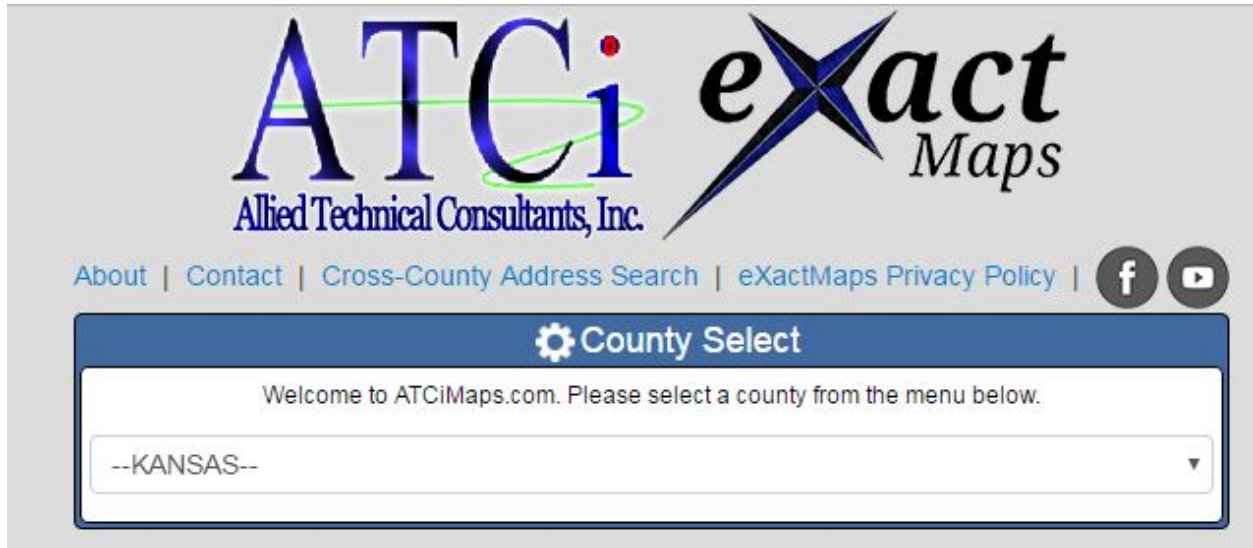


Russell County's Parcel Search Website Instruction

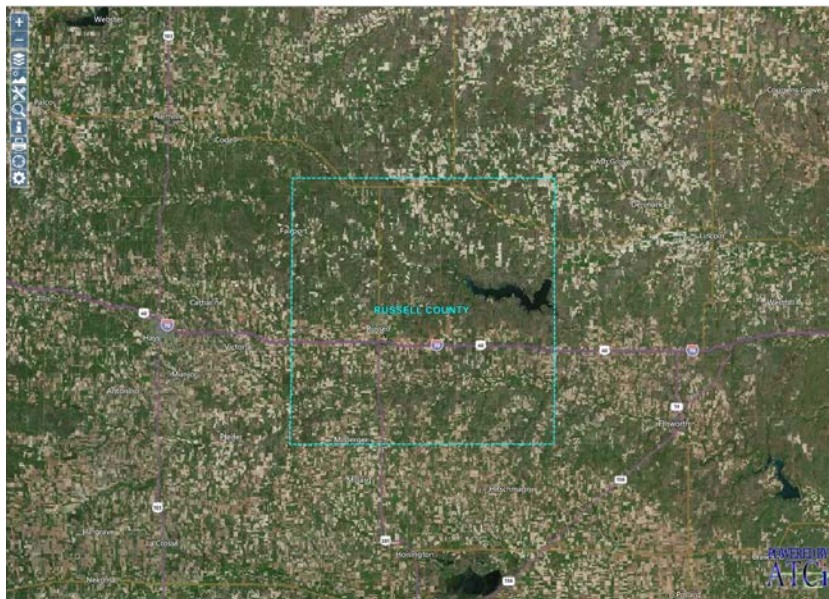
The web address: <https://www.atcimaps.com/> or
<https://www.atcimaps.com/Home?selectedCounty=Russell>

This screen will appear with the first link, the second link will take you to a disclaimer.



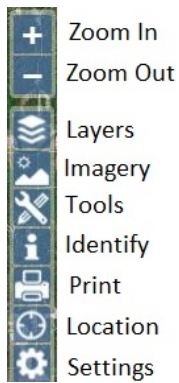
Next left click on the box that has --KANSAS-- in it and select Russell from the drop down.

Once the county is selected, a new tab will open. Read the Disclaimer and if you agree, click OK.



Your screen will look something like this.

On the next page, we will go over the tool bar. On the above screen it is located in the top left corner of the screen.



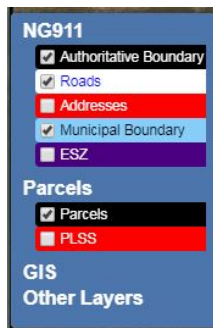
I won't go over Zoom In and Zoom Out other than to tell you if you want show a particular area larger, then left click on zoom in (+) and to see more area than what your screen is showing, then select zoom out. (-) If you have a scroll wheel, that will also zoom in/out.

Layers

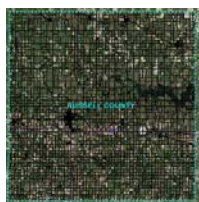
If you left click on Layers, a box will open in the upper right hand corner of the screen. This will show the headings of layer groupings. Right now it looks like this:



Left Clicking on a Layer will expand the layer grouping. The only layers currently in the site that are not set to automatically turn on are addresses and Sections (PLSS).



You can see there is a box next to the Parcels, check the layer. The mouse will change to a hand with the index finger pointed to let you know you can check the box by pressing the left mouse button.



As the above image shows, the parcels are now displayed. This is the process to turn on or off layers you do not want to see.

Imagery

If you click on the imagery icon, a pop up window will display allowing selection of different imagery sources. The default is set of Bing – Aerial, with displayed road information being county data

Bing – Road Shows the Bing roads without imagery and Bing – Hybrid shows Bing roads and Imagery

Pen Street Maps shows Open Street Maps road information with on imagery



When you left click on the Imagery icon, the imagery bar slides out from the left side of the screen. Bing Maps is the default, but if you would like to change the imagery this is where you can do so. Just select the Imagery type you would like to view then click on the imagery icon on the tool bar to close the imagery tool box.



Tools



Click on the Tools icon, and the tool bar will side out from the left side of the screen.

Area Calculation:

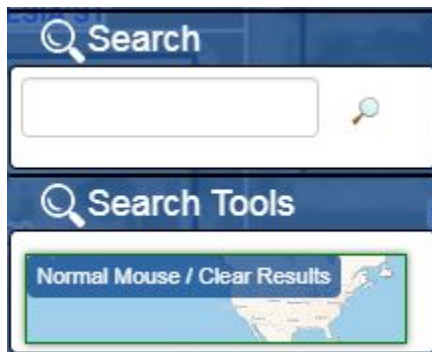
To use this tool, click on the Area Calculation icon. When you move the mouse back over the map, you will notice the arrow change to a point. Left click on a point of the area you want to measure and left click around the area. With the last click that bounds the area, double click and a popup box will display the measured area. It is important to note that this tool does not snap to GIS data, so user defined measurements will most likely differ slightly from county area records. To remove the area, click on the red x of the popup and click on Clear Calculations/Drawings. It will give a notice there are no more features here. Click ok

Length Calculation:

This tool works the same way as the Area Calculation does, only it measures length, not area.

Draw Point, Draw Line, Draw Polygon, Draw Circle, Draw Freehand all allows the user to place or draw a graphic element onto the screen. To clear this information, click on Clear Calculations/Drawings. Each click on the Clear Calculations/Drawings will remove the last drawn graphic element on the map.

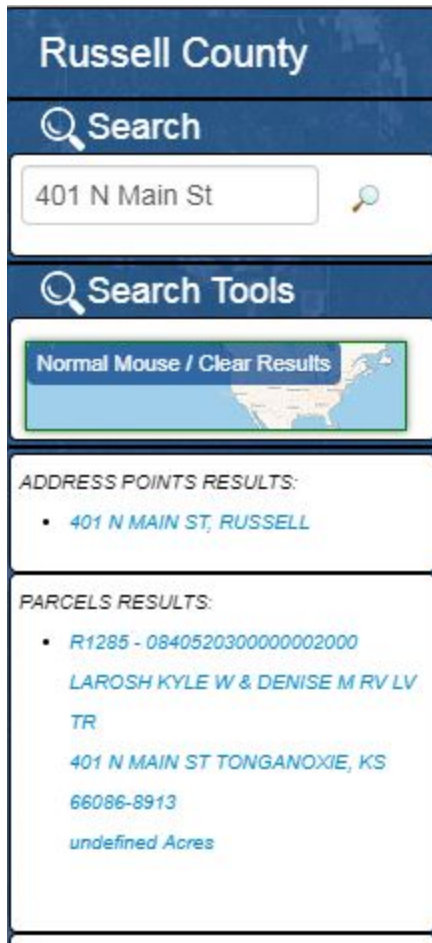
Identify



The Identify tool box serves as a dynamic search box. Here you enter what you would like to search. It queries results from both the parcel data and address points. Parcel Information you can query is: Owner Name, Parcel Number (the 19 digit version with on dashes or periods,) Quick Reference number (RXXXX or RXXXXXX) and Mailing Address. At this time it does not query Situs address from the parcel information. In order to see parcel information you will need to click on the query result, the screen will zoom to the query record and once you click on the parcel in the map you will have the option to view 2 years of Parcel Property Information as well as the Tax Billing History for the most current 4 years.

The Search Tool also queries data from the address layer. If there is a Google Street View of the property, it will show you that as well if you click on the result under Address Points Results, then click on the highlighted point in yellow.

Below is the result of the for 401 N Main St (the Russell County Court House)



The mailing address is a PO Box, so it did not return, but you can still select the parcel by clicking on the point (so the map zooms to the location) then you can click on the parcel and select the desired information.

- The search tool might be changing so that it queries both the situs and the mailing fields from the parcel information, but at the time the tutorial was created it was limited to mailing address only.

Print

When you click on the Print icon, you will see a slid out that has two options, Print Map, and Print Info.



Print Info Prints what is shown in the search results, and the print map will give you the option to do a print of the map shown on your screen

Location

The location icon allows you to turn on location if you are using a mobile device.

Settings



The image shows a mobile application interface with two main sections: 'Login' and 'County Select'. The 'Login' section has a blue header with a gear icon, followed by input fields for 'Username' and 'Password', and two buttons: 'Submit' (green) and 'Clear' (red). The 'County Select' section has a blue header with a gear icon and a dropdown menu currently showing '--KANSAS--'. To the right of these sections is a vertical 'setting tool box' containing several icons: a plus sign, a minus sign, a location pin, a gear, a magnifying glass, a person icon, a mobile phone icon, a clock, and a gear.

In the setting tool box, you can log in if you have a sales account set up. Or you can change the county you are looking at.