

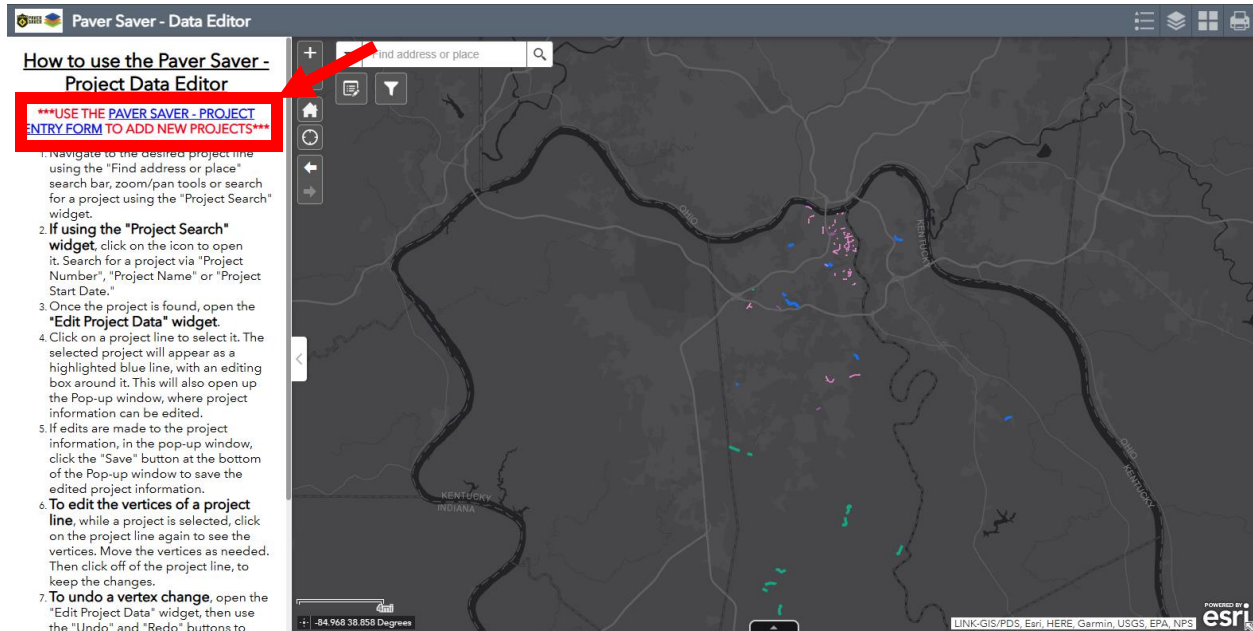
Paver Saver Training Document

Part One – Entering a New Project

This is where projects are entered into a project database, through an online form. Submitting a project triggers an email to be sent to contacts of intersecting jurisdictions and projects, for potential project coordination. The emails are further explained in section 5 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.

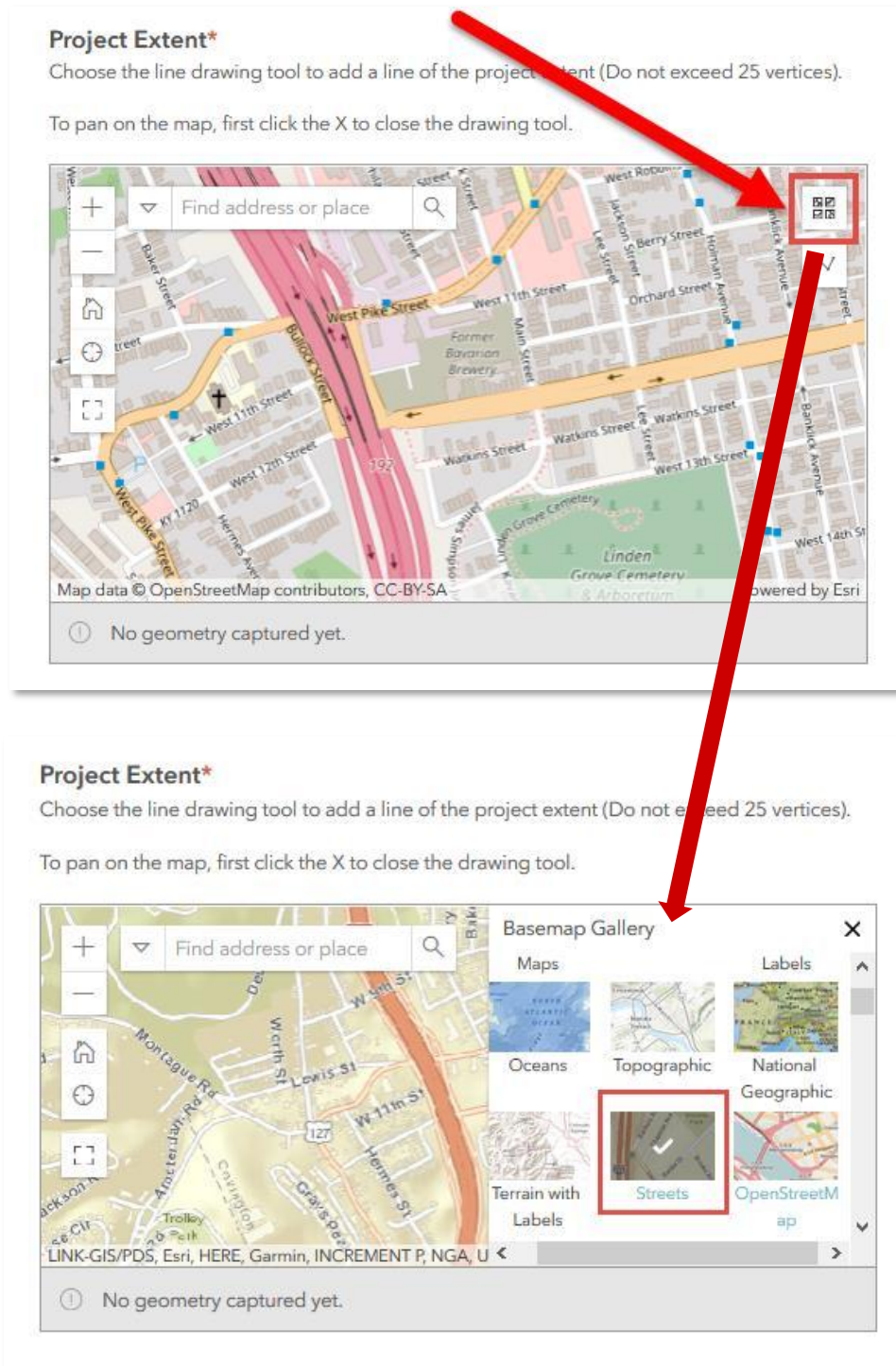
1. **Open the Paver Saver Project Entry Form.** There are two ways to access the form...
 - a. Link to it from the [Paver Saver – Information Hub](#) web page.
 - b. Or link to it, from the [Paver Saver – Data Editor Web Mapping Application](#) (see Figure A).
 - c. When prompted, enter in your username and password.

Figure A Paver Saver Data Editor We Map Application



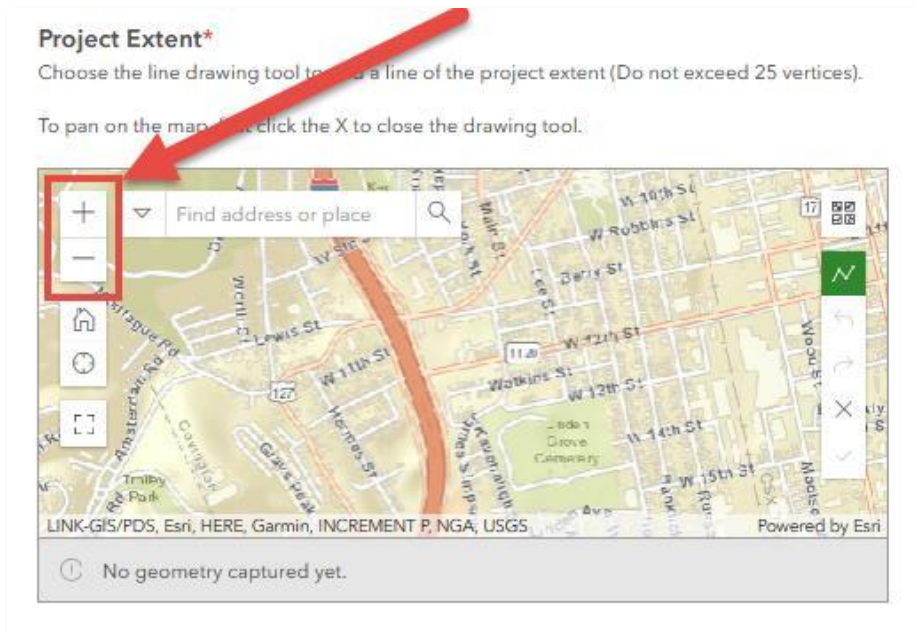
2. **Navigating the “Project Extent” map in the Project Entry Form.** There are a variety of options available for navigating and changing the map.
 - a. Change the basemap, by clicking the “Basemap Gallery” button and choosing a different basemap (see Figure B).

Figure B.



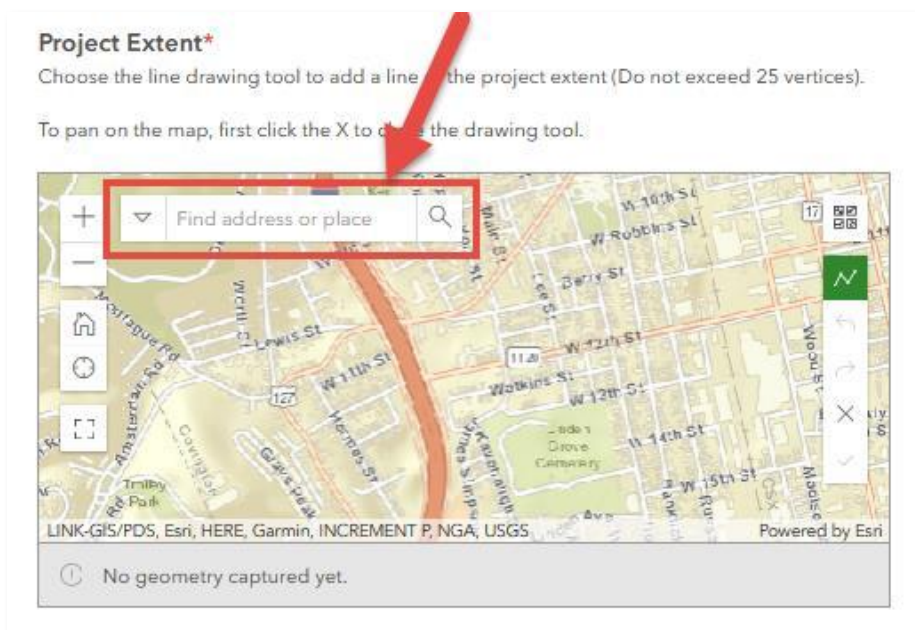
- b. Click and drag to pan around the map.
- c. Zoom in and out of the map by holding the “CTRL” button and scrolling the mouse wheel.
- d. Zoom in and out of the map using the “Zoom In/Zoom Out” tool (large + and – buttons) (see Figure C).

Figure C.



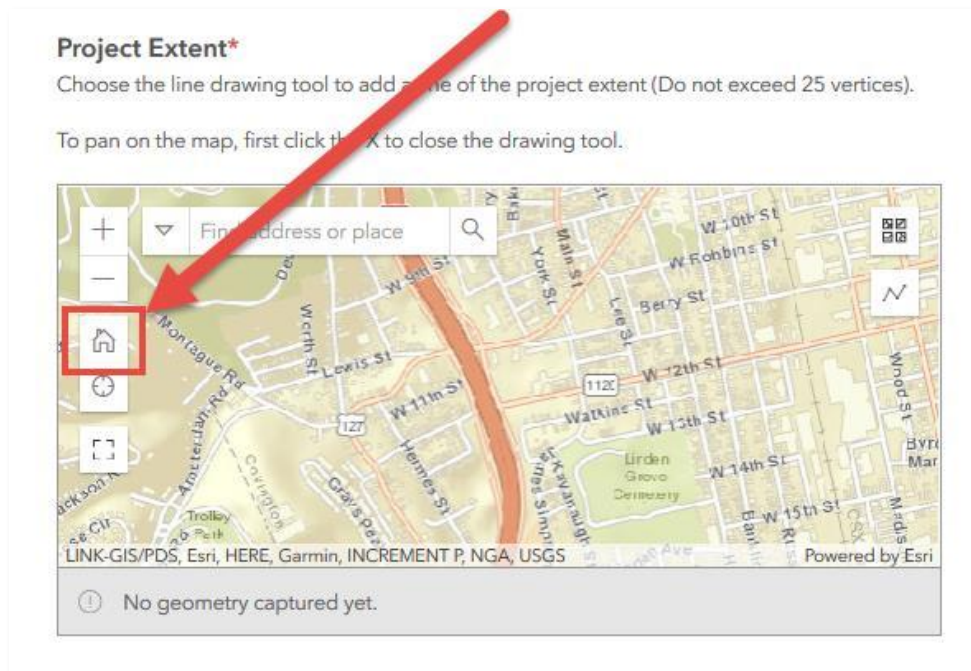
- e. Search an address or place, using the “Find address or place” bar (see Figure D).

Figure D.



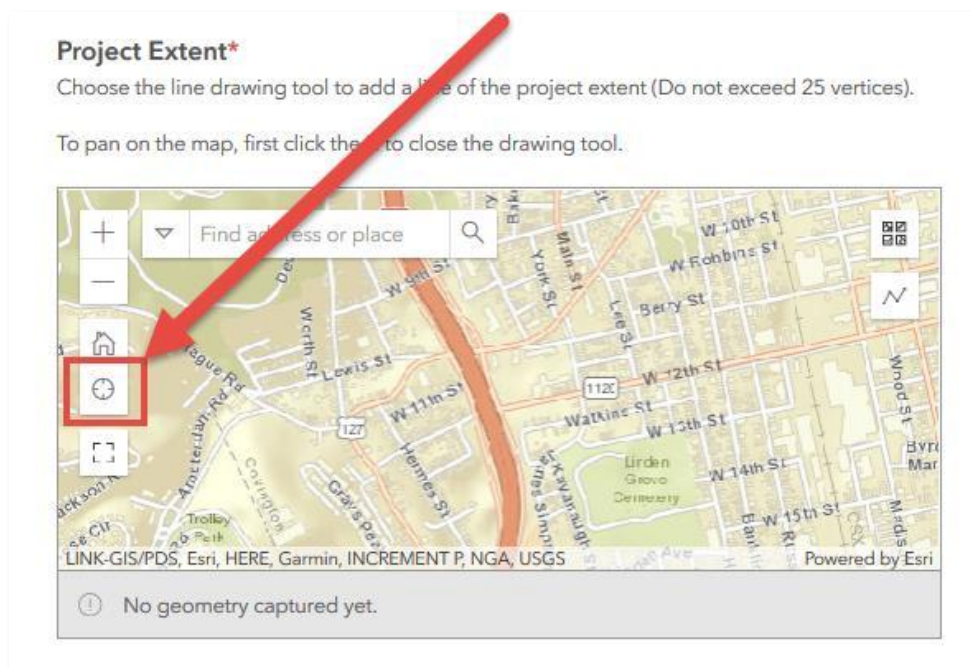
- f. To go back to the Default view of the map, click the “Default map view” button (see Figure E).

Figure E.



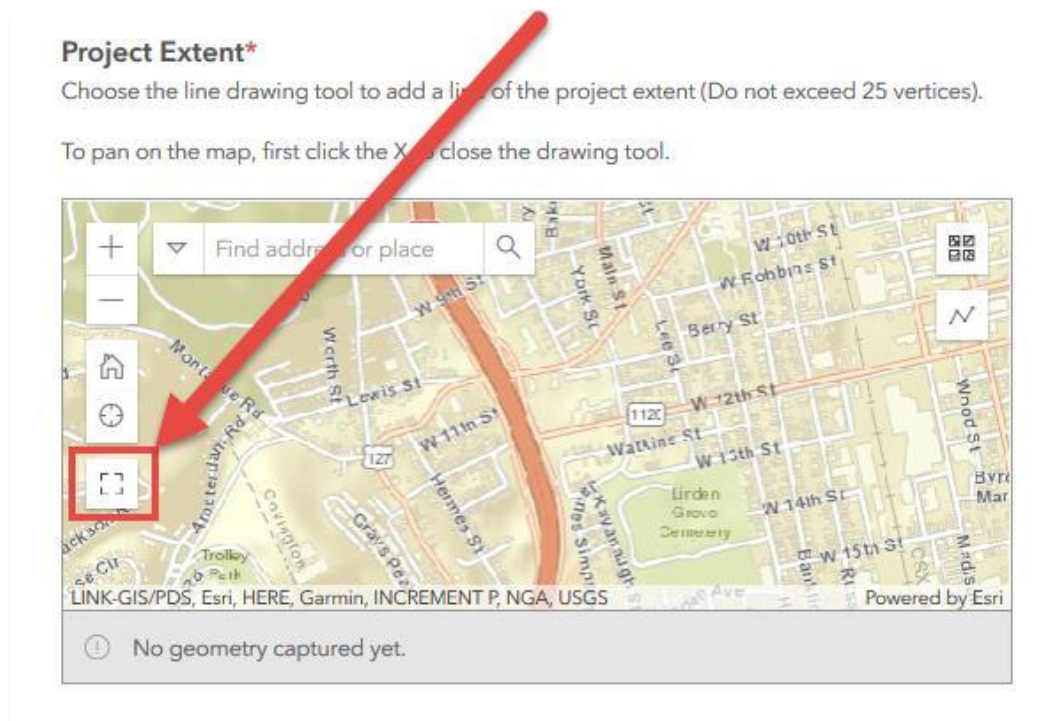
- g. To use your current location, click the “Find my location” button on the map (see Figure F). You may need to “Allow” the web browser to use Location Access.

Figure F.



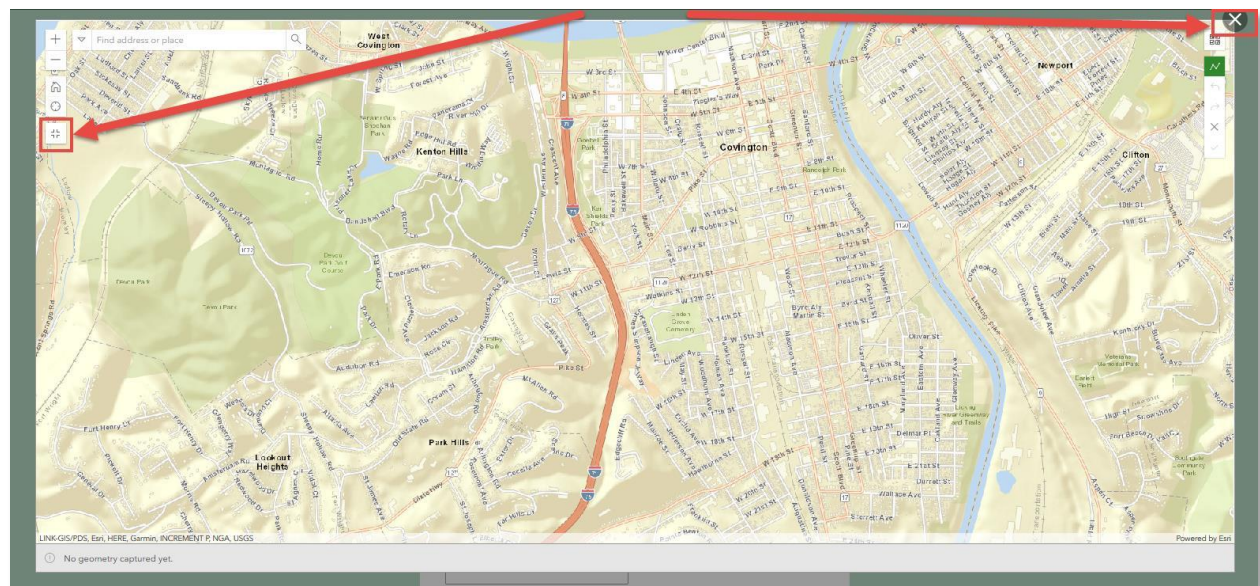
- h. To view a larger version of the map, click the “Large map” button (see Figure G).

Figure G.



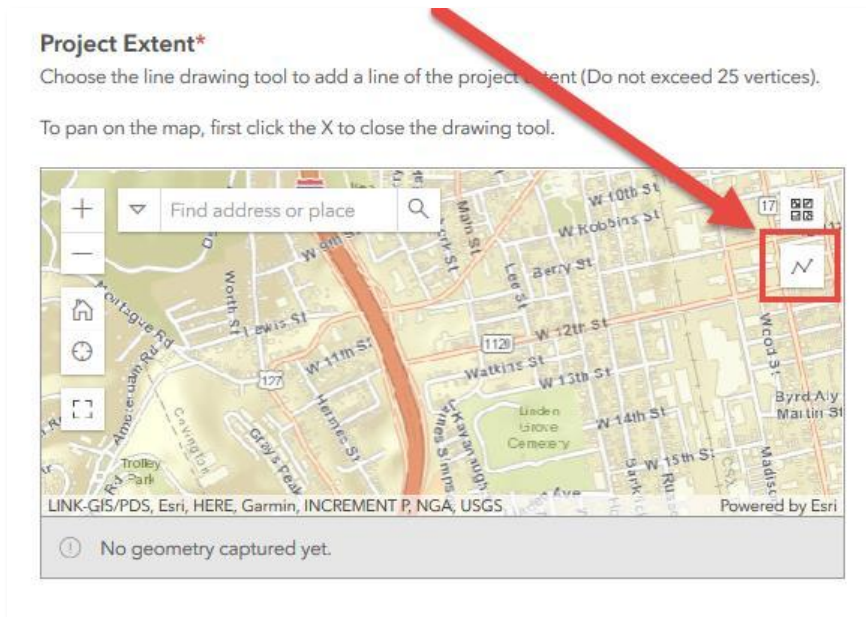
- i. To exit the larger map, click the “Exit large map” button or the “X” in the upper right corner of the map (see Figure H).

Figure H.



3. **Create a project line using the “Project Extent” map.** Inside the “Project Extent” map, use the Draw toolbar to create a line to represent a project.
 - a. Select the “Polyline” button to open the Draw toolbar (see Figure I).

Figure I.



- b. When the Draw toolbar is open, the cursor on the map will look like a black “+” sign, instead of the regular cursor icon.
 - c. Click once, on the map, to begin drawing the line. Each additional click will add a vertex to the line (see Figure J).

Figure J.

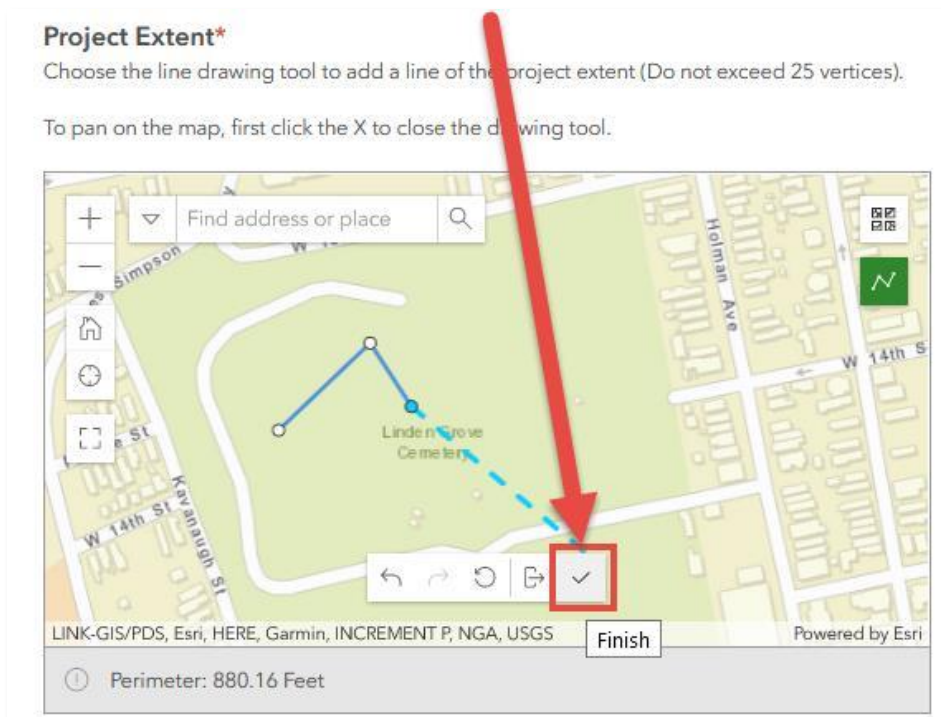


- d. Double click, on the map, to finish drawing the line (see Figure K). Or click the “Finish” button in the Draw toolbar (see Figure L).

Figure K.

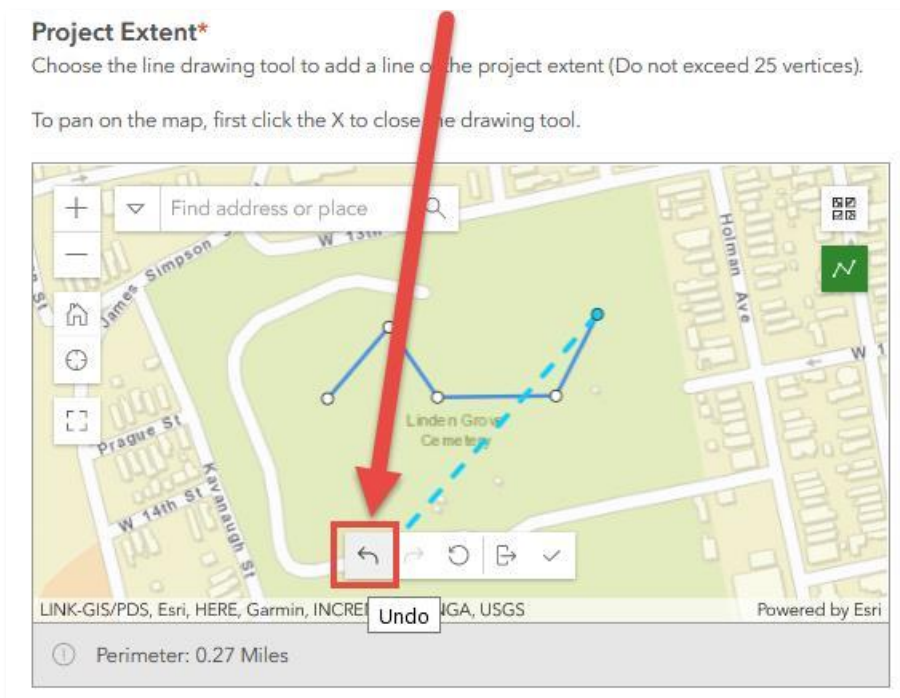


Figure L.



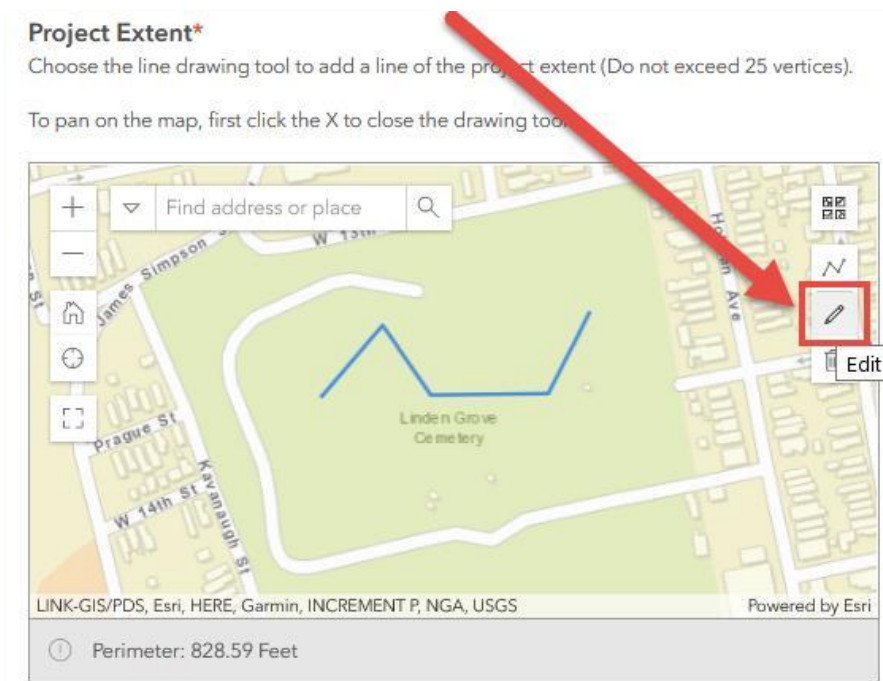
- e. If you need to undo a vertex, click the “Undo” button (see Figure M).

Figure M.



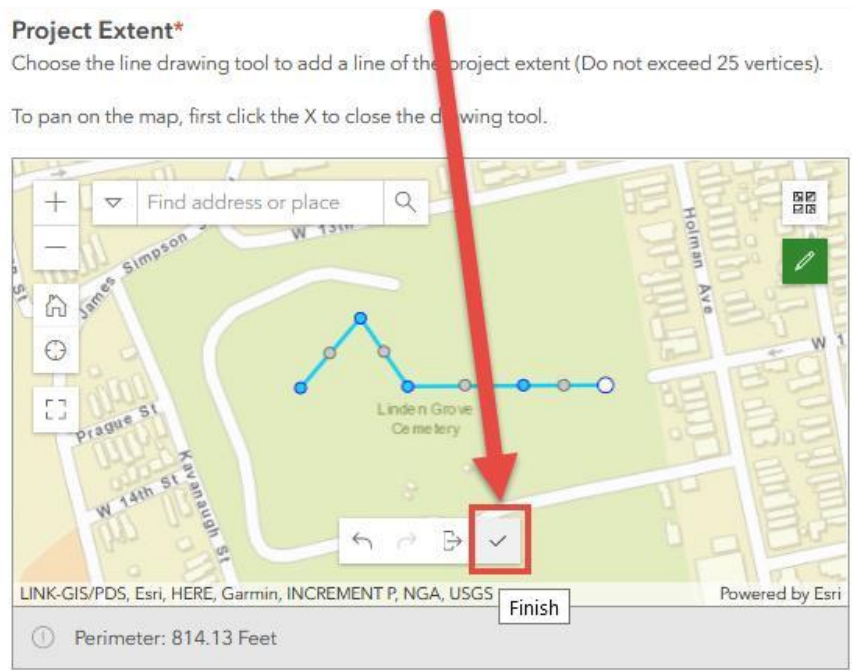
- f. If you complete a line, but need to make edits, click the “Edit” button in the Draw toolbar (see Figure N).

Figure N.



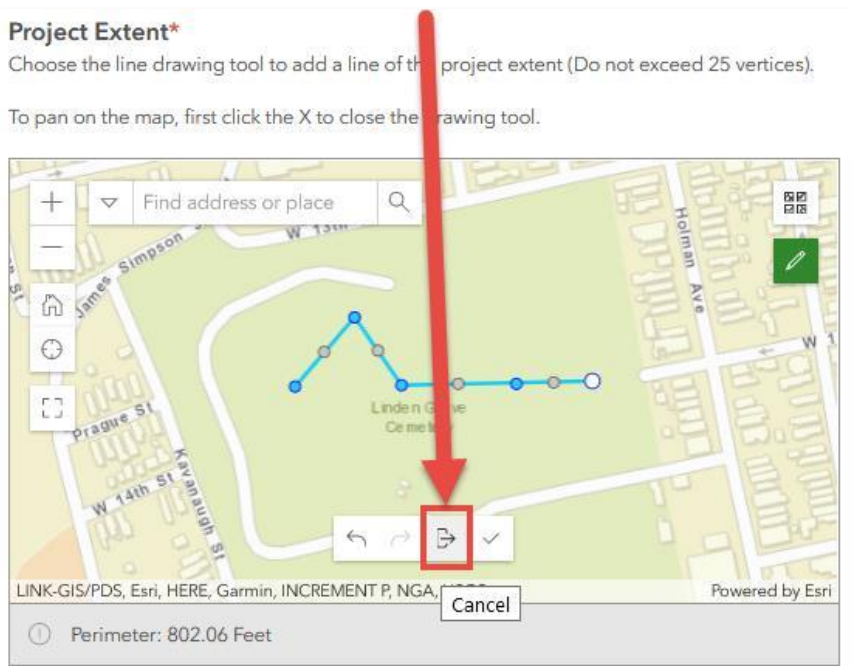
- g. Move the vertices, as needed, then click the “Complete” button in the Draw toolbar to finish edits (see Figure O).

Figure O.



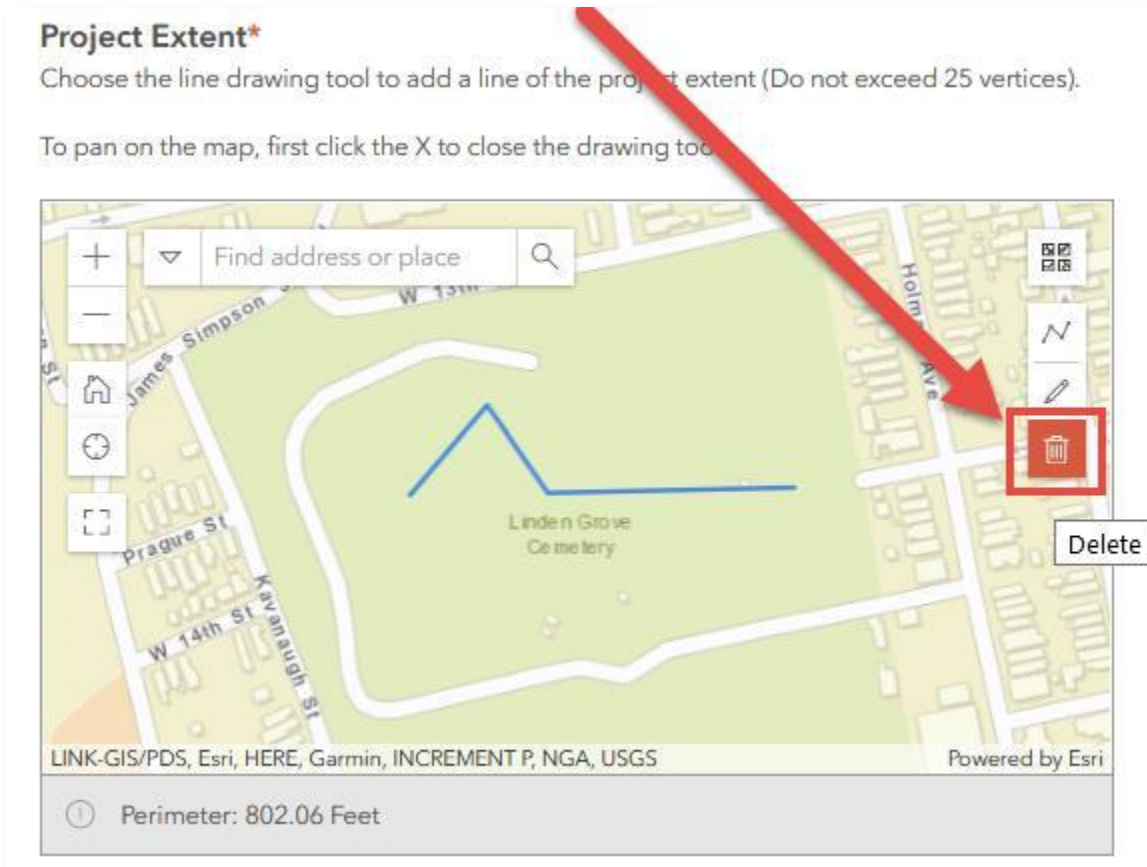
- a. If you do not want to save the edits to the vertices, then click the “Cancel” button in the Draw toolbar (see Figure P).

Figure P.



- b. If you accidentally completed a line and did not mean to, then click the “Delete” button in the Draw toolbar (see Figure Q). Or simply close and then re-open the Draw toolbar and draw a new line.

Figure Q.



4. **Enter in the rest of the information into the Project Entry Form.** With the project line completed, enter in the rest of the information in the Paver Saver Form.
 - a. If an entry has a red asterisk by it, then it must be filled out (see Figure R).
 - b. *** Do NOT use special characters in the "Project Number" entry (ex: &, ', *, #, etc.) ***

Figure R.

Project Number*
Enter your project number

Project Name*
Enter your project name

Owner*
Select the project owner

-Please Select-

The image shows a form with three input fields. The first two are text boxes labeled 'Project Number*' and 'Project Name*', and the third is a dropdown menu labeled 'Owner*'. Red arrows point to the asterisks on each label, indicating that these fields are required.

- c. Many of the field entries have dropdown selection lists to choose from (see Figure S). If you do not see your "Contact Name" or "Contact Email" in the dropdown lists, please let us know, by sending an email to gis02@pdskc.org.

Figure S.

Contact Name*
Enter Contact Name

-Please Select-

Jessica Ramsey

Joe Busemeyer

John Purnell

John Tucker

The image shows a dropdown menu for 'Contact Name*'. The menu is open, showing a list of names: Jessica Ramsey, Joe Busemeyer (highlighted), John Purnell, and John Tucker. The dropdown is currently set to '-Please Select-'.

- d. When all the information is complete, click the “Submit” button at the bottom of the form (see Figure T).

Figure T.

The form contains two sections: 'Modified By' with the subtitle 'Modifier of project entry' and an empty text input field; and 'Modified On' with the subtitle 'Date of modified entry' and two input fields for date (m/d/yy) and time (hh:mm). A red arrow points from the top of the form down to a green 'Submit' button at the bottom, which is also outlined in red.

- e. If any information is missing, the entry fields will be highlighted in pink. Also, a bar will appear at the top of the screen saying, “Please Press here to fix n error(s).” (see Figure U). Fill in any missing information, then click “Submit”.

Figure U.

The form is displayed with an orange error banner at the top that reads 'Please press here to fix 3 error(s)'. The 'Start Date*' section, labeled 'Project start date', has a date input field (m/d/yy) highlighted in pink with the message 'Enter a start date' below it. The 'End Date' section, labeled 'Project end date', has an empty date input field (m/d/yy). The 'Duration' section, labeled 'Project duration (in days)', has a spinner input field showing the value '123'.

5. **After submitting a project in the Project Entry Form, emails are sent.** A series of emails are composed and sent to contacts of jurisdictions and other projects that intersect the newly entered project. They are as follows:
- An email is sent to the person who entered in the new project, via the “Contact Email” that was entered in.
 - Emails are sent to the Public Works Officials for any jurisdiction, that intersects the newly entered project.
 - Emails are sent to the “Owners” of any other projects that intersect the new project (within a 50-foot buffer) and have a “Project Start Date” of three years prior and newer.
 - 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 V).
 - Choose to “Always trust email from microsoft@powerapps.com” (see Figure W).

Figure V.

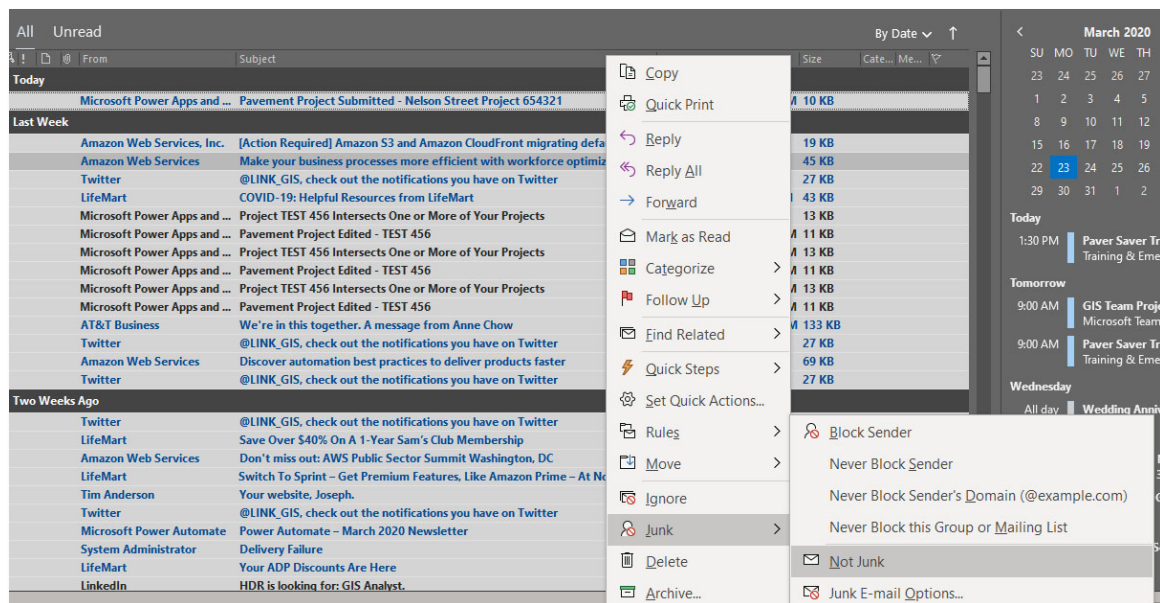


Figure W.

