

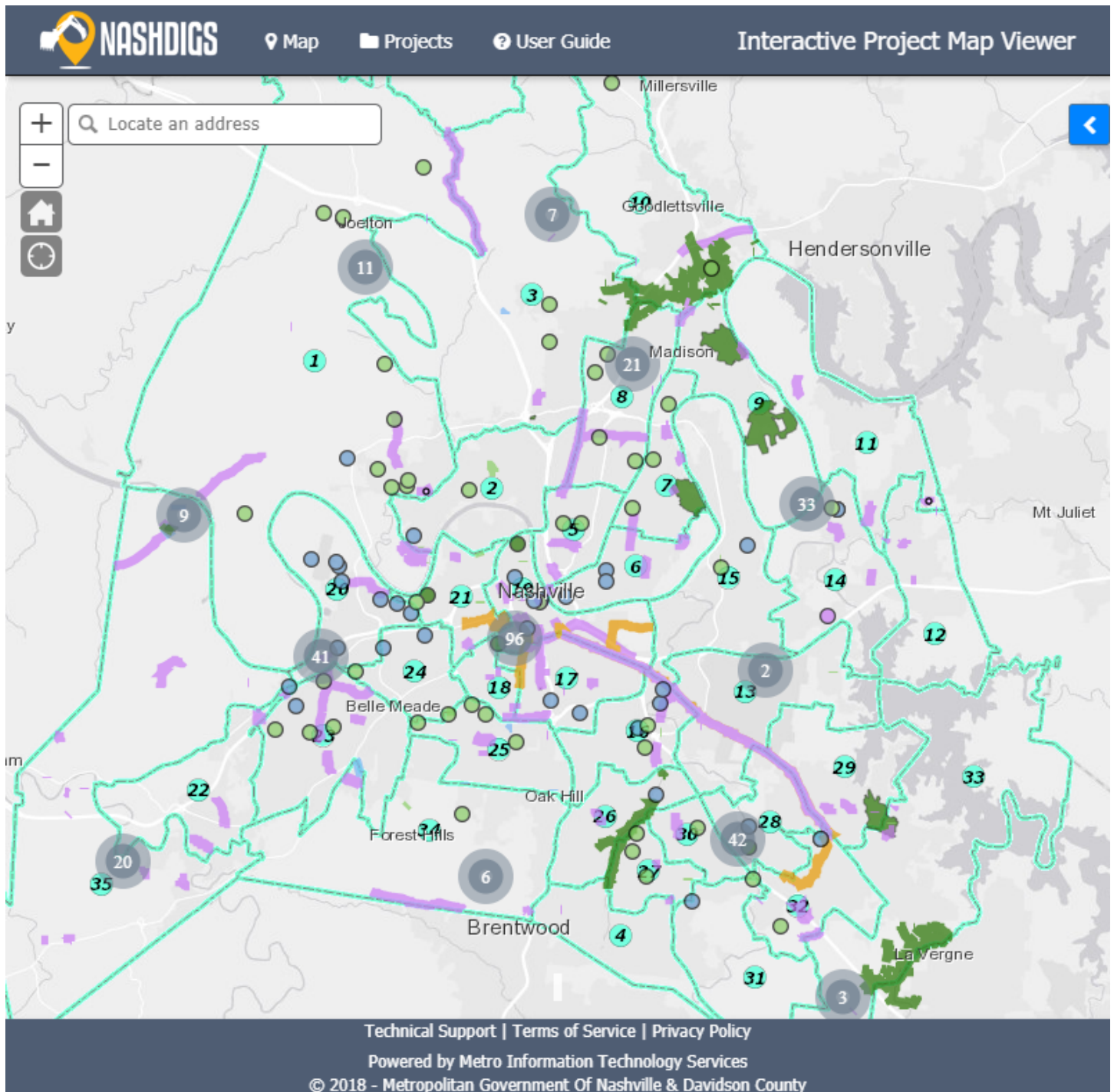


# PUBLIC VIEWER USER GUIDE

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## What Is NashDigs Public Web Viewer?

NashDigs is a web-based map viewer that provides users with online public access to information on active infrastructure construction projects in and around Nashville. Users can locate projects using the map view or the project list view, then click the selected project to get more information, and communicate any questions or concerns they have about the project with Metro Nashville – Davidson County customer support representatives.



Currently NashDigs Public Viewer provides access to information on projects from three Metro departments: Information Technology Services, Public Works, and Water Services. We are working to get more projects into NashDigs.

## Using the Map View

### Locating Specific Areas

NashDigs provides multiple ways for you to navigate the map view:

- Multiple methods for zooming, panning.
- Use the **Address Locator**
- Click the **Home** button to reset the map view to the default zoom scale.
- Use the **Current Location** tool to track the current location of GPS-enabled / location-aware devices.


These options are detailed below.

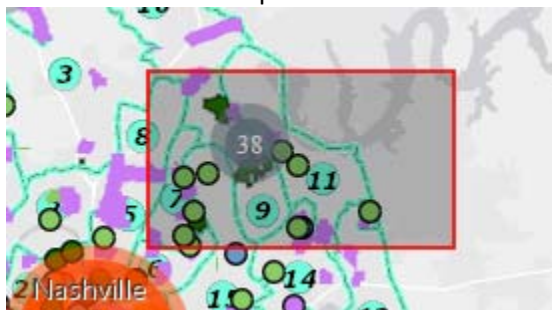
### Pan/Zoom Tools

The native function of the map view is **Pan**, which means dragging your mouse/cursor (or using the **Drag** or **Flick** gesture on touch-sensitive screens) will move the map view in the same direction, not changing the **Zoom** factor at all.

There are many ways to zoom the map:



- Use the  buttons on the screen. **+** is for **Zoom In**, and **-** is for **Zoom Out**.
- Use the mouse scroll wheel: scroll up to **Zoom In**, and scroll down to **Zoom Out**.
- Hold the **Shift** key and use your left mouse button to draw a box over an area. The system responds by zooming to the area of the map contained within the box.




- Touch-screen users can use the **Pinch** gesture to **Zoom Out**, and the **Expand** gesture to **Zoom In**.

### Address Locator


Use **Address Locator** to zoom the map to projects near a specific address or on a specific street. Key in the desired address then click on the match when the system displays it in the field. The system responds by zooming the map view to the address entered. You can zoom to a specific location by typing the street name or the intersection of two streets by separating the street names with **@**, **&**, **and** or **at**.

   
   
**803 SOUTH ST, 37203**  
804 SOUTH ST, 37203  
805 SOUTH ST, 37203  
901 SOUTH ST, 37203  
913 SOUTH ST, 37203


## Home

Click **Home**  to zoom “all the way out” to the full view of Davidson County.

## Current Location

Click **Track Location**  to show your approximate location on the map. This can really help you if you are standing at a construction site and want to get more information about the construction.

This feature requires GPS-enabled devices with location services turned ON. Using this feature on a network computer with no GPS will zoom the map to the approximate location of the user’s router or access point, which will likely not be of much assistance.

While **Track Location** is ON, the icon will display as a square instead of the circle shown above.  **Track Location** will follow your location until you turn it off again by clicking the square. After you find your location, it is recommended to turn off the location tracker so that it does not drain your battery or consume unnecessary bandwidth.

## Understanding Items on the Map

NashDigs provides a map legend that is initially hidden to maximize your map view. Click the blue arrow on the top right side of the page to open the map display options. Click **Legend** (the middle tab) to display the full map legend.



| Filter By            | Legend              | Basemap             |
|----------------------|---------------------|---------------------|
| <b>Project Point</b> | <b>Project Line</b> | <b>Project Poly</b> |
| Communication        | Communication       | Communication       |
| Electric             | Electric            | Electric            |
| Gas                  | Gas                 | Gas                 |
| Land                 | Land                | Land                |
| Sewer                | Sewer               | Sewer               |
| Stormwater           | Stormwater          | Stormwater          |
| Street               | Street              | Street              |
| Transportation       | Transportation      | Transportation      |
| Water                | Water               | Water               |





Click the blue arrow to close the map display options.

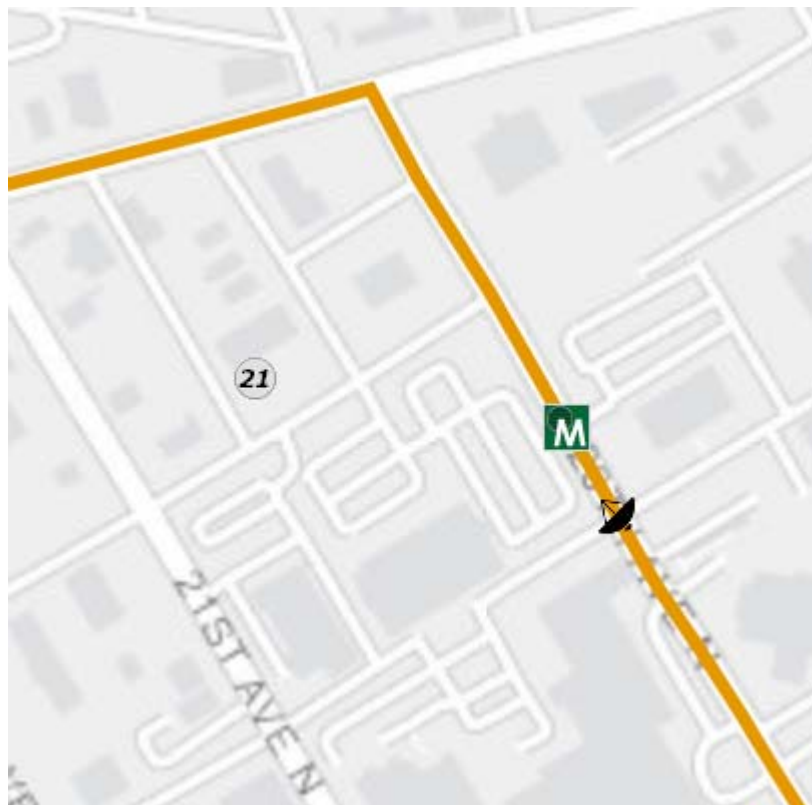
In addition to the legend, NashDigs uses colored double-ringed circles with numbers inside them to let the user know there is a cluster of projects in that area that cannot be properly displayed at the current map zoom level. Zooming in to these clustered areas will allow the system to better display individual project locations. The green cluster shown on the right represents **136** unique projects in the vicinity, and the grey cluster represents **45** unique projects. Zooming in will display the individual projects and remove the representative cluster circles (or display a smaller number of clustered projects). Any other numbers displayed on the map view will be the Council District number of the area on the screen. The picture below displays the boundary between Council Districts 21 and 24.



Once the view is zoomed close enough to a project location, an icon will appear. The icons identify the type of project at that location. Icons will continue to be added as new types of projects are added to the system. The current icons and their meanings are listed below:

- |   |  |
|---|--|
|  Communications - Fiber      |  Street - Bikeway         |
|  Sewer - Capital             |  Street - Bridge          |
|  Sewer - Development         |  Street - Capital         |
|  Sewer - Maintenance         |  Street - Culvert         |
|  Sewer - Private             |  Street - Guardrail       |
|  Sewer - Rehabilitation      |  Street - Paving          |
|  Stormwater - Capital        |  Street - Sidewalk        |
|  Stormwater - Development    |  Street - Traffic Control |
|  Stormwater - Maintenance    |  Water - Capital          |
|  Stormwater - Private        |  Water - Development      |
|  Stormwater - Small Projects |  Water - Maintenance      |
|   |  Water - Private          |

This picture shows there is a Communications project and a Sewer Maintenance project scheduled for the area shown within District 21.



## Filtering Specific Records

NashDigs provides a projects filter to limit the display to only those projects meeting your specified criteria. The Filter By tools are initially hidden to maximize your map view. Click the blue arrow on the top right side of the page to open the map display options. Click **Filter By** (the left tab) to display the filtering tools.



Click to expand and establish the desired attributes for your filter. You can set multiple parameters including council districts, project owner, department, facility type, project type, project status, date range, etc. Once the filter is established to your liking, click **Apply Filter** to see only the projects whose attributes match those set in the filter. If no filter is applied, all records will be shown.



Click **Reset Filter** to clear the filter and see all projects again.



Click the blue arrow to close the map display options.



| Filter By                                   | Legend                          | Basemap                                     |
|---|---------------------------------|---|
| <input type="button" value="Reset Filter"/> |                                 | <input type="button" value="Apply Filter"/> |
| <b>Council District</b> ▼                   |                                 |   |
| <b>Owner</b> ▲                              |                                 |   |
| <input checked="" type="checkbox"/>         | All (Check/Un-Check)            |   |
| <input checked="" type="checkbox"/>         | Metro Nashville                 |   |
| <b>Department</b> ▲                         |                                 |   |
| <input checked="" type="checkbox"/>         | All (Check/Un-Check)            |   |
| <input checked="" type="checkbox"/>         | Metro Water Services            |   |
| <input checked="" type="checkbox"/>         | Metro Public Works              |   |
| <input checked="" type="checkbox"/>         | Information Technology Services |   |
| <b>Facility</b> ▼                           |                                 |   |
| <b>Type</b> ▼                               |                                 |   |
| <b>Status</b> ▲                             |                                 |   |
| <input checked="" type="checkbox"/>         | All (Check/Un-Check)            |   |
| <input checked="" type="checkbox"/>         | Started                         |   |
| <input checked="" type="checkbox"/>         | Committed                       |   |
| <b>Date Range</b> ▼                         |                                 |   |
| <b>Other</b> ▼                              |                                 |   |

## Changing the Basemap

NashDigs provides a set of general-purpose basemaps that you may find useful in addition to the one turned on by default.

The Basemap tools are initially hidden to maximize your map view. Click the blue arrow on the top right side of the page to open the map display options. Click **Basemap** (the right tab) to display the list of basemap options.

Click through the basemap options to choose the view that best meets your needs. The selected basemap will remain in effect until another is selected, until the active filter is reset, or until the browser's Reload Current Page command is used (which also refreshes all app settings).





## Viewing the Project Details

After locating a specific project using the map tools, click any portion of the project's graphic to open the associated **Project Record Card**.



| Project Line           |  |
|------------------------|--|
| <b>Project Name</b>    | 2018 Spring Group 4 Paving 22 (Hapwood Dr) |
| <b>Description</b>     |  |
| <b>Estimated Start</b> |  |
| <b>Estimated End</b>   | 09/01/2018                                 |
| <b>Actual Start</b>    | 3/1/2018                                   |
| <b>Actual End</b>      |  |

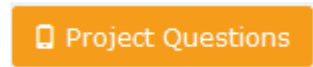
[Zoom to](#)

### Using the Project Record Card

Scroll to view the pertinent details about the selected project. You can click **Zoom To** at the bottom of the Project Record Card to zoom in to the selected project limits.

### Contacting Stakeholders

If you have questions or concerns about the selected project, click **Project Questions** at the bottom of the Project Report Card to open a form that will allow you to communicate with project stakeholders.



## Using the List of Projects View

In addition to locating projects with the Map View tools, NashDigs provides the Projects List for those users whose needs include a tabular view of the project data that can be filtered, sorted, exported, etc. The List of Projects displays all project records unless a filter is applied. To get to the tabular list, click the on “Projects” at the top of the screen.

**Projects**

List Of Projects

Export to Excel Export to PDF

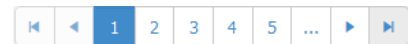
Drag a column header and drop it here to group by that column

|   | Name                                  | Owner           | Department           | Division             | Facility   | Type        | Council District | Estimated  |            | Actual     |         | Status |
|---|---------------------------------------|-----------------|----------------------|----------------------|------------|-------------|------------------|------------|------------|------------|---------|--------|
|   |                                       |                 |                      |                      |            |             |                  | Start      | End        | Start      | End     |        |
| + | SSREPLCON,Water Valve,119-11-022      | Metro Nashville | Metro Water Services | System Services      | Water      | Maintenance | 16               | 05/21/2018 | 06/19/2018 | 09/13/2018 | Started |        |
| + | SSREPLCON,Water Valve,083-09-100      | Metro Nashville | Metro Water Services | System Services      | Water      | Maintenance | 06               | 05/21/2018 | 06/19/2018 | 09/13/2018 | Started |        |
| + | SSREPLCON,Water Valve,082-13-065      | Metro Nashville | Metro Water Services | System Services      | Water      | Maintenance | 19               | 05/21/2018 | 06/19/2018 | 09/13/2018 | Started |        |
| + | SSADJT,Sewer Manhole,146-16-038       | Metro Nashville | Metro Water Services | System Services      | Sewer      | Maintenance | 28               |            | 05/20/2018 | 05/03/2018 | Started |        |
| + | SSREPR,Water Hydrant,02649            | Metro Nashville | Metro Water Services | System Services      | Water      | Maintenance | 20               |            | 05/25/2018 | 05/08/2018 | Started |        |
| + | SSREPR,Water Valve,133-15-001         | Metro Nashville | Metro Water Services | System Services      | Water      | Maintenance | 26               |            | 05/25/2018 | 05/08/2018 | Started |        |
| + | SSADJT,Water Valve,149-11-010         | Metro Nashville | Metro Water Services | System Services      | Water      | Maintenance | 32,28            |            | 05/25/2018 | 05/08/2018 | Started |        |
| + | SSREPL,Sewer Manhole,104-04-173       | Metro Nashville | Metro Water Services | System Services      | Sewer      | Maintenance | 18,19            |            | 05/25/2018 | 05/08/2018 | Started |        |
| + | SSABAN,Water Service Line,08313033300 | Metro Nashville | Metro Water Services | System Services      | Water      | Maintenance | 06               |            | 05/25/2018 | 05/08/2018 | Started |        |
| + | SSADJT,Water Valve,149-11-009         | Metro Nashville | Metro Water Services | System Services      | Water      | Maintenance | 32,28            |            | 05/25/2018 | 05/08/2018 | Started |        |
| + | SSREPR,Water Hydrant,14235            | Metro Nashville | Metro Water Services | System Services      | Water      | Maintenance | 20               |            | 05/17/2018 | 04/18/2018 | Started |        |
| + | Stewarts Ferry Pl/ McCray Creek       | Metro Nashville | Metro Public Works   | Engineering          | Street     | Bridge      | 14               |            | 07/30/2018 | 05/01/2018 | Started |        |
| + | SSREPR,Water Hydrant,15049            | Metro Nashville | Metro Water Services | System Services      | Water      | Maintenance | 01               |            | 07/31/2018 | 01/09/2018 | Started |        |
| + | Willard Drive 252                     | Metro Nashville | Metro Water Services | Remedial Maintenance | Stormwater | Capital     | 30               | 06/11/2018 | 11/08/2018 | 06/11/2018 | Started |        |
| + | SSREPLCON,Water Valve,084-08-015      | Metro Nashville | Metro Water Services | System Services      | Water      | Maintenance | 15               |            | 05/17/2018 | 04/18/2018 | Started |        |

1 - 15 of 204 items

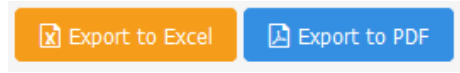
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Click the appropriate arrow button or number to jump to a particular page of records in the table. The number of pages in the array may change depending on your use of filters and grouping.



## Exporting Project Data to Excel or PDF

Once the project list has been filtered and grouped to your preference, click **Export to Excel** or **Export to PDF** as appropriate to your needs.



## Using Filters to Display Only the Records You Want

NashDigs allows you to limit the display of project data to only the projects that meet your criteria. This is done through using **Filters**. Each attribute in the project list has a **Filter** button that is shaped like a funnel.



List Of Projects

[Export to Excel](#) [Export to PDF](#)

Drag a column header and drop it here to group by that column

|  | Name                                  | Owner           | Department           | Division        | Facility |
|--|---------------------------------------|-----------------|----------------------|-----------------|----------|
|  | SSREPR,Sewer Manhole,132-14-030       | Metro Nashville | Metro Water Services | System Services | Water    |
|  | SSREPL,Water Hydrant,00964            | Metro Nashville | Metro Water Services | System Services | Water    |
|  | SSABAN,Water Service Line,10415027100 | Metro Nashville | Metro Water Services | System Services | Water    |

Show items with value that:

Is equal to

And

Is equal to

[Filter](#) [Clear](#)

You can filter one or many columns until only the data that meets your needs is displayed. You can use the logical **AND** or **OR** operators to combine multiple operands per project attribute. Click **Is Equal To** then select the desired operand options, and key in the desired values to build the attribute filter that suits your needs.

Show items with value that:

Is equal to

Is not equal to

Starts with

Contains

Does not contain

Ends with

Is null

Is not null

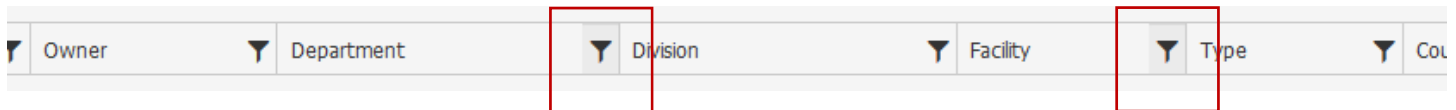
This example filter restricts the projects list to only the projects whose records contain the values 18 or 32 in the Council District field. Because projects can exist in multiple districts, notice this filter returns a few project records with multiple values in the **Council District** field. If you wanted to select only those projects that exist only fully within district 18 and those projects that exist only fully within district 32, you would need to change **Contains** to **Is Equal To**. Under those settings the list would omit the records that contain multiple entries in the Council District field.

| Council District        | Start     | End       | Status  |
|-------------------------|-----------|-----------|---------|
| 18,17                   |           |           | Started |
| 32,28                   |           |           | Commit  |
| 18                      |           | 018       | Started |
| 18,21                   |           | 9         | Started |
| 18,17                   |           | 8         | Started |
| 18,17                   |           | 8         | Started |
| 18                      |           | 8         | Started |
| 32                      | 3/1/2018  | 9/2/2018  | Started |
| 32,28                   | 5/1/2018  | 9/2/2018  | Started |
| 32,33                   | 6/1/2017  | 7/1/2018  | Started |
| 32                      | 7/1/2017  | 4/14/2021 | Started |
| 29,32,13,15,16,17,19,28 | 8/1/2017  | 1/1/2019  | Started |
| 18,17,19                | 12/1/2017 | 7/1/2018  | Started |
| 32,28                   | 5/7/2018  | 7/21/2018 | Started |
| 32,33                   | 6/1/2017  | 7/1/2018  | Started |

You can establish filters on any or all attributes in the project list. The more restrictive your filters and the more filters you establish, the less data you should expect to see in the list.

## Removing Filters

When a filter is set, the **Filter** icon will be darker than the rest of the attribute label, as shown in the red boxes below.



To remove or edit the existing filter, click the **Filter** icon again and make the appropriate changes. Click **Clear** to dismiss the filter. Note that each filter must be removed individually.

The image shows a filter dialog box titled 'Show items with value that:'. It contains two dropdown menus, both set to 'Is equal to', with the first containing the text 'Metro Water Services'. Below the dropdowns is an 'And' dropdown. At the bottom are 'Filter' and 'Clear' buttons. The 'Clear' button is highlighted with a red box.

## Grouping the List by Project Attributes

NashDigs allows flexible grouping of the project data. By default no grouping is set. Grouping is established by dragging the desired attribute label up above and to the left of its current position. In the example below, all projects in the list are grouped by Department.

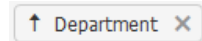
List Of Projects

Export to Excel Export to PDF

↑ Department X

| Name  | Owner           | Department                      | Division    | Facility      |
|---|-----------------|---------------------------------|-------------|---------------|
| <b>Department: Information Technology Services</b>            |                 |                                 |             |               |
| ↓ Dowlan St - Sidewalk Improvements                           | Metro Nashville | Information Technology Services | Fiber       | Communication |
| ↓ ITS OSP: MCC to Division St.                                | Metro Nashville | Information Technology Services | Fiber       | Communication |
| ↓ ITS OSP: 1-24 to SPP  | Metro Nashville | Information Technology Services | Fiber       | Communication |
| ↓ ITS OSP: LHC 17th Ave to 20th Ave, 20161207 - 17            | Metro Nashville | Information Technology Services | Fiber       | Communication |
| ↓ ITS OSP: 12th Ave and Division to ECC, 20170308-124         | Metro Nashville | Information Technology Services | Fiber       | Communication |
| ↓ PLANNING ITS: SPP to MSE                                    | Metro Nashville | Information Technology Services | Fiber       | Communication |
| ↓ Installing Cables   | Metro Nashville | Information Technology Services | Fiber       | Communication |
| <b>Department: Metro Public Works</b>                         |                 |                                 |             |               |
| ↓ Stewarts Ferry Pk/ McCrory Creek                            | Metro Nashville | Metro Public Works              | Engineering | Street        |
| ↓ Cane Ridge Rd and Old Franklin Rd Intersection Improvements | Metro Nashville | Metro Public Works              | Engineering | Street        |
| ↓ 2018 Spring Group 1 Paving 10 (Aurora Ave)                  | Metro Nashville | Metro Public Works              | Paving      | Street        |

Click the arrow within any group header to reverse the sorting of that particular group level.



You can create nested groups by dragging multiple headers into place. In the next example, Owner, Department, Division, and Facility were dragged into the grouping.

Experiment with creating groupings of different sorts to get the hang of how the group nesting works.

You can change the order of the grouping by dragging the group items into the desired sequence.

Click the X on any group item to remove that level of the group and reflow the display of the data according to the altered grouping.

Exporting data into Excel or PDF format honors the established grouping.

List Of Projects


Export to Excel Export to PDF

↑ Owner X ↑ Department X ↑ Division X ↑ Facility X

| Name  | Owner           | Department                      | Division    | Facility      |
|---|-----------------|---------------------------------|-------------|---------------|
| <b>Owner: Metro Nashville</b>                                 |                 |                                 |             |               |
| <b>Department: Information Technology Services</b>            |                 |                                 |             |               |
| <b>Division: Fiber</b>  |                 |                                 |             |               |
| <b>Facility: Communication</b>                                |                 |                                 |             |               |
| ↓ ITS OSP: FJC / PD HQ lateral, 20161212-66                   | Metro Nashville | Information Technology Services | Fiber       | Communication |
| ↓ ITS OSP: LHC 17th Ave to 20th Ave, 20161207 - 17            | Metro Nashville | Information Technology Services | Fiber       | Communication |
| ↓ ITS OSP: 12th Ave and Division to ECC, 20170308-124         | Metro Nashville | Information Technology Services | Fiber       | Communication |
| ↓ ITS OSP:TSP - 5260 Hickory Hollow, 20161208 - 61            | Metro Nashville | Information Technology Services | Fiber       | Communication |
| ↓ ITS OSP - Murfreesboro Expansion: 20161207 - 07             | Metro Nashville | Information Technology Services | Fiber       | Communication |
| <b>Department: Metro Public Works</b>                         |                 |                                 |             |               |
| <b>Division: Engineering</b>                                  |                 |                                 |             |               |
| <b>Facility: Street</b>                                       |                 |                                 |             |               |
| ↓ Stewarts Ferry Pk/ McCrory Creek                            | Metro Nashville | Metro Public Works              | Engineering | Street        |
| ↓ Cane Ridge Rd and Old Franklin Rd Intersection Improvements | Metro Nashville | Metro Public Works              | Engineering | Street        |
| ↓ 1034 Jasperson Dr   | Metro Nashville | Metro Public Works              | Engineering | Street        |
| ↓ 1025 Jasperson Dr   | Metro Nashville | Metro Public Works              | Engineering | Street        |
| ↓ Church Rd 10th Ave - CV Railroad - 11th Ave - 12th Ave      | Metro Nashville | Metro Public Works              | Engineering | Street        |

## Troubleshooting NashDigs and Getting Additional Support

If your instance of NashDigs does not perform as described within this document, please try these things:

- Use the **Reload Current Page**  button to attempt to refresh your browser's view into NashDigs.
- Make sure your internet connection is active.
- Reboot your device and try it again.
- Try using the application again with the most recent version of one of these major browsers:
  - Internet Explorer
  - Chrome
  - Firefox
  - Safari

If none of these things fix your problem, it is possible that Metro Nashville may be experiencing technical difficulties behind the scenes, and we would appreciate if you would contact us to let us know about the problem. Click **Technical Support** near the bottom of the NashDigs window to open an online support form.

