

ANR Program Contact Editor and Lookup

Purpose

The Agency of Natural Resources (“ANR”) Program Contacts are now accessible to ANR staff through a central library of functions and databases. The Program Contact Lookup allows ANR staff to list all key ANR Program Contacts for a selected Vermont location. Program Managers can update their Program Contacts using the Program Contact Editor, for immediate viewing across ANR applications.

Program Contacts are the ANR technical staff who act as the first point of contact for their program’s assessment of regulatory compliance for development within a geographic area. Examples of ANR Program Contact roles are District Wetlands Ecologists, District Fisheries Biologists, Regional Floodplain Managers etc. A statewide view of a Program’s districts and assigned contacts has historically been maintained in a Program District Map, a .PDF document showing the assigned contact for each district. View one example [here](#).

ANR Program Contact Editor and Lookup is an assembly of functions:

- ✓ ANR Programs can maintain their own Program District Maps.
- ✓ ANR staff can identify all ANR Program Contacts for a geographic location.
- ✓ ANR applications can autofill Program Contact information.
- ✓ All the above rely on a real-time central database of ANR programs, district or statewide contacts, contact emails, and contact phone numbers (office and mobile).

Find a useful summary of functions and links at the end of this document.

EDITOR FUNCTIONS: How to Maintain a Program District Map

Only a responsible ANR Program Manager or their designee can set up and maintain a Program District Map. A Program District Map and/or Program Contact may need to be updated when the program has new hires, staff role changes, staff transfers, staff on long term leave, staff leaving ANR, etc.

I. Set up a new or change an existing Program District Map

Submit an ANR-IT [Ivanti](#) Ticket.

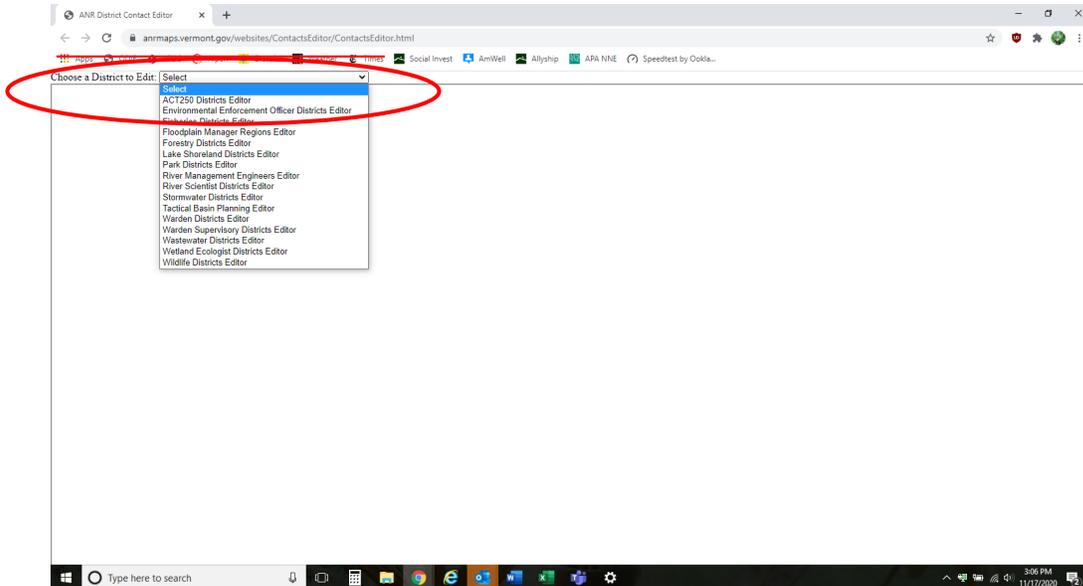
Working with ANR-IT to establish and change a Program District Map, you will set the boundaries of each district on a map of Vermont. With ANR-IT you may also give each district a unique text identifier. A Program District Map may have only one district covering the entire state. (Use function II below to assign the contact for each district.) In the Ivanti request, identify your Program name, the Program District Map name, and describe how the district boundaries should be delineated. To describe the boundaries, upload a shapefile, identify another District Map to mimic, or provide the list of town and/or counties defining each district. A conversation with the assigned IT representative may be necessary to communicate

customized boundaries. You can also ask ANR-IT to set up or change a corresponding Atlas data layer for the Program District Map.

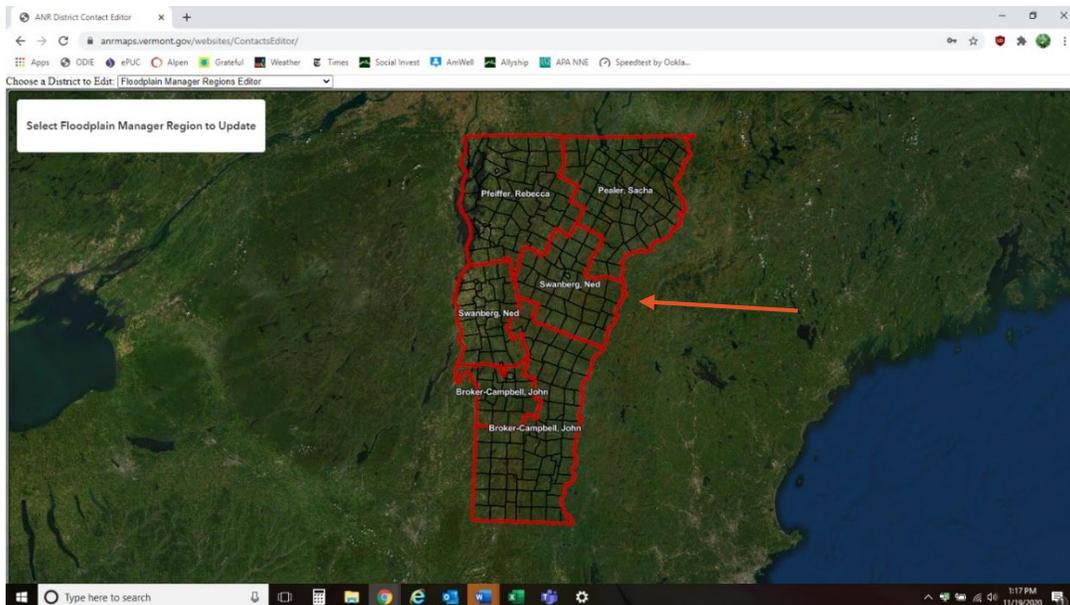
II. Assign Program Contacts to each district on the map

Use the [Program Contacts Editor](#)

Keep the weblink to the Editor on your web browser favorites bar or in an easily remembered document. on opening the Editor you must select the name of the Program District Map you will edit. Once the Map is selected, you are prompted to enter your Username and Password.

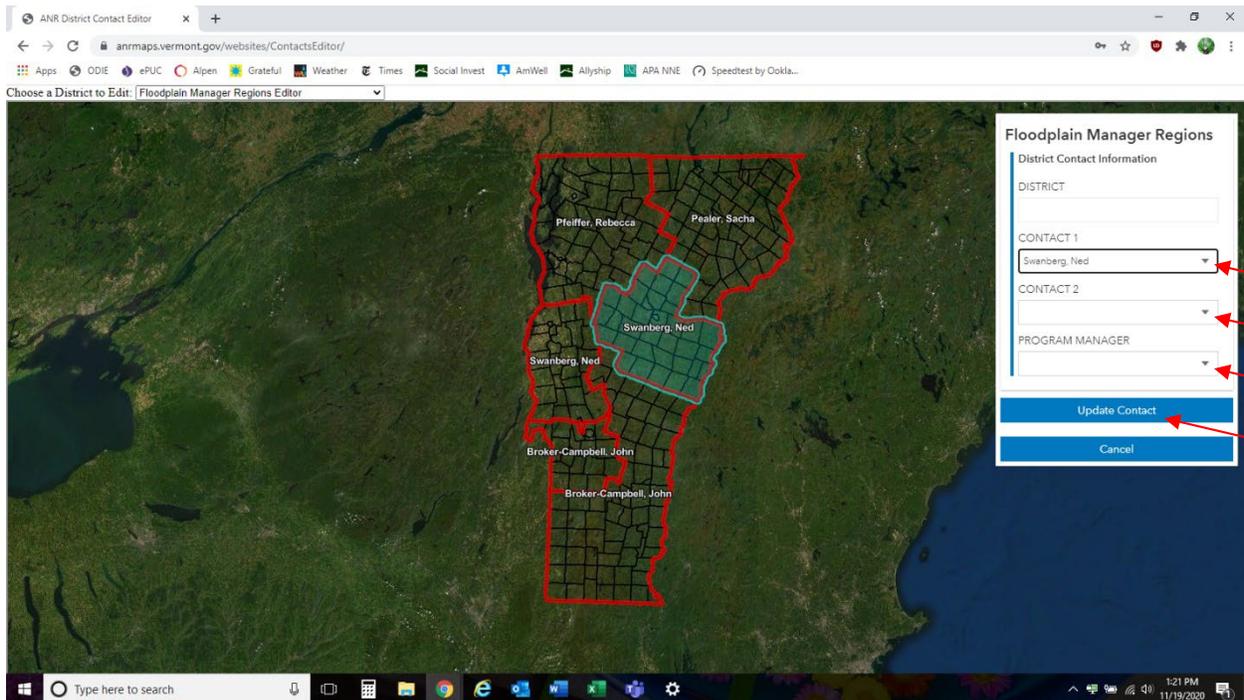
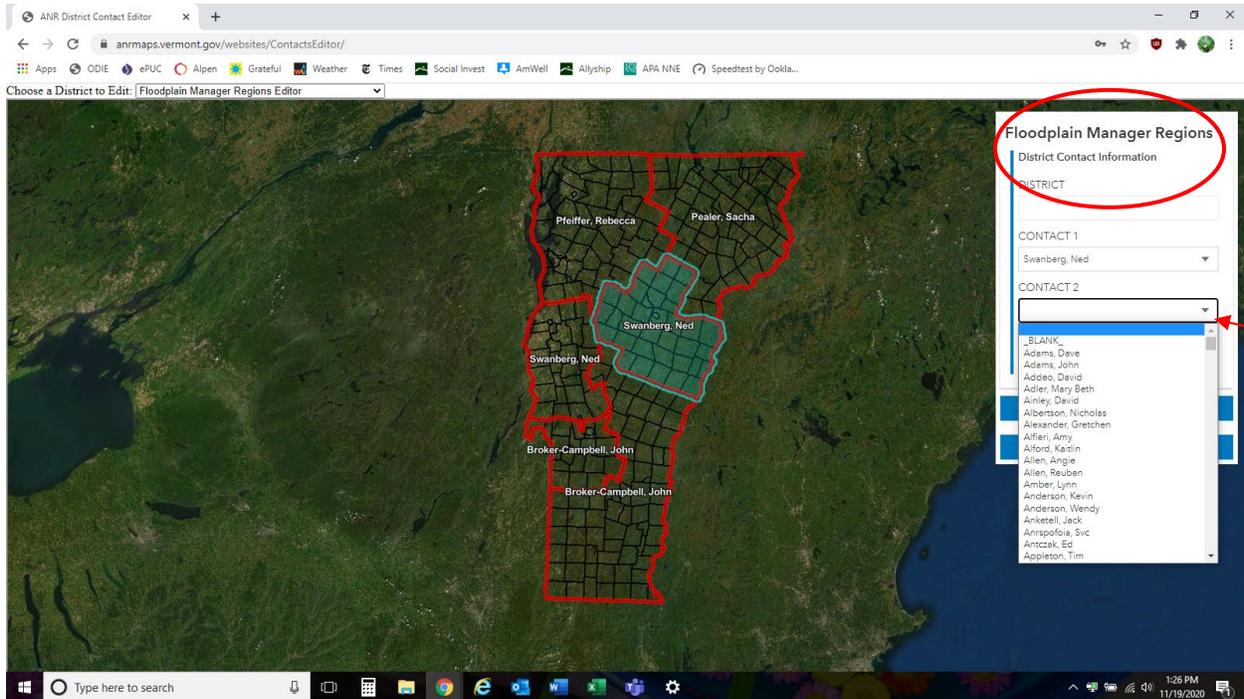


When the Map is fully loaded with all District boundaries outlined in red, click inside the District you want to update.



The selected District area will be highlighted and a data entry window will appear to the right. Use the window dropdown boxes to enter the current names for Contact 1, Contact 2, and Program Manager. The dropdown names include all ANR and NRB staff.

Double check that all entries are correct. Then press Update Contact to save or press Cancel to reject the new entries.



III. Update District Program Contacts upon staff changes

Use the ANR-IT [User Request form](#)

Update the District Program Contacts as soon as staffing changes occur. The ANR-IT User Request forms to add New Employees and remove Former Employees point to the Program Contact Editor.

The screenshot shows the 'ANR - CHANGE USER REQUEST' form for a 'New Employee'. The browser address bar shows 'anrintra.vt.gov/ANR/UserRequest/NewEmployee.aspx'. The page header includes 'VERMONT OFFICIAL STATE WEBSITE' and 'AGENCY OF NATURAL RESOURCES'. The form has tabs for 'General', 'Organization', 'Account', 'Computer/Software', 'Notes', and 'Review & Submit'. The 'General' tab is active, showing fields for First, Middle, Last, Start Date, Select Dept/Division, Job Title, Employee's Status, Employee's # if known, Employee Number, Select OfficeLocation, Address, City, and State. There are three radio button questions: 'Is this a Non-State employee position i.e., AmeriCorp?', 'Is this person currently a state employee for another department?', and 'Add this person as a contact on a Program District Map(s)?'. The third question is highlighted with a red arrow. A green message box at the bottom states: 'After the account is created by the help desk, be sure to add the individual to the appropriate map(s) located here: <https://anmaps.vermont.gov/websites/ContactsEditor/>'.

The screenshot shows the 'ANR - CHANGE USER REQUEST' form for a 'Former Employee'. The browser address bar shows 'anrintra.vt.gov/ANR/UserRequest/FormerEmployee.aspx'. The page header includes 'VERMONT OFFICIAL STATE WEBSITE' and 'AGENCY OF NATURAL RESOURCES'. The form has tabs for 'General', 'IT Info', and 'Review & Submit'. The 'General' tab is active, showing fields for First, Middle, Last, Department / Division (Select Dept/Division), Employees Supervisor (Select Supervisor), and End Date. There are two radio button questions: 'Remove this person as a contact on a Program District Map(s)?' and 'Choose a District to Edit:'. The second question is highlighted with a red arrow.

IV. Set up Atlas Data Layers and Themes

Submit an ANR-IT [Ivanti](#) Ticket.

Once live data is consistently maintained in the Program Contact Editor, ANR-IT can work with interested Program Managers to release District Maps and Program Contacts into the Atlas. The correct design of data layers and Atlas Themes is an important consideration. Programs may wish certain District Maps to be public facing while others would only be available internally in ANR. At this time only a few public facing Program District Maps have been released into the Atlas. For example, select the Rivers Floodplain Manager Regions datalayer.

V. Generate a .pdf of a Program District Map

The ability to generate a .pdf of the Map will be added in a later phase of the Program Contact Editor.

LOOKUP FUNCTIONS: Identify ANR Program Contacts for a Location

I. Lookup key Program Contacts for a selected VT location

Once in VPN, run the [Program Contacts Lookup](#).

Set this web address as a favorite in your web browser.

In the Lookup window, select a location following one of the steps below:

- 1) Enter a street address then press GO TO ADDRESS. When the map displays that address, zoom in/out using the + – icons left of the map window and move to a nearby location by mouse dragging the map left, right, up, and down. Use icons to the right of the map window to draw a line or polygon. Once you have specified your specific location, press SUBMIT.

OR

- 2) Enter a SPAN or Lat, Long.

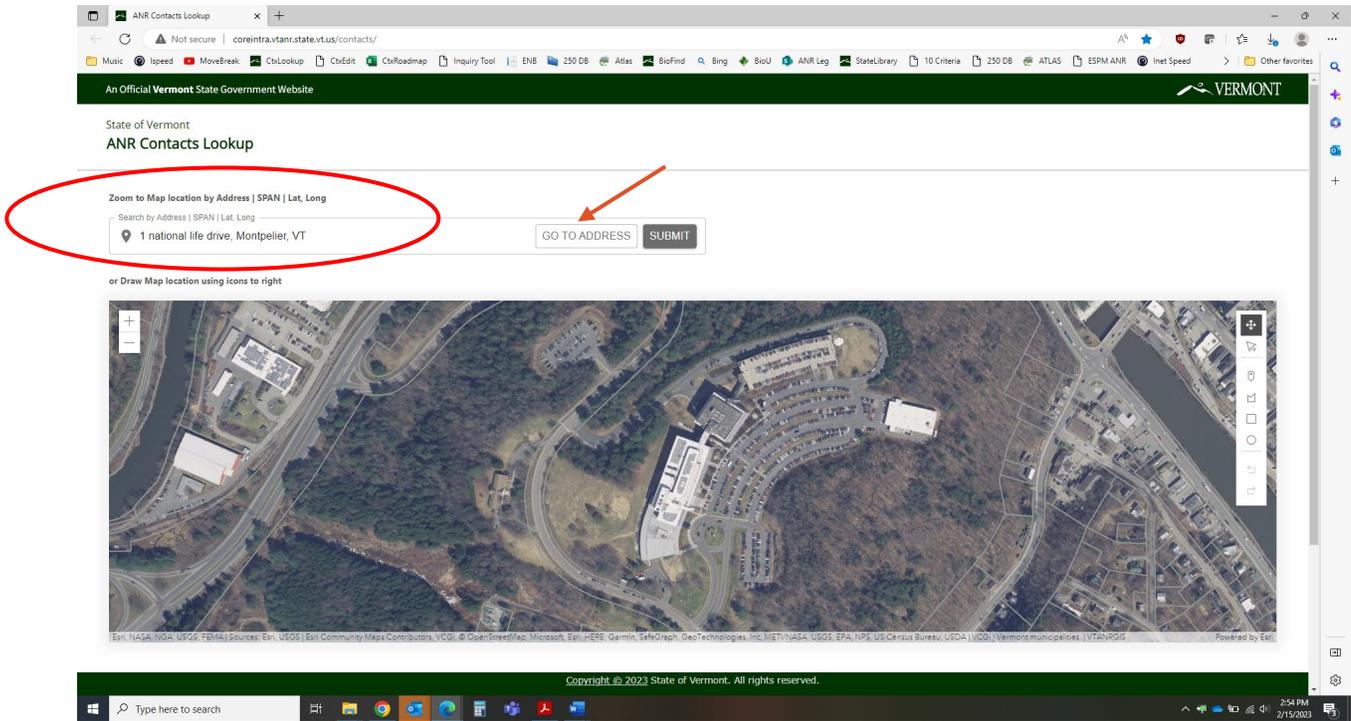
OR

- 3) On the map itself, use + - and mouse draft to move to a map location, then use the icons to the right of the map window to draw a line or polygon. Once you have specified the specific location, press SUBMIT.

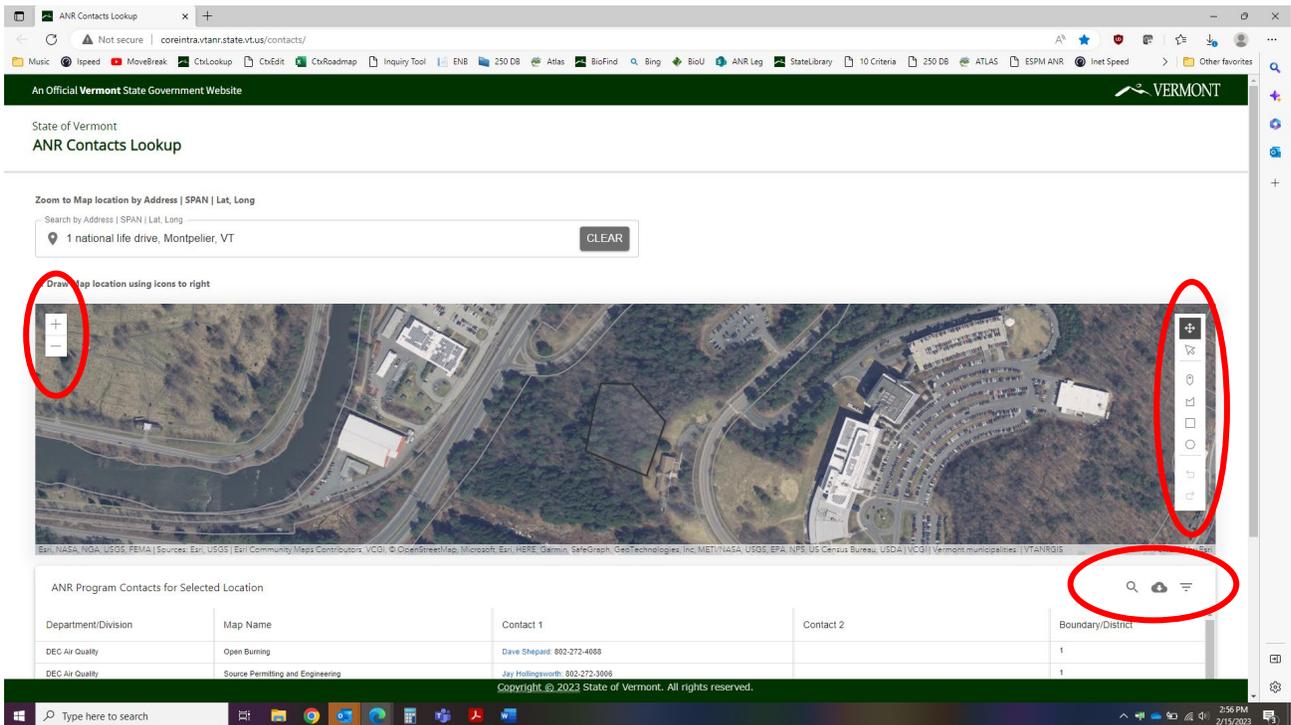
Once you have completed either step 1, 2, OR 3 above, the list of all Program Contacts for your selected location will appear. Each contact name includes a hyperlink to that person's email address. At the top right of the list window, hover over the icons to see their function. Click the Search icon or Filter icon to find a set of contacts. Click the Download icon to create an excel sheet of all contacts in the list. Click CLEAR to remove your selected location and resulting list.

If you see any contact data that seems incorrect, please ask that program to update the information in the Program Contact Editor or through contact with ANR-IT. If a phone number is incorrect, please put in an Ivanti ticket with the person's name and correct phone number.

Enter an address and press GO TO ADDRESS to zoom to a location.



Then move around the map using the map icons. Once you click SUBMIT the list appears. Use the list icons to search and filter.



II. Atlas Data layers and Themes

Open the [Atlas](#).

To look up Program Contacts for existing District Maps in the Atlas, select the data layers corresponding to each Program District Map. On the Atlas map, zoom in or search to find the desired location in Vermont. Right click on the Atlas map location, then click on "Find Data on the Map" in the popup window. The selected set of Program District Maps will display in the left column of the Atlas. Click the ">" to the right of each District Map name to display the Program Contact name, email and phone number for that Map.

III. ANR applications can autofill Program Contacts

Ask ANR-IT about how your Program applications can be coded to lookup Program Contacts.

ANR-IT can design new ANR applications and potentially update existing applications to display information entered via the Program Contact Editor. Given the Program District Map name and an Atlas location Longitude + Latitude or Shapefile, the application can display the District Contact 1, District Contact 2 and/or Program Manager name, email, and phone.

Summary of ANR Program Contact Editor and Lookup Functions

EDITOR FUNCTIONS

Set up a new or change district boundaries on an Program District Map

Submit an ANR-IT [Ivanti](#) Ticket.

Assign or update contacts for each district on your Program District Map

Managers and their designees use the [Program Contacts Editor](#)

Update District Program Contacts upon staff changes

Use the ANR-IT [User Request form](#)

Set up Atlas Data Layers and Themes

Submit an ANR-IT [Ivanti](#) Ticket.

Generate a .pdf of a Program District Map - not yet available.

LOOKUP FUNCTIONS: Identify ANR Program Contacts for a Location

Lookup key Program Contacts for a selected VT location

Run [Program Contacts Lookup](#). Set it as a favorite in your web browser.

Open the [Atlas](#) – only available for Program District Maps set as a data layer by ANR-IT.

ANR applications can autofill Program Contacts - Ask ANR-IT