



Data Updates & Sharing Application - Edit

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 the Application. 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 directly within DUSA to markup changes to the road inventory displayed.

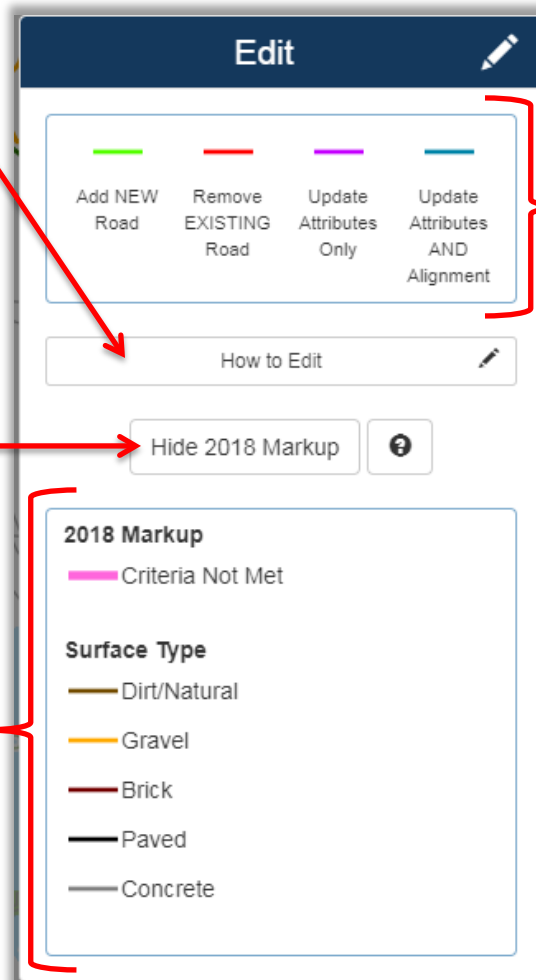
Edit Instructions

2018 Markup Layer

Click the button to show the markups submitted in 2018 that *did not* meet the criteria for a county road, or were not updated for another reason. The '?' symbol lists the possible reasons.

Legend

The legend will display the 2018 Markup Layer, the current TxDOT road inventory color codes based on the surface type, and the organizational boundary.



Template Options display

Click a template option to enable editing to draw a markup. All markups are drawn into the application on top of the current inventory. A new road will be drawn as it should exist in the TxDOT inventory. Road removals and modifications will be drawn on top of the road (or portion of) currently in the inventory where the change is needed.

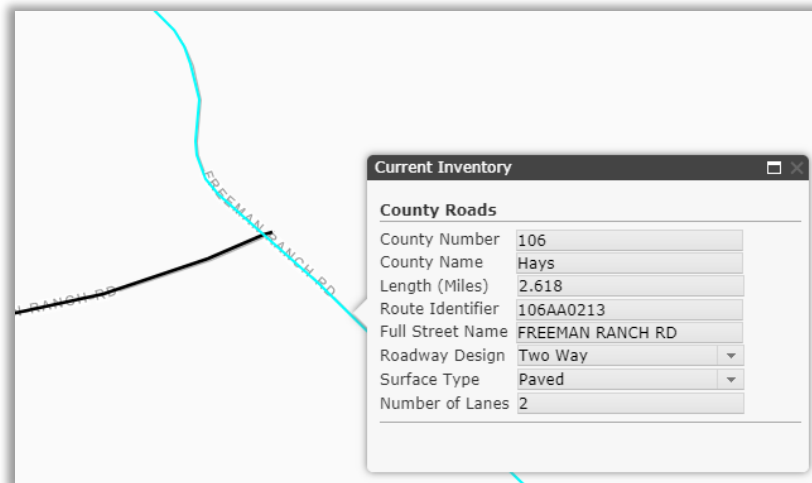
How to Review the current TxDOT Inventory

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 basemaps found in the Map Tools section and your organization's records/resources in comparison to the TxDOT Inventory.
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 application.
 - a. **Add NEW Roads** which are missing in the TxDOT Inventory;
 - b. **Remove EXISTING Roads** or portions of roads which exist in the TxDOT Inventory but shouldn't;
 - c. **Update Attributes Only** for roads which exist but have the wrong attributes, and;
 - d. **Update Attributes AND Alignment** for roads which exist but have the wrong attributes and alignment.

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 NEW 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 NEW Road' Template Option.

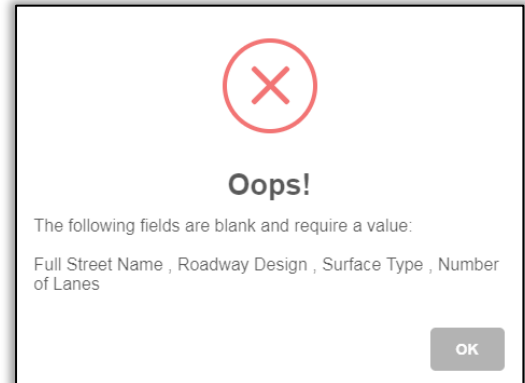


4. Position the crosshairs cursor at one end of the road and single click the mouse to begin drawing.
5. Move the crosshairs cursor along the extent of the road while continuously single clicking to create anchor points along the road segment. Use the basemap as a guide to draw the road as accurately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

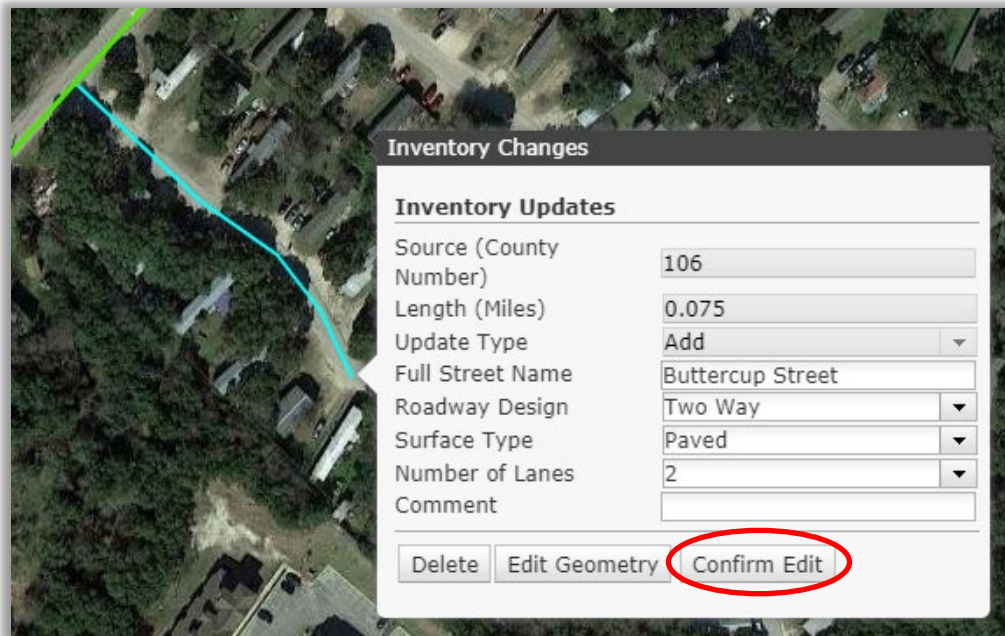


6. Double click the mouse to finish drawing. The cursor will change back into the normal pointer. The segment will change into the color **green** as represented in the Template Option and a pop-up window will automatically appear.
7. The 'Source', 'Length', and 'Update Type' attributes are populated automatically in the pop-up window. Each of the remaining attributes (Full Street Name, Roadway Design, Surface Type, and Number of Lanes) must be filled in manually for a valid markup. The comment attribute is optional.

- a. If any of the attributes, except the 'Comment', are not populated an error message will alert you to add a value for the identified fields.
8. After all required fields are populated, click 'Confirm Edit' at the bottom of the attribute window to save your markup.
- a. Optionally, 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).
- b. Further details about the fields in this form can be found in the [Data Dictionary](#) in the Resources section of the menu.



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 Only**' 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 Only**' Template Option.

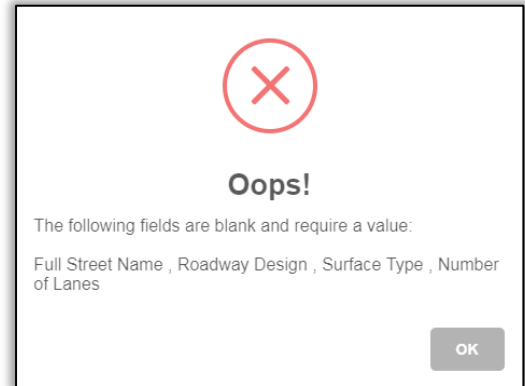


3. Position the crosshairs cursor at one end of the road (or portion of) and single click the mouse to begin drawing.
4. Move the crosshairs cursor along the extent of the road while continuously single clicking to create anchor points along the road segment. Draw directly over top of the currently existing 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 and a pop-up window will automatically appear.

6. The 'Source', 'Length', and 'Update Type' attributes are populated automatically in the pop-up window. Each of the remaining attributes (Full Street Name, Roadway Design, Surface Type, and Number of Lanes) must be filled in manually for a valid markup. The comment attribute is optional.
 - a. If any of the attributes, except the 'Comment', are not populated an error message will alert you to add a value for the identified fields.
7. After all required fields are populated, click 'Confirm Edit' at the bottom of the attribute window to save your markup.
 - a. Optionally, at the bottom of the attribute window, click 'Delete' to completely remove your drawn road segment.
 - b. Further details about the fields in this form can be found in the [Data Dictionary](#) in the Resources section of the menu.



How to Update a road's alignment in the Inventory

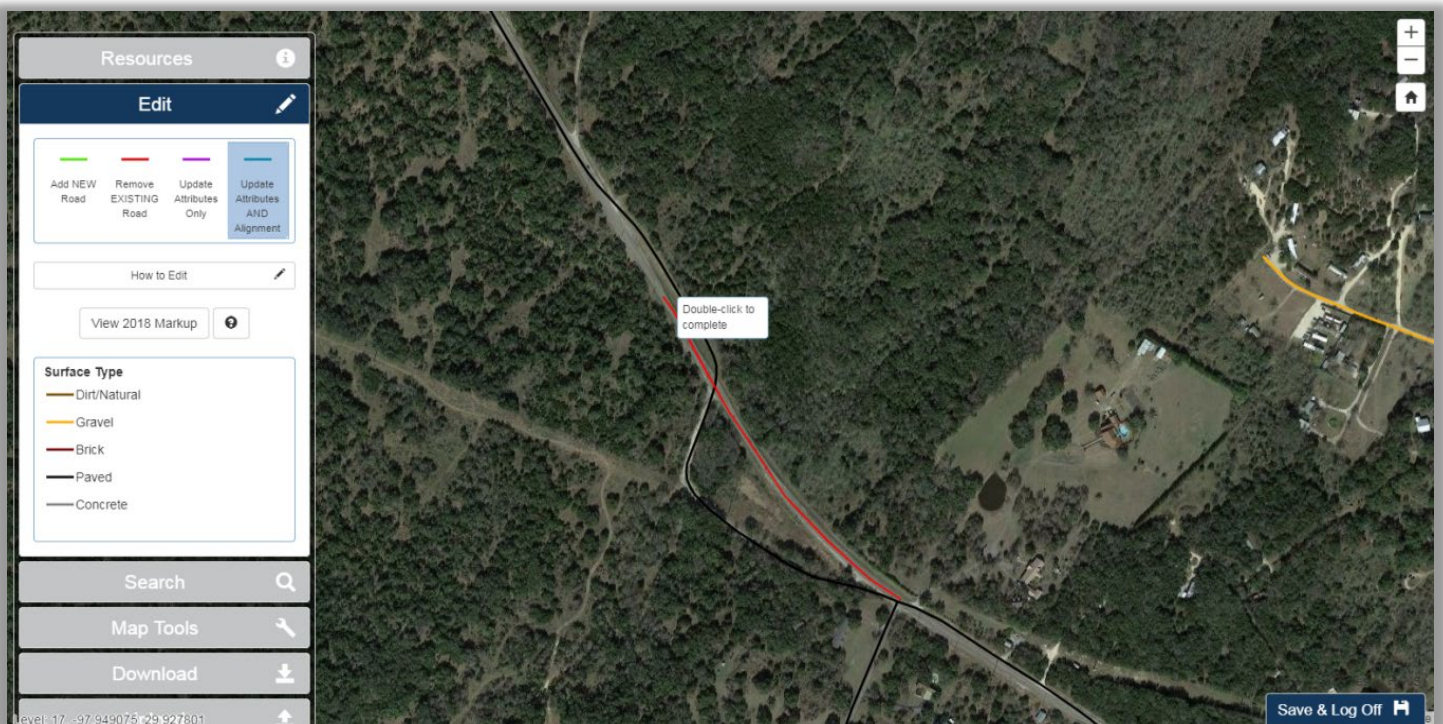
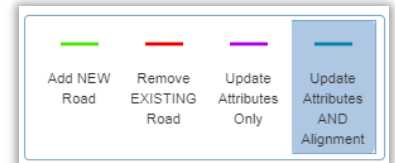
If a road (or portion of road) in the current TxDOT inventory is drawn incorrectly:

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 AND Alignment](#)' on the Template Options display. The option will shade with a blue box.

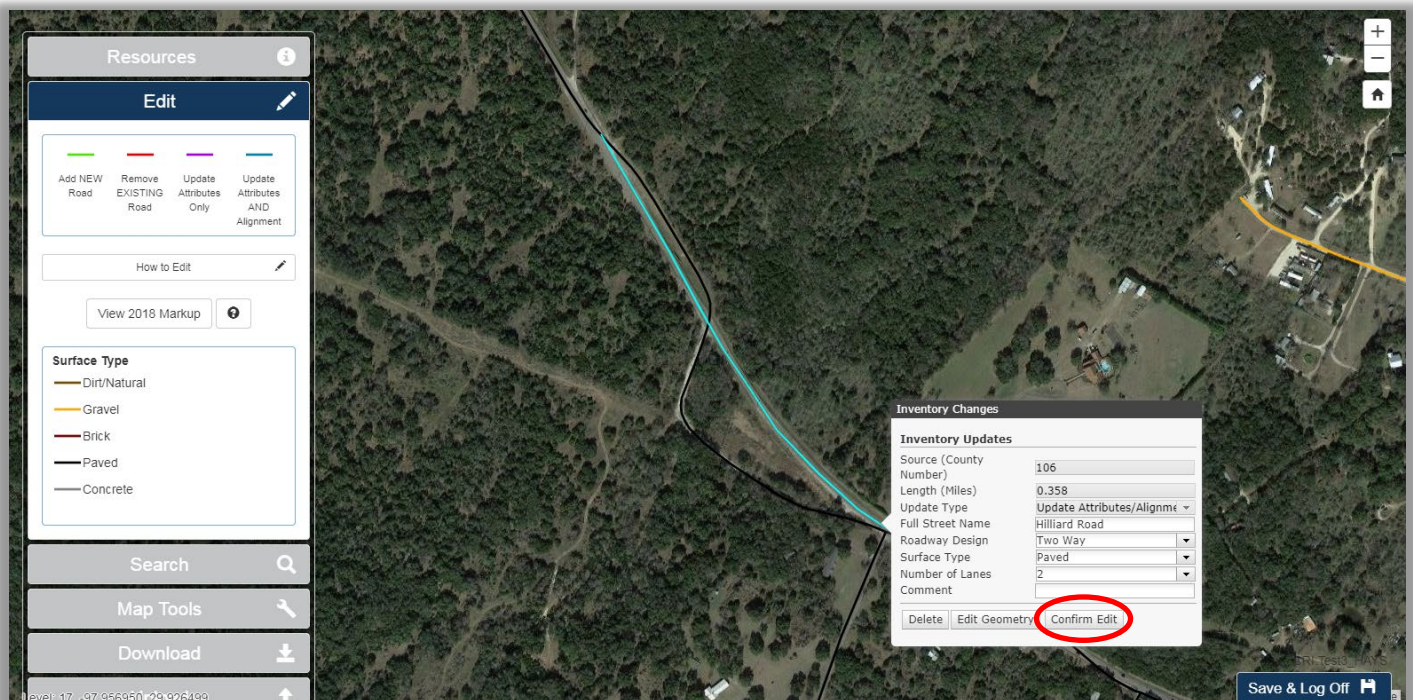
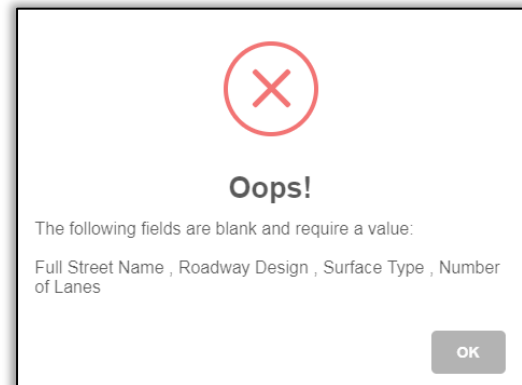


The cursor will change into crosshairs and drawing will be enabled. To stop drawing at any time, re-click the '[Update Attributes AND Alignment](#)' Template Option.

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 **blue** as represented in the Template Option and a pop-up window will automatically appear.
7. The 'Source', 'Length', and 'Update Type' attributes are populated automatically in the pop-up window. If any attribute needs to be corrected, be sure to fill in the corrected value at this time. Each of the remaining attributes (Full Street Name, Roadway Design, Surface Type, and Number of Lanes) must be filled in manually for a valid markup. The comment attribute is optional.
 - a. If any of the attributes, except the 'Comment', are not populated an error message will alert you to add a value for the identified fields.
8. After all required fields are populated, click 'Confirm Edit' at the bottom of the attribute window to save your markup.
 - a. Optionally, 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).
 - b. Further details about the fields in this form can be found in the [Data Dictionary](#) in the Resources section of the menu.



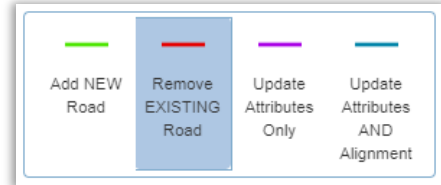
How to Remove a Road from the Inventory

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 EXISTING 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 EXISTING 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.



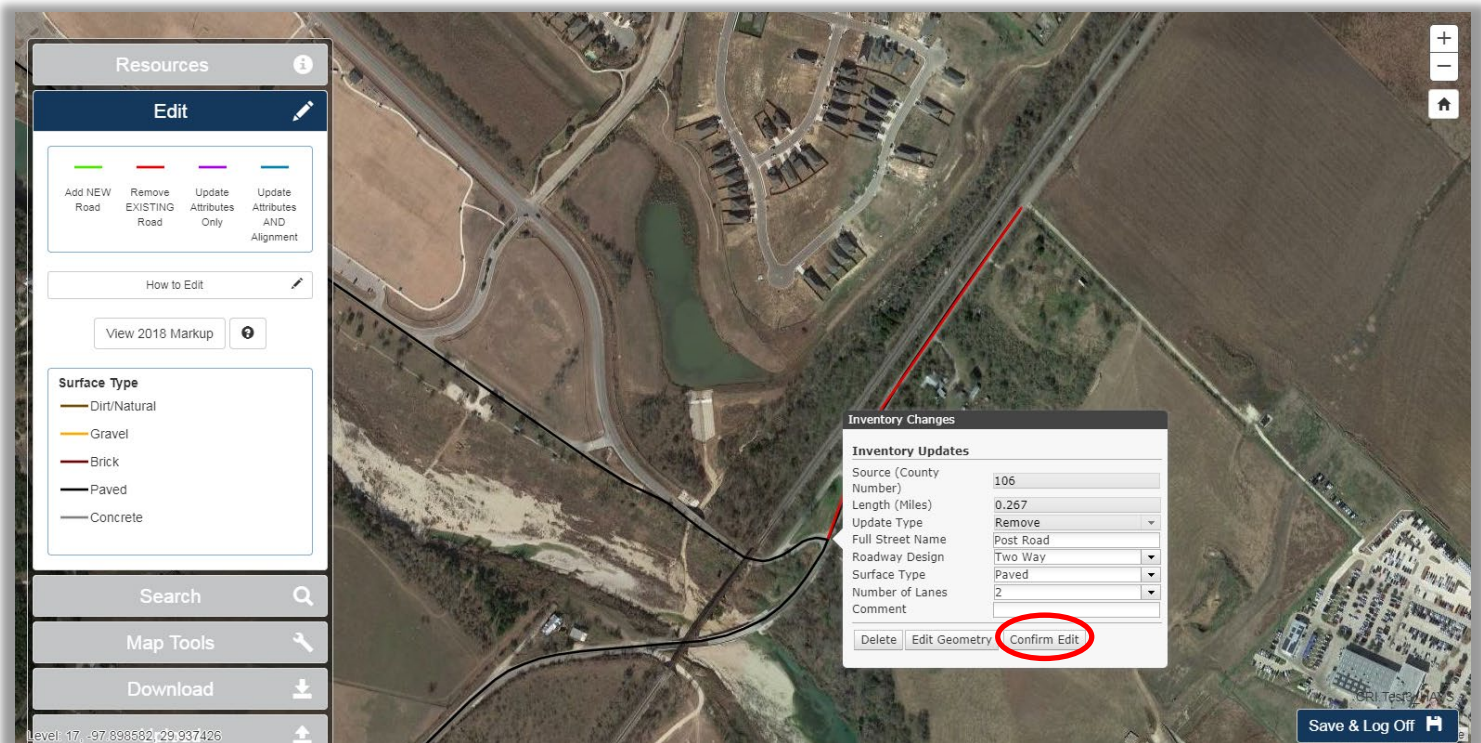
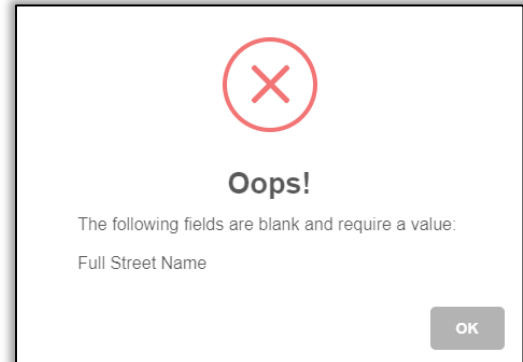
5. Double click the mouse to finish drawing. The cursor will change back into the normal pointer. The segment will change into the color **red** as represented in the Template Option and a pop-up window will automatically appear.

6. The 'Source', 'Length', 'Update Type', 'Roadway Design', 'Surface Type', and 'Number of Lanes' attributes are populated automatically with default values and do not necessarily reflect the actual attributes. You may disregard or change if desired, but it does not affect the route that's being removed. The 'Full Street Name' must be filled in manually for a valid markup. The comment attribute is optional.

- a. If the 'Full Street Name' attribute is not populated, an error message will alert you to add this information.

7. After the 'Full Street Name' is populated, click 'Confirm Edit' at the bottom of the attribute window to save your markup.

- a. Optionally, at the bottom of the attribute window, click 'Delete' to completely remove your drawn road segment.



How to Modify a Road in the Updates Layer

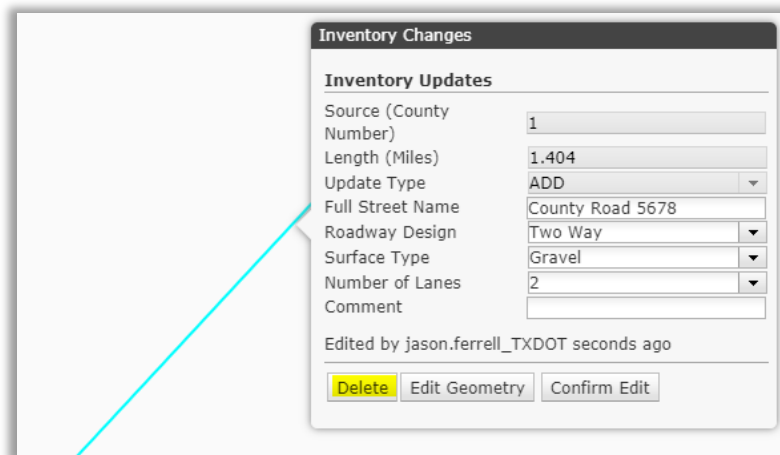
After identifying changes to be implemented in the TxDOT inventory and drawing them into the application, you can alter the attribute and alignment changes you have drawn or remove your drawn road.

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 completing your changes, click the 'Confirm Edit' button to save your changes.
 - a. If any required field is not populated, an error message will alert you to add this information.
 - b. Further details about the fields in this form can be found in the [Data Dictionary](#) in the Resources section of the menu.

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.



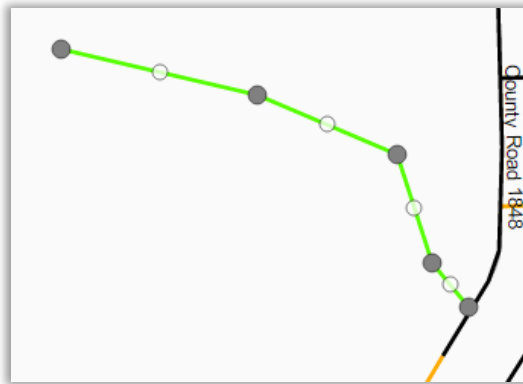
2. At the bottom of the attribute window, click 'Delete' to completely remove your drawn road segment. The road is instantly deleted from the application and **will not** be part of the markup submission.

To alter the alignment you have drawn...(Note: this option is disabled for the 'Update Attributes Only' option)

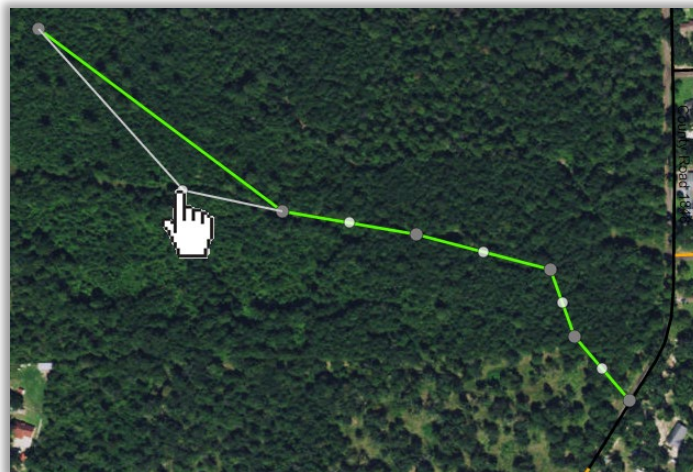
1. Hover the cursor over top the drawn road. The cursor will change into a finger pointer hand. Single click the mouse to open the attribute window.

Inventory Updates	
Source (County Number)	106
Length (Miles)	0.090
Update Type	Add
Full Street Name	County Road 1234
Roadway Design	Two Way
Surface Type	Gravel
Number of Lanes	2
Comment	
<input type="button" value="Delete"/> <input type="button" value="Edit Geometry"/> <input type="button" value="Confirm Edit"/>	

- 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.



- 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.



- Repeat step 3 on all circles necessary to achieve the desired alignment.
- Click anywhere on the map to instantly save the new alignment to the application.

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, Planning, and Programming Division's Data Management staff at:

TPP-GIS@txdot.gov

(512) 486-5052