CORRIDOR NEEDS: General Use Instructions

There are four different tools to enter, review and edit Corridor Needs. Each tool is designed for a specific use or set of uses, detailed below.
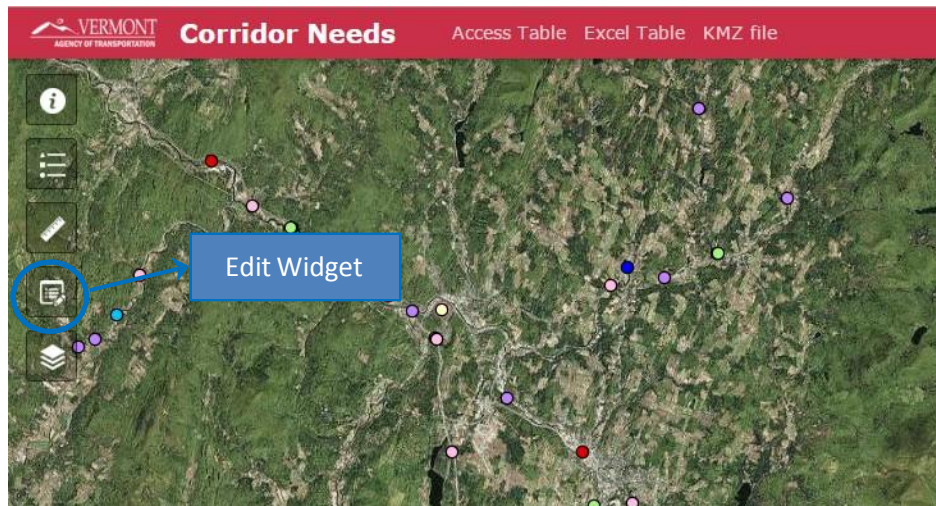
1. **Web Map:** ADD, MODIFY, and REMOVE RECORDS

    http://vtrans.maps.arcgis.com/apps/MapAndAppGallery/index.html?appid=16d5b9bed8254d2aa1f36509a5a9c2a5

    This is the home page for Asset Management Web Mapping. Click on the icon named "Corridor Needs". The browser will repoint to an ArcGIS Online interactive map, in which users can navigate to the location of the Corridor Need, add a point and populate attributes in a pop-up box. By using the map, users can specifically locate a project and enter related information in one place.

    Users can ADD, MODIFY, and REMOVE records for Corridor Needs in the Web Map. **Since each Corridor Needs item has a location, the web map is the only place to add new data points.**
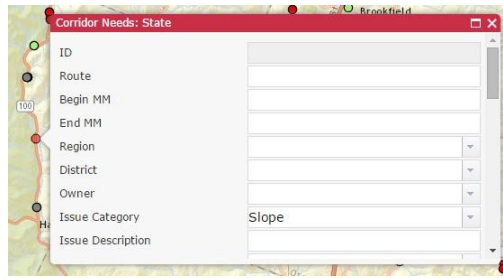
    - To add a new data point:
        1. Open the map in a web browser and navigate to the location of the desired project.

        2. Click on the Edit widget in the map interface

        3. Select the type of Corridor Need from the list of available categories, and add a point to the map with the mouse pointer.

4. A pop-up window will appear, where users should enter information about the identified Corridor Need.

Add as much information to this popup as you have available. Scroll down in the pop-up to see all of the available attributes to modify.

a. If a Corridor Need exists at a point location, a culvert, for example, only enter the begin mile marker and place the point at the specific location.
b. If a Corridor Need spans any distance of roadway, locate the approximate mid-point of the issue and enter the known begin and end mileage in the pop up box.
c. Once a point has been created, it can be moved with the mouse pointer tool. Select the project on the map, left click and hold, drag point to new location.
d. There are several other tools on the web map to make this easier for you to find a location, such as changing the basemap, show the legend and a measurement tool.

Note: You can also upload a photo or other related document to the new feature using the Attachments section, at the very bottom of the pop-up window.

5. Choose "Close" to save the new Corridor need.

▪ To edit an existing data point, open the edit widget and click on the existing point. The pop-up window will appear where edits can be made, and then save by clicking the Close button.

2. **Access table:** EDIT EXISTING RECORDS
http://files.vtrans.vermont.gov/amp/CorridorNeeds/CorridorNeeds.mdb

The Access table is designed to edit only existing records in the Corridor Needs. The user is able to open the Corridor Needs table and modify data in existing rows. Edit permissions in this file are only allowed when the user is connected to the VTrans network.

▪ Microsoft Access is using a view to the existing Corridor Needs dataset. This table looks directly to the data source using a live data connection.
▪ The table (named "Corridor Needs") can be used to MODIFY existing records only. User cannot add records but can make changes to existing records. This is a good tool for adding additional detail related to an existing corridor need. Be sure to save any changes before exiting the program. Any changes made to existing records will be updated in the master database, and will be available to all other tools looking at the data.
▪ If a new row is added in the Access table, an error will appear notifying the user that the row cannot be added ("INSERT position was denied"). Hit the Esc button on your keyboard to roll back the changes and release the error reporting.
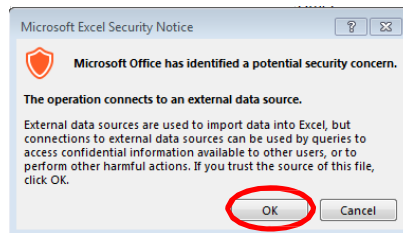
3. **Excel table:** READ-ONLY
   http://files.vtrans.vermont.gov/amp/CorridorNeeds/CorridorNeeds.xlsx

   The Excel table can be used as a Read-Only view into the data.

   - Microsoft Excel is using a view to the existing Corridor Needs dataset. This table looks directly to the data source using a live data connection.
   - The table can be used to VIEW existing records only. <mark>Any changes made to this Excel table will NOT be updated in the master database.</mark> This table is intended for individual/district use to analyze reported projects and identify any changes to make in Web Map or Access files.

   You may receive a security warning, "The operation connects to an external source." Click OK.

4. **Google Earth KMZ:** READ-ONLY
   http://files.vtrans.vermont.gov/amp/CorridorNeeds/CorridorNeeds.kmz

   Google KMZ files can be used to drop a Read-Only copy of the Corridor Needs data into a Google Earth map. The KMZ files are a dynamic link back to the source data, and will be updated on a map refresh after a map zoom completes. Since the KMZ files are dynamic, they will actively read the database on each refresh. This means that any changes that are being made to the map elsewhere are actively loaded into the KMZ upon refresh. KMZ files in general, tend to run slow. The performance increases the closer the map is zoomed out.

   Note: The KMZ files are scale-dependent and may require you to zoom the map before they appear.

If you have any questions about the files, tasks or technologies in this application, please contact:

Dan Schall, daniel.schall@vermont.gov or 802-498-5448