



The Provincial Survey Records Index

A Guide to Features and Functions

User Guide Updated March 1, 2022

PSRI Features and Functions

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I. What's New – Latest Update

Release Notes – October 24, 2021

Practice Areas

Individual Survey Firms may make application to Council to identify the area in which they are principally the only Surveyor as a designated Practice Area. This negates their requirement to index their historical records, pre June 24 2021, to the PSRI but does not relieve them of the responsibility of indexing their day forward survey records following that date. In being approved for a Practice Area, the designated firm will have their contact information displayed to all surveyors embarking upon a records search within the municipality that is so-designated. Two examples of existing Practice Areas follow,

The screenshot shows the PSRI web interface with the following search filters selected: Records: All, Registry Office: SIMCOE(51), Municipality: ORILLIA CITY, Plan Type: Plan, Alpha: All, Plan / Concession Number: All, and Street Name: street name. A blue notification box at the bottom states: "ORILLIA CITY is the Practice Area of Dearden & Stanton. Please contact them at info@d-stanton.ca to inquire about the availability of plans that meet your search criteria."

The screenshot shows the PSRI web interface with the following search filters selected: Records: All, Registry Office: RENFREW(49), Municipality: RENFREW TOWN, Plan Type: Plan, Alpha: All, Plan / Concession Number: (empty), and Street Name: street name. A blue notification box at the bottom states: "RENFREW TOWN is the Practice Area of Adam Kasprzak Surveying Ltd. Please contact them at animarie@aksurveying.com to inquire about the availability of plans that meet your search criteria."

In each case that the designated municipality is selected, the Surveyor's email contact information is displayed suggesting that the searcher contact the firm **in addition** to performing a search in the area for records of other firms. It is important to note that the Surveyor designated as having a Practice Area may not necessarily present their records in the broader search request or subsequently appear on the Survey Records

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Search Results page. Contact through the displayed email address must be made independent of any other search.

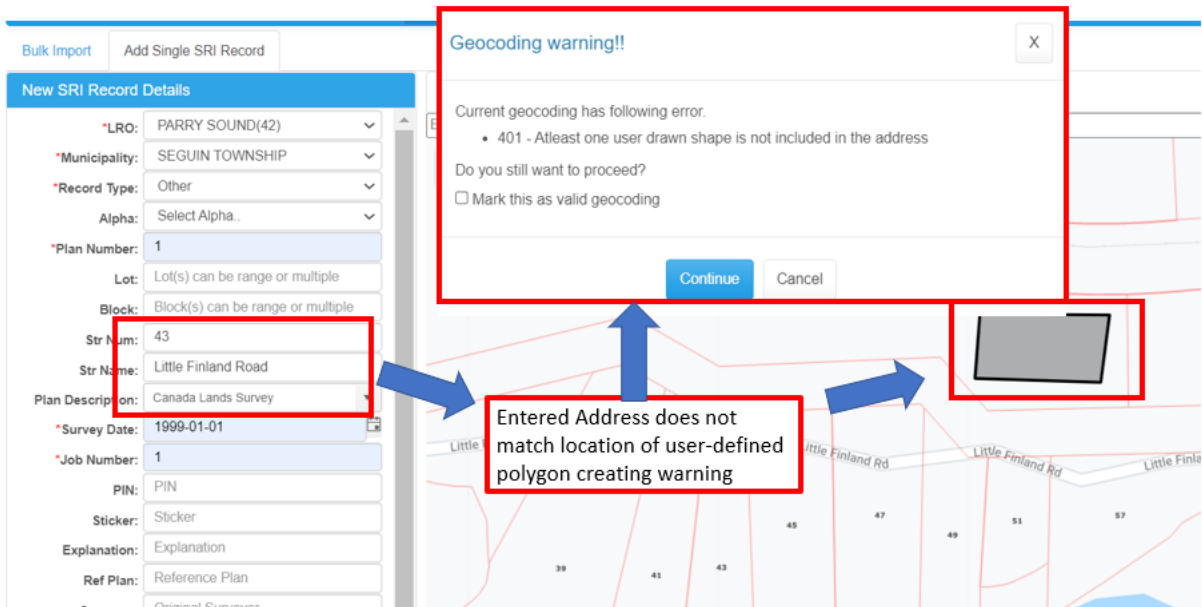
Release Notes – September 24, 2021

Geocoding a Record to Multiple Locations

1.0 Geocoding to Multiple Locations

Situations can occasionally exist where a single record is associated with multiple locations. When entering records using the Bulk Load Template, the user can enter multiple PINs, separated by a comma, to identify this type of event. When using the Add Single Record template, the user can select multiple parcels from the map view.

In situations where a user has entered a valid address or a valid PIN and selected or created a polygon for one record that point to different geographic locations, the system will alert them to this situation before accepting the entry. If the user acknowledges that the entries were intentional, a green triangle will appear within the Geocoding column of the record that was entered messaging others that the warning was overwritten by the user.



Where the user selects the box and marks the records as having 'valid geocoding', the system will acknowledge the user's interaction and place a green triangle beside the record in the Geocoding column signifying that the user identified the multiple parcel, address or PIN geocoding was valid.

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If the user does not select the box, the system will place a red triangle in the record's Geocoded column with the message that At least one PIN of the record does not match the area of the ARN as reflected below.

Plan ...	Lot	Block	S...	Str N...	Plan ...	S...	J...	PIN	Sti...	Ex...	Re...	Su...	ARN	Privat...	Is P...	Geo...	Command
1						1999-01-01	1	521...					4903030008...			▲	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Clone"/> <input type="button" value="Fulfill"/>
1			47	LITTLE FINLAND RD		1999-01-01	1						4903030008...			▲	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Clone"/> <input type="button" value="Fulfill"/>

Release Notes – August 25, 2021

Multiple Plan and Concession Search Functionality

1.0 Searching Multiple Plan Numbers and Concessions

At the request of several Survey Firms, functionality has been developed and added to the PSRI that will support a firm's users in conducting searches against multiple plan numbers or concessions as a single search operation. This expanded search will support a user intending to find records listed separately, in this example for plan 734 to select them individually from the drop down list. The below image is an example of the returns for this plan number for a search in Toronto (Old Toronto).

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The screenshot shows a search interface with the following elements:

- Subject Property Search | Record Search
- Survey Record Search
- Attribute Search (dropdown)
- Search Result: Replace Append
- Records: All (dropdown)
- Registry Office: TORONTO(80) (dropdown)
- Municipality: TORONTO (OLD TORONTO) (dropdown)
- Plan Type: Plan (dropdown)
- Alpha: All (dropdown)
- Plan / Concession Number: 734 (dropdown)
- Street Name: street name (text input)
- Search button

A red box highlights the '734' in the Plan / Concession Number dropdown. A blue arrow points from this box to a list of search results on the right, which is also enclosed in a red box:

- 734
- 1734
- 491, 734
- 734, 3160
- 734E
- 734Y
- E734
- M25,734 York
- M734
- Y734
- 1734y
- 2150734734
- 347348
- 734 (YORK)
- 734 Y
- 734 York
- 734YORK
- M1734

Prior to this release, system constraints would have necessitated that a separate search be conducted for each listed plan. The current configuration now sorts all available selections, in which the plan number is incorporated, by the first digits entered into the search bar and allows the user to select multiple plan numbers as part of a single operation.

The functionality can also be applied to completely different plans where the user is intending to combine multiple searches as part of a single operation.

The screenshot shows a search interface with the following elements:

- Plan / Concession Number: 23 (dropdown)
- Street Name: street name (text input)
- Search button

A list of search results is displayed below the dropdown:

- 734
- 729
- 5672

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Please note the following constraints remain in place;

- The system will continue to return 500 results from any combined plan search, all results from which will be sorted chronologically based on the survey date field. The user will be required to page through or filter the results as with the previous functionality.
- The plan numbers will persist in the search field until individually de-selected by clicking the red X.

Plan Descripti...	Plan Type	Alpha	Plan Number	Is Owned	Address	Lot	Block	Registry Office	PIN	Owner	Survey Date	Job Number
Surveyors Real Property Report (including historically similar products such as Building Location Surveys)	Plan	None	734		88 CASTLE KNOCK RD., TORONTO (OLD TORONTO)	PT L15 39-40		TORONTO		Vladimir Dosem Surveying	2021-03-29	21097
SRPR/TOPO	Plan	M	23		127 PERTH AVE., TORONTO (OLD TORONTO)	49		TORONTO		Donald E. Roberts Ltd.	2020-10-19	20 9824
Surveyors Real Property Report (including historically similar products such as Building Location Surveys)	Plan	M	23		TORONTO			TORONTO		Genesis Land Surveying Inc.	2020-06-12	01S-0538
	Plan		729		35 Geoffrey Street, TORONTO (OLD TORONTO)	71		TORONTO		Akshan Pillar Corporation Ltd.	2019-12-02	13656
Surveyors Real Property Report (including historically similar products such as Building Location Surveys)	Plan	D	23		172 CRAWFORD ST TORONTO (OLD TORONTO)	62		TORONTO		Genesis Land Surveying Inc.	2019-08-12	19266
Surveyors Real Property Report (including historically similar products such as Building Location Surveys)	Plan	M	23		145 PERTH AVE., TORONTO (OLD TORONTO)	45 (Part of)		TORONTO		KAD LANKA SURVEYING INC	2019-07-10	2019-035
SRPR	Plan		23		207 Perth Avenue, TORONTO (OLD TORONTO)	part of lot 34		TORONTO		Erii Surveyors	2018-07-05	18207
Surveyors Real Property Report												

2.0 Searching via Record Attribution

Upon the selection of the Record Search function followed by the Attribute Search, the user is required to enter the basic parameters of LRO, Municipality, Plan Type and Plan Number (if not a concession based search) to initiate a search. Upon the entry of a plan number, the application will automatically sort all other plans with the same number to allow the user to quickly review all other entries to ensure that their search should not also include another plan number that may refer to the same area as the initial search.

Subsequent plan searches that are intended to be combined with the initial search require the user to begin the re-entry of the plan number in the appropriate box to cause the re-generation of the list of plans from which to make a selection.

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1.0 PSRI Applications

The PSRI is implemented with three discrete functions which will be individually addressed within this User Guide.

The **Survey Manager** is focused on the management of a firm's own records and provides tools for bulk loading records or entry of them individually on a record-by-record basis. Survey Manager additionally provides record validation, record editing and geocoding functionality.

Propertyline™ is the surveyor's primary resource and supports research, access to third party content and record search and plan image ordering.

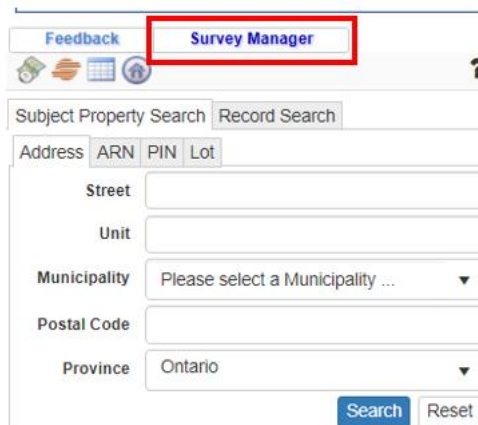
Propertyline™ has pre-existing functionality geared towards the display of parcel geometry, related geography and imagery which will enhance the Surveyor's research experience when using the PSRI. It is important to note that Propertyline™ and Survey Manager share a common database.

The **Administration Site** provides basic account administration capabilities to the designated Firm Administrator. Users can be added or expired, profiles for Search and Data Entry can be assigned as required and a number of Firm Reports are available that provide a record of activity of the Firm's users on the PSRI site.

2.0 Survey Manager (sm.aolpsri.com)

The Survey Manager site may be accessed through the URL in parentheses above, or through the hotlink on the PSRI Search screen as shown below;

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The screenshot shows the Survey Manager interface. At the top, there are two tabs: 'Feedback' and 'Survey Manager', with the latter highlighted by a red box. Below the tabs is a toolbar with icons for a calendar, a magnifying glass, and a question mark. Underneath is a search bar with 'Subject Property Search' and 'Record Search' options. The main form contains several input fields: 'Address' (with sub-fields for 'ARN', 'PIN', and 'Lot'), 'Street', 'Unit', 'Municipality' (a dropdown menu with the text 'Please select a Municipality ...'), 'Postal Code', and 'Province' (a dropdown menu with 'Ontario' selected). At the bottom right of the form are two buttons: 'Search' and 'Reset'.

The Survey Manager is the entry point for importing a firm's records into the PSRI in bulk or on a record-by-record basis. It is also the utility for correcting a record's metadata to validate it against the rule base, allow it to be geocoded through any of several tools and is the ultimate repository for a listing of all records that a firm has input to the PSRI directly or through one of the approved affiliated providers; LSRI, Pimarc or historically through a migration of the records from the South Central Regional Group SRI or the Ottawa Registry.

Each Survey Firm has an instance of the Survey Manager that can only be viewed by users with that firm's credentials. These credentials can only be provided by the Firm's Administrator. No other Survey Firm can view a complete set of any other firm's records.

As a firm may want to restrict members of its staff to the search functions only, aspects of Survey Manager require the Firm Administrator to establish each user with the appropriate permissions.

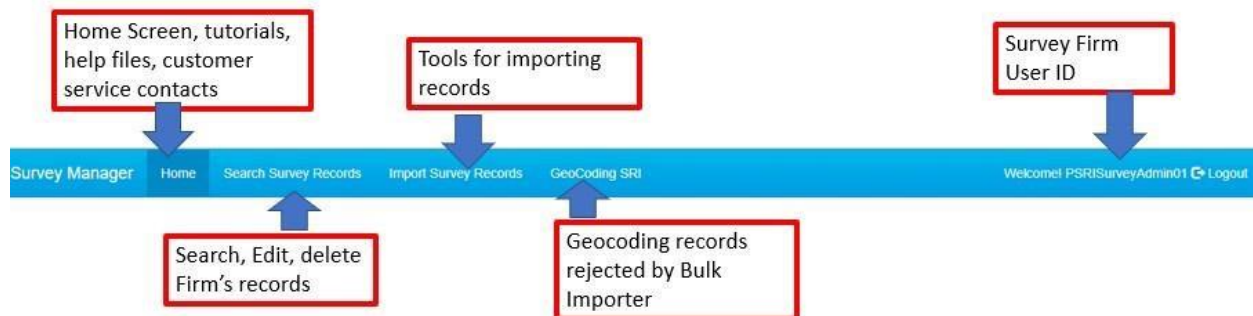
2.1 Access to Survey Manager

The Survey Manager is accessed from within the Propertyline™ site by selecting the Survey Manager tab from the Toolbar or through the url: sm.aolspsri.com.

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The screenshot displays the PSRI Survey Manager interface. At the top, it features the logo for the Association of Ontario Land Surveyors and the Provincial Survey Records Index, powered by mpac and propertyline. Below the header, there are navigation tabs for 'Feedback' and 'Survey Manager' (the latter is highlighted with a red box). A toolbar contains icons for a home page, a question mark, and a search icon. The main search area has two tabs: 'Subject Property Search' and 'Record Search'. Under 'Subject Property Search', there are input fields for 'Address', 'ARN', 'PIN', and 'Lot'. The 'Address' field is expanded to show sub-fields: 'Street', 'Unit', 'Municipality' (a dropdown menu with 'Please select a Municipality ...'), 'Postal Code', and 'Province' (a dropdown menu with 'Ontario'). 'Search' and 'Reset' buttons are located at the bottom right of the search area.

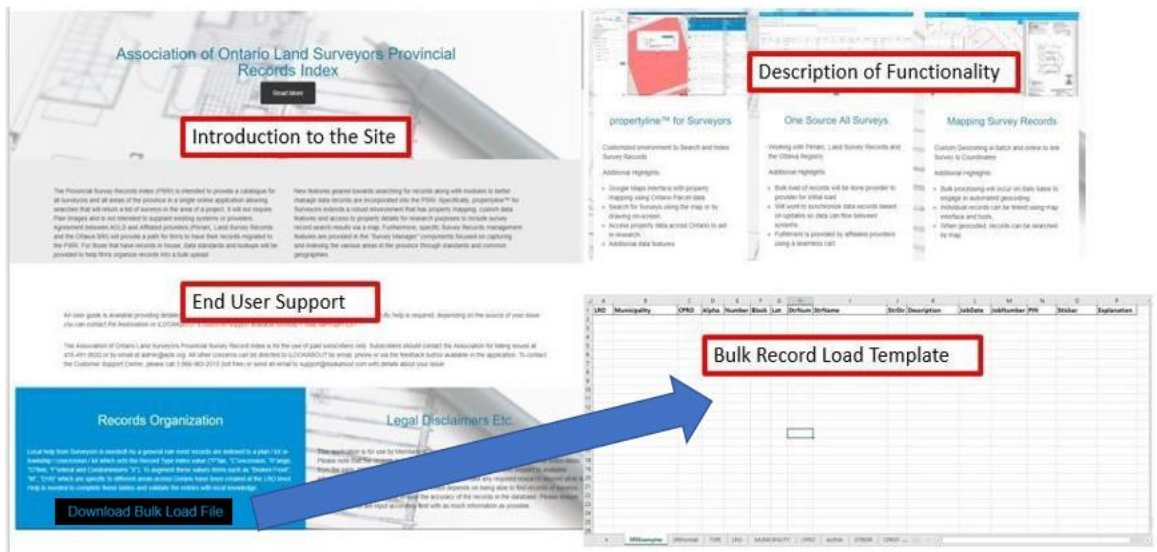
The Survey Manager has several functions across a Tool Ribbon within the PSRI as depicted below.



2.2 Home Screen

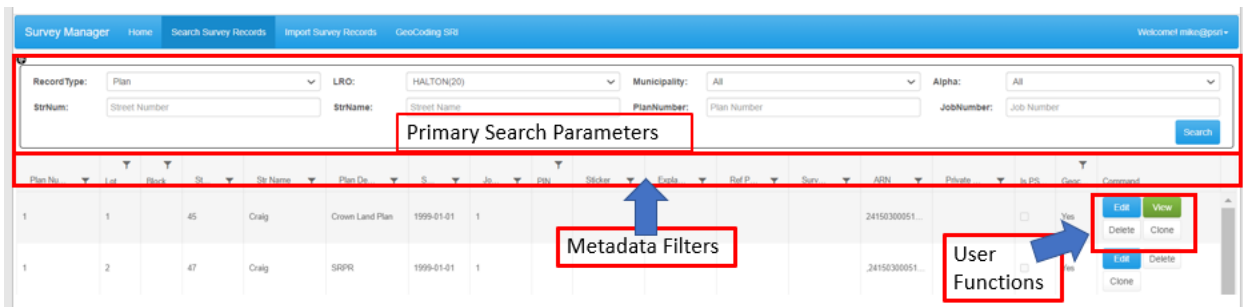
The Home Screen contains basic information related to the site, description of functionality, points of access for end-user support, frequently asked questions and training materials. A bulk-load template is available as a downloadable excel workbook and can be found at the bottom left corner of the Home Page.

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2.3 Search Survey Records

Once a Firm has bulk loaded a set of records into the PSRI, or has had the records transferred from an Affiliated Provider (LSR, Pimarc, Ottawa, SCRG SRI), the records associated with that Firm will be viewable under this tab. On a day forward basis, any new record entered into the system by the Firm, or received as an update from an Affiliated Provider, will be available to the Firm under this tab.

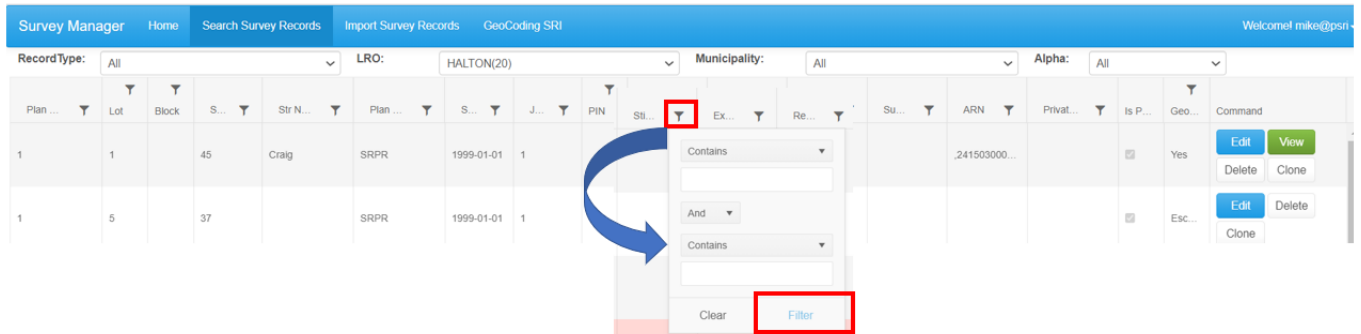


The firm can assign user privileges to members of its firm through the Administration Module to allow them to Edit or Delete records. While all records are searchable, only a firm member with edit/delete privileges can modify records from its own firm. The Firm Administrator has control over the User Profiles to determine which staff member can edit or delete a record.

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Each of the Firm's valid survey records is available to Firm PSRI users within the Search Survey Records function of Survey Manager. Records are organized by LRO and the user can then further filter them by Municipality, Alpha, Record Type, Plan and Job Number.

Each of the fields populated in the Bulk spreadsheet are also available to the Firm User as a list of sub-headers, with each header abbreviation being visible when the mouse hovers over it. Each header also includes a filter to assist in searching for records.



2.3.1 Editing a Record

Editing a Survey Record can be accomplished by invoking the Edit command highlighted in blue at the right of the screen as shown above.

The Edit function will allow the User to modify any of the fields in the record, add notes and attach plan images by copying the link to the User's cloud repository for that image.

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Edit SRI

LRO: MIDDLESEX(33)

Municipality: LONDON CITY

RecordType: Concession

Alpha: DELAWARE [DELAWARE]

PlanNumber: 12345678

Lot: 55

Block: B1-101

StrNum: 924

StrName: WESTERN RD

PlanDescription: Boundary Confirmation Survey (ex. Bounda...)

SurveyDate: 2019-03-06

JobNumber: testDev1

PIN: 885522

Sticker: TEST

Explanation: TEST

RefPlan: TEST

Surveyor: ILA QA

ARN: 393601046013800

ImageLink:
<https://picsum.photos/5472/3648?image=1074>

PrivateNotes:
Survey team has been committed to providing reliable quality engineering and surveying to our clients, and now extends this commitment in the provision of planning services. We provide professional consultation services and work with

Plan Images:
<https://demo-gyp.ilookabout.com/api/SRI/PlanFiles?156328>

isPSRI

Cancel Save

This function also allows a user to make a private record public to other surveyors, or the reverse by selecting the IsPSRI check box at the bottom left corner of the Edit screen shown above. The User must select the Save function before leaving the Edit feature or the changes will be lost.

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metadata of the selected record allowing the user to add/change any salient data elements to create a new record without having to use the record import function.

The screenshot shows a web form titled "New Cloned SRI" with a close button (X) in the top right corner. The form contains the following fields:

- LRO: LANARK(27) (dropdown menu)
- Municipality: CARLETON PLACE TOWN (dropdown menu)
- RecordType: Plan (dropdown menu)
- Alpha: None (dropdown menu)
- PlanNumber: 27M73 (text input)
- Lot: 10 (text input)
- Block: (text input)
- StrNum: 31 (text input)
- StrName: Berryman Street (text input)
- PlanDescription: (dropdown menu)
- SurveyDate: 2020-07-07 (date picker)
- JobNumber: 161650000 (text input)
- PIN: (text input)
- Sticker: (text input)
- Explanation: (text input)
- RefPlan: (text input)
- Surveyor: Stantec (text input)
- ARN: (text input)
- ImageLink: (text input)
- PrivateNotes: (text input)

At the bottom of the form, there are two buttons: "Cancel" and "Save".

2.4 Import Survey Records

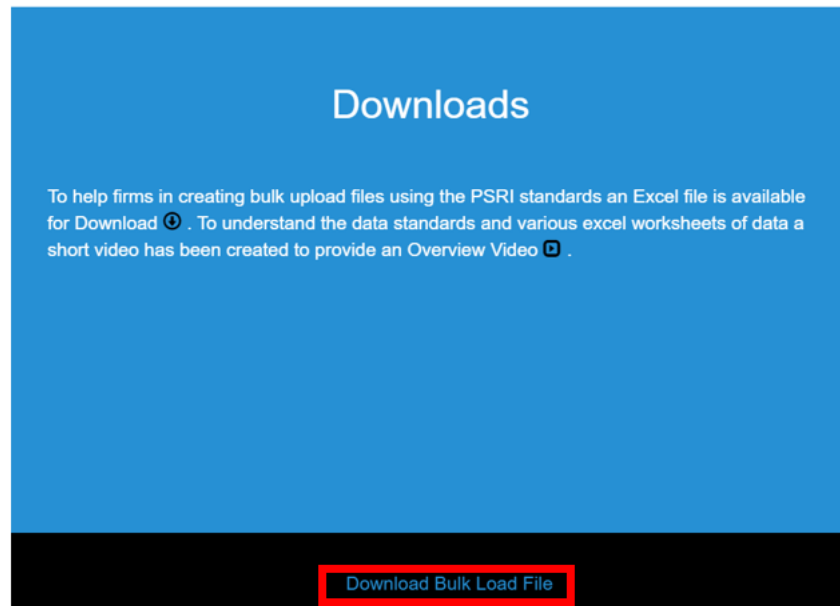
The import tab is used for the Bulk Loading of Survey Records by excel, or the day forward loading of individual records. It also acts as a repository for any records

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that do not pass the data validation tables established by the system and require correction by members of the Survey Firm.

2.4.1 Bulk Loading

To begin to prepare your records for bulk file download, access the link to the Bulk Load File which is located at the bottom of the Survey Manager Home Page under Downloads, as shown below.



The Bulk Load File worksheet contains a number of fields which are both mandatory and optional for the Firm's completion. Those columns with a green header, reflected below, are mandatory metadata fields, failure to complete will result in the record being deemed invalid and prevented from being loaded. The fields with a white header are optional but will assist the PSRI in determining the record's location and performing automated geocoding on the record. The column headers in orange are also optional and have been requested by users to help the Firm in expanding its record metadata. The grey header will allow the user to designate their record as private by entering 'No' in the field or public by leaving it blank or entering 'Yes'.

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The User must note that the LRO, Municipality, Record Type and Alpha must be selected from or copied from the 'pick list' within the worksheet. Hovering over the column name will reveal the eligible selections based on first selecting the LRO then Municipality and so on. Changing the font or name of the Municipality or Alpha from those presented in the drop down will cause the record to be marked invalid.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	
LRO	Municipality	Record Type	Alpha	Plan Number	Lot	Block	Str Num	Street Name	Plan Description	Survey Date	Job Number	PIN	Sticker	Explanation	RefPlan	Surveyor	ARN	ImageLink	Private Notes	IsPSRI	
20	HALTON HILLS TOWN	P	None	1	22		45	Craig	SRPR	1999-01-01	1	250430711									Yes

The complete data model is available as the second sheet in the workbook as shown below.

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	A	B	C	D	E	F
1	PSRI Field	Mandatory	Description	xRef	Type	Ranged
2	LRO	Yes	Land Registry Office Number	Yes	Number	
3	Municipality	Yes	Current Municipality	Yes	Text	
4	RecordType	Yes	Survey Record Type (old CPRO)	Yes	Text	
5	Alpha	Yes	Survey Record Prefix (old ALPHA)	Yes	Text	
6	PlanNumber	Yes	Survey Record ID (Plan #, Concession #)		Text	
7	Lot	Yes*	Lots effected by Survey Record		Text	Yes
8	Block	Yes*	Blocks effected by Survey Record		Text	Yes
9	StrNum		Street Address / Can be Range		Text	Yes
0	StrName		Original Survey Address Data		Text	
1	PlanDescription		Plan Type User Comments		Text	
2	SurveyDate	Yes	Date Survey was completed		Date	
3	JobNumber	Yes	Survey Firm Record ID / Job Number		Text	
4	PIN		9 digit PIN(s)		Text	Yes
5	Sticker		AOLS Sticker		Text	
6	Explanation		Additional User Comments		Text	
7	RefPlan		Reference Plan Number (New Field)		Text	
8	Surveyor		Original Surveyor / Firm		Text	
9	ARN		15 digit ARN(s)		Text	Yes
0	ImageLink		Plan Image File Name / Path		Text	
1	PrivateNotes		Surveyor/user private notes.		Text	
2	IsPSRI		Include record in PSRI (Yes / No)		Bool	
3						
4						
5						
6						

[Bulk Load Template](#) | **[PSRIDataModel](#)** | [PSRI Data Examples](#) | [xRefRecordType](#) | [xRefLRO](#) | [xRefMunicipality](#) | [xRefAlpha](#) | [MasterAlpha](#) | [MuniTownships](#) | [Municipal Amalgamation](#) | [Help](#)

The other worksheets at the bottom of the workbook, and listed below, provide valuable reference information useful to those with the responsibility for uploading plans into the PSRI.

Bulk Load Template	PSRIDataModel	Sheet1	PSRI Data Examples	xRefRecordType	xRefLRO	xRefMunicipality	xRefAlpha	MasterAlpha	MuniTownships	Municipal Amalgamation	Help
---------------------------	---------------	--------	--------------------	----------------	---------	------------------	-----------	-------------	---------------	------------------------	------

2.4.1.1 Bulk Loading

When selecting the Bulk Load functionality, the User must only drag and drop a completed excel file to the appropriate location in the screen as depicted below;

PSRI Features and Functions

LRO	Municipality	CPRO	Alpha	Number	Block	Lot	StrNum	StrName	StrDir	Description	JobDate	JobNumber	PIN	Sticker	Explanation
40	WHITBY	P	M	467		18	66	GARRARD ROAD		SRPR	19-Jan-18	#REF!			
43	MISSISSAUGA	P	M	529		48	25	THEODORE DRIVE		SRPR&TOPO	8-Jan-18	#REF!			
43	MISSISSAUGA	P	M	419		29	23	MAPLE AVENUE	N	RPLAN	19-Jan-18	#REF!			
65	KING	C	M	10		31	6990	19th SIDE ROAD		SRPR & TOPO	3-Jan-18	#REF!			
65	VAUGHAN	P	M	2397		3	21	HONEY LOCUST COURT		SRPR & TOPO	10-Jan-18	#REF!			
65	KING	P	M	3805		15,16	32	MOUNT MELLUCK DRIVE		SRPR	10-Jan-18	#REF!			
65	MARKHAM	P	M	1149		11,12	12,16	DEER PARK LANE		SRPR & TOPO	25-Jan-18	#REF!			
65	NEWMARKET	P	M	482		37	168	BEECHWOOD DRIVE		SRPR & TOPO	29-Jan-18	#REF!			
80	TORONTO	P	M	467		1	2	CHERRY NOOK GARDENS		SRPR&TOPO	2-Jan-18	12345			
80	TORONTO	P	M	456		79	79	GATES AVENUE		SRPR&TOPO	2-Jan-18	12346			
80	TORONTO	P	M	1978		12	18	SUNNYLEA AVENUE EAST		SRPR&TOPO	2-Jan-18	12347			
80	TORONTO	P	M	55		25	43-45	BELLEVUE AVENUE		SRPR&TOPO	2-Jan-18	12348			
80	NORTH YORK	P	M	744		295	26	SHAUNAVON HEIGHTS CRESCENT		SRPR&TOPO	2-Jan-18	12349			
80	YORK	P	M	2339		81	441	WINNETT AVENUE		SRPR&TOPO	2-Jan-18	12350			
80	SCARBOROUGH	P	M	3546		12	173	FALLINGBROOK ROAD		SRPR&TOPO	3-Jan-18	12351			
80	TORONTO	P	M	1306		40	79	ELLSWORTH AVENUE		SRPR	4-Jan-18	12352			

The excel file must be prepared in the designated template with as much information as listed above as possible to heighten the probability that it can be geocoded, searched spatially and ordered correctly by the firm interested in the record. Where firms do not have all the information available to complete the full table, they are encouraged to load the record and where it does not geocode, it will still be searchable by its attribution and can be geocoded by the firm in the future. Once the User's completed excel worksheet is dragged over the box, the colour of the box will turn blue to indicate that the records have been accepted and are being loaded.

2.4.1.2 Bulk Processing

Once loaded, the System will return to the user an indication of how many records in the excel table were successfully processed. The system will identify which records were not validated, which when selected will provide the user with an indication of what field was missing or was incorrect that prevented the record from being uploaded.

PSRI Features and Functions

The screenshot shows the 'Import Survey Records' tab in the PSRI Survey Manager. A table of survey records is displayed, with one record highlighted in red. A tooltip indicates 'Alpha should be valid'. Below the table, a summary bar shows 'Records#: 20', 'Success#: 0', and 'Failed#: 20'.

IsPSRI	IsValid	LRO	Municip...	CPRO	Alpha	Number	Block	Lot	StrNum	StrName	StrDir	Descri...	JobDate	JobNu...	PIN	Sticker	Explan...
<input checked="" type="checkbox"/>	<input type="checkbox"/>	64	Scarbo...	C	SCB			32		danforth rd			2011-01-04	11-087			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	43	MISSI...	P		282	B		1275	Saginaw			2011-01-04	11-080			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	43	Mississ...	P					1275	Saginaw cres			2011-01-04	11-080			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	65	Markham	Z	M	4056		6	12	Hugson Drive		TOPO	2012-01-04	12-101			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	65	Whitby	P	M	4398							2012-01-	12-083			

A record does not have to be geocoded to be searchable, but the mandatory metadata fields must be valid and not conflict or the record will not load.

The Import Survey Records tab can be used to correct the metadata fields or delete the record.

The screenshot shows the 'Import Survey Records' tab in the PSRI Survey Manager. A table of survey records is displayed, with a 'Delete' button highlighted in red.

Is PSRI?	Is Valid?	LRO	Municip...	Record ...	Alpha	Plan Nu...	Lot	Block	Str ...	Str Name	Plan De...	Survey ...	Job Nu...	PIN	Sticker	Explanat...	Ref Plan	Surveyor	ARN	Image Link	Private ...	Delete
<input checked="" type="checkbox"/>	<input type="checkbox"/>	33	LONDON CITY	C	WE...	1100	1	1	2137-1	Springridge Dr	PD1	2021-03-12	JN01	081...	Sticker1	Explanat...	Ref Plan1	Surveyor 1	ARN1	https://h...	Private Note 1	<input type="checkbox"/>

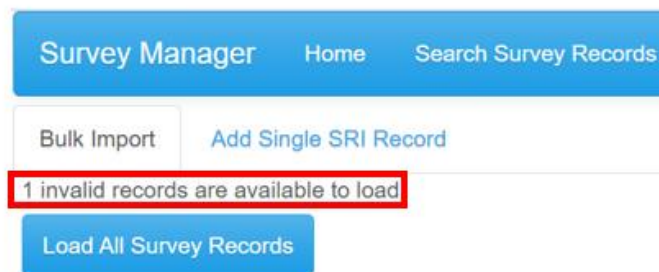
Once a record has been loaded and is validated, it will appear under the Search Survey Record and Geocoding SRI tab (if it failed the system's algorithm for geocoding). All valid records, geocoded or not, will appear under the Search Survey Records tab and immediately be searchable by others in the PSRI.

Note the first column allows a firm to determine if a record should be imported into the PSRI for searching by all users, or only imported into the Firm's Survey Manager for searching by that firm.

PSRI Features and Functions

2.4.1.3 Parking Lot

For records that failed the validation process and are not subsequently corrected after the attempt to import them, the data is not imported to the PSRI but rather sits in a 'parking lot' of invalid records. On the import screen, the number of records sitting in the parking lot is shown and may be accessed at any time by the firm by selecting the 'Load All Survey Records' tab to correct and move to the PSRI.



When records are loaded into the Survey Manager from either the Parking Lot or from a bulk load spreadsheet, the system will immediately attempt to validate the record metadata and present to the user explanations for what error was discovered.

PSRI Features and Functions

The screenshot illustrates the process of correcting a record in the PSRI system. It is divided into three main sections:

- Top Section:** A table of records with columns: IsPSRI, IsValid, LRO, Municipality, CPRO, and Alpha. A red box highlights a record with an invalid LRO. A callout box states: "System will alert user to which field is invalid and which options exist through a drop down menu to make the record valid." A blue arrow points to a dropdown menu for the LRO field, which shows "LRO should be valid."
- Middle Section:** A confirmation dialog box titled "dev-odccilookabout.com says" with the text "Are you sure to import 1 valid records and park 5 invalid ones?" and "OK" and "Cancel" buttons. A callout box above it states: "Once a record's data has been corrected the pop-up box will disappear."
- Bottom Section:** A larger table of records with columns: IsPSRI, IsValid, LRO, Municipality, CPRO, Alpha, Number, Block, StNum, StName, StDir, Descr, JobDate, JobNo, PIN, StAddr, and Explan. A red box highlights a record with an invalid LRO. A callout box below it states: "The User selects Save and is prompted to ensure this record should be uploaded and the others remain parked." A blue arrow points to the "Save" button at the bottom of the screen.

The User can select the record they would like to correct, the system will prompt the user with the parts of the record that need to be changed. Once corrected through the drop down boxes, the User selects the Save Function at the bottom of the screen, clicks OK to acknowledge that this record is to be uploaded and the record is removed from the Parking Lot. The record is now searchable in the PSRI and will appear as another record under the user's Search Survey Records tab.

2.4.2 Individual Record Processing

By selecting the Add Single SRI Record tab, the User can incrementally add Survey Records to the PSRI.

PSRI Features and Functions

The screenshot displays the 'Survey Manager' interface. The top navigation bar includes 'Home', 'Search Survey Records', 'Import Survey Records', and 'GeoCoding SRI'. The user is logged in as 'Welcomet 1609 Admin01'. The main content area is divided into two sections: a form on the left and a map on the right.

New SRI Record Details Form:

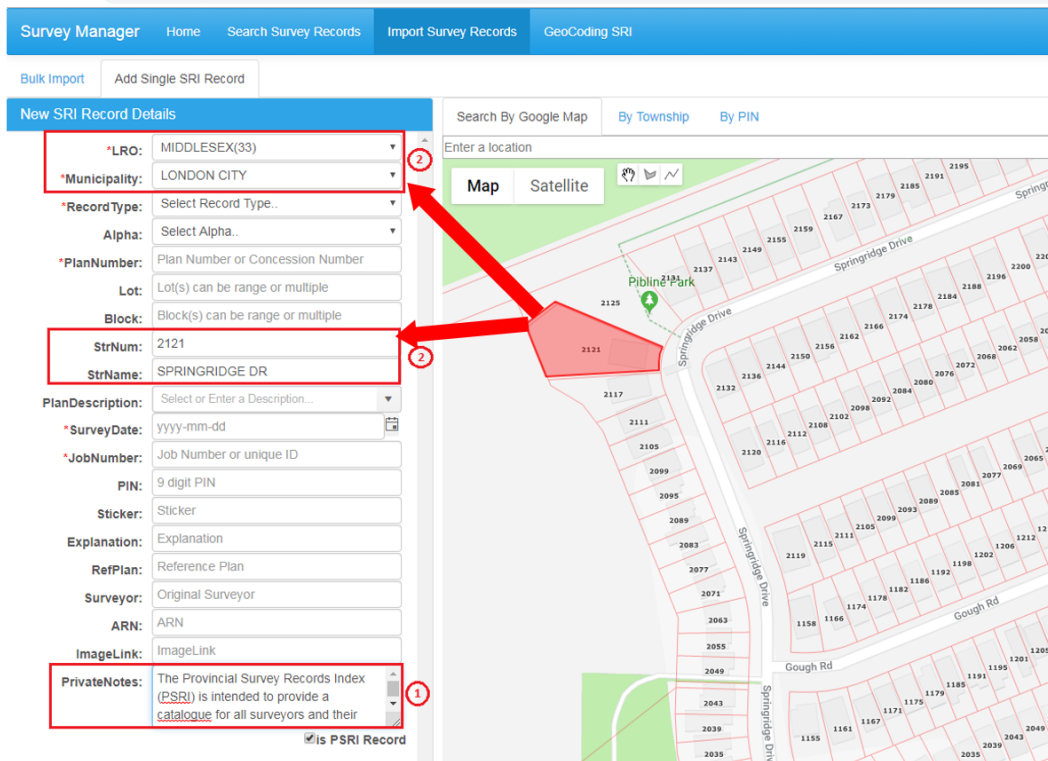
- Plan Type:** Concession
- *LRO:** Algoma
- *Municipality:** ALGOMA DISTRICT SC
- Alpha:** None
- *Number:** Number
- Block:** Block
- Enter record metadata** (Annotation)
- StreetName:** StreetName
- Street#:** StreetNumber
- Dir:** Dir
- *JobDate:** yyyy-mm-dd
- *Job#:** JobNumber
- Sticker:** Confirm record to be in PSRI (Annotation)
- Description:** Description
- Explanation:** Explanation

Map Interface:

- Search By Google Map | By Township | By PIN
- Enter a location
- Map | Satellite | **Draw polygon representing extent of record and click submit** (Annotation)
- Select record's geographic location by selecting parcel and clicking submit** (Annotation)
- Submit

The User must complete the key elements of the record metadata marked with an asterisk before attempting to Submit the file or the system will not allow the submission. If the user selects the parcel(s) to which the record is associated, the LRO, Municipality and Address fields will be populated automatically geocoding the record to the parcel location.

PSRI Features and Functions



2.4.2.1 Using Polygon Creation Tools

Recognizing that many records cannot be linked to an individual parcel and cover a broad geography or may cover a linear network such as a highway, transmission corridor or some other utility framework, the application is equipped with several capabilities for the user to generate their own polygon to represent the extent of the record as reflected below.

The first image depicts the creation of a user defined polygon to reflect the geographic extent of the plan they are indexing;

PSRI Features and Functions

The screenshot displays the 'Survey Manager' interface. At the top, there are navigation tabs: 'Survey Manager', 'Home', 'Search Survey Records', 'Import Survey Records', and 'GeoCoding SRI'. The user is logged in as 'Welcome! 1609.Admin01' with a 'Logout' option. Below the navigation, there are buttons for 'Bulk Import' and 'Add Single SRI Record'. The main area is titled 'New SRI Record Details' and contains a form with the following fields: Plan Type (Plan), LRO (Durham), Municipality (AJAX), Alpha (M 12151), Number (Number), Block (Block), Lot (Lot), PIN (PIN), StreetName (Bayley), Street# (StreetNumber), Dir (Dir), JobDate (2018-01-01), Job# (123456), Sticker (Sticker), Description (Description), and Explanation (Explanation). A checkbox labeled 'isPSRI' is checked. A red box highlights the 'isPSRI' checkbox with the text 'Confirm the record should be searchable by others in the PSRI'. To the right of the form is a map with a search bar and buttons for 'Map', 'Satellite', and 'Layers'. A red box highlights the 'Submit' button with the text 'Submit the Record to the PSRI'. A blue arrow points to the 'Submit' button.

If the firm does not want a particular record to be displayed in the PSRI, they must uncheck the box shown at the bottom left of the screen above or in the bulk import screen. The default is that all records will be searchable in the PSRI. Unchecked records can be searched by the Firm in the Survey Manager but not searchable by other firms.

2.4.3 Geocoding SRI

The Geocoding SRI tab is prepopulated with any records entered into the PSRI by the Firm which the system could not geocode. The User is presented with a list of their records that are not geocoded, the parcel map with layer controls and search functionality to locate the area to which the record belongs. If they have used the Image Link feature when loading records, the plan image associated with the record can also be displayed.

The objective is to select the parcel(s) to which the record is associated and subsequently 'Link' the additional metadata to the record. This will update the metadata of the record within Survey Manager, make the record discoverable in a spatial search in the PSRI and remove the record from the geocoding queue.

PSRI Features and Functions

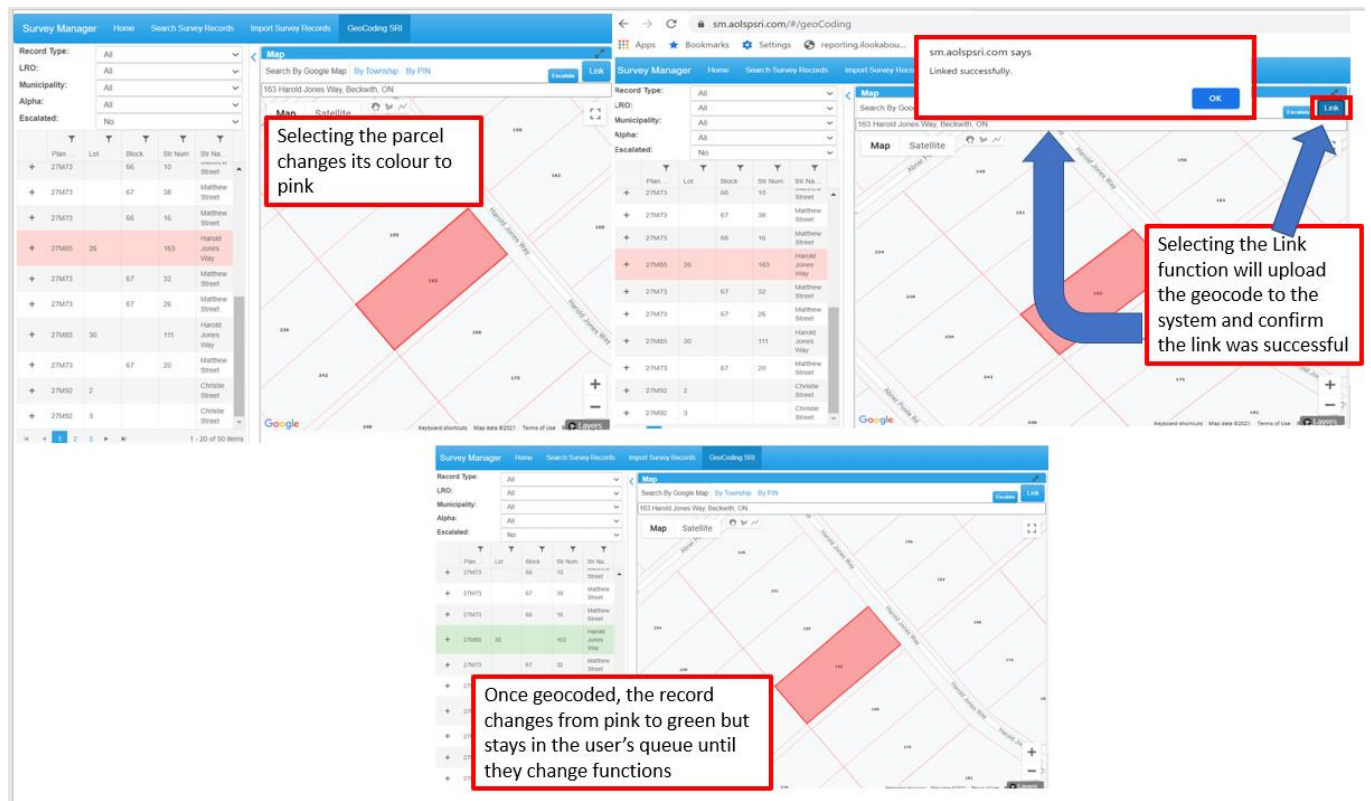
The screenshot displays the PSRI application interface. At the top, the 'GeoCoding SRI' tab is active. The left sidebar contains a 'Record Type' dropdown set to 'All', and a table of records. The table has columns for Plan, Lot, Block, Str Num, and Str Name. The record with Plan 27M85, Lot 26, and Block 163 is highlighted in pink. A blue arrow points from this record to the map. The map shows a street grid with 'Harold Jones Way' highlighted. A search bar at the top of the map contains the text '163 Harold Jones Way, Beckwith, ON'. A red box highlights the search bar with the text 'Entry of address or PIN to locate map to correct area'. A red box highlights the map area with the text 'Map Base with Parcel Layer Controls'. A red box highlights the search bar with the text 'List of non-geocoded records'. A red box highlights the pink record with the text 'Selection of record to geocode turns active record pink'. On the right, a 'Plan Images (0/0)' panel shows a sample plan image with the text 'Sample Plan Coming soon.....'. A red box highlights the plan image with the text 'Plan image associated with selected record IF Image Link function has been used'.

Plan	Lot	Block	Str Num	Str Name
27M73		66	10	Matthew Street
27M73		66	16	Matthew Street
27M85	26	163		Harold Jones Way
27M73			32	Matthew Street
27M73		67	20	Matthew Street
27M92	2			Christie Street
27M92	3			Christie Street

The User needs to locate the map to the area to which the record is associated. This is done by either entering the address or place name in the Google address search bar with the Assessment Address layer active or use the PIN search with the Ownership layer active. A Township Lot and Concession search is also available.

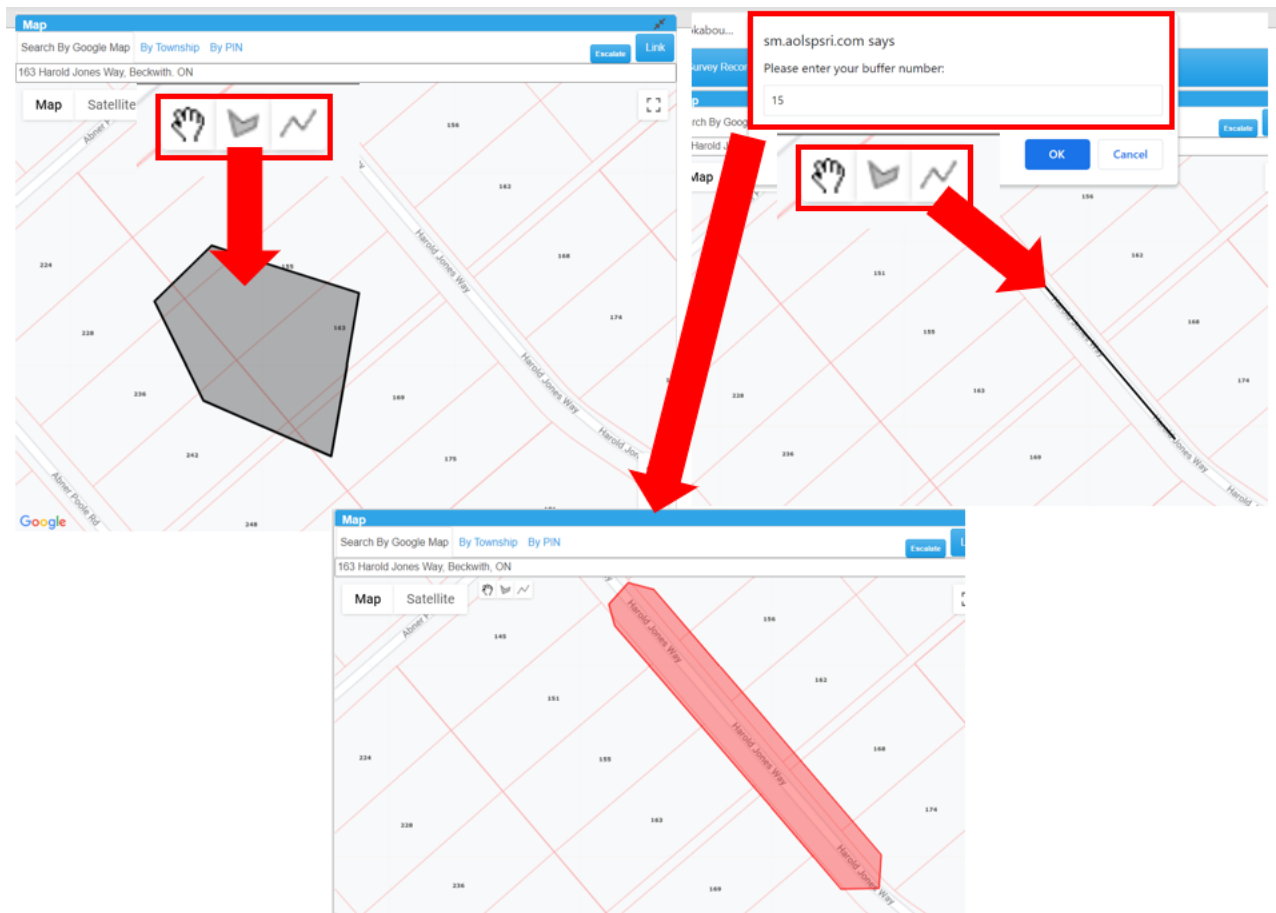
Once having identified the correct location, the user can select a single, or multiple parcels changing their colour to pink, select the Link function, confirm their selection and this will change the record's colour to green. The record remains in the user's queue until they change functions within the application in case it requires a supervisor's review or while geocoding other records they realize a further change needs to be made to the completed record.

PSRI Features and Functions



Where a record is not represented by a parcel area, the User can access the polygon tools to link the record to the correct location. When selecting the polygon tool the user can generate any shaped polygon of reasonable size and attach it to the Link as reflected below. Where the record represents a linear network, the user can create a line string, double click to end the string which will invoke the Buffer Area box, enter the buffer area and select OK to define the area.

PSRI Features and Functions

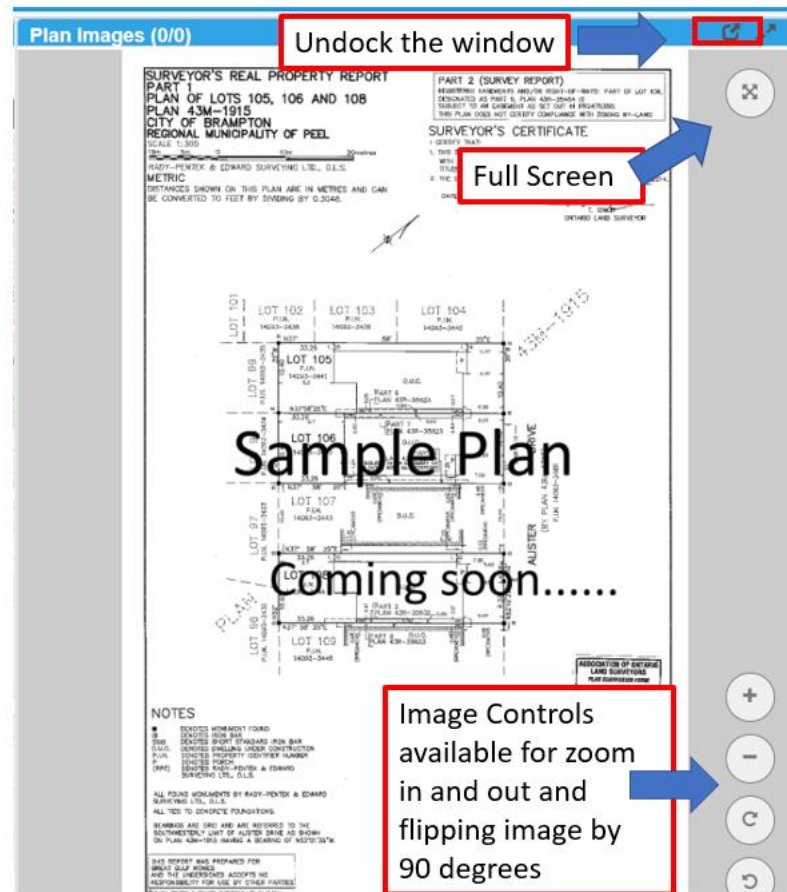


Any polygon can be 'erased' by simply double clicking within the polygon which will cause it to disappear and the user is free to redraw the area.

2.4.3.1 Displaying Plan Images

Where a plan image has been linked to the record, it will be displayed when geocoding. The Plan Image ViewPort will allow the user to undock the image and drag it to a second monitor, or use the zoom/rotate or full screen tools to improve their ability to interpret data from the plan.

PSRI Features and Functions



2.4.3.2 Escalating an Un-geocoded Record

Where a User encounters difficulty when geocoding a record, they can elect to 'Escalate' the record to others within their firm with a different level of experience. The Escalate feature will colour code the record blue until the session is terminated, after which the record will be removed from the normal geocode queue and placed in the Escalate queue. This latter queue is available to anyone in the firm and is intended to hold records which have been determined to be more difficult to geocode. A User needs only to select the drop down and click on 'Yes'

PSRI Features and Functions

sm.aolspsri.com says
1 Record(s) were escalated successfully

5

Escalated: No

Plan ...	Lot	Block	Str Num	Str Na...
27M73		66	10	Street
27M73		67	38	Matthew Street
27M73		66	16	Matthew Street
27M85	26		163	Harold Jones Way
27M73		67	32	Matthew Street
27M73		67	26	Matthew Street
27M85	30		111	Harold Jones Way
27M73		67	20	Matthew Street
27M92	2			Christie Street
27M92	3			Christie Street

1

2

3

4

5

1. Select a record to be Escalated
2. Select Escalate function
3. Confirm record escalated
4. Record appears blue until session is concluded
5. Escalated records available to others with more experience to geocode

When a more experienced staff member accesses the Geocode SRI function, they can select the 'Escalate' filter, select 'Yes' and any escalated record will be presented to them for geocoding. All other functions within this feature are consistent with the functionality discussed above.

Skipping a record simply leaves it in the Escalate queue.

PSRI Features and Functions

Survey Manager Home Search Survey Records

Record Type: All
LRO: All
Municipality: All
Alpha: All
Escalated: Yes

	Plan ...	Lot	Block	Str Num	Str Na...
+	1	5		37	
+	1	7		33	
+	1	1		45	Craig Cresc...
+	1	5		37	Smith Rd
+	27M85	30		111	Harold Jones Way

3.0 Propertyline Controls (gvp.aolpsri.com)

The PSRI application can be accessed through the URL shown above or as a hot link from within Survey Manager by clicking on the user name and then selecting the link as highlighted below.

Survey Manager Home Search Survey Records Import Survey Records GeoCoding SRI

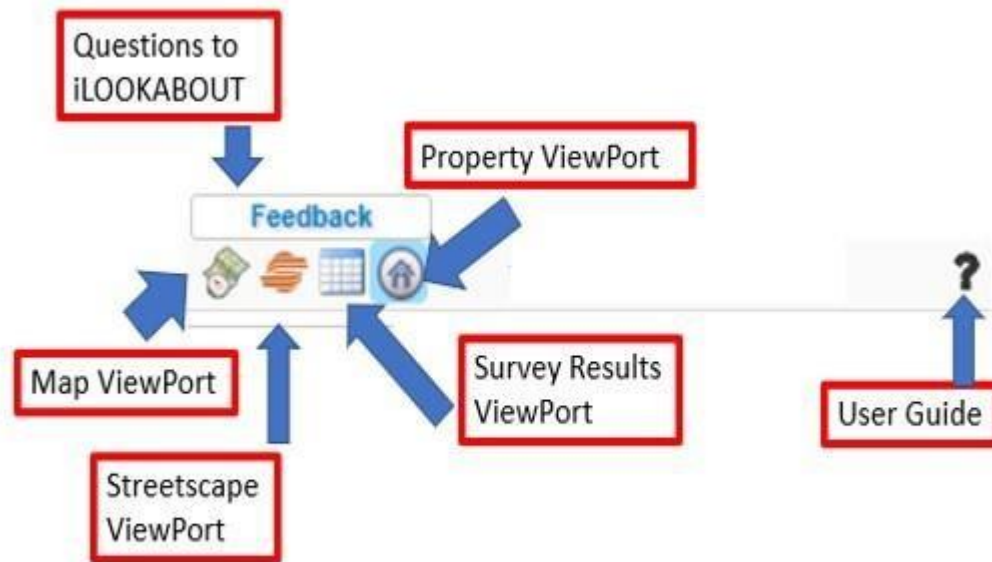
Welcome! mike@psri

Record Type: All LRO: HALTON(20) Municipality: All Alpha: All

- PSRI GVP
- AdminSite
- Change Password
- Logout

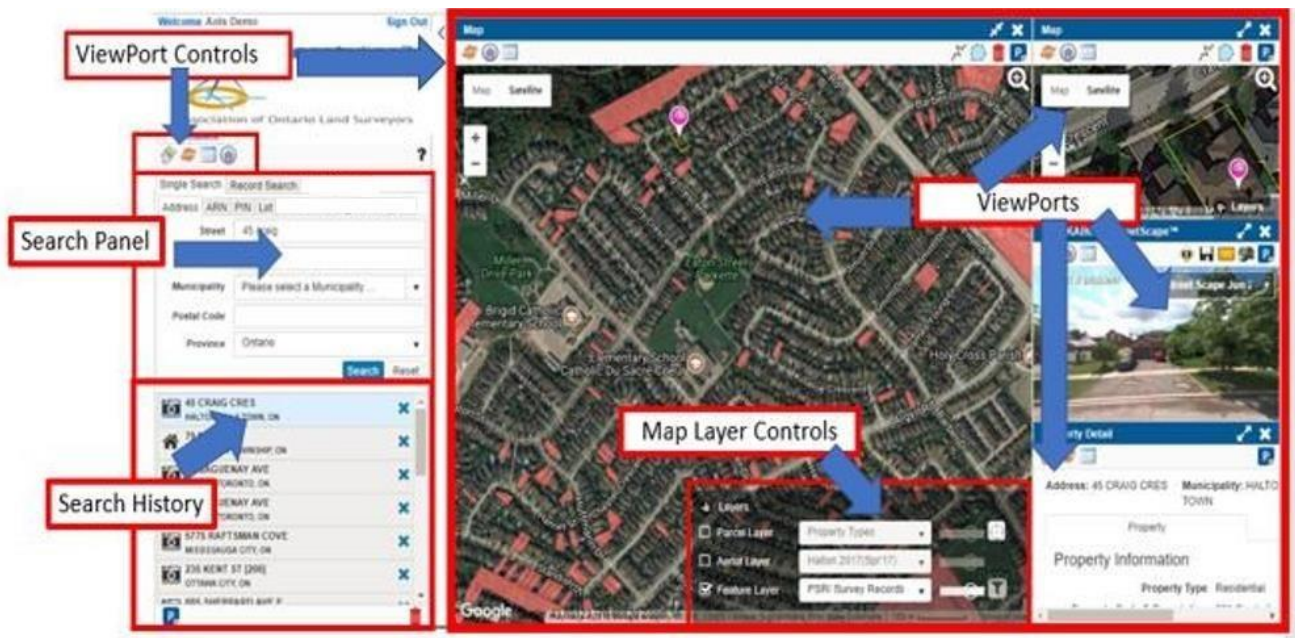
Propertyline provides the user with up to six ViewPorts to support the display of a variety of Mapping, street-level and integrated third party data. Any of the ViewPorts can be selected to provide the user with information as depicted below.

PSRI Features and Functions



3.1 Propertyline Naming Terminology

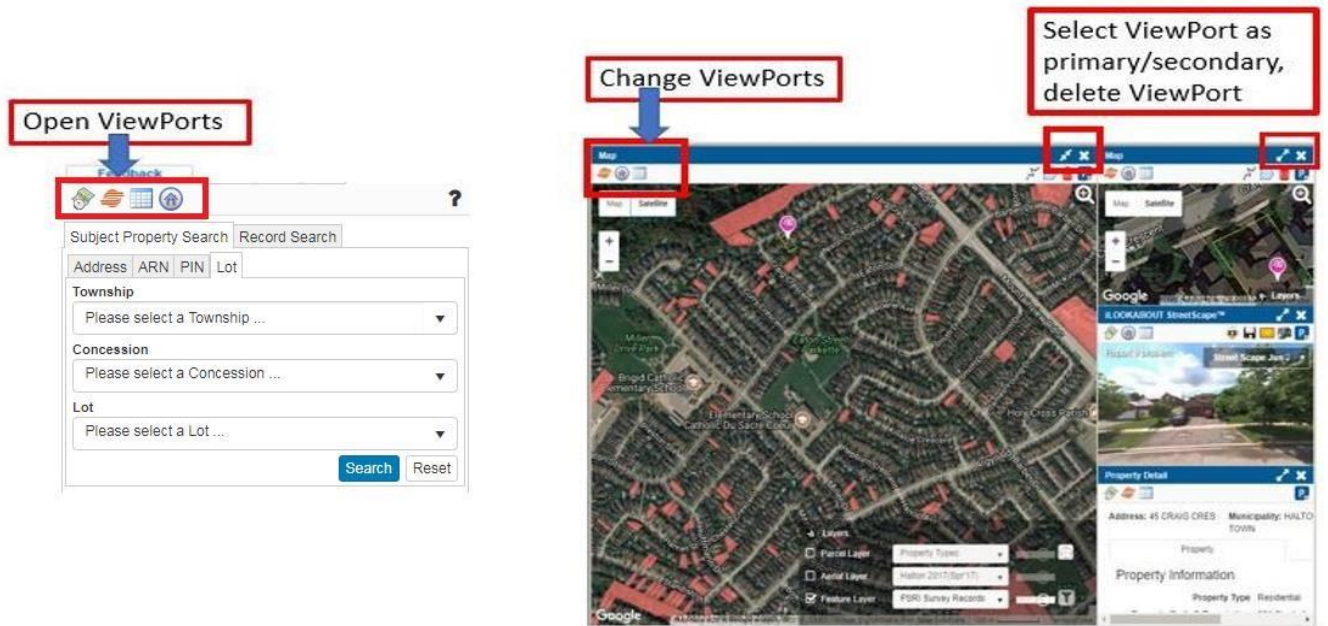
The primary controls and names for the propertyline functions are reflected below.



PSRI Features and Functions

The ViewPorts are opened by selecting the controls from the ViewPort Controls Panel. Once opened, ViewPorts can be changed by selecting the controls in the top left corner of any ViewPort.

The user can open and configure the ViewPorts, to a maximum of six, and change them as primary or secondary by selecting the arrows at the top right corner of the ViewPort. The ViewPort can also be closed by selecting the 'X'.



3.2 Single Property Search Workflow

The Single Property Search can be initiated many ways once the Single Search tab has been selected;

PSRI Features and Functions

The screenshot displays the 'Survey Manager' interface. At the top, there are two tabs: 'Feedback' and 'Survey Manager'. Below the tabs are several icons: a green leaf, a brown leaf, a blue grid, a blue house, and a question mark. The main content area has two search options: 'Subject Property Search' (highlighted with a red box) and 'Record Search'. Below these are four search criteria: 'Address', 'ARN', 'PIN', and 'Lot'. The 'Address' section includes input fields for 'Street', 'Unit', 'Municipality' (a dropdown menu with the text 'Please select a Municipality ...'), 'Postal Code', and 'Province' (a dropdown menu with 'Ontario' selected). At the bottom right of the form are 'Search' and 'Reset' buttons.

Each of the individual Search parameters support the ability for the user to search by a **full or partial** character string.

3.2.1 Address

A user can begin to search for a property location by entering an address or simply a street name and the system will return all available results following the entry of the fourth alpha character in the street name. Where the list of possible matches exceeds the screen limitation, a slide bar will enable the user to view all potential addresses. The user can filter the selection by entering in more characters of the street name or by entering the municipality within which the search is being made.

PSRI Features and Functions

The screenshot displays the PSRI web application interface. At the top, there are logos for the Association of Ontario Land Surveyors, Provincial Survey Records Index, and mpac propertyline™. Below the logos are buttons for 'Feedback' and 'Survey Manager', along with navigation icons and a help icon. The main search area has two tabs: 'Subject Property Search' and 'Record Search'. Under 'Subject Property Search', there are four search criteria: 'Address' (highlighted with a red box), 'ARN', 'PIN', and 'Lot'. The 'Address' section includes input fields for 'Street' (containing 'Spr'), 'Unit', 'Municipality' (a dropdown menu with 'Please select a Municipality ...'), 'Postal Code', and 'Province' (a dropdown menu with 'Ontario'). There are 'Search' and 'Reset' buttons at the bottom of the search form. To the right of the search form is a scrollable list of search results, each showing a street address and its corresponding city and postal code.

Address	City	Postal Code
5 SPRING ST	HAMILTON CITY, ON	L8N 2N8
4055 SPRING ST	OTTAWA CITY, ON	K0A 1K0
4070 SPRING ST	OTTAWA CITY, ON	K0A 1K0
4078 SPRING ST	OTTAWA CITY, ON	K0A 1K0
4086 SPRING ST	OTTAWA CITY, ON	K0A 1K0
4092 SPRING ST	OTTAWA CITY, ON	
2 SPRAGG CIR	CITY OF MARKHAM, ON	L3P 5V9
4 SPRAGG CIR	CITY OF MARKHAM, ON	L3P 5V9
6 SPRAGG CIR	CITY OF MARKHAM, ON	L3P 5V9
7 SPRAGG CIR		

3.2.2 Postal Code

The application supports searching by the postal code, providing the user enters the full Forward Sortation Area (FSA) or first three characters of the postal code and one character of the Local Distribution Unit (LDU). The user can then select from the presented options to locate their property of interest.

PSRI Features and Functions

The screenshot shows the PSRI search interface. The search criteria are: Address: N5X0, Municipality: London City, ON N5X 0M3, and Province: Ontario. The search results list properties in London City, ON N5X 0M3, including 2099, 2105, 2111, 2117, 2121, 2125, 2131, 2132, 2136, and 2137 Springridge Dr.

Address
2099 SPRINGRIDGE DR LONDON CITY, ON N5X 0M3
2105 SPRINGRIDGE DR LONDON CITY, ON N5X 0M3
2111 SPRINGRIDGE DR LONDON CITY, ON N5X 0M3
2117 SPRINGRIDGE DR LONDON CITY, ON N5X 0M3
2121 SPRINGRIDGE DR LONDON CITY, ON N5X 0M3
2125 SPRINGRIDGE DR LONDON CITY, ON N5X 0M3
2131 SPRINGRIDGE DR LONDON CITY, ON N5X 0M3
2132 SPRINGRIDGE DR LONDON CITY, ON N5X 0M3
2136 SPRINGRIDGE DR LONDON CITY, ON N5X 0M3
2137 SPRINGRIDGE DR

3.2.3 Municipality

The system **will not** perform a municipal search intended to return all the addresses within the municipality. The Municipality field is only intended to help filter the returned results to a manageable number.

3.2.4 Assessment Roll Number Search (ARN)

The user can search for a property of interest by entering the ARN, or a minimum of five digits from the ARN for which the search is being made;

The screenshot shows the PSRI search interface. The search criteria are: Address: ARN, Current Dataset: MPAC, and ARN: 19190. The search results list properties with ARNs, including 191901103000102, 191901103000215, 191901103000205, 191901103000200, 191901103000210, 191901103000250, 191901103000255, 191901103000245, 191901103000220, 191901103000235, 191901103000225, 191901103000240, and 191901103000230.

ARN
191901103000102
191901103000215
191901103000205
191901103000200
191901103000210
191901103000250
191901103000255
191901103000245
191901103000220
191901103000235
191901103000225
191901103000240
191901103000230

PSRI Features and Functions

As is the case with the address search, the results will be presented from which the user can select.

Note that when searching by ARN, the system will automatically change all the properties currently reflected in the Search History from Address to ARN as depicted below. The selection of any other Search tool will return each of the properties in the Search History to their corresponding address.

The screenshot shows the PSRI search interface. At the top, there are logos for the Association of Ontario Land Surveyors, Provincial Survey Records Index, and propertyline™. Below the logos are buttons for 'Feedback' and 'Survey Manager'. The main search area has two tabs: 'Subject Property Search' and 'Record Search'. Under 'Subject Property Search', there are three search options: 'Address', 'ARN', and 'Lot'. The 'ARN' option is selected and highlighted with a red box. Below the search options is a dropdown menu for 'Current Dataset' set to 'MPAC'. A search input field contains the text '19190' and is also highlighted with a red box. A blue arrow points from the input field to the search results. The search results are displayed in a table with a blue header and a blue border. Each row contains a camera icon, a property identification number, and a close button (X).

Property Identification Number
191901103000440
191901103000280
191901103000270
191901103000235
191901103000102
191904324804800

3.2.5 Property Identification Number (PIN)

The user can search for a property of interest by entering the PIN, or a minimum of three digits from the PIN for which the search is being made;

PSRI Features and Functions

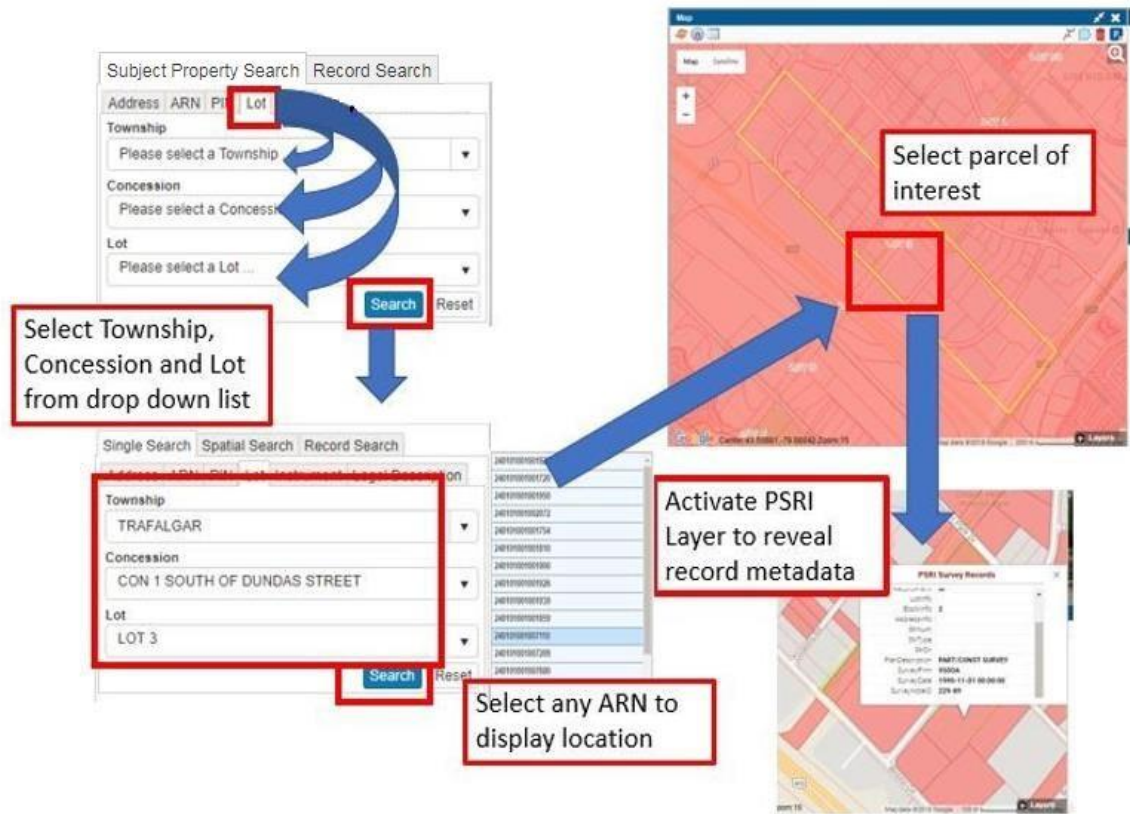
The screenshot displays the PSRI web application interface. At the top, there are logos for the Association of Ontario Land Surveyors, mpac, and propertyline™. Below the logos are navigation buttons for 'Feedback' and 'Survey Manager'. The main search area is titled 'Subject Property Search' and 'Record Search'. It features four tabs: 'Address', 'ARN', 'PIN', and 'Lot'. The 'PIN' tab is selected and highlighted with a red box. The input field for the PIN contains the value '2500' and has a red border around it. Below the input field is a 'Search' button and a 'Reset' button. To the right of the search form is a vertical list of ARNs, ranging from 250000001 to 250000012.

250000001
250000002
250000003
250000004
250000005
250000006
250000007
250000008
250000009
250000010
250000011
250000012

3.2.6 Township, Lot and Concession Search

By selecting the Lot Tab, the user can launch a search by Township, Lot and Concession. Once selecting the Township from the drop down list the user will be presented with the list of Concessions within the Township. The selection of the Concession will prompt the user to select from a list of Lots within that Concession. The selection of the Lot and subsequent click of the Search tab will then reveal the list of ARNs that are contained therein and the selection of the ARN will display the corresponding parcel (if the parcel layer is activated), highlighting the Lot and displaying the parcel extent of ARNs within the Lot.

PSRI Features and Functions



The User can then activate the PSRI Layer and select the properties for which they need to review and /or select the metadata of any geocoded records.

3.2.7 Map Searching

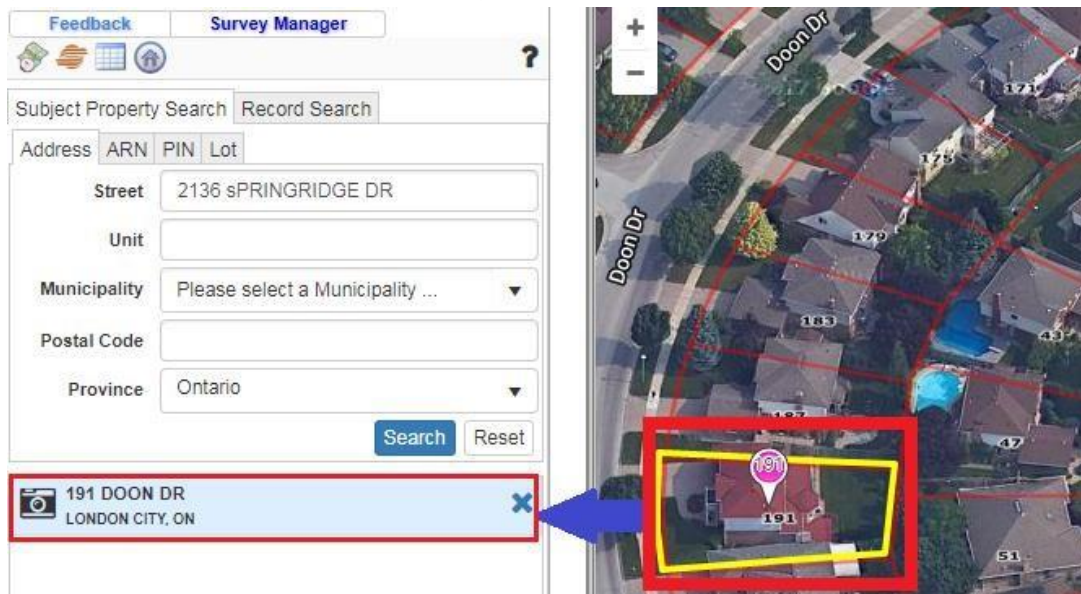
By integrating the mapping available under license from Google with MPAC's updates of the Assessment and Ownership mapping parcel base, the user has access to the most popular means for finding and selecting a subject property, by map. The map is equipped with panning and zooming functionality to support the selection of a location of interest.

The user has the option to select either a road view, oblique view where available, satellite or aerial view with, or without, the parcel mapping being visible.

With aerial imagery activated, double clicking on the roof top results in the address of the selected property being populated in the Property Address Search

PSRI Features and Functions

Bar and a pushpin is then assigned to the centroid of the property which is subsequently centered within the map window as depicted below;



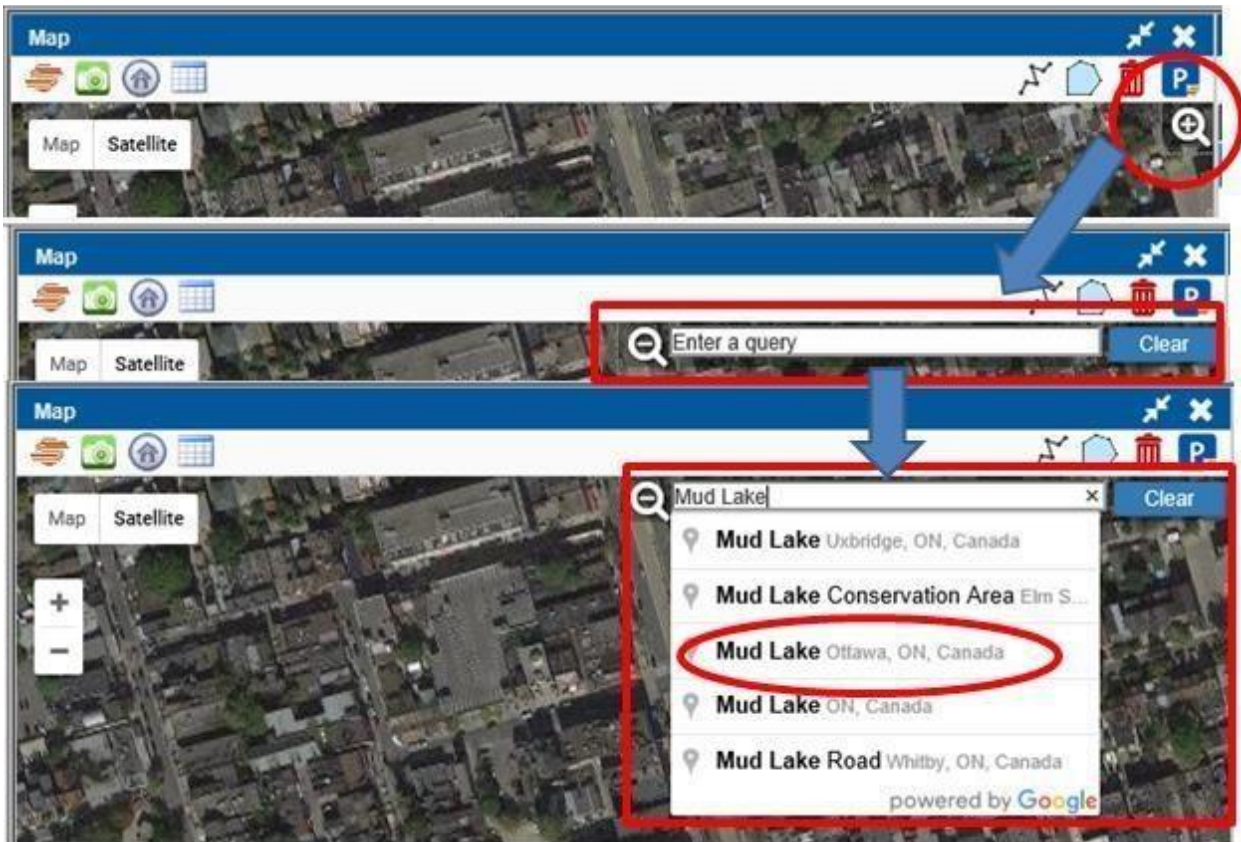
3.2.8 Google Search

To facilitate locating a property by its common place name, latitude and longitude (x/y co-ordinate), closest intersection or company name, the Google Search functionality has been incorporated within the Map ViewPort. The user is required to select the function by clicking on the magnifying glass in the top righthand corner of the Map ViewPort which will in turn reveal a data entry window. Entry of any common place name will reveal a list of matching options from which to make the intended selection and in turn will reveal the location on the Map ViewPort. Parcel polygons can then be activated to help the user locate the parcel or property of interest.

It is important to note that the Google search functions operate independently of the PSRI application. Consequently, while they can be used to locate an area or property of interest, the User must subsequently select the same point of interest and replace the Google pushpin with a propertyline pushpin, or the application will revert to its last known primary property of interest which is at the top of the Search History list.

PSRI Features and Functions

3.2.8.1 Search for a Common Geographic Place Name

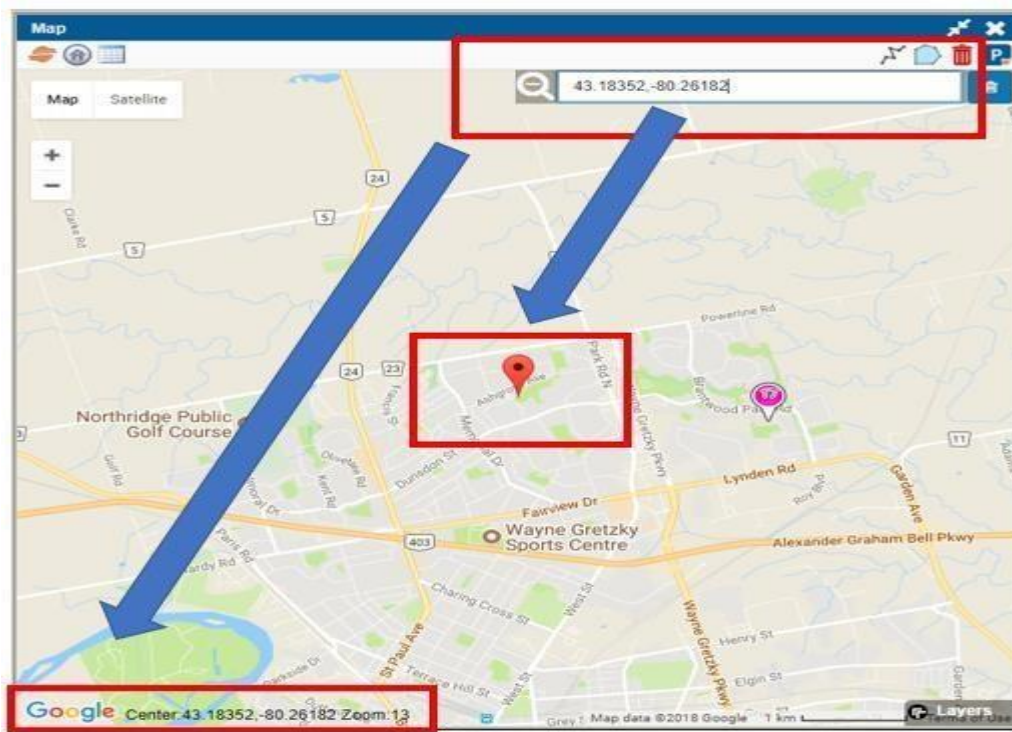


The above example depicts the process for searching for a common geographic place name, in this case Mud Lake.

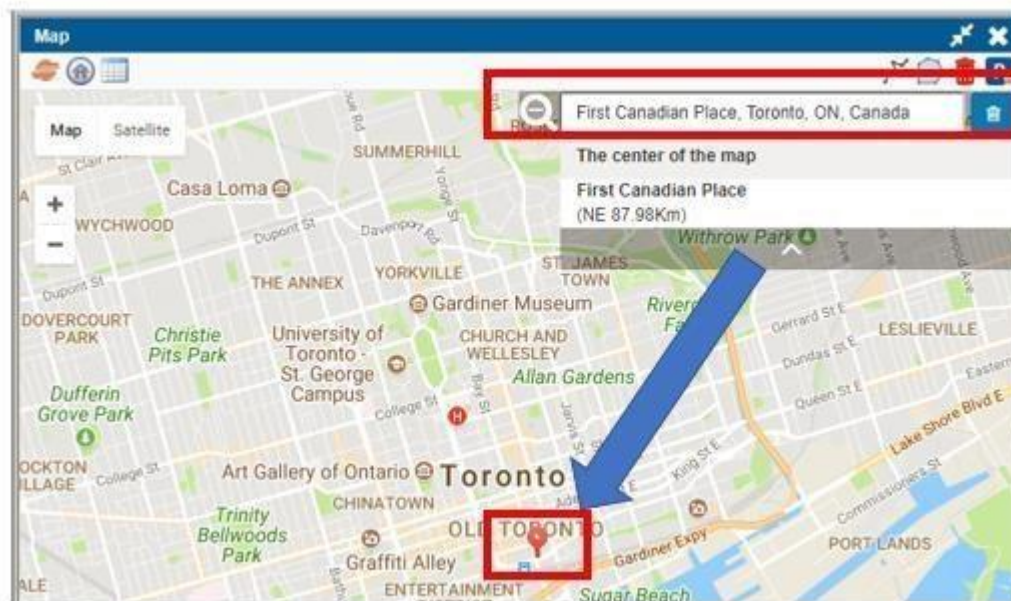
3.2.8.2 Search by X/Y Coordinates

The entry of X/Y Coordinates must be entered in the correct format which can be located at the bottom of the Map ViewPort.

PSRI Features and Functions



3.2.8.3 Search By Business Place Name



PSRI Features and Functions

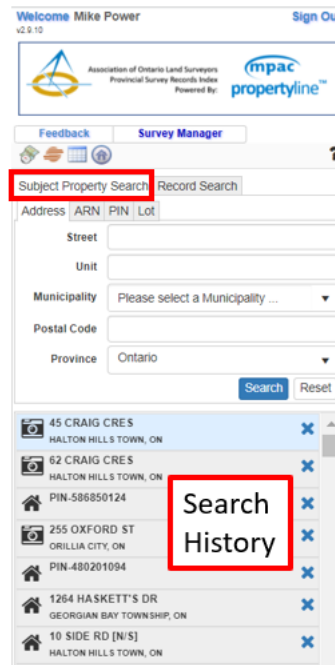
3.2.8.4 Search by Intersection



3.2.9 Selecting from Search History

As the user makes property selections utilizing any of the methods outlined above, each of the selected properties is subsequently kept in the user's Search History. The most recently viewed property is always at the top of the Search History List. To simplify the reselection of a previously viewed property, the application is enabled to allow the user to select any property from the list as their new subject property. This will return the property to the top of the list and any open ViewPorts will be changed to the reselected property. **The Search History function is only available when the user is in the Subject Property Search mode.**

PSRI Features and Functions



4.0 Survey Record Search

4.1 Record Search Functions

The User can begin their search for survey records after selecting the Record Search function and then by accessing the Search by Attribution or Search by Custom Boundary options. The Attribute Search will always be more comprehensive given that not all records are geocoded. The User can access both search features and the Results ViewPort will eliminate any duplicate records.

4.1.1 Search by Record Attribution

Recognizing that not all records have been geocoded, the system provides the user with the ability to search for all survey records by their record attribution.

From the Search bar, the User selects Record Search to activate the list of filters. They would then select the Survey Record Search Type, either an Attribute Search or Custom Boundary Search. The User must also indicate if the results are to replace all existing records on the Survey Records Result ViewPort, or if they are to be appended to the existing list. Finally, the user must indicate if they are searching their Own Firm's records, those from Other Firms, or All records.

Page

PSRI Features and Functions

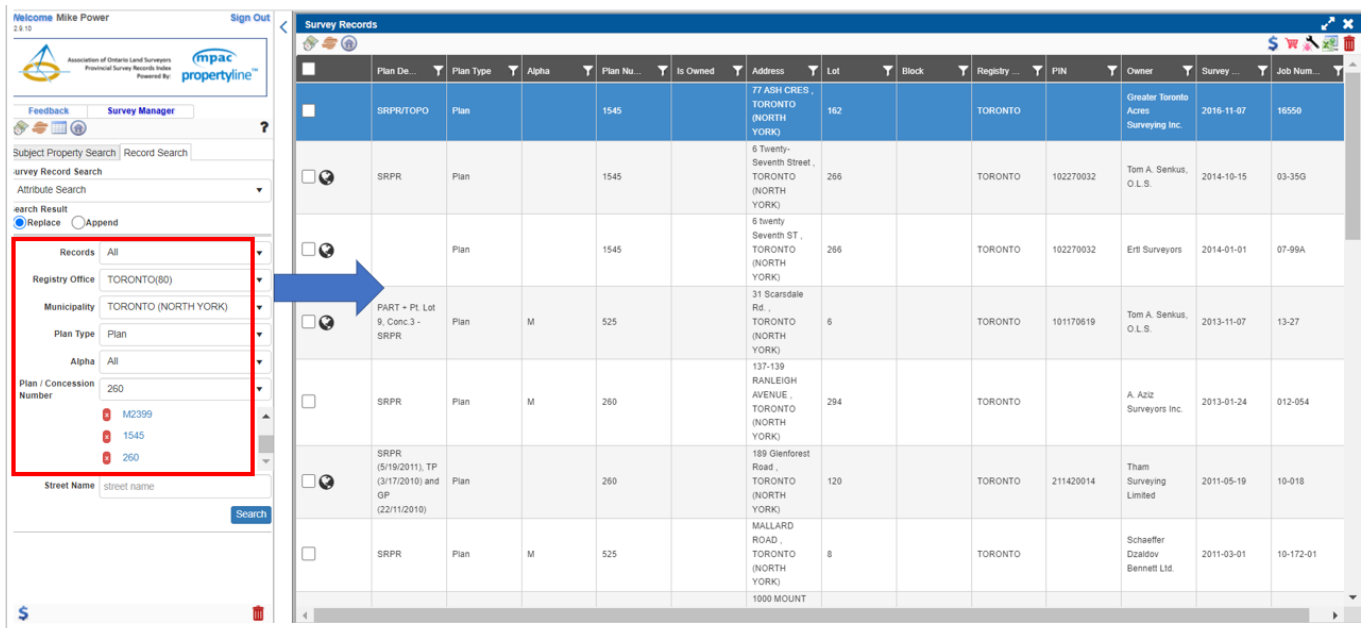
The User must begin their Attribute Search by selecting the Registry Office within which they will initiate their search. Upon doing so, the system will limit the set of Municipality drop-downs to those within the selected Office. The User then selects whether the search is for a Plan or Concession, enters the appropriate Alpha if applicable followed by the Plan numbers or Concessions for which plans are being searched.

The screenshot displays the 'Subject Property Search' interface. At the top, there are two tabs: 'Subject Property Search' and 'Record Search', with 'Record Search' highlighted in a red box. Below the tabs, the 'Survey Record Search' section includes an 'Attribute Search' dropdown menu. Underneath, the 'Search Result' section has two radio buttons: 'Replace' (selected) and 'Append'. The main search criteria section contains several dropdown menus: 'Records' (set to 'All'), 'Registry Office' (set to 'TORONTO(80)'), 'Municipality' (set to 'TORONTO (OLD TORONTO)'), 'Plan Type' (set to 'Plan'), and 'Alpha' (set to 'All'). The 'Plan / Concession Number' dropdown is set to 'M2491' and is highlighted with a red box. Below this dropdown, a list of search results is displayed, each with a red 'x' icon and a blue 'x' icon, indicating they can be removed. The results are: '1 S.D.S TP. TORONTO', '1764', and 'M2491'. At the bottom, there is a 'Street Name' input field with the placeholder text 'street name' and a blue 'Search' button.

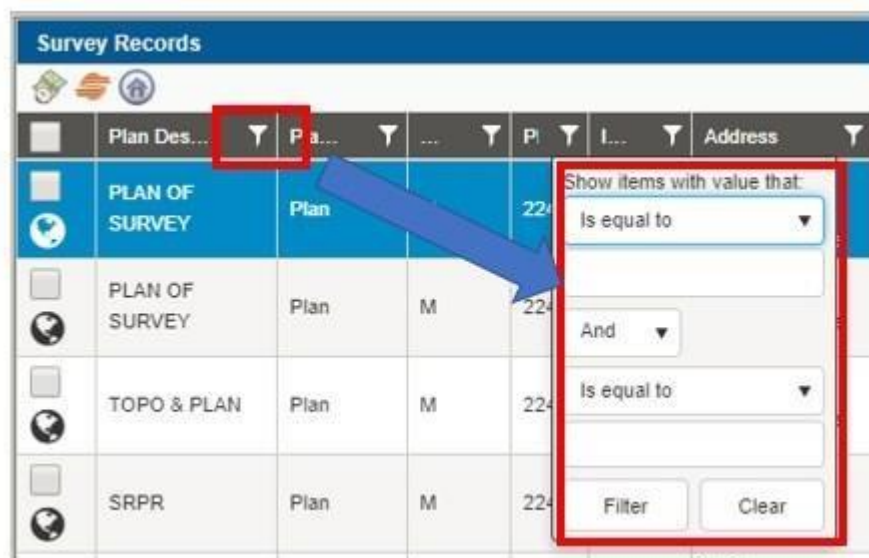
The final filter is a Street Name filter which supports any alphanumeric character string to help the user refine the result set.

Once having selected the 'Search' command at the bottom of the screen, the system will return the set of records that fulfill the search criteria. A maximum of 500 records will be displayed chronologically at any one time. This requires that the Survey Results ViewPort be opened to view the associated data.

PSRI Features and Functions



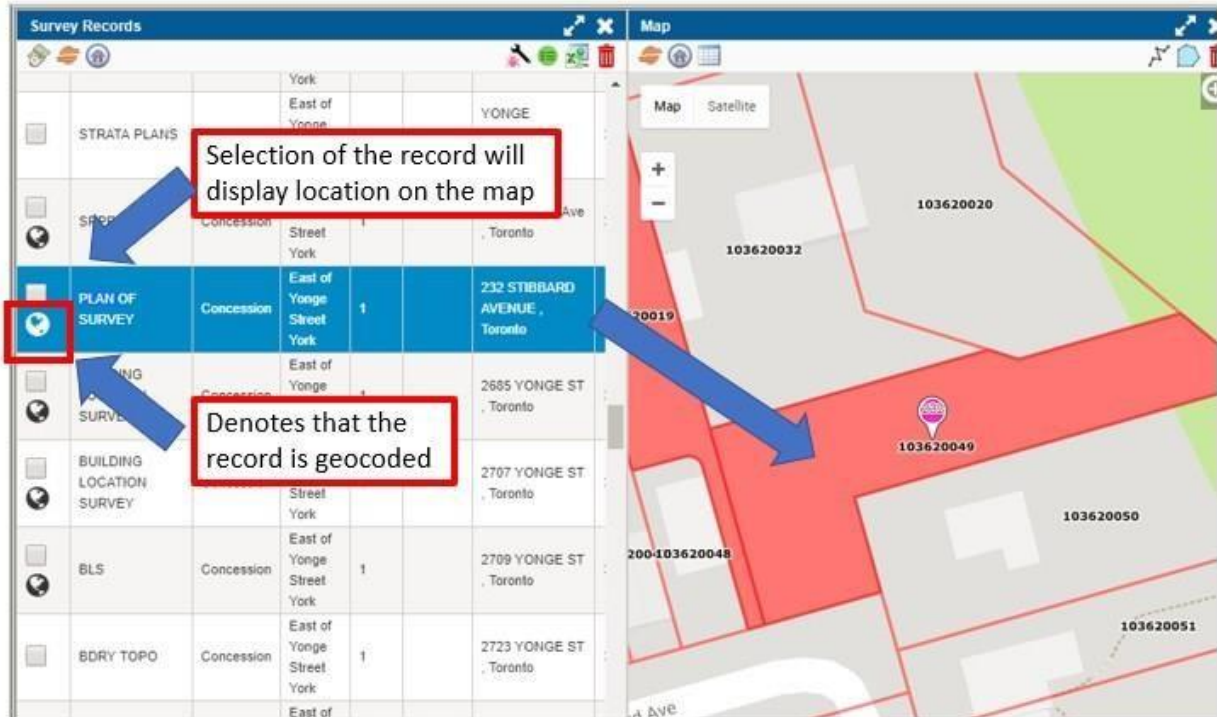
The table is configured with sort functionality in each of the column headers as well as the ability to filter the results by selecting the icon and filling in the desired variables;



Once the User is satisfied with the record layout, they can begin to select the ones that they intend to order by selecting the box to the left of the record. Any of the

PSRI Features and Functions

records that have been geocoded will also be identified within the Map ViewPort upon selection.

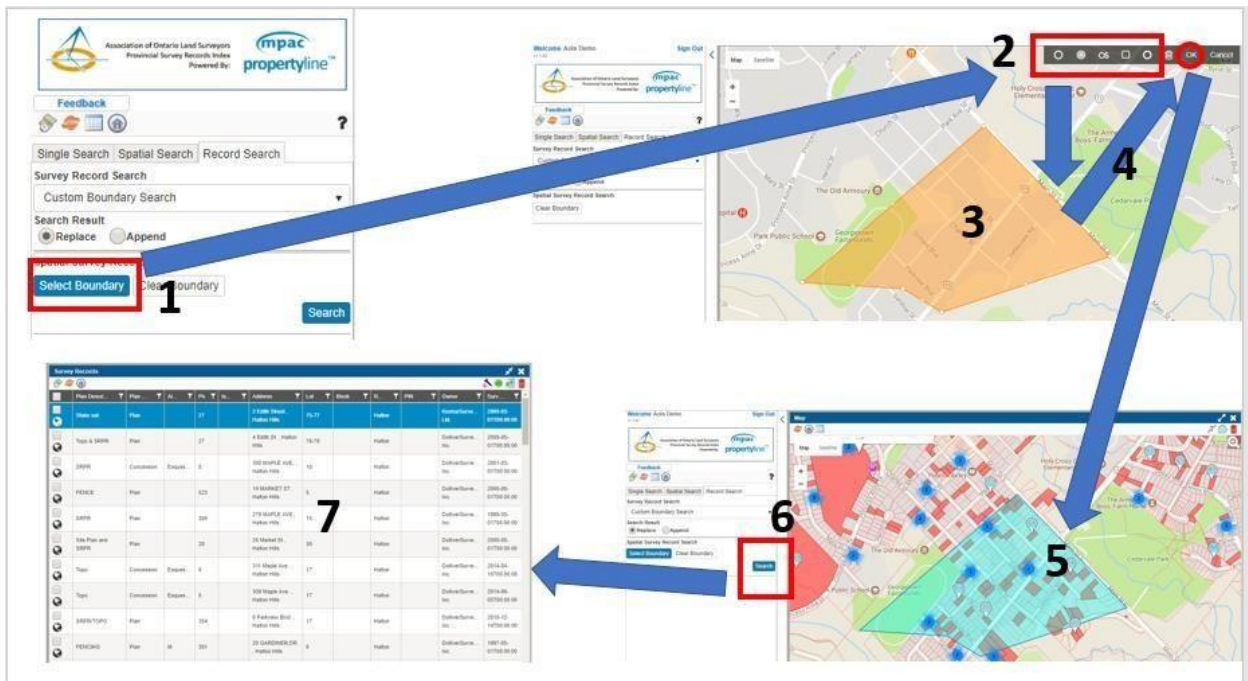


4.1.2 Custom Boundary Search

As depicted below, in addition to searching by the record's attribution, users can select the drop-down arrow and choose to select records by a custom boundary;

PSRI Features and Functions

When choosing to search for records by a custom boundary, enter a property of interest through the single search method, or pan the map to the area in which you want to conduct your search and select a property from which to start your search. **Please ensure that you're in an area where records are depicted on the map.**



1- Once in the area of the map that you want to search, click on Select Boundary

Page

PSRI Features and Functions

- 2- Choose the tool by which you'll draw the boundary and proceed with the polygon
- 3- If satisfied with the polygon, proceed to 4, if not, select the garbage can icon and redraw
- 4- Select OK to depict your polygon against the map view of the records. If satisfied, proceed to 6, if not, select clear boundary and start again from step 1
- 5- Confirm boundary represents area of interest. If the boundary needs to be slightly extended or contracted, 'grab one of the vertices of the polygon by clicking on your left mouse button and hold it down and pull it in any direction until reaching the desired location before releasing the mouse button but **do not overlap the polygon**.
- 6- Select search to generate your list of records
- 7- Open the Results viewport to review your list of records

You can add more records to your results list by simply clicking the parcel with a record from the map view. Please note that your Spatial Control must be in the Append mode as shown below;

The screenshot displays the 'Record Search' tab of the PSRI interface. It features a 'Survey Record Search' section with a dropdown menu set to 'Custom Boundary Search'. Below this, the 'Search Result' section has two radio buttons: 'Replace' and 'Append'. The 'Append' radio button is selected and highlighted with a red rectangular box. Further down, there is a 'Records' dropdown menu set to 'All'. At the bottom, there are buttons for 'Select Boundary', 'Clear Boundary', and a 'Search' button.

Page

PSRI Features and Functions

The User can also switch to an Attribute Search, and if in the Append mode, the results of the next search will be added to the Results ViewPort.

4.1.3 Practice Areas

Individual Survey Firms may make application to Council to identify the area in which they are principally the only Surveyor as a designated Practice Area. This negates their requirement to index their historical records, pre June 24 2021, to the PSRI but does not relieve them of the responsibility of indexing their day forward survey records following that date. In being approved for a Practice Area, the designated firm will have their contact information displayed to all surveyors embarking upon a records search within the municipality that is so-designated. Two examples of existing Practice Areas follow,

The screenshot shows the PSRI search interface. At the top, it says "Welcome Mike Power" and "v2.9.13". Below that are logos for the Association of Ontario Land Surveyors, Provincial Survey Records Index, and Propertyline. There are tabs for "Feedback" and "Survey Manager". The main search area has two tabs: "Subject Property Search" and "Record Search". Under "Record Search", there is a dropdown for "Attribute Search" and radio buttons for "Search Result" with "Replace" selected and "Append" unselected. Below these are several dropdown menus: "Records" (All), "Registry Office" (SIMCOE(51)), "Municipality" (ORILLIA CITY), "Plan Type" (Plan), "Alpha" (All), and "Plan / Concession Number" (All). There is a text input field for "Street Name" with "street name" entered. A "Search" button is at the bottom right. A blue box at the bottom contains the text: "ORILLIA CITY is the Practice Area of Dearden & Stanton. Please contact them at info@d-stanton.ca to inquire about the availability of plans that meet your search criteria."

The screenshot shows the PSRI search interface. At the top, it says "Welcome Mike Power" and "v2.9.13". Below that are logos for the Association of Ontario Land Surveyors, Provincial Survey Records Index, and Propertyline. There are tabs for "Feedback" and "Survey Manager". The main search area has two tabs: "Subject Property Search" and "Record Search". Under "Record Search", there is a dropdown for "Attribute Search" and radio buttons for "Search Result" with "Replace" selected and "Append" unselected. Below these are several dropdown menus: "Records" (All), "Registry Office" (RENFREW(49)), "Municipality" (RENFREW TOWN), "Plan Type" (Plan), "Alpha" (All), and "Plan / Concession Number" (All). There is a text input field for "Street Name" with "street name" entered. A "Search" button is at the bottom right. A blue box at the bottom contains the text: "RENFREW TOWN is the Practice Area of Adam Kasprzak Surveying Ltd. Please contact them at animarie@aksurveying.com to inquire about the availability of plans that meet your search criteria."

In each case that the designated municipality is selected, the Surveyor's email contact information is displayed suggesting that the searcher contact the firm **in addition** to performing a search in the area for records of other firms. It is important to note that the Surveyor designated as having a Practice Area may not necessarily present their records in the broader search request or subsequently appear on the Survey Records

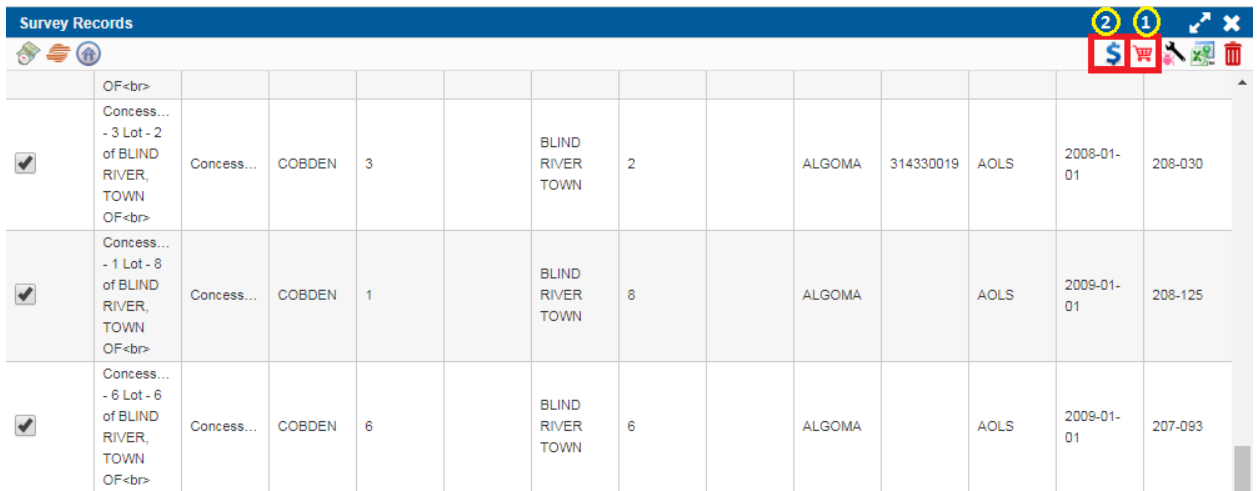
PSRI Features and Functions

Search Results page. Contact through the displayed email address must be made independent of any other search.

4.1.4 Ordering Records

4.1.4.1 Survey Records Fulfilment

Fulfilment interfaces have been incorporated within the Survey Results Screen



The screenshot shows a web interface titled "Survey Records". At the top right, there are two numbered callouts: a red box with the number "2" pointing to a shopping cart icon, and a yellow box with the number "1" pointing to a magnifying glass icon. Below the title bar is a table with three rows of records. Each row has a checkbox in the first column, which is checked. The table columns contain the following data:

Selection	Description	Concess...	COBDEN	3	BLIND RIVER TOWN	2	ALGOMA	314330019	AOLS	2008-01-01	208-030
<input checked="" type="checkbox"/>	Concess... - 3 Lot - 2 of BLIND RIVER, TOWN OF 	Concess...	COBDEN	3	BLIND RIVER TOWN	2	ALGOMA	314330019	AOLS	2008-01-01	208-030
<input checked="" type="checkbox"/>	Concess... - 1 Lot - 8 of BLIND RIVER, TOWN OF 	Concess...	COBDEN	1	BLIND RIVER TOWN	8	ALGOMA		AOLS	2009-01-01	208-125
<input checked="" type="checkbox"/>	Concess... - 6 Lot - 6 of BLIND RIVER, TOWN OF 	Concess...	COBDEN	6	BLIND RIVER TOWN	6	ALGOMA		AOLS	2009-01-01	207-093

Once a search has been completed, the User can select the records which are to be placed within their Shopping Cart, and then select the Cart icon to move towards record request or check-out.

4.1.4.2 Fulfilment Interface - Cart

Shopping cart functionality will hold selected records for fulfilment on a search by search basis. Where the owner of the record or its fulfilment agent have provided access to a degraded view, or a thumbnail of the image, a link is provided in the column labeled Data.

PSRI Features and Functions

Add records to Cart ×

Selected : **6** , Total Orderable Count : **6** (LSR : **5** , PIMARC : **0** , Email Order : **1**)

Plan Description / Number	Address	Fulfilled By	Price	Data	Status	
Mining Survey(1234)	1 main st e , BLIND RIVER TOWN				Order By Email	✘
Concession - 4 Lot - 4 of COBDEN, TOWNSHIP OF (4)	BLIND RIVER TOWN	LSR		897107	Order	✘
Concession - 3 Lot - 2 of BLIND RIVER, TOWN OF (3)	BLIND RIVER TOWN	LSR		1029069	Order	✘
Concession - 1 Lot - 8 of BLIND RIVER, TOWN OF (1)	BLIND RIVER TOWN	LSR		1029070	Order	✘
Concession - 6 Lot - 6 of BLIND RIVER, TOWN OF (6)	BLIND RIVER TOWN	LSR		1029073	Order	✘
Concession - 14820 Part of the Bed of of TIMMERMANS, TOWNSHIP OF (14820)	BLIND RIVER TOWN	LSR		1040115	Order	✘

The header identifies the number of records that can be ordered.

The user is provided with the ability to delete the record by selecting the 'X'.

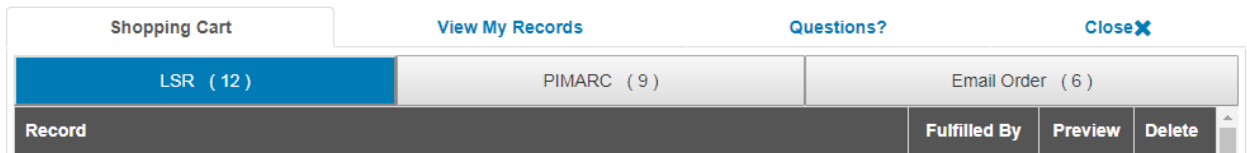
1. If a record is being fulfilled by an agent, the column marked fulfillment indicates by whom the plan image will be fulfilled.
2. If the User selects the 'Add to Cart' function, all records will be added to the Shopping Cart for ordering based upon the defined method of fulfillment. The User can then return to the PSRI application to continue searching records.
3. If the User selects the 'Proceed to Cart' function, the application will open the shopping cart with a list of all records that have been placed there since the User's last check-out.

4.1.4.3 Shopping Cart Check-Out Function

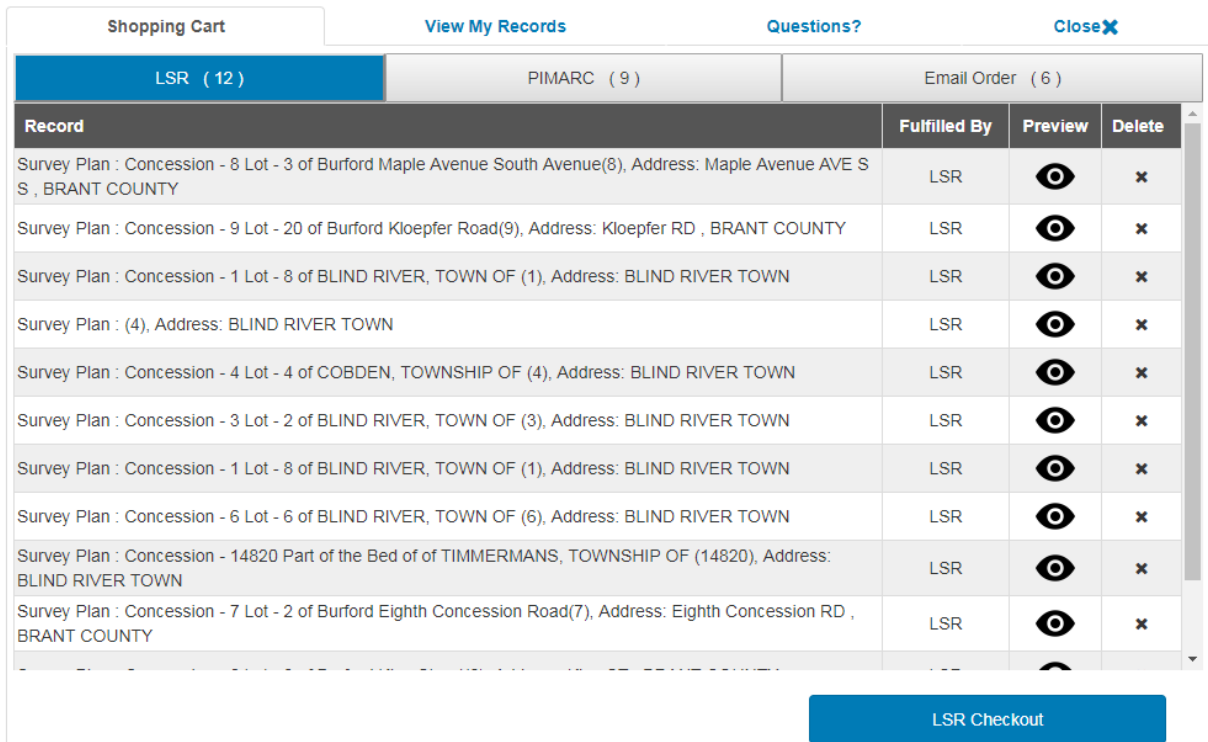
1. The shopping Cart function will contain all records that the User has selected from the Survey Results Screen and the initial Shopping Cart. Unless records are ordered or deleted, they will remain in the cart until the user takes one of the above actions.

PSRI Features and Functions

- Each fulfillment agent will provide their own cart checkout functions. Land Survey Records (LSR) and Pimarc provide fulfillment services, but more fulfillment agents will be added in the future. Any Surveyor not having selected a fulfillment service has by default chosen to self-fulfill requests for their plans and will receive such requests via email.



- The above screen clip depicts the User having 12 records in a LSR basket, 9 in a Pimarc basket and 6 to be ordered by email. Each of the three fulfillment functions must be actioned individually.



- In the LSR tab, the User can preview the plan and select the LSR Checkout button to proceed to the record purchase.

PSRI Features and Functions

Shopping Cart
View My Records
Questions?
Close X

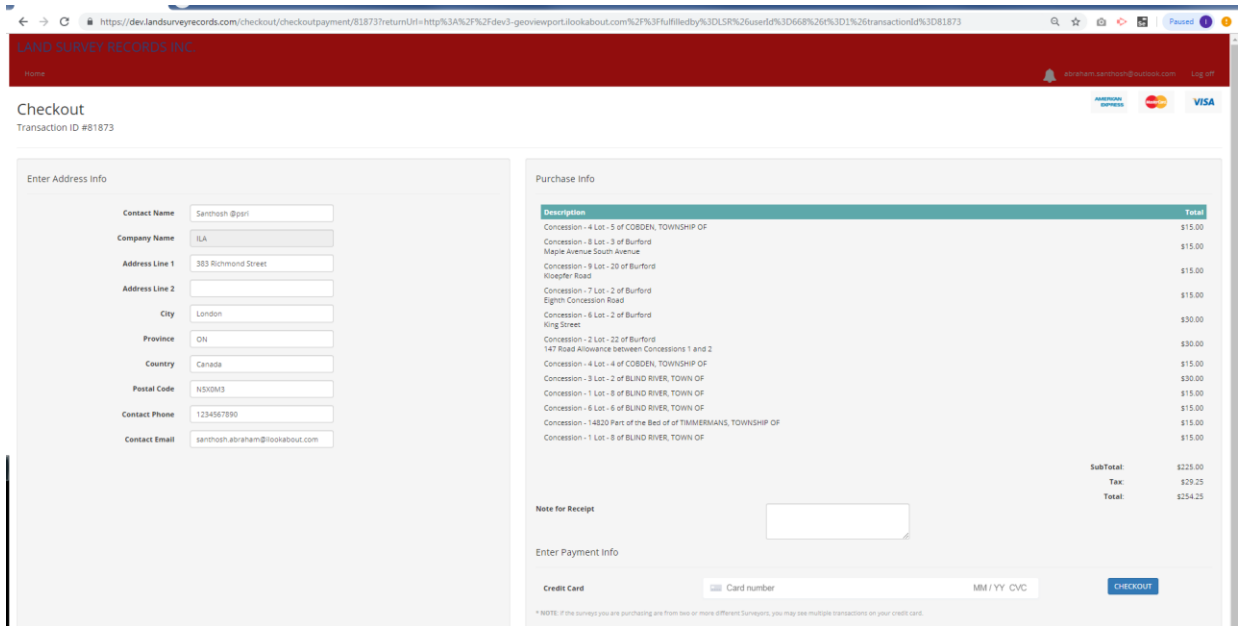
LSR (12)
PIMARC (9)
Email Order (6)

Record	Fulfilled By	Preview	Delete
Survey Plan : Concession - 8 Lot - 3 of Burford Maple Avenue South Avenue(8), Address: Maple Avenue AVE S , BRANT COUNTY	LSR		✕
Survey Plan : Concession - 9 Lot - 20 of Burford Kloefer Road(9), Address: Kloefer RD , BRANT COUNTY	LSR		✕
Survey Plan : Concession - 1 Lot - 8 of BLIND RIVER, TOWN OF (1), Address: BLIND RIVER TOWN	LSR		✕
Survey Plan : (4), Address: BLIND RIVER TOWN	LSR		✕
Survey Plan : Concession - 4 Lot - 4 of COBDEN, TOWNSHIP OF (4), Address: BLIND RIVER TOWN	LSR		✕
Survey Plan : Concession - 3 Lot - 2 of BLIND RIVER, TOWN OF (3), Address: BLIND RIVER TOWN	LSR		✕
Survey Plan : Concession - 1 Lot - 8 of BLIND RIVER, TOWN OF (1), Address: BLIND RIVER TOWN	LSR		✕
Survey Plan : Concession - 6 Lot - 6 of BLIND RIVER, TOWN OF (6), Address: BLIND RIVER TOWN	LSR		✕
Survey Plan : Concession - 14820 Part of the Bed of of TIMMERMANS, TOWNSHIP OF (14820), Address: BLIND RIVER TOWN	LSR		✕
Survey Plan : Concession - 7 Lot - 2 of Burford Eighth Concession Road(7), Address: Eighth Concession RD , BRANT COUNTY	LSR		✕

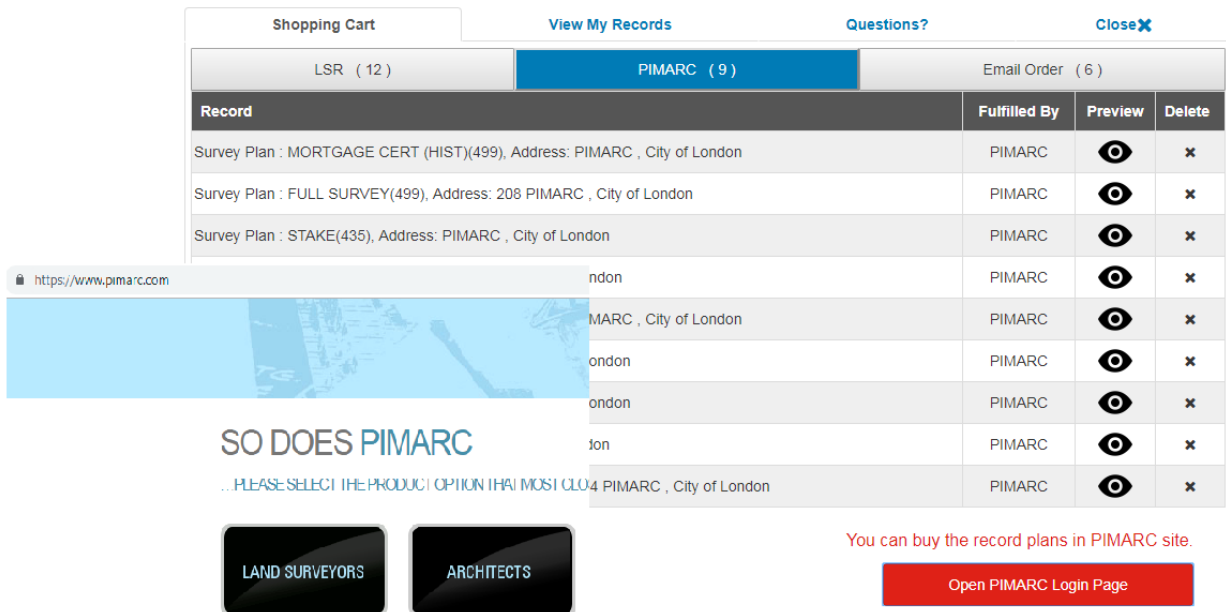
LSR Checkout

- The LSR Checkout transfers the user to the LSR shopping cart, where the user can check out with a valid credit card and receive a receipt for their purchased plan. The user will also receive an email receipt for the purchase. The plan remains in the View My Records tab until removed by the User.

PSRI Features and Functions



- The Pimarc shopping cart interface is not yet developed. Selecting the link will take the user to the Pimarc website where, upon registration and re-entering of the record details, the associated plan can be made available for purchase.



PSRI Features and Functions

- Records available from the Surveyor by email are grouped under the Email Order function. If the Surveyor has made a fuzzy view or thumbnail of their plan available, it can be viewed by selecting the Preview icon. Selecting the Send Order by Email function will send an email request to all associated Plan holders.

Shopping Cart
View My Records
Questions?
Close X

Record	Preview	Delete
LSR (12)	PIMARC (9)	
Email Order (6)		
Survey Plan : Mining Survey(1234), Address: 1 main st e , BLIND RIVER TOWN		x
Survey Plan : Detached Home(121), Address: 1000 PARK AVE N , BRANT COUNTY		x
Survey Plan : Detached Home(121), Address: 2144 PARK AVE S , BRANT COUNTY		x
Survey Plan : Detached Home(121), Address: 2144 PARK AVE S , BRANT COUNTY		x
Survey Plan : Detached Home(121), Address: 2144 PARK AVE N , BRANT COUNTY		x
Survey Plan : null(123), Address: BRANT COUNTY		x

An example of the automated email request is shown below.

The following SRI Record(s) are requested by SRI User: Mike Power (mike.power@ilookabout.com) from Firm:PSRI Ilookabout

PlanDescription	Plan Type	Alpha	Plan Number	Block	Lot	PIN	StrNum	StrName	StrDir	Municipality	JobDate	JobNumber
Boundary Confirmation Survey (ex. Boundaries Act, Municipal Resurvey under the Surveys Act)	Other		1				45	CRAIG CRES		HALTON HILLS TOWN	1999-01-01	1

Please work with the User directly to resolve and update the PSRI as applicable. If you require further technical assistance, please contact us at: support@ilookabout.com

Regards
AOLS SRI Administration

4.1.4.4 View My Records

- Within the View My Records tab, the User has a complete list of records they have purchased from any fulfillment service which has a shopping cart interfaced to the PSRI. The record, fulfillment source, date of purchase, copy of the plan and a receipt are all retained for the user under this tab.

Page

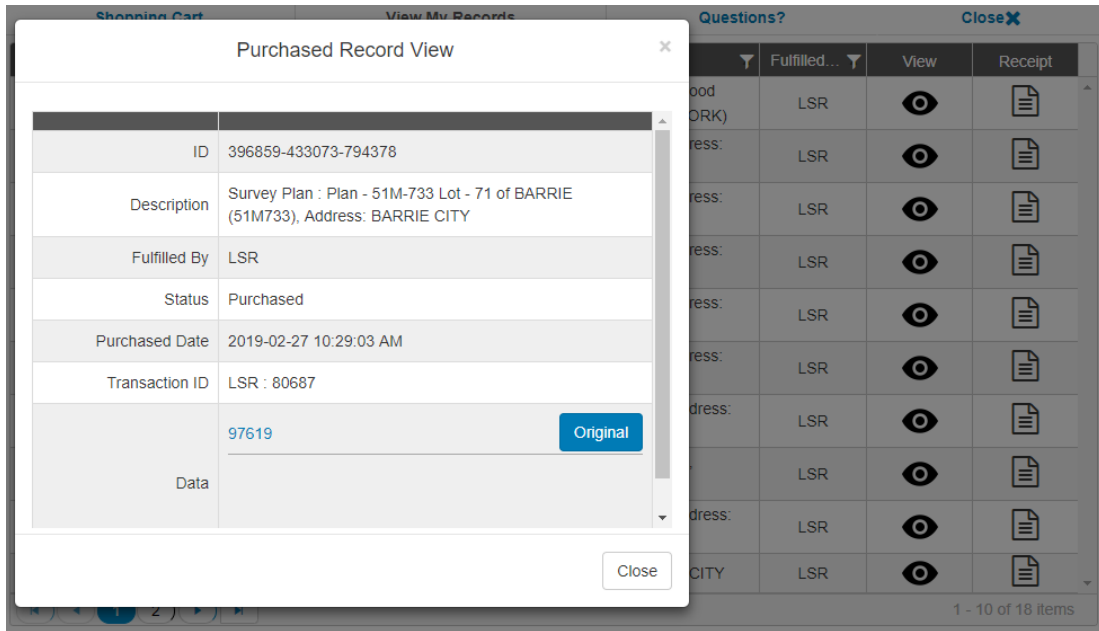
PSRI Features and Functions

Shopping Cart		View My Records		Questions?		Close X	
Date	Records	Fulfilled...	View	Receipt			
2019-04-03 6:23:40 PM	Survey Plan : Concession - 3 Lot - 4 of Burford (3), Address: BRANT COUNTY	LSR					
2019-04-03 6:18:04 PM	Survey Plan : Concession - 3 Lot - 14 of Burford Mill Road(3), Address: Mill RD , BRANT COUNTY	LSR					
2019-04-03 6:18:04 PM	Survey Plan : Concession - 1 Lot - 19 of Burford Road Allowance Between Lots 18 and 19 (1), Address: Road Allowance Between Lots 18 and 19 , BRANT COUNTY	LSR					
2019-04-03 6:18:04 PM	Survey Plan : Concession - 4 Lot - 13 of Burford (4), Address: BRANT COUNTY	LSR					
2019-03-27 4:34:30 PM	Survey Plan : Concession - 1 Lot - 19 of Burford Road Allowance Between Lots 18 and 19 (1), Address: Road Allowance Between Lots 18 and 19 , BRANT COUNTY	LSR					
2019-03-27 4:34:30 PM	Survey Plan : Concession - 4 Lot - 13 of Burford (4), Address: BRANT COUNTY	LSR					
2019-03-26 6:45:59 PM	Survey Plan : Concession - 2 Lot - 2 of Oakland (Twp.) King's Lane(2), Address: King's Lane , BRANT COUNTY	LSR					
2019-03-26 6:45:59 PM	Survey Plan : Concession - 4 Lot - 7 (site plan revised) of Burford Quarter Townline Road(4), Address: Quarter Townline RD , BRANT COUNTY	LSR					
2019-03-26 6:45:59 PM	Survey Plan : Concession - 7 Lot - 10 of Burford Harley Road(7), Address: Harley RD , BRANT COUNTY	LSR					
2019-03-26 6:45:59 PM	Survey Plan : Concession - 1 Lot - 14 of Burford (1), Address: BRANT COUNTY	LSR					

1 - 10 of 32 items

As depicted below, once purchased, the user can recall the thumbnail and the plan (Original) for viewing from within this tab.

PSRI Features and Functions



The degraded view and full plan view are depicted below.



PSRI Features and Functions

A receipt is also available from the LSR environment.

LAND SURVEY RECORDS INC.

Home ebrahim.santhosh@outlook.com Log off

Receipt #: 81626
Tuesday, March 26, 2019

Receipt

Land Survey Records, Inc.
1-661 Welham Road
Barrie, ON
L4N 0B7

Sold To

Santhosh @psri
ILA
383 Richmond Street
London, ON
N5X0M3

Description	Price	Quantity	Total
Concession - 2 Lot - 2 of Oakland (Twp.) King's Lane Download PDF	\$15.00		
Concession - 4 Lot - 7 (site plan revised) of Burford Quarter Townline Road Download PDF	\$30.00		
Concession - 7 Lot - 10 of Burford Harley Road Download PDF	\$15.00		
Concession - 1 Lot - 14 of Burford Download PDF	\$15.00		

4.1.4.5 Questions

Contact information from any of the fulfillment sources is included under this function.

Shopping Cart View My Records Questions? Close X

Contact Details

LSR Email: info@landsurveyrecords.com Phone: 1-888-809-5513	PIMARC Email: plevac@pimarc.com
--	--

PSRI Features and Functions

4.1.4.6 LSR Account Creation

If the PSRI user is not linked with an LSR account, the Get LSR Account and Create LSR Account buttons will be displayed instead of the LSR Checkout button.

The screenshot shows a web interface with a top navigation bar containing 'Shopping Cart', 'View My Records', 'Questions?', and 'Close X'. Below this is a table with three main sections: 'LSR (3)', 'PIMARC (9)', and 'Email Order (6)'. The 'LSR (3)' section is expanded to show a table with the following data:

Record	Fulfilled By	Preview	Delete
Survey Plan : Concession - 1 Lot - 19 of Burford West Quarter Townline Road(1), Address: West Quarter Townline RD , BRANT COUNTY	LSR		x
Survey Plan : Concession - 8 Lot - 3 of Burford Maple Avenue South Avenue(8), Address: Maple Avenue AVE S S , BRANT COUNTY	LSR		x
Survey Plan : Concession - 9 Lot - 20 of Burford Kloefer Road(9), Address: Kloefer RD , BRANT COUNTY	LSR		x

Below the table are two buttons: a green 'Get LSR Account' button and a white 'Create LSR Account' button.

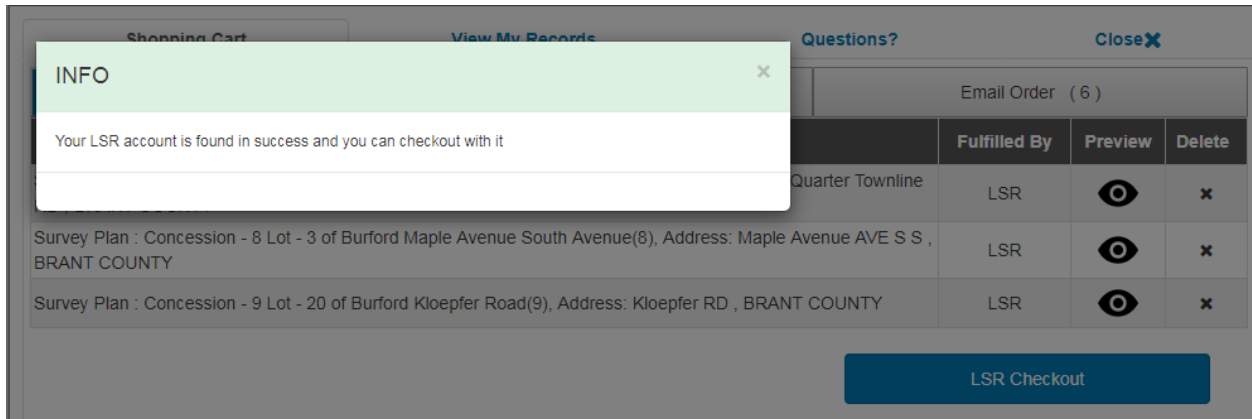
4.1.4.7 Get LSR Account

The user can select Get LSR Account button if they already have an LSR account that is not linked with the PSRI account. A new popup window will open with the email address provided at the time of account creation

The screenshot shows a popup window titled 'Get LSR Account' with a close button (X) in the top right corner. Inside the window, there is a label '* Email Address' followed by a text input field containing the email address 'santhosh.abraham@ilookabout.com'. At the bottom of the window, there are two buttons: a blue 'Get Account' button and a white 'Close' button.

When the user selects the Get Account button, the system will communicate with the LSR system and link with the LSR account (email should be the same in both systems). Once the PSRI Account is linked with LSR account, the system will prompt the message “Your LSR account is found successfully” and the user can check-out. The LSR Checkout button will then be displayed instead of the Get LSR Account and Create LSR Account buttons.

PSRI Features and Functions



4.1.4.8 Create LSR Account

To create an account in the LSR system, the user needs to select the Create LSR Account button. A new window, Create LSR Account, will open. Enter all the mandatory information and select the Create Account button to create the LSR account. Once the LSR account has been created and linked with the PSRI user, the Get LSR Account and Create LSR Account buttons will be replaced with the LSR Checkout button.

The screenshot shows the "Create LSR Account" form with the following fields:

- * Email Address:
- * First Name:
- * Last Name:
- * Company Name:
- * Phone Number:
- * Address Line1:
- Address Line2:
- * City:
- * Province:
- * Country:
- * Postal Code:

Buttons:

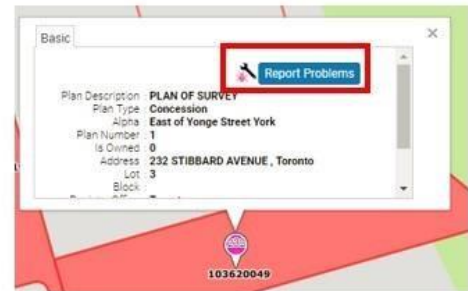
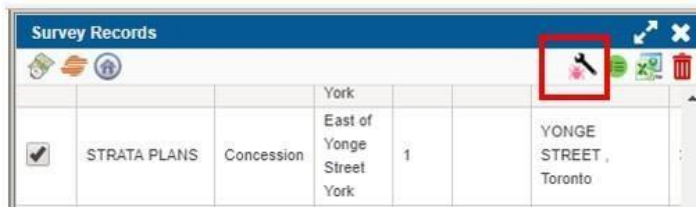
PSRI Features and Functions

Please note that If the Email Address, Phone Number or Company Name already exist in the LSR system, the application will not allow for the creation of a new LSR account. Once the User has completed the selection of the records to be ordered, they will select the 'order records' icon from the top corner of the page. The system will respond with a request to confirm that an order should be placed and upon confirmation, will issue an order for the selected records.

The record list can also be exported to excel for retention by the user.

4.1.5 Making an Error Observation

During the Search for records it is possible that users may encounter a record that they believe is incorrectly geocoded or does not contain the correct metadata. Selecting the record from either the Survey Records ViewPort or from the Map ViewPort's metadata pop up will provide access to an error observation report that will be sent to the Owner of the record.



PSRI Features and Functions

Error Observation ✕

Plan Description	Plan Type	Alpha	Plan Number	Is Owned	Address	Lot	Block	Registry Office	PIN	Owner	Survey Date	Job Number
SRPR	Plan		4332	0	5 BELTON ROAD , North York	217		Toronto		J.D.Barnes Limited	1993-08-01	93-21-270-00

Incorrect Survey Record Message:

- Incorrect Location Message
- Incorrect Address Message
- Incorrect Legal Description Message
- Incorrect PIN Message
- Incorrect Municipality Message
- Incorrect Survey Type Message
- Invalid Record Type
- Incorrect Record Prefix

Other Error Observation Message:

The records appears to be incorrect in the following manner (.....) please review.

Selected Message: (maximum 2000 characters)

The record is coded as "X" but should be (USER INPUT)

Additional Message: (maximum 2000 characters)

The Report will include the record metadata including the Job Number and provide the user with several pre-identified problems from which they can select and a text box for them to describe the problem in detail. The email is sent to the Firm which, if they agree with the Error Observation, they can correct the record in Survey Manager or reply indicating that the record is correct.

5.0 Street Level Imagery ViewPort and Controls

The application utilizes a combination of Google Streetview and iLOOKABOUT StreetScape imagery to provide AOLS users with access to street level imagery.

Page

PSRI Features and Functions

Where iLOOKABOUT has captured StreetScape imagery of the property in the past, the historic images are accessible by the user. Historic Google Streetview images are not available. To minimize the costs to the AOLS from Google, the application will always open the most current StreetScape image first. The user can search the available images from the drop-down list and select a Streetview image if available or preferable. Streetview images are not licensed for use in the Photo Only Report, as such this report will only show the most recent StreetScape image.

A Street level image ViewPort is opened by selecting the icon from the tool panel identified below;



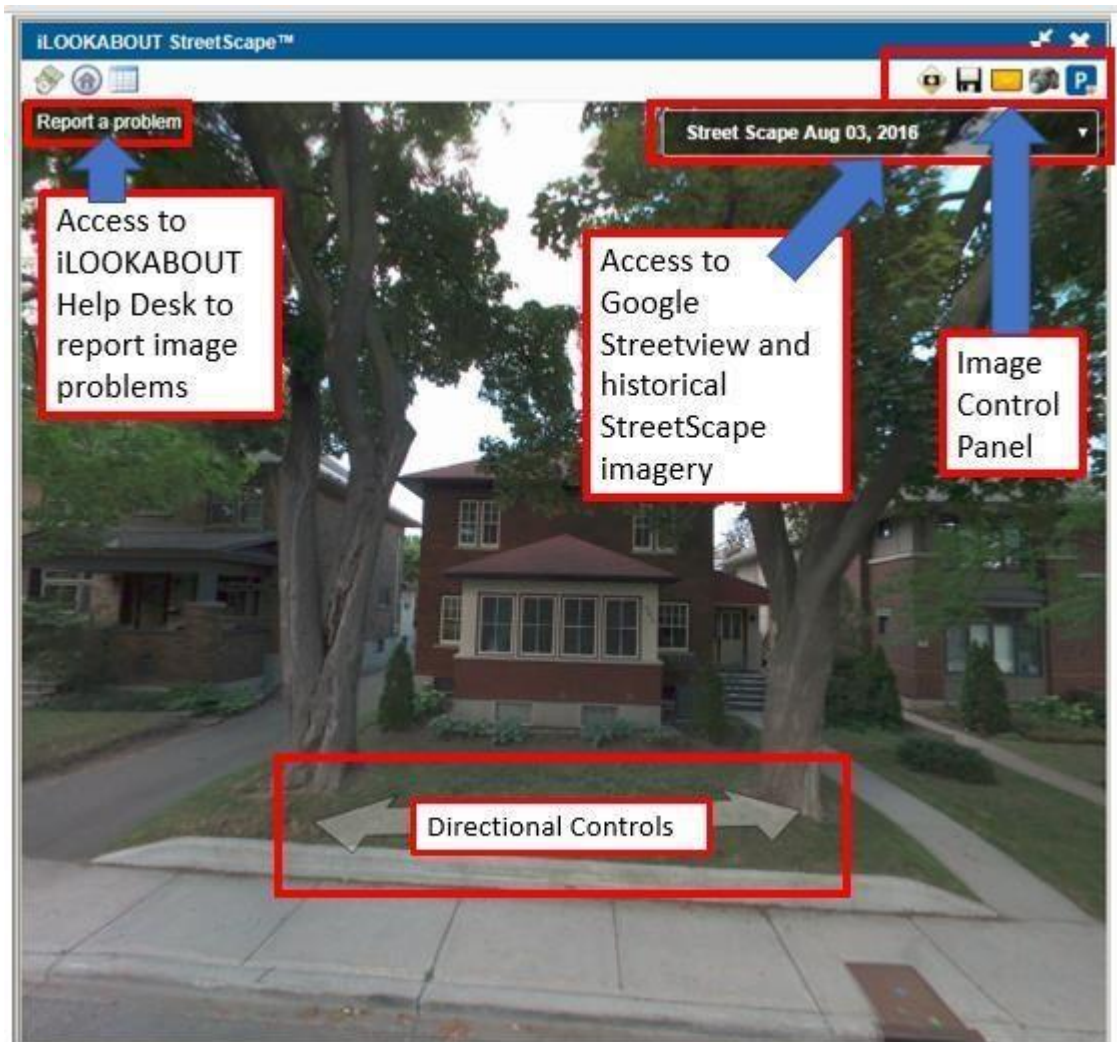
Once selected, the StreetScape ViewPort will display the street level image for the most recently searched property that is listed at the top of the Search History panel.

The StreetScape ViewPort has many controls that are available to the user;

1. All images are accompanied by the month and year of capture.
2. Using the mouse wheel or keyboard controls, the user can zoom in and out on the selected image. Right clicking on the image provides the user with the option of a full screen image of StreetScape. The ESC key returns the user to the normal viewing mode.
3. Clicking on the Directional Controls, the user can move in either direction up or down the street. All Streetview images support a 360° view of the property and **all StreetScape images taken in 2014 or later also support the 360° view. Images taken earlier support 180° view.**

PSRI Features and Functions

4. Where a StreetScape image is mapped incorrectly or raises privacy concerns, users have access to a 'Report a Problem' feature which forwards the problem to the iLOOKABOUT (iLA) Support Desk.
5. Additional Image Features support saving the photo to the user's computer, sending the image via email, generating a Photo Report and depicting the location of the property on the map.



5.1 Vintages

Selection of the arrow beside the image date will reveal the list of dates for which images exist. Selection of any other date will display the associated image. In the

PSRI Features and Functions

interests of reducing fees from Google, the Google Streetview image will never be shown first but, if available, is always selectable by the user.



5.2 Report a Problem

Where a user has identified a problem with a StreetScape image, selection of the **Report a Problem** link will display the image and provide the ability for the user to select commonly reported issues or describe the problem via email.

PSRI Features and Functions

iLOOKABOUT StreetScape™

Address: 263 SECOND AVE , OTTAWA CITY, ON, K1S 2H8

Why are you reporting this streetview?

Privacy Concern

- A face that has not been blurred
- A legible license plate

Inappropriate content

- Offensive content, such as nudity etc.
- Presents privacy concerns to me
- Other inappropriate content

Other

- A misplaced image
- A bad image quality
- An image presents security concerns
- Other reason

Report **Cancel**

Email Address *Required

Message (Max 1,000 characters), characters:0

The message is routed to the iLOOKABOUT Support Desk and includes the image along with the following information;

PSRI Features and Functions

Reason:	Other reason
Message:	TEST
ARN:	061405240144400
Full Address:	263 SECOND AVE , OTTAWA CITY
Selected Photo ID:	C68B72389072823D
ViewType:	Streetview-based 989727
Original POV:	Yaw=3 Pitch=4 HFOV=89.99999999999998
Sender:	

iLOOKABOUT opens a Support ticket and stays in communication with the user until the issue is resolved or otherwise explained as reflected below;

From: iLOOKABOUT [support@ilookabout.freshdesk.com]
To: Mike Power
Cc:
Subject: Ticket Received - StreetScape photo: 263 SECOND AVE , OTTAWA CITY

Dear Mike Power,

We would like to acknowledge that we have received your request and a ticket has been created. A support representative will be reviewing your request and will send you a personal response. (usually within 24 hours).

To view the status of the ticket or add comments, please visit <https://ilookabout.freshdesk.com/helpdesk/tickets/654>

Thank you for your patience.

Sincerely,
iLOOKABOUT Support Team

[Help Desk @ iLOOKABOUT powered by Freshdesk](#)

PSRI Features and Functions

Ticket Closed - StreetScape photo: 263 SECOND AVE , OTTAWA CITY

iLOOKABOUT [support@ilookabout.freshdesk.com]

Sent: Wed 6/21/2017 12:12 PM

To: Mike Power

Dear Mike Power,

Your ticket - StreetScape photo: 263 SECOND AVE , OTTAWA CITY - has been closed.

We hope that the ticket was resolved to your satisfaction. If you feel that the ticket should not be closed or if the ticket has not been resolved, please reply to this email.

Sincerely,

iLOOKABOUT Support Team

<https://ilookabout.freshdesk.com/helpdesk/tickets/654>


[Help Desk @ iLOOKABOUT powered by Freshdesk](#)

5.3 Directional Controls

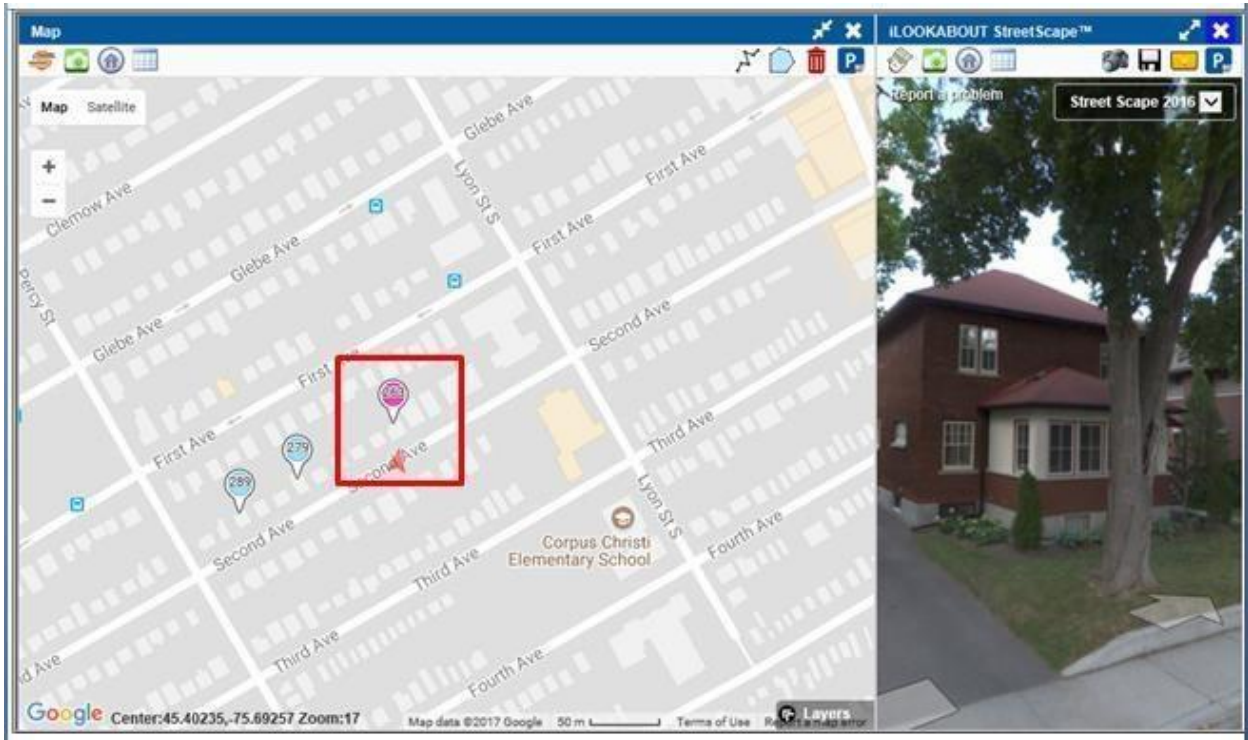
These controls are most frequently used to gain a different perspective of the property where parked vehicles, vegetation or other obstructions block the view of the property.

5.4 Additional Image Controls


There are many additional tools across the top right corner of the StreetScape ViewPort which provide additional functionality to the user.

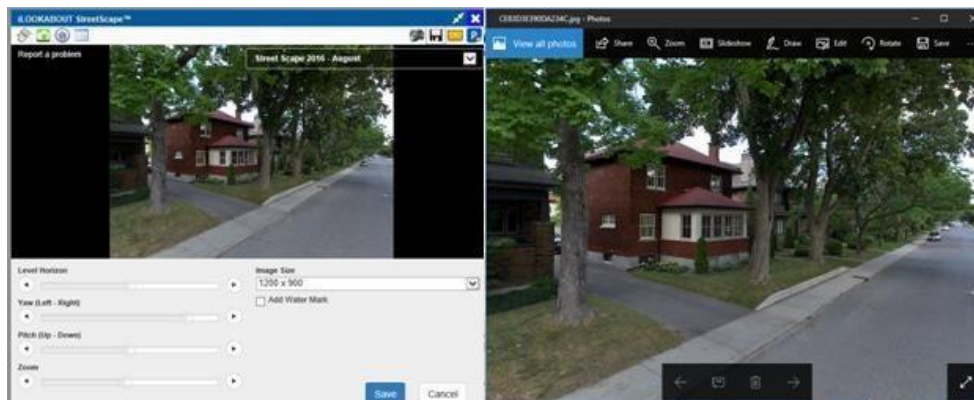
The  icon operates in conjunction with an open Map ViewPort and allows the user to keep track of their perspective in front of a property or on the street. When selected, the camera icon appears as an arrow on the map and will adjust as the StreetScape image is moved or relocates as a user moves up or down the street.

PSRI Features and Functions




To disable the function once selected, the user need only reselect the camera icon.

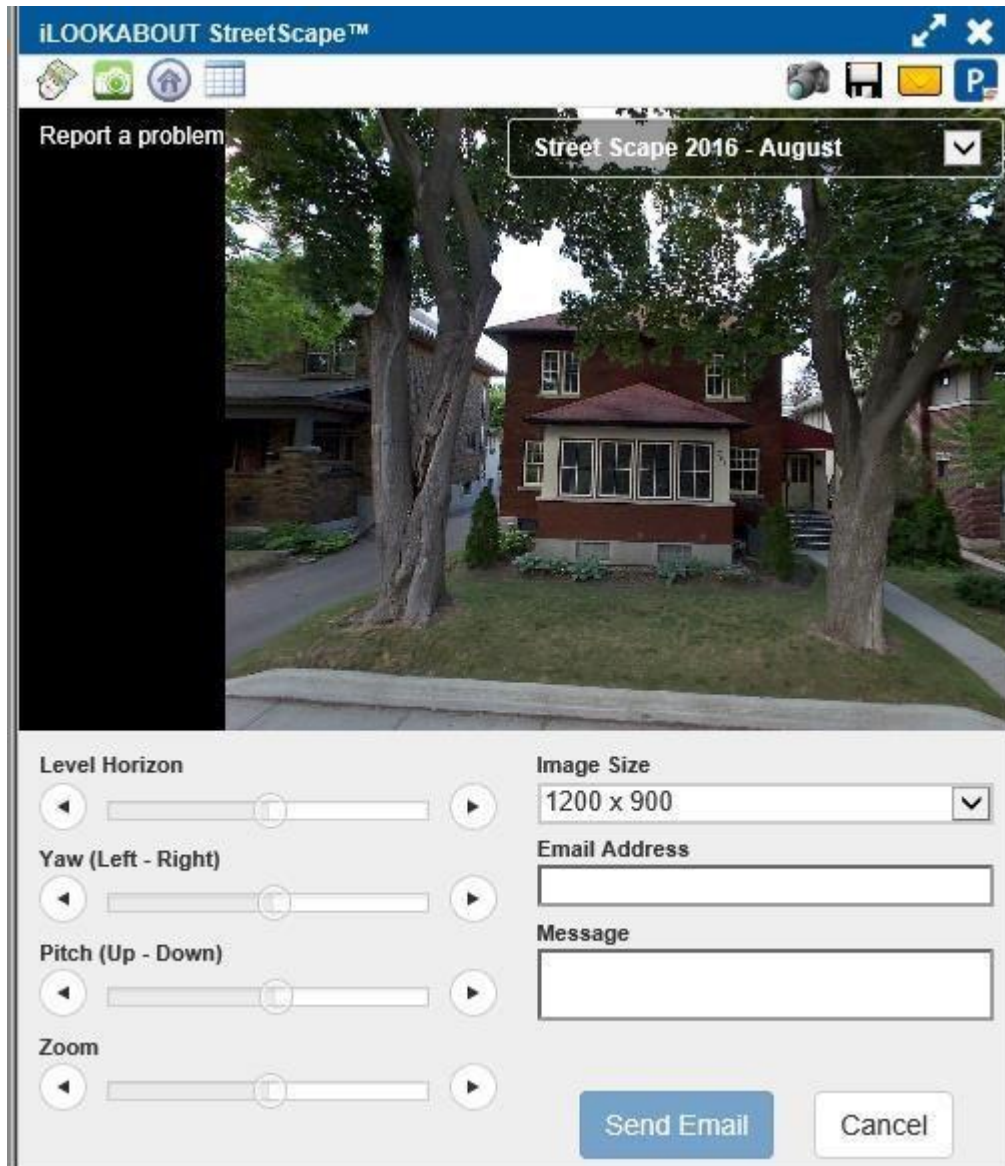
To save  a copy and perspective of an image to the user's computer, the user selects the save icon which opens the ViewPort depicted on the left below. Once adjusting the parameters to their satisfaction, the user can select Save to retain the image to the appropriate location on their computer and, when reopened,



appears as the image on the right above.

PSRI Features and Functions



To send a copy and comments relating to the image as email, the user need select the corresponding email  icon, and they will be presented with the same options to adjust the image as previously described, along with the ability to add a message as depicted below.



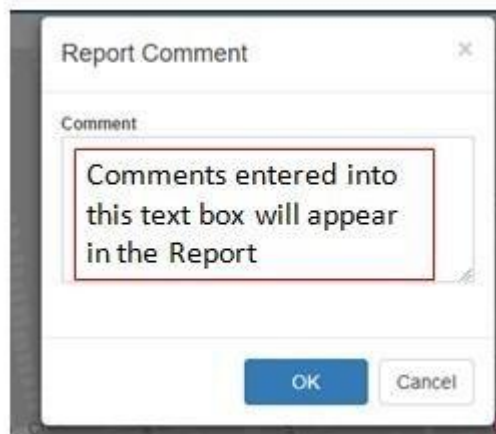
PSRI Features and Functions

A copy of the image as saved by the sender and metadata relating to the image as depicted below will accompany the user's message;

Sender:	
Sender Email:	
Message:	test
Full Address:	263 SECOND AVE
Municipality:	OTTAWA CITY
ARN:	061405240144400

Where the user wishes to save a specific perspective of the image and subsequently generate and save a photo only report of the property providing a geographic context along with the image, they can adjust the image of the Photo and then select the  Point of View icon followed by the  Photo Report icon. This will save the user's preferred Point of View within the Photo Only Report.

The user will be presented with the ability to add comments, limited to 160 characters, to the top of the report by completing the text box presented to them upon selecting the Photo Only Report;



This will generate a pdf of the report, as depicted below;

PSRI Features and Functions



5.5 Google Streetview Images

When the user is presented with a Google StreetView image, there are several controls that are slightly different than those described above.

PSRI Features and Functions



In addition to mouse wheel controls, Google provides the user with Zoom and Rotate Controls for adjusting the perspective of the subject property. Google also provides access to its own Report a Problem link where users can request changes be made to Streetview images. **It should be noted that the Google and iLOOKABOUT Report a Problem links are completely independent.**

The following image is presented to users when selecting the Google 'Report a Problem' link.

PSRI Features and Functions



Report Inappropriate Street View

Street View: **86 Burnaby Blvd**

Image preview: *Adjust the view of the image so that it is focused on the part of the image you are reporting*



Why are you reporting this image? (Please choose from one set of options.)

Request blurring: What would you like us to blur?

- A face
- My home
- My car / a license plate
- A different object

It is important to note that neither the AOLS nor iLOOKABOUT can follow or monitor any problems reported to Google, nor will they advise you if or when a problem reported has been addressed.

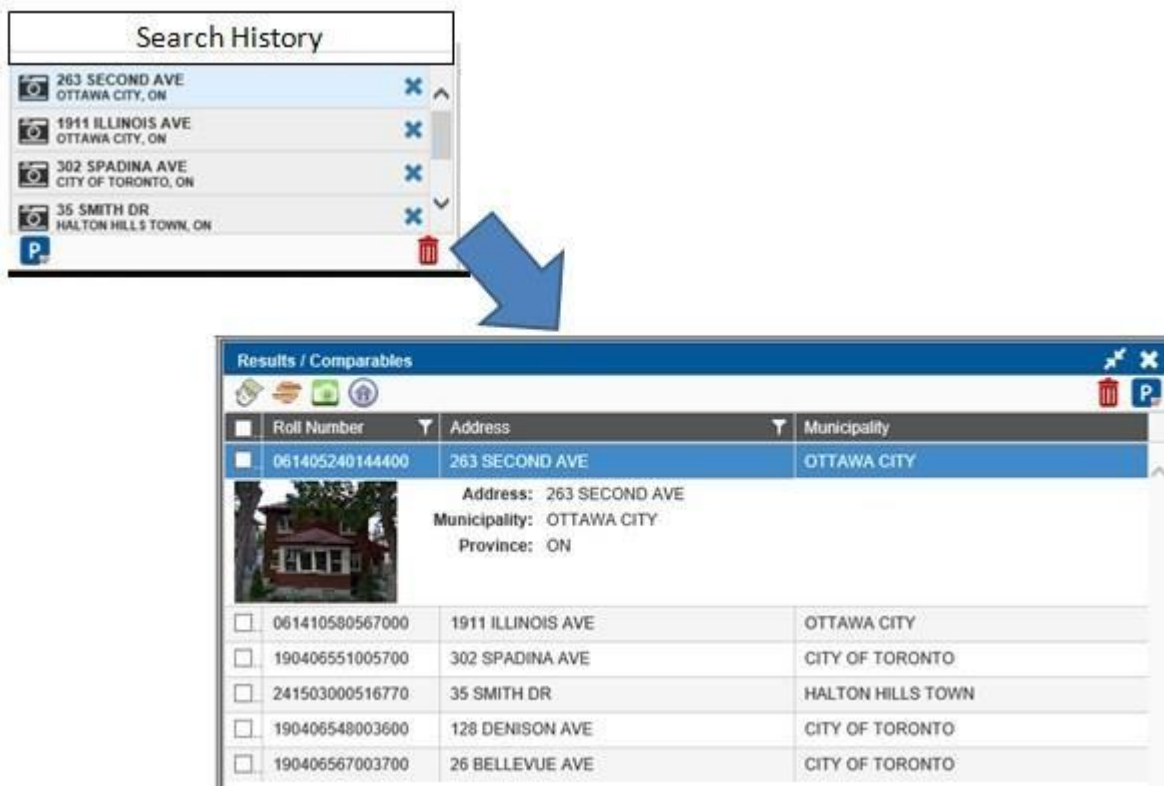
6.0 Results/Comparable ViewPort when in the Non Record Search Mode

To facilitate the display of tabular results, the Results/Comparable ViewPort can be used to list properties of interest.

PSRI Features and Functions

6.1 Search History

When selected, the Results ViewPort will display the list of properties that appear in the Search History as depicted below;



and display the summary information related to the properties within the list.

Each of the columns is sortable and the user can delete any of the properties included within the results window.

The user can also export the results to an excel spreadsheet by selecting the excel icon accordingly.

PSRI Features and Functions



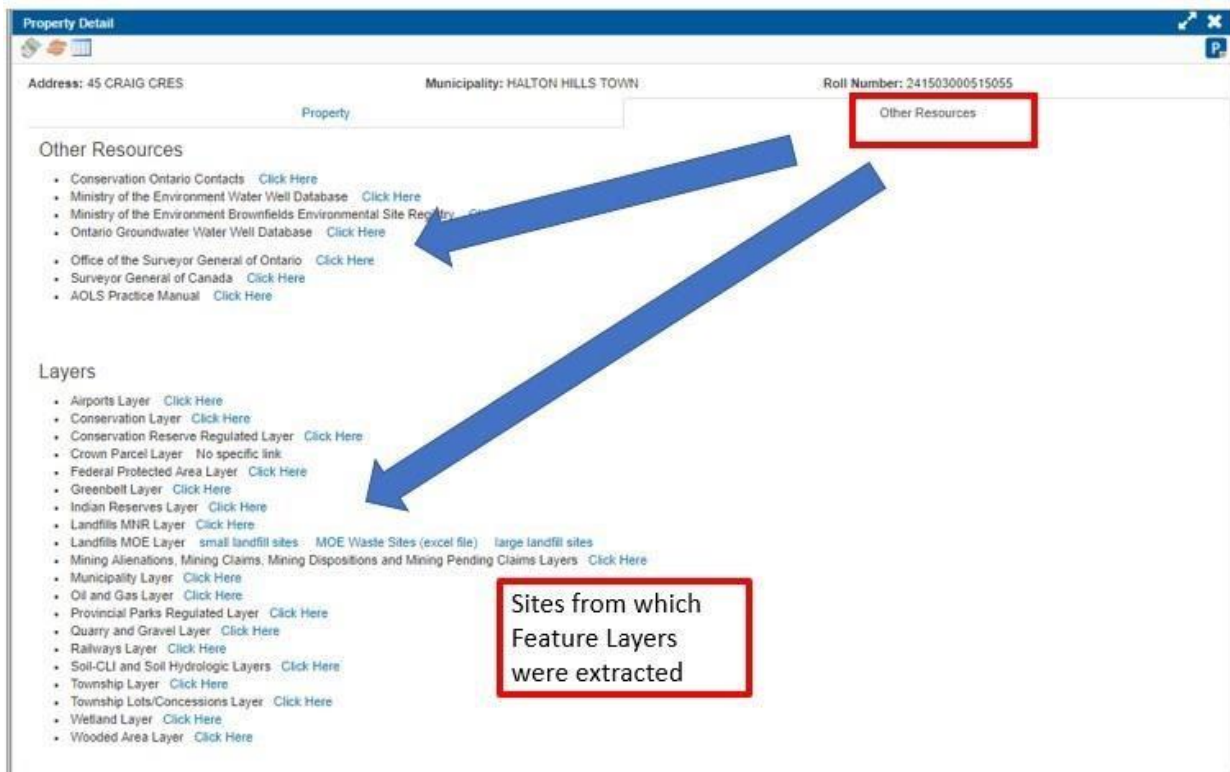
7.0 Property Detail ViewPort

The Property Detail ViewPort displays selected Property Information.



The ViewPort also provides access to an 'Other Resources' tab which hyperlinks the user to other sites that may be of interest when performing an analysis on property. More will be discussed about these hyperlinks in the Map Features section of this guide.

PSRI Features and Functions



8.0 Map ViewPort

The Map ViewPort contains a wide set of functionalities and provides the user with an extensive set of options by which they can display the location and geographic parameters of selected properties.

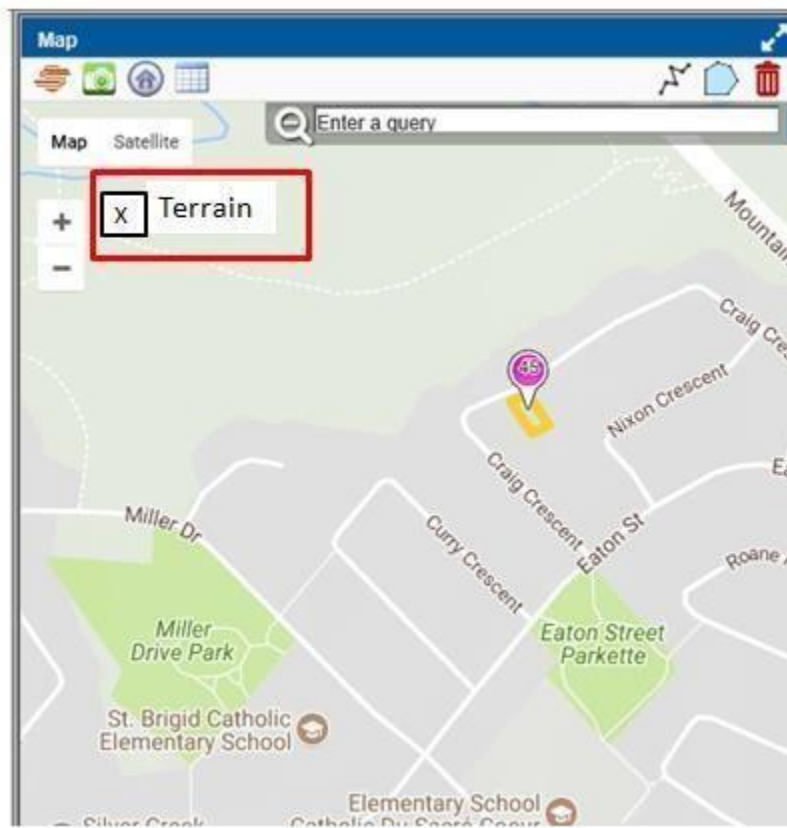
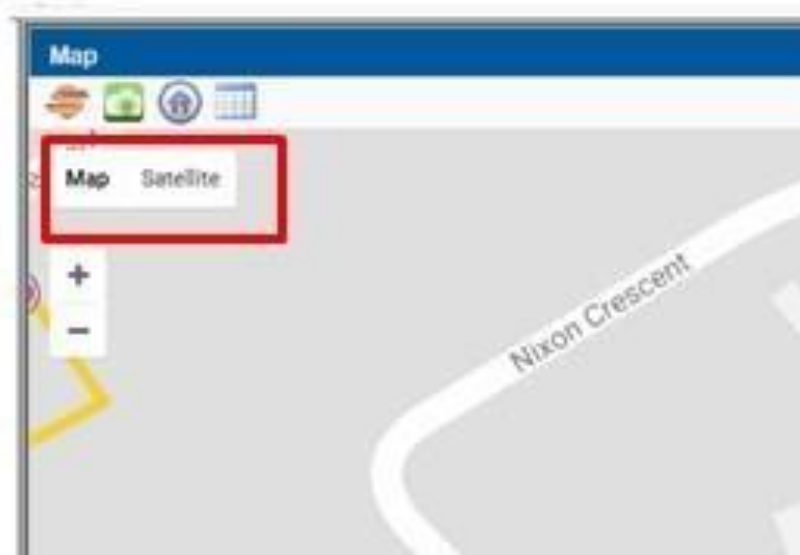
8.1 Google Internet Map Service

The Google Map Service provides the basic mapping capability to the user. There are many features and options available through Google which enrich the user's experience.

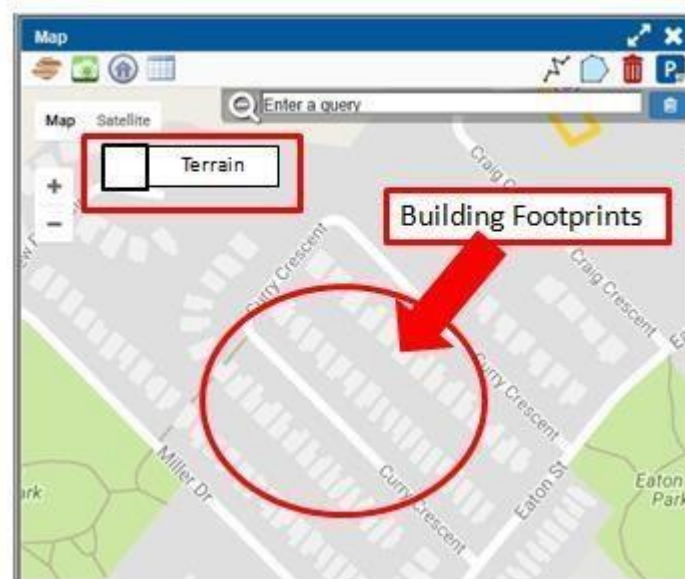
8.1.1 Map View

The Map View mode allows the user to view the road network. Additionally, upon selecting the Map mode, Google provides the user with the option to turn on the Terrain view which displays a shaded relief map for the area, as depicted below. However, enabling the terrain view disables the building footprint view which can only be re-enabled by deselecting the Terrain View

PSRI Features and Functions



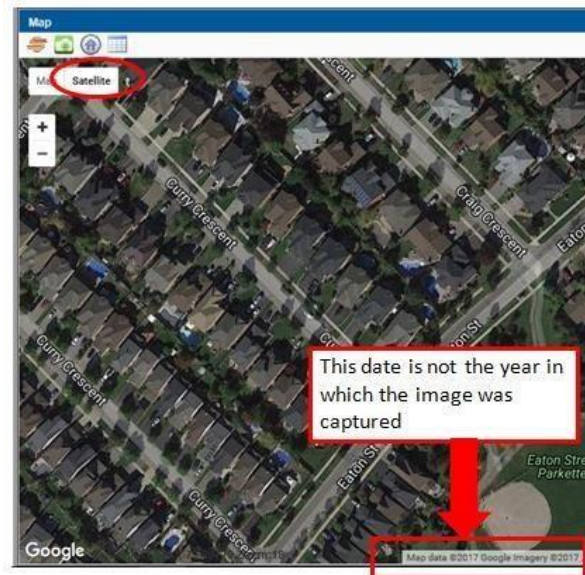
PSRI Features and Functions



8.1.2 Satellite View

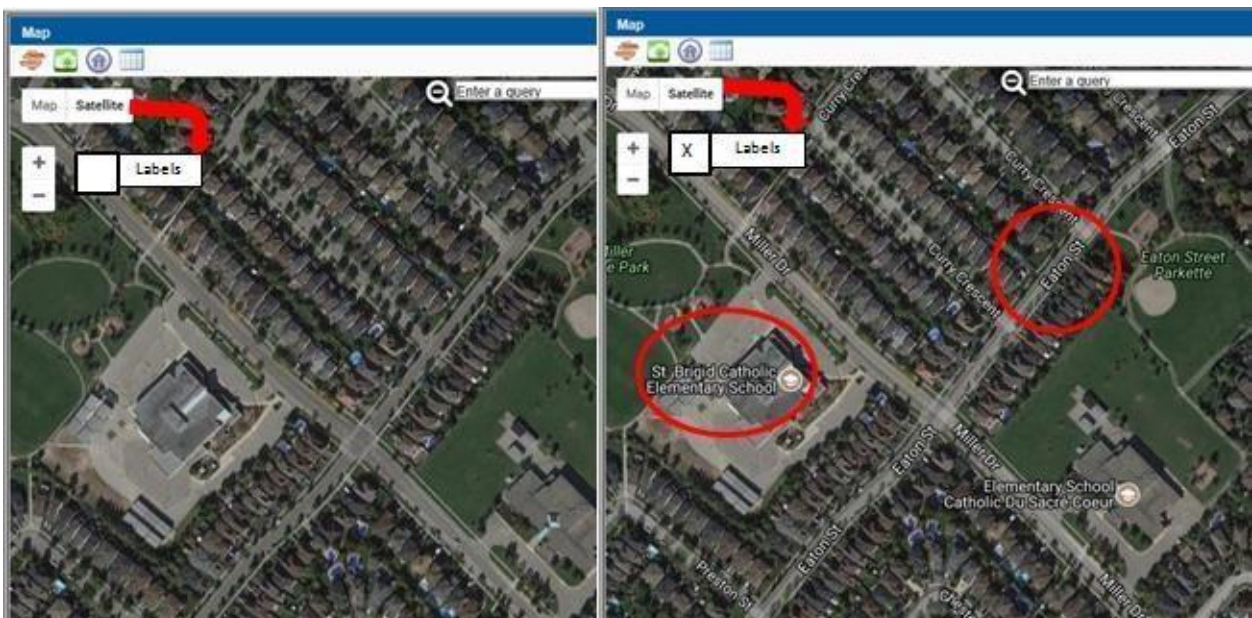
The selection of the Satellite View activates the aerial image or satellite image that Google has available to display for the selected area. Google does not make the metadata associated with its aerial imagery available and as such it is not possible, with any degree of certainty, to determine the month or year in which the image was captured. **The user is reminded not to assume the year of copyright which appears at the bottom of the aerial image is the year of capture.**

PSRI Features and Functions



8.1.3 Street Names and Map Labels

If the user selects the Satellite tab, they are provided with the option to turn street and place name labels on or off by selecting the box accordingly.

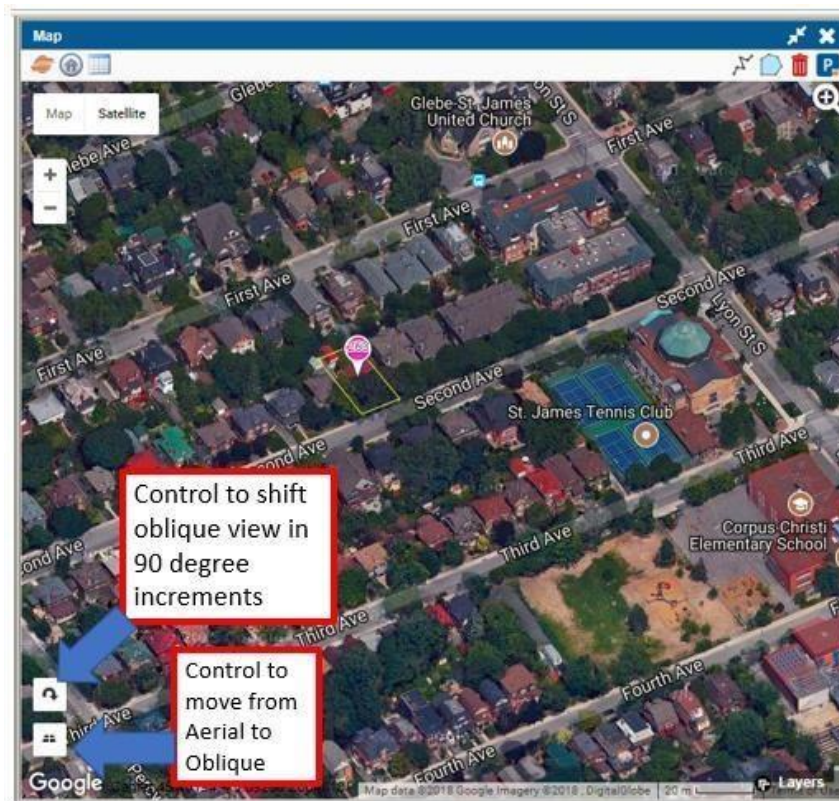


8.1.4 Oblique or Bird's Eye View

The Google controls provide the user with the ability to adjust the map to provide an oblique view in certain metropolitan areas in Ontario. Where the oblique

PSRI Features and Functions

images are available, the map view will display the controls highlighted below at zoom levels 18 through 20. When the user is a zoom level 1 through 17, the controls are not visible.



Selecting the oblique control will allow the user to shift the map in 90-degree increments. Selecting the control at the bottom will return the user to the aerial view of the map.

8.1.5 Map Measuring Tools

The Map ViewPort is accompanied by measuring tools that support a user when measuring linear or polygonal areas.

PSRI Features and Functions

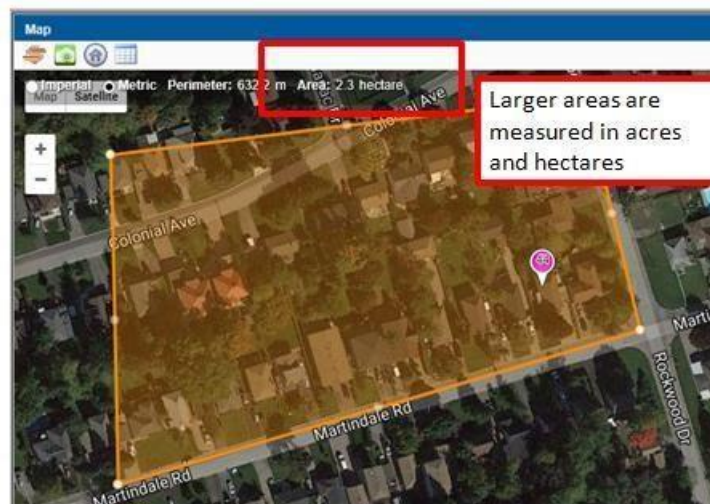


The below example depicts a linear measurement. The length measured is at the top of the ViewPort and can be depicted in metric or imperial measurements.



Perimeter and Area measurements are invoked by selecting the polygon measuring tool and creating the desired polygon.

PSRI Features and Functions



The linear and area measurements and polygons are eliminated by selecting the trash can beside the measuring tools.

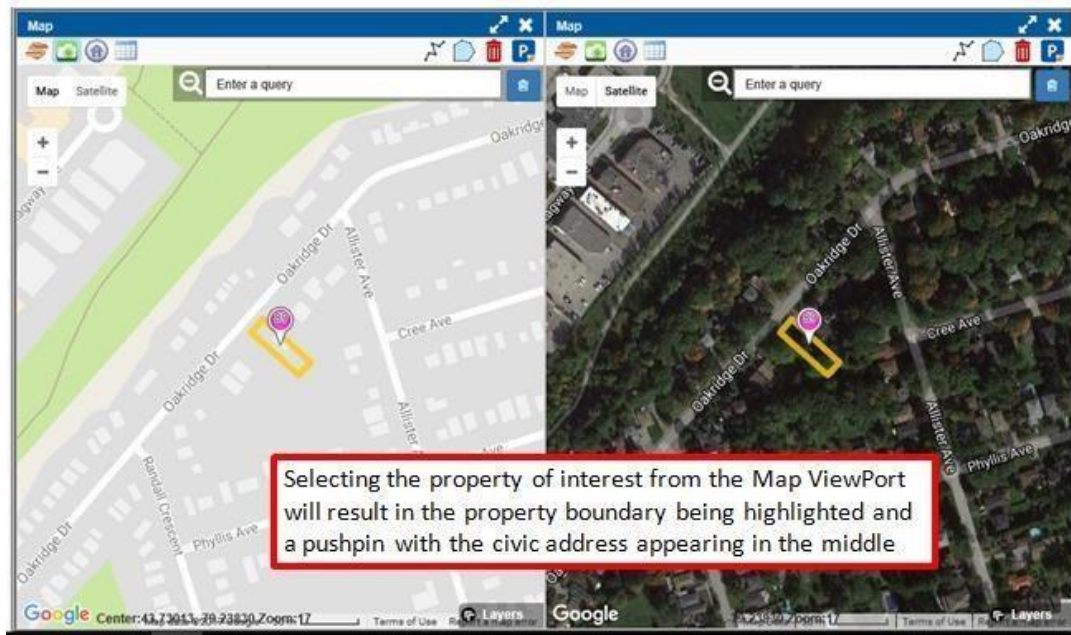


8.1.6 Selection of Property of Interest from the Map ViewPort

When a user selects a property of interest from the Map ViewPort, the selected parcel's perimeter is highlighted in yellow and a pushpin will appear in the middle of the property displaying the numeral of the civic address.

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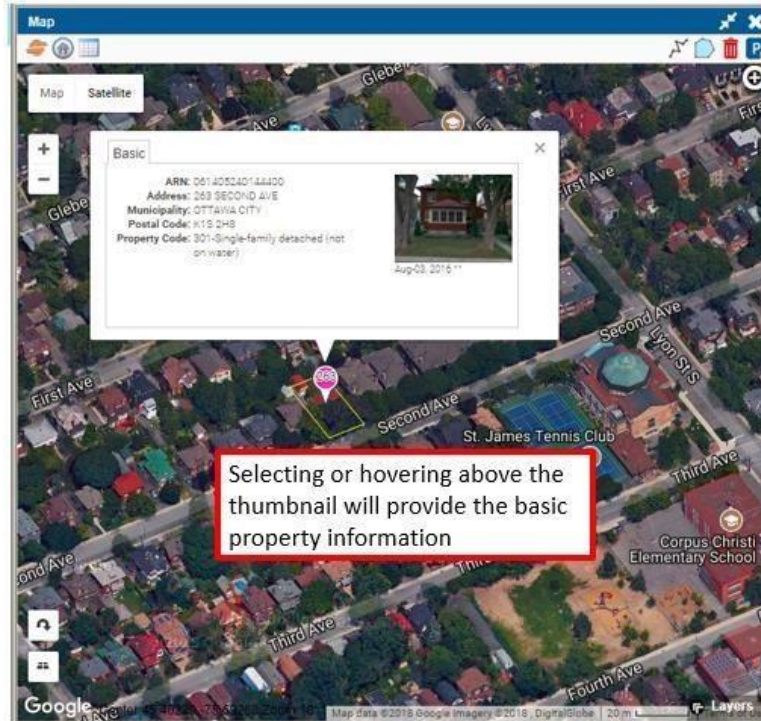
PSRI Features and Functions



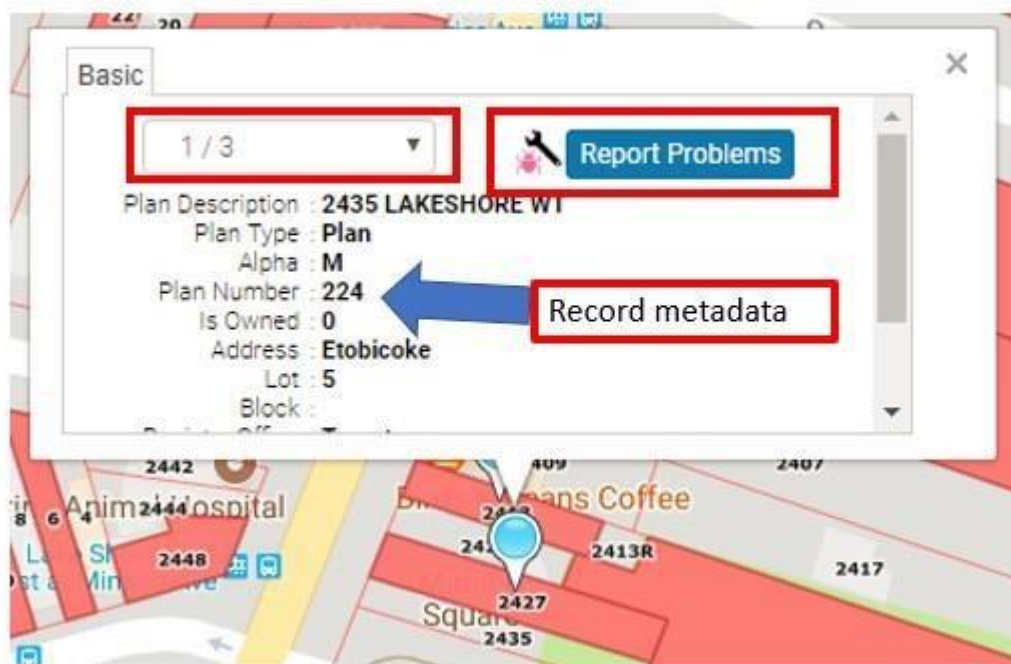
8.1.7 Thumbnail Description

Selection of the pushpin or hovering above it will reveal a basic property description including the Roll# and Address. The thumbnail image is the most current StreetScape image of the property. **The Google Streetview image is not displayable in the thumbnail.**

PSRI Features and Functions



When the application is in the Record Search mode, the content of the data above the pushpin changes to reflect the metadata of the survey record;



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PSRI Features and Functions

In the above example, there are three survey records associated with the selected property, the metadata for each can be viewed by accessing the drop-down arrow in the highlighted box. The user can also access the Report Problems form from within the pushpin pop-up

9.0 Map Layers

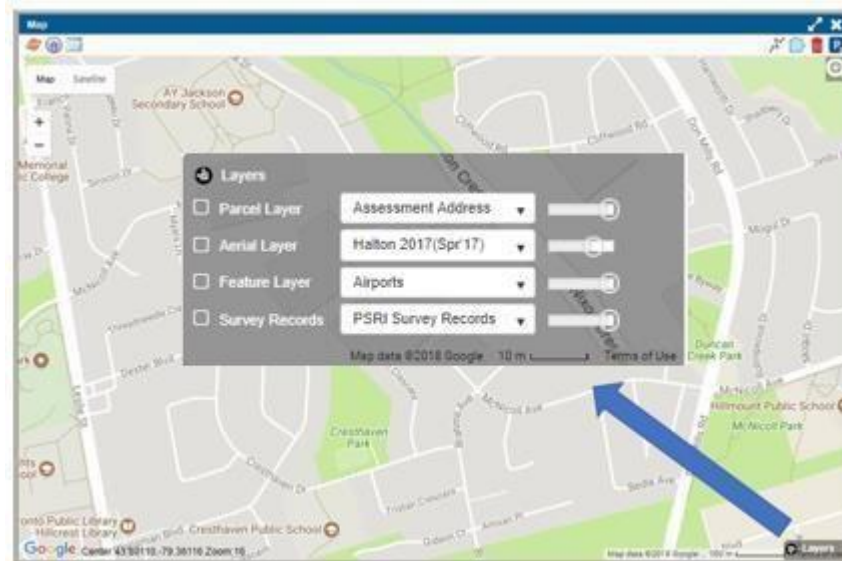
The application presents the user with many different Parcel, Aerial and Geographic Feature Layers which are available upon selection. This section will take the user through each of these, discuss their source and their frequency of refresh.

The Map Layers are accessible by selecting the 'Layers' tab found on the bottom right corner of the Map ViewPort. Invoking this control will immediately cause the Layer window to open and present the user with their set of layer options and choices.

Each of the Map Layers is accompanied by a slide control which allows the user to adjust the opacity of the layer. This is particularly useful when overlaying layers against aerial imagery.

The updating of Feature Layers is completed at intervals specific to the layer. The User is cautioned not to assume the Feature layer is up to date and is urged to use the link to the site from which the Feature Layer was extracted found under the Other Resources tab in the Property Detail ViewPort.

PSRI Features and Functions



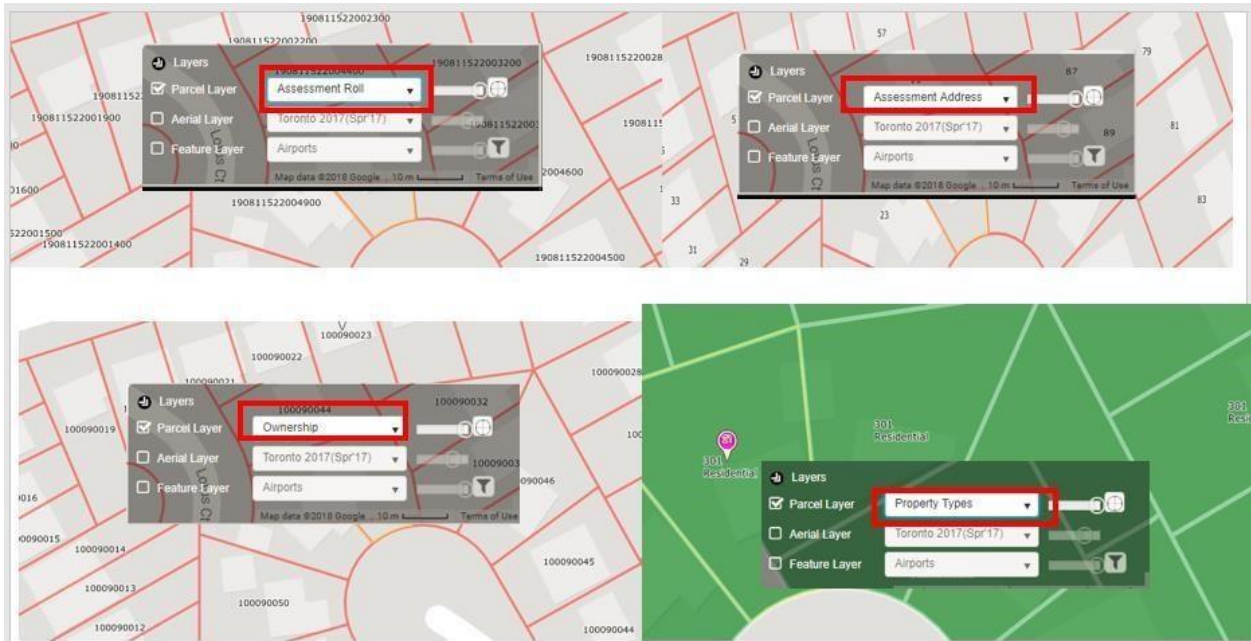
9.1 Parcel Layer

Selecting the Parcel Layer box will provide the user with the option of individually displaying the;

- MPAC Property Type Layer, composed of the MPAC Assessment Parcel Layer colour coded to each of the MPAC Property Types
- The Teranet Ownership Layer composed of the Teranet Ownership Parcel Layer with the Teranet 9-digit PIN attached to the centroid of the parcel
- The MPAC Assessment Address Layer, composed of the MPAC Assessment Parcel Layer and the digits of the civic address attached to the centroid of the parcel
- The MPAC Assessment Roll Layer, composed of the MPAC Assessment Parcel Layer and the 15-digit Assessment Roll Number attached to the centroid of the parcel

Each of these layers is normally updated on a weekly basis.

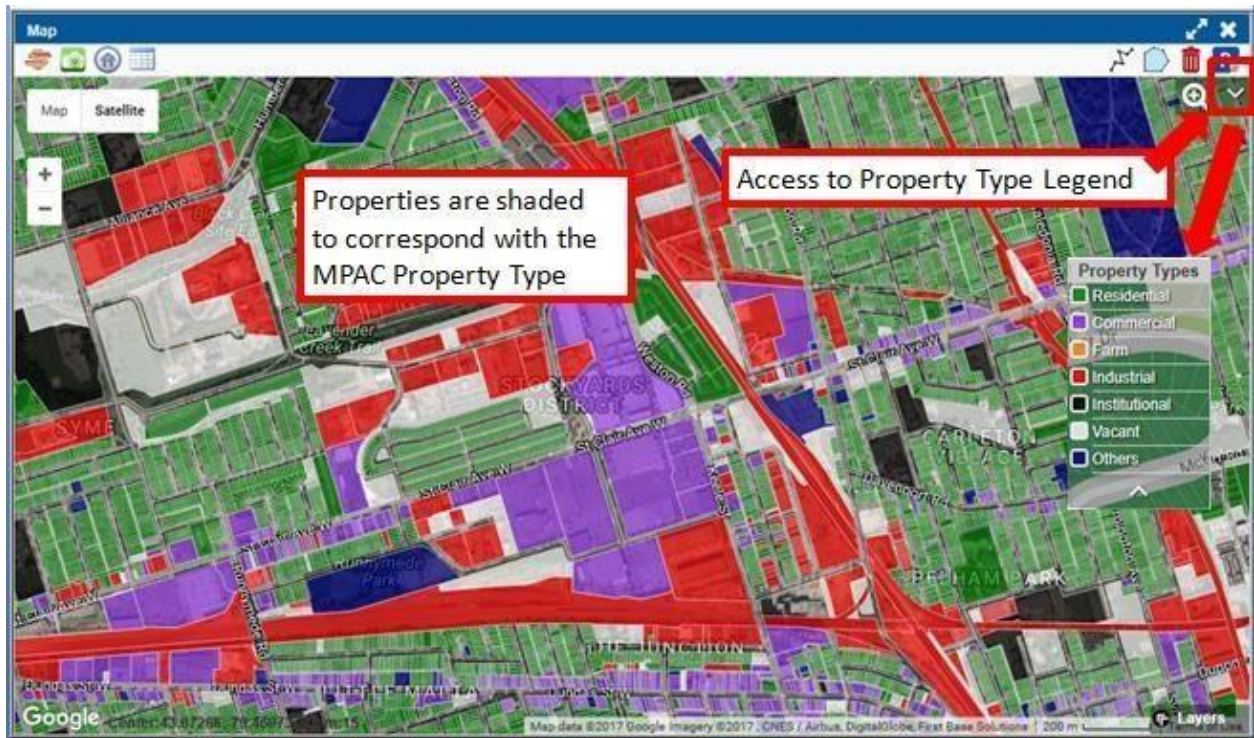
PSRI Features and Functions



9.1.1 Property Type Layer

Selecting the Property Type Layer will result in the immediate colour coding of the parcel geometry to match the colour corresponding to the legend representing the MPAC Property Type. The shading is available at Zoom level 15 and higher. By selecting the downward arrow at the right top corner of the Map ViewPort, the user can invoke the Property Type Legend. Selecting the upwards pointed arrow below the legend control will collapse it accordingly.

PSRI Features and Functions



9.1.2 Ownership Parcel Layer

When the Ownership Parcel Layer is selected, the map will immediately display the ownership parcel geometry and the nine-digit PIN associated with each of the parcels displayed in the Map ViewPort. The PINs are displayable at Zoom Level 18 or higher.



PSRI Features and Functions

9.1.3 Assessment Address Parcel Layer

When the Assessment Address Parcel Layer is selected, the map will immediately display the assessment parcel geometry and the digits associated with the civic address on each of the parcels displayed in the Map ViewPort. The Address is displayable at Zoom Level 18 or higher.



9.1.4 Assessment Roll Parcel Layer

When the Assessment Roll Parcel Layer is selected, the map will immediately display the assessment parcel geometry and the fifteen digits associated with the ARN on each of the parcels displayed in the Map ViewPort. The ARN is displayable at Zoom Level 18 or higher.

PSRI Features and Functions



9.2 Aerial Layer

The user is presented with the option of selecting aerial layers, as available, for different areas across Ontario. This aerial imagery has typically been flown by First Base Solutions (FBS) and subsequently licensed to MPAC for its use. The data is made available on an as is/where is basis. **As new imagery is captured by FBS, it is typically made available for integration in the fall of each year.**

The Google Aerial Imagery will always be displayed when the user is zoomed out, even when the FBS Aerial Layer is active. This is the most efficient way to display aerial data at low resolution and is also the most effective way to allow a user to pan across the map to an area of interest.

If a user pans using the Google map to an area of interest, they must first enter a property address or select a location on the map before selecting an available aerial layer from the drop down. The application will cache the last location selected and display the aerial image options from that location until a new location is selected.

When the aerial layer is selected, it will overwrite the Google Layer and the Street Labels and Google place names. If the user uses the slide bar to adjust the

PSRI Features and Functions

opacity, the street names will become visible (if the Google Label feature is active) but the image may become slightly out of focus as the Google aerial image also begins to show through.

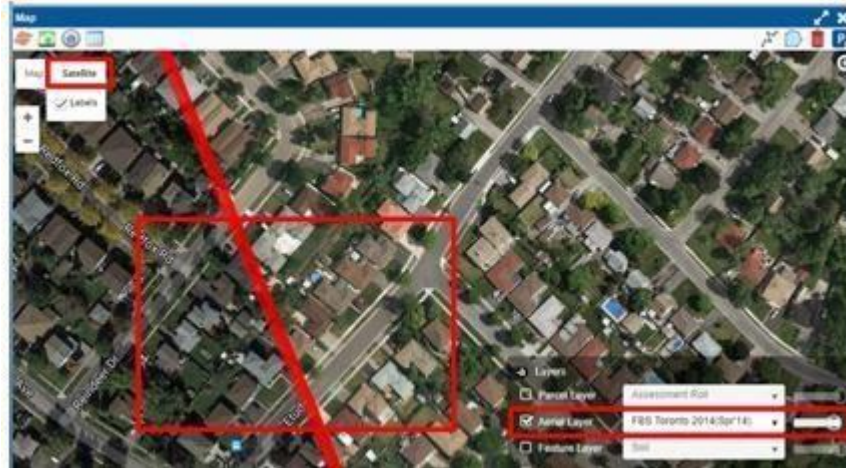
Extent of Coverage

Each of the aerial coverages has a defined extent to which the imagery was captured. This is evident if the user zooms out on the map, they can see the extent of each of the coverages accordingly.



The extent of the coverage of the aerial imagery is important to understand when reviewing properties on the edges of the coverage area. With both the Google Satellite View exposed and the Aerial Layer activated, the user will note differences in the map at the edges of the coverage area.

PSRI Features and Functions



Reviewing Multiple Vintages of Aerial Imagery

One way to review and evaluate changes to a property or area using aerial imagery is to open multiple ViewPorts and select different vintages. Each screen can be zoomed in upon independently.



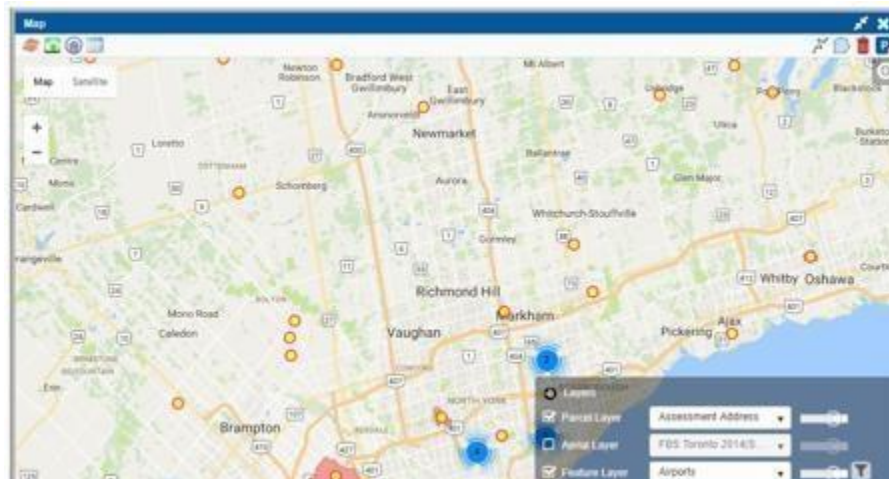
9.3 Feature Layer

The feature layers have been added to provide additional geographic context for AOLS Users. The Layers are accessed and licensed through other Ontario Government Ministry websites and are integrated into the Propertyline application to allow data to be reflected against parcel geometry. **The data from these sites is updated only at the direction of the AOLS. The sites from which the data originated are available as hyperlinks under the Other Resources tab within the Property Detail ViewPort discussed in Section 7 of this Guide.**

PSRI Features and Functions

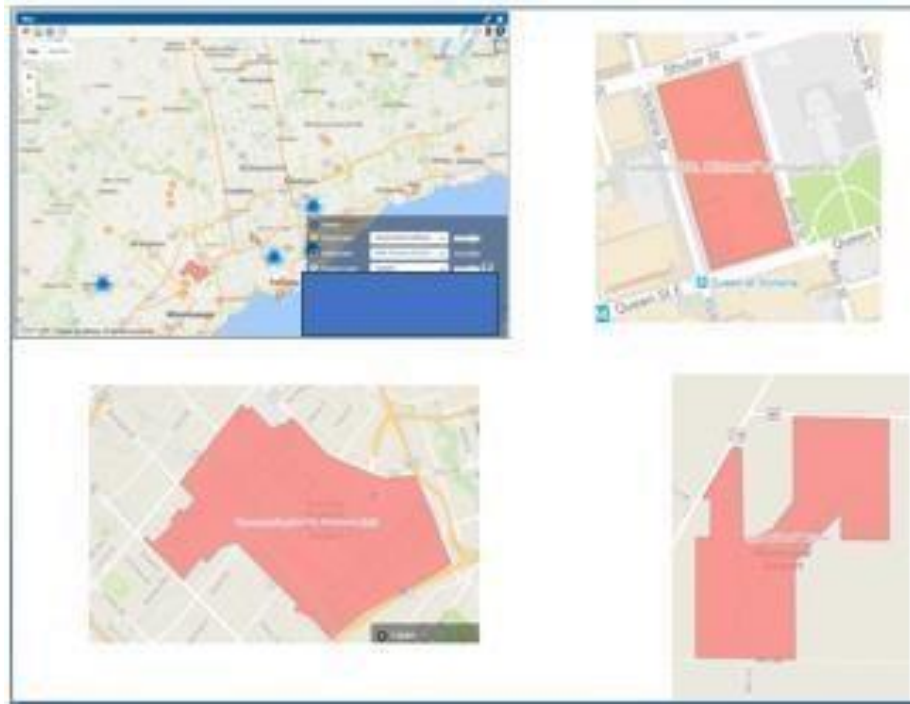
9.3.1 Airport Feature Layer

The Airport Feature Layer has been imported from the Ministry of Natural Resources (MNR) Land Information Ontario (LIO) data warehouse. The layer depicts any site that has been designated as having the ability to support the provision to aircraft for landing and taking off. As such, this will include Federal Airports such as Pearson, Municipal Airports such as Buttonville, Recreational Flying Clubs and Hospitals that support Helipads.



All sites are shown as yellow filled circles and then depict their associated parcel extent as the user zooms into each. The only metadata displayed on the parcel is the name of the Airport as depicted below, displayable as the user zooms into the parcel.

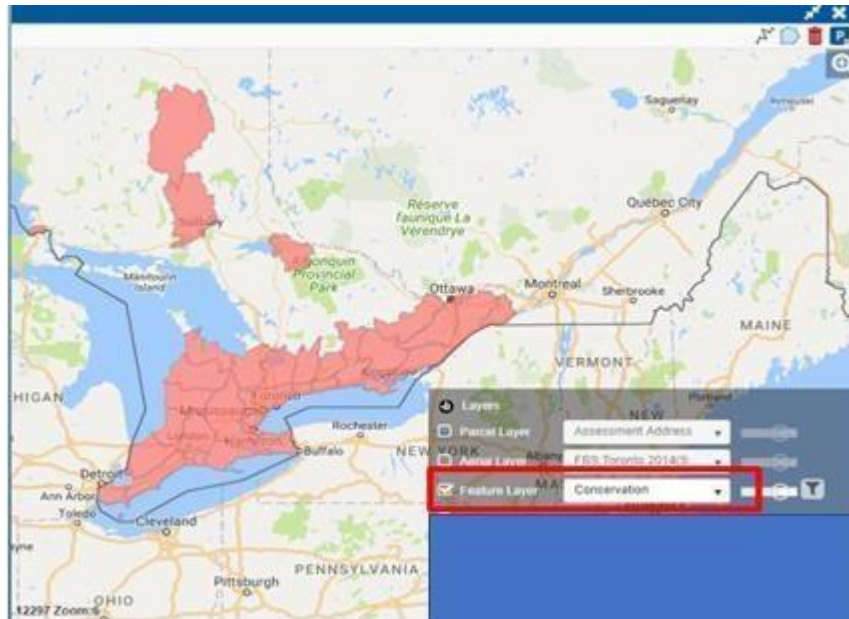
PSRI Features and Functions



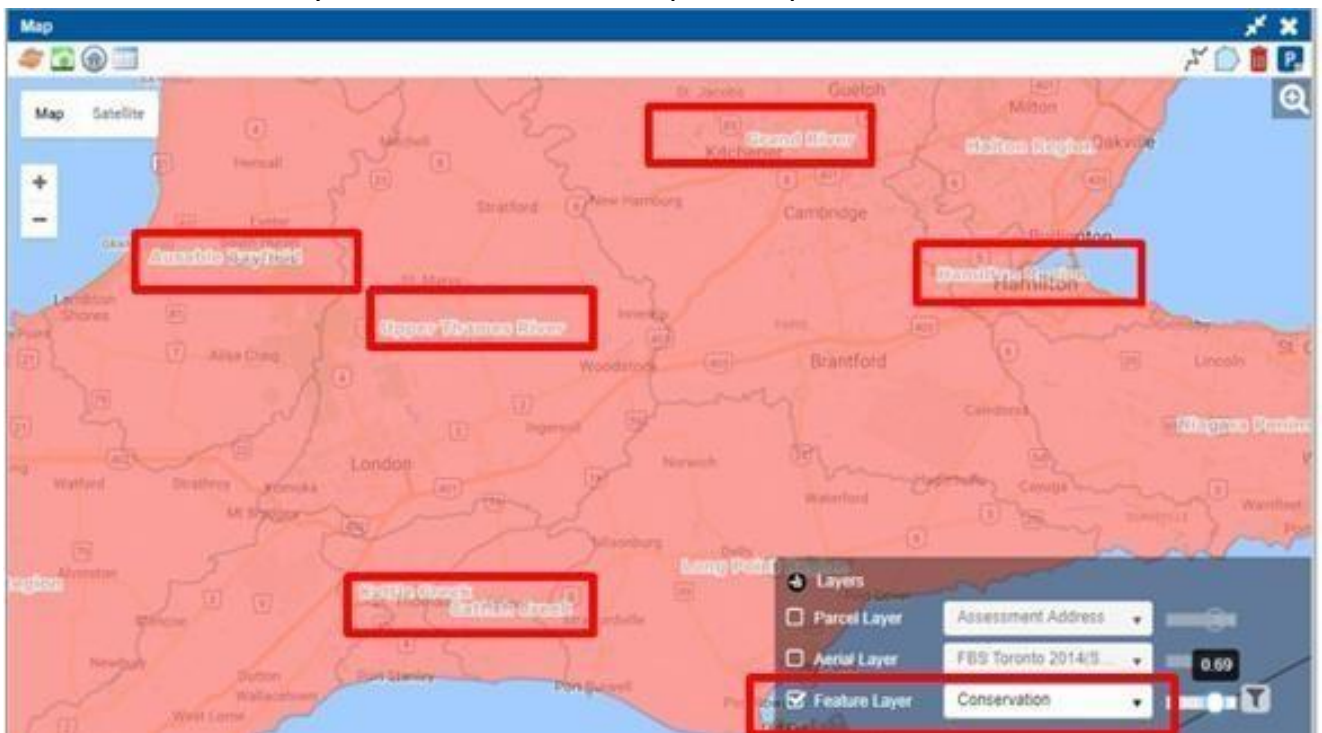
9.3.2 Conservation Area Feature layer

The name of the Conservation Area and extent of their jurisdiction is available as a display area when selecting Conservation from the Feature Layer drop down menu.

PSRI Features and Functions



The only metadata for this feature class is the name of the Conservation Authority which is identified on the map. Accessing the Other Resources tab within the Property Detail ViewPort will provide access to a hyperlink to each individual Conservation Authority in Ontario and the respective phone numbers.

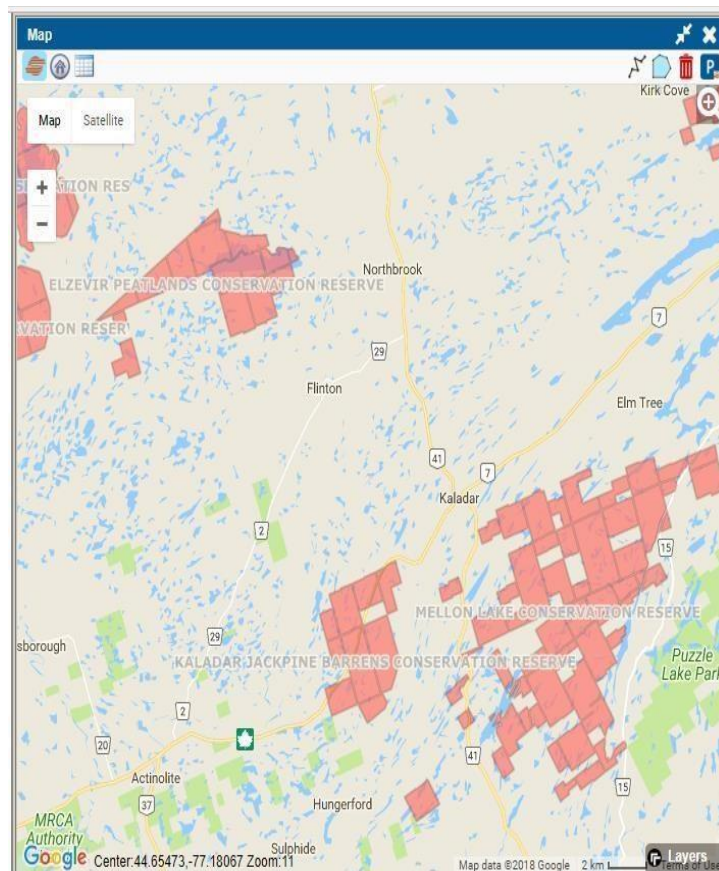


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9.3.3 Conservation Reserves

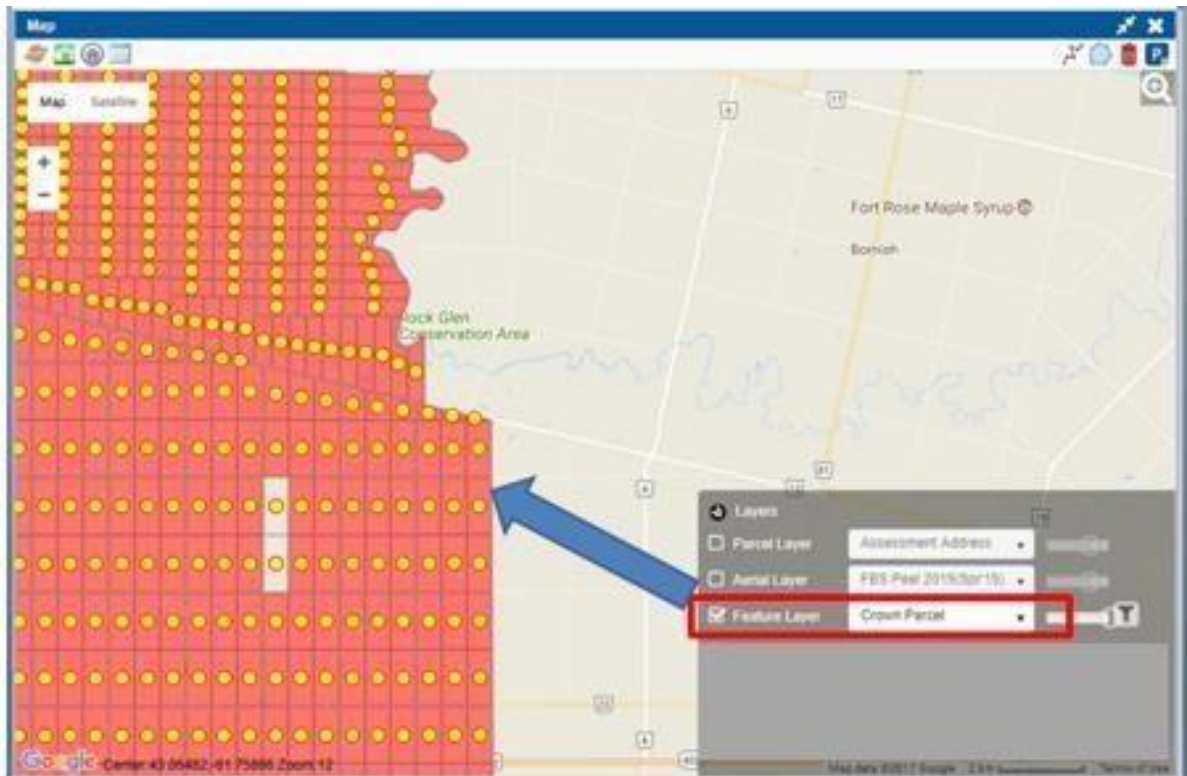
Direction for establishing, planning and managing conservation reserves is defined under the *Public Lands Act*, the Ontario's Living Legacy Land Use Strategy, and other applicable policy. The direction for conservation reserves is in the form of a Statement of Conservation Interest (SCI), which defines the area that is being planned, the purpose for which the conservation reserve has been proposed, and it outlines the Ministry of Natural Resources' management intent for the protected area. The User can access the Other Resources tab within the Property Detail ViewPort to gather information related to any specific Conservation Reserve within which they have an interest.



PSRI Features and Functions

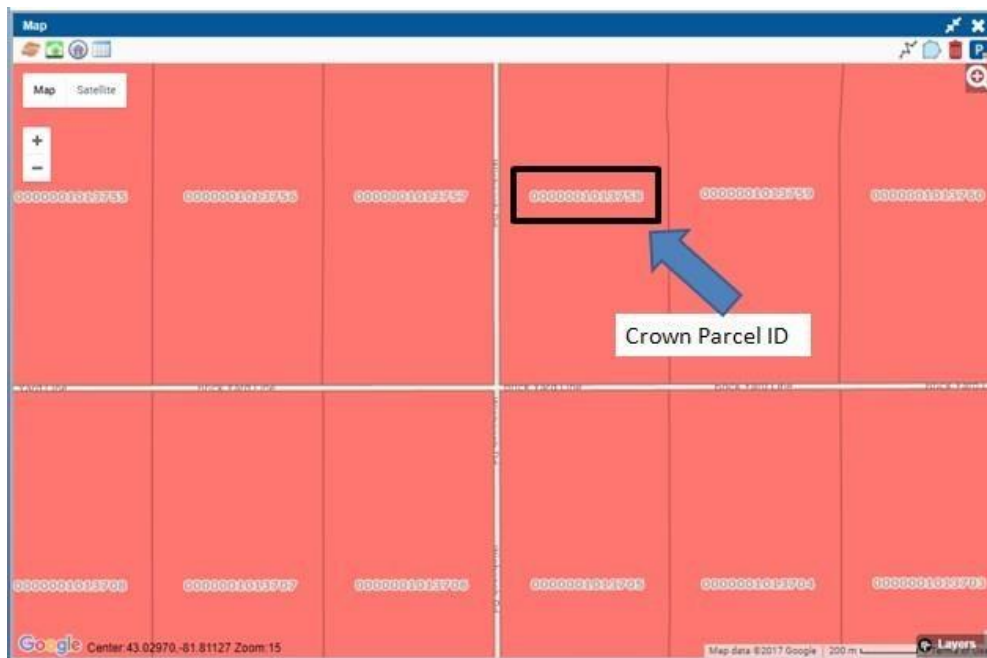
9.3.4 Crown Parcel Fabric

The Crown Parcel Layer is available through the MNR LIO Data Warehouse and is displayed upon selection from the Map Feature drop down list. The related Crown Parcels are colour coded with a yellow point at their centroid.



As the user zooms into the Crown Parcel, the thirteen-digit crown parcel ID is visible as the only metadata available with this Feature Layer.

PSRI Features and Functions

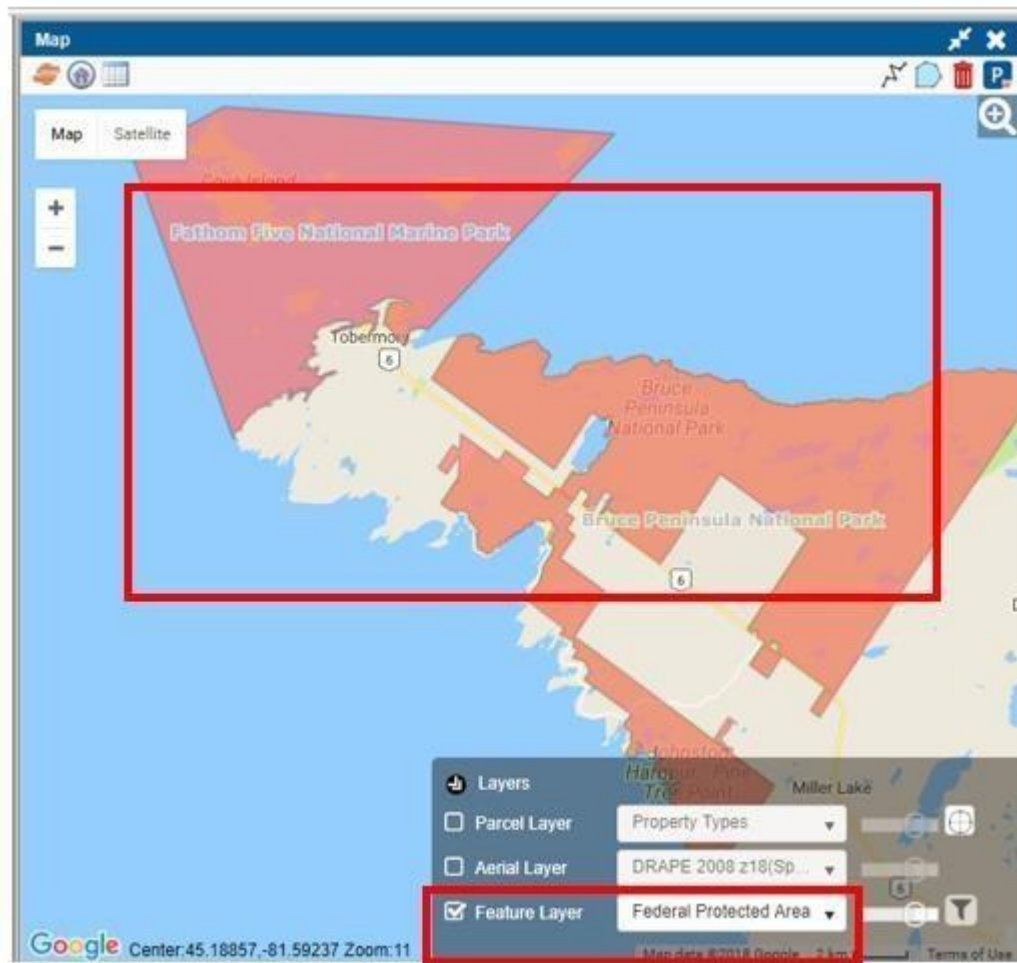


9.3.5 Federal Protected Area

Protected areas are lands and waters where use is limited for the purpose of conserving nature. Protection does not always isolate areas from use, including industrial activity or the harvest of biological resources. Nature conservation, however, must be the primary purpose.

Federal Protected Areas are identified by selecting the Feature Layer.

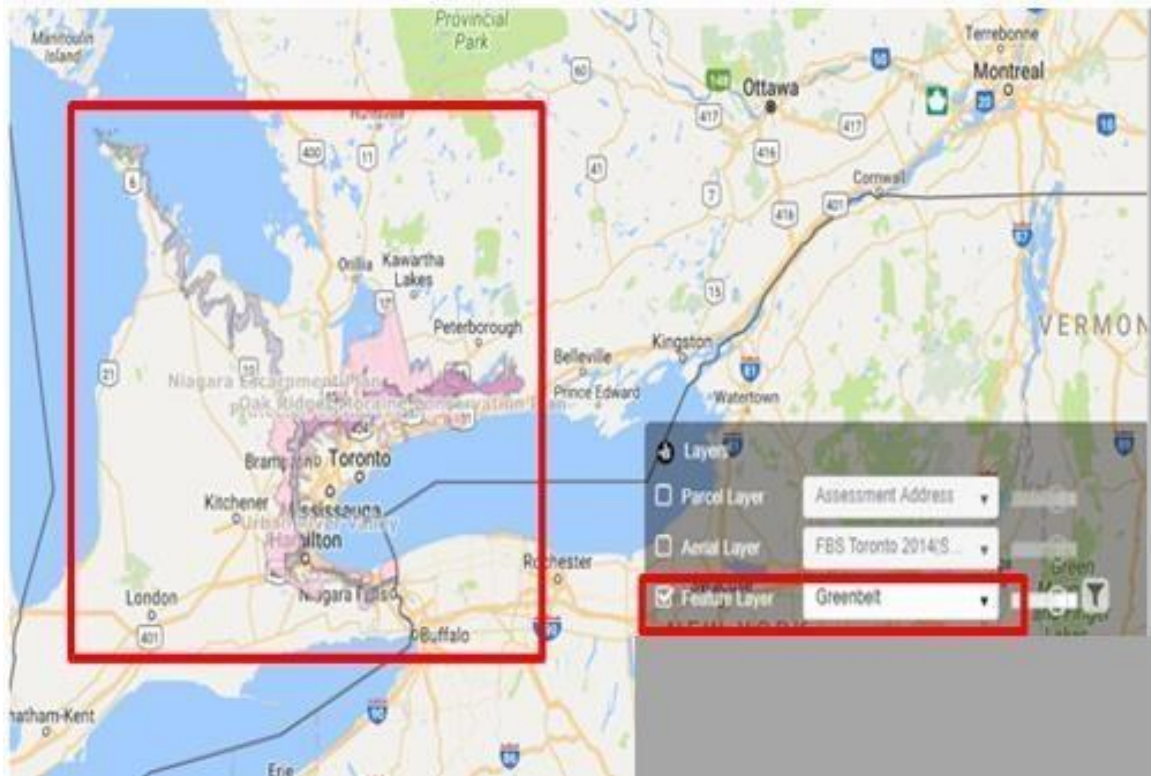
PSRI Features and Functions



9.3.6 Greenbelt Feature Layer

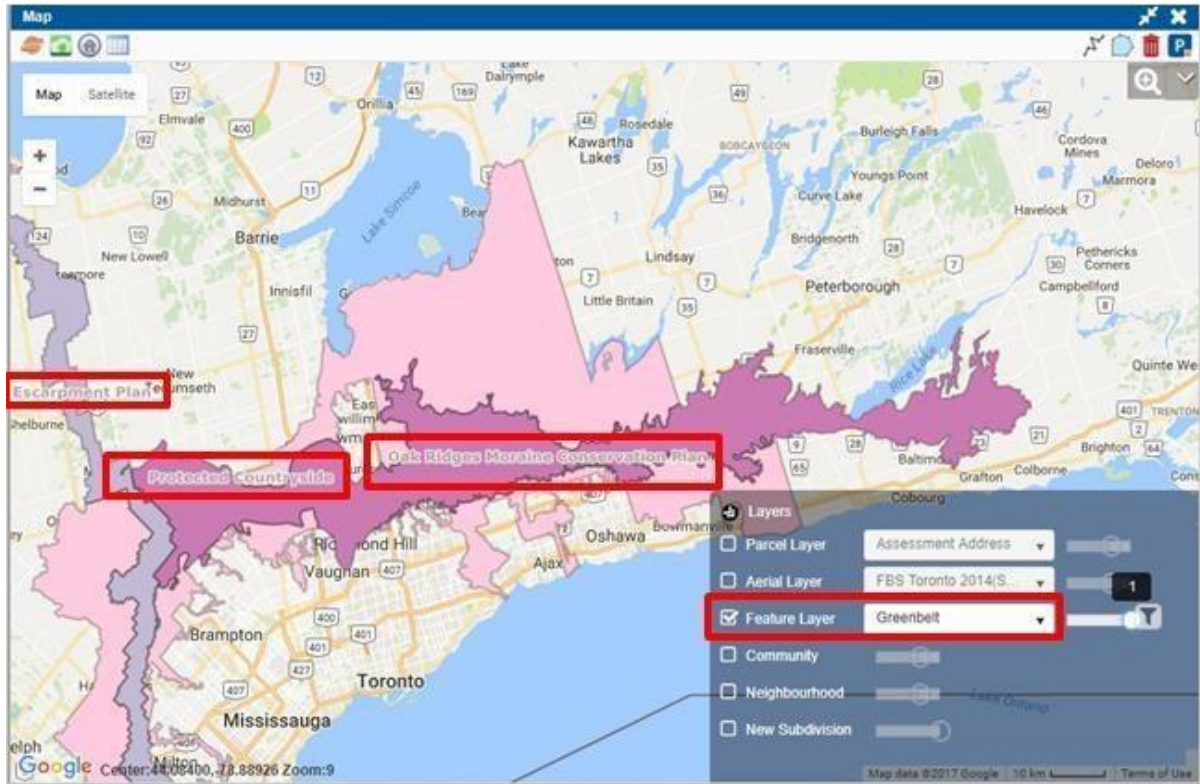
The name of the Greenbelt Area and the extent of its coverage area is available as a display against the map when the user selects the Greenbelt feature from the drop-down menu.

PSRI Features and Functions



The name of the Greenbelt area is the only metadata available for this feature class and is available as a map label when the user zooms into the map at the appropriate zoom level.

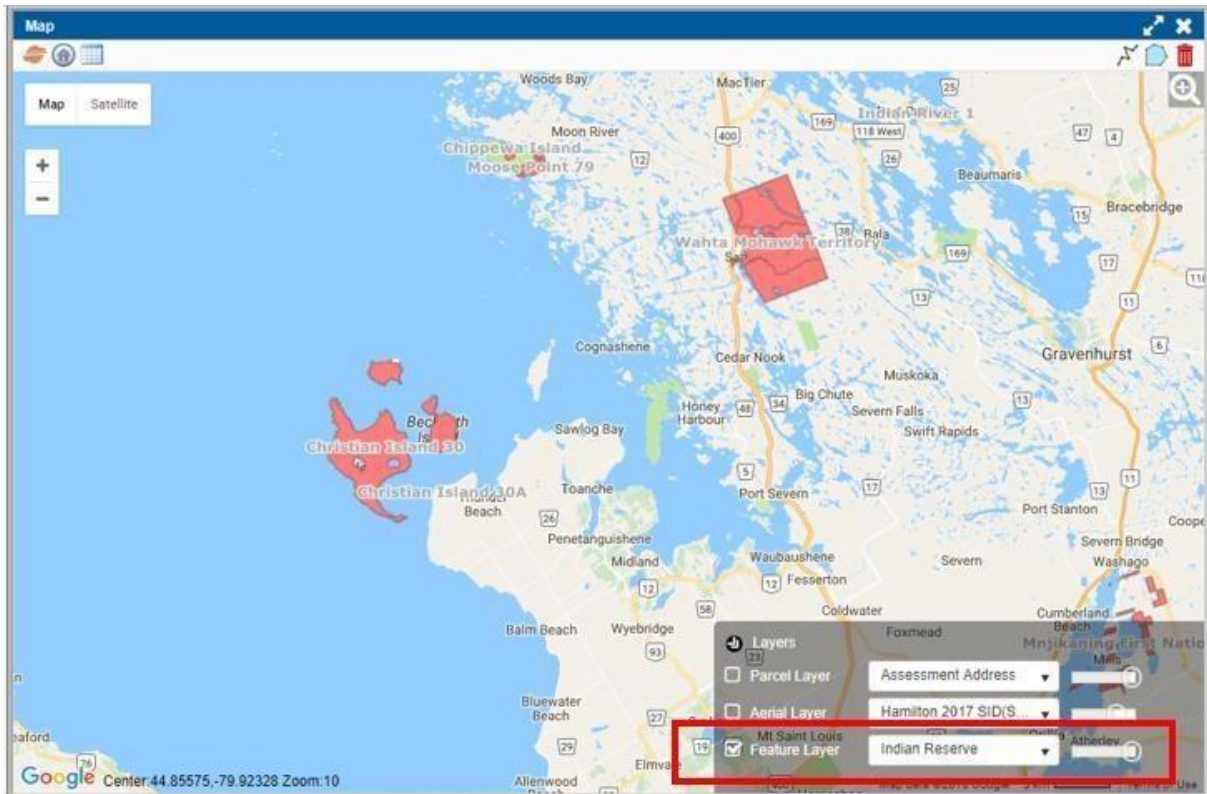
PSRI Features and Functions



9.3.7 Indian Reserves

The Ontario Indian Reserves layer shows the locations of First Nation communities listed by band number and cultural affiliation (e.g., Algonquin, Cree, Ojibway).

PSRI Features and Functions

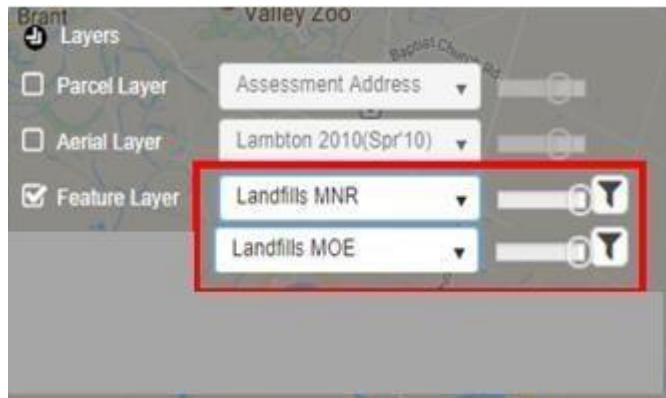


9.3.8 Landfills

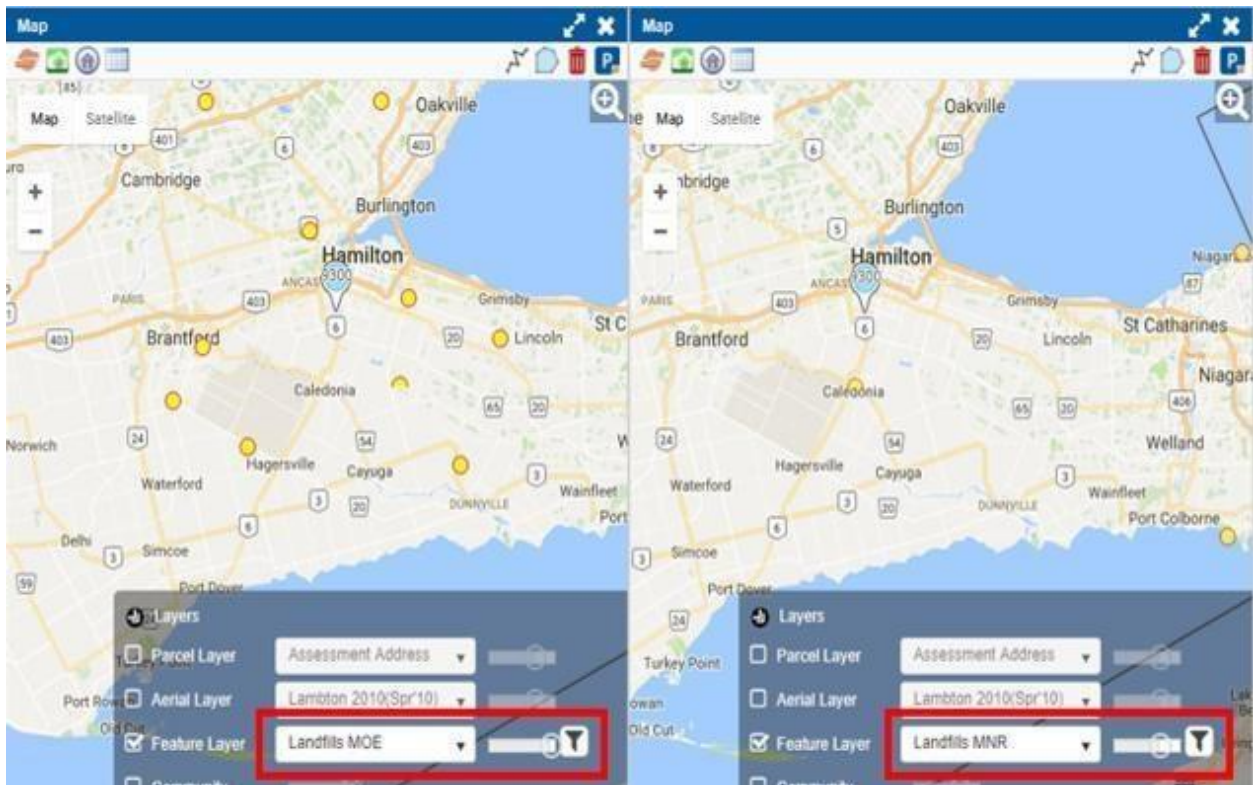
Landfill site data is sourced from a combination of the MNR LIO Data Warehouse and the Ministry of the Environment Database of MOE approved Landfills for which Environmental Compliance Approval Certificates are provided.

The Landfills Feature Layer has been separated by the source data provider, MNR and MOE, to ease the process of maintenance and updates. As such the user will discover two drop-downs from the Feature Layer tab as noted below;

PSRI Features and Functions

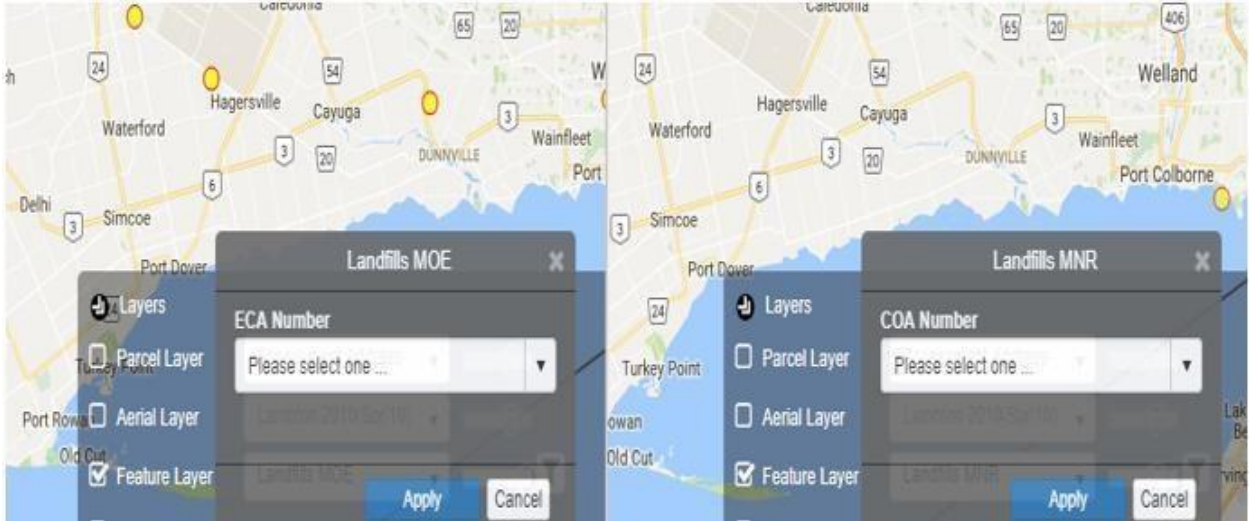


Where the user needs to view both sets of data together, the process would be to open a second map window and select each of the two Feature types as depicted below;

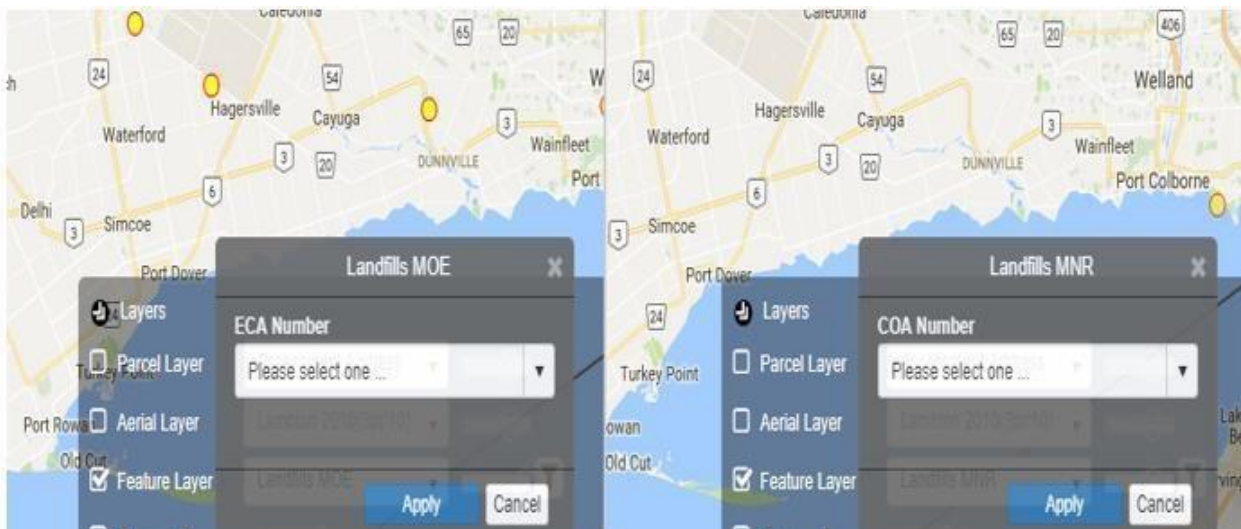


Each data set is searchable by its Certificate of Approval (COA#) in the case of the MNR Landfills and the Environmental Compliance Approval (ECA#) in the case of the MOE sites.

PSRI Features and Functions



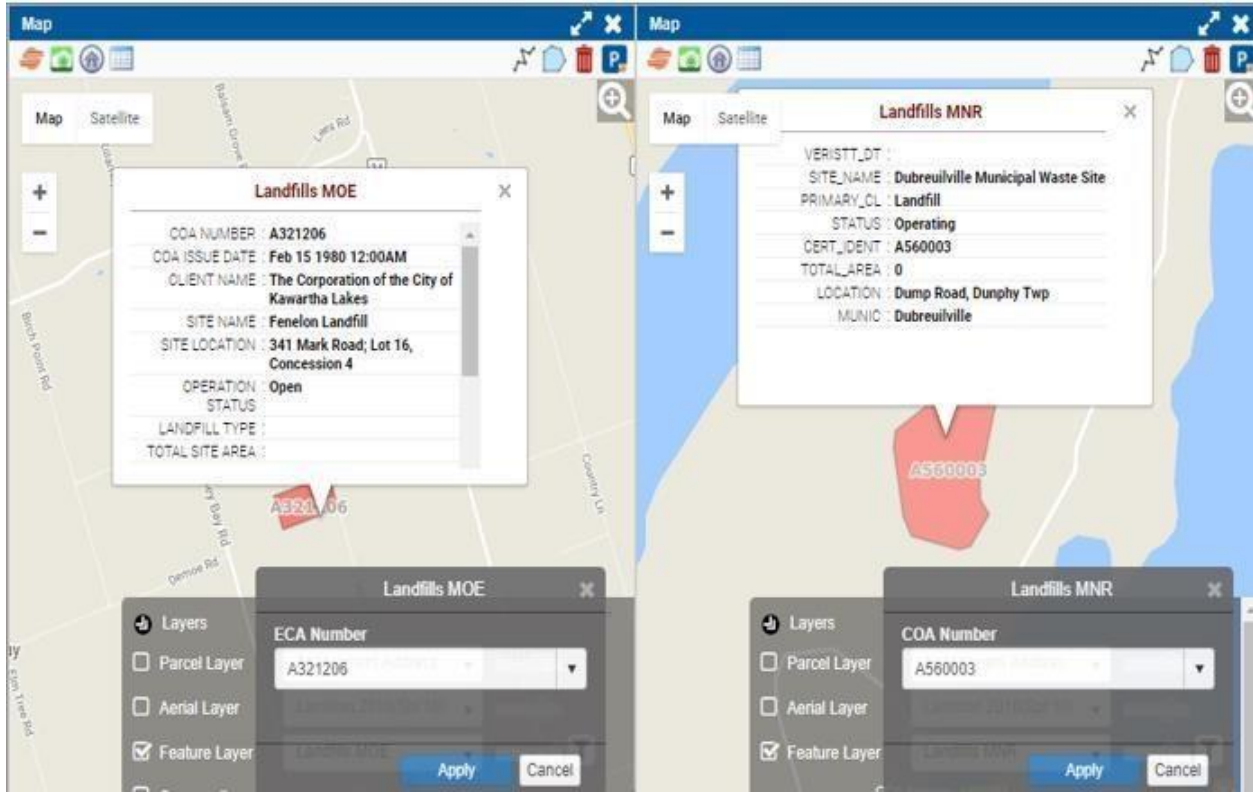
The user can either enter a number or select the number from the drop-down list.



Once selected, the map will automatically pan to the location of the selected landfill.

Additionally, each landfill includes its associated metadata which is displayable upon double clicking the icon or anywhere within the associated polygon.

PSRI Features and Functions



Links to all sites from which the data originated is available through the Other resources tab.

PSRI Features and Functions

The screenshot displays the 'Property Detail' page for a property at 5655 KERRIGAN RD, PLYMPTON-WYOMING TOWN, with Roll Number 383534001032501. The page is divided into 'Other Resources' and 'Layers' sections. A red arrow points from the 'Other Resources' section to the 'Landfills MOE Layer' in the 'Layers' section.

Property Detail

Address: 5655 KERRIGAN RD Municipality: PLYMPTON-WYOMING TOWN Roll Number: 383534001032501

Property Enhanced **Other Resources**

Other Resources

- Conservation Ontario Contacts [Click Here](#)
- Ministry of the Environment Water Well Database [Click Here](#)
- Ministry of the Environment Brownfields Environmental Site Registry [Click Here](#)
- Ontario Groundwater Water Well Database [Click Here](#)

Layers

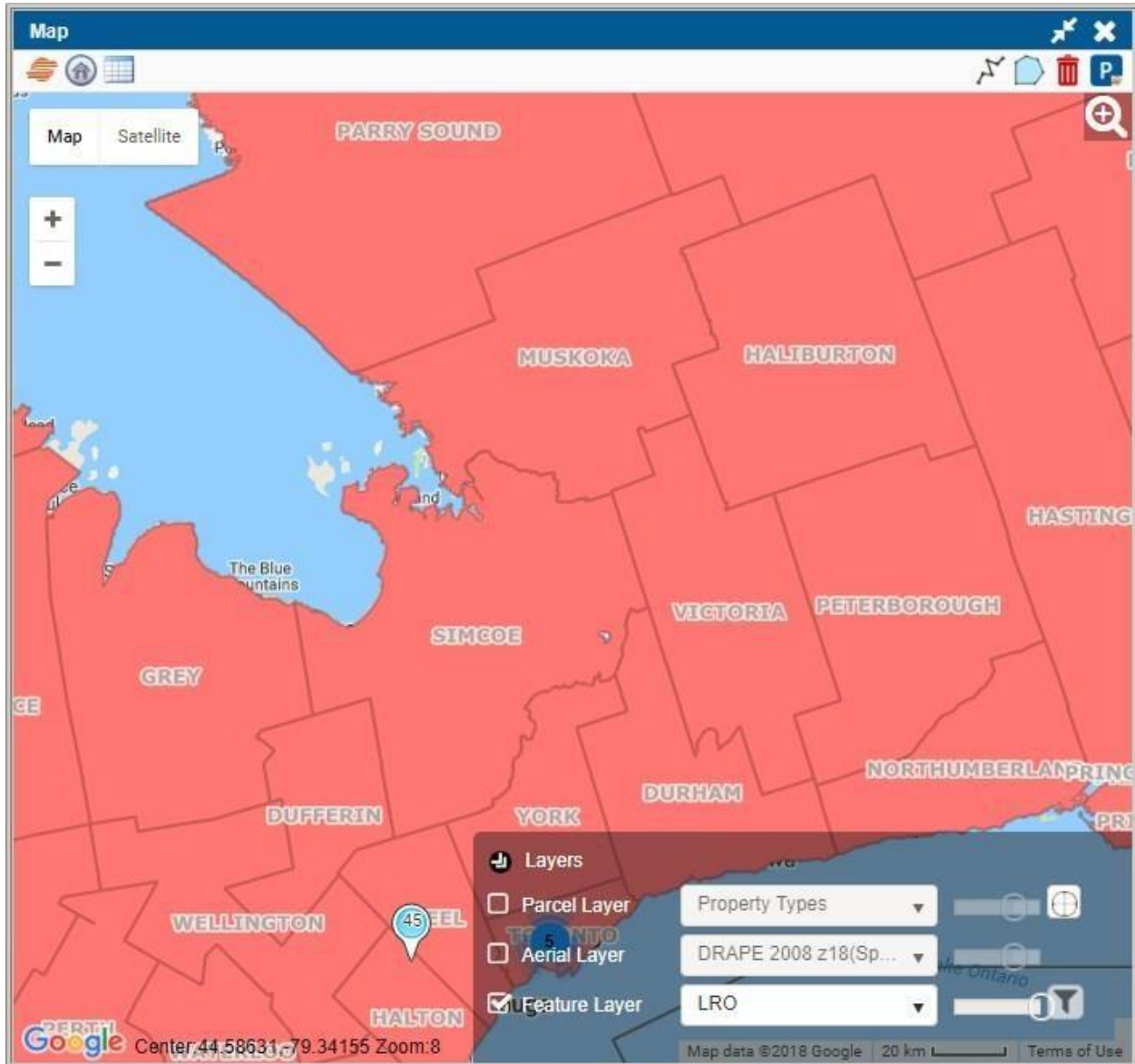
- Airports Layer [Click Here](#)
- Conservation Layer [Click Here](#)
- Crown Parcel Layer [No specific link](#)
- Greenbelt Layer [Click Here](#)
- **Landfills MNR Layer [Click Here](#)**
- **Landfills MOE Layer [small landfill sites](#) [large landfill sites](#)**
- Mining Assentations, Mining Claims, Mining Dispositions and Mining Pending Claims Layers [Click Here](#)
- Oil and Gas Layer [Click Here](#)
- Quarry and Gravel Layer [Click Here](#)
- Railways Layer [Click Here](#)
- Soil-CLI and Soil Hydrologic Layers [Click Here](#)
- Wetland Layer [Click Here](#)
- Wooded Area Layer [Click Here](#)

It is important to note that not all Landfills, particularly older and closed small landfill sites, are geocoded due to the absence of information that describes their exact location. Approximately 2000 of these sites are NOT depicted as a result of this issue.

9.3.9 Land Registry Office Boundary

Land Registry Office Boundaries are visible within the layer.

PSRI Features and Functions



9.3.10 Mining Claims Data

Four sets of Mining Claim information have been integrated from the Ministry of Northern Development and Mines' Claimaps application;

- Mining Alienations
- Mining Claims - Active
- Mining Dispositions

Page

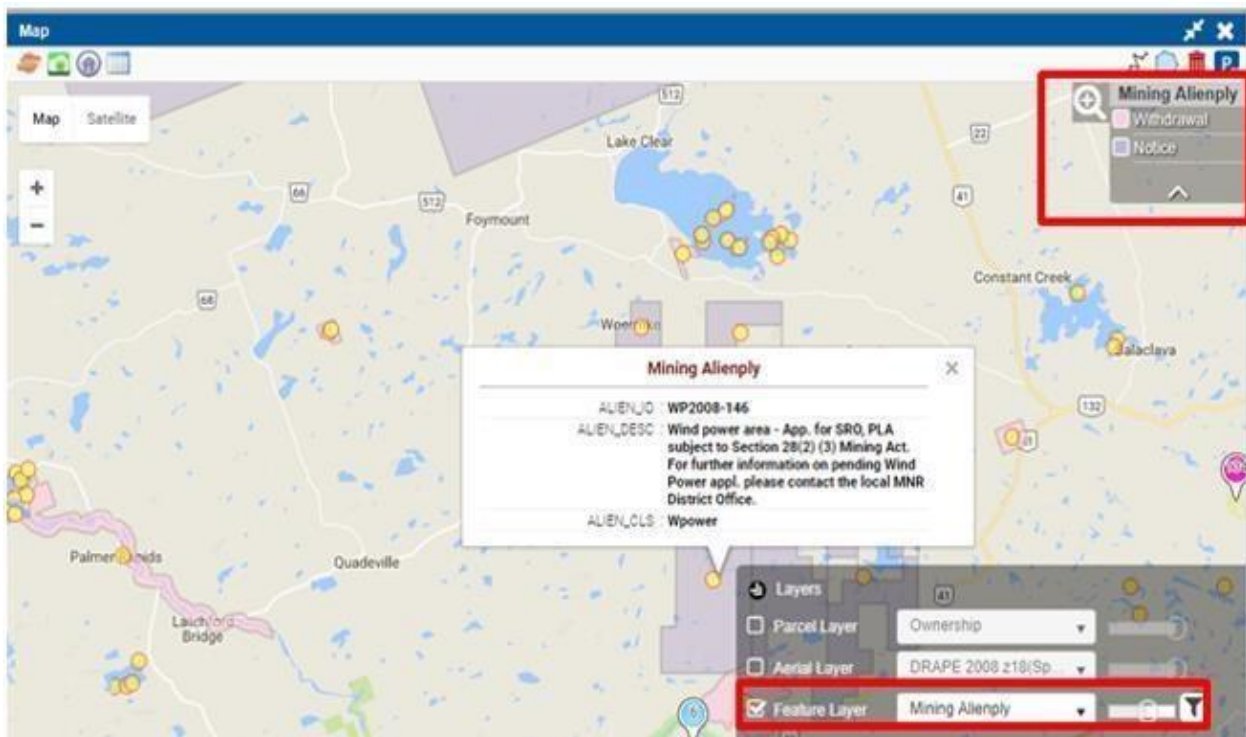
PSRI Features and Functions

- Mining Claims - Pending

9.3.10.1 Mining Alienations

An alienation is an area of Crown land that has been withdrawn from staking or other use for surface rights, mining rights or both under various legislative authorities such as the Mining Act or Public Lands Act. Alienations cannot be purchased or transferred. Alienations are usually generated as a result of requests by the Ministry of Natural Resources and Forestry for lands that form part of a newly proposed provincial park or conservation area where a prescribed burn may be conducted or an area where there is contentious staking activities.

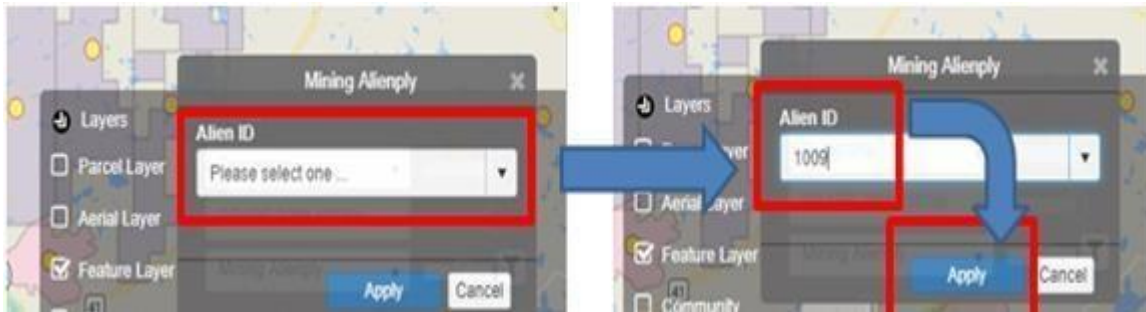
The Alienations Layer is colour coded to reflect the two possible states for Alienations, either a Notice of an Alienation or a Withdrawal of an Alienation. The legend is in the top right corner of the map ViewPort. Upon locating the alienation of interest, the user can double click within it to reveal the metadata in a pop-up window.



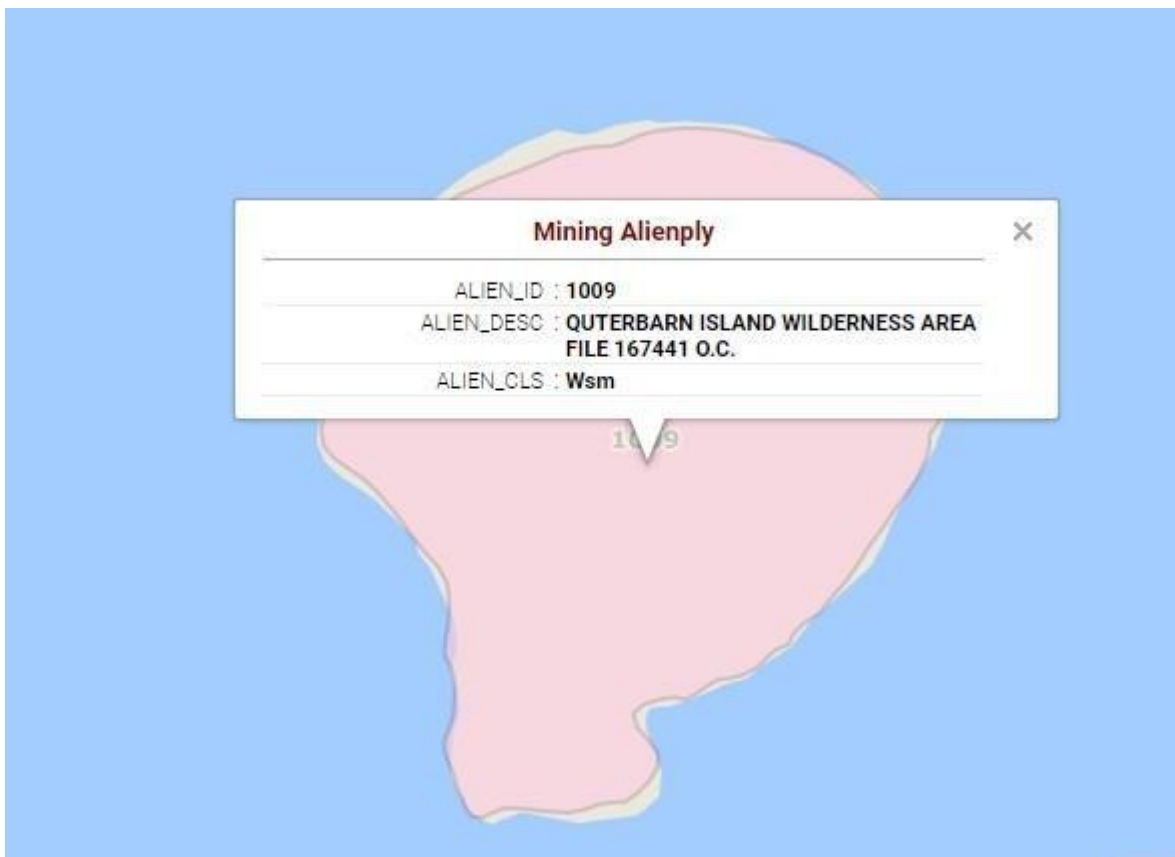
Page

PSRI Features and Functions

Where the user knows the Alienation Number, they can select the filter icon and either enter the number of the Alienation or scroll through the list and select the Alienation of interest from the list.



Selection takes the user to the location and displays the associated metadata upon clicking within the polygon.

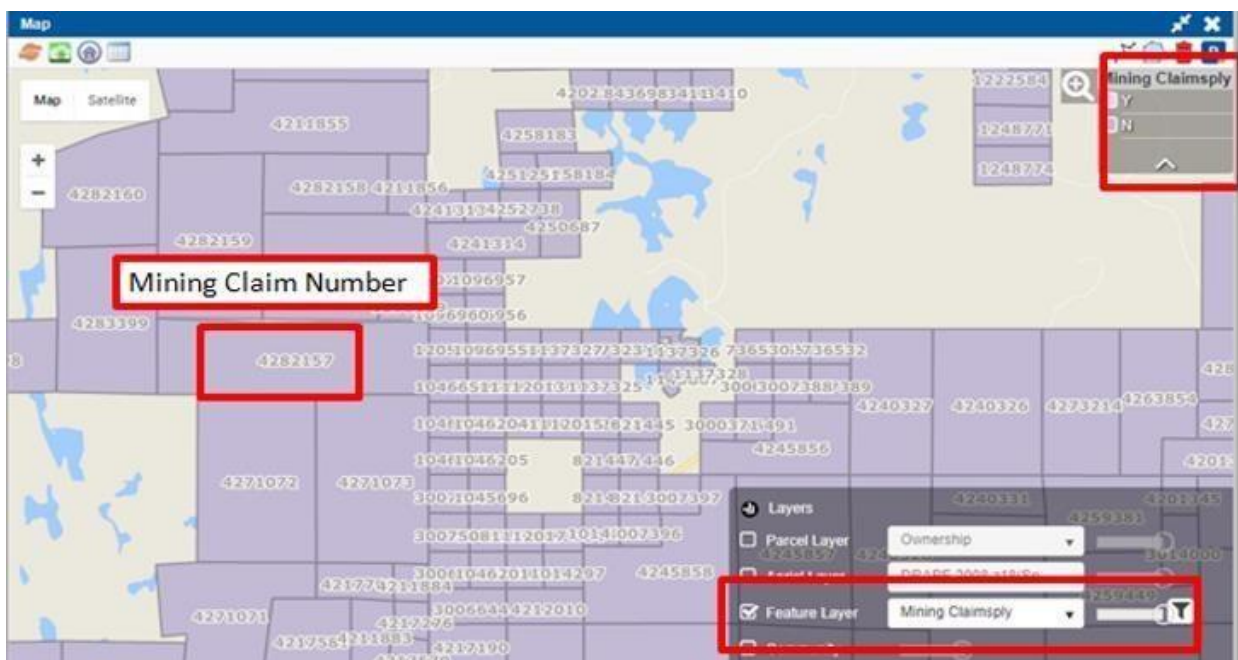


PSRI Features and Functions

9.3.10.2 Mining Claims

Mining Claims, referred within the Ministry as unpatented mining claims, is an area of Crown land that is staked by an individual that holds a valid prospector's license. A reconciled mining claim is a parcel of land including land under water which has been staked and recorded in accordance with the Mining Act and regulations and whose coordinates have been verified by the Ministry through a reconciliation process granting legal mineral interests to the staked-out parcel of land. Status codes for unpatented **mining claims are active, cancelled and pending.**

This layer has colour coded the Mining Claims as Reconciled or Active but not Reconciled.



Each claim also has a claim number which can be entered in the Search filter.

PSRI Features and Functions

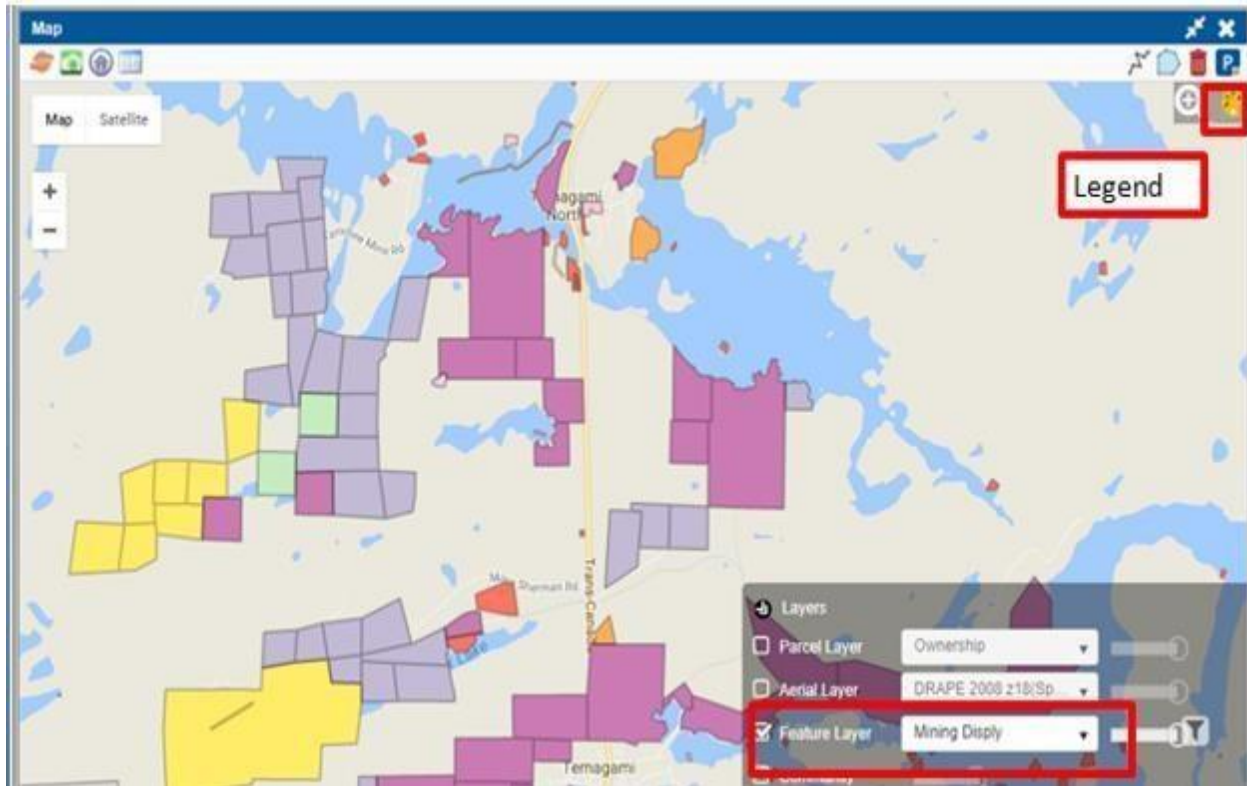


9.3.10.3 Mining Dispositions

Mining Dispositions is an area of Crown land where the ownership status and permitted activities are granted through a patent, lease or license of occupation. Disposition documents are initially generated by the Office of the Surveyor General of the Ministry of Natural Resources and Forestry and are described by legal survey. Dispositions can be for surface rights, mining rights or for both surface and mining rights.

The Dispositions Layer is colour coded to reflect each of the 16 Disposition symbol codes used by the Ministry of Northern Development and Mines.

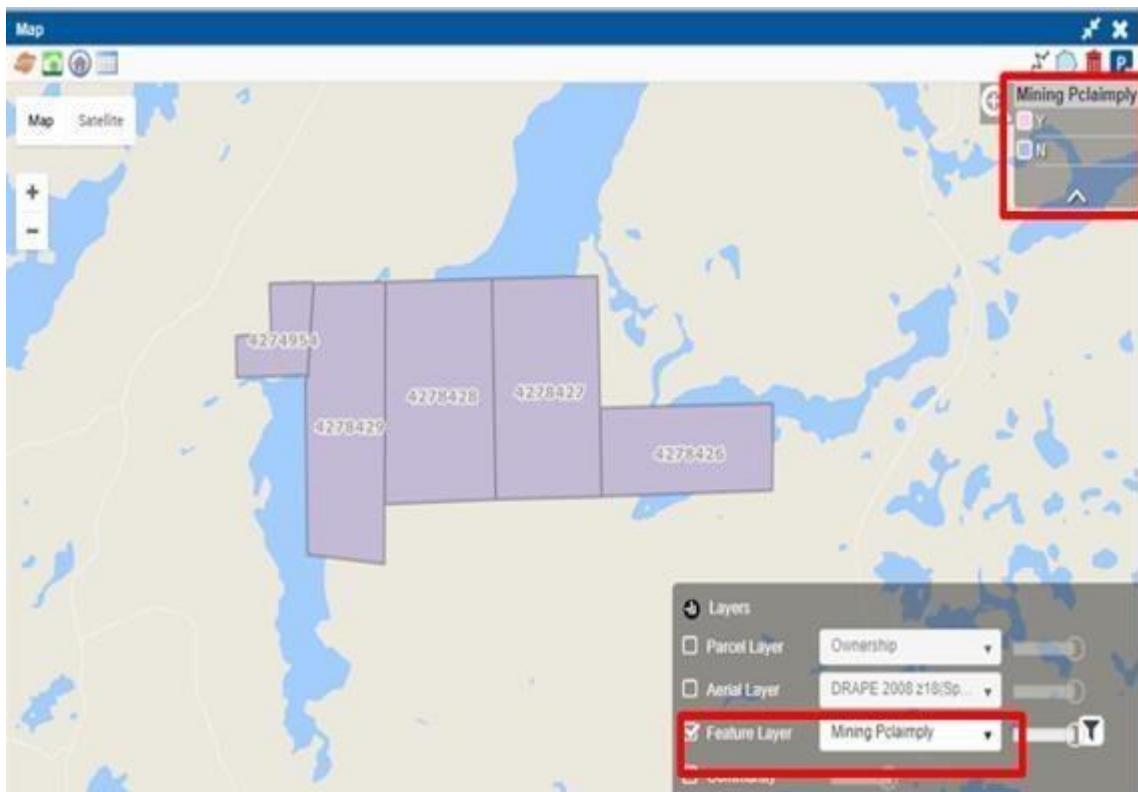
PSRI Features and Functions



9.3.10.4 Mining Claims Pending

This layer reflects claims for which application has been made but the decision for which is pending. This is the smallest data set in the Mining group but for which there is a filter and a drop down for selecting the claim number to aid in its search.

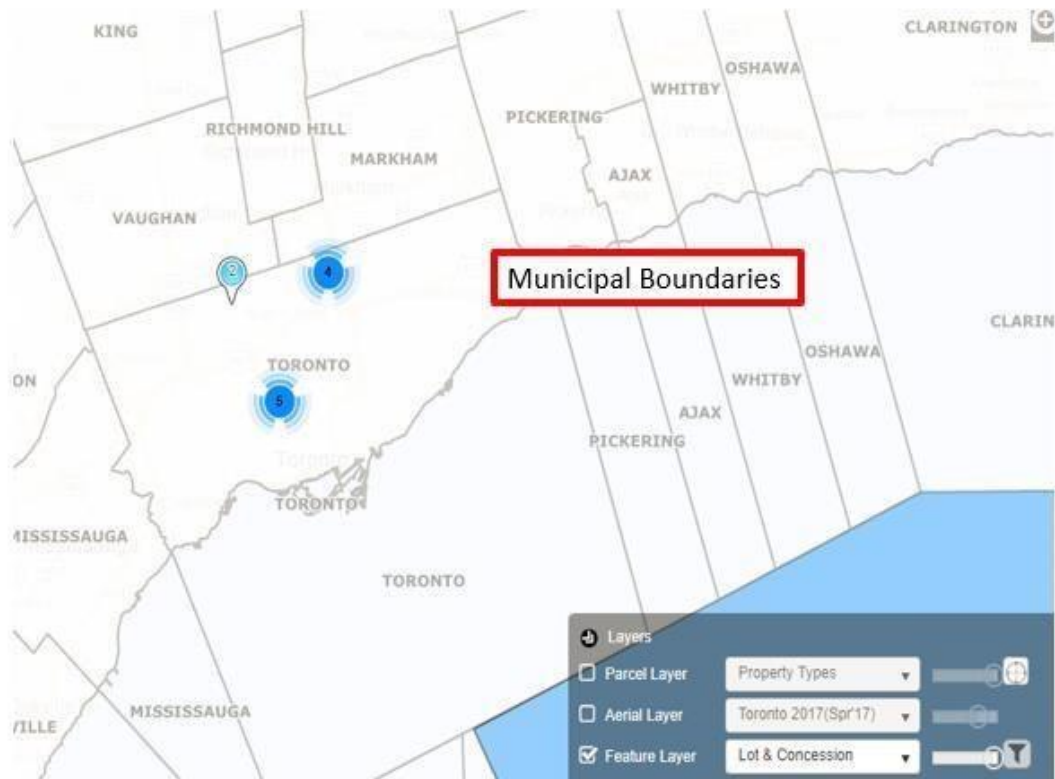
PSRI Features and Functions



9.3.11 Municipal, Township, Concession and Lot Boundaries

The boundaries are controlled by zoom levels. The user can begin zoomed out until their desired Municipality is within view and then progressively increase the zoom level as noted below until the Township, Concessions, Lots and eventually parcel boundaries are visible.

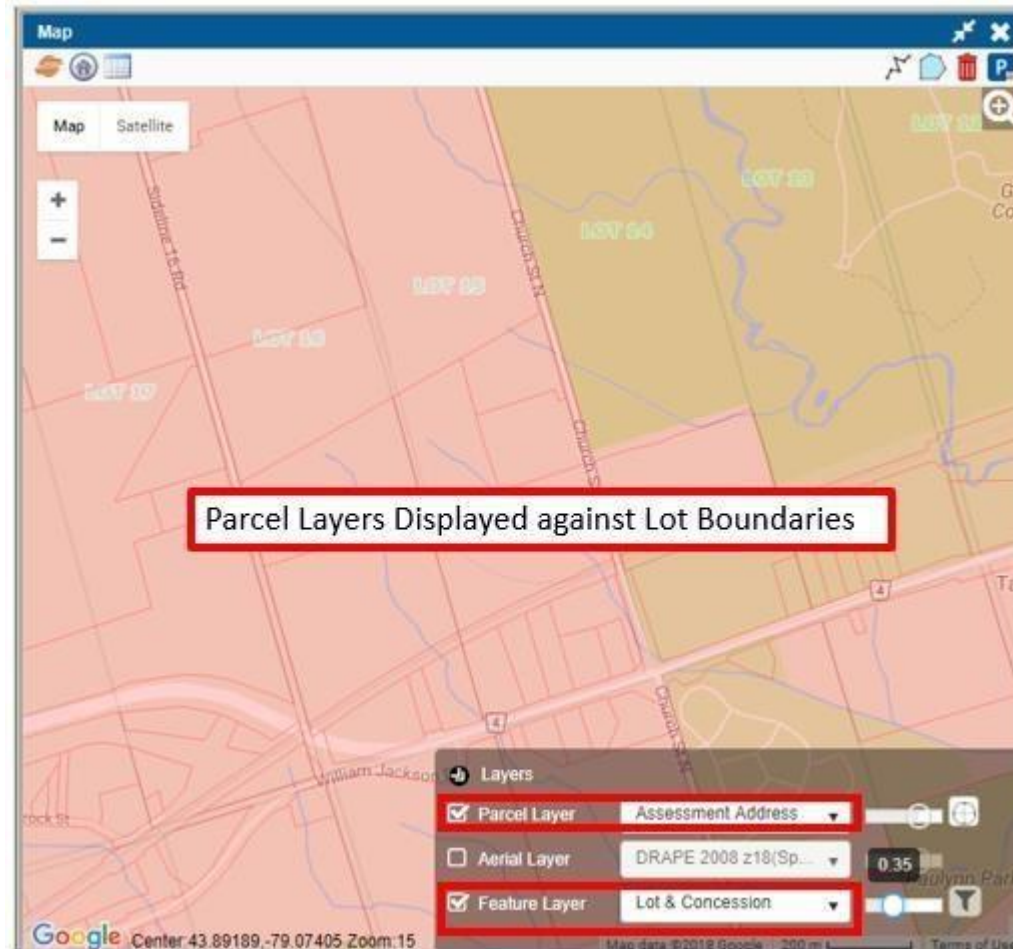
PSRI Features and Functions



PSRI Features and Functions



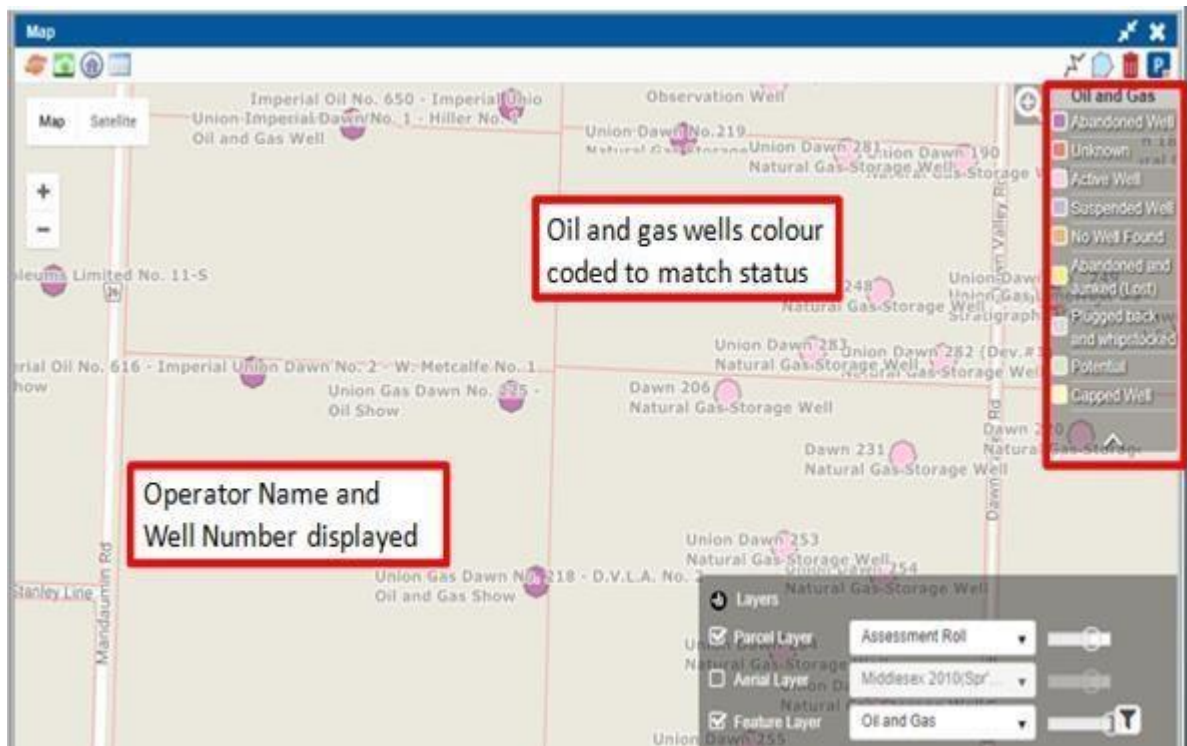
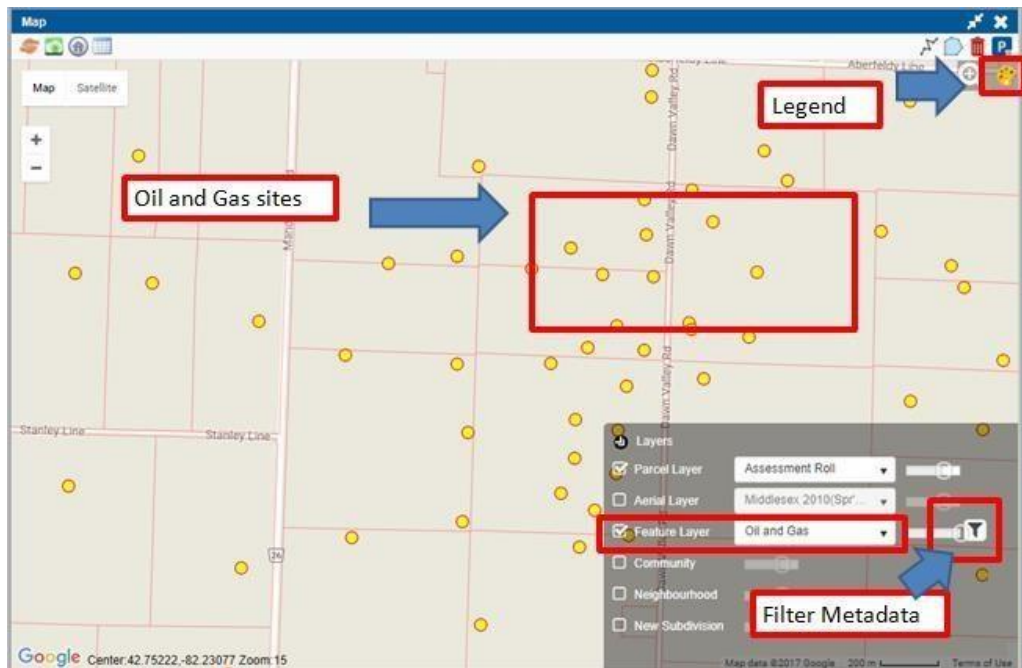
PSRI Features and Functions



9.3.12 Oil and Gas Feature Layer

The Oil and Gas Feature Layer is activated by selecting it from the Feature layer drop down menu. Upon zooming into areas of interest, the user will note that the oil and gas well point features are colour coded based upon their relative status. By activating the Legend control in the top right corner of the map display, the user has access to an index that describes the state of the well.

PSRI Features and Functions



PSRI Features and Functions

The user can filter the results of the metadata based upon the County, Operator and Well Mode by entering the associated names or selecting from a drop-down list. More than one filter can be added in each category.



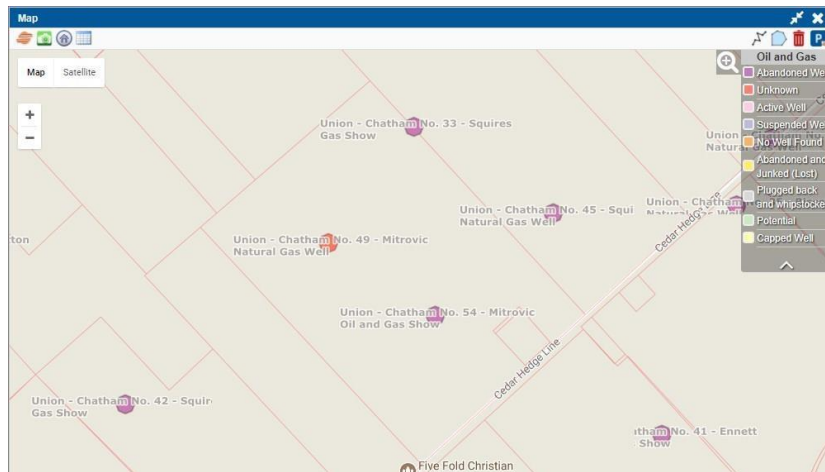
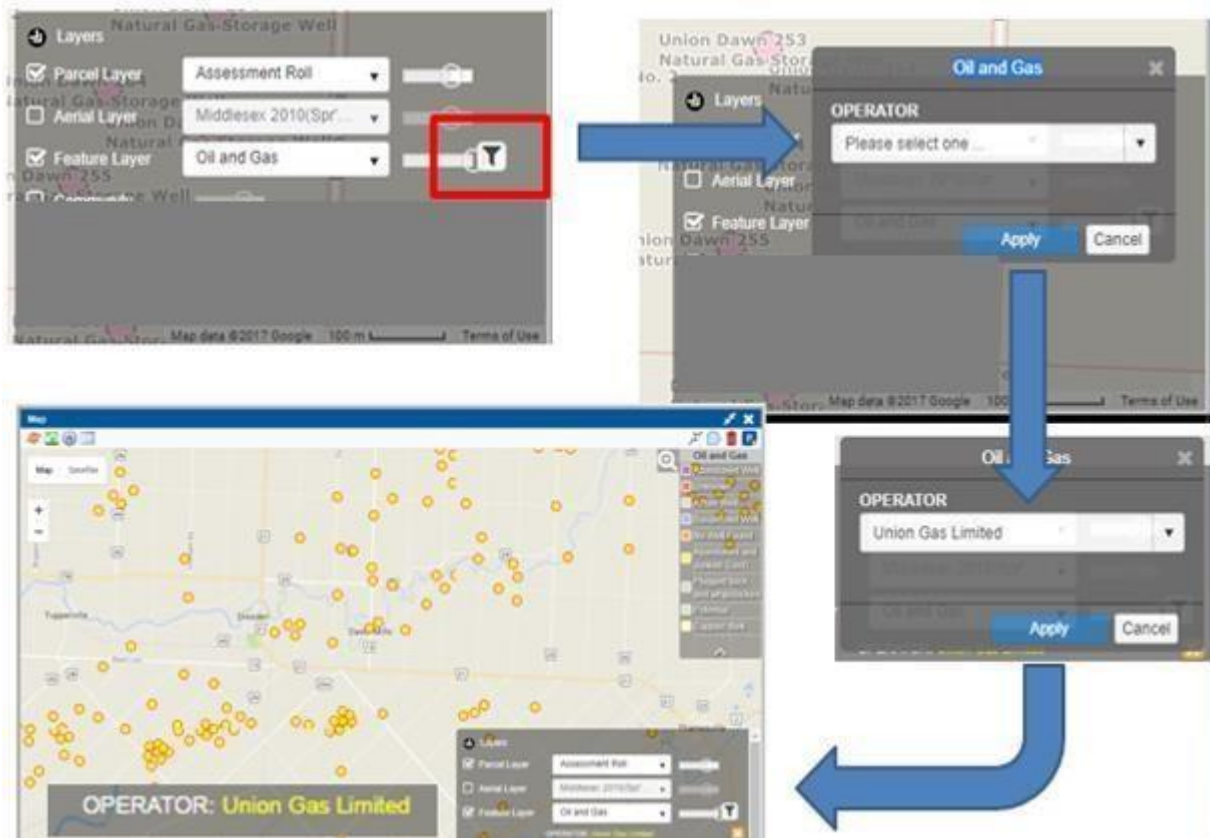
The image shows a dialog box titled "Oil and Gas" with a close button (X) in the top right corner. Inside the dialog, there are three sections, each with a label and a drop-down menu:

- County**: A drop-down menu with the placeholder text "Please select ...".
- Operator**: A drop-down menu with the placeholder text "Please select ...".
- Well Mode**: A drop-down menu with the placeholder text "Please select ...".

At the bottom of the dialog, there are two buttons: a blue "Apply" button and a white "Cancel" button with a grey border. The dialog box has a dark grey background.

By selecting the Filter, the system provides a drop-down box wherein the user can scroll through the list of Counties, Operators and Well Modes to make their selection, or type in the first few characters of the operator's name. The system will respond by only displaying the oil and gas well locations managed by the selected operator.

PSRI Features and Functions

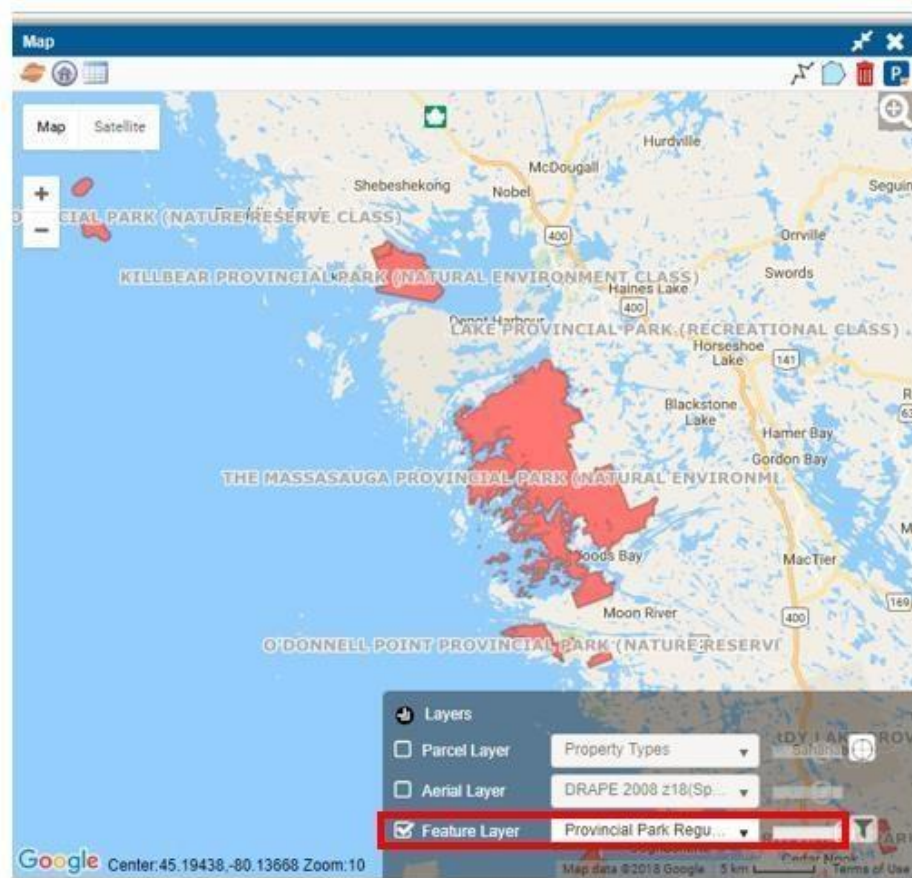


9.3.13 Provincial Park Regulated

The Provincial Park Layer is thematically coloured and accompanied by a label identifying the name of the Provincial Park.

Page

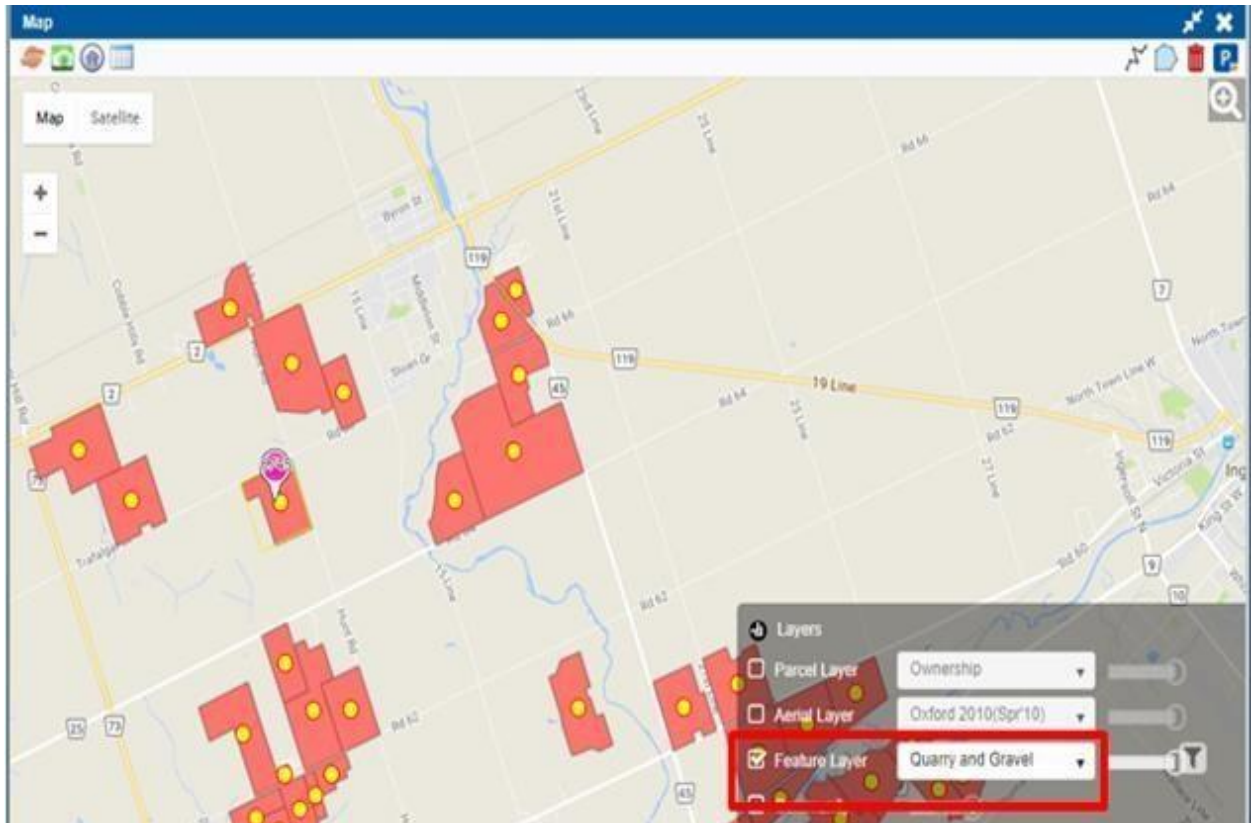
PSRI Features and Functions



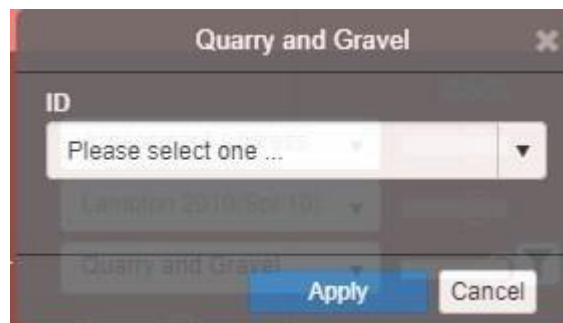
9.3.14 Quarry and Gravel Feature Layer

The Quarry and Gravel feature is imported from the MNR LIO database and includes the assigned site ID and associated metadata. The polygons displayed are the active sites. The user can pan and zoom to the selected area of interest, select or zoom into the polygon of interest to reveal the ID number.

PSRI Features and Functions



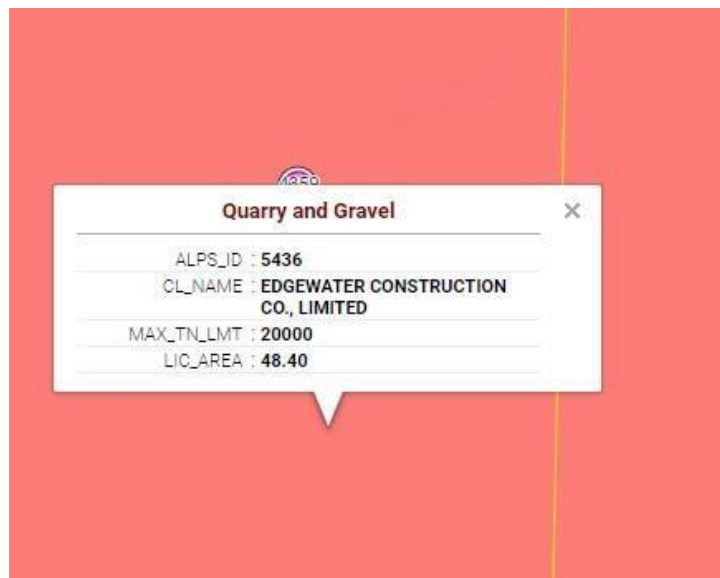
A Search by ID function is available to support the user selecting from a dropdown of IDs or they can enter an ID number after which the system will center the selected site on the map.



PSRI Features and Functions



Double-clicking within the polygon will reveal the associated metadata as part of the pop-up.

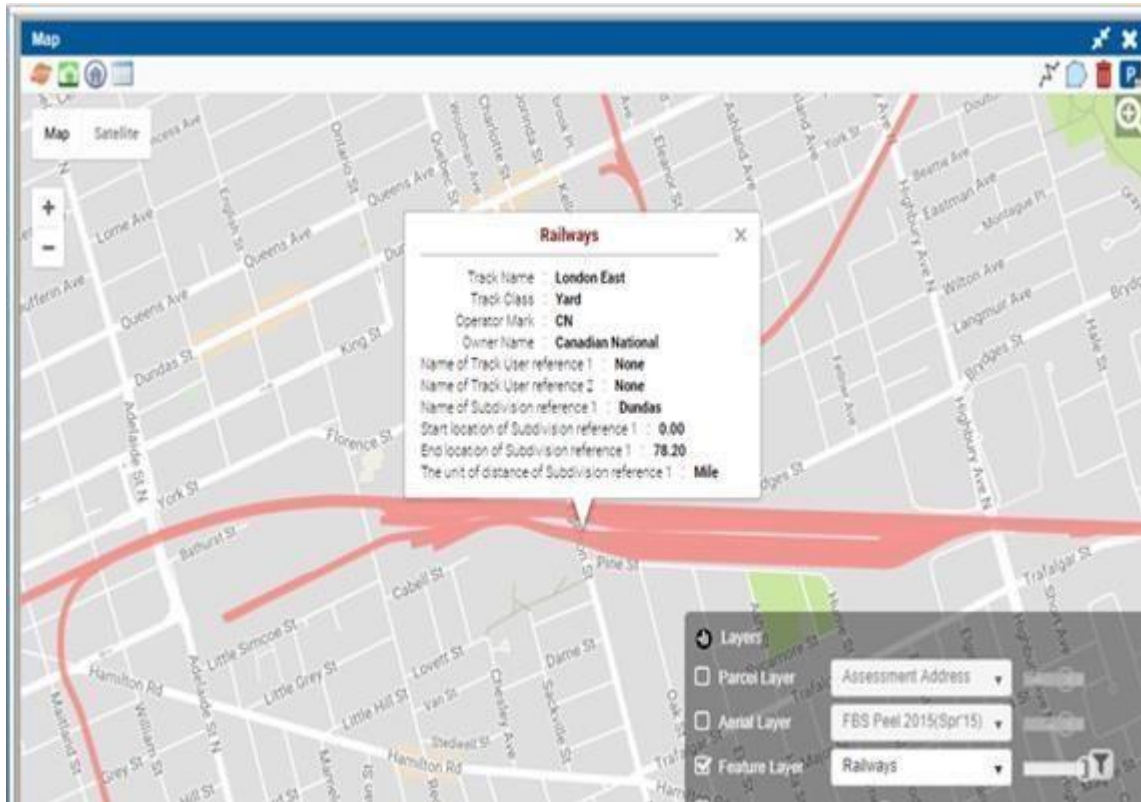


Page

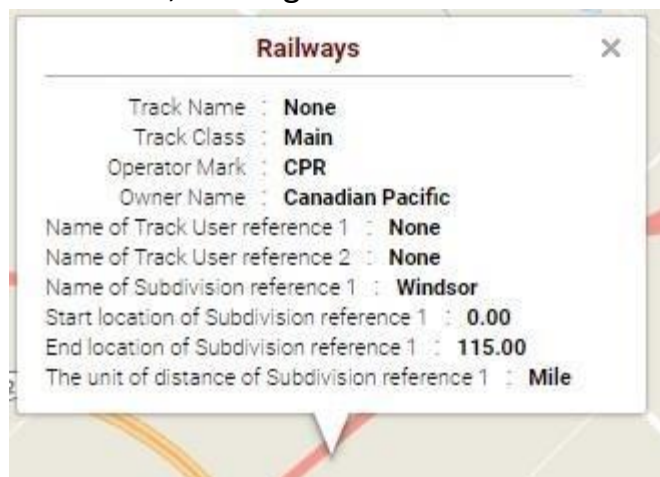
PSRI Features and Functions

9.3.15 Railways Feature Layer

The Railways Feature Layer, once selected, is displayed as a red line network across the province. The user can select any track segment to display the associated metadata as a pop-up.



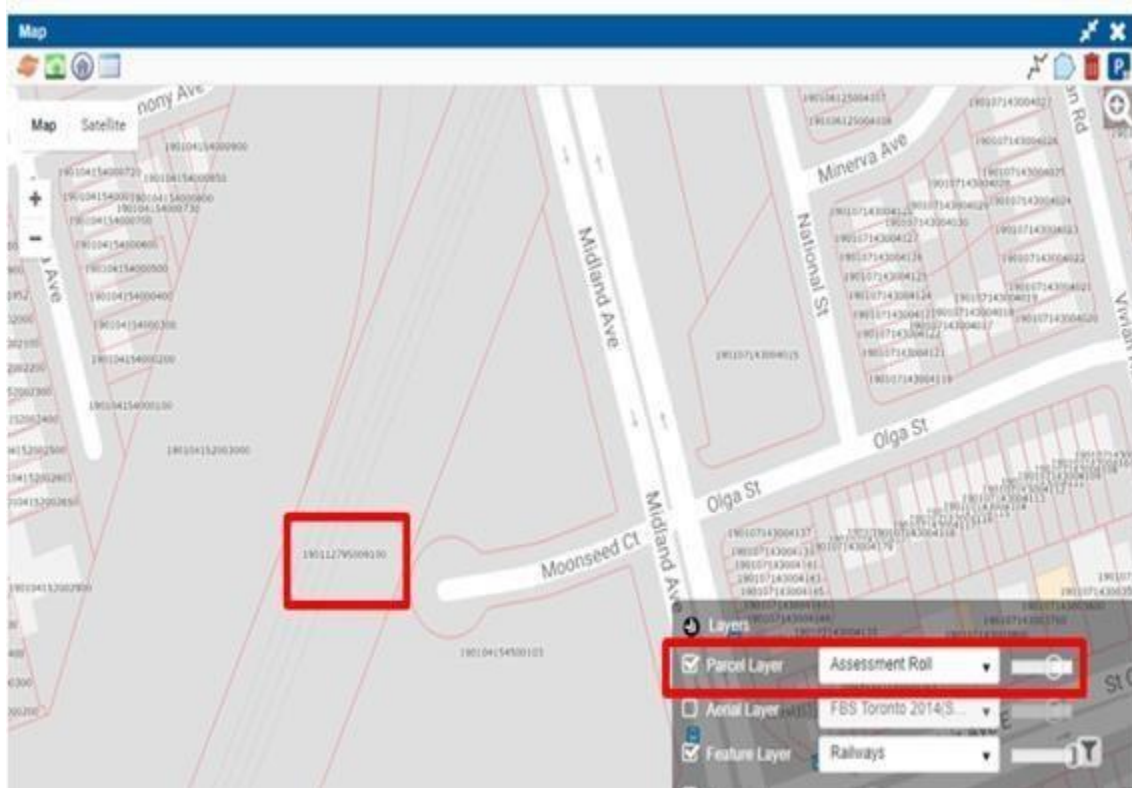
The metadata, where available, is categorized under the following subheadings



Page

PSRI Features and Functions

Upon zooming into the map display, the red linework will not be visible to allow for the display of the associated ARN. Note the Assessment Parcel Layer must be active.



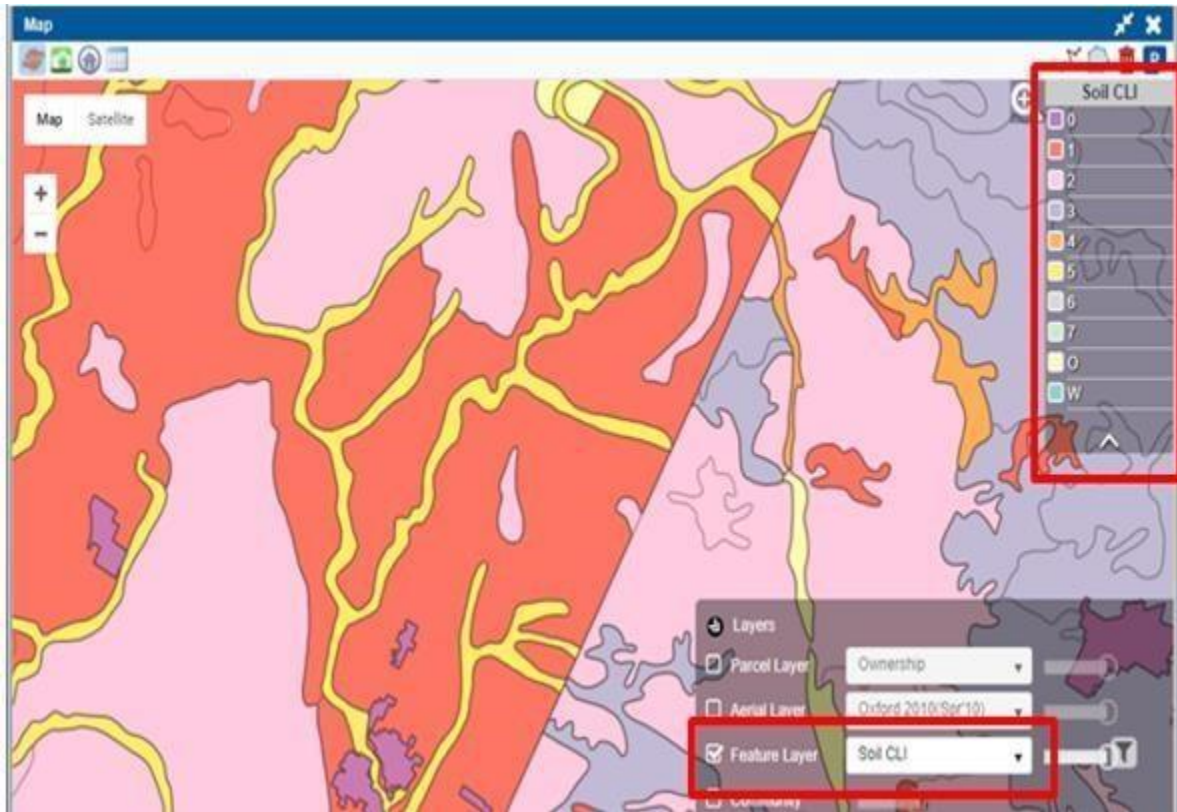
9.3.16 Soils Feature Layer

The Soils Feature layer is available through the Feature layer drop down menu. Soils are broken into the Soils categories as defined by the seven classes established by the Canada Lands Inventory delineation and the Hydrologic Soil Classes into four categories.

9.3.16.1 Soils CLI

The Canada Land Inventory (CLI) designation indicates the capability of the land to sustain agriculture. There are seven classes used to rate agricultural land capability. Class 1 lands have the highest capability and Class 7 lands have the lowest capability to support agricultural use activities. Organic soil is labelled separately and as such does not have a CLI rating.

PSRI Features and Functions

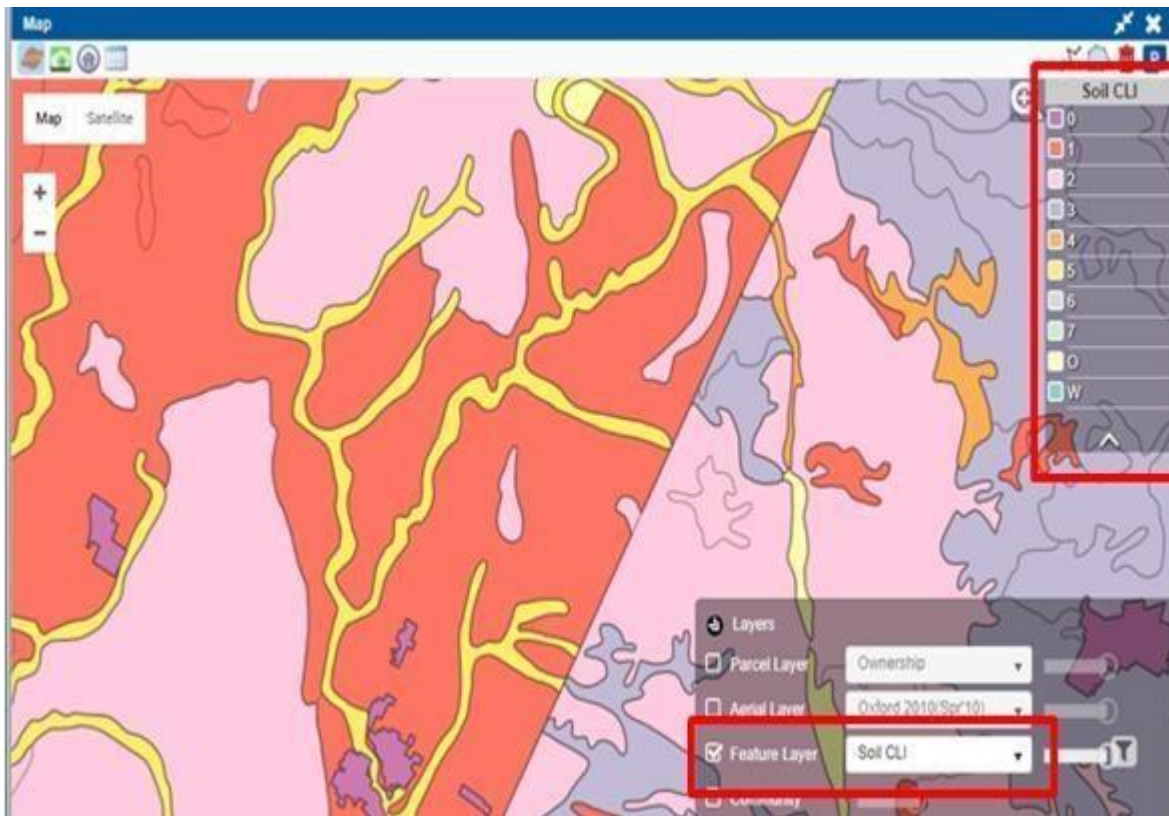


9.3.16.2 Soils Hydrologic

The Hydrologic rating of soils assesses the potential for ground water contamination depending upon the soil type. The ratings are generally established in four categories as High, Moderate, Low to Very Low.

The Hydrologic conditions of the soil are displayed on this layer and colour coded to match the respective condition.

PSRI Features and Functions

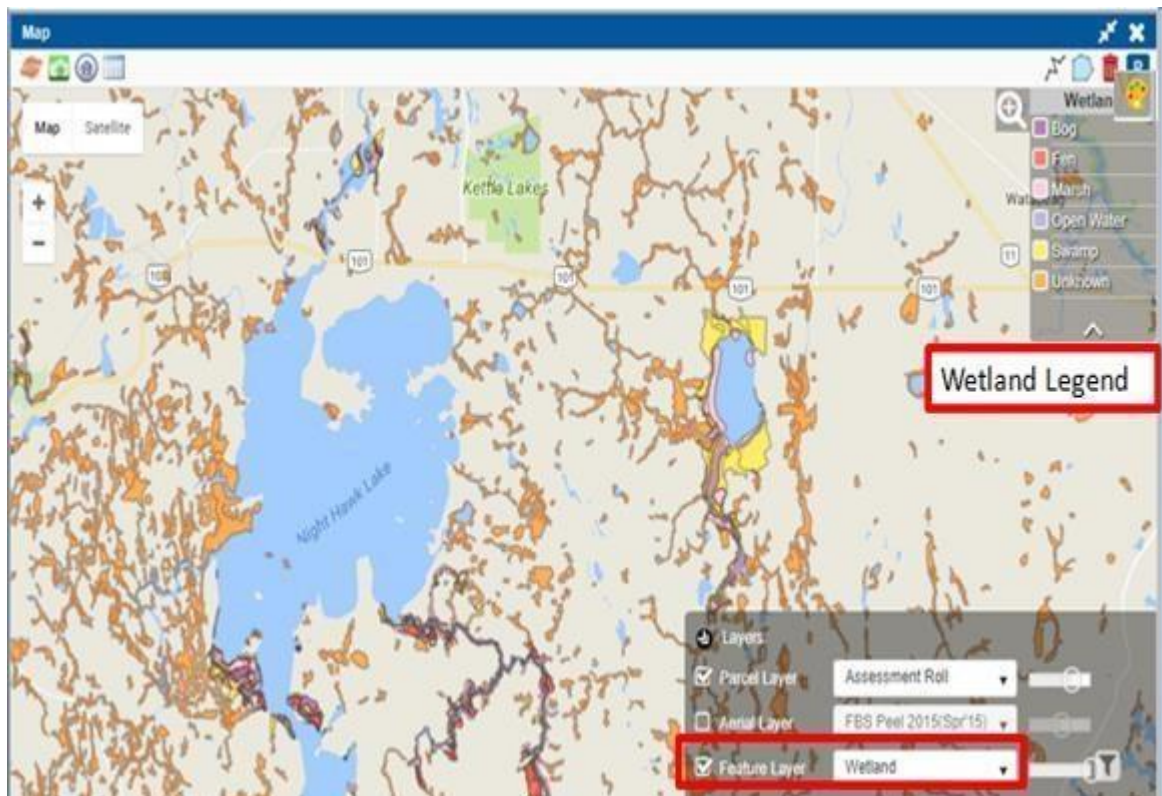


Page

PSRI Features and Functions

9.3.17 Wetlands

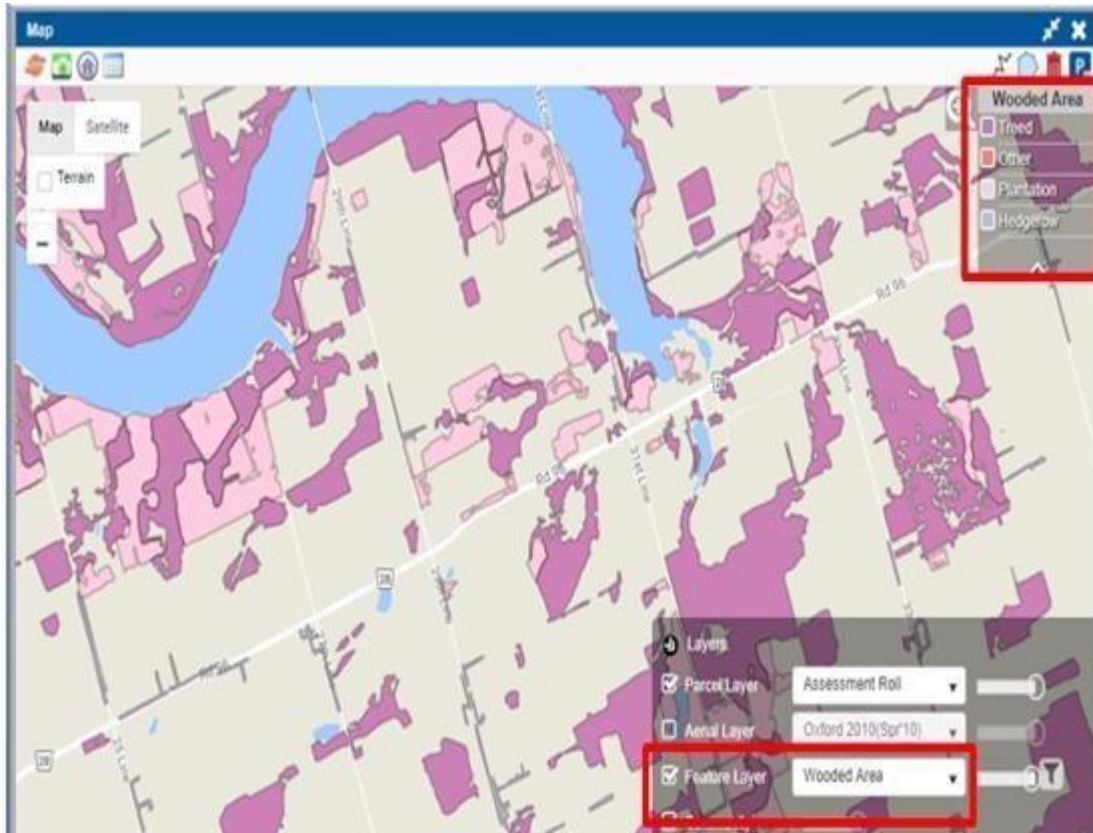
The Wetlands Feature layer is available through the Feature layer drop down menu. Upon its selection, the six different wetland types will be colour coded matching the legend which is available upon selecting the palette at the top right-hand corner of the map window.



9.3.18 Wooded Areas

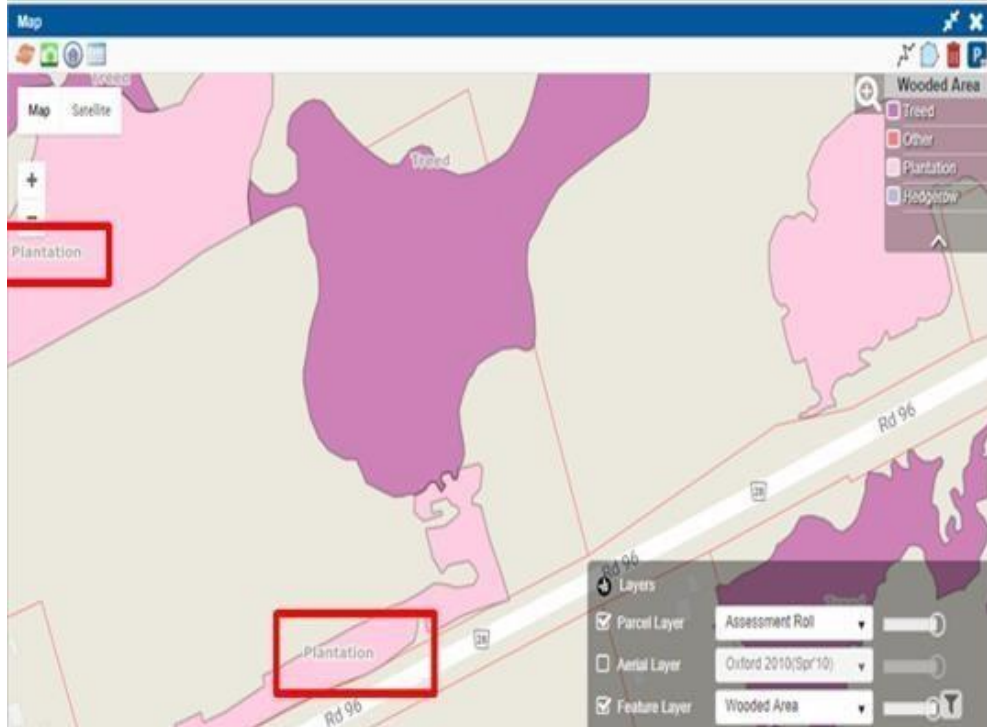
The Wooded Area Layer displays the four categories of wooded areas across the province as depicted in the legend; Treed, Other, Plantation and Hedgerow.

PSRI Features and Functions



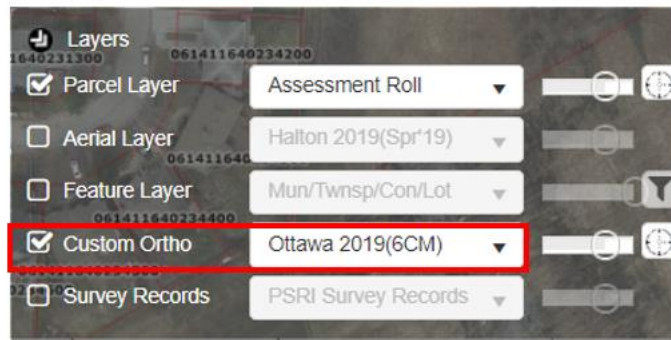
Zooming in on the Wooded Area will display the associated label.

PSRI Features and Functions



9.3.19 Custom Ortho Layer

The City of Ottawa has provided access to their current high resolution orthoimagery. This is provided as a separate feature class and not integrated within the aerial imagery layer provided by First Base Solutions.



9.3.20 PSRI Survey Record Layer

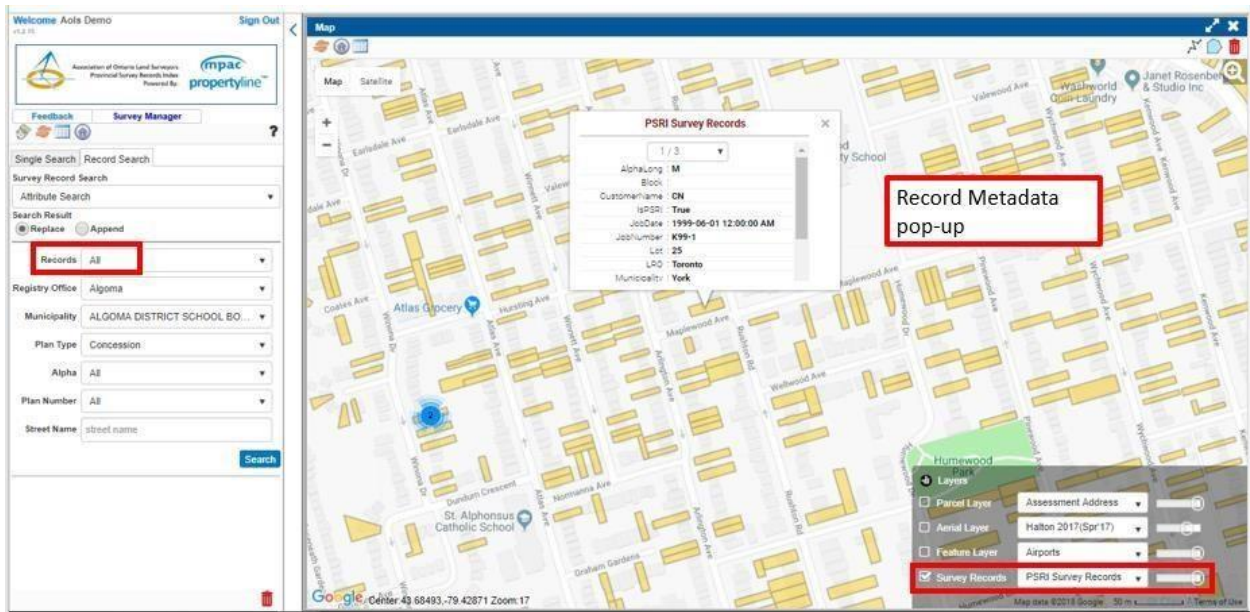
All geocoded records are reflected on the parcel fabric as a colour coded layer. Selecting any of the records will generate a pop-up that will display the metadata of the survey record.

Page

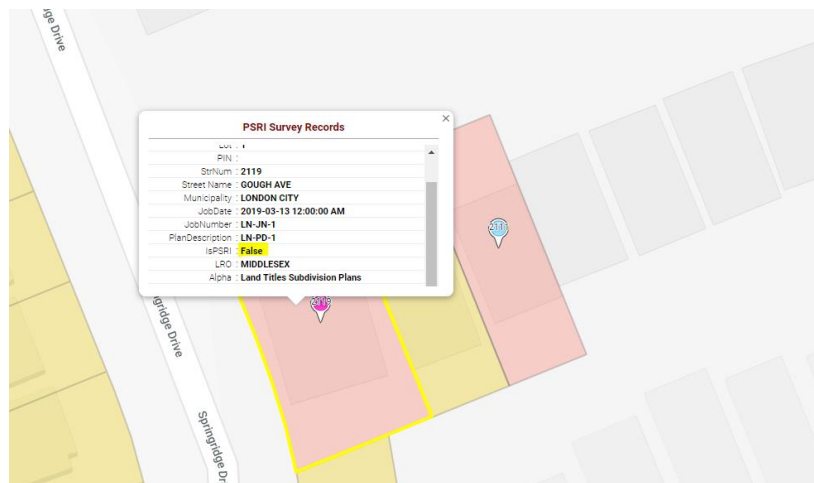
PSRI Features and Functions

The User can choose to display just their own Firm's geocoded records, just those from Other Firms or All geocoded records as reflected in the example below.

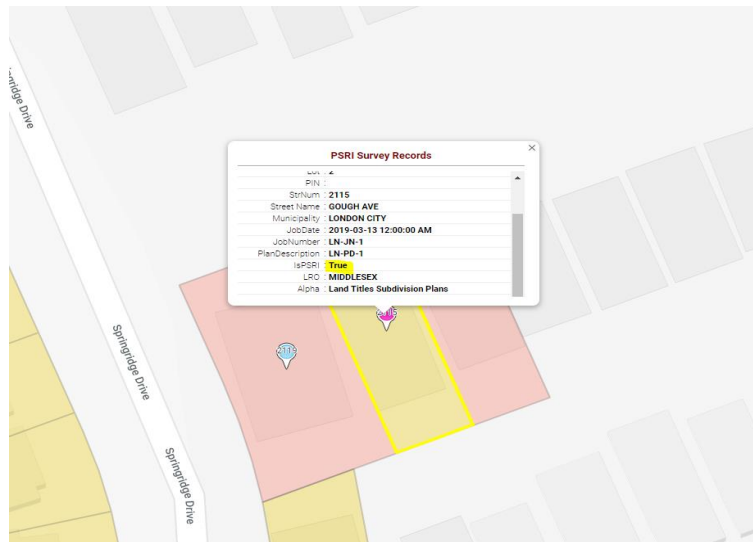
The PSRI Records are shown within a different tab to allow them to be displayed in conjunction with the other Feature Layers.



Private records will display in pink and public records will be in yellow on the Map layer



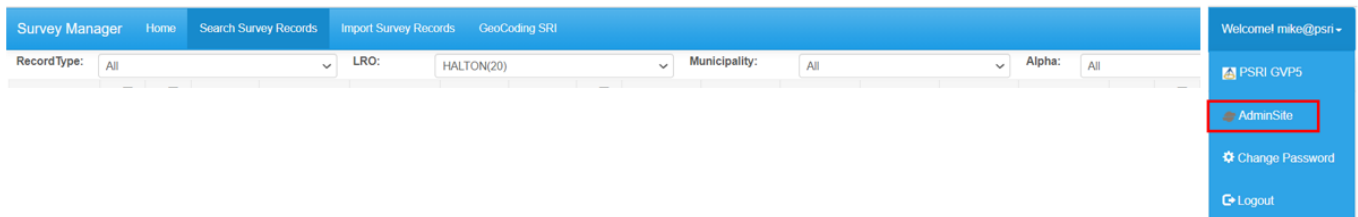
PSRI Features and Functions



10.0 Administration Site (adminsite.ilookabout.com)

The Administration Site allows each firm to manage the credentials of the users within their firm. A number of firm usage reports are also available through this site.

Access to the site can be obtained through the URL above, or through the hotlink to the site which is available when clicking on the user name on the top right hand corner of the Survey Manager application



10.1 Firm Administrator – Adding Users

Each Firm has identified one or more staff members to act as the Firm Administrator. The log-ins provided to these individuals allows them to access this site and establish

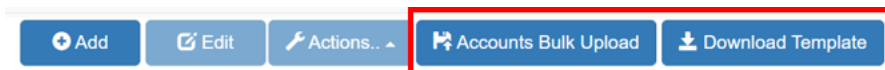
PSRI Features and Functions

credentials and profiles for other members of the firm. Upon logging into the site, the Administrator will see a list of staff for whom credentials have already been established.

The screenshot shows the 'Account Admin' interface. At the top, there is a navigation bar with the 'Account Admin' logo, a 'Help' icon, and a user profile for 'Mike Power' with a 'Logout' button. Below the navigation bar is a sidebar with menu items: 'Customer', 'Account', 'Search', 'Add', 'Edit', and 'Report'. The main content area displays a table of staff members with columns for 'Full Name', 'User Name', 'Customer Name', 'Email Address', 'Status', and 'La...'. The table contains several rows of data, including 'alexander howie', 'ILA Ottawa', 'ILA PSRI', 'Jared Behar', and 'Joseph Gomes'. At the bottom of the table, there are buttons for 'Add', 'Edit', 'Actions...', 'Accounts Bulk Upload', and 'Download Template'. The 'Accounts Bulk Upload' and 'Download Template' buttons are highlighted with a red box.

	Full Name	User Name	Customer Name	Email Address	Status	La...
<input type="checkbox"/>	alexander howie	alex@psri	PSRI Ilookabout	alexander.howie@lookabout.com	Normal	2020-09-02
<input type="checkbox"/>	ILA Ottawa	ILA@Ottawa	PSRI Ilookabout	qa.ilookabout@gmail.com	Normal	2020-05-21
<input type="checkbox"/>	ILA PSRI	ILA@psri	PSRI Ilookabout	santhosh.abraham@lookabout.com	Normal	2021-02-23
<input type="checkbox"/>	Jared Behar	Jaredb@psri	PSRI Ilookabout	jared.behar@lookabout.com	Normal	2021-08-16
<input type="checkbox"/>	Jared Behar	jared	PSRI Ilookabout	jared.behar@lookabout.com	Normal	
<input type="checkbox"/>	Joseph Gomes	joseph@psri	PSRI Ilookabout	joseph.gomes@lookabout.com	Normal	2021-09-18

In situations where the Firm has a large complement of staff for which credentials need to be established, they can make use of the Bulk Upload Template to enter the necessary details related to the users, establish a temporary password and upload the template into the Administration Site. A facility exists to notify the user that their credentials have been established by sending a 'Welcome email' instructing them how to access the site and to change their password following initial log-in. By selecting any pre-existing user, the Administrator can also 'Edit' the user's credentials or through the 'Actions' button, they can change their status and permissions.



Where the Firm Administrator is granting access to a small number of users, this can be done incrementally by selecting the 'Add' function at the bottom of the toolbar to invoke the set of fields that the Administrator must complete to grant access to a new user.

PSRI Features and Functions

The screenshot displays the 'Account Admin' interface. At the top, there is a navigation bar with buttons for 'Add', 'Edit', 'Actions', 'Accounts Bulk Upload', and 'Download Template'. The 'Add' button is highlighted with a red box. A blue arrow points from this button to the 'Account' menu item in the left sidebar. The main content area shows a user creation form for 'Mike Power'. The form includes fields for 'User Name', 'Email Address', 'First Name', 'Middle Name', 'Last Name', 'Phone Number', 'Phone Extension', 'External User ID', 'Country', 'Address1', 'Address2', 'City', and 'Postal Code'. Red asterisks indicate mandatory fields. A red box highlights a text box containing the note 'Red Asterisk denotes mandatory fields'. At the bottom right, a 'Next' button is highlighted with a red box.

Upon completing the above template the Administrator selects 'Next' at the bottom right corner of the screen to move from the 'Basic Information' page to 'Permission and Security'. The Permission and Security tab confirms credentials and the access privileges of the new user. To enable a firm to provide credentials to contract or temporary staff, the ability exists to 'expire credentials' on a selected date.

PSRI Features and Functions

The screenshot displays the 'Account Admin' web application interface. The top navigation bar includes the user name 'Mike Power' and a 'Logout' link. The main content area is titled 'Account > Add' and features several tabs: 'Basic Information', 'Permission and Security', 'Applications', 'Roles', and 'Summary'. The 'Permission and Security' tab is active and contains the following fields and options:

- Generate a password:** A checked checkbox. A text box below it contains a masked password (*****).
- Show password as text:** An unchecked checkbox.
- Force password reset at next login:** A checked checkbox.
- Send Welcome email with username and password:** A checked checkbox.
- User Deactivation Date (dd/mm/yyyy):** A text box containing '30/09/2021'.
- User Role For Admin Site:** A dropdown menu with 'General' selected.
- Status:** A dropdown menu with 'Normal' selected.
- Status Comment:** A text area containing 'This User's contract will terminate on September 30'.

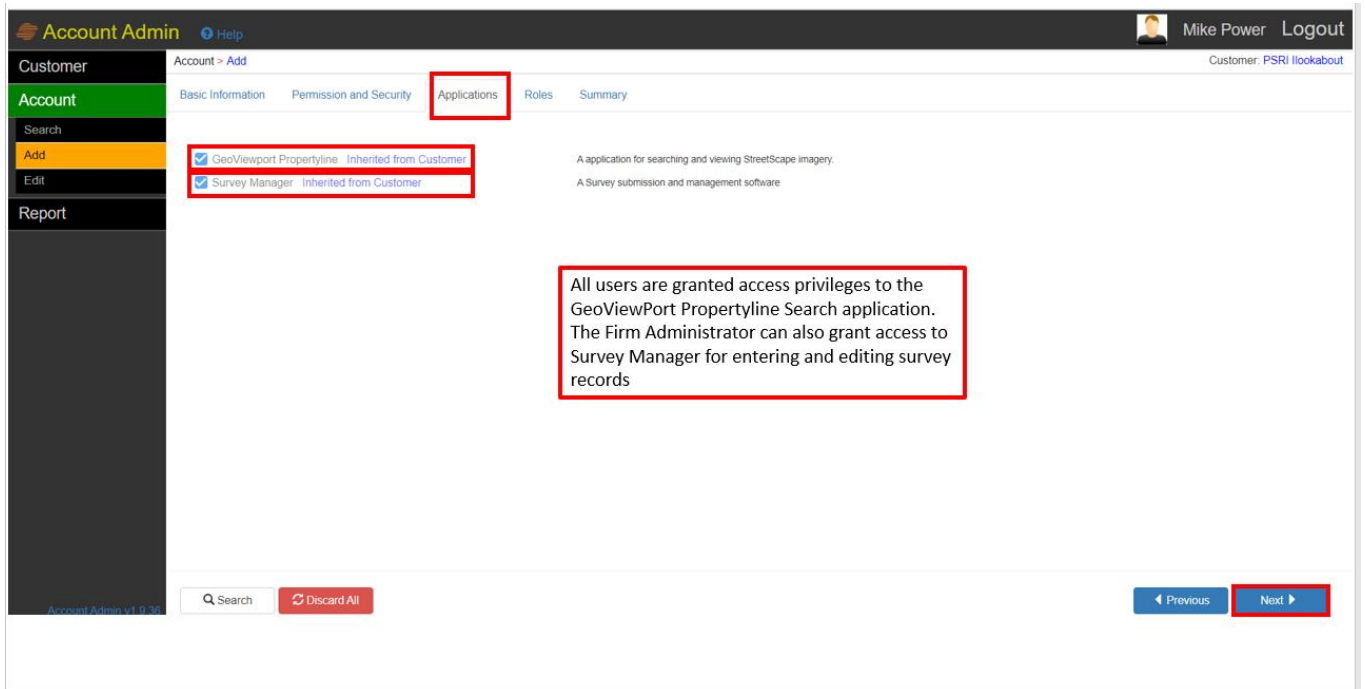
Annotations in red boxes provide additional context:

- A box around the 'Generate a password' checkbox and its associated text box states: "The Admin Module will automatically generate a temporary password for a new user and force a reset after their first log-in. It will also send an email advising that their credentials have been established."
- A box around the 'User Deactivation Date' field states: "Deactivation dates can be set for temporary staff or left blank for permanent employees."
- A box around the 'User Role For Admin Site' dropdown states: "User role is established as either the Client Admin or General functions".
- A box around the 'Status Comment' text area states: "Private comment field is optional".

At the bottom of the form, there are 'Search' and 'Discard All' buttons, and a navigation bar with 'Previous' and 'Next' buttons. The 'Next' button is highlighted with a red box.

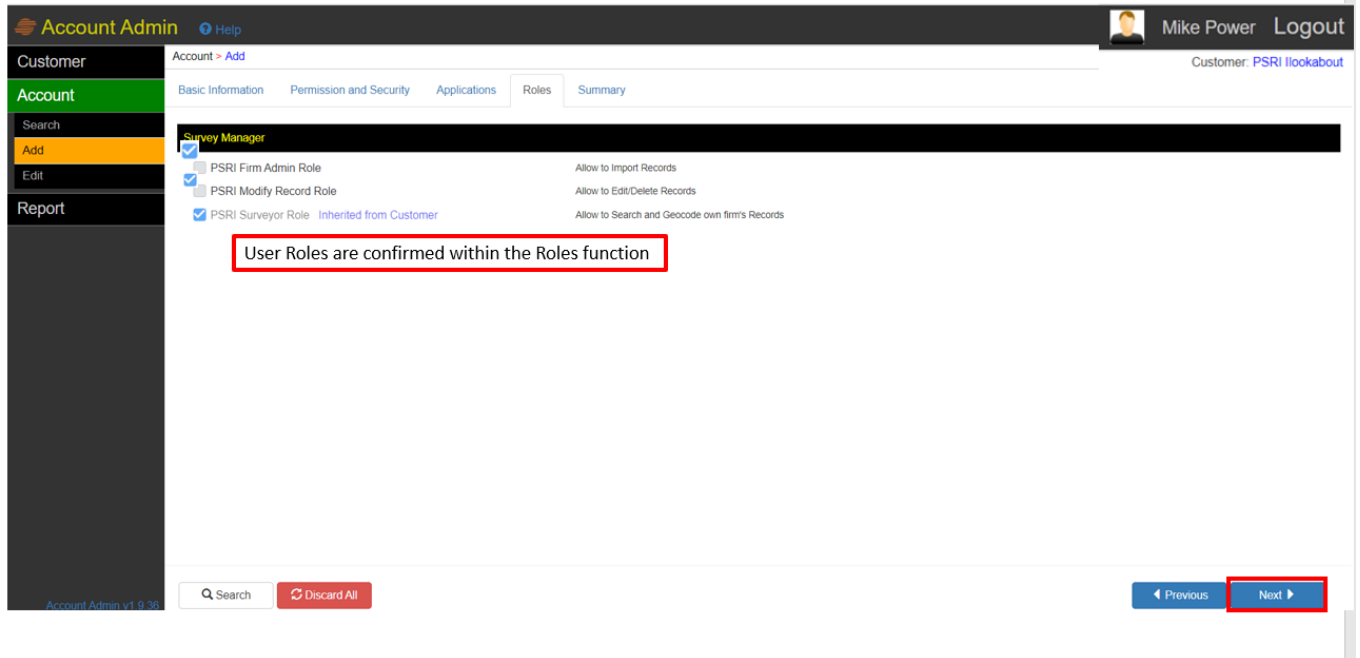
Upon the completion of establishing credentials, the Administrator can select the 'Next' function to move to the 'Applications' to assign which of the 'Search' or 'Search and Enter/Edit' capabilities will be available to the user. All users have access to Search functions.

PSRI Features and Functions



Upon the selection of the 'Next' tab, the Administrator can select the Roles to be granted to the new user.

PSRI Features and Functions



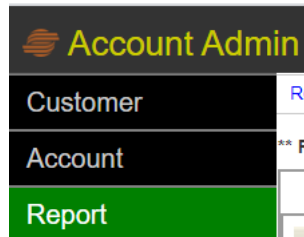
A 'Summary' tab follows which requires that the Administrator selects 'Save' to establish the credentials that they have set up for the new user. Once completed, the new user will be added to the list of pre-existing users under the 'Account' highlighted in green below.

PSRI Features and Functions

The screenshot shows the 'Account Admin' interface. The top navigation bar includes 'Account Admin', 'Help', and user information 'Mike Power Logout'. The left sidebar has tabs for 'Customer', 'Account', 'Search', 'Add', 'Edit', and 'Report'. The main content area is titled 'Account > Add' and has sub-tabs for 'Basic Information', 'Permission and Security', 'Applications', 'Roles', and 'Summary' (highlighted with a red box). The 'Summary' tab displays user details for 'Mike Power' with fields like Email Address, First Name, Middle Name, Last Name, Phone Number, External User ID, Country, Address, City, Province, Postal Code, Customer, User Deactivation Date, Generate a password, Force password reset at next login, User Role For Admin Site, Status, and Send Welcome email with username and password. On the right, there are sections for 'Applications' and 'Roles', both showing 'No Changes'. At the bottom right, there are 'Previous' and 'Save' buttons (the 'Save' button is highlighted with a red box). A blue arrow points from the 'Save' button to a red-bordered text box containing the warning: 'Remember to select 'Save' or the user credentials will not be activated'.

10.2 Reports

The system generates a number of reports which are available only to the Firm Administrator and available under the 'Reports' tab on the Admin Site.



Each of the reports can be exported to excel and each, with the exception of the Total Firm Records Report, can be generated against a user defined set of dates as part of the report parameter setting. Each of the reports and their content is depicted below.

PSRI Features and Functions

Report

Report: Firm Report-Error Observation

14 1 of 2 Find | Next

Error Observation between 01-08-2021 and 22-09-2021

Date of Observation	Record ID	Type of Observation
6/22/2021 11:58:26 AM	2753891	The record appears to have an error in the survey type, please review.

Lists error observations made by Firm Users by Date and Type of Observation

Report

Report: Firm Report-Record Order

14 1 of 2 Find | Next

Record Order between 01-08-2021 and 22-09-2021

Date	User	Record ID	Firm records entered from
6/22/2021 12:22:55 PM	mike@psri	2753891	D.A. Santos/Manager, Test

Lists records ordered by Firm Users by Date, User and Firm record or and Record Owner

Report

Report: Firm Report-Firm Record

14 1 of 1 Find | Next

Firm Record

Total number of records in PSRI	Total invalid records	Total non-geocoded records
145	23	54

Lists total number of records entered by Firm into PSRI, number that are invalid and number not geocoded

Report

Report: Firm Report-Record Input

14 1 of 2 Find | Next

Record Input between 01-01-2021 and 31-08-2021

Date	User	Total Records	Total Invalid	Total Not Geocoded
2021-01-31	mike@psri	1		
2021-02-15	mike@psri	18		4
2021-02-17	mike@psri	10		2
2021-03-03	mike@psri	1		1
2021-03-09	mike@psri	93		44
2021-03-18	santhosh@psri		1	
2021-08-05	santhosh@psri	1		
2021-08-16	mike@psri	1		1
		125	1	52

Lists records input into PSRI by Date, User, quantity, number that are invalid and number not geocoded

Report

Report: Firm Report-Geocoding Record

14 1 of 2 Find | Next

Geocoding record between 01-01-2021 and 31-08-2021

Date	User	Total Geocoded
2021-02-15	mike@psri	12
2021-03-09	mike@psri	49
2021-08-05	santhosh@psri	1
2021-03-30	yanbo@psri	1
2021-01-31	mike@psri	1
2021-02-16	mike@psri	1
2021-02-17	mike@psri	8
2021-03-31	santhosh@psri	1
		74

Records number of records geocoded by User by Date

Report

Report: Firm Report-Search Usage

14 1 of 2 Find | Next

Search Usage between 01-08-2021 and 31-08-2021

Date	User	Request Type	Address
6/5/2021 11:19:09 AM	santhosh@psri	Search by address	2131 SPRINGEDGE DR., LONDON ON N6H9Y7
6/6/2021 4:40:57 PM	santhosh@psri	Search by map (aka)	, WASHINGTON ON
6/6/2021 4:41:16 PM	santhosh@psri	Search by map (aka)	101 LOWER HORNING RD., WASHINGTON ON L8E3G5
6/6/2021 4:41:47 PM	santhosh@psri	Search by map (aka)	91 LOWER HORNING RD., WASHINGTON ON L8E3G5
6/16/2021 12:06:30 PM	santhosh@psri	Search by property id	81 KAY DR., ETOBICOKE ON M9W6R8
6/16/2021 6:24:49 PM	santhosh@psri	Search by address	155 BRANA AVE., LONDON ON N6G2L3
6/16/2021 6:25:00 PM	santhosh@psri	Search by map (aka)	100 FANSHAW PARK RD W., LONDON ON N6G2C4
6/16/2021 6:25:25 PM	santhosh@psri	Search by map (aka)	43 SANDHILLAGE CRES., LONDON ON N6G4K1
6/16/2021 6:26:46 PM	santhosh@psri	Search by property id	127 LINCOLN ST., OTTAWA ON K1M1R1

Records locations searched made by User by Date and by search type