Map Maintenance Notification and Tracking (MMNT) Application

Training Exercises

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Map Maintenance, Notification, and Tracking (MMNT) Application
Terms of Use

Use of the Map Maintenance, Notification, and Tracking (MMNT) application is restricted to persons authorized by the New York State Office of Cyber Security (OCS). Authorized Users of MMNT are subject to the following terms of use:

Authorized Users will be assigned a unique NYS Directory Services (NYSDS) User ID and Password to access MMNT. The Authorized User agrees not to share his/her User ID or password to anyone as per the "*Individual Accountability*" section in NYS OCS Cyber Security Policy P03-002 (available on-line at http://www.dhses.ny.gov/ocs/resources).

Authorized Users agree to adhere to all terms in the MMNT Login WARNING banner which specifically states:

> ***WARNING!*** *This application, system and all data contained within are the property of New York State. Unauthorized use or attempted unauthorized use of this application is not permitted and may subject the user to appropriate disciplinary action and/or constitute a federal or state crime. This application may only be used for purposes authorized by New York State. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this application, system and all data on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized State and law enforcement personnel, without prior notice. By using this application or system, the user consents to these terms and conditions of use as well as compliance with the policies and procedures of the State Entity that has authorized his/her use.*

Authorized Users agree to adhere to all terms in the ***Acceptable Use Policy for Users of NY.gov*** which specifically states:

> *This application uses the New York State (hereinafter State) Central Directory Service of the NYeNet for authentication and authorization. In addition to any obligations arising under acceptable use policies or terms of service implemented by NYeNet Participating Organizations, logging into this application indicates your agreement to abide by the following:*
>
> *1. You shall use this application only for purposes directly related to the conduct of official business with the State or its agencies and the application shall not be used for nonpublic purposes including, but not limited to, the pursuit of personal activities, the mass distribution of unsolicited messages ("spamming"), and the promotion of commercial ventures or religious or political causes;*
> *2. You are responsible for acquiring and safeguarding your own user ID and password used to access this application;*
> *3. You shall be responsible for any activity attributable to the use of your account whether by you or any other person;*
> *4. You shall not engage in activities that may cause interference with or disruption to any network, information service, equipment or user thereof;*
> *5. You shall comply with all applicable confidentiality and security requirements as set forth in any applicable acceptable use policies or terms of service implemented through this application directly or by NYeNet Participating Organizations, and shall not seek information on other users or attempt to obtain access to, copy, or modify other users' files without express permission;*
> *6. You shall not violate the rights of any person or entity protected by copyright, trade secret, patent, or other similar laws or regulations;*
> *7. You shall not use this application for any fraudulent or illegal purpose, including, but not limited to, the transmission of obscene or harassing materials; and*
> *8. You must report any abuse or misuse of this application to ITS and you shall cooperate fully in any investigation into any such abuse or misuse.*
> *9. You understand and agree that the State reserves the right to revise, amend, or modify this Acceptable Use Policy or other policies and agreements at any time in any manner. Notice of any revisions, amendments, or modifications will be posted on this and/or other State sites.*

NYS.gov ID Login Page: https://ws04.nyenet.state.ny.us

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Required Internet Explorer Settings:

1. Change Pop-up Blocker settings to allow pop-ups in MMNT:
   - Tools → Pop-up Blocker → Pop-up Blocker settings
   - Address of website to allow: ***.ny.gov**
   - Select **ADD**, then **CLOSE**

2. Change Internet settings to allow file downloads in MMNT:
   - Tools → Internet Options → **SECURITY** tab → **CUSTOM LEVEL** button
   - Scroll midway down to **DOWNLOADS**
   - Set **Automatic prompting for file downloads** to **ENABLE**
   - Set **File download** to **ENABLE**
   - Continue scrolling down a few sections to **MISCELLANEOUS → DISPLAY MIXED CONTENT**
   - Set **DISPLAY MIXED CONTENT** to **ENABLE**

   Note: *Depending on your IT configuration rules, you may need to reset the Internet Explorer settings each day you log into MMNT.*

Getting Started with MMNT

EXERCISE 1: Getting Started with MMNT

In this exercise you will login to the MMNT (Map Maintenance Notification and Tracking) application and explore its interface.

Goals for this exercise:

- to login to the application
- to familiarize yourself with MMNT interface
- to understand how to navigate through MMNT pages
- to close MMNT

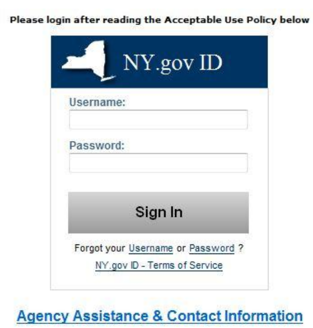
<u>Step 1: Logging in to MMNT</u>

- ❑ On the desktop, double-click on the Internet Explorer icon or select **Start > All Programs > Internet Explorer**. Internet Explorer browser window will open.

- ❑ Select the **Maximize** button in the upper-right corner of the browser, if the window is not already maximized.

- ❑ Enter the following URL into the **Address** field: https://www.StreetMapEdits.ny.gov. Select the **Enter** button on your keyboard.

- ❑ The MMNT login page will open. Enter your Username and Password and select the **Login** button. If you forget your password, select **I forgot my password** link located underneath the login box. You will be prompted to answer your shared secret questions.



- ❑ If you forgot the answers to your shared secret questions, please do NOT request password resets from the OFT Enterprise Help Desk. Instead, contact your appropriate Delegated Administrator:
  - DCJS eJustice Portal account: http://criminaljustice.state.ny.us/welcome/ijportal_tech_help.html
  - ORPTS accounts: Contact the NYS ORPTS Solutions Center at (518) 591-5233
  - Your organization's Delegated Administrator:

    ____

- ❑ Upon successful login, the MMNT User Agreement page will display. Select the **I Agree** button to open the MMNT application.

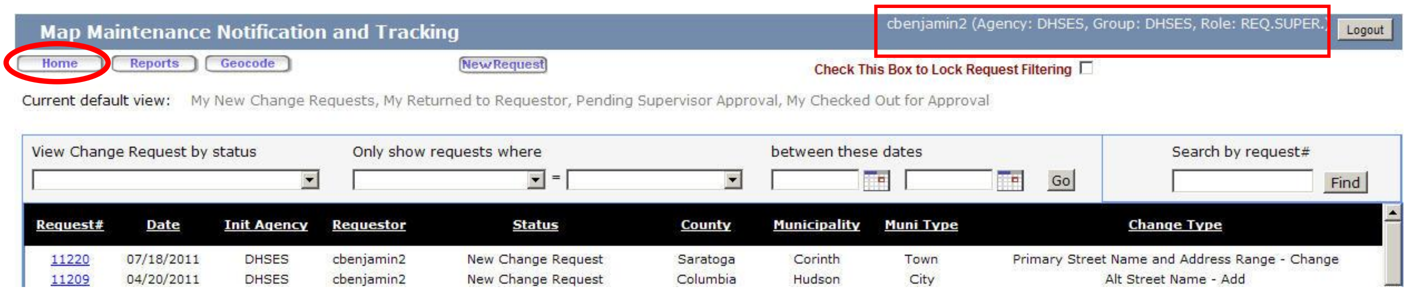
  Selecting the **I Disagree** button will close the browser and exit the MMNT application.

  Notices of scheduled MMNT outages will also be displayed on this page. Unanticipated MMNT outages that are expected to last for an extended period of time will also be posted here.

Getting Started with MMNT

- The MMNT application uses a 1280x1024 screen resolution to eliminate the need for horizontal and vertical scroll bars. If your screen resolution is not set to this, a pop-up warning message will appear, however you are not required to change your resolution.

- Confirm that MMNT Home page is displayed. You will see the **Home** button highlighted in the upper-left corner of the page.



- Confirm your MMNT roles which are displayed in the upper-right corner of the page.

Step 2: Examining the MMNT Interface

- Explore the buttons displayed at the top of the Home page. The following four buttons are available: **Home**, **Reports**, **Geocode** and **New Request**. These buttons are used to navigate between MMNT pages.

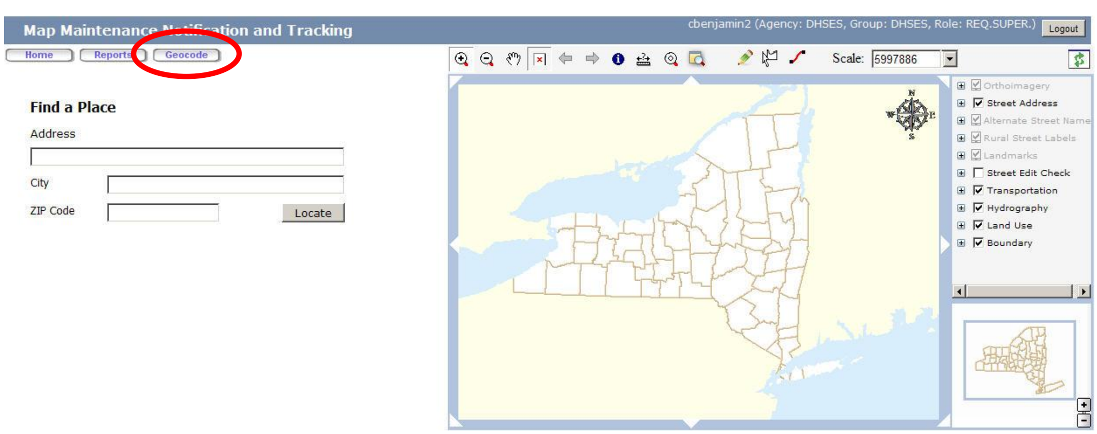
Note: *Request Supervisors will not have access to the **New Request** button (unless they have been given dual privilege as an Authorized Requestor).*

- Select the **Reports** button.

  The Reports Home page is displayed with the **Reports** button highlighted in red at the top of the page.

- Select the **Geocode** button on the top of the page.

  The Geocode page is displayed with the **Geocode** button highlighted in red at the top of the page.



- Select the **Home** button to return to the Home page. You will learn more about each of the MMNT pages later during the training exercises.

Step 3: Opening a new Change Request

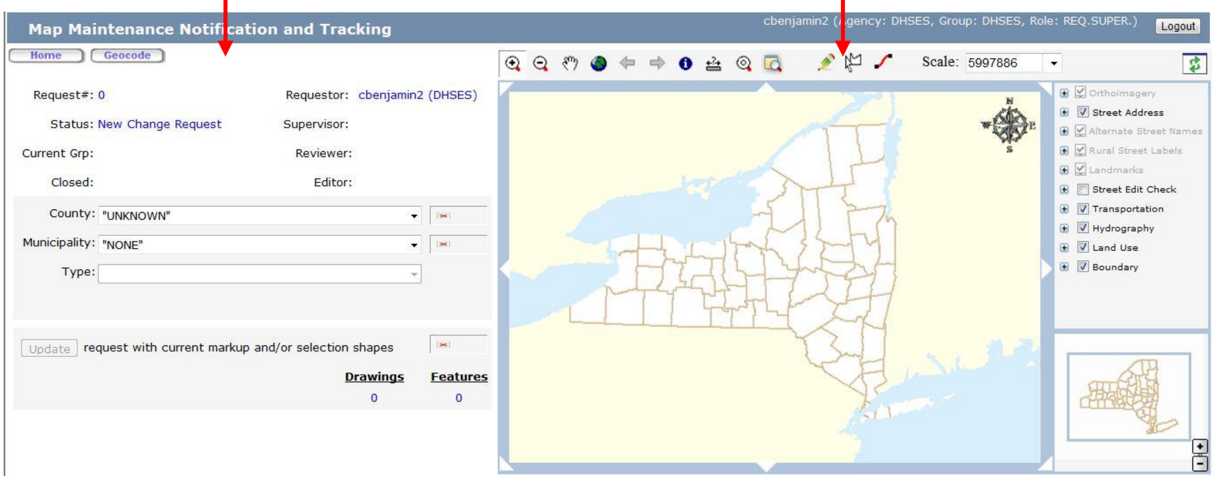
To open the Change Request page, a user can either initiate a new Change Request using the **New Request** button located at the top of the Home page or open an existing Change Request from the Change Request table.

Start a new Change Request to explore the MMNT Change Request page:

- ❑ Select the **New Request** button located at the top of the Home page. The Change Request page will open. This page is used to create new Change Requests and manage existing ones.

  You should see the initial Change Request parameters entry fields on the left side of the page and the map interface on the right side.

Change Request Parameters **Map Interface**



- ❑ Return to the Home page by selecting the **Home** button at the top of the Change Request page.

Step 4: Logging out of MMNT

- ❑ Select the **Logout** button located in the top right-hand corner of the Home page to close the browser and logout of MMNT.

Note: *Always log out when finished and remember to save any changes before logging out.*

For security purposes, you will be locked out of MMNT after 20 minutes of inactivity. You will be required to enter your NYSDS username/password to get back into the application. All previous information entered into a Change Request should still be available. However, after 2 hours of inactivity, all unsaved changes will be lost.

For security purposes, MMNT is designed to expire after 12 hours of activity (regardless if the application is still in use). All unsaved edits will be lost and you will be required to enter your NYSDS username/password to get back into the application.

END OF EXERCISE 1

<<< Lesson break - Please wait for Instructor's directions >>>

Interacting with the Map

EXERCISE 2: Interacting with the Map

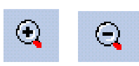
Goals for this exercise:

- to familiarize yourself with the MMNT map interface
- to become comfortable with the basic map tools
- to learn how to navigate around the map
- to learn how to manipulate layers and view symbology

Step 1: Examine the Navigation and Identification Toolbar

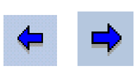
- ❑ Log in to the MMNT Application.
- ❑ Select the **New Request** button located at the top of the Home page.
- ❑ Explore the **Map** toolbar that is displayed directly above the map interface.

- ❑ Hover (but do not click) your mouse over each tool to display the tool name. The following tools are available:

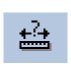
 **Zoom In / Zoom Out** – Redefine the extent of the map window

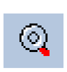
 **Pan** – Relocate the current map window.

 **Full Extent** – Click to zoom to full extent of map

 **Map Back Extent / Map Forward Extent** – The  button will return to the previous map display and the  button will return to the more recent map display

 **Map Identify** – Attribute information about a selected feature is displayed in a pop up window

 **Measure** – Displays the latitude/longitude coordinates of a point, measures the distance between features, and measures the area and perimeter of a polygon

 **Zoom to Make Layer Visible** – Zoom in to the scale where a currently "scale-triggered" layer will become visible

 **Magnifier** – Enlarges the details on a select area of the map

Step 2: Practice Using Navigation Tools

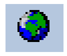
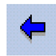
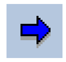
The **Zoom** tools:

- ❑ Select the **Zoom In** tool. 

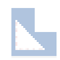
Note: *The **Zoom In** tool now appears recessed (black box shadow), indicating that it is the active tool.*

- ❑ Click and hold down the left mouse button and draw a box around one of the counties in the center of the state. The map window will change to show only the area defined by the newly drawn box. Notice too, that the area within the overview map has changed.
- ❑ Select the **Zoom Out** tool on the map toolbar. 

Interacting with the Map

- Hold down the left mouse button and draw a large rectangle on the map. Notice that the area displayed has expanded.
- Select the **Full Extent** tool. 
- The entire extent of New York State will be displayed in the map.
- Select the **Map Back Extent** tool. 
- Notice how the map area has returned to the previous extent.
- Select the **Map Forward Extent** tool. 
- The map display is zoomed in to the last extent.

The **Pan** tools:

- Select the **Pan** tool. 
- Click and hold down the left cursor button. Slide the cursor over the map. When the button is released, the map display will be centered where the button was released.
- Now click on one of the eight pan arrows along the edge of the map. 
- The map is shifted in the selected direction.
- Notice the location box in the Overview Map.
- Click on the location box in the Overview Map and drag it to another part of the state.
- Notice how the location on the map changes.
- Click on the + button and the – button in the lower right corner of the Overview Map.

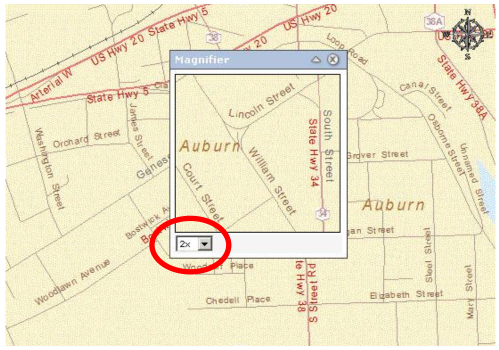
- Notice how the map and Overview Map zoom in and zoom out.
- Hover your mouse over the compass rose  in the upper right of the map and click anywhere around the compass rose to pan the map in the direction you select.
- Hold down the mouse to dynamically pan across the map. You can also move the mouse while you dynamically pan across the map to move in a different direction.

The **Magnifier** tool:

- Select the **Magnifier** tool. 
- The **Magnifier** window pops up. Click and hold down the left cursor button over the blue bar at the top of the **Magnifier** window. Slide the cursor over the map and release the curser button.

Interacting with the Map

- ❑ Notice how the map is enlarged in the **Magnifier** window while the rest of the map doesn't change.



- ❑ Change the magnification amount using the dropdown in the lower left of the **Magnifier** window.

- ❑ Select the **Close** button  to close the **Magnifier** window.

The **Map Identify** tool:

- ❑ Zoom in to an urban area until you can see several streets on the map.

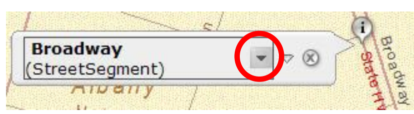
- ❑ Select the **Map Identify** tool. 

- ❑ Click on any street on the map.

- ❑ The **Identify Results** window will be displayed with the primary street name identified in bold type. The active features layer ***Street Segment*** is noted in parenthesis. Select the down arrow to display the attributes.

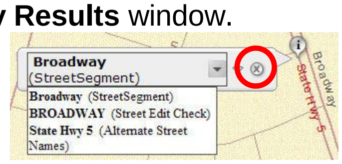
- ❑ Note that only the most commonly referenced attributes are displayed. Use the scroll bar to view all of the available attributes.

- ❑ To view alternate street names, hover your mouse over the street name. Select the new down arrow that appears to see the alternate street names for the selected segment.

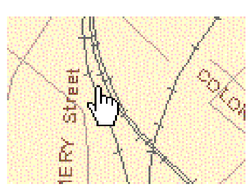


- ❑ The name in parenthesis is the feature layer a listed street name was identified from. The ***Street Edit Check*** layer is the most recent *StreetSegment* layer currently being QC reviewed by NYS.

- ❑ Select the up arrow to collapse the box and only display the street name. Select the **Close** button  to close the **Identify Results** window.



- ❑ Click on any Railroad displayed on the map (you might need to zoom in closer or pan around the map to see railroad features).

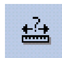


Interacting with the Map

- Expand the **Identify Results** window and note the differences in attributes between the ***Street Segment*** and ***Railroad*** layers.

The **Measure** Tool:

- Use the navigation tools to find a street segment to measure.

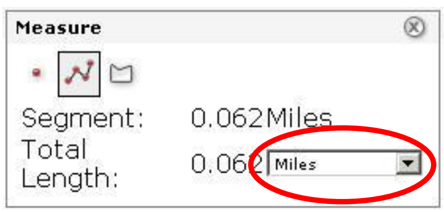
- Select the **Measure** Tool. 

- The **Measure** window pops up. Hover your mouse over each tool to display the tool name.

Note: *You can move the window to a different location by hovering your mouse over the bar at the top of the **Measure** window until the drag icon appears. Click and hold down the left cursor button. Slide the cursor to where you want to move the **Measure** window.*

- Select the **Line-Distance** tool  to measure the length of a line. Place the cursor at a starting point and click once to start the measure line.

- Double click where you intend to end the measure line. The distance will be displayed in the **Measure** window.



- Change the measurement units using the dropdown in the lower right of the **Measure** window.

Note: *To measure a curve, simply click to place more vertices along the object. Always double click to end a measure line.*

- Select the **Polygon-Area** tool  to measure the area of a polygon. Place the cursor at a starting point and click to start drawing the polygon. Double click to complete the polygon.

- Select the **Point-Coordinates** tool  to generate latitude and longitude coordinates for a point on the map. Click at the point to generate the coordinates.

Step 3: Examine the Map Layers List

Review the Map Layers list in the upper right of the map interface:

- Expand the ***Transportation*** Layer Group to view the available transportation layers.

- Expand the ***Streets*** and ***Railroad*** layers to view their individual symbology.

- In the Map Layers list, notice that some layers are displayed in a light gray font. These layers have scale thresholds and will only display within a particular scale range. When the layer is in the light gray font, it will not be displayed on the map at the current scale.

Interacting with the Map

Practice turning layers on and off:

- To turn a layer on, check the check box located to the left from the layer name.
- Next, select the **Refresh** button on the Map toolbar to update the map.
- If the layer you are working with has a scale threshold (i.e. it's grayed out in the Map Layers list) zoom in closer to be able to see changes on the map.

<u>Note</u>: *If you wish to alter the visibility of several layers: make all changes first, and then select the **Refresh** button to update the display.*

Zoom to a specified scale:

- Select the **Full Extent** tool to zoom to the entire extent of New York State.
- Use the **Scale** tool dropdown on the **Map** toolbar to select 24000.

- The map zooms in. Select other map scales from the dropdown and notice their zoom levels.
- Now type 15000 directly into the scale box and select Enter on your keyboard. The map will zoom in to 1:15000 scale.

Viewing a layer with <u>Scale Thresholds</u>:

- Zoom to the extent of any city.
- Expand the ***Street Address*** group layer in the Map Layers list. Notice that the ***Address Point*** layer is currently grayed out due to its scale threshold.
- Check the ***Address Point*** layer to turn it on and select the **Refresh** button. Notice that the Address Points still do not display on the map due to its scale threshold.
- Click on the name of the layer to highlight it.
- Select the **Zoom to Make Layer Visible** tool on the map toolbar.
- The map will zoom in to the local street level and the address points will become visible on the map display. Pan around if address points are not displaying at the current location.
- To allow for faster map display, turn off the ***Orthoimagery, Address Point***, and ***Address Range*** layers if they were turned on during the exercise. Select the **Refresh** button.

END OF EXERCISE 2

<<< Lesson break - Please wait for Instructor's directions >>>

Using the Markup & Selection Tools

EXERCISE 3: Using the Markup & Selection Tools

All Change Requests require a graphic illustration showing the change on the map. In this exercise you will learn to use the Markup and Selection tools. These tools allow a MMNT user to draw (markup) requested changes on the map or select (highlight) existing features that are to be changed.

Goals for this exercise:

- to familiarize yourself with the Markup and Selection tools
- to become comfortable adding and deleting Markup graphics
- to learn how the Markup tools interact with other MMNT functions

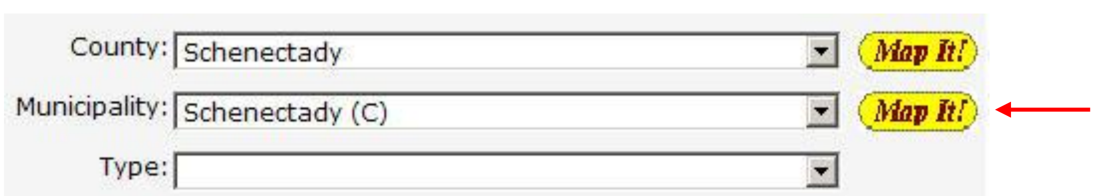
Step 1: Examine the Markup Tools

- ❑ Select the **New Request** button to open the Change Request page.
- ❑ Select the **Markup Tools** button. 
- ❑ The **Markup Tools** window pops up. Hover your mouse over each tool to display the tool name.

Note: *You can move the window to a different location by hovering your mouse over the top of the **Markup Tools** window until the drag icon appears. Click and hold down the left cursor button. Slide the cursor to where you want to move the **Markup Tools** window.*

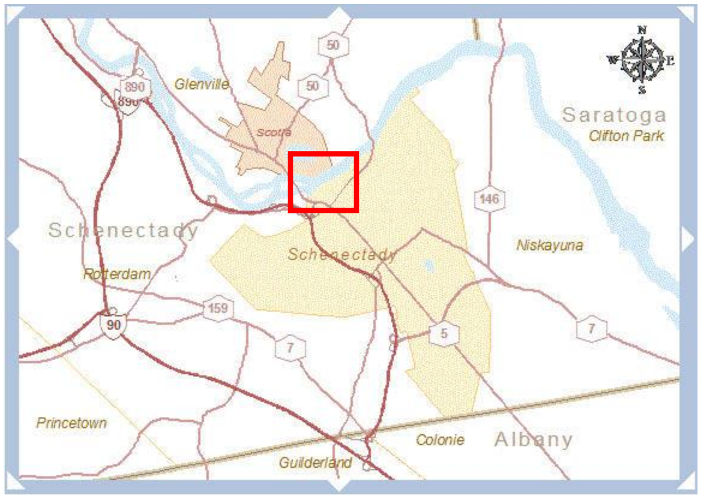
Step 2: Practice using the Markup Tools

- ❑ Under the Change Request parameters, expand the **County** dropdown list.
- ❑ The list of New York State Counties will be displayed. Scroll down the list until you see Schenectady or type the first few letters of Schenectady (with minimal delay between letters). Alternatively, continue to type **S** on your keyboard to scroll through the list of counties that start with the letter S until Schenectady is highlighted.
- ❑ Select ***Schenectady*** from the list.
- ❑ Expand the **Municipality** dropdown list and select the City of Schenectady [***Schenectady (C)***].

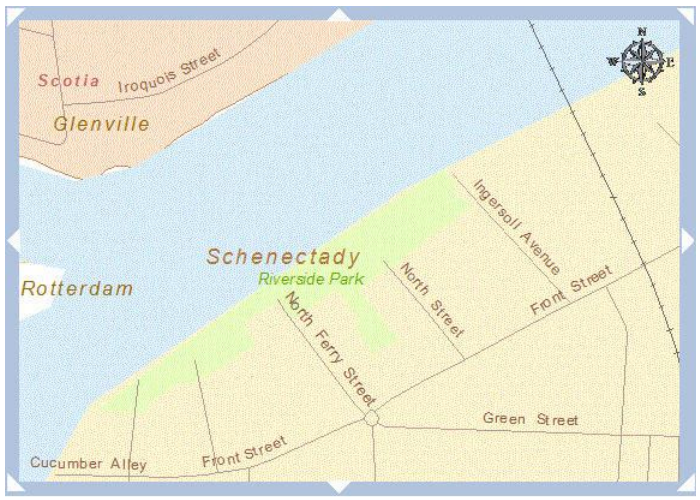


- ❑ Select the **Map It** button next to the **Municipality** dropdown list to zoom in to the City of Schenectady.
- ❑ Zoom in to the area of the Mohawk River between Schenectady and Scotia as shown on the map below.

Using the Markup & Selection Tools



- Continue zooming in until you can see Riverside Park between North Street and Ingersoll Avenue.



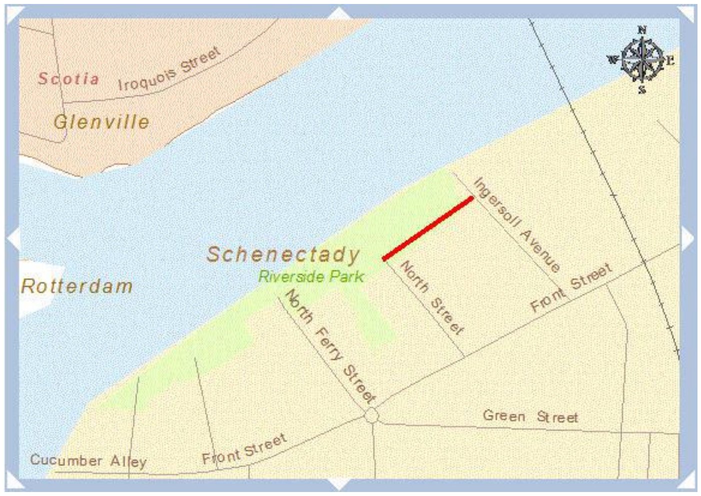
Use the Markup tools to add a new street:

- Before marking up the map, you must define the type of change to make. Select ***Street-Add*** from the **Type** dropdown list.

Use the Markup tools to add a new street connecting North Street with Ingersoll Avenue:

- Select the **Line Markup** tool  from the **Markup Tools** window.
- Place the crosshair at the North end of North Street and click once.
- Move the crosshair east, along the park boundary to Ingersoll Avenue and double click to finish the Markup line segment as shown below.

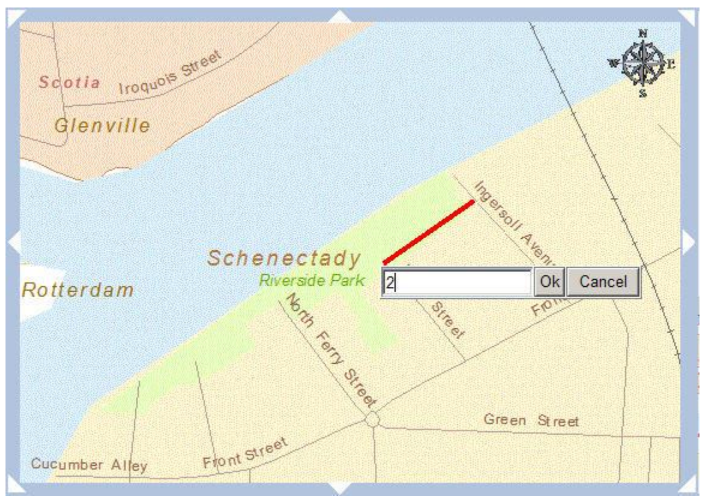
Using the Markup & Selection Tools



Use the **Text Markup** tool to add address ranges to the new street on the map:

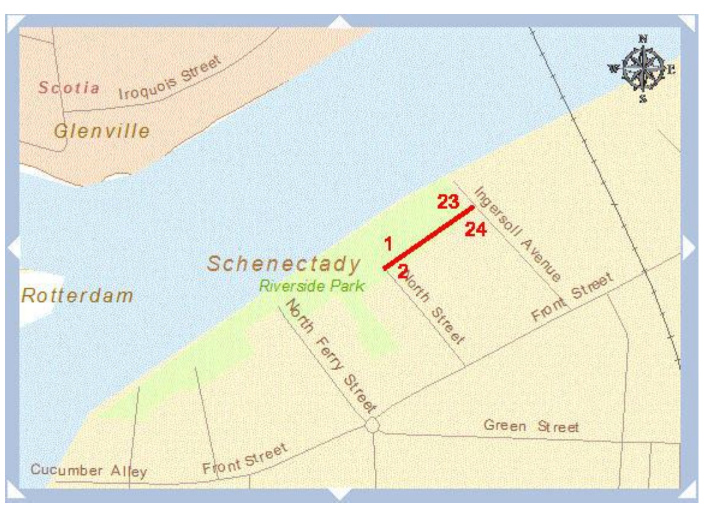
- Select the **Text Markup** tool. 

- To add the first address range value, click below the red line just under the N in North Street. This is the starting point for where the text will be placed.



- The **Markup Text** Box pops up. Enter **2** in the box and select the **OK** button.

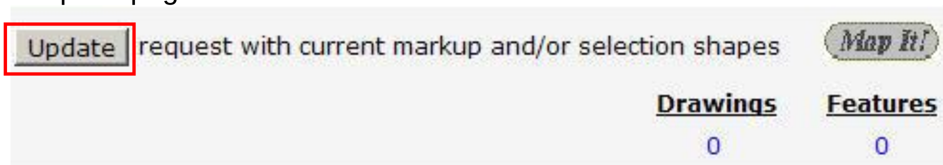
- Now add the rest of the address range values as shown below.



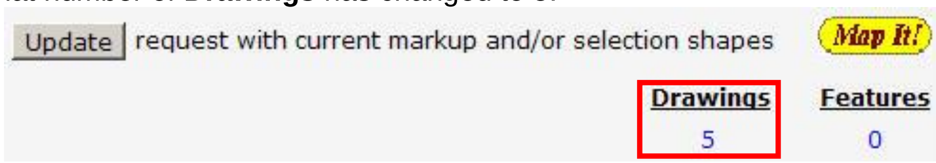
Using the Markup & Selection Tools

Add the current markup features to the Change Request:

- Select the **Update request with current markup and/or selection shapes** button on the Change Request page.

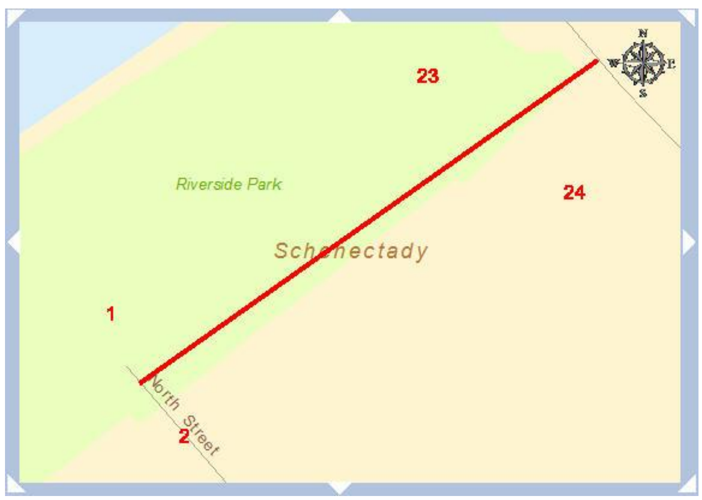


- Notice that number of **Drawings** has changed to 5.



Note: *Each markup shape added to the map is counted as an individual drawing. In this example, the drawings added to the Change Request are the line and the 4 addresses. Even if you add the same markup shapes (e.g. multiple lines or multiple text strings) each is counted individually.*

- Notice that the **Map It!** button is enabled next to the **Update** button. Select the **Map It!** button to zoom to the extent of the Markups.



Now you will:

- Delete map Markups
- Practice using the Point and Polygon Markup tools
- Update the request with new markup shapes

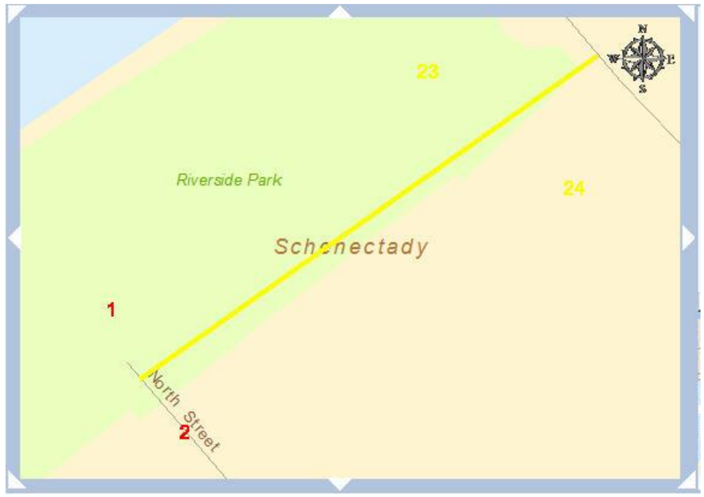
Delete map Markups:

- Select the **Select Markup** tool. 

- Click and hold the mouse down to drag a box around addresses 23 & 24, making sure at least the first character of each is totally within the polygon.

- The selected Markups are highlighted yellow. Notice that the line was also selected. Your map should look the same as the one below.

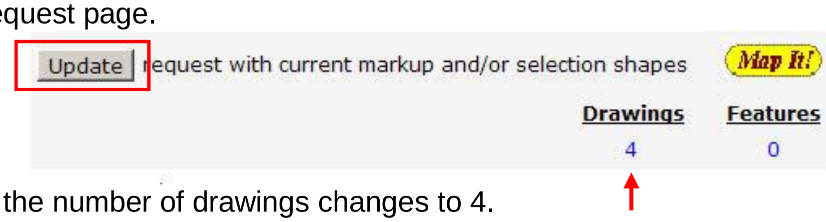
Using the Markup & Selection Tools



- Now select just 23. Notice that the line and 24 have changed back to red.
- Select the **Delete Selected Markups** tool.
- Notice that 23 was removed from the map but the number of drawings remains at 5.

Note**: Even though the markup shapes are deleted from the map, the number of drawings remains unchanged on the Change Request page until you select the* ***Update *button.*

- <u>*Warning*</u>*: Do* **not** *use the tool described next or you'll have to reenter all of your information!* Use the **Delete All Markups** tool when you need to remove <u>all</u> Markups from the map.
- Select the **Update request with current markup and/or selection shapes** button on the Change Request page.



- Notice that the number of drawings changes to 4.

Use the **Point** and **Polygon Markup** tools:

- Zoom to 1500 scale and turn on the orthoimagery.
- Select the **Polygon Markup** tool.
- Trace completely around the tennis courts and double click to finish the Markup sketch.

***Note**: The Rectangle Markup tool is used to make rectangles that parallel the map frame.*

- Label the tennis courts as shown on the map below.
- Select the **Point Markup** tool.
- Add a point on top of the swing set (use the map below to locate the swing set).
- Label the swing set as shown on the map below.
- Lastly, add back address 23.

Using the Markup & Selection Tools

- Select the **Update request with current markup and/or selection shapes** button on the Change Request page.

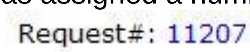
- Notice that the number of drawings changes to 9.

- In the Attributes Section below the map, type **Riverside Park** in ***Street Name***, select **Lane** from the ***Street Type*** dropdown list, type **1** in ***Left From Address,*** type **2** in ***Right From Address***, and select **NYSDP Maintenance** for ***Name Source*** and ***Address Source***.

Save the Change Request without submission to save entered information without sending it for further review or submission:

- Select the **Save Request without submission** button.  Select the **OK** button in the popup window if notified that duplicates exist. You will learn more about duplicates later.

- Notice that the Change Request was assigned a number displayed at the top of the page:



- Turn off the orthoimagery and select the **Home** button to close the current Change Request and return to the home page. 

<<< Lesson break - Please wait for Instructor's directions >>>

Step 3: Examine the Selection Toolset

- Open a new Change Request.

- Notice that the map extent is the same as the last Change Request you were in. This is convenient for when users are making Change Requests in the same general area.

- Select the **Select Features** button 

- The **Select Features Tools** window pops up. Hover your mouse over each tool to display the tool name.

Note: *You can move the window to a different location by hovering your mouse over the top of the* ***Markup Tools*** *window until the drag icon appears. Click and hold down the left cursor button. Slide the cursor to where you want to move the* ***Select Features Tools*** *window.*

Using the Markup & Selection Tools

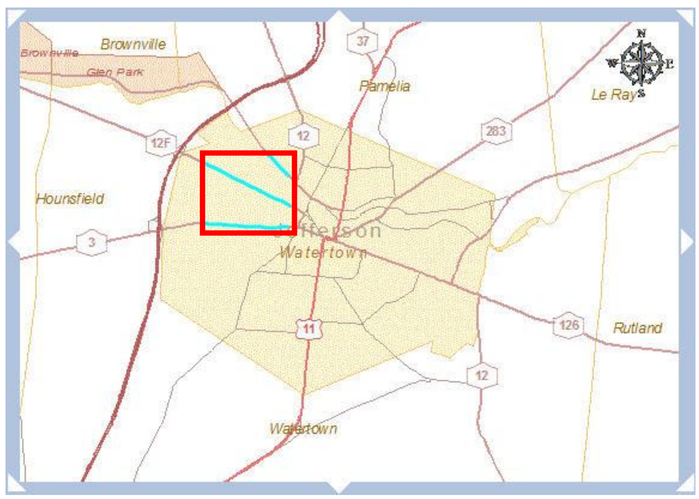
Step 4: Practice using the Selection Tools

Note: *The Type dropdown box determines what map layers will be activated for selection on the map. For example, opting to make any type of road change will cause the streets layer to be available for selection. All other layers will be disabled for selection.*

- Set your dropdowns to match the diagram below:

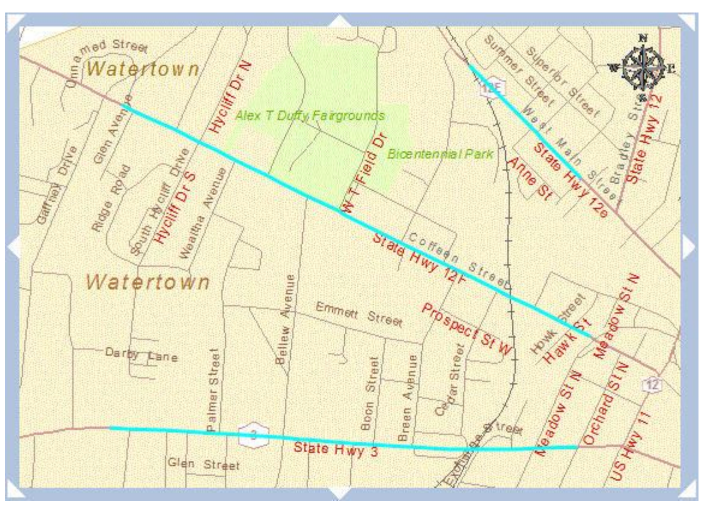
- Select the **Map It** button next to the **Municipality** dropdown list to zoom to the City of Watertown.

- Select the **Select Features** tool and place a selection box around the area between Interstate 81 and US Route 11 (as shown in the diagram below).



- Notice how all of the Street features within your selection box were highlighted.

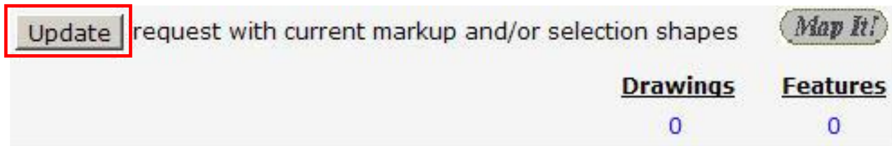
- Now select the **Zoom to Selection** tool.



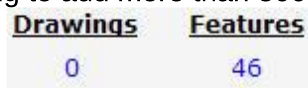
- The map is now zoomed to the extent of the selected features but only those features that were displayed during the selection are highlighted.

Using the Markup & Selection Tools

- Select the **Update request with current markup and/or selection shapes** button on the Change Request page.



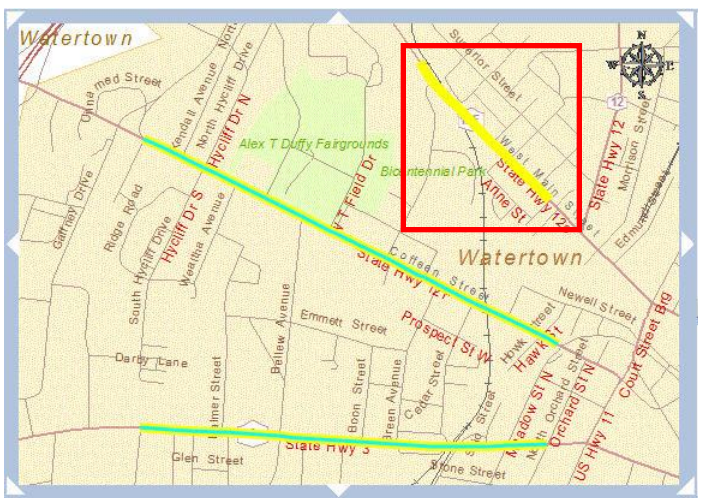
- Notice that the number of Features has changed (feature count varies depending on your selection extent). Note that trying to add more than 500 selected features results in an error.



Next, deselect all of the selected street segments North of Route 12F:

- Change the task in the dropdown list from **New Selection** to **Remove**.

- Select the **Select Features** tool  and drag a selection box around the highlighted street segments north of Route 12F.



Note: *Even though you have made changes to the map selection, the count of selected features has not changed on the Change Request page.*

- All <u>unselected</u> elements will appear as bold yellow lines until you select the **Update request with current markup and/or selection shapes** button.

- Select the **Update request with current markup and/or selection shapes** button.

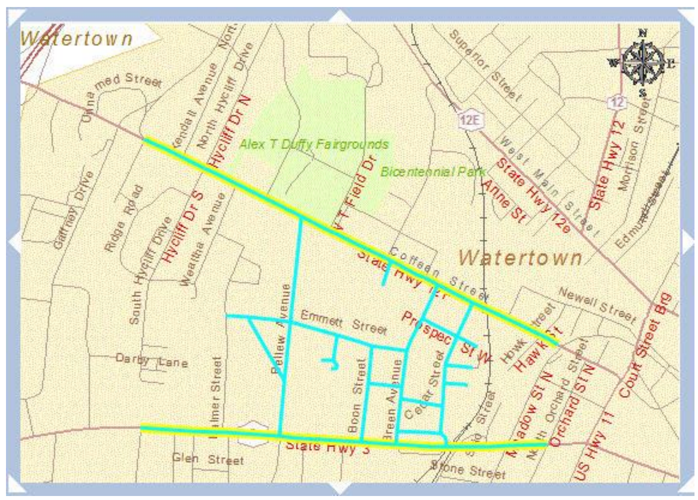
- Notice that the number of the selected **Features** has changed to reflect the current selection and the bold yellow highlighted segments are no longer selected.

Using the Markup & Selection Tools

Now add a few of the streets south of Route 12F to your selection:

- ❑ Change the task in the dropdown list from **Remove** to **Add**.

- ❑ Select the **Select Features** tool and drag a selection box around a few of the streets you want to select. Although they are highlighted, the Update button was not selected so they will not be added to the Features count. Continue with the instructions below.



- ❑ In the Attributes Section below the map, select **01 - State Route** for ***Jurisdiction***.
- ❑ Select the **Save Request without submission** button.
- ❑ Select the **Clear Selection** button on the **Selection** toolbar to deselect all features on the map.
- ❑ Select the **Home** button to close the current Change Request and return to the home page. Home

END OF EXERCISE 3

<<< Lesson break - Please wait for Instructor's directions >>>

Using the Path Selection Tool

EXERCISE 4: Using the Path Selection Tool

In this exercise you will learn to use the Path Selection tool. This tool allows a MMNT user to quickly select a string of adjacent street segments by selecting only the beginning and ending street segments.

Goals for this exercise:

- to familiarize yourself with the Path Selection tools
- to learn how to build paths
- to understand how to use the barrier tool to prevent the path selection from being diverted onto side streets

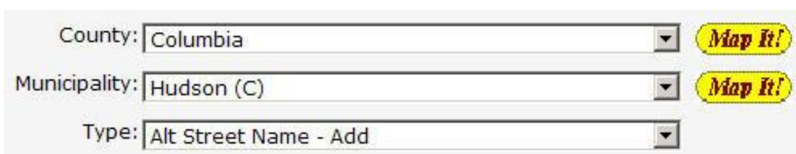
Step 1: Examine the Path Toolset

- ❑ Select the **New Request** button to open the Change Request Page.
- ❑ Select the **Select Features on a Path** button. 
- ❑ The **Select Features on a Path** Tool window pops up. Hover your mouse over each tool to display the tool name.

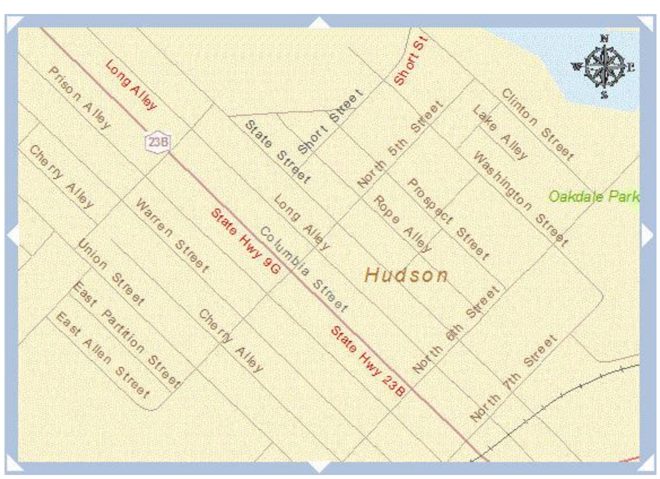
Note: *You can move the window to a different location by hovering your mouse over the top of the* ***Path Selection*** *window until the drag icon appears. Click and hold down the left cursor button. Slide the cursor to where you want to move the* ***Path Selection*** *window.*

Step 2: Practice using the Path Selection Tool

- ❑ Set your dropdowns to match the diagram below:



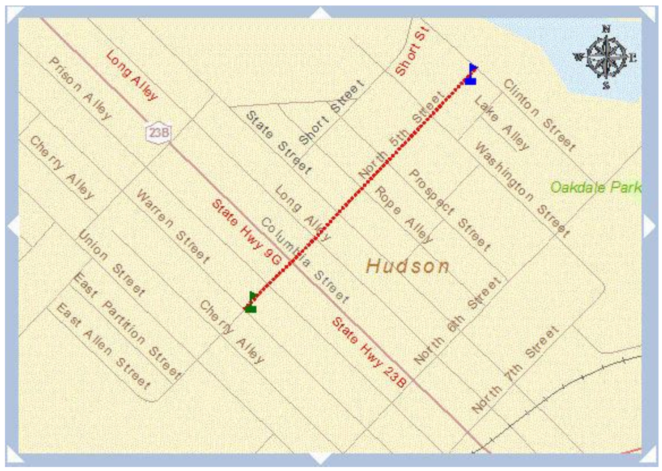
- ❑ Select the **Map It** button next to the **Municipality** dropdown list to zoom to the City of Hudson.
- ❑ Zoom to North 5th St and South 5th St in the center of the city to the extent as shown below.



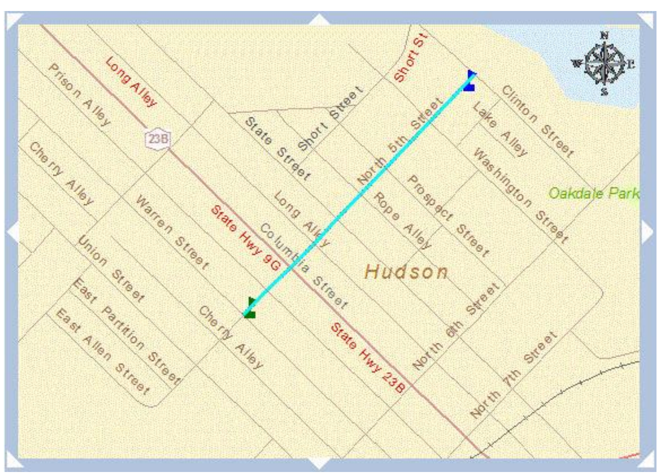
Using the Path Selection Tool

Now use the **Path Selection** tools to select all of the North 5th St segments and add **North Fifth Street** as an alternate street name:

- Select the **Start Point** tool. 
- Move the crosshair close to the end of the northernmost North 5th St segment and click once.
- Select the **End Point** tool. 
- Move the crosshair to southernmost North 5th St segment (just above Warren St) and click once.
- Select the **Build Path** tool. 
- Notice that a red dotted path overprints all street segments between the start point and end point.



- Select the **Add Path to Selection** tool  This tool selects the segments that were used to build the path that was drawn. The selected segments will be highlighted in blue.



- Select the **Update request with current markup and/or selection shapes** button.

- Notice the number of features selected was updated.

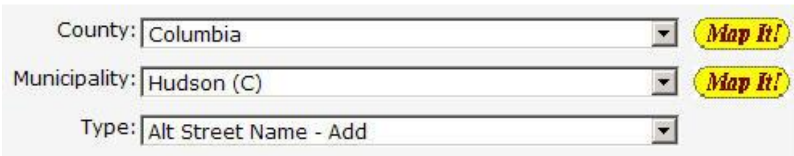
Using the Path Selection Tool

- To adjust the path after the selection has been made, select the **Clear Selection** button and then the **Update request with current markup and/or selection shapes** button. The Feature count changes to 0. Notice that the segments are unselected but the path, start point and end point remain.
- Add the path again by selecting the **Add Path to Selection** tool and then the **Update request with current markup and/or selection shapes** button.
- In the Attributes Section below the map, select **North** for ***Directional Prefix***, type **Fifth** in ***Street Name,*** select **Lane** for ***Street Type*** and select **NYSDP Maintenance** for ***Name Source***.
- Select the **Save Request without submission** button and return to the home page. Home

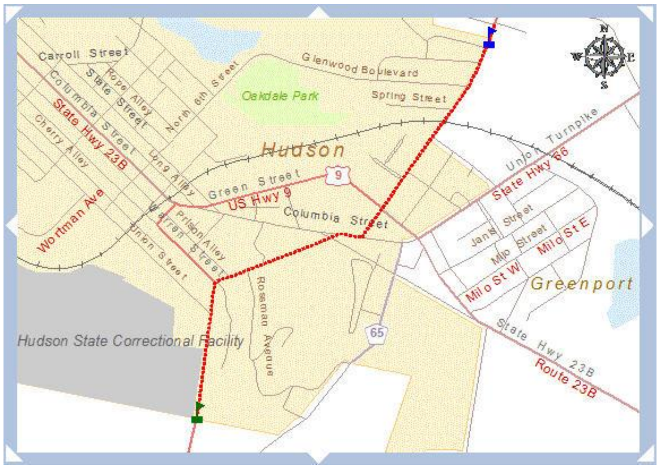
Step 3: Practice using the Barrier Tool

Now use the **Path Selection** tools to select all US Highway 9 segments in the City of Hudson and add **Emergency Evacuation Route** as an alternate street name:

- Open a new Change Request and set your dropdowns to match the diagram below:



- Pan and zoom to the east side of the city so all of US Highway 9 is within the map extent.
- Select the **Start Point** tool.
- Move the crosshair over the US Highway 9 segment near the north boundary of the city and click once. **Zoom in** if needed; then use the **Zoom Back** tool to return to the previous extent.
- Select the **End Point** tool.
- Move the crosshair over the US Highway 9 segment near the south boundary of the city and click once. **Zoom in** if needed; then use the **Zoom Back** tool to return to the previous extent.
- Select the **Build Path** tool.

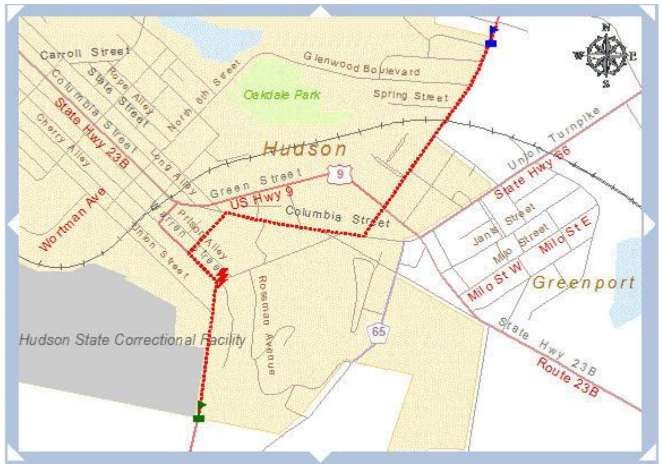


- Notice that the red dotted path does not follow all of US Highway 9 but follows the shortest path between the start point and end point.

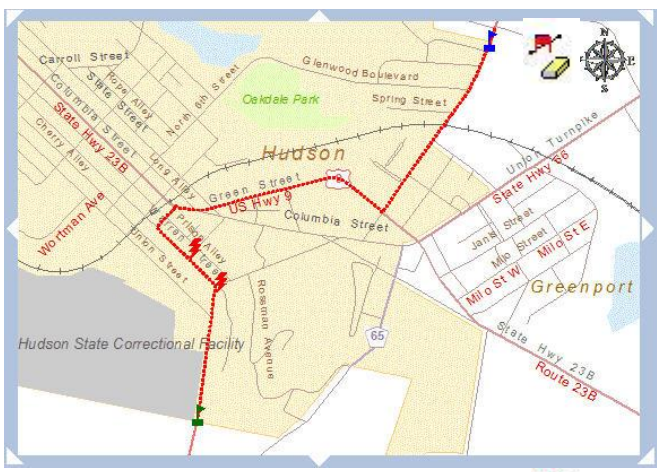
Using the Path Selection Tool

Since the selection should only include US Highway 9 street segments, strategically place barriers on the streets that you do not want the path to be diverted onto:

- Select the **Barrier** tool. 
- Place a Barrier on the southern end of Prospect Avenue.
- Select the **Build Path** tool. 



- Notice that the new path still does follow only US Highway 9 street segments. Place another barrier on 8th Street and rebuild the path.



- If you misplace any barriers, select the **Clear Barriers** tool.  This tool removes all barriers but leaves the Start Point and End Point. Place new barriers and rebuild the path.
- Select the **Add Path to Selection** tool.  Then select the **Update request with current markup and/or selection shapes** button to add the selected segments to the Change Request.
- In the Attributes Section below the map, type **Emergency Evacuation Route** in ***Street Name*** and select **NYSDP Maintenance** for ***Name Source***.
- Select the Save Request without submission button. 
- Select the **Clear Path and Barriers** tool. 
- Select the **Home** button to close the current Change Request and return to the home page. 

END OF EXERCISE 4

<<< Lesson break - Please wait for Instructor's directions >>>

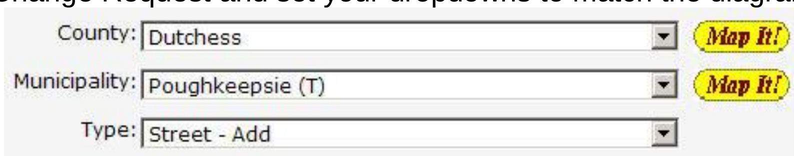
EXERCISE 5: Advanced Change Request Features

Goals for this exercise:

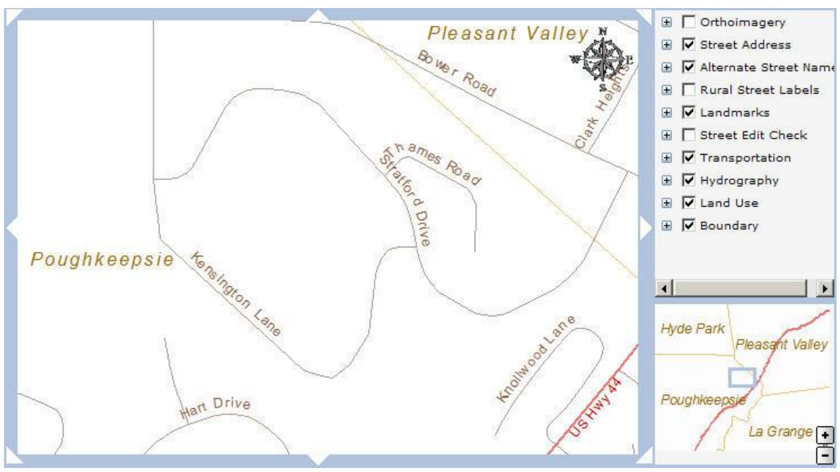
- to learn how to add attachments to a Change Request
- to learn how to add comments to a Change Request
- to learn how to link a Change Request to other Change Requests
- to learn how to use the On-Behalf option to automatically generate notification emails

<u>Step 1: Enter Change Request Parameters</u>

- ❑ Open a new Change Request and set your dropdowns to match the diagram below.



- ❑ Zoom to the northeast corner of the Town of Poughkeepsie to the extent as shown below.



<u>Step 2: Add Map Markup</u>

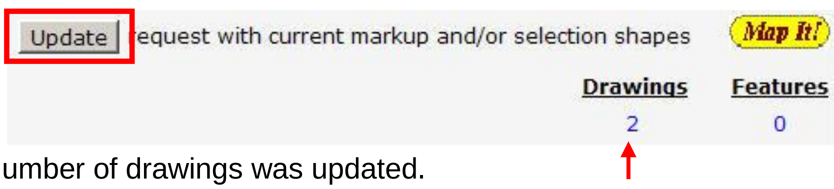
- ❑ Turn on the Orthoimagery layer and use the **Refresh** button  to update the map.

- ❑ Notice that all existing streets are currently mapped. However, the town has just approved two new streets in this subdivision. Road construction will begin in a few weeks. The town would like the streets added now in case there is an emergency event during construction.

- ❑ Turn off the orthoimagery and refresh the map.

- Use the **Rectangle Markup** tool to draw a box around the subdivision as shown below. Use the **Text Markup** tool to add ***See comments & attached for new streets*** to the map.

- Select the **Update request with current markup and/or selection shapes** button.



- Notice the number of drawings was updated.

Step 3: Enter Requested Attribute Values

After adding the markup, the **Attributes** section expands at the bottom of the page by default.

- On your desktop, open **Windows Explorer** and navigate to the **C:\TEMP** folder. Open the ***Poughkeepsie_Subdivision*** file. Notice that ***Dartmouth Dr*** and ***Bard Ct*** are new streets; however they do not yet have addresses.

- If only one street was being added, we would enter the street name and if known, the addresses. However, since we are adding multiple streets, we only need to indicate the attributes common to all of the streets, especially the source attributes

- Enter the common attribute information to match the diagram below.

Note: *At least one attribute value must be entered before the Change Request can be submitted.*

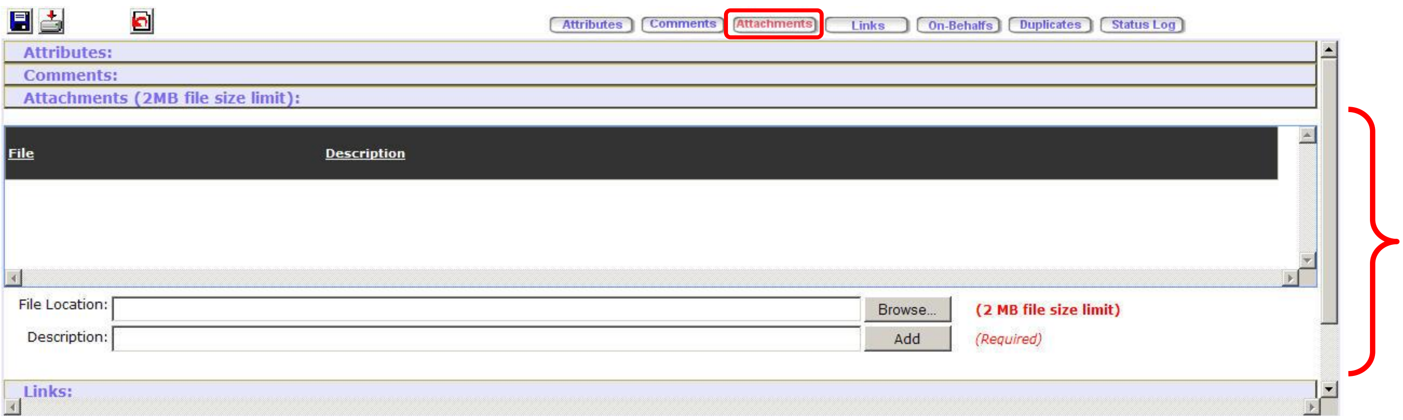
Advanced Change Request Features

Step 4: Opening and Closing Change Request Sections

- ❑ Close the **Attributes** section by selecting the red **Attributes** button located beneath the Map.

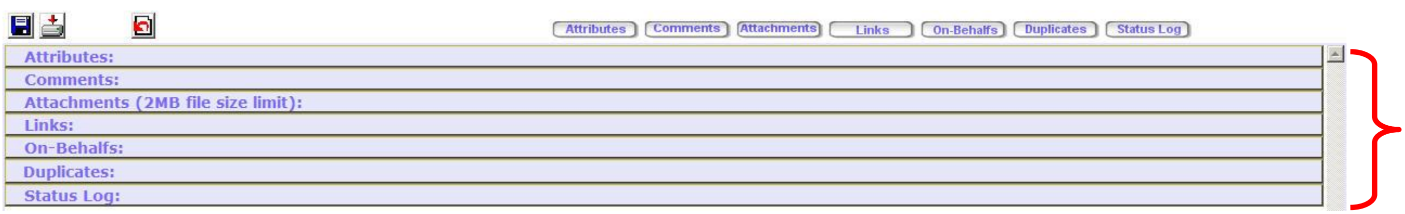
- ❑ Notice that the **Attributes** section collapsed and the **Attributes** button changed to blue. When a button is blue, it means that Change Request section is closed. A red button indicates that the Change Request section is open and you can use the vertical scroll bar on the right to scroll down to that section.

- ❑ Click on the **Attachments** button to open the **Attachments** section.



- ❑ Practice opening and closing the different Change Request sections. Note that if multiple sections are open, the last opened section will automatically scroll to the top of the window. With multiple sections open, use the scroll bar to examine the various sections. Close all Change Request sections.

- ❑ A Change Request section can also be opened by clicking anywhere on its blue header box.



- ❑ Practice opening and closing the different Change Request sections. Then close all Change Request sections.

Step 5: Add Comments

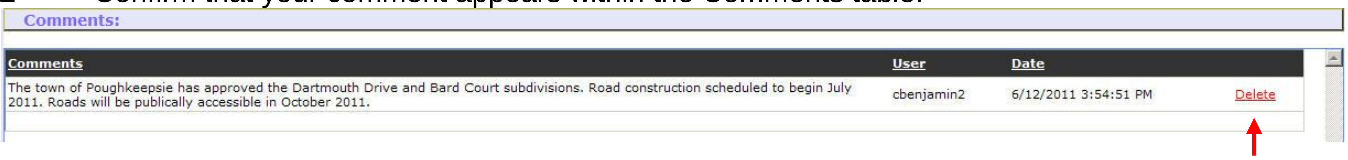
- ❑ Open the **Comments** section beneath the Map.

- ❑ Type the following into the **Comments** entry field: ***The town of Poughkeepsie has approved the Dartmouth Drive and Bard Court subdivisions. Road construction scheduled to begin July 2011. Roads will be publically accessible in October 2011.***

Note: *When adding new streets that have not yet been constructed, it is important to note when road construction will begin so that the new street is included in the quarterly data release just before the construction date but not sooner. Our contractor uses the publically accessible date as the date to add the street to their commercial navigation products. They will also field verify that the street is open to traffic at that time to avoid routing people to a street under construction.*

- ❑ Select the **Add** button to add the Comment text to the request.

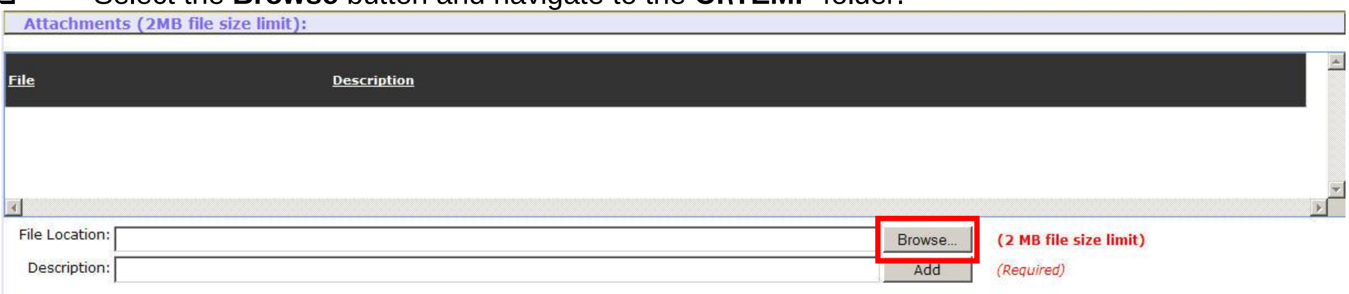
- ❑ Confirm that your comment appears within the Comments table.



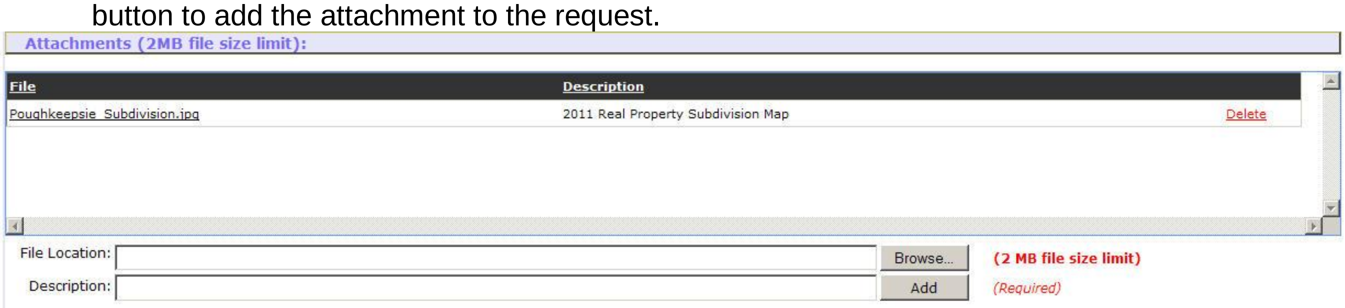
- ❑ Once added, a Comment cannot be modified. If you make a mistake, use the red **Delete** button on the right to delete the Comment and then reenter a new Comment.

<u>Step 6: Add Attachments</u>

- ❑ Open the **Attachments** section below the Map.
- ❑ Select the **Browse** button and navigate to the **C:\TEMP** folder.



- ❑ Highlight the filename ***Poughkeepsie_Subdivision.jpg*** and select **Open**.
- ❑ Type ***2011 Real Property Subdivision Map*** into the **Description** field and select the **Add** button to add the attachment to the request.



- ❑ Multiple files may be added as long as an individual file does not exceed 2 Mb in size. To remove an attachment, select the red **Delete** button on the right.

<u>Note</u>: *All attachments undergo a security scan when the **Add** button is selected. A popup error message will appear if the file is an executable file or a virus is found.*

- ❑ Select the **Save Request without submission** button  so that the information added is not lost due to network connection problems or other issues.

Advanced Change Request Features

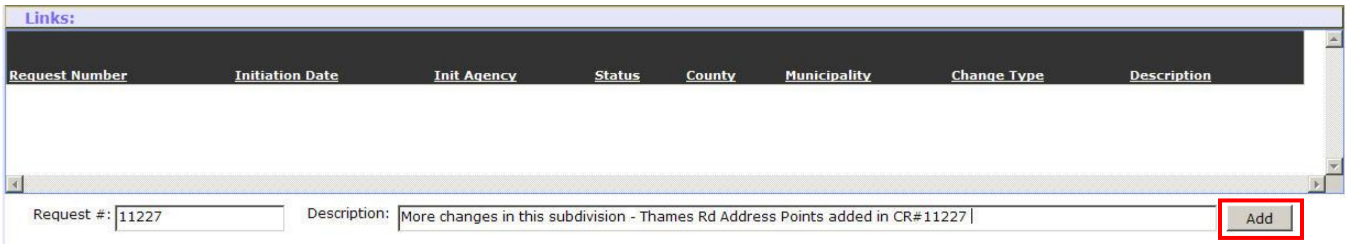
Step 7: Add Links

- ❑ Open the **Links** section below the Map.

- ❑ Enter existing Change Request number **11227** into the **Request #** field.

- ❑ Type ***More changes in this subdivision - Thames Rd Address Points added in CR#11227*** into the **Description** field.

- ❑ Select the **Add** button.



Note: *Links are useful if you are adding several change requests in the same area.*

- ❑ Multiple links may be added. When you need to remove a link, select the red **Delete** button on the right.

<<< Lesson break - Please wait for Instructor's directions >>>

Step 8: Add On-Behalf User Information

Use the **On-Behalfs** section to automatically generate emails to notify:

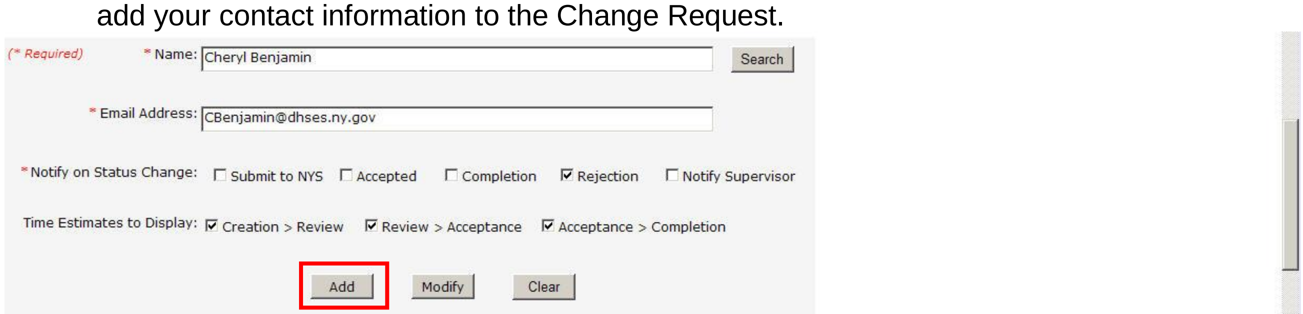
- yourself about the status of a Change Request
- your supervisor/local government reviewer that a Change Request is pending their review
- another person who does not have access to MMNT the status of a Change Request that you submitted on their behalf

- ❑ Open the **On-Behalfs** section below the Map.

Have MMNT send an email to you if your Change Request is **rejected** (by your local government Reviewer/Supervisor, by a NYS Reviewer or a NYS Editor). This will alert you if a Change Request requires your attention without having to log into MMNT:

- ❑ Enter your **Name** and **Email Address** into the corresponding fields in the **On-Behalfs** section (e.g. John Smith and jsmith@agency.gov).

- ❑ Check the **Rejection** check box next to the **Notify on Status Change** section and all three boxes in the **Times Estimates to Display** section as illustrated below. Select the **Add** button to add your contact information to the Change Request.



Note: ***Name***, ***Email Address*** *and* ***Notify on Status Change*** *are required fields (marked with red asterisks *).* ***Time Estimates to Display*** *is not required.*

Advanced Change Request Features

- ❑ Notice that the record is added to the On-Behalfs table above the entry fields.

For users who have a MMNT **Requestor** role (<u>not Authorized Requestors</u>), have MMNT notify your local government reviewers (MMNT Supervisor role) that a Change Request is pending their review:

- ❑ Add the **Name** and **Email Address** for your local government reviewer. Check the **Notify Supervisor** check box next to the **Notify on Status Change** section and select the **Add** button.

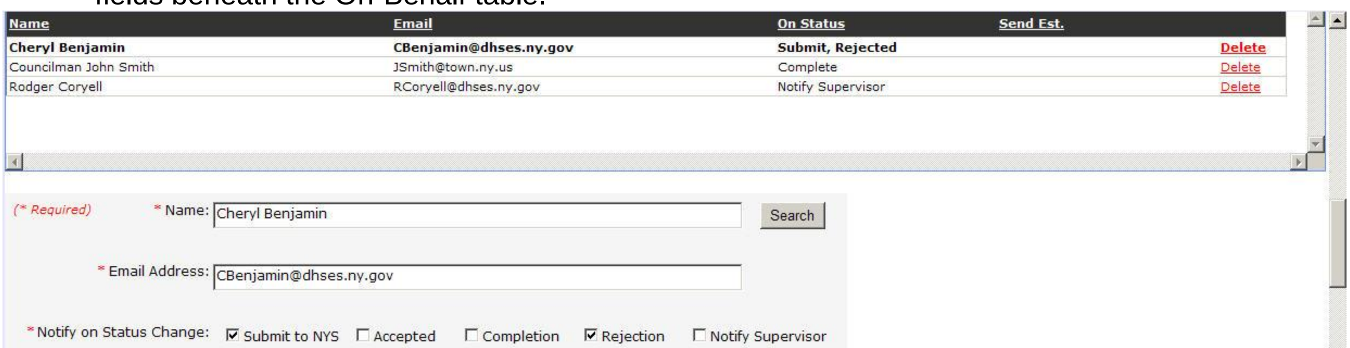
Have MMNT notify your local government politician that a Change Request was submitted to add the new street that will be built and named after his great-grandparents' family, the Dartmouth's:

- ❑ Add the **Name** and **Email Address** of your local government politician. Check the **Submit to NYS** check box next to the **Notify on Status Change** section and select the **Add** button.

- ❑ Notice that there are now three records in the On-Behalfs table above the entry fields.

Modify an existing On-Behalf record:

- ❑ Select the record with your name in the On-Behalf table. The selected record will be displayed in bold in the table and your contact details and notification settings will be displayed in the entry fields beneath the On-Behalf table.



- ❑ Check the notification box **Submit to NYS** (to send an email when the Change Request has been approved by the local government reviewer and sent to NYS for review), and uncheck all boxes in the **Times Estimates to Display** section. Select the **Modify** button at the bottom of the section to update the entry.

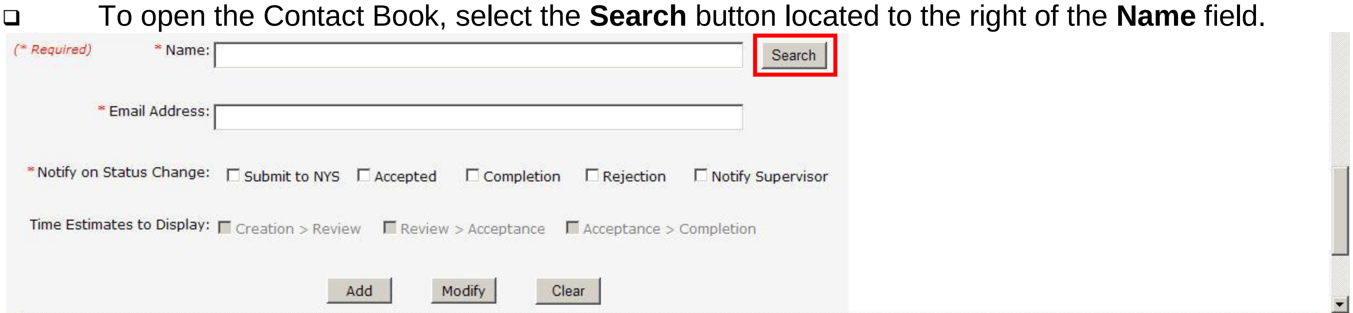
<u>Note</u>: *The **Time Estimates to Display** are the same for all On-Behalf contacts associated with a single Change Request. If you select different Time Estimates the system will automatically change the Time Estimates for all On-Behalfs to match those selected.*

- ❑ Now remove your local government politician as an On-Behalf recipient by selecting the **Delete** option located next to it on the right side of the On-Behalfs table.

On-Behalf Contact Book:

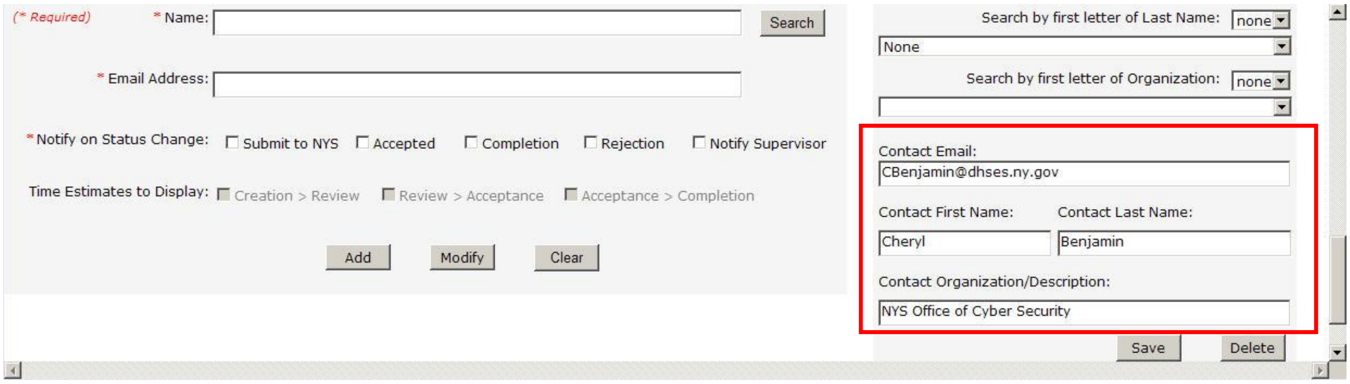
Store contact information in the Contact Book for those who are frequently added as On-Behalfs:

- ❑ To open the Contact Book, select the **Search** button located to the right of the **Name** field.



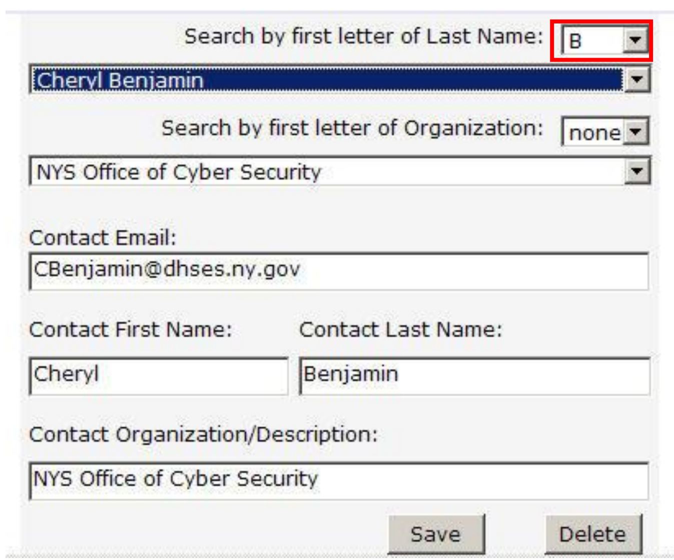
Advanced Change Request Features

- The Address Book opens to the RIGHT. To add a new contact into the Contact Book, enter the contact's email address, first and last names, and the organization in the **Contact Email** fields. For this exercise, add your name and organization in the boxes as shown below.



- Select the **Save** button under the Address Book to save the contact information.

- To confirm the contact has been saved or to look up an existing record select the first letter of contact's last name (or organization) using the search dropdown lists and then expand the dropdown list to see all available contacts whose last name starts with the selected letter.



- Selecting a contact name will populate their email, name and organization in the Address Book Display section below the search dropdown list. It also populates their name and email address in the entry fields to the left of the On-Behalf Contact Book.

- To delete an existing contact from the On-Behalf Contact Book, select the **Delete** button at the bottom of the search form.

- Use the **Clear** button below the entry fields to the LEFT of the On-Behalf Contact Book to quickly clear the entry fields for a contact that was automatically populated from the On-Behalf Contact Book but is not needed.

Note: *Remember that the Contact Book is shared by all MMNT users. Do not add contacts whose email addresses are not to be shared outside of your organization.*

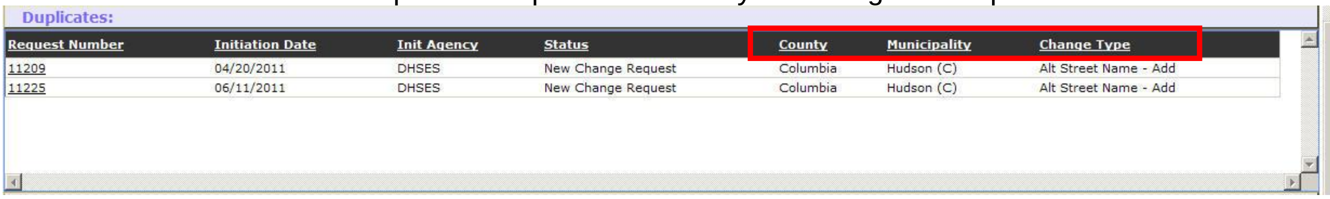
<<< Lesson break - Please wait for Instructor's directions >>>

Advanced Change Request Features

Step 9: Review Duplicate Requests

- Open the **Duplicates** section below the Map.

- All of the Change Requests in the same County and Municipality with the same Change Type will be listed. You can prevent duplicate entries by reviewing this list prior to submission.



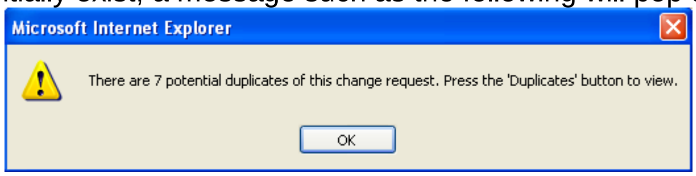
- If you do <u>not</u> yet have multiple Change Requests in the same County and municipality with the same Change Type, no duplicates will be listed.

- If you do have Change Requests listed in the Duplicates section, you *could* select the corresponding Change Request number to view the potentially duplicate Change Request. **HOWEVER** this will direct you to a new page, so you must first save your edits.

Step 10: Submitting the Change Request for Review

- Once all information has been added to the Change Request, select the **Submit** button to send the Change Request to the Request Supervisor for review. Authorized Requestors will have a **Review** button they will select to send the Change Request to New York State for review.

- If duplicates potentially exist, a message such as the following will pop up:



- Select **OK** and view the duplicates if you have not already done so.

Sending out an email to On-Behalf contacts:

- Emails are automatically generated when Change Requests are submitted for review and approval. Your default email program (e.g. Outlook, Lotus Notes) will automatically open an email editor so that you can customize your email message to the On-Behalf contact.

- **Requestors** will see an email generated when **Notify Supervisor** was selected (i.e. to notify their local government reviewers that a Change Request is pending their review). **Authorized Requestors** will see an email generated when **Submit to NYS** was selected (i.e. to notify an On-Behalf contact that a Change Request was submitted to NYS for review).

- The email will not be sent out automatically. You will need to select the **Send** button to deliver the email. However for this training exercise, dismiss the email editor.

- This example email was generated by a Requestor for an On-Behalf with **Notify Supervisor** selected:

Step 11: Review the Change Request Page After Request Submission

- ❑ Notice that the Status of the Change Request has changed to **Pending Supervisor Approval**, indicating that the request has moved to the Supervisor queue. For **Authorized Requestors,** the Status of Change Requests will change to **Pending Reviewer Approval**, indicating that the request has moved to the Reviewer queue.

Status: Pending Supervisor Approval

- ❑ Notice that the **Requestor** field has been assigned your user name. For **Authorized Requestors**, the **Supervisor** field will also be assigned their user name since Authorized Requestors typically have both Requestor's and Supervisor's functions.

Requestor: cbenjamin2 (DHSES)

Supervisor: n/a

- ❑ Review the rest of the Change Request page content, referring any additional questions to the instructor.

Step 12: Review the Status Log.

- ❑ Open the **Status Log** section below the Map.
- ❑ The Status Log shows the submission record for the new Change Request, including the time and date of submission and the Requestor's username.
- ❑ Confirm that all entries in the Status Log are correct.

Status Log:

Action	MMNT user	Date	Agency/Group	Other Resource
Request was Submitted by Requestor	by cbenjamin2	on 6/12/2011 4:29:41 PM	DHSES	

- ❑ As the Change Request progresses to its completion, major approval steps will be recorded in the Status Log.
- ❑ Select the **Home** button to return to the Home page. Home

END OF EXERCISE 5

<<< Lesson break - Please wait for Instructor's directions >>>

EXERCISE 6: Managing Change Requests

Goals for this exercise:

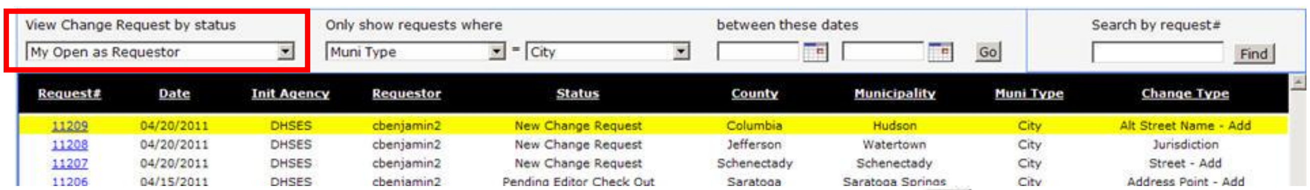
- to initiate a New Change Request from an Existing Change Request
- to retract a Change Request
- to save the Change Request *without Submission*
- to cancel Unsaved Updates
- to delete the Change Request from the system
- to export a Change Request to a Zip File

Step 1: Initiate a New Change Request from Existing Change Request

This option is often used when you want to make a similar change in the same area without having to reselect County, Municipality, or Type (i.e. adjust address ranges for each block along a street).

❑ Open the first Change Request created in Exercise 4 in the City of Hudson, Columbia County from the Change Request table by selecting anywhere on the yellow highlighted line.

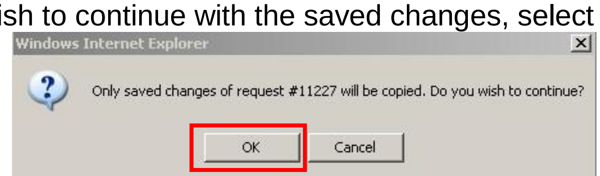
❑ If you do not see any requests displayed in the Change Request table, expand the **View Change Request by status** dropdown list available above the table and select ***My Open as Requestor*** option to display all Change Requests you have been working on. (Authorized Requestors should select the ***All Open*** option.)



Request#	Date	Init Agency	Requestor	Status	County	Municipality	Muni Type	Change Type
11209	04/20/2011	DHSES	cbenjamin2	New Change Request	Columbia	Hudson	City	Alt Street Name - Add
11208	04/20/2011	DHSES	cbenjamin2	New Change Request	Jefferson	Watertown	City	Jurisdiction
11207	04/20/2011	DHSES	cbenjamin2	New Change Request	Schenectady	Schenectady	City	Street - Add
11206	04/15/2011	DHSES	cbenjamin2	Pending Editor Check Out	Saratoga	Saratoga Springs	City	Address Point - Add

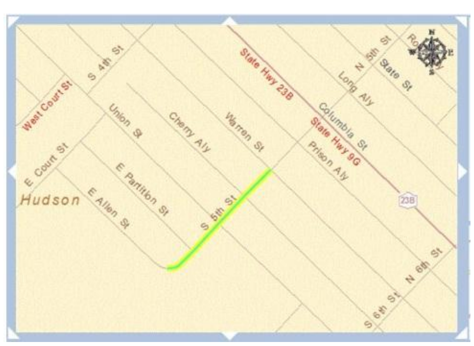
❑ Select the **Initiate new request from existing request** button  displayed above the **Attributes** section.

❑ When asked if you wish to continue with the saved changes, select the **OK** button to continue.



❑ A new Change Request with a new Request # displays and is enabled for editing. Confirm only County, Municipality, and Type from the original request were copied to this Change Request. Drawings and Features should both be 0 and the Attributes section is not displayed.

❑ Use the **Select Features** tool to select all of the South 5th St segments from Warren St to East Allen St as shown below.



- Add **South Fifth Street** as an alternate street name in the Attributes section and select the **Submit** button to submit the Change Request for further review. (Authorized Requestors will select the **Review** button.)

- The Change Request will be assigned **Pending Supervisor Approval** status and will be disabled for editing. (Change Requests for Authorized Requestors will be assigned **Pending Reviewer Approval** status.)

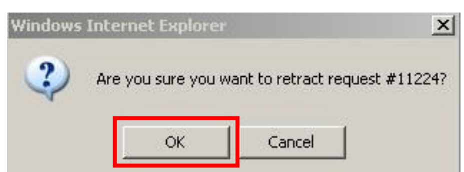
Note: *Existing Change Requests may be copied as many times as desired, regardless of its status.*

Step 2: Retracting a Change Request

The **Retract** button is available and enabled for submitted Change Requests with a status of **Pending Supervisor Approval** (or **Pending Reviewer Approval** for Authorized Requestors):

- Select the **Retract** button.

- When asked to confirm if you would like to retract the case, select the **OK** button.



- Notice that the Change Request's status has changed to **New Change Request**. The Change Request is now enabled for editing.

- Modify the Change Request by adding **Testing the Retract Tool** in the **Comments** Section.

- Next, select the **Submit** (**Review**) button to re-submit the Change Request for review.

- The Change Request's status will change to **Pending Supervisor (Reviewer) approval**.

Note: *The Change Request can be retracted until a Supervisor (or Reviewer) checks it out.*

- Select the **Home** button to return to the Home page.

Managing Change Requests

Step 3: Saving Request Without Submission

It is recommended that Change Requests be saved often so that markups, attributes, comments and other information is not lost due to network connection issues.

- Select the **New Request** button to start a new Change Request.

- On the Change Request page, select your county from the **County** dropdown list. Next, select a Municipality from the **Municipality** dropdown list and zoom to the municipality.

- Select ***Street - Delete*** as a Change **Type**.

- Use the **Line Markup** tool to markup one of the streets on the Map. Select the **Update request with current markup and/or selection shapes** button to add markup to the Change Request.

- In the **Attributes** section, enter your county standard source for the Requested Value.

  Record your county standard source here: ___________________________________

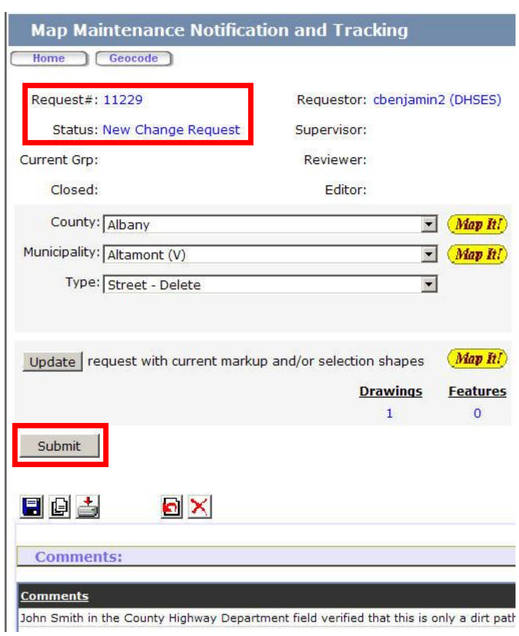
  This is the standard value that should be used to identify your county as the organization that verified the information. This should be used for the **Geometry Source**, **Name Source** and **Address Source** values. More detailed information about a specific agency, municipality or person can be entered into the **Comments** section to provide Supervisors the contact information they may need if additional follow-up is required.

- Open the **Comments** section and add the following comment: **John Smith in the County Highway Department field verified that this is only a dirt path to access a farm field.**

Now save the Change Request without submission. This option allows the Requestor to save entered information without sending it for further review:

- Select the **Save Request without submission** button.

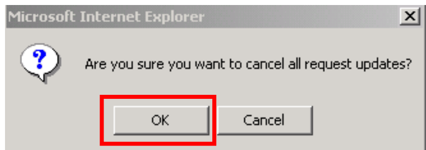
- Notice that the Change Request is assigned a Request number but the Change Request's Status remains as **New Change Request.** This means that the Change Request has not moved out of the Requestor's queue. The Change Request is still open for editing and the **Submit** (**Review**) button is available.



Step 4: Cancel Unsaved Changes

Use this to undo actions that you have not yet saved:

- Change Request **Type** to **Address Range**. Notice the Attribute values did not change in the Attributes section below the map.
- Select the **Update request with current markup and/or selection shapes** button. Notice the Attribute values changed in the Attributes section below the map.
- Select the **Cancel new unsaved request or existing request's unsaved updates** button. 
- When prompted to confirm cancellation of all unsaved changes, select **OK**.

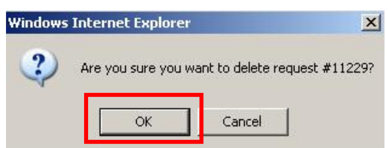


- Verify that the Request Type remains **Street - Delete** and that the Geometry Source value changed back to its original value.

Note: *Remember, you will lose any unsaved information if you close the browser or navigate away from the Change Request page. Always remember to save your changes.*

Step 5: Delete a Change Request

- Continue with the same Change Request you worked with in the previous step.
- Select the **Delete request from the system** button located above the Attributes section. 
- When prompted to confirm that you would like to delete the request, select **OK**.



- The Home page is displayed. Notice that the Change Request is no longer listed in the Change Request table.

Note: *There is no option to restore a deleted request.*

Step 6: Export a Change Request

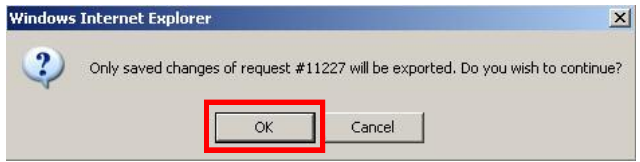
Exporting a Change Request lets you make a zip file of the Change Request that you can save as a local copy for future reference or for sharing with other people. The Change Request parameters, attributes, comments, attachments, and a JPEG image of the map are all added to the zip file:

- Open the Town of Poughkeepsie Change Request created in exercise 5.

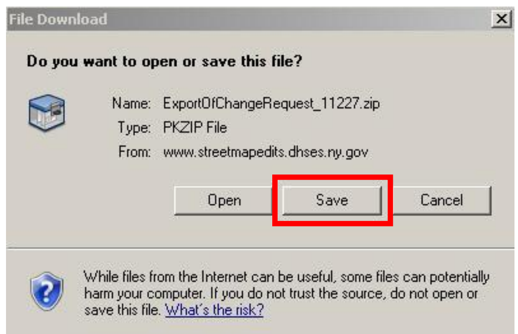
Note: *If you do not see this Change Request displayed in the Change Request table by default, expand the **View Change Request by status** dropdown list and select **My Open as Requestor** or **All Open** option.*

- Select the **Export Change Request** button located above the Attributes section on the Change Request page.

- A popup message will appear advising that only saved changes will be exported. Select **OK** to dismiss the message and continue the exercise.



- Select the **Save** button on the File Download window to save the export file.



- Keep the default file name and save the output file to **C:\TEMP**.
- Select the **Open Folder** button and double click the zip file.
- Open the **Export_of_Request_#.txt** file (where # is the Change Request number) and explore it to confirm that all saved Change Request information including Attributes, Comments, Attachments, Links, On-Behalfs, etc. is listed.
- Now open the **ExportImage_of_Request_#.jpg** file in the zip file. The image displayed represents the map screen shot with markups and/or selected features for the Change Request as the map existed when the Export File was created.
- Finally, confirm that the attachment added to the Change Request is included in the zip file.
- Close all open files. Select the **Home** button to close the current Change Request and return to the home page.

END OF EXERCISE 6

<<< Lesson break - Please wait for Instructor's directions >>>

Tracking Change Requests

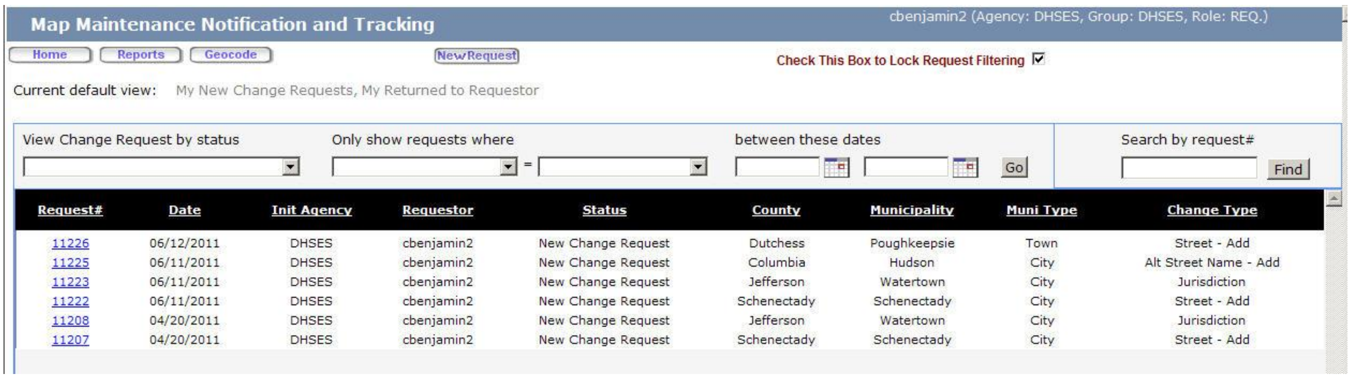
EXERCISE 7: Tracking Change Requests.

Goals for this exercise:

- to familiarize yourself with the MMNT Change Request tracking interface
- to learn how to "read" Change Request attributes in the Change Request table
- to learn how to change the default configuration of the Change Request table

Step 1: Examine the Change Request Table

❑ Review the Change Request table. Notice that the table only contains Change Requests that have not yet been submitted.



Request#	Date	Init Agency	Requestor	Status	County	Municipality	Muni Type	Change Type
11226	06/12/2011	DHSES	cbenjamin2	New Change Request	Dutchess	Poughkeepsie	Town	Street - Add
11225	06/11/2011	DHSES	cbenjamin2	New Change Request	Columbia	Hudson	City	Alt Street Name - Add
11223	06/11/2011	DHSES	cbenjamin2	New Change Request	Jefferson	Watertown	City	Jurisdiction
11222	06/11/2011	DHSES	cbenjamin2	New Change Request	Schenectady	Schenectady	City	Street - Add
11208	04/20/2011	DHSES	cbenjamin2	New Change Request	Jefferson	Watertown	City	Jurisdiction
11207	04/20/2011	DHSES	cbenjamin2	New Change Request	Schenectady	Schenectady	City	Street - Add

❑ The **Current Default View** located above the Change Request table indicates what the default display will be. The default is set to show only those Change Requests that require your action. For Requestors it is:

- New Change Request
- Returned to Requestor

Current default view: My New Change Requests, My Returned to Requestor

Step 2: Sort records in the Change Request Table

❑ Click on the **Municipality** column header. Municipality

❑ Notice that the records are now sorted alphabetically by Municipality name. A second click will sort them by Municipality name in reverse alphabetical order.

❑ Click on the **Request #** column header to sort the records by their Change Request number. You can sort in reverse order with a second click in the column.

❑ Click any other column header to sort the records.

Step 3: Filter Change Requests by Status

❑ Expand the **View Change Request by Status** dropdown list.

❑ Select ***My Open as Requestor*** option from the list.

❑ Notice that the Change Request table refreshes to display open Change Requests that you initiated, regardless of status. The **Requestor** column is populated with your username for all requests.

❑ To return back to the Default view, select ***My Default*** view from the **View Change Request by Status** dropdown list.

- The ***My Closed as Requestor*** option is used to show all Change Requests that you have submitted that have been either completed or rejected. You currently do not have any of these.

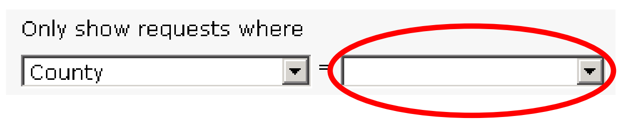
Step 4: Filter Change Requests by Request Attributes

- Select ***My Open as Requestor*** from the **View Change Request by Status** dropdown list.

- Expand the dropdown list located beneath **Only show requests where**. The dropdown list contains the column names that are displayed in the Change Request table.

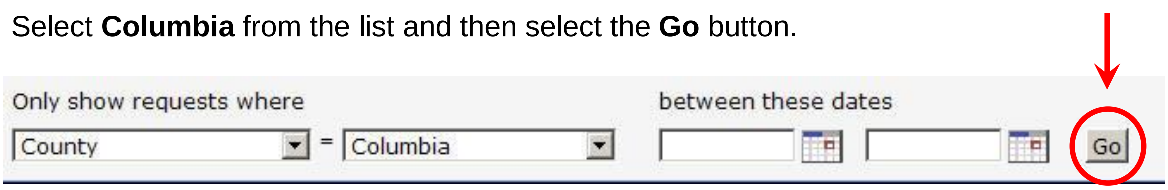
- Select ***County*** from the dropdown list.

- Expand the dropdown list located just to the right of County.



- Notice the list contains only those County names that currently exist in the Change Request table.

- Select **Columbia** from the list and then select the **Go** button.



- Notice that the Change Request table refreshes to filter the currently displayed requests. Only requests for the selected county are displayed in the table.

- Expand the **Only show requests where** dropdown list and select the first blank line from the list to cancel the filter. Select the **Go** button.

- The county filter is cancelled and all **My Open As Requestor** records are displayed.

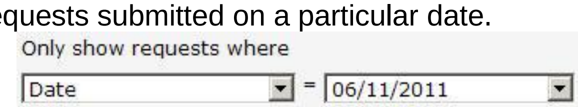
- Experiment with other filter options.

- To cancel all filters and return to your default view, select the **Home** button.

Step 5: Filter Change Requests by Submission Date

- Select ***Date*** from the **Only show requests where** dropdown list.

- Select a date from the attribute value list located to the right from the attribute list. Use this filter to show only those requests submitted on a particular date.

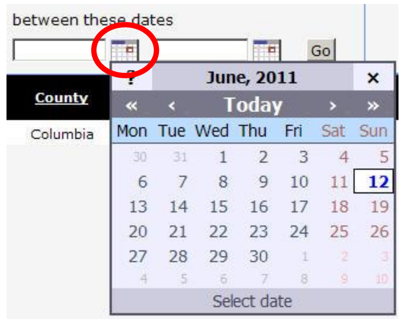


Tracking Change Requests

- ❑ Click the **Go** button to apply the filter.
- ❑ Notice that only Change Requests submitted on the selected date are displayed.
- ❑ Cancel the filter.

To filter the Change Request table by a date range, use the **Between these dates** dropdown lists:

- ❑ Click the Calendar icon displayed next to the first date entry field.



- ❑ Explore the Calendar window that is displayed beneath the date entry field. Notice that the current date is highlighted on the display.
- ❑ Select the double arrow button pointing to the left (located in the Today line) to flip the Calendar back by years. The double arrow button pointing to the right will go forward by year. Hold down an arrow key to display multiple calendar years.

- ❑ Use the single arrow button pointing to the right to flip the calendar forward by months. The single arrow button pointing to the left will go back by months. Hold down an arrow key to display all months.

- ❑ Select the **Today** button on the Calendar window to return to the current date.
- ❑ Select any day prior to todays date (click on the date in the Calendar window).
- ❑ Notice that the date entry field is populated with the selected date and the calendar window closed.
- ❑ Click the calendar icon next to the second date entry field. Select the current date. Then select the **Go** button.

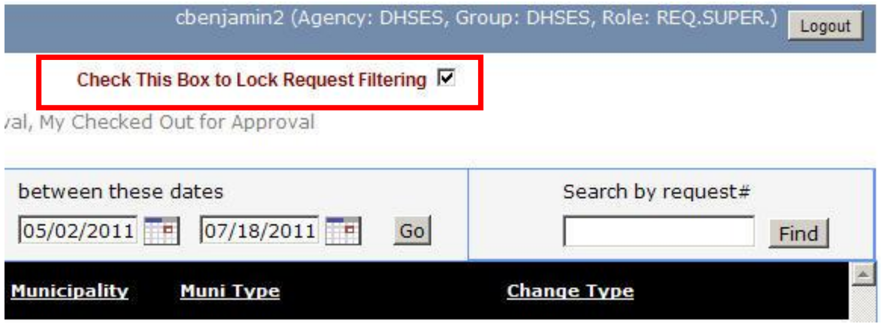
- ❑ Notice that Change Requests that were submitted within the selected date range are displayed in the Change Request table.
- ❑ Right click in the date entry fields to clear the fields and select the **Go** button.

Tracking Change Requests

Step 6: Lock Request Filtering

If you select a Change Request, your filter selections will not be retained when you return to the Home page unless you first lock the filter:

- Set a filter and then check the box next to **Check This Box to Lock Request Filtering**.

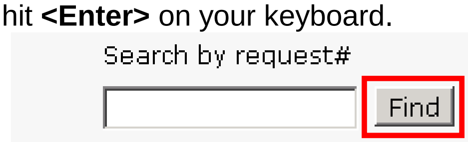


- Open a Change Request. Select the **Home** button. Notice that filters were retained.
- Uncheck the box next to **Check This Box to Lock Request Filtering** and open a Change Request. Select the **Home** button. Notice that your filters no longer apply.

Step 7: Search by Request Number

When you know the number of the Change Request you are looking for, you can use this number to quickly find the request, even if the Change Request has been closed.

- Enter **11202** into the **Search by request #** entry field to the far right of the page.
- Select the **Find** button or hit **<Enter>** on your keyboard.



- Notice that only the selected Change Request will appear in the Change Request table. Open the Change Request. Notice that **Status** is **Completed**. The requested changes have been verified as being correctly made in the file.
- Select the **Home** button to return to the Home Page.
- Now find Change Request **11220** using the **Search by request #** entry field and open the Change Request.
- Notice that **Status** is **Rejected**. Open the **Comments** section to see why the Change Request was rejected.
- Select the **Home** button to return to the Home Page.

END OF EXERCISE 7

<<< Lesson break - Please wait for Instructor's directions >>>

EXERCISE 8: Geocoding in MMNT

Goals for this exercise:

- to learn how to geocode addresses in MMNT
- to understand when Streets or Address Points were used to locate an address

❑ Select the **Geocode** button at the top of the Home page.

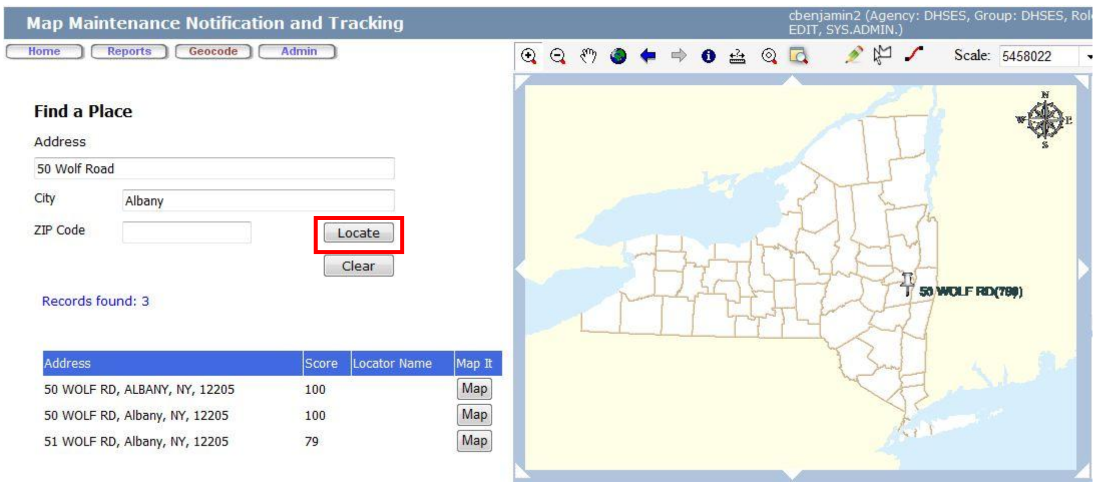
Enter address information into the corresponding text boxes:

❑ Type **50 Wolf Road** into the **Address** box.

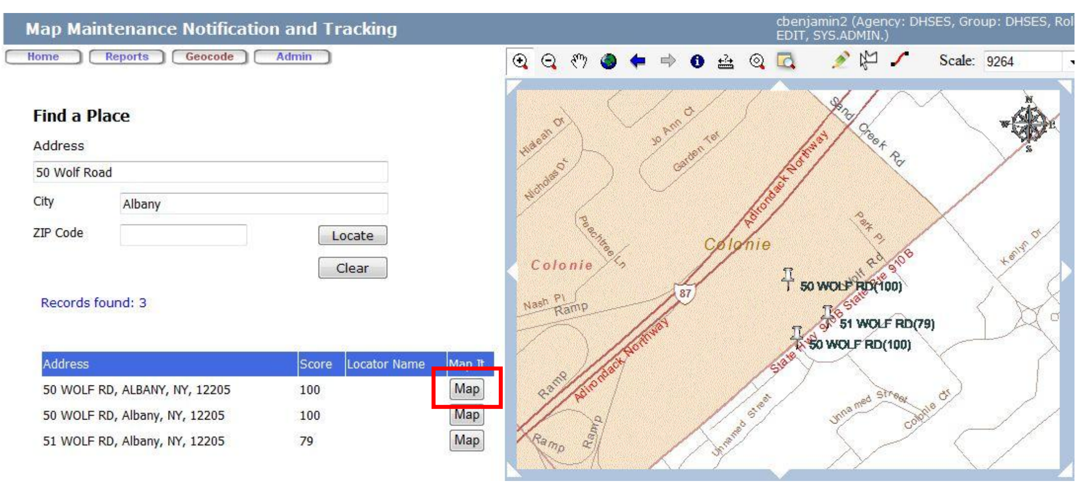
***Note*:** *A house number is always required.*

❑ Type **Albany** into the **City** box. Leave the **ZIP Code** box empty.

❑ Select the **Locate** button.



❑ Candidate addresses and their confidence scores are listed and displayed on the map. Select the Map button next to the first 50 WOLF RD, ALBANY, NY 12205 candidate address to zoom the map to the selected address.



❑ Notice that all three candidate addresses are shown. The selected address will appear in the center of the map. In this case the point is located off of the Street, indicating that an Address

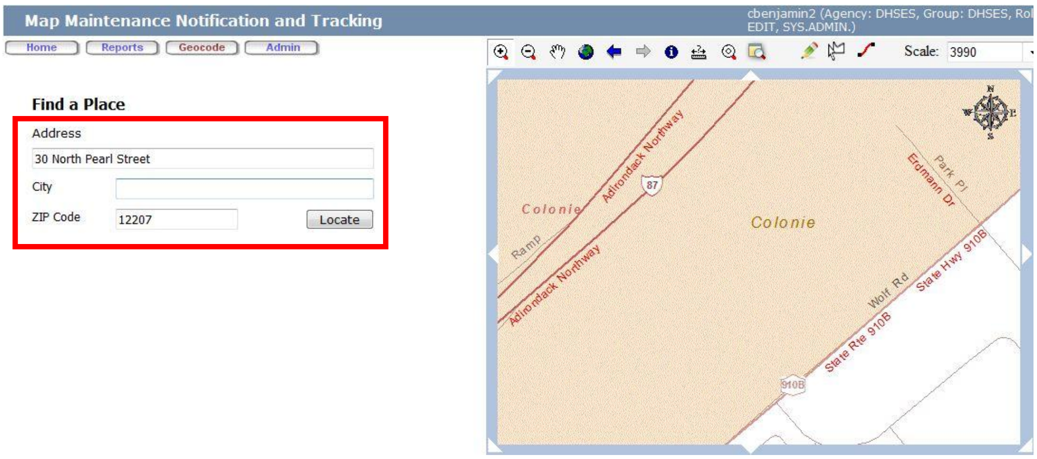
Point was used to locate the address. The Geocode tool will first try to locate to an Address Point and then default to an Address Range if an Address Point is not found.

- Turn on the Address Points and use the **Zoom to Make Layer Visible** tool to zoom in and turn on the Address Points in the map.

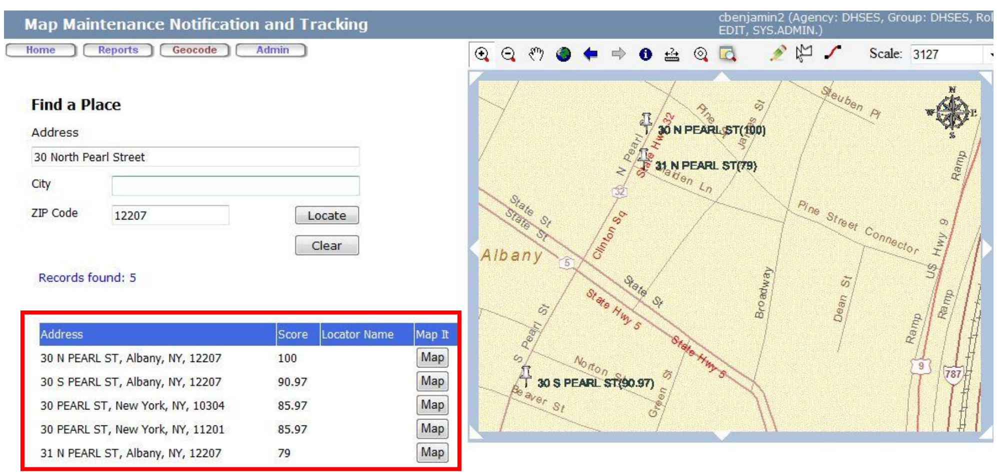
- Notice that an Address Point exists for 50 Wolf Road.

- Select the **Clear** button to remove the push pin on the map and the list of candidate addresses. Turn off the Address Points to improve display speed.

- Now geocode **30 North Pearl Street, 12207**.



- Notice that 5 records were found as candidates for the information entered. The best potential address will be listed on top with others following based on their confidence score.



- Select the **Map** button next to the 30 N PEARL ST, NY 12207 address. Zoom In so that the three candidate addresses in Albany are displayed. Notice that the point is located on the street. No Address Point was found so the Geocode tool defaulted to the Address Range.

- Turn on the Address Points to verify no Address point exists for 30 N Pearl Street.

- Select the **Clear** button to clear the map and turn off the Address Points.

- Use what you have learned to Geocode your house and place of employment.

END OF EXERCISE 8

EXERCISE 9: Generating Reports

Goals for this exercise:

- to familiarize yourself with the MMNT report templates
- to learn how to set report parameters
- to learn how to generate a report and use the printer friendly report page

Step 1: Explore the MMNT Reports page

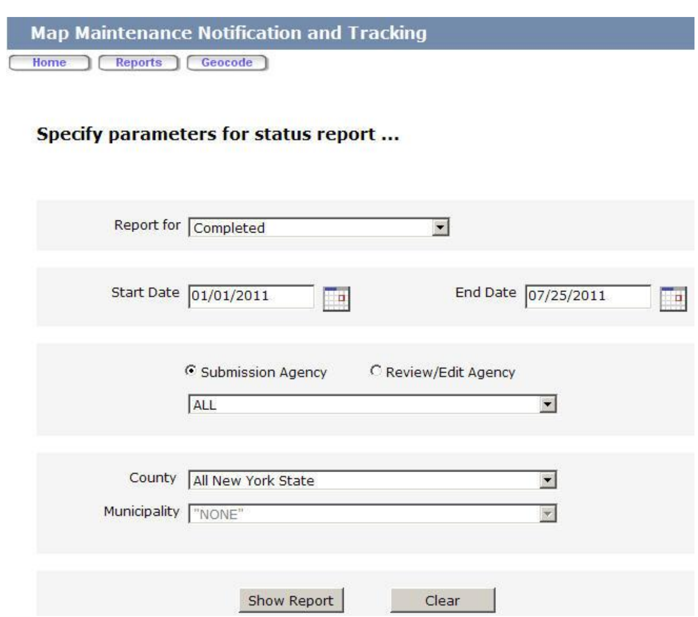
- ❑ From the MMNT Home page select the **Reports** button available at the top of the page.

- ❑ Three report templates are available:
  - By Processing Status
  - By Change Type
  - By Time Estimates

Step 2: Generate report by Change Request Processing Status

The ***By Processing Status*** report allows a user to generate a report that totals the number of Change Requests in the system, open and closed, summarized by their processing status.

- ❑ Select the **By Processing Status** link on the MMNT Reports page.
- ❑ Select the ***Completed*** option from the **Report for** dropdown list.
- ❑ Click the Calendar icon located next to the **Start Date** field and select January 1 of this year.
- ❑ Click the Calendar icon located next to the **End date** field. Select the current date.
- ❑ Include Change Requests from all Submission agencies into your report by leaving the **Submission Agency** field set to ***ALL***.
- ❑ To summarize all Change Requests submitted for the entire State of New York, expand the **County** dropdown list and select the ***All New York State*** option.
- ❑ Confirm the current Report Parameters settings match the picture below (except for the dates).



Generate the report**:**

- ❑ Select the **Show Report** button to generate the report.

- ❑ The Report page will be displayed reflecting the number of Change Requests that were completed since the beginning of this calendar year.

- ❑ Notice that requests are grouped and summarized by **Submission Agency/Group** along with a **Grand Total** number of requests for **All New York State**.

Change the report parameters:

- ❑ Select the New Report by Status link displayed in the upper left corner of the page to return to the Report Parameters page.

< New report by Status

- ❑ Notice that all of the previously entered values remain. Expand the **County** dropdown list and select the ***All New York State by County*** option.

- ❑ Select the **Show Report** button and review the new report. Notice that requests are grouped and summarized by **Submission Agency/Group** within each individual County.

Print the report:

- ❑ Select the **Printer Friendly Version** link in the upper right corner of the Report page to display the page in a printer friendly layout.

Printer Friendly Version

- ❑ Notice the **Print Report** and **Print Preview Report** links in the upper right corner of the page. Use these links to preview and print the Report.

Print report
Print Preview report

- ❑ Notice the two links in the upper left corner of the page. These links allow you to return to either the previous Web Report page or the Report Parameters page.

< New report by Status

< Return to web report

- ❑ Select the **New Report by Status** link to return to the Report Parameters page.

- ❑ Select the **Reports** button to return to the MMNT Reports page.

Step 3: Generate report by Change Request Type

The ***By Change Request Type*** report allows a user to generate a report that totals the number of Change Requests in the system, open and closed, summarized by their Change Request Type.

- ❑ Select the **By Change Type** link on the MMNT Reports page.

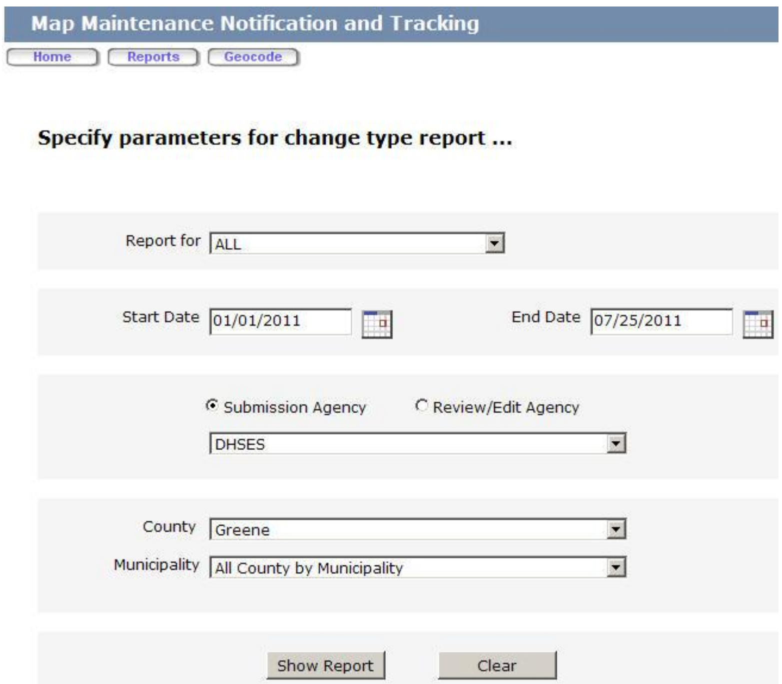
- ❑ Expand the **Report for** dropdown list. The drop down field contains a list of all possible Change Request types.

Create a report that summarizes all Change Requests by type within Greene County that were submitted by DHSES since the beginning of 2011:

- ❑ Keep the ***ALL*** option selected in the **Report for** dropdown list.

- ❑ Click the Calendar icon located next to the **Start Date** field and select January 1, 2011.

- Click the Calendar icon located next to the **End Date** field. Select the current date.
- Select ***DHSES*** from the **Submission Agency** field.
- Expand the **County** dropdown list and select ***Greene***.
- Notice that the **Municipality** field is now enabled and set to ***All County***. This option will result in Change Request being summarized for the entire county.
- Expand the **Municipality** dropdown list and select ***All County by Municipality*** to have requests broken further down and summarized by individual municipality.
- Confirm the current Report Parameters settings match the picture below (except for the dates).



- Select the **Show Report** button to generate the report. The report for All Change Requests submitted by DHSES for Greene County since the beginning of 2011 is displayed and summarized by Change Request Types within individual Municipalities.
- Generate one or two new reports to familiarize yourself with the reports parameters and output format.
- Return to the **Home** page.

Step 4: Remove Change Requests Created During Training

- **Delete** all Change Requests with the status of ***New Change Request*** generated during today's training exercises. Do not delete any of your other Change Requests. The Request Supervisor will delete these Change Requests during Exercise 10.
- Select the **Logout** button to close the browser and logout of MMNT.

END OF EXERCISE 9

<<< Lesson break - Please wait for Instructor's directions >>>

EXERCISE 10: MMNT Supervisor Functions

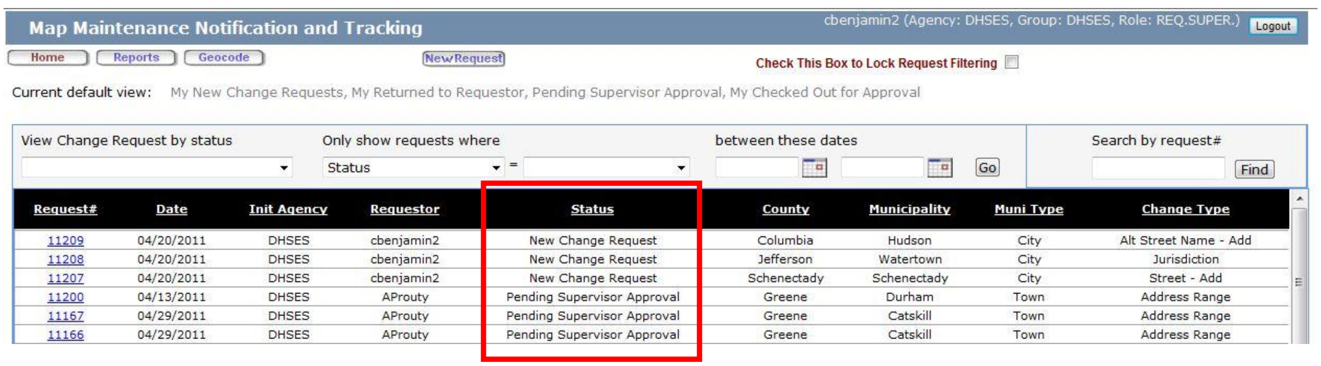
The goals for this exercise are to understand the Request Supervisor's processing roles:

- to check out a Change Request
- to approve a Change Request
- to reject a Change Request
- to return a Change Request to the Requestor
- to check in a Change Request without approving, rejecting, or returning it to the Requestor

Step 1: Examine the Home page interface

The Request Supervisor's Change Request table contains Change Requests only from Requestors within the same organization. These Change Requests need to be approved by a Request Supervisor before they can be forwarded to New York State for review.

- ❑ Log into MMNT and examine the Home Page.
- ❑ Notice that all Change Requests displayed in the Current Default View have a status of ***Pending Supervisor Approval.*** These Change Requests require the County's review before they can be sent to New York State.



- ❑ Since Request Supervisors typically have a dual role as an Authorized Requestor, the Change Requests displayed could also have a status of ***Returned to Requestor*** or ***New Change Request.***

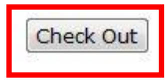
Step 2: Filter Change Requests by Status

- ❑ Expand the **View Change Request by Status** dropdown list and select ***All Open*** from the list.
- ❑ The Change Request table refreshes to display all open Change Requests regardless of their status and submission agency. You can view any of these Change Requests but you will not be allowed to check them out unless they were submitted by someone in your County.
- ❑ Select ***All Pending Supervisor Approval*** from the **View Change Request by Status** dropdown list.
- ❑ The Change Request table refreshes to display all Change Requests with the Status of ***Pending Supervisor Approval*** and Requestors are only those people within your County.
- ❑ Open a Change Request in Dutchess County.

Step 3: Checking out a Change Request

- ❑ Notice that the map and Change Request Parameters are displayed but the **Update request with current markup and/or selection shapes** button is not enabled. Similarly, the Attributes are displayed but the **Requested Value** input boxes are also disabled.

- To open the Change Request for processing, select the **Check Out** button located directly above the **Attributes** section.



- Notice that the **Check Out** button is replaced with four new processing buttons:

Approve – to accept the Change Request and send it to New York State for review
Check In – to save the Change Request in the Supervisor's queue for later processing
Return – to return the Change Request back to Requestor for modification
Reject – to reject the Change Request and mark it as closed

- Notice that the **Update request with current markup shapes** option is enabled, allowing the Request Supervisor to modify or add to the current markup or feature selection.

- Notice that the **Attributes** section is now enabled for editing. A Request Supervisor can modify Attributes, Attachments, Links, and add Comments and On-Behalf(s) to the Change Request.

- Notice however that the **County**, **Municipality** and Request **Type** parameters are disabled and cannot be altered.

Step 4: Approving a Change Request for Review

- Expand the **Comments** section.

- In the **Comments** entry field type ***Road construction work has been delayed until October 2011. Roads will be publically accessible in May 2012.*** Select the **Add** button to add the Comment text to the request.

- Notice the new comment was added to the top of the **Comments** table. Select the **Approve** button to approve the Change Request and send it to New York State for review.

- If an On-Behalf is to receive an e-mail when the Change Request is submitted for NYS' review, an e-mail will automatically be created and addressed to the On-Behalf(s)**.** Customize the email message if needed and then select the **Send** button to notify the On-Behalf(s) of the submitted Change Request.

- The Change Request's status has changed to **Pending Reviewer Approval**. At this point the Change Request is disabled for editing however a **Retract** button is available. The Change Request can be retracted and edited until a Reviewer checks it out.

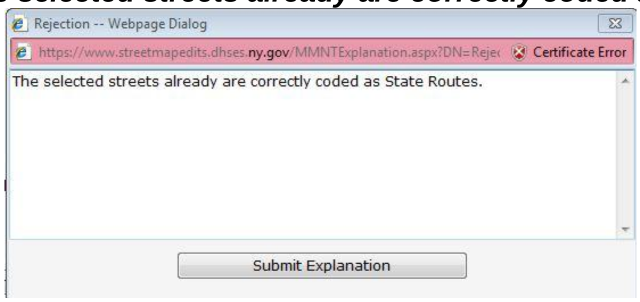
- Notice that the Change Request is not listed in the Change Request table by default because it has moved out of the Request Supervisor's queue.

- Expand the **View Change Request by Status** drop down list and select ***All Open***.

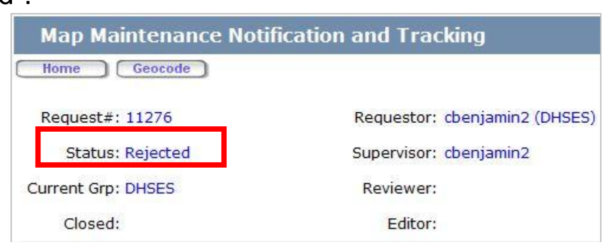
- Filter the Change Request page to only show requests with a Status of ***Pending Reviewer Approval***. The processed Change Request will be listed in the table.

Step 5: Rejecting a Change Request

- Open a Change Request in Jefferson County with a Status of ***Pending Supervisor Approval.***
- Select the **Check Out** button.
- Select the **Reject** button to reject the Change Request.
- A popup window will appear prompting the Request Supervisor to submit an explanation for the rejection. Type: ***The selected streets already are correctly coded as State Routes.***



- Select the **Submit Explanation** button.
- Notice how the Change Request Status has been updated to Rejected. This Change Request is considered "Closed".



- Return to the Home page and select ***My Closed as Supervisor*** from the **View Change Request by Status** dropdown list. The rejected Change Request will be listed.

Step 6: Checking a Change Request In

Change Requests can be retuned back to the Pending Supervisor approval queue without approving, rejecting, or returning it to the Requestor. This allows the Change Request to be checked out by the same or a different Request Supervisor at another time.

- Select ***All Pending Supervisor Approval*** from the **View Change Request by Status** dropdown list.
- Open the most recently submitted Change Request in Columbia County.
- Select the **Check Out** button. Notice the Change request's status has changed to **Checked Out to Supervisor**.

- Select the **Check In** button to check the Change Request back into the Pending Supervisor Approval list.
- Notice how the Change Request Status has been updated to ***Pending Supervisor Approval***.
- Return to the **Home** page.

Step 7: Returning Change Request to Requestor

- Open the Change Request in Columbia County that was just checked back in.
- Select the **Check Out** button.
- Select the **Return** button to return the Change Request to the Requestor.
- A popup window will appear prompting the Request Supervisor to submit an explanation for the return. Type: ***Please clarify if this is a North or South evacuation route.***
- Select the **Submit Explanation** button.
- Notice how the Change Request Status has been updated to ***Returned to Requestor***. This Change Request has been returned to the Requestor with your explanation.

- Return to the **Home** page.

Step 8: Remove Remaining Change Requests Created During Training

- Review all Change Requests with the status of ***Pending Supervisor Approval*** and **Reject** those Change Requests generated as part of today's training exercises.
- **Delete** all remaining Change Requests with the status of ***New Change Request*** that you created during today's training exercises.
- **Retract** and then **Delete** all Change Requests with the status of ***Pending Reviewer Approval*** generated as part of today's training exercises. This will remove the remaining invalid Change Requests from MMNT.
- Select the **Logout** button to close the browser and logout of MMNT.

END OF EXERCISE 10