

**National Levee Database (NLD)  
Data Management Tool (DMT)  
Levee Data Manager  
User Manual  
1.2**

*Prepared for*

**United States Army Corps of Engineers (USACE)  
Cold Regions Research and Engineering Laboratory (CRREL)**

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## 1. Preface

The National Levee Database (NLD) Data Management Tool (DMT) is a geospatial web based application developed to assist local and state entities in the collection of levee data for input into the NLD. The NLD was developed by the U.S. Army Corps of Engineers (USACE) and serves as the single source of national flood damage control structures. With the NLD's public release, the mission of the DMT is to aggregate as much levee data external to USACE as possible and facilitate a review process for its inclusion in the NLD. The DMT enables users to digitize leveed areas and features on the map, upload leveed area shapefiles, enter and manage system, segment, and feature data, and create users and organizations.

The purpose of the NLD is to provide a common database and data structure to allow all USACE districts and levee owners the ability to share and manage levee information in one common place and in one common structure for national, USACE and general public use. In addition to the NLD, levee data is also available via the USACE CorpsMap tool. CorpsMap is the Corps Enterprise Geographic Information System (EGIS). Within CorpsMap, NLD data is available and accessible via the CorpsMap levee data layers and increases transparency across the enterprise to improve decision-making and increase collaboration with other government entities including the Federal Emergency Management Agency (FEMA).

This manual is designed to:

1. Provide a Levee Data Manager user an overview of the DMT
2. Provide instructions on how to create and manage levee data through the DMT
3. Provide instructions on how to use the map interface with DMT and NLD data

## 2. Data Management Tool Users

The DMT is open to the public to register for user accounts, but it will be up to the discretion of the Administrators to approve and create new user accounts. There are six user roles that have been created in the system:

1. **Levee Data Managers** add and manage levee data and submit completed systems for review.
2. **Levee Reviewers** review systems that are submitted by the Levee Data Managers. They have the authority to accept or reject submissions with comments
3. **DMT NLD Reviewers** review systems that are submitted by the Levee Reviewers. They have the authority to accept or reject submissions with comments
4. **Organizational Administrators** are appointed administrators of a particular organization by the System Administrator. Within their organization, Organizational Administrators may manage Levee Data Manager privileges, create new subordinate organizations, and restore archived information that was deleted by users
5. **Pal Reviewers** view and edit pal status and pal milestones on submissions that have been approved by a Levee Reviewer
6. **Shapefile Reviewers** convert shapefiles that have been uploaded by Levee Data Managers.
7. **System Administrators** have full system privileges to create Organizational Administrators, Levee Reviewers, and Levee Data Managers. However, they do not have the capability to add and manage levee data

This manual specifically focuses on the Levee Data Manager role. For information regarding other roles, please reach out to the Levee Enterprise Help Desk at [DLL-CEERD-NLD-General-Support@usace.army.mil](mailto:DLL-CEERD-NLD-General-Support@usace.army.mil) or 1-877-LEVEEUS.

## 3. Getting Started

### 3.1 Technical Requirements

The DMT is a web-based application that only requires an internet connection. You are not required to install any software. The initial release of the DMT has been designed and tested within Internet Explorer version 7 and 8 and Firefox version 16. While other browsers may work, they are considered unsupported. To access the tool, you will need:

1. A computer with an internet connection
2. Internet Explorer version 7 or 8 or Mozilla Firefox version 16
3. Login user name and password

A user name and password can be acquired by requesting an account through the Levee Enterprise Help Desk. For detailed instructions see Section 3.1.3 . Once an account is created and approved you will receive an email notification with your username and password.

#### 3.1.1 Launching Internet Explorer Browser

The DMT is a web-based application requiring the use of an internet browser. Detailed below are three of the more common methods to access the Internet Explorer browser.

**Method 1:** Double-click the *Internet Explorer* icon on the desktop.



**Figure 3.1-1: Internet Explorer Desktop Shortcut**

**Method 2:** Click the *Internet Explorer* icon in the *Quick Launch* menu.



**Figure 3.1-2: Quick Launch Menu**

**Method 3:** Select *Internet Explorer* option from the *Start* menu.

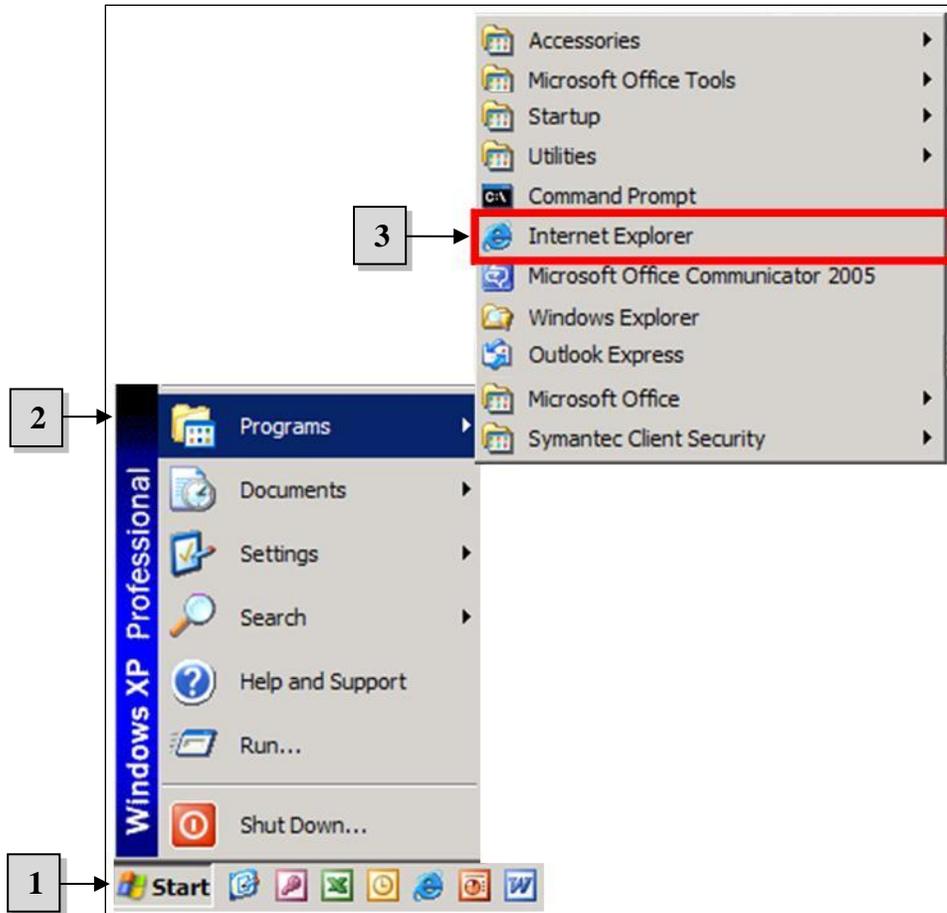


Figure 3.1-3: Start Menu

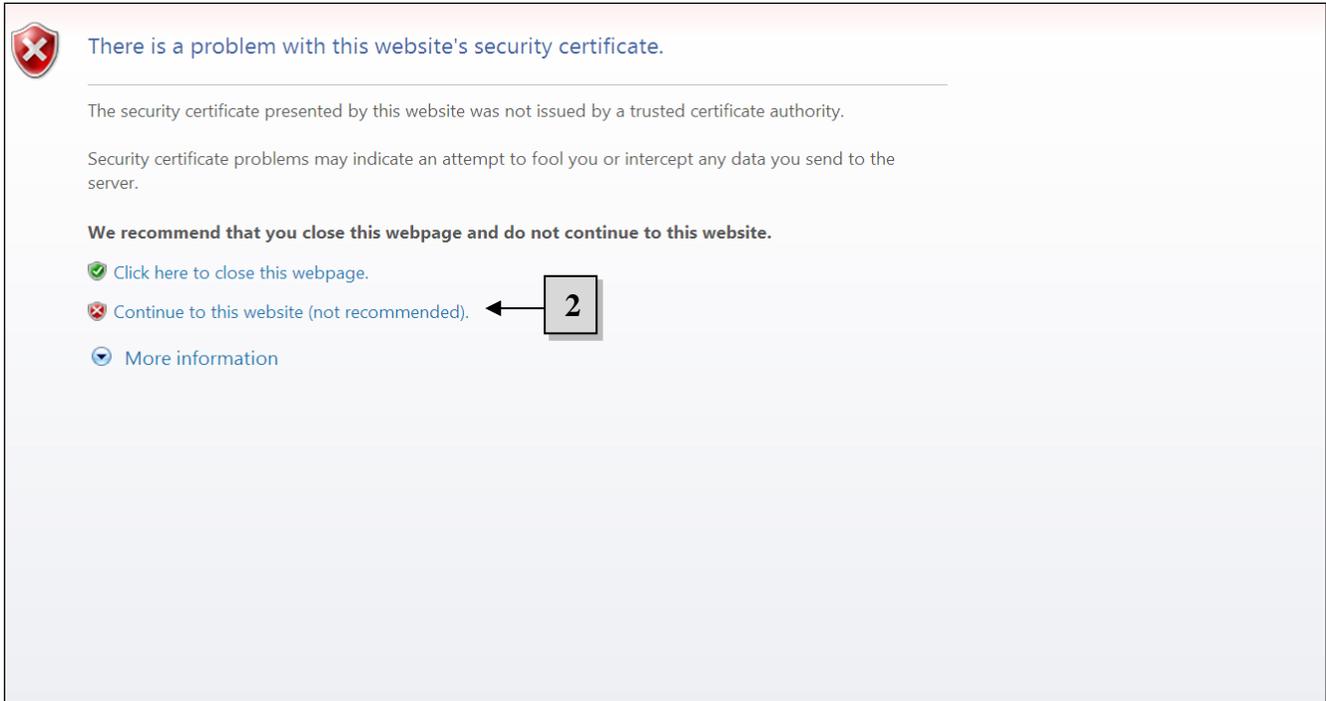
1. Click *Start*
2. Select *Programs*
3. Click *Internet Explorer* in the expanded menu to the right.

### 3.1.2 Navigating to the Data Management Tool



Figure 3.1-4: Internet Explorer Address Bar

1. Enter the following URL in the address bar <http://geo.usace.army.mil/egis/f?p=196>. Then press the *Enter* key on the keyboard.

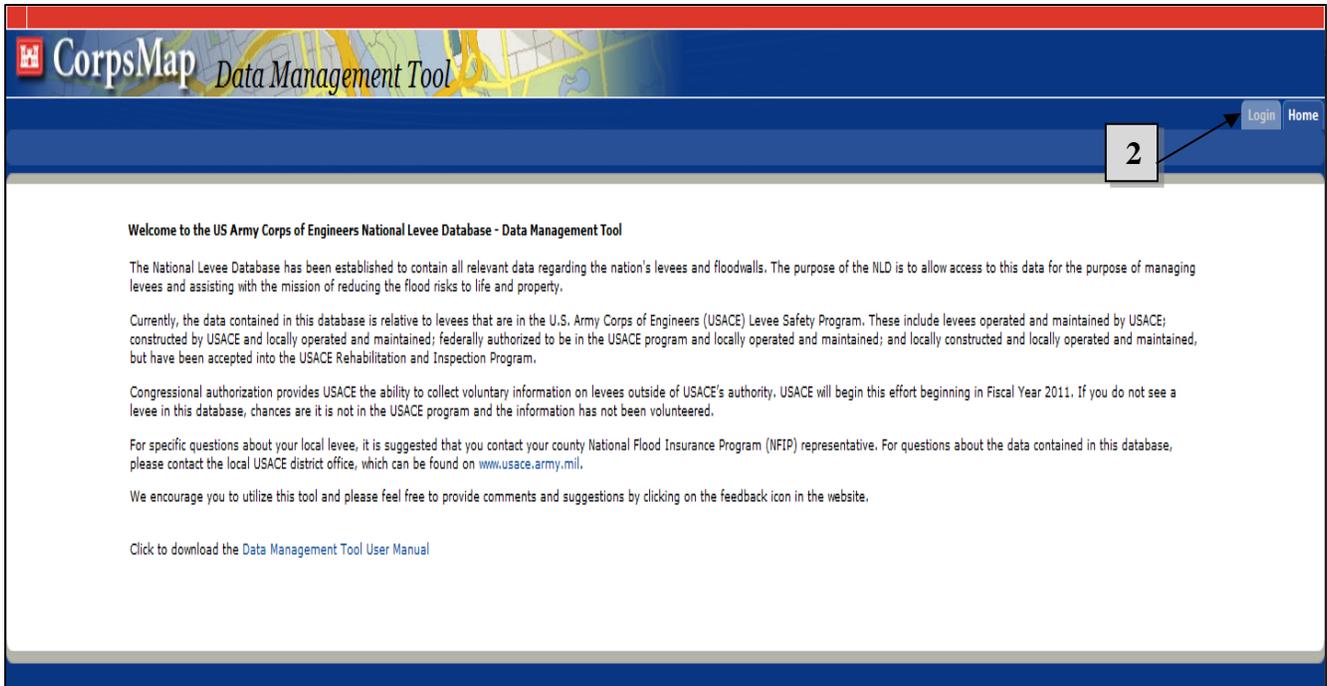


**Figure 3.1-5: Certificate Error Screen**

2. If an error message regarding the website certificate displays, click the *Continue to this website* link. You will be directed immediately to the *Home* screen, Figure 3.1-6.

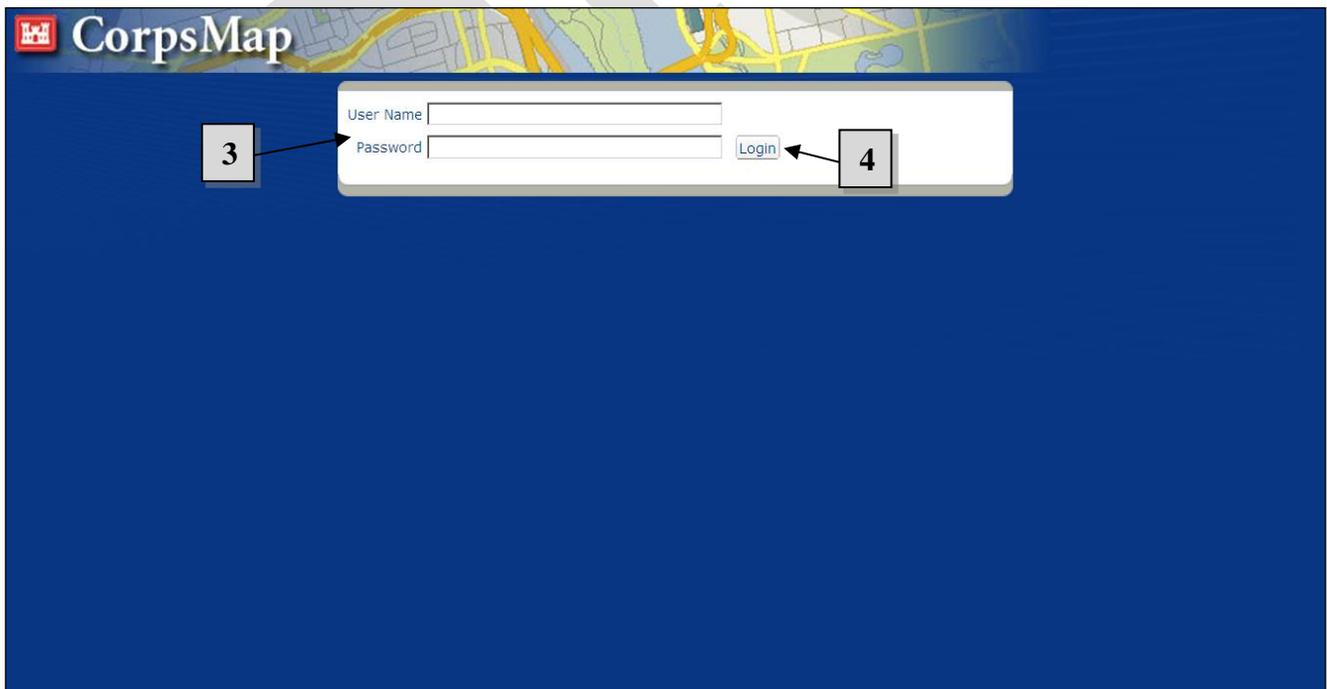
### 3.1.3 Logging into the DMT

In this manual we are going to assume you are a user associated with one role and one organization. However, below we have provided the login steps for users associated with multiple roles and/or organizations.



**Figure 3.1-6: Home Screen**

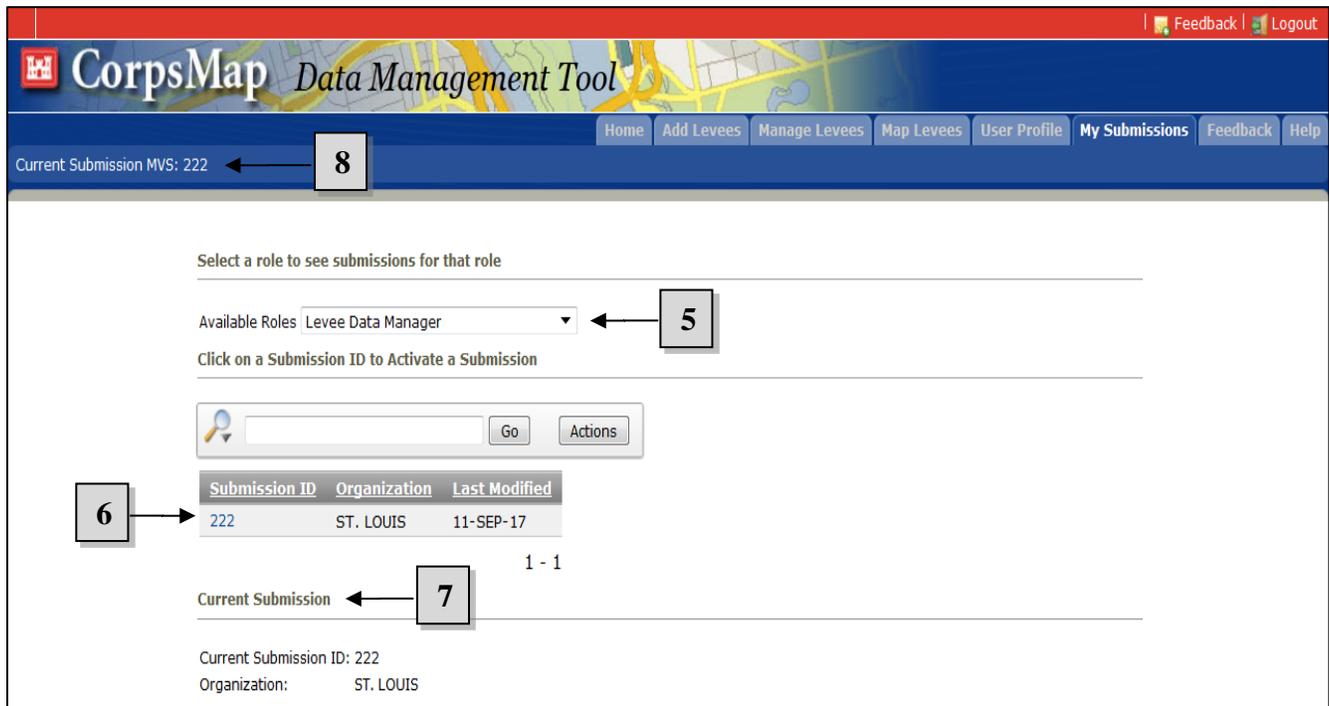
1. For first time users who have not received a login user name or password, contact the Levee Enterprise Help Desk at [DLL-CEERD-NLD-General-Support@usace.army.mil](mailto:DLL-CEERD-NLD-General-Support@usace.army.mil) or 1-877-LEVEEUS. You will be given a user name and password
2. If you have received a user name and password, click the *Login* tab. You will be directed to the *Login* screen to authenticate your account



**Figure 3.1-7: Login Screen**

3. Enter the user name and password that has been provided to you in an email from the System Administrator
4. Click the *Login* button. If you have one role under one organization, you will be directed to the *Home* screen, Figure 4.1-1 where your submission and role will be automatically defined

**\* If you are a user who has been assigned multiple roles, or is associated to multiple organizations you will be directed to the *My Submissions* tab where you must first define your role and organization. Follow steps 5-8 below.**



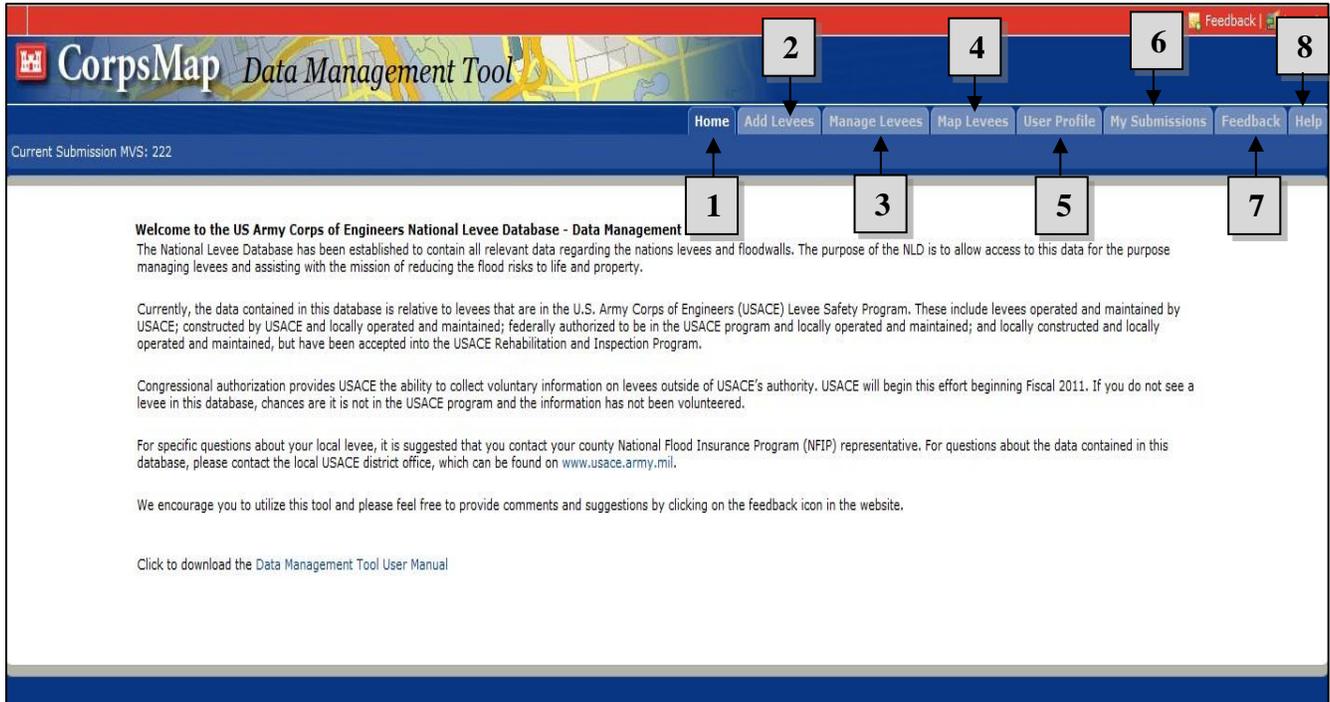
**Figure 3.1-8: My Submissions Screen**

5. Click the arrow located in the *Available Roles* field. Your assigned roles will appear in a dropdown menu. Select a role from the list
6. Once your role has been defined, a table will display with submissions assigned to that role. To activate a submission, click on a Submission ID
7. The Current Submission will update with the selected Submission ID and Organization
8. The Current Submission will display in the banner on all pages throughout the application allowing you to reference the Submission ID and Organization at any point

## 4. Levee Data Manager

### 4.1 Home Screen Tabs

When logged in as a Levee Data Manager the following tabs will display:

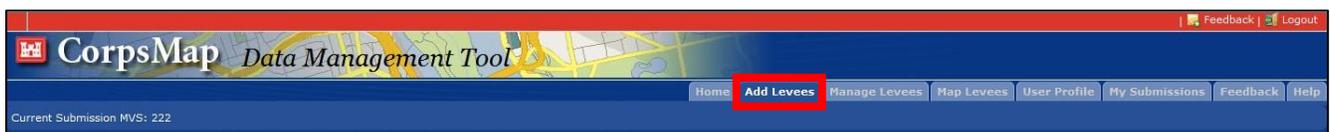


**Figure 4.1-1: Home Screen**

1. *Home*: USACE NLD Data Management Tool welcome message
2. *Add Levees*: Create data through the digitize or shapefile workflow
3. *Manage Levees*: Edit saved levee information and submit completed levee systems
4. *Map Levees*: View DMT/NLD data via the map
5. *User Profile*: Manage personal account information
6. *My Submissions*: View privileges and switch active submissions
7. *Feedback*: View a summation of user's feedback requests
8. *Help*: View help documentation including the data dictionary, map projection support list, and coordinate method support list. Access shapefile templates

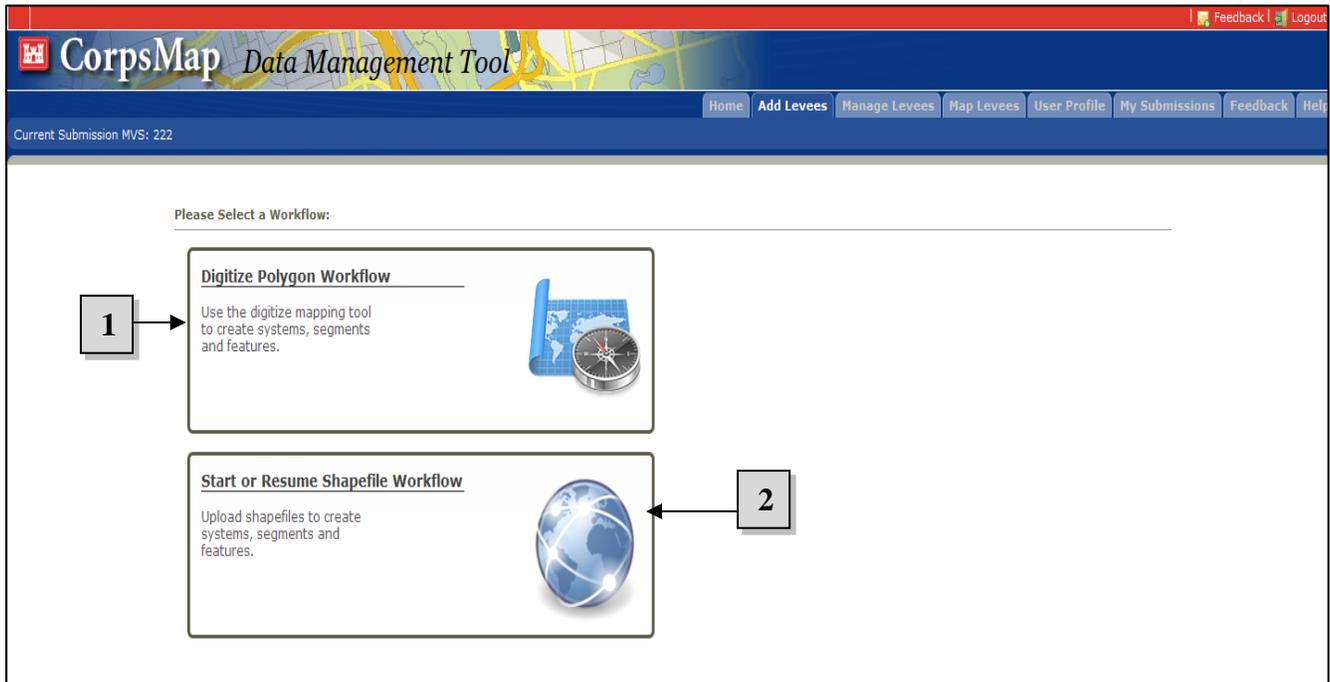
### 4.2 Add Levees

#### 4.2.1 Navigating to Add Levees Screen



**Figure 4.2-1: Add Levees Tab**

By clicking on the *Add Levees* tab, you will be taken to the *Workflow* screen shown below in Figure 4.2-2. Here you will select the workflow you want to use to create your data.

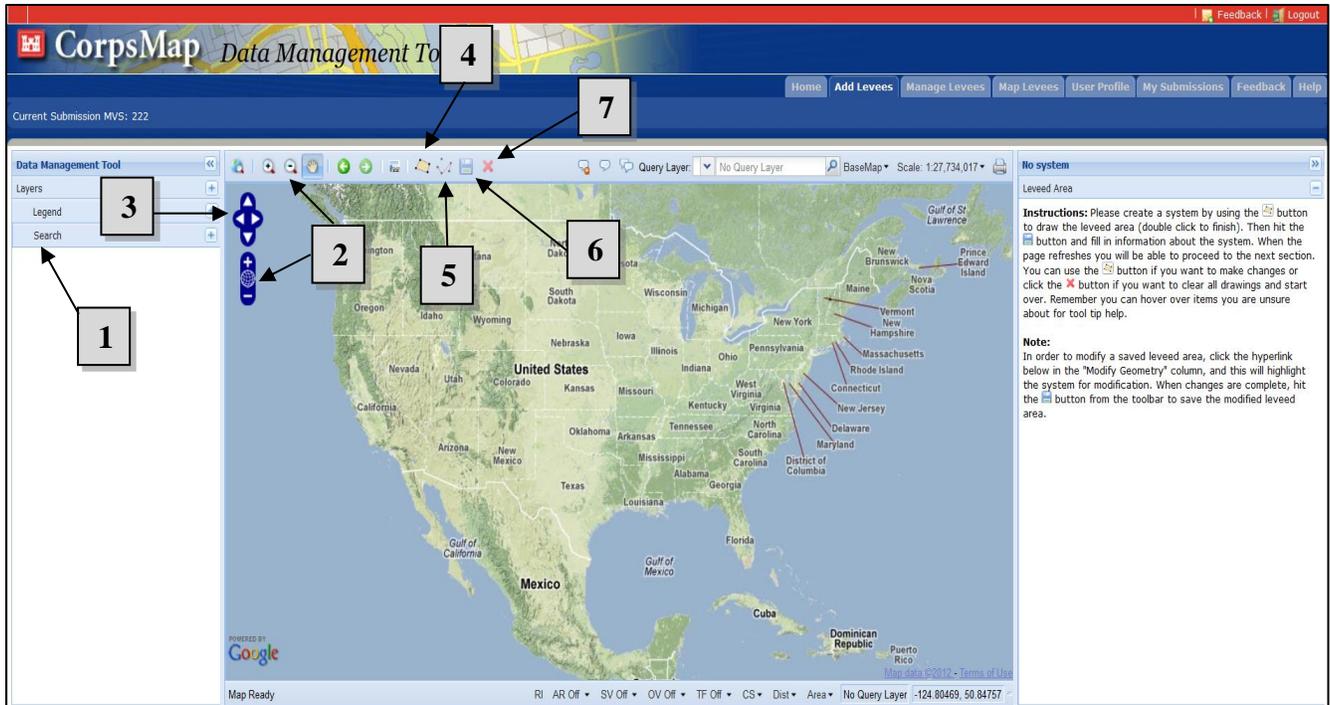


**Figure 4.2-2: Select Workflow Screen**

1. *Digitize Polygon Workflow*: Use the digitize mapping tools to create systems, segments and features
2. *Start or Resume Shapefile Workflow*: Upload shapefiles to create systems, segments and features

#### 4.2.2 Digitize Polygon Workflow

One way to create data within the DMT is through the digitize workflow. By clicking the *Digitize Polygon Workflow* button, you will be taken to the *Leveed Area Digitize* screen. The tools available to create your levee data include:



**Figure 4.2-3: Digitize Tools**

1. *Search Panel*: Allows you to search for a location on the map. You can search by *Coordinate, Address, ZIP Code, County, NLD Systems, NLD Segments, DMT Systems* and *DMT Segments*
2. *Zoom In/Out*: Allows you to zoom in and out of the map view
3. *Pan Map*: Allows you to view surrounding areas
4. *Add a Polygon Feature*: Allows you to digitize a leveed area
5. *Modify a Geometry*: Allows you to modify a digitized polygon before the polygon has been saved
6. *Save Digitized Geometry and Close*: Allows you to save a digitized polygon
7. *Clear Digitized Geometry*: Allows you to delete a digitized polygon

#### 4.2.2.1 Digitize a Leveed Area

To create levee data through the digitizing workflow:

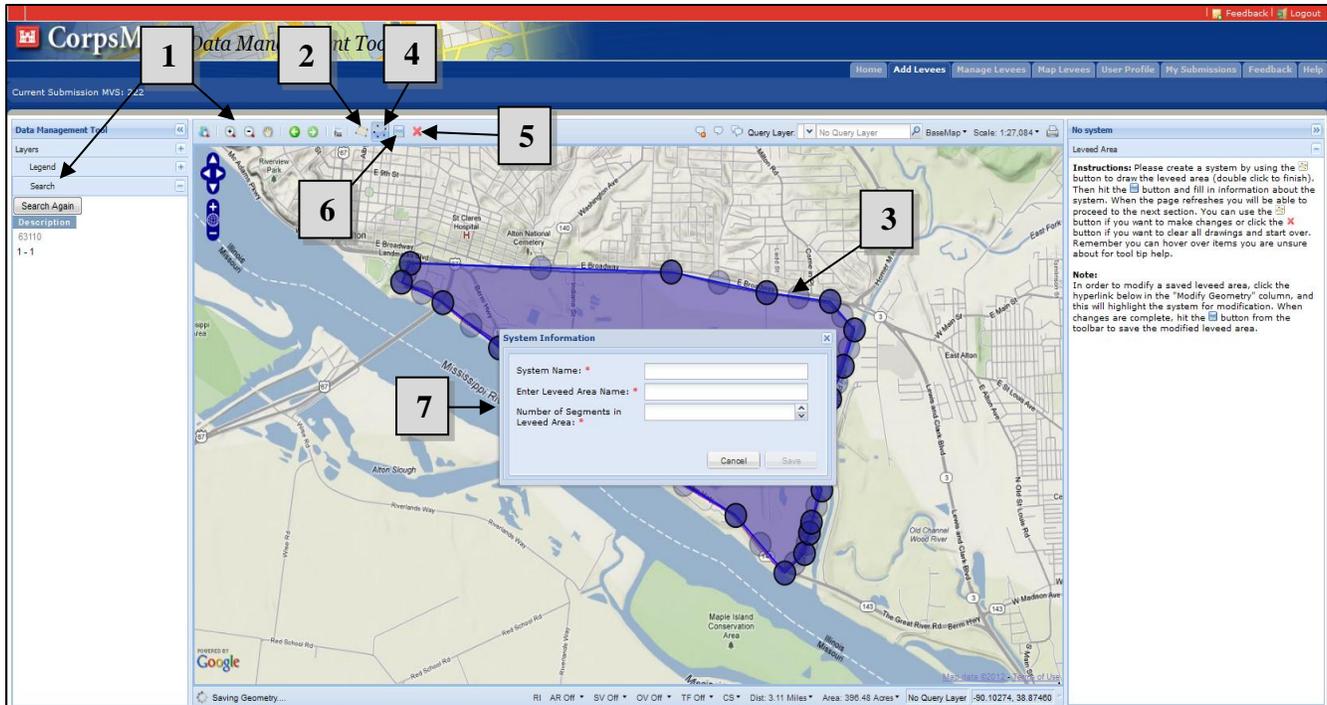


Figure 4.2-4: Digitize a Leveed Area Screen

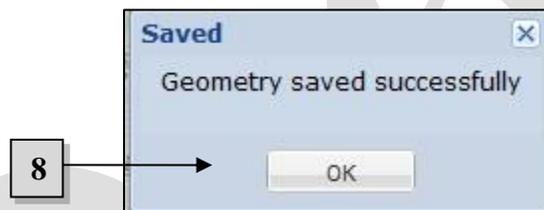


Figure 4.2-5: Pop-Up Window

1. Zoom to your desired location on the map using the *Search* feature within the *Search* panel or the *Zoom In/Out* feature on the map
2. Select the *Add a Polygon Feature* icon on the top taskbar. Your cursor will change to a cross and you can begin digitizing your leveed area
3. Once the area is digitized, double click your mouse to release the tool. The digitized area will display on the map in dark purple
4. The *Modify a Geometry* tool is automatically selected. Circles appear on the outer edges of the polygon. Drag the circles to adjust the shape
5. You can delete your geometry that is currently in creation by clicking on the *Clear Digitized Geometry* icon
6. Click the *Save Digitized Geometry* icon in the toolbar
7. A pop-up window will appear. You will be prompted to enter the following information: *System Name*, *Leveed Area Name*, and *Number of Segments in Leveed Area*. Once completed, click *Save*
8. A pop-up window will display stating that the geometry saved successfully. Click *OK*

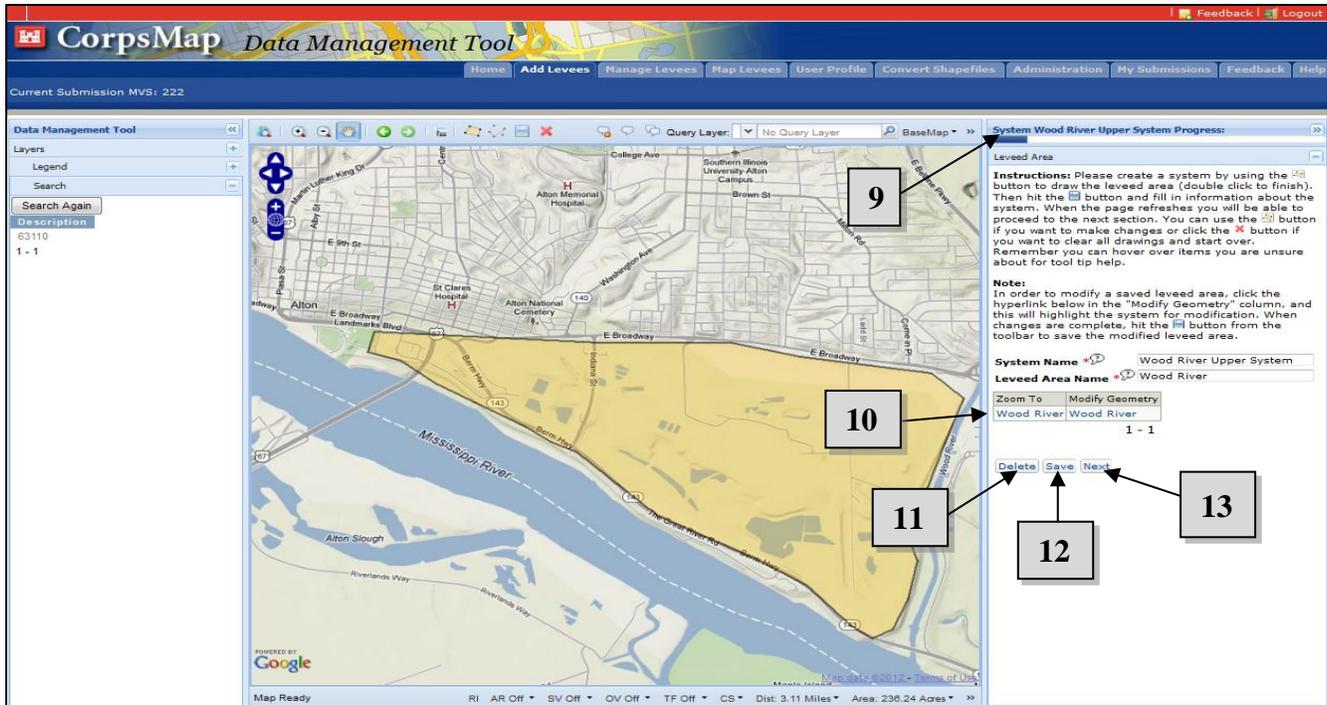


Figure 4.2-6: Leveed Area Screen

9. The progress bar appears on the right side panel with the defined system name. This bar measures your progress against entering the minimum requirements for submission into the NLD
10. Click the *Leveed Area Name* link in the *Zoom To* table to zoom in on your leveed area
11. You can delete the leveed area that you created by clicking the *Delete* button
12. Click the *Save* button to save any changes made to the system name or leveed area name
13. Click the *Next* button and you will be taken to the *Segment Details* screen Figure 4.2-7

#### 4.2.2.2 Add Segments

The second step in the digitize creation process is defining your system segment details.

**Segment Details**

**Instructions:**  
 \* Indicates required field.

On this page you can edit existing segments, remove segments, and add new segments. When finished making changes click save and then close the popup. Refresh the segment on the right.

A flood damage reduction segment is defined as a portion of a damage reduction system that is operated and maintained by a single entity (usually referred to as a sponsor or levee district). A flood damage reduction segment is made up of one or more features.

Changes have been made, please save before clicking any of the other buttons (e.g. Add Segment or Delete).

Segment Name *	Authorization Type *	Design Frequency	Sponsor Name *	Segment Length (In Miles)*	Delete
Wood River Upper	V	500	Wood River Drainage and Levee District	3.11	X

**Authorization Type Legend:**

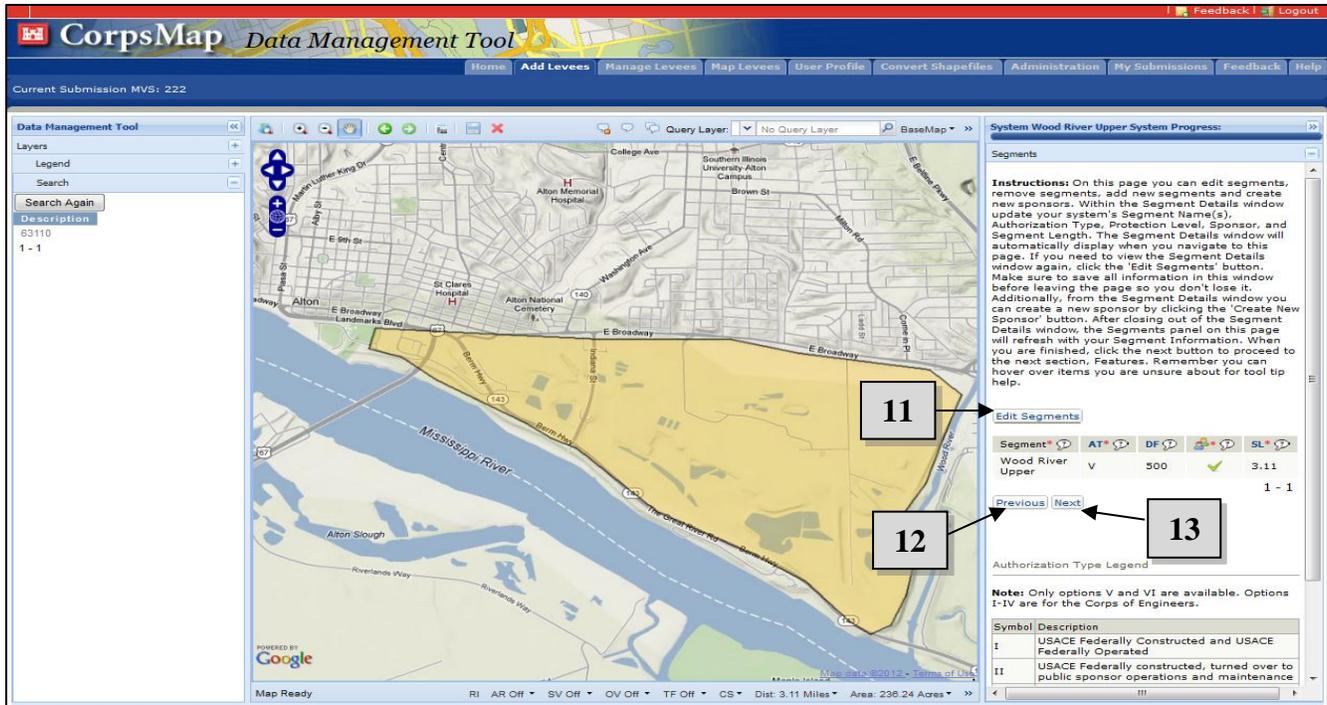
<b>Note:</b>	Only options V and VI are available. Options I-IV are for the Corps of Engineers
I	USACE Federally Constructed and USACE Federally Operated
II	USACE Federally constructed, turned over to public sponsor operations and maintenance
III	Federally authorized to be in USACE program, locally operated and maintained
IV	Non-federally constructed and O&M, in USACE RIP
V	Other Federal Agency
VI	Non-federally constructed, operated and maintained by locals

Buttons: Create New Sponsor, Add Segment, Save

Callouts: 1 (Segment Name), 2 (Authorization Type dropdown), 3 (Design Frequency), 4 (Sponsor Name dropdown), 5 (Create New Sponsor), 6 (Segment Length), 7 (Delete X), 8 (Add Segment), 9 (Save), 10 (Close X)

**Figure 4.2-7: Segment Details Screen**

1. Enter a segment name into the *Segment Name* field
2. Click the arrow in the *Authorization Type* field and select an option from the dropdown menu. Only options V and VI are available for selection. Options I-IV are for the Corps of Engineers
3. Enter a value in the *Design Frequency* field
4. Click on the arrow in the *Sponsor Name* field and select a sponsor from the dropdown menu
5. If your sponsor name does not appear in the dropdown list, you can create a new sponsor. First click the *Save* button to save any information that has been inputted. Next, click the *Create New Sponsor* button. You will be directed to the *Sponsor Details* screen, Figure 4.3-10
6. Enter a length (in miles) in the *Segment Length* field
7. You can delete a segment by clicking the red X next to the segment name
8. You can add a new segment. First, click the *Save* button to save any information that has been entered. Next, click the *Add Segment* button. A blank segment data field will be added under the *Segment Name* column
9. After entering your information, click the *Save* button
10. Close the *Segment Details* screen by clicking the X in the upper right corner



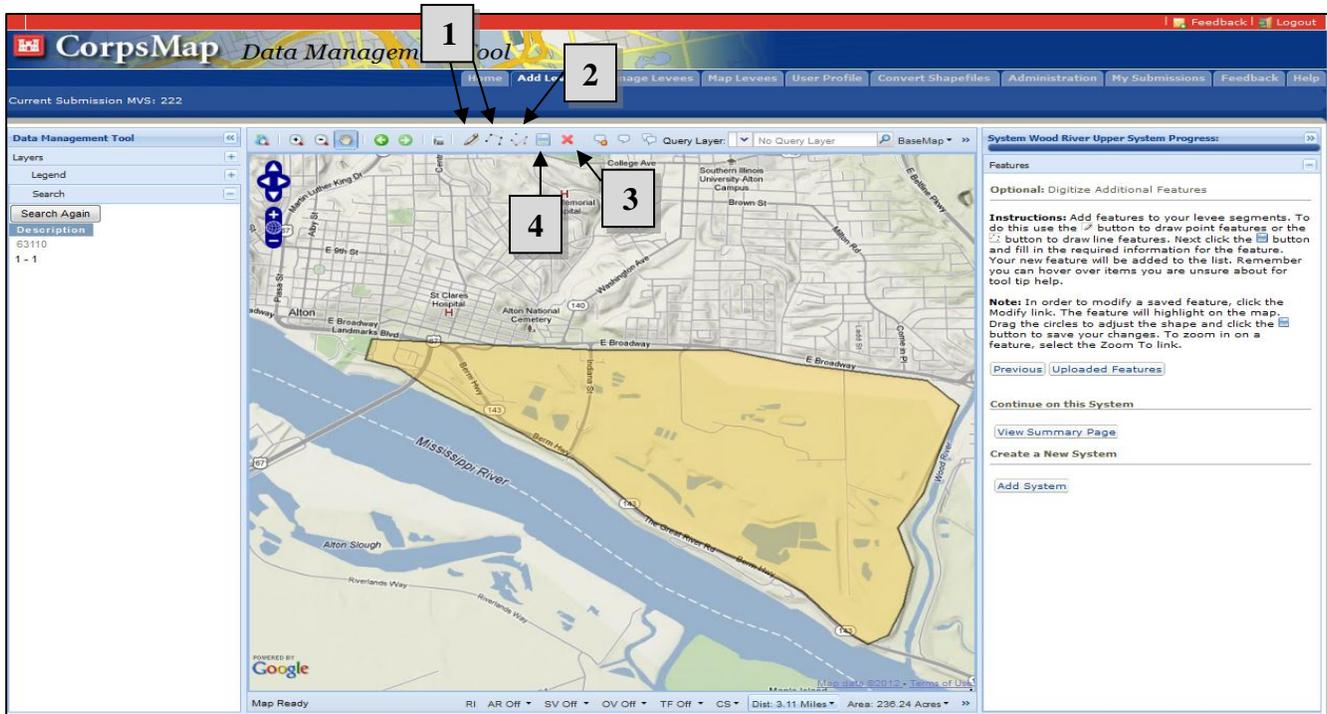
**Figure 4.2-8: Segments Screen**

The progress bar at the top of the screen is completely filled, indicating that the minimum requirements have been entered for submission into the NLD. Thus, at this point, the system can be submitted for levee review.

11. Select the *Edit Segments* button to return to the *Segment Details* screen to edit segment information
12. Click the *Previous* button to return to the *Leveed Area* screen
13. Click the *Next* button to continue creating your levee system. You will be directed to the *Features* screen, Figure 4.2-9

#### 4.2.2.3 Add Features

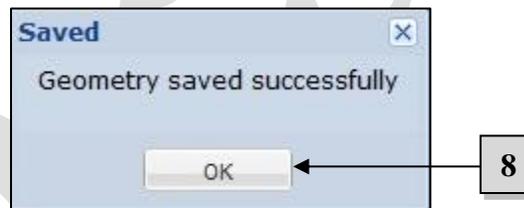
The final, yet optional step in creating a levee system through the digitize workflow is to add features to your levee segments.



**Figure 4.2-9: Features Screen**

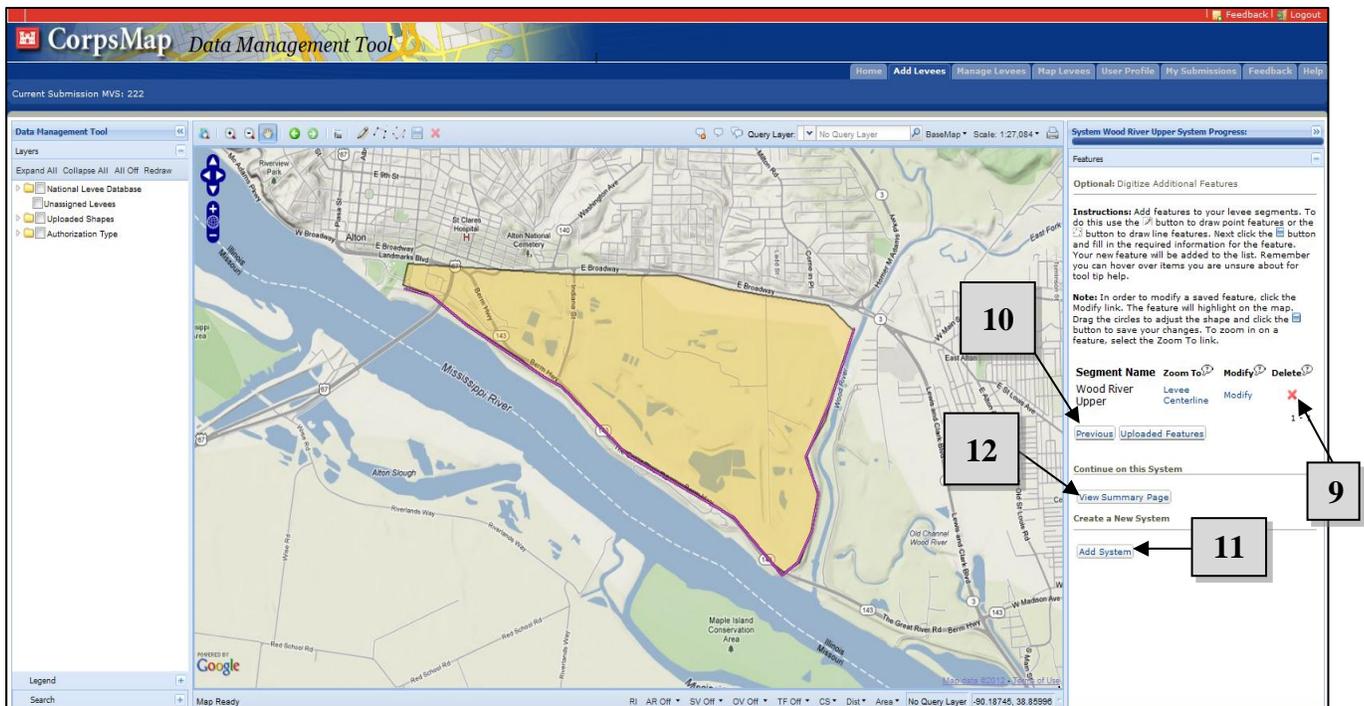
1. Select either the *Add a Line Feature* icon or the *Add a Point Feature* icon from the toolbar. Hover your mouse over the icons to view the feature types that are represented by each capture method. Once selected, your cursor will change to a cross. Digitize your feature on the map. When complete, double click your mouse to release the tool
2. If you want to modify your feature before saving, select the *Modify a Geometry* icon from the toolbar. Once the icon has been selected, click the feature on the map. If you are modifying a point, drag the point to a new location. If you are modifying a line, circles will appear on the line. Click on a circle and drag to adjust the shape
3. Delete a geometry that is currently in creation by clicking the *Clear Digitized Geometry* icon
4. Click the *Save Digitized Geometry and Close* icon in the toolbar

**Figure 4.2-10: Feature Details Screen**



**Figure 4.2-11: Pop-Up Window**

5. The *Feature Details* window displays where you will be prompted to enter feature attribute data. First, select the feature from the *Feature Type* dropdown list. Then, select the coordinate method. The coordinate method defaults to heads-up digitizing; however, other options are available for selection. Finally, select the segment that the feature will be added to. The remaining attribute fields are optional for entry
6. Click the *Cancel* button to return to the *Features* screen
7. Click the *Save* button to save any edits made on the screen
8. Once saved, a pop-up window will display stating that the geometry saved successfully. Click *OK*



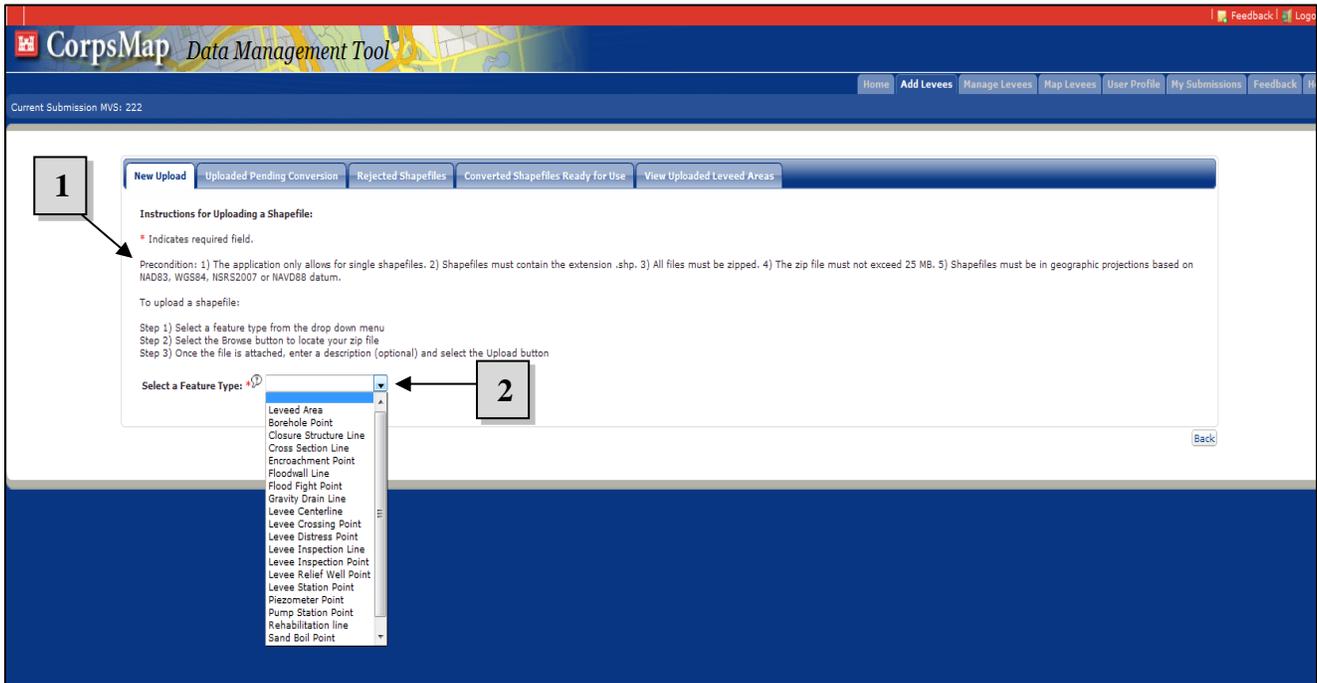
**Figure 4.2-12: Feature Panel with Feature Details Screen**

9. Click the red X to delete the feature
10. Select the *Previous* button to return to the *Segment* screen, Figure 4.2-8
11. Click the *Add System* button to create a new system within the digitize workflow. You will return to the *Leveed Area* screen, Figure 4.2-6 where you can digitize a new leveed area.
12. Click the *View Summary Page* button to view a summary of your current submission, Figure 4.3-12

### 4.2.3 Shapefile Workflow

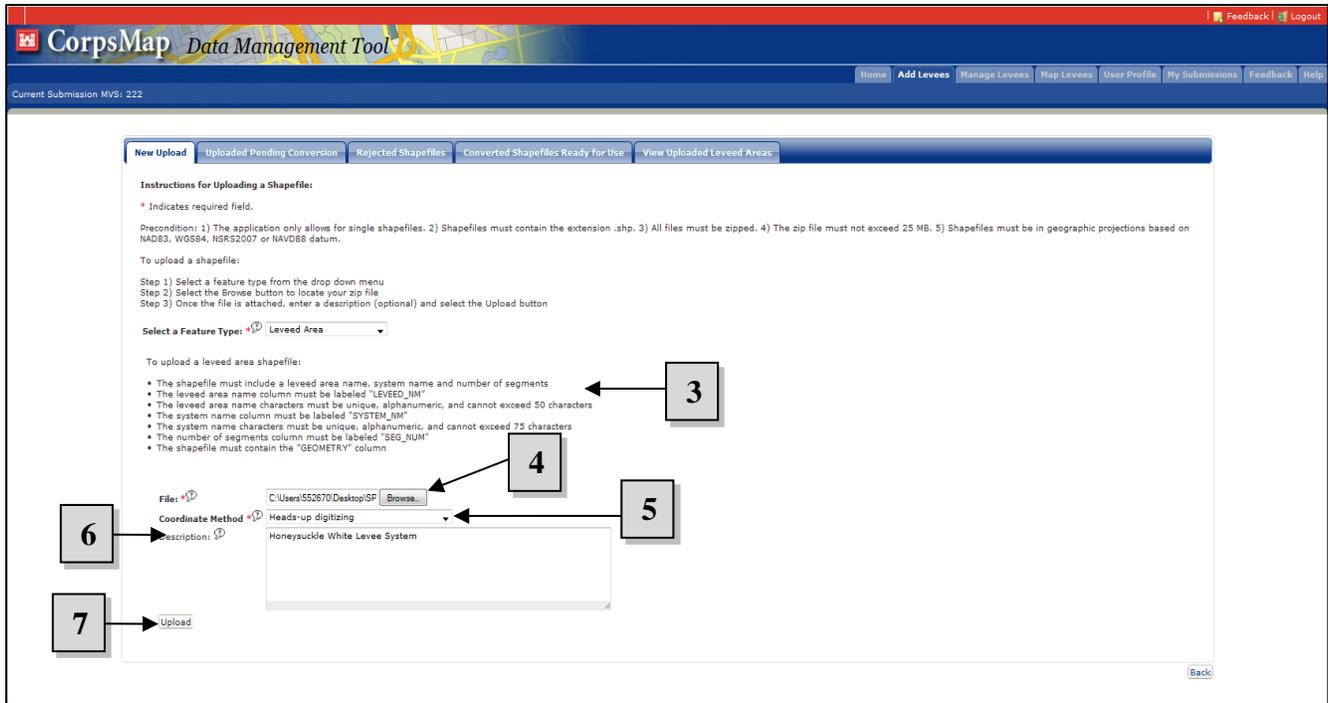
The second way in which data can be created within the DMT is through the shapefile workflow. By selecting the *Start or Resume Shapefile Workflow* button as shown in Figure 4.2-2, you will be taken to the *Upload* screen where you can complete the first step in the shapefile process which is uploading your file(s). Before you begin uploading, it is important that you read the instructions that are provided within the tool. In addition, we highly recommend using our shapefile templates located under the *Help* tab. The templates will help to ensure you are entering in the data needed for a successful upload. Also found under the *Help* tab is the *Shapefile Procedure* document that provides step-by-step instructions on how to load the data into the templates provided.

### 4.2.3.1 Upload Shapefile

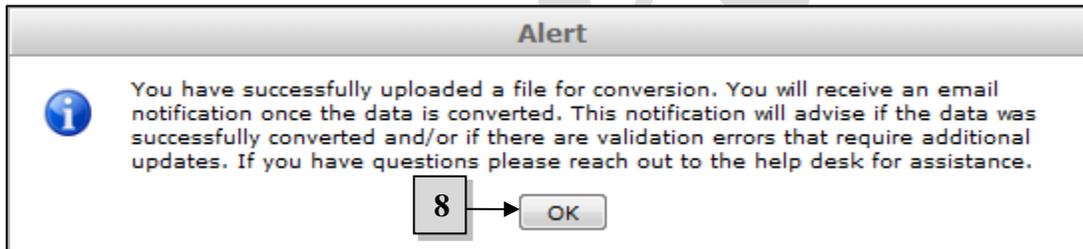


**Figure 4.2-13: Upload Shapefile Screen**

1. Prerequisites and instructions for uploading a shapefile display at the top of the screen. The application only allows for single shapefiles. The shapefile must contain the extension .shp. The file must be zipped and not exceed 25 MB. Finally, the shapefile must be in the geographic projection based on NAD83, WGS84, NSRS2007 or NAVD88 datum
2. Select a feature type from the dropdown menu. Features that are available for selection include: *Leveed Area, Borehole Point, Closure Structure Line, Cross Section Line, Encroachment Point, Floodwall Line, Flood Flight Point, Gravity Drain Line, Levee Centerline, Levee Crossing Point, Levee Distress Point, Levee Inspection Line, Levee Inspection Point, Levee Station Point, Piezometer Point, Pump Station Point, Rehabilitation Line, Sand Boil Point* and *Toe Drain Line*

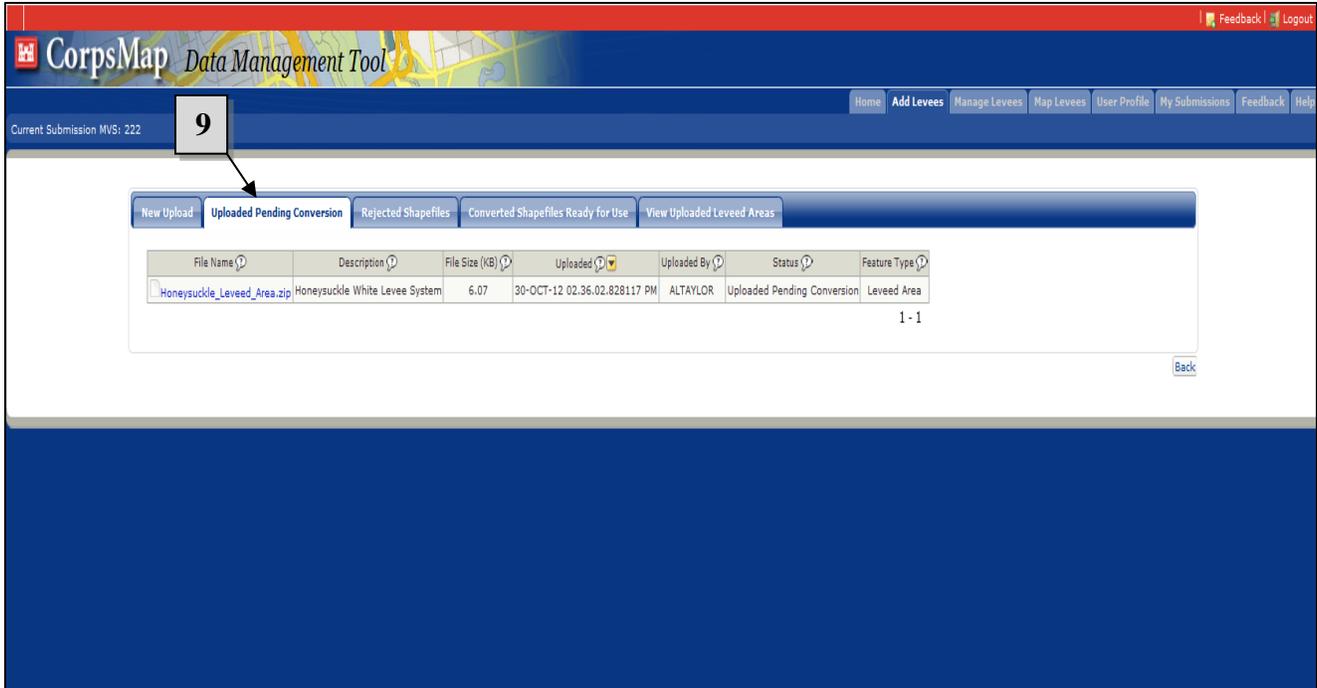


**Figure 4.2-14: Upload Leveed Area Shapefile Screen**



**Figure 4.2-15: Upload Pop-Up Window**

3. Once a feature type is selected, the screen will expand. A second set of instructions will display. These instructions are specific to the feature type selected and explicitly state the data and columns that must be included within the shapefile
4. Click the *Browse* button and select your zip file from your desktop
5. Select a coordinate method from the dropdown menu
6. Enter a description (optional)
7. Click the *Upload* button
8. A pop-up window will display stating that the upload was successful and that you will be notified via email once your files have been converted. Click *OK*. It is recommended that you contact the Help Desk directly to notify them that your files have been uploaded successfully and are pending conversion. The Help Desk contact information is as follows: [DLL-CEERD-NLD-General-Support@usace.army.mil](mailto:DLL-CEERD-NLD-General-Support@usace.army.mil) or 1-877-LEVEEUS

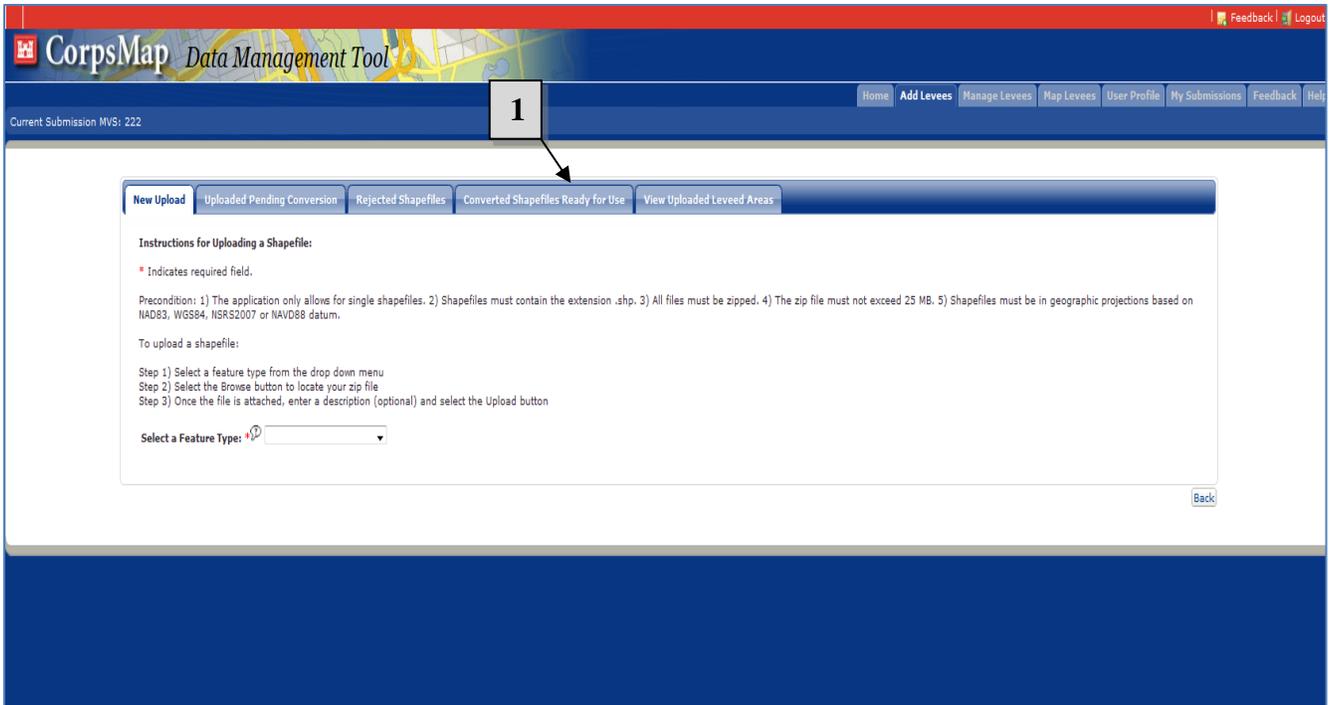


**Figure 4.2-16: Uploaded Pending Conversion Screen**

9. Select the *Uploaded Pending Conversion* tab. Your uploaded file will display within the table. Files will remain in the table until converted by the System Administrator.

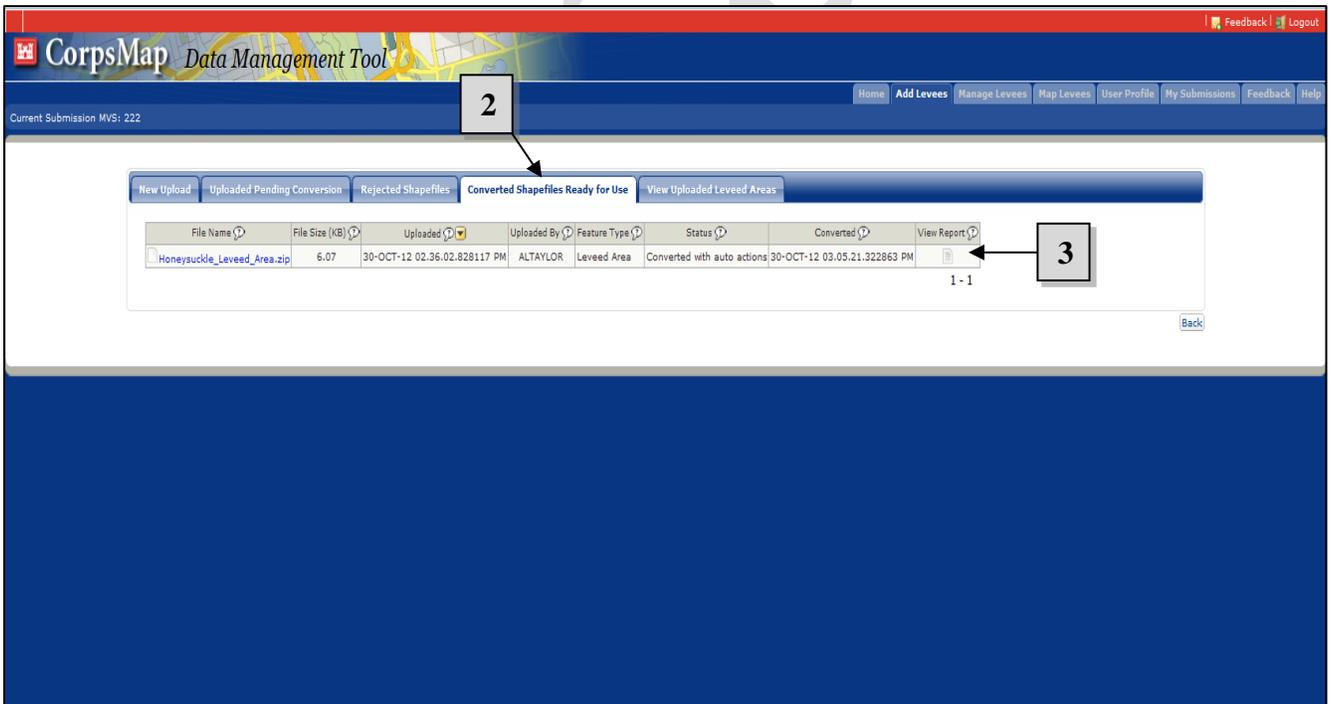
#### 4.2.3.2 Shapefiles Ready for Use

Once your shapefile has been converted, you will receive an email notification stating that the conversion was successful or that validation errors appeared requiring additional updates. Shapefiles that have been successfully converted will fall into one of three categories: Automatically Created, Automatically Associated, or Converted with/without Warnings. You can view the validation report and status of your data by navigating to the *Upload Shapefile* screen shown below in Figure 4.2-17



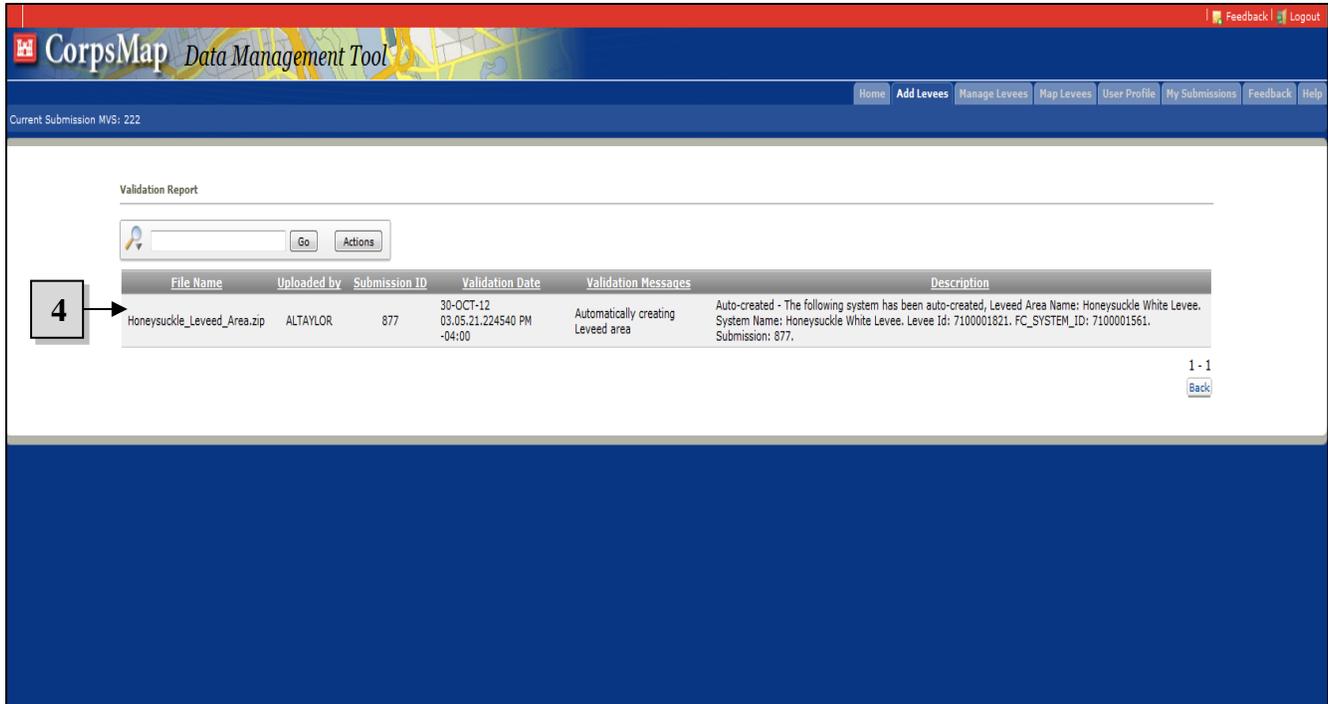
**Figure 4.2-17: Upload Shapefile Screen**

1. Select the *Converted Shapefile Ready for Use* tab



**Figure 4.2-18: Converted Shapefiles Screen**

2. Your successfully converted file will display in the *Converted Shapefiles Ready for Use* table. The following information is provided within the table: *File Name, File Size, Uploaded, Uploaded By, Feature Type, Status, and Converted*
3. Click the *View Report* icon to view the validation report

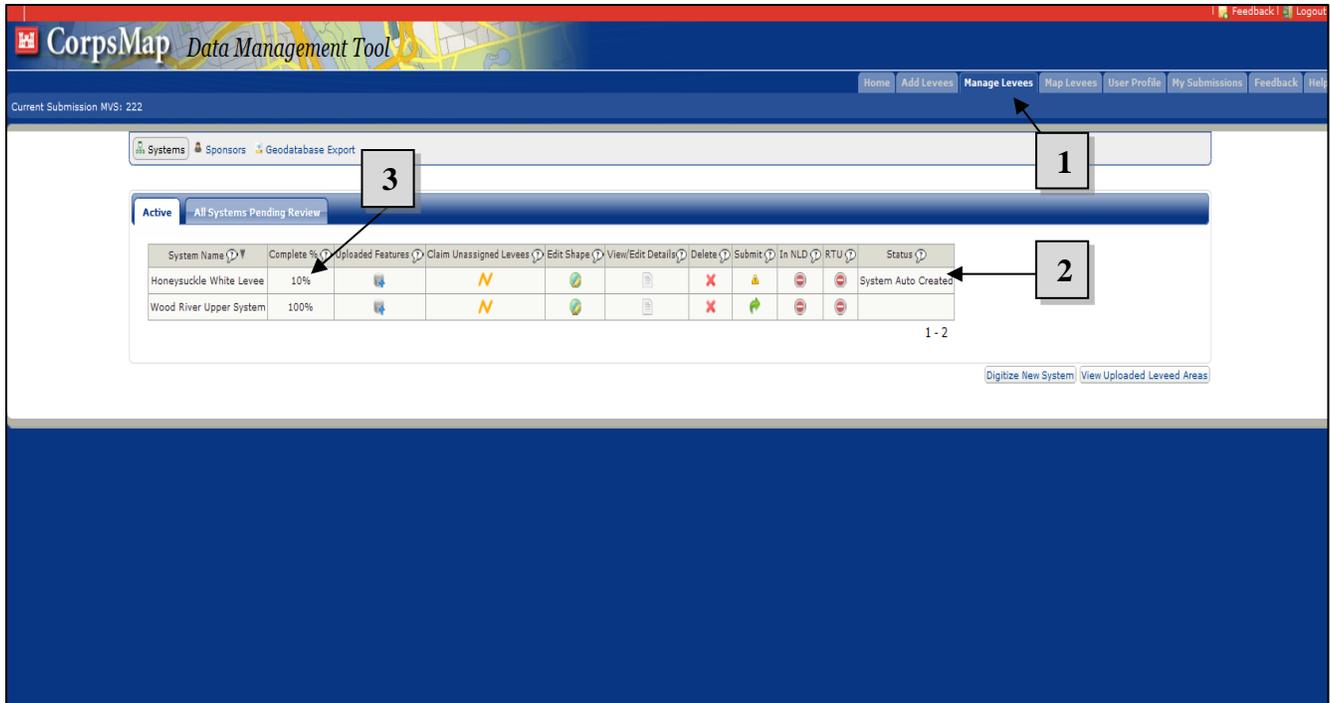


**Figure 4.2-19: Validation Report Screen**

4. The validation report displays the following details: *File Name, Uploaded By, Validation Date, Validation Message and Description*

#### 4.2.3.1 Automatically Created

For systems to be automatically created, the leveed area shapefile must contain the required data and columns. See the instructions on the *Upload Leveed Area Shapefile* screen Figure 4.2-14. Additionally, the system name and leveed area name within your leveed area shapefile must be unique within your submission. To view uploaded systems that have been automatically created:

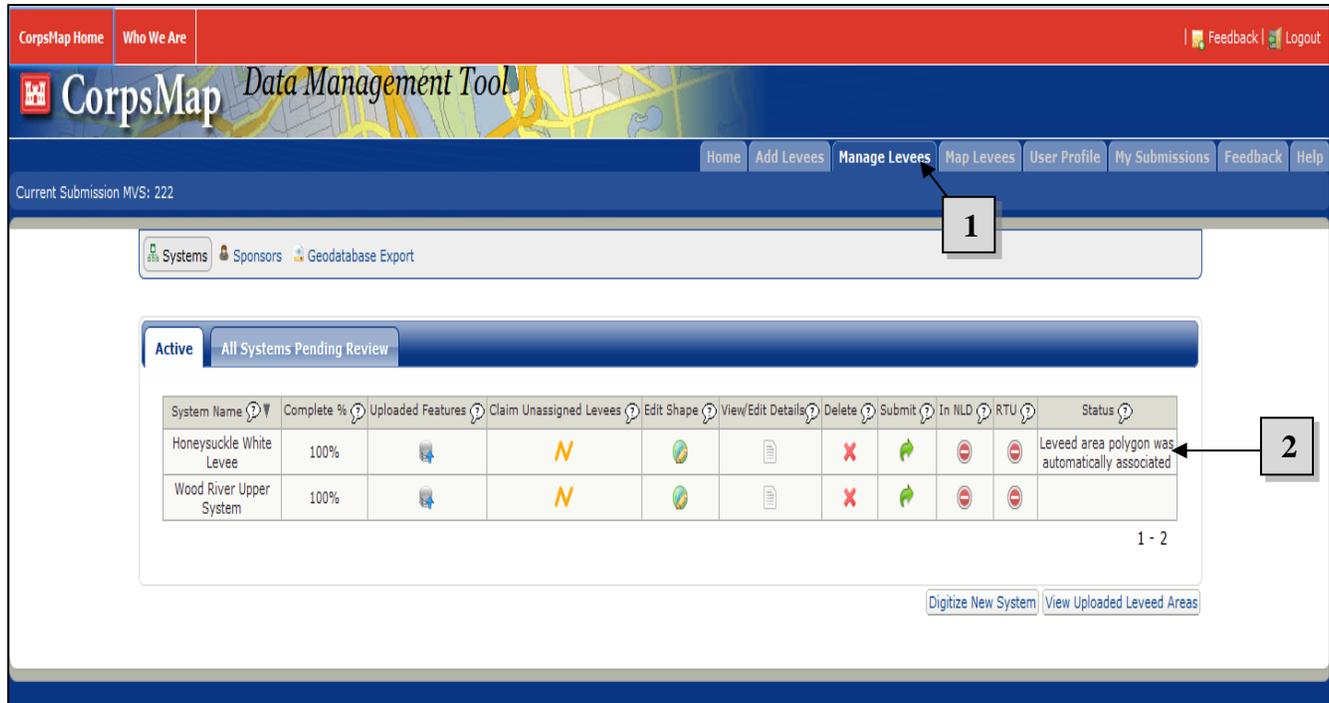


**Figure 4.2-20: All Systems Screen**

1. Select the *Manage Levees* tab
2. Systems that have been automatically created will display under the *Active* tab with a status of *Auto Created*
3. Systems that were automatically created will only be 10% complete; therefore, you must add segment details to your system before the system can be submitted into the NLD. See Section 4.3.6.2 for instructions on adding segment details to your system

#### 4.2.3.2 Automatically Associated: Leveed Area Shapefiles

Uploaded leveed areas can also be automatically associated to existing systems. This is a functionality that can be used by individuals who want to replace their existing leveed area with a more accurate leveed area. The association will only replace the leveed area polygon shape. All other data within in the existing active system will remain. In order for a leveed area to be auto associated, the leveed area shapefile must contain the required data and columns. See the instructions on the *Upload Leveed Area Shapefile* screen Figure 4.2-14 for detailed requirements. In addition, the system name and leveed area name within the leveed area shapefile must match the system name and leveed area name within the existing active system. To view uploaded leveed areas that have been automatically associated:



**Figure 4.2-21: All Systems Screen**

1. Select the *Manage Levees* tab
2. The system will display under the *Active* tab with a status of *Leveed area polygon was automatically associated*

#### 4.2.3.3 Automatically Associate: Line and Point Shapefiles

For line and point features to be automatically associated to the system's segment, the line/point shapefile must contain the name of the segment the feature will be assigned to. In addition, the segment name must exist within a system that is of the active status. Once a feature shapefile has been successfully converted by the Shapefile Reviewer, the uploaded features will display under the *Manage Levees* tab. For instructions on how to view your features that have been auto associated see Section 4.3.6.4

#### 4.2.3.4 Converted with Warnings: Leveed Area Shapefiles

If the leveed area shapefile is converted with warnings, meaning it contains columns or data that are not in line with the requirements (e.g. missing the System\_NM column, leveed area name is not unique to the submission or the number of segments column is null), the data will be placed within the *Uploaded Leveed Area* table. The *Uploaded Leveed Area* table serves as a staging table where you can make edits to the data before adding to DMT. Below you will find instructions on how to view uploaded leveed area files that have been converted with warnings as well as how to add the data to DMT.

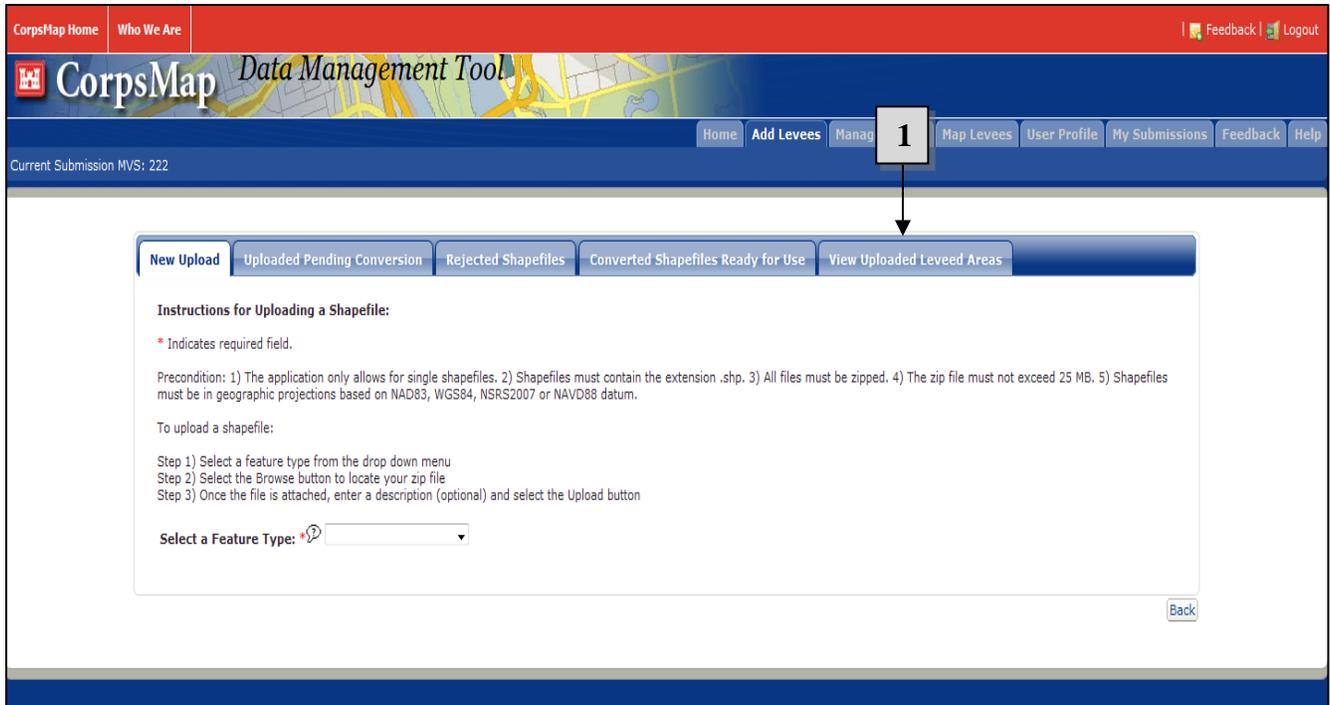


Figure 4.2-22: Upload Shapefile Screen

1. Select the *View Uploaded Leveed Areas* tab

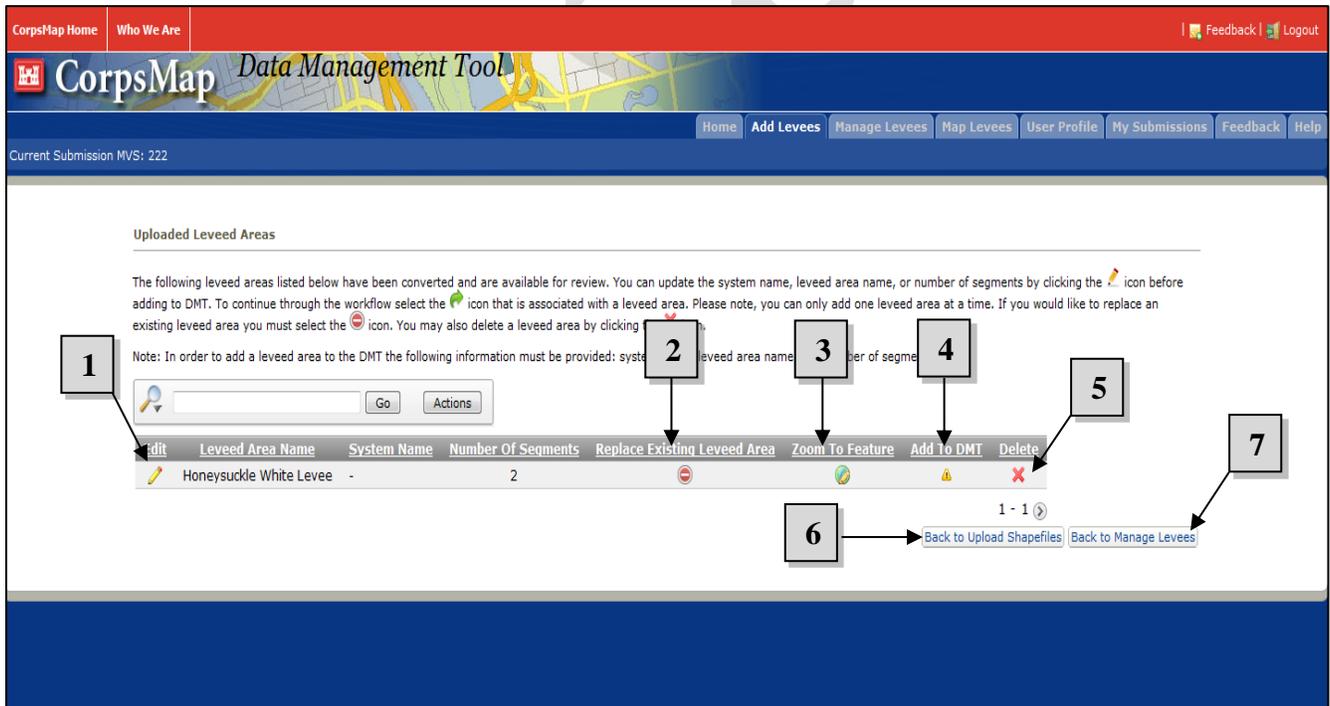
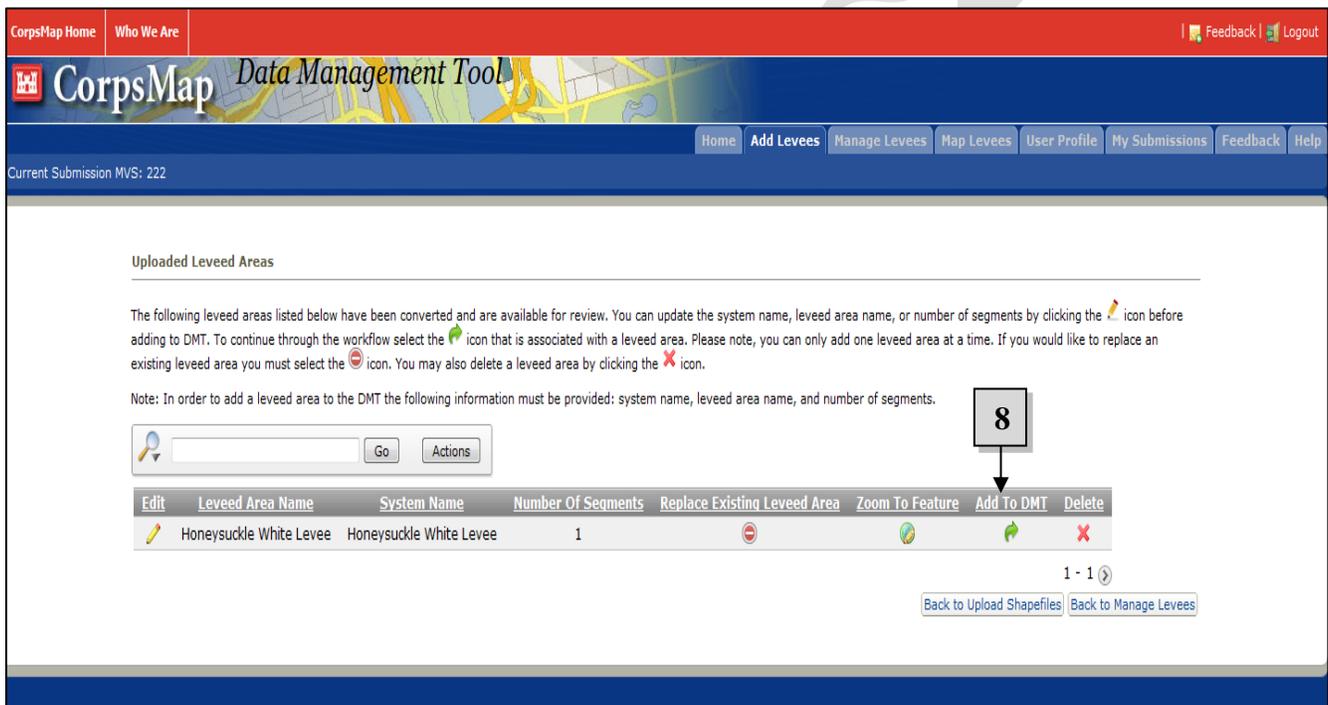


Figure 4.2-23: Uploaded Leveed Areas Screen

1. *Edit*: Allows you to edit your system name, leveed area name and number of segments

2. *Replace Existing Leveed Area* : Allows you to assign an uploaded leveed area to an existing system, overriding the existing system's geometry
3. *Zoom to Feature*: Directs you to a map where you can view the leveed area
4. *Add to DMT*: A green arrow signifies that the leveed area can be added to DMT. A *Warning* icon will display if the system name and leveed area name are not specified and/or the number of segments is not between 1 and 50, inclusive
5. *Delete*: Allows you to delete the uploaded leveed area. Deleting an uploaded leveed area will permanently remove it from the tool
6. *Back to Uploaded Shapefiles*: Directs you to the *Upload Shapefile* screen as shown in Figure 4.2-22
7. *Back to Manage Levees*: Directs you to the *All Systems* screen as shown in Figure 4.2-20

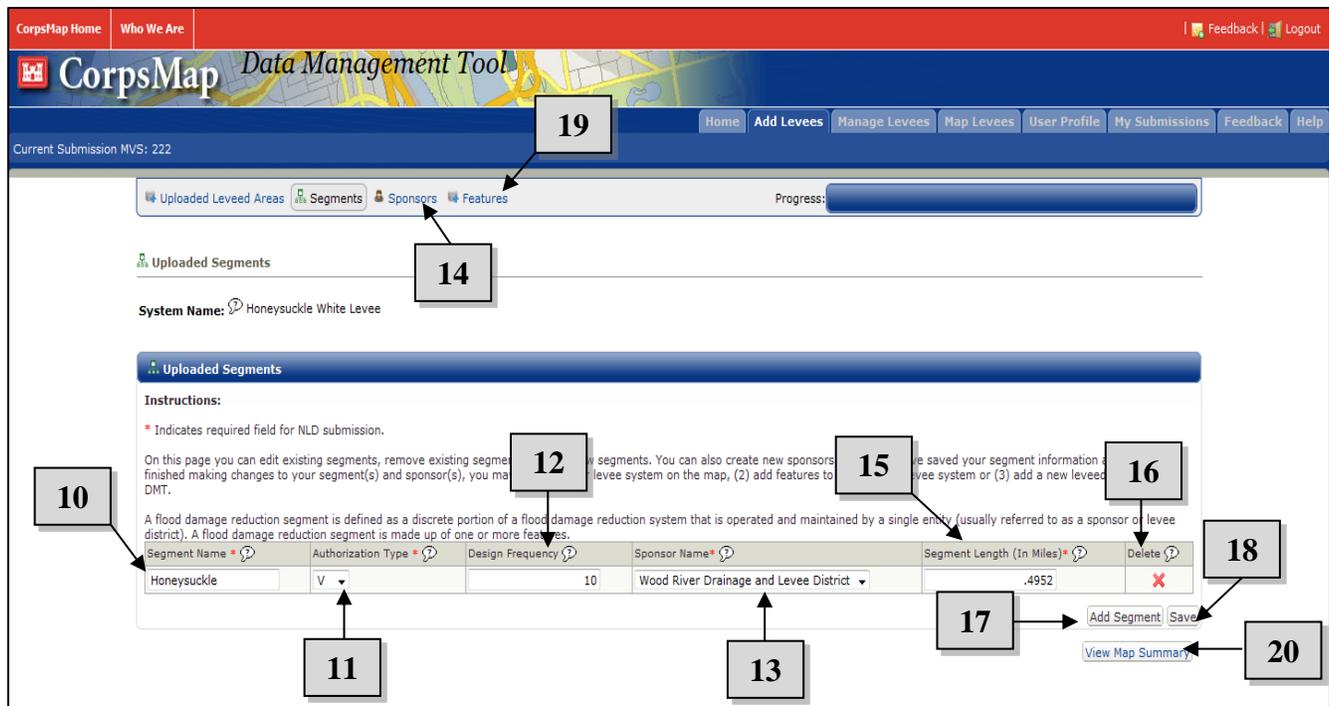


**Figure 4.2-24: Uploaded Leveed Areas Screen**



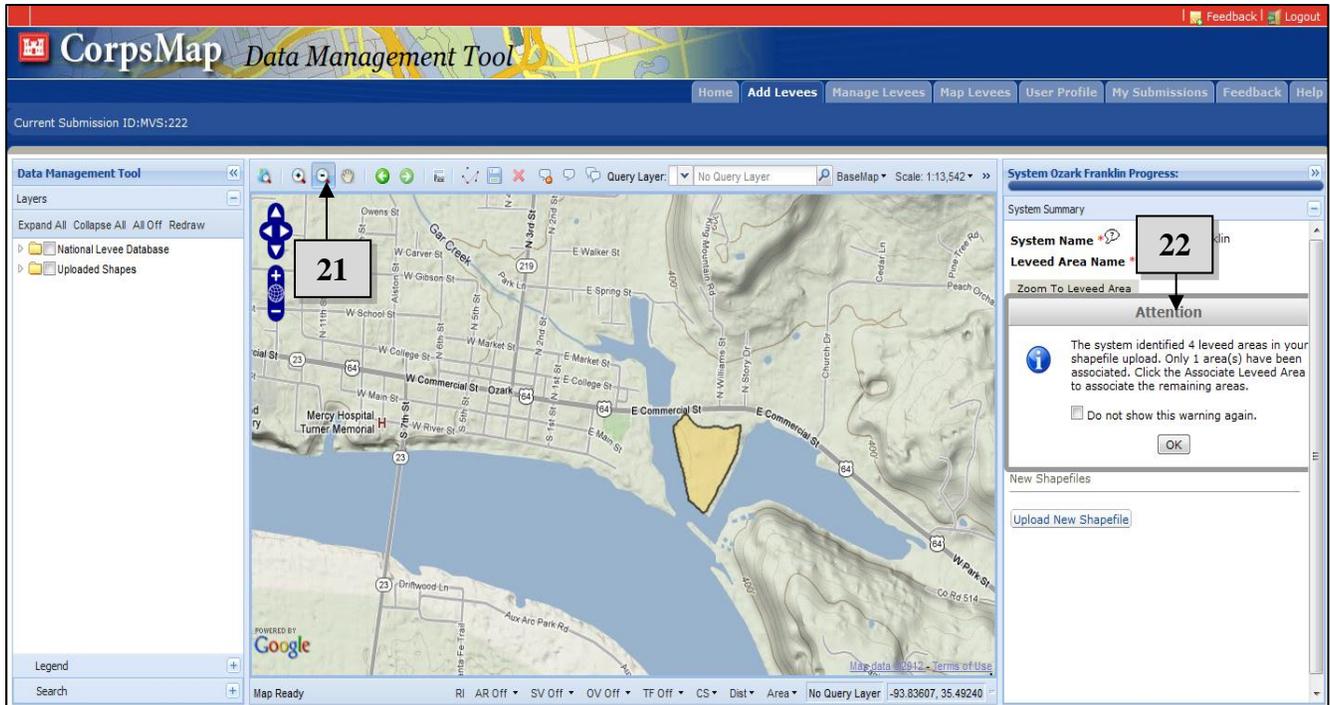
**Figure 4.2-25: Add to DMT Pop-Up**

8. Once the data discrepancies have been addressed, click the *Add to DMT* icon
9. A pop-up window will display asking if you wish to add this leveed area to DMT. Click *OK*



**Figure 4.2-26: Segment Screen**

10. Enter a segment name into the *Segment Name* field
11. Click the arrow in the *Authorization Type* field and select an option from the dropdown menu. Only options V and VI are available for selection. Options I-IV are reserved for the use of the United States Corps of Engineers
12. Enter a value in the *Design Frequency* field
13. Click on the arrow in the *Sponsor Name* field and select a sponsor from the dropdown menu.
14. If your sponsor name does not appear in the dropdown list, you can create a new sponsor. First click the *Save* button to save any information that has been inputted. Next, click the *Sponsor* tab at the top of the screen. See Steps 5-9 under Section 4.3.5 for instructions on how to create a new sponsor
15. Enter Segment Length (in miles)
16. You can delete a segment by clicking the red X next to the segment name
17. You can add a new segment. First, click the *Save* button to save any information that has been entered. Next, click the *Add Segment* button. A blank segment data field will be added under the *Segment Name* column
18. After entering your information, click the *Save* button. The progress bar at the top of the page will be fully filled indicating that you have entered the minimum requirements for submission into the NLD
19. Select the *Features* tab at the top of the screen to assign uploaded features to your system segment. See Section 4.2.3.5.1
20. Click the *View Map Summary* button to view a summary of the data created



**Figure 4.2-27: Map Summary Screen**

21. The map will load with a summary of the information created. If the map zooms in too far, use the zoom out feature on the toolbar to broaden the view
22. If any leveed areas that have been uploaded are pending creation and still remain within the uploaded leveed area table, a pop-up reminder will display on the screen. Click *OK* to close the pop-up

#### 4.2.3.5 Converted Line and Point Features

Uploaded line and point features that have been converted but not automatically associated can be added to your system's segment through the *Uploaded Feature* screen. Below you will find instructions on how to view uploaded line and point features and how to assign the features to your system's segment.

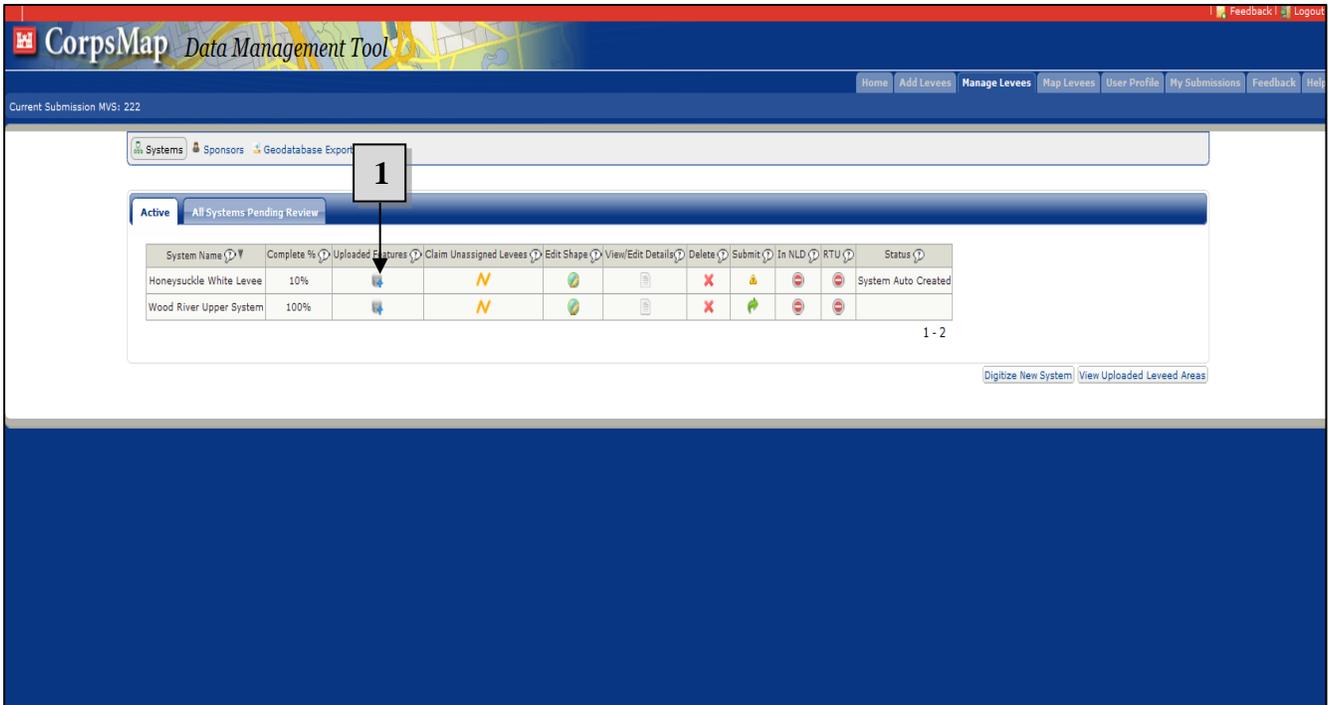


Figure 4.2-28: All Systems Screen

1. Click the *Uploaded Features* icon located next to your system

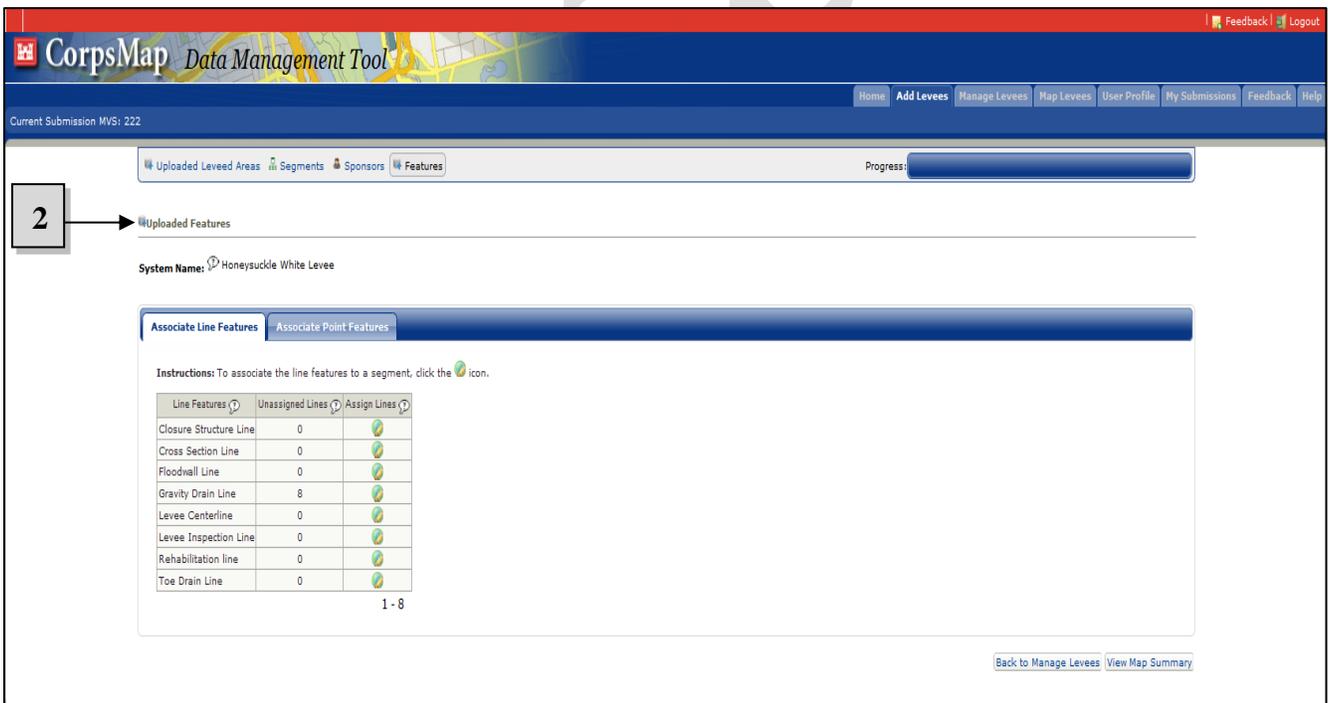


Figure 4.2-29: Uploaded Features Screen

2. The *Uploaded Feature* screen will display where you can associate uploaded lines and/or uploaded points to you system's segment

### 4.2.3.5.1 Assign Uploaded Line Features

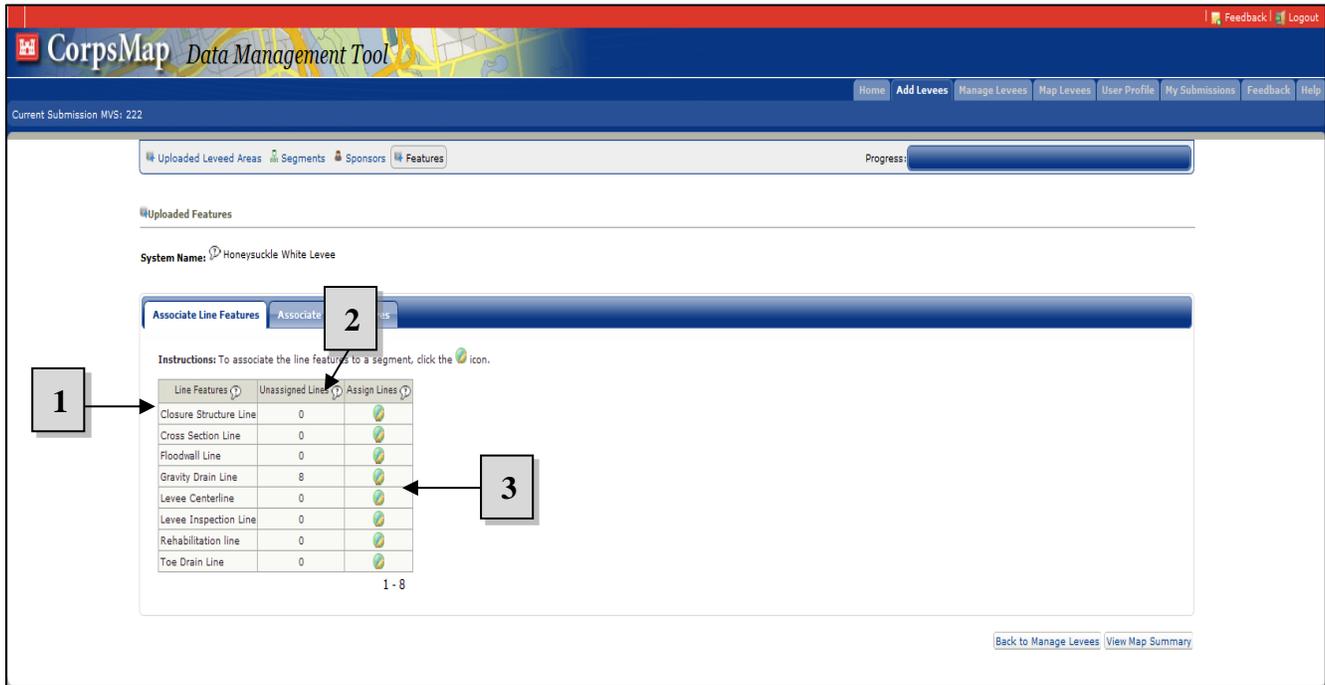


Figure 4.2-30: Uploaded Line Features

1. The *Associate Lines* table will display with a list of all the line feature types
2. The *Unassigned* column displays the number of lines that have been uploaded but not yet assigned
3. Click the *Assign Lines* icon next to your selected line type

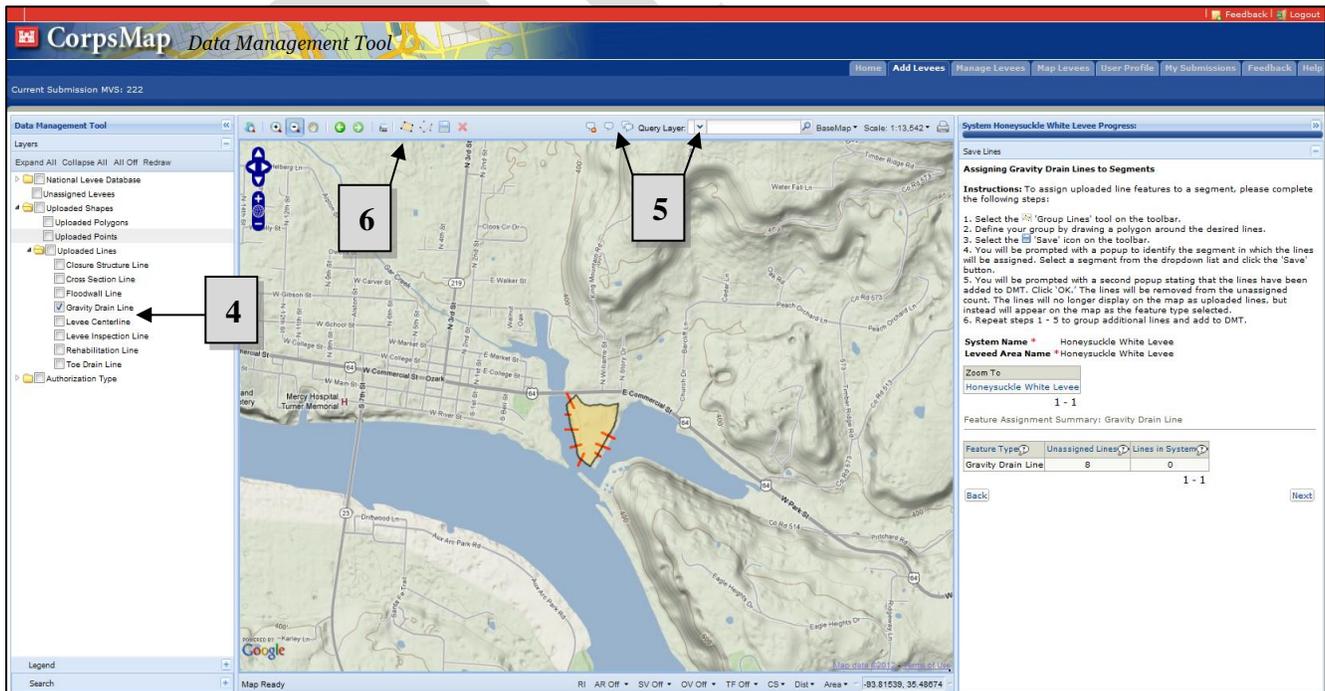


Figure 4.2-31: Assign Uploaded Lines Screen

4. The selected feature type layer will be turned on by default and the map region will display the uploaded lines in red
5. Query uploaded lines by first selecting the line feature from the *Query Layer* dropdown. Then, click the double conversation box titled *Table Info Query* or the single conversation box titled *Pop-Up Info Query*. Both are located immediately to the left of the *Query Layer* dropdown. After clicking the box you will be able to draw a square around the lines you want to query. For more detailed instructions on how to query see Section Queries. Only uploaded lines are available to query. This functionality does not exist for uploaded points
6. Assign the uploaded lines by clicking on the *Group Lines* icon on the top taskbar. Your cursor will change to a cross and you can begin digitizing a polygon around the lines you wish to assign

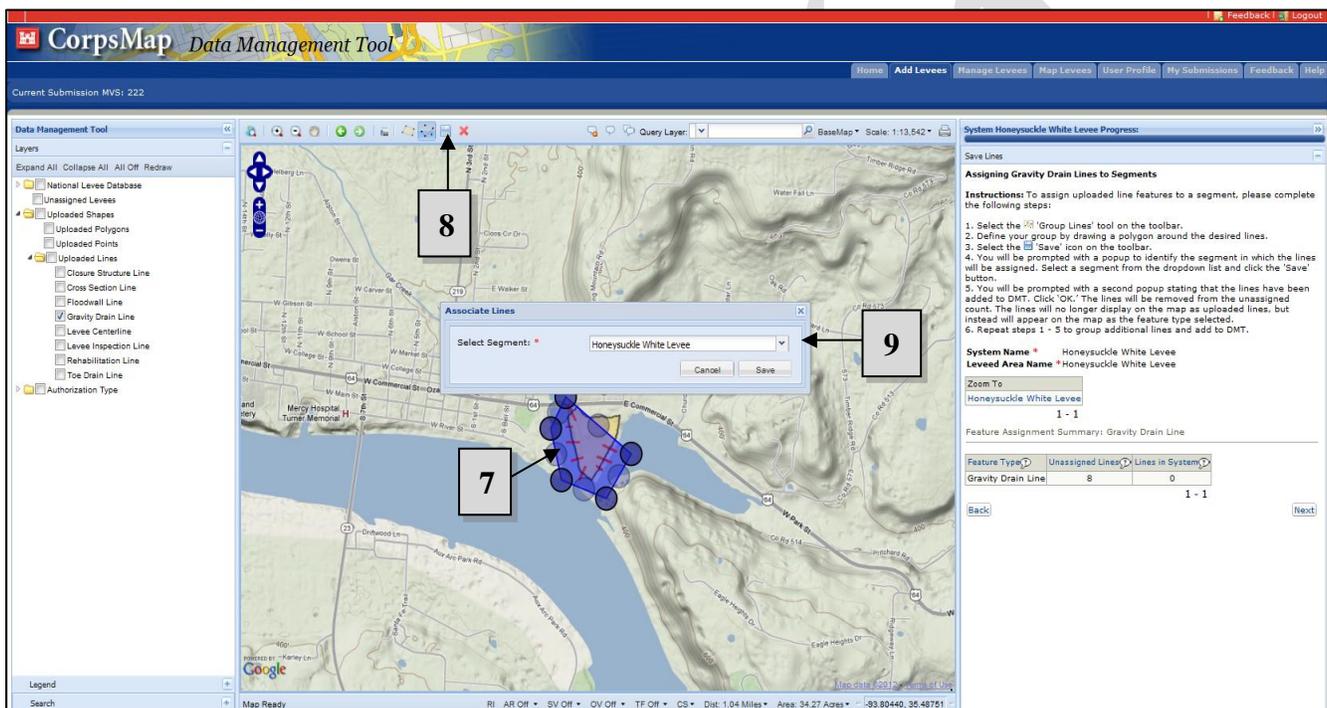


Figure 4.2-32: Assign Uploaded Lines Screen



Figure 4.2-33: Assign Line Pop-Up

7. Once the area is digitized, double click your mouse to release the tool. The digitized area will display on the map in dark purple
8. Click the *Save* icon in the toolbar
9. The *Associate Lines* window will appear. You will be prompted to select the segment the lines will be assigned to. Once completed, click *Save*

10. A pop-up window will display stating that lines have been added to the DMT. Click *OK*. Lines cannot be removed from the *Uploaded Feature* screen. To delete assigned line features from your system, navigate to the *Feature Summary* screen shown in Figure 4.3-25 under the *Manage Levees* tab

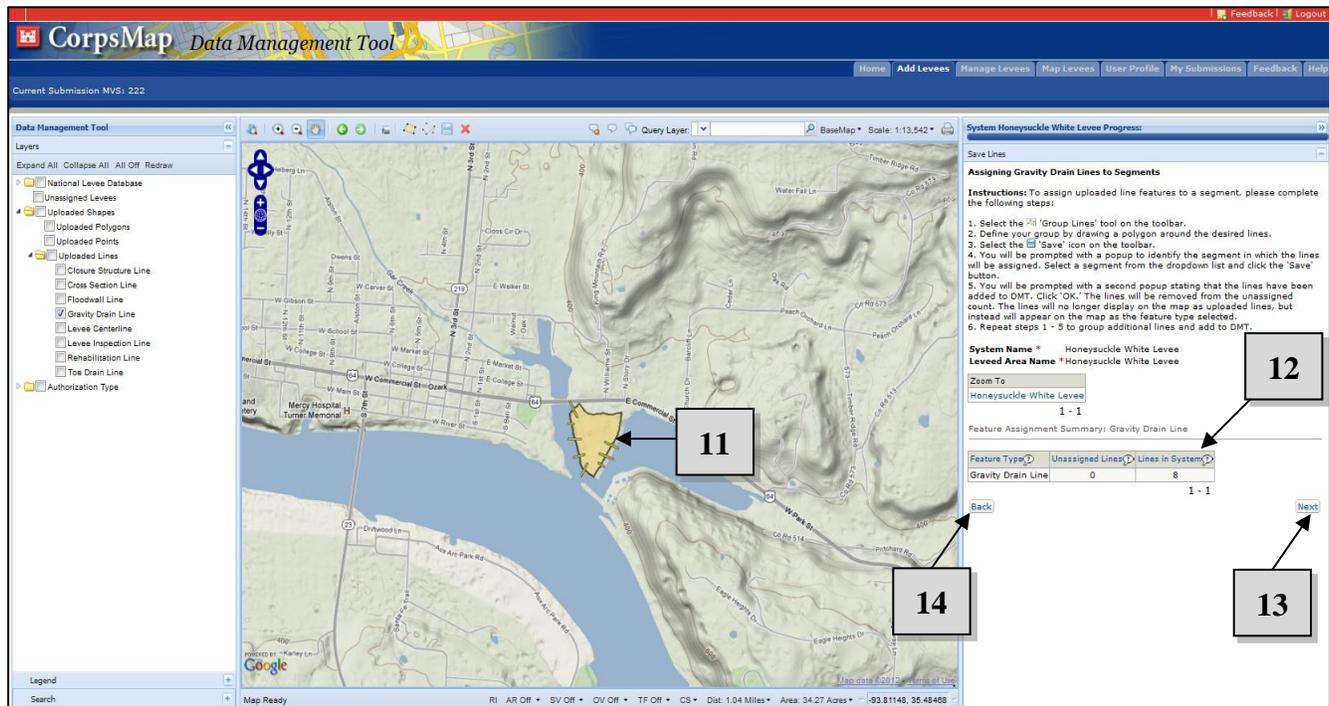


Figure 4.2-34: Assign Uploaded Lines Screen

11. Once assigned, the lines will be added to the system's segment. The lines will no longer display on the map as uploaded lines, but instead will appear as the line type selected
12. The uploaded lines will be removed from the *Unassigned Lines* column and will be added to the *Lines in System* column
13. Click *Next* to view a map summary of your system data, Figure 4.2-27
14. Click *Back* to return to the *Uploaded Feature* screen, Figure 4.2-29

### 4.2.3.5.2 Assign Uploaded Point Features

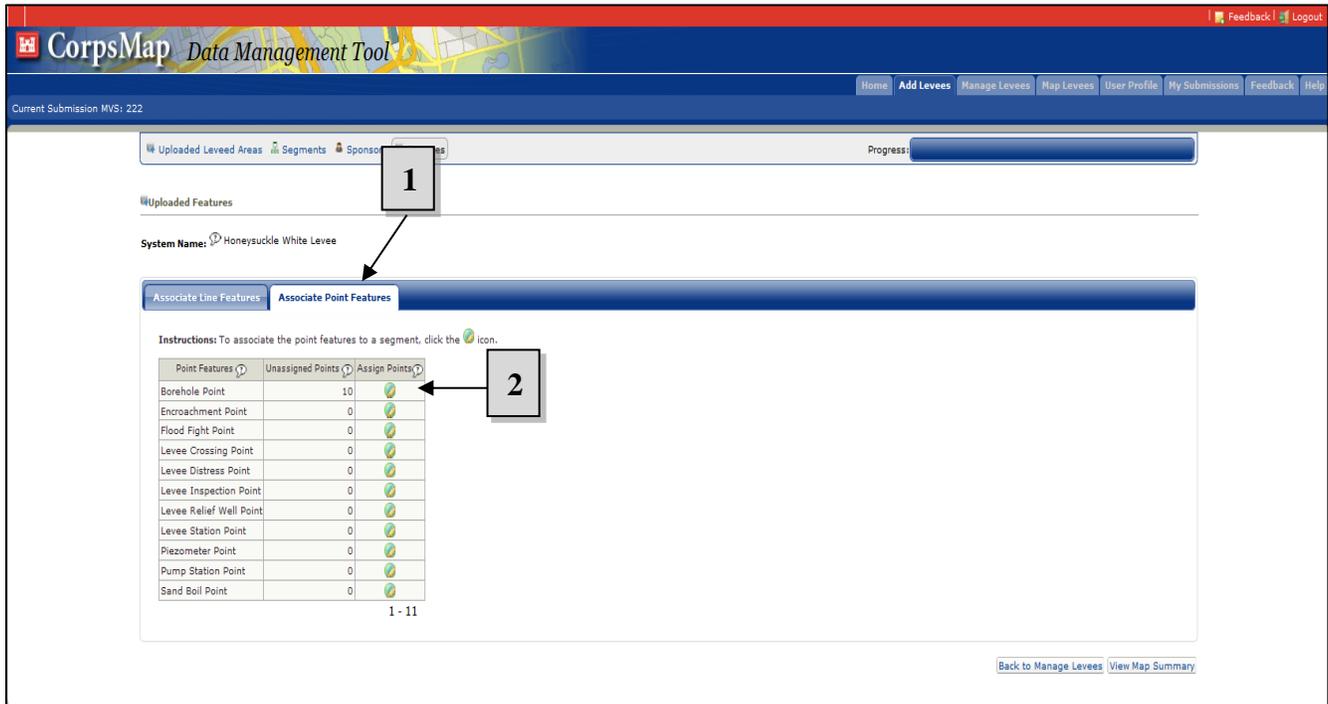


Figure 4.2-35: Uploaded Features Screen

1. Select the *Associate Point Features* tab. A table will display with a list of all the point features
2. Click the *Assign Points* icon next to your selected point type

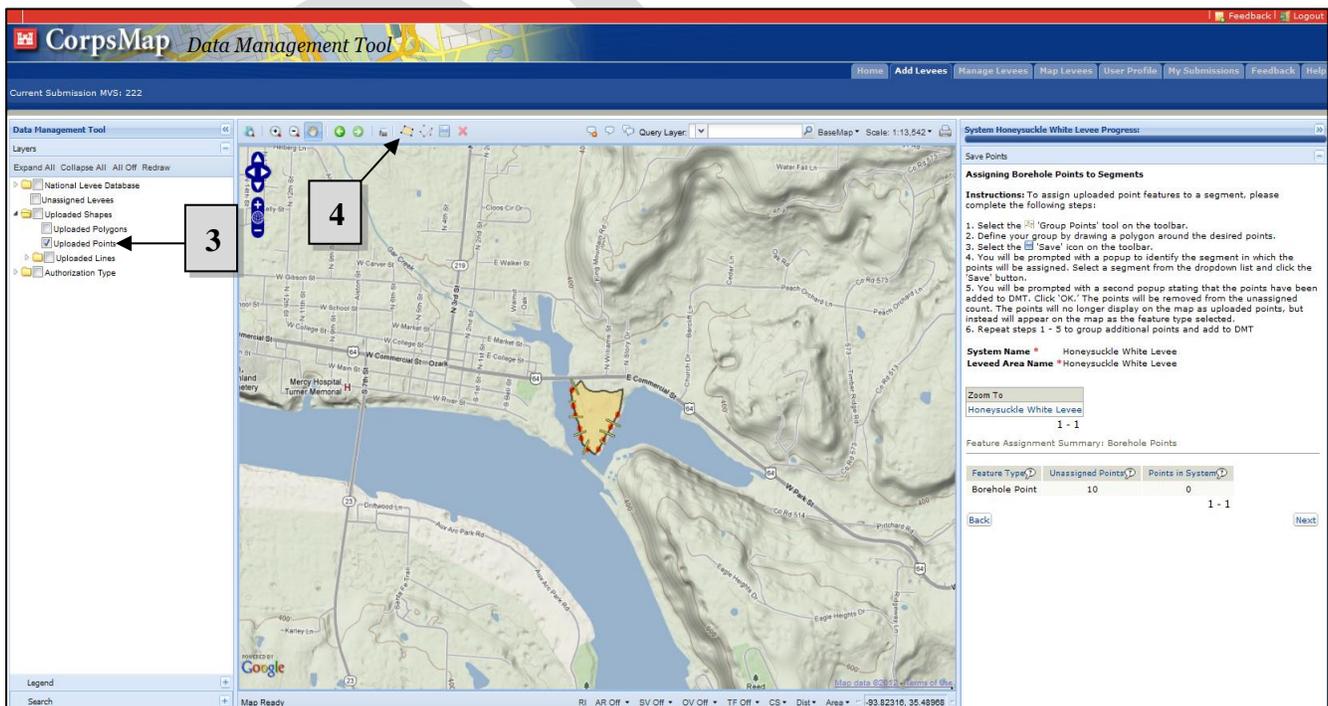


Figure 4.2-36: Assign Uploaded Points Screen

3. The *Uploaded Points* layer will be selected by default and the map region will display the selected uploaded points in red
4. Assign the uploaded points by clicking on the *Group Points* icon on the top taskbar. Your cursor will change to a cross and you can begin digitizing a polygon around the points you wish to assign

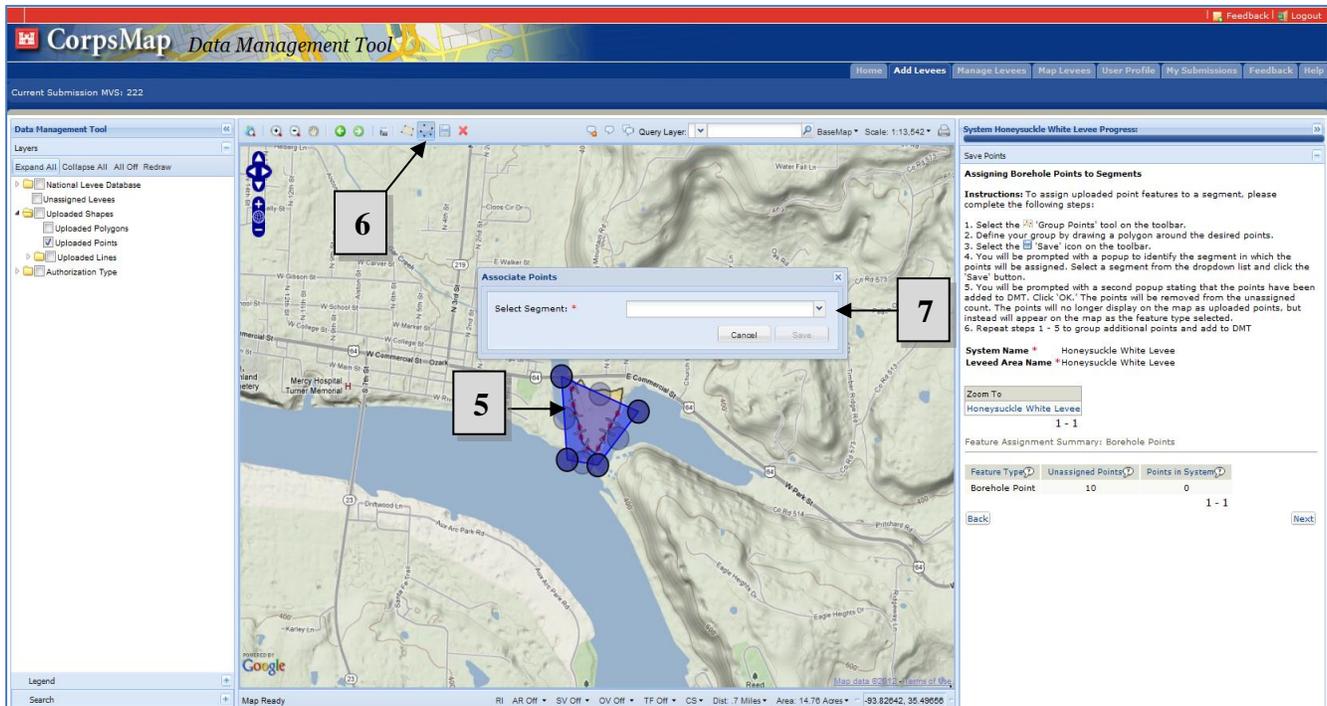


Figure 4.2-37: Assign Uploaded Point Screen

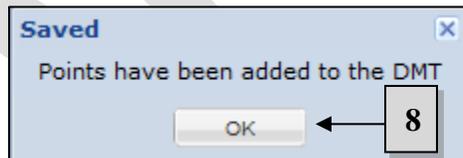
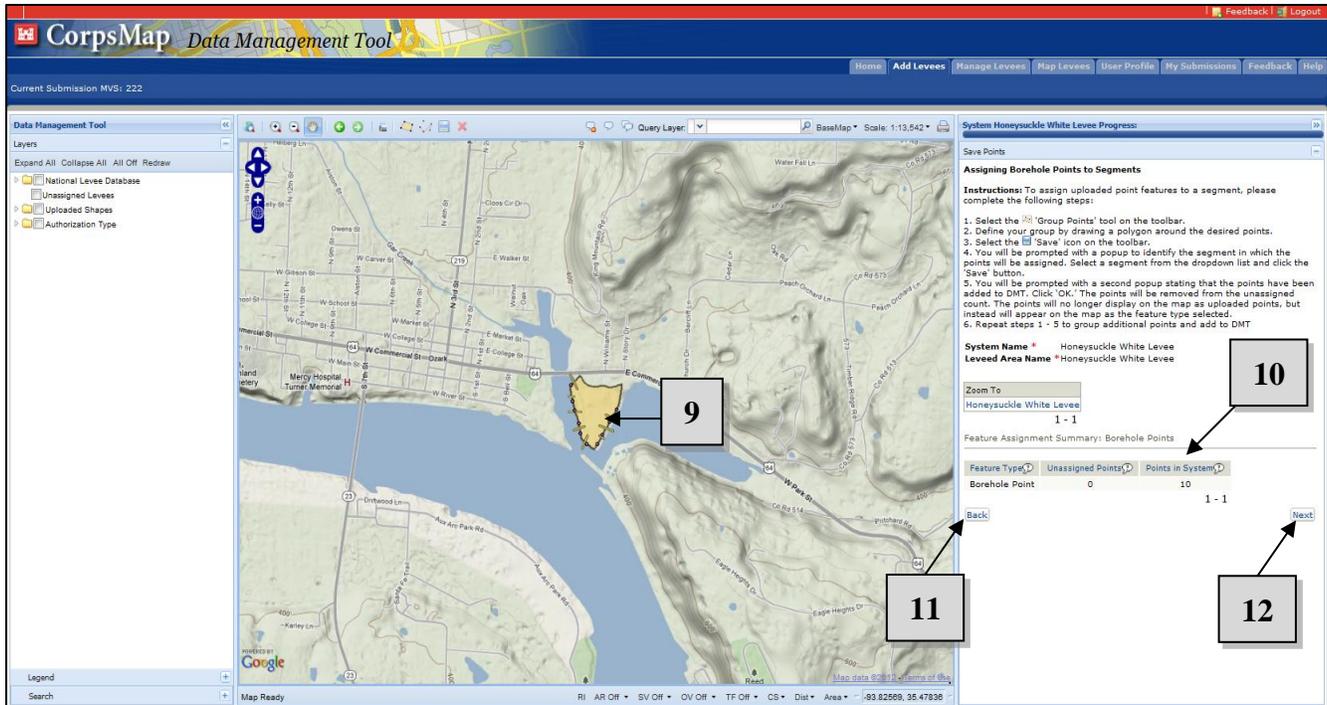


Figure 4.2-38: Assign Point Pop-Up

5. Once the area is digitized, double click your mouse to release the tool. The digitized area will display on the map in dark purple
6. Click the *Save* icon in the toolbar
7. The *Associate Points* window will appear. You will be prompted to select the segment the points will be assigned to. Once completed, click *Save*
8. A pop-up window will display stating that the points have been added to the DMT. Click *OK*. Points cannot be removed from the *Uploaded Feature* screen. To delete assigned point features from your system, navigate to the *Feature Type Summary* screen shown in Figure 4.3-25 under the *Manage Levees* tab



**Figure 4.2-39: Assign Uploaded Points Screen**

9. Once assigned, the points will be added to the system's segment. The points will no longer display on the map as uploaded points, but instead will appear as the point type selected.
10. The uploaded points will be removed from the *Unassigned Points* column and will be added to the *Points in System* column
11. Click *Back* to return to the *Uploaded Feature* screen
12. Click *Next* to view a map summary of your system data, Figure 4.2-27

## 4.3 Manage Levees

### 4.3.1 Navigating to Manage Levees Screen



**Figure 4.3-1: Manage Levees Tab**

By clicking on the *Manage Levees* tab you will be taken to the *All Systems* screen shown below in Figure 4.3-2. Here you can view both active and submitted systems.

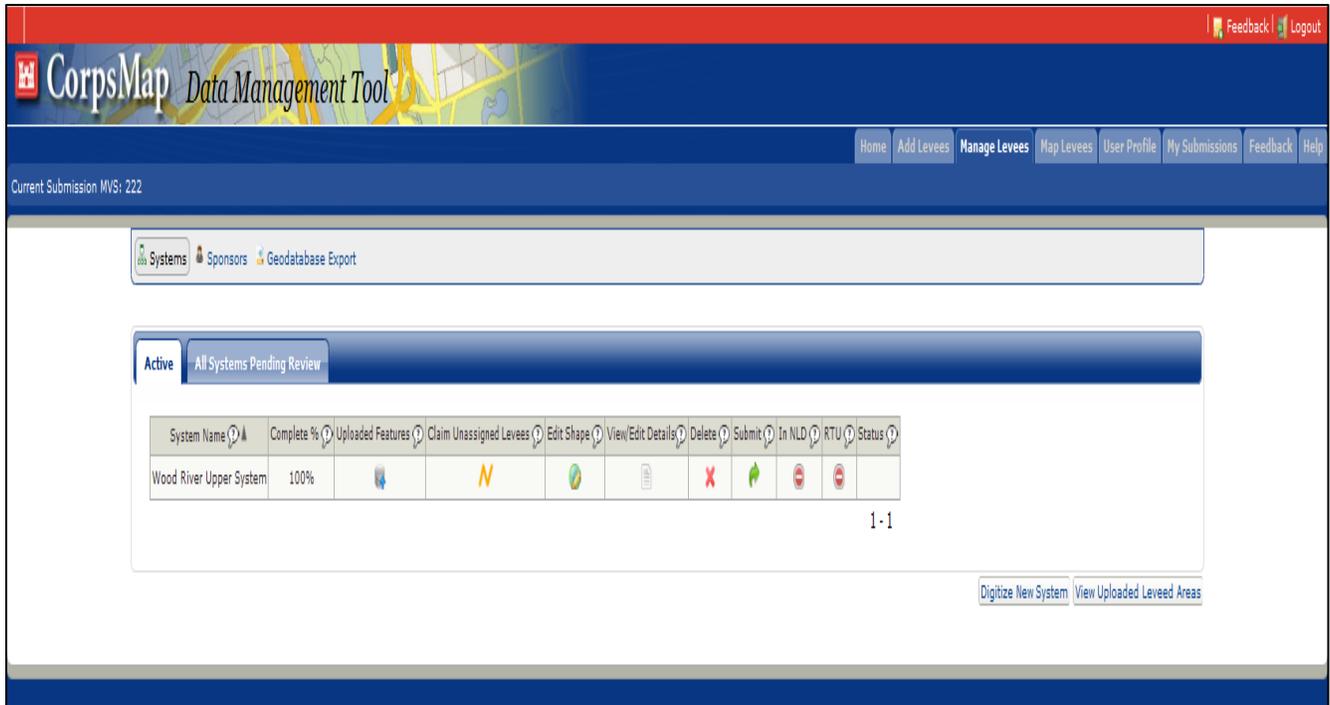


Figure 4.3-2: All Systems Screen

### 4.3.2 Manage Levee Actions

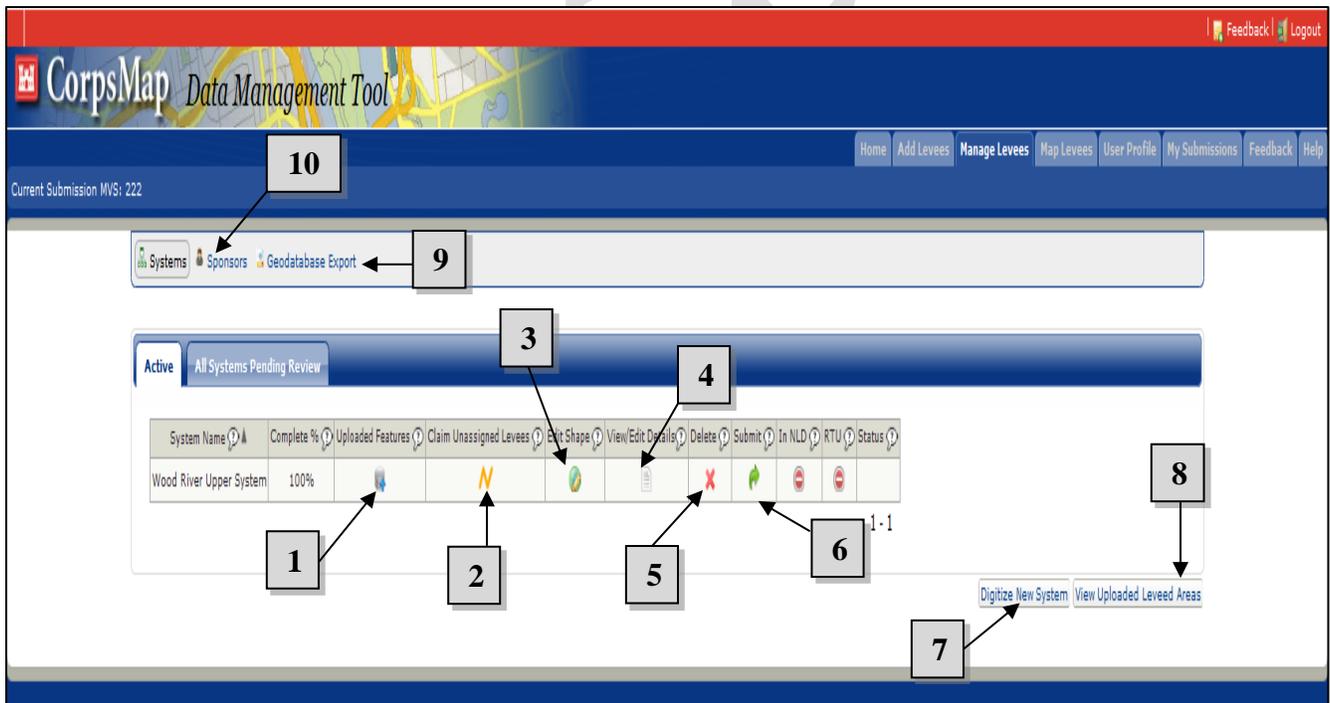


Figure 4.3-3: Manage Levee Actions

1. *Uploaded Features*: Directs you to the *Uploaded Features* screen where you can assign uploaded features to your system

2. *Claim Unassigned Levees*: Directs you to the map where you can claim unassigned levees
3. *Edit Shape*: Directs you to the *Add Levees Digitize* screen where you can edit and update digitized systems, segments, and features
4. *View/Edit Details*: Allows you to edit and update detailed system information including segments, sponsors and features
5. *Delete*: Allows you to delete a system. Deleted levee information will be archived and can be restored by an Organizational Administrator or System Administrator. Deleted levee systems will archive associated segments and features. However, associations to sponsors will be broken. Likewise, deleted segments will archive associated features and break ties with sponsors
6. *Submit*: Allows you to submit a completed levee system for review. A completed system is denoted by a green arrow. For a system to be 100% complete it must have the following established: A levee system with a system name, leveed area name and at least one segment associated to the system with an authorization type, a segment length and an associated sponsor with an organizational role code. Systems with a completion status of less than 100% will display in the active systems table with a *Warning* icon. They will not be eligible for submission
7. *Digitize New System*: Allows you to create a new system through the digitize workflow
8. *View Uploaded Leveed Areas*: Directs you to the *Uploaded Levees Areas* screen where you can view leveed area shapefiles that were converted, but did not meet the data needs for auto association
9. *Geodatabase Export*: Allows you to export active levee systems that are 100% complete to an XML file
10. *Sponsors*: Allows you to edit existing sponsor details, create new sponsors, or import a sponsor from the NLD

### 4.3.3 Uploaded Features

By clicking the *Uploaded Features* icon next to a system under the *Manage Levees* tab, you will be directed to the *Uploaded Features* screen. See Section 4.2.3.5 for instructions on assigning uploaded line and points to your system.

### 4.3.4 Claim Unassigned Levees

All Levee Data Managers have the ability to claim unassigned levees. Once these levees are claimed, they will be removed from selection. By clicking the *Claim Unassigned Levees* icon next to a system under the *Manage Levees* tab, you are taken to a map where you can query and claim unassigned levees.

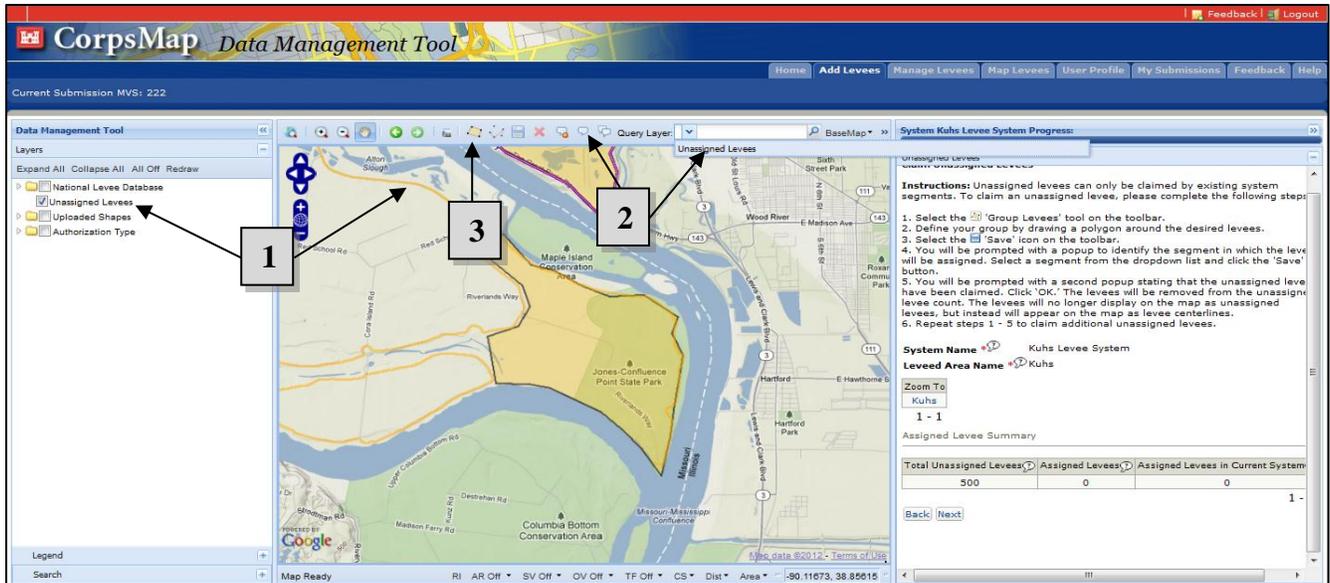
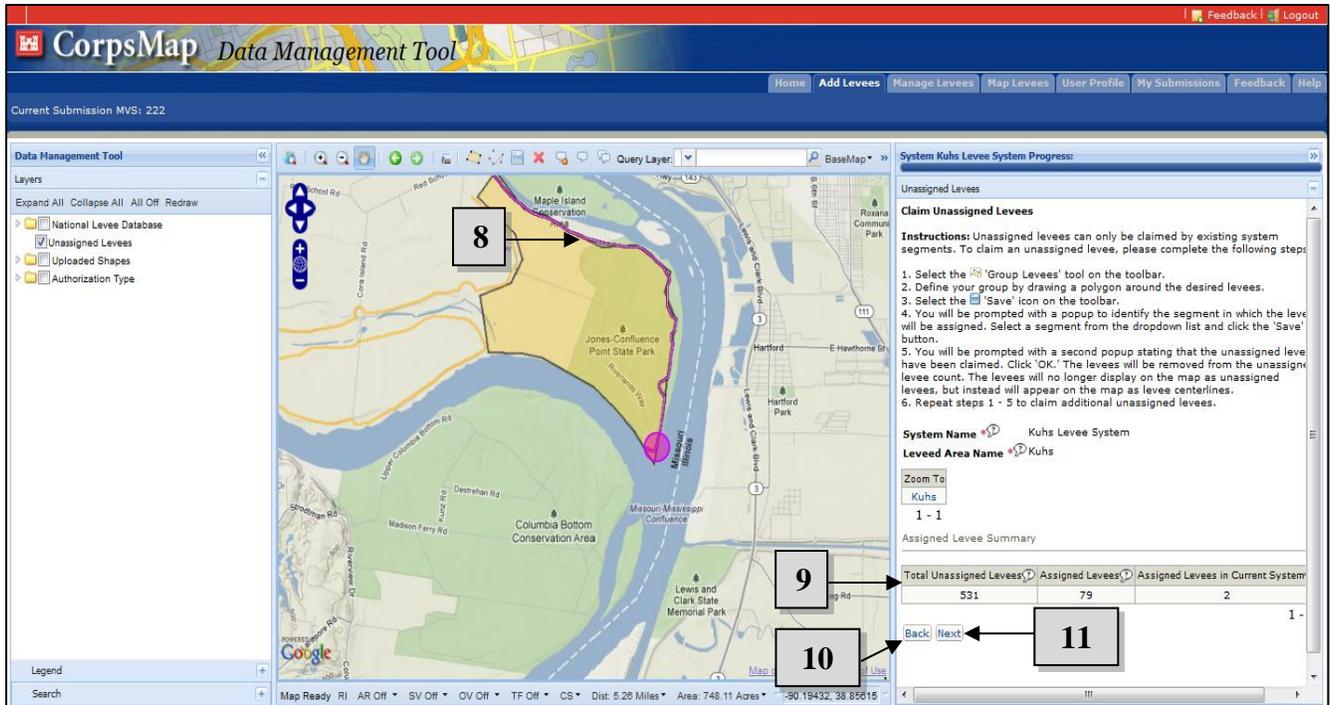


Figure 4.3-4: Claim Unassigned Levees

1. The *Unassigned Levees* layer will be selected by default and the unassigned levees will display on the map as yellow lines
2. Query unassigned levees by first selecting the *Unassigned Levee* query layer. Then, click the double conversation box titled *Table Info Query* or the single conversation box titled *Po-Up Info Query*. Both are located immediately to the left of the *Query Layer* dropdown. After clicking the box you will be able to draw a square on the map. The square you draw will determine the area that will be searched. For more detailed instructions on how to query see Section 4.4.7
3. To claim unassigned levees select the *Group Levees* icon on the top taskbar. Your cursor will change to a cross and you can begin digitizing a polygon around the lines you want to claim





**Figure 4.3-7: Claimed Levee**

8. Once claimed, the levees will be added to the system's segment as levee centerlines. The lines will no longer display on the map as unassigned levees, but instead will appear as a levee centerlines
9. The claimed levees will be removed from the *Total Unassigned Levees* column and will be added to the *Assigned Levees in Current System* column
10. Click *Back* to return to the *Manage Levees* tab, Figure 4.2-20
11. Click *Next* to view a summary of your system data, Figure 4.2-27

### 4.3.5 Edit Shape

By clicking the *Edit Shape* icon next to a system under the *Manage Levees* tab, you will be taken to the *Leveed Area* screen under the *Add Levees* tab Figure 4.3-8. Here you can edit and update systems, segments and features through the digitized workflow.

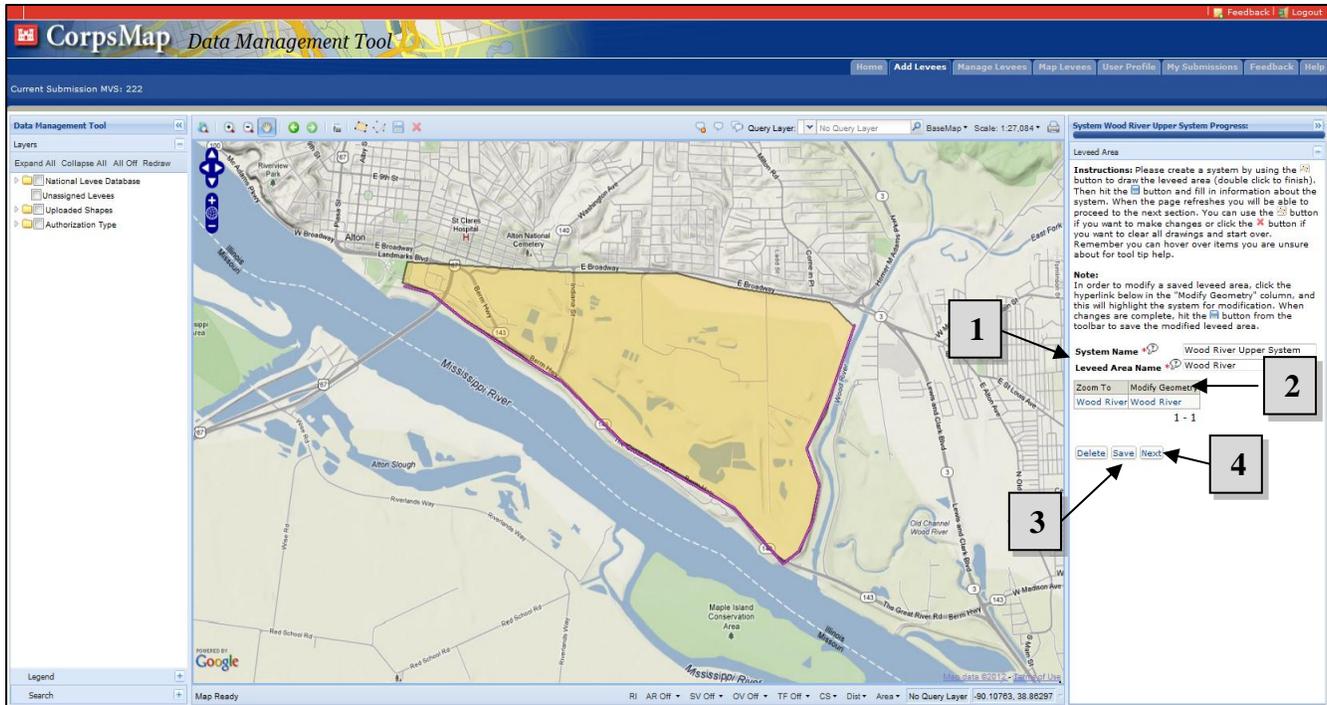


Figure 4.3-8: Leveed Area Screen

1. The *System Name* and *Leveed Area Name* fields are editable
2. You can modify your geometry by selecting the *Modify Geometry* link located in the right panel. If you choose to modify the geometry, make sure to save using the *Save* icon on the toolbar
3. Select the *Save* button within the panel if any edits have been made to your system name or leveed area name
4. Click the *Next* button. The *Segment Details* screen will appear Figure 4.3-9. From the *Segment Details* screen, you can edit existing segments, add new segments, and create new sponsors. For detailed instructions see Section 4.2.2.2

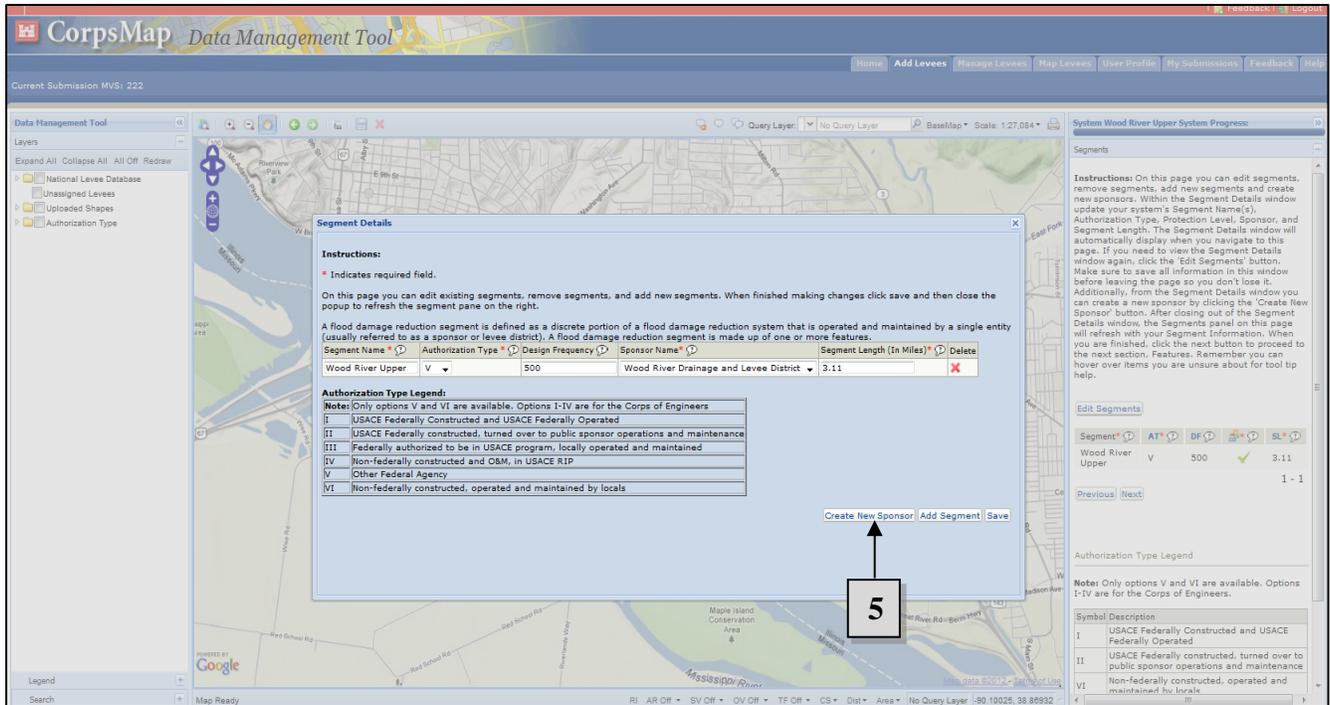


Figure 4.3-9: Segment Details Screen

- To create a new sponsor, click the *Create New Sponsor* button. You will be directed to the *Sponsors Detail* screen shown below in Figure 4.3-10

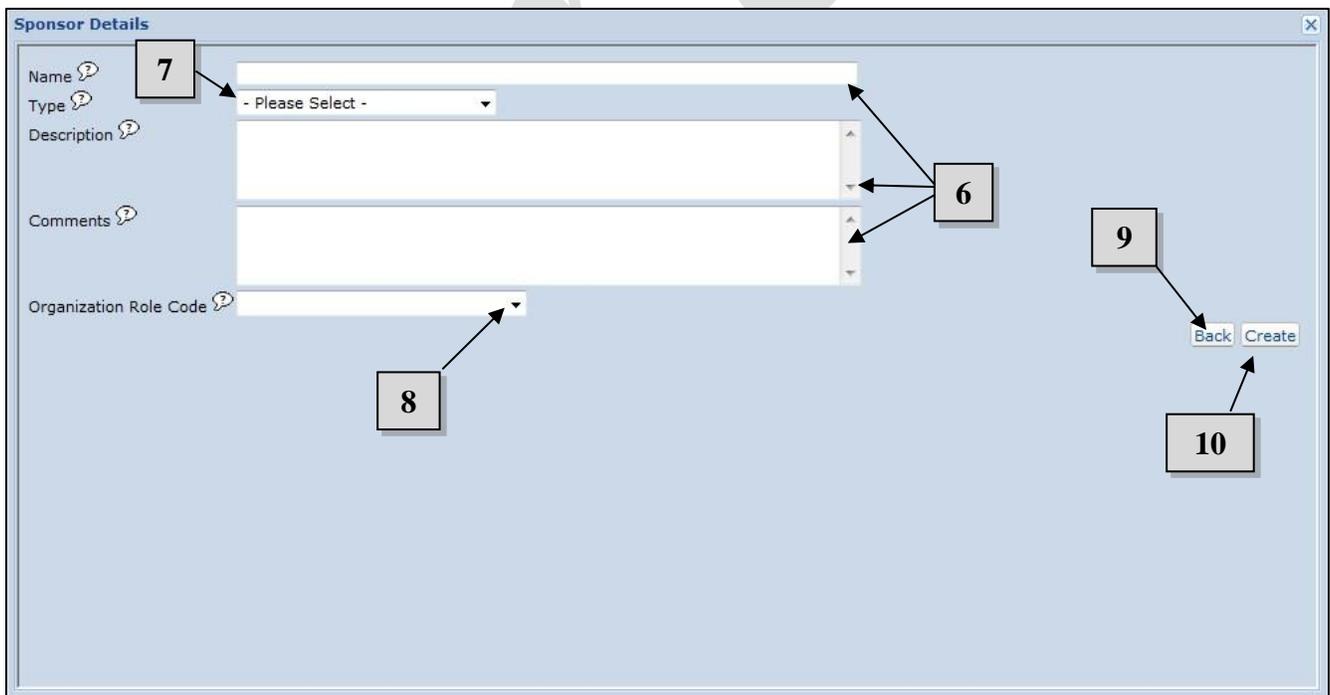
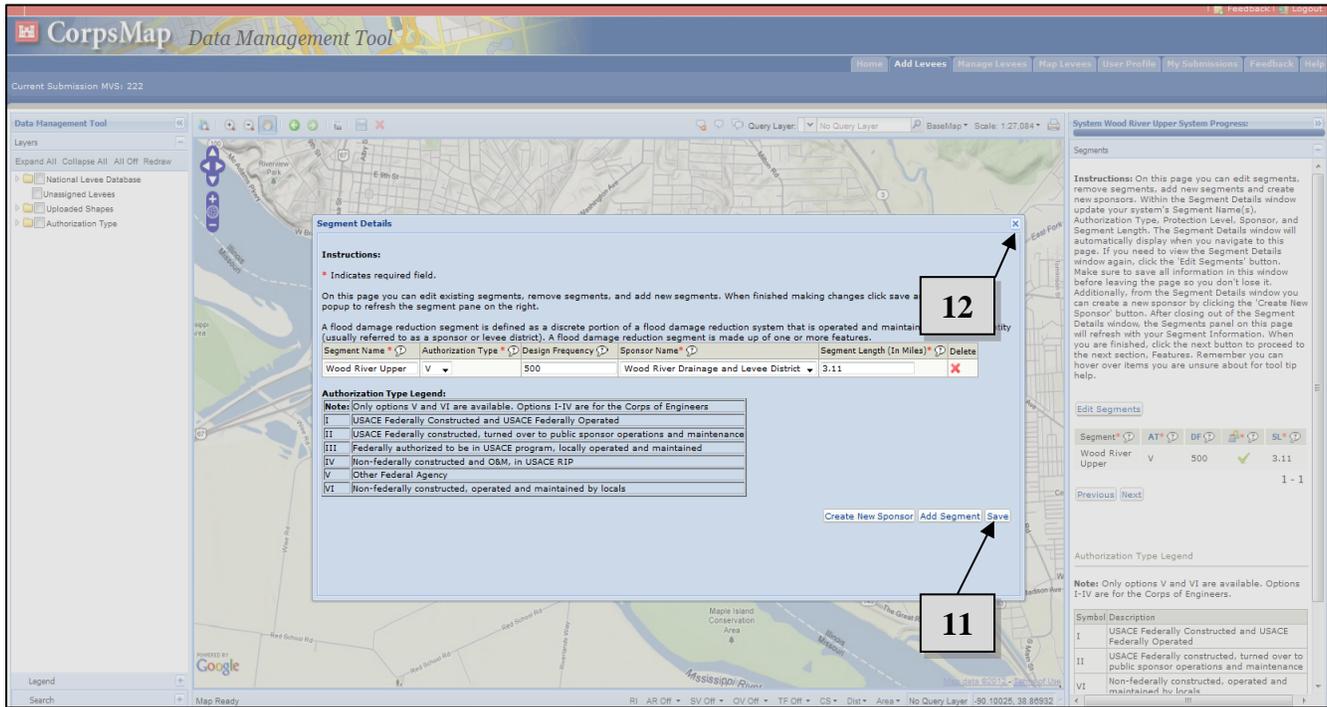


Figure 4.3-10: Sponsor Details Screen

- Enter data in the following fields: *Name, Description and Comments*

7. Click the arrow in the *Type* field and select a type from the dropdown menu
8. Click the arrow in the *Organizational Role Code* field and select a role from the dropdown menu
9. Click the *Back* button to return to the *Segment Details* screen
10. Click the *Create* button. You will return to the *Segment Detail* screen, Figure 4.3-11. The sponsor will be added to your organization's global list of sponsors appearing as an option in the *Sponsor Name* dropdown



**Figure 4.3-11: Segment Details Screen**

11. On the *Segment Details* screen, click the *Save* button to save the changes that were made
12. Close the *Segment Details* window by clicking the *X* in the upper right corner

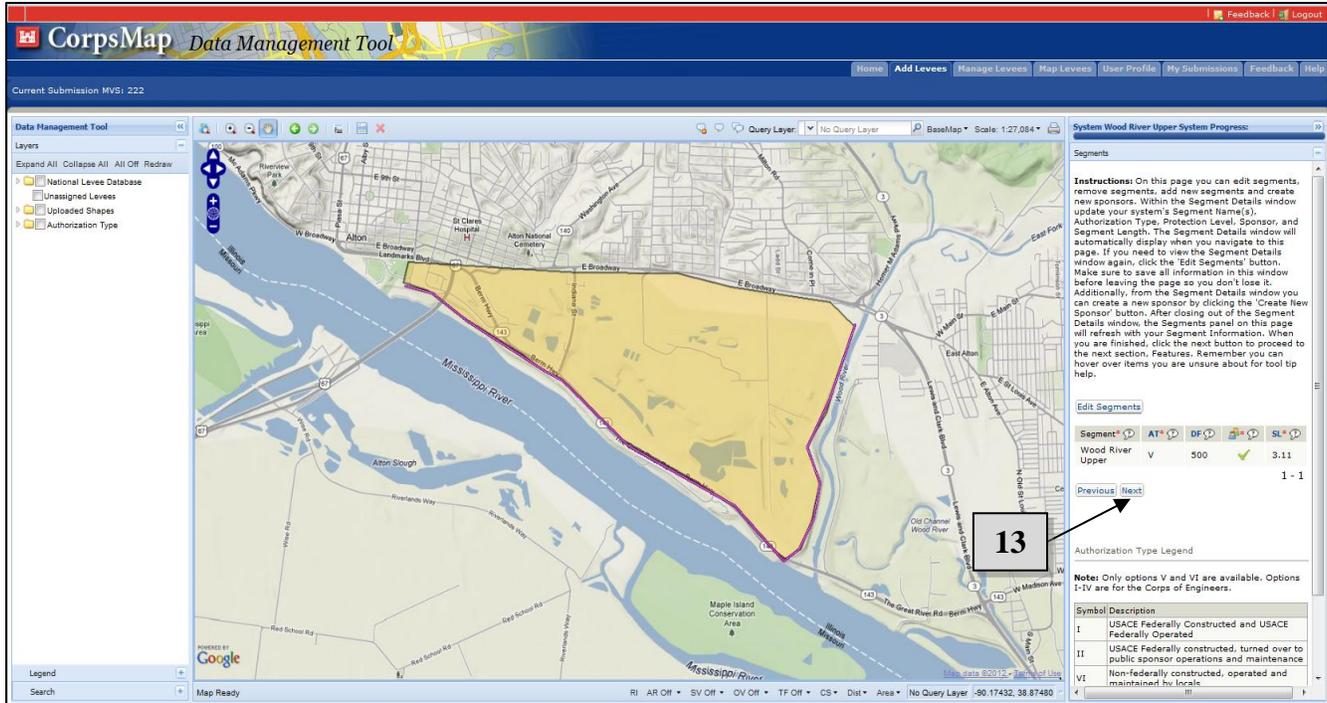


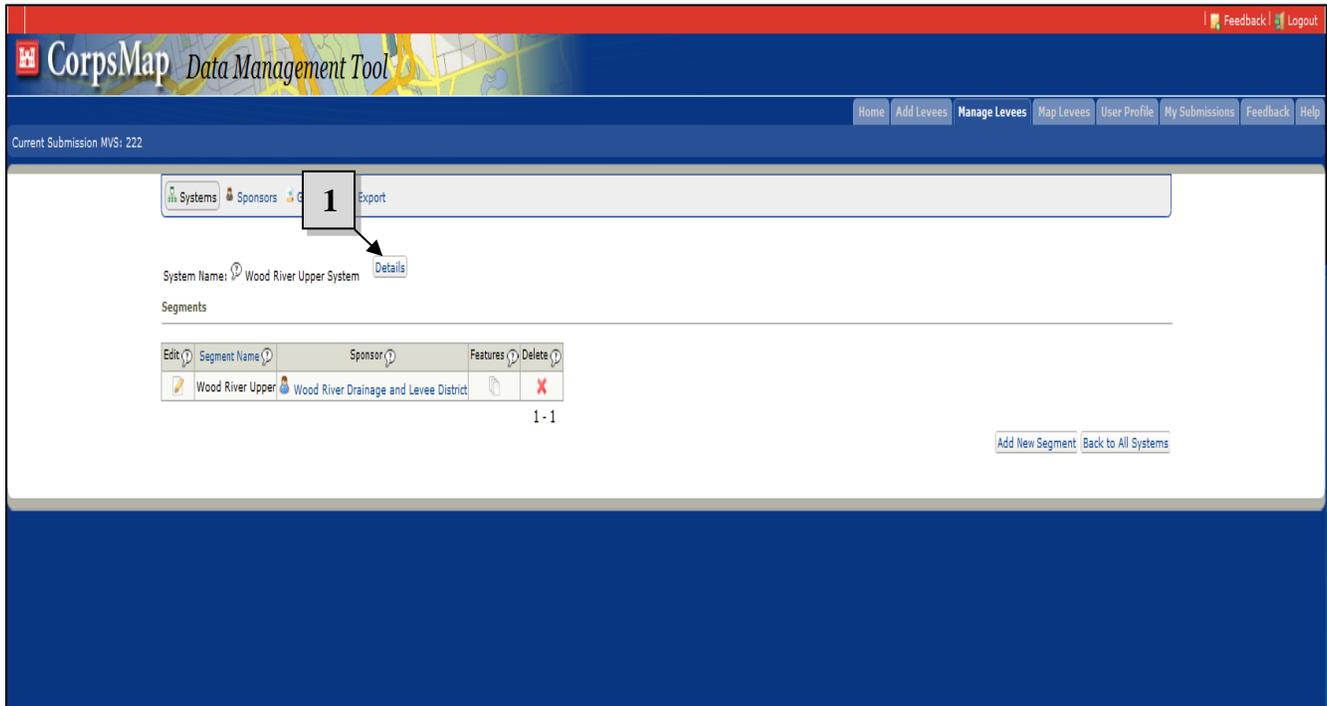
Figure 4.3-12: Segments Screen

13. Click the *Next* button and you will be taken to the *Features Screen* Figure 4.2-9. Here you can add new features or remove existing features. For instructions see Section 4.2.2.3

#### 4.3.6 View/Edit Details

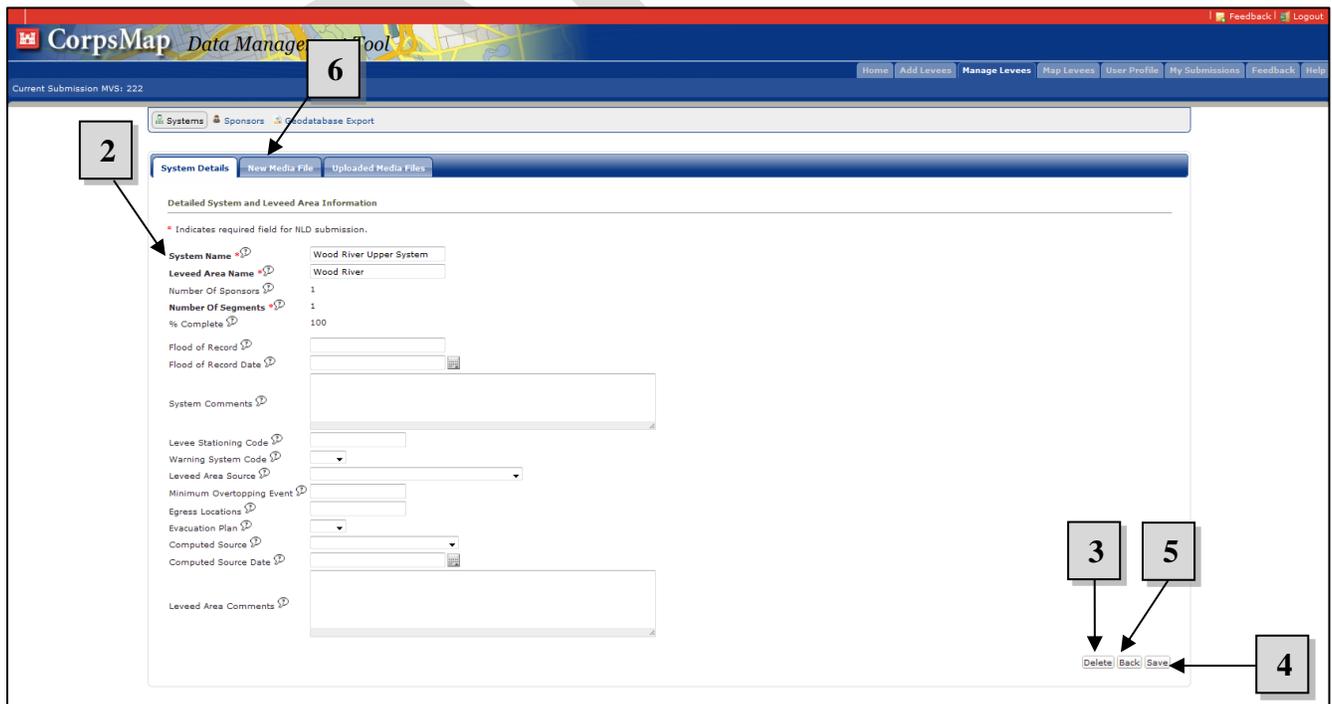
By clicking the *View/Edit Details* icon next to a system under the *Manage Levees* tab, you will be directed to the *Segment Summary* screen Figure 4.3-13. Here you can edit detailed system, segment, sponsor and feature data. You can also upload media files to your system and segments.

### 4.3.6.1 System Details



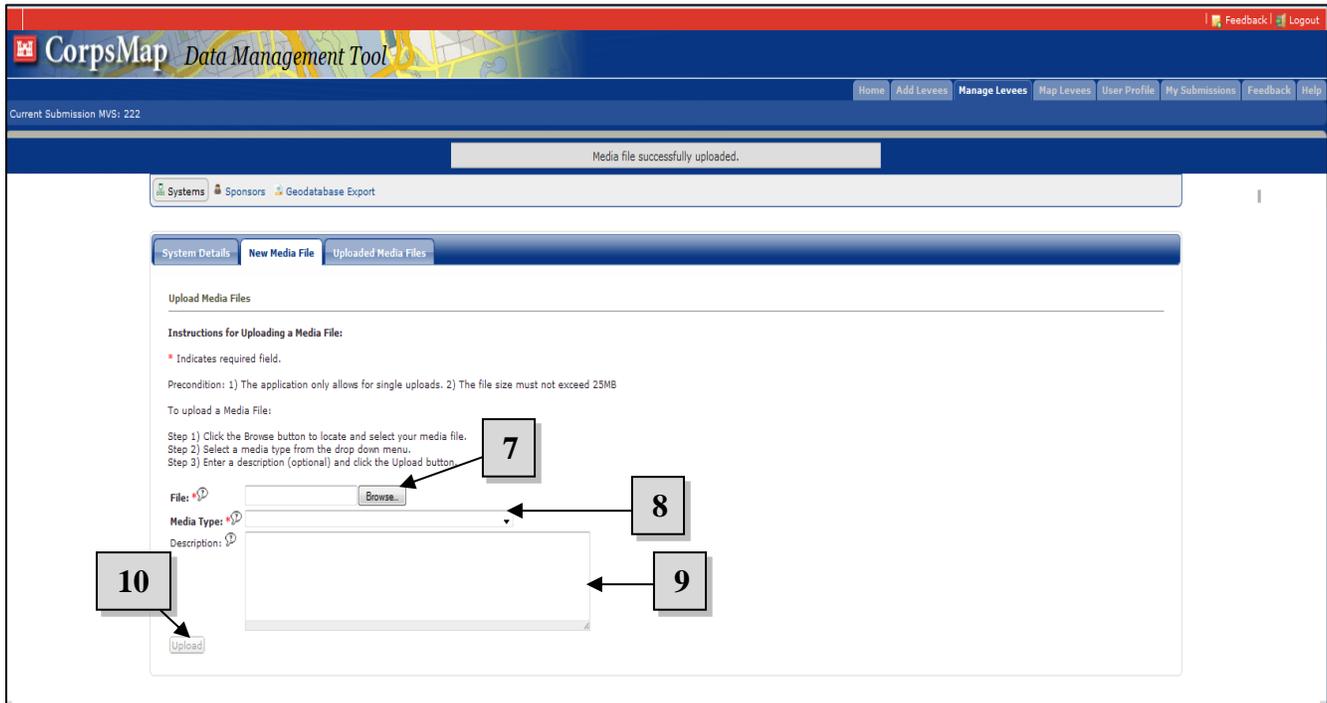
**Figure 4.3-13: Segment Summary Screen**

1. To view/edit system details, click the *Details* button. You will be directed to the *Detailed System Information* screen, Figure 4.3-14



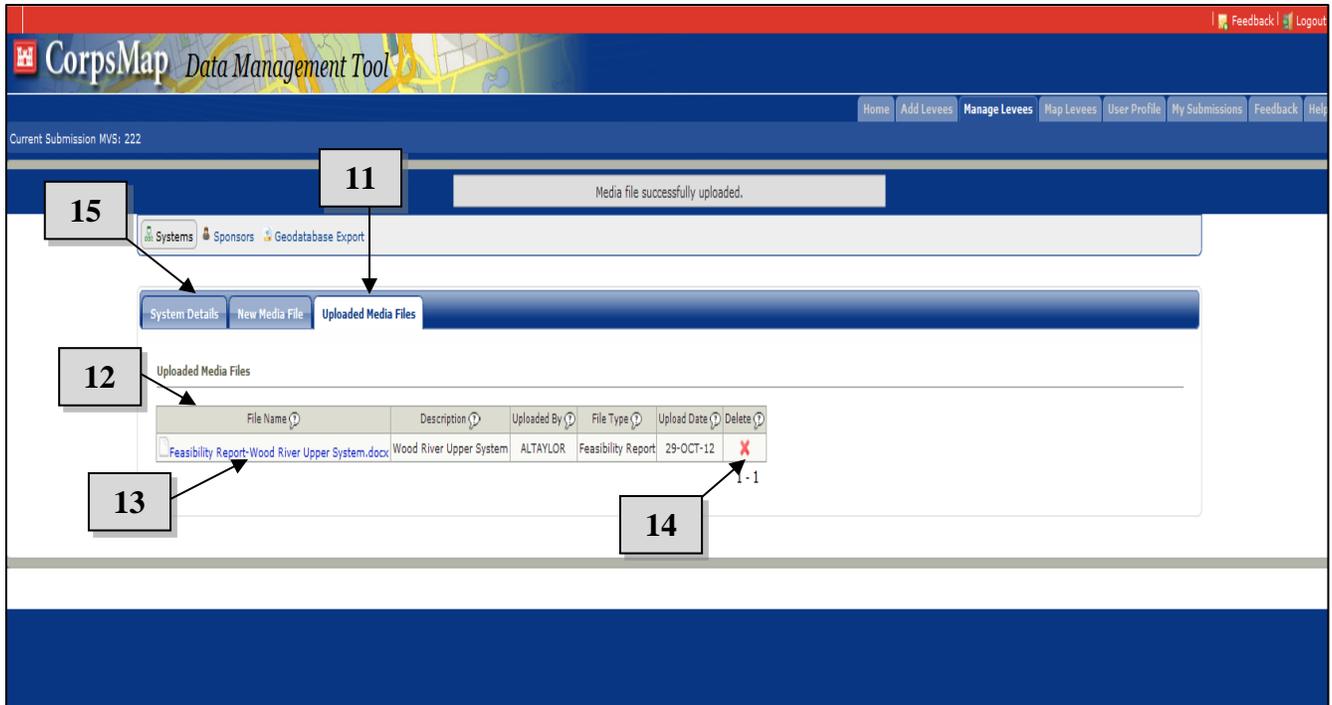
**Figure 4.3-14: Detailed System Information Screen**

2. All system attribute fields are editable except for the following: *Number of Sponsors*, *Number of Segments*, and *% Complete*.
3. Click the *Delete* button to delete the system
4. Click the *Save* button to save any changes made on the screen
5. Click the *Back* button to return to the *Segment Summary* screen shown in Figure 4.3-13
6. Click the *New Media File* tab to upload a media file to your system



**Figure 4.3-15: New Media File**

7. To upload a media file, click the *Browse* button and select the file from your computer
8. Select a media type from the *Media Type* dropdown menu. The options available for selection include: *Concrete Material Aspects*, *Construction/As Built Drawings*, *Correspondence*, *Plans and Specifications*, *Detailed Design Report*, *Engineering Drawing*, *Evacuation Plans*, *FEMA Letters of Map Change*, *Feasibility Report*, *Feature Design Memorandums*, *General Design Memorandums*, *Geotechnical Investigations*, *Imagery*, *Issue Evaluation Study*, *Map*, *Memorandum of Understanding*, *NFIP Compliance Determination*, *O & M Manual*, *Other*, *PAL Document*, *Permit*, *Project Cooperation Agreement*, *Related Studies*, *Source Data*, and *Video*
9. Enter a description (optional)
10. Click the *Upload* button. A message will display at the top of the page stating that the file was successfully uploaded



**Figure 4.3-16: Uploaded Media File**

11. Click the *Uploaded Media Files* tab. Your media file will display in the *Uploaded Media Files* table
12. The following information is provided within the table: *File Name*, *Description*, *Uploaded By*, *File Type*, and *Upload Date*
13. Click on the *File Name* link to view/save the uploaded document to your desktop
14. Click the red X beside the media file to delete. If deleted, the media file can be restored by either the Organizational Administrator or System Administrator
15. To return to the *Segment Summary* screen, Figure 4.3-17, select the *System Details* tab then click the *Back* button on the *Detailed System Information* screen as shown above in Step 5

### 4.3.6.2 Segment Details

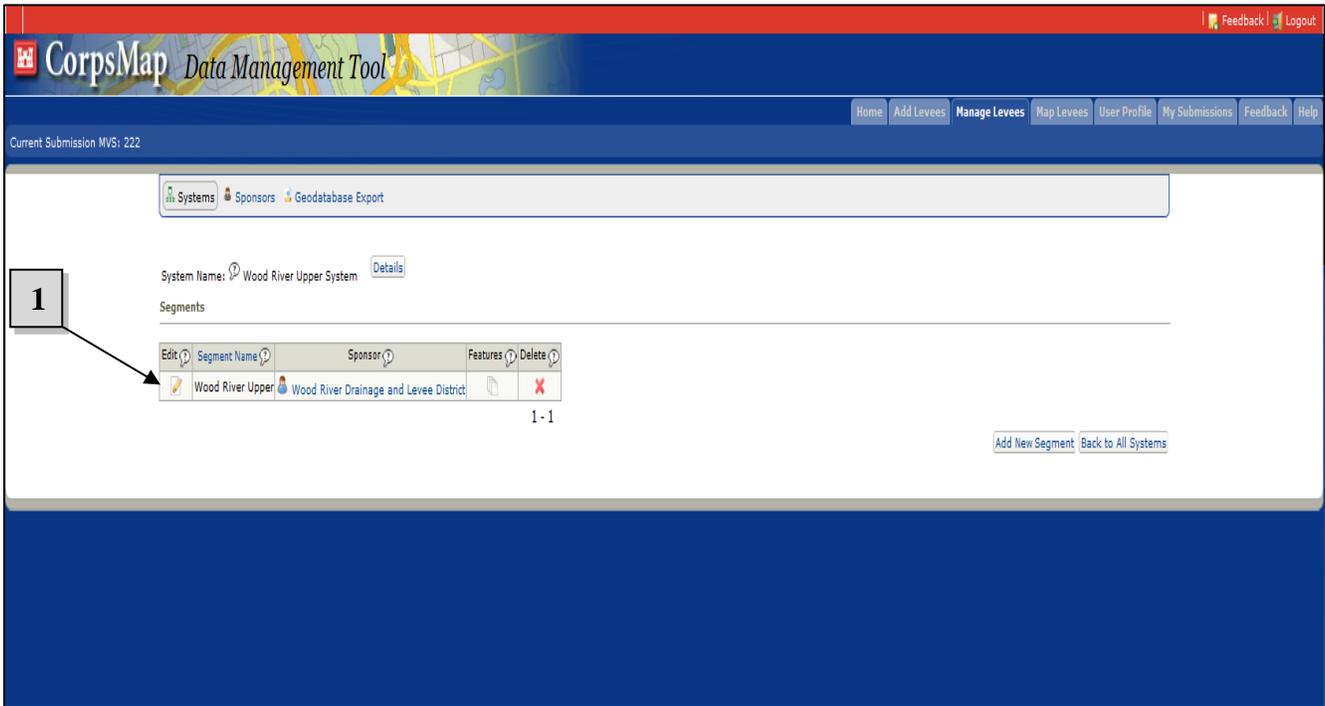


Figure 4.3-17: Segment Summary Screen

1. Click the *Edit* icon next to the segment. You will be directed to the *Detailed Segment Information* screen Figure 4.3-18

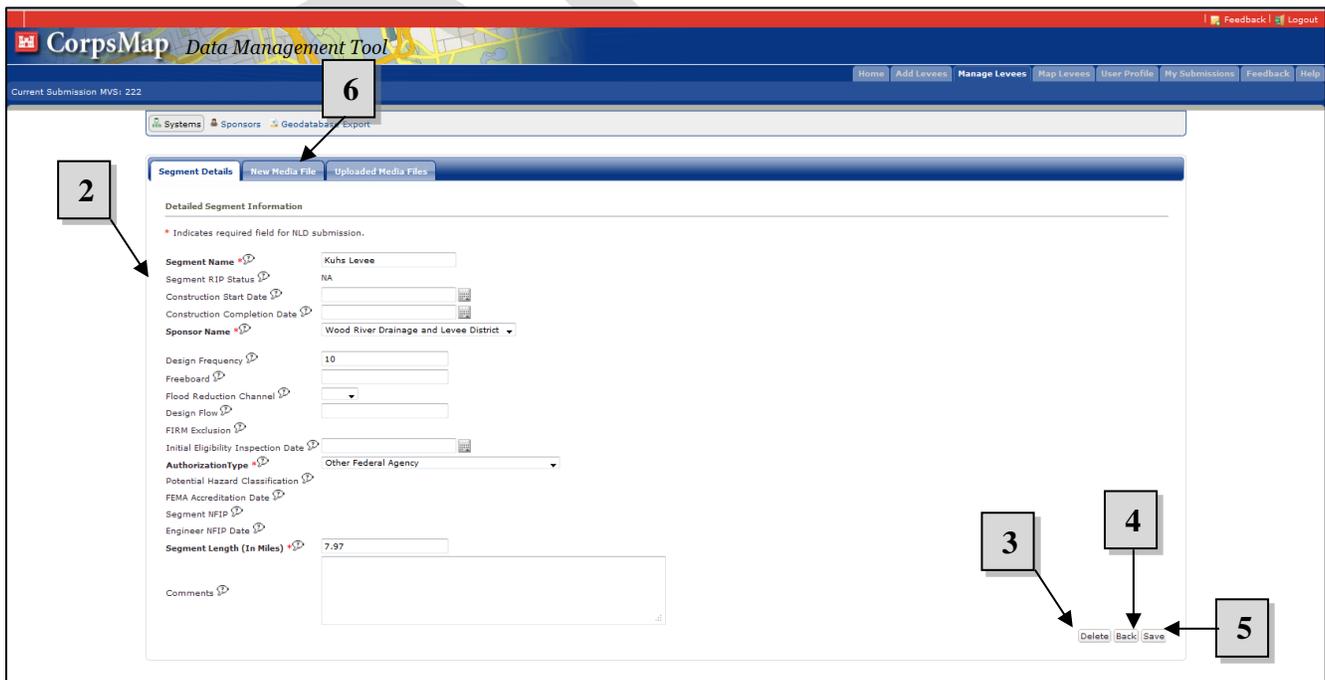
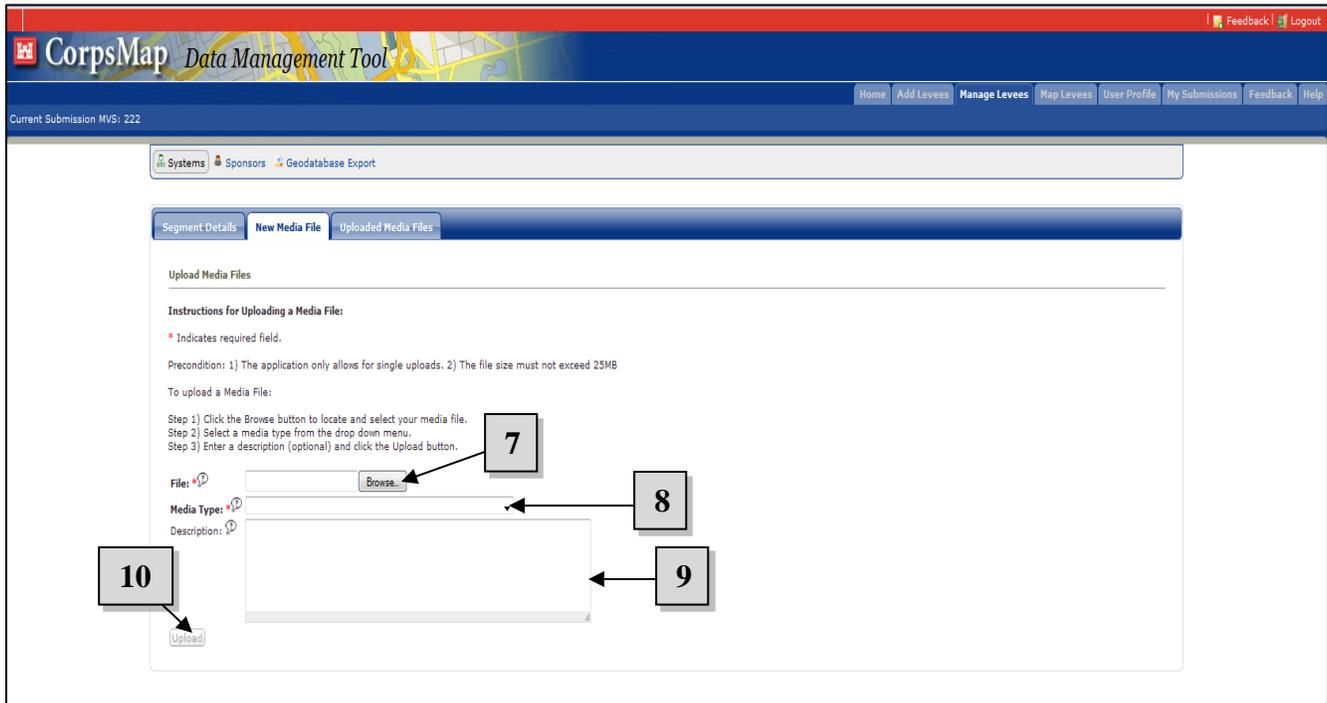


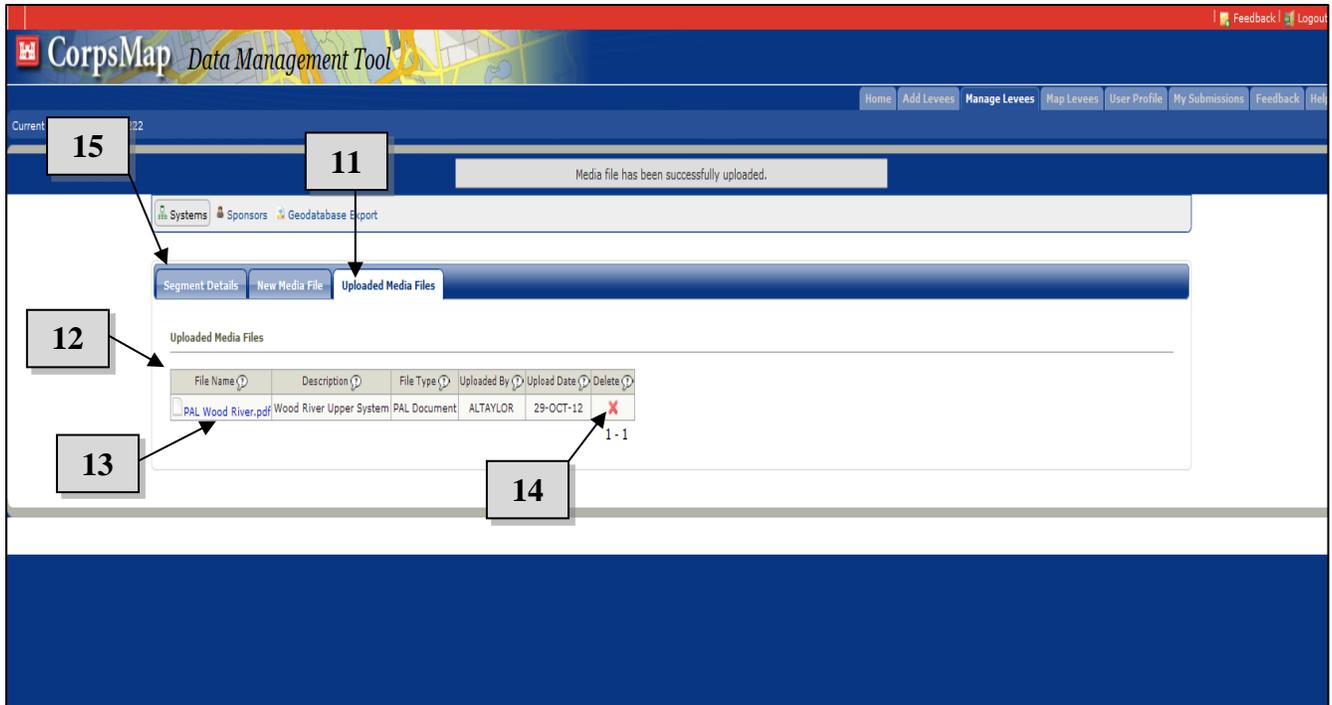
Figure 4.3-18: Detailed Segment Information Screen

2. All system attribute fields are editable except: *Segment RIP Status, FIRM Exclusion, Potential Hazard Classification, FEMA Accreditation Date, Segment NFIP and Engineer NFIP Date*
3. Click the *Delete* button to delete the segment
4. Click the *Save* button to save any changes made on the screen
5. Click the *Back* button to return to the *Segment Summary* screen shown in Figure 4.3-13
6. Click the *New Media File* tab to upload a media file to your segment



**Figure 4.3-19: New Media File**

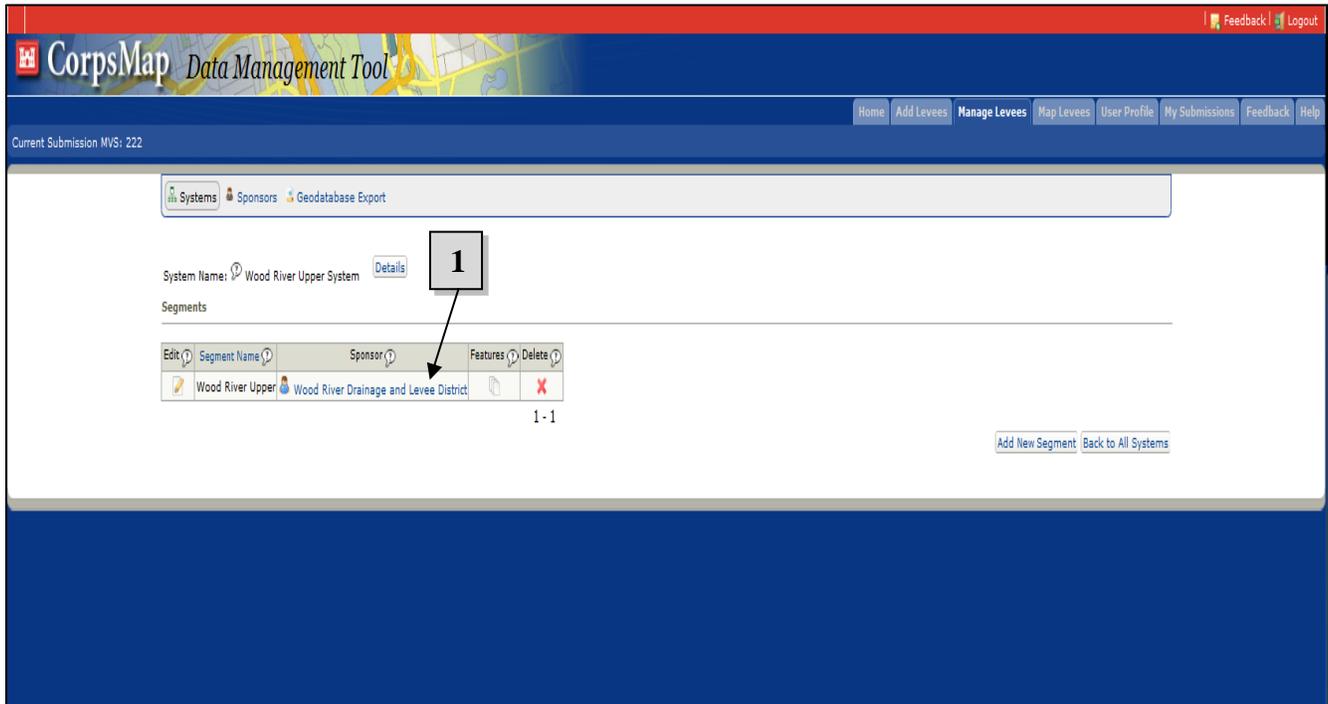
7. To upload a media file, click the *Browse* button and select the file from your computer
8. Select a media type from the *Media Type* dropdown menu. The options available for selection include: *Concrete Material Aspects, Construction/As Built Drawings, Correspondence, Plans and Specifications, Detailed Design Report, Engineering Drawing, Evacuation Plans, FEMA Letters of Map Change, Feasibility Report, Feature Design Memorandums, General Design Memorandums, Geotechnical Investigations, Imagery, Issue Evaluation Study, Map, Memorandum of Understanding, NFIP Compliance Determination, O & M Manual, Other, PAL Document, Permit, Project Cooperation Agreement, Related Studies, Source Data, and Video*
9. Enter a description (optional)
10. Click the *Upload* button. A message will display at the top of the page stating that the file was successfully uploaded



**Figure 4.3-20: Uploaded Media File**

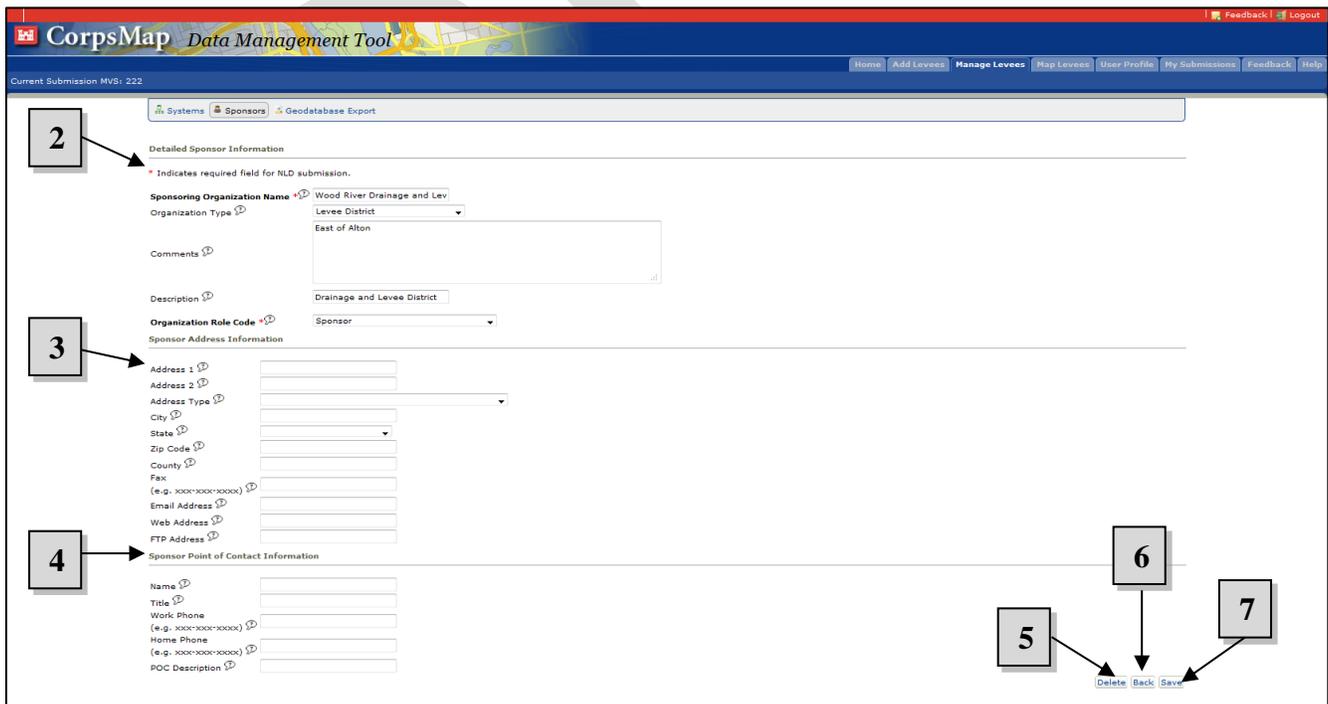
11. Click the *Uploaded Media Files* tab. Your media file will display in the *Uploaded Media Files* table
12. The following information is provided within the table: *File Name*, *Description*, *Uploaded By*, *File Type*, and *Upload Date*
13. Click on the *File Name* link to view/save the uploaded document to your computer
14. Click the red *X* beside the media file to delete. If deleted, the media file can be restored by either the Organizational Administrator or System Administrator
15. To return to the *Segment Summary* screen, Figure 4.3-17, select the *Segment Details* tab then click the *Back* button on the *Detailed Segment Information* screen as shown above in Step 5

### 4.3.6.3 Sponsor Details



**Figure 4.3-21: Segment Summary Screen**

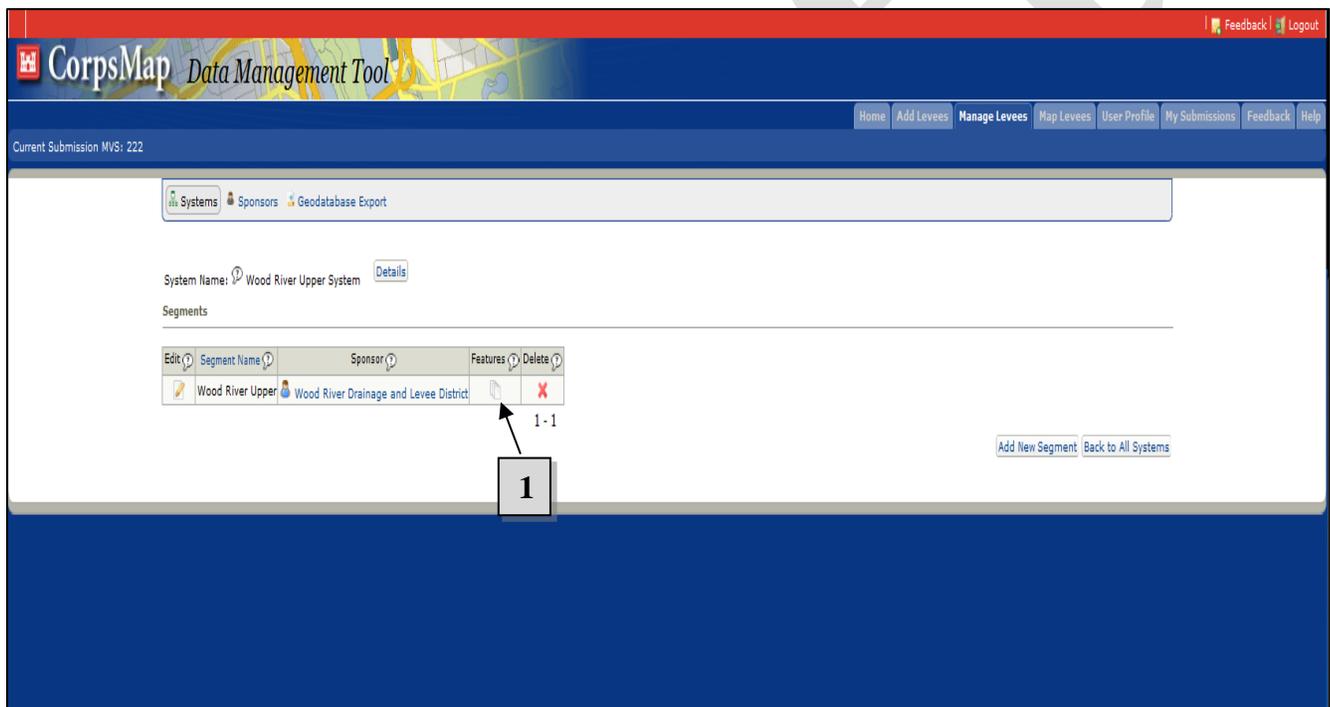
1. Click the *Sponsor* icon next to the segment. You will be directed to the *Detailed Sponsor Information* screen Figure 4.3-22



**Figure 4.3-22: Detailed Sponsor Information Screen**

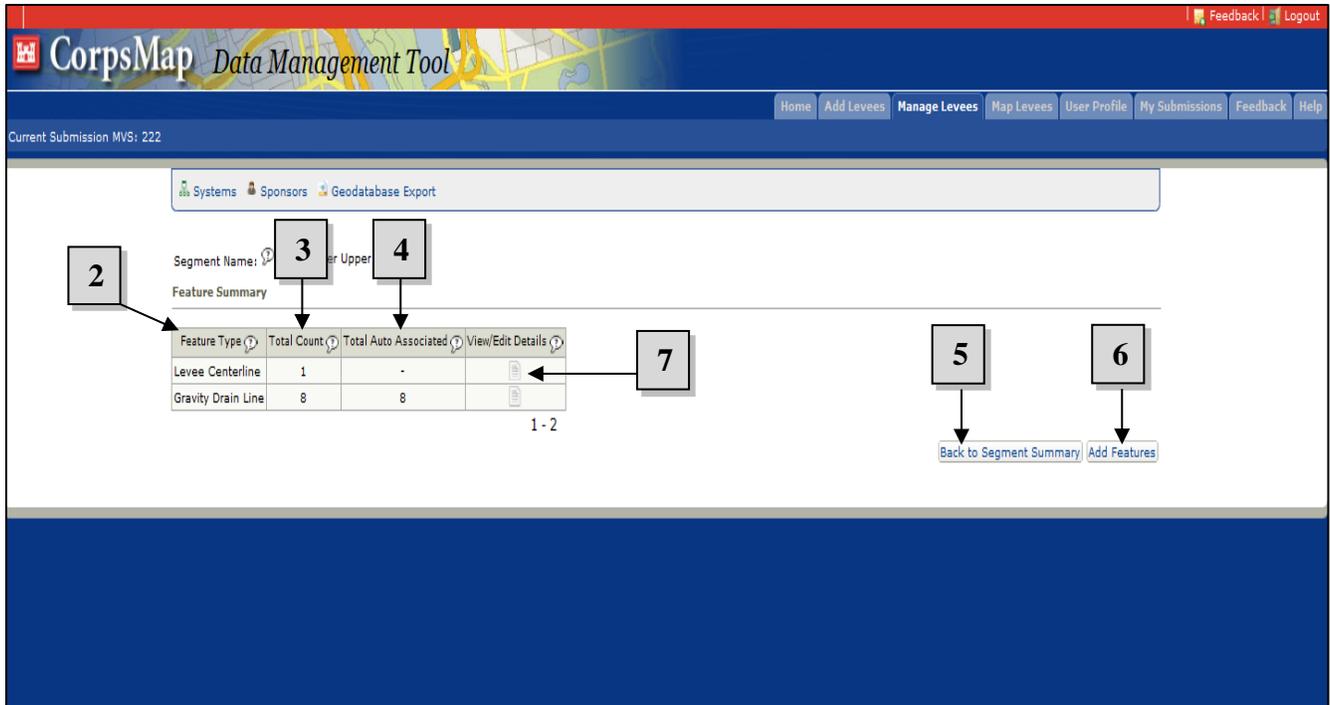
2. You can edit detailed sponsor information including: *Sponsoring Organization Name, Organization Type, Comments, Description* and *Organizational Role*
3. You can edit sponsor address information including: *Address, Address Type, City, State, Zip Code, County, Fax, Email Address, Web Address, and FTP Address*
4. You can edit sponsor point of contact information including: *Name, Title, Work Phone, Home Phone, and POC Description*
5. Delete the sponsor by selecting the *Delete* button. You will be asked if you are sure you wish to delete the sponsor. Click *Delete*. You will return to the *Segment Summary* screen where the sponsor information will be removed
6. Click the *Back* button to return to the *Segment Summary* screen Figure 4.3-21
7. Click the *Save* button and you will be directed to the *Segment Summary* screen Figure 4.3-21

#### 4.3.6.4 Feature Details



**Figure 4.3-23: Segment Summary Screen**

1. Click the *Features* icon next to the segment. You will be directed to the *Feature Summary* screen shown below in Figure 4.3-24



**Figure 4.3-24: Feature Summary Screen**

2. The *Feature Summary* table will display with a list of all the feature types within your system
3. The *Total Count* column depicts the total number of feature types in your system
4. The *Total Auto Associated* column depicts the total number of features that have been uploaded through the shapefile workflow and automatically associated to your segment. Remember, in order for your uploaded feature that are eligible for auto association, the shapefile must contain the name of the segment the feature will be assigned to. In addition, the segment name must exist within a system that is of the active status. See Section 4.2.3.3 for additional details
5. Click the *Back to Segment Summary* button to return to the *Segment Summary* screen, Figure 4.3-23
6. Click the *Add Features* button to create additional features through the digitize workflow
7. Click the *View/Edit Details* icon to view a list of all the individual features under the selected feature type, Figure 4.3-25

CorpsMap Data Management Tool

Current Submission MVS: 222

Systems Sponsors Geodatabase Export

Segment Name: Wood River Upper  
Gravity Drain Line

Feature Type	Feature Name	View/Edit Details	Status	Zoom To Feature	Delete
Gravity Drain Line	GD1A		Auto Associated		
Gravity Drain Line	GD1B		Auto Associated		
Gravity Drain Line	GD2A		Auto Associated		
Gravity Drain Line	GD2B		Auto Associated		
Gravity Drain Line	GD3A		Auto Associated		
Gravity Drain Line	GD3B		Auto Associated		
Gravity Drain Line	GD4A		Auto Associated		
Gravity Drain Line	GD4B		Auto Associated		

1 - 8

[Back to Feature Summary](#) [Add Gravity Drain Lines](#)

**Figure 4.3-25: Feature Type Summary Screen**

8. The *Feature Type* table (e.g. Gravity Drain Line) will display a list of all the individual features
9. If the feature has been automatically associated to the segment, *Auto Associated* will be populated within the status column
10. Click the *Zoom To Feature* icon to view the feature on the map
11. Click the *Delete* icon to delete the feature. If deleted, the feature can be restored by the Organizational Administrator or the System Administrator
12. Select the *View/Edit Details* icon to view the individual feature's details

**Figure 4.3-26: Detailed Feature Information Screen**

13. The attribute fields are unique to the feature type. All feature attribute fields are available for entry except for *Feature Type*
14. Click the *Delete* button to delete the feature
15. Click the *Save* button to save any changes made on the screen
16. Click the *Back* button to return to the *Feature Type Summary* screen show in Figure 4.3-25

#### 4.3.7 Submit a System

Systems eligible for submission will display under the *Active* tab with a green submission arrow. The arrow denotes a status completion of 100%. For a system to be 100% complete, it must have the following established: A levee system with a system name and leveed area name and at least one segment associated to the system with an authorization type, a segment length and an associated sponsor with an organizational role code. Systems that do not fulfill this requirement will display in the table with a *Warning* icon and a completion status of less than 100%. They will not be eligible for submission. To submit a completed system:

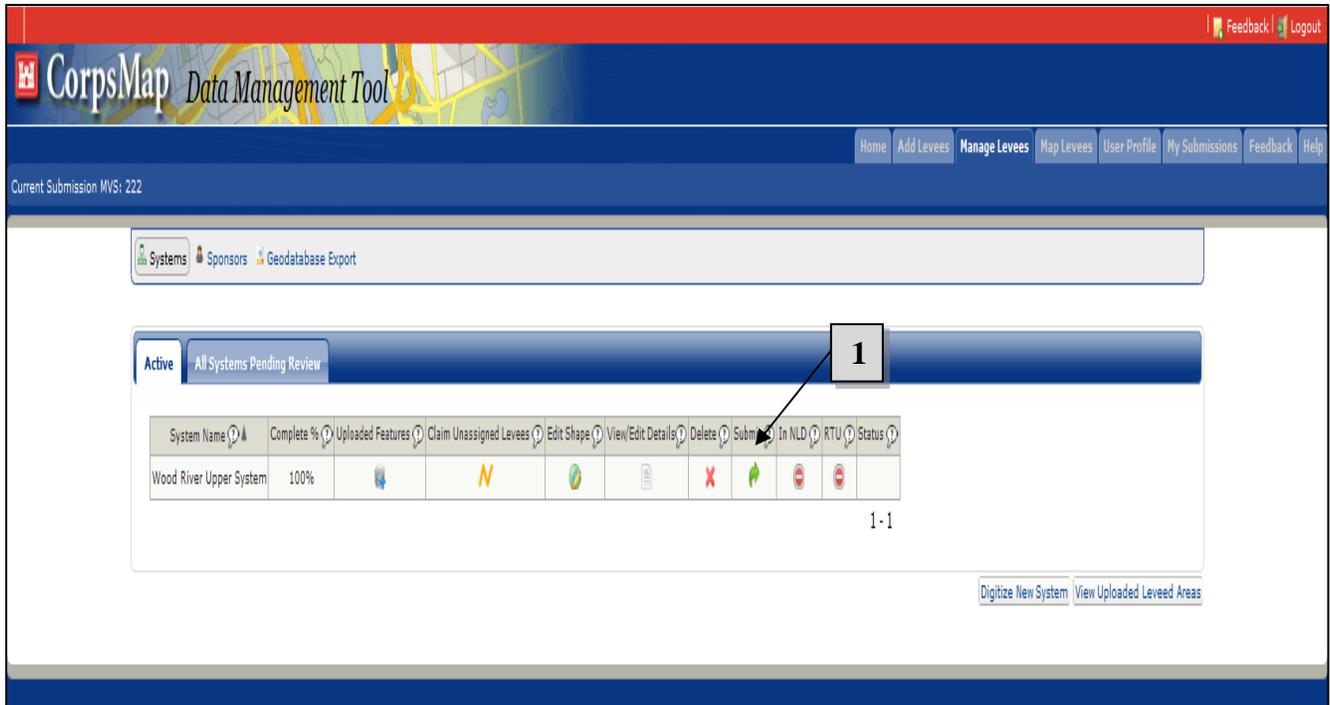


Figure 4.3-27: All Systems Screen

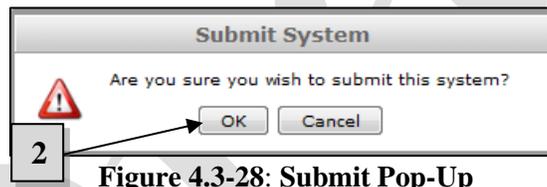
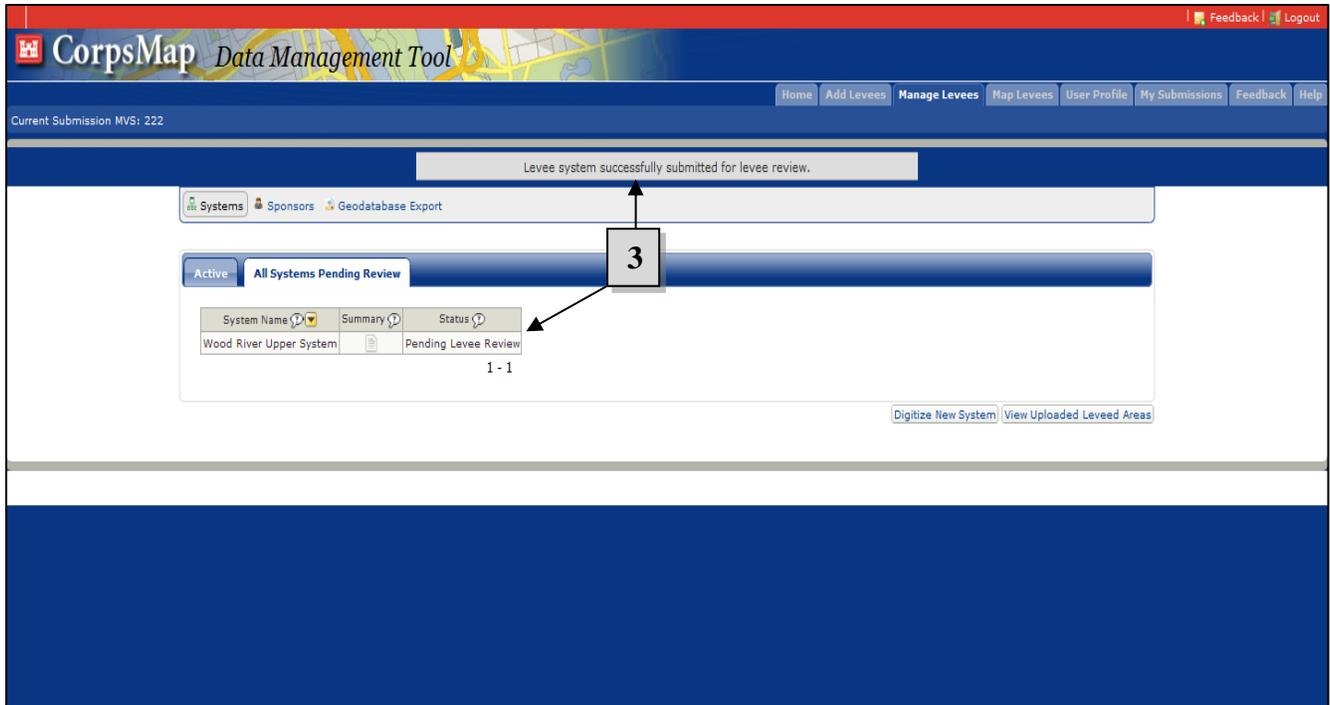


Figure 4.3-28: Submit Pop-Up

1. Locate the system under the *Active* tab and click the *Submit* icon
2. A pop-up window will display asking if you wish to submit the system. Click *OK*

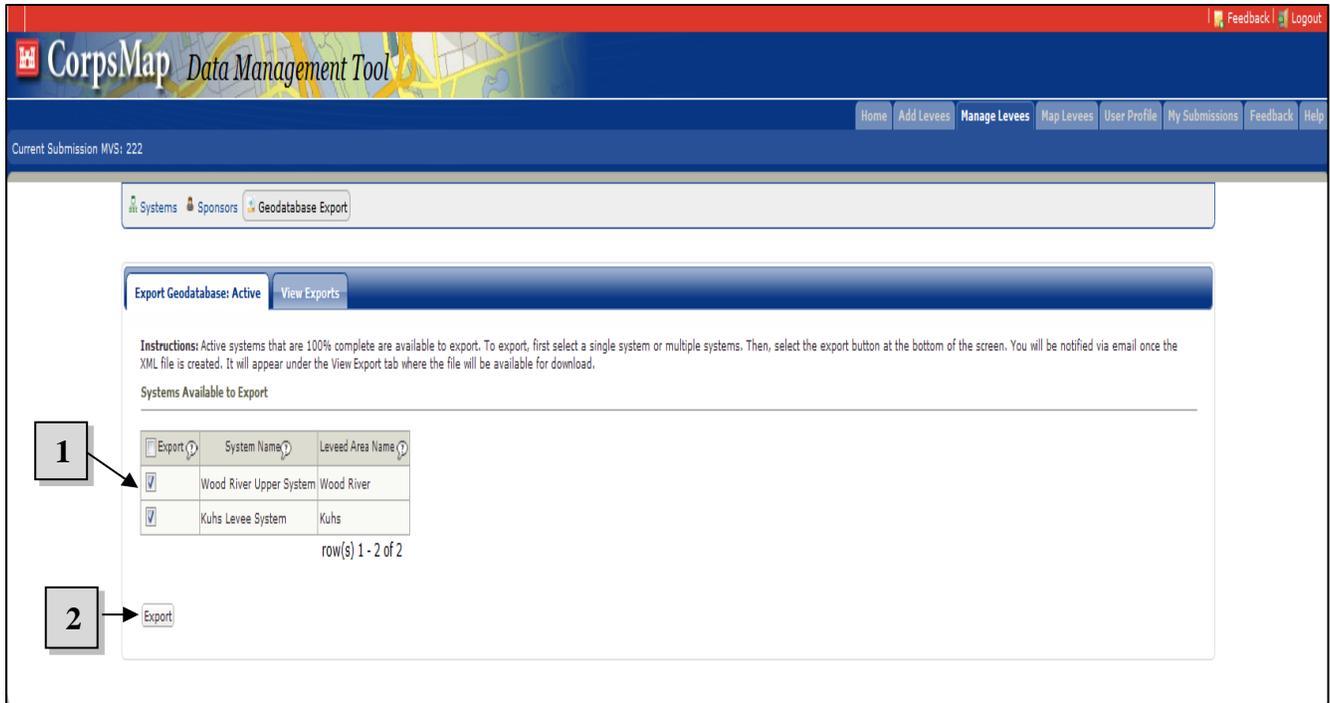


**Figure 4.3-29: All Systems Pending Review Screen**

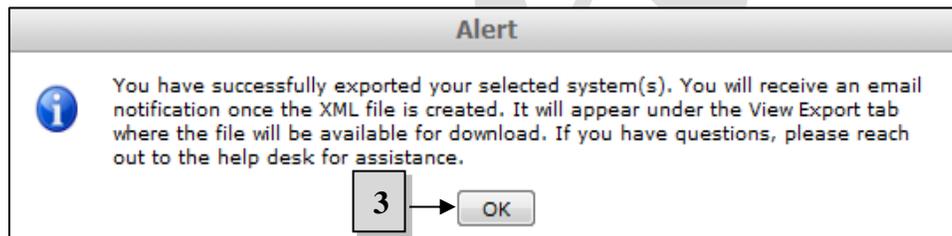
1. Your system will appear under the *All Systems Pending Review* tab with an updated status of *Pending Levee Review*. Once a system has been submitted for levee review, the system will be locked. You will not be able to modify the data until the review process has been completed. The review process includes a review by the Levee Review and then a second review by the DMT NLD Reviewer. If approved by both, the system will be submitted into the NLD

#### 4.3.8 Geodatabase Export

By selecting the *Geodatabase Export* tab you will be taken to the *Geodatabase Export* screen shown below in Figure 4.3-30, where you can export active and completed systems to an XML file.

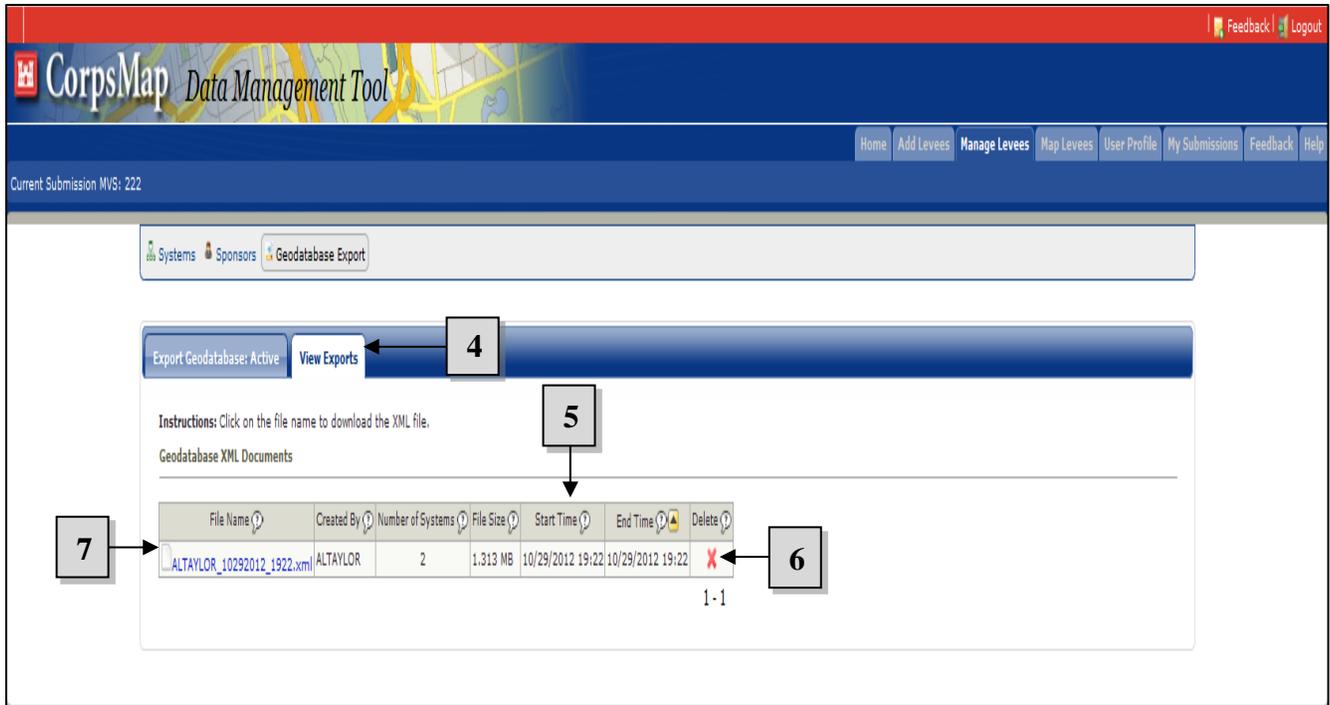


**Figure 4.3-30: Geodatabase Export Screen**



**Figure 4.3-31: Geodatabase Export Pop-Up**

1. Select a single or multiple systems to export. To select, click on the box located next to the system name. A check mark will display within the box
2. Click the *Export* button
3. A pop-up will appear stating that you have successfully exported your selected systems and you will receive an email notification once your XML has been created. Click *OK*

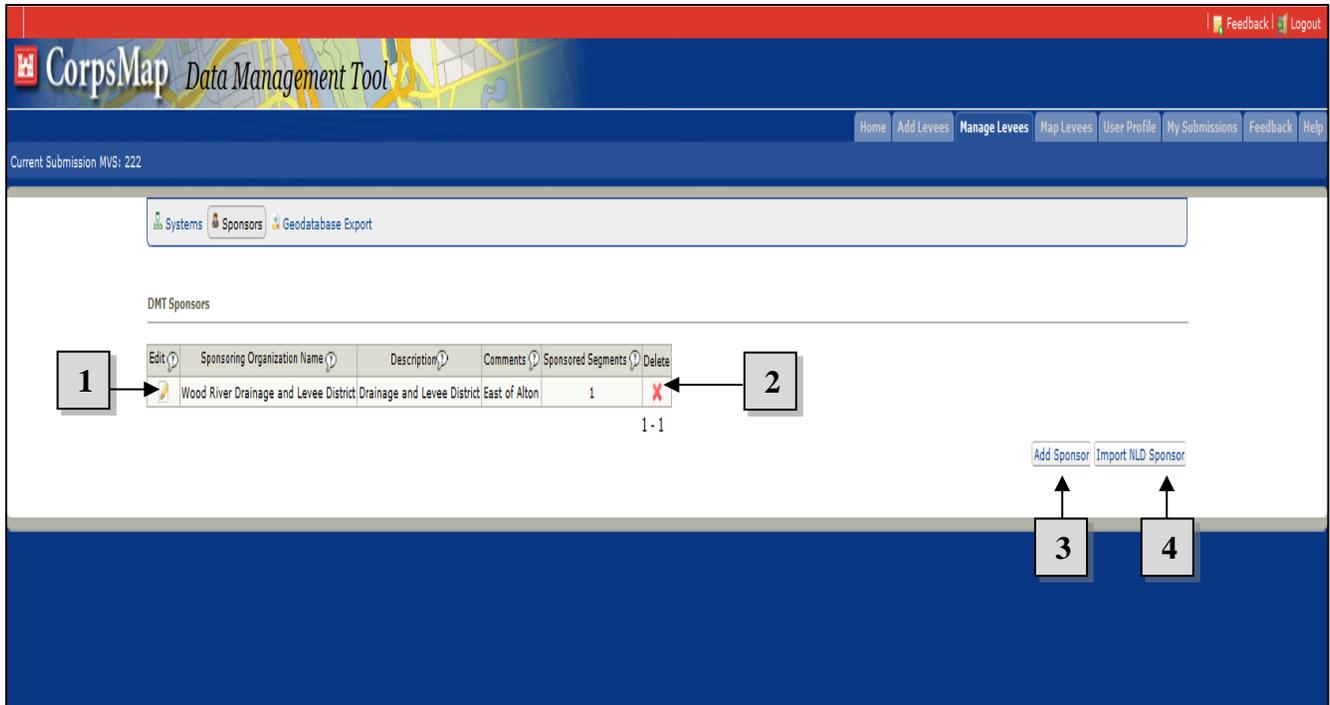


**Figure 4.3-32: View Export Screen**

4. Once the email notification is received, return to the *Geodatabase Export* screen and select the *View Export* tab
5. Your XML file will display within the *Geodatabase XML Documents* table. The following information is provided within the table: *File Name*, *Created By*, *Number of Systems* (hover over the number in the table to view the system names that are included), *File Size*, *Start Time* and *End Time*
6. Click the red X beside the XML file delete the file. Files that are deleted will be permanently removed from the system
7. Click the *File Name* to download the XML file to your desktop. The XML file is readable by ArcGIS version 9.3 and 10

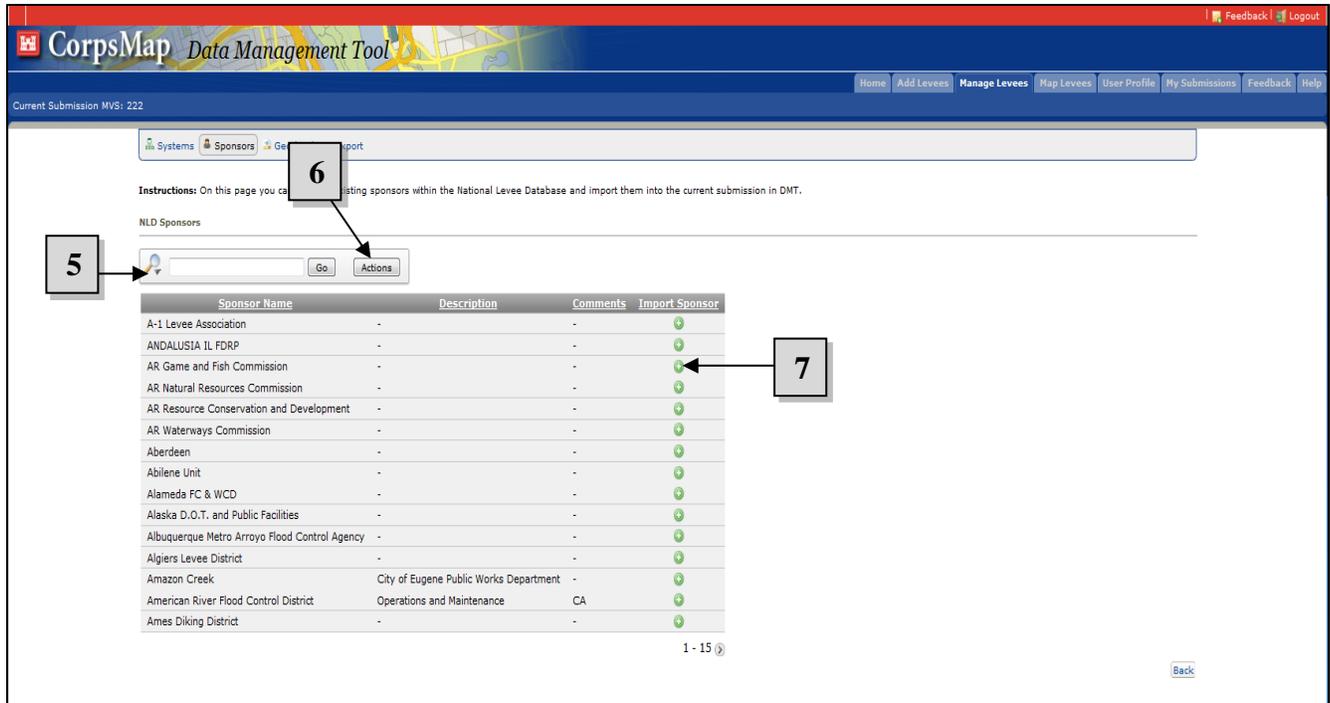
#### 4.3.9 Sponsors Tab:

Under the *Sponsors* tab, you can edit existing sponsor details, create new sponsors, or import a sponsor from the NLD.



**Figure 4.3-33: DMT Sponsor Screen**

1. To edit existing sponsor details, select the *Edit* icon. You will be directed to the *Detailed Sponsored Information* screen Figure 4.3-22. For instructions on editing sponsor details see Section 4.3.6.3
2. To remove a sponsor from the *DMT Sponsors* table, click the *Delete* icon
3. To add a new sponsor, select the *Add Sponsor* button. You will be directed to the *Detailed Sponsor Information* screen Figure 4.3-22 where you can create a new sponsor
4. Click the *Import NLD Sponsor* button. You will be directed to the *NLD Sponsor* screen shown below in Figure 4.3-34



**Figure 4.3-34: NLD Sponsor Screen**

5. Search: Allows you to locate a sponsor within the table by using a keyword search.
6. Actions: Allows you to customize the report to your liking. Options include: *Select Columns, Rows Per Page, Sort, Control Break, Highlight, Save Report, Reset, and Help*
7. Locate a sponsor name in the table and click the *Import Sponsor* icon. The sponsor will be added to the *DMT Sponsor* table

## 4.4 Map Levees

### 4.4.1 Navigating to Map Levees Screen



**Figure 4.4-1: Map Levees Tab**

By clicking the *Map Levees* tab you will be taken to *Map Levees* screen shown below in Figure 4.4-2. Here you can view DMT/NLD data via the map.

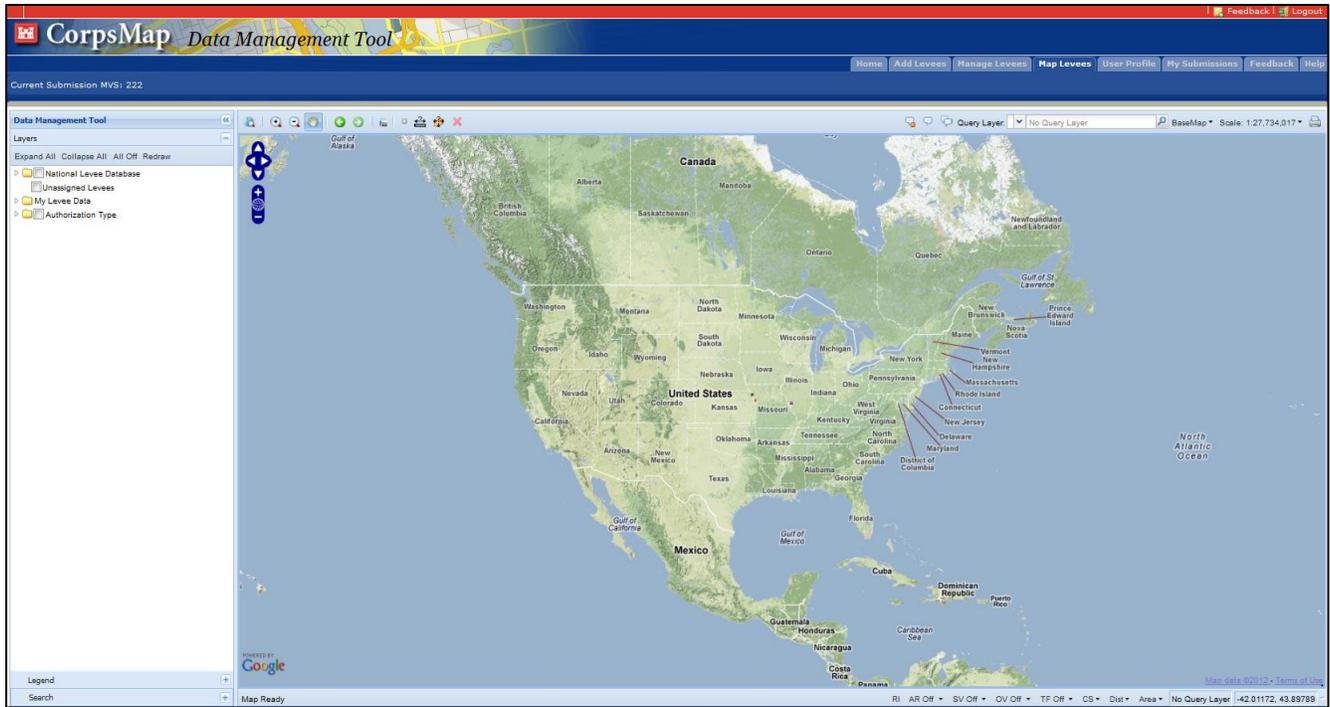


Figure 4.4-2: Map Levees Screen

### 4.4.2 Map Levees Tools

The tools available include:

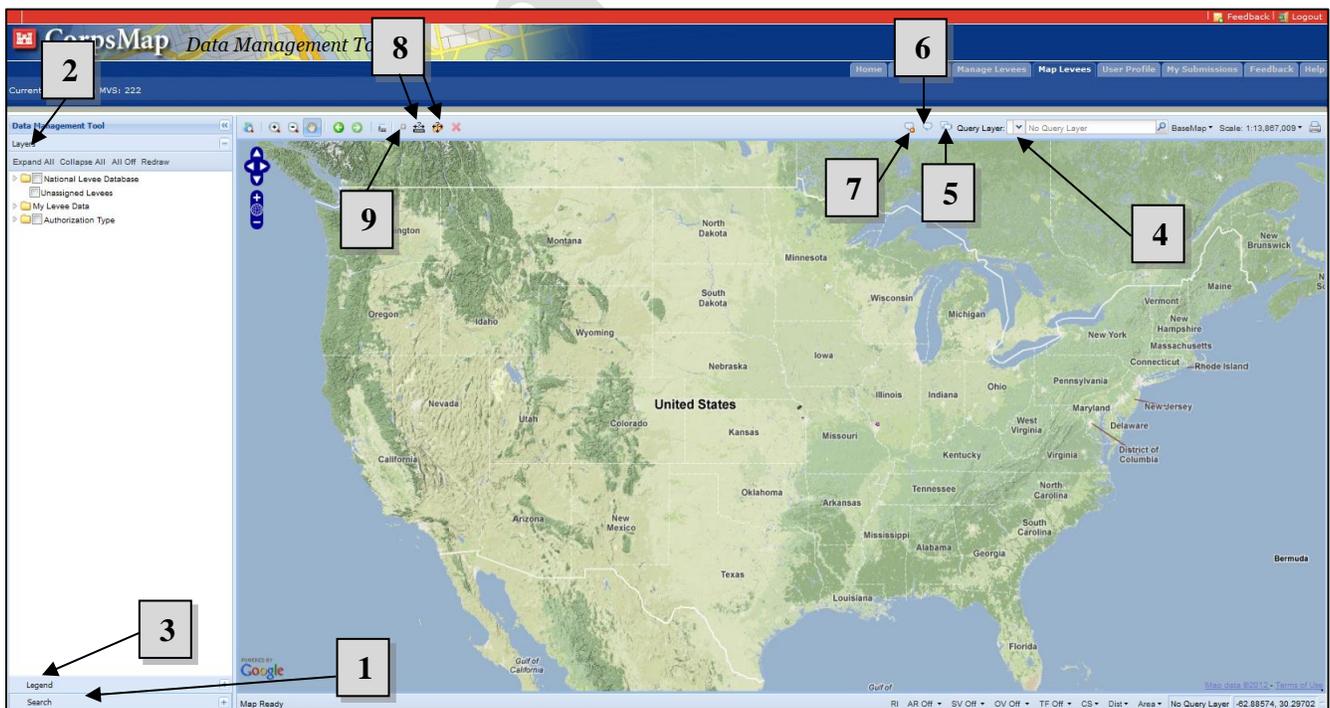


Figure 4.4-3: Map Levees Screen

1. *Search*: Allows you to search a location on the map. You can search by *Coordinate*, *Address*, *ZIP Code*, *County*, *NLD System*, *NLD Segments*, *DMT Systems* and *DMT Segments*
2. *Layers*: Allows you to display layers on map. Multiple layers can be displayed on map at one time
3. *Legend*: Explanatory table of symbols used on the map. The legend will only display the layers that have been selected under the *Layers* tab
4. *Query Layer*: Allows you to search the *Levee Centerline* or *Leveed Area* data
5. *Table Info Query*: Displays query data in a table
6. *Pop-up Info Query*: Displays query data in a pop-up window
7. *Clear Highlighted Features*: Allows you to delete your defined queried area
8. *Measure Distance/Area*: Allows you to draw a line or geometry on the map to measure a distance
9. *Coordinates*: Allow you to draw a point on the map to determine a coordinate. Please make sure to set the coordinate system (CS) located at the bottom of the screen before using the tool

#### 4.4.3 Map Utilities

To customize your map view:

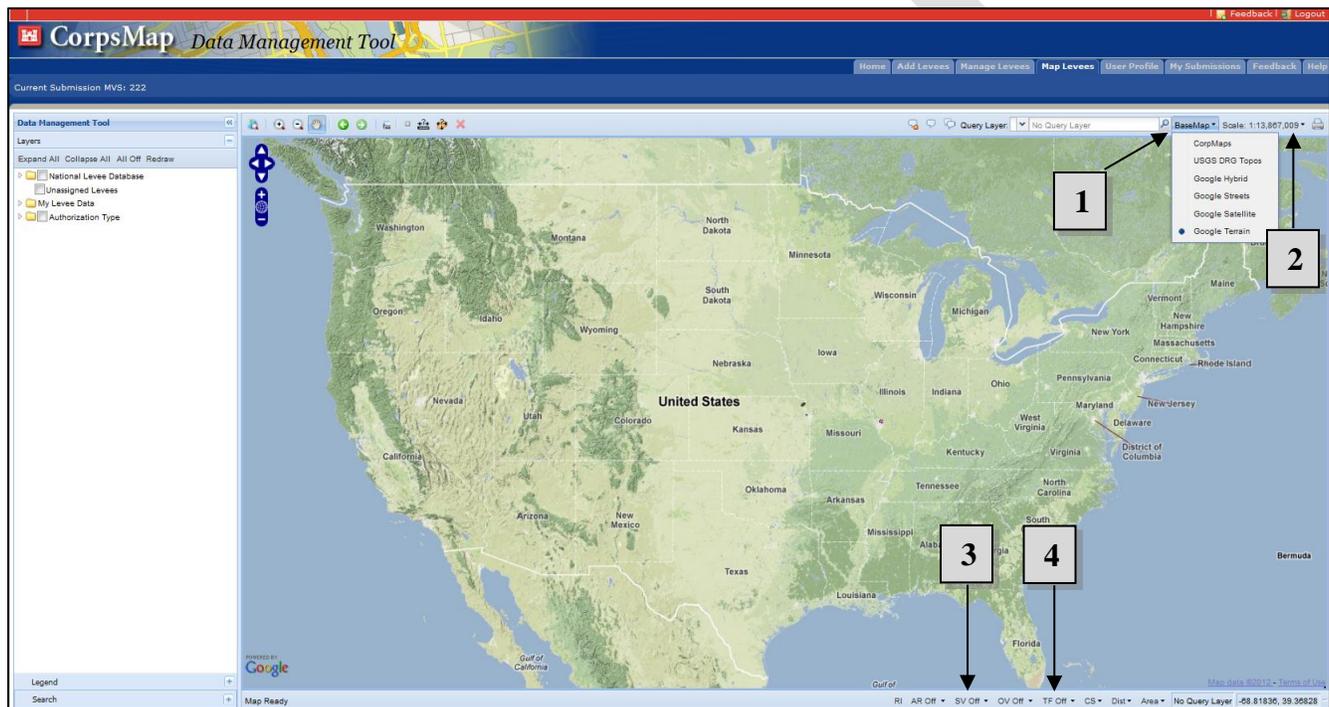
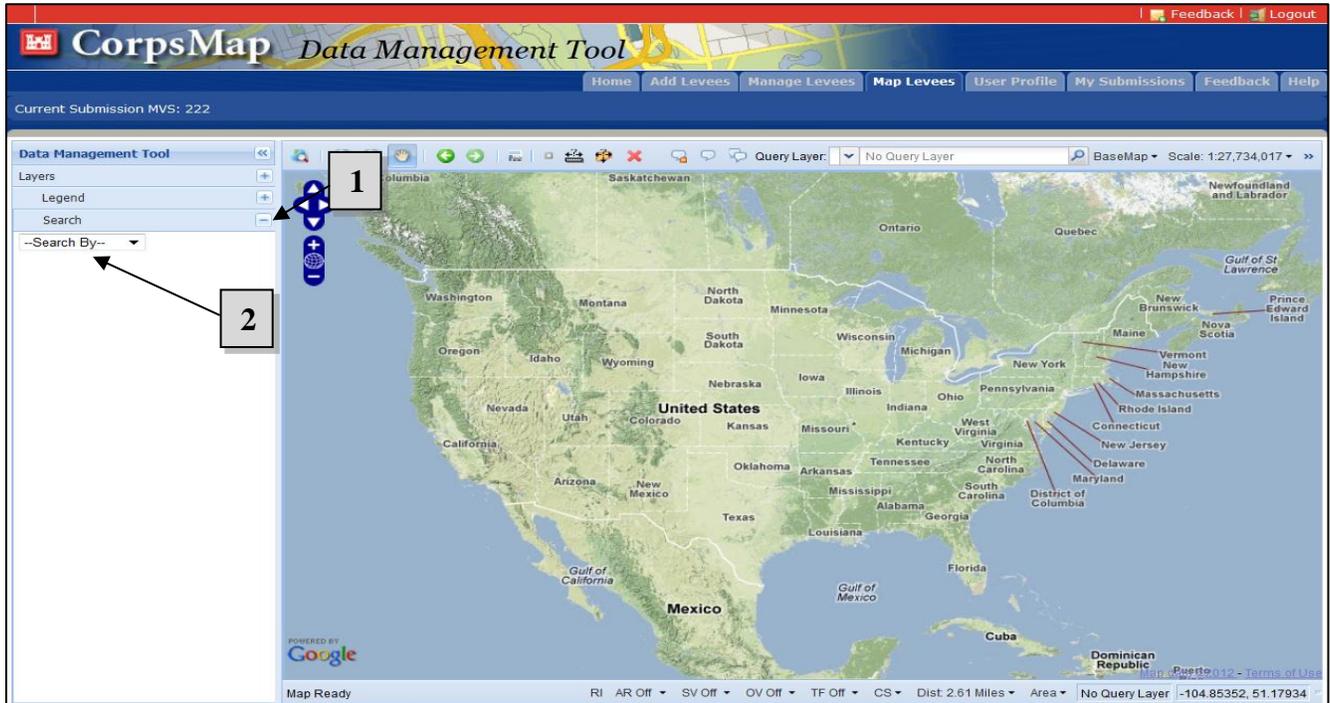


Figure 4.4-4: Map Utilities

1. Click the dropdown arrow in the *BaseMap* box to select a basemap. Six basemaps are included in the map utilities; four *Google* maps, a *USGS DRG Topographic* map layer (*U.S. Geological Survey, Digital Raster Graphics*), and the *USACE CorpsMap* basemap
2. Click the dropdown arrow in the *Scale* box. You can set the map to a fixed scale. The fixed scale choices are based on Google map tile scales
3. Select *SV On* from the *SV* dropdown menu to view and navigate within street-level imagery
4. Click *TF On* from the *TF* dropdown menu to display real time traffic on the map. This functionality is only available on Google basemaps

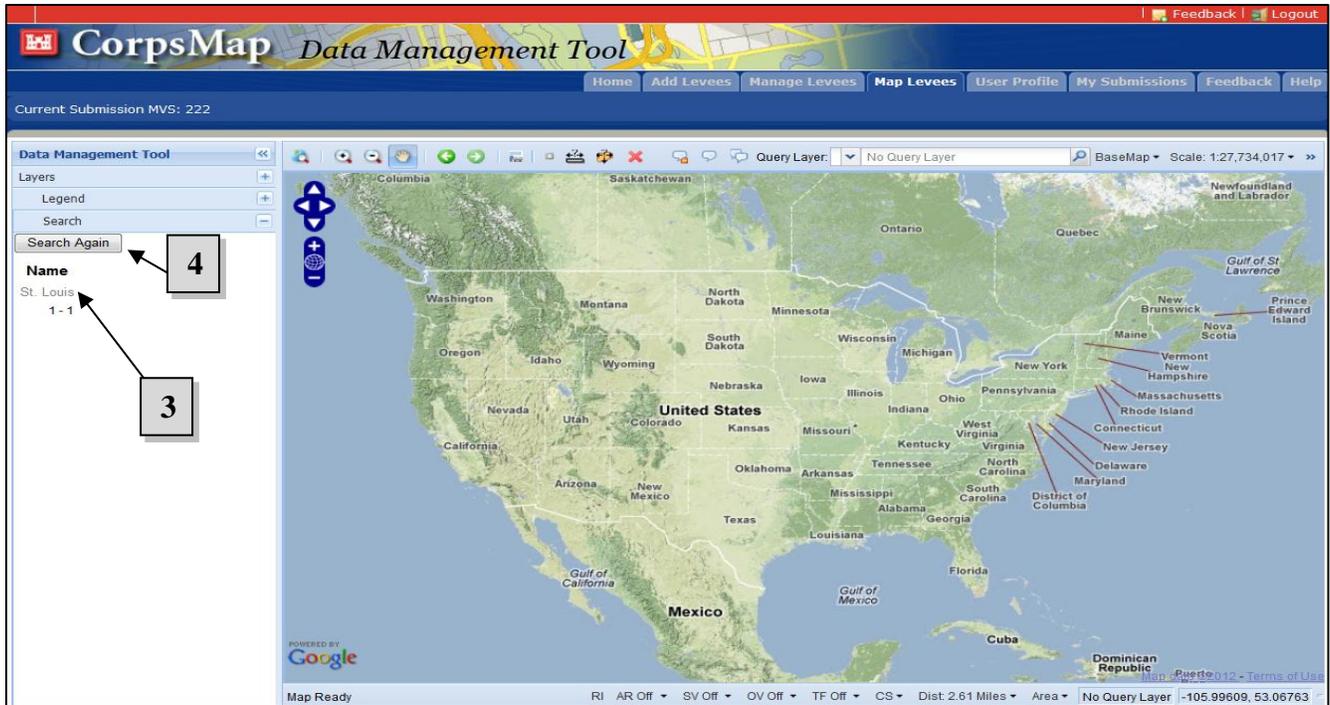
#### 4.4.4 Search

You can search for a specific location on the map by using the search functionality.



**Figure 4.4-5: Search Screen**

1. Click the *Expand* icon (+) on the *Search* panel to maximize the search bar
2. Define your search parameter by selecting a *Search By* option from the dropdown list. The following options are available: *Coordinate*, *Address*, *ZIP Code*, *County*, *NLD System*, *NLD Segments*, *DMT Systems* and *DMT Segments*. Once selected, enter your information and click *Submit*

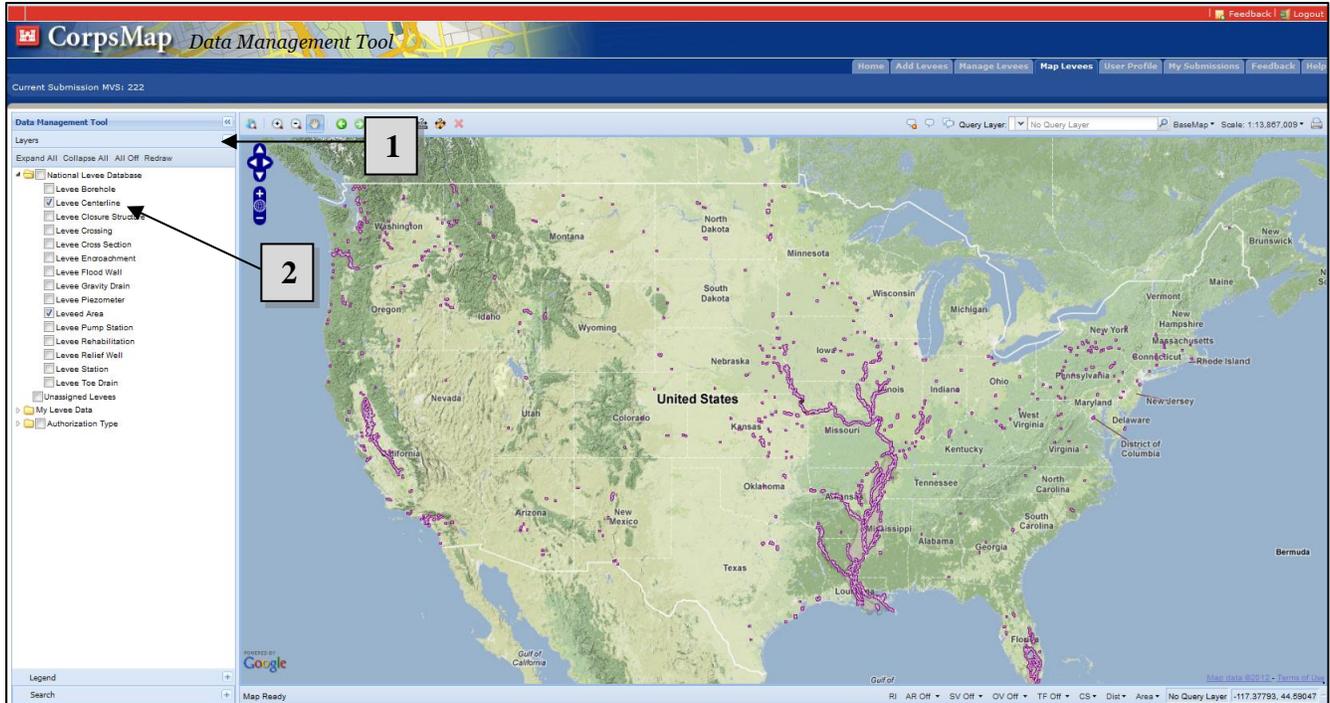


**Figure 4.4-6: Search Screen**

3. Search results display in the panel. Click the link to zoom to your area on the map
4. You can search using a different search category by selecting the *Search Again* button

#### 4.4.5 Layers

The layers are located on the left panel of the map. The layers available for selection include: *National Levee Database*, *Unassigned Levees*, *My Levee Data* and *Authorization Type*. The *National Levee Database* layer allows you to view NLD features on the map. The *Unassigned Levees* layer displays levees that exist but have not yet been claimed. The *My Levee Data* layer allows you to view the data you created within DMT, and the *Authorization Type* layer displays the levee system alignment line's (floodwall lines, centerline and closure structure line) authorization type.



**Figure 4.4-7: Layers Screen**

1. Click the *Layers* bar to maximize the *Layer* panel
2. Turn on a layer by selecting the associated checkbox. Multiple layers can be displayed on the map. To view all options available for selection expand each sub-layer

#### 4.4.6 Legend

The legend will help you decipher the various symbols generated on the map when displaying selected layers.

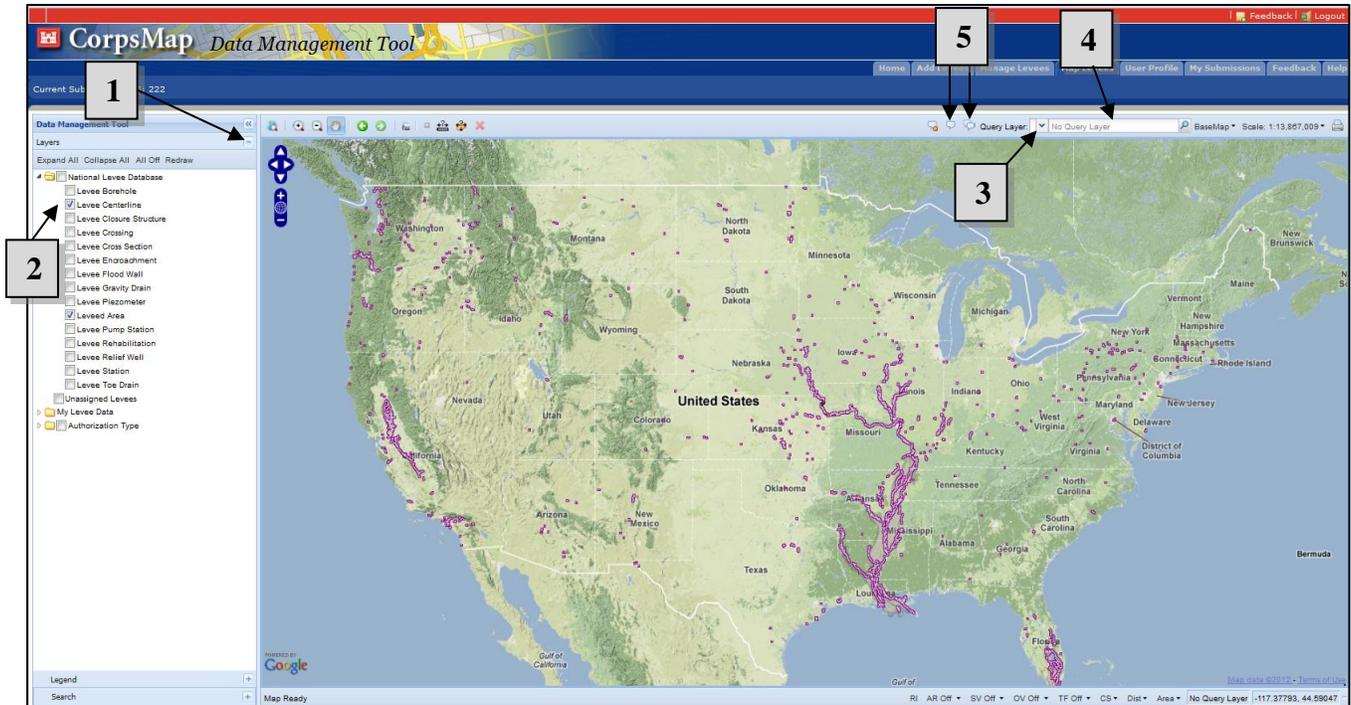


**Figure 4.4-8: Legend Screen**

1. To access the legend, expand the *Legend* panel. The legend will only display the layers that have been selected (turned on) under the *Layers* tab

#### 4.4.7 Queries

The map provides the capability to run a query within a defined area.



**Figure 4.4-9: Map Levees Screen**

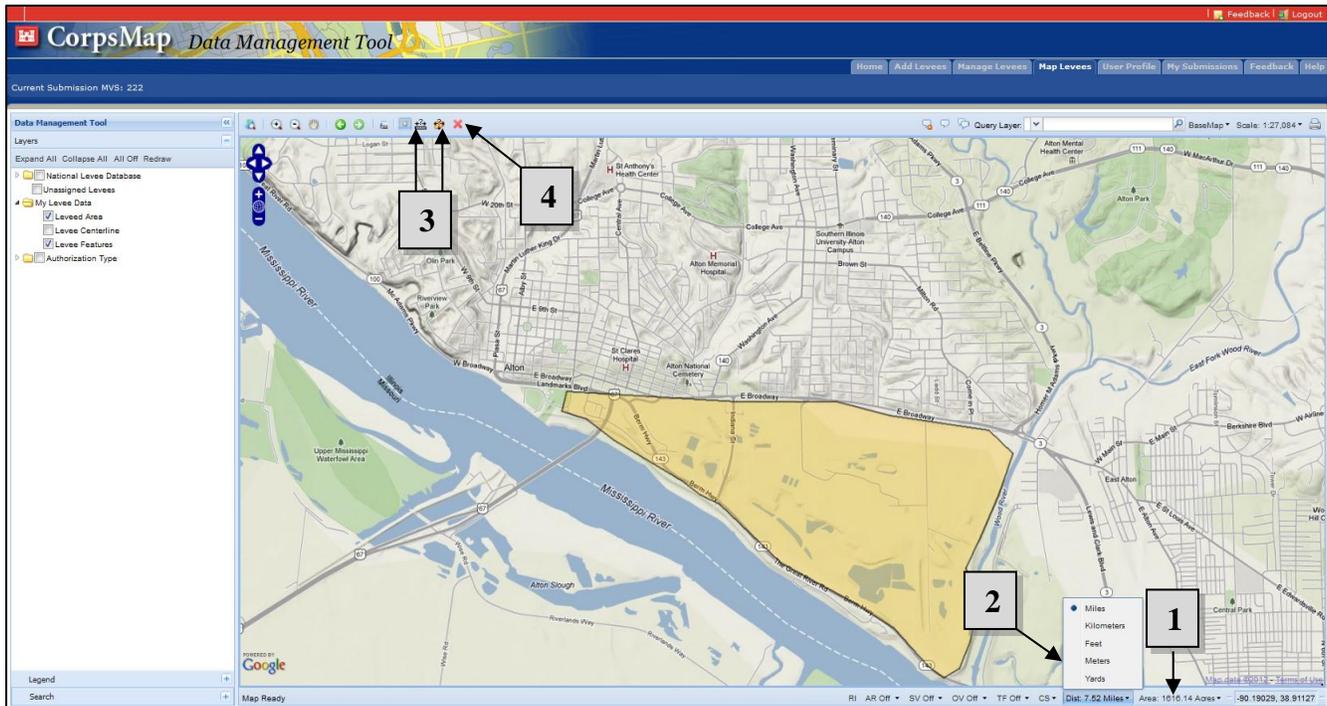
1. Click the *Expand* icon (+) on the *Layers* panel to maximize the layer bar
  2. Select *Levee Centerline*, *Leveed Area*, or *Unassigned Levees* by checking the box beside the text
  3. On the taskbar, you will see *Query Layer*. Click the arrow in the box and a dropdown menu will appear  
Click a layer that is displayed
  4. Enter the query in the open text field
- OR-
5. Click the double conversation box titled *Table Info Query* or the single conversation box titled *Pop-Up Info Query*. Both are located immediately to the left of the *Query Layer* dropdown. After clicking the box you will be able to draw a square on the map. The square you draw will determine the area that will be searched



- To clear the highlighted results displaying on the map select the *Cleared Highlighted Features* button

#### 4.4.8 Area/Distance Measurement

The map provides the capability to measure both area and distance.



**Figure 4.4-12: Distance and Area Measurement**

- Click the dropdown arrow in the *Area* box to set the units the area will be returned in
- Click the dropdown arrow in the *Distance* box to set the units the distance will be returned in
- Dependent on you preference of measurement, select the *Measure Area* icon or the *Distance* icon from the toolbar. Click on the map and begin digitizing. The line or polygon you draw will define the area that will be measured. Once complete, double click. The area and distance box will populate the measurement results
- If generating multiple measurements, make sure to select the *Cleared Highlighted Features* button after each measurement result

#### 4.4.9 Coordinates

The map allows you to view coordinates of a particular location.

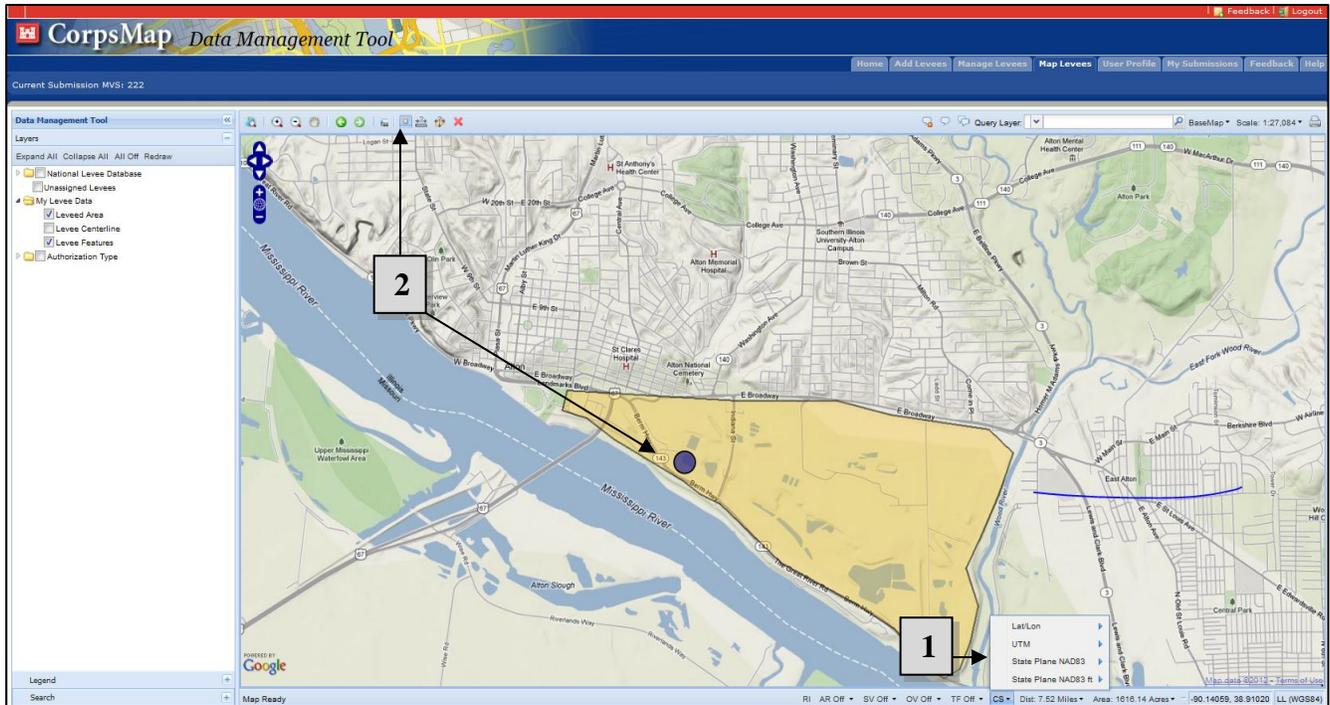


Figure 4.4-13: Coordinates Screen

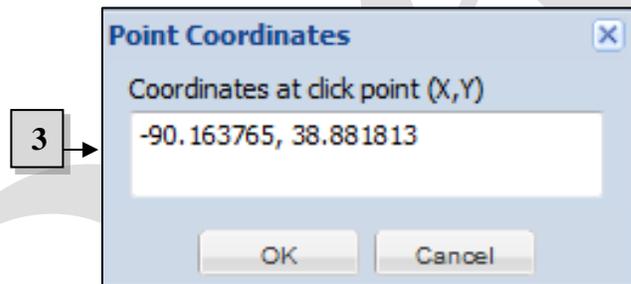


Figure 4.4-14: Coordinate Pop-Up

1. Click the dropdown arrow in the CS box to set the coordinate system the coordinates will be returned in
2. Select the *Get Coordinates at Point Click* icon from the toolbar. Locate your location on the map and click. A purple dot will appear on the map where you clicked
3. The coordinates will display in a pop-up window

## 4.5 User Profile

### 4.5.1 Navigating to User Profile Screen



Figure 4.5-1: User Profile Tab

By clicking the *User Profile* tab, you will be taken to the *User Profile* screen shown in Figure 4.5-2. Here you can manage and view your account information.

**Figure 4.5-2: User Profile Screen**

1. You can edit your profile information including your first and last name, address, and phone number
2. Change your existing password by entering a new password in the password data field and selecting the *Update Password* button

## 4.6 My Submissions

### 4.6.1 Navigating to My Submissions Screen



**Figure 4.6-1: Submissions Tab**

By clicking the *My Submissions* tab you will be taken to *My Submissions* screen shown below in Figure 4.6-2. Here you can view and switch active submissions. This action is for users who are associated to more than one role and/or organization and wish to switch between roles/organizations to view and edit data. Users can navigate to the *My Submissions* tab during any point in the process. For instructions on how to switch and activate submissions, see Section 3.1.3.

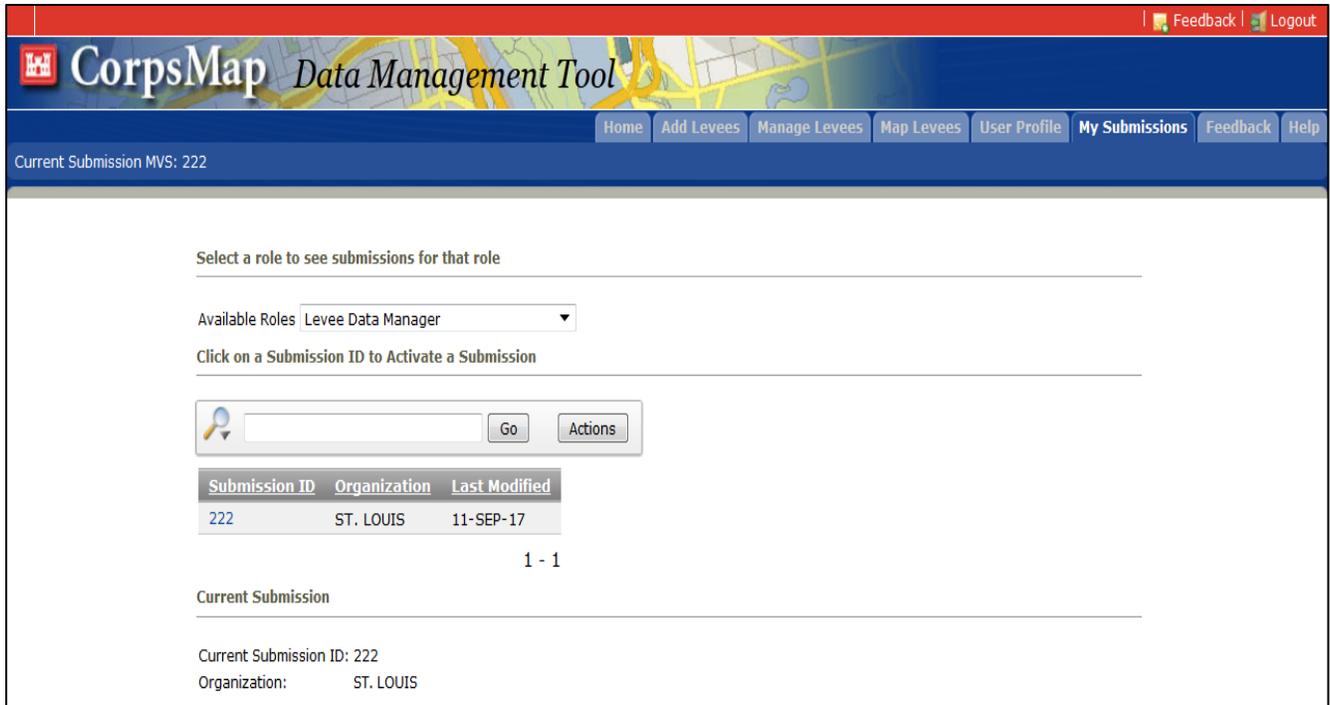


Figure 4.6-2: Submissions Screen

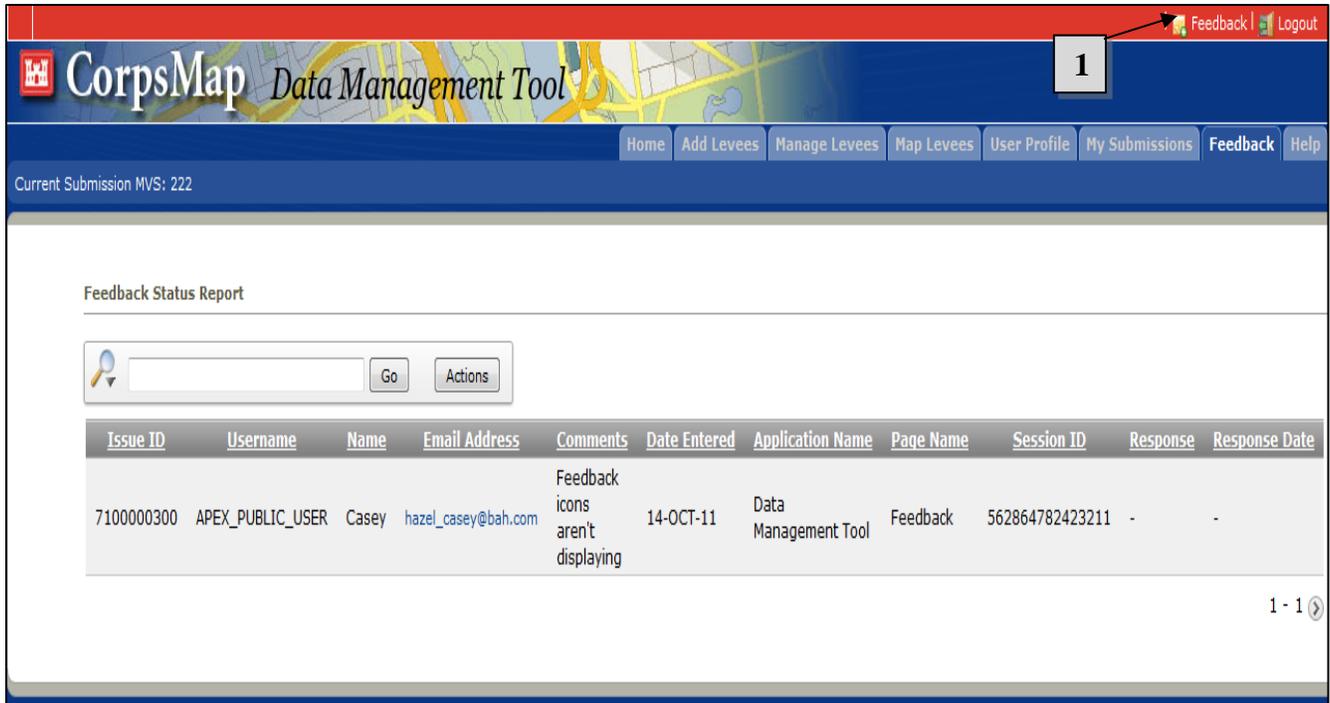
## 4.7 Feedback

### 4.7.1 Navigating to the Feedback Screen



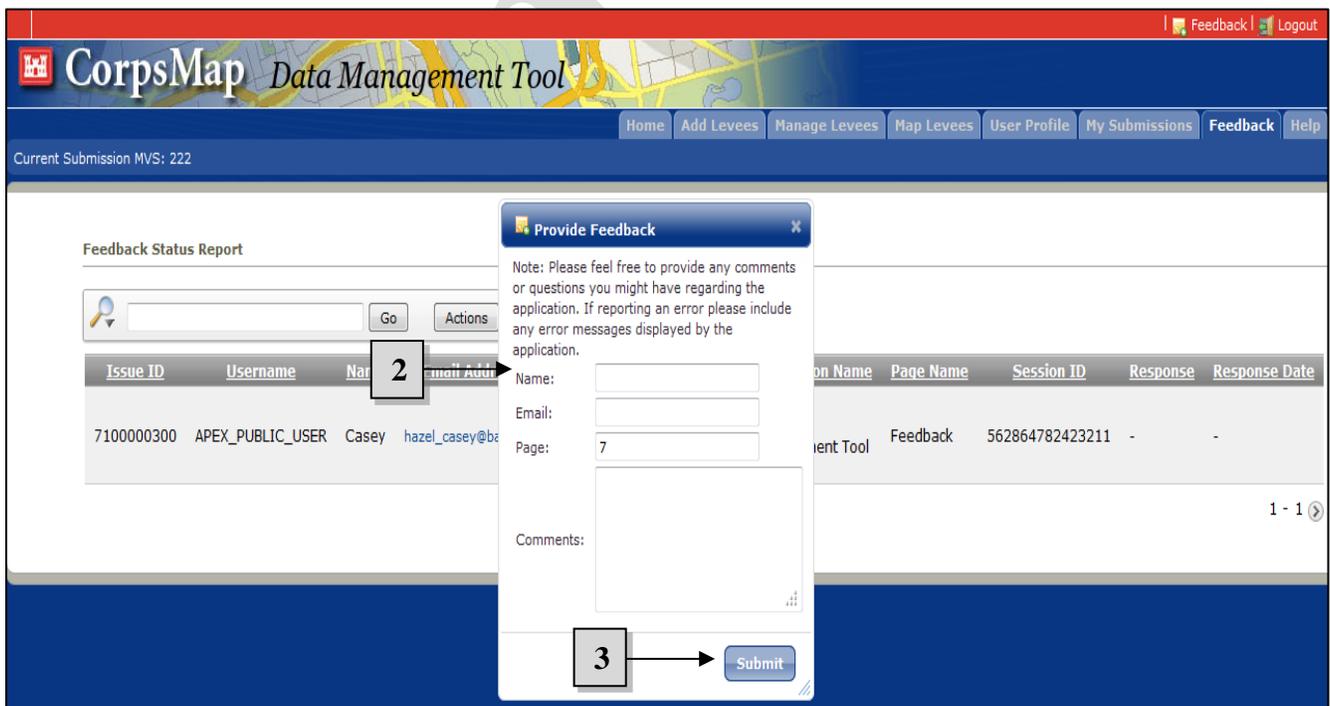
Figure 4.7-1: Feedback Tab

By clicking the *Feedback* tab you will be taken to the *Feedback* screen shown below in Figure 4.7-2. Here you can view feedback comments that have been submitted by current users.



**Figure 4.7-2: Feedback Screen**

1. To submit your own comments, select the *Feedback* link at the top of the screen. This link is displayed on all screens throughout the system. Once selected, a pop-up window will appear as shown below in Figure 4.7-3



**Figure 4.7-3: Feedback Screen**

2. Enter data in the following fields: *Name, Email, and Comments*
3. Click the *Submit* button. Your feedback will be entered into the *Feedback Status Report* table

## 4.8 Help

### 4.8.1 Navigating to the Help Screen



Figure 4.8-1: Help Tab

By clicking the *Help* tab you will be taken to the *Help* screen shown below in Figure 4.8-2 . Here you can view help documentation including the *Data Dictionary*, *Map Projection Support List*, and *Coordinate Method Support List*. You can also access the shapefile templates as well as the *Shapefile Procedure* document.

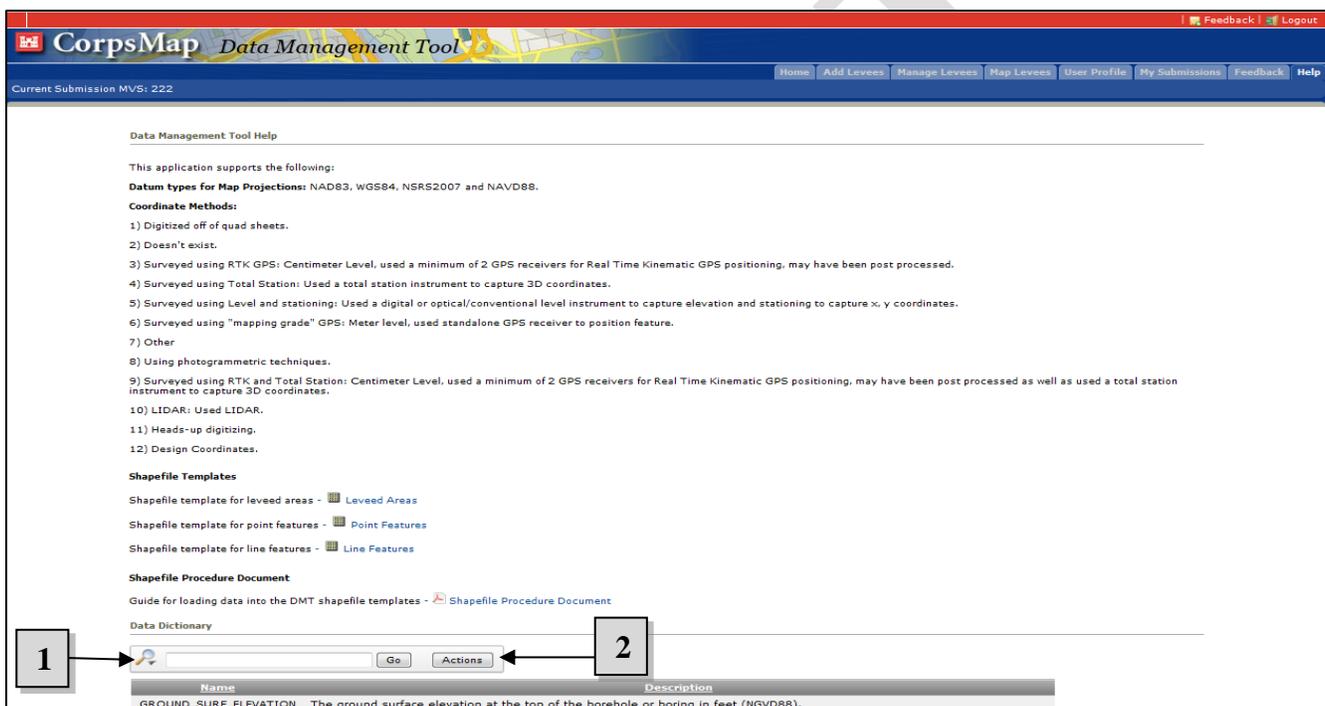


Figure 4.8-2: Help Screen

1. *Search*: Allows you to search for a specific keyword within the data dictionary. Options include: *All Columns, Name* and *Description*. To search, select an option from the search dropdown menu, enter a keyword, and then click the *Go* button
2. *Actions*: Allows you to customize the data dictionary to your liking. Options include: *Select Columns, Filter, Rows Per Page, Sort, Control Break, Highlight, Compute, Aggregate, Chart, Group By, Flashback, Save, Reset, Help* and *Download*

**Appendix A – List of Acronyms**

<b>CRREL</b>	Cold Regions Research and Engineering Laboratory
<b>DMT</b>	Data Management Tool
<b>EGIS</b>	Enterprise Geographic Information System
<b>ERDC</b>	Engineer Research and Development Center
<b>FEMA</b>	Federal Emergency Management Agency
<b>GIS</b>	Geographic Information System
<b>HQUSACE</b>	Headquarters, United States Army Corps of Engineers
<b>LIS</b>	Levee Inspection System
<b>NAD83</b>	North American Datum
<b>NAVD88</b>	North American Vertical Datum
<b>NFIP</b>	National Flood Insurance Program
<b>NLD</b>	National Levee Database
<b>NSRS2007</b>	National Spatial Reference System
<b>PAL</b>	Provisionally Accredited Levees
<b>USACE</b>	United States Army Corps of Engineers
<b>WGS84</b>	World Geodetic System