

# Electoral Boundary Tool (EBT) User Manual

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## INTRODUCTION

### **Software Overview:**

The Electoral Boundary Tool (EBT) is an internet based mapping software which provides Returning Officers (RO) the ability to review and assess their Electoral District. The EBT consists of map layers and tools. Several map layers can be turned on and off allowing the RO to view additional reference information to help in their assessment and analysis. The tools available in the EBT allow the RO to define and edit the polling division boundaries and determine how many registered electors live within each polling division as well as areas which the RO defines. Other tools allow the RO to find addresses, get driving directions and perform drive times analysis. This document provides the user with all the information regarding the EBT and can be used as a user manual.

The EBT can be accessed from any computer which has internet access. The web address or URL of the EBT is: [https://nsgj.novascotia.ca/ens\\_viewer/](https://nsgj.novascotia.ca/ens_viewer/)

## Accessing the Electoral Boundary Tool

### **Accessing EBT Using ENS Computer:**

Computers provided to you by ENS should have an Electoral Boundary Tool favorite already saved within Internet Explorer.

Step 1: Open an Internet Explorer window.

Step 2: In the Internet Explorer window, click on the Favorites menu item. In the drop-down menu which appears, select the Electoral Boundary Tool. The EBT login page will appear.

Step 3: Follow the login instructions below to enter the EBT site.

### **Accessing EBT from Non-ENS Computer:**

Step 1: Open an Internet Explorer window.

Step 2: In the Internet Explorer window, enter the below website address or URL into the website address input box at the top of the Internet Explorer window:

[https://nsgj.novascotia.ca/ens\\_viewer/](https://nsgj.novascotia.ca/ens_viewer/) The EBT login page will appear.

Step 3: Follow the login instructions below to enter the EBT site.

### **Login to EBT:**

Step 1: Log into the website using the user name and password provided to you with your date of birth to gain access to the tool. (See Figure 1)

The format of your user name is: edxx-userx (xx is your Electoral District number, ie. ed01-user1)

Click the Log In button after you enter the login credentials. The EBT will appear in the same window. You will see a map of Nova Scotia. (See Figure 2)



The screenshot shows the login interface for the Electoral Boundary Tool. At the top left is the Elections Nova Scotia logo. At the top right, the text "Electoral Boundary Tool" is displayed. A blue horizontal bar with the text "Log In" is centered below the header. The main content area contains three input fields: "User Name", "Password", and "Date Of Birth (yyyyymmdd)". Below these fields is a "Log In" button. At the bottom of the form area, there is a small line of text: "For assistance logging into this application, please call 1 (902) 424-8584".

Figure 1

## EBT - Components

Once you have successfully login to the system, you will see four major components of the EBT in the main window. (See Figure 2)

- Map Window
- Navigation Tools
- Map Selector
- Toolbar

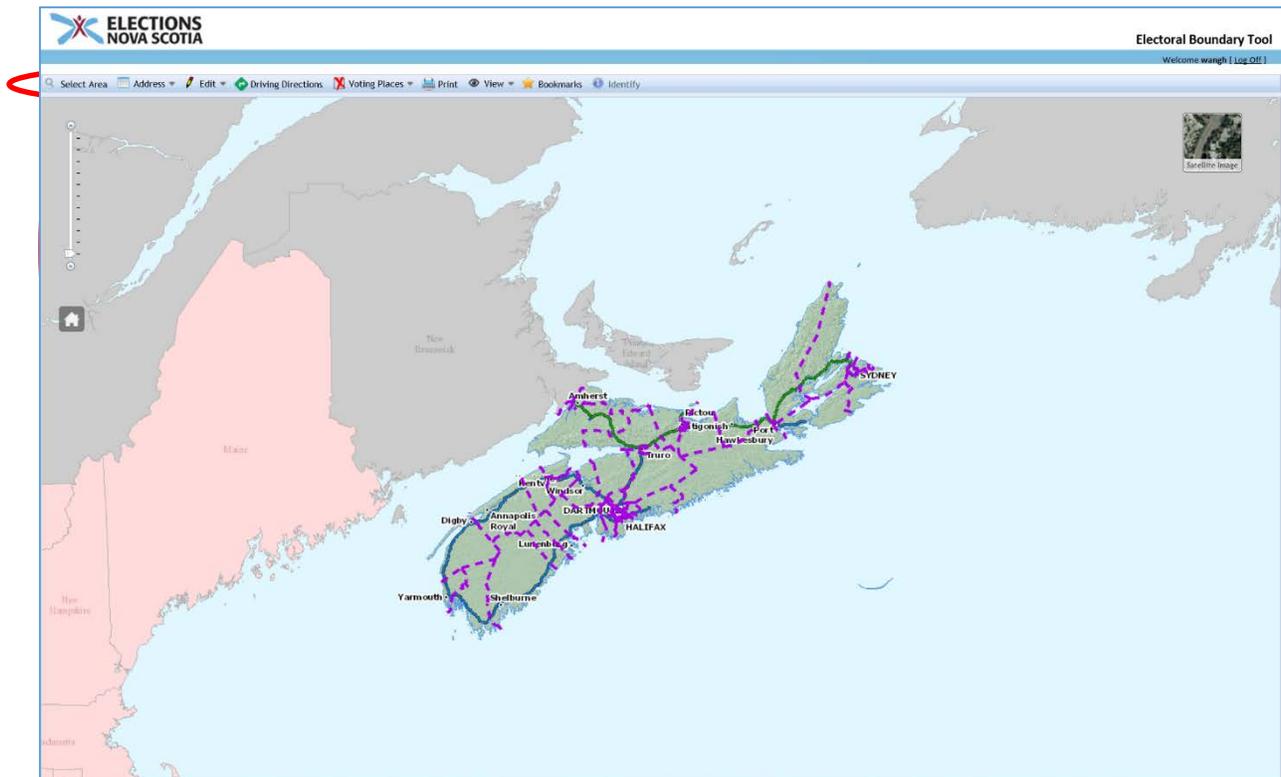


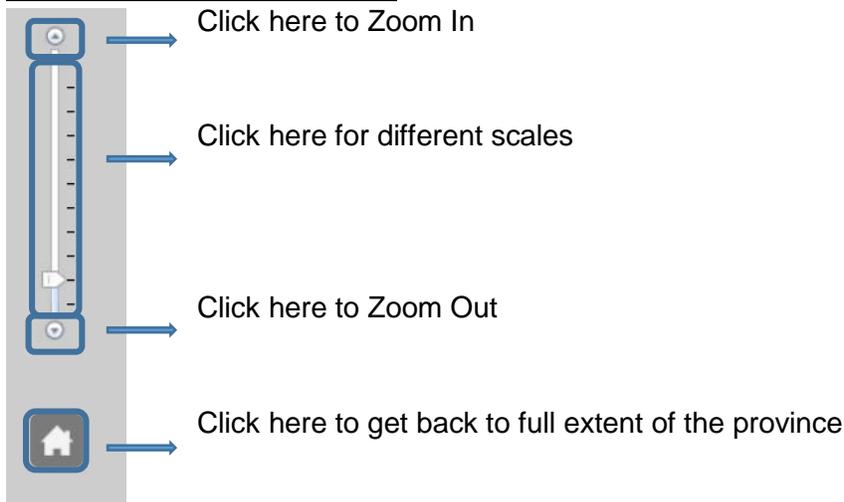
Figure 2

### ***Map Window***

Within this window you will see a map of Nova Scotia and some of the surrounding provinces. This is the main area where you navigate and work on your boundaries.

### ***Navigation (Zoom and Pan)***

#### **Zoom - EBT Navigation Tool**



#### **Zoom - Using the Mouse**

- Use mouse roller to zoom in and out.
- Hold the Shift key down on the keyboard and click the left mouse button to create a zoom in box for a user specified area.
- Double click the left mouse button to zoom in only

#### **Pan – Using the Mouse**

Hold the left mouse button down and move the mouse up, down, left, right within the map window to pan.

### ***Map Selector***

Function to toggle between map and satellite image and display them on the map window as background reference.

The user navigates to the map selector menu in the EBT, and click on the Map icon if the background reference is currently in Satellite Image. (See Figure 3)

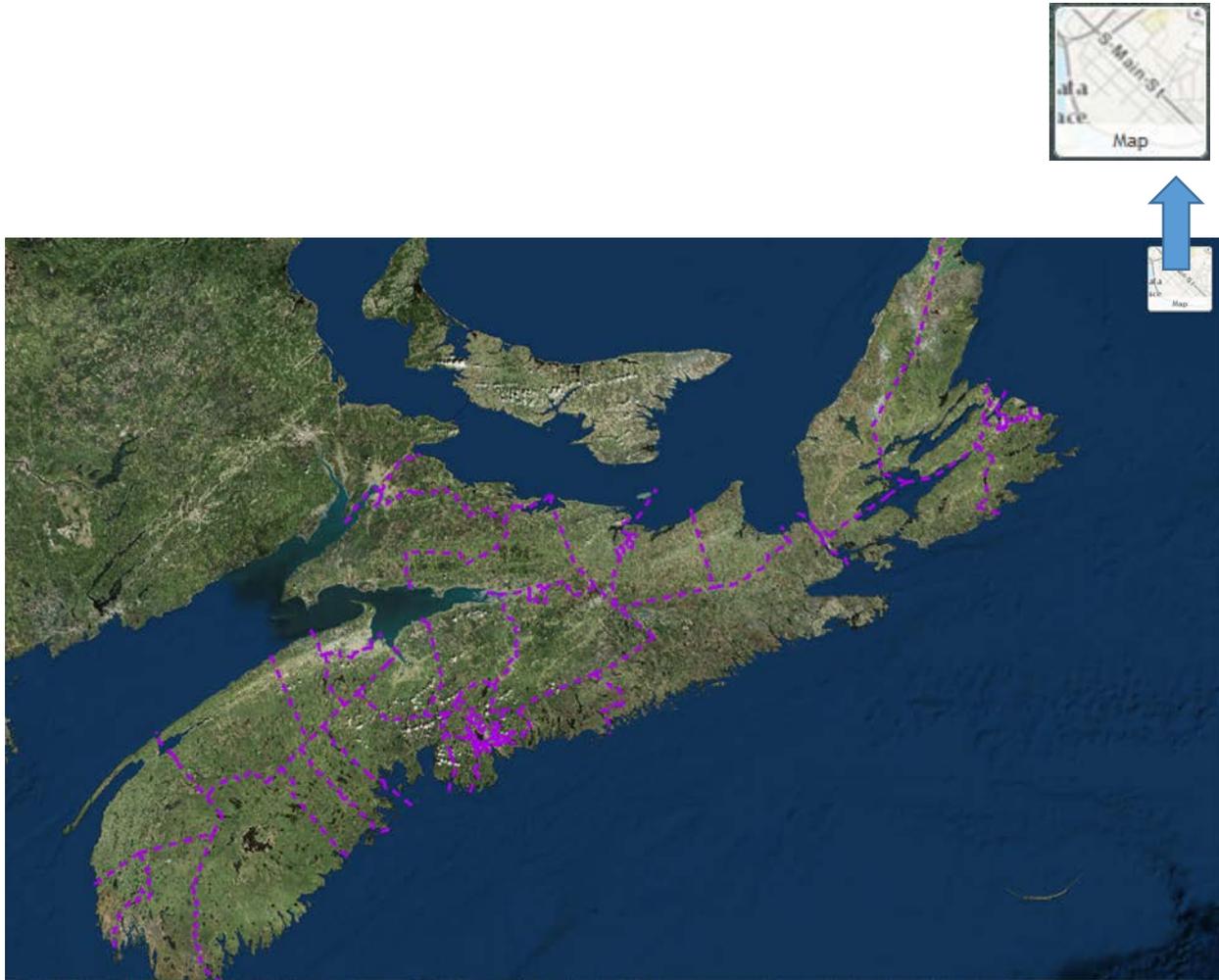


Figure 3

The user navigates to the map selector menu in the EBT, and click on the Satellite Image icon if the background reference is currently in Map. (See Figure 4)

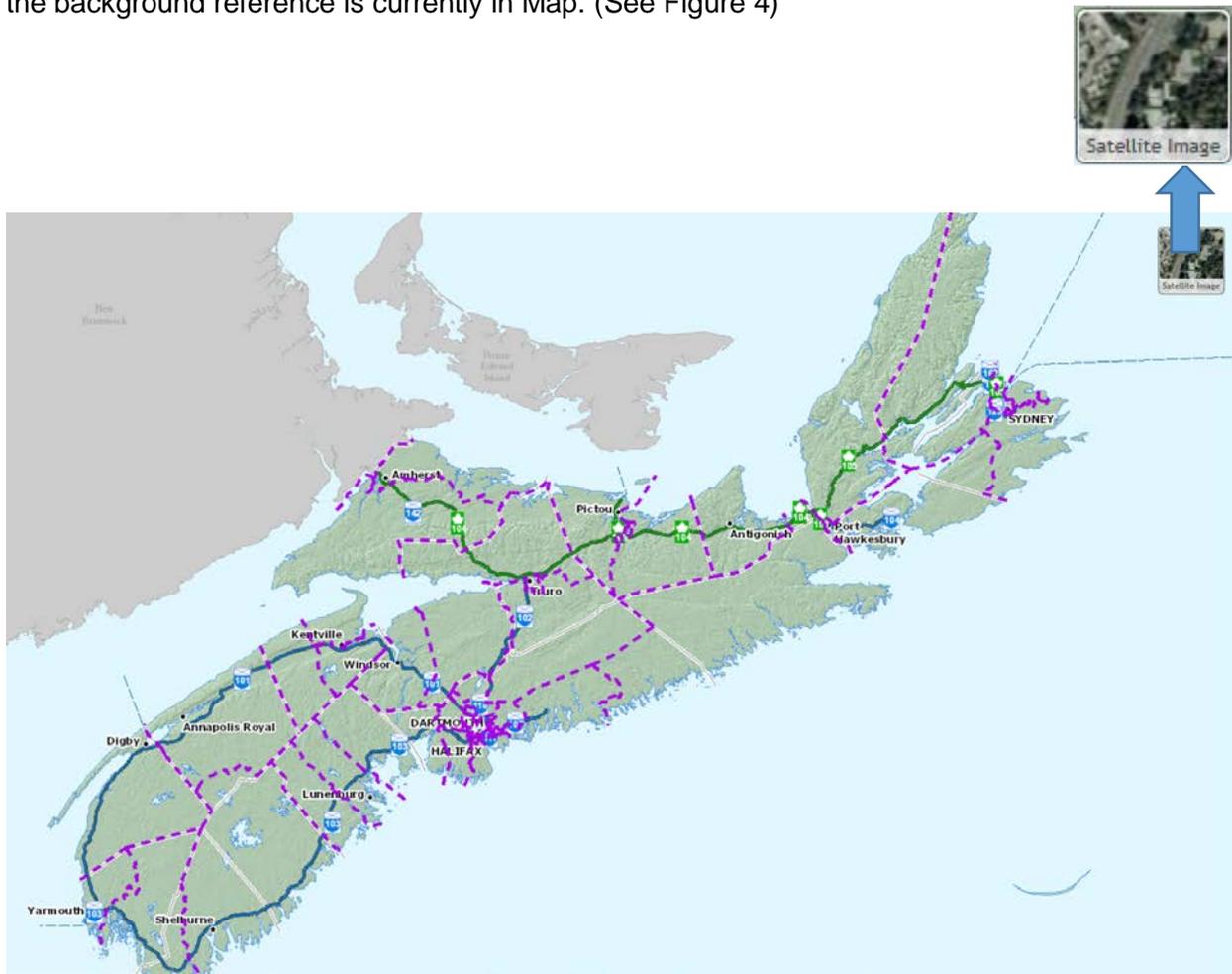


Figure 4

### ***EBT Toolbar***

The EBT has a number of toolbar options which contains a number of tools which allow the user to find electoral districts and polling divisions; find an address; edit a polling division; perform elector counts; determine drive times; and more. Each tool is identified by a tool icon and its name in the toolbar. To access the tool, simply click on the tool icon. Each tool appears as a separate widget window within the main map window. A tool window can be closed when not in use. (See Figure 5)



Figure 5

There are 9 tools in the tool bar. They are:

- Select Area
- Address

- Edit
- Driving Directions
- Voting Places
- Print
- View
- Bookmarks
- Identify

The following sections provide an overview of each tool within the EBT toolbar.

### **Select Area – Select By Filter**

To access a specific electoral district, polling division, or edited polling division, user accesses the **Select Area tool**. (See Figure 6)

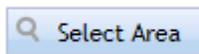


Figure 6

Once the menu option for Select Area is selected, the Select Area widget opens. Notice that there are two tabs. For this part, we will select the Select By Filter tab.

The Select by Area / Select by Filter technique displays the drop down list of the Electoral District look-up values, Polling Division look-up values and Edited Polling Division look-up values for the users to select. (See Figure 7)



Figure 7

### ***Finding your Electoral District***

To locate an electoral district within the province, the user needs to go to the Electoral District dropdown list to access a list of all electoral districts for Nova Scotia.

In the example below, the user selected the first electoral district in the list, 01 – Annapolis. Once selected from the list, the chosen district is highlighted, zoomed in to the district extent and the electoral district details are displayed in an information window with Electoral District Number and Electoral District Name. (See Figure 8)

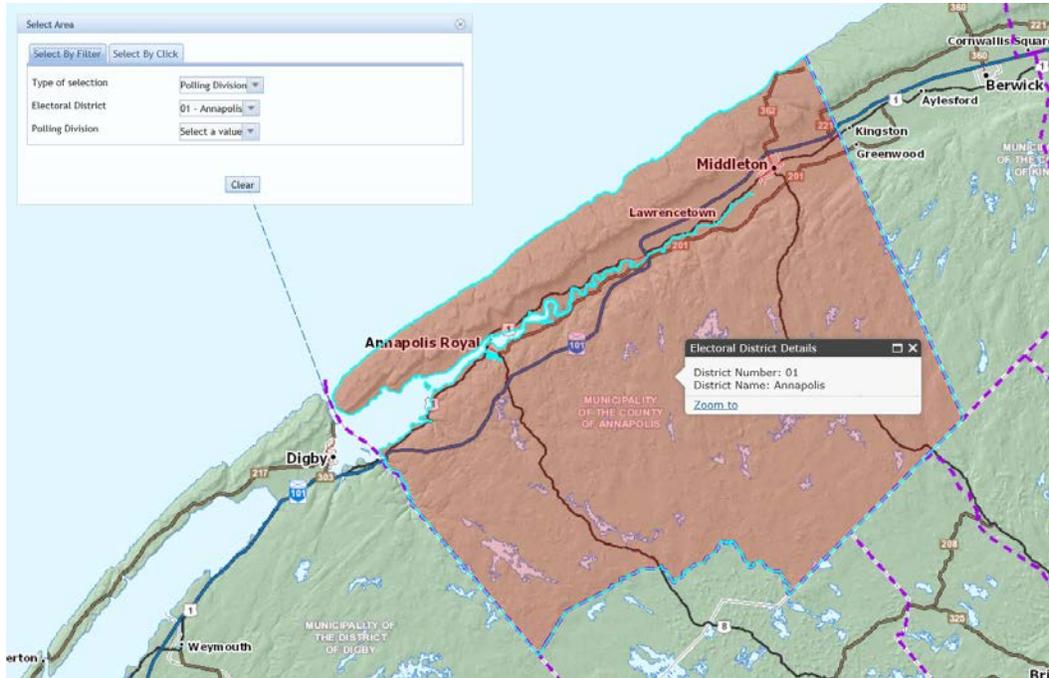


Figure 8

Once the chosen district is highlighted, and the map is not in the correct extents of the district of interest, the user can choose the Zoom to on Electoral District Details information box. (See Figure 9) The map will then zoom to the extents of the district of interest. (See Figure 8)



Figure 9

### ***Locating a Polling Division within an Electoral District***

To locate a polling division boundary within a specific electoral district, the user needs to select Polling Division in the Type of selection drop down list. (See Figure 10)



Figure 10

To access a polling division boundary, the user are required to have an electoral district boundary selected, please goto the Electoral District dropdown list to access a list of all electoral districts for Nova Scotia.

In the example below, the user selected the first electoral district in the list, 01 – Annapolis. Once selected from the list, the chosen district is highlighted, zoomed in to the district extent and the Electoral Distist Details are displayed in an information window with Electoral Distict Number and Electoral District Name. Selecting Zoom to will zoom to the extents of the selected Electoral District.

Next we will find a Polling Division of interest within the selected Electoral District. Now, select a Polling Division of interest from the drop down list. (See Figure 9)

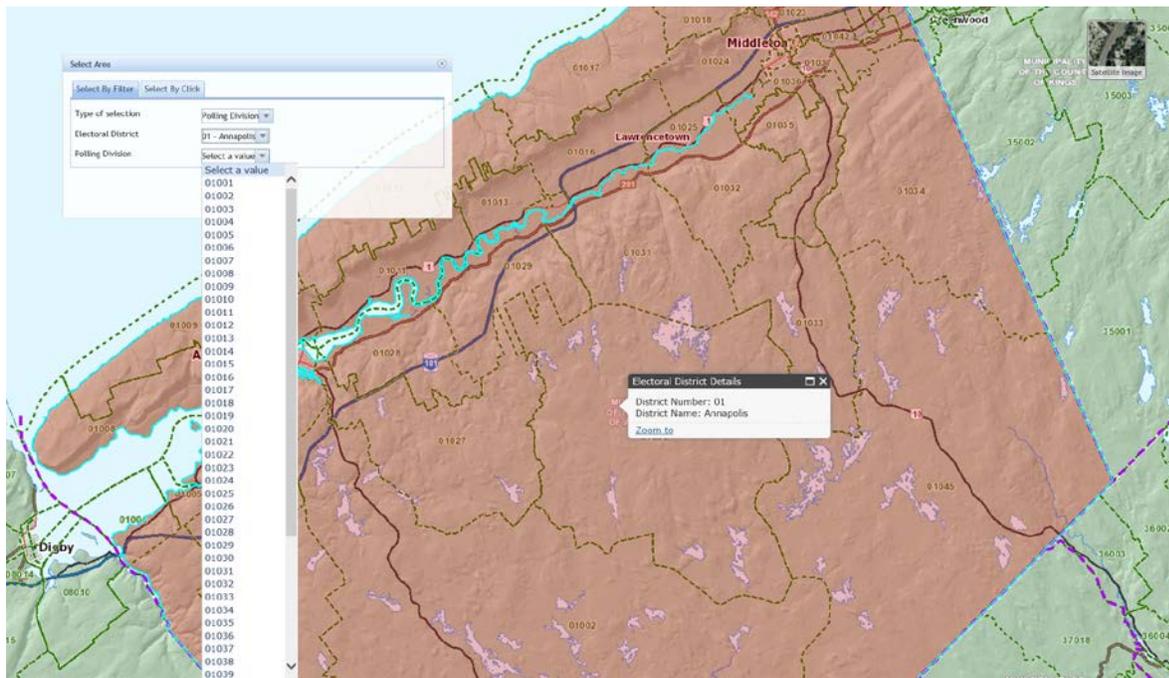


Figure 9

The system switch from highlighting the Electoral District to displaying and highlighting the selected polling division and opens a box with the Perform Calculation button, zoom to button and the Polling Division Info. (See Figure 10)

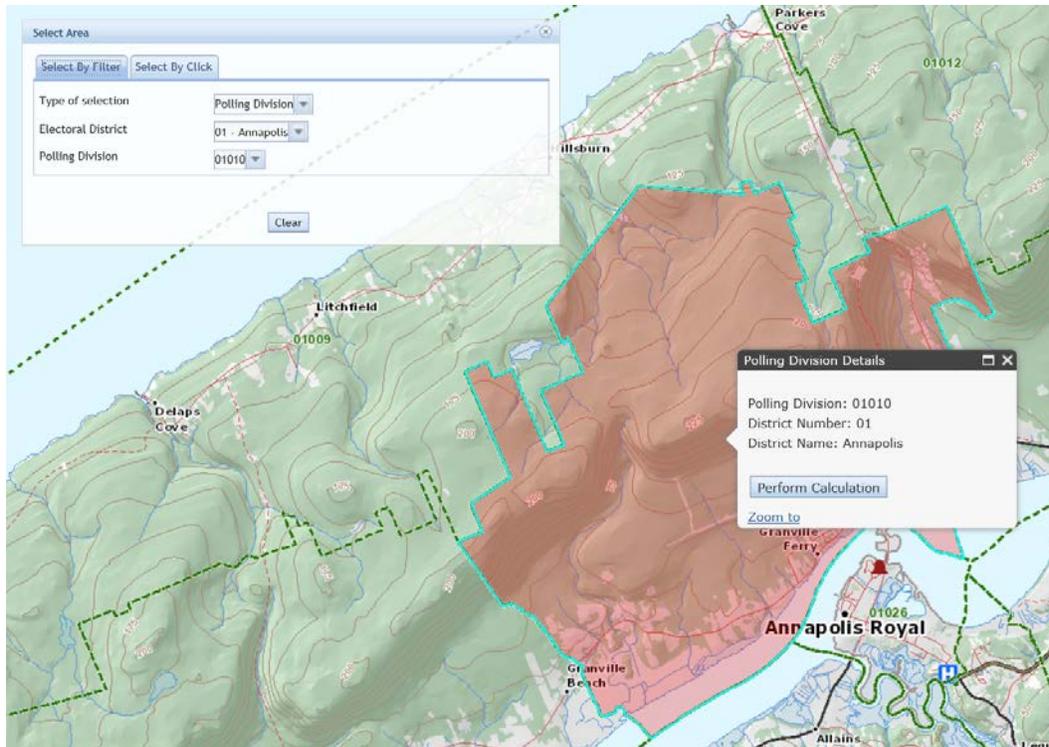


Figure 10

Once the chosen polling division is highlighted, and the map is not in the correct extents of the polling division of interest, the user can click on the Zoom to button and the system zooms in to the extent of the polling division boundary selected.

To get the elector counts information, click on the Perform Calculation button located in the Polling Division Details widget window. (See Figure 11)

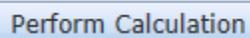
A rectangular button with a light blue background and a thin border, containing the text 'Perform Calculation' in a dark blue font.

Figure 11

The system calculates the elector count information on the polling division boundary selected, and display the street keys and calculation results in a form. (See Figure 12)

Polling Division Calculations						
District/Division	Annapolis / 01010					
Total Dwellings	338					
Elector Count	382					
Civic Address	Poll No.	Low Address	High Address	Count	Order	
Granville Rd, Granville Beach, Annapolis	01010	4613	5599	152	Mixed	
Garden St, Granville Ferry, Annapolis	01010	9	33	8	Mixed	^
Haul Rd, Granville Ferry, Annapolis	01010	18	295	3	Mixed	
Highway 1, Granville Ferry, Annapolis	01010	4568	4852	53	Mixed	
Letteney Lane, Granville Ferry, Annapolis	01010	76	156	5	Even	
Mills Mountain Rd, Granville Ferry, Annapolis	01010	16	31	3	Mixed	v
North St, Granville Ferry, Annapolis	01010	1	125	20	Mixed	

Figure 12

### ***Locating an Edited Polling Division within an Electoral District***

To locate an edited polling division boundary within a specific electoral district, the user needs to select Edited Polling Division in the Type of selection drop down list. (See Figure 13)



Figure 13

To access an edited polling division boundary, the user are required to have an electoral district boundary selected, please goto the Electoral District dropdown list to access a list of all electoral distrists for Nova Scotia.

In the example below, the user selected the first electoral district in the list, 01 – Annapolis. Once selected from the list, the chosen district is highlighted, zoomed in to the district extent and the Electoral Distist Details are displayed in an information window with Electoral Distist Number

and Electoral District Name. Selecting Zoom to will zoom to the extents of the selected Electoral District.

Next we will find a Polling Division of interest within the selected Electoral District. Now, select a Polling Division of interest from the drop down list. (See Figure 14)

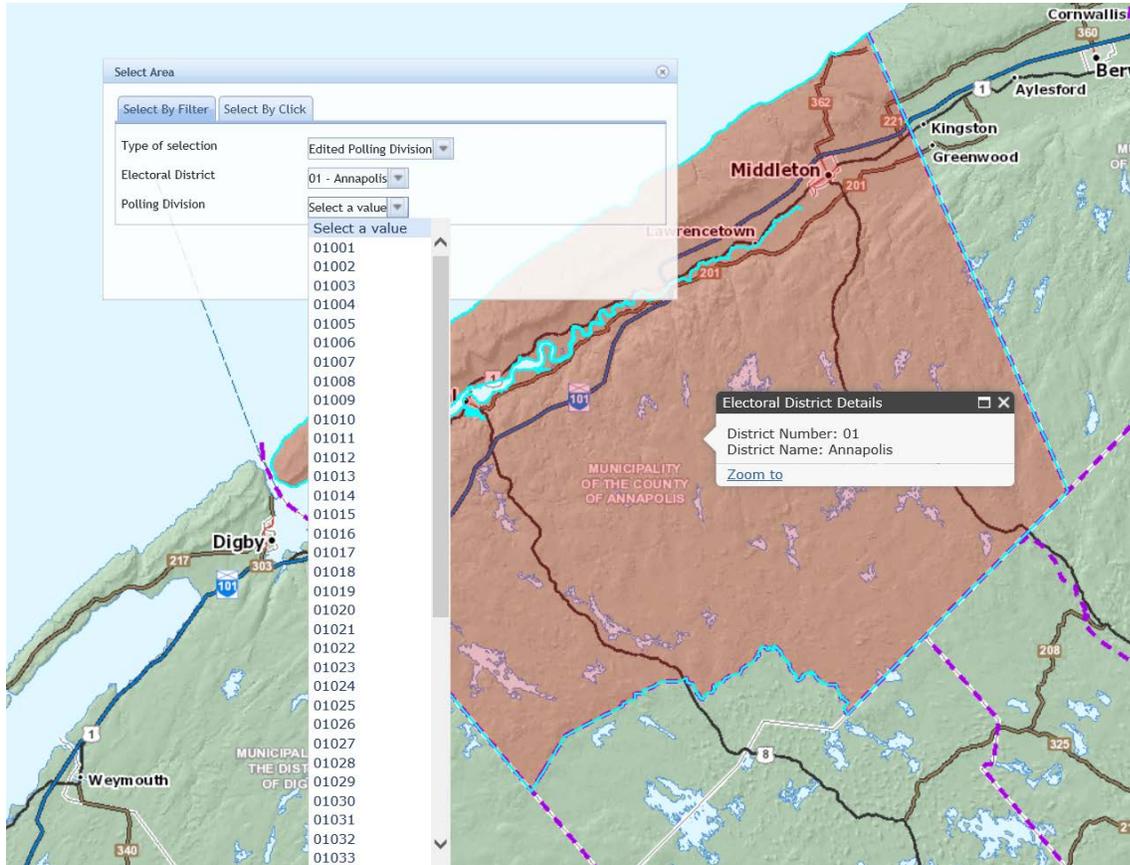


Figure 14

The system switch from highlighting the Electoral District to displaying and highlighting the selected edited polling division and opens a box with the Perform Calculation button, zoom to button and the Edited Polling Division Info. (See Figure 15)

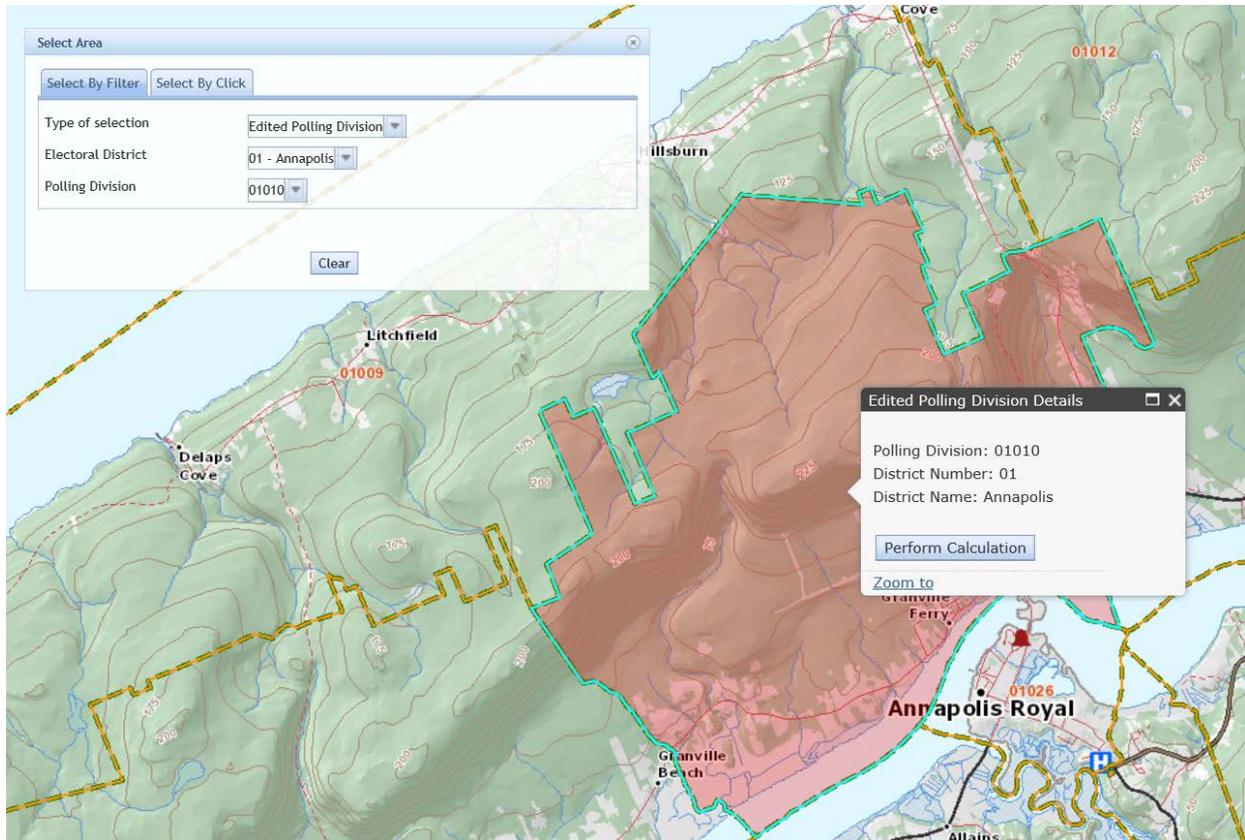


Figure 15

Once the chosen edited polling division is highlighted, and the map is not in the correct extents of the edited polling division of interest, the user can click on the Zoom to button and the system zooms in to the extent of the edited polling division boundary selected.

To get the elector counts information, click on the Perform Calculation button located in the Polling Division Details widget window. (See Figure 16)

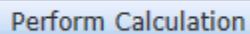
A rectangular button with a light blue background and a thin border. The text 'Perform Calculation' is centered in a dark blue font.

Figure 16

The system calculates the elector count information on the edited polling division boundary selected, and display the street keys and calculation results in a form. (See Figure 17)

Polling Division Calculations						
District/Division	Annapolis / 01010					
Total Dwellings	338					
Elector Count	382					
Civic Address	Poll No.	Low Address	High Address	Count	Order	
Granville Rd, Granville Beach, Annapolis	01010	4613	5599	152	Mixed	
Garden St, Granville Ferry, Annapolis	01010	9	33	8	Mixed	^
Haul Rd, Granville Ferry, Annapolis	01010	18	295	3	Mixed	
Highway 1, Granville Ferry, Annapolis	01010	4568	4852	53	Mixed	
Letteney Lane, Granville Ferry, Annapolis	01010	76	156	5	Even	
Mills Mountain Rd, Granville Ferry, Annapolis	01010	16	31	3	Mixed	v
North St, Granville Ferry, Annapolis	01010	1	125	20	Mixed	

Figure 17

To clear all your selections, please click on the Clear button located on the main selection widget. (See Figure 18)

Select Area
✕

Select By Filter

Select By Click

Type of selection Polling Division ▼

Electoral District Select a value ▼

Polling Division Select a value ▼

Clear

Figure 18

### **Select Area – Select By Click**

Once the menu option for Select Area is selected (See Figure 6), the Select Area widget opens. Notice that there are two tabs. For this part, we will select the Select By Click tab.

Once the Select By Click tab is selected, the system loads a widget with a drop down list of the following type of selection: (See Figure 19)

- Electoral District

- Polling Division
- Edited Polling Division



Figure 19

### ***Finding your Electoral District***

To locate an electoral district within the province using the Select by Click option, the user selects Electoral District from the drop down list and click on “Click to select using a point on the map”. The user then clicks on the map to select a desired electoral district. (See Figure 20)

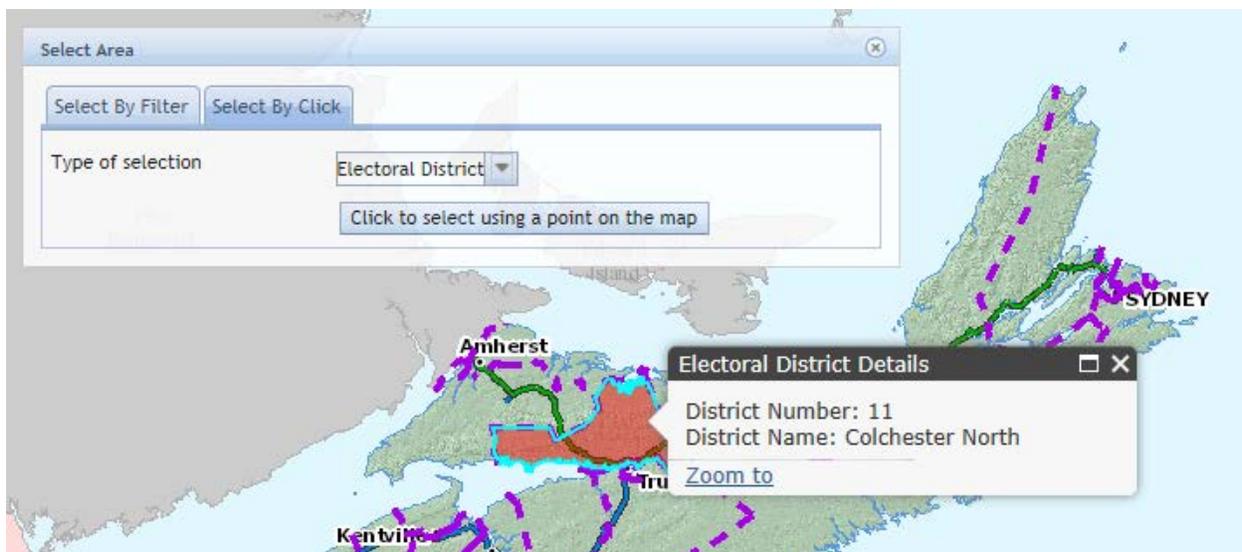


Figure 20

Click on the Zoom to button and the system zooms in to the extent of the chosen electoral district. (See Figure 21)

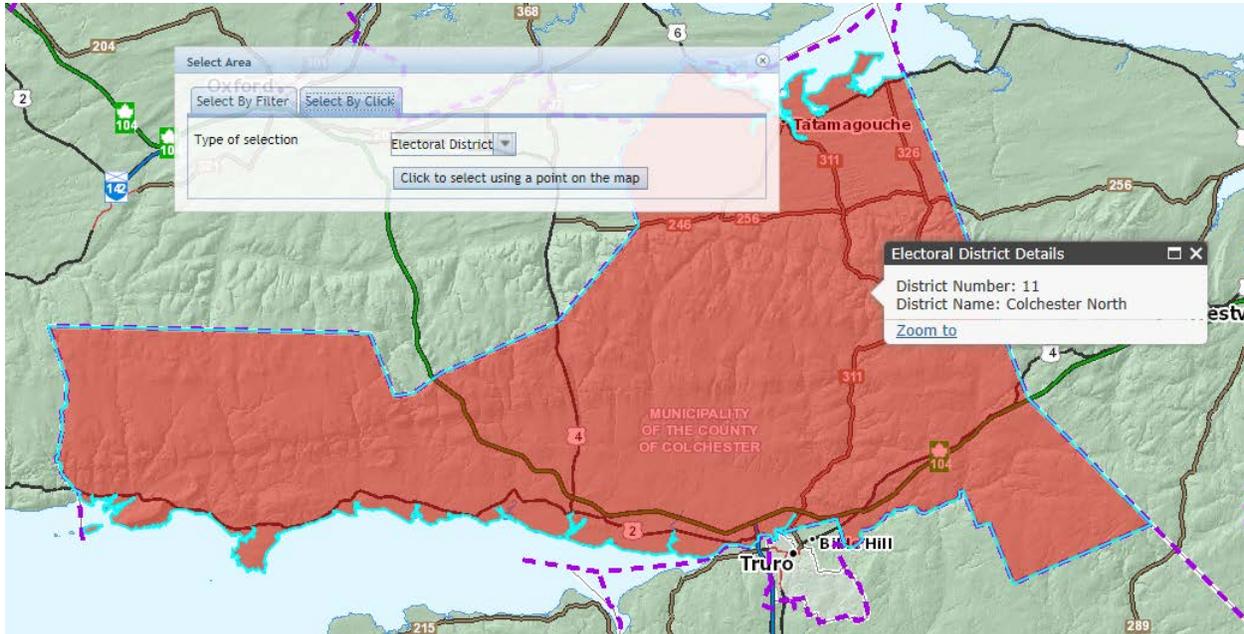


Figure 21

### ***Locating a Polling Division***

To locate a polling division using the Select by Click option, the user selects Polling Division from the drop down list and click on “Click to select using a point on the map”. The user then clicks on the map to select a desired polling division. (See Figure 22)

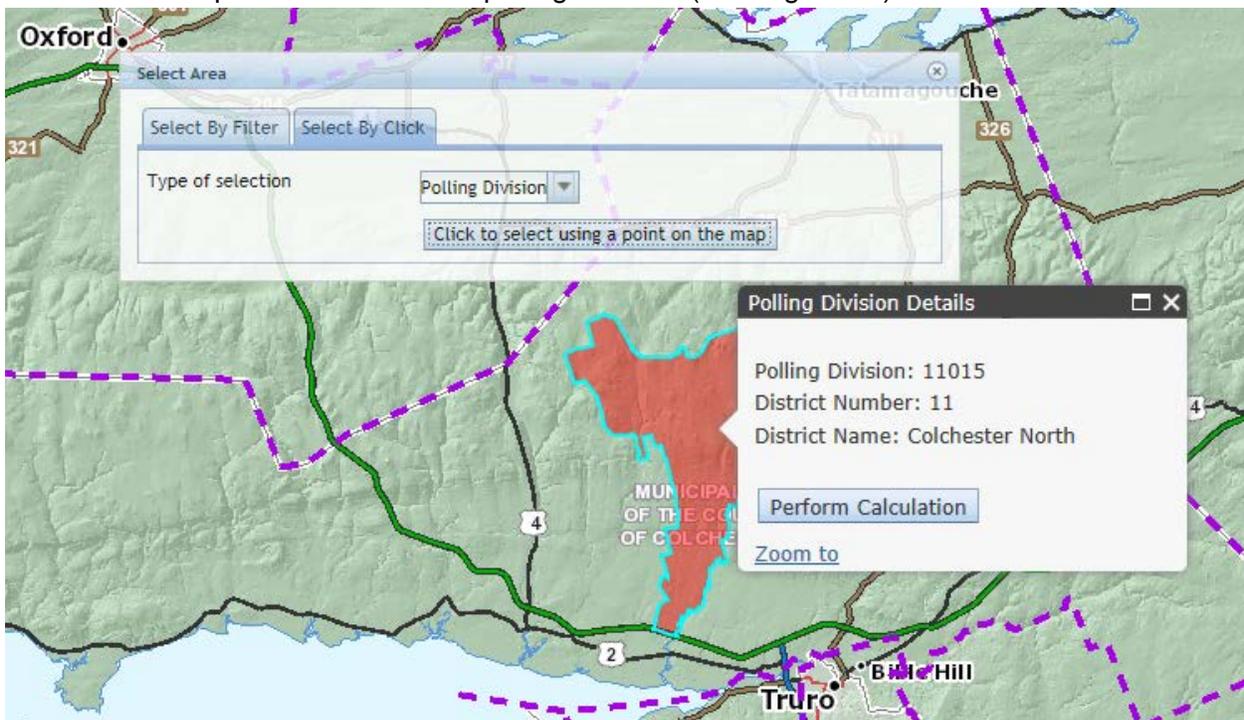


Figure 22

Click on the Zoom to button and the system zooms in to the extent of the chosen polling division boundary. (See Figure 23)

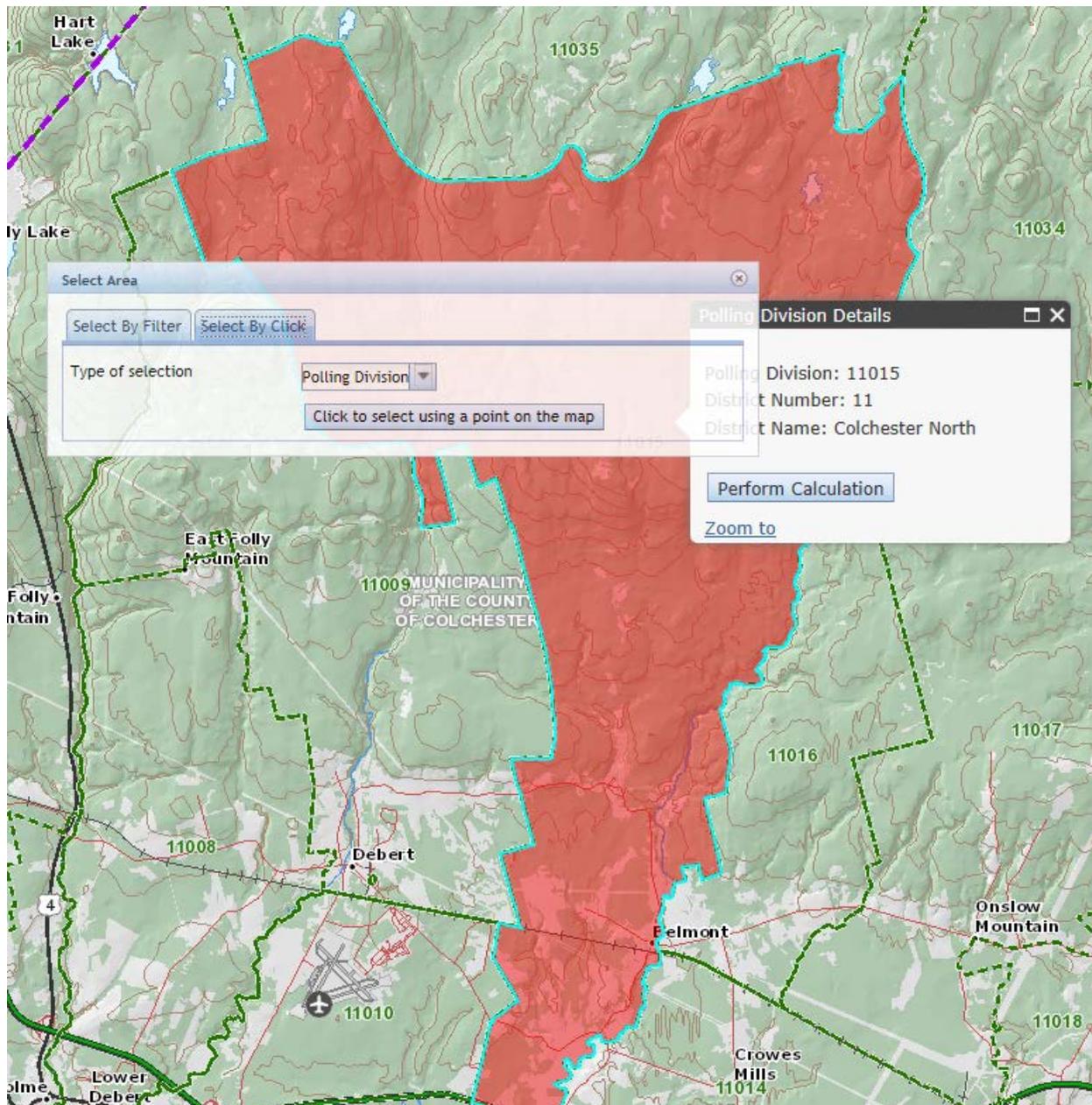


Figure 23

To get the elector counts information, click on the Perform Calculation button located in the Polling Division Details widget window. (See Figure 24)

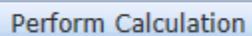
A rectangular button with a light blue background and a thin border, containing the text 'Perform Calculation' in a dark blue font.

Figure 24

The system calculates the elector count information on the polling division boundary selected, and display the street keys and calculation results in a form. (See Figure 25)

Polling Division Calculations						
District/Division	Colchester North / 11015					
Total Dwellings	246					
Elector Count	389					
Civic Address	Poll No.	Low Address	High Address	Count	Order	
Amanda Dr, Belmont, Colchester	11015	17	59	6	Mixed	
Belmont Rd, Belmont, Colchester	11015	720	1812	116	Mixed	↑
Fred Crowe Rd, Belmont, Colchester	11015	8	27	3	Mixed	
Graham Rd, Belmont, Colchester	11015	16	173	11	Mixed	
Josh Higgins Rd, Belmont, Colchester	11015	4	131	5	Mixed	
Lightbody Rd, Belmont, Colchester	11015	6	294	28	Mixed	↓
Osley Mountain Rd, Belmont, Colchester	11015	4	4	4	Odd	

Figure 25

### ***Locating an Edited Polling Division***

To locate an edited polling division using the Select by Click option, the user selects Edited Polling Division from the drop down list and click on “Click to select using a point on the map”. The user then clicks on the map to select a desired polling division. (See Figure 26)

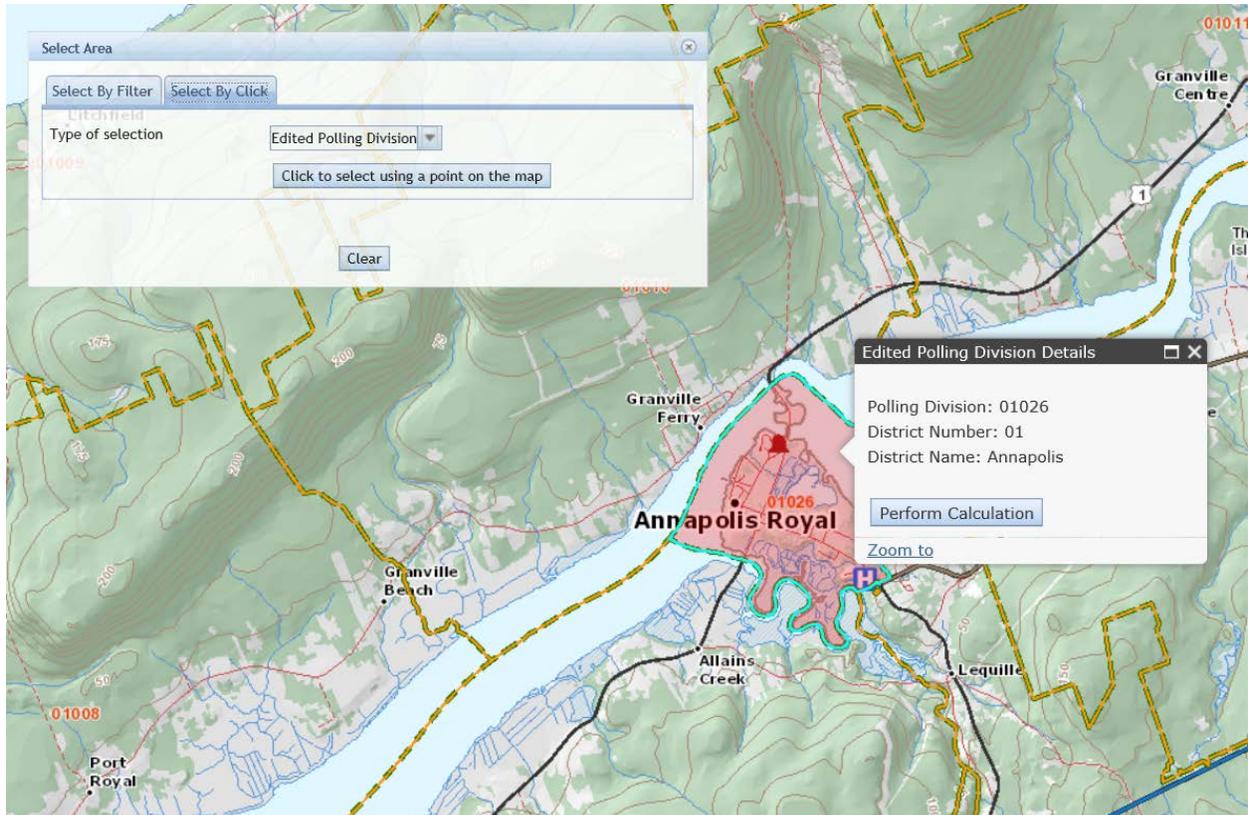


Figure 26

Click on the Zoom to button and the system zooms in to the extent of the chosen edited polling division boundary. (See Figure 27)

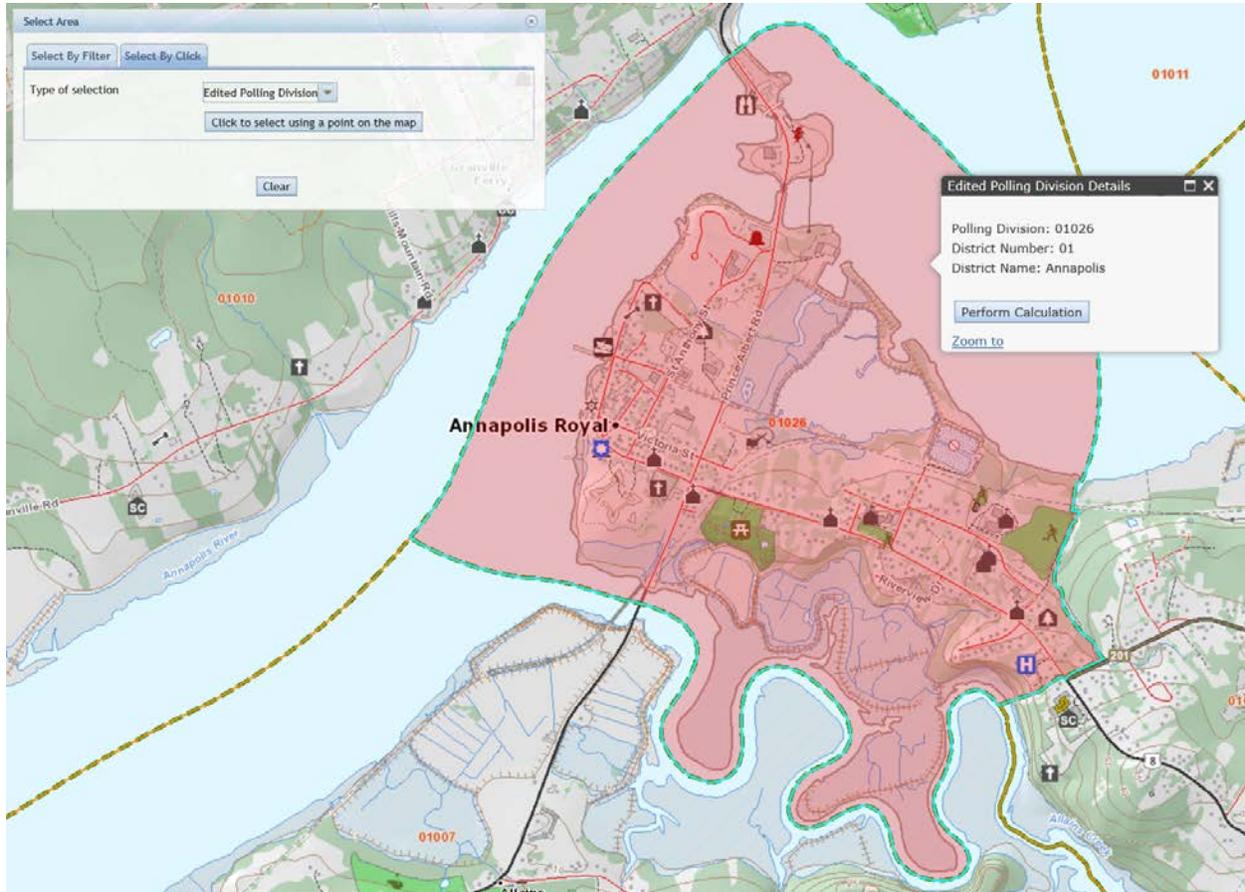


Figure 27

To get the elector counts information, click on the Perform Calculation button located in the Polling Division Details widget window. (See Figure 28)

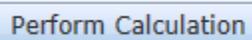
A rectangular button with a light blue background and a thin border. The text 'Perform Calculation' is centered on the button in a dark blue, sans-serif font.

Figure 28

The system calculates the elector count information on the edited polling division boundary selected, and display the street keys and calculation results in a form. (See Figure 29)

**Polling Division Calculations**

District/Division: Annapolis / 01026

Total Dwellings: 565

Elector Count: 420

Civic Address	Poll No.	Low Address	High Address	Count	Order
Babineau Hts, Annapolis Royal, Annapolis	01026	9	38	13	Mixed
Bohaker St, Annapolis Royal, Annapolis	01026	2	10	3	Mixed
Champlain Dr, Annapolis Royal, Annapolis	01026	21	162	23	Mixed
Chapel St, Annapolis Royal, Annapolis	01026	20	62	3	Even
Church St, Annapolis Royal, Annapolis	01026	7	45	8	Odd
Drury Lane, Annapolis Royal, Annapolis	01026	6	58	8	Even
Fortier Mills Lane, Annapolis Royal, Annapolis	01026	27	97	12	Mixed

Figure 29

To clear all your selections, please click on the Clear button located on the main selection widget. (See Figure 30)

**Select Area**

Select By Filter | **Select By Click**

Type of selection: Electoral District

Click to select using a point on the map

**Clear**

Figure 30

### **Address Menu - Find your address**

In order to locate a specific address and display the point on the map, the user navigates to the Address menu in the EBT, and selects the “Find your address”. (See Figure 31)

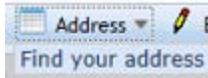


Figure 31

The system loads a widget, displaying a box for users to type in a civic address. (See Figure 32)

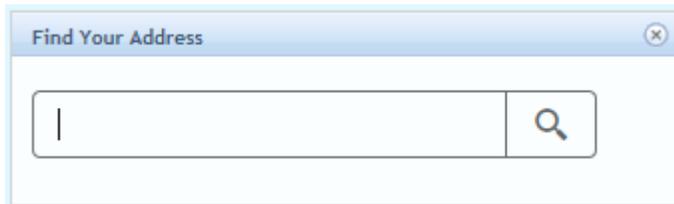
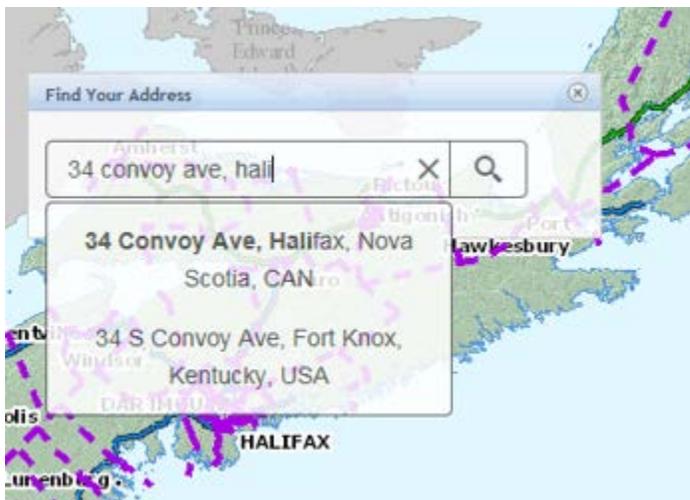


Figure 32

Type a civic address and click the address desired from the results list that surface while typing or clicking on the search button. (See Figure 33)



(Figure 33)

The system zooms in to the selected address identified by a marker and displays a box with the address information, show more results button, and zoom to button. (See Figure 34)

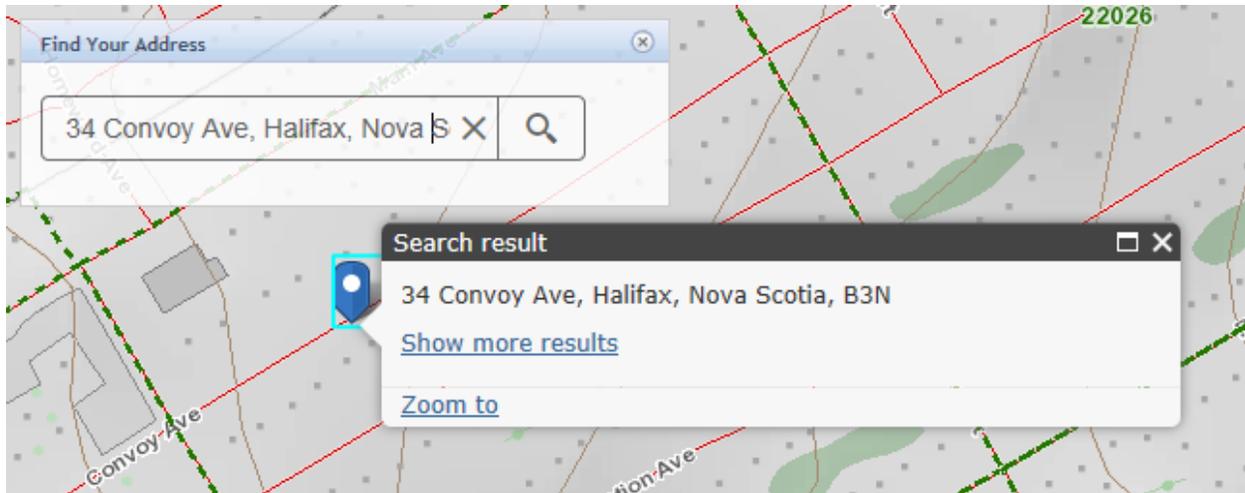


Figure 34

When the user click on more results button the system displays a box with civic address information close by or surrounding the selected civic address. (See Figure 35)

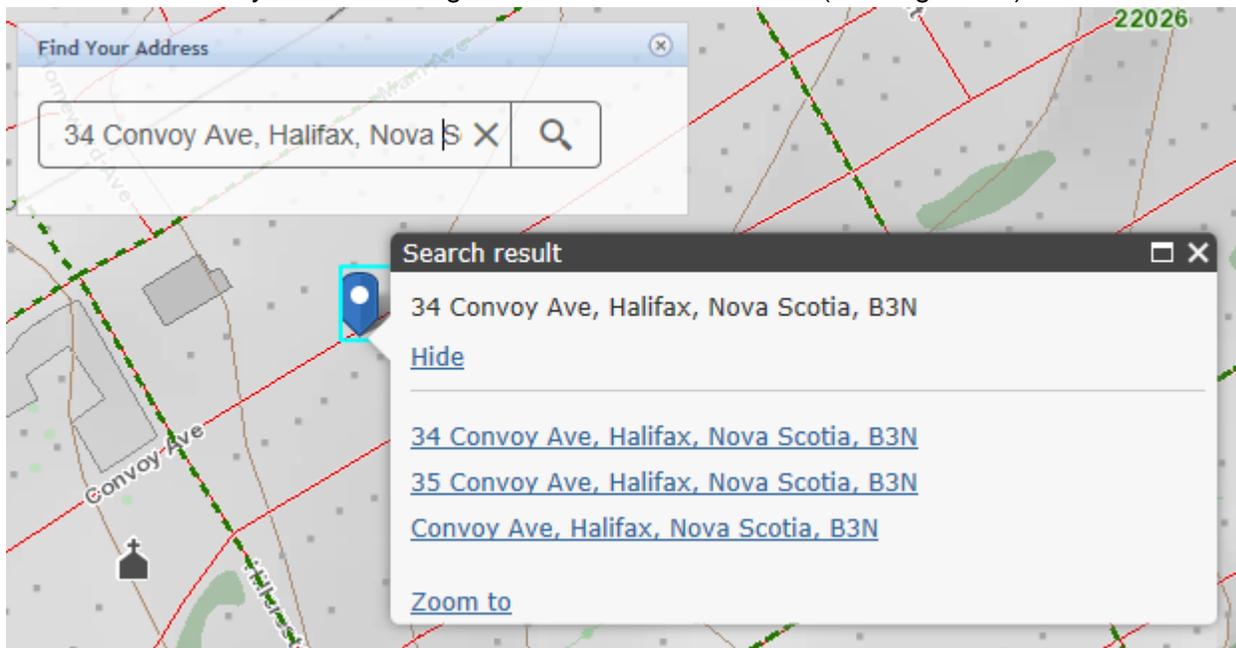


Figure 35

If the map is not in the right extent for the selected address, click on the zoom to button and the system zooms in to the extent of the civic address selected.

### **Edit**

This tool provides the user with the ability to split, merge and renumber polling divisions. It also provides the user with the ability to calculate the number of registered electors, and number of dwellings within an existing polling division boundary or user defined polling division boundary.

Please note that you can only edit the polling division boundaries in your own electoral district based on your login information.

### ***Polling Division Edit***

To access the polling division boundary editing tool, users navigate to the Edit menu in the EBT, and selects the "Polling Divisions Edit". (See Figure 36)

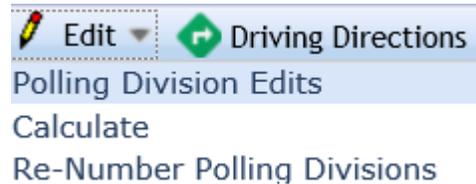


Figure 36

The system loads a widget with the following functionalities: (See Figure 37)

- Select
- Clear
- Split
- Merge
- Info
- Undo
- Redo
- Show Original Boundaries

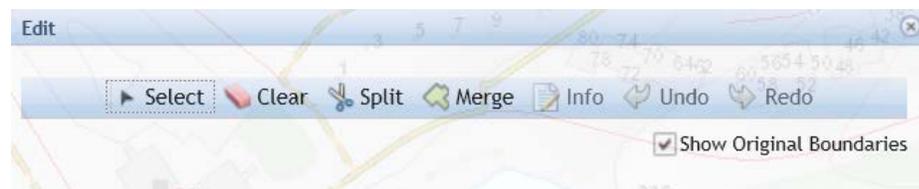


Figure 37

### **Select**

To start any splitting and merging, user needs to start the session by selecting a polling division. To split a polling division, user clicks on the select button (See Figure 38) and starts selecting a single desired polling division by holding on the left mouse button and drawing a square. (See Figure 39)



Figure 38



Figure 39

The selected polling division will be highlighted in light blue. (See Figure 40)

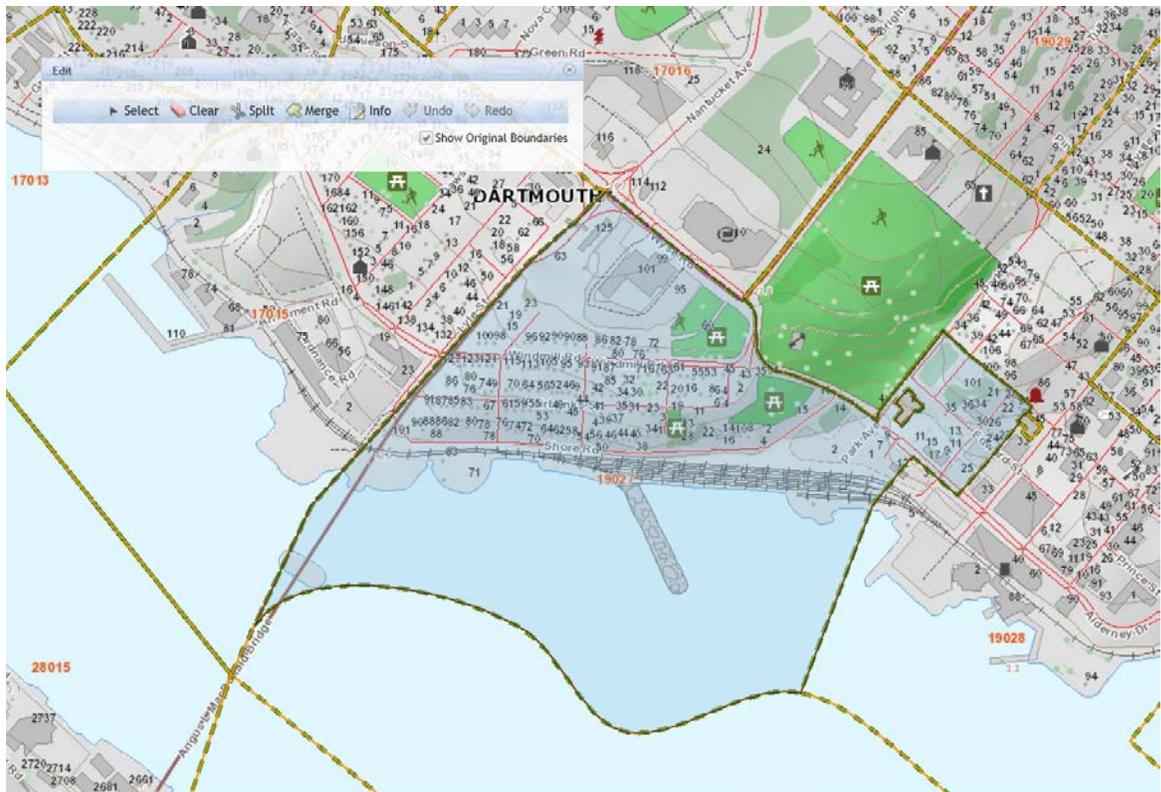


Figure 40

To merge a polling division, user clicks on the select button and starts selecting a 2 or more adjacent desired polling division by holding on the left mouse button and drawing a square. (See Figure 41)

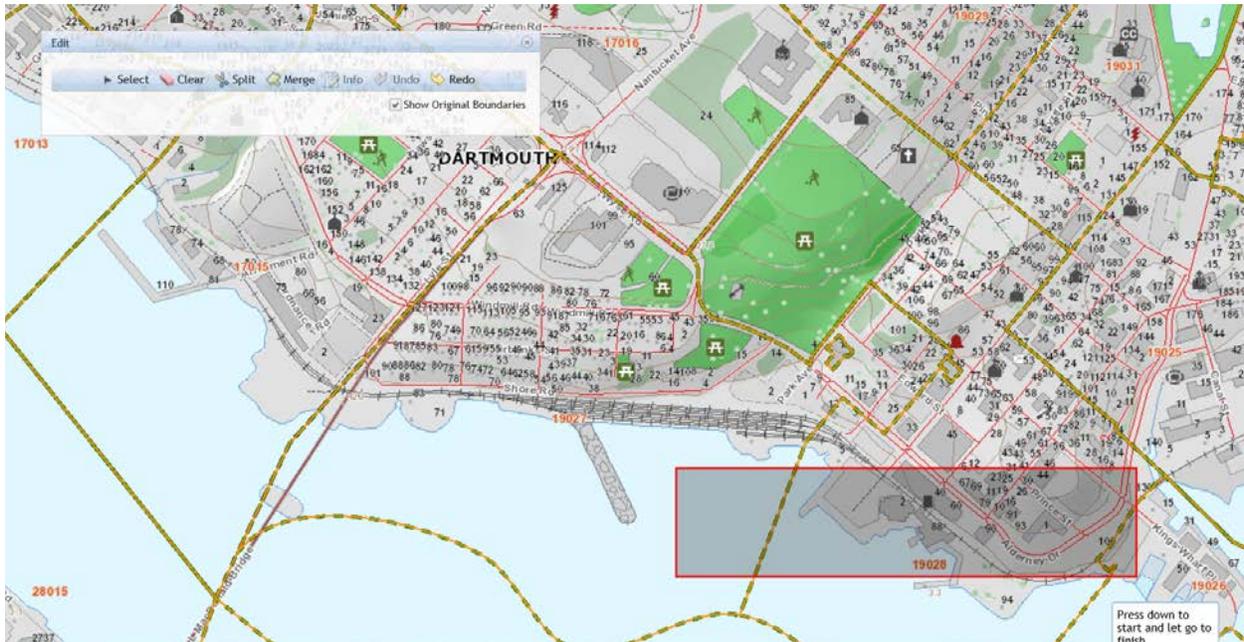


Figure 41

The selected polling divisions will be highlighted in light blue. (See Figure 42)

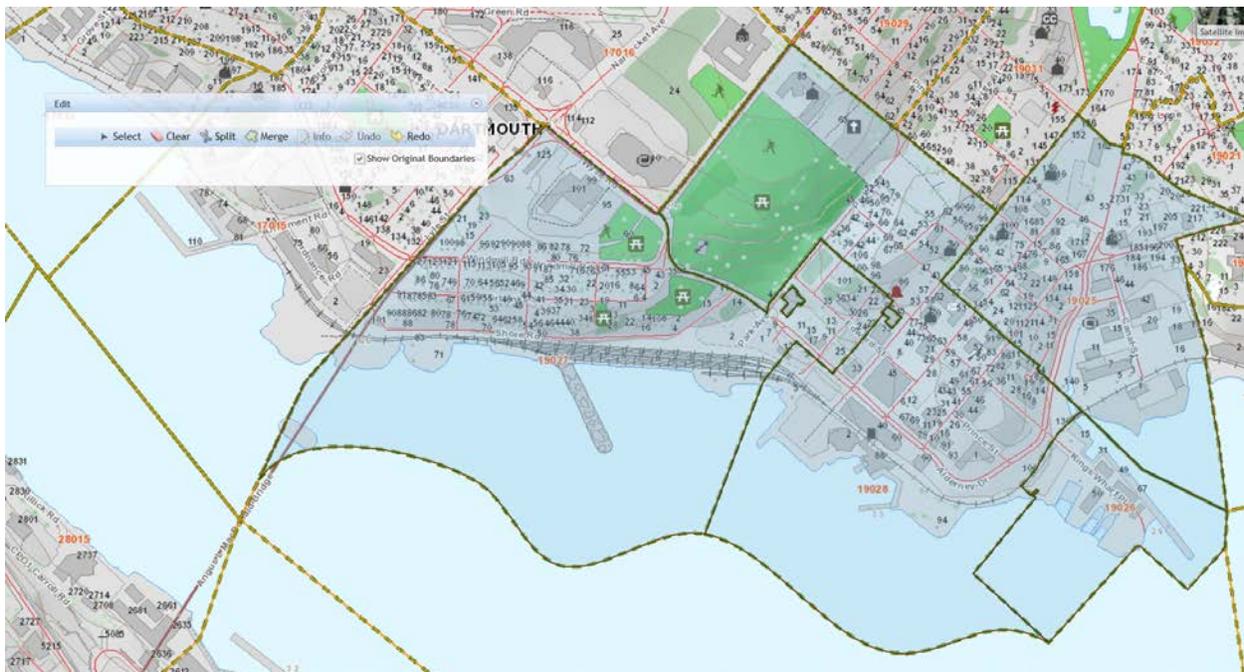


Figure 42

### Clear

To clear any selected polling divisions, user clicks on the clear button. (See Figure 43)

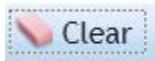


Figure 43

### Split

This tool provides the user the ability to split a selected polling division directly in the EBT.

To split a polling division, the user needs to select a single desired polling division, once the polling division is highlighted in light blue, the user needs to click on the split button (See Figure 44) to start the splitting action.



Figure 44

To start the split, simply start by clicking outside the selected polling division and start the line drawing process by clicking the mouse one after another to form the line that you desired for the split, once you are outside the selected polling division, double click the mouse to stop the splitting action. (See Figure 45-47)



Figure 45

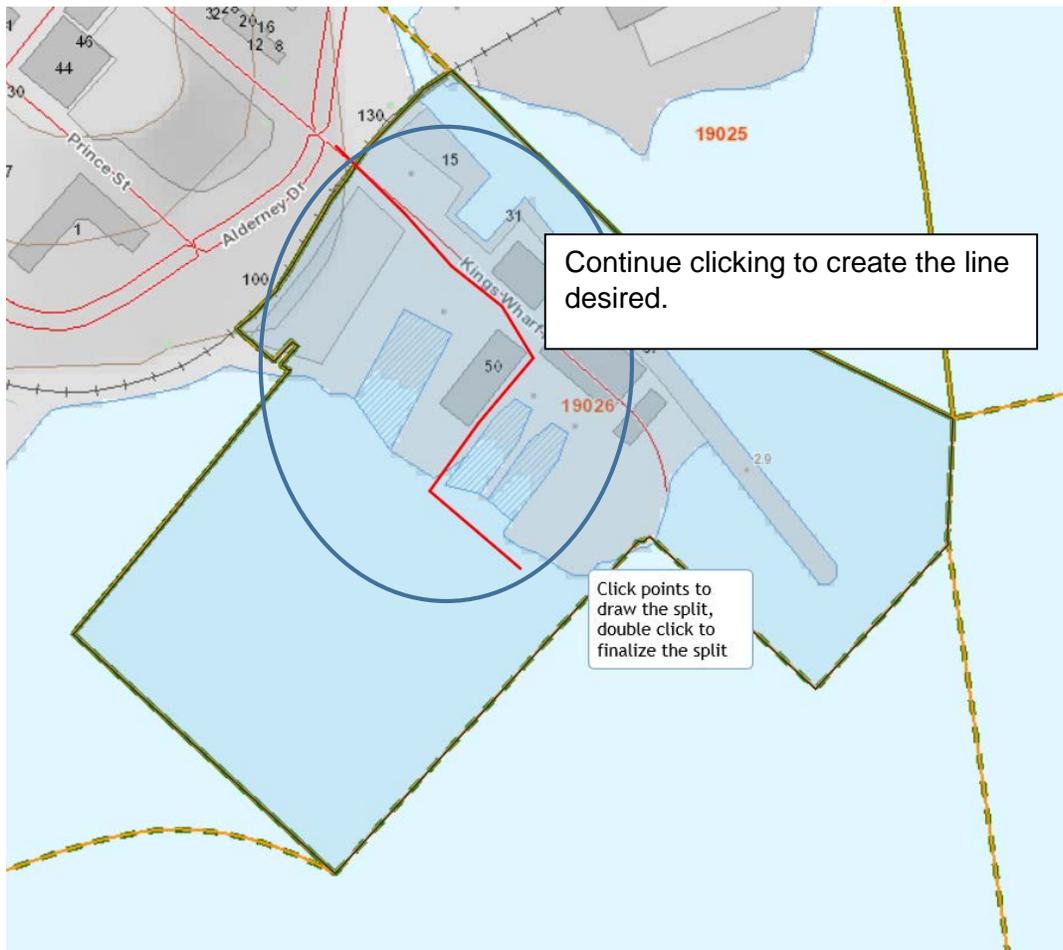


Figure 46

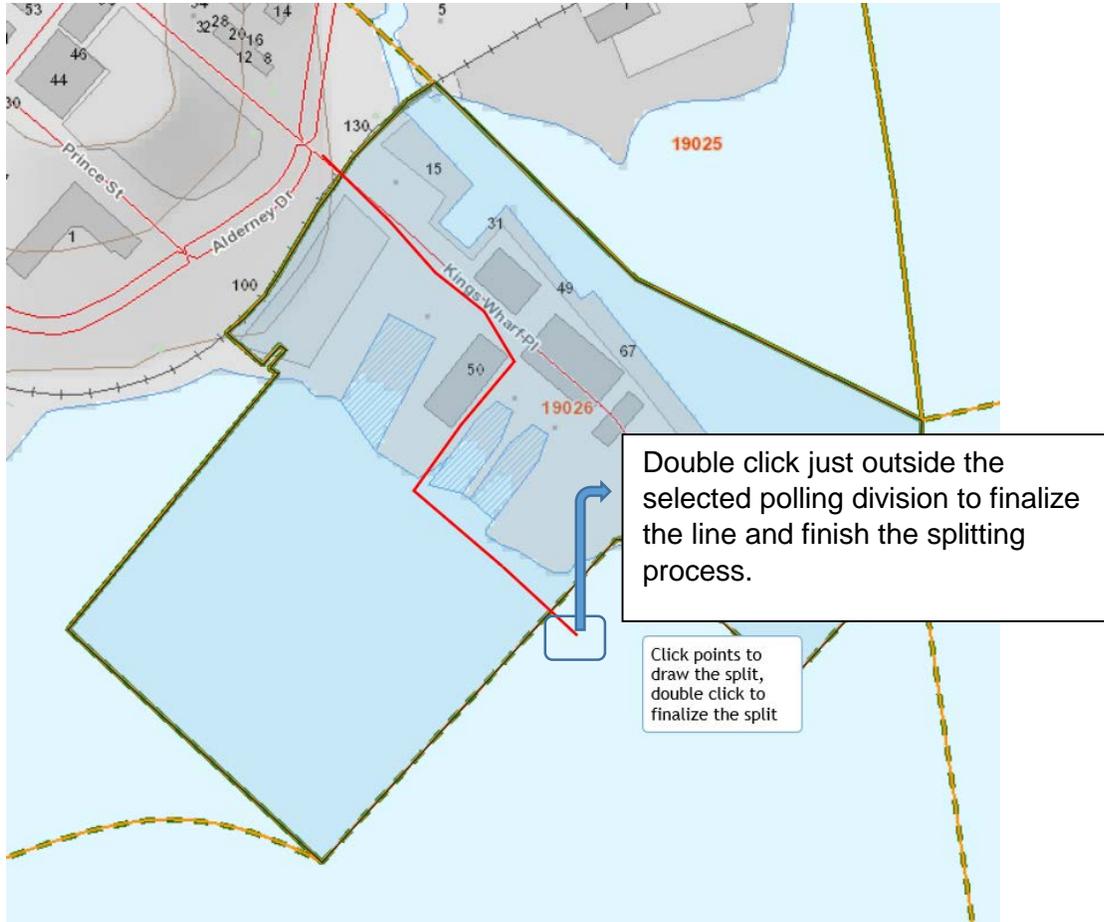


Figure 47

The selected polling division is now split into 2 polling division. (See Figure 48)

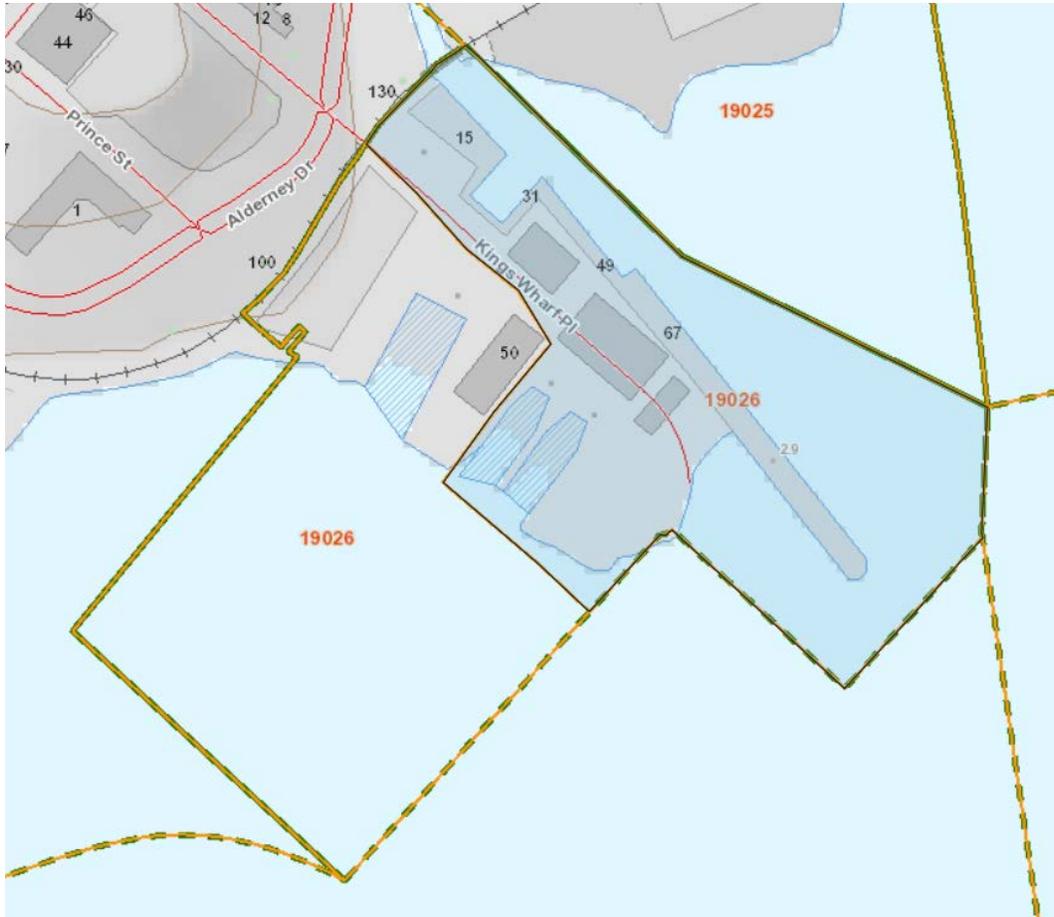


Figure 48

### Merge

This tool provides the user the ability to merge multiple selected adjacent polling divisions directly in the EBT.

To merge polling divisions, the user needs to select multiple desired adjacent polling divisions, once the polling divisions are highlighted in light blue, the user needs to click on the merge button (See Figure 49) to finalize the merging action. (See Figure 50-51)



Figure 49

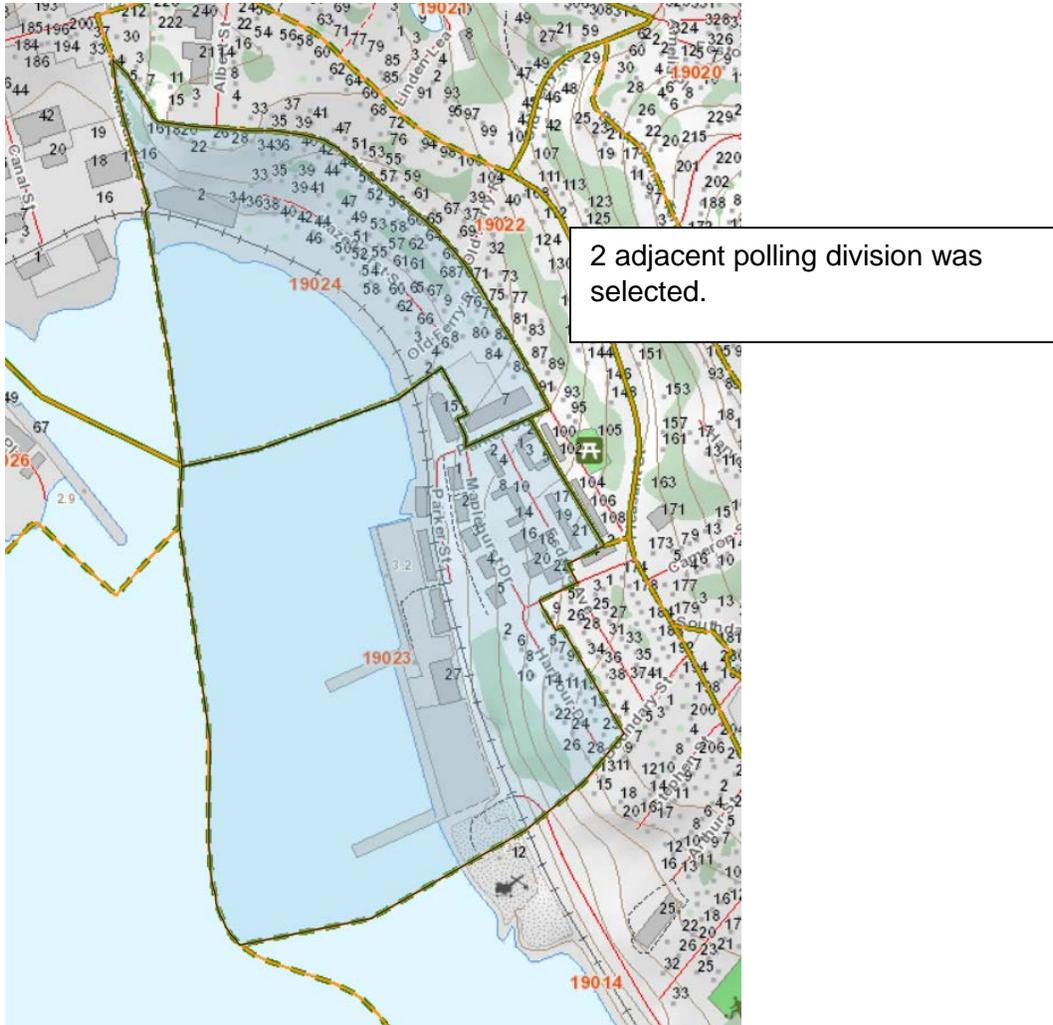


Figure 50

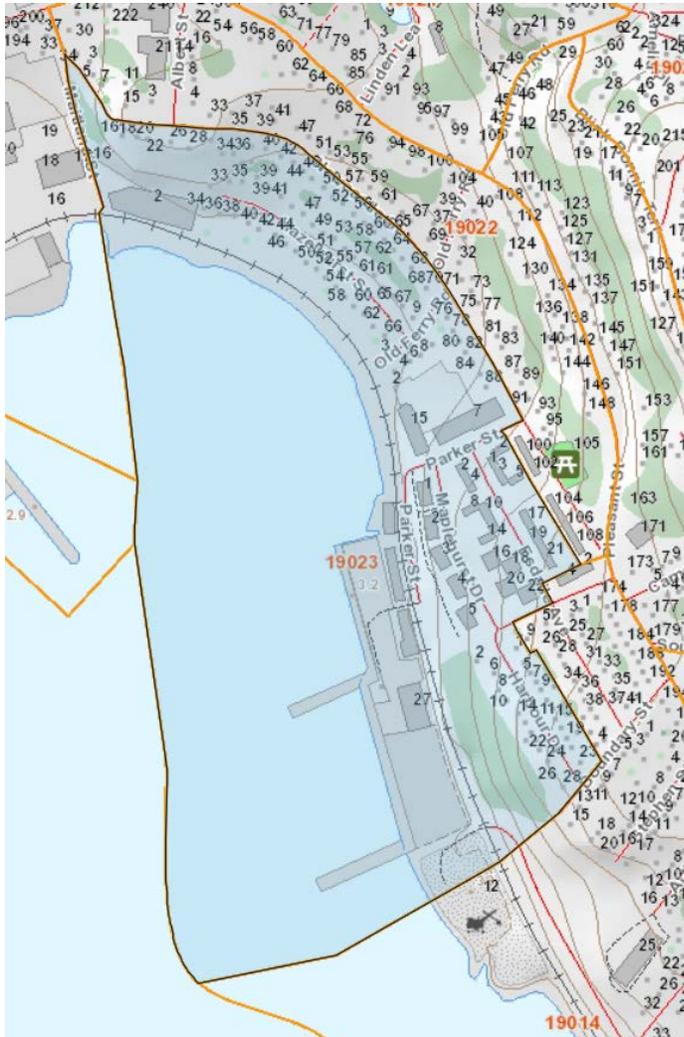


Figure 51

### Info

This tool provides the user the ability to see the selected polling division's information and also allows the users to rename the polling division after each edits.

To enable the Info tool, user needs to select a single desired polling division, once the tool is enabled, user needs to click on the Info button to access the tool. (See Figure 52)



Figure 52

The tool will open a widget with the District No., District Name and the current Polling Division Number. (See Figure 53)

**PollDivisions\_Edit**

District No:

19

District Name:

Dartmouth South

Polling Division:

19026

Save

Close

Figure 53

To rename a polling division number after a split or merge action, please go to the info tool and type in the desired polling division number for the edited polling division and click save to complete the renaming process. (See Figure 54) The system will open a message to confirm your updates. (See Figure 55)

**PollDivisions\_Edit**

District No:

19

District Name:

Dartmouth South

Polling Division:

19026

Save

Close

Figure 54

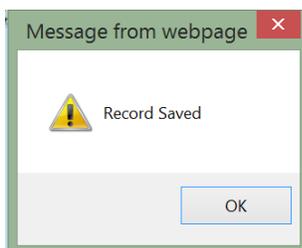


Figure 55

**\*\*Important Note:** Please always rename the polling division that was split, into a and b (i.e. 19003a and 19003b) for better managing your polling divisions during the renumbering process.

Undo

This tool provides the user the ability to undo the actions done to the polling division prior to closing the edit widget.

To access this tool, user needs to click on the Undo button. (See Figure 56)



Figure 56

### Redo

This tool provides the user the ability to redo any actions that were undone to the polling division prior to closing the edit widget.

To access this tool, user needs to click on the Redo button. (See Figure 57)



Figure 57

### Show Original Boundaries

This tool provides the user the ability to toggle on and off and see the original polling divisions as a reference.

To access this tool, user needs to click on the check box beside the Show Original Boundaries. (See Figure 58)



Figure 58

When the check box is checked, you will see the original polling division boundary line underneath the edited polling division line as a reference in a green dotted line. (See Figure 59)



Figure 59

### Calculate

The Calculate tool is an interactive map tool which provides the user with the ability to calculate the number of registered electors, and the number of dwellings within an existing polling division boundary or a user defined area.

To access the Calculate tool, users navigates to the Edit menu in the EBT, and selects the “Calculate”. (See Figure 60)

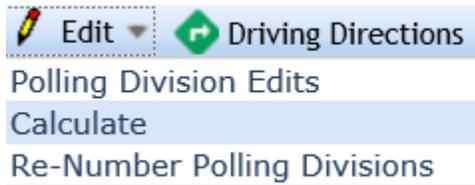


Figure 60

The system loads a widget that gives the users 2 ways to select the area to perform the calculation: User Defined Area, and Multiple Polling Divisions. (See Figure 61)

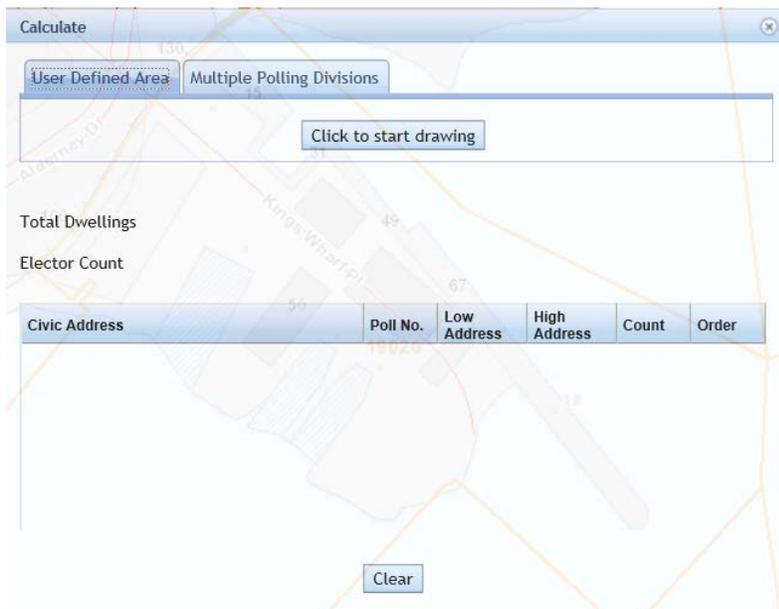


Figure 61

#### Select a user defined area for calculation

If the user wishes to perform a calculation on a specific area other than an existing polling division, users can select this tool and click on the “Click to start drawing” button (See Figure 62) to start the drawing action by holding the left mouse button and drawing the specific area they wish to define and release the left mouse button to finalize the area. (See Figure 63-64)

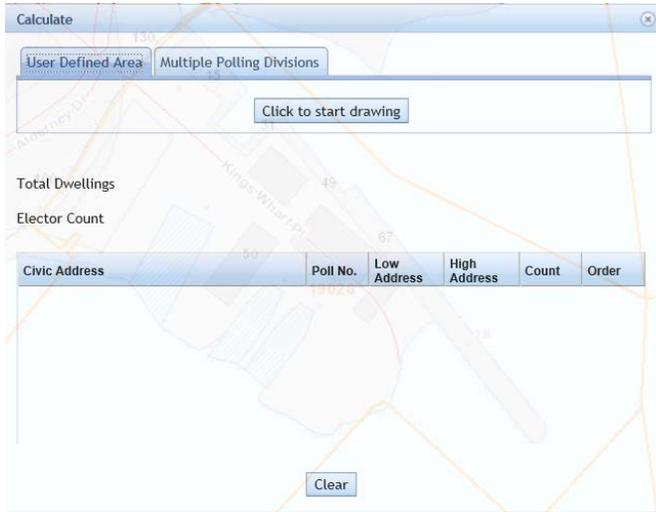


Figure 62



Figure 63



Figure 64

The system then calculates the elector count information on the selected area, and display the street keys and calculation results in a form. (See Figure 65)

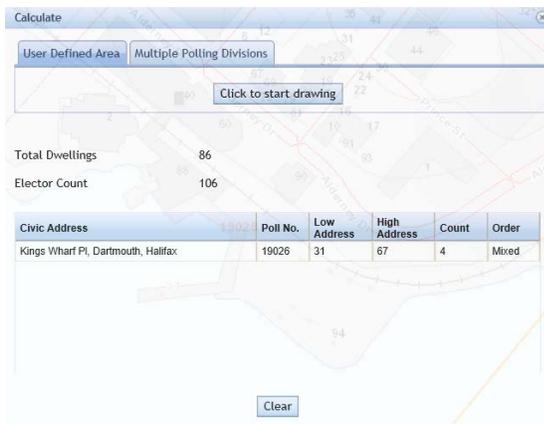


Figure 65

### Select multiple polling divisions for calculation

If the user wishes to perform a calculation on an existing polling division or multiple polling divisions, users can select this tool and click on the “Click to start selecting polling divisions” button (See Figure 66) to start selection by clicking on the desired polling division. (See Figure 67)

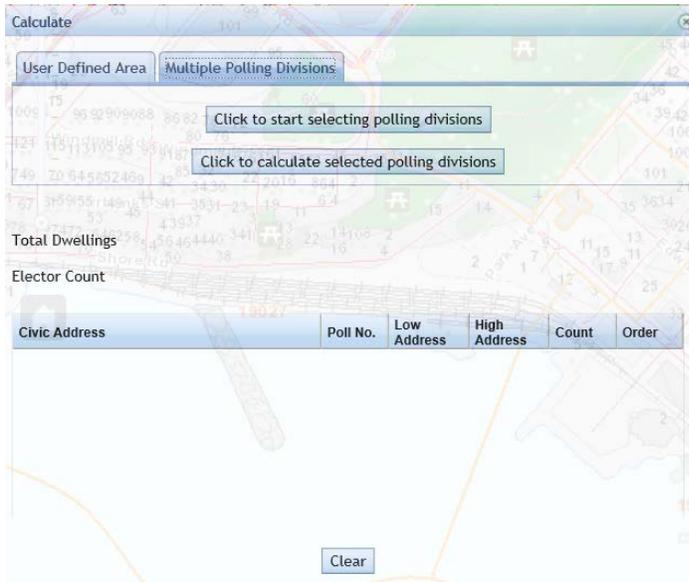


Figure 66

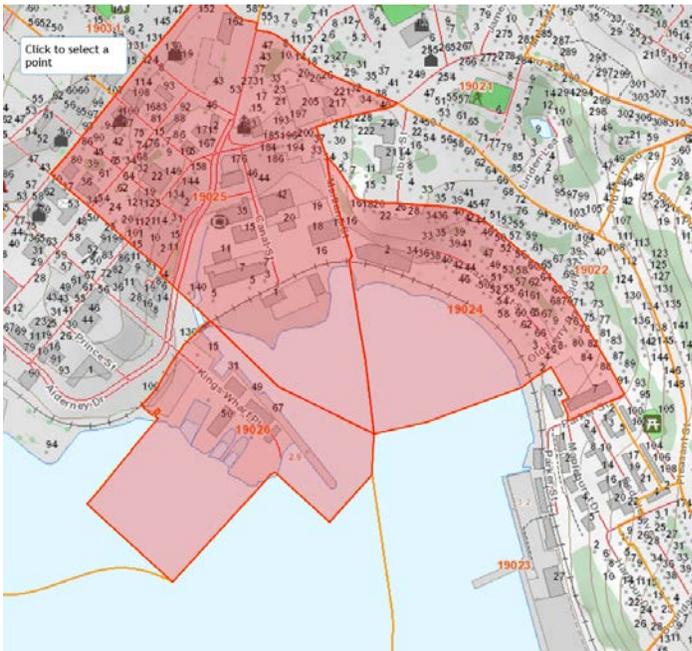


Figure 67

The system then calculates the elector count information on the selected polling divisions, and display the street keys and calculation results in a form (See Figure 68) once the user click on the “Click to calculate selected polling divisions” button. (See Figure 66)



Calculate

User Defined Area Multiple Polling Divisions

Click to start selecting polling divisions

Click to calculate selected polling divisions

Total Dwellings 1292

Elector Count 1072

Civic Address	Poll No.	Low Address	High Address	Count	Order
Alderney Dr, Dartmouth, Halifax	19025	140	140	1	Even
Canal St, Dartmouth, Halifax	19025	1	48	16	Mixed
Dundas St, Dartmouth, Halifax	19025	1	45	18	Mixed
Green St, Dartmouth, Halifax	19025	4	15	3	Mixed
Hazelhurst St, Dartmouth, Halifax	19024	33	67	39	Mixed
Irishtown Rd, Dartmouth, Halifax	19025	8	53	7	Mixed
Kings Wood Pl, Dartmouth, Halifax	19025	45	67	5	Mixed

Clear

Figure 68

### Clear

To clear any selected polling divisions, user defined area and calculation results, user clicks on the clear button. (See Figure 69)



Figure 69

### Re-Number Polling Divisions

This tool provides the user with the ability to re-number the polling divisions after updates were made to them.

To access the Re-Number Polling Divisions tool, users navigates to the Edit menu in the EBT, and selects the “Re-Number Polling Divisions”. (See Figure 70)

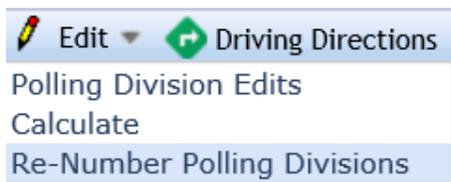
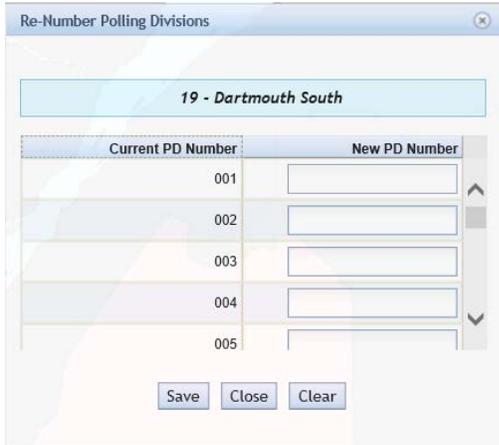


Figure 70

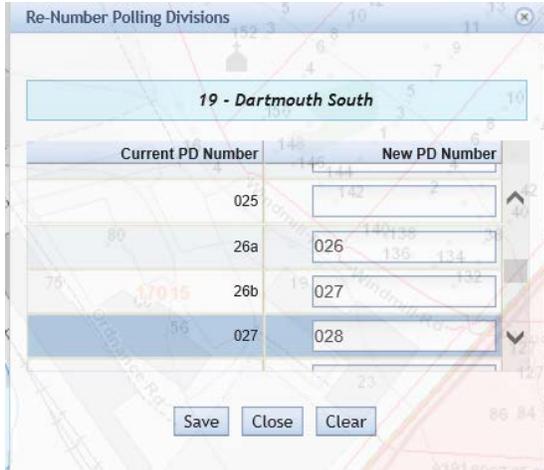
The system loads a widget that shows your electoral district, the current polling division number and a blank box beside each current polling division number for you to enter the desired new polling division number. (See Figure 71)



Current PD Number	New PD Number
001	<input type="text"/>
002	<input type="text"/>
003	<input type="text"/>
004	<input type="text"/>
005	<input type="text"/>

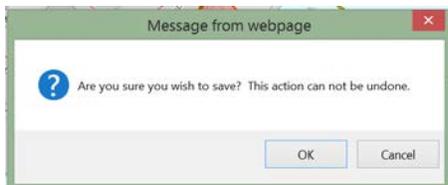
Figure 71

To start the re-numbering process, user types in the polling divisions that required a re-numbering, if the New PD Number is left as blank, the system will maintain the current polling division number for that poll. (See Figure 72) Click Save once you are satisfied with the re-numbering process, and the system will generate a message to confirm your action. (See Figure 73)



Current PD Number	New PD Number
025	142
26a	026
26b	027
027	028

Figure 72



Message from webpage

Are you sure you wish to save? This action can not be undone.

OK Cancel

Figure 73

When a user clicks on the blank box to start the data entry process, the system will automatically zoom in to the extent of that polling division for reference purposes. (See Figure 74)



Figure 74

To clear all the user defined new polling division number, user clicks on the clear button. (See Figure 75)



Figure 75

### **Driving Directions**

This tool provides the user with the ability to determine a driving route, distance between, and drive time between the two locations. The user can either type in the civic address, select two point locations on the map, or use the location service on the device.

To access the tool, user navigates to the Driving Directions menu in the EBT, and click on it. (See Figure 76)



Figure 76

The system loads a widget with the following: (See Figure 77)

- Starting Point
- Destination
- Add Destination
- Show More Options
- Get Directions Button
- Clear Button

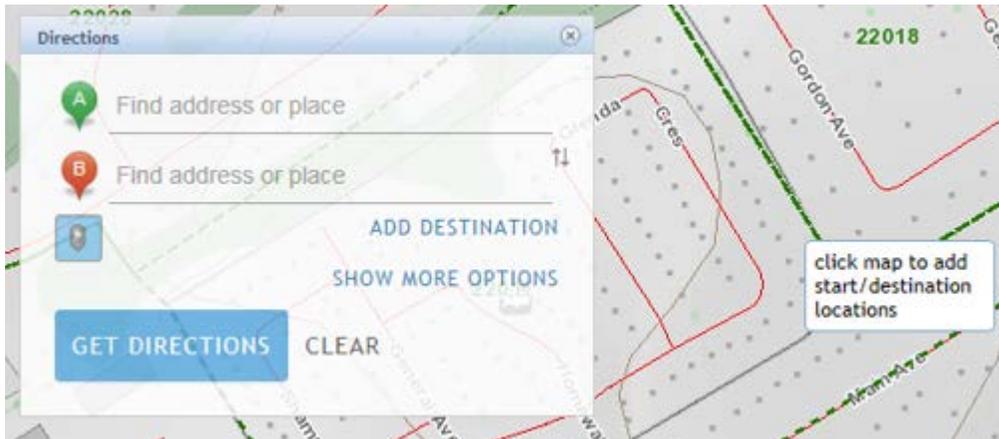


Figure 77

The user types a civic address on both the starting and destination point and click the address desired from the results list that surface while typing or clicking on the Find My Location button (See Figure 78) if user wishes to use the location service on the device, or click anywhere on the map by clicking on the locator (See Figure 79) to get the desired location and click Get Directions.

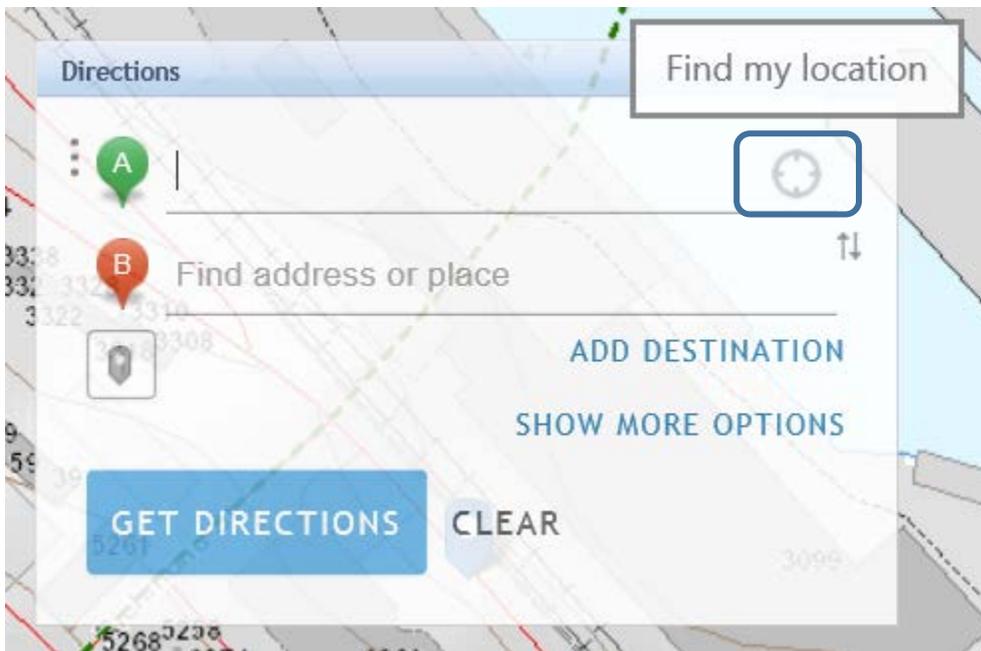


Figure 78



Figure 79

The system will generate the shortest distance route on the map and zooms in to the identified route by displaying a highlighted route with the starting and destination point.

The system will also generate a turn by turn routing information, distance and time information, with a Zoom to Full Route button, and a print button on the widget section that correspond to the information box on the map when you click on each routing information. (See Figure 80)

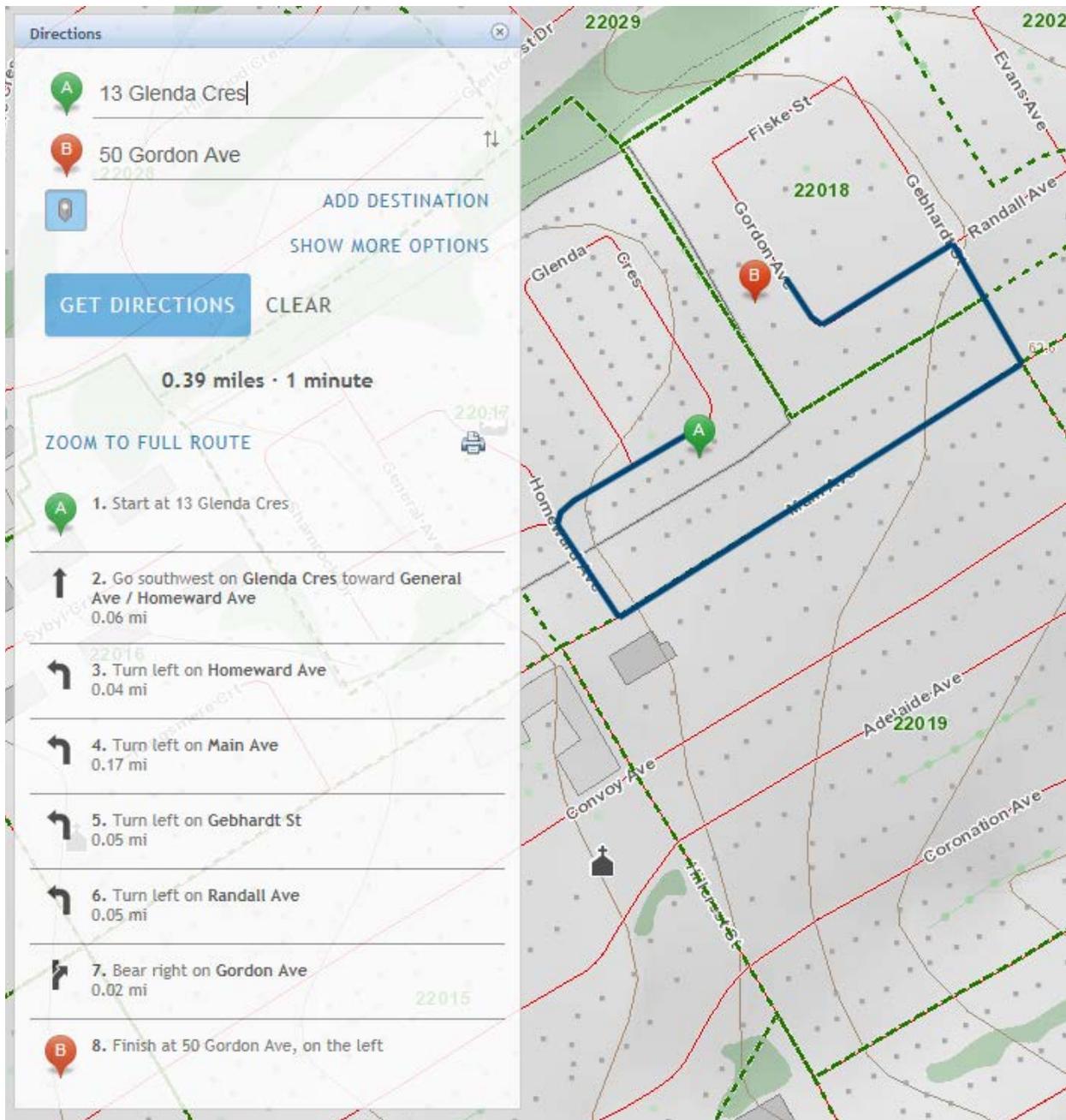


Figure 80

## Turn by Turn

When users click on each turn by turn route, the system zoom in to the route and opens an information box with the turn by turn information and zoom to button, click on zoom to button on the routing information box on the map and the system zooms in more on the selected route information on the map. (See Figure 81)

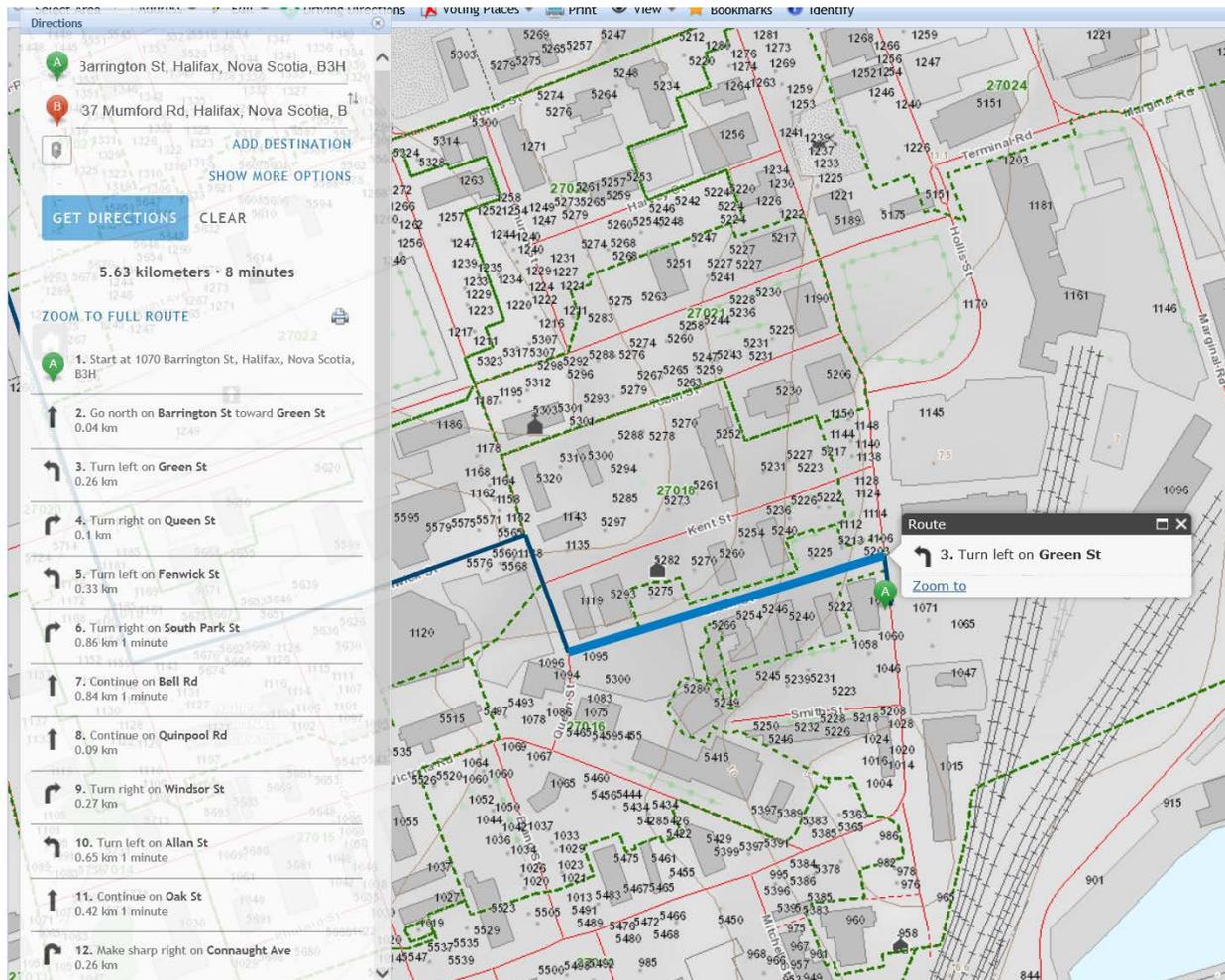


Figure 81

## Add Destination

To add a 3<sup>rd</sup> destination users click on Add Destination button on the widget. (See Figure 82)



Figure 82

The system creates a new destination point for users to determine by typing the address or clicking on the map.

Add destination by typing the address. (See Figure 83)

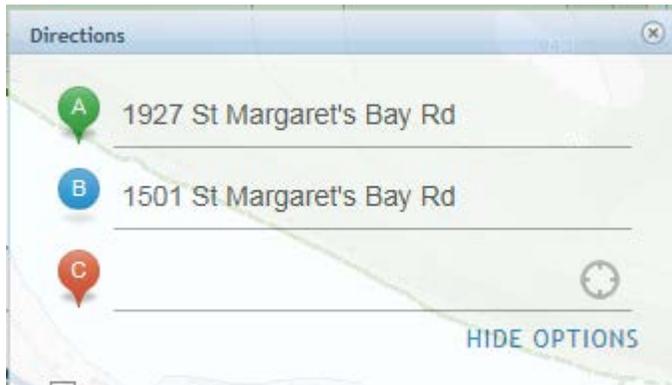


Figure 83

Add destinations by clicking on the map. (See Figure 84)



Figure 84

### More Options

Users click on show more options on the widget to displays the following options: (See Figure 85)

- Return to start
- Miles or Kilometers options



Figure 85

### *Miles or Kilometers*

The user can toggle between Miles and Kilometers for the driving distance. (See Figure 86)



Figure 86

### Hide Options

Users click on hide options on the widget to minimize/hide the additional options menu. (See Figure 87)

A rectangular button with a light blue background and the text "HIDE OPTIONS" in blue, uppercase letters.

Figure 87

### Zoom to Full Route

Users click on the zoom to full route button on the widget and the system zooms to the full extent of the route on the map. (See Figure 88)

A rectangular button with a light blue background and the text "ZOOM TO FULL ROUTE" in blue, uppercase letters.

Figure 88

### Return to start

Users click on the Return to start button on the widget and the system generates a new route with a return to starting point routing. (See Figure 89)

A rectangular button with a light blue background, a small square icon to the left, and the text "Return to start" in blue.

Figure 89

### Reverse Directions

Users click on Reverse Direction button (See figure 90) on the widget and the system reverse the start and destination point and show the new routing information on the map and turn by turn information on the widget. (See Figure 91)

A small square button with a light blue background and a double-headed vertical arrow icon.

Figure 90

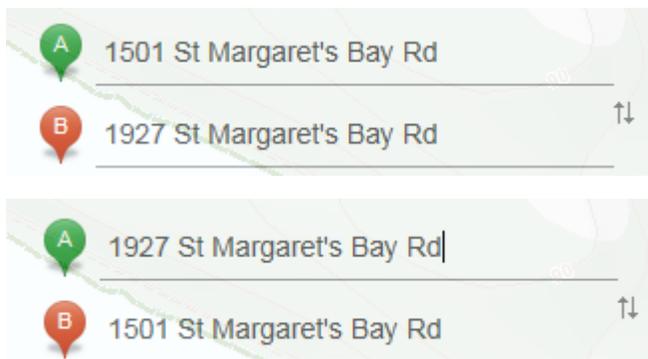


Figure 91

## Print

Users click on the print button (See Figure 92) on the widget and the system opens a print preview window with the turn by turn information for user to see. (See Figure 93)



Figure 92

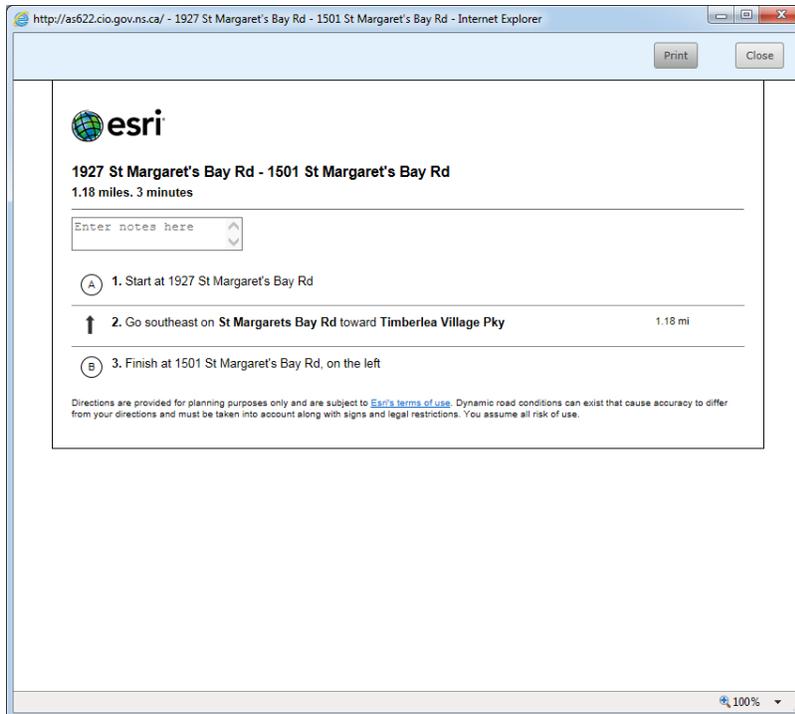


Figure 93

Click on the print button (See Figure 94) on the print preview window and the system opens a printer selection list and prints the information with the selected printer. (See Figure 95)

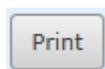


Figure 94

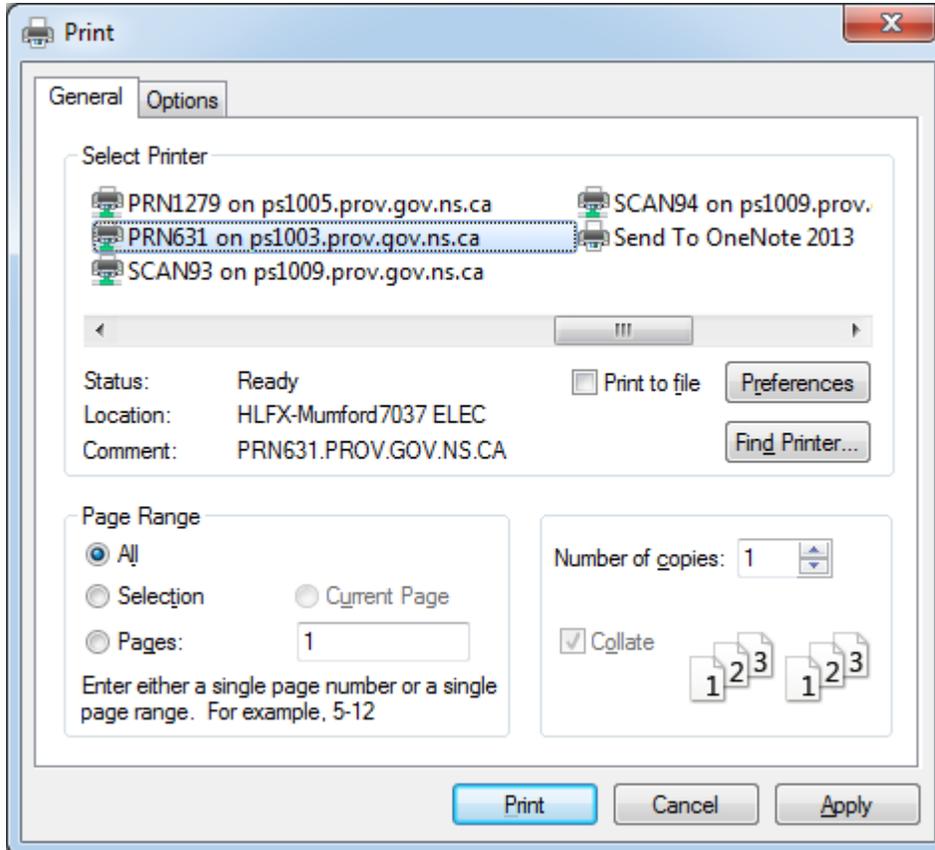


Figure 95

Select the appropriate printer and select Print.

Click on the close button on the print preview window to close the print preview window.

### **Voting Places Menu - Service Areas**

This is a tool that provides drive time routing analysis and produce service area based on user defined time line. Please note that these drive time zones are approximations based on perfect conditions (no weather, traffic, or traffic stops). The zones should only be used as an approximation.

To access this tool, users navigates to the Voting Places menu in the EBT, and selects the "Service Area". (See Figure 96)



Figure 96

The system loads a widget, with a drop down list of "Click Point on Map" and "Enter Address as Text" as selections for the center point and 3 user defined drive time in minutes with a note

stating the range of time, the “Click to set a point and apply drive times” button, and a Clear button. (See Figure 97)

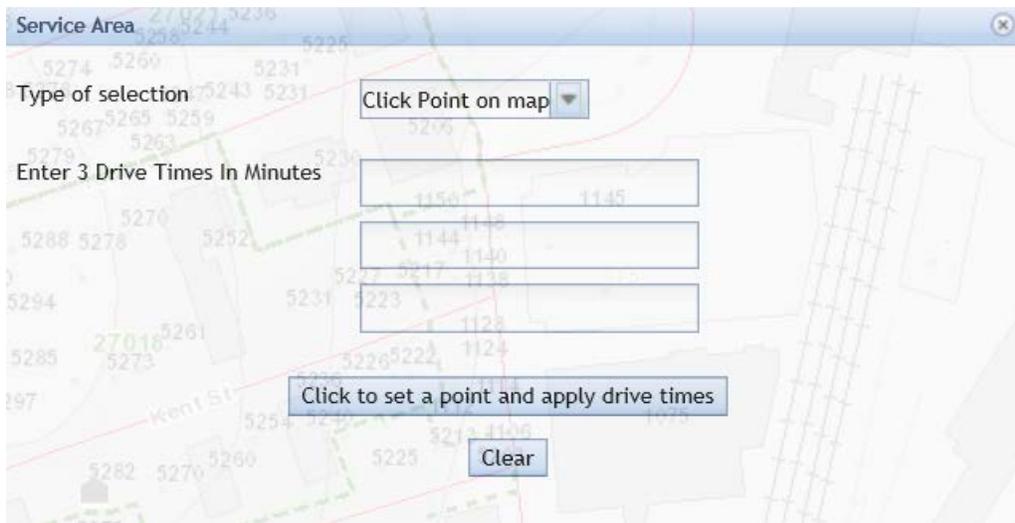


Figure 97

### ***Service Area – Manual Point Placement***

To create a service area using manual point placement, select the Click Point on map selection on the Type of selection dropdown list. (See Figure 98)

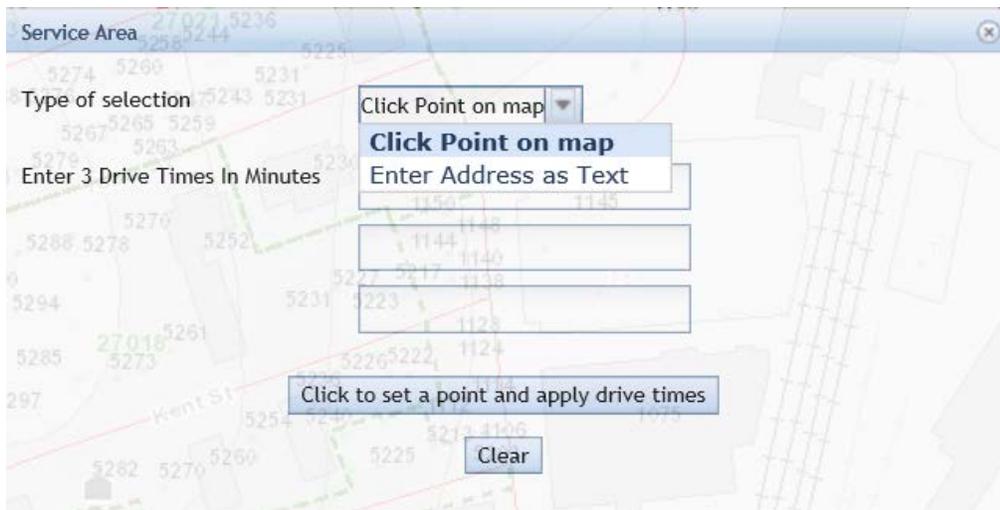


Figure 98

Enter at least one drive time and up to 3 drive times without exceeding 45 minutes in the drive time box and click on the “Click to set a point and apply drive times” button to start selecting a desired location on the map.

Once a location is selected, the system will produce drive time analysis zones based on the drive time specified using the point clicked as center point, and also labels the drive time specified in minutes. (See Figure 99)

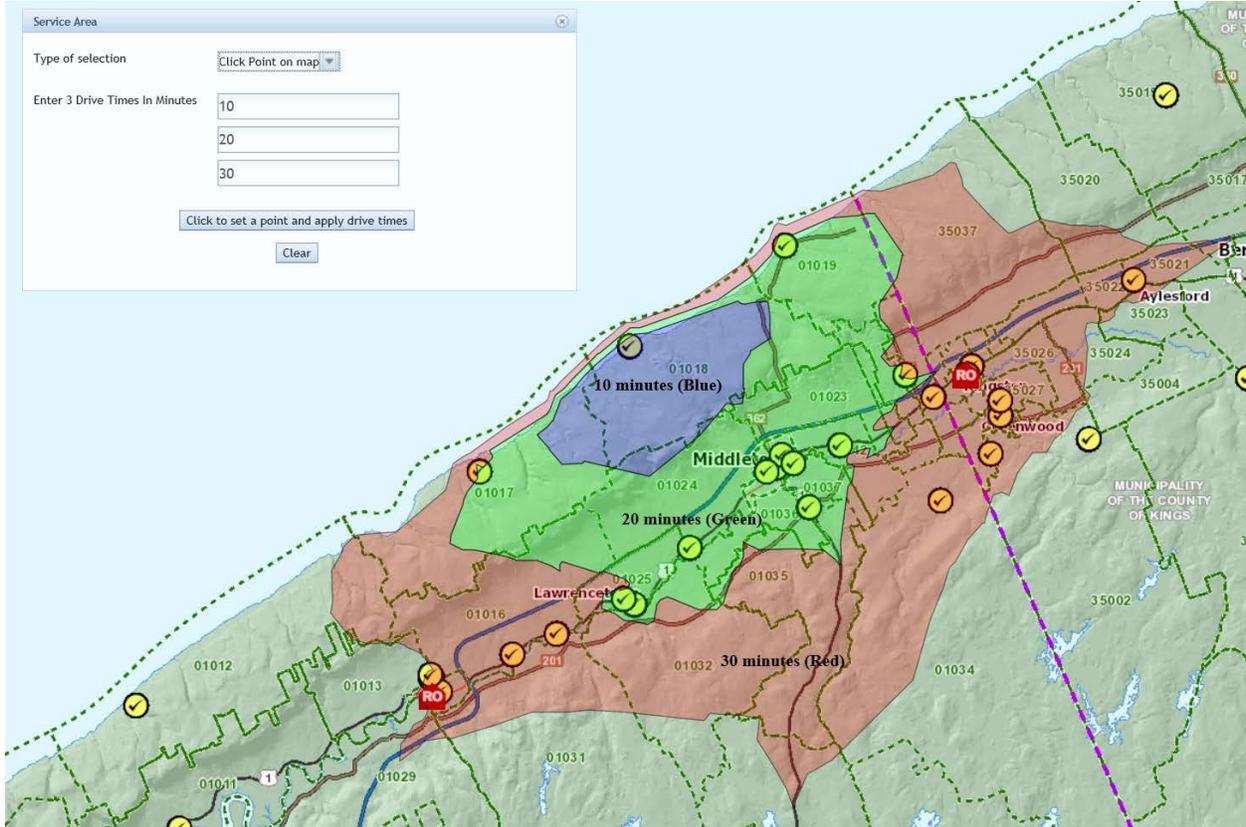


Figure 99

If no drive times are entered, the system will return an error message. (See Figure 100)

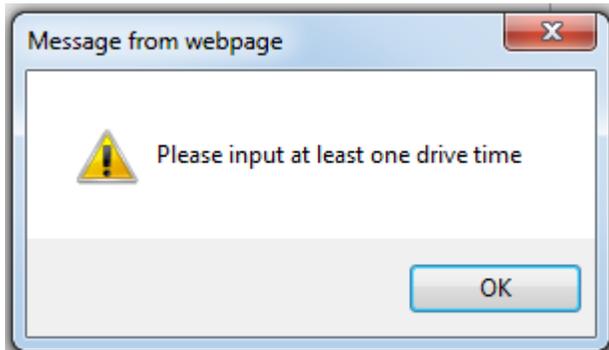
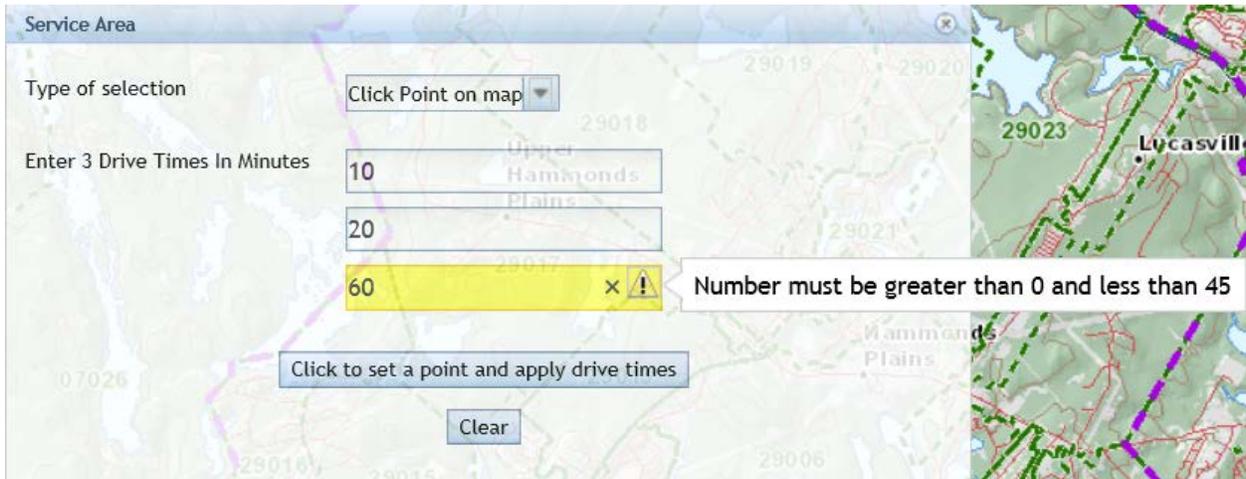


Figure 100

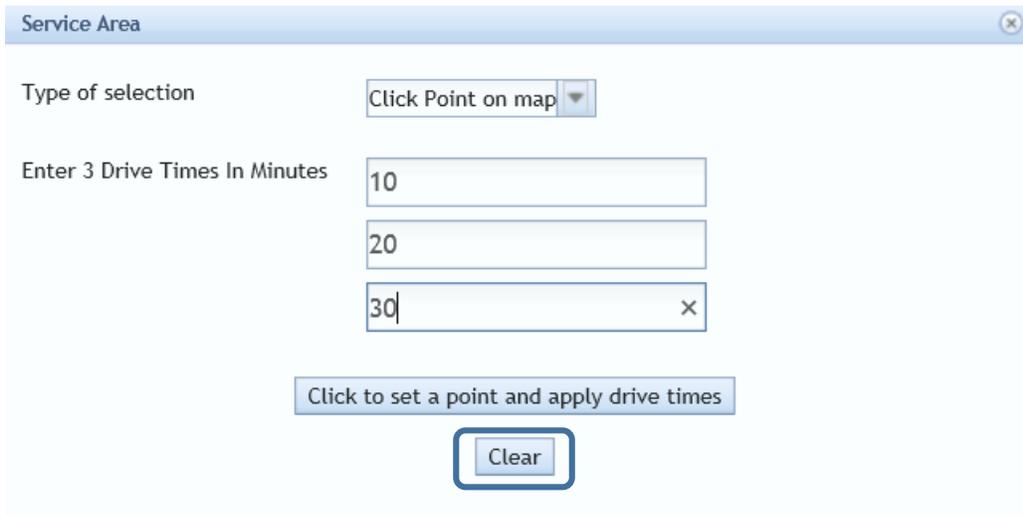
If a user enters a drive time more than 45 minutes, the system will return an error message. (See Figure 101)



The screenshot shows a 'Service Area' window with a map background. The 'Type of selection' dropdown is set to 'Click Point on map'. Under 'Enter 3 Drive Times In Minutes', there are three input fields: 10, 20, and 60. The 60 field is highlighted in yellow and has a red 'x' and warning icon next to it. A tooltip message reads: 'Number must be greater than 0 and less than 45'. Below the input fields is a button that says 'Click to set a point and apply drive times' and a 'Clear' button.

Figure 101

To clear all your selections, please click on the Clear button located on the main selection widget. (See Figure 102)



The screenshot shows the 'Service Area' window with the same settings as Figure 101. The '60' in the third drive time field is now replaced with '30'. The 'Clear' button is highlighted with a blue border.

Figure 102

### ***Service Areas – Enter Civic Address***

To create a service area by entering a civic address select the Enter Address as Text selection on the Type of selection dropdown list. (See Figure 103)

Service Area
✕

Type of selection Enter Address as Text ▼

Search Text (civic, street and town) Click Point on map  
Enter Address as Text

Enter 3 Drive Times In Minutes

Click to search and apply drive times

Clear

Figure 103

Enter the civic address and enter atleast one drive time and up to 3 drive times without exceeding 45 minutes in the drive time box and click on the “Click to search apply drive times” button.

The system will produce drive time analysis zones based on the drive time specified using the civic address entered as center point, and also labels the drive time specified in minutes. (See Figure 104)

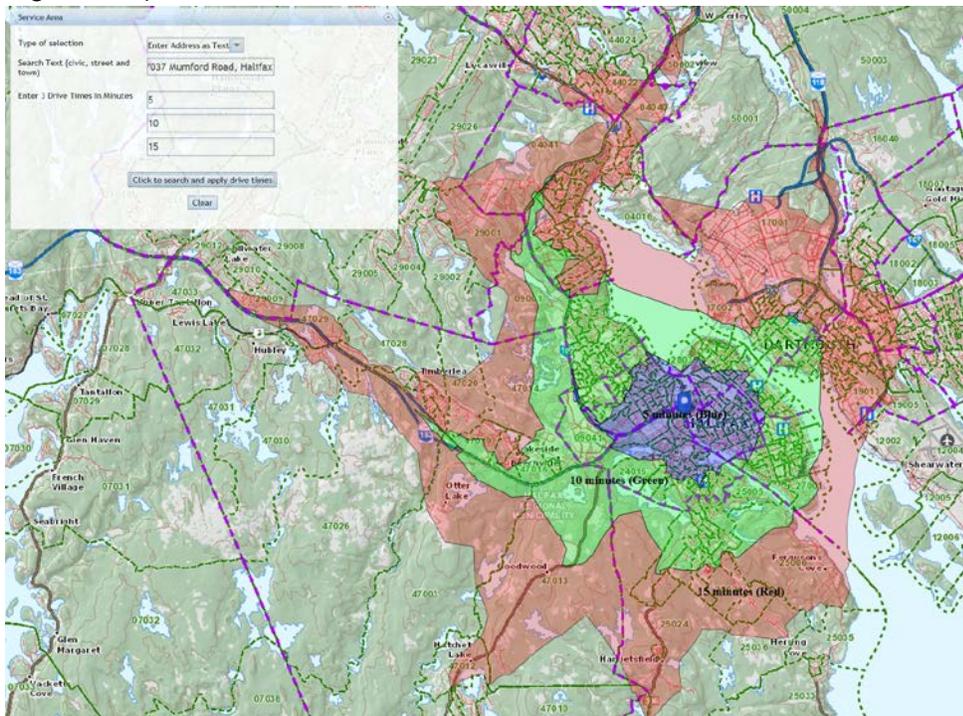


Figure 104

If no civic address is entered, the system will return an error message. (See Figure 105)

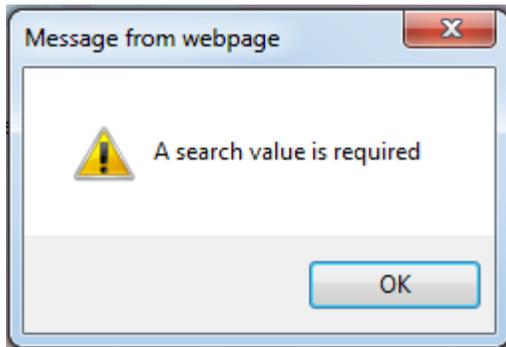


Figure 105

If no drive times are entered, the system will return an error message. (See Figure 106)

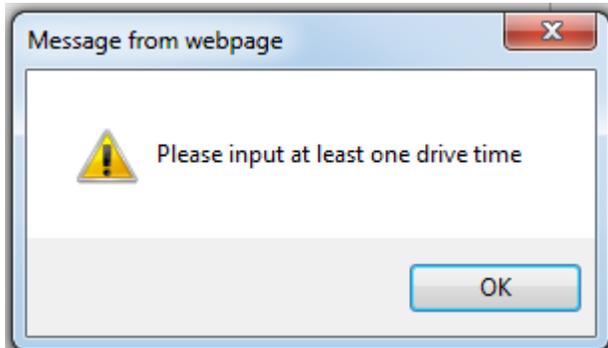


Figure 106

If a user enters a drive time more than 45 minutes, the system will return an error message. (See Figure 107)

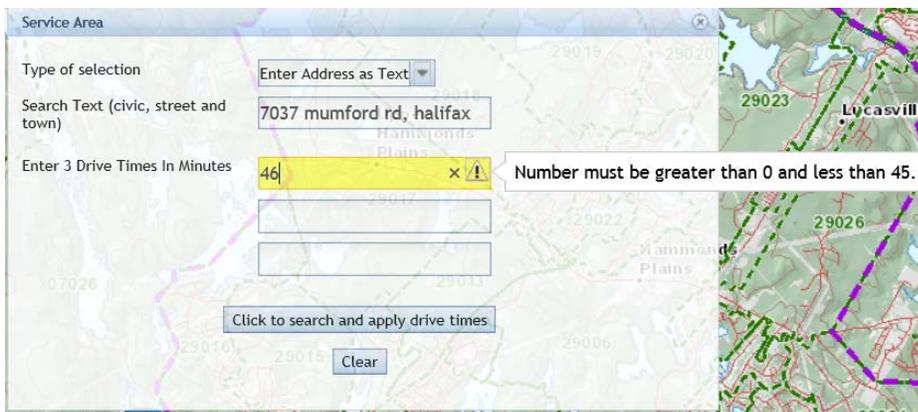


Figure 107

To clear all your selections, please click on the Clear button located on the main selection widget. (See Figure 108)

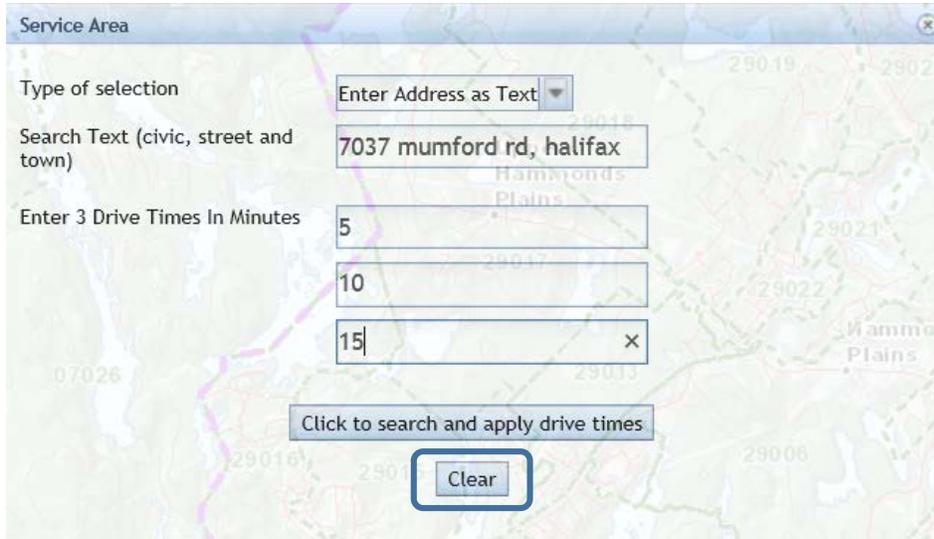


Figure 108

**Print Menu**

This is a tool that provides user with the option to print out what you see in the map window area.

To access this tool, users navigates to the Print menu in the EBT. (See Figure 109)



Figure 109

The system opens a printer selection list and prints the information with the selected printer. (See Figure 110)

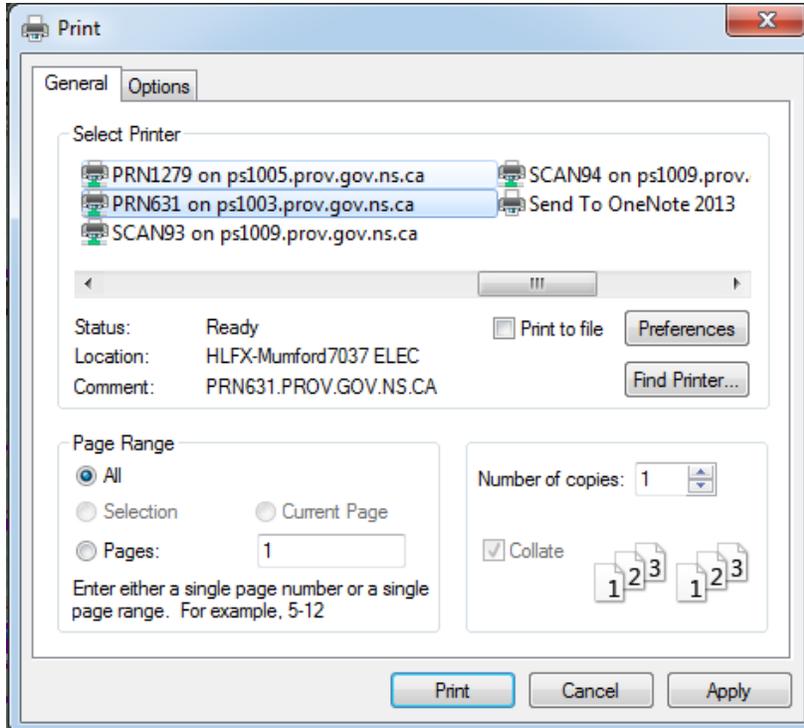


Figure 110

Click print to print the map.

### **View Menu - Layers**

The View Menu - Layers tool identifies a list of map layers which the user can turn on and off and used as a reference. A map layer or grouping of map layers can be turned on and off by checking and un-checking the check box. Some names in the list of layers are map layer grouping headings and can be expanded to show a sub list of more map layers. (each of which can be turned on and off)

To access the layers list, user navigates to the View menu in the EBT, and selects the “Layers”. (See Figure 111)



Figure 111

The system loads a widget, displaying the list of layers for the users to turn on and off. (See Figure 112)

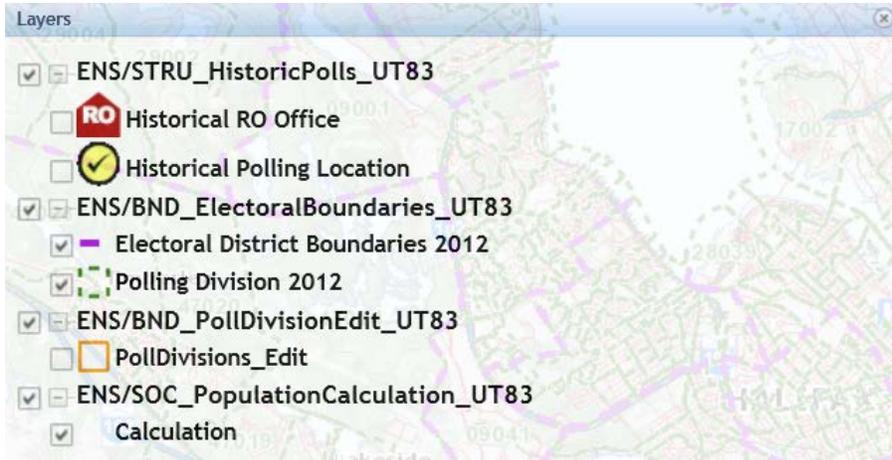


Figure 112

Users can turn the layer on and off by clicking on the check mark beside a specific layer or layer group. When a user turns on the layer, the system loads the layer, displaying it on the map when the layer is in the right scale. When a user turns off the layer, the system unloads the layer, turning the layer off from the map.

### **Bookmarks**

The tool provides the user with the ability to save or “bookmark” an area of the map which they have been viewing, so that they can go back to it later. There is a predefined bookmark, which is Home - Nova Scotia, which is listed the Bookmarks tool window.

To access the bookmarks tool, user navigates to the Bookmarks menu in the EBT toolbar, and click on it. (See Figure 113)

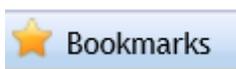


Figure 113

The system loads a widget, with a box that holds the bookmark list, Add Bookmark button and Clear Bookmarks button. (See Figure 114)

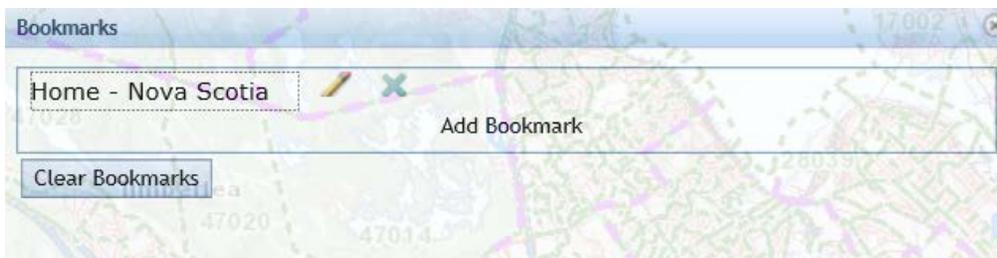


Figure 114

Users click on “Add Bookmark” button when they need to add a holder for the current view on the map, and the system loads a box on the widget, for the users to define a name for the new bookmark, if no name is define, the system automatically assigns untitled for the bookmark and list the bookmark in the box with an edit and delete button beside the name of the bookmark. (See Figure 115)

Please note that the Add Bookmark action stores the bookmarks via client-side cookies.

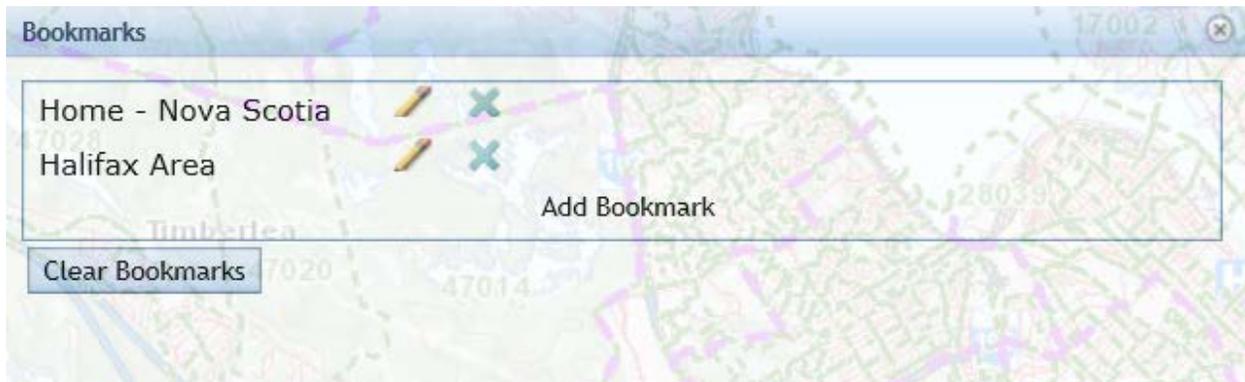


Figure 115

### ***Managing Bookmarks***

#### **Editing Bookmarks**

Users click on the edit button beside the name of the bookmark and the system loads a box on the widget, for the users to edit the name for the bookmark, if no changes were made, the system retains the original name of the bookmark. (See Figure 116)



Figure 116

#### **Deleting Bookmarks**

Users click on the delete button beside the name of the bookmark and the system removes the bookmark from the list on the widget. (See Figure 117)



Figure 117

#### **Clearing all Bookmarks**

Users click on the “Clear Bookmarks” button (See Figure 118) and the system loads a message box to confirm the removal of all saved bookmarks. (See Figure 119)

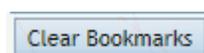


Figure 118

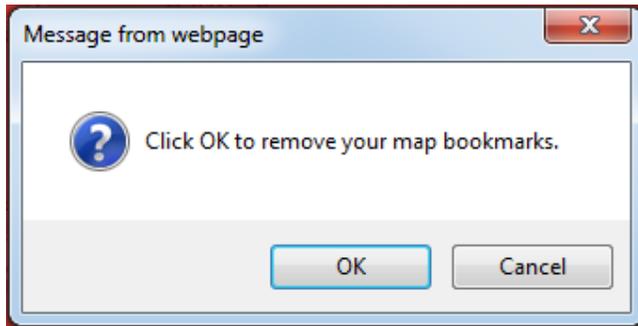


Figure 119

Click on the “OK” button and the system removes all the bookmarks listed on the widget, with the exception of the Home-Nova Scotia bookmark, and open a message box to confirm bookmarks removed. (See Figure 120)

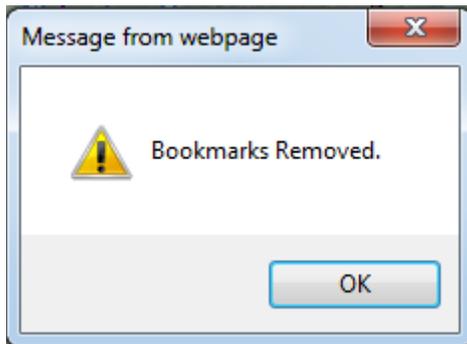


Figure 120

### **Identify**

The tool provides the user with the ability to check the information of a civic address, historic RO office and historic polling location.

To access this tool, the user has to zoom in to a certain scale level for this tool to be enabled. Once the tool is enabled, user can access this tool by navigating to the Identify menu in the EBT toolbar and click on it. (See Figure 121)



Figure 121

When the tool is activated, the icon turns green and you can start clicking on the civic address, historic RO office and historic polling location to access their information. (See Figure 122)



Figure 122

When you click on the points of interest as mentioned above it will open an information window showing the detail information of the point based on the type of point selected.

(See Figure 123 for Poll Location and RO Office) (See Figure 124 for civic address information)

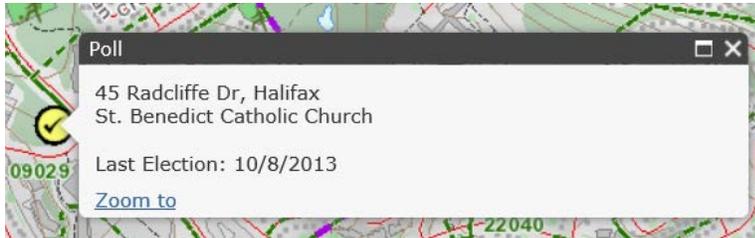


Figure 123

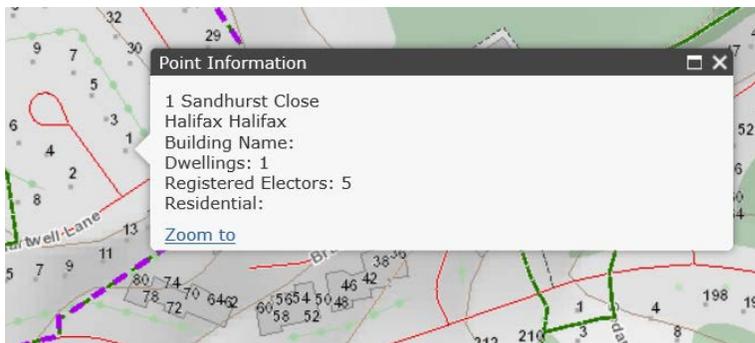


Figure 124