

**Irth Login**

User Name   
Password

> download the ActiveX controls necessary to view the maps online, please click this link [here](#)

**Step One:**  
Login with the Username and Password provided to you

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Irth Intern		<a href="#">Import Service Area(s)</a>		
		<a href="#">View Service Areas</a>		



**Notice Creation** will guide you through creating a dig request online. Be sure to have the excavator information, dig site work details available when creating a ticket online. To begin Notice Creation the disclaimer must be accepted.

Step Two:  
Select the option '*Import Service Area(s)*'

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### Service Area Import (Step 1 of 3)

1. Service Area:
2. Map File Format:
3. Coordinate System:
4. Buffer:
5. E-Mail Address:

### Step Three:

Your service area will be selected. The Map File format will be ESRI Shape and the coordinate system will be NAD83 (This will always be the same)

You must enter a buffer for your shape files. If you leave the buffer '0' the system will automatically add a 200 foot buffer. Then enter your email address and press 'Next'

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**Service Area Import (Step 2 of 3)**

Service Area:   
Map File Format:   
Coordinate System:   
Buffer:  ft  
Email:

Please select the file(s) to be uploaded.

File #1

File #2

File #3

### Step Four:

Select the browse button for each of the files. You should browse to your shape file directory on your machine. Select the file that has the .dbf extension for 'file#1'. Then select the file with the .shp file extension for 'File#2' then select the file with the .shx extension for 'File#3'

*Note: Even though ESRI Arcview creates a file that has other extensions, these are the only three that you will need.*

Press 'Upload'

Name of Uploaded File:	Upload Status:	Status Message:
gemall071305.shp	Verified	OK
gemall071305.shx	Verified	OK
gemall071305.dbf	Verified	OK

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Number of Points:	0
Number of Lines:	1829
Number of Polygons:	0
Total # of Coordinates:	4547

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Step Five:

You will see a screen like this. Press the '*Begin Processing*' button

**irth internet**  
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The files have been queued for import. All import files are processed during off-peak hours. An email message will be sent to the address submitted with the files when processing has been completed.

### Queue Import Files

- After all files for the map format have been uploaded and verified they are submitted to the processing queue.
- All Processing works over off-peak hours and once completed the user will be notified by Email.

This will be the final page. You can now close the browser session.

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