AUTHORITYVIEWER

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AuthorityViewer is the program within DamagePreventionPortal that allows users to view and edit the areas of interest (AOI) within specific station codes associated with their user account. The program 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.


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 their username or password, click on the appropriate links at the bottom of the login box.
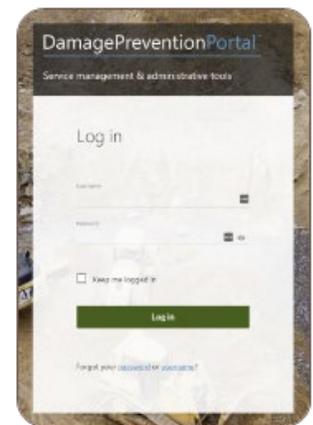
Upon successful login, the user will see the **Dashboards** menu and the **Overview** screen. This screen provides an overview of tickets received for the membership the account is associated with.
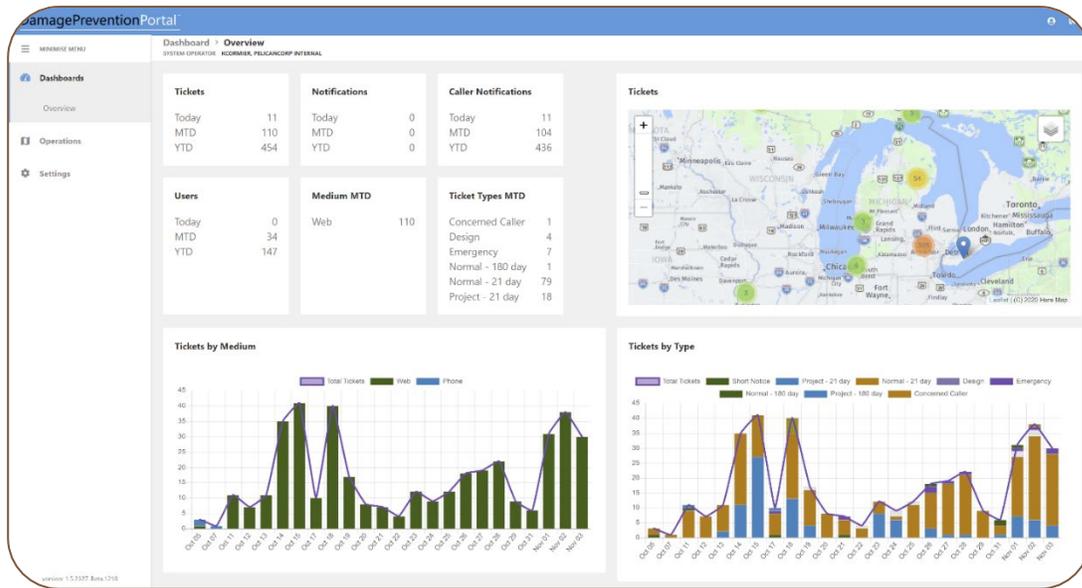
Viewing and editing is done on a station-code basis. All station codes associated with the user account can be found in the **Settings** menu under **OneCallAccess**.
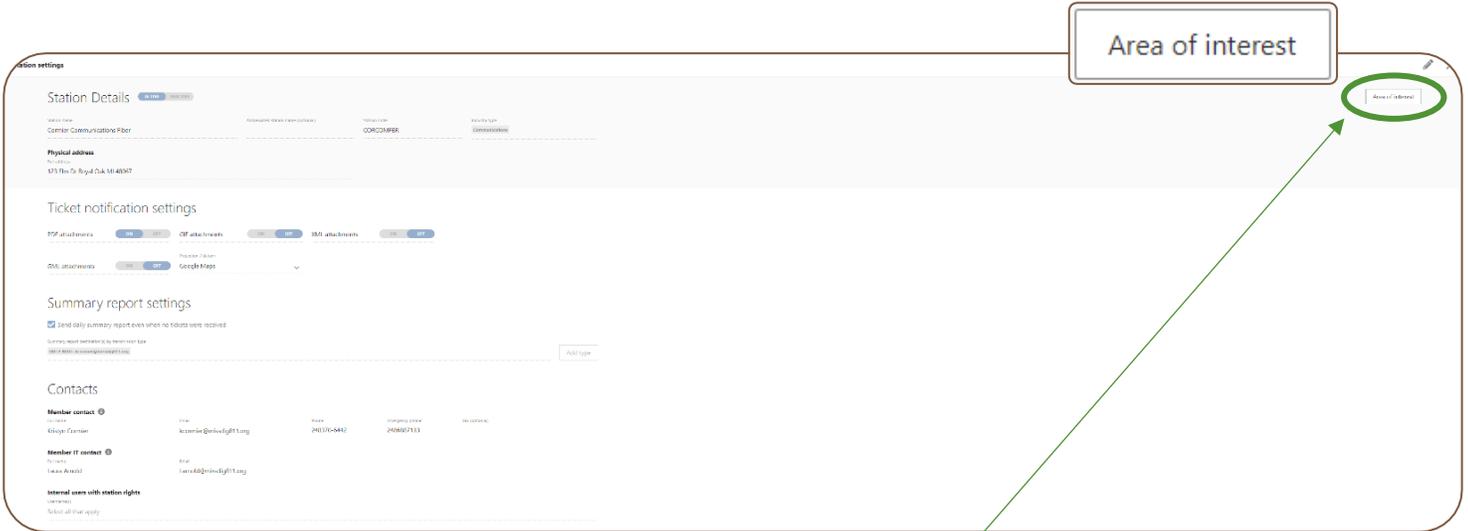
To view or edit the AOI, open the appropriate station code.

The 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.

AuthorityViewer allows users to upload files depicting the locations of their underground facilities. This area of interest (AOI) is what triggers transmission (a.k.a. "delivery") of tickets when it intersects with the work polygon drawn on tickets.
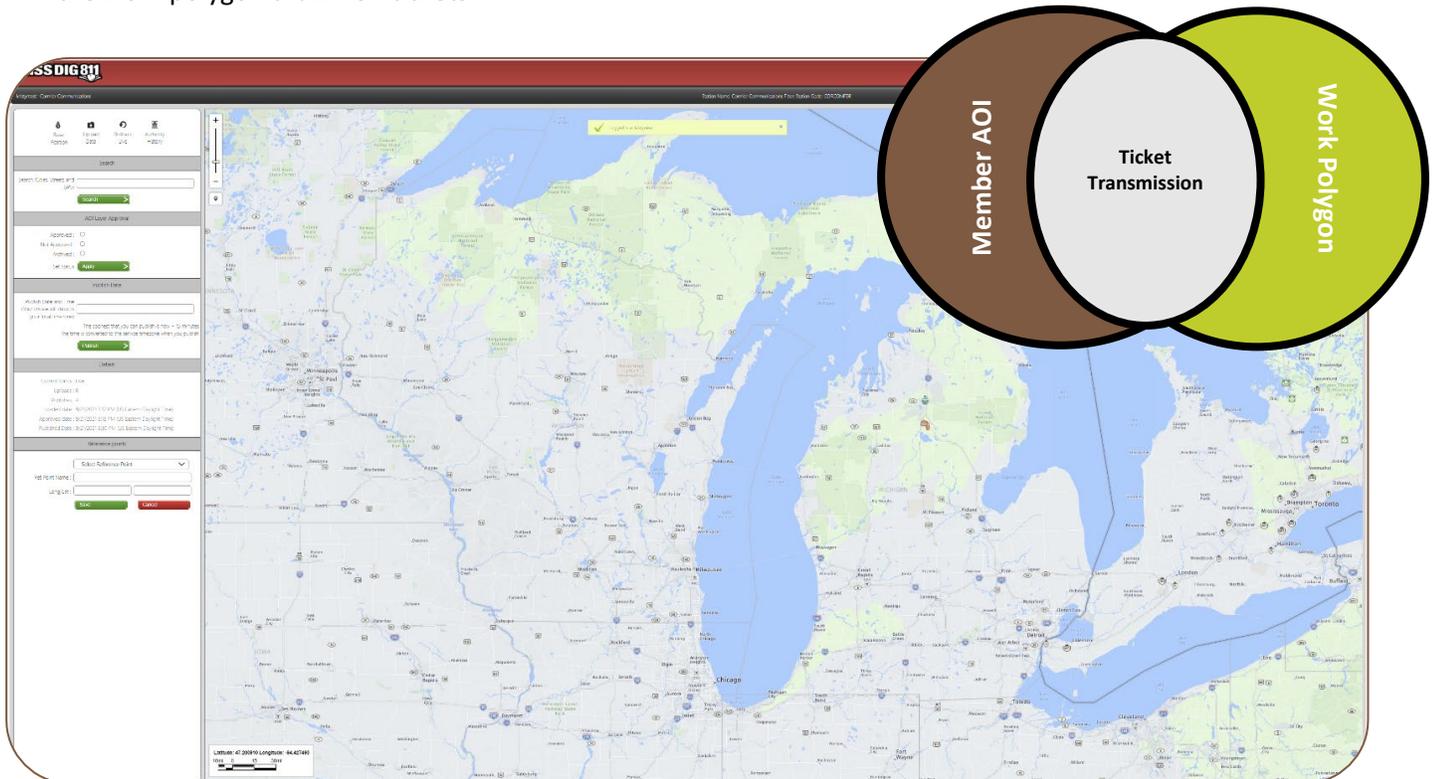
Users can navigate the map to view shapes by inputting location information into the **Search** field. The information can be entered just as it would be when using Google Maps. The user can also insert navigational Lat./Long. reference points in the **Reference Points** section.

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

When uploading a shape file type, users must attach a zipped folder containing the following file types: SHP, SHX, PRJ, and DBF.

At the present time, users can only import files to replace the active AOI. Users are also unable to import KML or KMZ files. If a user does not have the ability to create a replacement file or is only able to create KML or KMZ files, please contact the Member Services Department for assistance.

Users can also import TAB files.

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.

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".
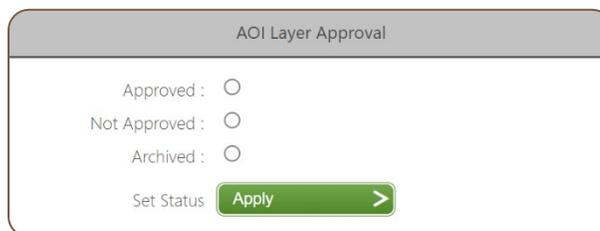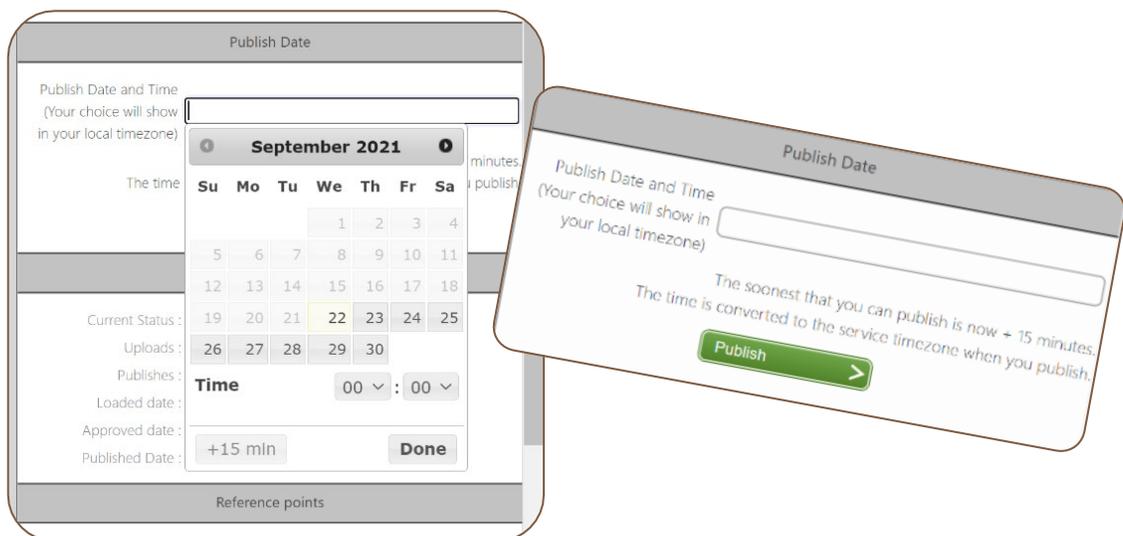

If the user sees an issue with the candidate layer, they may select "Not Approved" to stop the layer from becoming published.

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

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 "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.

As referenced, 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.

Existing layers can be viewed by clicking the **Layer** button located near the top-right corner of the map.

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.

The toolbar near the top of the page can change to reflect actions are occurring in the present time/AuthorityViewer session. In total, users have access to the following tools:

Reset Position: Resets map to the default view

Upload Data: Begins the file upload process.

Rollback Live: Reverts the AOI to the previous layer.

Cancel Candidate: Cancels the candidate layer that has been uploaded for approval and removes it from AuthorityViewer.

Abort Planned: Cancels the planned layer from being published and demotes to an approved layer that can be then be selected for "Not Approved" to remove from AuthorityViewer. The current active file will remain as-is.

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.