



# **PUBLIC PERMIT SEARCH USER GUIDE**

Version 1.7

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1. Public Permit Search.....	1
2. Search Options.....	1
3. Show/Hide Search Criteria.....	3
4. Exporting Data.....	3
5. Sorting Data.....	3
6. Paging Data.....	4
7. Links.....	4
8. Permit Detail.....	5
8.1. General Information.....	5
8.2. Inventory Photos.....	6
8.3. Sign Description.....	7
8.4. Sign Location.....	7
9. Vegetation Permit Detail.....	8
9.1. Vegetation Permit Data.....	9
9.2. Sign Permit Data.....	9
9.3. Inventory Photos.....	10
10. GIS Viewer.....	10
10.1. Navigation Tool.....	11
10.2. Layers and Basemaps.....	11
10.3. Popups.....	12
10.4. Widgets.....	13
10.5. Legend Widget.....	14
10.6. Layer List Widget.....	14
10.7. Draw Widget.....	15
10.8. Measurement Widget.....	17
10.9. Enhanced Search Widget.....	17
10.10. Identify Widget.....	20
10.11. Enhanced Locate Widget.....	21
11. Supported Browsers.....	22

## 1. Public Permit Search

When first launched, the Public Permits Search displays a list of all active and closed permits, including significant data for each. Permits are sorted alphabetically based on the name of the County.

Permit #	Type	County	City	Route	Milepoint	Permit Exp. Date	Permit Status	Sign Status	Latitude	Longitude
07108	Standard Sign	Appling		001500	19.539	4/1/2018	Active	Standing	31.748318	-82.350191
07211	Standard Sign	Appling		002700	10.993	4/1/2018	Active	Standing	31.778231	-82.346692
07368	Standard Sign	Appling		000400	10.25	4/1/2018	Active	Standing	31.782961	-82.348623
A1717	Standard Sign	Appling		002700	13.129	4/1/2018	Active	Standing	31.766659	-82.313486
A1802	Standard Sign	Appling	Baxley	000400	10.509	4/1/2018	Active	Standing	31.786431	-82.35048
A1866	Standard Sign	Appling		002700	8.939	4/1/2018	Active	Standing	31.78963	-82.380253

## 2. Search Options

Search Options filters the displayed data.

The screenshot shows the 'Public Permit Search' interface. At the top, there is a header with the GDOT logo and 'Public Permit Search' text. Below the header, there is a 'GIS Viewer' section and a 'Show/Hide Search Criteria' link. The main area is the 'Search Options' panel, which contains several search filters:

- Search Type:** A dropdown menu currently set to 'Match All Fields'. An orange callout box labeled 'Search Options' points to this dropdown.
- Permit #:** A text input field.
- Tag #:** A text input field.
- Type:** A dropdown menu set to 'Please Select'.
- Permit Status:** A dropdown menu set to 'Please Select'.
- Permit Issue Date Start:** A text input field with a 'Start Date' label.
- Permit Issue Date End:** A text input field with an 'End Date' label.
- Permit Expires Date Start:** A text input field with a 'Start Date' label.
- Permit Expires Date End:** A text input field with an 'End Date' label.
- Sign Status:** A dropdown menu set to 'Please Select'.
- Sign Owner:** A dropdown menu set to 'Please Select'.
- Sign Location:** A section containing:
  - Milepoint:** A text input field.
  - Route:** A dropdown menu set to 'Please Select'.
  - County:** A dropdown menu set to 'Please Select'.
  - City:** A dropdown menu set to 'Please Select'.
  - Jurisdiction:** A dropdown menu set to 'Please Select'.
  - Between Milepoint and Milepoint:** A text input field.
  - Within Feet of Milepost Number:** A text input field.

Search Options provide the following fields to select from:

- Permit #
- Tag #
- Type
- Permit Status
- Permit Issue Date Start
- Permit Issue Date End
- Permit Expires Date Start
- Permit Expires Date End
- Sign Status
- Sign Owner
- Milepoint
- Route
- County
- City
- Jurisdiction
- Between Milepoint And Milepoint
- Within Feet Of Milepost Number

Populate one or multiple fields to establish your search criteria. Note that “Match All Fields” in the Search Type returns records that meet each of the filters defined for the search and “Match Any Fields” returns records that meet any of the filters defined for the search.

**Search Options**

Search Type **Search Type** Search Clear

Match All Fields

Permit # Tag # Type Permit Status

Permit Issue Date Start Permit Issue Date End Permit Expires Date Start Permit Expires Date End

Sign Status Sign Owner

**Sign Location**

Milepoint Route County City

Jurisdiction Between Milepoint and Milepoint

Within Feet of Milepost Number

Detailed description: This screenshot shows the 'Search Options' section of a web application. At the top, there is a 'Search Type' dropdown menu set to 'Match All Fields'. To its right are 'Search' and 'Clear' buttons. Below this are several input fields for search criteria: 'Permit #', 'Tag #', 'Type' (dropdown), 'Permit Status' (dropdown), 'Permit Issue Date Start' (text), 'Permit Issue Date End' (text), 'Permit Expires Date Start' (text), and 'Permit Expires Date End' (text). Further down are 'Sign Status' (dropdown) and 'Sign Owner' (dropdown). The 'Sign Location' section includes 'Milepoint' (text), 'Route' (dropdown), 'County' (dropdown), 'City' (dropdown), 'Jurisdiction' (dropdown), 'Between Milepoint and Milepoint' (text), and 'Within Feet of Milepost Number' (text). An orange arrow points from a large orange box labeled 'Search Type' to the 'Search Type' dropdown menu.

Click the Search button to perform your search and click the Clear button to clear your search criteria.

**Search Options**

Search Type Search Clear

Match All Fields

Permit # Tag # Type Permit Status

Permit Issue Date Start Permit Issue Date End Permit Expires Date Start Permit Expires Date End

Sign Status Sign Owner

**Search and Clear buttons**

**Sign Location**

Milepoint Route County City

Jurisdiction Between Milepoint and Milepoint

Within Feet of Milepost Number

Detailed description: This screenshot shows the same 'Search Options' form as above. An orange arrow points from a large orange box labeled 'Search and Clear buttons' to the 'Search' and 'Clear' buttons at the top right of the form.

For fields that require typed entries, such as Permit or Tag #, partial entries return records that contain the information entered in the field. For example, “D2” entered into the Permit # field returns all records for Permit # containing “D2”. Search criteria is not case sensitive.

**Partial entries return records that contain entered value**

Permit #	Type	County	City	Route	Milepost	Permit Issue Date	Permit Expires Date	Status	Sign Status	Latitude	Longitude
D2476	Standard Sign	Appling	Baxley	002700	11.827	4/1/2020		Active	Standing	31.773465	-82.33301
D2477	Standard Sign	Appling	Baxley	000400	10.683	4/1/2020		Active	Standing	31.79022	-82.351549
D2939	Standard Sign	Appling		002700	6.622	4/1/2020		Active	Standing	31.802344	-82.417829
D2018	Standard Sign	Bacon		000400	7.21	4/1/2020		Active	Standing	31.515416	-82.461206
D2035	Standard Sign	Bacon		003200	3.71	4/1/2020		Active	Standing	31.544949	-82.536378

### 3. Show/Hide Search Criteria

Show/Hide Search Criteria above the Search Options hides the search fields and provides more space available on screen to view the dashboard results. Clicking again on Show/Hide Search Criteria exposes the search fields for use.

**Show/Hide Search Criteria**

### 4. Exporting Data

The Excel and PDF buttons export the queried data into their respective formats.

**Excel and PDF Buttons**

Permit #	Type	City
D2476	Standard Sign	Baxley
D2477	Standard Sign	Baxley
D2939	Standard Sign	
D2018	Standard Sign	Bacon
D2035	Standard Sign	Bacon

### 5. Sorting Data

Click on a column title in the search results to sort displayed data. Data sorts in either ascending or descending alpha-numeric order based on the selected column.

County	City	Route	Milepoint	Permit Exp. Date
Appling	Baxley		11.827	4/1/2018
Appling	Baxley		10.683	4/1/2018
Appling		002700	6.622	4/1/2018
Bacon		000400	7.21	4/1/2018
Bacon		003200	3.71	4/1/2018
Bacon		003200	5	4/1/2018
Banks		001500	11.914	4/1/2018
Banks		001500	9.216	4/1/2018
Banks		001500	3.075	4/1/2018

Click column heading to sort data

## 6. Paging Data

Data displays 50 records at a time. The number of returned records displays at the bottom of the results as well as the ability to page through the records.

Showing 1 to 50 of 20,203 entries

Previous 1 2 3 4 5 ... 405 Next

Number of records returned from search

Page through records

## 7. Links

Click on the Permit # hyperlink you are interested in to display additional permit data.

<a href="#">C0509</a>	Standard Sign	Appling		002700	2.476
<a href="#">D0927</a>	Standard Sign	Appling	Baxley	002700	10.449
<a href="#">D0950</a>	Standard Sign	Appling		002700	2.319
<a href="#">D1483</a>	Standard Sign	Appling		002700	8.882
<a href="#">D1546</a>	Standard Sign	Appling	Baxley	002700	11.615
<a href="#">D1656</a>	Standard Sign	Appling		000400	16.439
<a href="#">D1697</a>	Standard Sign	Appling		002700	7.511

Click the permit link to retrieve additional data

This takes you to the Permit Detail page which displays General, Sign Description and Sign Location information as well and Inventory Photos.

**General Information**

Permit Number: D0950  
 Permit Date: 10/25/2000  
 Permit Expiration Date: 10/25/2005  
 Tag Number: D0950  
 Business Name: KLD Enterprises, Inc.  
 Inspection Date: 09/13/2016  
 County: Appling (13001)  
 Route: 002700  
 Jurisdiction: Jesup  
 City:  
 Permit Type: Standard Sign  
 Permit Status: Closed  
 Sign Status: Standing  
 GPS Date: 02/13/2013

[Map Location](#)

**Inventory Photos**

9/13/2016 9/13/2016 9/13/2016  
 9/13/2016 9/13/2016 9/13/2016  
 9/23/2016 9/23/2016 9/23/2016

**Sign Description**

Sign Classification Type: Standard Back-to-Back  
 Illuminated?:   
 Sign in Place?:   
 Structure Height (ft): 20  
 Height Above Roadway (ft): 20  
 Structure Status: Standing  
 Number of Poles: 3  
 Pole Type: Wood  
 Description: Sign in place... good condition white and Farway Logo. 9/13/12  
 Number of Faces: 2

Length (ft)	Height (ft)	Area (sq. ft.)	Viewed Direction	MMS	MMS Type
24.00	10.00	240.00	S	<input type="checkbox"/>	
24.00	10.00	240.00	S	<input type="checkbox"/>	

**Sign Location**

County: Appling  
 City:  
 Route: 002700  
 Milepoint: 2.219  
 Latitude: 31.825967  
 Longitude: -82.410294  
 GPS Location: RL8  
 GPS Date: 02/13/2013  
 Distance from nearest right-of-way (ft): 02.00  
 Side of Roadway:  
 Nearest Cross Road:  
 Incorporated Area?:   
 Zoned Jurisdiction?:

## 8. Permit Detail

### 8.1. General Information

The General Information section provides the following permit information:

**General Information**

**Permit Number:** D0950  
**Permit Date:** 10/25/2000  
**Permit Expiration Date:** 10/25/2005  
**Tag Number:** D0950  
**Business Name:** KLD Enterprises, Inc.  
**Inspection Date:** 09/13/2016  
**County:** Appling (13001)  
**Route:** 002700  
**Jurisdiction:** Jesup  
**City:**  
**Permit Type:** Standard Sign  
**Permit Status:** Closed  
**Sign Status:** Standing  
**GPS Date:** 02/13/2013

[Map Location](#)



**Permit Number** – Assigned permit number.

**Permit Date** – Permit approval date.

**Permit Expiration Date** –Indicates permit expiration date.

**Tag Number** – Permit tag number attached to sign structure.

**Inspection Date** – Displays the sign’s last field inspection date.

**County** – Sign location information from the permit application.

**Route** – Sign location information from the permit application.

**Jurisdiction** – Sign location information from the permit application.

**City** – Sign location information from the permit application.

**Permit Type** – Standard Sign, Multi-Message Sign, or Vegetation Management

**Permit Status** – Indicates the current status of the permit.

**Sign Status** – Indicates the current status of the sign face. Data is collected in the field and updated through the GIS database upload.

**GPS Date** – Displays the first GPS inventory date when GPS coordinates were captured during field inventory.

**Map Location** – Launches GIS viewer and centers on latitude and longitude data stored for the sign location.

## 8.2. Inventory Photos

Displays sign photos from the last two inventory years.

### Inventory Photos

 9/13/2016	 9/13/2016	 9/13/2016
 9/13/2016	 9/23/2015	 9/23/2015
 9/23/2015	 9/23/2015	

### 8.3. Sign Description

Displays information from the permit application describing the type and size of the permitted sign.

**Sign Description**

**Sign Construction Type:** V-Type  
**Illuminated?:**   
**Sign in Place?:**   
**Structure Height (ft):** 78  
**Height Above Roadway (ft):** 71  
**Structure Status:** Standing  
**Number of Poles:** 1  
**Pole Type:** Metal  
**Description:**  
**Number of Faces:** 2

Length (ft)	Height (ft)	Area (sq.ft.)	Viewed Direction	MMS	MMS Type
45.00	12.00	540.00	N	<input type="checkbox"/>	
45.00	12.00	540.00	S	<input type="checkbox"/>	

### 8.4. Sign Location

Displays information from the permit application describing the location of the permitted sign.

**Sign Location**

**County:** Gordon  
**City:**  
**Route:** 040100  
**Milepoint:** 314.762  
**Latitude:** 34.503438  
**Longitude:** -84.920096  
**GPS Locator:** PL  
**GPS Date:** 03/19/2013  
**Distance from nearest right-of-way (ft):** 113.00  
**Side of Roadway:** W  
**Nearest Cross Routes:**  
**Incorporated Area?:**   
**Zoned Jurisdiction?:**   
**Distance from commercial activity (ft):**  
**Within 300 ft of Residences?:**   
**Resident Consent Form Included?:**

## 9. Vegetation Permit Detail

Select "Vegetation Management" under Type in the Search Options to produce a list of Vegetation Management permits.

**Select "Vegetation Management" to retrieve vegetation management permits**

Search Clear

Type:

Permit Status:

Permit Expires Date Start:

Permit Expires Date End:

<a href="#">VEGD1082A1</a>	Vegetation Management	Barrow	031600	0.852	9/1/2017
<a href="#">VEGD1085A1</a>	Vegetation Management	Barrow	031600	3.564	9/1/2017
<a href="#">VEGD1085B1</a>	Vegetation Management	Barrow	031600	3.564	9/1/2017

Select a Vegetation Management permit link to display additional information.

**Select Vegetation Management permit link**

<a href="#">VEGD1082A1</a>	Vegetation Management	Barrow	031600	0.852	9/1/2017
<a href="#">VEGD1085A1</a>	Vegetation Management	Barrow	031600	3.564	9/1/2017
<a href="#">VEGD1085B1</a>	Vegetation Management	Barrow	031600	3.564	9/1/2017

This takes you to the Vegetation Permit Detail page which displays Vegetation Permit Data, Sign Permit Data and Inventory Photos.

**Vegetation Permit Data**

Permit Number: VEG02851B1  
 Permit Status: Active  
 Type: Vegetation Management  
 Permit Date: 03/09/2017  
 Expires: 09/01/2017  
 Activity Deadline: 03/05/2018

**Sign Permit Data**

Permit Number: A2851  
 Permit Type: Standard Sign  
 Permit Date: 03/15/1994  
 Expires: 04/01/2018  
 Permit Status: Active  
 Permit Sign Status: Standing  
 Business Name: Fairway Outdoor Funding, LLC-Athens  
 County: Barrow  
 Municipality: Gainesville  
 Route: 040300  
 Milepoint: 127.09  
 Latitude: 34.099995  
 Longitude: -83.797109

[Map Location](#)

**Inventory Photos**

Permit #: A2851  
 LAT: 34.099996  
 LONG: -83.797109  
 ROUTE: 040300  
 Direction: E  
 Date: 2/20/2017

## 9.1. Vegetation Permit Data

Vegetation Permit Data displays basic vegetation permit information.

Vegetation Permit Data	
Permit Number:	VEGA2851B1
Permit Status:	Active
Type:	Vegetation Management
Permit Date:	03/06/2017
Expires:	09/01/2017
Activity Deadline:	03/06/2018

**Permit Number** – The permit number assigned. Vegetation Management Permit numbers are configured as VEG + Current Sign Permit Number + Sign Side (A or B) +m Number of applications submitted.

**Permit Status** – Indicates the current status of the vegetation permit.

**Type** – Indicates Permit Type. In this case, Vegetation.

**Permit Date** – Vegetation permit approval date.

**Expires** – Vegetation permit expiration date.

**Activity Deadline** – Time frame the permit holder has from the permit issuance date to complete the vegetation management activity.

## 9.2. Sign Permit Data

Sign Permit Data displays basic, related sign permit information.

Sign Permit Data	
Permit Number:	<a href="#">A2851</a>
Permit Type:	Standard Sign
Permit Date:	03/15/1994
Expires:	04/01/2018
Permit Status:	Active
Permit Sign Status:	Standing
Business Name:	Fairway Outdoor Funding, LLC-Athens
County:	Barrow
Municipality:	Gainesville
Route:	040300
Milepoint:	127.09
Latitude:	34.098986
Longitude:	-83.797109

[Map Location](#)

**Permit Number** – Assigned permit number.

**Permit Type** – Standard Sign, Multi-Message Sign, or Vegetation Management

**Permit Date** – Permit approval date.

**Expires** – –Indicates permit expiration date.

**Permit Status** – Indicates the current status of the permit.

**Permit Sign Status** – – Indicates the current status of the sign face. Data is collected in the field and updated through the GIS database upload.

**County** – Sign location information from the permit application.

**Municipality** – Municipal locational information for the vegetation permit's sign location.

**Tag Number** – Permit tag number attached to sign structure.

**Route** – Sign location information from the permit application.

**Milepoint** – Milepoint locational information for the vegetation permit's sign location.

**Latitude** – Coordinate locational information for the vegetation permit's sign location.

**Longitude** – Coordinate locational information for the vegetation permit's sign location.

**Map Location** – Launches GIS viewer and centers on latitude and longitude data stored for the sign location.

### 9.3. Inventory Photos

Displays inventory photos of the sign associated with the vegetation permit.

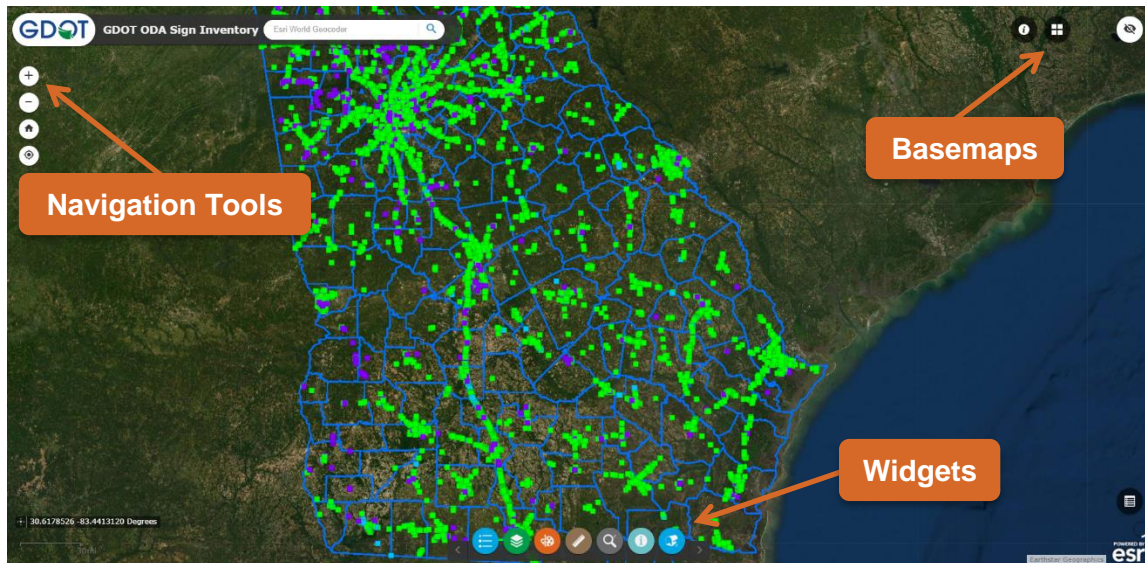


## 10. GIS Viewer

The Outdoor Advertising (ODA) Sign Inventory Viewer (Viewer) is an interactive web-based Geographic Information System (GIS) viewer that allows the user to explore ODA Signs in a GIS. The viewer is



equipped with a navigation panel, interactive widgets, a user specified table of contents, and a street or aerial basemap. The purpose of this section is to define the viewer layout and provide a step-by-step guide for the Viewer.

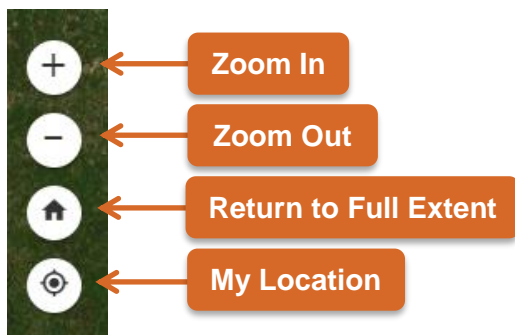


The Viewer allows the user to perform the following functions:

- Navigate the sign inventory map
- Query an address or coordinate
- Identify map features
- View a legend
- Perform custom searches
- Export search results to a table
- Access supporting documentation via hyperlinks
- Draw & Measure specific lengths and areas
- Print maps

## 10.1. Navigation Tool

The Navigation Tool is located to the top left of the Viewer. The “+” icon is used to zoom in, and the “-” icon is used to zoom out. Holding the left mouse button down, allows the user to pan around in the Viewer map. The Home icon allows the user to return to the full extent of the map.

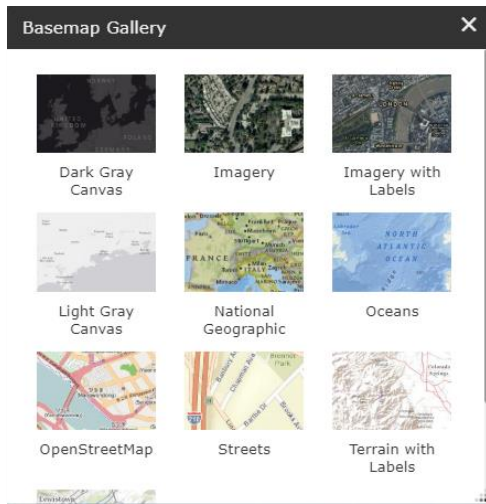


## 10.2. Layers and Basemaps

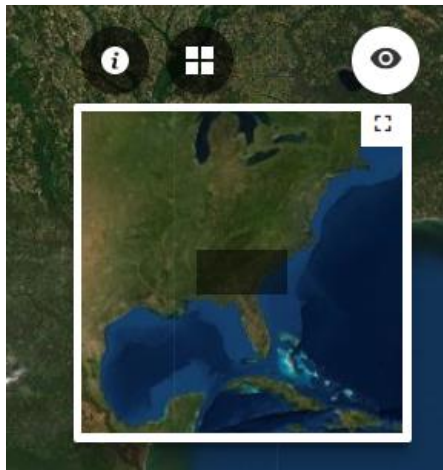
The Display Menu is located on the top right of the Viewer. It includes the buttons “Basemap” and “Show Map Overview.”



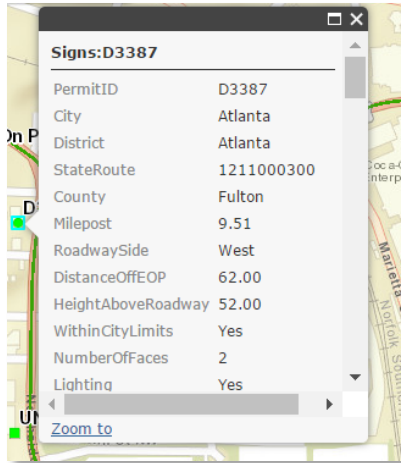
Click the “Basemap” button to change Imagery, Light Gray Canvas, Streets, and Topographic base maps.



Clicking the “Show Map Overview” button expands a window showing the location of the map extent in a reduced scale map. This extent window can be expanded by pressing the “Expand” button in the top right corner.



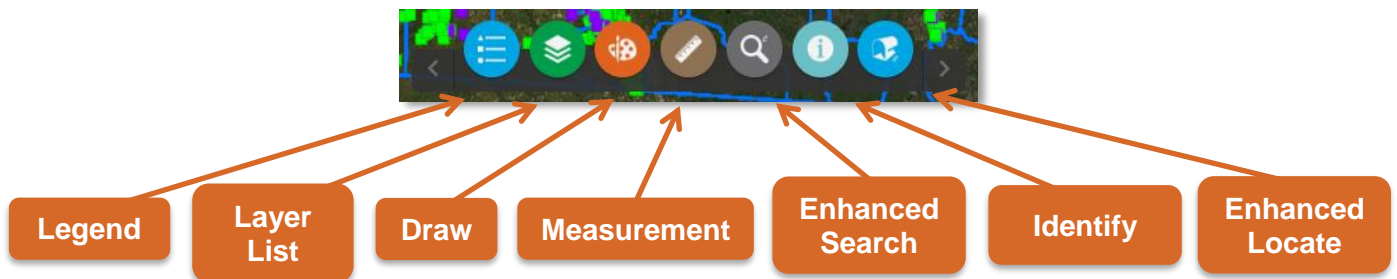
### 10.3. Popups



For a quick summary of information related to a feature in a layer, click on a sign and a popup displays. This popup contains attribute information for the feature and a button to zoom to the selected feature.

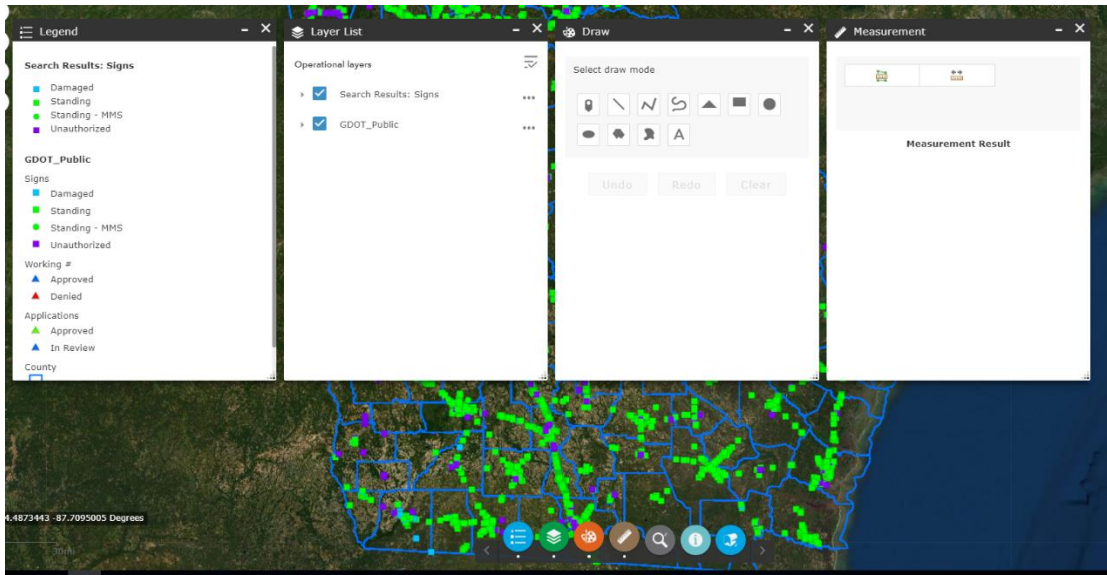
## 10.4. Widgets

The Widget menu is located on the bottom center of the viewer. Hover over each widget icon to see a description of the widget. To open a widget, click on the desired icon. Widgets include Legend, Layer List, Draw, Measurement, Enhanced Search, Identify, and Enhanced Locate.



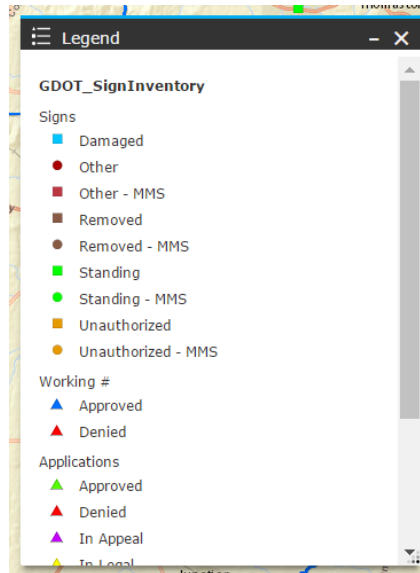
To minimize a widget, click on the minus sign on the top right hand corner. To close a widget, click the X button in the right hand corner. Multiple widgets can be open simultaneously. You can also change the location of the widget by dragging the top grey bar. Widgets can also be closed by clicking the individual buttons in the widget menu.





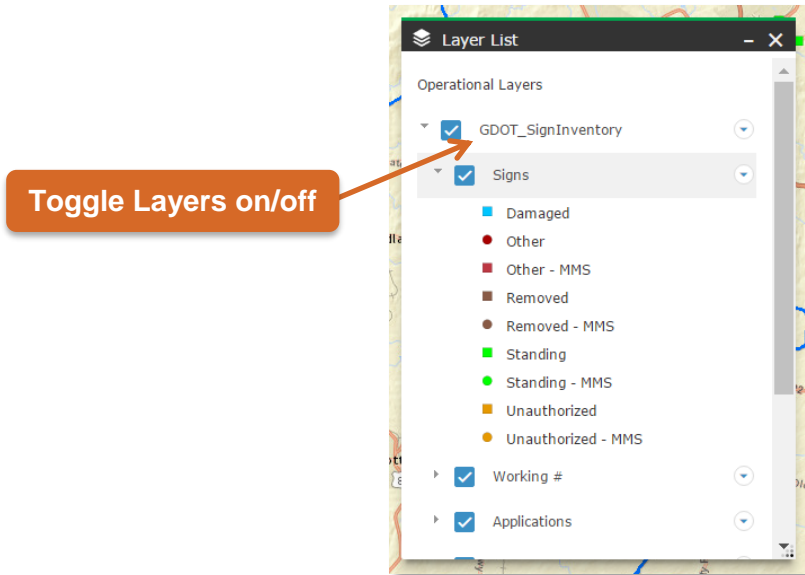
## 10.5. Legend Widget

The Legend Widget shows the user the symbology of the features contained in the map.



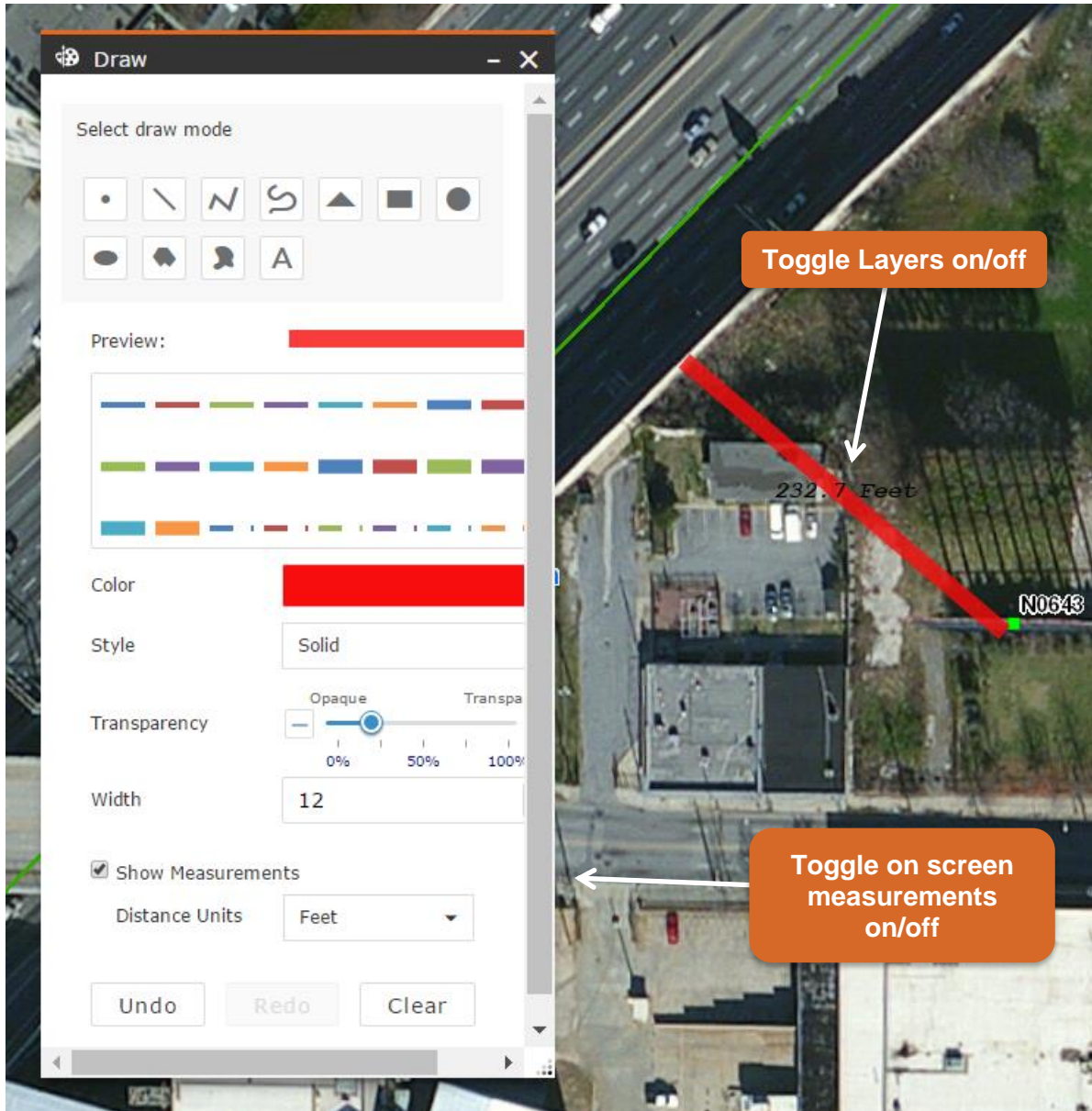
## 10.6. Layer List Widget

The Layer List Widget is used to turn layers on and off. Clicking the check box beside the layer makes it visible in the Viewer map.

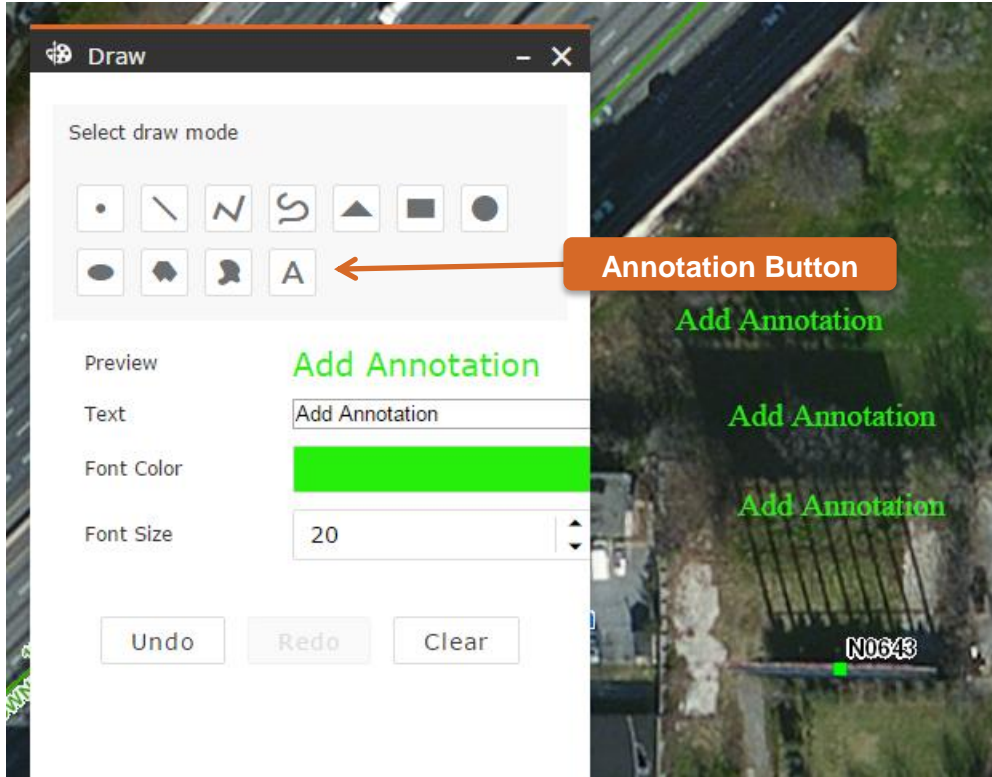


## 10.7. Draw Widget

The Draw Widget provides the user with a variety of tools to draw features and create annotation within the Viewer map. Hovering the cursor over the buttons reveals the buttons description. The user can select between point, line, polygon, and annotation draw modes. Additionally, feature color, style, transparency, and line widths may be customized. Once the feature properties are defined, left-click on the viewer to begin drawing the feature. The “show measurements” check-box will add a label of calculated “area units” and “distance units” of the drawn feature.

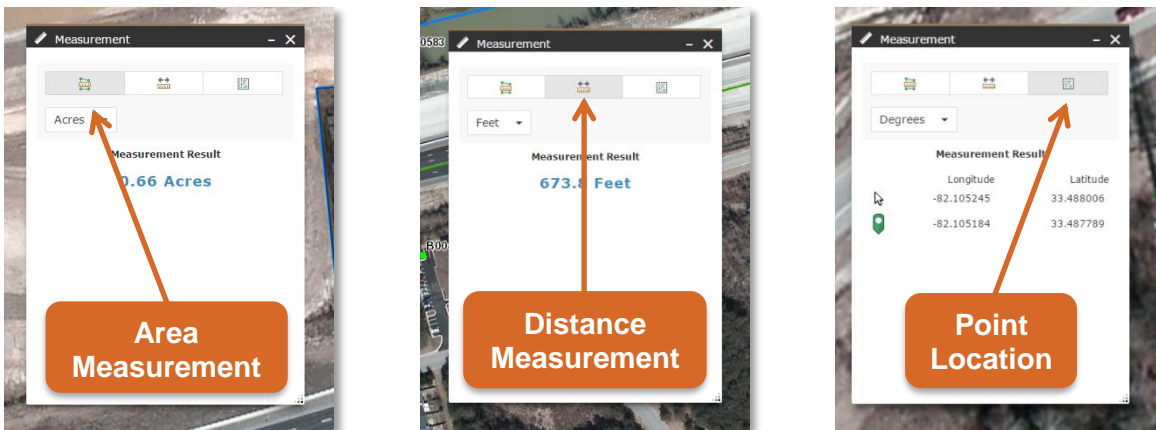


To add annotation to the Viewer select the “A” button under draw mode. Type the desired text into the text box, and set font color and size. Once the tool is selected, a small text box appears next to your pointer directing you to “Click to add a point”.



### 10.8. Measurement Widget

The Measurement Widget allows the user to measure areas, distances, and determine the Latitude and Longitude of a specific point. Select the type of measurement, unit type, and then begin measuring by clicking on the viewer. The Measurement Result appears in the Measurement window.

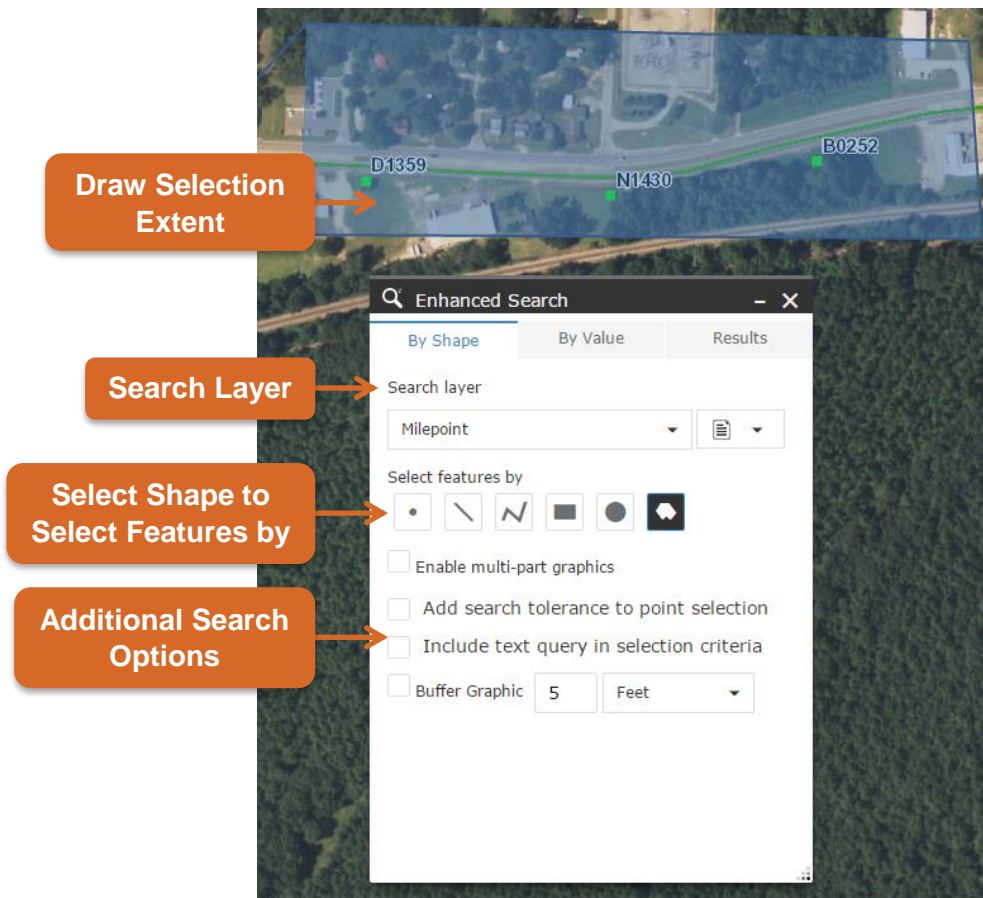


### 10.9. Enhanced Search Widget

The Enhanced Search Widget allows the user to search By Shape or By Value. With both selection methods there is an option to set the layer to select from. Toggle between the available searches using the “Search Layer” dropdown list. The available selection layers include;

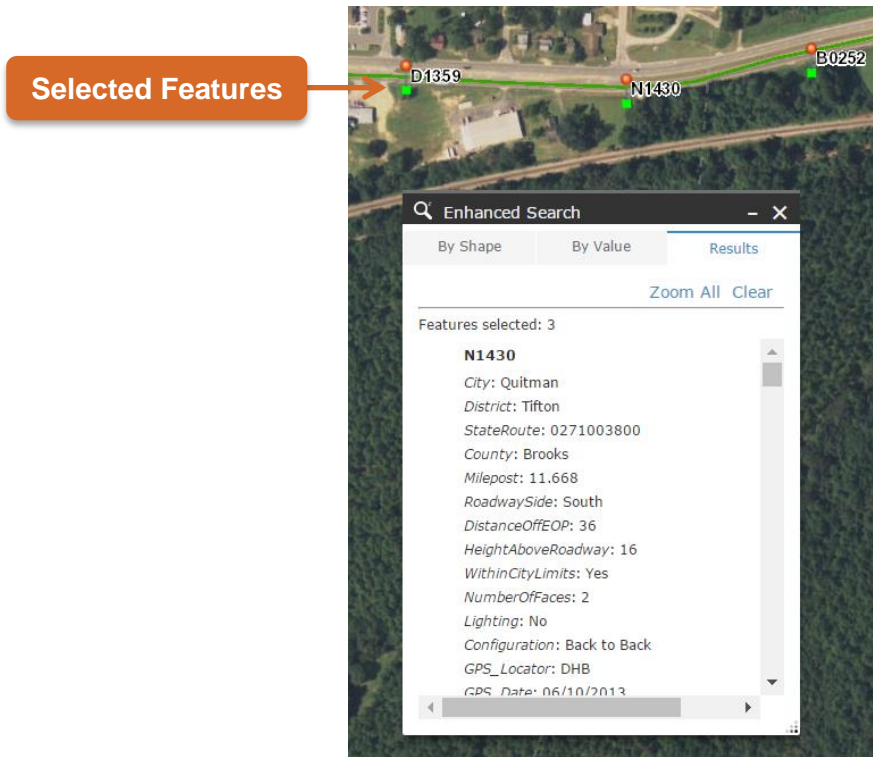
- Search by Signs
- Search by Applications
- Search by Permit / Structure Status
- Search by County / Route
- Search by Milepoint

Once a Search Layer is selected, select the shape to Select features by. Click on the Viewer map to begin drawing the shape, and double-click to complete drawing.

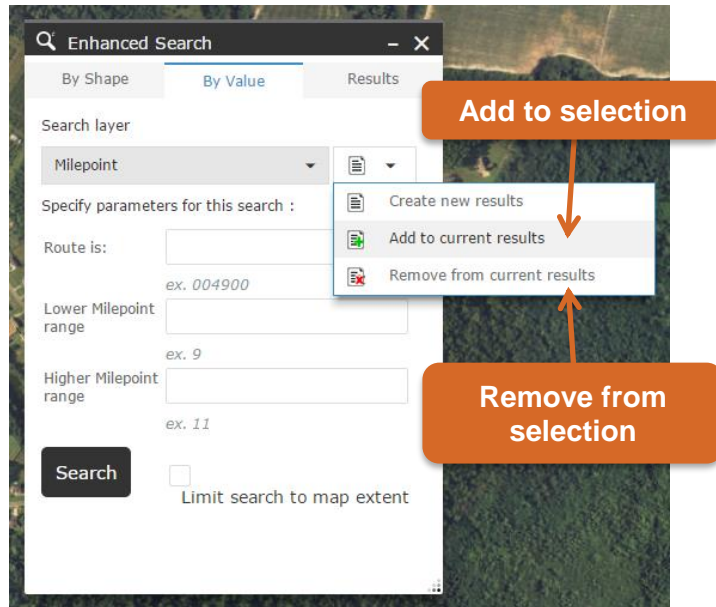
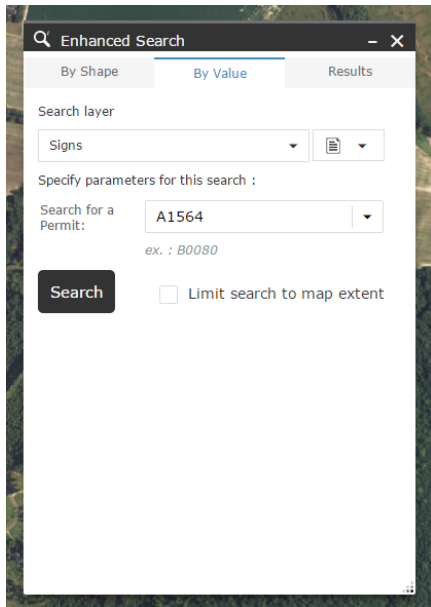


Push pins appear on the selected features, and the Results tab lists the selected features.





Search By Value allows for the creation of complex queries on feature layer attributes and locations. Once the Search Layer is assigned, additional text boxes / drop down menus appear below. After filling out the “Specify parameters for this search”, press the Search button to return the results. To add a feature(s) to an existing selection click on the “Add to a current selection” option. To remove a feature(s) from the current selection click on “Remove from current selection.”



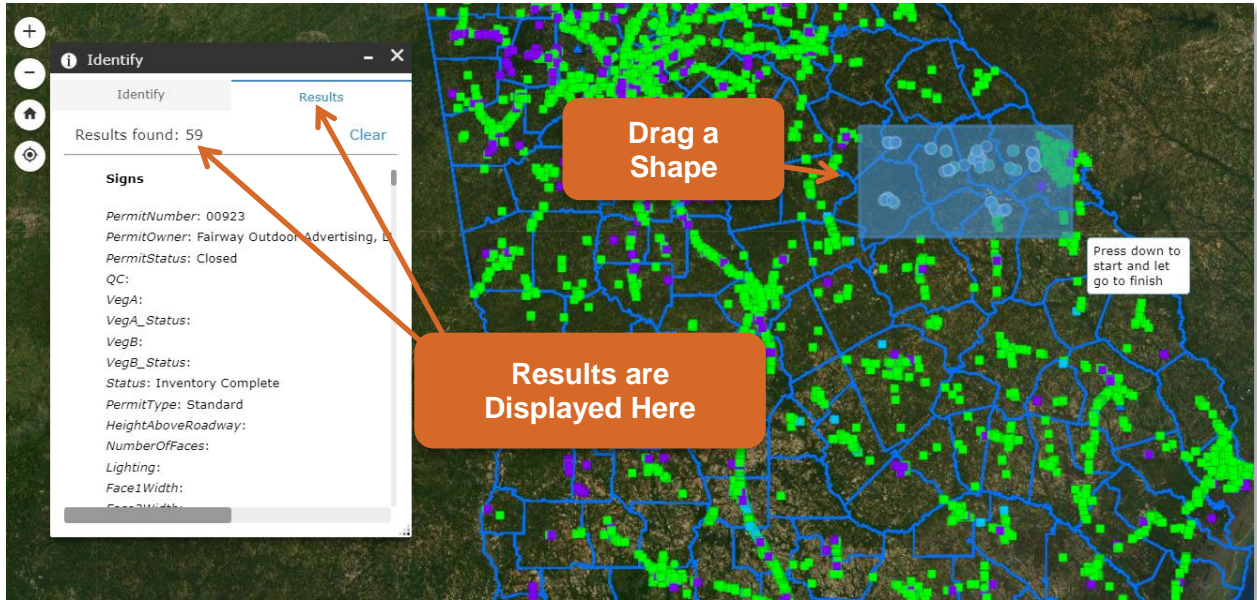
The search results appear in the Attribute Table window on the bottom of the screen that shows the items returned in the search selection. The Options drop-down provides the user with additional search options, including the ability to export the selection to a .csv file. Clicking individual results highlights the selection in the Viewer Map.

PermitID	City	District	StateRoute	County	Milepost	RoadwaySide	DistanceOffE	HeightAbovef	WithinCityLin	NumberOfFac	Lighting
06073	Macon	Thomaston	0211040100	Bibb	166.86	East	100	56	Yes	2	Yes
B0108	Macon	Thomaston	0211040100	Bibb	167.39	West	48	58	Yes	2	Yes
A1147	Macon	Thomaston	0211040100	Bibb	167.51	East	124	66	Yes	2	Yes
C0802		Thomaston	0211008700	Bibb	14.523	West	45	64	No	2	Yes
A1357	Macon	Thomaston	0211040100	Bibb	166.65	West	0	0	Yes	0	No

The Attribute Table window can be accessed by pressing the button on the bottom right of the Viewer map.

### 10.10. Identify Widget

The Identify widget provides functionality similar to the draw widget, except it allows you to draw shapes over an area in order to select a group of signs. Select a drawing tool (preferably a shape tool) and drag the shape over a group of signs you wish to select.



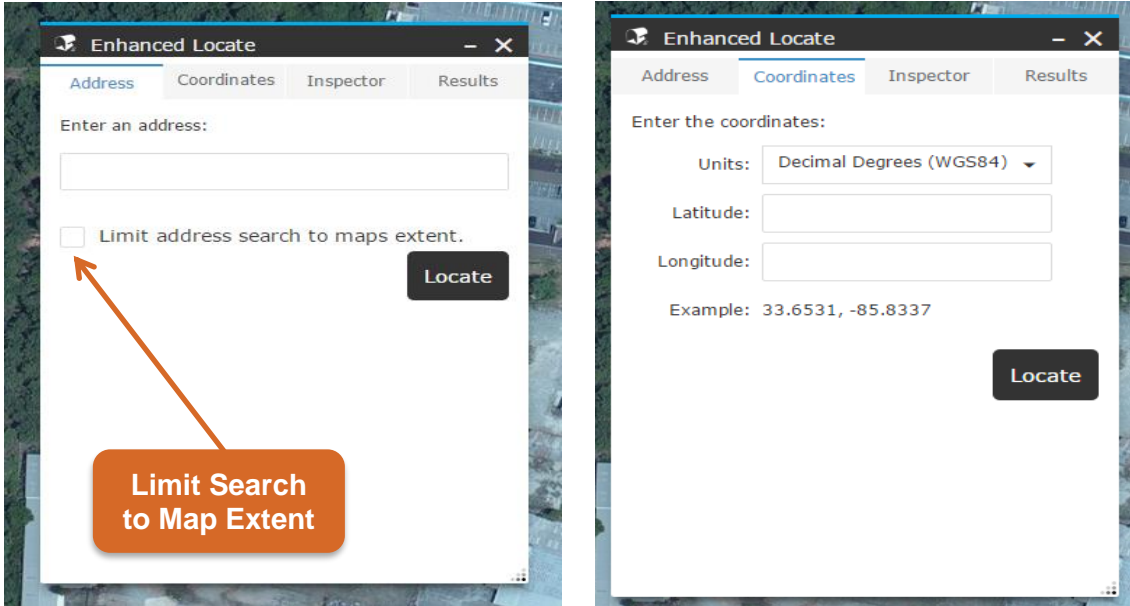
The “Identify” tab shows you the filtering options and drawing tools.



### 10.11. Enhanced Locate Widget

The Locator Widget is used to find a specific address or coordinate location on the map. Select either the Address or Coordinates tab, then fill out the remaining fields. To reduce search times, select the checkbox to limit the search to the maps extent. The Viewer will zoom to that location and place a point in the map.





Additionally, the Enhanced Locate Widget provides the user with the ability to identify specific addresses on the map. Select the “Inspector” tab on the widget, then click on the house button, and then click on somewhere in the Viewer map. If address information is available, a result displays in the “Results” tab. A new pop-up window also appears next to the map location with the address information.

## 11. Supported Browsers

Chrome is the recommended/supported browser for SYNODAS