

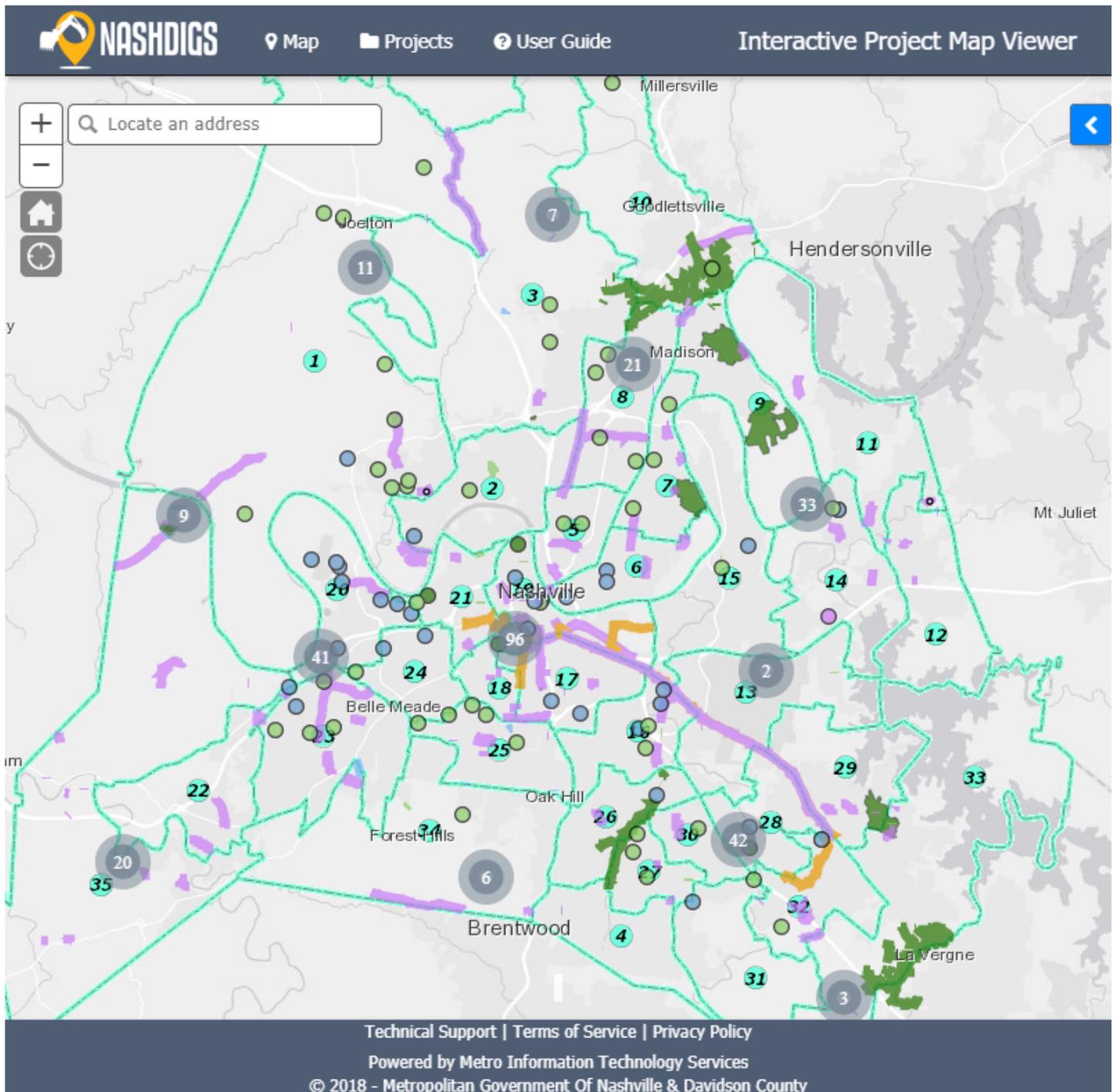


PUBLIC VIEWER USER GUIDE

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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
Project Point	Project Line	Project Poly
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.

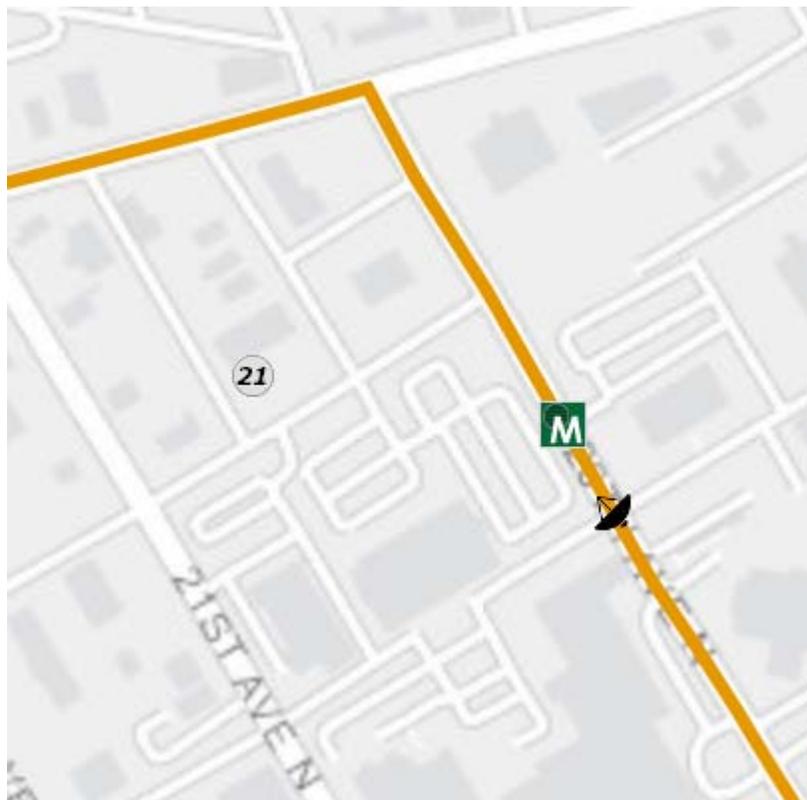
In addition to the legend, NashDigs uses colored double-ringed circles with numbers inside them to let the user know there is a cluster of projects in that area that cannot be properly displayed at the current map zoom level. Zooming in to these clustered areas will allow the system to better display 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"/>
Council District ▼		
Owner ▲		
<input checked="" type="checkbox"/>	All (Check/Un-Check)	
<input checked="" type="checkbox"/>	Metro Nashville	
Department ▲		
<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	
Facility ▼		
Type ▼		
Status ▲		
<input checked="" type="checkbox"/>	All (Check/Un-Check)	
<input checked="" type="checkbox"/>	Started	
<input checked="" type="checkbox"/>	Committed	
Date Range ▼		
Other ▼		

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	
Project Name	2018 Spring Group 4 Paving 22 (Hapwood Dr)
Description	
Estimated Start	
Estimated End	09/01/2018
Actual Start	3/1/2018
Actual End	

[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

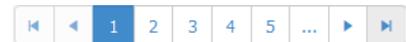
Drag a column header and drop it here to group by that column

	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

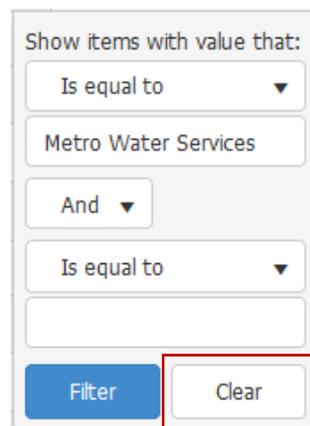
You can establish filters on any or all attributes in the project list. The more restrictive your filters and the more filters you establish, the less data you should expect to see in the list.

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.



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
Department: Information Technology Services				
↓ 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
Department: Metro Public Works				
↓ 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
Owner: Metro Nashville				
Department: Information Technology Services				
Division: Fiber				
Facility: Communication				
↓ 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
Department: Metro Public Works				
Division: Engineering				
Facility: Street				
↓ 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 Jaspersion Dr	Metro Nashville	Metro Public Works	Engineering	Street
↓ 1025 Jaspersion Dr	Metro Nashville	Metro Public Works	Engineering	Street
↓ Church Rd 10th Ave - CVY 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.

