



IMAP MANUAL

AN INSTRUCTIONAL GUIDE TO VIEWING
AND MAPPING DISTRICT POLYGONS ONLINE

2013

LAST UPDATE: June, 2013

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ASSISTANCE IS AVAILABLE MONDAY THROUGH FRIDAY BETWEEN THE HOURS OF 8AM - 5PM BY CALLING [732-394-3000](tel:732-394-3000).

INTRODUCTION

IMAP is an online application that allows underground facility owners to view, add, modify and delete polygons from their active database. The following pages will explain the process you must follow to accurately work on your database with the **New Jersey One Call** using **IMAP**.

We recommend that you have IMAP up and running while you read this manual, so that you can try out certain features as you learn about them. Welcome to IMAP!



Smart Phone?

Scan the barcode to the left with the **QR code reader** on your smartphone and visit **New Jersey One Call** on the web.

IMAP AT A GLANCE

30 YEARS OF SERVICE
ONE CALL CONCEPTS
When safety is on the line.

IMAP

DATABASE MANAGEMENT

HOW IT WORKS

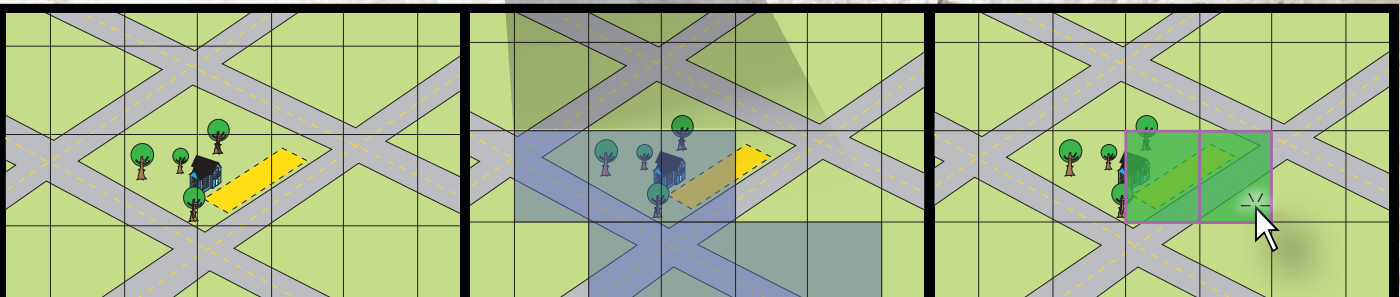


► The user wants to create a new **COVERAGE AREA** within the base map for future notifications for a specific area(s).
They log in to IMAP.



► After logging into the IMAP system, the user 'activates' a series of grids in the base map showing the whereabouts of a particular facility. This process allows them to be notified when work is being done near this area, through OCC's PRISM technology.

▼ After the new grids have been activated, PRISM works with this new information, so when a ticket is filed in the same area as the newly added facility the user is **directly informed**.



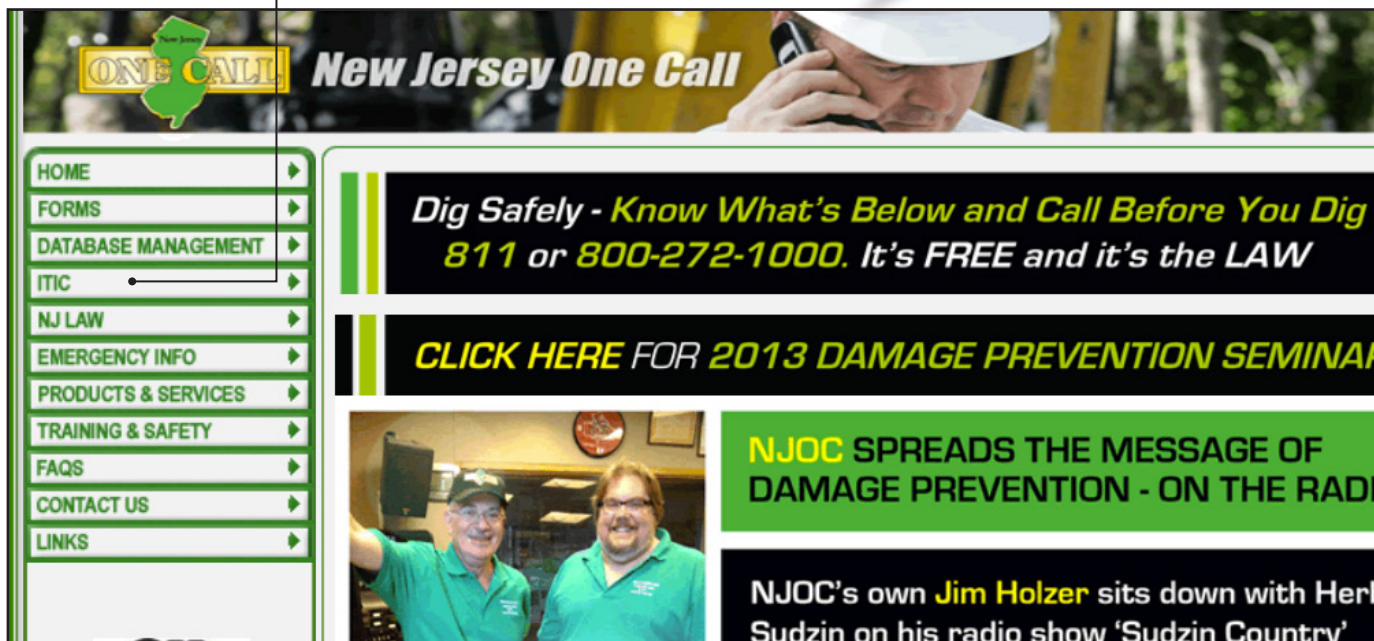
In this series of illustrations, the excavation area is shown in **yellow** (left), and the facility owner's coverage area is shown in **blue** (center). When an excavator files a ticket (right), he selects grids on the map to encompass his excavation area (grids selected are shown here in **green**). Since the excavator's mapped area overlaps the facility owner's coverage area, the facility owner will be notified automatically.

30 YEARS OF SERVICE
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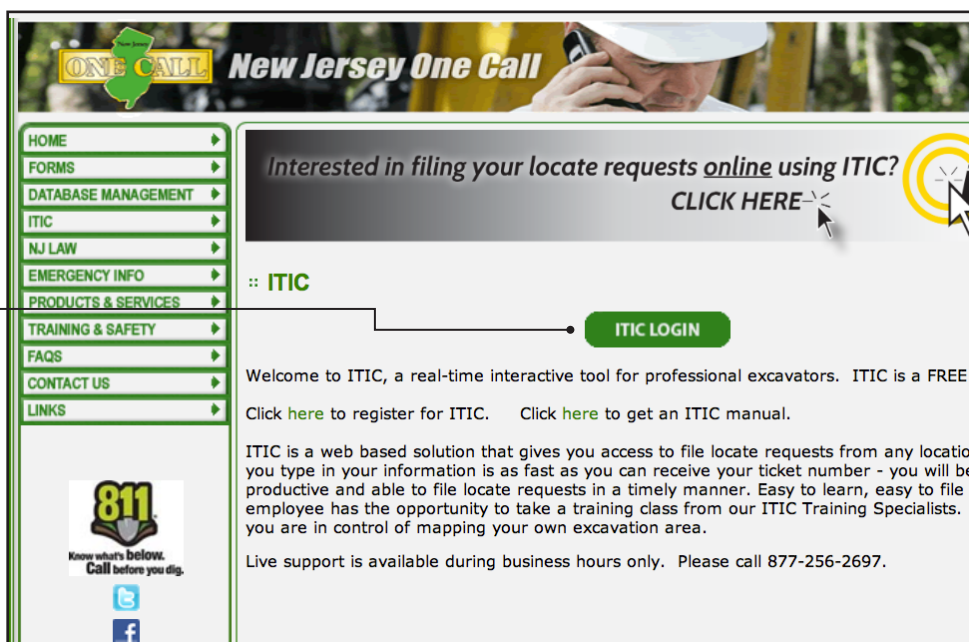
LOGGING IN TO IMAP

1. Go to www.nj1-call.org and click the link labeled ITIC.

New Jersey One Call Homepage



2. On the next page, click the **ITIC Login** button. This will bring you to the ITIC/IMAP login screen.



3. At the **New Jersey One Call Login/Registration Screen** enter your email address and password and click **Login**.

New Jersey One Call Login/Registration Screen

LOGIN

Email:

Password:
[Forget your Password?](#)

By logging in, I agree to the [Terms and Conditions](#) **LOGIN >**

Don't Have An Account Yet? **REGISTER NOW >**

Message Center

Use the binocular or Google buttons found at the top right hand side of the map to help find your site location.

ITIC Main Menu Screen

Then click **"Edit Participant Map"** to access IMAP.

ITIC [Help ?](#) | [Logout](#)

New Jersey One Call

Use the Buttons Below to Navigate Through The ITIC Application

Edit Account **Edit Participant Map** **NJ IMAP Manual** **Ticket Search**

REMEMBER: IF YOU CLICK THE 'BACK' AND 'NEXT' BUTTONS AT THE TOP OF YOUR BROWSER (i.e. FIREFOX, INTERNET EXPLORER, SAFARI etc.). ALL THE INFORMATION ALREADY ENTERED WILL BE DELETED!

MODIFYING YOUR NOTIFICATION DATABASE

(After Clicking 'Edit Member Map' on the Main Menu)

The **Location Information** box will appear. Use the drop-down menus to select the State, County, and District Code you would like to work with. Once you have made your selections click **GO!** •————

The 3 remaining components of IMAP will appear: the Districts box, the Transactions box, and the Map Display.

Location Information Screen

Location Information: HUDSON, NJ, TEST04

County: HUDSON

District: TEST04

State: NJ

Go

Exit

Districts:

Clr

Show

Transactions:

Trans Status	Eval Server	Act Date	User	Comments
No records found.				

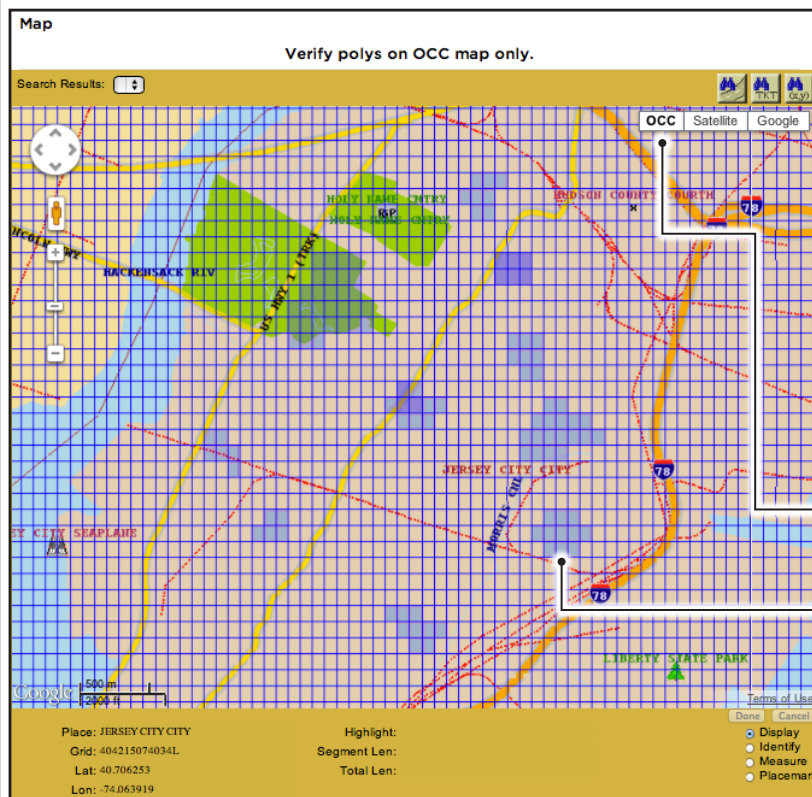
Clr

Show

Edit

Submit

Abort



Go to the **Districts** box and click the **Show** button. This will display the entire active coverage area matching the State, County, and District Code you selected. (You will need to zoom in on the map to see your active coverage area). The map is broken down into a simple grid layout, which can be seen when using the **OCC** view in the **Map Display** [see pg 10 for more info about the **Map Display**].

Active coverage areas appear on the map as blue highlighted grids.

MODIFYING YOUR NOTIFICATION DATABASE (Continued)

Once you have found the correct area, return to the **Transactions** box and click the **Edit** button. This will activate the **Edit Mode** in the **Map Display**. The Edit Mode will allow you to make modifications to your active coverage area.

Location Information Screen

Location Information: HUDSON, NJ, TEST04 Hide

County: HUDSON District: TEST04

State: NJ Go! Exit

Districts: Hide

Clr Show

Transactions: Hide

Trans Status	Eval Server	Act Date	User	Comments
No records found.				

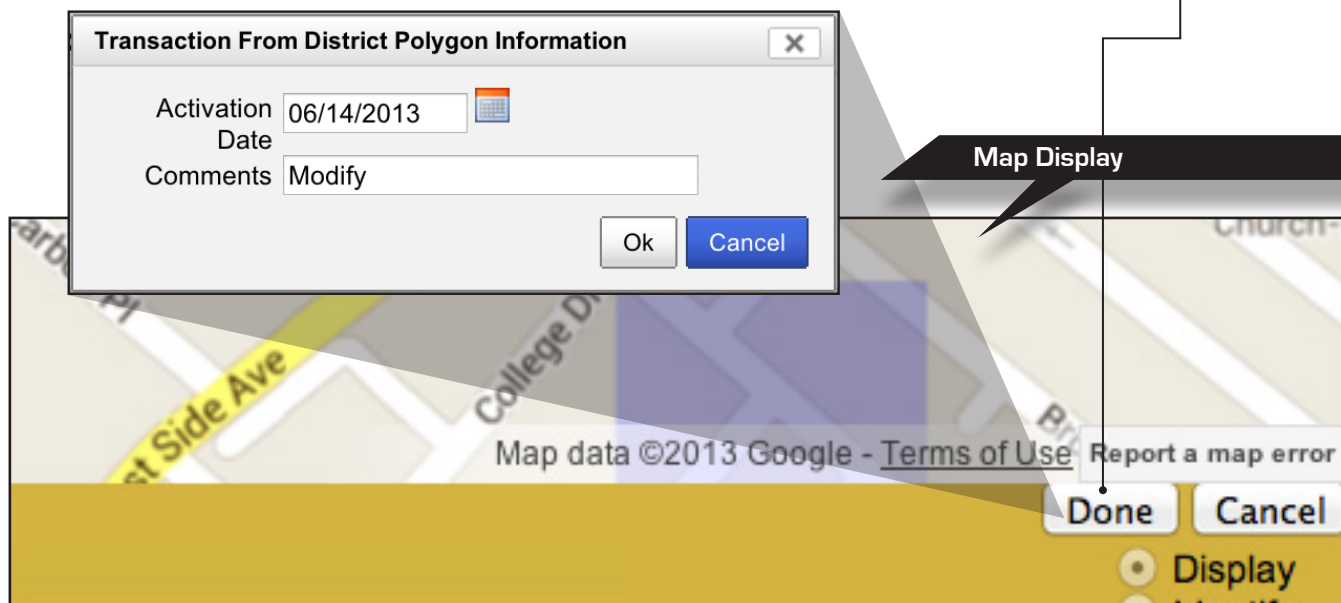
Clr Show **Edit** Submit Abort

Return to the **Map Display**. You can now manipulate your coverage area by selecting (or de-selecting) grids on the map. To do this, simply click on the relevant grid while in the **Edit Mode**. Clicking once on an inactive grid will activate it, clicking again will de-activate it.



MODIFYING YOUR NOTIFICATION DATABASE (Continued)

Once you have made the necessary modifications, click the **Done** button, located in the lower-right corner of the **Map Display**. You will see the following pop-up message:



Clicking **OK** will end the **Edit Mode** in the **Map Display**, and create a Transaction (a record of your pending modifications). The newly created Transaction can now be viewed in the **Transactions** box.

Transactions:

[Hide](#)

Trans Status	Eval Server	Act Date	User	Comments
Work In Progress		06/14/2013	briancasey@occinc.c	Modify

[Clr](#) [Show](#)
[Edit](#) [Submit](#) [Abort](#)

Also notice two new buttons have become available, the **Submit** and **Abort** buttons.

MODIFYING YOUR NOTIFICATION DATABASE (Continued)

Transactions:

[Hide](#)

Trans Status	Eval Server	Act Date	User	Comments
Work In Progress		06/14/2013	briancasey@occinc.c	Modify

[Clr](#) [Show](#)
[Edit](#) [Submit](#) [Abort](#)

Clicking **Abort** will cancel the modifications you have just made, and delete the transaction altogether.

Clicking the **Submit** button will advance the **Transactions** box (along with your recent modifications) to the **To Be Verified** mode. You will receive another pop-up window, where you will have another opportunity to adjust the activation date.

Status Change Information

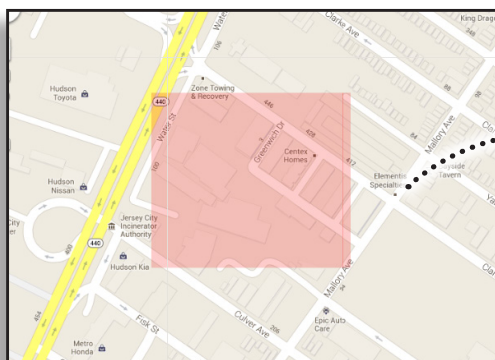
 Activation Date

 Comments
[Ok](#)
[Cancel](#)

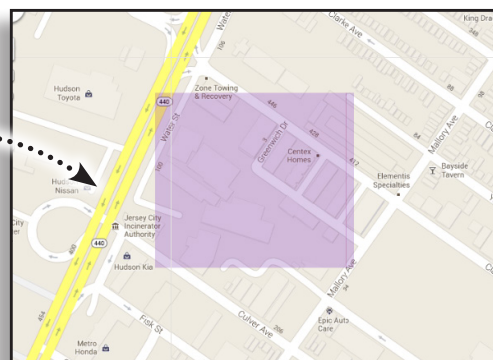
Transactions:

[Hide](#)

Trans Status	Eval Server	Act Date	User	Comments
To Be Verified		06/14/2013	briancasey@occinc.c	Submit

[Clr](#) [Show](#)
[Edit](#) [Approve](#) [Reject](#)


While in **Work In Progress** mode, pending coverage areas are displayed on the map in Red.



While in **To Be Verified** mode, pending coverages areas are displayed on the map in Purple.

MODIFYING YOUR NOTIFICATION DATABASE (Continued)

There are two new buttons in the **To Be Verified** mode: **Approve** and **Reject**.

Transactions:

Hide

Trans Status	Eval Server	Act Date	User	Comments
To Be Verified		06/14/2013	briancasey@occinc.c	Submit

Clr Show

Edit

Approve

Reject

Clicking the **Approve** button will submit the transaction to the call center for inclusion in the database. It will also advance the **Transactions** box to the **Committed** mode.

Clicking the **Reject** button will return the **Transactions** box (and all accompanying modifications) to the **Work In Progress** mode.

Transactions:

Hide

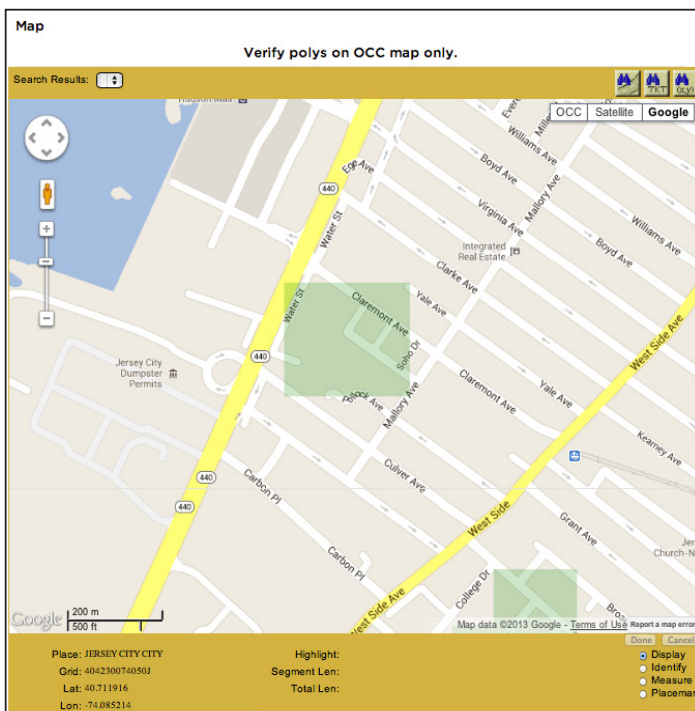
Trans Status	Eval Server	Act Date	User	Comments
Committed		06/14/2013	briancasey@occinc.c	Approve

Clr Show

Edit

Approve

Reject



Remember, the modifications will go into effect according to the activation date, not immediately after you approve them. Once the modifications have been installed in the call center database, the **Transactions** box will convert back to **Work In Progress** mode.

WARNING: Active coverage areas along municipality borders require special treatment. See page A1 for more information.

MAP DISPLAY

The **Map display** is the geographic context in which you view and manipulate your active coverage area.



PLEASE NOTE:

When initially loading the Map display, you will be presented with a Google-based map. Another viewing option, OCC, is our internal map, which you will need to select before you may confirm any transactions.

The third option, Satellite, is a combination of the Google map and satellite imagery.

Your map view can be changed by clicking the buttons in the upper-right corner of the map interface.

MAP DISPLAY (Continued)

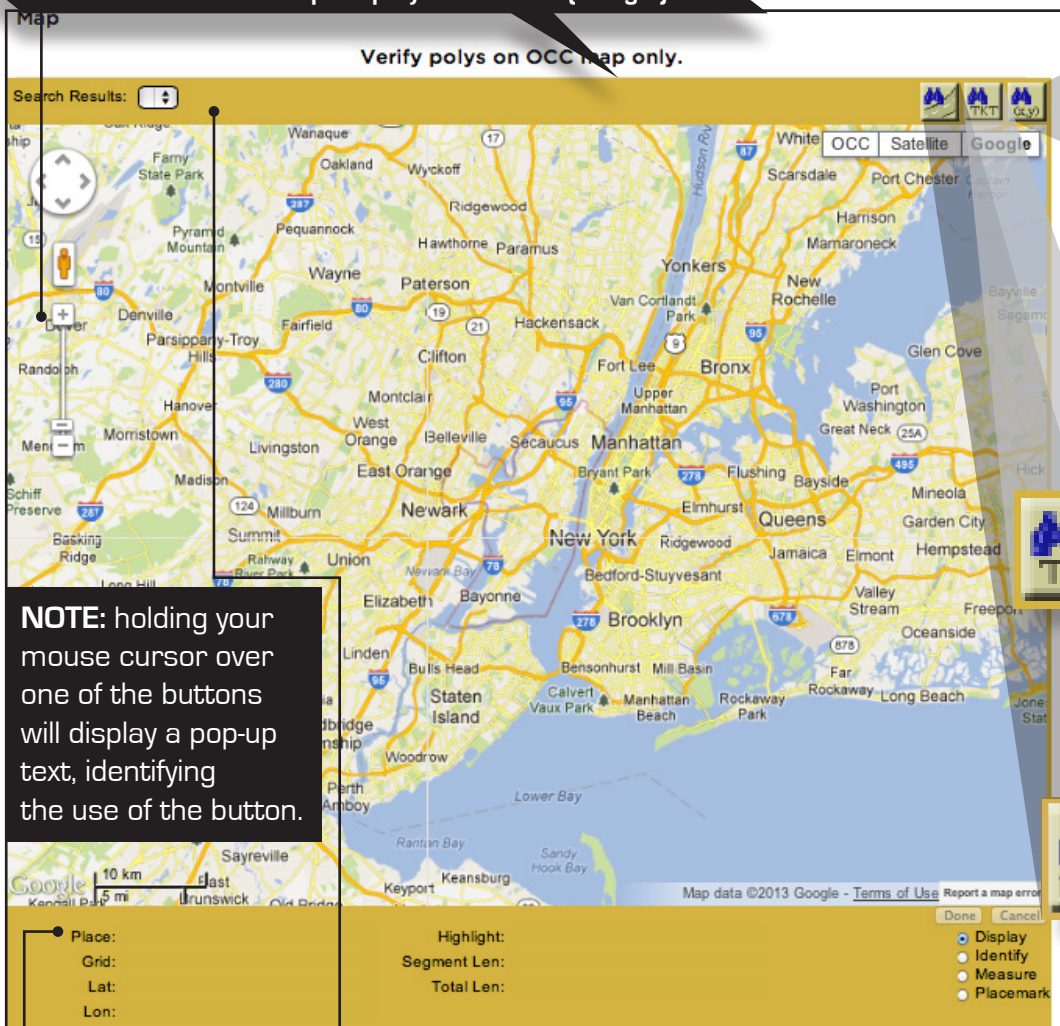
Understanding how to navigate the map is an important part of learning to use IMAP effectively. **The following 2 pages** provide a detailed explanation of the functions and displays found within the mapping system.

Zoom 'In' & 'Out' Bar

Zoom in by clicking on the plus [+] sign or by dragging the marker up on the bar. Zooming in will give more detail to the map. Zoom out by clicking on the minus [-] sign or by dragging the marker down on the bar. Zooming out will give less detail to the map while showing a larger area.

[You can also zoom in & out by using the middle-rolling button on your mouse when your mouse cursor is on the map.]

Map Display - MAP view (Google)



Lat/Long Search

Click this button to search for a location using Latitude/Longitude coordinates, including GPS coordinates.



TICKET Search

Click this button if you would like to see how an existing ticket was mapped (requires ticket number)



Street Search

Click this button to search for a specific address or intersection within the county provided.

Place Indicator

Displays the name of the city or township where your mouse cursor is currently located.

Search Results

If one or more matches are found for your address or intersection search, they will be displayed here. Click the drop-down list to view all options and select the correct location.

MAP DISPLAY (Continued)

Map Display - MAP view (Google)



Lat & Long Indicators

Displays the Latitude and Longitude where your mouse cursor is currently located.

Segment Length & Total Length

Displays information for the **Measure** function. "Total Length" is the entire distance from the beginning of your measurement to the current position of your cursor. "Segment Length" is the distance from your last measurement point to the current position of your cursor.

Highlight

Provides information for the currently identified map feature. (To highlight a map feature, click the Identify button located in the bottom right corner of the map display.)

Mouse Cursor Functions

Display: The default setting for your mouse cursor. You will need to be in Display mode to use most of the functions of the map.

Identify: Select this function to identify roads, highways, rivers, creeks, etc., on the map that may not show a name. Address range information will also be displayed, if available. The info will appear in the bottom section of the map next to "Highlight." Zooming in on the map makes more names visible.

Measure: Use this function to measure the distance between points on the map. The info will appear in the bottom section of the map, under Segment Length and Total Length. In measure mode, right-clicking will add a placemark.

Placemark: The Placemark function is used to leave markers on the map, for later reference. This can be very helpful when used in conjunction with the Measure tool.

REMINDER: Always check your work before approval. Once the change goes into effect it can take a few days to correct it. For security and accuracy, limit who can edit your database. It is always better to have one person make the change and another to check and approve the work.

Exiting IMAP

After all changes have been made and submitted, exit IMAP by clicking on the **EXIT** button in the upper right corner of the screen. This will then take you back to the main menu and you can logout.

Activation Date for Modifications

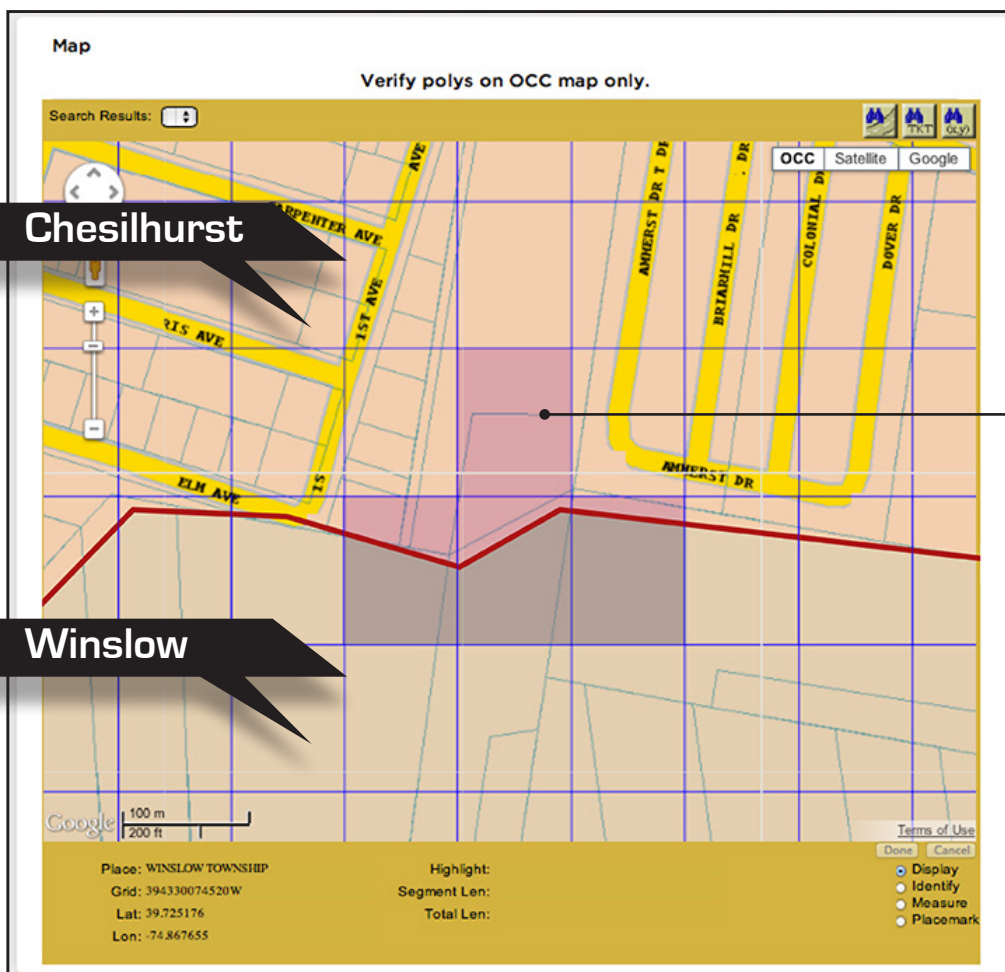
Your modifications may or may not be installed on the actual date you requested for activation. Updates are done daily Monday through Friday (excluding holidays). Changes are installed on the requested date or as soon thereafter as possible. If you have not received an email confirmation of your modification submissions within one week of your selected activation date, please call us at **732-394-3012** or **732-394-3000**.

Questions? Comments? Suggestions? Feel free to contact the **New Jersey One Call** database department at **732-394-3012** or **khasson@occinc.com**.



APPENDIX: Active Coverage Areas Along Municipality Borders

In order for you to be notified of excavation within a certain municipality, you must activate **at least one grid** that falls completely (100%) within that municipality. **If you do not have at least one grid completely contained within the municipality, you will not receive any notifications for work to take place within that municipality.**



In this example, the only active grid completely contained within a municipality is in Chesilhurst. Because no grids have been activated that fall completely within Winslow, this coverage area will only notify the user of tickets filed in Chesilhurst.