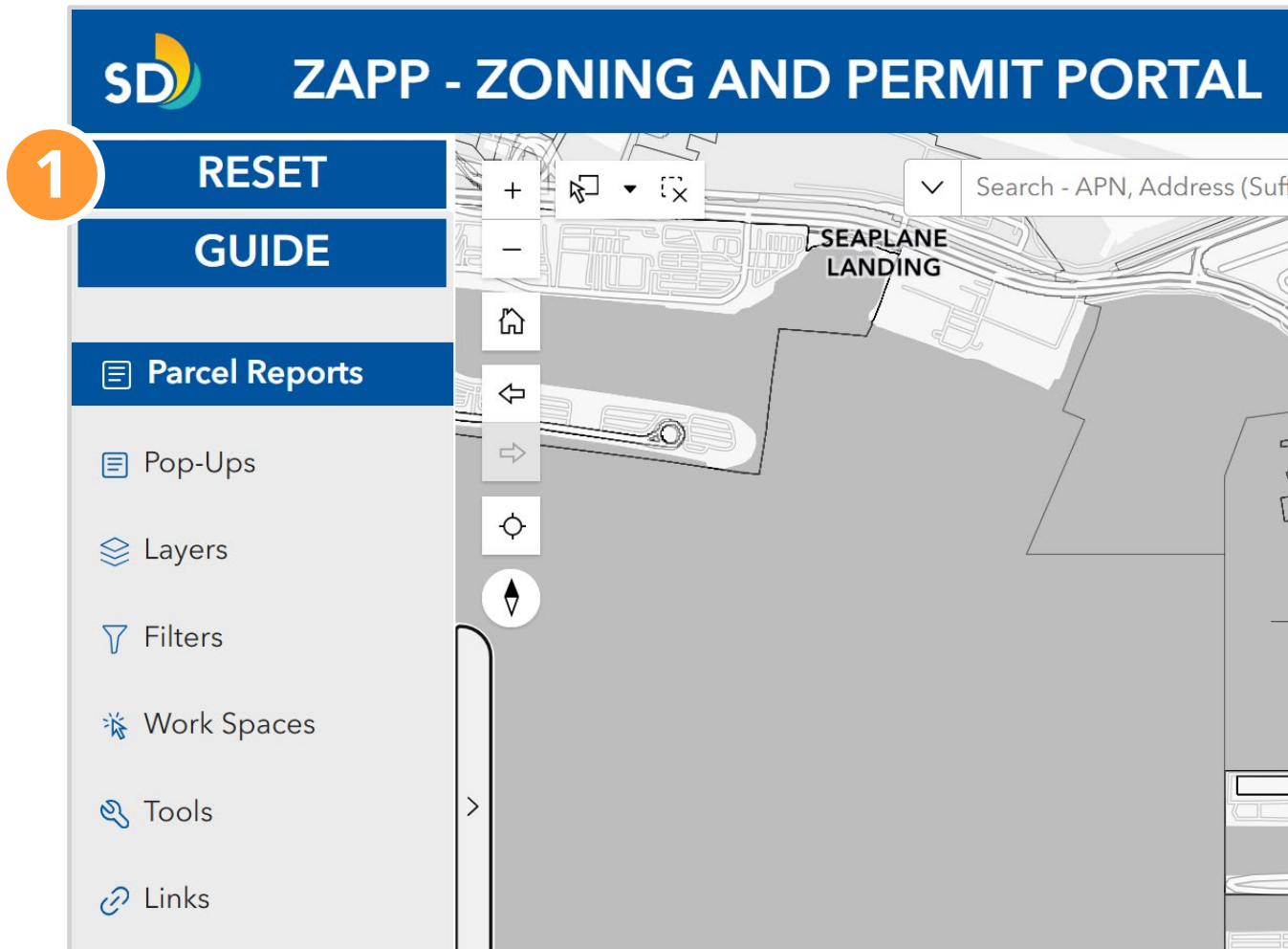


How to Reset the Map and Guide

The global reset button wipes all saved settings and configurations, allowing you to start your search over from scratch.

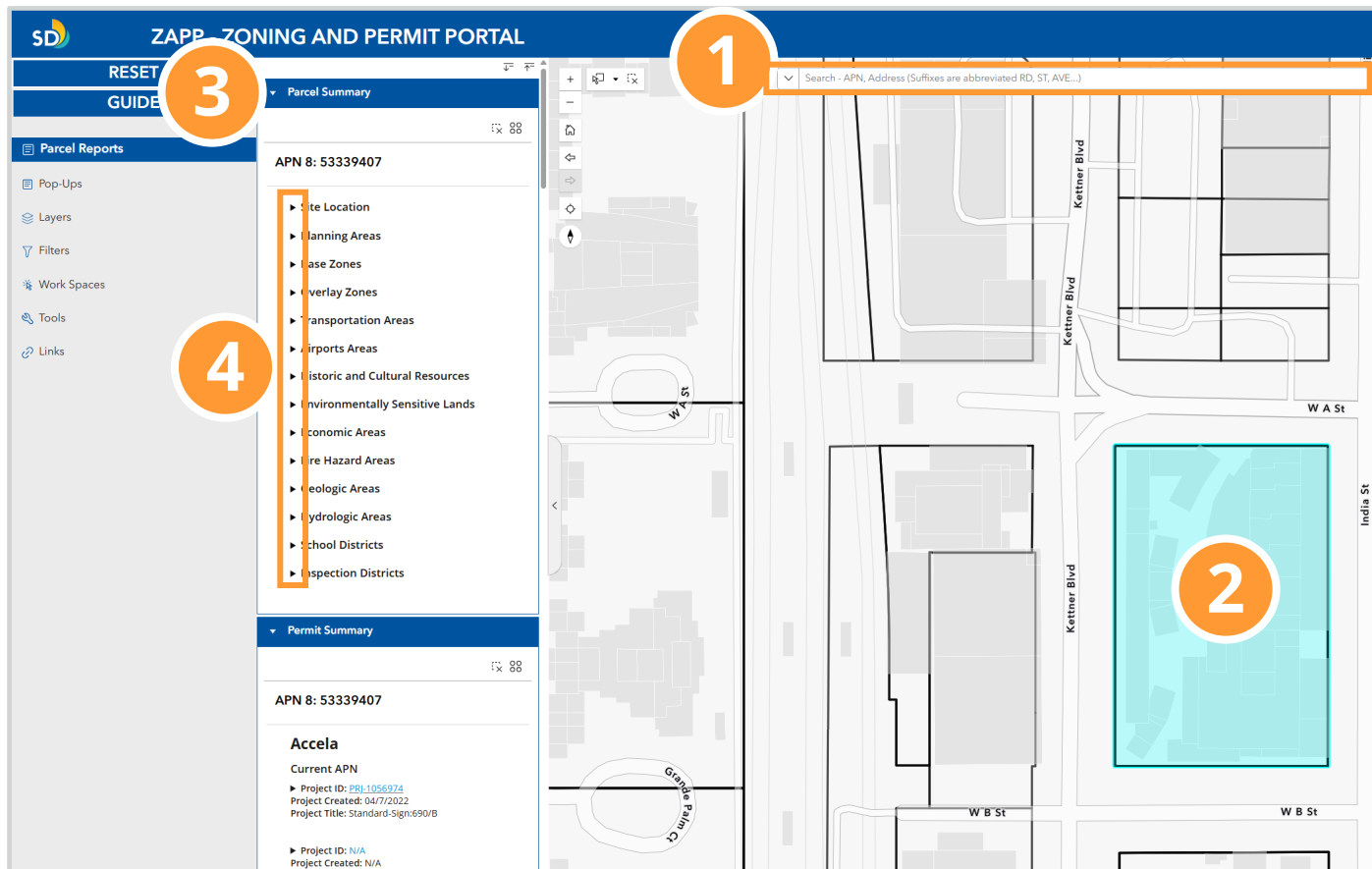


1

The **Reset** button will reset all layers, filters, and close all open widgets.

How to Get a Parcel and Permit Summary

A **Parcel Summary** includes layer-intersection information. These intersections contain important regulatory information for your project. A **Permit Summary** contains historical permit information for your location. Links will direct you to permitting systems with additional information.



1 Search by *address* or *APN* in the search bar or navigate to your desired location by clicking and dragging the map.

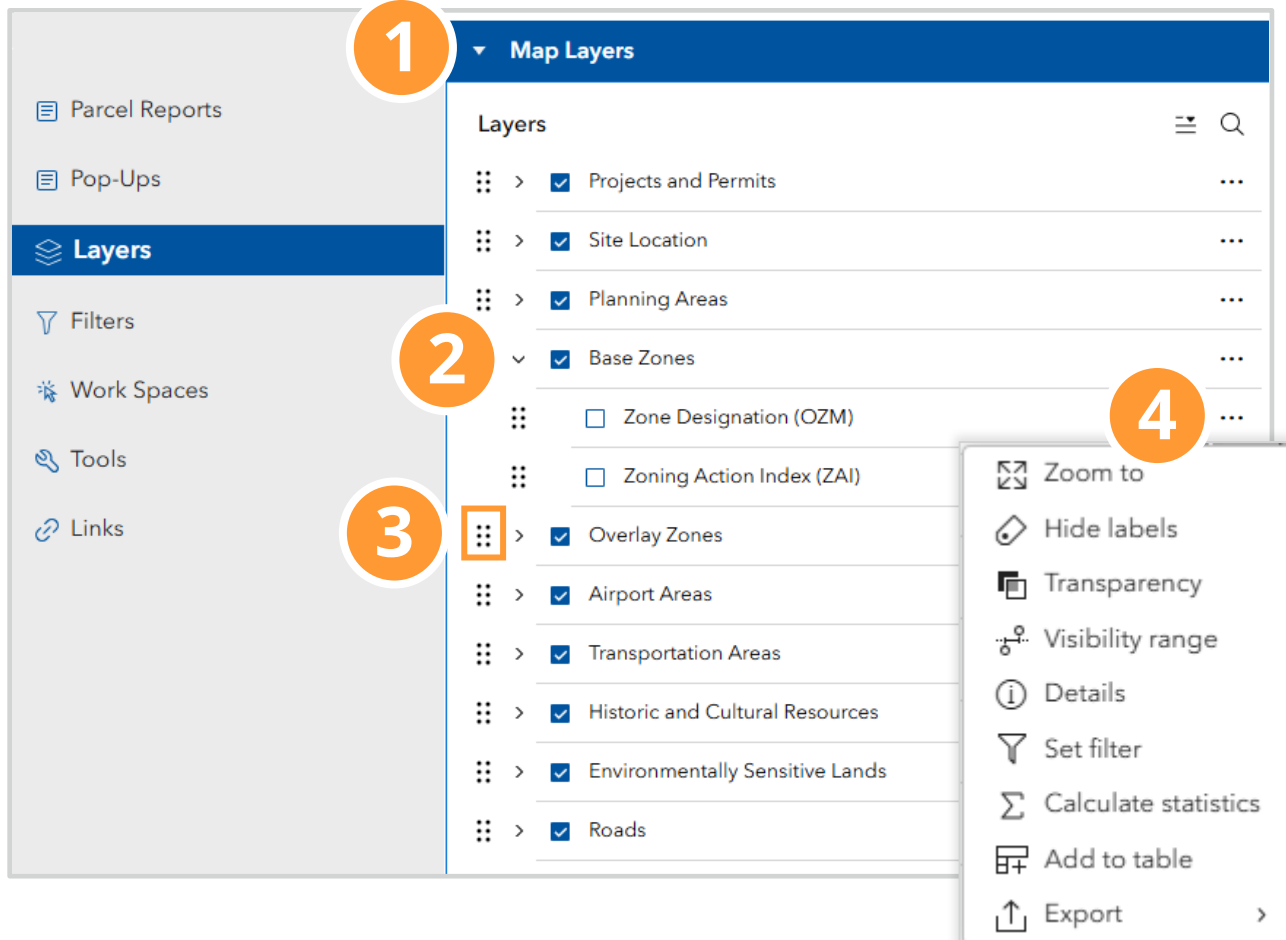
2 Click the map location highlighted by your search or located by clicking and dragging.

3 The **Parcel Report** tab will open and run the **Parcel** and **Permit Summaries**.

4 Click arrows to expand each section for additional info.

How to View Layers

The **Layers** tab contains the *Map Layers*, *Legend*, and *Basemap Gallery* collections. These highlight, respectively, historic and regulatory features, a visual guide for reading maps, and different map visualizations.



1 The **Map Layers** drop-down contains all layers used by the application. Layers are grouped in topical areas.

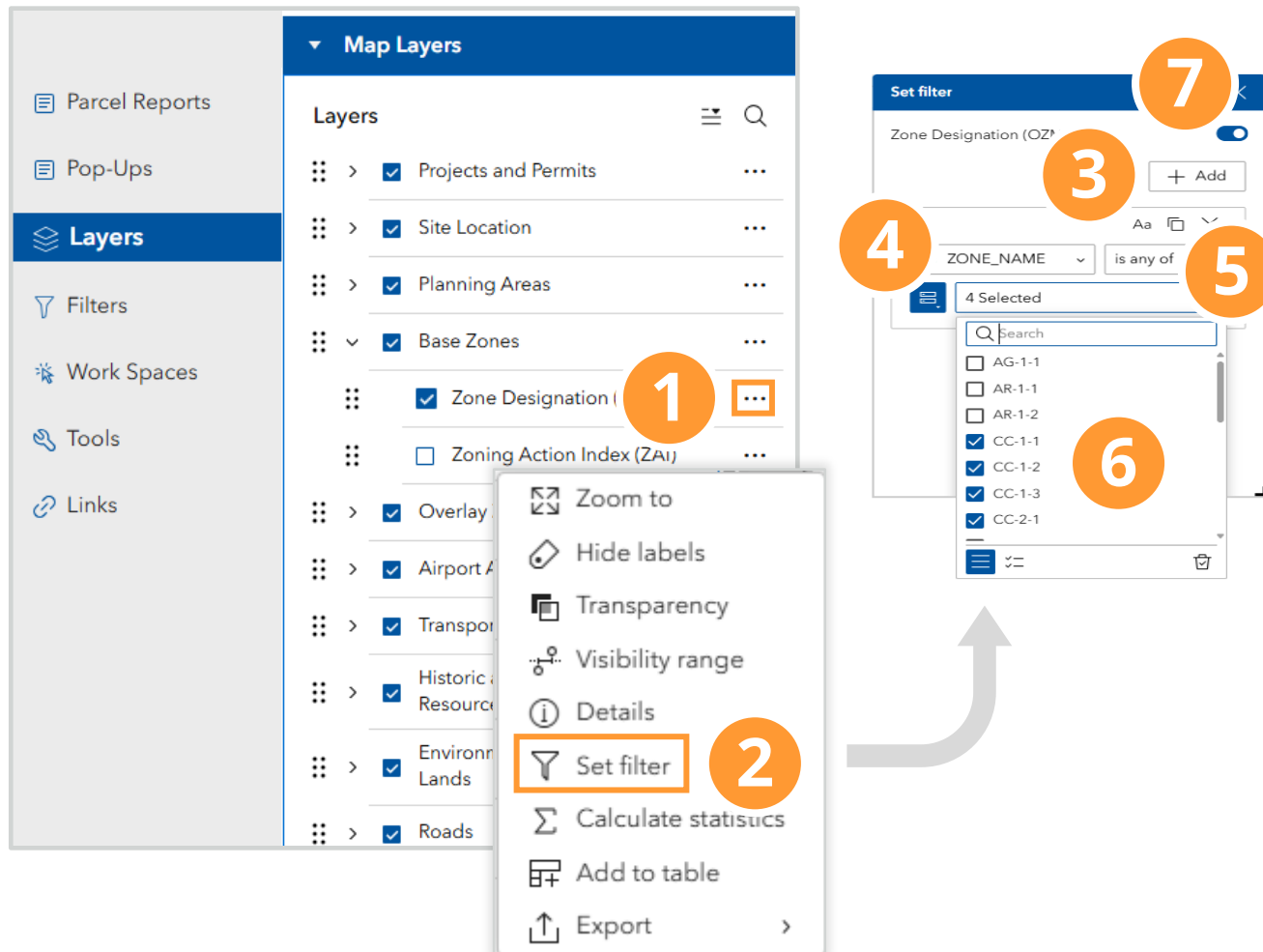
2 Clicking an arrow next to a layer type expands and reveals grouped layers. Each individual layer's visibility can be toggled by checking its box.

3 The display order of layer groups can be changed by clicking a drag handle and moving the layer group up or down.

4 Clicking a *more options* icon ("...") reveals additional display and visibility options for the associated layer.

How to Filter Layers

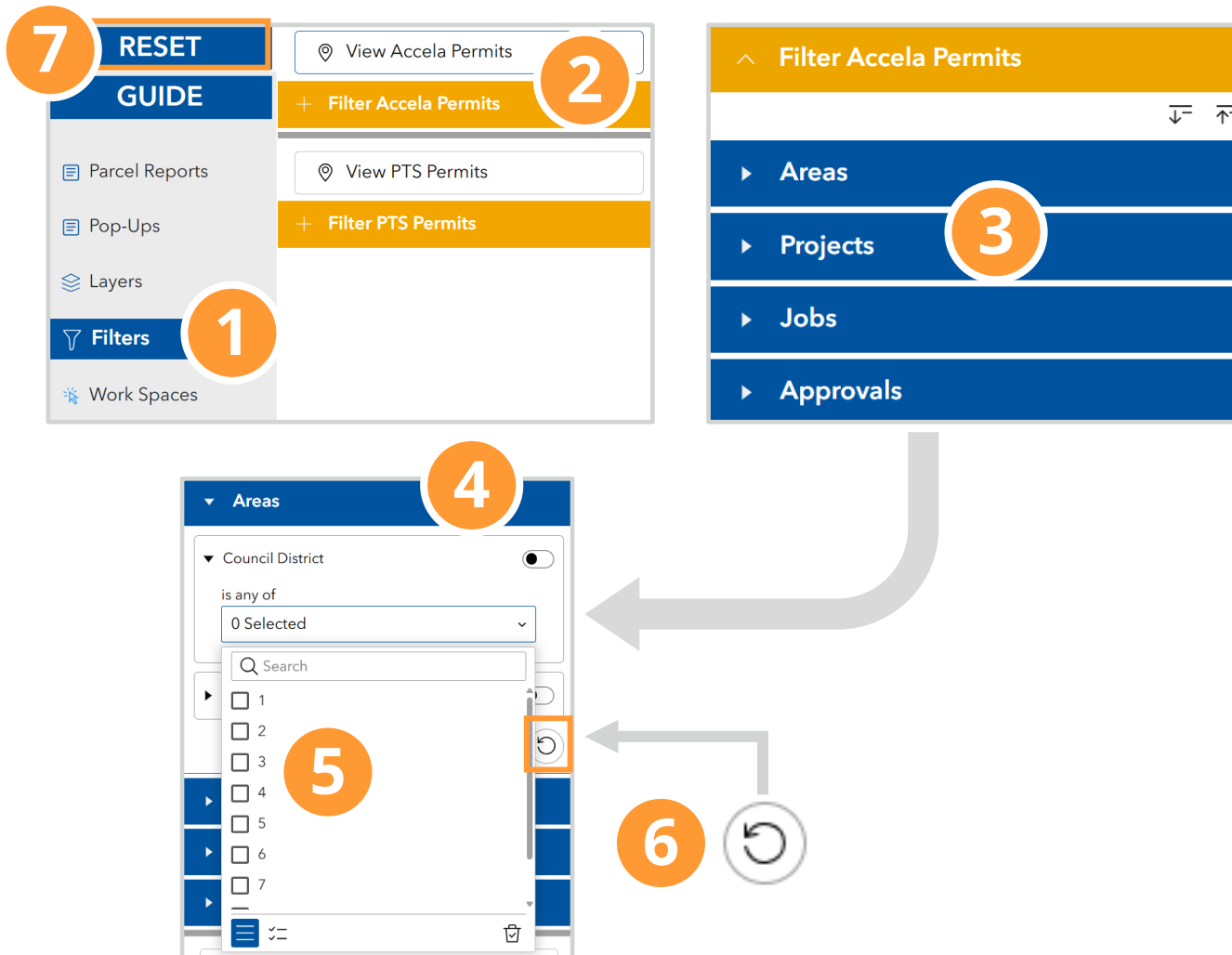
Turning different layers on and off lets you control which data you see about sites.



- 1 With **Map Layers** open in the **Layers** tab, click more options (“...”) for a specific map layer.
- 2 Click *Set Filter* to open a dialog box
- 3 Click *+Add* button to add a *Clause* or a *Clause Set* (use a *Clause* to set one filter or condition; use a *Clause Set* to set multiple filters or conditions).
- 4 Select a field you want to filter for.
- 5 Select a logic operator for filtering.
- 6 Select the field value(s) you want to apply to the map.
- 7 Use the toggle to enable or disable the map filter.

How to Filter and View Permits

Permit data detail approved property changes. Our permits are divided into the **Accela** (current) and **PTS** (legacy) systems. Once data is selected for filtering, the remaining data is removed from the map.



- 1 Select the **Filters** tab.
- 2 Choose from the auto-populated bookmarks, *View Accela Permits* or *View PTS Permits* bookmark , which includes all public development data.
- 3 Use *Areas* to filter by geographical area. Use *Projects*, *Jobs*, and *Approvals* to filter by fields associated with each respective record type.
- 4 Use toggles to enable or disable the filter categories you want to apply.
- 5 Select specific criteria in enabled filter categories.
- 6 Use the local reset button to clear filters in the dropdown.
- 7 Use the global reset button to clear all filters in the application.

How to

Export Filtered Permit Data

Permit data can be exported and downloaded from a filtered view (see “How to Filter and View Permits” to create one).

- 1 Select filter criteria from the **Filters** tab.
- 2 Open the data table (orange tab at the bottom).
- 3 The data table will highlight your selected filter categories. To view related data from other sources, click one of the other available table data tabs.
- 4 Select the *actions* menu to view data export options.
- 5 Select an export format (CSV for most; large data sets will prompt export confirmation).

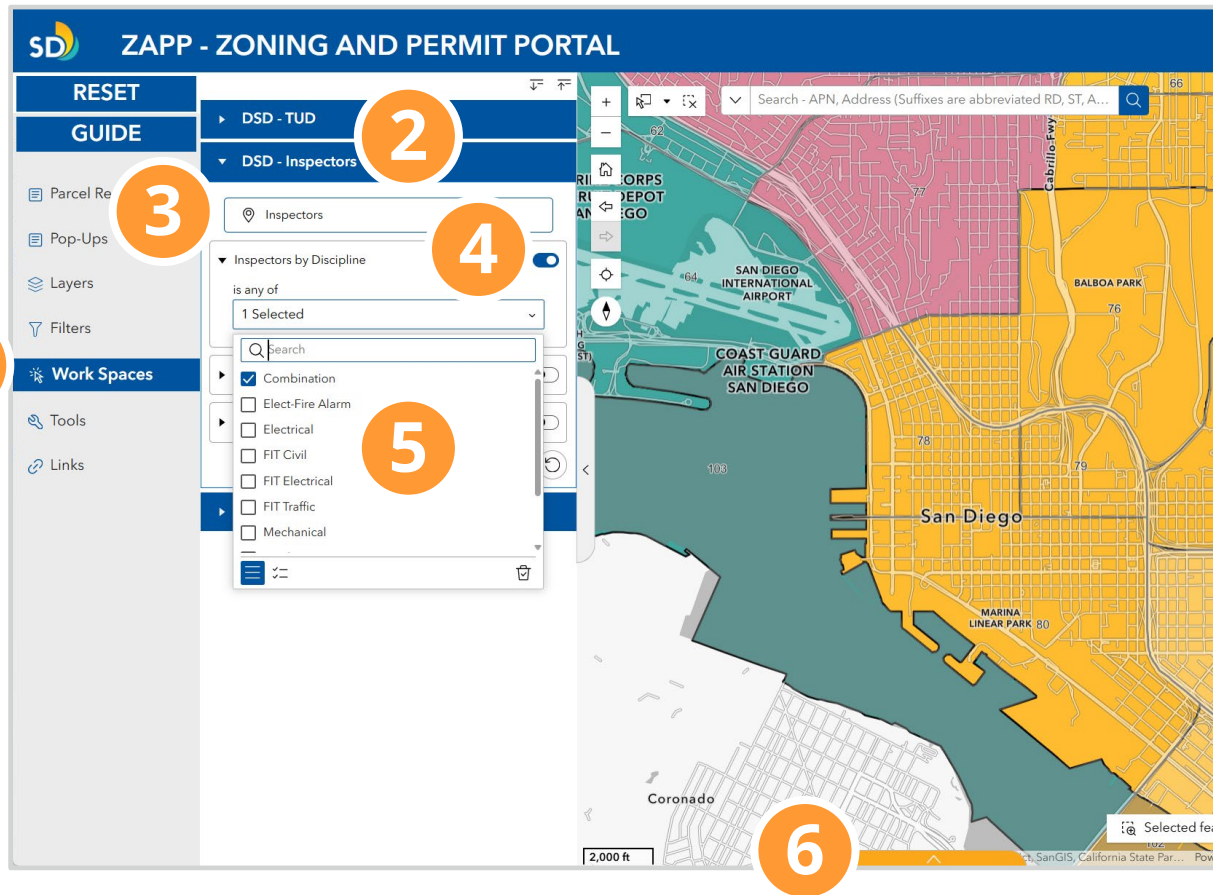
The screenshot shows the ZAPP - ZONING AND PERMIT PORTAL interface. On the left, the 'Filters' tab is selected, and the 'Projects' section is expanded. A search bar at the top of the map area contains the text 'Search - APN, Address (Suffixes are abbreviated RD, ST, AVE...)'. The map displays a grid of streets in San Diego, with several project locations marked by blue dots. At the bottom, the 'DSD Permits Accela (Point)' data table is open, showing a list of projects with columns for OBJECTID, PROJECT_ID, and PROJECT_NAME. A context menu is open over the table, displaying options such as 'Set filter', 'Calculate statistics', 'Zoom to', 'Pan to', 'Export', 'Export to JSON', 'Export to CSV', and 'Export to GeoJSON'. The table footer indicates 'Total: 74,709 | Selection: 0' and 'Last update: a few seconds ago'.

OBJECTID	PROJECT_ID	PROJECT_NAME
3	PRJ-1061131	Building
5	PRJ-1137931	Building
9	PRJ-113	Building
11	PRJ-112	Building Construction
12	PRJ-1129101	Building Construction
15	PRJ-1076288	Building Construction

How to Use a Workspace

Workspaces are pre-configured spaces within the application designed for high-volume repetitive tasks. They feature bookmarks and filters tailored to specific user groups.*

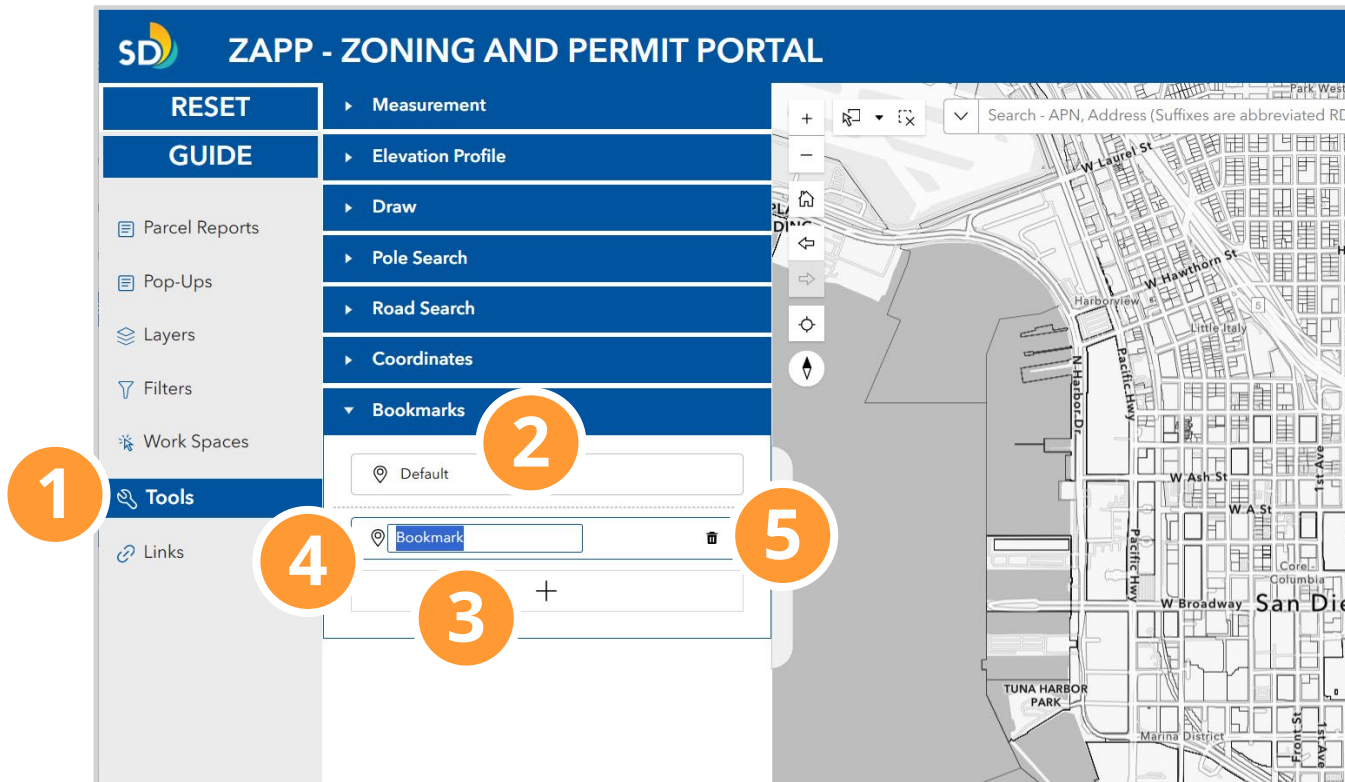
- 1 | Select the **Workspaces** tab from the navigation sidebar.
- 2 | Open a **Workspace** dropdown of interest.
- 3 | Click the pre-configured bookmark to activate the associated map data.
- 4 | Toggle filter groups on or off as needed.
- 5 | Enable and disable individual filters as needed.
- 6 | As with filtered permit views, *Workspace* data can be exported from the data table.



* If Workspace filters are not configured for your needs, see the "Filter Layers" and "Filter and View Permits" guides.

How to Use Bookmarks

Bookmarks let you retain custom views built in the application. When used, they will retrieve the saved location and activate the layers you previously enabled. They will not save any filters applied to your view. **Note:** Bookmarks will continue functioning until you clear your browser's cache or delete your browser history.



- 1 | Select the **Tools** tab from the navigation sidebar.
- 2 | The *Default* bookmark turns on the parcels layer and recenters your view.
- 3 | Once you've navigated to the desired location and turned the necessary layers on or off, click the "+" button.
- 4 | Click the new bookmark title to edit and rename it for future reference.
- 5 | Hover over the bookmark name to reveal the trash icon for deleting it.