

# NG911 Central Addressing System

## Revelstoke User Guide

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For: City of Revelstoke NG911 Editors



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This guide provides step-by-step instructions for accessing and editing the Revelstoke NG911 address layer through the CSRD portal and ArcGIS Pro.

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## 1 Purpose and scope

This guide explains the standard Revelstoke workflow for editing the NG911 central addressing data:

1. Log in to the CSRD portal.
2. Open the Revelstoke NG911 group.
3. Open the `NG911_Address_Revelstoke_Edit` feature layer.
4. Choose **Open in ArcGIS Pro**.
5. Edit attributes/geometry and save edits.
6. Verify changes in the Feature Layers Data tab on the CSRD Portal.

## 2 System access details

### 2.1 Portal and item URLs

Name	URL
CSRD Portal Home	<a href="https://apps.csrdbc.ca/hub/home">https://apps.csrdbc.ca/hub/home</a>
Revelstoke NG911 Group	<a href="#">Open Revelstoke NG911 Group</a>
Editing Layer Item	<a href="#">Open NG911_Address_Revelstoke_Edit item</a>

### 2.2 User credentials

Role	Username	Password
Viewer	Revelstoke	Revelstoke@2024
Editor	Revelstoke_Editing	RevelstokeEdit#@2026

### 2.3 Role guidance

- Use the **Viewer** account for read-only access, review, and validation.
- Use the **Editor** account for production edits to the NG911 address layer.
- Only perform address edits in the designated editing layer item.

## 3 Step-by-step editing workflow

### 3.1 Step 1: Log in to the CSRD portal

1. Open a web browser and navigate to the CSRD Portal Home URL.
2. Click **Sign In**.
3. Enter your assigned username and password.
4. Confirm you are logged in successfully before proceeding.

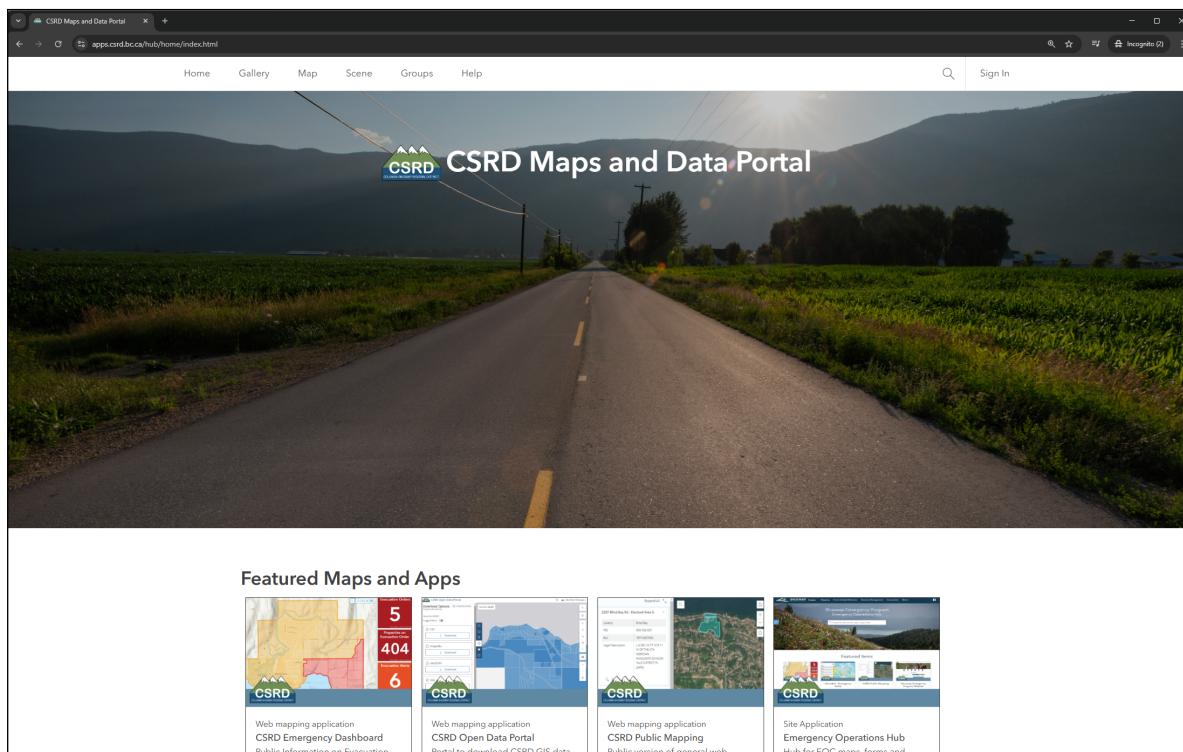


Figure 1: CSRD Portal home page

**Annotation:** Click **Sign In** in the top-right corner, then authenticate with your assigned Viewer or Editor account.

### 3.2 Step 2: Navigate to the Revelstoke NG911 group

1. After login, open the Revelstoke NG911 Group URL.
2. Verify the page shows the Revelstoke group content list.
3. Locate the item named **NG911\_Address\_Revelstoke\_Edit.**

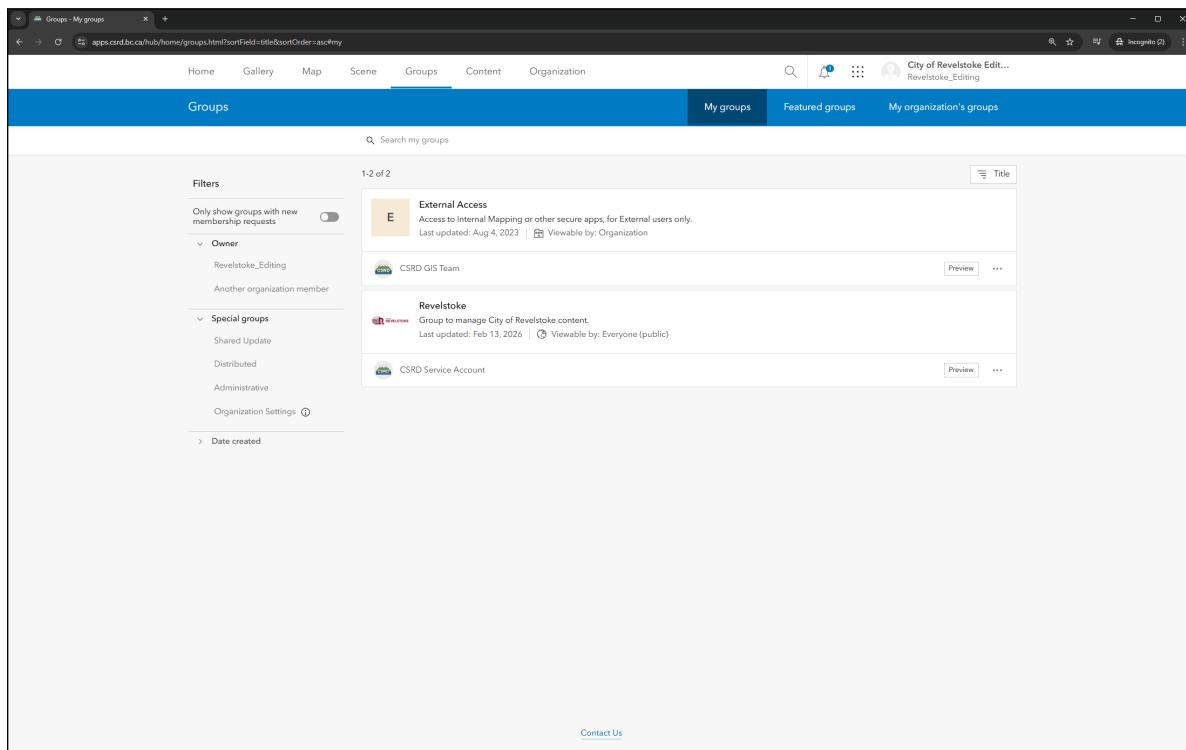


Figure 2: Portal groups view

**Annotation:** From **Groups**, select **Revelstoke**.

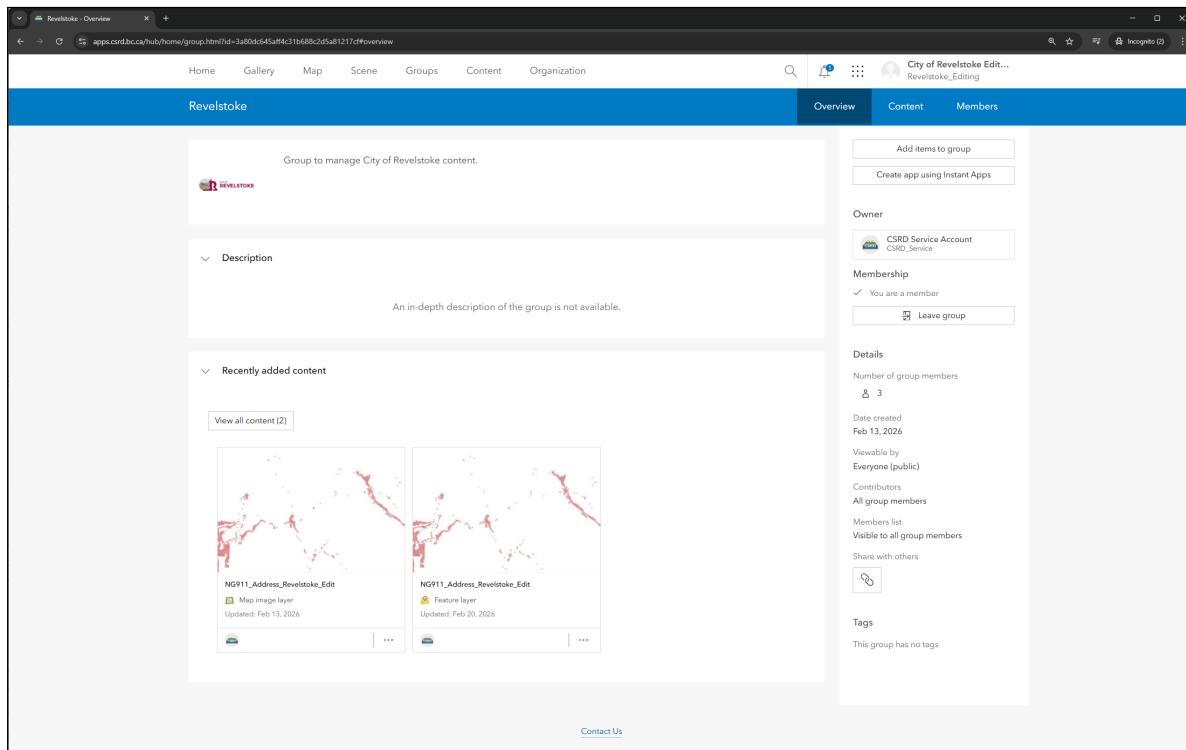


Figure 3: Revelstoke group overview

**Annotation:** Confirm you are in the Revelstoke group and open the content listing for NG911 items.

### 3.3 Step 3: Open the editing feature layer item

1. Click the NG911\_Address\_Revelstoke\_Edit item.
2. Review the item details to confirm it is the correct editing layer.
3. Confirm layer ownership and metadata match Revelstoke editing workflow.

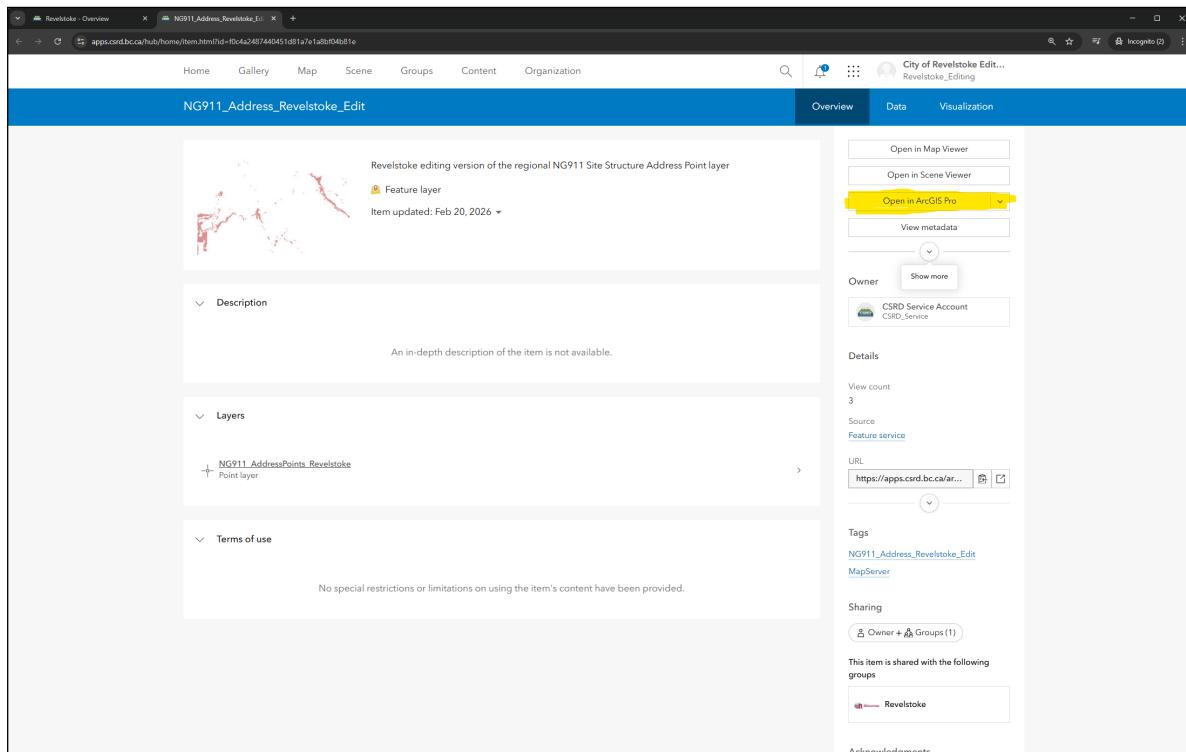


Figure 4: NG911\_Address\_Revelstoke>Edit item details

**Annotation:** Verify the item name and layer details before launching ArcGIS Pro.

### 3.4 Step 4: Open in ArcGIS Pro

1. On the item page, click **Open in ArcGIS Pro**.
2. Allow ArcGIS Pro to launch (or switch to it if already open).
3. Sign in to ArcGIS Pro if prompted.
4. Confirm the layer loads into your map/project.

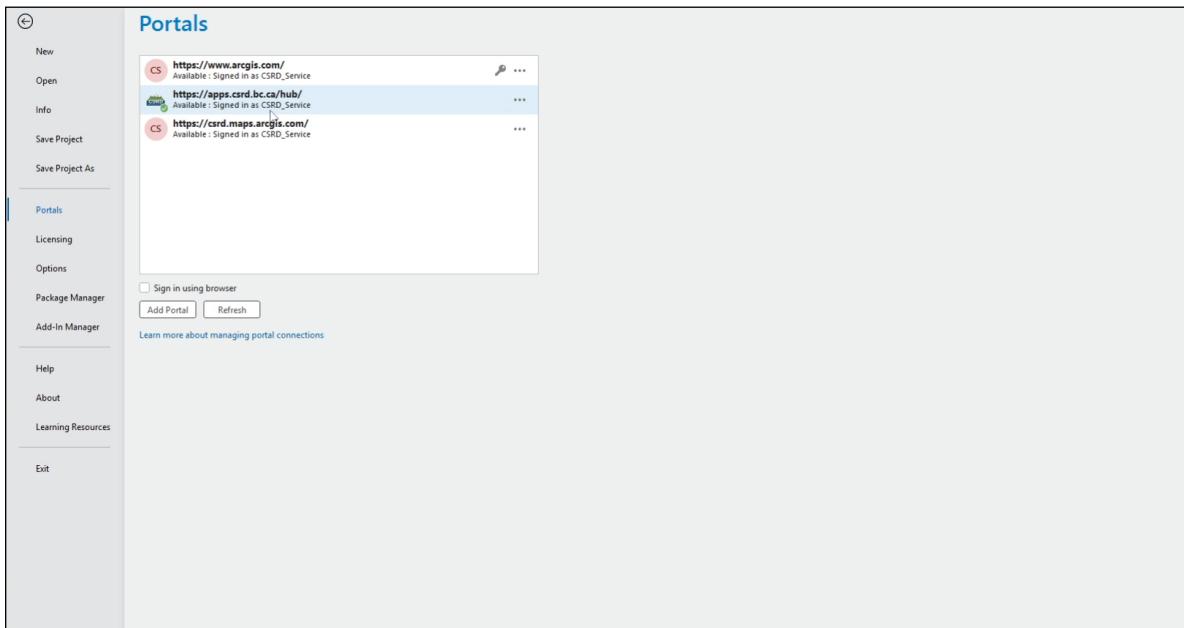


Figure 5: Confirm CSRD Portal sign in within ArcGIS Pro

**Annotation:** Use the highlighted **Open in ArcGIS Pro** action on the item page and authenticate if required.

### 3.5 Step 5: Edit records

1. In ArcGIS Pro, open the **Edit** tab and start an edit session if required.
2. Select an existing point to update fields, or create a new address point if needed.
3. Update required addressing fields according to local standards.
4. Validate geometry placement and attribute completeness before saving.

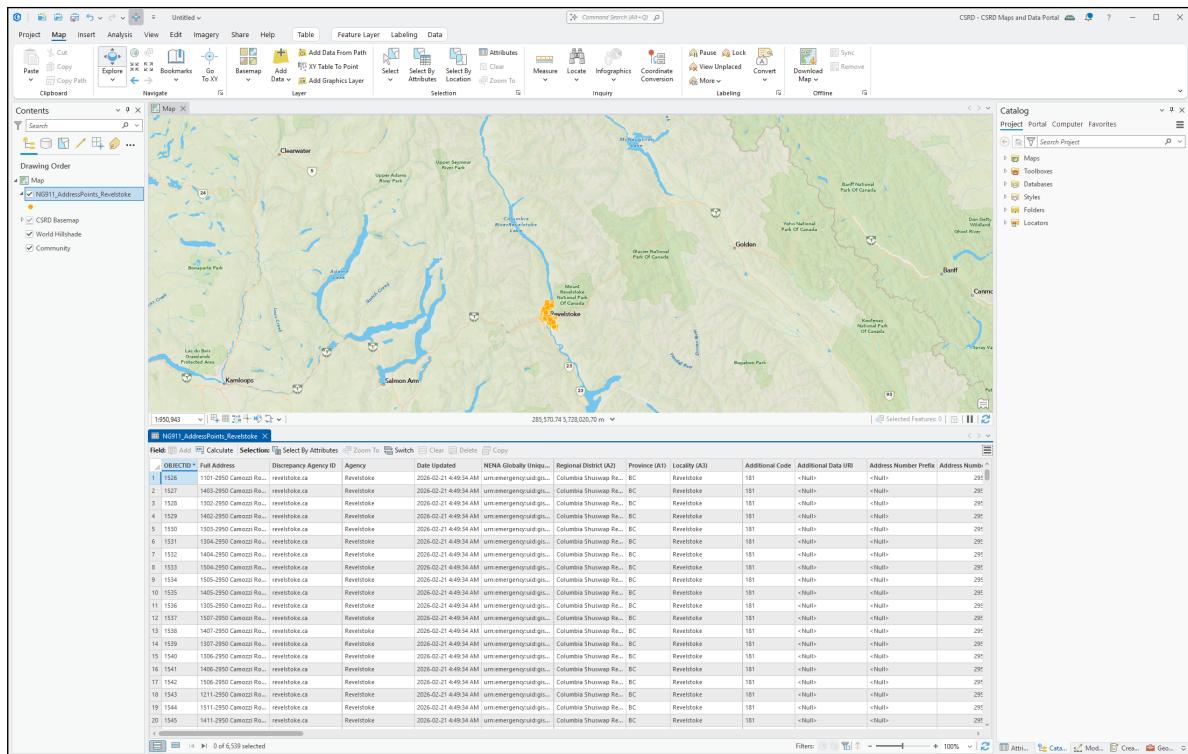


Figure 6: Layer loaded in ArcGIS Pro

**Annotation:** Confirm the Revelstoke address layer appears in **Contents** and the attribute table is available.

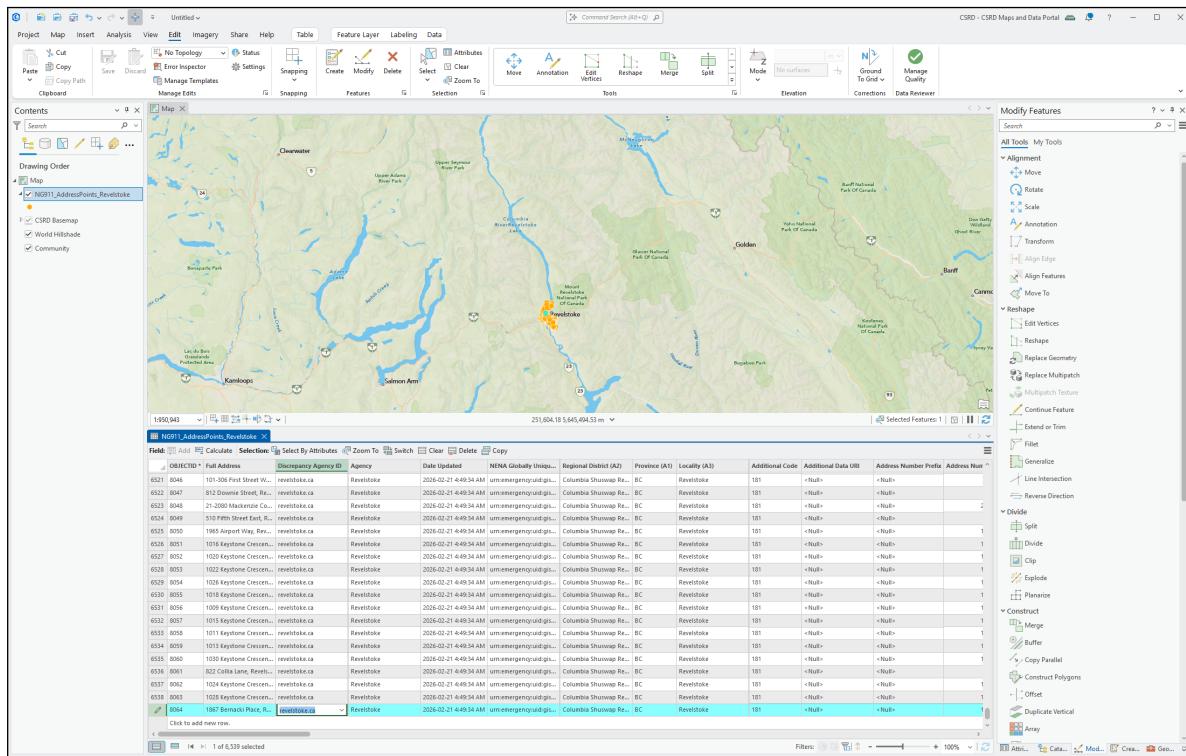
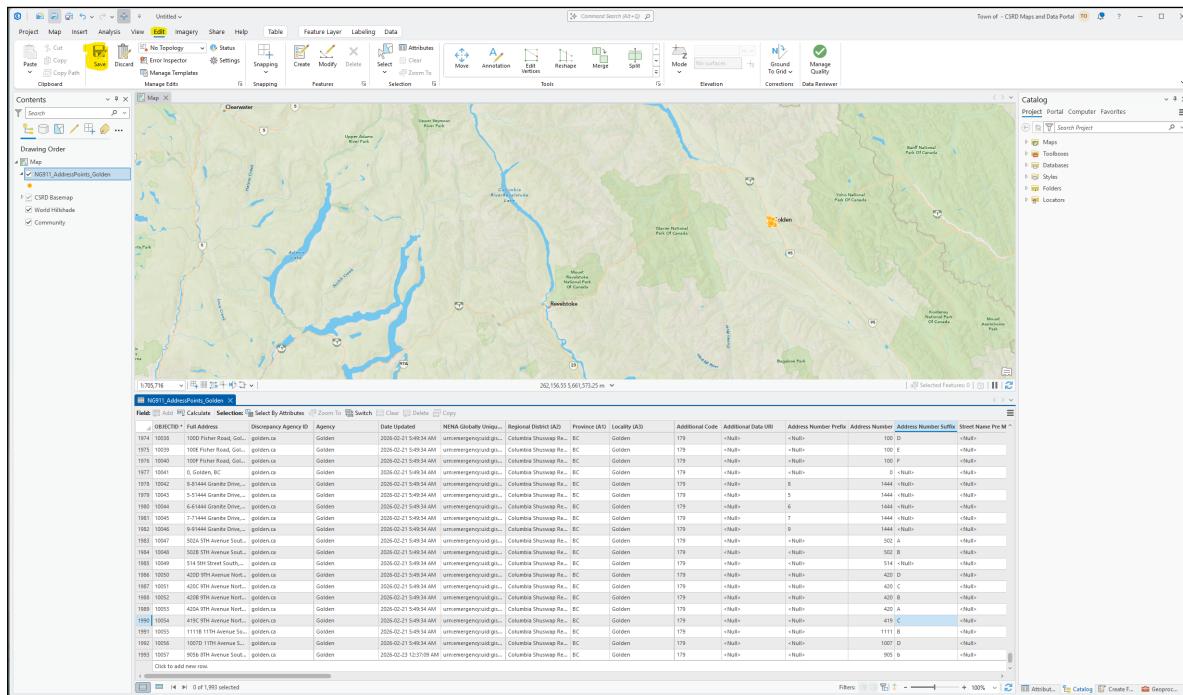


Figure 7: ArcGIS Pro edit view

**Annotation:** Use the **Modify Features** pane to update geometry/attributes for selected records.

### 3.6 Step 6: Save edits

1. Click **Save** in ArcGIS Pro to commit changes.
2. Confirm no validation errors remain.
3. Optionally review the updated feature in the attribute table or map popup.



### 3.7 Step 7: Verification of changes

1. Return to the CSRD Portal in your web browser.
2. Navigate to the Revelstoke editing feature layer item page.
3. Open the **Data** tab.
4. Review the records to confirm your recent edits from ArcGIS Pro are successfully reflected.

## 4 Quality checklist before save

- Correct layer: NG911\_Address\_Revelstoke\_Edit
- Correct account: Editor account for edits
- Required fields populated (agency, address number, street name, locality)
- No obvious typos in civic address or locality
- Point location is accurate

## 5 Troubleshooting

### 5.1 Cannot sign in

- Confirm username/password are entered exactly (case-sensitive).
- Ensure you are using the correct role account (Viewer vs Editor).
- Retry sign-in from the CSRD portal home page.

### 5.2 Open in ArcGIS Pro does not launch

- Ensure ArcGIS Pro is installed on the workstation.
- Ensure the machine is associated with the correct portal/account access.
- Try launching ArcGIS Pro first, then re-click **Open in ArcGIS Pro**.

### 5.3 Edits fail to save

- Verify you are signed in with the Editor account.
- Check required fields and geometry validity.
- Confirm the layer is editable and not opened read-only.

## 6 Version control

Version	Date	Author	Change summary
1.0	2026-02-20	John Soliman, Pacific Tech Systems	Initial Revelstoke NG911 Central Addressing System user guide with annotated workflow screenshots.