



Natural Resources  
Canada

Ressources naturelles  
Canada

## ***GEOGRAPHICAL NAMES BOARD OF CANADA***

# ***GNAPP II USER MANUAL***

***Canada Centre for Mapping and Earth Observation***

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**Natural Resources Canada**  
INVENTIVE BY NATURE

**Canada**

# GNAPP-II USER MANUAL

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## General Overview

### What is GNAPP-II?

The Geoname Application (GNAPP-II) is a web-based application that allows direct access to all geographical names records that are stored and managed in the Canadian Geographical Names Data Base (CGNDB), hosted by Natural Resources Canada.

With GNAPP-II, geographical names records can easily be input, queried and modified – data entry includes the ability to upload delineation shapefiles and PDFs of decision documents. An interactive map allows you to visually confirm coordinates as well as delineations.

### What has changed since version 1.0

The application has been updated to accommodate new, streamlined Status Codes with Toponymic Groups and a separate field for Indigenous Language of origin. This new language field is separate from Language on map. Sections of this User Guide where these apply have been flagged with asterisks in the heading (e.g. \*New Status Codes\*).

### Getting Help

To set up an account, or simply to get help on GNAPP-II or any database issues, please contact the GNBC Secretariat:

E-mail: [nrcan.gnbc-ctc.rncan@canada.ca](mailto:nrcan.gnbc-ctc.rncan@canada.ca)

## Getting Started

### GNAPP-II Accounts

Access is limited to members and designated persons of the Geographical Names Board of Canada (GNBC), the GNBC Secretariat and members of the Toponymy Team at Natural Resources Canada who are responsible for managing and maintaining the database.

GNBC members are provided accounts that give them write privileges to enter, modify and update records for their own jurisdiction, while being given view-only privileges for other jurisdictions. The Secretariat and Toponymy team members, depending on their particular role, have accounts allowing view-only or write privileges, as well as a very few with database admin privileges.

### Logging In

Please note that we strongly suggest that you use Chrome as your web browser when using GNApp-II. To log in, go to the GNAPP URL: <http://geogratis.gc.ca/geonames-app-toponymie/en/login>

Enter your username and password followed by Enter or click on the Login button to proceed.



The screenshot shows the login page for the Geographical Names Board of Canada (GNBC) application. At the top, there is a header with the Government of Canada logo and text in both English and French. Below this is a navigation menu with categories like Energy, Mining/Materials, Forests, Earth Sciences, Hazards, Explosives, and The North. A breadcrumb trail indicates the current path: Home → Earth Sciences → Geography → Canadian Geographical Names → Data Entry. The main content area contains a login form with two input fields: 'Username' (placeholder: 'Enter your Username') and 'Password' (placeholder: 'Type your Password'). A blue 'Login' button is positioned below the password field. At the bottom of the page, there are links for 'Terms and conditions' and 'Transparency', and a small red maple leaf logo.

Immediately upon login, you will see the actions available to you.

The screenshot shows a web application interface with a top navigation bar containing dropdown menus for 'Energy', 'Mining/Materials', 'Forests', 'Earth Sciences', 'Hazards', 'Explosives', 'The North', and 'Environment'. Below the navigation bar is a breadcrumb trail: 'Home → Earth Sciences → Geography → Canadian Geographical Names → Data Entry'. The main content area is titled 'Select an action' and contains a list of buttons for different actions:

- Search a name
- Edit a name
- Add a new name on an existing feature
- Add a new name for an unnamed feature
- Change a name (decision required)
- Rescind a name
- Add a decision to an existing name (Confirmation, Reinstatement, Dual approval or Application Altered)
- Add, Modify or Delete a delineation

A small red maple leaf icon is visible at the bottom center of the interface.

## Summary of Actions

Action	Description	Decision Required?
<b>For all jurisdictions</b>		
Search and view a name	A view-only standalone action allowing you to search the entire database content and see all information	--
<b>For own jurisdiction</b>		
Edit attributes of a name	Edit name attributes that do not require a decision.	--
Enter a new name	Create a new name for a feature	Depends on status
Add an additional name to an existing feature	Add another name to one already in the database, such as an indigenous name	Yes
Replace a name (decision required)	Change a published, official name	Yes
Rescind a name (decision required)	Remove a name from official status	Yes
Add a decision to an existing name (second approval, confirmation, etc.) (decision required)	Change the status of an existing name (possibly publish or unpublish)	Yes

Add, modify or delete a delineation	Add (upload) a polygon shapefile in NAD83, add or modify the point coordinates, or Delete an existing delineation Note: Users with admin privileges can also set the is-best/is-complete flag for delineations	--
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## Some Things to Note

### General

- **Single record editing:** Currently, all editing is done on or for a single toponymic record at a time. For bulk changes (ie changes where more than 25 names need an update), you can send a request through the GNBC Secretariat.
- **Relevant information:** This application is activity based. Only information relevant to the activity is shown (i.e. editable fields).

**TIP:** When doing a number of edits, keep one browser window always at the Search activity, and the other with whatever you are updating. This way, it is easy and fast to check with Search to see the changes that you have made within the context of all the information.

- **Non published records:** (Is Public not checked) can be edited at any time and changed as often as needed.
- **Maximum number of records** that can be returned is 1,000.

### Attributes

- **Field definitions** are given in [Appendix A – Attribute Definitions](#)
- **“Is” attributes:** When an attribute name begins with “Is” (e.g. Is Public) it indicates that its value is yes or no (e.g. Is Public = no, means that name does not appear on the public site).

Is Public	✘ No
-----------	------

### Visual Cues

- **Mandatory fields** have a red asterisk beside the field name.
- **Non-editable fields** are greyed out.



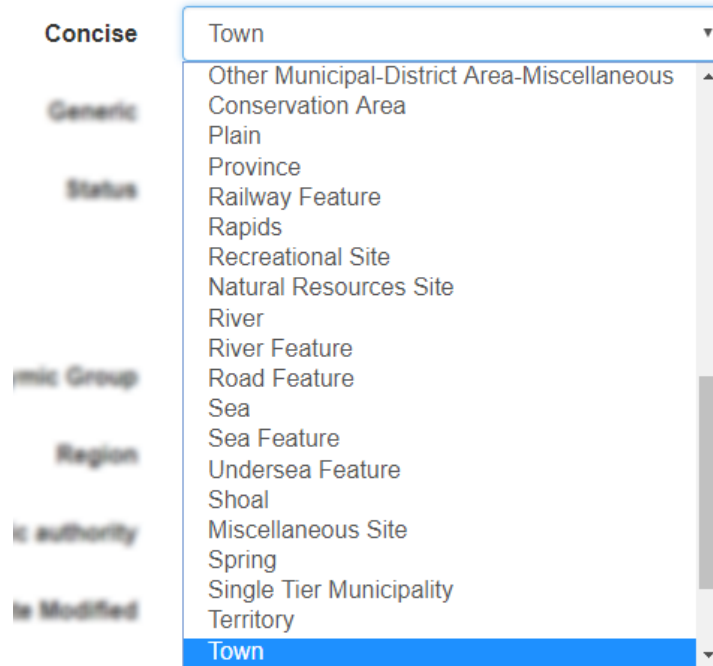
## Navigating

- **Zooming vs Scrolling.** If your mouse pointer is placed on a map and you scroll up or down with the mouse, the map will zoom in or out. To scroll up and down on the page, you need to place the mouse pointer outside the map zone.
- **Browser back arrow:** It is best NOT to use the back arrow in the browser because GNAPP will re-initialize (right back to *Select an action*). In using it, you could lose search criteria and results, changes you made to a record, etc.

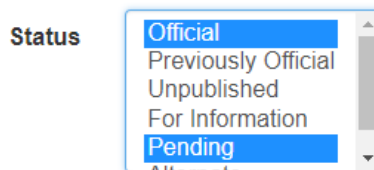
## Keyboard "Shortcuts"

- **WCAG:** In compliance with Web Content Accessibility Guidelines (WCAG) there are some keyboard shortcuts:
  - **Enter key:** Hitting *Enter* will automatically perform the action at the bottom of the form (e.g. save a record, start searching, etc.)
  - **TAB or arrow keys** can be used to move from one field to the next.
- **Selection boxes.** If you know the option you wish, you can get to it quickly by typing the first letter of the desired option.
  - Type the first letter of the desired option, then type the same letter subsequent times to cycle to the next option in the list beginning with that letter, **OR**
  - Type the first few unique characters quickly

e.g. To choose “Town” from this drop-down list you would type “t” (→Territory), “t” (→Town), then Tab or Enter to select. OR You can type “to” very quickly to get directly there.



Similarly, you can type into a multiple-selection list box; however, to choose more than one option you must do a Control-click to toggle the other choice(s) on/off.



## 1 SEARCH AND VIEW A NAME

Because Searching is a view-only task, the entire database content is available and you are not limited to only your jurisdictional content. Note that the first two tabs described below – Search for names and Select a name – are also the first two tabs for all other activities.

### 1.1 Search for names Tab

To find a name in the database you can search by Term, Map, Concise, Generic (code or term), Status, Toponymic group, Region, Toponymic authority or by Date modified range. You can select one or more of the search options. If more than one option is entered it will search for records that fulfill all of them.

Energy ▾ Mining/Materials ▾ Forests ▾ Earth Sciences ▾ Hazards ▾ Explosives ▾ The North ▾ Environment ▾

Home → Earth Sciences → Geography → Canadian Geographical Names → Data Entry

## Search a name

Select another action

1. Search for names 2. Select a name 3. View information

**Search Term**

**Map**

**Concise**

**Generic**

**Status**

**Toponymic Group**

**Region**

**Toponymic authority**

**Date Modified** **from**   
**to**

### 1.1.1 Search and view a name by search term

The search term can be a feature name, a CGNDB Key, Related Key or a Feature Identifier (FID). The field is not case-sensitive, you can use regular characters for accented characters, and the asterisk (\*) can be used as a wildcard.

It is important to remember that **all fields** entered are searched when you enter a search term. For example, if you enter *DAR\** as the Search Term, the search results will include:

- The keys that start with DAR
- All records that have DAR in the feature name i.e. Darlington, Darnley etc.
- All records that have a related key that start with DAR (ex: DAAEK is related to DAROH)

## Search a name Select another action

1. Search for names
2. Select a name
3. View information

Show 20 entries

CGNDB Key <span style="font-size: small;">↑↓</span>	Name <span style="font-size: small;">↑↓</span>	Location <span style="font-size: small;">↑↓</span>	Region <span style="font-size: small;">↑↓</span>	Generic <span style="font-size: small;">↑↓</span>	Status <span style="font-size: small;">↑↓</span>
Search CGNDE	da	Search Location	Search Region	Search Generic	Search Status
DAAFN	<a href="#">Darlings Brook</a>		New Brunswick	601-Brook	B4-Gazetteer Cross-Reference
DAAEK	<a href="#">Daddygood Mountain</a>		New Brunswick	2701-Mountain	B1-Not Named
DAAFR	<a href="#">Boundary Presqu'île</a>		New Brunswick	104-Settlement (1)	B1-Not Named
DAJJE	<a href="#">Darlington</a>		New Brunswick	122-Dispersed Rural Community	A1-Approved
DAROI	<a href="#">Dadys Point</a>		New Brunswick	1604-Point (1)	A1-Approved
DAROR	<a href="#">Daley Ponds</a>		New Brunswick	954-Ponds (1)	A1-Approved
<b>DARPB</b>	<a href="#">Damascus</a>		New Brunswick	122-Dispersed Rural Community	A1-Approved

Also note that *without* the wildcard, the Search Term *DAR* will only return anything where the term constitutes a full word:

ABJVV	<a href="#">Dar-East Mountain</a>		Newfoundland and Labrador	2701-Mountain	C4-For Record Only
EIZFM	<a href="#">Lac Dar</a>	Chabert	Quebec	970-Lac	A10-Official Toponym

### 1.1.2 Search and view a name by Map number

The National Topographic System (NTS) Map number should be entered using ###L## format (e.g. 031G05). It is important to include leading zeroes. Note that if you want all names on 50K NTS 031G you will need to add a wildcard at the end e.g. 031G\* (but recall that GNAPP will return only the first 1,000 names).

### 1.1.3 Search and view a name by Concise code

If you want to narrow your search to a certain concise code you can select one from the list.

**Tip:** The concise code can act as a filter for finding associated generic codes, since selecting a concise code will automatically restrict the choices in the generics to only those belonging to the concise category.

### 1.1.4 Search and view a name by Generic

You can search by Generic Code or Generic Term. By entering the code, the generic term will be populated automatically and if you enter the term, the code will be filled automatically.

### 1.1.5 Search and view a name by Status **\*New Codes\***

Select the status code you want from the list. If you want to select more than one status code you need to hold the Ctrl key as you click the ones you want. The table below lists how previous status codes have been mapped.

New Status Code Name	Definition / Former Status Codes	Published
<b>Official</b>	Name approved by a GNBC member or made official through legislation. Replaces: A1, A2, A3, A4, A5, A6, A7, A8, A10, A12, A11, A13, A14, P1, S1, U1, U2, U3, W1	Yes

<b>Alternate</b>	Name approved by a GNBC member in addition to official name. The name is an Alternate for an existing official name and only to be used by Yukon, Ontario and Manitoba. Replaces: M1, Q1, Y1	Yes
<b>Previously Official</b>	Name that was formerly official, but has been changed or rescinded by a GNBC member. Replaces: B2, B4, B10, B11	Yes
<b>Unpublished</b>	Formerly official name removed from public access at the request of a GNBC member Replaces: B5, B6, B14, B15	No
<b>For Information</b>	Name that has never been official but has been retained for information only. Replaces: B1, B3, B12, B13, C1, C4, E1, E2, E3, E4, E5, E6 M2, P2, Q2, S2,	No
<b>Pending</b>	Name that has been submitted but not yet approved by a GNBC member. Replaces: C2, C3, C5, C10, C11, D48, D62	No
<b>Deprecated</b>	Codes with no names, no longer in use: X1, A9, A99, B9, C7, C9, D60, E10, E7, G1, S3, Y2	No

### 1.1.6 Search a Toponymic group

The toponymic groups were added to make sure no information was lost in the conversion to the new status codes. The current available groups are:

Toponymic Group	Definition
<b>Joint Decision</b>	Names that require the approval of two or more naming authorities. The name in all jurisdictions is to be the same.
<b>Multiple</b>	Multiple names officially approved for the same feature.
<b>Pan-Canadian</b>	Name of pan-Canadian significance.
<b>Rescinded</b>	A name that has had its official status removed and a replacement name has yet to be adopted.
<b>Null</b>	<null>

The toponymic groups are assigned automatically by scripts run on the database on a regular basis. [Section 1.3.1](#) illustrates how this information is displayed for names that fall under one or more of these groups.

### 1.1.7 Search and view a name by Region

This option allows you to search for a feature in a different region. **Your jurisdiction is selected by default** but you can search for features in other regions. The region identifies the area in which the feature is found.

### 1.1.8 Search and view a name by Toponymic authority

With this option you can search for features that are located in the specified region (yours by default) but are maintained by another agency (e.g. Parks Canada, National Defence).

### 1.1.9 Search and view a name by Date modified range

If you want to find all records that were modified on a certain date or during a period of time, this is the option you should use. You need to specify the “from” and “to” dates to use. The default date for both is the current date. A calendar widget is available to help you choose the date you want.

### 1.1.10 Submit button (or Reset)

If you want to change all of your criteria, the **Reset** button allows you to do so in one click.

After selecting your criteria (one or more), click the **Search** button or hit Enter for the search to be launched.

## 1.2 Select a name Tab

The *Select a name* tab contains all of the records that fulfill the criteria you entered in the *Search for names* tab. A maximum of 1000 records can be returned, and you may find you have to go back to the *Search for names* to filter using more criteria.

Most searches are instantaneous. For more complex searches, as the database is searched, you will see “No data available in table” as well as blue dots moving across the screen to indicate that the search is happening in the background (see image below). The application is finished searching the database when the blue dots disappear.



### 1.2.1 Manipulating the Results list

This page offers the following functionality:



1. Search for names   2. Select a name   3. View information

1 Show 10 entries

2 CGNDB  
Key ↑↓   Name ↑↓   Location ↑↓   Region ↑↓   Generic ↑↓   Status ↑↓

3 Search CGNDB   Search Name   Search Location   Search Region   Search Generic   Search Status

CABAN	<a href="#">Atlanta Lake</a>		Nova Scotia	951-Lake	B4-Gazetteer Cross-Reference
CABAB	<a href="#">Atlantic Seaside</a>		Nova Scotia	121-Community (2)	Application
CABAQ	<a href="#">Atlantic Seaside</a>		Nova Scotia	1623-Seaside	A1-Approved
CABAG	<a href="#">Atkins Meadows</a>	Annapolis	Nova Scotia	3571-Meadows	A1-Approved

4 Showing 1 to 10 of 40 entries |

5 1 2 3 4 Next →

- 1) **Choose the number of results per page:** This option allows you to choose the number of results per page. The default value is 20 but can be changed to 10 or 50.

1. Search for names   2. Select a name   3. View information

Show 20 entries

- 2) **Sort the total results:** By clicking the up/down arrow beside the column title you can sort the field content ascending or descending. The sorting is done on the full set of records (not only those on the current page), so it is possible that you will see new names.

CGNDB  
Key ↑↓   Name ↑↓   Location ↑↓   Region ↑↓   Generic ↑↓   Status ↑↓

- 3) **Refine your results based on a specific attribute:** For example, if you start typing a name in the “search name box” as you type, the results will be updated to match what you type. The following snapshot shows that the initial search had returned 48 results but by adding “bba” in the CGNDB\_Key box that number is now 11.

1. Search for names    2. Select a name    3. View information

Show **20** entries

CGNDB Key	Name	Location	Region	Generic	Status
<input type="text" value="bba"/>	<input type="text" value="Search Name"/>	<input type="text" value="Search Location"/>	<input type="text" value="Search Region"/>	<input type="text" value="Search Generic"/>	<input type="text" value="Search Status"/>
BBAGQ	<a href="#">Bear River North</a>		Prince Edward Island	6-Community (1)	A1-Approved
BBAGW	<a href="#">Emerald</a>		Prince Edward Island	6-Community (1)	A1-Approved
BBAGT	<a href="#">Dalvay</a>		Prince Edward Island	6-Community (1)	A1-Approved
BBAGK	<a href="#">Georgetown</a> <a href="#">Royalty</a>		Prince Edward Island	6-Community (1)	A1-Approved
BBAGL	<a href="#">South Pinette</a>		Prince Edward Island	6-Community (1)	A1-Approved
BBAGJ	<a href="#">Northport</a>		Prince Edward Island	6-Community (1)	A1-Approved
BBAGV	<a href="#">Oyster Bed</a>		Prince Edward Island	6-Community (1)	A1-Approved
BBAGU	<a href="#">Inkerman</a>		Prince Edward Island	6-Community (1)	A1-Approved
BBAGS	<a href="#">Pisquid East</a>		Prince Edward Island	6-Community (1)	A1-Approved
BBAGR	<a href="#">Bear River South</a>		Prince Edward Island	6-Community (1)	A1-Approved
BBAGO	<a href="#">Mount Tryon</a>		Prince Edward Island	6-Community (1)	A1-Approved

Showing 1 to 11 of 11 entries (filtered from 48 total entries) |

**1**

**4) Shows the total number of records returned:**

Showing 1 to 20 of 221 entries |

As you change pages, the numbers are adjusted. For example on Page 3 you would see:

Showing 41 to 60 of 221 entries |

**5) Change pages to see more results:**

← Previous    1    2    **3**    4    5    ...    12    Next →

### 1.2.2 Select name

If for some reason too many results are shown you can reselect the Search for names tab and execute another search. Once you have found the name you are looking for, click on the feature name (underlined) and the full metadata of that record will appear in the *View Information Tab* (next, Section 1.3)

## 1.3 View information Tab

The *View Information* Tab allows you to view the attributes of the name you select from the search results. The *Search and view a name* activity will not allow you to modify the information. You can see the attributes for other names returned in your search results by going back to the *Select a name* tab and selecting another name.

**Warning:** Do not use the Back button in the browser – use the tabs or buttons. Otherwise, GNAPP will re-initialize, going back to the *Select an action* page. You will lose all your search criteria and results.

The *View information* tab is divided into Core Information, Related Toponyms, Toponymic Feature, Delineations, Toponymic Decisions, Jurisdiction, Optional Information and Toponymic Activities

### 1.3.1 Core information

This section lists the core fields for a name. Refer to [Appendix A](#) for field (attribute) definitions.

**Search a name** [Select another action](#)

1. Search for names 2. Select a name 3. View information

**Core Information**

CGNDB Key	DAROH
Name	Daddy Good Mountain
Language of origin (Indigenous)	und-Undetermined
Geographical Name (Name on Map)	Daddy Good Mountain
Language on map (Fra/Eng/Und)	und-Undetermined
Concise	Mountain
Generic	2701 - Mountain
Is Obscure Generic	✘ No
Region	New Brunswick
Status	Official
Toponymic authority	New Brunswick-Tourism, Culture and Heritage
Is Public	✔ Yes
Latitude (DD)	44.9990510
Longitude (DD)	-66.9541370
Latitude (DMS)	44° 59' 57" N
Longitude (DMS)	66° 57' 15" W
Gazetteer Map	021B15

**Toponymic group:** It is possible for a name to be part of a toponymic group (see definitions in [Section 1.1.6](#)). When that happens, just above the core information table, the name of the group (or groups) to which the name belongs is (are) listed. In the example below, the name is Pan-Canadian, required a joint decision and has more than one official name.

**Search a name** [Select another action](#)

1. Search for names 2. Select a name 3. View information

**Core Information**

This geographical name is labelled as : **Pan-Canadian** | **Joint Decision** | **Multiple**

### 1.3.2 Related Toponyms

#### Related Toponyms

CGNDB Key 	Name 	Feature ID 	Generic 	Status 
<a href="#">ABWUS</a>	Big Judy Cove	0d01053f849c20c345c679b384289b7d	1407-Cove (2)	A1-Approved
<a href="#">ABWUT</a>	Big Judys Cove	0d01053f849c20c345c679b384289b7d	1407-Cove (2)	B1-Not Named

This section provides basic information about related names. You can move between related names without having to do another search.

Note that related names do not necessarily share the same Feature ID. The footprint of related names can be different and this is reflected in their different Feature IDs.

To view the information for a related name, click the CGNDB Key. Sort options on the CGNDB Key, Name, Feature ID, Generic and Status are also available.

### 1.3.3 Toponymic Feature

Attributes that help define the feature itself are under the Toponymic Feature section.

#### Toponymic Feature

<b>Feature ID</b>	0d01053f849c20c345c679b384289b7d
<b>Map Index</b>	001N04
<b>Border Flag</b>	Not Identified
<b>National Park</b>	Not Identified
<b>1<sup>st</sup> Geographic Location</b>	Placentia
<b>2<sup>nd</sup> Geographic Location</b>	
<b>1<sup>st</sup> Administrative Location</b>	
<b>2<sup>nd</sup> Administrative Location</b>	
<b>Location narrative</b>	E. of Placentia

### 1.3.4 Delineations

This section groups all delineations available for a name. A delineation may be a point, line or polygon(s). For all names in the database, the minimum delineation required is a point. (see [Section 8](#)).

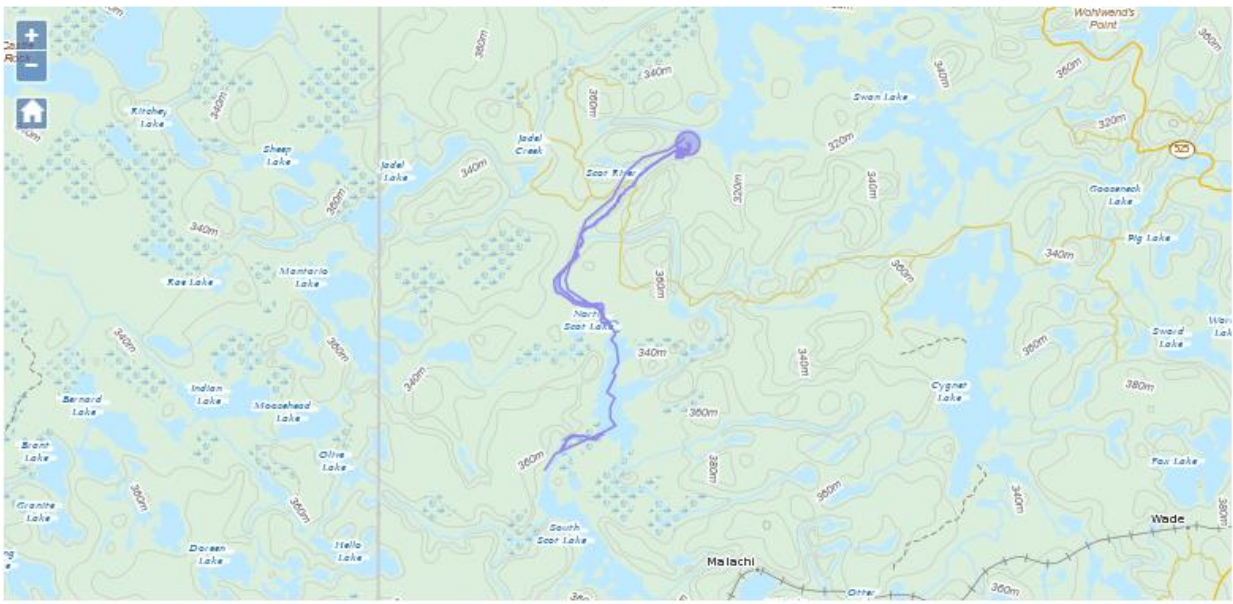
If available, other delineations are displayed on the map and listed in the table below the map. The checkbox in the column named *Visible?* is used to make delineations appear and disappear on the map.

The map will be initially zoomed around the largest existing geometry, but can be changed either by the scroll wheel on the mouse or the +/- buttons on the map.

*Example 1: Point, Line, Multi-polygon delineations*

### Existing Delineations

► Instructions: Map Navigation



Visible?	Source	Geometry Type	Validity Date
<input checked="" type="checkbox"/>	Ontario-Ministry of Natural Resources and Forestry	Point	1926-12-31
<input checked="" type="checkbox"/>	Atlas Large Scale Data	LineString	2015-10-30
<input checked="" type="checkbox"/>	Ontario-Ministry of Natural Resources and Forestry	MultiPolygon	2015-10-29

The screen capture above shows that three delineations are available for *Scot River*:

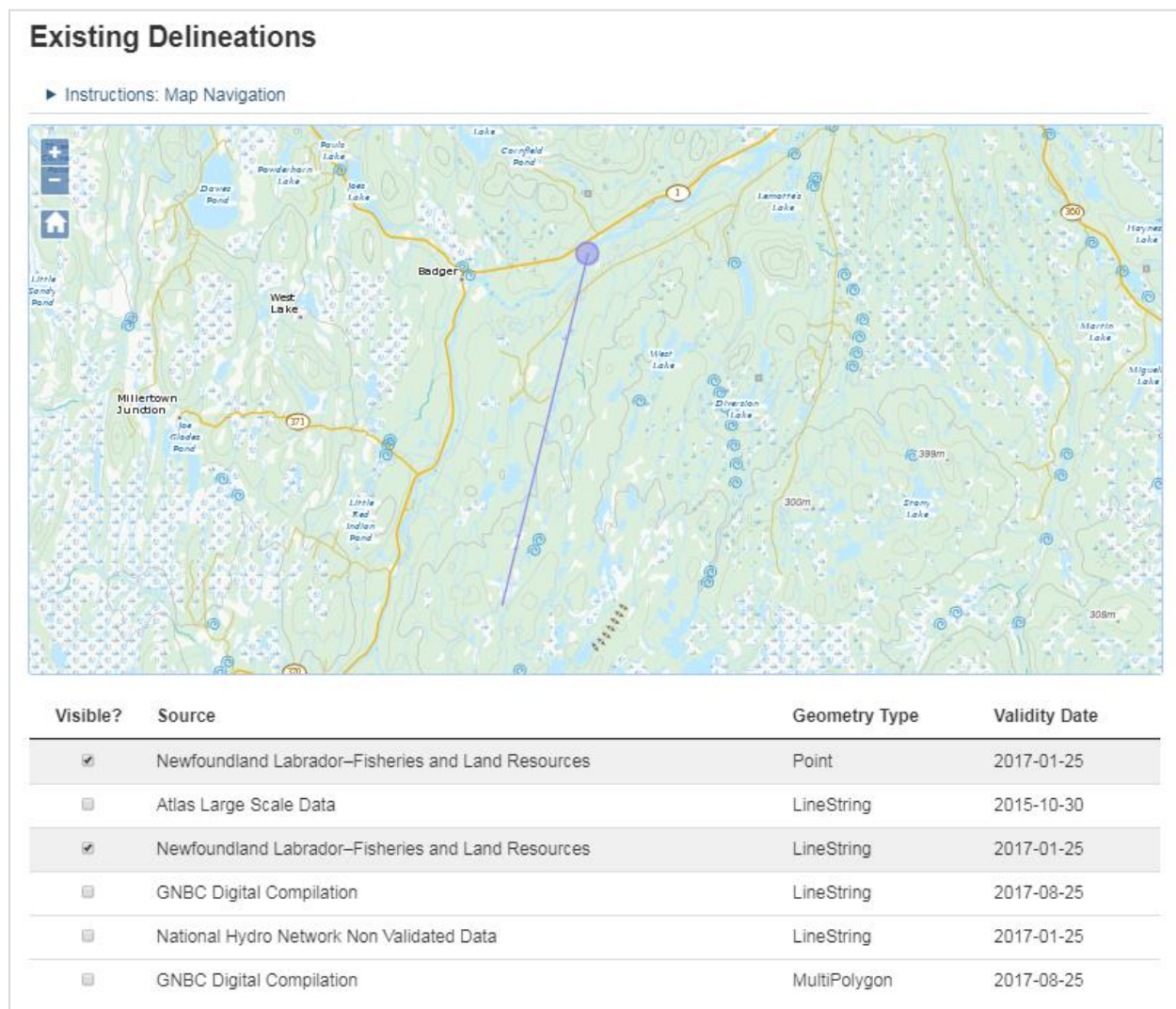
1. the point geometry from Ontario that represents the official coordinates of the feature
2. a line geometry from the Atlas Large Scale dataset and
3. a multi-polygon from Ontario.










*Example 2: Headwater-mouth delineation (straight-line), Combined line-polygon delineation*

For river features, the point corresponds to the mouth of the river. Straight line features are created between the headwater and mouth when both coordinates are available.

The following screen capture shows Tom Joe Brook delineations provided by the authoritative source, the official point feature and the line created with the headwater information.



### 1.3.5 Toponymic Decisions

Toponymic Decisions					
Decision Date 	Effective Date 	Authority 	Status 	Description 	Decision Document 
2018-02-05		Parks Canada	A3-Dual Approval	Joint decision	 PDF
2017-02-02		Newfoundland Labrador– Fisheries and Land Resources	A3-Dual Approval	Joint decision	

This section provides information that relates to a decision: the date, the effective date (if different from the decision date), the authority, the status that was given to the name by the decision, a brief description of the decision, and when available, the document associated to the decision. If there is an attached decision document, you can view it by clicking on the PDF button.

Note that the status shown will be the old status unless a decision was entered after the release of GNAPP using the new status code values. Mapping of the codes can be found under [Section 1.1.5](#)

### 1.3.6 Jurisdiction

#### Jurisdiction

Record identifier	67896149
Feature identifier	
Entity code	
Status	A3
Source Name Origin	
Jurisdictional Flag	Not Identified

Some jurisdictions have a different way of coding certain attributes such as a unique identifier and the entity. Their specific information is saved in this section. If your jurisdiction does not use these fields, the attributes are left blank.

**Status:** Note how this added field now contains the last status code the name had before its conversion to the new status codes (i.e. prior to November 2018).

**Source Name Origin:** allows you to enter relevant information about the name.

### 1.3.7 Optional Information

#### Optional Information

<b>Syllabic Form</b>	ᑭᑭᑭᑭ ᑭᑭᑭᑭ ᑭᑭᑭᑭ
<b>GNBC Name Origin</b>	Valley heading inland.

The **Syllabic Form** of a name is only used by Nunavut and will be blank for all other jurisdictions.

The **GNBC Name Origin** contains information that the Secretariat has added as additional information on the name. This field is only editable by members of the Secretariat.

### 1.3.8 Toponymic Activities

#### Toponymic Activities

Activity Date 	Type 	Description 	Entered By 
2015-11-25	Addition	Initial batch load	batch_load
2012-03-09	Correction and Update	Initial batch load	Mainville
2010-03-05	Addition	Initial batch load	Mainville

This section allows you to follow changes that were made to a specific record. You can see when a record was edited, the type of edit, a brief description of the edit provided by whoever modified the record, and the username of the person who made the edit.

## 2 EDIT ATTRIBUTES OF A NAME

This activity allows you to modify attributes of names that are under your jurisdiction (toponymic authority is set to your jurisdiction) and **do not require a decision**. Attributes that cannot be modified are greyed out and cannot be changed.

### 2.1 Search for names and Select a name Tabs

The *Search for names* Tab and *Select a name* Tab offer the same functionality for all activities. For additional information please refer to [Sections 1.1](#) and [1.2](#).

### 2.2 Edit attributes of a name Tab

#### 2.2.1 Core Information \*New Language of origin field\*

[Save](#)

### Core Information

CGNDB Key: OAE EK

Name: Davis Strait

Language of origin (Indigenous): und-Undetermined

Geographical Name (Name on Map): Davis Strait

Language on map (Fra/Eng/Und): eng-English

Syllabic Form:

Concise: Channel

Generic: 1204 Strait

Is Obscure Generic

Region: Nunavut

Status: Official

Is Public

Toponymic authority: Nunavut-Department of Culture and Heritage

Latitude (DD):

Longitude (DD):

Latitude (DMS):

Longitude (DMS):

Gazetteer Map: 016E03

In the Core information section, the only editable attributes are:

- Language of origin
- Language on map
- Generic
- Is Obscure Generic and
- Gazetteer Map attributes

See [Section 3.2.1](#) for a description of what to enter here, particularly for the language fields. See also some cases in [Appendix C – Language Attribute Examples](#).

If you want to edit the **Latitude** or **Longitude** you need to use the *Add, Modify or Delete a Delineation* activity ([Section 8](#)).

## 2.2.2 Related Toponyms

If there are related names they will be shown but you will not be allowed to view their information from here.

## 2.2.3 Toponymic Feature

### Toponymic Feature

<b>Feature ID</b>	<input type="text" value="73f011ddd05511d892e2080020a0f4c9"/>
<b>Map Index</b>	<input type="text" value="011L08"/>
<b>Border Flag</b>	<input type="text" value="Not Identified"/>
<b>National Park</b>	<input type="text" value="Not Identified"/>
<b>1<sup>st</sup> Geographic Location</b>	<input type="text" value="Kings"/>
<b>2<sup>nd</sup> Geographic Location</b>	<input type="text" value="47"/>
<b>1<sup>st</sup> Administrative Location</b>	<input type="text"/>
<b>2<sup>nd</sup> Administrative Location</b>	<input type="text" value="Eastern Kings"/>

**Location narrative**

NE. of Souris

Under the toponymic feature all fields except the Feature ID and the National Park fields can be edited.

If you know that a feature crosses a border, you should update the border flag field. By default the value is set to Not Identified but the image below shows the different values available for this field.

<b>Border Flag</b>	<div style="background-color: #0070c0; color: white; padding: 2px;">Not Identified</div> <ul style="list-style-type: none"> <li>Territorial Boundary</li> <li>Provincial and Territorial Boundary</li> <li>Provincial Boundary</li> <li>No Boundary</li> <li>International Boundary</li> <li>International Provincial Territorial Boundaries</li> <li>International and Provincial Boundaries</li> <li>International and Territorial Boundaries</li> </ul>
<b>National Park</b>	
<b>1<sup>st</sup> Geographic Location</b>	
<b>2<sup>nd</sup> Geographic Location</b>	

**Geographic and Administrative Locations** refer to administrative hierarchies which are different for each province/territory. See [Appendix B](#) for the types of location that apply to your jurisdiction for these fields.

#### 2.2.4 Jurisdiction **\*Added Source Status field \***

**Jurisdiction**

Record Identifier	<input type="text" value="LAGAB"/>
Feature Identifier	<input type="text" value="Enter identifier"/>
Entity Code	<input type="text" value="Enter identifier"/>
Source Status	<input type="text" value="A6"/>
Source Name Origin	<input type="text"/>

All information under the Jurisdiction section can be modified to record any of your own identifiers or codes.

**Source Status:** This field was added to this section to hold the former status codes (i.e. the alphanumeric codes such as A1 or B10). If you wish, you can use this field to store the old version of the status code. Also if your data is entered in batch mode and you provide the old status it will be written to this field and the Status field will have the new value (eg. Official).

**Source Name Origin** is where you may enter relevant information about the name.

GNBC Information

### GNBC Information

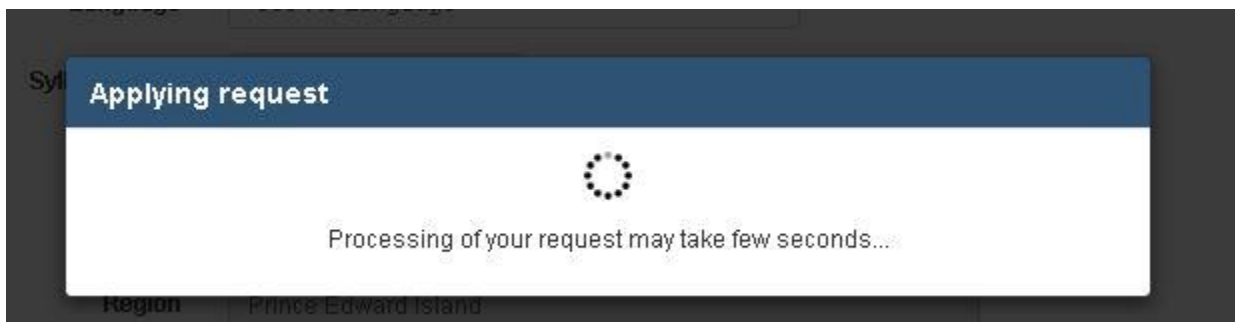
**Jurisdictional Flag** Not Identified ▼

**GNBC Name Origin** 
 North Lake (Sett.) was adopted in Place Names of PEI, 1925. Confirmed 7 January 1947 on 11L/8. Status changed to Locality in 1960 Gazetteer. Status confirmed as a Locality when North Lake became part of the Community of Eastern Kings in 1974.

Information under GNBC is shown to allow you to copy the history of the name to your Jurisdiction source name origin without having to re-type.

### 2.2.5 Saving Changes

You can use the **Save** button at the bottom or the top of the page to save the changes you have made. Once you click the save button you will be informed that changes are being written.



And if your change was successful you will be brought to the top of the page and the following message will be shown:



## Edit information related to a name

Select another action

### ✔ Request succeeded

The record has been saved to the database.

Every time you update a name, a record is added to the Toponymic Activities log, and can be seen in the View information tab of a *Search and view a name* activity.

### Toponymic Activities

Activity Date 	Type 	Description 	Entered By 
2015-12-21	Correction and Update	Edition of name properties	user_pe

## 3 ENTER A NEW NAME

### 3.1 Pre-check: Search for names

Before attempting to add a new name for a feature, you need to verify that the name has not been previously added. A way of doing so is to search for the same name and generic (see [Sections 1.1](#) and [1.2](#)).

You can then review the attribute information for the records to confirm that a record does not already exist. If the same record is currently in the database, it may need to be confirmed using the *Add a decision to an existing name (Confirmation, Reinstatement, Dual approval or Application Altered activity)* – [Section 7.0](#).

### 3.2 Create the name

When you have confirmed that the name is not in the database, you can click on *Enter a new name*. Once again, mandatory fields have a red asterisk before the attribute name. The Region and Toponymic authority are already set to your jurisdiction.

#### 3.2.1 Core Information \*New Status codes and Language of origin field\*

## New name for an unnamed feature Select another action

### Core Information Save

**CGNDB Key**

**\* Name**

**Language of origin (Indigenous)**

**\* Geographical Name (Name on Map)**

**Language on map (Fra/Eng/Und)**

**Concise**

**\* Generic**

Is Obscure Generic

**\* Region**

**\* Status**

Is Public

**Toponymic authority**

**Gazetteer Map**

Adding the Core information is essentially the same as in *Add a new name to an existing feature* ([Section 3.2.1](#)). Note that this section also includes a discussion of what is expected in the changed language fields and further refers you to some cases in [Appendix C – Language Attribute Examples](#).

For descriptions of new status codes, see [Section 1.1.5](#).

### 3.2.2 Delineation information

Because delineations can be provided by more than one source, the value is set to your jurisdiction by default and you indicate the date for which that delineation is valid.

### Delineations Information

**Source**

**\* Validity Date**

The minimum delineation required is a point (latitude/longitude coordinate) – it is mandatory and should be in NAD83. You can choose to enter the coordinates in Decimal Degrees (DD) or Degrees-Minutes-Seconds (DMS).

**Delineation Geometry**

▶ Instructions: Map Navigation

+

-

🏠

DD

DMS

**Latitude**

**Longitude**

ⓘ Coordinates must be in NAD83 reference system.

[Preview and Define as Geometry](#)

You **MUST** click the [Preview and Define as Geometry](#) button to validate your entry. After clicking this button, the point will be shown on the map.

If the coordinates you have entered don't appear in the correct place on the map, you can change the values but you must **click** the [Preview and Define as Geometry](#) button **every time** you make a change to make sure the coordinates are updated properly.

### 3.2.3 Toponymic Feature (Optional)

### Toponymic Feature

<b>Map Index</b>	<input type="text" value="031G06"/>	
<b>Border Flag</b>	<input style="border: 1px solid #ccc;" type="text" value="Not Identified"/>	
<b>National Park</b>	<input style="border: 1px solid #ccc;" type="text" value="Not Identified"/>	
<b>1<sup>st</sup> Geographic Location</b>	<input type="text"/>	<b>Location narrative</b> <input type="text"/>
<b>2<sup>nd</sup> Geographic Location</b>	<input type="text"/>	
<b>1<sup>st</sup> Administrative Location</b>	<input type="text"/>	
<b>2<sup>nd</sup> Administrative Location</b>	<input type="text"/>	

All of the attributes in this section are optional except for the National Park field that can not be edited

You will see that the gazetteer map value from the Core Information is automatically copied to the Map Index list. The gazetteer map value should be the first in the Map index list. If a feature covers more than one NTS map, this is where you list the other sheets.

No validation is currently being done on the values entered under the Map index field. If a feature touches all maps of the NTS 50K then instead of listing all maps at the 50K scale, the 250K scale should be specified (e.g. 031G01, 031G02, 031G03 ... 031G16 should be shown as 031G).

### 3.2.4 Decision

#### Decision

Search decision
Reset Decision form

**Decision ID**

**Decision Date**

**Effective Date**

**Description**

**Decision Document**  Browse...

**Toponymic authority** Geographical Names Board of Canada Secretariat ▼

Remember that depending on the status code you enter (e.g. Official), a decision date could be mandatory. See [Section 3.2.3](#) for more information on entering decisions and decision document PDFs.

### 3.2.5 Jurisdiction (Optional) \*New Source Status field\*

#### Jurisdiction

**Record identifier**

**Feature identifier**

**Entity code**

**Source Status**

**Source Name Origin**

All the attributes in this section are optional. Note that you can now enter the status code as we once knew them (e.g. A status or C status) in the Source Status field. (Currently only Official, For information, Pending or Alternate can be set for the Core information).

When you are done entering the information, please click the [Save](#) button at the bottom or the top of the page.

## 4 ADD AND ADDITIONAL NAME TO AN EXISTING FEATURE

This activity allows you to add a name to an existing feature i.e. a feature that has already been named and is in the database. You are only allowed to do so in your jurisdiction; therefore, your region is selected by default.

This action is typically performed to add another name in an Indigenous language or the other official language (English or French) to an already named feature. At the moment, no validation is done to make sure the language fields are updated properly. Note that if you choose this option, you would normally also update the language field of the other name ([Section 2.2.1](#)).

### 4.1 Search for names and Select a name Tabs

The first step is to find the already named feature that you want to add a name to. The *Search for names* Tab and *Select a name* Tab offer the same functionality for all activities. For additional information please refer to [Sections 1.1](#) and [1.2](#).

### 4.2 Add a name Tab

Because you are adding a name to an existing feature, some attributes should be the same and will be copied from the existing feature (for example, coordinates, related keys and attributes under the toponymic feature section).

#### 4.2.1 Core Information **\*New Status codes and Language of origin field\***

### Add a name on an existing feature Select another action

1. Search for names

2. Select a name

#### Core Information

**CGNDB Key**

**\* Name**

**Language of origin (Indigenous)**

**\* Geographical Name (Name on Map)**

**Language on map (Fra/Eng/Und)**

**Concise**

**Generic**

has-Haisla  
hax-Haida-Southern  
hdn-Haida-Northern  
hei-Heiltsuk  
hur-Halkomelem  
ike-Inuktitut-Eastern Canadian  
ikt-Inuinnaqtun  
kkz-Kaska  
kut-Kutenai  
kwk-Kwakiutl  
lil-Lillooet  
lkt-Lakota  
mic-Micmac, Mi'kmaq  
moe-Montagnais  
moh-Mohawk  
**ncg-Nisga'a**  
nsk-Naskapi  
ojb-Ojibway-Northwestern  
ojc-Ojibway-Central  
ojg-Ojibway-Eastern  
ojs-Severn Ojibwa  
ojw-Ojibway-Western  
oka-Okanagan  
one-Oneida  
ono-Onondaga  
otw-Ottawa  
pot-Potawatomi  
pqm-Malecite-Passamaquoddy  
scs-North Slavey  
sec-Sechelt

Save

Is Obscure Generic

**\* Region** Yukon

**\* Status** Select...

Is Public

**Toponymic authority** Yukon-Department of Tourism and Culture

**Latitude (DD)** 60.3236111

**Longitude (DD)** -134.9850000

**Latitude (DMS)** 60° 19' 25" N

**Longitude (DMS)** 134° 59' 6" W

**Gazetteer Map** 105D07

**CGNDB Key:** If you have a block of keys reserved (this does not apply to all jurisdictions) you can use a key from that block. If not, when the record is saved, a CGNDB Key will be assigned.

**Name:** You must enter the new Name for the existing feature. By default, when you hit tab to move to the next field, that name will be copied in the Geographical Name (Name on Map) field.



**Geographical Name (Name on Map):** If the name automatically generated is in an undesirable format for showing on a map (e.g. Blue, Lake vs Lake Blue) you can modify it.

**Language of origin (Indigenous):** By default this is set to “Undetermined”; if known, this language should be set. The list contains all ISO Indigenous languages applicable to Canada – if the language of origin is known but is not shown in the list, set it to *mis-Uncoded Languages* and record the language in the Source Name Origin in the Jurisdiction section. (Note that English and French are not used for this attribute.)

**Language on map (Fra/Eng/Und):** A language is chosen in this field only for multiple official names and corresponds to the generic portion of the name. The *Language on map* attribute determines which official name is displayed on a unilingual map when there is a choice. *Undetermined* is used for all single names and indicates that the name is always shown.

Because adding a new name to an existing feature means the feature has multiple names, the language fields of the existing feature should also be checked and updated as necessary (*Edit attributes of a name activity*, [Section 2.2.1](#)).

For help understanding the language fields, see some cases in [Appendix C – Language Attribute Examples](#).

**Note:** When assigning a new name to an existing feature, you MUST specify the Language of origin and/or Language on map. The new name should be a different language than the existing feature; if not, when being mapped one of the names will end up being arbitrarily dropped. No validation of this is done in GNApp.

**Generic:** You may also need to select the generic if, for instance, it requires a generic in the other language. By default, the generic and the Is Obscure Generic inherit the same value as the initial name.

**Status:** The only status codes available for this activity are Official, For information, Pending and Alternate (see [Section 1.1.5](#) for descriptions). Depending on the status chosen the Is Public box is checked or not automatically.

**Latitude and Longitude:** This activity does not allow you to change coordinates. If you see that the coordinates are wrong, it indicates that they are also wrong for the record that was already in the database. Ideally, you should modify the coordinates of the existing record first, but if

you have not done so, you can go to the *Add, Modify or Delete a delineation* activity ([Section 8](#)) to make the changes. Related records will also be updated.

**Gazetteer Map:** In the current version of the application, no validation is done on the gazetteer map you have entered (e.g. to ensure the coordinates fall within the given gazetteer map).

## 4.2.2 Toponymic Feature

Because we are adding a name to an existing feature the information under this section should not need to be changed (copied from the initial record). If you do change them you should go back and update the initial record as well.

## 4.2.3 Decisions (and PDF Decision Documents)

The name may be on an entirely new decision document, or may be part of an existing decision document that contains a list of many names. In order that the database not contain multiple copies of the same decision document, there are two options available for entering decisions and their associated PDF documents.

### 4.2.3.1 New Decision and PDF Decision Document

For a new decision (i.e. one not already in the database) fill in the sections on the form.

### Decision

Search decision
Reset Decision form

**Decision ID**

**Decision Date**

**Effective Date**

**Description**

**Decision Document**  No file chosen

**Toponymic authority**

**Decision ID:** will be assigned by the system.

**Decision Date:** Although a decision date is not mandatory, if the new name has an official status (i.e. Official or Alternate), the decision date will be required or else the application will not allow you to save the new record.

**Effective Date:** Leave this out unless it is different from the Decision Date.

**Description:** As the name indicates, the Description should include a brief description of the content of document. For example, if a decision includes all names on an NTS sheet, the description should indicate that.

**Decision Document:** These MUST be in **PDF format**. You are encouraged to add a PDF copy of the decision document. Clicking the **Choose File/Browse** button next to Decision Document allows you to select and upload the document.

#### 4.2.3.2 Existing Decision with a Decision document PDF

If the decision is part of a list, you should “re-use” an existing decision for which a PDF has been uploaded – essentially linking the name to the same decision id with the PDF. This would be the case when entering or editing multiple names from a decision – the first one is entered and the PDF uploaded via the form, and all other names will be linked to that first decision record as they are added or updated.

To link to an existing decision record and PDF, click the [Search decision](#) button. The following box will appear :

This box allows you to find the existing decision by searching by CGNDB\_ID (if you know another key that was on the same decision), by a name, a range of decision dates and/or by toponymic authority.

**Note** that this function searches only those decision records that have PDFs. At this time, there are a limited number of decisions that have been scanned and entered into the database, but the number will grow as new decisions are entered.

The image below shows an example where the CGNDB\_ID ACVAQ returned the correct decision.

(You can click the **PDF** button to check the document.)

Clicking the Decision ID brings you back to the previous page with the information in the Decision section filled in – including a link to the decision document PDF.

Note that it is possible that, depending on the search criteria entered, there may be more than one decision returned. If you happen to choose the wrong decision, simply click

**Reset Decision form**

and all fields of the Decision will be emptied.

#### 4.2.4 Jurisdiction

The attributes under this section are for you to enter information that you want to add. The content of these attributes is never made public.

#### 4.2.5 GNBC Information

The Syllabic Form of the name is shown if it applies.

Once you have added all the information, you can click the [Save](#) button at the top or bottom of the page. You should receive confirmation that your new record was added. If not, then an error message should indicate why.

## 5 REPLACE A NAME (DECISION REQUIRED)

As indicated in the title, a decision is required for this activity. Without a decision date, you will not be able to save the information. This form should only be used with published official names. If you attempt to use this form with a name that does not have that status, a yellow warning message will be shown.

### Warning!

This form should be used for published official names only.

### 5.1 Search for names and Select a name Tabs

First, find name that is to change using the *Search for names* tab and *Select a name* tab. It is probably safest to use the CGNDB Key for searching, since only the minimum number of attributes are displayed and it may be difficult to ensure you have the name you want.

These tabs offer the same functionality for all activities. For additional information please refer to [Sections 1.1](#) and [1.2](#).

### 5.2 Edit name Tab

This activity modifies the current record and creates a new one.

#### 5.2.1 Former Name \*New Status codes\*

The Former Name section only allows you to change the status of the current record (greyed out attributes are not editable e.g. CGNDB\_KEY)

### Former Name

**CGNDB Key**

**Name**

**Name on Map**

**Generic**

**\* Status** 

- Official
- Official
- Previously Official
- Unpublished

### 5.2.2 Replacement Name

The Replacement Name section lets you specify the new name (automatically copied to the Name on map, but can be edited).

The generic cannot be changed and the Status defaults to Official.

### Replacement Name

**CGNDB Key**

**\* Name**

**\* Name on Map**

**Generic**

**Status**

Although not all attributes appear on the screen, all attribute values of the former record will be copied to the new one.

### 5.2.3 Decision

The Decision section contains the same information as *Add an additional name on an existing feature* –[Section 3.2.3](#), Decisions (and PDF Decision Documents).

Click **Save** when all information has been entered.





## 6 RESCIND A NAME (DECISION REQUIRED)

When a name is no longer official it needs to be rescinded in the database. This scenario is used when a name is no longer official and a new name has not been chosen to replace it.

### 6.1 Search for names and Select a name Tabs

To do so you search for the name using the criteria of your choice (preferably the CGNDB\_KEY) and select it from the list returned ([Sections 1.1](#) and [1.2](#)).

This option only returns names that are official. As with *Replace a name*, if you attempt to use this form with a name that does not have *Official* status, a yellow warning message will be shown.

#### **Warning!**

This form should be used for published official names only.

### 6.2 Rescind name Tab

#### 6.2.1 Name Information \*New Status code\*

This tab only allows you to change the status of an official name to:

1. **Previously official** if a new name has not been given to the entity
2. **Unpublished** if the name has been found to be offensive
3. **Pending** if the official status of the name is being reviewed.

#### 6.2.2 Decision

A decision date is mandatory for this activity (refer to [Section 3.2.3](#) in *Add an additional name on an existing feature*). If a decision date is not entered, you will not be able to save the record.

### Rescind a name Select another action

1. Search for names   2. Select a name   3. Rescind name

---

#### Name Information Save

CGNDB Key: BAAOK

Name: Cambridge

Generic:

\* Status: 

- Official
- Previously Official
- Unpublished**
- Pending

Is Public

---

#### Decision

Search decision Reset Decision form

Decision ID:

\* Decision Date:

Effective Date:

Description:

Decision Document:  Browse...

\* Toponymic authority: Prince Edward Island-Department of Finance

---

Save Cancel

Click **Save** when all information has been entered.

## 7 ADD A DECISION (SECOND APPROVAL, CONFIRMATION, ETC.) (DECISION REQUIRED)

### 7.1 Search for names and Select a name Tabs

The first step for this activity is to search and find the name for which a decision needs to be added ([Sections 1.1](#) and [1.2](#)).

### 7.2 Add a decision Tab

## Add a decision to an existing name

Select another action

1. Search for names

2. Select a name

3. Add a decision

Save

### Name Information

CGNDB Key

Name

Generic

\* Status 

Pending  
 Official  
 Previously Official  
 Unpublished  
 Alternate

---

### Decision

Search decision
Reset Decision form

Decision ID

\* Decision Date

Effective Date

Description

Decision Document  Browse...

\* Toponymic authority Newfoundland Labrador–Fisheries and Land Resources ▼

Save
Cancel

### 7.2.1 Name Information

The *Add a decision* tab only allows you to change the status of the name. If the Is Public box is checked, the name will be published and if unchecked then it will NOT be published (note that in the image the Is Public box is hidden under the list of status codes).

### 7.2.2 Decision

This activity requires a decision, meaning that the decision date is also mandatory (red asterisk). You are encouraged to enter a description as well as to attach a decision document (PDF File). The full procedure on how to enter a decision and its PDF is found in [Section 3.2.3](#) in *Add a name to an existing feature*.

Once all fields are populated, click the **Save** button.

## 8 ADD, MODIFY OR DELETE A DELINEATION

This activity allows you to add, modify or delete a delineation. The Edit Delineation Tab gives you access to all delineations available for the selected feature.

### 8.1 Search for names and Select a name Tabs

Like all activities, you need to find the record that needs to be modified ([Sections 1.1](#) and [1.2](#)).

### 8.2 Edit delineation Tab

After you select the record to modify, the following screen is shown:

### Add, Modify or Delete a delineation

Select another action

1. Search for names

2. Select a name

3. Edit delineations

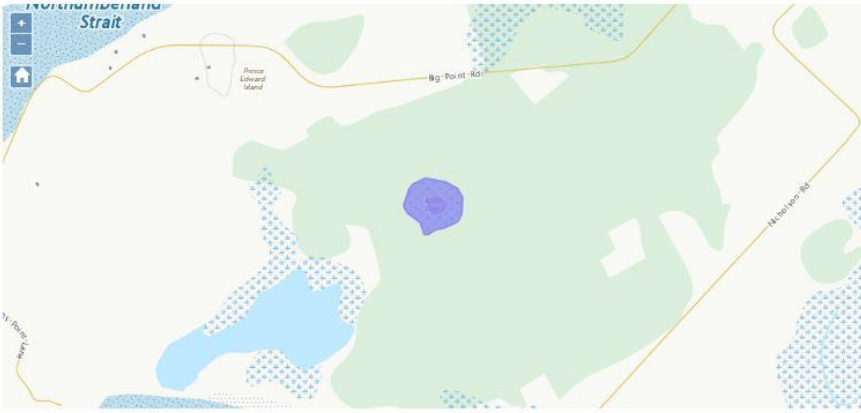
#### Related Toponyms

Save

CGNDB Key	Name	Toponymic Feature ID	Generic	Status
BAAKG	Black Lake	0c0adf1a849c20c3ecd1a290ba29c545	951-Lake	Official

#### Existing Delineations

▶ Instructions: Map Navigation



Visible?	ID	Source	Geometry Type	Validity Date	Edit/ Delete
<input checked="" type="checkbox"/>	164419	Prince Edward Island- Department of Finance	Point	1972-01-18	<span>✎</span>
<input checked="" type="checkbox"/>	25583	GNBC Digital Compilation	Polygon	2015-10-29	<span>🗑</span>
<input checked="" type="checkbox"/>	46549	National Hydro Network Non Validated Data	Polygon	2015-10-29	<span>🗑</span>

Add

Save Cancel

### 8.2.1 Modifying the current point

If you want to update the point coordinates for the name, the first step is to click the **Edit/Delete** button highlighted in the picture below.

Id	Source	Geometry Type	Validity Date	Edit/Delete
<a href="#">423681</a>	Prince Edward Island-Department of Finance	Point	2015-12-23	

 Add

The Edit Delineation window opens:

**Edit Delineation** ✕

---

**Delineations Information**

Source Prince Edward Island-Department of Finance


Validity Date 2016-02-18

---

DD DMS

Latitude 46.379999999999995

Longitude -62.8

 Coordinates must be in NAD83 reference system.

Edit Cancel

The **Source** is set to your jurisdiction. The **Validity date** indicates the date when the delineation became valid.

The Edit Delineation window allows you to enter the coordinates in Decimal Degrees (default) or in Degrees, Minutes, Seconds (NAD-83). By default, the DD Tab is selected and the current value is shown in the latitude, longitude boxes (see previous image).



If you prefer to use DMS, click the DMS Tab.

**Edit Delineation**

**Delineations Information**

Source: Prince Edward Island-Department of Finance

Validity Date: 2016-02-18

DD | **DMS**

**Latitude**

D M S

**Longitude**

D M S

**Coordinates must be in NAD83 reference system.**

**Edit** Cancel

As shown in the above image, the DD coordinates are not converted. You will need to enter the latitude and longitude in the Degrees, Minutes, Seconds boxes.

After you have modified the data, click the **Edit** button which brings you back to the Edit Delineation Tab where the position of the new coordinate is shown on the map. You can repeat this process as often as you want. When you are satisfied with the coordinate, click the **Save** button. A message will indicate that your request is being written to the database and when everything is saved, "Request Succeeded" will be written at the top of the Edit Delineation page (next image).

## Add, Modify or Delete a delineation Select another action

✔ **Request succeeded**  
The record has been saved to the database.


1. Search for names    2. Select a name    3. Edit delineations

### Related Toponyms Save

CGNDB Key	Name	Toponymic Feature ID	Generic	Status
BBHCL	Judy's New Named Lake	041c927d51ca24590151cfadc1ee0000	951-Lake	C3-Proposed Name

### Existing Delineations

▶ Instructions: Map Navigation



Id	Source	Geometry Type	Validity Date	Edit/Delete
<a href="#">423681</a>	Prince Edward Island-Department of Finance	Point	2016-01-06	

Add

Save
Cancel

### 8.2.2 Adding a delineation

It is now possible to add another point, an oriented line with two points, or a polygon (shapefile) to a name. You can add one or more during the same activity. If you choose to do so

it is important to click the **Define as Geometry** button for each delineation added but you only need to click the **Add** button once.

For all three types of delineation you need to select the Source (the provider of the delineation), enter the start Validity Date, indicate if it Is Complete (does the delineation cover the entire feature?) and indicate if it Is Best (is it the best representation of the feature).

To start, click the **Add** button at the bottom right of the delineation listing. The following screen is shown.

### Add a Delineation ✕

#### Delineations Information

Source

Validity Date

---

#### Delineation Geometry

**⚠ No Geometry selected**  
Please select one of the options below to create the delineation geometry.

▼ Enter point coordinates

DD  DMS

Latitude

Longitude

**i** Coordinates must be in NAD83 reference system.

**Define as Geometry**

▶ Enter oriented line with two points

▶ Upload Geometry Shapefile

**Add**

#### 8.2.2.1 Adding a new point

By default the window opens with add a new point, [Enter point coordinates](#). As with the Edit option you can enter a coordinate in Decimal Degrees or in Degrees, Minutes, Seconds. Select

the method of your choice by clicking on the appropriate Tab title and enter the latitude and longitude coordinates.

Keep in mind that if you want any of these delineations to be added when you click **Save** you MUST click the **Define as Geometry** button.

### 8.2.2.2 Adding an oriented line with two points

If you want to add an oriented line click on [Enter oriented line with two points](#). Again, you need to choose what format you want to use, DD or DMS, and enter the coordinates.

► Enter point coordinates

▼ Enter oriented line with two points

DD DMS

Starting point

Latitude

Longitude

Ending point

Latitude

Longitude

**i** Coordinates must be in NAD83 reference system.

**Define as Geometry**

► Upload Geometry Shapefile

**Add** Cancel

Then click the **Add** button which brings you back to the previous page and draws the line on the map. The success message also appears at the top of the screen. If the delineation appears to be wrong, you can delete it using the delete button (trashcan). You can repeat this until you are satisfied with the delineation. You then click the **Save** button.

**Request succeeded**  
 The record has been saved to the database.

- 1. Search for names
- 2. Select a name
- 3. Edit delineations

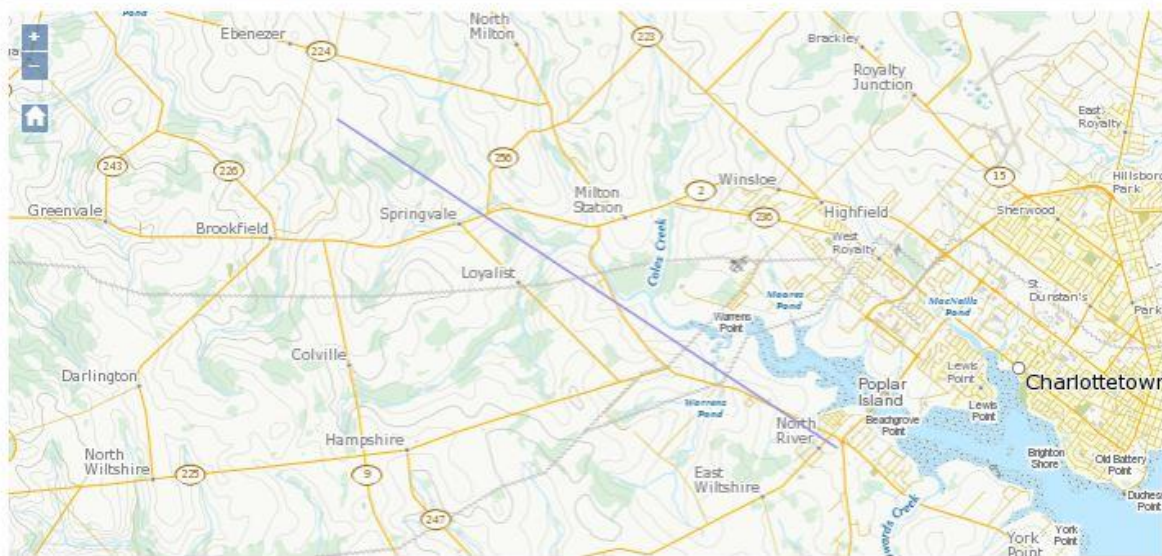
### Related Toponyms

Save

CGNDB Key	Name	Toponymic Feature ID	Generic	Status
BBHBR	Judy's New North	73fd313ed05511d892e2080020a0f4c9	108-Locality	A1-Approved

### Existing Delineations

▶ Instructions: Map Navigation



Id	Source	Geometry Type	Validity Date	Edit/Delete
<a href="#">28526</a>	Prince Edward Island-Department of Finance	Point	1996-06-17	
<a href="#">?</a>	Geographical Names Board of Canada Secretariat	LineString	2016-01-11	

+ Add

Save Cancel

### 8.2.2.3 Uploading a Geometry Shapefile

The third type of delineation that can be added is a polygon; click [Upload Geometry Shapefile](#). The following will be shown:

**Add a Delineation** [X]

**Delineations Information**

Source: Prince Edward Island-Department of Finance

Validity Date: 2016-02-18

**Delineation Geometry**

**⚠ No Geometry selected**  
Please select one of the options below to create the delineation geometry.

- ▶ Enter point coordinates
- ▶ Enter oriented line with two points
- ▼ **Upload Geometry Shapefile**
  - Choose File: No file chosen
  - i** Only files with .shp extension are required and supported. Coordinates must be in NAD83 reference system.

**Define as Geometry**

**Add** **Cancel**

Click the **Choose File** button and select the **.shp** file you want to add. It is important to choose the **.shp**. For this file to be added when you save, you **MUST** click the **Define as Geometry** button. When you click the **Add** button, the polygon is drawn on the map. You can delete it by clicking the delete button (trashcan).



## Add, Modify or Delete a delineation Select another action

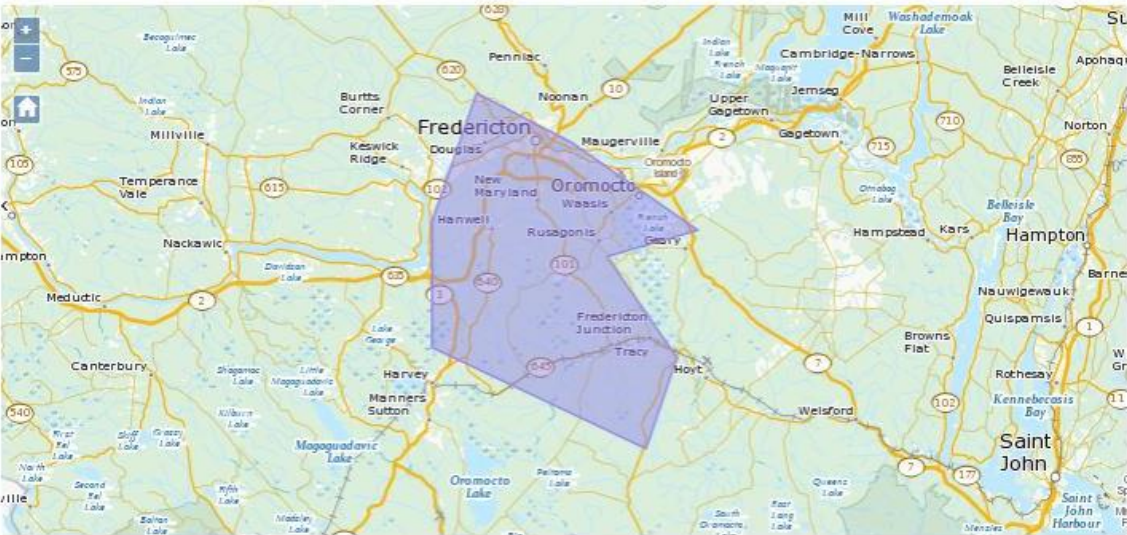
1. Search for names
2. Select a name
3. Edit delineations

### Related Toponyms Save

CGNDB Key <span style="float: right;">↑↓</span>	Name <span style="float: right;">↑↓</span>	Toponymic Feature ID <span style="float: right;">↑↓</span>	Generic <span style="float: right;">↑↓</span>	Status <span style="float: right;">↑↓</span>
BBHCL	Judy's New Named Lake	041c927d51ca24590151cfadc1ee0000	951-Lake	C3-Proposed Name

### Existing Delineations

▶ Instructions: Map Navigation



Id	Source	Geometry Type	Validity Date	Edit/Delete
<a href="#">423681</a>	Prince Edward Island-Department of Finance	Point	2016-01-06	
<a href="#">?</a>	Geographical Names Board of Canada Secretariat	Polygon	2016-01-12	

Save
Add

Save
Cancel

When you have finished adding the delineations you need to click the **Save** button at the bottom of the page. You will notice that the new polygon does not have an identifier (under Id a question mark appears). This means that the **Save** button has not been clicked yet – you need to do so for an identifier to be added.

## 9 APPENDIX A – ATTRIBUTE DEFINITIONS

### A.1 Core Information

**CGNDB Key:** Unique identifier of a toponym used in the Canadian Geographical Names Data Base (CGNDB). It consists of five capital letters, the first (to the left) of which represents the associated authority (e.g. province)

**Name:** Form of the name appearing in the Gazetteer, e.g. "Ontario, Lake", "Saint-Laurent, Fleuve".

**Language of origin (Indigenous):** This field is used to indicate the Indigenous language of origin of a name (the specific part of the name), based on names approved by ISO and applicable to Canada. French and English are not part of the list, only indigenous languages. If a name is English or French, this field remains *Undetermined* e.g. "Lac Abitibi" The language of origin is "alq-Algonquin" and the Language on map is "French" because Lac Abitibi is a Pan-Canadian name and has an English equivalent. See [Appendix C](#) for more detailed examples.

**Geographical Name (Name on Map):** Commonly used form of the toponym or as shown on a map, e.g. "Lake Ontario", "Fleuve Saint-Laurent"

**Language on map (Fra/Eng/Und):** When a feature has a name in more than one language, this field determines which name should be shown on a map. For example, if you search for Labrador Sea this field is set to *eng-English*. This feature also has a French official name, i.e. Mer du Labrador and it has *fra-French* for this field. On an English map, Labrador Sea would be shown but on a French map, we would see Mer du Labrador.

**Concise:** Classifies the name based on the type of the feature. i.e. CITY, TOWN, LAKE, CAVE, etc. This code classifies the Generic Codes into categories. It is populated automatically.

**Generic Code:** Numeric code used to identify the generic portion of a toponym

**Generic Term:** Generic Term as approved by the members of Geographical Names Board of Canada (GNBC)

**Is Obscure Generic:** Toponym whose generic is absent or does not reflect reality (e.g. Reb Bay, NL [ABGRO is a Town , not a Bay], Lac Beauport, QC [EGWDH is a Village and not a lake]). All

incorporated and unincorporated entities with a Generic code between 1 and 214 must receive a yes in the Obscure Generic field

**Region:** Province or territory of Canada or some particular zone or country outside Canada's mainland where the feature is located

**Status:** Information that describes the state and status of the toponym

**Toponymic Authority :** Name of toponymic authority responsible for the name. Authority is also used as a shorter version.

**Is Public:** The toponym is approved and appropriate for publication and public dissemination

**Latitude (DD):** Latitude in Decimal Degrees

**Longitude (DD):** Longitude in Decimal Degrees

**Latitude (DMS):** Latitude in Degrees, Minutes, Seconds

**Longitude (DMS):** Longitude in Degrees, Minutes, Seconds

**Gazetteer\_Map:** Identifier of the toponymic docket or folder associated to the toponym. This identifier generally corresponds to a map index value of the National Topographic System (NTS), e.g. 031G05, but may also be something else, e.g. 4387

## A.2 Related toponyms that do not share the same FID

The **Related Key** relates names historically by CGNDB key and follows the story of the name, rather than that of the feature. In most cases, the Feature ID and Related Key will relate to the same features. The Related Key is not editable through GNApp. In order to relate names of features that do not share the same spatial footprint/delineation, please contact the Secretariat.

For example, Bytown was the previous name for a small portion of current day Ottawa. It does not share the same spatial footprint of Ottawa – so they do not have the same Feature ID, yet the names are still related by Related Key.

## A.3 Delineations

**Id:** Unique value given to a specific delineation

**DD:** Coordinates in Decimal Degrees

**DMS:** Coordinates in Degrees, minutes, seconds.

**Source:** Descriptor of toponymic delineation source

**Geometry Type:** Indicates if the geometry is a point, line or polygon

**Validity Date:** Date of the data source used to create, revise or confirm an object. A source corresponds to any document or field validation (e.g. aerial photography, imagery, GPS).

#### A.4 Toponymic Feature

**Feature ID:** Unique toponymic feature identifier (32 character string). It identifies the feature. A feature may have several related names; the Feature ID will be the same for all related names that share the same feature.

**Map Index:** Comma separated list of index identifiers of the base maps on which the feature is located. Typically NTS map numbers, or CHS Chart numbers.

**Border Flag:** Indicates whether the feature overlaps a boundary or not, and the type of border when applicable (crosses provincial boundary, crosses Territorial boundary, crosses International boundary, etc.)

**National Park:** Name of the national park where the feature is entirely or partially located

**Geographic Location:** Geographical unit where the feature is located. The highest level of geographical unit is provided. The next lower level is also provided whenever available.

**Administrative Location:** Administrative unit where the feature is located. The highest level of administrative unit is provided. The next lower level is also provided whenever available.

**Location Narrative:** A brief text describing the location of the place or feature in relation to one or more other features. E.g. North of Grand Lake.

**Jurisdictional Flag:** Indication of a toponymic record whose jurisdiction is contentious. These flagged records are not published. This flag is edited only with Admin privileges

#### A.5 Toponymic Decisions

**Decision Date:** The Decision Date field displays the date of the most recent official approval or change affecting a name. The Decision Date is the date when a feature/place name is approved, altered, changed in form, changed to another name, confirmed, rescinded, deleted, proposed, or not approved.

**Effective Date:** Date at which the toponym came into force or became legally effective. Its value is a real valid date when different from the decision date and is null (NULL) otherwise.

**Authority:** Name of the Toponymic Authority

**Decision Description:** Brief description of the decision document (available in the tool but never published)

**Decision Document:** Document that describes the toponymic decision (the tool allows you to attach **PDF documents**. These documents can be word documents converted to PDF or an email save in PDF format)

## A.6 Jurisdiction

**Record identifier:** Unique identifier used in the GNBC member's database

**Feature identifier:** Some jurisdictions use a unique identifier that is different to the toponymic\_feature\_id (32 chars)

**Entity Code:** Certain jurisdictions use different generic codes than the National Database. This value is stored in this attribute.

**Source Status:** This is used to store the status of the name prior to moving to the new status categories. Jurisdictions can choose to keep using the old values and they will be stored in the attribute

**Source Name Origin:** Toponymic information used by members of the Geographical Names Board of Canada (GNBC) to store the historical information of the name.

## A.7 Optional Information

**GNBC Name Origin:** Geographical Names Board of Canada (GNBC) Secretariat narrative containing information on the name's decision history, and historical information about the reason for naming, biographical information about the person the feature commemorates, etc.

**Syllabic Form:** Syllabic form of the toponym (only used by Nunavut)

## A.8 Toponymic Activities

**Activity Date:** Date on which an activity was performed on a name

**Type:** Defines the type of activity that was performed i.e. addition, correction, update etc.

**Activity Description:** Description of what changes were made to the toponym

**Entered By:** Shows which user performed an activity on a toponym

## A.9 Additional Definitions

**Concise Code:** Classifies the name based on the type of the feature. i.e. CITY, TOWN, LAKE, CAVE, etc. This code classifies the Generic Codes into categories. It is populated automatically. This is a short alphanumeric code used especially in the Concise Gazetteer of Canada – 1997.

## APPENDIX B - GEOGRAPHIC AND ADMINISTRATIVE INFORMATION

Province	Geographic Location 1	Geographic Location 2	Administrative Location 1	Administrative Location 2
Newfoundland and Labrador	(Electoral) District	----	Region	City / Town / Community
Nova Scotia	County	----	Mun. Co. / Mun. Dist. / Reg. Mun.	Town / Village
Prince Edward Island	County	Lot / Royalty	----	City, Community, Resort Mun. / Town
New Brunswick	County	Parish	----	City / Town / Village
Quebec	Canton	----	Municipalité	MRC (County Regional Municipality)
Ontario	County / District	Township, Portion	County / District / Dist. Mun. / Met. Mun. / Reg. Mun. / United Counties	City / Imp. Dist. / Municipality / Mun. Tp. / Sep. Town / Town / Village
Manitoba	Section, Township, Range	Parish	----	City / Town
Saskatchewan	Section, Township, Range	----	----	City / Town / Rural Mun.
Alberta	Section, Township, Range	----	County / Mun. Dist. / Reg. Mun / Special. Mun.	City / Sum. Vill. / Town / Village
British Columbia	(Land) District / Division/Range	----	<i>Reg. Dist.</i>	<b><i>City / Town / Village</i></b>
Yukon	----	----	----	City / Town / Village
Northwest Territories	District	----	----	City / Town / Village / Charter Comm.
Nunavut	----	----	----	Town

## APPENDIX C – LANGUAGE ATTRIBUTE EXAMPLES

- **Language of origin** is always marked with the indigenous language if known, otherwise marked *und*
- **Language on map (official names only)**
  - For all single names, will be *und* to indicate that the name is always mapped
  - For multiple names, will indicate which name is to be used for unilingual maps (*fra* or *eng*)

Example Type	Region	CGNDB ID	Geographical Name	Language of Origin (Indigenous)	Language on map (Eng/Fra/Und)
Unilingual English	YT	KAFJA	Rainbow Lake	und	und
Unilingual French	QC	EFNOR	Lac Bigot	und	und
Unilingual indigenous with French generic	QC	EJXXO	Lac Majuagaq	ike	und
Unilingual indigenous without generic	NT	LCBUN	Gwiitani'ee	gwi	und
Bilingual English/French	NB	DBETD DBETX	Corankapone Lake Lac Corankapone	und und	eng fra
Bilingual English/French with indigenous origin, 2 provinces	NB NB QC	DAMHY DAMHZ EHCIJ	Madawaska River Rivière Madawaska Rivière Madawaska	pqm pqm und	eng fra fra
Bilingual indigenous with English generic/indigenous	NL NL	ABAIZ ACVMT	Winokapau Lake Uinukupau	und moe	eng und
Pan-Canadian bilingual name approved in two provinces with different views on name origin	QC QC ON ON	EFGFP EFGKO FABMX FEFMV	Lake Abitibi Lac Abitibi Lake Abitibi Lac Abitibi	und alq und und	eng fra eng fra
Multilingual pan-Canadian name	NT NT NT NT NT NT NT	LAOQD LBARX LCBIH LCBIJ LCBIK LCBIL LCBXP	Mackenzie River Fleuve Mackenzie Dehcho Nagwichoonyjik Kuukpak Grande Rivière Deho	und und xsl gwi ikt crg scs	eng fra und und und und und



Indigenous language of origin not in ISO name list*	MB	GBSUS GABHS	Manamaygoosewisepeece Atonikamiko Creek	mis und	und eng
---	----	----------------	--	------------	------------

\* The ISO list is updated annually; the language of origin can always be included in the Source Name Origin field of the Jurisdiction section.