



# Data Updates & Sharing Application - Edit

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## Instruction Manual

TPP, Data Management Section

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## Purpose

Welcome to the Data Updates & Sharing Application – Edit Section!

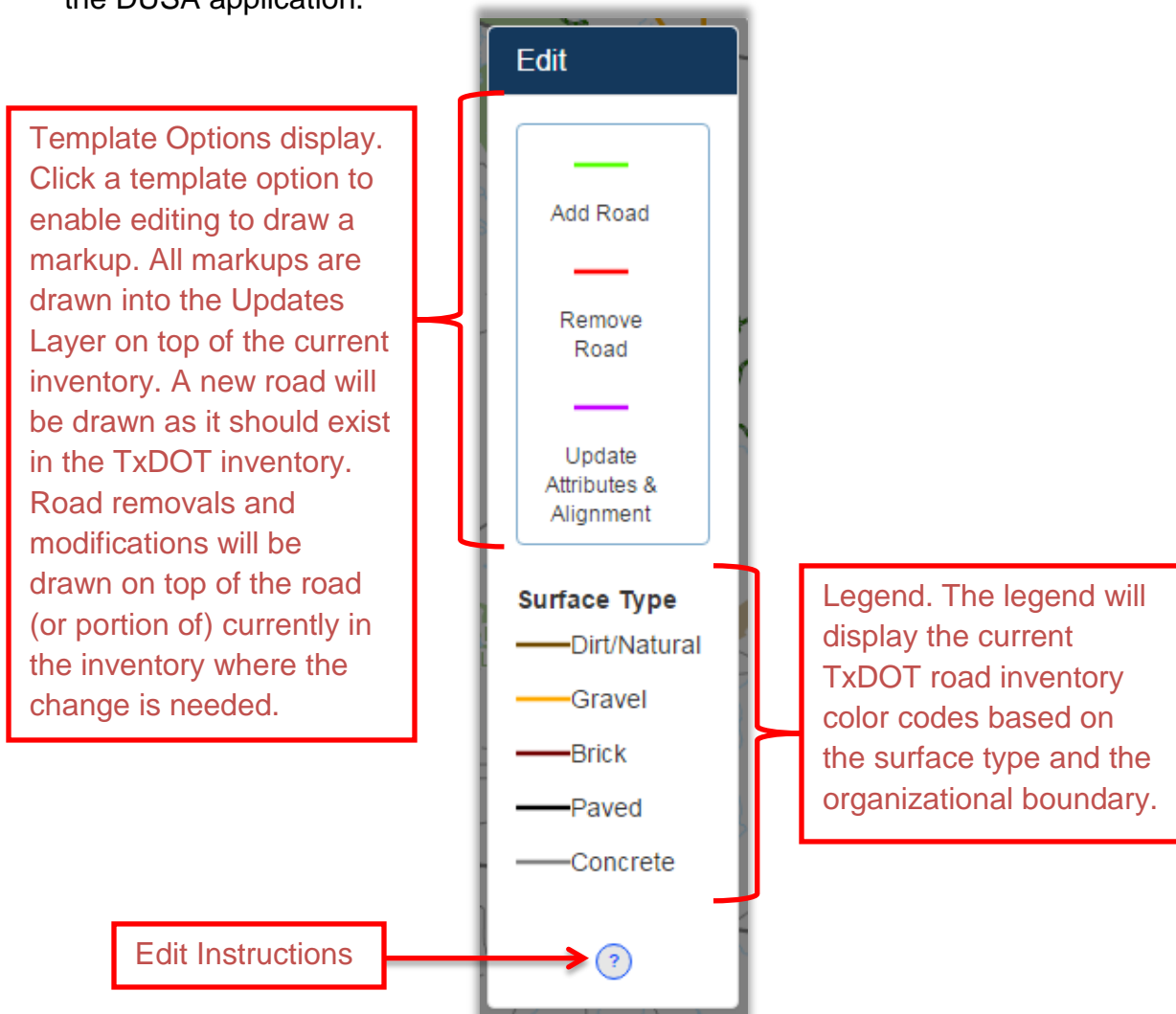
This document serves as a how-to guide and reference for using the Edit functionality within the Data Updates & Sharing Application (DUSA).

## Browser Information

DUSA is accessed through an internet browser. It is highly suggested to use Google Chrome to receive the highest performance while working within a WebMap. Mozilla Firefox will also provide acceptable performance. TxDOT advises against using Internet Explorer.

## Edit Section Display

The Edit section of the menu offers multiple options for editing the Updates Layer directly within the web map to markup changes to the road inventory displayed within the DUSA application.



## How to Review the current TxDOT Inventory

Review the TxDOT Inventory to identify errors which need to be changed or updated.

1. Begin by navigating around the map using the zoom functions while also clicking and dragging the map to pan.
2. Utilize the various Basemaps and your organization's records/resources in comparison to the TxDOT Inventory. Basemap details can be found in the [Instructions](#) listed in the Resources section of the menu.
3. Look for roads which are drawn incorrectly (bad alignment), missing, or exist when they should not.
4. Hover the cursor over top a road in the current inventory. The cursor will change into a finger pointer hand. Single click the mouse to open the attribute window.



The attribute window will reveal the attributes (descriptive details) for the clicked road. Further details about the attribute fields can be found in the [Data Dictionary](#) in the Resources section of the menu.



5. When an inaccuracy is identified, follow the instructions within this document to markup the error in the 'Updates Layer'. **Add roads** which are missing in the TxDOT Inventory, **remove roads** or portions of roads which exist in the TxDOT Inventory but shouldn't, and **update roads** which exist but have the wrong alignment and/or attributes.

## How to Add a road to the Inventory

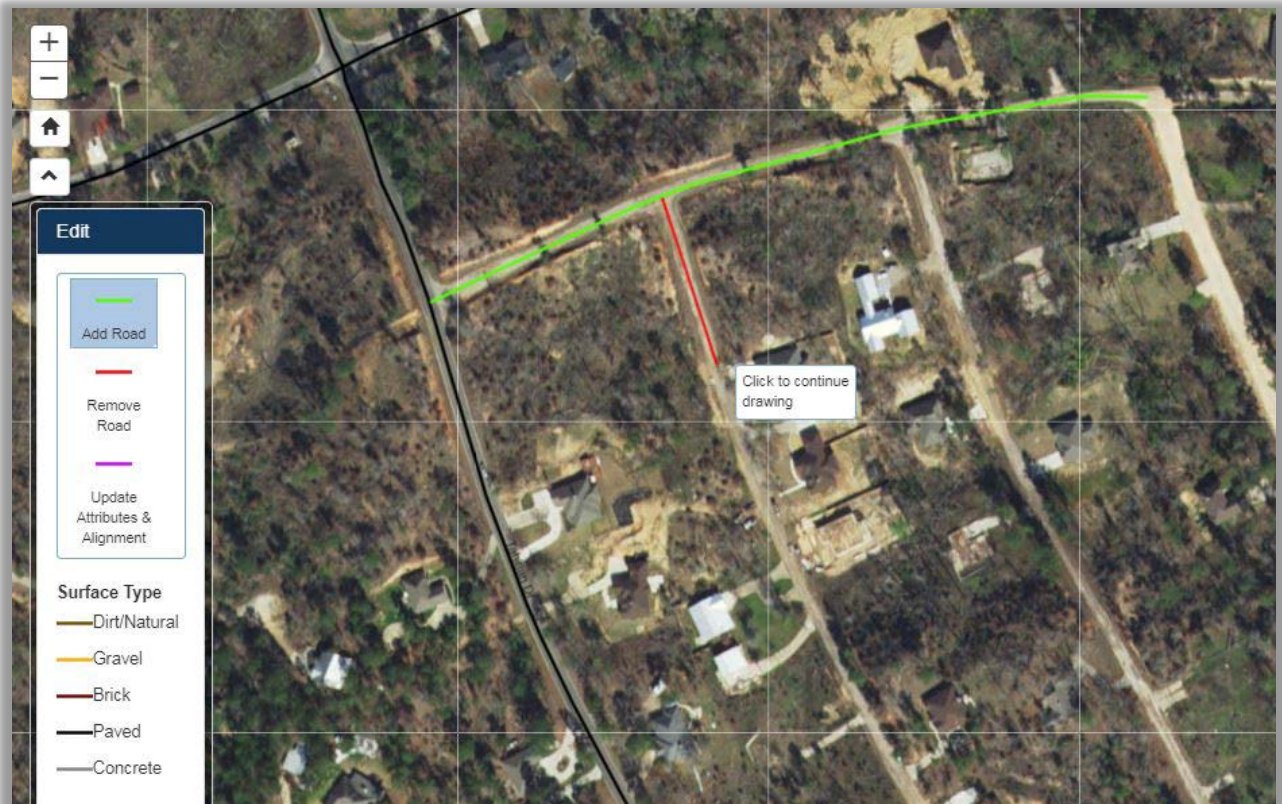
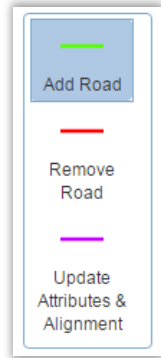
If a road is missing from the inventory but meets the required criteria and should be part of the TxDOT inventory:

1. Turn on the best Basemap for identifying the location and alignment of the road to be drawn. Typically, Imagery is most beneficial as it shows a visual of the road as it exists on the ground and ensures an accurate alignment.
2. Open the Edit section of the menu
3. Click 'Add Road' on the Template Options display. The option will shade with a blue box.

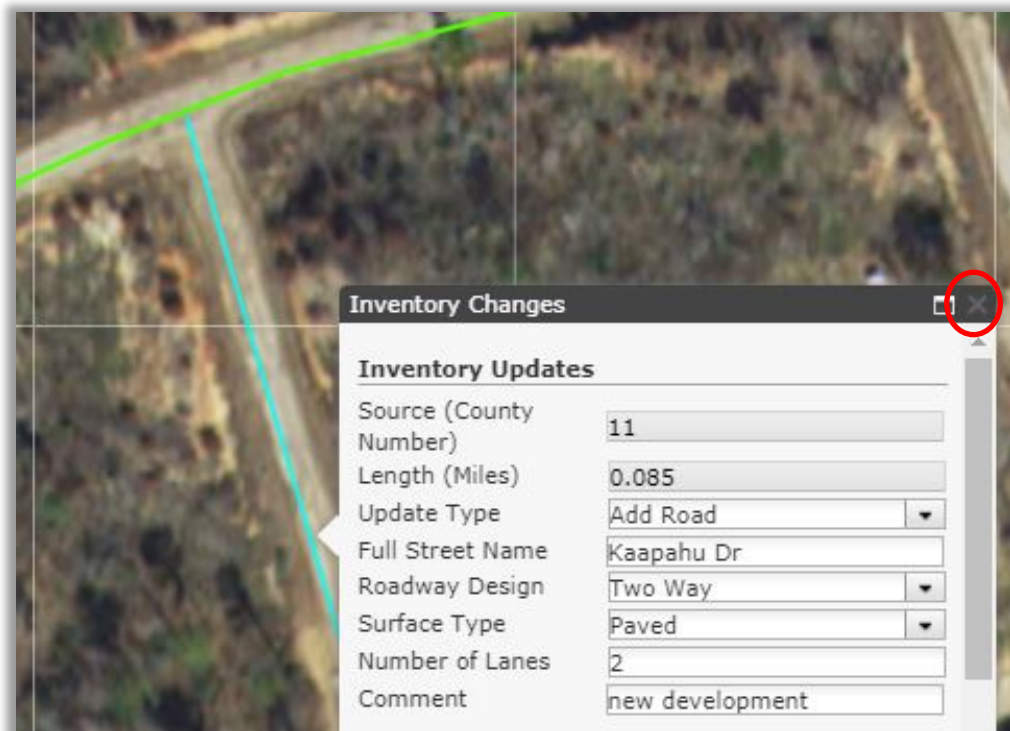


The cursor will change into crosshairs and drawing will be enabled. To stop drawing at any time, re-click the 'Add Road' Template Option.

4. Position the crosshairs cursor at one end of the road and single click the mouse to begin drawing.
5. Move the crosshairs cursor along the extent of the road while continuously single clicking to create anchor points along the road segment. Use the Basemap as a guide to draw the road as accurately as possible to represent as it truly exists. The segment will be the color **red** as you draw the road.



6. Double click the mouse to finish drawing. The cursor will change back into the normal pointer. The segment will change into the color **green** as represented in the Template Option. The drawn road is instantly saved to the Updates Layer.
7. Hover the cursor over top the newly drawn road. The cursor will change into a finger pointer hand. Single click the mouse to open the attribute window.
8. Fill out the form displayed in the attribute window as completely as possible to describe the road. After any field in the form is changed, it is instantly saved to the Updates Layer and will be part of the markup submission.
  - a. Further details about the fields in this form can be found in the [Data Dictionary](#) in the Resources section of the menu.
  - b. At the bottom of the attribute window, click 'Delete' to completely remove your drawn road segment. Alternatively, click 'Edit Geometry' to alter the alignment of the road (details in the [How to Modify a road in the Updates Layer](#) section of this document).
9. Click the 'X' in the top right corner of the attribute window to instantly save the form and close the attribute window.



**Inventory Changes**

**Inventory Updates**

Source (County Number)	11
Length (Miles)	0.085
Update Type	Add Road
Full Street Name	Kaapahu Dr
Roadway Design	Two Way
Surface Type	Paved
Number of Lanes	2
Comment	new development



## How to Update a road's attributes in the Inventory

If a road (or portion of road) in the current TxDOT inventory has the wrong attributes as viewed in the attribute window:

1. Open the Edit section of the menu
2. Click 'Update Attributes & Alignment' on the Template Options display.  
The option will shade with a blue box.



The cursor will change into crosshairs and drawing will be enabled. To stop drawing at any time, re-click the 'Update Attributes & Alignment' Template Option.

3. Position the crosshairs cursor at one end of the road (or portion of) and single click the mouse to begin drawing.
4. Move the crosshairs cursor along the extent of the road while continuously single clicking to create anchor points along the road segment. Draw directly over top of the currently existing road to represent which section needs to be updated. The segment will be the color **red** as you draw the road.



5. Double click the mouse to finish drawing. The cursor will change back into the normal pointer. The segment will change into the color **purple** as represented in the Template Option. The drawn road is instantly saved to the Updates Layer.



6. Hover the cursor over top the newly drawn road. The cursor will change into a finger pointer hand. Single click the mouse to open the attribute window.
7. Fill out the form displayed in the attribute window with the corrected value for each false attribute field to accurately describe the road. After any field in the form is changed, it is instantly saved to the Updates Layer and will be part of the markup submission.
  - a. Further details about the fields in this form can be found in the [Data Dictionary](#) in the Resources section of the menu.
  - b. At the bottom of the attribute window, click 'Delete' to completely remove your drawn road segment. Alternatively, click 'Edit Geometry' to alter the alignment of your drawn road segment (details in the [How to Modify a road in the Updates Layer](#) section of this document).
8. Click the 'X' in the top right corner of the attribute window, or click anywhere on the map to instantly save the form and close the attribute window.



## How to Update a road's alignment in the Inventory

If a road (or portion of road) in the current TxDOT inventory is drawn incorrectly:

1. Turn on the best Basemap for identifying the location and alignment of the road to be drawn. Typically, Imagery is most beneficial as it shows a visual of the road as it exists on the ground and ensures an accurate alignment.
2. Open the Edit section of the menu
3. Click 'Update Attributes & Alignment' on the Template Options display. The option will shade with a blue box.

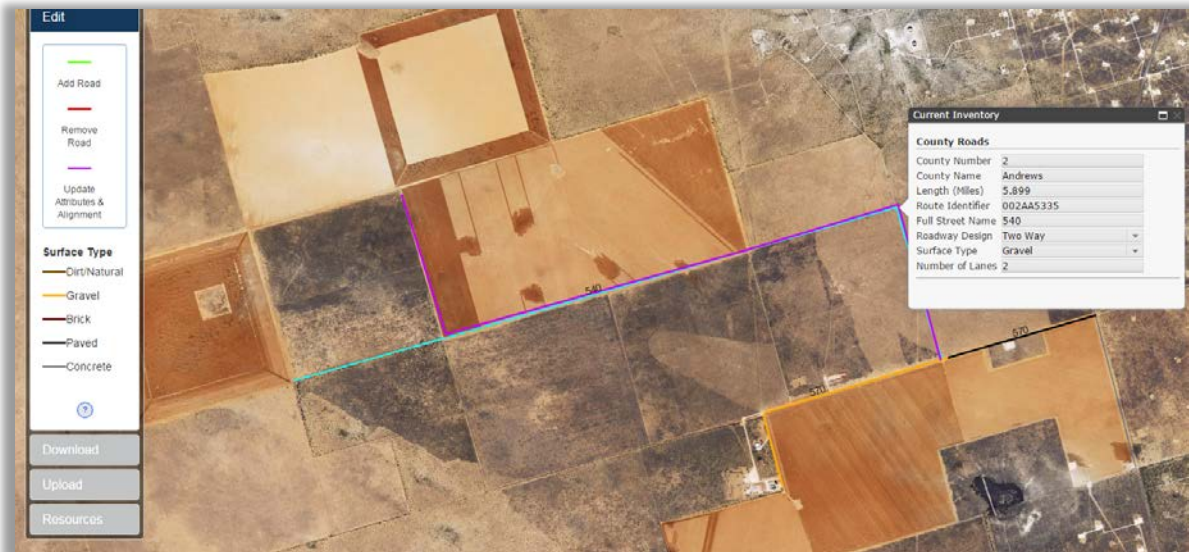


The cursor will change into crosshairs and drawing will be enabled. To stop drawing at any time, re-click the 'Update Attributes & Alignment' Template Option.



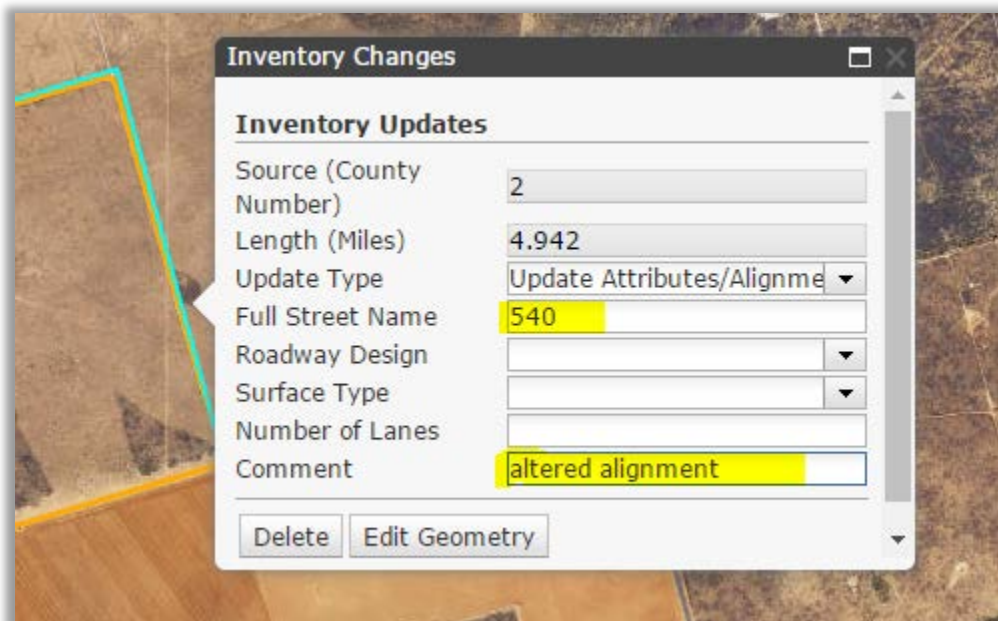
4. Position the crosshairs cursor at one end of the road (or portion of) and single click the mouse to begin drawing.
5. Move the crosshairs cursor along the extent of the road's correct alignment (how it *should* be drawn) while continuously single clicking to create anchor points along the road segment. Use the Basemap as a guide to draw the road as accurately as possible to represent as it truly exists.

The segment will be the color **red** as you draw the road.





6. Double click the mouse to finish drawing. The cursor will change back into the normal pointer. The segment will change into the color **purple** as represented in the Template Option. The drawn road is instantly saved to the Updates Layer.
7. Hover the cursor over top the newly drawn road. The cursor will change into a finger pointer hand. Single click the mouse to open the attribute window.
8. **Populate the 'Full Street Name' field with the name of the road in the current inventory which is being re-aligned.** Also, populate the 'Comment' field with a note stating the drawn line is updating an alignment.



Optionally, to alter additional attributes on the same road in the inventory...

9. Fill out the form displayed in the attribute window with the corrected value for each false attribute field to accurately describe the road. After any field in the form is changed, it is instantly saved to the Updates Layer and will be part of the markup submission.
  - a. Further details about the fields in this form can be found in the [Data Dictionary](#) in the Resources section of the menu.
  - b. At the bottom of the attribute window, click 'Delete' to completely remove your drawn road segment. Alternatively, click 'Edit Geometry' to alter the alignment of your drawn road segment (details in the ['How to Modify a road in the Updates Layer'](#) section of this document).
10. Click the 'X' in the top right corner of the attribute window, or click anywhere on the map to instantly save the form and close the attribute window.



## How to Remove a road from the Inventory

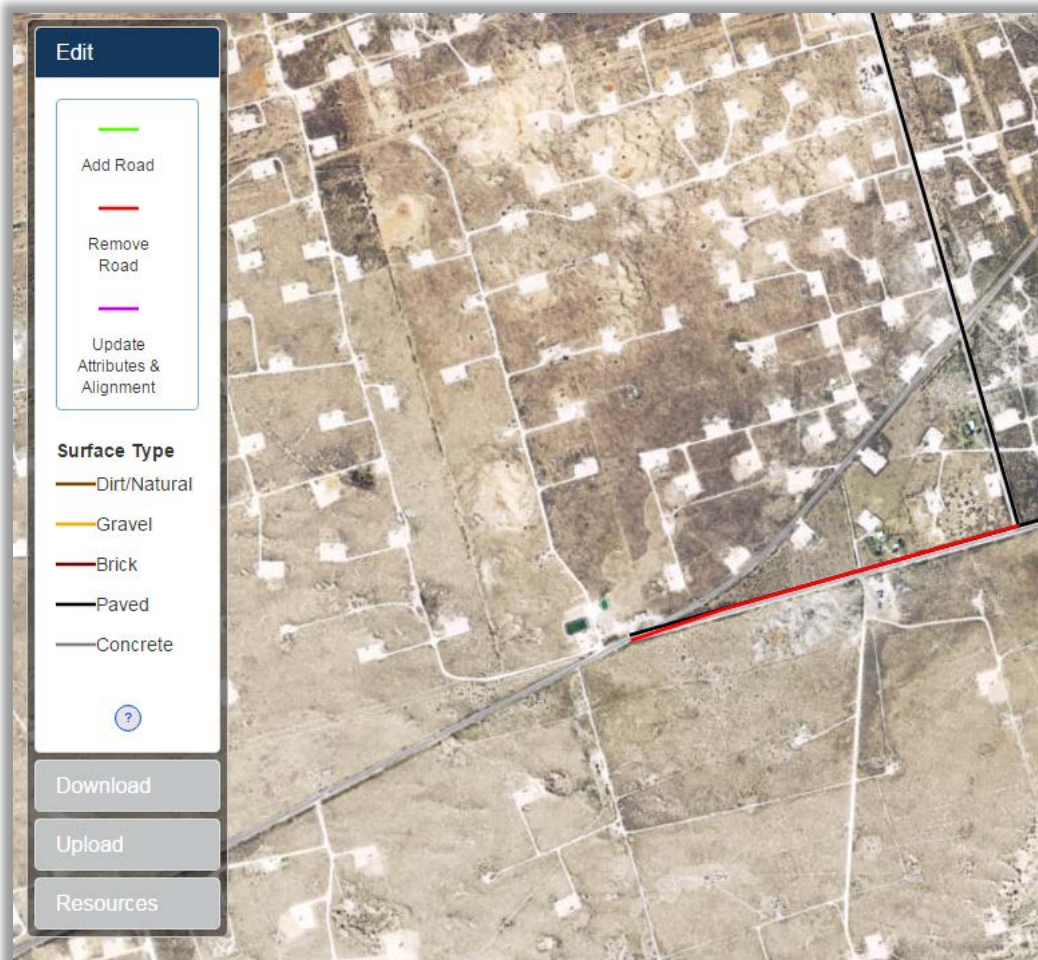
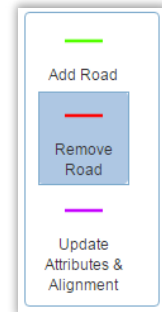
If a road (or portion of road) in the current TxDOT inventory needs to be removed:

1. Open the Edit section of the menu
2. Click 'Remove Road' on the Template Options display. The option will shade with a blue box.



The cursor will change into crosshairs and drawing will be enabled. To stop drawing at any time, re-click the 'Remove Road' Template Option.

3. Position the crosshairs cursor at one end of the road (or portion of) and single click the mouse to begin drawing.
4. Move the crosshairs cursor along the extent of the road while continuously single clicking to create anchor points along the road segment. Draw directly over top of the currently existing road to represent which section needs to be removed. The segment will be the color **red** as you draw the road.
5. Double click the mouse to finish drawing. The cursor will change back into the normal pointer. The segment will stay the color **red** as represented in the Template Option. The drawn road is instantly saved to the Updates Layer.



## How to Modify a road in the Updates Layer

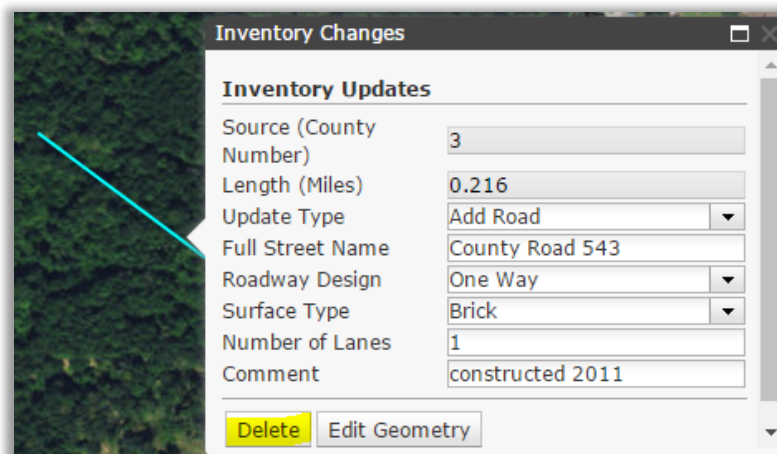
After identifying changes to be implemented in the TxDOT inventory and drawing them into the Updates Layer, you can alter the attribute and alignment changes you have drawn or remove your drawn road.

To alter the attributes in the attribute window form...

1. Hover the cursor over top the drawn road. The cursor will change into a finger pointer hand. Single click the mouse to open the attribute window.
2. Fill out the form displayed in the attribute window with the corrected value for each false attribute field to accurately describe the road. After any field in the form is changed, it is instantly saved to the Updates Layer and will be part of the markup submission.
  - a. Further details about the fields in this form can be found in the [Data Dictionary](#) in the Resources section of the menu.
3. Click the 'X' in the top right corner of the attribute window, or click anywhere on the map to instantly save the form and close the attribute window.

To delete the road you have drawn...

1. Hover the cursor over top the drawn road. The cursor will change into a finger pointer hand. Single click the mouse to open the attribute window.



Inventory Updates	
Source (County Number)	3
Length (Miles)	0.216
Update Type	Add Road
Full Street Name	County Road 543
Roadway Design	One Way
Surface Type	Brick
Number of Lanes	1
Comment	constructed 2011

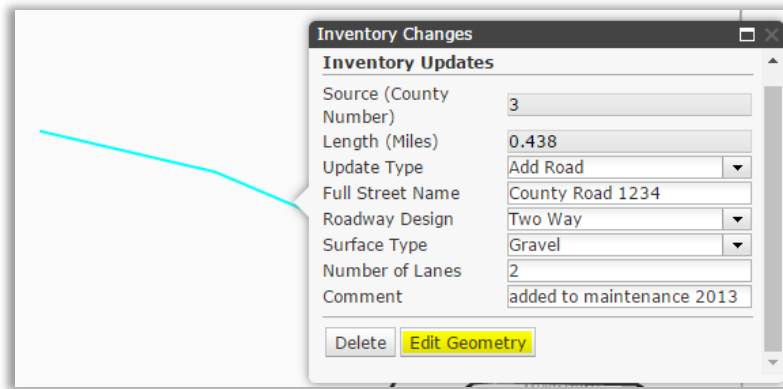
Buttons: Delete, Edit Geometry

2. At the bottom of the attribute window, click 'Delete' to completely remove your drawn road segment. The road is instantly deleted from the Updates Layer and **will not** be part of the markup submission.

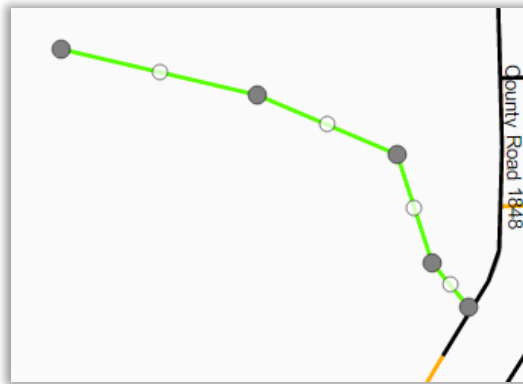
To alter the alignment you have drawn...

1. Hover the cursor over top the drawn road. The cursor will change into a finger pointer hand. Single click the mouse to open the attribute window.

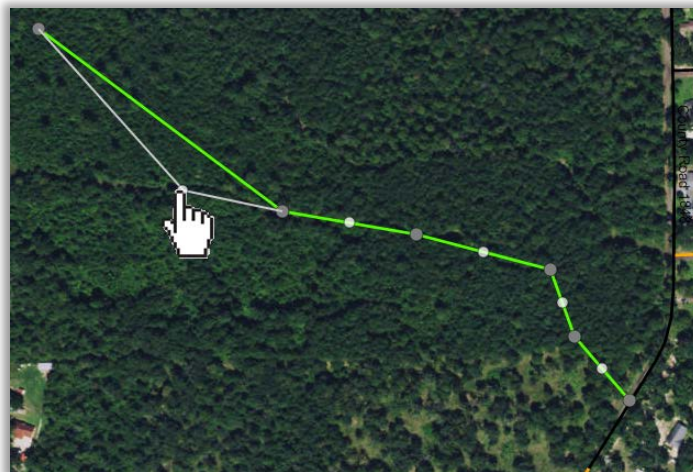




2. At the bottom of the attribute window, click 'Edit Geometry'. The attribute window will disappear and the road segment will reveal gray and white circles along the alignment.



3. Hover the cursor over top the gray and white circles. The cursor will change into a finger pointer hand. Click, hold, and drag the various circles to reposition that point of the segment. Release the mouse click.



4. Repeat step 3 on all circles necessary to achieve the desired alignment.
5. Click anywhere on the map to instantly save the new alignment to the Updates Layer.

## Completion & Contact Info

The deadline for completing the present year's review and markup is August 31. Any markups submitted after August 31 will be applied towards next year's submission. At the time of completion, the updates will be reviewed and the changes which meet the inventory criteria will be implemented to update the TxDOT Road Inventory.

Thank you for using the Data Updates & Sharing Application to submit changes to the TxDOT Road Inventory. If you would like to report any bugs or issues, or have any questions which need clarification of the procedures, please contact the Transportation, Programming, and Planning Division's Data Management staff at:

[TPP-GIS@txdot.gov](mailto:TPP-GIS@txdot.gov)

(512) 486-5052