

## USA 811 Exporting Shape Files

Members have the ability to download their existing shapefiles at any time using their access to the service area map.

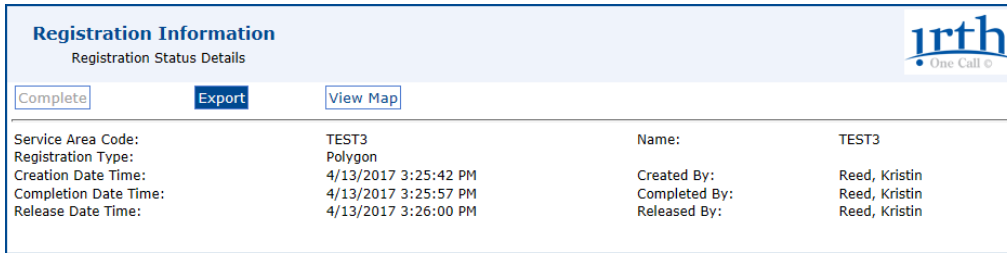
1. Login with the Username and password provided.
  - For Indiana 811 the website is: <https://irth.indiana811.org>
  - For Kentucky 811 the website is: <https://irth.kentucky811.org>

2. Select “Registration” under the **Administration** tab.

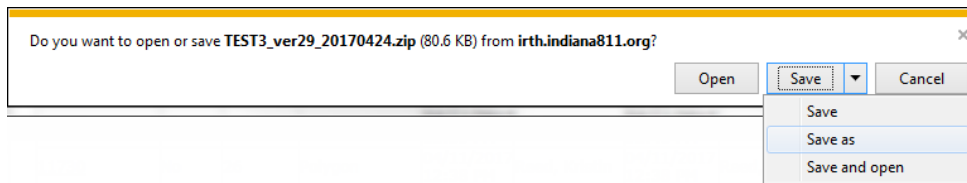
3. The Member’s service area ID will be automatically selected and will list all the different registration versions for that service area. (If they have more than one, they will use the drop-down box on the right side of the **Service Area:** field.) To export the shape files for the existing service area mapping, click on the “Registration ID” number of active version.

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

- A pop-up box will appear containing all registry information. To download the shape files, click on the “Export” button.



- The following dialog box will appear at the bottom of pop-up box. Use the drop-down arrow to the right of the “Save” button and select the “Save as” option.



- A new pop-up box will appear. Select the location in which to save the shape files. The **File name** field will automatically ticket the files based on the Service Area ID number, the version number being downloaded, and the date of download. For example: TEST3\_ver29\_20170424. Click the “Save” button and files will be saved into a Compressed (zipped) Folder.

