



Know what's below.
Call 811 before you dig.

IMAP MANUAL

AN INSTRUCTIONAL GUIDE TO VIEWING
AND MAPPING DISTRICT POLYGONS ONLINE

2013

LAST UPDATE: July 25th 2013

Celebrating 30 years of service.
30 ONE CALL CONCEPTS
When safety is on the line.

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INTRODUCTION

IMAP is an online application that allows underground facility owners to view, add, modify and delete polygons from their active database. The following pages will explain the process you must follow to accurately work on your database with **Kansas One Call** using **IMAP**.

We recommend that you have IMAP up and running while you read this manual, so that you can try out certain features as you learn about them. Welcome to IMAP!



Smart Phone?

Scan the barcode to the left with the **QR code reader** on your smartphone and visit **Kansas One Call** on the web.

IMAP AT A GLANCE



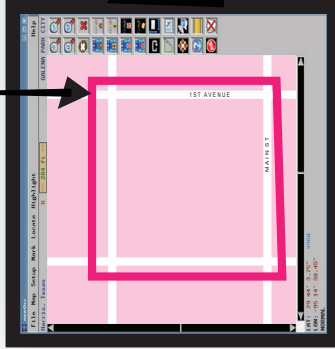
IMAP

Here's a quick rundown of how **IMAP** is used to help get Facility Operators notified quickly and accurately.

After logging into the **IMAP** system, the user adds a **DATABASE POLYGON** into the base map showing the whereabouts of a particular facility. This process allows them to be notified when work is being done near this area, through OCC's **PRISM** technology.

The user wants to create a **new DATABASE POLYGON** within the base map for future notifications for a specific area(s) - **They log in to IMAP.**

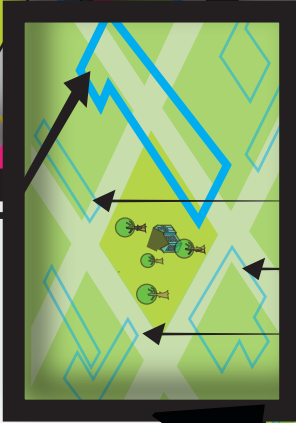
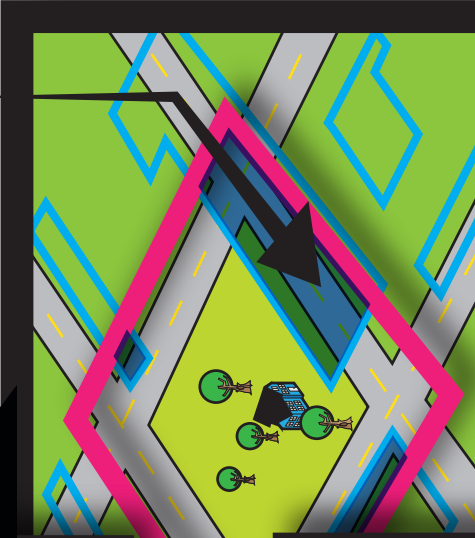
After the new **DATABASE POLYGON** has been added to the database maps, **Prism** works with this new information so when a **NOTIFICATION POLYGON** is drawn in the area near the newly added facility, the user is directly informed.



New polygon being added to database by the user.

Prism's map interface, showing a **NOTIFICATION POLYGON** being drawn

Here, you can see the **NOTIFICATION POLYGON** covers a portion of the new database polygon that was added by the user. Now that the user has successfully added the database polygon to the map, **Prism** will automatically notify the user.



Existing database polygons already 'in' our database system.



LOGGING IN TO IMAP

1. Go to www.kansasonecall.com and click on 'Utility,'

Kansas One Call Home Page

Homeowners Excavators Utility Companies

Welcome to Kansas One-Call

To continue, please identify yourself as one of the following...

1. Homeowners 2. Excavators 3. Utility Companies

"Kansas One-Call" is the underground utility notification center for the state of Kansas. Through this facility, you can notify operators of underground facilities of proposed excavations to request that the underground facilities be marked **BEFORE YOU DIG!**

2. On the next page, click 'File a Locate Request Now!'

Homeowners Excavators Utility Companies

ITIC Program

Internet Ticket Locate Request

Kansas One-Call is pleased to offer ITIC. Now in addition to calling 811, Excavators can also file utility locate requests online by using this easy-to-use software application. Planning an excavation? Get started today and **File a Locate Request Now!**

[Find Out More](#)

ONE CALL CONCEPTS

By submitting my email address for an ITIC, I am hereby...

- I am doing the excavation for myself on my property and am not a utility digger.
- All the work is taking place at a pre-approved address.
- I will provide at least 1 full working day's notice but no more than 15 calendar days notice.

Enter Your Email Address

Contact Us (For More Information)

In This Section

- Home
- About Us
- Dig Safely
- ITIC Program
- Reference Materials
- Contractor Meetings
- Newsletter
- Member Info
- Contact Us

3. At the **Kansas One Call Login/Registration Screen** enter your email address and password and click **Login**.

Kansas One Call Login/Registration Screen

ITIC Kansas One Call

LOGIN

Email:

Password:
[Forgot your Password?](#)

By logging in, I agree to the [Terms and Conditions](#) **LOGIN >**

Don't Have An Account Yet? REGISTER NOW >

HELPFUL MAP TIPS
Use the binocular or Google buttons found at the top right hand side of the map to help find your site location.

Questions? Chat Live Now

Then click **“Edit Member Map”** to access IMAP.

Main Menu Screen

ITIC Kansas One Call

Help ? | Chat Live | Logout

Use the Buttons Below to Navigate Through The ITIC Application

- Edit Account**
- Submit a Locate Request**
- Update Ticket**
- Incomplete Task**
- Ticket Search**
- KS ITIC Manual**
- Edit Member Map**

REMEMBER: IF YOU CLICK THE 'BACK' AND 'NEXT' BUTTONS AT THE TOP OF YOUR BROWSER (i.e. FIREFOX, INTERNET EXPLORER, SAFARI etc.). ALL THE INFORMATION ALREADY ENTERED WILL BE DELETED!

UNDERSTANDING THE COMPONENTS OF IMAP

(After Clicking 'Edit Member Map' on the Main Menu)

The **Location Information** box will appear. The Location Information box is used to select the state, county, and district code you would like to work with.

Once you have made your selections within the Location Information box, click **GO!**

The rest of the IMAP components will appear. You will see four similar boxes, labeled **Districts**, **Work In Progress**, **To Be Verified**, and **Committed**.

The **Districts**, **Work In Progress**, **To Be Verified**, and **Committed** boxes are used to create “transactions” which are specific instructions for deleting, editing, or creating new district polygons. They also display information on currently active polygons, or pending transactions.

Below these four, you will see the **Map Display**. (Next Page)

Map	Record ID	Map Ref	Ring ID
<input type="checkbox"/>	5000079	-	na
<input type="checkbox"/>	5000243	-	na
<input type="checkbox"/>	5008097	SFGVASGAWSGASGASFG	na
<input type="checkbox"/>	5008098	-	na
<input type="checkbox"/>	5008151	-	na

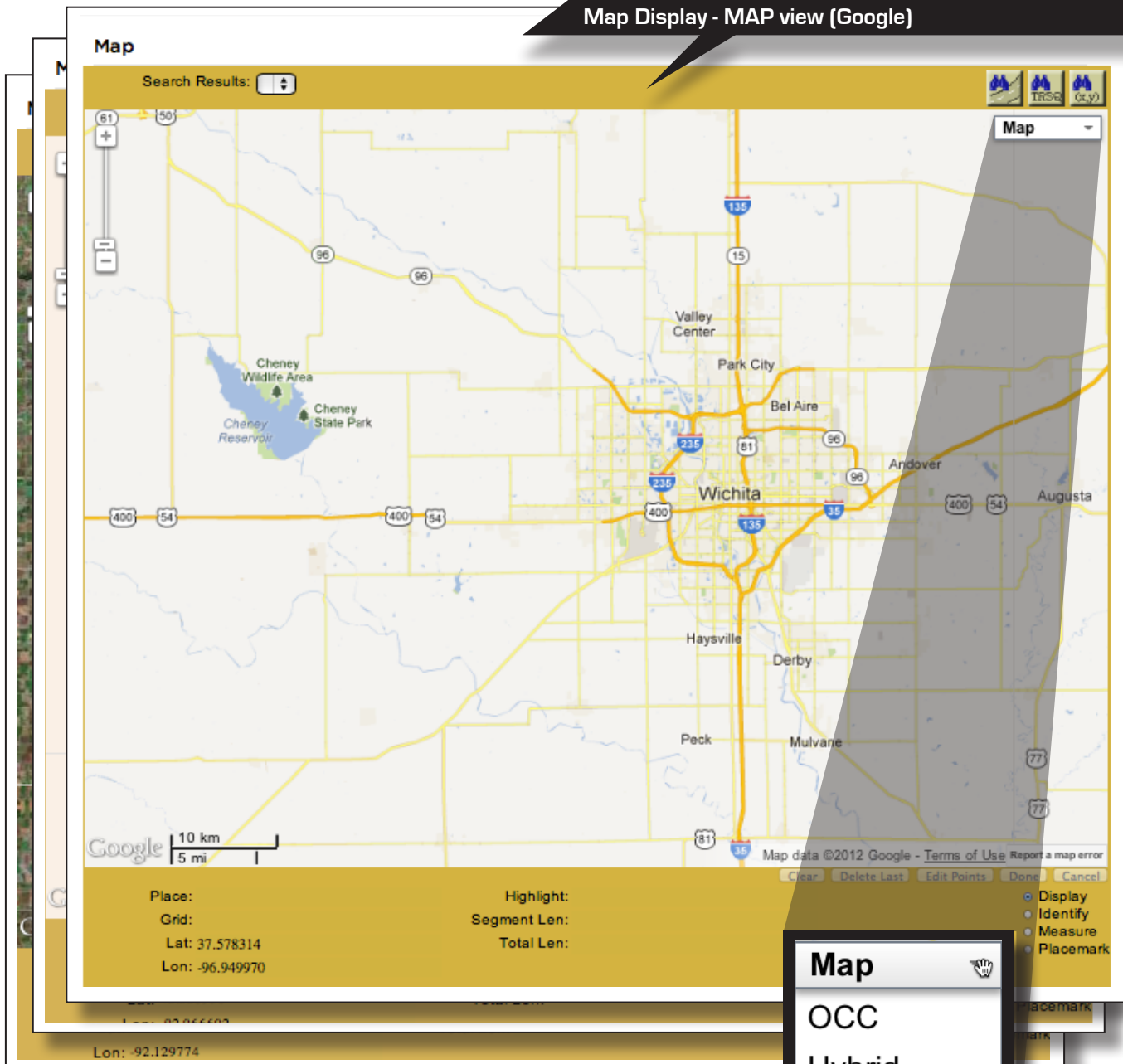
Map	Type	Record ID	Map Ref	Eval Server	Act Date	User	Comments
<input type="checkbox"/>	DEL	5000079	-		08/12/2012	occdavid@yahoo.coi	Delete of 5000079
<input type="checkbox"/>	ADD	1000000085	-		08/24/2012	occdavid@yahoo.coi	New
<input type="checkbox"/>	ADD	1000000086	-		08/25/2012	occdavid@yahoo.coi	New

Map	Type	Record ID	Map Ref	Eval Server	Act Date	User	Comments
<input type="checkbox"/>	ADD	1000000087	-		08/31/2012	briancasey@occinc.c	Submit

Map	Type	Record ID	Map Ref	Eval Server	Act Date	User	Comments
<input type="checkbox"/>	MOD	5000079	-		11/14/2008	pnicholas@occinc.c	Modify 5000079
<input type="checkbox"/>	MOD	5000243	-		11/14/2008	occdavid@yahoo.coi	Modify 5000243
<input type="checkbox"/>	MOD	5008098	-		11/14/2008	occdavid@yahoo.coi	Modify 5008098
<input type="checkbox"/>	ADD	1000000020	Test		08/02/2012	occdavid@yahoo.coi	Approve
<input type="checkbox"/>	ADD	1000000033	-		08/11/2012	occdavid@yahoo.coi	Approve

UNDERSTANDING THE COMPONENTS OF IMAP (Continued)

The **Map display** is the geographic context in which you create **new**, and edit or delete **existing** notification polygon(s). It can also be used to view your currently active district polygons on the map.



PLEASE NOTE:

When initially loading the Map display, you will be presented with a Google-based map (Labeled **Map** in the drop-down menu). Another viewing option, **OCC**, is our internal map, which **you will need to select before you may confirm any transactions**. The third option, **HYBRID**, is a combination of the OCC map and satellite imagery.

BUTTONS AND FEATURES

Now that we have reviewed the basic components of IMAP, let's look at the buttons and features found in the **Districts**, **Work In Progress**, **To Be Verified**, and **Committed** boxes.

DISTRICTS BOX

Scroll to Beginning/End • scrolls to the beginning or the end of the polygon list

Scroll Fwd/Back • scrolls back or forward one item on the polygon list

Hide/Show • Click this button to hide (or 'minimize') the selected box, or show it again after it has been hidden.

Districts Box

Districts:

◀◀ ◀

▶ ▶▶

Scroll To

Map	Record ID	Map Ref	Ring ID
<input checked="" type="checkbox"/>	5036163	-	na
<input type="checkbox"/>	5079006	TEST	na
<input type="checkbox"/>	5291526	-	na
<input type="checkbox"/>	5291527	-	na
<input type="checkbox"/>	5291528	-	na

Scroll To • Enter the Record ID number you would like to display in the blank field, then hit the **Scroll To** button. The Record ID will be displayed in the list.

Goto (1) Clr (1) All (12)

History Modify Delete

Delete All (12)

GoTo • causes the map to zoom in and center on the currently selected polygon(s).

All • selects all polygons in the selected county and district.

Clr • "unchecks" any currently selected polygons in the **Districts** box.

History • displays some history information on the district polygon or transaction.

Modify • edits the currently selected active polygon. This will create a transaction, which will appear under the **Work In Progress** box.

Delete • removes the selected polygon from the database. This will create a transaction, which will appear under the **Work In Progress** box.

Delete All • removes all polygons in the **Districts** box. This will create several transactions, all of which will appear in the **Work In Progress** box.

BUTTONS AND FEATURES (Continued)

WORK IN PROGRESS BOX

GoTo • causes the map to zoom in and center on the currently selected polygon(s).

Edit • allows edits to be made to the currently selected transaction. The edits can be made using the **map interface** (see the section on **Modifying a Polygon** on page 19 for instructions on how to manipulate polygons.).

Hide/Show • Click this button to hide (or 'minimize') the selected box, or show it again after it has been hidden.

Work In Progress Box

Work In Progress:

History • displays some history information on the district polygon or transaction.

Hide

Navigation buttons: |<< << >> >>|
 Scroll To:

Map	Type	Record ID	Map Ref	Eval Server	Act Date	User	Comments
<input type="checkbox"/>	DEL	5000079	-		09/08/2012	occdavid@yahoo.cor	Delete of 5000079
<input type="checkbox"/>	ADD	100000085	-		08/24/2012	occdavid@yahoo.cor	New
<input checked="" type="checkbox"/>	ADD	100000086	-		08/25/2012	occdavid@yahoo.cor	New
<input type="checkbox"/>	ADD	100000088	-		09/01/2012	briancasey@occinc.c	New

Goto (1) Clr (1) All (4)

History New Edit Submit Abort

Submit All (4) Abort All (4)

All • selects all polygons in the selected county and district.

Clr • "unchecks" any currently selected polygons in the **Work In Progress** box.

New • creates a new district polygon. This will create a transaction, which will appear under the **Work In Progress** box.

Abort • terminates the selected transaction, removing it from the system entirely.

Abort All • terminates all polygon transactions currently residing in the **Work in Progress** box, removing them from the system entirely.

Submit • submits the currently selected polygon transaction to the **To Be Verified** box for final review.

Submit All • submits all polygon transactions currently residing in the **Work In Progress** box to the **To Be Verified** box for final review.

BUTTONS AND FEATURES (Continued)

TO BE VERIFIED BOX

Approve • approves the currently selected polygon transaction for processing. It will appear in the **Committed** box.

Hide/Show • Click this button to hide (or 'minimize') the selected box, or show it again after it has been hidden.

To Be Verified Box

To Be Verified:

|<< << >> >>|

Scroll To

Map	Type	Record ID	Map Ref	Eval Server	Act Date	User	Comments
<input type="checkbox"/>	ADD	1000000087	-		08/31/2012	briancasey@occinc.	Submit
<input checked="" type="checkbox"/>	MOD	5036163	-		08/31/2012	briancasey@occinc.	Submit

Goto (1)
Clr (1)
All (2)
History
Approve
Reject

Approve All (2)
Reject All (2)
Hide

GoTo • causes the map to zoom in and center on the currently selected polygon(s).

All • selects all polygons in the selected county and district.

Clr • "unchecks" any currently selected polygons in the **To Be Verified** box.

Reject All • sends all polygon transactions currently residing in the **To Be Verified** box back to the **Work In Progress** box for modification or deletion.

History • displays some history information on the district polygon or transaction.

Reject • sends the currently selected polygon transaction back to the **Work in Progress** box for modification or deletion.

Approve All • approves all polygon transactions currently residing in the **To Be Verified** box for processing. They will appear in the **Committed** box.

BUTTONS AND FEATURES (Continued)

COMMITTED BOX

Hide/Show • Click this button to hide (or 'minimize') the selected box, or show it again after it has been hidden.

Committed Box

Committed:

Map	Type	Record ID	Map Ref	Eval Server	Act Date	User	Comments
<input type="checkbox"/>	MOD	5008098	-		11/14/2008	occdavid@yahoo.com	Modify 5008098
<input type="checkbox"/>	MOD	5036163	-		08/31/2012	briancasey@occinc.com	Approve
<input type="checkbox"/>	ADD	100000020	Test		08/02/2012	occdavid@yahoo.com	Approve
<input type="checkbox"/>	ADD	100000033	-		08/11/2012	occdavid@yahoo.com	Approve
<input checked="" type="checkbox"/>	ADD	100000034	-		08/06/2012	occdavid@yahoo.com	Approve

GoTo • causes the map to zoom in and center on the currently selected polygon(s).

Clr • “unchecks” any currently selected polygons in the **Committed** box.

All • selects all polygons in the selected county and district.

History • displays some history information on the district polygon or transaction.

MAP DISPLAY

Understanding how to navigate the map is an important part of learning to use IMAP effectively. **The following 2 pages** provide a detailed explanation of the functions and displays found within the mapping system.

Zoom 'In' & 'Out' Bar

Zoom in by clicking on the plus (+) sign or by dragging the marker up on the bar. Zooming in will give more detail to the map. Zoom out by clicking on the minus (-) sign or by dragging the marker down on the bar. Zooming out will give less detail to the map while showing a larger area.

[You can also zoom in & out by using the middle-rolling button on your mouse when your mouse cursor is on the map.]

Map Display - MAP view (Google)

The screenshot shows a Google Maps interface with a yellow search bar at the top. On the left, there is a zoom control bar with plus and minus buttons. On the right, there are three search buttons: 'Lat/Long Search' (with '(x,y)' coordinates), 'TRSQ Search' (with 'TRSQ' text), and 'Street Search' (with a street view icon). A 'Map View Selector' dropdown menu is open, showing 'OCC', 'Hybrid', and 'Map' options. At the bottom left, a 'Place Indicator' box shows 'Place: Grid: Lat: 37.578314 Lon: -96.949970'. At the bottom center, a 'Search Results' box shows 'Highlight: Segment Len: Total Len:'. At the bottom right, a 'Map' toolbar includes buttons for 'Display', 'Identify', 'Measure', and 'Placemark'. A scale bar at the bottom left indicates 10 km and 5 mi. Map data is attributed to ©2012 Google.

NOTE: holding your mouse cursor over one of the buttons will display a pop-up text, identifying the use of the button.



Lat/Long Search
Click this button to search for a location using Latitude/Longitude coordinates, including GPS coordinates.



TRSQ Search
Click this button to search by Township, Range & Section numbers.



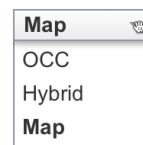
Street Search
Click this button to search for a specific address or intersection within the county provided.

Place Indicator

Displays the name of the city or township where your mouse cursor is currently located.

Search Results

If one or more matches are found for your address or intersection search, they will be displayed here. Click the drop-down list to view all options and select the correct location.



Map View Selector

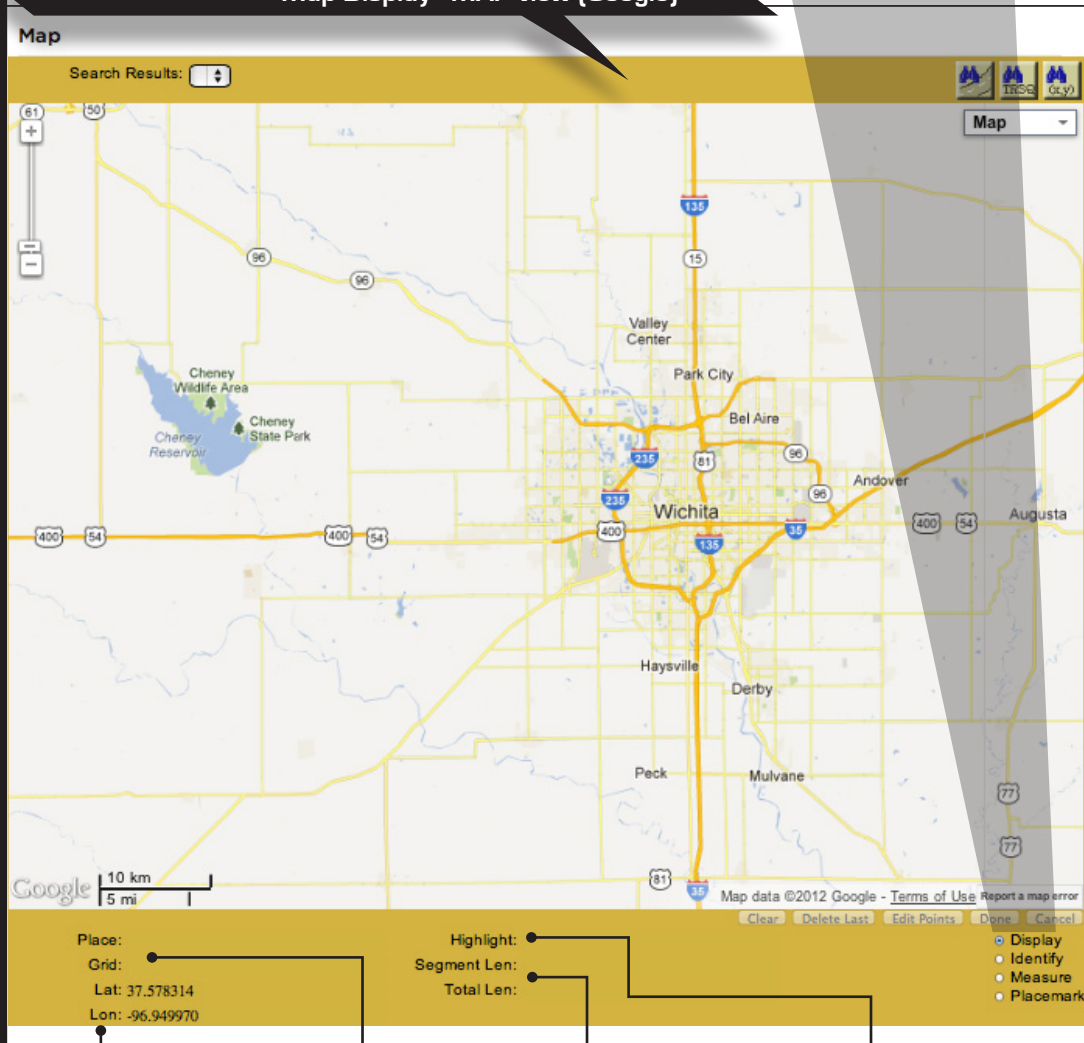
A drop-down menu allows you to choose from three different versions of the map. (As described on page 6)

MAP DISPLAY (Continued)

Mouse Cursor Functions

- Display
- Identify
- Measure
- Placemark

Map Display - MAP view (Google)



Display: The default setting for your mouse cursor. You will need to be in Display mode to use most of the functions of the map.

Identify: Select this function to identify roads, highways, rivers, creeks, etc., on the map that may not show a name. Address range information will also be displayed, if available. The info will appear in the bottom section of the map next to "Highlight." Zooming in on the map makes more names visible.

Measure: Use this function to measure the distance between points on the map. The info will appear in the bottom section of the map, under Segment Length and Total Length. In measure mode, right-clicking will add a placemark.

Placemark: The Placemark function is used to leave markers on the map, for later reference. This can be very helpful when used in conjunction with the Measure tool.

Lat & Long Indicators

Displays the Latitude and Longitude where your mouse cursor is currently located.

Grid Indicator

Displays the Township, Range & Section-Quarter (TRSQ) where the mouse cursor is currently located.

Segment Length & Total Length

"Segment Length" displays the length of the polygon segment you're working with, between the last point you have placed and the current location of your mouse cursor. "Total length" displays the length of the entire polygon so far.

Highlight

Provides information for the currently identified map feature. (To highlight a map feature, click the Identify button located in the bottom right corner of the map display.) The Highlight field will also display the Record ID of the polygon when the mouse "hovers" over it.

Now that you know how to interact with the different components of IMAP, **LET'S GET STARTED!** The following pages outline a step-by-step walkthrough on adding new polygons to your database, as well as viewing, deleting, and modifying your currently active district polygons.

VIEWING A POLYGON

After registering and logging in, the main menu will appear. Select **EDIT MEMBER MAP**. This will bring you to IMAP.

Location Information Screen

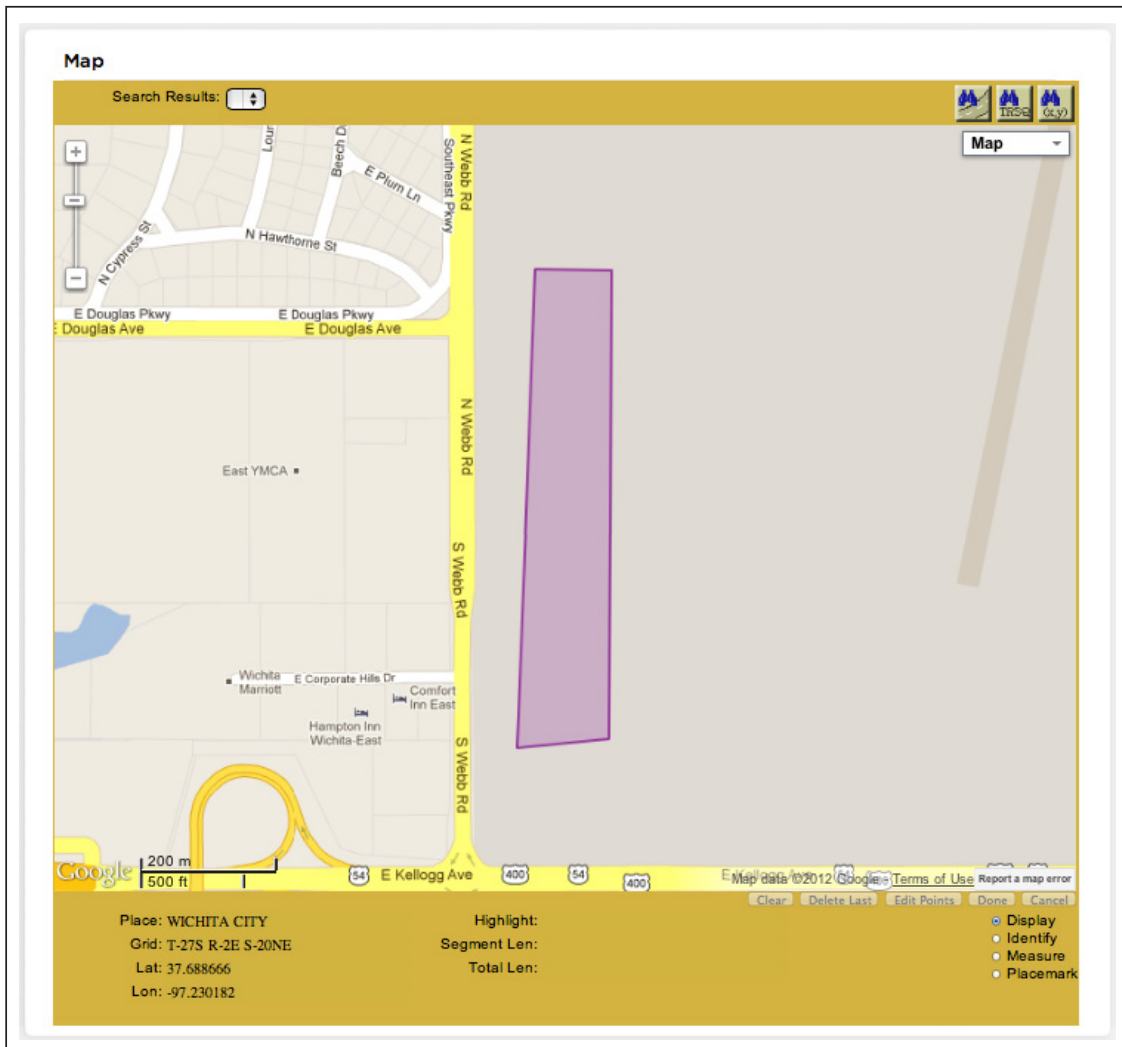
1. Select the state, county and district code code you would like to work with in the Location Information section at the top of the screen.
2. Click on **GO!** at the right side of the screen. The Districts box will display all active district polygons currently on record with **Kansas One Call** within the county you have selected.

Districts Box

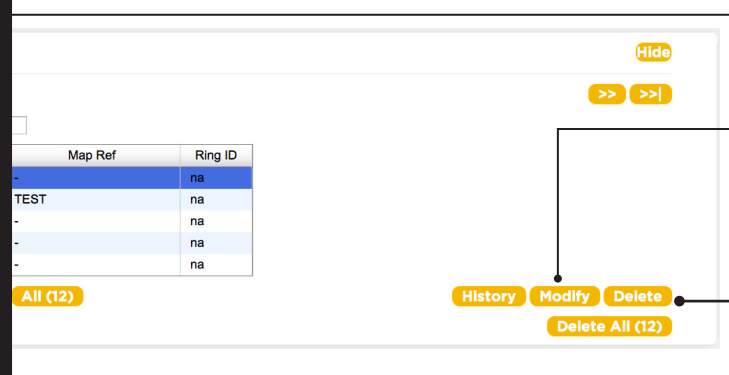
Map	Record ID	Map Ref	Ring ID
<input type="checkbox"/>	5291526	-	na
<input checked="" type="checkbox"/>	5291527	-	na
<input type="checkbox"/>	5291528	-	na
<input type="checkbox"/>	5564561	DFGBSDFGBDF	na
<input type="checkbox"/>	5567613	-	na

3. When in the Districts box, select the record ID of the polygon you wish to view by clicking on the check-box underneath the “Map” column for that record ID. Notice the polygon you have selected now appears in blue on the map. To get a closer look at the polygon you have selected, click the **GOTO** button located in the bottom-left corner of the Districts Box.

VIEWING A POLYGON (Continued)



Important: The changes you make to your district polygons in IMAP do not go into effect immediately. All transactions must pass through the Work In Progress and To Be Verified steps. Once they appear in the Committed box, the call center computer installs them in the database within the next few days. We will send you an email notifying you that the changes have become active.



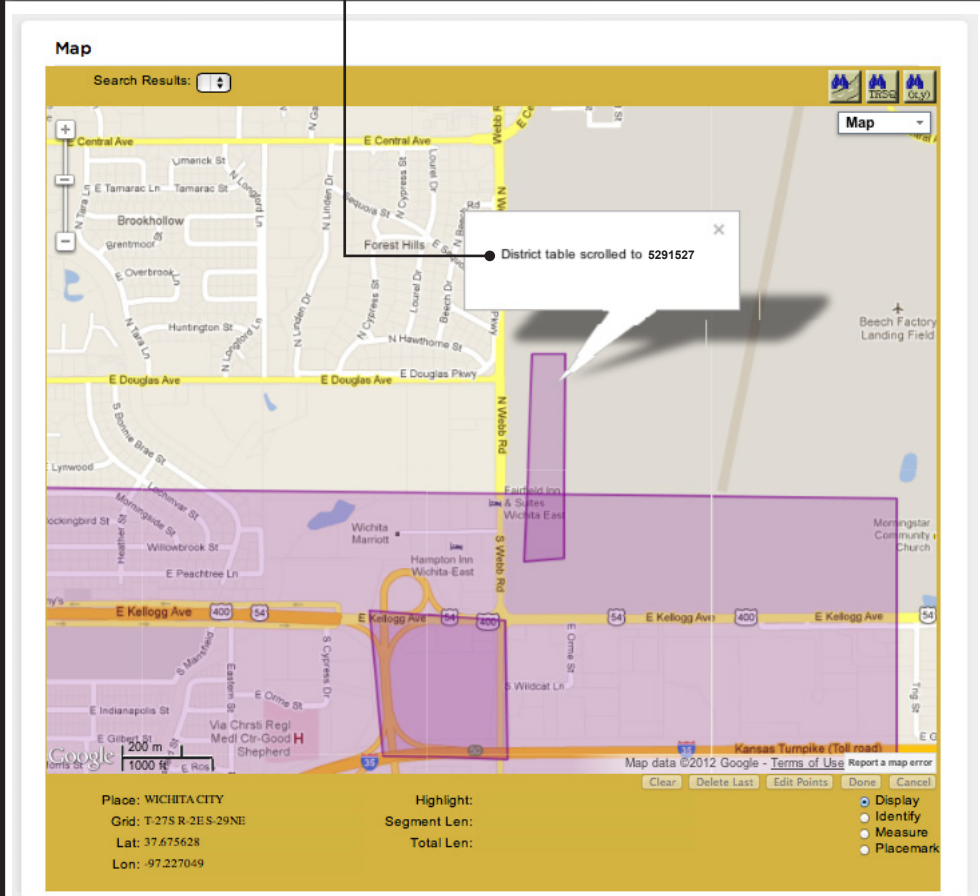
4. At this point, you can choose **MODIFY** to change the boundaries of the district polygon, or **DELETE** to remove the polygon from our system.

VIEWING A POLYGON (Continued - Alternate Method)

Don't have your specific Record ID number? That's ok - Here's an **Alternate** way to view your District Polygons.

1. When in the **Districts** box, click the **All** button, then the **Goto** button to display all active polygons. Notice the polygons selected now appear in **purple** on the map. Zoom in to get a closer look at the polygons.

2. Once you have found the polygon you are looking for, click on it to display it's corresponding Record ID.



ADDING A POLYGON

1. To begin adding a new polygon to the database, first navigate in the map to the selected area.

Work In Progress Box

Work In Progress:

>> >>|

Scroll To

Map	Type	Record ID	Map Ref	Eval Server	Act Date	User	Comments
<input type="checkbox"/>	DEL	5000079	-		08/12/2012	occdavid@yahoo.cor	Delete of 5000079
<input type="checkbox"/>	ADD	1000000085	-		08/24/2012	occdavid@yahoo.cor	New
<input type="checkbox"/>	ADD	1000000086	-		08/25/2012	occdavid@yahoo.cor	New

Goto Clr **All (3)** History **New** Edit Submit Abort

Submit All (3) **Abort All (3)**

2. Click the **NEW** button at the bottom of the **Work In Progress** box.

Map Display - MAP view (Google)

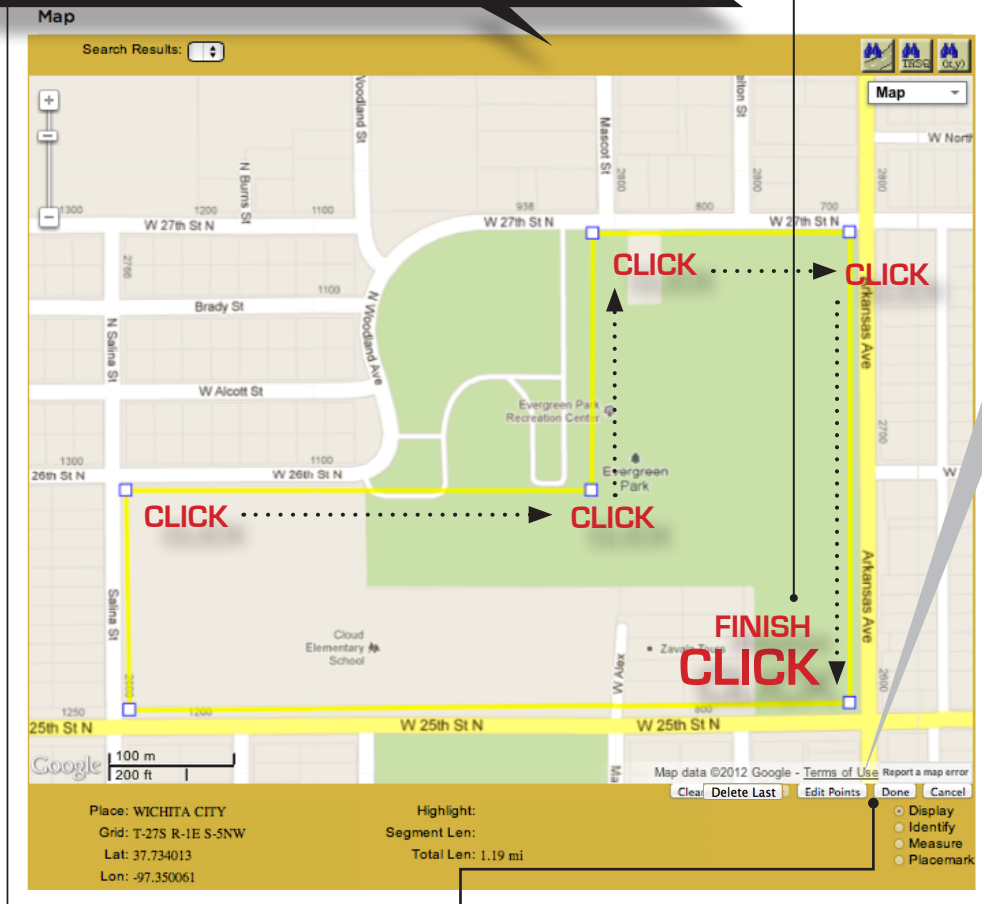
3. Start drawing the polygon by clicking on the map where you would like to begin. Then release the button and move the mouse in the desired direction. **Click and Release** each time you would like to make another line of the polygon.

Refer to the 'Segment Length' and 'Total Length' displays in the lower portion of the map to ensure that the proper footage is mapped.

ADDING A POLYGON (Continued)

4. Continue until the entire area needed is covered.

Map Display - MAP view (Google)



5. To close the polygon, simply click on the first point you made on the map.

Note: If you make a mistake while drawing your polygon, there are several tools for correcting it, found in the bottom-right corner of the map window. The “Delete Last” button will delete the last point you placed on the map. The “Edit Points” button allows you to move any point you have already placed by “dragging-and-dropping.” The “Clear” button will delete the polygon you are working on completely, allowing you to start over. Finally, clicking “Cancel” will cancel the transaction entirely.

6. Once you have drawn the polygon, click the button labeled **Done** in the bottom right corner of the map. This will bring up a window labeled **Transaction from District Polygon Information**. You may enter a date you would like the

Transaction From District Polygon Information

Activation Date

Map Ref

Comments

change to go into effect by either manually entering it (in MM/DD/YYYY format) or selecting it from the **calendar button**. The new polygon will be installed on that date or as soon thereafter as possible. You may also enter any **comments** that might be applicable to the new polygon, if desired. Click **OK** if you are satisfied with the polygon, or hit **Cancel** to start over. After you have clicked **OK**, the new polygon transaction will appear in the list located in the **Work In Progress** box.

IMPORTANT: You can only draw new polygons that are completely contained within the county you are currently viewing. (See Appendix ‘A1’ for more details)

DELETING A POLYGON

1. Select the polygon that you wish to delete from the list in the Districts box.

Districts Box

Districts: Hide

|<< << >> >>|

Scroll To

Map	Record ID	Map Ref	Ring ID
<input type="checkbox"/>	5079006	TEST	na
<input type="checkbox"/>	5291526	-	na
<input type="checkbox"/>	5291527	-	na
<input checked="" type="checkbox"/>	5291528	-	na
<input type="checkbox"/>	5564561	DFGBSDFGBDF	na

Goto (1) Clr (1) All (12) History Modify Delete

Delete All (12)

2. Click **DELETE**.

3. This will bring up the window labeled **“Transaction From District Polygon Information.”** Enter the date you wish the deletion to become active, then click OK. After you have clicked OK, the Delete transaction will appear in the **Work In Progress** box.

Transaction From District Polygon Information X

Activation Date

Comments

Work In Progress Box

Work In Progress: Hide

|<< << >> >>|

Scroll To

Map	Type	Record ID	Map Ref	Eval Server	Act Date	User	Comments
<input type="checkbox"/>	DEL	5000079	-		08/12/2012	occdavid@yahoo.cor	Delete of 5000079
<input type="checkbox"/>	ADD	100000085	-		08/24/2012	occdavid@yahoo.cor	New
<input type="checkbox"/>	ADD	100000086	-		08/25/2012	occdavid@yahoo.cor	New
<input checked="" type="checkbox"/>	DEL	5291528	-		09/01/2012	briancasey@occinc.c	Delete of 5291528

Goto (1) Clr (1) All (4) History New Edit Submit Abort

Submit All (4) Abort All (4)

Remember: The Delete transaction will still need to pass the **Work In Progress** and **To Be Verified** steps before changes can be made to the database.

MODIFYING A POLYGON

1. Select the polygon from the list in the Districts box that you wish to modify, and click the **Goto** button to center the polygon on the map.

Districts Box

Districts: Hide

|<< <<
>> >>|

Scroll To

Map	Record ID	Map Ref	Ring ID
<input checked="" type="checkbox"/>	5036163	-	na
<input type="checkbox"/>	5079006	TEST	na
<input type="checkbox"/>	5291526	-	na
<input type="checkbox"/>	5291527	-	na
<input type="checkbox"/>	5291528	-	na

Goto (1)
Clr (1)
All (12)

History
Modify
Delete

Delete All (12)

Map Display - MAP view (Google)

Map

Search Results:

Map

Place: WICHITA CITY
 Grid: T-27S R-2E S-21NW
 Lat: 37.687289
 Lon: -97.217103

Highlight:
 Segment Len: Total Len: 1.31 mi

Display
 Identify
 Measure
 Placemark

2. Click **MODIFY**.

3. Each point on the polygon will display a square. To modify the polygon, click and hold on any point, drag it to the desired location, and release the mouse button. Continue to “drag-and-drop” until you have achieved the desired polygon shape. Single clicking on any point will delete that point.

Notice that unchanged portions of the existing polygon will stay purple, while the newly expanded/edited portion will be yellow.

MODIFYING A POLYGON (Continued)

4. Click on the **Done** button, located in the bottom-right corner of the map. This will bring up a window labeled “Transaction From District Polygon Information.”

Transaction From District Polygon Information

Activation Date: 08/18/2012

Map Ref: -

Comments: Modify

Ok Cancel

Enter the date you wish the modification to become active, then click **OK**. The newly modified polygon will now appear in the **Work In Progress** box.

Work In Progress: Hide

Navigation: |<< << >> >>|

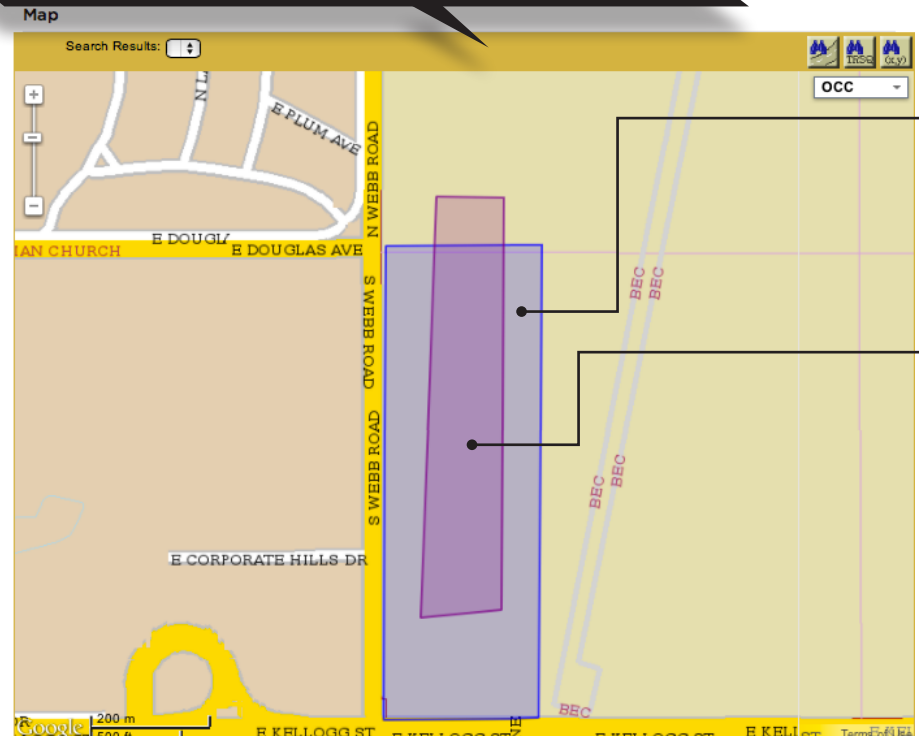
Scroll To:

Map	Type	Record ID	Map Ref	Eval Server	Act Date	User	Comments
<input type="checkbox"/>	DEL	5000079	-		09/08/2012	occdavid@yahoo.com	Delete of 5000079
<input type="checkbox"/>	ADD	100000085	-		08/24/2012	occdavid@yahoo.com	New
<input type="checkbox"/>	ADD	100000086	-		08/25/2012	occdavid@yahoo.com	New
<input type="checkbox"/>	ADD	100000088	-		09/01/2012	briancasey@occinc.c	New
<input checked="" type="checkbox"/>	MOD	5291527	-		09/13/2012	briancasey@occinc.c	Modify

Goto (1) Clr (1) All (5)

History New Edit Submit Abort
Submit All (5) Abort All (5)

Map Display - OCC view



The newly modified polygon will be displayed in **blue**.

The original polygon will still be displayed in **purple**.

THE POLYGON TRANSACTION PROCESS

Any time you make any changes to your database, you create a transaction. In order for a transaction to become active, it **must** pass several steps of verification, represented by the 4 boxes located between the Location Information display and the Map display. The 4 steps (or 'boxes') are:

DISTRICTS - WORK IN PROGRESS - TO BE VERIFIED - COMMITTED

(The **polygons** appearing in the map display are color coded to indicate in which box they reside)

The screenshot shows three stages of the transaction process:

- Work In Progress:** A table with 5 rows. The last row (MOD 5291527) is selected. Buttons include Goto (1), Clr (1), All (5), History, New, Edit, **Submit**, and Abort.
- To Be Verified:** A table with 2 rows. The last row (MOD 5291527) is selected. Buttons include Goto (1), Clr (1), All (2), History, **Approve**, and Reject.
- Committed:** A table with 5 rows. The last row (MOD 5291527) is selected. Buttons include Goto (1), Clr (1), All (9), and History.

For example...

This newly created 'Modify' Transaction currently resides in the **Work In Progress** box. Clicking **Submit** will



pass the transaction to the **To Be Verified** box.

Clicking **Approve** will



submit the transaction to the call center for processing.

(It will also appear in the **Committed** box.)

Once the transactions are listed in the **To Be Verified** box, you will need to carefully verify the changes to ensure they are accurate. After approving the transactions, they will be listed in the **Committed** box, indicating to the call center you're ready for the changes to go into effect. Remember, the transaction will go into effect according to the activation date, not immediately after you have committed it. You will receive an **email notification** when you commit the transaction, and **ANOTHER** once the transaction goes into effect.

The following pages explain the transaction 'boxes' and their **functionality**.

THE POLYGON TRANSACTION PROCESS (Continued)

Districts

The Districts box contains a complete list of all currently active polygons matching the county and district code you selected in the Location Information section. In the Districts box you can view, modify or delete any of your currently active district polygons. When you select a polygon from the Districts list (by clicking the check box located to the far left of the list) it will appear on the map in purple, signifying it as an unmodified district polygon. When you choose to Modify or Delete an active polygon, a transaction is created, and will appear under the Work In Progress tab.

NOTE: It is common for District polygons and polygons from other boxes to overlap each other. You may go to the appropriate box (Districts, Work In Progress, To Be Verified, or Committed) and click **CLR** for the polygons you wish to stop being displayed on the map.

The screenshot shows the 'Districts Box' interface with a table of polygons and a map view below it. The table lists five polygons with their respective Record IDs, Map Refs, and Ring IDs. The second row is selected, and its checkbox is checked. The map view shows a purple polygon overlaid on a street map of Wichita, Kansas, near E Douglas Ave and S Webb Rd.

Map	Record ID	Map Ref	Ring ID
<input type="checkbox"/>	5291526	-	na
<input checked="" type="checkbox"/>	5291527	-	na
<input type="checkbox"/>	5291528	-	na
<input type="checkbox"/>	5564561	DFGBSDFGBDF	na
<input type="checkbox"/>	5567613	-	na

Map Display - Map view (Google)

Polygons that appear in the Districts box will be displayed in **PURPLE** on the map.

THE POLYGON TRANSACTION PROCESS (Continued)

Work In Progress

The Work In Progress box contains a list of transactions - polygons that are in the process of being newly created, modified or deleted. Any transactions that began in the Districts box will appear here next. In the Work In Progress box you can create new district polygons ("New"), submit existing polygon transactions to the To Be Verified box ("Submit"), or cancel existing polygon transactions entirely ("Abort"). You can also modify any polygon transactions listed here ("Edit").

Work In Progress: **Work In Progress Box**

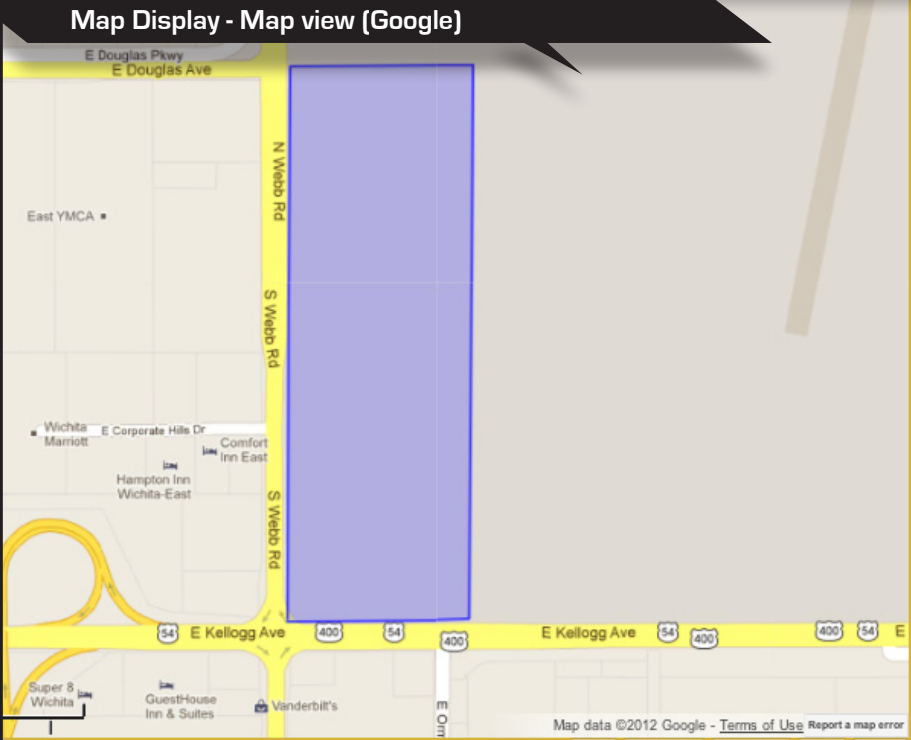
Navigation: << << >> >>

Scroll To:

Map	Type	Record ID	Map Ref	Eval Server	Act Date	User	Comments
<input type="checkbox"/>	DEL	5000079	-		09/08/2012	occdavid@yahoo.com	Delete of 5000079
<input type="checkbox"/>	ADD	1000000085	-		08/24/2012	occdavid@yahoo.com	New
<input type="checkbox"/>	ADD	1000000086	-		08/25/2012	occdavid@yahoo.com	New
<input type="checkbox"/>	ADD	1000000088	-		09/01/2012	briancasey@occinc.com	New
<input checked="" type="checkbox"/>	MOD	5291527	-		09/13/2012	briancasey@occinc.com	Modify

Goto (1) Clr (1) All (5)

History New Edit Submit Abort
Submit All (5) Abort All (5)



Polygons that appear in the Work in Progress box will be displayed in **BLUE** on the map.

THE POLYGON TRANSACTION PROCESS (Continued)

To Be Verified

The To Be Verified box contains a list of polygons that have “passed” the previous Districts and Work In Progress steps, and are waiting for final verification or rejection. Here you can either Approve a transaction, which will submit the polygon for inclusion in the database, or Reject a transaction, which will bounce it back to the **Work In Progress** box.

To Be Verified Box

To Be Verified: Hide

|<< << >> >>|

Scroll To

Map	Type	Record ID	Map Ref	Eval Server	Act Date	User	Comments
<input type="checkbox"/>	ADD	1000000087	-		08/31/2012	briancasey@occinc.c	Submit
<input checked="" type="checkbox"/>	MOD	5291527	-		09/13/2012	briancasey@occinc.c	Submit

Goto (1)
Cir (1)
All (2)
History
Approve
Reject

Approve All (2)
Reject All (2)

Map Display - Map view (Google)

Polygons that appear in the To Be Verified box will be displayed in **GREEN** on the map.

THE POLYGON TRANSACTION PROCESS (Continued)

Committed

The Committed box contains a list of all polygon transactions that have been fully approved. Once the polygon has passed the final step of verification (the **To Be Verified** section), a record of the transaction will appear in this section so that you can view a list of all polygons that have been added, edited, or deleted. Once the transactions have been installed, the polygons will no longer be listed here, and will be displayed in the Districts box (unless deleted).

Committed: **Committed Box**

|<< <<
>> >>|

Scroll To

Map	Type	Record ID	Map Ref	Eval Server	Act Date	User	Comments
<input type="checkbox"/>	ADD	1000000020	Test		08/02/2012	occdavid@yahoo.com	Approve
<input type="checkbox"/>	ADD	1000000033	-		08/11/2012	occdavid@yahoo.com	Approve
<input type="checkbox"/>	ADD	1000000034	-		08/06/2012	occdavid@yahoo.com	Approve
<input type="checkbox"/>	ADD	1000000092	-		09/12/2012	occdavid@yahoo.com	Approve
<input checked="" type="checkbox"/>	MOD	5291527	-		09/13/2012	briancasey@occinc.com	Approve

Goto (1) Clr (1) All (9)
History

Map

Search Results:

Map Display - Map view (Google)

Place: WICHITA CITY
 Grid: T-27S R-2E S-21NW
 Lat: 37.687605
 Lon: -97.225847

Highlight:
 Segment Len:
 Total Len:

Display
 Identify
 Measure
 Placemark

Polygons that appear in the Committed box will be displayed in **ORANGE** on the map.

REMINDER: Always check your work before approval. Once the change goes into effect it can take a few days to correct it. For security and accuracy, limit who can edit your database. It is always better to have one person make the change and another to check and approve the work.

Exiting IMAP

After all changes have been made and submitted, exit IMAP by clicking on the **EXIT** button in the upper right corner of the screen. This will then take you back to the main menu and you can logout.

Activation Date for New or Changed Polygons

Your polygons may or may not be installed on the actual date you requested for activation. Updates normally take place Monday through Friday, with the exceptions of holidays and periods of system maintenance. Changes are installed on the requested date or as soon thereafter as possible. If you have not received an email confirmation of your polygon submissions within one week of your selected activation date, please call **(316) 687-2102**.

Questions? Comments? Suggestions? Feel free to contact the **Kansas One Call** database department at **(316) 687-2102** or david_butler@occinc.com



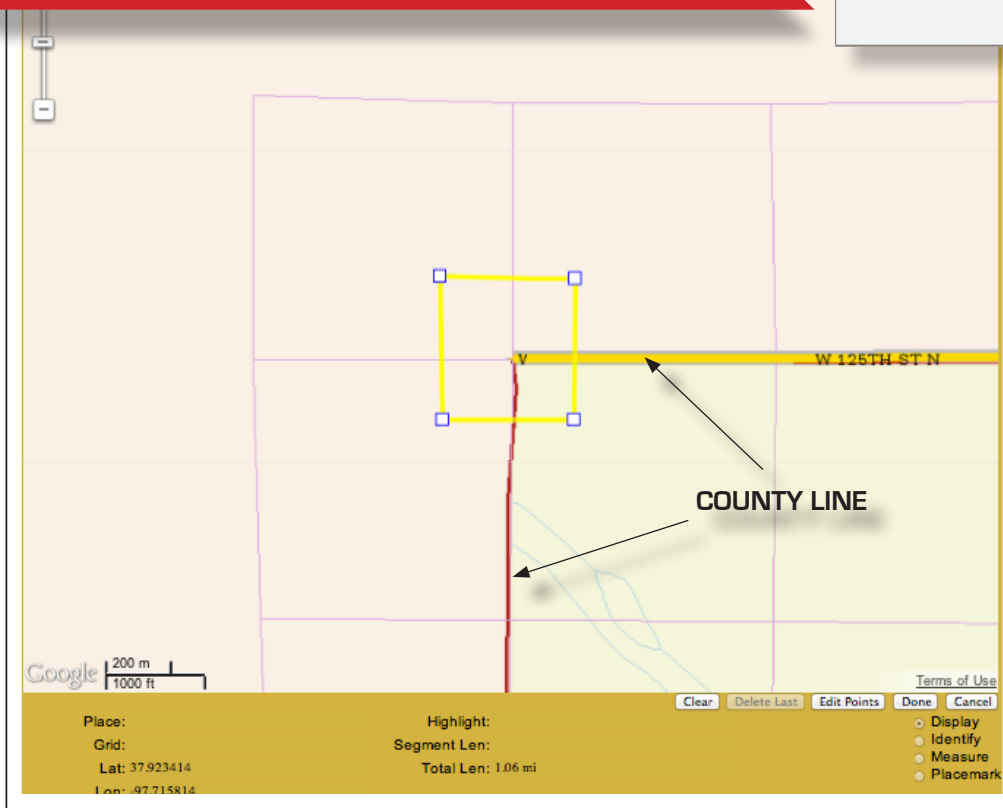
Know what's below.
Call 811 before you dig.

Polygons Drawn Outside County Boundaries

You can only draw new polygons that are completely contained within the county you are currently viewing (county boundaries are visible in the OCC map view). **IMPORTANT: If you attempt to draw a polygon that extends beyond the county boundaries, the computer will “clip” the outlying portions of your polygon, and you will see [this pop-up item](#).**

If you want your notification area to extend into another county, you must create a new polygon in the other county that continues your notification area.

Polygon as drawn by the user – note the sections extending outside the currently selected county.



Polygon after ‘clipping’ – all sections of the polygon originally drawn outside of the county have been removed.

