

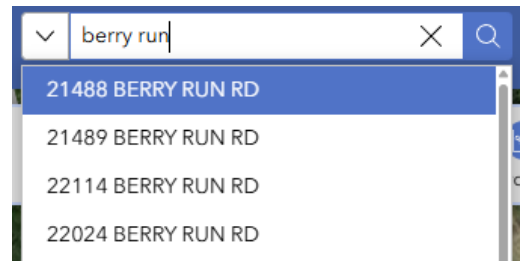
CivQuest User Guide

Platform Overview

CivQuest is an intuitive, easy-to-use online platform designed to help local governments share important property information with the community. With a user-friendly interface, residents, businesses, and other stakeholders can quickly find detailed information about the locality, including ownership details, assessment values, zoning information, and historical data. The platform features interactive maps that allow users to visualize property boundaries and explore the surrounding area. Designed to be accessible on any device, CivQuest ensures a consistent experience whether you're accessing information from home, in the office, or out in the community. Its streamlined, public-focused approach promotes transparency, enhances community engagement, and simplifies access to important property information.

Property Search

The CivQuest platform features a convenient search bar located prominently at the top of the interface, allowing users to quickly locate properties by typing in partial or full property information. Users can easily find properties using an address, parcel identification number, or other available search criteria. As users type their search terms, the search bar dynamically suggests matching results, making it effortless to find and select the exact property they need.



Once a search is complete or a user clicks on a property, CivQuest clearly presents essential details about selected data in a structured, easy-to-read format. At the top of the results, there are options to Expand Data to a full screen mode, create a printer friendly version of the property information and, where applicable, navigate additional tabs of information.

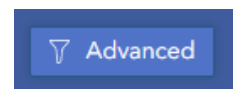


Advanced Filter Workflow

To use the Advanced Filter tool in CivQuest:

1. Accessing the Filter:

Click the **Advanced** button beside the search bar. This opens a filter form allowing precise searches based on specific property attributes.



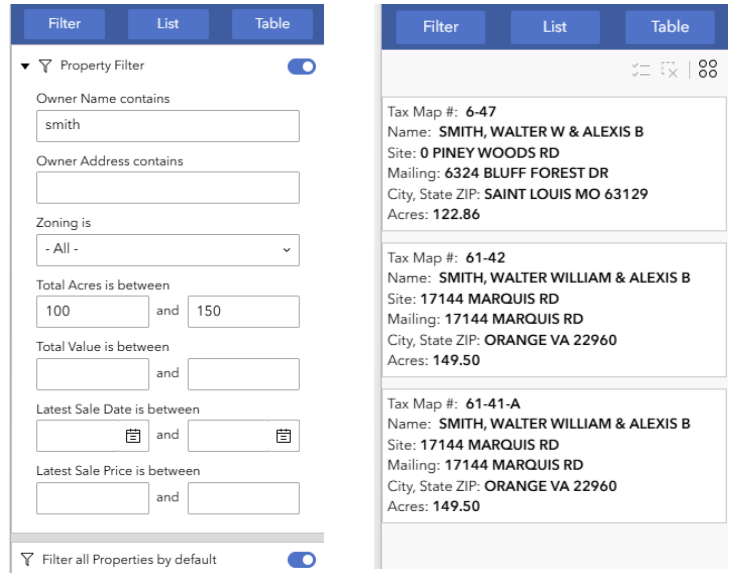
2. Entering Filter Criteria:

Enter your desired filter criteria into the available fields. After entering your criteria, the filter automatically updates the search results. Properties matching your filter criteria

are displayed in the List or Table view, accessible from the tabs at the top of the filter panel.

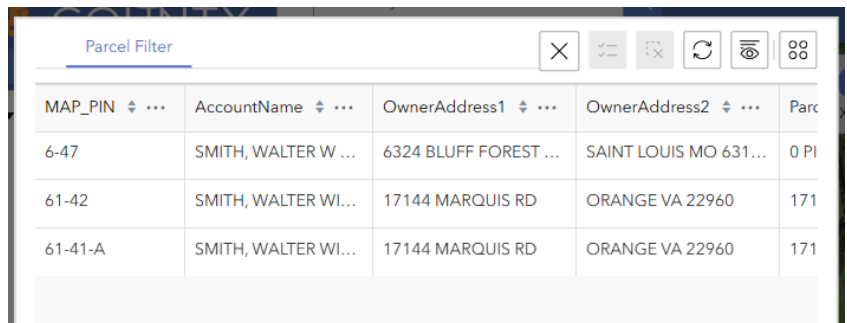
3. Viewing Results:

- In the List View, matching properties appear in a concise format with key details such as Tax Map number, owner name, mailing and site addresses, and acreage clearly displayed for easy reference.
- In the Table View, matching properties are shown in a structured, spreadsheet-like format. This view allows users to sort, compare, and review detailed property data efficiently.



4. Interacting with Results:

Users can select any property from either view to open its detailed Property Overview panel for additional information. From this overview, users have options to access further property details or mapping tools.



Map Navigation Tools

The map navigation tools, available in the bottom right corner of the map, simplify exploring and interacting with the map:

- **Compass (Orientation):**
The compass tool helps users identify and adjust the orientation of the map. Clicking this resets the map orientation to true north.
- **Locate (Current Location):**
The locate button centers the map view to the user's current geographic location (if location services are enabled), aiding in quick and convenient map navigation.
- **Zoom In/Zoom Out:**
The zoom controls allow users to easily zoom in for more detail or zoom out for broader context on the map.

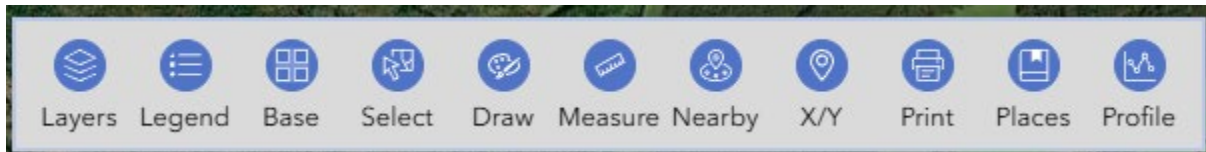


- **Home Button:**

Clicking the home button resets the map to its default extent, providing a quick way to return to the initial map view.

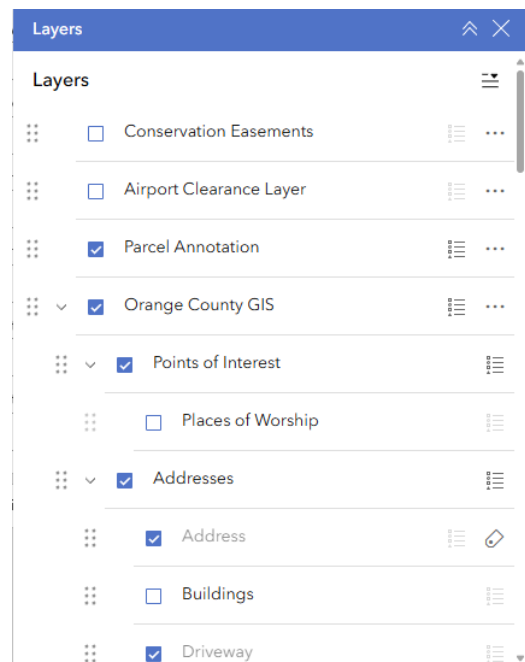
Map Toolbar Overview

The CivQuest Map Toolbar provides quick and easy access to a suite of interactive map tools, enhancing user interaction and spatial analysis capabilities. Clearly displayed as intuitive icons at the top of the map interface, these tools allow users to customize map views, interactively select and explore parcels, measure distances, annotate maps, identify nearby properties or features, and perform detailed geographic analyses. The toolbar's straightforward, user-friendly design ensures users can efficiently navigate and utilize all available mapping functions with minimal effort.



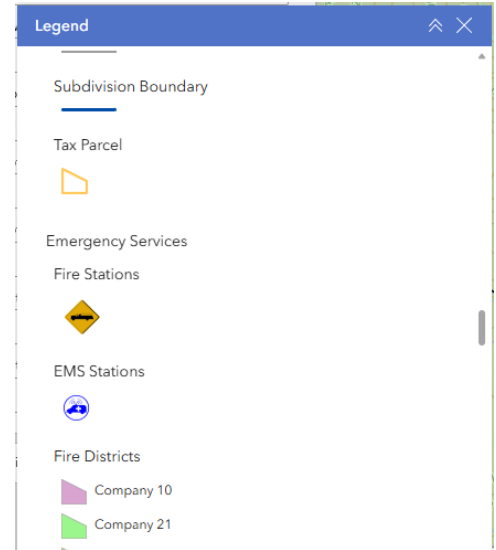
Layers

The Layers tool in CivQuest provides users with full control over the visibility and organization of map features. When opened, it displays a list of available layers, each with a checkbox that allows users to turn it on or off. Some layers are grouped, and users can expand these groups to view and manage individual sub-layers. The order in which layers appear can be adjusted by dragging them up or down, which affects how they are displayed on the map. Each layer also includes a settings menu where users can fine-tune display options like transparency or access detailed information. This tool allows users to tailor the map view to their specific needs, creating a personalized and clear spatial experience.



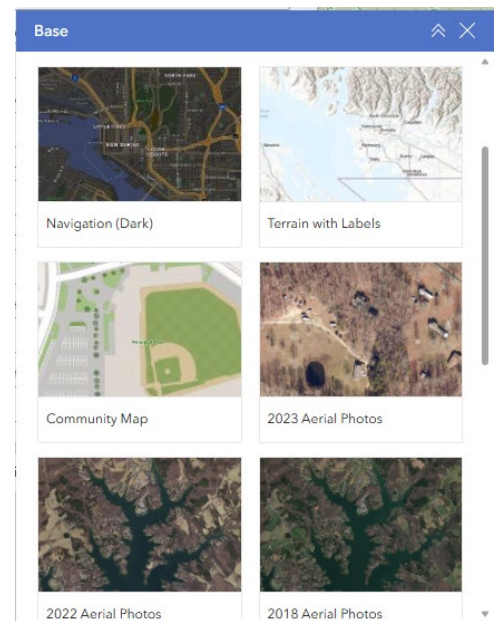
Legend

The Legend tool in CivQuest provides a clear explanation of the map's symbols and color codes, helping users interpret what they see on the map. It dynamically updates to reflect the layers currently turned on in the Layers panel, ensuring the legend is always relevant to the active data. For each visible layer, the legend displays the associated icon or color along with a label—for example, yellow outlines for Tax Parcels, icons for Fire and EMS stations, and shaded areas for Fire Districts. This makes it easy for users to understand the meaning behind different symbols and features, improving map readability and comprehension.



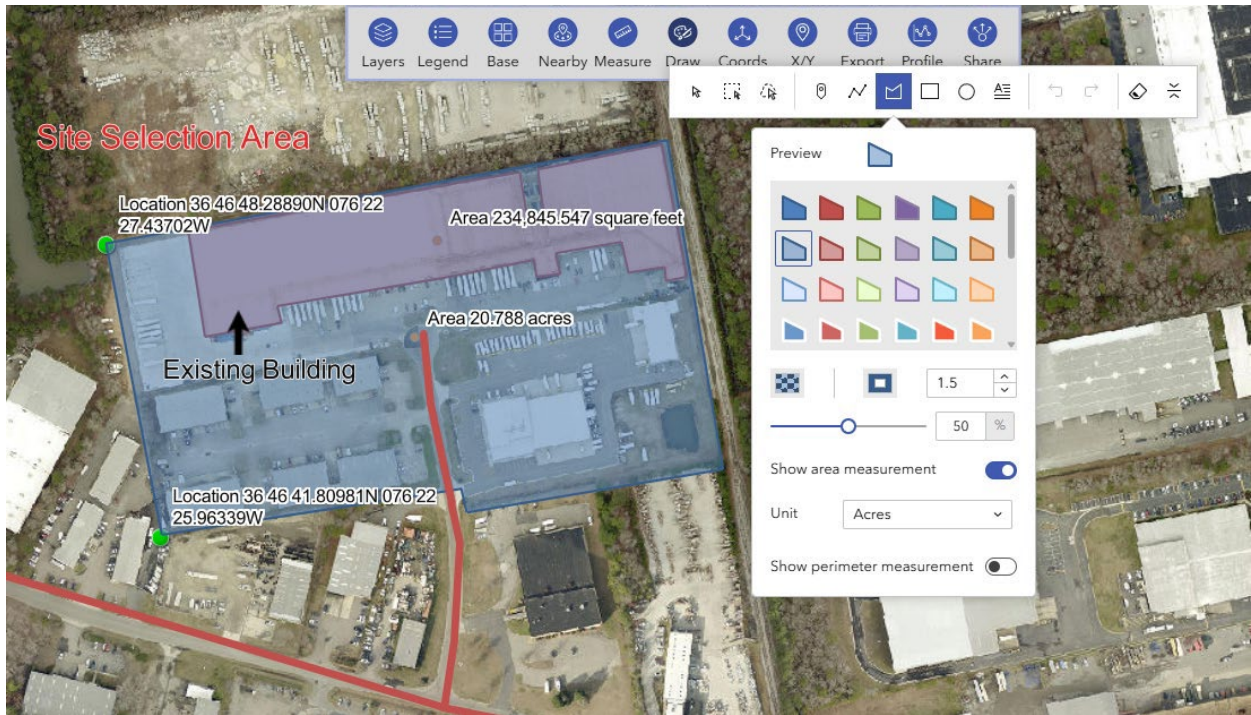
Base

The Base tool in CivQuest allows users to change the background map to best suit their viewing needs or preferences. Users can choose from a variety of base maps, including street navigation styles, terrain with labels, community-focused views, or aerial imagery. Switching the base map helps provide context for different types of analysis, whether users want a clear view of infrastructure, a topographic perspective, or a real-world visual through aerial photography. The selected base map updates instantly, giving users flexibility to explore the map with the backdrop that makes the most sense for their task.



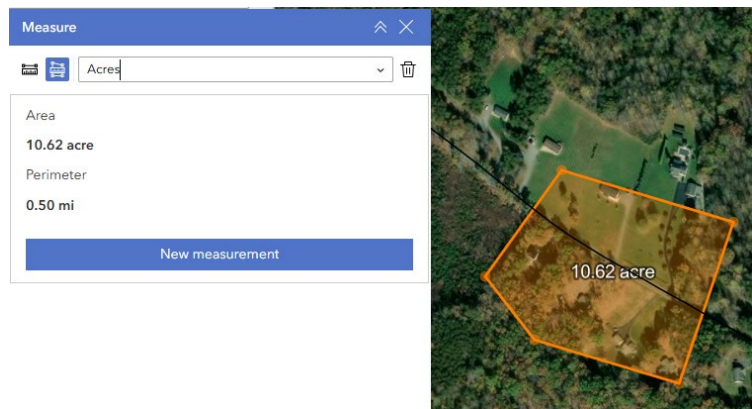
Draw

The Drawing Tools UI in CivQuest provides users with a rich and flexible interface for annotating the map with shapes, measurements, and text. At the top of the screen, a toolbar offers a range of drawing options including points, lines, arrows, polygons, text labels, and more. When a drawing tool is selected, a detailed styling panel appears, allowing the user to customize the appearance of the selected shape. This includes selecting from a palette of preset fill colors and patterns, adjusting line width and transparency, and enabling or disabling area and perimeter measurements. In the screenshot, a polygon has been drawn to highlight the “Site Selection Area,” with area measurements displayed in both square feet and acres. The user has also added labeled coordinates and directional arrows, and clearly differentiated features like the “Existing Building” using shaded overlays. The visual customization panel on the right provides quick controls for symbol style, units of measurement, and label visibility, making it easy to tailor map annotations for presentations, planning, or documentation.



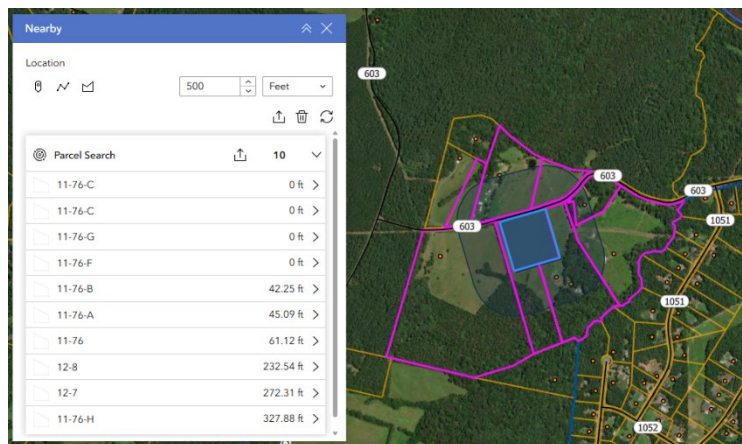
Measure

The Measure tool in CivQuest allows users to calculate distances and areas directly on the map with precision and ease. As shown in the screenshot, users can draw lines or polygons on the map to generate real-time measurements. Once a shape is drawn, the tool displays both the area and perimeter values in the measurement panel, which can be configured to use various units such as acres, square feet, miles, or meters.



Nearby

The Nearby tool in CivQuest allows users to search for and list features within a specified distance from a selected location. As seen in the screenshot, users can define a search radius (e.g., 500 feet) and choose how to initiate the search—by clicking a point, drawing a line, or outlining an area on the map. Once



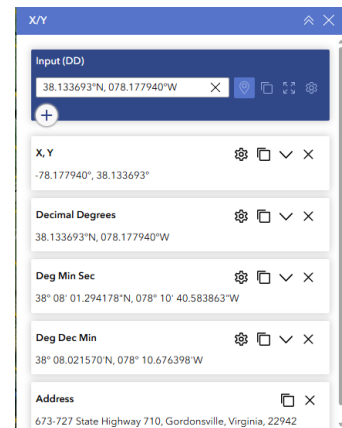
activated, the tool identifies and highlights all relevant parcels or features that fall within the defined proximity.

The results are displayed in a scrollable list, showing the distance of each item from the selected location. Each item in the list corresponds to a feature on the map, which is also visually highlighted for easy spatial reference. Users can click on any result to zoom in and view more details. The results can be exported for reporting or further analysis, making the Nearby tool especially useful for identifying surrounding properties, planning outreach, or assessing development impact.

X/Y

The X/Y tool in CivQuest allows the user to get the coordinates for any location in Orange County. The user selects a parcel and then drags the pin to the map to get the results.

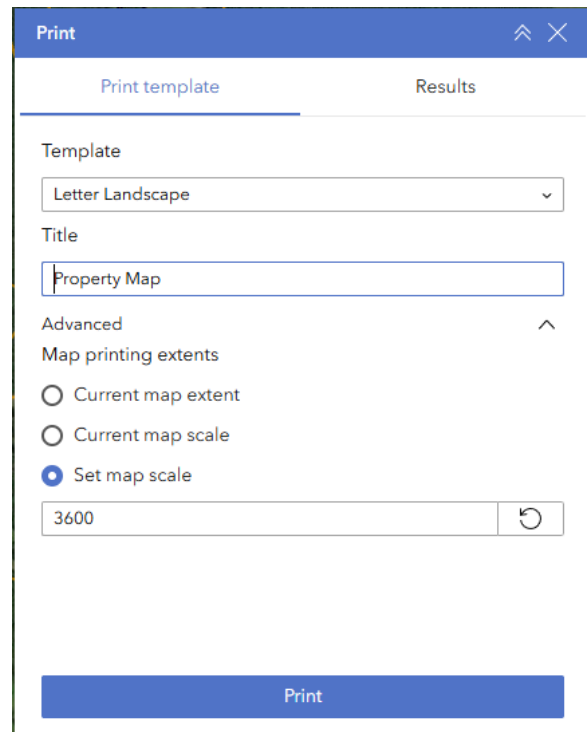
As shown in the screenshot, the tool will return the results in various latitude and longitude formats, and the address where the pin was located was dropped on the map.



Print

The Print tool in CivQuest allows users to generate high-quality, printable maps complete with a custom title and selected layout. Users begin by choosing from available templates (e.g., Letter Landscape) and entering a map title. In the Advanced section, users can define the map extent and scale for printing. They can choose to print the current map view, use the current map scale, or set a specific scale manually.

When setting a custom scale, users should enter the ratio in standard map scale format. For example, if the desired output should represent 1 inch equals 300 feet, the appropriate scale to enter would be 3600—because 1 inch on the map would represent 3,600 inches (300 feet) in the real world. This level of control allows users to tailor printed maps to meet documentation or



presentation requirements with precision. Once configured, clicking the “Print” button generates a downloadable PDF map reflecting the selected settings.

Places

The Places tool in CivQuest allows users to create and manage personal bookmarks for specific map locations. By clicking the plus (+) icon, users can save their current map view and assign it a custom name for quick access later. Each saved place is represented by a labeled entry in the list, which users can rename or delete as needed. This feature is especially helpful for users who frequently revisit specific properties, project areas, or zones of interest—allowing them to return to the exact same map extent and location with a single click.



Profile

The Profile tool in CivQuest generates a detailed elevation chart along a user-defined path on the map. Users can click to draw a line across any area of interest, and the tool instantly creates a corresponding elevation profile based on terrain data. The chart shows elevation (in feet) along the y-axis and distance along the x-axis, providing a visual representation of terrain variation across the selected route.

In the example shown, the user traced a path through a wooded area and received elevation values that highlight changes in slope and terrain features. Users can hover over the chart to see specific elevation points and distances, use built-in tools to export the profile, or reset the map to create a new one. This tool is especially useful for planning infrastructure, analyzing drainage or slope, or evaluating potential development sites.

