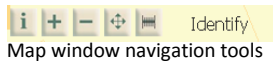


## Adding New Civic Points ...

**1** Navigate to the location where the civic point will be added using the search functions or map window navigation tools. Using the search function tools you can search by either: PID, PNTID, SEGID, STR\_KEY, IDS, AAN, or ANUM in the **Search where** dropdown menu or by entering the nearest civic number in the **Enter Civic Address** search box.

OR



**2** Select the street segment to which the civic point will be addressed using the Identify tool.



The selected street segment will be highlighted in blue. Ensure that the correct segment of street is selected and click on the street name below **Add Civic Point**.

**3** A new window will open to allow you to enter the location of the new civic point. The civic point can be entered by specifying its UTM projection coordinates, or interactively by clicking on a location on the map. The following information will need to be entered in order to add the point: **1) Civic Number** • civic number assigned to point, **2) Civic Suffix** • only use where current number(s) contain a civic suffix, otherwise use unit number, **3) Unit Number** • should be added where applicable to distinguish each civic address in cases where there are multiple units, **4) x-y coordinates** • if the UTM location of the civic point is known otherwise click on the map to add the new point, **5)**

**MunID** • serves as a unique link between a municipal database and the NSCAF, which is assigned by the Municipalities, **6) Building Use** • individual uses need to be assigned for each civic address associated with a single civic point, and **7) Address Location** • used to identify the feature to which the address refers, **8) Civic Number Posted** • used to indicate the nature of the civic number sign and the status of the posted civic number. Once all the information has been entered click the **Submit Civic** button to commit this point to the NSCAF.

**4** Information associated with the first civic point (i.e., Unit 1) will need to be entered. Make sure the point is selected. From the **What do you want to do today** dropdown menu (refer to figure in step 2) select **Edit Point**. In the **Unit 1** Information box, enter the following: **1) Civic Number Suffix** • only use where current number(s) contain a civic suffix, otherwise use unit number, **2) Unit Number** • should be added to distinguish each civic number, **3) Postal Code** • can be added if it is known, **4) Building Posted** • should be entered; contains various non-residential building uses as indicated on any name signage posted on the building, **5) Building Name** • if known, the full text of the signage should be included, **6) Civic Number Source** • describes the information source for each NSCAF civic number.

The Additional Info (Permits #'s and MUN\_ID) are optional. The MUN\_ID field is an optional field that can hold a key to allow a link to a municipal database. Click the **Save Civic Edit** button to commit the entered information to the NSCAF.

**5** The Point Information section contains information about the point geometry. Now that a new point has been added to the NSCAF, from the **What do you want to do today** dropdown menu select **Edit Point**

What do you want to do today	Add Civic Point	Add Road Segment
▼	to Willow St	to the community of Amherst
<ul style="list-style-type: none"> <li>Edit Segment</li> <li><b>Edit Point</b></li> <li>Add/Edit Street Name for Amherst</li> <li>Move to Another Segment</li> <li>Retire Point</li> </ul>		

In the **Point Information** section update the following: **1) Number of Units** • identifies the number of unique civic, units, and internal apartments/units associated with the point, **2) Civic Accuracy** • relates to the method used to collect the civic point., **3) Product Type** • Identifies the type of product which was the source of the data being described **4) Collector** • identifies the Municipality, First Nations community or field collection representative that collected the coordinate location, **5) Capture** • identifies the method used to collect the civic point location, **6) Revision Type** • Identifies details regarding the last revision made to the civic address point and **7) Compile** • If there are no issues with the point, select **all data collection satisfactory**. The Additional Info Permits #'s is optional. **Click Save Point** Edit button to commit point edits

Point Information	
Point ID	400164580
<b>1</b> Number of Units	<input type="text"/>
Feature Code	BLTMP
<b>2</b> Civic Accuracy	Unknown ▼
Address Location	Building Centroid ▼
<b>3</b> Product Type	Type of Product Unknown ▼
Scale	if scale is unknown ▼
<b>4</b> Collector	Nova Scotia Geomatics Centre ▼
<b>5</b> Capture	NSCAF Maintenance Tool (Heads Up) ▼
<b>6</b> Revision Type	Original civic address point - No Revisions ▼
Check PID with QC App	<input checked="" type="checkbox"/>
PID	25486200
<b>7</b> Compile	Unknown problems ▼
Additional Info (Permit #'s, etc.)	<input type="text"/>
<input type="button" value="Save Point Edit"/> <input type="button" value="Cancel Edit"/> <input type="button" value="Reset"/>	

**TIP!** When editing information use the Cancel button where available to abort an edit operation rather than closing a window with the red "X" in the upper right corner of the edit windows or using the back button in the browser. Improperly closing the edit windows can lock the records and prevent subsequent edit operations. If this occurs, contact [NSCAFMaintenance@gov.ns.ca](mailto:NSCAFMaintenance@gov.ns.ca).

**6** If the new point is a duplex, semi-detached dwelling, apartment, etc, the following needs to be entered. From the **What do you want to do today** dropdown menu select **Edit Point** (refer to figure in step 5). In the **Add New Civic Address to Point** section enter the following: **1) Civic Number** • civic number assigned to point, **2) Civic Number Suffix** • should only be populated if current method of civic numbering uses civic suffixes, **3) Unit Number** • must be added to distinguish each civic number, **4) Postal Code** • can be added if it is known, **5) Building Use<sup>i</sup>** • individual uses need to be assigned for each civic address associated with a single civic point, **6) Building Posted** • should be entered; contains various non-residential building uses as indicated on any name signage posted on the building, **7) Building Name** • The full text of the signage should be included, **8) Civic Number Source** • describes the information source for each NSCAF civic number and **9) Civic number Posted** used to indicate the nature of the civic number sign and the status of the posted civic number. The Additional Info (Permits #'s) is optional. Click the **Add** button to add the new civic address to the point.

Add New Civic Address to Point	
Parcel Identifier (PID)	25486200
Segment Identifier	400023642
<b>1</b> Civic Number	<input type="text"/>
<b>2</b> Civic Number Suffix	<input type="text"/>
<b>3</b> Unit Number	<input type="text"/>
<b>4</b> Postal Code	<input type="text"/>
<b>5</b> Building Use	-UNKNOWN Land Use Code - - - ▼
<b>6</b> Building Posted	Unknown ▼
<b>7</b> Building Name	<input type="text"/>
<b>8</b> Civic Number Source	Unknown ▼
<b>9</b> Civic Number Posted	Unknown ▼
Additional Info (Permit #'s, etc.)	<input type="text"/>
Keep PID up to date with Point	<input checked="" type="checkbox"/>
MUN_ID	<input type="text"/>
<input type="button" value="Add"/> <input type="button" value="Cancel Edit"/> <input type="button" value="Reset"/>	

**7** The **Point Note** field is optional. The note field is usually used to further describe the building/civic point use, road condition, access to point, etc.

Point Note	
Note	<input type="text"/>
<input type="button" value="Add Note"/> <input type="button" value="Cancel Edit"/>	

**NOTE!** A detailed discussion relating to the use of the NSCAF Web Editor (NSCAF Web Editor Guide) can be found at <http://nscf1.nsgc.gov.ns.ca/civicmain/docs.aspx>

<sup>i</sup> A detailed discussion on building use codes and description is located at <http://www.gov.ns.ca/snsmr/land/standards/lucs/default.asp>