

# VT Culverts Editable Web App For Municipalities & RPCs

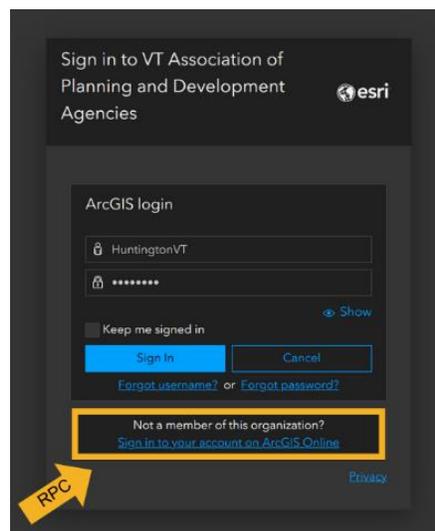
## 1. Access the app

From the VT Culverts website (<https://www.vtculverts.org/>), open the editable map by clicking **Add or Edit Culverts/Bridges (Authorized Users)** at the top of the page:

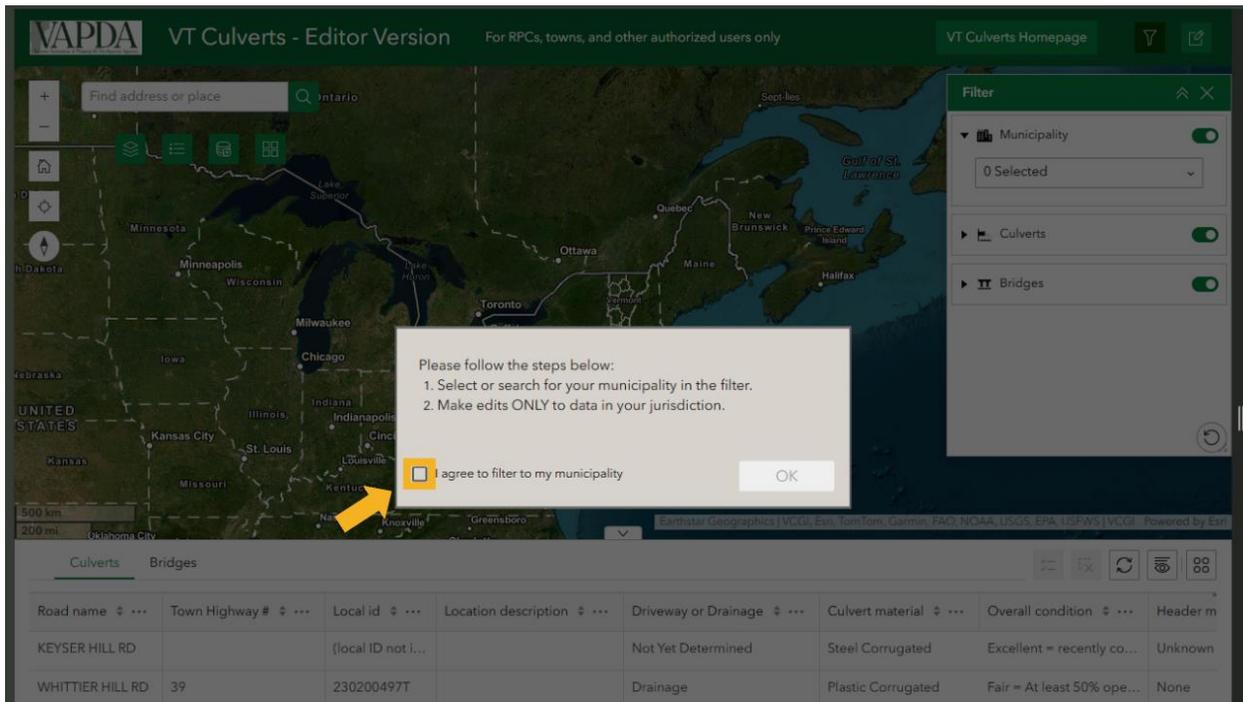


If you're not already logged in:

- Municipality: Enter your municipality username and password, then click **Sign In** to log in.
- RPC: Click **Sign in to your account with ArcGIS online**, then sign in with your RPC ArcGIS Online username and password.



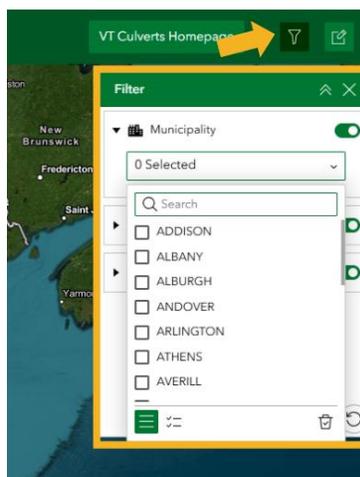
Check the box in the pop-up to agree to filter by your municipality, which ensures that you're ONLY editing your municipal data. Then click **OK** to enter the app.



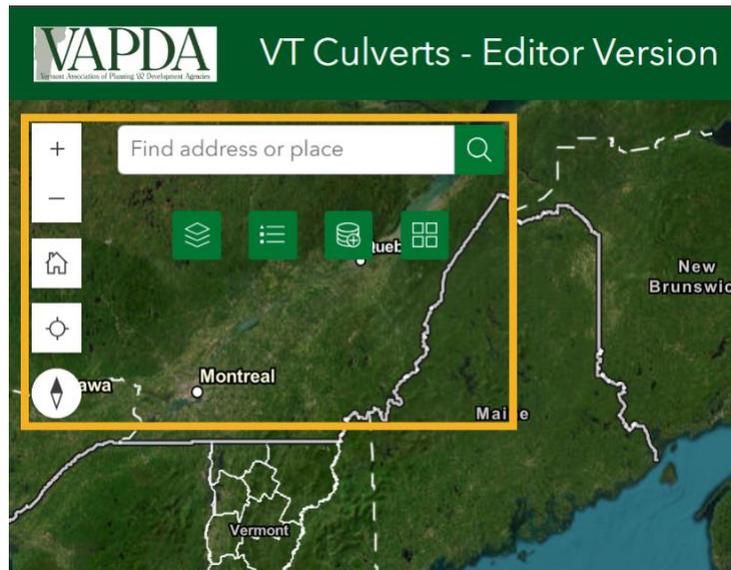
## 2. Filter by municipality



Start typing a municipality name in the **Filter** widget in the top right. Click to mark the checkbox next to your municipality name, and the map zooms to your selected municipality.



### 3. Using the map tools



**Legend:** View the legend



**Map Layers:** Turn layers on/off. Explore many useful layers – E911 address points, Fish & Wildlife stream crossing structures, Road Erosion Scoring (MRGP), Road Segment Priority (MRGP), Parcel boundaries, LiDAR Hillshade



**Basemap Gallery:** Change the basemap (the background air photo, topo map, etc.)



**Add Data:** Use this widget to add data from your ArcGIS Online content, a URL, or uploaded file (supports file types: Shapefile, CSV, KML, GeoJSON, GPX).



**Zoom in / Zoom out:** click the plus (+) and minus (-) sign to zoom in and zoom out, respectively. You can also use a mouse scroll wheel or keyboard plus (+) and minus (-) keys.



**Default map view:** Use the house button to return the map to its original extent (state of Vermont level).

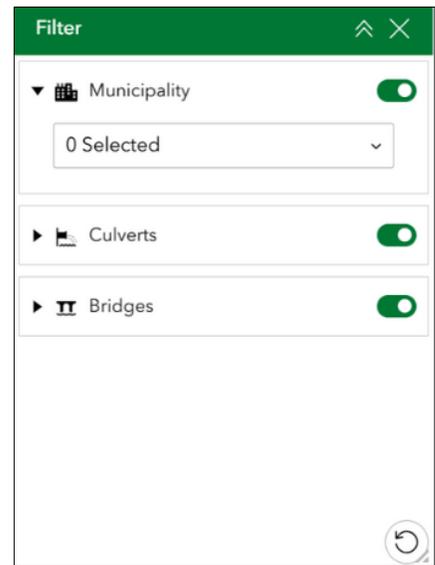


**Find my location:** Zoom to your location using GPS by clicking on the location crosshair button

## 4. Edit or add a structure

Change attribute data in the editor or move the structure location on the map. Edits can be accomplished in different ways. First, locate a structure. To do this (after filtering and zooming the map to your municipality):

- Zoom in to the map to the structure's location  
OR
- Search for a road or address on the map  
OR
- Expand the **Filter** widget's **Culverts** and **Bridges** sections to filter by road name, condition, type, and more. (Be sure the filter toggle buttons are on.)

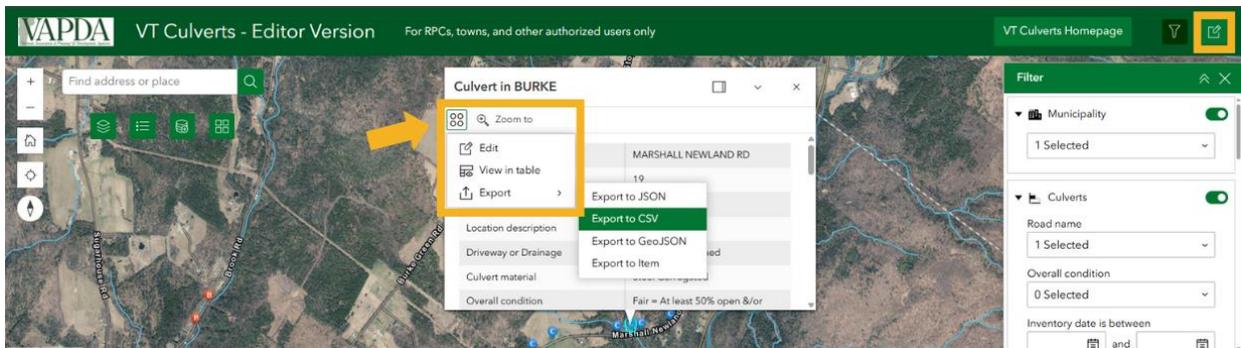


### Edit an existing structure's attributes

After locating a structure to edit, open the editor:

- Click the structure on the map and view its details in the pop-up window. In the upper left of the pop-up, click on the **Actions** button and then **Edit**  
OR
- Open the editor with the **Add/Edit Bridges or Culverts** button in the top navigation bar, then click on the structure to edit.

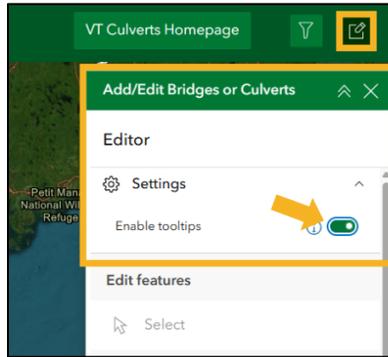
Once the editor is open and the structure is selected, the structure's attributes appear in the editor widget. Many of the fields provide a dropdown list of choices. Field names with an asterisk require input.



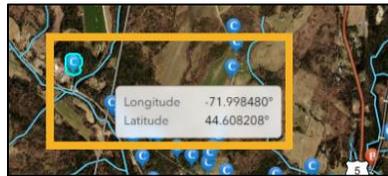
## Change the location of the structure

To move a structure, click and drag the structure's point symbol to the intended location. If you would prefer to edit the point's coordinates, follow the steps below:

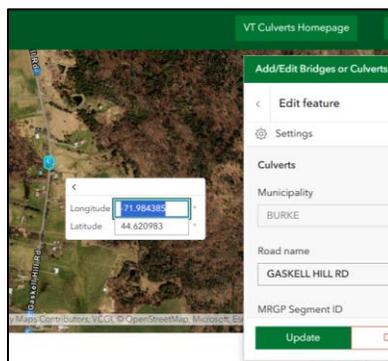
1. With the editor open, turn on tooltips in the editor settings.



2. When adding or editing a structure, its Latitude/Longitude coordinates will appear on the map when the structure is selected.



3. After the tooltip appears, use the "Tab" key to edit the coordinates. Enter Lat/Long (The latitude will start with 42, 43 or 44 before the decimal point. The longitude will start with -71, -72 or -73 before the decimal point - the negative sign is necessary.) Once finished, click "Enter" to save and close the coordinates.



Always click the **Update** button when done editing a structure.

## Add a new structure

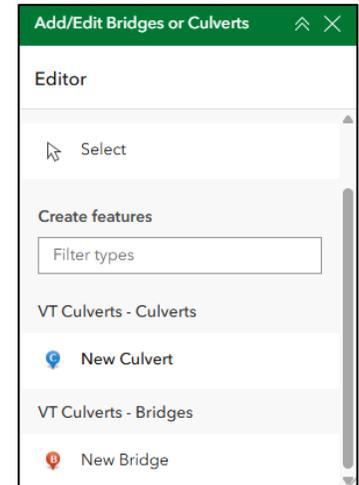


After filtering the map to your municipality, open the editor using the **Add/Edit Bridges or Culverts** button in the top navigation bar:

In the editor, click **New Culvert** or **New Bridge**.

Locate the correct location on the map manually by zooming in or searching for a road name, for example. Click once to place the point on the map. If you want to place a point using its coordinates, use the tooltips in the editor, following the steps beginning on page 5 above.

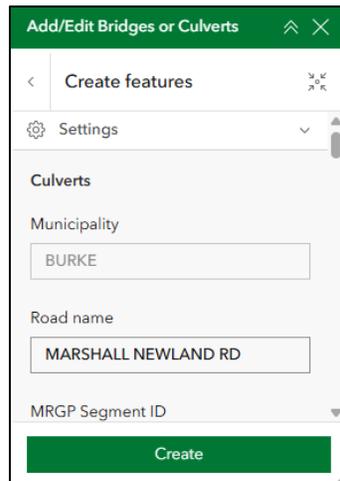
The attribute fields appear in the editor widget after clicking the location on the map. Input the attribute data as necessary, then click **Create** to save the structure.



**NOTE:** Required fields in the editor have an asterisk – your changes will not save until these fields are filled in.

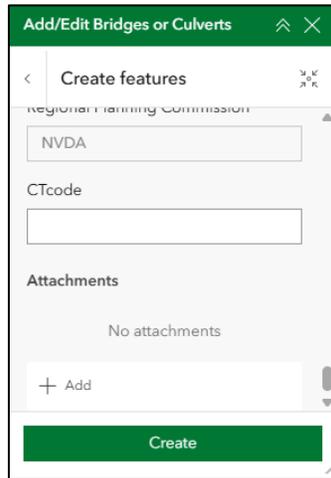
You do not need to add Municipality, Road Name, MRGP Segment ID, RPC, and CTcode. These fields are automatically populated.

Once all required data is entered the save button will work (it is grayed out until required information is completed). Click the save button when done editing.



## Add attachments

At the bottom of the editor, attach files (photos, drawings, etc.) to the structure's details.



The screenshot shows a mobile application interface for adding or editing bridges or culverts. The title bar is green and contains the text "Add/Edit Bridges or Culverts" along with a back arrow and a close icon. Below the title bar, there is a section titled "Create features" with a back arrow and a close icon. The form contains several input fields: "NVDA" (with the value "NVDA" entered), "CTcode" (empty), and "Attachments" (with the text "No attachments" displayed). Below the "Attachments" section, there is a "+ Add" button. At the bottom of the form, there is a large green "Create" button.

Click **Create** to add your structure. The button will be inactive unless all required fields are completed.

**Questions? Comments? Contact your Regional Planning Commission.**