How to Filter Layers

1. You need to start by having access to the "Layers" tab. It can be found at the bottom of the Information Panel – see the red ellipse at the bottom.

2. Once you can see the "Layers" tab, all GIS Layer folders ("+" signs) containing GIS Layers should be visible (see left).

3. The "*Filter Layers*" tool above the Layer List (see red box) should be visible - (if not, click on the "I Want to…" drop-down tool and scroll down and choose the "View Maps Layers List").

4. You can now begin typing the name of the GIS Layer you're looking for.

   GIS-NET will begin searching immediately.

   Here we've only entered in "ref" (see dashed line) and the *Filter Layers* tool has already parsed through the list of GIS Layers and found the layer "Referral".
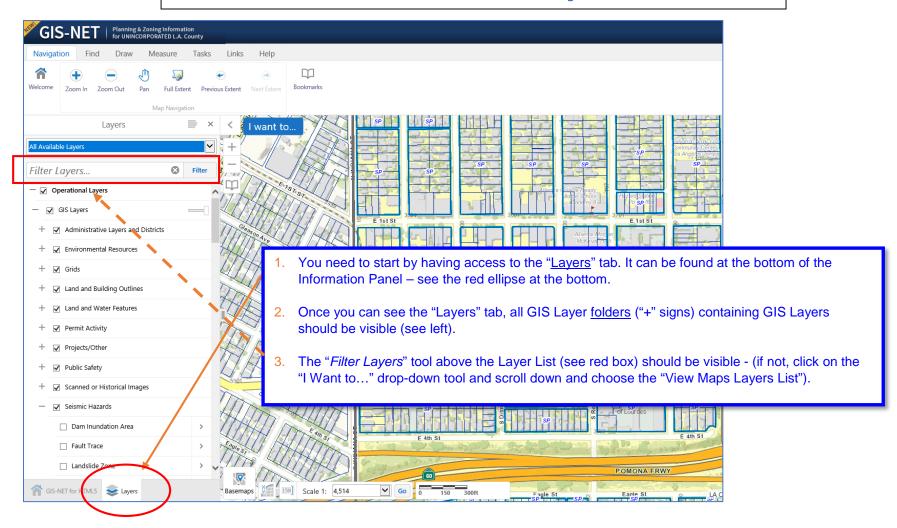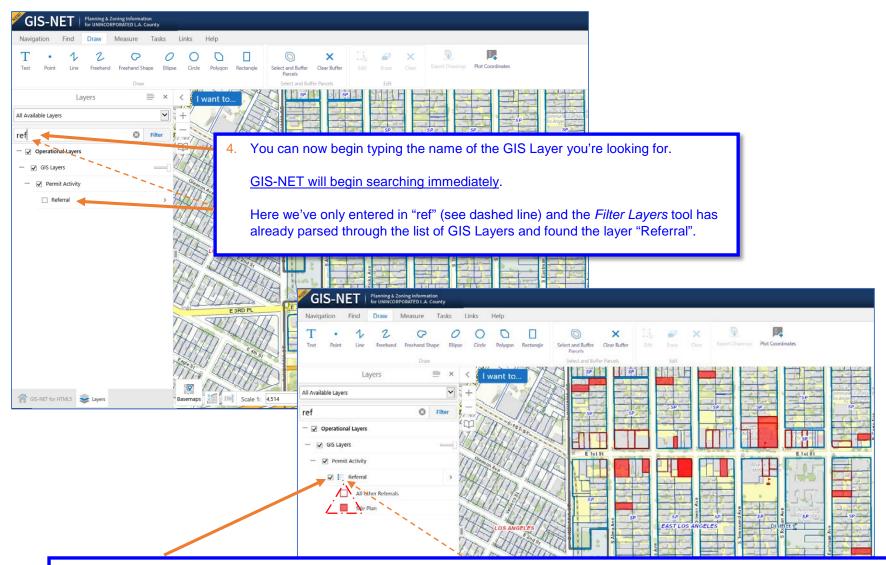
5. You can add your layer to the view by putting a checkmark in the box next to the layer (see arrow on left).

6. You can expand the legend (see red triangle area above) for that GIS Layer by clicking on the drop-down arrow (see where dashed arrow points to above, to expand the legend).

7. MAKE SURE TO CLEAR WHAT YOU TYPED IN the *Filter* Layers tool to make all your layers accessible again.