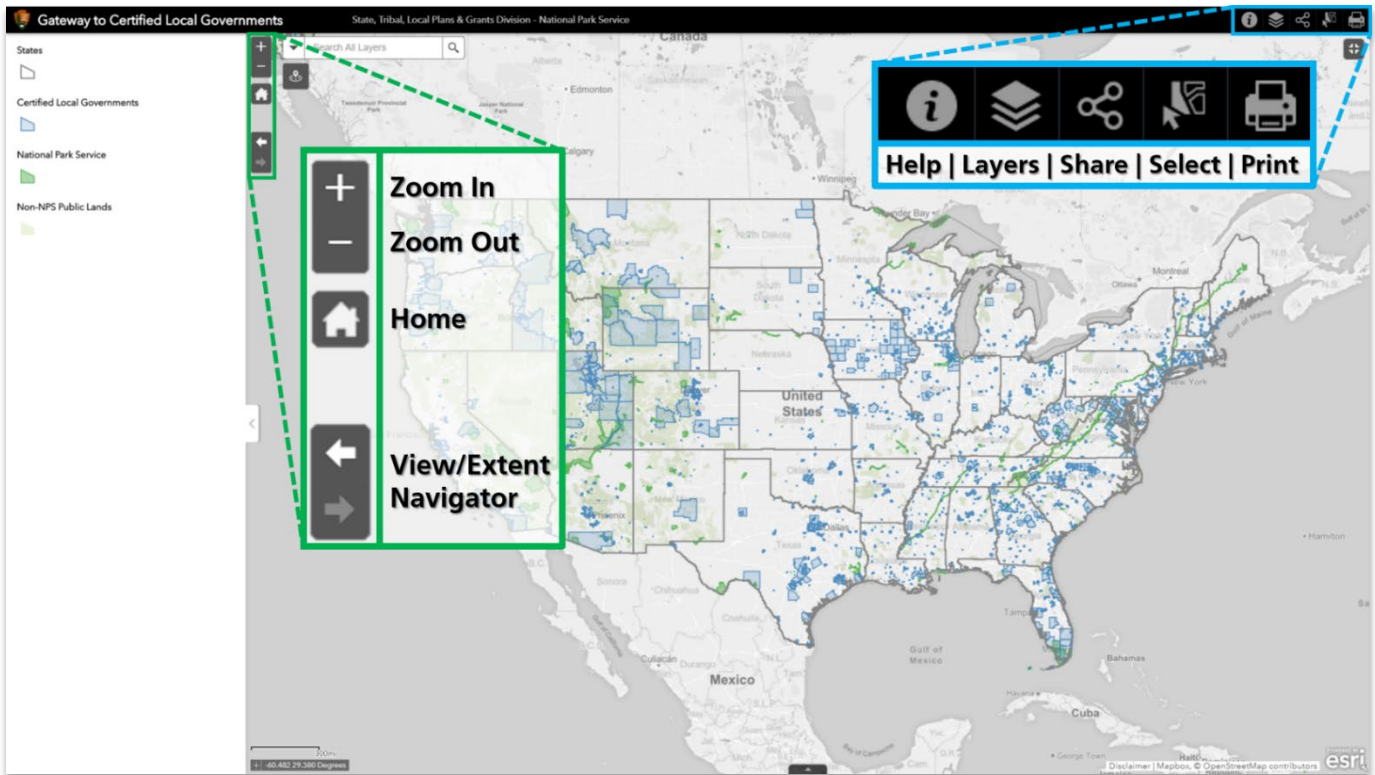# Gateway to Certified Local Governments Web Application
State, Tribal, Local, Plans & Grants Division – National Park Service

The following instructions detail the different tools available for users in the **Gateway to Certified Local Governments Web Application**. Questions can be sent via email to **stlpg@nps.gov**.
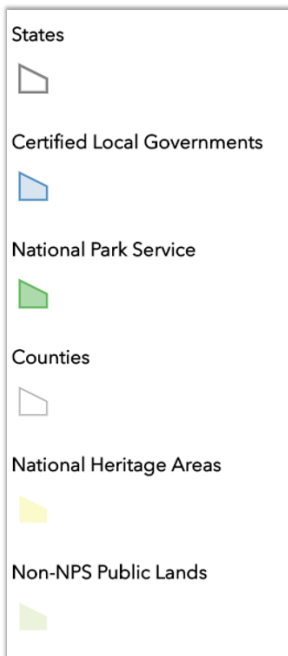
Home View

Basic Navigation

Tool Name	Icon	Description
Zoom		Allows user to zoom in or out on the map to a new "extent" or view. **Some layers only display when zoomed in or out.**
Home		Returns user to starting view of the contiguous United States
View/Extent Navigator		Works similar to back and forward navigation. Allows user to return to previous view/map extent.
Gateway Community Locator*		Allows user to search for CLGs and/or national parks within
Full Screen		Enlarges the window to full screen mode.
Help and Instructions		Contains link to these instructions and relevant links to federal land management agency sites and data sources.
Layers*		Displays the different dataset layers that user can turn on and off. Layers in light grey text are not visible at the current extent/zoom
Share		Allows user to copy a link to the Web App, or share via email, Facebook, or Twitter
Select		Allows user to draw a box and select multiple features at once in one or more layers. These results can be filtered in the attribute/data table
Print		Allows user to export the current view of the map as a variety of files (including .PDF, .JPG, .PNG, and .SVG)
Legend*		Hides the legend from view (the legend tab is visible by default) **Layers only show up in the legend if they are visible at the current extent.**
Attribute Table*		Displays the attribute tables for all data; layers correspond to tabs

*see page 2 for more detailed guidance on these tools

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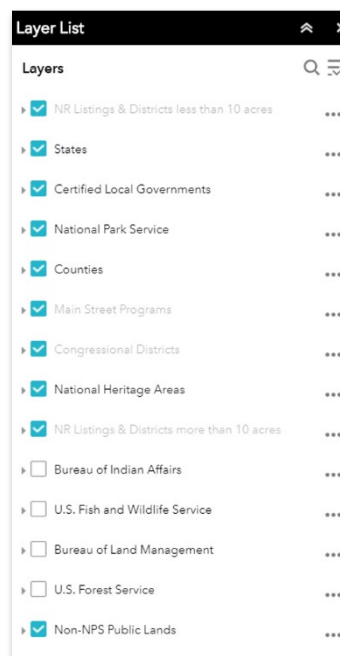
Legend

The map legend appears on the left side of the map, and opens with the app by default. It can be hidden by clicking the arrow on the right side of the legend

The legend changes based on which layers are visible, which is controlled both by the extent (how far the user is zoomed in or out) and by which layers the user selects using the **Layers Tool**.

The legend indicates default "drawing order," or how layers appear when overlapped. Users having difficulty distinguishing data stacked this way can use the layer tool to either hide layers at the top of the drawing order or move layers up and down to change visibility.

Layers

The layer list only appears once the user has selected the **Layers Tool**.

☑ Layer is active and visible
☑ Layer is active and *NOT* visible
☐ Layer is inactive

Pressing the 3 pulls up the settings menu for that layer. The user can move the layer up or down in the drawing order, change the layer's transparency, pull up the attribute/data table for that specific layer, or access its metadata. **Changes made to the layers here are not permanent;** the app will revert to default drawing order and transparency upon refreshing or reopening the page.

Attribute Table

The data or "attribute tables" for all layers is toggled on or off by pressing the black tab with the arrow at the bottom of the map. The window with the table can be dragged to increase or decrease the size of the window.

Layers appear as tabs above the table; only one attribute table can be shown at a time. If the user utilizes the **Select Tool,** the corresponding data row(s) will be highlighted in light blue. The user can also select data in the attribute table by clicking to the left of the row, similar to Microsoft Excel. To change the extent to show only selected features, press the **Zoom to Tool**. To clear selected items, press the **Clear selection Tool.** (Both tools are located below the tabs in the attribute table).

Gateway Community Locator

The **Gateway Community Locator Tool** essentially checks for all existing Certified Local Governments and national park sites in a given radius (default 60 miles—the maximum distance a municipality can be from a park site to be considered a Gateway Community). The tool can be used two ways:

By Searching for an Address
A list of search suggestions pop up while entering in the name of a city or a national park. Upon selection of a CLG or park, the map zooms in or out so the feature fills the entire map. General info can be seen about the CLGs or park unit, and an orange buffer of 60 miles should surround the map feature (or a user-set custom distance up to 60 miles). If this buffer does not appear after the initial search, the user can press the "Search Nearby" button in the bottom right corner of the window (and indicated in the photo to the right).

By Placing a Point on the Map
Once the user clicks the **Gateway Community Locator Tool**, instead of using the search bar, the user may click anywhere on the map. The tool will then form a 60-mile buffer around that point and indicate any CLGs or national park units within that boundary. This serves the same purpose, but **using the point method instead of the search method does not create a 60-mile buffer based on a CLG or park unit's geographic boundary, only on the user-placed point.**