

## Import ESRI Shape File

After logging in, click on the Service Areas option in the menu on the left-hand side of your screen. Click on the Service Area name that you want to view.

Indiana 811 Switch to Kentucky 811

Service Areas

Filter by Name or Code [clear filters](#)

View: System Default Filter: System Default 0 Selected

	Name	Code	Open 24x7	Active
<input type="checkbox"/>	TEST1	TEST1	Yes	Yes

You will then click on the Registrations tab to view the all versions that exist for that Service Area.

TEST1 (TEST1)

Basic Audits Hours and Holidays Contacts Attributes Delivery Rules Service Providers Ticket Assignment Registrations

General Info

Code: TEST1  
Name: TEST1  
Member: TEST1  
Code: TEST1

Click on Add.

TEST1 (TEST1)

Basic Audits Hours and Holidays Contacts Attributes Delivery Rules Service Providers Ticket Assignment Registrations

Registrations

Version	Status	Created	Completed	Approved
40	Active	03/10/2021 03:03 PM by JILL GAST -- TEST	03/10/2021 03:03 PM by JILL GAST -- TEST	03/10/2021 03:04 PM by CARLY DUNSMORE

[add](#)

Select the Import from ESRI Shape File Layer option, and then click on Select Files.

Registration

Choose how to create the new Registration:

☐ Start with Registration Map from Version:

☐ Start with an empty Registration Map:

☐ Copy Registration Map from another Service Area:

☒ Import from ESRI Shape File layer:

Select ESRI Shape Files to Upload:

Select or drag-and-drop the ESRI Shape Files with extensions .shp, .prj, .dbf, .shx (optional). The .dbf file is only required if including Map Attributes.

[Select Files](#)

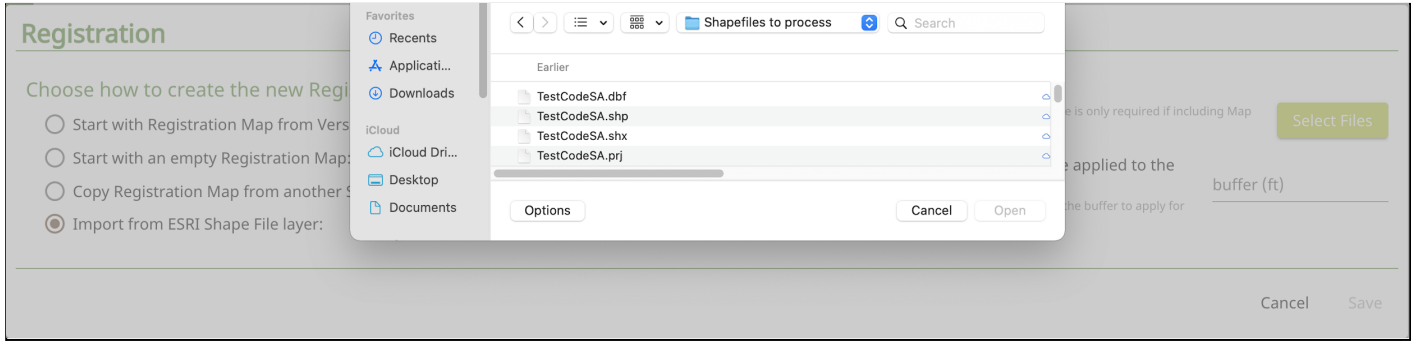
If uploading lines or points, enter the buffer (in feet; minimum of 50ft) to be applied to the shapes:

\* Optionally, each line or point feature may contain an attribute named "BufferFt" which contains the buffer to apply for each individual feature.

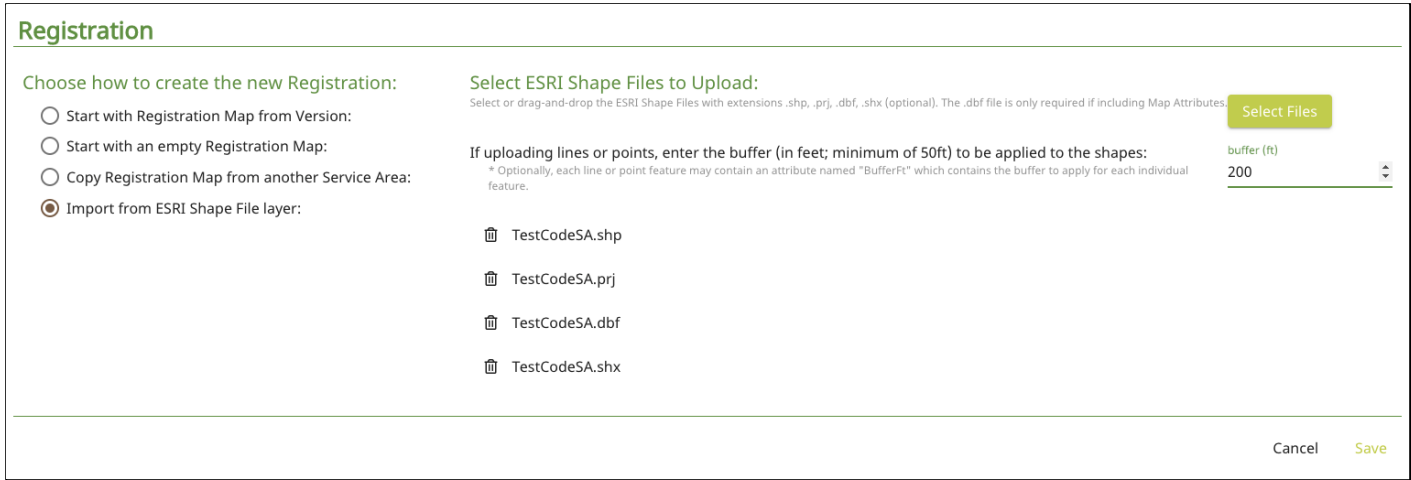
buffer (ft)

[Cancel](#) [Save](#)

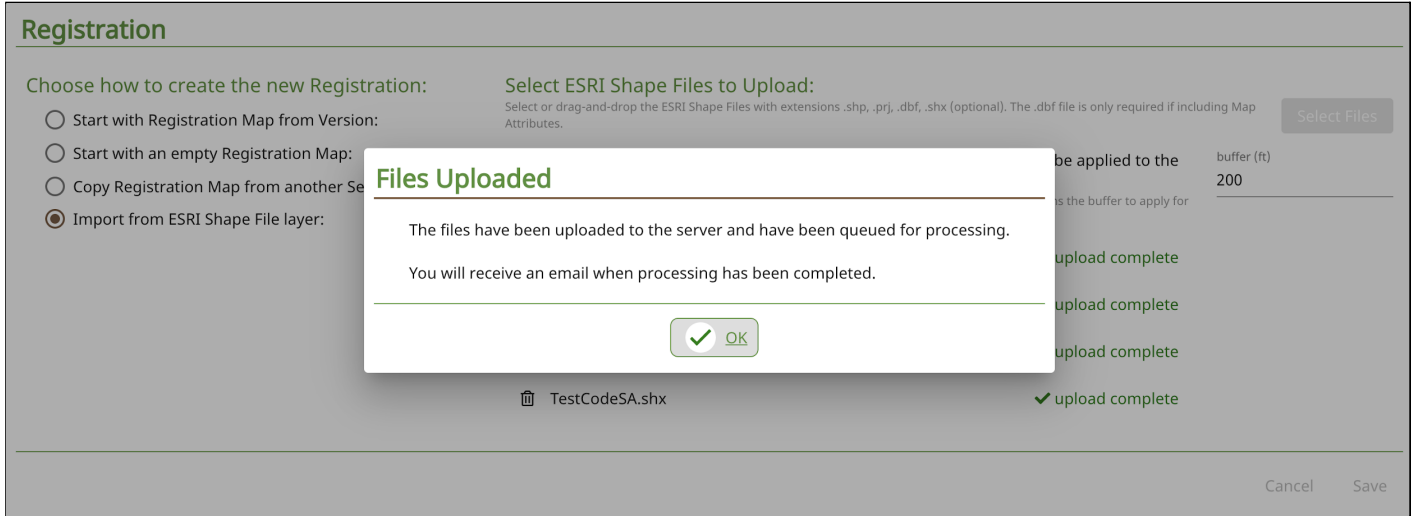
Select the .dbf, .prj, .shp, and .shx files from wherever you store your files locally.



Please note that if the files contain lines or points, a buffer must be selected and will be applied. Click Save when you are ready to begin the upload process.



Your files have been queued for processing. Once complete, you will receive an email.



View the Map to make sure the changes are correct.

[Home](#)  
[Tickets](#)  
[Service Areas](#)

### TEST1

(TEST1)

[Basic](#)[Audits](#)[Hours and Holidays](#)[Contacts](#)[Attributes](#)[Delivery Rules](#)[Service Providers](#)[Ticket Assignment](#)[Registrations](#)

Registrations

Version 44

Not Complete

Created

03/11/2021 08:45 AM by JILL GAST -- TEST

[View Map](#)

[Complete](#)

1

List

The deletions will be shown in green and the additions will be shown in blue.

[Home](#)  
[Tickets](#)  
[Service Areas](#)

### Registration Version: 44

TEST1 (TEST1)

[Status: Not Complete](#)[Complete](#)[Delete change #1](#)[Merge another Registration](#)

Created:  
03/11/2021 08:45 AM  
by JILL GAST -- TEST

Changes:  
1: 03/11/2021 08:45 AM  
Imported from Shape File  
TestCodeSA.shp

\* The Registration and/or Changes are currently displaying a high-level overview.  
Please zoom in closer to see the full details and to enable the drawing tools.

Make changes to the map using the drawing tools below.

There are also options for Zooming to locations on the map. You can also access those options by right clicking with your mouse on the map.

[Home](#)  
[Tickets](#)  
[Service Areas](#)

### Registration Version: 44

TEST1 (TEST1)

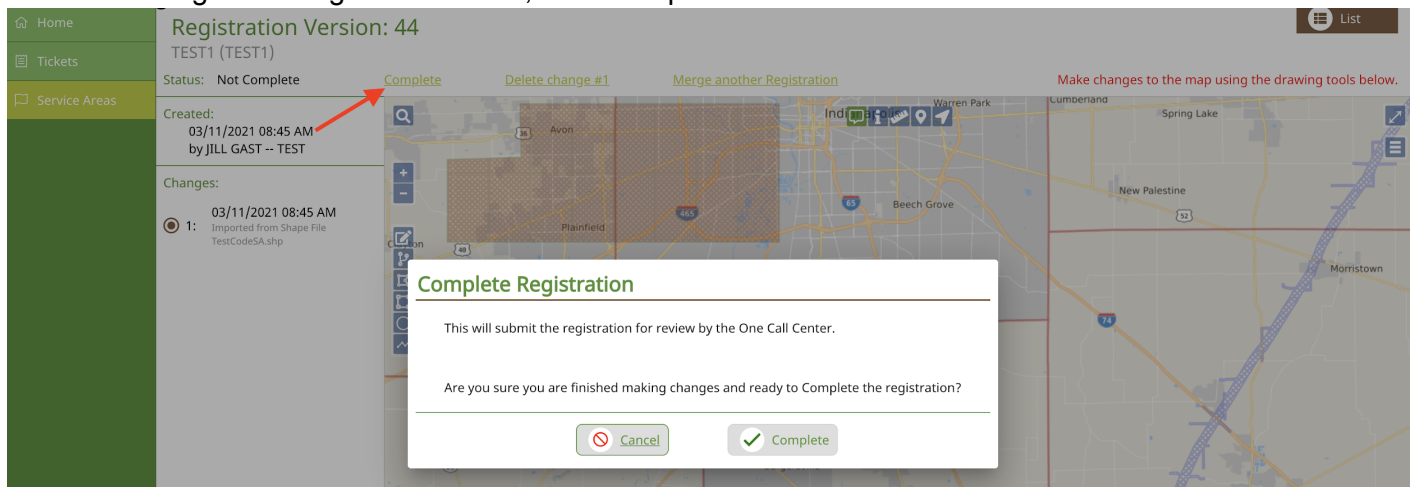
[Status: Not Complete](#)[Complete](#)[Delete change #1](#)[Merge another Registration](#)

Created:  
03/11/2021 08:45 AM  
by JILL GAST -- TEST

Changes:  
1: 03/11/2021 08:45 AM  
Imported from Shape File  
TestCodeSA.shp

Make changes to the map using the drawing tools below.

After confirming the changes are correct, click Complete then confirm.



Please keep in mind that all changes are considered pending until 811 releases the version into production. To activate the new registration, please send an email that contains the Service Area ID and Version Number to [memberservices@usa811.org](mailto:memberservices@usa811.org). Once the registration is active, Member Services will send a confirmation email.

## Mapping Features



### Search Option

The Search icon will let you search Streets, Intersections, Places, Counties and Points of Interest. You can set parameters for the search to Within Map View and Entire Map. Please note that it automatically defaults to Entire Map. You will also have the option to search Lat/Lon Coordinates.

- **Street/Road** - To search for a specific street or road name, you can type in part or all of the name.
- **Intersection** - To search for an Intersection, you will enter the information in as street & cross street.
- **Place** - To search for a Place, type in the name of the Place.
- **County** - To search for a County, type in the name of the County.
- **Point of Interest** - To search for a Point of Interest (POI), type in the name or part of the name. POI's can be parks, cemeteries, railroads, restaurants, banks, etc. If the POI that you are trying to locate is found, select it and the map will focus to its location.
- **Lat/Lon Coordinates** - To find a location using lat/lon coordinates, type in the coordinates and then **hit the enter key**. The location will be noted on the map with a red pushpin icon.



### Zoom In (+), Zoom Out (-)

Clicking on the Plus (+) or Minus (-) icons will let you Zoom In and Zoom Out on the map. You can also right click on the map to select the Zoom In and Zoom out options or use the wheel on your mouse for Zooming.

**Note:** While using the mouse wheel to zoom in and out on the map, you can also move the map around by holding down the left mouse button to drag the map.



### Show Map Information At Current Location

This tool allows you to hover over a location to see the street, place and county information. This option can be turned on and off, and your browser will remember how you want this set. When the icon is green, the map information will be displayed for approximately 5 seconds.



### Show Map Information for Location

This tool allows you to left click on any area to display the street, place and county information.



### Ruler

The Ruler allow you to measure distance in many ways. You can measure the distance from one intersection to another, the distance from a road into a field, and the distance along a road. You can also use the tool to click multiple points. A total footage will also be displayed. You can click on Clear to remove all measured distances and on Done when you have finished using this feature.



### Push Pin

The Push Pin allows you to place multiple Push Pins on the map to mark locations. They also remain visible no matter how far out you zoom. You can click on Clear to remove all push pins and on Done when you have finished using this feature.



### Position To Your Current Location

This tool was developed for individuals using mobile devices. Using this feature on a mobile device, your current location will automatically be detected and will be displayed on the map. If you are using a non-mobile device, right click on the map and select Zoom To Dig Site.



### Toggle Full Screen

The Toggle Full Screen allows you to expand the map to cover the entire screen. To go back to the normal view, you can hit the Esc key or click on the X icon.



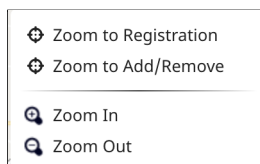
### Toggle Base Map

The Toggle Base Map option allows you to switch back and forth from a street view of the base map to an aerial view of the base map. **Please note that all map features are available on either view.** To switch back and forth between views, just click on the Toggle Base Map icon.



### Overview Map

This tool allows you to see an expanded/zoomed out overview of the selected area. This will display in the bottom left hand corner of the map. To remove this view, click on the Overview icon.



### Zoom To Registration and Zoom to Add/Remove

If you Zoom away from the service area, you can right click and select Zoom to Registration to view the entire service area. If there are pending additions and/or deletions, you can Zoom to those areas.