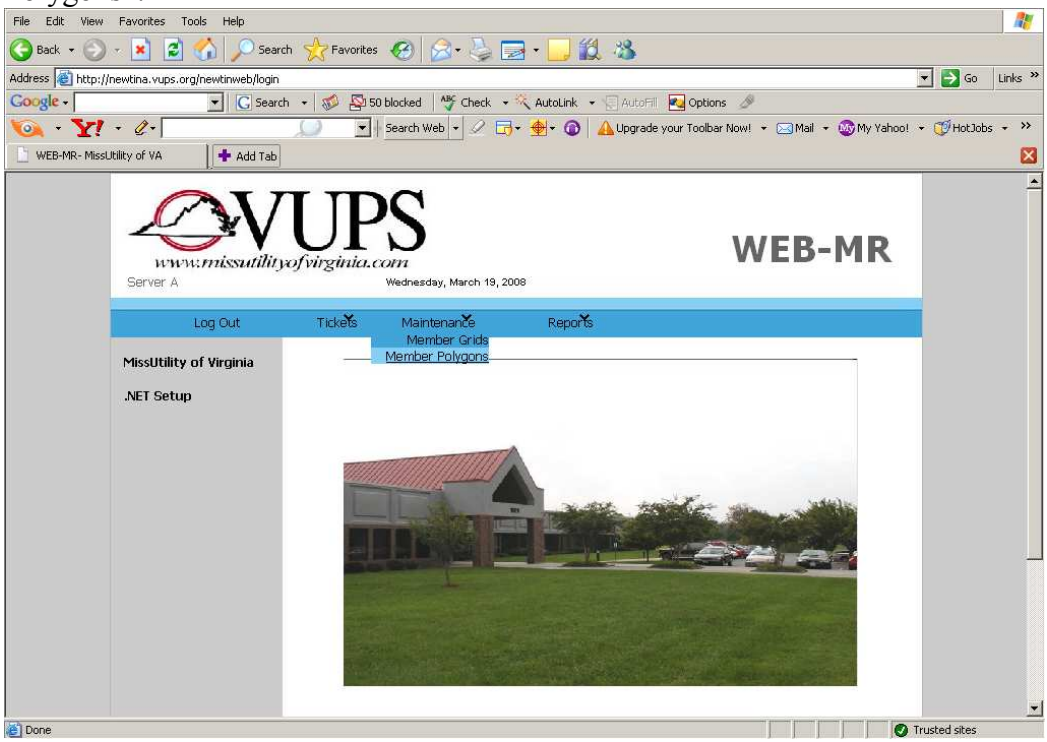
Miss Utility of Virginia
INTERNET MAPPING UPDATE DIRECTIONS

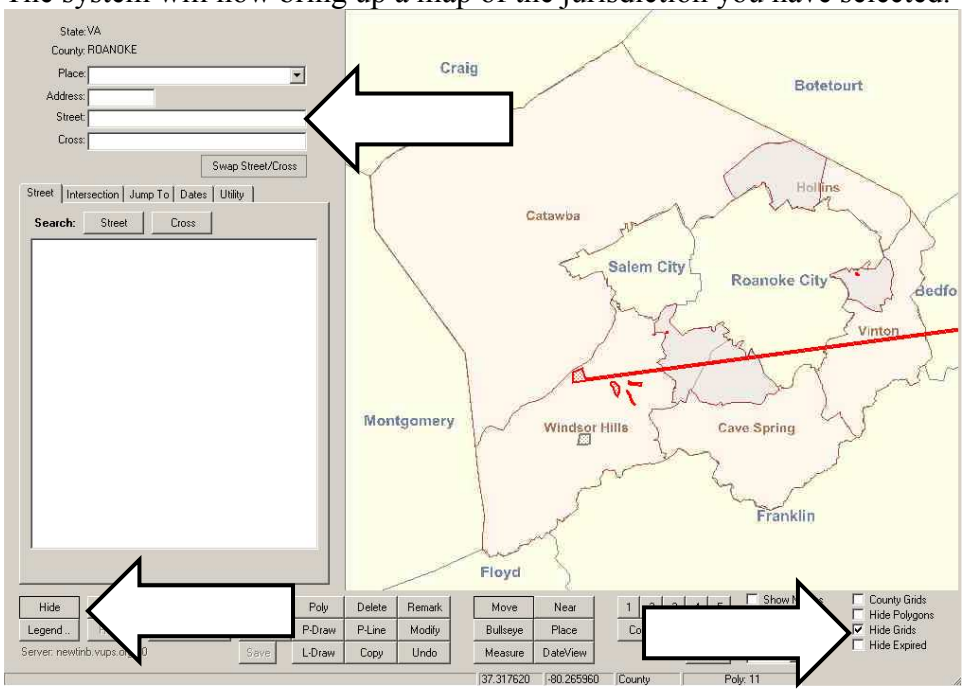
Member Polygons

1. From the main screen, hover your cursor over "Maintenance" and select "Member Polygons".



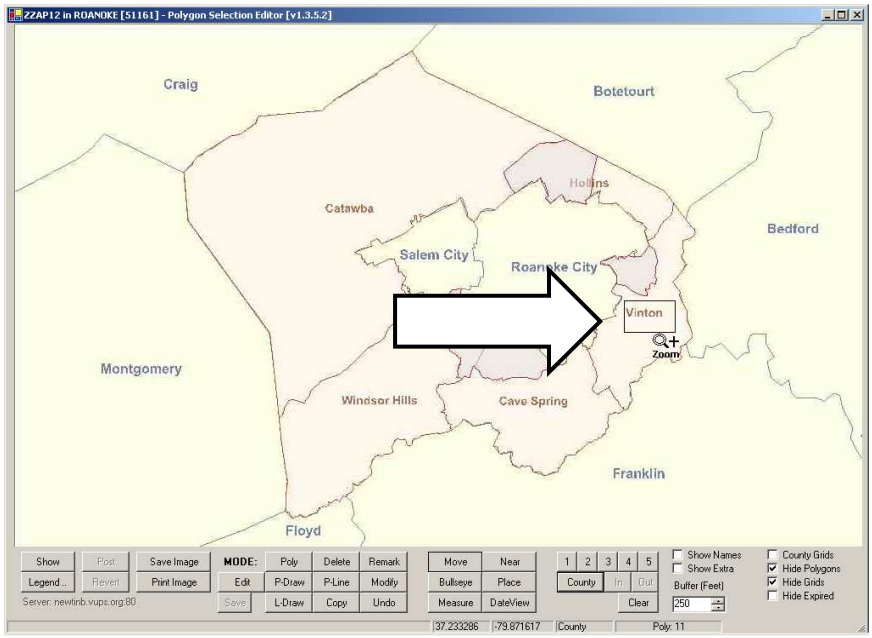
2. Highlight your Member ID/CDC Code in the "Member" section.
3. Now highlight the City or County in which you wish to enter/modify mapping information in the "County" section. (Cities will be listed with the word "City" at the end. So Fairfax means Fairfax County while Fairfax City means the City of Fairfax, as an example.)
4. Click on the "Edit" button.

5. The system will now bring up a map of the jurisdiction you have selected.

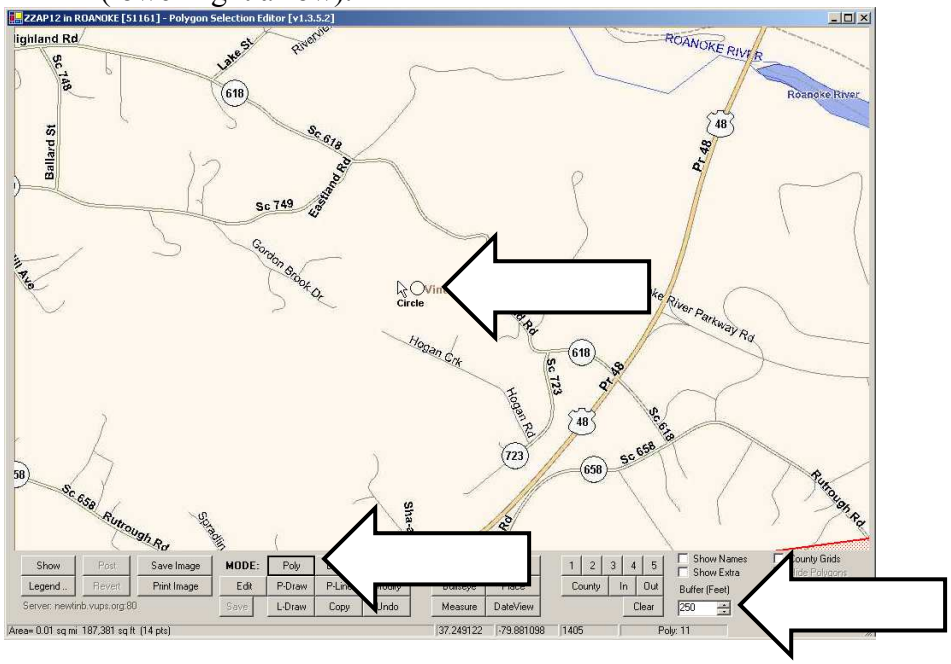


Enter a street name to find a specific location (upper arrow) or expand your view of the map by clicking on the "Hide" button (lower left arrow). NOTE: Only previously-drawn polygons will appear. If you are switching from Grids/gridlets to polygons and need to see both, uncheck "Hide Grids" in lower right (lower right arrow).

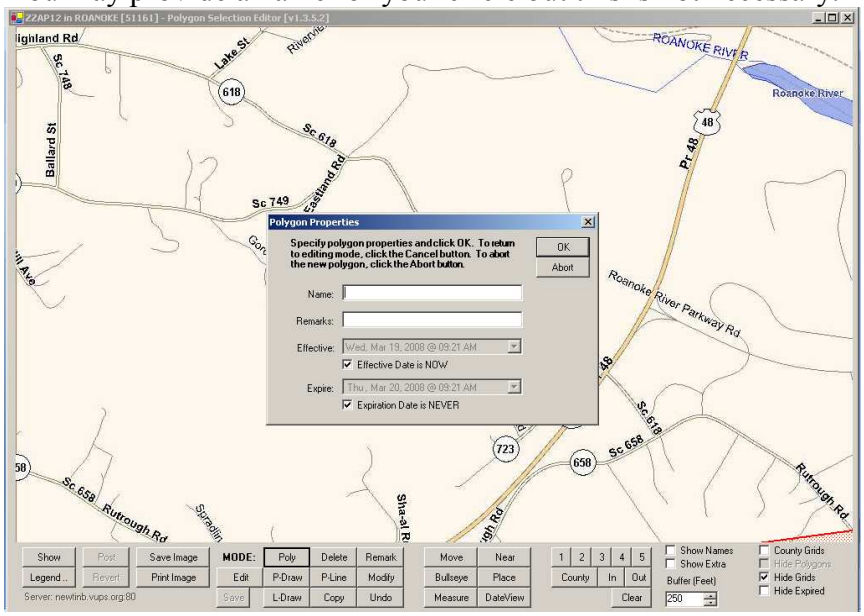
6. To zoom in, left click on map, hold button down and drag cursor. A box will appear with a magnifying glass and a plus sign (see arrow). Releasing the left button will zoom in on the selected area:



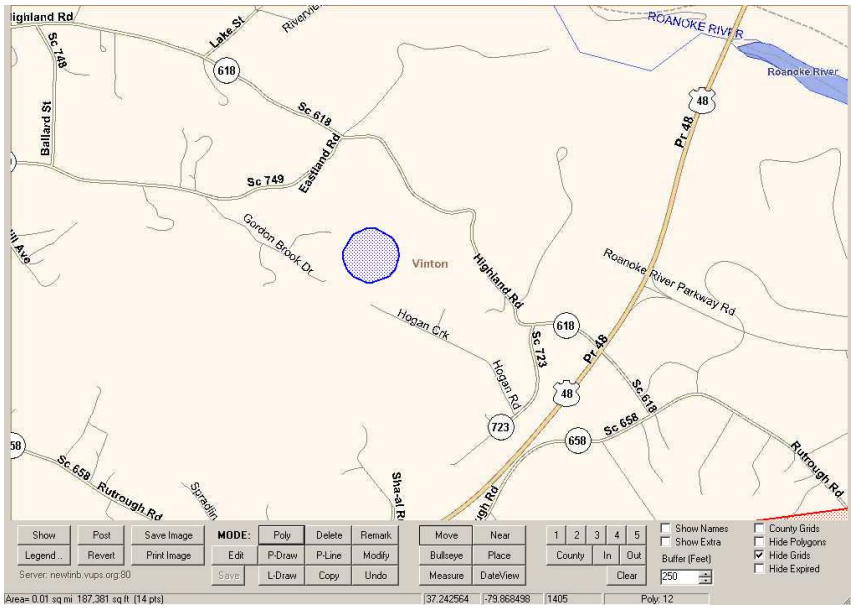
7. Polygons can be drawn in a number of ways:
   a. **<u>Circles</u>** can be made by clicking on the "Poly" button (lower left arrow). Your cursor will have the word "circle" along with an arrow and a circle (upper arrow). Move the arrow to your spot and double-click to create a circle. Default radius is 250 feet but this can be changed to fit your needs (lower right arrow).



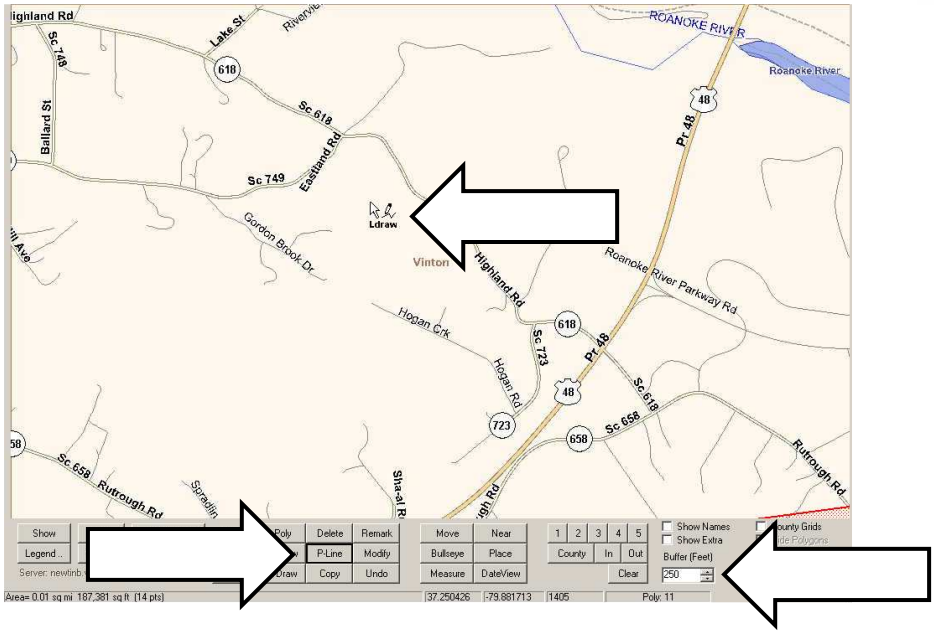
You may provide a name for your circle but this is not necessary.



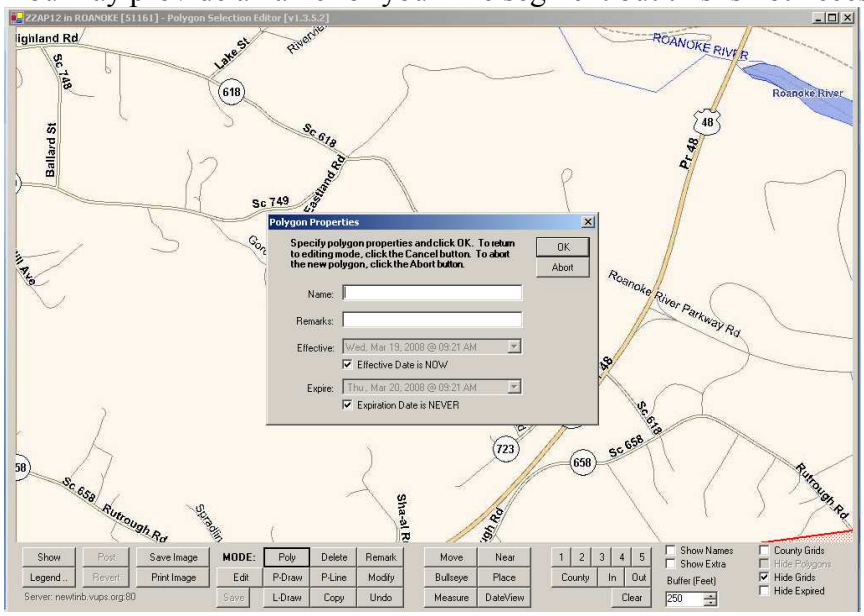
Circle drawn with a 250-foot radius.



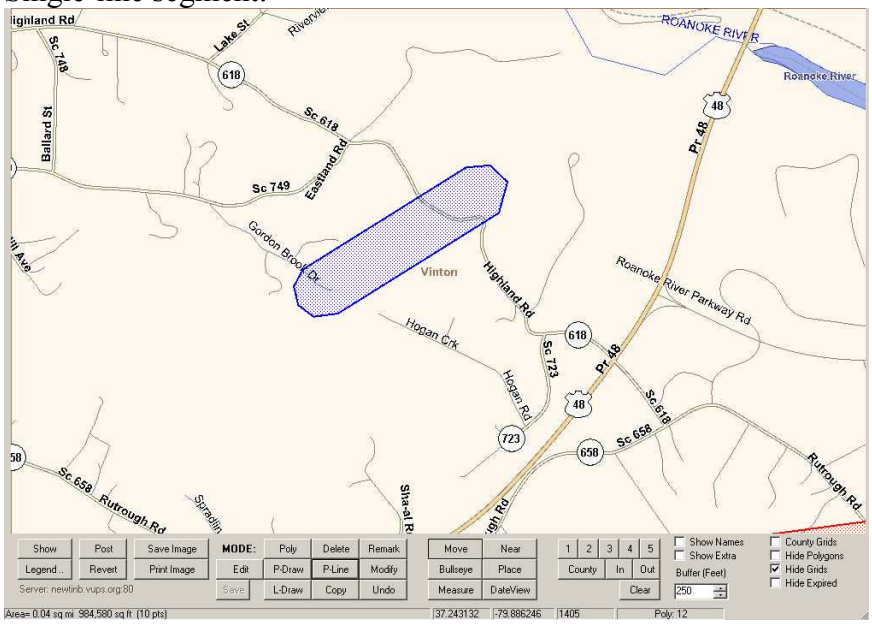
b. **<u>Line segments</u>** can be drawn by clicking on the "P-Line" button (lower left arrow). Your cursor will say "Ldraw" and have the image of a pencil along with an arrow (upper arrow). Click on your starting point, stretch the line to an end point, and then double-click. You can also make turns in the line segment by clicking to start, clicking at a turning point once, and then double-clicking at the end. Default buffer is 250 ft on each side of the line you are drawing. You may change this to fit your needs (lower right arrow).


ROANOKE RIVER
Roanoke River
Lake St
Sc 749
Ballard St
618
Sc 618
Eastland Rd
Sc 749
Ldraw
Vinton
Gordon Brook Dr
Highland Rd
Roanoke River Parkway Rd
Hogan Crk
Hogan Rd
Sc 723
Pr 48
48
723
658
Sc 658
Sc 618
Rutrough Rd
Show
Legend ...
Poly
Delete
Remark
P-Line
Modify
Draw
Copy
Undo
Move
Near
Bullseye
Place
Measure
DateView
1
2
3
4
5
County
In
Out
Clear
Show Names
Show Extra
Buffer (Feet)
250
Area= 0.01 sq mi 187,381 sq ft (14 pts)
37.250426
-79.881713
1405
Poly: 11

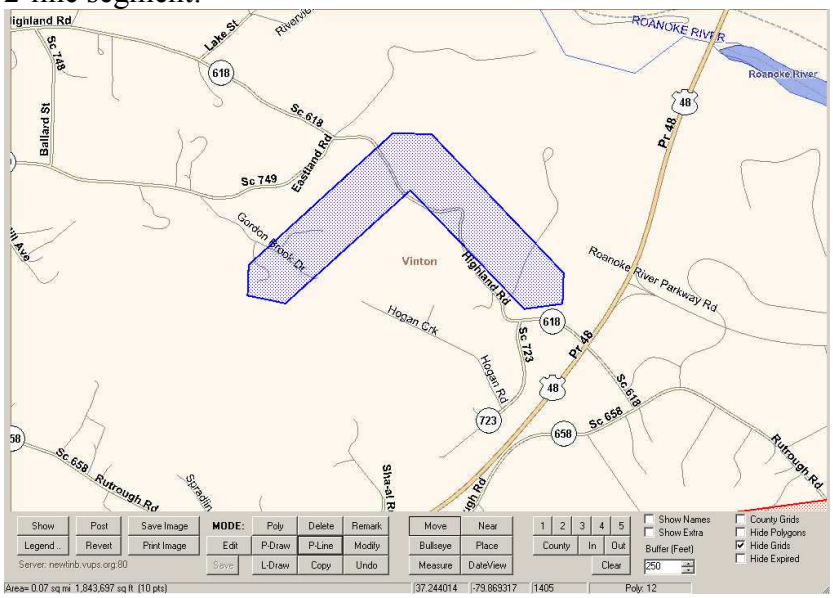
You may provide a name for your line segment but this is not necessary.



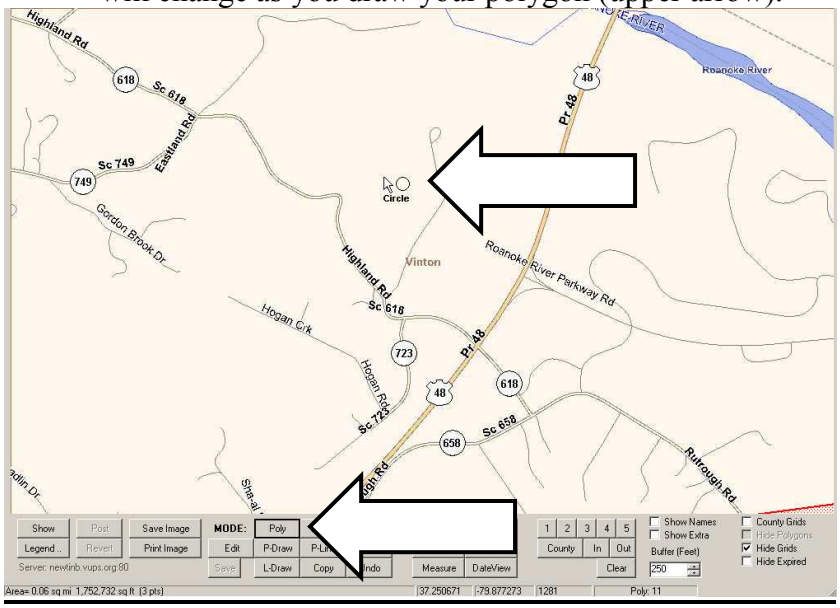
Single-line segment:



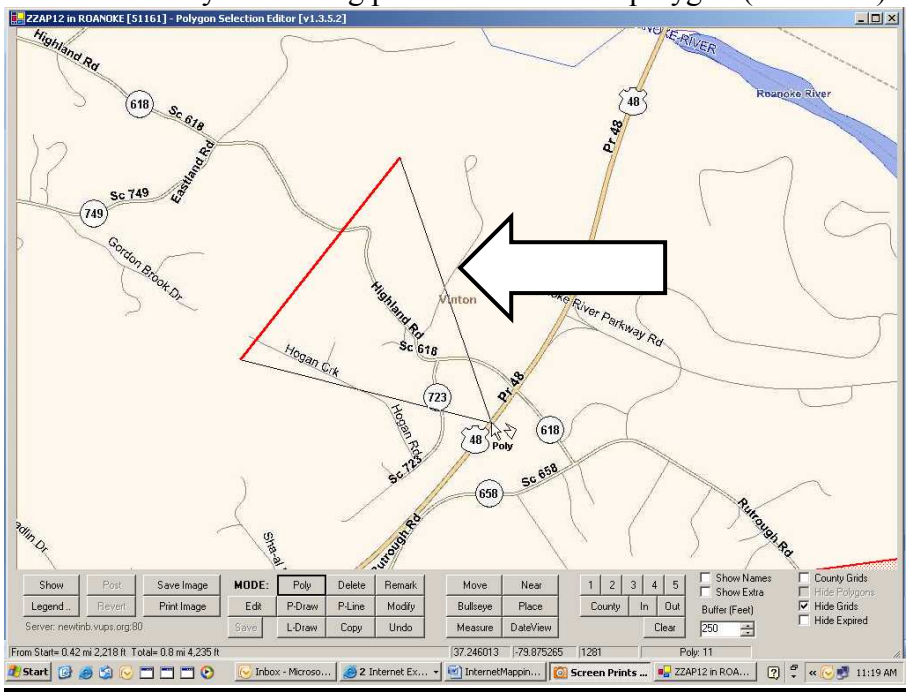
2-line segment:



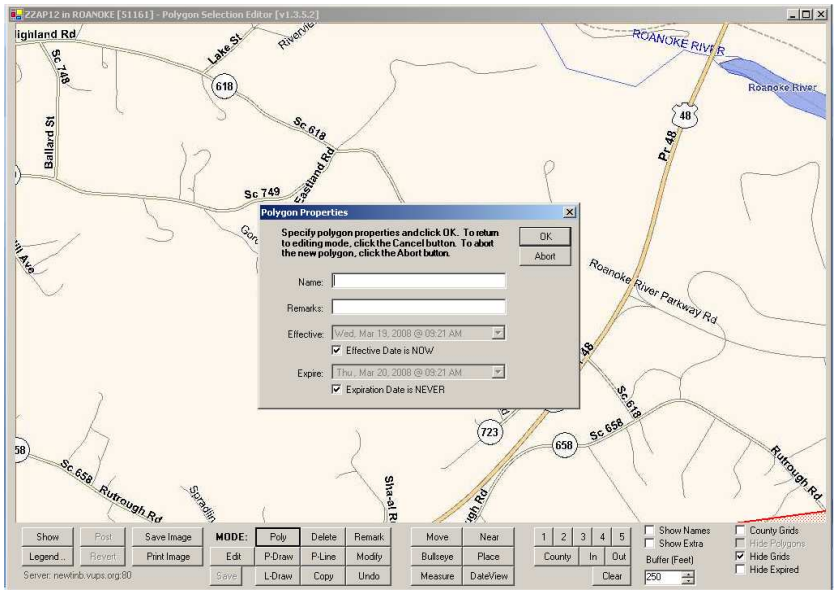
c. **Polygons** are multi-sided shapes. They can be drawn by clicking on the "Poly" button (lower arrow). Your cursor will initially say "Circle" but will change as you draw your polygon (upper arrow).



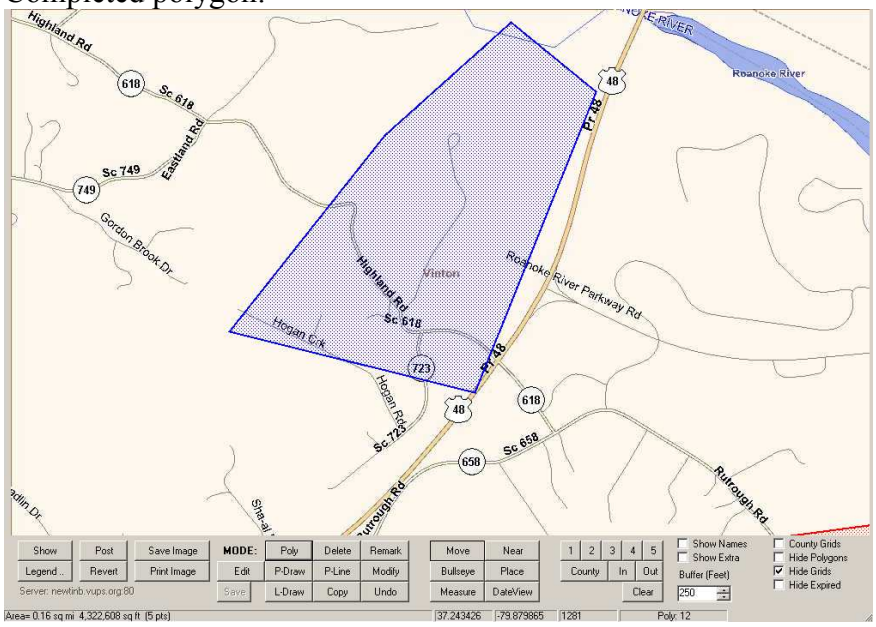
d. Click on your starting point and move your cursor to draw a side of the polygon. (As you click, the cursor description will change from "Circle" to "Line".) Click once to end the first side, and then move cursor to draw a second side. (As you click to end first side, cursor description will change from "Circle" to "Poly".) Notice that a line segment stretches back to your starting point to enclose the polygon (see arrow).



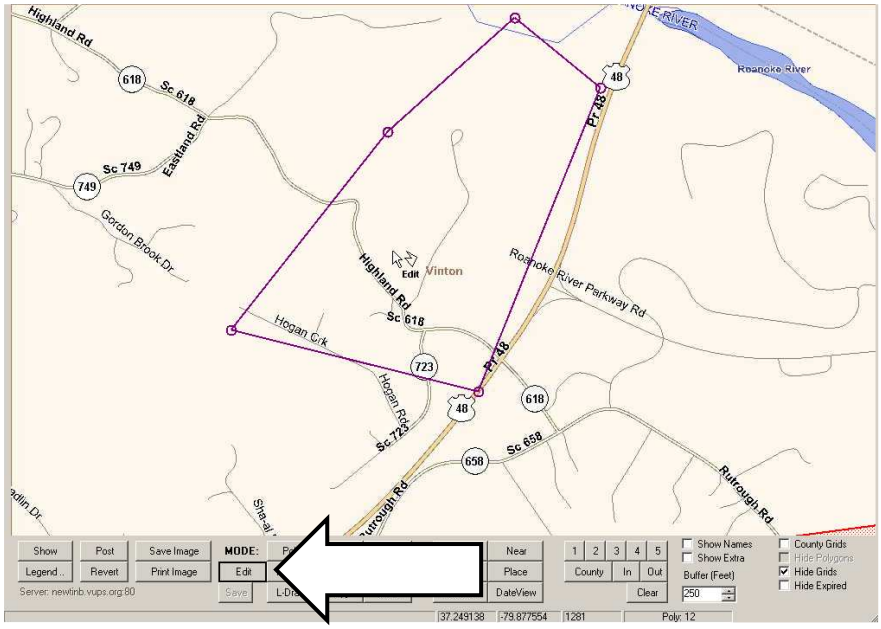
When you have your entire area covered and are pleased with your polygon, double-click and your polygon will appear in blue. **NOTE**: No buffer is added to a polygon. You may need to draw your polygon a little larger to insure that you are adequately covered. You may provide a name for your polygon but this is not necessary.



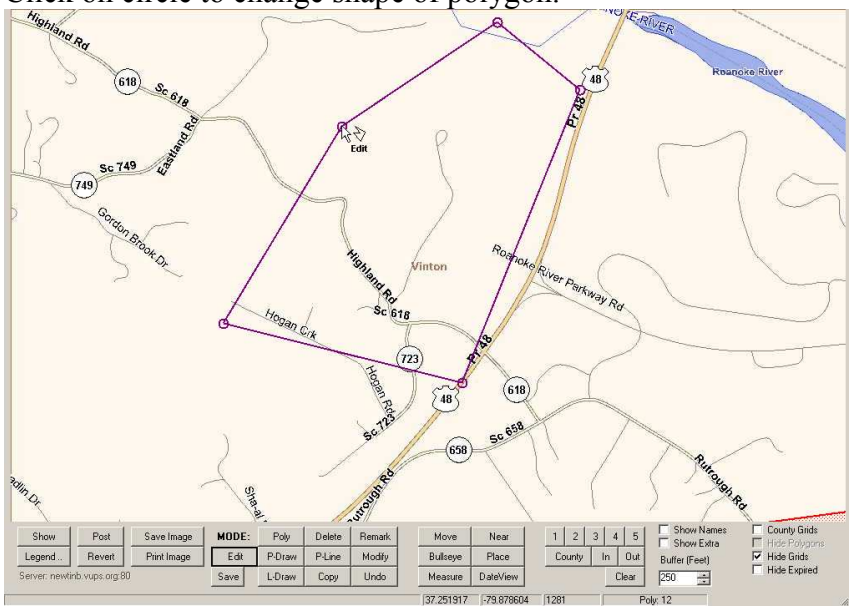
Completed polygon:



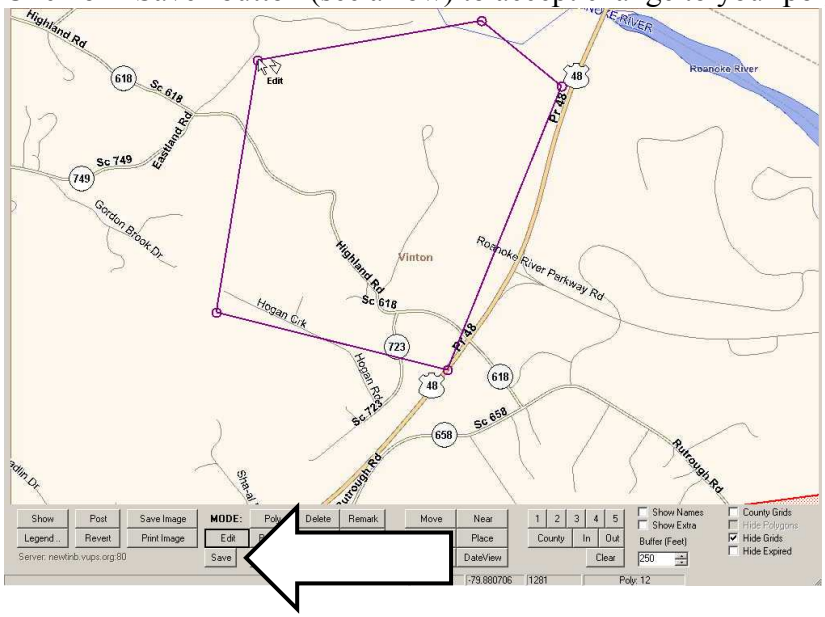
Polygons can be edited by changed by clicking on the "Edit" button (see arrow). After clicking on "Edit", click on the polygon to be changed. Polygon will change color.


Highland Rd
618
Sc 618
Eastland Rd
Sc 749
749
Gordon Brook Dr
Edit
Vinton
Highland Rd
Sc 618
Hogan Crk
723
Hogan Rd
Sc 723
48
Pr 48
Roanoke River
Roanoke River Parkway Rd
618
Sc 658
658
Rutrough Rd
Show
Post
Save Image
Legend..
Revert
Print Image
MODE:
Edit
Save
Near
Place
DateView
1
2
3
4
5
County
In
Out
Clear
Buffer (Feet)
250
Show Names
Show Extra
County Grids
Hide Polygons
Hide Grids
Hide Expired
Server: newtinb.vups.org:80
37.249138
-79.877554
1281
Poly: 12

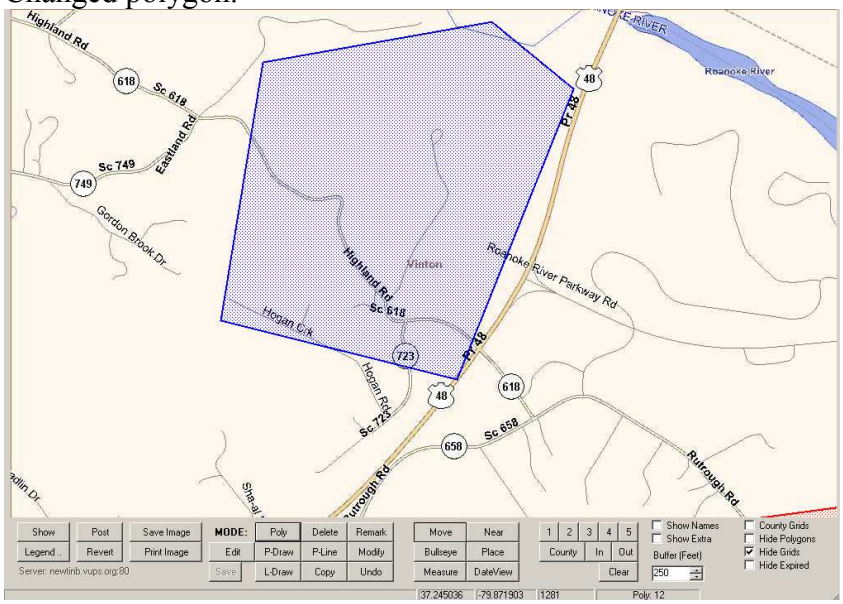
Click on circle to change shape of polygon.



Click on "Save" button (see arrow) to accept change to your polygon.

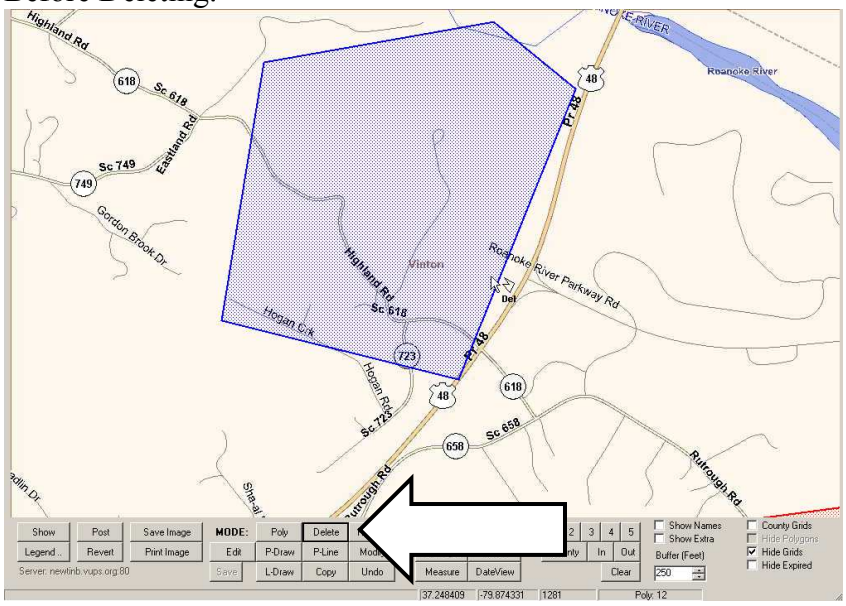


Changed polygon.

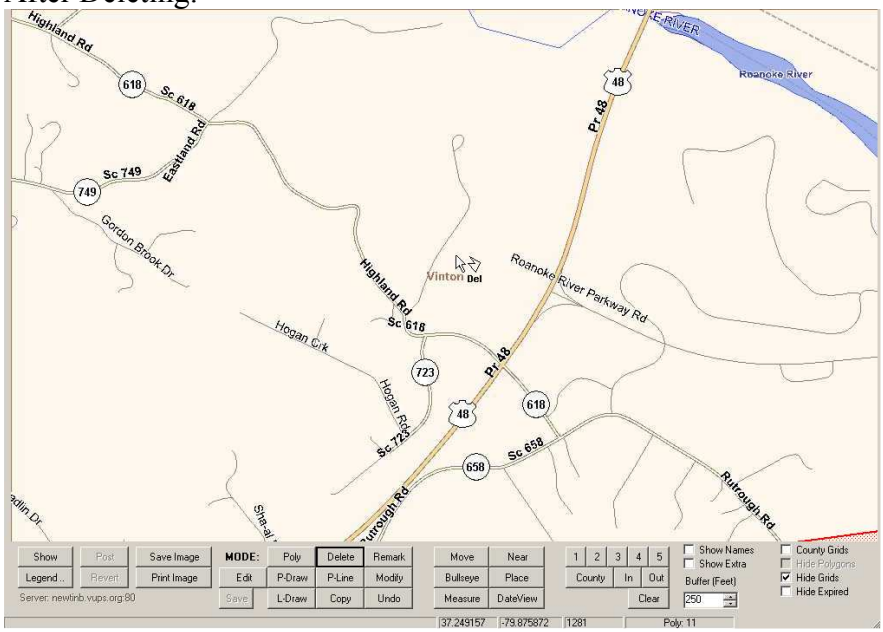


If you make a mistake and want to start over, click on "Delete" button (see arrow), then click on the polygon you want to remove. Deleted polygon will no longer appear!

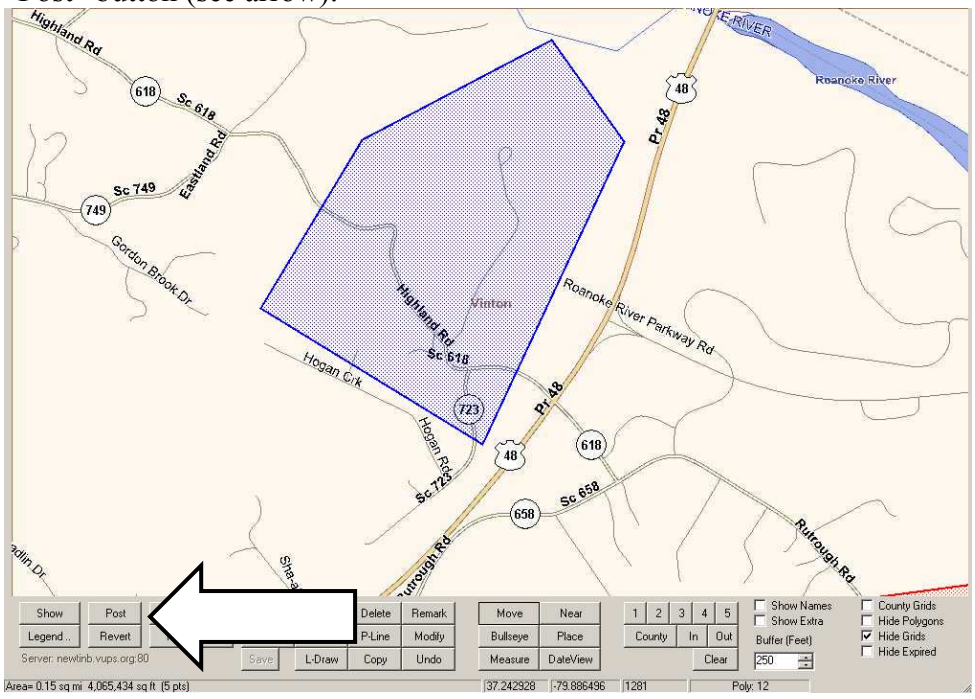
Before Deleting:

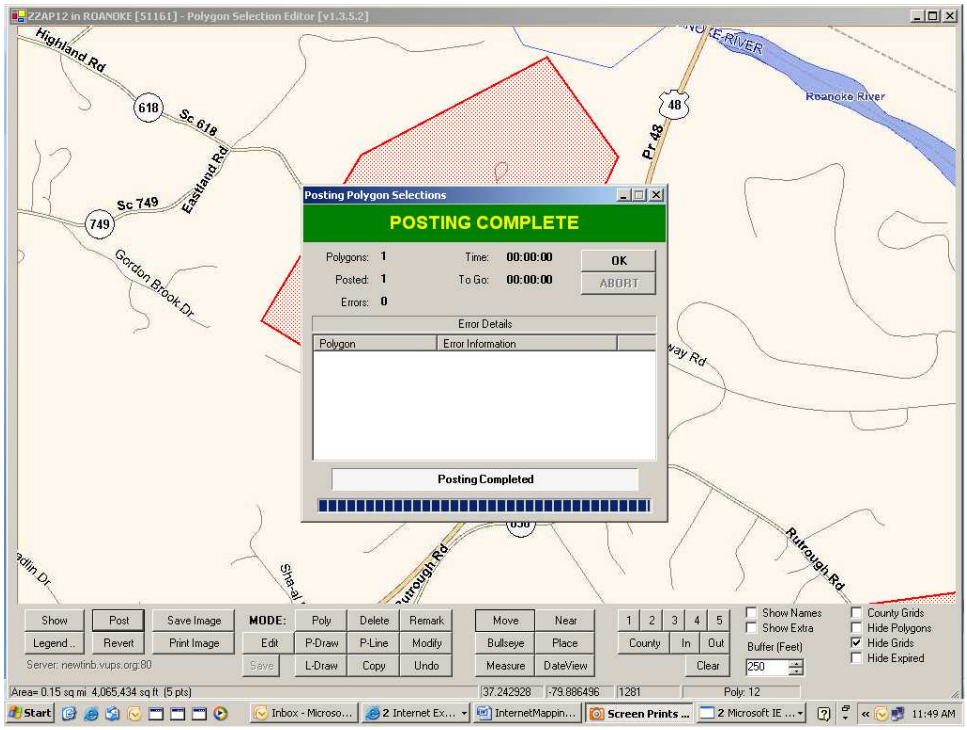


After Deleting:



ALL CHANGES, additions of circles, line segments, polygons, deletions of circles, line segments, polygons, **MUST BE POSTED** to record the change to our server. Click on "Post" button (see arrow).





IMPORTANT: If you already have grids or gridlets and are replacing them with polygons, you **MUST DELETE YOUR GRIDS/GRIDLETS.** Use the Member Grids instructions to delete your grids or gridlets AFTER drawing your polygon!

(see www.missutilityofvirginia.com for instructions for using the Grids/Gridlets program.)