



AuthorityViewer



AUTHORITYVIEWER

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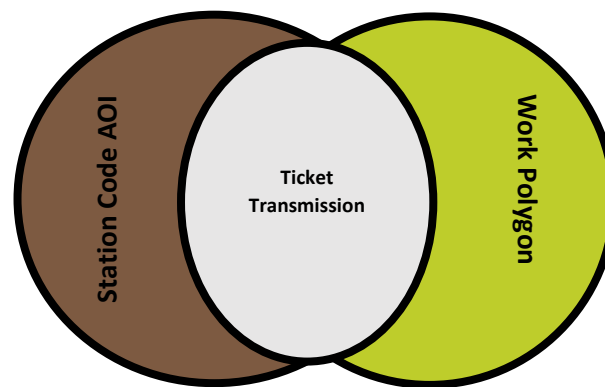
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What It Is

AuthorityViewer is the program within DamagePreventionPortal that allows users to view the area of interest (AOI) and upload replacement files within specific station codes associated with their user account. This AOI is what triggers transmission (a.k.a. "delivery") of tickets when it intersects with the work polygon drawn on tickets.

AuthorityViewer is entirely web-based and does not require download and installation. This program does not contain drawing tools; all shapes must be created outside of AuthorityViewer in other programs such as GIS software or Google Maps. Refer to the *PelicanCorp GIS Standards 2022* document at resources.missdig811.org for specifications.



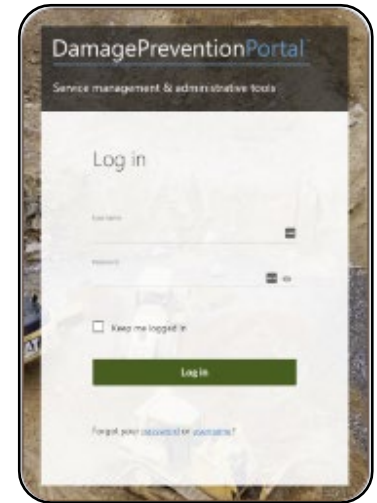
How To

Getting Started

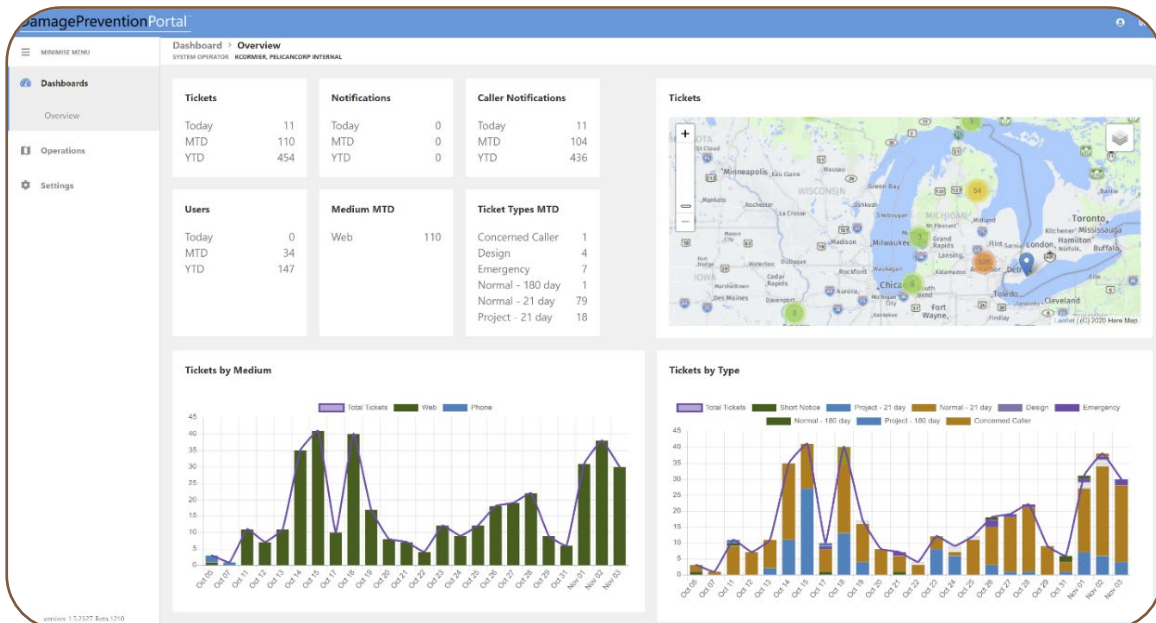
The user logs into their DamagePortalPrevention (DPP) account at dpp.missdig811.org. Enter username and password.

If the user would like to remain logged in, check the box labeled “Keep me logged in”. *Please take your organization’s security measures into account.*

If the user has forgotten your username or password, click on the appropriate links at the bottom of the login box. All confirmation or reset emails will be sent from OCARS_PRO@missdig.org.



Upon successful login, the user will see the **Dashboards** menu and the **Overview** screen. This screen provides an overview of tickets received for the membership the account is associated with.





AUTHORITYVIEWER

Viewing and editing is done on a station-code basis. All station codes associated with the user account can be found in the **Settings** menu under **OneCallAccess**. To view or edit the AOI, open the appropriate station code.

The screenshot shows the 'Settings > OneCallAccess' interface for 'Cormier Communications'. It features a navigation menu with 'Stations', 'Subscriptions', and 'Lookup Tables'. The 'Stations' tab is active, displaying a table of station codes and their details. The table has columns for 'Station code', 'Name', and 'State'. The 'Status' is set to 'Active' and the 'State' is set to 'All'. A search bar is available for finding stations by name or code.

Station code	Name	State
CORCOMFBR	Cormier Communications Fiber	MI
CORCOMPH	Cormier Communications	MI
HORNCTV	Cormier Communications	MI
HORNPH	Cormier Communications Phone	MI

The user will then click the white **Area of Interest** button, which will open AuthorityViewer. On occasion, the user may be prompted to log into AuthorityViewer. When this happens, the same DPP user account credentials should be entered.

The screenshot shows the 'Station Details' page for 'Cormier Communications Fiber'. The page includes sections for 'Physical address', 'Ticket notification settings', 'Summary report settings', and 'Contacts'. A white button labeled 'Area of Interest' is located in the top right corner of the page. A brown arrow points from the text above to this button. A callout box labeled 'Area of interest' is positioned to the right of the button.

Navigating the Program

The Map

Users can navigate the map to view shapes by inputting location information into the **Search** field. The information can be entered just as it would be when using Google Maps. The user can also insert navigational Lat./Long. reference points in the **Reference Points** section.

The image shows two overlapping UI panels. The top panel, titled "Search", contains a text input field with the placeholder text "Search (Cities, Streets and GPS)" and a green "Search" button with a right-pointing arrow. The bottom panel, titled "Reference points", contains a dropdown menu with "-- Select Reference Point --", a "Ref. Point Name:" label followed by a text input field, a "Long/Lat:" label followed by two text input fields, a green "Save" button, and a red "Cancel" button.

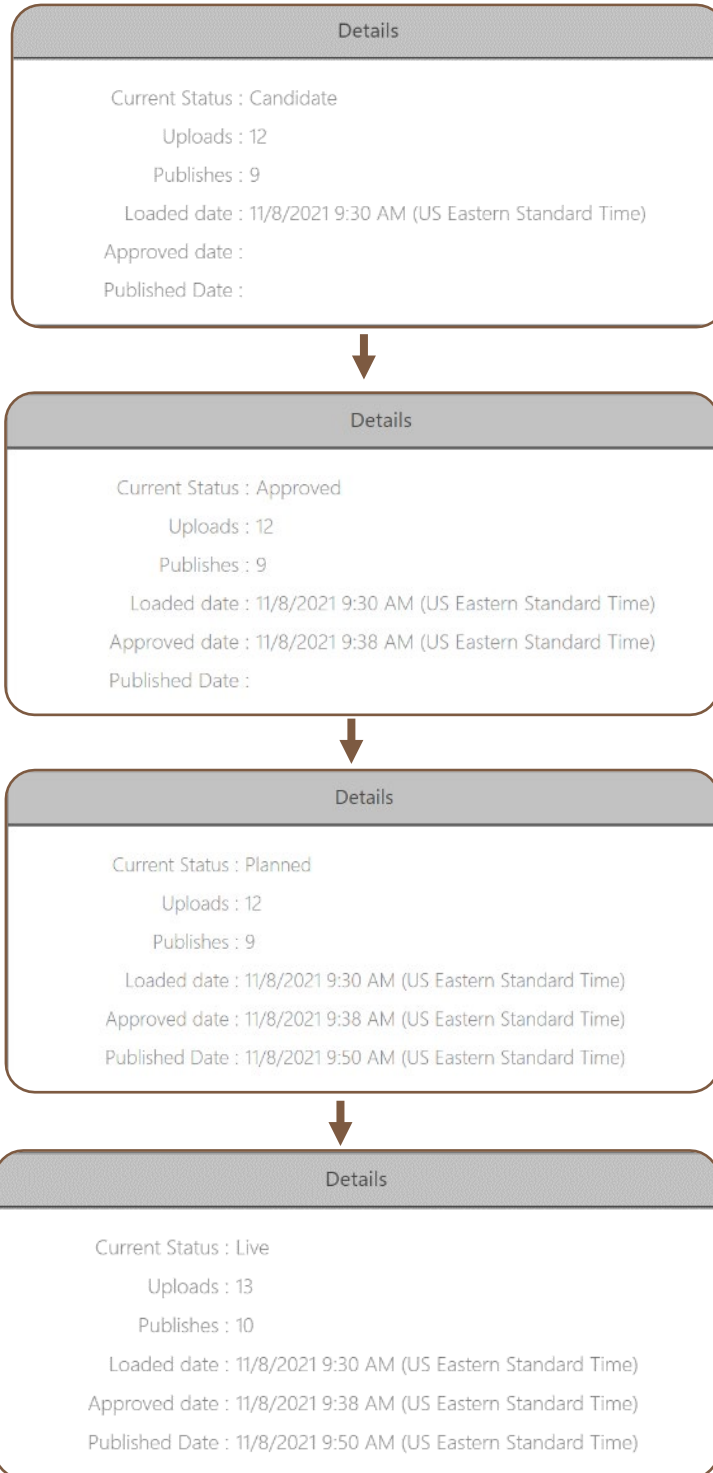
Layers

Names and Progression

AuthorityViewer categorizes and displays files that have been uploaded as different “layers”. The layer type indicates the status or phase of an uploaded file.

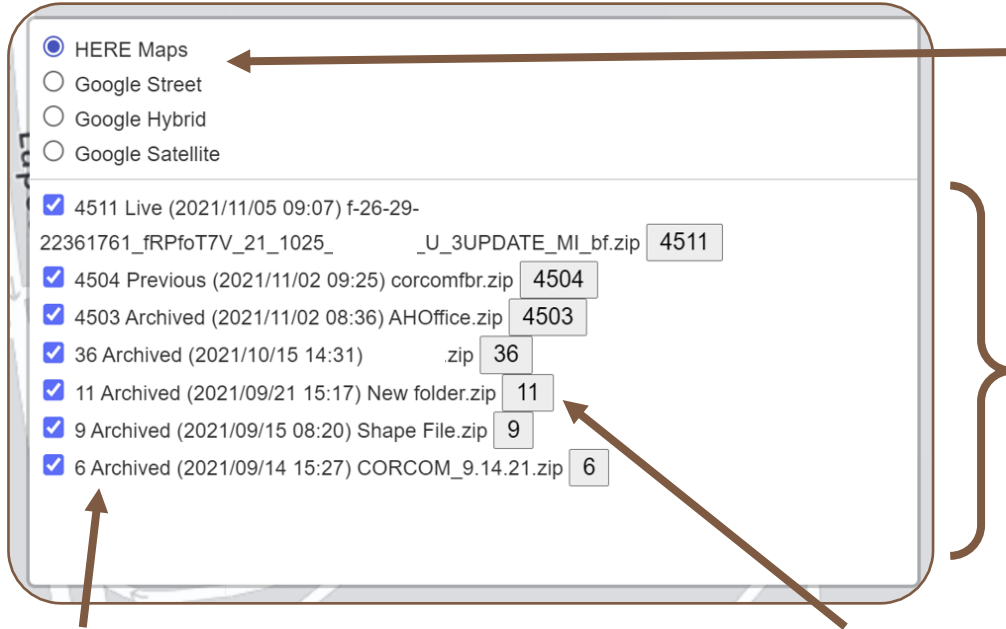
1. *Candidate*: The most recently uploaded file that has not yet been approved for publication. This will show up in red.
2. *Approved*: The most recently uploaded file that has been approved and can be scheduled for publication. This will show up in “dark” orange.
3. *Planned*: The most recently uploaded file that has been scheduled for publication (a.k.a activation). This will show up in blue.
4. *Active*: The active file that is determining ticket delivery. This will show up in green.
5. *Previous*: The direct previous file that is inactive. This will show up in “light” orange.
6. *Archived*: All other previously active files that are inactive. Archived layers will not show up on the map but can be downloaded if retrieval is needed.

The **Details** section provides details on the progression of layers from candidate to active so that the user can keep track of their work. Example: When a user uploads a candidate layer, information on that layer will be populated here, including the Status (as “candidate”) and the Loaded Date. Once that candidate layer is approved, the Current Status will change to “Approved” and the Approved Date will become visible. The will continue through to an Active layer.



Viewing

Layers of the map can be viewed by clicking the **Layer** button located near the top-right corner of the map. Visible layers include map views and uploaded files from the user.



Different map layers (a.k.a. “views”) that a user can experience

All existing layers associated with the station code; users can turn viewing on/off for different layers by clicking the blue checkbox.

Each layer is titled in the following format:

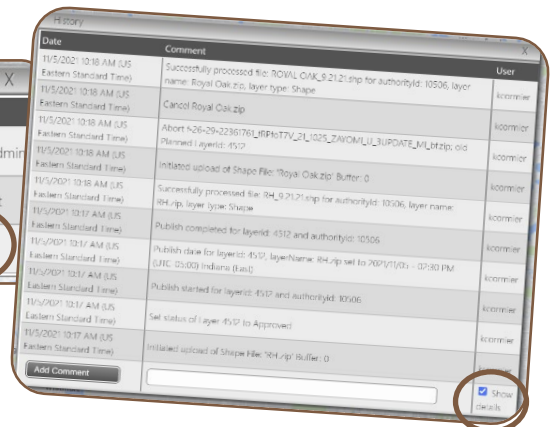
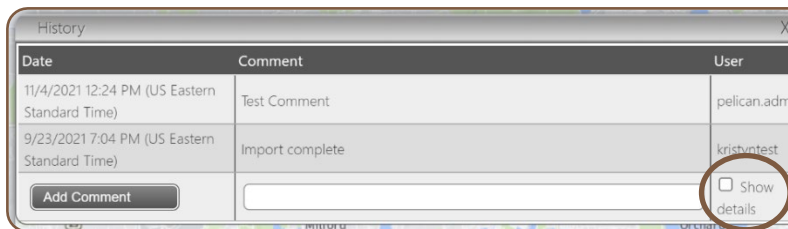
[AuthorityID] [Layer Type] [Date/Time of Upload] [File Name]

The AuthorityID is a unique identifier assigned by Pelican system.

Users can download a copy of each layer by clicking the grey box showing the AuthorityID.

Authority History

Authority History enables user to keep notes and view the timeline of [recent] activity.



When the **Show Details** box is checked, the user can view the timeline of recent activity within AuthorityViewer. Unchecking the box will allow the user to see all comments added. To add additional comments, click the **Add Comment** button.

Uploading a File

Step 1

To upload a file, click the **Upload Data** icon.

Upload Data

Data Type :

File Type :

File : Royal Oak.zip

Name :

Line Buffer -(feet) -

Service time is 9/22/2021 10:48:10 AM (US Eastern Standard Time)

File Types and Contents

When uploading a shape file type, users must attach a zipped folder containing the following file types: SHP, SHX, PRJ, and DBF. Users can also import TAB files.

At the present time, users are unable to import KML or KMZ files. Additionally, files imported replace the active AOI; the system does not allow for additions to existing layers. If a user does not have the ability to create a replacement file or is only able to create KML or KMZ files, please use the Member Service Support form located on the Member Utilities page of MISS DIG 811 website at missdig811.org to submit the file(s).

The user can import files containing polygons, lines, or points.

The system imposes a minimum 1-foot buffer on line and point data; however, MISS DIG 811 recommends the use of a minimum 100-foot buffer. If a member chooses to use a buffer size below the recommended amount, please consider that ticket delivery is triggered by the intersection of the work polygon drawn by the excavator or MISS DIG 811 NSR, which now has an automatic buffer size of only 75 feet.

Step 2

Once the file is uploaded, it becomes a “candidate layer” that requires approval. The user must approve the candidate layer before it can be published on the server. Approving the candidate layer automatically turns the file into an “approved layer”.

AOI Layer Approval

Approved :

Not Approved :

Archived :

Set Status

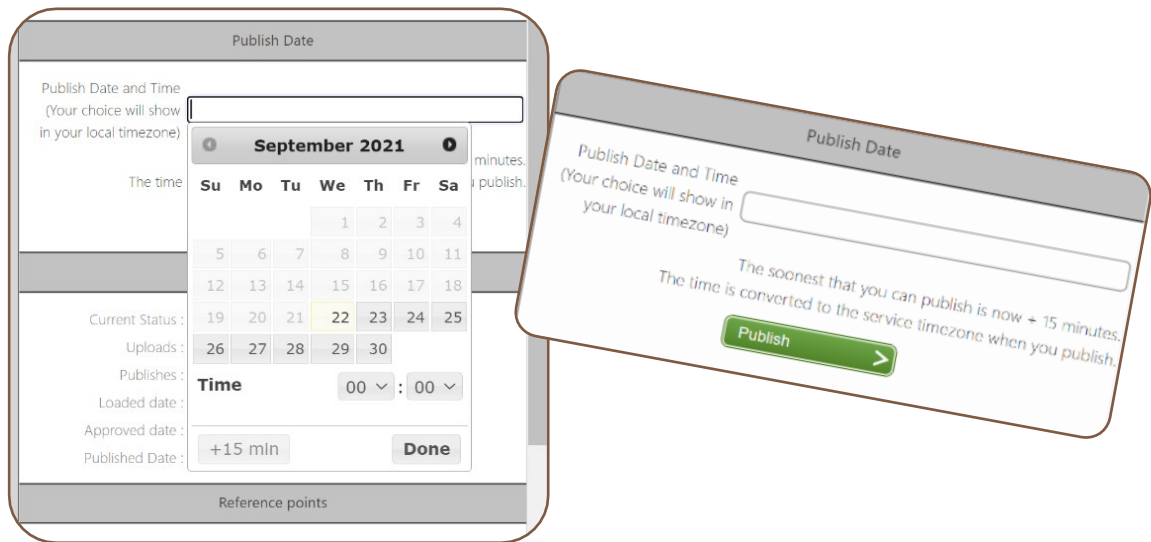
If the user sees an issue with the candidate layer, they may select “Not Approved” to stop the layer from becoming published.

Users must click the green **Apply** button after making a selection.

Step 3

The user must now publish the approved layer.

The user can set a publication date/time. The earliest a file can be published is 15 minutes out from the time the file was uploaded. Once a date/time has been selected, the user must click **Done**. They must then click the green **Publish** button if the date/time shown in the **Publish Date and Time** field is correct.



Setting a publication date/time automatically turns the approved layer into a blue “planned layer”. The file will remain a planned layer until the set publication date/time, when the file uploaded becomes active and will impact receipt of tickets.

Notes:

- Verify the publication was successfully set to “planned” before exiting the window. If the publication does not take, there is no need to re-upload. The user will need to complete the publication step again.
- Attempting to upload a second layer prior to the previous layer being published will cause issue with the creation of a live layer and will block future upload attempts.