

GIS Change Requests:

Web Base change requests will replace MSAG Update paper form.

Types of edits that will need to be reported

- Individual address edits (move, delete, add or change)
- Road edits (add, delete, range changes, road name changes etc.) Geometry changes (road realignments)
- Jurisdiction/maintenance changes (changes that need to be shared with Maine DOT)

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Instructions for accessing Change Request Server

i

Using I.E go to: <https://giscrp.ngesi.maine.gov/glserver/>

If you do not have Microsoft Silverlight it will be installed.

You will see the following screen:



Enter your user name which I have provided you in a separate email, the password will be password.

The first time you login you will see the following screen:

Reset Password

GeoLynx Server
GeoLynx Server Version 8.12.0

User name: test_gis

New password:

Confirm password:

E-mail address: bob.white@maine.gov

Security question: Select

Security answer:

OK Close

Enter details.

Enter your new password, verify your email address, and select a security question.

The security question will be used if you should forget your password you can then reset it.

Reset Password

GeoLynx Server
GeoLynx Server Version 8.12.0

User name: test_gis

New password: ●●●

Confirm password: ●●●

E-mail address: bob.white@maine.gov

Security question: Select

Security answer:

OK Close

Enter details.

Select

- What was your childhood nickname?
- What is the name of your favorite childhood friend?
- What street did you live on in third grade?
- What was the color of your first car?
- What was the make and model of your first car?
- In what city or town was your first job?
- Where did you vacation last year?
- What is your maternal grandmother's maiden name?

Example of security question and the security answer

Reset Password



Geolynx Server
Geolynx Server Version 8.12.0

User name:

New password:

Confirm password:

E-mail address:

Security question:

Security answer:

 **Enter details.**

Once completed click ok, you will now have access to the Change Request Server.

To move an address:

Use Map Tools to zoom in to area.



Select move address icon

Move Address



Click location on screen to move the existing address to



Once you click on the screen an Attribute pop up window will open

Change Request Attributes

House Number	11
Pre Directional	
Street Name	Bittersweet
Street Suffix	Cir
Post Directional	
Postal Community Name	Your Town Name
Zipcode	04330
Tax Map Lot	014-068
Building Name_Number	
Floor	
Landmark	
Place Type	Residential
Effective Date	9/24/2014 12:00:00 AM
LABEL	esterrycr - 9/12/2014 9:43:44 AM
NOTES	move address
Case_Status	

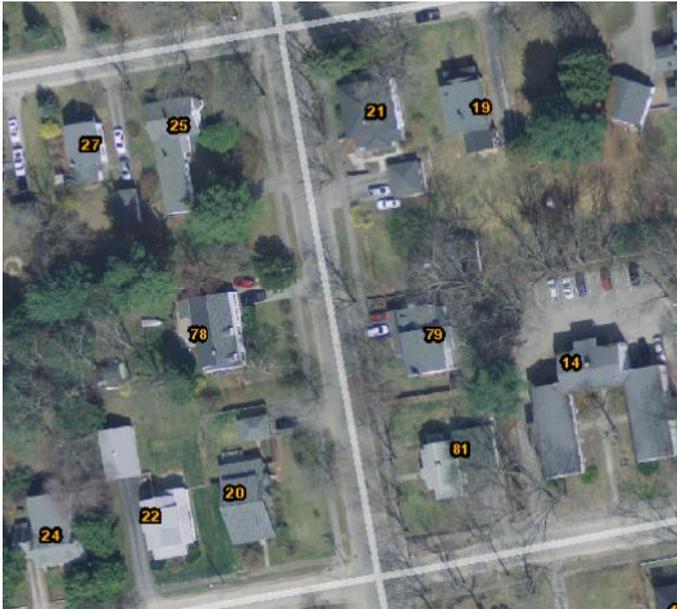
Update Delete

Fill out all the relevant information (be sure to scroll down)

Once all the relevant fields are filled out, click on the update button to submit the request or hit delete to cancel this request and start over

To delete an Address:

Use Map Tools to zoom in to area.



Select Delete Address Icon

Delete Address



Click on the address point you would like to delete



Once you click on the screen an Attribute pop up window will open

Change Request Attributes
X

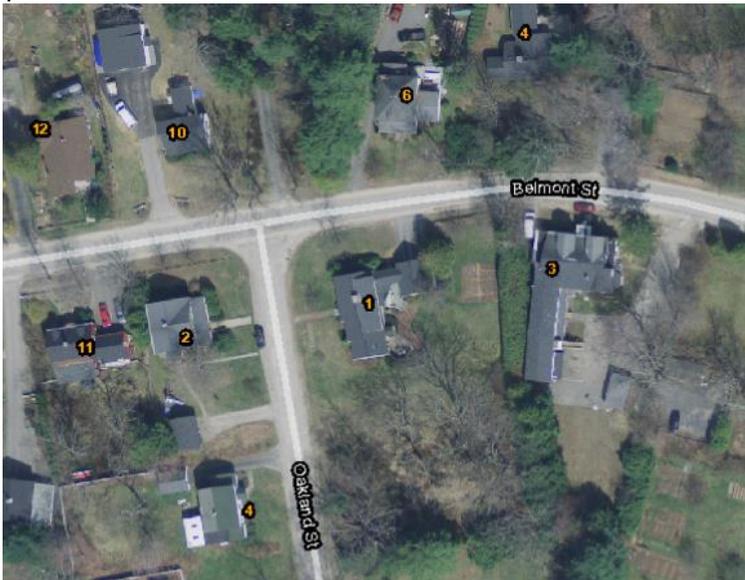
House Number	<input type="text" value="79"/>
Pre Directional	<input type="text" value=""/>
Street Name	<input type="text" value="Oak"/>
Street Suffix	<input type="text" value="St"/>
Post Directional	<input type="text" value=""/>
Postal Community Name	<input type="text" value="Your town name here"/>
Zipcode	<input type="text" value="04330"/>
Tax Map Lot	<input type="text" value="006-07-a"/>
Building Name_Number	<input type="text" value=""/>
Floor	<input type="text" value=""/>
Unit	<input type="text" value=""/>
Landmark	<input type="text" value=""/>
Place Type	<input type="text" value="Residential"/>
Effective Date	<input type="text" value="10/2/2014 12:00:00 AM"/> <input type="button" value="15"/>
LABEL	<input type="text" value="esterrycr - 10/2/2014 2:02:14 PM"/>
NOTES	<input type="text" value="House torn down for parking lot"/>
Case_Status	<input type="text" value=""/>

Fill out all the relevant information (be sure to scroll down). Since this is an address point deletion, you may want to comment on the reason why the building is being removed (see sample comment above).

Once all the relevant fields are filled out, click on the update button to submit the request or hit delete to cancel this request and start over.

Change an address:

Use Map Tools to zoom in to area.



Select Change Address Icon

Change Address



Click on the address point you would like to change



Once you click on the screen an Attribute pop up window will open

Change Request Attributes
X

Old_Address	<input type="text" value="1 Oakland St"/>
New House Number	<input type="text" value="5"/>
New Pre Directional	<input type="text" value=""/>
New Street Name	<input type="text" value="Belmont"/>
New Street Suffix	<input type="text" value="St"/>
New Post Directional	<input type="text" value=""/>
New Postal Community Name	<input type="text" value="Your Town Name"/>
New Zipcode	<input type="text" value="04330"/>
Tax Map Lot	<input type="text" value="017-005-B"/>
New Building Name_Number	<input type="text" value=""/>
New Floor	<input type="text" value=""/>
New Unit	<input type="text" value=""/>
New Landmark	<input type="text" value=""/>
New Place Type	<input type="text" value="Residential"/>
Effective Date	<input type="text" value="9/26/2014 12:00:00 AM"/> <input type="button" value="15"/>
LABEL	<input type="text" value="esterrycr - 9/12/2014 10:40:05 AM"/>
NOTES	<input type="text" value="Homeowner changed their driveway location"/>
Case_Status	<input type="text" value=""/>

Fill out all the relevant information (be sure to scroll down). Since this is an address change, you may want to comment on the reason why the address is being changed (see sample comment above).

Once all the relevant fields are filled out, click on the update button to submit the request or hit delete to cancel this request and start over.

Add an address:

Use Map Tools to zoom in to area.



With Base Layer



With Just Aerial



Base Map and Aerial blended*

Select Add Address Icon

Add Address



Click area on the screen to add the new address



Once you click on the screen an Attribute pop up window will open

Change Request Attributes [X]

House Number	<input type="text" value="52"/>
Pre Directional	<input type="text" value=""/>
Street Name	<input type="text" value="Apple"/>
Street Suffix	<input type="text" value="Ln"/>
Post Directional	<input type="text" value=""/>
Postal Community Name	<input type="text" value="Your Town Name"/>
Zipcode	<input type="text" value="04330"/>
Tax Map Lot	<input type="text" value="12-05-1"/>
Building Name_Number	<input type="text" value=""/>
Floor	<input type="text" value=""/>
Unit	<input type="text" value=""/>
Landmark	<input type="text" value=""/>
Place Type	<input type="text" value="Mobile Home"/>
Effective Date	<input type="text" value="10/1/2014 12:00:00 AM"/> 15
LABEL	<input type="text" value="esterrycr - 9/12/2014 10:56:04 AM"/>
NOTES	<input type="text" value="New mobile home"/>
Case_Status	<input type="text" value=""/>

Fill out all the relevant information (be sure to scroll down). Since this is an address change, you may want to comment on the reason why the building is being removed (see sample comment above).

Once all the relevant fields are filled out, click on the update button to submit the request or hit delete to cancel this request and start over.

To add a street:

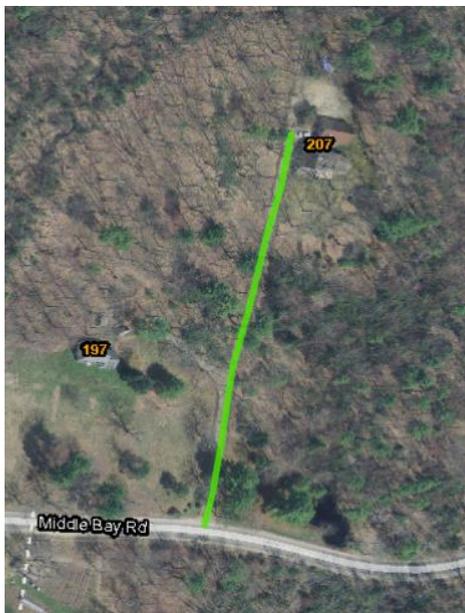
Use map tools to zoom in to area



Select



Click to set the start point of the line. Double click to end the segment or continue clicking to add more segments to the line you are adding. Remember- to finish the line segment you need to double click.



Once you double click to finish the line, an Attribute pop up window will open

Change Request Attributes
X

Street Ownership	<input type="text" value="Private"/>
Road Maintenance	<input type="text" value="private year round"/>
Pre Directional	<input type="text"/>
Street Name	<input type="text" value="Oakwood"/>
Street Suffix	<input type="text" value="Way"/>
Post Directional	<input type="text"/>
Length In Feet	<input type="text" value="552"/>
Intersected Street And Address	<input type="text" value="207 Middle Bay Rd"/>
LeftFrom	<input type="text" value="2"/>
LeftTo	<input type="text" value="24"/>
RightFrom	<input type="text" value="1"/>
RightTo	<input type="text" value="23"/>
Postal Community Name	<input type="text" value="Your Town Name"/>
Zipcode	<input type="text" value="04330"/>
Oneway	<input type="text" value="No Restrictions"/>
Posted Speed	<input type="text" value="25"/>
Effective Date	<input type="text" value="9/30/2014 12:00:00 AM"/> <input type="button" value="15"/>
LABEL	<input type="text" value="esterrycr - 9/16/2014 10:05:11 AM"/>
NOTES	<input type="text"/>
Case_Status	<input type="text" value="New"/>

Fill out all the relevant information* (be sure to scroll down)

Once all the relevant fields are filled out, click on the update button to submit the request or hit delete to cancel this request and start over

*Note: If you are naming an existing driveway (like in this example) be sure to go back and submit a Change address request for the address that are affected by this change.

To Modify Street Shape

Use map tools to zoom in to area



Select

Modify Street_Shape



Click to set the start point of the line. Double click to end the segment or continue clicking to add more segments to the line you are adding. Remember- to finish the line segment you need to double click.



Once you double click to finish the line, an Attribute pop up window will open

Change Request Attributes

Street Name: Bergeron Dr

Existing Addresses: Yes

Purpose For Change: to add cul de sac

LABEL: esterrycr - 9/16/2014 11:33:10 AM

NOTES:

Case_Status:

Update Delete

Fill out all the relevant information

Once all the relevant fields are filled out, click on the update button to submit the request or hit delete to cancel this request and start over

To Delete Street

Use map tools to zoom in to area



Select

Delete Street



Click to set the start point of the line to highlight area to be deleted. Double click to end the segment or continue clicking to add more segments to the line you are adding. Remember- to finish the line segment you need to double click.



Once you double click to finish the line, an Attribute pop up window will open

The screenshot shows a window titled "Change Request Attributes" with the following fields and values:

Street Name	Songbird Cir
Existing Addresses	No
Effective Date	9/16/2014 12:00:00 AM
LABEL	esterrycr - 9/16/2014 11:40:07 AM
NOTES	road was never built
Case_Status	

At the bottom of the window are two buttons: "Update" and "Delete".

Fill out all the relevant information. Since this is a Street Deletion, you may want to comment on the reason why you are removing this road (see sample comment above). Also note, if this edit did affect existing addresses be sure to submit a change address requests or we will not be able to process this request.

Once all the relevant fields are filled out, click on the update button to submit the request or hit delete to cancel this request and start over

Change Jurisdiction Maintenance

Use map tools to zoom in to area



Select

Change Jurisdiction Maintenance



Click to set the start point of the line to highlight area that requires the change. Double click to end the segment or continue clicking to add more segments to the line you are adding. Remember- to finish the line segment you need to double click.



Once you double click to finish the line, an Attribute pop up window will open

Street Name	<input type="text" value="Ashley Dr"/>
Old Ownership	<input type="text" value="Private"/>
New Ownership	<input type="text" value="Public"/>
Old Road Maintenance	<input type="text" value="private year round"/>
New Road Maintenance	<input type="text" value="public year round"/>
Old Length Feet	<input type="text" value="894"/>
New Length Feet	<input type="text" value="894"/>
LABEL	<input type="text" value="esterrycr - 9/16/2014 11:49:16 AM"/>
NOTES	<input type="text" value="road accepted as a public road"/>
Case_Status	<input type="text"/>

Fill out all the relevant information

Once all the relevant fields are filled out, click on the update button to submit the request or hit delete to cancel this request and start over

Address Range Change

Use map tools to zoom in to area

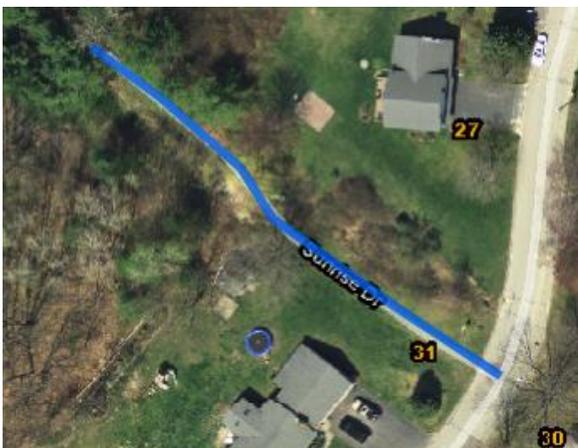


Select

Address Range Change



Click to set the start point of the line to highlight the area that requires the change. Double click to end the segment or continue clicking to continue highlight the line you are editing. Remember- to finish the line segment you need to double click.



Once you double click to finish the line, an Attribute pop up window will open

Change Request Attributes

Street Name: Sunrise Dr

Old LeftFrom: 1

Old LeftTo: 1

Old RightFrom: 0

Old RightTo: 0

New LeftFrom: 1

New LeftTo: 3

New RightFrom: 2

New RightTo: 4

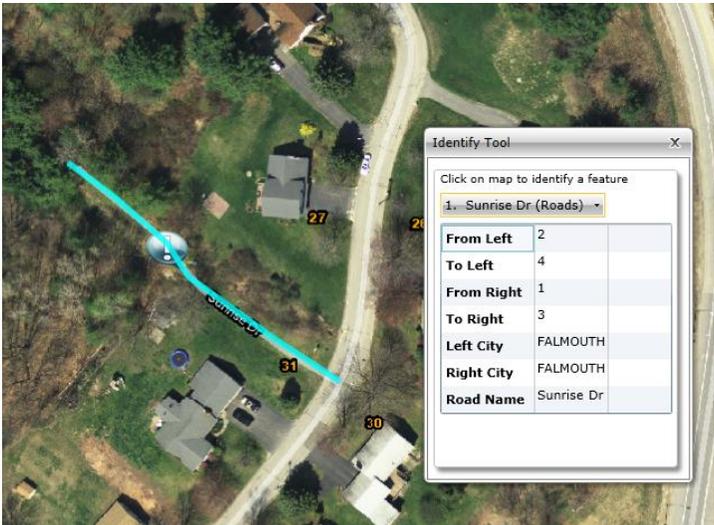
Affect Existing Addresses: No

Update Delete

Fill out all the relevant information *

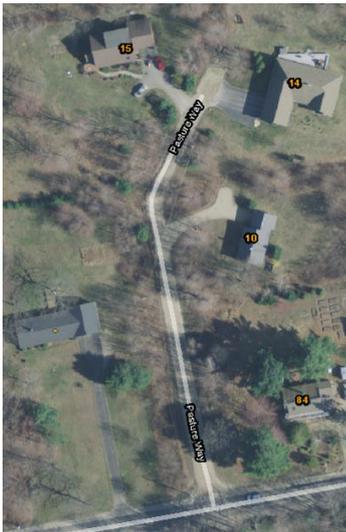
Once all the relevant fields are filled out, click on the update button to submit the request or hit delete to cancel this request and start over

*Note: if you are unsure what the current range of the road (or road segment you are editing) click on the identify button  and then move your cursor over to the road and click once. A pop up window will appear displaying the segments attributes



Street Name Change

Use map tools to zoom in to area

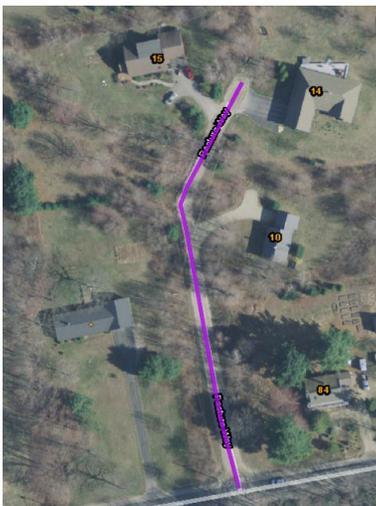


Select

Street Name Change



Click to set the start point of the line to highlight the area that requires the change. Double click to end the segment or continue clicking to continue highlight the line you are editing. Remember- to finish the line segment you need to double click.



Once you double click to finish the line, an Attribute pop up window will open

Change Request Attributes

Old Street Name: Pasture Way

New Pre Directional: [Dropdown]

New Street Name: Moose

New Street Suffix: Aly [Dropdown]

New Post Directional: [Dropdown]

Existing Addresses: Yes [Dropdown]

Effective Date: 9/30/2014 12:00:00 AM [Calendar]

LABEL: esterrycr - 9/16/2014 1:26:55 PM

NOTES: road name change due to conflict

Case_Status: [Text]

[Update] [Delete]

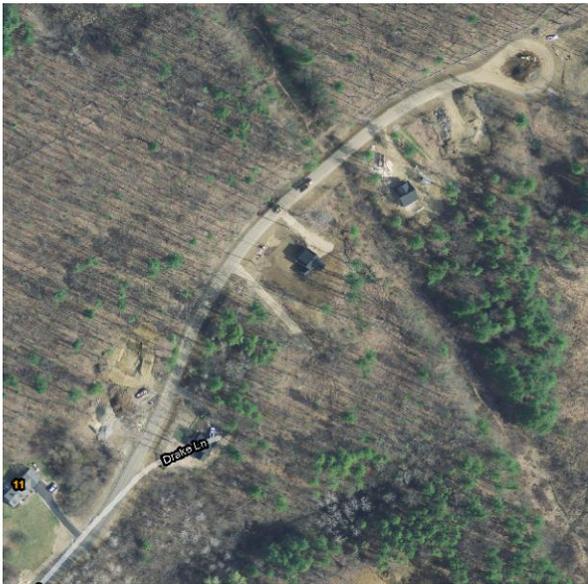
Fill out all the relevant information.

Once all the relevant fields are filled out, click on the update button to submit the request or hit delete to cancel this request and start over

Note, since this is a street name change it is automatically assumed that any addresses associated with this road will automatically be updated to the new road name. If that is not the case and these addresses will be address differently please submit a change address request.

Street Extension

Use map tools to zoom in to area



Select

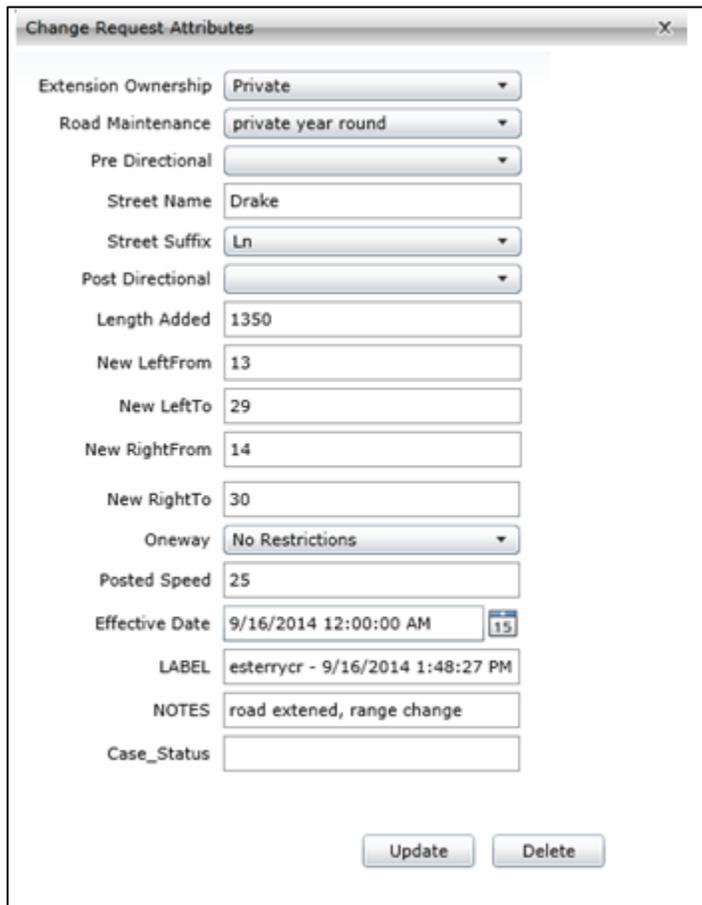
Street Extension



Click to set the start point of the line to highlight the area to extend the road. Double click to end the segment or continue clicking to continue highlight the line you are editing. Remember- to finish the line segment you need to double click.



Once you double click to finish the line, an Attribute pop up window will open



The screenshot shows a window titled "Change Request Attributes" with the following fields and values:

Extension Ownership	Private
Road Maintenance	private year round
Pre Directional	
Street Name	Drake
Street Suffix	Ln
Post Directional	
Length Added	1350
New LeftFrom	13
New LeftTo	29
New RightFrom	14
New RightTo	30
Oneway	No Restrictions
Posted Speed	25
Effective Date	9/16/2014 12:00:00 AM
LABEL	esterrycr - 9/16/2014 1:48:27 PM
NOTES	road extened, range change
Case_Status	

At the bottom of the window are two buttons: "Update" and "Delete".

Fill out all the relevant information *

Once all the relevant fields are filled out, click on the update button to submit the request or hit delete to cancel this request and start over

*Note: if you are unsure what the current range of the road (or road segment you are editing) click on the identify button  and then move your cursor over to the road and click once. A pop up window will appear displaying the segments attributes

To check the status or review your change request in the grid

Drag the rectangle up to reveal the grid.



Attributes	Time Stamp	Label	Note	Layer Name	Status	Jurisdiction	Assign
>	11/13/2014 10:19:39 AM	jricecr - 11/13/2014 10:25:04 AM	correcting street shap	Modify Street_Shape	New	Maine	Maine
	11/10/2014 10:34:59 AM	jricecr - 11/7/2014 10:03:52 AM		NEW STREET	Resolved	Maine	Maine
	11/10/2014 10:34:44 AM	jricecr - 11/7/2014 10:01:54 AM		MOVE ADDRESS	Resolved	Maine	Maine
	11/10/2014 10:34:25 AM	jricecr - 11/7/2014 9:38:50 AM	bridge washed out test	DELETE STREET	Resolved	Maine	Maine
	11/10/2014 10:34:07 AM	jricecr - 11/7/2014 9:33:36 AM	test	ADDRESS RANGE CHANGE	Resolved	Maine	Maine

Click on the Display Attributes button  in the Attributes column to open the attributes window.

Filters can be set up on each column by clicking on the filter button  in each column and selecting the information that you want displayed.

Columns can be sorted ascending or descending by clicking on the column header. Only one column can be sorted a time.

Map tools

Most of the tools for navigating in your map are found in the **Map** toolbar. The **Map** toolbar also includes tools with which you can explore map data in various ways, such as displaying attributes of features and measuring



Click the **Zoom In** button to get a more detailed view of your map.



Click the **Zoom Out** button to get a larger view of the surrounding area on your map.



Click the **Pan** button to change the view of a map by dragging the map with the pointer.



Click the **Previous Extent** button to move back one display on the map, returning to the last map you displayed before the current one. You can move back to the first map when GeoLynx Server was opened.



Click the **Next Extent** button to move forward one display on the map, displaying a map you displayed before clicking the **Previous Extent** tool.



Click the **Full Extent** button to zoom to the extent of the entire map in the main map.



Click the **Measure** button to measure distance. Use the pull down under Distance Units to select feet, then with your cursor click this icon . Click to set the start point of the line to measure. Double click to end the segment or continue clicking to add more segments to the line you are measuring. Note: The measure will provide you measurement for each segment you create, but the total length will be displaying at the end by your cursor (see image below).



Click the **Identify** button to see the attribute values for a feature in your data and learn something about a location in a map. Clicking the **Identify** tool on a location presents the attributes of the data, at that location, from any layers that have been configured to display information.



Click the **Coordinates** button to identify latitude and longitude for a selected point. Also this tool will assist in identifying address location based on range on the information currently on the road. However, if an existing address point is within 300 foot radius of the location you are selecting it will grab the address of the closest existing address point within that area regardless of which side of road.



Click the **Print** button to open the **Print** dialog box which lets you print a map at scale.



Click the **Layer Menu** button for a quick and easy way to switch between base layers and turn dynamic layers on or off. All changes made in **Layer Menu** are automatically transferred to the [Layers](#) panel.



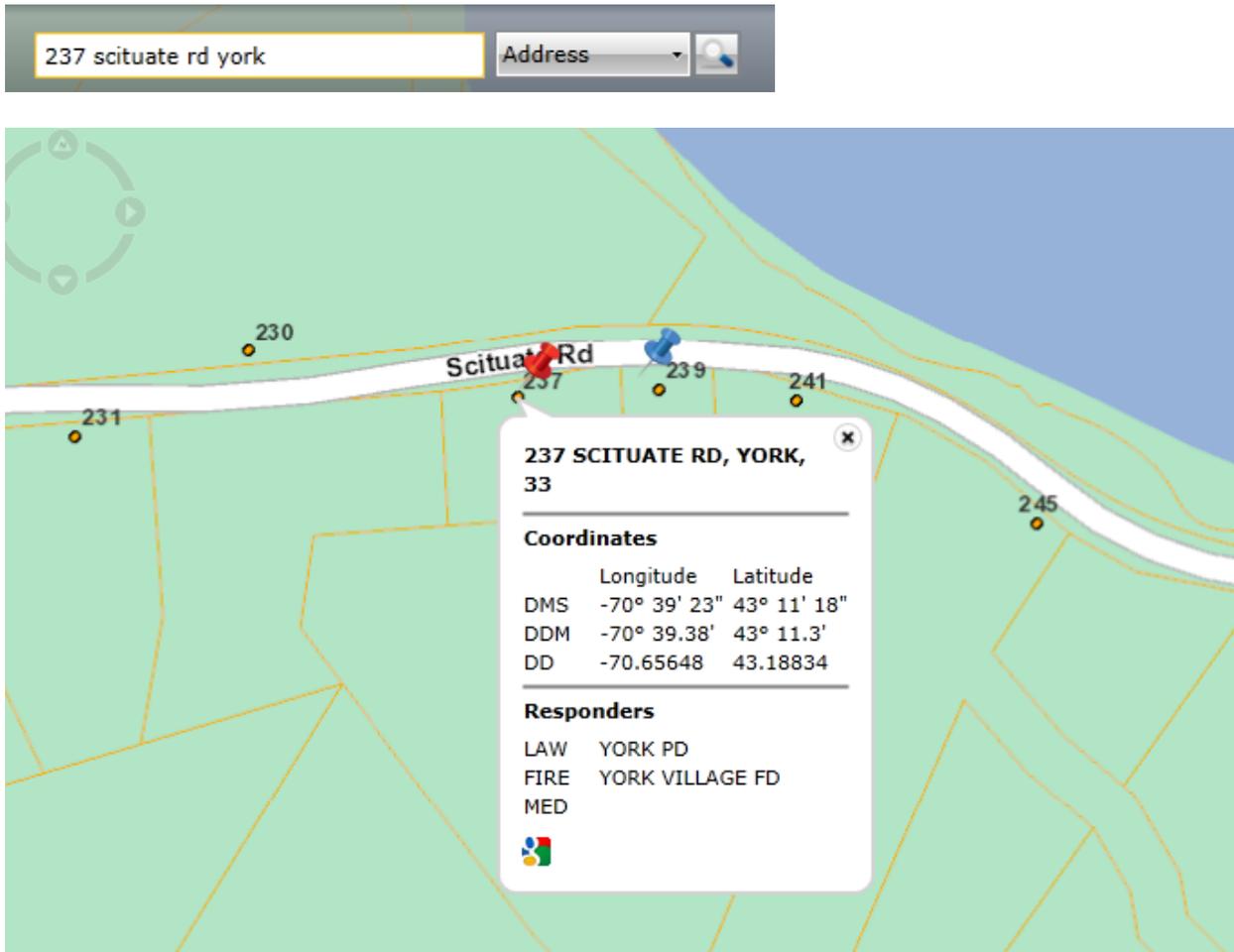
Click the green trash can button to clear any tool that is currently active and/or to refresh your screen.

Search Function:



What is needed- how to search on and examples ?

Search by address:



Red Pin will indicate the “perfect match”



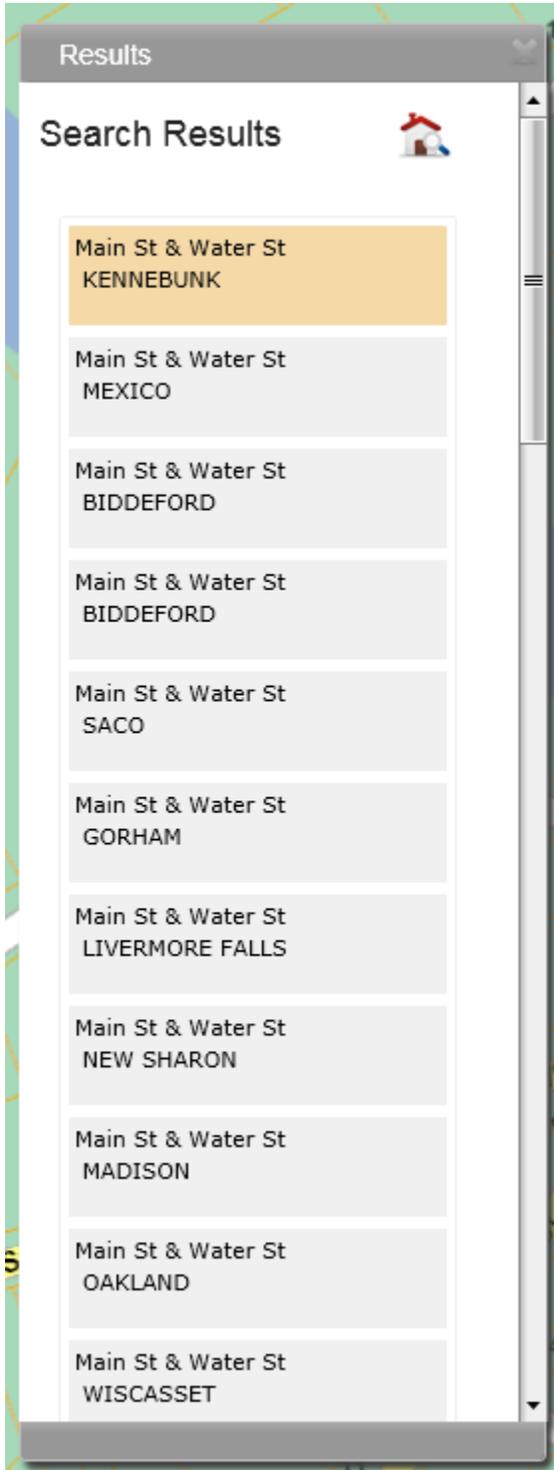
Blue Pin will indicate best location for that address based on data associated with the road (geocoding)

Search by intersection:

You can search by intersection



And you will see the following

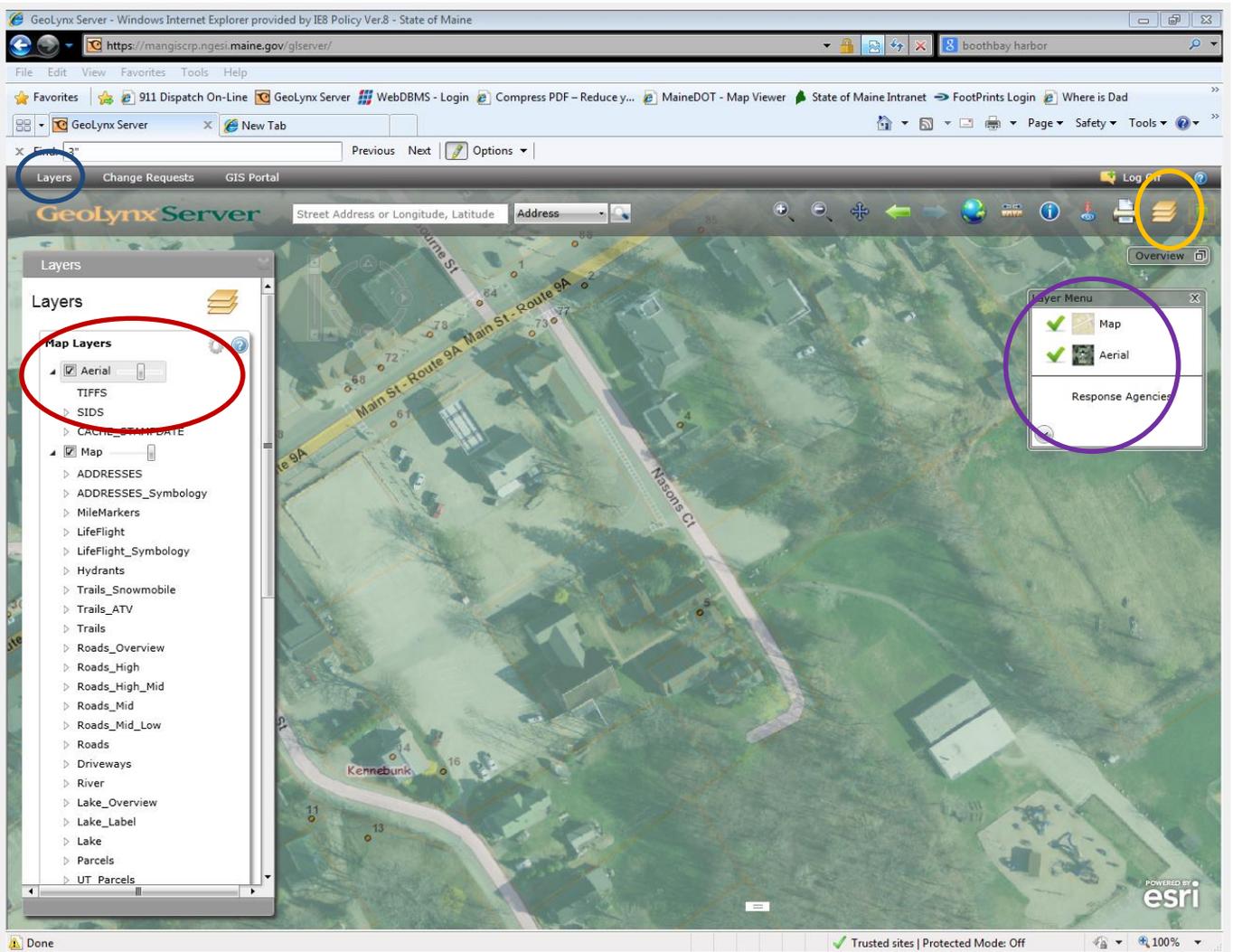


How to display the aeriels with a blend view of the basemap

Click on the Layer tab to display the map layers (blue circle)

Check the box next to Aerials to turn them on (red circle). Once they are on, adjust the transparency level to your liking.

Click on the Layers Menu Icon (yellow circle) to display the Layer Menu (purple circle) and check off the Map and Aerial boxes.



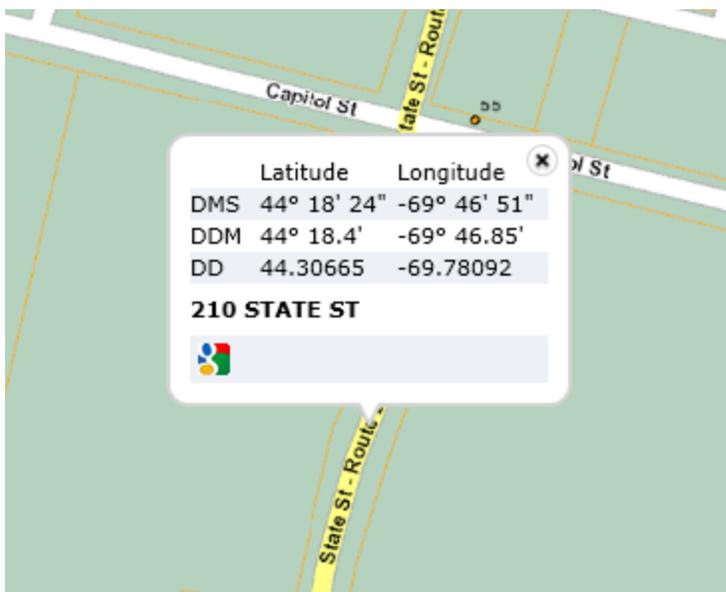
How to Use Google Street View:

Google's Street View. To access click on

This icon



Then click on a public road



Then click on the Google icon at the bottom left of the popup and here is the result



List of Layers.

Roads types in the 9-1-1 roads network:

- ▲ Roads
 - <all other values>
 - Alley; Other; Parking Lot; Private;
 - Local
 - Primary
 - Ramp
 - Secondary

Address point types:

- ▲ ADDRESSES_Symbology
 - <all other values>
 - ✈ Airport
 - Ambulance Service
 - Apartment
 - Arena
 - Attraction
 - 🚤 Boat Landing
 - 🏕 Campground
 - ⛪ Cemetary
 - ⛪ Church
 - 🏛 Civic Center
 - 🎓 College - University
 - Condominium
 - Convience Store
 - County EMA
 - Dealership
 - EMS Station
 - Financial Institution
 - 🚒 Fire Station
 - Golf Club
 - 🏛 Government - County
 - 🏛 Government - Federal
 - 🏛 Government - Municipal
 - 🏛 Government - State
 - Health Care
 - 🏥 Hospital
 - Industrial
 - 📖 Library
 - 🏠 Lodging
 - ⚓ Marina
 - Military
 - Mixed Use
 - Mobile Home
 - Multi Family
 - Nursing Home
 - Office
 - Other
 - PSAP
 - Park
 - 🅑 Parking
 - 👮 Police Station
 - ✉ Post Office
 - Restaurant
 - Retail - Enclosed Mall
 - Retail - Free Standing
 - Retail - Strip Mall
 - 🎓 School
 - 🛢 Service Station
 - Single Family
 - Sports Complex
 - Supermarket
 - 📶 Tower
 - Utility
 - Veterinarian

Trails not part of the 9-1-1 road network:

- ▲ Trails

--

Mapped driveways to structures:

- ▲ Driveways

—

Fire hydrants provided by municipalities:

Hydrants



Parcels provided by municipalities:

Parcels



Parcels of unorganized townships provided by the Land Use Planning Commission:

UT_Parcels



LifeFlight wilderness extraction sites:

LifeFlight_Symbology



ATV trails provided by Bureau of Parks and Lands ATV Program:

Trails_ATV



Snowmobile trails provided by Bureau of Parks and Lands Snowmobile Program:

Trails_Snowmobile



Stream/river data from the US Geological Survey National Hydrography Dataset:

River



Lake/pond data from the US Geological Survey National Hydrography Dataset:

Lake



Glossary:

Building Name Number: Supplemental address information for multiple buildings sharing a primary address (e.g. Building A, Building B, Warehouse 1)

Case Status: What is the status of this edit.

Effective Date: Date that the edit should be effective. If the change should be effective immediately, use today's date.

Floor: The Floor the location is associated with.

House Number: What number you are assigning

Intersected Street & Address: address number and street name the new road will be intersecting at.

Label: User's login name and time stamp to indicate who submitted this request

Landmark: Landmark or Vanity address. If the building has a commonly known Name (e.g. The Blaine House)

LeftFrom: Lowest address on the left hand side of street segment

LeftTo: Highest address on left hand side of street segment

Length in Feet: Provide length or new road in only feet. Only enter the numbers, do use the foot abbreviation or symbol (ft. or ')

Notes: any notes that maybe relevant please enter here.

Oneway: Indicates if road segment allows traffic flow in only one direction or not
Options include the following: *Flows with Addressing, Flows against Addressing or No Restrictions*

Place Type: Type of place Ex. office, store, school, residential

Post directional: Word used following street name relating to direction, e.g. *North, South, East or West*

Postal Community Name: Is the name assigned to the post office that delivers mail to a given area. This name may be different from the community name (e.g. Round Pond).

Posted Speed: Speed limit on road segment as found in MeDOT data or supplied by municipal addressing officer or calculated default (rdclass as a guide)

Pre Directional: Word used preceding street name relating to direction, e.g. *North, South, East or West*

RightFrom: Lowest address on the right hand side of street segment

RightTo: Highest address on right hand side of street segment

Road Maintenance: Is this road maintained publically/privately year round, summer only, winter only

Street Name: the official name of a road as designate by local authority

Street Ownership: Is this road *publically maintained* using local tax dollars, or is this road *privately maintained* by the residents living off of the road?

Street Suffix: what is the street suffix (rd, ave, ln etc.)? For a complete list of approved street suffixes, please refer to USPS Publication 28
http://pe.usps.gov/text/pub28/28apc_002.htm)

Tax Map Lot: What is the Tax Map Number and Lot number for this address?

Unit: Unit, apartment, suite designation.

ⁱ CR user login version 1.0 May 9, 2014