

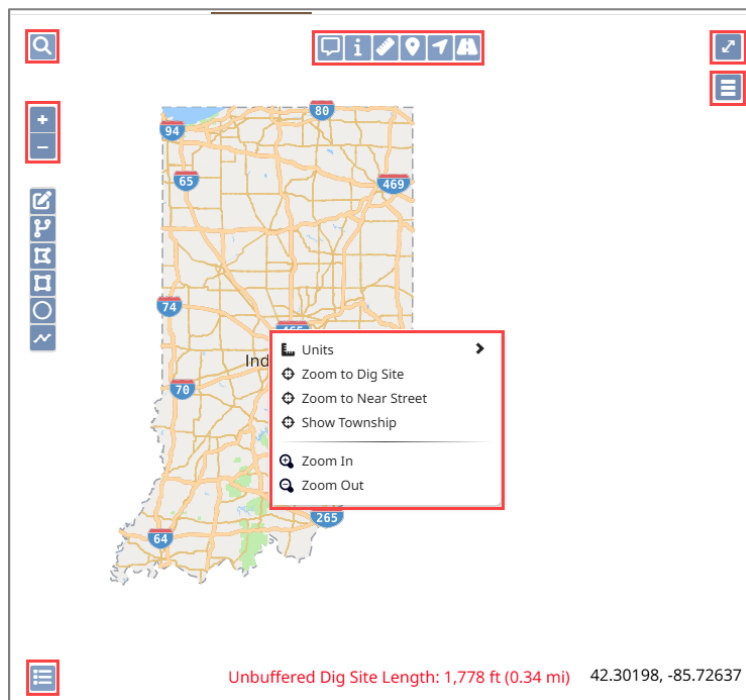
Mapping Features and Tools

- If your browser is not in full screen mode, the map may not automatically appear.
 - Click the **Show Map and side panels-->** to view the map.
 - Click the **<--Show Ticket** to return to the ticket text.

The screenshot shows a control panel with several buttons. On the left, under 'Save as:', there are three buttons: 'Released' (with a green checkmark), 'Incomplete' (with a green checkmark), and 'Abort/Discard' (with a trash icon). Below these is a button labeled 'Show Map and side panels' with a right-pointing arrow. To the right of this panel is another section with 'Contact:' and 'Phone:' labels, a 'Notify By:' dropdown menu, and a button labeled 'Show Ticket' with a left-pointing arrow. Below the 'Show Ticket' button are labels for 'Excavator Profile' and 'Map'.

- The **Notification Area** is shown in solid blue on the map. Member Utilities with reported facilities within this area will be notified on the ticket.
- The Notification Area should extend beyond the boundaries of the dig site. Mapping tools automatically apply a buffer to provide additional coverage.
- When a mapping tool is active, it will appear green.
- Map tools can be utilized on both the street and aerial views.
- When the Notification Area is edited on the map, the **Save**, **Cancel/Discard**, and **Undo** icons will appear.
- To move the map, click and drag to a different position.

Mapping Features



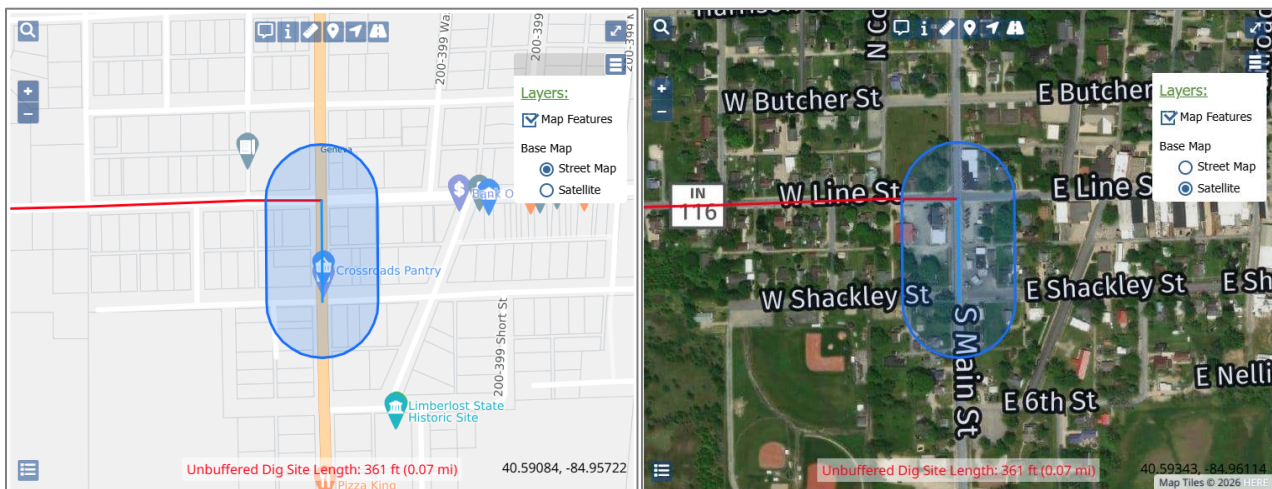
Toggle Full Screen

Used to expand the map to fill the entire screen. To return to the normal view, press the **Esc** or click the **X** in the upper-right corner of the screen.



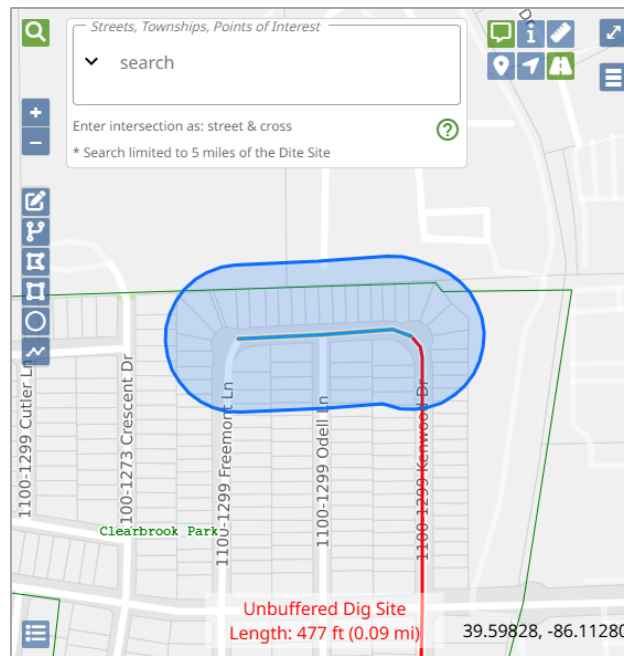
Toggle Base Map

Used to switch between street and aerial views.



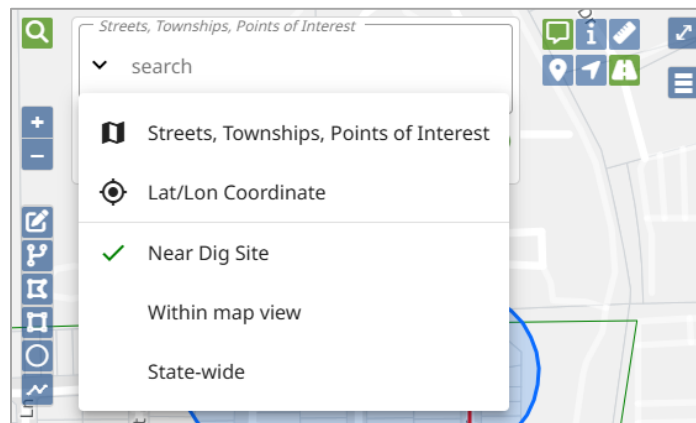
Search

Used to search for streets, intersections, townships, counties, points of interest, or latitude/longitude coordinates. Click **Search** again to close the search box.



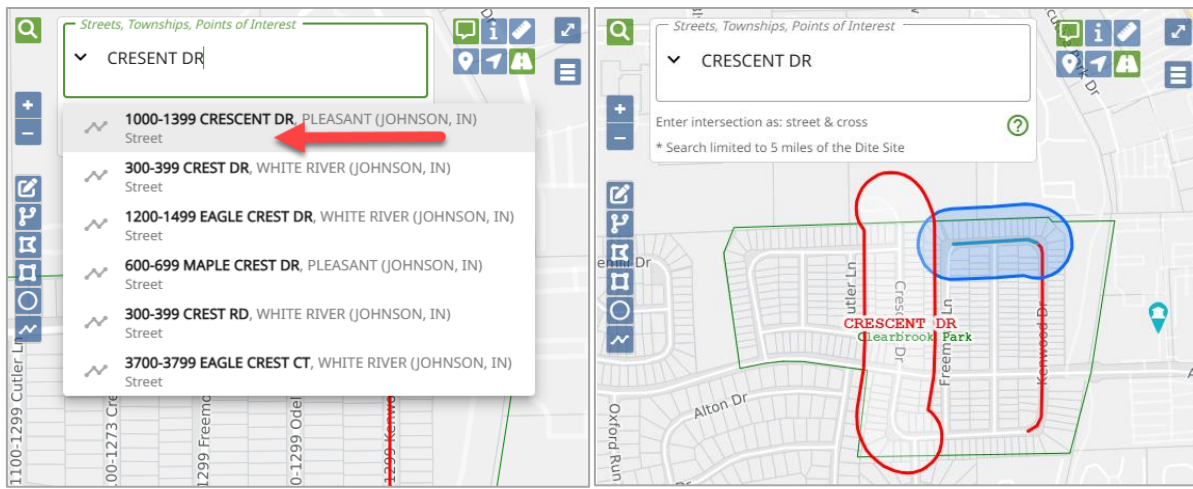
Search Options

Click the drop-down arrow to set the search parameters to “Near Dig Site”, “Within Map View”, or “State-Wide”. The search defaults to “Near Dig Site”.



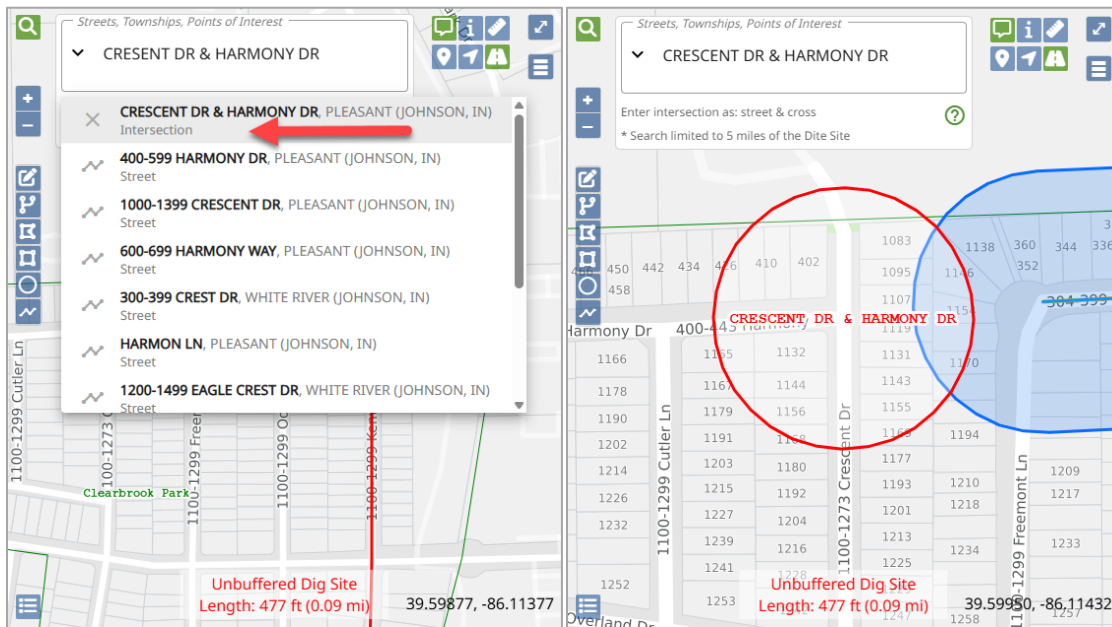
Street

To search for a specific street or road, enter part or all of the name. The search results will include both exact and partial matches. Street results are identified by a road icon, followed by the associated township, and the county shown in parentheses. Be sure to select the correct result, as it may not appear first in the list.



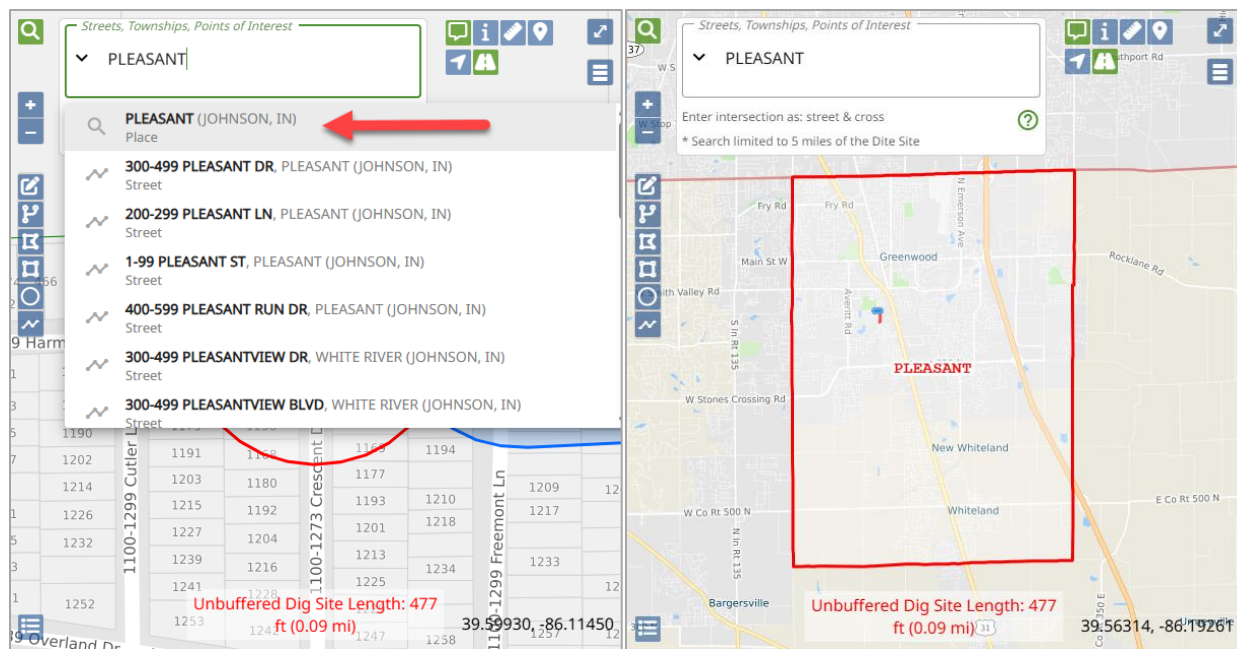
Intersection

To search for an intersection, enter the street names separated by an “&” symbol. Intersection results are identified by an “X” icon, followed by the associated township, and the county shown in parentheses. Be sure to select the correct result, as it may not appear first in the list.



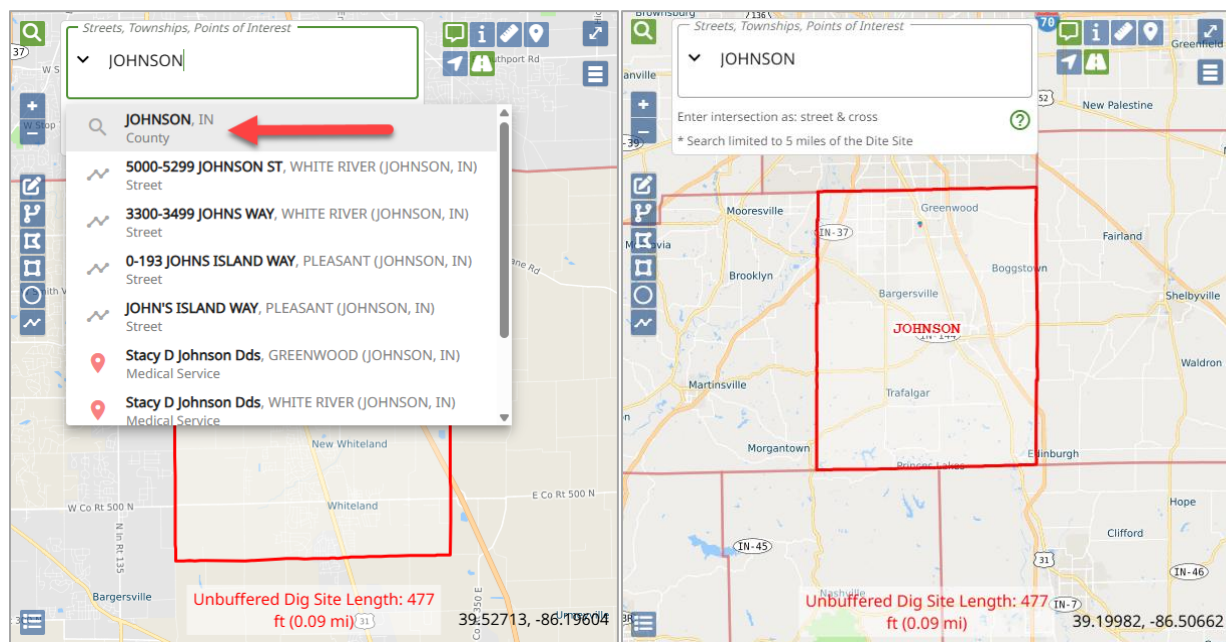
Township

To search for a township, type in the name. Township results are identified by a magnifying glass icon, followed by the associated county shown in parentheses.



County

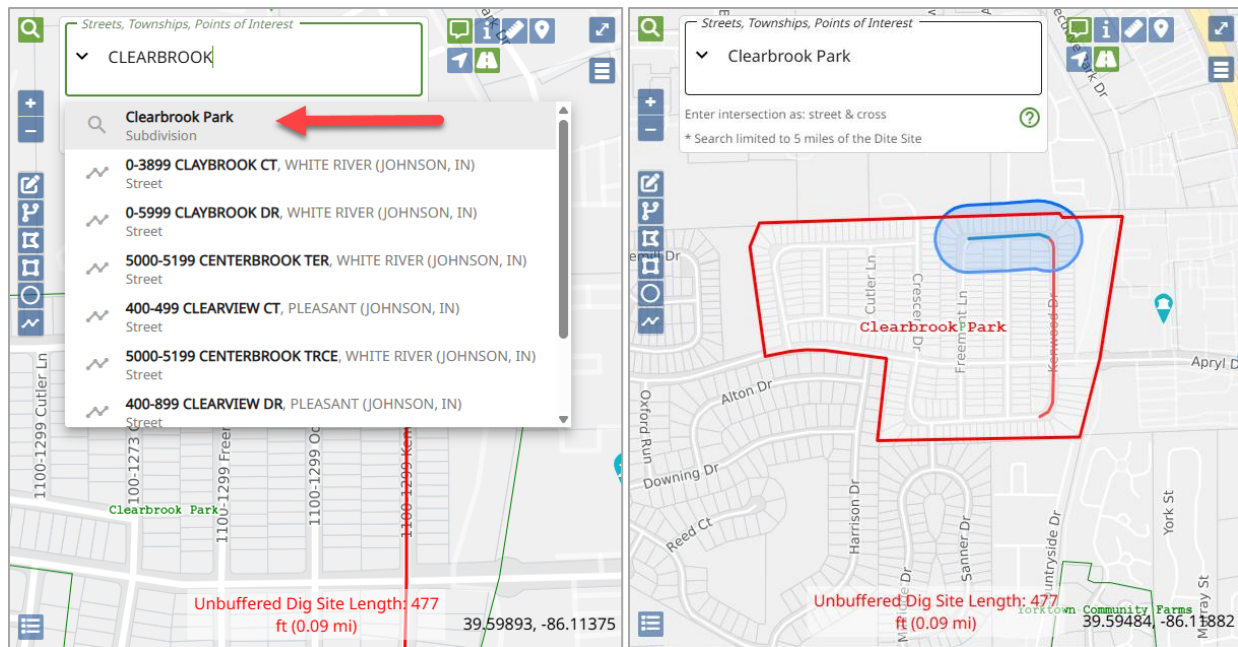
To search for a county, type in the name. County results are identified by a magnifying glass icon.



Point of Interest

To search for a Point of Interest (POI), enter part or all of the name. POI's include subdivisions, parks, cemeteries, railroads, restaurants, banks, and other landmarks. POI results are identified by a magnifying glass icon.

Always verify the location using surrounding streets and the township or city, as multiple POI or subdivisions may have the same or similar names.



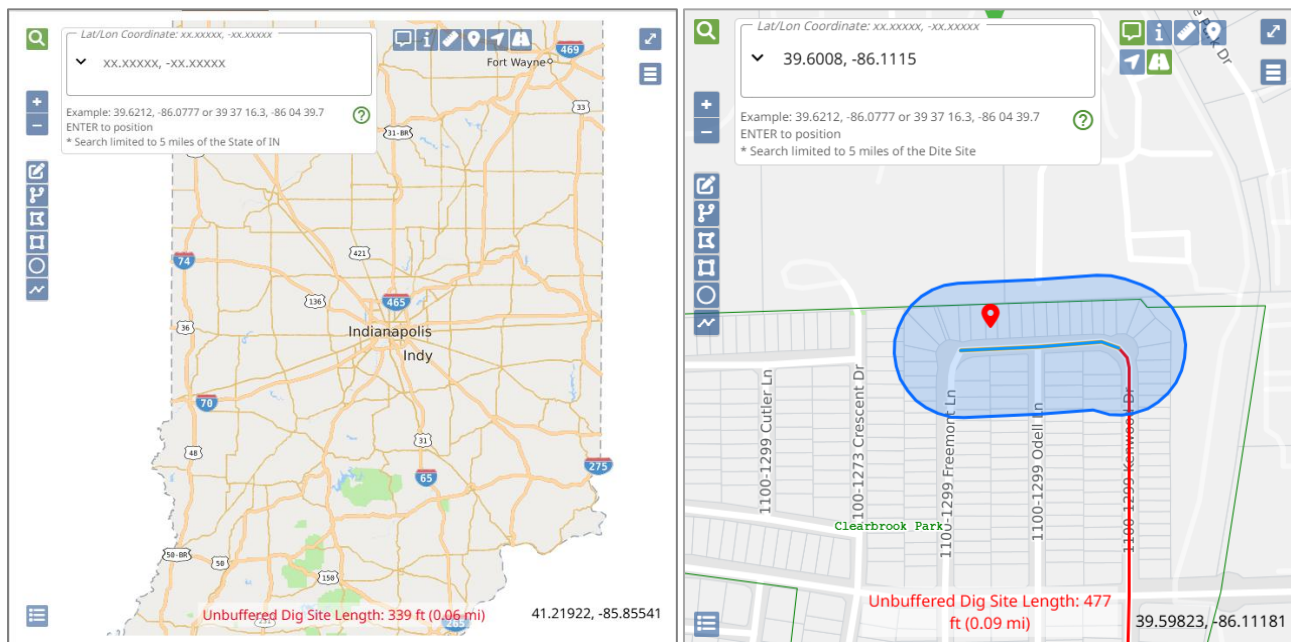
Lat/Lon Coordinates

Click on the drop-down arrow next to “Search” and select “Lat/Lon Coordinate”. Enter the latitude, followed by a comma, then the longitude, and press Enter.

The location will appear on the map with a red pushpin. If searching additional coordinates, manually place a pushpin at each location before entering the next coordinate, as the previous results will disappear.

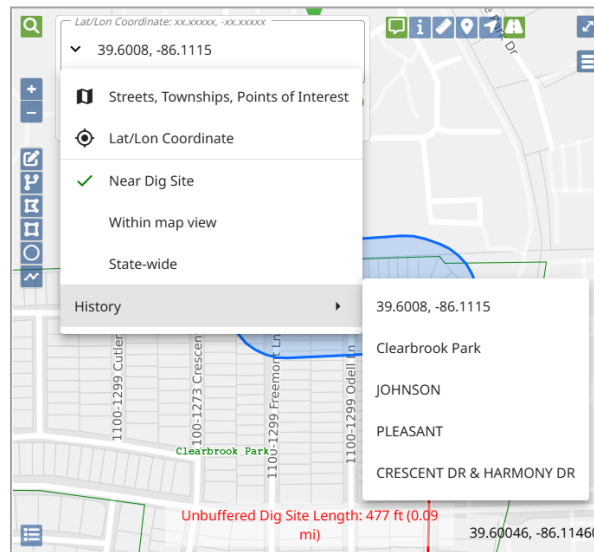
Coordinates may not exceed seven digits. When entering coordinates in Degrees, Minutes, and Seconds, single-digit Minutes must be entered using two digits. (ex: 1 minute=01).

Important: Searching GPS coordinates on the map does not provide those coordinates to the Member Utilities. If GPS coordinates are being used as reference points for the locate, they must also be included in the **Dig Site Description**.



History

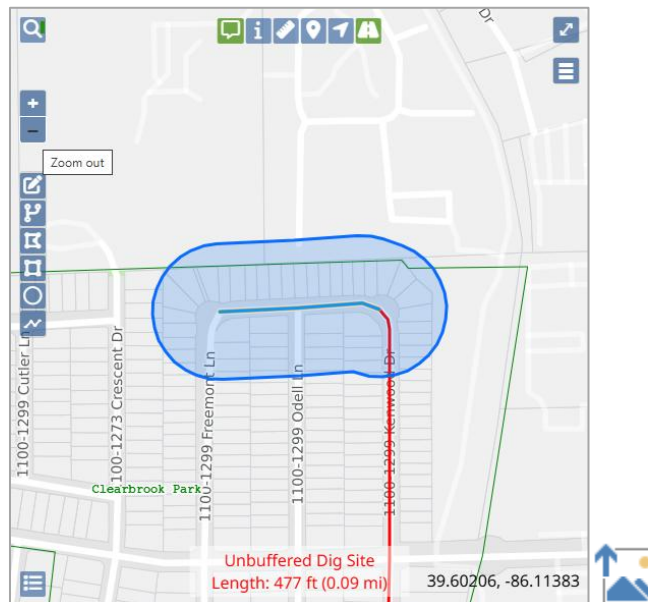
History tracks all searches performed during your current session. Select a previous search to display the results again.



Zoom In (+), Zoom Out (-)

Used to zoom in or out. This can also be accomplished by:

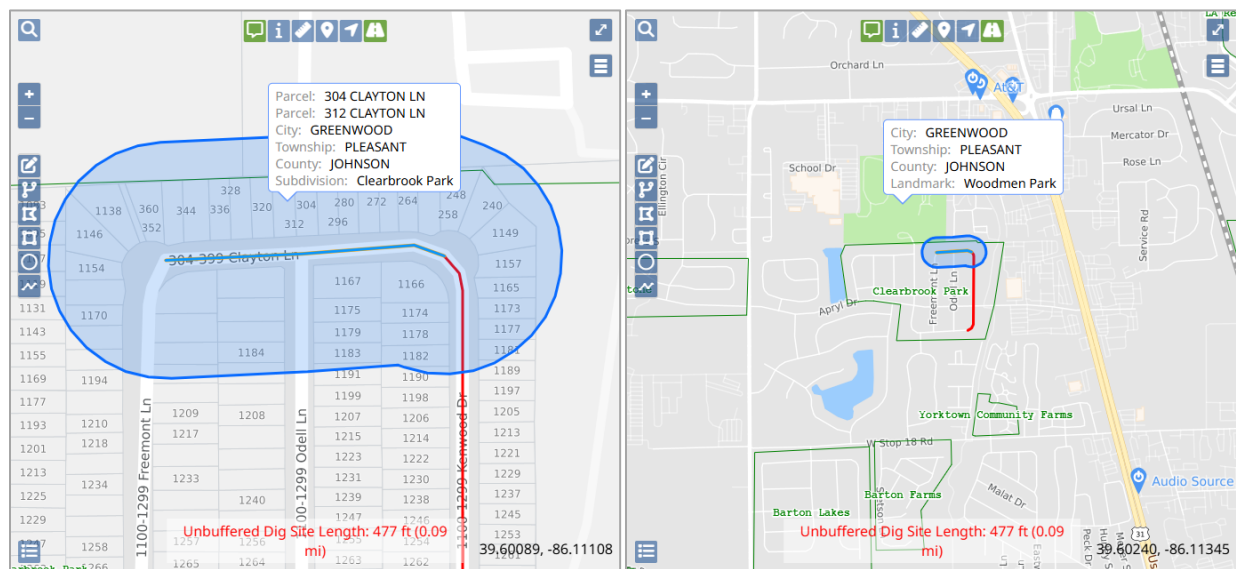
- Using the mouse wheel (the position of the cursor affects the focal point of the zoom)
- Right clicking the map and select “Zoom In” or “Zoom Out”



Show Map Features at the current cursor position

Used to view additional information, including parcel data, street names, address ranges, cities, townships, counties, subdivisions, Points of Interest (POIs), and other map layers.

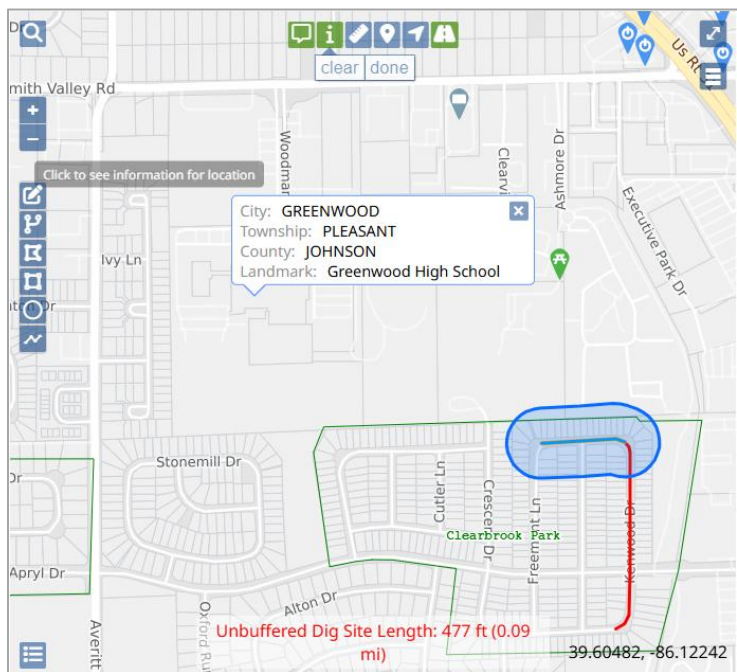
Hover over the specific location to display the information for approximately 5 seconds.



Show Map Information for Location

Used to display the same information as **Show Map Features**, but keeps the information visible for the selected location.

- Click an area to display the information.
- Click the “x” or “clear” to remove the information.
- Click “done” when finished using this feature.

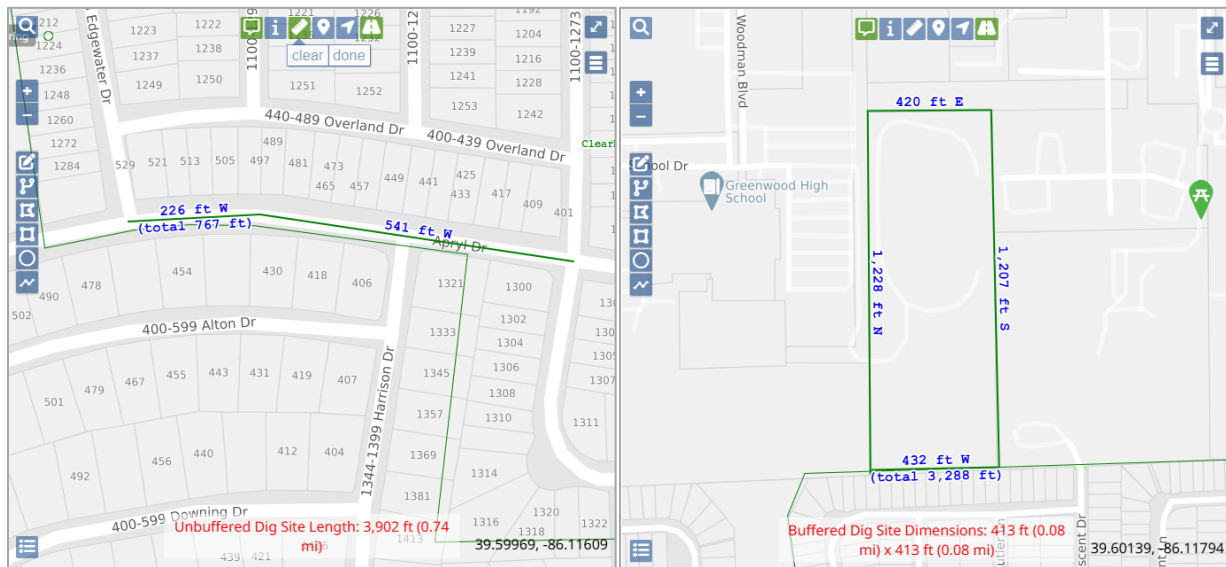


Ruler

Used to measure distances along a road, between intersections, or from a road into a field. The map will display the distance and compass direction for each segment, along with the total distance.

- Click to start measuring.

- Click to change directions.
- Double click to end the measurement.
- Click “Done” to exit the tool while keeping your measurements visible on the map.
- Click “Clear” to remove all measurements.

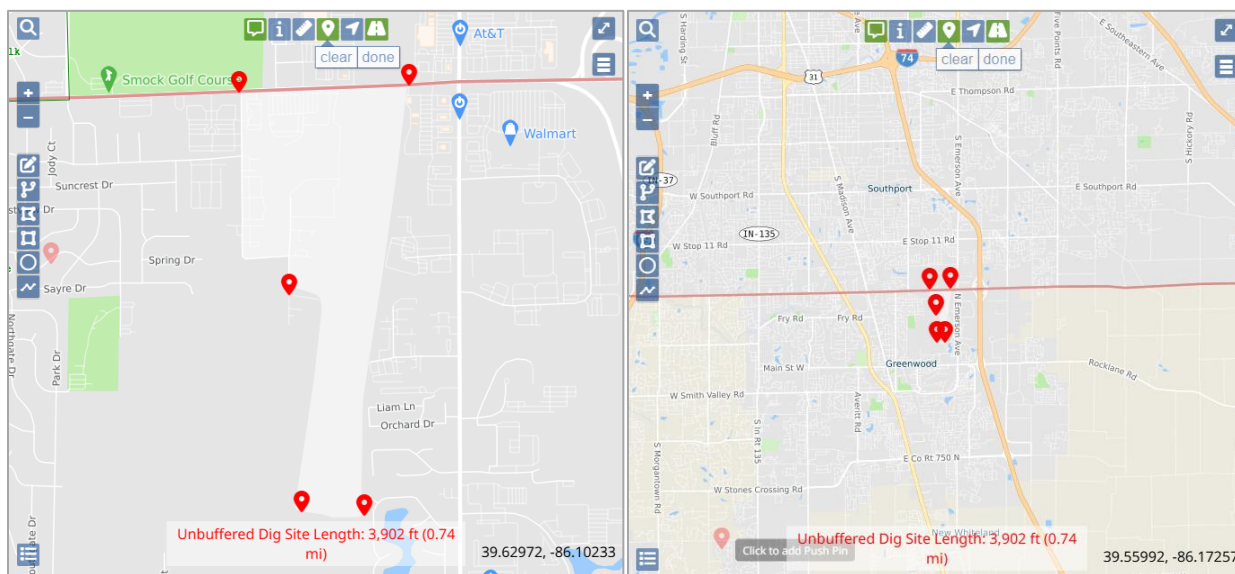


Push Pin

Used to mark locations on the map that remain visible while zooming or panning to different locations.

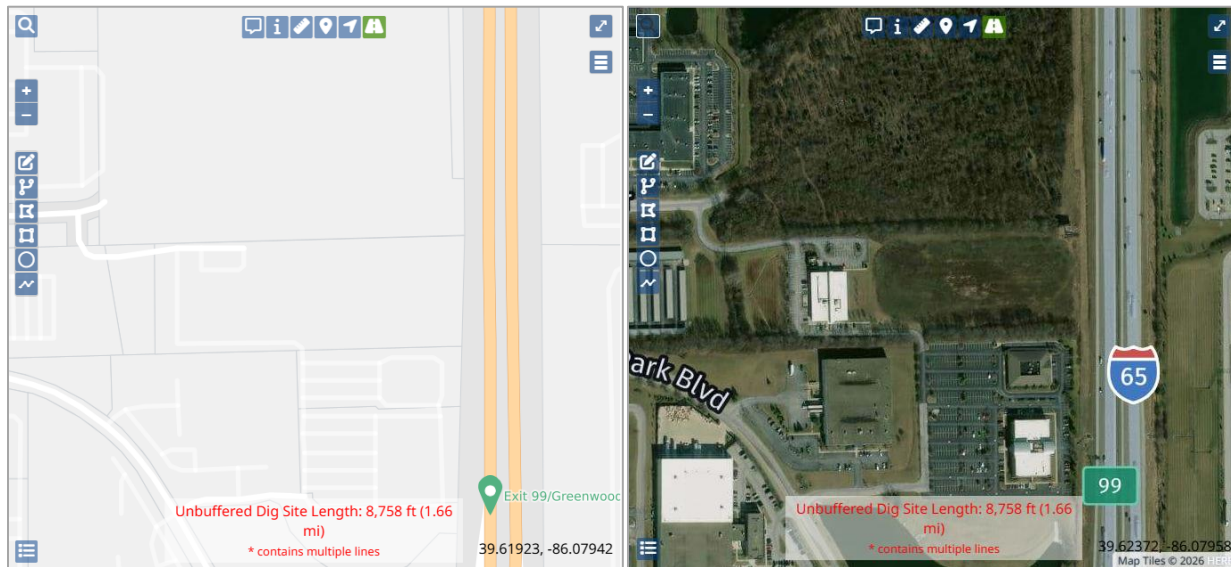
Push pins can be used as reference points when drawing the blue Notification Area. They are not included on completed tickets or the attached street map.

- Click “Clear” to remove all pushpins.
- Click “Done” to exit the Push Pin tool while keeping the push pins visible.



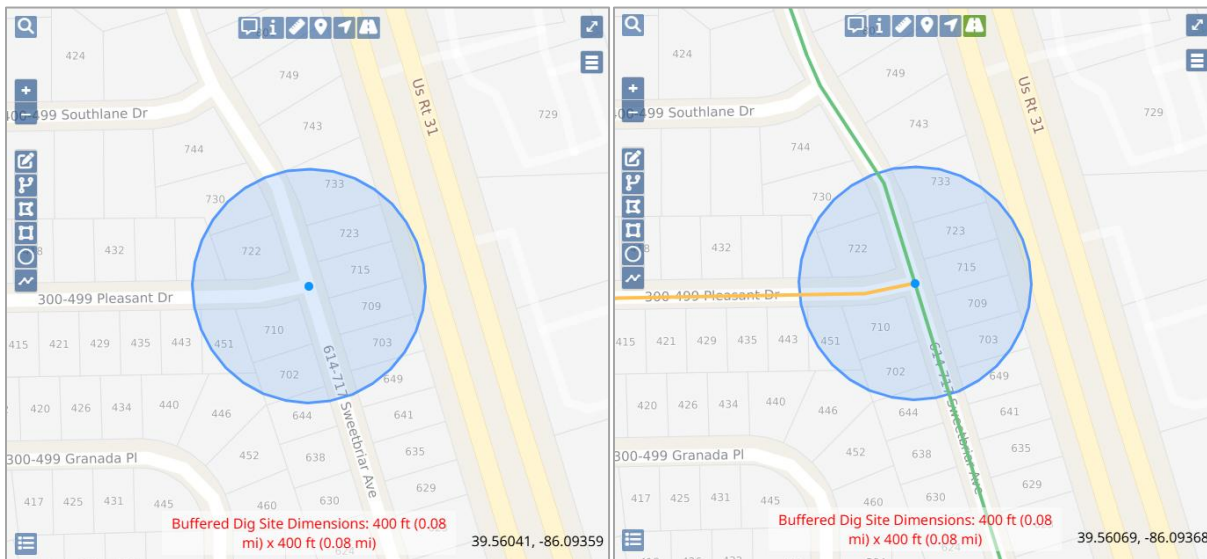
Position To Your Current Location

Used when submitting tickets on site using a mobile device. This feature detects your current location and displays it on the map.



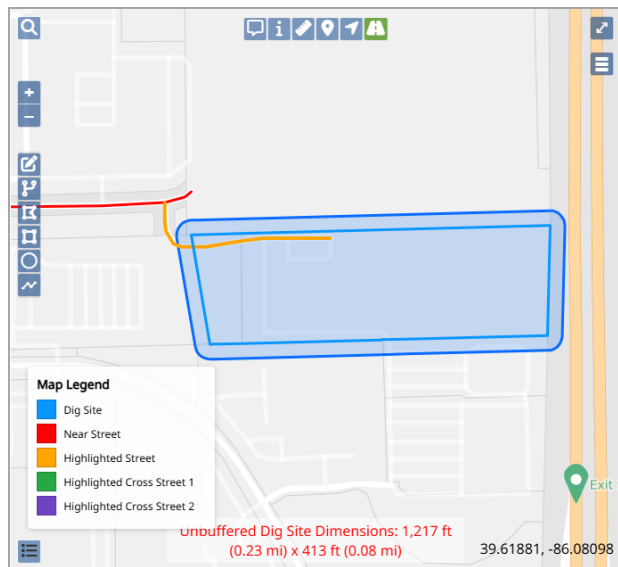
Highlight Streets

Used to show or hide highlighted streets. It is recommended these remain visible while mapping.



Map Legend

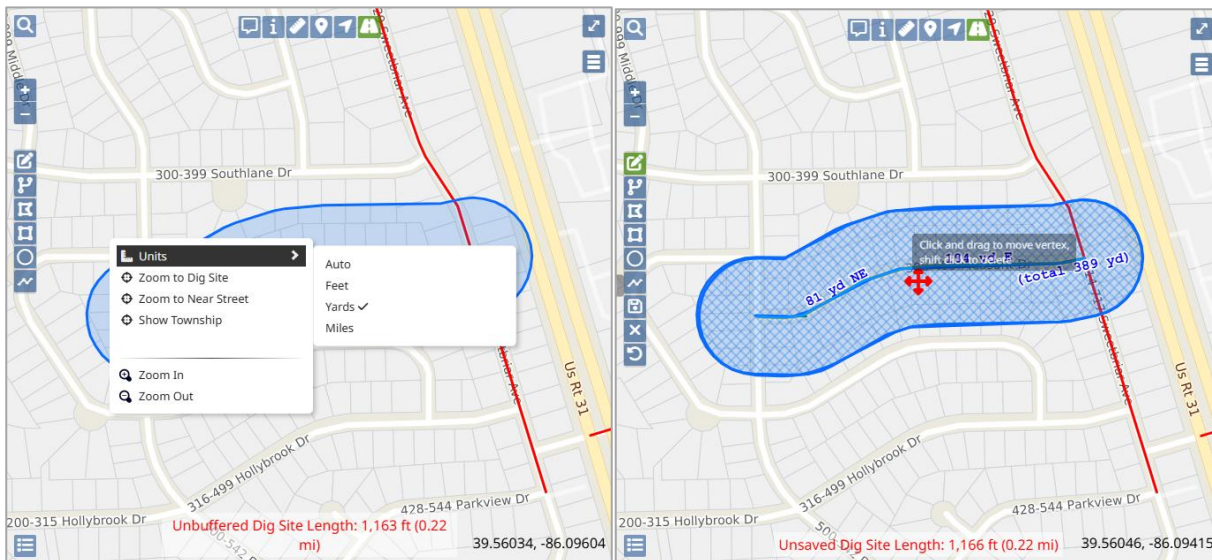
- **Dig Site:** Mapped Notification Area
- **Near Street:** Nearest Intersecting Street
- **Highlighted Street:** Dig Street that extends outside of the Dig Site
- **Highlighted Cross Street 1:** (only utilized on Intersection Dig Site Type)
- **Highlighted Cross Street 1:** (not utilized)



Units

Used to change the measurements displayed when using the Ruler or drawing tools. The setting will return to "Auto" on each new ticket.

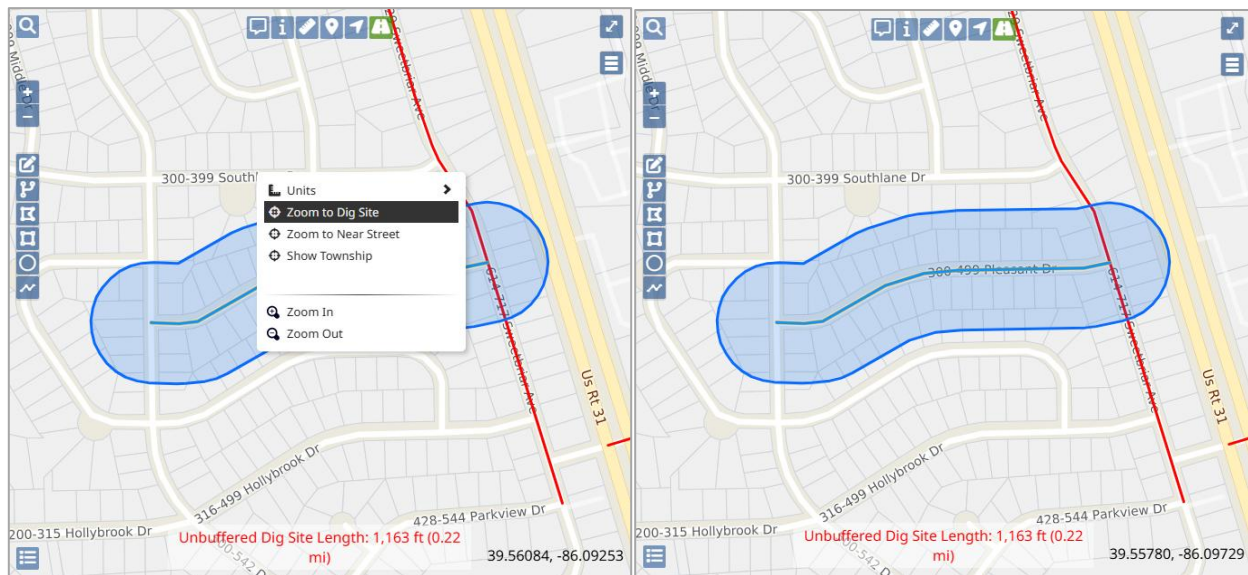
- Right click and hover over "Units".
- Select the desired measurement.



Zoom To Dig Site

Used to return to the Notification Area if it is no longer visible.

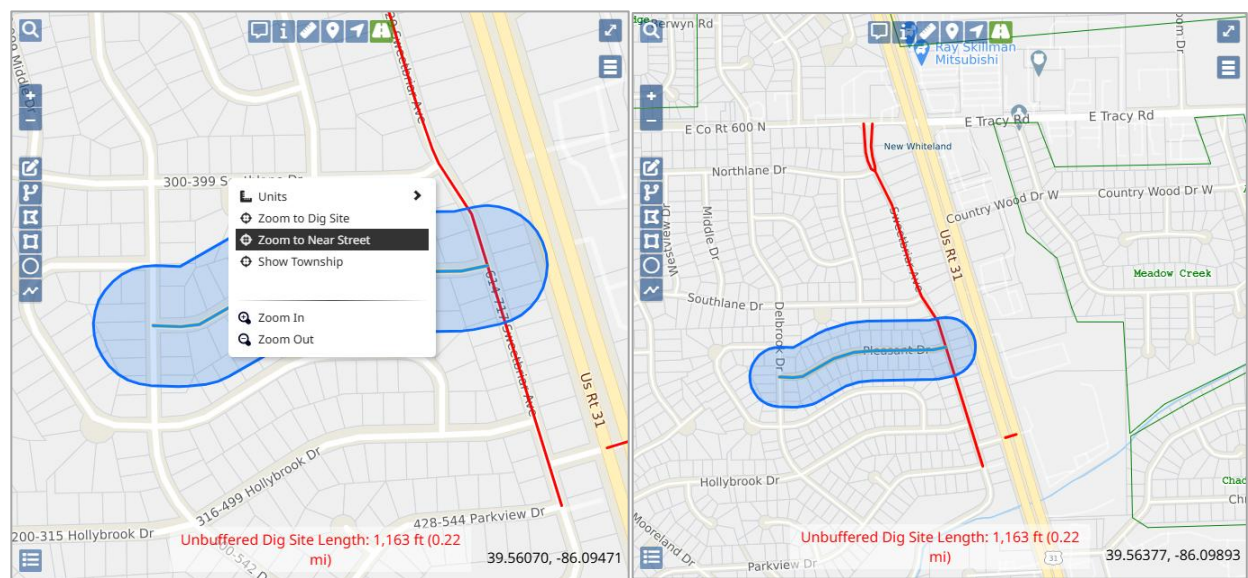
- Right click and select "Zoom to Dig Site".



Zoom To Near Street

Used to view the entire Near Street if one has been provided on the ticket.

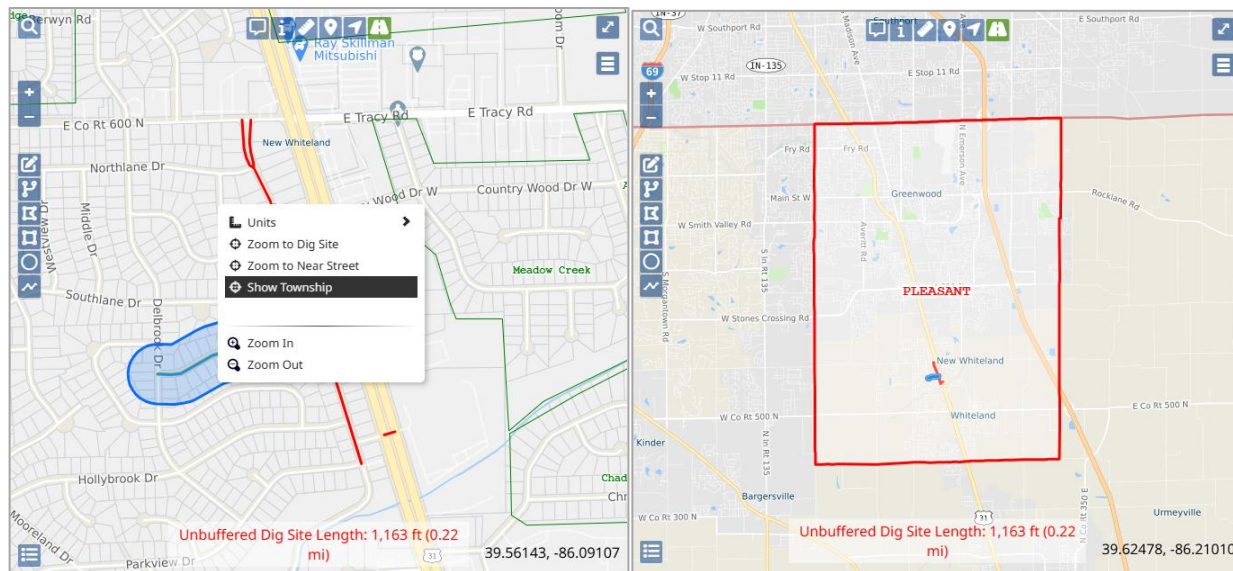
- Right click and select "Zoom to Near Street".



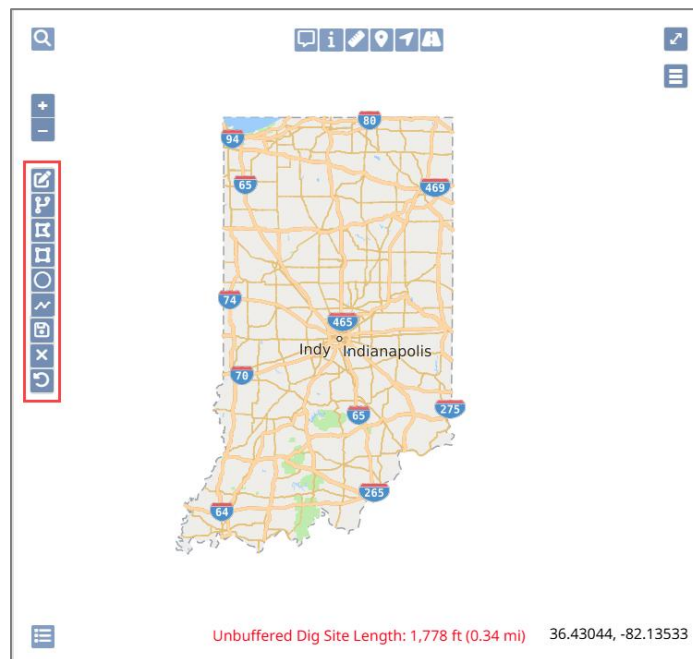
Show Township

Used to view the entire township.

- Right click and select "Show Township".



Mapping Tools



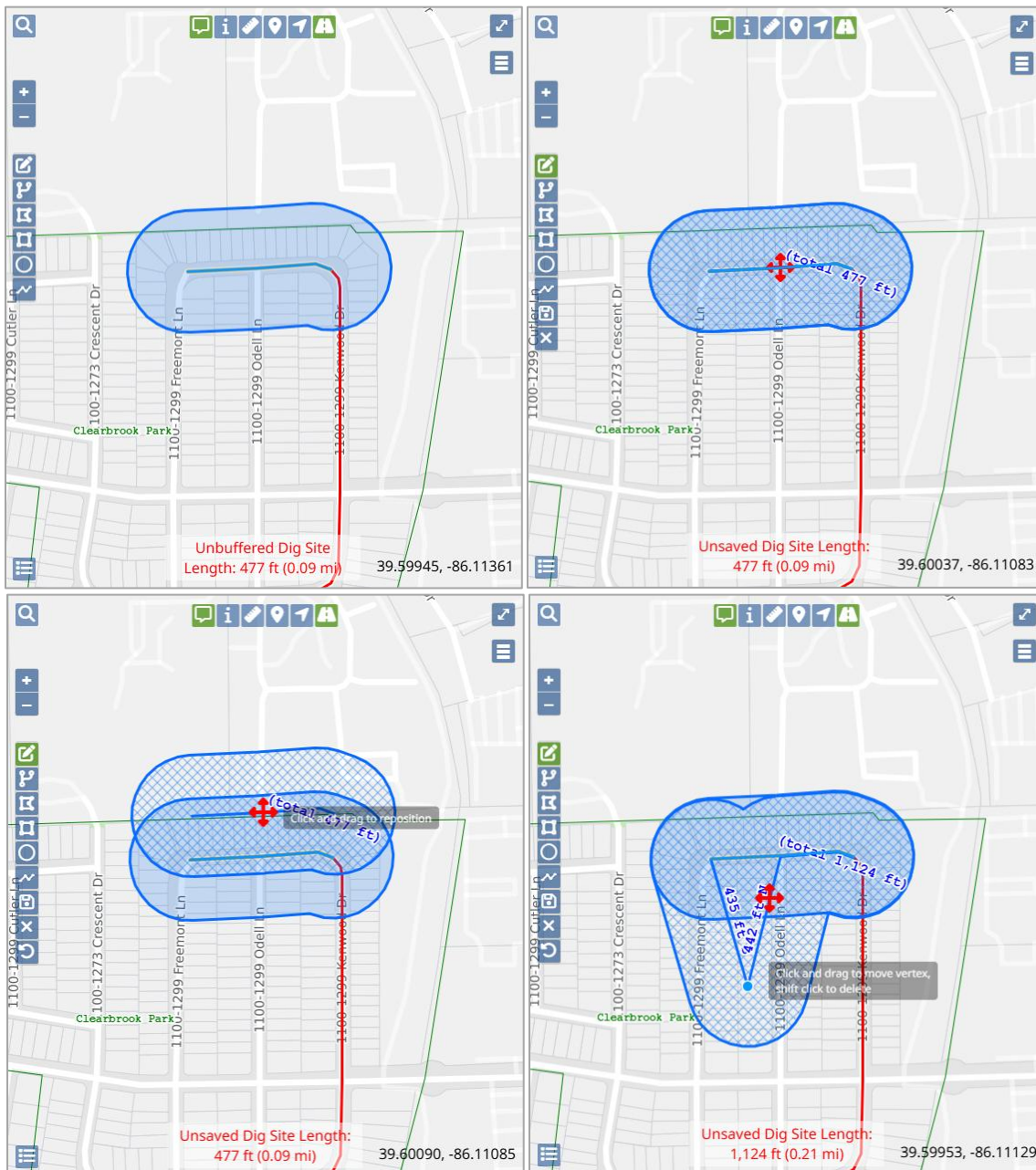
-  The **Save** icon will save any changes.
-  The **Cancel/Discard** icon deletes any changes, keeping the original notification area intact.
-  The **Undo** icon will remove any changes, keeping the original notification area intact.

Edit Dig Site

Used to reposition or adjust the shape of an existing **Notification Area**.

- Click the solid blue **Notification Area** and it will appear with blue hash marks.
- To reposition the entire Notification Area, click and drag the red arrows to the new location.

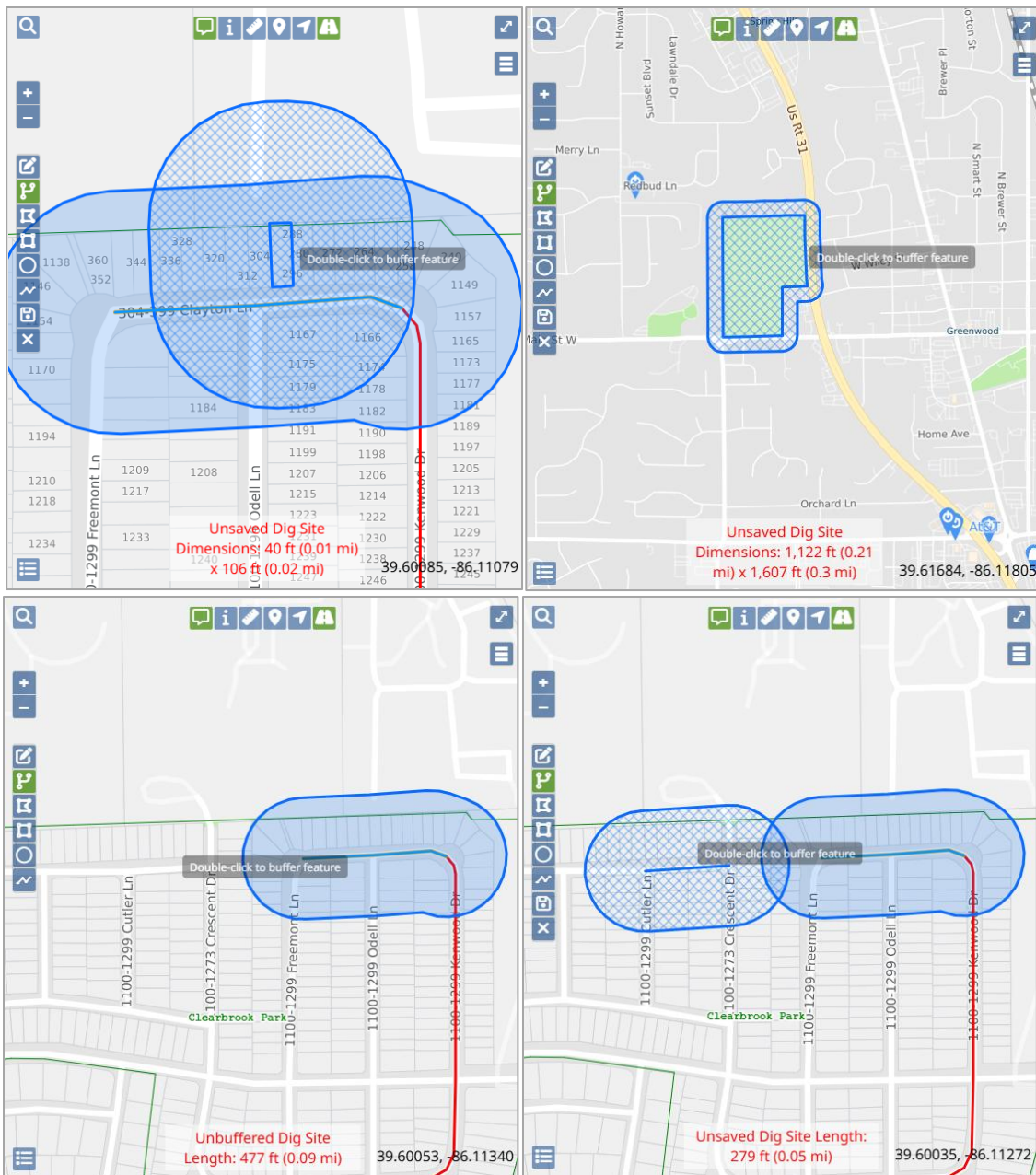
- To adjust the shape, hover over a line until a blue dot appears. Click and drag the blue dot to move that point and reshape the Notification Area.
- When finished, use Save, Cancel/Discard, or Undo to manage your changes.



Buffer Street or Map Feature

Used to select a predefined area, most commonly a parcel. It may also select a street segment, subdivision, or Point of Interest (POI). Depending on nearby map layers, this tool may select and map more features than intended.

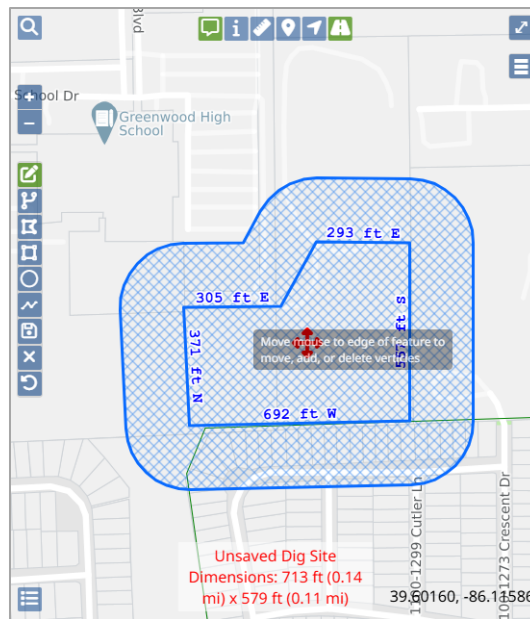
- Double-click the desired feature. The system will map the selected area and apply a 200-foot buffer.
- When finished, use Save, Cancel/Discard, or Undo to manage your changes.



Draw Polygon

Used to create a Notification Area for an irregularly shaped dig site.

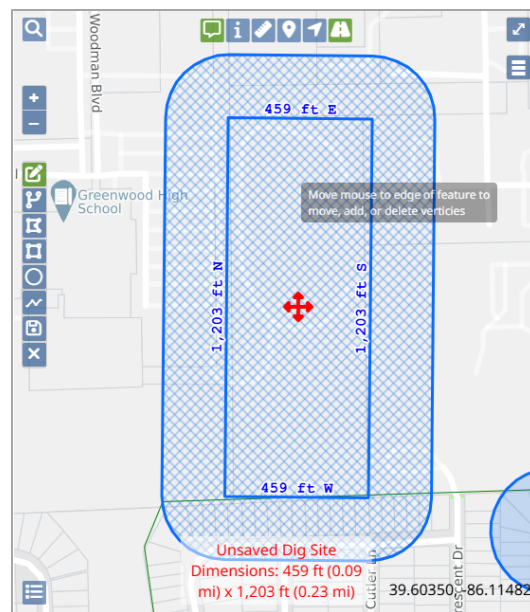
- Outline the Notification Area by clicking at each point where the boundary changes directions.
- Double-click at the final point to complete drawing. The system will map the selected area and apply a 200-foot buffer.
- When finished, use Save, Cancel/Discard, or Undo to manage your changes.



Draw Rectangle

Used to draw a rectangular or square Notification Area. This tool is useful when the dig site extends more than 200 feet from the road, such as into a field, commercial property, rural residential property, or other large areas.

- Click at one corner of the Notification Area.
- Move the cursor diagonally until the drawing covers the entire requested area.
- Click again to complete the drawing. The system will map the selected area and apply a 200-foot buffer.
- When finished, use Save, Cancel/Discard, or Undo to manage your changes.



Draw Circle

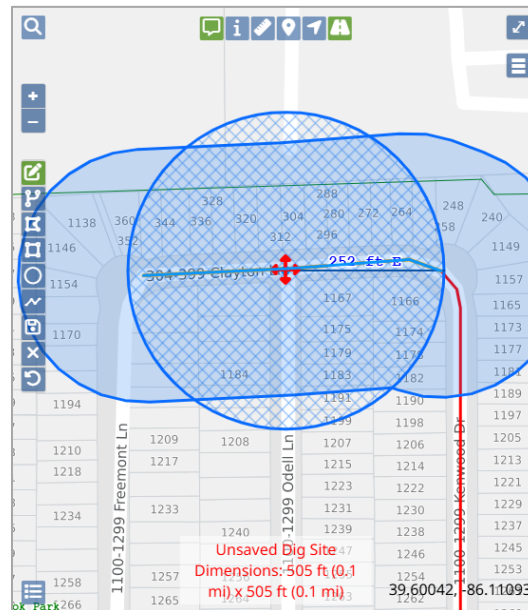
Used to draw a Notification Area with a radius of 200 feet or more.

To create a standard 200-foot radius:

- Double-click the desired location.
- When finished, use Save, Cancel/Discard, or Undo to manage your changes.

To create a larger radius:

- Click the center of the dig site, then move the cursor outward and click again to set the desired radius.
- When finished, use Save, Cancel/Discard, or Undo to manage your changes.



Draw Line

Used to create a linear Notification Area along streets or other easements, such as railroad tracks, creeks, ditches, pipelines, or pole lines.

- Click to start the Notification Area.
- Click at each point where the line changes direction.
- Double-click the final point to complete the Notification Area. The system will map the selected area and apply a 200-foot.
- When finished, use Save, Cancel/Discard, or Undo to manage your changes.

