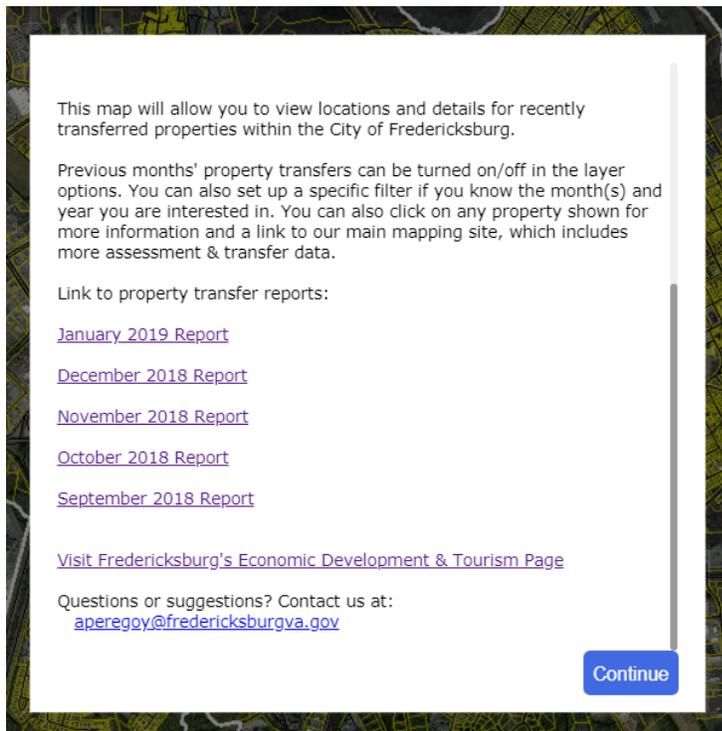


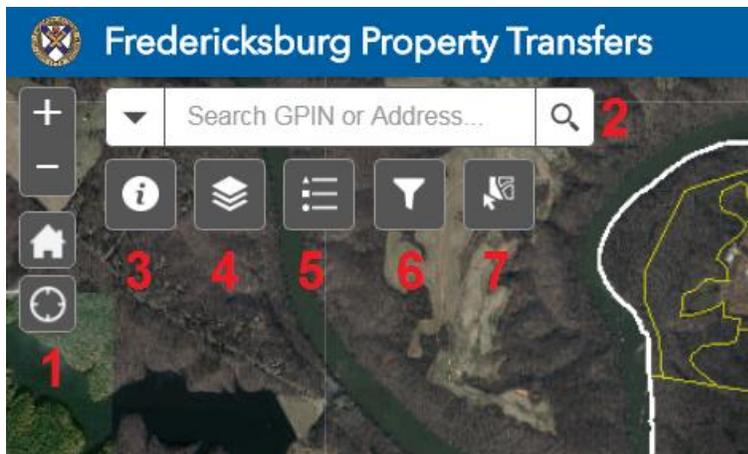
# Fredericksburg Property Transfers Webmap

Help & Reference Guide -- 02/07/2018

On the opening splash screen, click any of the links to access monthly transfer reports, visit Economic Development & Tourism's webpage, or contact us with any feedback



The next image shows where a few of the functions are located in the upper left corner of the screen



- 1) *Map Controls*: Use the + / - buttons to zoom, the house button will take you back to the starting view, and the circle will center on your location if using a location-enabled device, such as a cell phone or tablet.
- 2) *Search Bar*: If you have a specific address or GPIN you want to find, enter them here to search. It will populate some possible matches as you type in a drop down.
- 3) *About*: This button will bring up the opening screen again.
- 4) *Layer Options*: This button will show you available layers you can turn on and off.
- 5) *Map Legend*: Shows layers currently turned on and their descriptions.
- 6) *Filter Tool*: See below for a more detailed explanation of how to use the filter.

**Filter** [X]

▼  Tax Parcels **E**

Year of Sale is between (for a single year, use the same value in both boxes):

**A**  and

Months of Sale (10 and 12 = October through December):

**B**  and

Zoning (leave blank to select all):

**C**

Sell Price is between (use a minimum value of 1 to filter out \$0.00 transfers):

**D**  and

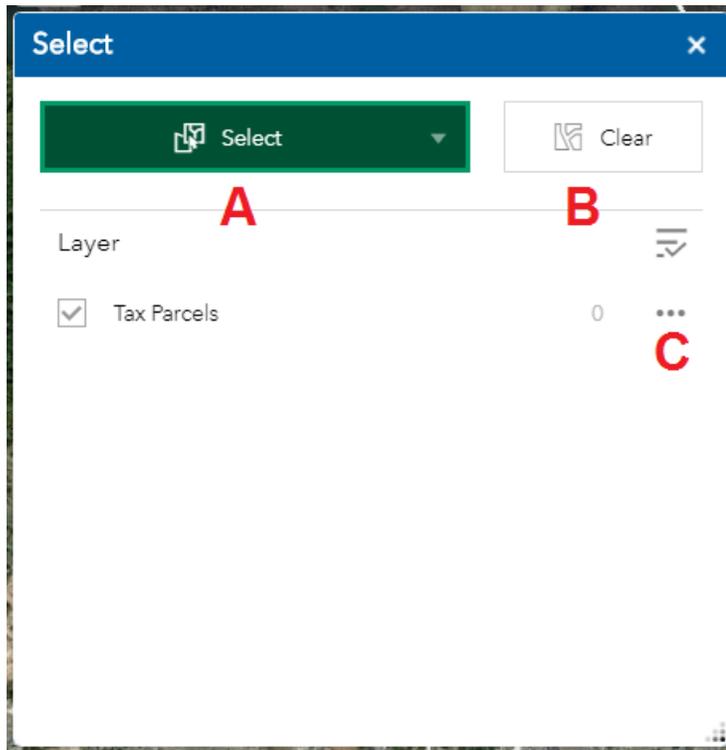
- A) *Search by Year of Sale*: Enter your starting year in the left box and your ending year in the right box. If you want to search a single year, use the same value in both boxes.
- B) *Search by Month of Sale*: Enter your starting month in the left box and your ending month in the right box. If you want to search a single month, use the same value in both boxes. Months are displayed as numerical values in our data, so January would be entered as 1, February as 2, etc.

- C) *Search by Zoning:* This drop down will show the zoning of any parcels matching your criteria. Leave this blank if you want to search all zonings. Simply check the boxes next to the zonings you want to search by.
- D) *Search by Sale Price:* Enter your minimum value in the left box and your maximum value in the right box. Enter numbers with no commas or currency signs. Transfers are often represented with a sale price of \$0.00, so if you are not interested in seeing transfers, we recommend using at least 1 as the minimum value to help filter out those records.
- E) Once you have a filter set, click this button to apply it. The tax parcel layer must be turned on to show your results.
- F) Other filter tips:
- None of the inputs are required, so you can be as detailed as you need.  
If you just want to see every property that sold in 2018: enter 2018 for both year values and leave the other options empty.  
Or if you want to see CH zoned properties that sold for less than \$800,000 between March and September of 2016: enter 2016 in both year boxes, 3 and 9 in the month boxes, check CH from the zoning drop down, and enter 1 and 800000 in the sell price boxes.

The screenshot shows a 'Filter' dialog box with a blue header and a close button. The 'Tax Parcels' layer is checked and turned on. The 'Year of Sale' section has two input boxes, both containing '2018'. The 'Months of Sale' section has two empty input boxes. The 'Zoning' dropdown menu is set to '0 selected'. The 'Sell Price' section has two empty input boxes.

The screenshot shows the same 'Filter' dialog box. The 'Year of Sale' section has two input boxes, both containing '2016'. The 'Months of Sale' section has two input boxes containing '3' and '9'. The 'Zoning' dropdown menu is set to '1 selected'. The 'Sell Price' section has two input boxes containing '1' and '800000'.

7) *Selection Tool*: See below for a more detailed explanation of how to use the selection tool.



- A) *Select Options*: Here you can choose if you want to select by **point** or by **polygon**.  
**Point** will allow you to select parcels based on where you click. Hold shift to select multiple parcels as you click.  
**Polygon** will let you draw a shape and select any parcel within it or touching it. Click once to begin drawing, click once to add a line, and double-click to complete your polygon and highlight the selected parcels.
- B) *Clear Selection*: Press this button to clear any selection you have made.
- C) *Selection Actions*: Once you have selected some parcels, this option will allow you to interact with them.
- You can export the selection to a .CSV file, which you can then use in a program like Excel or print a hardcopy.
  - You can run some statistics on certain fields. For example, you could compute the average sell price, or the total sell prices. Be careful that outlier data (such as \$0.00 sell prices) may affect these results. We would recommend doing statistics after exporting to .CSV so you can view the data more closely.
  - If you also have access to ArcGIS Online, you can save selections and create layers to use in your own maps.
  - You can also clear the selection from this window.

The image shows a software interface for a GIS application. At the top, there is a blue header bar with the word "Select" and a close button (X). Below the header, there are two buttons: a green "Select" button with a cursor icon and a white "Clear" button with a selection icon. Underneath, there is a "Layer" section with a list of layers. The "Tax Parcels" layer is checked and has a count of "6" and a three-dot menu icon. A context menu is open over the "Tax Parcels" layer, titled "Selection actions" with a close button (X). The menu items are: "Zoom to" (with a magnifying glass icon), "Pan to" (with a hand icon), "Export to CSV file" (with a right-pointing arrow icon), "Export to feature collection" (with a right-pointing arrow icon), "Export to GeoJSON" (with a right-pointing arrow icon), "Statistics..." (with a summation symbol icon), "Create layer" (with a square icon), "Save to My Content" (with a save icon), and "Clear selection" (with a selection icon).