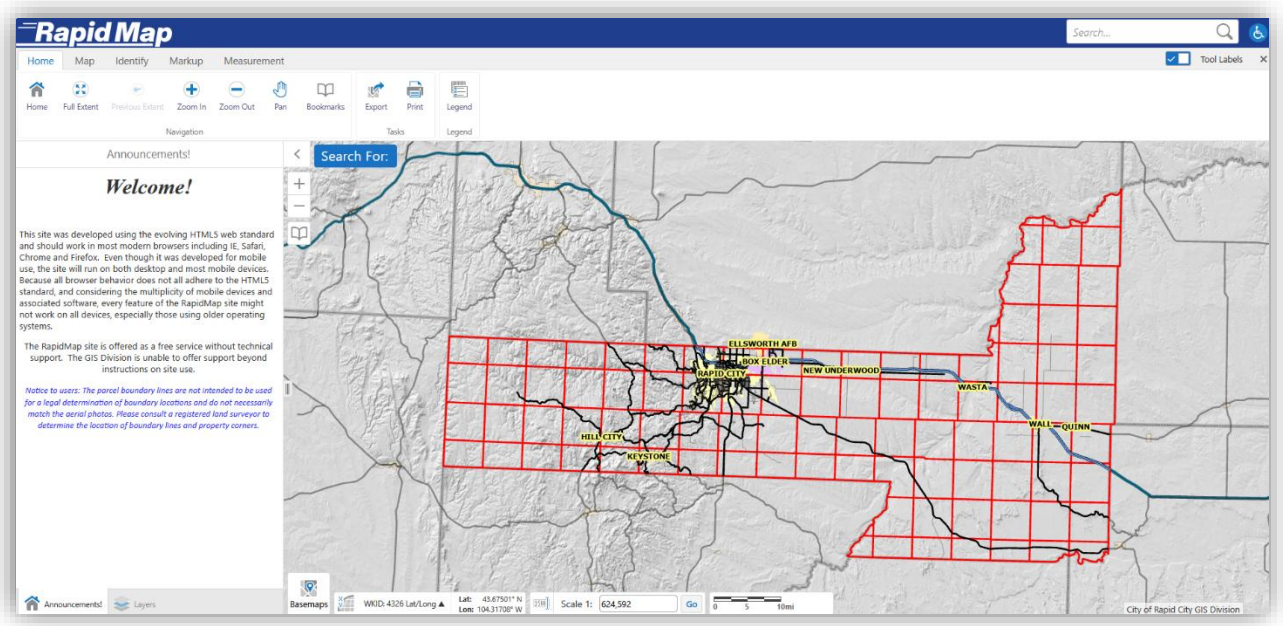
Geocortex HTML5 Viewer Manual



About RapidMap

Welcome to **RapidMap!**

This platform is designed for seamless navigation and visualization, utilizing the latest **HTML5** standards to ensure compatibility across modern browsers like **Edge, Safari, Chrome,** and **Firefox**. Whether you're on a desktop or mobile device, you're all set to access our powerful mapping tools!

Key Features

- **Free to Use:** Enjoy our services without any technical support. For assistance, please refer to the documentation below.
- **Cross-Platform Compatibility:** Works on desktops and all modern mobile devices.
- **Pop-Up Settings:** Make sure to disable your browser's pop-up blocker to access external links and features without issues.

Map Navigation and Tools

Getting Started

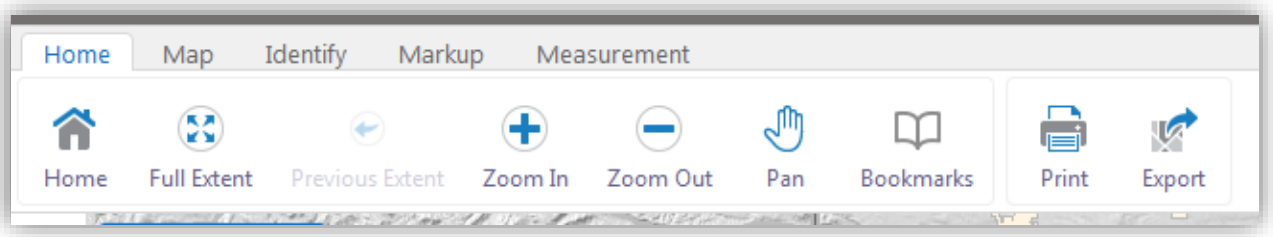
When the map is loaded, the **Pan** tool is ready to go! Here's how to navigate the map:

- **Zooming**: Use the mouse's scroll wheel to zoom in and out. The cursor location becomes the zoom center.
- **Panning**: Click and drag the map to explore different areas.

Viewer Tools

The **toolbar** is open by default. It can be closed by clicking 'X' located on the far right of the toolbar. To re-open the toolbar, click on the 'Tools' icon in the upper right of the map to open up the tools.

Home Tab



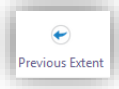
Home Button

Clicking the **Home** button will open a panel on the left side of the map; the home panel contains the Rapid City-Pennington County GIS Division data disclaimer. This area can also serve as an announcement page for upcoming changes or scheduled downtimes.

Full Extent

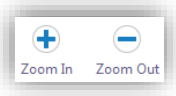
Full Extent zooms the display to the full extent of the map.

Previous Extent



Previous Extent moves the display to the previous location and zoom level of the map.

Zoom In/Zoom Out



Zoom In/Zoom Out allows the user to zoom in and out by drawing a box on the map.

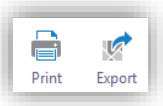
Pan

Pan allows the user to click and drag the map around. This tool is active by default.

Bookmarks

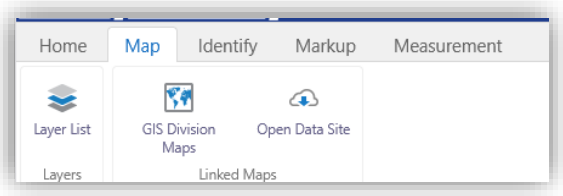
Bookmarks allow the user to jump to a predefined map extent from the dropdown menu or to create custom bookmarks of any map extent.

Printing Options



Print allows the user to create a printable PDF document. **Export** allows the user to export an image of the current map view. Refer to *Printing Maps* section.

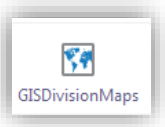
Map Tab



Layer List

Opens the **Layers** panel. The **Layers** panel will open on the left side of the screen to show which map layers are available. Check the box to the left of each layers to turn on/off map layers. Refer to *Viewing Layers and Search Options* section.

GIS Division Maps link

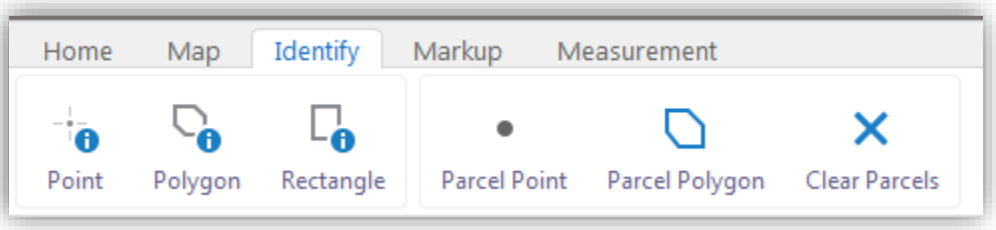


Opens the GIS Division's webpage with additional PDF maps available for print and download.

Open Data Site

NEW in 2026! Opens the GIS Division's Open Data website. This site is intended to host all of the current interactive maps, downloadable maps, and allows users to download publicly available GIS data. Additional resources and requests for more information can be found on this site.

Identify Tab



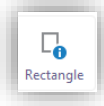
Identify by Point

Identify data at a particular point anywhere on the map. Any layer that is currently visible directly beneath the point will be listed in the results pane on the left side of the map.

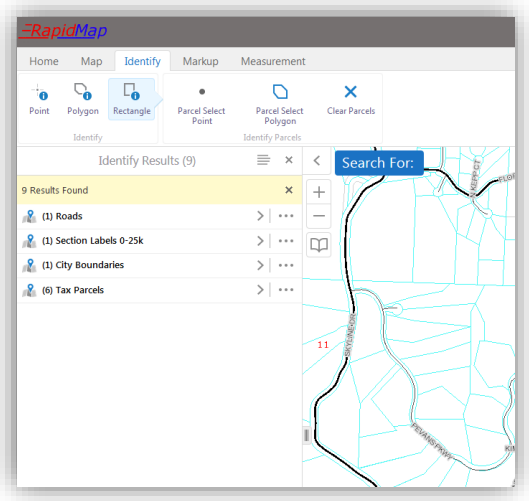
Identify by Polygon

Identify data by drawing a segmented shape over an area on the map. Any layer that is currently visible beneath the polygon will be listed in the results pane on the left side of the map.

Identify by Rectangle

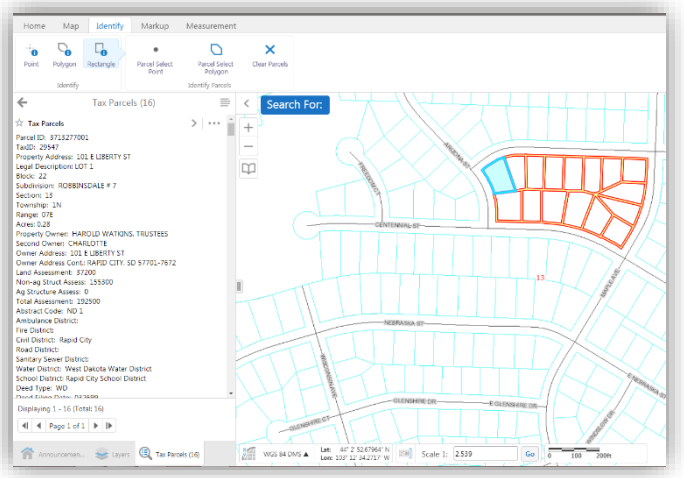


Identify data by drawing a rectangle over an area on the map. Any layer that is currently visible beneath the rectangle will be listed in the results pane on the left side of the map.



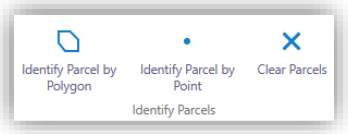
When a feature is identified, the results panel on the left side of the screen will show a list of identified features on the map.

The Identify tools will group all results based on their layer, showing the quantity of features identified from each layer in parentheses. To expand the list of features identified in each layer, click on the **>** symbol to expand and view the list.



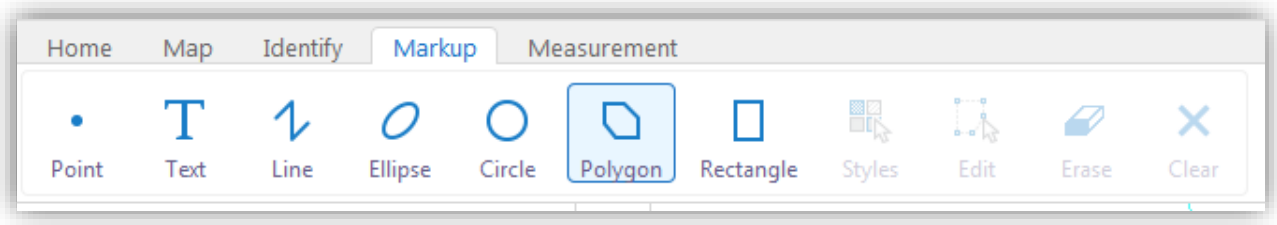
Hovering over a result highlights that parcel in blue; moving the cursor out of the panel returns all parcels to outline only. Click the back arrow at the top of the results panel to return to the list of identified layers.

Identify by Parcel buttons



These three buttons have been designed to identify only parcels and highlight them on the map. **Identify Parcel by Point** will identify a single parcel where the map is clicked. **Identify Parcel by Polygon** tool will identify parcels by drawing a segmented shape over an area on the map. The **Identify Parcel by Polygon** tool will also allow the user to add additional parcels to an existing selection. To clear all parcel results and all parcels highlighted on the map, click on the **Clear Parcels** button.

Markup Tab

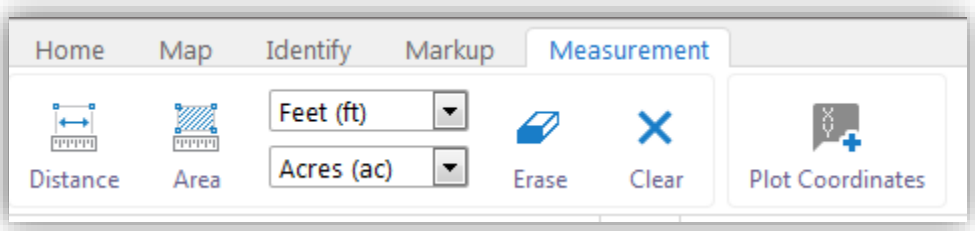


Markup Tools lets the user draw, annotate, and add shapes or text to the map. Activate a tool, then use the **Styles** button to customize color, line style, and shape (or create a custom style). Click Done and place the markup on the map.

To edit existing markups, click **Edit**, then select any markup to resize, rotate, move, or restyle it. Click elsewhere on the map to save changes.

To remove markups, use **Erase** to delete individually or **Clear** to remove all at once.

Measurement Tab



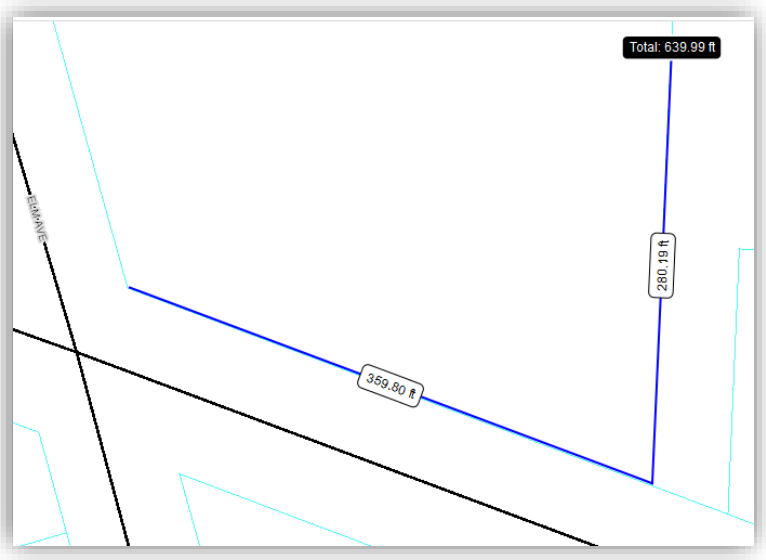
Measure Distance draws a straight line on the map to measure distance. Click to activate, then single-click to start and add segments; double-click to end. The length of each segment and total length are displayed on the map. Units default to Feet but can be changed via the dropdown at any time.

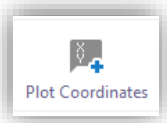
Measure Area draws a polygon to display segment lengths and total area. Click to activate, then single-click to start and add points; double-click to end. Units default to Acres but both length and area units can be changed via the toolbar dropdowns.

Click on **Erase** to remove an individual line or polygon. Click to activate then click on the drawing to be removed.

Click on **Clear** to remove all drawings.

***Tip**: All measurements and markup drawings will appear on printed or exported map images.*





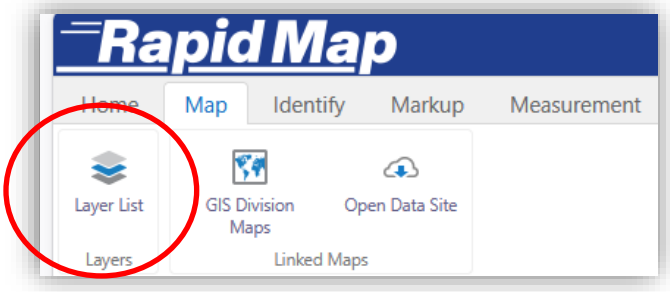
Plot Coordinates allows the user to click the map to get coordinates or enter coordinates to plot a location. Two coordinate systems are available: WGS84 (standard GPS, displayed as Decimal Degrees (DD), Degrees-Decimal Minutes (DDM), or Degrees-Minutes-Seconds (DMS)) and NAD83/2011 SD State Plane South (displayed as X/Y eastings/northings). Default display is WGS84 DMS.

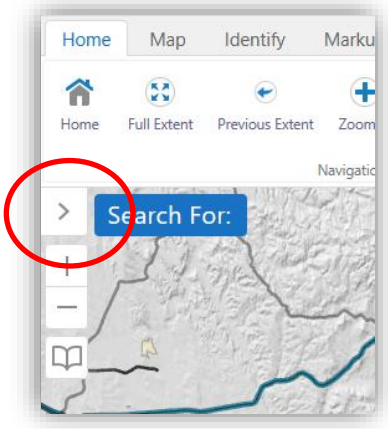
> ***Tip:** Here are examples of types of coordinates using 300 6th Street as an example:*
>
> Decimal Degrees:
> Latitude: 44.08275° N Longitude: 103.22560° W
>
> Degrees-Decimal Minutes:
> Latitude: 44° 4.96493’ N Longitude: 103°13.53614’W
>
> Degrees-Minutes-Seconds:
> Latitude: 44° 4’ 57.89605”N Longitude: 103° 13’ 32.16823” W
>
> State Plane:
> X: 1208679.85336 Y: 650854.47416

Viewing Layers and Search Options

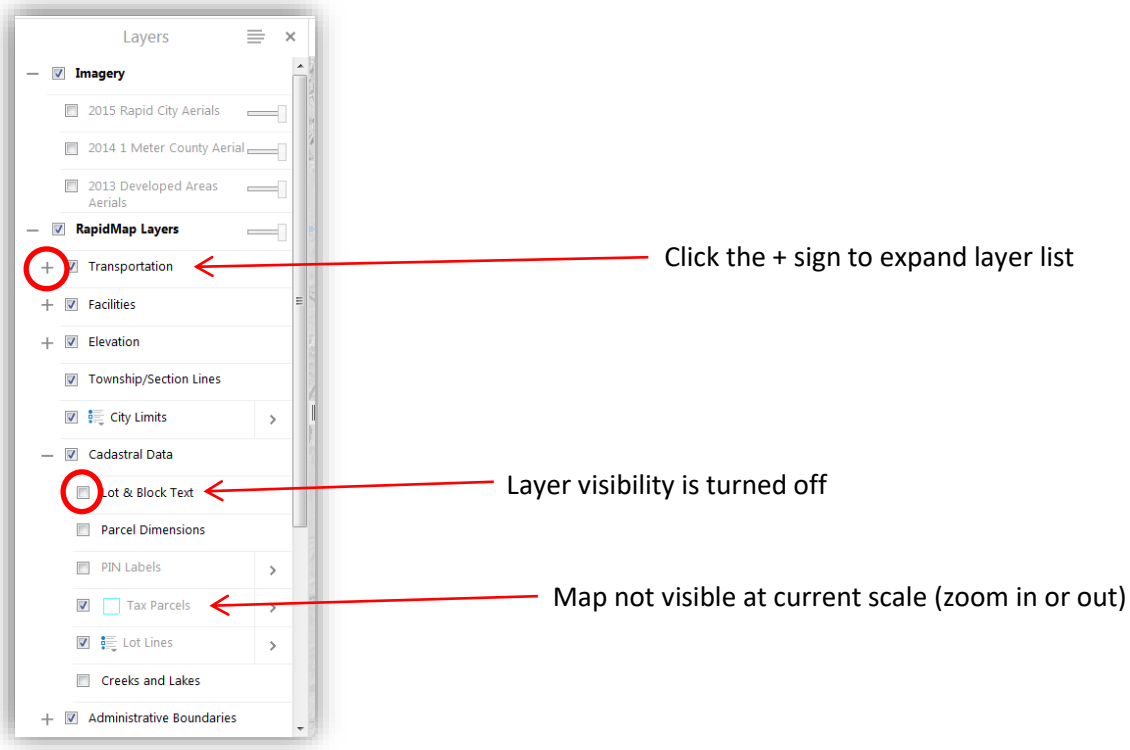
Opening the Layer List

The Layer List can be accessed by clicking the > symbol next to the **Search For:** button on the main map display, or by clicking on the **Layer List** button found in the Map tab.



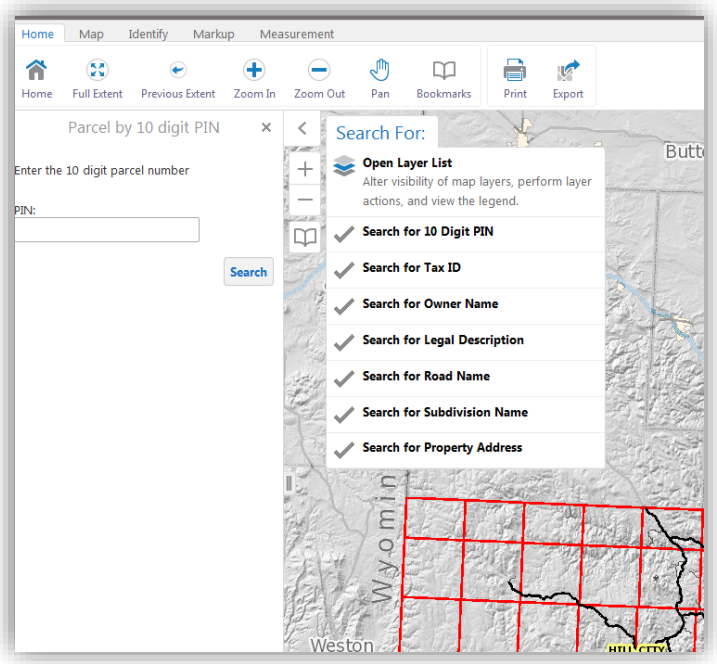


The Layer List will include all layers that are available to be displayed in the map. Use the + icon to expand categories and view individual layers. Grayed-out layers are not visible at the current zoom level—zoom in or out until they become active. Use the check box to the left of each layer or group layer to turn the layer's visibility on or off.



Search For: Button

Click the Search For: button to view the available searches, then select one to open it in the left panel. Enter the criteria and click Search. Results will appear in the panel—click a result to zoom to it on the map. Some searches may return multiple results.

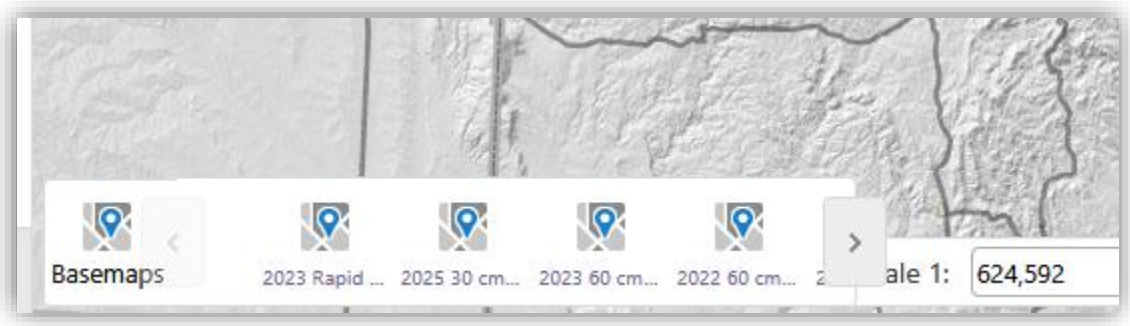


***Tip**: Pay attention to the search instructions for best results! For example, address and street name searches need to be typed out in a specific way (e.g. Saint Patrick St vs. St Patrick Street)*

Basemaps

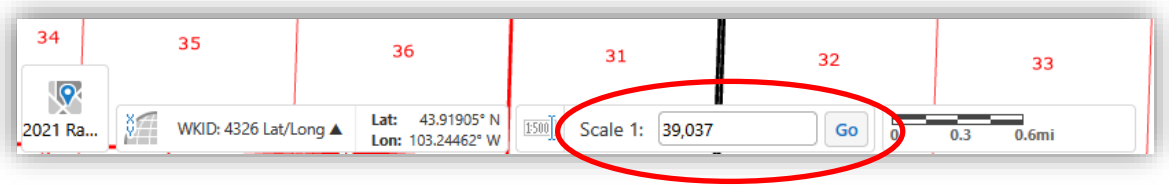
Click the **Basemaps** button in the bottom-left corner to open available imagery. Select an image to view it—imagery only appears at certain scales. Basemap imagery can be turned on or off in the Layer List.

***Tip:** Please note that some imagery does not cover the entire county.*

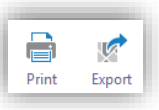


Coordinates and Scale Bar

Along the bottom of the map is coordinate information. The default display is WGS 84 DMS. The coordinates constantly update as the mouse moves around the map. To the right of the coordinate display are 2 scales - the scale bar and a scale input box. Users can manually input a scale in the input scale box.



Printing Maps

Maps can be created by using the 

button located on the Home tab on the Toolbar.

Print allows the user to create a pdf file suitable for printing with legend and disclaimer.

Print Map Options:

Select Layout (in inches): *Landscape 8.5x11*, *Landscape 11x17*, and *Portrait 8.5x11*

Output Format: *PDF*

Resolution: *Low, High*

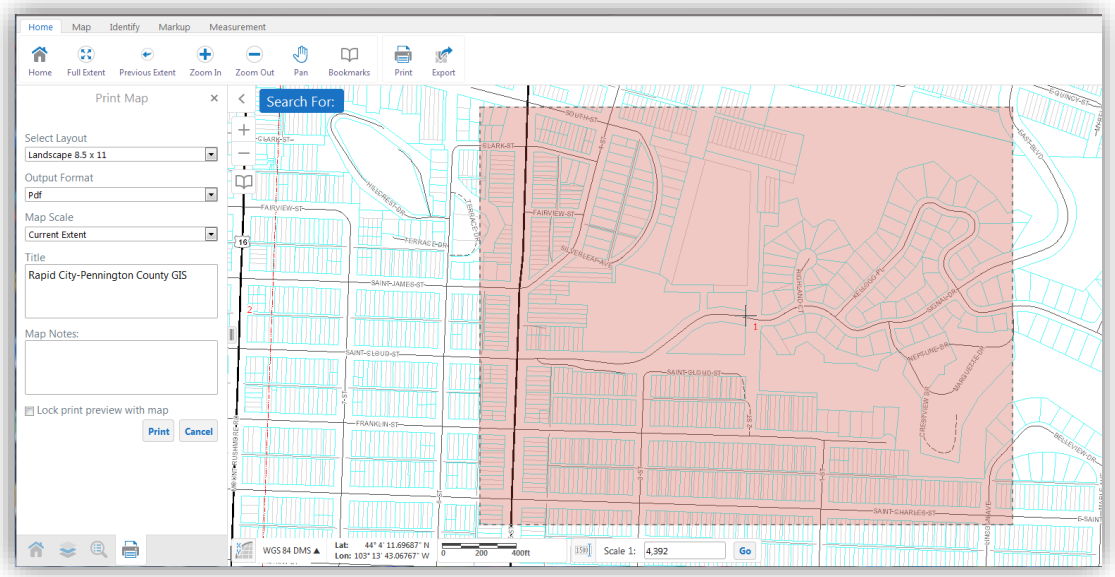
Map Scale: *Current Extent*, *Current Scale*

***Tip*:** *Current Extent* will print at the current view in the map. *Current Scale* will keep the view at the set scale, which can be found at the bottom of the screen.

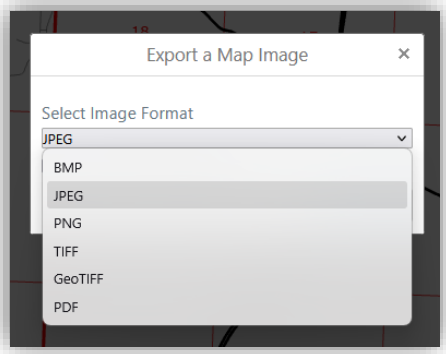
Title: User can enter map title to appear on the map. Default is set to *Rapid City - Pennington County GIS.*

Map Notes: User can enter notes about the map that will be printed in the Notes section of the map.

Lock print preview with map: If user sets *Map Scale = Current Scale*, this option can be selected. This will draw a bounding box where the map region is currently set to print.



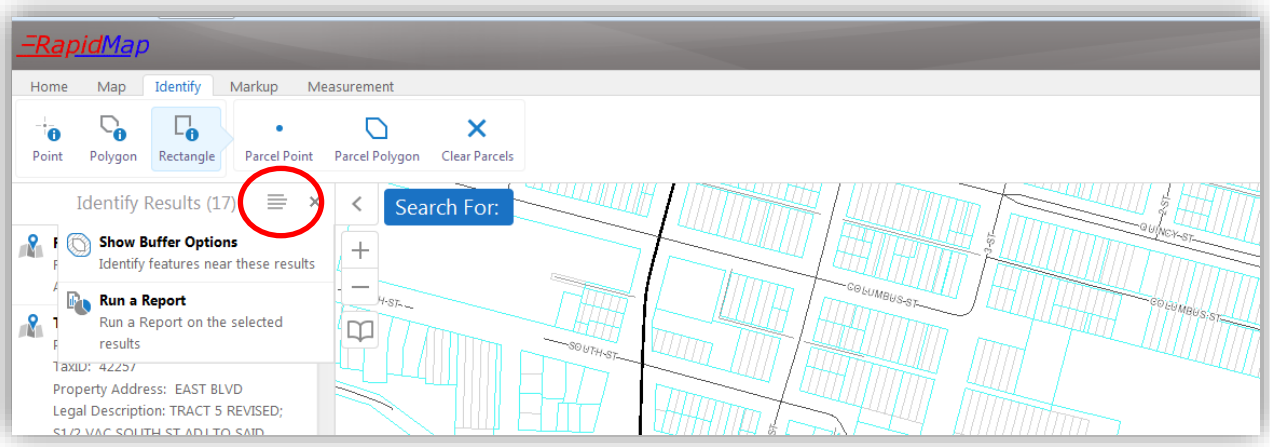
Export allows the user to export an image file of the current view in the map. It does not contain the map elements produced from the **Print** tool, such as the legend, map titles, etc., but offers additional file formats for exporting.



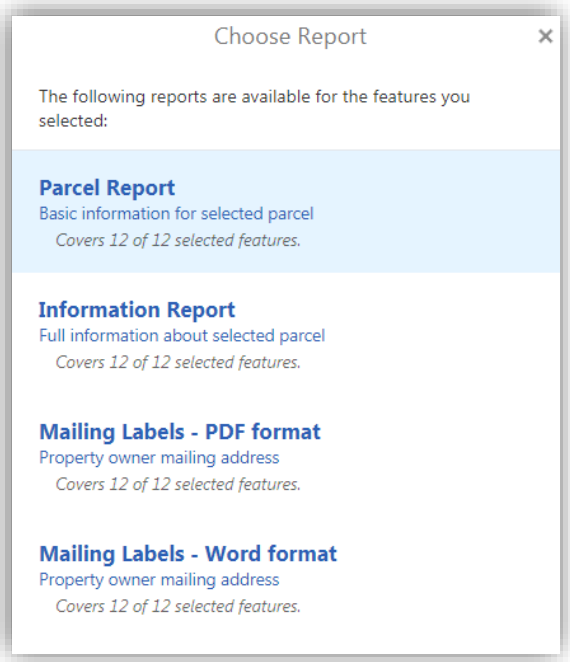
Exporting Data

Parcel Reports

There are three reports available, and all are set to return parcel information. When a user identifies a parcel(s) the results show up in a panel on the left side of the screen. On the top of the Identify Results panel is an icon. Clicking on that icon will show a drop-down list. If one or more parcels have been identified then **Run a Report** will be an option.

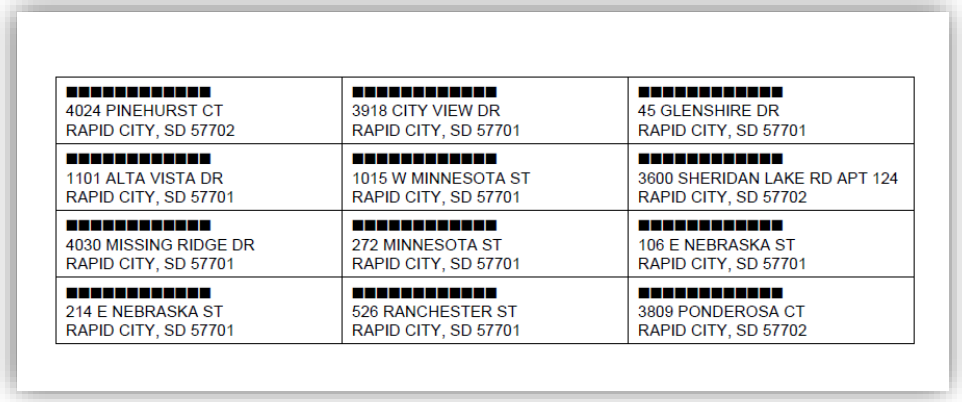


Click on **Run a Report**. The four reporting options are: parcel report (PDF), detailed parcel information report (PDF) and mailing labels (PDF) and mailing labels (Word format).



Mailing Labels

As described in the previous section, the Choose Report option allows the user to export selected parcels to mailing labels. *Please note that the mailing labels only export the landowner mailing address, not the physical property address*. For the Mailing Labels – PDF format, the layout for printing best fits the Avery 5160 (3 columns x 10 rows) label template.



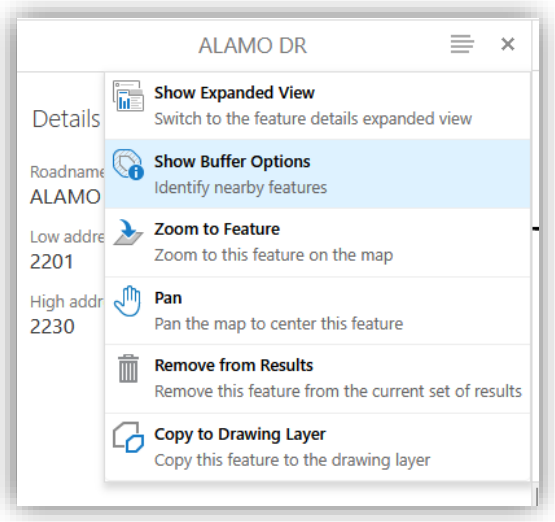
[redacted] 4024 PINEHURST CT RAPID CITY, SD 57702	[redacted] 3918 CITY VIEW DR RAPID CITY, SD 57701	[redacted] 45 GLENSHIRE DR RAPID CITY, SD 57701
[redacted] 1101 ALTA VISTA DR RAPID CITY, SD 57701	[redacted] 1015 W MINNESOTA ST RAPID CITY, SD 57701	[redacted] 3600 SHERIDAN LAKE RD APT 124 RAPID CITY, SD 57702
[redacted] 4030 MISSING RIDGE DR RAPID CITY, SD 57701	[redacted] 272 MINNESOTA ST RAPID CITY, SD 57701	[redacted] 106 E NEBRASKA ST RAPID CITY, SD 57701
[redacted] 214 E NEBRASKA ST RAPID CITY, SD 57701	[redacted] 526 RANCHESTER ST RAPID CITY, SD 57701	[redacted] 3809 PONDEROSA CT RAPID CITY, SD 57702

The Mailing Labels – Word format will return an .rtf file that can be opened in Microsoft Word and customized to fit another mailing label template.

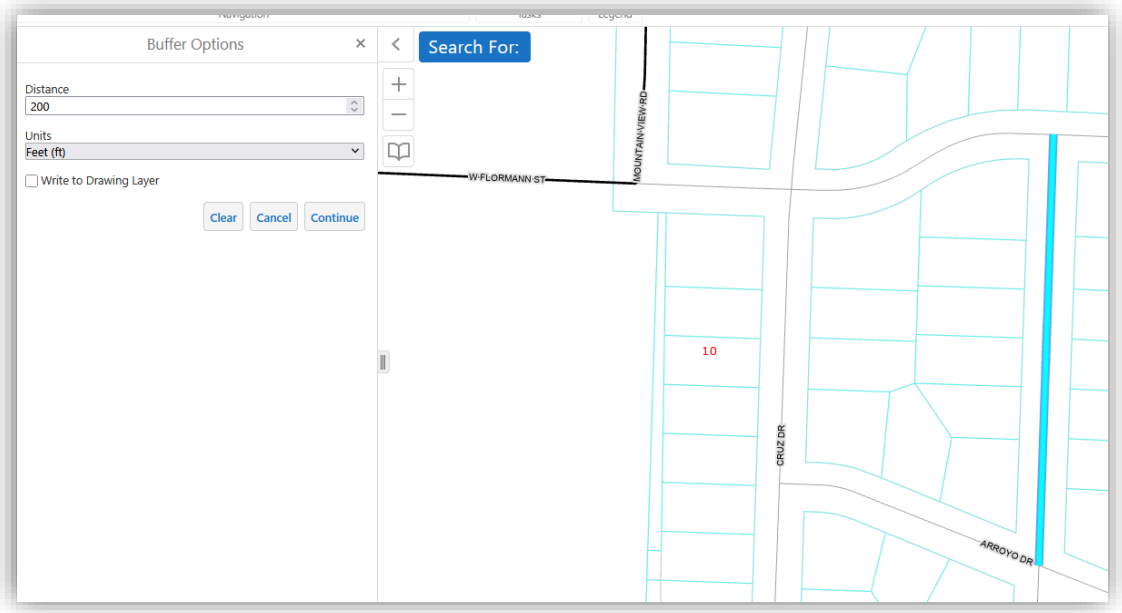
Buffers

A buffer is a polygon that can be used to select features that intersect the buffer. A common use for this tool is to identify surrounding property owners touching boundary of the buffer and creating mailing lists.

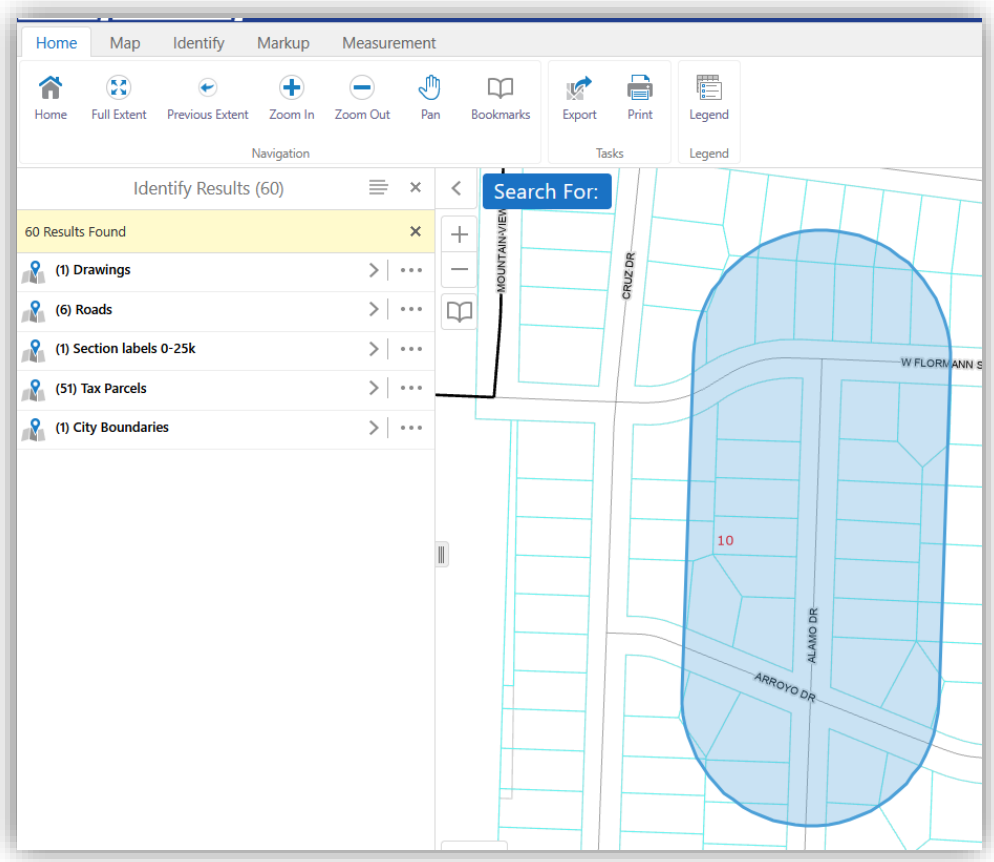
A buffer can be created after a feature is selected. The example below shows how to create a buffer against a selected road segment. After the feature is selected, select the options in the upper right corner to Show Buffer Options.



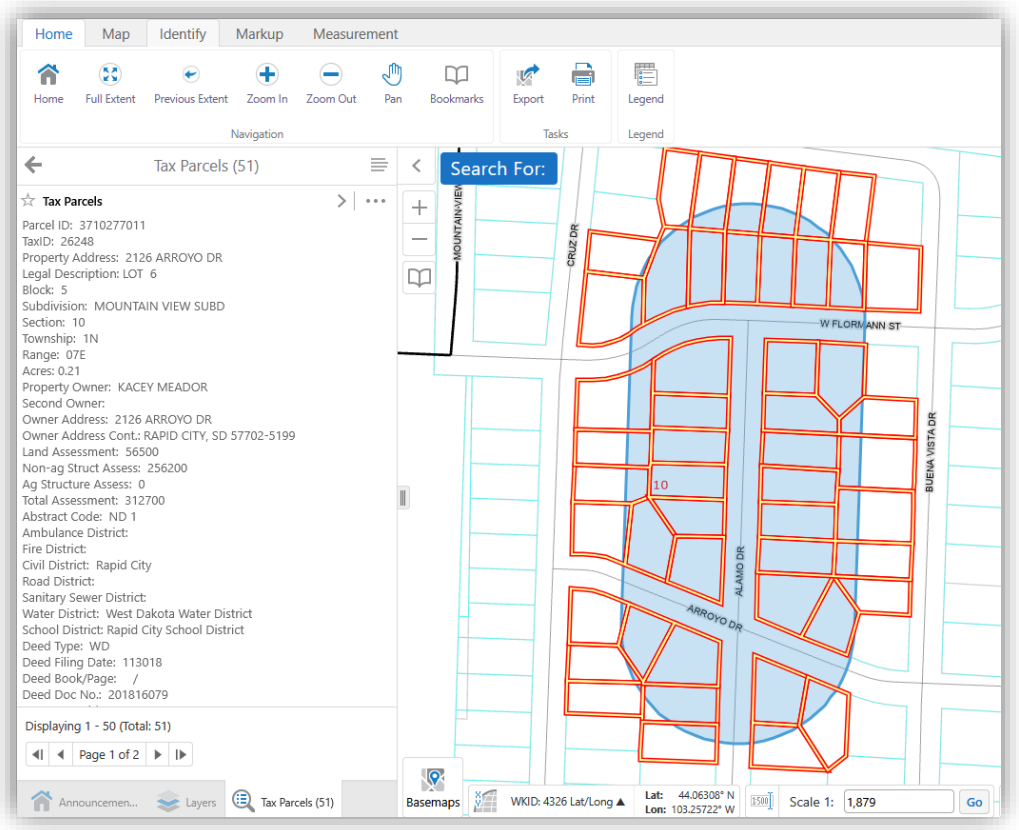
The Buffer Options tool will ask for distance and units for the buffer.



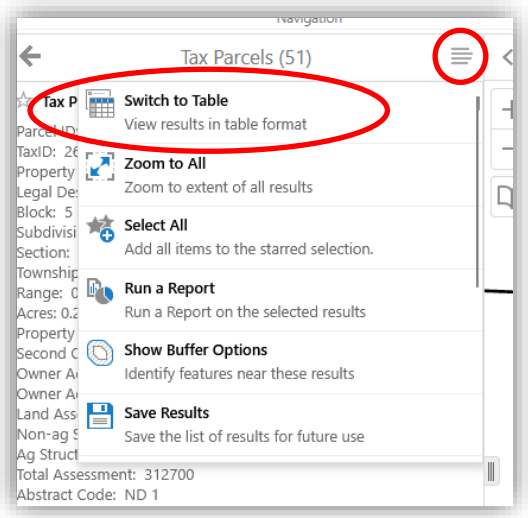
Tip: *To save the buffer shape, check Write to Drawing.*



With the buffer created, the new shape can be used to spatially intersect other layers touching the shape. In the example above, there are 51 tax parcels that intersect this shape. Click the > symbol to select these features and view the results in the sidebar.



As mentioned in the previous section, a report can be run returning mailing addresses of the parcels within this spatial buffer. Additionally, the results can be viewed in a table format.



Support and Additional Resources

For additional assistance, please refer to the Rapid City–Pennington County GIS Division website or contact GIS support staff. RapidMap is actively maintained and may receive updates that introduce new tools, improve performance, or modify existing functionality. Users should refer to the most recent version of this documentation for up-to-date information. To report any issues with RapidMap, please call our department at (605) 716-3672.