



# Newtin Member Polygon and Grid Maintenance



## Users Manual

Updated: May 23, 2019

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Call before you dig.

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## Introduction



The North Carolina 811, Inc.'s Member Services Department is pleased to provide our members with new Member Polygon and Grid Maintenance programs. We hope it will make your database process much easier and enjoyable.

### *Our Vision*

To be recognized by our members as the most efficient, productive and innovative database operation.

### *Our Mission*

To provide our members with unsurpassed database service by utilizing the most advanced technology available.

If you need assistance at any time, please contact the Member Services Department directly at 336-854-8597 and dial the extension of your Member Services Facilitator.

### **Member Services Manager**

**Lesley Brouillard**  
**Extension 504**  
**lesley@nc811.org**

### **Member Services Facilitators**

Dana Stamey  
Extension 521  
dstamey@nc811.org

Donna Jones  
Extension 501  
donna@nc811.org

Jennifer Penland  
Extension 509  
jpenland@nc811.org

Marshall Dean  
Extension 506  
marshall@nc811.org

### **DIRT Specialist**

Chuck Hager  
Extension 528  
chager@nc811.org

# Overview of the Databases



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## Polygons

If a utility only serves a portion of a county/city, polygons allow them to choose specific areas, which reduce over notification. Polygons are multisided geometric shapes representing a buffered area surrounding the service lines of the member utility. Member Polygon Maintenance is an executable program that is downloaded to a computer from the Internet. It allows the member to draw polygons on a digital map on a computer screen. The member draws the polygons to correspond with where their facilities lie.

## Grids/Gridlets

If a utility only serves a portion of a county/city, the grids/gridlets allow them to choose specific areas, which reduce over notification. Member Grid Maintenance is an executable program that is downloaded to a computer from the Internet. It allows the member to choose grids/gridlets from a digital map on the computer screen. The member chooses the grids/gridlets that correspond to where their facilities lie. Grids are 1/4 minute square and gridlets are smaller grids inside the larger grids. There are 25 gridlets in a grid and they are 264 feet by 264 feet square.

## County/Place (Optional)

The optional backup place database is simply a list of places found in each North Carolina county where you select each place that you have service in or near. It is used for those rare instances when North Carolina 811 is unable to determine the dig site due to insufficient/incorrect information from an excavator.

## How to Send in Shapefiles



Know what's below.  
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The Polygon Database type available for use in the North Carolina 811, Inc. (NC811) Newtin System is based on geographically placed polygons representing the general area of a utility member's facilities. Members using a Geographic Information System (GIS) to maintain a database of their facilities may submit a shapefile of polygons to NC811. Members may also submit a polyline shapefile and NC811 can process the file to create the polygons. When a location request is done, a dig site polygon is drawn on the map around the excavation area. If the dig site polygon intersects a member's polygon the member is notified. Because polygons can have many sides lying in any direction, they more accurately represent a member's service area than the older grid/gridlet database, which uses rectangles.

When submitting a polygon file, it should be in shapefile format and in the GCS\_North\_American\_1983 (NAD 1983) projection. In most cases, the polygon will represent a buffer of the centerline and/or centroid of the member facility, but for members with very small service areas, it could just be one or more small polygons covering a particular area. There is no standard buffer size that should be used; it is at the member's discretion as to how large their buffer should be. The buffer should extend out from the facility centerline/centroid for as many feet as the member feels comfortable with to adequately protect their facilities based on the accuracy of current geographical information. The question the member may wish to ask is, "How many feet from my facilities do I want an excavator to be before I am notified?"

When sending a polyline file that represents the member's facility centerlines and/or centroids, the member must provide NC811 with the buffer size in feet (minimum of 30ft to a maximum of 2500ft) that is to be used on either side of the facility centerline/centroid. The buffer size must be provided in an email to your Member Services Facilitator or the Member Services Manager.

The polygon database was developed to more accurately notify members based on the closest representation of their facilities as possible by buffering the individual facility lines. The data contained in the shapefile should only include facility data for which the member wishes to be notified. Therefore, non-essential and overhead facility features should **not** be included so as to reduce unnecessary notification in areas not having underground member facilities. Large solid polygons should also be avoided - sending an entire

## How to Send in Shapefiles



city or county polygon will cause over notification unless the member has facilities in every square foot of a city/county. These large solid polygons override the benefits of the individualized facility buffers.

NC811 has no knowledge of where owner/operator service area or facilities may lie and cannot determine whether or not a shapefile is accurate. Therefore, NC811 will **not** be able to inform the member about incorrect or missing data in a shapefile submission.

All facilities for which notification is desired, should be in one file. For example, if the member wants to be notified for main transmission lines, service lines, and meters, they should all be in **one** shapefile. In a GIS, NC811 recognizes that different feature types (lines, polygons, points) cannot always be merged into one file. In this case, the member must buffer the different feature type layers individually with the desired buffer size and merge the buffer (polygon) files into one file.

If the member has more than one member code for separate notification of different territories, each member code must have its own individual shapefile. The member should name the shapefile according to which member code each shapefile should be assigned.

After a member has created a polygon database, it should be updated periodically as the member's facility footprint changes to help insure accurate notification. The member may send an entire replacement file, only areas that should be added, or only areas that should be removed. The member must inform NC811 as to which of these three options should be used when loading the update file so that the correct database is maintained.

Shapefiles are loaded into the member's database based on the counties served by the member. When the member expands into additional counties, switches counties between member codes, or discontinues service in a county, it is **vitaly important** that the member inform NC811 of any county changes. Otherwise, the shapefile may not be loaded into the correct counties served by the member, which could cause the member not to be notified in all service areas.

## Submitting Polygon Shapefiles



Know what's **below**.  
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Members wishing to submit shapefiles will be provided with a member folder on the secure NC811 FTP site where the shapefiles can be uploaded. After the member informs NC811 of their intent to submit a shapefile, NC811 will provide the FTP address and log in credentials to the person providing data for the member. Should the member have technical problems uploading the shapefile to the NC811 FTP site and the file is under 10 megabytes, it may be emailed to the Member Services Manager, Lesley Brouillard at [lesley@nc811.org](mailto:lesley@nc811.org). However, if a compressed (zip) file is to be sent, the .zip extension must be renamed for the file(s) to pass through NC811's email security.

Please remember to include the following files when submitting your shapefiles as NC811 will be unable to process the shapefile without all four of these files:

- Shape (.SHP)
- Attributes (.DBF)
- Index (.SHX)
- Projection (.PRJ)

If the member does not provide the shapefile in the required NAD 1983 projection, NC811 may be able to re-project it when the .prj file is included.

## Submitting Line Segments



Know what's below.  
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When submitting line segment files to North Carolina 811, Inc., you must provide the beginning and ending latitude and longitude coordinates for each segment of the line. If you have more than one member code, you must supply a separate file for each code. The following is the format that the ACSII text file must be in for the Newtin Shapefile Importer program to be able to read it.

The first line is the header line and must contain the word “Segment” followed by the “Member Code” and the “Buffer Size” you want to use in feet. These three character strings must be separated by a comma. Thus, if your member code were to be MBR01 and you wanted a 500 foot buffer around your line segments your header would look like this:

SEGMENT, MBR01, 500

After the header line the next line should have the word, “Begin” followed by a space and a unique name for the data group that follows. The unique name may contain only letters, numbers, spaces, and the characters “-” and “\_”. Names must be no more than 40 characters in length. Thus, if the unique name you choose is MBR01 Segment, the line after the header would look like this:

MBR01\_SEGMENT

Following the “Begin” line, each segment is listed on a single line. Segments are specified by providing two latitude / longitude points, one each for the beginning and ending coordinates. The latitude / longitude points **must** be in decimal format and be calculated to the sixth decimal place. Each coordinate is separated by a comma. Thus a line segment may look like this:

;Comment for MBR01 line segment file

On the next page is an example of what a line segment text file looks like.



## Submitting Line Segments



Know what's below.  
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;File created 01/01/01  
;Example of a line segment file  
;Member Utility using code MBR01 with a 500 foot buffer

SEGMENT,MBR01,500

BEGIN MBR01\_SEGMENTS

35.404895,-83.114101,35.405126,-83.113995  
35.417174,-83.097329,35.417202,-83.097253  
35.417202,-83.097253,35.417564,-83.097036  
35.417564,-83.097036,35.417757,-83.096765  
35.412180,-83.095261,35.412222,-83.095348  
35.412568,-83.094633,35.412404,-83.094725  
35.412404,-83.094725,35.412269,-83.094896  
35.412269,-83.094896,35.412217,-83.095094  
35.412217,-83.095094,35.412180,-83.095261  
35.410686,-83.109910,35.410445,-83.110399  
35.412346,-83.108822,35.412655,-83.109061  
35.411853,-83.092305,35.411565,-83.092307  
35.412180,-83.095261,35.412167,-83.095382  
END

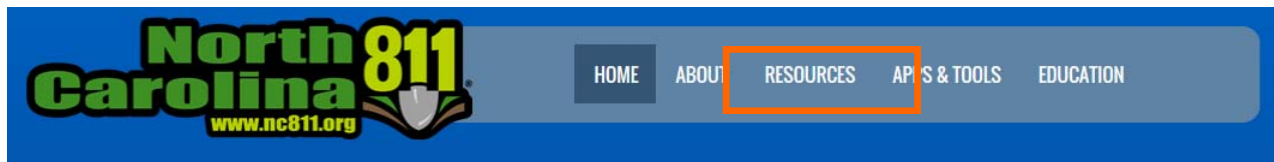
Once you have prepared the files you may send them to North Carolina 811, Inc. via email to [lesley@nc811.org](mailto:lesley@nc811.org) or upload them to the NC811 FTP server.

## Logging into Newtin

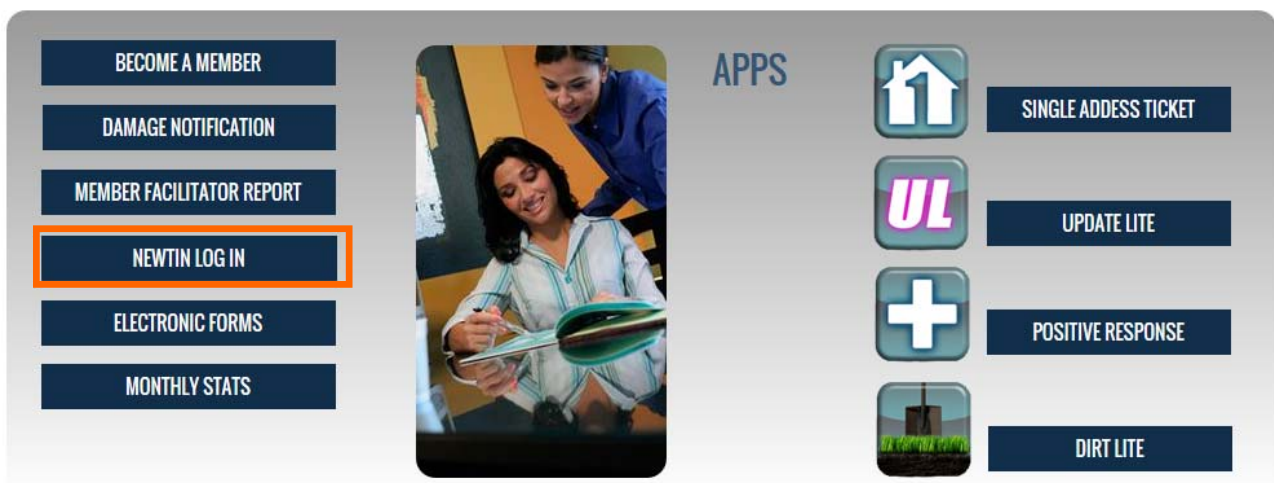


Know what's below.  
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In the “Address” field of your internet browser, type the following address: [www.nc811.org](http://www.nc811.org) and press Enter. Select ‘Resources’ from the menu bar, then select “Member Services”.



Once on the Member Services page click on the Newtin Login button.



You will be asked to enter your user name and password to gain access to the Newtin web page.

## Download Procedures



Know what's below.  
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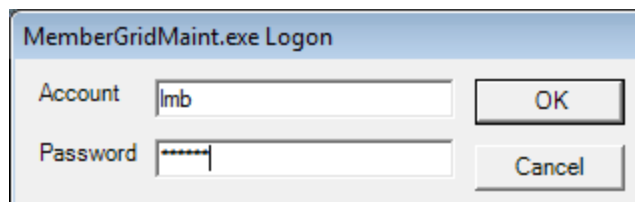
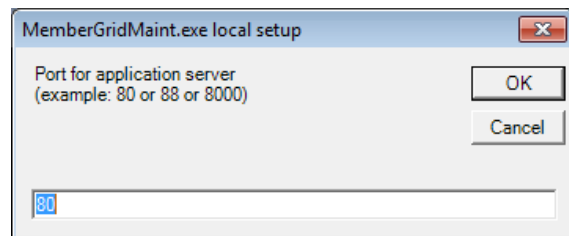
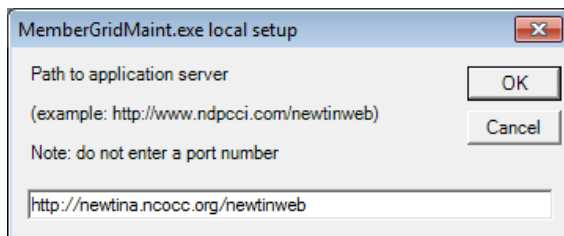
Both Maintenance programs are executable and must be downloaded to a specific folder on the computer.

### Download Procedures

Right click on the program link (either Member Polygons or Member Grids) and select "Save Target As" or "Save Link As" and navigate to your C drive, click on the Users folder, click on the Public folder, and you will need to create a New folder called Newtin. To create this folder, right click in the white space of the Public folder and select New and then Folder. Before clicking Save you will need to add the file extension of ".exe" to the end of the file name, if it is not already there.

Once saved to C:\Users\Public\Newtin, you can right click on the executable file and select Send To: Desktop (create shortcut) to place a shortcut on your desktop.

The very first time you run the program it will ask you for the path to the application server. Refer to screenshots below. Enter (without the quotes) "<http://newtina.ncocc.org/newtinweb>" and click "OK". And the port (which is asked next) will be 80 and will already be filled in, so you can click "OK". Then enter your account and password provided to you by your assigned Member Services Facilitator.



### If the program does not run please check the following:

- If you saved the program to a folder, that the folder is located in "[C:\Users\Public\Newtin](#)". Due to security restrictions in Windows, running the program from other locations may not work. Also be sure that you have read/write privileges to this folder.
- The saved file ends with ".exe". Again, for security reasons, Windows may strip the ".exe" from the name when doing "Save Target As" and you will need to add the ".exe" back in.
- The information you entered for the application server path and port are correct. These will be located in the folder where you saved the program in a file that ends with ".ini". This is a text file that you can view/edit by clicking on it or you can just delete the ".ini" file and start the program again and re-enter the information as indicated in the previous steps.
- The time zone and time are set correctly. If the time zone or time is incorrect you may not be able to run the software. Also, be sure that your date/time format is set to the Windows default of "mm/dd/yy" and "hh:mm:ss tt".
- The connection to the internet is not blocked. Some users are located behind firewalls that limit connectivity to the internet. The firewall can do this by blocking connections to certain locations/ports or by filtering data content. In either case you may need to change firewall/security settings on the local computer or at the local network firewall to allow the program to communicate.
- The account and password are correct. Account names are not case sensitive but passwords are case sensitive.

## Database Menu



Know what's below.  
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Newtin - NCOCC A - Database Page			
Tickets	Maintenance	Reports	System
<a href="#">.Net Setup</a>	<a href="#">Contact Maint Request</a> <a href="#">Member Grids</a> <a href="#">Member Polygons</a> <a href="#">Member County/Place Notification</a>  <a href="#">Message Center</a> <a href="#">My Messages</a>	<a href="#">Notification</a>	<a href="#">Log Out</a>

### Link Descriptions:

#### Tickets

- **.Net Setup:** contains instructions for downloading executable programs.

#### Maintenance

- **Contact Maint Request:** opens the member's contact information and allows the member to request changes to be made.
- **Member Grids:** executable program that has to be downloaded and allows the member to select grids/gridlets to identify where their facilities lie.
- **Member Polygons:** executable program that has to be download and allows the member to manually draw polygons or verify shapefiles that have been loaded.
- **Member County/Place Notification:** a webpage that allows the member to view/ select or edit places for their optional backup place database.

#### Reports

- **Notifications:** provides the member with a text listing of their database.

#### System

- **Log Out:** allows the member to log out of the database page completely.



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## Member Polygons

Member Polygon Maintenance is used to verify polygons that have been uploaded from a shapefile or to manually draw polygons indicating where your facilities lie.

Member Code Selection Box

County Selection

County	FIPS	Grids	Polygons
GASTON, NC	37071	0	0
GATES, NC	37073	0	0
GRAHAM, NC	37075	0	0
GRANVILLE, NC	37077	0	0
GREENE, NC	37079	0	0
<b>GUILFORD, NC</b>	<b>37081</b>	<b>201</b>	<b>8</b>
HALIFAX, NC	37083	0	0
HARNETT, NC	37085	109	0
HAYWOOD, NC	37087	0	0
HENDERSON, NC	37089	0	0
HERTFORD, NC	37091	0	0
HOKE, NC	37093	0	0
HYDE, NC	37095	0	0

Version 1.5.6.0 on newtina.ncocc.org:80

**Member Polygon Maintenance** allows the user to either select the member code, if they have more than one, that they would like to work with in the top box or manually input the member code in the box at the top right corner of the member selection box.

The bottom box is the County Selection box, which displays all 100 counties within North Carolina. The counties that are currently within the database for the member code selected will be highlighted in yellow. Once you have selected the county you wish to work in, click on the Edit button.

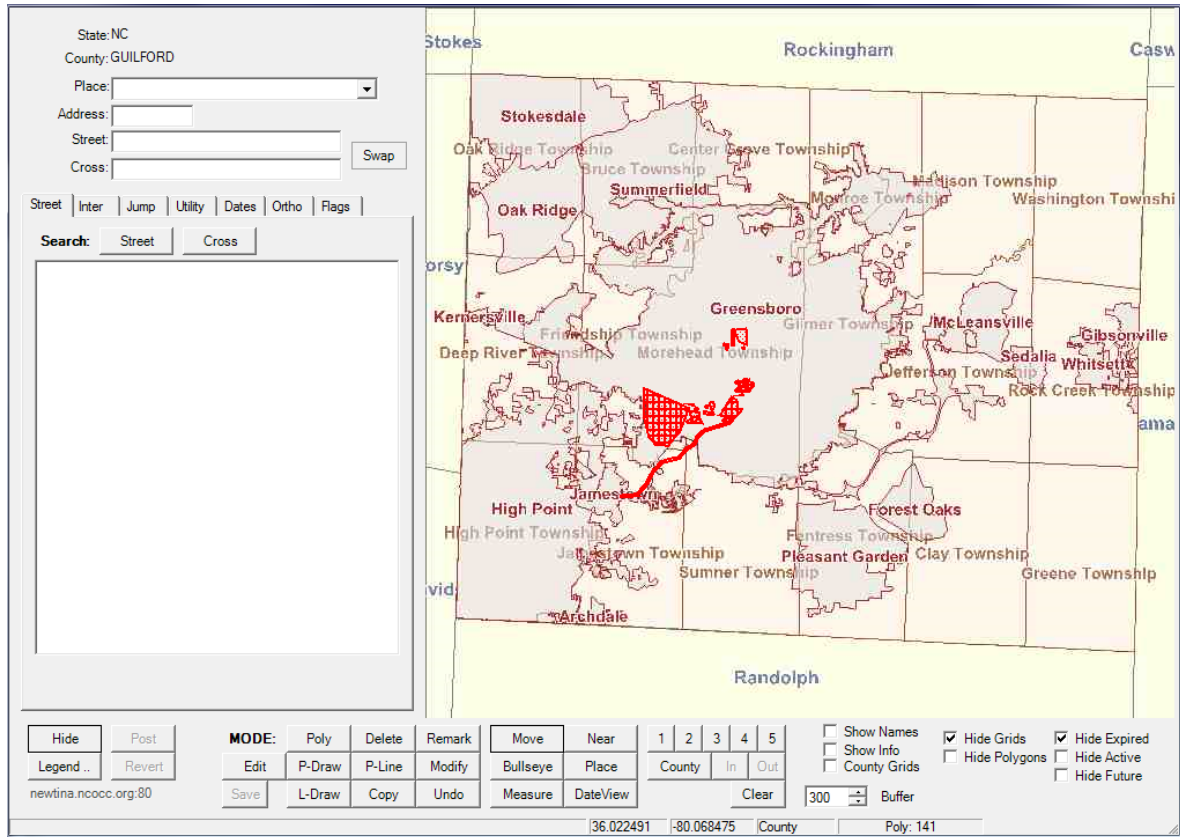
**View:** this will give a read-only version of the map - no changes can be made

**Edit:** provides full access to the map - allows the user to view and make changes

# Polygon Selection Editor



Know what's below.  
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Polygon Selection Editor Toolbars

Once you have selected the member and county and clicked on the Edit button the above "Polygon Selection Editor" page will be displayed. The Polygon Selection Editor allows the member to see an overview of their polygon selections in the county that they have selected. The member can perform many different functions from this page. Each individual section of the Polygon Selection Editor Toolbar will be discussed in detail on the following pages.

## Polygon Selection Editor Toolbar

A screenshot of a web form titled 'Polygon Selection Editor Toolbar'. The form has a light gray background and a thin blue border. It contains several input fields and a button. The fields are labeled 'State:', 'County:', 'Place:', 'Address:', 'Street:', and 'Cross:'. The 'State:' field contains the text 'NC'. The 'County:' field contains the text 'GUILFORD'. The 'Place:' field is a text box with a small downward arrow on the right side. The 'Address:', 'Street:', and 'Cross:' fields are empty text boxes. To the right of the 'Street:' and 'Cross:' fields is a button labeled 'Swap'.

The Polygon Selection Editor Toolbar has many features in the form of tabs, buttons, and check boxes. In the space provided in the upper left hand corner of the mapping interface information may be entered in the provided fields, which may be used to find and display a specific location on the map.

**Place:** Enter the place that you want to work with or click the arrow for a drop down list of places within the county.

**Address:** This is where you will enter the numeric number for the house or business.

**Street:** Enter the street name that you wish to find.

**Cross:** Enter the name of the nearest intersecting street to the street name entered in the Street field.

**Swap:** This button will move the information from the street field to the cross street field and move the information from the cross street field to the street field.



## Polygon Selection Editor Toolbar



Know what's below.  
Call before you dig.

### Street Tab

The screenshot shows a web-based interface for the 'Street Tab'. At the top, it displays 'State: NC' and 'County: MACON'. Below these are input fields for 'Place:', 'Address:', 'Street:', and 'Cross:'. The 'Street:' field contains the text 'campbell ranch rd'. To the right of the 'Cross:' field is a 'Swap' button. Below the input fields is a horizontal tab bar with buttons for 'Street', 'Inter', 'Jump', 'Utility', 'Dates', 'Ortho', and 'Flags'. The 'Street' tab is currently selected. Below the tab bar is a 'Search:' section with two buttons, 'Street' and 'Cross'. The 'Street' button is selected. Below the search buttons is a large rectangular area displaying a search result: '1) Nantahala Township:Campbell Ranch Rd:1:729:0:728'.

This tab allows you to search for the street name and/or the cross street name. To search for the name of the Street listed in the Street Field click on the Street button. To search for the name of the Cross street listed in the Cross field click on the Cross button. If more than one match is found a list of possible names and address ranges will be displayed. Simply click on the street and/or address range that you wish to pull up and the street will be highlighted on the map in red.

## Polygon Selection Editor Toolbar



Know what's below.  
Call before you dig.

### Intersection Tab

The screenshot shows a web-based form for finding street intersections. At the top, there are fields for 'State: NC' and 'County: MACON'. Below these is a 'Place:' dropdown menu. Further down are 'Address:', 'Street:' (containing 'white oak ln'), and 'Cross:' (containing 'wayah rd') fields. A 'Swap' button is located to the right of the 'Cross' field. Below the input fields is a horizontal tab bar with 'Street', 'Inter', 'Jump', 'Utility', 'Dates', 'Ortho', and 'Flags'. The 'Inter' tab is currently selected. Under the 'Inter' tab, there are three buttons: 'Find', 'Search', and 'Copy To Street/Cross'. Below these buttons is a list box containing one item: '1) Nantahala Township: White Oak Ln & Wayah Rd', which is highlighted in blue. The bottom half of the form is a large empty rectangular area.

This tab allows you to find or search for the intersecting streets that you have listed in the Street and Cross Fields. There is also a button that lets you copy the intersecting streets to the street and cross street fields.

## Polygon Selection Editor Toolbar



Know what's below.  
Call before you dig.

### Jump Tab

A screenshot of the 'Jump' tab in the Polygon Selection Editor Toolbar. The tab is selected, and the interface shows three main sections for jumping to specific locations. The first section, 'Jump To Latitude/Longitude', has three sub-sections: 'Decimal degrees (dd.ddddddd)', 'Degree, minutes, seconds (dd mm ss.ss)', and 'Degree, decimal minutes (dd mm.mmmm)'. Each sub-section has input fields for 'Latitude' and 'Longitude', and a 'Jump' button. The 'Decimal degrees' section also has 'Clear' and 'Remove' buttons. The second section, 'Jump To Grid', has a 'Grid' input field and a 'Jump' button. The third section, 'Jump To Polygon', has 'Name' and 'PID' input fields, each with a 'Find' button.

**Jump To Latitude/Longitude:** This allows you to enter the latitude and longitude coordinates in decimal degrees; degree, minutes, seconds; or degree, decimal minutes. Click the Jump button to go to those specific coordinates, which will be indicated by a red plus (+) sign. The **Clear** button will remove the red plus (+) sign from the map. The **Remove** button will remove the latitude and longitude coordinates that you had in the latitude and longitude fields.

**Jump To Grid:** This allows you to enter a specific grid number and click the Jump To button to go to that specific grid, which will be indicated by a red plus (+) sign.

**Jump To Polygon:** This allows you to enter the name of a polygon or the PID (Polygon ID) and click on the Find button to go to that specific polygon. If you have not named any polygons you will not be able to use the Jump To Polygon function.

## Polygon Selection Editor Toolbar



Know what's below.  
Call before you dig.

### Dates / Remarks Tab

The screenshot shows a software window titled 'Polygon Selection Editor' with a tabbed interface. The 'Dates' tab is selected. At the top, there is a navigation bar with tabs: 'Street', 'Jump To', 'Dates', 'Utility', 'Flags', and 'Intersection'. Below the tabs, a text box explains: 'Polygons have an effective date and an optional expiration date. The following date values are used during polygon selections.'

**Adding New Polygon Selections:**

Effective: [Fri , Oct 8, 2010 @ 07:57 AM] ☒ Effective Date is NOW

Expire: [Fri , Oct 8, 2010 @ 07:57 AM] ☒ Expiration Date is NEVER

**Modifying Existing Polygon Selections:**

NOTE: When you Delete an existing polygon, its expiration date is set to NOW.

Effective: [Fri , Oct 8, 2010 @ 07:57 AM] ☒ Effective Date is NOW

Expire: [Fri , Oct 8, 2010 @ 07:57 AM] ☒ Expiration Date is NEVER

☐ Remarks: [ ]

By default any new or modified polygon selections are set with the effective date of NOW and the expiration date of NEVER.

The member can change the effective date of the new polygons by unchecking the box beside of Effective Date is NOW and selecting a new date from the drop down calendar. The expiration date can be changed by unchecking the box beside of Expiration Date is NEVER and selecting a new date from the drop down calendar.

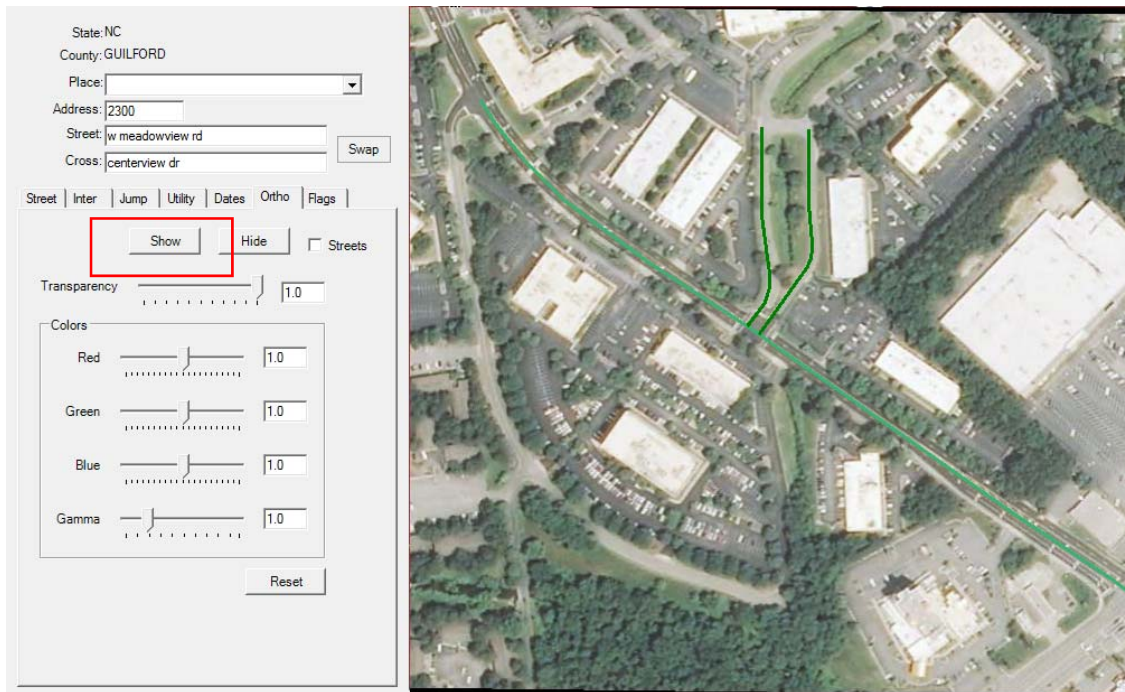
The member can also change the effective and expiration dates when modifying existing grid selections the same way.

# Polygon Selection Editor Toolbar



Know what's below.  
Call before you dig.

## Orthos Tab



This tab allows you to see the imagery of an area. First you will need to zoom to the area that you wish to see and from the Orthos tab, click on the Show button and the imagery will be displayed along with the roads. You can also label the roads by checking the Street box shown above the Hide button.

You can change the transparency of the Orthos by sliding the transparency bar to the left or right to reduce or enhance the transparency. In addition, you can reduce or enhance the colors within the map by sliding the bar beside of each corresponding color.

## Polygon Selection Editor Toolbar



Know what's below.  
Call before you dig.

### Flags Tab

The screenshot displays the 'Flags' tab of the 811 application. On the left is a form with fields for State (NC), County (GUILFORD), Place (dropdown), Address (2300), Street (w meadowview rd), and Cross (centerview dr). Below these are tabs for Street, Inter, Jump, Utility, Dates, Ortho, and Flags. The 'Flags' tab is active, showing a list of flags with their coordinates. To the right is an aerial map with five red flags labeled Flag 1 through Flag 5, connected by a green line. The map shows a residential area with houses and trees.

Flag	Coordinates
Flag 1	(36.049644, -79.840813)
Flag 2	(36.050331, -79.840012)
Flag 3	(36.050323, -79.840797)
Flag 4	(36.04985, -79.841263)
Flag 5	(36.048569, -79.841125)

Latitude:  Place Flag  
Longitude:

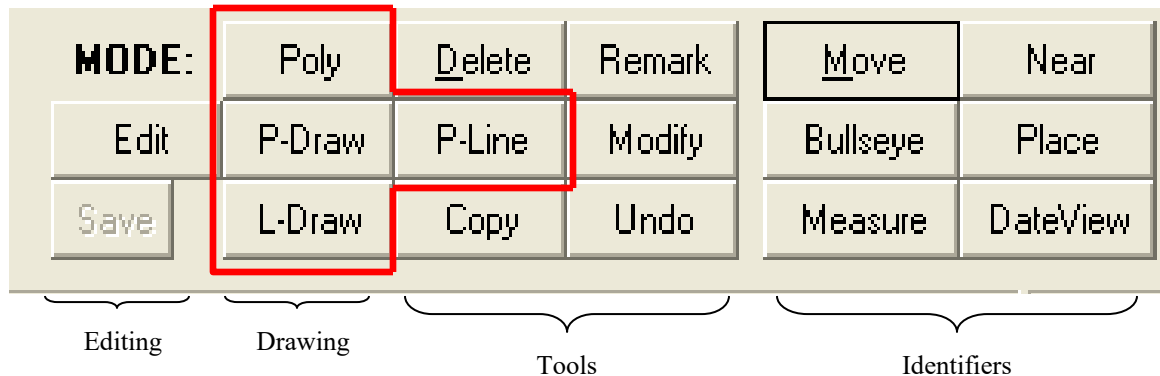
This tab allows you to place flags on the map to show your route. It provides a list of the latitude and longitude points for each flag placed on the map. The flags can be most helpful on cross country lines to help determine where you need to place polygons.



Know what's below.  
Call before you dig.

## Polygon Selection Editor Toolbar

Polygon Maintenance provides a wide range of tools and identifiers called “Modes”



There are four modes that you can use to draw polygons:

**Poly** - is a three phase tool designed to draw a circle, line, or polygon.

1. Select “**Poly**” then double click in the map without moving cursor to create a polygon covering a radius of at least 300ft.
2. Select “**Poly**” then click once on the map, drag the cursor, and double click to create a linear polygon with a minimum 250ft buffer added to the exterior sides of the line drawn.
3. Select “**Poly**” then click once on the map, drag the cursor, click and drag the mouse in another direction and double click to create a polygon covering the area drawn.

**Note:** The Polygon Maintenance system is set to a 300ft buffer size by default. The member can change the size of the buffer manually to anything in between 50ft and 1500ft but always remember to create enough of a buffer that ensures all facilities are covered.

**P-Draw** - is a freehand drawing tool giving complete control over polygonal boundaries to manage service areas.

- \* Select “**P-Draw**” then click and drag the mouse, a red line tracing the path drawn will display. As soon as the click is released, the system will convert your drawing into a polygon.



## Polygon Selection Editor Toolbar



Know what's below.  
Call before you dig.

**L-Draw** - is a freehand line drawing tool providing control over the path a polygon will cover.

- \* Select "**L-Draw**" then left click and drag the mouse, a red line tracing the path drawn will display. As soon as the click is released, the system will convert your drawing into a polygon.

**P-Line** - is a tool that allows you to add a new polygon with buffered lines.

- \* Select "**P-Line**" then left click and hold at the starting point of your line, then drag the mouse along the line that you wish to create. If you have a curve in the road you can click once on the beginning of the curve and now a red line will be shown tracing the area that you have covered. At the end point of your line you will need to double click and the system will convert the drawing into a polygon.

**Edit** - this button enables selected polygons to be modified or deleted.

- \* In "**Edit**" individual vertices, or vertex control points can be manipulated by left clicking and holding in the center of the vertex point and dragging the mouse to the desired location. Once left click is released the polygon redraws with new boundaries.
- \* Vertex points can be added by holding the "**Ctrl**" key and clicking along the border of the selected polygon.
- \* Vertex points can be removed by holding the "**Ctrl**" key and clicking in the center of the vertex point to be deleted.
- \* **Note:** Removing vertex points will cause the polygon to create a straight line between the next two nearest vertices.

**Save** - this button stores any additions, deletions, and modifications made to the polygons.

- \* "**Save**" provides an option to name the polygon, view and set effective and expiration dates, and add remarks.

A screenshot of the 'Polygon Properties' dialog box. The dialog has a title bar with the text 'Polygon Properties' and a close button (X). Inside the dialog, there is a text area with instructions: 'Specify polygon properties and click OK. To return to editing mode, click the Cancel button. To abort the new polygon, click the Abort button.' Below this, there are three input fields: 'Name' with a dropdown menu showing '<No Name>', 'Remarks' with a text box, and 'Effective' with a date/time dropdown showing 'Fri, Sep 11, 2009 @ 02:48 PM'. There are checkboxes for 'Effective Date is NOW' and 'Expiration Date is NEVER'. The 'Expiration Date is NEVER' checkbox is checked. At the bottom right, there are three buttons: 'OK', 'Cancel', and 'Abort'.



## Polygon Selection Editor Toolbar



Know what's below.  
Call before you dig.

**Delete** - is a tool that allows entire polygons to be marked for deletion from a notification area in the database. Once the polygon has been deleted it will turn grey, but note, the actual deletion will not be complete until the changes have been posted to the server.

**Copy** - this button allows attribute information from one polygon to be copied to another polygon. Attribute information is the name of the polygon and the effective and expiration dates.

**Remark** - this button allows the polygon remarks to be modified or updated.

**Modify** - this button allows attributes, or properties, such as the name and effective and expiration dates of selected polygons to be changed. There are two ways that you can modify the attributes of a polygon.

1. Click the “**Copy**” button and click on a polygon, which will copy the effective and expiration dates. The system will automatically put you in the “**Modify**” mode.
2. Manually set the effective and expiration dates on the “Dates” tab and then click the “**Modify**” button to go into modify mode and when you click on any polygon it will modify the effective and expiration dates.

**Undo** - this button removes the last change made in the polygon maintenance screen. “Undo” does not work on an edit that has already been posted to the server. Once this button has been clicked you can now click on the last polygon on the screen and it will delete or undo the polygon you drew.

**Move:** This allows the user to pan in the map and also to zoom in on the map by clicking and dragging a box in the area you wish to zoom in to.

**Bullseye:** This button allows the user to draw a bullseye at specific points, such as, at an intersection. It will display in 100ft increments with 500ft and 1,000ft being highlighted in red.

## Polygon Selection Editor Toolbar



Know what's below.  
Call before you dig.

**Measure:** This button allows the user to measure distances. Simply click on the button and the cursor will display a ruler. Click once to begin measuring and twice to end the measure. The distance will be displayed in the bottom left hand corner as you measure.

**Near:** Use this button to identify the nearest street to where you have clicked on the map.

**Place:** This button allows the user to identify places. Once you have clicked on the Place button simply click on any part of the map and the boundaries of the place will display in red and the name of the place will be displayed in the bottom left hand corner of the map screen.

**DateView:** This allows the user to view the active grid and polygon selections with their effective expired status computed for a specified date. This mode is read only.

**Zoom:** The user can zoom in on the map by clicking on the buttons 1-5. The County button allows the user to display the entire county view. The In and Out buttons will not become available to you until after you have clicked on any of the numbers 1-5. You may also zoom by clicking and dragging a box in the area of the map that you wish to zoom in on.

**Clear:** This button will clear the map display of all drawn elements.

## Polygon Selection Editor Toolbar



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

The user has several check boxes beside the zoom features that will display the polygon names, display effective and expiration dates, hide or show grids and gridlets, and hide or show county grids that were not selected as well as hiding the polygon information.

A screenshot of the Polygon Selection Editor Toolbar. It contains several checkboxes and a buffer size control. The checkboxes are arranged in two columns. The first column has 'Show Names', 'Show Info', and 'Hide Polygon'. The second column has 'County Grids', 'Hide Grids', and 'Hide Expired'. Below these is a buffer size control consisting of a text box with '250', a spinner box, and the label 'Buffer'.

<input type="checkbox"/> Show Names	<input type="checkbox"/> County Grids
<input type="checkbox"/> Show Info	<input checked="" type="checkbox"/> Hide Grids
<input type="checkbox"/> Hide Polygon	<input checked="" type="checkbox"/> Hide Expired
<input type="text" value="250"/> <input type="button" value="↑"/> <input type="button" value="↓"/> Buffer	

Under these checkboxes is where the drop down box is to change the default buffer size. As a reminder, the default buffer is 300ft, but the member can change the size of the buffer to any where in between 50ft and 1500ft. It is best to change the buffer size before drawing your buffer.

# Member Grids



Know what's below.  
Call before you dig.

Member Code Selection Box

County Selection

Enter code

County	FIPS	Polygons	Grids
GREENE, NC	37079	0	0
GUILFORD, NC	37081	8	201
HALIFAX, NC	37083	0	0
HARNETT, NC	37085	0	109
HAYWOOD, NC	37087	0	0
HENDERSON, NC	37089	0	0
HERTFORD, NC	37091	0	0
HOKE, NC	37093	0	0
HYDE, NC	37095	0	0
IREDELL, NC	37097	0	0
JACKSON, NC	37099	0	0
JOHNSTON, NC	37101	0	0
JONES, NC	37103	0	0

**Member Grid Maintenance** allows the user to either select the member code, if they have more than one, that they would like to work with in the top box or manually input the member code in the box at the top right corner of the member selection box.

The bottom box is the County Selection box, which displays all 100 counties within North Carolina. The counties that are currently within the database for the member code selected will be highlighted in yellow. Once you have selected the county you wish to work in, click on the Edit button.

**View:** this will give a read-only version of the map - no changes can be made

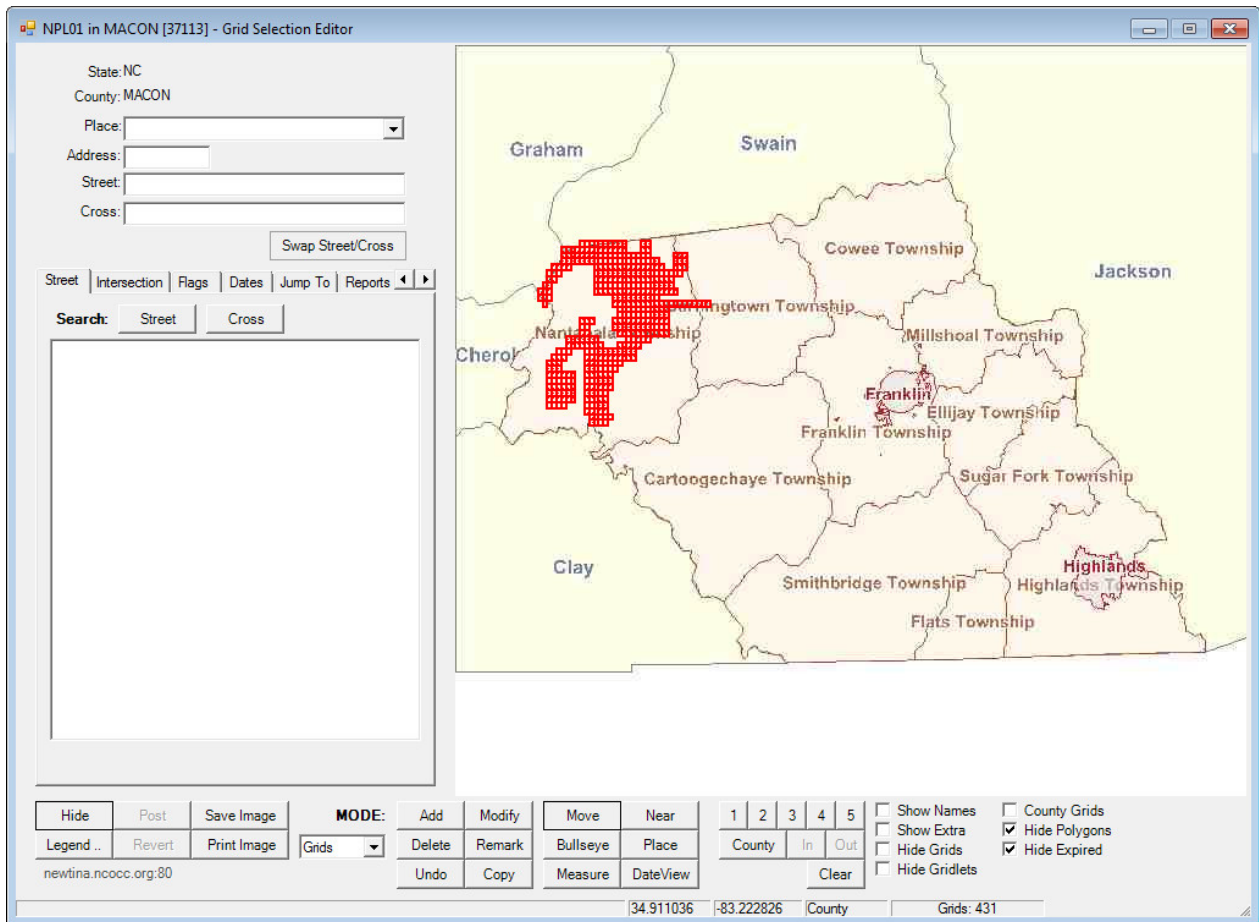
**Edit:** provides full access to the map - allows the user to view and make changes

**Manage:** allows the member to import/export their county grid file(s)

## Grid Selection Editor



Know what's below.  
Call before you dig.



Grid Selection Editor Toolbars

Once you have selected the member and county and clicked on the Edit button the above “Grid Selection Editor” page will be displayed. The Grid Selection Editor allows the member to see an overview of their grid selections in the county that they selected. The member can perform many different functions from this page. Individual sections of the Grid Selection Editor Toolbar will be discussed in detail on the following pages.

## Grid Selection Editor Toolbar

A screenshot of a web form titled 'Grid Selection Editor Toolbar'. The form has a light gray background and a thin blue border. It contains several input fields and a button. The fields are labeled 'State:', 'County:', 'Place:', 'Address:', 'Street:', and 'Cross:'. The 'State:' field contains the text 'NC'. The 'County:' field contains the text 'GUILFORD'. The 'Place:' field is a text input with a small downward arrow on the right side. The 'Address:', 'Street:', and 'Cross:' fields are text inputs. To the right of the 'Cross:' field is a button labeled 'Swap'.

The Grid Selection Editor Toolbar has many features in the form of tabs, buttons, and check boxes. In the space provided in the upper left hand corner of the mapping interface information may be entered in the provided fields, which may be used to find and display a specific location on the map.

**Place:** Enter the place that you want to work with or click the arrow for a drop down list of places within the county.

**Address:** This is where you will enter the numeric number for the house or business.

**Street:** Enter the street name that you wish to find.

**Cross:** Enter the name of the nearest intersecting street to the street name entered in the Street field.

**Swap:** This button will move the information from the street field to the cross street field and move the information from the cross street field to the street field.

## Grid Selection Editor Toolbar



Know what's below.  
Call before you dig.

### Street Tab

A screenshot of the 'Street Tab' in the Grid Selection Editor Toolbar. The form includes fields for State (NC), County (MACON), Place (a dropdown menu), Address (a text field), Street (a text field containing 'campbell ranch rd'), and Cross (a text field). A 'Swap' button is located next to the Cross field. Below these fields is a row of tabs: Street, Inter, Jump, Utility, Dates, Ortho, and Flags. The 'Street' tab is selected. Under the 'Search:' label, there are two buttons: 'Street' and 'Cross'. The 'Street' button is selected. Below the search buttons is a list box containing one entry: '1) Nantahala Township:Campbell Ranch Rd:1:729:0:728'. The list box is empty except for this one entry.

This tab allows you to search for the street name and/or the cross street name. To search for the name of the Street listed in the Street Field click on the Street button. To search for the name of the Cross street listed in the Cross field click on the Cross button. If more than one match is found a list of possible names and address ranges will be displayed. Simply click on the street and/or address range that you wish to pull up and the street will be highlighted on the map in red.

## Grid Selection Editor Toolbar



Know what's below.  
Call before you dig.

### Intersection Tab

The screenshot shows a web-based form for the 'Intersection Tab'. At the top, there are fields for 'State: NC' and 'County: MACON'. Below these is a 'Place:' dropdown menu. Further down are 'Address:', 'Street:' (containing 'white oak ln'), and 'Cross:' (containing 'wayah rd') fields. A 'Swap' button is located to the right of the 'Cross' field. Below the input fields is a horizontal tab bar with 'Street', 'Inter' (selected), 'Jump', 'Utility', 'Dates', 'Ortho', and 'Flags'. Under the 'Inter' tab, there are three buttons: 'Find', 'Search', and 'Copy To Street/Cross'. Below these buttons is a list box containing one item: '1) Nantahala Township: White Oak Ln & Wayah Rd', which is currently selected and highlighted in blue.

This tab allows you to find or search for the intersecting streets that you have listed in the Street and Cross Fields. There is also a button that lets you copy the intersecting streets to the street and cross street fields.



## Grid Selection Editor Toolbar



Know what's below.  
Call before you dig.

### Dates Tab

A screenshot of the 'Dates' tab in the Grid Selection Editor. The tab is part of a toolbar with other tabs: Street, Inter, Dates (selected), Jump, Reports, Flags, and Ortho. The main content area of the 'Dates' tab contains the following text: 'Grids have an effective date and an optional expiration date. The following date values are used during grid selection changes.' Below this text is a button labeled 'Modify Date/Time Values ...'. Underneath the button, there are two sections: 'Adding New Grid Selections:' and 'Modifying Existing Grid Selections:'. Each section has two labels: 'Effective: < Now >' and 'Expire: < Never >'. The 'Effective' label is followed by a dropdown menu showing '< Now >', and the 'Expire' label is followed by a dropdown menu showing '< Never >'. The entire form is enclosed in a light gray border.

By default any new or modified grid selections are set with the effective date of NOW and the expiration date of NEVER.

The member can change the effective date and the expiration date of new grids or gridlets that are being added in or they can modify existing grids or gridlets that they already have in place.

This tool can be helpful if your company will be taking over new territory on a specific date. Once you receive the information on where the new territory is you may go ahead and add it into your database and set the effective date to the date of your choosing and the system will automatically make those grids/gridlets active on that date. You can even specify a time when you want them to go active.

Modifying the existing grids/gridlets is helpful when you will be retiring service from a particular territory on a set date. You can go ahead and set this up in the system and the grids/gridlets will automatically be made inactive on the date at the time specified.

## Grid Selection Editor Toolbar



Know what's below.  
Call before you dig.

### Modify Date / Time Values

A screenshot of the 'Grid Dates' dialog box. The dialog has a blue title bar with the text 'Grid Dates' and a close button. Inside, there is a text area explaining that grids have an effective date and an optional expiration date. Below this, there are two sections: 'Adding New Grid Selections' and 'Modifying Existing Grid Selections'. Each section contains two rows of controls. The first row is for the 'Effective' date, with a dropdown menu showing 'Thu, Sep 3, 2009 @ 04:22 PM' and a checked checkbox labeled 'Effective Date is NOW'. The second row is for the 'Expire' date, with a dropdown menu showing 'Sat, Jan 1, 2050 @ 03:00 PM' and a checked checkbox labeled 'Expiration Date is NEVER'. At the top right of the dialog are 'OK' and 'Cancel' buttons.

**Grid Dates**

Grids have an effective date and an optional expiration date. The following date values are used during grid selection changes.

**Adding New Grid Selections:**

Effective: Thu, Sep 3, 2009 @ 04:22 PM  
☒ Effective Date is NOW

Expire: Sat, Jan 1, 2050 @ 03:00 PM  
☒ Expiration Date is NEVER

**Modifying Existing Grid Selections:**

Effective: Thu, Sep 3, 2009 @ 04:22 PM  
☒ Effective Date is NOW

Expire: Sat, Jan 1, 2050 @ 03:00 PM  
☒ Expiration Date is NEVER

OK  
Cancel

The member can change the effective date by unchecking the box beside of Effective Date is NOW and selecting a new date from the drop down calendar. The expiration date can be changed by unchecking the box beside of Expiration Date is NEVER and selecting a new date from the drop down calendar.

The time that the change happens can also be chosen by clicking in the Effective or Expire box and changing the hour and minutes, as well as whether the change is AM or PM.

The member can also change the effective and expiration dates when modifying existing polygon selections the same way.

## Grid Selection Editor Toolbar



Know what's below.  
Call before you dig.

### Jump To Tab

A screenshot of the 'Jump To' tab in the Grid Selection Editor Toolbar. The interface includes fields for 'State: NC', 'County: GUILFORD', 'Place:' (a dropdown menu), 'Address:', 'Street:', and 'Cross:'. A 'Swap' button is located next to the 'Cross:' field. Below these fields is a horizontal tab bar with 'Street', 'Inter', 'Dates', 'Jump' (selected), 'Reports', 'Flags', and 'Ortho'. The 'Jump' tab contains two sections: 'Jump to (Latitude, Longitude)' with 'Latitude' and 'Longitude' input fields, 'Jump', 'Clear', and 'Remove' buttons; and 'Jump to Grid' with a 'Grid' input field, 'Jump', 'Add', and 'Remove' buttons. A note below the 'Grid' field says 'Use \* to add/remove multiple grids.'

This tab allows you to enter latitude and longitude coordinates and click the Jump To button to go to those specific coordinates which will be indicated by a red plus (+) sign. The **Clear** button will remove the red plus (+) sign from the map. The **Remove** button will remove the latitude and longitude coordinates that you had in the latitude and longitude fields.

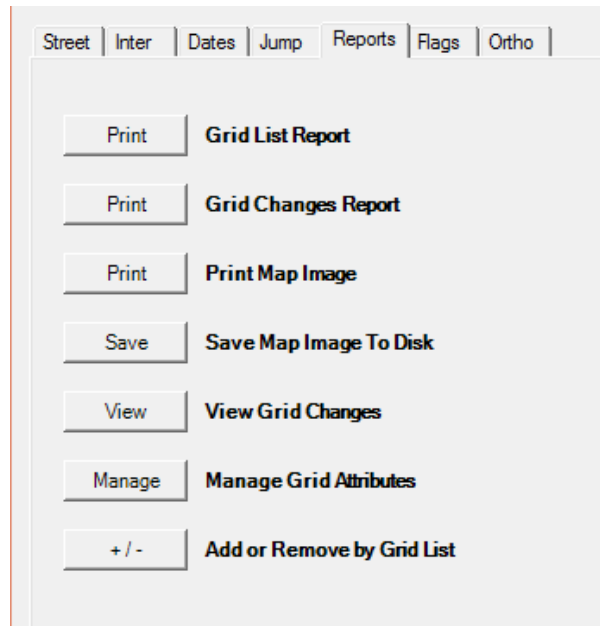
From this tab you can also Jump To a specific grid number which will be indicated by a red plus (+) sign. If you need to add or remove the specified grid from your database simply click the Add or Remove button and then Post the changes to the server.

## Grid Selection Editor Toolbar



Know what's below.  
Call before you dig.

### Reports Tab



**Grid List Report:** This allows the user to print a list of all grid/gridlet numbers and include the effective/expire dates, times and the expired grids. The list can be sorted by Grid Name, Effective Date, or Expires Date.

**Grid Changes Report:** This allows the member to print all grid changes that were completed.

**Print Map Image:** This allows the member to print the current map image that is displayed.

**Save Map Image to Disk:** This allows the member to save the current map image to a disk as a JPEG file.

**View Grid Changes:** This allows the member to view all unchanged grid changes which includes new and modified grids.

**Manage Grid Attributes:** This allows the member to select and modify their grids by effective and expiration date.

## Grid Selection Editor Toolbar



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

### Reports Tab

**Add or Remove by Grid List:** This allows the member to paste a list of grid names and then add or delete those grids. The member must be careful to first select the correct dates from the Dates tab using the drop down calendar for Adding New Grid Selections or Modifying Existing Grid Selections before pasting the list of grid numbers to the window shown below. Once this process is complete you will need to post your changes to the server. (Instructions for posting can be found starting on page 47.)

A screenshot of a software dialog box titled "Add or Remove by Grid List". The dialog box has a standard Windows-style title bar with minimize, maximize, and close buttons. Inside the dialog, there is a text area with instructions: "Paste a list of grid names, one name per line, to the text window below, then click the ADD / SELECT button to select those grids, or click DEL / REMOVE to expire the grids. Dates used for adding or expiring are taken from the main user interface dates, so select the correct dates there first. Grid selection modifications must then be posted to the server." To the right of the text area are three buttons: "Cancel", "ADD / SELECT", and "DEL / DESELECT". Below the text area is a status bar that reads "0 Lines (0 Characters)".

Add or Remove by Grid List

Paste a list of grid names, one name per line, to the text window below, then click the ADD / SELECT button to select those grids, or click DEL / REMOVE to expire the grids. Dates used for adding or expiring are taken from the main user interface dates, so select the correct dates there first. Grid selection modifications must then be posted to the server.

Cancel

ADD / SELECT

DEL / DESELECT

0 Lines (0 Characters)

## Managing Grid Attributes

**Manage Grid Attributes**

Select and modify polygons by effective and expiration date. Changes will not be saved until they are posted to the server.

Effective Date	Expires Date	New Effective Date	New Expires Date	Grids
2003-04-26	<Never Expires>	<No Change>	<No Change>	98
2008-04-15	<Never Expires>	<No Change>	<No Change>	10
2008-06-04	<Never Expires>	<No Change>	<No Change>	84
2009-07-16	<Never Expires>	<No Change>	<No Change>	9

Select the line that contains the grids that you wish to change or modify the date for and then click on the Modify button. Check the box beside of which date you want to modify as shown in the box below. You will need to uncheck the Never Expires box and then select the new date and time from the drop down calendar box. Then click OK.

**Modify Grids**

Select and set the attributes to modify. The effective date cannot be before the current date/time; the expires date cannot be before the effective date.

☐ **NEW EFFECTIVE DATE**

☒ Effective Now

Thu, Jul 16, 2009 @ 12:00 AM

☒ **NEW EXPIRES DATE**

☐ Never Expires

Thu, Oct 1, 2009 @ 12:00 AM


OK Cancel

## Grid Selection Editor Toolbar


Once you have clicked OK, you will be directed back to the original manage grid attributes box and will be able to see the changes that you made in the New Expires Date column as shown below.

[illegible]

Click the Update button and click Yes when the Confirm Operation dialog box opens.



You will then see a Changes Made dialog box stating the changes. When done with all changes, click on Post to ensure the changes are posted to the live server.



Hide	Post	Save Image	<b>MODE:</b> Add    Modify    Move    Near Delete    Remark    Bullseye    Place Undo    Copy    Measure    DateView	1	2	3	4	5	<input type="checkbox"/> Show Names	<input type="checkbox"/> County Grids
Legend ..	Revert	Print Image		County	In	Out	<input type="checkbox"/> Show Extra	<input checked="" type="checkbox"/> Hide Polygons		
newtina.nccoc.org:80				Clear			<input type="checkbox"/> Hide Gridlets	<input checked="" type="checkbox"/> Hide Expired		
				36.061681	-79.857055	3000	Grids: 201			

**Modify:** This button allows the user to modify/update grid selections.



## Grid Selection Editor Toolbar



Know what's below.  
Call before you dig.

**Remark:** This allows the user to modify/update the grid/gridlet remarks only.

**Copy:** This allows the user to copy grid/gridlet properties to default.

**Move:** This allows the user to pan in the map, and to zoom in on the map by clicking and dragging a box around the area you wish to zoom in on.

**Bullseye:** This button allows the user to draw a bullseye at specific points, such as, at an intersection. It will display in 100 foot increments with 500 ft and 1,000 ft being highlighted in red.

**Measure:** This button allows the user to measure distances. Simply click on the button and the cursor will display a ruler. Click once to begin measuring and then click twice to end the measure. The distance will be displayed in the bottom left hand corner as you measure.

**Near:** Use this button to identify the nearest street to where you have clicked on the map.

**Place:** This button allows the user to identify places. Once you have clicked on the Place button simply click on any part of the map and the boundaries of the place will display in red and the name of the place will be displayed in the bottom left hand corner of the map screen.

**DateView:** This allows the user to view the grid selections with their effective expired status computed for a specified date. This mode is read-only.

**Zoom:** The user can zoom in on the map by clicking on the buttons 1-5. The County button allows the user to display the entire county view. The In and Out buttons will not become available to you until after you have clicked on any of the numbers 1-5. You may also zoom by clicking and dragging a box in the area of the map that you wish to zoom in on.

**Clear:** This button will clear the map display of all drawn elements.

## Grid Selection Editor Toolbar



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

The user has several check boxes beside the zoom features that will display the grid names, display grid effective/expiration dates, hide/show grids and gridlets, and hide/show county grids that were not selected as well as hiding the polygon information and the expired grids/gridlets.

<input type="checkbox"/> Show Names	<input type="checkbox"/> County Grids
<input type="checkbox"/> Show Extra	<input checked="" type="checkbox"/> Hide Polygons
<input type="checkbox"/> <u>H</u> ide Grids	<input checked="" type="checkbox"/> Hide Expired
<input type="checkbox"/> <u>H</u> ide Gridlets	

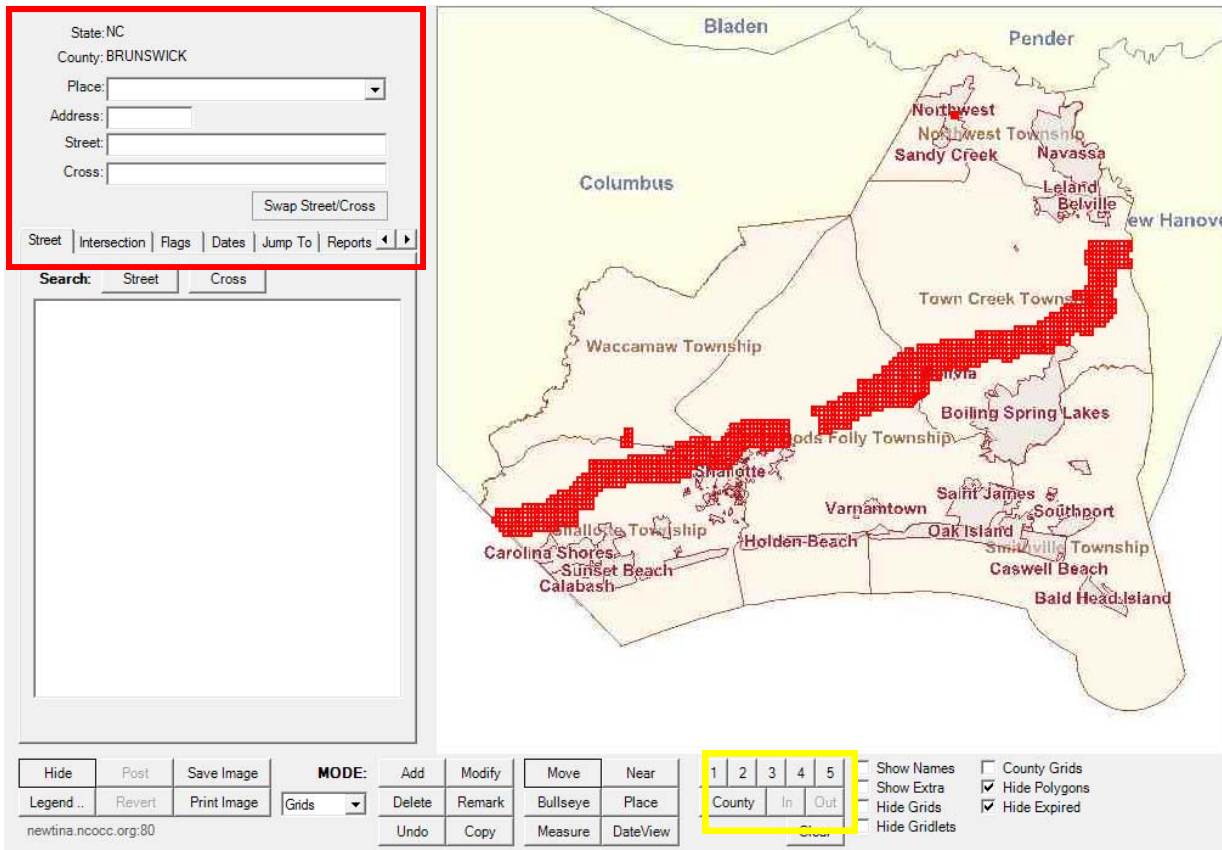
## Gridding



Know what's below.  
Call before you dig.

This section will show in detail how to grid / gridlet your service territory. There are several different ways that a member can proceed from this point.

From the County Overview, you have three different ways that you can zoom to a particular area of the map.



The quickest and easiest way to zoom in is to pick an area on the map, then left click and drag a box around the area.

If you know the street name that you are looking for then you can enter the data into the address / street field that is indicated by the red box in the picture above. For complete instructions on this toolbar refer to pages 30-31.

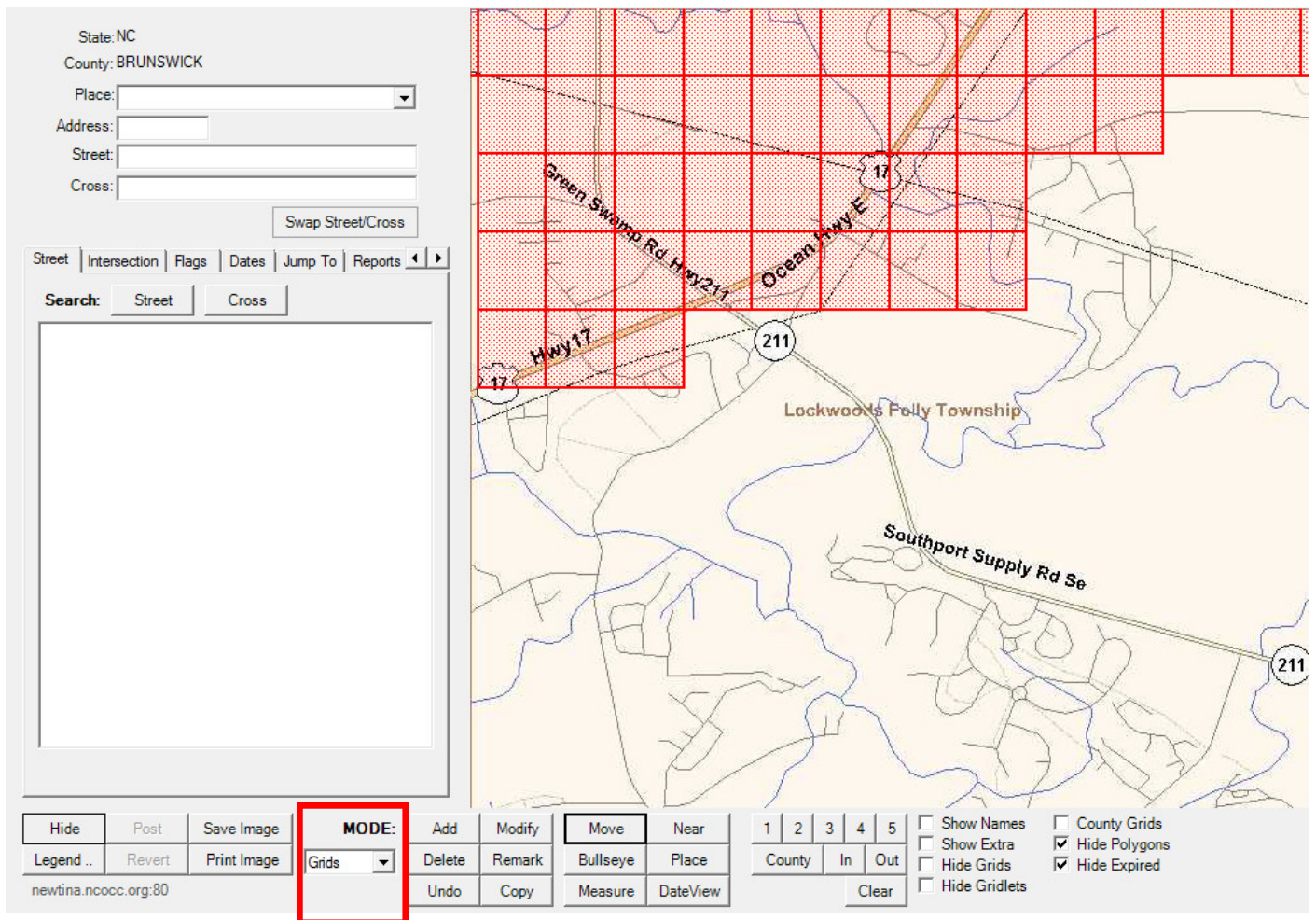
To zoom in on the map to no particular area, you can use the zoom layer buttons 1-5 that are indicated by the yellow box. The County button will zoom you back out to the County Overview.

## Gridding



Know what's below.  
Call before you dig.

Once you have zoomed into the specific area where you wish to add to or edit your database, you will need to select what mode you want to use. In the **MODE** section you have the option to select grids or gridlets from the drop down box.



The database shown in this screen shot was done using Grids. To add in further areas to include new territory, click on the **Add** button and then left click on the map where you would like to add in a new grid. If you need to add several grids at one time, then you can left click and drag to add more than one grid.



## Gridding



Know what's below.  
Call before you dig.

State: NC  
County: BRUNSWICK  
Place:   
Address:   
Street:   
Cross:   
Swap Street/Cross  
Street | Intersection | Flags | Dates | Jump To | Reports  
Search: Street Cross  
new811.ncocc.org:80

MODE: Add Modify **Move** Near  
Delete Remark Bullseye Place  
Undo Copy Measure DateView

1 2 3 4 5  
County In Out Clear

☐ Show Names ☐ County Grids  
☐ Show Extra ☒ Hide Polygons  
☐ Hide Grids ☒ Hide Expired  
☐ Hide Gridlets

Color Legend

New Grids:

Expired	Active	Active (+Expires)	Future	Future (+Expires)
N/A				

Existing Grids:

Expired	Active	Active (+Expires)	Future	Future (+Expires)

Existing Polygons:

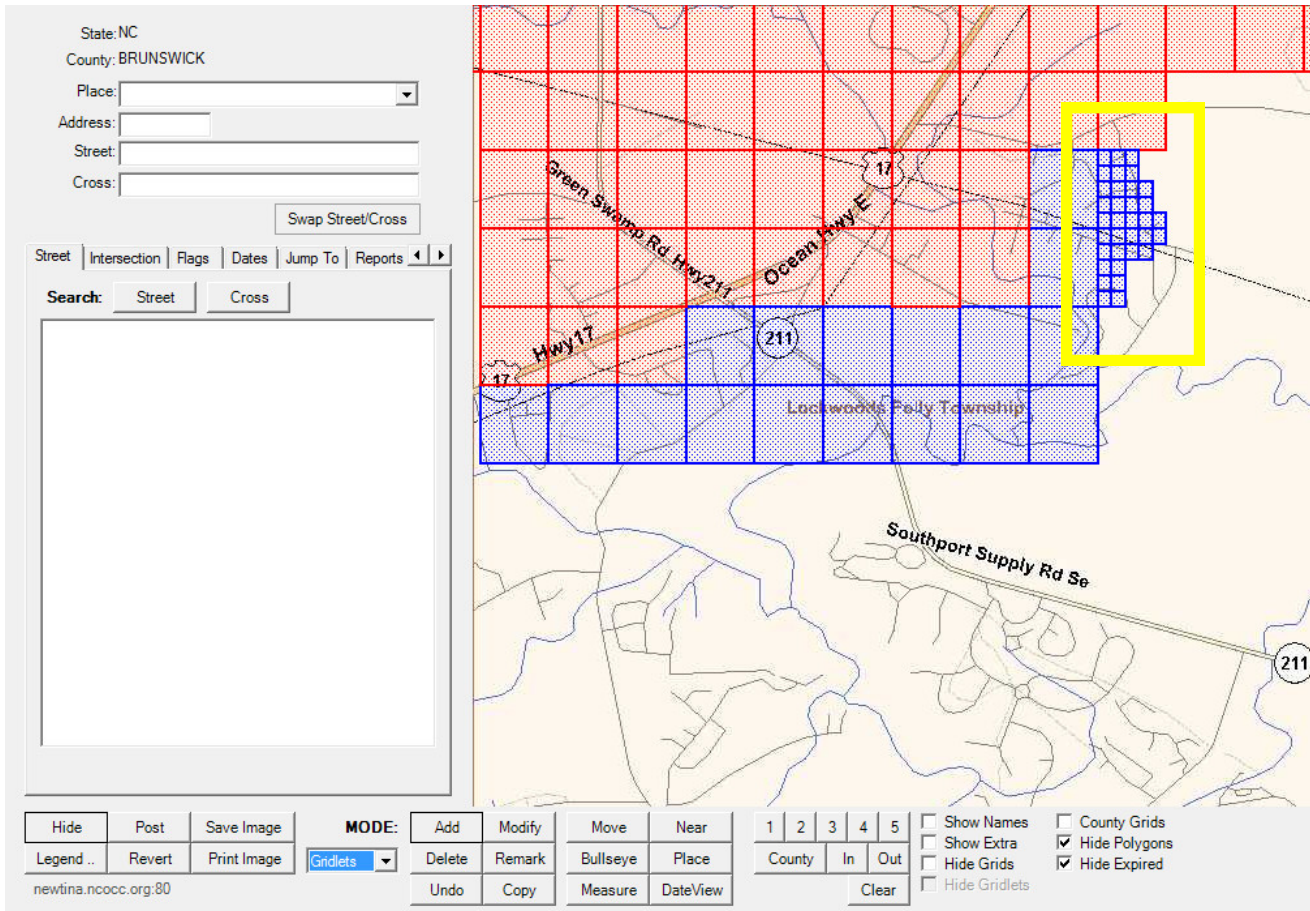
Expired	Active	Active (+Expires)	Future	Future (+Expires)

Notice that the new grids that have been added in appear in **blue** and the existing grids appear in **red**. Remember, if you are uncertain of whether grids are active or not, you can click on the Legend button for a display of all colors and patterns. If you need to move or pan in the map at this point, you will need to click on the **Move** button and then left click on the map in the direction that you wish to pan.

## Gridding



Know what's below.  
Call before you dig.



If you need to add a little bit more area to your territory, but feel that a grid would provide too many notifications for the area, you can switch your **MODE** over to gridlets and continue to add coverage to your territory.

In the event you added more grids / gridlets than you needed, simply click on the **Delete** button and then left click or left click and drag the grids / gridlets that you wish to remove.

You will need to post your changes in order for them to show on the live server. To do this, click on the **Post** button, which is located in the bottom left corner of the **Grid Selection Editor** window.



Know what's below.  
Call before you dig.

## Posting Grids

The **Current Grid Changes** window will appear. This window contains two tabs. The first tab is for **New Grids** and will list all of the grids and/or gridlets that you selected. In addition, the following columns are displayed: the effective date and time, expires, status, and remarks. The second tab is for **Modified Grids**. It has the same columns as the New Grids tab and provides a list of grids and/or gridlets that have had their effective or expiration dates modified.

The screenshot shows a window titled "Current Grid Changes" with two tabs: "New Grids" (selected) and "Modified Grids". Below the tabs is a section titled "List Of New Grid Selections:" containing a table with the following columns: Grid Name, Effective, Expires, Status, and Remarks. The table lists 24 grid entries, all with an effective date of 9/10/2009 10:21:06 AM, an expiration of "Never", and a status of "Active". The "Remarks" column is empty for all entries. At the bottom of the window are "Accept" and "Cancel" buttons.

Grid Name	Effective	Expires	Status	Remarks
3402A7811A	9/10/2009 10:21:06 AM	Never	Active	
3402A7811B	9/10/2009 10:21:06 AM	Never	Active	
3402A7811C	9/10/2009 10:21:06 AM	Never	Active	
3402A7811D-00	9/10/2009 10:21:06 AM	Never	Active	
3402A7811D-10	9/10/2009 10:21:06 AM	Never	Active	
3402A7811D-20	9/10/2009 10:21:06 AM	Never	Active	
3402A7811D-30	9/10/2009 10:21:06 AM	Never	Active	
3402A7811D-40	9/10/2009 10:21:06 AM	Never	Active	
3402A7812D	9/10/2009 10:21:06 AM	Never	Active	
3402B7811A	9/10/2009 10:21:06 AM	Never	Active	
3402B7811B	9/10/2009 10:21:06 AM	Never	Active	
3402B7811C	9/10/2009 10:21:06 AM	Never	Active	
3402B7811D-00	9/10/2009 10:21:06 AM	Never	Active	
3402B7811D-01	9/10/2009 10:21:06 AM	Never	Active	
3402B7811D-10	9/10/2009 10:21:06 AM	Never	Active	
3402B7811D-11	9/10/2009 10:21:06 AM	Never	Active	
3402B7811D-20	9/10/2009 10:21:06 AM	Never	Active	
3402B7811D-21	9/10/2009 10:21:06 AM	Never	Active	
3402B7811D-22	9/10/2009 10:21:06 AM	Never	Active	
3402B7811D-30	9/10/2009 10:21:06 AM	Never	Active	
3402B7811D-31	9/10/2009 10:21:06 AM	Never	Active	
3402B7811D-32	9/10/2009 10:21:06 AM	Never	Active	
3402B7811D-40	9/10/2009 10:21:06 AM	Never	Active	

You have one last chance to Accept or Cancel your grid changes. If you accept the changes that you have made, you will see the **Posting Grid Selections** box. If you select Cancel, you will be directed back to the mapping window of the **Grid Selection Editor** box and you will be able to continue making selections or modifications.

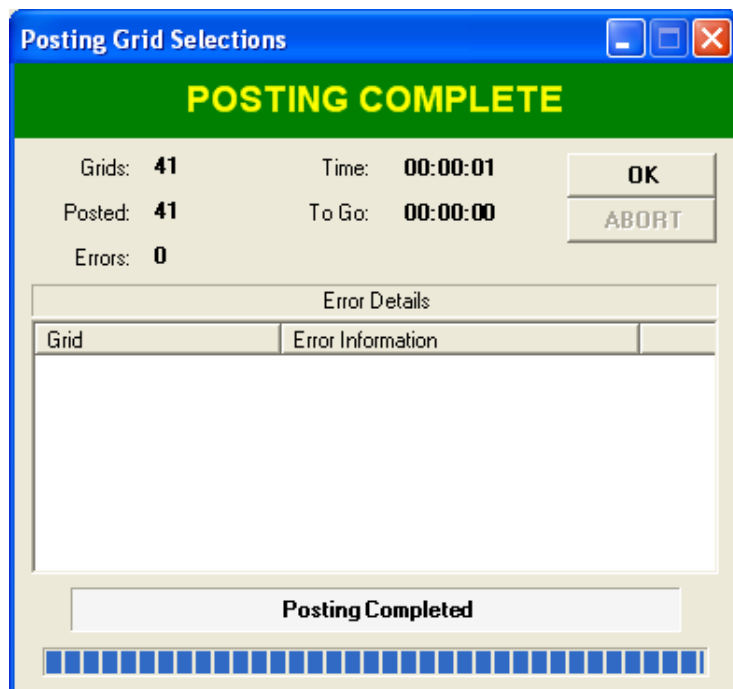


## Posting Grids

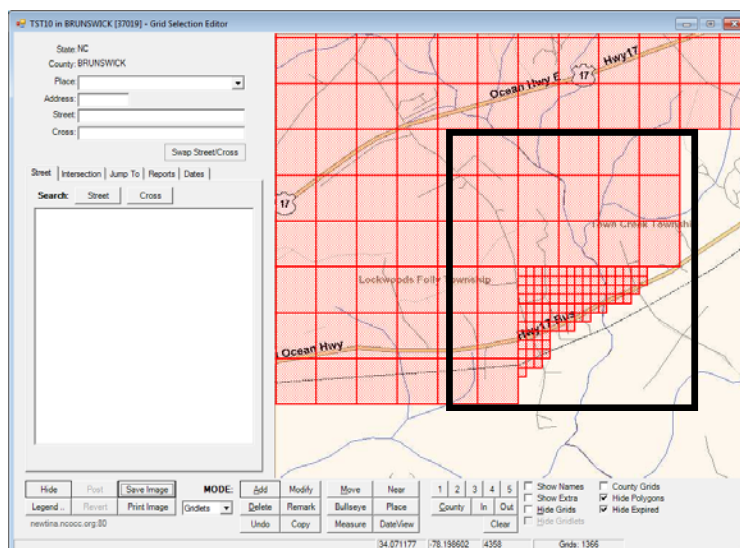


Know what's below.  
Call before you dig.

If you clicked on Accept the following box will appear:



The **Posting Grid Selections** window shows the number of grids to post, the time, the number of actual grids posted, how many seconds, minutes, or hours left to post, and the number of errors it found. When the posting has completed, click OK to close the Posting Grid Selections window. The new grids / gridlets that you entered will now be **red** in color.





## Member County/Place Notification



Know what's below.  
Call before you dig.

North Carolina 811, Inc. offers a place database to be used as a backup database in combination with the members grids or polygons. Almost 99.4% of the locate requests that the Center sends out each month have a dig site polygon which identifies the location of the dig site or work area. In the small percentage of locate tickets that are sent out without any dig site polygon to identify the work area, the place database is used to determine which members to send the locate ticket.

Each member is provided a place report that lists the place names that the Newtin System will accept in each county that the member has facilities in. The member can elect to identify on the place report which places they would like to use as a backup database or the member can select the places online using the Member County/Place Maintenance link on the Newtin Database page.

This online feature lets the member make changes to their place database at any time of the year simply by adding or deleting the place names in their database.

### To add a place to your database:

Select the Member County/Place Notification link and then enter your member code and click the Submit button.

Newtin - A (NCOCC)

Members County/Place Notifications

Member Code

Once submitted the screen will display two sections: one for the Member County Notifications and one for the Member Place Notifications. If you have already selected any grids or polygons then the Member County Notifications section will display what counties you currently have a database in. There should be a green "X" under the "**Level**" column. **The County Notifications should always be Level.** The Member Place Notifications should indicate "**No Place Notifications to Display**", because you haven't input any place names into your database yet as shown on the screen shot on the following page.

## Member County/Place Notification



Know what's below.  
Call before you dig.

Newtin - A (NCOCC)

Members County/Place Notifications

Member Code

Member County Notifications for LMB01

County	Never	Level	None	Insert
ALAMANCE,NC	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="button" value="Insert County"/>
GUILFORD,NC		X		<a href="#">EDIT COUNTY</a> <a href="#">DELETE COUNTY</a>

Member Place Notifications for LMB01

County	Place	In/Out/Both	Always	Never	Level	None	Insert
ALAMANCE,NC	<input type="button" value="Get Places"/>	Both	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="button" value="Insert Place"/>

No Place Notifications to Display

To begin selecting place names, you first have to select the County that you wish to add places to by clicking the down arrow in the County box under the caption “Member **Place** Notifications for XXX01”.

Member Place Notifications for LMB01

**County**

GUILFORD,NC

Next click the Get Places button and then you will have a place drop down list so that you can choose the place that you wish to add.

Member Place Notifications for LMB01

County	Place
GUILFORD,NC	ALLEN JAY

After selecting your place name, select the radio button for Level and then click the Insert Place button.

Member Place Notifications for LMB01

County	Place	In/Out/Both	Always	Never	Level	None	Insert
GUILFORD,NC	GREENSBORO	Both	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="button" value="Insert Place"/>

**Note:** Always means you always wish to be notified when this place is on a ticket, Level means you wish to be notified on this ticket only if there are no grids or polygons on the ticket.

## Member County/Place Notification



Know what's below.  
Call before you dig.

Place GREENSBORO in County GUILFORD Has Been Successfully Inserted

### Member Place Notifications for LMB01

County	Place	In/Out/Both	Always	Never	Level	None	
GUILFORD,NC	Get Places	GREENSBORO	Both	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
GUILFORD,NC		GREENSBORO	Both			X	<a href="#">EDIT PLACE</a> <a href="#">DELETE PLACE</a>

Once the place has been inserted, you will see confirmation of success as shown above. To continue adding places within this same county, simply select the next place name from the place drop down list, select the Level radio button, and click the Insert Place button.

If you need to select places from a different county, click the Get County button, as shown, then select your new county, click the Get Places button, then select the place name from the drop down list, select the Level radio button, and click Insert Place button.

### Member Place Notifications for LMB01

County	Place	In/Out/Both	Always	Never	Level	None	Insert
RANDOLPH,NC	Get County	RANDLEMAN	Both	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

You will be given a confirmation screen like below showing that your new place has been inserted successfully.

Place RANDLEMAN in County RANDOLPH Has Been Successfully Inserted

### Member Place Notifications for LMB01

County	Place	In/Out/Both	Always	Never	Level	None	
RANDOLPH,NC	Get Places	RANDLEMAN	Both	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
GUILFORD,NC		GREENSBORO	Both			X	<a href="#">EDIT PLACE</a> <a href="#">DELETE PLACE</a>
RANDOLPH,NC		RANDLEMAN	Both			X	<a href="#">EDIT PLACE</a> <a href="#">DELETE PLACE</a>

Since places have been added to a new county that previously had no database, the Newtin System will automatically create a County Notification Entry for you, as shown below.

Newtin - A (NCOCC)

Members County/Place Notifications

Member Code LMB01

Member County Notifications for LMB01

County	Never	Level	None	Insert
ALAMANCE,NC	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="button" value="Insert County"/>
GUILFORD,NC		X		<a href="#">EDIT COUNTY</a> <a href="#">DELETE COUNTY</a>
RANDOLPH,NC		X		<a href="#">EDIT COUNTY</a> <a href="#">DELETE COUNTY</a>

Member Place Notifications for LMB01

County	Place	In/Out/Both	Always	Never	Level	None	
RANDOLPH,NC	Get Places	ARCHDALE	Both	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="button" value="Insert Place"/>
GUILFORD,NC		GREENSBORO	Both			X	<a href="#">EDIT PLACE</a> <a href="#">DELETE PLACE</a>
RANDOLPH,NC		RANDLEMAN	Both			X	<a href="#">EDIT PLACE</a> <a href="#">DELETE PLACE</a>

## Member County/Place Notification



Know what's below.  
Call before you dig.

To delete a place from your place database, follow this procedure:

- Select the Member County/Place Notification link
- Enter your member code and click Submit to see your complete place listing as shown below.

**Newton - A (NCOCC)**

**Members County/Place Notifications**

Member Code

**Member County Notifications for LMB01**

County	Never	Level	None	Insert
ALAMANCE,NC	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="button" value="Insert County"/>
GUILFORD,NC		X		<a href="#">EDIT COUNTY</a> <a href="#">DELETE COUNTY</a>
RANDOLPH,NC		X		<a href="#">EDIT COUNTY</a> <a href="#">DELETE COUNTY</a>

**Member Place Notifications for LMB01**

County	Place	In/Out/Both	Always	Never	Level	None	
RANDOLPH,NC	ARCHDALE	Both	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="button" value="Insert Place"/>
GUILFORD,NC	GREENSBORO	Both			X		<a href="#">EDIT PLACE</a> <a href="#">DELETE PLACE</a>
RANDOLPH,NC	RANDLEMAN	Both			X		<a href="#">EDIT PLACE</a> <a href="#">DELETE PLACE</a>

- In the Member Place Notification section (bottom section) click on the Delete Place link beside of the place name that you wish to delete.
- The system will highlight the entire line in pink and provide a Yes or No button and ask you to confirm that you would like to delete this place from your database.

**Member Place Notifications for LMB01**

County	Place	In/Out/Both	Always	Never	Level	None	Delete
ALAMANCE,NC		Both	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="button" value="Insert Place"/>
GUILFORD,NC	GREENSBORO	Both			X		<a href="#">EDIT PLACE</a> <a href="#">DELETE PLACE</a>
RANDOLPH,NC	RANDLEMAN	Both			X		Delete Place? <input type="button" value="Yes"/> <input type="button" value="No"/>

- A confirmation of successful deletion will display.
- Repeat these steps to delete any additional places from your database.

Place RANDLEMAN in County RANDOLPH Has Been Successfully Deleted

**Member Place Notifications for LMB01**

County	Place	In/Out/Both	Always	Never	Level	None	
ALAMANCE,NC		Both	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="button" value="Insert Place"/>
GUILFORD,NC	GREENSBORO	Both			X		<a href="#">EDIT PLACE</a> <a href="#">DELETE PLACE</a>