

## Editing Street Attributes...

If the information assigned to a particular street name changes or is incorrect, the data can be edited using the following procedure.

**NOTE!** Editing a street name will affect all segments in that community that have that name assigned.

- 1 Begin by locating the street by typing the name into the Free Style search window, or by using another search option.

The screenshot shows a search interface with buttons for 'Civic Search (Free Style)', 'Civic Search (Drop Down)', 'Map', 'Print', 'Feedback', and 'LogOut'. Below these is a text input field labeled 'Enter Civic Address :'. A red circle highlights the 'Add/Edit Street Name' option in the 'What do you want to do today' dropdown menu.

Select the Add/Edit Street Name will appear in the **What do you want to do today** drop down menu.

The screenshot shows a dropdown menu with options: 'Edit Segment', 'Edit Point', 'Add/Edit Street Name', 'Move to Another Segment', and 'Retire Point'. The 'Add/Edit Street Name' option is circled in red.

- 2 Click on the desired street name in the Current Names list, and then click on the Edit button. A confirmation dialog will ask if you want to edit the street name.

The dialog box has 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red circle.

Click on OK to continue.

The 'Current Names' window displays a list of streets with columns for Street Name, Prefix, Street Type, Street Direction, Name Code, Street Posted, and MunID. The 'Acadia Drive' entry is selected. A red circle highlights the 'Edit' button at the bottom of the list.

The street name edit window will be redisplayed, and now the selected street name will be populating the fields on the right side of the window.

- 3 Correct or change the **1) Prefix** • a French street type if applicable **2) Street Name** **3) Street Type** • is added separately, and should not be added in the street name text box, **4) Street Direction** • **ONLY** use if it appears in the actual street name; it is not used to indicate direction of travel **5) Name Code** • allows you to identify the source of the name, **6) Street Posted** • identifies whether and how the street name appears on the local street sign, leave this option set to Not Posted if the existence or condition of the street sign is not known. **7) MunID** •The MunID field serves as a link between a municipal database and the NSCAF. Municipalities can assign a unique key of their own to the new street segment.

The 'Edit Street Name' form has fields for: 1) Prefix (None Selected), 2) Street Name (Fairway), 3) Street Type (Avenue), 4) Street Direction (None Selected), 5) Name Code (Municipal Unit name), 6) Street Posted (visible), and 7) MunID. A red note at the bottom states: 'Note: When adding names for Private roads, please do not include (P) in the name. Instead set the Owner field to Private when attaching the name to a segment.' There are 'Submit' and 'Cancel' buttons at the bottom.

Click on the Submit button to update the NSCAF. The application will respond with a confirmation message and a reference number (REF#) will be provided in case you need to refer back to this edit at some point in the future. Click on the Back text to close this window to return to the main application window.

## Deleting Street Names

If a street name is no longer used, it can be deleted from the NSCAF. If the street name is assigned to a street, additional steps are required to avoid leaving the street with no name. As well, the steps must be repeated for each community that contains the street. The name is deleted using the following procedure.

- 1 Begin by locating the street by typing the name into the Free Style search window, or by using another search option.

- 2 If there is only one name associated with a street, it must be an E-911 name. This ensures that it can always be located for 911 services. To delete the E-911 name for a street, it will first be necessary to assign another E-911 name as described in Updating Street Attribute Data.

**3** At this point, it is assumed that the street name is no longer associated with a street. Select **Add/Edit Street Name** from the **What do you want to do today** drop menu. The street name edit window will appear. A separate window will open to edit the name information.

**4** Highlight the name in the Current names list and press the Delete button below the list. You will be prompted to ensure you want to delete the name. After confirming, the application will respond with a message indicating the road name has been deleted, and a reference number (REF#) will be provided in case you need to refer back to this edit at some point in the future. Close this window to return to the main application window.

If the street name is associated with a street on the map, the application will respond with an error message noting that the name cannot be deleted. Refer back to Step 2 for resolution. Remember that the name must be removed from all segments that comprise the street.

### Adding Street Alias

A street alias is an additional name that is used to identify the street. Scenic Trails are an example of a street alias. Any number of aliases can be added.

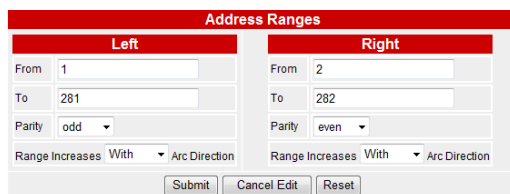
Alias names are added in the same manner as other street names. For each name that is added, the source of the name is identified using the Name Code field.

### Editing a Street Alias

Street aliases are edited in the same manner as street names. Refer to the steps in [Editing a Street Name](#).

### Updating Address Range Information

When a new road is added “heads up”, the address range



Address Ranges	
Left	Right
From: 1	From: 2
To: 281	To: 282
Parity: odd	Parity: even
Range Increases: With Arc Direction	Range Increases: With Arc Direction
<input type="button" value="Submit"/> <input type="button" value="Cancel Edit"/> <input type="button" value="Reset"/>	

values are initially populated automatically based on the length of the new road and a 10 metre interval. Typically, the odd range is on the left and the even range is on the right, with the “from” and “to” even range values being one higher than the corresponding odd values. However, any other combination can occur. Left and right sides are designated relative to digitized direction as illustrated by the arrow symbols when a segment is selected.

The address range data assigned to the segment has been revised to separate the parity for the left and right sides. This simplifies the number of possible parity combinations in the Parity drop down list.

It is also important to know how the address range values increase relative to the segment direction. While the preference is to have the range increase with the arc direction, there are unusual cases where the opposite occurs.

**NOTE!** Traffic direction field also helps identify accessibility. Roads that are not accessible to emergency vehicles in winter can be flagged Seasonal. Users are strongly discouraged from adding “impassable” roads. The “restricted” category applies to roads legally used only by emergency vehicles.