

Verify Courthouse Locations provided by GRC.

Prepare the data:

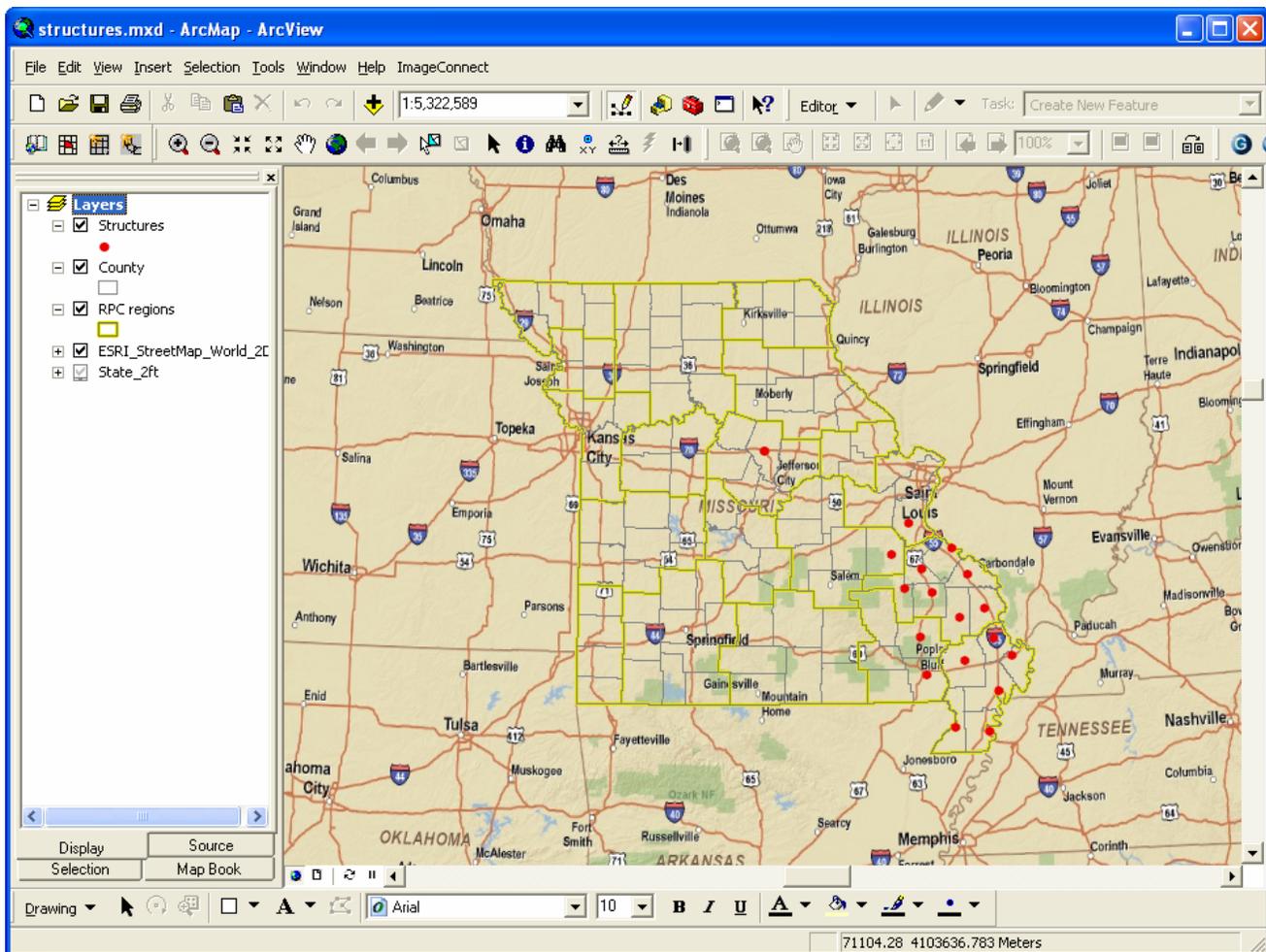
- Save the file 'hlsdata.zip' to your computer.
- Unzip to a folder to your c drive. This will create a folder c:\hlsdata.
***Note: In windows explorer, a file geodatabase looks like a folder. Only manipulate the geodatabase in ArcCatalog.

Open structures.mxd in ArcMap.

- Open ArcMap
- Select 'An existing map:' in the opening dialog box
- Select 'Browse for maps...' and click 'ok'
- Navigate to \hlsdata and select 'structures.mxd' and click 'open'

Another way to open a project is to locate the file in Windows Explorer and double-click on it.

The map document will open like this:



Layers in the map are:

Structures – points for each County Courthouse

County – polygon outlines for Counties in Missouri

RCP regions – polygon outlines for the RPC regions of Missouri

ESRI_StreetMap_World_2D – an online map service with streets and other features

State_2ft – an online map service of 2 foot aerial photography for Eastern Missouri

Zoom to your RPC area and create a bookmark:

- Use the zoom in tool to window into your RPC.

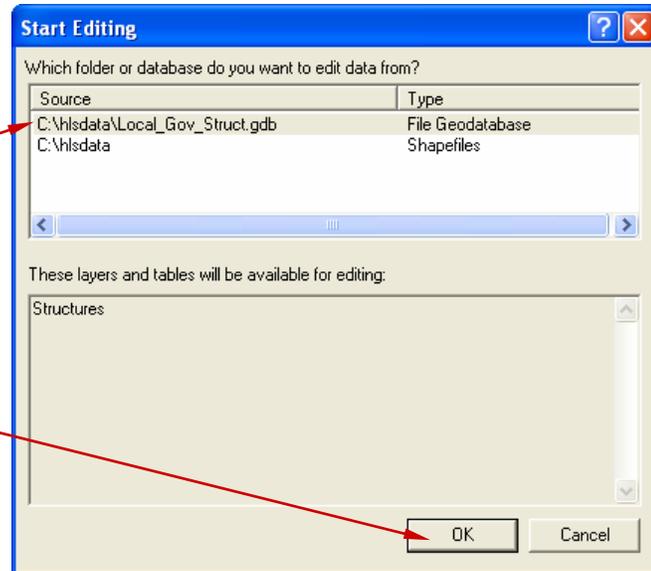


- Under 'Bookmarks', select 'Create'.
- Set the Bookmark Name, then click 'OK'

In order to make edits to a layer, you must be in an 'Edit Session':

- Make sure that the Editor Toolbar is visible. If it is not, go to the Tools pull-down menu and select Editor Toolbar. It is the first choice in that menu.
- Click on 'Editor' on the Edit toolbar and select Start Editing.

- Select the folder that contains the Structures layer. (Local_Gov_Struct.gdb)
- Click OK.



- A dialog box will appear 'Starting To Edit In a Different Coordinate System'. Click 'Start Editing' to continue.

There are several tools that you will be using on the editor toolbar.



Edit Tool **Sketch Tool**

Attributes

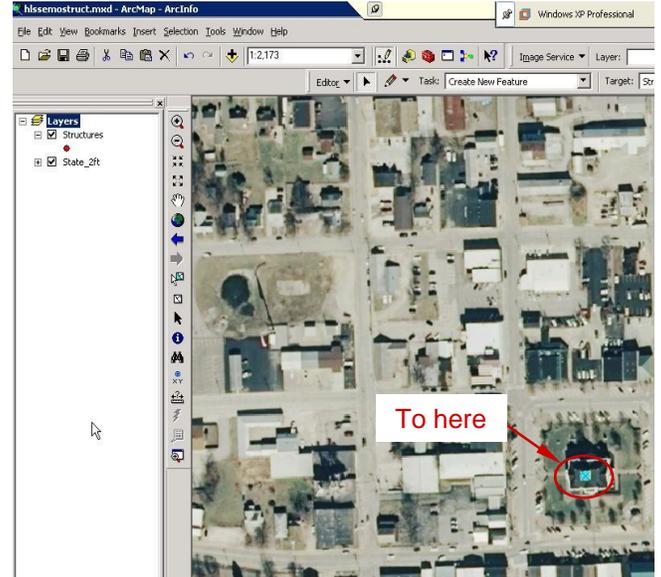
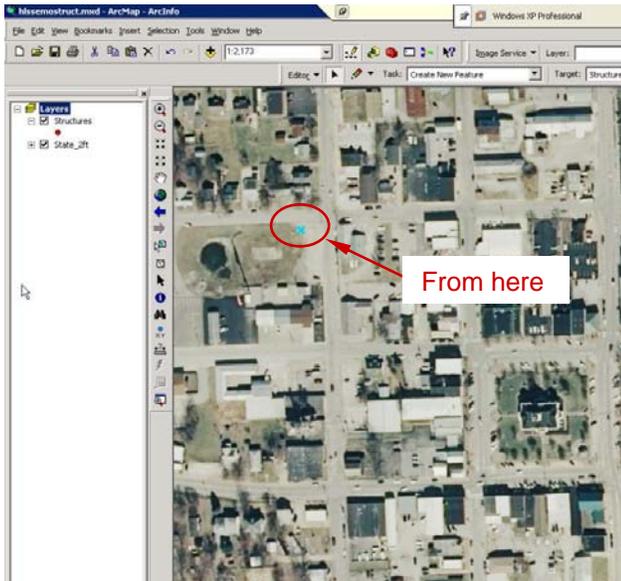
Edit Tool – Used to select and move features.

Sketch Tool – Used to create or digitize new features.

Attributes – Opens the attribute dialog box that shows all the tabular data for a feature. This is what we will be using for tabular data collection and verification.

Look at, and zoom into a county courthouse in your region. Modify the location if necessary.

- Use the zoom and pan tools to view a courthouse point. You should be zoomed in close enough that the aerial photography layer is visible and you can clearly see the buildings.
- If the location of the point is not correct, select the Edit Tool from the Edit Toolbar, click and drag a box around the point that needs to be moved (the point will be highlighted in light blue when it is selected).
- Move the cursor over the point until a cross appears, then click, hold, and drag the point to its proper location.



- Save edits by clicking the Editor button on the Editor Toolbar and selecting Save Edits.

****Note: If you make an error while in the edit mode, you can select 'Stop Editing' and then when prompted if you want to save your edits, select 'No'. Any changes you made to your data from the last Save will be discarded.*

Add the attributes for each site:

- After verifying that the location for a site is correct, click on the Attributes button in the Editor toolbar.
- The 'Attribute' dialog box will open. The attributes in the 'Value' column can be modified while in the edit mode. ****Note: The Attribute dialog box will appear empty unless a feature is selected.*

- For each field, enter the correct Value. For items that have a value, verify that the information is correct. Many of the fields are drop down fields so filling out each should be fairly quick and easy.

****Note: do not fill out the Long and Lat fields. This information will be calculated later.*

- For the field 'Additional Entities On Site' enter the types of entities separated with a comma. (e.g: Assessor, County Clerk, Sherriff, Collector)

- When completed, save your edits (Editor, Save Edits).

Property	Value
OBJECTID	28
Asset Name	County Courthouse
Owner Name	Ste. Genevieve County
Parent Company (If Applicable)	<Null>
Doing Business (If Applicable)	<Null>
Physical Address	55 S. 3rd St
Suite, Apartment, or Lot Number	<Null>
City	Ste. Genevieve
County	Ste. Genevieve
Zip	63670
If different than physical, Full Mail Ad...	<Null>
Physical Address of P.O. Box (Iff App...	<Null>
Main Phone Number	<Null>
Alternate Phone Number	<Null>
Fax Number	<Null>
Email Address	<Null>
Web Address (If Applicable)	<Null>
Longitude	<Null>
Latitude	<Null>
Local Police Department	Ste. Genevieve PD
Local Fire Department	Ste. Genevieve FD
Is this a Multiple Use Structure	Yes
EOC on premises	<Null>
Jail_Onsite	<Null>
Sherriff's Office Located On site	<Null>
County Clerk On Site	<Null>
County Assessor On Site	<Null>
Public Works On Site	<Null>
Additional Entities On Site	<Null>
Date of Verification	<Null>
Source Used for Verification	<Null>
Verifying Person	<Null>
Change Made at Local Level	<Null>

If answer was "No" to any of the Yes/No drop downs referring to co-located functions:

EOC on premises	Yes
Jail_Onsite	Yes
Sherriff's Office Located On site	No
County Clerk On Site	Yes
County Assessor On Site	Yes
Public Works On Site	No

Example: If the Perry County Courthouse contains the EOC, Jail, County Clerk, Assessor's office, but does not contain the sheriff's office or public works, an additional feature will be added to the database and will be moved to where the sheriff's office is located, and another for the public works office..

Add a new feature by copying and pasting the courthouse feature, then moving it to the proper location:

****Note: This is only for features that are not located at the courthouse building. We will address multiple use features in stage 2 of the data collection project.*

- Select the courthouse point with the Edit Tool.
- Hit Ctrl-C (Keyboard Shortcut for Copy) and then Ctrl-V (Keyboard Shortcut for Paste).
- The duplicate feature will lie directly on top of the original. To move it, make sure the 'Edit Tool' is selected, and click on the feature.
- Mouse over the selected feature until the cross appears, click, hold and drag the feature to where it needs to be located.
- Use the Attribute dialog box to change the field values for the new point.
- Save your edits. (Editor, Save edits)

Add new points for any other offices that are located in other places besides the courthouse and the new point you added. Be sure to change the field values in the attribute dialog box for each point you add.

When you are done with all the offices for a county, repeat this process for the next county courthouse. Use your bookmark you created early to zoom out and find the next location.

- Go to 'Bookmarks', and click on the name of the bookmark you create. Your map view will zoom out to your RPC area.
- Use the zoom and pan tools to find the next county courthouse location.
- Once all government related structures specifically called for in the database have been located, save edits, close edit session, zip up the file and send email to Nathan to arrange file transfer.

If you need to exit the project before you are done, end your edit session by clicking on 'Editor', 'Stop Editing'. You will be prompted with "Do you want to save your edits?" Be sure to click 'yes' or all of your work will not be saved! Then Save the project (File, Save), and exit ArcMap. The next time you are ready to work on the project, just open structures.mxd and start an edit session again ('Editor', 'Start editing')