# Administrative Standard Operating Procedure

## Cuyahoga County Addressing Notification System
*Cuyahoga County Department of Information Technology*

### Document Revision History

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Procedures

Scope and Applicability
This document covers the Cuyahoga County Addressing Notification System, as created and maintained by the Cuyahoga County Geographical Information Systems Group of the Cuyahoga County Department of Information Technology.

Executive Summary
Cuyahoga County presently maintains a spatial (GIS) database of address points and street centerlines for various purposes. This data set was originally compiled in 2006 and follows the State of Ohio LBRS Standard. The set is currently being brought up to the date of the most recent aerial photography (March 2013), with quality checks and additions initiated or continued since the initial compilation date. It can and should be shared among public agencies interested in a standard set of validated, existing streets and address for Cuyahoga County. The Cuyahoga County Addressing Notification System (CCANS), a HTML5 Web Application using the GeoCortex Framework, was created as a means to assist in the maintenance of this addressing data within the County through a collaborative effort, using County departments and communities. CCANS will provide a web-based application for checking existing addressing data, marking addressing data for corrections, and alerting County GIS editing staff of corrections.

Definitions and Acronyms

Cuyahoga County Addressing Notification System (CCANS) – Addressing maintenance web application

LBRS – Location Based Response Systems (emergency response)

HTML5 – markup language used for structuring and presenting content for the World Wide Web and a core technology of the internet

Geocortex Framework – spatial application infrastructure for building web-GIS and mapping applications

Web Browser – Software used to access websites from computers and mobile devices. Currently, only Mozilla Firefox is supported.

GIS – Geographic Information System

Features – GIS features, such as address points and street centerlines

Functional Layers – Features than can be identified and queried

Base Layers – Features that cannot be queried (but some may be identified), and provide additional information in the application
**Geocoding** – The process of finding geographic coordinates based on various inputs (such as a street name, city, and state)

**Legend** – side panel that lists all available map features in the application. These feature can be turned on or off at the user’s discretion

**Personnel Qualifications/Responsibilities**
Any user of CCANS should have a basic understanding of mapping and addressing. A browser connected to the internet is required. A user will also need login credentials specific to the CCANS application. Login credentials can be obtained by contacting the GIS department through their website ([http://gis.cuyahogacounty.us/](http://gis.cuyahogacounty.us/)) and are available in Editor, Viewer, or Anonymous access levels.
Step-by-Step Procedure

**Accessing the CCANS application**

1. Open a supported web browser and navigate to the CCANS website
   a. You will be prompted to enter your username and password
      i. Enter your credentials and click on the **Sign In** button or hit Enter on your keyboard
      ii. You may optionally set the “Remember Me?” checkbox to have the application remember your login credentials
      iii. The login screen will look similar to this:

![Sign In Screen](image)

**CCANS Layout and Tools**

1. After logging in, the application loads all tools and the map frame shows the “Initial Map Extent”:

![Map Frame](image)

2. Tools
   a. **Global Search**
      i. Located in the upper-right corner of the browser window
i. Allows you to perform searches on certain features and also geocode locations
   1. To perform geocoding, you must enter at least three criteria (either address number, street, and city OR street, city, and state)
   2. General searches will apply to specific fields of certain features. The available fields are as follows;
      a. Edit Area’s QAQC NOTE
      b. Street Edit’s NEW STREET NAME
      c. Site Edit’s NEW STREET NAME
      d. Transportation's Roads by Jurisdiction’s NAME

b. Tools
   i. The Tools menu can be toggled on and off using the Tools button located in the upper-right corner of the map frame

   ii. The Tools menu has five sections
       1. Basic Tools
          a. Home – bring up the Home Panel
          b. Initial View – reset the map to the “Initial Map Extent”
          c. Print – Print a Letter or Ledger site map
       2. Navigation
          a. Pan, Zoom In and Out, Initial View, Full Extent
       3. Edit Features
          a. Opens the “Create New Feature” menu
       4. Identify Features
          a. Tools to identify features by point, line, or area
       5. Measurement
          a. Tools for measuring distances or areas

c. Base maps
   i. Menu in the upper-right corner of the map frame for quickly switching between Base Layers (instead of using the Legend)

d. I want to…
   i. Menu in the upper-left corner of the map frame used for quickly accessing basic tools

   a. View the Home Panel – show the Home panel
   b. Find data on the Map – identify features on the map
   c. Change visible map layers – show the Legend
d. Return to initial map extent

    e. Add New Feature – Opens the “Create New Feature” menu

f. Print

e. Bookmarks
    i. Menu in the upper-left corner of the map frame for accessing preloaded bookmarks
    1. 
       a. Includes bookmarks for the County and all municipalities

f. Zoom In/Out
    i. Buttons in the upper-left corner of the map frame
    1. 
       a. Click + to zoom in and – to zoom out

g. Geolocate
    i. Button for focusing the map on your geographic location
    1. 
       a. Will use location information from the device you are using to access CCANS and center the map on that location

h. Side Panel
    i. Side frame on the left side of the map for accessing the Legend, Home Panel, and feature details
    ii. Can be expanded and closed using the arrow buttons in the top-left corner of the map frame
    1. or
    2. Use the tabs at the bottom of the Side Panel to switch between the Legend, Home Panel, Search Results, and Feature Attributes details when they are available
       a. 
          i. The Legend will allow you to turn features on or off
          ii. The Home Panel gives an overview of the system and tips and tricks on navigation and usage
          iii. The Search Results panel will show all active search results
             1. After selecting a feature from the search results list, click the arrow next to the
feature’s name to return to the search

2. Toggle between List and Table view using

The Feature Attributes tab will allow you to update the attributes of new or existing “New Address Feature Notification Features” if you have the appropriate permissions

**Using the CCANS site to create addressing features**

1. Creating New Addressing Notifications Features
   a. To create a new feature, either open the “I want to…” menu and select Add New Feature, or open the Tools menu and select Add New Feature
   i. The Create New Feature side menu will open
      1. Select a feature to create
         a. Site Edit (NEW_SITE)
             i. This feature should be used for adding new address points
                1. Place the point where the address should be located (for example, the approximate front door location of a house)
         b. Street Edit (NEW_STREET)
             i. This feature should be used for adding new street segments
                1. Draw the line where the new street should be located (for example, down the center of a newly platted Right of Way or down the center of pavement of an existing public roadway that is missing a centerline feature)
         c. Edit Area (EDIT_AREA)
             i. This feature should be used for marking an area for updates or investigation
                1. Draw the polygon to encompass the entire area in question
   2. Once a new feature is created, the side panel will show the View/Edit Attributes menu
      a. Enter all available information
         i. ADDRESS NUMBER (for Site Edit only)
            1. The house/structure number of the new or modified addressing feature
         ii. EXISTING STREET (for Site Edit and Street Edit)
1. The existing street for the new or modified addressing feature, if known

iii. NEW STREET NAME (for Site Edit and Street Edit)
   1. The new street name for the new or modified addressing feature

iv. QAQC NOTE (For Edit Area only)
   1. A note explaining the reason for creating or modifying the addressing area feature

v. CONTACT NAME (For all addressing features)
   1. The name of the editor that created or modified the addressing feature

vi. CONTACT INFO (For all addressing features)
   1. Contact information for the editor that created or modified the addressing feature (for example, and email address and/or telephone number)

b. After entering the attribute information, click the Save button

Exiting the CCANS
1. To exit the application, close the web browser

Troubleshooting the CCANS website

• If you do not see map features that

Be descriptive in what this SOP explains. Give step-by-step bullets, or other concise way of explaining the steps of the process or procedure.
Records Management
All editing records, pending and resolved, are stored in a GIS database. These records consist of the points, lines, and polygons (features) created by the CCANS user and contain attribute information detailing their respective updates. These GIS features may also contain attachments in the form of documents or images, which are also stored in the GIS database. All feature are accessible through the CCANS application, given the appropriate credentials, as well as other GIS and database viewing software compatible with the GIS database, as approved by the Department of Information Technology.

Quality Control and Quality Assurance Section
Does not apply to this Standard Operating Procedure document.

Reference Section
Does not apply to this Standard Operating Procedure document.

Attachments and Checklists/Appendices
Troubleshooting:

- If geometry changes, modifications, or new features do not appear on the map after the edit, refresh the map frame by panning the map or zooming in or out
- If edits or modifications do not appear to be applied, refresh the browser and check the edits or modifications again
- If certain features are not available to you, clear the browsers cache and cookies (typically hitting Ctrl+Shift+Delete will bring up a menu to clear this data); refresh the browser and then login in with the appropriate credentials

1 http://ogrip.oit.ohio.gov/ProjectsInitiatives/LBRS.aspx