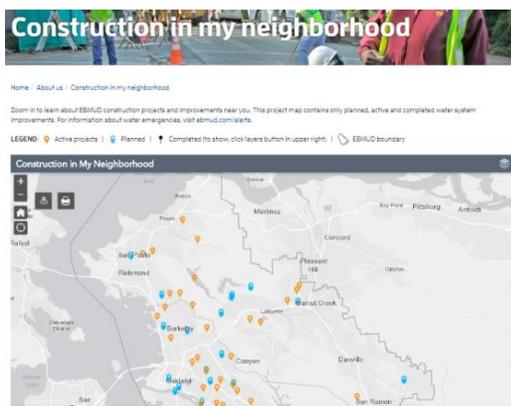


Guidelines: Updating Construction in my Neighborhood Project Pages and GIS Map

Introduction

This guide outlines the steps to update information about construction projects on ebmud.com/construction and the associated GIS map. Project pages and the associated GIS map comprise the Construction in My Neighborhood section on ebmud.com. For assistance in editing these programs, please contact Tracie.morales@ebmud.com in Public Affairs.



Plymouth Cluster Pipeline Replacement Project

Project details
Beginning on October 2, 2018, EBMUD crews will be installing a new water pipeline to improve water service in your neighborhood. We will be working on Plymouth Street, 87th Avenue, 85th Avenue, Walnut Street, 202nd Avenue, Birch Street, Warner Avenue, Taylor Avenue, 60th Avenue, 87th Avenue and 88th Avenue. We expect to complete pipeline installation by November 2019, with final paving to follow.

Schedule
Work hours are 7 a.m. to 4:30 p.m., Monday through Friday. We will provide traffic control, but residents may experience delays up to ten minutes when entering and leaving the work area.
If you have special needs, please call us and we will make every effort to accommodate you.

What to expect during construction

- Equipment and materials will be temporary location in your neighborhood during construction.
- After the new water pipeline is installed, crews will transfer water services, install fire hydrants and make final connections.
- Once construction is completed, material and equipment will be removed within 1 to 2 weeks.

Water service interruption
Crews will notify you, in person or with a door hanger, regarding any planned water service interruption to your property. After a service interruption, there may be air in the pipes that may loosen particles in your home plumbing. Close your toilet water supply valves, and flush water from your front hose bib, garbage and/or cold water faucets for 1-3 minutes. This will dislodge any air or loosened particles from your household pipes. If any water quality issues remain after flushing, please call us.

Paving and street surface
The asphalt paving applied daily is temporary and designed to provide a safe road surface during construction. Final paving will occur after pipeline work is completed. It may take up to 30 days or longer before final paving is complete.

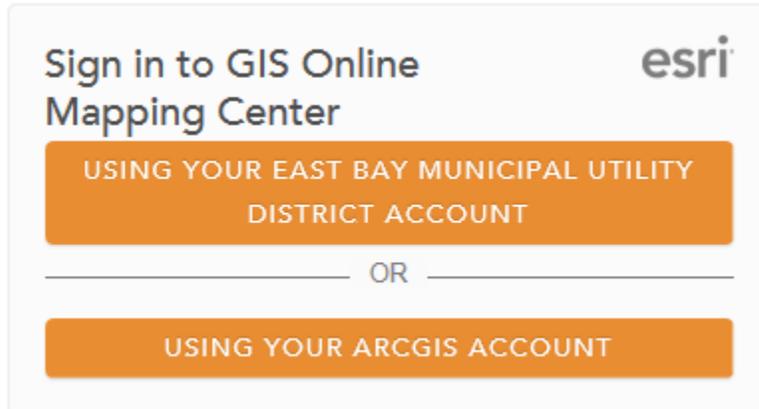
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GIS Map Administrator Guide

Login

1. Go to <http://ebmudisd.maps.arcgis.com/home/index.html>
2. Click on Sign in to GIS Online Mapping Center – USING YOUR EAST BAY MUNICIPAL UTILITY DISTRICT ACCOUNT



3. Enter your login credential (Network ID and Password)
4. Click on **Groups**
5. Select **PIO Internal Group**
6. Click on **PIOConstructionProjectManager**



PIOConstructionProjectManager

Web Mapping Application by nvirk@ebmud.com_EBMUDISD

Last Modified: September 20, 2016

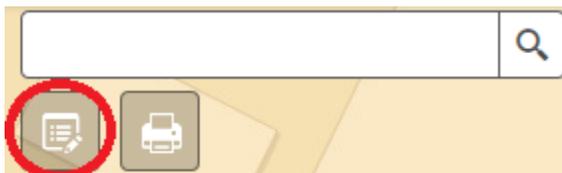
★★★★★ (0 ratings, 0 comments, 3 views)

[Open](#) ▾ [Details](#)

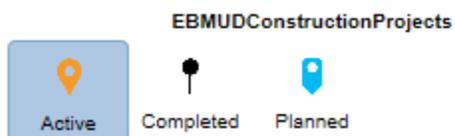
7. Click on **View Application**

Add Project on Map

1. Enter project address (either physical address or coordinate) in search box
2. After you locate the address on the map, click on Edit icon. You can also enter an intersection.



3. Select type of project: Active, Completed or Planned

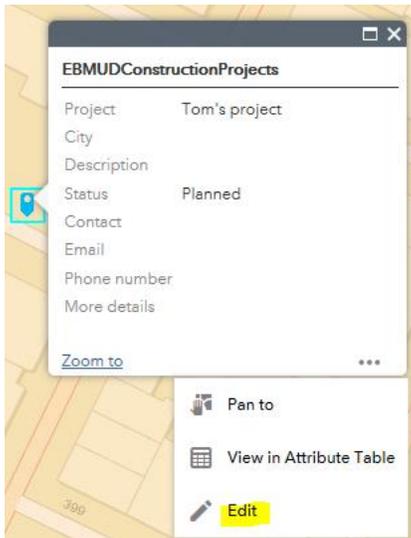


Updated: 1/16/2019

4. Click on the project location to add a project
5. Enter project information
 - a. In the Email field: Create an email hyperlink by using the following format:
Mailto:firstname.lastname@ebmud.com
Example:
Email
 - b. You can add project page URL in **More details** field or leave it blank
6. Content will be auto-saved
7. Click on **Close** to finish adding project

Edit Project on Map

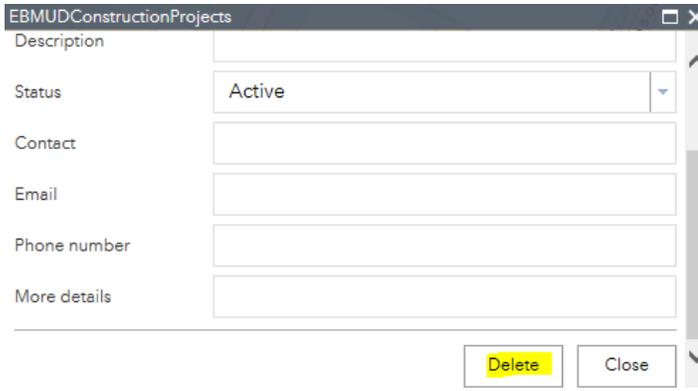
1. Click on the project pin
2. Click on “...” at lower right corner of project information window
3. Select **Edit**



4. Update your project information
5. Content will be auto-saved.
6. Click on **Close** to finish editing project

Delete Project on Map

1. Click on the project pin
2. Click on “...” at lower right corner
3. Select Edit
4. Click on “Delete” at the bottom of project information window



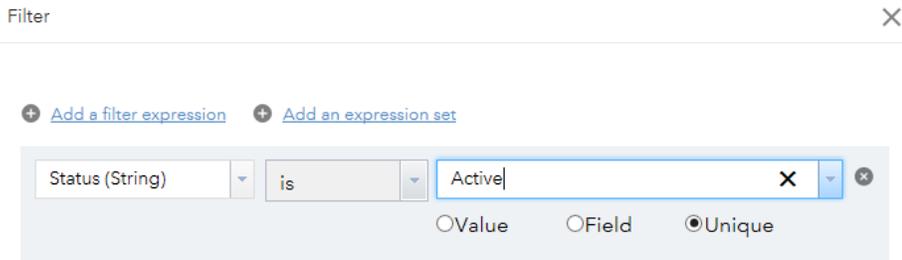
View List of Projects on Map

1. Click on the **Open Attribute Table** tab at the bottom of map 
2. If you don't see a list of project, click on **Filter by Map Extent**

Filter Projects on Map

You can filter projects based on their status. To do this:

1. Make sure the map is zoomed out to collect all results
2. Open Attribute Table
3. Click on Options and select Filter from drop down menu
4. Click on Add expression
5. Select Status (String)
6. Select the project status from drop down menu



Print Map

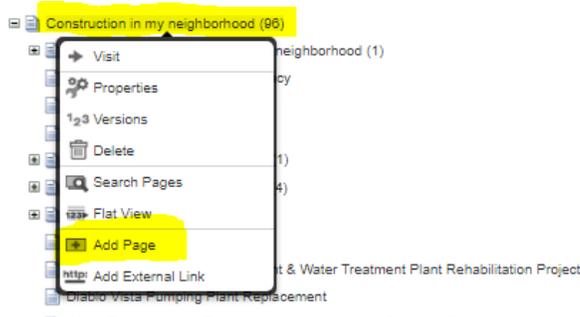
1. Zoom in to the area that you want to print
2. Click on the Print icon  to print your screen as PDF or image

Create Construction Project Page on ebmud.com

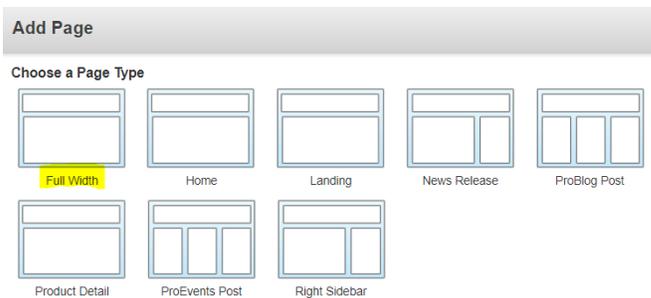
- **Go to ebmud.com/user**
Log on using username and password. Unique from login credentials
- Click on the **Dashboard**, select **Full Sitemap**



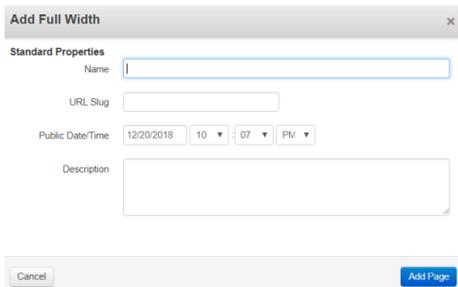
- Navigate to **About us**
- Click + (Plus Sign) next to **Construction in my neighborhood**
- Select **Add page**



- **NEW!** Select **Full Width**



- Enter **project page name in the Name field**
- Select **Add Page**

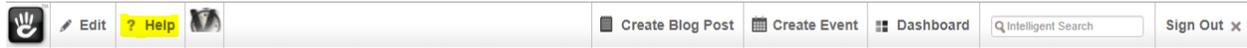


Style tip: Capitalize each word

Ex: Panoramic Hill Improvements, South Reservoir Replacement, Tuller Avenue Pipeline Replacement

Project Page Templates

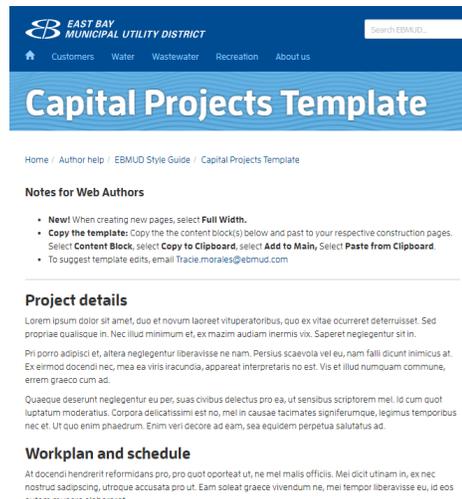
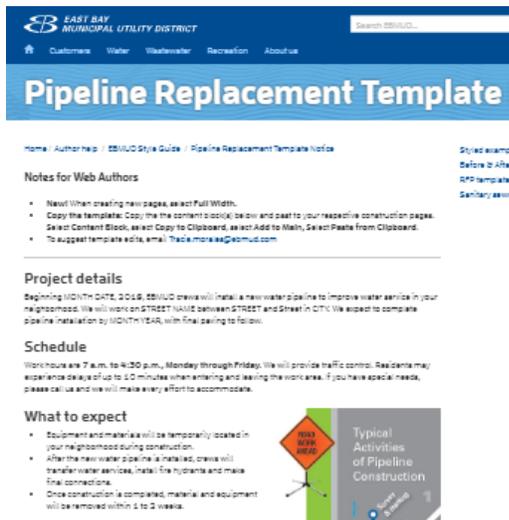
As a web author for construction project pages, please use the page templates on the Help section of the Concrete dashboard to maintain consistent information on project pages.



Templates

- RFP Mailing template
- Pipeline replacement project page template
- Capital projects template
- Sanitary sewer spill template
- Water quality incident page template

Template examples



Copy content from template

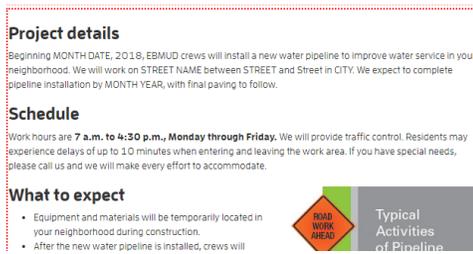
- Start by opening 2 tabs in your browser
 - **One tab:** Newly created project page
 - **Second tab:** Construction project template
- On newly created project page, select Edit in Dashboard



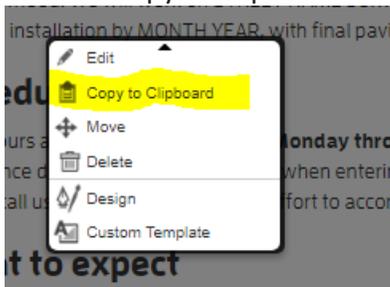
- In second tab, click **Help** on the Dashboard, click the needed template. Select **Edit this page**



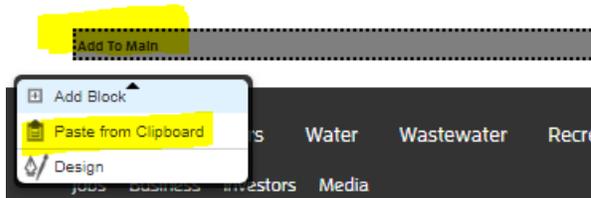
- While on the template page, click on content block (outlined in red) with template text



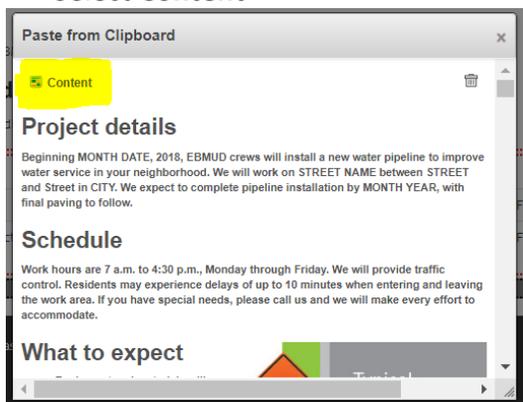
- Click on Copy to Clipboard



- Navigate to new project page
- Select **Add to Main**



- Select **Content**

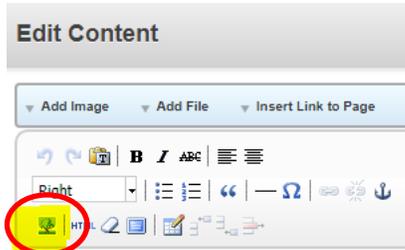


- Edit content as necessary with project details
- Submit to **workflow** with version comments

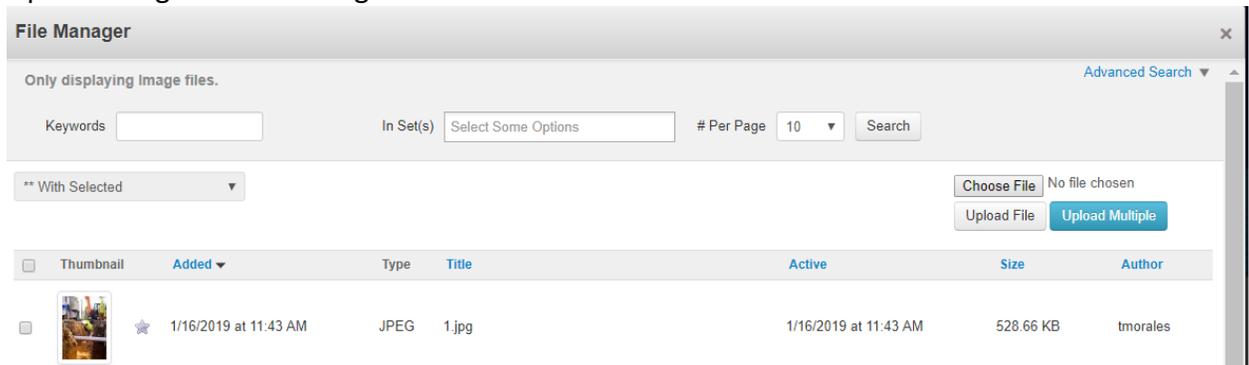
Inserting Image on a Project Page

Here are the steps to insert an image and make it pop up

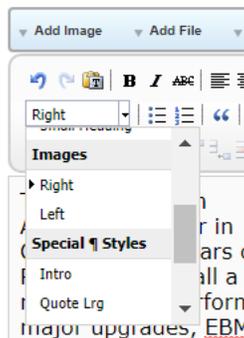
- In the editor window, select Add image



- Click on Add Image
- Upload image to File Manager



- Click **Choose File**. Select file. Click on **Upload File**.
- After you select the thumbnail image from File Manager, highlight image and apply **right style for Images** in style drop down menu.



- Highlight the image and reduce the image size until system recognizes that it is small enough
- Save the block and exit edit mode. When you click on the image, it should pop up.

Updating the Projects List on ebmud.com

A list of the projects is also updated to provide users another alternative view of the construction projects in their neighborhood.

Updated: 1/16/2019

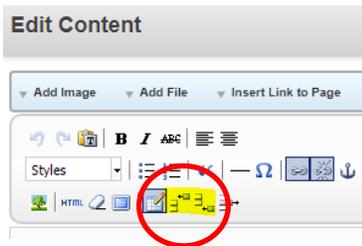


To update the list, click on this link or navigate to this page: ebmud.com/construction and click on **Text version**

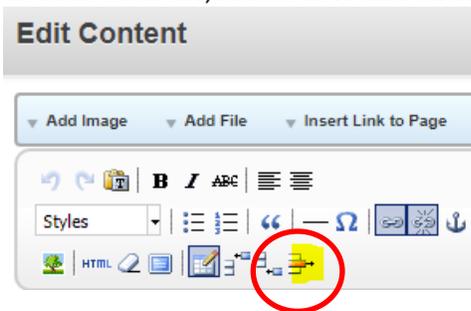
The projects are categorized by Active, Planned and Completed. A table is used to organize the information. To edit the table, click on the respective Active, Planned, Completed block outlined in red.

Select **Edit**

To add a row for a project, select a row above or below where you want to add/insert project page link. Use the tool menu in the editor, select **Insert Row Before** or **Insert Row After**.



To delete a row, select row and click Delete Row



You can add or remove rows and projects as necessary under the respective categories of Active, Planned, Completed.

Project Maintenance Guidelines

- Web authors should review their projects periodically to update the status of projects from **Planned, Active, Completed** and update information on project pages.
- For pipeline projects, move project from **Active** to **Completed** on the map when paving is done. If paving is not completed, the project is still Active.
- When a project is **completed**, maintain the project page on the website and the map for **one year**. After one year, delete the pin and archive the web page.
- On the map, if a project is in planning stages and does not have a respective web page, web authors are encouraged to add information such as “More information will be available in in early, mid, late YEAR.” Example: Late 2025, Early 2018.
Tip: Make a note to come back and update this pin and create project page.

Removing Projects from ebmud.com

1. **To remove project pages from ebmud.com and archive the page:**
Submit a JIRA (**sample included in Resources**) requesting to archive project pages. Include project page name and page URL. Include Ming Li and Tracie Morales as watchers. In the email, please request to archive and remove project pages on ebmud.com.
2. **Update the list view of projects on ebmud.com**
Delete the Completed project from the table list.
<https://www.ebmud.com/about-us/construction-my-neighborhood/construction-projects-my-neighborhood/>
3. **Also delete pin on the GIS map**

Creating Short URL for Project Pages

- To create a short URL for a project page, please submit a Jira requesting a short URL. Please include Ming Li and Tracie Morales as watchers. In the Jira please include the project page URL and the proposed short URL.

Resources



EBMUD.com / XWB-1369

Archive Completed Construction Project pages

- Edit
- Comment
- Assign
- More
- Reopen Issue

Details

Type:	■ Production	Status:	CLOSED
Priority:	✓ Low	Resolution:	Complete
Affects Version/s:	None	Fix Version/s:	None
Component/s:	None		
Labels:	None		

Field Tab Change Management

Work Type:	Routine
Perforce Job:	No Perforce job exists for this issue.

Description

The following projects are completed and have surpassed the 1 year window on our website. The pins for these projects are removed from the GIS map and the list view of projects. Please archive these pages. - Tracie

Dingee Pipeline, Claremont Aqueduct, and Related Pipeline Upgrades and Replacements
<https://www.ebmud.com/about-us/construction-my-neighborhood/dingee-pipeline-claremont-aqueduct-and-related-pipeline-upgrades-and-replacements/>

Merritt Avenue, Capitol Street, Wesley Avenue, Athol Avenue - Pipeline Extension
<https://www.ebmud.com/about-us/construction-my-neighborhood/merritt-avenuecapitol-streetwesley-avenueathol-avenue-pipeline-extension/>

Pipe Renewal at Marina Park (Regatta Boulevard and Marina Bay Parkway)
<http://www.ebmud.com/about-us/construction-my-neighborhood/trenchless-pipe-renewal-improvements/>