

Addressing Interface

Reference Guide



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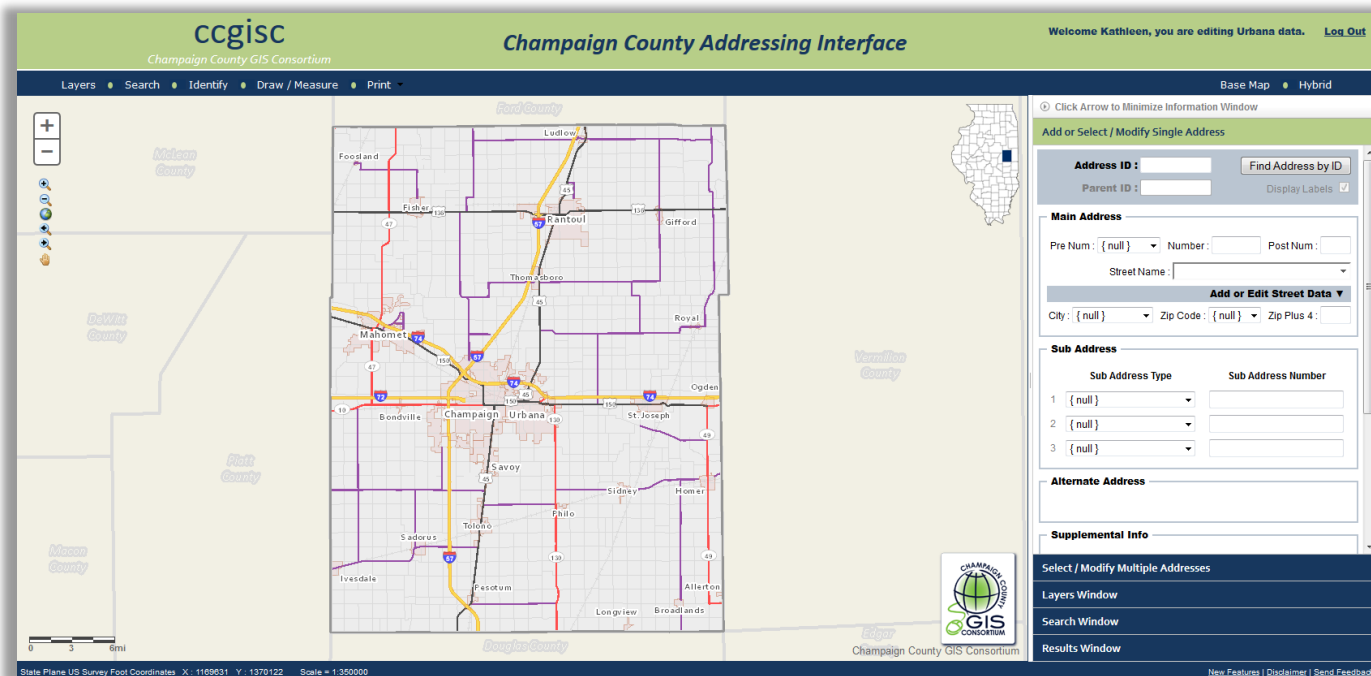
1.0 Introduction

The [Champaign County Addressing Interface](#) is a web-based application used to capture and store addresses from each addressing authority in Champaign County. Within Champaign County, there are twenty-five (25) incorporated entities that have the authority to assign addresses. This authority was granted by the State of Illinois in Chapter 55 and Chapter 65 of the Illinois Compiled Statutes (ILCS).

The Addressing Interface provides a single point of entry for each addressing authority to edit addresses within their jurisdiction in a centralized county-wide address database. Centralizing the addresses into a single database provides one source of uniform address data for the entire County. Uniform address data enables disparate address-based software systems to easily share data and allows entities to communicate using a common “address” language. Addresses from the database can be immediately redistributed, reformatted and/or scaled to meet the needs of each addressing authority.

The Addressing Interface also provides **view-only** access. With view-only access users can 1) select and view individual addresses, 2) select and view multiple addresses based on a specific query criteria, i.e. StreetName = ‘Main’, Authority = ‘Mahomet’, or 3) export entire address database, selected records, or addresses within a specific addressing authority.

The Champaign County Addressing Interface is built on the [CCGIS Interactive Public Map](#); the functionality built into the public site is also available in the Addressing Interface. The Interface contains two additional windows, **Add or Select/Modify Single Address** and **Select/Modify Multiple Addresses**, that allow **authorized** users to add, select or modify address data found inside their respective jurisdictions.



2.0 Addressing Interface Credentials

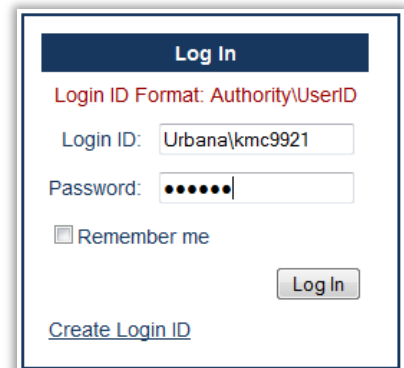
A valid **Login ID** and **Password** are required to utilize the Addressing Interface. The **Login ID** is a login identification name that is formatted as **Authority\UserID** where *Authority* is the addressing authority name and *UserID* is the editor's personal user identification name. The **Password** is unique to each addressing authority name; every user within an authority will use the same password. Log In credentials are used to track edits made by a specific user and limits the editable addresses to those within an entities addressing jurisdiction.

2.1 Logging in to Interface (Edit or View-only access)

To log in to the Interface a user needs the **Authority** name, **UserID** and **Password**. The *Authority* and *Password* are provided by the entities primary address contact. The *UserID* needs to be created when the user first logs in to the Interface.

2.1.1 Returning Users

1. **Enter** the Login ID
*The Login ID is to be entered as a combination of Authority and UserID formatted as **Authority\UserID** – see Log In Window example to the right.*
2. **Enter** the Password
3. **Click** the “Log In” button



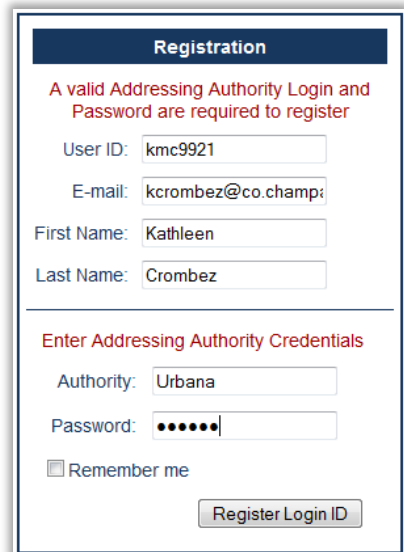
2.1.2 First Time Users

1. **Obtain** the *Authority* and *Password* from your entities primary address contact.

NOTE:

- If you do not know who your entities primary contact is, please contact the Champaign County GIS Consortium at ccgisc@co.champaign.il.us.
- If you are the primary contact and need to obtain the authority name and password contact Champaign County GIS Consortium (CCGISC) at ccgisc@co.champaign.il.us.

2. **Click** “Create Login ID” to open the Registration Window
3. In the top portion of the Registration Window, **Enter** the following information:
 - User ID
*The User ID is **created** by the user and can be alphanumeric and supports letters A-Z and numbers 0-9.*
 - Business E-mail address
 - First Name
 - Last Name
4. In the bottom portion of the Registration Window, **Enter** Addressing Authority Credentials obtained in step 1.
5. **Click** Register Login ID button



3.0 Using the Addressing Interface

The Champaign County Addressing Interface is built on the [CCGIS Interactive Public Map](#); the functionality built into the public site is also available in the Addressing Interface. The Addressing Interface contains two additional windows, **Add or Select/Modify Single Address** and **Select/Modify Multiple Addresses**. One window is for single address edits and the other is for multiple address edits.

3.1 Single Address Edit Window

The single address edit window is the only location where new addresses can be entered and placed onto the map. This window can also be used to select, modify or delete a single address record. The window is organized into five sections that correspond with the following address elements:

- Address ID
- Main Address
- Sub Address
- Alternate Address
- Supplemental Info

In addition, the bottom of the single address edit window contains dynamic buttons. These buttons provide the user transaction (insert, update and delete) and selection options.

3.1.1 Address ID

The **Address ID** section contains the *Address ID* text box, the *Parent ID* read-only text box, the *Find Address by ID* button and the *Display Labels* check box.

3.1.1a Address ID and Find Address by ID

Address ID is a unique identifier that is assigned to each address, similar to an OBJECTID in an ESRI feature layer. Addresses can be quickly selected by their Address ID using the *Find Address by ID* button.

Click Arrow to Minimize Information Window

Add or Select / Modify Single Address

Address ID : Find Address by ID

Parent ID : Display Labels ☒

Main Address

Pre Num : { null } Number : Post Num :

Street Name :

Add or Edit Street Data

City : { null } Zip Code : { null } Zip Plus 4 :

Sub Address

	Sub Address Type	Sub Address Number
1	{ null }	<input type="text"/>
2	{ null }	<input type="text"/>
3	{ null }	<input type="text"/>

Alternate Address

Supplemental Info

Residential : ☒ Yes ☐ No Mailable : ☒ Yes ☐ No Anomaly : ☐ Yes ☒ No

Status : Active Feature Type : Standard

PIN : (Populated from Tax Parcel)

Proprietary ID :

Select / Modify Multiple Addresses

Layers Window

Search Window

Results Window

To Select an Address by the Address ID:

1. Enter the Address ID in the *Address ID* text box
2. Click *Find Address by ID* button



Addresses can also be selected by:

- Clicking on an address point on the map
- Entering an existing address in the main address section

3.1.1b Parent ID

The **Parent ID** is the **Address ID** of the parent address point.

The **Parent ID** and the **Address ID** will be the same value if the selected address point is a main address **or** the selected sub address (child) point is not assigned a related main (parent) address.

The **Parent ID** and the **Address ID** will be different values if the selected address point is a sub address point that was assigned to a main address point; the sub address participates in a parent/child relationship.

3.1.1c Display Labels Check Box

The **Display Labels** check box gives the user the ability to turn on and off the address point and street address range labels found on the map. By default, the labels are on.

The image shows two examples of the address form. The top example shows 'Address ID : 57026' and 'Parent ID : 57026', with the 'Display Labels' checkbox checked. Below it is the text 'Example: Selected address does **not** participate in a parent/child relationship'. The bottom example shows 'Address ID : 66221' and 'Parent ID : 57027', with the 'Display Labels' checkbox checked. Below it is the text 'Example: Selected address participates in a parent/child relationship'.

3.1.2 Main Address

A main address is composed of seven components; four of the components are *required* fields (indicated in the image below with **red**), the other components are *optional* fields. The user needs to populate, at a minimum, the required fields to add a new address or to select or modify an existing address. Once the address information is entered, **transaction** and **selection** buttons will become visible at the bottom of the *Single Address Edit Window*. The transaction buttons – Insert, Update and Delete - are used to commit address edits, additions or deletions. The selection buttons provide various selection options. See section 3.1.6 – *Single Address Edit Window Buttons* for more detail.

The image shows the 'Main Address' form. The required fields are highlighted in red: 'Pre Num : { null }', 'Number : 403', 'Street Name : E Elm Street', 'City : Urbana', and 'Zip Code : 61802'. The optional fields are 'Post Num :', 'Add or Edit Street Data ▼', and 'Zip Plus 4 :'. The 'Number' field is a text input, 'Street Name' is a dropdown menu, 'City' is a dropdown menu, and 'Zip Code' is a dropdown menu.

An explanation of each of the main address components is provided on the following page.

3.1.2a **Pre Num** (optional)

Pre Num is the Address Number Prefix designator that precedes the Address Number. This is an **optional** field with predefined values. The predefined values are supplied as a drop down selection box. Valid values include *P.O. Box* and *Milepost*.

NOTE: Milepost is **required** when creating an address record for an Interstate mile marker

3.1.2b **Number** (required)

Number is the main Address Number. This is a **required** field that only allows integers as the input value. Valid input examples include 1001, 525, 302, etc.

3.1.2c **Post Num** (optional)

Post Num is the Address Number Suffix designator that follows the Address Number. This is an **optional** field and values are restricted to 5 characters. Post Num is used when more than one address is needed for the same main address number. Examples include the ½ designator i.e. 500 ½ or letter extensions such as A, B, C, etc. i.e. 501A, 501B, 501C.

NOTE: There are situations when the use of a Post Num is necessary, but are otherwise discouraged. See Section 2.3.2b of the "[Champaign County Incorporated Areas Street Address Standards](#)" for more detail.

3.1.2d **Street Name** (required)

Street Name is a **required** field that is restricted to only display streets that reside within the address authority's boundary. Valid values are selected from the drop down selection box however; values may be filtered using the auto complete feature that is activated once the user begins to type a street name into the drop down selection box.



Street names can be **edited** or **added** to the drop down selection box. See the **Add or Edit Street Data** functionality described below in subsection 3.1.2-1.

3.1.2e **City / Zip Code** (required)

City and Zip Code are **required** fields. Valid values are selected from the drop down selection box. The two fields are linked to each other. When the user selects a city, the zip code will automatically fill in the lowest zip code value assigned to the selected city. If the user first selects a zip code, the city field is automatically populated with no additional selection necessary.

3.1.2f **Zip Plus 4** (optional)

Zip Plus 4 is an optional field that only allows an input value of a 4-digit integer.

3.1.2-1 Add or Edit Street Data Panel

Street Name data listed in the Street Name drop down selection box in the Main Address section can be added, edited or deleted by clicking on *Add or Edit Street Data*.

A street name is composed of one or more of the seven components found in the input panel. Street Name is the only **required** component or field in the Interface, the others are **optional**.

NOTE: Section 2.4.2 of the [Champaign County Incorporated Areas Street Address Standards](#) requires a Street Post Type. This is not a required field in the Interface to accommodate **existing** street names.

The 'Main Address' form contains the following fields: 'Pre Num' (dropdown menu with '{ null }'), 'Number' (text input with '403'), 'Post Num' (text input), 'Street Name' (dropdown menu with 'E Elm Street'), 'City' (dropdown menu with 'Urbana'), 'Zip Code' (dropdown menu with '61802'), and 'Zip Plus 4' (text input). A button labeled 'Add or Edit Street Data' with a downward arrow is located below the 'Street Name' field.

The 'Add or Edit Street Data' form contains the following fields: 'Selected Street Name ID' (text input), 'Street Pre Direction' (dropdown menu with '{ null }'), 'Is the Street Pre Direction' (radio buttons for 'Used' and 'Implied'), 'Street Pre Type' (dropdown menu with '{ null }'), 'Street Name' (text input), 'Street Post Type' (dropdown menu with '{ null }'), 'Street Post Direction' (dropdown menu with '{ null }'), and 'Street Post Modifier' (dropdown menu with '{ null }').

An explanation of the fields is provided below.

3.1.2-1a **Street Pre Direction** (optional)

Street Pre Direction is the Street Name Prefix Direction that precedes the Street Name. This is an **optional** field with predefined values supplied in a drop down selection box. Valid values include North, South, East or West.

3.1.2-1b **Street Pre Direction Used or Implied** (optional)

This is a radio button field that is activated and required when a Street Name is assigned a Street Pre Direction. When the button is set to *Used* the Street Pre Direction is contained in the complete street name string. When the button is set to *Implied* the Street Name Pre Direction is entered into the database but, is omitted from the complete street name string.

3.1.2-1c **Street Pre Type** (optional)

Street PreType is the Street Name Prefix Type and precedes the Street Name. This is an **optional** field with predefined values supplied in a drop down selection box. Valid values include US Route, Illinois State Route, Interstate, County Road, Business Route, County Highway, and Junction.

3.1.2-1d **Street Name** (required)

Street Name is the official name of a roadway assigned by the addressing authority; it excludes street types, directional and modifiers. This is a **required** field with a maximum length of 25 characters and is restricted to the letters A-Z, spaces, and apostrophes for named streets. The field is restricted to the numbers 0-9 for numbered streets, i.e. County Roads, Interstates, State Routes, etc.

NOTE: Punctuation such as apostrophes, dashes, etc. is prohibited in **new** street names. See Section 2.4.2a-5 of the [Champaign County Incorporated Areas Street Address Standards](#) for more details. Apostrophes are accommodated for **existing** street names.

3.1.2-1e **Street Post Type** (optional)

Street Post Type is an acknowledged United States Postal Service (USPS) Street Name Suffix Type. This is an **optional** but encouraged field with predefined values supplied in the drop down selection box. Valid values include, but are not limited to, Street, Road, Cove, Lane, Alley, etc.

3.1.2-1f **Street Post Direction** (optional)

Street Post Direction is an **optional** field that is reserved for **existing** duplicate street names in the same quadrant in an address jurisdiction that branch or split into different roadways. Predefined values are supplied in a drop down selection box. Valid values include North, South, East or West.

NOTE: See Section 2.4.4 of the "[Champaign County Incorporated Areas Street Address Standards](#) for more details.

3.1.2-1g **Street Post Modifier** (optional)

Street Post Modifier is an **optional** field that is used to describe a deviation or split in the path of an existing roadway. Predefined values supplied in a drop down selection box. Valid values include Spur, Extension, Bypass, Service, Ramp, and Turn Around.

3.1.2-1.1 *Functionality of the Add or Edit Street Data Panel*

The *Add or Edit Street Data* panel is used to **Insert**, **Update** or **Delete** a street name. The type of transaction made available to user is dependent on if a street name exists in the database and there are any addresses associated to the street name.

Associated Addresses

If a street is selected when the *Add or Edit Street Data* panel is opened, the top of the panel will display the complete street name and the number of addresses in database that are associated to the street.

The diagram illustrates the workflow for adding or editing street data. On the left, the 'Main Address' form contains fields for 'Pre Num' (set to { null }), 'Number' (403), 'Post Num', 'Street Name' (E Elm Street), 'City' (Urbana), 'Zip Code' (61802), and 'Zip Plus 4'. A red arrow points from the 'Add or Edit Street Data' button in this form to a detailed panel on the right. This panel, titled 'Add or Edit Street Data', shows the selected street as 'E Elm Street' with '91 Addresses'. It includes fields for 'Selected Street Name ID' (3846), 'Street Pre Direction' (East), 'Is the Street Pre Direction' (radio buttons for 'Used' and 'Implied'), 'Street Pre Type' ({ null }), 'Street Name' (Elm), 'Street Post Type' (Street), 'Street Post Direction' ({ null }), and 'Street Post Modifier' ({ null }).

Insert a Street

When the user makes changes to the street name component fields, the Interface will check the database to see if the street exists in the database.

- If the street exists in the database, the Interface will automatically select the existing street.
- If the street does **not** exist an **Insert** button becomes available. The Insert button inserts/adds the new street to the database.

Update a Street

If a street is already selected when the user changes the street name component fields, an **Update** button is available. The update button makes the specified changes to the selected street name.

The street name will be updated on all associated address records.

The screenshot shows a web interface titled "Add or Edit Street Data". At the top, there are two buttons: "Insert" and "Update". The "Insert" button is highlighted with a red box and a red arrow. The "Update" button is also highlighted with a red box and a red arrow, and it has a label "E Elm Street to E Elm Court" next to it. Below the buttons, there is a section labeled "91 Addresses". Under this section, there are several fields: "Selected Street Name ID" with the value "3846", "Street Pre Direction" with the value "East", "Is the Street Pre Direction" with radio buttons for "Used or" (selected) and "Implied ?", "Street Pre Type" with the value "{ null }", "Street Name" with the value "Elm", "Street Post Type" with the value "Court", "Street Post Direction" with the value "{ null }", and "Street Post Modifier" with the value "{ null }".

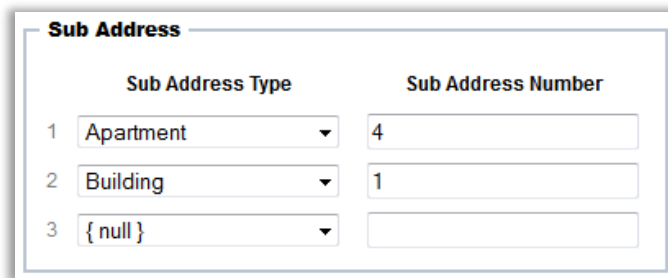
Delete a Street

A Street can only be deleted when there are not any associated address records. When the Interface determines that there are not any address records are associated to the selected street the **Delete** button becomes available.

3.1.3 Sub-Address

Sub-addresses create a unique address string when a unique address string cannot be obtained from the combination of address number + street name + city/zip. Sub-addresses are typically used in multi-unit developments where separate units are contained in one building or several buildings are contained within one complex. For example 221 Spruce St, Apartment 2 or 3901 Daffodil Ln, Building A, Apartment 2.

An address may be assigned up to three sub-addresses. Sub-address assignment is **optional** and should only be used to create a unique address string. A sub-address is composed of two components, *Sub-Address Type* and *Sub-Address Number*.



The screenshot shows a form titled "Sub Address" with two columns: "Sub Address Type" and "Sub Address Number". There are three rows of input fields, each preceded by a line number (1, 2, 3). Row 1 has "Apartment" selected in the type dropdown and "4" in the number field. Row 2 has "Building" selected in the type dropdown and "1" in the number field. Row 3 has "{ null }" selected in the type dropdown and an empty number field.

	Sub Address Type	Sub Address Number
1	Apartment	4
2	Building	1
3	{ null }	

3.1.3a Sub-Address Type (required)

Sub-Address Type describes the occupancy type of a sub-address. It is a **required** field with predefined values supplied in a drop down selection box. Valid values include Building, Apartment, Unit, Suite, Floor, Wind Turbine, Lot, Cell, Parking Lot, and Department.

3.1.3b Sub-Address Number (optional/required)

Sub-Address Number is the value assigned to the sub-address type. It is a **required** field except when the sub-address type of *Basement* or *Garage* is selected. The sub-address number field supports an entry of up to 20 characters.

3.1.3-1 Sub-Address Functionality

Additional functionality and data controls are built into **Sub Address** section of the Interface. The Interface prevents the use of duplicate sub-address types on an address and provides the user the ability to re-order sub-address components.

3.1.3-1a Duplicate Sub-Address Types

The Interface does not allow the use of a sub-address type more than once per sub-address. For example a sub-address of **Building 1**, **Building C** is prohibited. When a sub-address type is selected it will no longer be an available value in the other *Sub-address Type* drop down boxes.

3.1.3-1b Re-order Sub-Address Components

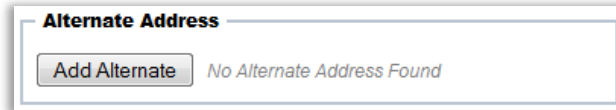
The order in which the sub-address is stored in the database is determined by the order the sub-address was entered into the Interface. Line numbers are located to left of the *Sub-Address Type* input boxes. If line 1 is assigned Building A and line two is assigned Apartment 101, the sub-address will be stored as Building A, Apartment 101. To change the order of the sub-address components, the user can drag and drop the components into the correct position.

3.1.4 Alternate Addresses

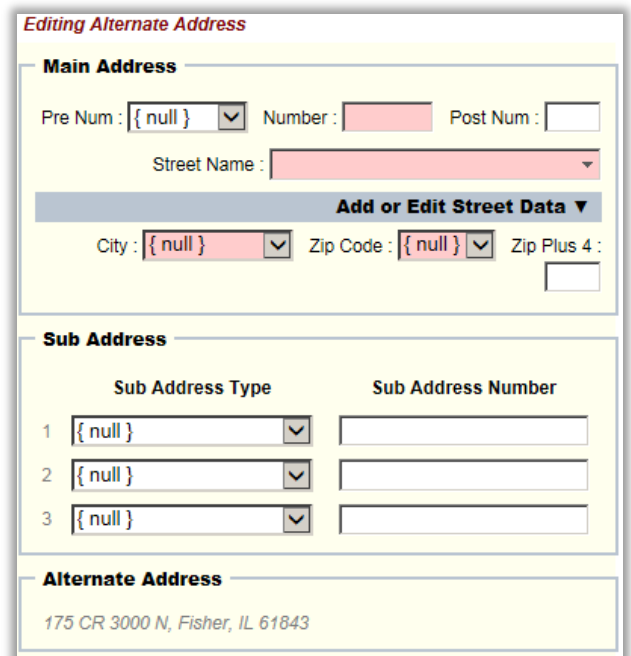
An alternate address is added when two different main addresses are used to describe the same location. The most common scenario is when a location is described by both a rural (county road address) and an urban address. Alternate Addresses are rare but they do exist throughout Champaign County. An address may only be assigned one alternate address.

To Add an Alternate Address:

1. **Select** an address point that is to be assigned an alternate address, this will activate the *Add Alternate* button



2. **Click** the *Add Alternate* button
 - The background of the Single Address Edit Window will change from white to yellow
 - The language *Editing Alternate Address* will appear in red at the top of the window
 - The selected address point will no longer appear selected in the Map
 - The selected address will be listed in the Alternate Address section
3. **Add** the address information and any supplemental sub-address information into Single Edit Window
 - The **Insert** button will be added and activated at the bottom of the Window



NOTE: Alternate addresses require all the same components as the primary address

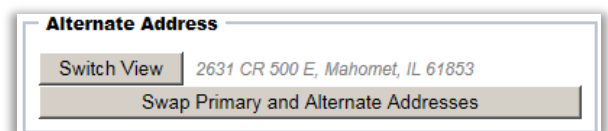
- The point shared by the primary and alternate address will highlight
- The address label of the alternate address will appear gray, the primary will appear black

To Swap the Primary and Alternate Address OR Switch the Address Referenced in the Window:

1. **Select** an address point with an associated alternate address and two buttons, *Switch View* and *Swap Primary and Alternate Addresses* will become visible.
2. **Click** the *Swap Primary and Alternate Addresses*
 - The primary address becomes the alternate and the alternate address becomes the primary

OR

3. **Click** *Switch View*, this allows the user to switch back and forth between the two addresses



3.1.5 Supplemental Info

The Supplemental Info section contains supplementary information about a collected address. The Information provides a broader understanding of an address and provides users with additional data filtering options. The majority of the fields are required.

The screenshot shows a web form titled "Supplemental Info". It contains several fields and sections:

- CitizenServe**: A checkbox followed by the text "Urbana Only" in red.
- Residential**: A radio button labeled "Yes" (selected) and a radio button labeled "No".
- Mailable**: A radio button labeled "Yes" (selected) and a radio button labeled "No".
- Anomaly**: A radio button labeled "Yes" (selected) and a radio button labeled "No".
- Anomaly Type**: A dropdown menu with "Other Not Defined" selected.
- Status**: A dropdown menu with "Active" selected.
- Feature Type**: A dropdown menu with "Standard" selected.
- PIN**: A text input field with the text "(Populated from Tax Parcel)" to its right.
- Orphan**: A checkbox.
- Proprietary ID**: A text input field.
- Landmark**: A dropdown menu.
- Add or Edit Landmarks**: A button with a downward arrow.
- Additional Attributes**: A section containing:
 - Uofl Building Ownership Status**: A dropdown menu with "{ null }" selected.
 - United States Census Group Quarters Designation**: A checkbox.
 - CCGIS Notes**: A text area with up and down arrows.

3.1.5a **CitizenServe** (only applicable to the City of Urbana)

A checkbox used for addresses within the Urbana Addressing Jurisdiction ONLY. The checkbox denotes which address, in a parcel with multiple addresses, is exported to Urbana's CitizenServe software. When used, the address label to the right of the check box lists the checked address for any selected address points within the parcel.

3.1.5b **Residential** (required)

A Yes/No radio button used to indicate if the address is a residential address.

3.1.5c **Mailable** (required)

A Yes/No radio button used to indicate if the address is a mailable address.

3.1.5d **Anomaly** (required)

A Yes/No radio button used to indicate if the address is an anomaly. An address is considered an anomaly if it is inconsistent with surrounding addresses or violates specific addressing standards.

3.1.5e **Anomaly Type** *(required when applicable)*

The *Anomaly Type* field defines the type of address inconsistency. The field is **required** and ONLY becomes visible when the Anomaly button is set to **Yes**. An anomaly type is selected from list of values in a predefined drop down selection box. An address is restricted to one anomaly type. A list and description of valid anomaly types are found below. If needed, additional anomaly values can be added to the list.

City and County Mixed	The address is among other addresses that are addressed using a different jurisdictional grid. For example, a county road addresses are intermixed with city addresses or vice versa.
Condo – Unknown PIN	<p>The address is assigned to a condo and the PIN is unknown. Reasons for this could be:</p> <ul style="list-style-type: none">• the condo has been divided and it is not confirmed what platted condo was divided• the address was proposed, but a condo wasn't developed for it• multiple condos were dissolved and the addresses were not updated• or simply, the address and matching PIN have not been confirmed
Field Check Needed	The address may be incorrect and needs to be investigated by visual inspection. All other ways of verifying the address were exhausted.
Geocodes to Wrong Side	The address follows the jurisdictional addressing grid, but it geocodes to the wrong side of the street centerline. This anomaly is likely an error with the geolocator and is a rare occurrence.
Multiple Zip Codes	The address point contains both a main and alternative address in different zip codes. This occurs when a single location (address point) is assigned a mailing address that differs from the location address AND the mailing and location address are within different zip codes.
No Address Number	The partial address does not include an address number. Currently this category is only used for addresses on University of Illinois property.
Non-Conforming	The address fits into more than one of the anomaly categories. For example, the address is both out of sequence and is a parity error .
Non-Conforming and Multiple Zip Codes	The address point fits into more than one of the anomaly categories and both a main and alternative addresses are located in different zip codes.
Other not Defined	The address does not follow the jurisdictional addressing grid and does not fall within any of the pre-defined anomaly categories.
Out of Jurisdiction	The address is not in the address jurisdictional boundary of the address authority that claims the address point.

Out of Sequence	The address is not in sequential order when compared to the surrounding addresses on the same side of the street.
Parity Error (Wrong Side)	The address is not following the parity of the jurisdictional addressing grid. It is located on the odd instead of the even side of the road or vice versa.
Street CL Not Drawn	The address is assigned but the property has not yet been developed.

3.1.5f Status *(required)*

The *Status* field describes the activity status of an address. This is a required field with predefined values supplied in a drop down selection box. Valid values include Active, Pending, Temporary, Retired, Disaster Area, and Razed. **Please note**, Razed is primarily reserved for demolished U of I buildings.

3.1.5g Feature Type *(required)*

The *Feature Type* field describes the type of feature that is addressed. This is a **required** field with predefined values supplied in a drop down selection box. Valid values include Standard, Recreation, Parking Lot, Cell Tower, Billboard, Utility, Wind Turbine, Water Feature, Airport, and Vacant Land. The majority of the addresses are categorized as Standard.

3.1.5h PIN *(optional/auto generated)*

The *PIN* field is automatically populated when a point resides inside a parcel polygon that is not a condo or leasehold parcel. If an address point is placed inside of a condo parcel (xx-xx-xx-xxx-9xx) or a parcel with a leasehold, a drop down selection box is activated that allow the user to select the correct PIN for the added address. If the PIN is unknown at the time the address is inserted into the database, this field may remain null.

3.1.5i Orphan *(required when applicable)*

A check box that denotes a sub address (child) without a corresponding main address (parent) point.

3.1.5j Proprietary ID *(required/auto generated)*

The *Proprietary ID* is identification number that must be unique to all addresses contained within an individual addressing authority. It provides an identifier that ties back to an addressing authority's internal system. This field is **required**. If the field is left blank or if it is a duplicate value is entered, a proprietary ID will be randomly generated.

Addresses can be selected by entering a valid proprietary ID into the text box.

3.1.5k Landmark *(optional)*

The *Landmark* field stores the common name of an address or group of addresses. This is an **optional** field with predefined values supplied in a drop down selection box. Valid values are selected from the drop down selection box however; values may be filtered using the auto complete feature that is activated once the user begins to type a landmark name into the drop down selection box. The Landmark field is restricted to only display landmarks that are tied to addresses owned by the addressing authority.

A user is able to add, edit, or remove Landmarks contained within their addressing jurisdiction. See section 3.1.5-1 below for instructions to add or edit landmark names.

3.1.5-1 Add or Edit Landmarks Panel

Landmark names listed in the Landmark drop down selection box in the **Supplemental Info** section can be added, edited or deleted by clicking on *Add or Edit Landmarks*.

NOTE: The maximum length of the landmark name is 100 characters and is restricted to letter A-Z, numbers 0-9, spaces, periods, commas, apostrophes, dashes, front slashes, back slashes, ampersands, pound symbols, the right parenthesis, and the left parenthesis. All other special characters are prohibited.

Associated Addresses

If a Landmark is selected when the *Add or Edit Landmarks* panel is opened, the top of the panel will display the Landmark name and the number of addresses associated to the landmark.



The screenshot shows the 'Add or Edit Landmarks' panel. At the top, a dropdown menu is set to 'Landmark: Chief Illini Village'. Below this, the text 'Chief Illini Village 65 Addresses' is displayed with a red arrow pointing to the right. Underneath, there are two input fields: 'Selected Landmark ID: 213' and 'Landmark Name: Chief Illini Village'. The panel title 'Add or Edit Landmarks' is in the top right corner with a dropdown arrow.

Insert a Landmark

When the user makes changes to the *Landmark Name* field, the Interface will check the database to see if the landmark exists in the database.

- If the landmark exists in the database, the Interface will automatically select the existing landmark.
- If the landmark does **not** exist an **Insert** button will become available. The Insert button inserts/adds the new landmark to the database.



This screenshot shows the 'Add or Edit Landmarks' panel after a name change. The dropdown menu still shows 'Landmark: Chief Illini Village'. Below it, the text 'Chief Illini Village Apartments' is shown. There are two buttons: 'Insert' and 'Update'. Below the buttons, the text 'Chief Illini Village to Chief Illini Village Apartments' is displayed, followed by '65 Addresses' in red. The input fields show 'Selected Landmark ID: 213' and 'Landmark Name: Chief Illini Village Apartments'. The panel title 'Add or Edit Landmarks' is in the top right corner.



The Interface does **not** check the database for similar landmark names. Use caution when entering a new landmark to avoid two or more entries that reference the same landmark. For example, it is possible to enter Colonial Village Apartment Complex and Colonial Village Apartments.

****The user can Update and Delete a landmark to correct entry issues.**

Update a Landmark

If a landmark is already selected when the user changes the *Landmark Name* field, an **Update** button will become available. The update button makes the specified changes to the landmark name. **The landmark name will be updated on all associated address records.**

Delete a Landmark

A Landmark can only be deleted when there are not any associated address records. When the Interface determines that no address records are associated to the selected landmark the **Delete** button becomes available.

3.1.5.1 Additional Attributes

A subset of attributes located in Supplemental Info. CCGISC staff typically update these fields; however, the various addressing jurisdictions are not restricted from updating the fields.

3.1.5.1a Uofl Building Ownership Status (required when applicable; auto assigned NULL)

The *Uofl Building Ownership Status* field defines the building ownership status to addresses assigned to U of I buildings. This field is only requires user action if the address is associated to a U of I building; otherwise the field is automatically assigned to NULL.

U of I buildings are assigned a 4-digit building code number by the University. Any building with a U of I building number **MUST** be assigned a status other than NULL to allow the input of the 4-digit U of I building code.

Valid Uofl Building Ownership Status values include:

NULL	Default Value
Owned	Select if building owned by U of I and assigned a 4-digit building code
Leased	Select if building leased by U of I and assigned a 4-digit building code
Dropped Lease	Select if the building no longer leased by U of I, but still has a valid 4-digit building code
Occupied	Select if a portion of the building occupied by U of I and assigned a 4-digit building code, but not leased or owned by the University.
Other	Select if U of I provides utilities to the building and assigned a 4-digit building code, but does not own, lease, or occupy the building.

3.1.5.1b 4-Digit Uofl Building Code (required when visible)

A text box that only appears when the U of I Building Ownership Status is assigned to a value other than NULL. When visible, the 4-digit U of I building code is required.

3.1.5.1c **United States Census Group Quarters Designation:** (optional)

A check box that is used to indicate if the address is associated to a building considered a group quarters by the US Census Bureau. US Census Bureau defines a group quarters as a place where people live or stay, in a group living arrangement owned or managed by an entity or organization providing housing and/or services for the residents. This field is used when performing address analysis for the US Census Bureau; by default the check box is unchecked indicating the address is not a group quarters.

3.1.5.1d **Notes and Comments:** (optional)

A text box that allows an address authority to attach notes or comments pertinent to an address.

3.1.6 **Transaction and Selection Buttons**

Once the address information is entered, transaction and selection buttons will become visible at the bottom of the Single Address Edit Window. The transaction buttons – Update, Insert and Delete - are used to commit address edits, additions, or deletions. The selection buttons provide various selection options.

USPS Lookup Results link: A *USPS Lookup Results* link appears directly above any displayed Transaction and Selection Buttons. When a user clicks on the link, the selected address is passed to the *USPS Look Up a ZIP Code* web-based tool and the results are displayed in separate browser window.

3.1.6-1 **Transaction Buttons**

The Interface utilizes three transaction buttons, *Update*, *Insert* and *Delete*, to commit address edits, additions or deletions. These are dynamic buttons, they will appear and disappear from the Interface based on if an address is selected or the type of address selected.

Update Button

The *Update* button updates an existing address to reflect changes made to the address components and/or supplemental information.

The *Update* button will appear...

- If an address point is selected and the user alters the address components to an address that does **not** already exist in the database
- If an address point is selected and edits are made to the supplemental information associated to the address

NOTE: When a parent (main) address is updated, any children (sub-addresses) that are associated to the parent address will also be modified.

Insert Button

The *Insert* button adds a new address to the database. The *Insert* button will appear if the entered address does **not** already exist in the database.

USPS Lookup Results	
Insert	2228 CR 2100 N, St Joseph, IL 61873
Update	2226 CR 2100 N, St Joseph, IL 61873
Main Address Updates will Affect 1 Address	
Clear Selection	Zoom to Selection

NOTE: The user will have choice to either **Insert** a new address or **Update** an existing address when an existing address is selected and the user alters the address components to an address that does **not** already exist in the database.

Delete Button

The *Delete* button will appear whenever an existing address is selected and is **not** a parent (main) address point that participates in a parent/child relationship.

USPS Lookup Results			
Insert	Update	Delete	2236 CR 2100 N, St Joseph, IL 61873
Clear Selection	Zoom to Selection		

NOTE: Parent (main) address points with associated children (sub-addresses) are **not** allowed to be deleted.

3.1.6-2 Selection Buttons

There are three possible selection buttons that will appear at the bottom of the Single Address Edit Window - *Clear Selection*, *Zoom to Selection*, *Zoom to Parent*. These are dynamic buttons, they will appear when an address is selected, they will disappear when an address is **not** selected. The *Zoom to Parent* button will only appear if the selected address is a sub-address that participates in a parent/child relationship.

USPS Lookup Results		
Delete	403 E Elm St, Apt 5, Urbana, IL 61802	
Clear Selection	Zoom to Selection	Zoom to Parent

3.2 Multiple Address Edits Window

The multiple addresses window is used to select, modify or delete multiple address records. The window is organized into seven sections, some of which are dynamic; they will appear and disappear from the Interface based upon the selection.

- Selection Method
- Select by Advanced Query
- Selected Addresses
- Modify Attributes
- Modify Sub Address Types
- Reassign Main of Sub
- Export Records

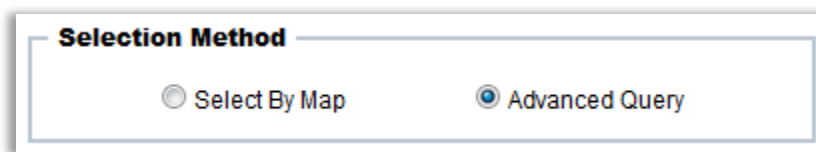
In addition, the bottom of the multiple addresses window contains dynamic buttons. These transaction buttons provide the user with the ability to insert, update, and delete addresses.

3.2.1 Selection Method

The multiple addresses window provides the user with two options to select existing address records, *Select by Map* or *Advanced Query*. By default the *Advanced Query* radio button is selected.

To change the selection method:

Click on the non-selected radio button



3.2.1-1 Select By Map

The *Select by Map* option allows the user to select multiple addresses from the map.

To Select Addresses from the Map:

1. **Select** the *Select By Map* radio button in the **Selection Method** section
2. **Left-Click** on the map and drag the cursor to draw a box
3. **Release** the left mouse button and any addresses in the box extent will be selected



To **add** or **remove** addresses from the selection set hold down the Shift key while drawing a box.

- Addresses that were selected will be removed from the selection set
- Addresses that were unselected will be added to the selection set

3.2.1-1 Advanced Query

The *Advanced Query* option allows the user to select addresses by attributes. When the *Advanced Query* radio button is selected, the **Select by Advanced Query** section becomes visible. Advanced queries are performed from the **Select by Advanced Query** section.

3.2.2 Select by Advanced Query

The **Select by Advanced Query** section allows the user to create an expression. Addresses that match the selection criteria will be selected. All expressions adhere to standard SQL syntax.

NOTE: The **Select by Advanced Query** area is only visible when the *Advanced Query* radio button is selected in the **Selection Method** area.

To create a selection expression:

1. **Specify** the *Select From* option
2. **Specify** the *Select Method*
3. **Build** or **Type** a query expression
4. **Click** the *Validate/Run Query* button

3.2.2-1 Functionality of the Select by Advanced Query Section

Select From Options

The *Select From* radio buttons specify whether the query will be performed against addresses of the address authority (*<authority name> Addresses*) or the entire address database (*All Addresses*).

Select Method Details

The *Select Method* drop down menu determines the type of selection that will be performed. The select method options include:

- Create A New Selection
 - If nothing is selected, this will be the only drop down menu option
- Add To Current Selection
 - Results from a new expression will be **added** to the existing selection set
- Remove From Current Selection
 - Results from a new expression will be **removed** from the existing selection set
- Select From Current Selection
 - The expression will only be performed on the current selection set.

Select By Advanced Query

Select From : ☒ County Addresses ☐ All Addresses

Select Method : Create A New Selection

Residential	Main Entrance to Lake of the Wo
Mailable	Main Entrance to Middle Fork
Anomaly	Maintenance Faciltiy
AnomalyType	Maintenance Shop in Middle For
Status	Maple Grove Restroom
Landmark	Middle Fork Forest Preserve

Find Values = <> > < % -

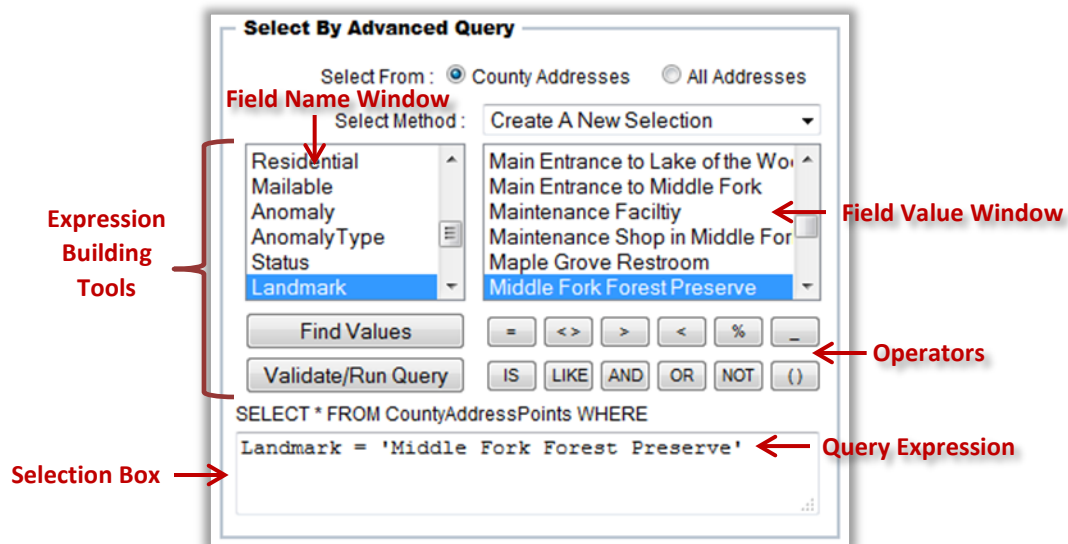
Validate/Run Query IS LIKE AND OR NOT ()

SELECT * FROM CountyAddressPoints WHERE

Landmark = 'Middle Fork Forest Preserve'

Query Expressions

A *Query Expression* can be either be typed into the selection box using standard SQL syntax or built by using the expression building tools.



To Build a *Query Expression*:

1. Click the *Select From* radio button to specify whether the query will be performed against addresses of the address authority or the entire address database.
2. **Select** a field name from the *Field Name* window
3. **Select** an operator
4. Click *Find Values* to obtain a listing of all valid field values for the selected field name
5. **Select** a field value from the *Field Value* window
6. Click the *Validate/Run Query* button
 - The query will run if the syntax is correct. An error message will appear if the syntax does **not** validate.
 - The Query Expression in the *Selection Box* should have syntax similar to the example illustrated above.
7. The selected addresses will appear in the **Selected Addresses** section.

3.2.3 Selected Addresses

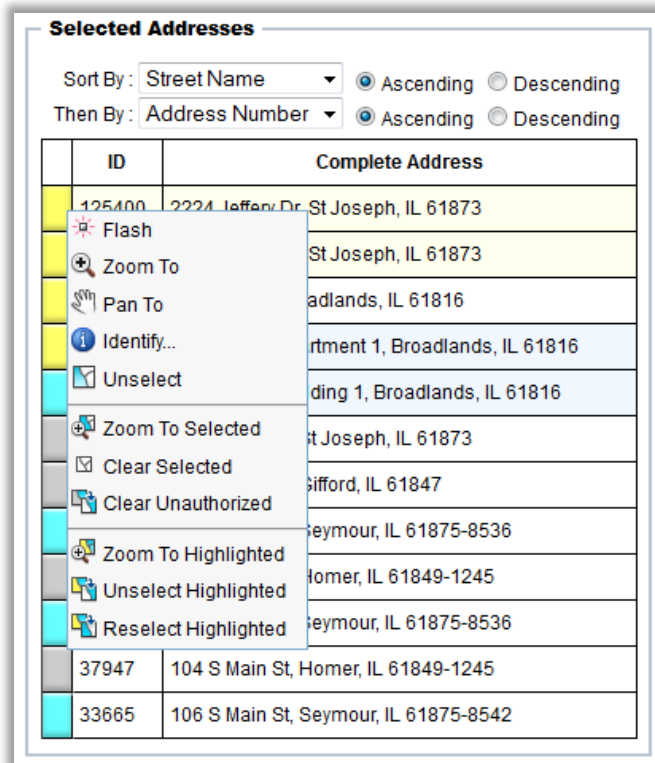
The **Selected Address** section lists the addresses selected by map or advanced query in a table with two columns - *ID* and *Complete Address*. These columns can be sorted in either ascending or descending order. The rows in the table are color coded to identify the type of address and selection status. A pop-up menu can be accessed from the table that provides the user with the ability to refine selection sets and zoom to specific records.

3.2.3-1 Sorting Selected Addresses

Selected addresses can be sorted by one or two address components using the *Sort By* and *Then By* drop down selection boxes. Available sort fields include:

- ID
- Address Number
- Street Name
- City
- Zip Code
- Sub-Address

The user can specify an ascending or descending sort order using the radio buttons.



3.2.3-2 Identifying an Address Type or Selection Status

Colors are used in the table to identify address types and selection status.

Address Types

The background color of an address record provides information about the address type.

- Light Yellow = Alternate Address
- Light Blue = Addresses with Sub-addresses

All other addresses will have a White background.

Selection Status

The selection status is indicated by the color of the box in the first column in the selected address table.

- Gray = Selected addresses that are not owned by addressing authority and are **unauthorized** to edit
- Cyan = Selected addresses that are authorized for editing
- Bright Yellow = Selected addresses that have been **highlighted** by the user

A user can add or remove highlighted records in the table by:

- **Clicking** on a shaded box, holding down the mouse button and dragging the cursor up or down
- **Clicking** on the shaded box, holding down the shift key while clicking on the boxes of additional records

NOTE: The ability to highlight records provides the user with the ability to further refine a selection set. See section **3.2.3-3** for more detail.

3.2.3-3 Pop-up Menu

A pop-up menu can be accessed from the table by right clicking on any of the shaded boxes in the first column of the table. The pop-up menu is organized into three sections – top, middle, and bottom. The pop-up menu is organized into different sections as the functionality in each section applies to a different record set.

Top Section

The tools in the top section of the pop-up menu only apply to the single address record the mouse was over when the right-click was initiated.

The following tools are provided in this section of the pop-up menu:

Flash: Flashes the point on the map

Zoom To: Zooms to the point on the map

Pan To: Pans to the point on the map (*keeps the map at the current zoom level*)

Identify: Identifies the by point by opening it up in the *Single Address Edit Window*

Unselect: Unselects the point (*removes the point from the table*)

Middle Section

The tools in the middle section of the pop-up menu apply to all the address records listed in the table.

Zoom to Selected: Zooms to a map extent that contains all the selected records

Clear Selected: Clears the entire selection (*removes all the selected points from the table*)

Clear Unauthorized: Clears the addresses the user is **not** authorized to edit

Bottom Section

The tools in the bottom section of the pop-up menu apply to only the highlighted records listed in the table. These tools provide the user with the ability to further refine the selected records listed in the table.

<u>Zoom to Highlighted:</u>	Zooms to a map extent that contains all the highlighted records
<u>Unselect Highlighted:</u>	Removes the highlighted records from the table
<u>Reselect Highlighted:</u>	Removes all non-highlighted records from the table

3.2.4 Modify Attributes

The **Modify Attributes** section allows the user to update the value of specific fields (attributes). The update will be applied to all the selected records that the addressing authority is authorized to edit. Any unauthorized addresses that are selected will remain unchanged. The following fields can be modified in the **Modify Attributes** section:

- Street Name
- USPS Place
- Feature Type
- Residential
- Mailable
- Anomaly
- Anomaly Type
- Status
- Landmark

Modify Attribute

Attribute : Mailable

Value : No

Attribute drop down

Attribute value drop down

To Modify an Attribute Value:

1. **Select** the attribute from the *Attribute* drop down box
2. **Select** the value from the *Value* drop down box
 - The possible attribute values are automatically populated when an attribute (field) is selected.

NOTE: If any of the selected addresses participate in a parent/child relationship a warning message will inform the user that the modification will affect the parents (main addresses) and all associated children (sub-addresses).

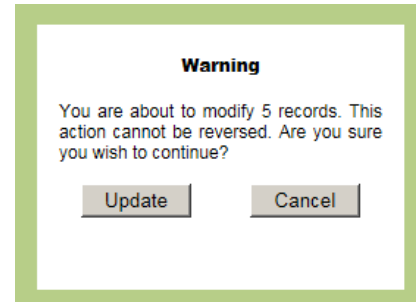
Modify Attribute

Attribute : Street Name

Value : County Road 1300 N

1938 CR 3000 N, Rantoul, IL 61866 has 53 Sub Addresses.
1942 CR 3000 N, Rantoul, IL 61866 has 16 Sub Addresses.
2186 CR 3000 N, Rantoul, IL 61866 has 27 Sub Addresses.
The Main Address and all referenced Subs will be affected by this Update.

3. **Scroll** to the bottom of the Multiple Address Edits Window
4. **Click** the *Modify Features* button
 - A warning message will appear verifying the modification prior to submitting the update.
5. **Repeat** the process to modify other attributes as needed



3.2.5 Modify Sub Address Types

The **Modify Sub Address Types** section allows the user to change the sub-address type for all selected sub-addresses i.e. Unit to Apartment or Suite to Unit. An address may be assigned up to three sub-addresses for example - *Floor 2, Apartment A, Building 5*. A count of the selected sub-addresses containing one, two, or three sub-address components is displayed next to each *SubType* field. In the scenario illustrated below 27 of the selected addresses are assigned a single sub-address and 7 of those are assigned a second sub-address.

This tool allows the user to change SubType2 and leave SubType1 as is or vice versa. Sub-address numbers **cannot** be altered with this tool. Valid sub-address types are listed in the *SubType* drop down selection boxes.

A dialog box titled "Modify Sub Address Types". It contains three rows of controls. Each row has a count of valid sub-addresses in red text, followed by a label "SubType X:" and a dropdown menu, and an "Update" button. The first row shows "27 Valid Subs", "SubType 1:", a dropdown with "Apartment" selected, and an "Update" button. The second row shows "7 Valid Subs", "SubType 2:", a dropdown with "Apartment" selected, and an "Update" button. The third row shows "0 Valid Subs", "SubType 3:", a dropdown with "Apartment" selected, and an "Update" button.

To Modify Sub-Address Types:

1. **Select** at least one address with a sub-address
2. **Click** the drop down selection box and **Select** an sub-address type
 - The selected sub-address type will become the new sub-address type
3. **Click** Update to commit the change to all selected sub-address records

3.2.6 Reassign Main of Subs

The **Reassign Main of Subs** section provides the flexibility to reassign a **subset** of children (sub-addresses) to a new parent (main address). A notification of the number of addresses affected by this change will be displayed.

If the address of a parent point and all associated sub-addresses needs to be modified, the *Update* button in the **Single Address Edit Window** should be used.

Reassign Main of Subs

Start typing an address and select from options below

Search Main : 202 Red Bud Ct, Mahomet, IL 61853

There are 27 Subs that will be affected by this Update.

202

- 3202 E University Ave, Urbana, IL 61802
- 202 Dodson Dr, Urbana, IL 61802
- 202 Scottswood Dr, Urbana, IL 61802
- 1202 E South Arrowhead Cir, Urbana, IL 618

When reassigning a subset of sub-addresses to a different main address, the main address must already exist in the database.

To select an existing main addresses from the *Search Main* text box, the user needs to begin typing the address for the auto complete function to identify possible options.

3.2.7 Transaction Buttons

The **Multiple Address Edits Window** utilizes three transaction buttons, *Delete Features*, *Modify Features* and *Reassign Main* to commit address changes. These are dynamic buttons, they will appear and disappear from the Interface based on if an address is selected and the type of address selected.

Delete Features Modify Features Reassign Main

Delete Features

The *Delete Features* button becomes visible when selected addresses are within the users addressing authority. This button will delete all the selected addresses that the user is authorized to delete.

Modify Features

The *Modify Features* button becomes visible when addresses are selected and a field (attribute) in the **Modify Attributes** section is selected. This button commits the changes made in the **Modify Attributes** section.

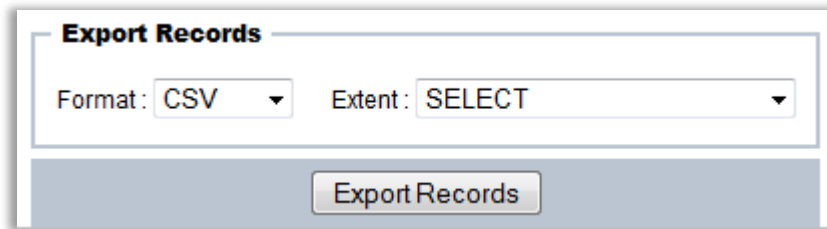
Reassign Main

The *Reassign Main* button becomes visible when a main address is entered into the *Select Main* text box in the **Reassign Main of Subs Window**. This button will reassign the selected sub-address to the main address entered into the *Select Main* text box.

3.2.8 Export Records

The **Export Records** section allows the user to export addresses to any the following formats:

- CSV
- DBF
- DOC
- XLS
- XML

A screenshot of a web application dialog box titled "Export Records". Inside the dialog, there are two dropdown menus. The first is labeled "Format:" and has "CSV" selected. The second is labeled "Extent:" and has "SELECT" selected. Below these dropdowns is a button labeled "Export Records". The dialog has a light blue border and a white background.

Using the *Extent* drop down selection box, the user can specify whether to export the records from the current selection, all the addresses within the users address authority, or all the addresses in the database. The export file will contain all of the fields associated to the addresses.

To Export Addresses:

1. **Select** the file format from the *Format* drop down selection box
2. **Select** the extent of the export from the Extent drop down selection box
3. **Click** the *Export Records* and **Save** the file