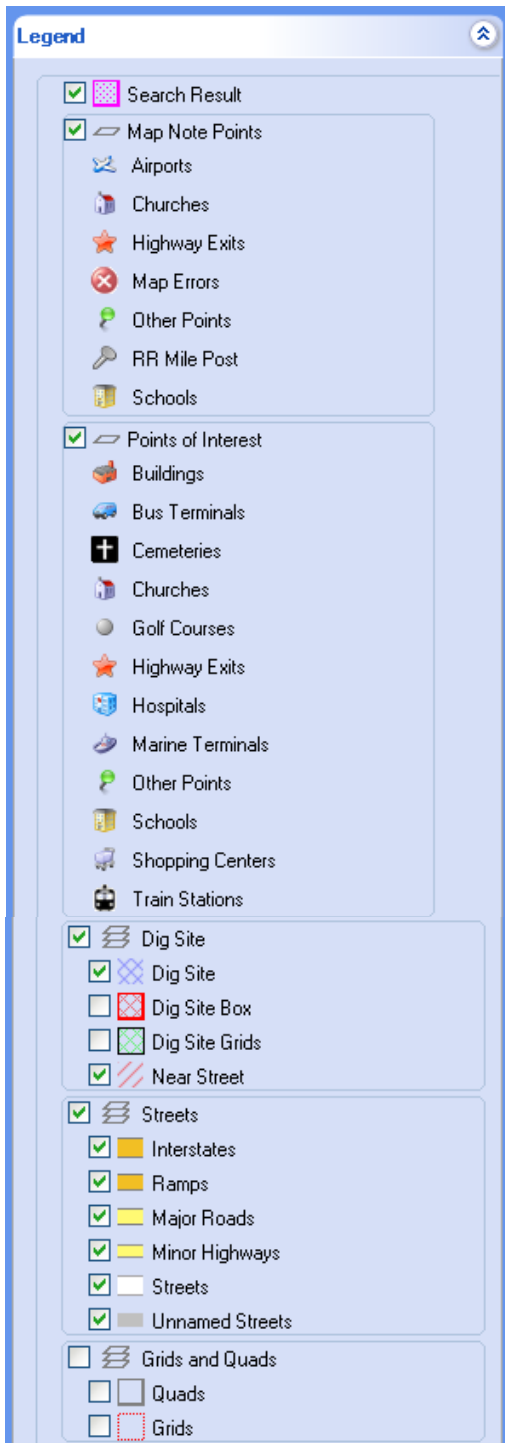


Map Legend

The Map Legend offers several additional tools to help you visually identify locations on your map. The mapping system consists of several layers and each icon represents a layer. As a user, you can select which layers you want to see (and don't want to see) on the map by placing your cursor over the check box by each option and clicking your mouse. If you uncheck a box, the map will remove those objects.



Search Result highlights a specified area on the map in bright pink after you perform a Search.

Map Note Points puts an icon over locations on the map such as airports, churches, schools, etc. Place your cursor over any icon to obtain the name.

Points of Interest puts an icon over places of interest such as buildings, cemeteries, golf courses, etc. Place your cursor over an icon to obtain the name.

Dig Site covers your specific excavation site with blue cross hatch. This will show as **New Dig Site** if the dig site has been manually mapped.

Dig Site Box outlines your dig site with a thick red border and red cross hatch.

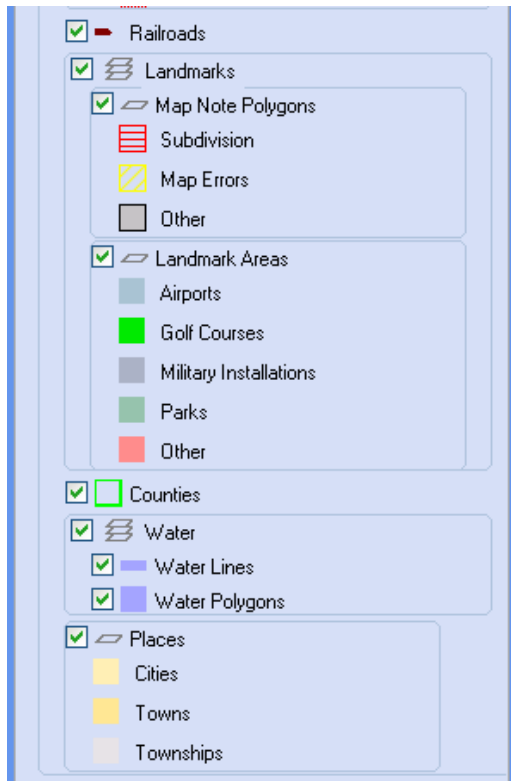
Dig Site Grids puts a light green mesh over the selected grids.

Near Street covers the Near Street with red hash marks.

Streets appear in several colors depending on what type of street/road it is. It is recommended to leave these selected to easily identify the dig site and surroundings.

Quads: We do not utilize.

Grids are the red boxes you see on the map. Each grid is approx a ¼ mile square area. It is recommended you deactivate the grids to access the layers of information beneath such as the names of cities, subdivisions, roads, rivers, parks, etc.



Railroads will appear on the map as brown dotted lines. Put your cursor over the tracks to obtain the name of the railroad company. You will have to notify the owners of the railroad tracks directly as they are not Member Utilities.

Map Note Polygons will show subdivisions in red striped areas and other points such as small towns, apartments, hospitals, etc. on the map in grey areas. Some of these locations will also show an icon. Long, thin, grey polygons may be indicating a road or Road Name Correction.

Landmark Areas show various attractions on the map such as airports, golf courses, parks, etc. in the form of a polygon. Some Landmark Areas may also show an icon as well.

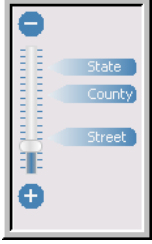


Counties are represented on the map in a thin bright green line. **NOTE:** Only 1 county is allowed per ticket.

Water is shown on the map in blue.





Cities and **Towns** appear in yellow. It is recommended that you keep these on due to the fact that road frontage limits depend directly on whether the dig site is inside or outside city limits.









Townships are shown in a thin grey line. They are often hard to see in cities or towns, and may be hidden by roads or rivers.

Map Tools






 The icon shows a vertical scroll wheel with a minus sign at the top and a plus sign at the bottom. In the center, there are three blue buttons labeled "State", "County", and "Street".	<p><u>Zoom In/Zoom Out:</u></p> <p>This tool allows you to zoom in or zoom out on the map by clicking on the Plus or Minus Circles. When placing your cursor over this tool, three other options will appear. Selecting “State,” “County,” or “Street” will allow you to zoom in/out to see your selection at that view. You may also change your zoom level using the scroll wheel on your mouse.</p>
 The icon shows three vertical rectangular buttons with different patterns: a green and white checkered pattern, a red and white checkered pattern, and a yellow and white checkered pattern.	<p><u>Move Tool:</u></p> <p>Selecting one of these tools allows you to move the entire Navigation Bar or Edit Bar to a different location on the map.</p>
 The icon shows a square button with a white background and a blue double arrow pointing to the left.	<p><u>Hide Tool:</u></p> <p>The Hide Tool lets you hide the Navigation Bar or Edit Bar on the map. It is recommended that these tool bars are shown while mapping a dig site.</p>

Navigation Bar







 The icon shows a square button with a white background and a blue legend symbol (a document with lines).	<p><u>Show or Hide Side Panel Tool (Legend):</u></p> <p>When selected, the map legend will appear as a side panel. The legend shows the different layers of the map and contains toggle check boxes (switches) which allow the user to turn the different map layers on or off.</p>
 The icon shows a square button with a white background and a blue curved arrow pointing back to the left.	<p><u>Back Tool:</u></p> <p>This tool is referred to as the Back Tool in the Navigation Bar. When looking up places using the navigation tools, the Back Tool allows you to go back to a previous view.</p>
 The icon shows a square button with a white background and a blue curved arrow pointing forward to the right.	<p><u>Forward Tool:</u></p> <p>The Forward Tool allows you to go forward again to the latest navigation action that you have performed. This is only available after the Back Tool has been used.</p>
 The icon shows a square button with a white background and a blue mouse cursor arrow pointing up and to the right.	<p><u>Cursor/Select Tool:</u></p> <p>The Cursor/Select Tool is used to identify Map Note Points, Points of Interest, Landmarks and Streets by pointing to the area on the screen. It is also used to select an item (Street address ranges/Points of Interest) in the map in its entirety by double left clicking. This is great for mapping subdivisions!</p>

	<p><u>Pan Tool:</u> The Pan Tool allows you to grab the entire map and move through it. This is done by holding down the left mouse button and moving the mouse. When you release the left mouse button, your map will reload. This is very useful when you are trying to follow long roads.</p>
	<p><u>Zoom Rectangular Tool:</u> The Zoom Rectangular Tool allows you to zoom into a specific part of the map. When activated, you can draw a rectangular box at any part of the map to zoom into that particular spot.</p>
	<p><u>Zoom Full Tool:</u> The Zoom Full Tool, when clicked, zooms you all the way out to the state level.</p>
	<p><u>Refresh Tool:</u> The Refresh Tool is used to refresh the mapping screen. This can be helpful if you have an inconsistent internet connection. NOTE: If you click the refresh button in the Internet Explorer toolbar, it will send you back to step two and erase ALL of the information you entered.</p>
	<p><u>Distance/Ruler Tool:</u> The Distance Tool is a measuring tool. It is useful when you are measuring street distances and distances of areas away from the roadway. The ruler will display the accumulative distance if you left click on multiple points. Double left click to end your measurement. It will appear as a thin green line with yellow vertices. NOTE: Double left clicking on a measurement will create a dig site with a 200 foot buffer.</p>
	<p><u>Search Tool:</u> The Search Tool allows the user to search for items on the map (streets/subdivisions/points of interest). Queries are not limited to the street level; you can also search at the city level and county level.</p>
	<p><u>Information Tool:</u> The Information Tool is used to check for details regarding points on the map. To use, select the tool and click anywhere on the map and a pop-up window will appear containing information regarding the area you selected.</p>
	<p><u>Push Pin Tool:</u> The Push Pin Tool allows you to put pushpins on the map where you may want to go back to later while in the process of mapping. The pushpins are always visible regardless of the zoom level and disappear when the ticket is submitted. To remove pushpins manually, right click on your mouse and select "Clear Push-Pins."</p>

Edit Bar

	<p><u>Edit Tool:</u> The Edit Tool will re-activate the map selection and will allow the user to re-edit already mapped areas.</p>
	<p><u>Back or Undo Tool:</u> This tool is referred to as the Undo Tool in the Edit Bar. When you are in the editing stages (adding and deleting dig site areas) and using the Edit Bar, the Undo Tool undoes your previous edit.</p>
	<p><u>Save Tool:</u> The Save Tool allows the user to save all changes. You must use this tool if you draw your own dig site. After you have saved your map, the area you selected as your dig site will appear in a blue cross hatch indicating that your changes have been saved.</p>
	<p><u>Cut/Remove Tool:</u> The Cut/Remove Tool allows the user to cut or remove sections off the already mapped area. This tool also works in conjunction with the Edit Tool. When a new map is being created, this is the tool used to remove unwanted parts of a dig site. This is mainly used for fine tuning.</p>
	<p><u>Cancel and Discard Tool:</u> The Cancel and Discard Tool is used to discard the current drawing. This completely removes whatever you have drawn and not saved. To remove only parts of an area, the Cut/Remove Tool should be used. The Cancel and Discard Tool is useful when the user wants a clean slate to work on.</p>

Drawing Tools

	<p><u>Polygon Tool:</u> The Polygon Tool is the mapping tool to use if the location is irregular in shape. This is the best tool to use when you want a more fine tuned area without any overages. Simply outline the dig site by left clicking at all points where the area changes direction and double left click to complete. NOTE: Areas drawn with this tool include a 200 foot buffer.</p>
	<p><u>Rectangle Tool:</u> The Rectangle Tool is used when a dig site location is within a rectangular or square shaped area. This is a great tool to use if your dig site extends more than 200 feet off the road. When drawing your dig site, this tool will show you the dimensions. NOTE: Hold the left mouse button down, move the mouse to create the desired shape, and release the mouse button when finished.</p>
	<p><u>Circle Tool:</u> The Circle Tool is used like the Rectangle Tool and is meant to be used on dig sites that are circular in shape. When drawing your dig site, this tool will show you the radius of the circle. NOTE: Hold the left mouse button down, move the mouse to create the desired shape, and release the mouse button when finished.</p>
	<p><u>Line Tool:</u> The Line Tool is used to draw a linear shaped dig site or to map out streets that have facilities located directly along or underneath them. This is the best tool to use for underground lines located on streets/roads, especially ones that wind and turn frequently.</p>
	<p><u>Point Tool:</u> The Point Tool is used to draw a very small area (circle with a 200 foot radius) on the map. This can be used when working at an intersection, although in most cases is NOT a good tool to utilize as it increases your risk of missing utilities.</p>
	<p><u>Buffer Objects Tool:</u> The Buffer Objects Tool works like the Select Tool in the Navigation Bar. Double click on a street and it will select the address range (along with a 200 foot buffer) as your dig site.</p>

Once you have drawn a shape on the map, it will be filled with tiny blue dots and will have yellow vertices (circles) around the outside edge of the shape. You may modify the shape you have drawn by clicking on and dragging any of the yellow vertices. Once you have the shape you need, click on the **Save Tool** which will turn your drawing into the official dig site and will appear in blue cross hatch.

Helpful Hints:

- If you ever lose your dig site and want to get back to your last saved mapping:
 1. *Right click on the map*
 2. *Left click on "Zoom to Dig Site(s)"*

Search Tool



The **Search Tool** lets you find specific places on the map. There are ten search options:



- The **Search** window appears and allows you to conduct searches based on specific information. Some of the information you entered in the Dig Site Information will automatically populate into these fields, but you are able to change these as needed.
- Any of the search options are used for search purposes only. You may find that the street, township, or subdivision name that the system provides you with is different from what you originally typed (e.g. incorrect spelling). It is important that you verify the information and keep the correct information. Our system may have periodic spelling and mapping errors.
- After the system has searched based on the information you entered, a list of results will appear. Select the appropriate option and the results will be highlight in bright pink on the map. To remove the pink, go to the LEGEND and deselect the Search Results box at the top. OR you can right click anywhere on your map and select “*Clear Search Results*”.
- This feature does not automatically map a dig site for you. You will have to manually draw the dig site and save.

Search Options:

1. **Street** – Utilize this tool to find a specific street. If the system recognizes the street, it will zoom out to show you the entire street and highlight it in bright pink. There are four options.

Street | Intersection | Place | County | State | Points of Interest | Lat/Lon | Layers | Grid | Quads

State: County:

Place: Type:

From: To: Dir: Street Name: Type: Dir:

Best Match Close Spelling Adjacent Places County Wide

- Best Match – Will search for the street you entered and find any roads that are similar. With county roads, this may bring up the same county road number with different prefixes and suffixes.
- Close Spelling – Will search for road names that are close in spelling – if any of the names you enter into the search share the first three letters in other road names, they will displayed as results
- Adjacent Places – This is the most used search as it will look for the street in the surrounding counties and townships.
- County Wide – Performs a search across the entire county for your road.

- Intersection** - Utilize this tool to find specific intersections. With this, you can find not only the street you are digging on, but where it meets the intersecting street. This tool is also very sensitive. It is usually most efficient to utilize only one street (the system automatically enters your primary street). When you click "Search," a list will appear below of any streets in the township that intersect with the selected street.

Street **Intersection** Place County State Points of Interest Lat/Lon Layers Grid Quads

State County

Place Type

From	To	Dir	Street Name	Type	Dir
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* Leave Cross blank to find all intersections with Street.

- Place** - This tab is for looking up specific townships. You simply type in a township name and click on the "Search" button.

Street Intersection **Place** County State Points of Interest Lat/Lon Layers Grid Quads

State County

Place Type

- County** - This tab is for looking up specific counties. You simply type in a county name and click on the "Search" button.

Street Intersection Place **County** State Points of Interest Lat/Lon Layers Grid Quads

State County

- State** - This tab is for looking up the state. You simply type in a state name and click on the "Search" button. Our system will only pull up the state of Indiana.

Street Intersection Place County **State** Points of Interest Lat/Lon Layers Grid Quads

State

6. **Points of Interest** – Helps you conduct searches on landmarks including airports, parks, schools and subdivisions. This feature searches the entire county.

- Some counties may have more information than others.
- If you cannot locate a dig site that you know is in a subdivision: It may be that our system has the subdivision listed, but not the internal roads.

Street Intersection Place County State **Points of Interest** Lat/Lon Layers Grid Quads

State County

Name Type

Search for:
 Landbase Features User Drawn/Custom Features

- This can be used to find a dig site or a point close to a dig site.
 - **Name:** Enter in one or more characters of the name.
 - **Type:** You may choose to select a specific category search or just leave it set to the default of *any* and click on “Search.”

7. **Lat/Lon** – You are more than welcome to utilize this search, however, this is not information you would provide to the locators in lieu of locate instructions.

Street Intersection Place County State Points of Interest **Lat/Lon** Layers Grid Quads

Longitude (X):

Latitude (Y):
(Geographic NAD83)

Decimal Coordinates Degree Coordinates

8. **Layers** – Lets you perform broad or specific searches based on attributes on any of the layers in the map.

Street Intersection Place County State Points of Interest Lat/Lon **Layers** Grid Quads

Layer:

Attribute to Search: Only search features within current view.

Search Method:

Search Value:

9. **Grid** – You do not have the grid numbers, so you cannot utilize this search.

10. **Quads** – You do not have the quad numbers, so you cannot utilize this search.