Project Editor



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

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OV30 14	/15 08	Tangerine Rd at	Construction of	The Town is	Transportation	Yes	No	No	No	Yes	Yes	2015	General Fund		
		Blvd - Safety Improvements	out driveway from Tangerine	improvements to the right-of-way											
		,	into the commercial	near Tangerine and First											
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Application Screen

Project Creation and Editing



To create a new project, click on the Create Plan button in the upper right side, and the 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 you mouse location to where you want to start drawing you 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.

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	Project Identifier	
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	Clear	Save

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

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Facilities	
Parks	
Stormwater Utility	
Transportation	
Water Distribution	
Capital Improvement	
Other	

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 vertexes 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.