Capital Projects and Moratorium GIS Application

City of Tacoma

User Guide

August 2017

Contents

1.0 Overview

The Capital Projects and Moratorium GIS application is designed for select users to input and edit Capital Improvement Projects (CIP).

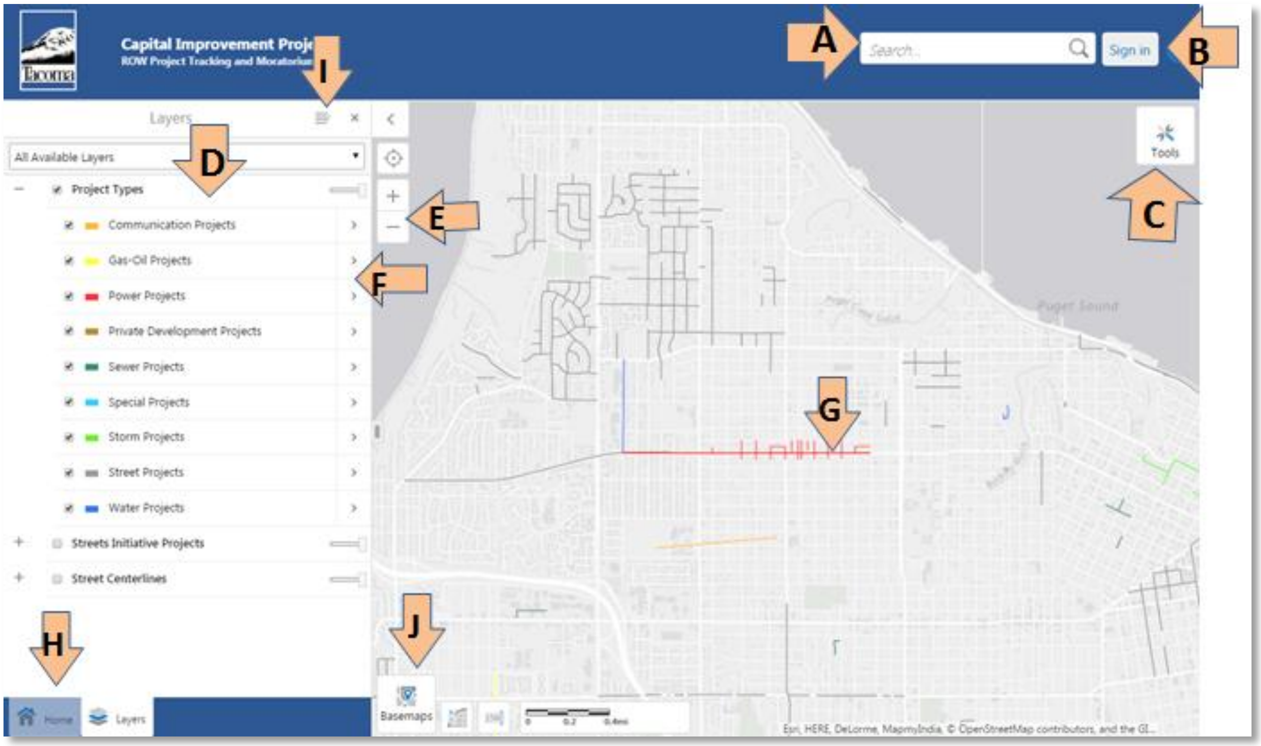


Figure 1.1. Screen shot initial page.

A – Search Box. Use partial text for best results, if you do search by a number you will be returned results that match from all these fields:

- Address or street
- project name
- project description
- project Id
- project type
- project subtype
- engineer email
- contact email
- business name

B – Sign in button.
C – Tool bar.
D – Layer list and left side content. Forms and search lists will be displayed here.
E – Zoom in or Out of the map.
F – The right arrow expands to additional menu items for the layer.
G – Features are colored lines.
H – Tabbed Content – Additional tabs will appear when more content is available.
I – Additional menu items for the left side content.
J – Base map choices.

Acquiring Access to Edit Projects

Edit Permission

User is required to be part of an Active Directory group to gain access to create or edit projects. The type of project determines what Active Directory group you request. Once part of an AD group the user will automatically be logged in and shown the editable layers.**(*** Validate autologin through F5)**

CIP-Admin – All Layers
CIP-PublicWorks - Street Layer
CIP-Water – Water Layer
CIP-EnviroServices – Storm and Sewer Layers
CIP-Power – Power Layer
CIP-PrivateDev – Private Development Layer
CIP-PDS – Accela
CIP-PublicWorks -
CIP-GasOil – Gas-Oil Layer (External Access requires PW approval)
CIP-Communication - Communication Layer (External Access requires PW approval)

To gain create and edit access to a layer.

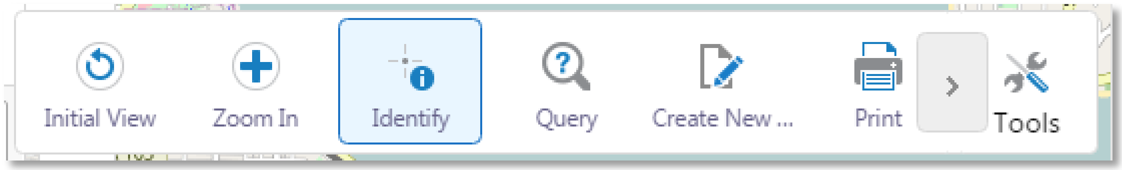
Step	Description
1	Submit a ServiceNow request https://tacoma.service-now.com/sp
2	Follow this path Home > Service Catalog > Can We Help You? > Submit a Request to IT
3	Complete the form as follows changing the layer AD group, and Requested For, as the person who needs the access. Requested for Mary Kay Larson * Summary of Request Capital Improvement Projects application Access * Additional Details Please add me to the CIPCommunication AD group. This will give me access to create and edit communication CIP projects. Submit
4	The access Group will add you to the Active Directory group.

Read Only Access

Any user that does not have edit permissions will have a read only view of the data.

3.0 Tool Bar

The tool bar can be expanded by clicking on the Tools.



Initial View

Returns map to initial view when application first loaded.

Identify

Identify/Query results will list all the features on the visible layers where you draw a rectangle. Example on Figure 3.2. Identify Results List and Figure 3.3. Identify Results Table.

Key Areas of the List

A – Identify/Query Results list item has a clickable attribute that will open additional details on the feature. Click on the item will show additional details and zoom the map to the project.

B – Identify/Query Results list menu. Provides options for export and to switch the **list to a table** format.

C – Navigation tabs.

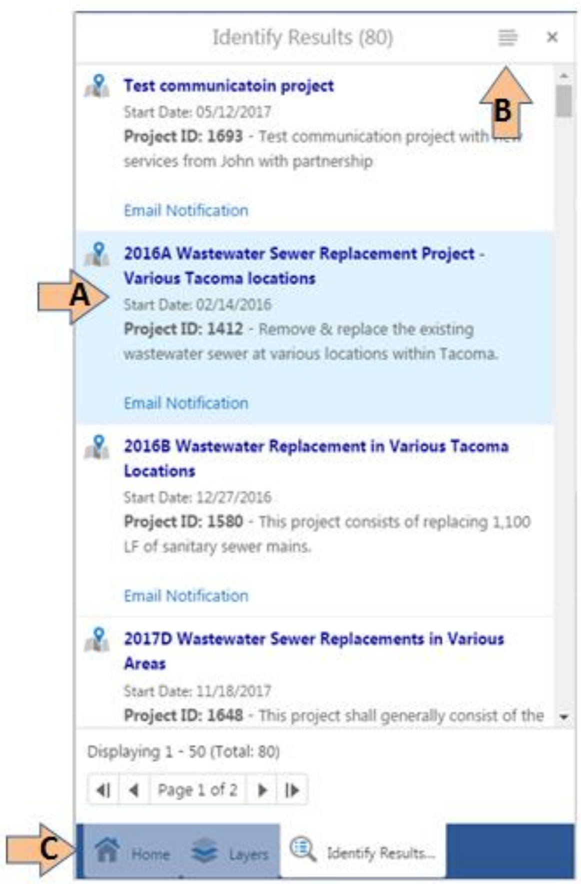


Figure 3.2. Identify Results List

Key Areas of the Table

A – Identify/Query Results table items, separate tabs represent the different layers. Click on a row and the map will zoom in to that feature.
B - A small tab allows you to drag and expand or shrink the size of the table.
C – Identify/Query Results Table menu. Provides options for export and to switch to the table to a list.

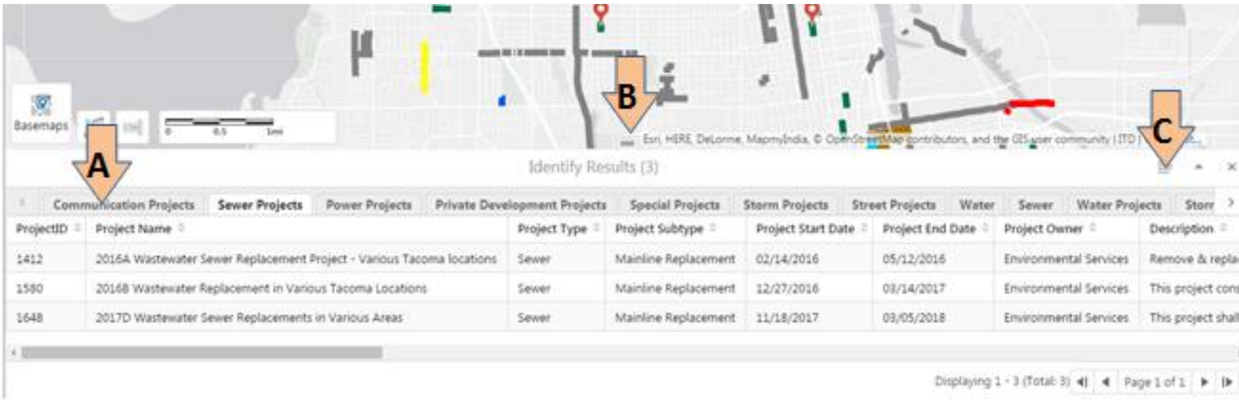
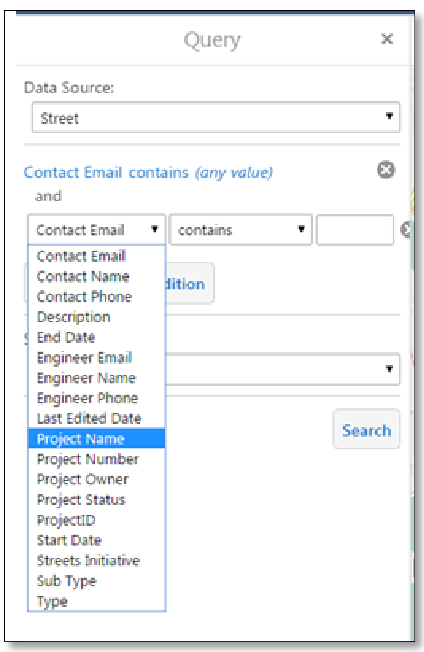


Figure 3.3. Identify Results Table

Query

Provides input for search criteria against specific layers, and shows results in the Identify/Query Results list.



Create New Feature

If user has permissions, user will be prompted to draw polyline and enter data for a new project feature.

Print – Create a PDF of the map.

4.0 Creating Project Features

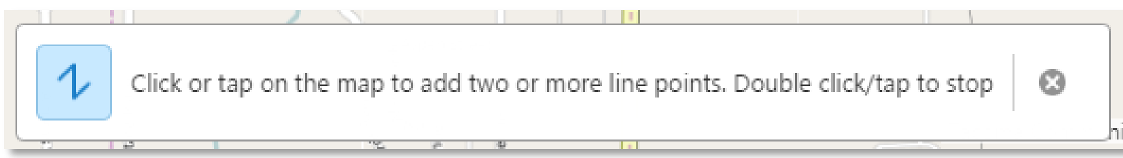
There are two ways to create a project:

1) Choose Create New Feature from the Tool Bar,
   a. choose a feature layer,
   b. draw the polyline and
   c. enter the project data.

2) Click on the right facing arrow on the layer in the layer list,
   a. choose Create New Feature,
   b. draw the polyline and
   c. enter the project data.

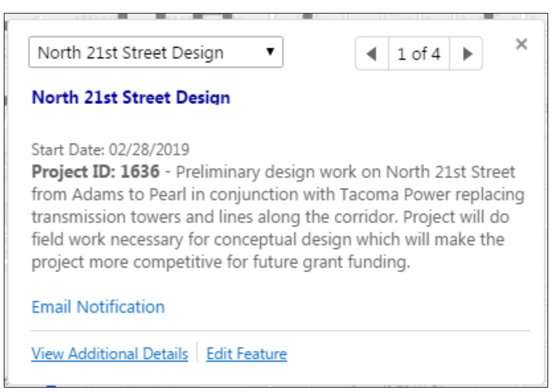
Drawing the project polyline

User will be prompted with the below message to start drawing. The polyline is a single click and draw, to stop drawing double click.



5.0 Edit Project Feature

By clicking on a project line a maptip will show. There is an Edit Feature option on the maptip. Edit Feature will open an updateable form.



Project Form Editing

The project form can be updated according to these usage rules.

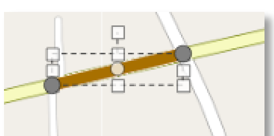
Field	Description
Project Name	Meaningful name for project. Required
ProjectID	Automatically generated and cannot be changed.
Project Type	User is limited to the types of projects they can create. Once created the user cannot change the project type.

Project SubType	Can be changed after creating project. Required.
Project Start Date	Date Project is set to be Active/In-Work. This date will determine quarter and year shown on the Tacoma Streets Initiative.
Project End Date	
Project Owner	Owner should corresponds with a layer. Sponsor or project managing department.
Description	Required. Up to 1000 characters.
Status	Required.
Streets Initiative	Choose the blank option unless the project is to be included on the Streets Initiative Dashboard. Contact Erik Sloan Public Works (253.591.5681) if you are unsure of the initiative status of your projects.
Engineer Name	Required.
Engineer Phone	This field is not validated, use the phone format of *nnn-nnn-nnnn*
Engineer Email	This field is not validated, ensure the email is correct
Contact Name	Required
Contact Phone	This field is not validated, use the phone format of *nnn-nnn-nnnn*
Contact Email	This field is not validated, ensure the email is correct

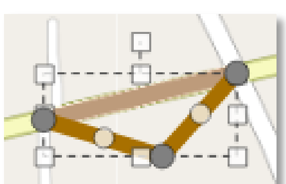
6.0 Edit Geometry

The user can also edit the geometry of a feature by clicking the Edit Geometry button on the form. 

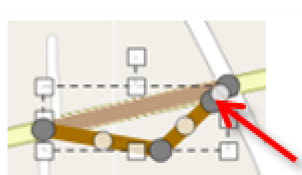
This will put moveable points along the polyline.



By clicking and dragging on the points the geometry can be stretched.



Every time a point is moved new centered light colored points will be added..



6.1 Adding Geometry.

1. To add additional lines to an existing project:
2. Select the project to add the line to
3. On the map tip box, click the Add Geometry link
4. Draw the line, (single click, draw, double click)
5. Click the OK button.

6.0 Feature Search

Use partial text for best results, if you do search by a number you will be returned results that match from all these fields:

- Address or street
- project name
- project description
- project Id
- project type
- project subtype
- engineer email
- contact email
- business name

Saving or Opening a results list

Logged in users can save a results list by choosing Save Results from the results list menu , and giving a file name.