

MIDDLESEX GEOGRAPHY NETWORK

# Address Editor User Guide

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## MIDDLESEX GEOGRAPHY NETWORK – ADDRESS EDITOR

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### Technical Support

If you require any assistance using the Middlesex Geography Network applications, or have come across any errors or issues associated with the software or the data layers provided through the application, please contact:

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## Getting Started

Welcome to the training manual to accompany the Middlesex Geography Network Address Editor Application. Start by logging in to the system with the username and password provided to you.

### Logging In

1. Using Internet Explorer, go to the Middlesex Geography Network Partner homepage at: <https://www.london.ca/countyproxyFW2/login.aspx> (This is a temporary link ... the address editor will be moved over to the main Internal Application login link at a later time).
2. Read the Terms of Use and Disclaimer for the Internal Applications and click **LOGIN**.
3. Enter your user name and password and click **Login** (See Figure 1).



**middlesex**  
county

### User Login

**Enter your user name and password**

Note: Fields marked with \* must be entered.

User name \*

Password \*

*Change password after login*

Figure 1: Logging In

### Changing Your Password

If this is the first time you have logged in to the system, you should change your password from what was provided for you to something ONLY you will remember. To change your password, check 'Change password after login' before clicking the Login button (refer back to Step 3 of **Logging In**).



The screenshot shows a web form titled "User Login" for Middlesex County. The form is titled "Enter your new password" in red text. It contains two text input fields: "Enter your new password \*" and "Re-enter your new password to confirm \*". Below the fields is a note: "Use any combination of letters and numbers. Passwords are case-sensitive." At the bottom of the form are two buttons: "Change Password" and "Cancel".

Figure 2: Changing your password

You will be prompted to enter and re-enter your new password. Any combination of letters and numbers can be used (passwords are case-sensitive).

**Note: This application is being delivered through the Internet, making it accessible from any computer. Therefore, it is extremely important to keep your password confidential.**

### Forgot Your Password?

Contact Laura Marles at 434-7321 ext. 297 or [lmables@county.middlesex.on.ca](mailto:lmables@county.middlesex.on.ca) to request that your password be reset.

## MiddlesexMap Interface

Figure 3 points out the major components of the MiddlesexMap user interface.

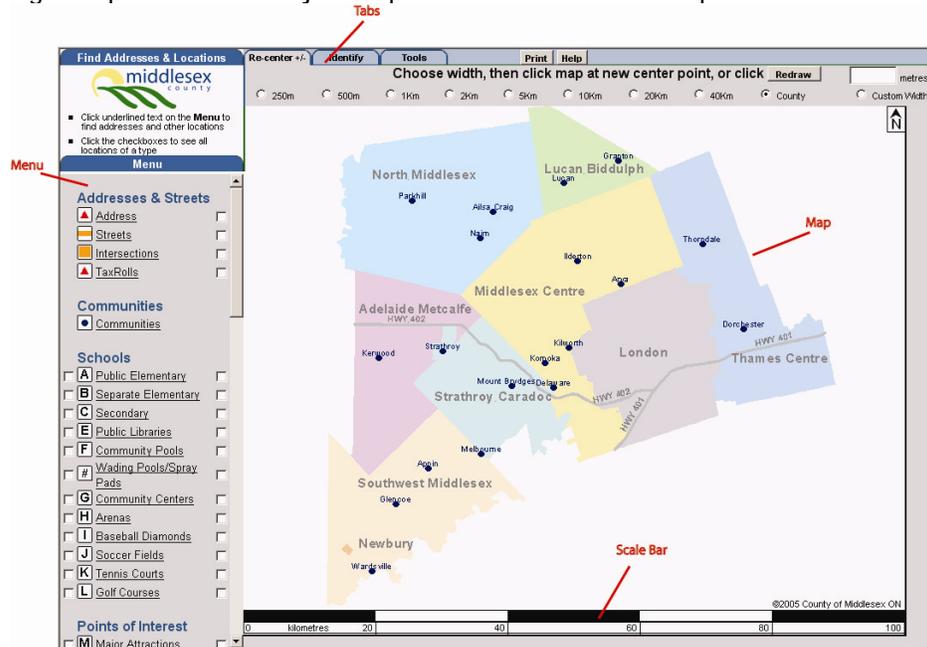


Figure 3: MiddlesexMap Interface for the Internal Planning Review Application

### Turning Layers On and Off

Users can turn any layer in the menu on or off by:

1. Checking the box to the left of the item in the menu   Aerial Photos.
2. A "Redraw Map" button  appears beside the item in the menu. Click this button to apply the change.
3. To turn a layer off, uncheck the box to the left of the item in the menu and click .

## Search Functions

Both the internal and public versions of MiddlesexMap can be used to search for an address, street, roll number, community, arena, library, etc. Click on the underlined text of any item in the Menu to search for a particular item in that category.

### Search for an Address, Street, Intersection or Taxation Roll Number

1. To search an address, click on the underlined text for Address in the Menu



2. Type the desired address in the text box that appears at the top-left (see Figure 4).

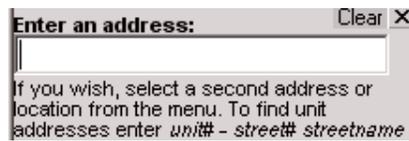


Figure 4: Search for an Address

3. Click  to display the address on the map.

Note: Users can search by street name, intersection or roll number in the same manner – click on the underlined text in the menu and type the information to be searched in to the text box that appears.

### Search for a Feature (Community, Arena, Attraction, etc)

1. To search for a community, click on the underlined text for Communities in the Menu .
2. Choose the desired Community from the drop down list that appears at the top-left (Figure 5).

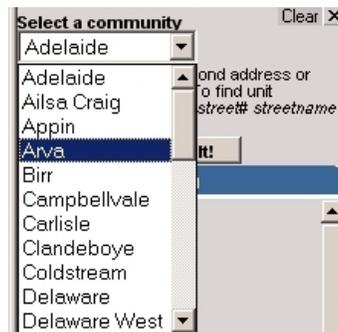


Figure 5: Community Drop Down List

3. Click on **Find It!** to display the community on the map.

Note: Schools, Sports & Recreation Facilities, Points of Interest, Parks & Trails, and Transportation Facilities can be searched in this same manner – click on the underlined text in the menu and choose from the drop down list that appears.

### Re-centre

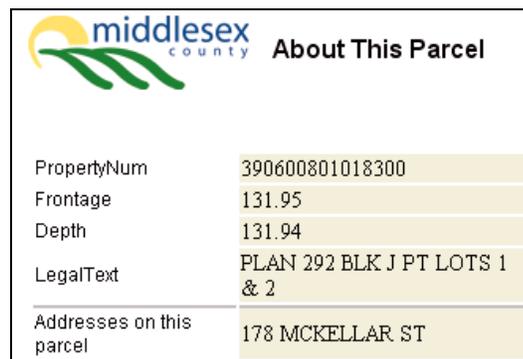
The Re-centre tab is used to navigate the map:

1. To zoom in and out on the map, click on the option button beside the desired map width at the top of the screen. Then, click on the map at a desired centre point OR click **Redraw**.
2. To zoom to a user specified scale, click on the 'Custom Width' option, and type in the number of metres.
3. Click on the map at the desired centre point OR click **Redraw**.
4. To pan around the map, simply click on the map to change the centre point.

### Identify

Switching to the Identify tab at the top of the screen will allow you to get information from the map.

1. Switch to the 'Identify Tab' by clicking **Identify**.
2. To get information about a parcel of land, click inside the boundary of that parcel. A new window will pop up to display information about that property. Figure 6 shows the 'About This Parcel' display for the public version of MiddlesexMap. Note: the Internal Planning Review Application contains additional information.



middlesex county About This Parcel	
PropertyNum	390600801018300
Frontage	131.95
Depth	131.94
LegalText	PLAN 292 BLK J PT LOTS 1 & 2
Addresses on this parcel	178 MCKELLAR ST

Figure 6: 'About This Parcel' display for the public version of MiddlesexMap

- To get information about any other item on the map, click on the symbol for that feature on the map. Some text will be displayed at the top of the map describing the feature. Some items, when identified, will display a link to another web page (see Figure 7: Identifying a Public Library). Click on the link to view the website for more information.

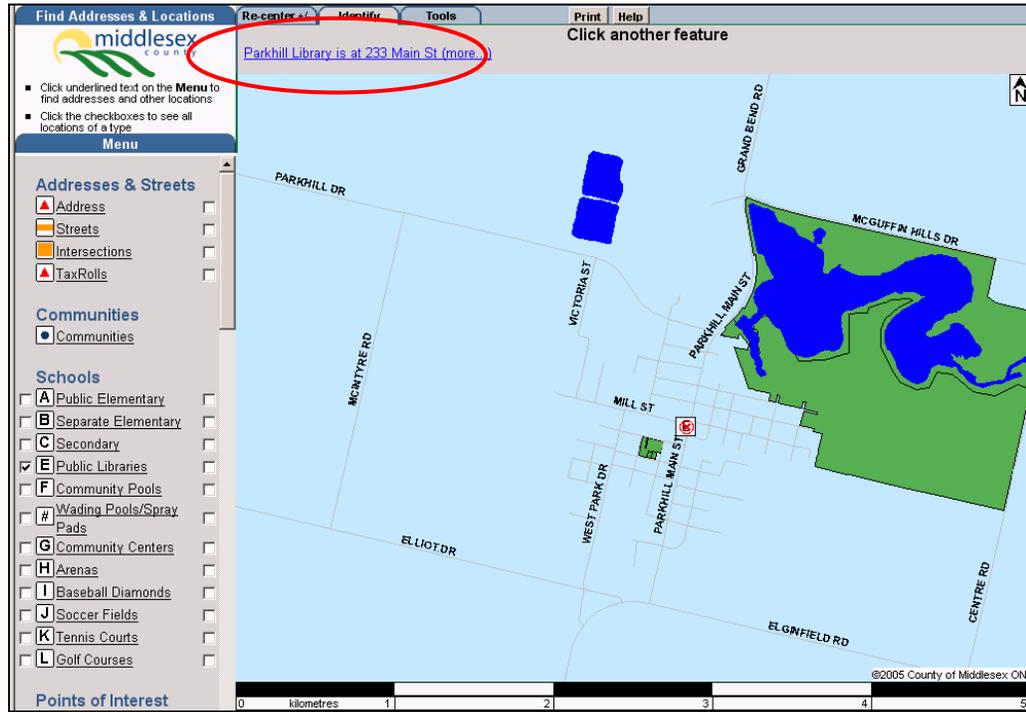


Figure 7: Identifying a Public Library

## What's Different

You will have likely already used the public MiddlesexMap application. The Internal Address Editor Application follows the same format, but contains additional information and functionality.

### Mapping Layers

The internal versions of MiddlesexMap include layers of information that are not present on the public version. These additional layers can be found near the bottom of the menu, and include:

- COUNTY OFFICIAL PLAN LAYERS
- SIGNIFICANT WOODLOTS as identified through the Middlesex Natural Heritage Study.
- WATERSHED BOUNDARIES
- WETLANDS
- MAJOR PIPELINES
- SOIL CAPABILITY FOR AGRICULTURE
- CONSERVATION AUTHORITY REGULATED AREAS
- COUNTY OF MIDDLESEX DRAFT APPROVED SUBDIVISIONS

Note: Additional mapping layers may be added to the system over time.

### Parcel Identify

The internal versions of MiddlesexMap display more information than what is displayed on the public version when a user performs an Identify function on a property. This information comes from data exported from each Local Municipality's taxation system. Updates are submitted on a monthly schedule from each municipality.

## Tools

In addition to the Re-center and Identify Tabs that are visible on the Public version of MiddlesexMap, the Address Editor includes a **Tools** Tab and an **Edit** Tab.

### Tools Tab

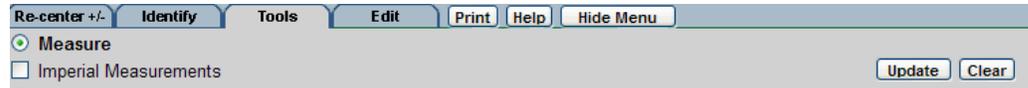


Figure 8: Address Editor Application Tools Tab

The Measure Tool allows the user to make rough measurements on the map.

1. Select the Measure Tool
2. CLICK ONCE at the starting point of the line segment to be measured.
3. CLICK ONCE at the end point of the line segment to be measured.

Initially, the line and measurement displayed on the map will be coloured Magenta (See Figure 9 below).

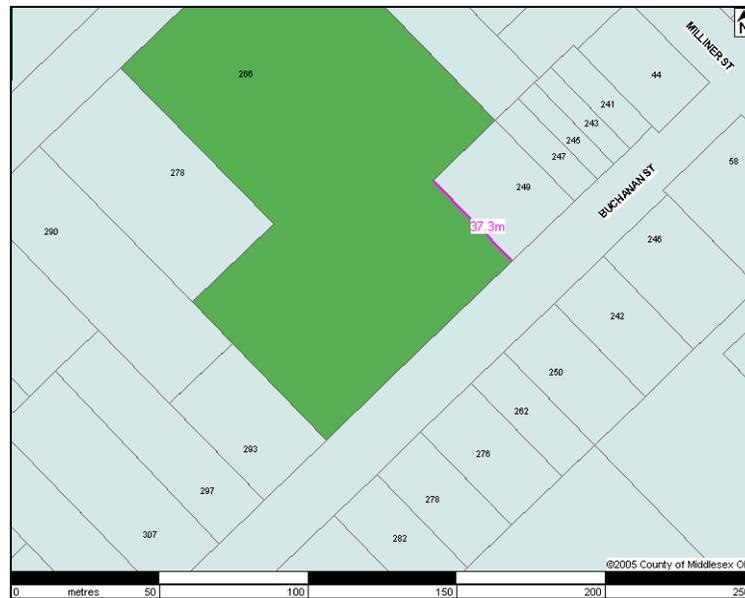


Figure 9: Measure Tool (temporary)

The Magenta colour means that the line and measurement are temporary and will be cleared if the user moves on to another task.

- Click **Update** to make the measurement a permanent graphic on the map. The measurement graphic will change from magenta to black in colour (See Figure 10).

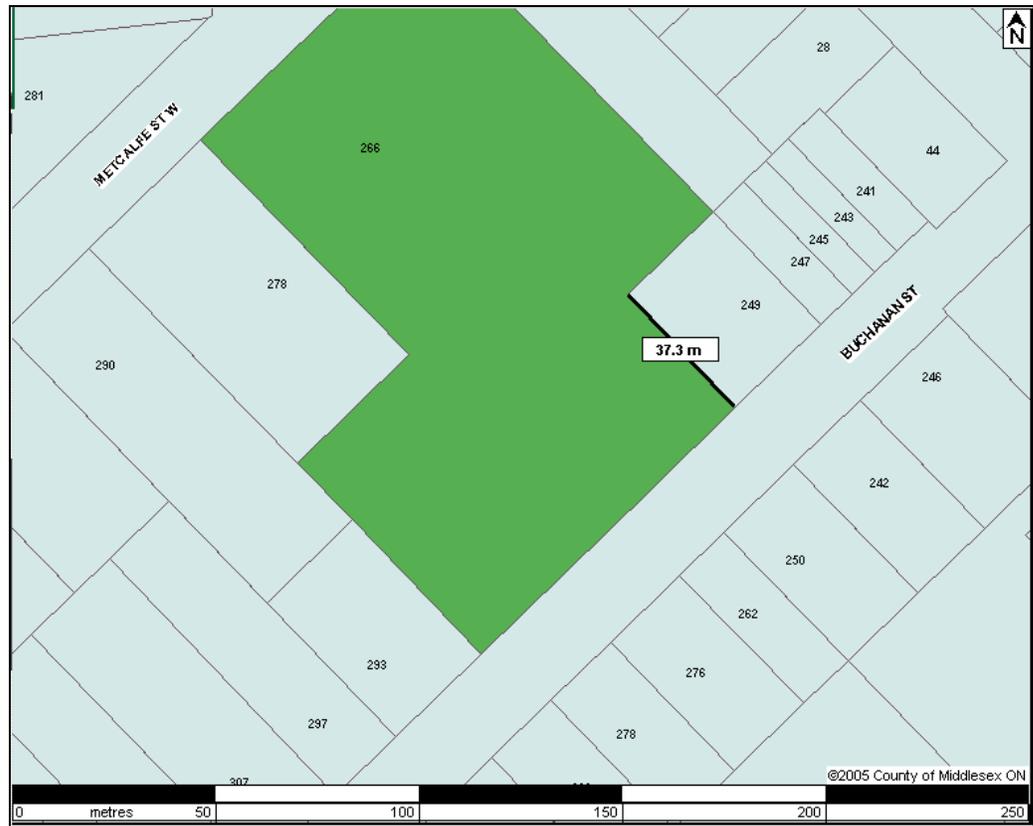


Figure 10: Measure Tool

By checking the 'Imperial Measurements' check box (Figure 11), the user can change the units of measurement from meters to feet and inches. (You must click **Update** to apply the change.)

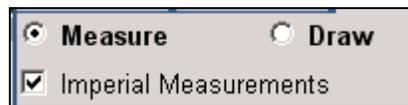


Figure 11: Imperial Measurements

Note: The measurements can be cleared from your screen at any time by clicking **Clear** on the Tools Tab.

## Edit Tab



Figure 12: Address Editor Application Edit Tab

The Edit tab is where you will find the address editing tools.

### Creating Single Address Points

To create a new address point, choose the 'Create' Option.

Click on the map where you wish to place the address point. The address input screen will appear in which the information for the address point can be entered.

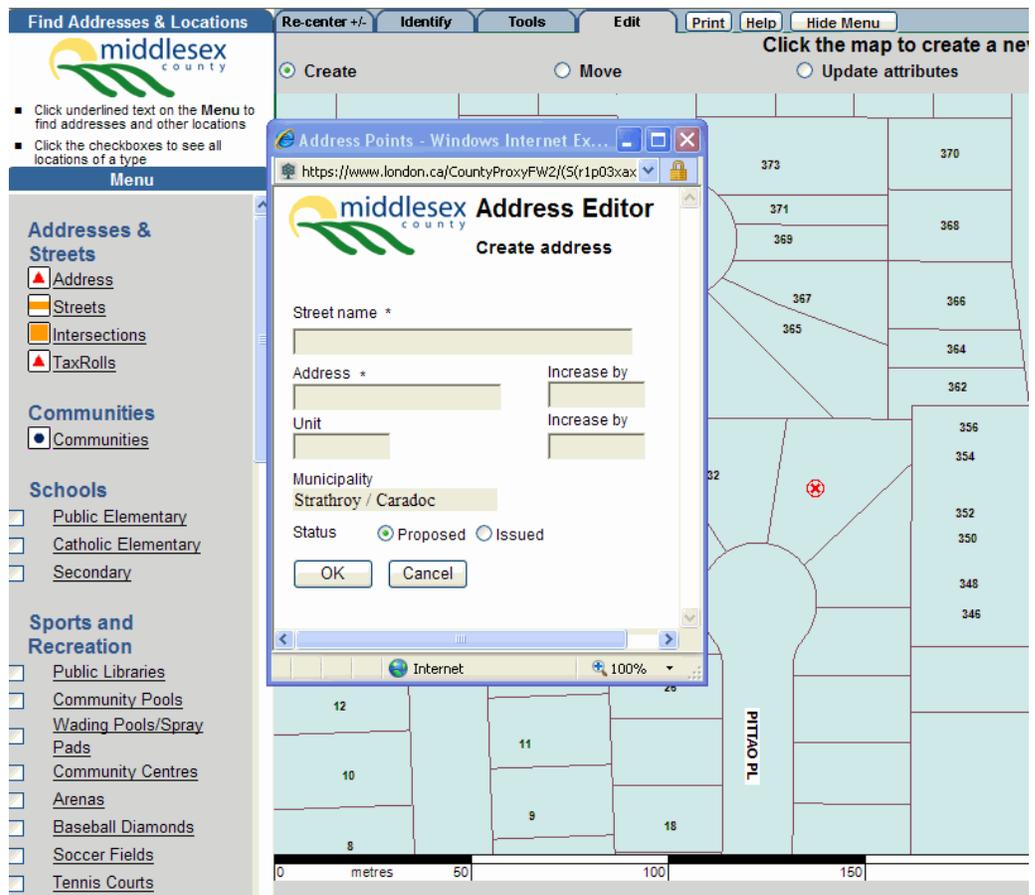


Figure 13: Address input screen

Enter the street name, address number and unit number (if applicable) in the spaces provided.

Specify if the address is 'Issued' or 'Proposed'

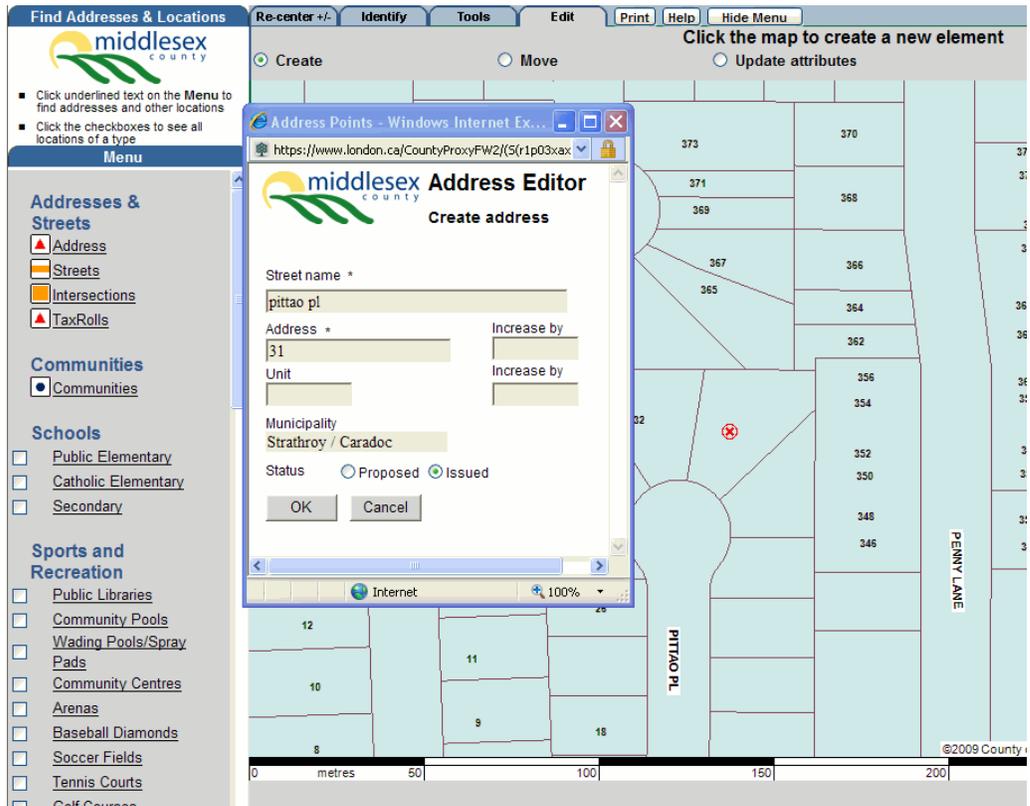


Figure 14: Creating a new address point

Once you have finished entering the address information, click OK. The map will then redraw with the new address displayed.

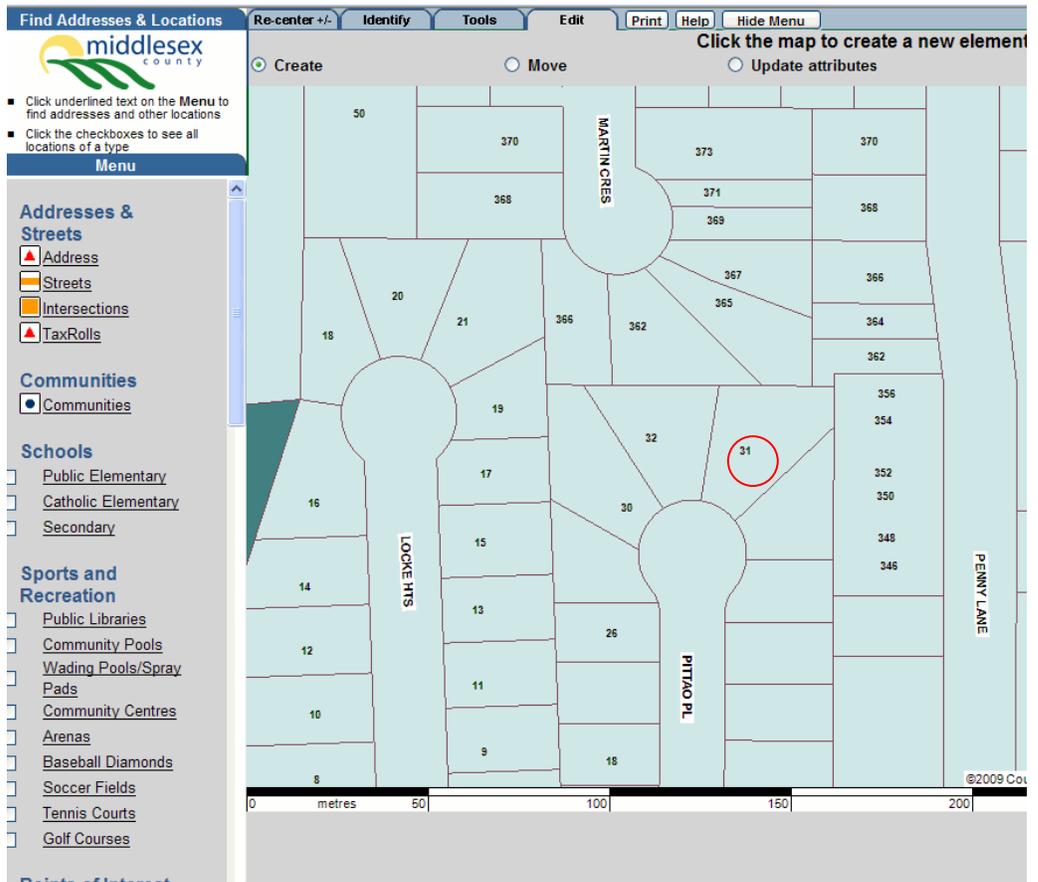


Figure 15: A new address point displayed on MiddlesexMap

All 'Issued' addresses appear with the same label style as all other existing addresses on the map. If an address is added that has been specified as 'Proposed', the label appears in a light brown colour (as shown in Figure 16 below).

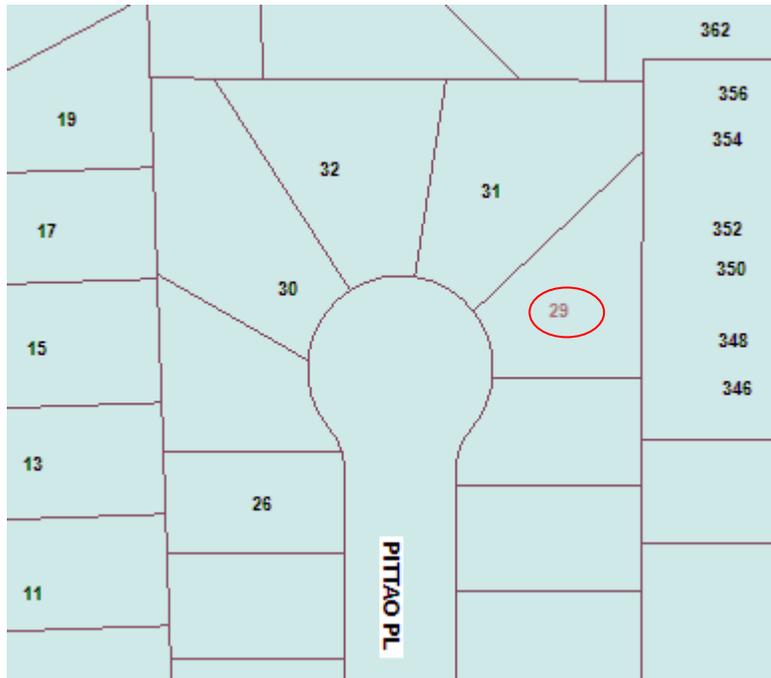


Figure 16: A proposed address displayed on MiddlesexMap

### Creating Multiple Address Points in Sequence Along a Road

The 'Increased By' field on the address input screen allows the user to specify an increment value for assigning multiple addresses along a road:

Click on the map where the first or beginning address is to be placed. The Address input screen will pop up (Figure 17).

Enter the information for the beginning address and specify the increment value in the box provided beside the address number. Click OK to add the address.

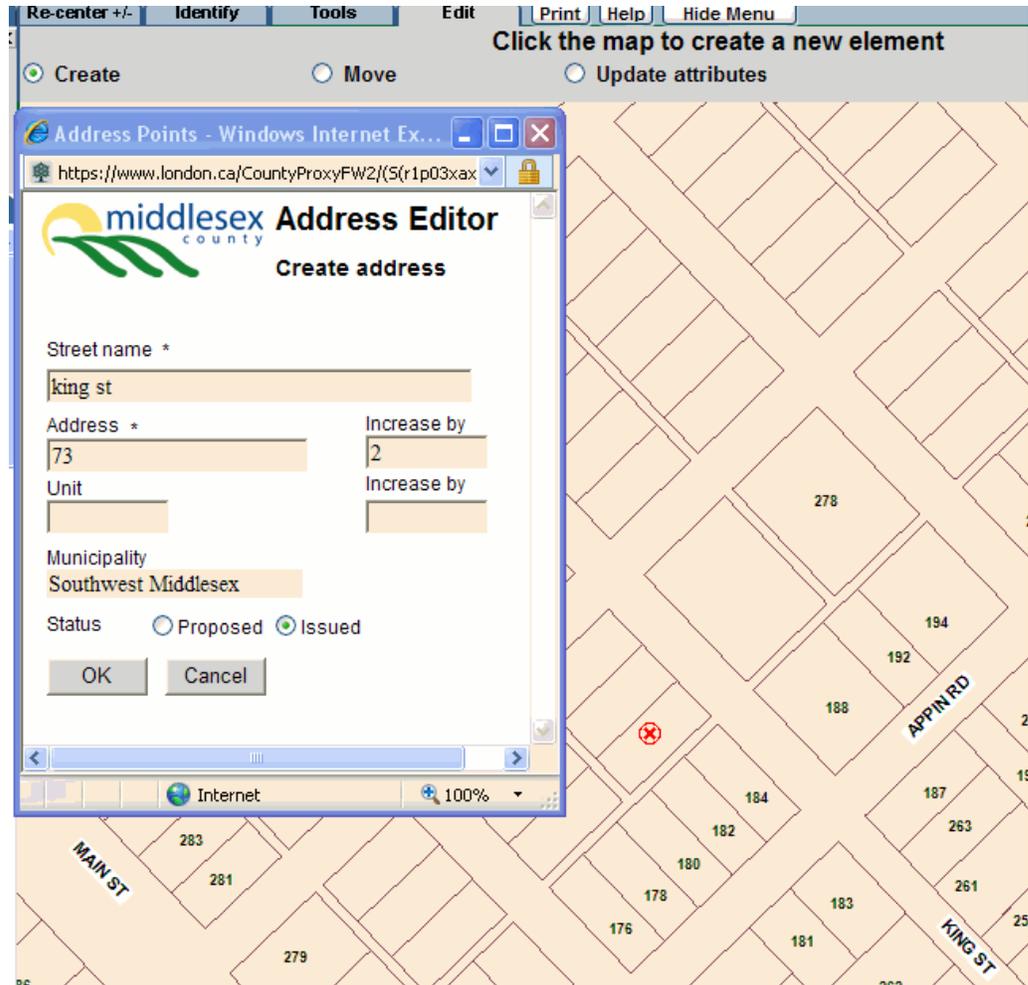


Figure 17: Adding the first address in a sequence of new addresses

Click on the map where you would like to place the second address point. You will notice that when the address input screen pops up, the address number value has already been incremented by your specified value. Simply click OK and this address will also be added to the map.

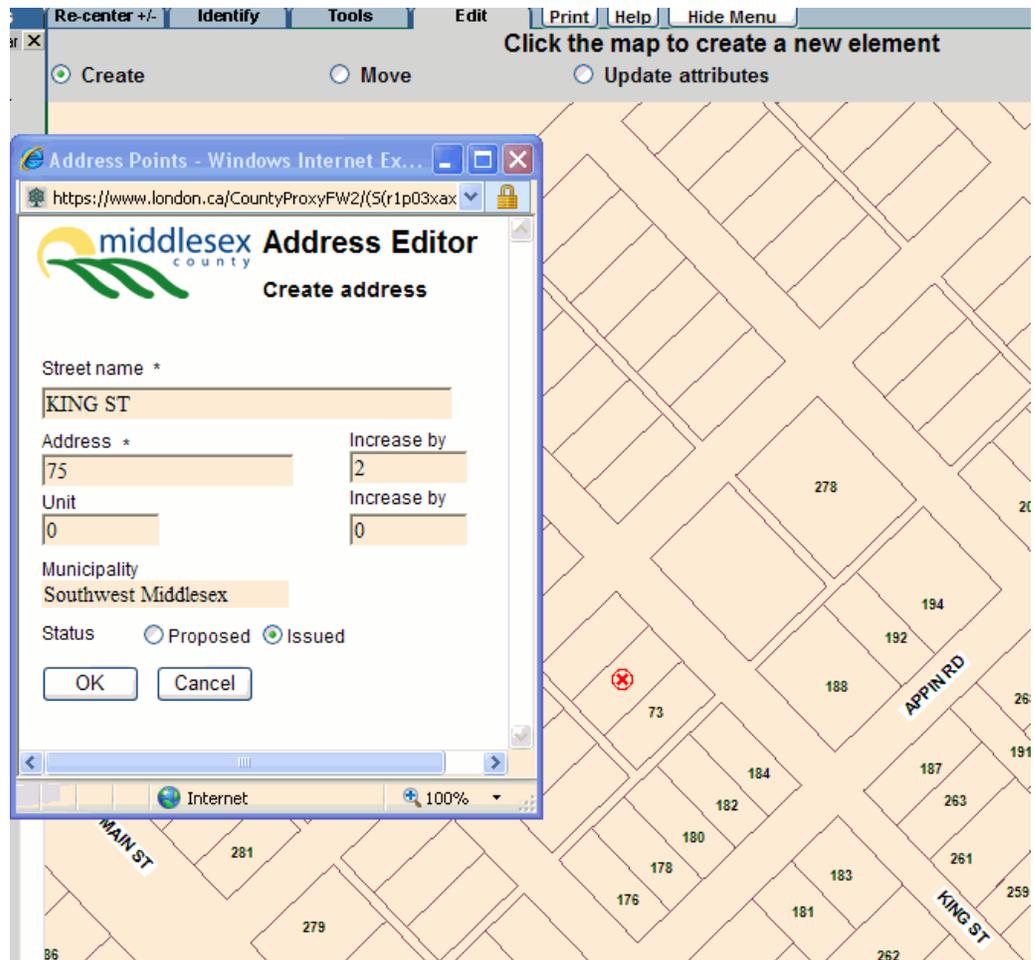


Figure 18: Adding the second address in a sequence of new addresses

## Multi-Unit Addressing

The “Increase by” option is also available beside the Unit text box. Entering a value here will automatically increase the unit number in a series of multi-unit address points (i.e. a townhouse or condominium development).

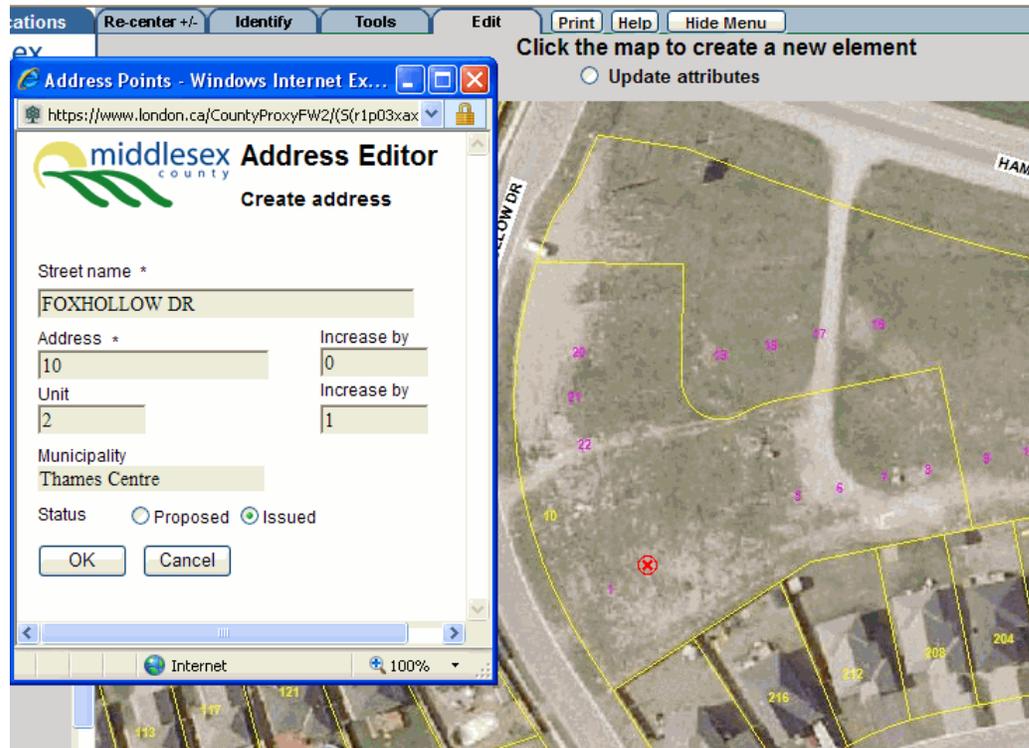


Figure 19: Adding multi-unit address points

Figure 19 shows an example of a multi-unit condominium at 10 Foxhollow Dr. Notice that there is one yellow label which marks the street number ('10') and a series of purple labels which represent the unit numbers. In addition to the address points placed for each of the units in the complex, an extra point must be placed in order to label the street number. For this address point, no unit number would be specified in the address input screen (see Figure 20).

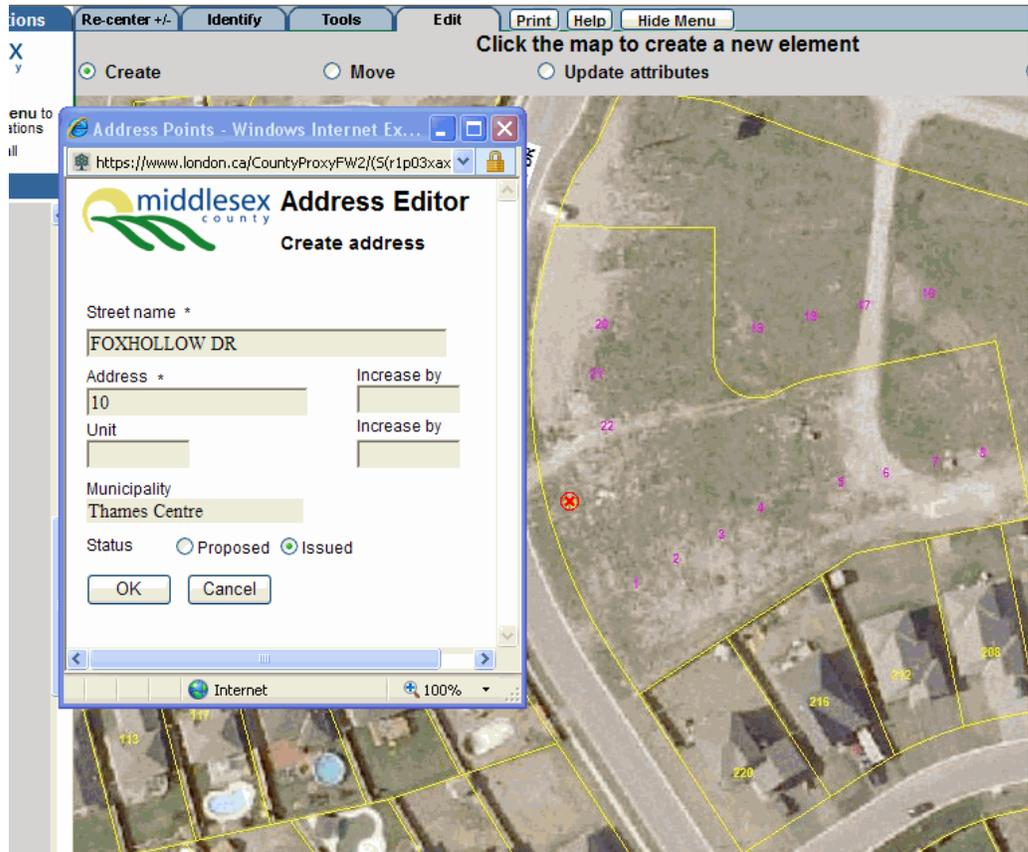


Figure 20: Adding an address point to label the street number for a multi-unit property

### Draft Subdivision Layer

When new subdivision plans are registered, there is a delay between the plan being registered and the lot layout being incorporated into the parcel fabric that is available on the mapping application. A layer called 'Draft Subdivision' has been provided under the 'Map Features' section of the menu. This layer displays the lot layout for all draft and final approved plans of subdivision and condominium. It can be used to assist in the placement of address points when the lot layout is not yet part of the parcel fabric.



Figure 21: Draft Subdivision Layer

### **Moving an Address Point**

In order to move an existing address point, follow these steps:

1. Select the 'Move' option from the Edit tab.
2. Click on the address to be moved.
3. Click on the map to specify the new location.

### **Editing Attributes for an Address Point**

To make a change to an attribute (street name, address number, unit number or status) of an address point:

1. Select the 'Update Attributes' option from the Edit tab.
2. Click on the address to be updated. The address input screen will appear, populated with the current attributes for the address point.
3. Make the necessary changes in the spaces provided and click OK.

### Deleting an Address Point

To delete an existing address point:

1. Choose the 'Delete' option from the Edit tab.
2. Click on the address to be deleted. The Delete Address screen will pop up.

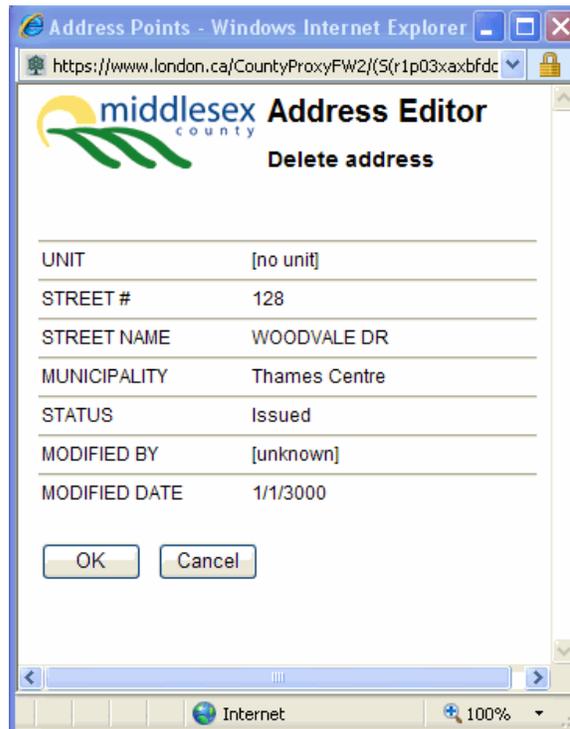


Figure 22: Delete Address pop-up screen.

3. Review the address information on the Delete Address screen to ensure you have selected the correct address point to delete.
4. If you are sure you want to delete the address point, click OK. The map will redraw and the deleted address will no longer appear on the map.

## Updates to the Online Mapping Applications

Any address changes made on the Address Editor Application will be seen immediately on the Address Editor Application itself as well as on the Internal Planning Application. However, the public version of MiddlesexMap is updated on a monthly schedule.

## General Guidelines

With multiple users having access to edit a single mapping file, it is generally a good practice to set out some basic rules and guidelines that can be followed by all. These are a few guidelines that should be kept in mind when editing address points for the Middlesex Geography Network:

1. Where the address is associated with a building, the address point should be placed directly on top of that building. If the building is visible on the most recent aerial photography, this can be used as a reference for placing the address. Where the building is not visible on aerial photography, referencing a site plan might help in placing the point appropriately.
2. When placing addresses for large properties on which there are no buildings (i.e. an agricultural field or a park); the point should be placed near to the entrance of the property.

Note that the software will not allow addresses to be added that are outside of the specified address range for a particular road.

Please contact Laura Marles at 519-434-7321 ext. 2297 or [lmables@county.middlesex.on.ca](mailto:lmables@county.middlesex.on.ca) to report any issues and for general assistance.