# USA 811 Manual Update Process

Members can use our mapping software to manually draw their facilities onto the map.  They have the ability to add or remove areas to their mapping.  The screenshots below show examples for manually mapping the service area.

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.
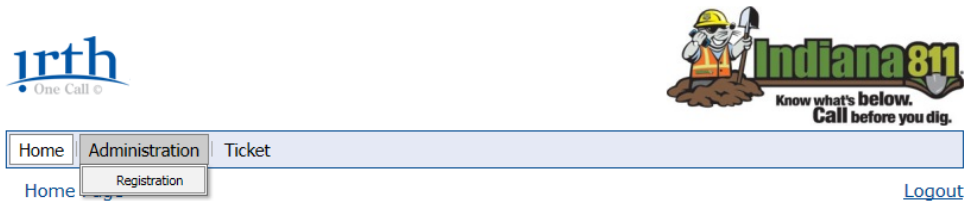


1.  The Member's service area ID will be automatically selected and will list all the different registration versions for that service area.  (If they have more than one, they will use the drop-down box on the right side of the **Service Area:** field.)  Click on the "Add New" button near the top right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



Registrations By Service Area

Service Area: TEST3 (TEST3)

| 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 |

3.  A pop-up box will appear requesting the registration information.  After selecting the "Based on an existing registration" option, ensure the listed active registration matches the information in the **Registration:** field.



4.  If the currently active registration is not listed as "Polygon", use the drop-down box on the right side of the **Registration Type:** field and select the "Polygon" option.



5.  Once all the information has been verified, click on the "Save" button at the bottom of the pop-up box.



6.  The new registration version will be at the top of the list and not have any information concerning completion or release.  Click on the "Registration ID" number.

7. A pop-up box will appear containing all registry information. To view the map, click on the "View Map" button.
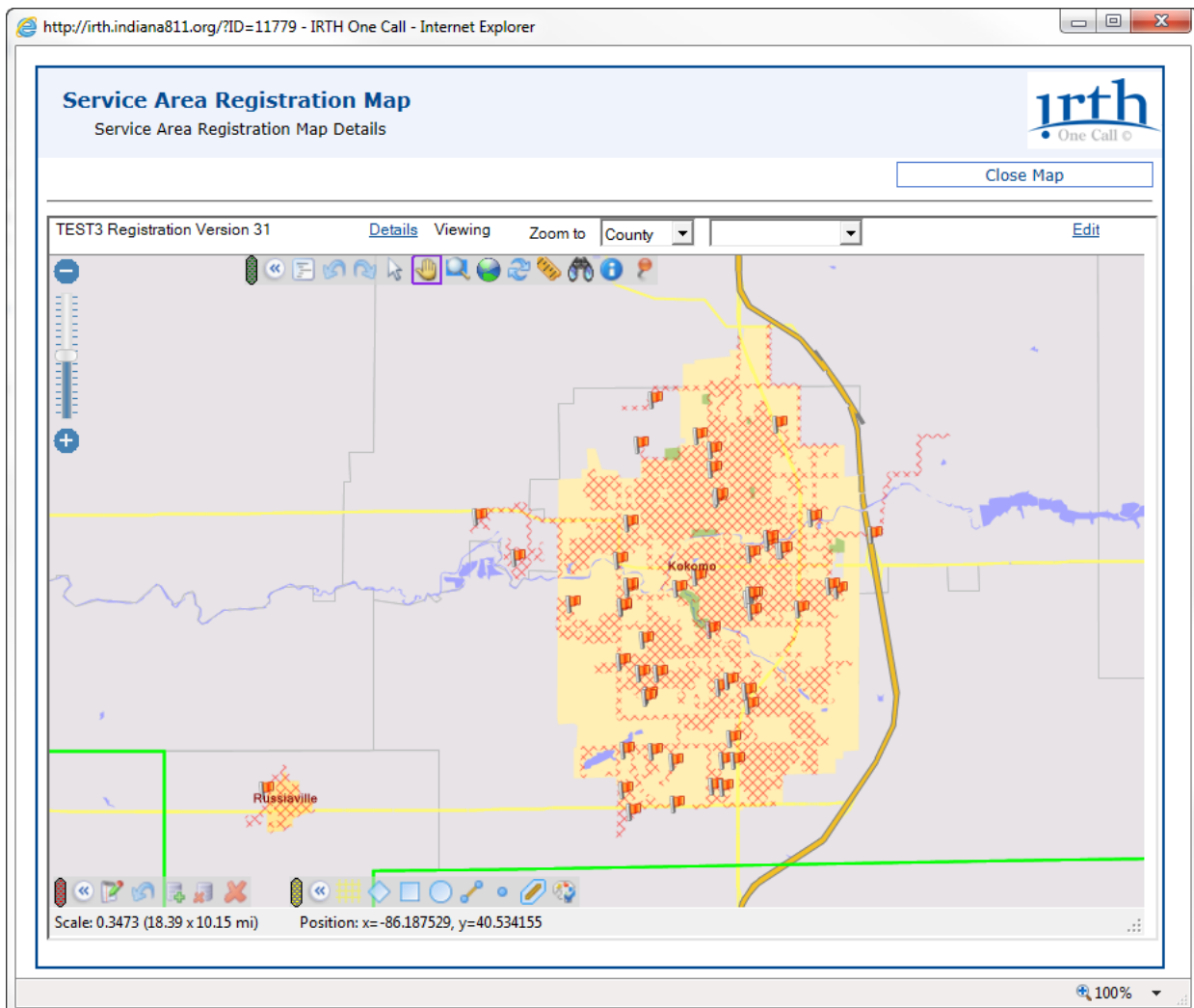
**Registration Information**
   Registration Status Details

| Complete | Export | View Map |

| Service Area Code: | TEST3 | Name: | TEST3 |
| Registration Type: | Polygon | | |
| Creation Date Time: | 4/25/2017 12:55:53 PM | Created By: | REED, KRISTIN |
| Completion Date Time: | | Completed By: | |
| Release Date Time: | | Released By: | |

8. A second pop-up box will appear containing the service area map. The red cross hatching and flags represents the existing underground facilites.

9. Using the mapping tools found at the top and bottom of the mapping screen, draw the areas that need to be added or removed from the services area.   As items are drawn to be added the area will be denoted with blue cross hatching and flags.   When deleting an area from the existing service area, the cross hatching will turn green and flags will appear when zoomed out. (A full explanation of the mapping tools can be found at the end of this section.)
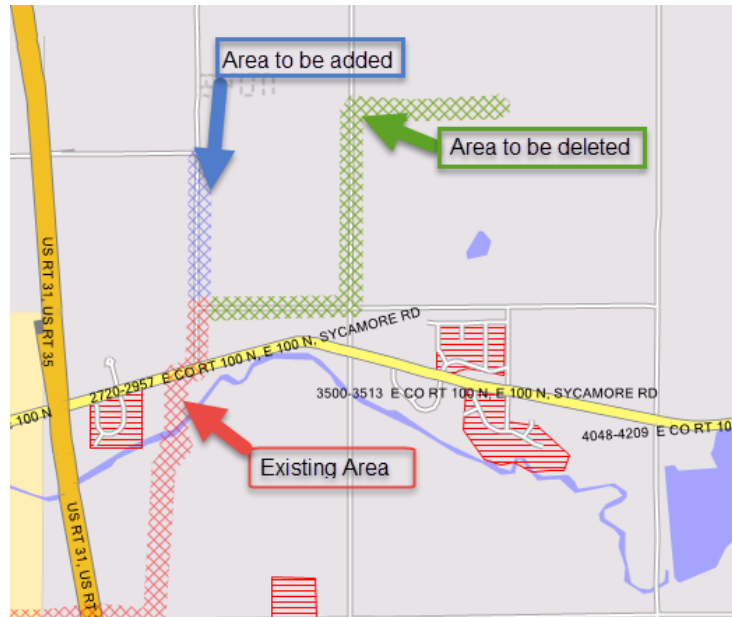


10. Once all of the changes have been made to the service area, click the "Save" button near the top right of the screen.
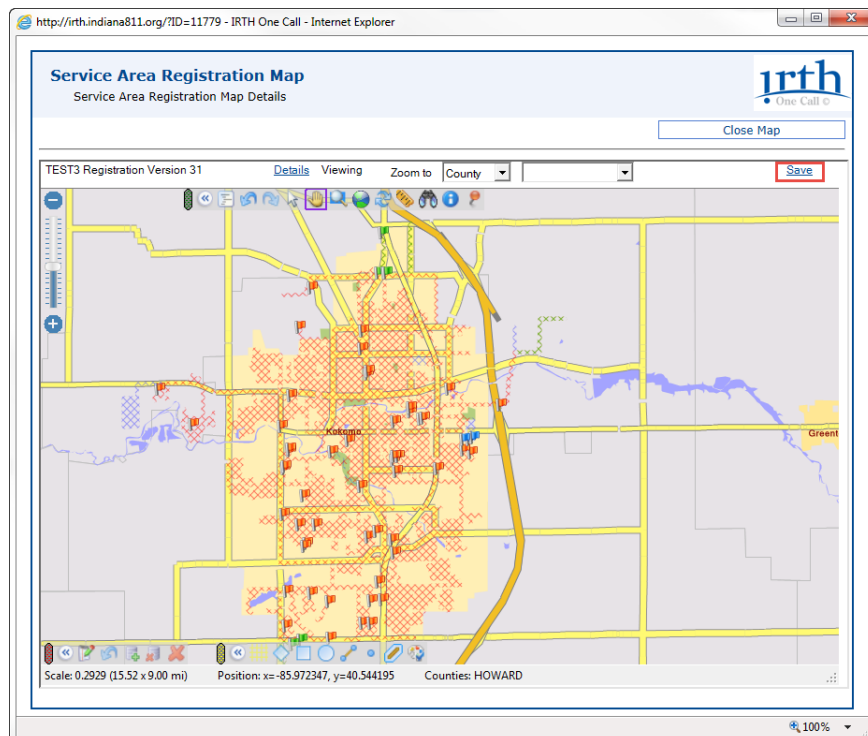
11. The "Save" button will change to say "Edit". To the left a "Complete" button will appear. Verify all changes have been made, and click on the "Complete" button.
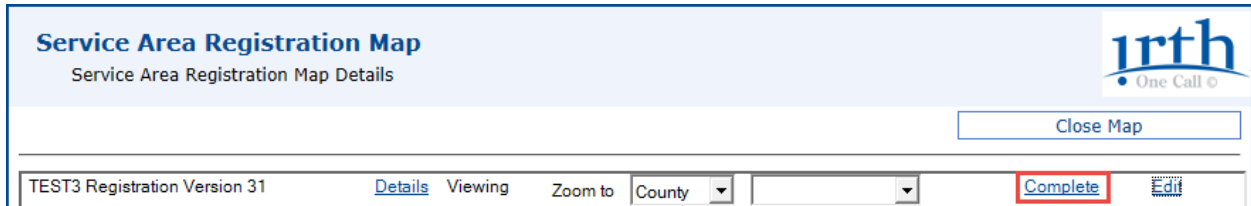


12. A confirmation pop-up box will appear containing the number of deletions and additions to the service area.   If new mapping is correct, click the "Yes" button.
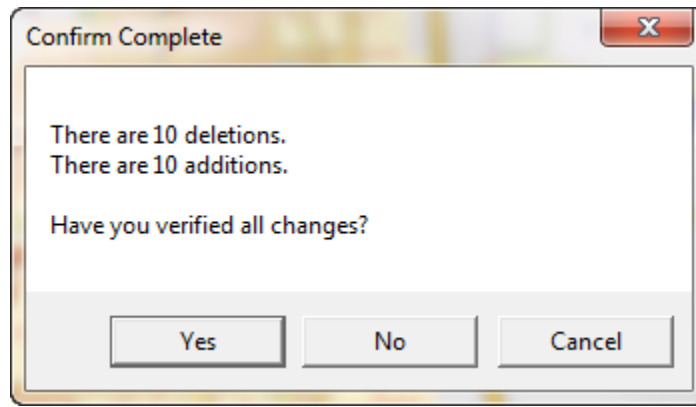


13. To exit, click on the "Close Map" button at the top right coner of the screen or the "Close" button at the top of the window, and return to the list of registrations for the service area.
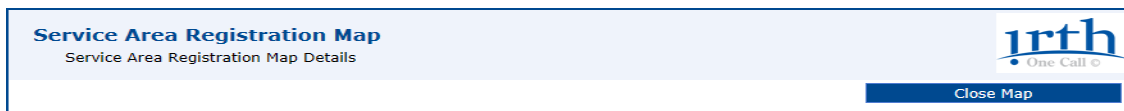


14. The new registration will now contain a date/time stamp of when it was completed, along with the name of the person who completed the registration version.

Service Area: TEST3 (TEST3)                                                                    Add New

| Registration ID | Active | Version | Registration Type | Create Date Time | Created by | Complete Date Time | Completed by | Release Date Time | Released by |
|---|---|---|---|---|---|---|---|---|---|
| 11779 | No | 31 | Polygon | 04/25/2017 12:55 PM | REED, KRISTIN | 04/26/2017 02:02 PM | REED, KRISTIN | | |
| 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 |

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...   ○ memberservices@indiana811.org

Cc...

Subject   Service Area Mapping

Hello,

I have completed the registration for TEST3.  Please released Version 30 of the map.

Thank you,

16. Once 811 has activated the new registration, they will send a confirmation email. Log back into the web site and view the registration, it 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.
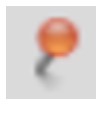
Service Area: TEST3 (TEST3)   ▾   Add New

| Registration ID | Active | Version | Registration Type | Create Date Time | Created by | Complete Date Time | Completed by | Release Date Time | Released by |
|---|---|---|---|---|---|---|---|---|---|
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| 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.
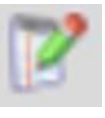
**Navigation Tool Bar**

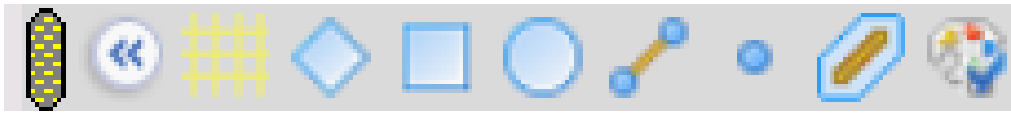| | |
|---|---|
| | **Show or Hide Side Panel Tool:**<br>When clicked, a side panel of the different layers of the map will appear.  The panel consists of toggle check boxes or switches which allow the user to turn the different map layers on or off. |
| | **Back Tool:**<br>The Back Tool allows the user to go backward to the last navigation action performed. |
| | **Forward Tool:**<br>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. |
| | **Cursor/Select Tool:**<br>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 and item in the map by double clicking.  This is useful for adding subdivisions into a service area. |
| | **Pan Tool:**<br>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. |
| | **Zoom Rectangular Tool:**<br>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 man and it will zoom into that location. |
| | **Zoom Full Tool:**<br>The Zoom Full Tool takes the user out to a full state view of the map when selected. |
| | **Refresh Tool:**<br>The Refresh Tool is used to refresh the mapping screen currently being viewed. |
| | **Distance/Ruler Tool:**<br>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. |

| | |
|---|---|
|  | **Search Tool:**<br>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. |
|  | **Information Tool:**<br>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. |
|  | **Push Pin Tool:**<br>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.<br>NOTE: Push Pins disappear when the mapping page is closed. |

**Edit Tool Bar**



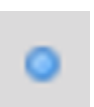| | |
|---|---|
|  | **Edit Tool:**<br>The Edit Tool allows the user to edit the area that has already been selected. This will re-activate the map selection. |
|  | **Undo Tool:**<br>The Undo tool allows the user to undo the last editing action performed. |
|  | **Insert/Merge (Save) Tool:**<br>The 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. |
|  | **Cut/Remove (Delete) Tool:**<br>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. |
|  | **Cancel/Discard Tool:**<br>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. |

**Drawing Tool Bar**



| | |
|---|---|
|  | **Polygon Tool:**<br>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. |
|  | **Rectangle Tool:**<br>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. |
|  | **Circle Tool:**<br>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. |
|  | **Line Tool:**<br>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. |
|  | **Points Tool:**<br>The Points Tool allows the user to create a 200-foot buffer to any point selected on the map. |
|  | **Buffer Objects Tool:**<br>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. |
|  | **Change Settings Tool:**<br>The Change Settings Tool allows the user to modify the buffer applied to the polygon tool.<br>NOTE: Changes reset when the mapping page is closed. |