
NC Street Map User Guide

Introduction

The Centerline Data Distribution System (CDDS), NC Street Map, is a tool for sharing GIS based local and state road datasets between public, nonprofit, and governmental organizations. Users of the application are composed of local, regional, state, and federal government agencies, and affiliated nonprofit organizations. This application was created to serve as a repository and secure distribution center for street centerline files and statewide road datasets. The goal of the site is to reduce the time and effort local data providers and staff of local, regional, state, and federal governments spend distributing and collecting road data.

CDDS was created by the Statewide Mapping Advisory Committee (SMAC) Working Group for Roads and Transportation (WGRT) in cooperation with the NC Center for Geographic Information and Analysis (CGIA), with a grant from the National Highway Traffic Safety Administration (NHTSA).

Creating User Accounts and Agency Profiles

Gaining access to CDDS requires approval from managers of the application. To request access, visit <http://www.ncstreetmap.com> and click on the “Need an Account” link. You will be asked to fill out information about yourself and your workplace.

Step 1 – Enter Personal Information

1. Enter your contact information such as email address, name, phone number, and title.
2. Select your account type. The account type describes the level of responsibility and access that will be tied to your account. There are currently three account types: manager, primary, secondary.
 - Managers are responsible for system administration.
 - Primary users are the primary contact for their organization and are responsible for users within their agency profile.
 - Secondary users are general users of the application.
3. Select the type of agency of your workplace. The choices are “State”, “County”, “Municipality.”
4. Based on the area selection, the subsequent pull-down boxes will populate to help select an existing agency profile. The agency profile is based on of a general description of the place of employment along with a more detailed description. For instance, an example of an agency profile for a county might be “Guilford_Co_Planning.” A state level agency profile would be “NCDOT_GIS.” If an agency profile already exists for your workplace then select it from the list. Otherwise, click the checkbox to create a new agency profile. Secondary users must select an existing agency profile or apply as a different type of user.
5. Click “Next”

The screenshot shows a web application interface with a navigation bar at the top containing tabs for Home, Data, Accounts, Data Reports, and User Reports. The main content area is titled "User Information" and contains the following fields:

- Email Address:
- First Name:
- Last Name:
- Position:
- Phone Number: () - -
- Requested Account Type:
- Pick an Area:
- Agency Profile:

A "Next" button is located at the bottom right of the form.

Step 2 – Enter Agency Information

If an agency profile does not exist, the new user is prompted for information to complete the agency profile.

1. Select the type of data transfer to be associated with the agency profile. If your organization will be a contributing data to NC StreetMap / CDDS then select the “Upload and download” option. Otherwise, select the “Download” option.
2. Determine if you want your street data to be accessible to NC OneMap
3. Select the type of agency of your workplace. The choices are “State”, “County”, “Municipality.”
4. Select the City, County, or Department
5. Select or enter descriptive text about your workplace such as “Planning” or “Utilities.”
6. Click “Next.”

Agency Information

Primary Contact First Name:

Primary Contact Last Name:

Data Transfer Requirements: Download
 Upload and download

Accessible by NC OneMap:

Select Geography:

Select City, County, or Dept.:

Pick 2:

Step 3 – Enter Password

1. Enter a password. The password must be between 4-10 characters in length and consist of alphanumeric characters.
2. Confirm the password
3. Select a security challenge question. This will be used in the event you forget your password.
4. Enter the security challenge question answer. This will also be used in the event you forget your password.
5. Click the “Create User” button.
6. Your information will be submitted for review. Once your application has been reviewed you will receive notification by email.

Sign Up for Your New Account

User Name: bert@aol.com

Password:

Confirm Password:

E-mail: bert@aol.com

Security Question:

Security Answer:

Logging In and Out

1. To access CDDS, visit <http://www.ncstreetmap.com> and enter your email address and password. Once authenticated, you will have access to CDDS based upon your account type.
2. To exit CDDS you may click the “logout” link located in the top right corner of the screen.

Navigation

The CDDS interface is comprised of tabs (see below). Each tab represents a core functionality of the application. Click on the tabs to use a particular functionality.



Data Download and Upload

Data Tab Navigation

Depending on your agency profile, you will be presented with a “Download” and “Upload” tab. Instructions on how to use the data transfer functionality are provided on the right side of the screen.

Downloading data

To download data, select the data set(s) from the directory tree on the left side of the screen. Use the “plus” and “minus” icons in the tree to expand and collapse the tree for navigation. Under the local portion of the navigation frame, municipalities and counties are organized by county name.

As you select a data set in the left navigation pane, it is added to the file listing in the middle of the screen. To view summary information for each data set click on the file name in the file listing window. To begin downloading the selected files, click the “Get Files” button. The time required to prepare the download is dependent on the number of selected files so please be patient. A popup window will appear when the files are ready for download, and you will be prompted for a location for where the download file is to be placed on your system.

Home Data Accounts Data Reports User Reports [Logout](#)

Download Upload

CDD5 Home

- local (0)
- state (1)

Name	Size
No records to display.	

Total download size: ~0 Bytes

Get Files

How to Download Data

- Select data sets by checking the checkbox next to each data set in the tree.
- The data set will be added to the data window in the top-right.
- To remove a data set from this list uncheck the checkbox by its' name.
- Click on a data set to view summary information in the data window.
- Begin downloading by clicking the "Get Files" button.

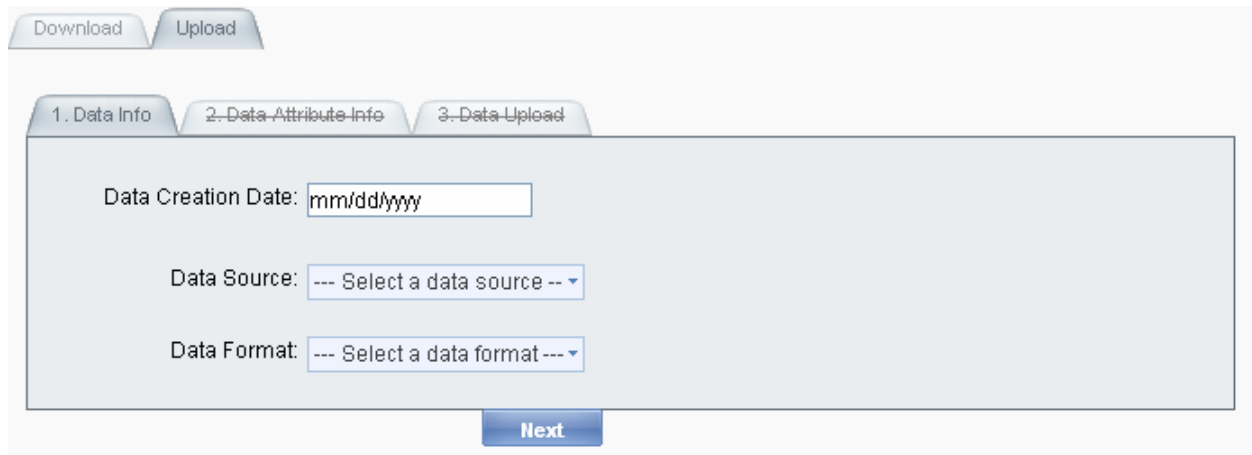
How to Upload Data

- Enter the date that the GIS data was created.
- Select the data source from the pull-down list.
- Select the format of the GIS data from the pull-down list.
- Click "Next."
- Answer each of the questions by clicking "Yes" or "No."
- Select the files to upload by clicking

Uploading data

Before uploading data into CDDS you must enter basic information about the dataset. This will provide other users information about your dataset.

1. Enter the date the data was created or updated. (*This is NOT the date the upload is occurring*).
2. Select the data source of the data.
3. Select the data format.
4. Click “Next.” to proceed to the Data Attribute Information tab.



The screenshot shows a web interface for uploading data. At the top, there are two tabs: "Download" and "Upload", with "Upload" being the active tab. Below this, there are three sub-tabs: "1. Data Info", "2. Data Attribute Info", and "3. Data Upload", with "1. Data Info" being the active tab. The main content area contains three input fields: "Data Creation Date:" with a text box containing the placeholder "mm/dd/yyyy", "Data Source:" with a dropdown menu showing "-- Select a data source --", and "Data Format:" with a dropdown menu showing "-- Select a data format --". At the bottom center of the form is a blue button labeled "Next".

5. Provide summary information about the data by clicking the option buttons next to each item.
6. Click “Next.” to proceed to the Data Upload tab.

The screenshot shows a web interface with a top navigation bar containing 'Download' and 'Upload' buttons. Below this is a secondary navigation bar with three tabs: '1. Data Info', '2. Data Attribute Info', and '3. Data Upload'. The '3. Data Upload' tab is active. The main content area is titled 'Data in this upload contains:' and lists five items with radio button options:

- Speed limit information: Yes No
- Address information: Yes No
- Routing information: Yes No
- Divided highways: Yes No
- Metadata: Yes No

At the bottom of the form are two buttons: 'Back' and 'Next'.

7. Add the files to upload by clicking the “Select” button. Enter each individual file comprising the data into the text boxes. If the data is comprised of more than five files then click the “Add” button to add additional input boxes.
8. After all of the files have been selected, click the “Upload” button. The time required to upload and process the files is dependent on a number of variables so please be patient. Once the processing is complete, a confirmation message will be displayed.

The screenshot shows the same web interface as the previous one, but now the '3. Data Upload' tab is active. The main content area contains a list of five empty text input boxes, each followed by a blue 'Select' button. Below these boxes is a blue 'Add' button. At the bottom of the form is a large blue 'Upload' button.



User Account Administration

User Account Navigation

Manager and Primary account types are able to administer agency and user information. Primary users are limited to administration of their agency profile and the members within it.




Edit My Account

1. To edit account information, click on the edit icon  to open the edit form.
2. To edit your email address, click the expand icon . Then click the edit icon to open the edit form.
3. Click the “Update” button to save the edits.

Change My Password

1. Enter your current password
2. Enter your new password
3. Confirm your new password by typing it again
4. Click the “Change Password” button to save the edits.

Edit Users / Edit Users in My Agency Profile

1. To edit other users, follow the same instructions as in the “Edit My Account” section above.
2. In addition to editing email address information using the expand icon , Managers and Primary Users may lock/unlock user accounts.
3. To change a users’ account status, select the new status from the pull-down list.
 - “Active” means the user is approved access the NC StreetMap / CDDS system.
 - “Inactive” means that the user is temporarily suspended from activity.
 - “Retired” means the user is permanently inactive within this agency profile that it is associated.. In the event a user takes a position with a new organization, their original account should be made “Inactive” with the original organization, and the user can apply for a new account associated with the new agency and agency profile.

NOTE: Deactivating or retiring a user who is the primary contact for the agency profile will also **deactivate all users** within that agency.


NOTE: There must be a primary contact for each agency profile. Therefore, there are several instances where changing a users’ account type will impact other users:

1. **User is a Manager account type** and is also the primary contact for the agency profile. The user wishes to change their account type to Secondary. In this case, another manager will be assigned as the new primary contact. If no other manager exists for this profile, then the request is automatically denied.
2. **User is a Primary account type** and wishes to change their account type to Secondary. In this case, another manager will be assigned as the new primary

contact. If no other manager exists for this profile, then the request is automatically denied.


3. **User is a Secondary account type** and wishes to change their account type to Primary. If the existing primary contact is a Primary account type then the existing primary will be “demoted” to a Secondary account type.

Edit Agencies / Edit My Agency


To edit agency profile information, click the edit icon  to open the edit form. Make the appropriate changes and click “Update” to save the changes.

NOTE: The purpose of allowing edits to the primary contact for the agency profile is to allow for name changes. It is not meant to change the primary contact. This should be done in the “Edit Users” section.

Users Pending Approval

Users who are classified as Manager account type are responsible for approving or denying an applicants request to become a registered member of CDDS. Users who have submitted a request but have not been approved or denied are classified as “Pending.” These users are listed on this page. A decision needs to be made about each user and can be done so by opening the edit form with the edit icon  and selecting the proper “Account status.” To deny a user request, select “Retired” from the pull-down list.

Account Type Change Requests

Users who are classified as Manager account type are responsible for approving or denying requests made by users to change their account type. Users who have submitted a request but have not been approved or denied are listed on this page. A decision needs to be made about each user and can be done so by opening the edit form with the edit icon  and checking the “Request Approved” check box. To deny the request, leave the check box unchecked. In either case, click the “Update” button to make the changes.