

## MEMBER SERVICE AREA MAPPING


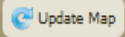




### Accessing the Site

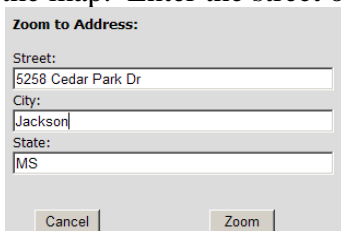
1. To login in to the Arkansas One-Call Member Service Area Mapping, go to [www.arkonecall.com](http://www.arkonecall.com) web site. Then under the GIS heading, click the link for member area mapping utility.
2. You will be asked to enter your user name and password that we assigned to you.

Please do not let anyone use your login in and password. If there is someone else in your company that would like to have access to the application, please have them contact the GIS Department so we can assign them their own personal login and password.

**\*\*If you cannot access the login page you will need to make sure that you have ports 8082 & 8083 open on your firewall.\*\***

### Viewing Your Database

1. Click on the  tab.
2. A list of your member and dispatch codes will be visible on the left.
3. Place a check in the box beside the dispatch or dispatches that you want to view.
4. Click the  button above the dispatch center list.
5. Use the pan  and zoom  tools to view your service areas. Certain layers of the map show up at certain zoom levels so may need to zoom in closer in order to see them.
6. If you need to look up an address or a street click on the  button located on the upper right hand side of the map. Enter the street or address, the nearest city and the state. Click the  button.





**Zoom to Address:**

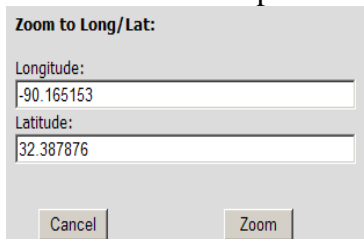
Street:  
5258 Cedar Park Dr

City:  
Jackson

State:  
MS

Cancel Zoom

7. If you need to find a latitude longitude coordinate click on the  button located on the upper right hand side of the map. Enter the latitude and longitude and click the  button.



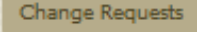



**Zoom to Long/Lat:**

Longitude:  
-90.165153

Latitude:  
32.387876


Cancel Zoom

## Editing Your Database


1. Click on the  tab.
2. Click the  button.
3. Your member code and dispatch code (DcCode) will appear.
4. If you have more than one DcCode use the drop down arrow beside the DcCode and choose the one you wish to make changes to.
5. If you are unsure what DcCode you need to edit contact the mapping department (601-362-4322) to find out what areas are covered by each of your DcCodes.
6. After you have chosen the correct Dispatch Code click the  button.
7. The editing tool bar  will appear across the top of the map.

**\*\*NOTE -** You will be able to submit edits in the form of points, lines or polygons. Your current database will always show up as polygon. This is because we place a 300 ft. minimum buffer (unless a larger or smaller buffer has been requested by your company) around any data that you submit as your database. After we approve your updates and load them back up to the site you will see that the edits you submitted will show up as a buffer polygon rather than the point, lines or smaller polygon that you original submitted. We use buffers around your database as a precaution due to discrepancies in the map or excavator directions to a job site.\*\*


## Submitting updates using POINTS

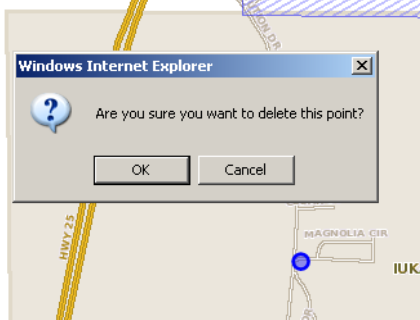
1. Zoom to the area on the map you wish to update.
2. Click on the Draw Point  button.
3. Single click the point on the map where you want the point added. Repeat to add multiple points.



4. If you wish to move a point that you added in the wrong place click the modify point  button.
5. Click on the point that you want to move (point will turn blue).




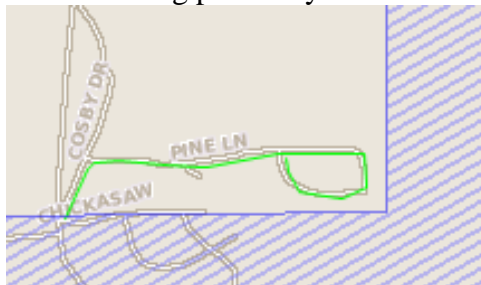
- Left click and hold with your mouse while hovering over the selected point to pick up and move the point to the correct place.
- If you wish to remove a point that you added, click the delete point  button.
- Click on the point you want removed.
- A box will appear asking if you are sure you want to delete this point.




- Click .


### Submitting updates using LINES

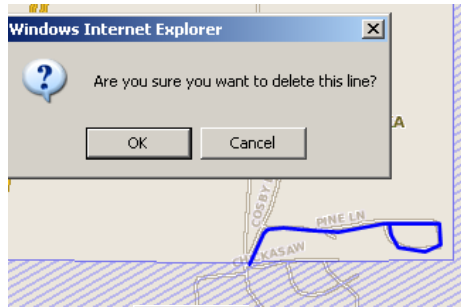
- Zoom to the area on the map you wish to update.
- Click on the Draw Line  button.
- Single click the point on the map where you want to start drawing your line, then as you move your mouse you can continue to single click to give shape to your line. When you have reached the ending point of your line double click to complete the line. Repeat to add multiple lines.



- If you wish to make adjustments to your line click the modify line  button.
- Click on the line that you want to adjust (points will appear along the line).




- Hover over the point on the line you wish to move.
- A set of arrows will appear over the point.
- Single click that point and hold with your mouse while hovering over the selected point to pick up and move the point to the correct place.
- If you wish to remove a line you added, click the delete line  button.
- Click on the line you want removed.
- A box will appear asking if you are sure you want to delete this point.

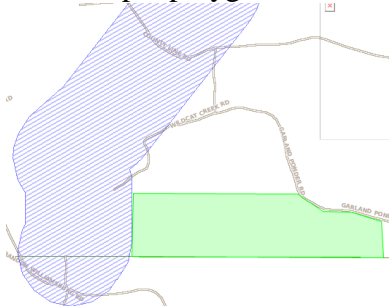



12. Click  .

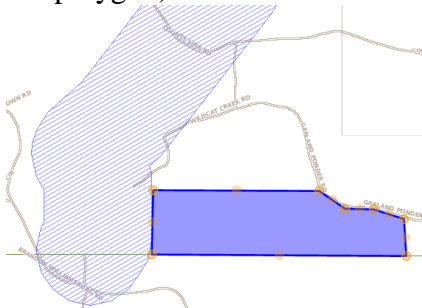
## Submitting updates using POLYGONS

### Adding a Polygon

1. Zoom to the area on the map you wish to update.
2. Click on the Draw Addition Polygon  button.
3. Single click the point on the map where you want to start drawing your polygon, then as you move your mouse you can continue to single click to give shape to your polygon. When you have reached the ending point of your polygon double click to complete the polygon. Repeat to add multiple polygons.





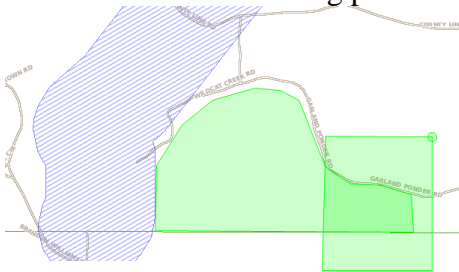
4. If you wish to make adjustments to your polygon click the modify addition polygon  button.
5. Click on the polygon that you want to adjust (points will appear along the outside edge of the polygon).



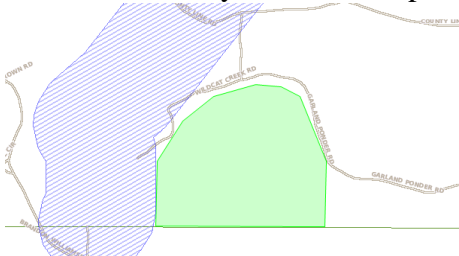
6. Hover over the point on the polygon you wish to move.
7. A set of arrows will appear over the point.
8. Single click that point and hold with your mouse while hovering over the selected point to pick up and move the point to the correct place.




9. If you wish to remove a polygon you added, click the delete addition polygon  button.
10. Click on the polygon you want removed.
11. A box will appear asking if you are sure you want to delete this polygon.
12. Click .
13. If you only need to remove part of a polygon you added, click the clip addition polygon  button.
14. Single click the point on the map where you want to start clipping the polygon, then as you move your mouse you can continue to single click to give shape to your polygon. When you have reached the ending point of where you want to clip the polygon double click.



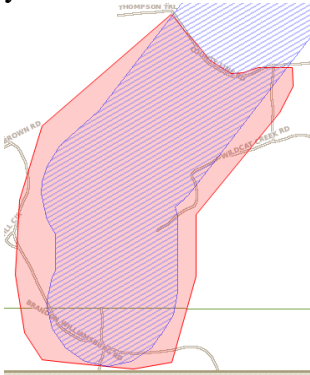
15. The area you wanted clip should now be removed from the polygon.



### Clipping your existing service area buffer

1. Zoom to the area of your service area polygon that you want to clip.
2. Click on the draw subtraction polygon  button.
3. Single click the point on the map where you want to start clipping the service area polygon, then as you move your mouse you can continue to single click to give shape to your polygon. When

you have reached the ending point of where you want to clip the polygon double click.



4. If you wish to make adjustments to your subtraction polygon click the modify subtraction polygon




button.

16. Click on the subtraction polygon that you want to adjust (points will appear along the outside edge of the polygon).

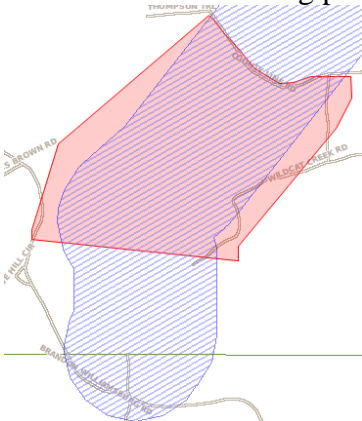
17. Hover over the point on the polygon you wish to move.


18. A set of arrows will appear over the point.

5. Single click that point and hold with your mouse while hovering over the selected point to pick up and move the point to the correct place.

6. If you drew your subtraction polygon to big and want to remove large area from it click the clip subtraction polygon .

7. Single click the point on the map where you want to start clipping the subtraction polygon, then as you move your mouse you can continue to single click to give shape to your polygon. When you have reached the ending point of where you want to clip the subtraction polygon double click.




8. If you wish to completely remove a subtraction polygon you added, click the delete subtraction polygon  button.

9. A box will appear asking if you are sure you want to delete this polygon.


10. Click .

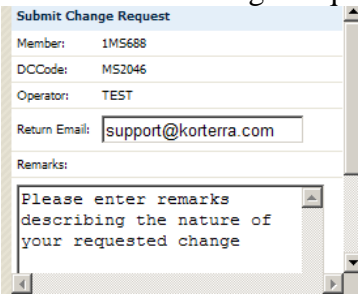
## Saving your Change Requests

1. Click the  button under change requests.

2. It should now say pending beside your Member and DC codes under change requests.

### Submitting your Change Requests

1. Click inside the circle beside  **PENDING**
2. Click the **Submit** button.
3. A Submit Change Request box will appear.



4. You can enter a message to be submitted with you change request under remarks.
5. Scroll to the bottom of the submit change request box and click the **Submit** button.
6. It should now say Submitted beside your Member and DC codes.
7. The GIS department will now review your change requests.
8. You will receive an email from the GIS department telling you when your updates will be posted back to the site.