DC GIS Steering Committee Meeting
September 11, 2006

Barney Krucoff
GIS Director
Office of The Chief Technology Officer
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202-727-9307

Agenda

- **Introductions** – Barney Krucoff
- **DC GIS News** – Barney Krucoff
- **Agreement with United States Geological Survey**
  - Roger Barlow USGS and Barney Krucoff
- **Data Report** – Mario Field
  - New Orthoimages
  - New Planimetric Data
  - Other new and updated data sets
- **System Report** – Zhen Lo
  - Making a connection to the new DC GIS Central database
  - ArcSDE Direct Connect
- **Results of the ESRI User Conference** –
  - Tim Abdella
- **Training Report** – Tim Abdella
  - Two new classes added for FY 2007
  - New layer classification structure
- **DDOT Public Space Management Administration** – Jose Colon

DC GIS FY2006 By The Numbers

Data Team

- Number of DC GIS data sets in publication
  - Oct 1, 2005, **230**
  - Sep 30, 2006, **351**.
- Number of Master Address Repository Points
  - Oct 1, 2005, **133,012**
  - Sep 11, 2006, **135,979.**

DC GIS FY2006 By The Numbers

Development Team

- Agencies / Applications consuming DC GIS Web Services
  - Sep 30, 2005: Agencies, **4,** and applications, **4**
  - Sep 11, 2005: Agencies **14**, and applications **23**

- Number of buttons on the DC GIS ArcGIS Tool Bar
  - Sep 30, 200, **0**
  - Sep 11, 2006, **8**

DC GIS FY2006 By The Numbers

Training Team

- Number of Students trained this year including CWD and non-CWD courses, **346**
- Total number of Internet and Intranet pages on the DC GIS Web Site
  - Oct 1, 2006, **8**
  - Sep 11, 2006, **94**
- Total number of individuals on DC GIS Education Newsletter Distribution List **824**

News Items

- Agreement CyberCity Inc.
  - DC Provides
    - Stereo Photography
  - CyberCity Provides
    - True Orthoimages
    - 3D buildings and terrain in ESRI Geodatabase Format.
    - 3D building facades from overlaps in stereo photos.
- New Master Address Repository Front Page
  - http://dcgis.dc.gov
- New crime site coming soon

News Items

- Washington Metropolitan Council of Governments Update
  - UASI Initiative not funded.
  - Hazard Identification, Risk Assessment, Impact Analysis (HIRA) is funded.

- NSGIC Update
  - Annual Conference in Little Rock, 1st week of October
  - Imagery for the Nation
  - New data model coming from DHS

News Items

- **National Park Service Freedom of Information Act Request.**

  NPS maintains two sets of boundary records for Federal Lands. One heads up digitized and one COGO entered. DC agencies have informally requested the COGO data for several years and attempted to negotiate an MOU.

  - **May 10**, DC filed a Freedom of Information Act Request with NPS.
  - **May 25**, NPS returned a letter promising to respond within 20 business days.
  - **July 10**, After no action by NPS, DC sent a second letter.
  - **July 24**, NPS sent a letter denying DC's request for a fee wavier, but agreeing to provide the data for $2,450.
  - **Aug 2**, DC sent a letter agreeing to pay the $2,450.
  - **Aug 17,** DC provided NPS the new Orthoimages and Planimetric data.
  - **Sep 5**, NPS sent a letter where "upon further reflection" NPS denied our request base of FOIA exemptions 2 ("high 2", could be used to break the law) and 5 (part of an ongoing deliberate process).

Agreement with USGS

- **DC and USGS to cooperate:**
  - The United States Geological Survey (USGS) National Geospatial Program Office is seeking to *"provide leadership to reliable geographic information at the fingertips of the nation."*
  - USGS is working with the States and DC to build the **National Spatial Data Infrastructure**.
    - Strategic Planning (This agreement, for example)
    - Standards (Federal Geographic Data Committee)
    - Data Discovery (GeoSpatial One Stop portal)
    - Data (The National Map)
  - Roger Barlow, is the USGS Liaison/Coordinator for the Mid Atlantic States including DC.

Agreement with USGS

- **DC and USGS will coordinate:**
  - Planning and coordination of geospatial activities for business needs
  - Education, training and outreach
  - Data discovery and inventory (GOS)
  - Data access and integration
  - Data production, stewardship, and maintenance
  - Data sharing, dissemination, and distribution
  - Earth and Biological Science research and applications
  - Technology transfer and sharing of technical information development and expertise
  - Support development and sharing of metadata, data models, and standards
  - Web-mapping/feature services and applications

Agreement with USGS

- **District Geographic Information Strategic Plan:**
  - Inventory existing data (http://dcgis.dc.gov & http://dcgis.in.dc.gov)
  - Acquiring/cost-sharing on new data
  - Ensuring data documentation (metadata)
  - Assigning data stewardship roles and responsibilities
  - Linking and aligning the District's geospatial infrastructure to the national level through GOS and The National Map.

- This will update the Strategic Plan on (http://dcgis.dc.gov) which is nearly two years old.

DC GIS Data Report

Mario Field

Dr. Data

Updated DC GIS Data

- Address Point
- ABRA Liquor License
- Ambassador Residence
- Census Tract - 1990
- Census Tract – 2000
- Chemical Pack Deployment Site
- Child Care
- DC Agency
- Embassy
- Hotel
- Human Service (Answers Please)
- Overlay Zoning
- Planned Unit Development
- Polling Place
- Transportation Analysis Zone
- Underground Storage Tank
- University Area
- Ward - 2002
- Zoning
- Zip Code

Current DC GIS Data Update

- Bus Stop
- Owner Point
- Building – Generalized
- Road – Generalized
- Routing Reference Network
- Sale Point
- Sidewalk – Generalized
- Street Centerline
- Wooded Area - Generalized

  – September 2006 publication

2005 Planimetrics Available

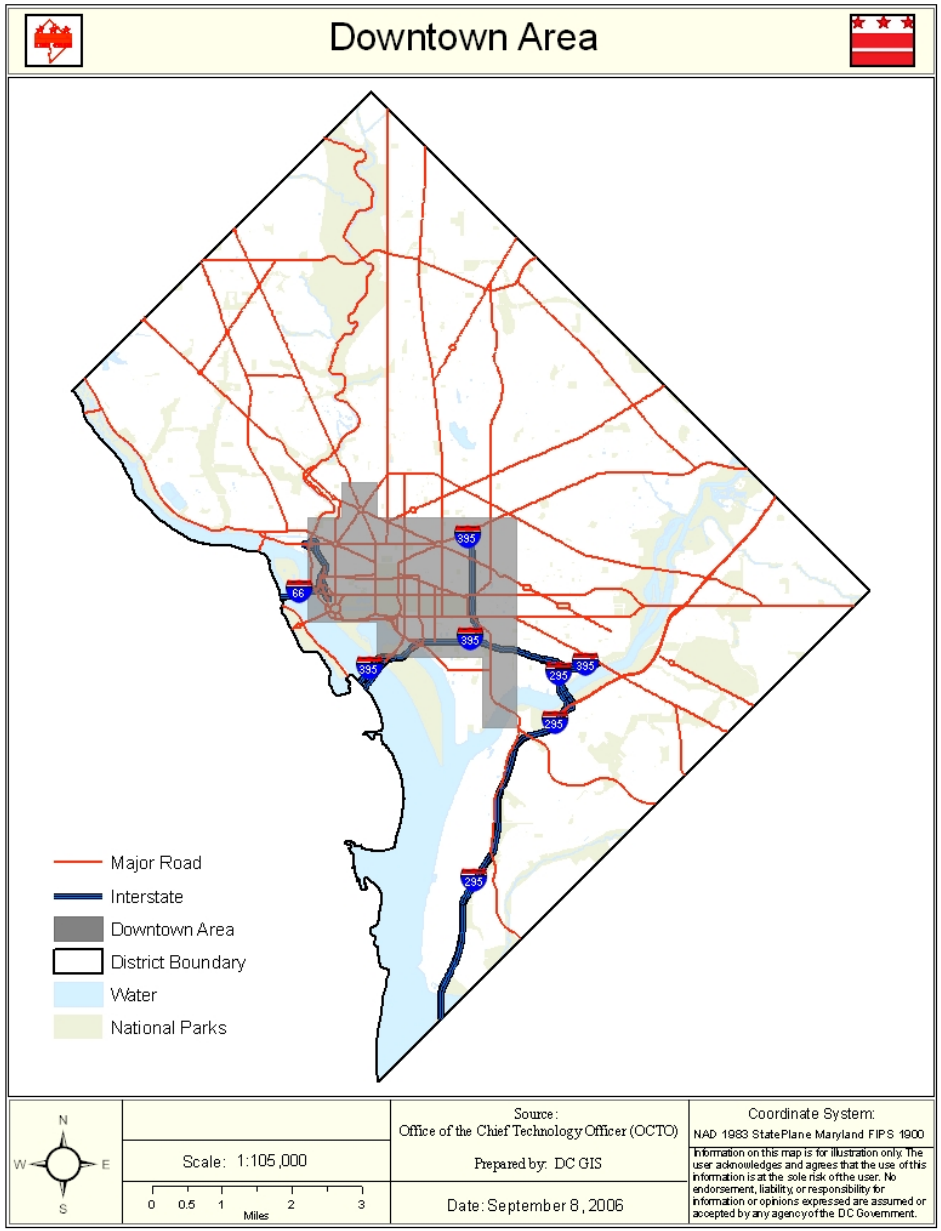
Layers:

•Building	BldgPly
•Bridge and Tunnel	BrgTunPly
•Geodetic Control	GeoControlPt
•Hydro Centerline	HydroCenterlineLn
•Metro Station Entrance	MetroEntPt
•Obscured Area	ObsAreaPly
•Railroad	RailRdLn
•Road	RoadPly
•Sidewalk	SidewalkPly
•Wooded Area	WoodPly
•Orthophoto	Ortho2005

Planimetric Dataset Notes

- **All hidden features merged to non-hidden layers:**
  - Sidewalks
  - Roads
  - Bridges
- **Street Centerlines were updated to match 2005 roads:**
  - Edits given to DDOT to update the Street Spatial Database
- **All layers carry a date of capture to delineate which features have been updated.**
- **Change Detection:**
  - The vendor thoroughly reviewed the downtown area for change detection on all of the layers. Outside the downtown area, the contractor carefully reviewed the surrounding area for change detection on all of the layers ONLY WHEN BUILDING OR ROAD CHANGED.

Downtown Area



Retired Datasets

Line Layers with equivalent polygon layers:

– Advisory Neighborhood Commission (1990)	ANC90Ln
– Advisory Neighborhood Commission (2002)	ANC02Ln
– Architect of the Capitol	AOCLn
– Census Tract (1990)	Tract90Ln
– Census Tract (2000)	Tract00Ln
– Police District	PolDistLn
– Police Service Area	PolSALn
– Regional Operation Command	PolROCLn
– Single Member District (1990)	SMD90Ln
– Single Member District (2002)	SMD02Ln
– Voting Precinct (1990)	VotePre90Ln
– Voting Precinct (2000)	VotePre00Ln
– Ward (1990)	Ward90Ln
– Ward (2000)	Ward00Ln
– Ward (2002)	Ward02Ln

Retired Datasets

• Street Centerlines	SISScLn
• Alley Centerlines	SISAlleyLn
• Drive Centerlines	SISDriveLn
• Service Road Centerlines	SISSvcLn
• Ramp Centerlines	SISRampLn
• Curb Lines	CurbLn
• Metro Polygons (Bus Shelter)	MetroPly
• Metro Points (Bus Shelter)	MetroPt
• Overhead Traffic Sign	OvrhdTrfLn
• Recreation Facilities	RecFacPt

DC GIS Systems Report

Zhen Lo

Systems Lead

Data Access

- 4 Ways of getting at the data
  - Application Server Connect (ASC) - ArcSDE
  - Citrix (with Citrix account)
  - Direct Connect (DC) - ArcObjects
  - Web Mapping Service (WMS OGC, ArcIMS)
  - Web Feature Service

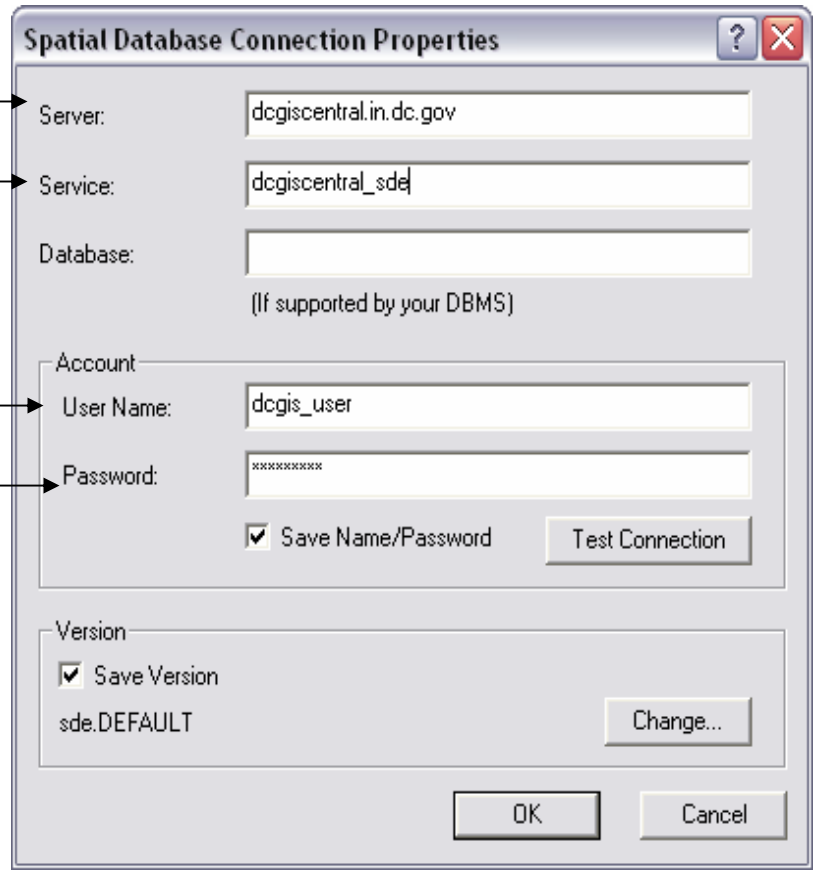
NEW CENTRAL GIS REPOSITORY

Citrix Users

- Same as ASC but connections are built with the accounts
- Take advantage of layerfiles and DCGIS Tools for cartography

- dcgiscentral.in.dc.gov
- dcgiscentral_sde

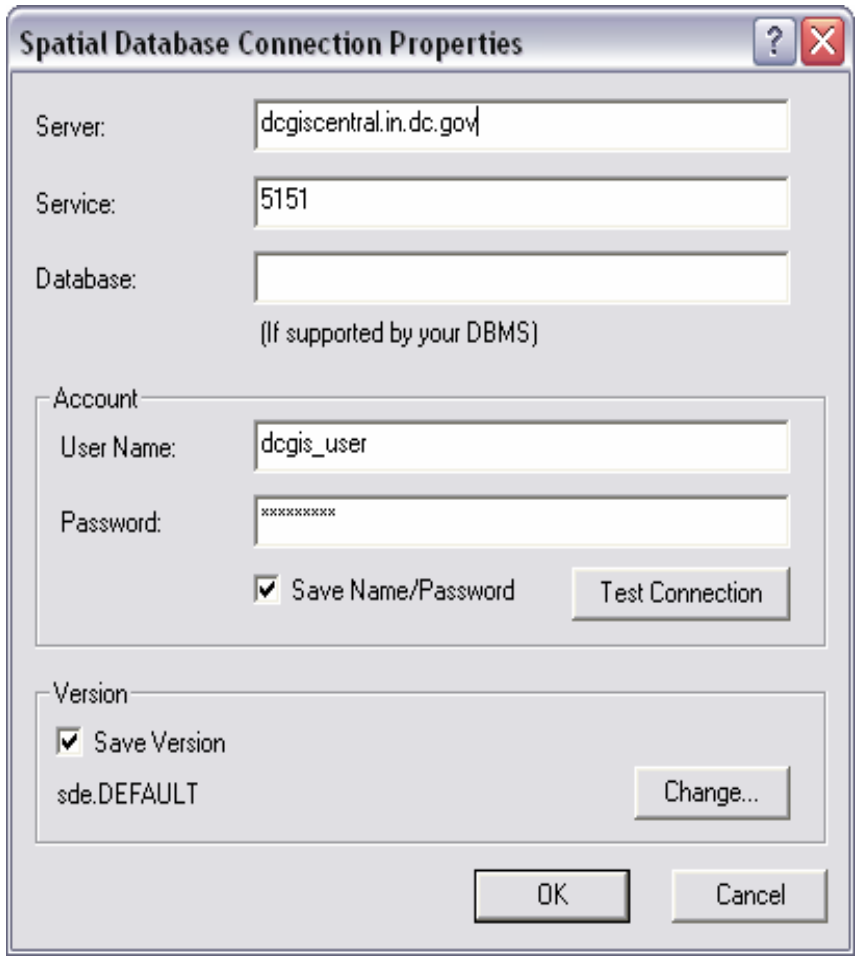
- dcgis_user
- dcgisuser



Desktop Users

- Disconnects after 60 minutes of inactivity
- Uses the DCGIS ArcSDE connection
  - Dcgis_user / dcgisuser

  or
  - Intragis_dcatlas / iatlas4all
- Server side processing
- Must pull features across network



ArcIMS Users

Direct Connect

- Meant for service applications like ArcIMS
- Ignores the keep-alive requirement
- Does not rely on middleware for map rendering
- Does not interfere with data maintenance
- Additional requirements on client server:
  - Either a oracle 9i or 10g client with listeners configured
  - Host file modification
  - ArcSDE binaries

Modify Oracle TNSNames.ora file

```
DCGISDBP2 =
  (DESCRIPTION =
    (ADDRESS = (PROTOCOL = TCP)(HOST = cluster2vip)(PORT = 1521))
    (CONNECT_DATA =
      (SERVER = DEDICATED)
      (SERVICE_NAME = DCGISDBP.DC.GOV)
      (INSTANCE_NAME = DCGISDBP2)
    )
  )
DCGISDBP1 =
  (DESCRIPTION =
    (ADDRESS = (PROTOCOL = TCP)(HOST = cluster1vip)(PORT = 1521))
    (CONNECT_DATA =
      (SERVER = DEDICATED)
      (SERVICE_NAME = DCGISDBP.DC.GOV)
      (INSTANCE_NAME = DCGISDBP1)
    )
  )
LISTENERS_DCGISDBP =
  (ADDRESS_LIST =
    (ADDRESS = (PROTOCOL = TCP)(HOST = cluster1vip)(PORT = 1521))
    (ADDRESS = (PROTOCOL = TCP)(HOST = cluster2vip)(PORT = 1521))
  )
DCGISDBP =
  (DESCRIPTION =
    (ADDRESS = (PROTOCOL = TCP)(HOST = 10.2.11.22)(PORT = 1521))
    (ADDRESS = (PROTOCOL = TCP)(HOST = 10.2.11.23)(PORT = 1521))
    (LOAD_BALANCE = yes)
    (CONNECT_DATA =
      (SERVER = DEDICATED)
      (SERVICE_NAME = DCGISDBP.DC.GOV)
    )
  )
```

Host file Configuration

- Entries into local Host file
  - 10.2.11.22 giscluster1
  - 10.2.11.23 giscluster2

- Install ArcSDE but do not configure

ArcIMS Direct Connect Modification

OLD

```
<SDEWORKSPACE name="sde_ws-0" server="intradb"
instance="port:5151" database="" user="sde" encrypted="true"
password="YBQCOVGCYWLIAEDXLQ"
geoindexdir="C:\geoindex\new" />
```

NEW

```
<SDEWORKSPACE name="sde_ws-0" server="10.1.11.130"
instance="sde:oracle10g" user="dcgis_user" encrypted="false"
password="dcgisuser@dcgisdbp" geoindexdir="C:\geoindex\new" />
```

License Manager

- Current Central License Manager
  - Intradb.in.dc.gov or intradb or 10.2.11.14
  - 27005@intradb or 27004@intradb
- New License Managers (redundant)
  - Gislicense1.in.dc.gov or 10.1.11.121
  - Gislicense2.in.dc.gov or 10.2.11.21
  - 27004@gislicense1.in.dc.gov

Current License pool

- 8 ArcInfo
- 9 ArcEditors
- 50 ArcView

- Extensions
  - 10 3D Analyst
  - 10 Spatial Analyst
  - 5 Data Interoperability
  - 2 Network Analyst
  - 2 Publisher
  - 1 Geostatistical Analyst
  - 1 Tracking Analyst

We Are willing to host your licenses in the central pool so you have access to all of the extensions as well. Contact Zhen Lo if your agency is interested.

DC GIS Training Report

Tim Abdella
GeoSpatial Education Director

FY ’06 Review

- Custom Classes
  - DCEO
  - OCFO – OBP, ORA, OTR, DCRA
  - DOH – EMSHA
  - OAG
- Center for Workforce Development
  - 260 registered & completed students
  - Maintained over 75% class attendance
- Web Site
  - Rich in content
  - Course material on-line
- DC GIS Education e-Newsletter
  - Over 800 qualified recipients
  - Sent 9 times in FY ’06
  - Available on-line
- Student Registry
  - Comprehensive database
- Agency support
  - Technical support
  - Liaison support
- Internal DC GIS support
  - Multiple internal projects

CWD Course Report

- New classes for FY ’07 – hand-out has details *

The Courses: ***(In suggested order of completion)***	***Number***	***Days***
• Overview of DC GIS Services and Applications	#232	1
• Introduction to DC GIS using ArcGIS 1	#230	3
• Working with address & point based data *	#233	1
• GIS for ESF (Emergency Service Functions) *	#234	2
• GIS for Professional Analysts	#235	2

Schedule for classes not set by CWD yet

October classes announced by end of this week

CWD Registration

Course Registration:

- Select Classes
- Get Supervisor Approval
- Complete the Standard Training Authorization Form 1
- E-mail to Training Coordinator for his/her review and signature
- Confirmation of enrollment in the course will be emailed to you
- Notify CWD if you can not attend within 3 days of the class
- For more information about CWD, call (202) 727-1523
- All Information is on dcgis.in.dc.gov → Training Website

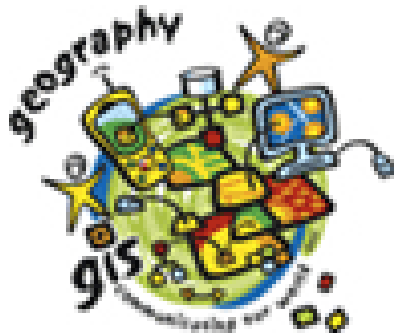
http://www.dcop.in.dc.gov

Click on:

Training and Development

ESRI User Conference

- 26th annual held in San Diego CA
- 14,000+ attendees from around the world
- New Technology - Core ESRI software
- Potential 3rd party technology
- Data research / acquisition
- Informal meet and greets
- MAR presentation



DC is acquiring the complete technical workshops on DVD

- hopefully we will host on-line for district wide access

New Technology - Core ESRI software

- Geodatabase
  - File based – platform independent, terabyte size support
  - Workgroup SDE – MS SQL Express, 4 simultaneous users
  - Replication – Automated SDE Data updates, cross platform support
  - Terrains – Store large “raw” elevation data in GDB, fast retrieval
  - Cartographic representations – adjust symbology not geometry
- ArcGIS Server
  - Integrated ADF across internet technologies
  - Service Map Caching – dynamic navigation
  - Globe Server – support for “served” 3D worlds
- Plan to attend ESRI 9.2 Seminar Series:
  - http://www.esri.com/events/introducing-arcgis92/index.html

Potential 3rd party technology

- Harris Corp / Pictometry building extractor
  - Tool developed to extract buildings from Pictometry library
  - Full support for texture mapping
- TerraGo - GeoPDF
  - Support for “intelligent” PDF documents
  - Maps with layer visibility control
  - Ability to “Query” attributes
- Applied Imagery QTmodler
  - Support for raw mass point LIDAR
  - Basic modeling tools
- MAPublisher – avenza
  - Advanced cartographic support
  - Read GIS layers directly in Adobe Illustrator

Data research / acquisition

- Woolpurt and Associates
  - Investigating existing LIDAR anomalies
  - Original contractor for 2004 data collection
- CyberCity
  - Best deal of the year
  - Free production of 3D buildings from stereo imagery
  - Potential “True Ortho” & 2 meter DTM
- HAZUS – MH MR2
  - May 2006 update to natural disaster loss modeling software
- NTAD 2006
  - US Coverage for transportation layers from USDOT
- VITA (formally VGIN)
  - Elevation and Imagery for nearby VA counties

Informal meet and greets

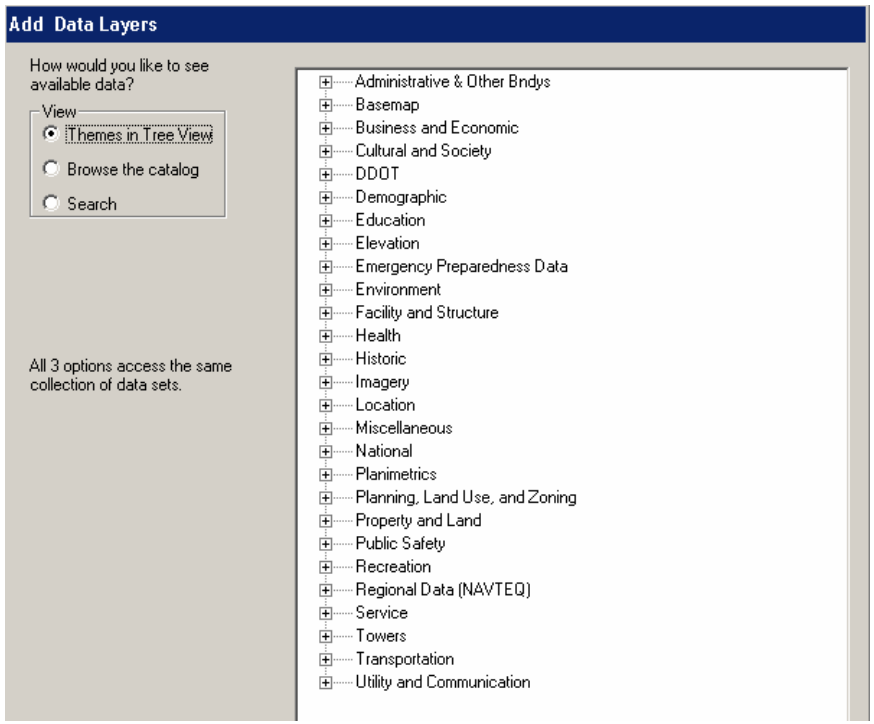
- National Geographic Society
  - Map division located in Downtown DC
  - Invited to “technology transfer day”
- City of Minneapolis
  - Another VMware user
  - Interested in technology transfer / information sharing
- ESRI Portal Toolkit
  - Meet with ESRI Team
  - Time to move forward, willing to support DB environment
- Army Corp of Engineers
  - Investigating Bathymetry
  - DC Flood plan maps coming soon

MAR presentation

- Congratulations!!!!!!
  - David Jackson
  - Vivek Srivastav
- Presented as a well attended paper session
  - 40 – 50 in audience
- Power Point Presentation on-line:
  - http://www.dcgis.in.dc.gov/dcgis/frames.asp?doc=/dcgis/lib/dcgis/MAR_Presentation.pdf

Layer Classification

- Presentation tier for Central Database repository
- Based on FGDC and ISO standards
- Categories determined by committee
- First use is the “Add DC GIS Data” tool



Demonstration

Q&A

Timothy L Abdella

GeoSpatial Education Director

Office of the Chief Technology Officer

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Washington, DC 20001

tim.abdella@dc.gov

202-727-4946 Office

716-308-0000 Cell

Thank you

Public Space Permitting Office
District Department of Transportation

d.

USING GIS AS A PRIMARY TOOL

OLD

PLEASE TAKE A NUMBER AND YOUR NUMBER WILL BE CALLED ACCORDINGLY!

APPROXIMATE WAIT….2 HOURS

WAR ROOM

FILE ROOM

DDOT

d.

ORGANIZTION \ AGENCIES

- IPMA
- UFA
- TPPA
- TSA
- OIO
- PSMA

ALL IMPORTANT DECISION MAKERS!

TYPES OF PERMITS

TOWER CRANES

TRAFFIC CONTROL

DUMPSTERS

UTILITY WORK

PAVING

SPECIAL EVENTS

SIDEWALK CONSTRUCTION

ROADWAY CONSTRUCTION

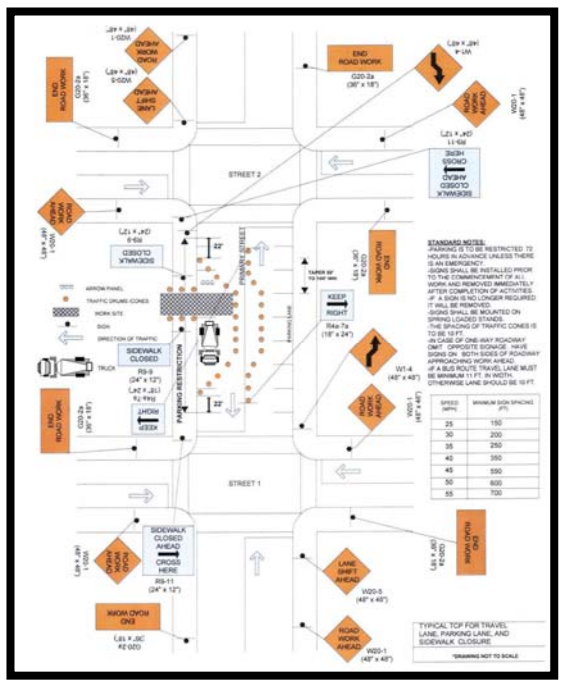
SHEETING SHORING

SCAFFOLDING

LANDSCAPING

SIDEWALK CAFE

TRUCK TAGS\APPORTIONED


END ROAD WORK
STREET 2
STREET 1
SIDEWALK CLOSED
SIDEWALK CLOSED AHEAD
CROSS HERE
KEEP RIGHT
LANE SHIFT AHEAD
ROAD WORK AHEAD
STANDARD NOTES:
TYPICAL TCP FOR TRAVEL LANE, PARKING LANE, AND SIDEWALK CLOSURE
*DRAWING NOT TO SCALE

National Cherry Blossom Festival
TARGET

TOOLS BEFORE GIS?

- WALL MAPS
- INDEX CARDS FOR *ROW* DISTRIBUTION
- SCANNED *ROW* MAPS
- SCANNED DISTRIBUTION CARDS
- MICROSOFT ACCESS DATABASE (USED FOR TRACKING ONLY)
- EXCEL SPREADSHEETS

GIS TOOLS IMPLEMENTED

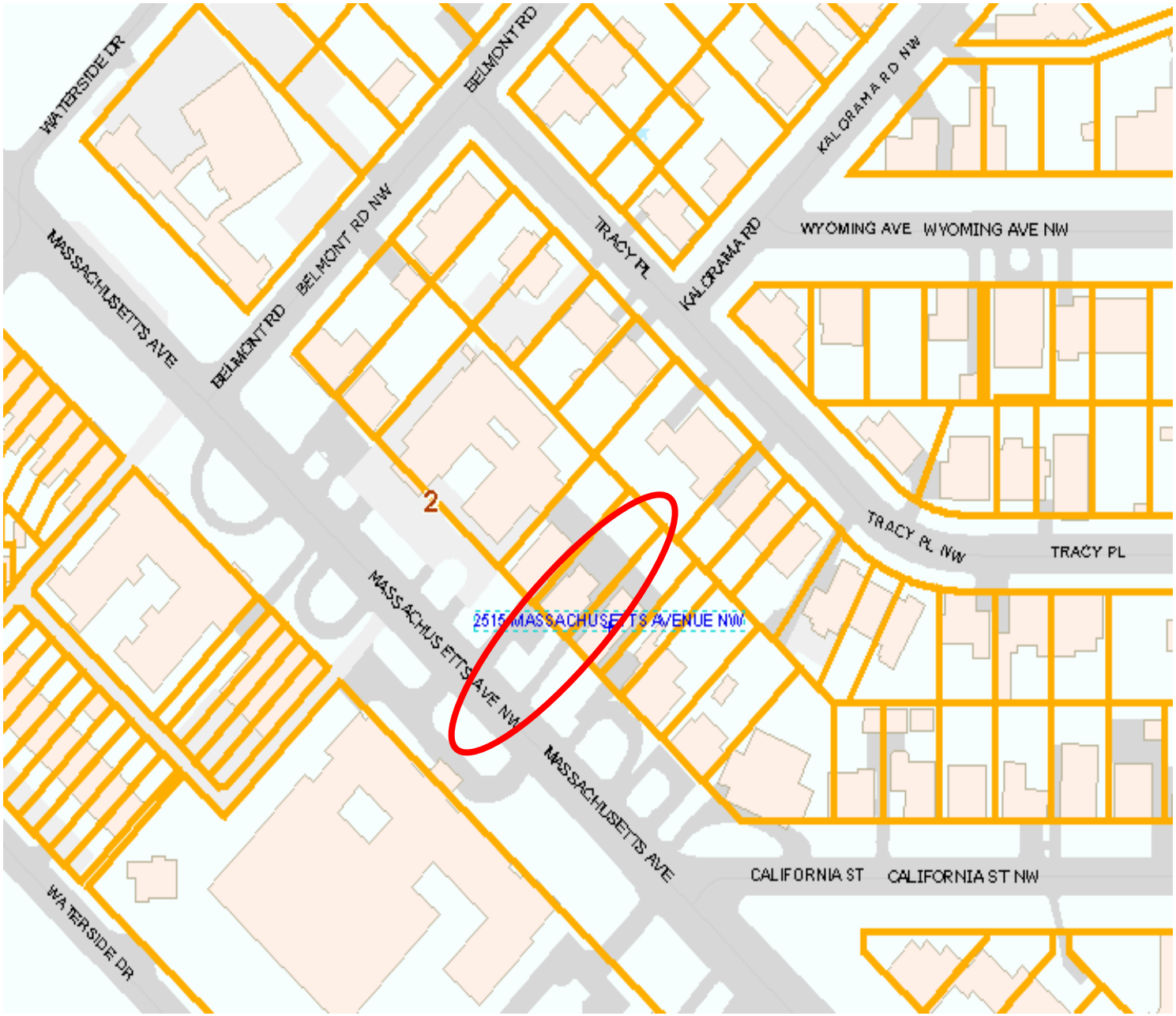
- USER ACCOUNTS & TRAINING IN USING CITRIX
- MAR
- OP QUERY TOOL
- GEOTIFFS \ ROW MAPS (IMAGE CATALOGUE)
- DCSTAT NEIGHBORHOOD VIEWER (DAILY UPDATES)
- REVAMPED ACCESS DATABASE (PRINTS PERMIT)

THIS PERSON IS APLYING FOR AN AREAWAY PROJECTION

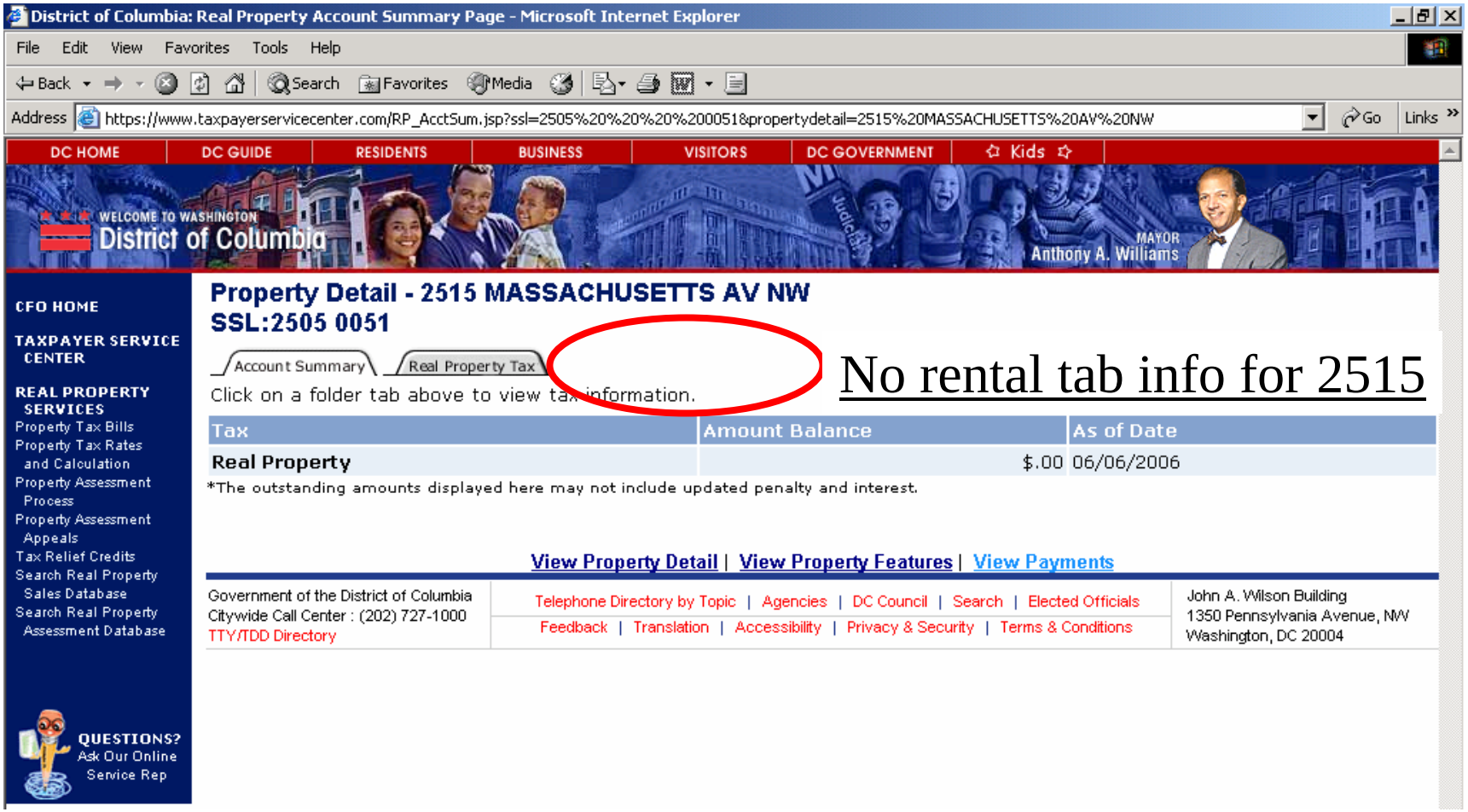
AFTER REVIEWING AERIAL PHOTO

PROPOSED AREAWAY PROJECTION ALREADY CONSTRUCTED ILLEGALLY (WITHOUT PERMIT)

Existing Garage in back.

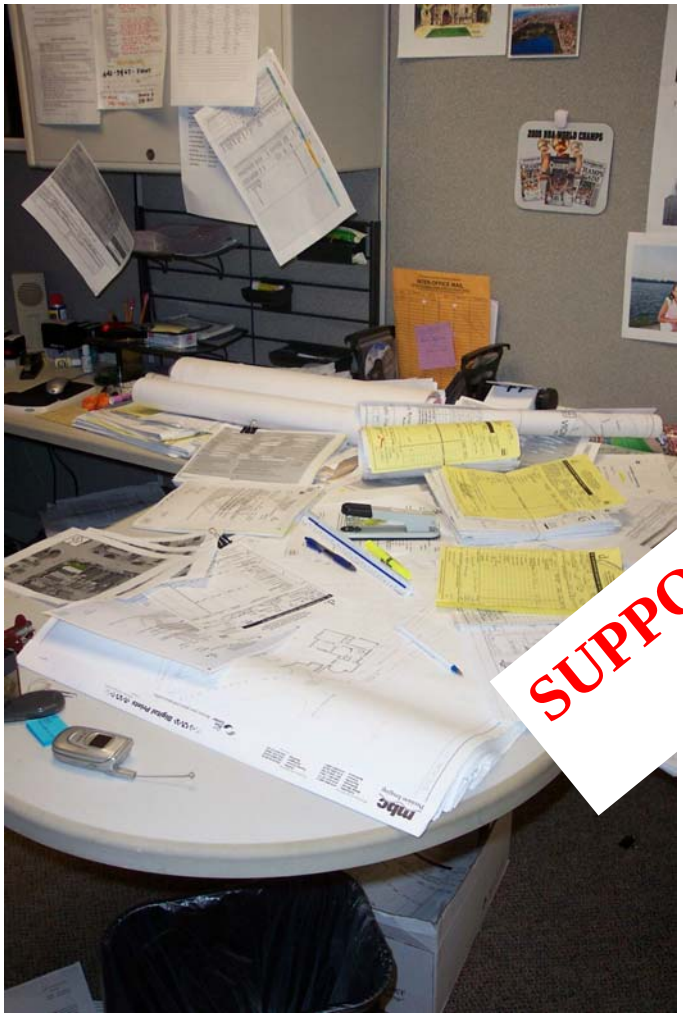

DC GIS
WATERSIDE DR
BELMONT RD
BELMONT RD NW
MASSACHUSETTS AVE
TRACY PL
KALORAMA RD
KALORAMA RD NW
WYOMING AVE
WYOMING AVE NW
2
TRACY PL NW
TRACY PL
2515 MASSACHUSETTS AVENUE NW
MASSACHUSETTS AVE NW
MASSACHUSETTS AVE
CALIFORNIA ST
CALIFORNIA ST NW
WATERSIDE DR

The focus is on 2515, but the adjacent properties are in violation too.



No rental tab info for 2515

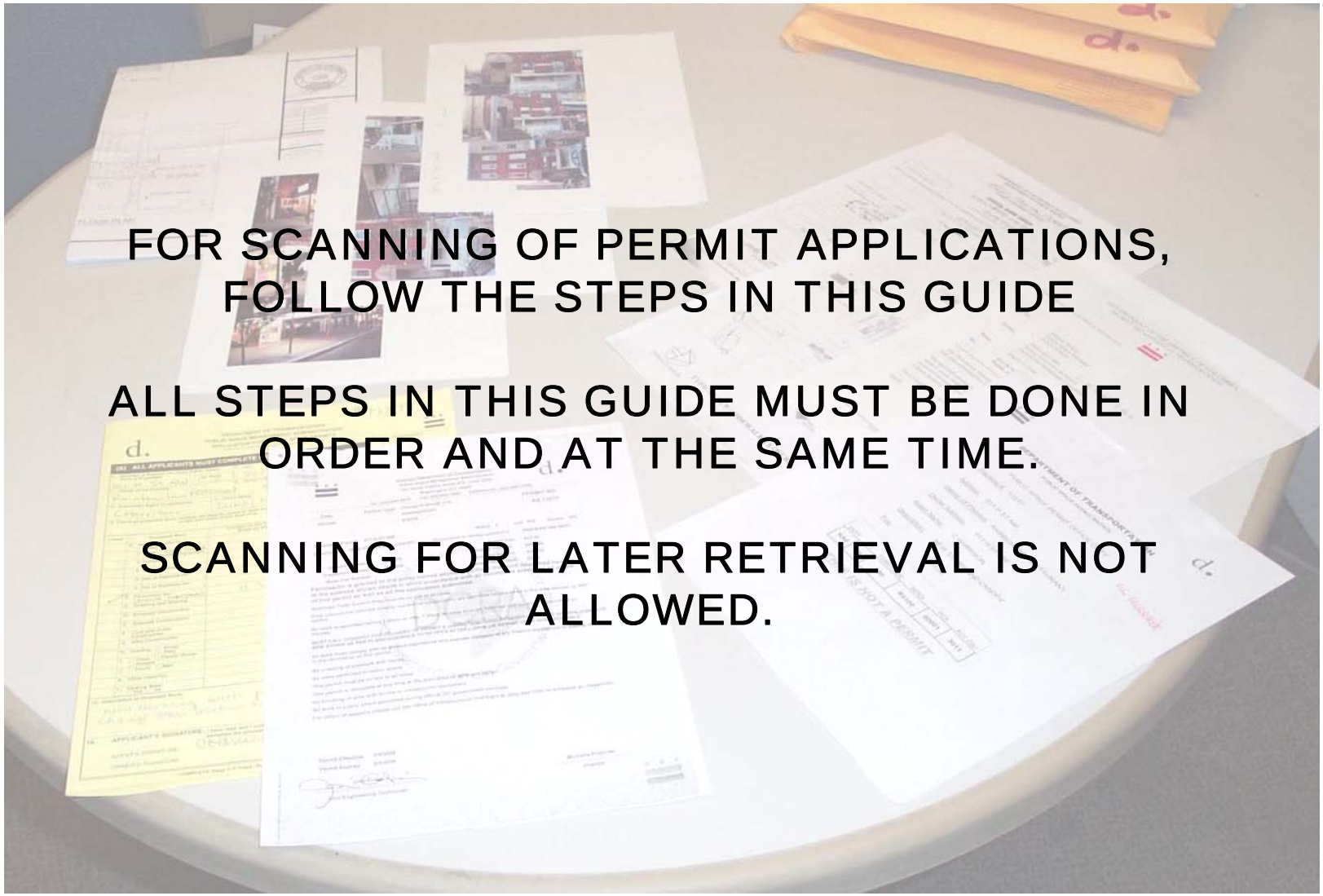
DC GIS



SUPPORTING DOCUMENTS PAPER!!!

d. PSMA
SCANNING AND RETRIEVAL

CREATED BY: PUBLIC SPACE PERMITTING OFFICE d.


FOR SCANNING OF PERMIT APPLICATIONS, FOLLOW THE STEPS IN THIS GUIDE
ALL STEPS IN THIS GUIDE MUST BE DONE IN ORDER AND AT THE SAME TIME.
SCANNING FOR LATER RETRIEVAL IS NOT ALLOWED.

Scanning Instructions

BEFORE USING THE SCANNING SYSTEM, YOU MUST CREATE A SHORTCUT TO THE SCAN FOLDER ON YOUR DESKTOP. THE FOLLOWING INSTRUCTIONS ONLY NEED TO BE DONE ONCE.

Create the connection to the shared folder

(1) Right click the My Computer icon on the desktop.

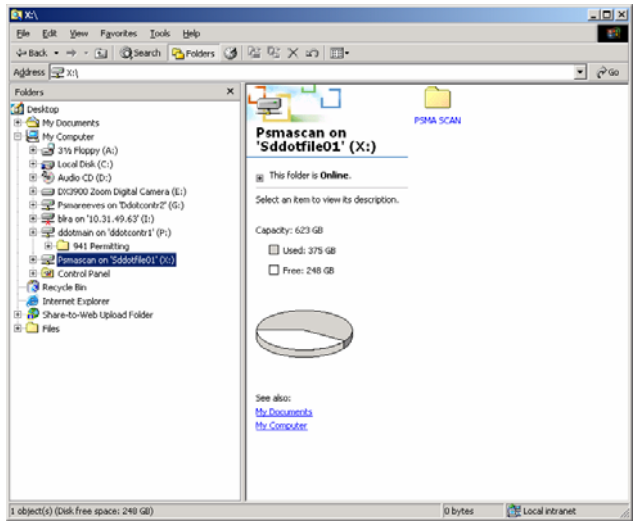
(2) Select “Map Network Drive.”

(3) In the dialogue box marked “Drive:” select a drive letter X.

(4) In folder, type \\SDDOTFILE01\PSMASCAN.”

(5) Make sure the box marked “Reconnect at Login” is selected.

(6) Click Finish.



When done the PSMASCAN folder DRIVE (NETWORK SERVER) should open automatically.

Then every time the person reboots the computer the drive will reconnect.

Create a shortcut to the folder on the desktop

(1) Open the My Computer icon on the desktop.

(2) Right click and drag the drive letter used in step 3 above to the desktop.

(3) Release the button.

(4) In the dialogue box that opens select the option to “Create Shortcut(s) Here.”

If in step 2 of the shortcut steps the person accidentally lets go of the button, he or she can select the “Create Shortcut” option. In that case the computer should return with a dialogue box that says “Windows cannot create a shortcut here. Do you want the shortcut to be placed on the desktop instead? Select “Yes.”

CREATING THE FOLDER IN ADVANCE

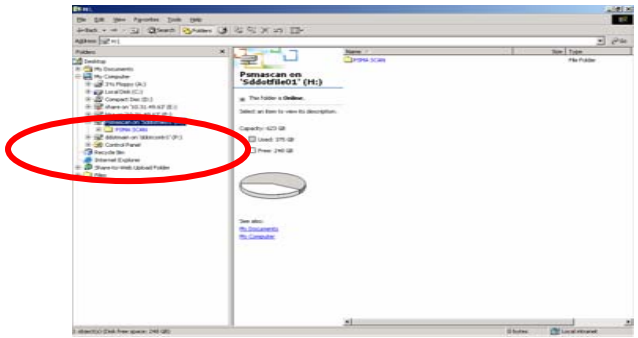
FOLDER INSTRUCTIONS:

FOLDER WHERE SCANS WILL BE SAVED FOR A PARTICULAR PROJECT.

(EX. 1)

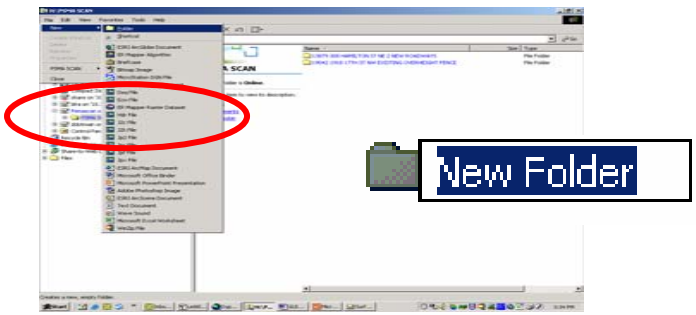
1. **OPEN THE H DRIVE, DOUBLE CLICK THE ICON ON THE DESKTOP** (EX. 1)

(EX. 2)



2. **OPEN THE "PSMA SCAN" FOLDER ON THIS DRIVE** (EX. 2)

(EX. 3)



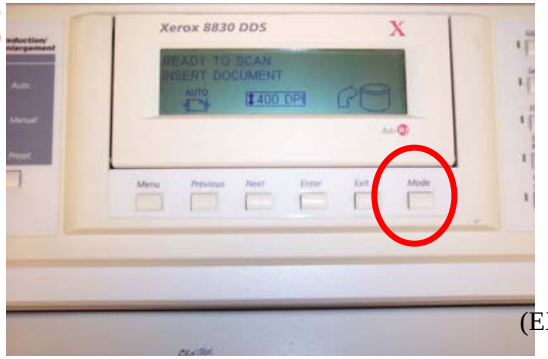
3. **USE THE "CREATE A FOLDER" ICON TO CREATE A NEW FOLDER**

OR CLICK FILE \ NEW \ FOLDER (EX. 3)

(EX. 4)

4. **RE-NAME THE FOLDER WITH THE TRACKING NUMBER OF THE APPLICATION YOU PLAN TO SCAN, THE ADDRESS OF THE APPLICATION, AND THE TYPE OF APPLICATION (E.G. 18254 800 MARYLAND AVE NE DRIVEWAY).** (EX. 4)

USING THE SCANNER PLOTTER



(EX. 1)

1. **USING THE MODE BUTTON, SET XEROX 8830 TO "SCAN"** (EX. 1)

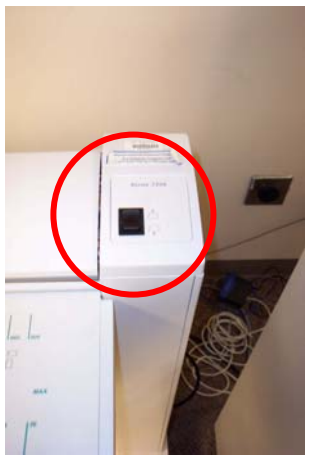
(EX. 2)

2. **SCAN ALL MATERIAL FACE DOWN AND HEAD FIRST, CENTERED ON THE SHELF OF THE SCANNER.** (EX. 2)

- **SCAN THE MATERIAL IN THE FOLLOWING ORDER:**

  - **(1) APPLICATION**
  - **(2) SITE PLAN, IN PAGE ORDER OR IN THE FOLLOWING ORDER: EXISTING CONDITIONS, PROPOSED MATERIAL, SPECIFICATIONS)**
  - **(3) TRAFFIC CONTROL PLAN**
  - **(4) PHOTOS**
  - **(5) SUPPORTING DOCUMENTS**
  - **(6) MISCELLANEOUS**

(EX. 3)



3. **WHEN EACH PAGE IS FINISHED BEING SCANNED USE THE BLACK SWITCH ON THE RIGHT SIDE OF THE CONTROL PANEL TO FEED THE PAGE OUT OF THE SCANNER.** (EX. 3)

4. **WHEN FINISHED WITH ALL SCANNING FOR THIS APPLICATION IMMEDIATELY RETRIEVE THE MATERIAL. DO NOT SCAN A SECOND APPLICATION.**

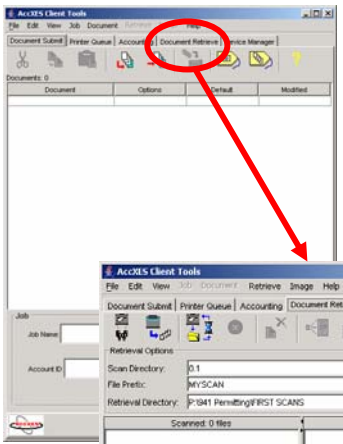
RETRIEVING INSTRUCTIONS: AT YOUR PC DESKTOP

*****FOLLOW THESE STEPS IN THE EXACT ORDER SHOWN. FAILURE TO FOLLOW ALL STEPS OR TO CHANGE THE ORDER OF THESE STEPS CAN LEAD TO LOSS OF SCANNED IMAGES AND TO SCANS FOR TWO DIFFERENT APPLICATIONS BEING STORED IN THE SAME FOLDER*****

(EX. 1)

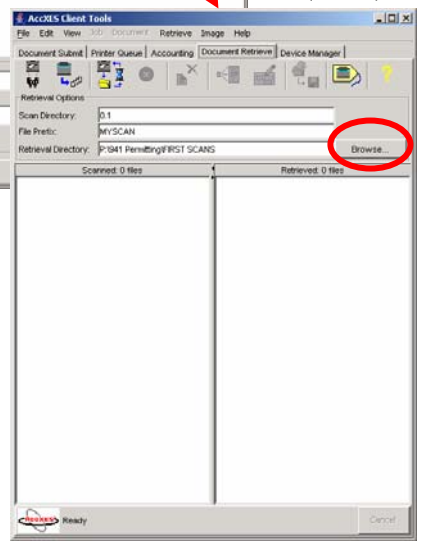
1. **DOUBLE CLICK AccXES TOOLS ICON ON DESKTOP** (EX. 1)

(EX. 2)



2. **CLICK THE "DOCUMENT RETRIEVE" TAB** (EX. 2)

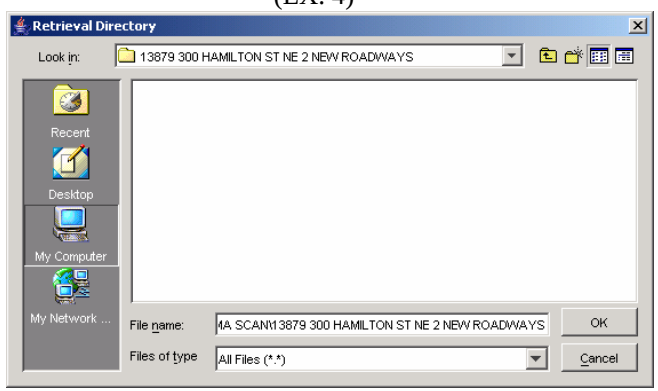
(EX. 3)



3. **CLICK THE "BROWSE" BUTTON TO THE RIGHT OF THE "RETRIEVAL DIRECTORY" DIALOGUE BOX.** (EX. 3) **A NEW WINDOW NAMED "Retrieval Directory" WILL OPEN.** (EX. 4) **THE FOLDER THAT APPEARS IN THIS BOX WHEN IT OPENS WILL ALWAYS BE THE LAST FOLDER INTO WHICH YOU SENT SCANS (I.E. THE FOLDER FOR THE LAST APPLICATION YOU SCANNED AND RETRIEVED)**

IF THIS IS YOUR FIRST TIME RETRIEVING SCANS YOU WILL HAVE TO DIRECT IT TO THE SCAN DRIVE FIRST, THEN CHOOSE THE CORRECT FOLDER.

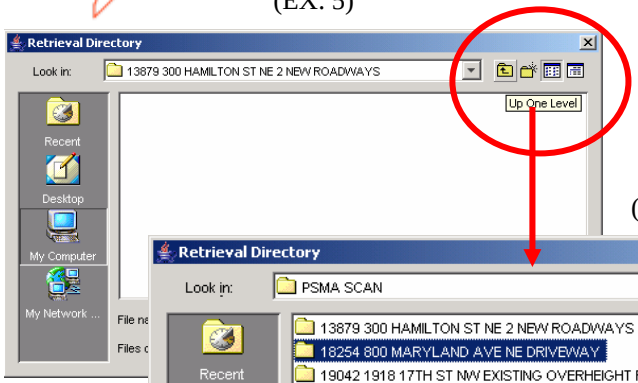
(EX. 4)



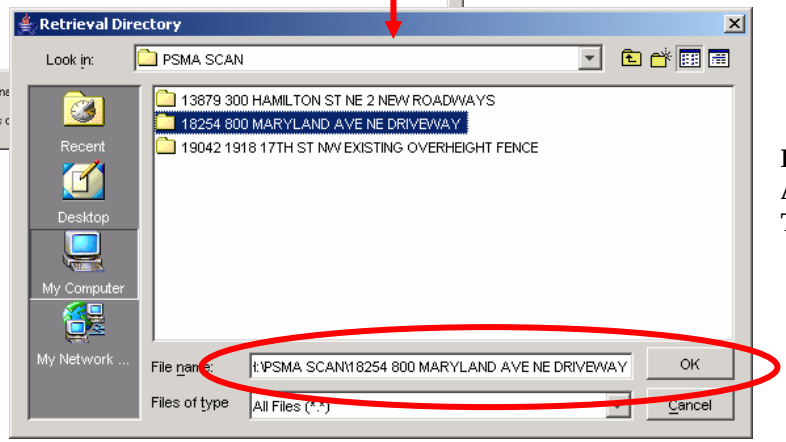
CONTINUE RETRIEVAL INSTRUCTION

RETRIEVING INSTRUCTIONS: AT YOUR PC DESKTOP

(EX. 5)



(EX. 6)

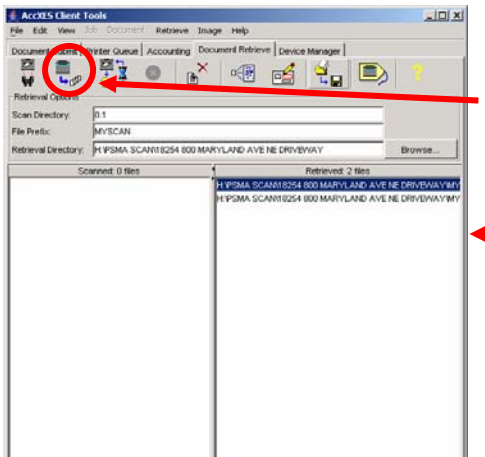


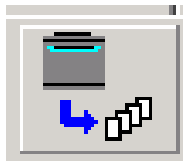
4. **USE THE DROP BOX TO CHOOSE DIRECTORY OR CLICK THE "Up One Level" ICON TO TAKE YOU TO THE PREVIOUS FOLDER.** (EX. 5)

5.

DOUBLE CLICK THE FOLDER WITH THE TRACKING NUMBER OF THE APPLICATION. THE "Look In" DIALOGUE BOX SHOULD NOW READ THAT APPLICATION NUMBER. CLICK THE "OK" BUTTON (EX. 6)

(EX. 7)





6. **IN THE AccXES Client Tools WINDOW, CLICK THE "Retrieve all scanned images from the scanner." ICON.** (EX. 7)

WAIT UNTIL YOU SEE THE TRANSACTION TAKE PLACE. THE RETRIEVED FRAME SHOULD NOW HAVE THE NUMBER OF SCANNED IMAGES LISTED ABOVE IT AND THE SCANNED IMAGES SHOULD SHOW IN THE FRAME.

*****DO NOT CLOSE THE AccXES Client Tools WINDOW*****

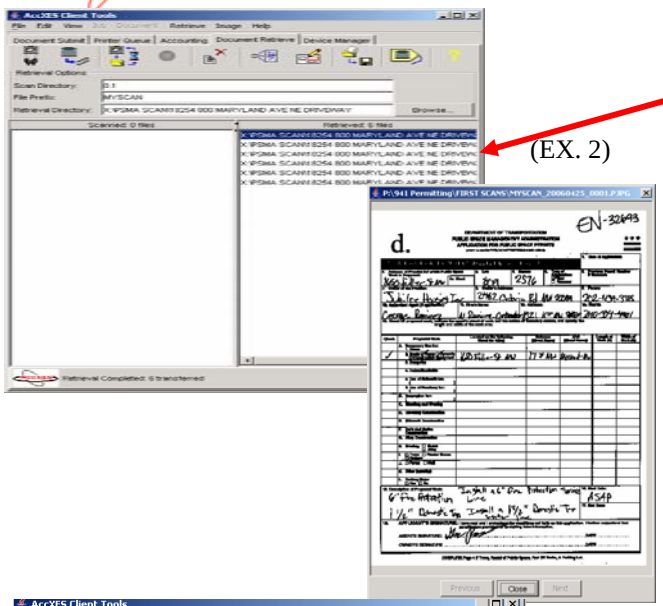
CONTINUE

RENAMING THE FILES AT YOUR PC DESKTOP

1. **BEFORE RENAMING THE FILES CONFIRM THAT THE EXTENSION AND FOLDER NUMBER ARE THE CORRECT ONES FOR THE APPLICATION.** (EX. 1)

(EX. 1)

(EX. 2)

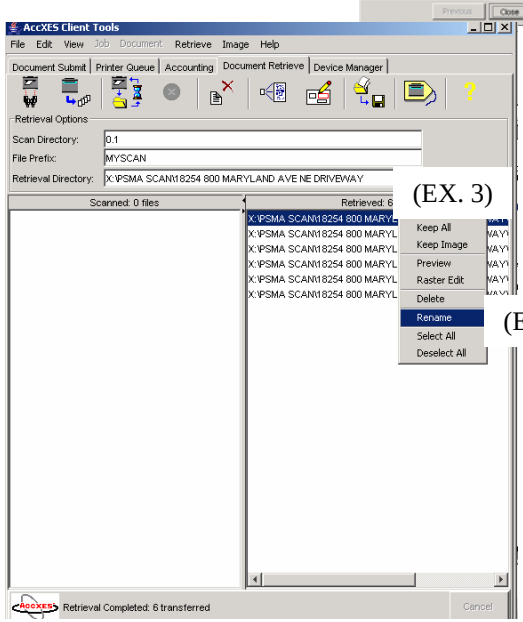


DOUBLE CLICK THE FIRST FILE IN THE "Retrieved" FRAME. THE SCANNED IMAGE WILL OPEN IN A SEPARATE WINDOW. (EX. 2)

CONFIRM THAT IT IS THE APPLICATION. SELECT "CLOSE."

2.

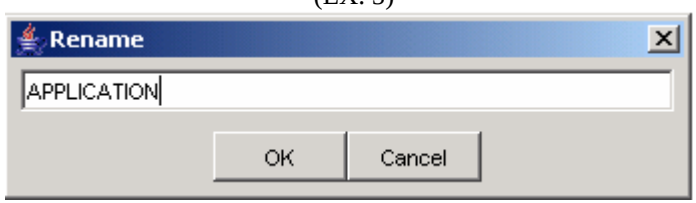
- **RIGHT CLICK THE FILE** (EX. 3)
- **SELECT RENAME FROM OPTIONS** (EX. 4)
- **RENAME THE FILE ACCORDINGLY e.g."APPLICATION"** (EX. 5)
- **CLICK "OK"**



(EX. 3)

(EX. 4)

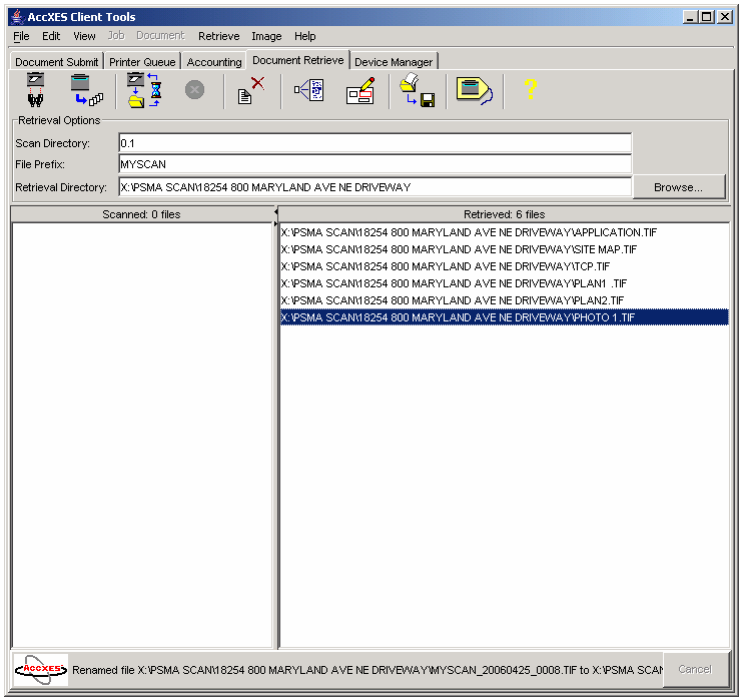
(EX. 5)



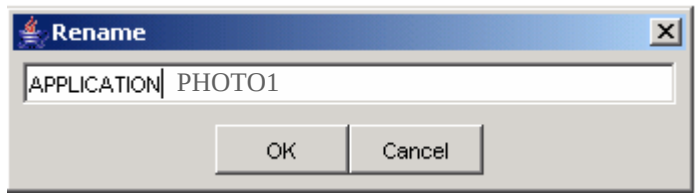
CONTINUE RENAMING FILES

3.

REPEAT THE LAST THREE STEPS FOR ALL OF THE SCANNED IMAGES. IF THERE ARE MULTIPLE PAGES FOR THE SITE PLAN NAME THEM SITE PLAN 1, SITE PLAN 2, ETC. DO THE SAME FOR ANY OTHER TYPE (E.G. PHOTOS, SUPPORTING DOCUMENTS) THAT HAVE MULTIPLE FILES. (EX. 6)



(EX. 6)

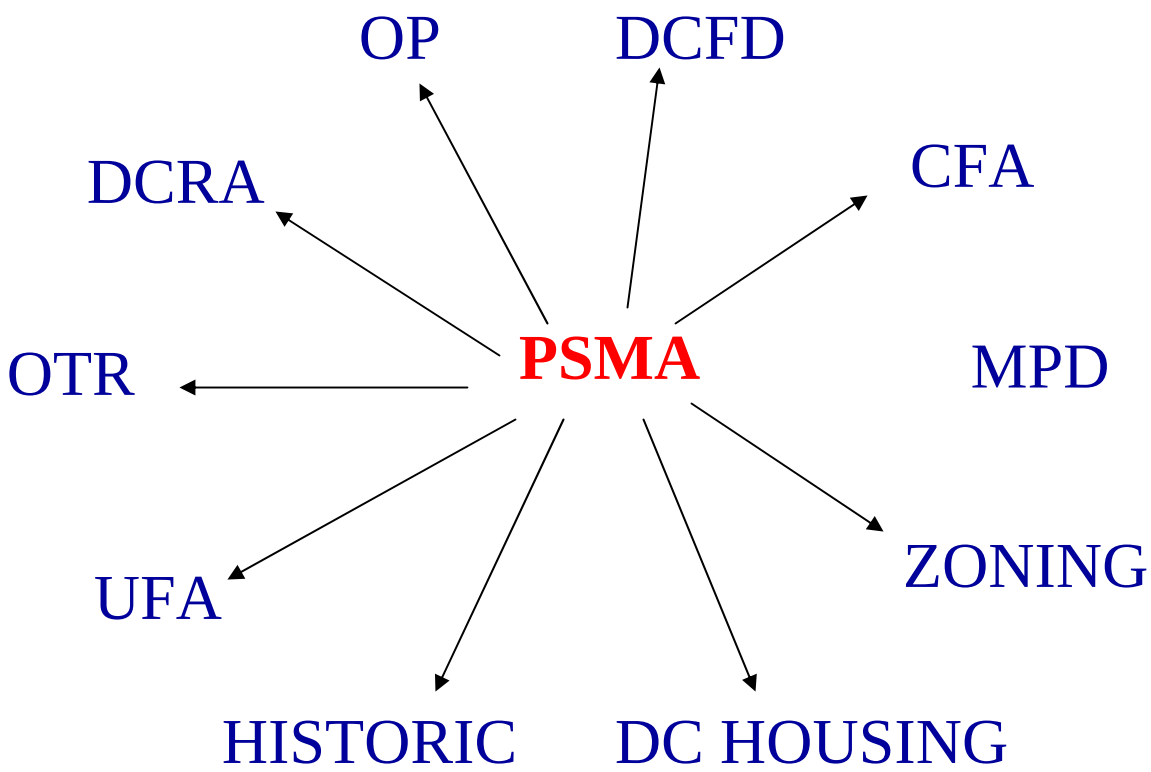


WHEN FINISHED, EXIT (close) THE AccXES Client Tools WINDOW

WHO BENEFITS?

KEY STAKE HOLDERS?

CONNECTIVITY?



Thank you

Next DC GIS Steering Committee Meeting:

Thursday, December 7, 2006
at 1:00 p.m.
Conference Room TBD
441 4th Street NW