UTILITY
NOTIFICATION
CENTER

IMAP
MANUAL

**AN INSTRUCTIONAL GUIDE TO VIEWING
AND MAPPING DISTRICT POLYGONS ONLINE**

Celebrating 30 years of service.
3O ONE CALL CONCEPTS
When safety is on the line.

2013

LAST UPDATE: JUNE 2013

TABLE OF CONTENTS

ASSISTANCE IS AVAILABLE MONDAY THROUGH FRIDAY BETWEEN THE HOURS OF 8AM - 5PM BY CALLING 877-668-4001

INTRODUCTION

IMAP is an online application that allows underground facility owners to view, add, modify and delete polygons from their active database. The following pages will explain the process you must follow to accurately work on your database with the **Utility Notification Center** using **IMAP**.
We recommend that you have IMAP up and running while you read this manual, so that you can try out certain features as you learn about them. Welcome to IMAP!

Smart Phone?

Scan the barcode to the left with the **QR code reader** on your smartphone and visit us on the web.
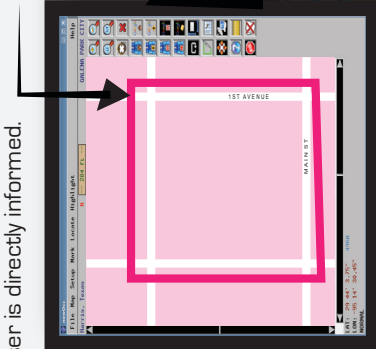
IMAP

ⓞNE **CALL** CONCEPTS
When safety is on the line.

Here's a quick rundown of how **IMAP** is used to help get Facility Operators notified quickly and accurately.

After logging into the **IMAP** system, the user adds a **DATABASE POLYGON** into the base map showing the whereabouts of a particular facility. This process allows them to be notified when work is being done near this area, through OCC's PRISM technology.

The user wants to create a **new DATABASE POLYGON** within the base map for future notifications for a specific area(s) - **They log in to IMAP.**

After the new **DATABASE POLYGON** has been added to the database maps, Prism works with this new information so when a **NOTIFICATION POLYGON** is drawn in the area near the newly added facility, the user is directly informed.

Here, you can see the **NOTIFICATION POLYGON** covers a portion of the new database polygon that was added by the user. Now that the user has successfully added the database polygon to the map, Prism will automatically notify the user.

Prism's map interface, showing a NOTIFICATION POLYGON being drawn

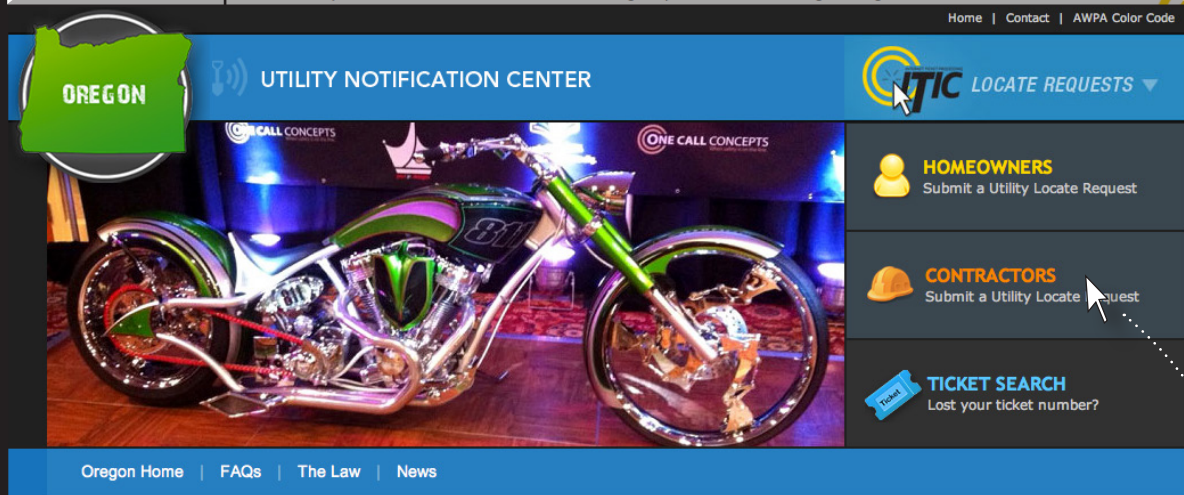**New** polygon being added to database by the user.
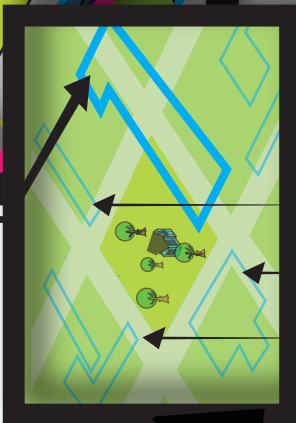
Existing database polygons already 'in' our database system.

LOGGING IN TO IMAP

1. Go to **www.callbeforeyoudig.org**

2. Select the state you would like to work with by clicking on its corresponding button/link.
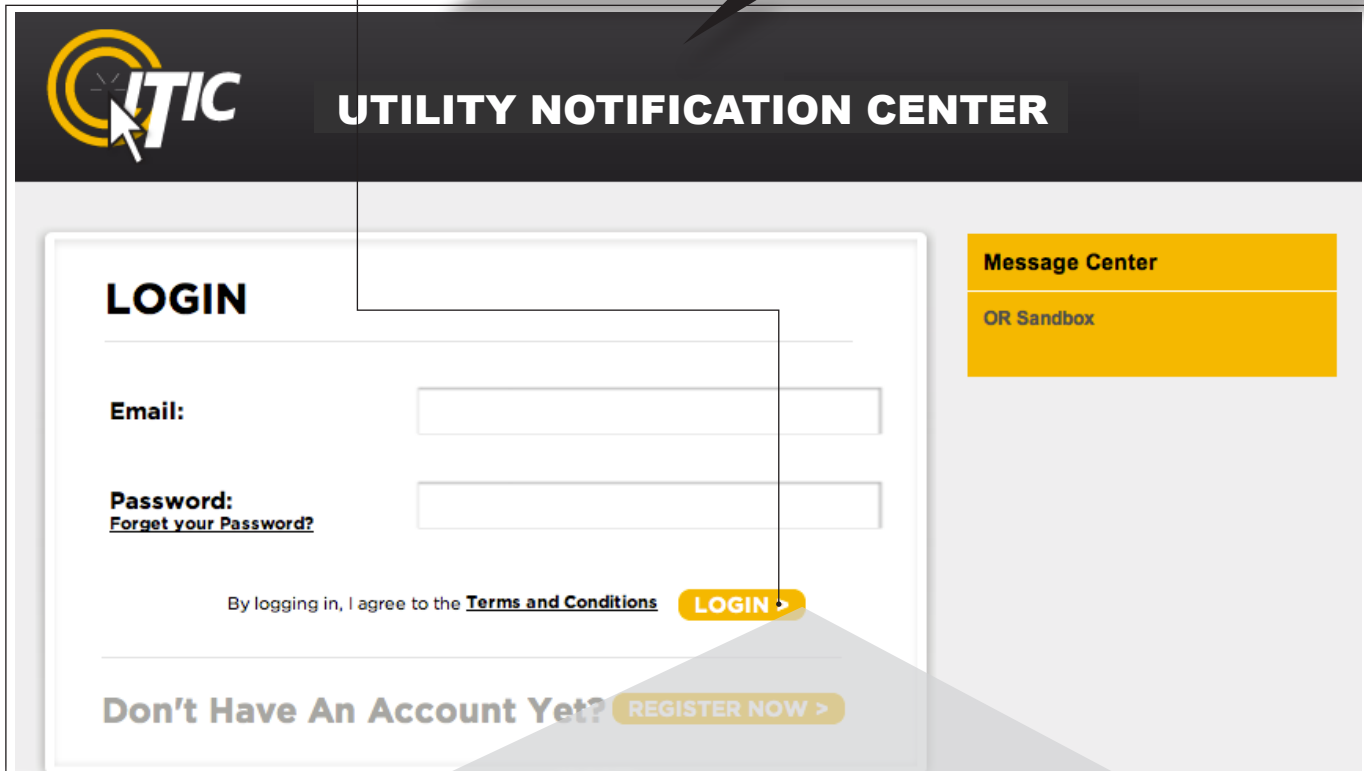
Start Here

3. Click the **Contractors** button. This will bring you to the **ITIC/IMAP Login screen.**

3. At the **UTILITY NOTIFICATION CENTER Login/Registration Screen** enter your email address and password and click **Login**.

Login/Registration Screen

UTILITY NOTIFICATION CENTER

LOGIN

Email:

Password:
Forget your Password?
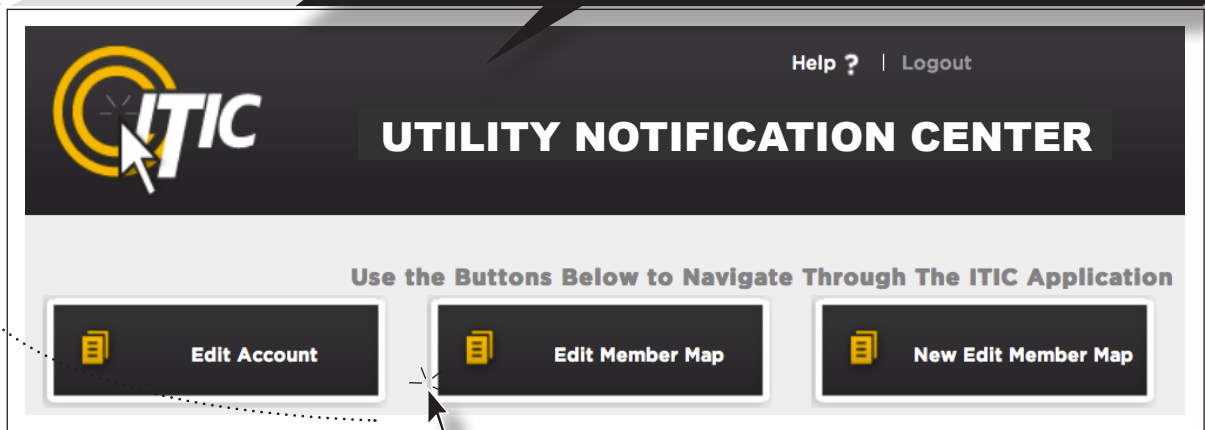
By logging in, I agree to the **Terms and Conditions**   **LOGIN >**

Don't Have An Account Yet?   REGISTER NOW >

Message Center

OR Sandbox

Then click **"Edit Member Map"** to access IMAP.

ITIC Main Menu Screen

Help ? | Logout

UTILITY NOTIFICATION CENTER

Use the Buttons Below to Navigate Through The ITIC Application

Edit Account   Edit Member Map   New Edit Member Map

REMEMBER: IF YOU CLICK THE 'BACK' AND 'NEXT' BUTTONS AT THE TOP OF YOUR BROWSER (i.e. FIREFOX, INTERNET EXPLORER, SAFARI etc.). ALL THE INFORMATION ALREADY ENTERED WILL BE DELETED!

UNDERSTANDING THE COMPONENTS OF IMAP

(After Clicking 'Edit Member Map' on the Main Menu)
The **Location Information** box will appear. The Location Information box is used to select the state, county, and district code you would like to work with.

Location Information Screen

Main Menu 🏠

UTILITY NOTIFICATION CENTER

Location Information: MULTNOMAH, OR, TEST01   Hide

County: | MULTNOMAH ⬍   District: | TEST01 ⬍

State: | OR ⬍   Go! Exit

Once you have made your selections within the Location Information box, click **GO!**

The rest of the IMAP components will appear. You will see four similar boxes, labeled **Districts**, **Work In Progress**, **To Be Verified**, and **Committed**.

The **Districts, Work In Progress, To Be Verified,** and **Committed** boxes are used to create "**transactions**" which are specific instructions for deleting, editing, or creating new district polygons. They also display information on currently active polygons, or pending transactions.

Below these four, you will see the **Map Display**. [**Next Page**]

Districts: Hide

|<< <<   >> >>|

Scroll To

Map	Record ID	Map Ref	Ring ID
☐	5073754	-	na
☐	5073755	-	na
☐	5073756	-	na
☐	5073757	-	na
☐	5073758	-	na

Goto Clr All (9)   History Modify Delete
                                              Delete All (9)

Work In Progress: Hide

|<< <<   >> >>|

Scroll To

Map	Type	Record ID	Map Ref	Eval Server	Act Date	User	Comments
☐	ADD	1000000006	-		11/05/2012	briancasey@occind	New
☐	ADD	1000000009	-		11/05/2012	briancasey@occind	New
☐	ADD	1000000012	-		11/05/2012	briancasey@occind	New
☐	ADD	1000000014	-		11/05/2012	briancasey@occind	New
☐	ADD	1000000016	-		11/05/2012	briancasey@occind	New

Goto Clr All (6)   History New Submit Abort
                                    Submit All (6) Abort All (6)

To Be Verified: Hide

|<< <<   >> >>|

Scroll To

Map	Type	Record ID	Map Ref	Eval Server	Act Date	User	Comments
☐	ADD	1000000013	-		11/05/2012	briancasey@occind	Submit
☐	ADD	1000000008	-		11/05/2012	briancasey@occind	Submit
☐	ADD	1000000010	-		11/05/2012	briancasey@occind	Submit
☐	ADD	1000000007	-		11/05/2012	briancasey@occind	Submit

Goto Clr All (4)   History Approve Reject
                                    Approve All (4) Reject All (4)

Committed: Hide

|<< <<   >> >>|

Scroll To

Map	Type	Record ID	Map Ref	Eval Server	Act Date	User	Comments
☐	ADD	1000000011	-		11/05/2012	briancasey@occind	Approve
☐	ADD	1000000015	-		11/05/2012	briancasey@occind	Approve
☐	ADD	1000000017	-		11/05/2012	briancasey@occind	Approve

Goto Clr All (3)   History

UNDERSTANDING THE COMPONENTS OF IMAP (Continued)

The **Map display** is the geographic context in which you create **new**, and edit or delete **existing** notification polygon(s). It can also be used to view your currently active district polygons on the map.

Map Display - MAP view (Google)

Map

Verify polys on OCC map only.

Search Results:

OCC | Satellite | **Google**

Place:
Grid:
Lat: 45.461860
Lon: -122.796130

Highlight:
Segment Len:
Total Len:

○ Display
○ Identify
○ Measure
○ Placemark

Clear | Delete Last | Edit Points | Done | Cancel

Lon: -92.129774

OCC | Satellite | **Google**

Your map view can be changed by clicking the buttons in the upper-right corner of the map interface.

PLEASE NOTE:

When initially loading the Map display, you will be presented with a Google-based map. Another viewing option, OCC, is our internal map, which you will need to select before you may confirm any transactions.
The third option, Satellite, is a combination of the Google map and satellite imagery.

BUTTONS AND FEATURES

Now that we have reviewed the basic components of IMAP, let's look at the buttons and features found in the **Districts**, **Work In Progress**, **To Be Verified**, and **Committed boxes**.

DISTRICTS BOX

Scroll to Beginning/End • scrolls to the beginning or the end of the polygon list

Scroll Fwd/Back • scrolls back or forward one item on the polygon list

Hide/Show • Click this button to hide (or 'minimize') the selected box, or show it again after it has been hidden.

Districts Box

Districts:

Hide

|<<   <<   >>   >>|

Scroll To

Scroll To • Enter the Record ID number you would like to display in the blank field, then hit the **Scroll To** button. The Record ID will be displayed in the list.

Map	Record ID	Map Ref	Ring ID
☐	5073754	-	na
☐	5073755	-	na
☐	5073756	-	na
☐	5073757	-	na
☑	5073758	-	na

Goto (1)   Clr (1)   All (9)

History   Modify   Delete

Delete All (9)

GoTo • causes the map to zoom in and center on the currently selected polygon(s).

All • selects all polygons in the selected county and district.

Clr • "unchecks" any currently selected polygons in the **Districts** box.

History • displays some history information on the district polygon or transaction.

Modify • edits the currently selected active polygon. This will create a transaction, which will appear under the **Work In Progress** box.

Delete • removes the selected polygon from the database. This will create a transaction, which will appear under the **Work In Progress** box.

Delete All • removes all polygons in the **Districts** box. This will create several transactions, all of which will appear in the **Work In Progress** box.

BUTTONS AND FEATURES (Continued)

WORK IN PROGRESS BOX

Edit • allows edits to be made to the currently selected transaction. The edits can be made using the **map interface** (see the section on **Modifying a Polygon** on page 19 for instructions on how to manipulate polygons.).

Hide/Show • Click this button to hide (or 'minimize') the selected box, or show it again after it has been hidden.

GoTo • causes the map to zoom in and center on the currently selected polygon(s).

Work In Progress Box

History • displays some history information on the district polygon or transaction.

Work In Progress:

|<< <<

Scroll To [   ]

Hide

>> >>|

Map	Type	Record ID	Map Ref	Eval Server	Act Date	User	Comments
☐	ADD	1000000005	-		11/04/2012	briancasey@occinc.c	New
☑	ADD	1000000006	-		11/05/2012	briancasey@occinc.c	New
☐	ADD	1000000009	-		11/05/2012	briancasey@occinc.c	New
☐	ADD	1000000012	-		11/05/2012	briancasey@occinc.c	New
☐	ADD	1000000014	-		11/05/2012	briancasey@occinc.c	New

Goto (1) Clr (1) All (6)

History New Edit Submit Abort
Submit All (6) Abort All (6)

All • selects all polygons in the selected county and district.

Clr • "unchecks" any currently selected polygons in the **Work In Progress** box.

New • creates a new district polygon. This will create a transaction, which will appear under the **Work In Progress** box.

Abort • terminates the selected transaction, removing it from the system entirely.

Abort All • terminates all polygon transactions currently residing in the **Work in Progress** box, removing them from the system entirely.

Submit • submits the currently selected polygon transaction to the **To Be Verified** box for final review.

Submit All • submits all polygon transactions currently residing in the **Work In Progress** box to the **To Be Verified** box for final review.

BUTTONS AND FEATURES (Continued)

TO BE VERIFIED BOX

Approve • approves the currently selected polygon transaction for processing. It will appear in the **Committed** box.

Hide/Show • Click this button to hide (or 'minimize') the selected box, or show it again after it has been hidden.

To Be Verified Box

To Be Verified:

Map	Type	Record ID	Map Ref	Eval Server	Act Date	User	Comments
☐	ADD	1000000007	-		11/05/2012	briancasey@occinc.(	Submit
☑	ADD	1000000008	-		11/05/2012	briancasey@occinc.(	Submit
☐	ADD	1000000010	-		11/05/2012	briancasey@occinc.(	Submit
☐	ADD	1000000013	-		11/05/2012	briancasey@occinc.(	Submit

Goto (1)   Clr (1)   All (4)   History   Approve   Reject

GoTo • causes the map to zoom in and center on the currently selected polygon(s).

All • selects all polygons in the selected county and district.

Clr • "unchecks" any currently selected polygons in the **To Be Verified** box.

History • displays some history information on the district polygon or transaction.

Reject • sends the currently selected polygon transaction back to the **Work in Progress box** for modification or deletion.

BUTTONS AND FEATURES (Continued)

COMMITTED BOX

Hide/Show • Click this button to hide (or 'minimize') the selected box, or show it again after it has been hidden.

Committed Box

Committed:

Map	Type	Record ID	Map Ref	Eval Server	Act Date	User	Comments
☐	ADD	1000000011	-		11/05/2012	briancasey@occinc.	Approve
☐	ADD	1000000015	-		11/05/2012	briancasey@occinc.	Approve
☑	ADD	1000000017	-		11/05/2012	briancasey@occinc.	Approve

Goto (1) Clr (1) All (3) History Hide

GoTo • causes the map to zoom in and center on the currently selected polygon(s).

Clr • "unchecks" any currently selected polygons in the **Committed** box.

All • selects all polygons in the selected county and district.

History • displays some history information on the district polygon or transaction.
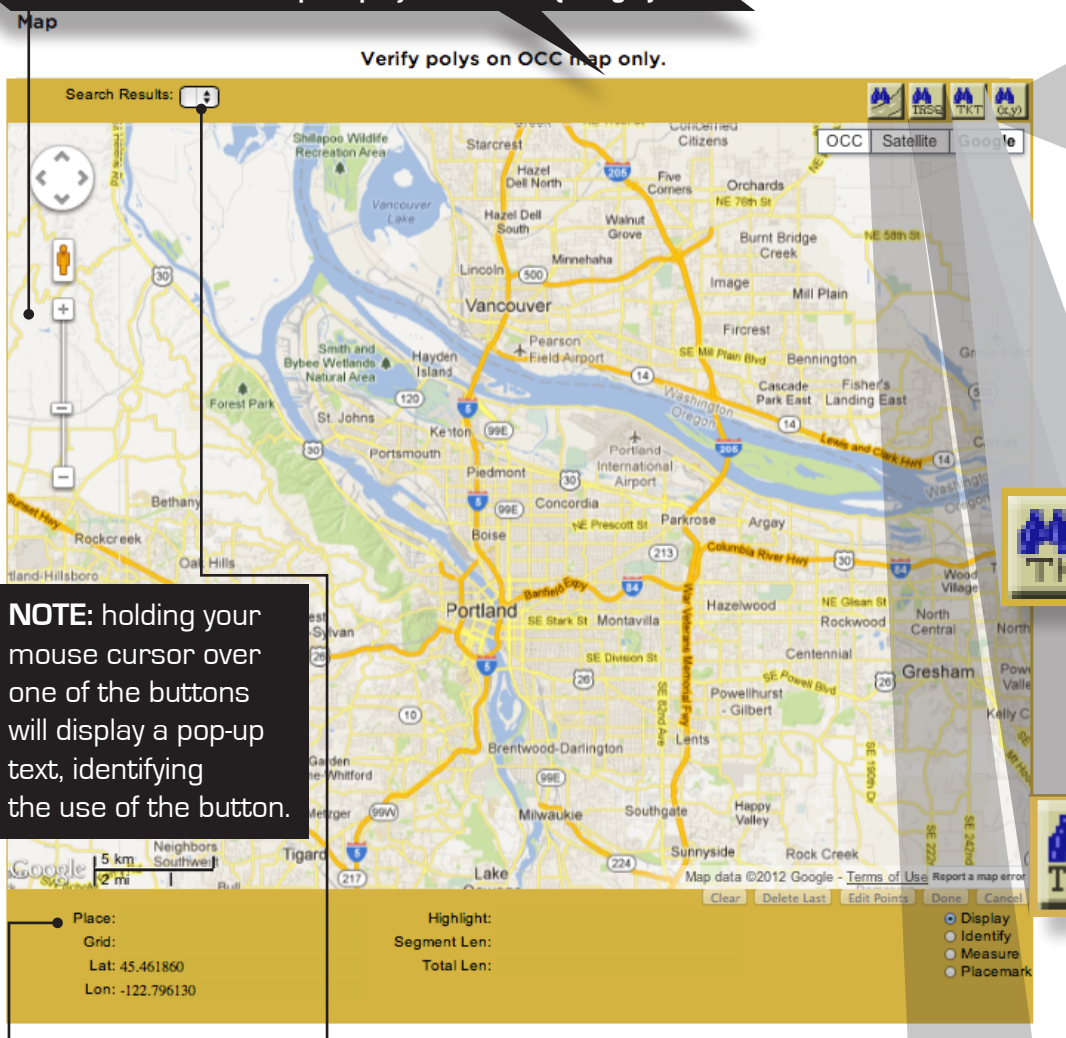
MAP DISPLAY

Understanding how to navigate the map is an important part of learning to use IMAP effectively. **The following 2 pages** provide a detailed explanation of the functions and displays found within the mapping system.

Zoom 'In' & 'Out' Bar

Zoom in by clicking on the plus (+) sign or by dragging the marker up on the bar. Zooming in will give more detail to the map. Zoom out by clicking on the minus (-) sign or by dragging the marker down on the bar. Zooming out will give less detail to the map while showing a larger area.

[You can also zoom in & out by using the middle-rolling button on your mouse when your mouse cursor is on the map.]

Map Display - MAP view (Google)

Map

Verify polys on OCC map only.

Search Results:

OCC | Satellite | Google

NOTE: holding your mouse cursor over one of the buttons will display a pop-up text, identifying the use of the button.

Place:
Grid:
Lat: 45.461860
Lon: -122.796130

Highlight:
Segment Len:
Total Len:

○ Display
○ Identify
○ Measure
○ Placemark

Clear | Delete Last | Edit Points | Done | Cancel

Lat/Long Search
Click this button to search for a location using Latitude/Longitude coordinates, including GPS coordinates.

TICKET Search
Click this button if you would like to see how an existing ticket was mapped (requires ticket number)

TRSQ Search
Click this button to search by Township, Range & Section numbers.

Place Indicator
Displays the name of the city or township where your mouse cursor is currently located.

Search Results
If one or more matches are found for your address or intersection search, they will be displayed here. Click the drop-down list to view all options and select the correct location.

Street Search Click this button to search for a specific address or intersection within the county provided.

11

## MAP DISPLAY (Continued)

Mouse Cursor Functions

Display: The default setting for your mouse cursor. You will need to be in Display mode to use most of the functions of the map.

Identify: Select this function to identify roads, highways, rivers, creeks, etc., on the map that may not show a name. Address range information will also be displayed, if available. The info will appear in the bottom section of the map next to "Highlight." Zooming in on the map makes more names visible.

Measure: Use this function to measure the distance between points on the map. The info will appear in the bottom section of the map, under Segment Length and Total Length. In measure mode, right-clicking will add a placemark.

Placemark: The Placemark function is used to leave markers on the map, for later reference. This can be very helpful when used in conjunction with the Measure tool.

Map Display - MAP view (Google)
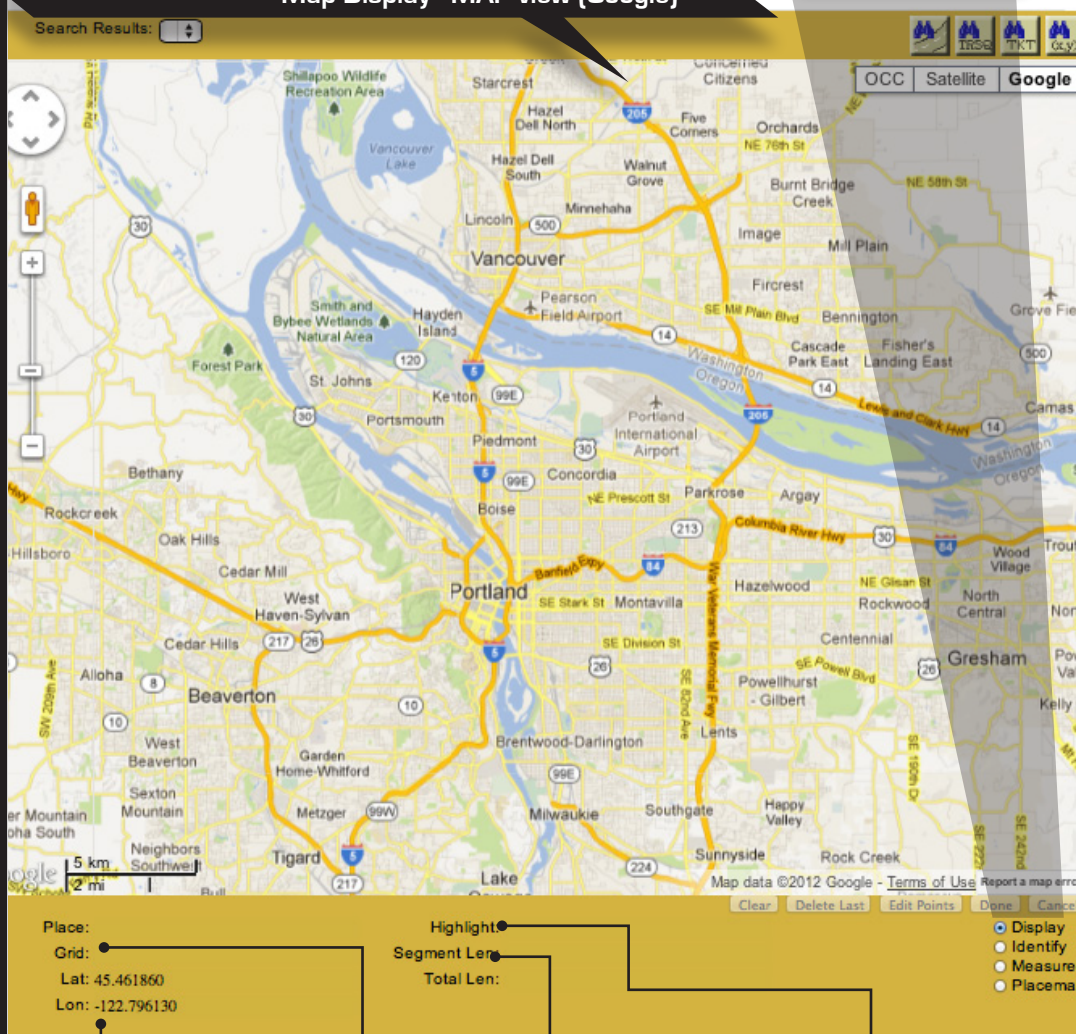
Lat & Long Indicators
Displays the Latitude and Longitude where your mouse cursor is currently located.

Grid Indicator
Displays the Township, Range & Section-Quarter (TRSQ) where the mouse cursor is currently located.

Segment Length & Total Length
"Segment Length" displays the length of the polygon segment you're working with, between the last point you have placed and the current location of your mouse cursor. "Total length" displays the length of the entire polygon so far.

Highlight
Provides information for the currently identified map feature. (To highlight a map feature, click the Identify button located in the bottom right corner of the map display.) The Highlight field will also display the Record ID of the polygon when the mouse "hovers" over it.

Now that you know how to interact with the different components of IMAP,
LET'S GET STARTED! The following pages outline a step-by-step walkthrough on adding new polygons to your database, as well as viewing, deleting, and modifying your currently active district polygons.

VIEWING A POLYGON

After registering and logging in, the main menu will appear. Select **EDIT MEMBER MAP**. This will bring you to IMAP.

Location Information Screen

Main Menu 🏠

UTILITY NOTIFICATION CENTER

Location Information: MULTNOMAH, OR, TEST01   **Hide**

County: | MULTNOMAH | ↕   District: | TEST01 | ↕

State: | OR | ↕   **Go! Exit**

1. Select the state, county and district code you would like to work with in the Location Information section at the top of the screen.

2. Click on **GO**! at the right side of the screen. The Districts box will display all active district polygons currently on record within the county you have selected.

Districts Box

Districts: **Hide**

|<<   <<   >>   >>|

Scroll To [   ]

Map	Record ID	Map Ref	Ring ID
☐	5073754	-	na
☐	5073755	-	na
☐	5073756	-	na
☐	5073757	-	na
☑	5073758	-	na

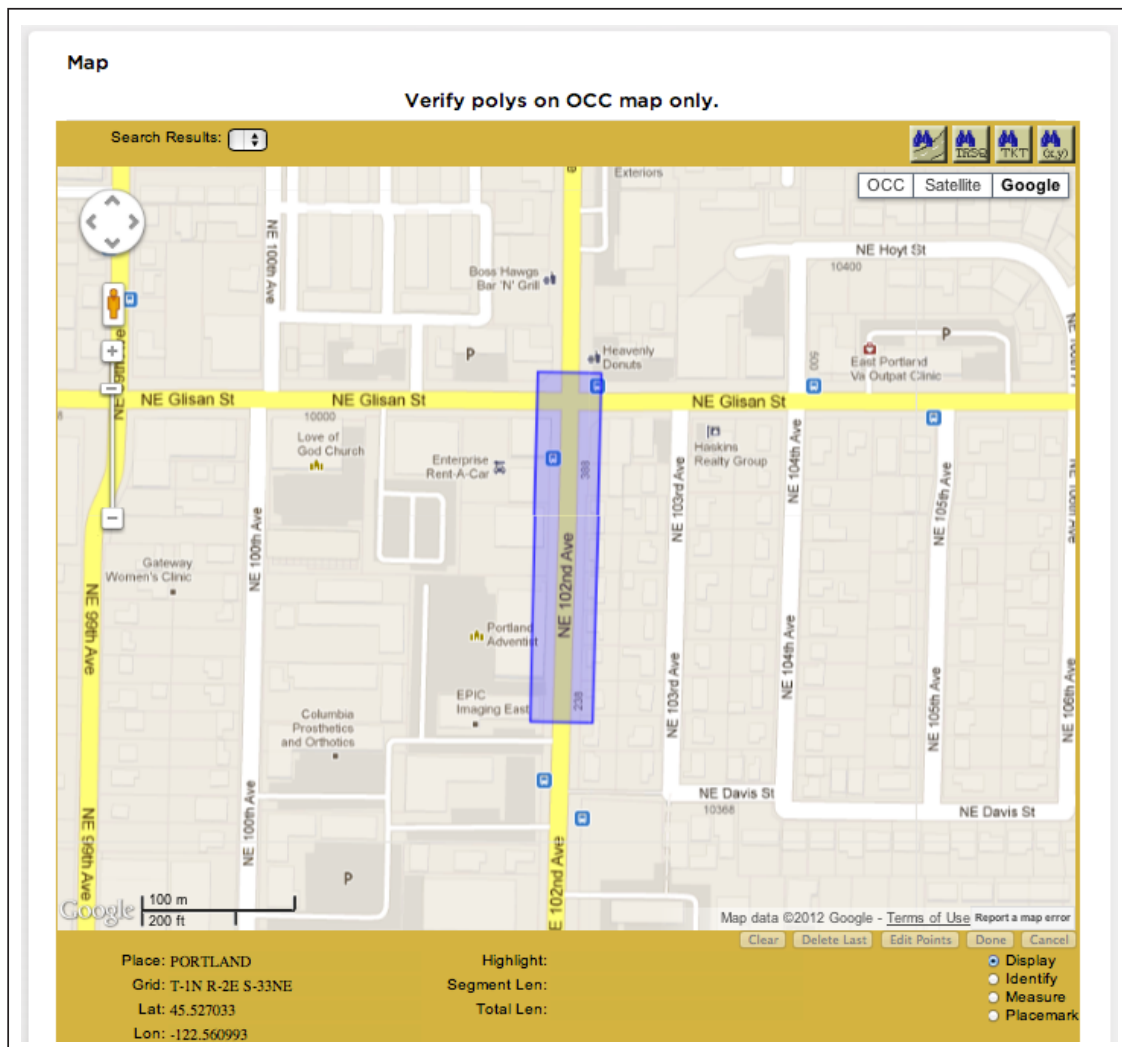**Goto (1)** **Clr (1)** **All (9)**   **History** **Modify** **Delete**

Delete All (9)

3. When in the Districts box, select the record ID of the polygon you wish to view by clicking on the check-box underneath the "Map" column for that record ID. Notice the polygon you have selected now appears in blue on the map. To get a closer look at the polygon you have selected, click the **GOTO** button located in the bottom-left corner of the Districts Box.

VIEWING A POLYGON (Continued)

Map

Verify polys on OCC map only.

Search Results:

OCC | Satellite | **Google**

Place: PORTLAND
Grid: T-1N R-2E S-33NE
Lat: 45.527033
Lon: -122.560993

Highlight:
Segment Len:
Total Len:

○ Display
○ Identify
○ Measure
○ Placemark

Important: The changes you make to your district polygons in IMAP do not go into effect immediately. All transactions must pass through the Work In Progress and To Be Verified steps. Once they appear in the Committed box, the call center computer installs them in the database within the next few days. We will send you an email notifying you that the changes have become active.
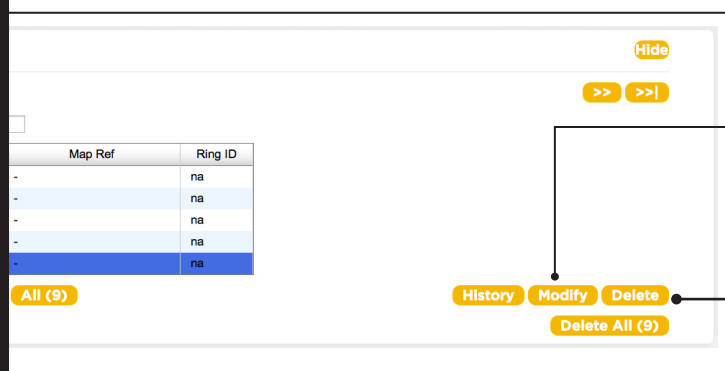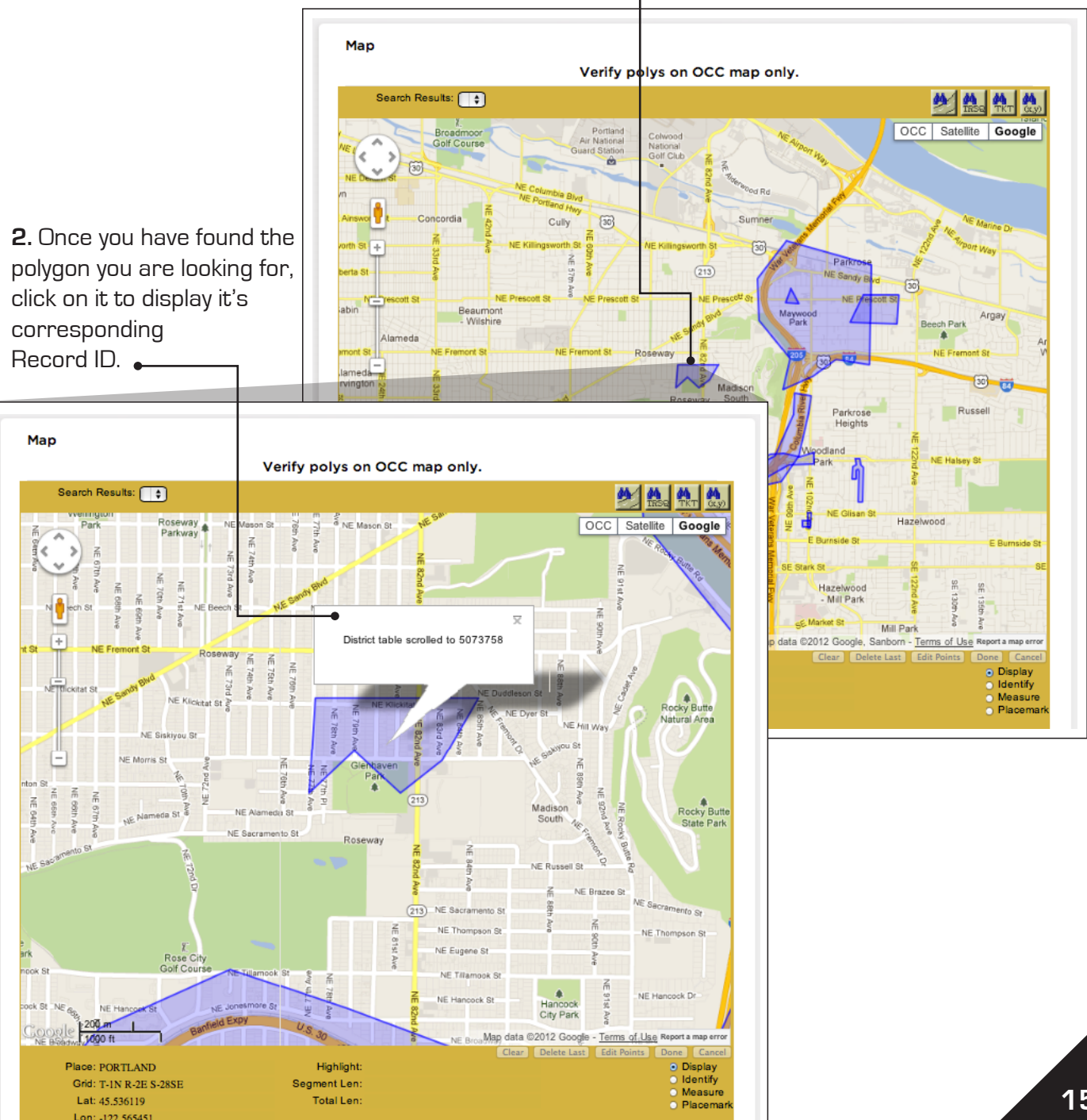

4. At this point, you can choose **MODIFY** to change the boundaries of the district polygon, or **DELETE** to remove the polygon from our system.

VIEWING A POLYGON (Continued - Alternate Method)

Don't have your specific Record ID number? That's ok - Here's an **Alternate** way to view your District Polygons.

1. When in the **Districts** box, click the **All** button, then the **Goto** button to display <u>all active polygons</u>. Notice the polygons selected now appear in **blue** on the map.
Zoom in to get a closer look at the polygons.

2. Once you have found the polygon you are looking for, click on it to display it's corresponding Record ID.

ADDING A POLYGON

1. To begin adding a new polygon to the database, first navigate in the map to the selected area.

Work In Progress:

Work In Progress Box

Map	Type	Record ID	Map Ref	Eval Server	Act Date	User	Comments
☐	ADD	1000000005	-		11/04/2012	briancasey@occinc.(	New
☑	ADD	1000000006	-		11/05/2012	briancasey@occinc.(	New
☐	ADD	1000000009	-		11/05/2012	briancasey@occinc.(	New
☐	ADD	1000000012	-		11/05/2012	briancasey@occinc.(	New
☐	ADD	1000000014	-		11/05/2012	briancasey@occinc.(	New

|<< <<   >> >>|

Scroll To [   ]

Goto (1)   Clr (1)   All (6)   History   New   Edit   Submit   Abort

Submit All (6)   Abort All (6)

2. Click the **NEW** button at the bottom of the **Work In Progress** box.

Map Display - MAP view (Google)

Verify polys on OCC map only.

Search Results: [▲▼]

OCC | Satellite | Google

CLICK

CLICK .... CLICK

CLICK

CLICK

START
CLICK

Place: PORTLAND
Grid: T-1N R-2E S-28SW
Lat: 45.540013
Lon: -122.570239

Highlight:
Segment Len: 495.97 ft
Total Len: 3646.96 ft

Clear   Delete Last   Edit Points   Done   Cancel

○ Display
○ Identify
○ Measure
○ Placemark

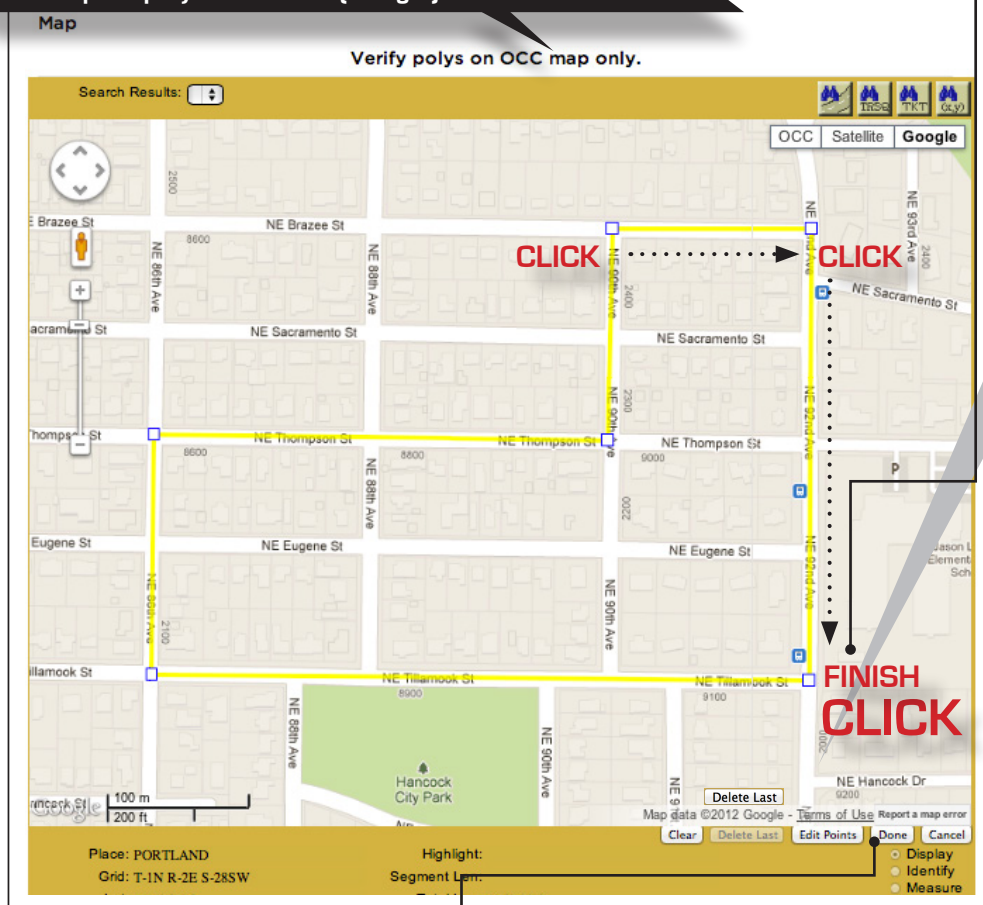Map data ©2012 Google - Terms of Use   Report a map error

3. Start drawing the polygon by clicking on the map where you would like to begin. Then release the button and move the mouse in the desired direction. **Click and Release** each time you would like to make another line of the polygon.

Refer to the '**Segment Length**' and '**Total Length**' displays in the lower portion of the map to ensure that the proper footage is mapped.

ADDING A POLYGON (Continued)

4. Continue until the entire area needed is covered.

Map Display - MAP view (Google)

Verify polys on OCC map only.

5. To close the polygon, simply click on the first point you made on the map.

Note: If you make a mistake while drawing your polygon, there are several tools for correcting it, found in the bottom-right corner of the map window. The "Delete Last" button will delete the last point you placed on the map. The "Edit Points" button allows you to move any point you have already placed by "dragging-and-dropping." The "Clear" button will delete the polygon you are working on completely, allowing you to start over. Finally, clicking "Cancel" will cancel the transaction entirely.

Transaction From District Polygon Information

Activation Date 11/05/2012
Map Ref -
Comments New

Ok   Cancel

6. Once you have drawn the polygon, click the button labeled **Done** in the bottom right corner of the map. This will bring up a window labeled **Transaction from District Polygon Information**. You may enter a date you would like the change to go into effect by either manually entering it (in MM/DD/YYYY format) or selecting it from the **calendar button**. The new polygon will be installed on that date or as soon thereafter as possible. You may also enter any **comments** that might be applicable to the new polygon, if desired. Click **OK** if you are satisfied with the polygon, or hit **Cancel** to start over. After you have clicked **OK**, the new polygon transaction will appear in the list located in the **Work In Progress** box.

IMPORTANT: You can only draw new polygons that are completely contained within the county you are currently viewing. (**See Appendix 'A1' for more details**)

DELETING A POLYGON

1. Select the polygon that you wish to delete from the list in the Districts box.

Districts Box

Districts:

|<< <<   >> >>|

Scroll To [   ]

Map	Record ID	Map Ref	Ring ID
☐	5073755	-	na
☐	5073756	-	na
☐	5073757	-	na
☐	5073758	-	na
☑	5073759	-	na

Goto (1)   Clr (1)   All (9)   History   Modify   Delete

Delete All (9)

2. Click **DELETE**.

3. This will bring up the window labeled **"Transaction From District Polygon Information."** Enter the date you wish the deletion to become active, then click OK. After you have clicked OK, the Delete transaction will appear in the **Work In Progress** box.

Transaction From District Polygon Information ✕

Activation Date [11/05/2012] 🗓

Comments [Delete of 5073759]

Ok   Cancel

Work In Progress Box

Work In Progress:

|<< <<   >> >>|

Scroll To [   ]

Map	Type	Record ID	Map Ref	Eval Server	Act Date	User	Comments
☐	ADD	1000000012	-		11/05/2012	briancasey@occinc.c	New
☐	ADD	1000000014	-		11/05/2012	briancasey@occinc.c	New
☐	ADD	1000000016	-		11/05/2012	briancasey@occinc.c	New
☐	ADD	1000000018	-		11/05/2012	briancasey@occinc.c	New
☑	DEL	5073759	-		11/05/2012	briancasey@occinc.c	Delete of 5073759

Goto (1)   Clr (1)   All (8)   History   New   Edit   Submit   Abort

Submit All (8)   Abort All (8)

Remember: The Delete transaction will still need to pass the **Work In Progress** and **To Be Verified** steps before changes can be made to the database.

MODIFYING A POLYGON

1. Select the polygon from the list in the Districts box that you wish to modify, and click the **Goto** button to center the polygon on the map.

Districts Box

Districts:

Hide

|<<   <<   >>   >>|

Scroll To [   ]

Map	Record ID	Map Ref	Ring ID
☐	5073754	-	na
☐	5073755	-	na
☐	5073756	-	na
☐	5073757	-	na
☑	5073758	-	na

Goto (1)   Clr (1)   All (9)   History   Modify   Delete
                                                                 Delete All (9)

Map Display - MAP view (Google)

Map

Verify polys on OCC map only.

2. Click **MODIFY.**

3. Each point on the polygon will display a square. To modify the polygon, click and hold on any point, drag it to the desired location, and release the mouse button. Continue to **"drag-and-drop"** until you have achieved the desired polygon shape. Single clicking on any point will delete that point.

Notice that unchanged portions of the existing polygon will stay blue, while the newly expanded/edited portion will be yellow.

MODIFYING A POLYGON (Continued)

4. Click on the **Done** button, located in the bottom-right corner of the map.
This will bring up a window labeled "**Transaction From District Polygon Information**."

Transaction From District Polygon Information   ✕

Activation Date	11/05/2012
Map Ref	-
Comments	Modify

Ok   Cancel

Enter the date you wish the modification to become active, then click **OK**.
The newly modified polygon will now appear in the **Work In Progress** box.

Work In Progress: Hide
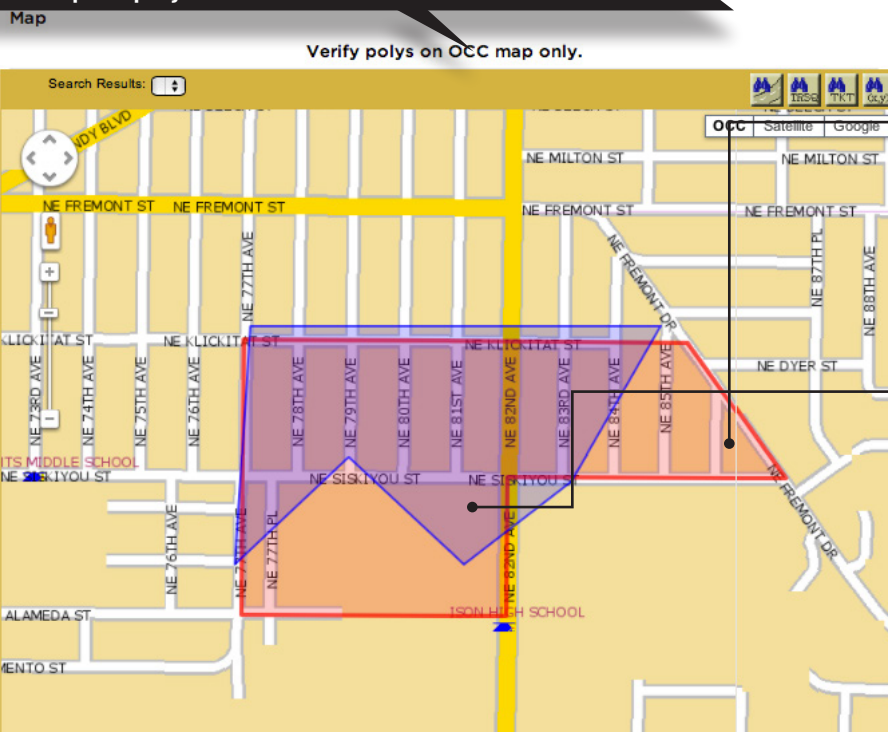
|<<   <<   >>   >>|

Scroll To [   ]

Map	Type	Record ID	Map Ref	Eval Server	Act Date	User	Comments
☐	ADD	1000000012	-		11/05/2012	briancasey@occinc.c	New
☐	ADD	1000000014	-		11/05/2012	briancasey@occinc.c	New
☐	ADD	1000000016	-		11/05/2012	briancasey@occinc.c	New
☐	ADD	1000000018	-		11/05/2012	briancasey@occinc.c	New
☑	MOD	5073758	-		11/05/2012	briancasey@occinc.c	Modify

Goto (1)   Clr (1)   All (8)   History   New   Edit   Submit   Abort

Submit All (8)   Abort All (8)

Map Display - OCC view

Map

Verify polys on OCC map only.

The newly modified polygon will be displayed in **red,**

The original polygon will still be displayed in **blue**.

THE POLYGON TRANSACTION PROCESS

Any time you make any changes to your database, you create a transaction. In order for a transaction to become active, it **must** pass several steps of verification, represented by the 4 boxes located between the Location Information display and the Map display. The 4 steps (or 'boxes') are:

DISTRICTS - **WORK IN PROGRESS** - **TO BE VERIFIED** - **COMMITTED**

(The **polygons** appearing in the map display are <u>color coded</u> to indicate in which box they reside)

Work In Progress: Hide

|<< <<
Scroll To

Map	Type	Record ID	Map Ref	Eval Server	Act Date	User	Comments
☐	ADD	1000000012	-		11/05/2012	briancasey@occinc.c	New
☐	ADD	1000000014	-		11/05/2012	briancasey@occinc.c	New
☐	ADD	1000000016	-		11/05/2012	briancasey@occinc.c	New
☐	ADD	1000000018	-		11/05/2012	briancasey@occinc.c	New
☑	MOD	5073758	-		11/05/2012	briancasey@occinc.c	Modify

Goto (1) Clr (1) All (8)   History New Edit Submit Abort
Submit All (8) Abort All (8)

To Be Verified: Hide

|<< <<
Scroll To

Map	Type	Record ID	Map Ref	Eval Server	Act Date	User	Comments
☐	ADD	1000000007	-		11/05/2012	briancasey@occinc.c	Submit
☐	ADD	1000000008	-		11/05/2012	briancasey@occinc.c	Submit
☐	ADD	1000000010	-		11/05/2012	briancasey@occinc.c	Submit
☐	ADD	1000000013	-		11/05/2012	briancasey@occinc.c	Submit
☑	MOD	5073758	-		11/05/2012	briancasey@occinc.c	Submit

Goto (1) Clr (1) All (5)   History Approve Reject
Approve All (5) Reject All (5)

Committed: Hide

|<< <<
Scroll To

Map	Type	Record ID	Map Ref	Eval Server	Act Date	User	Comments
☐	ADD	1000000011	-		11/05/2012	briancasey@occinc.c	Approve
☐	ADD	1000000015	-		11/05/2012	briancasey@occinc.c	Approve
☐	ADD	1000000017	-		11/05/2012	briancasey@occinc.c	Approve
☑	MOD	5073758	-		11/05/2012	briancasey@occinc.c	Approve

Goto (1) Clr (1) All (4)   History

For example...

This newly created 'Modify' Transaction currently resides in the **Work In Progress** box. Clicking **Submit** will

Submit

pass the transaction to the **To Be Verified** box.

Clicking **Approve** will

Approve

submit the transaction to the call center for processing.

(It will also appear in the **Committed** box.)

Once the transactions are listed in the **To Be Verified** box, you will need to carefully verify the changes to ensure they are accurate. After approving the transactions, they will be listed in the **Committed** box, indicating to the call center you're ready for the changes to go into effect. Remember, the transaction will go into effect according to the activation date, not immediately after you have committed it. **You will receive an email notification when you commit the transaction, and ANOTHER once the transaction has gone into effect.**

The following pages explain the transaction 'boxes' and their **functionality**.

THE POLYGON TRANSACTION PROCESS (Continued)

Districts

The Districts box contains a complete list of all currently active polygons matching the county and district code you selected in the Location Information section. In the Districts box you can view, modify or delete any of your currently active district polygons. When you select a polygon from the Districts list (by clicking the check box located to the far left of the list) it will appear on the map in blue, signifying it as an unmodified district polygon. When you choose to Modify or Delete an active polygon, a transaction is created, and will appear under the Work In Progress tab.

NOTE: It is common for District polygons and polygons from other boxes to overlap each other. You may go to the appropriate box (Districts, Work In Progress, To Be Verified, or Committed) and click **CLR** for the polygons you wish to stop being displayed on the map.

Districts Box

Districts:

Map	Record ID	Map Ref	Ring ID
☐	5073754	-	na
☐	5073755	-	na
☐	5073756	-	na
☐	5073757	-	na
☑	5073758	-	na

|<<   <<   Scroll To

Goto (1)   Clr (1)   All (9)   >>   >>|

History   Modify   Delete   Delete All (9)

Map Display - Map view (Google)

Polygons that appear in the Districts box will be displayed in **BLUE** on the map.

THE POLYGON TRANSACTION PROCESS (Continued)

Work In Progress

The Work In Progress box contains a list of transactions - polygons that are in the process of being newly created, modified or deleted. Any transactions that began in the Districts box will appear here next. In the Work In Progress box you can create new district polygons ("New"), submit existing polygon transactions to the To Be Verified box ("Submit"), or cancel existing polygon transactions entirely ("Abort"). You can also modify any polygon transactions listed here ("Edit").

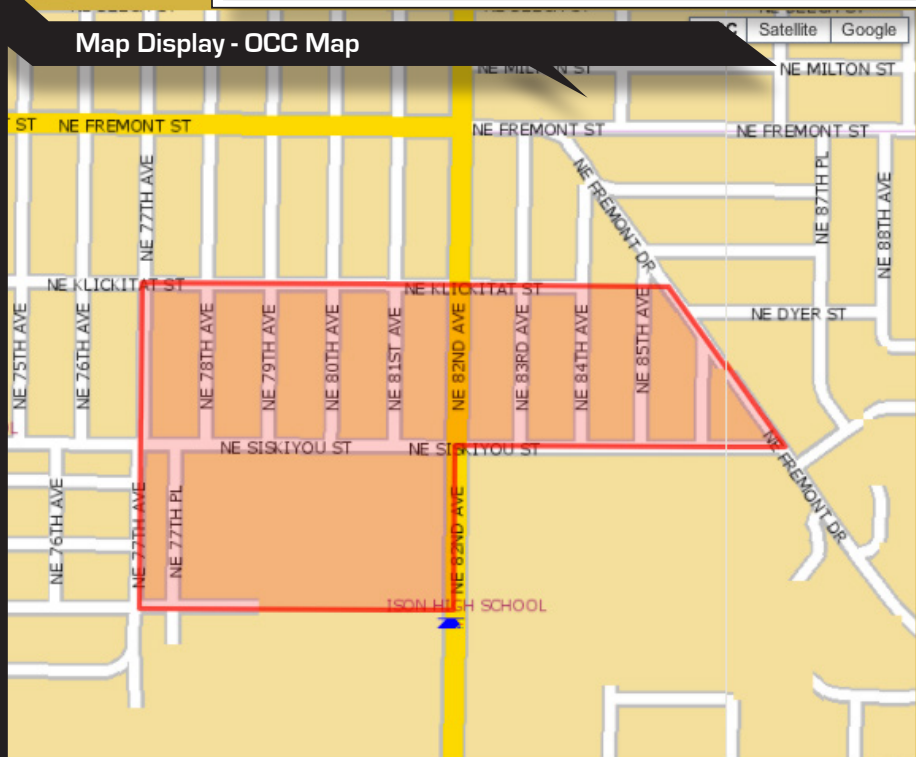**Work In Progress:**

Work In Progress Box

|<<   <<

Scroll To

Map	Type	Record ID	Map Ref	Eval Server	Act Date	User	Comments
☐	ADD	1000000012	-		11/05/2012	briancasey@occinc.c	New
☐	ADD	1000000014	-		11/05/2012	briancasey@occinc.c	New
☐	ADD	1000000016	-		11/05/2012	briancasey@occinc.c	New
☐	ADD	1000000018	-		11/05/2012	briancasey@occinc.c	New
☑	MOD	5073758	-		11/05/2012	briancasey@occinc.c	Modify

Goto (1)   Clr (1)   All (8)

History   New   Edit   Submit   Abort
Submit All (8)   Abort All (8)

Map Display - OCC Map

Polygons that appear in the Work in Progess box will be displayed in RED on the map.

THE POLYGON TRANSACTION PROCESS (Continued)

To Be Verified

The To Be Verified box contains a list of polygons that have "passed" the previous Districts and Work In Progress steps, and are waiting for final verification or rejection. Here you can either Approve a transaction, which will submit the polygon for inclusion in the database, or Reject a transaction, which will bounce it back to the **Work In Progress** box.

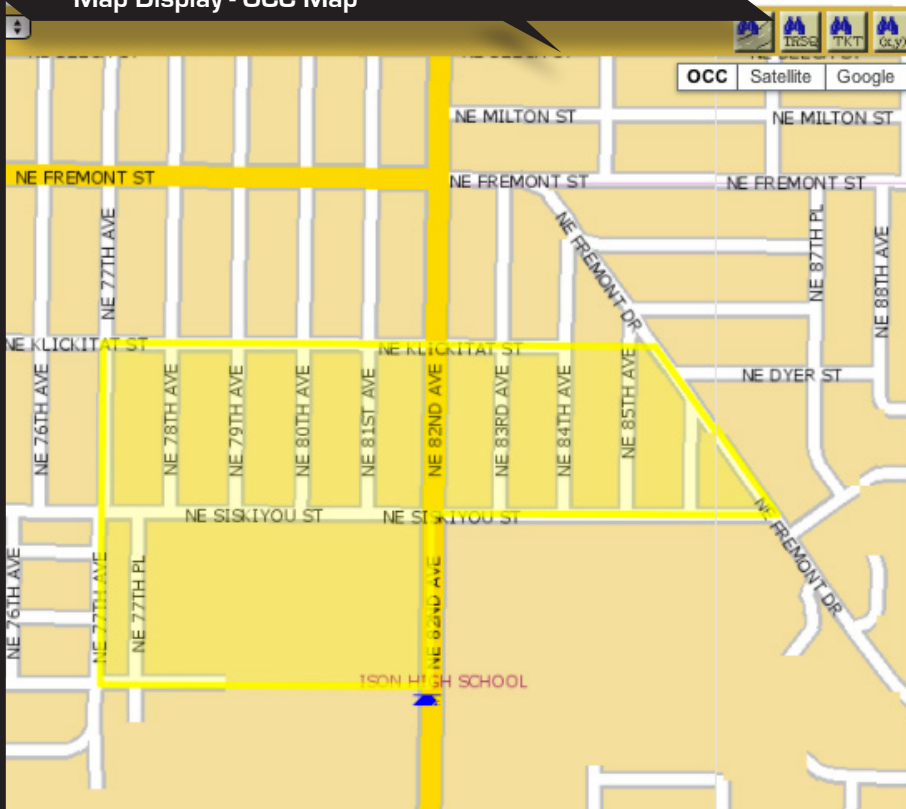**To Be Verified Box**

To Be Verified:

Hide

|<< <<   >> >>|

Scroll To

Map	Type	Record ID	Map Ref	Eval Server	Act Date	User	Comments
☐	ADD	1000000007	-		11/05/2012	briancasey@occinc.c	Submit
☐	ADD	1000000008	-		11/05/2012	briancasey@occinc.c	Submit
☐	ADD	1000000010	-		11/05/2012	briancasey@occinc.c	Submit
☐	ADD	1000000013	-		11/05/2012	briancasey@occinc.c	Submit
☑	MOD	5073758	-		11/05/2012	briancasey@occinc.c	Submit

Map Display - OCC Map

OCC | Satellite | Google

Polygons that appear in the To Be Verified box will be displayed in YELLOW on the map.

THE POLYGON TRANSACTION PROCESS (Continued)

Committed

The Committed box contains a list of all polygon transactions that have been fully approved. Once the polygon has passed the final step of verification (the **To Be Verified** section), a record of the transaction will appear in this section so that you can view a list of all polygons that have been added, edited, or deleted. Once the transactions have been installed, the polygons will no longer be listed here, and will be displayed in the Districts box (unless deleted).

Committed Box

Committed:

|<<   <<   >>   >>|

Scroll To [   ]

Map	Type	Record ID	Map Ref	Eval Server	Act Date	User	Comments
☐	ADD	1000000102	-		11/02/2006	micheller@occinc.co	
☐	ADD	1000000103	-		11/02/2006	micheller@occinc.co	
☐	ADD	1000000106	-		11/07/2006	micheller@occinc.co	
☐	ADD	1000000108	-		11/07/2006	micheller@occinc.co	
☑	MOD	5000953	-		08/19/2012	briancasey@occinc.c	Approve

Goto (1)   Clr (1)   All (30)   History

Map

Verify polys on OCC map only

Map Display - OCC Map

Place: PORTLAND
Grid: T-1N R-2E S-28NW
Lat: 45.547000

Highlight:
Segment Len:
Total Len:

Polygons that appear in the Committed box will be displayed in GREEN on the map.

REMINDER: Always check your work before approval. Once the change goes into effect it can take a few days to correct it. For security and accuracy, limit who can edit your database. It is always better to have one person make the change and another to check and approve the work.

Exiting IMAP

After all changes have been made and submitted, exit IMAP by clicking on the **EXIT** button in the upper right corner of the screen. This will then take you back to the main menu and you can logout.

Activation Date for New or Changed Polygons

Your polygons may or may not be installed on the actual date you requested for activation. Updates are done daily Monday through Friday (excluding holidays). Changes are installed on the requested date or as soon thereafter as possible. If you have not received an email confirmation of your polygon submissions within one week of your selected activation date, please call **877-668-4001**.

Questions? Comments? Suggestions? Feel free to contact the Utility Notification Center database department at **877-668-4001**or **ordatabase@occinc.com**
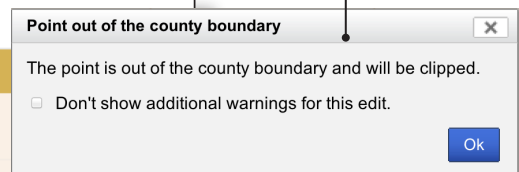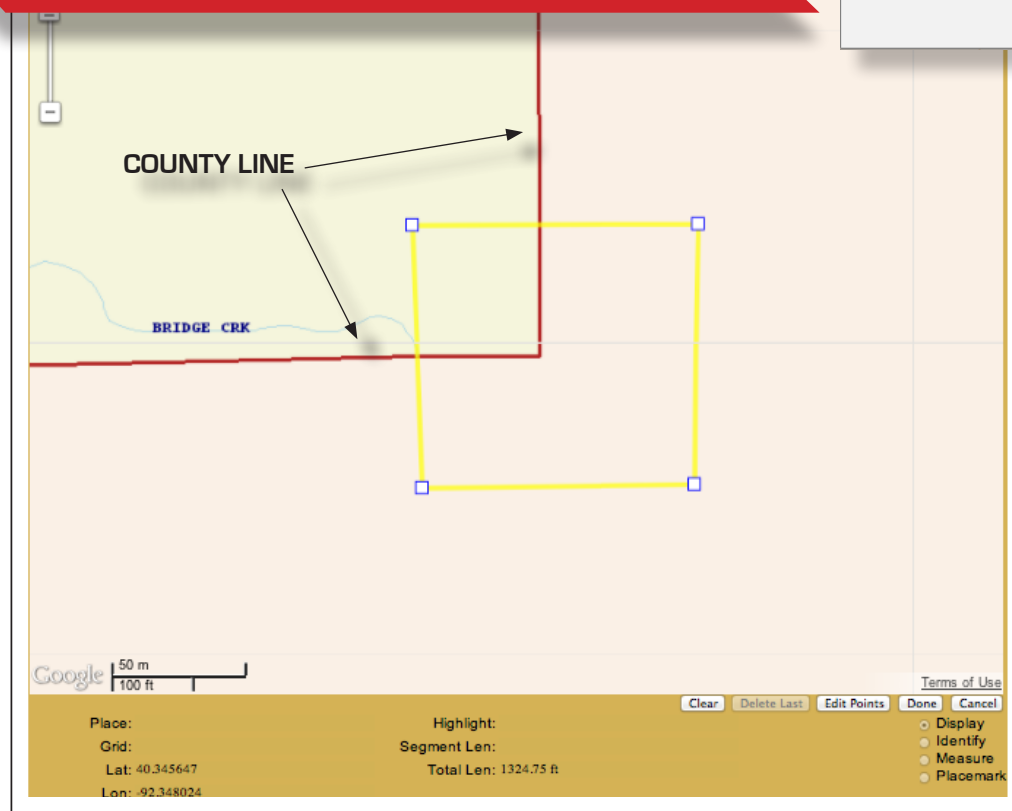
UTILITY
NOTIFICATION
CENTER

Polygons Drawn Outside County Boundaries

You can only draw new polygons that are completely contained within the county you are currently viewing (county boundaries are visible in the OCC map view). **IMPORTANT: If you attempt to draw a polygon that extends beyond the county boundaries, the computer will "clip" the outlying portions of your polygon, and you will see** <u>this pop-up item.</u>

If you want your notification area to extend into another county, you must create a new polygon in the other county that continues your notification area.

Polygon as drawn by the user – note the sections extending outside the currently selected county.

Point out of the county boundary ✕

The point is out of the county boundary and will be clipped.

☐ Don't show additional warnings for this edit.

Ok

COUNTY LINE

BRIDGE CRK

Google
50 m
100 ft

Terms of Use

Clear | Delete Last | Edit Points | Done | Cancel

Place:
Grid:
Lat: 40.345647
Lon: -92.348024

Highlight:
Segment Len:
Total Len: 1324.75 ft

○ Display
○ Identify
○ Measure
○ Placemark

COUNTY LINE

Polygon after 'clipping' – all sections of the polygon originally drawn outside of the county have been removed.