



Users Guide

This guide will help you in using the City of Orlando Public Utilities Data Portal. Click the help topics listed below to jump to the details. If you have any questions or concerns please send them by email to us (see “Get more help” below)

Help Topics:

- ✓ [Accept the Disclaimer](#)
- ✓ [Wayfinding:](#)
 - ✓ [Locate by Street Address or Intersection](#)
 - ✓ [Searching Utility Data Types](#)
 - ✓ [Locate by Manual Navigation](#)
- ✓ [Preparing Data for PDF Output](#)
- ✓ [Print the Area of Interest](#)
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Accept the Disclaimer

- ✓ All users are required to confirm their acceptance of the disclaimer before accessing the portal data
- ✓ Click the link to download a PDF of the Disclaimer

The screenshot shows the City of Orlando Public Utilities Data Portal interface. A modal window is displayed over a map, containing the following text:

CITY OF ORLANDO

Welcome to the City of Orlando Utilities Data Portal

View a PDF help document (also found in "Help" on the toolbar)

➡ Please download and read the Disclaimer (PDF) before proceeding

Disclaimer

The web application user ("User") understands and agrees to the following:

The information depicted in the web application ("App"), including utility locations, invert elevations, pipe material, pipe size, and service lateral locations should be considered approximate. Field verification by the User is required for exact location, inverts, material, size, length, and rim elevations. The information included in the App shall not be used by the User for preparation of construction plans or otherwise used for construction without field verification of the information. The user expressly waives any and all claims for damages (including economic or consequential), delays, or any losses whatsoever related to information contained in the App.

↓

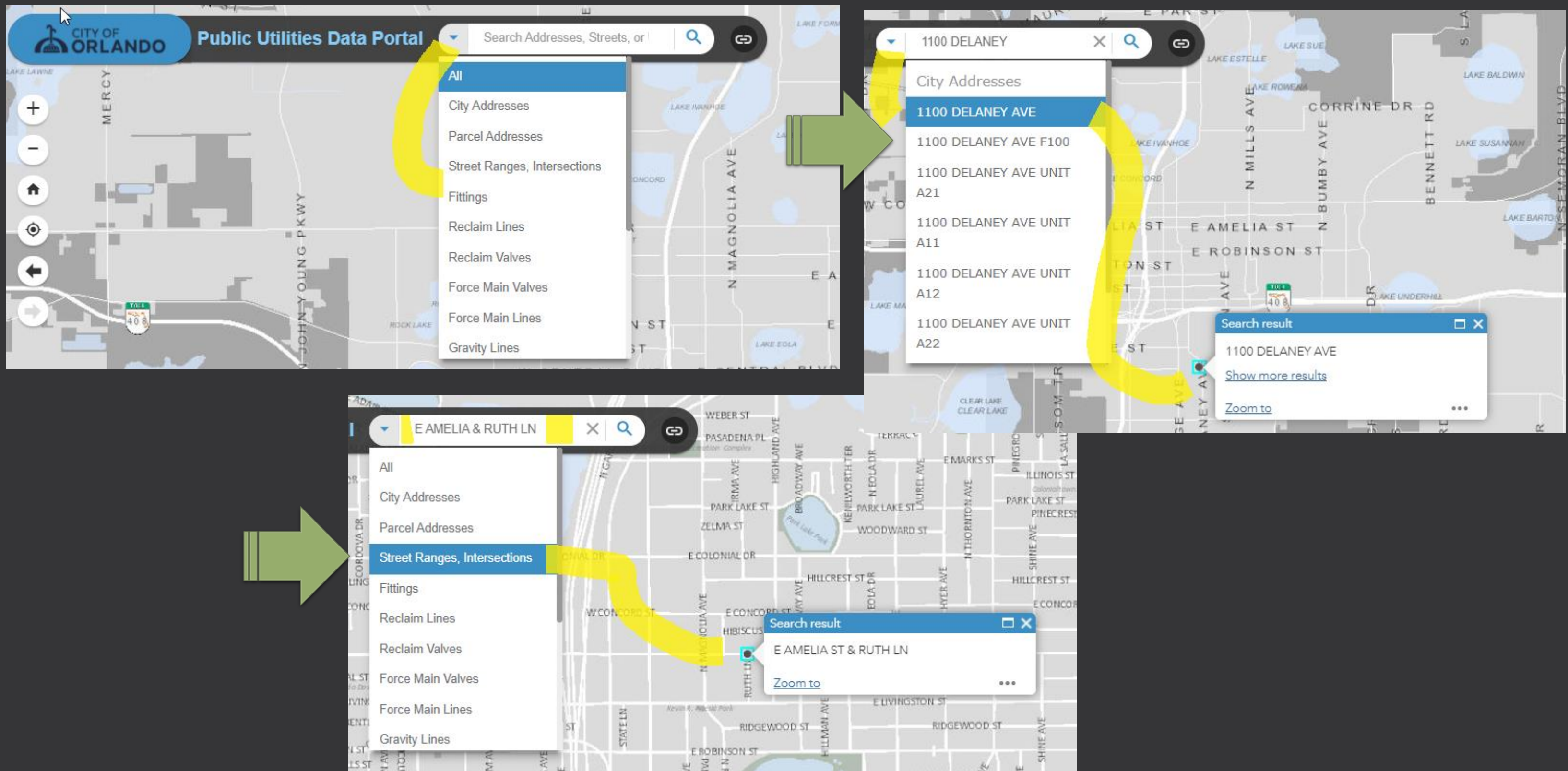
I have read and accept the terms as disclosed in the Disclaimer

➡ I Agree

Wayfinding

Locate an area of interest in the map by

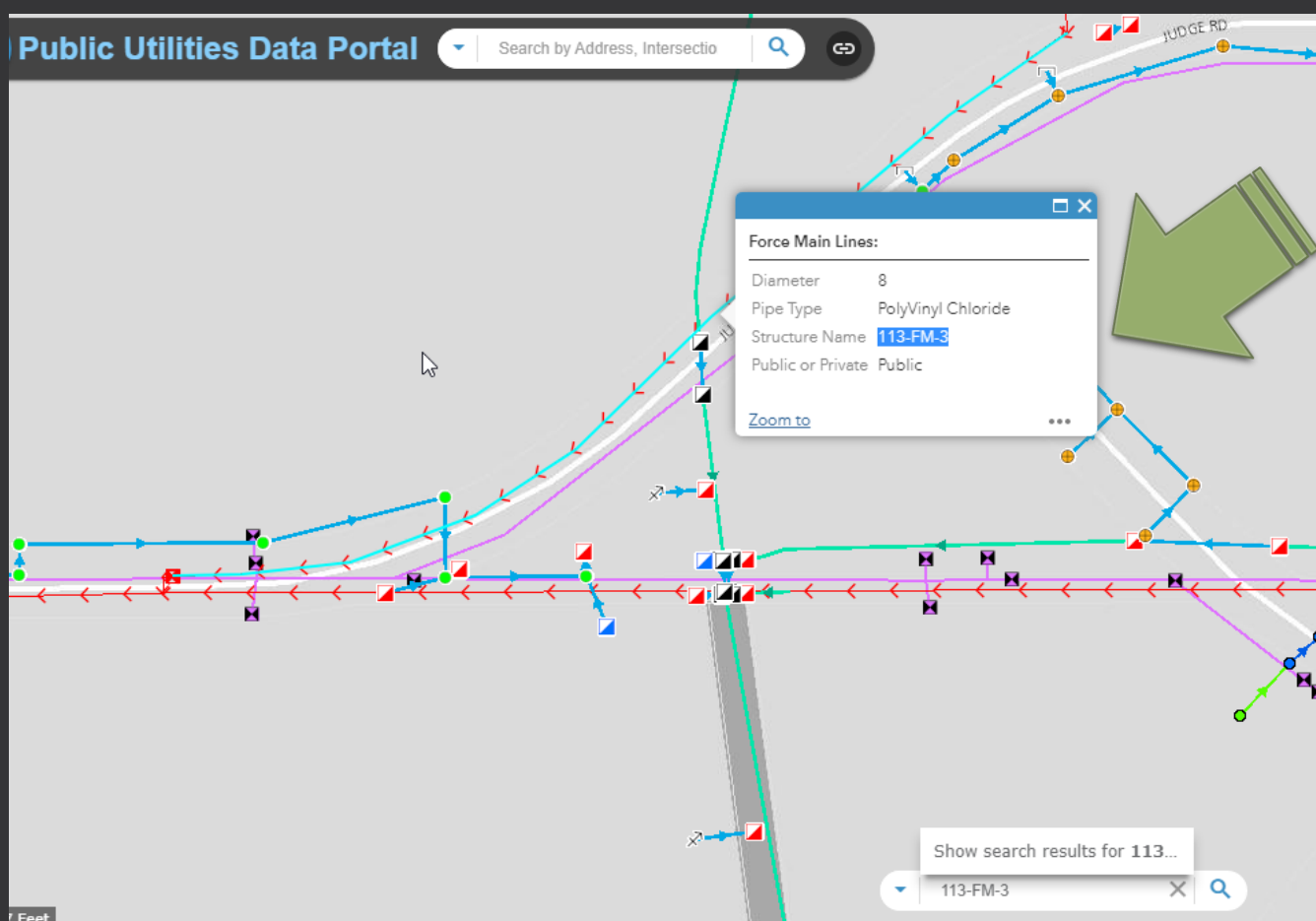
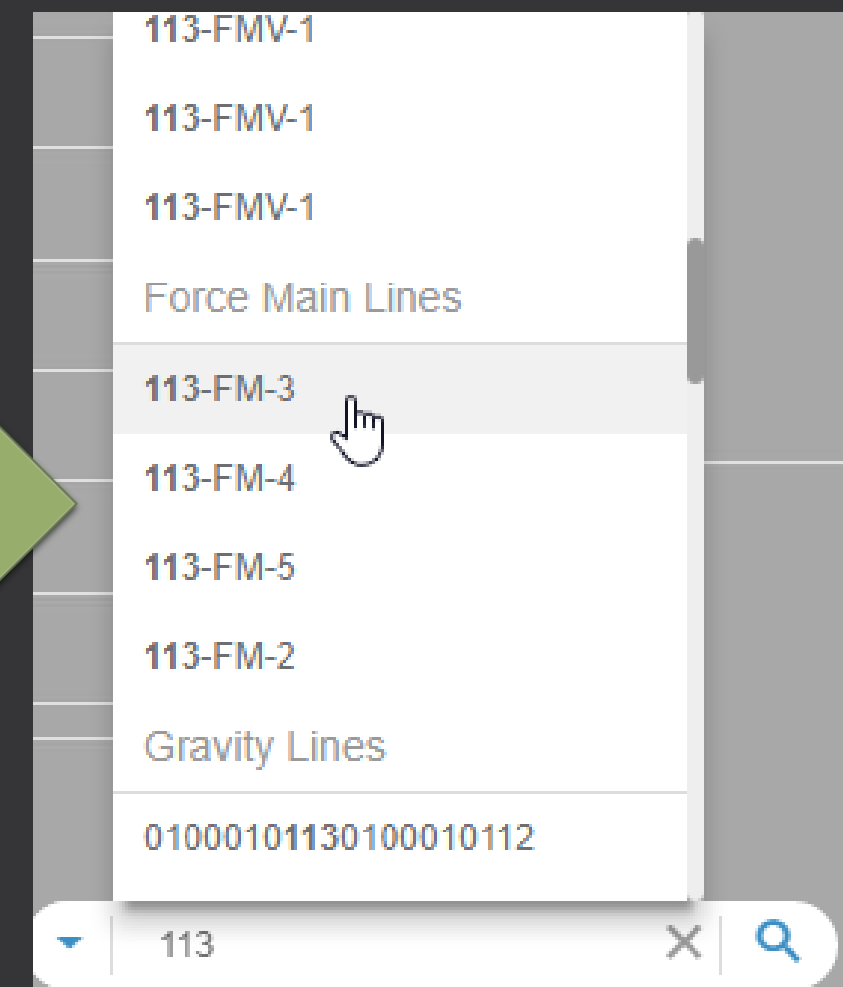
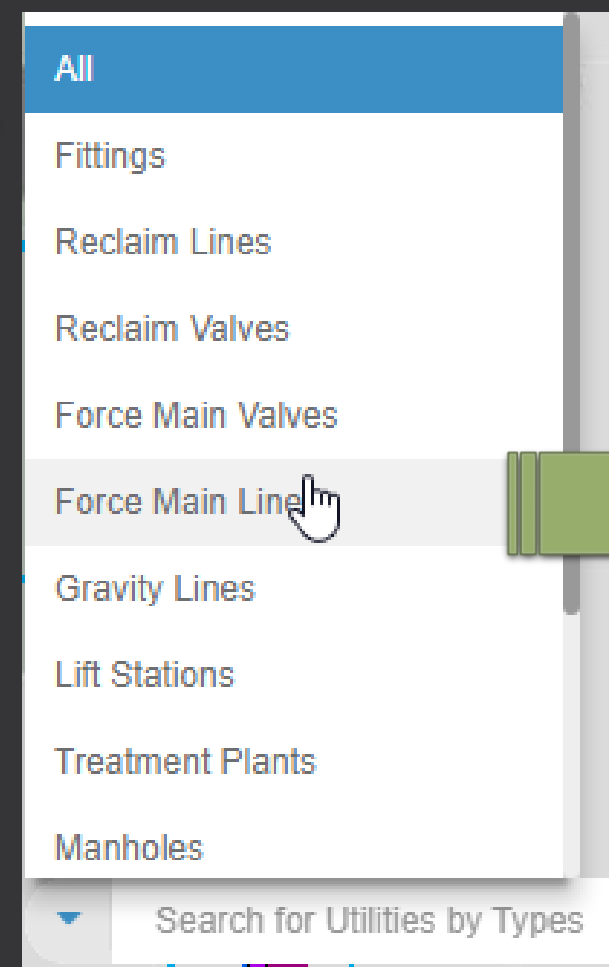
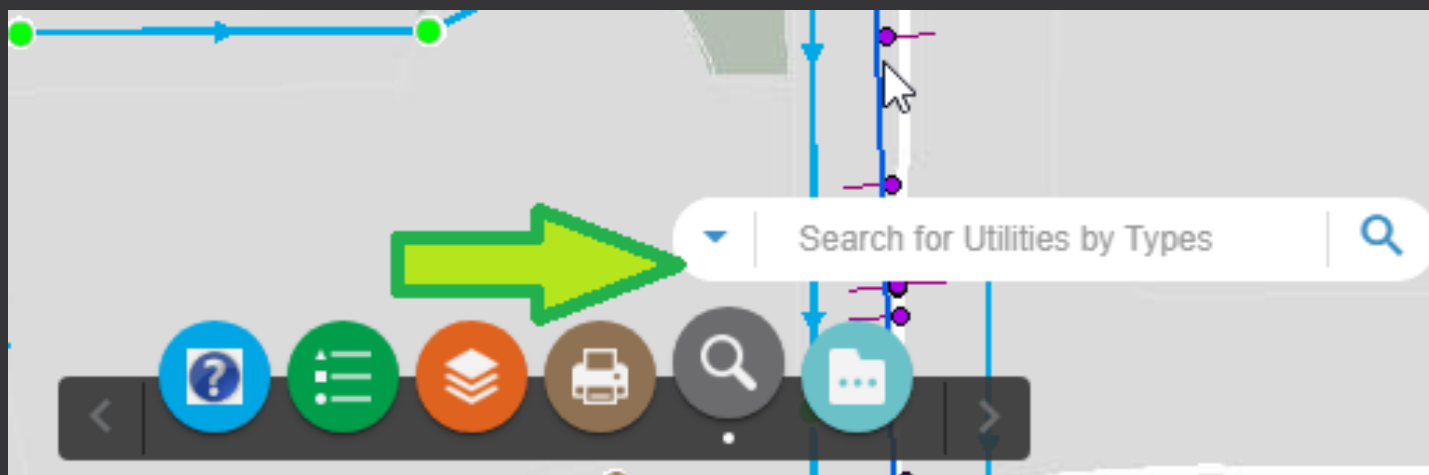
- ✓ Street Address or Intersection
- ✓ Choose from Search tool drop-list
- ✓ City of Orlando Addresses
- ✓ Street Ranges, Intersections



Wayfinding

Locate an area of interest in the map by:

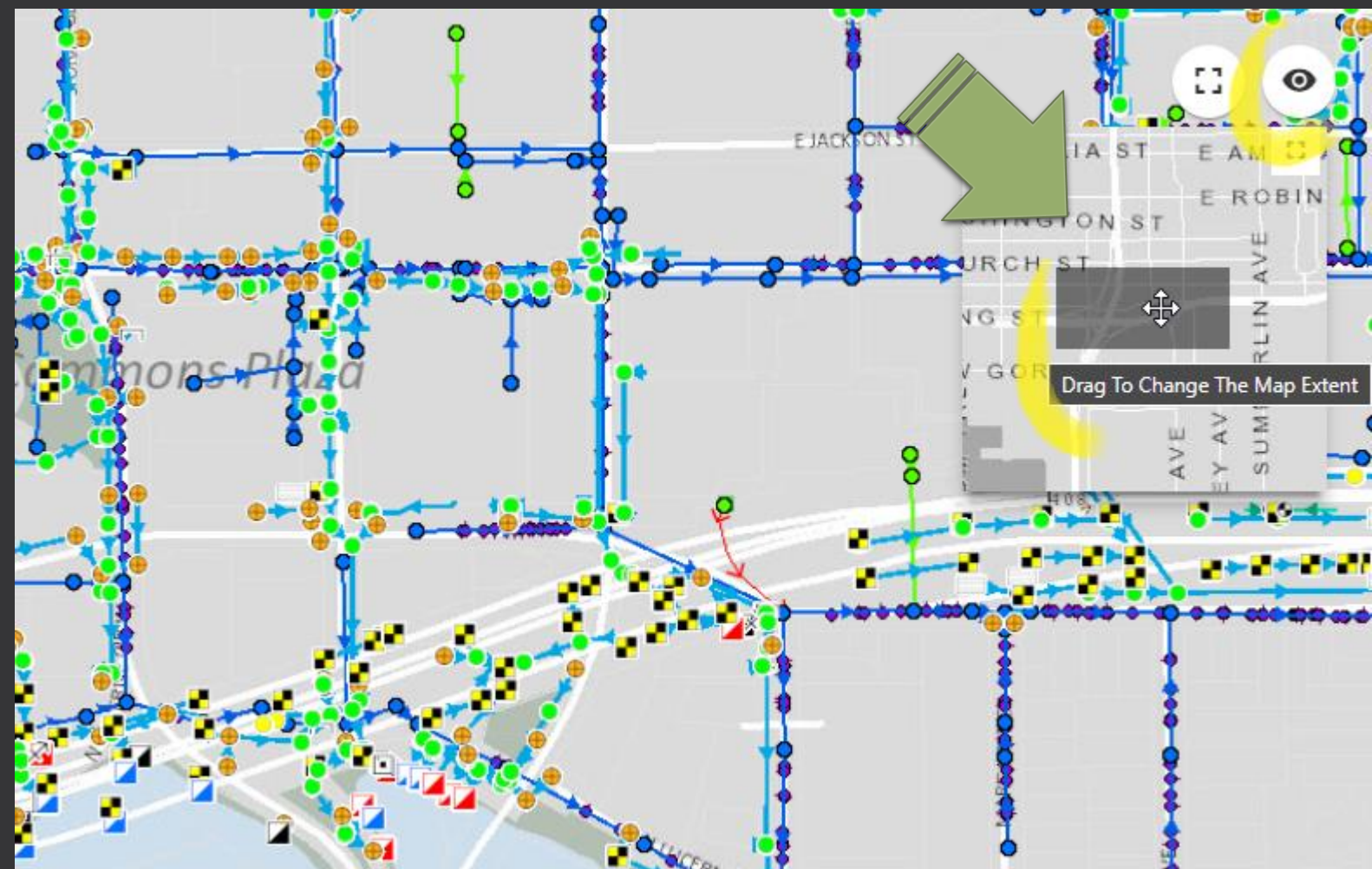
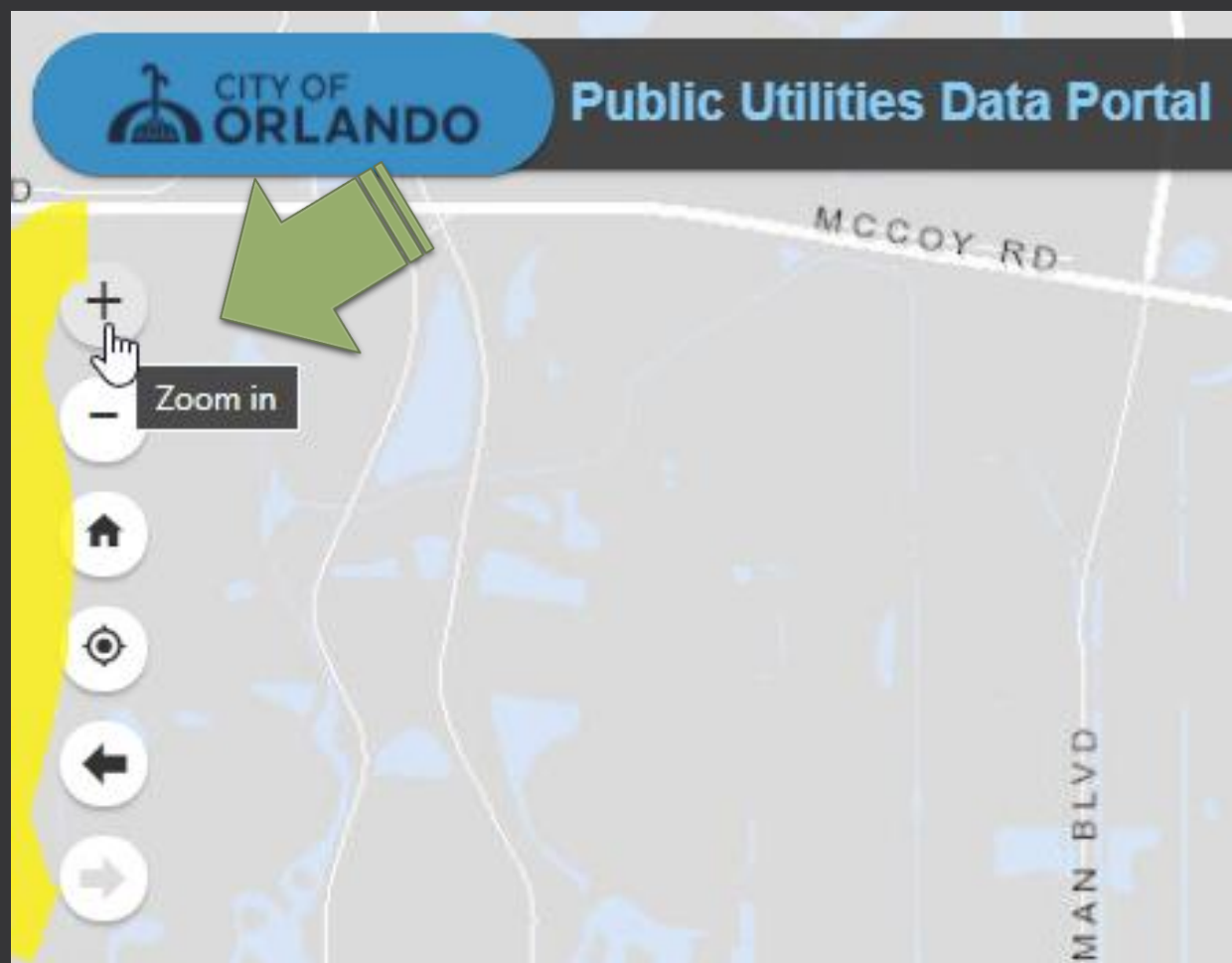
- ✓ Searching Utility Data Types
 - ✓ Open the “Search for Utilities by Types” tool
 - ✓ Choose a type from the drop-down list and enter descriptive text
 - ✓ Example: “Force Main Lines” “113-” finds “113-FM-3” (and similar matches)



Wayfinding

Locate an area of interest in the map by:

- ✓ Manual navigation:
 - ✓ Zooming, panning the map using a mouse or gestures on the device screen
 - ✓ Clicking any of the navigation tools in the top left: (Figure 1)
 - ✓ Zoom in/out
 - ✓ Map Extents: Home, Previous / Next extent
- ✓ Using the “Map Overview” (top-right corner of map) (Figure 2)



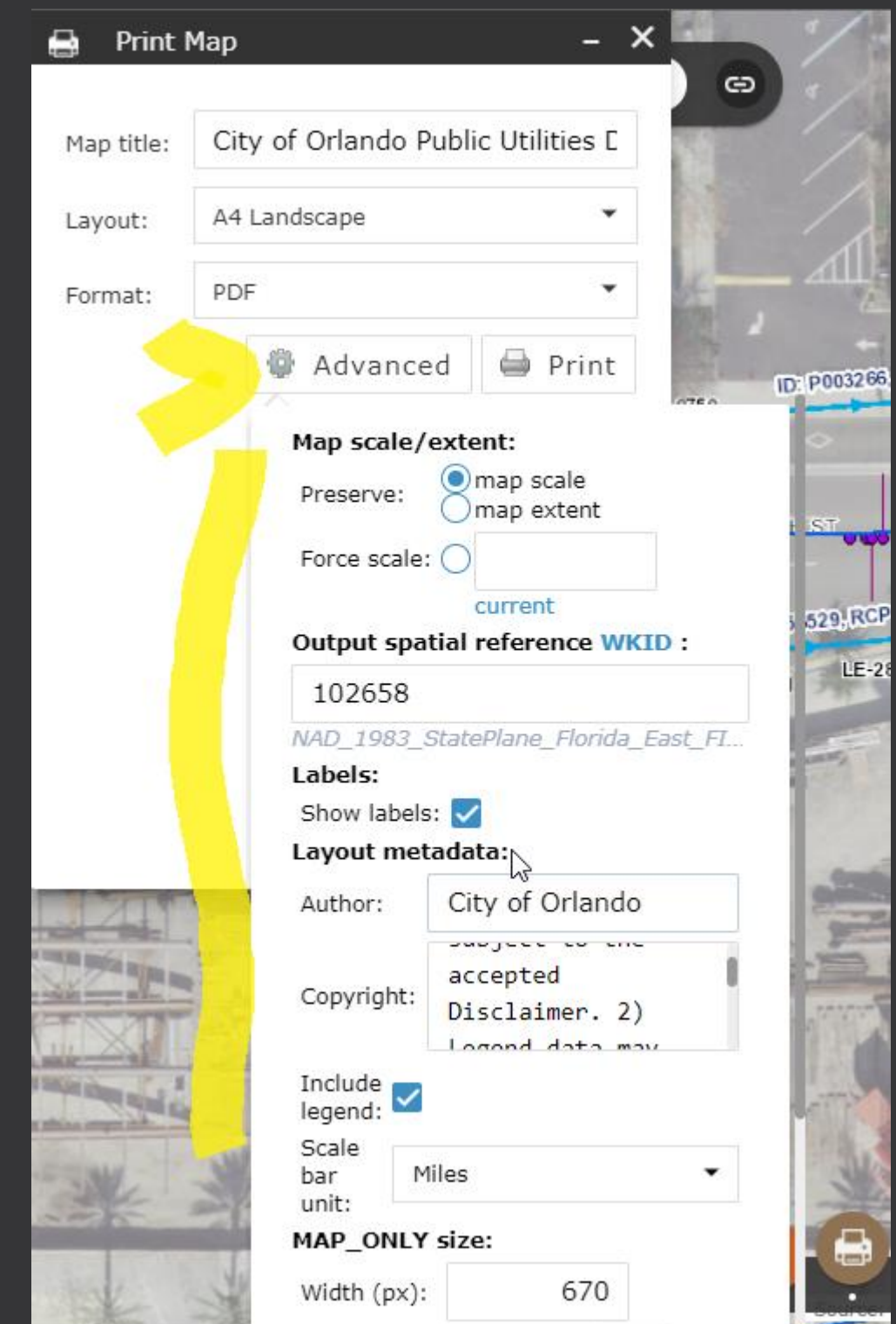
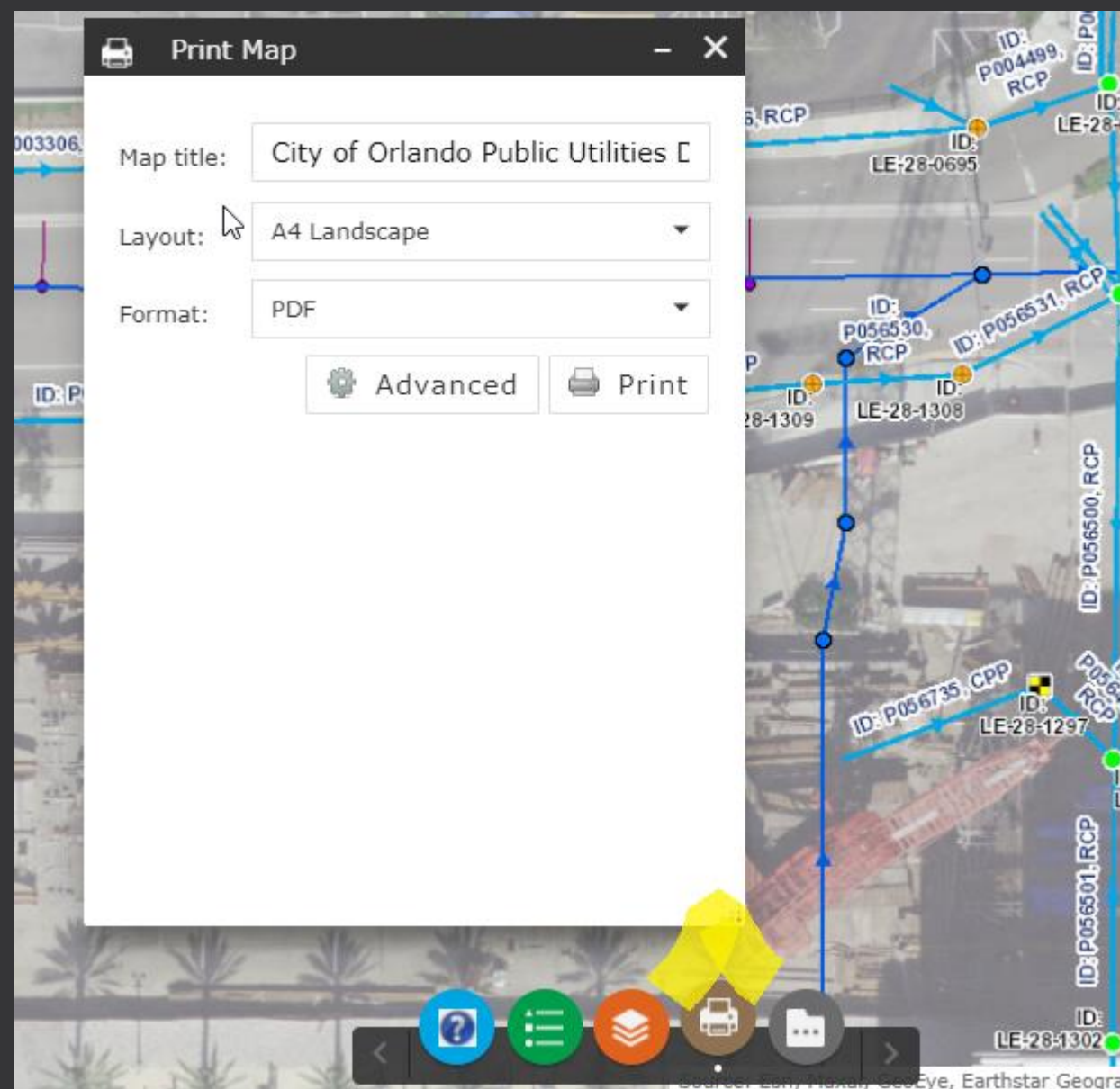
Preparing Data for Output

- ✓ Choose layers to display in the map using the Layer List window
 - ✓ Expand layer groups and click the checkbox for any layer to add it to the map
 - ✓ Check on the labels for each utility layer group
 - ✓ Add any other non-utility data layers as desired:
 - ✓ City Addresses (points)
 - ✓ Parcels (property boundaries)
 - ✓ Aerial Imagery and street labels
 - ✓ Adjust layer transparency using ellipsis “...” and choose in menu

The image displays a collage of screenshots from a GIS application, illustrating the process of preparing data for output. The central focus is the 'Layer List' window, which is shown in multiple instances, demonstrating how to expand layer groups and check checkboxes for layers to be displayed on the map. The screenshots also show the map interface, including a search bar and a map view of utility data, such as stormwater and wastewater utilities, with labels for various structures and culverts. The 'Layer List' window is shown with various layers checked, including 'Stormwater Utilities (Expand for Labels)', 'Wastewater Reclaim Utilities (Expand for Labels)', 'Street Labels (Use with Aerial Imagery)', and 'Aerial Imagery (Esri)'. The map view shows a street labeled 'E SOUTH ST' and various utility lines and structures, with labels for IDs like 'ID: P004499, RCP', 'ID: LE-28-0693', 'ID: P002836, CONC', 'ID: P002835, VCP', 'ID: P002709', 'ID: P003305, RCP', 'ID: LE-28-0750', 'ID: P003266, RCP', 'ID: P056524, RCP', 'ID: LE-28-1322', 'ID: P056527, RCP', 'ID: P056529, RCP', 'ID: P056530, RCP', 'ID: P056525, RCP', 'ID: LE-28-1321', 'ID: LE-28-1309', 'ID: LE-28-1310', and 'ID: LE-28-1311'.

Print Area of Interest

- ✓ Open the “Print Map” window (4th tool on toolbar)
- ✓ Choose to print with default options, or...
- ✓ Choose other options in “Advanced” settings:
 - ✓ Set map scale/extent, use “Force” to set exact
 - ✓ Change “Author” text
 - ✓ Set scale bar units
 - ✓ Show or hide layer legend
 - ✓ Set print quality DPI (max. 1000)
- Note: Some listed options have no effect on output, including:
 - Output spatial reference, Show labels, and Include Feature Attributes



Get more help...

- ✓ Visit our [Public Works home page](https://www.orlando.gov/Our-Government/Departments-Offices/Public-Works):
 - ✓ <https://www.orlando.gov/Our-Government/Departments-Offices/Public-Works>
- ✓ Contact us by email:
 - ✓ UtilityData@orlando.gov
- ✓ View the “Help and Information” links in this window, open the first tool on the toolbar:

