KDHE Watershed Management Web Map Editor
Standard Operating Procedures (SOP)

A. <u>How to get Watershed Assignment?</u>
    a. <u>**View Watershed Status**</u>

B. <u>How to prepare web map for editing.</u>
    a. <u>**Change visible Layers**</u>
    b. <u>**Navigate to HUC**</u>

C. <u>How to add/delete Lines</u>
    a. <u>**Start Editor**</u>
    b. <u>**Add Line**</u>
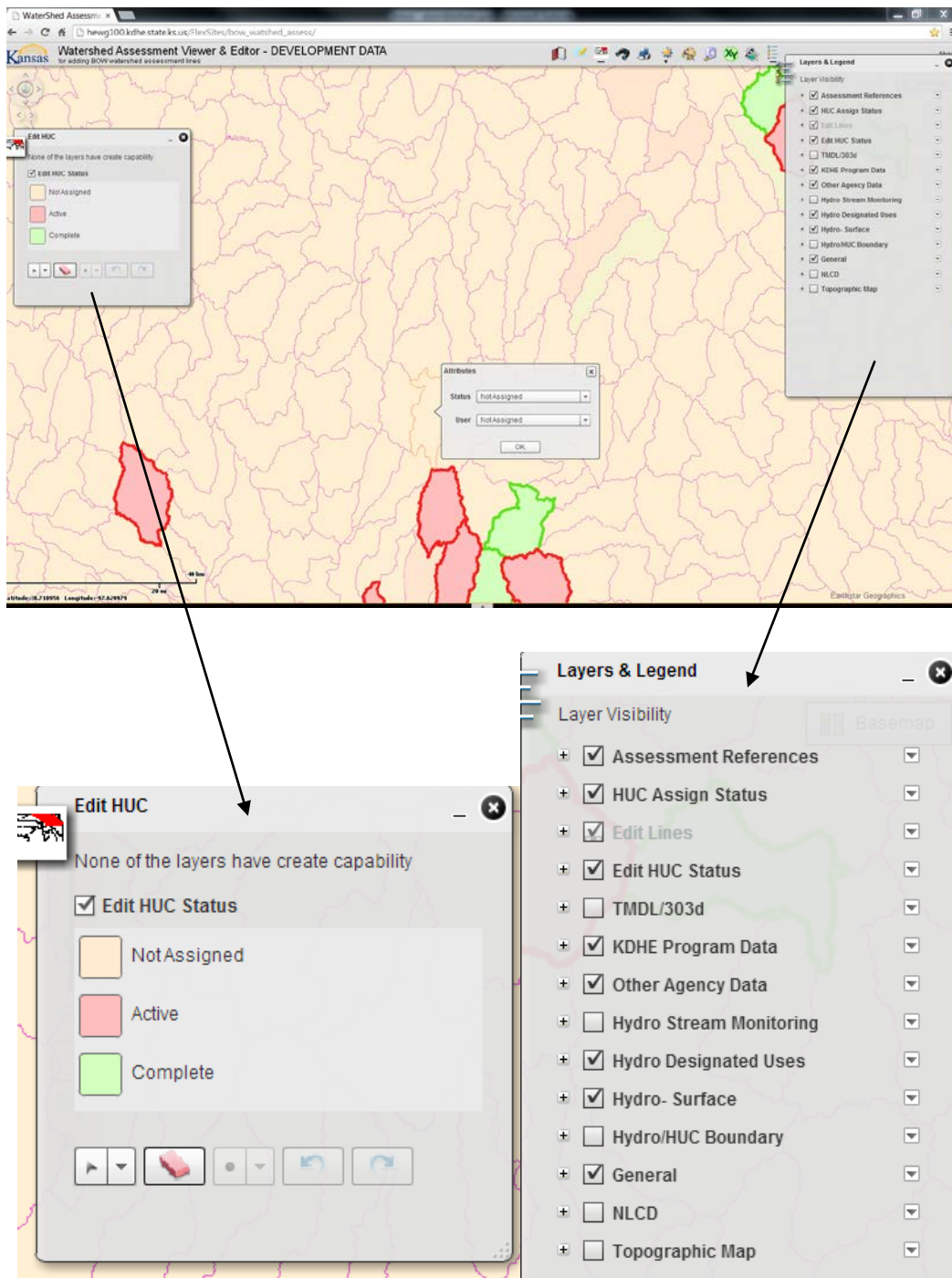   c. <u>**Manage features**</u>

D. <u>Data Review</u>

E. <u>Report Creation</u>

A. How do I get my Watershed Assignment?

1. Navigate to the Webmapper and open the **Layers and Legend** menu and the **Edit HUC** menu on the menu bar.

2. Zoom in one level. Select *Edit HUC Status* in the **Layers and Legend** menu. HUCs that have not been assigned, have been assigned and active, and have been assigned and complete can now be viewed. The assignments will be set, but you will need to change the status when you complete an assessment. Assigned HUCs and HUC status can be changed by any user. **Edit HUC** menu must be open and *Edit HUC Status* box must be checked to get assignment box to pop up.
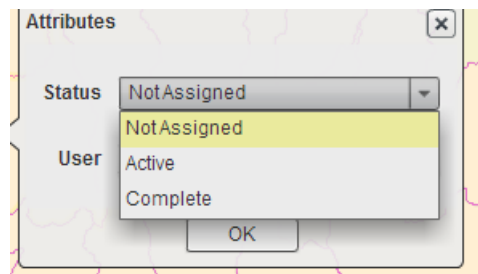

If you cannot get the drop down menus box to pop up, right click one time, then left click again.

3. Turn off the *Edit HUC Status* menu by deselecting the box in the **Layers and Legends** menu, and close the *Edit HUC* pop up box. Expand *HUC Assign Status* menu. Make sure the zoom level makes the names active then check the box next to your name. All the HUCs you have been assigned are now visible, while all other HUCs are shaded. Active HUCs have a red outline, while completed HUCs have a green outline. Please change HUC Status to complete when you are done with evaluating the HUC.
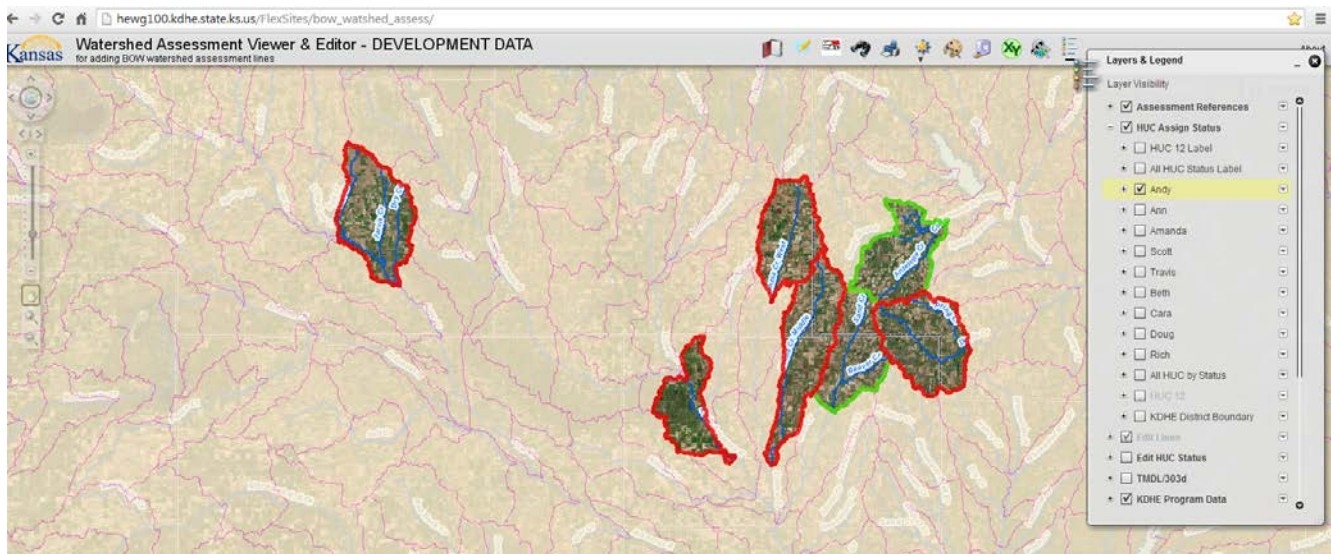
B. How to prepare web map for editing

1. Set **Basemap** to desired Aerial to view. Default is a 2012 aerial image from DASC titled "2012 NAIP Photo". An ESRI image titled "imagery" is also an excellent image to work from.

2. **Layers and Legend** menu contains a listing of layers that can be added to your map. *NLCD* (land use) and *Topographic Map* can help you understand what is taking place in a certain area if the aerial image is hard to understand.

3. Zoom to HUC being evaluated
   a) Zoom in to your general location. Use the Mouse Wheel or zoom box located at the bottom of the Navigation tool

   b) Use search tool to enter a HUC 12 and zoom to that feature. Search by Text is the default setting for this tool.
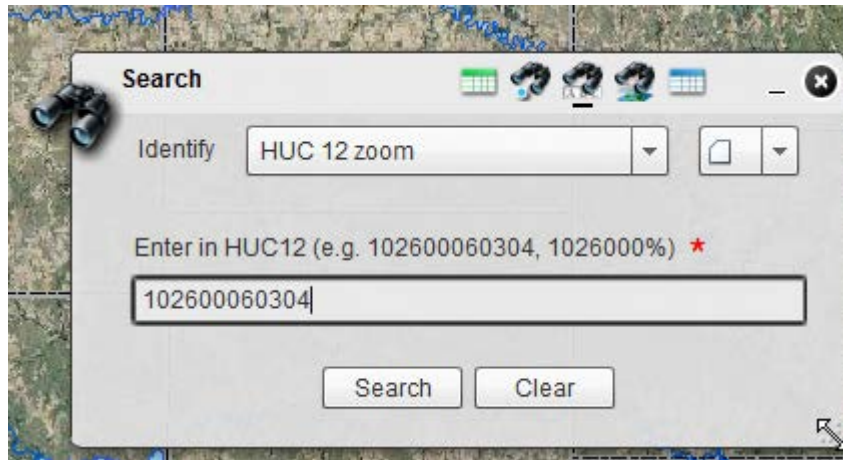
*(See **WSM-Help** for instructions on graphic search, text search or spatial search.)*

C. How do I add/delete Lines

1. Zoom all the way in to the Aerial Image you have selected. Your method of covering the watershed is up to you. Examples are up main stem and then up each tributary, Grid layout, etc.

2. Opening the **Edit Tool** starts a line edit session

3. Adding Lines
   a) Click on the *Edit Lines* Bar in the **Edit Tool**
   b) Click on the Map where you want to add your line – double clicking to end the line
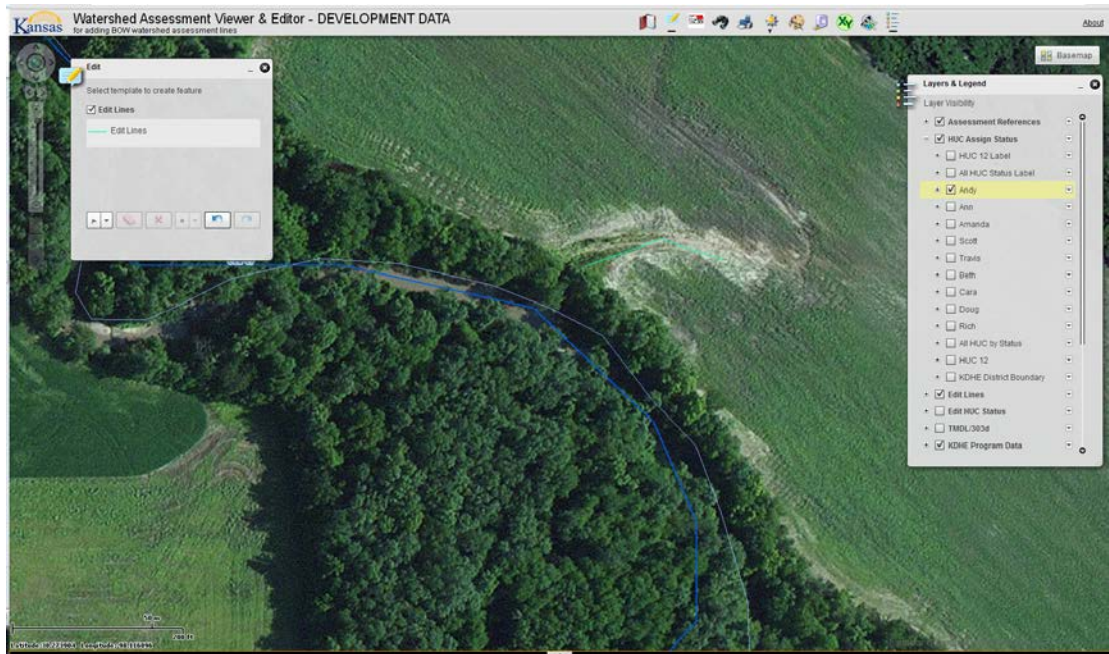
c) Enter in Attribute information in the popup box. Fields can be left blank, but not recommended. Program Staff will set standards of what should be collected for each Line of Interest.
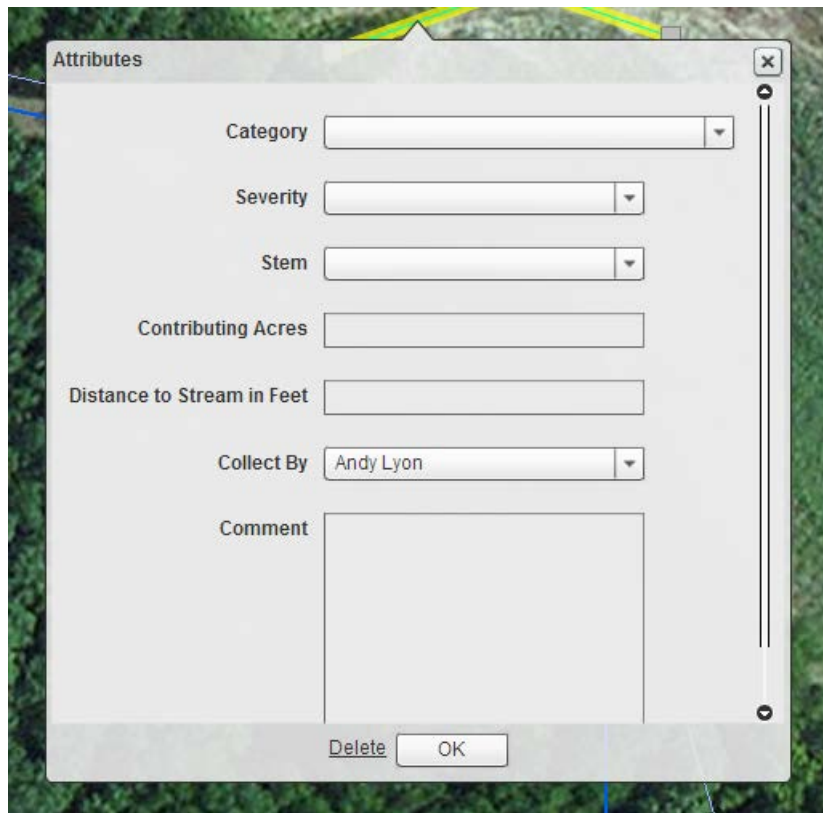
d) The map will need to be panned before the label will draw

4. Manage features: edit a line
   e) Click on the line on the screen to select it

f) The line will become highlighted in yellow and the attribute box will appear

- Move the line by clicking in the map – click ok
- Change the attributes in the dialog box – click ok
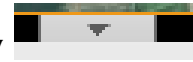- Click the delete button to delete

5.   Undo

g) There is an undo and redo available. This will reset itself if the web map is restarted, but will remain available during the session.
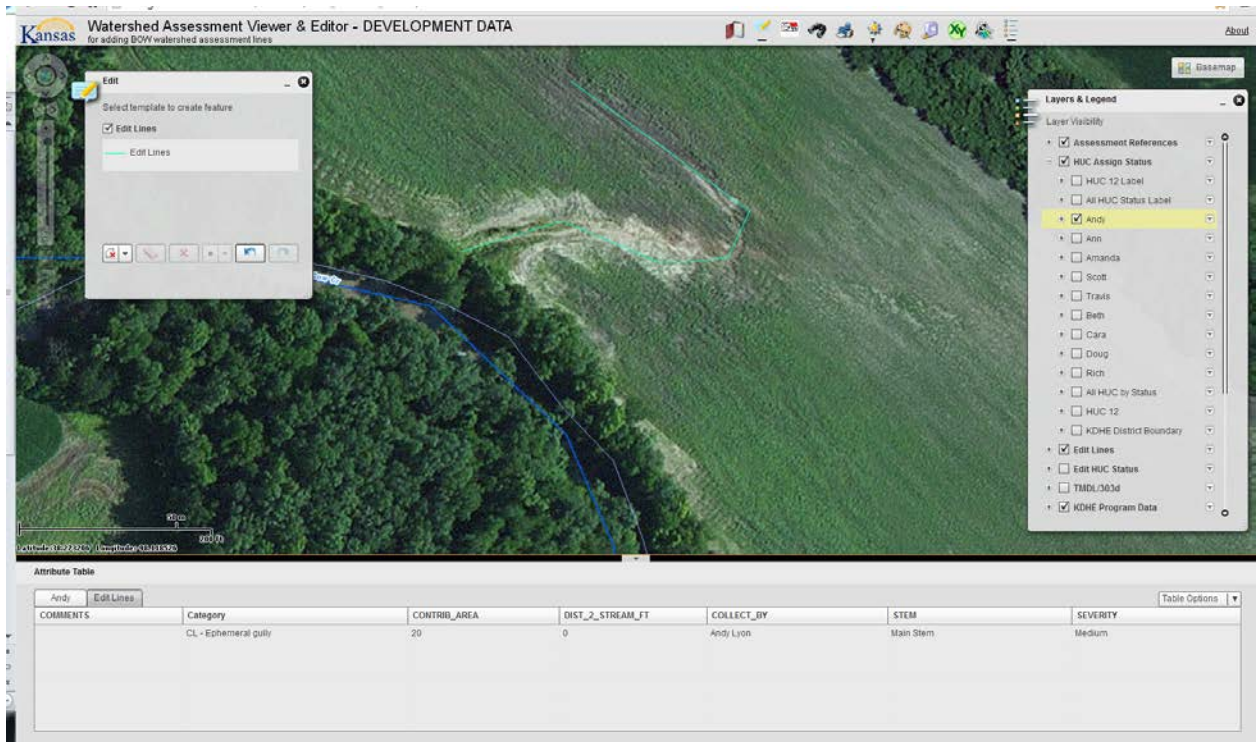
6. Manage Attribute Data with Table

h) An Attribute table for just the Editable Line is available at the bottom of the map.

i) Clicking on the arrow to open attribute window

j) This table will only show the lines that are currently visible in the web map application viewing area

k) Click in the table to edit the attributes of the point/line without having to open the attribute dialog box. The edits are automatically saved when you click anywhere in the web map.

l) Click on a row and hit delete to remove the point/line feature

m) Use the Table Options in the upper right hand corner to export the list of attributes to a CSV file. This is similar to results you would get with the search tool.

D. <u>Data Review</u>

a) Once assessment has been completed data will be review with team consisting of Project Officer, Assessment Coordinator, and one other team member.

E. <u>Report Creation</u>

a) All lines are retained in attribute table of underlying GIS project. HUC 12 attribute is added to each line overnight. Assessment Coordinator will quarry data and create report based on master template.