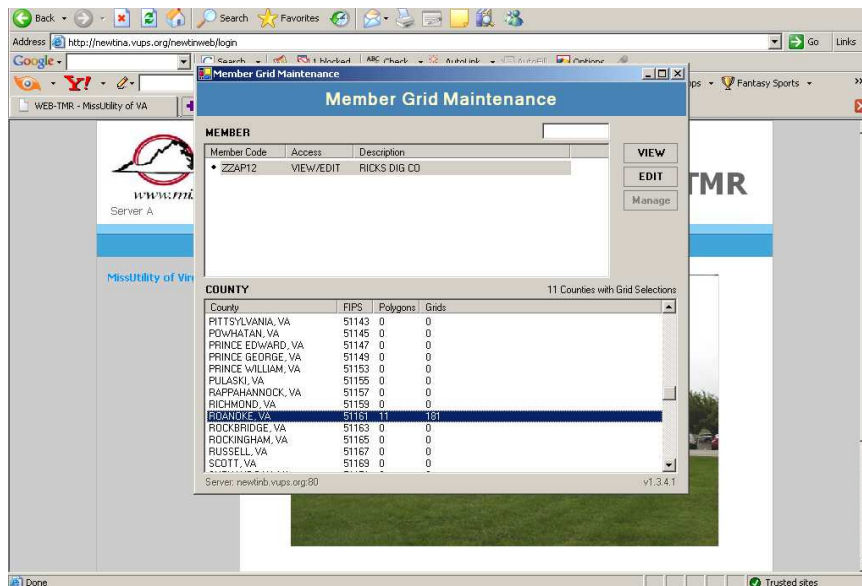


Miss Utility of Virginia INTERNET MAPPING UPDATE DIRECTIONS

Grids/Gridlets

1. Go to www.missutilityofvirginia.com.
2. Click on “Utility Operators/Locators”.
3. Move your cursor to “Miss Utility Links” and hover the cursor there. New options will appear to the right, click on “Member Login”.
4. Click on “Newtin – Member Login”.
5. You will be prompted for username and password. NOTE: Remember that the letters in the password must be in lowercase!
6. Move your cursor to “Maintenance” and hover the cursor there. You will see 2 options, “Member Grids” and “Member Polygons”.
7. Left click on “Member Grids”. (NOTE: This will take a minute to load, only click once!)

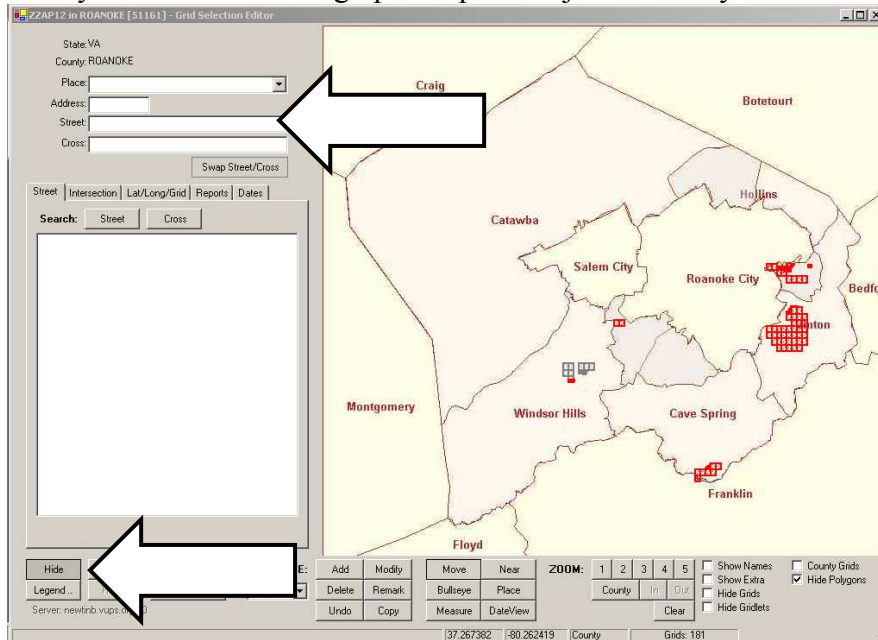
Member Grids:



1. Highlight your Member ID/CDC Code in the “Member” section.
2. Now highlight the City or County in which you wish to enter/modify mapping information in the “County” section. (Cities will be listed with the word “City” at the end. So Fairfax means Fairfax County while Fairfax City means the City of Fairfax, as an example.)
3. Click on the “Edit” button.

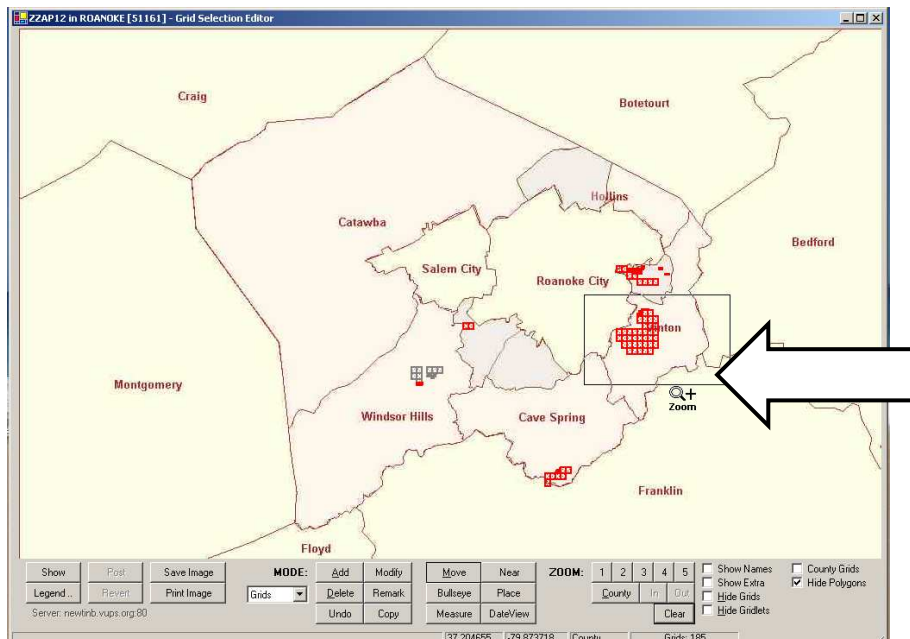


- The system will now bring up a map of the jurisdiction you have selected.



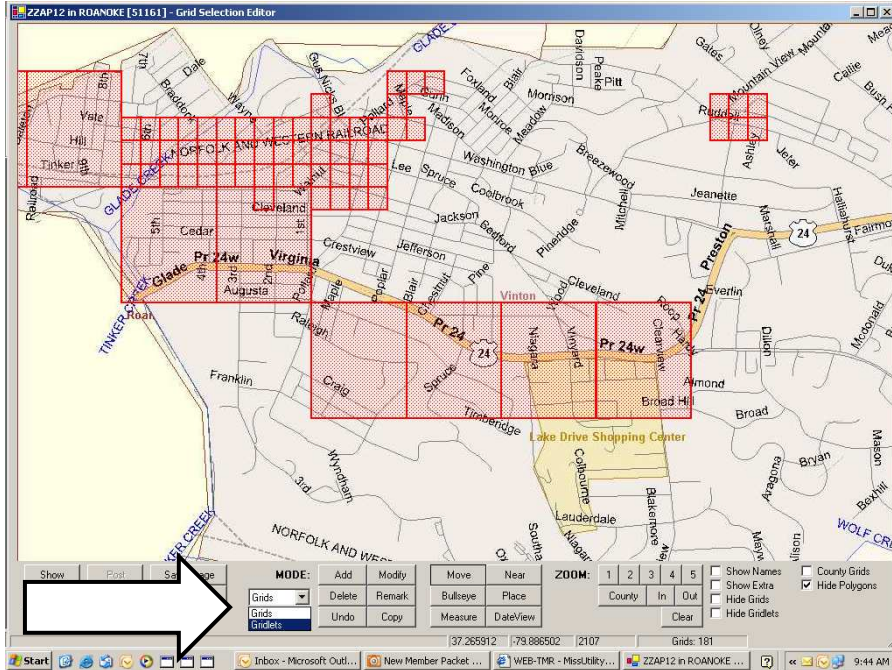
Enter a street name to find a specific location (upper arrow) or expand your view of the map by clicking on the “Hide” button (lower arrow).

- To zoom map in, left click on map, hold button down and drag cursor. A box will appear with a magnifying glass and a plus sign (see arrow). Releasing the left button will zoom in on the selected area:



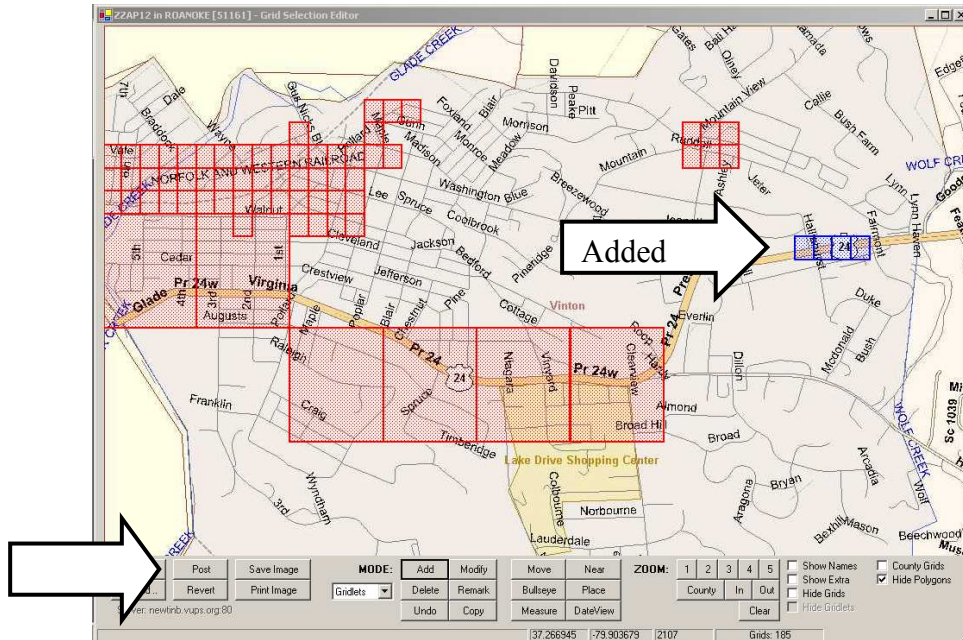


Zoomed in area:



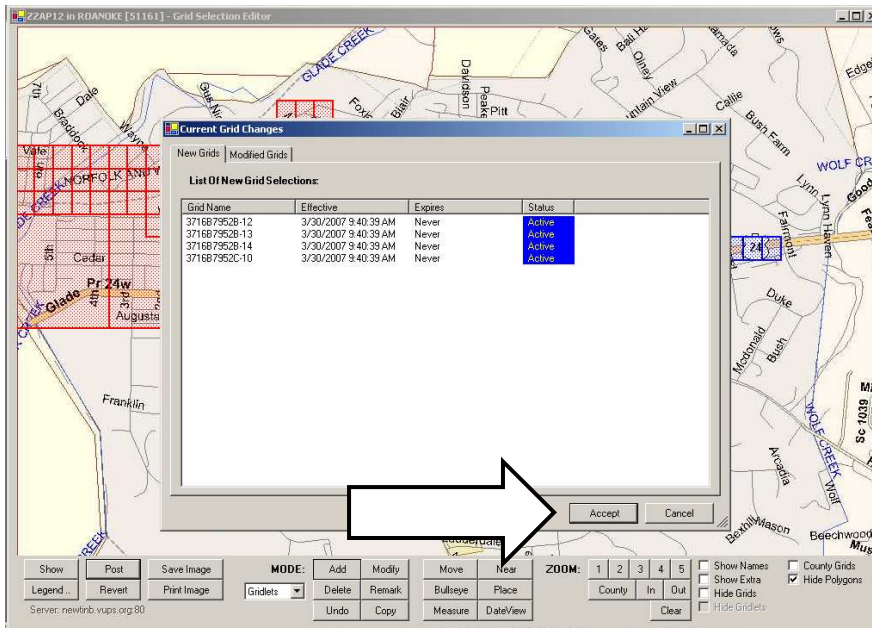
- Open drop down box to choose Grids or Gridlets. (see arrow)
- Click on “Add” button to add Grids or Gridlets, whichever you’ve chosen.
- Move Cursor to map and left click to add.
- Click on “Delete” button to delete Grids or Gridlets.
- Move Cursor to map and left click to delete.

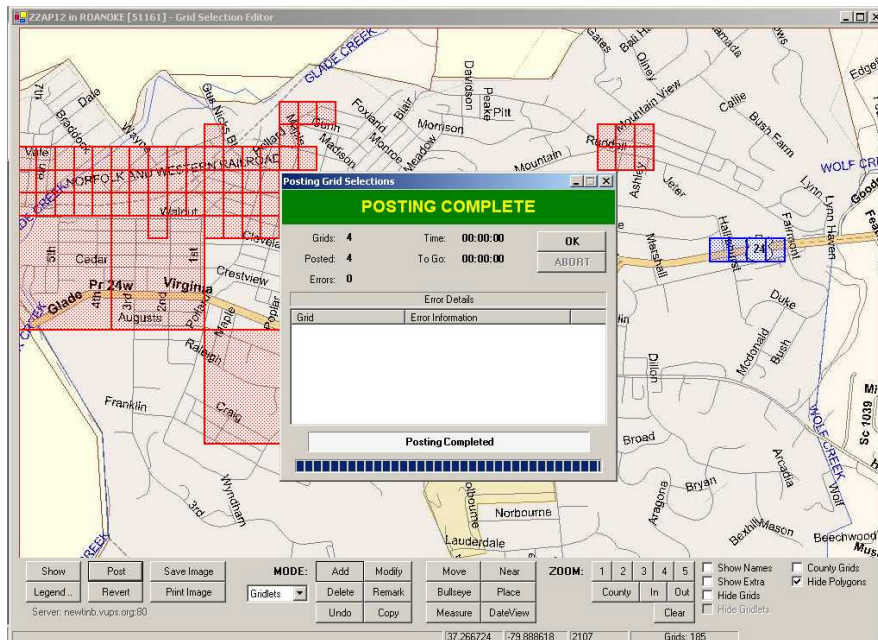




Continue adding Grids or Gridlets as you see fit. Grids must be posted to system before your mapping is updated on our server. (Arrow in lower left shows Post button.)

6. Click on “Post” button to begin process of sending your update to our server. Click on “Accept” button.





7. Deleting already existing grids or gridlets will turn them gray. You must post the deleted grids for changes to be accepted.

