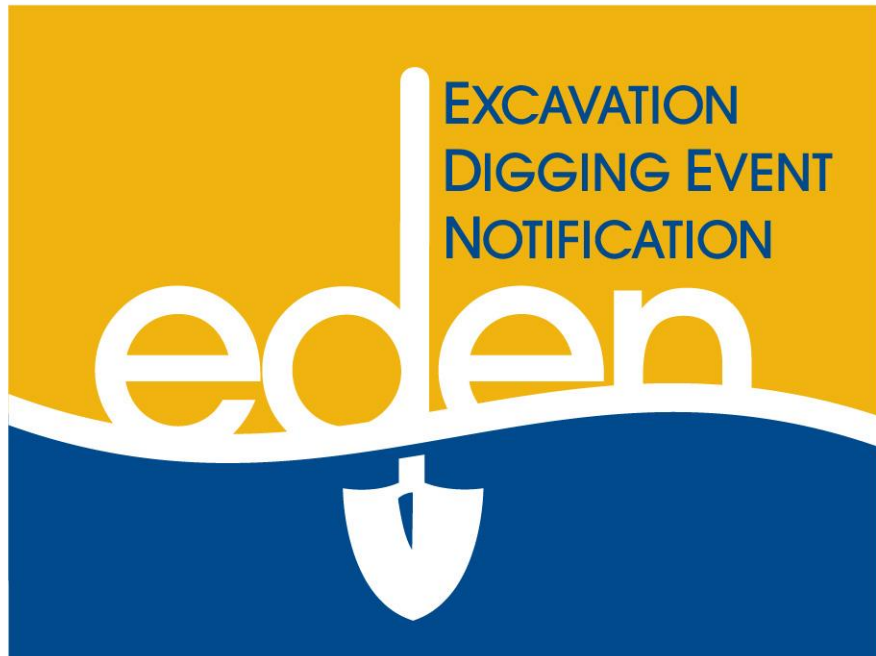




Know what's below.
Call before you dig.



Service Area Map Management Manual


Georgia 811 EDEN

February 13, 2017

Service Area Map Management

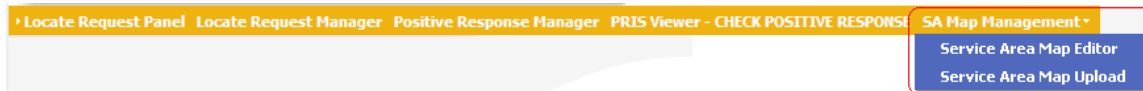
- ❖ Service Area Map Management is used in creating; maintaining and editing a service area. Which is an important part of Georgia 811 membership. For existing members, it is recommended that their service area be updated annually. However, if they have any changes to their system or network, updates to their service area should be made when these changes occur.

Helpful Hints while Navigating through EDEN

- EDEN currently only supports Internet Explorer browser.
- The Compatibility View must be turned on for the GAUPC.com domain.
 - To turn on Compatibility View go to the Tools menu > Compatibility View Settings and enter GAUPC.com into the website list.
- Make sure the Pop-up Blocker is turned off.
-  If a screen in EDEN has this printer icon at the bottom right hand corner, then you may select the icon to print the page. A new window will pop up with the screen you want to print. Right click on your mouse anywhere in the new window. Select **Print**.
- The scroll feature on your mouse will zoom you in and out of the map as opposed to page up and page down.

Accessing Service Area

Once logged into EDEN, you will have two options via the **SA Map Management** dropdown: **Service Area Map Editor** and **Service Area Map Upload**.



Service Area Map Editor: Select this option if you want to manually view and/or edit a service area.

Service Area Map Upload: Select this option to import a map shape file.

View Service Area

Locate Request Panel Locate Request Manager Positive Response Manager PRIS Viewer - CHECK POSITIVE RESPONSE SA Map Management

Service Area Map Editor

Service Area Map Upload

1. Select the **Service Area Map Editor** option from the top panel to view a service area.

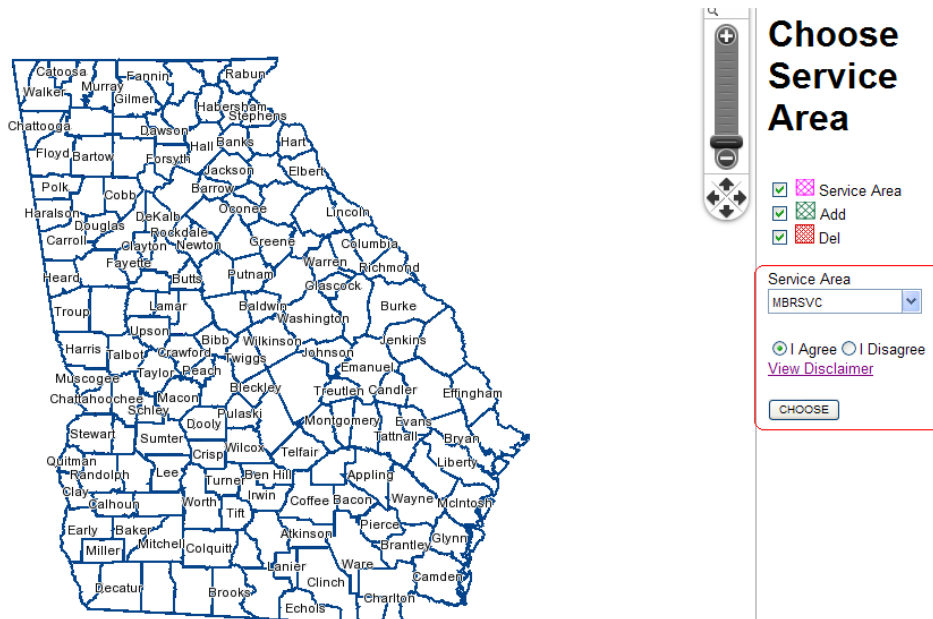
Please read and choose your answer:

UPC will notify it's Members based solely on the Service Area Registration entered by the Member and/or it's representative (User). The User importing, creating, adjusting or saving their Service Area Registration assumes full responsibility that the information is entered properly and accurately. UPC does not verify the accuracy, or assume any responsibility for the Service Area Registration information entered by the User. The User importing, creating, adjusting or saving their Service Area Registration agrees to hold UPC harmless from, and against, any and all claims or damages arising out of the Service Area Registration information entered by the User. Should a User generate Service Area Registration changes, it shall remain in a pending state until approved by the approving authority. Once it has been Approved, UPC will process the approved changes and will take effect within 1 hr of approval.

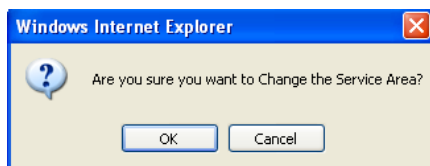
If you have any further questions concerning this, please contact our Member Services department at MemberServices@gaupc.com or call 770.623.5789

I Agree I Disagree

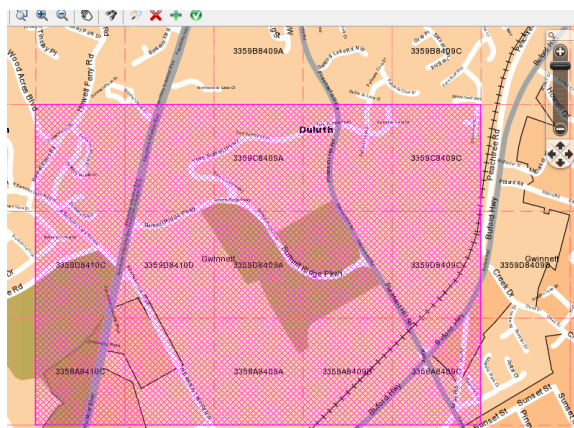
2. Read the disclaimer on the right side of the page and select **I Agree**.



3. Select the appropriate service area code from the dropdown list. If you do not see the service area code in the list, then begin typing it in and select it from the dropdown list provided.
4. Select **I Agree** radio button for the disclaimer.
5. Click on **Choose** button.



6. A dialogue box will appear.
7. Click **OK** to continue.



8. The service area will appear in pink on the map.

Service Area Mapping Tools

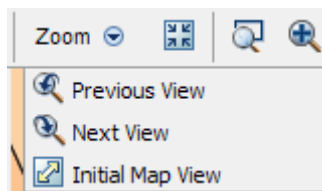


ZOOM AND PANNING TOOL WITHIN THE MAP – A **Zoom and Panning Tool** is located in the upper right hand corner of the map. To zoom in, select on the bar and drag toward the plus sign. To zoom out, drag the bar toward the minus sign. To move the map, select on the arrow that matches the direction you want to move the map. You can also move the entire tool to anywhere on the map. Just select on the top of the tool and drag it to where you want it.

NOTE: The scroll feature on your mouse will zoom you in and out of the map as opposed to page up and page down.



TOOL BAR – The tool bar is found across the top of the map.



Zoom to Previous View, Next View, Initial Map View

1. Select the **Zoom** tool and a dropdown appears.
2. From the dropdown, select **Previous View** to go back to the previous map view.
3. Select the **Next View** to go forward to the next map view.
4. **Initial Map View** displays a state/county view.



Initial Center and Scale

1. Select the **Initial Center and Scale** tool to view the original map view that was displayed based on your current service area information. This is helpful if you have zoomed in or out or moved the map.



Zoom to Rectangle

1. Select the **Zoom to Rectangle** tool and select and drag on a specific area on the map for a quick zoom to the maximum zoom level. The map will zoom in when the mouse key is released.



Zoom In

1. Select the **Zoom In** tool and select on a specific area on the map to zoom in for a closer view and to display street names. Each select brings the map closer until the maximum zoom level has been reached.



Zoom Out

1. Select the **Zoom Out** tool and select on a specific area on the map to zoom out for a wider view of the area. Each select moves the map farther away and displays more of the surrounding area until the minimum zoom level has been reached where the street names are not visible.



Pan Mode

1. Select the **Pan Mode** tool to move the map in any direction. Select and drag on the map in the direction you want to move it. The map will reset itself when the mouse key is released.



Search Map

1. Select the **Search Map** tool to search within the map. A **Street Search** window opens to allow entry of the search information. You can search the map by County, City, Street, Intersection, Lat/Lon and Grid. To close the **Street Search** window, select the **Cancel** button.
2. A county and city must be entered in order to search by **Street Name** or **Intersection Name**.
3. If the street name or intersection is not found in the dropdown list, select the **APS (Adjacent Places Search)** box to activate a search in the surrounding counties and cities. The cursor will automatically go back to the previous field. Enter the street name again and select the desired street name or intersection name from the dropdown list. The street must be selected from the dropdown list in order to be indicated on the map. Select the **Search** button and the search results will be highlighted in green on the map. This is only a reference point on the map no changes will be made to your SA based on any areas highlighted in the search function mode.
4. Search by **Lat/Lon** or **Grid** if the street you are searching for will most likely not be found on the map. This takes the map to the general area so you can identify areas for editing. The Lat/Lon location will be highlighted in green on the map. The Grid will not be highlighted on the map, but the map does center on the Grid.



Choose Service Area

1. Select this tool to access the service area dropdown list.



Deletion Tool

-
1. Select this tool to remove areas of your service area that are no longer needed.



Addition Tool

1. Select this tool to add new areas to your service area.



Approve Pending SA Edits

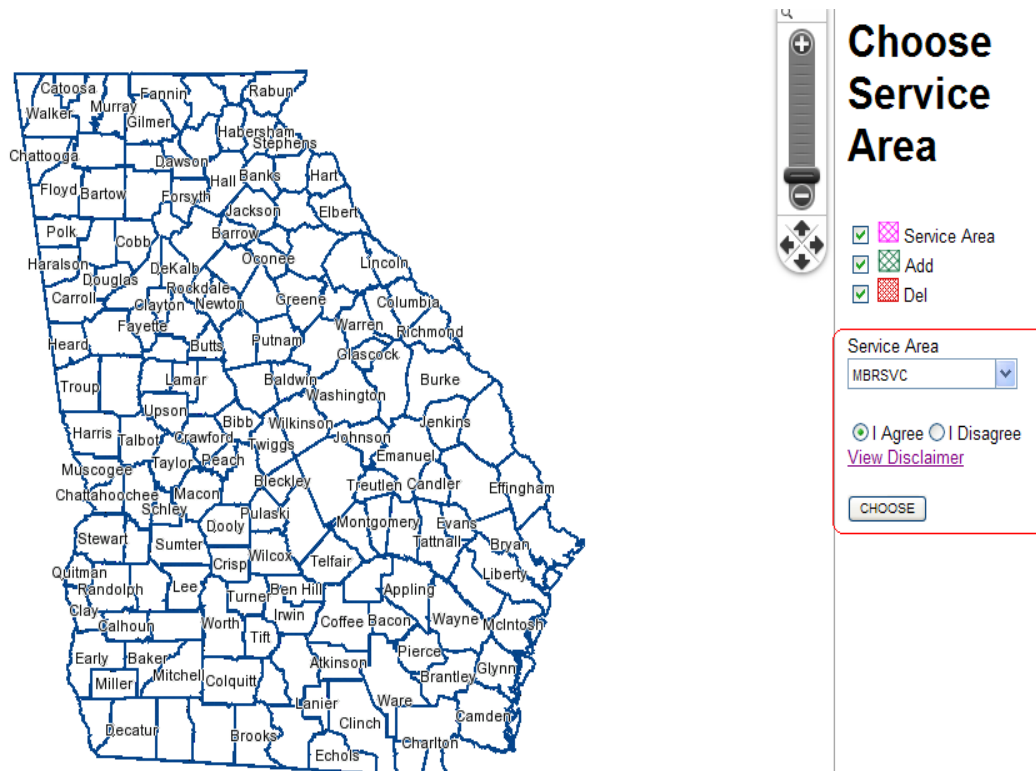
1. Select this tool to approve and activate changes you have made to your service area.

Service Area Map Editor

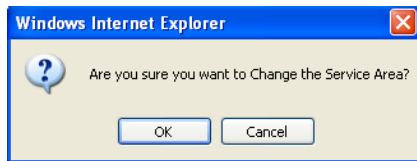
Edit Service Area




1. Select the **Service Area Map Editor** option from the top panel to manually view and/or edit the service area.
2. Read the disclaimer on the right side of the page and select **I Agree**.

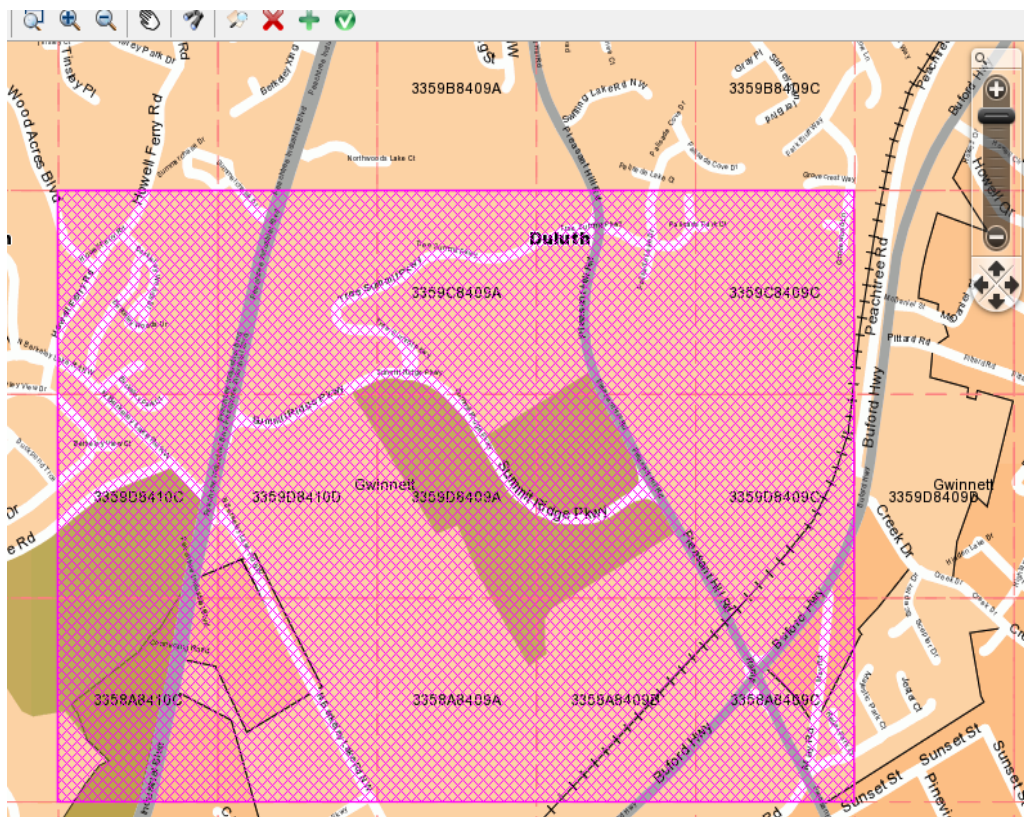




3. Select the appropriate service area code from the dropdown list. If you do not see the service area code in the list, then begin typing it in and select it from the dropdown list provided.
4. Select **I Agree** radio button for the disclaimer.
5. Click on **Choose** button.
6. A dialogue box will appear.



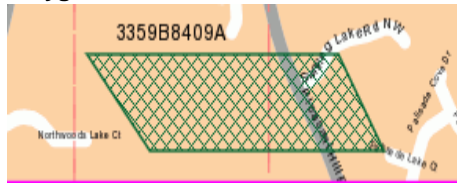
7. Click **OK** to continue.
8. New Members will have a blank page. Current users skip to step 10.

9. Select the  **Initial Center and Scale Tool** to pull the map of Georgia.
10. The current service area will appear in pink on the map.

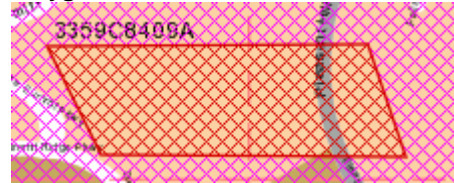



10. Select the  **Addition** tool to begin drawing the polygon for the area you would like to add.
11. or, select the  **Deletion** tool to begin drawing the polygon for the area you would like to remove.
12. Click on the map in the area you would like to edit and continue to click to outline the area.
13. Press the CTRL key on the keyboard and left select the mouse at the same time to stop drawing. The outlined area turns to green hash marks if you are making an addition to your service area and turns red if you are making a deletion to your service area.

Polygon to be Added



Polygon to be Deleted

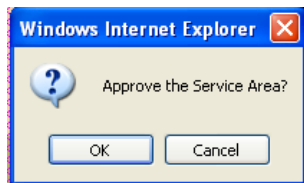


14. Select the **Save** button to the right of the map.
15. The polygon can be cleared by selecting the **Clear** button to the right of the map before it has been saved.
16. Select the  **Approve Pending SA Edits** tool to approve the changes to your service area.

MBR SVC

-  Service Area
-  Add
-  Del

17. Select the **Approve** or **Deny** button to the right of the map.



18. If you select **Approve**, a dialogue box will appear. Select **OK** to approve your changes or **Cancel** to resume editing your service area.
19. If you select **Deny**, all edits to your service area will be deleted immediately.
20. After approving your edits the additions will now be shown in pink as part of your service area and any deletions will be removed entirely from the map.

NOTE: Any approved edits to your service area will become active immediately.

Service Area Map Upload

The **Service Area Map Upload** allows you to import a map shape file.

Spatial Information

The specifications for importing a shape file into EDEN are listed below:

- WGS84 projection
- ESRI Shape file
- Require the .shp and .prj files to be uploaded
- Must be in Polygon format
- Must include the **ENTIRE** service area. Files that are uploaded will **REPLACE** the current service area.

Upload Process Information

- Upload Shape File
- The files will get processed by our GIS Department
- You will be notified via email that your shape files have been processed.
- You will need to login to EDEN and verify that the files were processed correctly.

Upload Service Area Map



1. Select the **Service Area Map Upload** option from the top panel to import a map shape file.

Service Area

MBRSVC

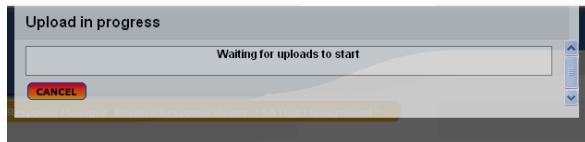
2. From the **Service Area** dropdown list, select the service area to be updated.

Please choose one .shp and one .prj file

<input type="text"/>	Browse...
<input type="text"/>	Browse...

Upload

3. Browse and attach the .shp and .prj shape files to be uploaded.
4. Select the **Upload** button.



5. You will see the upload in progress screen.
6. Our GIS department will process your files and you will be notified via email once that has been done.
7. Once you receive the email, you will need to **login to EDEN and verify that the files processed correctly.**