Nebraska's Conservation and Environmental Review Tool (CERT) How to Create a Project

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Nebraska Natural Heritage Program
Nebraska Game and Parks Commission
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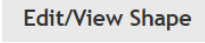
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Create a Project

1) You will need to be a registered user to create a project with the tool. If you are not already registered, click **here** to register for an account.

2) Within the orange toolbar, click on the **Map** tab. `Map`

3) In the grey section beneath the orange toolbar, click on Create Project `Create Project`. The Draw/Edit window `Draw/Edit` will appear.

4) The **Draw** tool on the map page allows a project footprint to be digitized using either the default drawing tool, w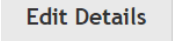hich utilizes vertices, or a freehand tool. The drawing feature requires the user to be zoomed in at fine enough scale for the system to accept the boundary, user prompts will guide to the correct zoom level.

   a. See the dropdown to draw a polygon, line, or point.

   b. See the Edit Shape dropdown to edit the shape, crop, erase or create a buffer zone.

5) Use the **Upload Shapes** tool to define a project area with your spatial data. Uploaded project footprints must be a zip, KML or KMZ file.

6) With the project boundary polygon in place, click **Accept**. `Accept` The project boundary will validate, and the **Create Project** `Create Project` pop-up window will appear.

7) Fill out required details on the pop-up window (required fields are denoted by a red asterisk *.)

   a. If using more than one User Project Number(s), separate them with commas.

   b. **Select ONE Project Type** by clicking on a circular radio button.

   c. An additional list of **Project Type Activities** (indicated by boxes) MAY appear in a separate section below the **Project Type** section.

   d. Select **ALL** relevant **Project Type Activities** from the list.

      i. You must select at least **one** Project Type Activity. Not all Project Types will generate the Project Type Activity section.

   e. Fill out the **Project Description** with necessary details, around 4-5 sentences if applicable. Include measurements, materials, numbers, locations, names, etc.

   f. Select the appropriate funding source or permit requirements.

   g. Identify if the report is being submitted on behalf of another organization.

   h. For initial project creation, select **Draft**.

8) Select **Submit**. `Submit`

9) Once submitted the request will take a few minutes to process and the user will receive an email notification to the registered account address when results are ready.

10) The **My Projects** tab `My Projects` provides a user space where you can see all of your projects submitted and check their processing status. After receiving the notification email a report is ready, visit **My Projects** to download and review the various project reports you have requested.

11) If a project is in **Draft**, you can make changes to the project and run as many reports as needed.

   a. Click on the **Edit Details** tab `Edit Details` to change the Project Type and Project Type Activities.

b. Click on the **Edit/View Shape** tab Edit/View Shape to edit the project boundary. Click on ✅ Edit Project to start making changes.

c. You may also download a boundary **Shapefile**, **KMZ file**, or **CSV tabular output** of the created project area, if needed.
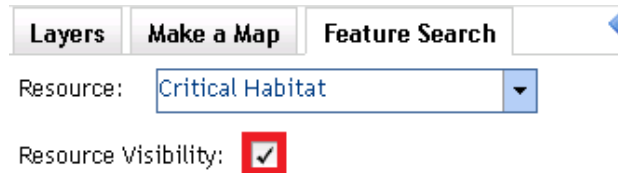
Alter the Content of the Map

1. **Switch Basemap** 🗐 Switch Basemap to **Imagery Hybrid** to see an aerial view.

2. Work with the **Layers** to make them visible/invisible, view their symbology, alter the layer transparency, view layer information/meta data, and change layer order.

3. Use the **Add Resources** tool ⊕ Add Resources to add and name data layers by entering a map service's URL or upload a zipped ArcGIS shapefile**,** geodatabase, or Google Earth file (KMZ/KML).

5. **Make a Map** The *Make a Map* tab within the map enables the addition of annotation (graphics and text) to the map. These annotations can also be used to create projects.

6. **Print** 🖶 the map if desired.

Map Navigation

1. Use the **Find** address or place tool 🔍 Find address or place to find a location.

2. Use the **Zoom to Coordinates or Scale** tool 🔎 (third button from the left in the upper right hand corner of the map) to find a location.

3. Add a **Spatial Bookmark** 📖 to quickly return to a saved location. **NOTE**: Persistent bookmarks require a CERT account.

4. Add a **Saved Map** 📍 to save and restore maps with the zoom center and scale, base map, and layers configuration all stored so that you can return to roughly the same view as before.

5. **Zoom** to the Default 🌐, Previous 🔙, and Next 🔜 Extents of the map. Holding shift and dragging the mouse allows for quick zooming into a targeted area.

6. Use the **Identify Tool** ⓘ to display the details of the geographic feature(s) or place(s) selected in the Map. **NOTE**: The Identify tool cannot be used with cached map services published from ArcGIS Online because such services do not support all of the capabilities of those published through ArcGIS Server.

7. Use the **Measure Tool** 📐 to determine the size of a designated area, the distance of a digitized line, and the coordinates of a specific location.

8. Use the **Snapping Settings** tool ![icon] to draw features that connect to each other for more accurate edits and for measuring between features in the layers. Snapping is useful with many editing operations, such as creating polygons that do not overlap or have gaps between them, drawing lines that connect to each other, or placing a point exactly along an existing line.

9. Perform a **Feature Search** to identify features in a layer, including those added to the Map via the **Add Resources** tool, according to criteria specified by a query. **NOTE**: The Feature Search option is not available for cached map services published from ArcGIS Online because such services do not support all of the capabilities of those published through ArcGIS Server.