



AuthorityViewer



AUTHORITYVIEWER

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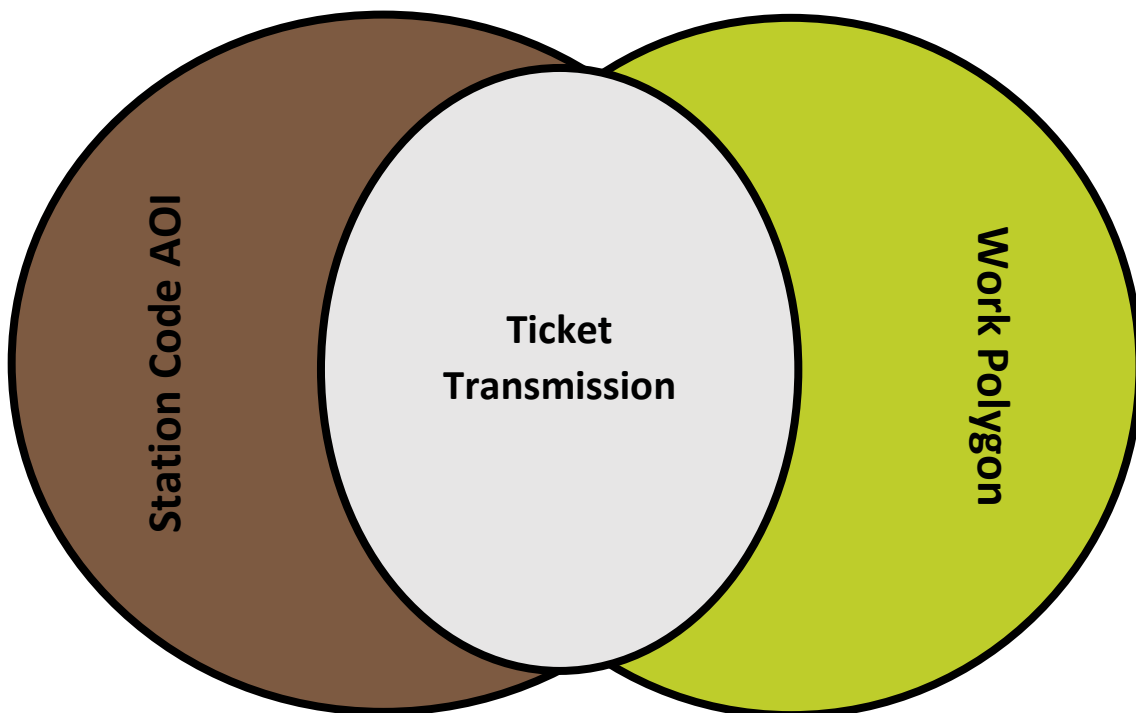
Terms Used

Term	Definition
<i>Area of Interest (AOI)</i>	Represents the location(s) of a facility owner/operator's underground facilities and is a layer contained within each station.
<i>AuthorityViewer</i>	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.
<i>DamagePreventionPortal (DPP)</i>	The platform used by members to access and manage their membership; also used by the MISS DIG 811 Member Services Department.
<i>GIS</i>	GIS, or geographic information systems, are computer-based tools used to store, visualize, analyze, and interpret geographic data. Geographic data (also called spatial, or geospatial data) identifies the geographic location of features. These data include anything that can be associated with a location on the globe, or more simply anything that can be mapped. For example, roads, country boundaries, and address are all types of spatial data.
<i>KML/KMZ</i>	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.
<i>Layer</i>	A layer contains features (polygons) that represent the AOI of a station.
<i>Member Service Support Form</i>	Online form used internally by department to collect varying information from members.
<i>OneCallAccess (OCA)</i>	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.
<i>Pelican/PelicanCorp</i>	PelicanCorp is the creator of DamagePreventionPortal and OneCallAccess; they are typically referred to as our "vendor."
<i>Shapefile</i>	The shapefile format is a geospatial vector data format for geographic information system software; can be uploaded into AuthorityViewer.
<i>Station</i>	Essentially an asset on 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."
<i>Station Code</i>	A unique identifier assigned to each station that should follow standard naming procedure to summarize company name and facility type.
<i>Subscription</i>	One of the many possible deliveries to a member based on ticket criteria and destination; applied to station(s); can be email, IVR, or webhook.
<i>Ticket</i>	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.
<i>Transmission</i>	A transmission is a delivery of a single ticket and revision number through a single subscription; triggered by the shapes in the AOI.
<i>User Account</i>	Account associated with each membership that allows authorized users to access and manage membership through DamagePreventionPortal; starts in OneCallAccess.
<i>Work Polygon</i>	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.

General

AuthorityViewer is the program within DamagePreventionPortal that allows users to view the area of interest (AOI) and upload replacement files per individual station 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.



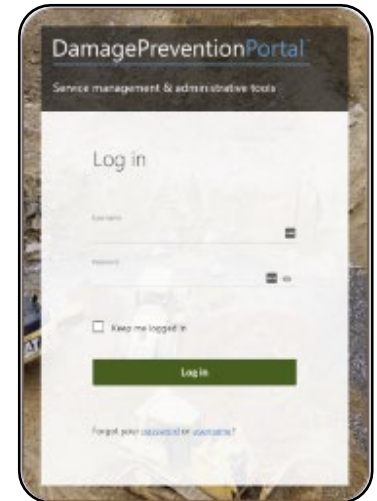
How To

Get Started

Log into your DamagePreventionPortal (DPP) account at dpp.missdig811.org. Enter username and password.

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

If you have 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.



User account types with access to AuthorityViewer are Member Full/+, Member Admin/+, AuthorityViewer, and Explore Your Data/+. However, only Member Full/+ and AuthorityViewer account types allow for read/write access.

Navigate to AuthorityViewer

Viewing and editing is done per station. All stations associated with your user account can be found under **Settings: OneCallAccess**. To view or edit the AOI, open the desired station.

Settings > OneCallAccess		
SYSTEM OPERATOR KCORMIER, PELICANCORP INTERNAL		Cormier Communications
Stations Subscriptions Lookup Tables		
Status	State	Search by station name or station code
Active	▼ All	▼
Station code		State
CORCOMFBR	Cormier Communications Fiber	MI
CORCOMPH	Cormier Communications	MI
HORNCTV	Cormier Communications	MI
HORNPH	Cormier Communications Phone	MI

Within the station settings, you will click the white **Area of Interest** button to open AuthorityViewer.

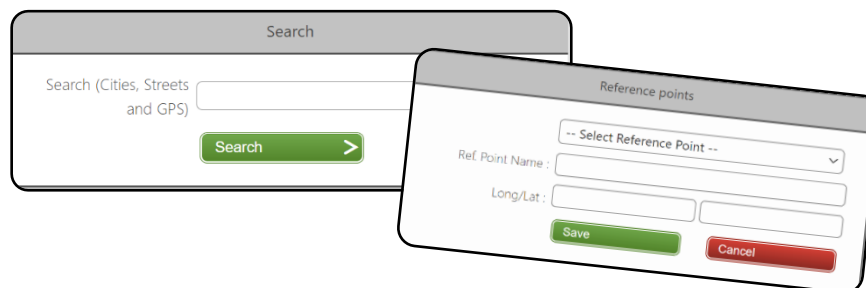


On occasion, you may be prompted to log into AuthorityViewer. When this happens, your DPP user account credentials should be entered.

Inside AuthorityViewer

The Map

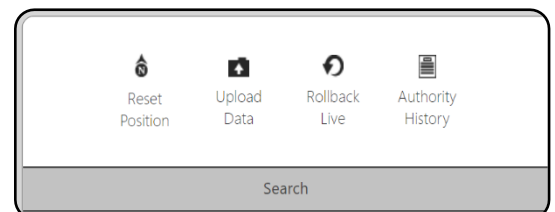
You can navigate the map to view shapes by inputting location information into the **Search** field. The information can be entered just as it would be when using Google Maps. You can also insert navigational Lat./Long. reference points in the **Reference Points** section.



Tools

You 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 previously live layer.
- **Authority History:** Enables user to keep notes and view a recent timeline of activity.



Layers

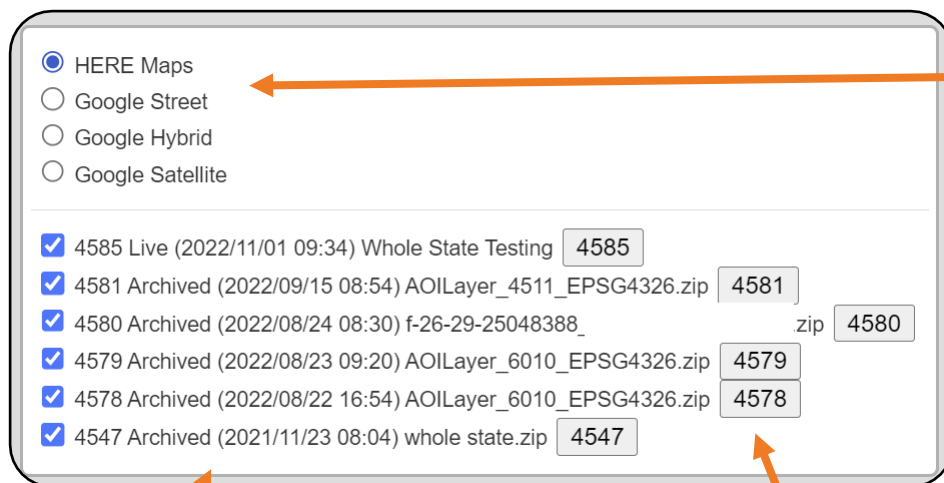
Names and Progression

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 **orange**.
3. **Planned:** The most recently uploaded file that has been scheduled for publication. This will show up in **blue**.
4. **Live:** The active file that determines ticket delivery. This will show up in **green**.
5. **Previous:** The direct previous file that is inactive. This will show up in **orange**.
6. **Archived:** All other previously active files that are inactive. Archived layers will show up in **black**.

View

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



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:

[AOI ID] [Layer Type] [Date/Time of Upload] [File Name]

The AOI ID is a unique identifier assigned to a layer by the Pelican system.

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

Details

The **Details** section provides details on the progression of layers from candidate to active so you can keep track of your work. When you upload 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. This will continue through to a Live layer.

Details

Current Status : Candidate

Uploads : 12

Publishes : 9

Loaded date : 11/8/2021 9:30 AM (US Eastern Standard Time)

Approved date :

Published Date :



Details

Current Status : Approved

Uploads : 12

Publishes : 9

Loaded date : 11/8/2021 9:30 AM (US Eastern Standard Time)

Approved date : 11/8/2021 9:38 AM (US Eastern Standard Time)

Published Date :



Details

Current Status : Planned

Uploads : 12

Publishes : 9

Loaded date : 11/8/2021 9:30 AM (US Eastern Standard Time)

Approved date : 11/8/2021 9:38 AM (US Eastern Standard Time)

Published Date : 11/8/2021 9:50 AM (US Eastern Standard Time)



Details

Current Status : Live

Uploads : 13

Publishes : 10

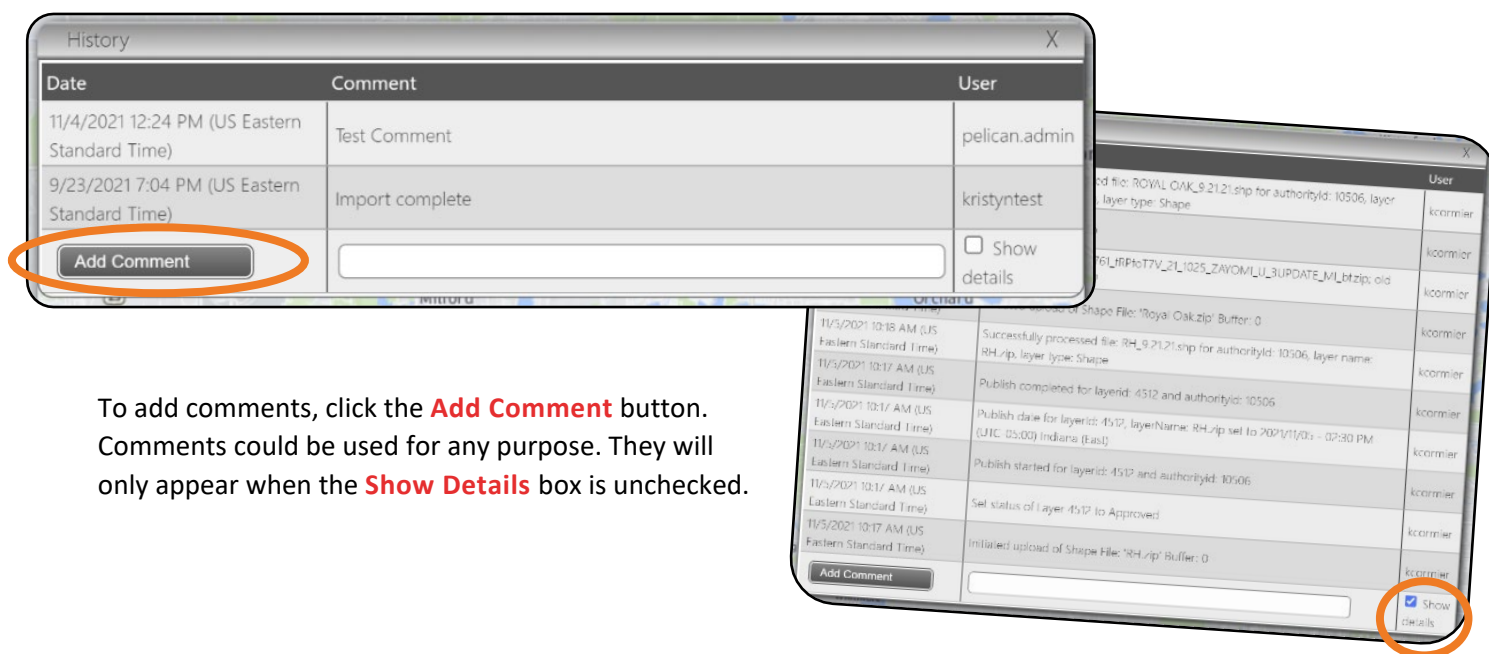
Loaded date : 11/8/2021 9:30 AM (US Eastern Standard Time)

Approved date : 11/8/2021 9:38 AM (US Eastern Standard Time)

Published Date : 11/8/2021 9:50 AM (US Eastern Standard Time)

Authority History

Authority History allows you to keep notes and view the timeline of [recent] activity associated with the station.



To add comments, click the **Add Comment** button. Comments could be used for any purpose. They will only appear when the **Show Details** box is unchecked.

When the **Show Details** box is checked, you can view the timeline of recent activity within AuthorityViewer. This information is recorded by the system and does not require manual input.

Update the AOI

Replacement Vs. Addition

At the present time, files uploaded only replace the active AOI. The system does not allow for additions to existing layers through AuthorityViewer.

If you don't have the ability to create a replacement file, 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). We are happy to assist you in combining files.

Formats and File Contents

DamagePreventionPortal accepts shapefile, KML/KMZ, and TAB formats. All uploads must be in zip files. Files can contain polygons, lines, or points. Datum used must be NAD83 or WGS84. The zip file size should not exceed 155 MB.

A Note on the Shapefile Format

When uploading a shapefile, you must attach a zip file containing the following file extensions only: .SHP, .SHX, .PRJ, and .DBF. The inclusion of additional file extensions may cause the upload to fail.

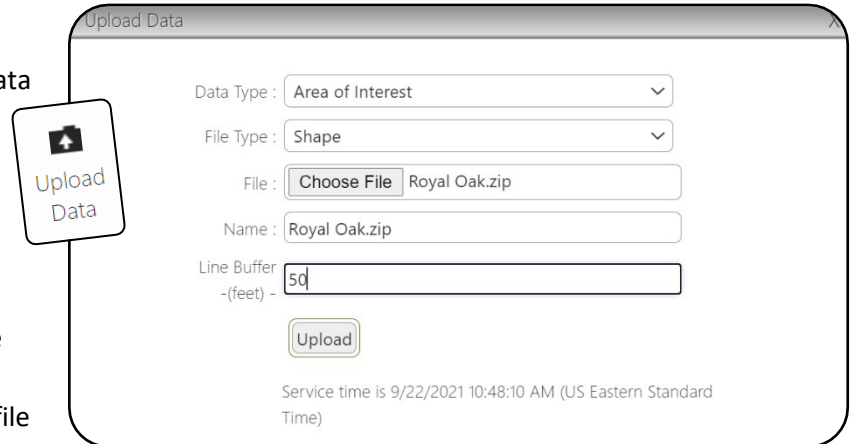
It's important to note that DamagePreventionPortal only needs geometry, so please strip files to remove metadata prior to upload. This will help the upload process run more efficiently.

Step 1: Upload

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

This will generate a pop-up menu to input data for upload.

- **Data Type:** This will always show “Area of Interest”.
- **File Type:** Select the file type you are uploading.
- **File:** From your computer, select the file you are uploading.
- **Name:** This will show whatever the file name is; it can be changed if you’d like to label it differently.
- **Line Buffer:** 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 you choose 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 uses buffer size of only 75 feet to determine which members should receive the ticket. This 75-foot buffer is not seen by the excavator or facility owner/operator member.



The screenshot shows a pop-up window titled "Upload Data". It contains the following fields and controls:

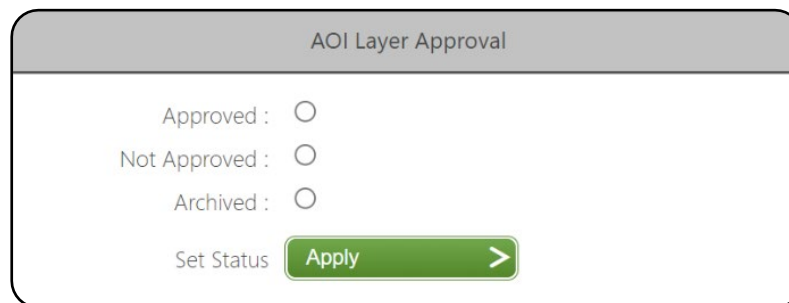
- Data Type:** A dropdown menu with "Area of Interest" selected.
- File Type:** A dropdown menu with "Shape" selected.
- File:** A file selection button labeled "Choose File" followed by the text "Royal Oak.zip".
- Name:** A text input field containing "Royal Oak.zip".
- Line Buffer:** A text input field with "50" and a unit label "(feet)".
- Upload:** A green button labeled "Upload".
- Service time:** A timestamp at the bottom: "Service time is 9/22/2021 10:48:10 AM (US Eastern Standard Time)".

Once complete, click the **Upload** button.

Step 2: Approve

Once the file is uploaded, it becomes a “candidate layer” that requires approval. You 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”.

Under the **AOI Layer Approval** heading, select “Approved” and click the green **Apply** button.



The screenshot shows a form titled "AOI Layer Approval". It contains the following elements:

- Approved:** A radio button.
- Not Approved:** A radio button.
- Archived:** A radio button.
- Set Status:** A label next to a green button labeled "Apply" with a right-pointing arrow.

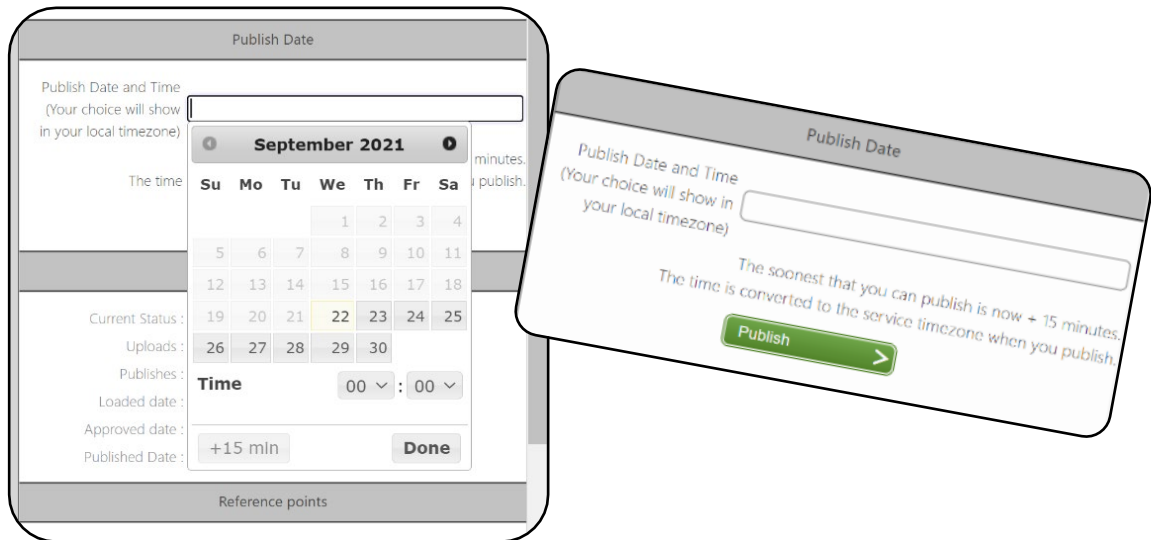
If you change your mind about the upload or determine it is incorrect, you can select “Not Approved” and click the green **Apply** button. This will essentially remove that upload (a.k.a. “candidate layer”) from the system and allow you to start over.

Step 3: Publish

Once approval is complete, it is time to publish the layer.

Under the **Publish Date** heading, click within the blank field to set the publication date/time. The earliest a file can be published is 15 minutes out from the time the file was uploaded. This can be done by clicking **+15**. Once a date/time has been selected, you must click **Done**.

When you are ready to publish the layer, which means that ticket receipt is triggered by those shapes, click the green **Publish** button.



The layer will then change to a blue “planned layer”. The file will remain a planned layer until the chosen publication date/time. Verify the publication was successfully set to “planned” before exiting the window.

Important Reminders

- There are occasional delays in AuthorityViewer after any action is completed. If you experience a delay, please allow the system some time to process before re-attempting or completing the next step.
- Attempting to upload a file while there is an existing candidate or approved layer will result in failure and may block future upload attempts. If you decide not to use a candidate or approved layer, go back to the **AOI Layer Approval** heading and select “Not Approved”.
- If you realize that a published layer is incorrect, click the **Rollback Live** button to revert to your previously active layer. Doing so quickly will alleviate repercussions of having an inaccurate AOI, which will likely cause your station to miss tickets.



AUTHORITYVIEWER

Conclusion

This completes the AuthorityViewer instructional guide.

As a reminder, detailed guides on additional 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. We are here to help!

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