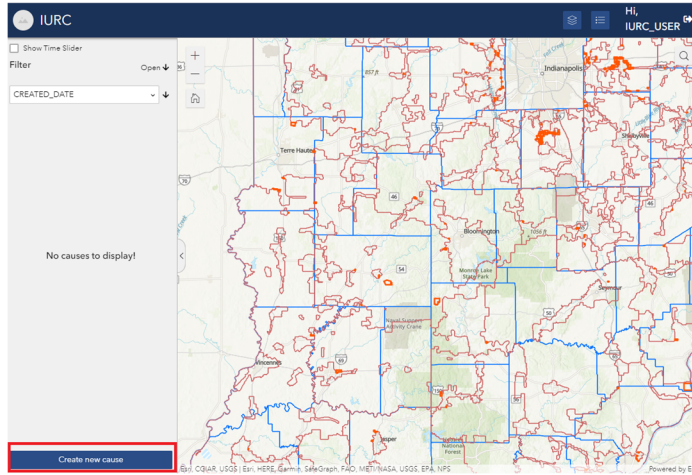
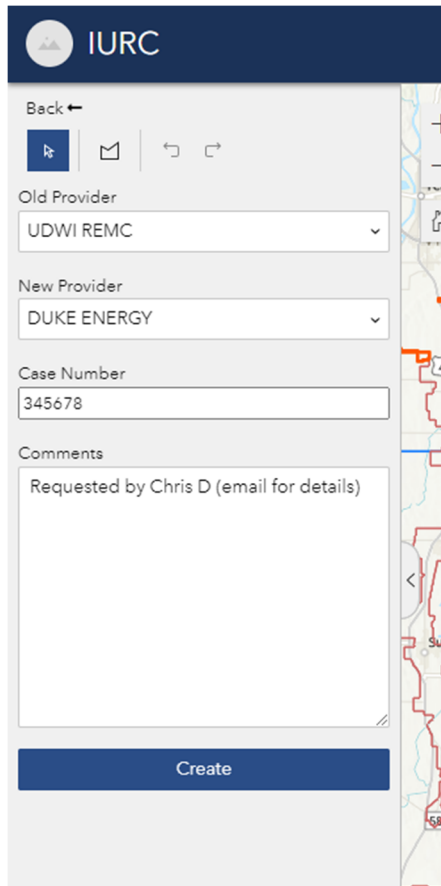


Example 1 - Utility User - Create new Causes

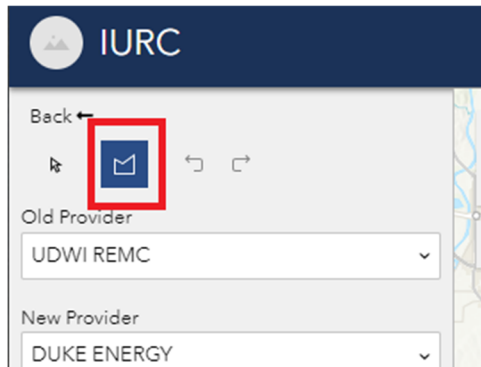
1. Log into the app using the credentials above. Click the “Create new cause” button.



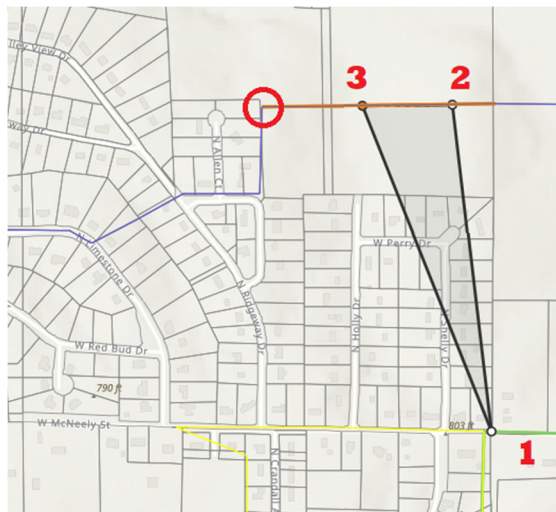
2. Use the drop down menus to select the “Old Provider” and “New Provider” names, and enter in a Case Number and any additional Comments.



3. Click the “Create” button, which loads a dialog box with the message to “Please draw the cause polygon on the map!” Close the dialog box and then change the active tool from “Select Feature” to the “Draw a polygon” tool (indicated by the red box below).



4. Use standard map navigation to zoom to your area of interest, and use a single mouse click inside the map (shown by point #1) to begin building the boundary polygon for the new cause.
Point #2 shows the next new vertex, which is also snapped to a pre-existing cause boundary, and the line segment is highlighted in orange, which shows the extent of the endpoint vertices for that segment. Point #3 can be added to the endpoint vertex of the orange segment (shown by the red circle).



NOTE: If your new cause boundary shares a significant portion of its border with a pre-existing cause, be sure to snap the new boundary vertices to every endpoint vertex of the pre-existing boundary line segments. (shown as red circles in figure below.)

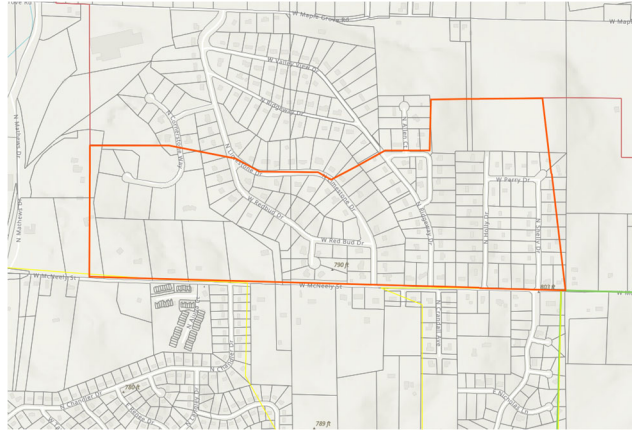


Double click to finish the polygon.



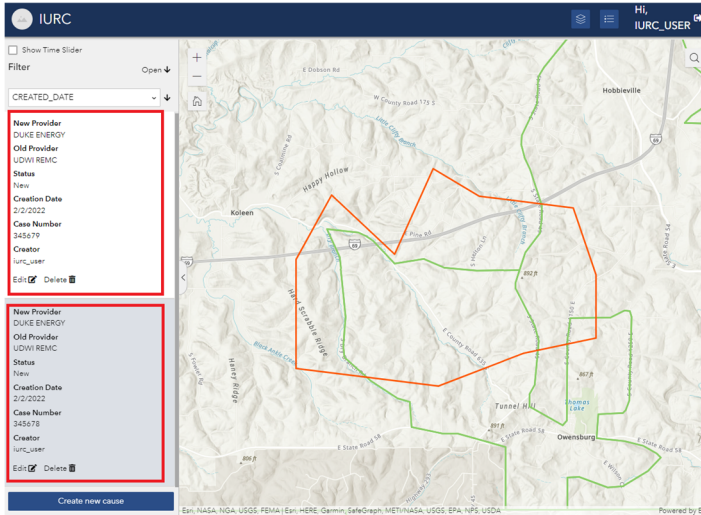
5. Click the Create button again to save the cause (which will then be viewable by IURC administrators).

NOTE: It may be necessary to adjust the new vertices of the new cause along the shared portion of the boundary if the *“Invalid Cause Geometry”* error pops up.



Example 2 - Utility User - Editing causes

1. Log into the app using the credentials above. Note that the graphic below shows a utility user with two older Causes entered into the app. Click anywhere inside either record on the left side of the app to zoom to the cause location.



2. Click the “Edit” button at the bottom of the appropriate Cause record, and note the change in polygon symbology, with vertices that can be edited to help redefine the polygon boundary. Once finished with editing, click the “Update” button to finish editing the cause.

