

OPENING THE PUBLIC PORTAL:

Viewing the Public Portal is as simple as navigating to the following URL:

<http://masergis4.masergis.com/flexviewers/livingstonnjpublic/>

In order for the Portal to function, you must have a web browser with Adobe Flash Player 11.1 or higher. Adobe Flash Player is [free to download](#).

FINDING A PROPERTY AND NAVIGATING THE MAP:

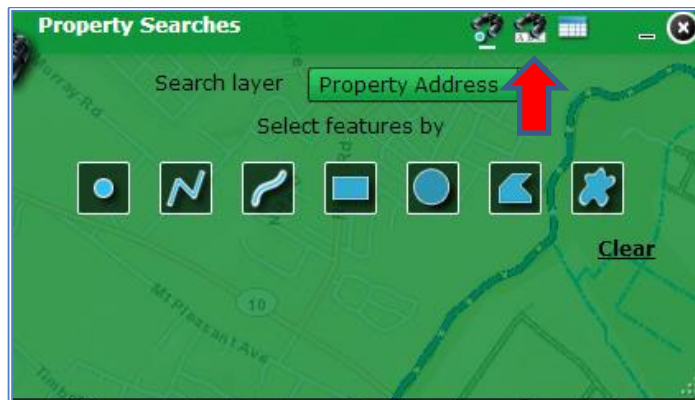
Once you have successfully made your way into the Portal, there are several ways to navigate through it to find a property. Two methods are described below:

Searching by Property Address or by Block and Lot Combination

(a) Use the search option by clicking the binocular icon in the top bar, which will bring up the Property Searches dialog box.



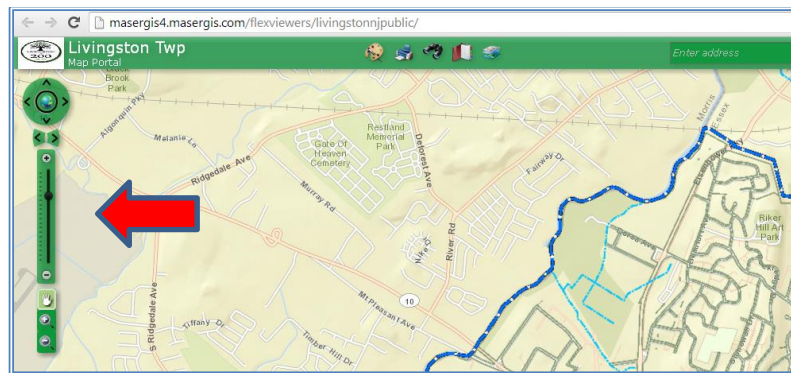
(b) Once the Property Searches dialog box appears, click the Select by Attribute icon which is symbolized by a pair of binoculars over the letters "ABC" (see figure below). This will allow you to search for a property either by entering a property address or a block and lot combination. Once found, navigating to the property is as simple as clicking on the result.



FINDING A PROPERTY AND NAVIGATING THE MAP (CONTINUED):

Using the Pan and Zoom Functions to Find a Property

(a) If you prefer you can also locate a property by panning and zooming to it. If you are using a three-button mouse (with left and right buttons and a wheel), you can pan by drag-clicking the map, and zoom with the mouse wheel. Alternatively, you can use the pan and zoom functionality in the Portal's interface, located on the left side (see figures below).



Arrows provide panning functions, while the globe will return you to the default extents of the Portal.

The slider provides zooming functionality similar to other web-based maps.

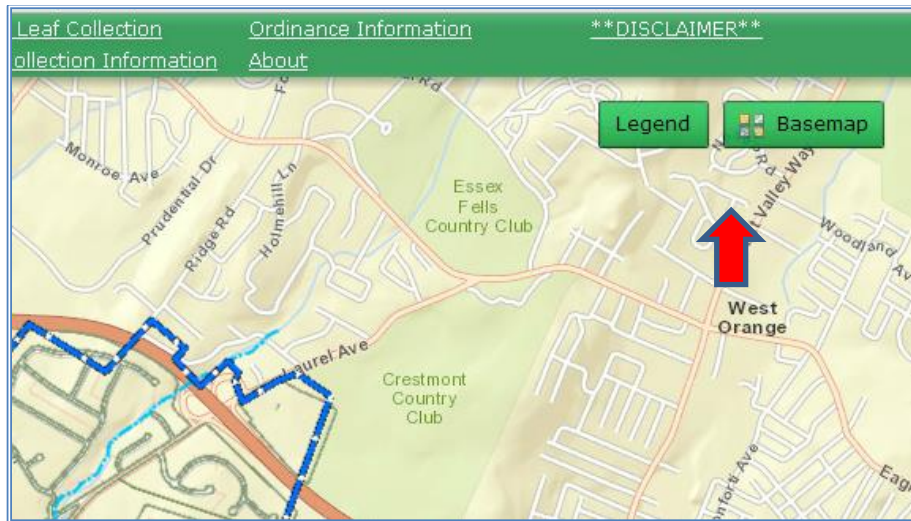
These two arrows will allow you to go back or forward through viewing history.

This box allows you to toggle through the pan, zoom-in, and zoom-out functions.



CHANGING THE DISPLAY / LAYERS:

The “Legend” and “Basemap” icons in the top right corner of the map provide display options for how the map is displayed. Ten different layers are available to toggle on and off and 3 different basemap view types can be selected. Keep in mind that some of the views will not appear if you are zoomed-out too far.



REVIEWING PROPERTY INFORMATION:

When you select a property through a search, a dialog box will appear with information about that property, including the block number, lot number, property address, garbage collection day, and recycling collection day. Depending on which layers you have selected, other information, including leaf collection sections and voting district is available. After selecting a property, you may need to toggle through using the arrows icons (see figure below) to obtain information from these additional layers. Keep in mind that the top bar also includes links that provide further details on topics such as leaf collection and garbage collection.

