Service Area Map Management

Georgia 811

3/7/2021

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Introduction

Service Area Map Management is used to create, maintain, and edit a Service Area. This is an important part of Georgia 811 membership. At a minimum, members are required to update their map when new facilities are acquired or installed outside of their current service area. This allows us to keep record of area(s) in which you operate so we can accurately distribute locate tickets.

For assistance, please contact our Customer Connections Department at customerconnections@georgia811.com or 770-623-5786.

The Georgia 811 Service Area Editor can be accessed here: https://geocall.ga811.com/ui/login
- Most compatible internet browser: Google Chrome.
- Approved changes made to your Service Area will be published to production nightly.
- The system will not automatically sign you out. Therefore, we recommend that you sign out of the Service Area Editor when you are done with your session.

Definitions

- Service Area – Area(s) in which you have facilities.
- Published – Areas that are in production which will generate a ticket for your company.
- Non-Published – Areas that are NOT in production – you will not receive tickets for these areas until they have been published.
- Code – Service Area Code(s) assigned to you by Customer Connections.

**Navigation Panel along the left side of the screen**

- Home
- Edit Service Area – Select this option to view and edit a Service Area Map.
- Mapping
  - MapShaper Link – This is an online tool that is available if you are having trouble with your service area map and do not have the GIS tools to correct them before uploading to the Service Area Editor. This will also allow you to convert your
  - Shapefiles to GeoJson (.geojson) files.
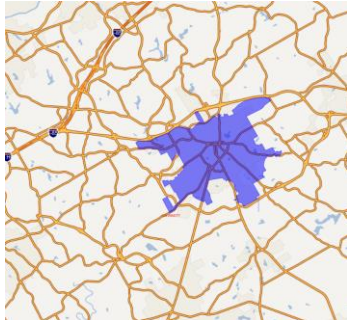
View a Service Area Map
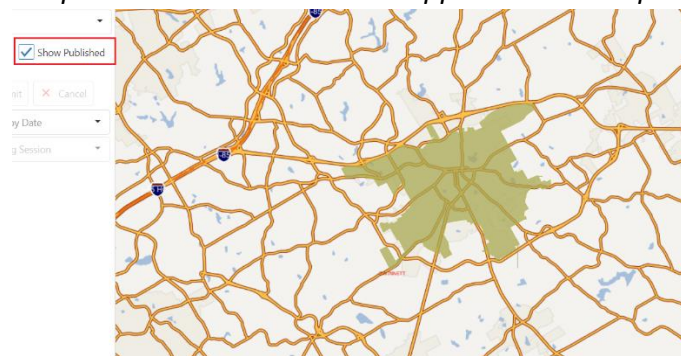
1. Select **Edit Service Area**.
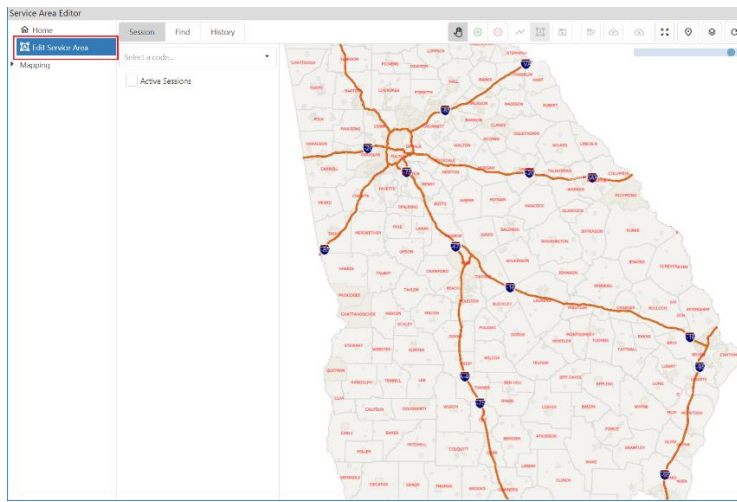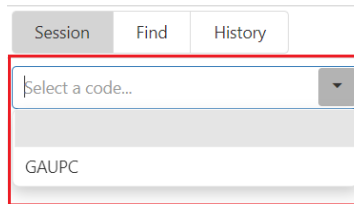
2. Select a **Code** from the drop down.

3. The **Current Service Area Map** for the code will appear on the map in **Blue**. *This will include Published and Non-Published areas.*

   a. *To View Published Service Areas – Select Show Published. Once this is selected, the published service area will appear on the map in* *Yellow.*

b. ***If this is a new code*** *– You will receive a pop-up that states "This code did not return an existing service area and is assumed to be a new code. If this is incorrect, please do not continue and contact Customer Connections at 770-623-5786." Select OK on the pop-up to move on to the next step.*

Service Area Editor Tools

- The scroll feature on your mouse will zoom you in and out of the map.
- To deselect a tool, use the **Esc** key on your keyboard.
- When drawing a polygon or line, double click to end your drawing.

Tool Bar – located across the top right of the map.

- **Zoom Slider** – located in the upper right-hand corner of the map. To zoom in, select the circle and drag to the left. To zoom out, drag to the right.

  Note: The scroll feature on your mouse will also zoom you in and out of the map.

Pan

- This tool allows you to move the map in any direction. Select and drag the map in the direction you want to move it.

Add Drawn Geometry

- This tool allows you to add new areas to your service area.

Remove Drawn Geometry

- This tool allows you to remove areas from your service area.

Draw Line Geometry

- This tool allows you to draw a line geometry to add or remove. This tool is activated when the Add or Remove Drawn Geometry tool is selected.

Draw Polygon Geometry

- This tool allows you to draw a shape to add or remove. This tool is activated when the Add or Remove Drawn Geometry tool is selected.

Save Drawn Geometries

- o This tool allows you to save drawn shapes. This tool is activated when the Add or Remove Drawn Geometry tool is selected, and a shape has been drawn.

Clear Unsaved Geometry

- o This tool allows you to clear all unsaved drawn shapes.

Upload Full Replacement

- o This tool allows you to upload a GeoJson file of your entire service area.

Download Service Area

- o This tool allows you to download a GeoJson file of your service area.

Zoom to Extent

- o This tool adjusts the map to show the full extent of your service area.

Zoom to XY

- o This tool allows you to zoom to an area using XY coordinates.

Map Layers

- o This tool allows to you to view other map layers.

Refresh Map

- o This tool allows you to refresh the map.

Manually Edit a Service Area
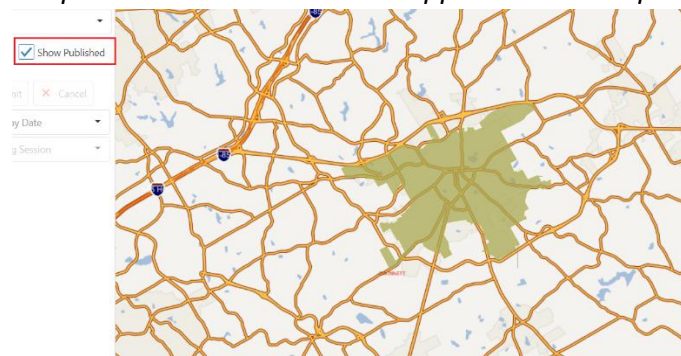
1. Select **Edit Service Area**.
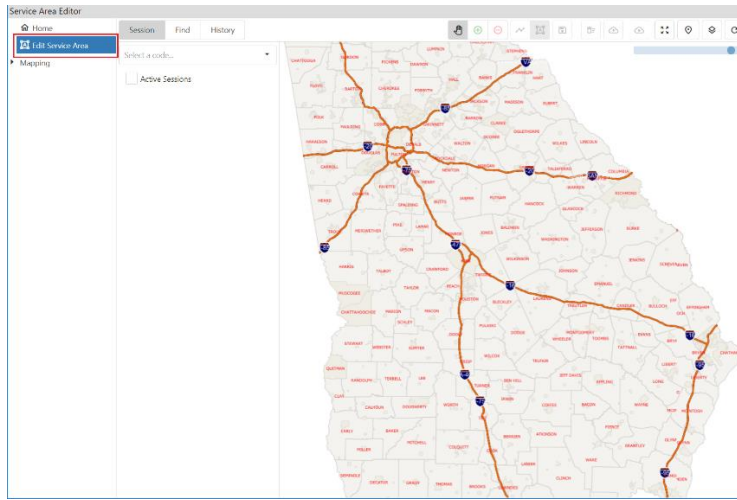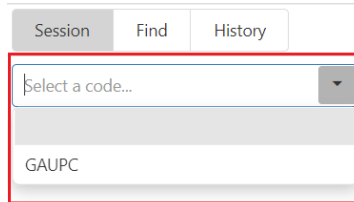
2. Select a **Code** from the drop down.

3. The **Current Service Area Map** for the code will appear on the map in **Blue**. *This will include Published and Non-Published areas.*
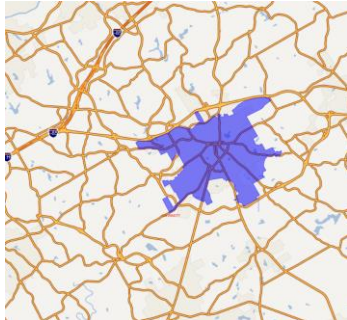
   a. *To View Published Service Areas – **Select Show Published**. Once this is selected, the published service area will appear on the map in **Yellow**.*

b. ***If this is a new code*** *– You will receive the following dialog box. Select OK on the pop-up to move on to the next step.*

New Code

This code did not return an existing service area and is assumed to be a new code.

If this is incorrect, please do not continue and contact

Customer Connections at **770-623-5786**.

OK

4. Select **Edit.**

| Session | Find | History |

GAUPC

☐ Active Sessions   ☐ Show Published

✏ Edit   ⅄ Submit   ✕ Cancel

Search Previous Edit by Date

Select Previous Editing Session

5. Select the ⊕ **Add Drawn Geometry** tool to begin drawing a polygon for the area you would like to add.
    Or

6. Select the ⊖ **Remove Drawn Geometry** tool to begin drawing a polygon for the area you would like to remove.

7. **Click** on the map in the area you would like to edit and continue to outline the area.

8. **Left double click** on your mouse to stop drawing. The outlined areas for additions will turn **Green** while the outlined areas for removals will turn **Red**.

9. Select the 🖫 **Save Drawn Geometries** tool to save the area(s).

10. The area(s) can be cleared by selecting the ⛬ **Clear Unsaved Geometry** tool before the changes have been saved.

11. Once changes are complete and have been saved, select **Submit**.

Current State: Editing

✏ Edit   ⅄ Submit   ✕ Cancel
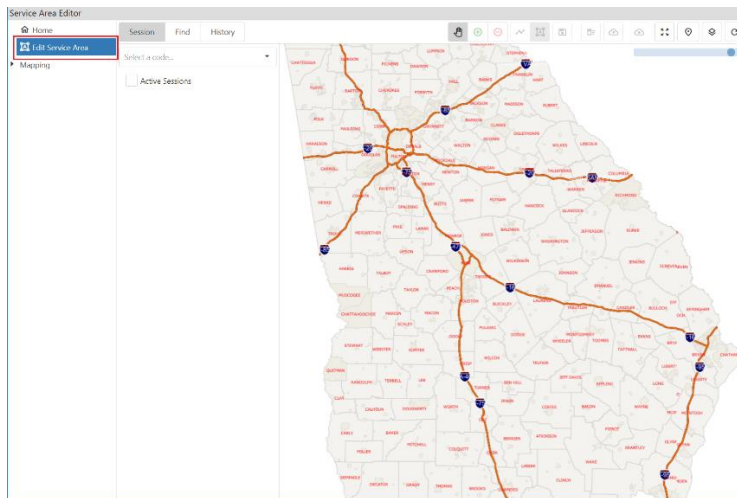
💬 Note

12. Select **Approve**.
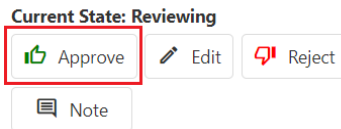
13. The changes will be published to production overnight. You may log in the next day to verify that the changes were published.
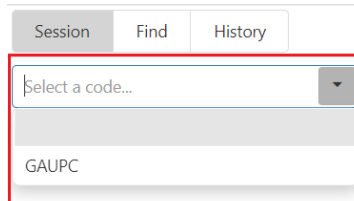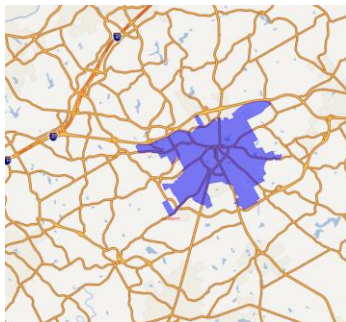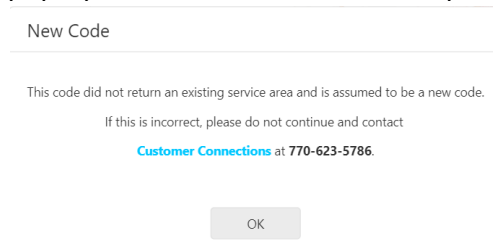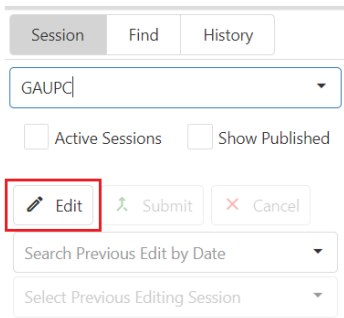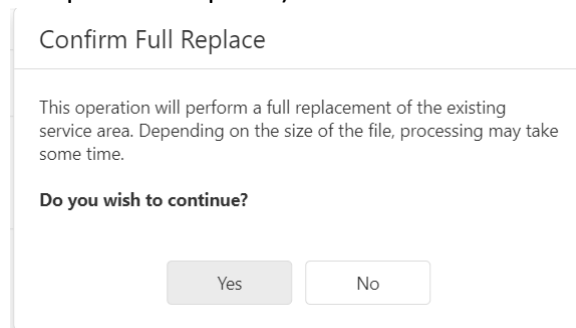
Upload a GeoJson File

Note: Please click here to view the requirements for acceptable GeoJson files.

1. Select **Edit Service Area**.

2. Select a **Code** from the drop down.

3. The **Current Service Area Map** for the code will appear on the map in **Blue**. *This will include Published and Non-Published areas.*

   a. *To View Published Service Areas – Select Show Published. Once this is selected, the published service area will appear on the map in* **Yellow***.*
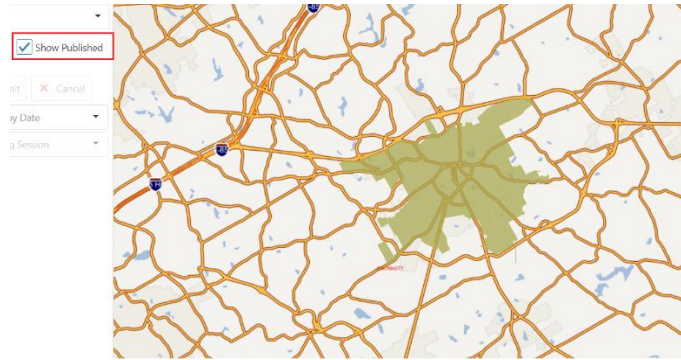
b. *If this is a new code* – *You will receive the following dialog box. Select OK on the pop-up to move on to the next step.*

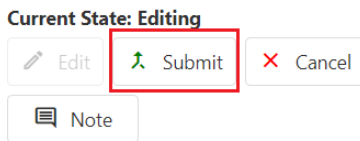4. Select **Edit**.

5. Select ☁ **Upload Full Replacement**.
   a. You will receive the following dialog box (if you select No, you will not be able to complete the upload):
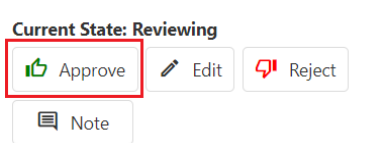

6. Select the GeoJson file you wish to upload.
7. The file will upload, and the area will be displayed in **Green**.
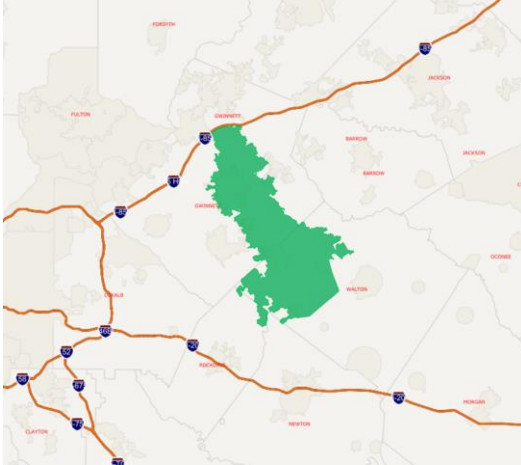
8. Select the 🖫 **Save Drawn Geometries** tool to save the area(s).

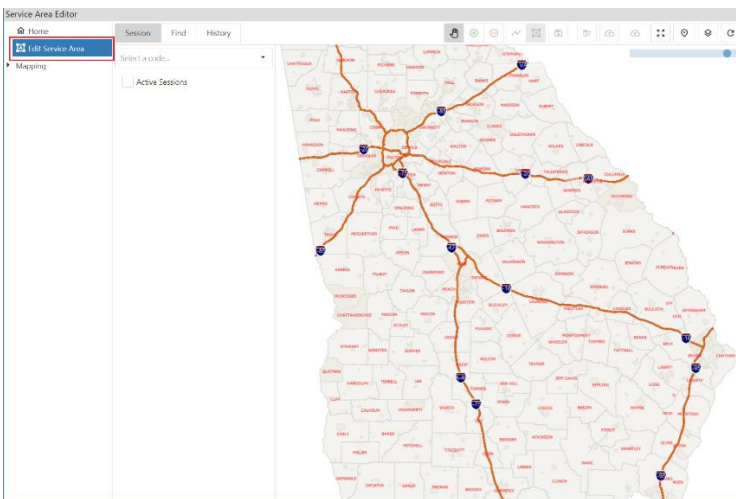9. Once changes are complete and have been saved, select **Submit**.
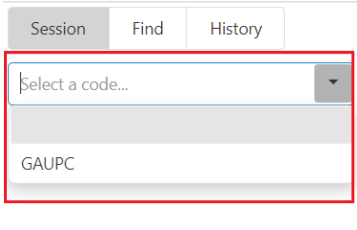

10. Select **Approve**.

11. The changes will be published to production overnight. **You will need to log in the next day to verify that the changes were published correctly.**

Download a GeoJson File *(This will download published spatial data only)*
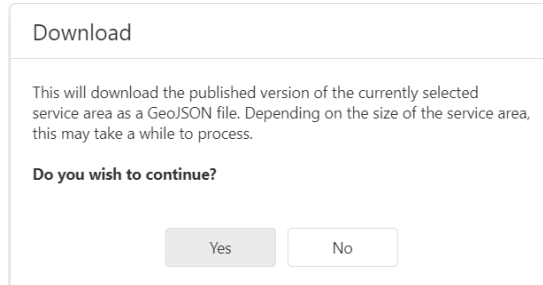
1. Select **Edit Service Area**.

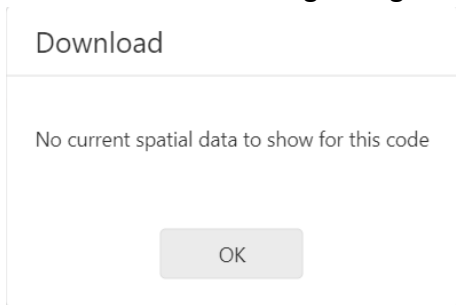2. Select a **Code** from the drop down.

3. Select ⊕ **Download Service Area**.

    a. You will receive the following dialog box (if you select No, you will not be able to complete the download):
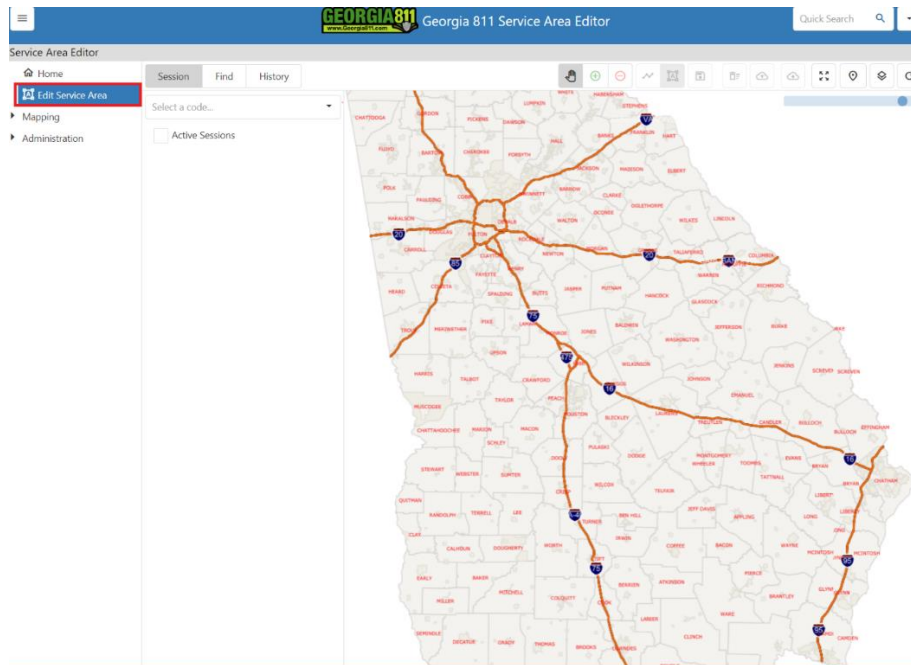

   b. If there is no Published spatial data for the selected code, you will receive the following dialog box:

4. The file will be saved to your downloaded files on your computer.

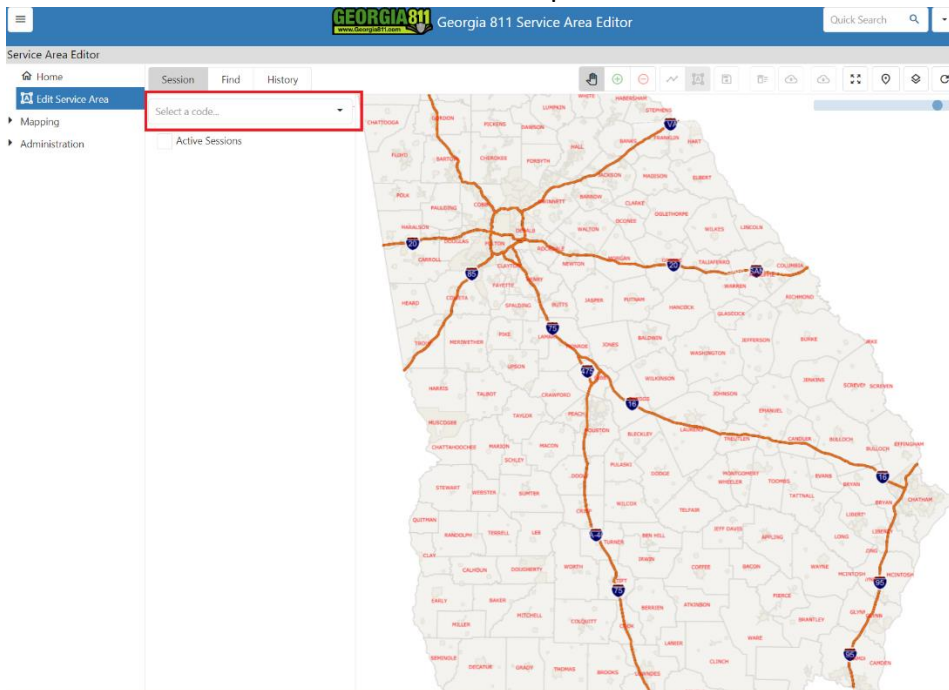**How to close a previous Editing Session**

1. Select Edit Service Area.

2. Select the checkbox for Active Sessions, then click the Select a Code drop down. This will show all service areas that are in an active editing session.
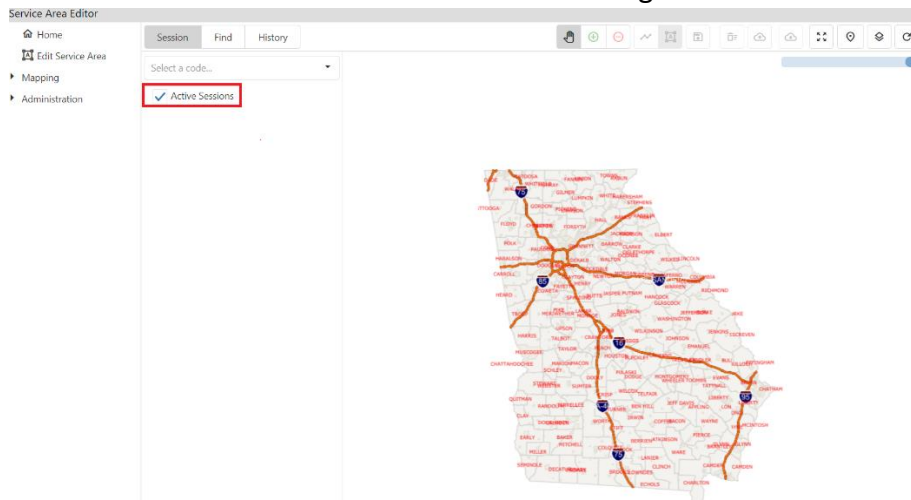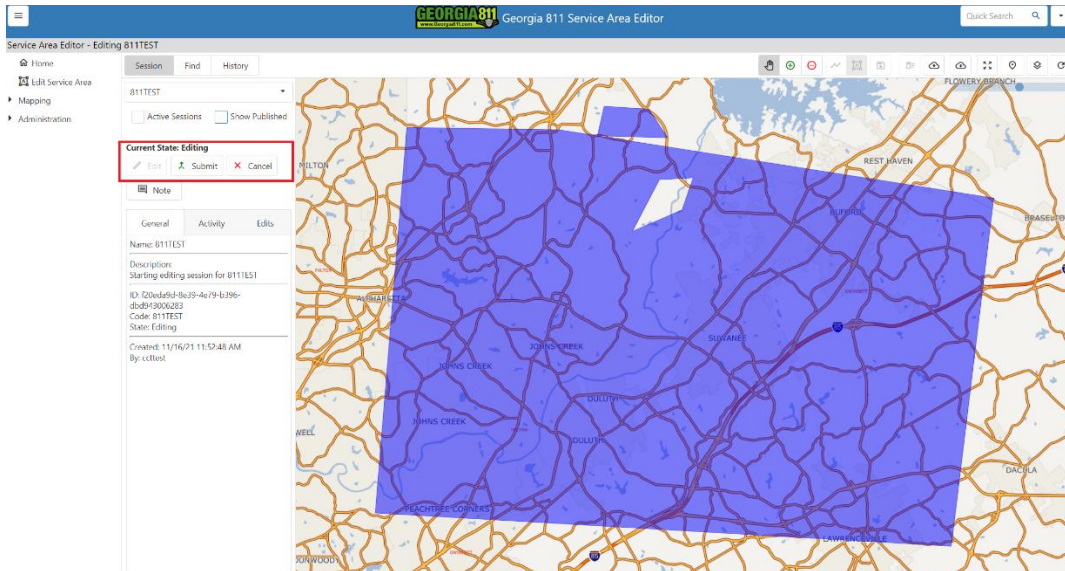
3. Select the Service Area Code from the drop down.

4. Once the service area map loads, you will see the current state of the session. If there were no changes made during the open session, you will only have Cancel as an option. To close out of the editing session, select Cancel.
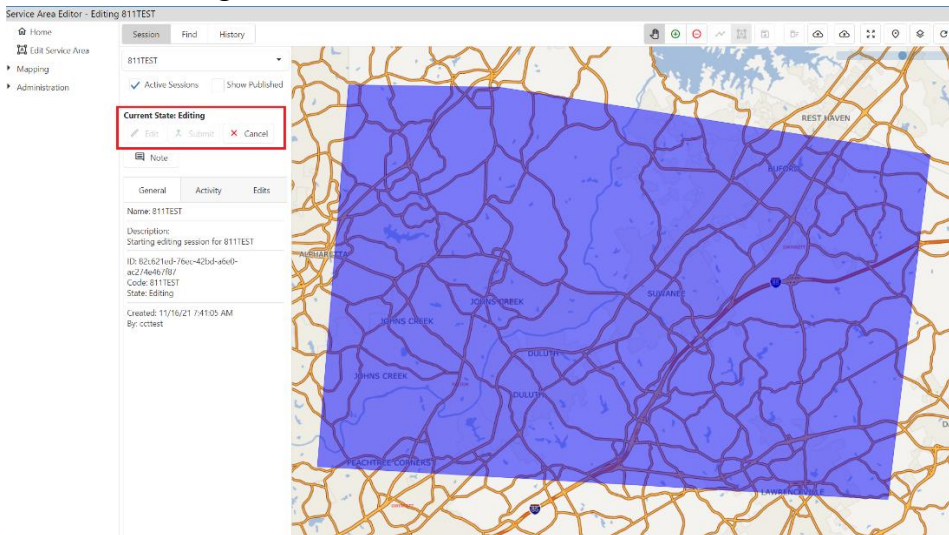
5. If there were changes made during the open session, you will have the option to Submit or Cancel.


a. You will need to review the changes. To see the active service area, select Show Published. The active service area will be in Yellow.
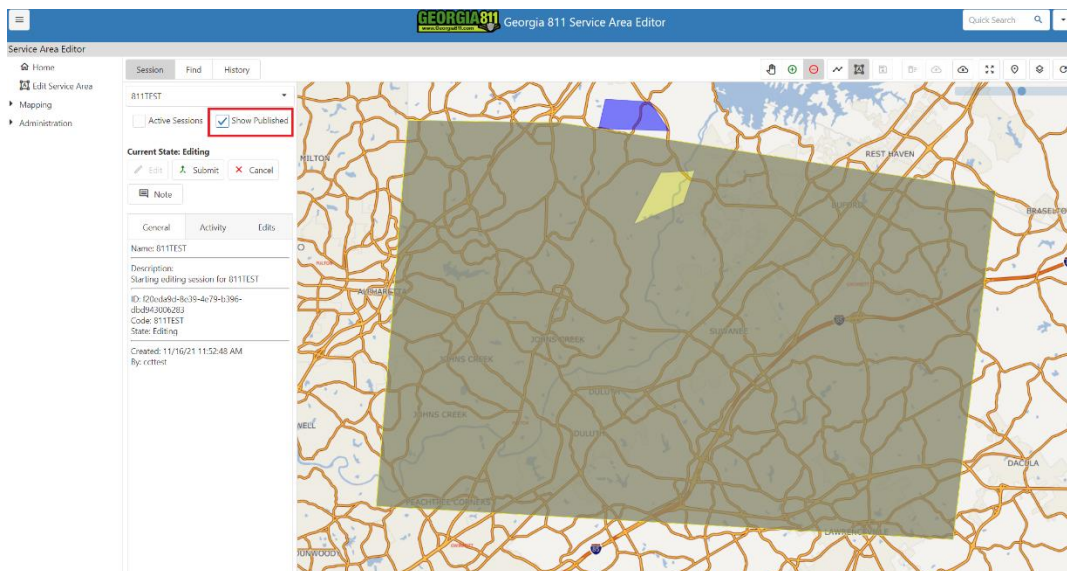
b. You will need to decide if you need those pending changes approved or not. If you need those changes to be approved, you will need to select Submit.
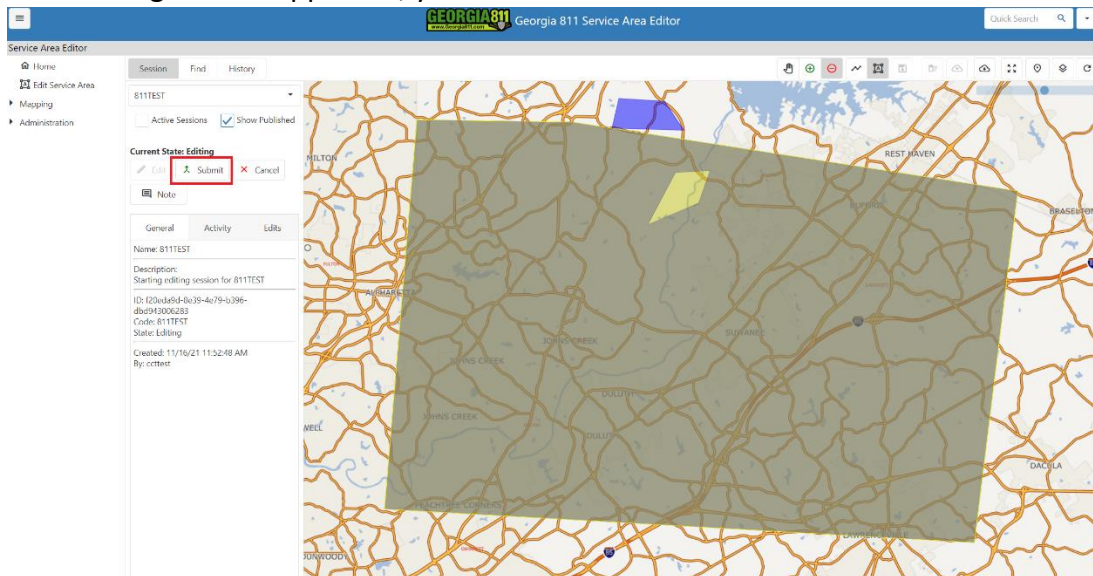
12. Select Approve. The changes will be published to production overnight. **You will need to log in the next day to verify that the changes were published correctly.** This will close out the editing session.
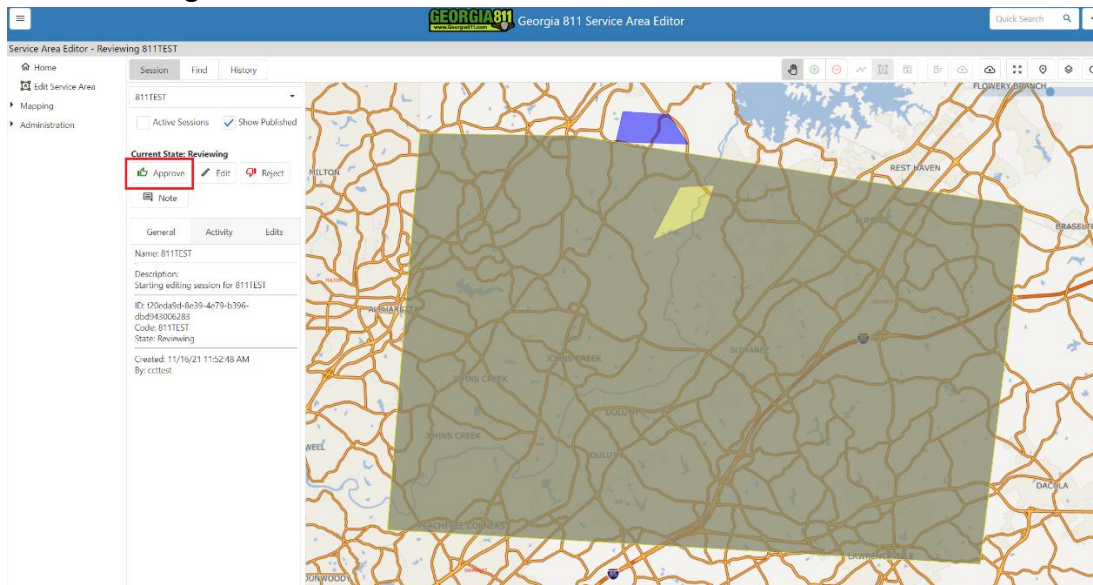
c. If you do not want these changes in production, select Cancel to close out of the editing session.