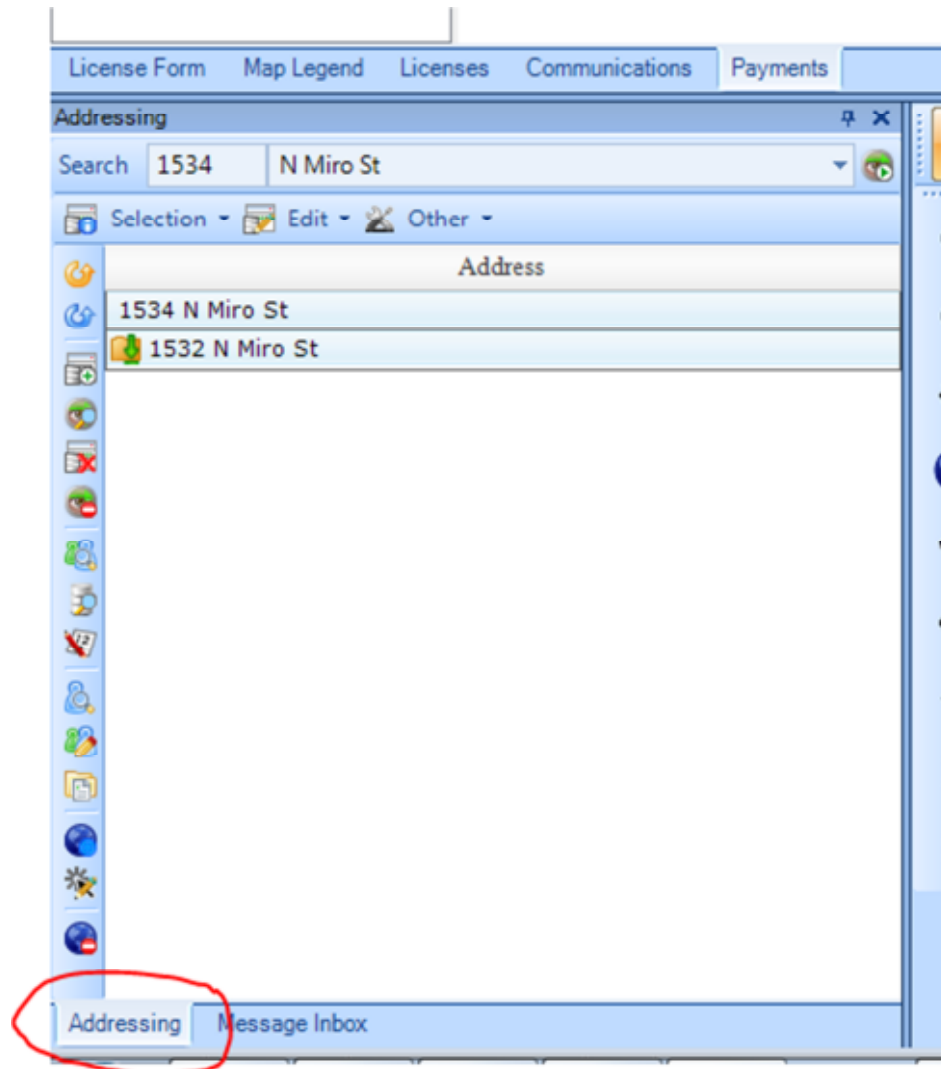


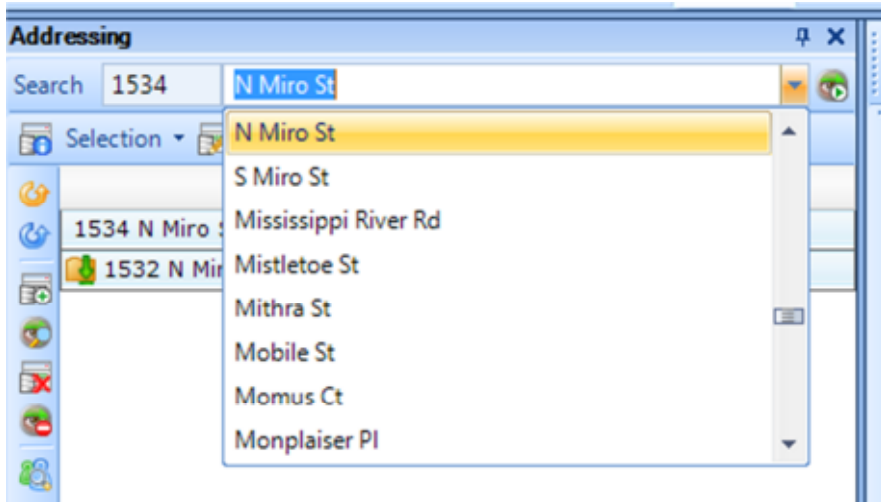
Creating a Case from Address or Map

New permits/licenses/projects/violations can be created from the Addressing Pane, or from the Map. This tutorial will use the license module, The Addressing Pane is at the bottom left corner of the screen:

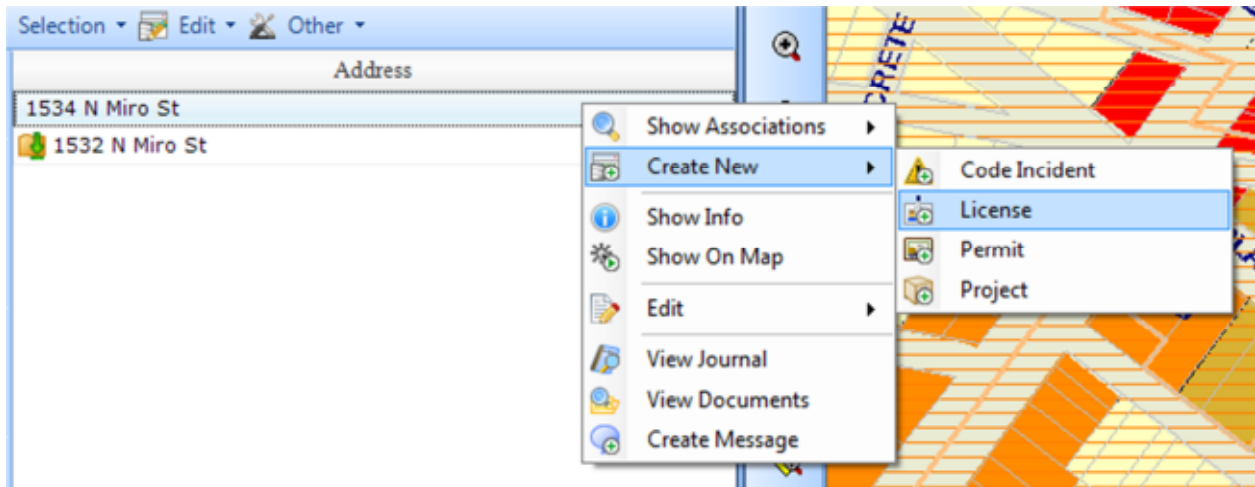


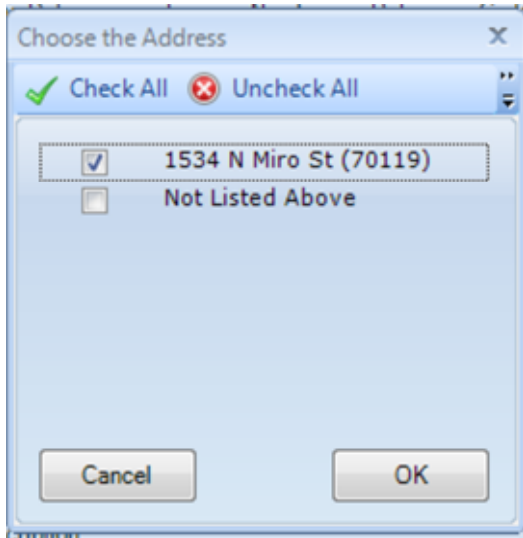
If you see messages instead of an address search box in this pane, click the "Addressing" tab at the bottom of the pane to switch.

To search for an address, type the house number in the first box, and then begin typing the street name in the next box – it’s also a drop-down list:



When you’ve located the correct address, you can right-click anywhere on the address line, and then select **Create New**, and then **License**. The new license window will open as usual, and you’ll be prompted to confirm the address you selected. The new license will have the zoning and other GIS information associated with the address you selected.



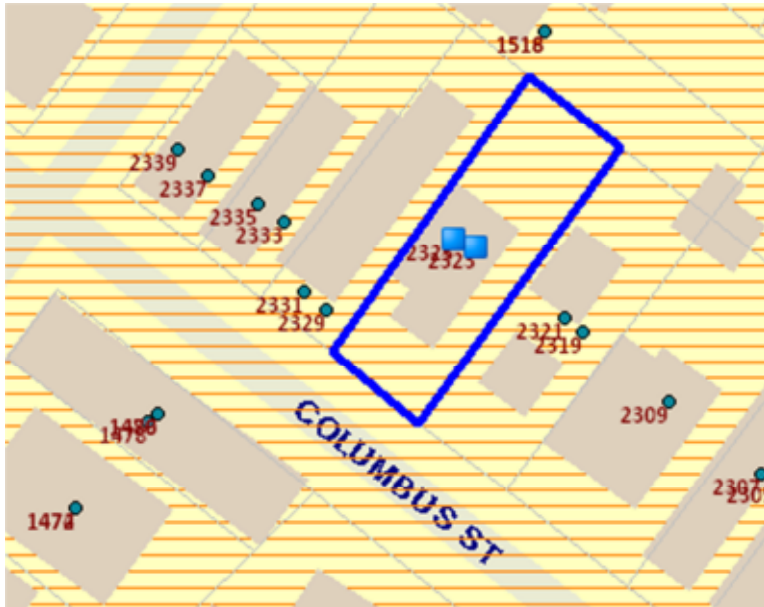


You can also create licenses from the map.

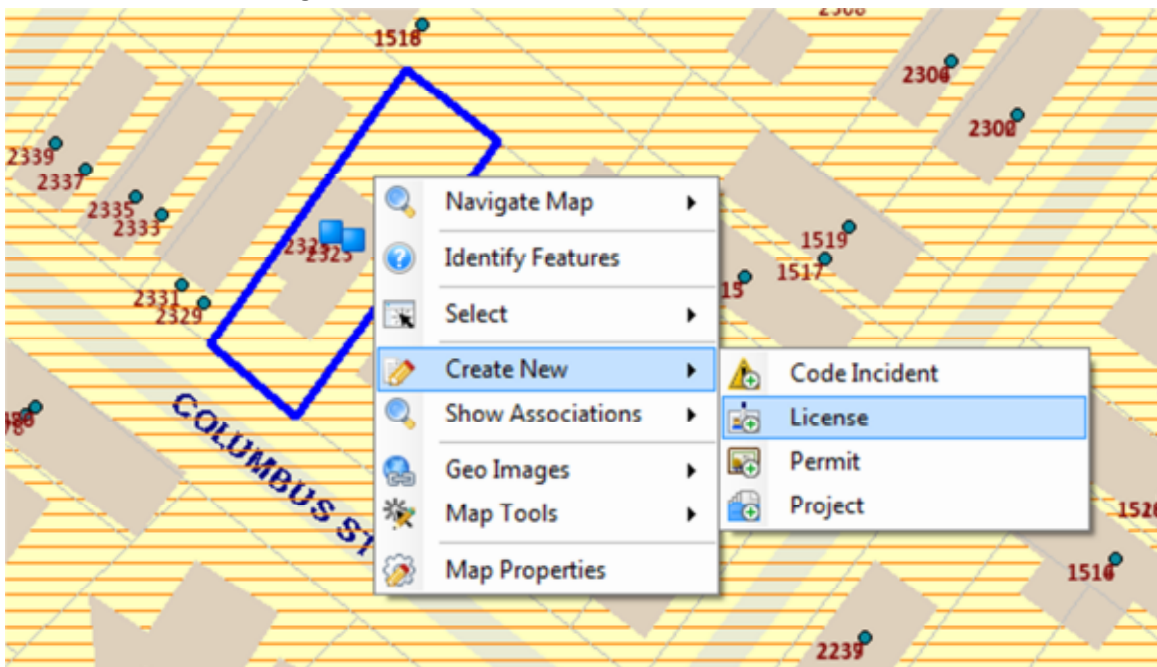
First, select a parcel on the map. Click on the selector tool icon at the top of the map menu, and your mouse- pointer will turn into a large plus sign:



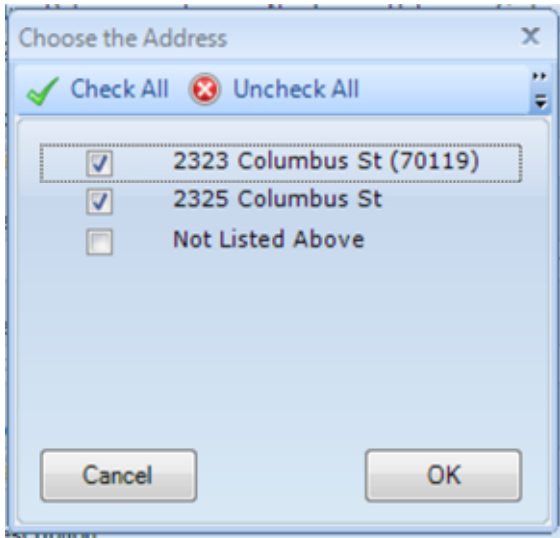
When you click on a location, the parcel will be selected – it should be outlined in blue:



When you right-click on the selected parcel, you'll see the same options as when you right-click on an address in the Addressing Pane:



If there's more than one address on the parcel, you can select the correct one when the "Choose the Address" prompt comes up:



Either way, in the Details for the new license you'll see the address you selected, the parcel identification number, the zoning, and any other GIS data configured for your case type:

License Features

Close Reset Show Required Show Optional Show Hidden Show Access Columns Export To Excel

All Details

- Location
 - General
 - Districts
 - Home-based Business
 - Business
 - Mayoralty Permits
 - Alcohol
 - Event

Property	Value
Location / Address	1215 Marais St
Parcel Identification Number	208104126
Ward	
Zoning	HMR-1
Tax Bill Number	