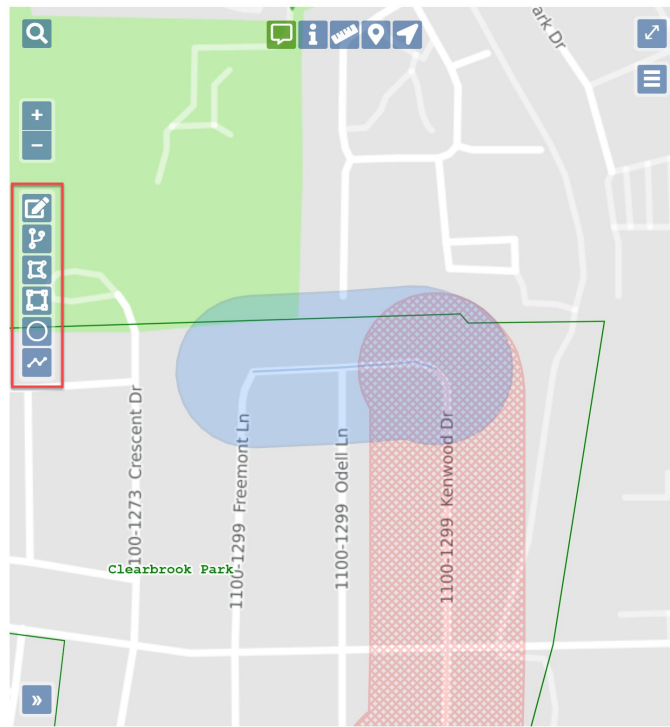





## Notification Area Drawing Tools



### **Please note:**

- If your browser is not in full screen mode, the map will not appear unless you click on the green *Side Panels-->* link on the right side of your screen. Clicking on the *<--Ticket* link will return you to the ticket text. These links can be found at the top of the ticket. Not all tools are available when you are not in full screen mode.
- The blue shape on the map is called the Notification Area. Any utilities who have reported facilities within this area will be notified of your intent to dig. The Notification Area should extend beyond the boundaries of your dig site, so the mapping tools will all automatically add a 200 foot buffer to all drawn areas. Any active tools will turn green once they have been selected.
- When the blue notification area is edited on the map, the Save, Cancel/Discard and Undo icons    will appear. These tools allow you to Save, Delete, or Remove those changes.



The Save icon will save any changes.




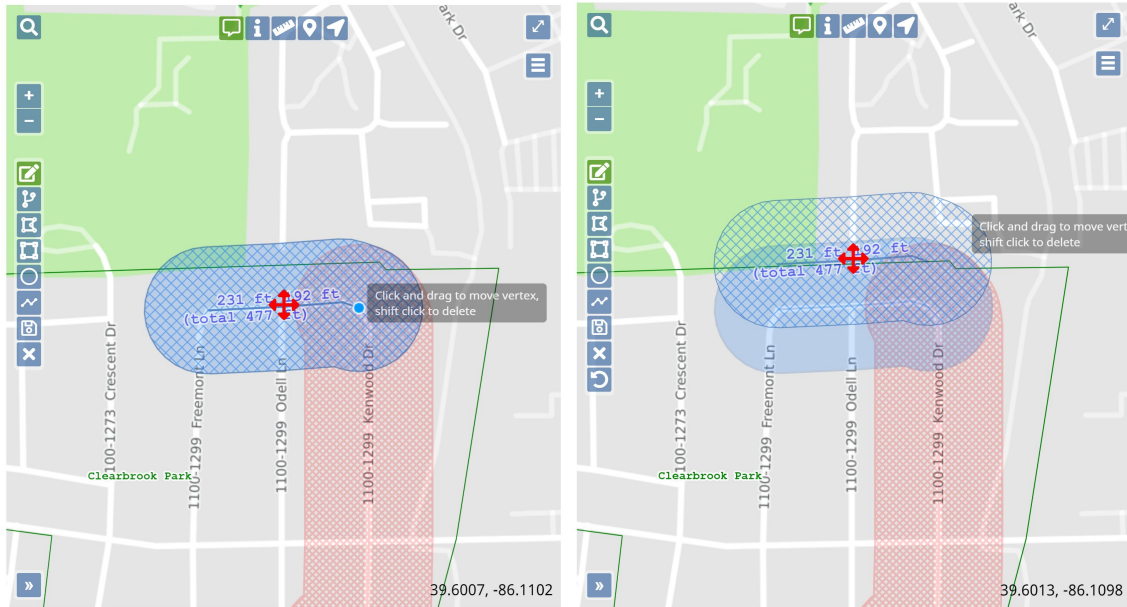
The Cancel/Discard icon will delete any changes, keeping the original notification area intact.




The Undo icon will remove any changes, keeping the original notification area intact.

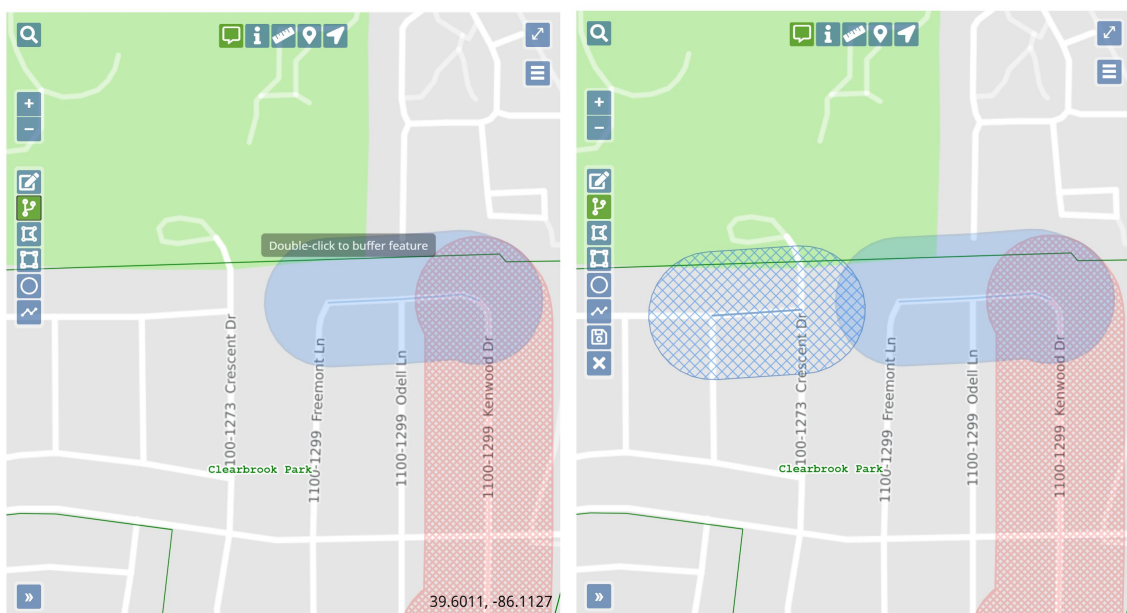
## Edit Dig Site

The Edit Dig Site tool  allows the notification area to be edited. Selecting a notification area on the map by left clicking on it will turn it blue with hash marks. Once you have selected a notification area, left click on a line within the notification area while holding down the mouse button and drag the line to a new location on the map. Or, you can reposition the entire area by clicking and dragging the red arrows in the middle of the drawn area. Save, Cancel/Discard, or Undo those changes.




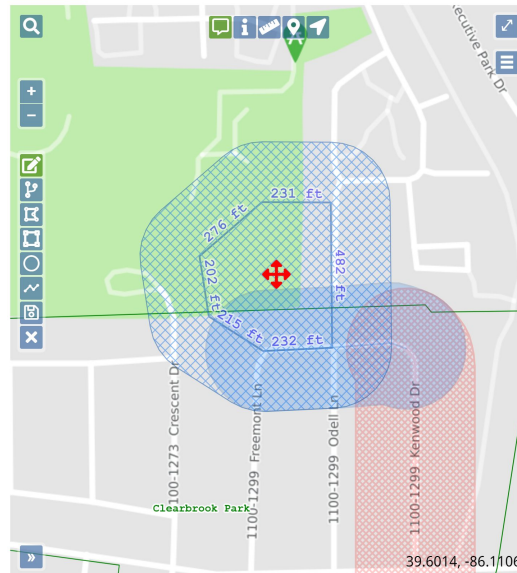
## Buffer Street or Map Feature

The Buffer Street or Map Feature  lets you select a new address range, street segment, subdivision, or point of interest to notify. Once this tool has been selected, double left click on the street segment or point of interest you want to notify. The new notification area will appear with blue hash marks. Save, Cancel/Discard, or Undo those changes.




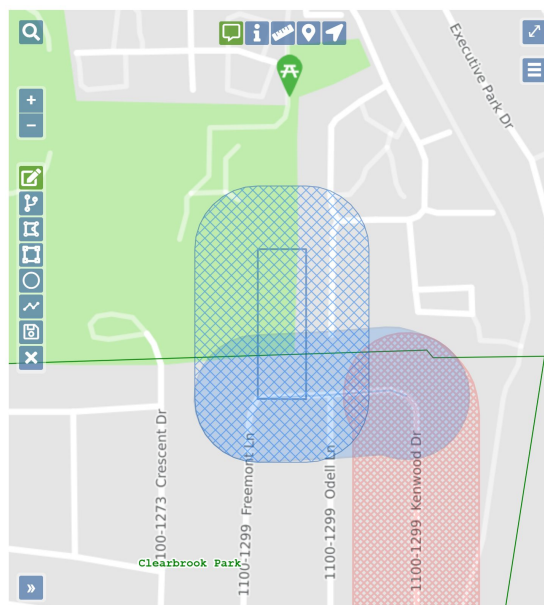
## Draw Polygon

The Draw Polygon tool  can be used when the dig site is in an irregularly shaped area. Once this tool has been selected, left click on the map in the area you wish to notify. Outline the area you want to notify by left clicking on points where the direction changes. When you have finished outlining the area, left click twice to stop drawing. Save, Cancel/Discard, or Undo those changes.




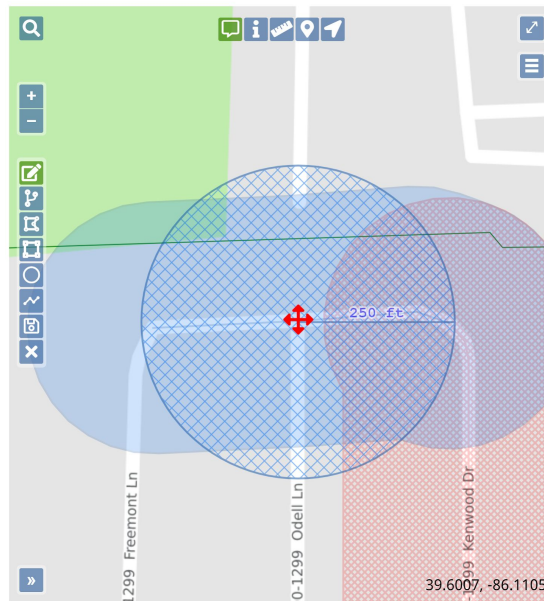
## Draw Rectangle

The Rectangle Tool  can be used to draw a rectangular or square notification area. This tool is useful when the area you need to notify extends more than 200 feet off the road (e.g. into a field, commercial property, or rural residential area). Once this tool has been selected, single click in one corner of your dig site and double left click in the opposite corner. Save, Cancel/Discard, or Undo those changes.




## Draw Circle

The Circle  can be used to draw a circle with a 200 foot radius or more. To use the automatic 200 foot radius, double left click to place the circle on the map. For a larger radius, single click in the center of the dig site and left click on the outside edge. The new notification area will appear with blue hash marks. Save, Cancel/Discard or Undo your changes.



## Draw Line

The Draw Line  is used to draw a linear notification area. To use this tool, single left click along streets or other types of easements such as railroad tracks, creeks, ditches, pipelines, and pole lines. Single left click at any point along the way to change directions. Double left click to complete the drawing. Save, Cancel/Discard, or Undo those changes.

