

# OneView

**GIS WEB APPLICATION  
USER GUIDE v11.0**



**Gwinnett County  
Department of Water Resources**

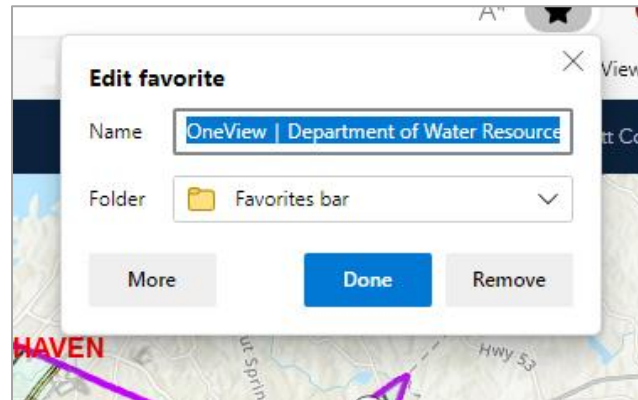
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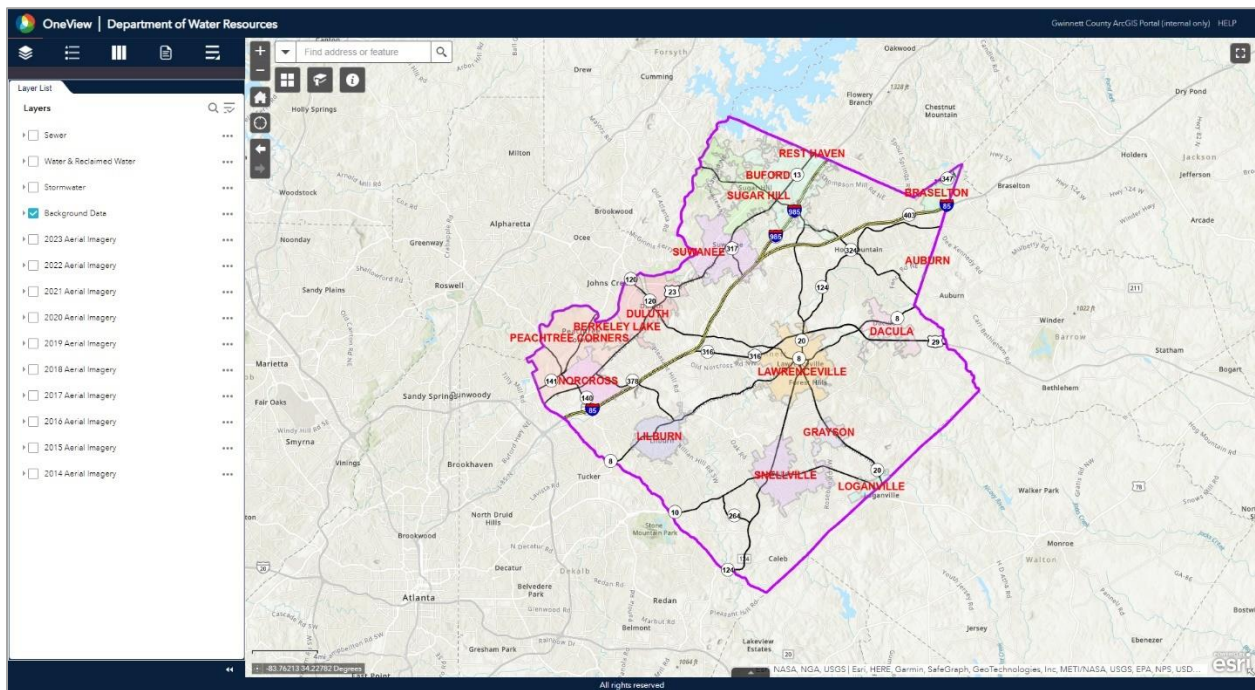
## 1. Accessing and saving OneView

Click on or copy the URL <https://dwrarcgis.gwinnettcountry.com/OneView> and paste in either Google Chrome or Microsoft Edge browser. Then click the star icon to the right of the address line to add to Favorites, specifying Folder as “Favorites bar.”

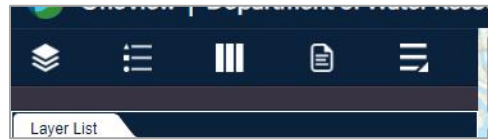
for “Add to Favorites...” and name it “OneView”. Once added to Favorites, right-click and select “Send to Desktop”.



Once OneView opens in your browser, if the splash screen appears, read the disclaimer, then check the box next to **Do not show this splash screen again** and then click **OK**.



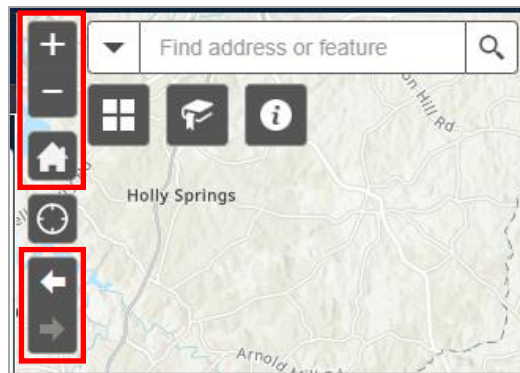
At the top-left of the screen you will find the tool bar (see image below) that contains the various tools you can use, including printing, measuring, mark-up, and adding other data sources.



## 2. Map navigation

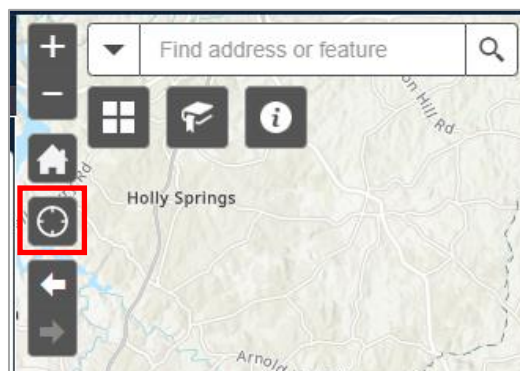
To navigate and zoom to a desired location, you can use your mouse controls or the navigation tools. For mouse controls, roller = zoom in/out; left or right click and hold + drag = pan; hold shift key + left or right click and hold + drag = zoom window.

Use the navigation tools (see image below) to zoom in/out, go to the home view, or go to previous views (see image below).



## 3. Geolocate using your device's GPS

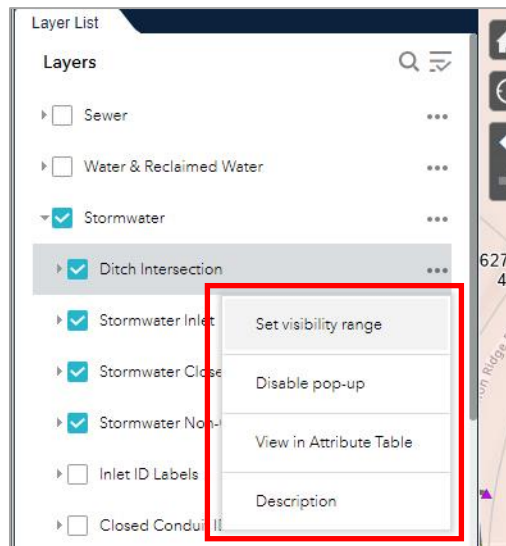
Use the **Geolocate** tool (see image below) to see your physical location in OneView. To stop OneView from showing your location, click the **Geolocate** icon again. Tip: You may get an error message after clicking the Geolocate tool – this error is often caused by the web browser's security. Configure your browser's pop-up settings to allow sharing of your location - click Yes to find your location.





## Layer properties

Some layer properties can be controlled by clicking on the three-dot icon located to the right of each layer group/name (see image below). Properties that users may find useful include Transparency, Disable pop-up, and View in Attribute Table (see next section).




## Aerial imagery

Aerial imagery map layers are also shown in the **Layer List**. New dates of aerial imagery will be added to the **Layer List** as they become available. Use the **Transparency** control from the layer properties to adjust the transparency of the imagery.

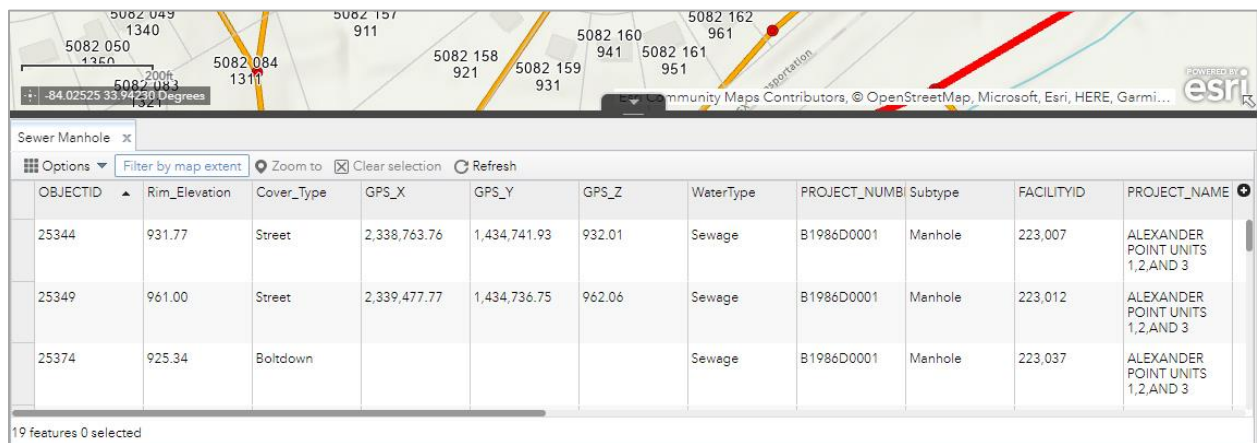


## 5. View data in an attribute table

To view a listing of map layer attributes along the bottom of the browser (see image below), there are several options to open the table:

1. Click on **View in Attribute Table** in the layer properties listing of a given layer to open the table with that layer's tab showing.
2. Click the arrow button  at the bottom of the map view. However, you still must perform step 1 above to select the layer(s) to show in the table.

By default, the table will only include features that are visible in the current map extent. If needed, click the **Filter by map extent** button in the table to turn off the extent filter.



OBJECTID	Rim_Elevation	Cover_Type	GPS_X	GPS_Y	GPS_Z	WaterType	PROJECT_NUMB	Subtype	FACILITYID	PROJECT_NAME
25344	931.77	Street	2,338,763.76	1,434,741.93	932.01	Sewage	B1986D0001	Manhole	223,007	ALEXANDER POINT UNITS 1,2,AND 3
25349	961.00	Street	2,339,477.77	1,434,736.75	962.06	Sewage	B1986D0001	Manhole	223,012	ALEXANDER POINT UNITS 1,2,AND 3
25374	925.34	Boltdown				Sewage	B1986D0001	Manhole	223,037	ALEXANDER POINT UNITS 1,2,AND 3

19 features 0 selected

User actions for the attribute table include:

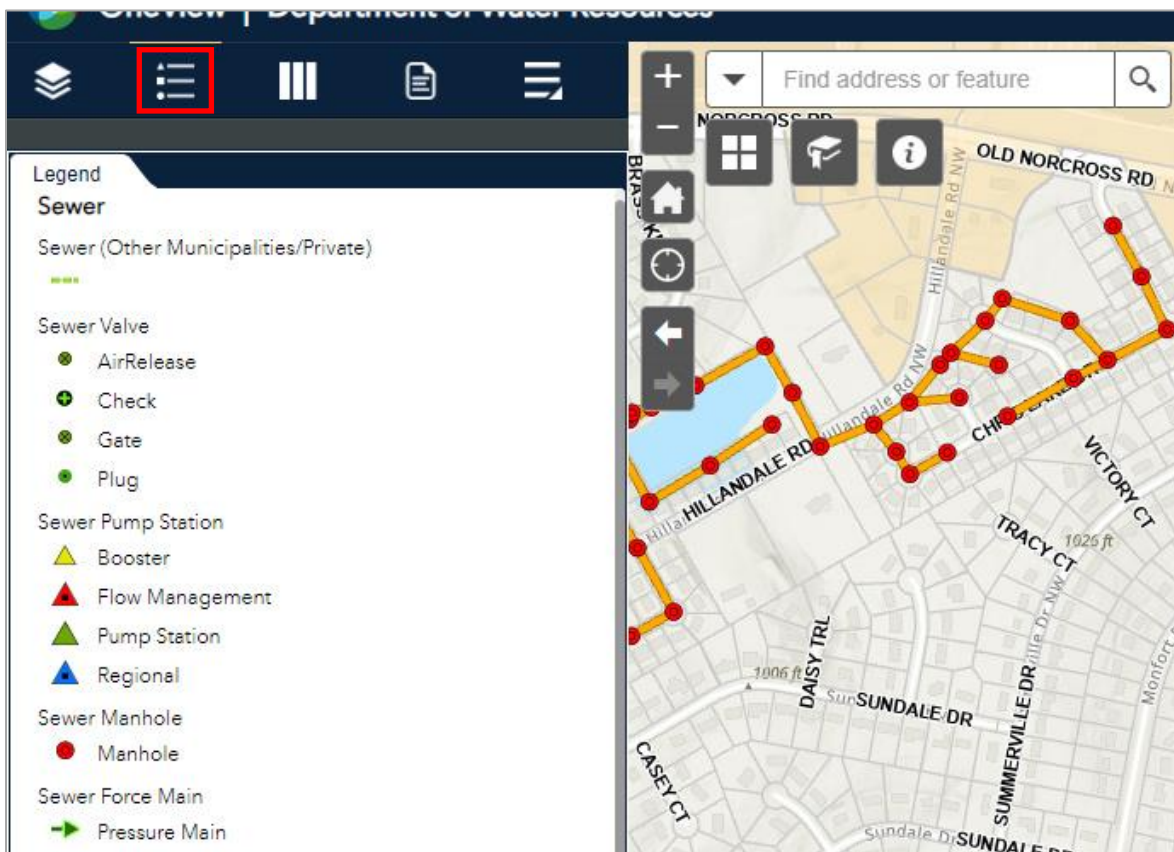
- **Sort records** – In the table by a specific attribute, click on a field name (e.g., FACILITYID) and select **Sort ascending** or **Sort descending**.
- **Select a record** – Click a record in the table to select it and highlight the corresponding feature in the map with the color specified in the Attribute Table widget configuration window. Double-clicking a field in the selected record zooms to the feature on the map. Press the Shift or Ctrl key to select multiple records.
- **Clear selections** – Click the **Clear Selection** button to clear all selections.
- **Zoom to selected features** – Click **Zoom to** to reset the map extent to center around selected features.
- **Copy the field value** – Double click the field value to highlight it, and right-click it to copy the value.
- **Refresh** – Click Refresh to refresh the table.
- **Sort a field** – Click a field heading to sort the records by this field.

Click the **Options** button  for the following:

- **Show Selected Records** – Displays selected records.
- **Show Related Records** – Displays related records if a selected record has a related table.
- **Filter** – Filters records in the table.
- **Filter by Map Extent** – Displays attributes for features within the current map extent.
- **Show or Hide Columns** – Equivalent to clicking the plus button on the right side of the panel to set visibility for individual fields.
- **Export to CSV** – Exports the attributes to a CSV file. The XY coordinates are included for the point feature layer and maintain the same spatial reference as the data regardless of the map projection. If records are selected, only the selected records are exported. If no records are selected, all the records are exported. To support this function, the Export Data property must be enabled for the corresponding feature service.

## 6. View the legend

Click the **Legend** icon located in the tool bar to view a complete legend of all currently visible map layers (see image below). To go back to the **Layer List**, click the **Layer List** icon located directly to the left of the Legend icon.

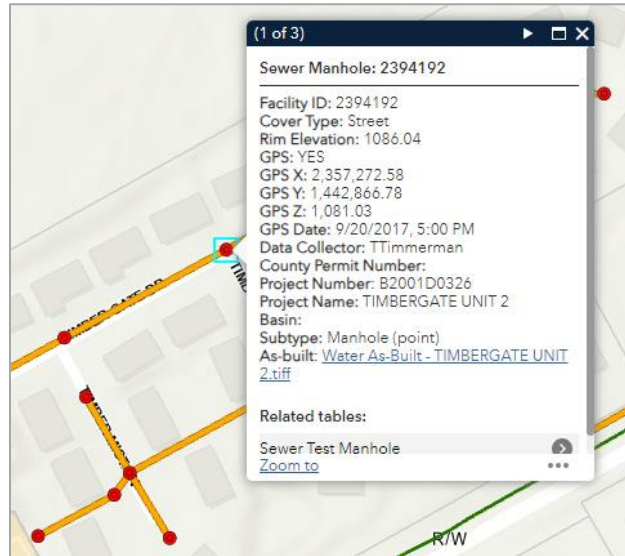




## 7. Identifying map features with pop-ups

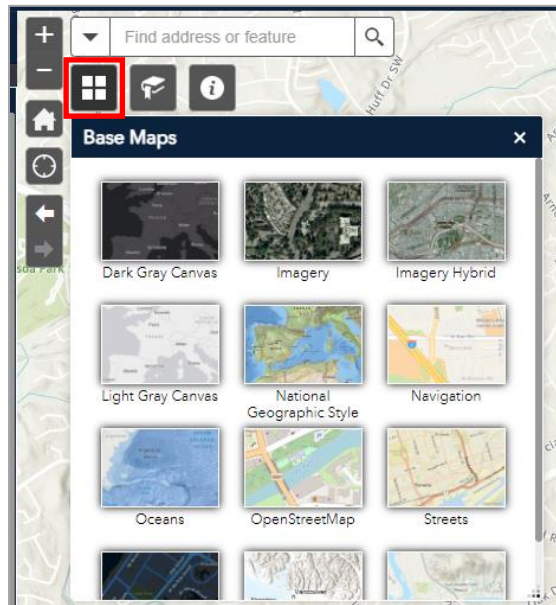
Click on any utility feature on the map to see additional information in a pop-up window (see image below). If multiple features are selected with one click (e.g., pop-up says “(1 of 3)”), you can scroll through the multiple feature records by clicking on the arrow ► icon at the top right of the pop-up. Click on the X to close the pop-up.

Note that many utility features have hyperlinks to as-built drawings where available – click on the hyperlink in the pop-up to view/download the as-built drawing image.



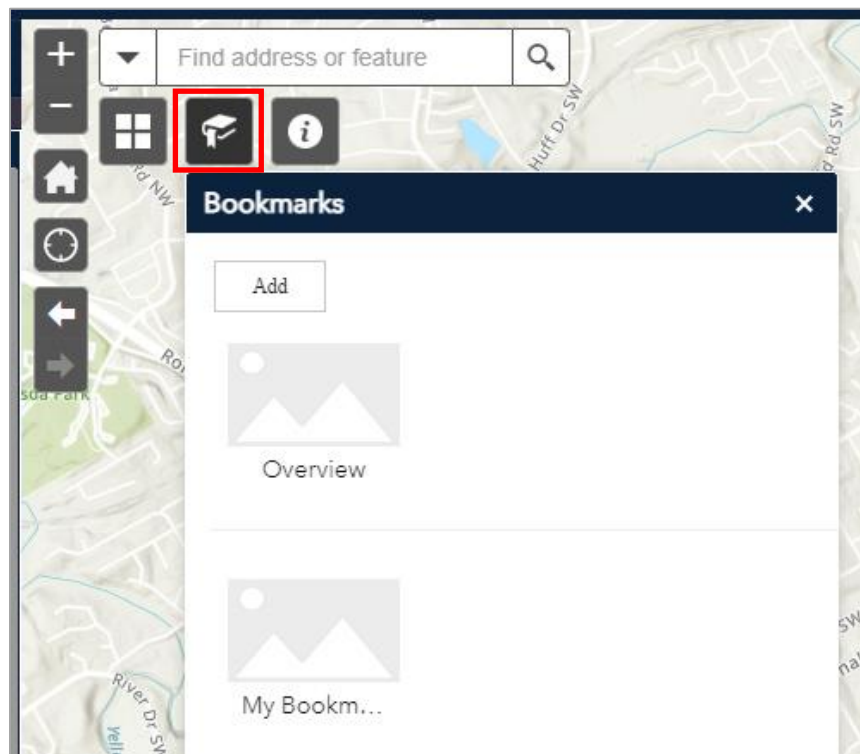
## 8. Base maps

Use the **Base Maps** tool to view the various base maps provided by Esri (see image below). By default, OneView displays the Topographic base map. DWR aerial imagery layers are now available in the **Layer List** (rather than via the base map tool).



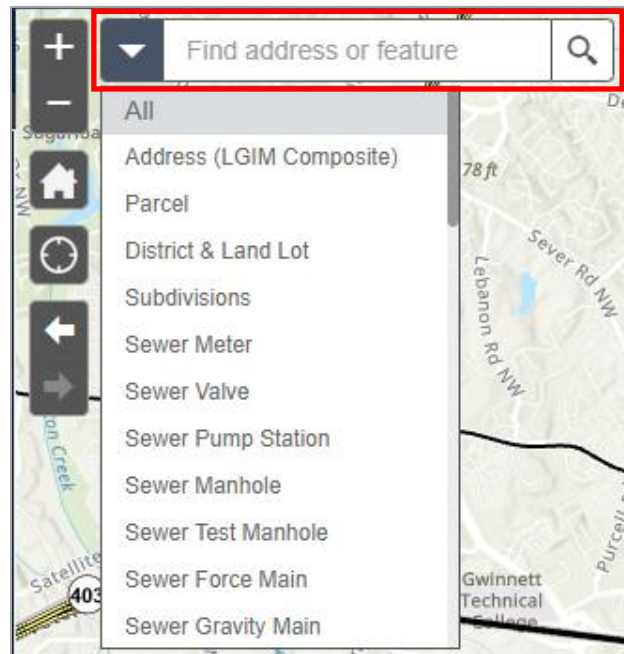
## 9. Bookmarks

Use the **Bookmarks** tool (see image below) to zoom to predetermined map locations, or to save your own custom map locations. To create your own bookmark, click the **Add** button once you're at a location that you want to save, and then name your new bookmark (e.g., "My Bookm..." shown below is a custom bookmark). Only you will be able to see your custom bookmarks while using the web browser you used to create it (i.e., no one else can see your bookmarks), and bookmarks cannot be transferred. To delete one of your bookmarks, hover over the bookmark, then click the "X." Importantly, if you clear the cache on your browser, your existing bookmarks will be deleted.



## 10. Search by address or feature attribute

By default, entering an address or other search text into the search window that says **Find address or feature** will search all listed data sources. However, to focus on a specific data source or to improve search speed, you can specify the single data source that you'd like to use from the dropdown menu before entering your search text. For example, click **Address (LGIM composite)** to search only for address locations, **Parcel** to search by PIN, **Sewer Meter** to search by sewer meter map layer attributes, and so on.



### Search by address

Select **Address (LGIM Composite)** from the dropdown, then enter the address number and a portion of the street name (e.g., 76 Langley), and results will start appearing as you type. Select the desired address by clicking it in the results listing, and the map will zoom to that location.

### Search by parcel, district, land lot, or subdivision

Select a map layer name from the dropdown that you'd like to search by, then enter your search text. Searchable data includes PIN, district, land lot, and development name. As you enter a portion of the search text, results will start appearing. Select the desired result by clicking it in the listing, and the map will zoom to that location.

### Search by intersection

Select **Street Intersection** from the dropdown, then enter the full or partial name of one of the cross streets that make-up the intersection you're searching for. In the results listing, click on a street name to zoom to that intersection and review the info in the pop-up. Note that the results listing may not show the street that intersects the street you entered (i.e., it may show the street you entered instead), so be sure to click on the result to see the names of both streets in the pop-up.

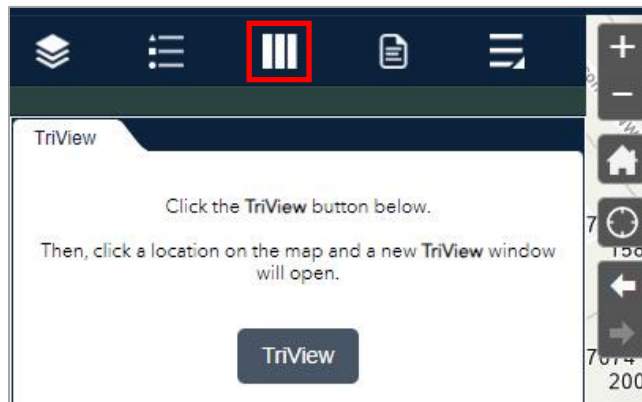
## Search by utility feature attribute

Select a utility layer name from the dropdown that you'd like to search by, then enter your search text. For most utility map layers, searchable data includes Facility ID, Project Number, Project Name, CIP Number, and County Permit Number.

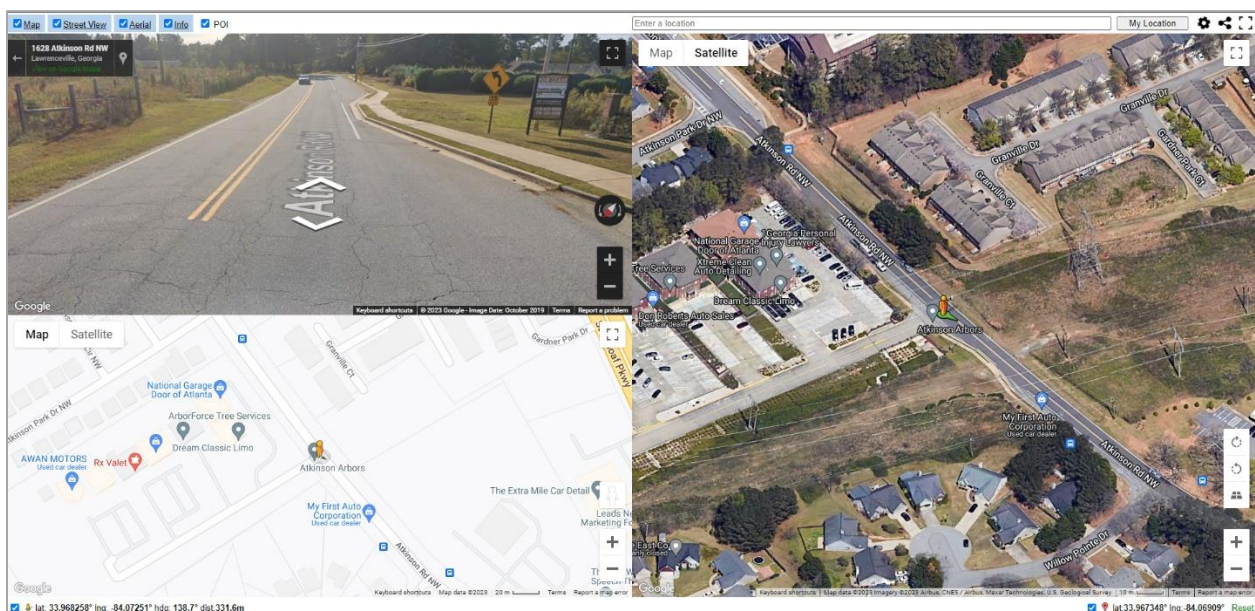
To interactively select features by clicking on the map, see [Section 18. Spatial Select](#) later in this document.

## 11. TriView

Use the **TriView** tool to see an area in three different views using Google Earth and Bing. Click on the **TriView** tool located in the toolbar (see image below), then click the **TriView** button to activate the tool. Then click on a location on the map and a new browser window will open. Click the **View Map** link in the middle of the screen, and that will open **TriView**.



The three views are Street View, Street Map, and Oblique Imagery (see image below). All three views are interactively linked, so each view will update based on your panning, rotating, and navigating in one window.

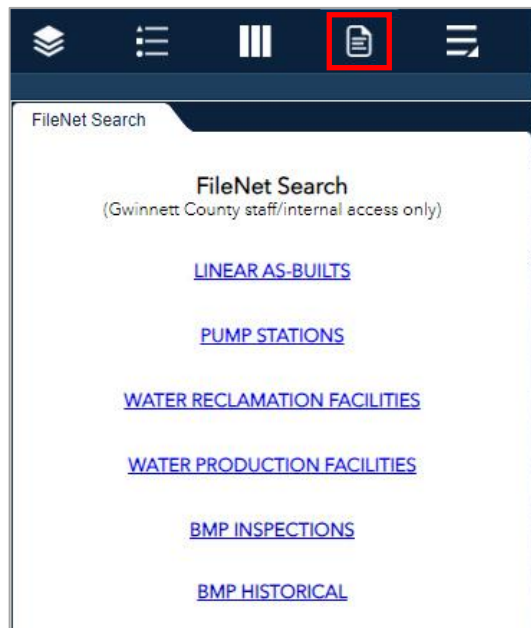


## 12. FileNet Search

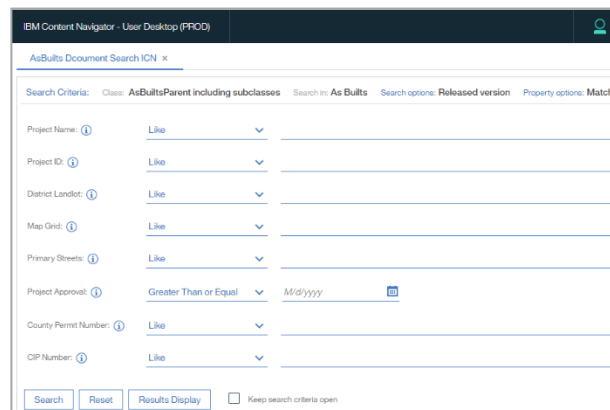
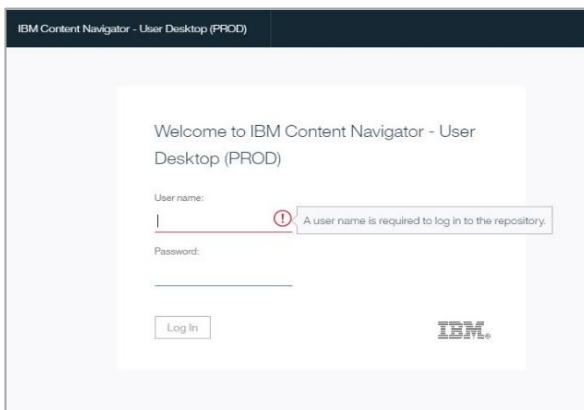
(Note: FileNet Search is only available to Gwinnett County staff on internal systems)

Click the **FileNet Search** icon in the tool bar, then click the type of search you'd like to perform.

- LINEAR AS-BUILTS – Water, sewer and storm as-builts, approved construction plans, inspection reports, easement documents, owner developer agreements, etc.
- PUMP STATIONS, WATER RECLAMATION/PRODUCTION FACILITIES, BMP INSPECTIONS, and BMP HISTORICAL – Documents related to these features and facilities.



Clicking on a search type will launch the **FileNet Search** tool, which you must be connected to the County network to access - you will need to enter your Windows login credentials (see images below).



Link to the [FileNet Search SOP](#)



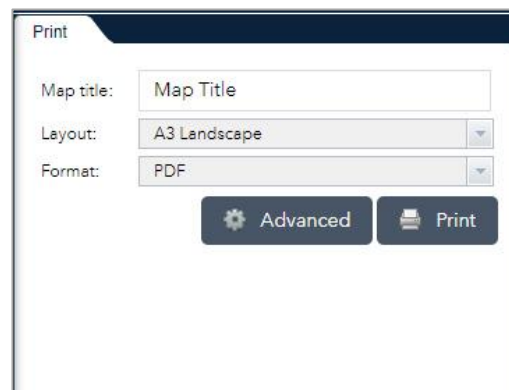
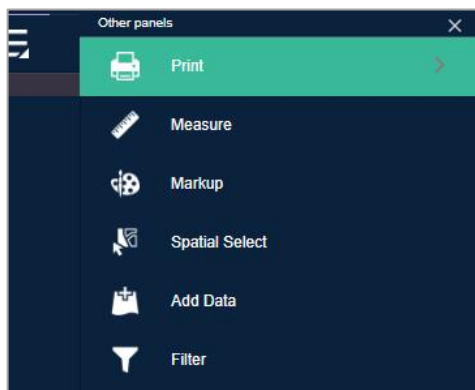
### 13. Additional tools

To access various additional tools, click the **more** icon (see image below), and a listing of tools will be shown. These tools are described in the following sections.



### 14. Print *THE PRINT TOOL IS CURRENT IN DEVELOPMENT & COMING SOON*

Use the **Print** tool to create a PDF or other image format of a OneView map. Click the **Print** icon and a menu will open (see images below). The basic options are for map title, page layout (orientation and size) and file format (PDF, JPG, PNG, etc.).



Page sizes: Letter = 8.5" x 11" or Tabloid = 11" x 17"

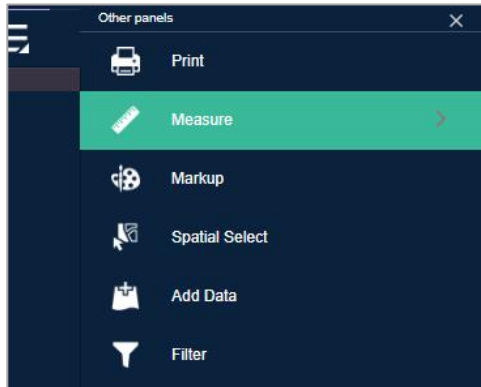
Orientations: Landscape or Portrait




Advanced options are available for those wanting more control in printing a map (see image below). Users can experiment with these various settings to adjust specifications of the output PDF such as scale, spatial reference, metadata, quality, and others. More details on using the **Print** tool, including the advanced options, are [available here](#).



## 15. Measure

Use the **Measure** tool to measure distances, areas, or to determine point coordinates on the map. Click the **Measure** icon and the tool menu will open (see images below).



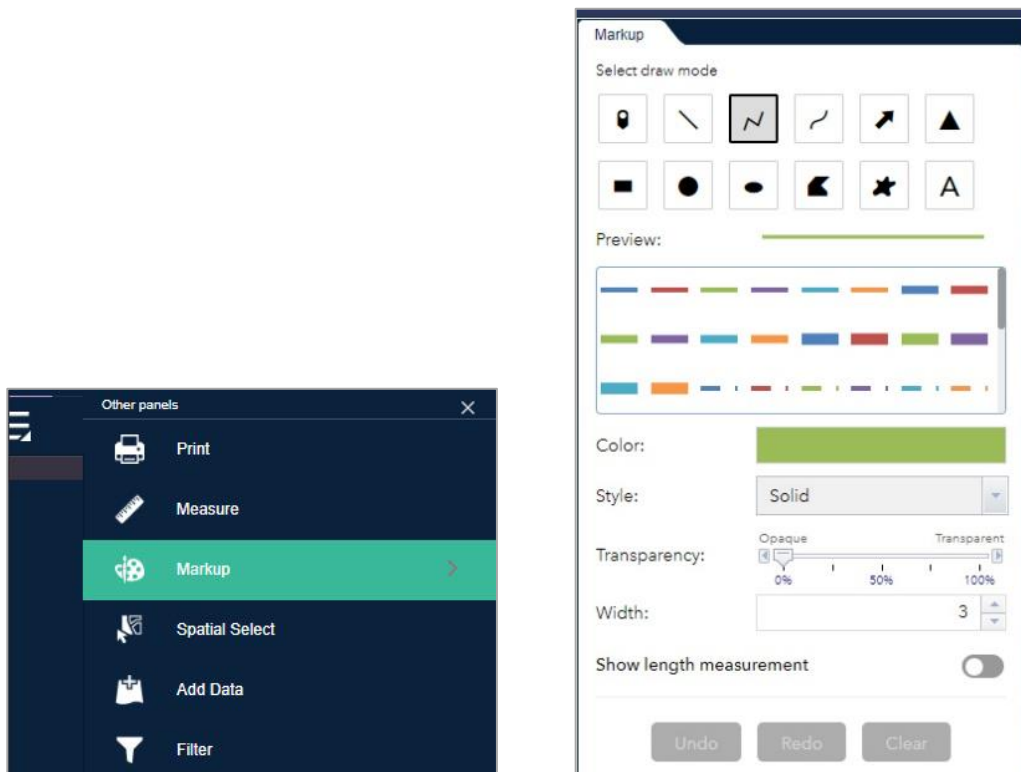
Click on one of the three icons to measure **Area** , **Distance** , or **Location**  and then select the units of measure that you'd like to use from the dropdown menu. Then click on the map to measure:

- **Area** – Single click to add vertices to your area-of-interest polygon, then double click to complete the polygon.
- **Distance** – Single click to add vertices to your measurement line, then double click to complete the line.
- **Location** – Single click to derive point coordinates.

Click the **Clear** button to remove your previous measurement(s). More details on using the **Measure** tool are [available here](#).

## 16. Markup

Use the **Markup** tool to draw various features on the map. Click the Markup icon and the tool menu will open (see images below). From the menu, select the draw mode to select the markup feature type that you'd like to draw, such as point, polyline, polygon, arrow, text, etc. You can then adjust the feature style if needed, then click on the map to draw the feature(s) following the instructions next to the pointer.



Click the **Show length measurement** option to display length, area, or coordinates based on the feature type. Your markup features are added to the map as new layers in the **Layer List** according to the feature type (see image below), and you can control the visibility of markup features by clicking these layers on/off.



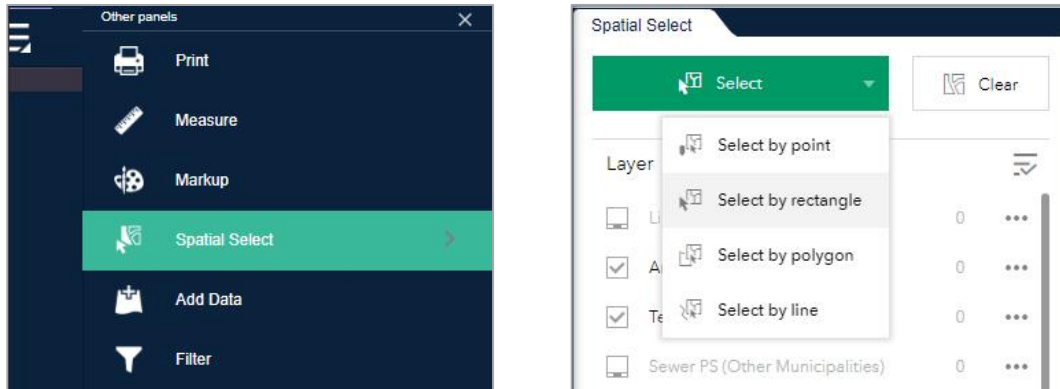
Click the “Clear” button to remove all markup features. More details on using the **Markup** tool are [available here](#).


## 17. Spatial Select

(Note: *Spatial Selection* replaces the *Spatial Search* tool available in previous versions of OneView)

Use the **Spatial Select** tool to select map features interactively using a point, line, or polygon.

Click the **Spatial Select** icon and the tool menu will open (see images below).



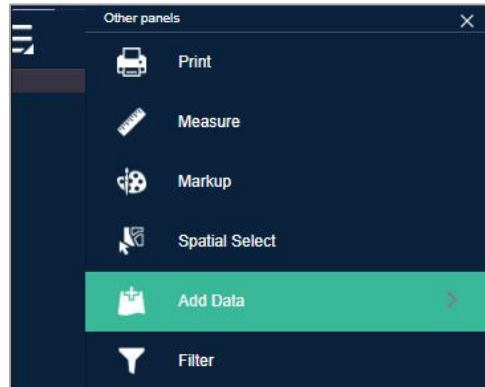
Choose the layer or layers you want by checking the box next to the layers. You can also make all layers selectable or not selectable, or to turn on and off layer select ability by clicking the  button in the upper right corner of the panel.

Hover over the **Select** button and click the type of feature you'd like to use to make your selection on the map. Click **Select** and draw on the map to select features.

The number of selected features displays next to the layer. Click the three-dot icon next to each layer for a list of **Selection Actions**, including Zoom to, Pan to, Export to CSV file, View in Attribute Table, and several others. More details on using the **Spatial Select** tool are [available here](#).

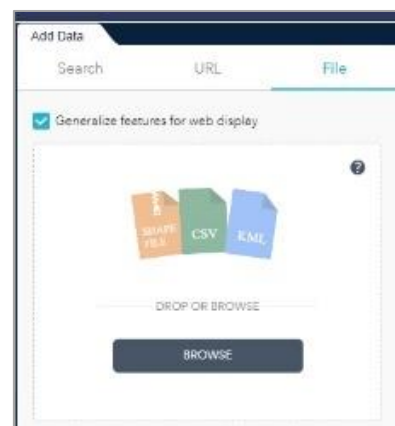
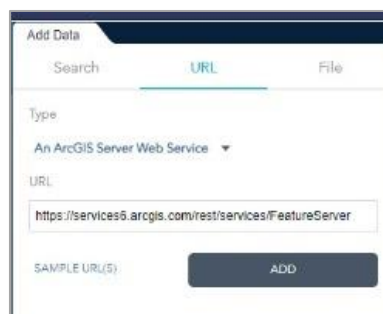
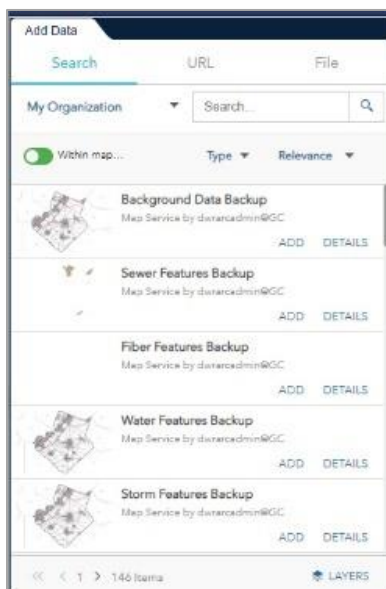
## 18. Add Data

Use the **Add Data** tool to load other data sources into OneView, including shapefiles, CSV-format tables, and existing web services. Click the **Add Data** icon and the tool menu will open (see image below).



**Add Data** options are as follows (see images below):

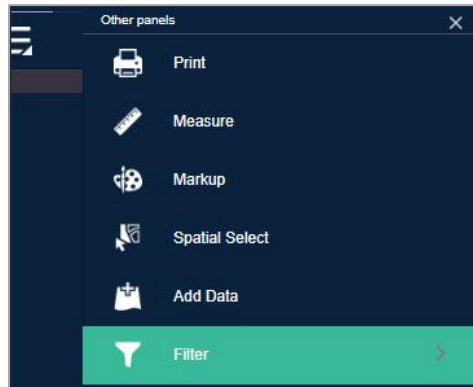
- **Search** – Search for and add layers from Gwinnett County’s ArcGIS Portal or from other ArcGIS Online users.
- **URL** – Add a map layer from a known web address (URL) for several types of web services specified using the **Type** dropdown menu. Click **SAMPLE URL(S)** to view sample formats for each type of web service.
- **File** – Drag & drop or browse to a file location to add a shapefile, CSV, or KML. For shapefiles, all of the shapefile files must be in a single ZIP (\*.zip) file. Importantly, a maximum of 1000 features are allowed in a single file.



More details on using the Add Data tool are [available here](#).

## 19. Filter

Use the **Filter** tool to limit the visibility of features in a layer. Click the **Filter** icon and the tool menu will open (see images below). Only the features that meet the expression criteria will be visible in the map. OneView currently allows users to create custom filters to find and display features in the layer based on attribute values in its data.



Select the three-dot button  at the bottom right corner of the window, then select the

**Create a custom filter** button 

Then, to create a custom filter, choose a layer, click **Add expression** or **Add set**, and then [build an expression](#).

More details on using the **Filter** tool are [available here](#).