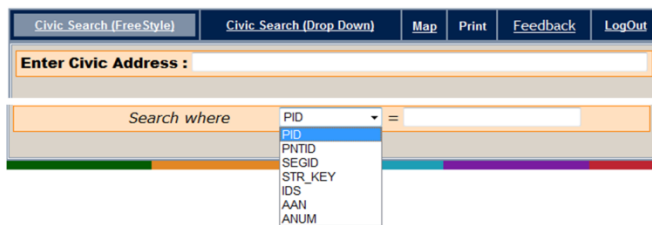


Street Name Change...

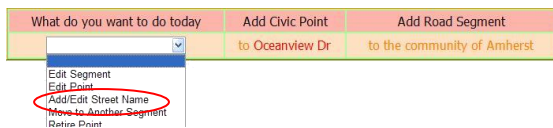
Street name changes are accomplished by first adding the name of the street to the database and linking the name to the segments as described below.

Streets names are first added to a community's street name list, and only then are available to assign to street segments. For streets that cross a community boundary, the process of adding and assigning the street name must be repeated for each community.

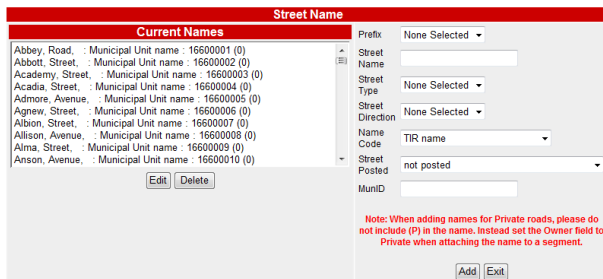
1 Begin by using the search functions to locate the community or area where you will be working. Using the identify tool, select a point or road segment in the target community.



2 The Add/Edit Street Name will appear in the **What do you want to do today** drop down menu. Select the Add/Edit Street Name option and a separate window will open to allow you to enter the new street name.

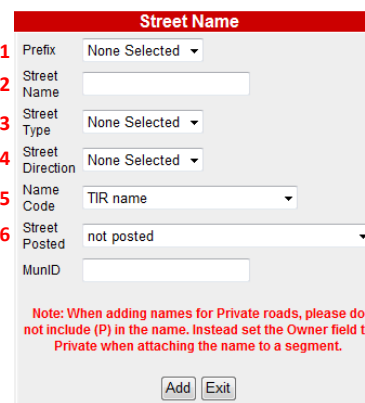


The Current Names list shows all street names currently assigned in the selected community.



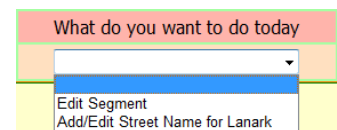
TIP! If you cannot successfully select an entity with the Identify tool, zoom in closer and try again.

3 Begin by entering the following information **1) Prefix** • add 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.



4 Click the add button to enter the street name to NSCAF. The system will notify you immediately if you attempt to add a street name that already exists in the NSCAF for that community. It also provides a warning if a similar name exists. Either click on the Cancel Button (if you wish to cancel the add operation) or the Continue Button (if you want to add the new street name).

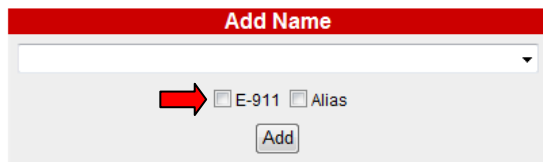
5 Using the Identify tool select the street that will be renamed. From the **What do you want to do today** drop down menu select **Edit Segment** to add a pre-existing name to the new road segment.



The **Edit Segment** option opens a window with multiple sections. The top section lists currently assigned names. The name highlighted in yellow (if any) is the official name used for E-911 services.



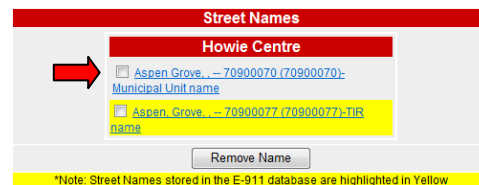
6 Before we can remove the current street name, we need to assign a proper name to the segment. From the **Add Name** section, select the name of the segment. If this is the E-911 name, click on the E-911 checkbox; otherwise click on the Alias name checkbox. When done, click on the **Add** button to assign this name to the segment. A confirmation dialogue will appear with a reference number. Click the Back text to return to the main map window.



At this point we have assigned a new name to the segment, but we still have the previous name assigned. The previous road name will be displayed in NSCAF as an alias road name. Removing the alias road name is optional. It might be a good idea to retain the alias road name for a while, especially if the alias road name was in use for any length of time.

7 To remove the alias name from this segment, repeat the process to edit a segment by selecting **Edit Segment** from the **What do you want to do today** drop down menu. The Edit Segment screen will appear.

8 Click on the checkbox next to the alias name and then click on the Remove Name button. This will remove the name from the segment, although the name will still reside in the pool of street names available for this community. It may be necessary to refresh the map by panning or re-selecting the edited feature in order to see the latest edits.



9 If we are removing the alias road name, or if the assigned name is no longer valid in this community, we will also need to remove the name from the list of available names as described in **Deleting a Street Name** in the Editing Street Attributes quick guide.

NOTE! There may be situations where an alias road name may need to be restored as the official 911 road name. This can be accomplished by following the procedures outlined in this Quick Guide commencing at step 5 through 8.