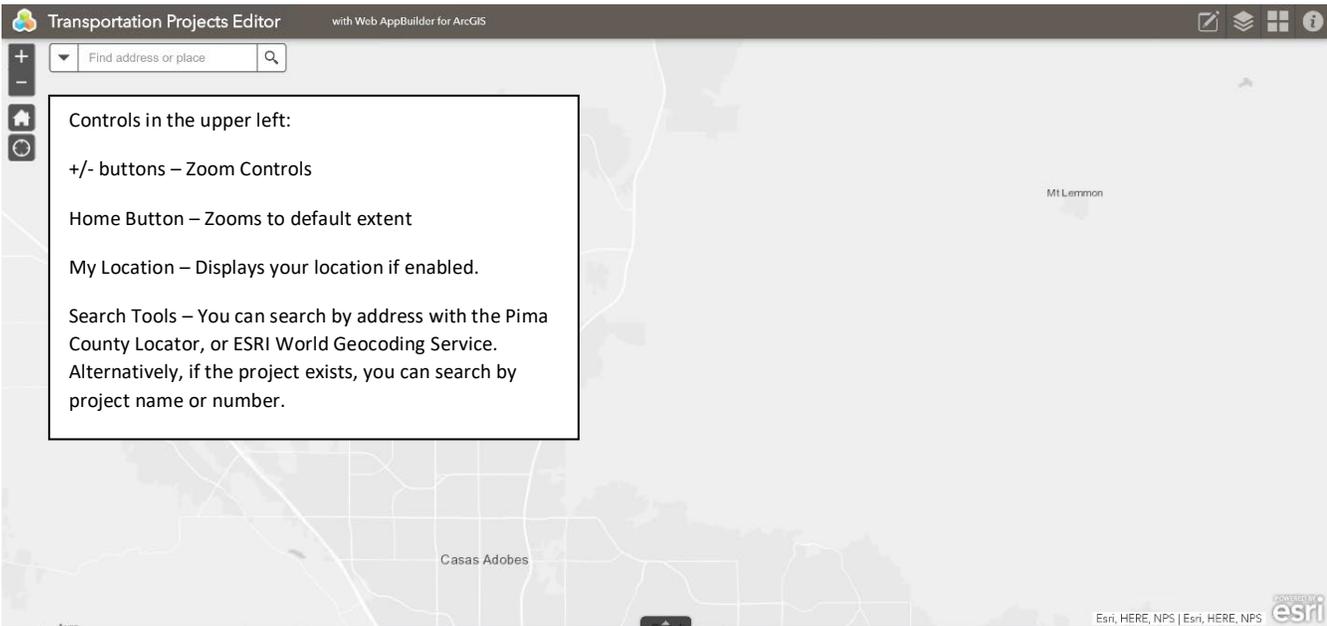


Project Editor



Each department has their own project application to add/edit projects. Click on the appropriate icon to proceed.

Application Screen



The Create Project button will allow you to create a new project or edit an existing project.

The Map Layers button gives you control to turn layers on or off.

The Basemaps button allows you to change the basemap.

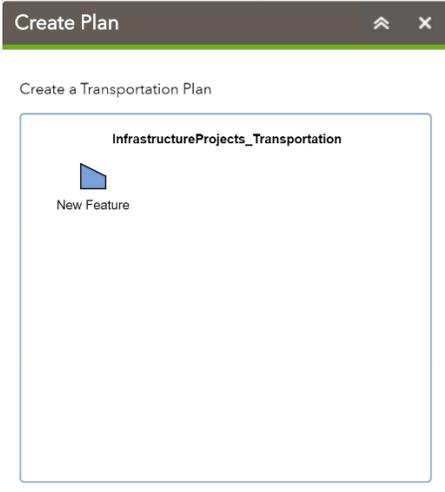
The About button gives you information about this application.

At the bottom of the screen, if you click the arrow the attribute table will scroll up.

Project Identifier	Project Name	Description	Rationale	Project Type	Health and Safety	Mandate	Repair or Maintenance	Replacement	Expansion	Efficiency	Fiscal Year	Funding Source	Design Start Date	Design End Date
OV30 14/15 08	Tangerine Rd at Rancho Vistoso Blvd - Safety Improvements	Construction of a right-in/right-out driveway from Tangerine into the commercial complex at the	The Town is making safety improvements to the right-of-way near Tangerine and First Ave./Rancho	Transportation	Yes	No	No	No	Yes	Yes	2015	General Fund		

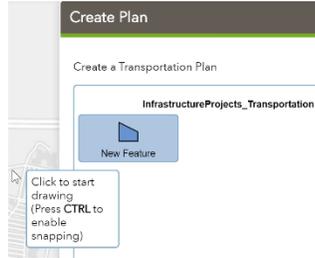
Features 0 selected

Project Creation and Editing



To create a new project, click on the Create Plan button in the upper right side, and then follow these steps.

1. Click on the New Feature template

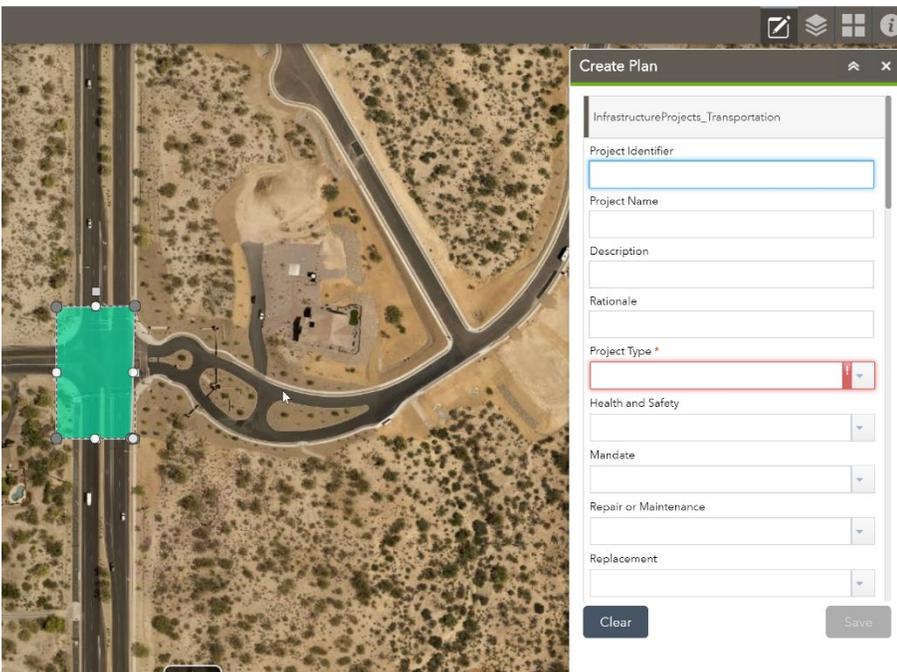


When you move your mouse to the map, a pop-up box shows up with the instructions "Click to start drawing". Move your mouse location to where you want to start drawing your project polygon, then click the left mouse button.

2. Continue clicking the mouse button wherever you need to delineate the project boundary.

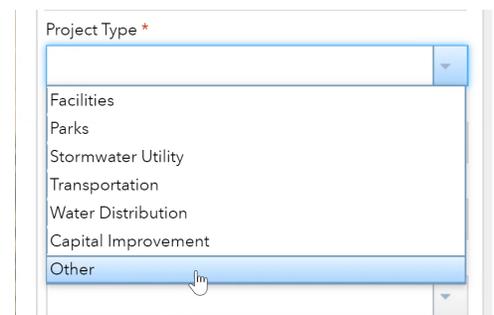


Once you have the shape that you want to represent your project area, double-click the left mouse button.



Once your polygon is complete, your shape will display as shown, where you can still edit the geometry if needed, but your attributes will also appear in the create plan box. Here you provide all of your project data.

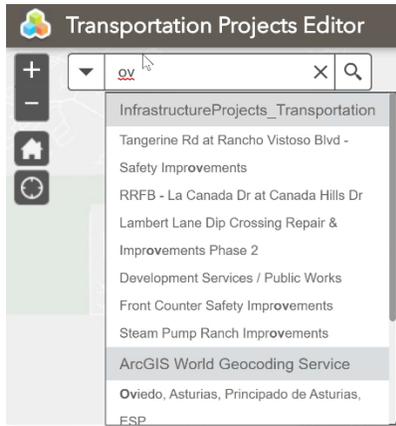
Project Identifier = Project Number



For Project Type, select either your respective department, Capital Improvement, or Other.

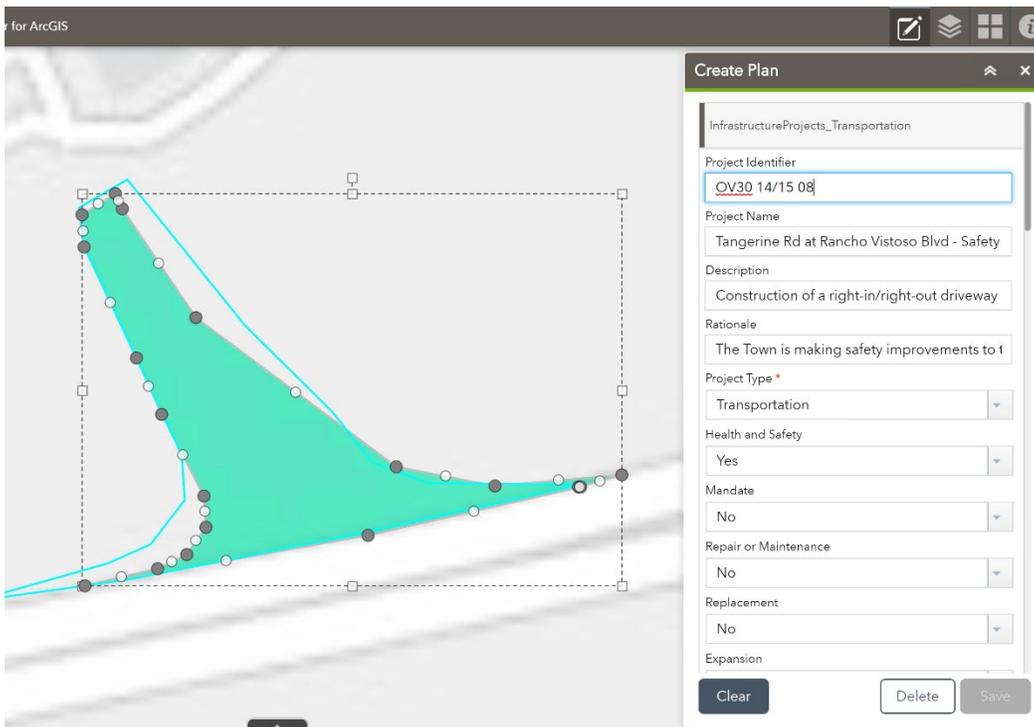
Once all of your project data is entered, click the save button and then repeat the steps for each project you need to enter.

To edit an existing project, navigate to the polygon by performing the following steps.



To search for a project in the search tool, type in the project number or project name, and a list of matching projects will show in the window and select the one you're looking for.

Other methods would be to simply zoom into the area you know the location of with the zoom controls in the upper left corner or use the mouse wheel.



Once you have found your project, select the project polygon and then click the create project button in the upper right corner. This will bring up the attribute box, make your appropriate edits to the data and then click save. You can also make edits to the geometry if needed, this is performed by clicking on the circles of the polygon and dragging them to where they need to go. This will automatically create new vertices in the shape, and is very easy to use.

For projects that require multiple polygons in a large area, or you want to multiple polygons to represent just one entry, this will require entry to made in ArcGIS Desktop or ArcGIS Pro. I will be able to either provide training on how to do this, or will add the polygons for you and then you can enter in the attribute data.