Attachment B

Instructions for Using the Web Viewer Tool for the VTD/BBSP Verification





Version 1 January 2010

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I. INTRODUCTION

During the verification phase of the Voting District/Block Boundary Suggestion Project (VTD/BBSP) participants may verify their data using the Web Viewer tool. The Web Viewer tool allows participating states to review the VTD/BBSP submission in a Webbased environment without the need of installing additional software. Participants may access the Web Viewer using a Web browser.

The Web Viewer tool does not support an edit function. Any corrections to the Census Bureau's data required as a result of the verification review must be conducted using the MAF/TIGER Partnership Software (MTPS). See *Attachment C: Instructions for Using the MTPS for Verifying the VTD/BBSP Submission* for detailed instructions.

Note that minor or small corrections resulting from the verification of the VTD/BBSP submission using the Web Viewer tool can be discussed with the respective Regional Census Center (RCC) to enter the correction. (See *Attachment A: RCC Geographic Staff Contact Information* for contact information.) An example of a correction that can be communicated for the RCC staff to fix is changing the VTD cover for a small face or two. Minor or small corrections can be conveyed to the RCC staff to preclude submitting a RDP "change" file using the MTPS.

II. ACCESS, LOGIN, AND SELECT COUNTY TO VERIFY

Follow these guidelines for accessing the tool and entering the correct login information.

A. Accessing the Web Viewer Tool

In order to access the Web Viewer tool, go to: http://ecots1.geo.census.gov/mtpsmaps/

The following screen appears.

U.S. Census Bureau	Help
U.S. Census MTPS Program Viewer/Editor	
If you are a Program Participant :	
Log in to one of the Programs listed below a	nd enter your participant ID, user name and password.
If you are a Program Administrator:	
Log in as "Program Administrator" and enter y	your user name and password.
Log in as BAS Program Participant (WebBA BAS Program Participant (Viewer)	
RDP Program Participant	User Name rdp
PSAP Program Participant SDRP Program Participant	Password
Program Administrator	Log In
1	
If you have any questions, contact the U.S. C Program Email	ensus Bureau by email or telephone at one of the following addresses: Telephone
BAS geo.bas@census.gov	1-800-972-5651
RDP redistricting@census.gov	_
PSAP geo.psap.list@census.gov	-
SDRP school@geo.census.gov	-
The maps on this web site can be viewed wit	h Internet Explorer version 6-8 and Firefox 3.
Firefox version 3.5 is not supported. We recommend using the latest version of Ini	ternet Evalerer
This web site is optimized for a screen size 1	
U.S. Census MAF/TIGER Partnership Software (MTPS) versi	on 4.2009.06.13

Note: See the above screen for the location of the **Help** module included in the Web Viewer tool. Select **Help** for basic user guidance on the interface commands and views which are consistent with these guidelines.

B. Program Login

Login in as "RDP Program Participant"

See the letter that was sent with the verification materials from the Redistricting Data Office (RDO). The letter provides the following information:

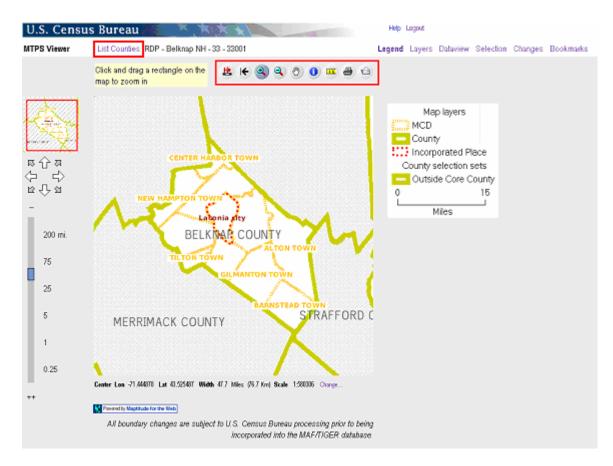
- Participant ID
- User Name
- Password

C. Selecting the County (or County Equivalent) to Verify

After logging in as the RDP Program Participant (example for New Hampshire, ST:33), the Web Viewer returns a menu listing all counties in the selected state.

U	.S. C	ensus 1	Bureau	CX.	\mathbf{x}	
МΤΙ	PS Viev	ver RI	DP - 33 - Co	unty List		
Four	nd 10 C	ounties for e	entity RDP 33	3		
	Мар	Program	Entity ID	Entity Name	Entity Code	Core County
Q	1	RDP	33	Belknap NH	33001	33001
Q	2	RDP	33	Carroll NH	33003	33003
Q	3	RDP	33	Cheshire NH	33005	33005
Q	4	RDP	33	Coos NH	33007	33007
Q	5	RDP	33	Grafton NH	33009	33009
Q	6	RDP	33	Hillsborough NH	33011	33011
Q	7	RDP	33	Merrimack NH	33013	33013
Q	8	RDP	33	Rockingham NH	33015	33015
Q	9	RDP	33	Strafford NH	33017	33017
Q	10	RDP	33	Sullivan NH	33019	33019

Select Select Select Belknap County, NH to begin the verification. The Web Viewer displays the selected county.



To select a different county, select List Counties (top/left) to return to that screen.

III. TOOLS

Use the Web Viewer toolbox for navigation, information and measurement as shown (outlined in red) in the graphic above.

A. Tool Symbols and Definitions

	Zoom to whole county	Click this icon to zoom out to the entire county
K	Choose a previous zoom to display	Use this tool to choose one of the last 5 map displays and zoom to it
۹	Zoom in	Click or draw a rectangle to zoom into an area
٩	Zoom out	Click to zoom out of an area
	Drag	Click and drag the map to re-adjust the center
0	Get info	Click a feature to get information on it Note: Use this tool with selection link
	Measure a distance	Use this tool to draw a line between features and click to display the distance. Draw a polygon to display area.
4	Print map	Print the current map view
	Email map	Email the current map view

B. Specific Information for Selected Tools

1. Click this tool to choose a <u>previous map extent</u>.

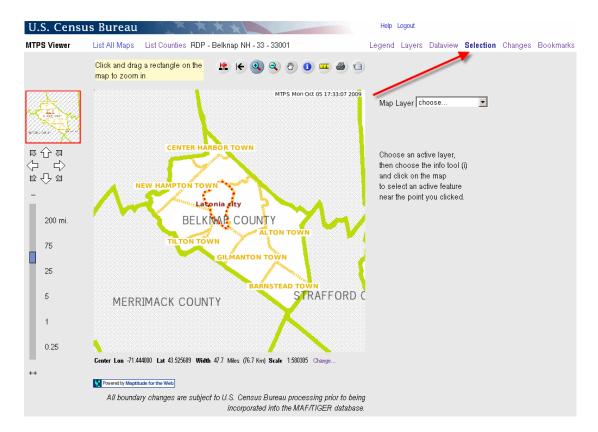
This tool displays your last (up to 5) map extents.



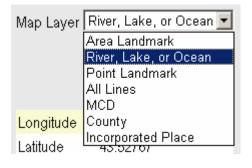
Click on the previous map extent to display.

2. Olick this tool to Get Info.

To use the information tool, click the **Info** button. After clicking this button, the view will switch to the **Selection** link. (See the graphic on the following page.)



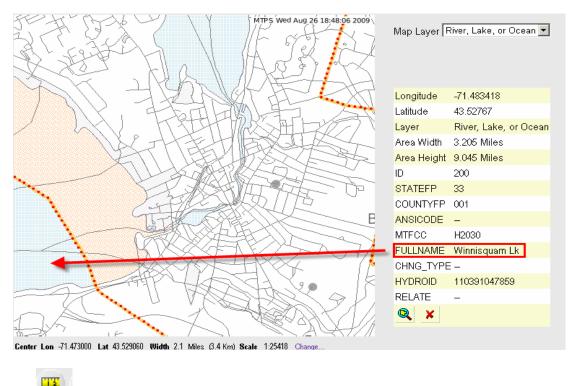
Once the **Selection** link is active, select the **Map Layer** for the **Info** that you want to review.



Note: In order for a **Map Layer** to display with the selection link active, the layer must be turned on in the **Layers** link. For example, in order to select a lake, the **River**, **Lake**, **or Ocean** layer must be turned on. To turn on a layer (and make it available to get information), click the **Layers** link and then click **Show Layer** and **Show Labels** for that layer. (See the graphic on the following page.) Click "**Redraw Map**" then select the appropriate **Map Layer** from the pull down menu above.

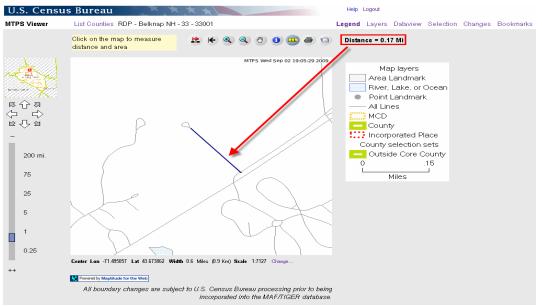
Layer Name	Show	Show	Layer	Layer	Label	Label	
	Layer	Labels	Smallest	Largest	Smallest	Largest	
			Scale	Scale	Scale	Scale	
Area Landmark	◄		1:500,000	1:1	1:25,000	1:1	
River, Lake, or Ocean	V		1:500,000	1:1	1:25,000	1:1	
Point Landmark			1:200,000	1:1	1:12,000	1:1	
Census Block			1:50,000	1:1	1:25,000	1:1	
Census Tract			1:500,000	1:1	1:250,000	1:1	
All Lines			1:100,000	1:1	_	_	
MCD			1:3,000,000	1:1	1:3,000,000	1:1	
Census Designated Place			1:1,000,000	1:1	1:1,000,000	1:1	
County			1:15,000,000	1:1	1:15,000,000	1:1	
Incorporated Place			1:1,000,000	1:1	1:1,000,000	1:1	
VTD			1:250,000	1:1	1:250,000	1:1	
SLD Lower			1:5,000,000	1:1	1:500,000	1:1	
SLD Upper			1:5,000,000	1:1	1:500,000	1:1	
Congressional District			1:10,000,000	1:1	1:500,000	1:1	
Census Block Group			1:200,000	1:1	1:200,000	1:1	
Block Area Group			1:10,000,000	1:1	_	—	
VTD - P			1:250,000	1:1	1:250,000	1:1	
Views	•	Redraw N	vlap Reset	t			
Suffix:							
-P=Participant Change							
-C=Census Proposed Bour	idaries						
-F=Census Final TIGER							
Current Map Scale: 1:123,78	Current Map Scale: 1:123-786						
Upload Laver							
Click 'Upload layer' to add :	a shapefil	e to this n	nap.				

After choosing the appropriate map layer, select the feature by clicking on the feature on the map to get information. In this example, Winnisquam Lk (lake) was selected and is now displayed in the **FULLNAME** field along with other information for that feature.



3. Click this tool to <u>measure distance</u> of a line or area.

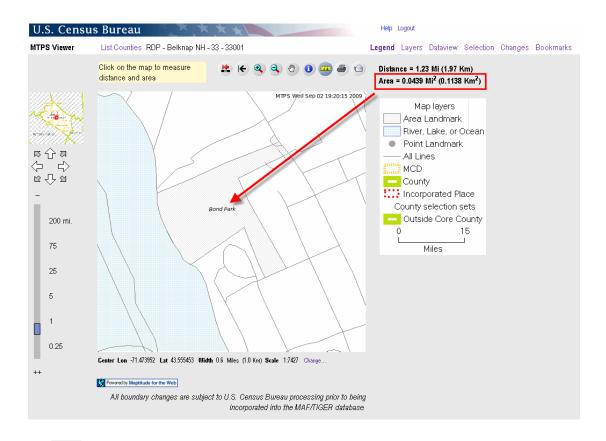
In order to measure distance, draw a line between two features. To draw a line click on the starting point of the line and then click on the end point. It is not necessary to double click. The distance can only be shown in miles (Mi) and kilometers (Ki) and displays in the upper right corner of the screen (displayed in the graphic below).



Double-click to disengage a line measurement and measure any new line.

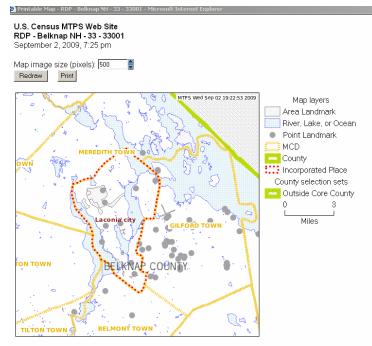
To measure an area (such as Bond Park in the following example), trace a polygon by clicking on each turn (point). Double click to close the polygon. The area displays in the right corner (displayed in the second graphic below).





4. Olick this tool to print a map.

To print a map, pan or zoom to the desired screen view. The print button prints the current screen view.



Map Center: Lon -71.456000, Lat 43.571215 Width: 14.8 Miles (23.9 Km)

Active Map Layer: VTD

ID	chng_type	NAMELSAD	NEW_NAME	NAME	STATEFP00	COUNTYFP00	VTDST00	VTDI	LSAD	EFF_DATE	NEW_CODE
1		Voting Districts not defined		Voting Districts not defined	33	001	777777	Ρ	00		
2		LACONIA WARD 6		LACONIA WARD 6	33	001	LACO06	Ρ	00		
3		LACONIA WARD 3		LACONIA WARD 3	33	001	LAC003	Ρ	00		
4		LACONIA WARD 4		LACONIA WARD 4	33	001	LACO04	Ρ	00		
5		LACONIA WARD 2		LACONIA WARD 2	33	001	LACO02	Ρ	00		
6		LACONIA WARD 5		LACONIA WARD 5	33	001	LACO05	Ρ	00		
7		LACONIA WARD 1		LACONIA WARD 1	33	001	LACO01	Ρ	00		

Note: A table for the Active Layer (VTDs) is also included.

Note: Tip for printing maps

The **Map layer** legend automatically appears on the printed map. However, the legend only shows the features that are turned on in the **Layers** view.

In order to display the desired layers, turn on layers in the **Layers** view before selecting a map view to print.

5. Click this tool to <u>email a map</u>.

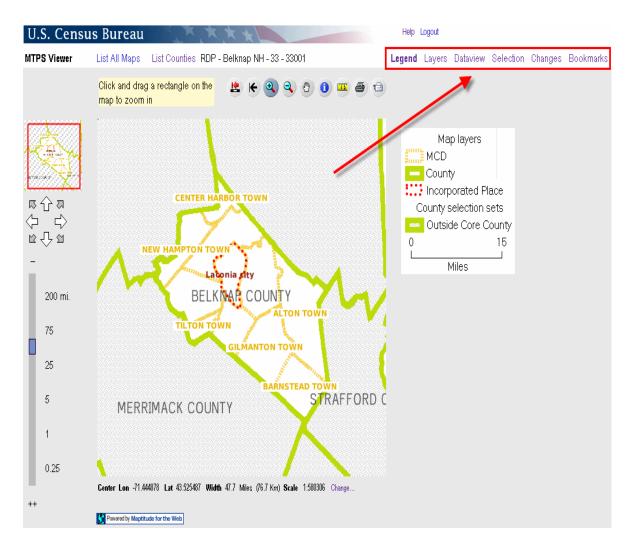
The **Email** button captures the current map view just like the print button. It is therefore important for users to turn on or off the layers to display on the map. When the user clicks the **Email** button, the following screen prompts the user for email information. It is not possible to email more than one map at a time.

餐 Email the map rdp -	Belknap NH - 33 - 33001 - Microsoft Internet Explorer	
		-
Email the map	rdp - Belknap NH - 33 - 33001	
To email address:	geo.redistricting.list@census.gov	
	geo.redistricting.list@census.gov is your program administrator address.	
CC:		
Subject:	rdp - Belknap NH - 33 - 33001	
Your name:		
Your email address:		
	Items in bold are required.	
Comment:		
Map of rdp - Be	lknap NH for your review. 🔺	
Send Email		Y
🙆 Done	🖉 🖉 Trusted sites	1.

Be certain to provide relevant information in the comment text box. Communicate the specific reason for sending the map.

IV. LINKS

The **Links** settings are located on the top right-hand corner of the Web Viewer as displayed in the graphic below.

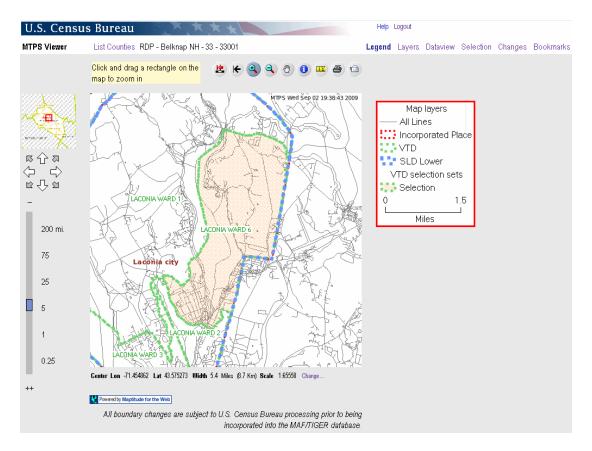


A. Legend

Click the **Legend** link to display the symbols for the map's layers and a graphic scale of the map.

Note: The **Legend** only contains features that are visible at the current scale. Some features are scale dependent and therefore will not display until the user zooms in further. See the **Layers** link for more information on the scale at which they can be viewed. See the **VTD** layer example for the viewable scale under **Layers Link** section below.

In the following map display, the **Legend** lists the **Map layers** relevant for the RDP verification.



Set these Map layers in the Layers link.

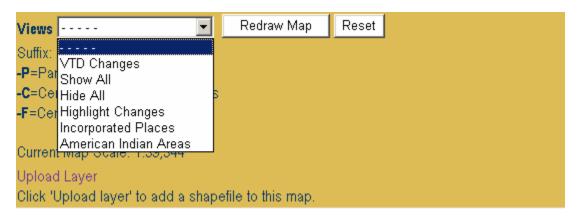
B. Layers

Use the **Layers** link to control the features to display and label. Turn layers on and off by checking and un-checking layer boxes.

Layer Name	Show Layer	Show Labels	Layer Smallest	Layer Largest	Labei Smallest	Label Largest
	Layer	Labers	Scale	Scale	Scale	Scale
Area Landmark			1:500,000	1:1	1:25,000	1:1
River, Lake, or Ocean			1:500,000	1:1	1:25,000	1:1
Point Landmark			1:200,000	1:1	1:12,000	1:1
Census Block			1:50,000	1:1	1:25,000	1:1
Census Tract			1:500,000	1:1	1:250,000	1:1
All Lines			1:100,000	1:1	_	-
MCD			1:3,000,000	1:1	1:3,000,000	1:1
Census Designated Place			1:1,000,000	1:1	1:1,000,000	1:1
County			1:15,000,000	1:1	1:15,000,000	1:1
Incorporated Place			1:1,000,000	1:1	1:1,000,000	1:1
VTD			1:250,000	1:1	1:250,000	1:1
SLD Lower			1:5,000,000	1:1	1:500,000	1:1
SLD Upper			1:5,000,000	1:1	1:500,000	1:1
Congressional District			1:10,000,000	1:1	1:500,000	1:1
Census Block Group			1:200,000	1:1	1:200,000	1:1
Block Area Group			1:10,000,000	1:1	_	_
VTD - P			1:250,000	1:1	1:250,000	1:1

1. Views

Use the **Views** menu at the bottom of the screen to display specific views.



Select **Views** for pre-set layer settings. See the following layer sets when selecting these **Views**:

• VTD Changes:	Show Layer & Show Labels checked for VTD and VTD-P layers.
• Show All:	Show Layer & Show Labels checked for All layers.
• Hide All:	Show Layer & Show Labels <u>not</u> checked for All layers.
Highlight Changes:	Show Layer & Show Labels checked for All Lines & VTD-P layers.
Incorporated Places:	Show Layer & Show Labels checked for All Lines, MCD, & Incorporated Place layers.
• American Indian Areas view:	N/A (Show Laye r & Show Labels checked for All Lines.)

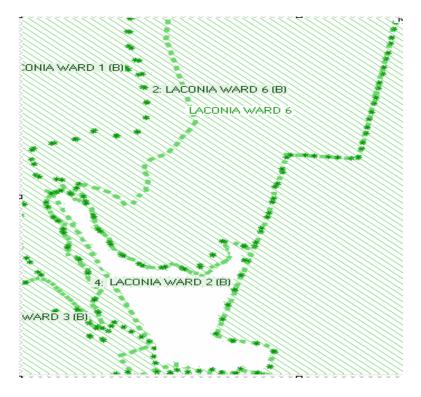
2. Suffix

Views 🖂 🗾	Redraw Map	Reset
Suffix: • P =Participant Change • C =Census Proposed Boundaries • F =Census Final TIGER		
Current Map Scale: 1:123,786 Upload Layer Click 'Upload layer' to add a shape	file to this map.	

Some names listed in the "Layer Name" column contain a suffix. They indicate:

• **P=Participant Change:** This layer represents Participant submitted changes and shades all area where the participant entered VTD changes in the delineation phase.

See the following display for VTD-P changes.



Note that all VTDs with the exception of VTD 4:LACONIA WARD 2 (B) had changes in the delineation (annotation) phase.

- **Note:** No VTDs display as changes if the participant did not use the MTPS for delineation.
 - **C and F suffixes:** These two suffixes were part of the original design for this module and are not currently functional.
 - Unsuffixed VTD layer represents VTDs as they currently exist in the MTDB.
- **Note:** Each layer has a scale dependency and cannot be viewed at scales smaller than the ratio scale listed next to the layer. The user cannot adjust the scale at which the layer can be viewed. Depending upon the current scale and layer, it may be necessary to zoom in further to view them. See the RDP layer viewable scale ratios below.

Layer Name	Show	Show		Layer	Label	Label
	Layer	Labe	ls Smallest	Largest		Largest
			Scale	Scale	Scale	Scale
Area Landmark			1:500,000	1:1	1:25,000	1:1
River, Lake, or Ocean			1:500,000	1:1	1:25,000	1:1
Point Landmark			1:200,000	1:1	1:12,000	1:1
Census Block			1:50,000	1:1	1:25,000	1:1
Census Tract			1:500,000	1:1	1:250,000	1:1
All Lines	•		1:100,000	1:1	_	-
MCD			1:3,000,000	1:1	1:3,000,000	1:1
Census Designated Place			1:1,000,000	1:1	1:1,000,000	1:1
County			1:15,000,000	1:1	1:15,000,000	1:1
Incorporated Place			1:1,000,000	1:1	1:1,000,000	1:1
VTD	V	•	1:250,000	1:1	1:250,000	1:1
SLD Lower	V	◄	1:5,000,000	1:1	1:500,000	1:1
SLD Upper	•	◄	1:5,000,000	1:1	1:500,000	1:1
Congressional District		◄	1:10,000,000	1:1	1:500,000	1:1
Census Block Group			1:200,000	1:1	1:200,000	1:1
Block Area Group			1:10,000,000	1:1	_	_
VTD - P			1:250,000	1:1	1:250,000	1:1

Redraw Map when turning a layer on or off.

Views Redraw Map Reset
Suffix:
-P=Participant Change
-C=Census Proposed Boundaries
-F=Census Final TIGER
Current Map Scale: 1:27,245
Upload Layer
Click 'Upload layer' to add a shapefile to this map.

Upload Layer: Select this to add a "local" shapefile to this map. The following text box appears.

🛃 RDP – Belknap NH	- 33 - 33001 - Microsoft Internet Explorer	미쓰
Upload Shapefile (Zipped):	Browse	X
Layer Name in the Map		
Upload		
	ip file with the data files required for your layer (Your zip file	
should include at le	ast three files: .shp, .shx and .dbf).	

- Browse to the local folder of the shapefile to upload.
- Enter a Name for the shapefile layer to upload to the map.
- Select Upload.

Note: The file must include three files: .SHP, .SHX and .DBF) to be uploaded and added.

C. Dataview

Use the **Dataview** link for zooming into a specific layer or viewing a complete list of a certain feature or entity type.

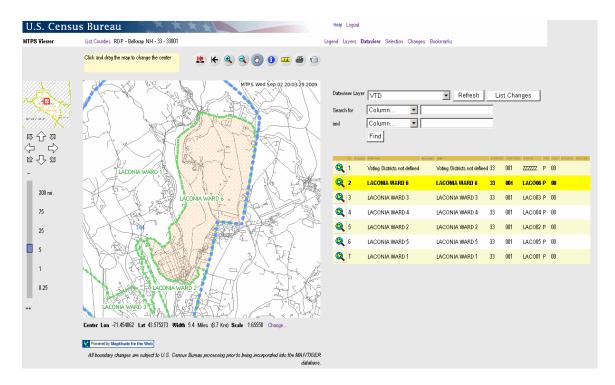


For example, select **VTD** from the **Dataview Layer** in order to see a list of all VTDs in the county.

Data	view La	yer VTD	¥	Refresh List	Changes	
Sear	ch for	Colum	in			
and		Find	in 💌			
Ther	e are 7	features in	n this layer.			
	ID el	hing_type	NAMELSAD	NEW_NAME	NAME	STATE
Q,	1		Voting Districts not defi	ined	Voting Districts not defi	ned 33
Q	2		LACONIA WARD 6		LACONIA WARD 6	33
Q,			LACONIA WARD 3		LACONIA WARD 3	33
Q,	4		LACONIA WARD 4		LACONIA WARD 4	33
Q,	5		LACONIA WARD 2		LACONIA WARD 2	33
Q,	6		LACONIA WARD 5		LACONIA WARD 5	33
Q	7		LACONIA WARD 1		LACONIA WARD 1	33

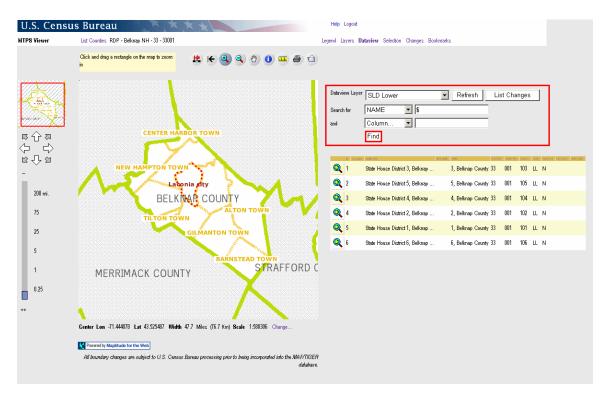
Click the **Zoom** icon to zoom in to the VTD.

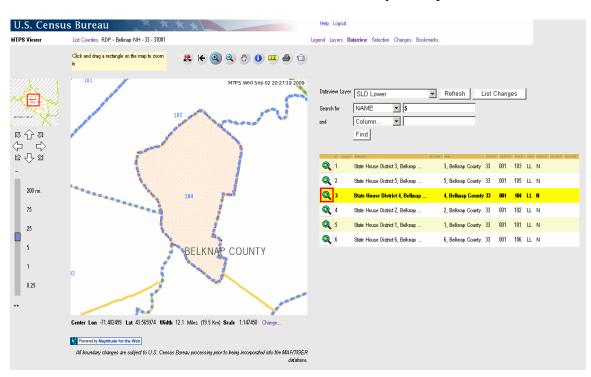
The Viewer zooms to and displays the selected VTD. This is useful in reviewing the VTD names and codes.



If the layer has a long list of features or entities, it may be helpful to search for a specific one. The user can enter attribute information such as a **SLD Lower** and **NAME**, for example, and select **Find**.

Note: The search is case sensitive.



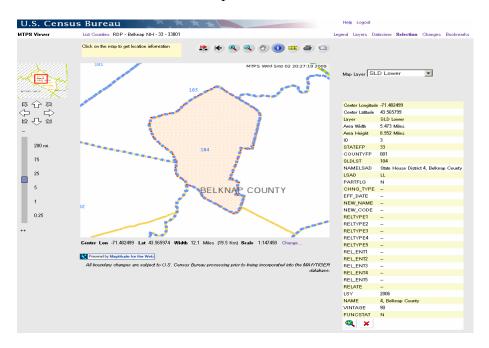


Now select the Zoom icon to zoom in to the searched entity, example SLDST 104.

The Web Viewer zooms and displays the entity of the search.

Note: Once the user has used the **Dataview** link to select a searched entity or feature,

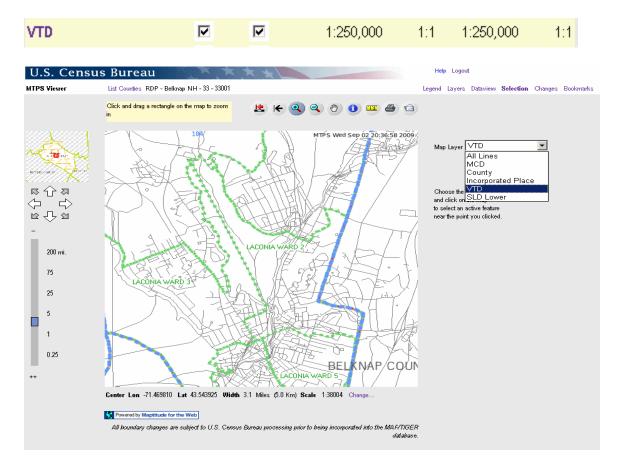
use the **Info** tool **i** to get more information about the entity, as demonstrated for an SLD Lower example below.



D. Selection

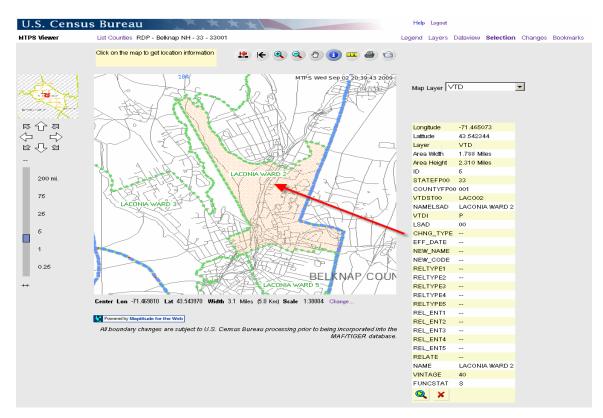
Use the **Selection** link to choose an "active" selection layer and then use the **Info** tool to acquire more details about the entity or feature.

For example, with the **Selection** link engaged, select **VTD** as the **Map Layer**.



Note: Remember that the VTD layer must also be checked.

Select the **Info** icon ¹ and place the cursor in the VTD and left-click. The VTD shades and information for that VTD is displayed.



E. Changes

Select the **Changes** link to view changes by layer. For example, to identify submitted VTDs that have changed boundaries and/or attribute values (Code, Name, LSAD, VTDI) **from Census 2000**, select the **Changes** link and select the respective layer from the **List Changes for Layer** menu.

Note: No VTDs display as changes if the participant did not use the MTPS for delineation.

List Changes	for Layer		C
choose 💌			1
choose			
VTD - P			 . 1

The Web Viewer returns a menu with the "changed" VTDs that can be selected and zoomed to.

ID	chng_type	NAMELSAD	NEW_NAME	NAME	VOTING_DIS	STATEFP00	COUNTYFP00	VTDST00	VTDI	LSAD	EFF_DATE
Q 1	B - Bound. Corr./Add-To, Remove	LACONIA WARD 1		LACONIA WARD 1	LAC001	33	001	LAC001	P	00	
Q 2	B - Bound. Corr./Add-To, Remove	LACONIA WARD 6		LACONIA WARD 6	LACO06	33	001	LACO06	Ρ	00	
Q 3	B - Bound. Corr./Add-To, Remove	LACONIA WARD 3		LACONIA WARD 3	LAC003	33	001	LAC003	Ρ	00	
Q 4	B - Bound. Corr./Add-To, Remove	LACONIA WARD 2		LACONIA WARD 2	LAC002	33	001	LACO02	Ρ	00	
Q 5	B - Bound. Corr./Add-To, Remove	LACONIA WARD 4		LACONIA WARD 4	LAC004	33	001	LACO04	Ρ	00	
Q 6	B - Bound. Corr./Add-To, Remove	LACONIA WARD 5		LACONIA WARD 5	LAC005	33	001	LACO05	Ρ	00	
Q 7	E - New Entity / Create Area		TOWN OF CENTER HARBOR	1		33	001		A		
0	E - New Entity / Create Area		TOWN OF NEW HAMPTON			33	001		A		
Q 9	E - New Entity / Create Area		TOWN OF MEREDITH			33	001		Ρ		
Q 10	E - New Entity / Create Area		TOWN OF GILFORD			33	001		A		
Q 11	E - New Entity / Create Area		TOWN OF ALTON			33	001		A		
Q 12	E - New Entity / Create Area		TOWN OF BARNSTEAD			33	001		A		
Q 13	E - New Entity / Create Area		Town of Gilmanton			33	001		A		
Q 14	E - New Entity / Create Area		TOWN OF BELMONT			33	001		A		
Q 15	E - New Entity / Create Area		TOWN OF TILTON			33	001		A		
Q 16	E - New Entity / Create Area		TOWN OF SANBORNTON			33	001		A		

Note: See the following table for the description of the change types (chng_type) for Area and Line Layers.

Area Layer chng_type Codes	Description	Operational Update Type
A	Addition / Annexation	Add-To
в	Boundary Correction	Add-To, Remove-From
с	Geographic Corridor	
D	Deletion / Deannexation	Remove-From
E	New Entity	Create Area
F	Geographic Offset	
G	Name Change	Modify Attributes
н	Complex Dissolution	Add-To
M	Merger	Add-To
0	Other	Modify Attributes
P	New Entity	Create Area (in current vintage)
R	Remove Entity	Delete
V	Code Change	Modify Attributes
x	Entity Deleted	Delete
Line Layer chng_type Codes	Description	
AL	Add Line	
DL	Delete Line	
CA	Change Name	
CA	Change Code	
SL	Split Line	
RL	Replace Line	

Refer to the **Help** module or contact the RCC for questions on the Web Viewer interface.