

NG911 Central Addressing System

Salmon Arm User Guide

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For: Salmon Arm NG911 Editors



This guide provides step-by-step instructions for editing the Salmon Arm NG911 address layer through the CSRD portal via the Overwrite Hosted Feature Layer + ETL Reconcile workflow.

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1 Purpose and scope

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

Editing Workflow: Overwrite Hosted Feature Layer + ETL Reconcile and Post to Central DB Feature Layer

1. Go to CSRD Portal Home and log in with Editor Credentials.
2. Click on the content tab at the top of the page.
3. Click on SalmonArmOverwrite Hosted Feature layer.
4. On the Overview page of the hosted feature layer, click on update data.
5. Click on Overwrite Entire Feature Layer.
6. Upload zipped GDB file of updated Salmon Arm Database.
7. After uploading, click on Proceed.
8. Wait for the hosted feature layer to update.
9. View the Data tab of the hosted feature layer to verify if the updates were reflected.

2 System access details

2.1 Portal and item URLs

Name	URL
CSRD Portal Home	https://apps.csrdb.ca/hub/home
Salmon Arm NG911 Group	Open Salmon Arm NG911 Group
Salmon Arm Central Database Feature layer	Open Salmon Arm Central Database Feature layer
Salmon Arm Overwrite Hosted Feature Layer	Open Salmon Arm Overwrite Hosted Feature Layer

2.2 User credentials

Role	Username	Password
Viewer	SalmonArm	SamlonArm@2024
Editor	Salmon_Arm_Editing	Salmonarm2026

2.3 Role guidance

- Use the **Viewer** account for read-only review and validation.
- Use the **Editor** account for production edits and data overwrites.

3 Step-by-step editing workflow

3.1 Step 1: Log in to the CSRD portal

1. Go to the CSRD Portal Home.
2. Log in with your Editor Credentials.

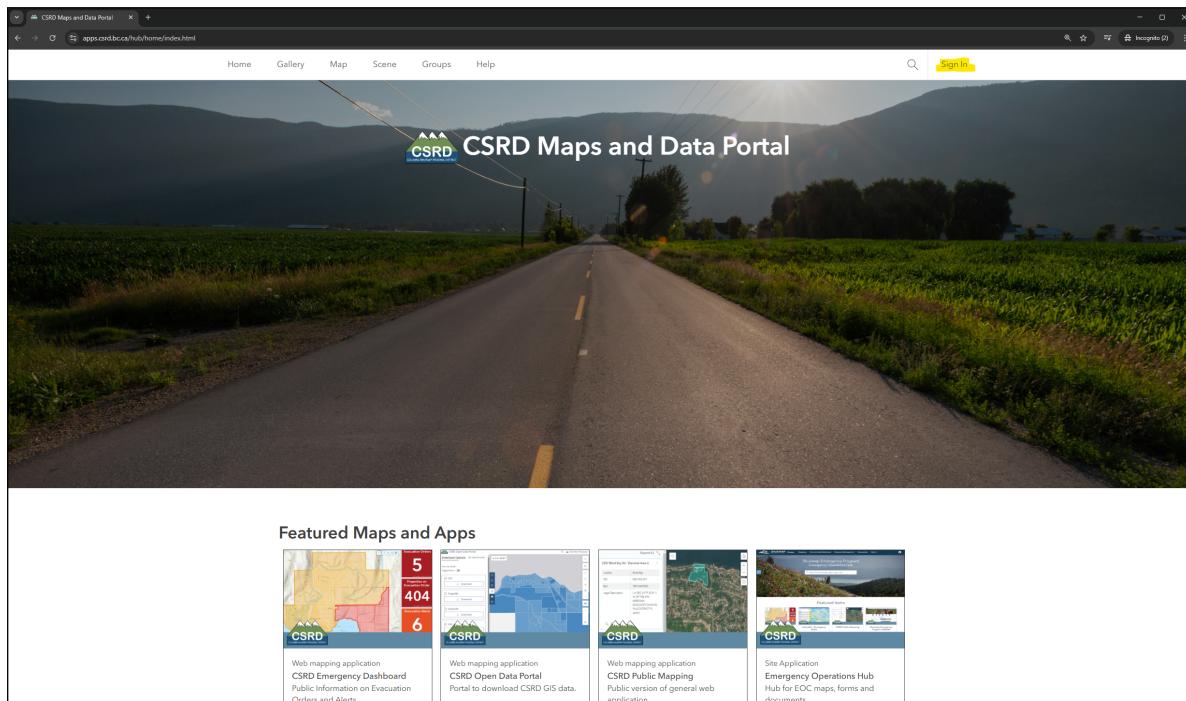


Figure 1: CSRD Portal Home

Annotation: Authenticate with your assigned Editor account.

3.2 Step 2: Navigate to Content

1. Click on the **Content** tab at the top of the page.

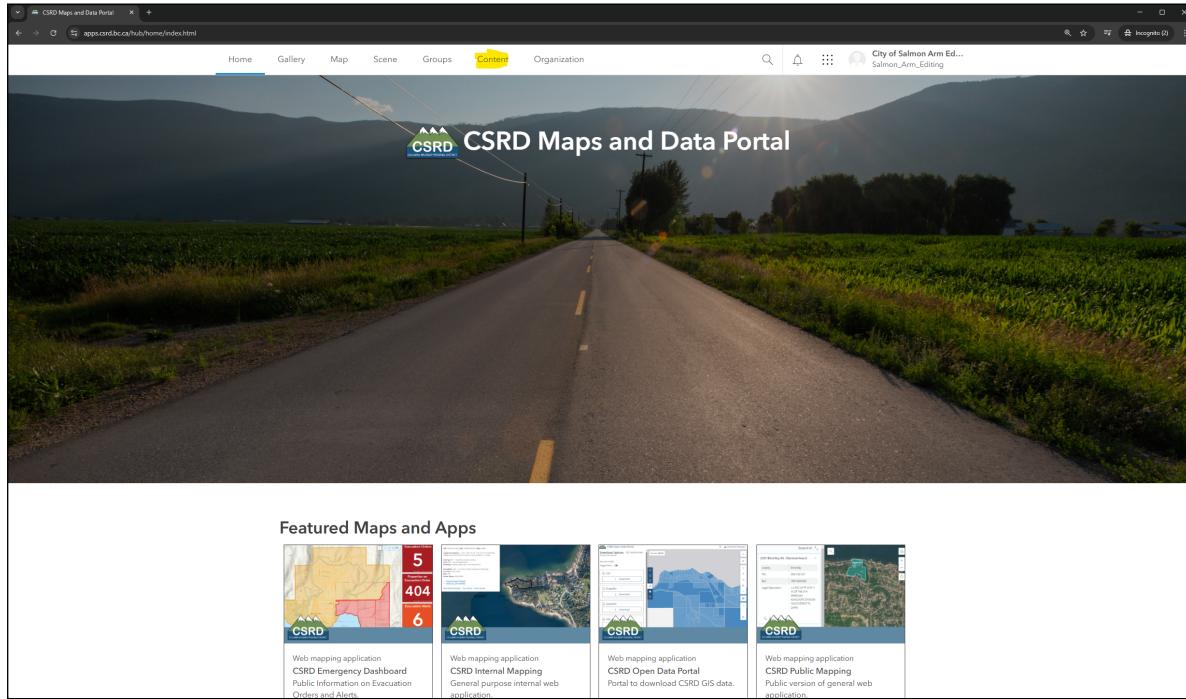


Figure 2: Content Tab

Annotation: Access your organization's content listing.

3.3 Step 3: Open the Overwrite Hosted Feature Layer

1. Locate and click on the **SalmonArmOverwrite** Hosted Feature layer.

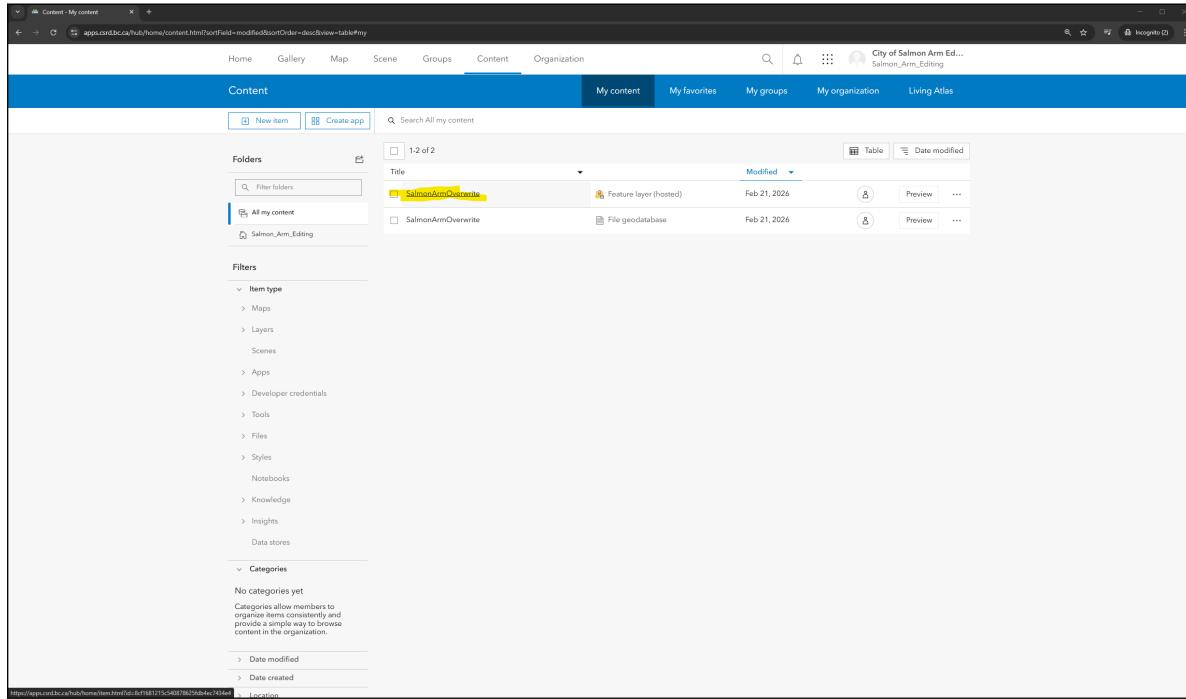


Figure 3: Hosted Feature Layer Item

Annotation: Open the item details page for the Salmon Arm Overwrite layer.

3.4 Step 4: Click Update Data

1. On the Overview page of the hosted feature layer, click on **Update Data**.

Note: It may take a few seconds for the Update Data button to appear.

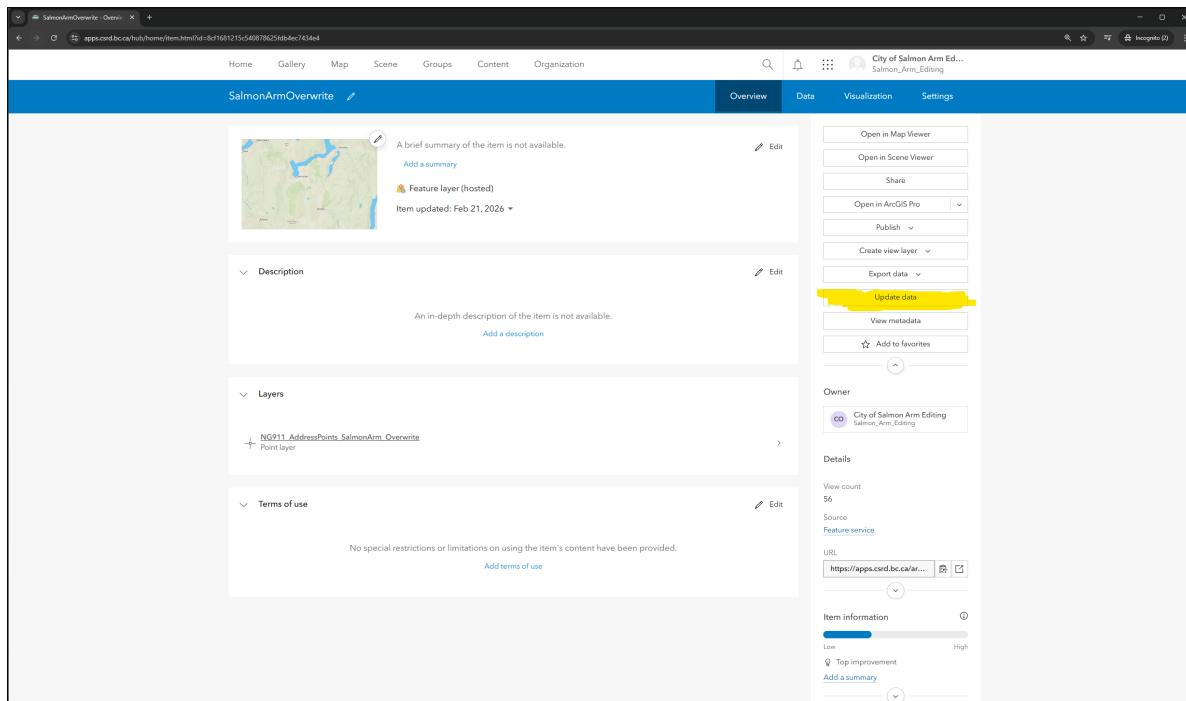


Figure 4: Update Data Menu

Annotation: Access the data update options.

3.5 Step 5: Overwrite Entire Feature Layer

1. Click on **Overwrite Entire Feature Layer**.

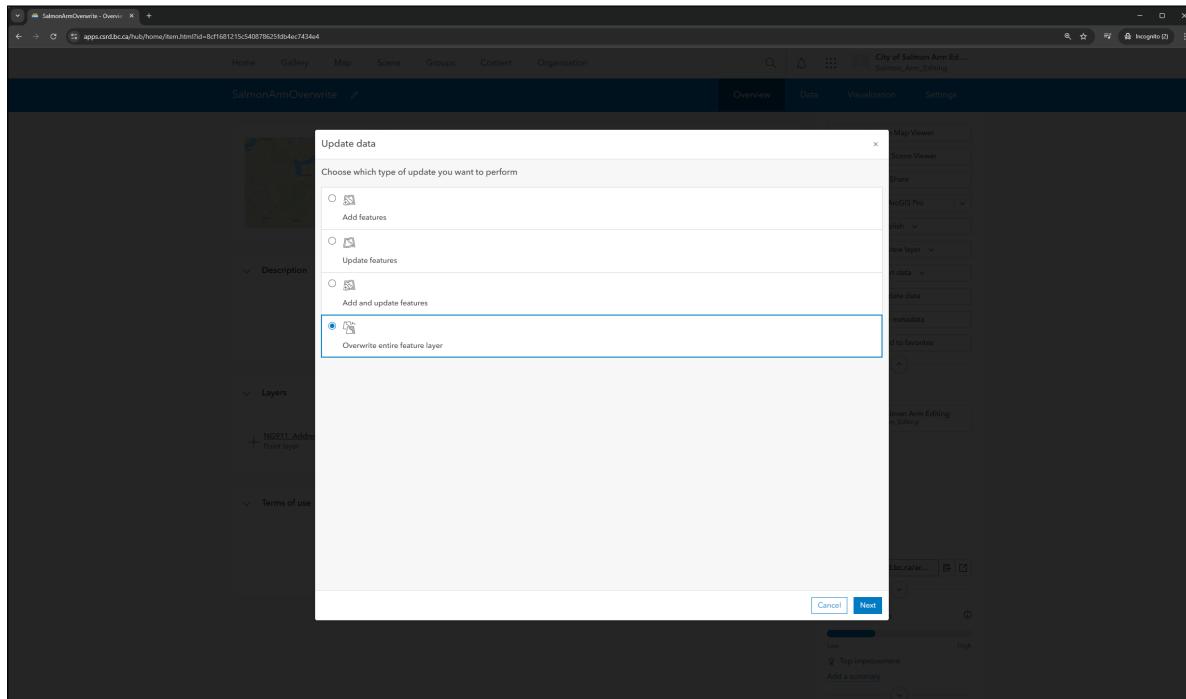


Figure 5: Overwrite Option

Annotation: Select the overwrite function.

3.6 Step 6: Upload the updated Database

1. Upload the zipped GDB file of your updated Salmon Arm Database.

Important Note: The Geodatabase name and the feature class name **must** match perfectly for the overwrite to succeed:

- **GDB Name:** Default.gdb.zip
- **Feature Class Name:** NG911_AddressPoints_SalmonArm_Overwrite

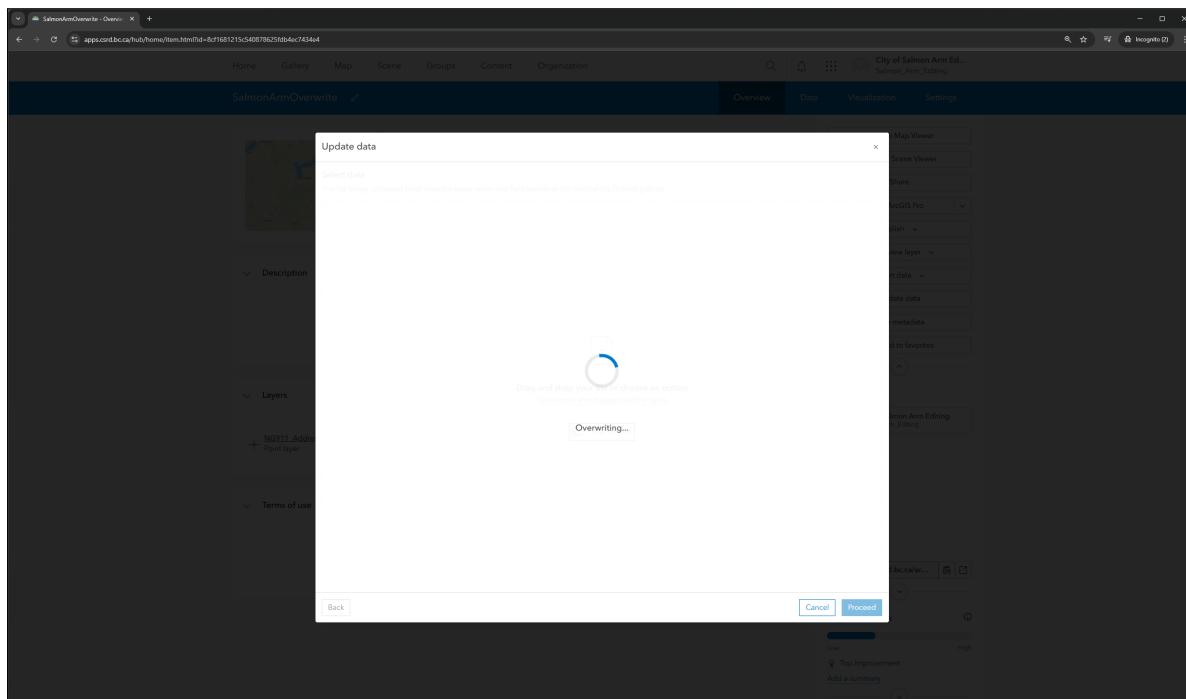


Figure 6: Upload GDB

Annotation: Drag and drop or browse to select your zipped GDB file.

3.7 Step 7: Proceed with Overwrite

1. After the file finishes uploading, click on **Proceed**.

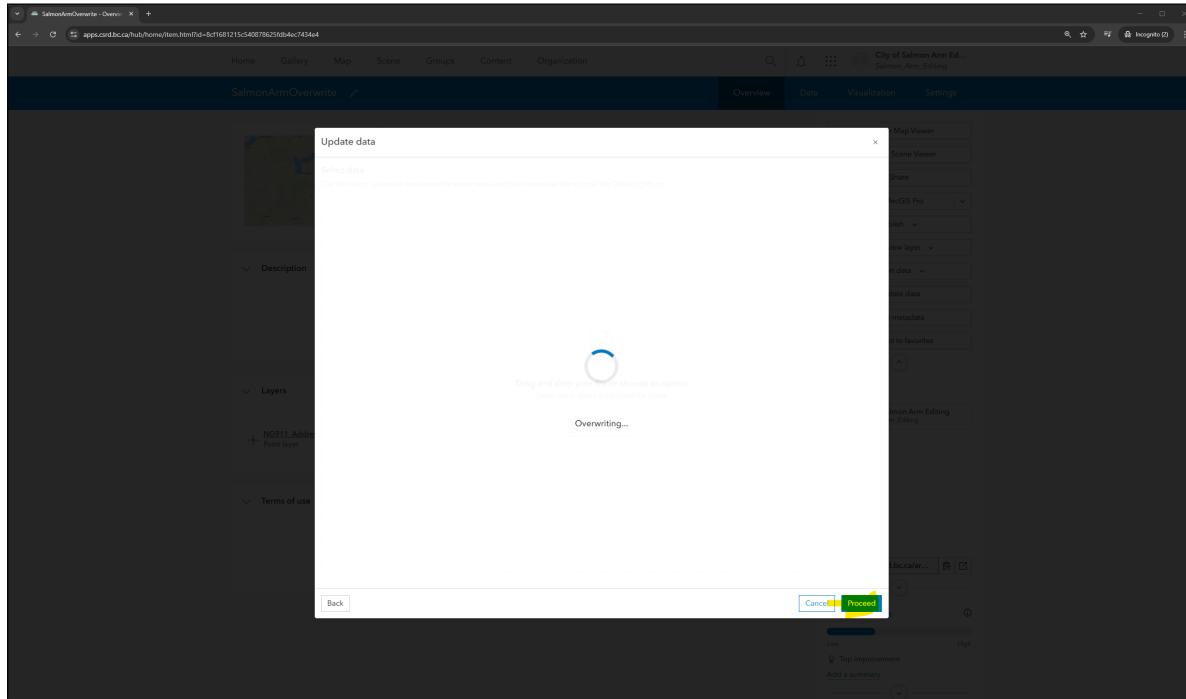


Figure 7: Proceed Button

Annotation: Confirm the overwrite action.

3.8 Step 8: Wait for the update

1. Wait for the hosted feature layer to finish updating. Do not close the window.

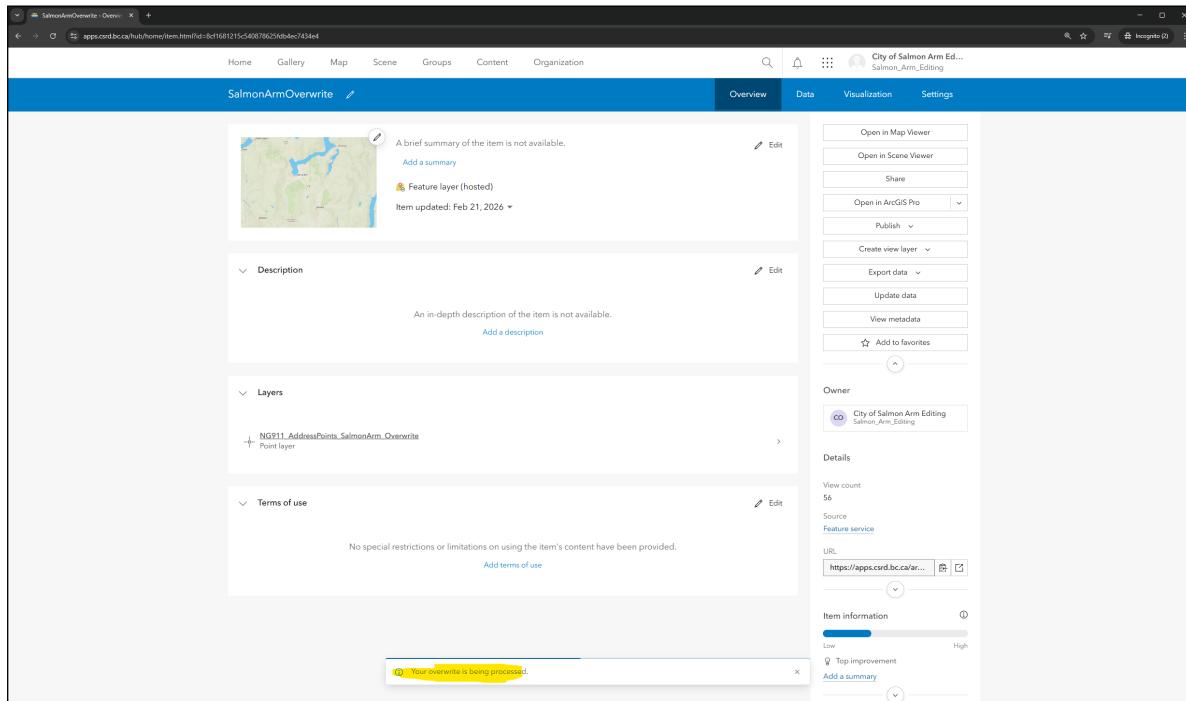
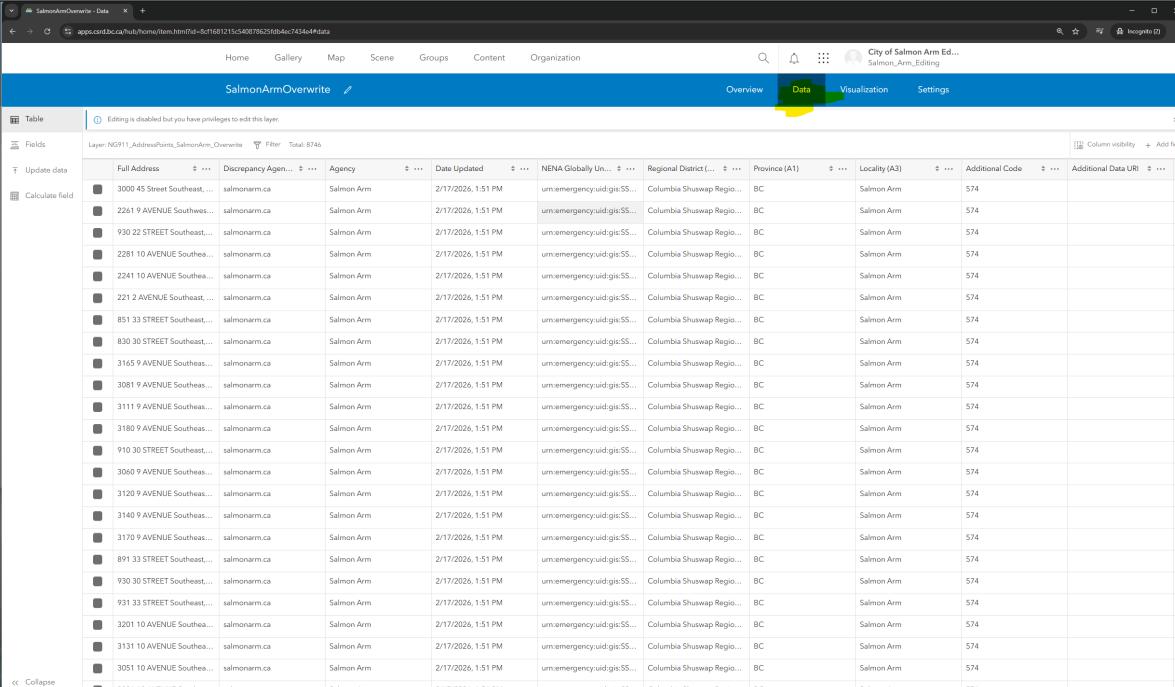


Figure 8: Updating Status

Annotation: The system will process the uploaded GDB and replace the data.

3.9 Step 9: Verify the updates

- Once completed, go to the **Data** tab of the hosted feature layer.
- Verify that the attributes and records correctly reflect your recent updates.
- Done! The automated ETL will now safely reconcile and post this overwritten data to the Central Database Feature Layer.



The screenshot shows the 'Data' tab of an ArcGIS Online hosted feature layer named 'SalmonArmOverwrite'. The table contains 8746 rows of address data. The columns are: Full Address, Discrepancy Agency, Agency, Date Updated, NENA Globally Unique Identifier, Regional District, Province, Locality, Additional Code, and Additional Data URI. The data includes various street addresses in Salmon Arm, such as 3000 45 Street Southeast, 2261 9 AVENUE Southwest, and 930 22 STREET Southeast, all categorized under the 'Salmon Arm' agency and locality.

Figure 9: Data Tab Verification

Annotation: Confirm your data was overwritten successfully.

4 ETL Process Verification

The automated ETL script runs on a scheduled basis every Saturday at 12:00 AM to synchronize your overwrites from the hosted feature layer directly to the Central Database Feature Layer.

After every scheduled run, the system automatically sends out a status email outlining the complete status of the ETL job, detailing all applied operations including Inserts, Updates, and Deletes.

Salmon Arm Data Sync Report		
SUCCESS		
Run ID	20260221_000153	
Started	Saturday, February 21, 2026 12:04 AM	
Finished	Saturday, February 21, 2026 12:04 AM	
Data Source and Target		
Source Layer	https://apps.csrdb.ca/arcgis/rest/services/Hosted/SalmonArmOverwrite/FeatureServer	
Source Last Edited (UTC)	2026-02-17T21:51:27+00:00	
Target Layer	https://apps.csrdb.ca/arcgis/rest/services/Regional/NG911_Address_SalmonArm_Edit/FeatureServer	
Record Matching		
Main Matching Field	NGUID	
Source Field Name	nguid	
Target Field Name	NGUID	
Fallback Fields	["GlobalID","Featureid"]	
Operations		
Action	Planned	Applied
Insert	0	0
Update	8746	8746
Delete	0	0
Issues		
Failure Count	0	
Reverse ID Sync	Applied 8746 of 8746 planned	

Figure 10: ETL Process Verification Status Email

Annotation: Example of the automated status email detailing synchronization operations.

5 Version control

Version	Date	Author	Change summary
1.0	2026-02-22	John Soliman, Pacific Tech Systems	Initial Salmon Arm NG911 Central Addressing System user guide outlining the Overwrite Hosted Feature Layer workflow.