MISS DIG 811

Creating AOI Files Through Google Maps

Contents

General

Google Maps is a great tool for creating area of interest (AOI) files for upload into stations. It is an option for membership without access to GIS software of their own. It is also a convenient way to create files that are additions to a station's existing AOI.

KML/KMZ files can also be created through Google Earth using similar steps outlined in this document.

Members can submit files created in Google Maps to the Member Services Department for upload into AuthorityViewer through the online **Member Service Support form.** Use of the form is required. Enabled DamagePreventionPortal (DPP) users can also upload these files directly into AuthorityViewer, as long as the file is a replacement of the existing AOI and not just an addition.

As a reminder, the live AOI represents the locations of underground facilities and are what trigger delivery of MISS DIG 811 tickets to a station.

Terms Used

| Term	Definition
Area of Interest (AOI)	Represents the location(s) of a facility owner/operator's underground facilities and is a layer contained within each station.
AuthorityViewer	Web-based program within DamagePreventionPortal that allows authorized users to view and update an AOI. Updates are completed by replacement file uploads only; no drawing tools.
DamagePreventionPortal (DPP)	The platform used by members to access and manage their membership; also used by the MISS DIG 811 Member Services Department.
KML/KMZ File	Stands for "Keyhole Markup Language," which is an XML notation for expressing geographic annotation and visualization within 2D maps and 3D Earth browsers. A KMZ file is a zip-compressed KML file. Either file type can be used as an AOI layer.
Layer	A layer contains features (polygons) that represent the AOI of a station.
Line	Represents linear features and requires a buffer. Line data has a starting and end point.
Member Service Support Form	Online form used internally by department to collect varying information from members.
OneCallAccess (OCA)	Ticket entry platform used to place dig and design tickets; used internally by Notification Center NSRs or by external users. Excavators can use to search tickets placed and check Positive Response.
Pelican/PelicanCorp	PelicanCorp is the creator of the DamagePreventionPortal and OneCallAccess; they are typically referred to as our "vendor."
Polygon	Complete data that represents fully enclosed areas (shape) bound by straight line segments, circular arcs, elliptical arcs
SHP File	The shapefile format is a geospatial vector data format for geographic information system software; can be uploaded into AuthorityViewer.
Station	Essentially an asset on the DamagePreventionPortal under a membership; stations are most often per separate facility type but some members use stations to break up a single-facility-type-asset into regions; only one facility type can be applied to a station; contains ticket notification settings, Summary Report settings, contact information, and area of interest. Each station is assigned a unique identifier called a "station code."
Station Code	A unique identifier assigned to each station that should follow standard naming procedure to summarize company name and facility type.
Ticket	A communication from MISS DIG 811 to a facility owner/operator or their third party requesting the marking of underground facilities, based on information provided by an excavator in a dig notice.
Transmission	A transmission is a delivery of a single ticket and revision number through a single subscription; triggered by the shapes in the AOI.
User Account	Account associated with each membership that allows authorized users to access and manage membership through the DamagePreventionPortal; starts in OneCallAccess.
Work Polygon	The polygon drawn by a MISS DIG 811 NSR or external use on each ticket placed depicting the work/dig location; the work polygon is intended as virtual white lining.

How To

Get Started

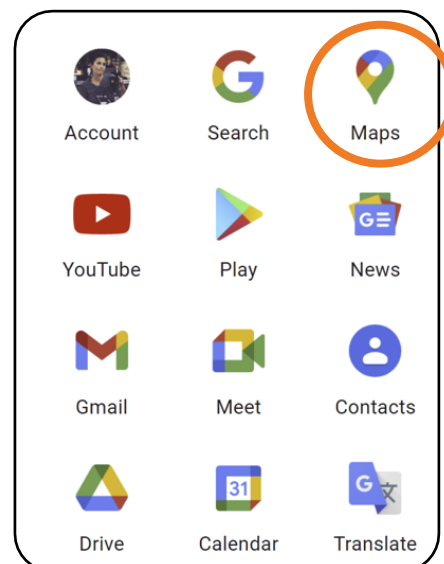To begin, sign into a Google account at www.google.com.

If you don't have an existing account, click the **Google Apps icon** located in the top right corner of the homepage to create a free account. It's fast and simple.

Navigate the Program

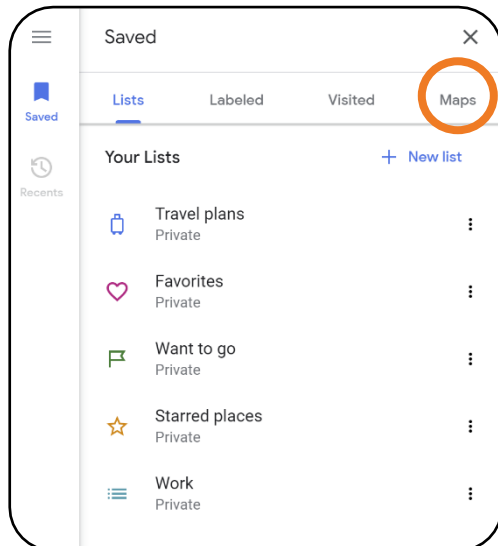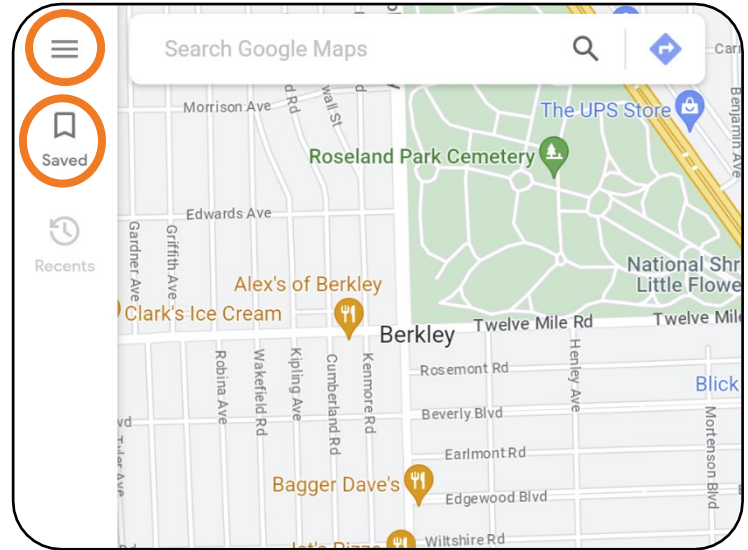Once you are logged into Google, click on the **Google Apps icon** located in the top right corner of the homepage.
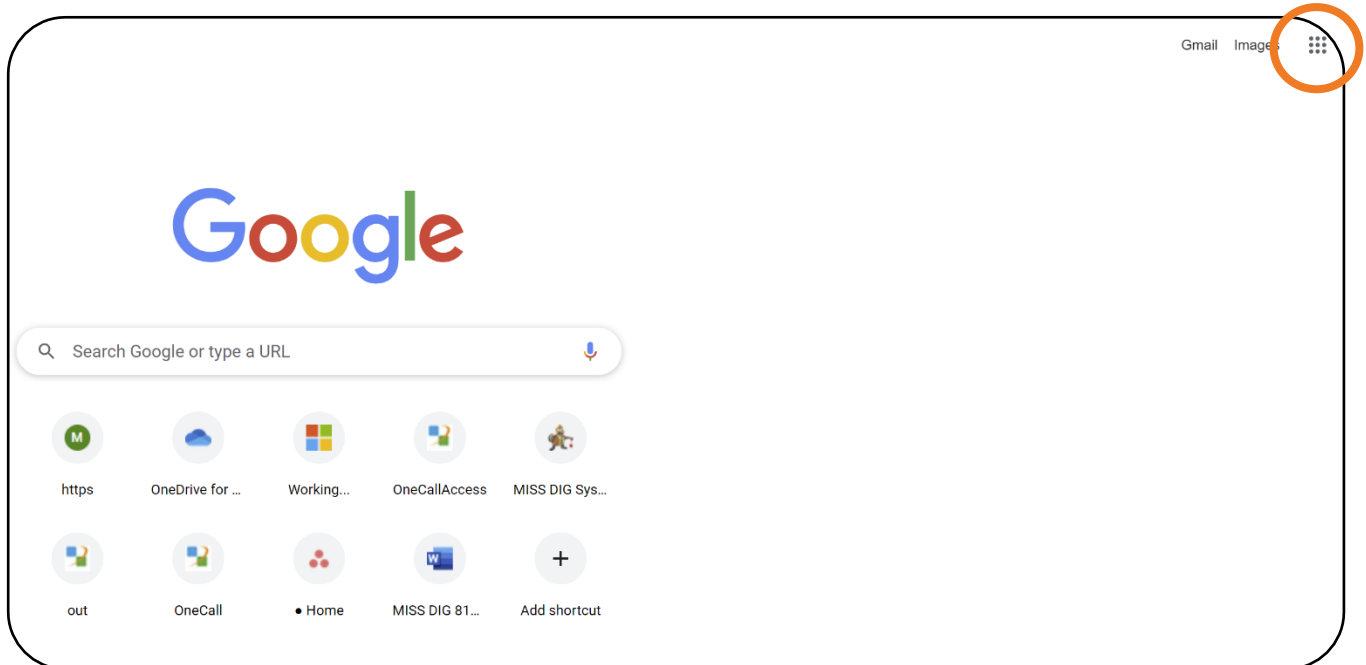
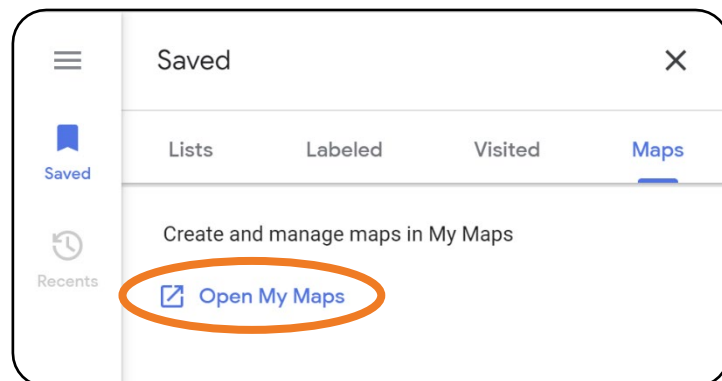Then click **Maps** on the pop-up menu that appears.

Once on the **Google Maps** page, click either the **Menu icon** in the top left corner of the screen or the **Saved**.

If you clicked the **Menu icon**, click **Saved** in the new menu that appears.

A **Saved menu** will appear.
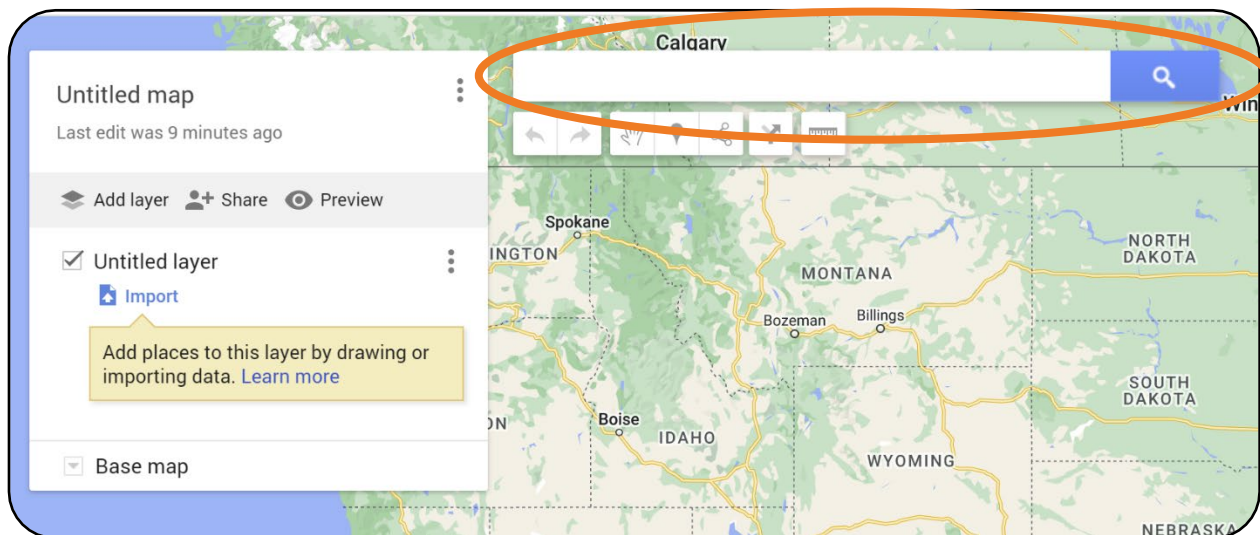
Click **Maps** and then **Open New Maps**.

From the **My Maps** page that generates, you will then click **+Create A New Map**.
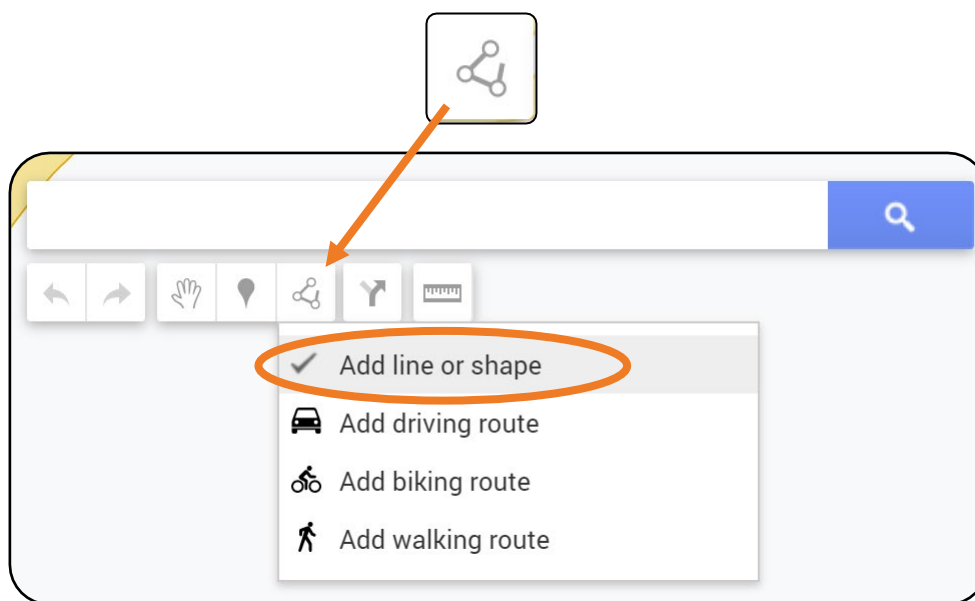
+ CREATE A NEW MAP

Draw Lines and Shapes

Use the search bar to find the desired location.

To create a shape, click the **Draw a Line** tool located under the search bar. Then select **Add Line or Shape** from the menu.
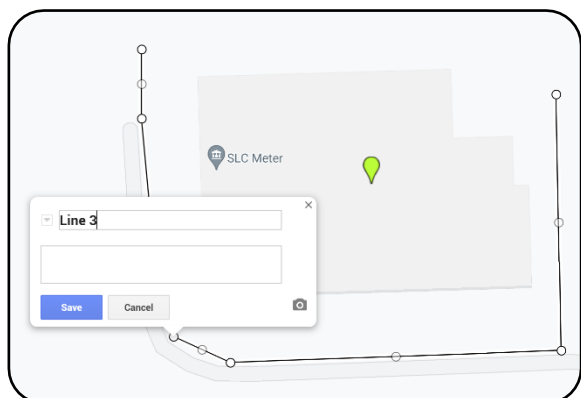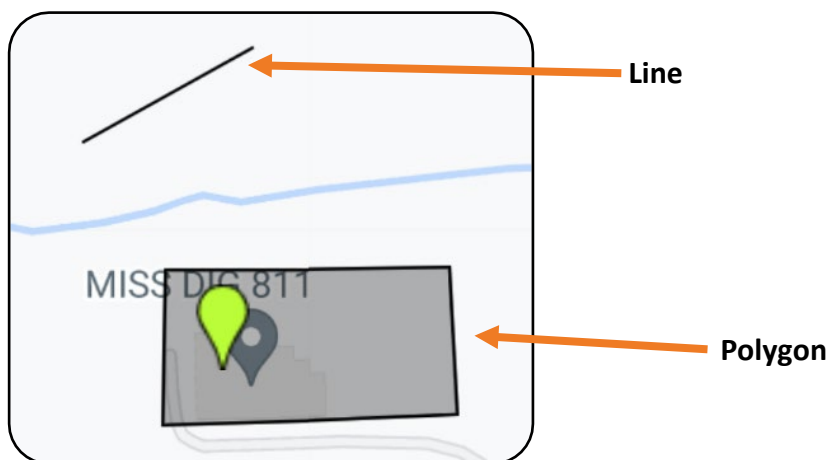

This will allow you to begin creating a new map layer.

CREATING AOI FILES THROUGH GOOGLE MAPS

To draw a line, left click and drag cursor; double-click to complete.

To draw a shape (a.k.a. "polygon"), left click and drag the cursor; double-click at the shape's origin point to complete.


Upon finalizing the line or shape, you will be asked to label. You can leave the default text or input information unique to what you are drawing.

Whatever you choose, click **Save** to complete.

To edit the labels after they've been created, click on the line or shape. Then click the **Pencil** tool to edit. Click **Save** when complete.

The line or shape can be deleted by clicking the **Trash icon**.
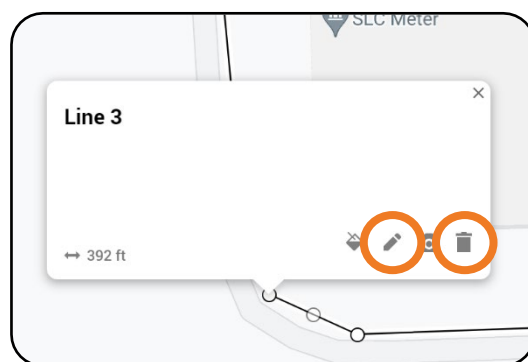
You can add more than one line or shape to the map layer you're creating, but please limit each layer created to one station at a time. Do not include multiple layers in a single file.
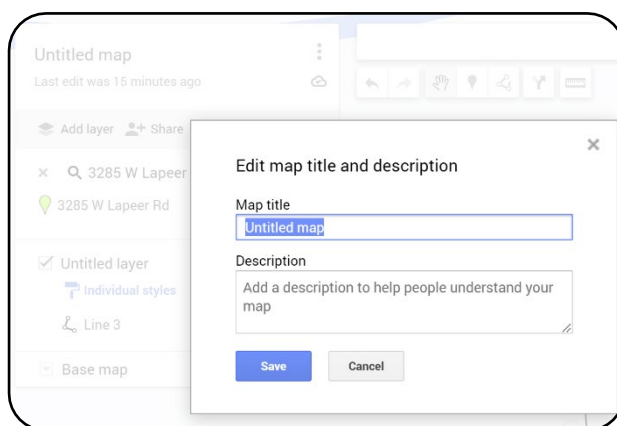
Name the Layer

You can elect to rename your map layer. Note that it's perfectly fine to leave the default information of "Untitled layer."
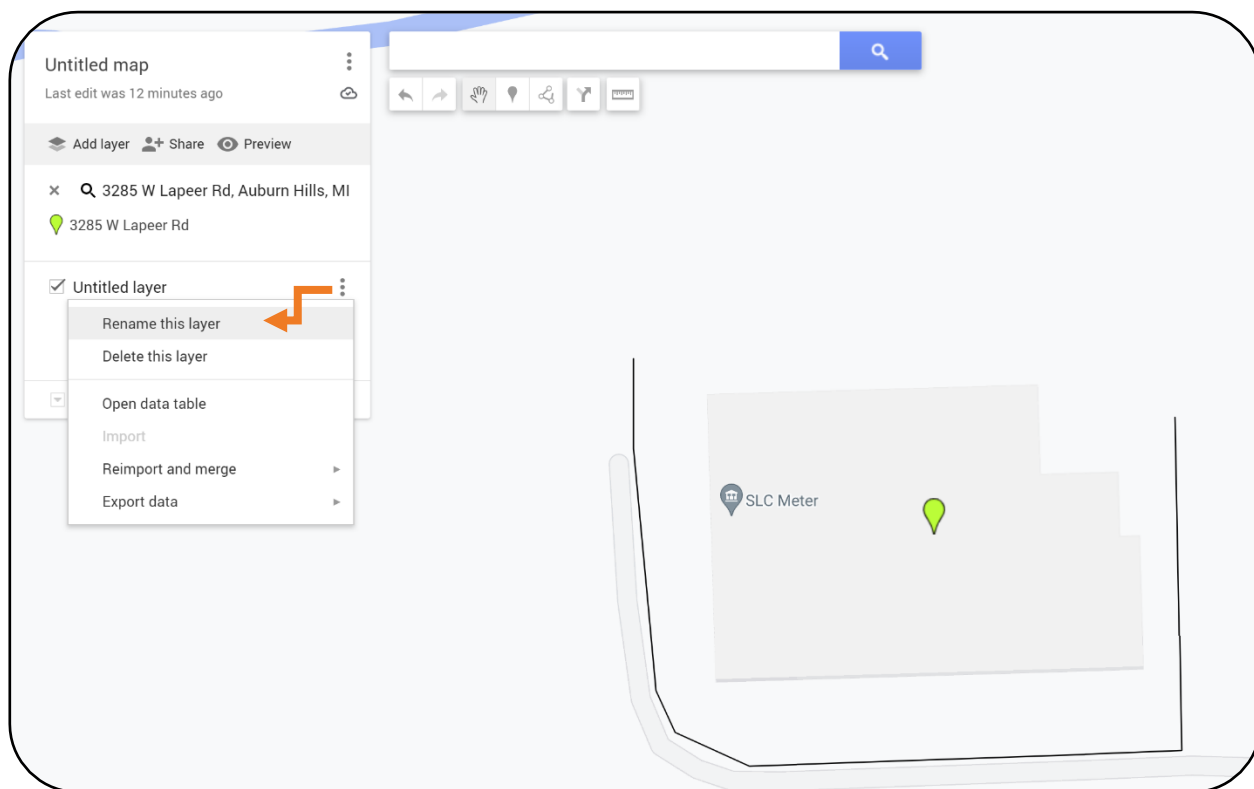
Click the **3-Dot icon** and select **Rename This Layer**. Input the new information and click **Save** once complete.

You can also elect to rename the map itself by clicking on **Untitled Map**.
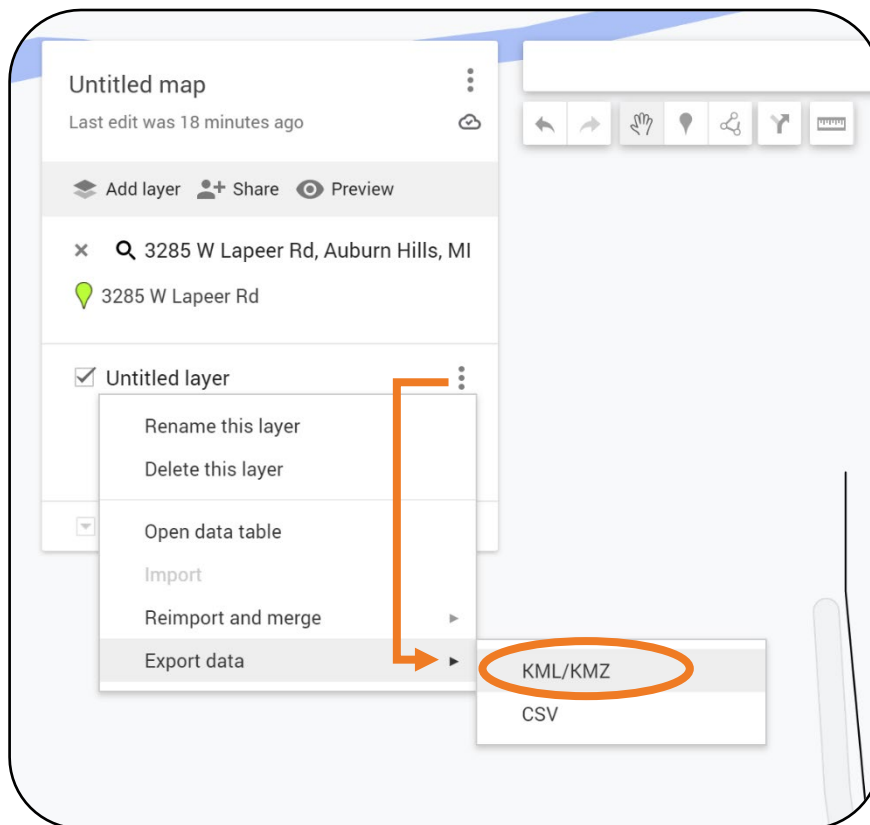

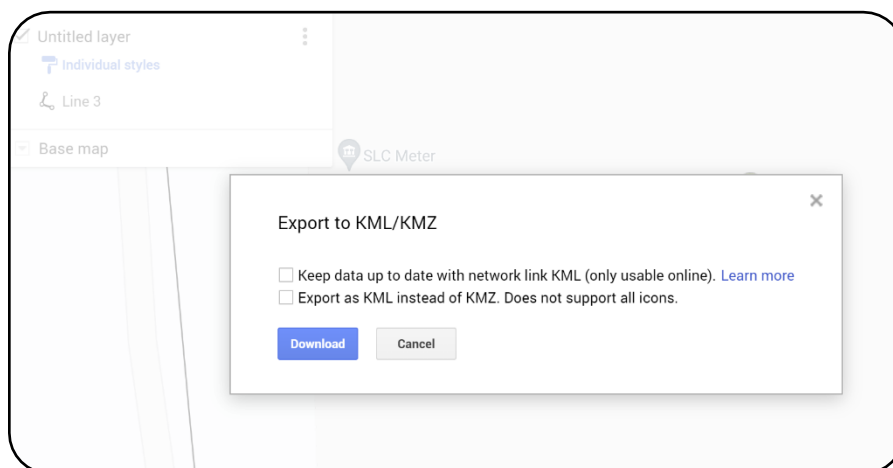Input the new information and click **Save** once complete.

Export the Layer

To export the file, click the **3-Dot icon** and select **Export Data**.

Select **KML/KMZ** from the menu.

Neither checkbox is required to be marked unless you would like to export as a KML file instead of KMZ. Click **Download** to export your file to your computer.

Next Steps

Members can submit files created in Google Maps to the Member Services Department for upload into AuthorityViewer through the online **Member Service Support form.** Use of the form is required.

You will be notified once it is uploaded as a candidate layer for you to approve and publish.

Enabled DamagePreventionPortal (DPP) users can also upload these files directly into AuthorityViewer, as long as the file is a replacement of the existing AOI and not just an addition.

Conclusion

This completes the Creating AOI Files Through Google Maps instructional guide.

As a reminder, this is separate from DamagePreventionPortal. Detailed guides on aspects of DamagePreventionPortal can be found at resources.missdig811.org.

Contact the Member Services Department through the online **Member Service Support form**, by email at membersupport@missdig811.org, or (800) 482-7161 with questions regarding DamagePreventionPortal and membership.

Member Service Support

This form allows members to:
Activate Excavator PosR Webhook Subscriptions
Add OCA accounts to DPP
Request updates to contact information
Request updates to ticket delivery subscriptions
Submit AOI files for upload
Request information on becoming a member
Contact the Member Services Department for invoice inquiries, questions, and troubleshooting

Select one of the following *

[⌄]

[Submit]