



# Polygon and Grid Maintenance Basic Training Guide

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

## MEMBER GRID MAINTENANCE

Member Grid Maintenance

**MEMBER**  Show Inactive Member Codes

Member Code	Access	Description
? TWC357	VIEW/EDIT	TIDEWATER WATER COMPANY
? TWC602	VIEW/EDIT	THREE WILLOWS COMPANY LLLP
? TWR238	VIEW/EDIT	THE WIRED ROAD AUTHORITY
? TWR239	VIEW/EDIT	THE WIRED ROAD AUTHORITY
? TWR240	VIEW/EDIT	THE WIRED ROAD AUTHORITY
? TWW258	VIEW/EDIT	TRI-CITY WATER WORKS
? TZW096	VIEW/EDIT	TAZEWELL COUNTY PUBLIC SVC AUTHORITY

**COUNTY**

County	FIPS	Polygons	Grids
MANASSAS CITY, VA	51683	0	<Unknown>
MANASSAS PARK CITY, VA	51685	0	<Unknown>
MARTINSVILLE CITY, VA	51690	0	<Unknown>
NEWPORT NEWS CITY, VA	51700	0	<Unknown>
NORFOLK CITY, VA	51710	0	<Unknown>
NORTON CITY, VA	51720	0	<Unknown>
PETERSBURG CITY, VA	51730	0	<Unknown>
POQUOSON CITY, VA	51735	0	<Unknown>
PORTSMOUTH CITY, VA	51740	0	<Unknown>
RADFORD CITY, VA	51750	0	<Unknown>
RICHMOND CITY, VA	51760	0	<Unknown>
ROANOKE CITY, VA	51770	5	<Unknown>
SALEM CITY, VA	51775	12	<Unknown>

Server: newtin.vups.org:80 v1.6.0.26

TWW258 in ROANOKE CITY [51770] - Grid Selection Editor

**Header**

State: VA **Left Panel**  
 County: ROANOKE CITY  
 Place:   
 Address:   
 Street:   
 Cross:

Street | Inter | Dates | Jump | Reports | Flags | Ortho |

Search:  Street  Cross

**Map**

**Toolbar**

Hide Post Save Image **MODE:** Add Modify Move Near 1 2 3 4 5  
 Legend.. Revert Print Image Grids Delete Remark Bullseye Place County In Out  
 Undo Copy Measure DateView Clear

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

newtin.vups.org:80 | 37.338069 | -80.038158 | County | Grids: 0



# Polygon and Grid Maintenance Basic Training Guide

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

## HEADER

Lists the Member Code, County, and Current Access status (View or Editor) within Grid Maintenance Program

## LEFT PANEL

The screenshot shows a software interface for grid maintenance. At the top, it displays 'State: VA' and 'County: ROANOKE CITY'. Below this are input fields for 'Place:', 'Address:', 'Street:', and 'Cross:'. A 'Swap' button is located to the right of the 'Cross:' field. A horizontal menu contains tabs for 'Street', 'Inter', 'Dates', 'Jump', 'Reports', 'Flags', and 'Ortho'. Below the menu is a 'Search:' section with two buttons: 'Street' and 'Cross'. The main area of the interface is a large, empty rectangular frame, likely representing a map or grid.

## STREET

The ability to search by Place, Address, Street, and/or Cross Street

1. Enter the information and select Street



## Polygon and Grid Maintenance Basic Training Guide

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

State: VA  
County: ROANOKE CITY  
Place:   
Address: 1830  
Street: Blue Hills Cir Ne  
Cross:

Street | Inter | Dates | Jump | Reports | Flags | Ortho

Search:

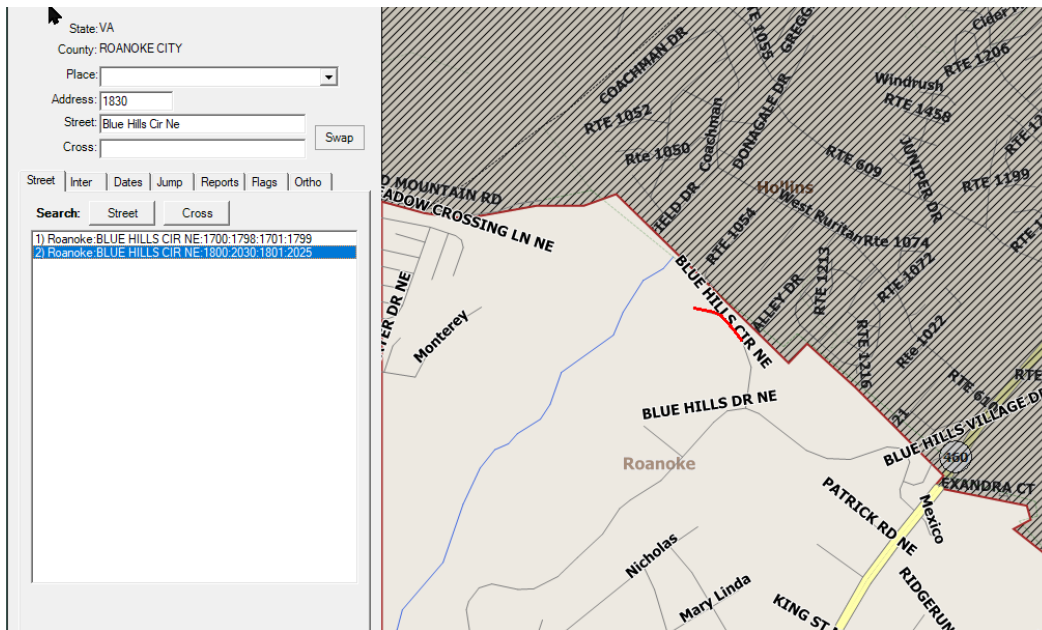
1) Roanoke:BLUE HILLS CIR NE:1700:1798:1701:1799
2) Roanoke:BLUE HILLS CIR NE:1800:2030:1801:2025

1. Click on a result that was returned to zoom to that location, corresponding street centerline will flash and then remain red in color.



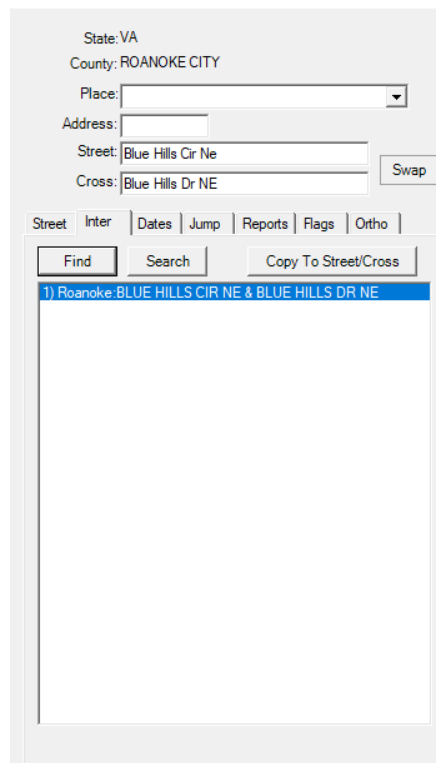
# Polygon and Grid Maintenance Basic Training Guide

Printed copies are for reference only. Please refer to the electronic copy for the latest version.



## INTER

The ability to search by Intersection

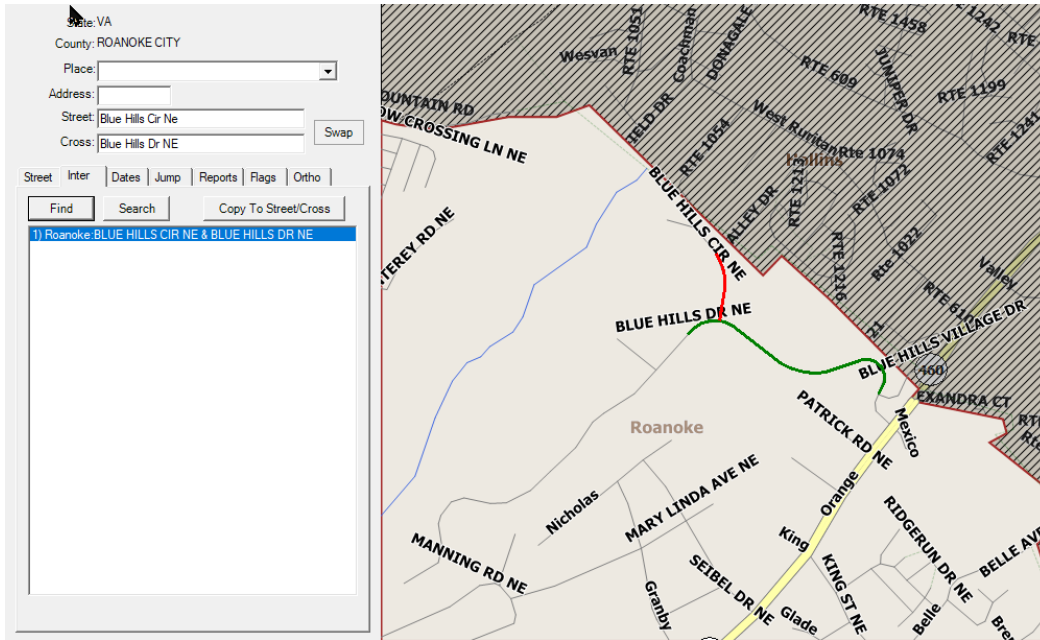




# Polygon and Grid Maintenance Basic Training Guide

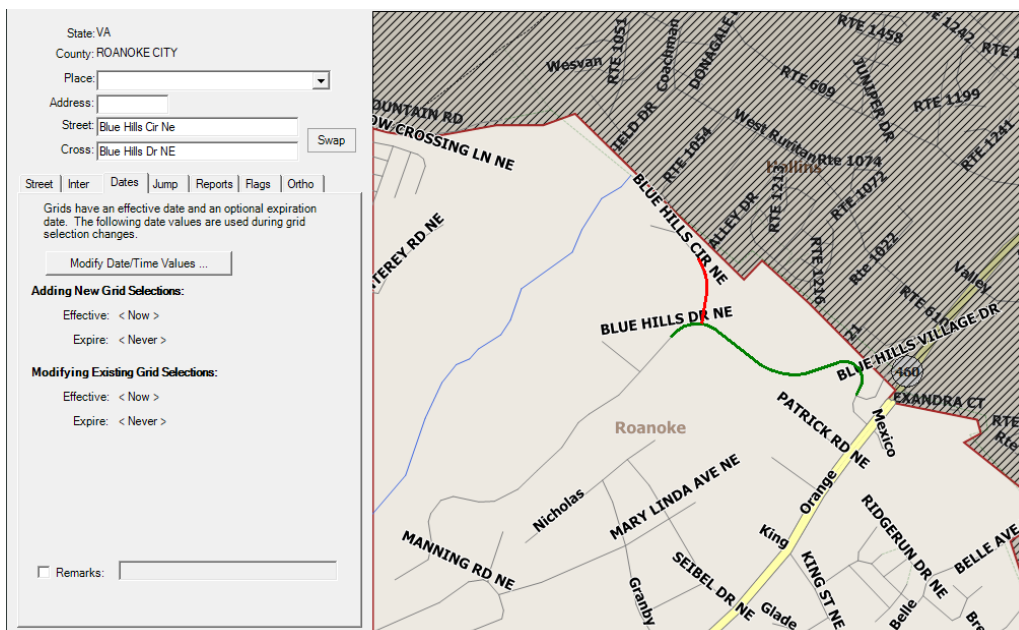
Printed copies are for reference only. Please refer to the electronic copy for the latest version.

1. Selecting Find will identify the intersection and zoom the map to show the intersection. The intersection will flash and then the Street will show in red, and the Cross Street will show in green



## DATES

This is an advanced functionality that will not be covered in this document. Please reach out for one-on-one assistance.



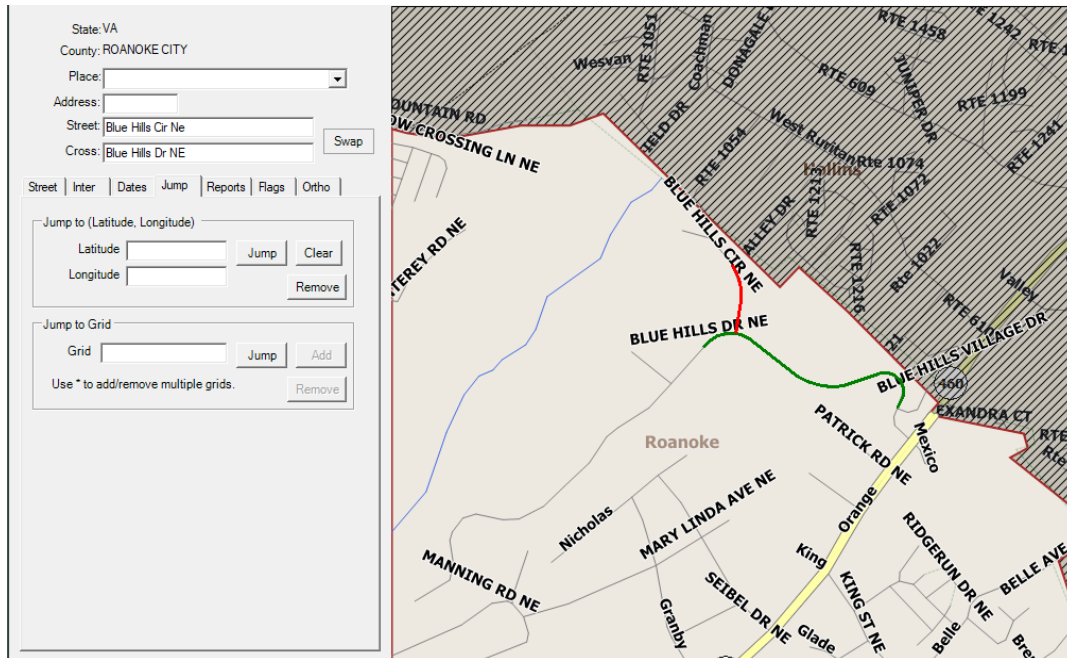


# Polygon and Grid Maintenance Basic Training Guide

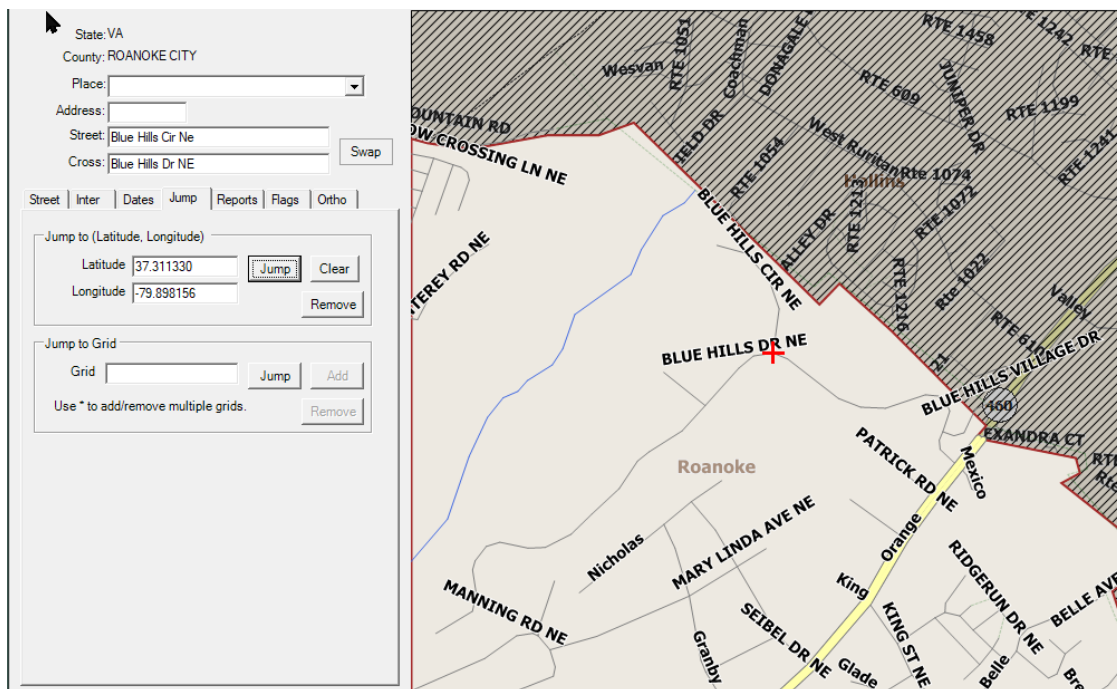
Printed copies are for reference only. Please refer to the electronic copy for the latest version.

## JUMP

Tools used to quickly navigate to a desired location on the map.



- Jump To Latitude/Longitude – enter coordinates in decimal degrees. The map zooms to the intersection and places a red + at the corresponding lat/long point.

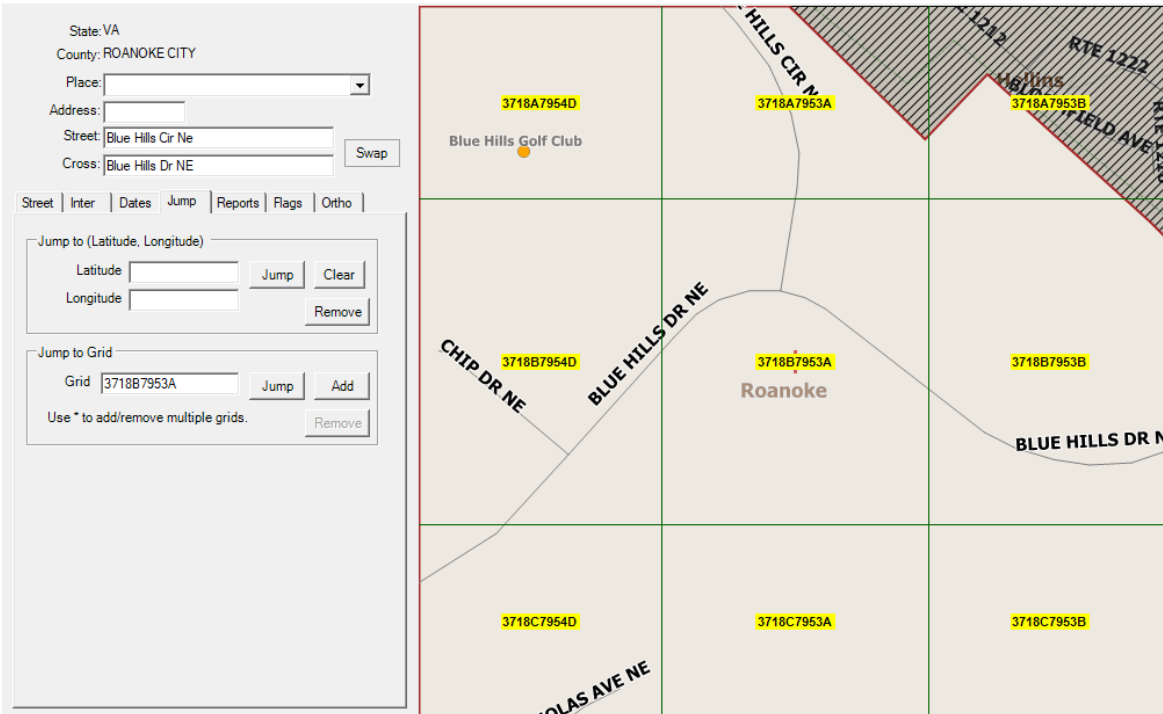
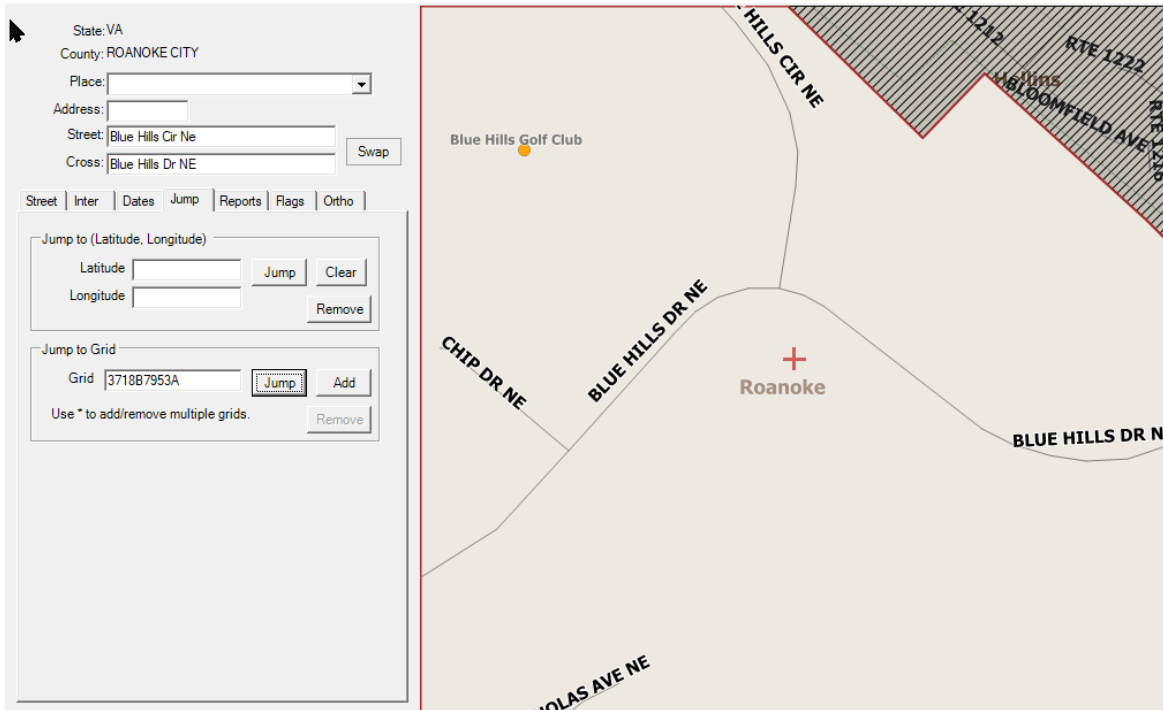




# Polygon and Grid Maintenance Basic Training Guide

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

- Jump to Grid – requires a Miss Utility Grid name to be entered into the Grid field and select Jump. The map zooms to the area of the grid and places a red + on the map. To verify you are in the correct grid, from the toolbar click in the box next to Show Names and in the box next to County Grids. This will display the county’s grids and their name highlighted in yellow





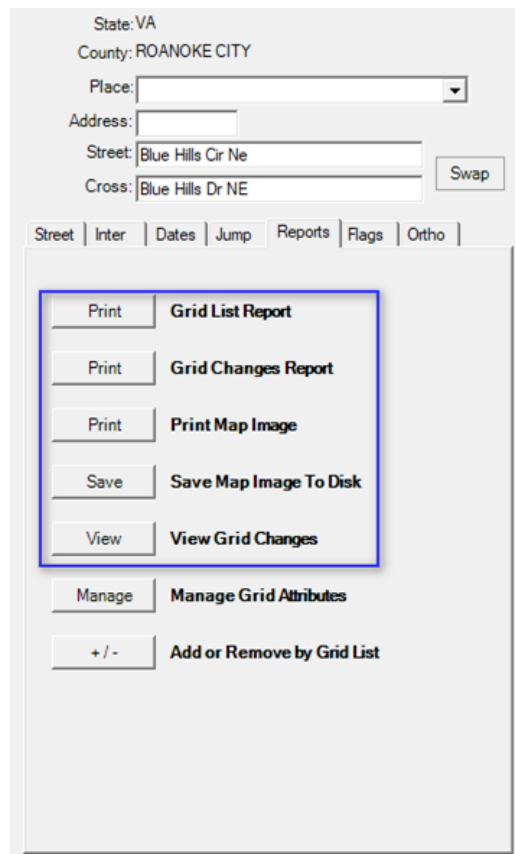
# Polygon and Grid Maintenance Basic Training Guide

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

## REPORTS

Multiple actions are found under Reports

- [PRINT](#) – Grid List Report
- [PRINT](#) – Grid Changes Report
- [PRINT](#) – Print Map Image
- [SAVE](#) – Save Map Image to Disk
- [VIEW](#) – View Grid Changes
- [MANAGE](#) – This is an advanced functionality that will not be covered in this document. Please reach out for one-on-one assistance.
- [+/-](#) – [Add or Remove by Grid List](#) - This is an advanced functionality that will not be covered in this document. Please reach out for one-on-one assistance.



## FLAGS

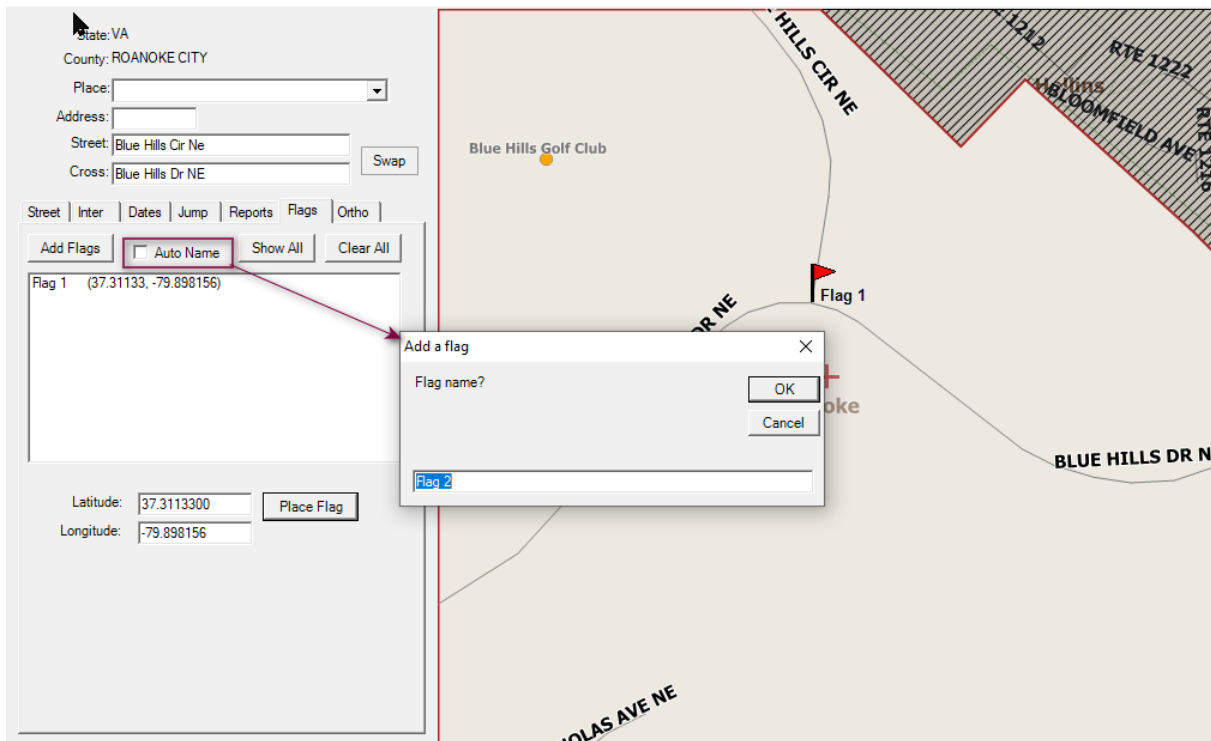
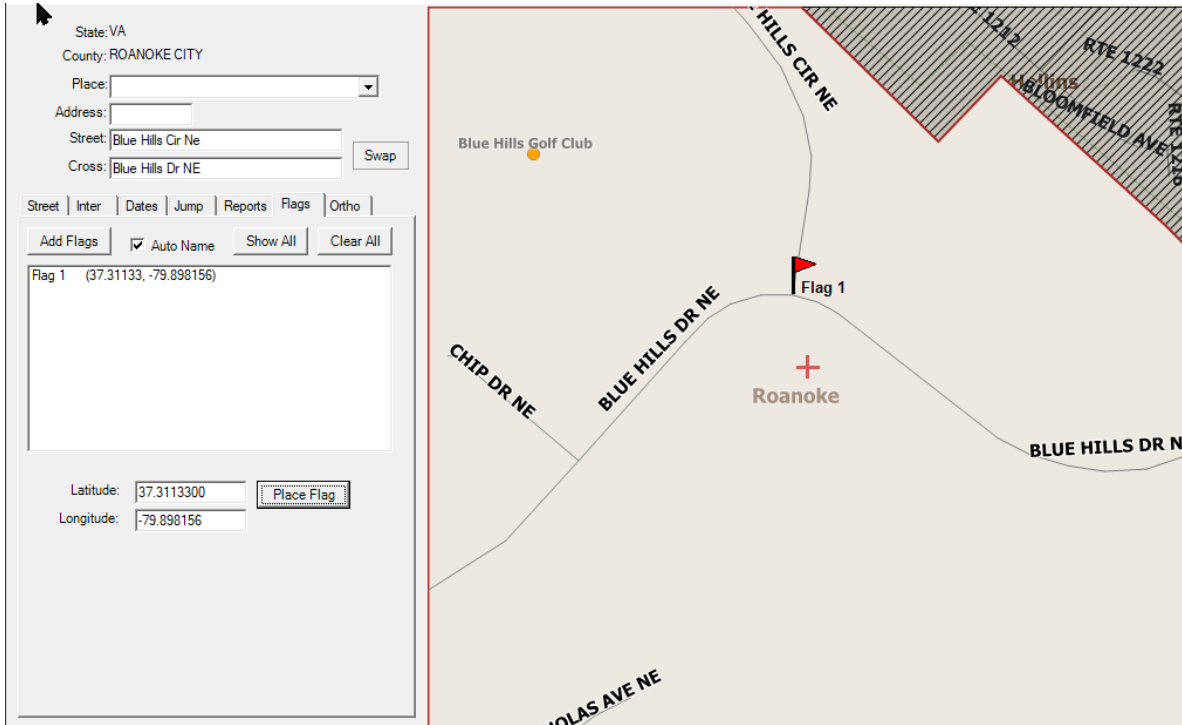
Allows flags to be placed on the map, representing the latitude/longitude coordinate that has been entered. This allows you to plan out where to draw your polyline or polygon based on referenced coordinates. Auto name when selected will name the Flags in numerical order, unselecting the option will initiate a prompt where the flag can be named.





# Polygon and Grid Maintenance Basic Training Guide

Printed copies are for reference only. Please refer to the electronic copy for the latest version.



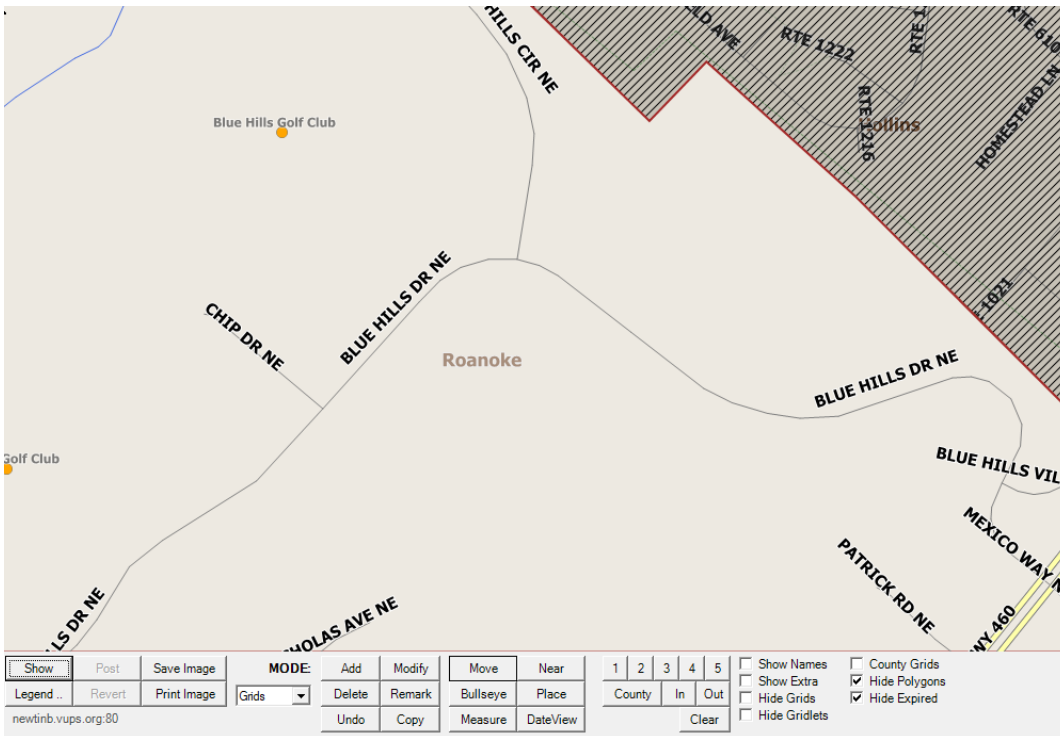
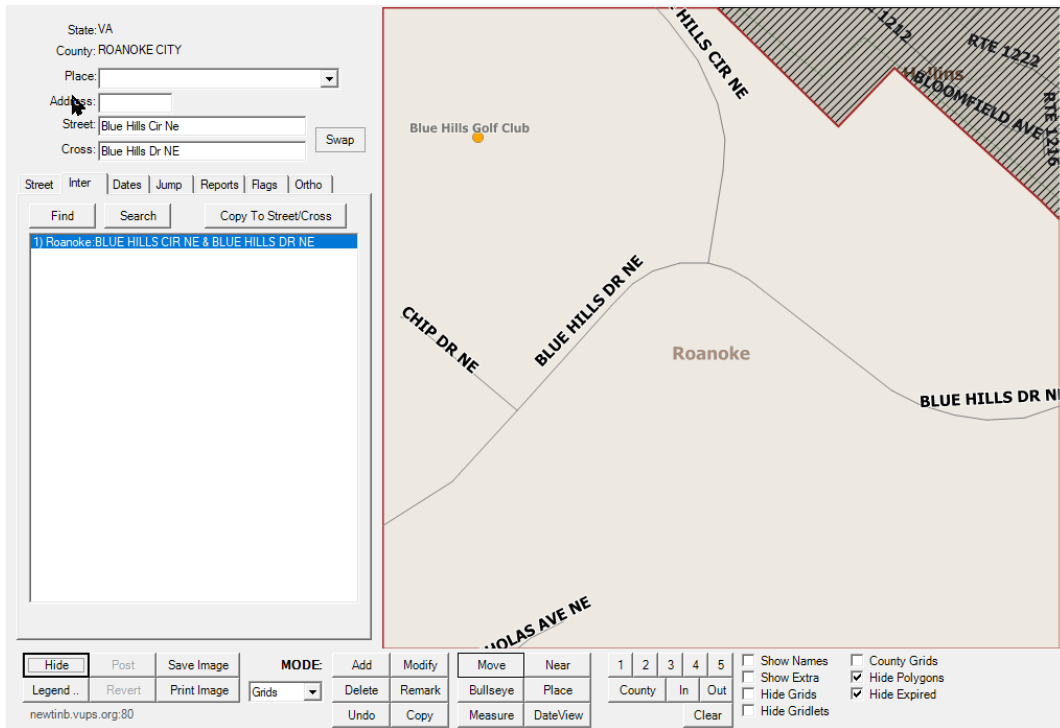


# Polygon and Grid Maintenance Basic Training Guide

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

## TOOLBAR/ HIDE

Hide button - closes the left panel, allowing more room for the map to display. To activate the left panel, select Show.



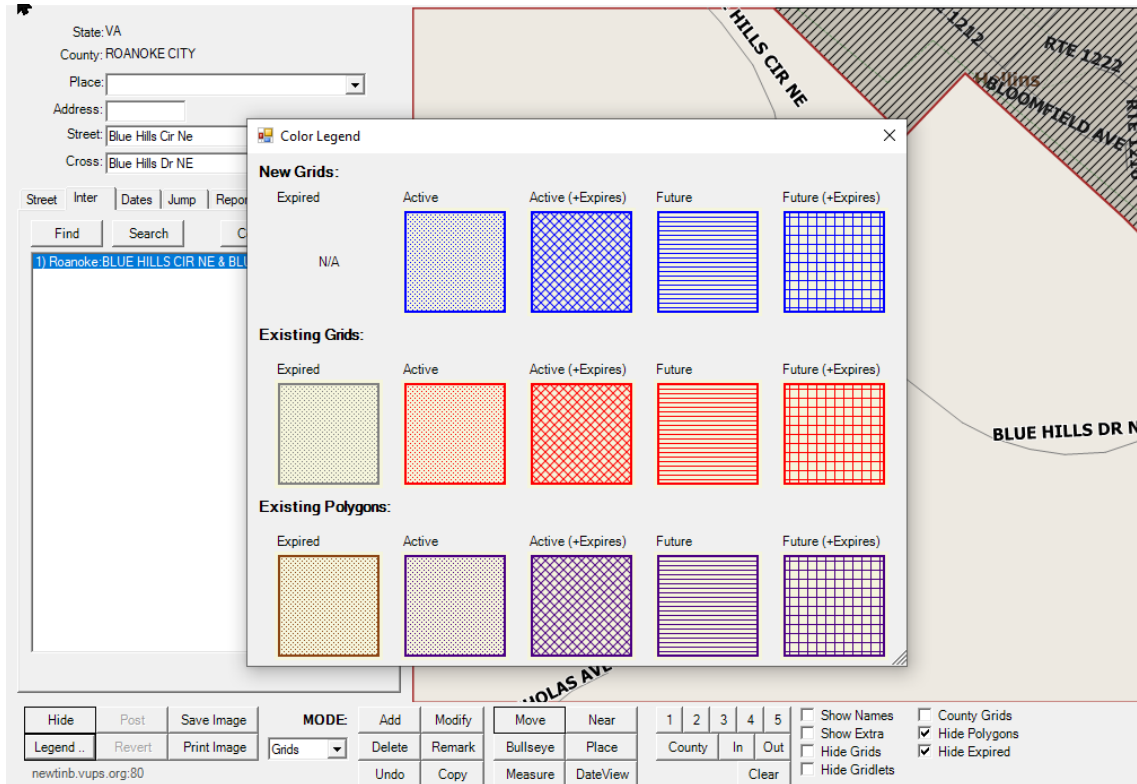


# Polygon and Grid Maintenance Basic Training Guide

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

## LEGEND

Legend button – when selected, a screen appears detailing the colors and fill types for both grid and polygons and their stages.



## POST

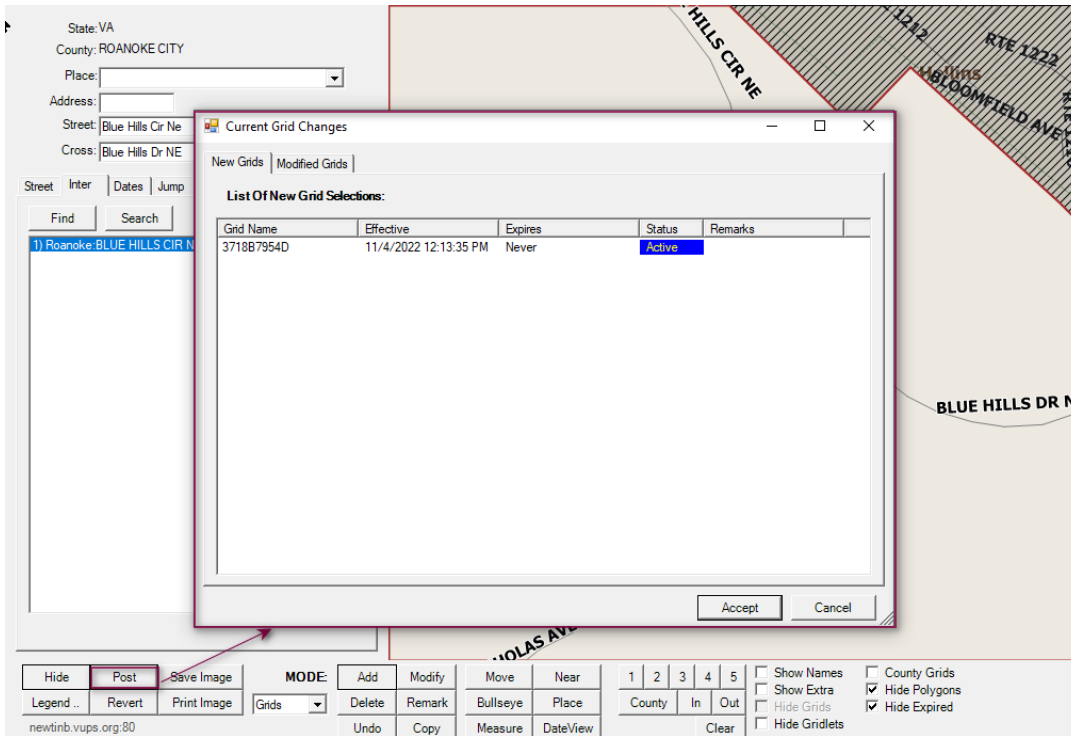
Post [Post Grid Changes to Server] - Post button will be enabled when any modifications have occurred during the current session. To commit the modifications, click on Post. A dialog box will apply with Accept or Cancel to *Post Grid Changes to Server?* Selecting Accept will initiate another dialog box. Select Accept to post the changes. Cancel will return you to the map.

- *You must select Post if any additions or deletions occur during the session. Otherwise, the changes are not saved nor posted to the Live Server*

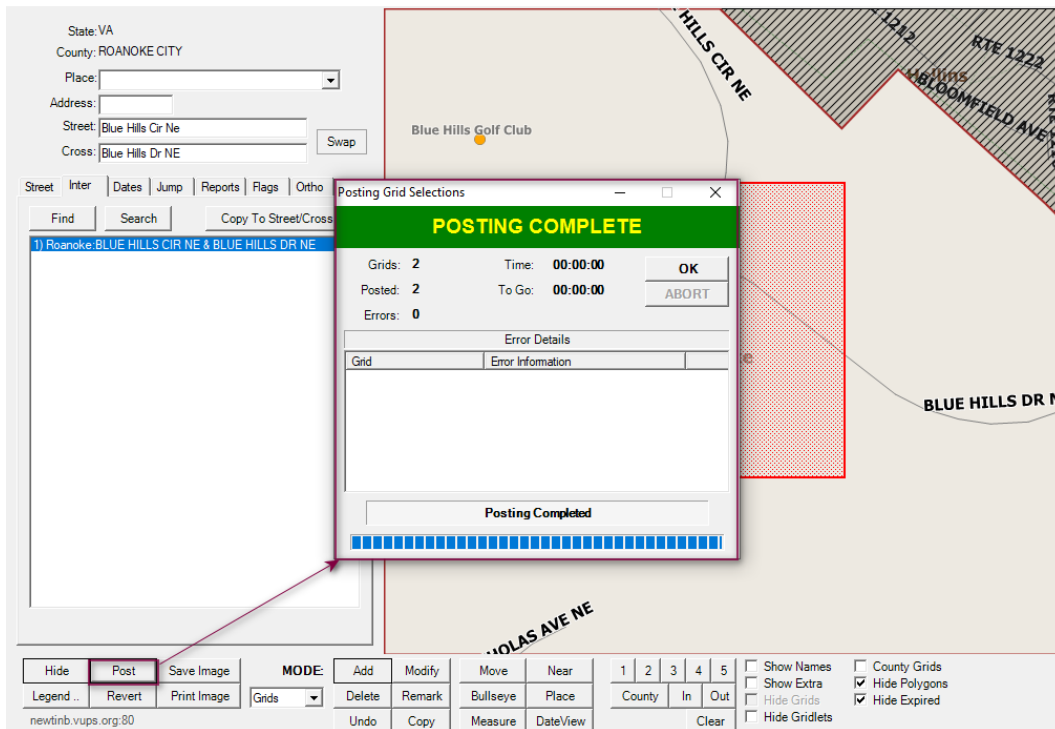


# Polygon and Grid Maintenance Basic Training Guide

Printed copies are for reference only. Please refer to the electronic copy for the latest version.



Posting Complete confirms that modifications have been made and posted to the server.



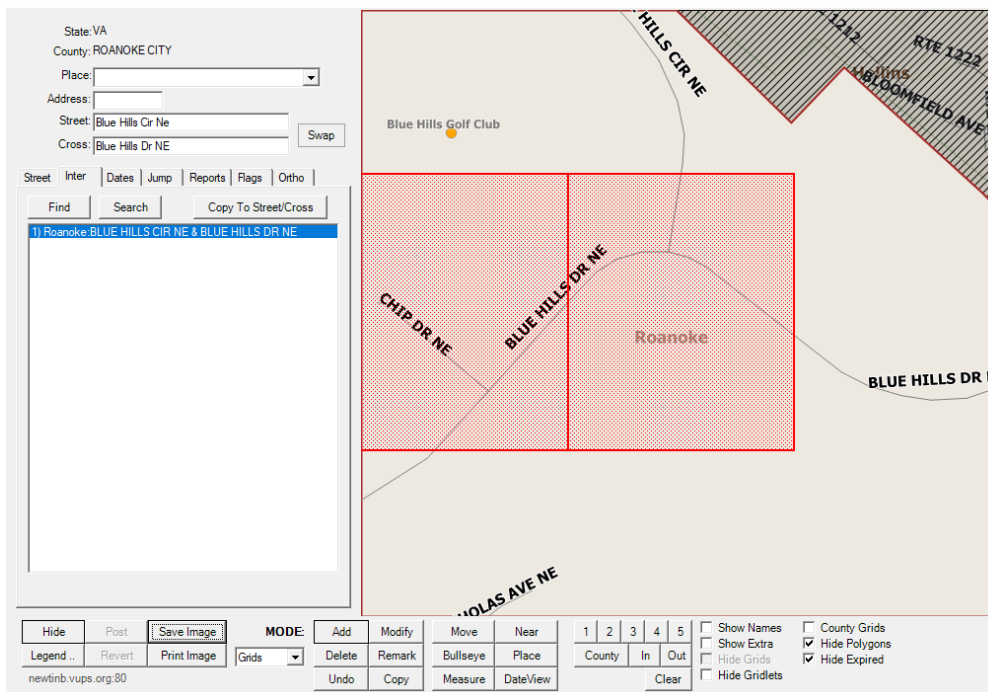
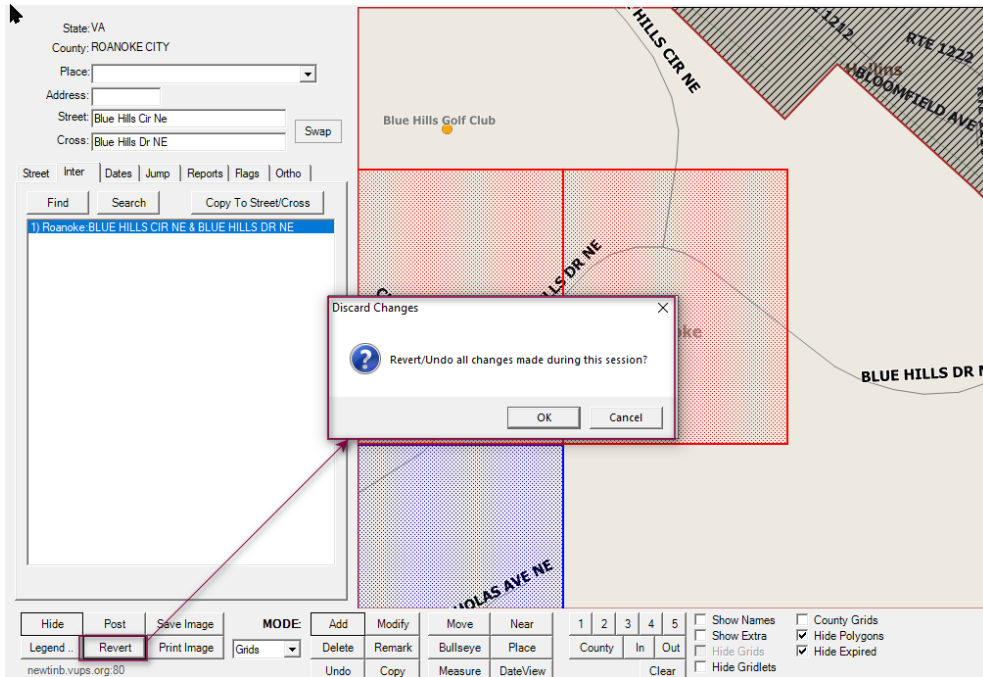


# Polygon and Grid Maintenance Basic Training Guide

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

## REVERT

Revert [Revert/Undo All Changes for This Session] Revert button will be enabled when any modifications have occurred during the current session. To discard any modifications made within this session, prior to Posting, click on Revert. A dialog box will apply with OK or Cancel to discard all changes. Selecting OK will remove the modifications from the map. Cancel will return you to the map.



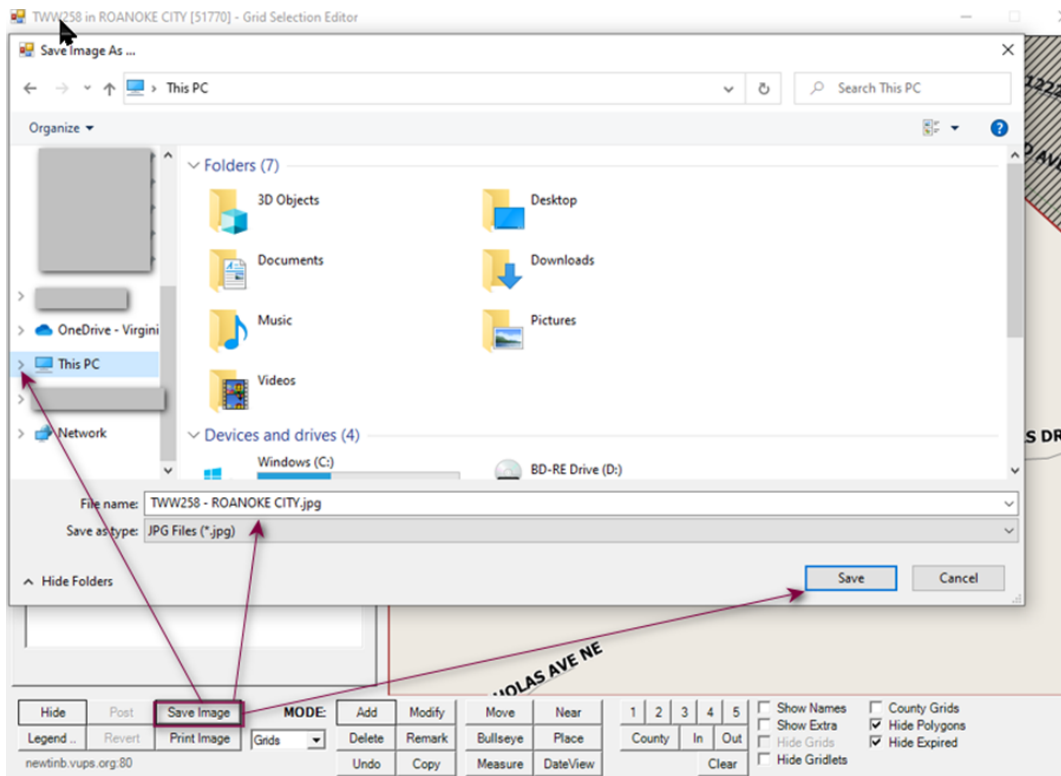


# Polygon and Grid Maintenance Basic Training Guide

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

## SAVE IMAGE

Save Image – Save Current Map Image to Disk (JPEG) = to save image, click on Save Image, browse to desired location, enter filename, and click Save



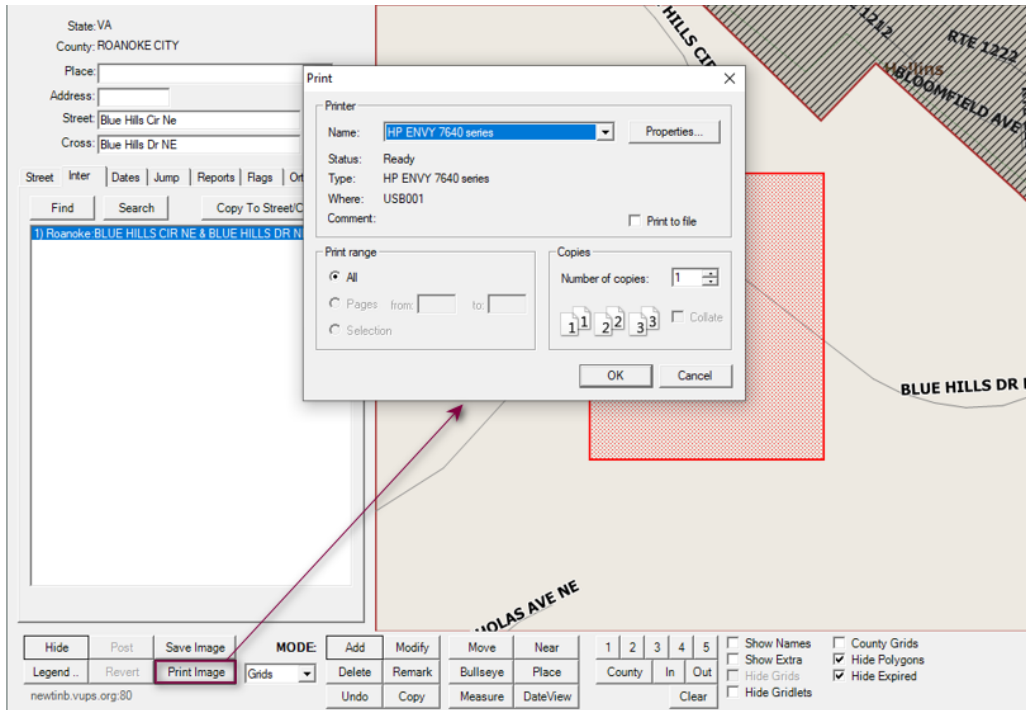
## PRINT IMAGE

Print Image [Print Current Map Image] allows you to print the current view displayed



# Polygon and Grid Maintenance Basic Training Guide

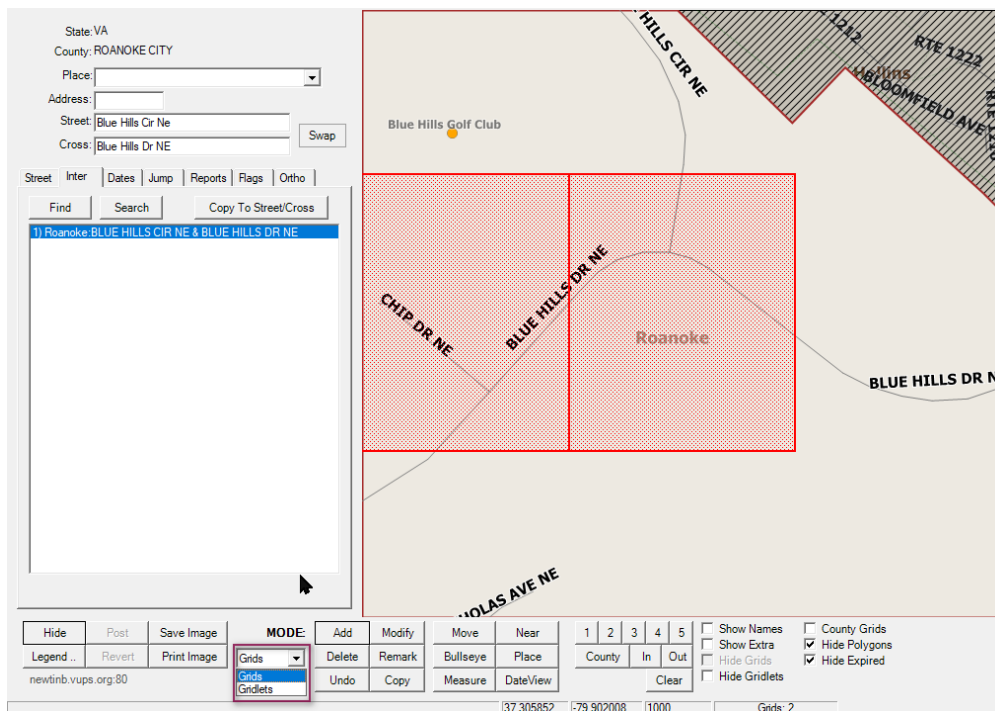
Printed copies are for reference only. Please refer to the electronic copy for the latest version.



## MODE

### 1. Select Grids or Gridlets

- Grids – ¼ sq mil
- Gridlets – 264 sq ft



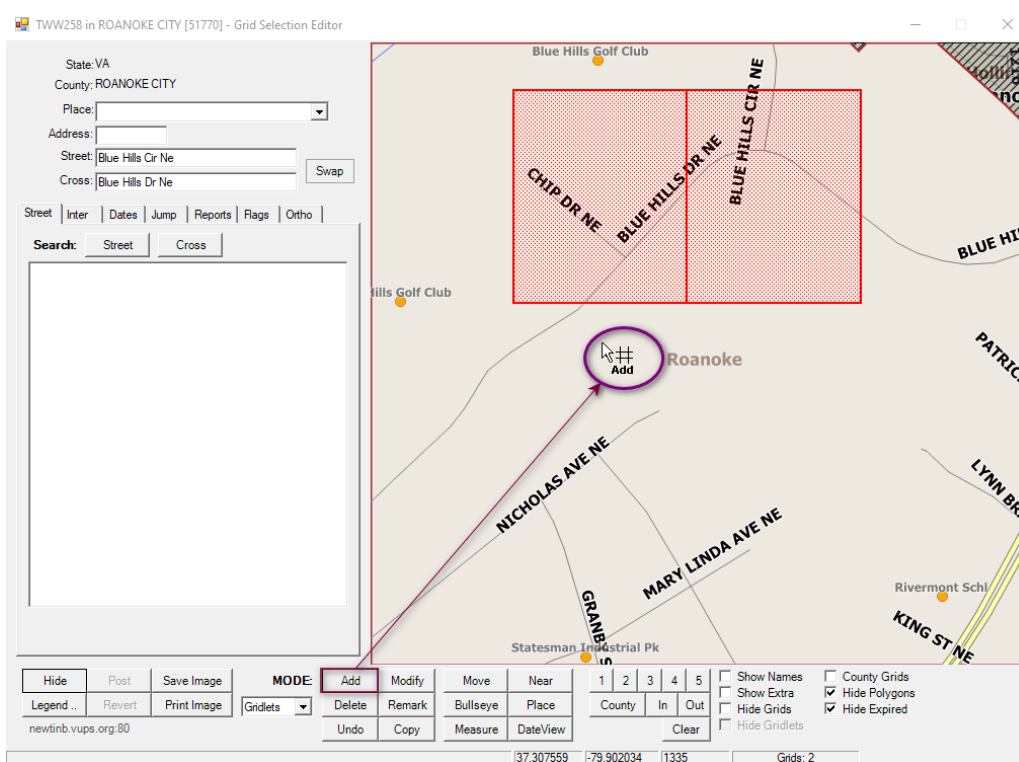


# Polygon and Grid Maintenance Basic Training Guide

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

## ADD

Add [Add New Grids to Selection] – Add will allow grids or gridlets to be added to the map. The cursor will display an arrow along with the word Add and the pound sign. Left click where the grids (gridlets) need to be placed. Newly added grids (gridlets) will appear in blue. Cursor will continue to place grids (gridlets) where indicated on the map when left clicking. To turn off Add, click on a different tool such as Move.



## DELETE

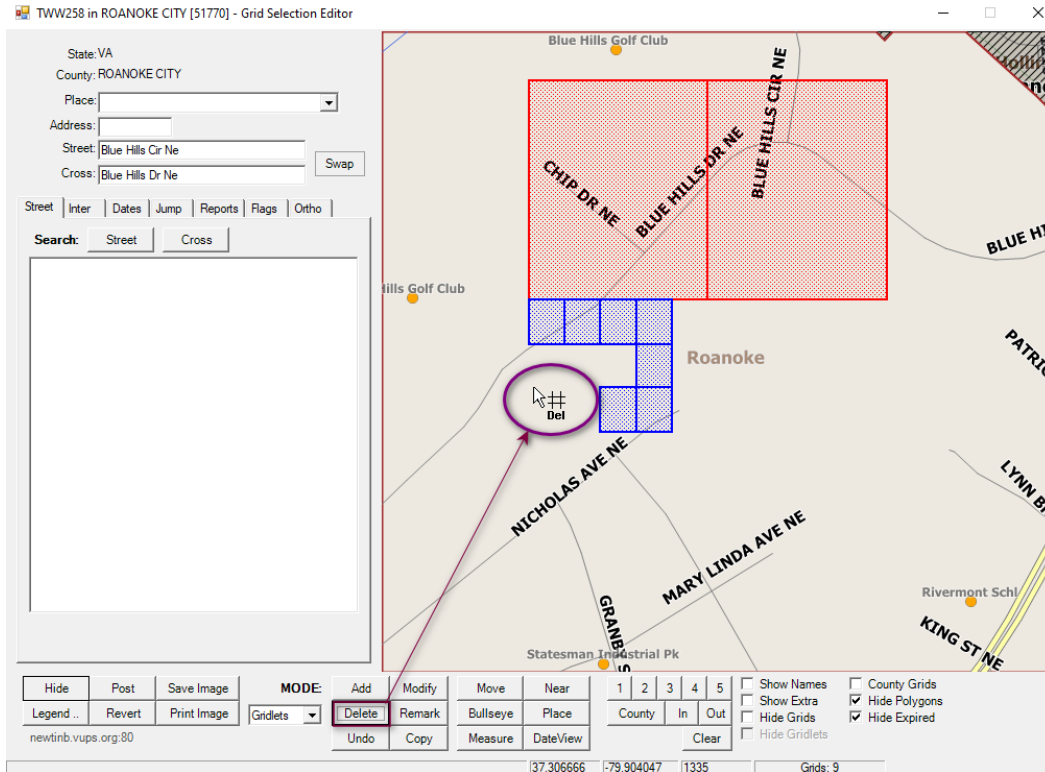
Delete [Delete Grids from Selection] – Delete will allow grids or gridlets to be removed from the map. The cursor will display an arrow along with the word Del and the pound sign. Left click on the grid (gridlets) that are to be removed, when selected, the grids (gridlets) disappear. To turn off Delete, click on a different tool such as Move.





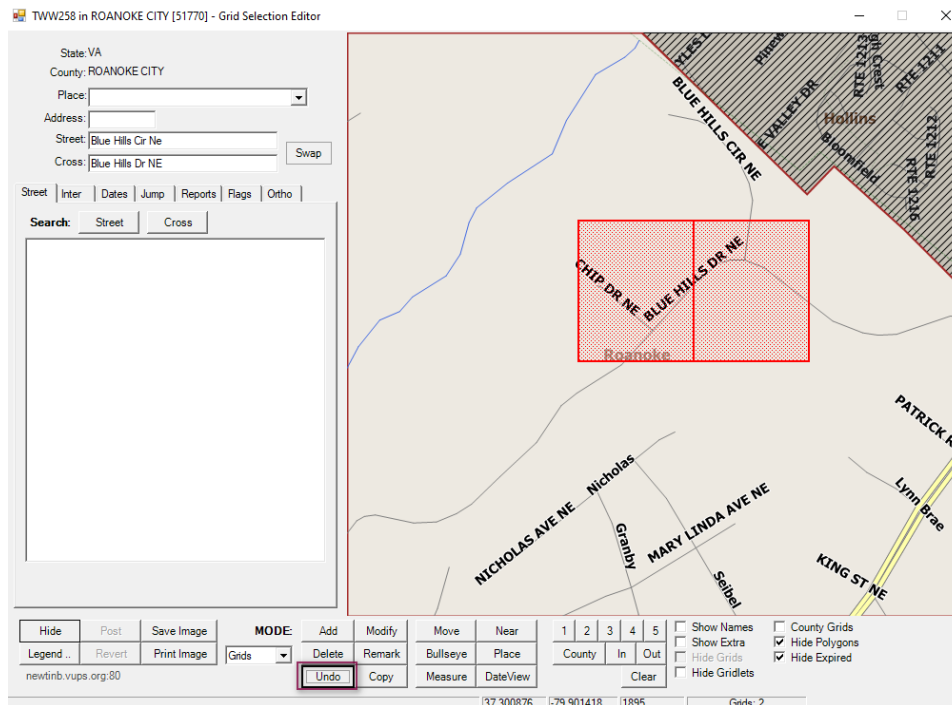
# Polygon and Grid Maintenance Basic Training Guide

Printed copies are for reference only. Please refer to the electronic copy for the latest version.



## UNDO

Undo [Undo/Revert Changes to Modified] – tool has no functionality



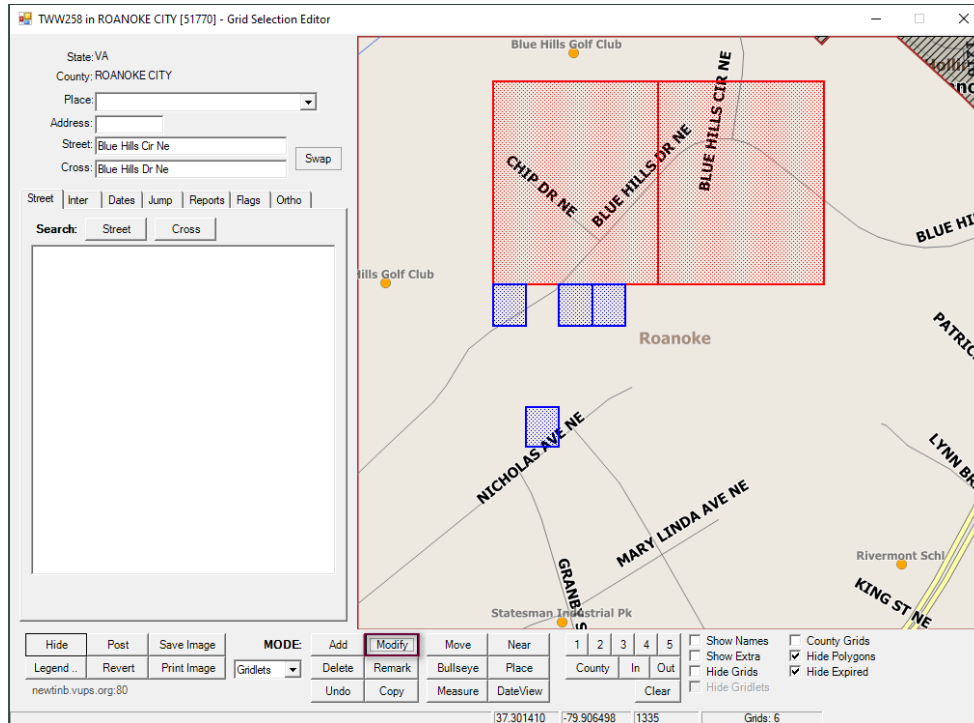


# Polygon and Grid Maintenance Basic Training Guide

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

## MODIFY

Modify [Modify/Update Grids] – tool has no functionality



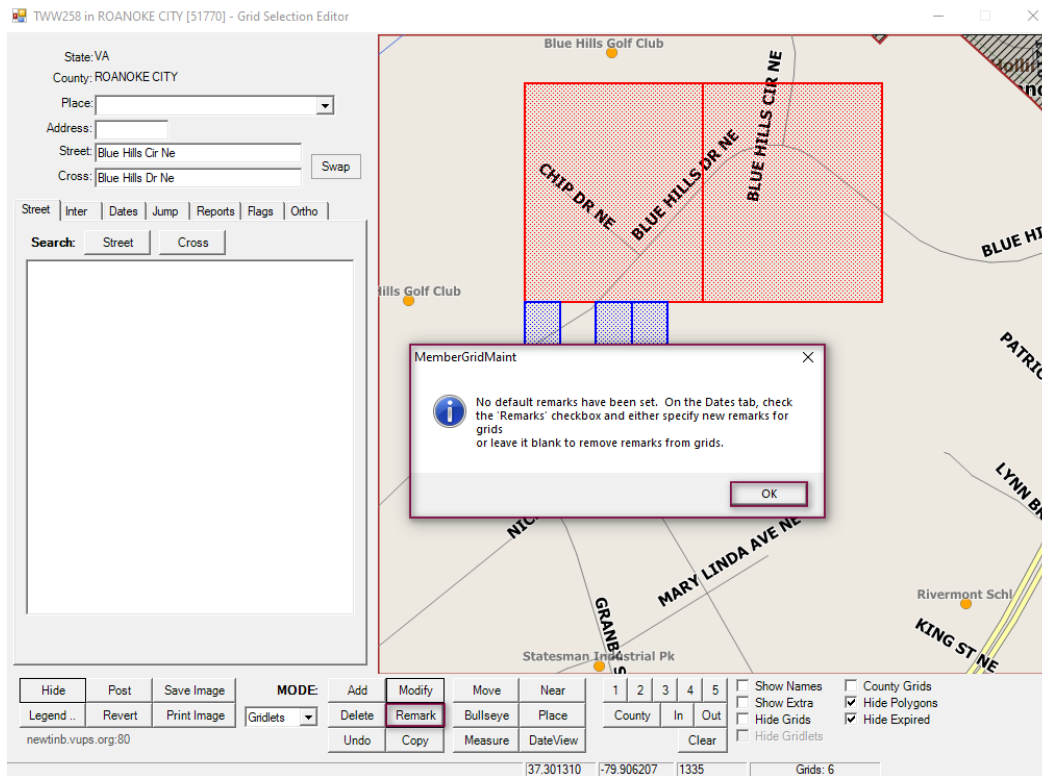
## REMARK

Remark [Modify/Update Grid Remarks Only] - a dialog appears stating “No default remarks have been set. On the Dates tab, check the “Remarks” checkbox and either specify new remarks for grids or leave it blank to remove remarks from grids. Select Ok to cancel the dialog box.



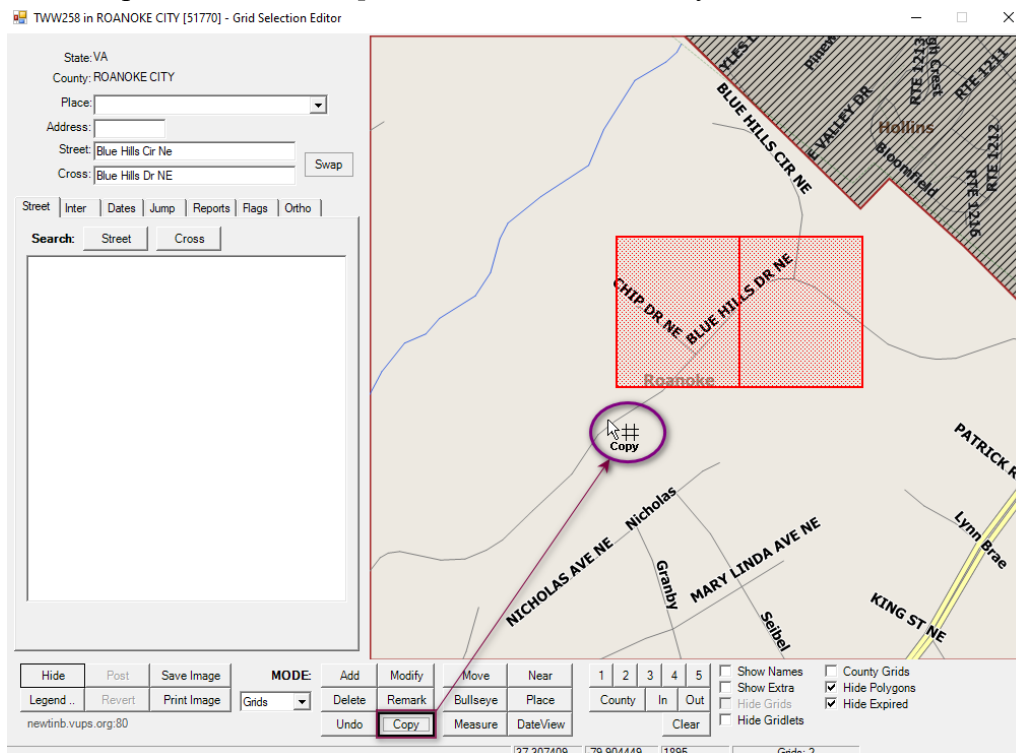
# Polygon and Grid Maintenance Basic Training Guide

Printed copies are for reference only. Please refer to the electronic copy for the latest version.



## COPY

Copy [Copy Grid Properties to Defaults] – tool has no functionality



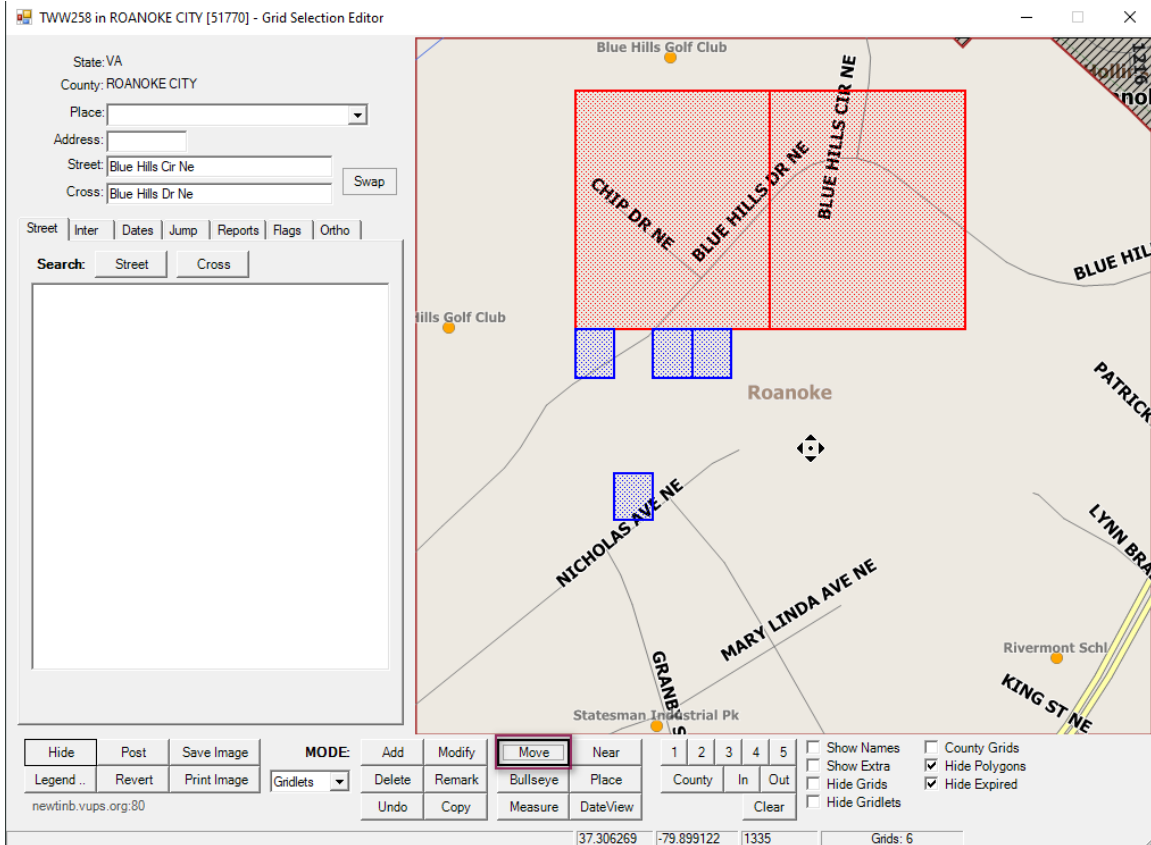


# Polygon and Grid Maintenance Basic Training Guide

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

## MOVE

Move [Map Zoom/Pan Mode] – to move around, pan within the map. The cursor will appear as a



- 1.1.1 Left click and pull upwards or downwards, drawing a square to Zoom In
- 1.1.2 Right click and pull upwards or downwards, drawing a square to Zoom Out
- 1.1.3 Left click at any point within the map to pan to, the map will recenter at that location

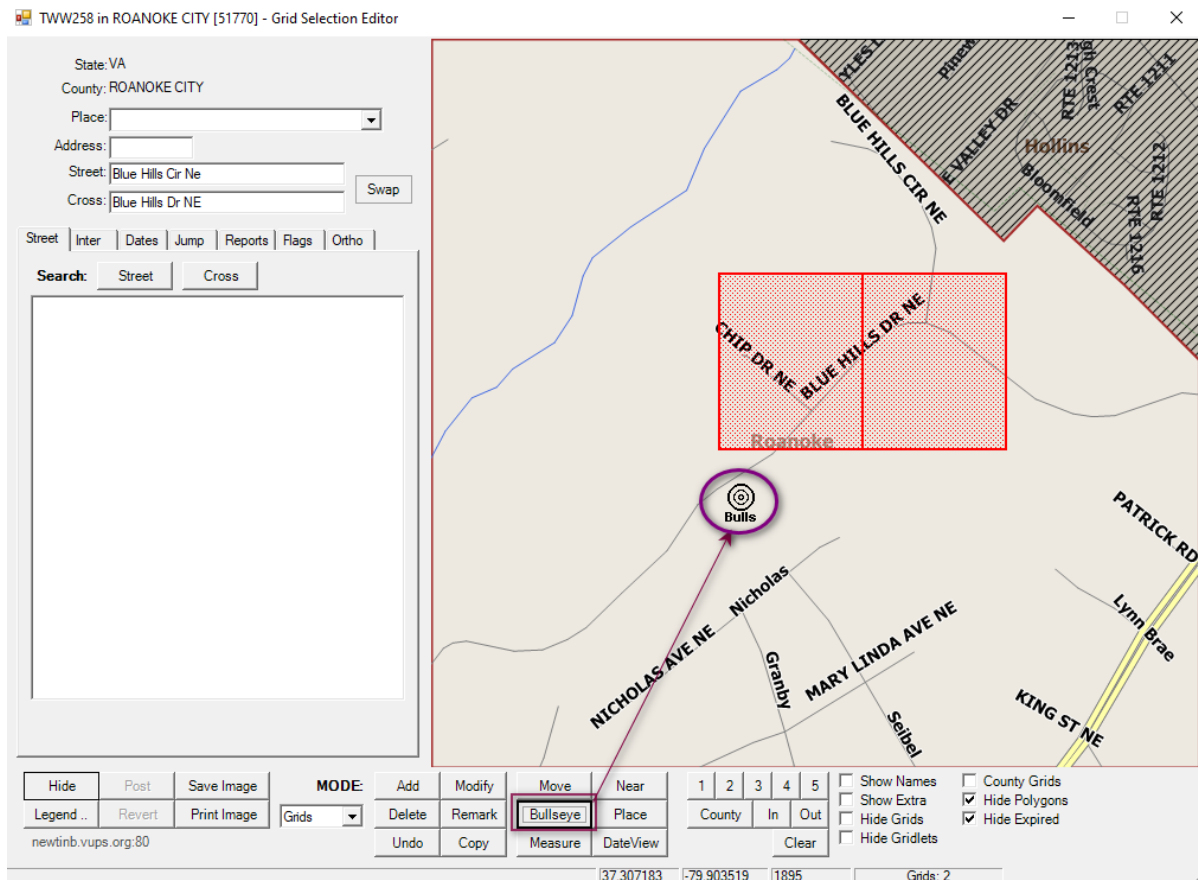
## BULLSEYE

Bullseye [Draw Bullseye at Point(s)] – Click Bullseye and left click on map to place Bullseye. The cursor will display as a bullseye and with the word Bulls. Cursor will continue to place Bullseyes were indicated on the map when left clicking. To turn off Bullseye, click on a different tool such as Move.



# Polygon and Grid Maintenance Basic Training Guide

Printed copies are for reference only. Please refer to the electronic copy for the latest version.



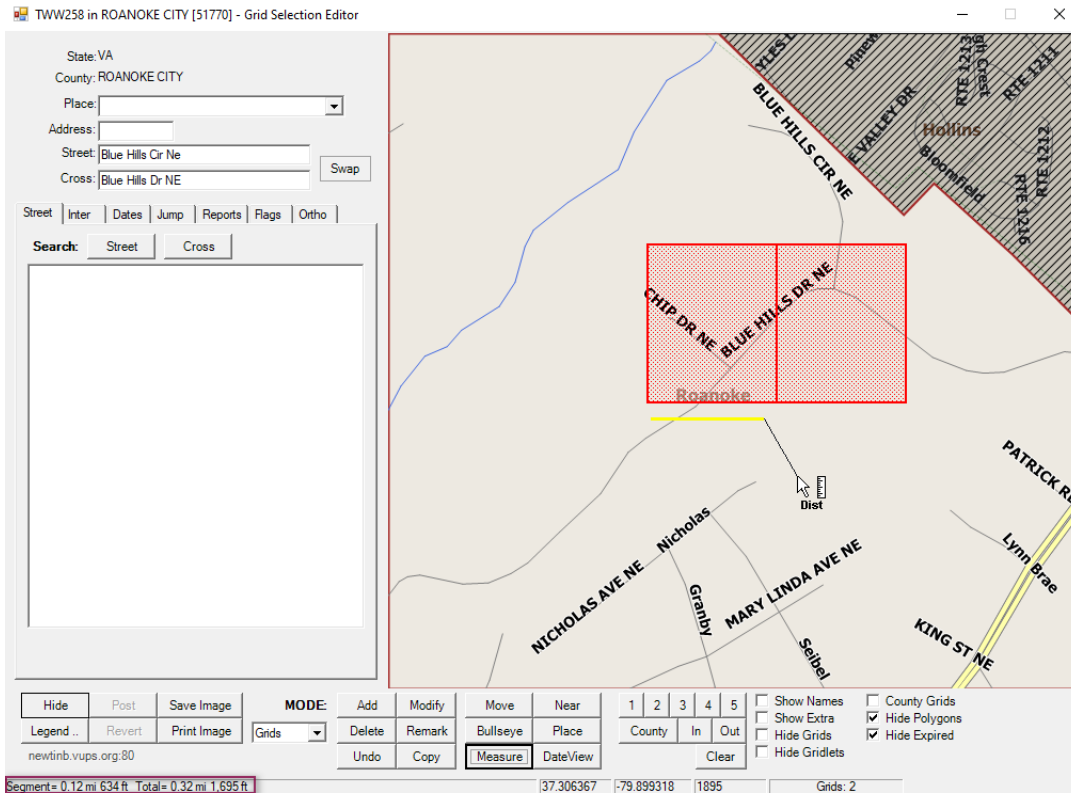
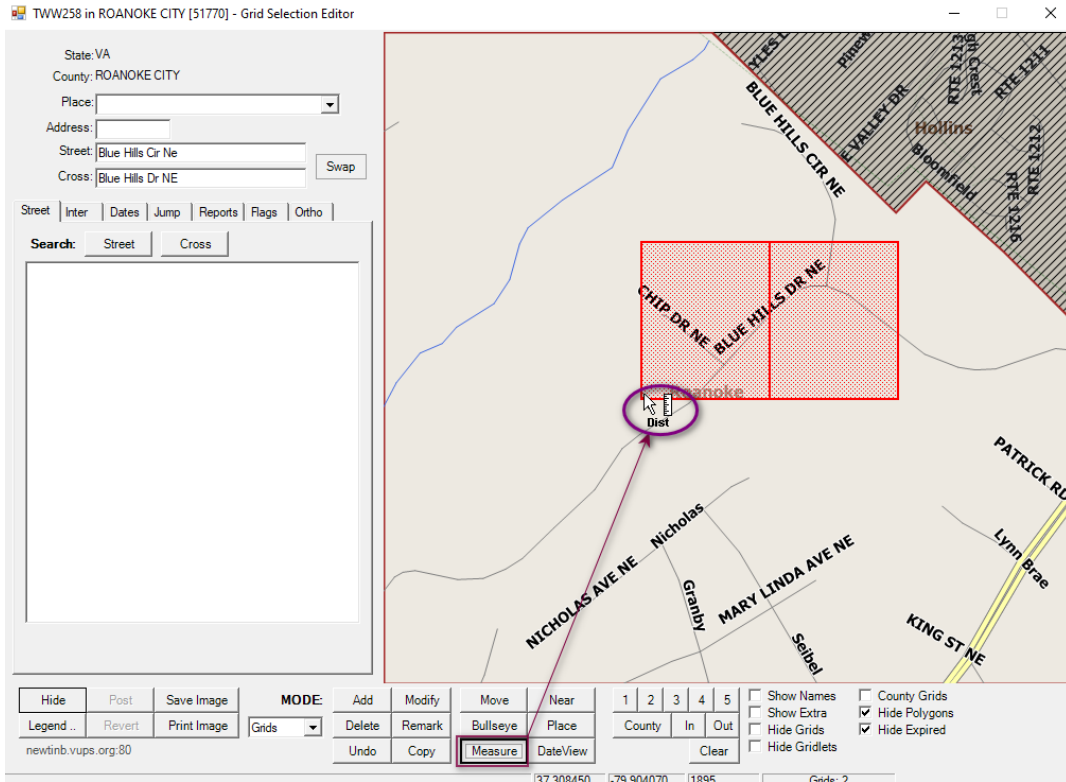
## MEASURE

Measure [Measure Distance] – to measure distance. Area size and distance is displayed in bottom left-hand corner when creating polylines polygons or using the Measure tool. Both segment measurements and when completed with drawing, total area are displayed. To turn off Measure, click on a different tool such as Move.



# Polygon and Grid Maintenance Basic Training Guide

Printed copies are for reference only. Please refer to the electronic copy for the latest version.



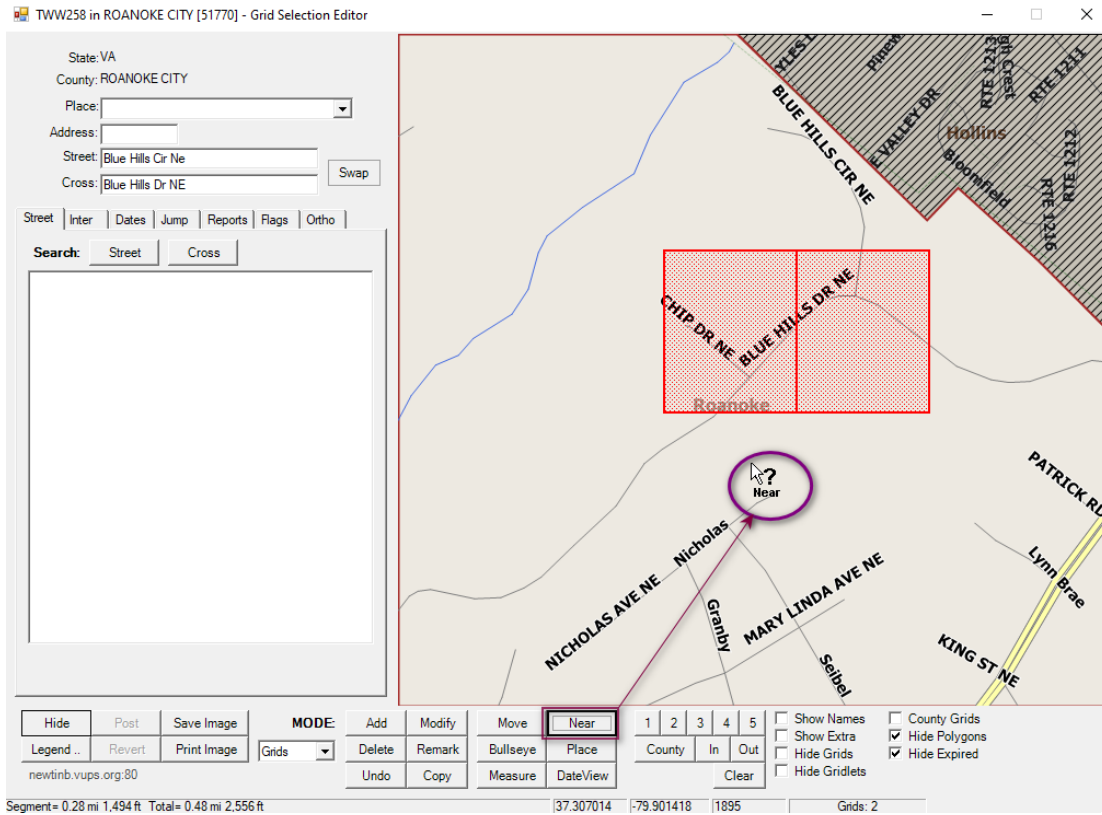


# Polygon and Grid Maintenance Basic Training Guide

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

## NEAR

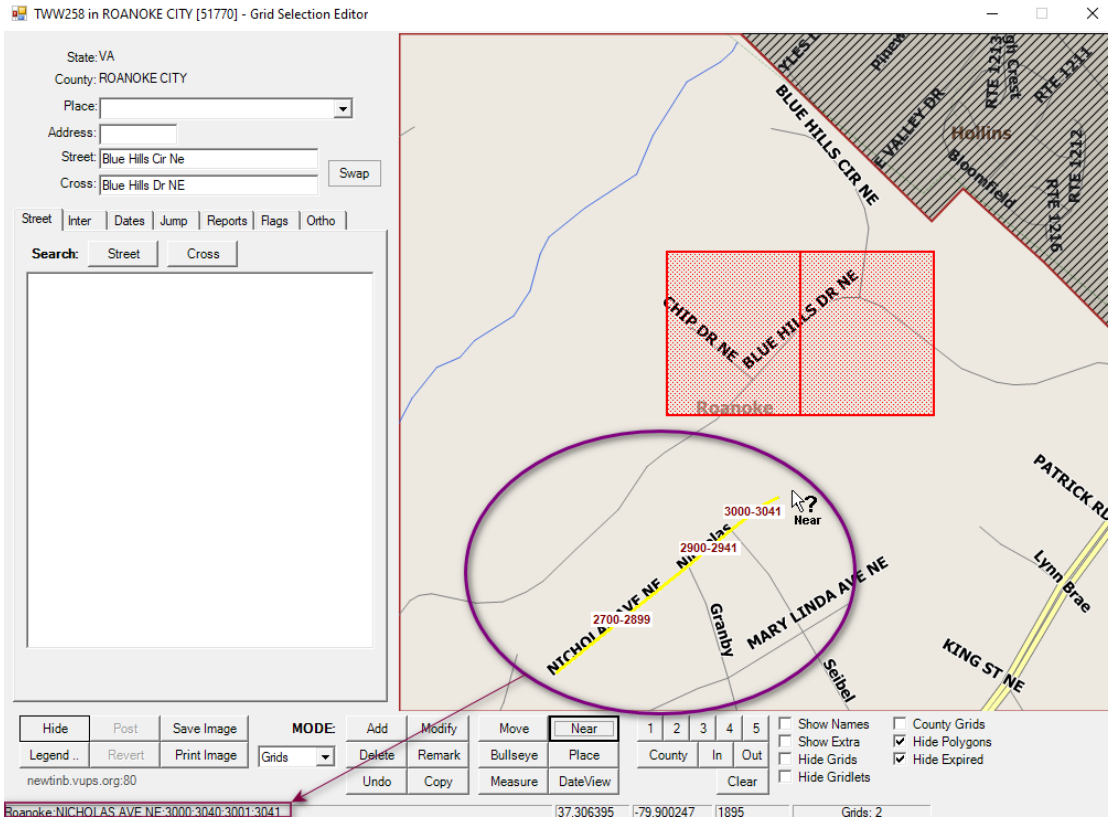
Near [Identify Streets] – to identify a street if label is not visible. To identify a street, select the Near button, left click on the street. The cursor will display with an arrow, the word Near and a question mark. The address range will display along the street and the Place (area), Road Name and Address Range will appear in bottom left-hand corner.





# Polygon and Grid Maintenance Basic Training Guide

Printed copies are for reference only. Please refer to the electronic copy for the latest version.



## PLACE

### Place

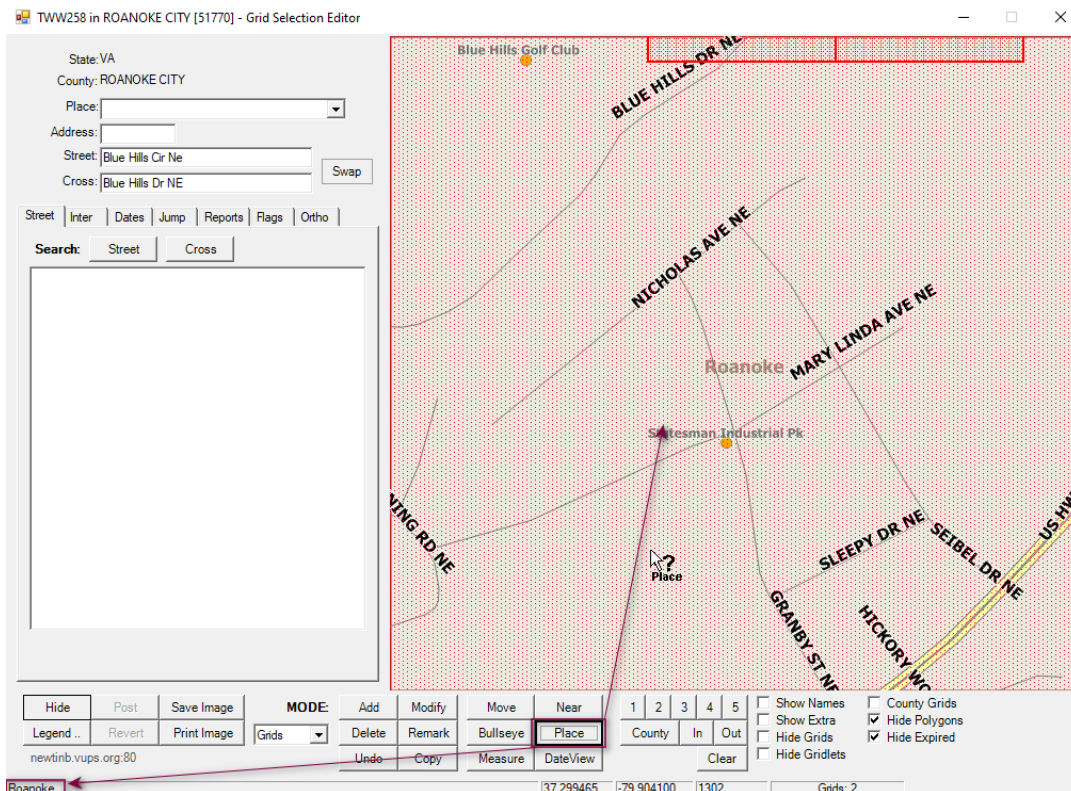
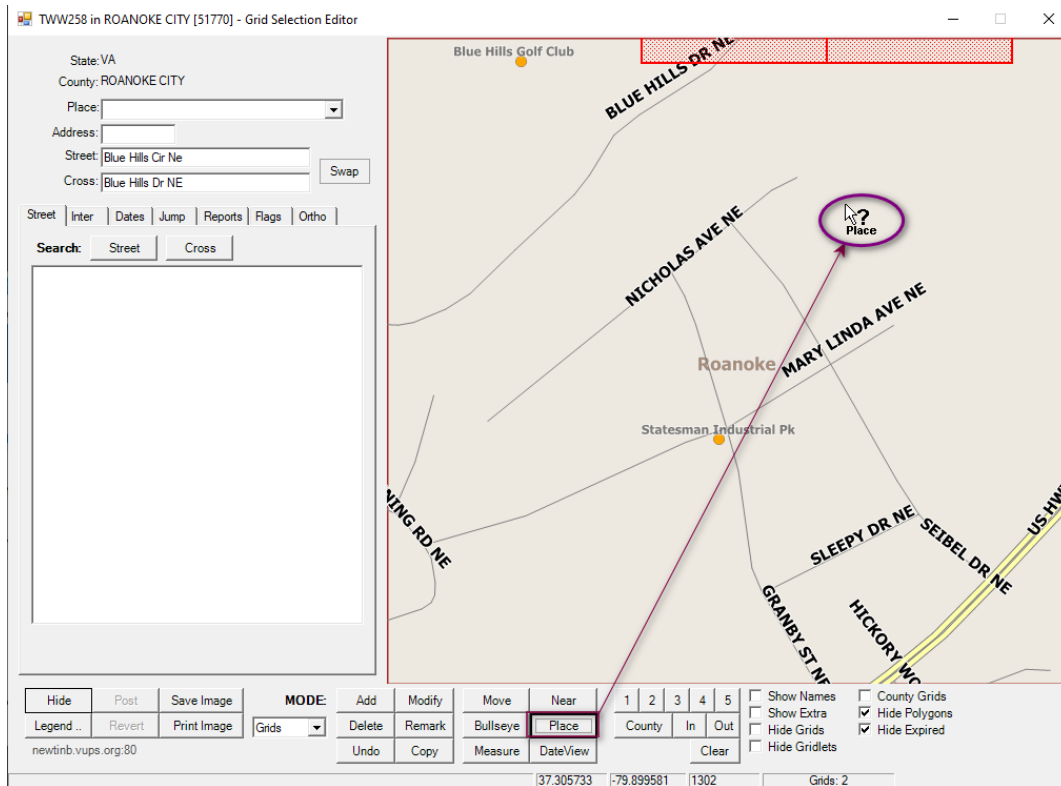
- 1.1.1 [Identify Place] – to identify place within the city/county. To identify the place, select the Place button, click in desired location on the map. The cursor will appear with the word Place and a question mark. Place will be overlaid with red pattern with red border and Place name will display in bottom left corner of toolbar
- 1.1.2 To turn off Place, click on a different tool such as Move.





# Polygon and Grid Maintenance Basic Training Guide

Printed copies are for reference only. Please refer to the electronic copy for the latest version.





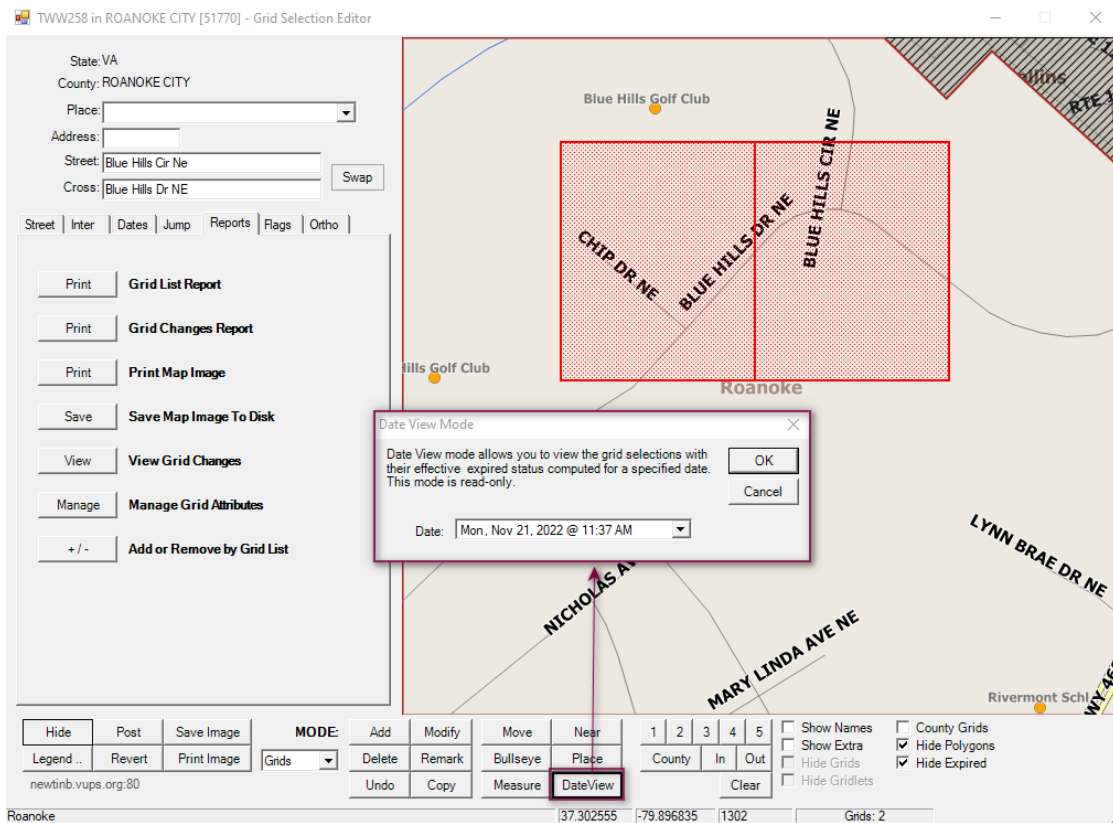
# Polygon and Grid Maintenance Basic Training Guide

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

## DATE

### Date View

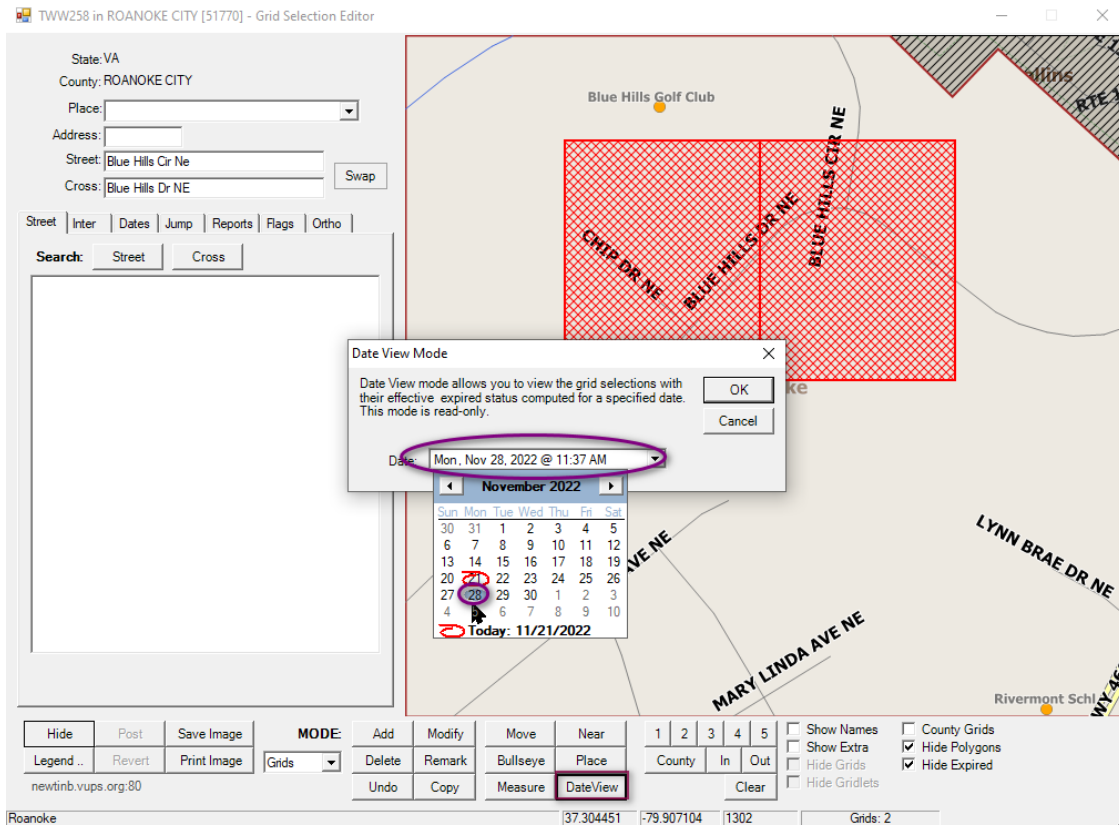
- 1.1.1 [View Active Grid and Polygon Selections for Specified Date] – to view the mapping as it was or as is, on a specified date. Hint – be sure to be zoomed in a reasonable distance.
- 1.1.2 Click on Date View, a dynamic message box appears defaulting the current date/time. Select the drop down to alter the date.





# Polygon and Grid Maintenance Basic Training Guide

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

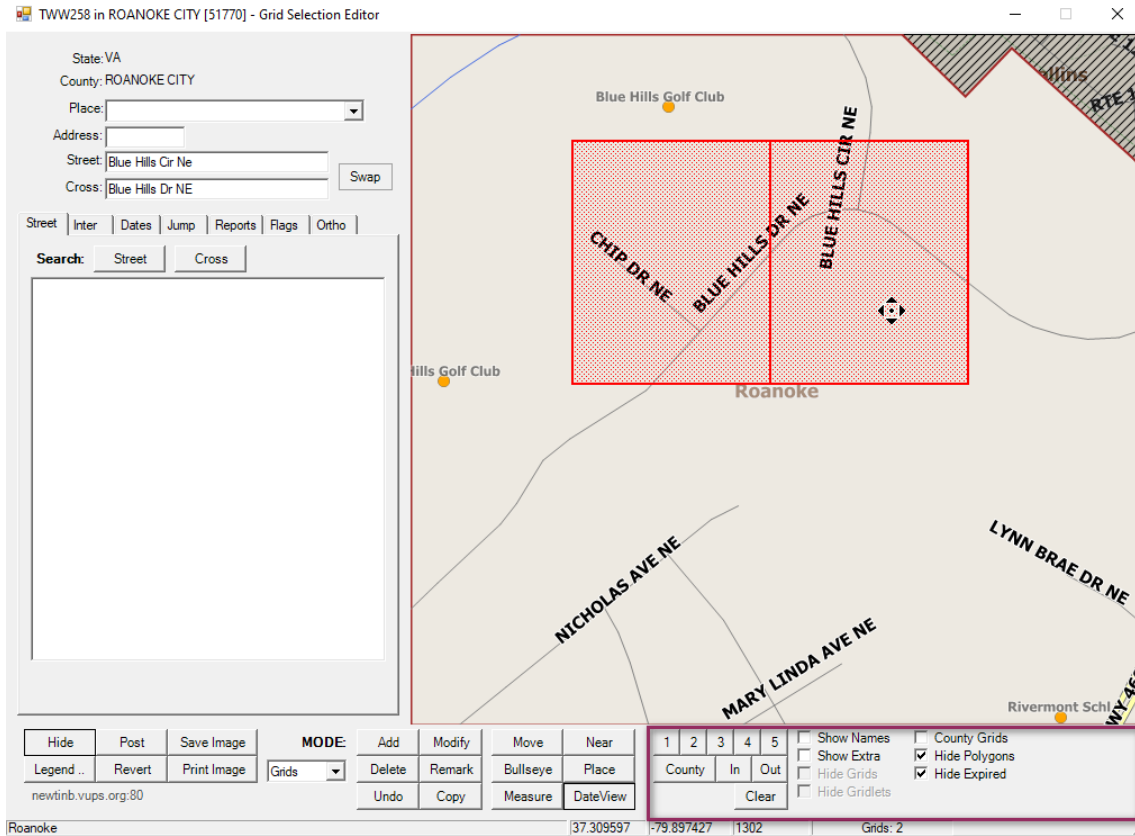


1.1.3 To turn off Date View, click on a different tool such as Move.

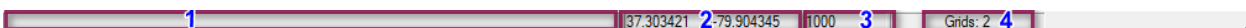


# Polygon and Grid Maintenance Basic Training Guide

Printed copies are for reference only. Please refer to the electronic copy for the latest version.



- 1 [Zoom Level 1] – to zoom map in/out to 1,000ft
- 2 [Zoom Level 2] – to zoom map in/out to 2,000ft
- 3 [Zoom Level 3] – to zoom map in/out to 3,000ft
- 4 [Zoom Level 4] – to zoom map in/out to 4,000ft
- 5 [Zoom Level 5] – to zoom map in/out to 5,000ft
- County [Zoom to Full County]
- In [Zoom in at 1,000ft increment]
- Out [Zoom out at 1,000ft increment]
- Clear [Clear Map Display of Drawn Elements (does not affect polygons)]
- Show Names [Display Grid/Polygon Names [Zoom 5 and Lower]]
- Show Extra [Displays Effective Date/Time and Expiration Date/Time]
- Show Info [Display Grid/Polygon Effective/Expire Dates [Zoom 3 and Lower]]
- County Grids [Display County Grids]
- Hide Polygons [Hide All Polygons from Map Display]
- Hide Expired [Hides Expired Grids/Polys from Map Display]





## Polygon and Grid Maintenance Basic Training Guide

**Printed copies are for reference only. Please refer to the electronic copy for the latest version.**

1. Informational field (1) [information based on applicable tool selected displays here]
2. Displays Lat/long based on cursor placement (2)
3. Current zoom level (3)
4. Number of Polygons (Active and Expired) (4)