HDR OneView | ROW User Guide

Uinta Basin Railway

June 22, 2020

HDR OneView |ROW Application

The application is to provide the ROW agents and project managers an efficient tool to view and track Uinta Basin Railway project Right-of-Way status, contact dairies with property owners, and related documents for Right-of-Way information management.

1. Access Provision
   Users will be granted access to HDR OneView | ROW application after they get Project Manager's approval. Users will receive an invite via email.

2. First time user
   Here is the link to the OneView | ROW application:
   https://ubry.oneviewpm.com/

Map Tool

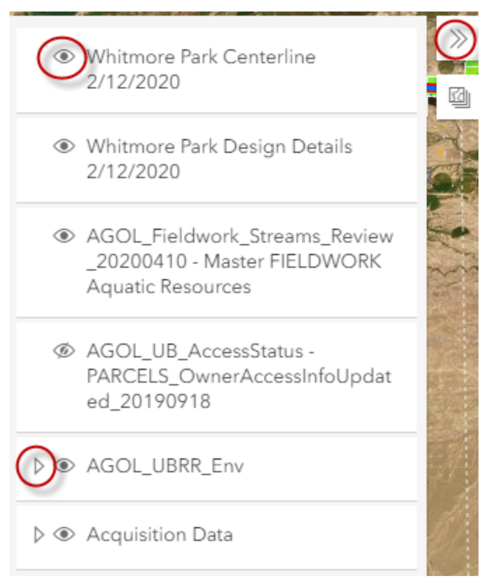
Search tool: 

1. Type in owner name or parcel id
2. Choose from multiple selections
3. The map will zoom to the parcel

Layer list tool: 

The user will use the layer list to turn on/off the layers.

1. Click the Layer list tool to see a list of layers included in the map
2. Check the eyeball to turn on/off the layer
3. If the layer has the  next to it, user could expand to see the sub-layers included
4. Turn off the group layer will turn all the sub-layers off.
5. Click  to close the tool

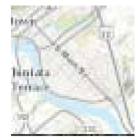


Legend Tool:

The user uses the legend tool to understand the feature symbology.

1. Click the legend tool to see the symbology of layers currently turned on in the map

Basemap switch



1. At the lower left corner of the map is the base map switcher.
2. User can switch from aerial to topographic map or vice versa.

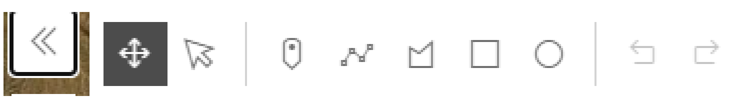
Home tool:

User use the home to zoom to initial map extent.

Mark up tool:

Users use the mark up tool to collect point, polyline, and polygons features per property owners' comments on the propose routes. The features are saved in the database for future reference. The comments are related to the parcel in the contact logs.

1. You are in the parcel detail page (when parcel information is displayed)
2. Click the mark up tool to expand the tool bar



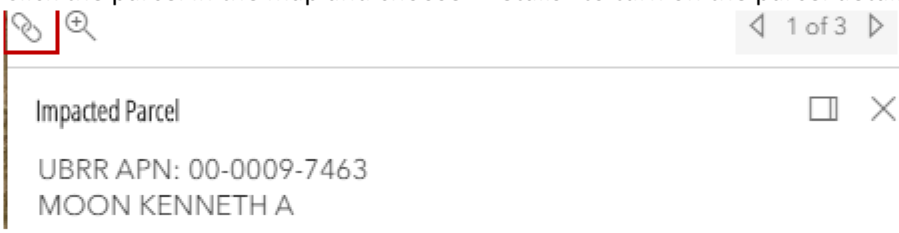
3. Click point (or line or polygon) to draw the geometry on the map
4. Adjust location or reshape if needed
5. Click Add Contact Log to enter the related information
6. In the contact log dialog, enter date, title, and notes/comments
7. Save the contact log and the comments will be saved in the map.

Warning: The markup will not be saved if contact log is not saved.

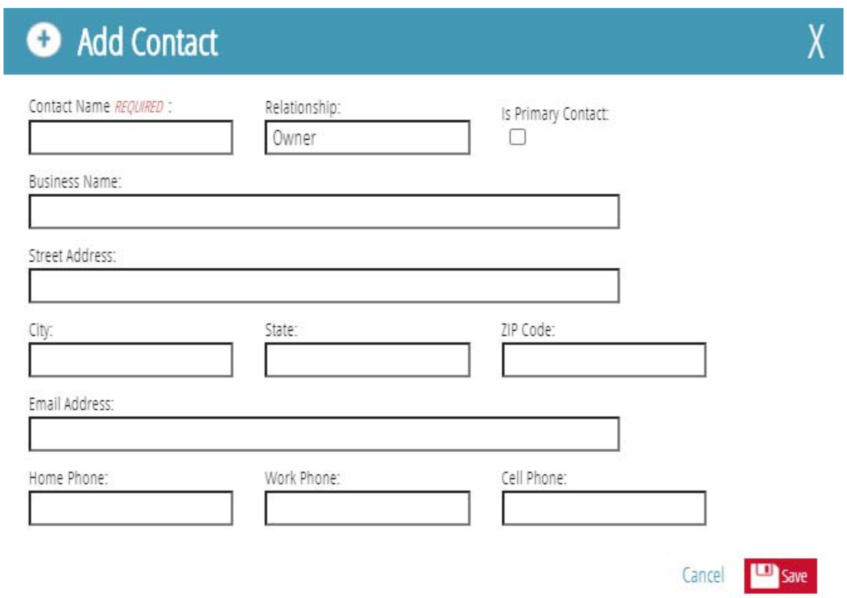
Manage Contacts

<u>Add a contact</u>

1. Click the parcel in the map and choose "Details" to turn on the parcel detail page



2. On the Owner Details section, click Add Contact to add primary contact
3. In the owner detail page, click Add New Contact
4. Fill in the information and save
5. Repeat steps 3 and 4 to add more contacts



<u>Edit contact</u>

1. Click the parcel in the map and choose "Details" to turn on the parcel detail page
2. Click on Primary Contact to see the details
3. Click the edit sign next to the contact to show the edit dialog
4. Update the information and save

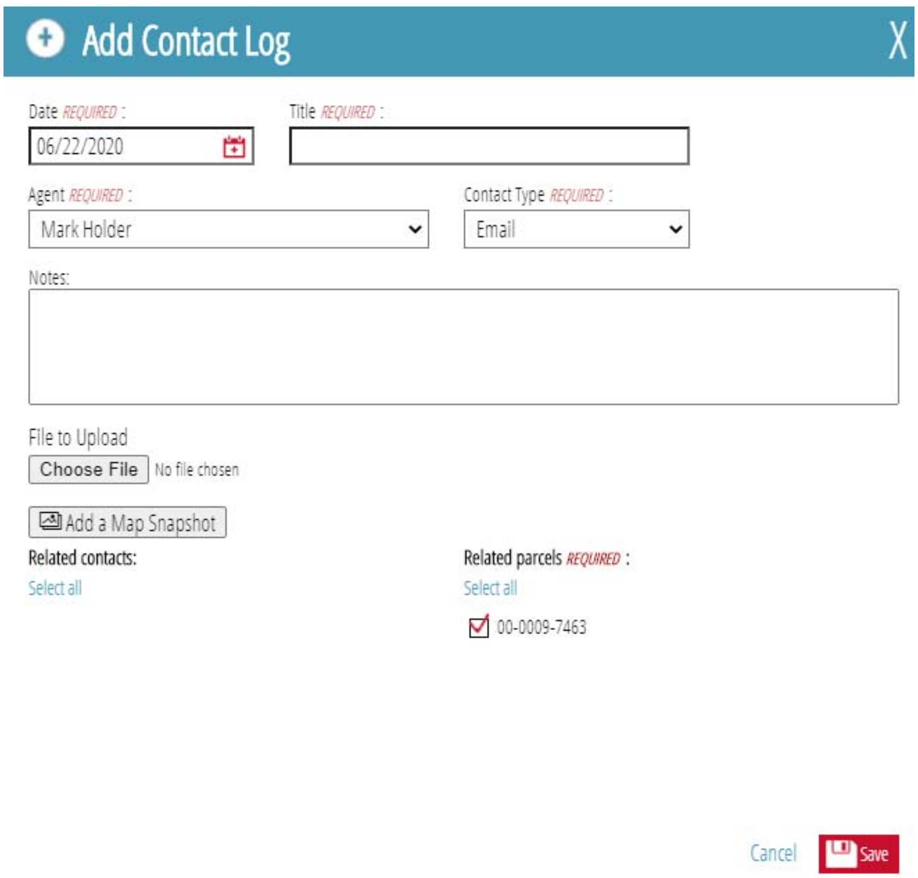
<u>Delete contact</u>

1. Click the parcel in the map and choose "Details" to turn on the parcel detail page
2. Click on Primary Contact to see the details
3. Click the edit sign next to the contact to show the edit dialog
4. To delete the contact, click the delete button at the bottom.

Manage Contact Logs

<u>Add Log</u>

1. Click the parcel in the map and choose “Details” to turn on the parcel detail page
2. Click the Add Log to show the add log dialog
3. Fill in the information as needed
4. Assign the log to the related parcels of the owner if applies
5. Attach file to the log needed. The attached document will list in the document session with the same title
6. Add a Map Snapshot to the log. The map snapshot will also list in the document session with the same title.



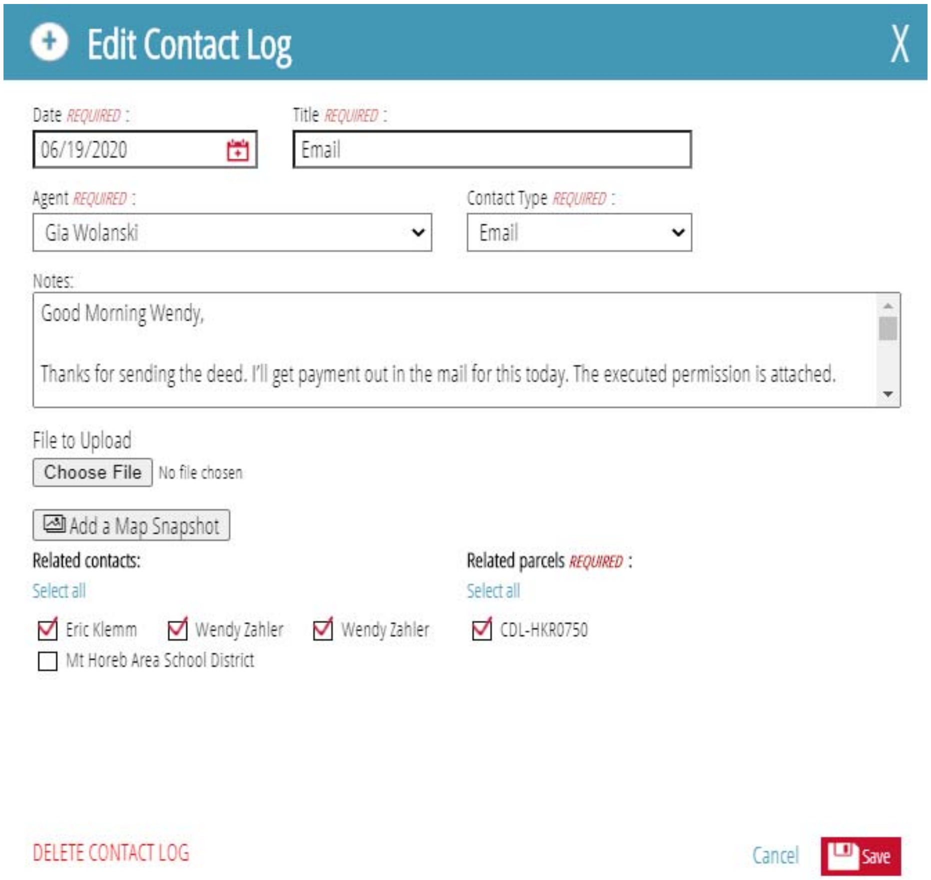
<u>Edit Contact Log</u>

1. Click the parcel in the map and choose “Details” to turn on the parcel detail page
2. Click the contact log in the list to see the details
3. Edit the information if needed
4. Save and close the dialog

<u>Delete Contact Log</u>

1. Click the parcel in the map and choose “Details” to turn on the parcel detail page

2. Click the contact log in the list to see the details
3. Click the delete button to delete the contact log

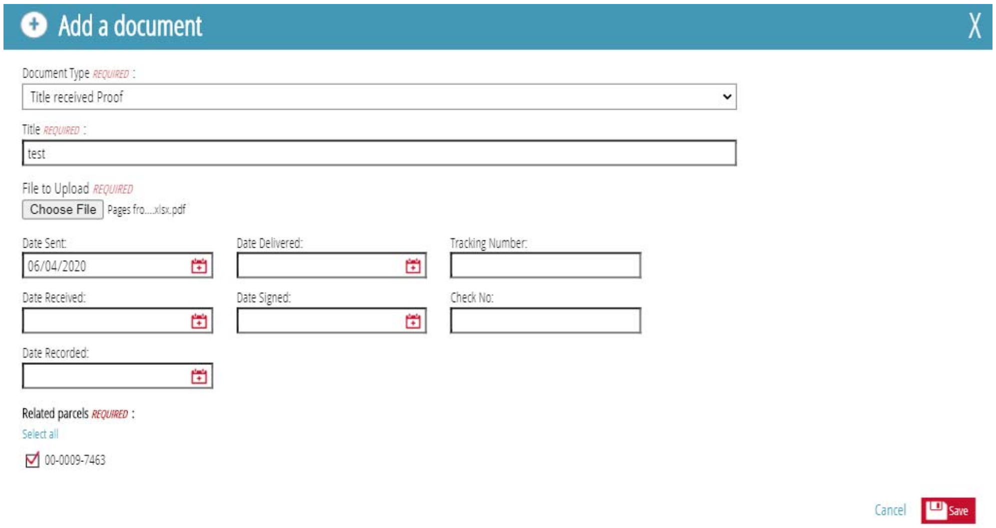


Manage Documents

<u>Add Document</u>

1. Click the parcel in the map and choose "Details" to turn on the parcel detail page
2. Click the Add a Document to open the dialog
3. Fill in the information
4. Upload the document
5. Assign the document to related parcel of the owner
6. Save the document

Warning: The dialog will close when the document is saved. The document will be saved in the corresponding group.



Preview Document

1. Click the parcel in the map and choose “Details” to turn on the parcel detail page
2. Click the group to see the list of the document
3. Click the document to see the detailed information
4. Click Preview to see the PDF document without downloading

Edit Document

5. Click the parcel in the map and choose “Details” to turn on the parcel detail page
6. Click the group to see the list of the document
7. Click the document to see the detailed information
8. Click the edit
9. Edit title of the document if needed
10. Save and close the dialog

Delete Document

1. Click the parcel in the map and choose “Details” to turn on the parcel detail page
2. Click the group to see the list of document uploaded
3. Click the document to see the details
4. Click “Delete Document” to delete if needed