

# NG911 Central Addressing System

## Golden User Guide

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For: Golden NG911 Editors



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

## Contents

<b>1 Purpose and scope</b>	<b>2</b>
<b>2 System access details</b>	<b>2</b>
2.1 Portal and item URLs . . . . .	2
2.2 User credentials . . . . .	2
2.3 Role guidance . . . . .	2
<b>3 Step-by-step editing workflow</b>	<b>3</b>
3.1 Step 1: Log in to the CSRD portal . . . . .	3
3.2 Step 2: Navigate to the Golden NG911 group . . . . .	4
3.3 Step 3: Open the editing feature layer item . . . . .	6
3.4 Step 4: Open in ArcGIS Pro . . . . .	7
3.5 Step 5: Edit records . . . . .	8
3.6 Step 6: Save edits . . . . .	10
3.7 Step 7: Verification of changes . . . . .	11
<b>4 Version control</b>	<b>12</b>

## 1 Purpose and scope

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

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

**Note:** The screenshots in this guide are representative examples of the same portal/ArcGIS Pro workflow.

## 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>
Golden NG911 Group	<a href="#">Open Golden NG911 Group</a>
Editing Layer Item	<a href="#">Open Golden editing feature layer item</a>

### 2.2 User credentials

Role	Username	Password
Viewer	Golden	Golden@2024
Editor	Golden_Editing	GoldenEdit\$@2026

### 2.3 Role guidance

- Use the **Viewer** account for read-only review and validation.
- Use the **Editor** account for production edits.
- Only edit in the designated Golden editing layer.

## 3 Step-by-step editing workflow

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

1. Open a browser and go to the CSRD Portal Home URL.
2. Click **Sign In**.
3. Enter your Golden credentials.
4. Confirm successful sign-in.

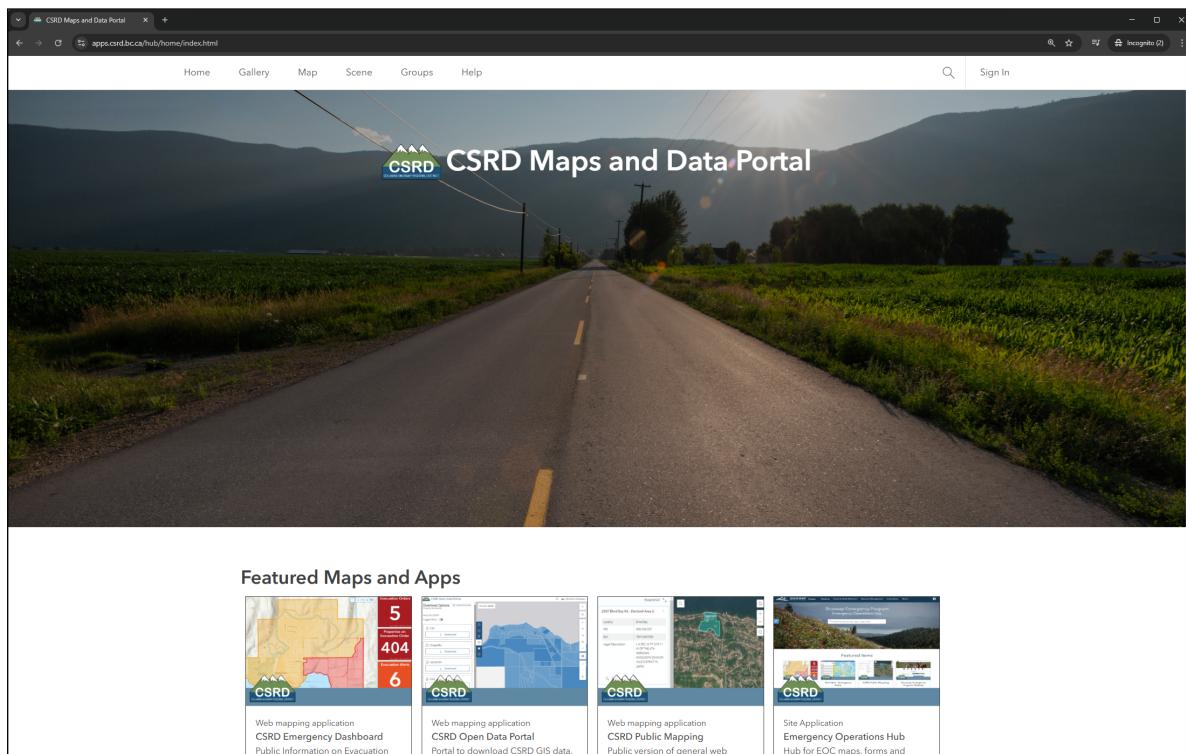


Figure 1: CSRD Portal home page

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

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

1. Open the Golden group URL.
2. Confirm group access and content visibility.
3. Locate the Golden editing feature layer item.

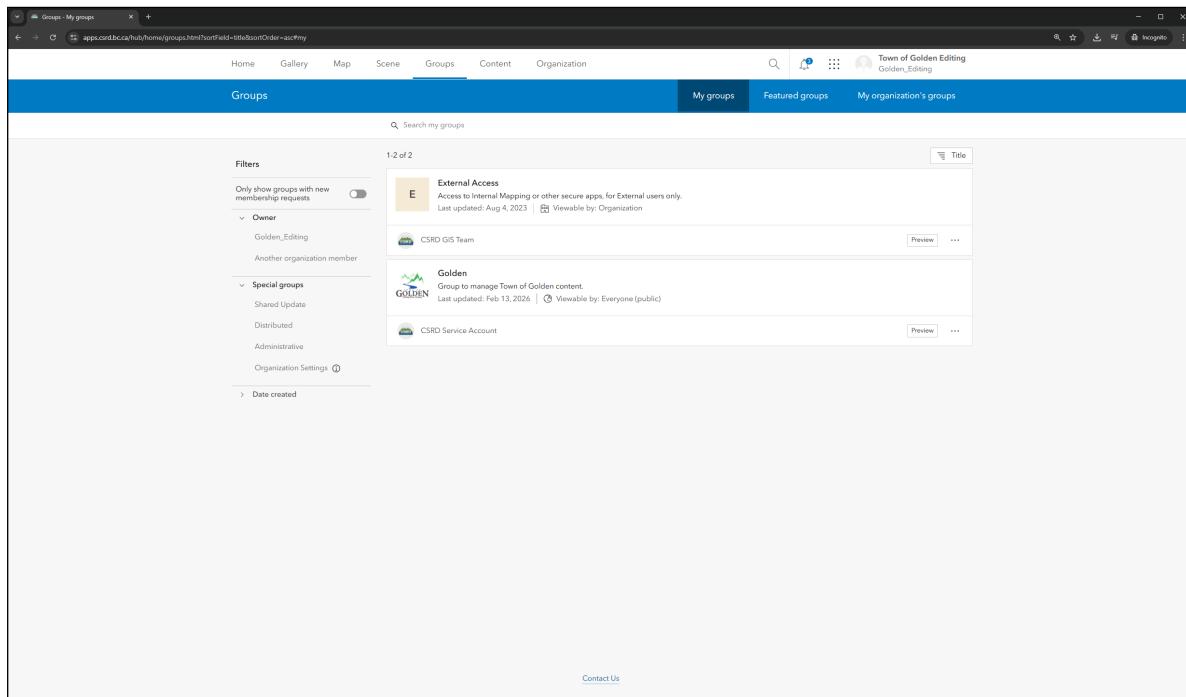


Figure 2: Portal groups view

**Annotation:** From *Groups*, open the *Golden* group.

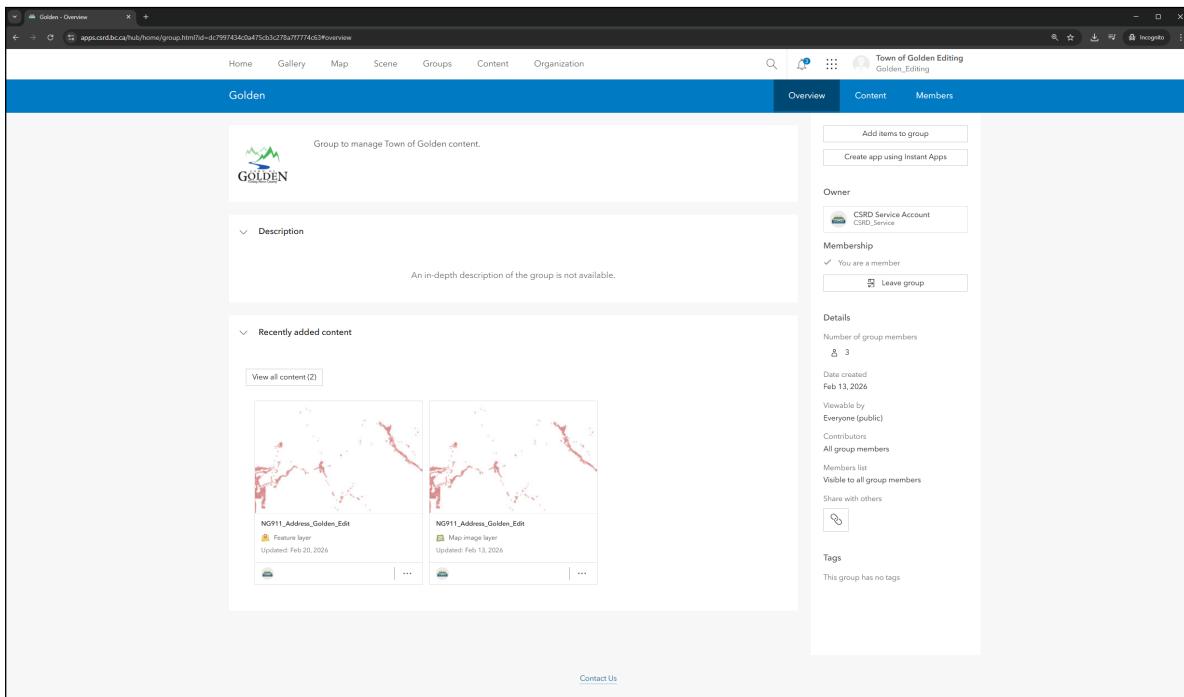


Figure 3: Group overview page

**Annotation:** Confirm group details and open the group content list.

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

1. Open the Golden editing feature layer item page.
2. Verify item details and ownership.
3. Confirm this is the intended editable layer.

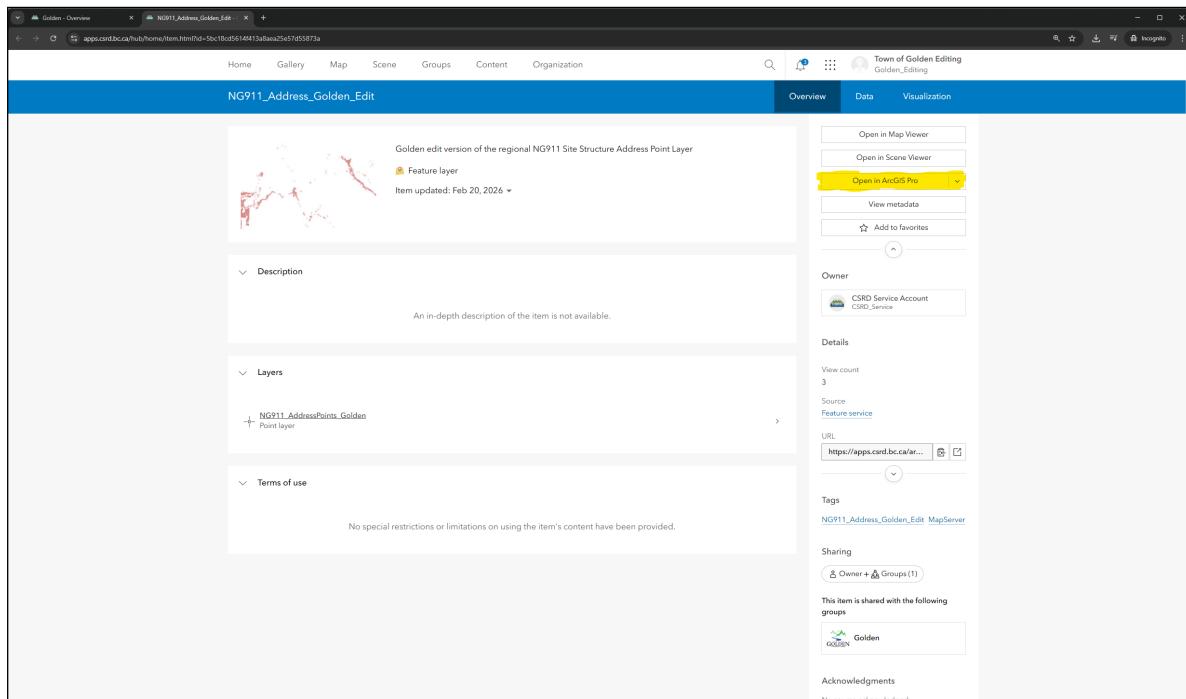


Figure 4: Editing layer item details

**Annotation:** Verify item details before launching ArcGIS Pro.

### 3.4 Step 4: Open in ArcGIS Pro

1. Click **Open in ArcGIS Pro** from the item page.
2. Allow ArcGIS Pro to launch.
3. Sign in to the CSRD Portal if prompted.
4. Confirm the Golden layer loads.

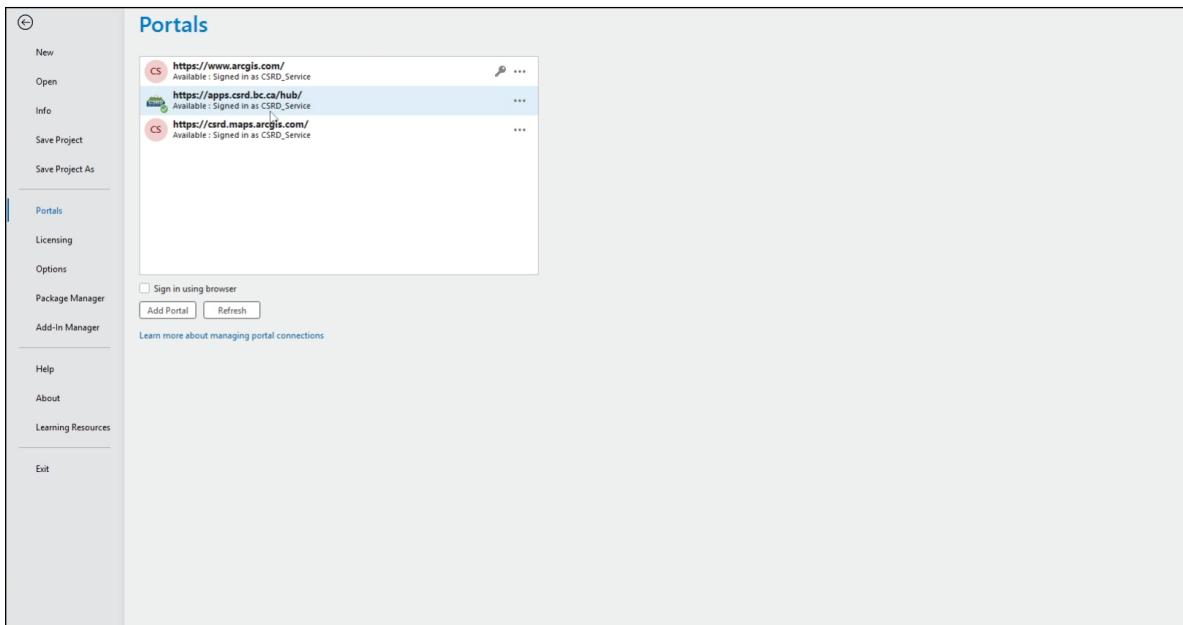


Figure 5: Confirm CSRD Portal sign in within ArcGIS Pro

*Annotation: Use **Open in ArcGIS Pro** and authenticate if required.*

### 3.5 Step 5: Edit records

1. In ArcGIS Pro, open the **Edit** tab.
2. Select or create features as needed.
3. Update required fields.
4. Validate location and attributes.

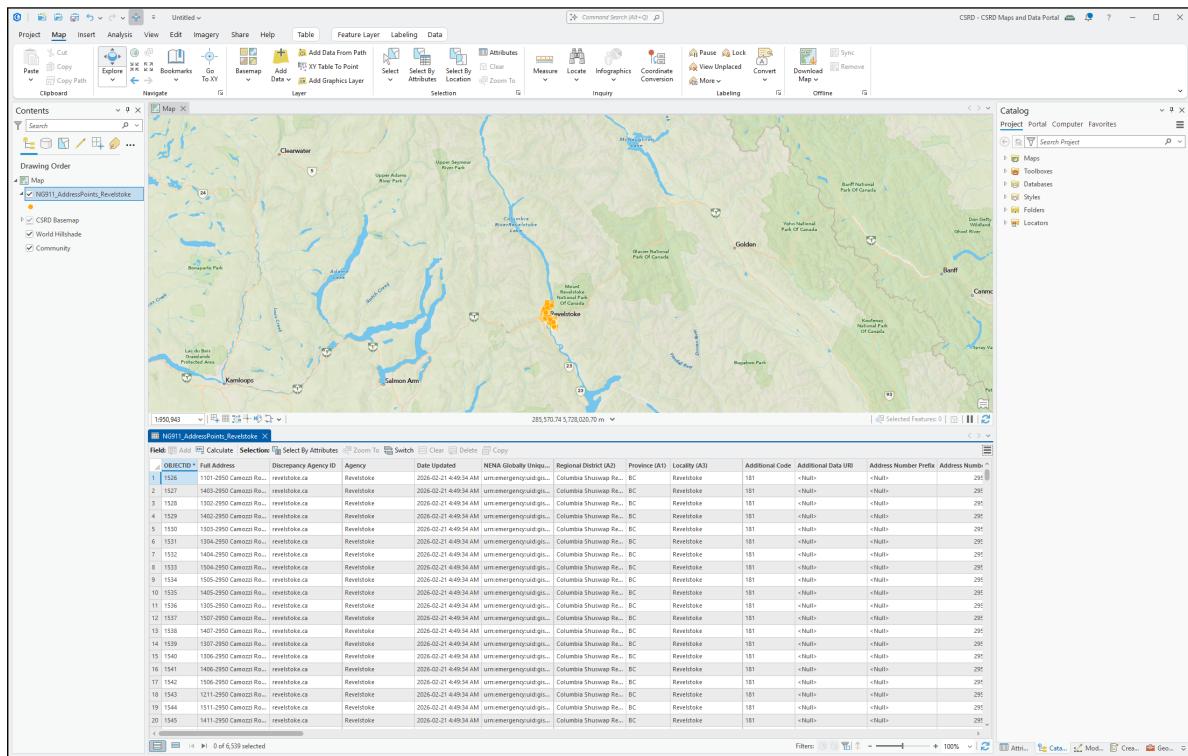


Figure 6: ArcGIS Pro layer loaded

**Annotation:** Confirm the layer is present in **Contents** and attribute table is accessible.

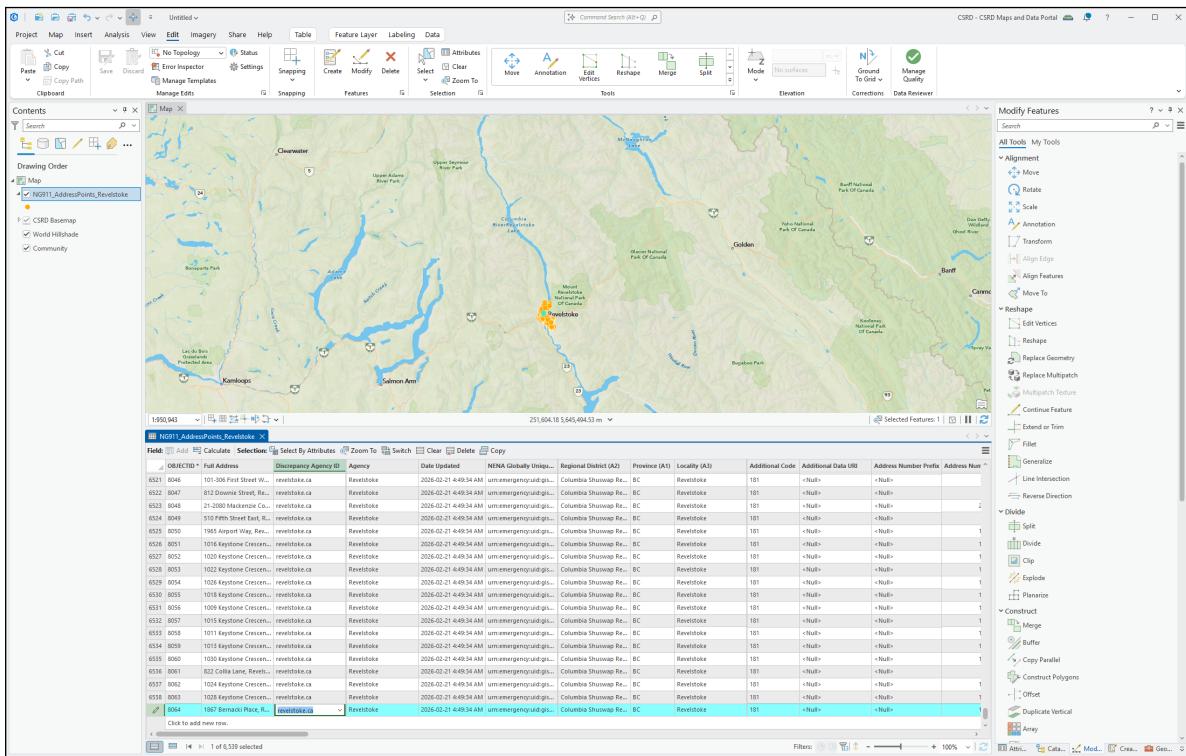


Figure 7: ArcGIS Pro editing view

**Annotation:** Use *Modify Features* to edit geometry and attributes.

### 3.6 Step 6: Save edits

1. Click **Save** on the ArcGIS Pro **Edit** tab.
2. Resolve any validation issues.
3. Confirm edits are committed.

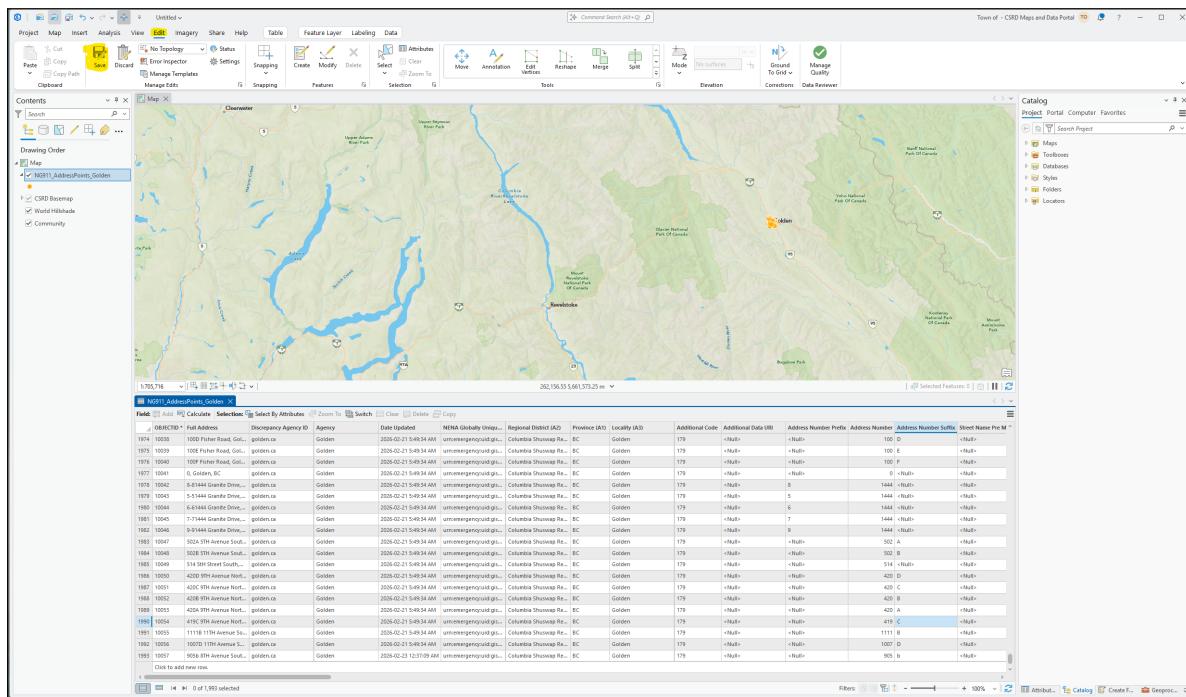


Figure 8: Save edits in ArcGIS Pro

**Annotation:** Finalize edits with **Save**.

### 3.7 Step 7: Verification of changes

1. Return to the CSRD Portal in your web browser.
2. Navigate to the Golden 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 Version control

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