

Location Intelligence
Infrastructure Asset Management

Confirm®

Site Register

v26.30a.AM

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October 02, 2026

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Site Register

The Site Register contains the Site Form, and all the Lookup tables and utilities connected with Sites.

Note: The Site may be called 'Street' or 'Building' depending on which asset version of Confirm you are using. Simply substitute Street or Building for the word Site in the text that follows. See Manual Overview for a full list of related table names.

Site information can be considered as having two levels of information: the Central Site Register (containing all the Sites in the Database), and Site Register (containing Maintenance Sites}.

Where the database is segmented, the Central Site Register will store General Site Lookup information about all the Sites, across all segments. Only Sites specific to the particular segment, which have had Operational Site Lookup information (Customer, Contract Area, Cost Code, and Classification) added, will be available in the Site Register form.

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Sites

The Site is usually a geographically defined area that contains assets. These assets can be considered to have certain elements in common - that the work will be charged to the same Cost Code and to the same Customer for instance, as well, of course, as being in the same Area and Ward.

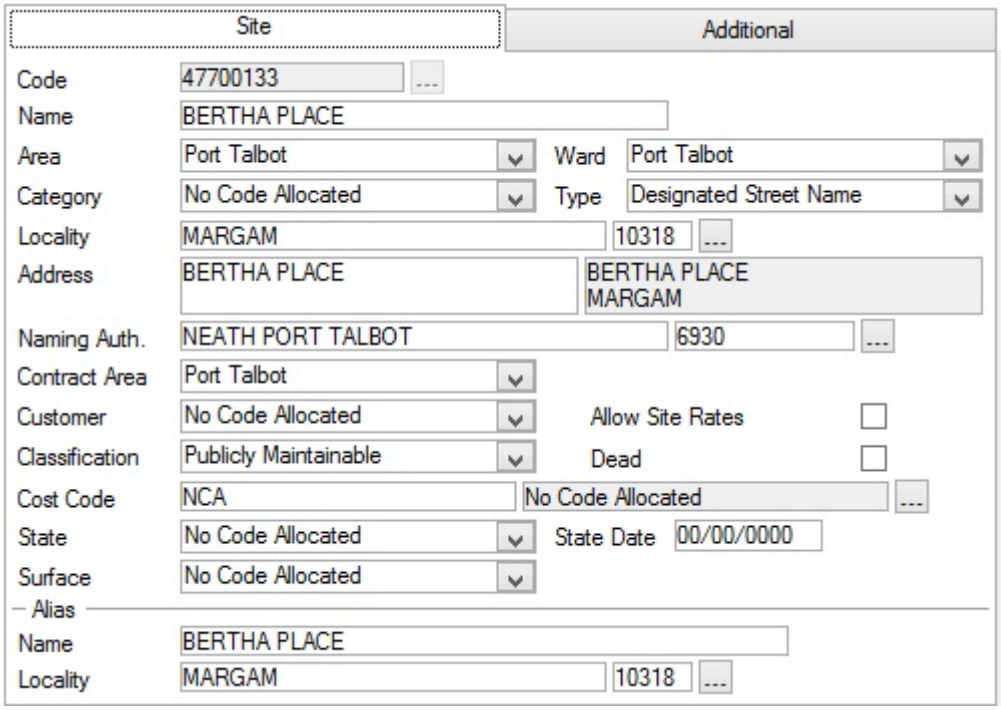
By grouping the Assets on Sites we can therefore create a set of defaults for the assets on the Site.

Sites also provide a means of organising assets and of reporting on them by some common factor.

The Sites form will display only those Sites that have been designated for Maintenance Management (as set for the Street Record Type). These Sites must have Operational parameters (such as Contract Area and Customer) set.

Clicking on the Sites option will display the **Site screen**.

Site Form - Site tab



Code: Up to 10 alphanumeric characters.

Where the Street Gazetteer is being used, enter the Unique Street Reference Number (USRN)

When creating new records the field may be used to enter a code, or left blank to have the system automatically generate the next available number from **Site Seed Numbers.**

Note: The pick button on this field will display all Central Site Register Sites (as opposed to the Find button on the form which will display only 'Maintenance' Sites which have had Operational details added). Use the pick button to access Central Sites to which you want to add Operational details.

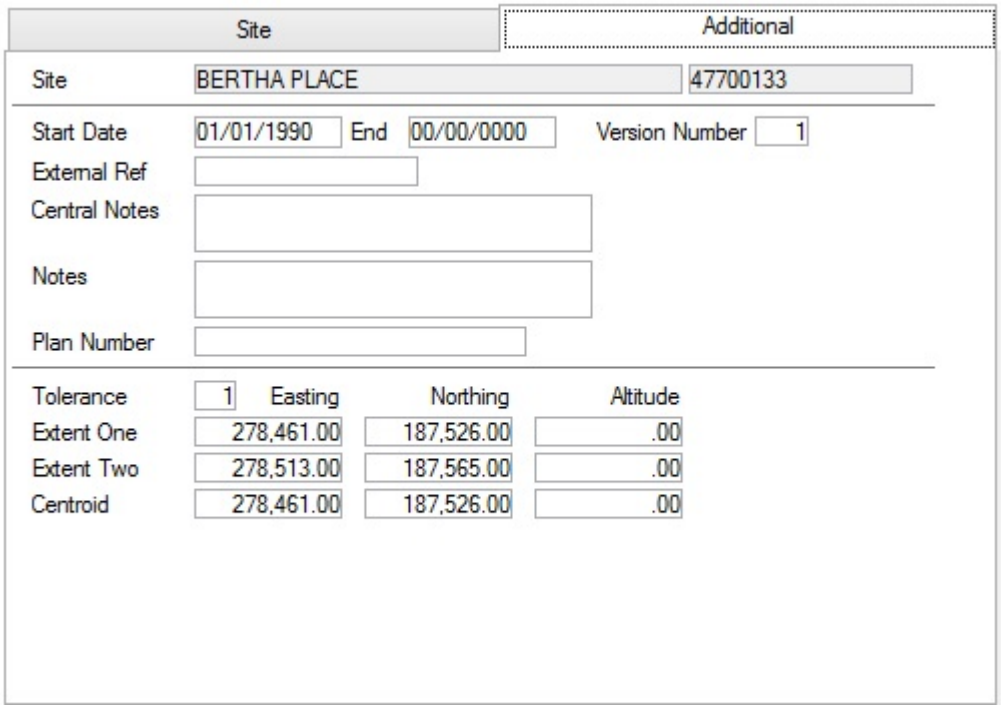
Name:	Site (or Street) name
Area, Ward, Category:	All completed by selection from the **General Site Lookup libraries.** Use the drop down menu, or pick button to select an entry for these fields.
(Street Record) Type:	Select a Street Record Type from the drop down list. The drop down list references the Street Record Type lookup, and displays only those Street Record Types that have 'Applicable to Maintenance Management ' checked in the **Street Record Type lookup.**
State:	Select a Street State from the drop down list. The drop down list references the **State lookup.** It displays the life cycle of a Street, both in the planning and construction process, through its life into the regeneration or demolition process.
State Date:	Select the start date for current State of Site.
Surface:	Select a Street Surface Type from the drop down list. The drop down list references the **Surface lookup**.
Locality:	This will be completed by default, in a new Site form, from the defaults set in Site Systems Settings. Use the pick button to select a new entry for the field from the **Locality lookup.**
Address:	A free text field for the optional entry of a Site address. Where the Street Gazetteer is being used, enter the Street Descriptor into this field. The inactive, second part of the field, will show Town and County information.
Naming Auth:	This will be completed by default, in a new Site form, from the defaults set in the **Site System Settings.** For Gazetteer records this should contain the Naming Authority, and will populate the SWA_ORG_REF_NAMING column for Type 11 records in a Gazetteer export.
Contract Area:	Select the Contract Area under which the assets on this Site will be maintained. The drop down list references the **Contract Areas lookup.**
Customer:	Select the Customer to whom the costs of maintaining assets on this Site will be recharged. The drop down list references the **Customers lookup**
Classification (Net.Priority):	Select the Classification (Net.Priority), which defines the level of maintenance to be applied to the assets on this Site. The drop down list references the **Classification (Net.Priority) lookup.**
Cost Code:	Select the Cost Code to which the costs of maintaining the assets on this Site will be assigned. The drop down list references the **Cost Code lookup**
Allow Site Rates:	Check this box to allow work on this Site to be quoted separately on a Bill of Quantities. All Sites that will be quoted separately on a Bill of Quantities must be flagged 'Allow Site Rate' before the BoQ is prepared. This functionality is only available when the Asset Maintenance Module is active.
Dead:	Flagging a Site as 'Dead' will give the User the option to delete it from any Routes, Gang Routes and Default Gang Allocation records. Confirm will also give the option to 'Dead' any associated Features.

Note: Removing the 'Dead' flag will not reinstate any records that were removed.

Gazetteer data sometimes requires the use of Site and Locality aliases e.g. so that the Site record can hold both the English and Welsh names for the Site as well as the Locality.

Name:	Up to 100 alphanumeric characters. Enter the Alias name for this Site.
Locality:	Use the Pick button to select an Alias Locality for this Site.

Site Form - Additional Tab



Start Date:	Street Gazetteer: Street Entry Date - the date on which the record was entered or a new version created.
End:	Street Gazetteer: Street Closure Date - the date on which the street was closed or a new version replaced the record. This will be set automatically if the Dead flag is ticked. Conversely, blanking either the Dead flag or End Date will automatically blank the other when the record is saved.

Usually you would enter a Start date on creating the record, and an End date on making the record 'Dead'. This will define the Site as having been Live between these two dates. A Site report can then list all Sites that were live on a certain date.

Version Number:	Street Gazetteer: Street Version Number - a sequential number indicating the version of record.
External Ref: (DOT ref)	A free text field for the optional entry of an external reference.

Central Notes:	A free text field for the optional entry of any relevant notes. **Note:** This field is part of the Central Site register and as such will be available to users in all segments. In particular, it will be available from the Customer Services module. It should therefore not contain Asset specific details
Notes:	A free text field for the optional entry of any relevant notes. **Note:** This field is asset specific and is individual to each segment. Therefore asset specific details may be stored here.
Plan Number:	A free text field for the optional entry of a plan number.
Tolerance:	Street Gazetteer: Street Tolerance - the tolerance of the start and end co-ordinates. Tolerance is defined in metres.
Mapping co-ordinates:	Map reference details can be stored here. For the Street Gazetteer, the following fields have a particular meaning within the Street record: Extent 1 - Easting X co-ordinate giving the start point of the street, defined in metres. Extent 1 - Northing Y co-ordinate giving the start point of the street defined in metres. Extent 2 - Easting X co-ordinate giving the end point of the street, defined in metres. Extent 2 - Northing Y co-ordinate giving the end point of the street defined in metres.

Site Form - Other button

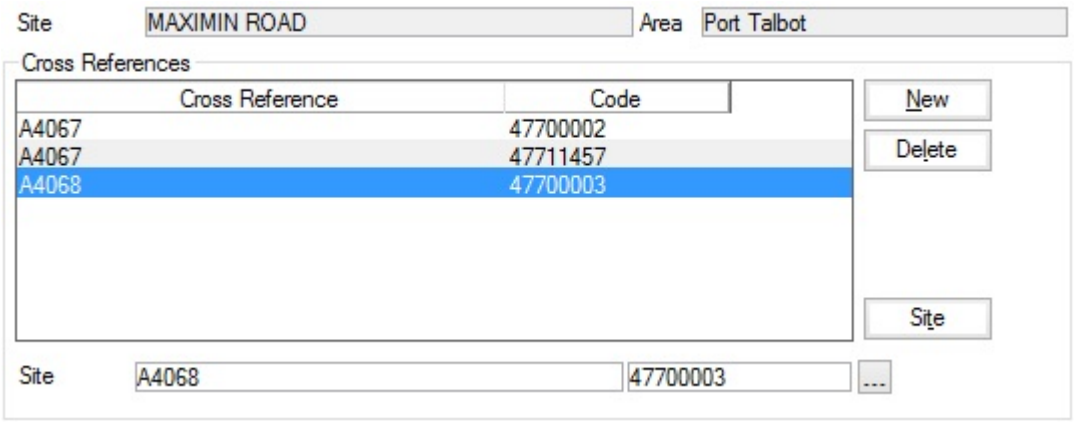
The 'Other' button displays a drop down menu giving access to other related forms. The list will vary depending on which modules are active.

Feature

Cross References - Sites

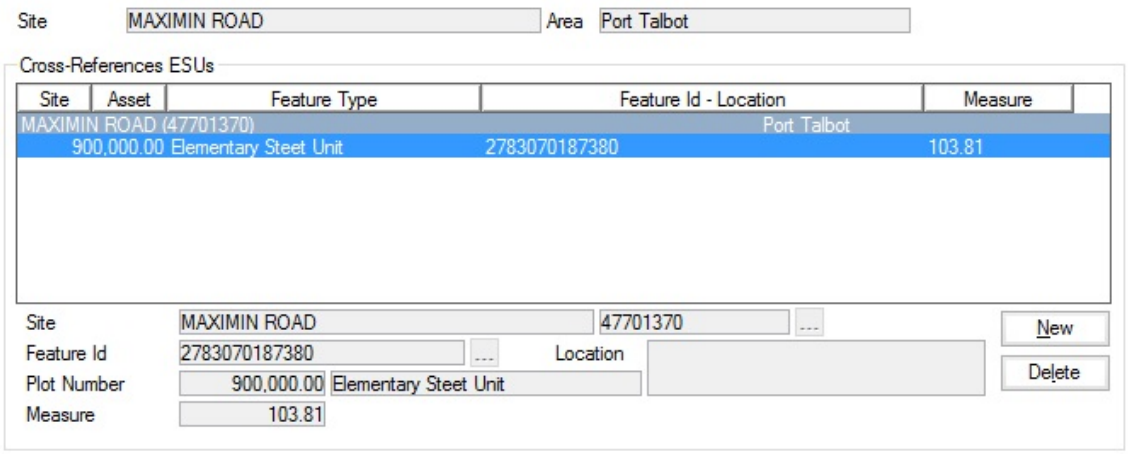
The Cross References option will display the Cross Reference form, displaying Sites cross-referenced with this Site (Gazetteer level 1 cross-references).

Only Sites that have not been flagged for Maintenance Management may be selected.

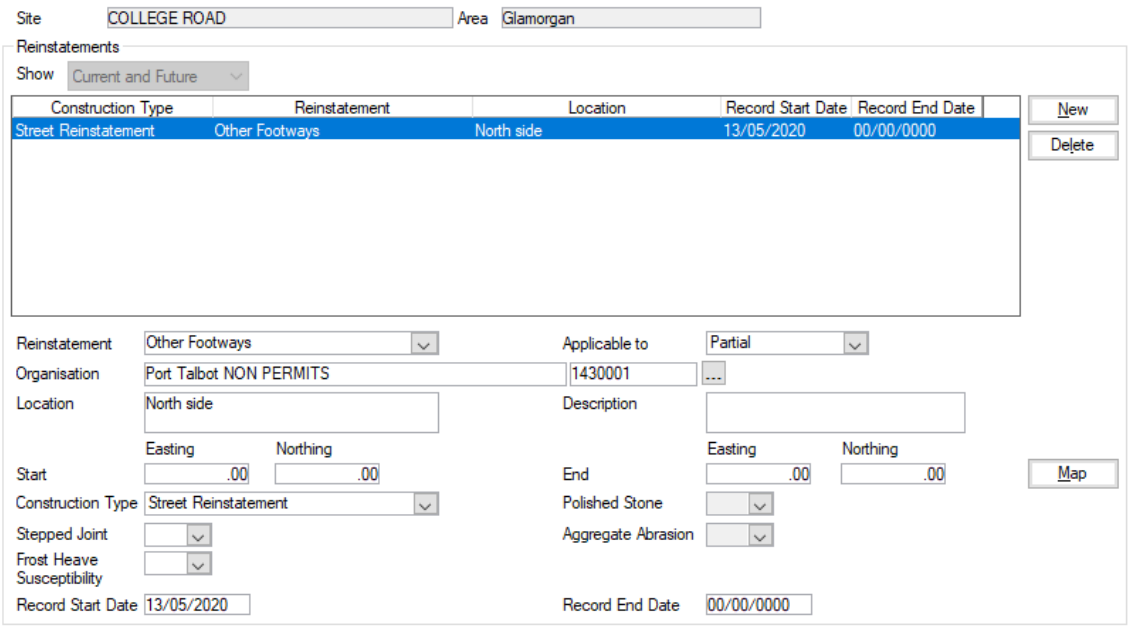


Cross References - Sections

The ESU Cross References option (with SGLevel 3 Compiler module) will display the ESU Cross Reference form, displaying ESUs cross-referenced with this Site (Gazetteer level 2 and 3 cross references).



Site Reinstatements



The Reinstatement option (with Street Gazetteer module) will display the Site Reinstatements form, displaying Reinstatements and Construction Type associated with this Site.

Reinstatement:	Reinstatements can be added by selecting from the Reinstatement drop down list. The drop down list references the **Reinstatement Lookup**. When the Construction Type DfT Reference is supplied and has a value other than 1, this field must not have a DfT Reference. If the Construction Type DfT Reference is 1 this field must have a DfT Reference.
Organisation:	Select the Organisation which must be consulted about the Reinstatement from the pick list. The pick list references the **Organisation Lookup.**
Location:	Available when 'Partial' is selected in the 'Applicable to' field. This allows details of the precise Location of the Reinstatement to be described.
Description:	Free text field for any Notes relevant to the Reinstatement.
Start / End:	Available when 'Partial' is selected in the 'Applicable to' field. This allows the precise coordinates of the Reinstatement to be supplied. If corresponding Type 67 records are available, the Start/End are same as first/last co-ordinate on Type 67 record.
Construction Type:	Mandatory field. The drop down list references the **Construction Type Lookup**. Options without a DfT Reference (e.g. NCA) can be used with DfT 7.1 format export, however for DfT 8.1 format options with a DfT Reference must be chosen .
Polished Stone:	Polished Stone is as a measure of the resistance of an aggregate to polishing (smoothing). This field is exported with DfT 8.1 and above.
Stepped Joint:	Stepped Joint indicates if it is the custom and practice of a Highway Authority to cut-back the surface or binder course to provide a stepped profile. This only applies to Streets with a reinstatement category of 0 or 1. This field is exported with DfT 8.1 and above and is an optional field.
Frost Heave Susceptibility:	Frost Heave Susceptibility indicates that the existing depth of non-frost susceptible materials is greater than 450 mm below the Street surface and the Highways Authority requires such a depth of non-frost susceptible material to be maintained. This field is exported with DfT 8.1 and above.

Aggregate Abrasion:	Aggregate Abrasion is the standard measure of an aggregate's resistance to abrasion. This field is exported with DfT 8.1 and above.
Record Start Date:	Date when the Record started.
Record End Date:	Date when the Record ends.

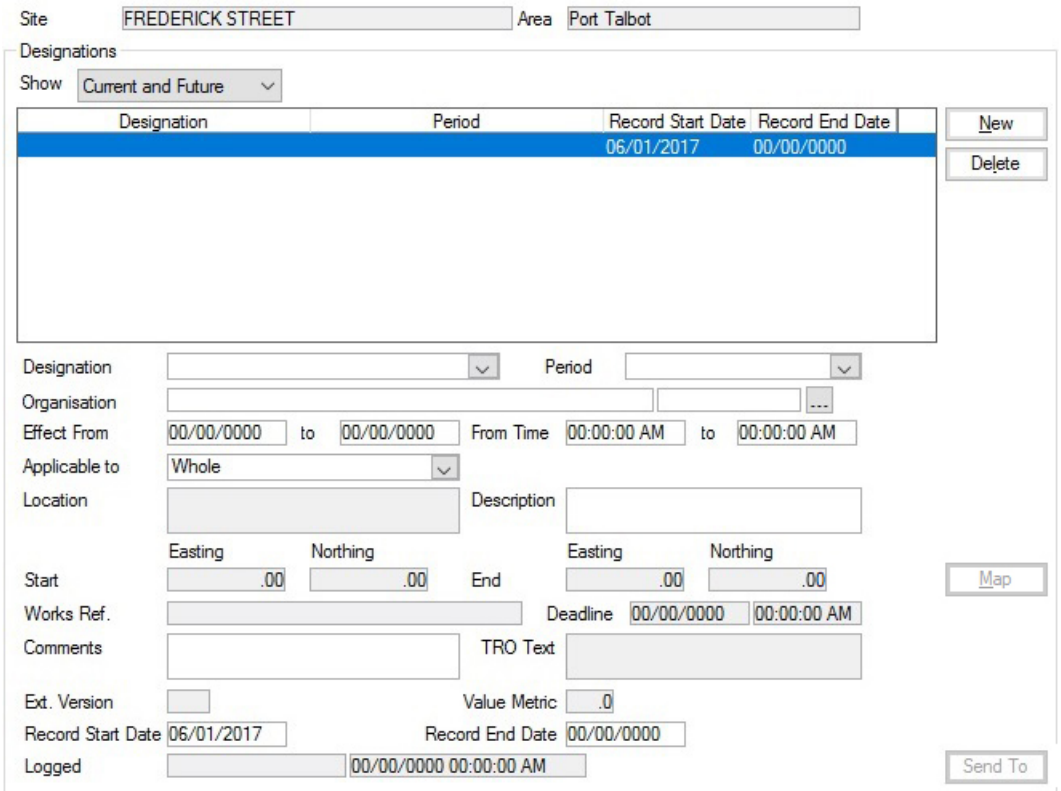
'Map' button

When the Reinstatement is partially applicable to the Site this button is enabled and opens the ASD Geometry editor for viewing / plotting / locating the geometry (a polygon or a line) that represents the applicable area.

Site Designations

The Designations option (with Street Gazetteer module) will display the Designations form, displaying Designations associated with this Site. Designations are used to provide further information to companies who are planning to work on the selected Site. They are also used to indicate that a Site has following restriction:

1. Section 58 Street/Road Works Restrictions.
2. Height Restriction
3. Weight Restriction
4. Width Restriction



Designation:	Designations can be added by selecting from the Designation drop down list. The drop down list references the **Designation Lookup.**
Period:	Select from the drop down list the Period that the Designation is in place. The drop down list references the **Designation Period Lookup.**

Organisation:	Select the Organisation who is enforcing the Designation from the pick list. The pick list references the **Organisation Lookup.**
Effect From / To:	Supply the dates when the currently selected Designation is in place.
From Time / To:	If the Designation is only applied on specific times of the day, supply the times here. E.g. a Site may be Traffic Sensitive every day between the Hours of 7am and 10am.
Applicable to:	Select from the drop down whether the Designation applies to a specific section of the Street (Partial) or to the entire Street (Whole).
Location:	Available when 'Partial' is selected in the 'Applicable to' field. This allows details of the precise Location of the Designation to be described.
Description:	Free text field for any Notes relevant to the Designation / Restriction. This is a mandatory field.
Start / End:	Available when 'Partial' is selected in the 'Applicable to' field. This allows the precise coordinates of the Designation to be supplied. If corresponding Type 67 records are available, the Start/End are same as first/last co-ordinate on Type 67 record.
Works Ref.:	Supply a Works Reference for this Restriction.
Deadline:	Only available when a 'Proposed' Section 58 Restriction has been selected. This should be used to enter a Date by when any Works Promoters can challenge the Restriction before it becomes 'In Force'.
Comments:	Free Source text field for any Comments relevant to the Designation / Restriction.
TRO Text	Available when following restrictions are selected: **1.** Height Restriction **2.** Weight Restriction **3.** Width Restriction Displays the Traffic Restriction Order details.
Ext. Version:	Displays the Version number that will be used when sending the Restriction via EToN.
Record Start Date:	Date when the Record started.
Value Metric	Available when following restrictions are selected: **1.** Height Restriction **2.** Weight Restriction **3.** Width Restriction It is the value in metric for the Height/Width/Weight Restriction (in Metres or tonnes).
Record End Date:	Date when the Record ends.
Logged:	The User who logged the Designation record will be displayed here. This cannot be edited.

For Section 58 Restrictions, Confirm uses the references stated in the Traffic Management Act to identify the type of Designation. These references are the 'DfT Ref.' value on the Designation window and are as follows:

Designation Name:	Dft Ref:	Works Originated By:
S58 Restriction Proposed (Road Works)	5A	Highway Authority
S58 Restriction In Force (Road Works)	5C	Highway Authority
S58A Restriction Proposed (Street Works)	5B	Works Promoter
S58A Restriction In Force (Street Works)	5D	Works Promoter
S58A Cancellation	5E	Both
Diversionary Works	5F	Highway Authority

If a Site Designation is changed to the 'Cancellation' Designation, when the EToN Agent is next run the original Designation on the recipient Database will be removed from this Site.

'Send To' button

When a Section 58 Designation (DfT Ref 5A-D) is saved, the 'Send To' button is enabled which opens the Batch Recipients window. This allows the Organisations who are to be sent the details of the Restriction to be selected. Groups of Organisations can be added on by using Organisation Recipient Groups that have been created.

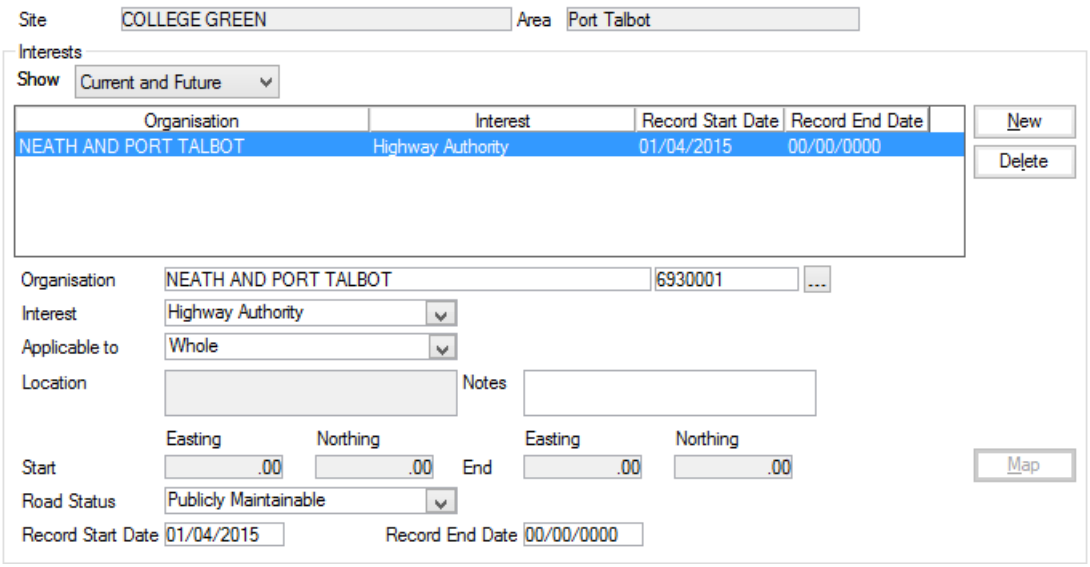
Restrictions will be sent from the Database when Street Works Transfer runs. The Organisations which the details are being sent to must have a Web Service URL specified. A full set of the current Restrictions can be requested by Works Promoters at any time by using the 'GetRestrictions' EToN Request.

The Transfer Issues section displays warnings and errors that occurred when the Restriction was exported. The Processed Date column displays the Date and Time that the Restriction was received by the Recipient's Web Service.

'Map' button

When the Designation is partially applicable to the Site this button is enabled and opens the ASD Geometry editor for viewing / plotting / locating the geometry (a polygon or a line) that represents the applicable area.

Site Interests



Interest:	Interest can be added by selecting from the Interest drop down list.
Organisation:	Select the Organisation which must be consulted about the Reinstatement from the pick list. The pick list references the **Organisation Lookup.**
Location:	Available when 'Partial' is selected in the 'Applicable to' field. This allows details of the precise Location of the Interest to be described.
Notes:	Free text field for any Notes relevant to the Interest.
Start / End:	Available when 'Partial' is selected in the 'Applicable to' field. This allows the precise coordinates of the Interest to be supplied. If corresponding Type 67 records are available, the Start/End are same as first/last co-ordinate on Type 67 record.
Road Status:	Mandatory field. The drop down list references the **Classification Lookup**. Options without a DfT Reference (e.g. NCA) can be used with DfT 7.1 format export, however for DfT 8.1 format options with a DfT Reference must be chosen .
Record Start Date:	Date when the Record started.
Record End Date:	Date when the Record ends.

The Interest option (with Street Gazetteer module) will display the Interests form, displaying Organisations with an interest in this Site, together with the nature of the interest.

Organisation and Interests are added by clicking on the 'New' button, and using the fields below to select Organisations and Interests. The Organisation pick button references the Organisation Lookup.

Select whether the Interest refers to the whole Street of part of the Street. If Partial is selected, the Location field becomes available to allow the portion of the street to be described, and the 'Start' and 'End' Eastings and Northings will be available.

The Interest drop down list references the **Interest Lookup**.

The default set of Interest Types are shown below:

Interest Type:	Interest Type Ref:	ASD Export Type:
Street Authority	1	1
Highway Authority (works promoter)	E42	Not Available

Interest Type:	Interest Type Ref:	ASD Export Type:
Undertaker (or Utility)	2	Cannot be exported
Private Street Manager	3	Cannot be exported
Transport Authority	4	Cannot be exported
Bridge Authority	5	Cannot be exported
Sewer Authority	6	Cannot be exported
Street Naming Authority	7	Cannot be exported
Other Interested	8	8
Permit Authority	E49	Not Available
Restrictions and Licences	9	9

Interest types listed as "Not available" will not appear in the Site Interests field.

Interest types listed as "Cannot be exported" are Interests not valid in a Gazetteer Export. Applying these types on DTF exportable Sites will cause export validation errors.

Road Status can be selected from the drop down list and is a mandatory field. This references the Classification (Network Priority) lookup. If the Associated Street Data for a Street has more than one Road Status then they are recorded here when the Gazetteer data is imported.

'Map' button

When the Interest is partially applicable to the Site this button is enabled and opens the ASD Geometry editor for viewing / plotting / locating the geometry (a polygon or a line) that represents the applicable area.

Address

(Customer Services - Address/Property Link)

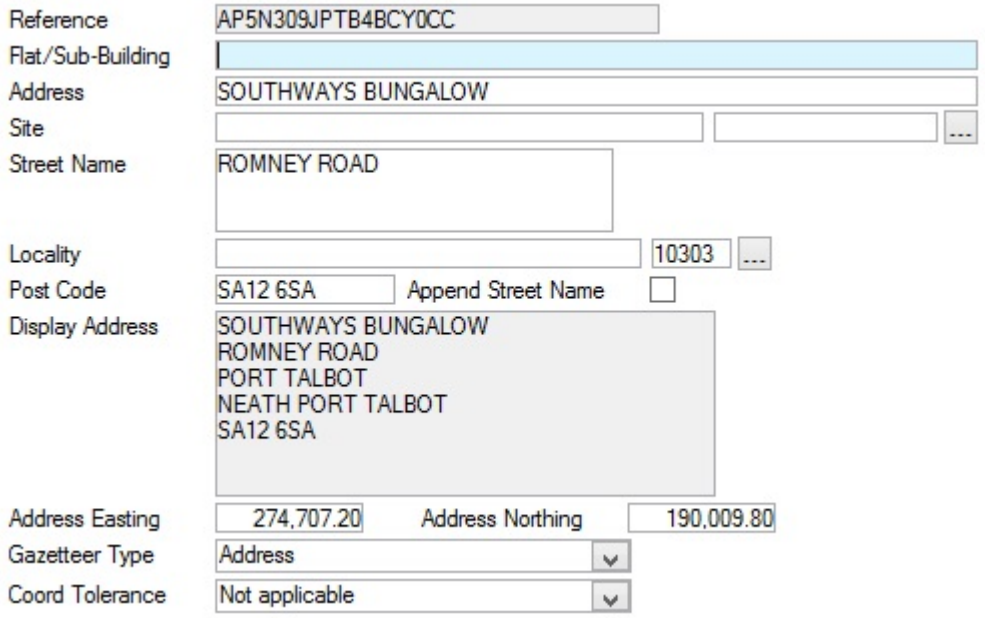
The Address form is also viewed by selecting 'Address' on the Site form 'Other' button menu. The Address form, when viewed from the Site form, contains only those properties linked to the Site (Street).

When the Address form is accessed directly from the Explorer, both linked and unlinked Addresses may be viewed.

When entering new, linked, properties - select the appropriate Site (Street) in the Site form, and then select the Address form from the 'Other' button. This will display the Address form with Site details already entered.

For new unlinked Addresses, select 'Address' from the Explorer menu.

The Address form may be used to view addresses and to add and amend addresses.



Reference:	A unique reference up to 20 characters. This may be automatically assigned from seed numbers if no reference is entered.
Flat/Sub-building:	Up to 60 alphanumeric characters.
Address:	Up to 60 alphanumeric characters.
Site:	Select a Site (Street) from the pick list (this will be already entered if the Property form was accessed from the Site form). The pick list references the Site Register. **Note:** Use this field for Properties that are to be linked to Sites. Otherwise leave the Site field blank and use the Street Name field below to enter the street.
Street Name:	An optional free text field. The Site name will be copied into this field if the Property form was accessed from the Site form.
Post Code:	Up to 10 alphanumeric characters.
Append Street Address:	Check this to include the contents of the Address field in the address (as shown in the 'Display Address' field)
Display Address:	Displays the full address, as derived from Site and Locality information.
Address Easting \ Northing:	Optional fields for the entry of map references for the address location. These may be used to locate the address from the Customer Enquiry form when a Customer Address is entered.
Gazetteer Type:	Select from the drop down. The drop down list references the **Gazetteer Type lookup**.
Cord Tolerance:	A tolerance will default from the Gazetteer Type. This may be altered by selecting from the drop down list. The drop down references the **Coordinate Tolerance Lookup**.

Area Of Special Interest

Area Of Special Interest

Clicking on this button will open a new browser with Site details. A new section will be available for this and clicking on the (+) icon will open a pop-up window to input records.

Note: For more details **AOSI**

Central Site Register

The Central Site Register contains all the Sites in the Inventory. These include:

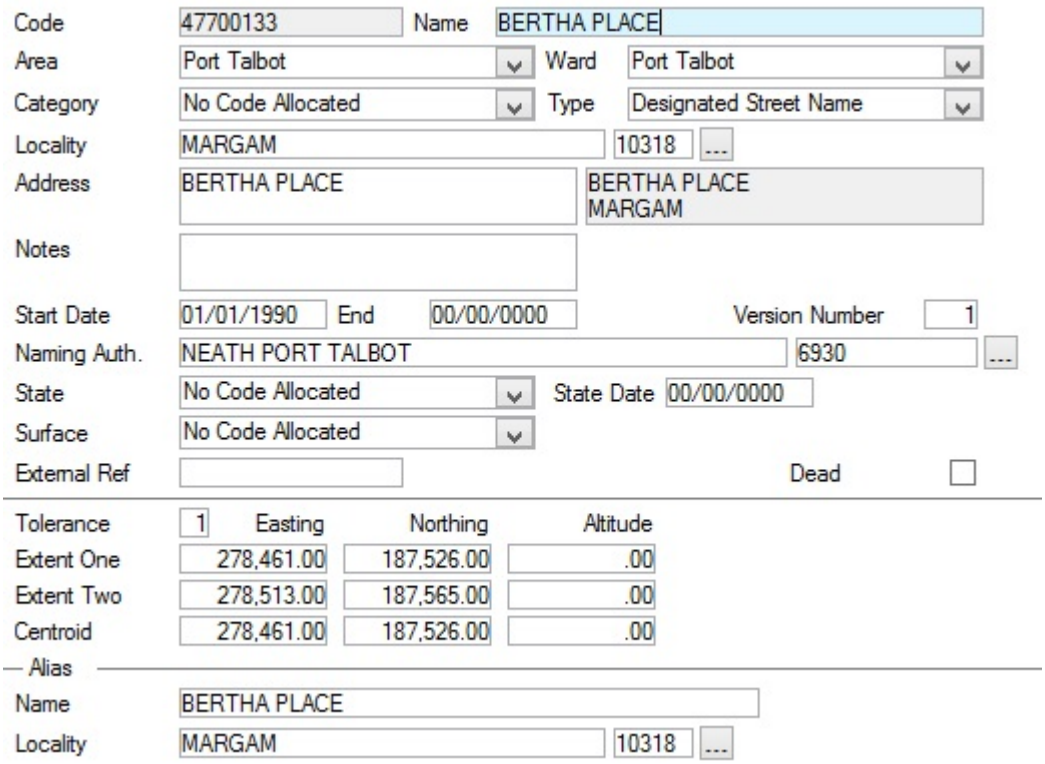
Maintenance Management Sites - those that have a Street Record Type for which 'Applicable to Maintenance Management' is checked. These Sites may have Features added and therefore may be used in the Site form.

Street Work Sites - those that have a Street Record Type for which 'Applicable to Street Works/Addressing' is checked. These Sites are used for validation of Street Works Notices, and will default to Applicable to Maintenance Management also.

Aliases - those that have a Street Record Type in which neither 'Applicable to Street Works/Addressing' nor 'Applicable to Maintenance Management' is checked. These will normally be stored to provide a cross-reference to a road number, or to a local name, and cannot be used in the Site form.

Segment Sites - Sites that are held as Maintenance Sites for other segments in the database but do not have Operational lookups applied in the current segment.

Central Site Register Form



The fields on the Central Site Register form are the same as the ones on the Site form - and access the same Lookup libraries.

Code: Up to 10 alphanumeric characters.

When creating new records the field may be used to enter a code, or left blank to have the system automatically generate the next available number from **Site Seed Numbers.**

Name: Site (or Street) name

Type:	Street Record Type drop down references the **Street Record Type lookup.**
Area, Ward, Category:	All completed by selection from the **General Site Lookup libraries.** Use the drop down menu, or pick button to select an entry for these fields.
(Street Record) Type:	Select a Street Record Type from the drop down list. The drop down list references the **Street Record Type lookup.**
Locality:	This will be completed by default, in a new Central Site Register form, from the defaults set in Site Systems Settings. Use the pick button to select a new entry for the field from the **Locality lookup.**
Address:	A free text field for the optional entry of a Site address. Where the Street Gazetteer is being used, enter the Street Descriptor into this field. The inactive, second part of the field, will show Town and County information.
Naming Auth:	This will be completed by default, in a new Site form, from the defaults set in **Site System Settings.** For Gazetteer records this should contain the Naming Authority, and will populate the SWA_ORG_REF_NAMING column for Type 11 records in a NSG Export.
Notes:	A free text field for the optional entry of any relevant notes.
Start Date:	Street Gazetteer: Street Entry Date - the date on which the record was entered or a new version created.
End:	Street Gazetteer: Street Closure Date - the date on which the street was closed or a new version replaced the record Entering a Start and End date, in conjunction with flagging the Site dead, will define the Site as having been Live between these two dates. A Site report can then list all Sites that were live on a certain date.
Version Number:	Street Gazetteer: Street Version Number - a sequential number indicating the version of record.
State:	Select a Street State from the drop down list. The drop down list references the **State lookup.** It displays the life cycle of a Street, both in the planning and construction process, through its life into the regeneration or demolition process.
State Date:	Select the start date for current State of Site.
Surface:	Select a Street Surface Type from the drop down list. The drop down list references the **Surface lookup**.
External Ref: (DOT ref)	A free text field for the optional entry of an external reference.
Dead:	Flagging a Central Site as 'Dead' will give the User the option to delete it from any Routes, Gang Routes and Default Gang Allocation records. Confirm will also give the option to 'Dead' any associated Features. **Note:** Removing the 'Dead' flag will not reinstate any records that were removed.
Tolerance:	Street Gazetteer: Street Tolerance - the tolerance of the start and end co-ordinates. Tolerance is defined in metres.

Mapping co-ordinates:	Map reference details can be stored here. For the Street Gazetteer, the following fields have a particular meaning within the Street record: Extent 1 - Easting X co-ordinate giving the start point of the street, defined in metres. Extent 1 - Northing Y co-ordinate giving the start point of the street defined in metres. Extent 2 - Easting X co-ordinate giving the end point of the street, defined in metres. Extent 2 - Northing Y co-ordinate giving the end point of the street defined in metres.

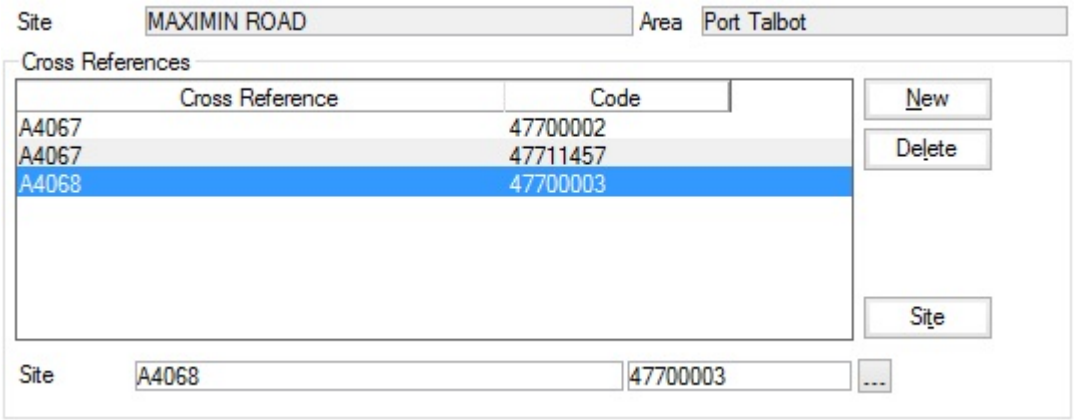
Gazetteer data sometimes requires the use of Site and Locality aliases e.g. so that the Site record can hold both the English and Welsh names for the Site as well as the Locality.

Name:	Up to 100 alphanumeric characters. Enter the Alias name for this Site.
Locality:	Use the Pick button to select an Alias Locality for this Site.

Central Site Register - Other Button

Cross Reference - Sites:

The ESU Cross References option (with Street Gazetteer module) will display the Cross Reference (Street to Street) form, displaying the Street cross-references. (Gazetteer level 1 cross-references).



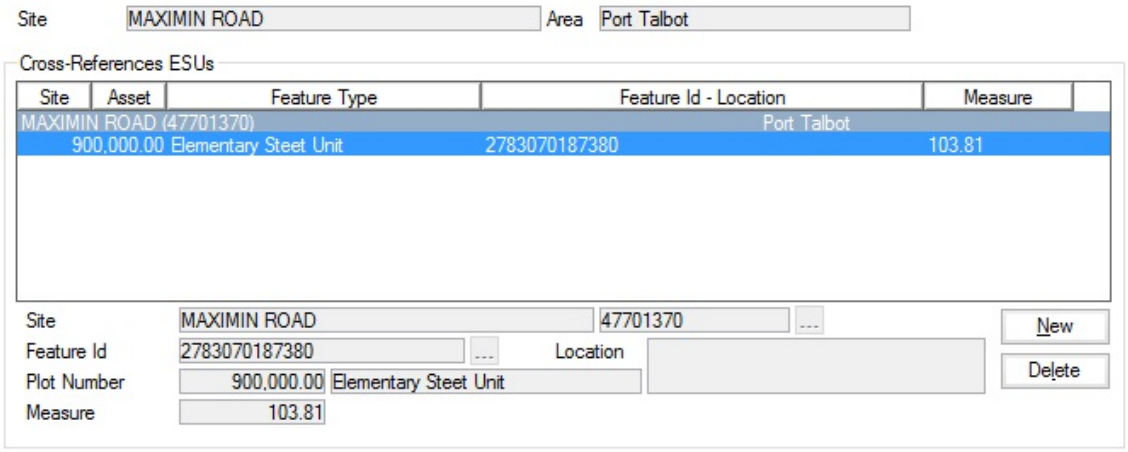
The current Site is displayed in the upper 'Site' field. The lower 'Site' field will display the Site currently selected in the Cross Reference pane.

To add a new cross-reference, click on 'New' and select the cross-referenced Site in the lower Site field. Click on Update to save.

To remove a cross-referenced Site, select the street in the Cross Reference pane, and click on the 'Delete' button.

Cross Reference - Sections:

The Cross-Reference - Section option (with SG-Level 3 Compiler - module) will display the Cross Reference (Street to Section) form, displaying Sections (including ESUs) cross-referenced with this Site. (Gazetteer levels 2 & 3 cross-references).



The current Site is displayed in the upper 'Site' field. The lower fields display the Section currently selected in the Cross Reference ESUs pane.

To add a new cross-reference, click on 'New' and select the cross-referenced Section in the lower fields. Click on Update to save.

To remove a cross-reference, select the Section in the Cross Reference ESUs pane, and click on the 'Delete' button.

Address:

The Address option (with the Customer Services - Address property Link) will display the Address form containing all the addresses associated with this Site (Street). See **Address** for further information.

Address

(Customer Services - Address/Property Link)

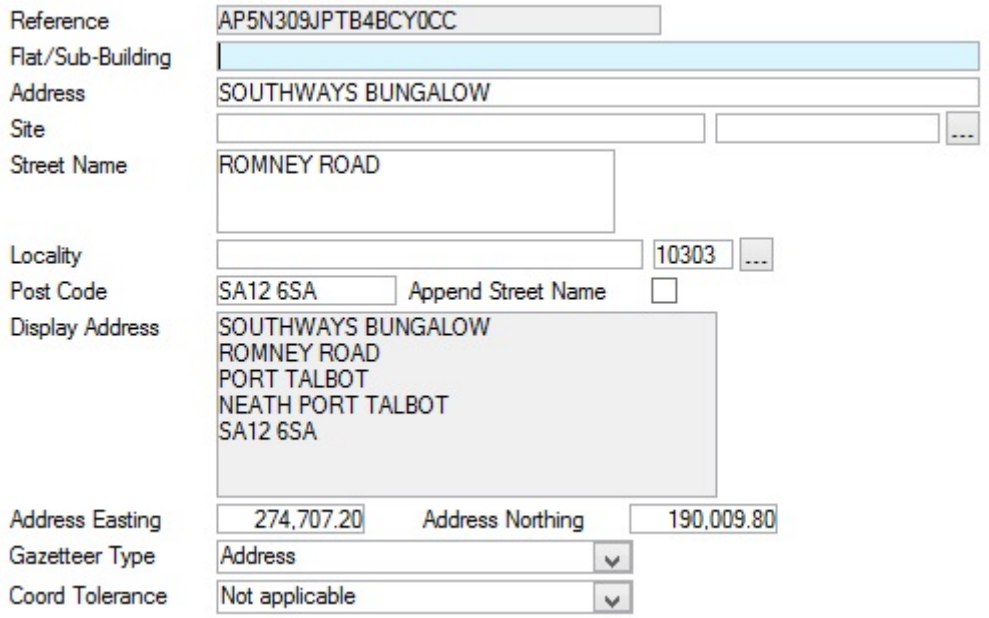
The Address form is also viewed by selecting 'Address' on the Site form 'Other' button menu. The Address form, when viewed from the Site form, contains only those properties linked to the Site (Street).

When the Address form is accessed directly from the Explorer, both linked and unlinked Addresses may be viewed.

When entering new, linked, properties - select the appropriate Site (Street) in the Site form, and then select the Address form from the 'Other' button. This will display the Address form with Site details already entered.

For new unlinked Addresses, select 'Address' from the Explorer menu.

The Address form may be used to view addresses and to add and amend addresses.



Reference:	A unique reference up to 20 characters. This may be automatically assigned from seed numbers if no reference is entered.
Flat/Sub-building:	Up to 60 alphanumeric characters.
Address:	Up to 60 alphanumeric characters.
Site:	Select a Site (Street) from the pick list (this will be already entered if the Property form was accessed from the Site form). The pick list references the Site Register. **Note:** Use this field for Properties that are to be linked to Sites. Otherwise leave the Site field blank and use the Street Name field below to enter the street.
Street Name:	An optional free text field. The Site name will be copied into this field if the Property form was accessed from the Site form.
Post Code:	Up to 10 alphanumeric characters.
Append Street Address:	Check this to include the contents of the Address field in the address (as shown in the 'Display Address' field)

Display Address:	Displays the full address, as derived from Site and Locality information.
Address Easting \ Northing:	Optional fields for the entry of map references for the address location. These may be used to locate the address from the Customer Enquiry form when a Customer Address is entered.
Gazetteer Type:	Select from the drop down. The drop down list references the **Gazetteer Type lookup**.
Cord Tolerance:	A tolerance will default from the Gazetteer Type. This may be altered by selecting from the drop down list. The drop down references the **Coordinate Tolerance Lookup**.

Site lookups

Site Lookups provides libraries of information for populating the fields on the Site form.

The Site Lookups are divided into three folders:

General Site Lookups: contains libraries associated with the Central Site Register and are available to all users of a segmented database.

Operational Site Lookups: contain the Asset Specific Libraries and can be populated in different ways in each segment

Gazetteer Lookups: contains Libraries specific to the Street Gazetteer Module, and therefore are available only if this module has been purchased.

Site Lookups libraries must be populated with the necessary entries before the Site form can be completed.

General Site Lookups

The General Site Lookups provide the Libraries for populating the Central Site Register fields of the Site Form. These libraries are therefore available to, and visible to, all users of a segmented database.

Some of these Lookups are provided for storing Street Gazetteer data. These are: County, Town, Locality, Street Record Type, Organisation and Organisation Group. Users not using the Street Gazetteer can, if they wish, ignore these Lookup libraries. The Site form will be automatically populated with a default entry for these fields.

Site Groups

Sites may be placed into Groups. These Groups may be assigned to Feature Groups such that only Features belonging in those Feature Groups may be added to Sites in the Site Group(s) specified for the Feature Group.

The Grouping is done by Street Record Type - specifying the Street Record Type so that Site of the Type(s) specified are assigned to a Site Group. A Street Record Type may be included in several Groups so that a Site may belong in several Site Groups.



Name:	Up to 50 characters.
Notes:	An optional free text field
Display Order:	Affects the order in which the Site Groups are displayed. A Site Group numbered 1 will appear at the top of the numbered list, a Type numbered 9999 will appear at the bottom. Unnumbered Site Groups will be listed before numbered ones.

The lower portion of the form will display all the Street Record Types stored in the Street Record Type Lookup. Check Street Record Types to indicate that Sites of this Type may be included in this Site Group.

Areas

A list of (usually) geographical areas into which Sites and Features might fall.

Code:	Up to four alphanumeric characters.
Name:	Up to 30 characters.

For use in filtering and reporting.

Wards

A list of political wards into which Sites and Features might fall.

Code:	Up to four alphanumeric characters.
Name:	Up to 30 characters.

For use in filtering and reporting. Wards also provide a link between the Councillor library in the Customer Services module, and Sites; so that selecting a Site in the Fast Entry Enquiry Screen (Customer Services module) will display the Councillors into whose Ward that Site falls.

Categories

A list of categories for Sites.

Code:	Up to four alphanumeric characters.
Name:	Up to 30 characters.

For use in filtering and reporting. Category is a purely Site level attribute. Features do not 'inherit' the Site Category.

County

For County Name data from the Street Gazetteer.

County ID:	Up to four numeric characters - Confirm will offer the next number in the sequence, but this can be overwritten.
Name:	Up to 35 characters.

Town

For Town Name data from the Street Gazetteer.

Town ID:	Up to four numeric characters - Confirm will offer the next number in the sequence, but this can be overwritten.
Name:	Up to 35 characters.
County:	Select from the County Lookup

Locality

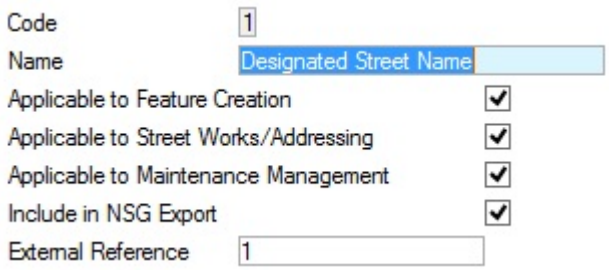
For Locality Name data from the Street Gazetteer.

Locality ID:	Up to four numeric characters - Confirm will offer the next number in the sequence, but this can be overwritten.
Name:	Up to 35 characters.
Town:	Select from the Town Lookup.

Note: County and Town information appears in the Address field of the Site form through the selection of a Locality in the form.

For Assets not using the Street Gazetteer, the County, Town, and Locality Lookups have one entry each that will default onto the Site form.

Street Record Type



Code:	One numeric character
Name:	Up to 35 characters
Applicable To Feature Creation:	Check this to indicate that Features may be created on a Site of this Type.
Applicable To Street Works/Addressing:	Check this to indicate that Streets of this Type are appropriate for Street Works Notices. This will usually be '1 - Designated Name' and '2 - Street Description'. This flag will also indicate Streets that may be used for address points.
Applicable To Maintenance Management:	Check this to allow Jobs to be raised on Feature, which sit on a Site of this Type. **Note:** The Applicable to Feature Creation flag must be set before Applicable to Maintenance Management can be selected.
Include in Gazetteer Export:	Check this to indicate that Streets of this Type should be included in the Gazetteer Export.

Viewing Sites:

Sites of Type which has only the 'Include in Gazetteer Export' flag set will not be seen in the Site form (they may be viewed in the Central Site Register form). This will normally apply to Type 3 - Street Number, and Type 4 - Local Name.

Gazetteer Street Cross references:

Sites of a Type, which is flagged for Feature Creation, or Feature Creation and Maintenance Management, may be cross-referenced with any other Site.

Sites of a Type, which is flagged for Street Works, may not be Cross-referenced with each other.

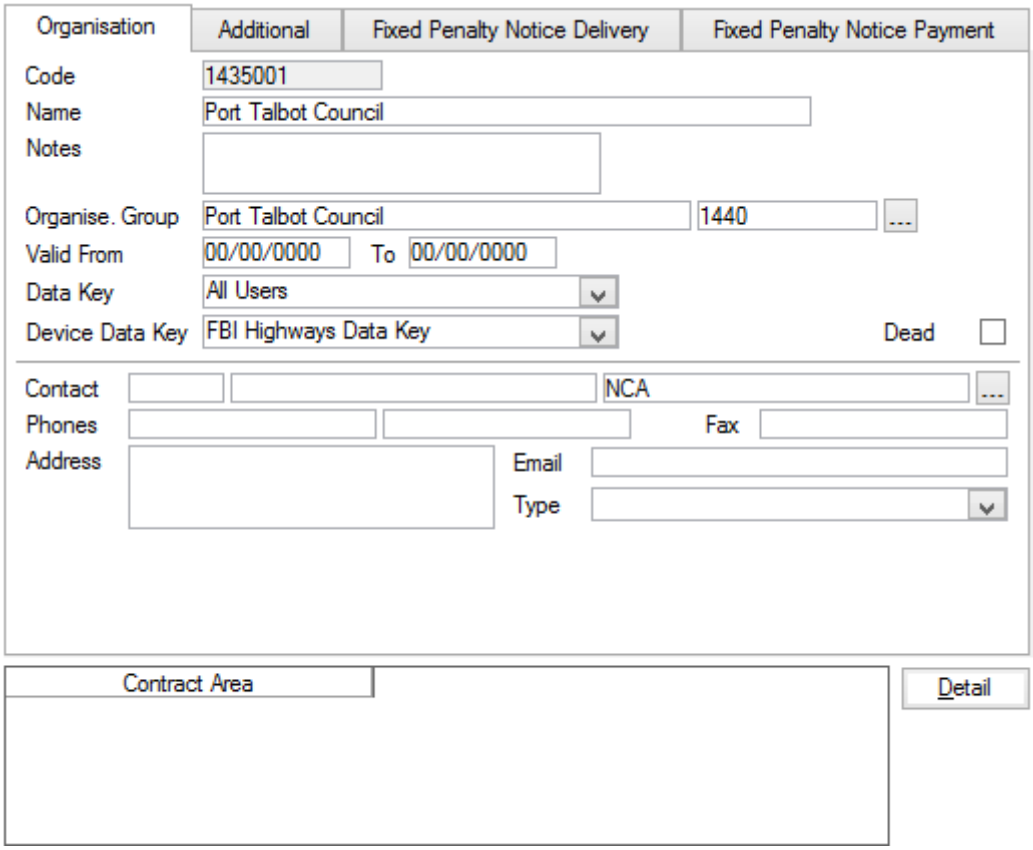
Sites of a Type, which has neither flag set, may be cross-referenced with any other Site.

Note: Create one Street Record Type in which only 'Applicable To Feature Creation' and 'Applicable to Maintenance Management' are checked, to use on Sites that are not Gazetteer Streets.

For Assets not using the Street Gazetteer, the Street Record Type Lookups has one entry, which will provide default in the Site form.

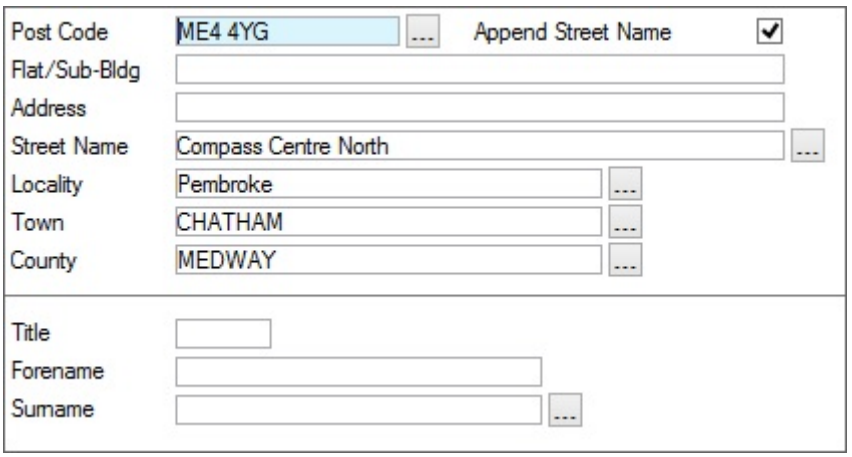
Organisation

Organisation records are created to store information about the Street Naming Authority, Highway Authority and Utility companies. Each record contains contact details and information about how data can be transferred to them. Organisation records are automatically created from the NSG Import import process and EToN OD transactions.



Code: Up to 8 alphanumeric characters.

Name:	Up to 50 characters.
Notes:	A free text field.
Group:	Enter of Select from the pick list. The pick list references the Organisation Group lookup. **Note:** When an Organisation is exported via EToN all Organisations part of the same Group will be exported.
Valid From/To:	Dates when this record is valid.
Data Key:	Set a Data Security Key in order to make this record available to Users with rights to this Data Security Key through their Data Security Group. Select from the drop down list. The drop down list references the Data Security Key library. **System Administration\Security**
Device Data Key:	(Confirm Connector) Optionally specify a Data Key to restrict which Users will have this lookup available on a mobile device. Please see **the ConfirmConnect® manual** for further details.
Contact:	The Contact can be entered directly into the fields, or picked from the Contact lookup. The Contact does not have to be present in the Contact lookup in order to be entered into these fields. Contact details manually entered will be automatically entered into the Contact lookup when the Organisation is saved. If the Contact Lookup Adaptor module is active Confirm can link to an external Contact/Customer database when searching for a Contact. The external Contact database will merge with the results of the Confirm Contact Lookup, updating any details where the Contacts are the same as each other (identified by having the same Contact Reference). Once a Contact has been selected in the form and saved, the selected Contact will be updated within Confirm with the details from the external database if it already exists, if not then a new Contact will be created.
Phone: Fax: E Mail:	Optional text fields. **Note:** When exporting the Organisation details via EToN or to an OD XML file, the Phone Number is mandatory and must be supplied in a valid format e.g. 01634 880141.
Address:	If the Contact Name was selected from the Contact Lookup, then associated Address information will be automatically entered into this Address field. If no Address is entered, or the Contact was not entered from the Contact lookup, then placing the cursor in the Address field will launch the Address form.



Type the Address details into the fields. Click on OK to place the Address information into the Address field of the Organisation screen.

Note: When exporting the Organisation details via EToN or to an OD XML file, the Address must have a valid Postcode, and a minimum of 2 lines and a maximum of 5 lines specified.

Type: Optional field.

If the Contact Name was selected from the Contact Lookup, then associated Type information will be automatically entered into this field.

If no Type is entered, or the Contact was not entered from the Contact lookup, select an appropriate Type from the drop down list. The drop down list references the Customer Type lookup.

Asset Maintenance\Maintenance Lookups

Please see the Street Works manual for details of the additional tabs and buttons available on the Organisation screen.

Detail button

Contract areas can be (optionally) added to this record. This will restrict this Organisation to Users with rights to the Contract Area, if 'Restrict Organisations by Contract Area' is set in the **Street Systems Defaults**.

Organisation Group

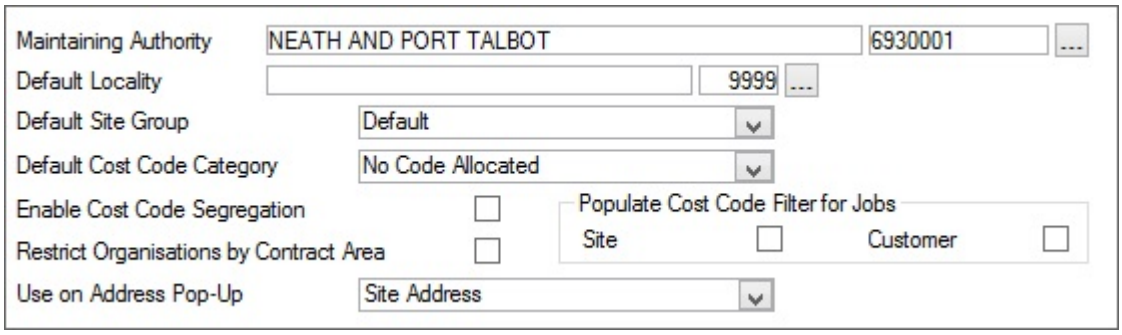
All Organisations which are created in Confirm must be assigned to an Organisation Group. These are useful for filtering and reporting purposes.

When exporting Operational District (OD) data via EToN, all Organisations will be exported which are part of the same Group.

Code: Up to 8 characters

Name: Up to 50 characters

Site System Defaults



Maintaining Authority: Enter the Organisation (from the Organisation Lookup list) that will appear in the 'Naming Auth.' field of the Site and Central Site forms by default. The System already contains a default of 'AUTHOR', which may be left.

For Gazetteer exports this field provides the SWA_ORG_REF_MAINTAINING_DATA & DISRICT_REF_MAINTAINING_DATA for Type 61 records.

Default Locality: Enter the Locality (from the Locality Lookup list) that will be entered in the Locality field of the Site form by default. The system already contains a default Locality of '9999', which may be left.

Default Site Group: Enter the Site Group (from the Site Group Lookup list) that will be entered against a new Feature Group by default.

Default Cost Code Category: Enter the Cost Code Category (from the Cost Code Category lookup) that will be entered by default when new Cost Codes are created. The System provides a default of 'No Code Allocated'.

Enable Cost Code Segregation: Check this to allow Cost code segregation by Contract Area (and therefore by Work Group). With segregation enabled the system can be set up so that users see only the Cost Codes relevant to them. This is not enabled by default

Restrict Organisations..: Check this to allow Organisations to be restricted to Contract Areas (and therefore to Work Groups). With this restriction enabled the system can be set up so that users see only the Organisations relevant to them. This is not enabled by default

Populate Cost Code ..: Select Site to have the Site (Feature) Cost Code used by default when a Job is raised.

Select Customer to have the default Cost Code for the Job selected based on the Customer for the Feature.

Use on Address Pop-Up: Use the drop down selection to set the way in which the Site name is set for the Address pop-up window. The Address pop up window appears in screens which require an address to be entered, when the cursor is placed in the Address field. These include Organisation Lookup, and Contractor library, as well as the following Customer Services screens: Fast Entry Enquiries (Customer Enquiry), Fast Entry Issues, and Enquiry Lookups/Contacts.

Select from:

'Site Address' - to use the Site Address (as entered in the Site Address field of the Site form) in the Address. If this selection is made the Site Address will be used, even if the Site Name is entered.

'Site Name' - to use the Site Name (as entered in the Name field of the Site form) in the Address

Coordinate Tolerance

(Customer Services - Address/Property Link)

The Coordinate Tolerance sets the scale at which the map will be viewed when launched from the Customer Enquiry screen.

Code:	Up to four alphanumeric characters.
Name:	Up to 30 characters.
Nominal Map Extent:	Enter the extent (in Metres) at which the map will be displayed when launched from the map button in the Customer Enquiry screen.

Gazetteer Type

(Customer Services - Address/Property Link)

The Gazetteer Type lookup stores a list of Gazetteer entry types (Address, or Place name, for instance). Each Type may have a default Coordinate Tolerance set, which will be automatically entered when the Gazetteer Type is selected in the Address form.

Code:	Up to four alphanumeric characters.
Name:	Up to 30 characters.
Coordinate Tolerance:	Select from the drop down list. The drop down list references the Coordinate Tolerance Lookup

External Address Adapter System Settings

(1455 - CS - Dynamic Address / Property Link)

You may use the Properly pick button, found on most address fields in Confirm, to link to an external CAPS Uni-Form property database and pick the Address from there.

The default 'Search Method' setting is for 'Internal' which will reference the Address library when the Property pick button is used anywhere in the system.

Search Method:	Select from 'Internal' - To reference the Address library held in Confirm. 'External' - To reference an external CAPS Uni-Form property database, and release the next two field for the identification of the database.
Web Server URL:	Enter the URL for the Uni-Form web service where the property database is stored.
Gazetteer driver:	Once the system has found the URL entered above, a request is sent to the web service to get a list of the available Gazetteer Drivers. A gazetteer driver refers to the databases set up in the Uni-Form system. Therefore normally the Gazetteer driver drop down contains a list of available databases, for instance: training, development and live

Address Systems Settings

(Customer Services - Address/Property Link)

Gazetteer Type:	Select a default Gazetteer Type (for the Address form) from the drop down list. The drop down list references the Gazetteer Type Lookup.

Gazetteer Type on page 32

Address Ref Format	Provides the format, and lead characters, for the Property Seed Numbers. Enter required lead characters, and zeros to indicate the length of the reference.

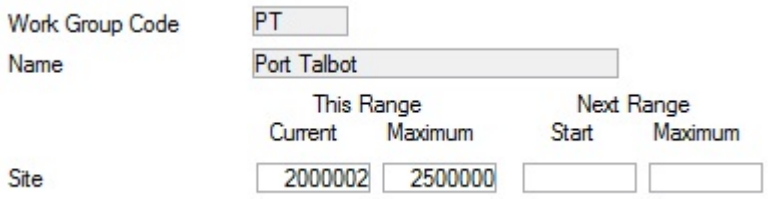
Address Seed Numbers

Only available with the Customer Services - Address/Property Link module.

Seed numbers are set for each Work Group for the numbering of Addresses as defined on the Site - Other button.

Site Seed Numbers

Site Seed number will be used when automatically assigning a Site code on creation of new Sites.



Work Group Code:	Enter the code for an existing Work Group, or use the 'Find' button. **System Administration\Security\Work Groups**
Name:	Entered from the Work Group library when a Code is entered.
Site - This Range:	Current: Enter the first available number for the Work Group specified. Maximum: set the final number in the range of numbers being assigned to this Work Group.
Site - Next Range:	A second range of non-contiguous numbers may be assigned to this Work Group, at this stage or at a later date.

Site Seed numbers will usually be used to provide the next available USRN when adding new Streets to the Street Gazetteer. The number ranges will therefore be assigned to the Work Group with responsibility for adding Streets, and will run from the next available number to the highest possible number in the range.

Operational Site Lookups

The Operational Site lookups contain asset specific information for Cost Code, Customer, Contract Area and Classification. Routes can be created and the Batch utility used to create Routes.

Customers

A list of customers responsible Sites and Features.

Code:	Up to four alphanumeric characters.
Name:	Up to 30 characters.

For use in filtering and reporting. Customers will also be applied to work carried out on Features. The information on Customer carries through the ordering process to the payment. This provides tools for reporting on work committed for Customers and work 'paid' for a Customer.

Classifications (Network Priorities)

A list of Classifications, which may be applied to Sites and Features.

Code	Up to four alphanumeric characters.
Description	Up to 30 characters.
External Ref	Supply the Road Status Code for this Classification.
Device Data Key	(Confirm Connector) Optionally specify a Data Key to restrict which Users will have this lookup available to them on their mobile device. Please see the ConfirmConnect® **Asset / Condition Survey** for further details. **Note:** This lookup will still be transferred, it will simply be hidden from the User when logged into the device.

For use in Filtering and reporting. Classification applies a level of amenity to a Site (and therefore the Features on it), which can give an indication of the level of Maintenance the Site will require. For Routine Maintenance, the Classification can be used to direct particular Regimes to Features according to Classification.

Contract Areas

A list of Contract Areas that may be applied to Sites and Features.

Code:	Up to four alphanumeric characters.
Name:	Up to 30 characters.
Data Security Key:	Used to filter the list of available options, for the Contract Area field on the Feature and Site screens.

Contract Areas define Sites and Features that will be maintained under the same Contract.

The Work Groups with rights to view Sites and Features in the Contract Area are listed in the lower portion of the Form. Contract Areas provide the basis of several security options for data within the system. See **System Administration\Security\Work Groups** for information on applying Contract Areas to Work Groups.

Cost Code

A list of Cost Codes that may be applied to Sites and Features. Cost Codes applied to Features (either directly, or as overriding Cost Codes) will be used when work is raised on those Features, and the cost of the work will be assigned to those Cost Codes. Budgets can be assigned to those Cost Codes (see "Finance and Budgets") and a comparison made of money spent against money in the budget.

Cost Code	Up to 15 alphanumeric characters
Description	Up to 30 characters.
Category	Select a category from the Cost Code Category library

Contract Area	Choose a Contract Area from the drop down library to make this Cost Code available only to Work Groups with rights to that Contract Area. This field will only be available if 'Enable Cost Code Segregation' is set in the Site Systems Settings. **Site System Defaults** on page 30
External FIS:	Initially set to the same as the Cost Code but can be modified.
Send to Device	Check to allow this Cost Code to be sent to a mobile device.
Device Data Key	Optionally specify a Data Key to restrict which Users will have this lookup available on a mobile device.

Cost Code Category

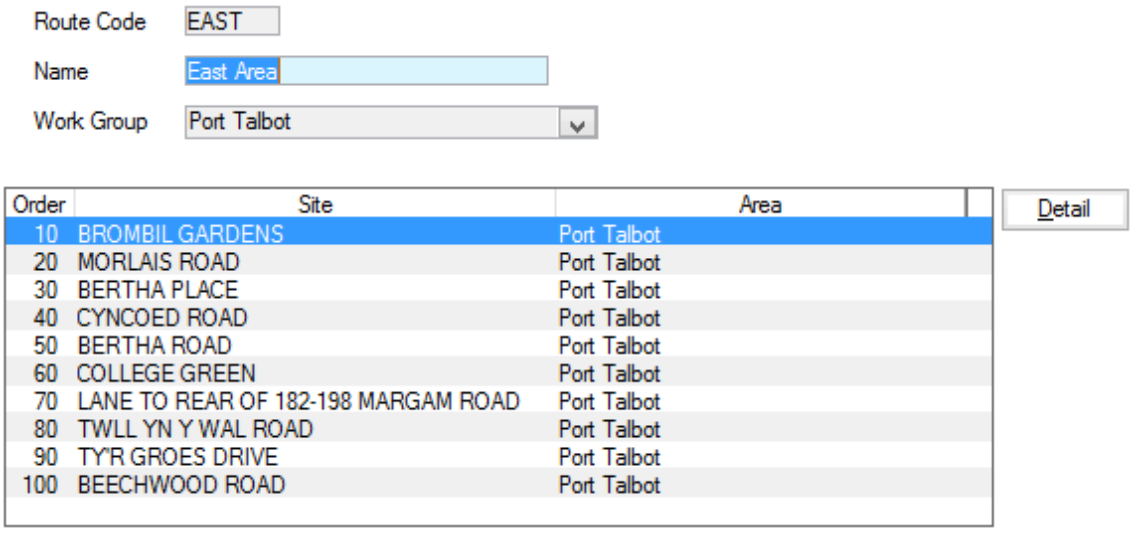
A list of categories for grouping Cost Codes

Code:	Up to four alphanumeric characters.
Name:	Up to 30 characters.

For use in filtering and reporting.

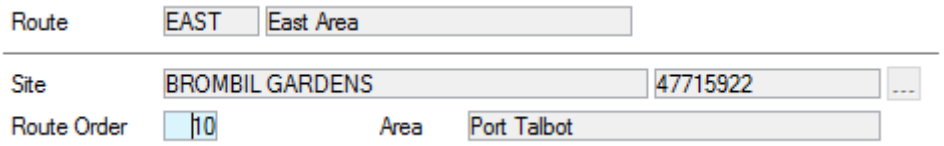
Routes

A list of Site Routes. A site Route provides a list of Sites in a particular order.



Code:	Up to four alphanumeric characters
Name:	Up to 30 characters

Click on the Detail button. The Route Site form is displayed:



Site:	Enter a Site, or use the pick button
Route Order:	The system will automatically number each Site added to the Route, beginning with 10, in increments of 10. Change the Route Order number to re-order the list and place the displayed Site at another point in the Route.
Area:	Automatically entered, derived from the Site

Click on Save to save this Site in the Route and display a new blank record to add the next Site

Click on Close to return to the Site Route form where all the Sites in the Route will be displayed in the lower part of the form.

Note: Site Routes are restricted by Work Group throughout Confirm. If the “Can specify Workgroups for Routes” user security option is enabled the Work Group can be changed when copying or entering a new Site Route, and Site Routes belonging to other Work Groups can also be viewed. By default the Work Group will be set to the current users Work Group.

Route Batch

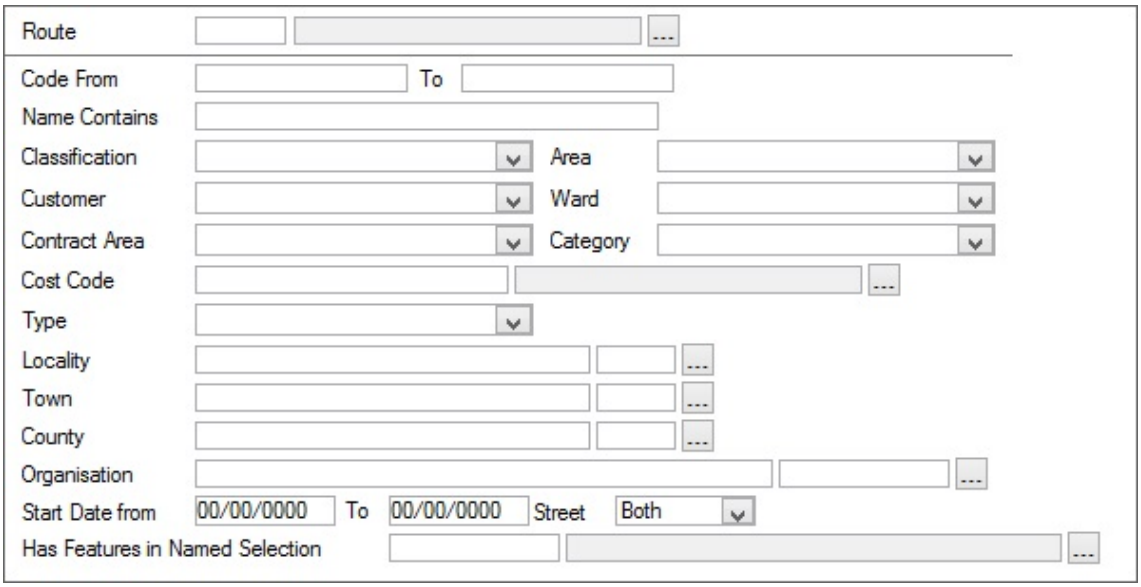
The Route Batch filter allows Sites to be added to an existing Route using the filter criteria.

Enter the code (or use the Pick button) of a Route in the top part of the form (i.e. a Route must have been set up - at least in terms of Code and Name, in the Route Lookup).

Use the filter to select the criteria for Sites to be added to the Route. Click OK to run the Preview. Click on Save to add the Sites to the Route.

The batch can be run as many times as necessary, on the same Route, to collect together all the Sites that make up the Route.

It is possible to use a named selection to make the utility work out which Sites should be added based on the Features found within it.



Gazetteer Lookups

The Gazetteer Lookups will only be available with the Street Gazetteer module.

The libraries store information on Designation, Reinstatement, Interest, Construction Type, State and Surface. This provides information for the Designation, Reinstatement and Interest forms, which are found on the Site Other button menu and State and Surface are found on Central Site and Site screen, if the Street Gazetteer module is present.

Designation

Code:	Up to four alphanumeric characters.
Name:	Up to 30 characters.
Traffic Sensitive:	This checkbox is used to mark the Designation as Traffic Sensitive when applying Street Works rules
DfT Ref:	Up to 20 characters (for storing the Street Special Designation Code).

Designation Period

Code:	Up to four alphanumeric characters.
Name:	Up to 30 characters.
DfT Ref:	Up to 20 characters (for storing the Special Designation Periodicity Code).

Reinstatement

Code:	Up to four alphanumeric characters.
Name:	Up to 30 characters.
DfT Ref:	Up to 20 characters (for storing Street Reinstatement Type Code).

Interest

The Interest lookup is used to store the types of 'Interest' Organisations can have in a Street.

Code:	Up to 4 characters.
Name:	Up to 30 characters.
DfT Ref:	A list of allowable DfT references. Select a reference to which this Interest type corresponds.
Send Notice:	Used by the EToN 1-3 Agent to determine whether to send an EToN transaction to a particular recipient with this interest. For EToN 4 (and later) this setting is used when populating the Recipients steps in the various Street Works wizards. Organisations who have an Interest with this box ticked will be added to the Recipients list. The Recipients lists can usually be edited at that stage. The Organisation's Interest is set on the Street Works Organisation Additional Tab. **Street Works/Organisation/Additional**

Construction Type

The Construction Type lookup is used to store the types of 'Street Construction Type' Organisations can have for a **Site Reinstatement**.

Code:	Up to 4 characters.
Name:	Up to 100 characters.
DfT Ref:	A list of allowable DfT references. Select a reference to which this Construction Type corresponds.

Surface

Street Surfaces is used to identify the surface finish of the Site.

Code:	Up to four alphanumeric characters.
Description:	Up to 100 characters.
External Ref:	Supply the Street Surface Code for this Surface Type.

State

The Street state is used to to identify the current state of the Site.

Code:	Up to four alphanumeric characters.
Description:	Up to 100 characters.
External Ref:	Supply the Street State Code for this State Type.

Highway Dedication

The Highway Dedication is used to to identify the Highway Dedication applicable to the Site.

Code:	Up to four alphanumeric characters.
Description:	Up to 100 characters.
External Ref:	Supply the Highway Dedication Code for this Highway Dedication Type.

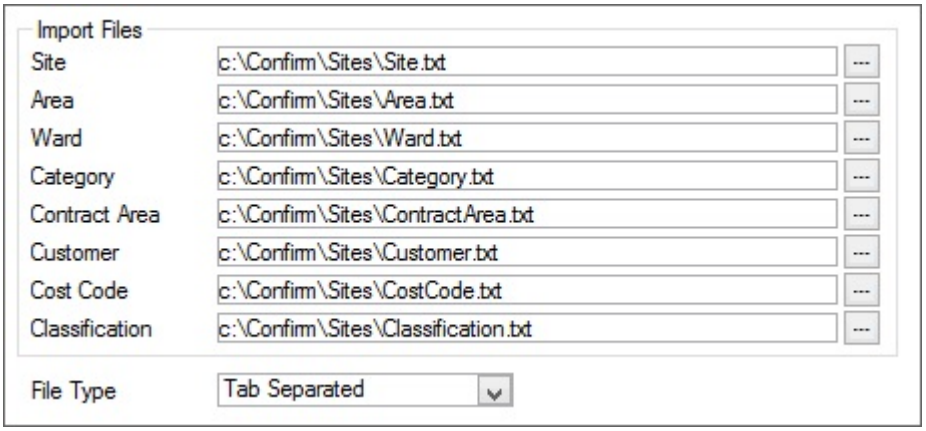
Site Utilities

The Site Utilities folder provide the tools for importing Sites into Confirm.

Where the CS - Property/Address Link module is present there are also utilities for importing Addresses, for linking Addresses to Sites, and for updating Address information.

Full details on how to prepare files for import are provided in the Import Specifications available from Confirm.

Import Sites



Enter, or use the pick buttons to select, the locations of the relevant files.

The file entered in the 'Site' field will populate the Central Site Register, and the Site Register where Operational details are provided and the Street Record Type is 'Available for Maintenance Management'.

All other fields will populate the relevant lookup, and therefore need not be used if the lookup already contains the data referenced in the Site import file.

Select the 'File Type' from the drop down list. File may be in Tab Separated format (Tab delimited Text or TXT) or Comma Separated format (CSV).

Note: Import Specification provide detailed information on all Import Specifications used throughout Confirm.

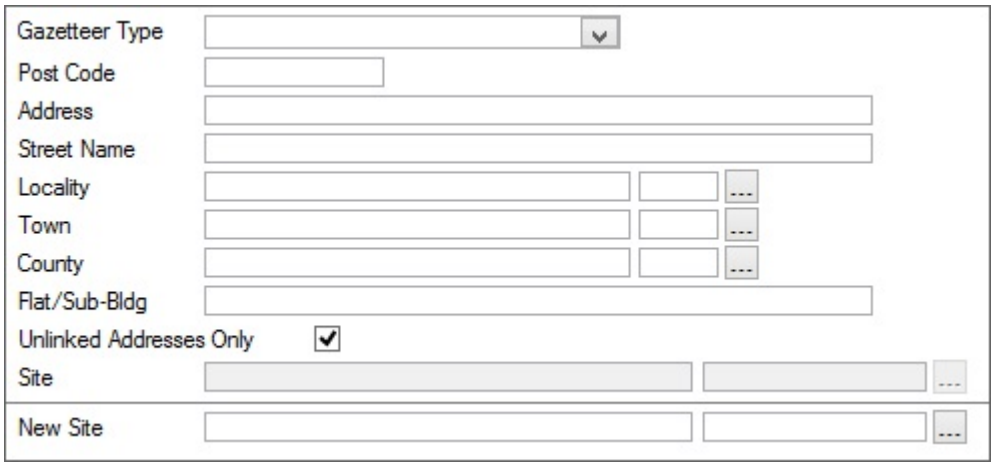
Import Address

Enter the locations of the import file, or use the pick button to select a location.

Select the 'File Type' from the drop down list. File may be in Tab Separated format (Tab delimited Text or TXT) or Comma Separated format (CSV).

Link Address to Site

This utility will link previously unlinked Addresses to a Site (Street), or move linked addresses from one Site to another



The area above the grey line defines the Addresses that will be placed on the Site selected in the New Site field below the line. Filter options include:

Unlinked Addresses only:	This is checked by default to restrict the selection to unlinked Addresses. Uncheck the box to select from all Addresses. With the box unchecked, the Site field becomes available.
Site:	Only available if the 'Unlinked Addresses Only' box is not checked. If the field is available, a Site may be selected from the pick list. Selecting a Site will move Addresses from the selected Site to the New Site defined below.
New Site:	Select the Site to which the Addresses selected above will be linked. **To remove linked Addresses:** Leave this field blank. This will break the link between the Addresses defined in the filter, and the Sites to which they are currently linked.

Update Address from Site

This utility will update the Locality and Site Address fields of the selected Addresses in line with the Locality and Site Address fields of the linked Site.

This utility only retrieves Address records where there will be a change to the Address's site address or locality.

Delete Sites

This utility will delete multiple Sites that have no Features, Cost Codes, Enquiries or Street Work Notice Sites on them, according to the filter criteria. It will delete corresponding records in tables where it is used as a lookup, such as Gang Route.

The Delete Sites filter offers a range of filter options from which to select the Sites to be deleted. When the utility is run, a list of all Sites selected will be displayed, with notation indicating whether or not the Site can be deleted (those Sites that cannot be deleted will be displayed first in the list, with the reason why the deletion cannot be take place in the "Can be deleted?" column).

Click on the 'Delete' button in the preview window to delete records with 'YES' entered in the "Can be deleted?" column.

National Street Gazetteer (NSG)

The National Street Gazetteer (NSG) folder contains all of the utilities and settings required for managing Gazetteer data.

Guide for NSG Custodians

Confirm supports both DTF 7.1 and DTF 8.1 format specifications on import and export, and also provides Gazetteer maintenance functionality.

Please see **Notes for NSG Custodians** on page 58 for further information.

Once configured there are several common scenarios that an NSG Custodian will need to perform in Confirm. The following sections show how these can be achieved.

NSG Hub

NSG data needs to be regularly exported so that it can be submitted to the NSG hub. The NSG Export would normally be run with the "Level 3 Export", "Validate Character Sets" and "Include End Dated Records" boxes ticked. The Organisation will be defaulted from the "Maintaining Authority" system setting but the Organisation can be blanked out if not all your Sites are linked to just one Maintaining Organisation record in Confirm. The NSG Export performs validation on the outputted data to check it against the NSG Compliance Checks and will open an Errors and Warnings report if anything has been found that would result in the Hub potentially rejecting the data set. The exported files are generated even if there are Errors and Warnings, as these issues could be temporarily fixed on the data files in order for them to be successfully submitted to the hub whilst the problems are resolved in Confirm later. Please see **NSG Export** on page 52 for further information.

Neighbouring authorities' data may also need to be imported into the system regularly, so it is to be kept up-to-date. The NSG Import is expecting a full import of NSG data and so your own NSG data set needs to be included in the files to be imported, otherwise your own ASD data will be lost. It is not necessary to re-generate your ESU map layer when refreshing your system so Stage 4 is not required in this scenario. Please see **NSG Import** on page 48 for further information.

On some Sites there could be some Additional Street Data that you are not responsible for. There is an "Exclude Interests, Reinstatements and Designations from NSG Export" box on the **Additional** tab on the Organisation screen for the purpose of excluding data that is owned by other Organisations and should not be included in your NSG submission. On the **NSG Import** on page 48 new Organisations that are created by the import would have this box unticked by default so when importing neighbouring authorities' data you should update the corresponding Organisation records to have this box ticked so you do not get their data in your submission.

Adding a new Site & ESUs

When new Sites are needed to be entered into the system, you first open the Central Site Register screen and enter the basic details including the Extents coordinates. For Type 1 and Type 2 Sites, a Site record also needs to be added in the Site screen so that ASD can be added to the Site and so that the Site record can be used by other functionality within Confirm such as Features.

On the **NSG Manager** on page 43, you will need to navigate to the location of the new Site. This can be done by panning and zooming to the desired location or by using the Search Layer tool to locate a nearby Site by searching for its Site Code / USRN.

Using the Add ESU tool you can draw the new ESUs that make up the Site. You must make sure you add Site Assignments for each new ESU so that the Cross References to the Site(s) are established, including those to Type 3 and Type 4 Sites. On selecting a new ESU via the Select tool

you can use the **Site Assignment Tool** on page 44 to bring up the Site Assignments screen. When a single ESU is selected the Object Properties panel will also appear allowing the editing of the attributes of the ESU.

ESUs may need a Highway Dedication, the record is mandatory for live ESUs linked to Streets with a State of 2 (Open). These records can been created and edited using the **Highway Dedication Tool**.

An existing ESU may also need to be split to allow for the new Site (this is not done automatically). Use the **Split ESU Tool** on page 47 on the **NSG Manager** on page 43 to do this. On splitting an ESU, the original version is kept but end-dated to today's date and the Date Filtering functionality can be used to hide the closed records from view. To enable Date Filtering, locate the ESU map layer on the Registered Layers panel and then click on the Date Filtering tab. Now tick the "Filter this Layer by Date" box and select the Esu_Start_Date field as the Start and Esu_End_Date as the End.

If you create new ESUs in error then to remove them, on the **NSG Manager** on page 43, you must first open the **Site Assignment Tool** on page 44 for each ESU. Unassign each ESU from all Sites to which it was assigned and then save the changes. Select the ESUs to be removed using the Select tool and then press the Delete key.

View and editing Sites & ESUs

The Central Site Register and Site screens are used to view and edit basic details of the Site. The Extents of the Site need to be manually kept up-to-date on this screen as the NSG Manager does not automatically calculate them when the ESUs are drawn or reshaped.

The **NSG Manager** on page 43 is used to view and edit the ESUs and Site Assignment data. The Search Layer tool can be used to locate the full spatial extent of a Type 1 or Type 2 Site by specifying the Site Code / USRN in the search criteria. It is not possible to do this for a Type 3 or Type 4 Sites. To find a specific ESU, search for the ESU ID using the Search Layer tool.

The **Site Assignment Tool** on page 44 can be used to view a textual list of the ESUs that make up a Site, for all for the four Types. Open the tool, specify the desired Site and then select the "Add Site & ESUs" button as a list of ESUs will be displayed. An ESU is only tied to a Site via the Site Assignments so re-assigning it to another Site is simply done by adjusting the ESU's Site Assignments.

The Highway Dedication for an ESU can be viewed and edited using the **Highway Dedication Tool**.

To reshape an ESU you must first select the desired Editing Mode. Select the Edit button on the Workspace Layers panel and then with the Map node selected on the Tree view, choose the Editing tab on the lower half of the Layer Control Dialog and alter the Editing Mode using the dropdown. If the direction of an ESU needs to be changed then it would need to be redrawn in the right direction.

The **NSG Manager** on page 43 does not currently have a Merge ESUs tool. To merge ESUs manually you should end-date the current ESUs and then create a new ESU covering the combined geometry of the original ESUs.

Closing a Site & ESUs

When a Site needs to be closed, specify the End Date on the Site record in the Central Site Register. The State may also need to be updated if the Street is Permanently Closed.

The **NSG Manager** on page 43 is used to close ESUs by setting the esu_end_date on the Object Properties panel, when selecting the ESU via the Select tool. The Search Layer tool can be used to locate the ESU by specifying the ESU ID or Site Code / USRN.

When the Street is Permanently Closed all the ESUs linked to the Street must have their esu_end_date specified, also the Highway Dedication records for all of those ESUs must have their Record End Date specified.

Additional Street Data does not specifically get closed, it is inferred from the Central Site Register record.

Additional Street Data

ASD is viewed, edited, added and deleted via the Site screen. On this screen there is an Other button with the options to open the **Interests**, **Reinstatements** and **Designations** screens in order to do this.

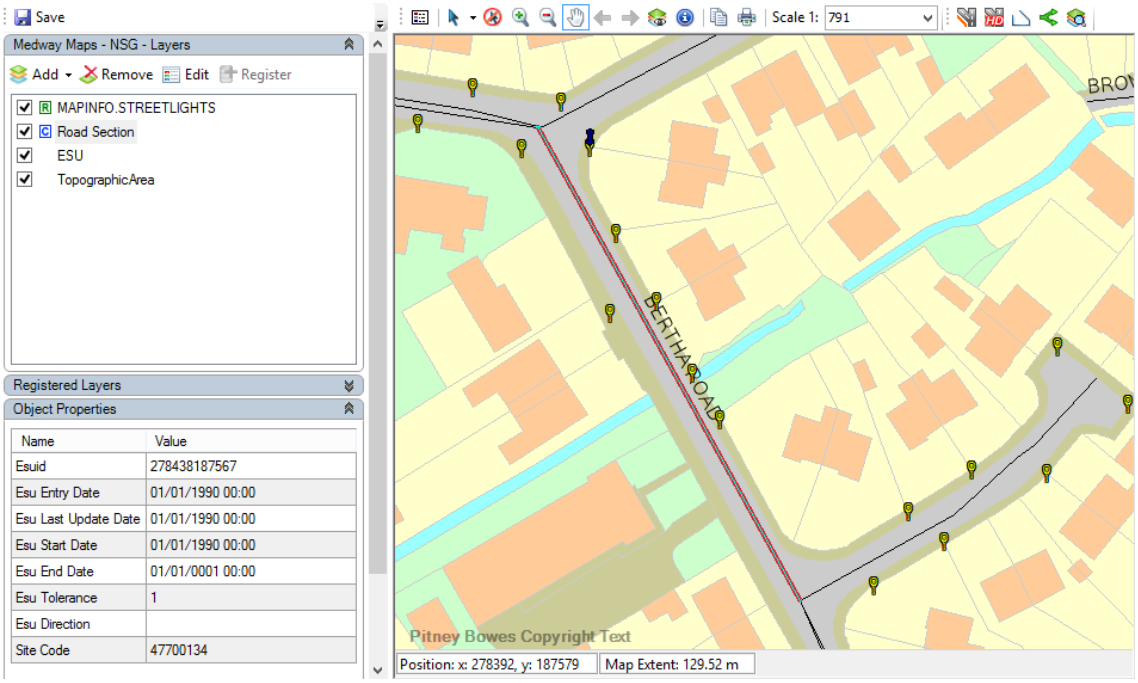
ASD data can also be loaded onto map layers, for reference only, by using Stage 4 of the NSG Import, after your latest set of NSG data files has been re-loaded into the database.

NSG Manager

The NSG Manager is a Map Editor available to Gazetteer Level-3 Compiler Mapping Users (Modules 3010 and 0425) in Confirm. Please refer to **Notes for NSG Custodians**for information regarding the required configuration.

It provides a suite of tools to enable NSG Custodians to maintain their ESU data as a Map Layer in Confirm. Please see **Guide for NSG Custodians** on page 41 for further information.

Add the required **Layers** and **Save** the Workspace.



NSG Toolbar

The NSG Toolbar contains functional tools intended for maintaining Gazetteers.

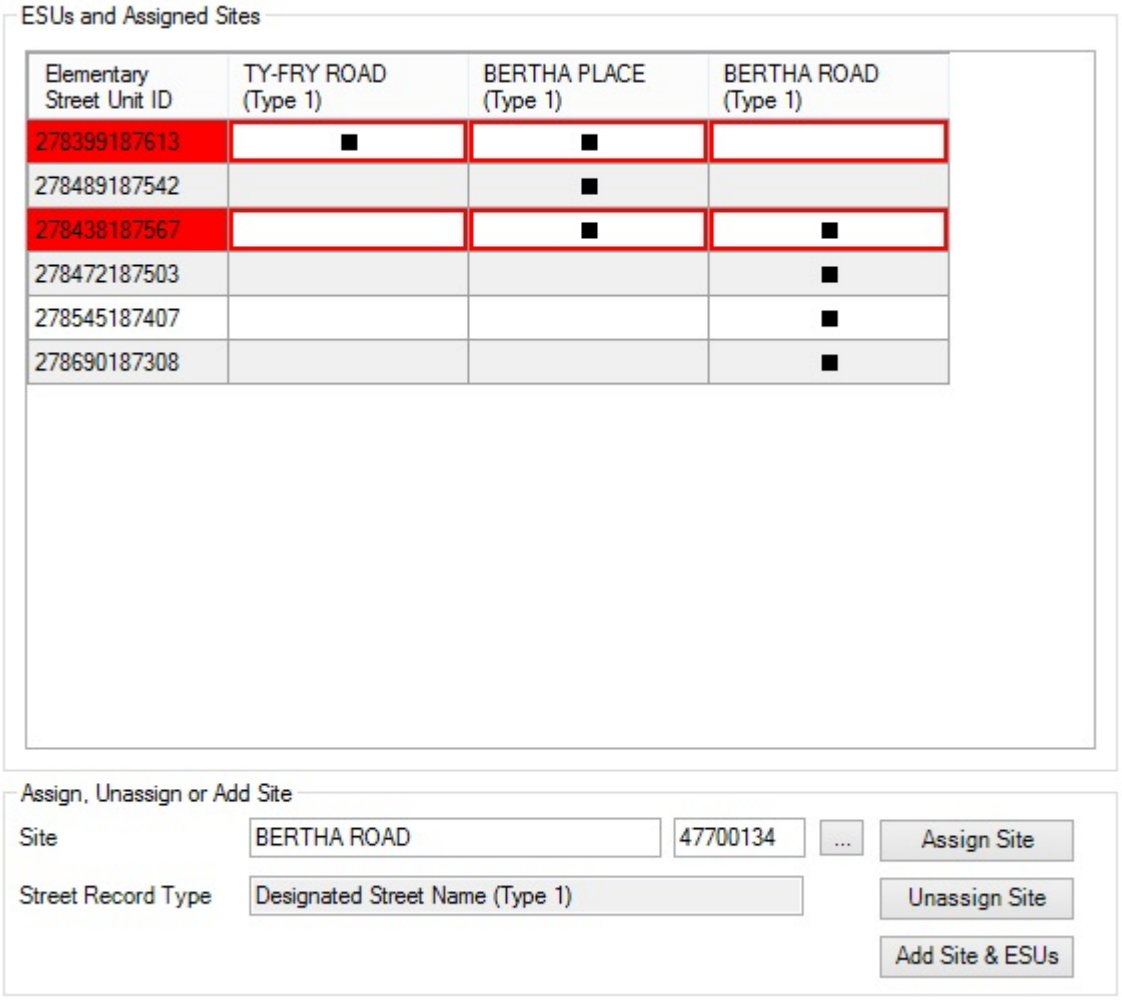
Site Assignment Tool



The Site Assignment Tool allows a Gazetteer Custodian to maintain ESU-to-Site Cross References.

The tool can be used in for the following tasks:

1. Bulk assign new Sites to any number of ESUs
2. Bulk remove a Site from any number of ESUs
3. Manually edit Site assignments on ESUs
4. Reviewing Site assignments on a site
5. Validate Site assignments according to the DTF 7.1 validation rules.



The tool is primarily driven from the NSG Manager map window, where the User would select all the ESUs they wish to process using the map select tool then click the Site Assignment Tool icon, although the tool can also be opened without any ESUs selected.

The Site Assignment Tool will then appear showing all the selected ESUs.

The screen is split into two parts. The top part shows the ESUs currently being edited, and the bottom part provides buttons to bulk edit the ESUs

ESUs and Assigned Sites

This grid shows all ESUs currently being edited by the tool. It also shows all the Sites that have assignments of one kind or another to the selected ESUs. Where an ESU is assigned to a Site then the grid shows a square box checkmark.

The User can modify these assignments manually by clicking in the appropriate grid boxes, toggling the state from assigned to unassigned. Note: This does not modify the database until the Save button is clicked.

The ESUs can also be sorted by clicking the Site column headers - this will group the ESUs according to the Site clicked. You can restore the original view by clicking the **Elementary Street Unit ID** header.

Assign, Unassign or Add Site:

This bottom part of the screen provides bulk editing facilities.

Option / Button	Description
Site:	This is a standard Confirm Site Pick option that enabled you to select any Type 1,2,3 or 4 Street Records from the Confirm Site Register.
Street Record Type:	This shows the Street Record Type for the currently picked Site.
Assign Site:	This button will assign the currently picked Site to all the ESUs in the grid. The Site will appear as another column in the grid and all the ESUs will have a checkmark for it. If the Site already exists in the grid then all the ESUs will still be assigned to. A Site added to the grid will be added in a position sorted by its Street Record type. Type 1 records appear on the left side of the grid.
Unassign Site:	This button will unassign the currently picked Site to all the ESUs in the grid. All the ESUs in the grid will be unchecked for that Site, but the Site will not be removed from the grid. The site must already exist in the grid.
Add Site & ESUs:	This button allows the User to add a new Site and all its assigned ESUs to the grid. This is an easy way to view an entire Site (say the A2), load all its ESUs into the grid for review. This saves having to manually select all the Site's ESUs on the Map.

Saving

Once the User has made their appropriate edits, the Save button will commit these changes to the Confirm database. A save can only be performed if the data passes DTF 7.1 validation rules.

Validation Rules

Validation will highlight offending ESU's in red if there are invalid assignments in the table and highlight warnings for affected ESU's in orange.

The following validation checks are made:

1. You cannot have more than one Type 1 or Type 2 Site assigned to an ESU unless one of the Streets has a State = 5 (Street for address purpose only) (error).
2. You cannot have one Site of Type 3 or 4 and other Site of Type 1 or 2 with State other than 2 (Open) assigned to an ESU (error).
3. You cannot have more than one Type 1 or 2 Site with State 1 (Under Construction),2 (Open), and 4 (Permanently Closed) assigned to an ESU (error).

DTF 7.1 (Site State set as 'NCA')

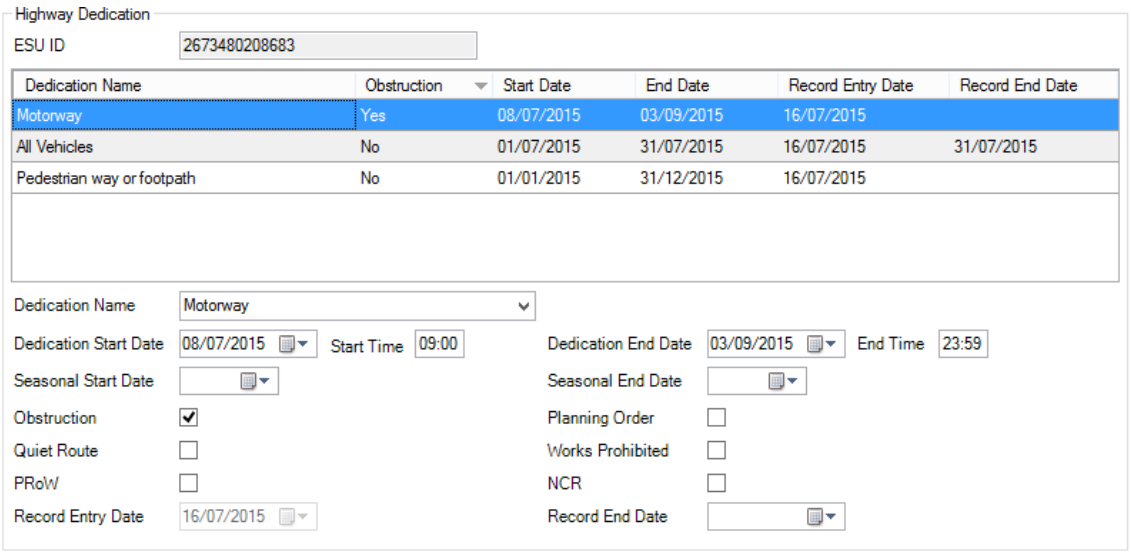
1. If any ESU assignments exist then one of them must be a Type 1 or Type 2 Site (error)
2. You cannot have more than one Type 1 or Type 2 Site assigned to an ESU (error)
3. You should not normally have more than one Type 3 Site assigned to an ESU with the exception being National Cycle Ways and Public Rights of Way (warning)

ESU's Highway Dedication



The Highway Dedication Tool allows a Gazetteer Custodian to maintain Highway Dedication Type 17 Records.

Note: When any of the ESU gets splits into multiple ESUs, all the Site Assignment and Highway Dedication records are copied over to the new ESUs from the original ESU.



Dedication Name	The type of Highway Dedication that applies to this section of the Street.
Dedication Start Date	Date the Highway Dedication legally starts.
Start Time	If the Highway Dedication has a specified time period, time when the designation starts.
Dedication End Date	Date the Highway Dedication legally ends.
End Time	If the Highway Dedication has a specified time period, time when the designation ends.
Seasonal Start Date	If the Highway Dedication is seasonal or periodical, date when the Highway Dedication starts.
Seasonal End Date	If the Highway Dedication is seasonal or periodical, date when the Highway Dedication ends.
Obstruction	Checked if the ESU contains any physical Obstruction for vehicles.
Planning Order	Checked if Pedestrian planning order applies to this ESU part of the Highway.
Quiet Route	Checked if the ESU is a dedicated Quiet Route.
Works Prohibited	Check if when a TRO prohibit highways works at all times.
PRoW	Checked if the ESU is subject to a Public Rights of Way.
NCR	Checked if the ESU is subject to a National Cycle Route.
Record Entry Date	Date when the Record started.
Record End Date	Date when the Record ends.

Add ESU Tool



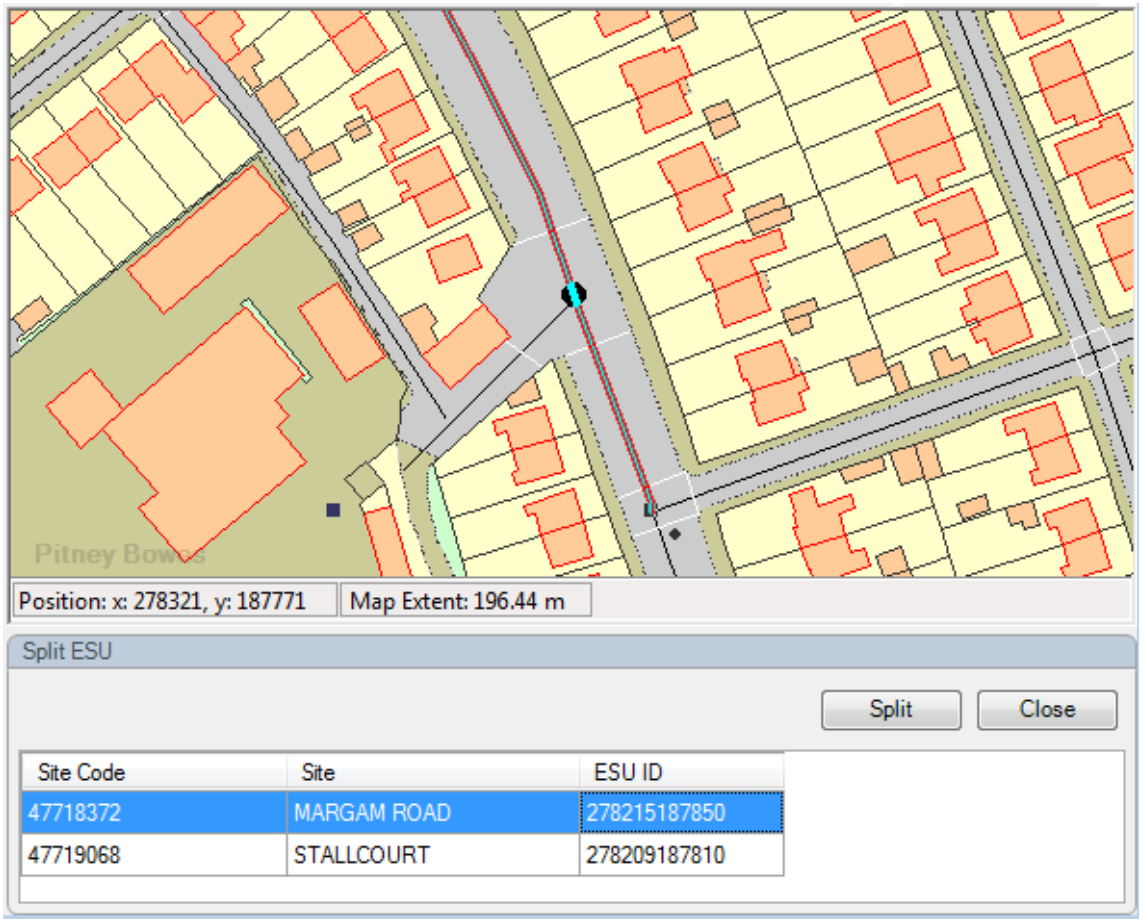
This tool allows a new Line feature to be created on the ESU layer. The resulting Line feature will have its values defaulted.

Split ESU Tool



This tool splits an ESU into two unique ESUs on the map. Using the Split ESU tool, click on the ESU at the point you wish to split. Confirm the prompt to split the ESU. The new ESUs will be created and the original ESU will be end dated.

If more than one ESU is found at the split point, a list of all qualifying ESUs will be displayed in the Split ESU panel.



Selecting an ESU in the list will highlight it on the map, and show the split point as a dark circle. To perform the split, select the required ESU from the list and click 'Split'.

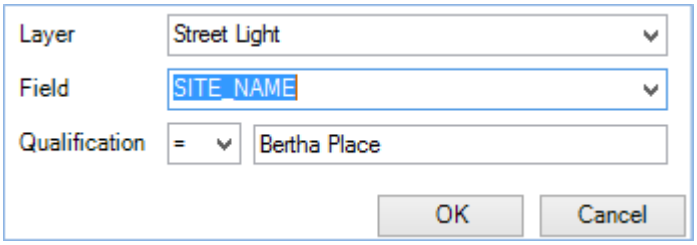
Search Layer



The Search Layer tool allows you to locate features on the map using the available filter options.

How to Search for Map features

- Click on the Search Layer button.

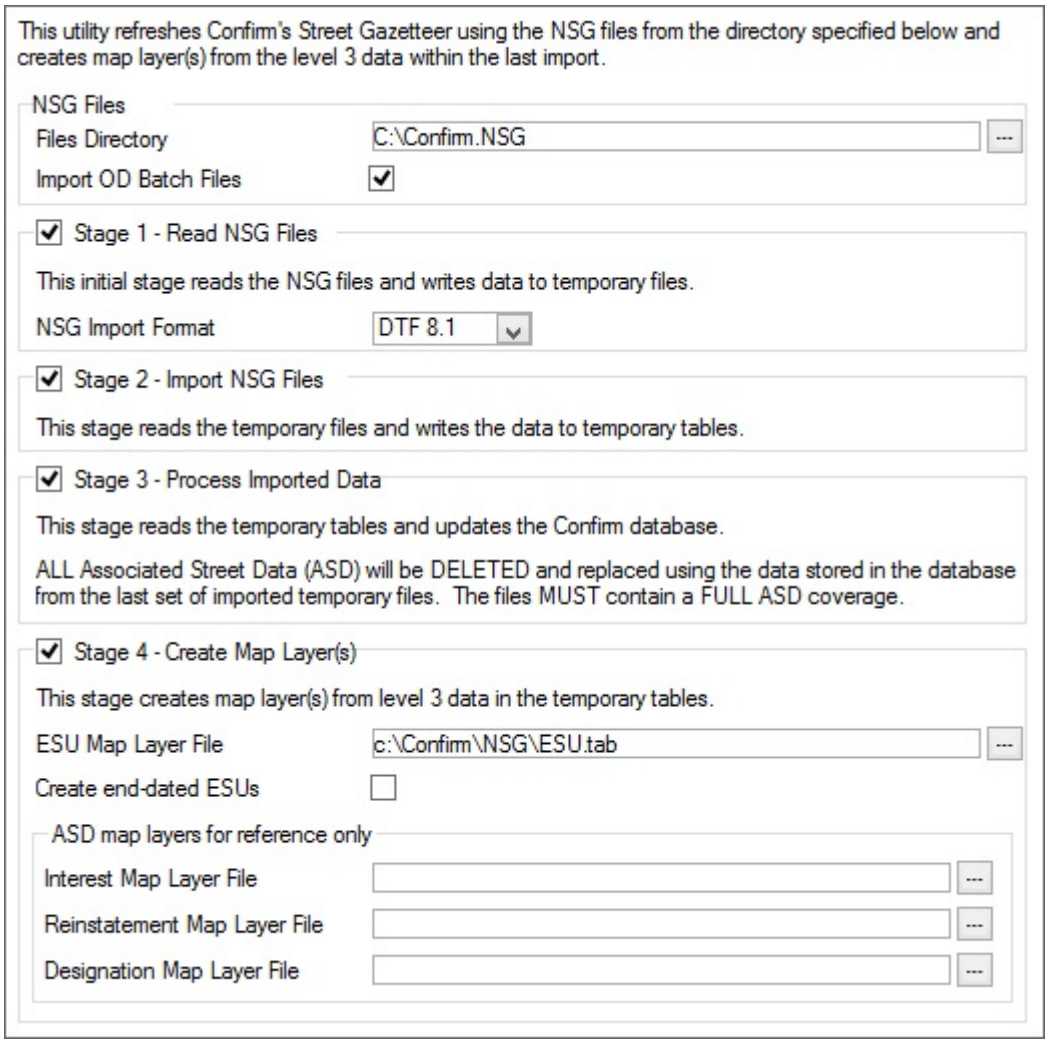


Layer:	Select from the drop down your chosen layer. Layers will appear in this list if they are both Selectable and Visible. Raster layers will not be shown.
Field:	Select the Field you wish to search in. This relates to the available columns in the Map layer you have chosen.
Qualification:	Enter the qualification you wish to search the Layer for. This is shown in two parts, the Operator and the Value List of Available Operators • = - Equal to • < - Less Than • > - Greater Than • <= - Less Than or Equal to • >= - Greater Than or Equal to • <> - Not Equal to

NSG Import

The NSG Import utility is used to import a single or multiple NSG data sets at the same time to refresh Site related data held within Confirm. Stages 1 to 3 of the utility are required in order to import these data sets into the live Confirm tables. Stage 4 can be run if map data is required.

NSG Custodians starting to use Confirm to maintain their Gazetteer need to use the NSG Import utility to import their DTF 8.1 and DTF 7.1 data into Confirm. The NSG Export process uses the ESU map layer as source data, so the NSG Import is required to generate an ESU layer for this purpose. Therefore a Custodian must perform an NSG Import with Stage 4 enabled in order to generate this layer. Please see **Guide for NSG Custodians**. for further information.



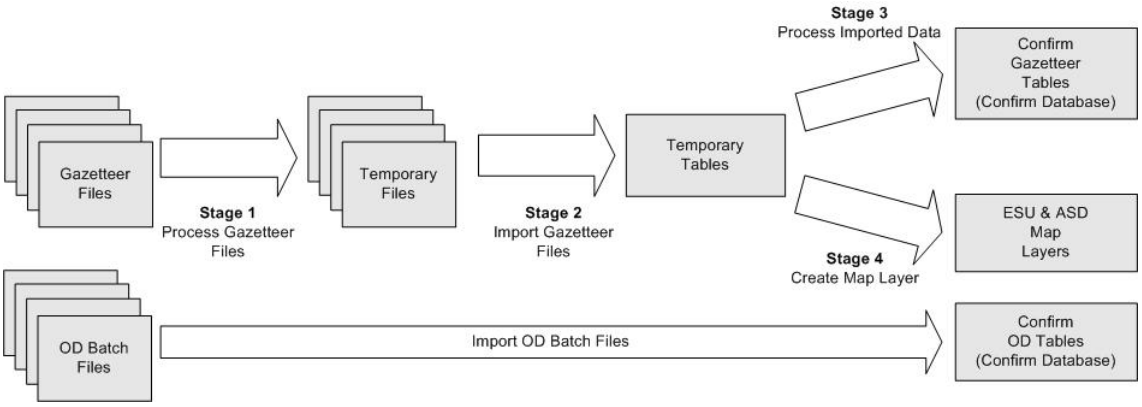
The Utility is divided into four stages for NSG Import and a separate option for importing OD Batch files:

1. Stage 1 - Read Gazetteer Files - Reads Gazetteer files and pre-processes them into temporary files
2. Stage 2 - Import Gazetteer Files - Reads the temporary files and writes the data into temporary tables within Confirm.
3. Stage 3 - Process Imported Data - This processes data in the temporary tables and updates the NSG tables in the Confirm database
4. Stage 4 - Create Map Layer(s) - This processes data in the temporary tables and creates map layers for ESU and ASD data dependant on whether a map layer file has been specified. ESU data can be used when plotting locations of entities, e.g. Jobs, Enquiries, Street Works. The map layers will use the data available in Type 67 records for corresponding ASD records that are not applicable to whole streets. If the Type 67 data is not provided as part of import files or the ASD record is applicable to whole street record, then map layer for that ASD record will generate the co-ordinates from underlying ESU data. This generation of co-ordinates is done on best effort basis and may not completely follow the ESU path for complex ESU geometry. Users can update the ASD geometry for partially applicable records in NSG Geometry Editor screen available from Site Interest, Designation and Re-instatement screens. This, followed by NSG export and subsequent NSG import will then create map layers using the Type 67 data updated from NSG Geometry Editor.

These four stages can be enabled from their associated check-box. They can all be executed separately as appropriate, and rerun if necessary, but a full NSG Import requires all four stages to be executed sequentially, and later stages can only work if earlier stages have been executed.

To perform a full NSG Import in a single step, the NSG Import utility should have the options set as shown in the screenshot above (the file paths will of course depend on the environment.)

The system is split into stages because the volume of data processed during an Import is usually large and the import operation can be slow. The user can monitor and correct problems stage by stage instead of re-running the entire import sequence each time. Reading the import files, processing, updating Confirm, and generating the map layers can all be run as separate tasks. The diagram below shows the four stages of the NSG Import process and how they relate.



The first group-box at the top of the screen defines where the utility should look for Gazetteer and OD import files.

Files Directory:	Supply a directory which contains all of the NSG Files to be imported. **Note:** This directory will also be used as a store for the temporary files generated by Stage 1 of the Gazetteer import (and used by Stage 2), so it is important that Confirm has read/write access to this location.

The Import OD Batch Files option is a separate operation from the four NSG Import stages.

Import OD Batch Files:	Check this option to import Operational District data directly into the database. This option DOES update Confirm tables. During OD import, new Organisation records will be created and existing records updated. If the Organisation record has a Permit Scheme which does not exist on the receiver's system, one will be created with default details listed below and a note saying that it was automatically generated. • Identifier - the supplied identifier • Name - the Organisation's name • Start date - Today's date • End date - None (unlimited) • Notes - Text that indicates that this was an automatically generated Permit Scheme. Only files named in the format "_od.xml" e.g. "1234_od.xml" will be imported according to the Gazetteer specification.

Stage 1 of the import process will read the Gazetteer files from the specified location; it will then process them and write all the relevant data to temporary files stored in the same location as the source files. This stage needs to be told what the format of the import files should be. This stage does not modify the Confirm database.

Gazetteer Import Format:	This option tells Confirm what the expected format of the Gazetteer files should be. If this stage is enabled then Confirm will scan the Files Directory, looking for files of the desired type, it will read these files, perform some pre-processing on them and then store the data in temporary files in the same location. • DTF 7.1 - Reads DTF 7.1 format Gazetteer files. This is a legislative requirement after April 1st 2010. • DTF 8.1 - Reads DTF 8.1 format Gazetteer files. This is a legislative requirement after April 1st 2015. Confirm will scan the Files Directory and pick only files that are in the format requested, ignoring all others. A message will appear warning the user if any files are being ignored.

Stage 2 is an interim stage that will read the temporary files created by Stage 1 and import them into temporary tables within Confirm. It does not modify the main Gazetteer tables in the Confirm database.

If Stage 3 is enabled then Confirm will process the data in the temporary tables (generated by Stage 2) and update the Confirm database tables accordingly.

If this option is used without Stage 1 and Stage 2 then it will process the data that was previously imported into the temporary tables.

Any errors will be reported to the user as the data is processed.

Unlike many Confirm import processes, there is no preview option with this utility, the data is updated to the database immediately.

Note: This import process will replace all ASD data stored in Confirm and is likely to take some time to run (depending on the volume of data).

Stage 4 of the NSG Import process creates map layers representing all the Level-3 ESU data and the ASD data dependant on which map layer files have been specified. There will be one map feature created for each ESU.

If this option is used without Stage 1 and Stage 2 then it will process the data that was previously imported into the temporary tables.

ESU Map Layer File:	(Map (0425) module) Specify a filename and location for the ESU layer that will be created as a MapInfo native format (TAB) file. The layer will contain a set of columns consistent with the DTF 8.1 specification and it will be automatically registered. For more information see **Notes for NSG Custodians**
Create end-dated ESUs:	Check this to create ESUs for end-dated data. Checking this would be the normal option for users who are NSG Custodians, since the map layer may be used by those who do not want to see all old versions of ESUs.
Interest Map Layer File:	(Map (0425) and Level 3 Compiler (3010) modules) Specify a filename and location for the Interest layer that will be created as a MapInfo native format (TAB) file.
Reinstatement Map Layer File:	(Map (0425) and Level 3 Compiler (3010) modules) Specify a filename and location for the Reinstatement layer that will be created as a MapInfo native format (TAB) file.

Designation Map Layer File:	(Map (0425) and Level 3 Compiler (3010) modules) Specify a filename and location for the Designation layer that will be created as a MapInfo native format (TAB) file.

Notes for using NSG Import

During Stage 3 of the NSG Import utility, when NSG data for Street to ESU Cross References are processed, Confirm automatically generates Street to Street Cross References. This occurs for both DTF 7.1 and DTF 8.1 where Street to Street Cross References are no longer included within the NSG Specification.

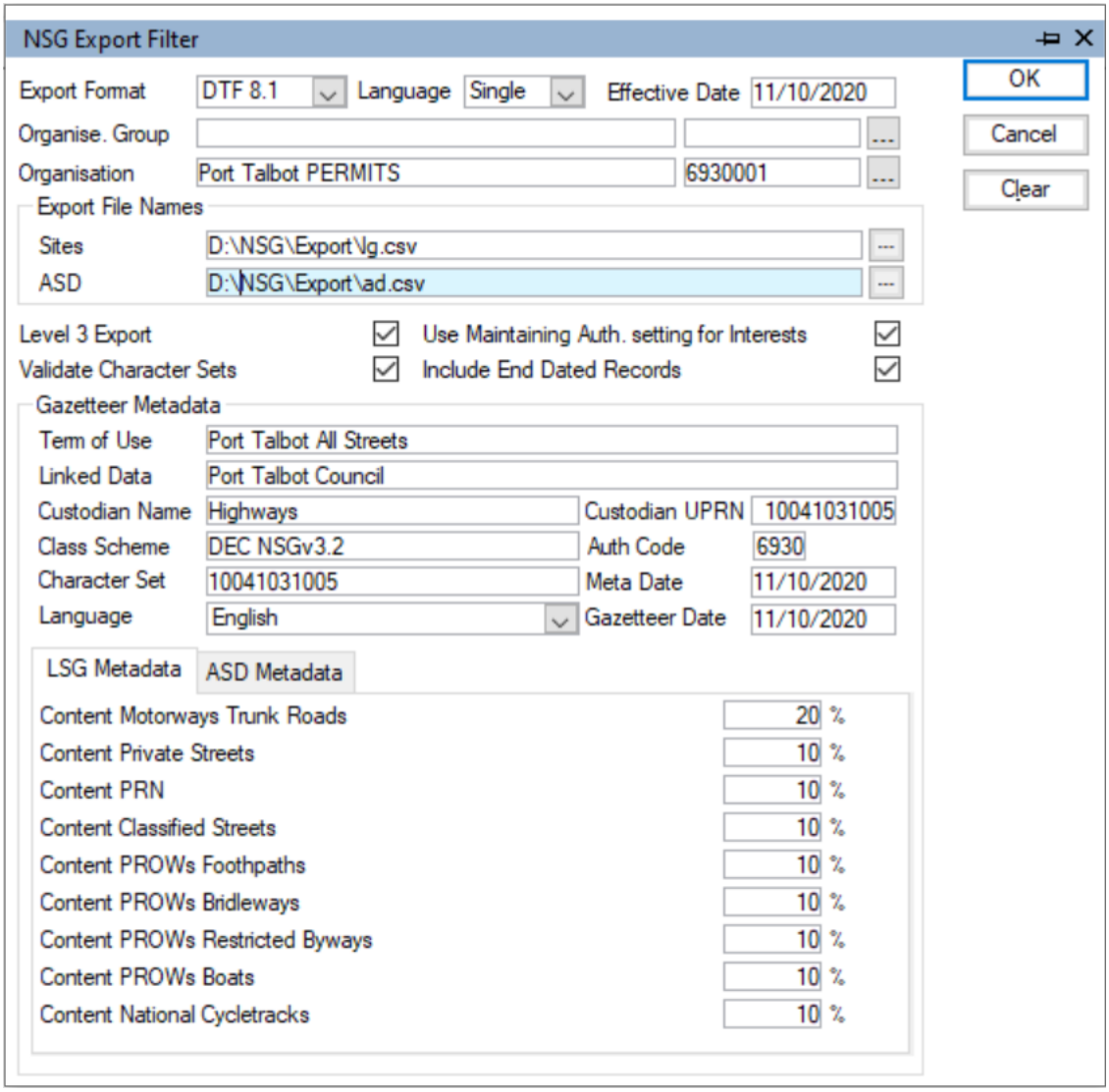
In Stage 4 of the NSG Import utility it will never update an existing layer; a new layer will be created (if the layer does not already exist) or if the layer does already exist, the layer will be replaced.

When ASD map layers are created, it checks for all ESUs which make up the Site linked to the ASD. It will then snap any partial ASD records to the nearest point on those ESUs and will digitise the ASD tracing the line between the two snapped points (start and end) on the ESU.

NSG Export

The NSG Export utility performs an Export of the NSG by generating files in the required format. For submission to GeoPlace these files must be in DTF 7.1 or DFT 8.1 format. Please see **Guide for NSG Custodians** for further information.

The NSG Export utility will export Street Records that carry a Street Record Type that has 'Include in Gazetteer Export', and optionally, level 2 and 3 records (ESUs).



Export Format:	Default set to DTF 8.1 format.
Language:	Select from 'Single' or 'Dual'. If set to 'Dual' then Confirm will generate two Type 15 (Street Descriptor) records for each Type 11 Street Record; one English and one Welsh. If set to 'Single' then only one Type 15 record will be generated for each Type 11.
Effective Date:	By default this is set as today's date. Set the field as blank to export all the ASD records.
Organise. Group:	Select from the pick list to change the entry, or leave blank to select from all Organisation Groups.
Organisation:	The default Organisation will be entered. Select from the pick list to change the entry, or leave blank to select from all Organisations.

Export File Names

For DTF 8.1 or DTF 7.1 Export:

Sites:	Use the pick list to browse a file location, and enter a file name.

If the Export Format is set to 'DTF 8.1' or '7.1' then Sites information will export as Type 11 and 12. To enable ESU data (Types 13 and 14), the Level 3 Export checkbox must be ticked and correctly configured.

Note: The Level 3 Export checkbox is greyed out unless the 3010 module is turned on.

ASD:	Use the pick list to browse a file location, and enter a file name. Additional Street Data (ASD), includes Interests (Type 61), Reinstatements (Type 62), Designations (Type 63), HWW restriction (Type 64) and ASD Co-ordinate (Type 67).

Other Options

These options configure the behaviour of the Gazetteer Export. There are other important settings on the **NSG System Settings**screen.

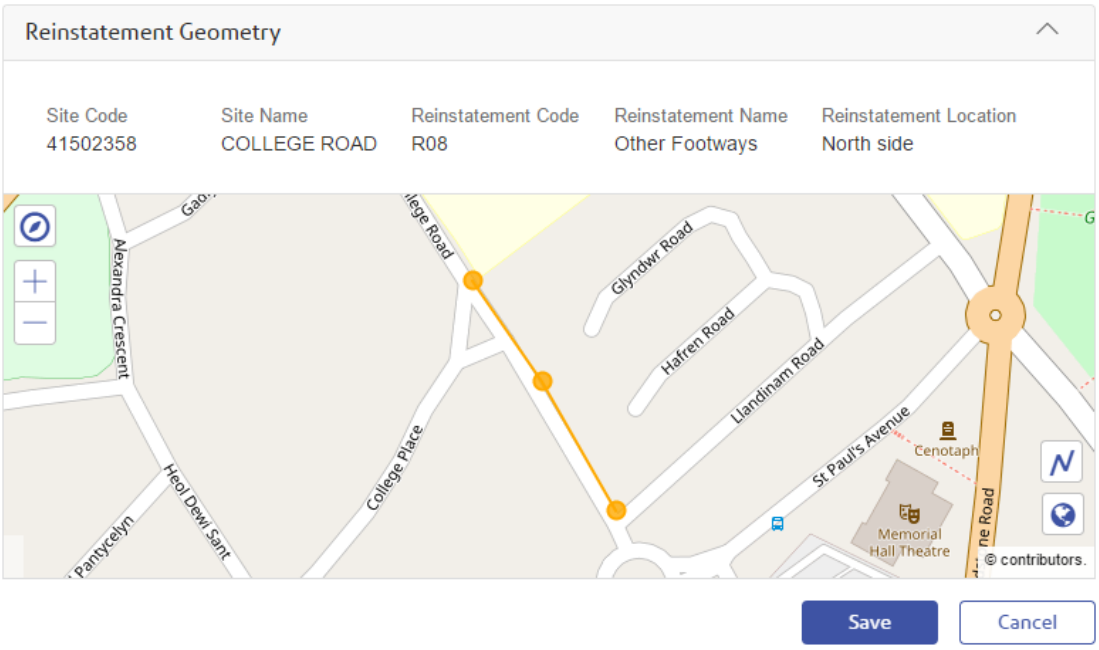
Level 3 Export:	Check this in order to export ESU data. This option is only available to users with the Level-3 Compiler Module 3010. Confirm will derive the ESU data (Type 13 and Type 14 DTF records) from the map layer specified on the NSG System Settings screen. More information on the ESU Layer is available on the **Notes for NSG Custodians**page.
Validate Character Sets:	Check this to ensure that only valid characters are exported.
Include End-Dated Records:	Check this to export all end-dated records.
Use Maintaining Auth. setting for Interests:	If this option is selected then Confirm will use the 'Maintaining Authority' system setting in place of the Organisation set against the Site of the Interest.

Gazetteer Metadata

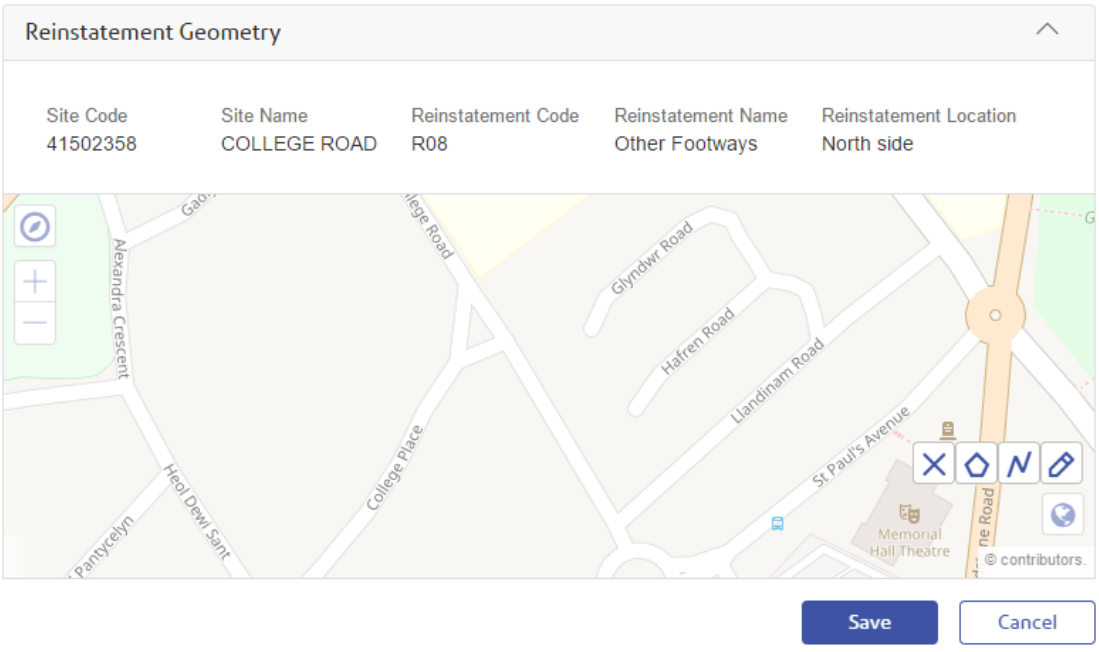
The LSG and ASD Metadata tabs correspond to Record Type 29 and 69 of the NSG 8.1 format. This is additional information to support the NSG data.

NSG Geometry Editor

If the user has permissions to update NSG / ASD entries they will be provided with an additional tool pallet when viewing the geometry on a map.



The Tool Pallet

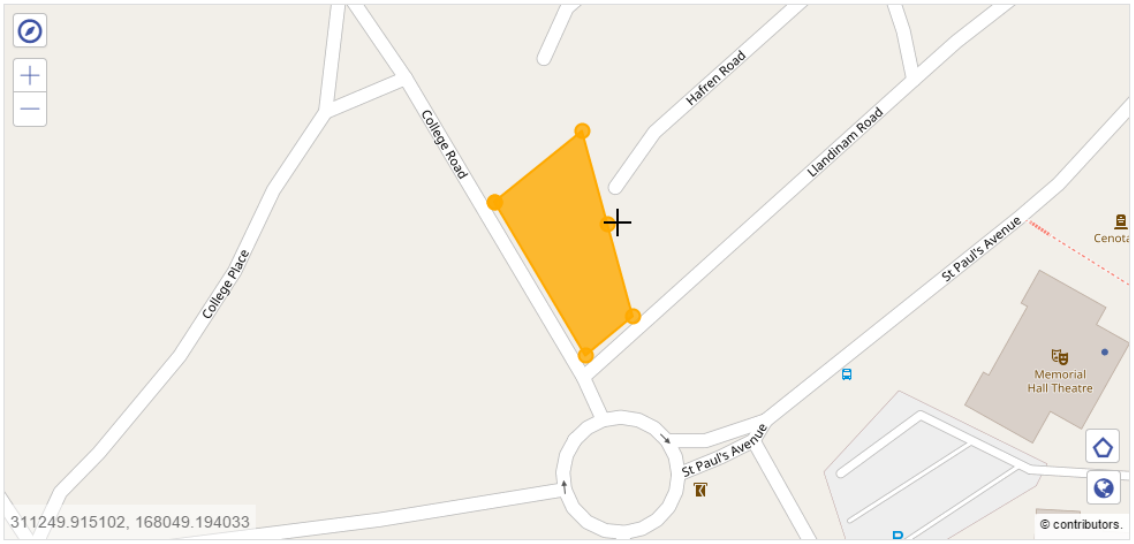


There are 4 buttons that make up the tool pallet:

- This button toggles the tool pallet
- This button enables the line drawing tool
- This button enables the polygon drawing tool
- This button clears the geometry

The Geometry Editing Tools

The modify tool



With the modify tool the user can move points, add points or delete points. To move a point the user can click and then drag it. A new point can be added by hovering over a line until a new point appears and then clicking. To delete a point the user can hover over an existing point and single click.

This is the default tool and will also be enabled after a line or polygon has been closed.

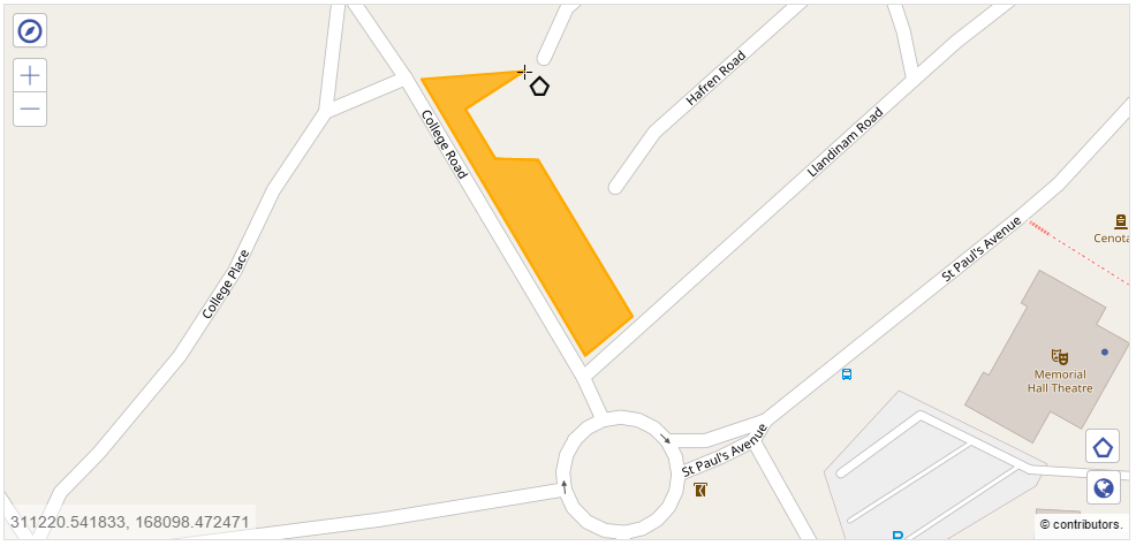
The line tool



To draw a line single click on the map to plot a start point, and as the mouse moves a line will appear that follows it. To plot a new point on the line the user can single click again. Repeat this action for as many points as are required and then single click on the last plotted point to close the line.

The polygon tool





To draw a polygon single click on the map to plot a start point, and as the mouse moves a line will appear that follows it. To plot a new point on the polygon the user can single click again. Repeat this action for as many points as are required and then single click on the last plotted point to close the polygon.

NSG System Settings

The NSG System Settings screen holds configuration options associated with the Gazetteer.

If Custodians wish to make use of Gazetteer facilities then they can see **Guide for NSG Custodians** on page 41 for further information.

ESU Layer: This field specifies a Registered layer that contains ESU data that will be used in the **NSG Manager** and during **NSG Export** to generate ESU Type 13 and Type 14 records.

The ESU layer must conform to a specified format and contain the correct column names and data types. If the column names or data types are incorrect then the NSG Export will not work. The layer must be **registered** in Confirm in order to appear in the drop down option.

The **NSG Import** will automatically create a compliant ESU layer if:

1. The NSG Import is used in DTF 8.1 and DTF 7.1 mode.
2. Stage 4 of the NSG Import process, 'Create Map Layer' is enabled and a layer has been specified.

Retain leading zeros on imported USRNs: If this option is ticked then Confirm will preserve any leading zeros when importing USRNs into the Confirm Site database. If the option is not ticked then Confirm will strip off the leading zeros when storing Site USRNs.

Import ignores leading zeros on matching to existing Sites: If this option is checked then during an import Confirm will ignore all leading zeros in the import file and in the database when checking for existing USRNs. This means that the following USRNs are considered the same: 001234, 01234, 1234. If an existing USRN match is found (for example the database contains USRN 01234 and the import contains 001234) then the import pro-

cess will replace the existing record 01234 in the database with the 001234 record in the import file - but the USRN in the database will remain as 01234.

If this option is not checked then an exact match is performed when importing USRNs, and 01234 will not be the same Site as 001234 and a new Site record will be created.

Use Organisation Group Name for Admin Area on export:

This option controls how the Administrative Area value of Street Descriptor records (type 15) are set during an NSG Export.

If the option is ticked then Site's Administrative Area value will be set to the Organisation Group name of the Site's Name Authority Organisation.

If the option is not ticked then the value will be set to the Site's County name. The County name is derived from the Site's Locality which links to Town and in turn to County.

Notes for NSG Custodians

Configuration for Confirm Gazetteer Custodians

Confirm supports both DTF 7.1 and DTF 8.1 format specifications for import, export and Gazetteer maintenance.

Follow these steps to configure your system:

1. Ensure that Confirm has the Level-3 Compiler Module (3010) and MapXtreme Mapping module (0425) licensed.
2. Obtain a full DTF compliant export of your Gazetteer data. This may require an export from your current maintenance system.
3. Use the NSG Import utility to import only your exported data. You should perform a full DTF import (ensuring all the options are ticked, including ticking the 'Create Map Layer from Level 3 Data' option). The ESU Map layer file that will be generated will be a TAB file, and it will be used for future Gazetteer Export operations so it needs to be placed somewhere where you can use if for export.
4. Use the NSG Manager screen to load the newly created ESU layer, which is automatically registered with Confirm. Also make the ESU layer editable and selectable. Use the Edit button on the Workspace Layers panel to do this. Select the ESU layer on the tree view and click on the Options tab on the bottom half of the Layer Control Dialog. Ensure the "Selectable", "Drawing tools can add features" and "Editable" boxes are ticked. Use the Save button to save the changes to the Workspace.

You can now perform exports using the ESU layer for source data. You can also edit your ESU data using any map edit tool you wish, and still perform Gazetteer exports with Confirm but you do need to maintain the ESU Site Assignments (Cross References) and Highway Dedications via the NSG Manager screen.

Maintaining Gazetteer Data in Confirm

The following table shows where different data sets from a Gazetteer are maintained within Confirm.

Data Set	DTF Record Type	Storage Location	Maintenance Tool
Streets	11	Confirm DB	**Central Site Register**
Site-to-ESU Cross References	12	Confirm DB	**NSG Manager** - **Site Assignment Tool**

Data Set	DTF Record Type	Storage Location	Maintenance Tool
Elementary Street Units	13	ESU Map Layer	**NSG Manager** or any Map Editing Tool
ESU Coordinates	14	ESU Map Layer	**NSG Manager** or any Map Editing Tool
Street Descriptors	15	Confirm DB	**Central Site Register**
One Way Exemption Record	16	Not currently maintainable in Confirm.	
Highway Dedication	17	Confirm DB	**NSG Manager** - **Highway Dedication Tool**
LSG Metadata Record	29	Confirm DB	**NSG Export**
Interests	61	Confirm DB	**Site - Interests**
Construction Record	62	Confirm DB	**Site - Reinstatements**
Designations	63	Confirm DB	**Site - Designations**
Height/Width/Weight restrictions	64	Confirm DB	**Site - Designations**
PROW Record	66	Not currently maintainable in Confirm.	
ASD Coordinate Record	67	Confirm DB	Map from **Site - Interests**, **Site - Reinstatements** and **Site - Designations**
ASD Metadata Record	69	Confirm DB	**NSG Export**

Maintaining ESU Data

ESU data is held on a map layer. This map layer contains all the data associated with each ESU as mandated by the DTF specification.

The ESU layer can be edited in any Map editing tool, such as MapInfo Professional, but it is important that the structure and naming of data columns in the layer are maintained. It is also important to ensure that data entered into the layer conform to the DTF specification otherwise the data will fail DTF validation and Confirm will not perform a Gazetteer Export.

ESU Map Layer Format

The following table shows the format of the ESU Map Layer generated by the NSG Import utility, and expected by the NSG Export utility. Most of these columns map directly to data specified by the DTF specification.

Column Name	Data Type	Description	Value Range
ESUID	Decimal (14 digits)	Unique ESU ID.	
ESU_ENTRY_DATE	Date/Time	Date on which record was entered or created.	1990-01-01 to present
ESU_LAST_UPDATE_DATE	Date/Time	Date the record was last changed.	Greater than or equal to ESU_ENTRY_DATE

Column Name	Data Type	Description	Value Range
ESU_START_DATE	Date/Time	Date when the road section existed in the real world or planned to start.	
ESU_END_DATE	Date/Time	Date when the road section ceases to exist in the real world, or when the ESU record was closed.	Greater than or equal to ESU_START_DATE
ESU_TOLERANCE	Integer	Tolerance of geometry coordinates in meters.	0-999
ESU_DIRECTION	Character(1)	Traffic flow direction.	"1", "2", or "3"
SITE_CODE	Character(10)	USRN of the ESUs Type 1 or Type 2 street record.	

During an import using the NSG Import, the first 7 columns map directly to data in the DTF Type-13 records.

The SITE_CODE column is computed during the import to be the primary Type 1 or Type 2 Street record USRN.