

Using IMAP

An Instructional Guide to Viewing and Mapping District Polygons Online

WITH



One Call Concepts, Inc.

Assistance is available Monday through Friday between the hours of 8AM-5PM by calling 515-278-8700.

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IMAP INTRODUCTION

IMAP is an online application developed by One Call Concepts for use by Iowa One Call, through which underground facility owners may 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 Iowa One Call (IOC) using IMAP.

Requirements

The following is a list of system requirements – an approved operating system, Internet access, a valid e-mail address, Java, a color monitor and an active database are all requirements to use IMAP.

Operating System -- The most compatible systems are Windows XP, Windows Vista, Windows 7, Mac OS10, and Linux.

Internet access –Internet Explorer version 7.0 or higher and Firefox version 1.5 or higher are most compatible. It is preferred to use high-speed internet access such as cable or DSL. Keep in mind that if you have dial-up access, the mapping process will take longer.

Email address – Your valid email address, for registration and support purposes.

Java - You will need to download and install the Java Runtime Environment plug in. For more information, and to check to see if Java is already installed on your computer, see page 14.

Color monitor – This is important for mapping purposes.

Active database --You must be a member of Iowa One Call and have an active database containing member notification area information.

What's a polygon?

In IMAP, and throughout this manual, we use the term “polygon” to refer to the box or shape on the map that encompasses your notification territories. You will learn to add, remove, and change notification territories using these polygons. So, the term “district polygon” refers to the “shape” of your notification territory in our database.

LOGGING IN TO IMAP

- Go to www.iowaonecall.com.
- Click the link entitled “Enter a New Ticket Online”. This will take you to our ITIC login screen, which is also the login screen for IMAP.
- At the Iowa One Call Login/Registration Screen enter your email address and password in the respective fields and then select “Sign In” to access IMAP.

Assistance is available Monday thru Friday between the hours of 8am-5pm by calling (515) 278-8700.

NOTE: A member may only view and manipulate polygons associated with that member’s district code(s).

UNDERSTANDING THE TWO SECTIONS OF IMAP

There are two parts to IMAP – the transaction editor box in the upper part of the screen and the map display in the lower part of the screen. The transaction editor box is used to display county and district polygon information, and the map display is used to draw, edit, add, and delete new or existing district polygons.



The Transaction Editor Portion of the IMAP Screen

In the Transaction Editor, the top tabs correspond with the “steps” of polygon verification (see appropriate section below). Underneath those tabs, the District column shows in which district the polygon resides, the Record ID column shows the record ID number associated with a particular polygon, and the Ring ID column is not used.

The buttons on the bottom of the Transaction Editor will highlight once they become usable, making it easy to tell at a glance what options are available to you. GOTO will cause the map to center on a particular polygon already mapped. The MAP button will map a particular record ID, displaying the polygon associated with it. The CLR button will clear from the map, but not delete from the system, a polygon. The ALL button will map all polygons in the selected county and district. The APPROVE and REJECT buttons are used to add or refuse modified polygons.



Bottom Buttons of the Transaction Editor

LEARNING TO USE THE IMAP SYSTEM

USING THE MAP DISPLAY

Understanding how to navigate the map is obviously important in learning to use IMAP effectively. The following is a detailed explanation of the column of buttons found on the far right-hand side of the map display. **NOTE:** holding your mouse cursor over one of the buttons will display a pop-up text, identifying the use of the button.



STREET SEARCH – This button will do a search for provided streets in the county viewed.



GRID SEARCH – This button is currently inactive and cannot be used.



ZOOM IN and ZOOM OUT – These buttons will zoom in and out of the current map display.



ZOOM REGION – This button will enable you to choose a portion of the map to be zoomed in. After this button is selected, you will need to choose an area of the map to zoom in to. Start by clicking a point on the map. After you click and release, you will be able to drag the mouse to enlarge the box to select a specific area of the map to zoom in to.



IDENTIFY FEATURE – This button will allow you to identify the name of any feature of the map – click this button then click on a street, grid line, railway, or other feature on the map display to open a dialog box depicting the name of the feature selected.



MEASUREMENT TOOL – This button allows you to measure distances in the map (i.e. between streets or features). You can measure distances between points you draw in the map, and you can also view the total distance of all lines drawn in the map with this tool.



DELETE POINT – Selecting this button will delete the last point of the polygon drawn on the map.



CLEAR POLYGON – This button will completely delete the currently worked-on polygon from the map, allowing you to start over drawing a new polygon.



APPROVE POLYGON – Selecting this button will submit the newly created or edited polygon for approval into either the database or the next step of the creation process (see below).

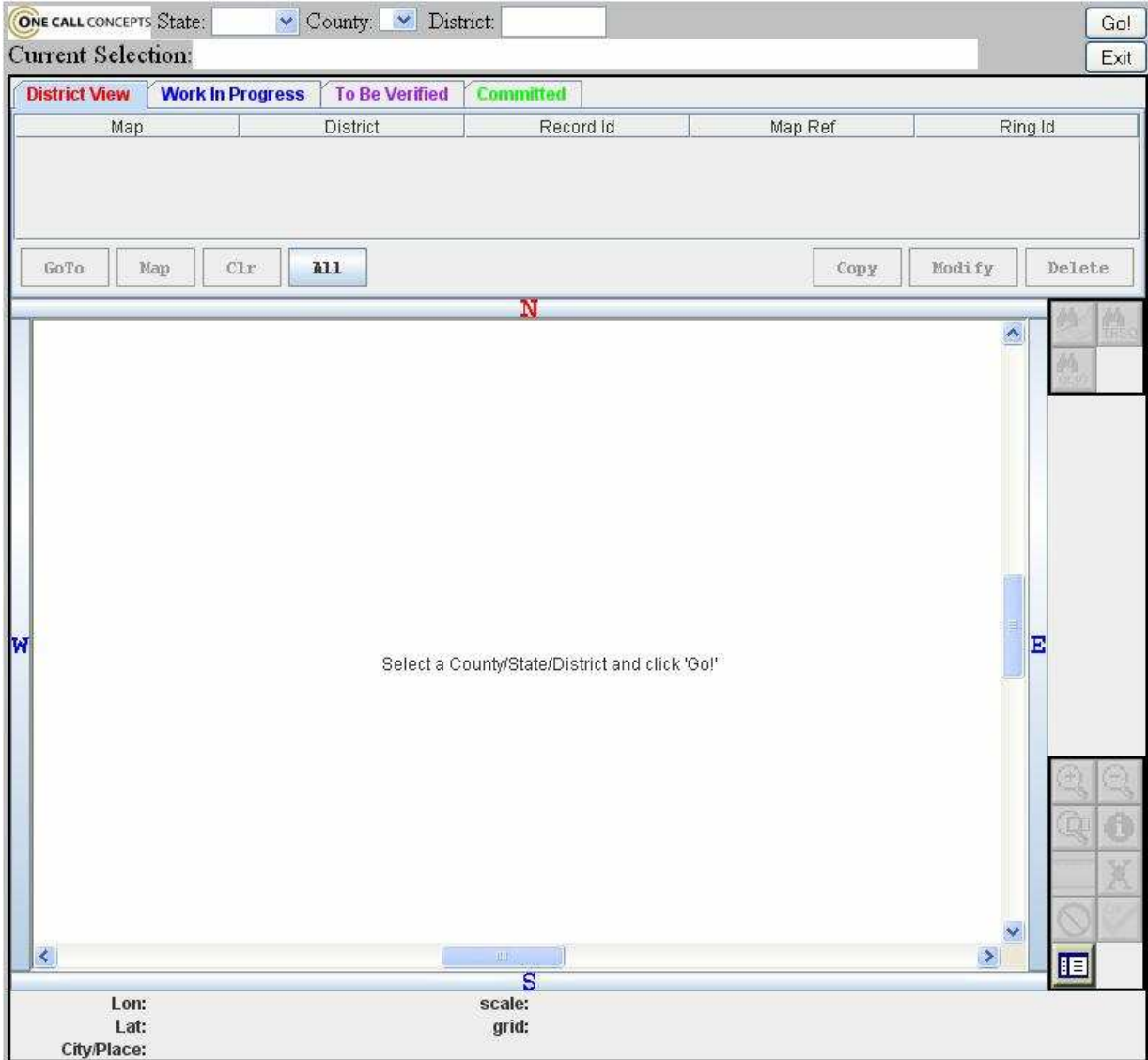
The Location Identifier Box is at the very bottom of the map display, and is helpful in showing information that will help you find locations in the map, as well as drawing accurate polygons. From left to right, the box shows the current latitude and longitude and township, range, and section the mouse cursor is currently in, the actual scale of the map (changing based on how far in or out you are zoomed in the map), and the distance calculator, showing in feet the distance of one line of the polygon (used in real-time – see further sections for details on use).



The Location Identifier Box

VIEWING A POLYGON

After registering and logging in, the main menu will appear. In most cases, IMAP will automatically load after logging in. If it does not, and you have various menu options to choose from, select EDIT MEMBER MAP. This will bring you to the mapping application.



Opening IMAP Screen Showing Both Transaction Editor and Map Display

1. Select the county you wish to view in the upper portion of the screen at the pull-down menu.
2. If you have more than one district in that county, select the district code needed by clicking on it in the drop-down menu to the right of the county and state drop-down boxes.
3. Click on GO! at the right side of the screen. The transaction editor will display all districts currently on record with Iowa One Call in list format.

Map	District	Record Id	Ring Id
<input type="checkbox"/>	QLNND07	83201	na
<input type="checkbox"/>	QLNND07	83854	na

Transaction Editor in District View Mode With County and Districts Selected

4. Make sure you are in District View mode by ensuring that the **District View** tab is selected, clicking on the **District View** tab if necessary. Next, 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. You may select multiple polygons or all polygons contained within the current county by choosing the “ALL” button on the bottom of the dialog box. Selecting the “CLR” button will remove all displayed polygons from the map. **NOTE:** This will not actually delete any polygons from our system, only which polygons are being viewed on the map display in District View mode.
5. Click on MAP at the bottom right corner of the dialog box. The polygon(s) should automatically appear on the map outlined in red.
6. At this point, you have a variety of options available to you in regards to the current polygon(s) selected. You may choose the ADD button to draw a new polygon to be added to the database or the COPY button to create a copy of the current polygon. You can also choose MODIFY to change the boundaries of the district polygon, or DELETE to remove the polygon from our system.

ADDING A POLYGON

1. To begin adding a new polygon to the database, first **navigate in the map** (see IMPORTANT note below) to the selected area, and select the **Work In Progress** tab. This is the section of the transaction editor that allows you to draw new polygons or edit existing ones.

IMPORTANT: If you do not have any notification territories set up in a county for a district code you would like to create a new notification area for, you will need to first access the map by doing a street search, grid search, or lat/lon search first. Simply enter an address, intersection, or grid/lat/lon that appears in the county you are currently working on to access a map for that county. Then you can add a new notification area using the **NEW** button.

2. While in **Work In Progress**, select the NEW button at the bottom of the transaction editor.
3. Begin drawing the polygon by clicking on the map where you would like to begin. Then release the button and drag the mouse in the desired direction. Remember to refer to the Distance Calculator in the lower portion of the map display to ensure that the proper footage is mapped. Click and release each time you would like to make another line of the polygon.
4. Continue until the entire area needed is covered.



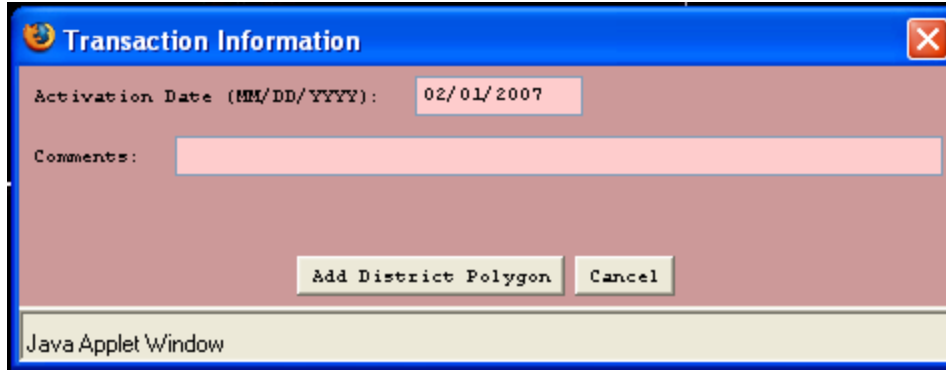
Drawing a New Polygon

5. To close the polygon, you will need to click in the yellow circle of your starting point. If it does not work the first time, click within each circle in a few different areas until the polygon is completed.

NOTE: If at any time you clicked in the wrong spot, click on the DELETE POINT button at the right side of the screen to delete the last line drawn (alternatively, you may simply hit the DELETE key on your keyboard).

6. 6. Once you have drawn the polygon, select the APPROVE EDIT button to the right. This will bring up the Transaction Information window. You must enter a date (in the correct format MM/DD/YYYY) for the day you would like the change to go into effect. The new information will be installed as close to that date as possible. Also enter any comments that might be applicable to the new polygon, if desired. Choose Add District Polygon if you are satisfied with the polygon, or hit Cancel to start over.

IMPORTANT: You can only draw new polygons that are completely contained within the county you are currently viewing. It is important to NOT draw your polygon outside of the county you are currently viewing (county boundaries are featured as thick green lines). 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.



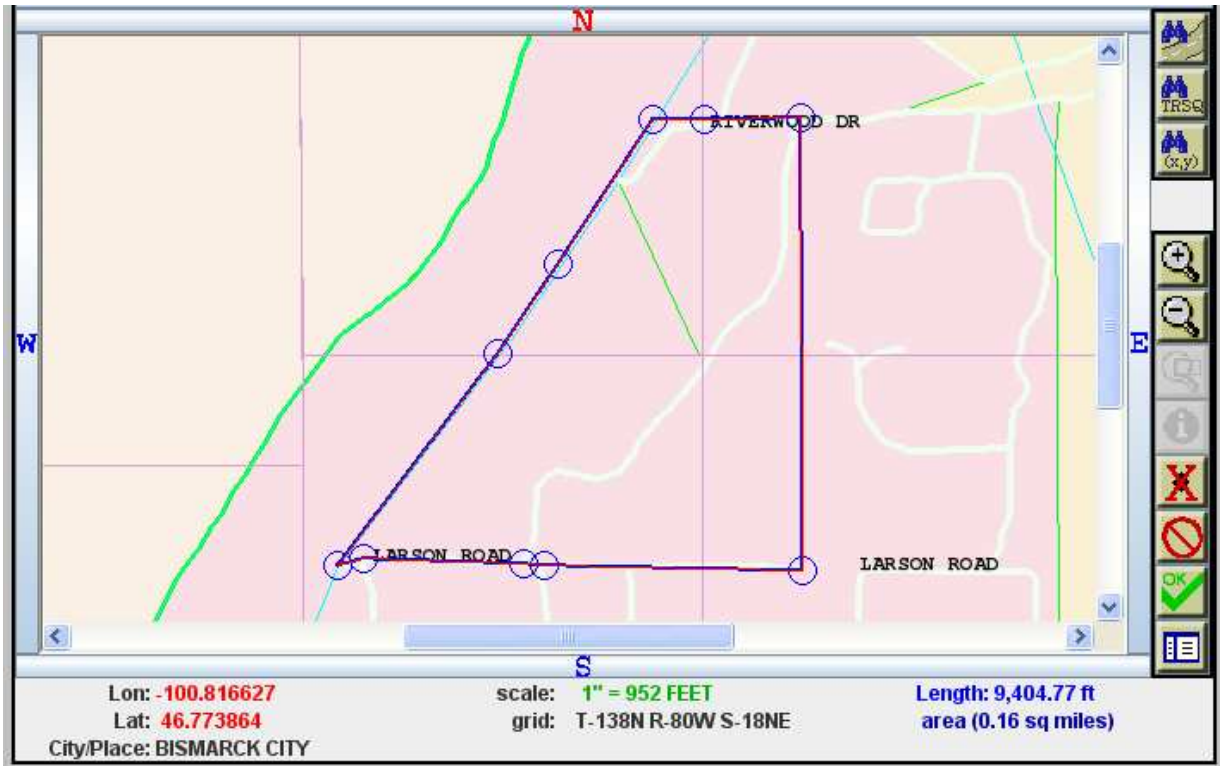
Transaction Information Window

DELETING A POLYGON (newly created or existing)

1. While in District View, select the polygon from the list in the transaction editor that you wish to delete.
2. Click DELETE.
3. This will bring up the Transaction Information window. You can enter any comments, reasons for the delete, or you can leave it blank. If the polygon was an existing polygon (not a newly created one) you will be asked to enter an activation date also. Clicking on DELETE POLYGON will delete the polygon and remove the name of the polygon from the menu. Once you delete anything, it will NOT be retrievable. Clicking on CANCEL will cancel the work and the polygon will not be deleted.

MODIFYING A POLYGON

1. Select the record ID or polygon from the list in the transaction editor box that you wish to modify and map the polygon.
2. Click MODIFY.
3. Each point on the polygon will display a circle. When you drag the mouse over each circle, the line will be highlighted that can be moved. Click and release on the line you wish to modify, and then move the line to the next position. Click and continue drawing until you have come back to the point where you began and close the polygon at the last point. Notice that unchanged portions of the existing polygon will stay red, while the newly expanded/edited portion will be blue.
4. Click on the MODIFY DISTRICT POLYGON button, and enter the date you wish the transaction to be run and approved.



Modifying An Existing District Polygon

SUBMITTING YOUR POLYGON

1. After all changes have been made to the polygon(s), click the SUBMIT button in the transaction editor box. Again, be sure the polygon you want to submit is selected.
2. You then have the option to type in any comments. If you're ready to submit the poly, simply click the SUBMIT WORK button; otherwise, click CANCEL to cancel the transaction. When the polygon is submitted, it goes to the [Work In Progress](#) section of the transaction editor.

CLEARING A POLYGON

1. Select the polygon(s) you wish to clear from the screen.
2. Click CLR in the transaction editor box. All polygons selected will be erased from the map display, but will not be deleted from the database.

THE STEPS IN THE POLYGON CREATION PROCESS

In order for your polygon to be approved for inclusion into the database, it must pass three “steps” or classifications of verification. Also, polygons are color-coded to indicate in which level of verification they reside. The top of the Transaction Editor contains the tabs that indicate each step of classification. The steps are **District View**, **Work in Progress**, **To Be Verified**, and **Committed**. In order to access one of the classifications of verification, simply click on the tab of the classification you wish you access.

DISTRICT VIEW

This is the first place you will see a polygon when you are attempting to modify it or add to it. Under the **District View** section of the Transaction Editor window, you will see the name of the district you are viewing as well as its associated record IDs. When you map the selected district, the polygon will appear in red, signifying it as an unmodified district polygon. As you modify the polygon or add to it, the polygon will turn blue, signifying it as a **Work In Progress** polygon and moving it to the **Work In Progress** section of the Transaction Editor.

NOTE: It is common for **District View** polygons and polygons from other steps of classification to overlap each other – you may go to the appropriate section of the transaction editor and choose CLR for the polygons you wish to stop being displayed on the map.



Viewing a Polygon in **District View** Mode

WORK IN PROGRESS

When a polygon is listed in the **Work In Progress** (WIP) section of the Transaction Editor window, it means that the polygon has been modified or added to, and is possibly waiting for additional work to be done before it can be submitted. It is possible to map selected polygons that appear in this section of the Transaction Editor, by simply clicking on the WIP polygon in question and then clicking on the MAP button. The chosen polygon will then be drawn in the map and will be blue, to signify that it is a WIP polygon. At this point, the polygon can be further edited, aborted, or submitted by clicking on the appropriate button. Once all changes, if any, are made, the polygon goes on to the final step in the process, **To Be Verified**.

Map	District	Record Id	Map Ref	Ring Id
<input type="checkbox"/>	BISMRK01	110114	-	na
<input checked="" type="checkbox"/>	BISMRK01	1000451	-	na

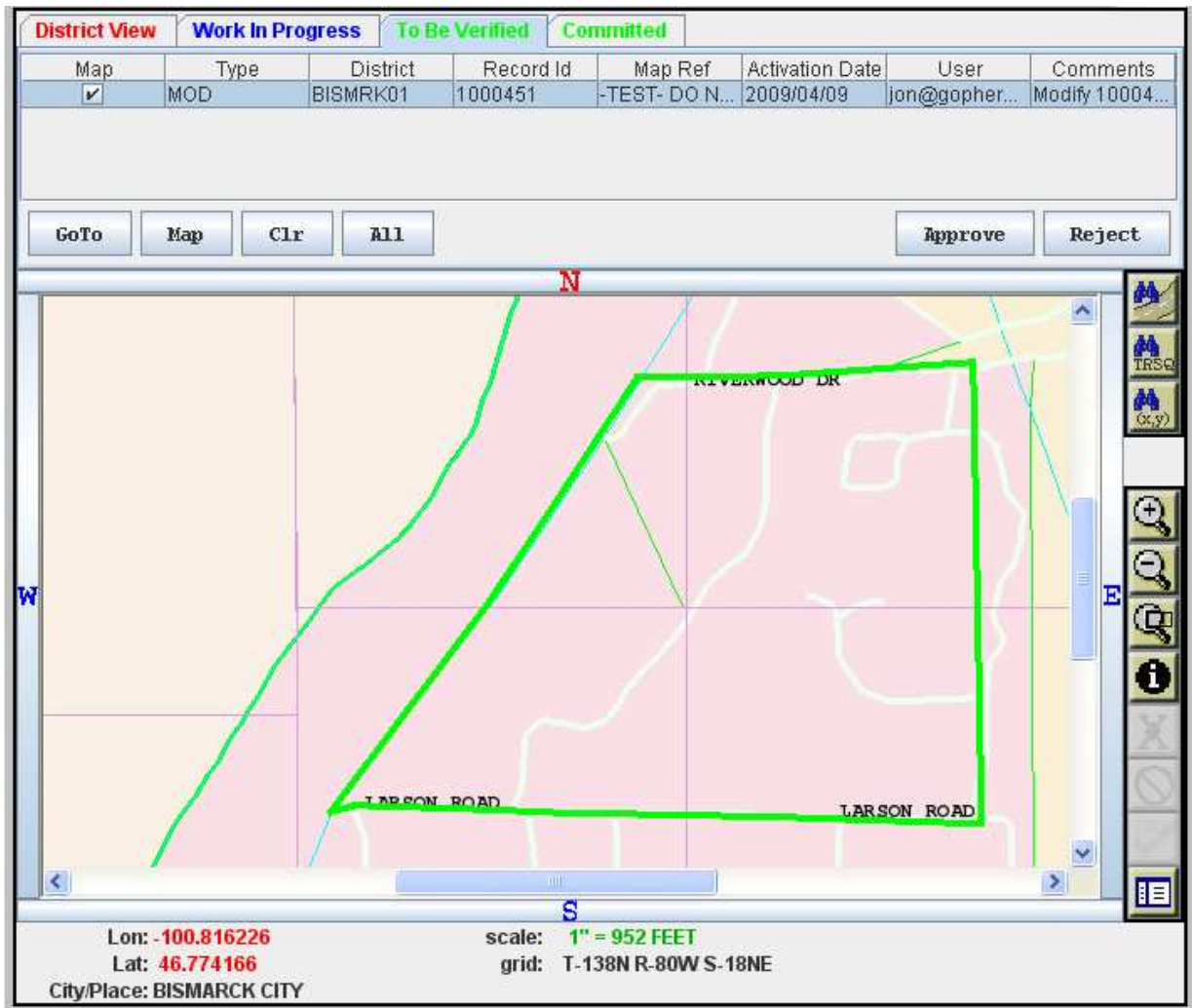
Map controls: GoTo, Map, Clr, All, Copy, Modify, Delete

Map details: Lon: -100.824688, Lat: 46.768947, City/Place: LINCOLN-FORT RICE UNORG, scale: 1" = 952 FEET, grid: T-138N R-80W S-18SE, Length: 11,841.3 ft, area (0.28 sq miles)

Work In Progress Polygon With Transaction Editor

TO BE VERIFIED

This section of the Transaction Editor window contains polygons that have “passed” the previous **District View** and **Work In Progress** sections, and that are waiting for final verification or rejection before the polygon gets placed online. It is possible to map selected polygons that appear in this section of the Transaction Editor, by simply clicking on the TBV polygon in question and then clicking on the “Map Selected” button. The TBV polygon will be purple to show its status as a **To Be Verified** polygon, and at this point you can either verify or reject the polygon.



To Be Verified Polygon With Transaction Editor

COMMITTED

This section simply contains a list of all polygons that have been fully approved or rejected. Once the polygon has passed the final step of verification a record of the transaction will appear in this section so that you can view an online list of all polygons that have been added, edited, or deleted.

You will receive an email confirmation when your polygons have been made active into our database. Please check the email to ensure the correct changes have been made, and please call 515-278-8700 with any questions.

A NOTE ABOUT THE THREE “SECTIONS” OF POLYGON MODIFICATION AND VERIFICATION: It is possible to set up privileges in IMAP so that one user or set of users has access to each section separately. For example, User X has **District View** access, and can view and map out polygons. User Y can map, add, and modify polygons in the **WIP** section. After changes have been made to those polygons, they get sent to user Z, who can look at that polygon (now in the **TBV** section) and decide whether to verify or reject the polygon. For more information about this, please send an email to stevahalstead@mchsi.com.

EXITING THE APPLICATION

After all changes have been made and submitted, exit the application 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.

IMPORTANT! DO NOT CLICK THE ‘BACK’ AND ‘NEXT’ BUTTONS AT THE TOP OF YOUR BROWSER (i.e. FIREFOX, INTERNET EXPLORER etc.). ALL OF YOUR INFORMATION ALREADY ENTERED WILL BE DELETED!

NOTE: Always check your work before submission. 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 submit the work.

ACTIVATION DATE FOR NEW OR CHANGED POLYGONS:

Your polygons may or may not be submitted on the actual date you requested for activation. As of the time of this printing, NDOC updates newly created or edited district polygons twice per week. If you have not received an email confirmation of your polygon submissions within one week of your selected activation date, please call 515-278-8700.

Java 2 Runtime Plug-In



One of the primary requirements necessary to use IMAP is to download and install the Java Runtime Environment plug-in. This plug-in enables you to view and use the map. Without Java, you will not be able to map with IMAP (you will see a red “X” in the top left corner of the map display window. To check to see if Java is installed on your computer, do the following:

To check to see if Java is installed on your PC: Access the internet via your web browser, and navigate to <http://java.com>. Next to the “Free Java Download” button there is a link entitled, “Do I Have Java?” Click on that, and on the next page choose the green “Verify Installation” button. Your computer will then automatically look to see if you have the recommended version of Java. If you do not, follow the steps below to install Java.

To install and run Java: Access the internet and type this address in the address field of your browser: <http://java.com>. At Java’s home page, in the upper-left corner of the page is a green button entitled “Free Java Download”. Click that, follow the automatic installation prompts, and Java Runtime 1.6.0_02 (the current version as of this revision) or higher should begin downloading in a few seconds. After Java has finished downloading and installing, you are ready to view or edit your notification territories with IMAP!

Questions? Comments? Suggestions? Feel free to call Iowa One Call at 515-278-8700 if you have suggestions or need assistance with IMAP.