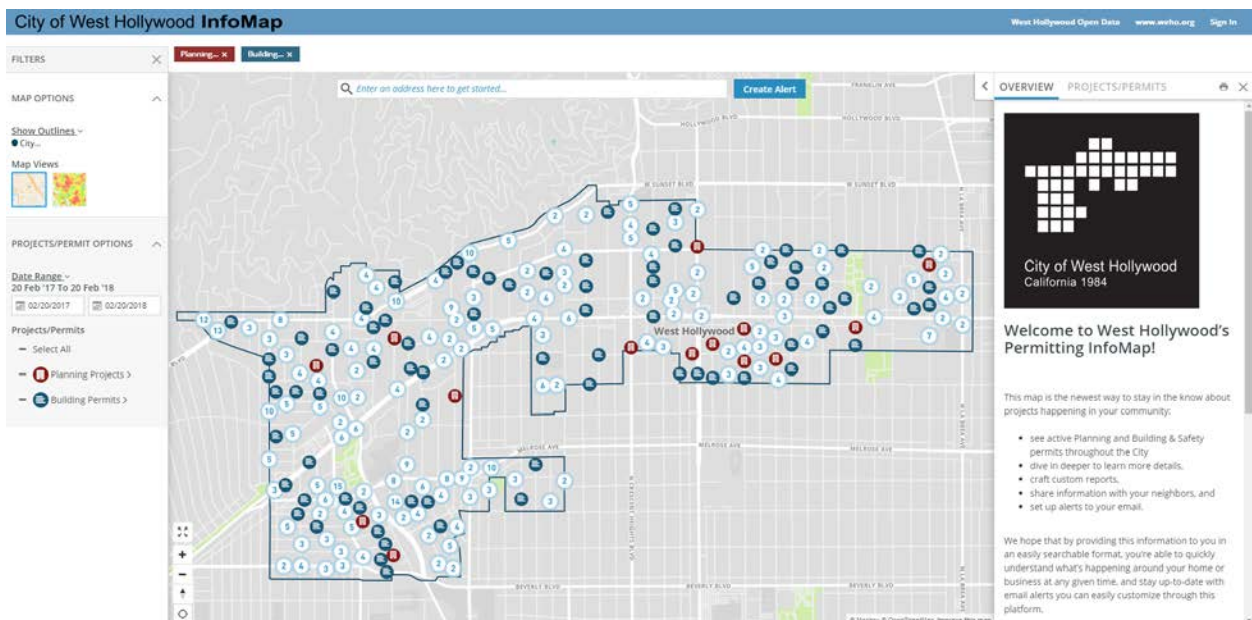


## InfoMap Instructional Guide

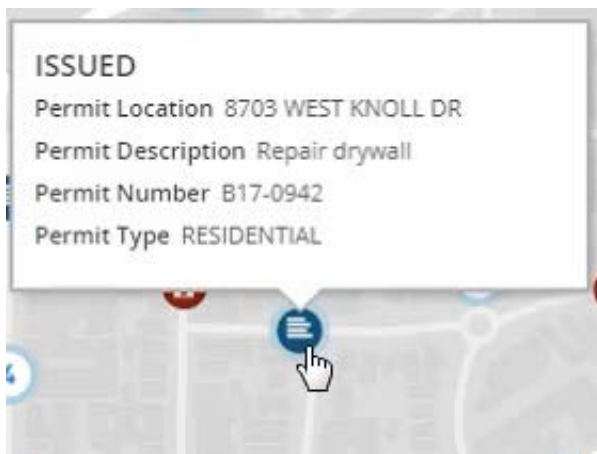
This is a brief guide on how to use the new Info Map platform. The purpose of this new platform is to offer community members a way to access current planning project and building permitting data in a simple to use interface.

### How information is displayed on the new platform:

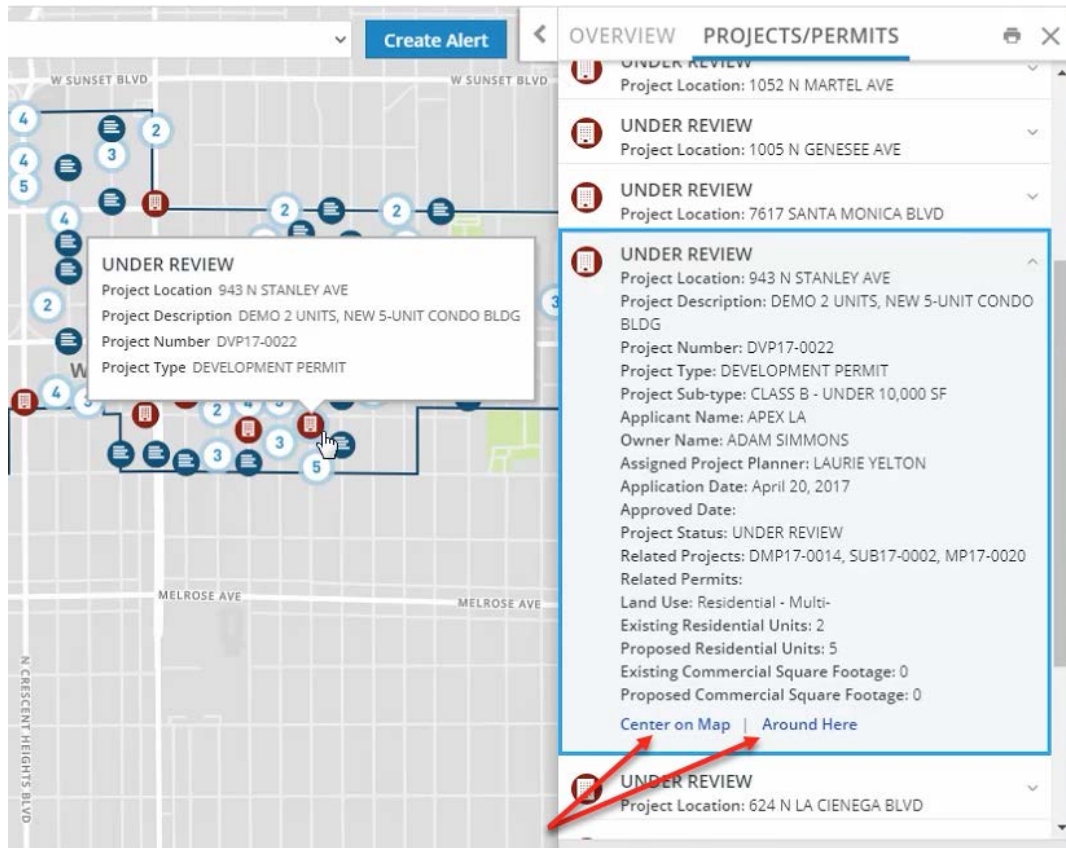
The location of planning projects and building permits are marked with pins on the Map. These pins will either have an icon or a number. The burgundy icons represent planning projects, the blue icons represent building permits, and the numbered icons are used when there are multiple projects and/or permits at one location or in close proximity depending on the map's zoom level.



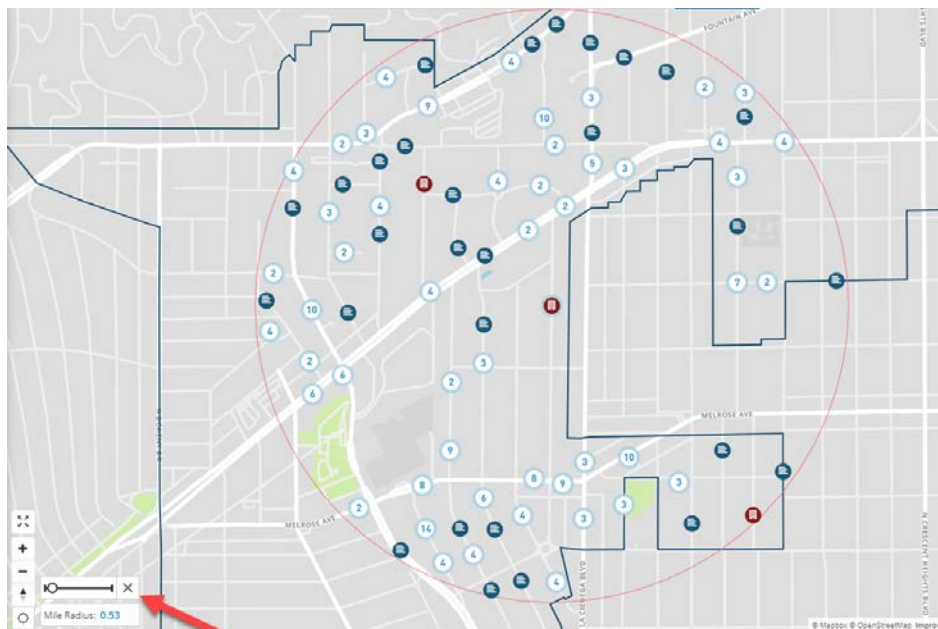
You can click on or hover over a pin to see basic information for the associated project or permit. Clicking on a numbered icon will cause the pins to fan out allowing you to choose a specific pin.



Additional project and permit information can be viewed on the right-side informational panel under the Projects/Permits tab. Here you can find an information box for all of the projects or permits that are included in the current map view. You can select a project or permit directly from the map to navigate to its information box.



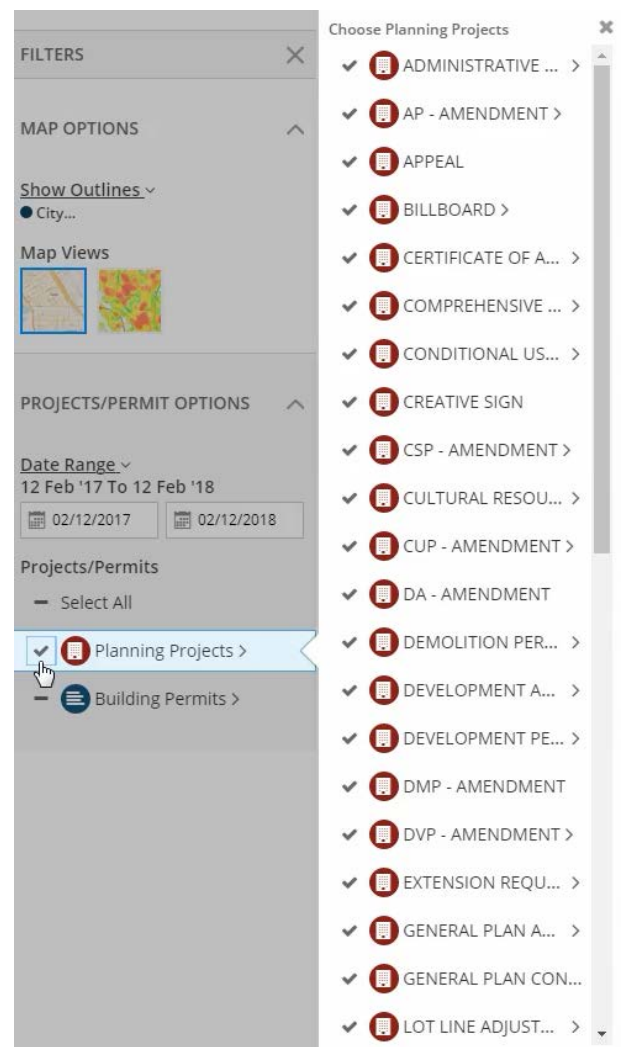
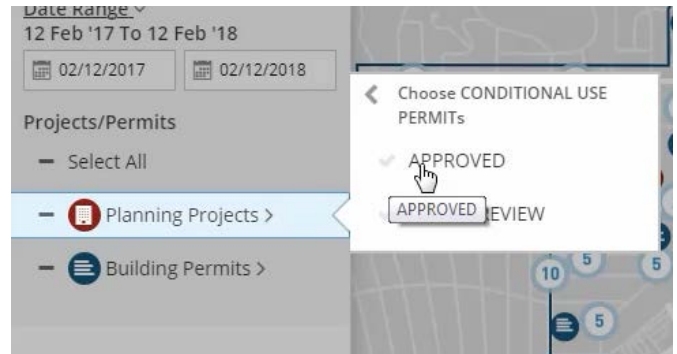
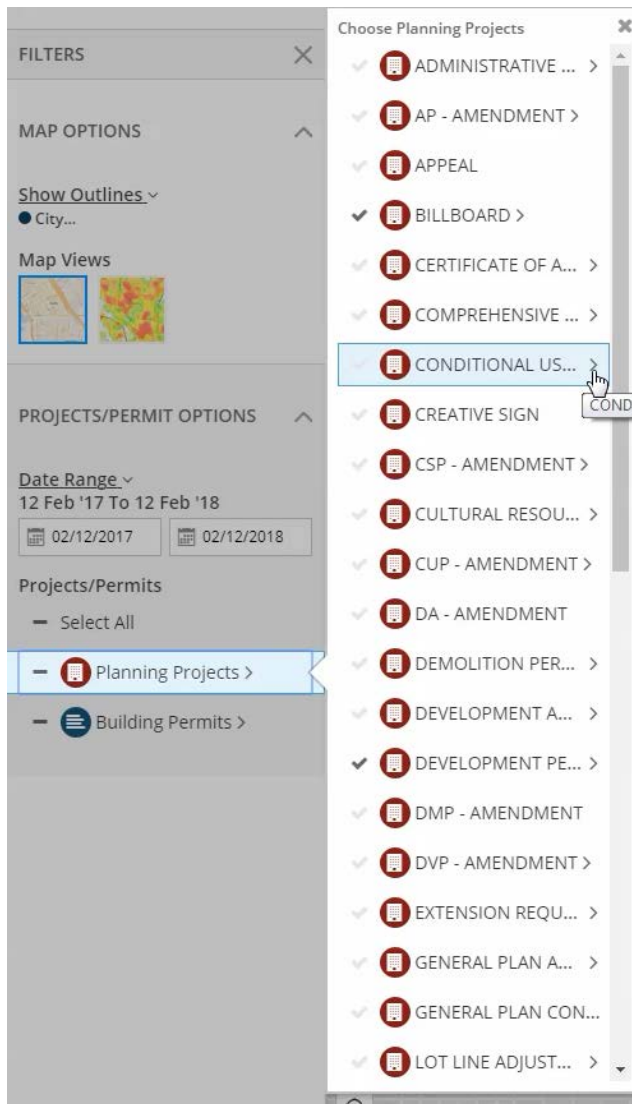
Each information box has an option to center the selected pin on the map or to limit the map view to only show the projects or permits within an approximate half mile radius of the selected pin. You can adjust your "Around Here" radius using the scroll bar located at the bottom of the map.



**Using the Filter panel to change the project or permit information and date range:**

The default map view only shows projects and permits from a preselected dataset but you can easily customize your results to include more or less information.

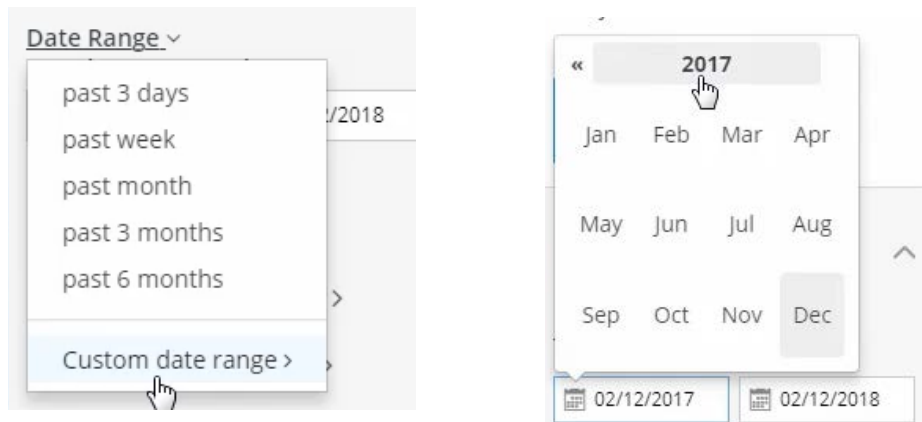
Using the left side Filter panel you can change the types of projects or permits that are included in your map view. You can also select or deselect specific project or permit types based on their status.



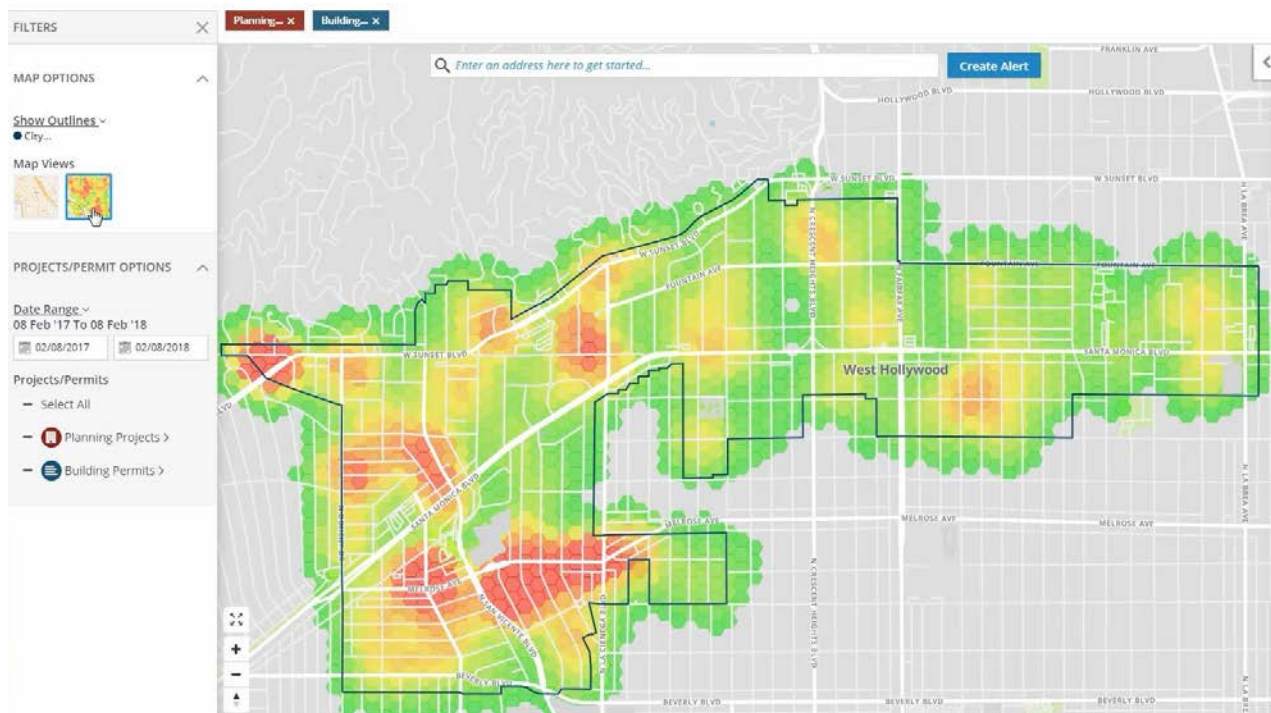
You can also select or deselect all of any category by clicking to the left of the corresponding category group. The "On" check mark indicates all types of a category are included.



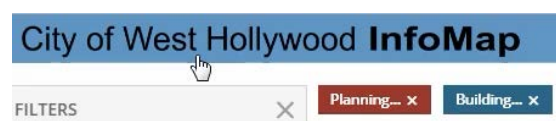
You can also change the date range of the projects or permits being shown on the map. You can use the default options or you can choose create a custom date range. Although projects and permits have multiple dates associated with them, please note that this platform uses the project or permit application received date.



The filter panel also has a heat map view. This view shows the concentration of the selected projects and/or permits on the map, with red indicating a high concentration, yellow indicating medium concentration and green indication little or no concentration.

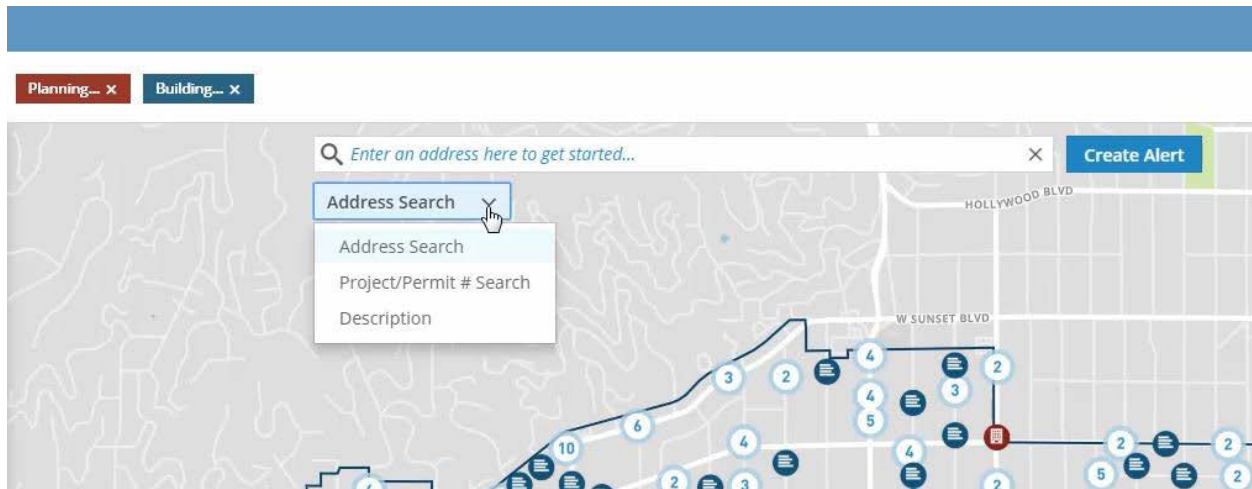


You can reset the map to its original default view by clicking on the InfoMap icon in the upper left corner of the map at any time.

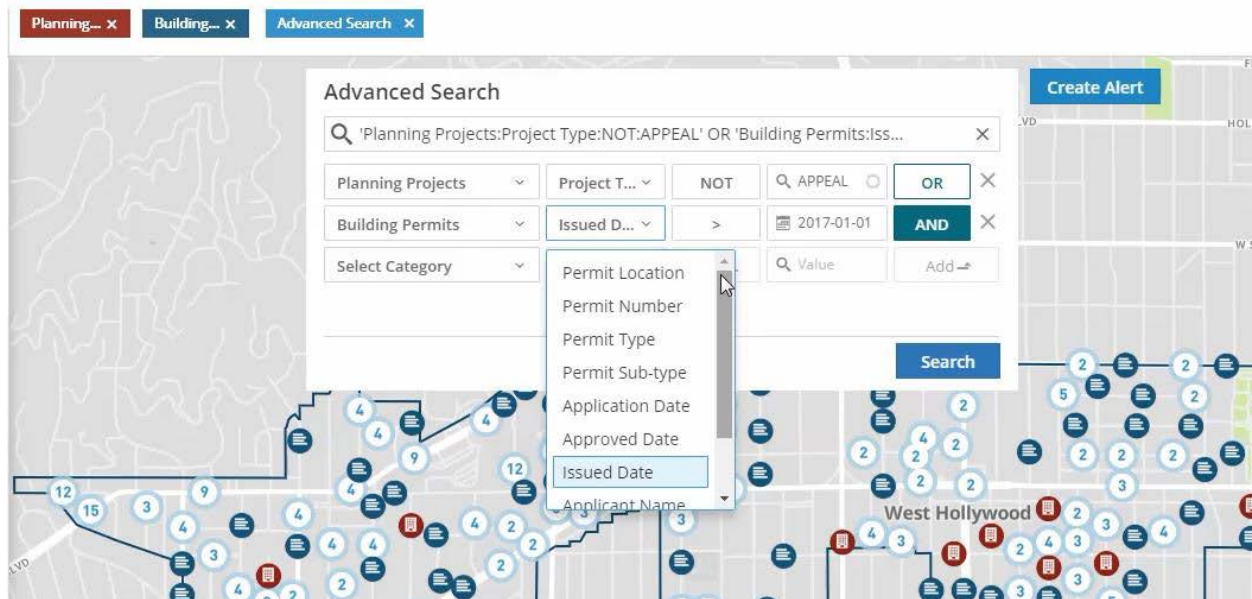


### Using the Search Bar:

The new InfoMap platform also allows users to search by a specific location, a specific project or permit number, or a specific description.



There is also an advanced search feature that allows users to search or filter the available data using multiple fields at once. You can build a search based on any of the available fields by using the And or Or feature. You can select criteria for both projects and permits in the same search.



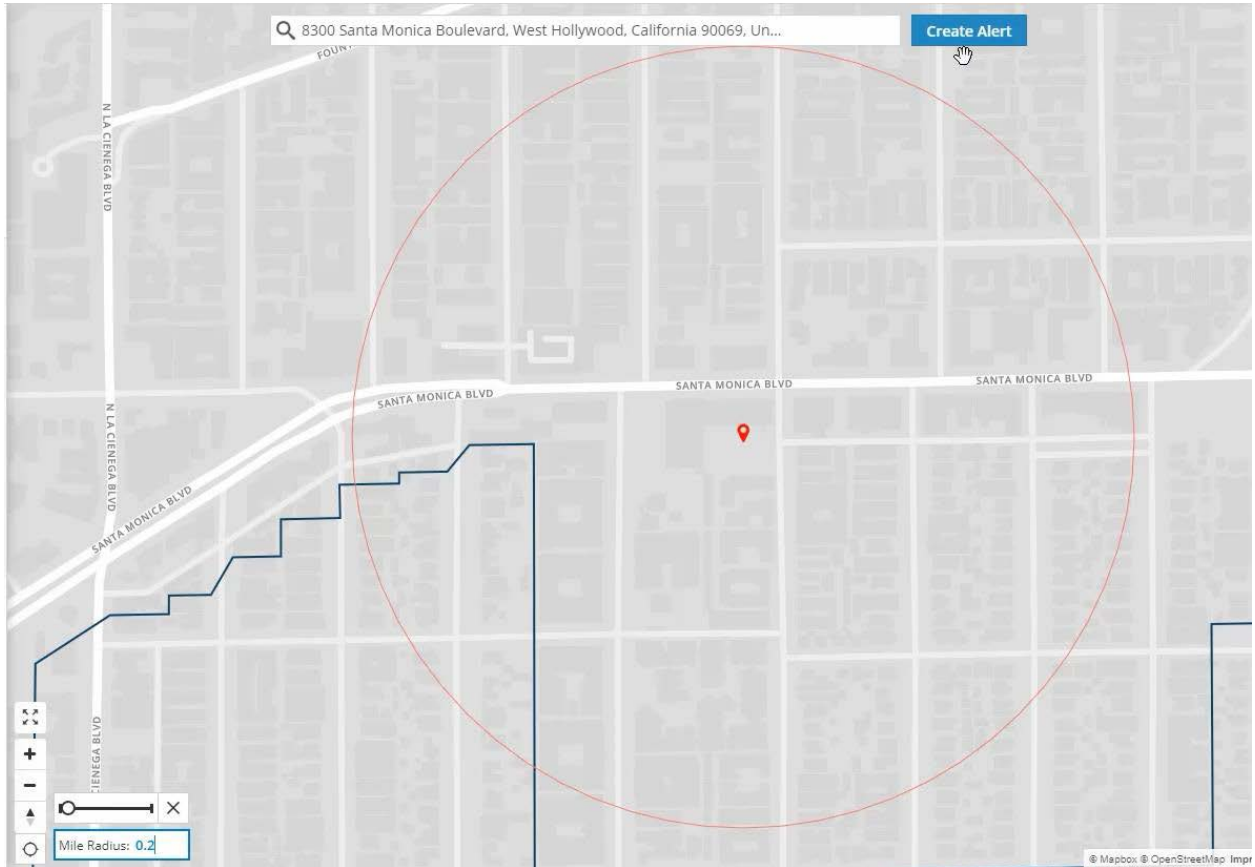
Above the center search bar all of the search criteria that you have selected (with the exception of your date range) will be listed. You can remove one or all of the search filters or category selections by closing out the corresponding filter or category title.



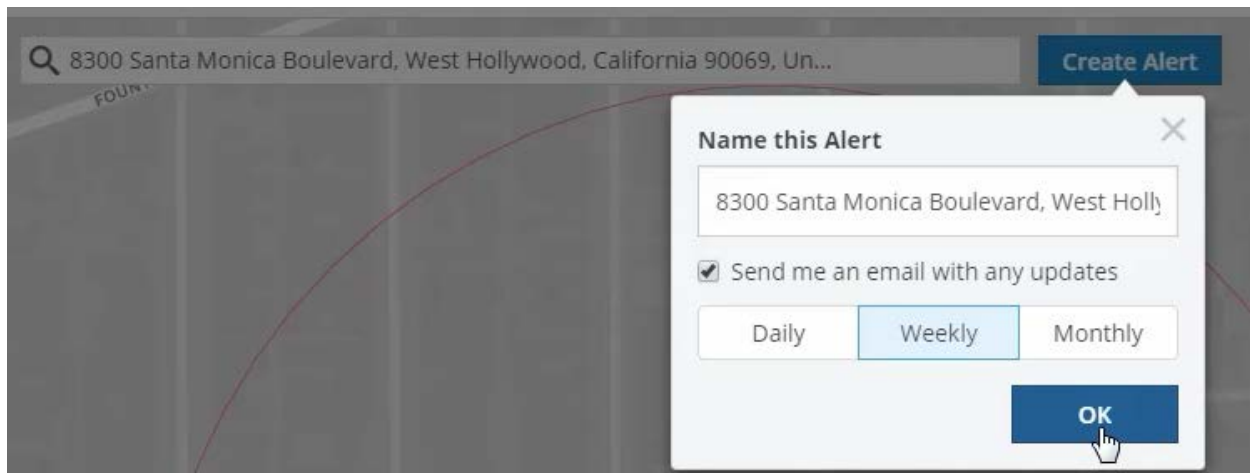
### Creating Alerts:

The new platform also allows users to sign up to receive alerts when selected project or permit data changes within a certain area. In order to receive an alert you will need to create a user account.

Using the Filter panel, select the project and permit types you would like to receive alerts for and select a location. You can use the address search and/or zoom function to choose your alert location and radius.



You will have the option of naming the alert and selecting your frequency of notification.



Once your alert is saved you can edit it or view the alert area on the map from the Alert window at any time.

Alerts (2) Recent Searches (30) Delete All | Unsubscribe from All

Alerts West Hollywood Open Data www.weho.org Hi, DGray

**MidCity**

Location: MidCity  
Selected Filters: Planning Projects  
Created on: 02/12/2018  
Frequency: Daily

Rename | Delete | View on Map

Send me an email with any updates

Daily Weekly Monthly

**8300 Santa Monica Boulevard, West Hollywood, California 90069, United States**

Location: 8300 Santa Monica Boulevard, West Hollywood, California 90069, United States  
Selected Filters: Planning Projects  
Created on: 02/12/2018  
Frequency: Weekly

Rename | Delete | View on Map

Send me an email with any updates

Daily Weekly Monthly

### [Download/ Printing Data:](#)

Once you customize your map view or filter the data to include your desired projects and permits you can download or print your selection, by selecting the print icon located in the informational panel. When printing, please be advised that you may need to adjust the scale or change your paper size to ensure that all of the data columns print out clearly.

OVERVIEW PROJECTS/PERMITS

Print icon