SCOPI USER GUIDE

This guide will cover the core features and tools of the desktop and tablet versions of the Snohomish County Online Property Information (SCOPI) interactive mapping application. For information about sales, appraisal neighborhoods, parcels, and other layers that are depicted on the map, please see the SCOPI Launch Page.

The SCOPI application interface consists of three main areas, the Toolbar, the Information (Info) Panel, and the Map Area. The Toolbar consists mainly of tools that help refine your search experience, export a map, or find additional resources. The Info Panel is multi-purpose and contains a tabbed interface. On the Layers tab, you can turn on and off map layers and set their transparency levels. Additional tabs support various tools and informational displays. The Map area is where visualization and interaction with the County’s spatial data occurs.

Interface Elements

Map Navigation

Choice of device used to view SCOPI determines how you interact with the map. For example when your cursor is over the Map Area, computer users using a mouse with a scroll wheel can roll the wheel forward and backward to zoom in or out or those using a touch mouse or trackpad can gesture forward or backward. Additionally you can zoom in or out by clicking the on-screen "+" and "-" buttons. To zoom into a specific area, press and hold the SHIFT key while clicking and dragging your mouse to create a box. This box defines the new extent to zoom in to.

Users with touchscreen devices can use the "pinch" method to zoom in and out or double tap to zoom in. To pan the map from a computer with a mouse, left click on the Map and drag the map. To pan on a mobile device, simply press and hold in the map area on the touch screen, then drag your finger or stylus to move the map.

*Note: Unlike the previous version of SCOPI, the View Property Information tool is always active and is executed whenever you left click with mouse or touch on a touchscreen, a parcel on the map. This will open the selected parcels in the left hand parcel selection list panel.

In addition to the standard navigation methods, this application provides enhanced access to end-users with disabilities: it enables full keyboard control, is screen reader friendly, and contains other features to make mapping technology more accessible to the largest possible audience of potential users, regardless of their level of ability. Geocortex Viewer for HTML5 conforms to WCAG 2.0 level AA (international & United States), as part of Latitude Geographics' Geocortex Essentials technology for Esri’s ArcGIS platform.

Latitude & Longitude

Two button mice users can find approximate Latitude (Lat) and Longitude (Lon) coordinates by right clicking on the Map Area of the application. A green marker and a tooltip will pop up indicating the point clicked and the Lat and Lon. Touchscreen (tablet) device users can get an approximate Lat and Lon by pressing and holding on the map area for a few seconds which also adds a green marker and a Lat and Lon tooltip.
Search Tools

The Search Tools are a way to quickly locate what you are looking for. The first three tools (Parcel ID Search, Address Search, and Select Parcels) are used to locate tax parcels. The fourth tool on the toolbar (Neighborhood Search) is used to locate one or more appraisal neighborhoods.

Parcel ID Search

Launch the tool by clicking the Parcel ID Search button on the toolbar. Enter a 14 digit real property Parcel ID into the search box. A dropdown list will appear, continually refining the search results as you type. If you see the result you are searching for in the list you can select it to finish populating the entry box.

After the number is fully input, press the “Enter” key (“Return” on a Mac) or the “Search” button and application will zoom to and highlight the parcel. The initial search result appears in the left hand panel. (See page 5)
Address Search

The Address Search allows you to locate a parcel by the property (situs) address. Enter the street address and (optionally) city. A dropdown list will appear, continually refining the search results as you type. If you see the result you are searching for in the list you can select it to finish populating the entry box.

After the address is fully input, press the “Enter” key (“Return” on a Mac) or the “Search” button and the application will zoom to and highlight the parcel. The initial search result also appears in the left hand Info Panel. (See page 5)
When a selection is made, basic property information is displayed in the Info Panel (Parcel ID, Property Address, and property Owner). To get more detailed information, click on the parcel record. The additional detailed info includes, Property Address, postal City, Zip Code, Taxpayer, gross property Size in acres, Market Value, Tax Code Area, Neighborhood code, Quarter, Section, Township, Range, Building Photo, and links to the Property Account Summary, Property Sales Search Tool, and Parcel Maps.
Select Parcels (Multiple Parcel Search)

The Select Parcels tool allows the user to define an area (polygon) to select a group of parcels.

1) Select the tool in the toolbar to make it active. (Indicated by the yellow bar across the top of the Map Area.) *Select by Polygon is only for Desktop and tablet browser “desktop” mode.

2) Left click or touch the map area to create points to define the selection polygon extent.

3) When you have created your last point, double click or double tap the map area to complete the polygon.

The returned selection will highlight in yellow and a preliminary list of the selected parcels will appear in the left hand pane. When you mouse over each element in the list you will see it highlight in light blue on the map. Once a selection has been made the Select Parcels tool automatically turns off.

*Note: After the selection is made, the Select Parcels tool will highlight only what is in the current results page list (maximum of 50 at a time). Additionally, the tool will not return more than 3,000 records.
Neighborhood Search

Click the Neighborhood Search button to open the Neighborhood Search Tool panel. Once the panel is open, click the “Show Neighborhood List” button. Check the box next to the neighborhood(s) you would like to select. When you are done, click the “OK” button to perform the search.
The search will turn on the Appraisal Neighborhood layer (if it is not on already) and zoom to and highlight a bounding box for the selected appraisal neighborhood(s). After 5 seconds, the highlighted bounding box and the neighborhood list tab will disappear.
Miscellaneous Tools

The Miscellaneous Tools are a way to quickly zoom to a city extent, return to a previous extent, print a map, or find links for additional resources.

City Bookmarks

City Bookmarks allow the user to zoom to the extent of a city. This provides a quick way to narrow the map extent. When the City Bookmarks button is pressed a new Bookmarks list appears. Select a city in the list to zoom to its extent.
*Note: The City Bookmarks may not display the proper extent depending on your screen resolution or if the browser zoom scaling is set to something other than 100%.
**Previous Extent**

The Previous Extent tool will allow the user to back through many previous map extents within the same map session.

**Printing**

For best results, use the Print tool, located on the toolbar at the top of the map. A "print area" highlighted with red shading and various print options display in the left side Print Map panel when the Print button is pressed. Options include the Layout format (landscape 8.5" x 11" or 11" x 17"), the output format (PDF, tiff, jpeg, or png), High or Low Resolution (Default is High), Map Scale (Current Scale or Current Extent), and a customizable Map Title. Additionally there is an option to lock the print preview with the map. This means if you pan the map, the print (highlighted) area is locked to the specified area. If it is unchecked, the print area stays in the middle of the screen while the map moves behind it.
When the print button is clicked the site will generate a map in the specified format. When the map is done generating an “Open File” option will become available. The new file that is suitable for printing, contains an overview map, legend, disclaimer, scale bar, map date, north arrow, and input title.
Resource Links

The Resource Links provide a quick way to access the user guide, more Assessor’s Office information, and related County department resources. Links will open in a new browser tab.

- **SCOPI User Guide** Opens the SCOPI User Guide for desktop and tablet devices in a PDF format
- **Frequently Asked Questions** Assessor’s frequently asked questions for Mapping, Taxes & The Assessment Program, The Assessment Process, Mobile Park Trailers, and Personal Property E-File
- **Snohomish County Interactive Maps** List of other County interactive mapping applications
- **Owner, Taxpayer, & Address Changes** Instructions for requesting changes to County tax parcel Owner, Taxpayer, & Address records
- **Auditor’s Recording Division** View the Auditor’s Recording division website for document recording and recorded document search
- **Treasurer** Launch the Treasurer’s website for tax and payment information
- **Planning & Development Services** Launch the PDS website for permit, zoning, and land use information
- **Disclaimer** View the Assessor’s Website Use Disclaimer
- **Privacy Statement** View the Snohomish County’s privacy policy