CREATING AOI FILES THROUGH GOOGLE MAPS

This manual is intended to provide instruction to Utility Members GIS personnel on the requirements and process for creating AOI data using Google Maps.

Guide Created 8/2024 by Laura Simkus

Contents

General

Google Maps is a great tool for creating area of interest (AOI) files for upload into stations. It is an option for membership without access to GIS software of their own. It is also a convenient way to create files that are additions to a station's existing AOI.

The actions outlined in this document can also be completed through Google Earth using similar steps.

Enabled DamagePreventionPortal (DPP) users can upload these files directly into AuthorityViewer, as long as the file is a replacement of the existing AOI and not just an addition.

As a reminder, the live AOI represents the locations of underground facilities and are what trigger delivery of CBYD tickets to a station.

Terms Used

TERM	DEFINITION
Area of Interest (AOI)	Represents the location(s) of a facility owner/operator's underground facilities and is a layer contained within each station.
AuthorityViewer	Wed-based program within DamagePreventionPortal that allows authorized users to view and update an AOI. Updates are completed by the replacement file uploads only; no drawing tools.
DamagePreventionPortal (DPP)	The platform used by members to access and manage their membership; also used by Call Before You Dig, Inc. Member Services.
KML/KMZ File	Stands for "Keyhole Markup Language" which is an XML notation for expressing geographic annotation and visualization within 2D maps and 3D Earth browsers. A KMZ file is a zip-compressed KML file. Either file type can be used as an AOI layer.
Layer	A layer contains features (polygons) that represent the AOI of a station.
Line	Represents linear features and requires a buffer. Line data has a starting and end point.
OneCallAccess (OCA)	Ticket entry platform used to place dig tickets; used internally by Customer Service Agents or by external users. Excavators can use to search tickets placed and check PositiveResponse.
PelicanCorp	PelicanCorp is the creator of the DamagePreventionPortal and OneCallAccess; and the vendor who operates the CBYD center.
Polygon	Complete data that represents fully enclosed areas (shape) bound by straight line segments, circular arcs, elliptical arcs.
Shape file (SHP)	The shapefile format is a geospatial vector data format for geographic information system software; can be uploaded into AuthorityViewer
Station	Essentially, an asset on DamagePreventionportal under a membership; stations are most often per separate facility type, but some members use stations to break up a single-facility-type-asset into regions; only one facility type can be applied to a station; contains ticket notification settings, Summary Report settings, contact information, and area of interest. Each station is assigned a unique identifier called a "station code"/
Station Code	A unique identifier assigned to each station that should follow standard naming procedure to summarize company name and facility type.
Ticket	A communication from Call Before You Dig, Inc to a facility owner/operator or their third-party requesting the marking of underground facilities, based on information provided by an excavator in a dig ticket.
Transmission	A transmission is a delivery of a single ticket through a single subscription; triggered by the shapes in the AOI.
User Account	Account associated with each membership that allows authorized users to access and manage membership through DamagePreventionPortal; starts in OneCallAccess.
Work Polygon	The polygon drawn by a CBYD Customer Service Agent or external user on each ticket placed depicting the work/dig location.

How to

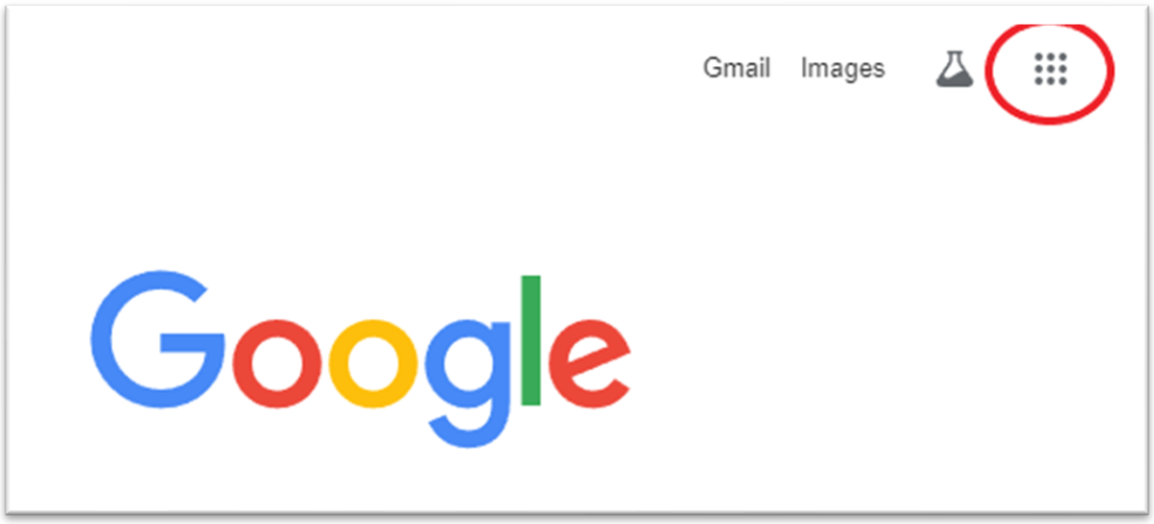
Get Started

To begin, sign into a Google account at www.google.com

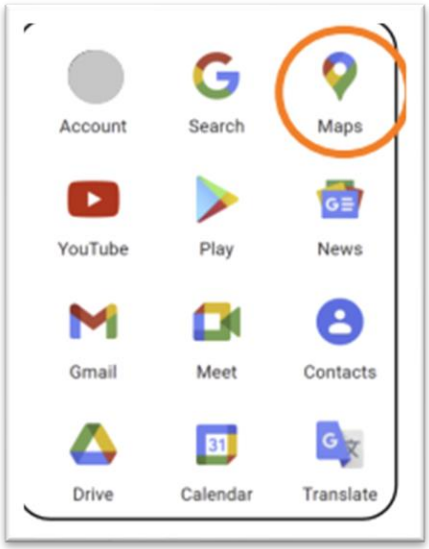
If you don't have an existing account, click the Google Apps icon located in the top right corner of the homepage to create a free account.

Navigate the Program

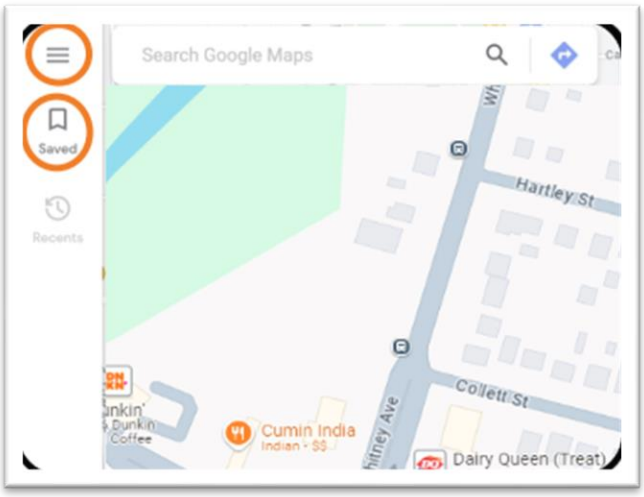
Once you are logged into Google, click on the Google Apps icon located in the top right corner of the homepage.



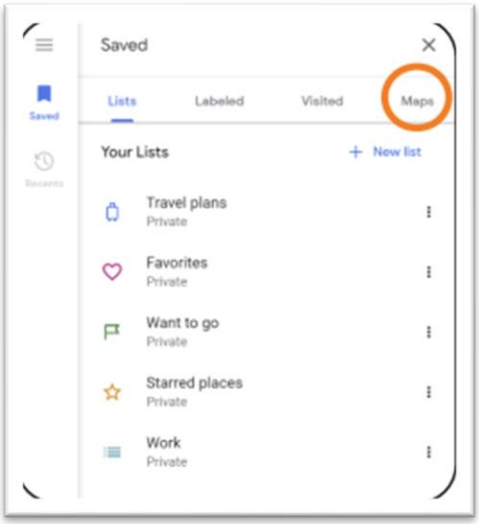
Then, click Maps on the pop-up menu that appears.



Once on the Google Maps page, click either the Menu icon in the top left corner of the screen or the Saved.

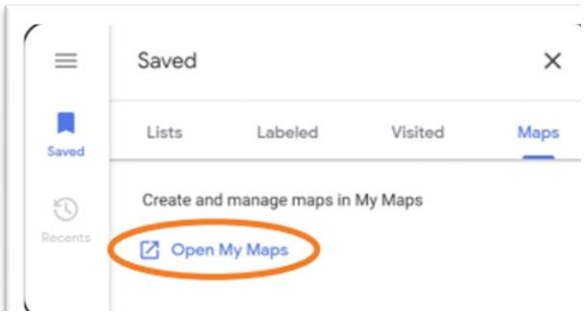


If you clicked the Menu icon, click Saved in the new menu that ap

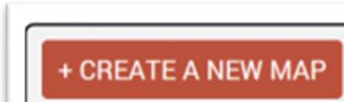


A Saved menu will appear.

Click Maps and then Open New Maps.

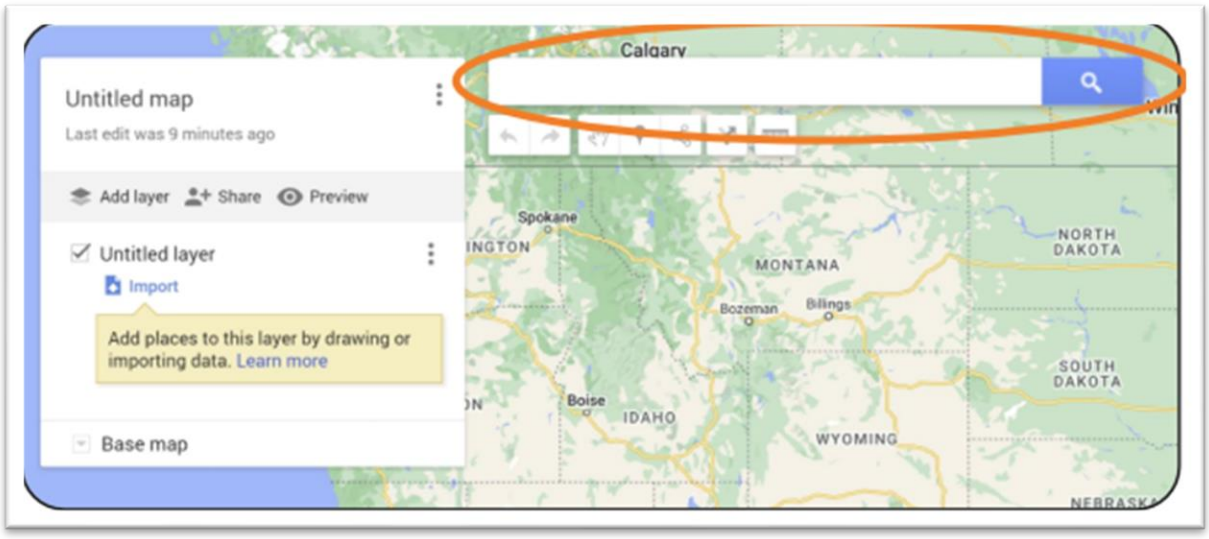


From the My Maps page that generates, you will then click +Create A New Map.

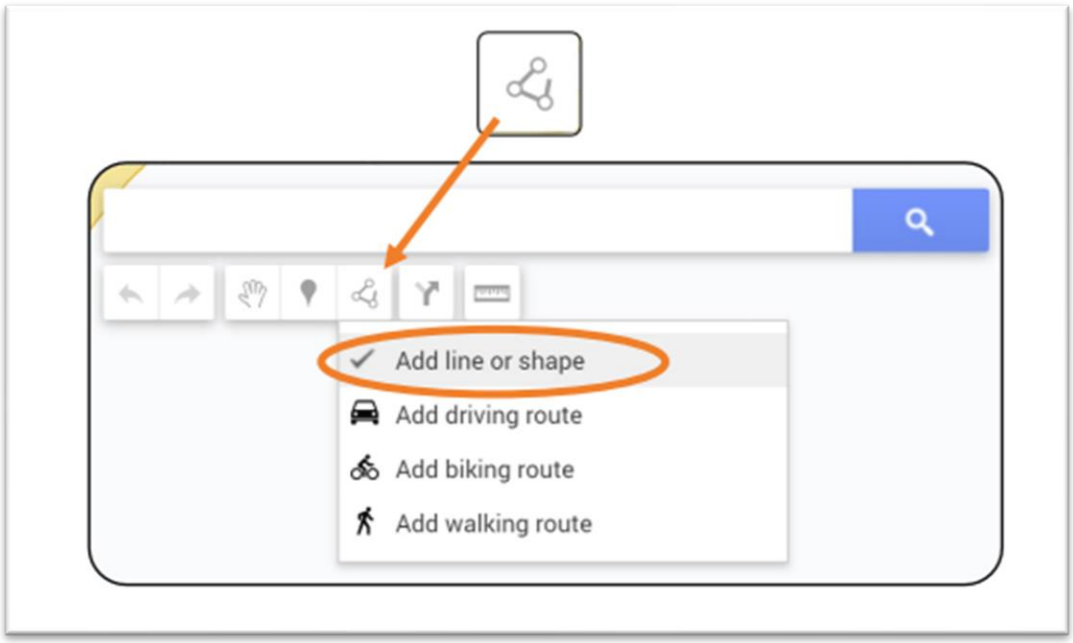


Draw Lines and Shapes

Use the search bar to find the desired location.



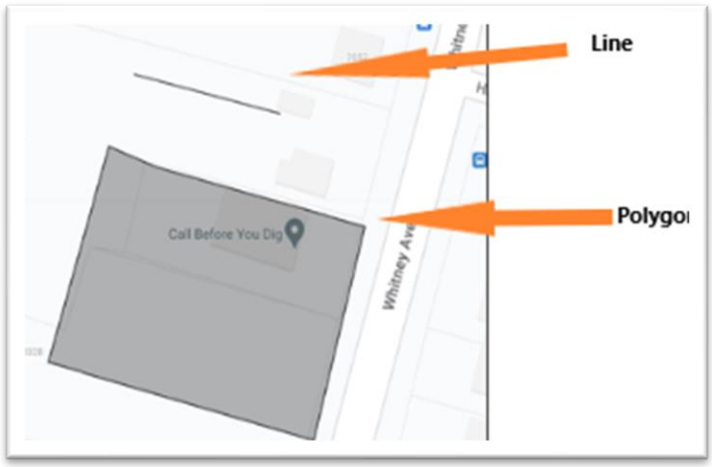
To create a shape, click the Draw a Line tool located under the search bar. Then select Add Line or Shape from the menu.



This will allow you to begin creating a new map layer.

To draw a line, left click and drag the cursor; double-click tom complete.

To draw a shape (a.k.a. “polygon”), left-click and drag the cursor; double-click at the shape’s origin point to complete.



Upon finalizing the line or chape, you will be asked to label it. You can leave the default text or input information unique to what you are drawing.

Whatever you choose, click Save to complete.

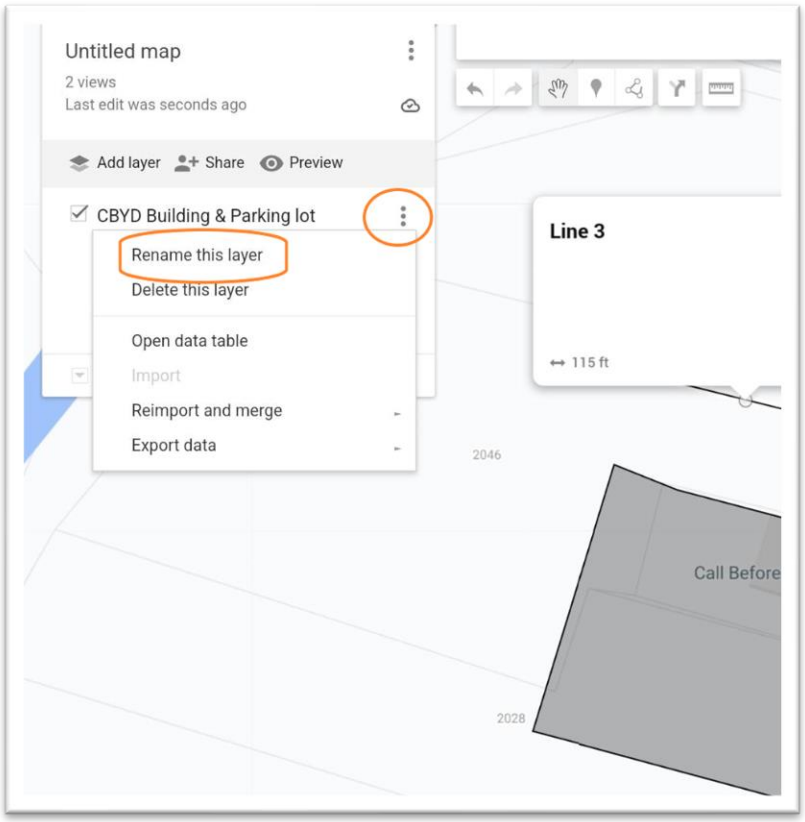
To edit the labels after they’ve been created, click on the line or shape. Then click the Pencil tool to edit. Click Save when complete.

The line or shape can be deleted by clicking the Trash icon.

You can add more than one line or shape to the map layer you’re creating, but please limit each layer created to one station at a time. Do not include multiple layers in a single file.

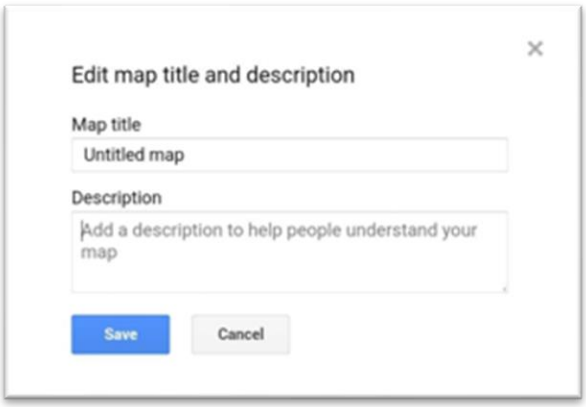
Name the Layer

You can elect to rename your map layer. Note that it's perfectly fine to leave the default information of "Untitled layer".



Click the 3-Dot icon and select Rename This Layer. Input the new information and click Save once complete.

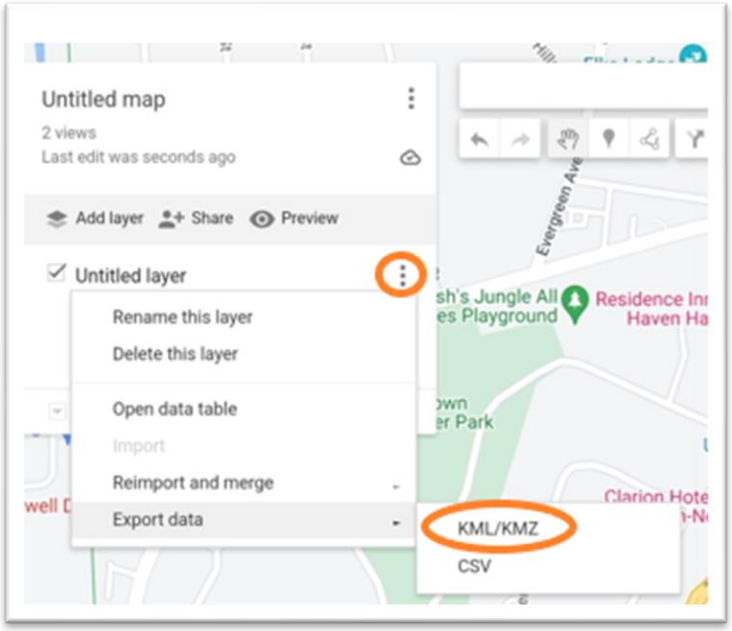
You can also elect to rename the map itself by clicking on Untitled Map.



Export the Layer

To export the file, click the 3-dot icon and select Export Data.

Select KML/KMZ from the menu



Neither checkbox is required to be marked unless you would like to export as a KML file instead of a KMZ.
Click Download to export your file to your computer.

Next Steps

Enabled DamagePreventionPortal (DPP) users can upload these files directly into AuthorityViewer, as long as the file is a replacement of the existing AOI and not just an addition.

Using Google Maps to Upload and Edit Existing KML/KMZ Layers

Authorized DPP users can export their live AOI layer as a KML and upload into either Google (Maps or Earth) platform. From there, the file can be edited and saved within the platform to allow long-term storage and maintenance for updates. The file can then be exported as a KML or KMZ for upload back into AuthorityViewer as an updated layer.

Note that there are upload file size limitations into Google Maps and Google Earth; Unzipped KML and KMZ files can be up to 5MB.

Conclusion

This completes the creating AOI Files Through Google Maps instructional guide.

As a reminder, this is separate from the DamagePreventionPortal.

Contact the call center with any questions regarding DamagePreventionPortal and membership.

SUPPORT CONTACTS	
Call Center *Hours M-F 7am-5pm Eastern*	P: 800-922-4455 E: inquiries@cbyd.com
Laura Simkus *Center Manager*	Email: Laura.simkus@pelicancorp.com Phone: 203-248-5502
Teresa TenEyck *Member Services Manager*	E: Teresa.TenEyck@pelicancorp.com
GIS Team	Email: GIS@PelicanCorp.com