

Stream Permitting Application User Guide

Overview

The DNRC Conservation and Resources Development Division and the DNRC Office of Information and Technology has developed a map-based web application for the public to search and view Stream Permits across Montana, and for Conservation Districts to search, create, and/or edit new and existing Stream Permits in their respective Conservation Districts.

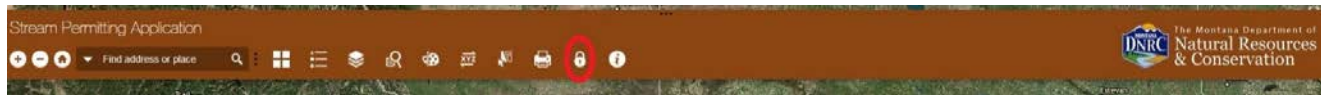
As it pertains to this application there are two datasets involved – sites and permits. A site is the physical location of a permit, and multiple permits could be associated with a single site. The permit is the actual application information and permit number associated with the permit.

Using the Application

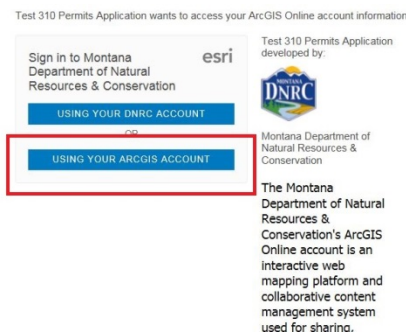
The Stream Permitting Application is located at: <http://gis.dnrc.mt.gov/apps/streampermitting>

Signing in to the application:

1. Initially, you are accessing the public version of the application. This allows you to query permits, but does not allow you to enter or edit them. To edit or enter them, click on the padlock within the ribbon at the top of the screen



2. Choose "OK" to sign in. A window will popup. If you are a member of a Conservation District, choose the 'Using Your ArcGIS Account' option.

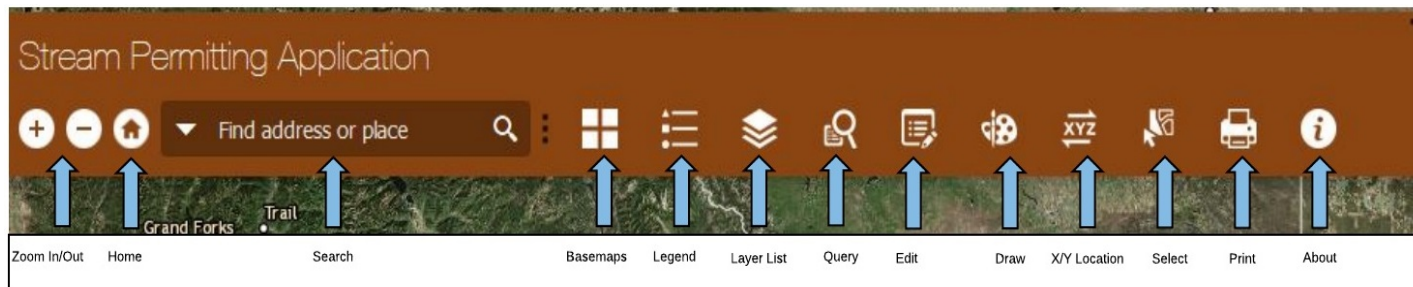


3. Enter your Username and Password. The application will load.
4. From here, choose your conservation district. The map will zoom to your area and load your stream permits.

- As a member of a Conservation District, you will see the Permits in your CD as a different color. These are the Permits that you can edit, delete, or create. The rest of the state's permits will appear as blue dots. You are able to view the information for permits in the state, but will not be able to edit them.

Quick review of widget functionality:

- Across the top ribbon of the application are numerous symbols you can click on to perform different tasks. Each of these symbols is a different widget. Hovering over each widget will reveal the widget's name.



Zoom in/out – Change the scale of the web map

Home – Zoom the extent of Montana

Search – Search by Township/Range, address, or place-name

Basemap Toggle – Opens window offering different basemap choices

Legend – Brings up a legend of map symbologies

Layer List – Opens the layer list window, allowing users to turn different layers on and off

XY Location – Identify, zoom to, or convert coordinates

Query - Search 310 Permits by different attributes

Select – Select features by polygon for export or manipulation

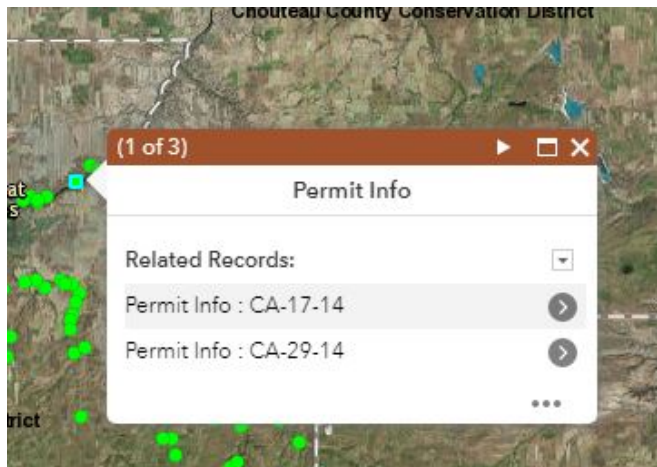
About – Basic information about the application

Print – Allows user to export the map as an image in varying formats

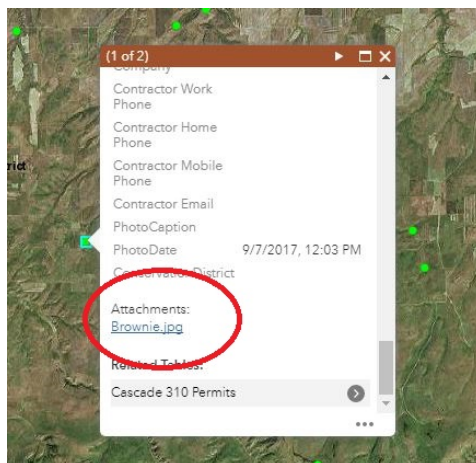
Edit – Allows user to create, delete, or edit existing Sites and Permits

Viewing Sites and Associated Permits

- To access site information, simply click on a site location and a popup window will appear. The initial popup window will contain information specific to that site location. Scroll down to the bottom of the popup, and click on the related tables to see different permits associated with that site. Remember, a site may have multiple permits associated with it, as seen below.



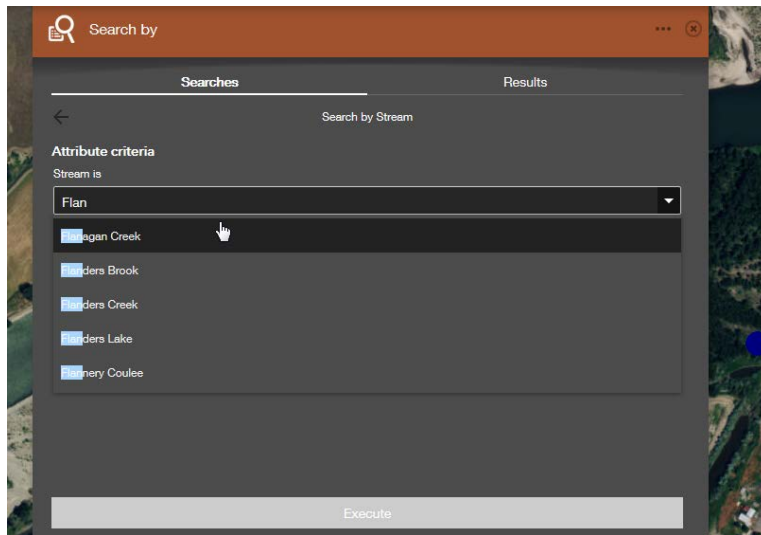
2. After selecting view related tables, the related permits are displayed. Click on the specific permit you would like to view. If the permit record includes any file attachments, a hyperlink will be displayed at the bottom of the window. Click on the link to view the file attachment.



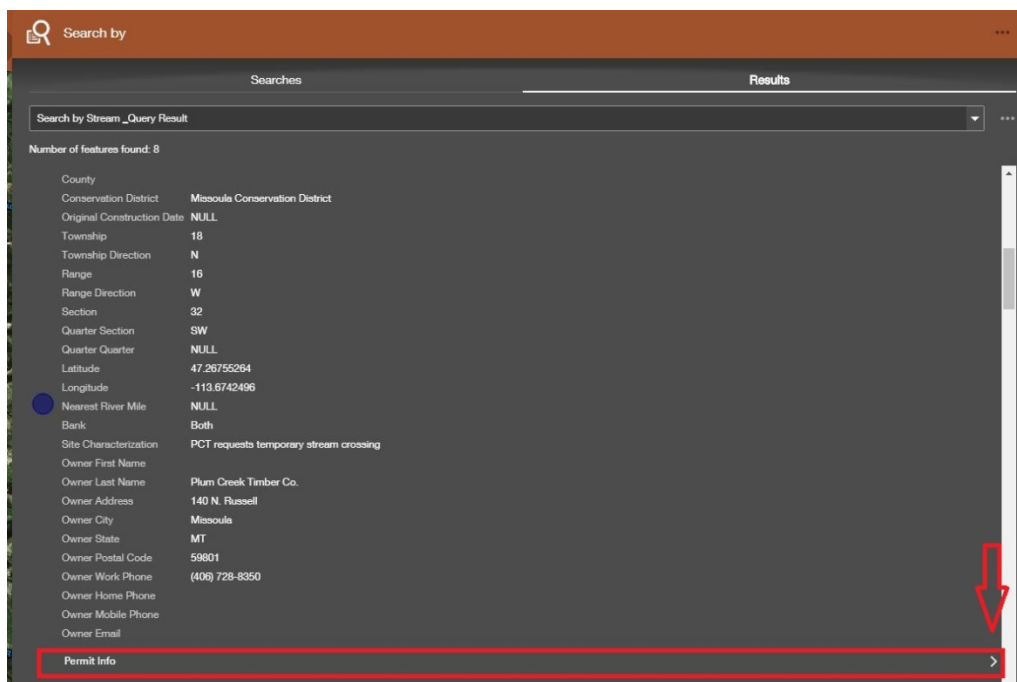
Generating results using the query widget:

The query widget allows users to search Sites and Permits by different attributes. The output of these searches can be browsed, zoomed to, or exported as different file formats. Different searches are available within the query widget. To use one, just open the widget and click on the search that serves your purposes.

1. By clicking on a search, you open up the attribute criteria on which the search will be made. Typically, you will choose from dropdowns, calendar dates, or type in the words you're searching. For example, if you are searching sites by stream name, start typing in the name of the water feature and the options available will be limited by what you had typed.



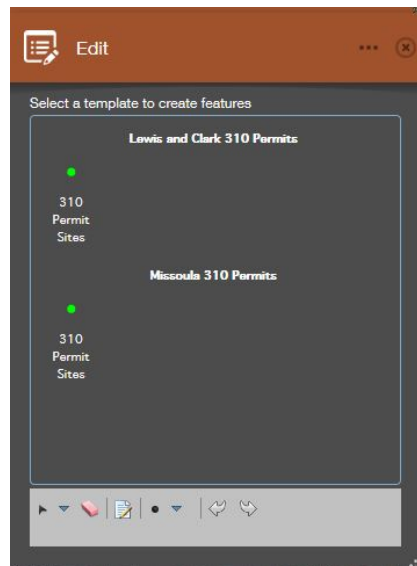
2. After executing the search, the permits or sites that meet the search criteria will be available in a popup. If you have searched by a site, you can click on the red bullseye next to the results to zoom into that site. At the end of either the site or permit, you will be able to access the related records to that site or permit. In the case of sites, the related records are permits. Click on the Permit Info at the bottom of a site result to look at the permits associated with that site.



3. Additionally, the results window has 3 dots in the upper right hand corner. Click on that to reveal different option for the results, such as zoom to, export to csv, view the attribute table, show all the related records, or create a separate layer and save to ArcGIS Online.

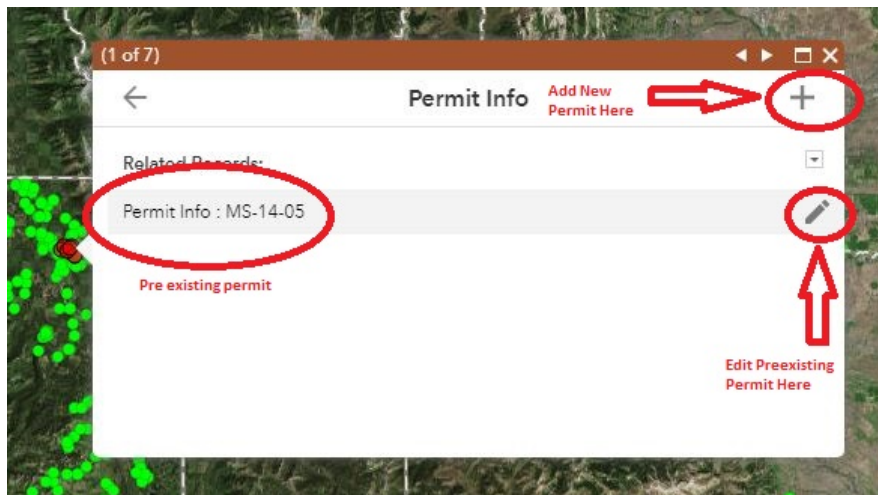
Creating and/or editing sites and permits

To begin editing or creating permits and sites, click on the edit widget. A window will appear. Within the window you will only see the Conservation District Permits that you have permission to edit.



Adding a permit to an existing site

1. With the edit window open, click on the site you would like to add a permit to. A popup pertaining to that site will appear. You could edit information associated with that site, but to add a permit to an existing site just scroll to the bottom and click on the related table. This will bring up a window with the associated permits for that site. For example, in the permit info popup below, you can see that the site already has one permit (MS-14-05). A site could have multiple permits, and if it did, those would be visible. To add a permit to the site click the plus sign in the upper right hand corner. A reference is below.



Moving a site

1. If you notice a site is in the wrong location you can move the site. With the edit window open, click on a site. It will appear as highlighted. Once highlighted, use the hand to click down on the site. While holding the click down, drag the site to the correct location.

Creating a site and permit

1. With the edit window open, you will see the layer you can edit. Click on the green symbol for that layer in the window. When you have your cursor over the map, you will be able to click on the location you'd like to place the site. A popup will appear. Fill the information out associated with that site. Not all information needs to be filled out, only that which the Conservation District is interested in retaining. **The Conservation District attribute must be populated.** You will see dropdown arrows for some of the attributes, type in or use the arrow to select the values for those fields. Once you've populated the site-associated fields you need to, click on the related table to enter in a permit for that site. A different window will appear. Click on the plus sign in the upper right hand corner. This will allow you to populate the permit info. Again, only populate the data you would like, but **every permit must have an application number and a conservation district applied to it.**
2. At the end of entering permit information, you can add an attachment. An attachment is typically a photo. If you have a photo associated with the permit, browse to it and select "open", and it will attach the photo to that permit.