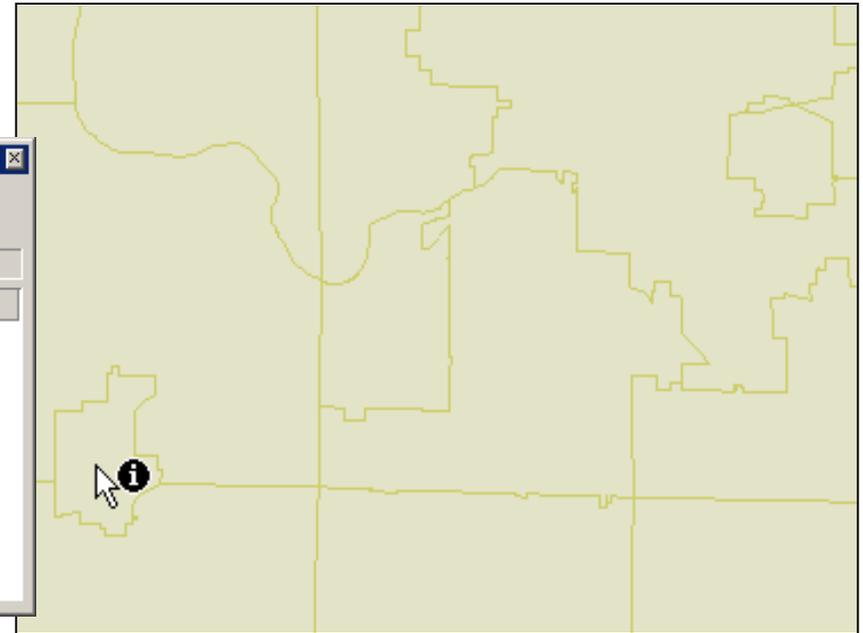
Reality (a highway)

Querying

- Identifying specific features

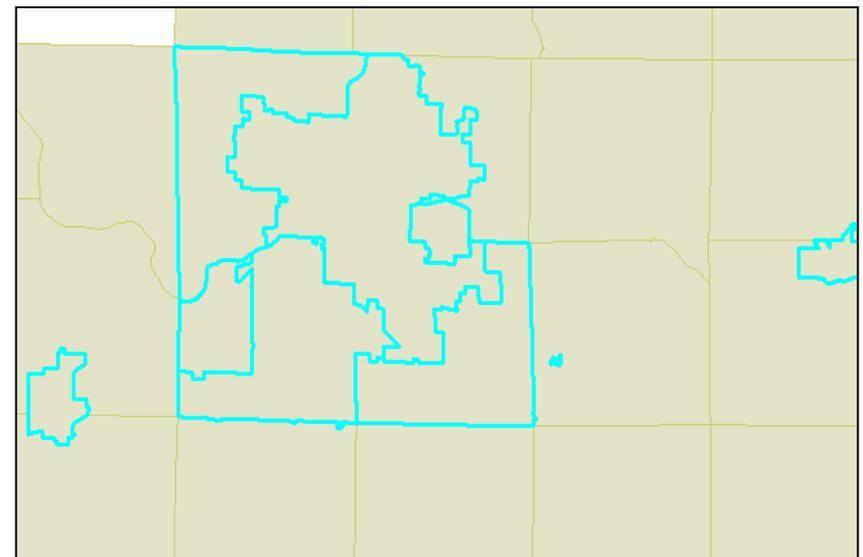


Field	Value
OBJECTID	35
EDITED_BY	BESSERTC
EDITED_DATE	1/27/2005 12:04:13 PM
SOURCE	
NAME	City of Hudsonville
UNIT_NUMBER	7072
COUNTY	Ottawa County
Shape	Polygon
SHAPE.AREA	114812276.993



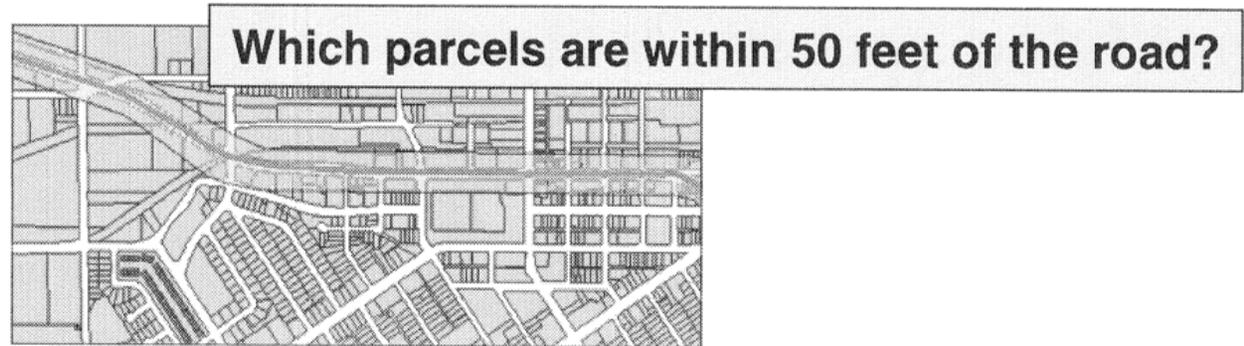
- Identifying features based on conditions

Indicate only those units of government that are incorporated cities

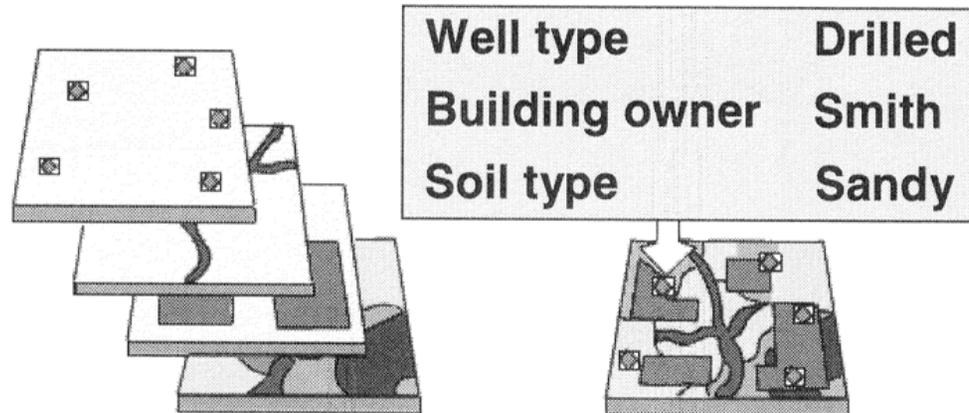


Analysis

- Proximity



- Overlay



- Network



Display

Maps

Graphs

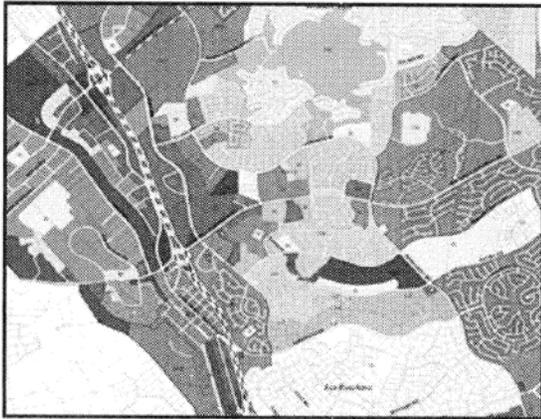
The screenshot displays the ArcMap interface. The main map window shows a map of the United States with a grid overlay. A 'Report Viewer' window is open in the foreground, displaying a table titled 'Landuse by Area'. The table has two columns: 'LU_CODE' and 'Area'. The 'Report Viewer' window also includes a menu bar with 'Print', 'Export', 'Add', and 'Copy' options. A 'Graphs Control' window is open to the right, showing various chart types such as Pie, Polar, Bubble, Scatter, Line, Bar, Area, and Gantt. An 'Algorithmic Color Ramp Properties' dialog box is also visible, showing a color ramp for 'Expenditures \$100' with a legend and a preview area.

LU_CODE	Area
OS	82794.259024
VAC	224072.047107
OS	21599.398608
OS	11689.655876
OS	7243.082109
OS	364824.589686
OS	630105.817696
VAC	160804.556116
SDP	163787.103349
VAC	635943.594288
VAC	8778.344966
VAC	301802.331464
VAC	14957.216062
VAC	146247.468162
VAC	867116.573985
VAC	140620.112251

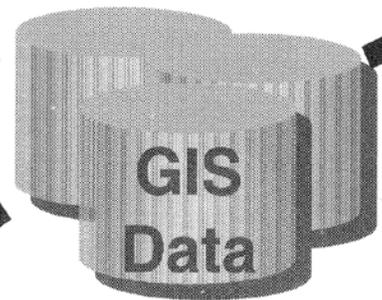
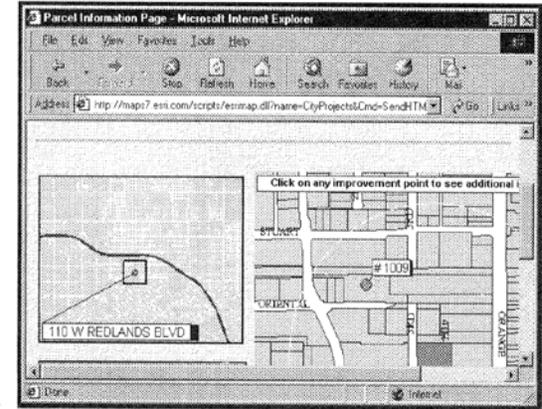
Reports

Output

Paper map



Internet

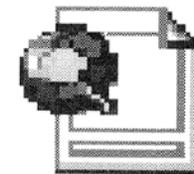


Image



florida.jpg

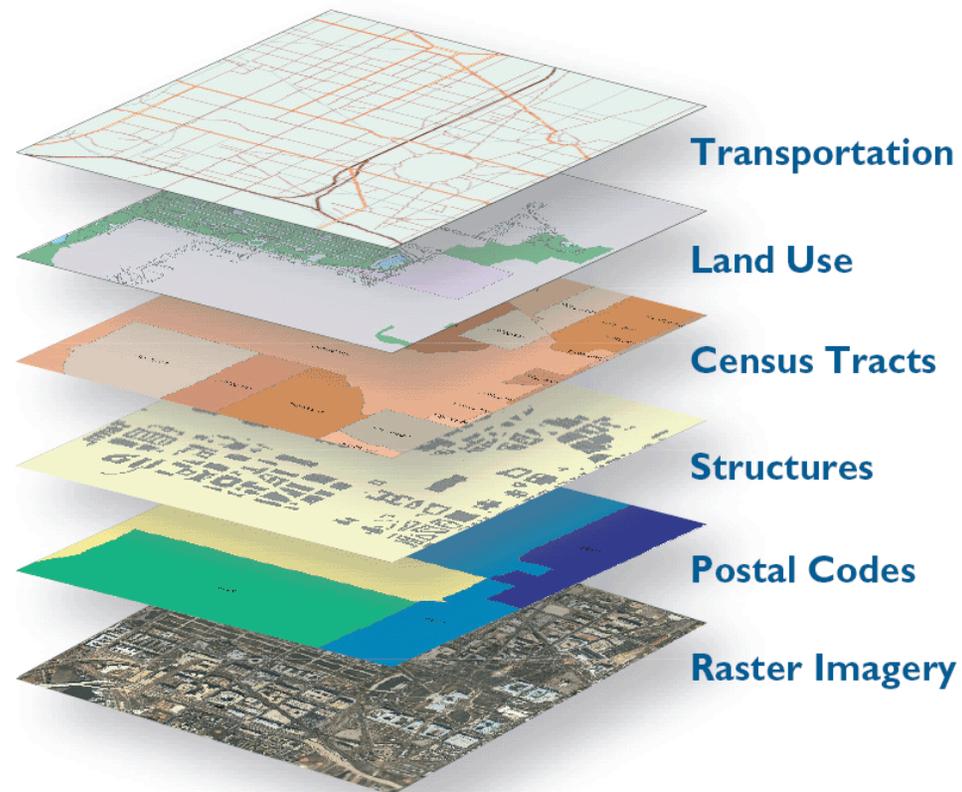
Document



Florida.mxd

Organizing Spatial Data

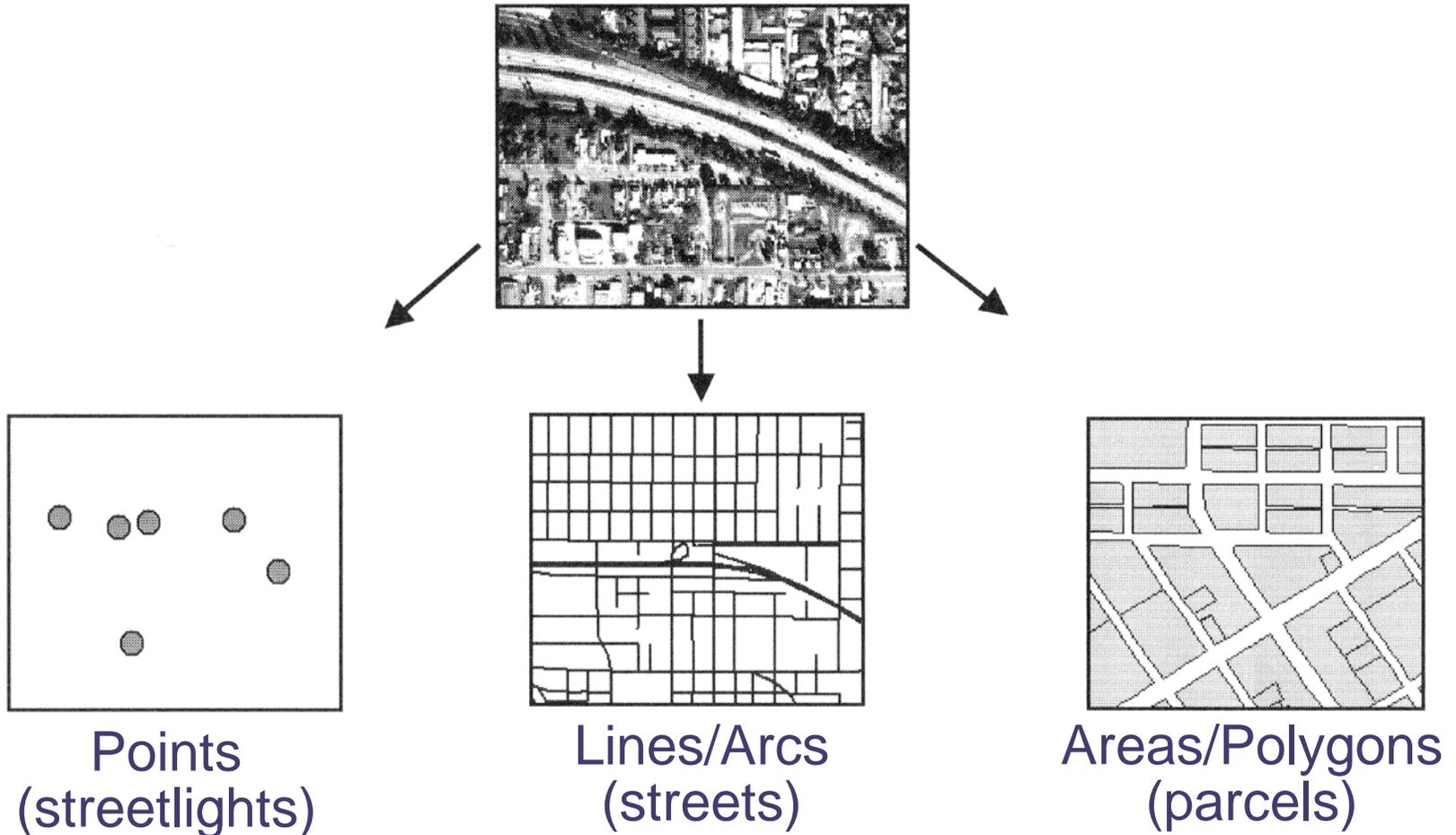
- A GIS works with thematic layers of spatial data



- Answer questi

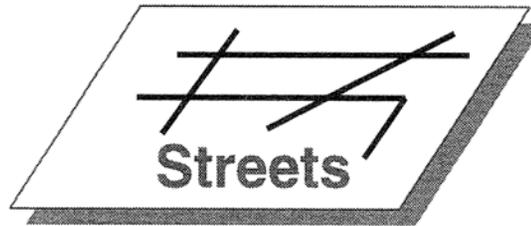
Representing Features in Vector Data

- Real-world entities are abstracted into three basic shapes

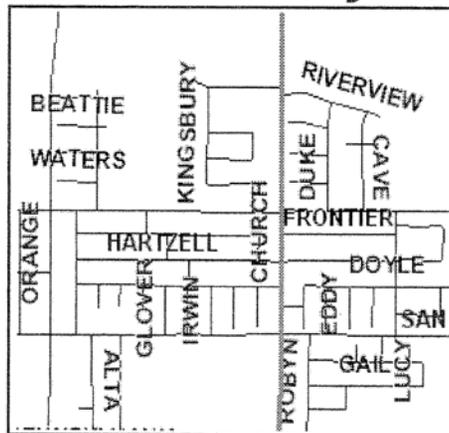


Components of Geographic Data

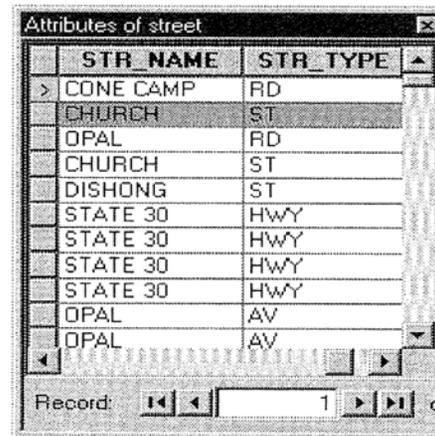
- Three general components to geographic information



Geometry



Attributes



STR_NAME	STR_TYPE
> CONE CAMP	RD
CHURCH	ST
OPAL	RD
CHURCH	ST
DISHONG	ST
STATE 30	Hwy
OPAL	AV
OPAL	AV

Record: 1

Behavior

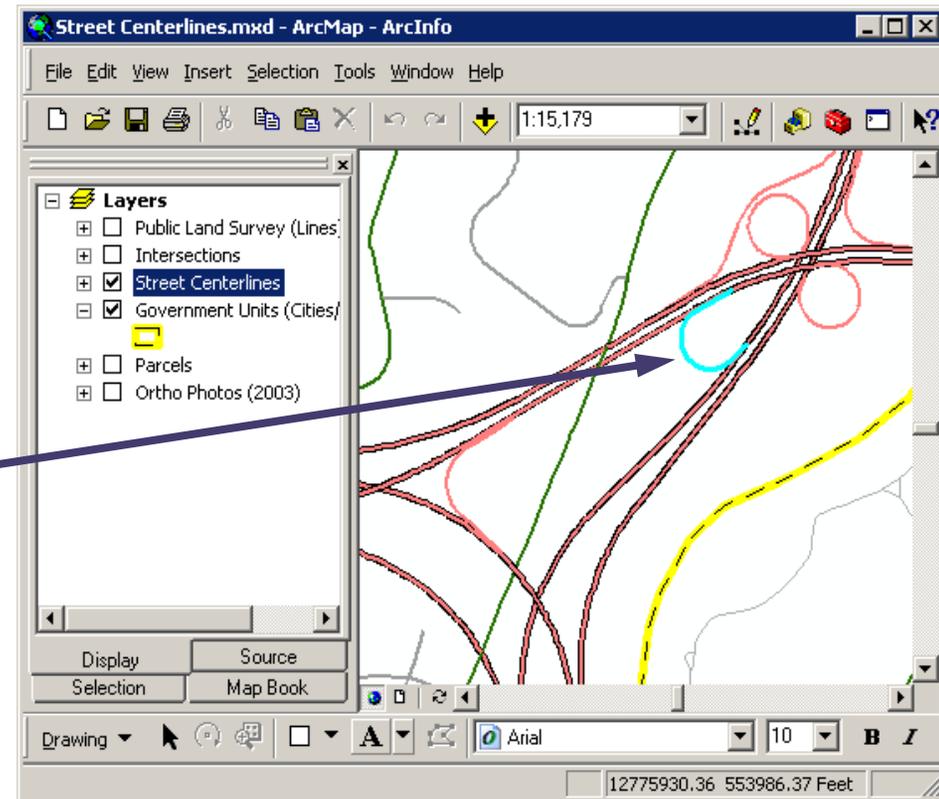
Rules
Streets and highways may not intersect

Linking Features and Attributes

- Feature classes are tables that store spatial data
- Each feature has a record in the table
 - Unique identifier links feature and attributes

OBJECTID*	STREET_NAME	STREET_SUF	SUF	TRAFFIC_ALIGN	SUBTYPE	Shape*	SHAPE.LEN
32930	I-96M-37			-	Freeway	Polyline	374.063698
32931	I-96M-37			+	Freeway	Polyline	1198.410222
32932	US-131			-	Freeway	Polyline	1231.911953
32933	I-96 WBD/US-131 SBD	RAMP		+	Freeway Ramp	Polyline	1454.392889
32934	US-131			-	Freeway	Polyline	839.494939
32935	US-131			-	Freeway	Polyline	2518.803488
32936	US-131 SBDM-96 EBD	RAMP		+	Freeway Ramp	Polyline	1296.946118
32945	JEFFERSON	AVE	SE	Bidirectional	Secondary	Polyline	361.122431
32946	JEFFERSON	AVE	SE	Bidirectional	Secondary	Polyline	362.752621
32947	RAVANNA	ST	SE	Bidirectional	Secondary	Polyline	364.100568

FID = 32936
(Feature Identifier)

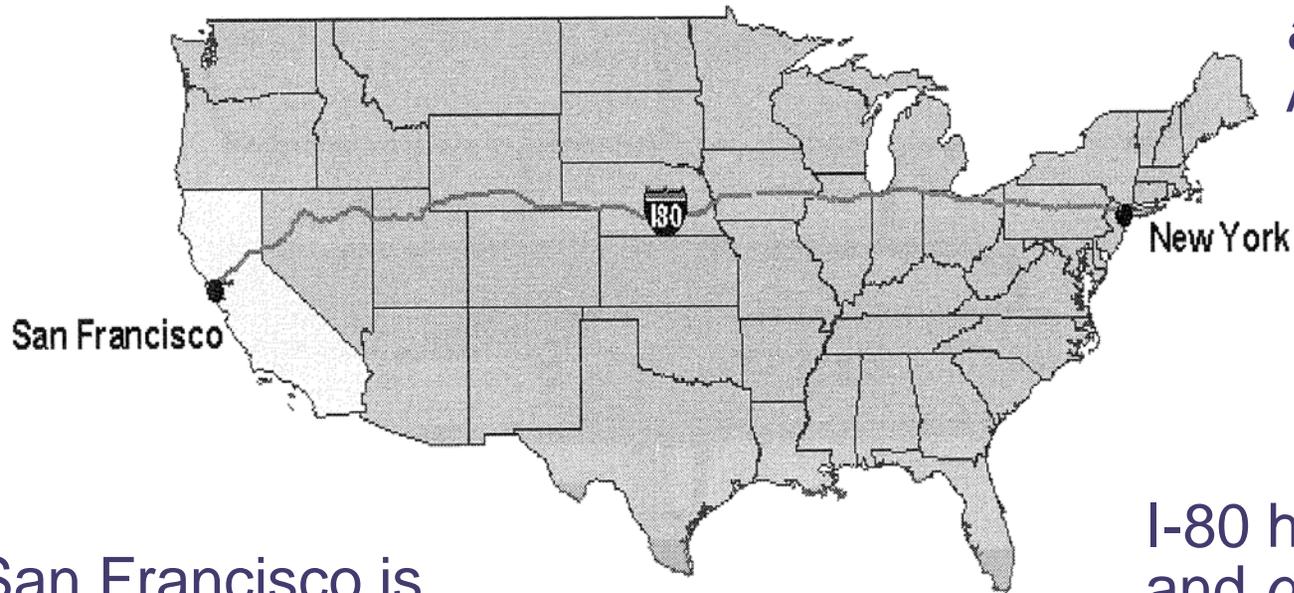


Using Spatial Relationships

- The relative position of features determines relationships

I-80 *connects*
San Francisco
and New York

New York is
adjacent to the
Atlantic Ocean



San Francisco is
contained by California

I-80 has *length*
and *direction*

Legacy Map Viewer (RIMS)

REGIS Internet Map Service

- Solid functionality being converted to new updated technology with eREGIS
- Stored Queries
- Map Layers pre-loaded
- Great Map Analysis tools with RIMS
 - Comparable Sales Mapping
 - SEV Assessment Change Mapping
 - Sales Ratio Analysis
 - Sales Ratio Analysis
 - Red Liner

Overview of REGIS GIS Applications

- Increasing functionality from ArcGIS Server (eREGIS) to ArcView and ArcEditor



Public
Members only

ArcMap

*Citrix web plugin
needed*

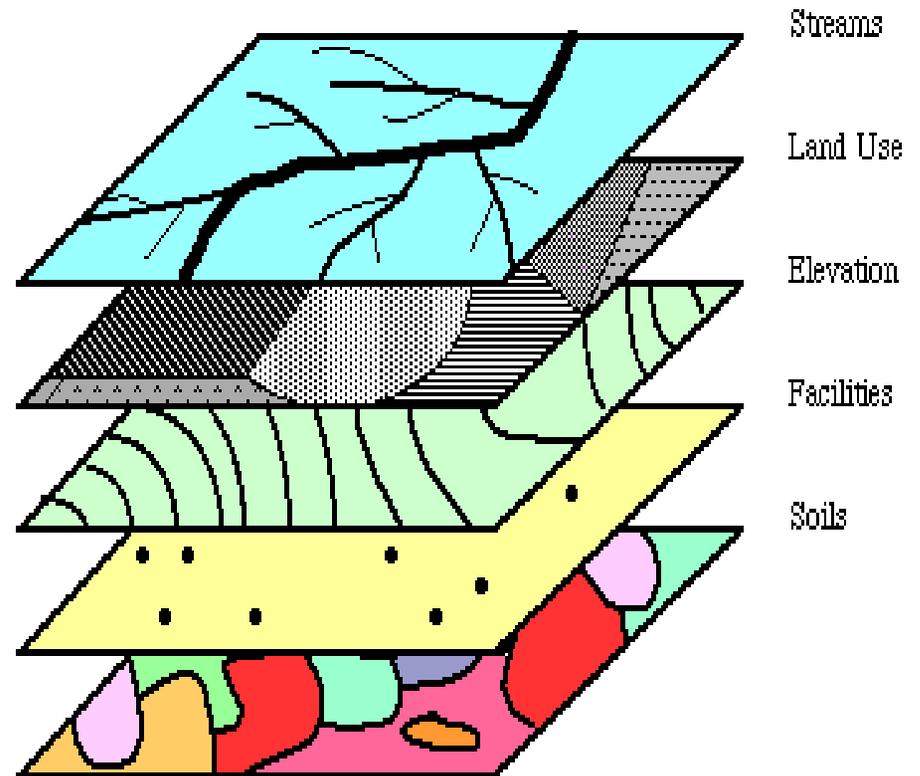
**ArcView – Desktop GIS for Mapping,
Data Integration, and Analysis**

**ArcEditor – Desktop GIS with Advanced
Geographic Data Editing and Management**

**ArcInfo – Complete Desktop GIS with
Advanced Geoprocessing and Analysis**

Data Layers

- Parcels
- Street Centerlines
- Aerial Photo (2009)
- Utility Layers
(water, storm, sewer)
- Fire districts &
Ambulance Services Areas
- Streetlights
- Student Safety Zone
- Outdoor Warning Sirens
- Address Points
- Census data
- Building footprints
- and more.....



How to Get Help

- REGIS Help Desk
616-776-7744
- REGIS Support Center Page
www.gvmc-regis.org



REGIS Help Desk

REGIS Agency staff are here to answer any questions you may have we provide. Help is available on a variety of levels, depending on which choices for the assistance you need:

Direct Help

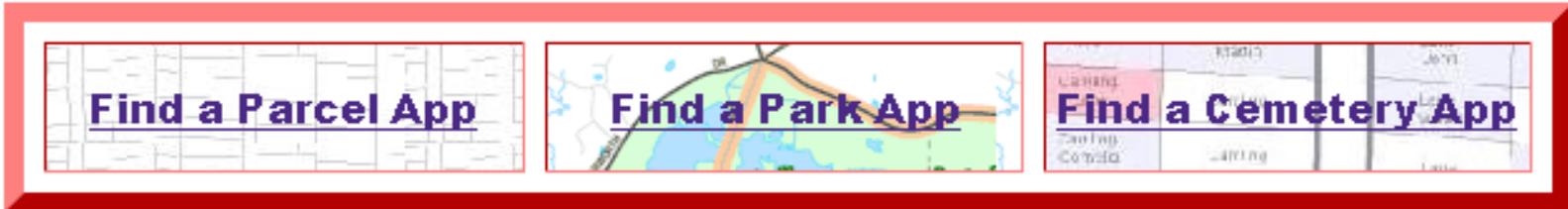
If you are an **employee** of one of the twenty-three **REGIS Participants** ([see list under Who's Who](#)), **with the exception of the affiliated members**, we will be happy to assist you via any of the following means:

- **Telephone: (616) 776-7744**
 - Monday-Friday 8:00am-Noon, 1:00pm-5:00pm
 - Off hours, including weekends and holidays, feel free to leave a message.
 - REGIS Agency staff will attempt to resolve your problem within one business day—often within minutes or a few hours!
- **E-mail: regis@gvmc.org**
 - E-mail support is great for non-time-sensitive issues
 - REGIS Agency staff will respond via e-mail or telephone generally within one day or sooner.
- **FAX: (616) 774-9292**
 - If you need to fax any documents to REGIS Agency staff, please be sure to label them "ATTN: REGIS Help Desk" or "ATTN: *Staff Member Name*".

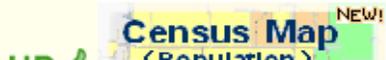
- REGIS Training Page

<http://www.gvmc-regis.org/training.html>

Intro to eREGIS



eREGIS Map Apps Public

 <p>ParcelFinder NEW! Jan 9, 2013</p>	<p>New Version: REGIS has developed a faster and more user-friendly "Parcel Finder" tool utilizing the latest technology. Try the new tool and provide your feedback at regis@gvmc.org. Find specific parcels and properties by searching for addresses, owners, or parcel numbers.</p>
 <p>ParkFinder NEW! Feb 1, 2013</p>	<p>New Version : Locate various State, County, City and Township parks by searching or interactively exploring the map.</p>
 <p>CemeteryFinder NEW! Feb 22, 2013</p>	<p>New Version : Locate Cemetery and Burial Sites by searching or interactively exploring the map. Cemeteries currently available: Blain, Dutton & South Gaines (Gaines Twp), Pine Hill (Kentwood), Brooklawn (Walker), Plainfield (Plainfield Twp), Grandville (Grandville), Mason & Martin (Grand Rapids Twp), Cascade, Snow Ave & Whitneyville (Cascade Twp), Boynton, Winchester & Winegar (Byron), Oakwood (Lowell), Elmwood Cemetery (City of Cedar Springs), and Findlay & Ada (Ada Township).</p>
 <p>Census Map NEW! (Population)</p>	<p>New Version : View the 2010 U.S. Census Population by block for Kent County and the City of Hudsonville. Explore the map and identify the demographics in your...</p>

eREGIS – One Stop Shop for all Internal REGIS Apps

- Use password provided to you by REGIS staff
- Contact the help desk if username and password are needed
- Internal Portal: <http://regis-apps-login.gvmc-regis.org/eREGIS/Logon.aspx?ReturnUrl=%2feREGIS%2f>



If you do not know your REGIS login information or forgot your password please call the REGIS Help Desk at 781-326-2200.

This is proprietary information and provided to REGIS Members only.

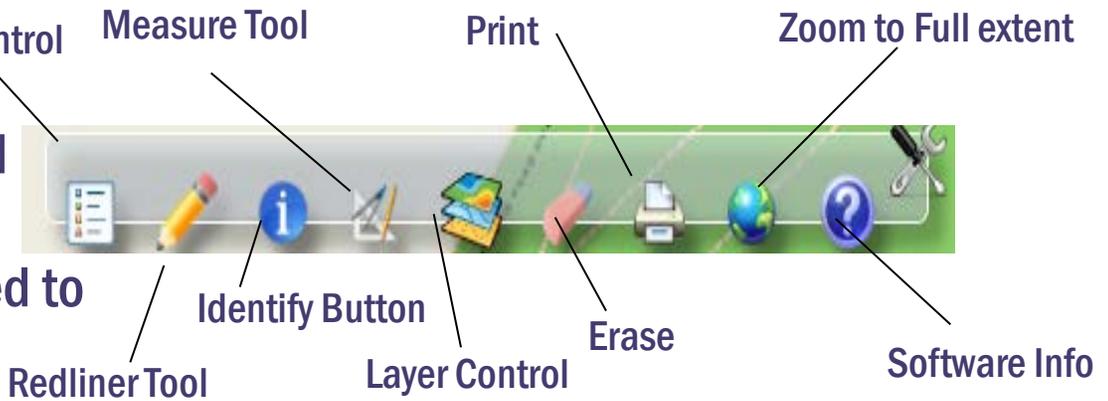
This information is not available to the general public. [Click here to access the public version of the REGIS website.](#)

		eREGIS (One Stop Shop for all REGIS Applications) (For REGIS Members Only)	
<p>Parcel Finder</p> <p>Locate parcel information by searching PPN, address, or taxpayer name. Includes sales and tax information on a parcel. Mailing labels and buffering tools available.</p>	<p>Street Index</p> <p>Locate roads within Kent County. Search by cross street and interactively identify information on roads.</p>	<p>Census Mapping</p> <p>Demographic information centered on 2010 census. Some spatial data layers available are population, education, and poverty line. Search allows for zooming in on an area of interest using parcel criteria.</p>	
<p>Zoning Finder</p> <p>Provides zoning information broken down by community, also provides a corresponding legend each community to reference zoning codes. Mailing labels and buffering tools available.</p>	<p>Utilities Finder</p> <p>Data for sanitary, storm, and water utilities. Search makes by diameter, material, year installed, etc. Also included REDLINE.</p>	<p>Park Finder</p> <p>Locate parks and golf courses based on park name or community.</p>	
<p>Planned Land Use</p> <p>Provides information on local and regional planned land use. Search either by local or regional codes of a particular community.</p>	<p>Sales Analysis</p> <p>Generate comparable sales information for properties based on sales price, number of bedrooms, square footage, acreage, year built and sale date.</p>	<p>Sales Ratio</p> <p>Classify properties based on their Sales Ratio for the current and previous base year.</p>	
<p>Report a Bug</p>	<p>Whats New</p>	<p>Training Classes</p>	<p>Reset Password</p>
<p>REGIS HELP</p>			

eREGIS Basics

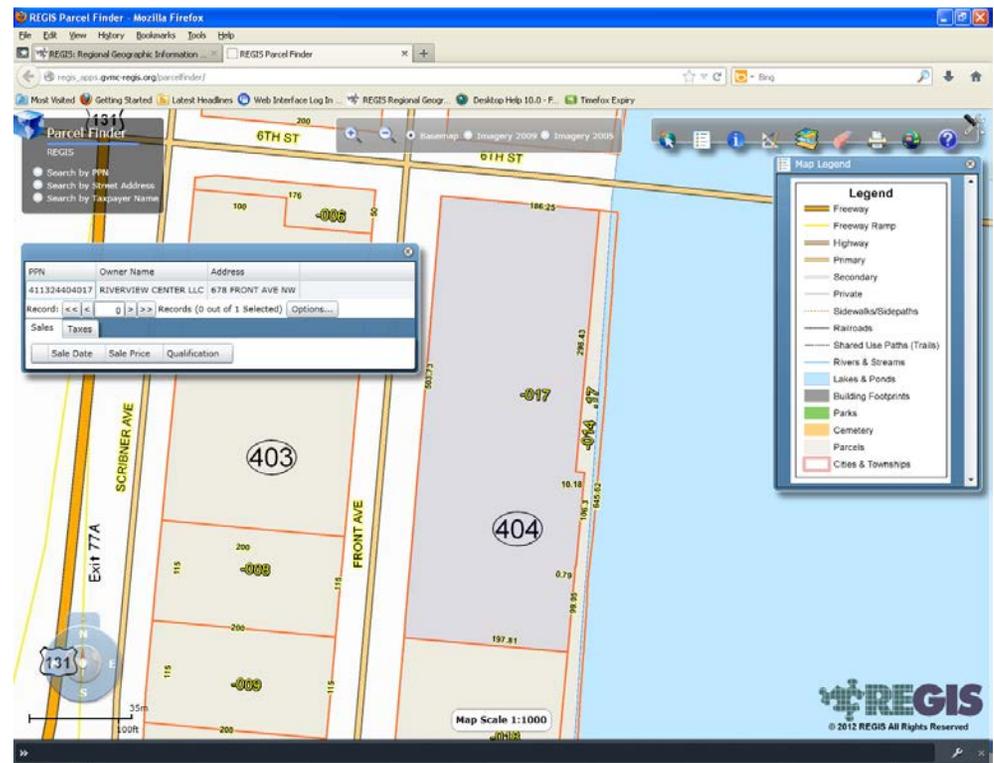
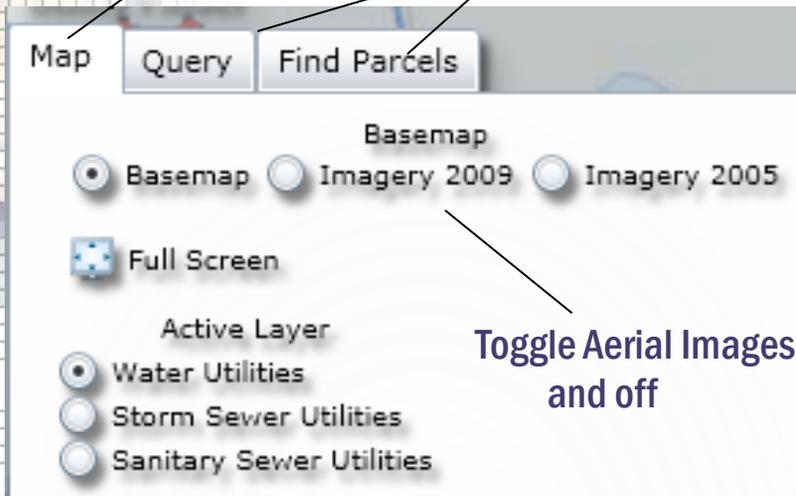
eREGIS Map Apps

- Easy to use and fast customized internet map viewer
- Data layers are set up and added to the map viewer
- Stored Queries (Parcel Info and Utility Info)
- User Friendly print option



Active Layer Control

Query Tools

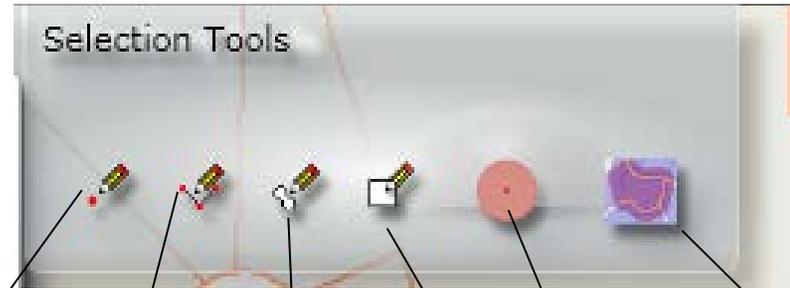


Include PPN?
 Select the following labels.
 Resident\Occupant
 Owner
 Taxpayer
 Create Labels

eREGIS Basics (continued)

eREGIS Map Apps

- Parcel Selection Tools
- Buffer Selection Tools
- Zoom to last search
- Export Parcel info to excel



Select by Point

Select by Line

Select by Polygon

Select by Rectangle

Select by Buffer
Of a Point

Select by Buffer of a
Parcel

PPN	Site Address	Site City	Site State	Site Zip	
411016476050	6169 BELMONT AVE NE	BELMONT	MI	49306	4
411015351022	6141 IDAHO AVE NE	BELMONT	MI	49306	4
411016476056	6161 BELMONT AVE NE	BELMONT	MI	49306	4
411016420007	2314 BELMONT FARMS CT NE	BELMONT	MI	49306	4

Record: << < 0 > >> Records (0 out of 29 Selected) Options...

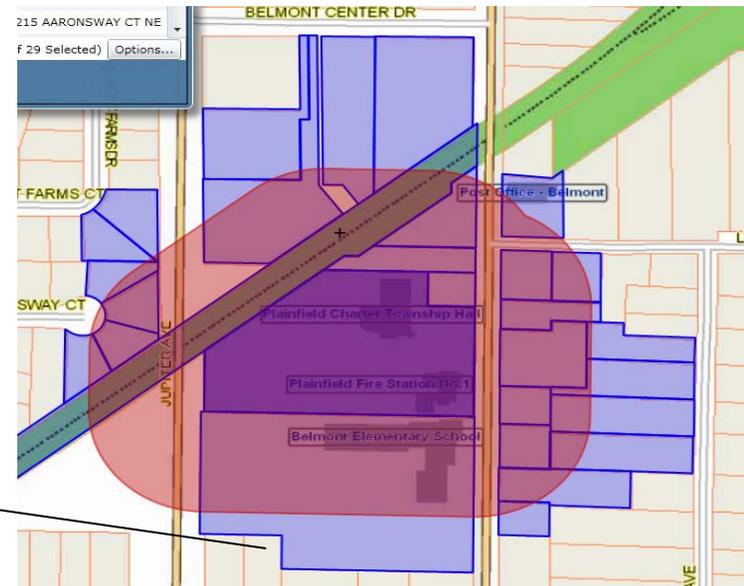
Create Mailing Labels Export to Excel

Export Results to Excel

Select Parcels by Buffer

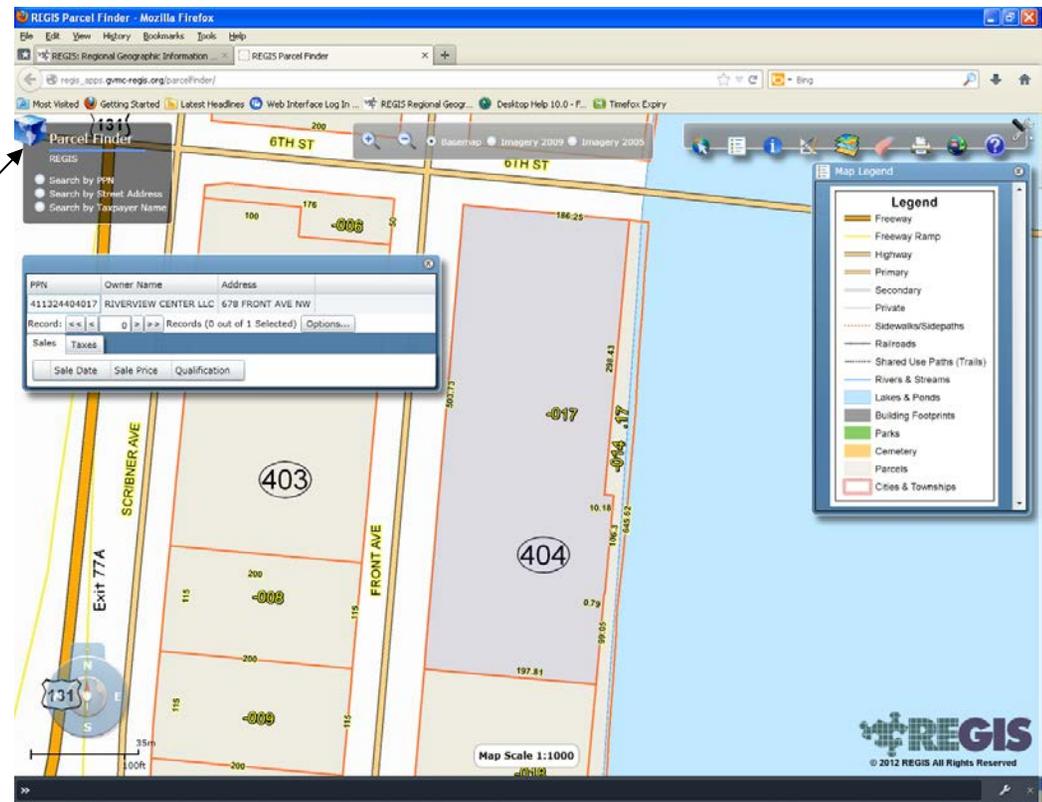
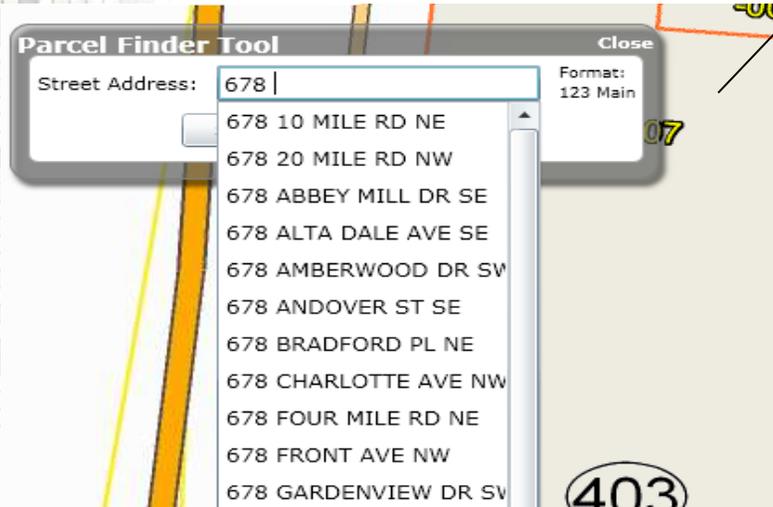
Create Mailing Labels

Include PPN?
 Select the following labels.
 Resident\Occupant
 Owner
 Taxpayer
 Create Labels



Cadastral Module

- Integration with BS&A (*Help Document on REGIS Support Center page*)
- Communities are encouraged to put public link to page on websites



Cadastral Module

- View Parcel Owner, Tax and Sales Data

The screenshot displays the eREGIS web interface. A map shows a parcel labeled '-012' with dimensions 90 by 134. A popup window provides details for the parcel with PPN 411019177012, owned by DESJARDINS BRUCE THOMAS at 5778 GRAND OAKS DR NE. The popup also shows a sales history table:

Sale Date	Sale Price	Qualification
12/6/2001 12:00:00 AM	33498	VACANT LAND
8/22/2002 12:00:00 AM	156900	C CONSTRUCTION

Cadastral Module

-Sales Analysis and Ratio Mapping

PPN	Owner Name	Owner Address	Owner City	Owner State	Owner Zip	Government Unit	Neighborhood	Property Class #	Property Class N
412003422001	EGGLESTON ROXANN & EGGLESTON CECILI	1548 SIBLEY ST SE	LOWELL	MI	49331	City of Lowell	LVV	401	
412002304006	LAPENNA THOMAS J & MARIA	226 N CENTER ST SE	LOWELL	MI	49331	City of Lowell	LVV	401	
412003417010	RIECHMANN JEFF	216 ELIZABETH DEAN DR SE	LOWELL	MI	49331	City of Lowell	LVV	401	

Comparable Sales Tool

Government Unit: ADA TOWNSHIP

Neighborhood: []

Property Classification: []

Qualification: []

Min Max

Sale Price: [] []

Num. Bedrooms: [] []

Square Footage: [] []

Acreage: [] []

Year Built: [] []

Start Sale Date: <M/d/yyyy> 15

End Sale Date: <M/d/yyyy> 15

Include Sales Ratio Analysis

Base Year: Current Previous

0-25 26-50 51-75 76-100

Search

Cadastral Module

Exercise 1: Cadastral Module



Public Cemetery Map Viewer

- Gives public the power to query on the database and find location on a map
- Public has limited data access using this viewer



New Version : Locate Cemetery and Burial Sites by searching or interactively exploring the map. Cemeteries currently available: Blain, Dutton & South Gaines (Gaines Twp), Pine Hill (Kentwood), Brooklawn (Walker), Plainfield (Plainfield Twp), Grandville (Grandville), Mason & Martin (Grand Rapids Twp), Cascade, Snow Ave & Whitneyville (Cascade Twp), Boynton, Winchester & Winegar (Byron), Oakwood (Lowell), and Elmwood Cemetery (City of Cedar Springs).

Public Cemetery Map Viewer

Cemetery Finder

REGIS

Search by Cemetery Name

Search by Deceased

Search by Grave Status

Search by

Basemap Imagery 2009 Imagery 2005



Deceased Name	Cemetery Name	Government Name	Block Number	Plot Number	Grave Number	Grave Photo	Owner Name
	Martin Cemetery	Grand Rapids Township	First Addition	06	A	PICT0027.JPG	Loren Stevens

Record: <<< < 1 > >>> Records (1 out of 1 Selected) Options...

Linked Documents

Prescott George Prescott



Public Cemetery Map Viewer

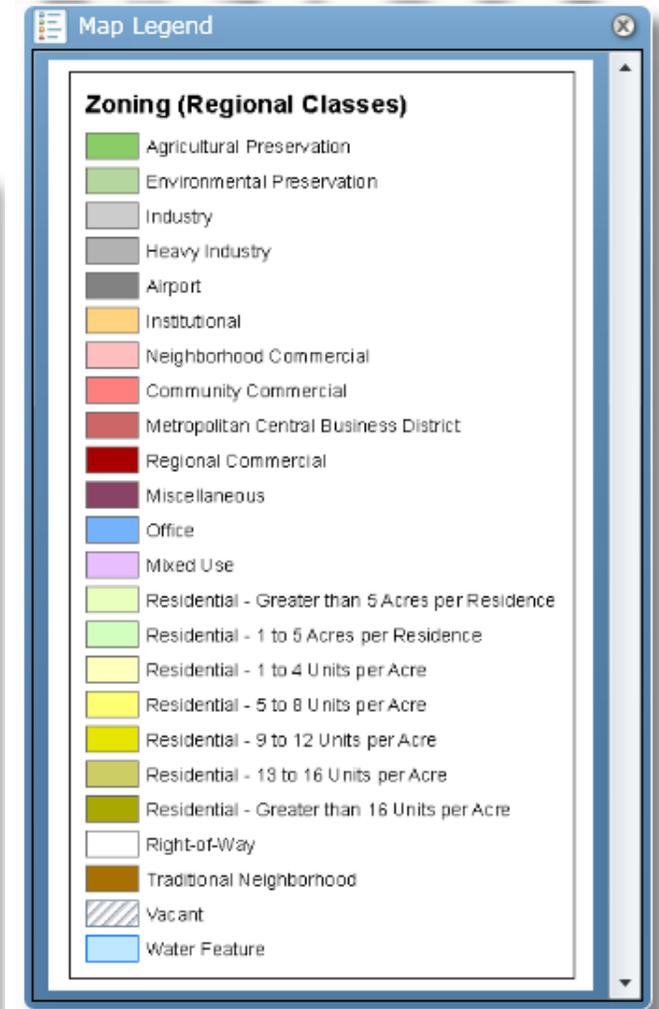
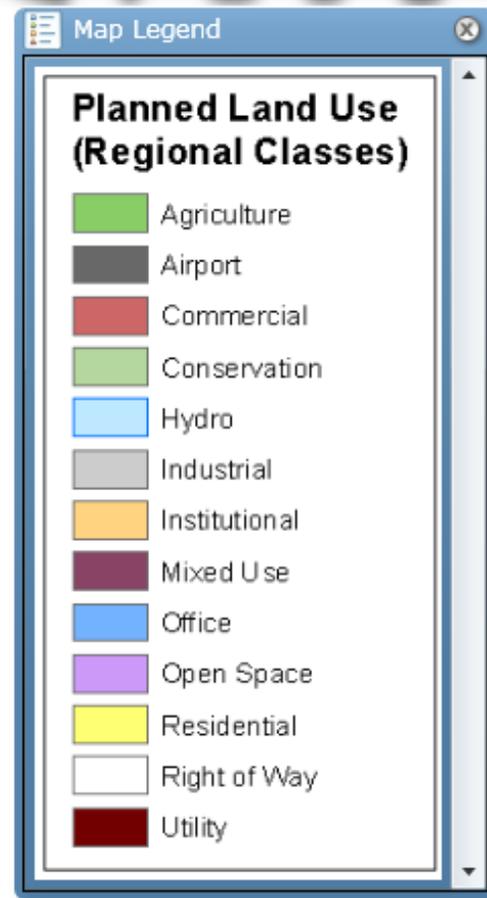
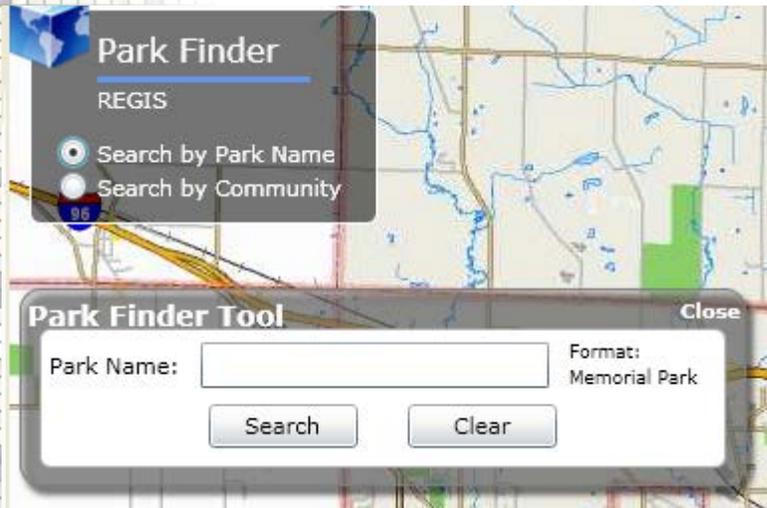
Exercise 2: Cemetery Module



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- *This slide left blank intentionally.*

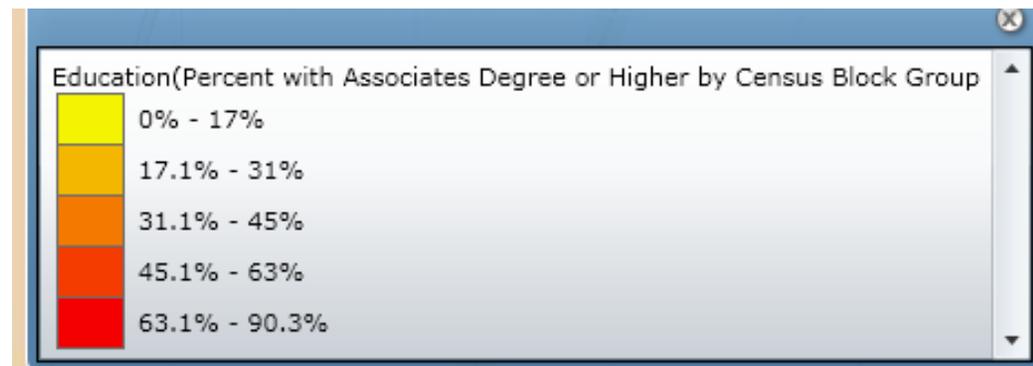
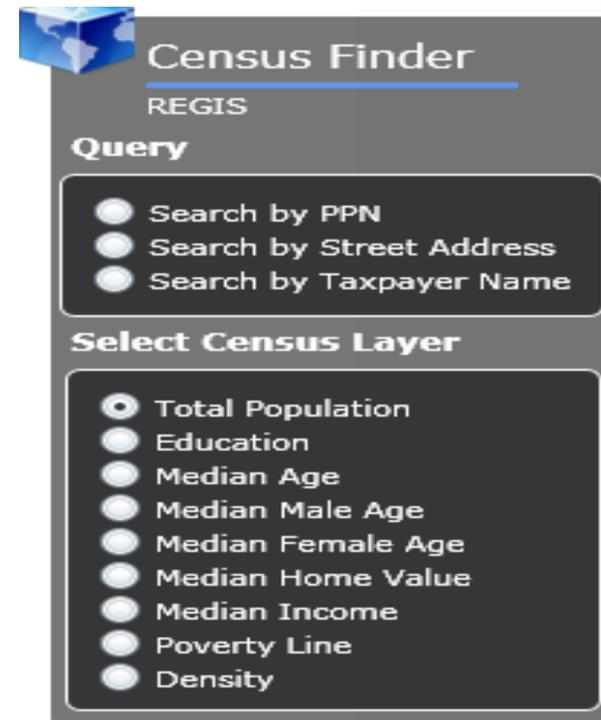
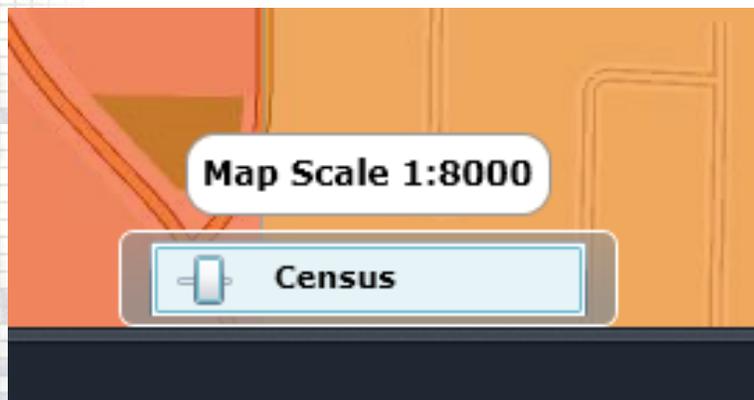
Planning Module

- Park Finder
- Zoning Finder
- Planned Landuse Finder
- Census Finder



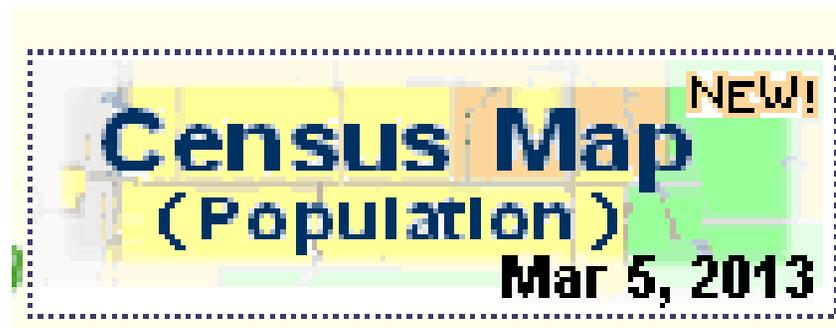
Census Map Viewer

- 2010 Census Data
- Change map layers and legend on the fly for quick analysis
- Slider bar to control transparency



Census Map Viewer

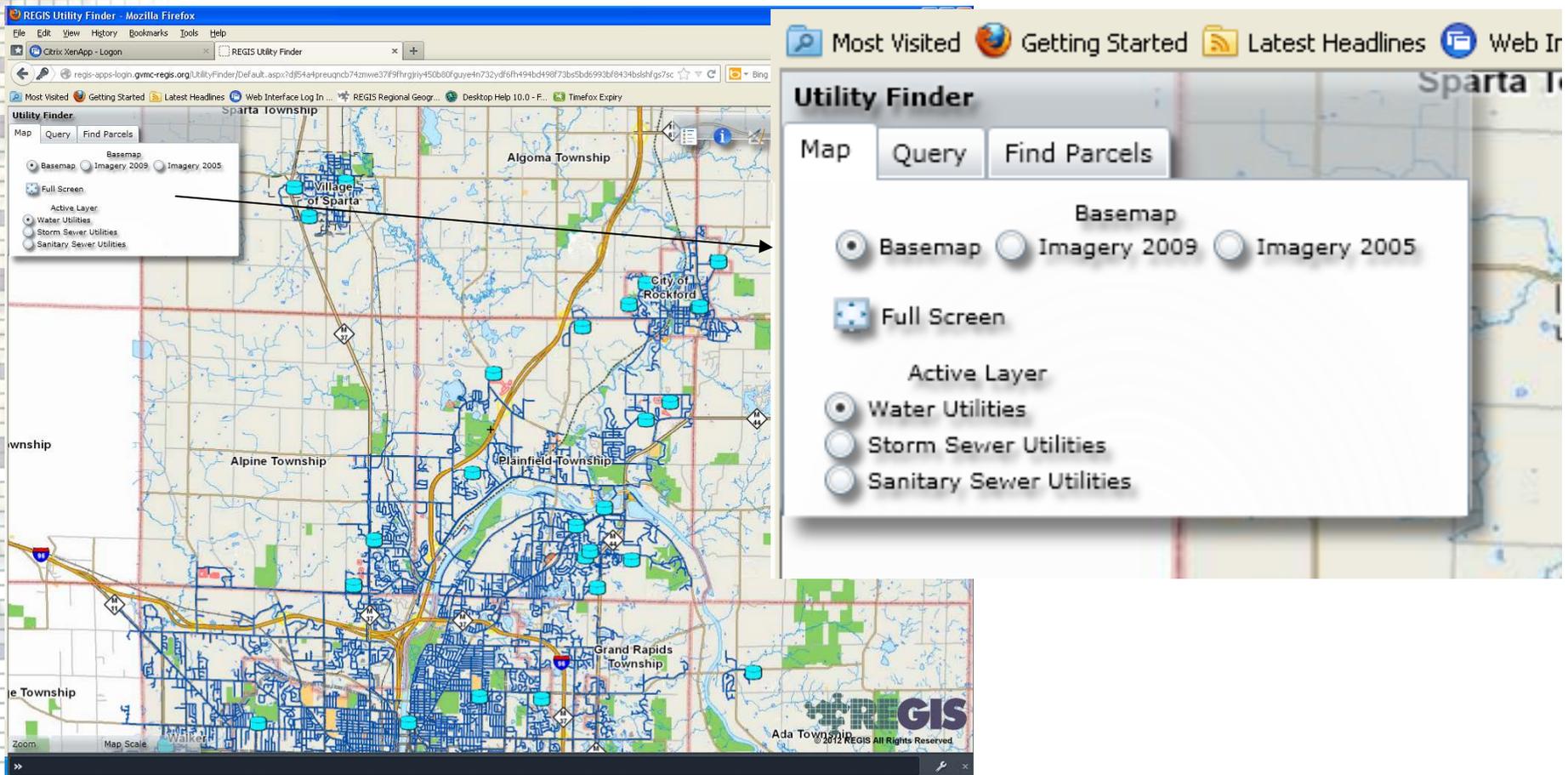
Exercise 3: Census Module



-
- *This slide left blank intentionally.*

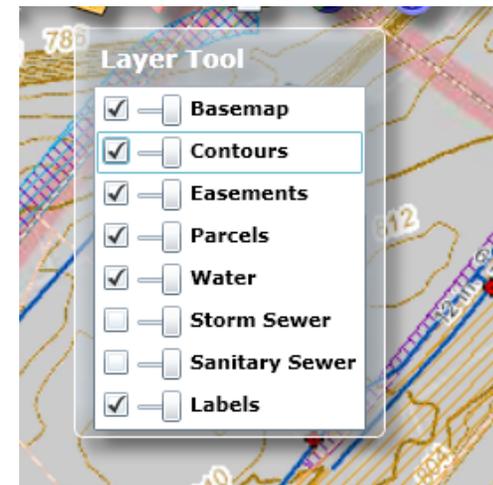
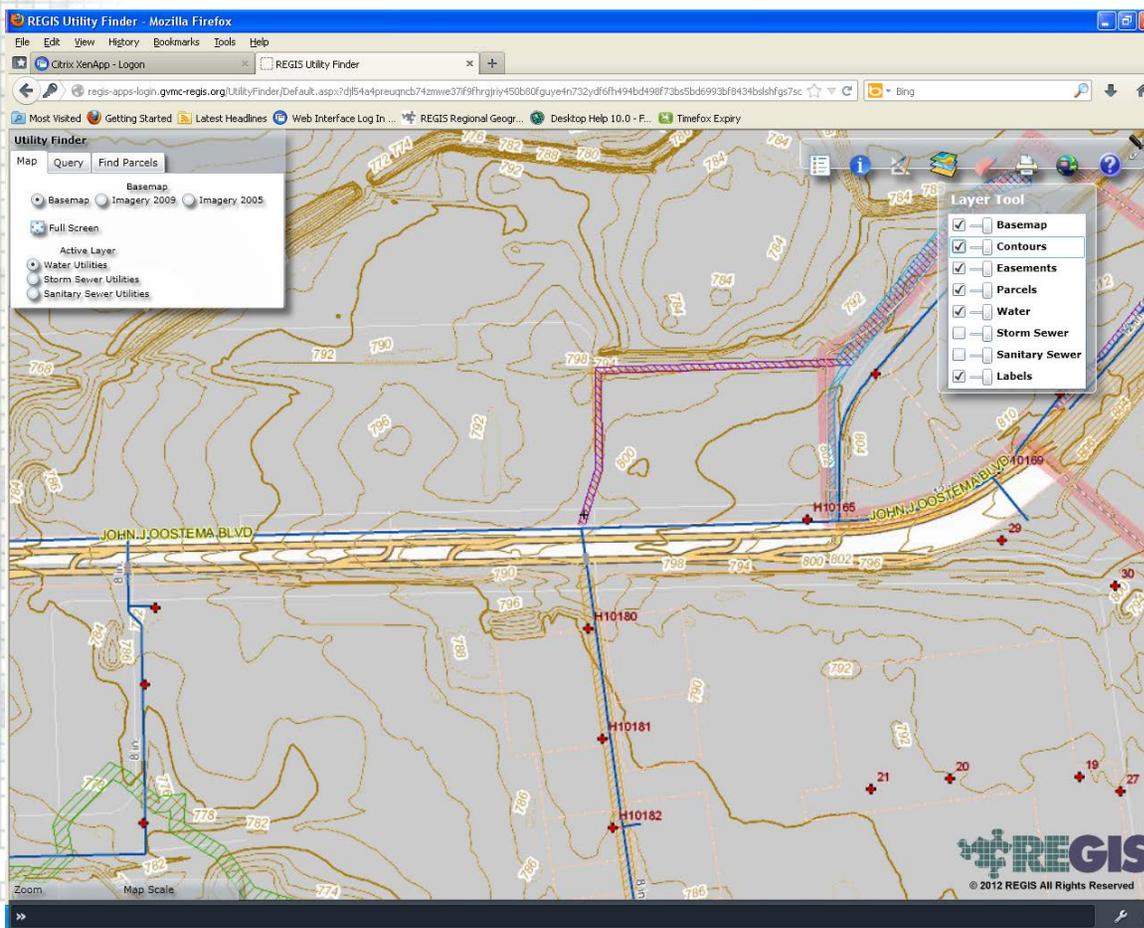
Engineering and Public Works Module

- View all utilities (sanitary, storm and water) at one time



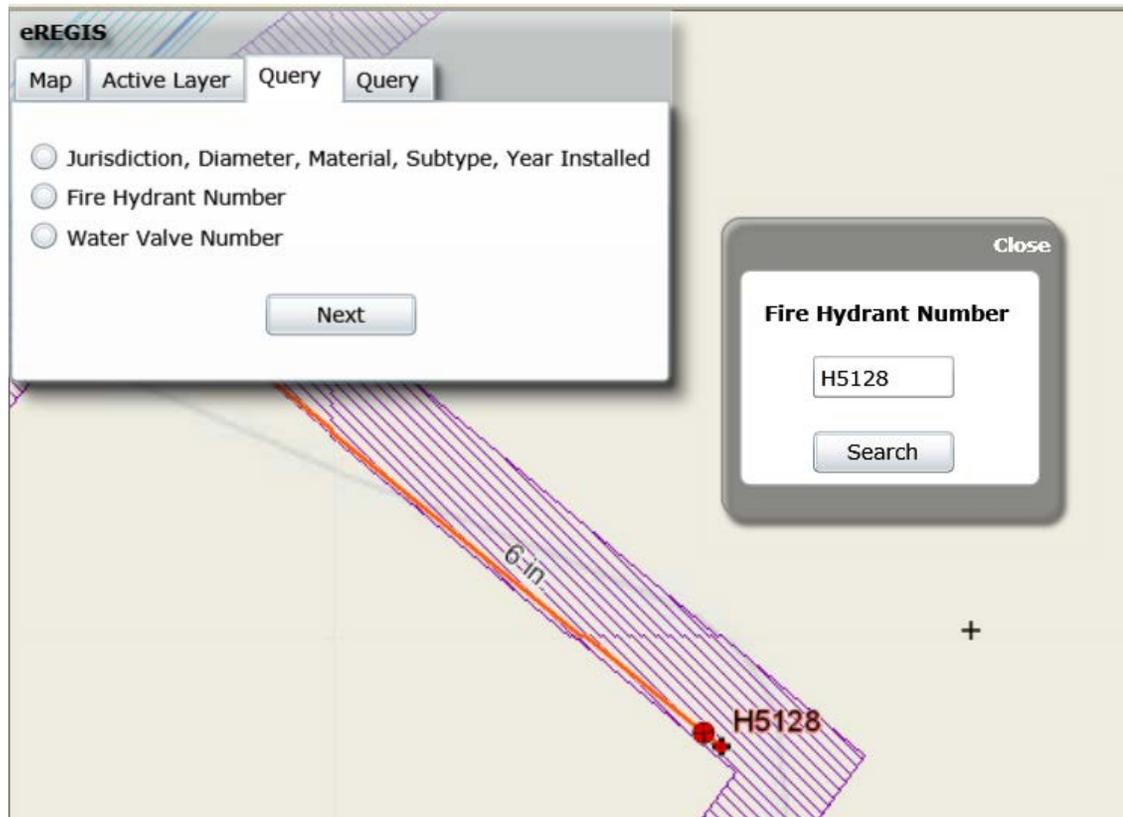
Engineering and Public Works Module

- Background Data can be added (contours and easements)



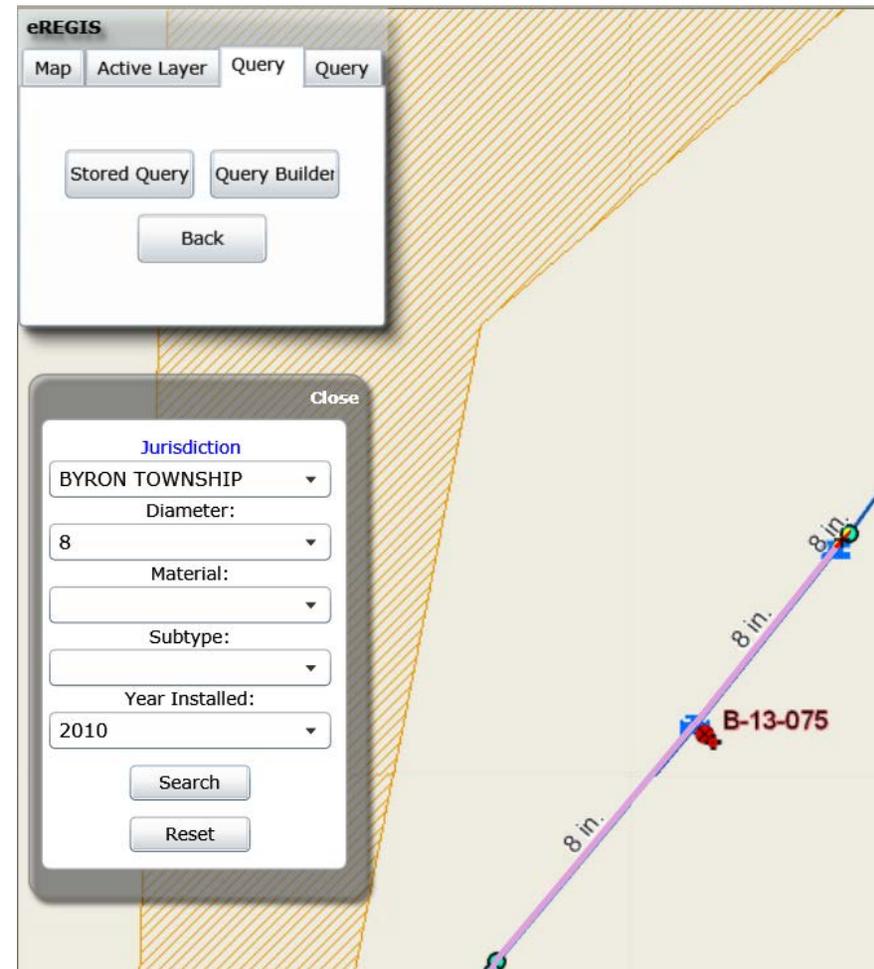
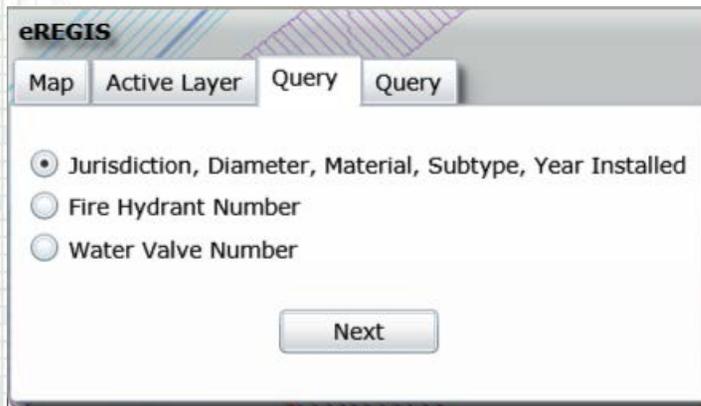
Engineering and Public Works Module

- Stored Queries provide pre-defined field searches based on your criteria.



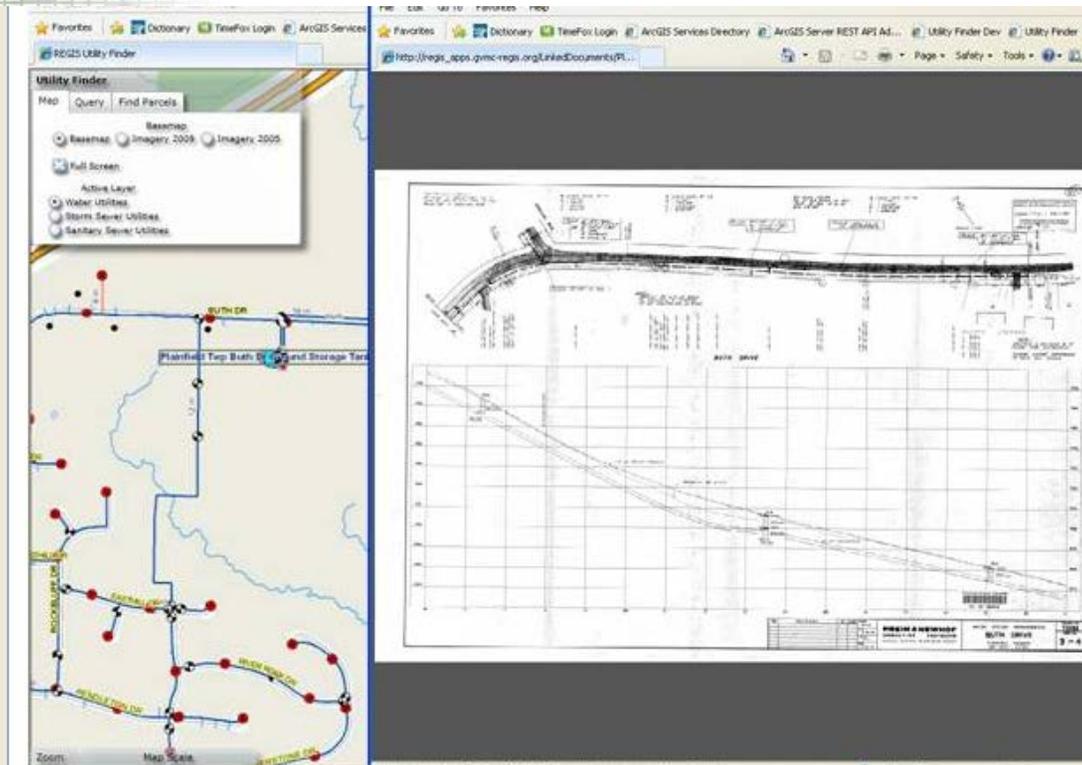
Engineering and Public Works Module

- Stored Queries: Search by: install date, pipe size or type, jurisdiction, and diameter



Engineering and Public Works Module

- Search and located linked documents



Select an active layer to identify it's features.

8 (Sewer Mains)

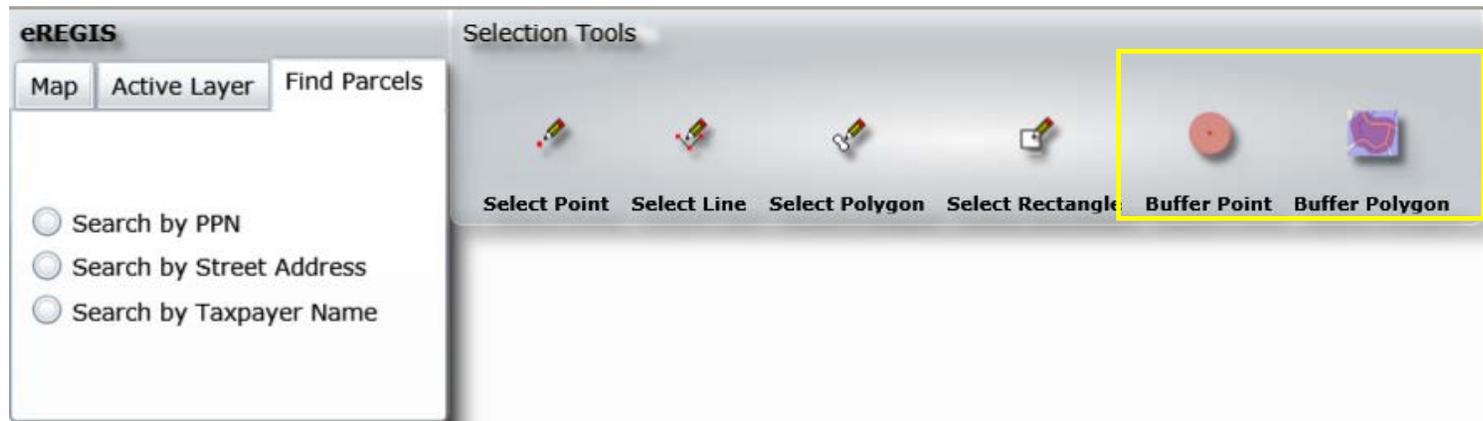
Diameter	8
Material	PVC
Jurisdiction	Plainfield Township
Owner	Plainfield Township
Maintenance Responsibility	Kent County DPW
Year Installed	2009
Subtype Description	Gravity

Linked Documents

http://regis_apps.gvmc-regis.org/LinkedDocuments/Plainfield Twp/41-10-002212.pdf

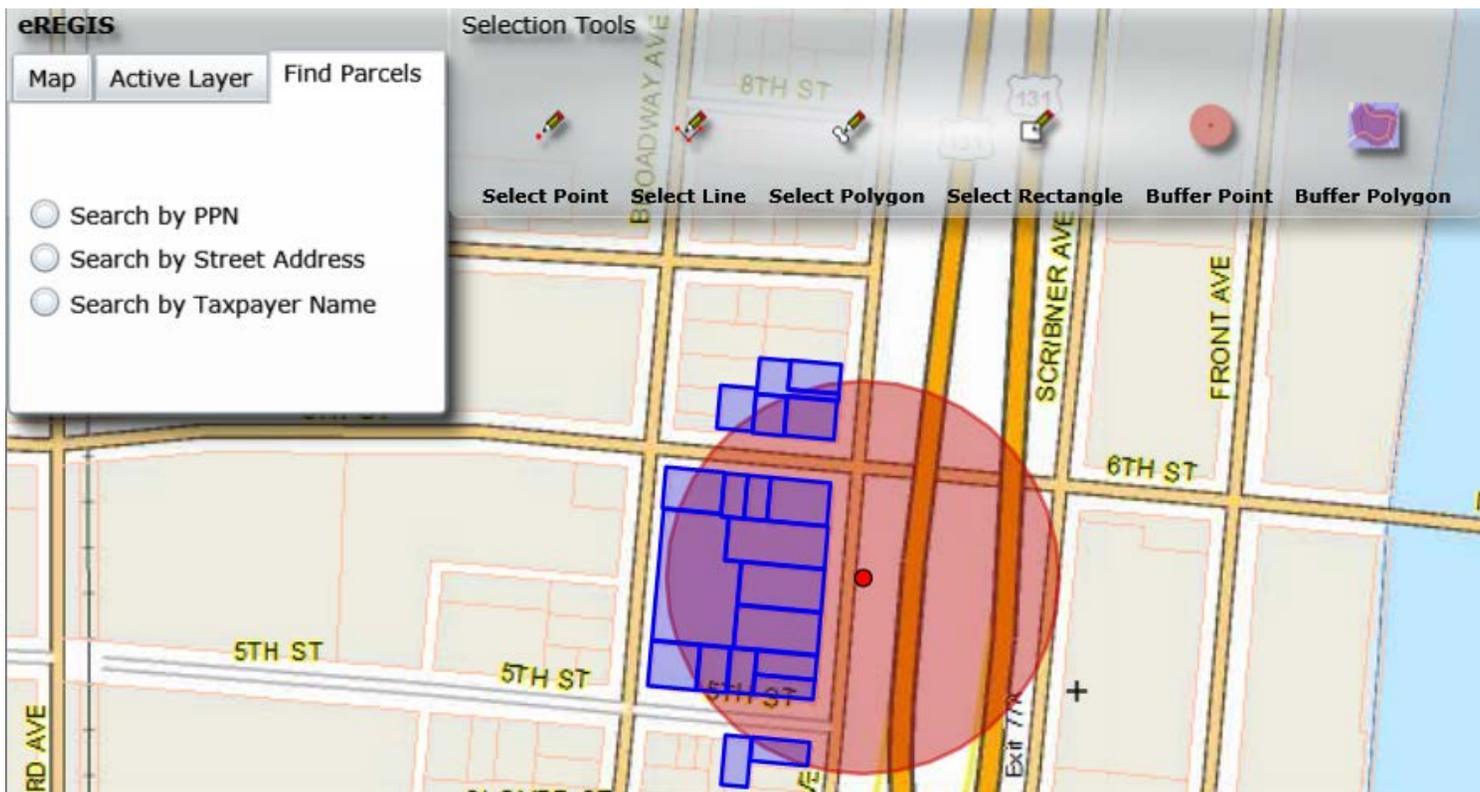
Mailing Label Tool

- Using the Mailing Label Tool
 - Use the Selection Tools to select by:
 - Buffer Point
 - Buffer Polygon



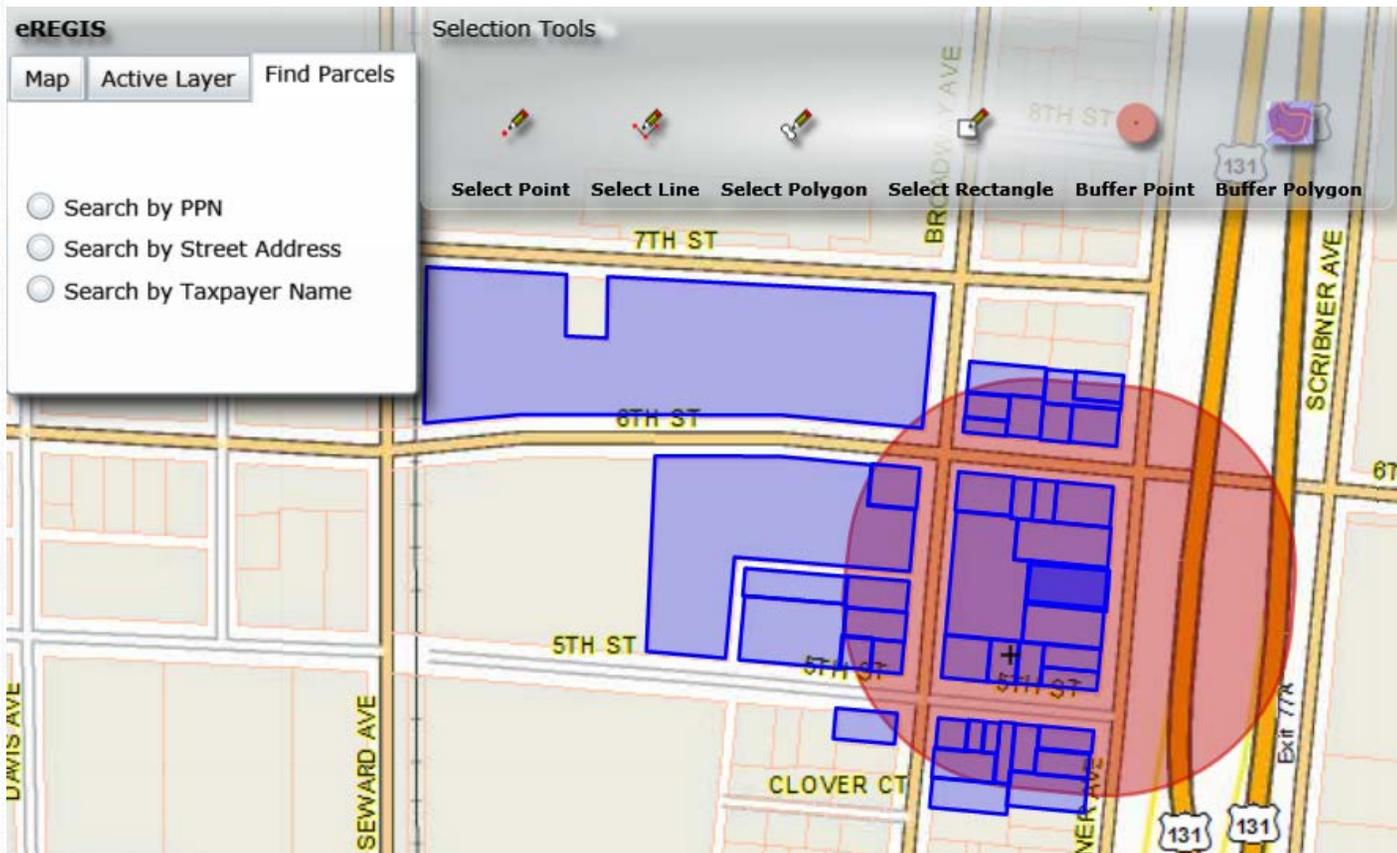
Mailing Label Tool

- Using the Mailing Label Tool
 - Buffer Point



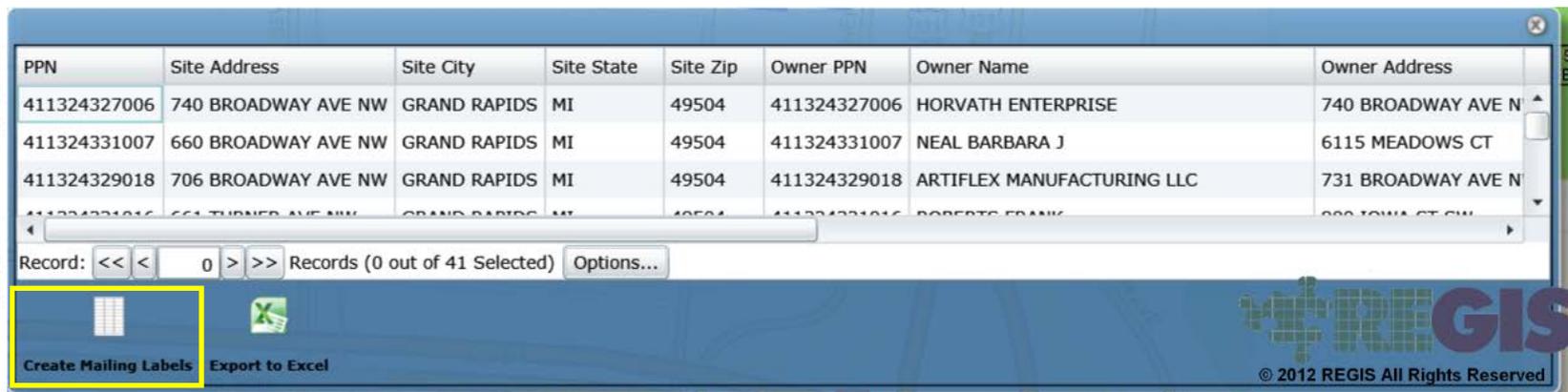
Mailing Label Tool

- Using the Mailing Label Tool
 - Buffer Polygon



Mailing Label Tool

- Using the Mailing Label Tool
 - Each buffer generates a table of selected parcels



PPN	Site Address	Site City	Site State	Site Zip	Owner PPN	Owner Name	Owner Address
411324327006	740 BROADWAY AVE NW	GRAND RAPIDS	MI	49504	411324327006	HORVATH ENTERPRISE	740 BROADWAY AVE N
411324331007	660 BROADWAY AVE NW	GRAND RAPIDS	MI	49504	411324331007	NEAL BARBARA J	6115 MEADOWS CT
411324329018	706 BROADWAY AVE NW	GRAND RAPIDS	MI	49504	411324329018	ARTIFLEX MANUFACTURING LLC	731 BROADWAY AVE N
411324331016	661 TURNER AVE NW	GRAND RAPIDS	MI	49504	411324331016	ROBERTS FRANK	888 IOWA ST SW

Record: << < 0 > >> Records (0 out of 41 Selected) Options...

Create Mailing Labels Export to Excel

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- Click the Create Mailing Labels icon to start the mailing labels
- Check the fields you want included in the labels
- Click Create Labels



Include PPN?

Select the following labels.

Resident \Occupant

Owner

Taxpayer

Create Labels



eREGIS Basics (continued)

eREGIS Redliner Tool

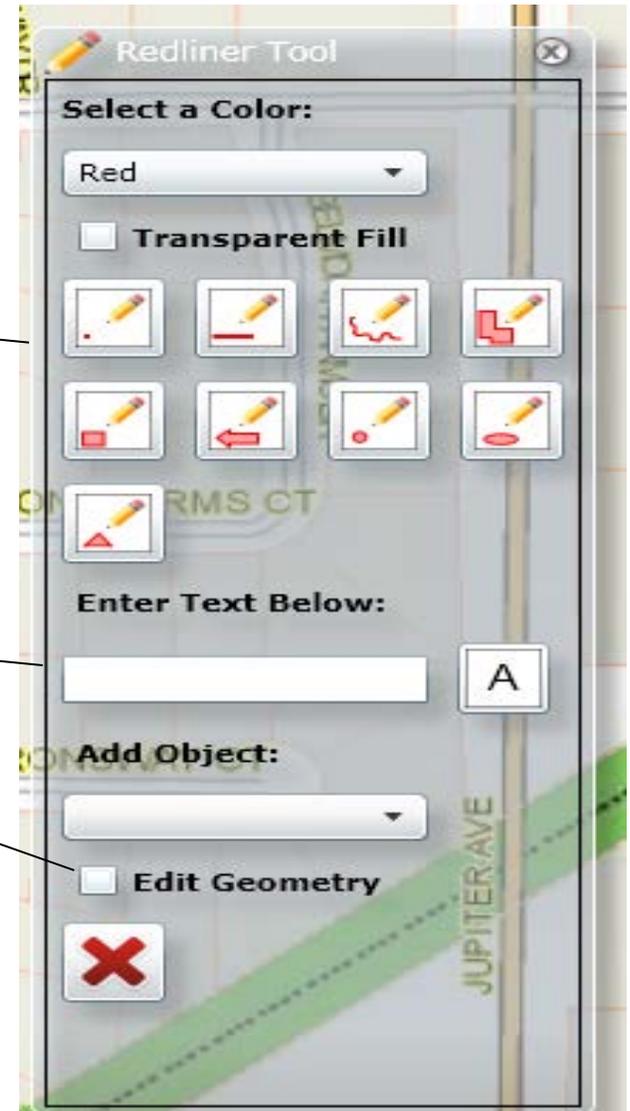
- Add graphics to map
- Used to submit data changes/updates
- Communication tool



Add geometry

Add text

Edit/Delete Geometry



Engineering and Public Works Module

Exercise 4: Utility Finder

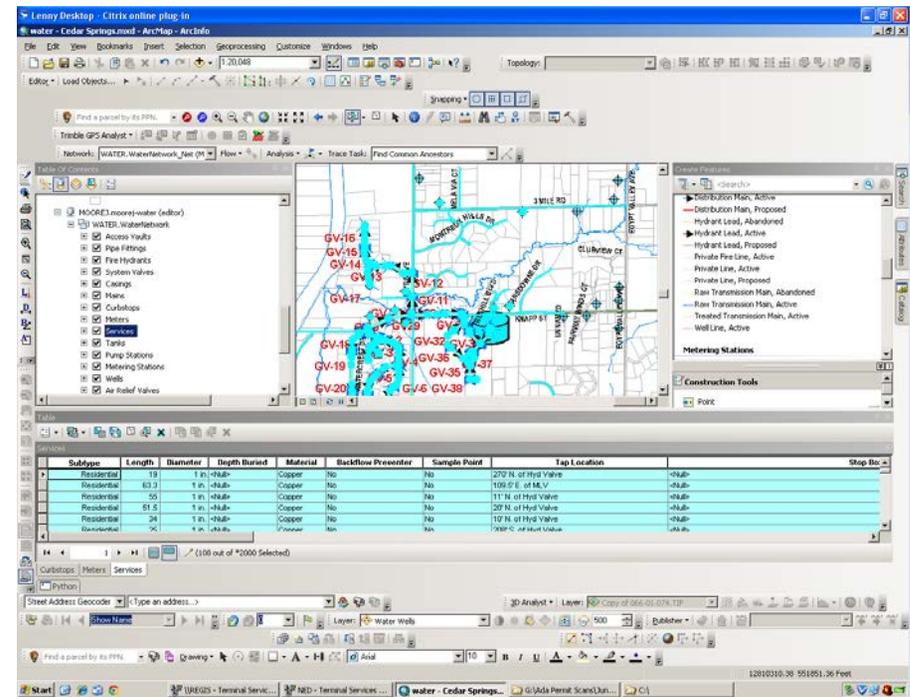
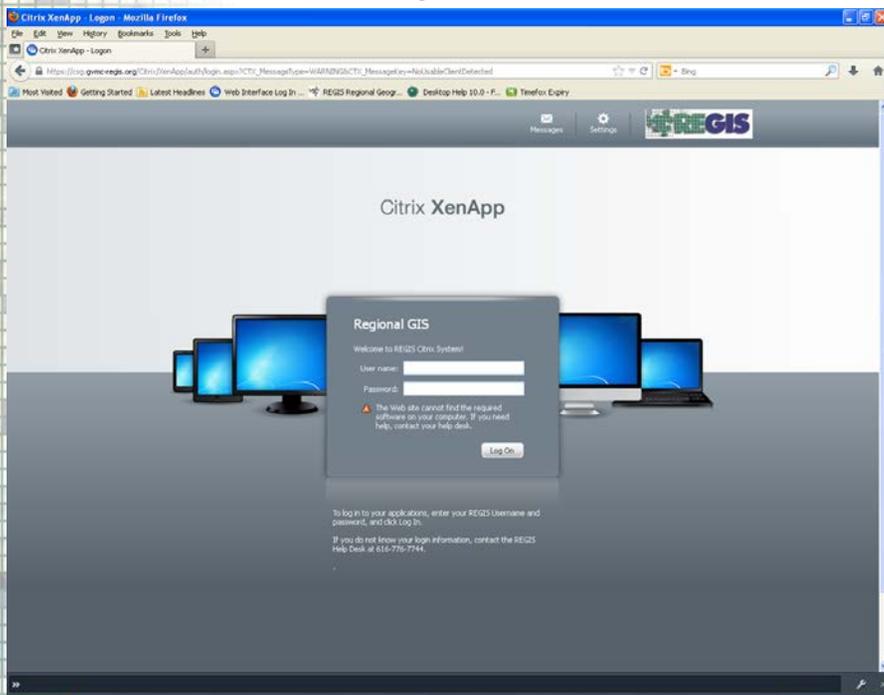
eREGIS Future Enhancements

- Permit Analysis
- SEV Assessment Change Mapping
- Mobile Apps
- Feedback is welcome and encouraged!



Taking REGIS a step further (ArcMap Suite)

- Citrix plugin is needed to access ArcMap
- Where to go from here: ArcGIS I, Pictometry



Exercise 1 – Using the REGIS Public Parcel Finder

In this exercise, you will learn how to:

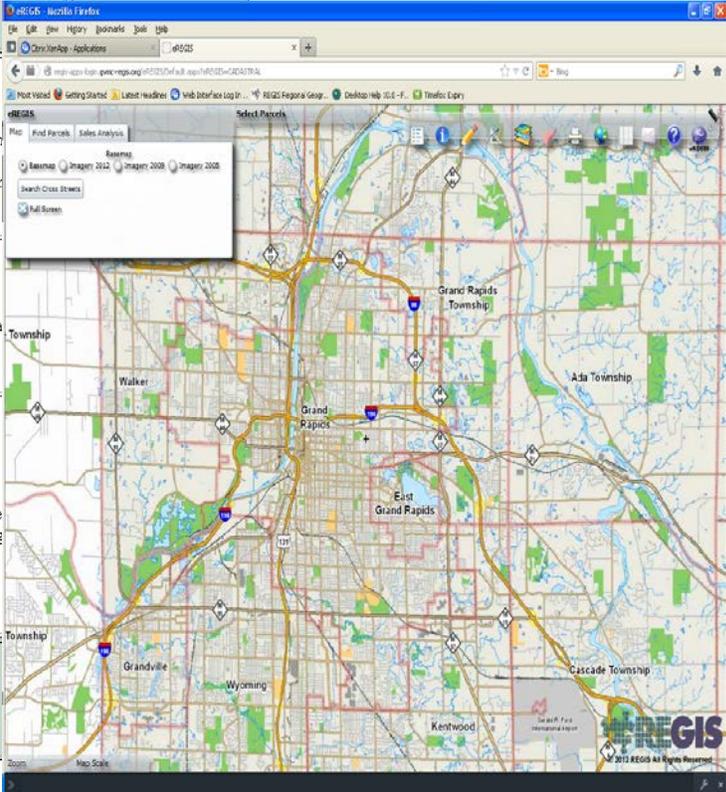
- ◆ Login to the eREGIS portal
- ◆ Launch an application (Parcel Finder)
- ◆ Query or search the map and database (By Address, PPN or Taxpayer)

Setup

1. From the eREGIS portal click on Parcel Finder which will open the Parcel Finder Application



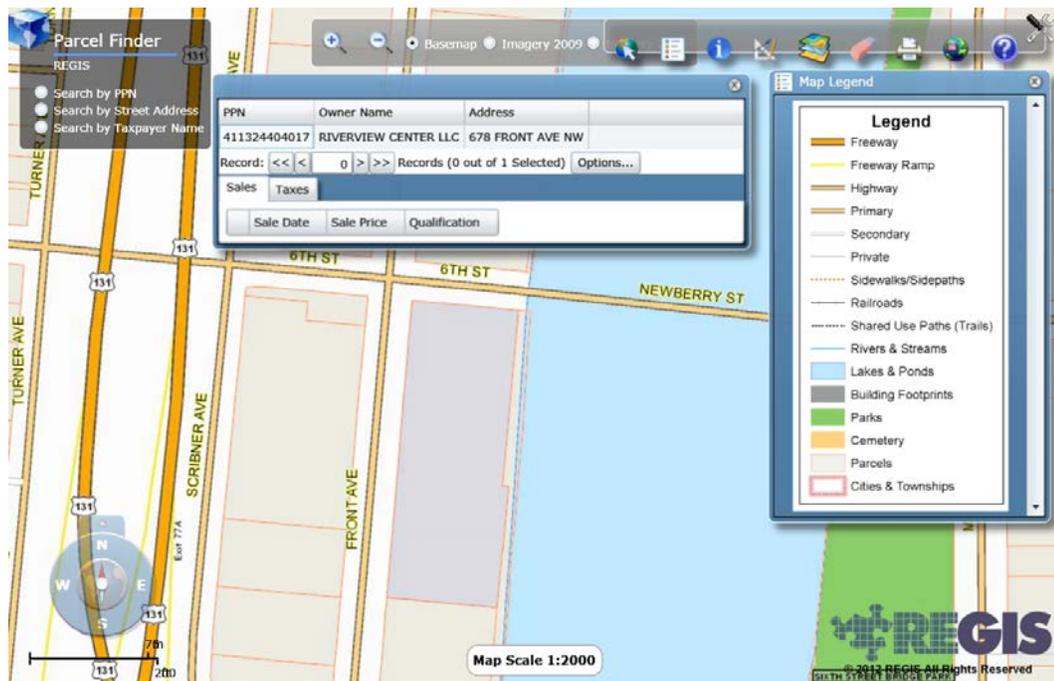
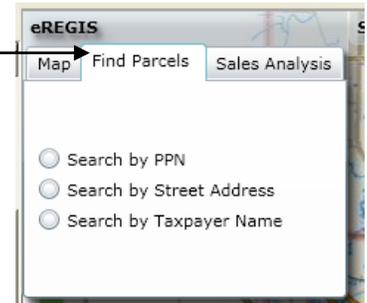
eREGIS
(One Stop Shop for all REGIS Applications)
(For REGIS Members Only)



<p style="text-align: center;">Parcel Finder</p> <p>Locate parcel information by searching PPN, address, or taxpayer name. Includes sales and tax information on a parcel. Mailing labels and buffering tools available.</p>	<p style="text-align: center;">Street Index</p> <p>Locate roads within Kent County. Search by cross street and interactively identify information on roads.</p>	<p>Demograph spatial data poverty list</p>
<p style="text-align: center;">Zoning Finder</p> <p>Provides zoning information broken down by community, also provides a corresponding legend each community to reference zoning codes. Mailing labels and buffering tools available.</p>	<p style="text-align: center;">Utilities Finder</p> <p>Data for sanitary, storm, and water utilities. Search mains by diameter, material, year installed, etc. Also included REDLINER.</p>	<p>Locate pa</p>
<p style="text-align: center;">Planned Land Use</p> <p>Provides information on local and regional planned land use. Search either by local or regional codes of a particular community.</p>	<p style="text-align: center;">Sales Analysis</p> <p>Generate comparable sales information for properties based on sales price, number of bedrooms, square footage, acreage, year built and sale date</p> <p style="text-align: center;">Sales Ratio</p> <p>Classify properties based on their Sales Ratio, which is a ratio of the current or previous SEV and the market sale price</p>	<p>Locate ceme deceased, g</p>
Report a Bug	Whats New	Training Classes
Reset Password		

Query Map Database By Address

1. Click on the Find Parcels tab
2. Next, left click the Radio Button next to Search by Street Address.
3. You can also search by PPN or Taxpayer Name.
4. Once you click the Search button the Parcel Finder will automatically zoom into the address.



5. The record that matches your search will be highlighted in blue.

Reviewing the Parcel Data

1. After locating a parcel by address, PPN or Taxpayer Name, a data grid will pop up containing parcel, sales and tax information.



2. By default, the Sales Data tab is selected.



3. Click the Taxes tab to see information about the taxes associated with a parcel.



Note: If you close the data grid and need to view the last search result. Left click on any of the search radio buttons and click Last Search to open the grid.

Last Search

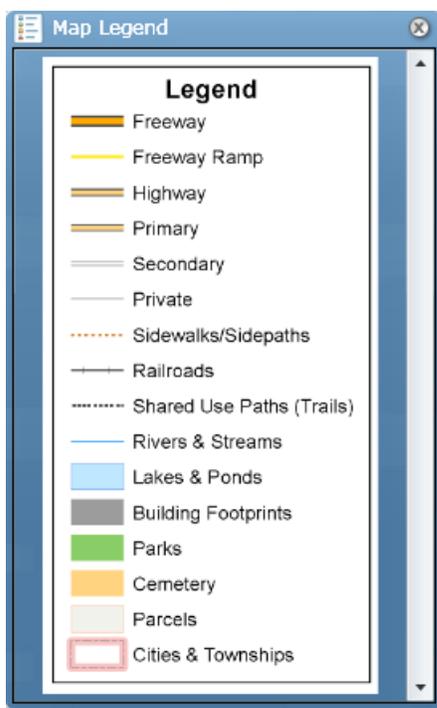
Working with the eREGIS Standard Toolbar

The eREGIS Standard Toolbar contains a basic toolset to work with the map.



Hover over each icon to see the map tip that displays.

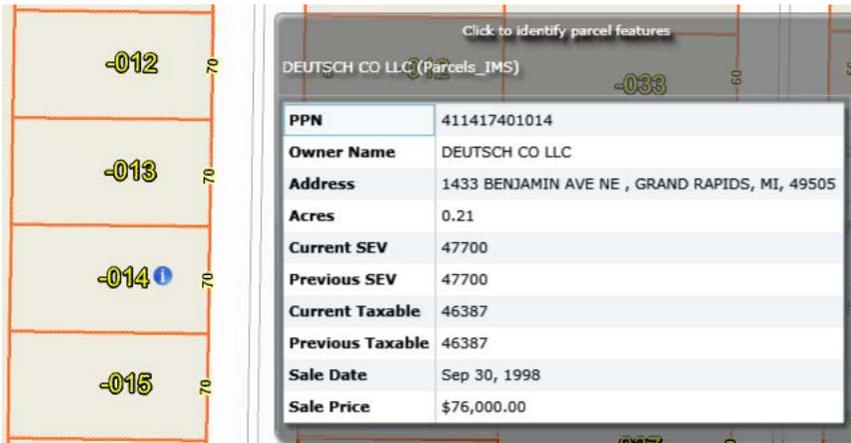
1. Click the **Map Legend Tool**  to view the colors/shapes associated with a layer.



2. Click the Map Legend Tool  again to turn off the legend.

-
1. Click the **Identify Tool**  to enable the tool.

2. Click a parcel to view the parcel information.



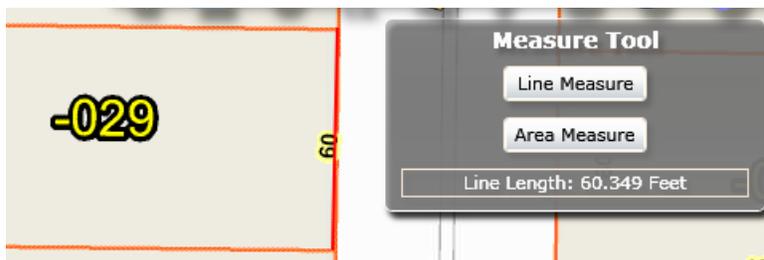
3. Click the Identify Tool  to disable the tool.

-
1. Click the **Redliner tool**  to add graphics or notes to the map. (This will be covered in more detail later on in the class)

-
1. Click the **Measuring Tool**  to enable the tool.



2. Click the Line Measure button.
3. Trace the frontage of a parcel and double click to end the line. You can review the line length in the Measure Tool Window.



4. Use the Clear Graphics Tool  to erase any lines drawn on the map.

5. Follow the same steps to measure the area of a parcel.

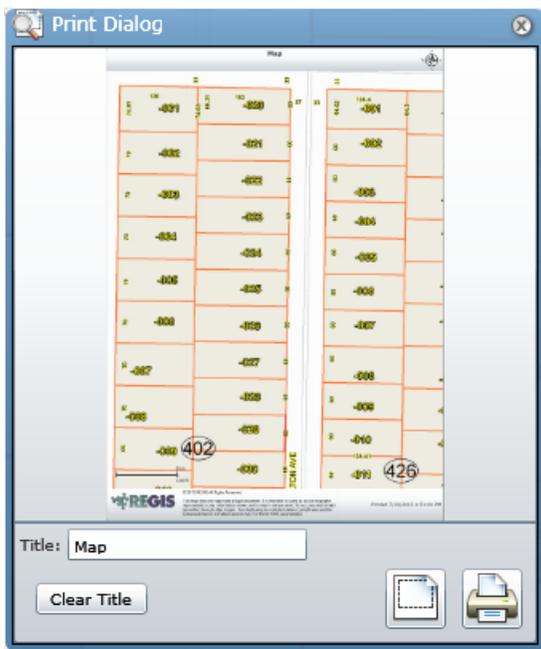
6. Click the Measuring Tool  to disable the tool.

1. Click the  Layers tool to toggle the all available GIS layers on and off:



1. Click the **Print Map Tool** .

2. A Print Dialog window opens and displays the area to be printed.



3. You can move the area for print by clicking inside the Print Dialog and dragging the mouse.
 4. You must also use the **Define Extent for Printing** button  to draw a box around a new area in the Print Dialog to be printed.
 5. Type in a title for the map.
 6. Click on the Print Map button  to print your map.
 7. Click the  to close the Print Dialog.
-

1. Click the **About Tool**  to view the details about the REGIS Finders.
2. The  button will direct you to the REGIS Help Desk email to send any questions or comments to REGIS Staff.

End of Exercise 1

Exercise 2 – Using the REGIS Public Cemetery Viewer

In this exercise, you will learn how to:

- ◆ Open the REGIS Cemetery Viewer
- ◆ Navigate in the Map.
- ◆ Query or search the map and database (By Grave and Cemetery Name)

Setup

1. From the eREGIS portal click on the Cemetery Finder

eREGIS
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Parcel Finder Locate parcel information by searching FPN, address, or taxpayer name. Includes sales and tax information on a parcel. Mailing labels and buffering tools available.	Street Index Locate roads within Kent County. Search by cross street and interactively identify information on roads.	Census Mapping Demographic information centered on 2010 census. Some spatial data layers available are population, education, and poverty line. Search allows for zooming in on an area of interest using parcel criteria.
Zoning Finder Provides zoning information broken down by community, also provides a corresponding legend each community to reference zoning codes. Mailing labels and buffering tools available.	Utilities Finder Data for sanitary, storm, and water utilities. Search mains by diameter, material, year installed, etc. Also included REDLINER.	Park Finder Locate parks and golf courses based on park name or community.
Planned Land Use Provides information on local and regional planned land use. Search either by local or regional codes of a particular community.	Sales Analysis Generate comparable sales information for properties based on sales price, number of bedrooms, square footage, acreage, year built and sale date. Sales Ratio Classify properties based on their Sales Ratio, which is a ratio of the current or previous SEV and the market sale price.	Cemetery Finder Locate cemetery and burial sites by searching for cemetery, deceased, grave status or owner name, or by interactively exploring the map.

[Report a Bug](#) [Whats New](#) [Training Classes](#) [Reset Password](#) [REGIS Help Desk & Support Center](#)

Cemetery Finder
REGIS

- Search by Cemetery Name
- Search by Deceased
- Search by Grave Status
- Search by Owner Name

Cemetery Finder Tool Close

Last Name: PRESCOTT
First Name: GEORGE

Query Map Database By Cemetery Grave

1. Left click the Radio Button next to Search by Deceased.

Cemetery Finder
REGIS

- Search by Cemetery Name
- Search by Deceased
- Search by Grave Status
- Search by Owner Name

Cemetery Finder Tool Close

Last Name: PRESCOTT
First Name: GEORGE

2. You can now put in a Last Name and a First Name to search on. *Example GEORGE PRESCOTT*
3. You can also search by Cemetery Name, Grave Status, and Owner Name.
4. Once you click the Search button the Cemetery Finder will automatically zoom into the grave(s). If there are multiple matched to the query you can zoom to each one by clicking on the record in the table that automatically comes up.

Search by Owner Name

Cemetery Finder Tool Close

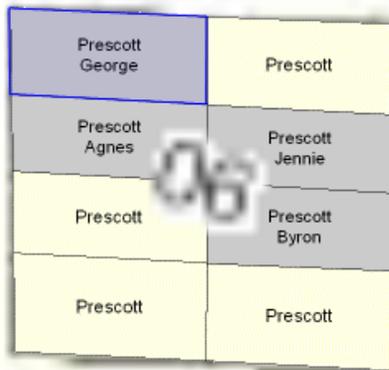
Last Name:

First Name:

Burial First Name	Burial Last Name	Burial Middle Name	Cemetery Name	Government Name	Block Number
Curtiss	Prescott		Cascade Township Cemetery	Cascade Township	Cascade Old
John	Prescott	B.	Cascade Township Cemetery	Cascade Township	Cascade Old
Gaben	Prescott		Cascade Township Cemetery	Cascade Township	Cascade Old
Mary	Prescott	A.	Cascade Township Cemetery	Cascade Township	Cascade Old

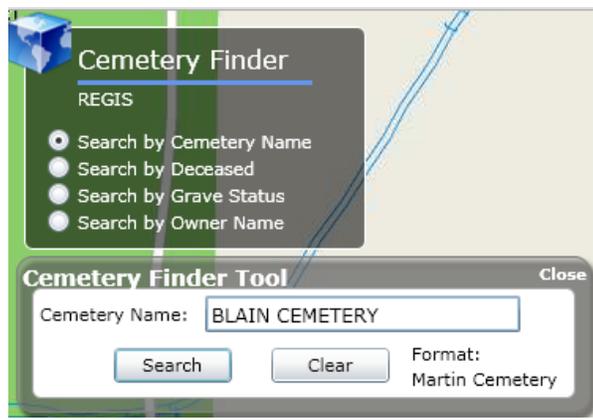
Record: << < 0 > >> Records (0 out of 20 Selected) Options...

5. All records that match your search will be highlighted in blue.

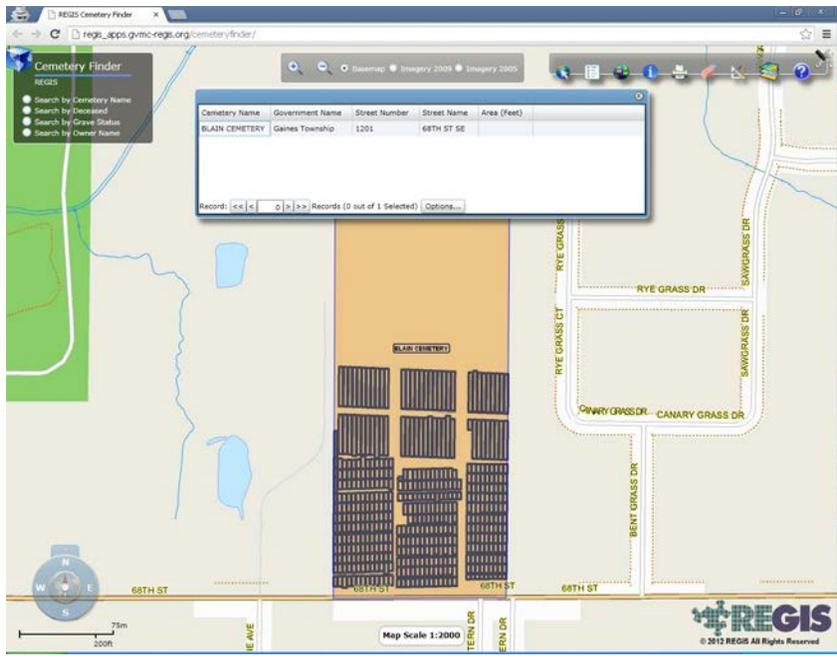


Query Map Database By Cemetery Name

1. Left click the Radio Button next to Search by Cemetery Name.



2. The viewer will zoom into and highlight the cemetery that you searched for.



3. Use the mouse wheel to zoom into the cemetery. As you zoom in you will notice that the graves will fill in with color and labels. The legend on the right will inform you what the colors mean. If the Legend is not on you screen you can bring it back by pressing the

Legend button. 

4. Click on the Identify Tool  and click on one of the graves to see the attributes of the grave.

Click to Identify Cemetery Features

Blain Cemetery (Cemetery Graves)

ROTH ROBERT GRIFFEN JOHN WIER SMA

OBJECTID	38559
Shape	Polygon
Local Id	47N-5
Cemetery Name	Blain Cemetery
Government Unit Name	Gaines Township
Block Number	Null
Plot Number	47N
Grave Number	5
Cremation	Null
Grave Status	Occupied
Veteran	No
Burial First Name	MADIA
Burial Middle Name	Null
Burial Last Name	COOK
Burial Year	1938
Owner Name	COOK M.A.
DOC_LINK_ID	0
Shape_Length	30.027359
Shape_Area	48.541314
CEMET_DESC	Blain Cemetery
DATE_CREATED	Null
DATE_MODIFIED	Null
MODIFIED_BY	Null
SOURCE	Null
JURISDICTION	Grand Rapids Township
PATH	Null
URL	Null
DESCRIPTION	Null
DOCUMENT_TYPE	Null
URL2	Null
NAME	Null

End of Exercise 2

Exercise 3 – Using the REGIS Public Census Viewer

In this exercise, you will learn how to:

- ◆ Open the REGIS Census Viewer
- ◆ Navigate in the Map.
- ◆ Query or search the map and database (By Address, PPN or Taxpayer)

Setup

1. From the eREGIS portal click on Census Mapping

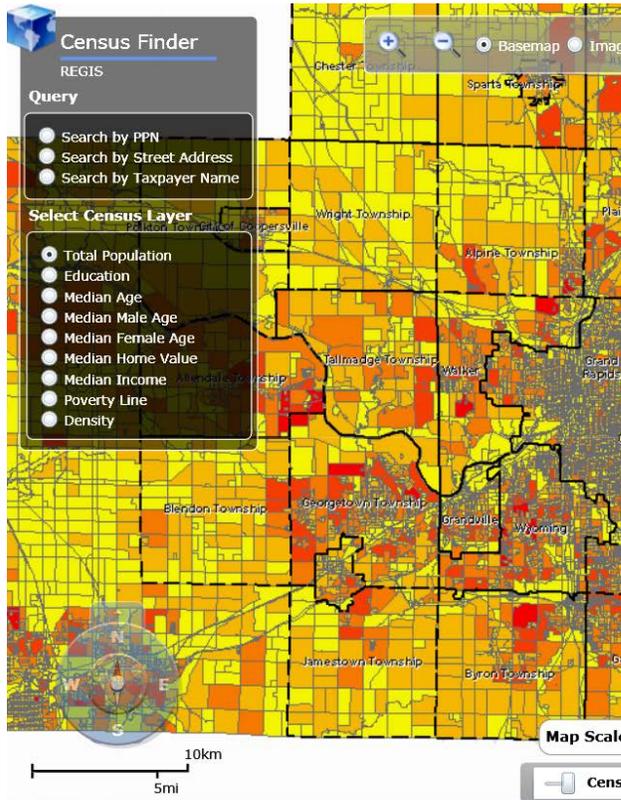
The screenshot shows the eREGIS portal with a grid of application tiles. The 'Census Mapping' tile is highlighted with a red border. The tiles include:

- Parcel Finder:** Locate parcel information by searching PPN, address, or taxpayer name. Includes sales and tax information on a parcel. Mailing labels and buffering tools available.
- Street Index:** Locate roads within Kent County. Search by cross street and interactively identify information on roads.
- Census Mapping:** Demographic information centered on 2010 census. Some spatial data layers available are population, education, and poverty line. Search allows for zooming in on an area of interest using parcel criteria.
- Zoning Finder:** Provides zoning information broken down by community, also provides a corresponding legend each community to reference zoning codes. Mailing labels and buffering tools available.
- Utilities Finder:** Data for sanitary, storm, and water utilities. Search mains by diameter, material, year installed, etc. Also included REDLINER.
- Park Finder:** Locate parks and golf courses based on park name or community.
- Planned Land Use:** Provides information on local and regional planned land use. Search either by local or regional codes of a particular community.
- Sales Analysis:** Generate comparable sales information for properties based on sales price, number of bedrooms, square footage, acreage, year built and sale date.
- Cemetery Finder:** Locate cemetery and burial sites by searching for cemetery, deceased, grave status or owner name, or by interactively exploring the map.
- Sales Ratio:** Classify properties based on their Sales Ratio, which is a ratio of the current or previous SEV and the market sale price.

At the bottom of the grid are links for: Report a Bug, Whats New, Training Classes, Reset Password, and REGIS Help Desk & Support Center.

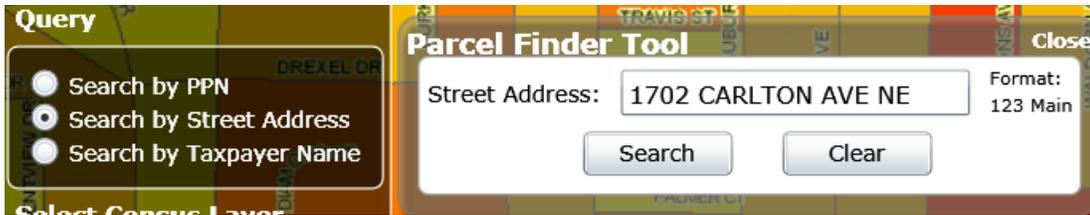
The 'Census Finder' sidebar menu includes the following options:

- REGIS
- Query
 - Search by PPN
 - Search by Street Address
 - Search by Taxpayer Name
- Select Census Layer
 - Total Population
 - Education
 - Median Age
 - Median Male Age
 - Median Female Age
 - Median Home Value
 - Median Income
 - Poverty Line
 - Density

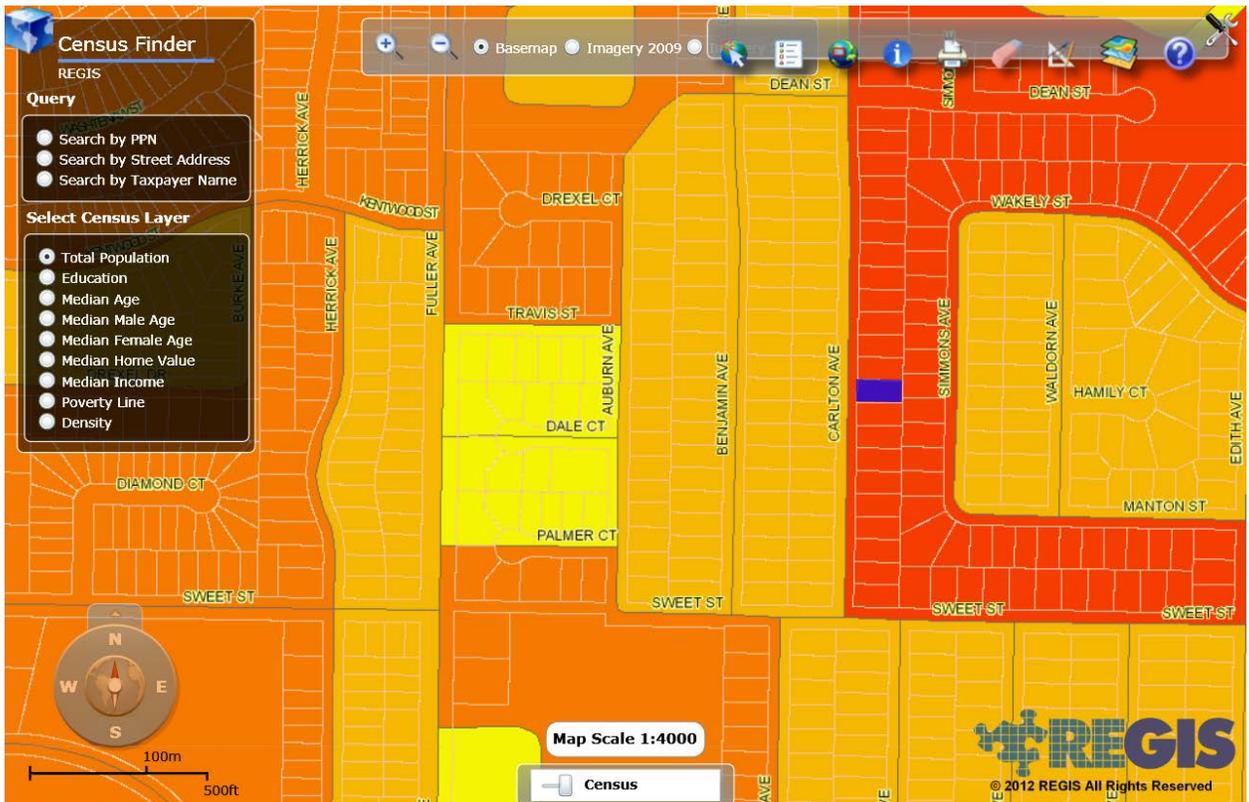


Query Map Database By Address

1. Left click the Radio Button next to Search by Street Address.
2. You can now put in a street address to search on.



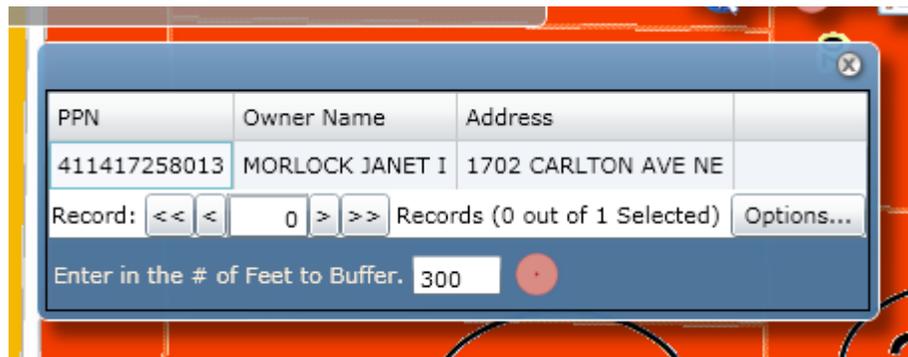
3. You can also search by PPN or Taxpayer Name.
4. Once you click the Search button the Census Finder will automatically zoom into the address.



5. The record that matches your search will be highlighted in blue.

Buffer Tool

1. Click on the buffer tool at the bottom of the search results window. The default search radius is 300'



2. A new window will appear giving you the total population of the census blocks within 300' of the property.

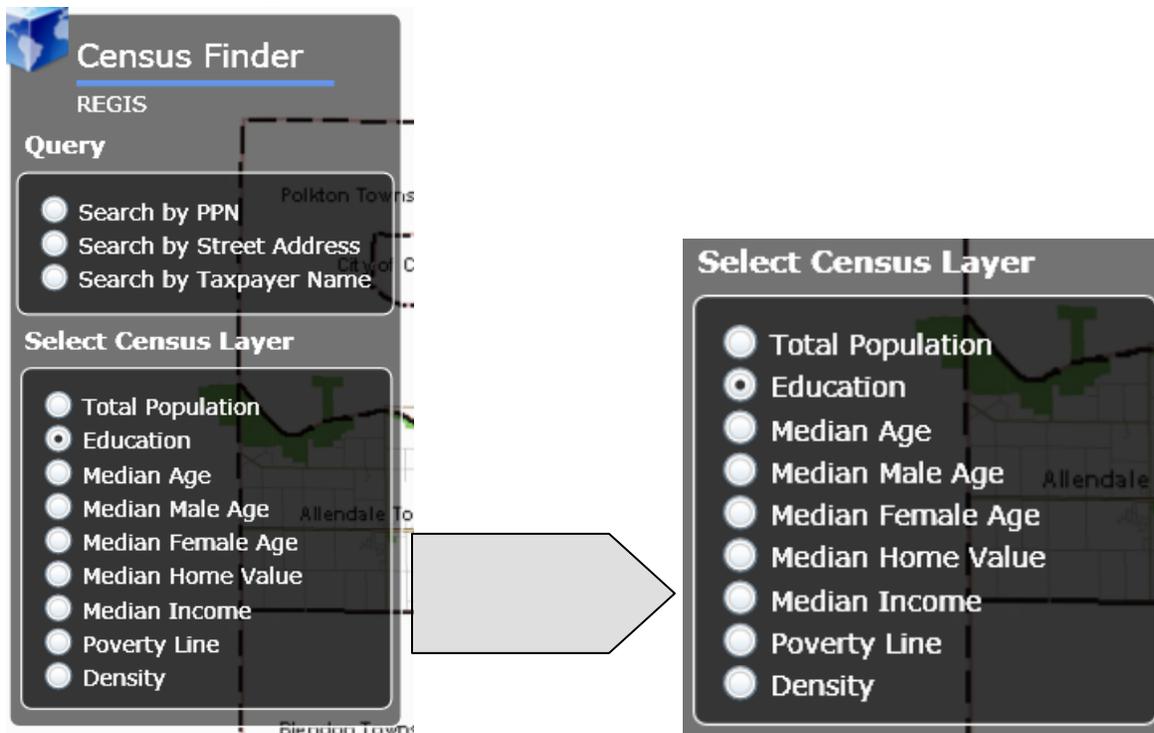
3. Once you have viewed the results click Click graphics.



Census Block Identifier	Land Area (Sq. Meters)	Water Area (Sq. Meters)	Population
260810011011001	240037	0	472
260810011011012	44232	0	109
260810011011005	24225	0	61
TOTAL LAND AREA:		308494	
TOTAL WATER AREA:		0	
TOTAL POPULATION:			642

Selecting Census Layers

1. After locating a parcel by address, PPN or Taxpayer Name you can toggle between the census layers.



2. Census data is distributed in three levels of geographic detail:

- a. Census Block - smallest geographic unit used by the US Census, blocks make up block groups, average of 39 blocks per block group
- b. Census Block Group - smallest geographic unit for which the census publishes data collected from a fraction of all households, average of 600 - 3,000 persons in a block group
- c. Census Tract - geographic region which normally coincide with the limits of cities or towns

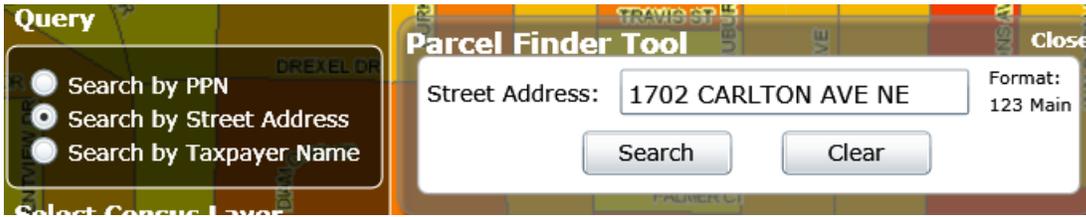
3. Census layers by geographic detail:

- a. Block - Total Population, Density
- b. Block Group - Median Age, Median Male Age, Median Female Age, Median Home Value, Median Income
- c. Tract - Poverty Line

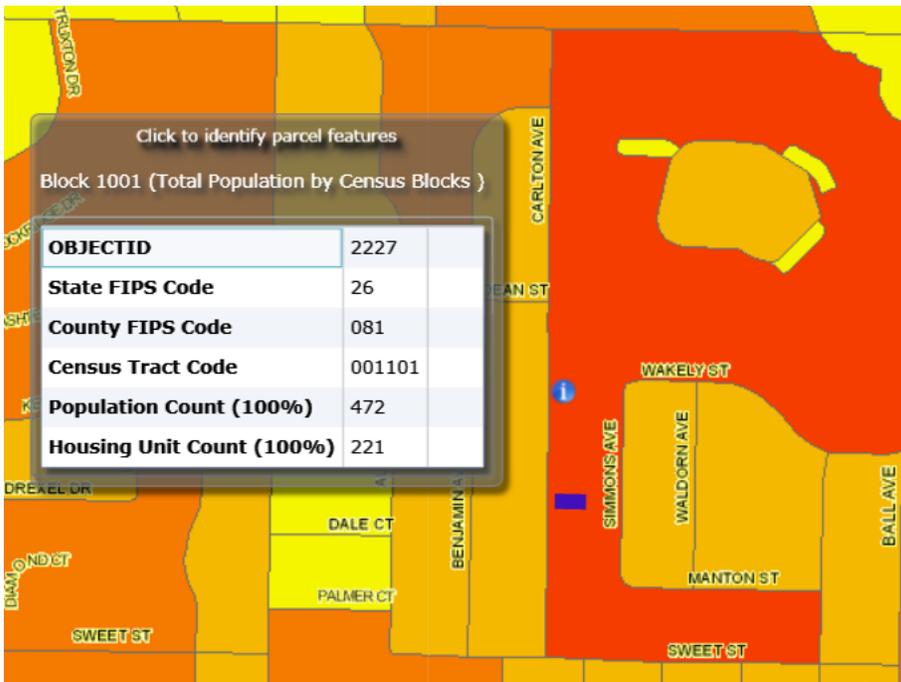
4. Click on each radio button to see how the map changes between each census layer.

Identifying Census Layers

1. Set the Census Layer radio button to **Total Population**. Search for an address using either address, PPN or Taxpayer Name.



2. Click the identify button .
3. Next click inside the population census block associated with the parcel search.
4. A pop up will appear displaying the details about the block; Population Count (100%).



5. Use the legend button  to view the meaning of each color in the map.

End of Exercise 3

Exercise 4 – Using the REGIS Utility Finder

In this exercise, you will learn how to:

- ◆ Login to the REGIS Utility Finder
- ◆ Navigate in the Map.
- ◆ Query or search the map and database (By Utility or Attributes)
- ◆ Use selection tools
- ◆ Export records to excel

Setup

1. Launch the Utilities Finder from the eREGIS portal

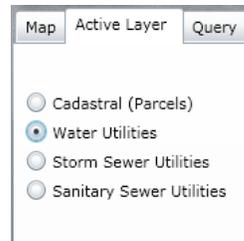
The screenshot displays the eREGIS portal interface. At the top left is the REGIS logo. To the right, the text reads "eREGIS (One Stop Shop for all REGIS Applications) (For REGIS Members Only)". Below this is a grid of service links:

Parcel Finder Locate parcel information by searching FPN, address, or taxpayer name. Includes sales and tax information on a parcel. Mailing labels and buffering tools available.	Street Index Locate roads within Kent County. Search by cross street and interactively identify information on roads.	Census Mapping Demographic information centered on 2010 census. Some spatial data layers available are population, education, and poverty line. Search allows for zooming in on an area of interest using parcel criteria.
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At the bottom of the grid are links for "Report a Bug", "Whats New", "Training Classes", "Reset Password", and "REGIS Help Desk & Support Center".

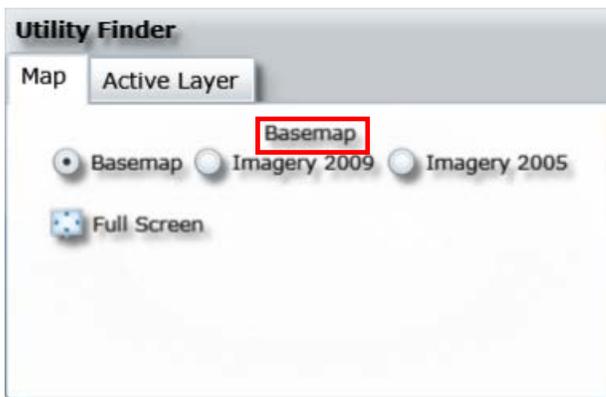
On the left side of the screenshot, a browser window titled "REGIS Utility Finder - Mozilla Firefox" is open, showing a map of Kent County with various townships labeled: Tallmadge Township, Walker, Grand Rapids, East Grand Rapids, Ada Township, Georgetown Township, Grandville, Wyoming, and Cascade Township. The map includes a legend, zoom controls, and a map scale.

2. The Utility Finder consists of three tabs: **Map** and **Active Layer** tabs. A **Query** tab will appear once you have selected an active layer.

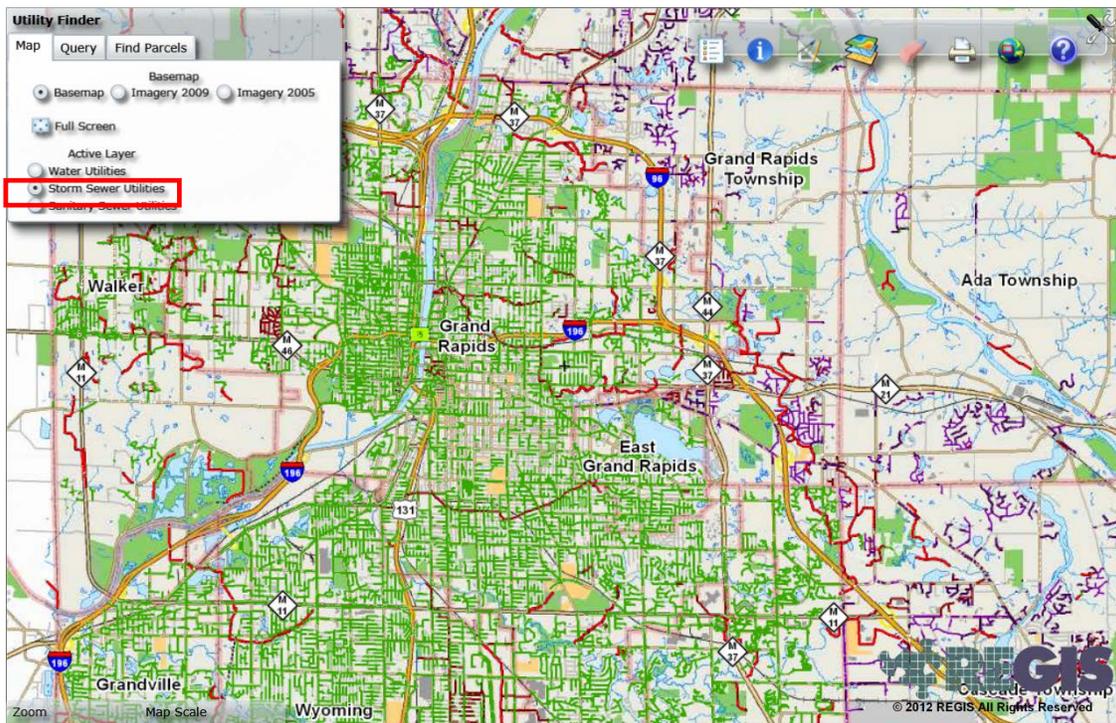


Using the Map tab

1. By default the Map tab is active. Here you can toggle between **Basemaps**.

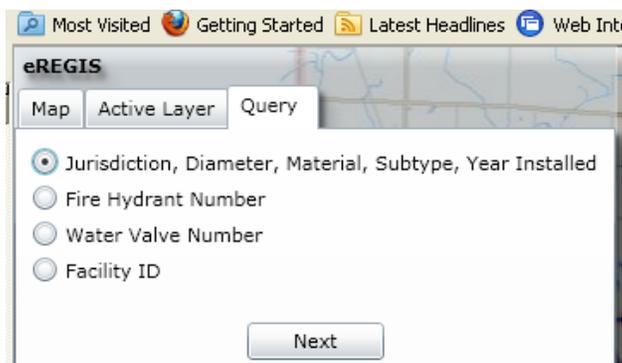


2. Click the **Storm Sewer Utility** radio button under the **Active Layer** tab to see the storm mains draw.



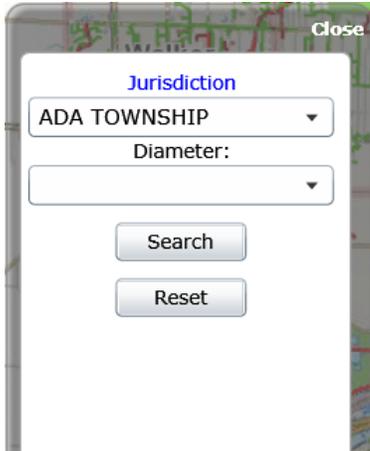
Using the Query tab

Click the **Query tab** in the Utility Finder. The display changes to show fields selectable to start a query.



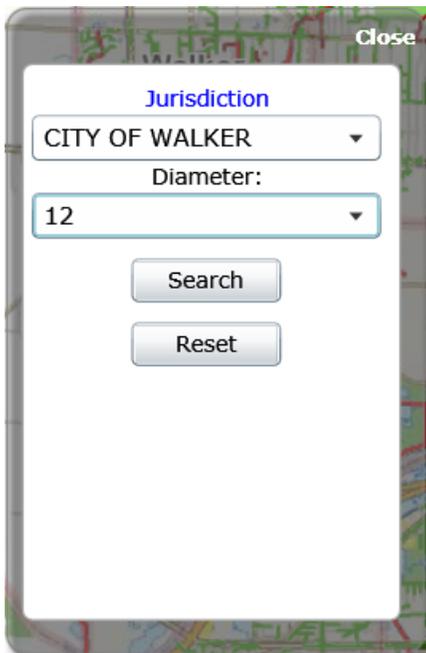
Click on the *Jurisdiction, Diameter, Material, Subtype, Year installed* radio button

Click Next



Under Jurisdiction click the drop down arrow and **select City of Walker**. Under the Diameter drop down **select 12**.

Click Search.



A pop-up window with records that match your query will appear. Click on a record in the results table

Object ID	Jurisdiction	Material	Year Installed	Diameter	Subtype	Doc Link ID
1311	City of Walker	RCP CL-III	2000	12	StormMain	43080
2173	City of Walker	RCP CL-III	1996	12	StormMain	-1
3016	City of Walker	Unknown		12	Culvert	40064
475	City of Walker	Other	1977	12	StormMain	40091

Record: << < 0 > >> Records (0 out of 500 Selected) Options...

View As-Built

The map will zoom in to the location of the selected storm main. You can view the details of the main along with the corresponding **Doc Link** (if available)

Click the link to view the As-Built linked to the main. *(Note if there are no documents available a message will appear)*

Object ID	Jurisdiction	Material	Year Installed	Diameter	Subtype	Doc Link ID
1311	City of Walker	RCP CL-III	2000	12	StormMain	43080
2173	City of Walker	RCP CL-III	1996	12	StormMain	-1
3016	City of Walker	Unknown		12	Culvert	40064
475	City of Walker	Other	1977	12	StormMain	40091

Record: << < 3 > >> Records (1 out of 500 Selected) Options...

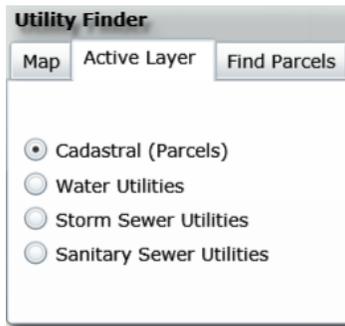
View As-Built

Doc Link
http://regis_apps.gvmc-regis.org/LinkedDocuments/Walker/41-13-000365.pdf

You can perform additional queries using the available attributes in the query tab.

Find Parcels Tab, Buffer Selection Tool, & Export to Excel

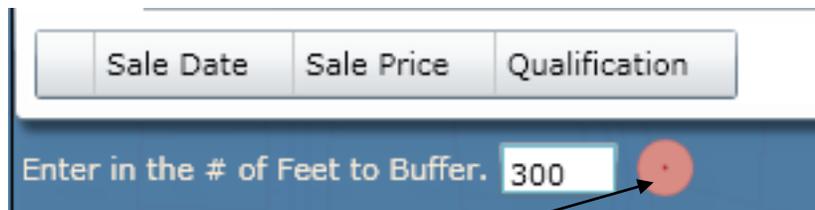
Click the **Cadastral (Parcels)** radio button under the **Active Layer** tab to set the layer to Active



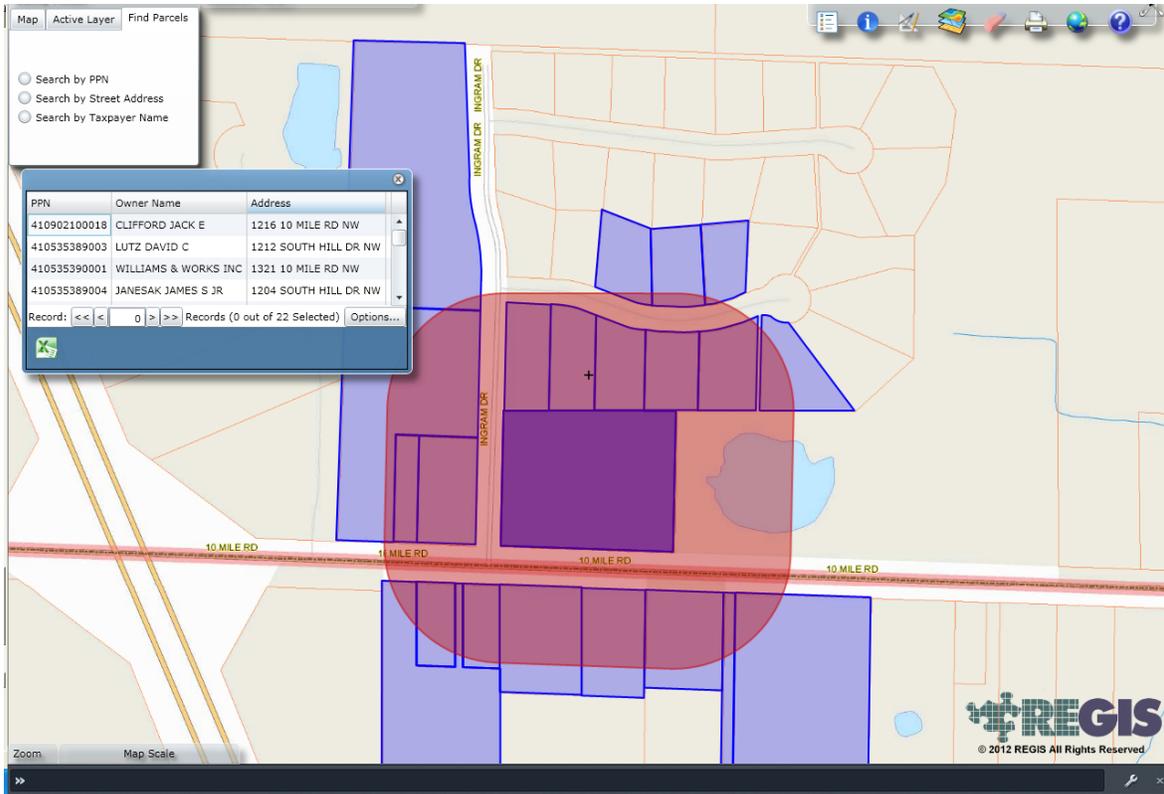
Click the **Find Parcels** tab and search by PPN, Street Address or Tax Payer Name



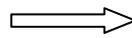
The map viewer will zoom to the address searched and open a data grid with the results. At the bottom of the data grid change # of feet to Buffer to 300'



Next Click the **Buffer Result** button to run the buffer selection.



Once the tool runs the selected records will show up in the data grid. To export the results to excel simply click on the **Export to Excel**  button at the bottom of the data grid. To create mailing labels click on the button .



Selection Tools

Often times it becomes necessary to select parcels using the methods described below to obtain parcel info. Read the instructions on how to use each tool and experiment in the utility finder to select groups of parcels in the map.



Select by a point: Left click on a parcel to select.

Select by polyline: Left click once to start the line and left click once to add a vertex. When finished double click the left mouse button

Select by polygon: Left click once to start the polygon, left click to add a vertex, When finished double click the left mouse button

Select by Rectangle: Left click and drag the rectangle, let go of the left mouse button to complete

Select by buffering a point: First enter the buffer distance, Next left click in the map to place the point to buffer from

Select by buffering a polygon: First enter the buffer distance, Next left click to draw the polygon to buffer from

End of Exercise 4

Exercise 2 – Using the REGIS Public Cemetery Viewer

In this exercise, you will learn how to:

- ◆ Open the REGIS Cemetery Viewer
- ◆ Navigate in the Map.
- ◆ Query or search the map and database (By Grave and Cemetery Name)

Setup

1. From the eREGIS portal click on the Cemetery Finder

eREGIS
(One Stop Shop for all REGIS Applications)
(For REGIS Members Only)

Parcel Finder Locate parcel information by searching FPN, address, or taxpayer name. Includes sales and tax information on a parcel. Mailing labels and buffering tools available.	Street Index Locate roads within Kent County. Search by cross street and interactively identify information on roads.	Census Mapping Demographic information centered on 2010 census. Some spatial data layers available are population, education, and poverty line. Search allows for zooming in on an area of interest using parcel criteria.
Zoning Finder Provides zoning information broken down by community, also provides a corresponding legend each community to reference zoning codes. Mailing labels and buffering tools available.	Utilities Finder Data for sanitary, storm, and water utilities. Search mains by diameter, material, year installed, etc. Also included REDLINER.	Park Finder Locate parks and golf courses based on park name or community.
Planned Land Use Provides information on local and regional planned land use. Search either by local or regional codes of a particular community.	Sales Analysis Generate comparable sales information for properties based on sales price, number of bedrooms, square footage, acreage, year built and sale date. Sales Ratio Classify properties based on their Sales Ratio, which is a ratio of the current or previous SEV and the market sale price.	Cemetery Finder Locate cemetery and burial sites by searching for cemetery, deceased, grave status or owner name, or by interactively exploring the map.

Report a Bug | What's New | Training Classes | Reset Password | REGIS Help Desk & Support Center

REGIS Cemetery Finder
Search by Cemetery Name
Search by Deceased
Search by Grave Status
Search by Owner Name

Cemetery Finder Tool
Last Name: PRESCOTT
First Name: GEORGE
Search Clear

Query Map Database By Cemetery Grave

1. Left click the Radio Button next to Search by Deceased.

Cemetery Finder
REGIS

Search by Cemetery Name
 Search by Deceased
 Search by Grave Status
 Search by Owner Name

Cemetery Finder Tool
Last Name: PRESCOTT
First Name: GEORGE
Search Clear

2. You can now put in a Last Name and a First Name to search on. *Example GEORGE PRESCOTT*
3. You can also search by Cemetery Name, Grave Status, and Owner Name.
4. Once you click the Search button the Cemetery Finder will automatically zoom into the grave(s). If there are multiple matched to the query you can zoom to each one by clicking on the record in the table that automatically comes up.

Search by Owner Name

Cemetery Finder Tool Close

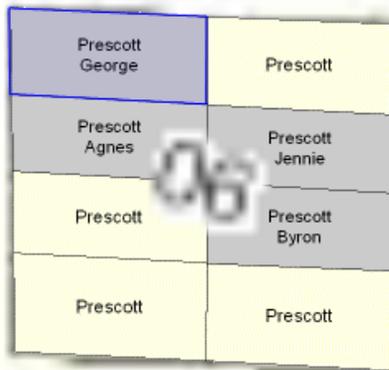
Last Name:

First Name:

Burial First Name	Burial Last Name	Burial Middle Name	Cemetery Name	Government Name	Block Number
Curtiss	Prescott		Cascade Township Cemetery	Cascade Township	Cascade Old
John	Prescott	B.	Cascade Township Cemetery	Cascade Township	Cascade Old
Gaben	Prescott		Cascade Township Cemetery	Cascade Township	Cascade Old
Mary	Prescott	A.	Cascade Township Cemetery	Cascade Township	Cascade Old

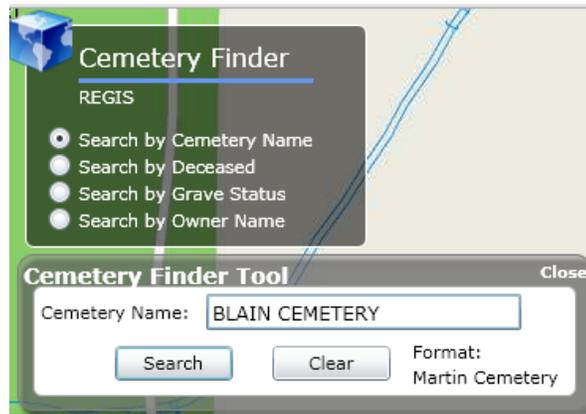
Record: << < 0 > >> Records (0 out of 20 Selected) Options...

5. All records that match your search will be highlighted in blue.

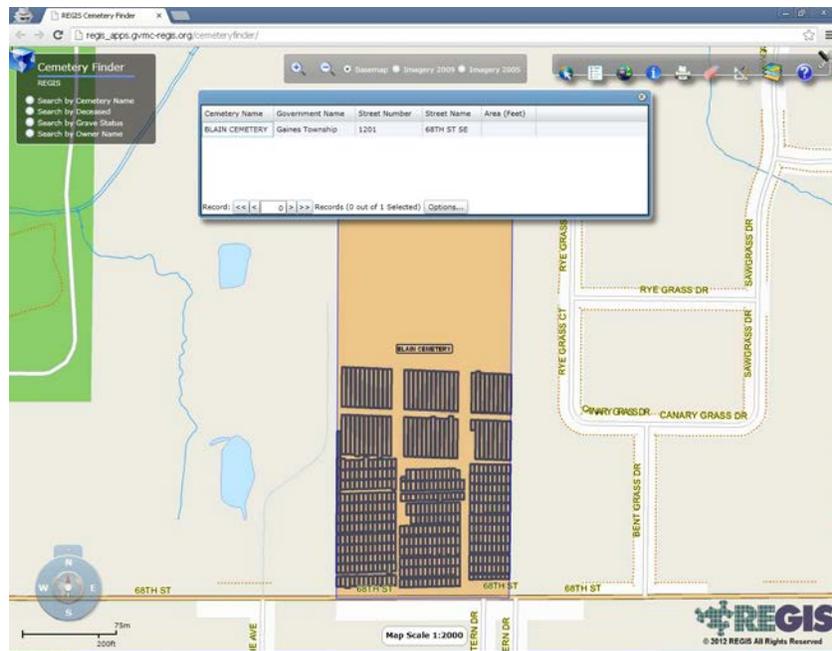


Query Map Database By Cemetery Name

1. Left click the Radio Button next to Search by Cemetery Name.



2. The viewer will zoom into and highlight the cemetery that you searched for.



3. Use the mouse wheel to zoom into the cemetery. As you zoom in you will notice that the graves will fill in with color and labels. The legend on the right will inform you what the colors mean. If the Legend is not on your screen you can bring it back by pressing the

Legend button. 

4. Click on the Identify Tool  and click on one of the graves to see the attributes of the grave.

Click to Identify Cemetery Features

Blain Cemetery (Cemetery Graves)

ROTH ROBERT GRIFFEN JOHN WIER SMA

OBJECTID	38559
Shape	Polygon
Local Id	47N-5
Cemetery Name	Blain Cemetery
Government Unit Name	Gaines Township
Block Number	Null
Plot Number	47N
Grave Number	5
Cremation	Null
Grave Status	Occupied
Veteran	No
Burial First Name	MADIA
Burial Middle Name	Null
Burial Last Name	COOK
Burial Year	1938
Owner Name	COOK M.A.
DOC_LINK_ID	0
Shape_Length	30.027359
Shape_Area	48.541314
CEMET_DESC	Blain Cemetery
DATE_CREATED	Null
DATE_MODIFIED	Null
MODIFIED_BY	Null
SOURCE	Null
JURISDICTION	Grand Rapids Township
PATH	Null
URL	Null
DESCRIPTION	Null
DOCUMENT_TYPE	Null
URL2	Null
NAME	Null

End of Exercise 2

Exercise 3 – Using the REGIS Public Census Viewer

In this exercise, you will learn how to:

- ◆ Open the REGIS Census Viewer
- ◆ Navigate in the Map.
- ◆ Query or search the map and database (By Address, PPN or Taxpayer)

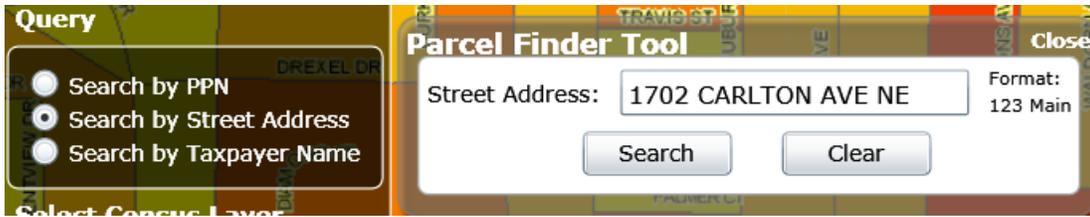
Setup

1. From the eREGIS portal click on Census Mapping

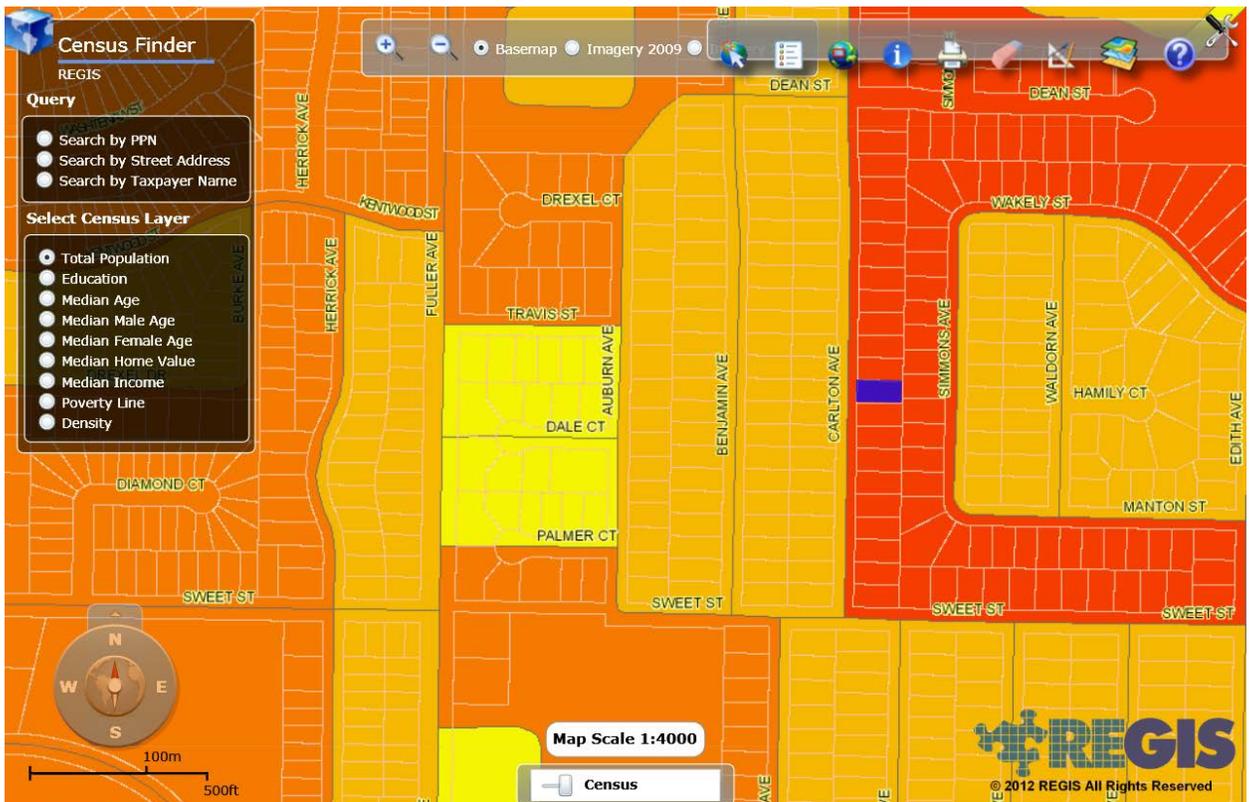
The screenshot shows the eREGIS portal interface. At the top right, the 'eREGIS' logo is displayed with the tagline '(One Stop Shop for all REGIS Applications) (For REGIS Members Only)'. Below this is a grid of service tiles. The 'Census Mapping' tile is highlighted with a red border. To the left of the main content area is a 'Census Finder' sidebar with search options: 'Search by PPN', 'Search by Street Address', and 'Search by Taxpayer Name'. Below these are 'Select Census Layer' options: 'Total Population', 'Education', 'Median Age', 'Median Male Age', 'Median Female Age', 'Median Home Value', 'Median Income', 'Poverty Line', and 'Density'. The main map area shows a color-coded population density map of Kent County, with a legend titled 'Total Population by Census Blocks' showing five categories: 0-46 (yellow), 47-153 (light orange), 154-366 (orange), 367-792 (dark orange), and 793-2766 (red). A 'Map Scale 1:300000' indicator is visible at the bottom of the map. The footer contains links for 'Report a Bug', 'Whats New', 'Training Classes', 'Reset Password', and 'REGIS Help Desk & Support Center'. Copyright information for 2012 REGIS is also present.

Query Map Database By Address

1. Left click the Radio Button next to Search by Street Address.
2. You can now put in a street address to search on.



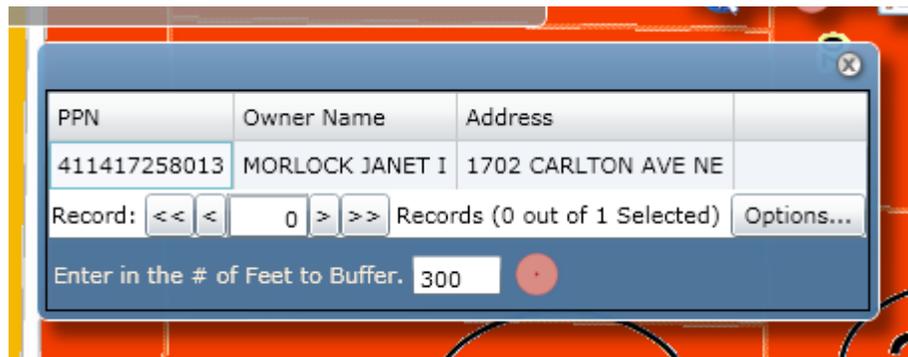
3. You can also search by PPN or Taxpayer Name.
4. Once you click the Search button the Census Finder will automatically zoom into the address.



5. The record that matches your search will be highlighted in blue.

Buffer Tool

1. Click on the buffer tool at the bottom of the search results window. The default search radius is 300'



2. A new window will appear giving you the total population of the census blocks within 300' of the property.

3. Once you have viewed the results click Click graphics.



Census Block Identifier	Land Area (Sq. Meters)	Water Area (Sq. Meters)	Population
260810011011001	240037	0	472
260810011011012	44232	0	109
260810011011005	24225	0	61

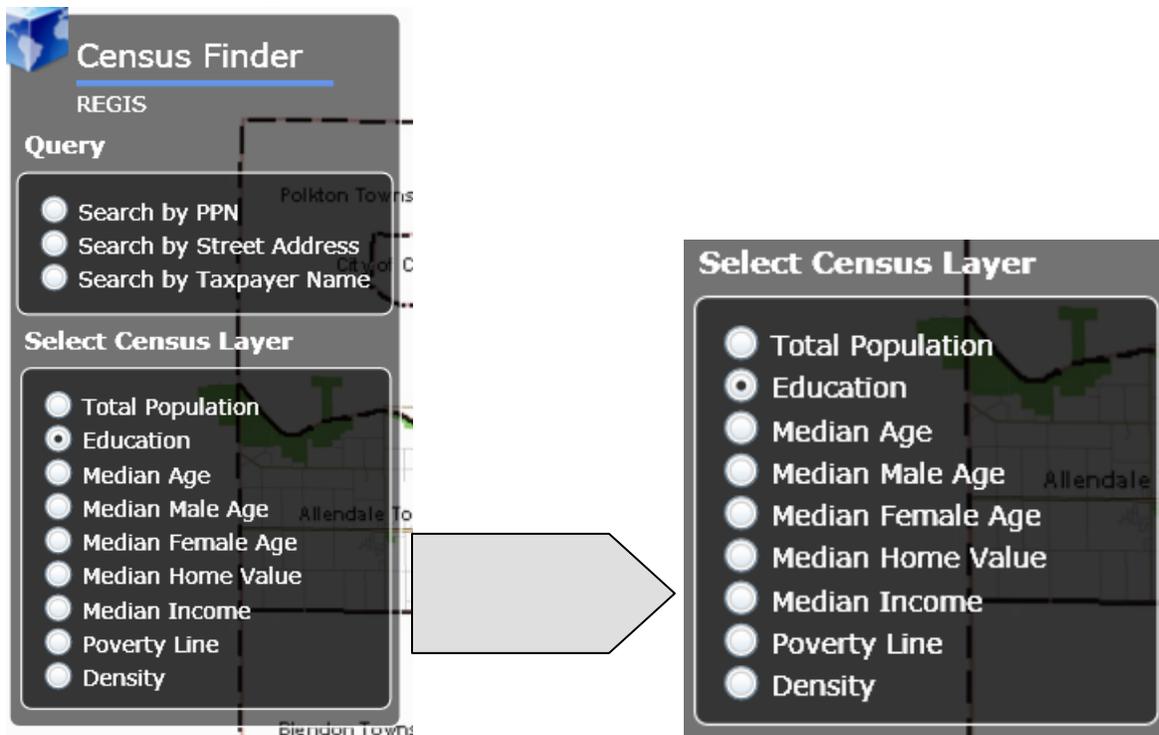
Record: << < 0 > >> Records (0 out of 3 Selected) Options...

TOTAL LAND AREA: 308494
TOTAL WATER AREA: 0
TOTAL POPULATION: 642

Map Scale 1: 2,000

Selecting Census Layers

1. After locating a parcel by address, PPN or Taypayer Name you can toggle between the census layers.



2. Census data is distributed in three levels of geographic detail:

- a. Census Block - smallest geographic unit used by the US Census, blocks make up block groups, average of 39 blocks per block group
- b. Census Block Group - smallest geographic unit for which the census publishes data collected from a fraction of all households, average of 600 - 3,000 persons in a block group
- c. Census Tract - geographic region which normally coincide with the limits of cities or towns

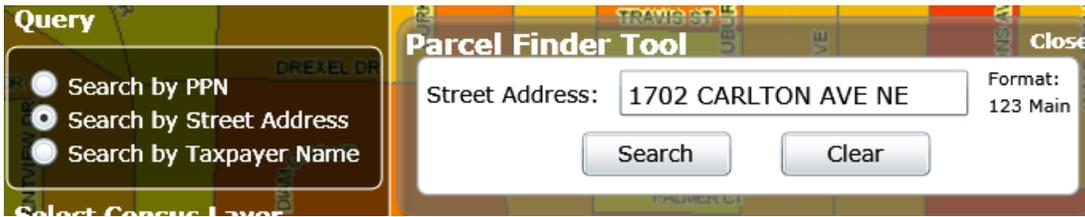
3. Census layers by geographic detail:

- a. Block - Total Population, Density
- b. Block Group - Median Age, Median Male Age, Median Female Age, Median Home Value, Median Income
- c. Tract - Poverty Line

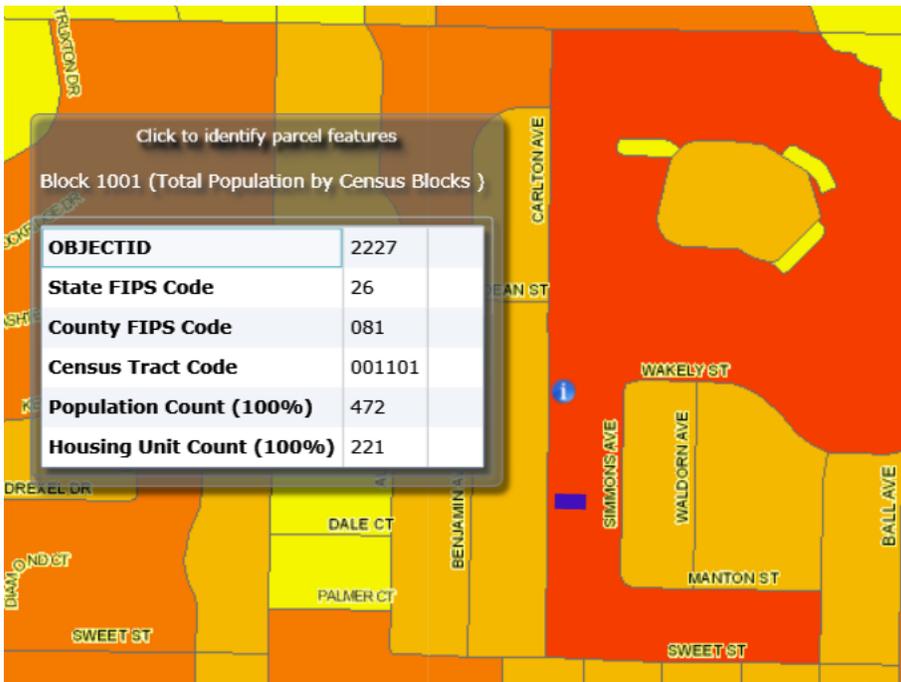
4. Click on each radio button to see how the map changes between each census layer.

Identifying Census Layers

1. Set the Census Layer radio button to **Total Population**. Search for an address using either address, PPN or Taxpayer Name.



2. Click the identify button .
3. Next click inside the population census block associated with the parcel search.
4. A pop up will appear displaying the details about the block; Population Count (100%).



5. Use the legend button  to view the meaning of each color in the map.

End of Exercise 3

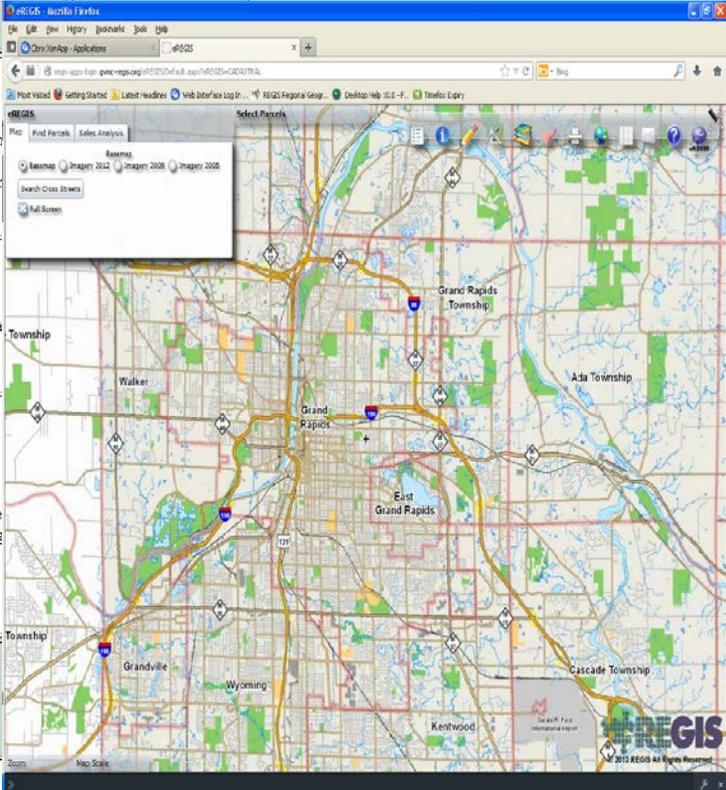
Exercise 1 – Using the REGIS Public Parcel Finder

In this exercise, you will learn how to:

- ◆ Login to the eREGIS portal
- ◆ Launch an application (Parcel Finder)
- ◆ Query or search the map and database (By Address, PPN or Taxpayer)

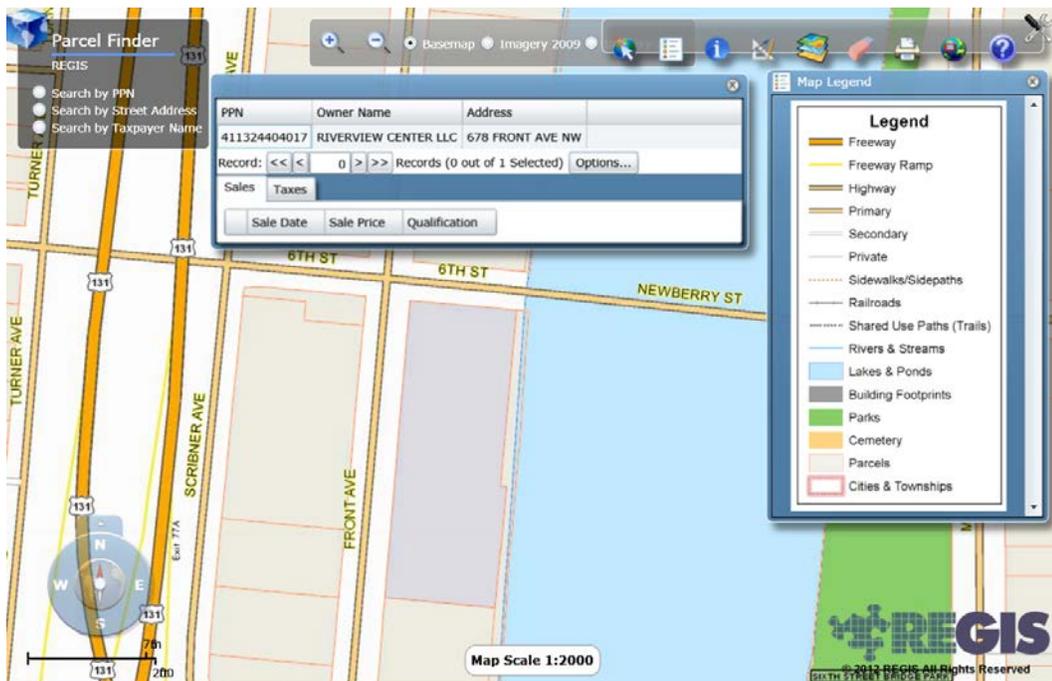
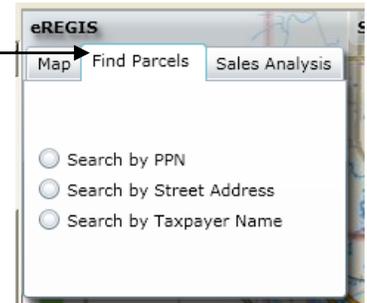
Setup

1. From the eREGIS portal click on Parcel Finder which will open the Parcel Finder Application

		<h1>eREGIS</h1> <p>(One Stop Shop for all REGIS Applications)</p> <p>(For REGIS Members Only)</p>	
<p>Parcel Finder</p> <p>Locate parcel information by searching PPN, address, or taxpayer name. Includes sales and tax information on a parcel. Mailing labels and buffering tools available.</p>	<p>Street Index</p> <p>Locate roads within Kent County. Search by cross street and interactively identify information on roads.</p>		
<p>Zoning Finder</p> <p>Provides zoning information broken down by community, also provides a corresponding legend each community to reference zoning codes. Mailing labels and buffering tools available.</p>	<p>Utilities Finder</p> <p>Data for sanitary, storm, and water utilities. Search mains by diameter, material, year installed, etc. Also included REDLINER.</p>	<p>Demograph spatial data poverty list</p>	
<p>Planned Land Use</p> <p>Provides information on local and regional planned land use. Search either by local or regional codes of a particular community.</p>	<p>Sales Analysis</p> <p>Generate comparable sales information for properties based on sales price, number of bedrooms, square footage, acreage, year built and sale date</p> <p>Sales Ratio</p> <p>Classify properties based on their Sales Ratio, which is a ratio of the current or previous SEV and the market sale price</p>	<p>Locate pa Locate ceme deceased, g</p>	
<p>Report a Bug</p>	<p>Whats New</p>	<p>Training Classes</p>	<p>Reset Password</p>

Query Map Database By Address

1. Click on the Find Parcels tab
2. Next, left click the Radio Button next to Search by Street Address.
3. You can also search by PPN or Taxpayer Name.
4. Once you click the Search button the Parcel Finder will automatically zoom into the address.



5. The record that matches your search will be highlighted in blue.

Reviewing the Parcel Data

1. After locating a parcel by address, PPN or Taxpayer Name, a data grid will pop up containing parcel, sales and tax information.



2. By default, the Sales Data tab is selected.



3. Click the Taxes tab to see information about the taxes associated with a parcel.



Note: If you close the data grid and need to view the last search result. Left click on any of the search radio buttons and click Last Search

Last Search

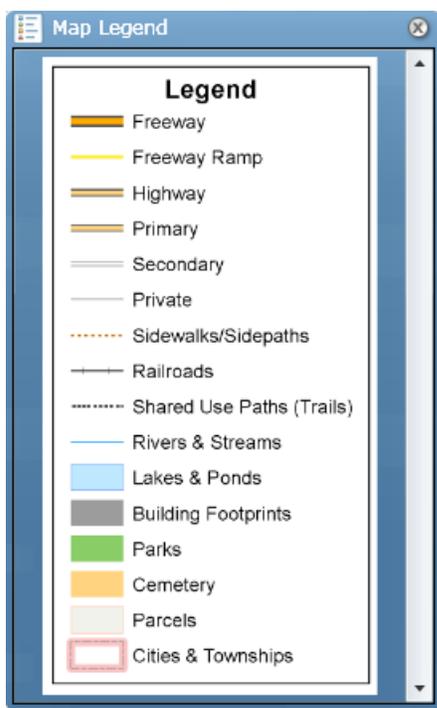
Working with the eREGIS Standard Toolbar

The eREGIS Standard Toolbar contains a basic toolset to work with the map.



Hover over each icon to see the map tip that displays.

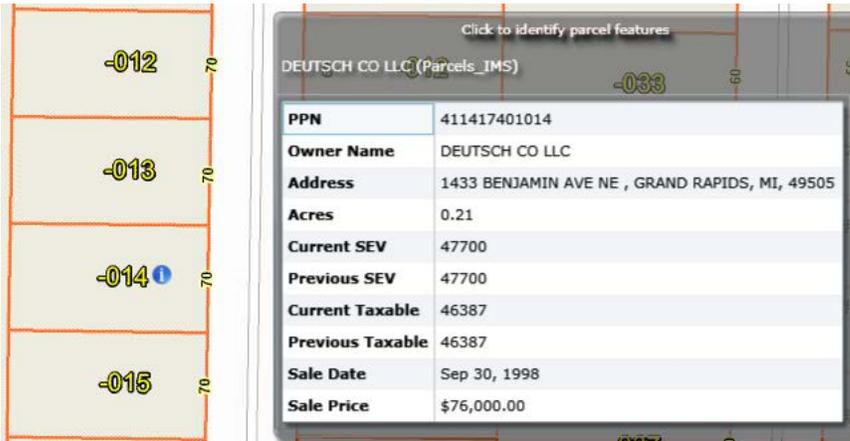
1. Click the **Map Legend Tool**  to view the colors/shapes associated with a layer.



2. Click the Map Legend Tool  again to turn off the legend.

-
1. Click the **Identify Tool**  to enable the tool.

2. Click a parcel to view the parcel information.



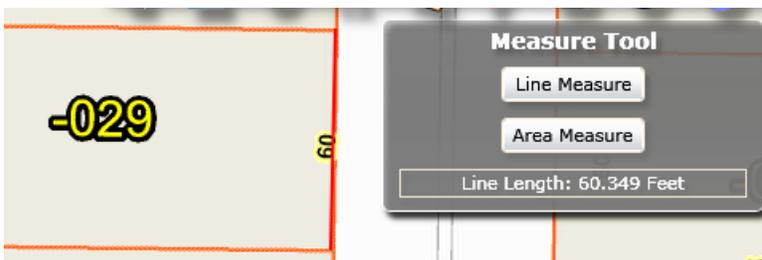
3. Click the Identify Tool  to disable the tool.

1. Click the **Redliner tool**  to add graphics or notes to the map. (This will be covered in more detail later on in the class)

1. Click the **Measuring Tool**  to enable the tool.



2. Click the Line Measure button.
3. Trace the frontage of a parcel and double click to end the line. You can review the line length in the Measure Tool Window.



4. Use the Clear Graphics Tool  to erase any lines drawn on the map.

5. Follow the same steps to measure the area of a parcel.

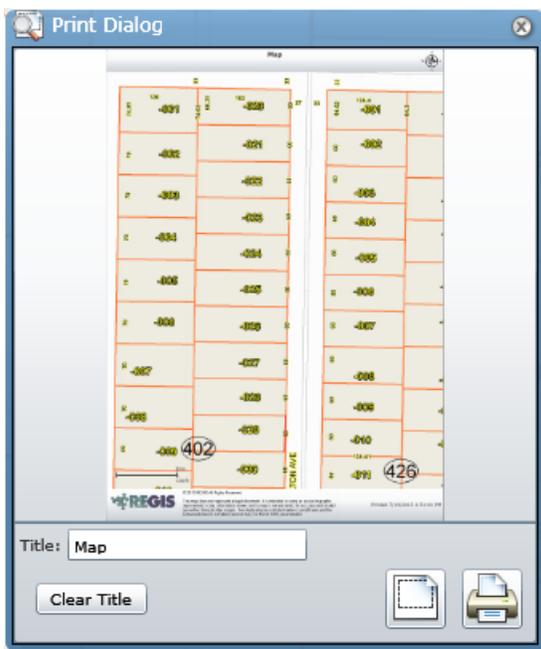
6. Click the Measuring Tool  to disable the tool.

1. Click the  Layers tool to toggle the all available GIS layers on and off:



1. Click the **Print Map Tool** .

2. A Print Dialog window opens and displays the area to be printed.



3. You can move the area for print by clicking inside the Print Dialog and dragging the mouse.
 4. You must also use the **Define Extent for Printing** button  to draw a box around a new area in the Print Dialog to be printed.
 5. Type in a title for the map.
 6. Click on the Print Map button  to print your map.
 7. Click the  to close the Print Dialog.
-

1. Click the **About Tool**  to view the details about the REGIS Finders.
2. The  button will direct you to the REGIS Help Desk email to send any questions or comments to REGIS Staff.

End of Exercise 1

Exercise 4 – Using the REGIS Utility Finder

In this exercise, you will learn how to:

- ◆ Login to the REGIS Utility Finder
- ◆ Navigate in the Map.
- ◆ Query or search the map and database (By Utility or Attributes)
- ◆ Use selection tools
- ◆ Export records to excel

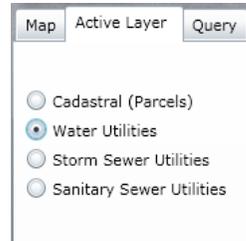
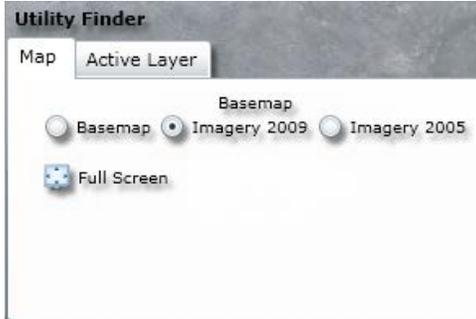
Setup

1. Launch the Utilities Finder from the eREGIS portal

The screenshot displays the eREGIS portal interface. At the top, the REGIS logo is on the left, and the eREGIS title with the tagline "(One Stop Shop for all REGIS Applications) (For REGIS Members Only)" is on the right. Below this is a grid of application tiles. The "Utilities Finder" tile is highlighted with a red border. To the left of the grid is a map viewer showing a map of Grand Rapids, Michigan, with various townships labeled like Tallmadge, Walker, Grand Rapids, East Grand Rapids, Grandville, Wyoming, and Kentwood. The map viewer includes a "Utility Finder" overlay with a search bar and map controls. At the bottom of the grid are navigation links: Report a Bug, Whats New, Training Classes, Reset Password, and REGIS Help Desk & Support Center.

		eREGIS (One Stop Shop for all REGIS Applications) (For REGIS Members Only)		
Parcel Finder Locate parcel information by searching FPN, address, or taxpayer name. Includes sales and tax information on a parcel. Mailing labels and buffering tools available.	Street Index Locate roads within Kent County. Search by cross street and interactively identify information on roads.	Census Mapping Demographic information centered on 2010 census. Some spatial data layers available are population, education, and poverty law. Search allows for zooming in on an area of interest using parcel criteria.		
Zoning Finder Provides zoning information broken down by community, also provides a corresponding legend each community to reference zoning codes. Mailing labels and buffering tools available.	Utilities Finder Data for sanitary, storm, and water utilities. Search means by diameter, material, year installed, etc. Also included REDLINER.	Park Finder Locate parks and golf courses based on park name or community.		
Planned Land Use Provides information on local and regional planned land use. Search either by local or regional codes of a particular community.	Sales Analysis Generate comparable sales information for properties based on sales price, number of bedrooms, square footage, acreage, year built and sale date. Sales Ratio Classify properties based on their Sales Ratio, which is a ratio of the current or previous SEV and the market sale price.	Cemetery Finder Locate cemetery and burial sites by searching for cemetery, deceased, grave status or owner name, or by interactively exploring the map.		
Report a Bug	Whats New	Training Classes	Reset Password	REGIS Help Desk & Support Center

2. The Utility Finder consists of three tabs: **Map** and **Active Layer** tabs. A **Query** tab will appear once you have selected an active layer.

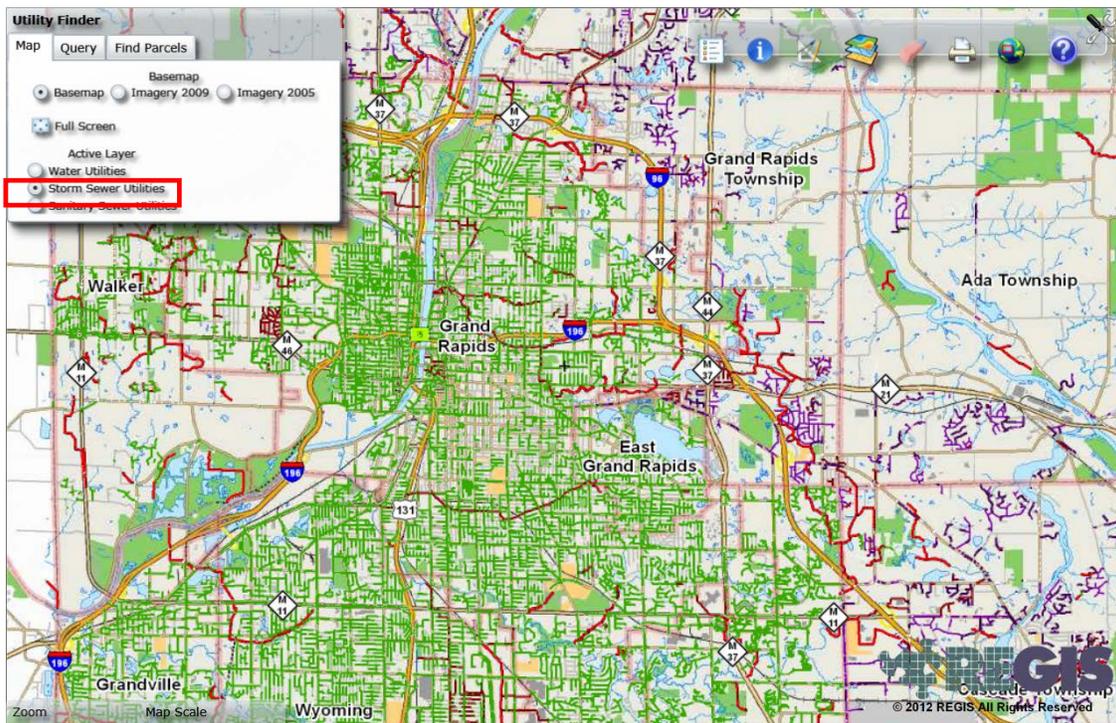


Using the Map tab

1. By default the Map tab is active. Here you can toggle between **Basemaps**.

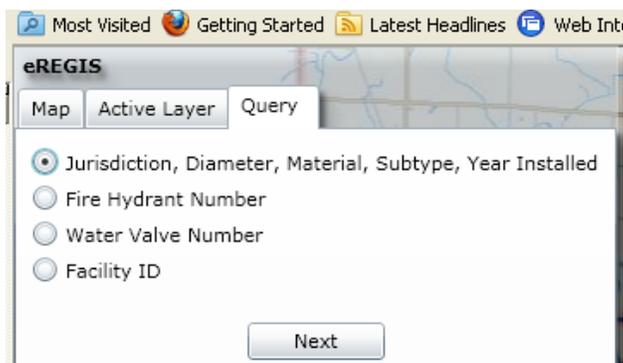


2. Click the **Storm Sewer Utility** radio button under the **Active Layer** tab to see the storm mains draw.



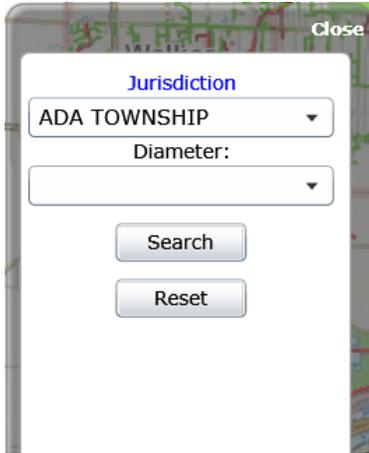
Using the Query tab

Click the **Query tab** in the Utility Finder. The display changes to show fields selectable to start a query.



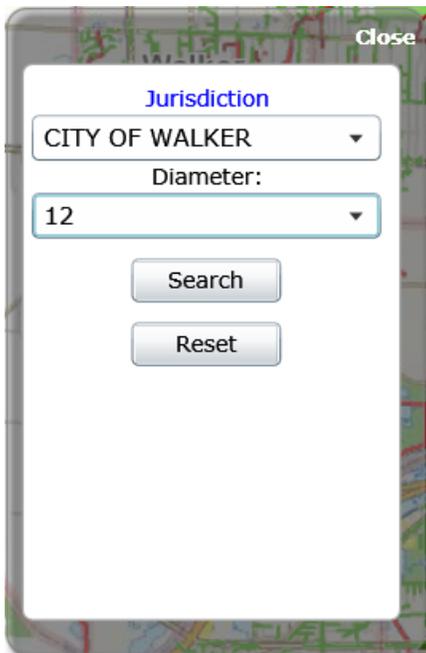
Click on the *Jurisdiction, Diameter, Material, Subtype, Year installed* radio button

Click Next



Under Jurisdiction click the drop down arrow and **select City of Walker**. Under the Diameter drop down **select 12**.

Click Search.



A pop-up window with records that match your query will appear. Click on a record in the results table

Object ID	Jurisdiction	Material	Year Installed	Diameter	Subtype	Doc Link ID
1311	City of Walker	RCP CL-III	2000	12	StormMain	43080
2173	City of Walker	RCP CL-III	1996	12	StormMain	-1
3016	City of Walker	Unknown		12	Culvert	40064
475	City of Walker	Other	1977	12	StormMain	40091

Record: << < 0 > >> Records (0 out of 500 Selected) Options...

View As-Built

The map will zoom in to the location of the selected storm main. You can view the details of the main along with the corresponding **Doc Link** (if available)

Click the link to view the As-Built linked to the main. *(Note if there are no documents available a message will appear)*

Object ID	Jurisdiction	Material	Year Installed	Diameter	Subtype	Doc Link ID
1311	City of Walker	RCP CL-III	2000	12	StormMain	43080
2173	City of Walker	RCP CL-III	1996	12	StormMain	-1
3016	City of Walker	Unknown		12	Culvert	40064
475	City of Walker	Other	1977	12	StormMain	40091

Record: << < 3 > >> Records (1 out of 500 Selected) Options...

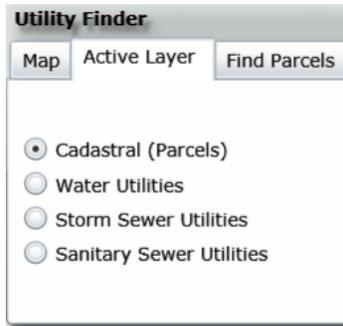
View As-Built

Doc Link
http://regis_apps.gvmc-regis.org/LinkedDocuments/Walker/41-13-000365.pdf

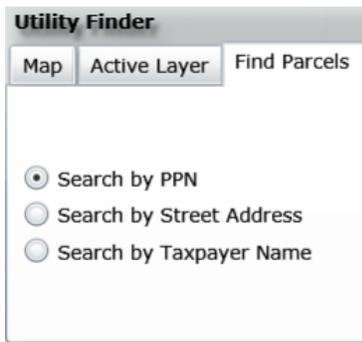
You can perform additional queries using the available attributes in the query tab.

Find Parcels Tab, Buffer Selection Tool, & Export to Excel

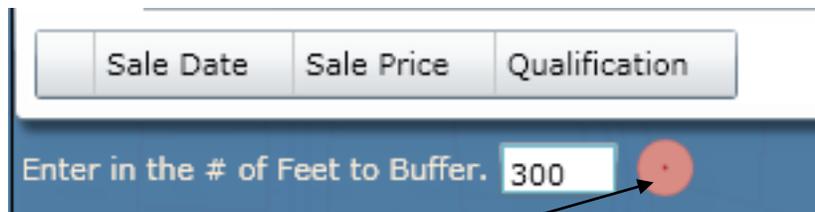
Click the **Cadastral (Parcels)** radio button under the **Active Layer** tab to set the layer to Active



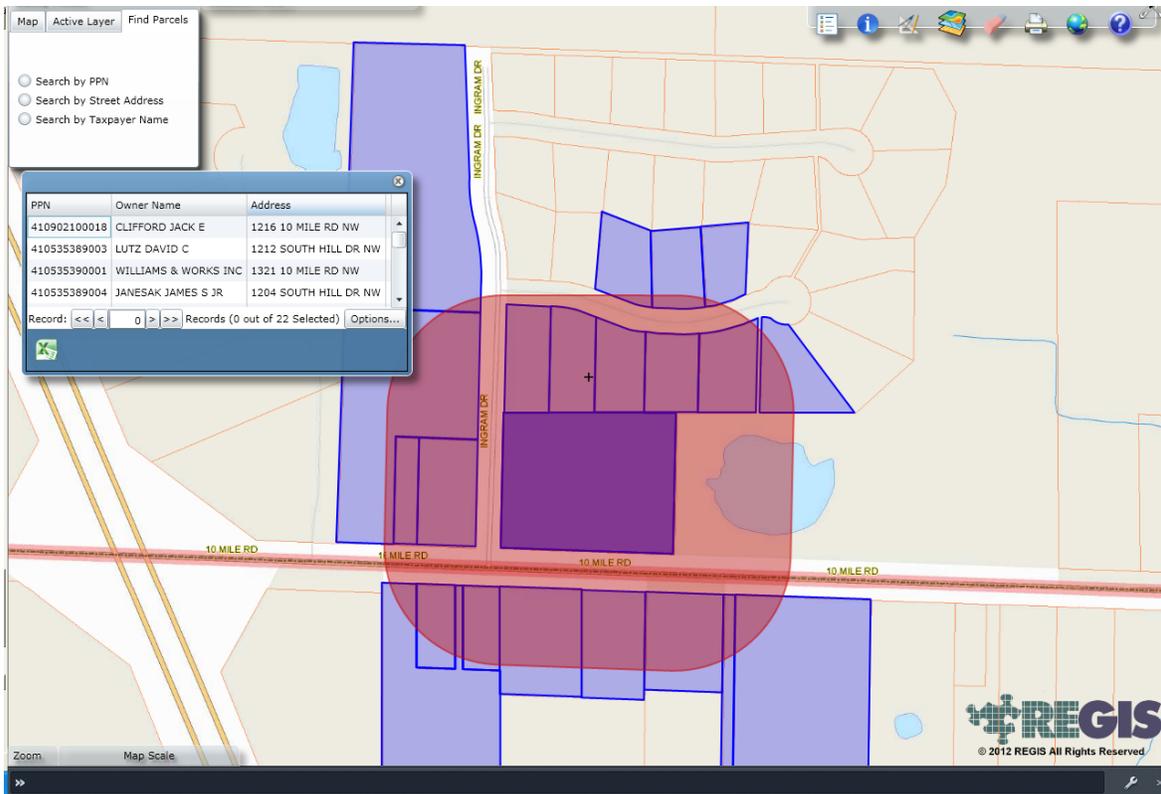
Click the **Find Parcels** tab and search by PPN, Street Address or Tax Payer Name



The map viewer will zoom to the address searched and open a data grid with the results. At the bottom of the data grid change # of feet to Buffer to 300'



Next Click the **Buffer Result** button to run the buffer selection.



Once the tool runs the selected records will show up in the data grid. To export the results to excel simply click on the **Export to Excel**  button at the bottom of the data grid. To create mailing labels click on the button .



Selection Tools

Often times it becomes necessary to select parcels using the methods described below to obtain parcel info. Read the instructions on how to use each tool and experiment in the utility finder to select groups of parcels in the map.



Select by a point: Left click on a parcel to select.

Select by polyline: Left click once to start the line and left click once to add a vertex. When finished double click the left mouse button

Select by polygon: Left click once to start the polygon, left click to add a vertex, When finished double click the left mouse button

Select by Rectangle: Left click and drag the rectangle, let go of the left mouse button to complete

Select by buffering a point: First enter the buffer distance, Next left click in the map to place the point to buffer from

Select by buffering a polygon: First enter the buffer distance, Next left click to draw the polygon to buffer from

End of Exercise 4