Map Tools

Zoom In and Zoom Out – Max Zoom

 Zoom In Tool – makes the map larger.

 Zoom Out Tool – Makes the map smaller.

 Max Zoom – Zooms out to view the entire map.

1. Click the Zoom Tool on the toolbar. The plus tool zooms in and the minus tool zooms out. The Max Zoom returns to a view of the entire map.

2. Move your cursor over the map and click once. The map shrinks or enlarges depending on the tool you chose. As the map enlarges, the street names become visible.

Hand Tool

 Lets you grab and move the map in any direction (e.g. up, down, sideways or diagonally).

1. Click the Move Tool on the toolbar.
2. Move your cursor to the map.
3. Click and hold the left mouse button.
4. Drag the mouse in any direction. As you drag, the map moves in that direction (there will be a slight pause as the map's new location is loaded).

Stop Loading Tool

 Stops the loading of the current map. This button is active only when the map is loading.

1. Click on the Stop button as the map is being loaded.

NOTE: This button is active only when the map is loading.

Lookup Tool

 Gets street information when you click a location on the map. Use this tool to identify a street when the name is not visible. It also identifies landmarks.

1. Click on the street info tool on the toolbar.
2. Move your cursor to the street you want to identify and click once. The Street Information box appears. It shows the street you picked as well as surrounding streets.
3. To locate a street on the map, click the street name in the Street Information box. The street on the map is highlighted in blue.

Search Tool

 Lets you find specific place or county on the map. The search screen appears and allows you to conduct searches based on specific information. Currently there are seven options to search on:

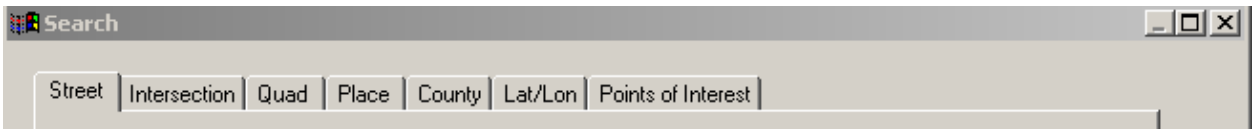
- Street
- Quad
- Place
- County
- Latitude/longitude coordinates
- Points of interest

Note 1: Any of the following search options are used for search purposes only. You may find that the street or county name that the system provides you with is different from what you had originally typed (i.e. incorrect spelling). It is important that you go back to Notice Creation Step 2 to input the correct spelling.

Note 2: After the system has searched based on the information you selected, it will highlight the results in green on the map. This does not automatically select those grids. At that point, you will need to follow the steps for "manually selecting grids".

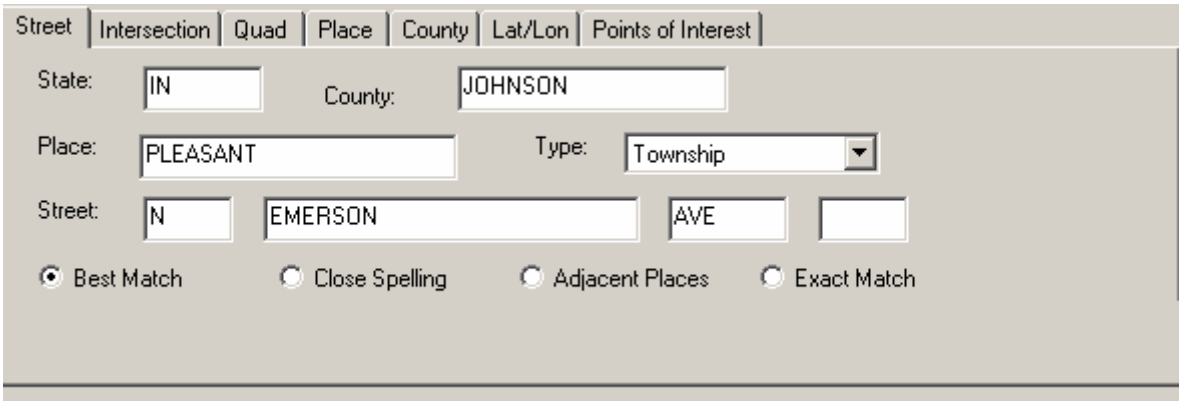
Searching Instructions

1. Click the tab that indicates the kind of search you want to do. An explanation of each function within the search screen follows.
2. Place - If your street name is not recognized by the system, it could mean that your Place Type is incorrect. Use this to find the correct Place Type. Click Place.
3. Click on the arrow to reveal a drop down box with several selections.
4. Click on the appropriate selection.
5. Click Search. Then you will see a list of potential Place Types that match your criteria.
6. Click on the appropriate name.
7. Click Select.
8. Click Add to Map.
9. Click Close.



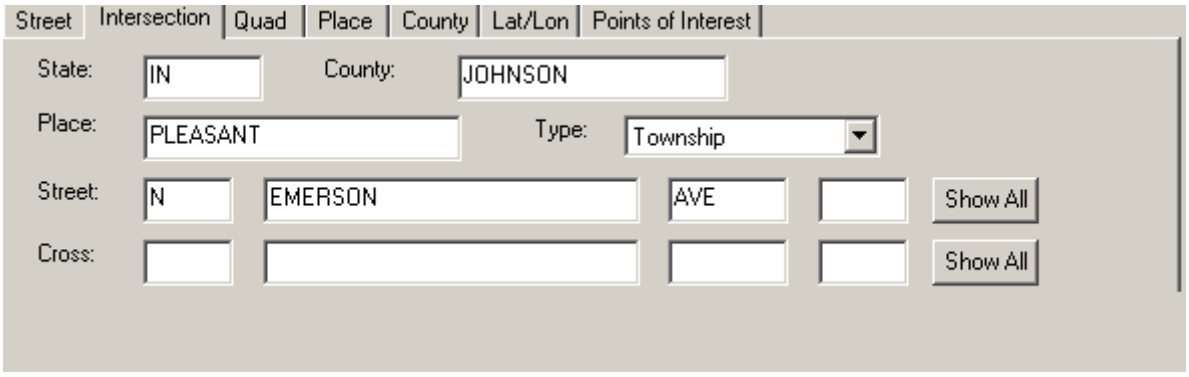
Street

Utilize this tool to find specific streets. You can find streets using ***Best Match, Close Spelling, Adjacent Places and Exact Match.***



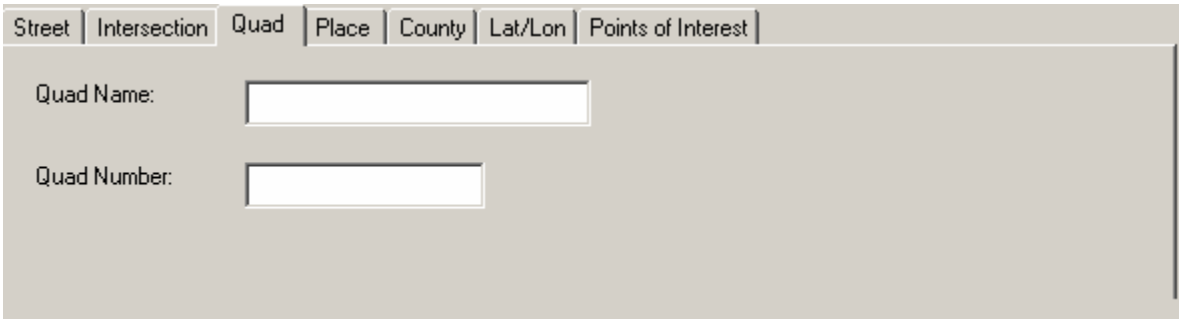
Intersection

Utilize this tool to find specific intersections.



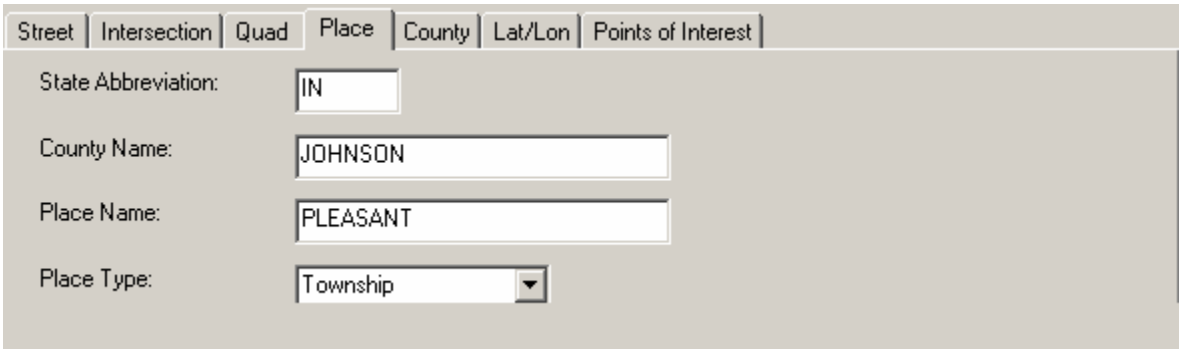
Quad

Use this tool to search by Quad Name and Quad Number.



Place

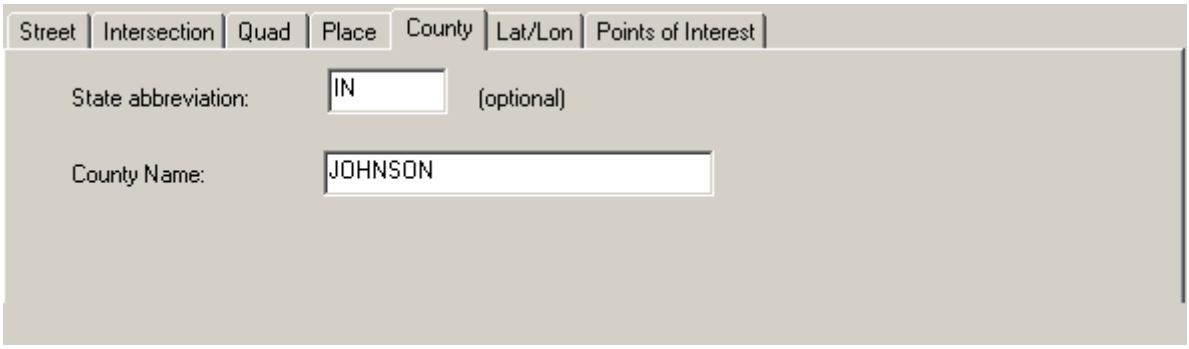
Use this tool to find specific ***Townships, Cities or Towns***.



County

Allows you to search based on county and city. This is a good tool to use when you're working close to the county line to ensure that you are in the correct county.

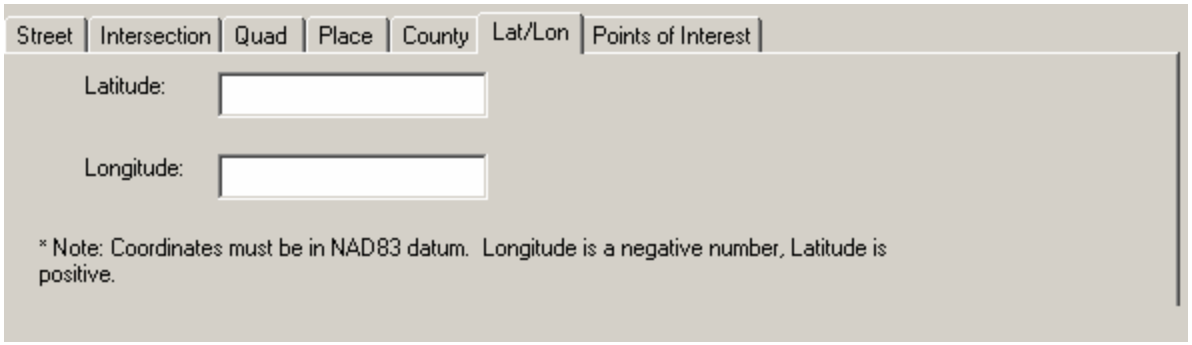
1. Click on County.
2. Enter the County Name.
3. Click Search.
4. Highlight the correct entry and click Select.
5. Click Add to Map.
6. Click Close.



Lat/Lon

If you know the latitude and longitude coordinates for your excavation site, click Lat/Lon. Coordinates must be in NAD83 datum. Longitude is a negative number and latitude is a positive number.

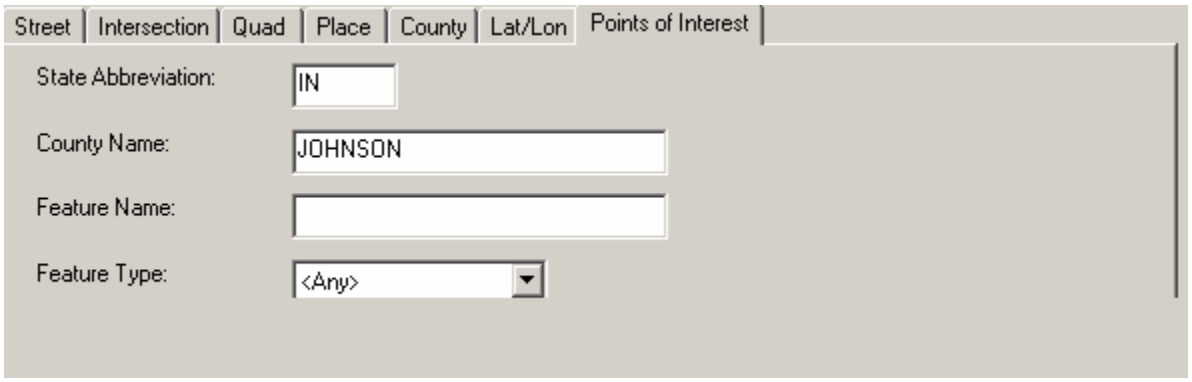
1. Click on Lat/Lon.
2. Enter the latitude/longitude coordinates.
3. Click Search.
4. Click the appropriate entry underneath Place Search Results and then click Search.
5. Click on Add to Map.
6. Click Close.



Points of Interest

Helps you conduct searches based on landmarks including airports, parks and buildings.

1. Click on Points of Interest.
2. Enter the name of the point of interest to search in the Feature Name box: or
3. Click on the Feature Type box and a pull down menu will appear.
4. Move the cursor to the correct feature and left click.
5. Click on Search.
6. Select the correct point of interest and click Select.
7. Click on Add to Map.
8. Click on Close.



Measuring Tool

Lets you measure distance by clicking a point and dragging to another point. If you continue to click and drag, the ruler will display the cumulative distance.

1. Left click on the Measuring Tool.
2. Move your cursor to the starting point of the area to be measured and click on the left mouse button. A distance box will appear that reads Distance and Total.
3. Move the cursor along the area to be measured to the ending point, click on the left mouse button and the distance box returns showing the total distance traveled. A line outlining the measured distance will appear, along with little circles indicating each time the left mouse button was clicked when you double click at the ending point.
4. You can mark these areas using the Pushpin tool.

Push Pin Tool

Lets you mark spots on the map with push pins. To delete them, right click and select delete. This tool is great to use in conjunction with the measuring tool to determine whether your excavation site meets ticket parameters.

NOTE:

Tickets are limited to 1,500 ft in city limits and 2,500 ft outside city limits. A ticket is limited to ***five*** individual addresses on a ticket if work is other then easement, a ticket is limited to one mile on any single street when placing street signs, utility poles if areas are properly marked and states on ticket how many site in total.

1. To insert a pushpin, left click on Pushpin Tool.
2. Put the cursor over a point in your excavation site and click. Do this as many times as necessary to either outline your excavation site or measure the distance along a point.
3. To remove pushpin, right click on your mouse while the Pushpin Tool is activated.

NOTE:

The pushpin tool is also good to use when you can't locate your streets. First conduct a search using the Find a Place Tool and search for a street name. When you locate the first street, mark it with pushpins. Then, go back to the Find a Place Tool and search for the second street name When you locate that, you can see where the two streets you know are located in conjunction with your excavation site.

Drawing Tools

Using the drawing tools you can add custom shaped dig sites. The tools include the square tool, the circle tool, the line tool and point tool.

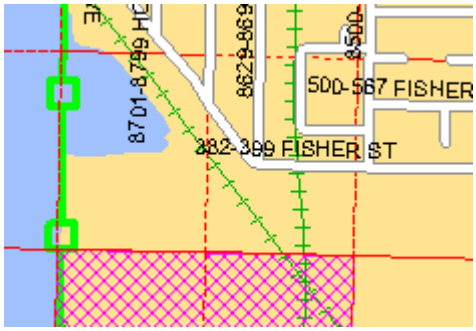
1. Click the drawing tool you want to use. Your cursor will show the shape that you've selected.

Grid Tool

 Lets you select grids for adding or deleting.

Manually selecting grids use this procedure to select an Area Dig. For example, a new street or subdivision may not exist in the system.

1. Click on the Grid tool on the toolbar by clicking once.
2. Move your cursor to the grid you want to add and click once on the grid. The grid turns blue that means the grid is selected. To select more grids, hold down the Shift key while you click the grids.



NOTE:

If you would like to include the system selected girds, you must manually select them using step 3 above. Otherwise IRTH assumes that you are selecting a totally new set of grids and does not include the system – selected grids to determine the service area.

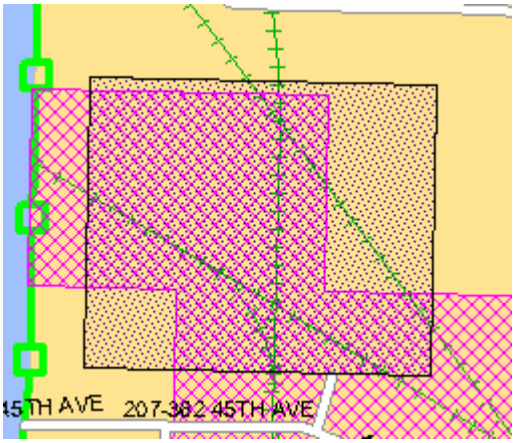
3. Click on the Add Grid tool to add the grid. The grid has a green crosshatch indicating that is has been added.

NOTE: If you accidentally add a grid and would like to remove it, click the grid to select it. It turns blue. Use the Delete Grid tool (scissors) to remove it.

4. Click on the Save button to save the selection. The grid now has a blue crosshatch indicating IRTH has saved your selection.

Rectangular Tool

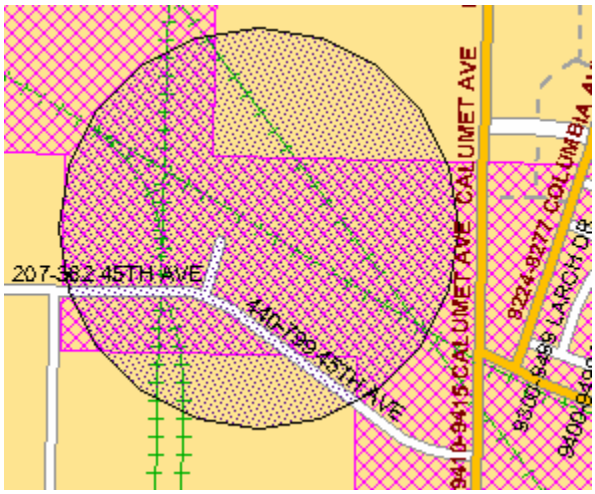
Lets you create a rectangular shaped area to add to a digsite.



1. Click on the Rectangular Tool on the toolbar by clicking once.
2. Move the cursor to the area you want to select for the dig site, clicking on the starting corner of the area.
3. Holding the left mouse button down drag the rectangular shape to the size of the needed area to be located.
4. Release the mouse button, now the area has blue dots and is now ready to be appended for saving.

Circular Tool

Lets you create a circular shaped area to add to a digsite, and can be used for an area that needs the radius marked.

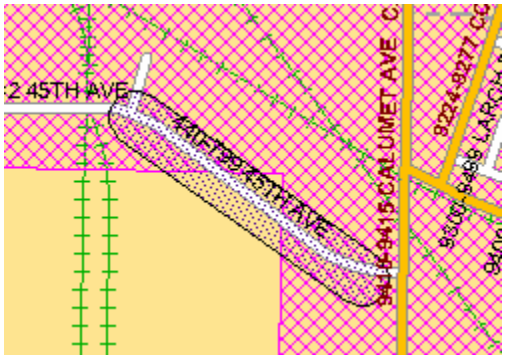


1. Click on the Circular Tool on the toolbar by clicking once.
2. Move the cursor over the area where you need the locating done.
3. Click on the map, holding the left mouse button down, drag the circle to the size you need. The size of the radius will show on the map as you are dragging the mouse.

4. Release the mouse button, area will have blue dots and is now ready to be appended for saving.

Line Tool

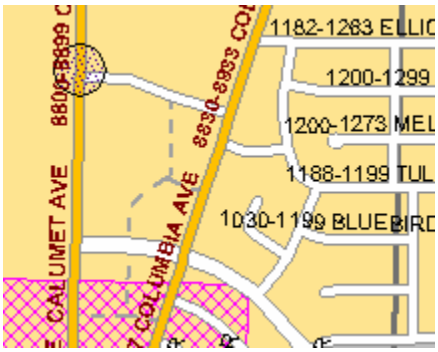
Lets you create a linear shaped digsite.



1. Click on the line tool on the toolbar by clicking once.
2. Move the cursor to the point you want to start locating and click on the map.
3. Move the cursor to the end point of the locate area.
4. Double click on the line, area will have blue dots and is now ready to be appended for saving.

Pin Point

Pin Point – Lets you create a pinpoint digsite. This can be used when working at an intersection.



1. Click on the pin point tool on the toolbar by clicking once.
2. Move the cursor to the area to be located.
3. Click on map, area will locate a 200 ft radius of pin point.
4. Area will have blue dots and is now ready to be appended for saving.

Pointer Tool

Allows you to see street names and address ranges.

1. Click on the pointer on the toolbar by clicking once.

2. Move the cursor to the area on the map you would like to view.

Eraser Tool

 Allows you to erase what you have selected that appears as blue dots.

1. Click on the erase tool on the toolbar by clicking once.
2. The "Erase Objects" box will pop up, asking yes, no and cancel.
3. Click on yes and all areas in blue dots will be erased.

Add Grid Tool

 Allows you add the areas that you have selected or drawn. After using the Add Grid Tool, the areas will turn green with crosshatch marks indicating the area to be added.

1. Click on add grid tool at the toolbar will turn the selected dig site to green squares and you are ready to save area.

Delete Grid Tool

 Allows you to remove a grid or area that has been drawn. After you have selected the area it will turn green.

1. Click on the Scissors at the toolbar and area will be deleted.

Discard Tool

 Allows you to discard changes you have made to the map.

1. Click on the discard tool.
2. The "Discard Objects" box will pop up, asking yes, no and cancel.
3. Click on yes and all changes will be deleted.

Save Tool

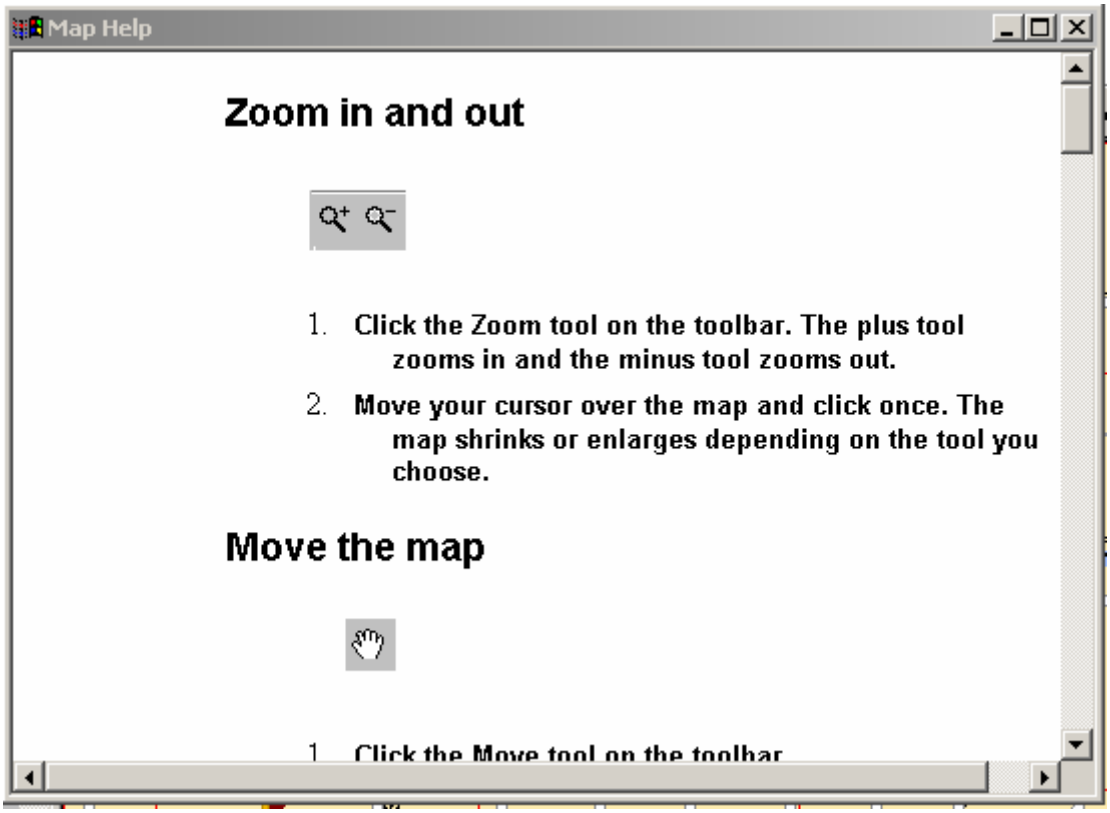
 Allows you to save all changes. You must use the Add Grid Tool first to append the map, and then use the Save Tool to save your changes.

1. Click on the Save Tool on the toolbar by clicking once. After you have saved your map, the area mapped will have a blue cross-hatch indicating that your changes have been saved.

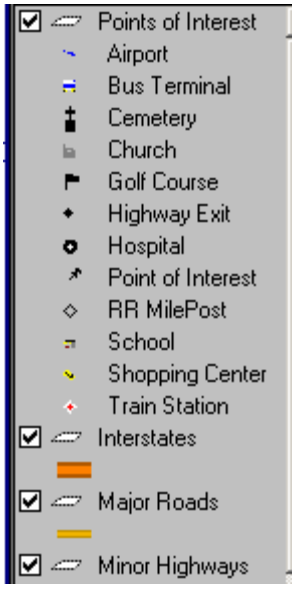
Map Help Tool

 Brings up a short review of tools used on mapping.

1. Click on the Map Help tool and a pop up window will appear with a review of the tools used in mapping.



Mapping Legend



Mapping Legend offers several additional tools to help you visually identify locations on your map. The mapping system consists of several layers and each icon represents a layer. As a user, you can select which layers you want to see (and don't want to see) on the map, by placing your cursor over the check box by each option, and clicking your mouse. If you uncheck a box, the map will remove those objects.

Points of interest places an icon over points of interest such as buildings, parks, cemeteries, ect.

It is recommended to leave the Interstate (thick red lines), Major Roads (thick blue lines), Ramps (thin red lines), Streets (thin black lines) and Unnamed Streets (dotted black lines) selected to easily identify your site.

Dig site covers your specific excavation with a blue mesh. Dig Site Box outlines your dig site with red line. Dig Site Grids puts a light green mesh over the selected grids.

Near Street covers the cross street or near street with pink diagonal strips.

Grids, outline the quarter-minutes grids with a dotted red line and indicates the coordinates in red. TRSQ outlines those grids with a dotted green line and indicates the coordinates in green. Quads are outlined in gray. It is recommended that you keep each of these selected so that you can easily select grids if you choose to manually override the system's automatic selection.

Airport turns on and off the airport icon.

Counties turn on and off the county grid and boundaries represented in green.

Railroads turn on and off the railroad icon (green lines with cross hatches).

Water (Linear) outlines smaller bodies of water with a thin blue line and the inside color will be same as the map background. Water (Areas) outlines and fills larger bodies of water with blue.

Selecting Villages, Towns, Cities and Communities changes the background color of the map that you are working in to coincide with the appropriate selection.