Manually Adding Service Area Registrations

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

To manually add a new registration, you have two choices (there are 4 listed). Both options are explained in this document.
1. Start with Registration Map from Version
2. Start with an Empty Registration Map

Start with Registration Map from Version

If you select this option, the most recent Active Version will be displayed. You can click on the drop-down menu option, and all Versions will be displayed.

Select the Version you want to use, and then click on Save.

The new Version you added will be displayed on the main page.

To manually draw your service area and save the changes, please refer to the last section of this document that explains the Map Features and Tools.

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.

Start with an Empty Registration Map

After selecting Start with An Empty Registration Map, then click on Save.

Registration

Choose how to create the new Registration:

○ Start with Registration Map from Version:

◉ Start with an empty Registration Map:

○ Copy Registration Map from another Service Area:

○ Import from ESRI Shape File layer:

Cancel   Save

The Version you just created, will appear on the main screen.

TEST1
(TEST1)

| Basic | Audits | Hours and Holidays | Contacts | Attributes | Delivery Rules | Service Providers | Ticket Assignment | Registrations |

Registrations

Registrations   add

Version 42	Not Complete		
Created	03/10/2021 03:42 PM by JILL GAST -- TEST	View Map	Complete
Version 41	Not Complete		
Created	03/10/2021 03:19 PM by JILL GAST -- TEST	View Map	Complete
Version 40	Active		
Created	03/10/2021 03:03 PM by JILL GAST -- TEST		
Completed	03/10/2021 03:03 PM by JILL GAST -- TEST	View Map	
Approved	03/10/2021 03:04 PM by CARLY DUNSMORE		
Version 39	Approved for use		
Created	02/18/2021 03:04 PM		
Completed	03/10/2021 02:56 PM by JILL GAST -- TEST	View Map	
Approved	03/10/2021 02:56 PM by CARLY DUNSMORE		

When you click on View, you will see the state level view of the Registration.

⌂ Home

▤ Tickets

▢ Service Areas

Registration Version: 42
TEST1 (TEST1)

Status: Not Complete   Complete   Merge another Registration   Make changes to the map using the drawing tools below.

Created:
03/10/2021 03:42 PM
by JILL GAST -- TEST

Changes:

/ 1.3.49

To manually draw your service area and save the changes, please refer to the last section of this document that explains the Map Features and Tools.

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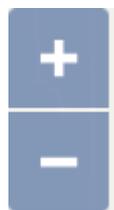
Mapping Features and Tools

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.
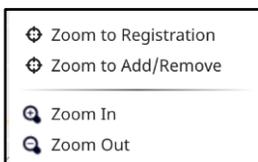
Toggle Base Map

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 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.

Drawing Tools

Please note that when you edit or draw your Service Area using any of the mapping tools, you will need to indicate whether you want to add/append that area or remove/cut the area from your existing Service Area.

Edit Service Area Registration

This tool allows you to edit the Service Area. Left click on the service area and it will turn blue with hash marks. You can then start reshaping the registration.

Buffer Street or Map Feature

This tool lets you select an address range/street segment. Go to the area that you want to add or remove and double click on the street segment. The new area will appear with blue hash marks.

Draw Polygon

This tool can be used when the area you are trying to map is an irregular shape. Left click on the area where you want to start drawing your service area. Outline the area you want to map by left clicking on the points where the direction changes. When you have finished outlining the area, then left click twice to stop drawing. The new area will appear with blue hash marks.

Draw Rectangle

The Rectangle Tool can be used to draw either a rectangular or a square. This tool is useful when the area you need to map extends more than 200 feet off the road (e.g. into a field). Left click once then drag your mouse. Double left click to enclose the area which will show with blue hash marks.

Draw Circle

The Circle can be used to draw a circle and/or a point that automatically has a 200 ft radius. In addition, the circle can be expanded to a larger size. If you want to use the automatic 200 ft radius, double click where you want the circle to be placed. If you want to expand, continue to drag the circle to the required radius and double click to end. The new area will appear with blue hash marks.

Draw Line

The Line is used to draw a linear shaped area or to map out streets that have facilities located directly along or underneath them. Left click to start drawing then left click each time you need to change directions. Once you have finished drawing the segment, then double click and the area will appear with blue hash marks.

Add/Remove/Cancel/Undo

Add/Append the Feature to the Registration Map

If you would like to add/append the area drawn, click on the Plus (+) tool. This tool will only be available when a new area is drawn.

Remove/Cut the Feature to the Registration Map

If you would like to remove/cut the area drawn, click on the Minus (-) tool. This tool will only be available when a new feature is drawn.

Cancel/Discard

If you would like to discard the feature, click on this tool before you click on the Plus (+) or Minus (-) tool. This will remove any area drawn that has not been designated as an addition or deletion. This tool will only be available when a new feature is drawn.

Undo

If you have drawn more than one area but have not designated the areas as an addition or deletion, you can remove the last area drawn with this tool. This tool will only be available when more than one feature has been drawn.

Saving and Notifying 811 to Activate the Changes

Once the changes are complete, Click on Save changes. If you are unable to complete, Save the changes then revisit later to continue editing the map.

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.