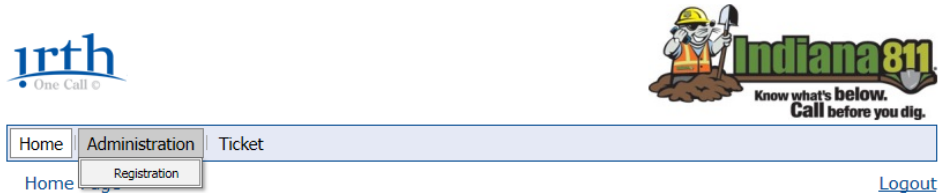


USA 811 Shape File Upload Process

Members can upload ESRI Shape files in NAD83 projection easily. If they wish to use any other projection, they will need to include a “.prj” file. The screenshots below show examples for uploading shape files.

1. Login with the Username and password provided.
 - For Indiana 811 the website is: <https://irth.indiana811.org>
 - For Kentucky 811 the website is: <https://irth.kentucky811.org>

2. Select “Registration” under the **Administration** tab.



3. The Member’s service area ID will be automatically selected and will list all the different registration versions for that service area. (If they have more than one, they will use the drop-down box on the right side of the **Service Area:** field.) Click on the “Add New” button near the top right corner of the page.

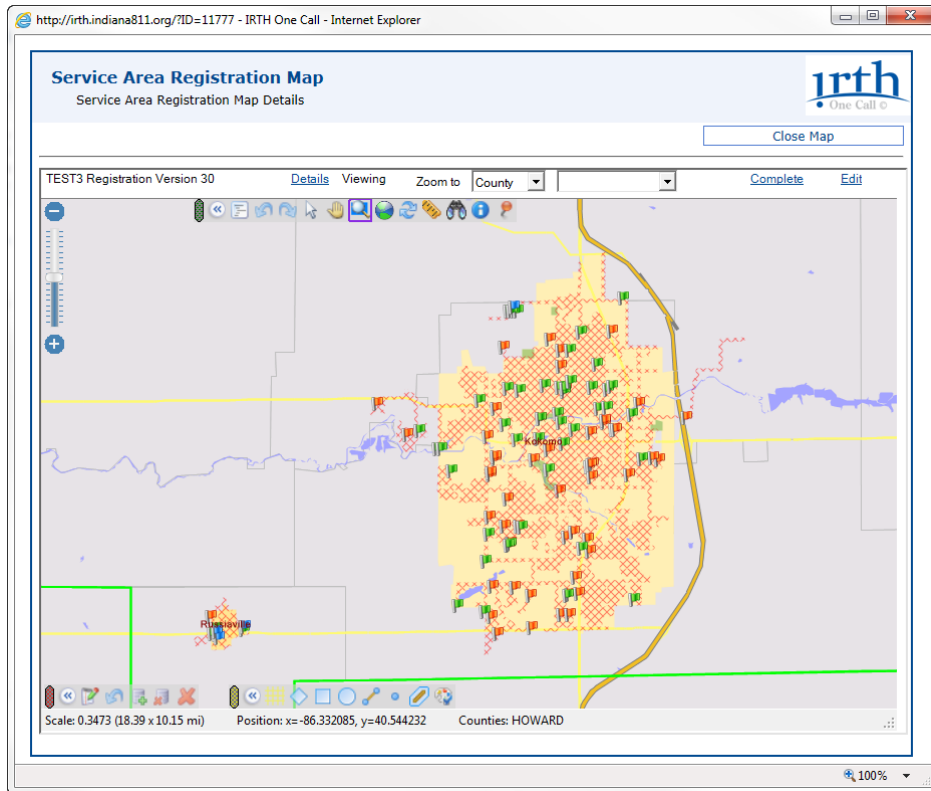
Registration ID	Active	Version	Registration Type	Create Date Time	Created by	Complete Date Time	Completed by	Release Date Time	Released by
11742	Yes	29	Polygon	04/13/2017 03:25 PM	Reed, Kristin	04/13/2017 03:25 PM	Reed, Kristin	04/13/2017 03:26 PM	Reed, Kristin
11741	No	28	Polygon	04/13/2017 03:24 PM	Reed, Kristin	04/13/2017 03:25 PM	Reed, Kristin	04/13/2017 03:25 PM	Reed, Kristin
11731	No	27	Polygon	04/11/2017 12:39 PM	Reed, Kristin	04/11/2017 12:40 PM	Reed, Kristin	04/11/2017 12:40 PM	Reed, Kristin
11730	No	26	Polygon	04/11/2017 12:38 PM	Reed, Kristin	04/11/2017 12:38 PM	Reed, Kristin	04/11/2017 12:38 PM	Reed, Kristin

- A pop-up box will appear requesting the registration information. After selecting the “Import Registration” option, enter the email address associated with the username. (Irth will send an email with the status of the upload process.) Use the “Browse...” buttons along the right side of the screen to select each layer needed to upload the map.

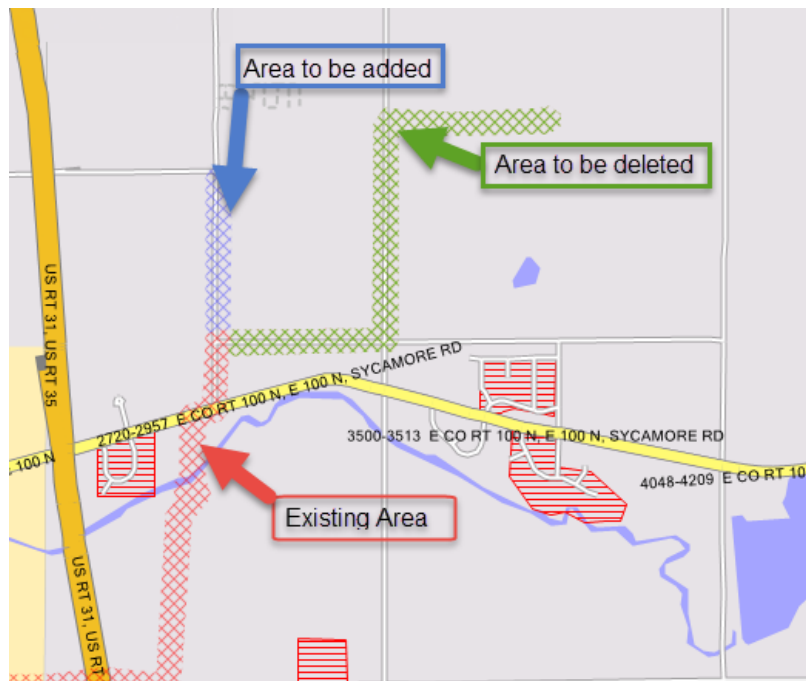
NOTE: Make sure the files being uploaded contain all the underground facilities for your Service Area. Files containing only partial information can result in complications.

- If the files being uploaded contain any other geometric types other than polygon, please enter a buffer size. An example of another geometric type is points. Once all shape file layers have been selected and a buffer size applied (if applicable), click on the “Save” button at the bottom of the screen.

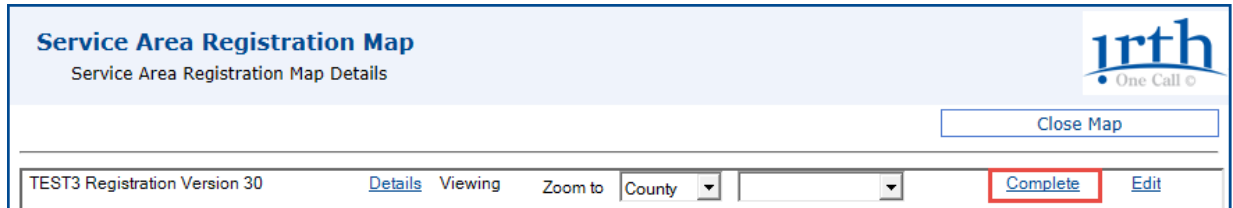
9. A second pop-up box will appear containing the new registration map.



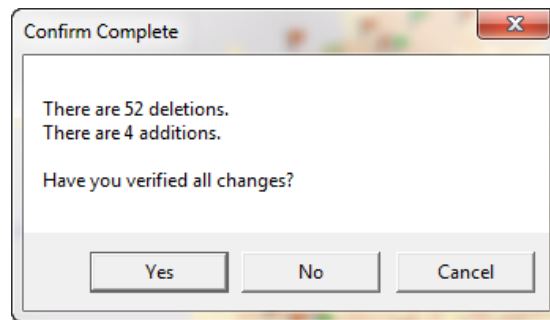
10. Red cross hatching and flags denote the existing underground facilities in production, while green represents areas to be deleted and blue represents areas to be added.



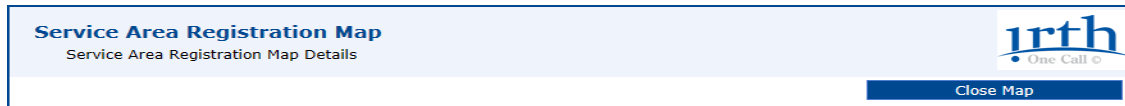
- Once all changes have been verified, click on the “Complete” button near the top right of the pop-up window.



- A confirmation pop-up box will appear containing the number of deletions and additions to the service area. If new mapping is correct, click the “Yes” button.



- To exit, click on the “Close Map” button at the top right corner of the screen or the “Close” button at the top of the window, and return to the list of registrations for the service area.



- The new registration will now contain a date/time stamp of when it was completed, along with the name of the person who completed the registration version.

Service Area:

Registration ID	Active	Version	Registration Type	Create Date Time	Created by	Complete Date Time	Completed by	Release Date Time	Released by
11777	No	30	Polygon	04/25/2017 09:16 AM	REED, KRISTIN	04/25/2017 10:14 AM	REED, KRISTIN		
11742	Yes	29	Polygon	04/13/2017 03:25 PM	Reed, Kristin	04/13/2017 03:25 PM	Reed, Kristin	04/13/2017 03:26 PM	Reed, Kristin
11741	No	28	Polygon	04/13/2017 03:24 PM	Reed, Kristin	04/13/2017 03:25 PM	Reed, Kristin	04/13/2017 03:25 PM	Reed, Kristin
11731	No	27	Polygon	04/11/2017 12:39 PM	Reed, Kristin	04/11/2017 12:40 PM	Reed, Kristin	04/11/2017 12:40 PM	Reed, Kristin

15. Send an email to memberservices@usa811.org requesting the new registration be released into production. Please include Service Area ID and Version numbers.

To...
 Cc...
 Subject

Hello,
 I have completed the registration for TEST3. Please release Version 30 of the map.
 Thank you

16. Once 811 has activated the new registration, they will send a confirmation email. By logging in once more, the registration will have date/time stamp of when it was released, along with the name of the person who activated it into production. It will also state "Yes" under the **Active** column.










Service Area:




Registration ID	Active	Version	Registration Type	Create Date Time	Created by	Complete Date Time	Completed by	Release Date Time	Released by
11777	Yes	30	Polygon	04/25/2017 09:16 AM	REED, KRISTIN	04/25/2017 10:14 AM	REED, KRISTIN	04/25/2017 11:32 AM	Reed, Kristin
11742	No	29	Polygon	04/13/2017 03:25 PM	Reed, Kristin	04/13/2017 03:25 PM	Reed, Kristin	04/13/2017 03:26 PM	Reed, Kristin
11741	No	28	Polygon	04/13/2017 03:24 PM	Reed, Kristin	04/13/2017 03:25 PM	Reed, Kristin	04/13/2017 03:25 PM	Reed, Kristin

NOTE: Changes are considered **pending** until they are saved and released into production by USA 811 Member Services.

Navigation Tool Bar








	<p>Show or Hide Side Panel Tool: When clicked, a side panel of the different layers of the map will appear. The panel consists of toggle check boxes or switches which allow the user to turn the different map layers on or off.</p>
	<p>Back Tool: The Back Tool allows the user to go backward to the last navigation action performed.</p>
	<p>Forward Tool: The Forward Tool allows the user to go forward to the latest navigation action performed. This is only available when the Back Tool has been used.</p>
	<p>Cursor/Select Tool: The Cursor/Select Tool is used to identify Map Notes, Points of Interest, Landmarks, and Streets but point to the area on the screen. It is also used to select an item in the map by double clicking. This is useful for adding subdivisions into a service area.</p>
	<p>Pan Tool: The Pan Tool allows the user to grab the map and pan through it. To use, click on any part of the map, depress the left mouse button and moving the map. This is useful when trying to follow a long road.</p>
	<p>Zoom Rectangular Tool: The Zoom Rectangular Tool allows the user to zoom into a particular part of the map. When activated, draw a rectangular box around any part of the map and it will zoom into that location.</p>
	<p>Zoom Full Tool: The Zoom Full Tool takes the user out to a full state view of the map when selected.</p>
	<p>Refresh Tool: The Refresh Tool is used to refresh the mapping screen currently being viewed.</p>
	<p>Distance/Ruler Tool: The Distance Tool is a measuring tool. It is useful when needing to measure from a point to the edge of the service area mapping to prevent over or under mapping the facilities.</p>

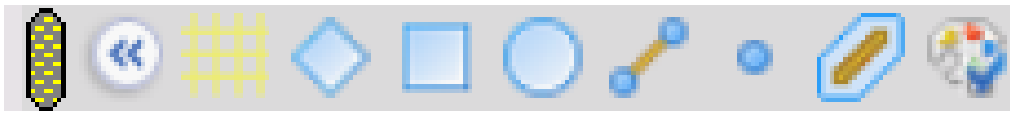
	<p>Search Tool: The Search Tool allows the user to search for features on the map. Searches can include streets, Latitude & Longitude coordinates, and points of interest included on the map.</p>
	<p>Information Tool: The Information Tool is used to check details of points on the map. To use, click on the map and pop-up box will appear containing the information about the area selected.</p>
	<p>Push Pin Tool: The Push Pin Tool allows the user to put a push pin on the map as a reference point, which they may want to revisit while in the process of mapping. NOTE: Push Pins disappear when the mapping page is closed.</p>




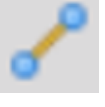
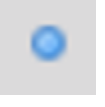


Edit Tool Bar



	<p>Edit Tool: The Edit Tool allows the user to edit the area that has already been selected. This will re-activate the map selection.</p>
	<p>Undo Tool: The Undo tool allows the user to undo the last editing action performed.</p>
	<p>Insert/Merge (Save) Tool: The Insert/Merge Tool allows the user to designate the area drawn as an addition to their service area. Once selected, the drawn area will become shaded with blue cross hatching. This also works with the Edit Tool.</p>
	<p>Cut/Remove (Delete) Tool: The Cut/Remove Tool allows the user to designate the area drawn as needing removed from their service area. Once selected, the red cross hatching in the area will turn green. This tool also works with the Edit Tool.</p>
	<p>Cancel/Discard Tool: The Cancel/Discard Tool is use when a shape drawn does is not what the user needed. This will not remove parts from the service area.</p>

Drawing Tool Bar



	<p>Polygon Tool: The Polygon Tool allows the user to draw a polygonal shape. Left click to start drawing and left click to change directions. To enclose the area, double left click.</p>
	<p>Rectangle Tool: The Rectangle Tool allows the user to draw a rectangle or square. Depress the left click button and drag the mouse to draw the shape. To stop drawing, lift finger off the mouse button.</p>
	<p>Circle Tool: The Circle Tool allows the user to draw a circular shape. Depress the left click button and drag the mouse to draw the shape. To stop drawing, lift finger off the mouse button.</p>
	<p>Line Tool: The Line Tool allows the user to draw a 200-foot buffered line. Left click to start drawing and left click to change directions. To stop drawing, double left click.</p>
	<p>Points Tool: The Points Tool allows the user to create a 200-foot buffer to any point selected on the map.</p>
	<p>Buffer Objects Tool: The Buffer Objects Tool allows the user to apply a 200-foot buffer to any street or point of interest by double clicking on it.</p>
	<p>Change Settings Tool: The Change Settings Tool allows the user to modify the buffer applied to the polygon tool. NOTE: Changes reset when the mapping page is closed.</p>