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.

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

Click on Add.

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

Select the .dbf, .prj, .shp, and .shx files from wherever your store your files locally.
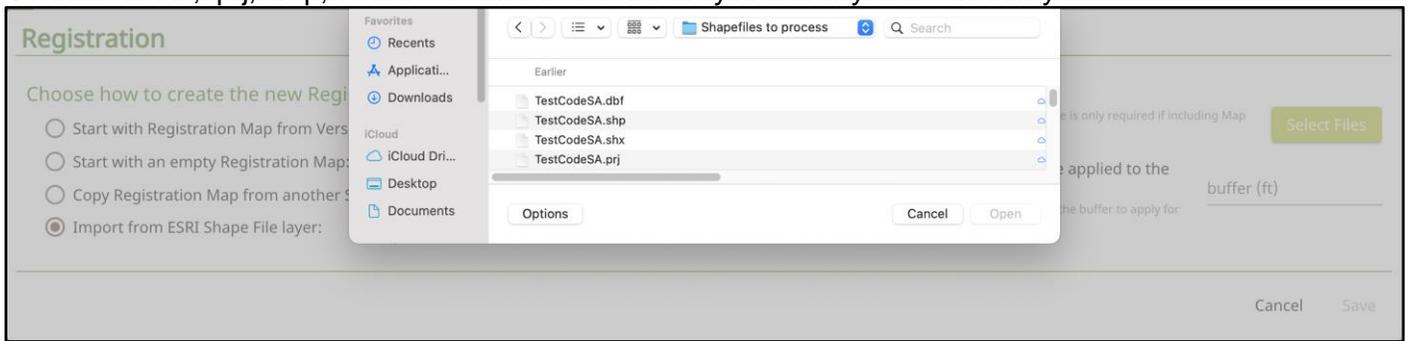
Please note that if the files contain lines or points, a buffer must be selected and will be applied. Click Save when you are ready to begin the upload process.
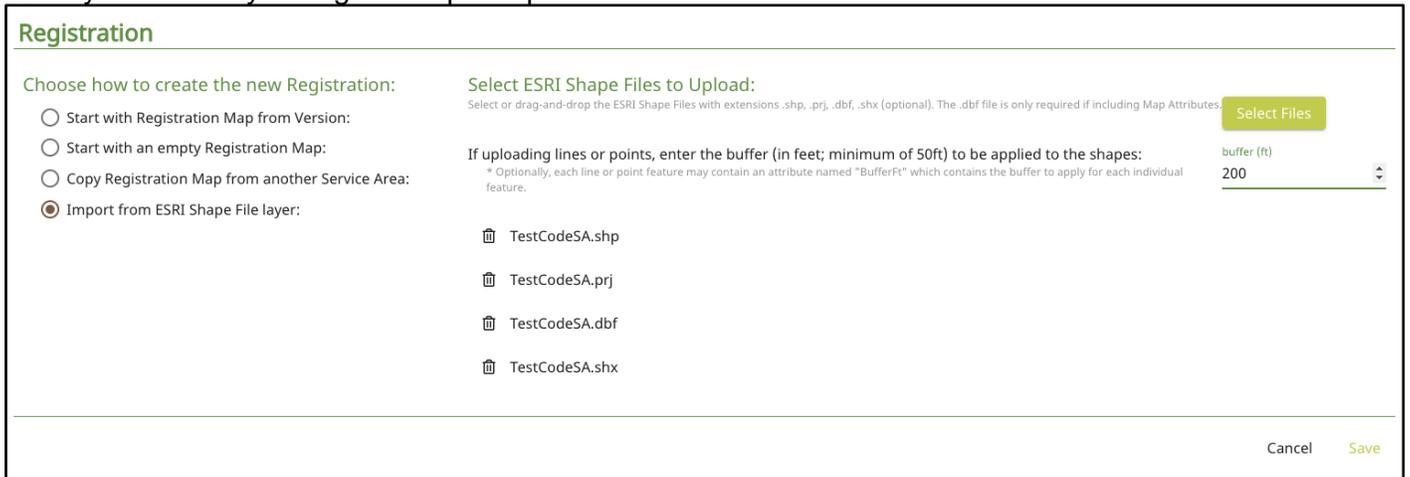
Your files have been queued for processing. Once complete, you will receive an email.
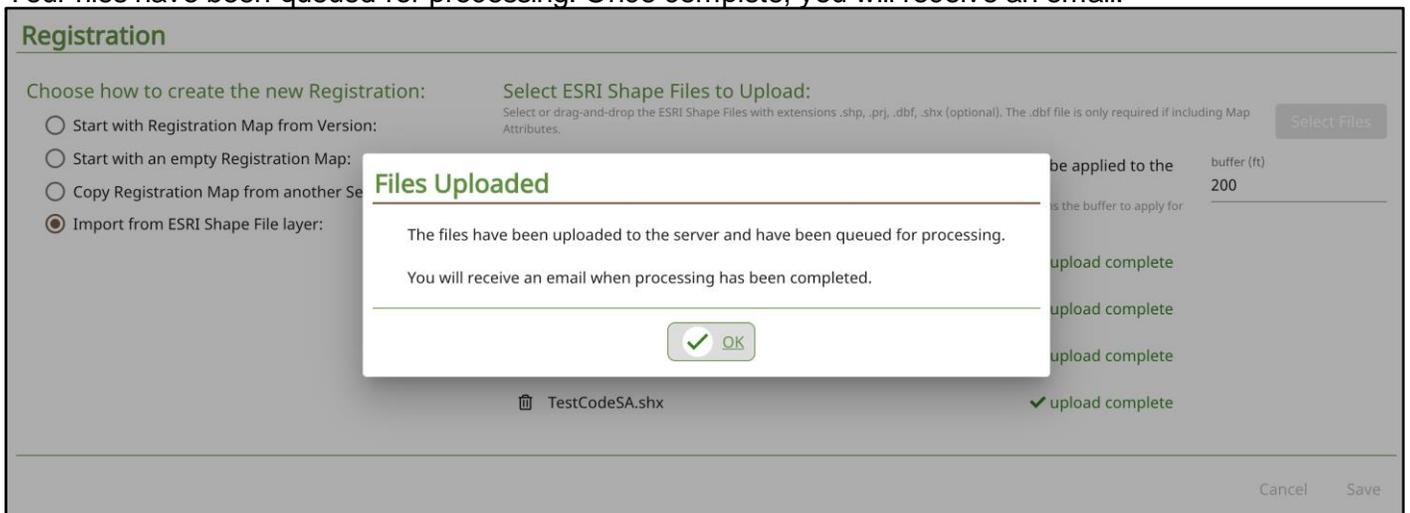
View the Map to make sure the changes are correct.

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

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.

After confirming the changes are correct, click Complete then confirm.
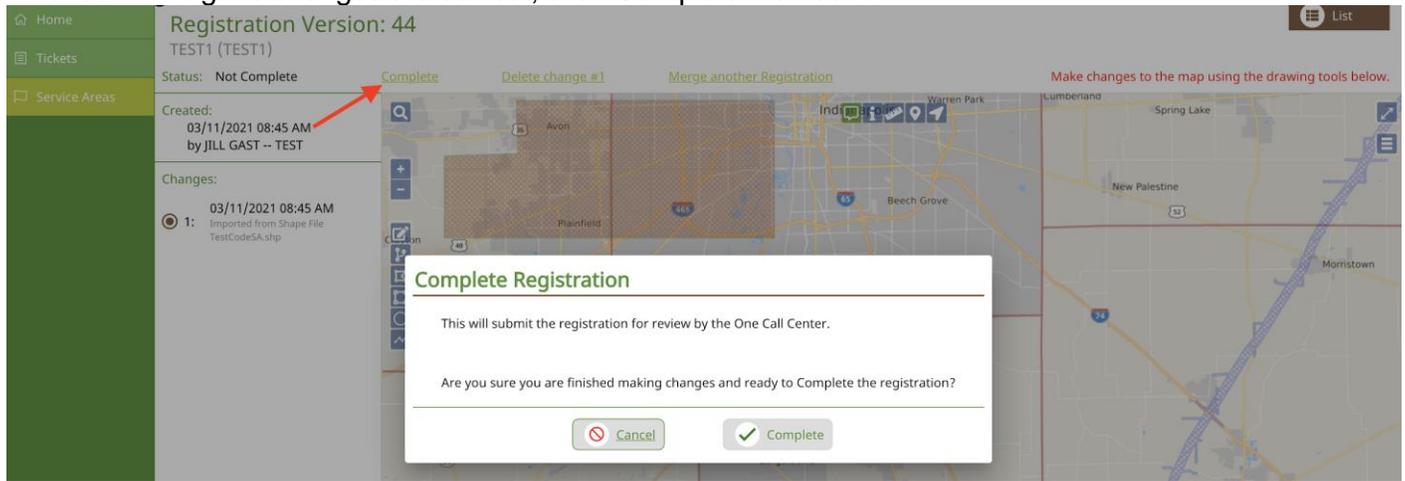
Please remember all changes are considered pending until 811 releases the version into production. To activate the added registration, please send an email that contains the Service Area ID and Version Number to memberservices@indiana811.org. Once the registration is active, Member Services will send 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, type in part or all of it.**
- **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 on its location.
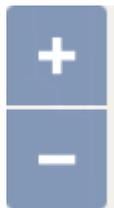- **Lat/Lon Coordinates** - To find a location using lat/lon coordinates, type in the coordinates and then **hit the enter key**. The location will be noted on the map with a red pushpin icon.

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 allows 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. The 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 be displayed in the bottom left-hand corner of the map. To remove this view, click on the Overview icon.

Zoom to Registration
Zoom to Add/Remove

Zoom In
Zoom Out
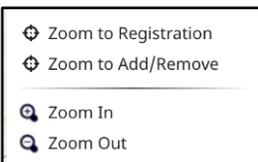
Zoom To Registration and Zoom to Add/Remove

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.