



*North Carolina*  
**One-Call Center, Inc.**

# Newtin Online Gridding

**Instruction Guide**

# *Introduction*

The North Carolina One-Call Center's Database/GIS Department is pleased to provide our members with this new and exciting Newtin Online Gridding program. We hope it will make your gridding process much easier and enjoyable. The following documentation will describe the process of creating a notification database based upon grids and gridlets.

Before beginning to use the program your company's database representative will need to contact Lesley Brady to receive your account and password. At this time you will receive a brief tutorial of the program and can schedule a convenient date to receive training on the new system. Training is provided via the Internet over an iLinc presentation or onsite in your office or ours.

If you need further assistance at any time you may contact a member of the Database/GIS Department at (336) 854-8597 or by email at [lesley@ncocc.org](mailto:lesley@ncocc.org).

***A special note before you get started: The North Carolina One-Call Center has no way of checking your grids for accuracy. You are responsible for making sure your grids have been done correctly.***

# Getting Started on Newtin

The Newtin System, run through Internet Explorer, requires communication with the server on port 80 (HTTP). By default, Internet Explorer will sandbox all applications and limits their functionality. To allow the Newtin System to run, you must set up Internet Explorer to trust the host web site. To do this, follow these steps.

## Verify Microsoft .NET Framework v1.1

Click on Start and then Control Panel

Double-Click Add or Remove Programs

Once the list has populated scroll down to see if you have Microsoft .NET Framework version 1.1

If not installed you will need to visit, [www.microsoft.com](http://www.microsoft.com) and click on Downloads and Trials

Click on Download Center

Under the section titled “Popular Downloads” you want to click on the link that says “More Popular Downloads”

Click on the link that says “.NET Framework Version 1.1 Redistributable Package”

Click on the Download button and follow the prompts to complete download

## Setup Internet Explorer

Open Internet Explorer

Select “*Internet Options*” from the Tools menu

Click the “*Security*” tab

Click the “*Trusted Sites*” Icon

Find in the lower portion of the dialog the area for “*Security level for this zone*”

Verify that the level is set to “*Low*”. If necessary, click the ‘Custom Level’ button and at the bottom of the dialog displayed, select “*Low*” and click the “*Reset*” button.

Click the “*Sites*” button to open the trusted sites list.

If checked, uncheck the “*Require server verification (https:) for all sites in this zone*” option.

In the “*Add this Web site to this zone:*” field, enter the host server: **newtina.ncocc.org**

Click the “*Add*” button to add the site to the Web sites list.

Click *OK* to dismiss the Trusted Sites dialog

Click *OK* to dismiss the Internet Options dialog

# *Getting Started on Newton*

## **Setup .NET Security Settings**

Microsoft's shortcut to the .NET Security Wizard application is not updated when installing the .NET 1.1 Framework after having installed the .NET v1.0 Framework. The best way to launch the .NET 1.1 Security Wizard application is to run it directly.

Click on Start and then Control Panel

Double-Click the Administrative Tools icon (if this is not displayed you will need to change to Classic View)

Double-Click on Microsoft .NET Framework v1.1 Wizards

Double-Click on Adjust .NET Security

Make sure that the radio button beside of "*Make changes to this computer*" is highlighted **\*\* If "*Make changes to the current user*" is highlighted you will need to have your System's Administrator log into your computer and adjust the .NET Security \*\***

Click the "*Next*" button to continue.

Click the "*Trusted Sites*" icon.

Make sure that you move the slider to the top towards the label "*Full Trust*"

Click the "*Next*" button to continue.

Verify in the settings summary that Trusted Sites now reads "*Full Trust*" and click the "*Finish*" button to finish.

Close all open windows.

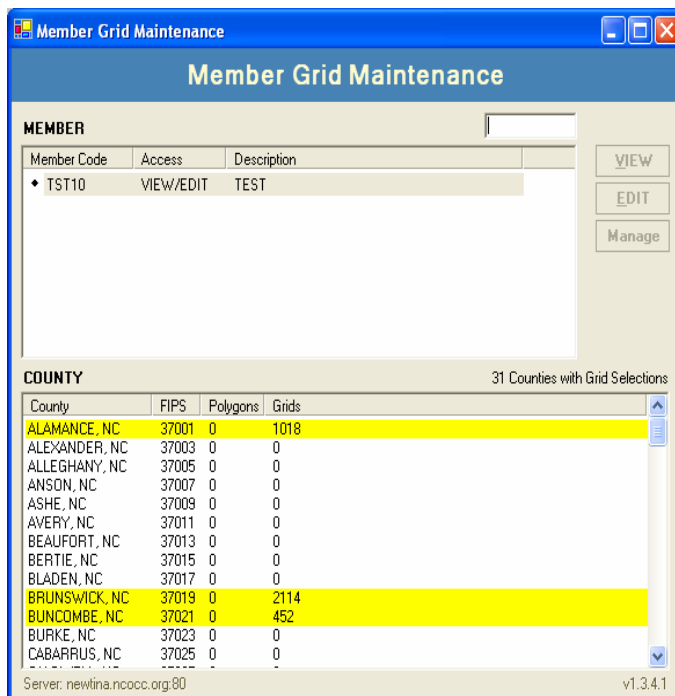
# Preface

Newtin Online Gridding is a utility program accessed via the Internet for selecting notification grids on a per-county basis. It provides functionality for “Grids” and “Gridlets”. Grids are 1/4 minute square in size, and fall on 1/4 minute boundaries. Gridlets are smaller grids that fit inside a grid and allow you to define a higher resolution notification area. For each grid, there are 25 gridlets. That is, 5 rows and 5 columns of gridlets for every grid.

## Login to the Website

In the “Address” field of your internet browser, type the following address: **www.ncocc.org** and press Enter. Click on the Database tab. Click on the link “Click here to go to the NCOCC Newtin System”. Click on the link under Maintenance: Member Grids. Select your member code or the code that you wish to work with (if you have more than one) and the county that you wish to work in and then click on Edit.

Below is an image of the “Member Grid Maintenance” page.



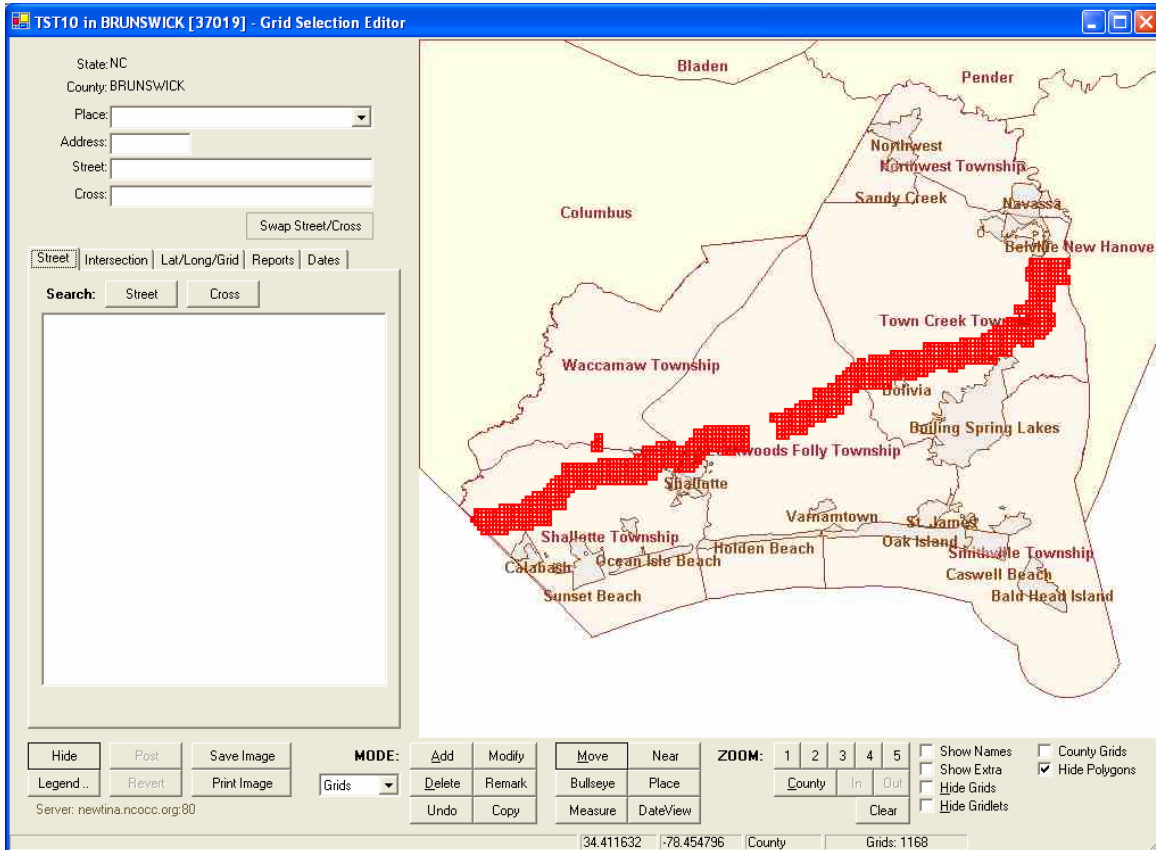
With this window a member can select:

**View:** This allows the member to see a read-only version of their grid system.

**Edit:** This allows the member to add, delete, or change information in their grid system.

**Note:** All counties that the member has grids/gridlets in will be highlighted in yellow.

# Grid Selection Editor



Once you have selected the member and county and clicked on the Edit button the above “Grid Selection Editor” page will be displayed. The Grid Selection Editor allows the member to see an overview of their grid selections in the county that they selected. The member can perform many different functions from this page. Each individual section will be discussed in detail on the following pages.

# Member Grid Maintenance

The screenshot shows a web form with the following fields and values:

- State: NC
- County: GUILFORD
- Place: Greensboro (dropdown menu)
- Address: 2300
- Street: w meadowview rd
- Cross: centerview dr

A button labeled "Swap Street/Cross" is located at the bottom right of the form.

The Member Grid Maintenance tool has many features in the form of tabs, buttons, and check boxes. In the space provided in the upper left hand corner of the mapping interface information may be entered in the provided fields, which may be used to find and display a specific location on the map.

**Place:** Enter the place that you want to work with or click the arrow for a drop down list of places within the county.

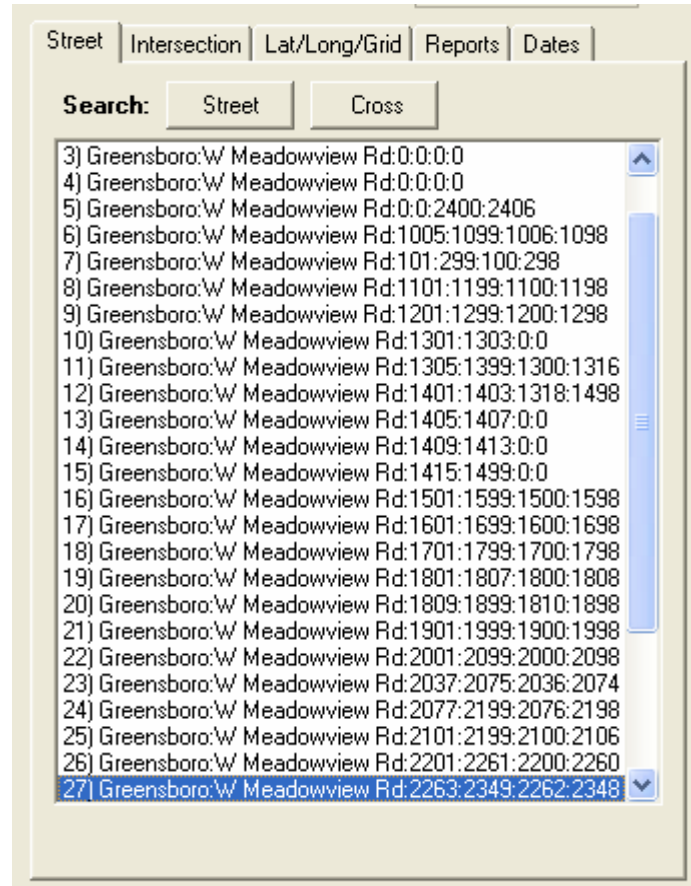
**Address:** This is where you will enter the numeric number for the house or business.

**Street:** Enter the street name that you wish to find.

**Cross:** Enter the name of the nearest intersecting street to the street name entered in the Street field.

**Swap Street/Cross:** This button will move the information from the street field to the cross street field and move the information from the cross street field to the street field.

# Street



**Street Tab:** This tab allows you to search for the street name and/or the cross street name. To search for the name of the Street listed in the Street Field click on the Street button. To search for the name of the Cross street listed in the Cross field click on the Cross button. If more than one match is found a list of possible names and address ranges will be displayed. Simply click on the street and/or address range that you wish to pull up and the street will be highlighted on the map in red.

# Intersection

State: NC  
County: GUILFORD  
Place: Greensboro  
Address: 2300  
Street: w meadowview rd  
Cross: centerview dr

Swap Street/Cross

Street | Intersection | Lat/Long/Grid | Reports | Dates

Find Search Copy To Street/Cross

1) Greensboro:W Meadowview Rd & Centerview Dr

**Intersection:** This tab allows you to find or search for the intersecting streets that you have listed in the Street and Cross Fields. There is also a button that lets you copy the intersecting streets to the street and cross street fields.

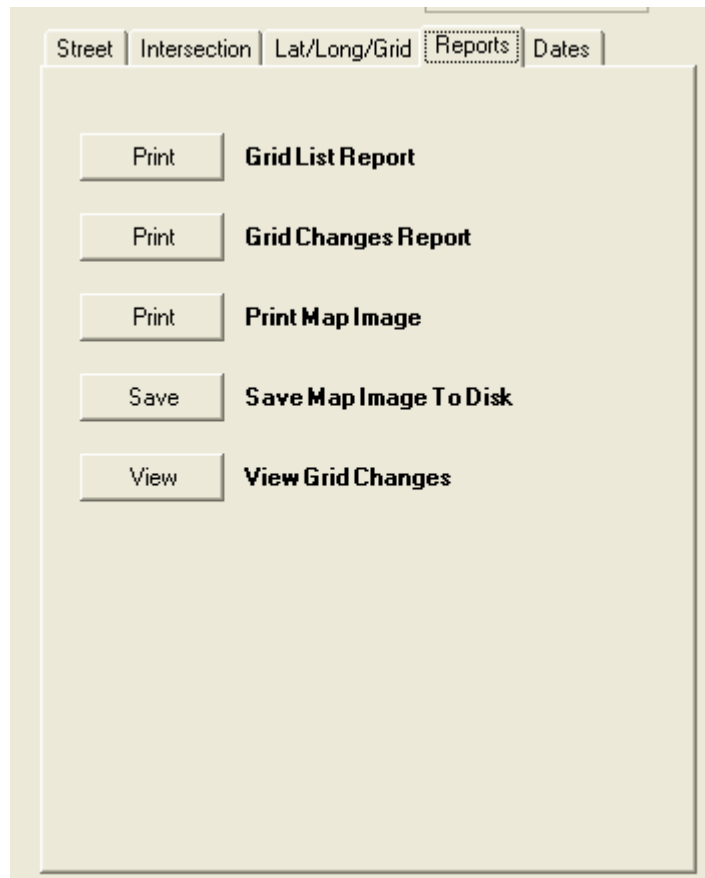
# Lat/Long/Grid

The screenshot shows a web application interface with a navigation bar at the top containing tabs: 'Street', 'Intersection', 'Lat/Long/Grid', 'Reports', and 'Dates'. The 'Lat/Long/Grid' tab is currently selected. Below the navigation bar, there are two main sections. The first section is titled 'Jump To Latitude/Longitude:' and contains two input fields: 'Latitude:' with the value '36.011748' and 'Longitude:' with the value '-79.793081'. To the right of these fields are three buttons: 'Jump to', 'Clear', and 'Remove'. The second section is titled 'Jump To Grid:' and contains one input field: 'Grid:' with the value '3604C7947B'. To the right of this field are three buttons: 'Add', 'Jump to', and 'Remove'.

**Lat/Long/Grid:** This tab allows you to enter latitude and longitude coordinates and click the Jump To button to go to those specific coordinates which will be indicated by a red plus (+) sign. The **Clear** button will remove the red plus (+) sign from the map. The **Remove** button will remove the latitude and longitude coordinates that you had in the latitude and longitude fields.

From this tab you can also Jump To a specific grid number which will be indicated by a red plus (+) sign. If you need to add or remove the specified grid from your database simply click the Add or Remove button and then Post the changes to the server.

# Reports



**Grid List Report:** This allows the user to print a list of all grid/gridlet numbers and include the effective/expire dates, times and the expired grids. The list can be sorted by Grid Name, Effective Date, or Expires Date.

**Grid Changes Report:** This allows the user to print all grid changes that were completed.

**Print Map Image:** This allows the user to print the current map image that is displayed.

**Save Map Image to Disk:** This allows the member to save the current map image to a disk as a JPEG file.

**View Grid Changes:** This allows the member to view all unchanged grid changes which includes new and modified grids.

# Dates

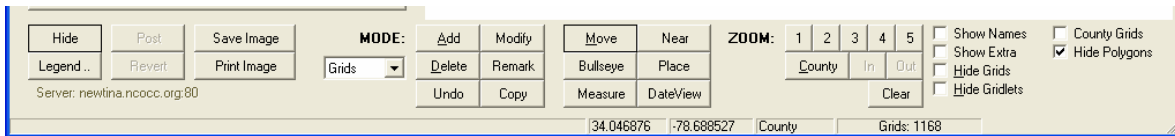
The screenshot shows a web application interface with a tabbed menu at the top containing 'Street', 'Intersection', 'Lat/Long/Grid', 'Reports', and 'Dates'. The 'Dates' tab is active. Below the menu, there is a text box explaining that grids have an effective date and an optional expiration date. The interface is divided into two sections: 'Adding New Grid Selections' and 'Modifying Existing Grid Selections'. Each section contains two date selection fields: 'Effective' and 'Expire'. Each field has a dropdown menu showing 'Mon, Apr 23, 2007 @ 10:47 AM' and a checkbox. In the 'Adding New Grid Selections' section, the 'Effective Date is NOW' and 'Expiration Date is NEVER' checkboxes are checked. In the 'Modifying Existing Grid Selections' section, the 'Effective Date is NOW' and 'Expiration Date is NEVER' checkboxes are also checked. A note below the 'Modifying Existing Grid Selections' section states: 'NOTE: When Deselecting an existing grid, its expiration date is set to NOW.'

By default any new or modified grid selections are set with the effective date of NOW and the expiration date of NEVER.

The member can change the effective date of the new grids by unchecking the box beside of Effective Date is NOW and selecting a new date from the drop down calendar. The expiration date can be changed by unchecking the box beside of Expiration Date is NEVER and selecting a new date from the drop down calendar.

The member can also change the effective and expiration dates when modifying existing grid selections the same way.

# Selection Toolbar



**Hide:** This allows the user to toggle the panel showing all tabs and street information on and off in order to show a bigger map.

**Legend:** This button will display a color legend for the map grids. For example, a new grid with an effective date of NOW will be highlighted by a blue polka dotted square or an expired grid will be highlighted by a grey polka dotted square.

**Post:** This allows the user to post any grid changes to the server that they have made. The Current Grid Changes box will display a list of New Grid Selections and/or a list of Modified Grid Selections and prompt the user to Accept or Cancel the changes.

**Revert:** This allows the user to revert or undo all changes made during this session. You will be prompted with a Discard Changes dialog box to click OK or Cancel.

**Save Image:** This allows the user to save the current map image to disk as a JPEG file.

**Print Image:** This allows the user to print the current map image.

**Mode:** There is a drop down box which allows the user to choose between grids and gridlets.

**Add:** This button allows the user to add new grids/gridlets to selection.

**Delete:** This button allows the user to delete grids/gridlets from selection.

**Undo:** This button allows the user to undo or revert changes to modified grids/gridlets.

**Modify:** This button allows the user to modify/update grid selections.

**Remark:** This allows the user to modify/update the grid/gridlet remarks only.

**Copy:** This allows the user to copy grid/gridlet properties to default.

**Move:** This allows the user to pan in the map and also to zoom in on the map by clicking and dragging a box in the area you wish to zoom in to.

**Bullseye:** This button allows the user to draw a bullseye at specific points, such as, at an intersection. It will display in 100 mile increments with 500 ft and 1,000 ft being highlighted in red.

**Measure:** This button allows the user to measure distances. Simply click on the button and the cursor will display a ruler, click once to begin measuring and twice to end the measure. The distance will be displayed in the bottom left hand corner as you measure.

**Near:** Use this button to identify the nearest street to where you have clicked on the map.

**Place:** This button allows the user to identify places. Once you have clicked on the Place button simply click on any part of the map and the boundaries of the place will display in red and the name of the place will be displayed in the bottom left hand corner of the map screen.

**DateView:** This allows the user to view the grid selections with their effective expired status computed for a specified date. This mode is read-only.

**Zoom:** The user can zoom in on the map by clicking on the buttons 1-5. The County button allows the user to display the entire county view. The In and Out buttons will not become available to you until after you have clicked on any of the numbers 1-5. You may also zoom by clicking and dragging a box in the area of the map that you wish to zoom in on.

**Clear:** This button will clear the map display of all drawn elements.

The user has several check boxes beside the zoom features that will display the grid names, display grid effective/expiration dates, hide/show grids and gridlets, and hide/show county grids that were not selected as well as hiding the polygon information.

# Gridding

There are a couple of ways that a member can proceed to set up a new grid database or to update an existing grid database.

If you know the area that you wish to zoom into on the map then you can click and drag a box around the area. If you know the street name or a particular address then you can type the information in the boxes in the upper left hand corner of the Grid Selection Editor.

Once you have zoomed into the area of the map that you wish to grid you will first need to select whether you wish to use the 1/4 mile grids or the smaller gridlets to identify your underground facilities. In the tool bar along the bottom of the Grid Selection Editor page under the word “**Mode**” you will select grid or gridlet from the drop-down box. Next you will click on the “**Add**” button and then left click on the map where you would like to add a grid/gridlet. If you need to select several grids/gridlets you can click and drag to highlight all of the grids/gridlets that you need to add. If you need to pan in the map in order to continue adding grids/gridlets you will need to click on the “**Move**” button and you will be able to click on the map in the direction that you wish to move. Once you have selected all of the grids/gridlets that you wish to add you will need to click on the “**Post**” button. A “**Current Grid Changes**” box will appear showing a listing of all “**New Grids**” or “**Modified Grids**” and you will be prompted to click on the “**Accept**” or “**Cancel**” button. At this point the “**Posting Grid Selections**” box (at right) will appear and display the progress of the posting. Once the posting is complete click OK to close the “**Posting Grid Selections**” box.

The grids/gridlets that you have posted will show up in blue to indicate they are new grids. Once you have closed out of Member Grid Maintenance then the new grids that you added will be displayed in red to indicate they are existing grids.

