

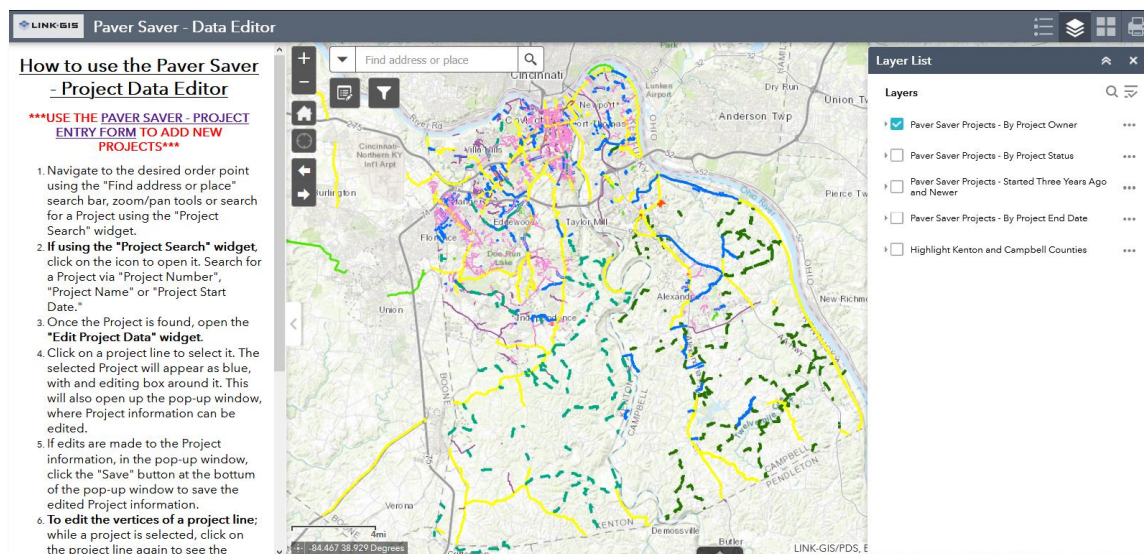
Paver Saver Training Document

Part Two – Editing an Existing Project

This is where projects are viewed and edited, in a web mapping application. Editing a project triggers an email to be sent to contacts of intersecting projects, of the edited project, for potential project coordination. The emails are further explained in section 6 of this document. Each section number, in this training document, also has a corresponding training video, located in the [Paver Saver – Information Hub](#) web page.

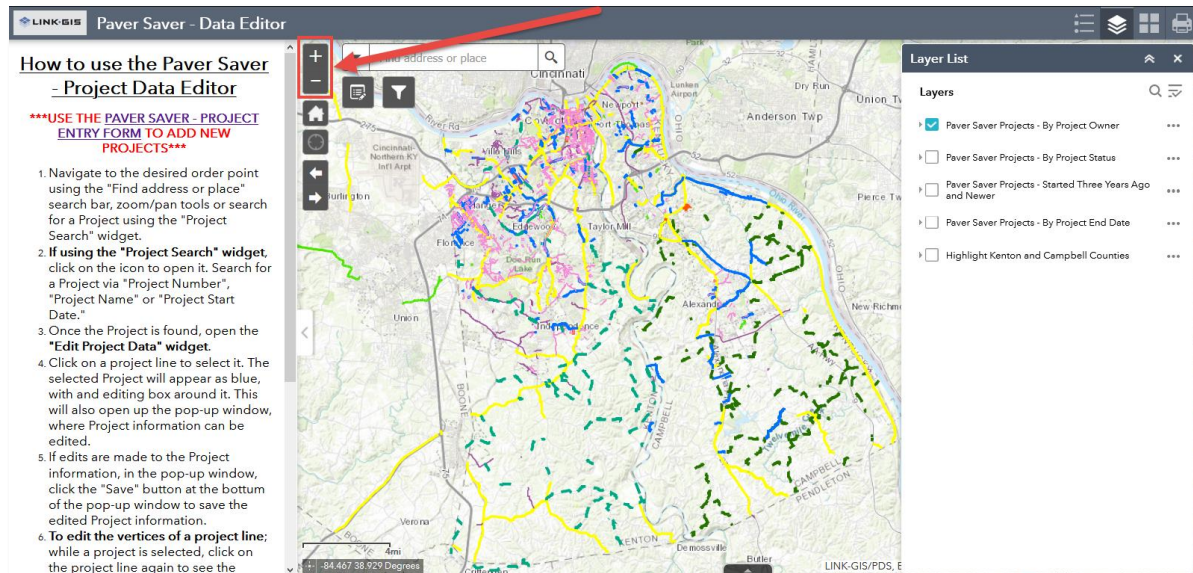
1. Opening the [Paver Saver – Data Editor Web Mapping Application](#) (see Figure A).

Figure A.



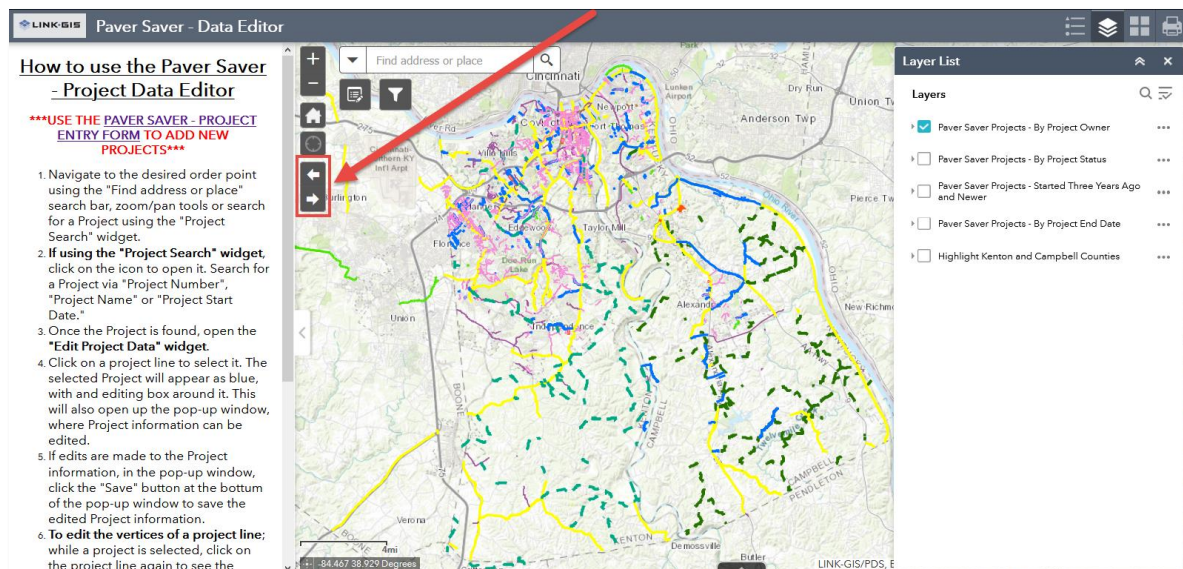
2. **Navigating the map in the Data Editor web app.** There are several ways to navigate around the map.
 - a. Click and drag to pan around the map.
 - b. Zoom in and out of the map by holding the “CTRL” button and scrolling the mouse wheel.
 - c. Zoom in and out of the map using the “Zoom In/Zoom Out” tool (large + and – buttons) (see Figure B).

Figure B.



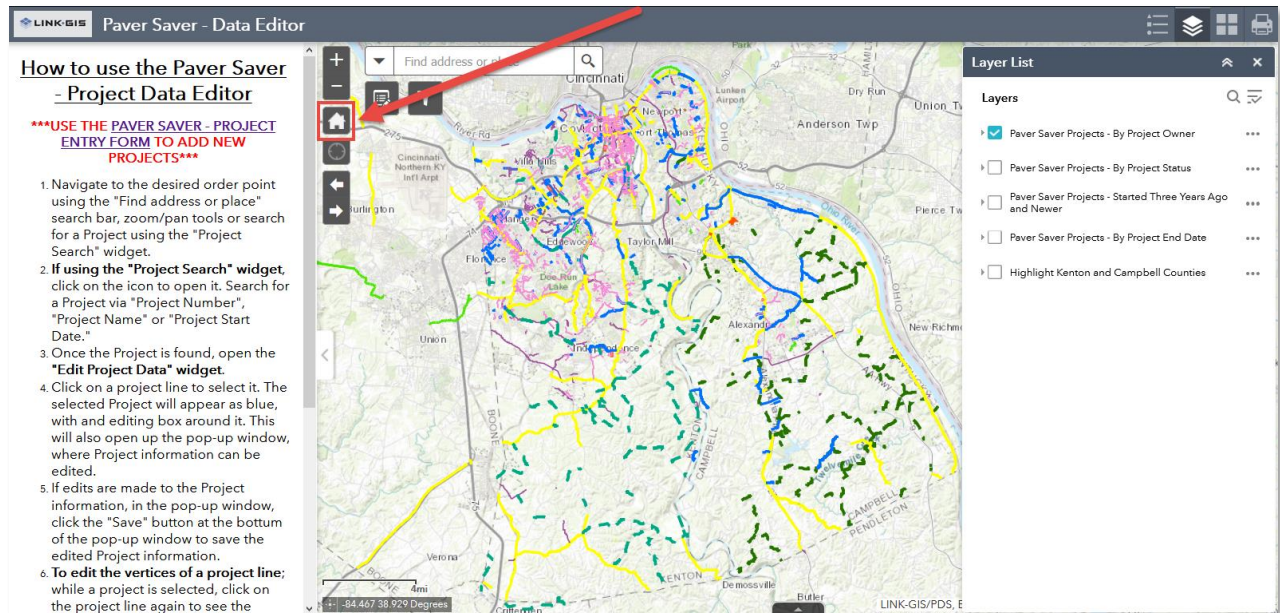
- d. Use the “Previous Extent” and “Next Extent” buttons to go to the previous extent or next extent, on the map (see Figure C).

Figure C.



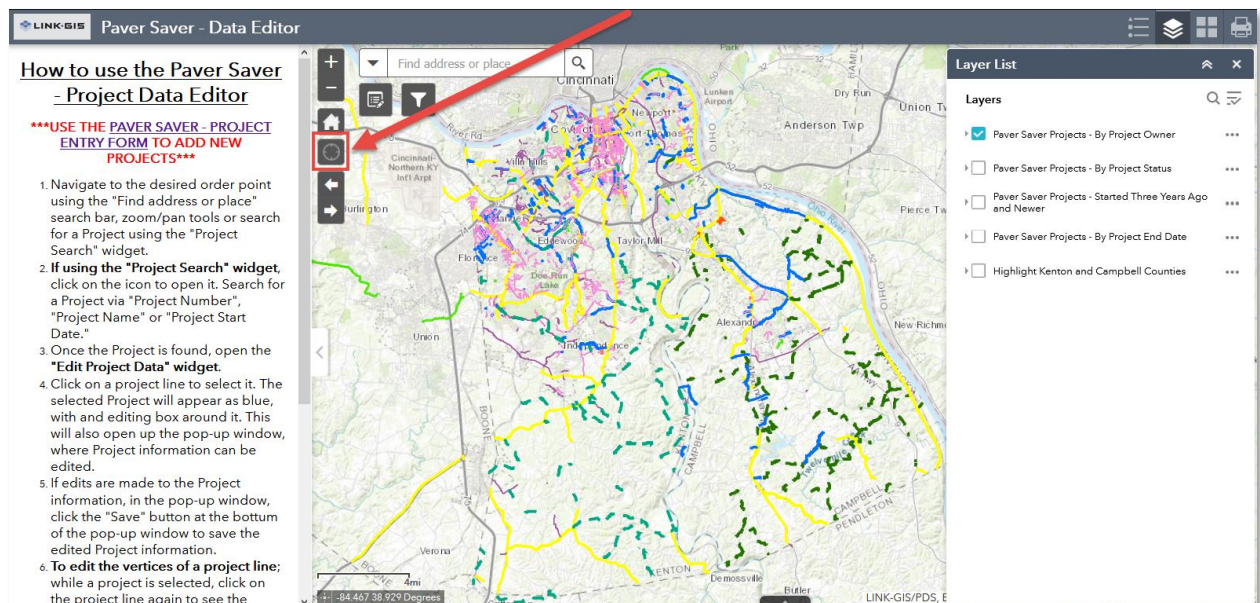
- e. To go back to the Default view of the map, click the “Default map view” button (see Figure D).

Figure D.



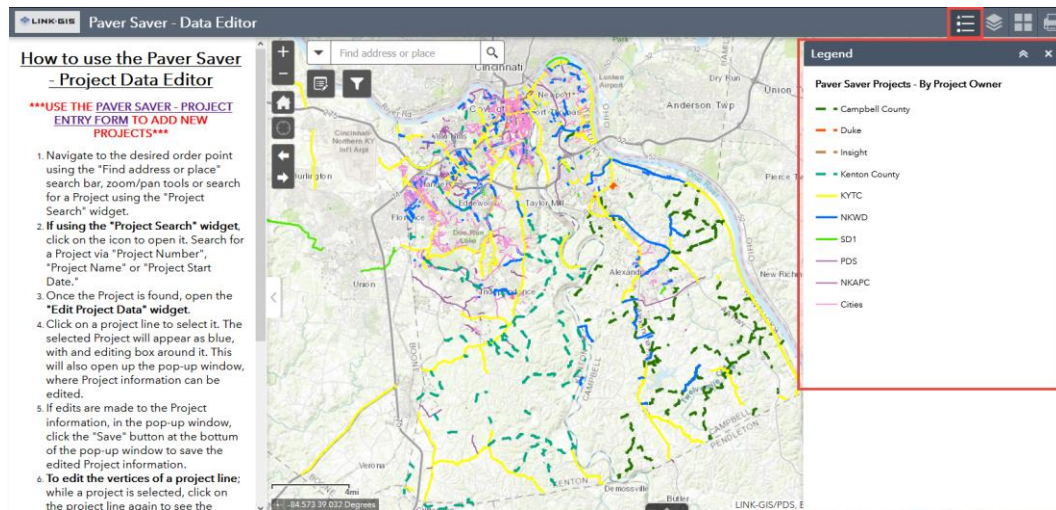
- f. To use your current location, click the “Find my location” button on the map (see Figure E). You may need to “Allow” the web browser to use Location Access.

Figure E.



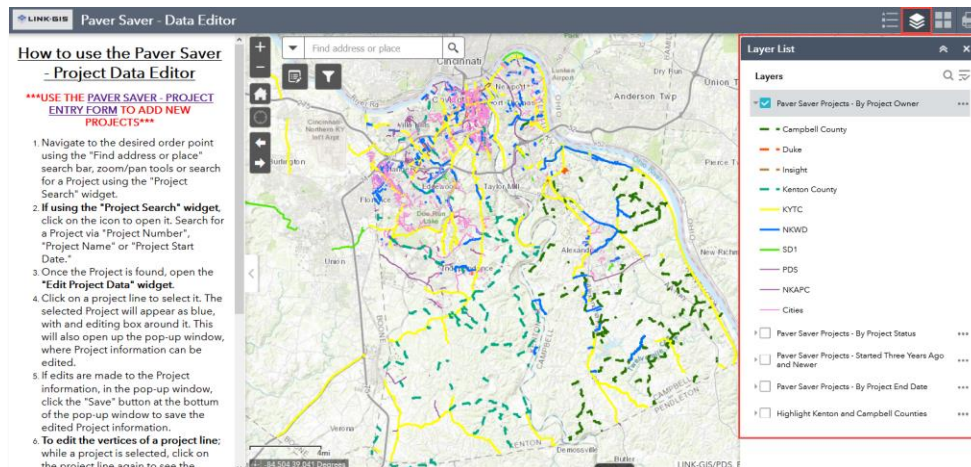
3. **Exploring the widgets in the Data Editor web app.** There are four widgets available in the top ribbon of the mapping application.
 - a. The “Legend” widget shows the symbology of the layers that are turned on. Click on the “Legend” widget button, to open the widget (see Figure F).

Figure F.



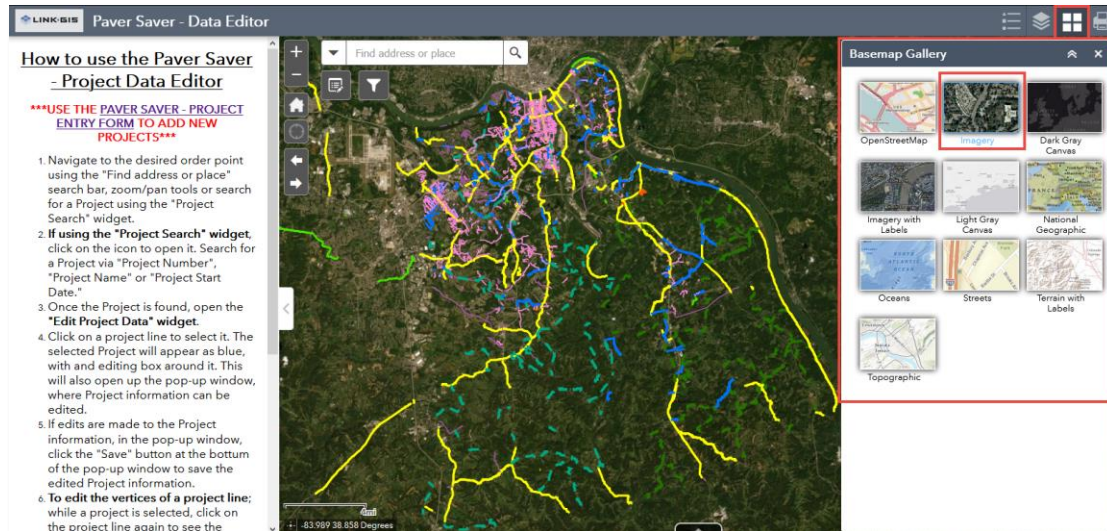
- b. The “Layer List” widget is open, by default, and enables the turning on and off of layers in the map. Click on a layer name to view the symbology of that layer. Click on the “Layer List” button to open and close the widget (see Figure G). Each layer, in the table of contents, shows the same project data. However, the data is symbolized in 4 different ways:
 - i. By Project Owner
 - ii. By Project Status
 - iii. By Projects Started Three Years Ago and Newer
 - iv. By Project End Date

Figure G.



- c. The “Basemap Gallery” widget enables the changing of the basemap. Click the “Basemap Gallery” button to open and close the widget. Choose a basemap, in the widget, to see it displayed on the map (see Figure H).

Figure H.



- d. The “Print” widget enables the creation of a printable PDF. Click the “Print” button to open and close the widget (see Figure I). With the “Print” widget open:
- i. Move the map to the desired location.
 - ii. Give the map a title.
 - iii. Choose a layout from the “Layout” dropdown options.
 - iv. Choose a format from the “Format” dropdown options (PDF is the default).
 - v. Click the “Print” button.
 - vi. The printable map will be displayed as a list, in the “Print” widget (see Figure I).
 - vii. Click on a map in the list, to open it up (see Figure J).
 1. Print the map
 2. Or Save the map

Figure I.

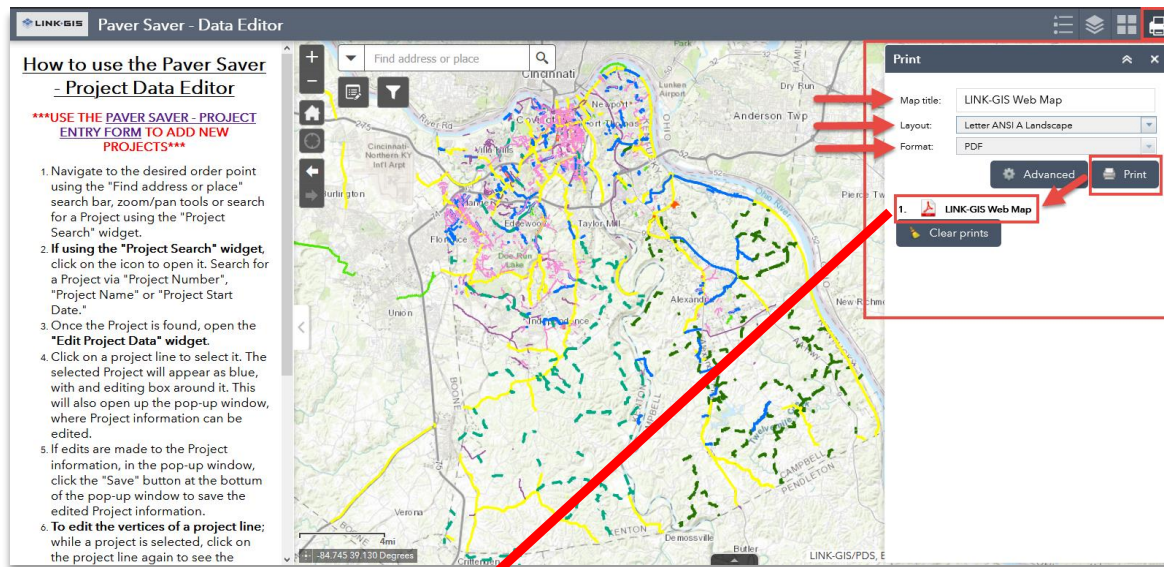
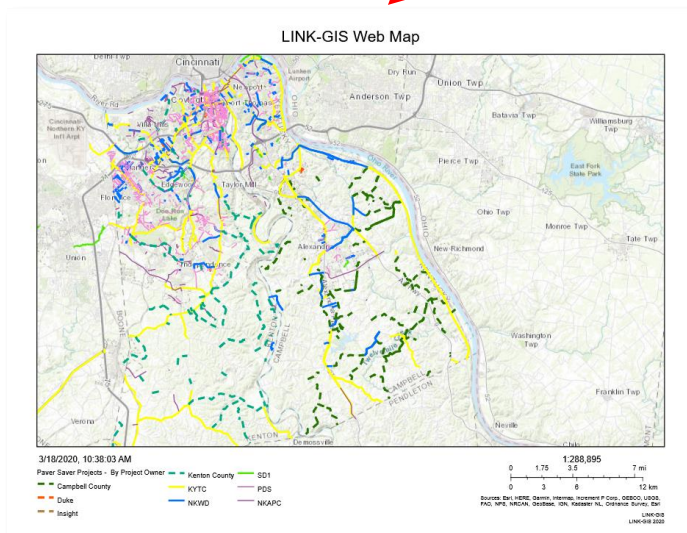
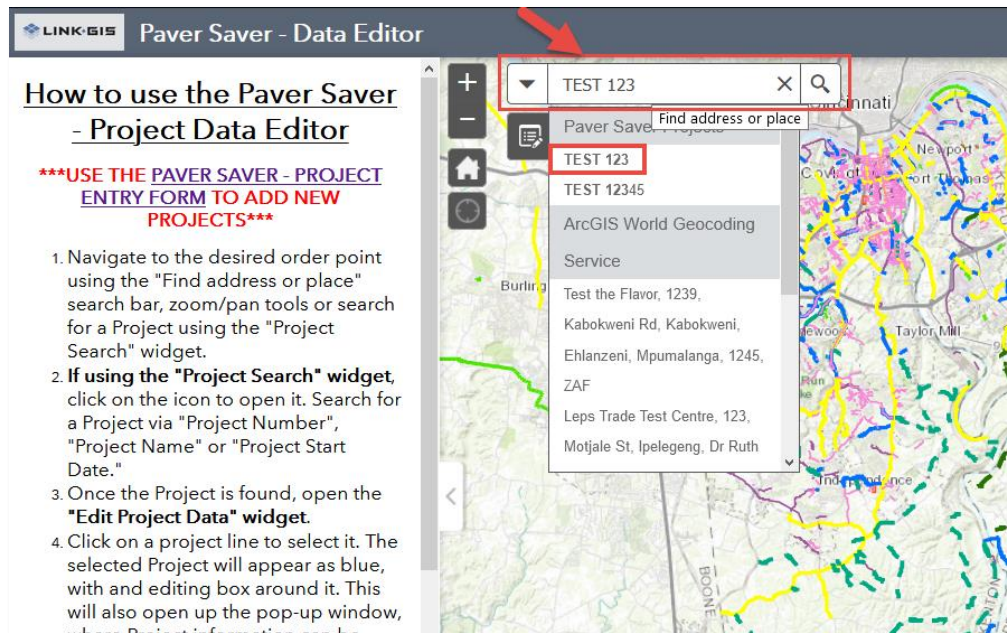


Figure J.



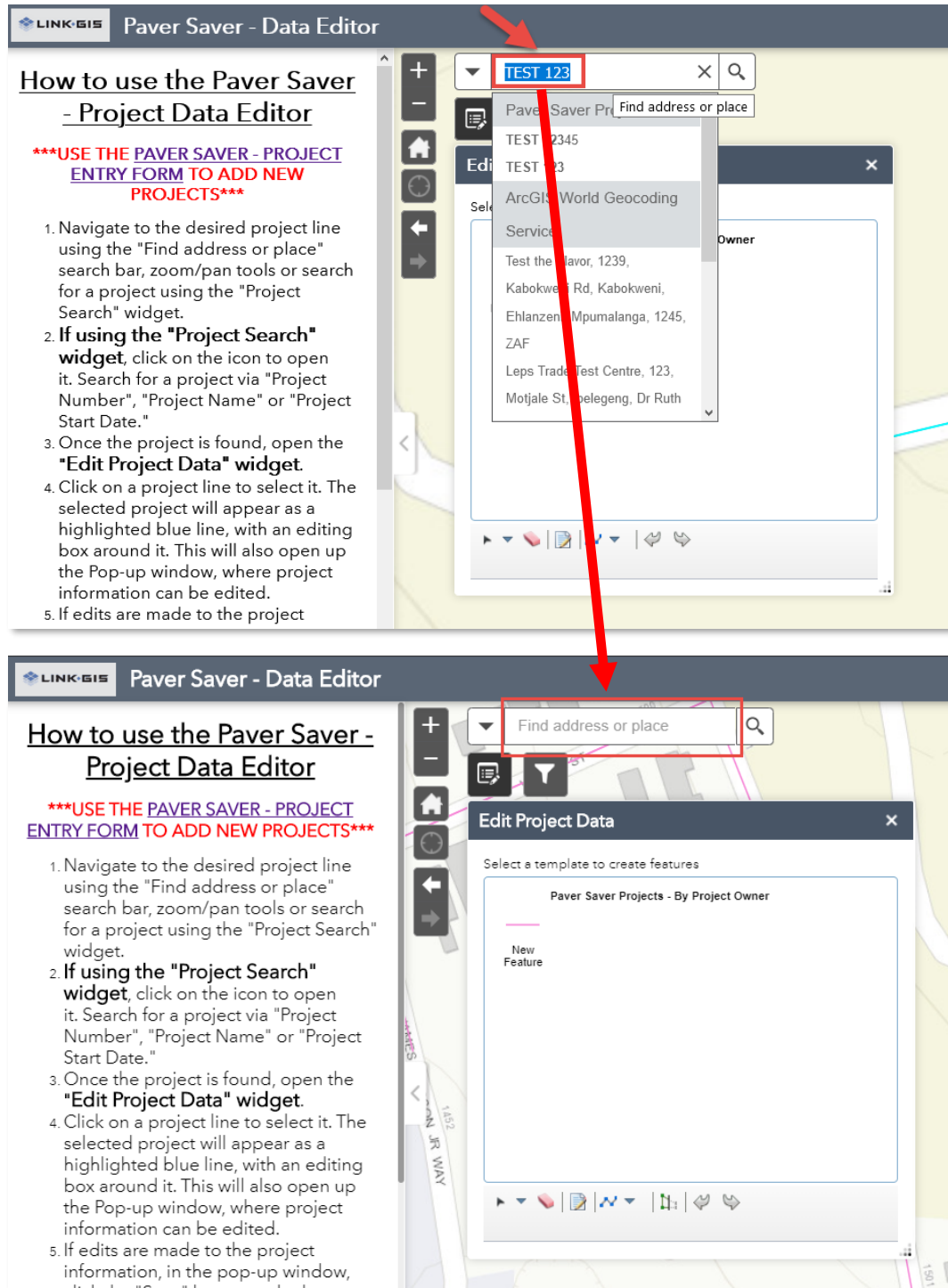
4. **Finding a project in the Data Editor web app.** There are a few options for finding a project.
 - a. Use the "Find address or place" search bar to search for an address or Project Number. If the address or Project Number appears in the dropdown list, click on it to zoom to it on the map (see Figure K).

Figure K.



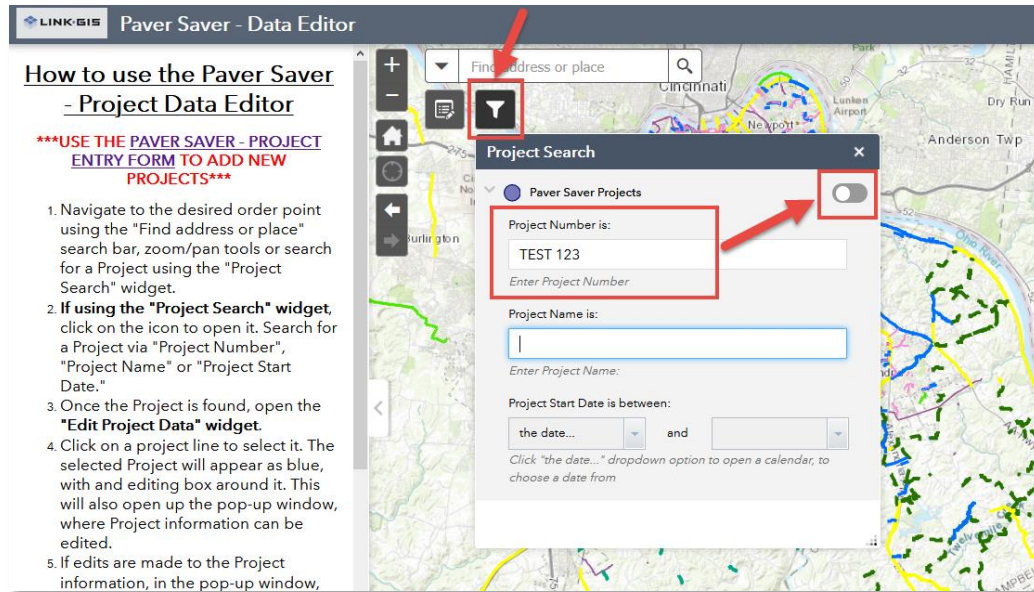
- b. After zooming to the project, remove the project name from the "Find address or place" search bar (see Figure L). *** Having the name in the "Find address or place" search bar prevents the editor from making edits to the vertices of the line. ***

Figure L.



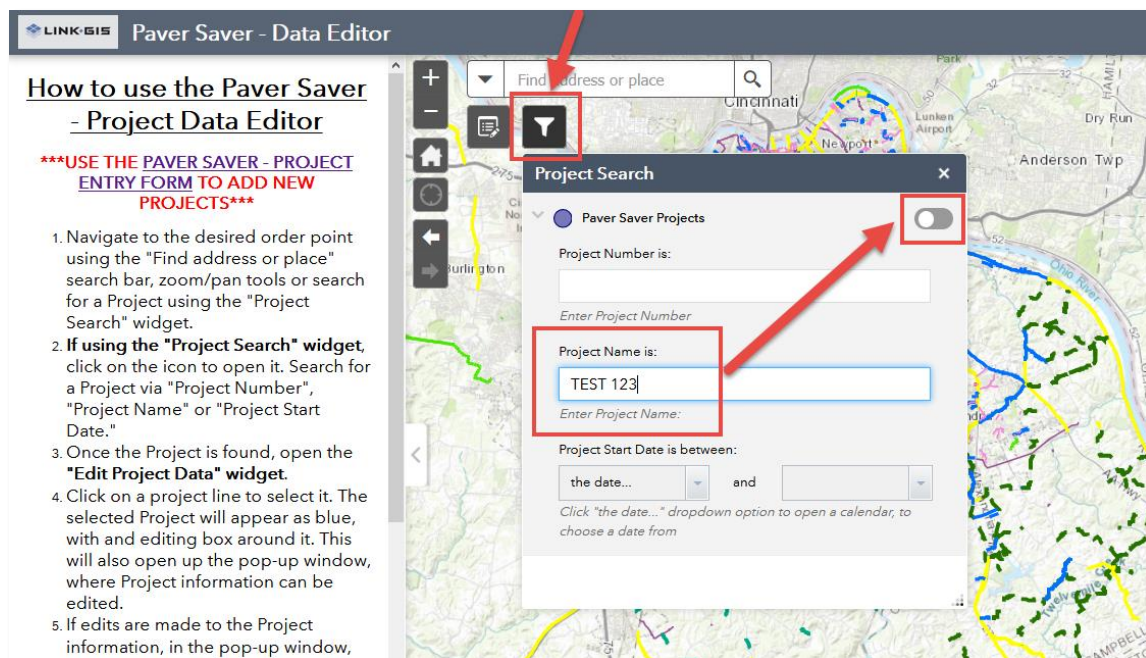
- c. Another option is to use the "Project Search" widget.
 - i. Search by Project Number, then click on the toggle switch to zoom to the project (see Figure M).

Figure M.



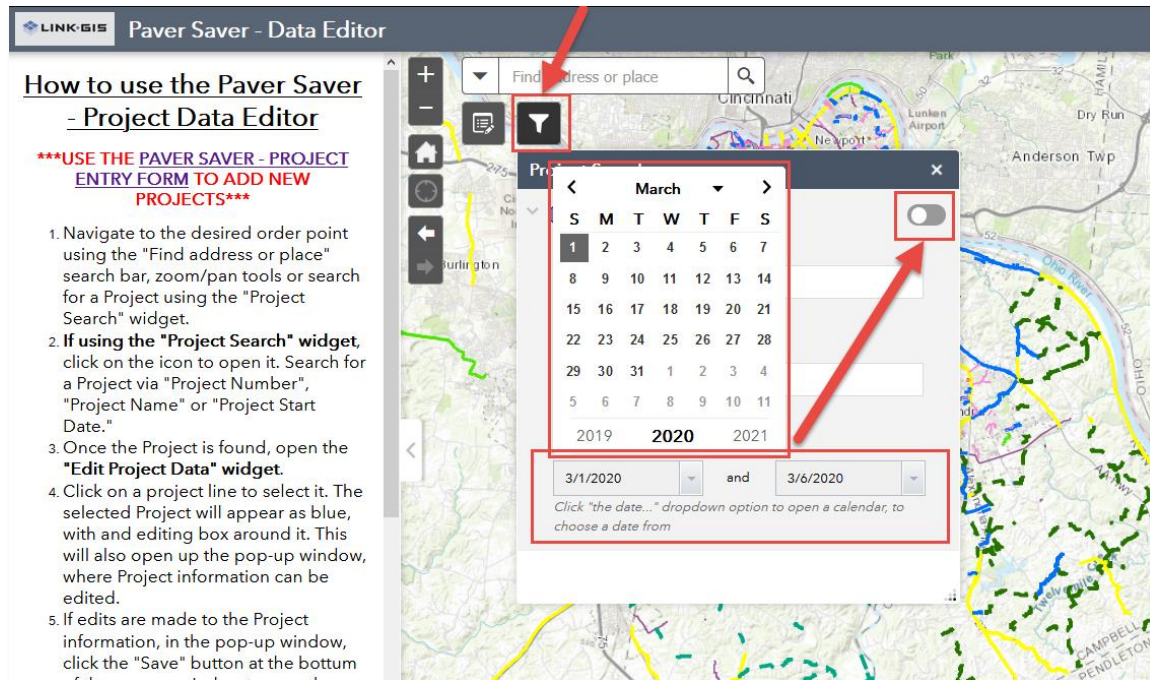
- ii. Search by Project Name, then click on the toggle switch to zoom to the project (see Figure N).

Figure N.



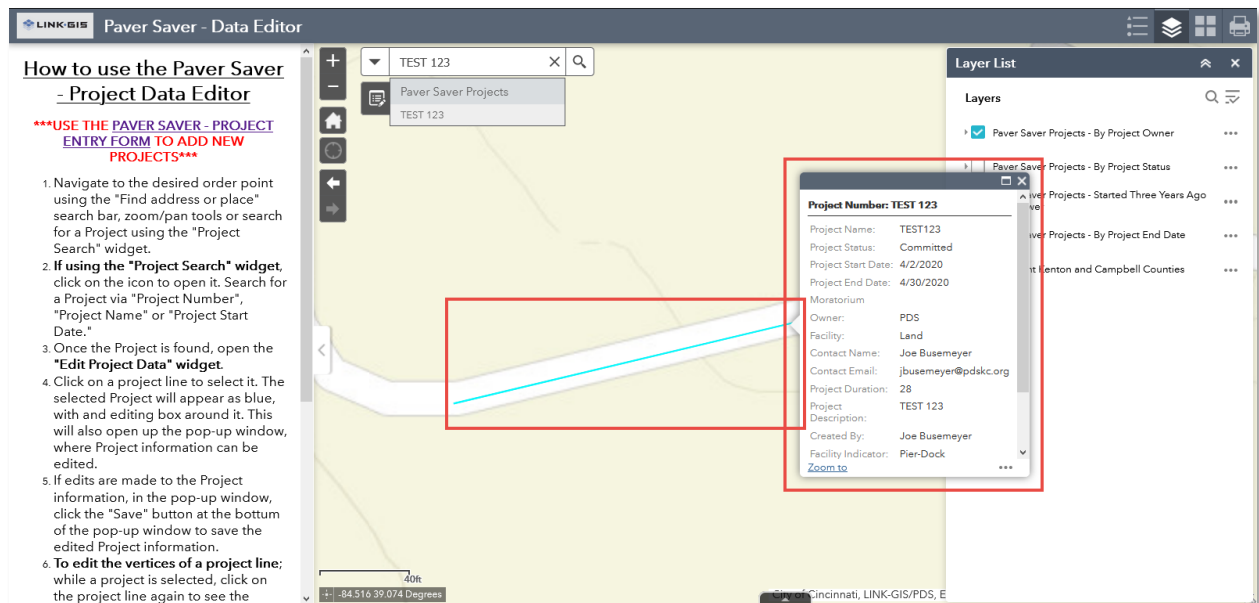
- iii. Search by Project Start Date, then click on the toggle switch to zoom to the project/s (see Figure O).

Figure O.



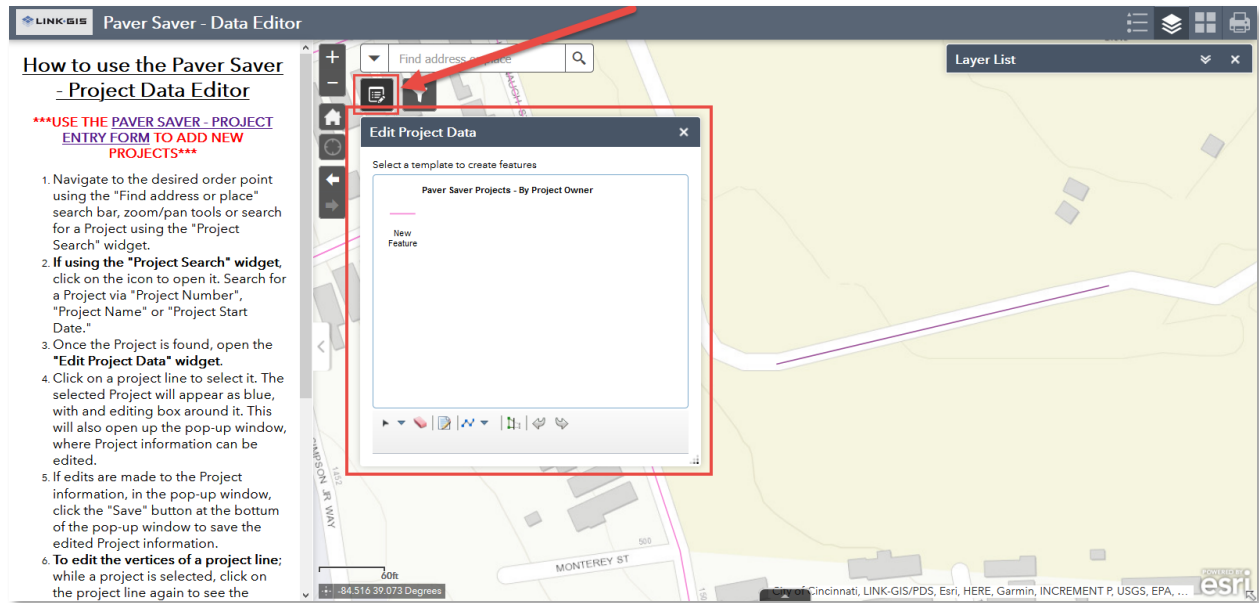
- d. When the project is found, the map will zoom to the project and open a Pop-Up window, with information about the project (see Figure P).

Figure P.



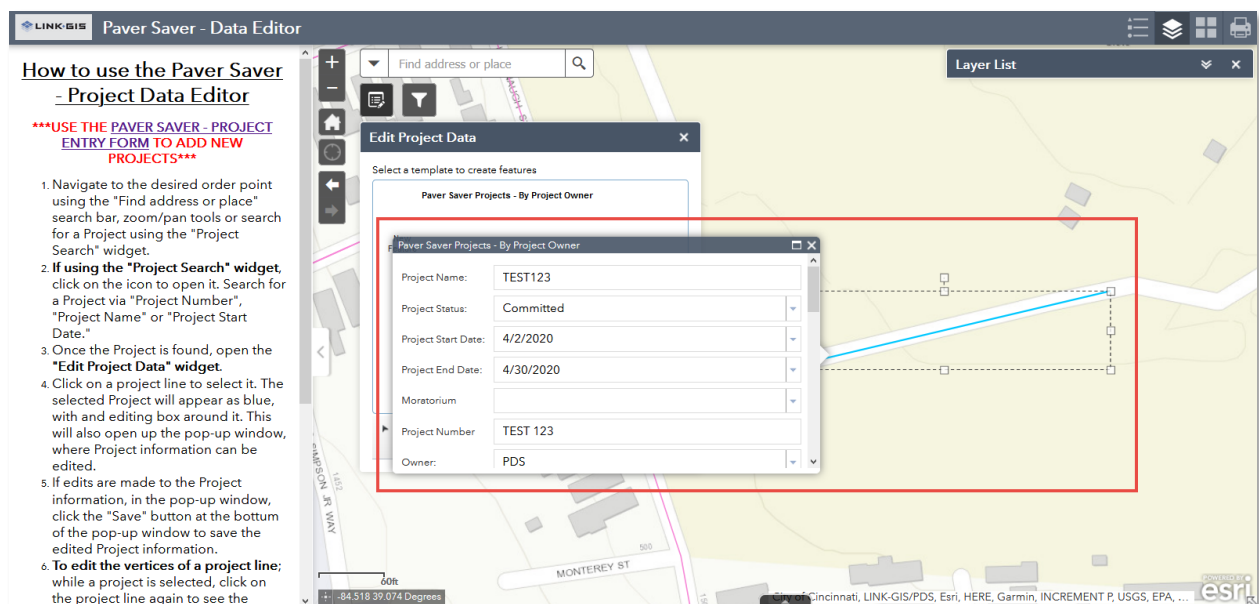
5. **Editing a project in the Data Editor web app.** To edit a project, open the “Edit Project Data” widget (see Figure Q).

Figure Q.



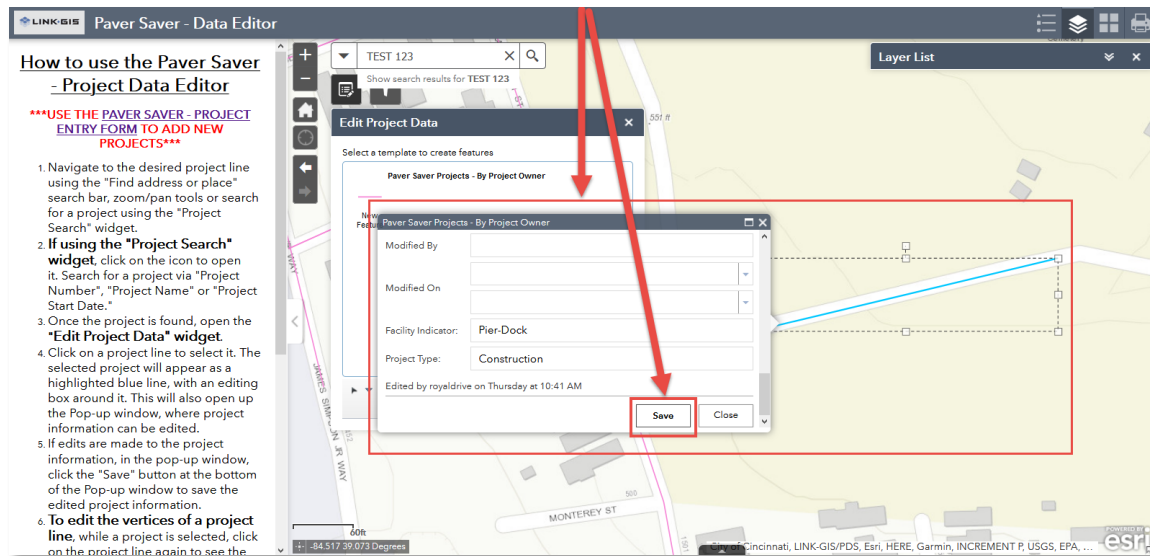
- a. **To edit the project attribute information,** click on a project line to highlight it. The selected project will appear blue, with an editing box around it. The Pop-Up window will also open, so the project information can be edited (see Figure R).

Figure R.



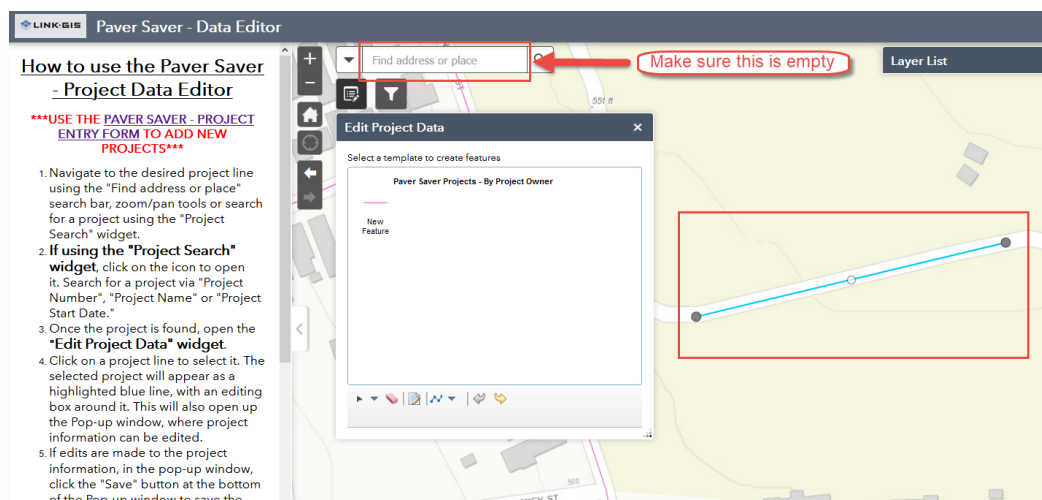
- i. At this time, make edits to the attribute information in the Pop-up window, for the highlighted project. When edits are complete, click the “Save” button at the bottom of the Pop-up window (see Figure S). This may require scrolling to the bottom of the Pop-up window.

Figure S.



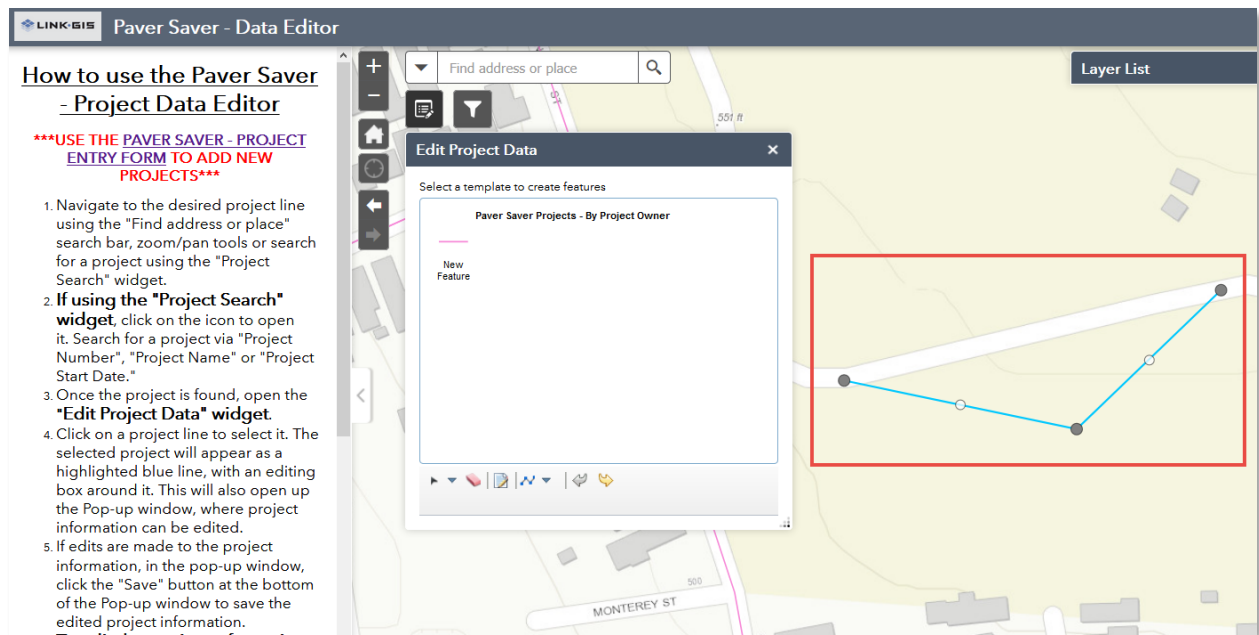
- b. **To edit the vertices of a project line**, click on the project line once to highlight it, then click on it a second time to see the vertices (see Figure T). ***** Make sure the "Find address or place" search bar is clear of any project number. ***** If need be, close and re-open the "Edit Project Data" widget, after clearing the "Find address or place" search bar. If the Pop-up window is in the way, simply close it, then move the vertices as needed.

Figure T.



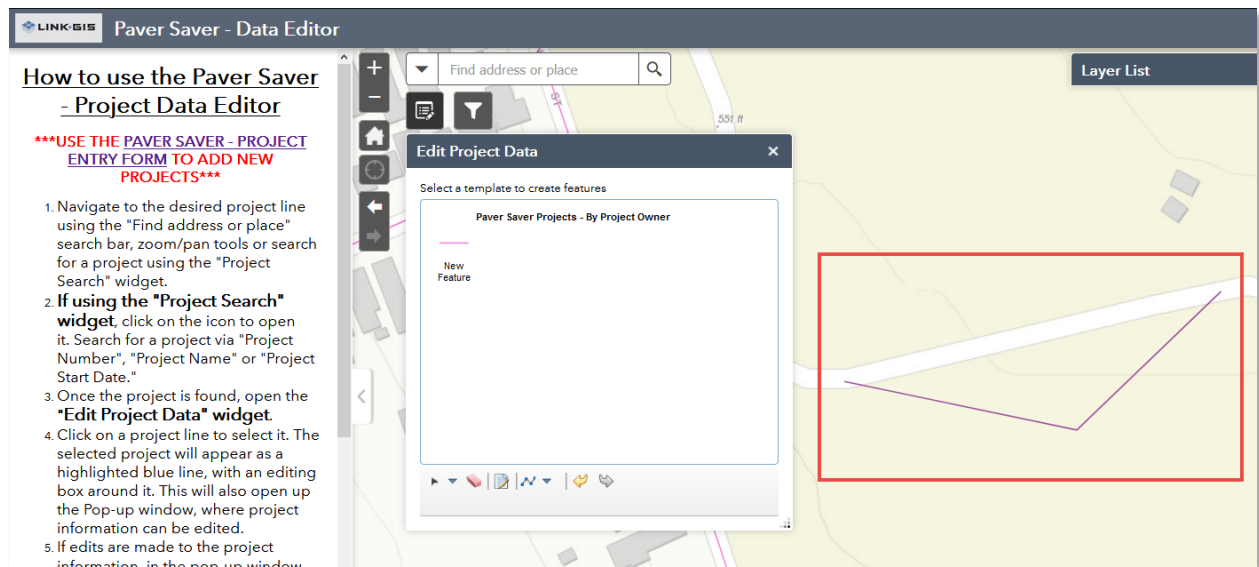
- i. Click and drag a vertex to move it as needed (see Figure U).

Figure U.



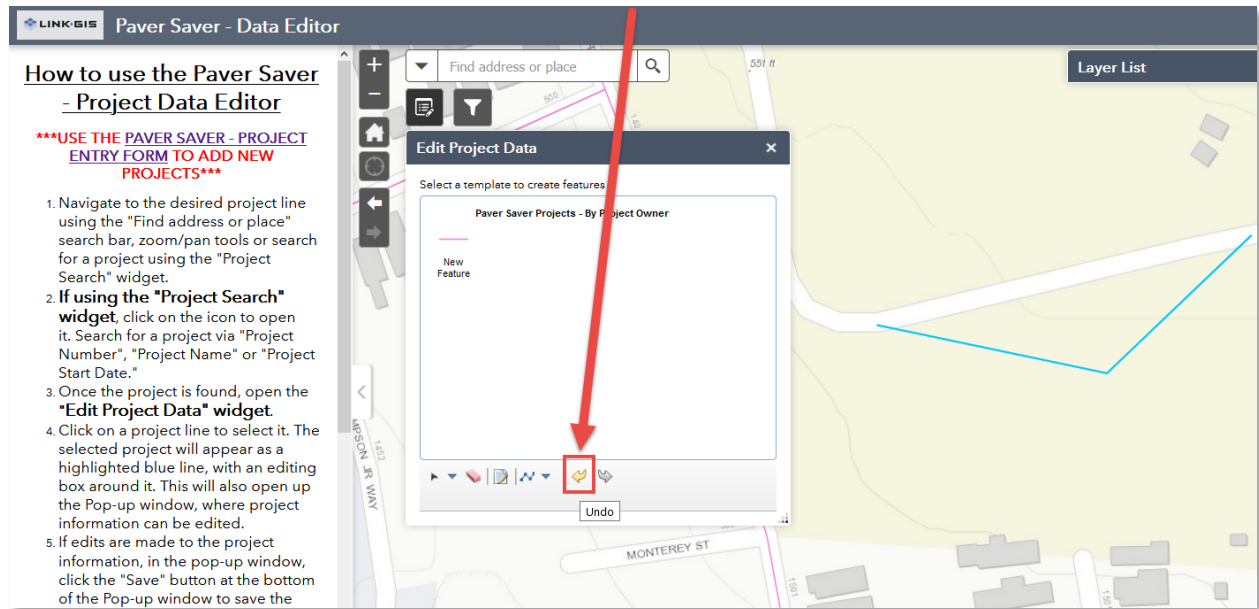
- ii. To complete the edit, click off of the project line, to keep the changes (see Figure V).

Figure V.



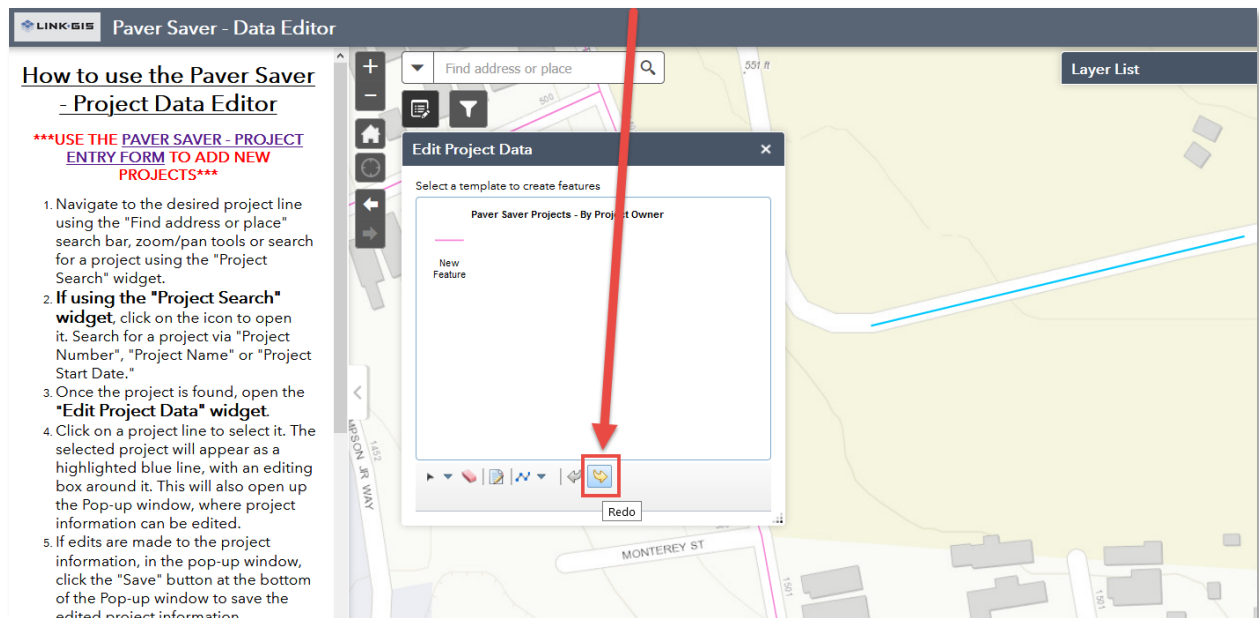
- iii. To undo an edit, use the “Undo” button in the “Edit Project Data” widget (see Figure W).

Figure W.



- iv. To redo an edit, use the “Redo” button in the “Edit Project Data” widget (see Figure X).

Figure X.



- v. To stop editing, close the “Edit Project Data” widget.

6. **After editing a project in the Project Entry Form, emails are sent.** Every night around 3:00am, the software runs a query, detecting any projects that have been edited, the day before. Once detected, emails are automatically composed and sent out, based on the query findings. The emails are as follows:
- An email is sent to the owner of the edited project, based on the “Contact Email” info in the edited project.
 - Emails are sent to the “Owners” of any other projects that intersect the edited project (within a 50-foot buffer).
 - Please note, emails may go to the “Junk” folder, instead of the “Inbox.” If this is the case, right click on the email in the “Junk” folder, choose the “Junk” option, then click on the “Not Junk” option (see Figure Y).
 - Choose to “Always trust email from microsoft@powerapps.com” (see Figure Z).

Figure Y.

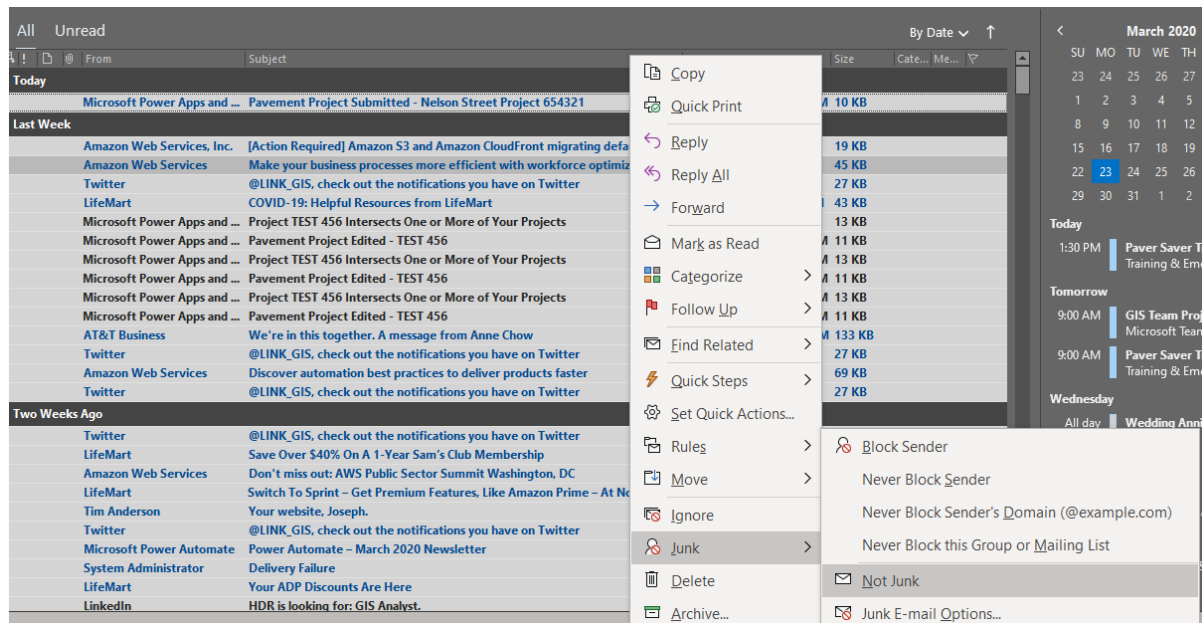


Figure Z.

