



# **NS CIVIC ADDRESS FINDER (SECURE) USERS GUIDE**

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# Introduction

This document explains how to view maps and related data for civic addresses and roads in Nova Scotia using the online NSCAF Civic Address Finder (Secure) viewer. These datasets reside in the Nova Scotia Civic Address File (NSCAF) that is maintained by Service Nova Scotia and Municipal Relations in cooperation with its partners, including municipalities, First Nations communities, Emergency Management Office (EMO), and Transportation and Infrastructure Renewal (TIR).

The datasets are accessed over the Internet using three applications - the NSCAF Web Editor and the NSCAF Civic Address Finder (Public and Secure versions). This guide explains the use of the NSCAF Civic Address Finder (Secure) viewer. This Viewer provides a simple interface that is accessible to a broad audience and provides additional information beyond what is shown in the public viewer. You are able to search by civic address, Property Identifier (PID), and other variables.

The NSCAF Civic Address Finder (Secure) Viewer has some similarity to MapPoint (MSN Maps and Directions), Yahoo! Maps, and other web based mapping tools. However, the NSCAF is more comprehensive, up to date, and more accurate than other available services. It is also integrated with the Nova Scotia Property Records Database (NSPRD) to provide basic property information.

## System Requirements

To access the data, you require an Internet connection, Internet Explorer 7.x, and a NSCAF viewer account. If you do not have an account, please contact <mailto:geoinfo@gov.ns.ca>.

## What's New?

The online NSCAF applications continue to evolve. Recently the NSCAF Stakeholder has gone through a name change and a few enhancements. The application is now call NSCAF Civic Address Finder (Secure). A portion of the free style civic search page is now dedicated to showing the different components of a civic number. In also contains two new search options, assessment account number (AAN) or by TIR authority number (ANUM). The free style civic search result window now includes the alias street names, which are displayed in grey and are selectable. The user can navigate to a specific street or civic number by double clicking on either the E-911 street name or the alias street name.

Most of the changes come as a result of the Single Address Initiative (SAI) Project, which was an undertaking amongst multiple organizations (i.e., SNSMR, PVSC and Municipalities) to improve the data transfer mechanism from source provider, and sharing accurate civic and mailing addresses between multiple organization, stakeholders and clients in Nova Scotia, and user feedback.

We encourage feedback; provide any comments on this new version to <mailto:geoinfo@gov.ns.ca>.

# Start the Civic Address Finder

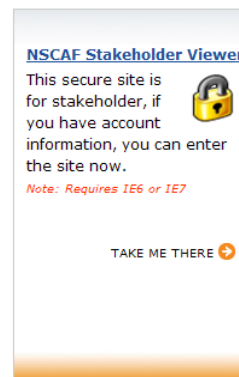
## Step 1

Connect to the Internet by double clicking on the Internet Explorer icon on your Windows desktop, task bar, or Start Menu.



## Step 2

Specify the address of the Civic Address Viewer by typing <http://nscaf1.nsgc.gov.ns.ca/civicmain/> in the address window. The Nova Scotia Geomatics Centre home page will appear. Click on “NSCAF Stakeholder Viewer” from the list of options and another window will open.



## Step 3

Log on to the viewer using your user name and password.

**NSCAF V3** Location from one source



Member Login

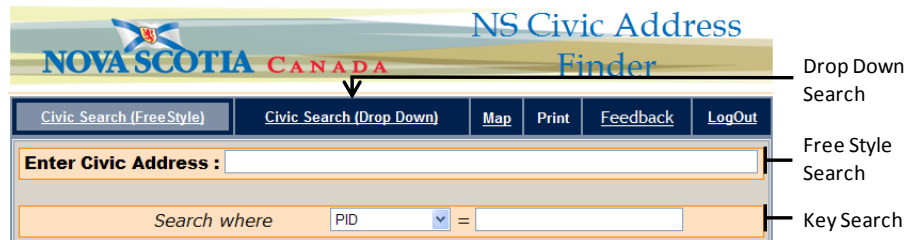
User Name

Password

## Search Window

When you log in, you are presented with a search window. From here you can begin to navigate to your area of interest by searching for a civic address or jumping directly to the map. If you are adding a new road, you can search for a road name in the general area. Likewise, if you are adding a new civic point, you can search for an existing civic nearby. To skip the search functions and go directly to a map of the province, click on the Map menu option.

There are three methods of searching for a civic address or street name from this window - Free Style, Drop Down, and Key Search. Each of these methods is described in the following sections.



**Note** This is the most effective search option if the road name is known but the community is not. You can return to the search screens at any time by clicking on these options at the top of the screen.

### Civic Search (Free Style)

This is the default search method. You enter the civic number &/or street name directly in the edit box after “Enter Civic Address:”. If searching for a civic address, type the civic number and street name; for a street name, simply type the name of the street. If a road name contains a number as the leading character (i.e.: 7021 Rd.), enter a space before the name. Otherwise, the number is interpreted as a civic number.

**Hint** To quickly show a list of all streets in a community, type %, {community name} e.g. %, Oxford. Note the space after the comma.

The screenshot shows the 'NS Civic Address Finder' interface. At the top, there is a search bar labeled 'Enter Civic Address : 24 mi'. Below the search bar is a list of search results, each followed by the county name in parentheses. A vertical scrollbar is on the right side of the list. Below the list, a specific address is highlighted: '1474-A, Unit 1, Chemin Riverside Rd South, New Edinburgh, Municipality of Clare, Digby County, Bow 3T0'. Below this address is a table breaking down the address into its components.

1474	Civic Number	South	Direction
A	Civic Suffix	New Edinburgh	Community
Unit 1	Unit Number	Municipality of Clare	Municipality
Chemin	Street Prefix	Digby County	County
Riverside	Street Name	B0W 3T0	Postal Code
Rd	Street Suffix		

Annotations on the right side of the screenshot:

- 'Enter Civic Number &/or Street Name' points to the search input field.
- 'Drag down slider to see more possible matches' points to the scrollbar on the right of the search results list.
- 'Components of a civic address' points to the table below the highlighted address.

**Hint** It is often unnecessary to type the entire street name, since the system will provide a list of possible matches as you type.

When the address appears in the list, double-click on the address in the list to display it on a map.

This screenshot is similar to the first one, but it highlights the first few search results. A bracket on the right side of the list indicates that double-clicking on the road name or alias will display the address on a map.

Annotation on the right side: 'Double Click on Road Name or Alias Road Name' points to the first few items in the search results list.

If searching for a specific address, type the civic number followed by a street name. The street type (e.g. Avenue) is typed as an abbreviation (e.g. Ave) with no period after the abbreviation. As the address is typed, a list of matching civics is displayed.

If the list is too long to find the required address, or to further refine the choice, the community name can also be included. Type a comma immediately after the street name abbreviation, followed by a space, and then the community name.

**Hint** A comma can be a useful way to control searches for numbered highways. For example a search for Highway 1 will list Highway 1, but also Highway 101, Highway 125 and any other 100 series highway. Placing a comma immediately after Highway 1 (i.e. Highway 1,) will limit the search to just sections of Highway 1.

Wildcards can be very helpful to search for street names or communities where the exact spelling is not known. The use of wildcards is explained in the [Working With Wildcards](#) section at the end of this document.

Punctuation in street names is discouraged, but it still occurs in a small number of cases. When searching street names it is useful to keep this in mind, since a search for “A. Y. Jackson Crt” will not return a match as the street name is “A Y Jackson Crt” (no punctuation). This particular case can also be helped with the use of a wildcard, since a search for “%Jackson Crt” would return any combination of punctuation (as well as any other street name ending with Jackson Crt, such as “Samuel Jackson Crt”).

## Civic Search (Drop Down)

This search method uses a progressive set of drop down lists to select the county, municipality, community, street name, and civic number. This method is most effective when an exact civic address is known but a feature ID is not. At each stage, a small key map shows a sample for the current area.

Begin by clicking on the “Civic Search (Drop Down)” option at the top of the screen.



Click here to begin

Drop down menus for selecting address

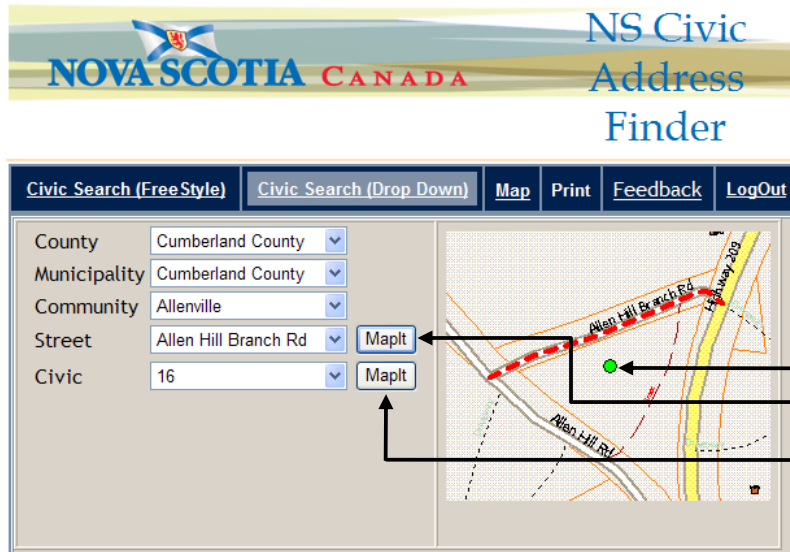
Maps current selection

Key Map Window

Select the County, and the Municipality drop down list will be updated with a list of all municipalities in that County. In the example below, there is only one municipality in Halifax County, so we can skip the next menu and use the Community drop down list to select the community and then progressing through each menu until we select the civic number. (Once a community has been selected, the street list will be populated with all unique street names, including aliases, for that community. Once a street has been selected, a list of unique civics, including individual units, is produced for that street within the specified community.) At this point the key map will highlight the civic address location as a green circle.



To show the map in a larger window, click on the MapIt button next to the civic number. Clicking on the MapIt button next to the street name will highlight the entire street. It is also possible to show a larger map by clicking on the location in the key map.



By moving the cursor around on the key map, the civic address at the current cursor location will be displayed in the yellow band beneath the map, as shown below.

Clicking on this location in the key map will show a larger map of this civic address. This can be useful if the drop down search is used to find a civic address in the general vicinity and to then select a nearby address.

## Key Search

Search where	PID	=
	PID	
	PNTID	
	SEGID	
	STR_KEY	
	IDS	
	AAN	
	ANUM	

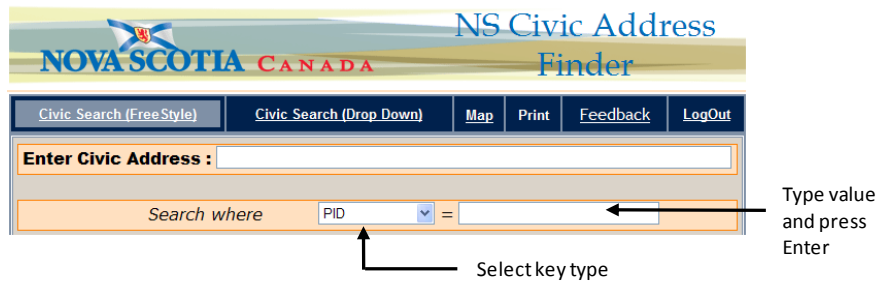
The final method for searching uses keys to locate features. This is the quickest method to navigate to a specific location. Keys are numeric values that uniquely identify properties, civic points, street segments, street names, assessment account number, and authority number. From the main search screen, select the key type from the drop down list and type the value in the edit box. Press Enter on the keyboard and the location will be shown in the map window.

**Hint** After entering the key in the edit box, you can click the mouse anywhere outside the box to initiate the search, rather than pressing Enter.

## Finding a Property using a PID

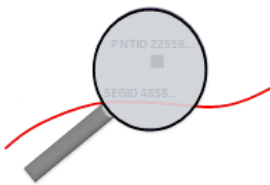


The PID and AAN search are used to locate a property. This can be useful if there is no civic address associated with the property. The other key types are used to search for NSCAF civic locations (centroids), street segments, and street names.

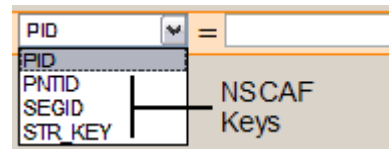


**Note** If a PID or AAN are not found, the system will provide an error message that the Parcel ID is not valid, and revert to a map of the entire province.

## Finding an Entity using NSCAF Keys



Street names, road segments, and addressed points displayed on the map are identified by a numerical key. These keys are used in the background to manage the data in the NSCAF. The most useful are road segment IDs (SegID) and addressed point IDs (PntID). Once recorded, they can be used to search for and return to a given feature on the map.

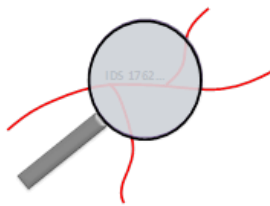


The PntID and SegID keys are sequential numbers uniquely identifying each entity (civic point or road segment). The Str\_Key values uniquely identify a road name within a community. Roads extending through two or more communities will have different Str\_Keys for each community.

Once assigned, the keys are usually static, but there are exceptions. If a road segment is split, the original SegID is retired, and two new keys assigned. Also, if a geographic entity such as a civic point or road segment is retired, the key is also retired. Changing the attributes of an entity, or moving a point entity will not normally result in a change in the key.

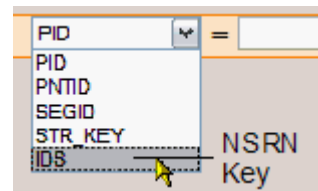
Select the appropriate key type from the drop down list below the map window or on the default search screen and enter the key value in the box next to it. Press enter and the map will display the appropriate entity.

## Finding a Street Segment Using NSRN Keys



The Nova Scotia Road Network (NSRN) is the foundation road centreline file for the NSCAF road network. A detailed explanation of the NSRN is available on the NSGC web site

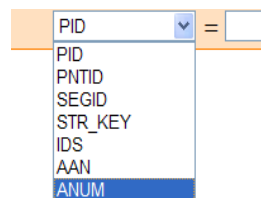
(<http://nscaf1.nsgc.gov.ns.ca/civicmain/docs.aspx>).



The IDS keys are not normally referenced by NSCAF users, but the ability to search on IDS keys is provided for users working with the NSRN. An IDS key uniquely identifies a NSRN road segment.

The NSRN includes the segmentation of the NSCAF (e.g. at community boundaries and road intersections) but has additional segmentation for changes in attributes such as surface type and number of lanes. As a result, multiple NSRN road segments often comprise a single NSCAF segment.

A new search key is introduced in the NSCAF Web Editor. The authority number (ANUM) key. This key is not a key that would normally be searched on by NSCAF data providers. It's more likely to be used for NSCAF service providers and by Transportation and Infrastructure Renewal (TIR) staff.



## Screen Layout

The results of the search operations are displayed on a map. Located below the screen will be information related to the selected entity, such as property ownership, community name, civic number, building type, and road segment information such as street names and address ranges. We can return to the search screens at any time by clicking on the search options at the top of the screen.

### Map Window Contents

The type of information shown in the map window will vary depending on the zoom level and layers that are chosen. Below is a typical view when zoomed in. Civic information is displayed in a translucent box when the cursor is placed over a civic point (Cursor Rollover).



Cursor Position XY coordinates - UTM Zone 20, NAD 83.

The **building footprints** show the outline of the buildings as they appear from above and are provided, where available, for context only. Footprints are collected by various means which results in different levels of spatial accuracy. The **civic centroids** are shown as small red squares, and usually represent a point within the outline of the building (where available). In the NSCAF, the civic number and building type are linked to these centroids. The currently selected civic is shown highlighted as a green circle.

**Note** Cursor Position XY coordinates - UTM Zone 20, NAD 83.

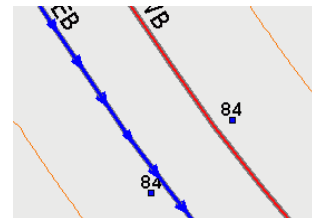
Civic points are labelled with their **civic numbers**. In cases such as duplexes where there are more than one civic per building centroid, only one civic is shown on the map. Once a point with multiple civics is selected, information about each unit is displayed both in the yellow bar above the map and in the unit information windows below. If there are multiple civic numbers assigned to the point, each one will be listed in the yellow bar above the map; if there are multiple unit numbers, the yellow bar will show the civic number followed by '(Multi Unit)'. In either case, the information window below the map will list all civic and unit number information.

**Note** Not all internal unit numbers are currently available. Unit numbers are often used to distinguish separate external entrances on the same civic number or individual units in an apartment building.

**Roads** are depicted as solid or dashed lines. The solid lines are addressed roads and these have road names and other attributes associated with them. Roads that may provide vehicle access but do not have a name associated with them (non-addressed roads such as tracks, trails, and driveways) are shown as dashed lines. Information about non-addressed roads is not available, nor can they be selected by the identify tool.

When a segment of road is selected, it is highlighted with blue arrows indicating the direction in which the line was digitized. It should agree with the direction in which civic numbers increase along the road.

In addition, on 100 series highways, distance markers are depicted on the map as small blue squares. These signs along the edge of the highway show the highway number, direction, and distance and are a useful reference for reporting emergencies on a highway. Placing the cursor over the symbol will display the associated information.



**Note** Installation of highway distance markers in the field is incomplete and this is reflected in the data.

The **property boundary** data are extracted from the Nova Scotia Property Records Database (NSPRD) and are shown as orange lines. Properties associated with a selected civic point or selected through a PID search are highlighted in yellow. Individual property polygons can also be selected using the identify tool to reveal limited NSPRD attribution.

**Community boundaries** are shown as heavier grey lines with a white highlight. Community name labels are shown as white text in brown boxes.

## Printing

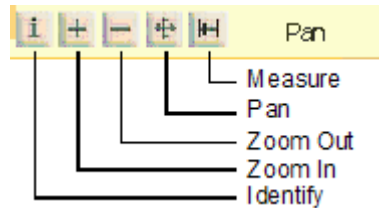
The current map contents can be printed using the Print option on the blue menu bar above the map window. A new Explorer window will open with the map and the civic information displayed at the bottom. To print the map, select File, then Print... from the Explorer menu and select the desired printer and print options. Close the window by selecting File, then Exit from the Explorer menu to return to the maintenance tool window.





# Navigating in the Map Window

## Map Tools



The map tools in the upper left corner of the map allow you to move around in the map window, zoom, and get information about objects by clicking on them. Click on the tool button to activate and the cursor changes to represent each tool type.

**Hint** The text to the right side of the map tools identifies what tool is currently selected (above, it shows the Pan tool).



The **Pan** tool allows you to click on a location to re-centre the map. It is also possible to pan by clicking and dragging the map while holding down the mouse button. The map is redrawn when the mouse button is released.



The **Zoom Out** tool is used to view a larger area of the map. Click on a location on the map and the map will redraw centred on that location and showing more of the surrounding area. You can click on the map repeatedly to continue to zoom out. As you do so the level of detail changes and fewer layers of information are shown; this prevents the map from becoming too cluttered.



The **Zoom In** tool is used to view a smaller portion of the map to focus on a local area. Click the map on the area of interest and the map will redraw centred on that location and showing more detail. Alternatively, click, and while holding the button down, draw a box in the map window. The map will zoom to the highlighted area.



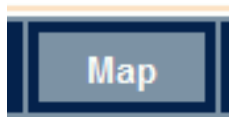
The **Identify** tool is used to select civic points, addressed roads and property polygons from the map and display information about that feature. For example, click on a civic point and it will be highlighted as a solid green circle. The information related to the point will be displayed above and below the map. Selected roads are highlighted with bold blue arrowed lines. The selection function is scale

dependent. Beyond a certain scale, only roads and property polygons are selectable.

**Hint** Civic points can only be selected when roll-over display is active.



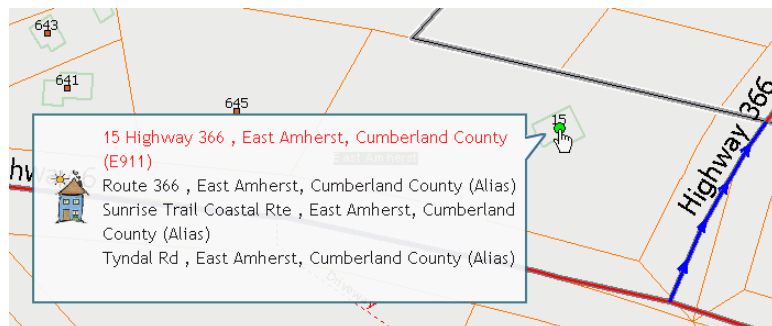
The Measure tool is used to measure distances on the map. Click on the starting point to measure and as the cursor is moved, the distance between the last point and the cursor position is displayed. By clicking at multiple locations, the cumulative distance is also displayed. This can be very useful in determining distances between features, lengths of roads, and in calculating civic numbers as explained in [Using the Measuring Tool](#).



The Map option in the top right corner of the screen allows the user to zoom out to the full extent of the province. This can be useful for showing the context of the selected address relative to the province. Click on this option and a map of the province will be shown, with the selected point highlighted as a green circle.

## Cursor Rollover

At a scale where the map window width represents roughly 1,500 metres on the ground and depending upon the number of points in the map window (less than 100), as the cursor passes over a civic point on the map, it causes a box to be displayed with information about the address. Information about individual units will be displayed for multi-unit buildings. This can provide a convenient way to display the full civic address when searching for a civic within the current map window.



In this case, holding the cursor over a civic point on Highway 366 identifies it as 15 Highway 366 in East Amherst; this section of highway is also known by the aliases of Route 366, Sunrise Trail Coastal Route, and Tyndal Road. Searching for this civic under any of these names will find the same location.

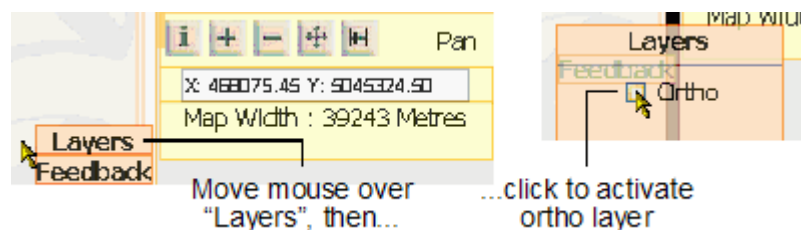
**Hint** The cursor roll-over will not work if the map is zoomed out too far or if too many points are displayed on the screen. If this occurs, try zooming in more.

## Using the Ortho Layer

For many areas of the province, the NSCAF tool provides access to colour or black and white orthophotos that are displayed as a background for the NSCAF map data. These images can be very helpful to provide a context for the map data to show land use, land cover, and infrastructure.

The ortho layer is only displayed when the map is zoomed to an appropriate level. If the map is zoomed in very close (map width < 100 m) the ortho layer is turned off. Likewise, when zoomed out to view a larger area of the province, the ortho layer is replaced by a digital elevation map (DEM) background.

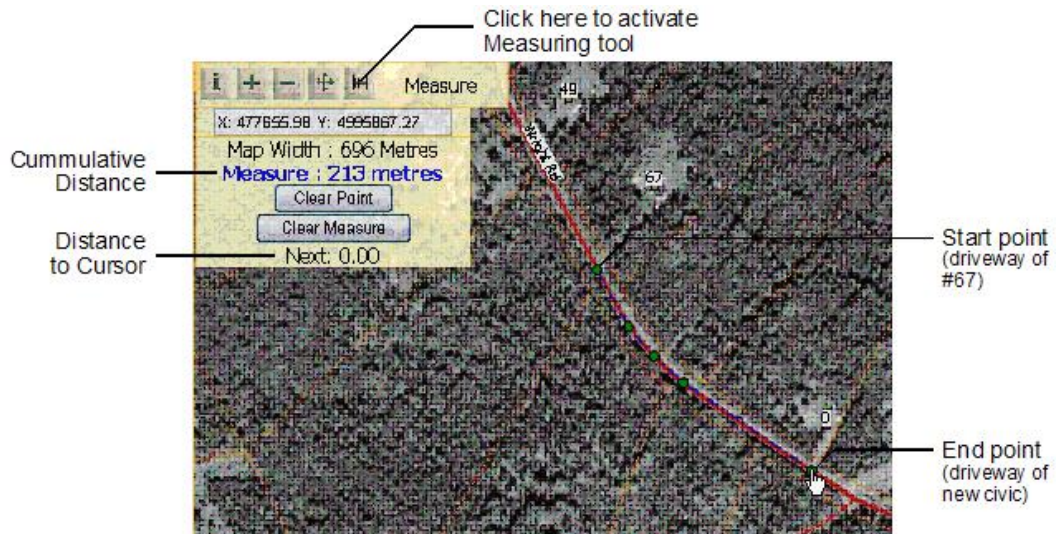
To activate the Ortho layer, hover the mouse over the Layers box on the left of the map. A larger box will open and then click on the Ortho check box to activate the layer.



**Note** The orthophoto layer will not appear immediately. It is necessary to pan, zoom in, or zoom out to force the map to redraw and display the ortho.

## Using the Measuring Tool

The measuring tool can be very helpful for calculating civic numbers when field measurements are not available and the driveway is visible on the orthophotos. In the example below, the measuring tool is used to measure from the driveway of civic #67 to the unknown civic point in the lower right. The distance of 213 m is used to calculate that the new civic is #109 based on a 10 m increment.



# Displaying Feature Attributes

## Showing Information about a Civic Address

When displaying the results of a search, or when clicking on a civic centroid with the identify tool, the point is highlighted in green and information associated with the civic is displayed below the map window.

The screenshot displays a web application interface with two main sections. The top section, titled 'Property Information', contains a table with the following data:

Property Information	
Owner Name	CANADIAN IMPERIAL BANK OF COMMERCE
PID	15046055
AAN	04386744
Address	28 ASPEN GROVE HOWIE CENTRE

An arrow points from the text 'Click here to see all owners' to the Owner Name field. Below this is a larger section with three sub-sections:

- Community Information:**

Community Name	Howie Centre
Municipality	Cape Breton Regional Municipality
County	Cape Breton County
Community ID	709
Community MuniD	709
- Street Information:**

Str_Key (mun_id), name, namesource, posted	70900077 (70900077), Aspen Grove, TIR name, other
--	---
- Unit 1 Information:**

Point ID	70900101
Parcel Identifier (PID)	15046055
Civic Number	28
Unit Number	
Postal Code	B1L 1C4
Building Use	Residential - Single Unit Dwelling - Detached -
Building Posted	Residential
Building Name	

Labels on the right side of the interface group these sections: 'Community Information' for the first section, 'Street Information with alias names and MuniD' for the second, and 'Civic Information' for the third. At the bottom, a 'Point Note' box contains the text: 'Note outside address range'.

**Note** The address field in the Property Information section is drawn from a separate database and does not always display the same civic address as the NSCAF address.

## Showing Information about a Road Segment

The attributes associated with a road segment can be displayed by clicking on the road segment on the map with the Identify tool. The road segment will be highlighted as a blue arrowed line, and the road name and aliases will be listed above the map window.

In addition, the address range values and other information will be shown below the map. The street information lists the ‘official’ (E-911) name highlighted in yellow, each alias name, the source of the name, and whether the name is posted on a street sign.

Community Information	
Community Name	Howie Centre
Municipality	Cape Breton Regional Municipality
County	Cape Breton County
Community ID	709
Community MunID	709

Street Information	
Str_Key (mun_id, name, namesource, posted)	70900077 (70900077), Aspen Grove, TIR name, other
	70900070 (70900070), Aspen Grove Road, TIR name, not posted

Segment Information			
SEGID	70900012		
Owner	TIR (Transportation and Infrastructure Renewal)		
Authority Number	CB0808		
Left		Right	
From	25	From	26
To	31	To	32

Segment Note	
Segid	70900012
Note	OVERLAP between seg#70900109

## Showing Information about a Property

Property information is displayed when a civic point or property polygon is selected. The property is highlighted in yellow when selected using the Identify tool to click on the property or when searching by PID. The information displayed is from the NSPRD and may contain a (civic) address that conflicts with that stored for a related civic point in NSCAF.

Property Information	
Owner Name	HER MAJESTY THE QUEEN CANADA
PID	25043985
AAN	00140562
Address	VICTORIA STREET WEST AMHERST

# Troubleshooting

## Cannot Find Address

If you are confident that an address exists, but you cannot find it using the search features, there are a number of items to check. Ensure that:

- The Street Name spelling is correct. Try using wildcards, as explained in the Working with Wildcards section below;
- The Street Type is correct (try leaving this field blank and all civic addresses with the specified street name, regardless of street type, will be returned. For example searching on 3 Prince may return 3 Prince Street and 3 Prince Lane);
- For a Drop Down search, that the correct County is selected.

## Working with Wildcards

Wildcards are a powerful addition to the search capability for street names. The “%” sign is used in place of one or more characters in the street name and helps increase the likelihood of finding a correct match.

The wildcard character can be used at the start, middle, or end of a name, and multiple wildcard characters can be used in a single search. If the exact spelling is known, a wildcard is not necessary, and can sometimes be a nuisance since it may produce a long list of possible matches and increase the search time. But used appropriately, it is a valuable tool.

Let’s look at a couple of examples. In Nova Scotia, “Mac” and “Mc” are common name prefixes that are sometimes used in street names. If we do not know

Enter Civic Address :	m%dougall
	MacDougall St, Antigonish, Antigonish County
	MacDougall Rd, Conns Mills, Cumberland County
	MacDougall Lane, East Lake Ainslie, Inverness County
	MacDougall Lane, Ingonish Beach, Victoria County
	MacDougall Rd, Ingonish Beach, Victoria County
	MacDougall Rd, Lakevale, Antigonish County
	MacDougall Rd, Pleasant Hill, Inverness County
	MacDougall Hts, Sydney River, Cape Breton County
	MacDougall Dr, Whycocomagh, Inverness County
	MacDougall Branch Rd, Hazel Hill, Guysborough County
	MacDougalls Rd, Dutch Brook, Cape Breton County
	MacDougalls Rd, Fairmont, Antigonish County
	MacDougalls Rd, Morristown, Antigonish County
	Maddougall St, Halifax, Halifax County
	McDougall Rd, Conns Mills, Cumberland County
	McDougall St, Glace Bay, Cape Breton County
	Mcdougall Rd, Cooks Brook, Halifax County
	Mcdougall Ave, Sackville, Halifax County

what prefix to use when searching for MacDougall Street, we could search using M%Dougall and the system will search for both MacDougall and McDougall.

With multiple wildcards in a single name, the search can be broadened further. As with the examples above, if we are not sure if the name is

MacDonald,  
MacDonnell,  
McDonald, or  
McDonnell  
you could  
search using  
M%Don% and  
all forms of  
the names  
would be  
returned, as  
well as any  
others that  
match the



pattern. The search can be further refined by including the street type, as in the case here to limit the list to those with a street type of 'Lane'.

**Note** Some street names uses a period after the initial of a person's name (e.g. A.Y. Jackson Crt). It can be difficult to anticipate how the periods and spaces are used. In this case it is suggested that two wildcards be used i.e. %Jackson% to search for all combinations.

## Refining Search Options

In addition to wildcards, other search options can help when using the freestyle search option. The use of a comma to separate the street name from the community name can be helpful to limit the search to a particular community. This must be used cautiously, since it will expect everything before the comma to contain the street name and abbreviated street type.



For example, a search of Highway 1 produces a long list of possible matches since the highway runs through a large number of communities, and the search term also matches any highway name beginning with “1” such as Highway 1, Highway 101, and Highway 162.

<b>Enter Civic Address :</b>	highway 1
	Highway 1, Avonport, Kings County Highway 1, Coldbrook, Kings County Highway 1, Falmouth, Hants County Highway 1, Grand Pre, Kings County Highway 1, Greenwich, Kings County Highway 1, Hortonville, Kings County Highway 1, Lockhartville, Kings County Highway 1, Lower Wolfville, Kings County Highway 1, Mount Denson, Hants County Highway 10, Dalhousie, Annapolis County Highway 101, Auburn, Kings County

We can refine the search by adding a comma after the highway number to limit the search to just Highway 1. This still produces a long list since the highway passes through multiple communities. If we were interested in the section of Highway 1 that passed through Clementsport, we could type the community name after the comma. The search term is now “Highway 1, Clementsport”. It is not necessary to type the entire community name, as the list of options drops to one after typing just the first two letters of the community name.

<b>Enter Civic Address :</b>	highway 1, cl
	Highway 1, Clementsport, Annapolis County

**Note** A space must be included after the comma. If no space is used after the comma separating the street name and community name, no results will be shown.

**Hint** To search for a numbered street (such as 7002 Rd), place a space before the road name to ensure the system recognizes the number as part of the name rather than as a civic number.

When using this technique, the street type abbreviation is used. For example, “St” is used rather than “Street”. To simplify this search, it is suggested that a wildcard be used instead of the street type, followed by the comma and community name. For example to find Main Street in Yarmouth the search term shown above could be used. Notice that the wildcard matches any street name beginning with “Main ”, so two choices in Yarmouth are shown.

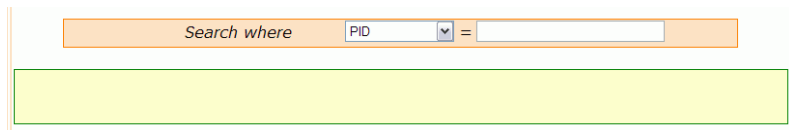
<b>Enter Civic Address :</b>	Main %, Yar
	Main St, Yarmouth, Yarmouth County Main Shore Rd, Yarmouth, Yarmouth County

## Cannot Select Feature on Map

The Identify tool is used to manually select an object on the map. Only some features, such as civic points and addressed road segments are selectable. At times, clicking on an object doesn't work, and this is typically caused by not being zoomed in far enough. A good practice is to position the cursor over a civic point and see if the civic data appears in a window next to the point (see [Cursor Rollover](#)). If the cursor rollover does not work, the map is likely not zoomed in far enough. Try zooming in further and repeating the select operation.

## Nothing Shown Below Map Window

The **What do you want to do today** drop down menu, and the attribute fields below the map window are only shown after an entity is selected.



Normally, a search result will be highlighted on the map and the sections below the map window will be visible. Occasionally, the map will show the correct location, but nothing will be highlighted. In this case, use the Identify tool to manually select the entity and then the sections below the map will appear.

**Note** If "What do want to do today" is still not available, even though a feature is selected in a given community, the user may not have edit permission for that community. Please contact <mailto:geoinfo@gov.ns.ca> for assistance with permission problems.

## User Feedback

There is a form available on the left side of the map window for users to provide feedback. Any comments or suggestions you have are welcome. The system can only continue to improve with your help. If you would like to see extra search options, different map displays, or modified procedures, please let us know.



The image shows a screenshot of a web-based feedback form. The form has a title bar that says "Feedback". Below the title bar is a text area containing the text: "It would be helpful if seasonal roads were shown in a different colour or line style." At the bottom of the form is a button labeled "Submit Feedback".