

Road Inventory Updates

Application Instruction Manual

TPP, Data Management Section

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# Purpose

Welcome to the Road Inventory Updates Application!

This document serves as a how-to guide and reference for reviewing and submitting changes to Texas Department of Transportation’s geospatial road inventory. The Road Inventory Updates application serves as a communication tool for local, subject matter experts to review and acquire the GIS road network TxDOT currently has on file under their jurisdiction. The application provides multiple tools for the user to interact with the GIS inventory by downloading a copy, uploading bulk changes to be implemented by TxDOT, or by directly marking up changes within the application.

# Browser Information

ArcGIS Online 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.

# Logging In

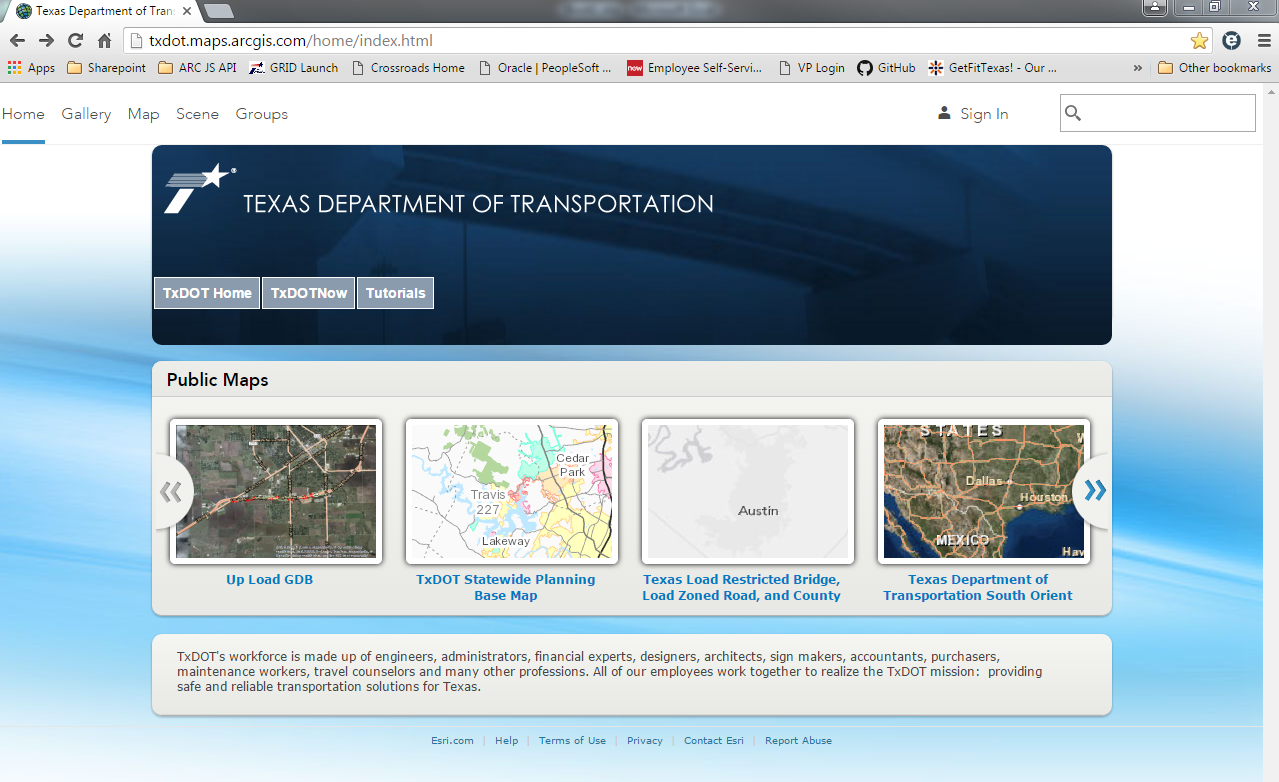
TxDOT’s ArcGIS Online Portal is:

[**http://txdot.maps.arcgis.com/**](http://txdot.maps.arcgis.com/)

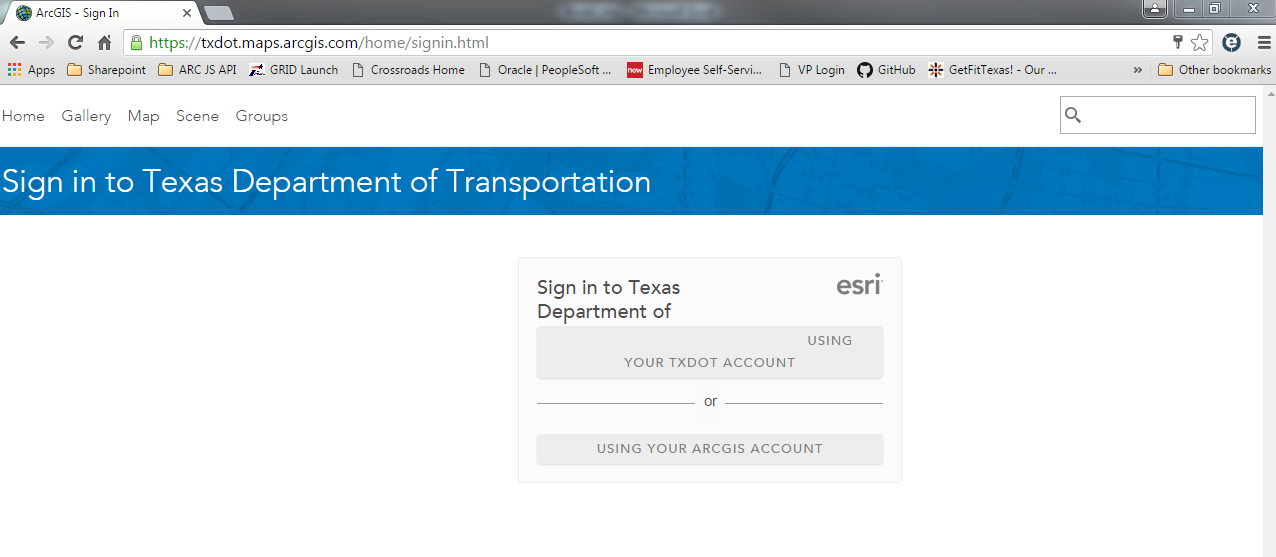
You may have received a direct link to the WebMap for the task you are working on. A direct link will load the WebMap. If the WebMap or the data it contains is restricted

access, you will immediately be asked to log in.

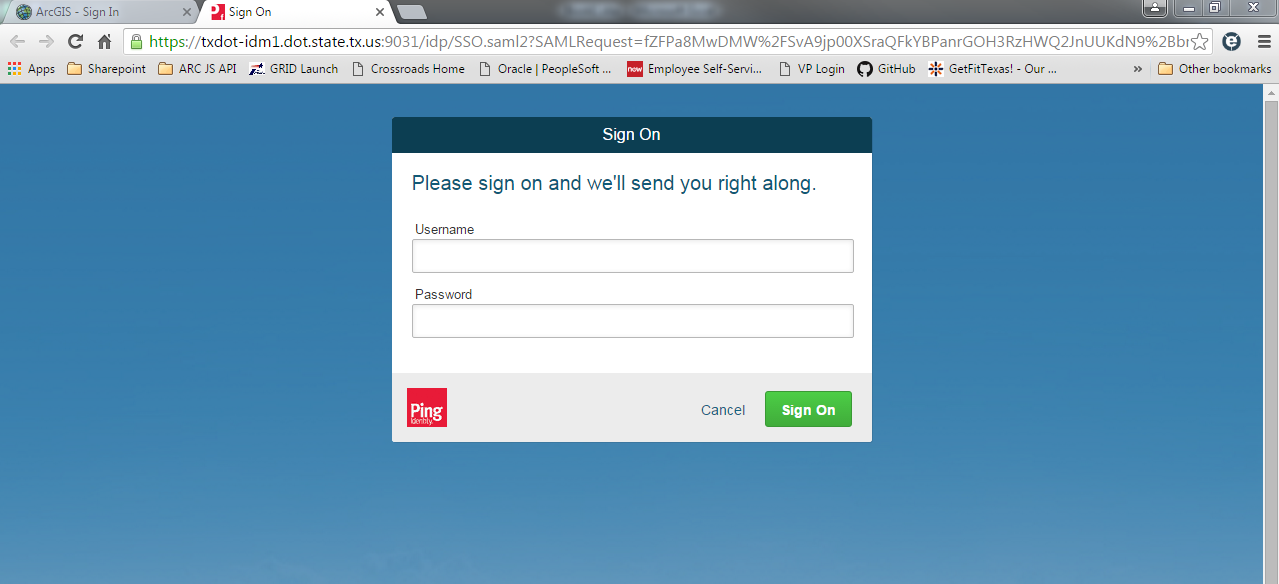
If you did not receive a direct link, you may use the portal link above to navigate to the TxDOT AGO Portal to log in. When the TxDOT AGO Portal page loads, the option to log in will be found in the top right hand corner of the page. Once logged in you will be able to search for your specific WebMap.



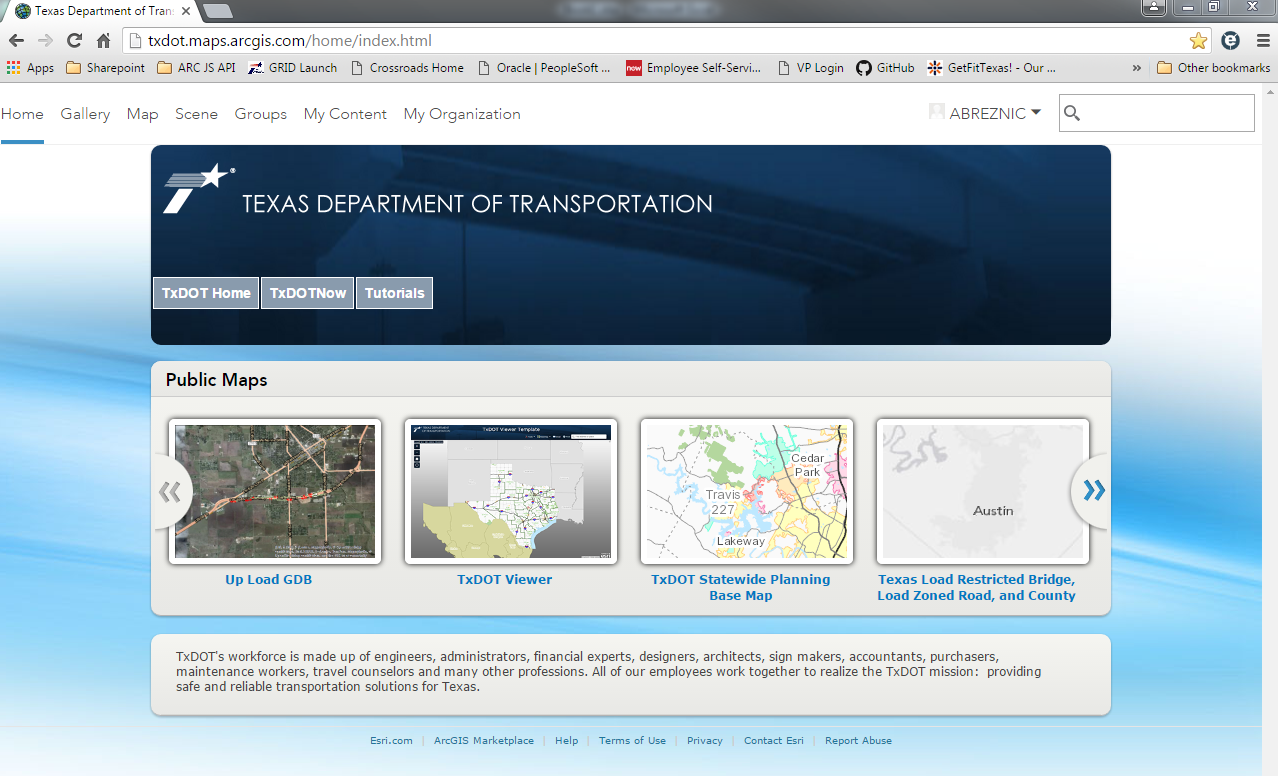
When the login screen loads, you will be given two account type options. Choose the top button, the option to login ‘Using Your TxDOT Account’. This option will redirect you to the credentials form.



Enter your TxDOT Network credentials. These are your Novell username and password; the same credentials used to log into any TxDOT computer. When you have entered your credentials, press the green ‘Sign On’ button.

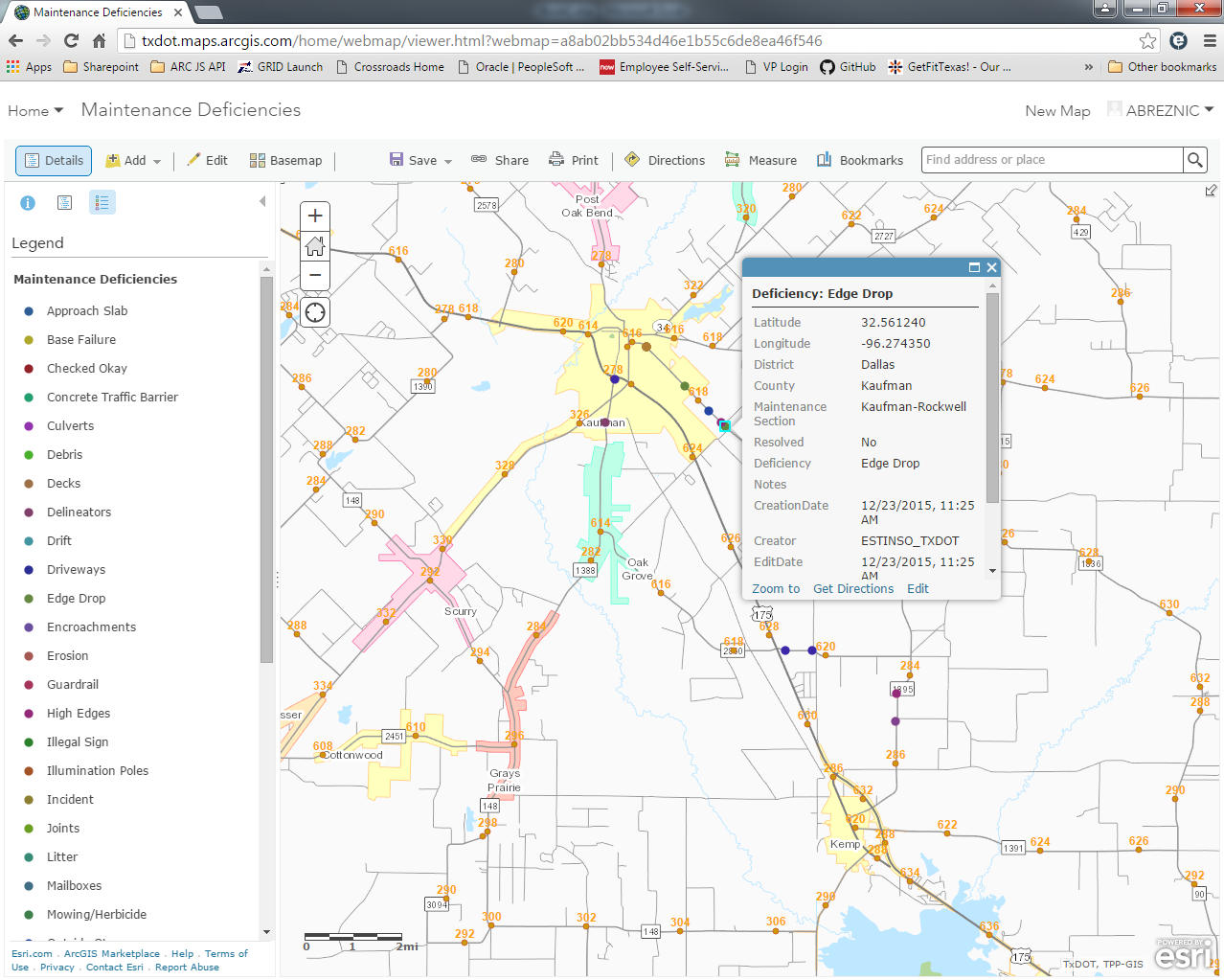


With verified credentials, your WebMap will appear. If you are logging directly into the TxDOT AGO Portal, you will be redirected to the portal home page with your username appearing in the top right hand corner. Next to your username is a Search box. You can use this Search box to find your WebMap. This Search box can also be used to find other available maps and geospatial data.



# The WebMap

The WebMap will be a large interactive map which you can navigate to find information and complete your tasks.



**7**

**6**

**5**

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**3**

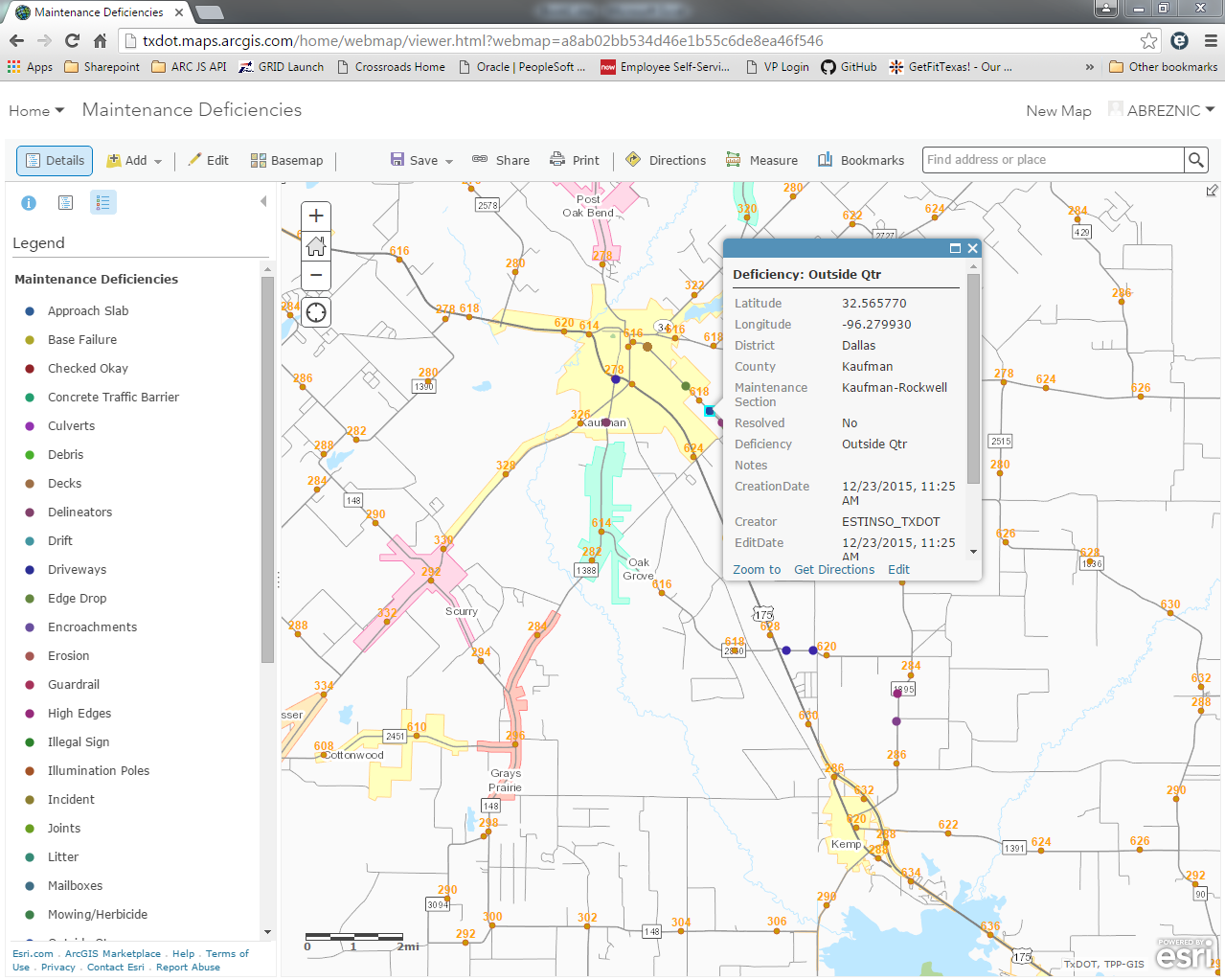
**2**

**1**

1. Panes. The pane is the content within the sidebar (#2 and #3). Choose between ‘Details’ of the data layers displayed, ‘Add’ additional data layers to the map, or ‘Edit’ the editable data layers in the map.
2. Sidebar Tabs. The tabs allow you to change the sidebar content (#3) displayed. Options are Information about the WebMap, Detailed access to the layers, and the Legend of the displayed layers. The Detailed access to the layers provides options for each layer to re-symbolize, filter, display, and many more options.
3. Sidebar Content. Choosing between different Panes and Sidebar Tabs will provide various information and tools within this content box.
4. Basemaps. This button will display a pop up box with options to change the background image Basemap which the data layers are drawn on top of.
5. Map Navigation Buttons. These buttons will let you zoom in and zoom out of the map. They will also allow to you reset the map to the initial view or zoom into your current GPS location (only if your device is GPS enabled).
6. Tools. Options to print the map, create navigation Directions, Measure distances and areas within the map, and Bookmark specific map views which saves them for later.
7. Feature Popup. Data Layers within the map can be interactive. Click a feature to select it, displaying the attributional details of that feature within the popup box.

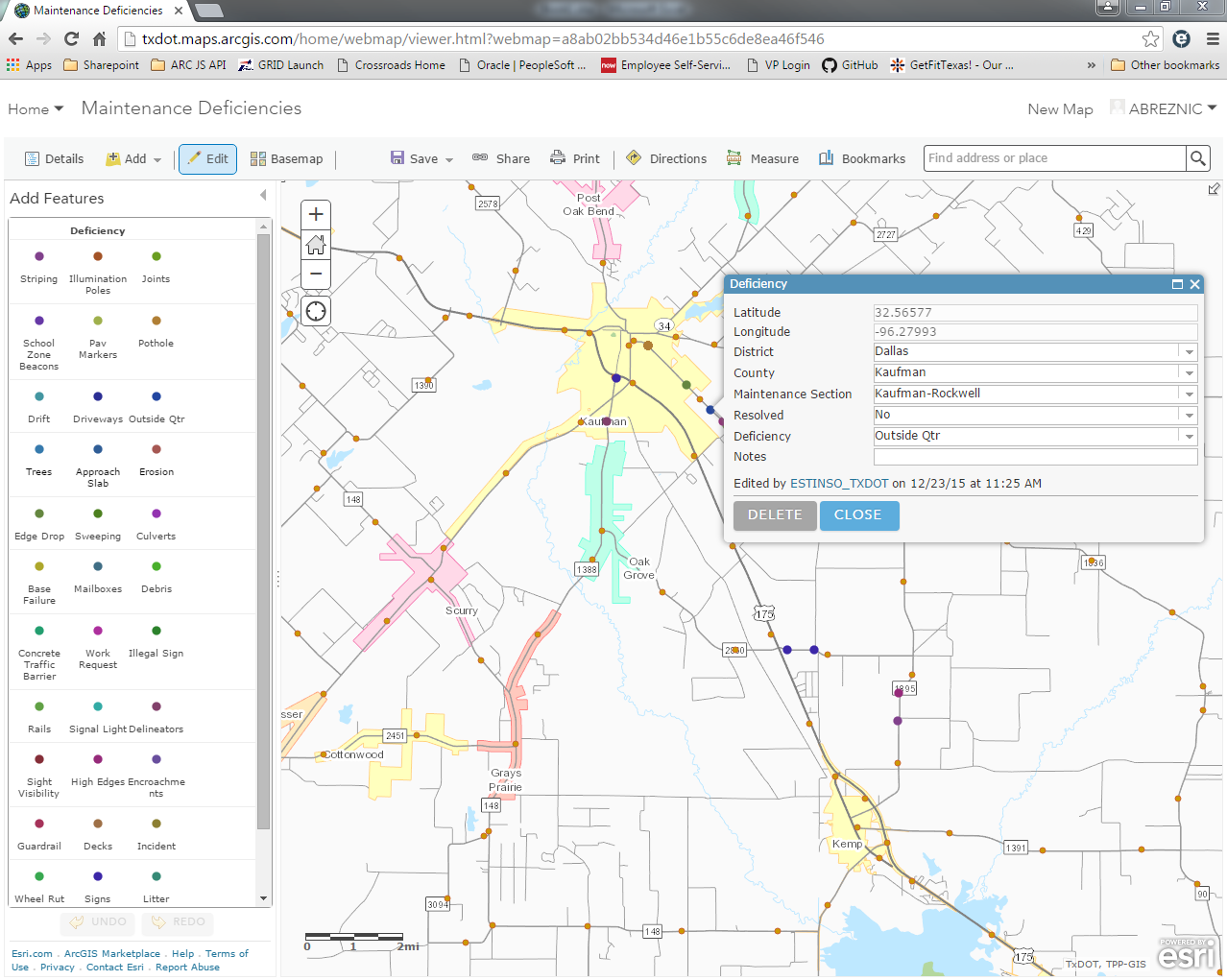
# Editing Mode

To edit data features, enable editing mode. This can be done by clicking the Edit pane button. Editing mode can also be enabled by selecting a feature in the map; Within the popup for that the selected feature, you can then click the word ‘Edit’ found at the bottom of the popup.



Once editing mode has been enabled, the sidebar content will display Feature Templates. These feature templates include all of the different features you can add to the data layer. The popup dialogue will also change. The attributive details will be displayed as a form with dropdowns and input boxes. You can change the information in this popup form to update the attributional details for that selected feature.

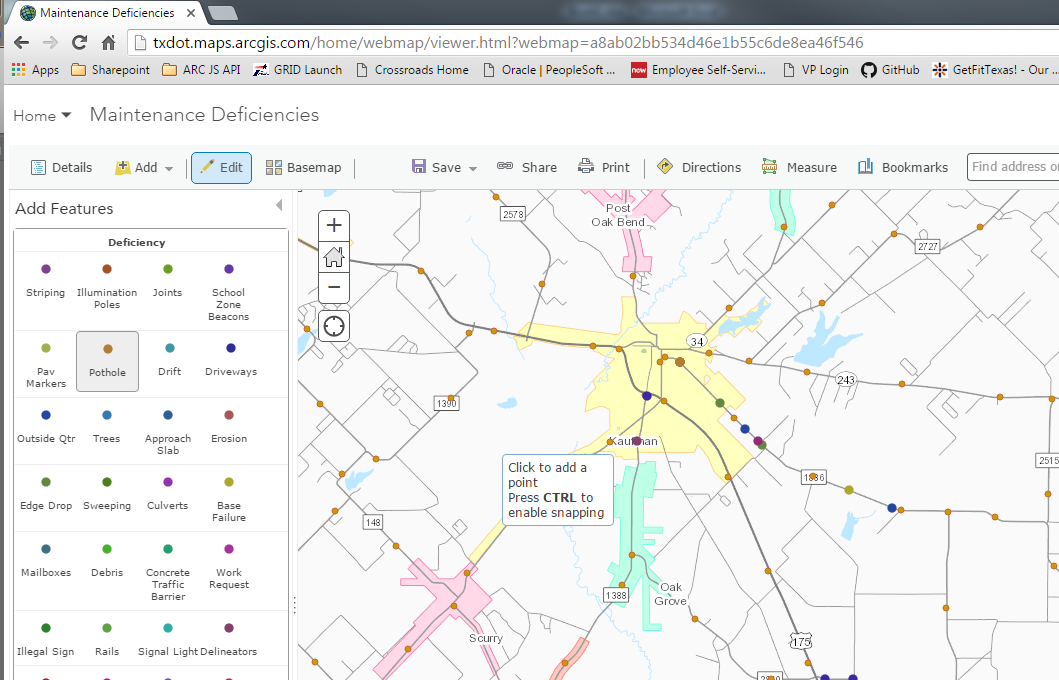
The popup form also has a ‘Delete’ button at the bottom. You can click this delete button to permanently delete a feature from the data layer. Pressing Close will close the popup and save any changes you have made within the popup form.

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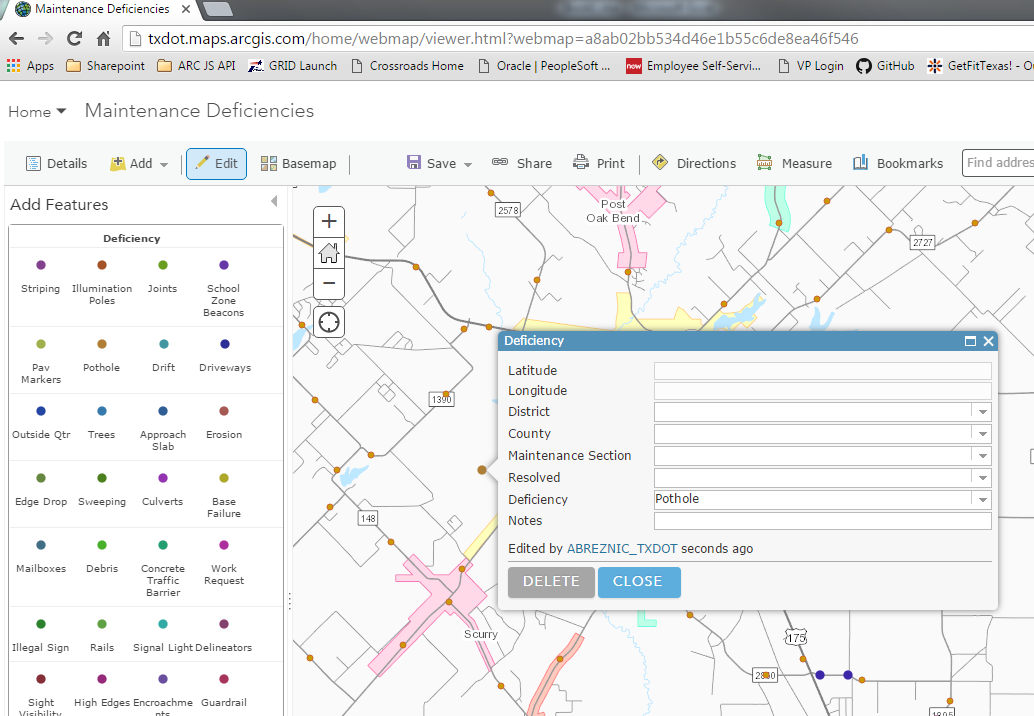
If you have made changes to the attributional information in the popup form, you can simply click anywhere else in the map to close the popup and save your edits.

# Draw New Features

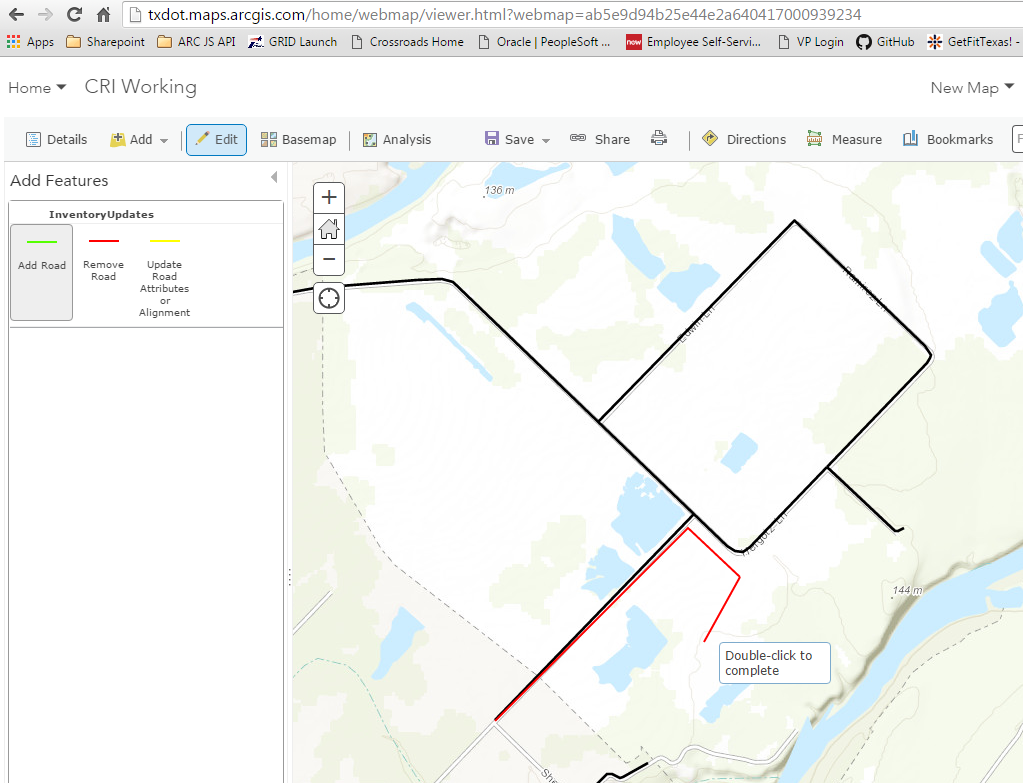
To draw a new feature, enable Editing Mode. When in editing mode, the options for which new features you can draw will be listed in the Sidebar Content. These options are called ‘Templates’. To begin drawing a new feature, click the desired template from the sidebar content. The chosen option will appear in a box and your cursor will have an instructional dialog.



**Adding point features** - simply single click the desired location on the map. The point will be added to the data layer and the popup form will immediately appear for you make any changes to the attributes of the new point.



**Adding ‘Line’ or ‘Polygon’ features** - click the map in the desired location to begin drawing. This will drop an anchor point which the line or polygon boundary will use to begin its shape. Continue to single click for the entire length of the feature you are drawing to drop anchors representing the shape of the feature. To finish drawing, double click to drop the final anchor. The drawn feature will be added to the data layer and the popup form will immediately appear for you to make any changes to the attributes of the new point.



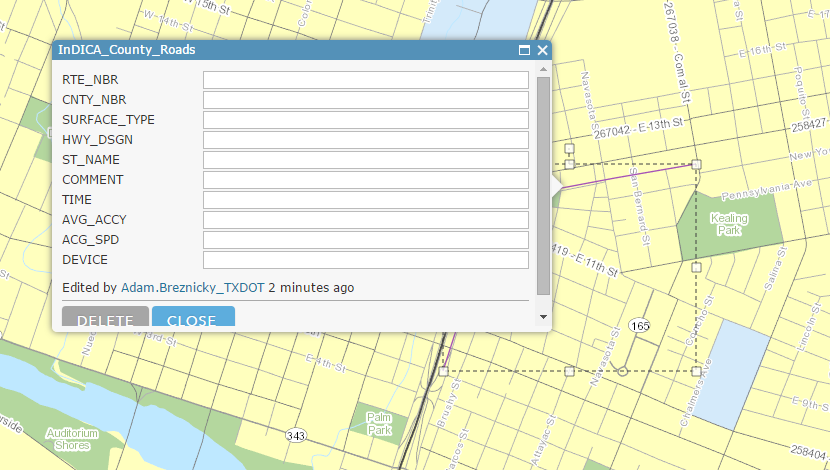
If you have selected or clicked on a template but no longer wish to create a feature, you can click the template again to disable drawing.

# Edit Existing Features

**Edit attributes of an existing feature** - enable editing mode. Once editing mode is enabled, click to select the feature you wish to edit. The popup form will appear. You can edit/change any of the available attribute details directly within the popup form by altering it. Click the ‘Close’ button at the bottom of the popup form, or click anywhere else on the map, to close the popup form and simultaneously save your edits.

**Moving an existing point to a new location** - click to select the feature you would like to move. The popup form will appear. With the popup form still open, hover the cursor over top of the point. The cursor will change from an arrow into a Pointer hand. You can then click, hold, and drag the point to a new location. Release your held click to instantly save the point’s new location.

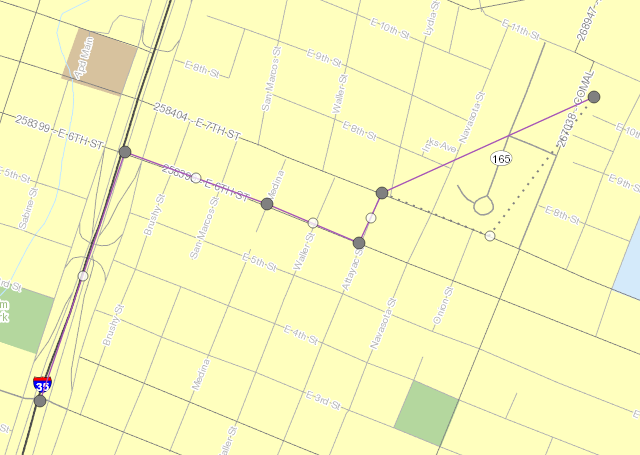
**Moving an existing line to a new location** - Use the same steps to move a point to move a line. Click to select the feature you would like to move. A dashed box will appear around the extent of the feature and the popup form will appear. Unlike a point, you can close the popup form by pressing the Close and then still continue to edit the line’s shape and location.



After the popup form has closed and only the dashed extent box remains, you can edit the line’s shape using 3 methods:

1. Exactly like moving a point, hover your mouse cursor over the line. The cursor will change from an arrow into a Pointer hand. You can then click, hold, and drag the line to a new location while maintaining its shape. Release your held click to instantly save the line’s new location.
2. Click, hold, and drag any of the 8 white squares along the dashed extent box to proportionally stretch the shape.
3. Change the vertices to alter the actual shape/alignment of the line. Hover your mouse cursor over the line. The cursor will change from an arrow into a Pointer hand. Single click the line again. The dashed extent box will disappear, the popup form will appear (Press Close to close it), and the line vertices will appear as gray and white dots.

Hover your mouse cursor over any of the dots. The cursor will change from an arrow into a Pointer hand. You can then click, hold, and drag the dot to a new location, adjusting the shape of the line. Release your held click to instantly save the dot’s new location and the line’s new shape.



# Contact Info

For technical issues with a WebMap, first contact the project leader who has assigned your work with the WebMap. If the project leader cannot be contacted, please contact the TPP Data Management Section at:

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

(512) 486-5052