SAMS-II Import Utility User Guide

Please Read Me!

- The SAMS-II Import Utility is designed to integrate WV County addressing data maintained independently of the SAMS-II into a seamless statewide addressing dataset.
- The tool is designed for authorized users such as Addressing Coordinators and WV SAMS-II administrators.
- Data is only integrated at the county level, in whole, by individual featureclass.
- The Import Utility does not append new features to existing county data.
- The Import Utility destroys all previous layers imported.
- The Import Utility does not maintain SAMS-II feature IDs.
- Feature classes accepted by WVSAMS-II are: Site Address Points, Road Centerlines, Address Points, Entrance Points and Site Line features. You may submit any or all feature classes during each import session.
- The Import Utility crosswalks any data model into the SAMS-II data model. This crosswalk addresses individual feature classes, fields and data values for domain controlled fields.
- The Import Utility also updates the MSAG maintained by SAMS-II. This is important, because it is the foundation for accurate feature searches and geolocation using the address locators built from the SAMS-II data. It also helps maintain a clean dataset.
- The Import Utility remembers the previous import for each county, therefore users may complete the first import in approximately 45minutes. Subsequent imports may proceed much quicker if the data structure has not significantly changed.
- The Import Utility reports the status and results of each process step to the User via email, and the import utility.

Import Process Workflow

Data Upload → **Layers** Mapping → **Fields** Mapping → **Domains** Mapping → **Publish** Data

Step 1.	**Upload Data:** Choose which county you will be importing data for. The Import Utility will accept a zip file of geodatabases or shapefiles. Either format needs to be zipped and have a file size less than 25mb. Your upload data may contain some or all of the following layers:

- a.	Site Address Point: the point data used as the location of the structure (typically a rooftop location)
- b.	Road Centerline: the line segments representing centerlines of all roadways or carriageways
- c.	Address Point: the point marking the location along the road centerline at which the site address point location is addressed
- d.	Entrance Point: the point locations specific to a site address point that marks an access, such as a gate, driveway or door
- e.	Site Line: the line segments representing driveways, drop lines or other auxiliary dataset that is related to the addressing data

Step 2.	**Layers Mapping:** enter in your complete featureclass path for the layers you are importing, then use the SET button

- a.	Set – fill in the complete path location to all layers you will be importing, from the parent folder (shapefiles) or geodatabase
- b.	Clear - any existing path to layers you will not be importing

Step 3.	**Field Mapping:** enter the fields contained in your source layers to match the SAMS-II data layer fields

- a.	Click on each layer on the left, the table populates the target fields that you need to match to your source field name.
- b.	Required – 0 = not required, 1 = required

Step 4.	**Domain Mapping:** any source fields mapped to a SAMS-II field that is domain controlled will need to migrate data values to legal domain data values.

- a.	Build Domain Mapping – this tool harvests unique data values from the source data, for each domain controlled field.
- b.	Domain
- c.	Each field domain each value may be mapped to a valid Target values.

Step 5.	**Publish Data:** upon successful validation, your data can be published up to the SAMS-II Training site and the SAMS-II Production site.

1.1 • Set County for Import

- **You must specify a county** to use any function of the import utility.
- You only have access to import authorized counties.

1.2 • Upload File

- You can only upload a .zip file.
- Your zip file may contain either a geodatabase or shapefiles.
- Drag and drop your zip file into the box or click in the box to browse folders.
- Click the Load File button to load the zip file to the SAMS-II Server.

Import County Address Data

| Status: | Step 1: Prepare Data. |
| Progress: | Field mapping table for Road Centerline created. 'Fields' tab |

Info **1: Data** 2: Layers 3: Fields 4: Domains 5: Publish Error In

Specify County and Upload Zip File

After specifying county from the dropdown list below, click on Set button to initialize other parameters for zip file uploading.

Specify County Monongalia ▼ Set

Zip file Name Uploaded file name

Use the box below to drag and drop one zipfile that contains your address data, geodatabase, or shapefiles. ❓ **(File size < 25MB).**
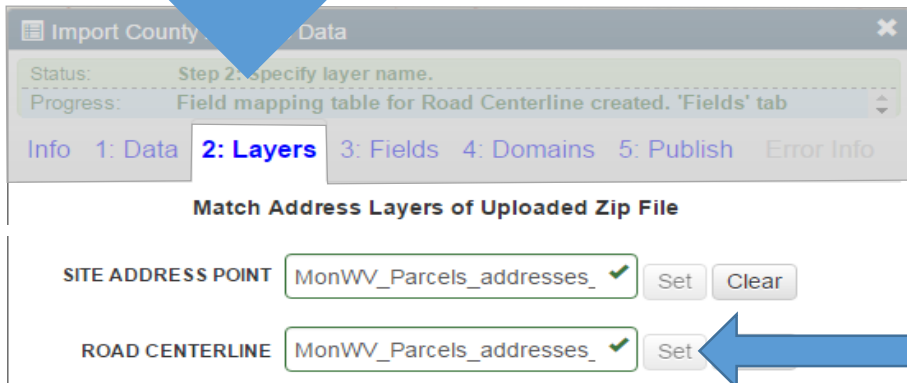
Drop zipfile here

Load File

Load File: This button begins the processes the file,
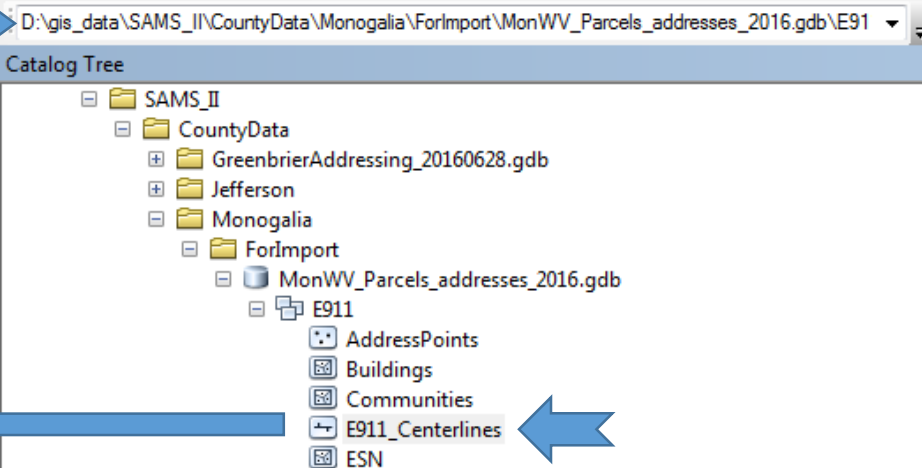
2.1 • Set Import Layer Path and Name

Import County Data

Status:	Step 2: Specify layer name.
Progress:	Field mapping table for Road Centerline created. 'Fields' tab

Info 1: Data **2: Layers** 3: Fields 4: Domains 5: Publish Error Info

Match Address Layers of Uploaded Zip File

SITE ADDRESS POINT [MonWV_Parcels_addresses_ ✓] [Set] [Clear]

ROAD CENTERLINE [MonWV_Parcels_addresses_ ✓] [Set]

MonWV_Parcels_addresses_2016.gdb \ E911 \ E911_Centerlines

Geodatabase File Name	Feature Dataset	Feature Class

D:\gis_data\SAMS_II\CountyData\Monogalia\ForImport\MonWV_Parcels_addresses_2016.gdb\E91

Catalog Tree

- 🗀 SAMS_II
  - 🗀 CountyData
    - 🗀 GreenbrierAddressing_20160628.gdb
    - 🗀 Jefferson
    - 🗀 Monogalia
      - 🗀 ForImport
        - 🗄 MonWV_Parcels_addresses_2016.gdb
          - 🗂 E911
            - ⦂ AddressPoints
            - ▦ Buildings
            - ▦ Communities
            - ⊟ E911_Centerlines
            - ▦ ESN

- You must specify the path for each import layer:
  - o Geodatabase - begin with the *geodatabase*.gdb name, feature dataset (if needed) and featureclass name.
  - o Shapefile - begin with the parent folder and use the full file *Name*.shp

Use Arc Catalog during this process to assist in identifying paths and field names. Arc Catalog can give you the correct path by highlighting the featureclass, and then copy the path location beginning in the parent folder or geodatabase

2.2 • Clear Layer Path/Names not used

- The import utility will remember any past layer path information you have previously set.
- If you are not importing all layers, you must clear any layer path that is not going to be imported.

3.1 • Set Field Mapping

- Use Arc Catalog during this process to assist in identifying field names. Arc Catalog can give you the correct name by using the featureclass properties.
- Do Not Use Field Alias.
- Not all Target Fields will be mapped.
- Not all Source Fields have an appropriate Target Field to map.
- The Help Icon opens a path to the data dictionary, which can help define what the field is used for.

- Target Field: This is the SAMS-II data fields that corresponding for each layer specified.
- Source Field: This is the field to be imported, mapped to the target field.
- Required: 0 = Not Required, 1 = Required
- Comment: You can use the comment field to make a note for your field mapping.
- The import utility will remember any previously fields mapped.

Validate Field Mapping: This validation step checks that the Source fields mapped are named correctly, and those fields are present in the source data layer. This validation step also confirms that all required fields have been mapped.

• Set Domain Mapping

- Use the Target Description menu to select from the available values.
- Source Value: This is a list of unique values pulled directly from the source data.
- Target Value: This is the SAMS-II data fields that corresponding for each layer specified.
- <u>All Source Values Must Be Mapped</u> to a legal description.
- Values do not always exist across domains, therefor an example mapping may look like:
  - Highway = Highway
  - Limited Access = Highway
  - Major Route = Major Arterial
  - Roadway = Local
- The Help Icon opens a path to the data dictionary, which can help define what the field is used for.
- Comment: You can use the comment field to make a note for your field mapping.

Import County Address Data

Status: **Step 4: Domain Mapping.**
Progress: **Domain built successfully. Edit values of each domain**

Info 1: Data 2: Layers 3: Fields **4: Domains** 5: Publish Error Info

Domain Mapping ⊙

Site Use Classification ⊙

Target Desriptions	Selected
Select description for valu ▼	

DomainMapping (38 features, 0 selected) ✕

Site Location ⊙
Address Status ⊙
Postal Community ⊙
Road Class ⊙

Source	🔒	Target
AIRPORT		810
AMBULANCE HOUSE		740
CEMETARY		820
CHURCH		820
COMMERCIAL		720
COMMERCIAL FARM		701
CULTURAL		820
EDUCATIONAL		730

Rebuild Domain Table   **Validate Domain Mapping**

Domain built successfully. Edit values of each domain

Rebuild Domain Table: This process rebuilds the domain tables by checking for domain controlled Fields mapped in Step 3, and building a table of unique values from the source data.

Validate Domain Mapping: This validation step checks that all domain values have been mapped correctly, and that only legal values have been mapped.

5.1 • Validate and Publish Data

- Validate Data reviews all layer mapping, names paths and fields.
- All Validate steps must complete successfully without errors in order to publish.
- It is advisable to publish to the Training Server in order to review your data before the data is published to the SAMS-II Production site.
- You do not need to re-validate before publishing.

Import County Address Data

Status:	Step 5: Final Publish.
Progress:	Domain built successfully. Edit values of each domain

Info   1: Data   2: Layers   3: Fields   4: Domains   **5: Publish**   Error Info

Data validation and publishing

The unloaded county address data has been unzipped successfully.

Layer names have been set correctly.

Field mappings have been validated.

Domain mappings have been validated.

It's time to validate data.

After data validation, the last step is to **PUBLISH** data.

[Validate Data]

Data has been prepared. Click on button above for validation.

[Publish to Training Server]   [Publish to Production Server]

Click on button above to publish data

Validate Data: This final validation step will review Layer mapping, Field mapping and Domain mapping, as well as ensure the data is ready for import.

Publish to SAMS-II Training Server: This final step will publish any imported layers specified and destroy any existing layer.

Publish to SAMS-II Production Server: This final step will publish any imported layers specified and destroy any existing layer.