

# TELDIG **Maps on the Web**™

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FOR USERS GROUP



## DOCUMENT HISTORY

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## TABLE OF CONTENTS

Introduction	1
New Features Available	2
User Login	2
Map Editor Home Page	3
Overview of the Features	3
Territory Coverage Statuses	3
Pan Tool	4
Zoom In and Zoom Out Tool	4
Ruler Tool	4
Label Tool	5
Drawing Tools	5
Selection Tool	5
Add Attachment	5
Drawing Status Bar	6
Previous View	6
Predefined Zoomed Places	6
Refresh Features	6
Polygon Review and Label Features	7
Coverage Legend	7
Comments Field	8
Action Buttons	8
Change Request for your Coverage	9

## **I**NTRODUCTION

The purpose of this document is to provide you an overview of the features available in Maps on the Web (also called Web Maps). This training covers different aspects of the application such as the new features that are currently available, login information, toolbar definitions, comments, action buttons, and polygons. A step-by-step guide is also included in order to show you how to request a change in your actual coverage.

## NEW FEATURES AVAILABLE

In addition to being able to view, request and validate changes performed to territories online, the new application will offer:

- The ability to view several territories at the same time, on the same map (for members with multiple territories)
- Drawing tools that enable you to graphically delineate areas to be added/removed in territories
- Increased zoom options, including the ability to zoom a particular territory if viewing multiple, or zoom a specific city or area
- Optional automatic notification if our mapping department updates streets maps in your coverage area (so that you can validate your coverage)

## USER LOGIN

This is the *User Login* space:



The screenshot shows a web form titled "USER LOGIN" centered on a light gray background. The form includes the following elements:

- A "User name:" label followed by a text input field containing the text "darlene".
- A "Password:" label followed by an empty text input field.
- A checked checkbox labeled "One call operator".
- A "Log in" button centered below the input fields.

- Enter your *User Name* and *Password* in the appropriate fields. They will be sent to you by the call center mapping department.
- Do not check off the *One call operator* checkbox. This is an administrative feature used by the call center mapping department.
- Click on *Log in* to log in the application.

Note: If you are unable to log in for any reason, please contact the call center mapping department immediately.

## MAP EDITOR HOME PAGE

Once you are logged in, you will be taken to the main page of Map Editor:

**MEMBER PAGE**

Information about the modifications and list of territories are available on this page. The map will display territory information and allow for the modification of the coverage.

Member name	Station code	Member type	Status
BC ONE CALL	BC1CALL	Public service	ONLINE



Your member name, station code, member type and status (online or offline) will appear in the *Member name* menu at the top of the page. To access your member database, go to the *List of territory coverage statuses* located below the map and mapping legend.

## OVERVIEW OF THE FEATURES

### TERRITORY COVERAGE STATUSES

List of territory coverage statuses							
ID	Station code	Request date	User	Status	Territory type	Last comment	Visible
350098		9/18/2007 3:21:50 PM		Change requested	Normal	test	<input type="checkbox"/>

This list outlines all your territories. If you are a member with multiple territories, all available territories will be listed here. The status bar shows your territory file number, your related station code, the time stamp of your last action in the Web Maps, the status of your territory, your territory type, and the last comment you wrote in the Web Maps.

Clicking on your territory file number or your station code will zoom in your coverage.

## PAN TOOL



This tool allows you to pan/navigate through the map. Activate this tool by:

- Clicking on the icon
- Left-clicking and holding the left click on the map
- Dragging your mouse in the direction you would like the map to pan
- Releasing the left mouse click when you have reached your desired area within the map window

You can also click on the N/E/S/W borders on the map itself to pan in a more general fashion.

## ZOOM IN AND ZOOM OUT TOOL



This tool allows you to zoom in a specific area on the map. Activate this tool by:

- Clicking on the icon
- Left clicking and holding the left click on the map
- Defining your zoom level by increasing or decreasing the size of your zoom box. Selecting a smaller zoom box will zoom in to a very specific area, and selecting a larger zoom box will zoom to a more general area
- Releasing the left mouse click when you have achieved your desired zoom level

Your zoom level is visible immediately below the map:

Zoom level: 8277.90 meters

## RULER TOOL



This tool allows you to measure distance in meters from a reference point. Activate this tool by:

- Clicking on the icon
- Left clicking and holding the left click in the map on the start point of your desired measurement
- Dragging your mouse from the start point to the end point of your measurement
- Releasing the left mouse click at your end point

The ruler measurement is visible immediately below the map:

Distance: 642.10 meters

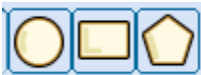
### LABEL TOOL



This tool allows you to label streets. Activate this tool by:

- Clicking on the icon
- Left clicking on the street you would like named
- The street name will appear after the map screen has refreshed

### DRAWING TOOLS



These tools allow you to make selections on the map, called drawings or polygons. You may select a circular drawing, a rectangular drawing, or a freehand drawing. Activate this tool by:

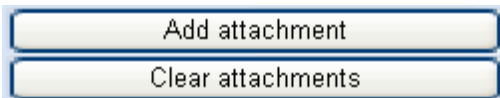
- Clicking on the desired shape of the drawing you want to make (Freehand is recommended)
- Left clicking at your start point
- Drawing your map selection, left clicking once for each point desired
- Right clicking once to end your drawing

### SELECTION TOOL



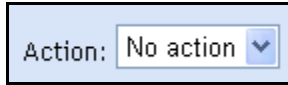
This tool allows you to select polygons you have drawn and view their data.

### ADD ATTACHMENT



This feature allows you to add the drawings you have made on the map as an attachment to the request for updated/removed coverage the mapping department receives.

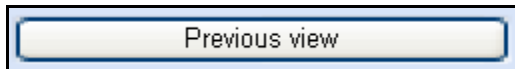
### DRAWING STATUS BAR



When you select a drawing tool, the status bar will be activated. Selecting an action in the status bar explains the one call the purpose of your map selection

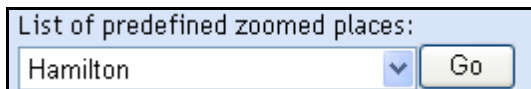
- No Action- A geographic area of interest to you that you would like to discuss/consult with our Mapping Department about.
- Added- A geographic area where you would like to load coverage with BC One Call for your Member Company
- Removed-A geographic area where you would like to remove coverage with BC One Call for your Member Company

### PREVIOUS VIEW



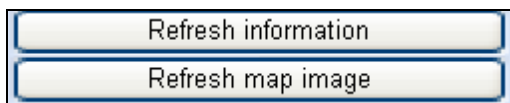
Clicking on this button will take you to the last view you had in your map window if you have zoomed into a specific area.

### PREDEFINED ZOOMED PLACES



This feature allows you to quickly zoom predefined geographic areas.

### REFRESH FEATURES

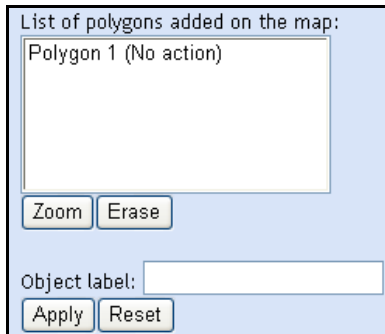


These features allow you to refresh your information and map images.

- Refresh information button: Click on this button to reinitialize the map's detailed information

- Refresh map image button: Click on this button to reinitialize the map image. The selection of the current territory will be lost but not the modifications that were performed


## POLYGON REVIEW AND LABEL FEATURES





These features allow you to label the polygons you have drawn, zoom them on the map, and erase them.


## COVERAGE LEGEND


Your coverage is represented by hatch-filled shapes on the map. The map legend on the home page lists the different possibilities:


 **Existing coverage:** Territory that is presently used for the one call notification

 **Existing clear coverage:** Territory clearance that is presently used for the one call notification

 **New coverage:** When you draw and save an "Added" polygon in the Map Editor, after the coverage is submitted to the mapping department, the coverage will show as "New". Once the new coverage is added to your existing coverage, it will show as blue (existing) coverage

 **Consultation:** Consultation is used when you have territories that are adjacent and you want to view both of them at once. You select the territory that you need to view in edit mode and then check the **VISIBLE** check box of the territory that you want to view. It will be defined by vertical black lines.

 **Coverage addition:** When you initially draw an "Added" polygon, it will appear on the map as "Coverage Addition". Once it has been sent to the mapping department for review, and after the Mapping Department has made the required changes, the coverage will show as "New Coverage"

 **Coverage removal:** When you initially draw a "Removed" polygon, it appears on the map as "Coverage Removal"

## COMMENTS FIELD

Every time you create a polygon in Web Maps, a detailed comment is mandatory. Use the comments field to describe what you have done and enter a brief description of what you would like to modify in your coverage.

## ACTION BUTTONS

The action buttons are used to finalize your polygons and send them to the call center mapping department.

- **Reset status:** Set the territory coverage to its original status. This button removes all polygons drawn during your session
- **Add comment:** When the *Add Comment* button is used, the information is inserted in the history log only. When a comment is added and then *Request changes* button is clicked, you do not need to click on the *Add Comment* button. The comment is added automatically.
- **View history:** Click on this button to view your activity history in Web Maps
- **Request changes/Apply Changes:** Click after adding polygons to the map (members). This requests the addition/removal required
- **Reject:** Once the call center mapping department has reviewed and/or modified your coverage, you can reject the changes. This is similar to the current feature of selecting *False* in your validation
- **Validate:** Accepts the change(s) made by the call center mapping department

## CHANGE REQUEST FOR YOUR COVERAGE

- Log in to the Web Maps site:  
<http://mapping.onecallname/MapsLoginPageOnecallname/LoginPage.aspx>
- Enter your user name and password and click on *Log in*.
- Click your territory ID or station code to view your current coverage.
- Use the pan and label tools to isolate the area in question.
- Use the drawing tools to select the area in question. Assign a "Add", "Remove", or "No Action" status to the polygon, based on what action you would like the call center mapping department to perform with the polygon.
- Add your comment.
- Click on the *Request Changes* button located below the comments box.
- The call center mapping department will modify your coverage based on your selection(s) in the Web Maps, and advise you when the coverage is ready for your validation.
- Log back into the Web Maps site.
- Review the changes made by the call center mapping department.
- Add your comment.
- Select either *Validate*, or *Reject*. Please ensure your comment reflects your selection.
- You will be notified by email when your modifications are loaded.

***If you have any questions or experience technical difficulties on our Web site, please call the mapping department at 111-2.***

***Please contact the TelDig support team at [support@teldig.com](mailto:support@teldig.com) if you have questions regarding this document.***