

Yavapai GIS – Commonplaces Web Editor User Guide

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Introduction

Yavapai GIS has created a web editing application to facilitate the ease of maintenance of commonplaces. This application will allow authorized users to create, delete, and update points of interest throughout the county. The most recent copy of these points of interest will be included with each monthly map update.

This document is intended to serve as the main reference manual for editing and maintaining point locations of common places (points of interest) for use in the dispatch map application system, Vesta Map Local (VMAPL). This document will cover things including: place type definitions, logging in, navigating the application, updating existing points, creating new points, removing defunct and obsolete points, requesting new map features and submitting feedback.

Symbology and Type Definitions

Approximately 50 location ‘types’ have been identified by the Internet Engineering Task Force (IETF) and can be found in their location registry types document. This document covers each type name as well as description and can be access here: <https://tools.ietf.org/pdf/rfc4589.pdf>. Please review this document prior to editing to gain an understanding of what each place type means, this will make it easier later to classify commonplaces. For the county’s purposes, some types have been combined such as Hotel/Motel/Inn into one type, Hotel. Multi Residence was also condensed down into the place type “Apartment.” A table showing each class name and description can be found below. To request inclusion of a new ‘Place Type’ please see section at end of document titled “Requests, Issues & Feedback”

NAME	DESCRIPTION
Airport	A place from which aircrafts operate, such as an airport or heliport.
Apartment	An apartment
Arena	Enclosed area used for sports events.
Bank	Business establishment in which money is kept for saving, commercial purposes, is invested, supplied for loans, or exchanged.
Bar	A bar or saloon.
Boat Ramp	A ramp where boats are launched into a body of water
Bridge	A structure connecting two objects or places that facilitates the movement of people and / or things
Bus-Station	Terminal that serves bus passengers, such as a bus depot or bus terminal.
Campground	All campgrounds and campsites both with and without infrastructure.
Camera	A stationary camera such as one on a mounted pole, on a building, etc.
Club	Dance club, nightclub, or discotheque
Communications Center	A communications center, like a dispatch center or calling center
Construction	Construction site.
Convention-Center	Convention center or exhibition hall.
Dam	a barrier constructed to hold back water and raise its level, forming a reservoir used to generate electricity or as a water supply.
Fire Station	Fire Station
Gas Station	Gas station

Golf Course Hole	Individual holes in a golf course (to help dispatchers route EMS personnel through golf course)
Government	Government building, such as those used by the legislative, executive, or judicial branches of governments, including court houses, police stations, and military installations.
Harbor	A place where boats come, go, and dock
Hospital	Hospital, hospice, medical clinic, mental institution, or doctor's office.
Hotel	Hotel, motel, inn, or other lodging establishment.
Industrial	Industrial setting, such as a manufacturing floor or power plant.
Library	Library or other public place in which literary and artistic materials, such as books, music, periodicals, newspapers, pamphlets, prints, records, and tapes, are kept for reading, reference, or lending.
Milepost	Mile markers
Office	Business setting, such as an office.
Other	A place without a registered place type representation.
Outdoors	Outside a building, in or into the open air, such as a park or city streets.
Park	An outdoor park
Parking	A parking lot or parking garage.
Place of Worship	A religious site where congregations gather for religious observances, such as a church, chapel, meetinghouse, mosque, shrine, synagogue, or temple.
Police Station	Police Station
Prison	Correctional institution where persons are confined while on trial or for punishment, such as a prison, penitentiary, jail, brig.
Public	Public area such as a shopping mall, street, park, public station, 'train', 'train-station', 'airport', 'shopping-area', 'outdoors', and 'watercraft'.
Public Transport	Any form of public transport, including aircraft, bus, train, or ship.
Residence	A private or residential setting, not necessarily the personal residence of the entity, e.g., including a friend's home.
Rest Area	Highway Rest Area
Restaurant	Restaurant, coffee shop, or other public dining establishment.
Restroom	A bathroom structure such as at a park or at an outdoor sporting event
RV Park	An RV Park, manufactured, or mobile home park
School	School or university property, but not necessarily a classroom or library.
Shopping-Area	Shopping mall or shopping area. This area is a large, often enclosed, shopping complex containing various stores, businesses, and restaurants usually accessible by common passageways.
Stadium	Large, usually open structure for sports events, including a racetrack.
Store	Place where merchandise is offered for sale, such as a shop.
Street	A public thoroughfare, such as an avenue, street, alley, lane, or road, including any sidewalks.
Theater	Theater, lecture hall, auditorium, classroom, movie theater, or similar facility designed for presentations, talks, plays, music performances, and other events involving an audience.
Trailhead	Trailhead
Trailer	A Trailer
Train-Station	Terminal where trains load or unload passengers or goods; railway station, railroad station, railroad terminal, train depot.

Tunnel	A tunnel connection two places. Could be a maintenance shaft or a transportation tunnel. (Some universities use a tunnel to transport hazardous chemicals between buildings like chemistry)
Unknown	The type of place is unknown.
Warehouse	Place in which goods or merchandise are stored, such as a storehouse or self-storage facility.
Water	In, on, or above bodies of water, such as an ocean, lake, river, canal, or other waterway.

Access & Logging In

To access the application, you need an ESRI ArcGIS Online user created by the GIS department, usually your work email address but it could be different. To request a user name, email the GIS – Team @yavapai.gov a request for a Yavapai ArcGIS Online User name to include First and Last name of the new person needing access as well as their email and job title specifically to state access to the CommonPlace Editor access. After a request is received a new login will be created with by GIS Staff to access the application. The user will receive an email on their work email account with a link to ArcGIS Online to create your own password. The username will be the first letter of the first name of their email domain. Example: an employee named John Smith, working for Yavapai County would have the username John.Smith@Yavapai.gov or someone working for City of Cottonwood in dispatch John.Smith@cottonwoodaz.gov

To access the application, open a web browser and navigate to the following link:
<https://yavgis.maps.arcgis.com/apps/webappviewer/index.html?id=e8e134d9072d4628b70293a47575900b>

Upon reaching the webpage, the user will immediately require to login to ArcGIS Online screen, if you have not logged in before. Enter your username and password from the email to continue. Failure login successfully will prohibit the points of interest from loading, however the basemap will still load. The user will be presented with an error message upon providing invalid credentials.

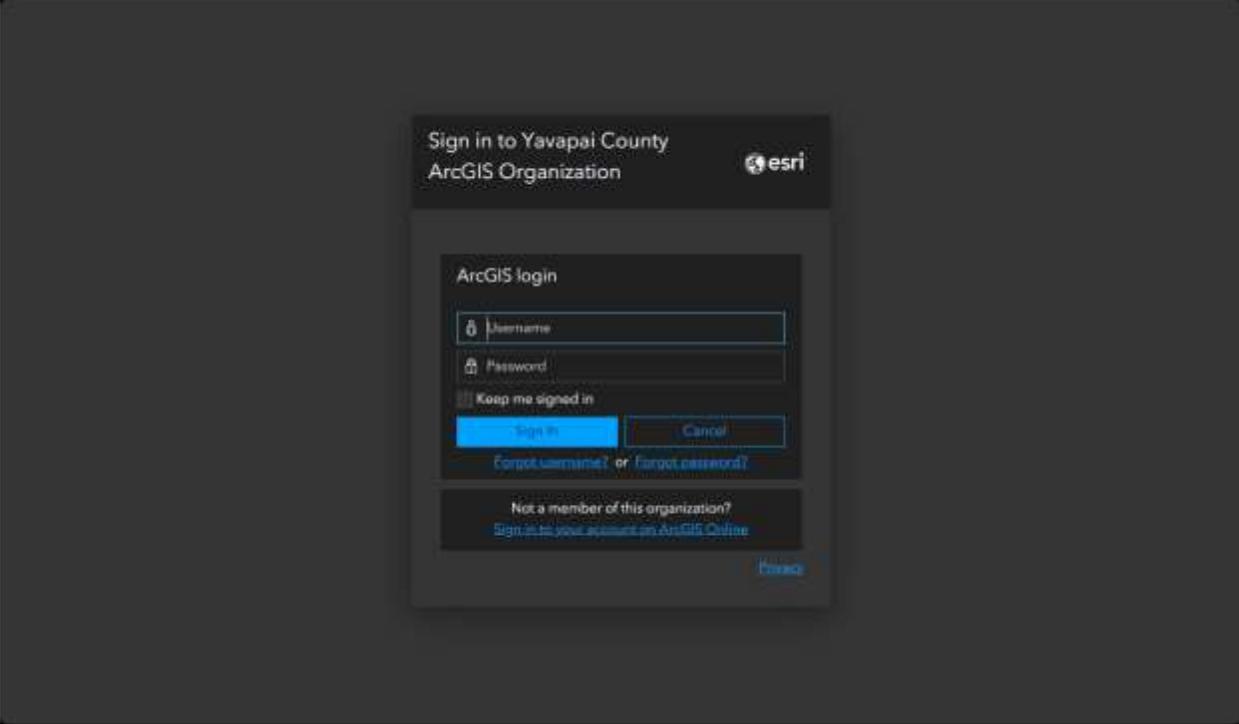


Figure 1 - Editing Application Login Screen

Navigating Application

Upon successful login, the user will arrive at the default screen as shown in Figure 2. The user has the option to hide the splash screen message in the future by clicking the checkbox in the bottom left. After reading the splash screen and clicking “OK” in the bottom right corner, the user will be presented with the full view of the map as shown in Figure 3.



Figure 2 - Application splash screen

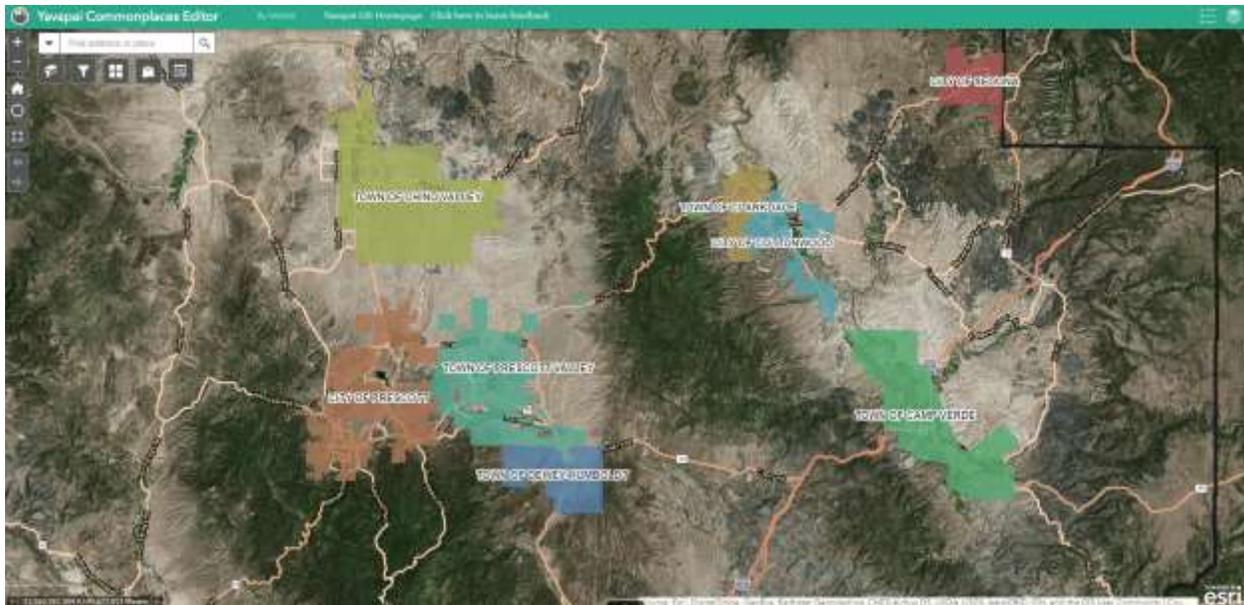


Figure 3 - Default zoom level of web mapping application

Navigating Application Continued

The main map controls can all be found in the upper left corner of the map. Figure 4 shows the controls labelled for your reference.



Figure 4 - Application controls labelled

Search Bar

The search bar has been included to allow the user to find by many options; Srf Commplaces editable, YC_Address_Composite, or AZURITE Places.

Search by existing common place name, alias title, a full address, or place type.

Search for any address, use the YC_Address_Composite.

Search for a location in the State AZRITE sites. Arizona Department of Environmental Quality Records Center Arizona Unified Repository for Informational Tracking of The Environment (AZURITE)



Figure 5 - Search bar used for navigation

Zoom In & Zoom Out

Clicking the zoom in button (plus sign) will move the map in 1 zoom level (or 1 step) inwards; Clicking the zoom out (minus sign) button will move the map in 1 zoom level (or 1 step) outwards. You can also control map zoom with the scroll wheel on your mouse.



Figure 6 - zoom in and zoom out buttons

Previous Extent & Next Extent

The previous extent and next extent buttons can be used to quickly go back and forth between two different map extents (zoom levels). For instance, you are adding points to the map in one main area. You can zoom into the initial overview area, then zoom into the detailed scale you need with the zoom in button or the scroll wheel on the mouse. You can then use the previous extent/next extent to jump between the detailed up-close view and the further over overview.



Figure 7 - Previous extent and next extent buttons

Home

This button will return you to the default position and zoom level the map initially loads at. The default scale and area show the Verde Valley and Quad Cities areas.



Figure 8 - Home extent button

My Location

The 'My location' button will allow the user to locate themselves on the map. This can be useful when needing to add a point nearby, allowing the user to navigate straight to their location instead of manually scrolling and panning.



Figure 9 - My location button

*Note – This requires location permissions to be granted in browser to function. Without location services enabled, this button will not function.

Fullscreen

This button will allow the user to enter Fullscreen mode, hiding the browser navigation menu as well as the taskbar at the bottom of the screen. This function is most beneficial on smaller screen sizes. To exist Fullscreen mode, click the Fullscreen button again or hit the 'ESC' key.



Figure 10 - Full screen button

Bookmark

A book for most populated areas of the county has been pre-created for you to facilitate navigating the county and jumping from place to place quickly. These locations can be seen in figure 13. Additionally, the ability to create new bookmarks has been incorporated. This can be accomplished by clicking the 'Add' button shown in figure 12. **Please keep in mind, any bookmarks you create will become public and EVERYONE using the map will be able to see.**



Figure 11 - Bookmark button

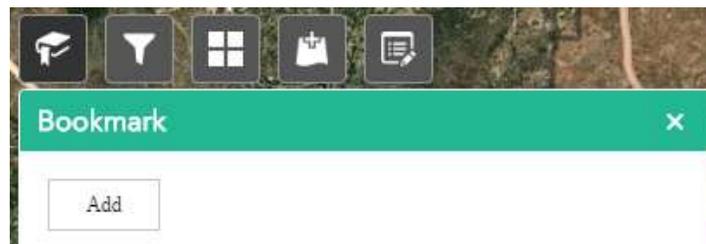


Figure 12 - Add button used to add bookmarks to map



Figure 13 - Bookmarks available by default

Filter

By default, upon loading the map and zooming to an area, all place types will be displayed. By using the filter button shown in figure 14, the results can be narrowed down if specific place types are being searched for and edited. To filter a place type, click the filter button. After clicking the button, the filter window will appear, shown in figure 15. When you click the switch to the right of the place name, the switch will turn green and only that place type will be displayed on the map. The filters can be combined, so you can switch on “Apartment” and “Store” and only places categorized as one of those place types will be displayed.

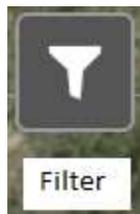


Figure 14 - Filter button

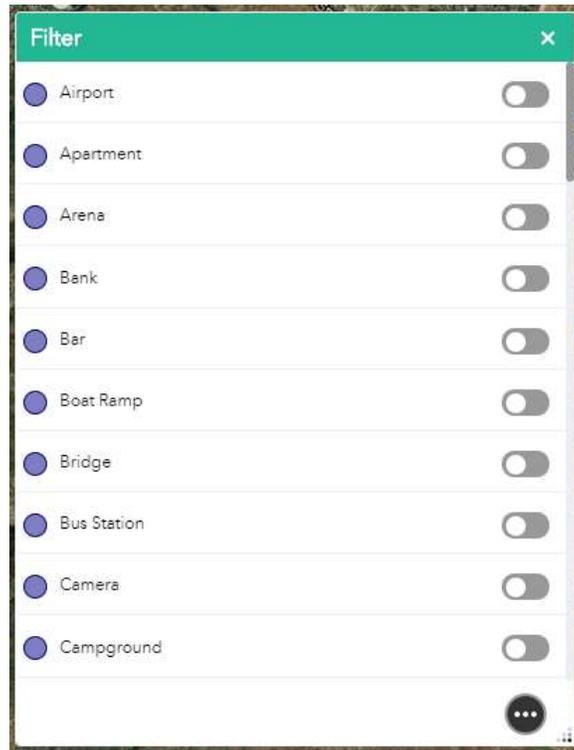


Figure 15 - Filter window

Basemap Gallery

A basemap gallery has been included to allow the user to switch the underlying look and theme of the map. The basemap can be switched by using the button in Figure 16. Currently it is displaying imagery with labels. In some instances, locations may be hard to find or navigate with the current imagery basemap, and the user may want to switch it to a different style, such as community map or street map. Figure 17 shows some of the basemap options available.



Figure 16 - Basemap gallery button

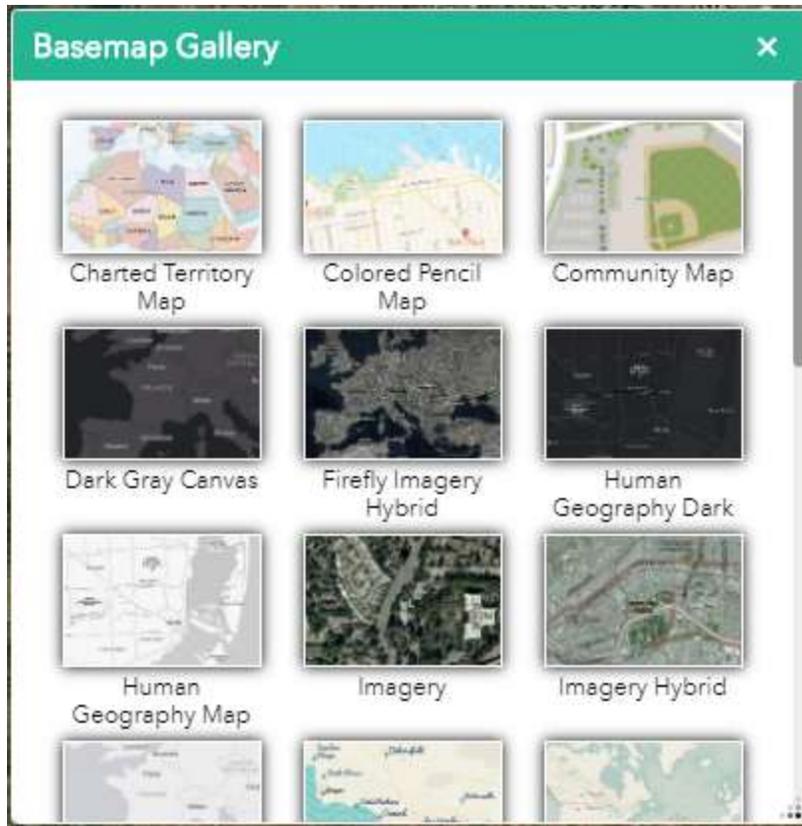


Figure 17 - Basemap Gallery

Add Data

The ability to add data in many forms has been included. The data can be added to the map in 3 main ways: Searching, Uploading Files, and by URL. The add data button can be seen in Figure 18

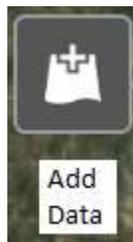


Figure 18 - Add data button

Search

To use the search function, click the add data button. By default, the search dialog box will come up. The search function will search ArcGIS Online for items tagged with the words you search. For instance, searching the word 'prescott' will return many results as shown in Figure 19.

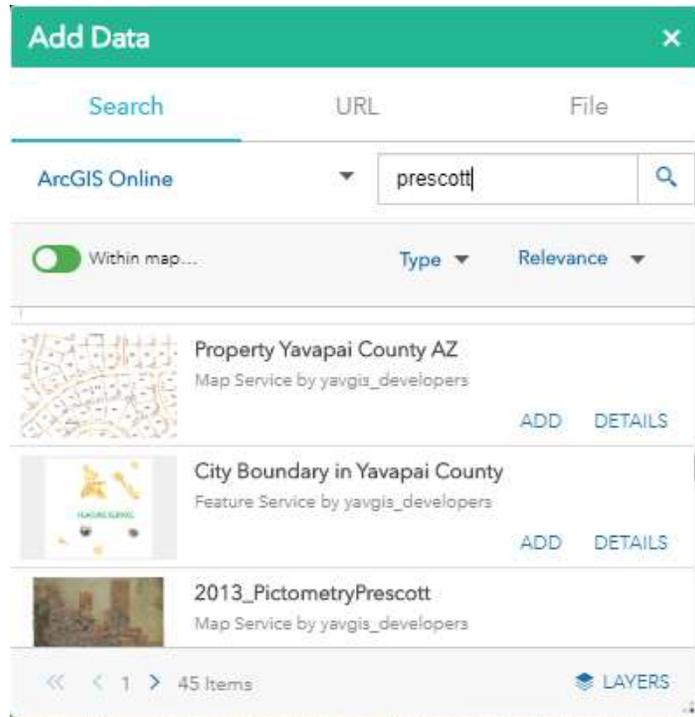


Figure 19 - Sample search results for the word 'prescott'

File

To use the file upload function, click the add data button and then click 'File' on the header. The file upload function allows the user to upload spatial data in various forms including: Shapefile, CSV, KML, GPX, and GeoJSON as shown in Figure 20.

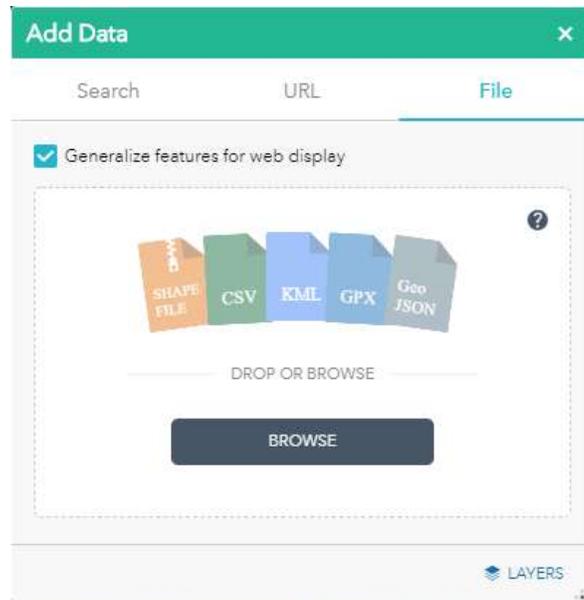


Figure 20 - File upload dialog box

URL

To add data to the map with a URL, click the add data button and then click the “URL” tab on the header. Files supported for URL upload can be seen in Figure 22. This function is predominantly for power users and may require additional training. Any additional layers needed on the map can be requested. Requests will be handled in the final section of this document.

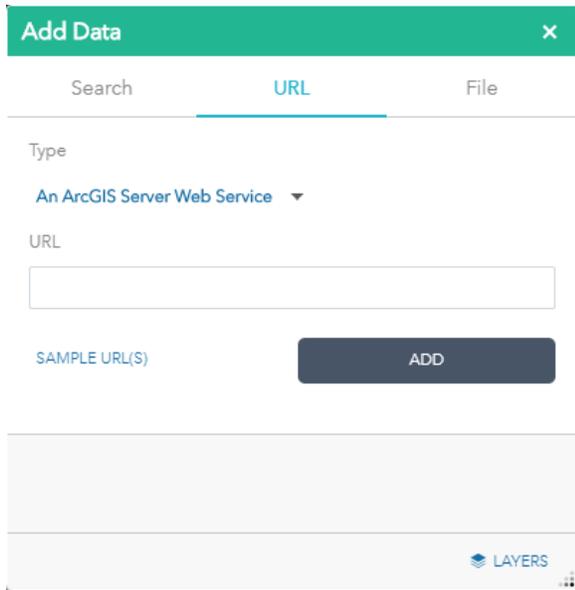


Figure 21 - URL Upload dialog box

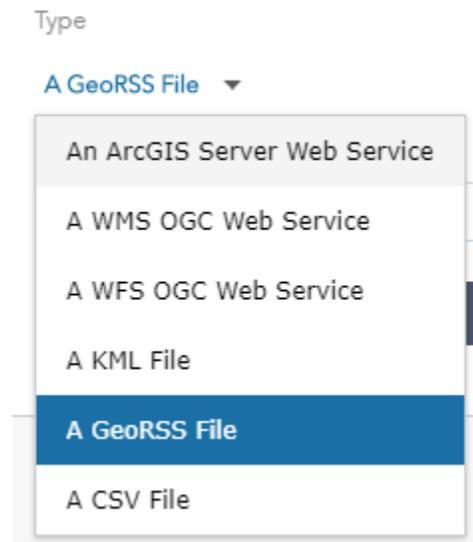


Figure 22 - Supported URL formats

Edit

The edit section has numerous tools that will be briefly covered here. This is just an overview of the tools and what their function is, the next section editing will be more detailed and cover how to use them to begin editing points on the map.

Selection

The selection tool has three different methods of operation: ‘New selection’, ‘Add to selection’, and ‘Subtract from selection’ as shown in Figure 23.

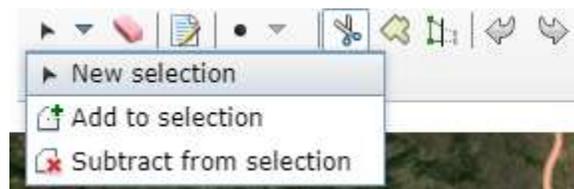


Figure 23 - Mode of selection

1. **New selection**
 - This is the default selection method. Each time a selection is made, the previous selection will be overwritten. For instance, if Point A is selected, and then Point B is selected, the only point in the selection will be Point B
2. **Add to Selection**
 - In contrast to the default method, this mode will continuously add points to the current selection. If Point A is selected, and then Point B is selected, now both Point A **and** Point B are selected. If point C is selected, now Points A, B, and C are selected, and so on.
3. **Subtract from Selection**
 - Despite being in the selection toolbox, this mode removes points from selection. If points A, B, and C are selected, and the users chooses this method, when the user 'selects' Point C, it will be removed from selection, leaving only Points A and B selected.

Clear Selection

The clear selection button, represented by a pink eraser (as shown in Figure 24), removes all selected items from the current selection set at once. For example, is Points A, B, and C are selected and the user clicks this button, all three points will be removed from the selection.



Figure 24 - Clear selection button

Attributes

This button, shown in Figure 25, will not be used, the attributes will open by default when you click a point. There is also an attribute table accessible at the bottom of the application and will be covered at the end of this section.



Figure 25 - Attribute button

Point

It is recommended not to use this button, shown in Figure 26, as using it to delete points will make them disappear instantly. The black point button with the dropdown is disabled, however the red "X" will become clickable once a point has been selected in edit mode. Clicking the X will remove the point from the database. **Only click this if you are sure the point does not exist and is incorrect.**



Figure 26 - Point deletion button

Cut, Union & Reshape

These buttons, shown in Figure 27, are for editing polygon features and will not be used:



Figure 27 - Cut, Union, and Reshape buttons

Undo & Redo

The Undo and Redo buttons allow the user to undo a change before saving or redo the last undone change. For example, if the name (or other attribute) for a point is changed and realized to be an incorrect change, the user can click the undo button without having to retype the attribute(s). If the changes have been undone, and the user decides the change(s) is correct, the user can click to Redo button to reinsert the change(s) without typing it out again.

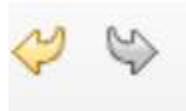


Figure 28 - Undo and Redo buttons

Attribute Table

At the bottom of the map in the center of the screen, there is a small arrow that can be used to expand the attribute table. To expand the table, click the arrow. To close the table, click the arrow again. Figure 29 shows where the arrow is located. Figure 30 shows a screenshot of the attribute table. More about the attribute table will be covered in the section “Editing Existing Points & Creating New Points”.

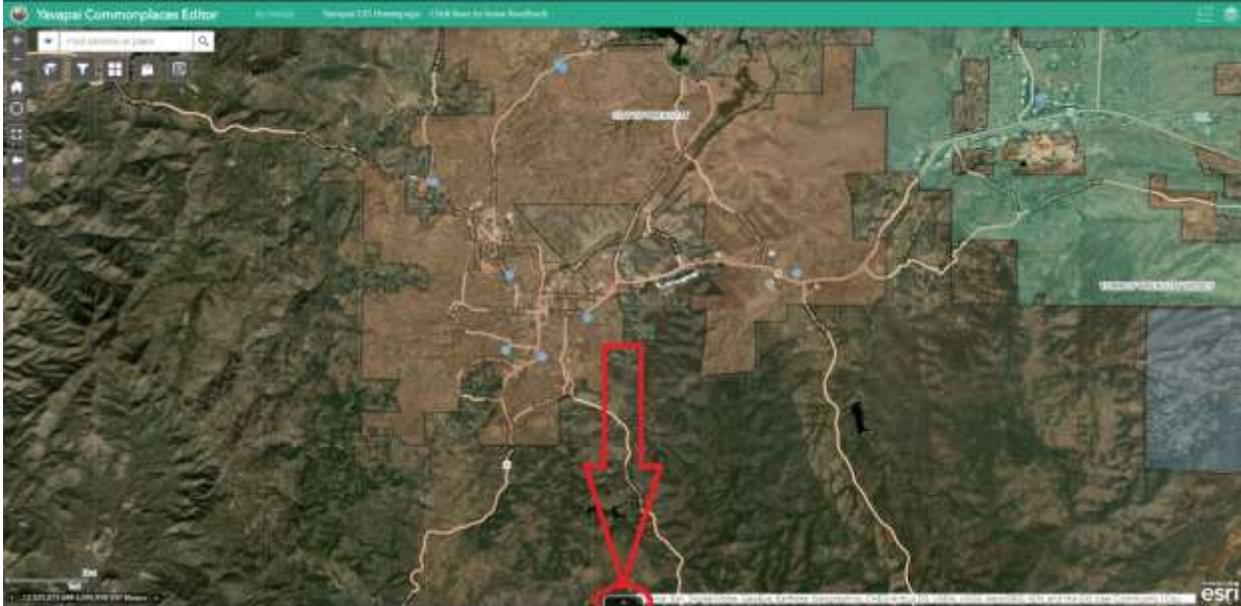


Figure 29 - Attribute table button

ADID	Part_Type	Full_Address	City	Address	Lat	Long	Area	Street	St_Name	St_Type	Source	Role	Label	Plan	Alt_Type	Community	Work_P	Grouping
3004	CONDO APARTMENT	301 E EDWINE ST	PRESCOTT		33.01	-112.01					CONDO TRACT							
3005	TOWNHOUSE APARTMENT		PRESCOTT		33.01	-112.00					ACQUIRED BY CIVILIAN OFFICE							
3006	CONDO APARTMENT	128 E BUSH ST	PRESCOTT		33.01	-112.00					LOCATED FROM COUNTY PUBLIC INFORMATION							
3007	CONDO APARTMENT	340 PINE AVE	PRESCOTT		33.01	-112.00					CONDO TRACT							

Figure 30 - Attribute table

Editing Existing Points & Creating New Points

This section of the document will go over the various editing tasks available within the application. Many screenshots and captions will follow to illustration purposes. For this tutorial, the first step taken was searching '255 E Gurley St, Prescott' into the search bar as shown in Figure 31.



Figure 31 - Showing the search results for 255 E Gurley St, Prescott

Please remember, anything you create will be in the next map update. If you create a point for testing purposes, please remember to remove it.

Creating New Points

This tutorial will demonstrate how to create a point location.

In order to create a new point:

1. Click the edit button shown in Figure 32 – The edit window will pop up showing preconfigured templates, shown in Figure 33.
2. Click a point feature class template. In Figure 34, the template 'Gas Station' has been selected.
3. Click the map where you want to add the new point, an attribute dialog box will pop up as shown in figure 35. The dialog box will have the place type of the attribute you selected already populated.
4. Fill out all relevant attributes, **the most important attributes that MUST BE FILLED IN are detailed below:**
 - a. Alias – name of point
 - b. Address number – civic number for location address
 - c. PREDIR – Street pre directional (Ex. "N" in "N 6th St.")
 - d. ST_NAME – name of street (Ex. "6th" in "N 6th St.")
 - e. ST_TYP – Street type (Ex. "St" in "N 6th St.")
 - f. FULL_ADDR – Full address (Ex. "N 6th St"
5. Scroll to bottom of dialog box and click "Save" button shown in Figure 36.
 - a. *Without clicking "Save", no changes will be saved. Additionally, the "Save" button will only be accessible after a change has been made in an attribute.

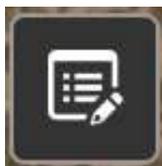


Figure 32 - Edit Button

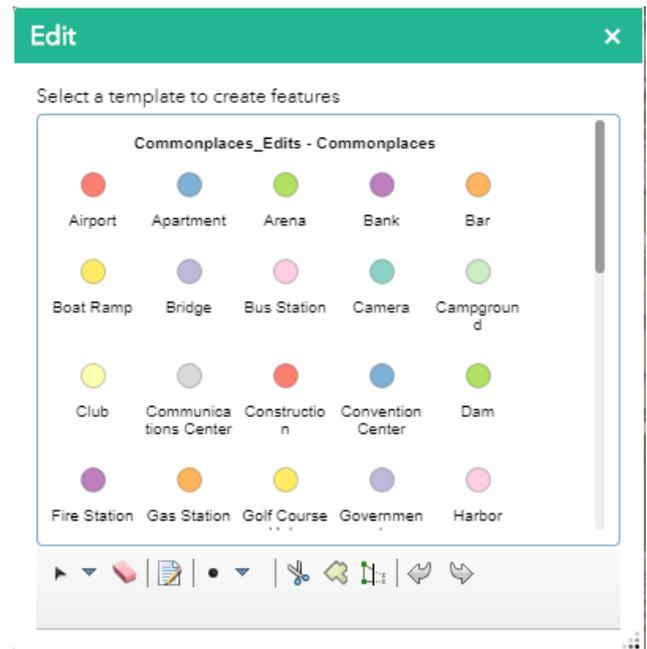


Figure 33 - Edit tool dialog box

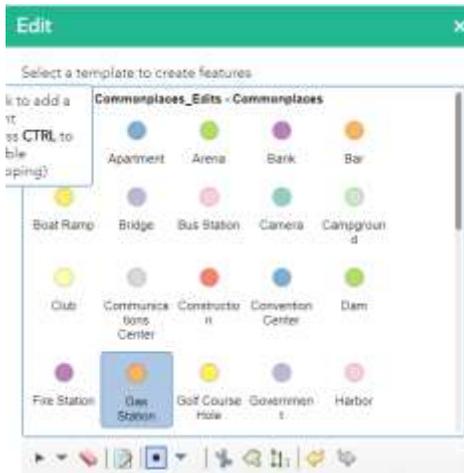


Figure 34 - Showing selection of 'Gas Station' template

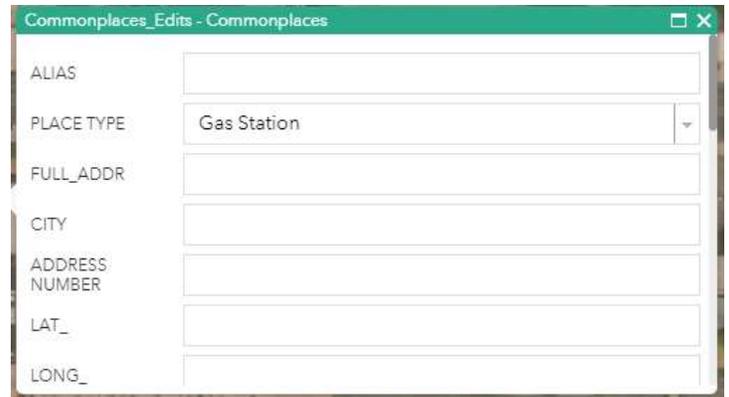


Figure 35 - Attribute dialog box

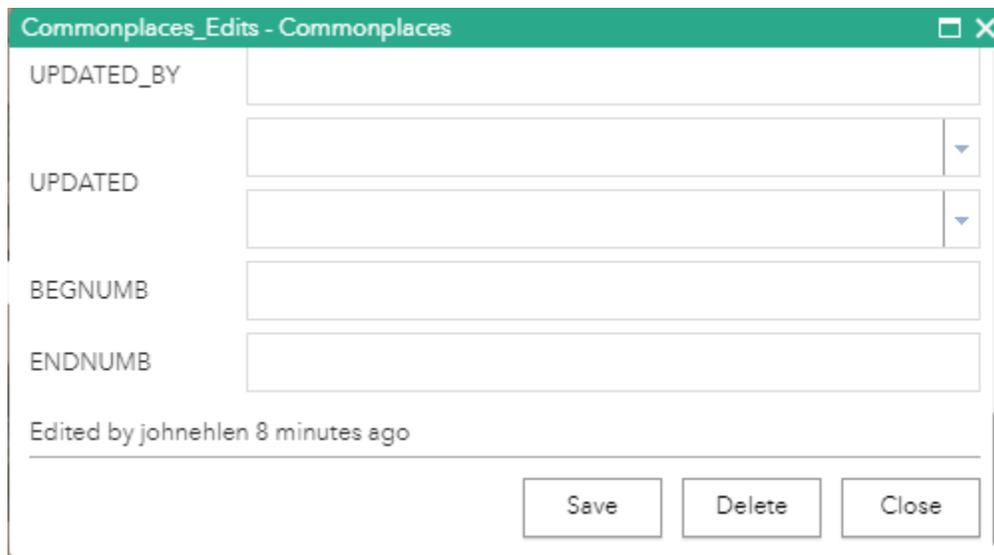


Figure 36 - Bottom of dialog box with Save, Delete, and Cancel buttons

Editing / Updating Existing Points

This tutorial will demonstrate how to update a point location.

In order to update the attributes of a point:

1. Click the edit button shown in Figure 32
2. Click a point on the map, the attribute dialog box will pop up, shown in Figure 35
3. Make edits to the attribute table, scroll to the bottom, and click "Save" shown in Figure 36

In order to update the geometry(location) of a point:

1. Click the edit button
2. Click a point you want to move (click once) and the attribute dialog box will open
 - a. The point will switch from its normal color to a smaller, reddish, symbol.

3. Click and hold the point, then drag your mouse cursor to where you want the point to be relocated to and release the click. The point will be 'picked up' and 'dropped' from its original location to where you want it located.
4. Click anywhere on the map outside of the attribute dialog box to save the new location
5. The change can be "undone" by clicking the Undo button previously described.

Deleting Points

In many cases, a point location will be found to be incorrect, or antiquated and no longer needed. In these cases, you may choose to delete a point rather than update the point. These two operations are similar.

To delete a point:

1. Click the edit button
2. Click the point you wish to delete
3. Scroll to the bottom of the dialog box, and click "Delete"
4. Click the edit button to close the edit dialog box
5. That's it, you're done!

Classifying Unknowns

The map has been prepopulated from a mix of datasets. This process was automated as much as possible; however, many places still fall into an "Unknown" category and are symbolized with a red exclamation mark to signify they need attention. These points with a red exclamation mark will need to be updated to be classified correctly. In order to classify these points, we will perform an operation very similar to the update operation.

Steps to classify unknown:

1. Identify red exclamation points on map as shown in Figure 37
2. Click the edit button
3. Click the red exclamation you wish to classify; the attribute dialog box will pop up
4. In the attribute dialog box, click the drop down under the "PLACE TYPE" field
5. Select the appropriate place type
6. Scroll to the bottom of the dialog box and click "Save"



Figure 37 - Unclassified points

Requests, Issues & Feedback

At the top of the application there is a button that says, “Click here to leave feedback”. This link will open an outlook email addressed to Yavgis@yavapaiaz.gov. All inquires and requests should be routed through this channel. You can send an email straight from the browser by following the link, or by typing/copying the email address above into a new email.