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# IRTH Internet<sup>TM</sup>

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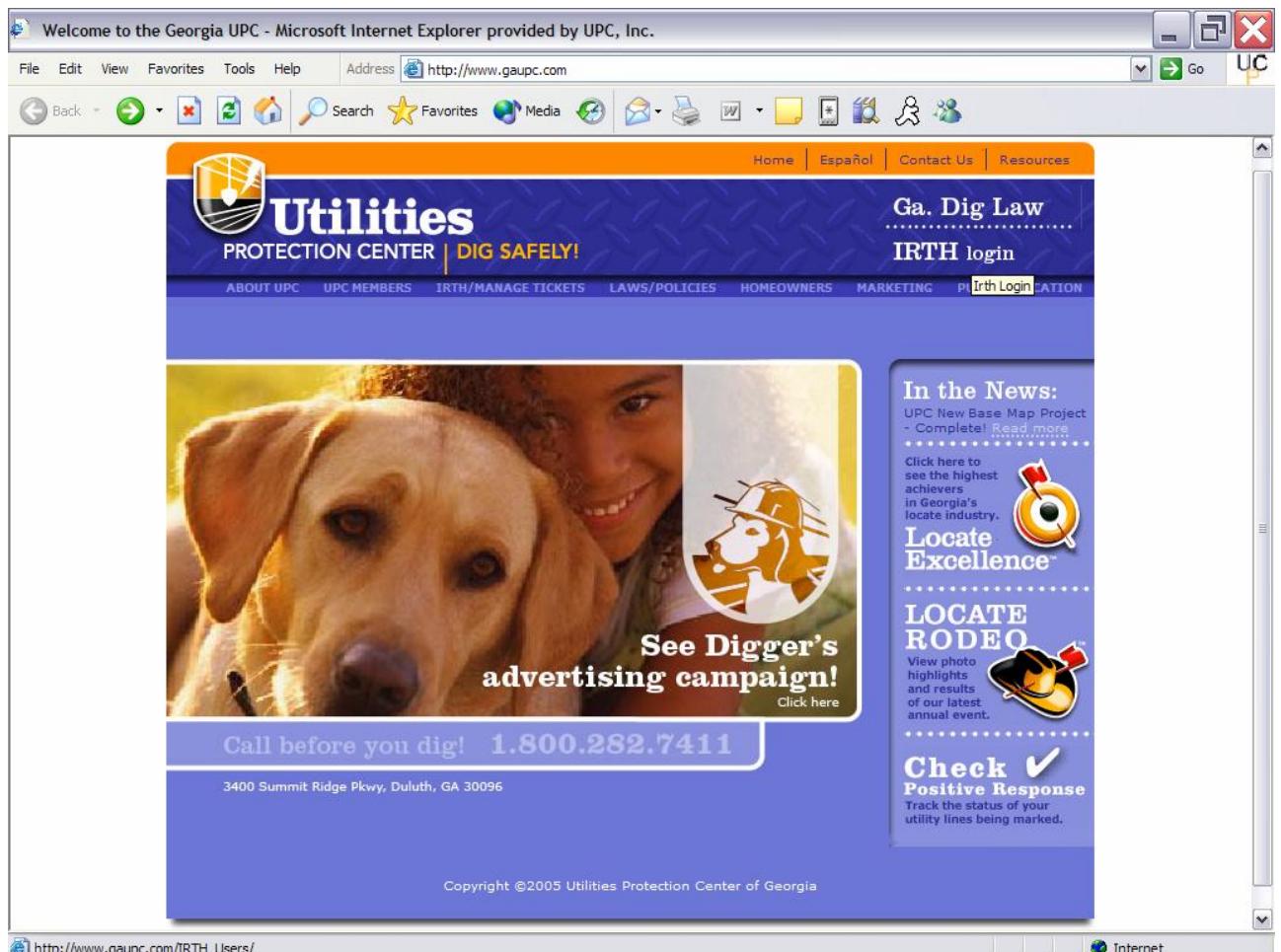
*Georgia UPC IRTH Internet*

*February 2006*

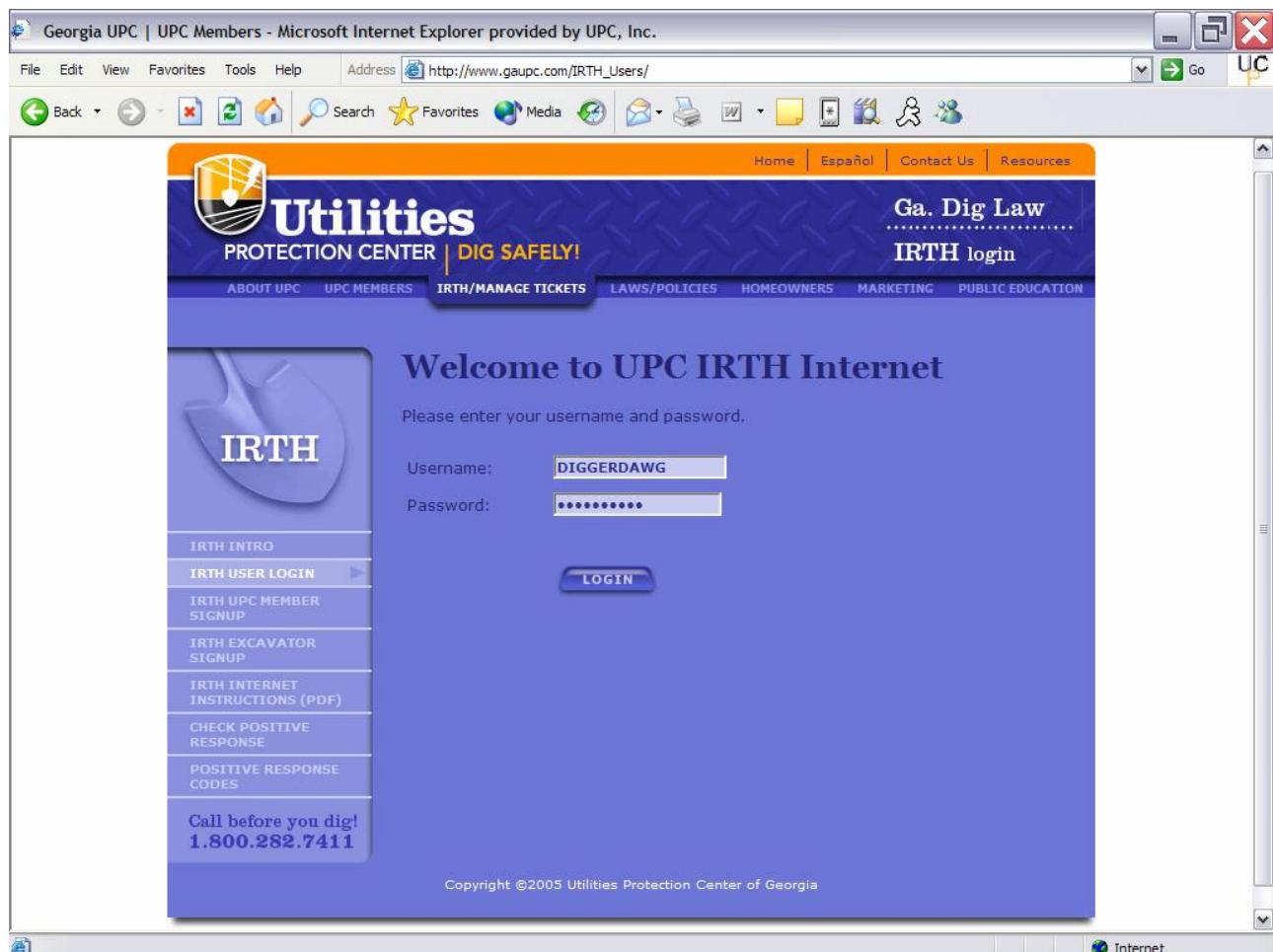
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## Login to Irth Internet



1. From the UPC web page [www.gaupc.com](http://www.gaupc.com), click on "IRTH Login" in the top right-hand corner of the site. This will then take you to the Irth Login Page.



2. Enter your User Name. This is your first and last name typed together with no spaces.
3. Enter your Password. This is the password assigned to you by our Member Services Department. If there is a problem with entering your password please contact our Member Services Dept. at 770-623-5786.
4. Click the *Login* button and once logged in you will have a list of options via the Member Tools dropdown.

**NOTE:** If you have not provided UPC with all of your contact information you will be directed to a page to do so before continuing to log into IRTH.

# Viewing Service Area

1. Click the Service Areas icon or select it from the drop down menu.

Default Page - Microsoft Internet Explorer provided by UPC, Inc.

File Edit View Favorites Tools Help

Address http://irth.gaupc.com/irthinternet/Default.asp

Back Forward Stop Refresh Home Search Favorites Media Mail Print

Links BofA bpVisa DscvrCard INGDIRECT Rush Dictionary Bible SUS ipMonitor Cisco3550 PIX515 DevA DevAL DevB DevB DD WR Intranet IRTHWeb

Google Search Web 84 blocked Options

irth internet

UPCA

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Home Notice Creation Notice Management Member Tools Log Off

**Irth Internet Options**

[Import Service Area\(s\)](#) [View Service Areas](#)

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

 **Design Inquiry** is a feature for your ticket designing needs. You will only be required to enter dig site information. The map of the dig site will be displayed for verification. You will be charged for each design inquiry when the list of affected members is given.

 **Notice Manager** can be used to view and filter notices created by your username. Notices can be filtered and searched by date, ticket number, excavator and status. Notice Manager will open with a list of notices created today, and will be limited to a list of 100 items. Permissions may allow for a ticket to be edited within Notice Manager.

 **History** will filter and display the notices sent. The notices displayed in the list may be the notices only pertaining to your service areas. These notices may be filtered by date, ticket number, destination, service area, and status.

 **The Queue** lists the items currently in the queue. The list displayed may be the items only pertaining to your service areas. These items may be filtered by date, ticket number, destination, and service area.

 **Request Resend** allows for notices to be resent online. To resend a notice online have either the service area or destination and either the ticket number or sequence number ready. Multiple notices may be resent by entering a range of sequence numbers and a date.

 **Service Areas** can be defined by selecting grids from a map. You will need to download the Map Viewer and the Irth Map Display Active X control to use the map and pick grids. The map will not be functional in Netscape, please use Internet Explorer 5.0 or better.

## Selecting Service Area Grids

**Creating, maintaining and editing your service area are an important part of UPC membership. For existing members it is recommended the service area be updated annually, if you have changes to your system or network updates should be made when those changes occur.**

To edit your service area you must have an IRTA profile that allows you access to "Service Areas" on the main menu. If you don't have the proper access please call Member Services at 770-623-5786.

From the IRTA main menu page select "Service Areas", then select "View". You will see a map showing your current service area or if you are creating a new service area you will see a map of the entire state of Georgia.

**NOTE:** If you are viewing the map for the first time you will get a security warning asking you to install the IRTA Map Display Cab File. Click Yes and it will bring up the map. **If you don't currently have the ActiveX Control installed then you will be prompted to install this as well. Please click "Yes" to install both of these files. If you do not have permissions to install software please contact "Your" network administrator.**

**The icons at the top of the map (Mapping Tools) are used as follows:**

*To use these tools click the Icon and then click the area of the map you would like to manipulate.*



**Zoom In:** Zoom in on a particular area of the map – will be able to bring the map in closer to see more street names.



**Zoom Out:** Zoom out of an area on the map – will be able to see more of the map but will lose some street names.



**Panning:** The use of this tool will allow you to move the map in any direction. To use, click the panning tool (looks like a hand), put your cursor or arrow to an area of the map, hold your left mouse key down and drag the map in the direction that you want it to go after moving it, and then let the mouse key go and the map will reset itself in the direction you have chosen.



**Information Button:** This will give you information on the County, City, and the road name on the selected area of the map. Click the icon and pull the hand over the area of the map you want to identify and a window will pop up providing you with information on that area.



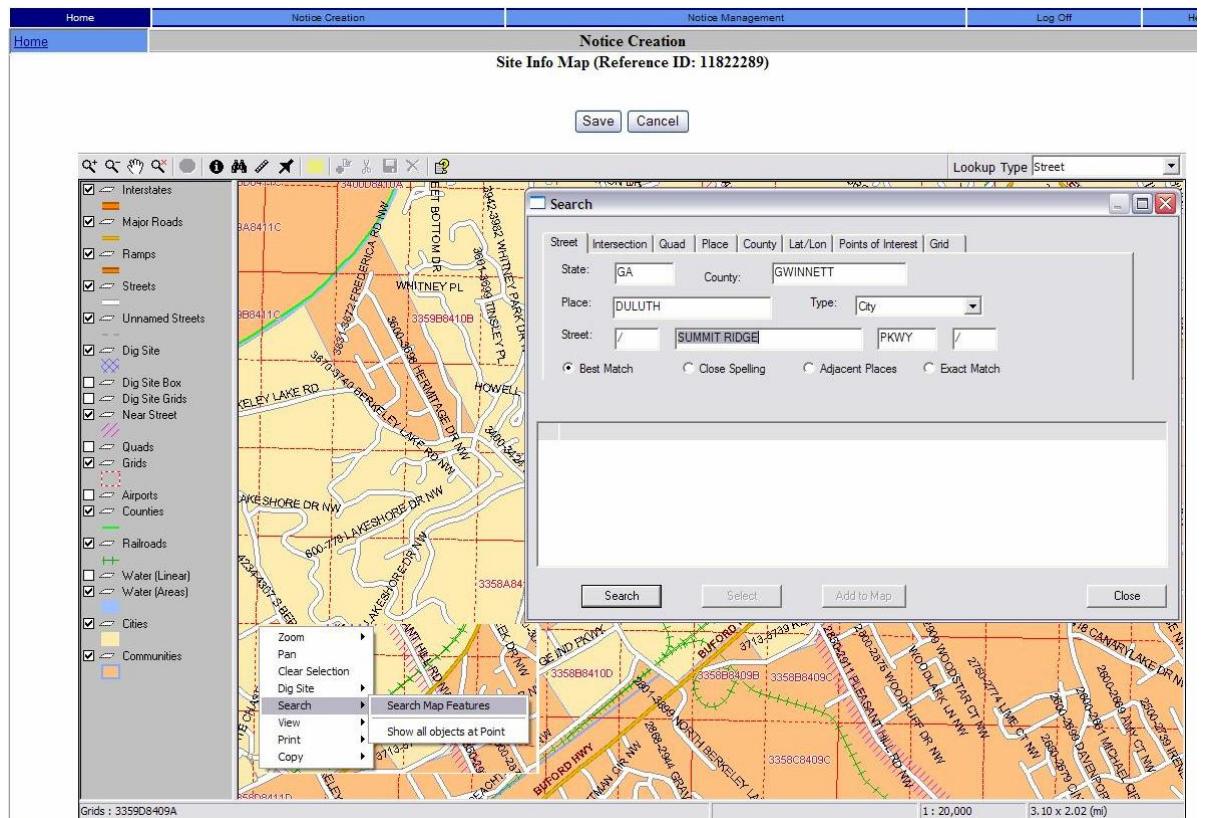
**Binoculars:** This tool allows you to search by Street, Intersection, County, City (Place), and Grid #. Select the corresponding tab for your desired search.

**Street** – To search by Street, fill out the information concerning state, county and place requested on this tab. There is a place for the street prefix if you have one, the street name, street type (ex: rd, cir, ct, etc.), and the street suffix if you have one. Click on the word "Search" at the bottom left of the screen, if the computer gives you more than one choice choose the street you would like to use, click "Select" and then Click on "Add to Map". The computer will then take you to the section of the map where that particular street is located and will highlight it in Green.

**Intersection** – Choose an intersection you would like to add to your service area and place one street in the "Street field and one street in the "Cross" street field, click Search, choose from the intersection search results, click Select, then Click Add to Map. The intersection you have chosen will be shown with a green circle.

**County** – Type in the County you would like to search, select Search, choose from the results, click Select, then select Add to Map.

**City** – Type in the City you would like to search, select Search, choose from the results, click Select, then select Add to Map



**Grid Number - To search by Grid Number click on the Grid tab and enter the Grid # exactly as it appears on the map, click Add to Map, and that Grid # will be highlighted in green.**

 **Ruler:** The ruler gives you the capability of measuring your site. To use this tool, click the ruler, then click the map at a beginning point, and then drag it along the site or road name until you reach your ending point. This gives measurements in feet and miles.

The map contains red dashes in the shape of squares. These are known as quarter grid cells and they are approx. 1/4 mile each. The grids you select will determine your service area. Then click the icon that is to

the right of the ruler and looks like a tic-tac-toe board - . Next, determine which quarter grid cell(s) you would like to select and click those grids. If you want to select just one grid, left click that grid with your mouse. The grid will change to a dark blue color. If you need to select more than one grid, hold your Shift key down and use your left mouse key at the same time to select those grids. You can also click and drag your mouse to select many grids at once.

Once you have selected the grids necessary, select the tool that is a plus sign and check mark - . Your grids will turn green, which means they are in a pending status. While the grids are in a pending status you can add to or remove them. To remove a selected pending grid, select the grids(s) you would

like to remove click on the Scissors tool -  - and then click the diskette -  - to save.

To remove grids from your existing service area select the grids to remove as described above then select the scissors and the diskette. These grids will turn orange and become pending deletions.

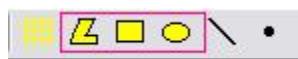
**Note: To remove any icons from your cursor right click your mouse on the map.**

**Be sure to save your work often in case your connection to the internet is lost. After making changes to your service area you must contact Member Services to activate your changes. All changes will be pending until Member Services is officially notified. This is a safe guard to protect your service area. Contact member services at 770-623-5786.**

## Service Area Mapping with polygons

You can now define your service area using polygons instead of quarter grids. This will enable you to be more specific in defining your service area. As always, remember that after you make changes to your service area you must notify the UPC Member Services Department at 770-623-5786 or email [memberservices@gaupc.com](mailto:memberservices@gaupc.com) to activate your changes. You will need to indicate the service area to update and your contact information.

Login into IRTA Internet ([refer to the IRTA Internet Instructions for details](#)) and go to Service Areas. Once you are in your service area, look for the polygon tools on the mapping toolbar. Polygons are the geometric shapes pictured below.

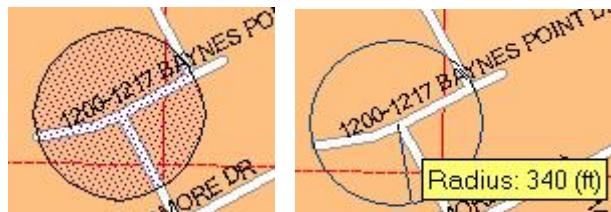


Zoom into the portion of map you would like to add to your service area.

Select the polygon tool that you would like to use, by left clicking on the shape. For example, when you select the oval tool , your cursor will have a small circle attached to it.

Once over the map, left click on the point you wish to start your polygon. Then click and drag to expand the circle to your desired radius, release the mouse and the polygons will now become a shaded area.

**Note:** the radius is provided during this process.



When you select the "L" shaped polygon, your cursor will change to a "+" along with the shape selected when you move your cursor over the map. Once over the map left click on the point you wish to start your polygon. While drawing, left click to change directions as you outline the shape you desire. Continue in this manner until you have completed drawing your desired shape. Finally, double left click to complete the shape which will now become a shaded area.





When you select the square, your cursor will have a small square attached to it. Once over the map left click on the point you wish to start your polygon. Click and drag to expand the square to the size you desire. Double left click to complete the shape, which will now become a shaded area.



When you select the straight line shaped polygon, your cursor will change to a "+" along with a "Z" shape. This tool allows you to draw a line and create a cylinder polygon with a buffer of 400 feet around that cylinder. This may be useful when mapping utilities that follow a specific road or route. Once over the map left click on the point you want to start your polygon. Drag your cursor through the area you want to select. If you are following along a specific road and it changes direction, you will need to left click at every point the direction changes. Finally, double left click to complete the shape which will now become a shaded area.



When you select the dot, your cursor will appear as a small hand. Once over the map left click and release on the area you would like to select, it will now become a shaded area. The size of the radius is 400 feet.

**Note:** you cannot alter the radius of this polygon.

- Once you have selected the area necessary, select the tool that is a plus sign and check mark - - to add your changes to the pending map layer.
- Your polygon will then turn blue, which means they are in a pending status. Then click the diskette - - to save your changes.

**Note:** The changes are now permanently saved in the system, however you must contact the UPC Member Services Department at 770-623-5786 or email [memberservices@gawpc.com](mailto:memberservices@gawpc.com) to activate your changes. Please indicate the service area to activate and your contact information.

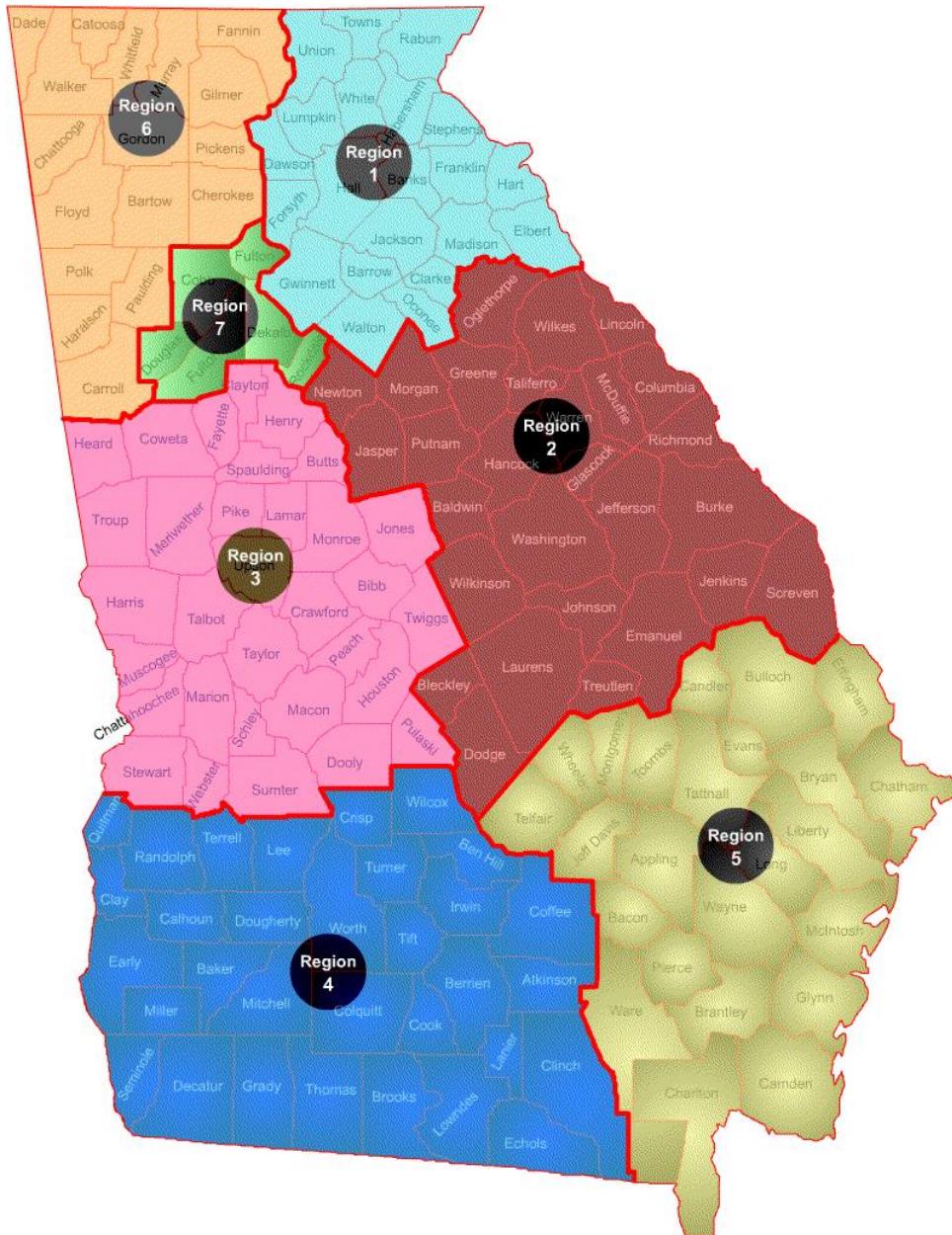
Right clicking removes mapping icons and resets to your original cursor. The eraser will delete any unsaved polygon additions.

**Note:** you must save or delete all polygon mapping before being able to revert back to selecting by grids. To select grids after using the polygon tools select the yellow icon that resembles a Tic-Tac-

Toe board .

## UPC Liaison Contact Information

For assistance with creating or editing a service area please contact the liaison in your area.



**Region 1** = Becky Creech @ 678.947.4688 or [bcreech@gaupc.com](mailto:bcreech@gaupc.com)

**Region 2** = Becky Creech @ 678.947.4688 or [bcreech@gaupc.com](mailto:bcreech@gaupc.com) / Mike Joyner @ 912.538.8957 or [mjoyner@gaupc.com](mailto:mjoyner@gaupc.com)

**Region 3** = Holly Files @ 770.476.6029 or [hfiles@qaupc.com](mailto:hfiles@qaupc.com)

**Region 4** = Holly Files @ 770.476.6029 or [hfiles@qaupc.com](mailto:hfiles@qaupc.com)

**Region 5** = Mike Joyner @ 912.538.8957 or [mjoyner@gaupc.com](mailto:mjoyner@gaupc.com)

**Region 5** = Mike Joyner @ 912.538.8957 or [mjoyner@qaupc.com](mailto:mjoyner@qaupc.com)

**Region 7 =** Fiona Bowen @ 678.714.6702 or [fbowen@qaupc.com](mailto:fbowen@qaupc.com)