

Conversion from Newtin to [Exactix](#)


FAQ:

- Current Notification Areas within Newtin will be imported into [Exactix](#)
- Registration Areas will be created and/or submitted through our new software [Exactix](#)
- There will be at least one designated Database contact per Registration Area. This contact will be responsible for maintaining their Registration Area(s); to include reviewing at least annually, creating additions or removal of areas or, submitting shapefiles
- Access will require a login
- Shapefiles are required to be in ESRI Shapefile format, any Geographic Coordinate System and projection is accepted
- The system default buffer will be 100ft when importing lines or points
- The system default buffer will be 100ft when manually adding Registration Areas
- Only Complete Registration File replacements will be accepted for import through the software
- Mapping will now be approved upon Virginia 811's review or by request, we can schedule it for a future date & time. We will no longer import file additions/appends
- Any questions or concerns regarding the transition to the new software and with managing your Registration can be sent to mapping@va811.com
- Registration Areas can be either (1) Start with Registration Map from Version, (2) Start with an empty Registration Map (New Members) (3) Copy Registration Map from another Service Area or, (4) Import from ESRI Shape File layer
- Equivalent Terminology

NEWTIN > EXACTIX
Member > Member
Member Code > Service Area
Locator / Ticket Management Software > Service Provider
Member Mapping aka Mapping, Notification Area, Footprint > Registration aka Registration Area(s), Registration Map

Navigation within the Registration (Map)

Search Option

Clicking on the Search icon  will let you search by Streets, Intersections, Places, Counties and Points of Interest, as well as Lat/Lon Coordinates.

Zoom In

Adjust the view to make it appear larger, showing more detail

Zoom Out

Adjust the view to make it appear smaller, showing less detail

Cancel/Discard

The Cancel/Discard icon will delete the changes you made, keeping the original registration intact. Icon changes color to Green when active.

Undo

The Undo icon will let you remove any changes you made, keeping the original registration in tack. Icon changes color to Green when active.

Edit

The Edit mapping tool allows you to edit any feature that exists on the registration map. Select the Edit icon and it will turn green. Then “left click” on the polygon and it will turn blue with hash marks. You can then start redefining the shape. Once you have redrawn the registration, you can save your changes by clicking off the Edit tool or use the Cancel/Discard and Undo options to revert to the original registration. Icon changes color to Green when active.

Move mouse to feature to edit or click Add/Append (+) or Remove/Cut (-) buttons if finished editing.

Buffer Street or Map Feature

The Buffer Street or Map Feature lets you select an address range/street segment to remap the registration. Select the Buffer Street or Map Feature icon and it will turn green. Go to the area where you want to remap the registration and double click on the street segment. The default buffer size is 100ft. The registration area will appear with blue hash marks. At this point you can either Save, Cancel/Discard or Undo those changes. Icon changes color to Green when active.

Draw Polygon

The Draw Polygon tool can be used when the area you are trying to map is an irregular shape. Select the Draw Polygon tool and “left click” on the area where you want to start drawing your registration. The Draw polygon contains a 100ft buffer. Outline the area you want to map by left clicking on points where the direction changes. When you have finished outlining the area, then double left click to stop drawing. The registration area will appear with blue hash marks. At this point you can either Save, Cancel/Discard or Undo those changes. Icon changes color to Green when active. *Double-click to buffer feature*

Draw Rectangle

The Rectangle Tool can be used to draw either a rectangular or square registration. This tool is useful when the area you need to map extends more than 100ft off the road (e.g. into a field). This Draw Rectangle tool contains a 100ft buffer. The new registration will appear

with blue hash marks. At this point you can either Save, Cancel/Discard or Undo those changes. Icon changes color to Green when active.

Draw Circle

The Circle can be used to draw a circle and/or a point that automatically has a 100ft radius. In addition, the circle can be expanded to a larger size. If you want to use the automatic 100ft radius, just double click at the point where you want the circle to be placed. If you want to expand the circle, then continue to drag the circle to the required radius and double click to end. The new registration will appear with blue hash marks. At this point you can either Save, Cancel/Discard or Undo your changes. Icon changes color to Green when active.

Draw Line

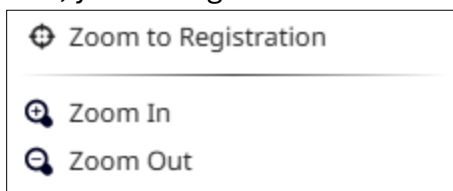
The Draw Line is used to draw a linear shaped registration or to map out streets that have facilities located directly along or underneath them. This is the best tool to use for facilities that run along streets, especially ones that wind and turn frequently. Once you have finished drawing the segment, you can click once to continue drawing the segment as you adjust the view or double click to complete the polygon, and the new registration will appear with blue hash marks. The Draw Line tool contains a 100ft buffer. At this point you can either Save, Cancel/Discard or Undo your changes. Icon changes color to Green when active.

Overview Map

A small window will appear, providing an overview of the map. Click on it to open and to close.

Zoom Options

At any time, you can right click within the map and select a zoom option



Creating a Registration Area(s)

Registration Areas can be either (1) Start with Registration Map from Version (2) Start with an empty Registration Map (3) Copy Registration from another Service Area or, (4) Import from an ESRI Shape File layer

(1) Start with Registration from Map from Version

Select add

Registrations	Registrations	add
Version 1	Active	
Created	01/11/2025 07:25 PM not based on another Version	View Map
Completed	01/11/2025 07:25 PM	Find Affected Tickets
Approved	01/11/2025 07:25 PM	
Area	0.06 Total sq miles, Added 0.06 sq miles	

Keep the default selection of Start with Registration Map from Version:
Select Save

Registration

Choose how to create the new Registration:

☒ Start with Registration Map from Version:

☐ Start with an empty Registration Map:

☐ Copy Registration Map from another Service Area:

☐ Import from ESRI Shape File layer:

Select starting Registration Version:

This Registration Map will be copied to the new Registration so that changes can be made to it.

Registration

Version: 1 (Active), Created: 01/11/2025 07:25 PM

[Cancel](#) [Save](#)

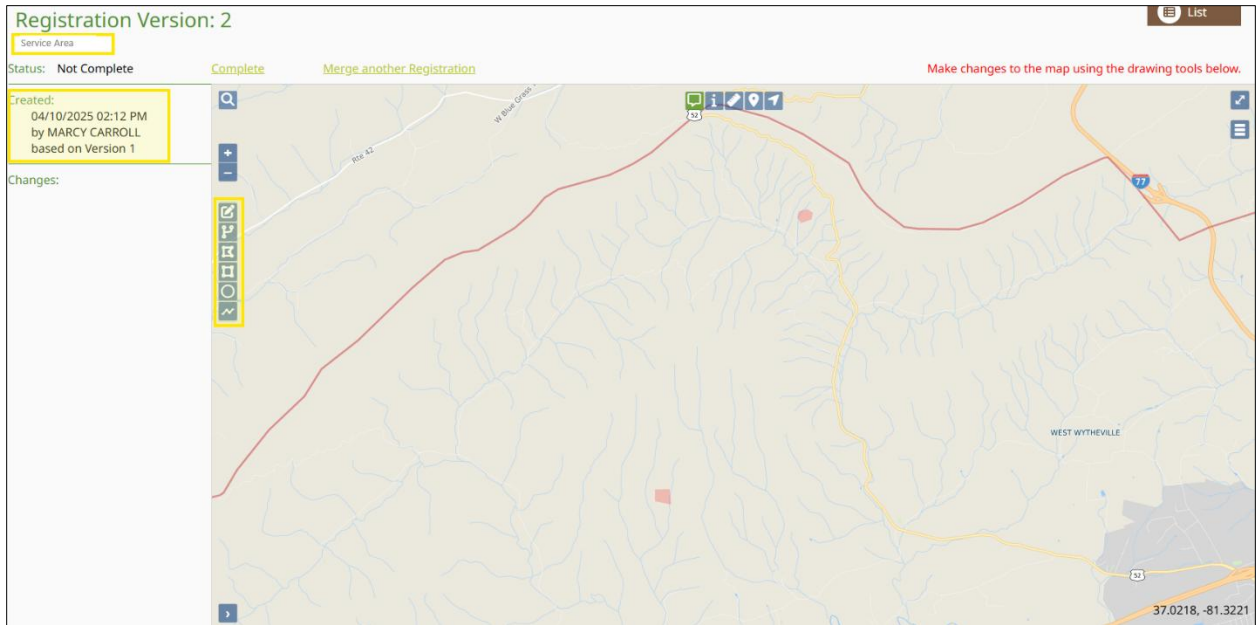
Select View for the Version you are creating

Registrations	Registrations	add
Version 2	Not Complete	
Created	04/10/2025 02:12 PM by MARCY CARROLL, based on Version 1	View Map
Area		Complete
Version 1	Active	
Created	01/11/2025 07:25 PM not based on another Version	View Map
Completed	01/11/2025 07:25 PM	Find Affected Tickets
Approved	01/11/2025 07:25 PM	
Area	0.06 Total sq miles, Added 0.06 sq miles	

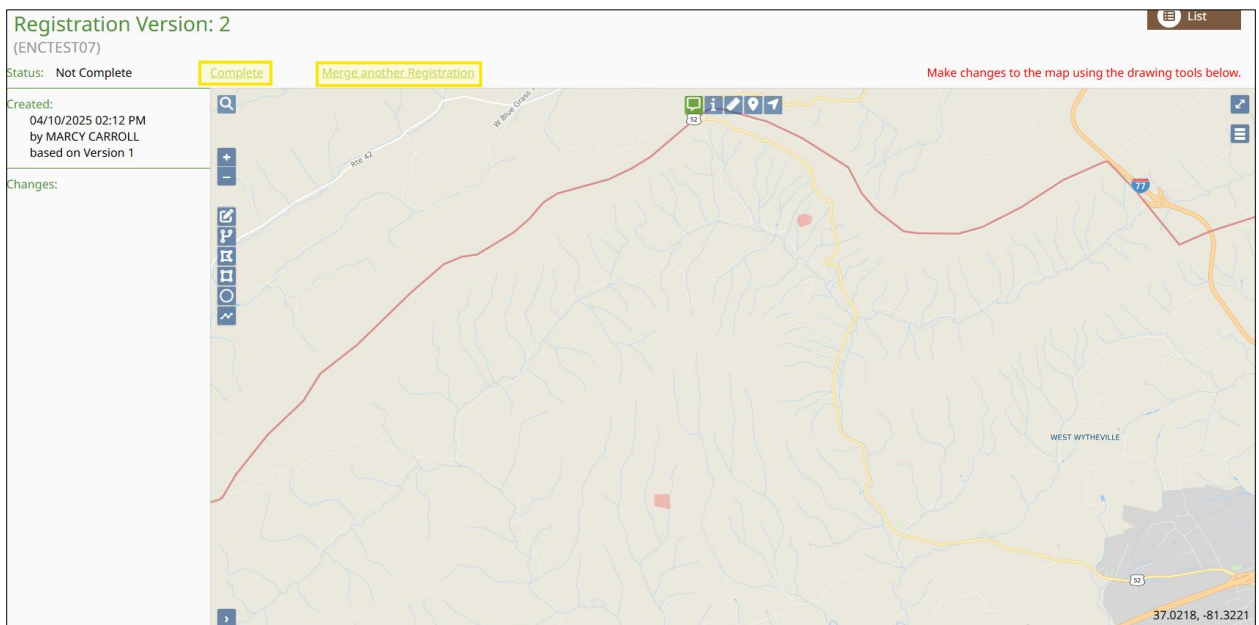
The map will open, and the display will be based on the extent of your current Registration Area(s).

The map will display the Service Area in the upper left corner, and just below that it shows the version currently being created, by which user, with the date/time stamp and the version it is based on

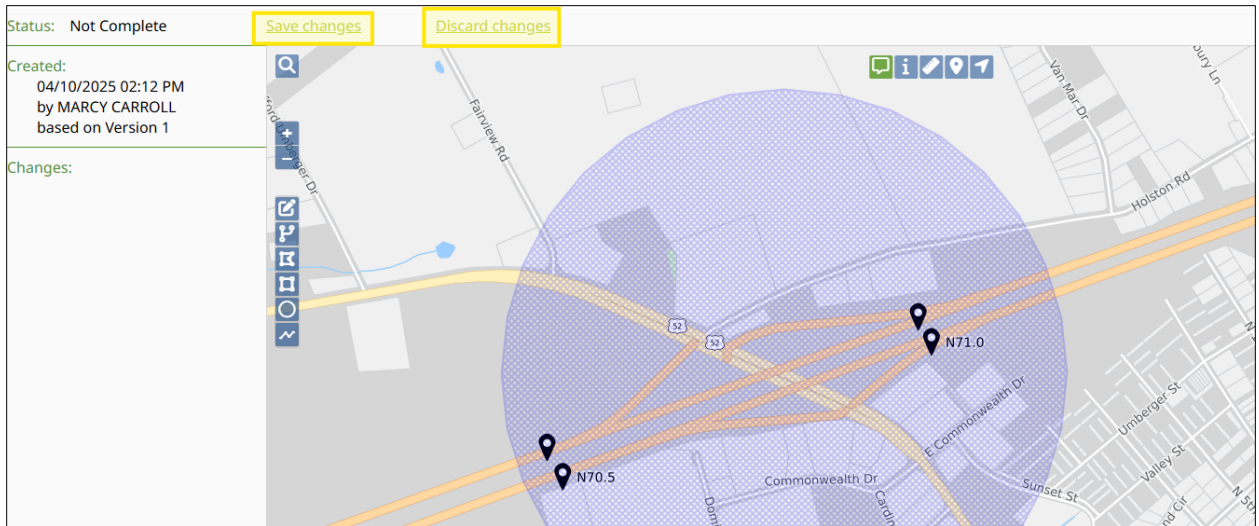
The drawing tools run vertically along the left side of the map



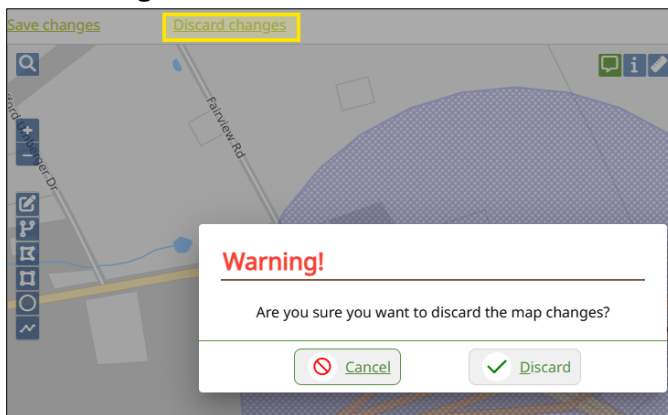
There are the options to Complete this session or to Merge another Registration. Both will be covered elsewhere in the document.



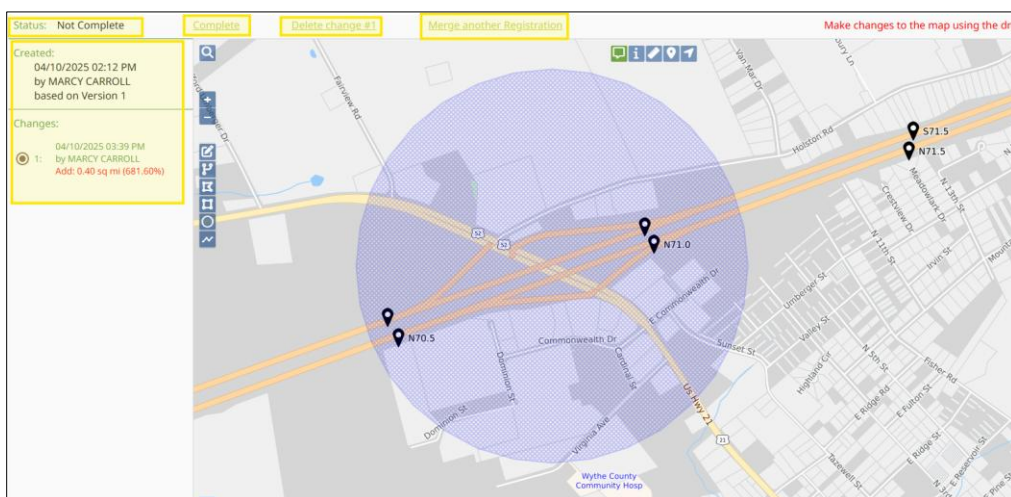
Once you have completed the necessary modifications you will select Save Changes or Discard Changes.



Selecting Discard Changes will cause a prompt to appear ensuring that you do wish to discard the changes.



Selecting Save Changes will populate new options and updated information



- Status shows as Not Complete
- Date/Time stamp and area added or removed is in red
- Complete – Complete the Registration Area changes

Complete Registration

This will submit the registration for review by the One Call Center.

These changes will add 0.40 sq miles (681.60%).
This will result in an overall increase of 681.60% compared to Version 1.

☐ I confirm that this is correct

Are you sure you are finished making changes and ready to Complete the registration?

Cancel

Complete

Selecting the box to confirm that this is correct and selecting Complete will change the status of your Registration Version #x to Completed: Awaiting approval and add the Completed Date/Time Stamp, the user and which version it was based on

Status: Completed; Awaiting approval

Created:
04/10/2025 02:12 PM
by MARCY CARROLL
based on Version 1

Completed:
04/10/2025 04:00 PM
by MARCY CARROLL

Changes:
04/10/2025 03:39 PM
1: by MARCY CARROLL
Add 0.40 sq mi (681.60%)

The system will generate an email that is sent to mapping@va811.com, alerting us that there is pending mapping and identifying the Service Area and its designated contact's email.

Once the Registration Area changes are approved, a system generated email will be sent to the person who initiated the changes

[EXTERNAL] Registration Approved

Exactix <dev@exactix811.com>

To: mapping@va811.com

If there are problems with how this message is displayed, click here to view it in a web browser.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello from Virginia 811!

Your Service Area Registration changes have been approved for Service Area (C-1111).

You can view the registration map [here](#). The Registration can now be set to 'Active' to begin using it to notify the Service Area.

Please do not reply to this email as it is not monitored. For further assistance, please visit our [website](#) to learn how to contact us.

- Delete Change #x – Deletes the change made

Warning!

Are you sure you want to delete Change #1?

Cancel
Delete

- Merge Another Registration – allows you to select a different Service Area that is assigned to you, to be merged into this Service Area

Merge Registration

This function will merge the Registration Map from another Registration into this Registration by creating a new Change that reflects the changes necessary to add that map to this one.

Please pick the Service Area and Registration to merge into this Registration:

Service Area *

Registration

Cancel
Save

Both the Service Area Database contact and VIRGINIA 811 can choose to Un-Complete the Registration, if necessary.

Status: Completed; Awaiting approval

Un-Complete

We do ask that a Reason is included for the Un-Complete Registration action

Un-Complete Registration

This will reject the changes made in this registration and allow the Member to make adjustments.

Reason (optional):

This information will be sent to the user that Completed the Registration.

Are you sure you want to Un-Complete the registration?

Cancel
Un-Complete

The previous options will return if you choose to finish the Un-Complete process

Status: Not Complete

Complete

Delete change #1

Merge another Registration

The Service Area Database contact will receive an email from exactix@va811.com notifying them that the Service Area changes were NOT approved

Hello from Virginia 811!

Your Service Area Registration changes were NOT approved for Service Area (ENCTEST07).

Reason: Not in service yet

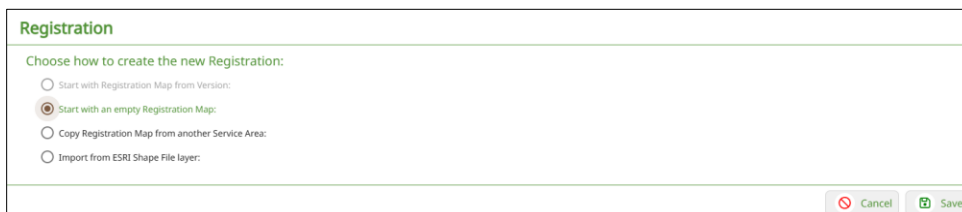
Please contact the One Call Center if you have any questions.

You can review the changes [here](#).

Please do not reply to this email as it is not monitored. For further assistance, please visit our [website](#) to learn how to contact us.

(2) Start with an empty Registration Map (New Members only)

In the Registration window, keep the default of Start with an empty Registration map:

A screenshot of the 'Registration' window. It has a title bar 'Registration' and a subtitle 'Choose how to create the new Registration:'. There are four radio button options: 'Start with Registration Map from Version:', 'Start with an empty Registration Map:' (which is selected), 'Copy Registration Map from another Service Area:', and 'Import from ESRI Shape File layer:'. At the bottom right, there are 'Cancel' and 'Save' buttons.

The system will automatically add the Version & its status, the Created date/time and by whom along with if it was based on another version or not, and Area.

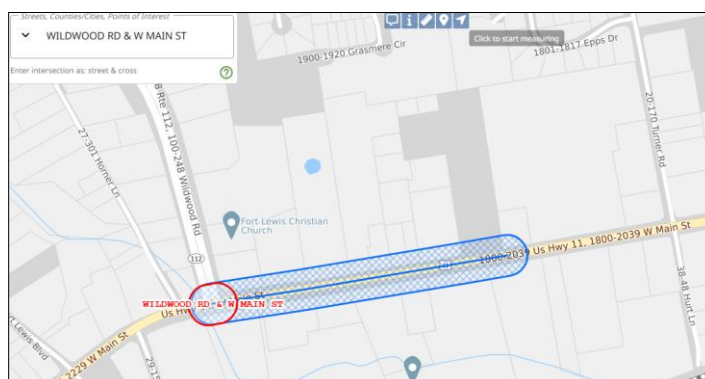
Registrations				add
Version 1	Not Complete			
Created	04/04/2025 10:26 AM by MARCY CARROLL, not based on another Version		View Map	Complete
Area				

Select View Map

Choose the best tool, when using the drawing tool, you will need to be zoomed in enough to ensure you are drawing along the center of road. The default buffer is 100ft.

Once you have added the mapping, you will need to either select **+**, **-** or, **x**.

+ Will add the drawn polygon as part of your registration







- Will remove / cut the registration encompassed by the drawn polygon

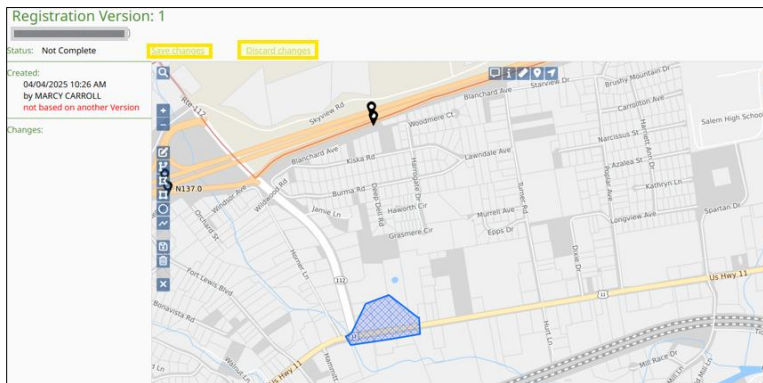
x Will cancel and discard the drawn polygon

To modify an existing polygon, click on the modify tool, select the polygon you want to modify by clicking on it. The polygon turns into a double hatched blue polygon and a red 4 arrowed icon will appear for resizing/moving. As you move the cursor near the outline of the polygon you will notice that it snaps to the polygon's vertices. Click to select the vertice and make the necessary adjustments. Click to unselect the vertice when finished editing.



Choose undo  to remove the last change, choose  to cancel/discard the changes, choose trashcan  to delete the polygon, or choose  the to save the polygon. An option must be made

Once all modifications have been completed, select Save changes or Discard Changes



Selecting Save Changes will populate new options and updated information

- Status shows as Not Complete
- Date/Time stamp and area added or removed is in red
- Complete – Complete the Registration Area changes

Complete Registration

This will submit the registration for review by the One Call Center.

These changes will add 0.40 sq miles (681.60%).
This will result in an overall increase of 681.60% compared to Version 1.

☐ I confirm that this is correct

Are you sure you are finished making changes and ready to Complete the registration?

Cancel

Complete

Selecting the box to confirm that this is correct and selecting Complete will change the status of your Registration Version #x to Completed: Awaiting approval and will add the Completed Date/Time Stamp, the user and which version it was based on

Status: Completed; Awaiting approval

Created:
04/10/2025 02:12 PM
by MARCY CARROLL
based on Version 1

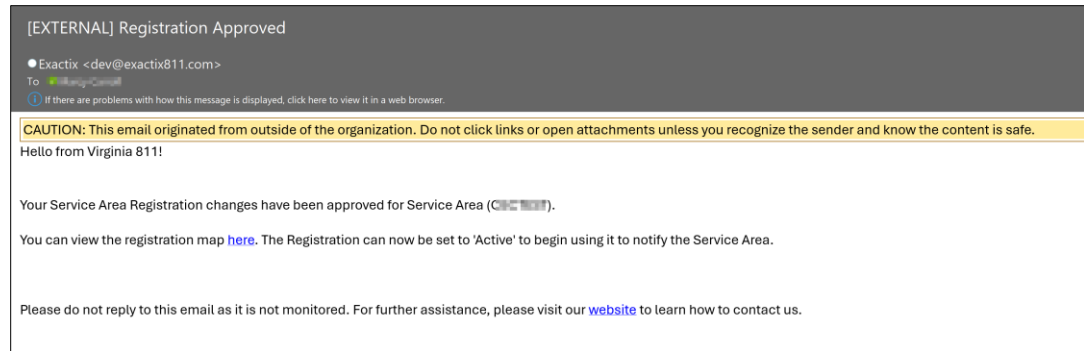
Completed:
04/10/2025 04:00 PM
by MARCY CARROLL

Changes:
04/10/2025 03:39 PM
1: by MARCY CARROLL
Add 0.40 sq mi (681.60%)

The system will generate an email that is sent to mapping@va811.com, alerting us that there is pending mapping and identifying the Service Area and its designated contact's email.

Once the Registration Area changes are approved, a system generated email will be sent to the person who initiated the changes

Once the Registration Area changes are approved, a system generated email will be sent to the person who initiated the changes



- Delete Change #x – Deletes the change made

Warning!

Are you sure you want to delete Change #1?

Cancel
Delete

- Merge Another Registration – allows you to select a different Service Area that is assigned to you, to be merged into this Service Area

Merge Registration

This function will merge the Registration Map from another Registration into this Registration by creating a new Change that reflects the changes necessary to add that map to this one.

Please pick the Service Area and Registration to merge into this Registration:

Service Area *

Registration

Cancel
Save

Both the Service Area Database contact and VIRGINIA 811 can choose to Un-Complete the Registration, if necessary.

Status: Completed; Awaiting approval

Un-Complete

We do ask that a Reason is included for the Un-Complete Registration action


Un-Complete Registration


This will reject the changes made in this registration and allow the Member to make adjustments.

Reason (optional):

This information will be sent to the user that Completed the Registration.

Are you sure you want to Un-Complete the registration?

 Cancel

 Un-Complete

The previous options will return if you choose to finish the Un-Complete process

Status: Not Complete

Complete

Delete change #1

Merge another Registration

The Service Area Database contact will receive an email from exactix@va811.com notifying them that the Service Area changes were NOT approved

Hello from Virginia 811!

Your Service Area Registration changes were NOT approved for Service Area (ENCTEST07).

Reason: Not in service yet

Please contact the One Call Center if you have any questions.

You can review the changes [here](#).

Please do not reply to this email as it is not monitored. For further assistance, please visit our [website](#) to learn how to contact us.

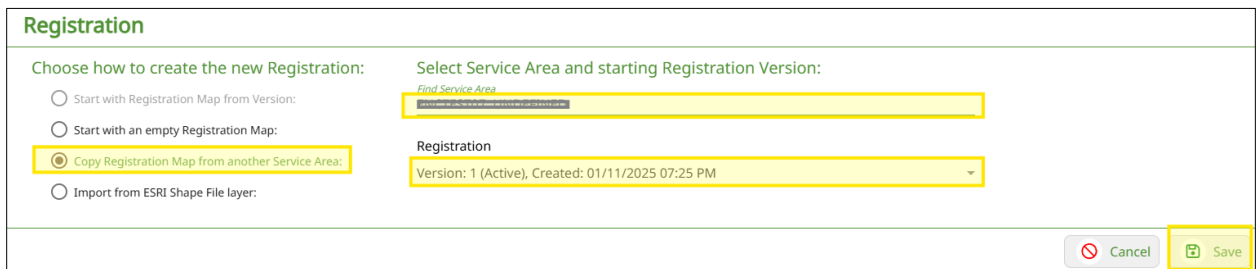
(3) Copy Registration Map from another Service Area (New Members or merging Service Areas)

Select Add



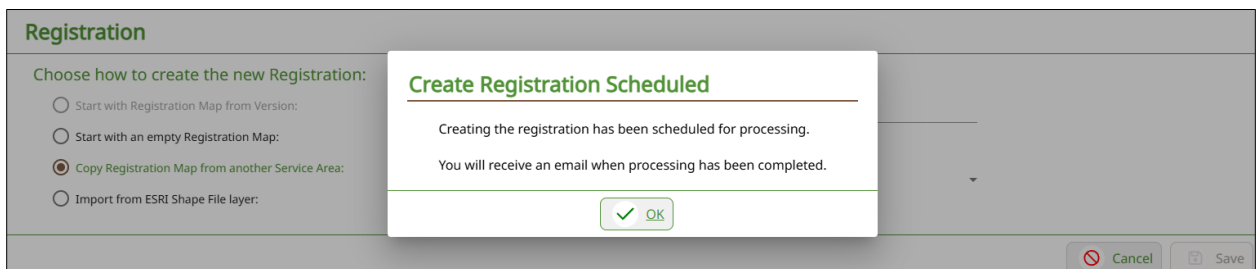
A table with two columns: 'Registrations' and 'Registrations'. The 'Registrations' column contains a yellow 'Add' button.

Select the option to Copy Registration Map from another Service Area, Specify the Service Area you are wanting to copy from (User must be assigned to both Service Areas), which Registration Version to be copied from, and Select Save



The 'Registration' form shows the 'Choose how to create the new Registration:' section with four radio buttons. The third option, 'Copy Registration Map from another Service Area:', is selected. To the right, the 'Select Service Area and starting Registration Version:' section has a 'Find Service Area' button and a dropdown menu showing 'Registration Version: 1 (Active), Created: 01/11/2025 07:25 PM'. At the bottom right are 'Cancel' and 'Save' buttons.

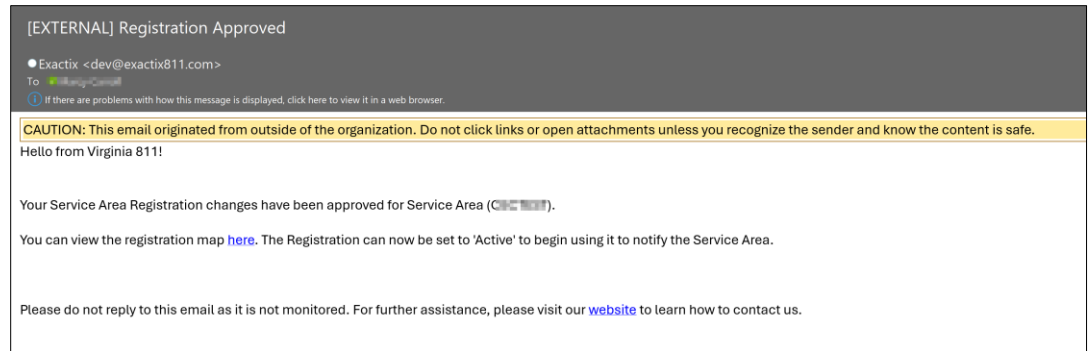
A message will appear stating that the Create Registration has been Scheduled



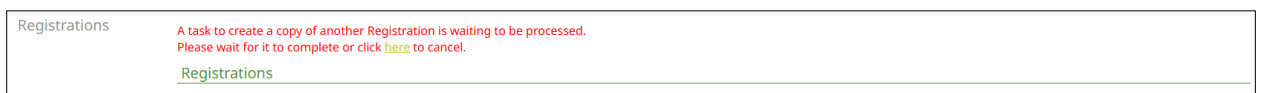
The 'Registration' form is shown with a modal dialog box titled 'Create Registration Scheduled'. The modal contains the text: 'Creating the registration has been scheduled for processing. You will receive an email when processing has been completed.' and an 'OK' button. The background form is dimmed, showing the same options as before.

The system will generate an email that is sent to mapping@va811.com, alerting us that there is pending mapping and identifying the Service Area and its designated contact's email.

Once the Registration Area changes are approved, a system generated email will be sent to the person who initiated the changes



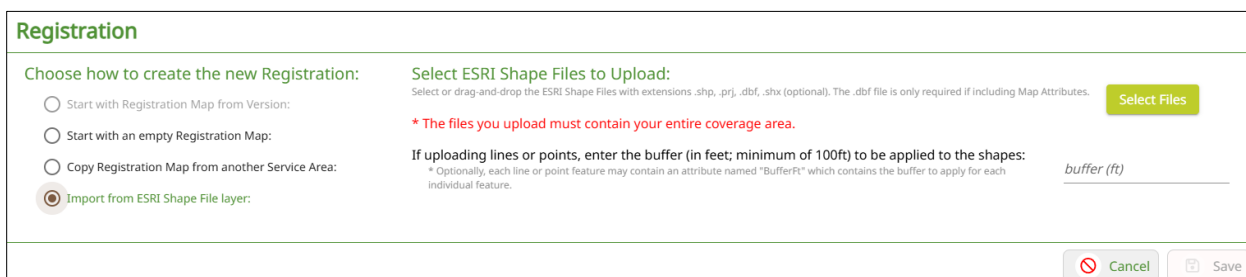
If you attempt to add another Registration, you will receive the following message



(4) Import from ESRI Shape File layer

The Import from ESRI Shape File Layer allows the user to upload shape files to identify their Registration Area(s)

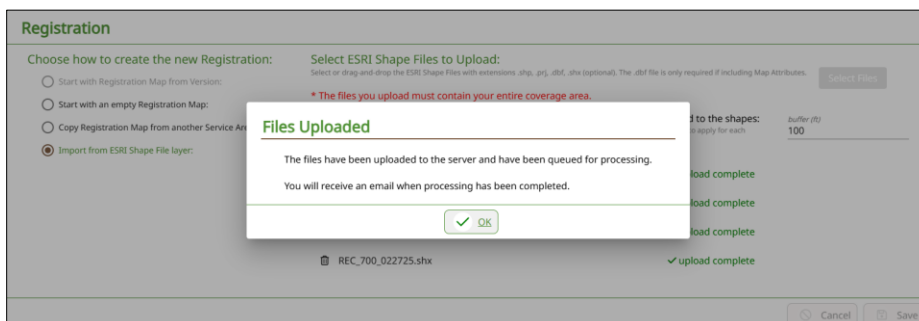
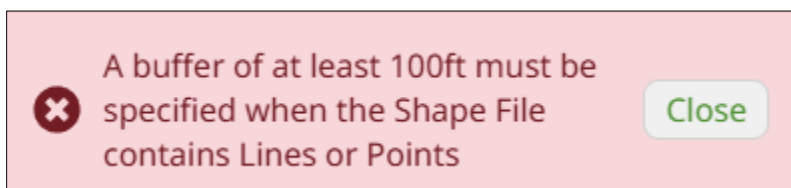
The file must be in ESRI Shapefile format with any Geographic Coordinate System and Projection



The image shows a web form titled "Registration". It has two main sections. The first section, "Choose how to create the new Registration:", contains four radio buttons: "Start with Registration Map from Version:", "Start with an empty Registration Map:", "Copy Registration Map from another Service Area:", and "Import from ESRI Shape File layer:". The fourth option is selected. The second section, "Select ESRI Shape Files to Upload:", contains a "Select Files" button, a red asterisk warning "The files you upload must contain your entire coverage area.", and a text input field for "buffer (ft)" with a value of "100". At the bottom right are "Cancel" and "Save" buttons.

The shape files you upload must have .shp, .prj, .dbf and, .shx extensions. The .dbf file is only required if the shape file includes Map Attributes. Select the files you want to upload and click on the Save button. When the files have completed loading, a Files Uploaded message will appear.

Default Buffer will be 100ft when importing lines or points, if you attempt to use anything less than 100ft, you will receive this error



The image shows the same "Registration" form as before, but with a "Files Uploaded" message box overlaid. The message box says: "The files have been uploaded to the server and have been queued for processing. You will receive an email when processing has been completed." and has an "OK" button. The background form shows the "Import from ESRI Shape File layer:" option selected, the "Select Files" button, the red asterisk warning, and the "buffer (ft)" field with a value of "100". At the bottom right are "Cancel" and "Save" buttons.

Exporting a Registration Area(s)

Members can download any version of their Registration Areas by selecting the Version they wish to download under Registrations and then View Map

Example of only one Registration Version

Registrations	Registrations	add
Version 1	Approved for use	
Created	04/11/2025 11:39 AM by MARCY CARROLL, <i>not based on another Version</i>	
Completed	04/11/2025 02:15 PM by MARCY CARROLL	View Map
Approved	04/11/2025 02:17 PM by MARCY CARROLL	
Area	0.06 Total sq miles, Added 0.06 sq miles	

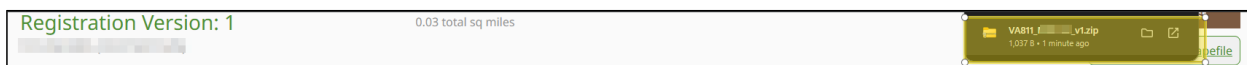
Example of multiple Registration Versions

Registrations	Registrations	add
Version 4	Active	
Created	04/08/2025 12:39 PM by MARCY CARROLL, <i>not based on another Version</i>	
Completed	04/08/2025 12:39 PM by MARCY CARROLL	View Map
Approved	04/08/2025 12:39 PM by MARCY CARROLL	
Area	0.90 Total sq miles, Added 0.90 sq miles	
Version 3	Completed: Awaiting approval	
Created	04/08/2025 12:29 PM by MARCY CARROLL, <i>not based on another Version</i>	View Map
Completed	04/08/2025 12:38 PM by MARCY CARROLL	View Map
Approved	04/08/2025 12:38 PM by MARCY CARROLL	View Map
Area	Adding 0.90 sq miles	View Map
Version 2	Completed: Awaiting approval	
Created	04/08/2025 12:25 PM by MARCY CARROLL, <i>not based on another Version</i>	View Map
Completed	04/08/2025 12:26 PM by MARCY CARROLL	View Map
Approved	04/08/2025 12:26 PM by MARCY CARROLL	View Map
Area	0.03 Total sq miles, Added 0.03 sq miles	
Version 1	Approved for use	
Created	04/04/2025 10:26 AM by MARCY CARROLL, <i>not based on another Version</i>	
Completed	04/08/2025 09:52 AM by MARCY CARROLL	View Map
Approved	04/08/2025 12:44 PM by MARCY CARROLL	
Area	0.03 Total sq miles, Added 0.03 sq miles	

Once the Registration (Map) opens, select Export Shapefile



The Export will begin immediately



We are available for any questions, concerns and feedback at mapping@va811.com