

# Portico GeoCortex FAQ

## New Portico Frequently Asked Questions

The following are frequently asked questions regarding the release of Sidwell's new Portico web solution viewer.

### How do I identify a parcel?

Zoom into the map at a closer scale so that parcels are within their visible scale range. Once you are zoomed in, you either click on the map using your left mouse button or you click one of the available selection tools from the toolbar.

If you click the map without a tool selected the map tip dialog appears. If you use a selection tool, the selected results will appear in the Identify Results panel.

### How do you search for information on the map?

In the upper left hand corner of the map is a search text box. Enter a value that you would like to search on and hit the Enter key. Typical searches include the following: Parcel Number, Owner Name, Address, Subdivision, Township, etc...

### How do I zoom in and out of the map?

There are multiple ways to do this...

1. You can use your mouse wheel.
2. Zoom In - Hold the shift key down while clicking with your left mouse button to drag a window around an area and then release the left mouse button.
3. Zoom Out - Hold the control + shift key down while holding down your left mouse button to drag a window and then zooming out once you release the left mouse button
4. You can select a specific scale from the scale dropdown.

### Is the new web viewer mobile responsive?

Yes. The viewer will adjust based on the type of device (i.e. Desktop, Tablet, or Handheld device) you are using.

### How do I add text to the map?

Simply right-click on the map in the location you would like to enter text and choose Add Some Text from the context menu.

### How do I get back to the full extent of the map?

There are multiple ways to do this...

1. Click the Full Extent button. This will zoom you out to the full extent of the map.
2. Click the bookmark button under the +/- symbol in the upper left area of the map, and select Full Extent of County

### When measuring, how do I enable snapping?

Click one of the measuring tools, and then click the Enable Snapping toggle button. You can also determine what layers you want to be able to snap to, by clicking the Snap Layers button.

### What is the difference between the Export and Print button?

The export button allows you to export the map as it appears in the map area. The Print button provides you a page border.

### My toolbar seems to have disappeared. How do I get it back?

In the upper right hand corner of the map there is a button that has what appears to be a wrench and screwdriver on it. Clicking this button toggles the toolbar to appear/disappear.

### How do I switch between the various Esri basemaps?

In the bottom left hand corner of the map is a button. Click this button and you will be presented with the different Esri basemaps you can choose from.

### Why did the web viewer URL change from the old one?

We are working with newer technology and with the newer technology we had to also change the URL.

