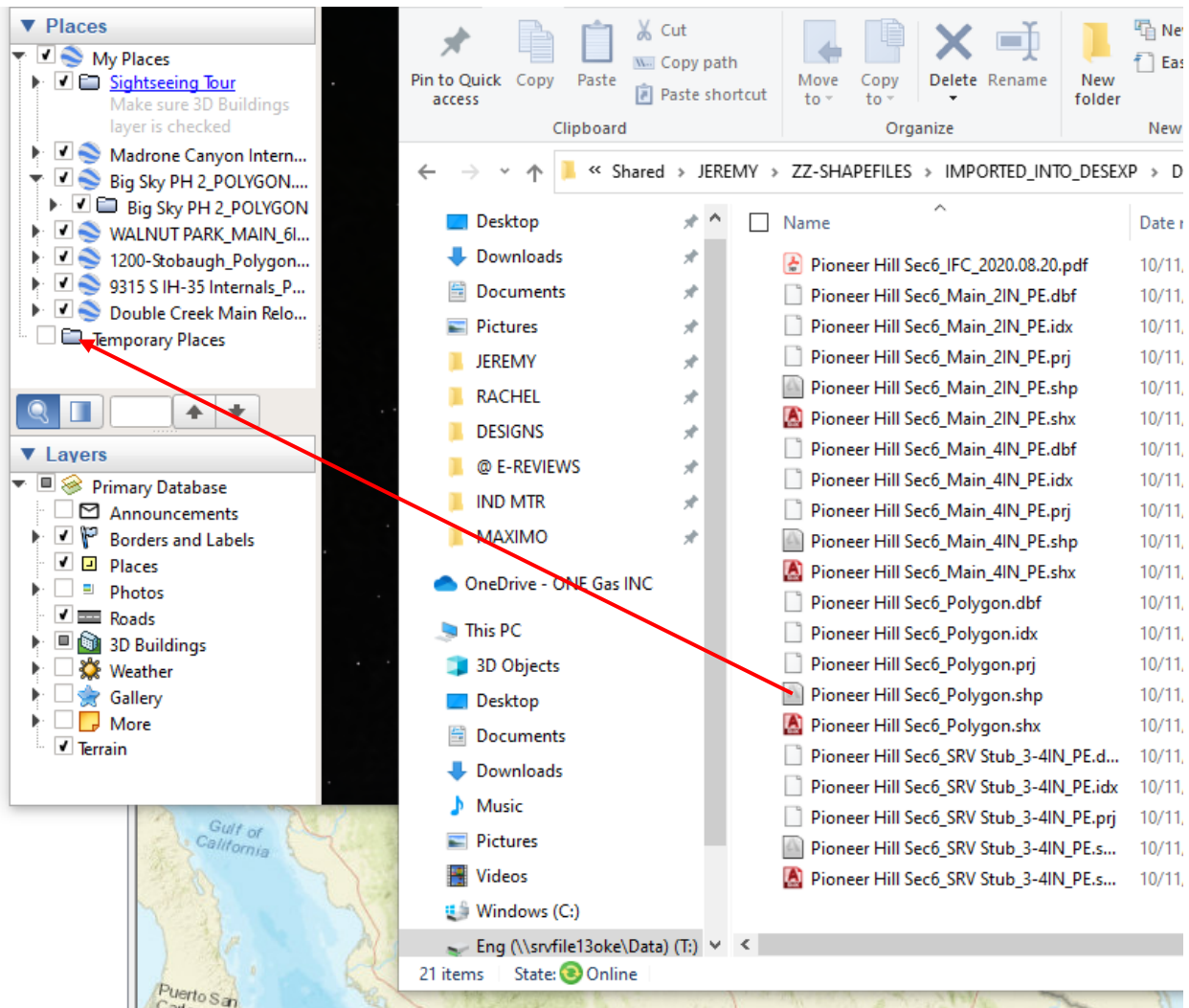
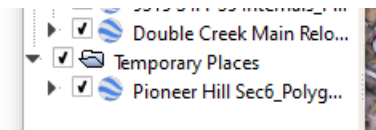


IMPORTING – SHP FILES TO DESIGNER EXPRESS

Open Google Earth Pro – in File Explorer, go to T:\Shared\ZZ-SHAPEFILES\IMPORTED_INTO_DESEXP
Open the project folder and find the *Polygon .shp file*
Drag and drop that into Temporary Places in Google Earth Pro



Check the box next to the temp location



Now you should see the polygon and where it is geographically

Make a note of the nearest intersection or something that will allow you to search for it (e.g. Hwy 71 and Serene Hills Dr or Dessau Rd and Applegate Dr E)

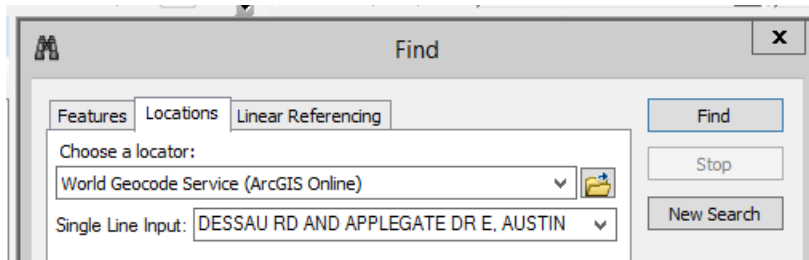
OPEN DESIGNER EXPRESS (THROUGH CITRIX)

STORED ITEMS DROPDOWN > STORED DISPLAYS TAB > DESIGNER EXPRESS (double click)

FIND (BINOCULARS ICON)

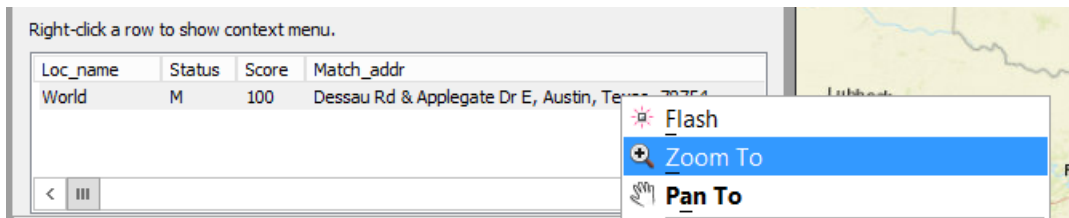
LOCATION TAB

Single Line Input: ADDRESS OR INTERSECTION, CITY

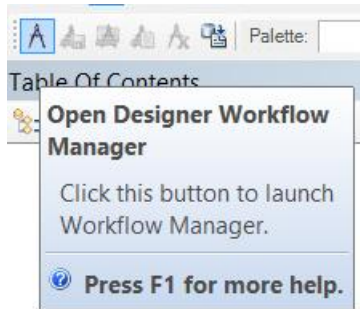


Results for the location will be shown in a list that gives a Score on the accuracy. Go with the highest number unless you know for sure that it is wrong. If the Score provided is 100, you should be good to use that one.

Right click on the entry and choose Zoom To



Open DESIGNER WORKFLOW MANAGER (the Compass icon)



The Workflow Manager pop-up screen will open

Click on **My Work** if you're looking for something that you know you have worked on, or

Click on **All Work** if you're trying to find if a project has been started (i.e. the polygon has been added, but is waiting on Mains and Service to be added)

MY WORK or ALL WORK

CREATE WORK REQUEST > 
WORK REQUEST NAME: WO# - NAME OF PROJECT > APPLY

CREATE EXPRESS DESIGN > 
(Enter all the WO#s that you have using the following naming process.
Use the LAST TWO DIGITS of the year i.e. 19 or 20 or 21)

DESIGN NAME: P20-1000999311 CM20-1001150575 CS20-1001313165 > Apply

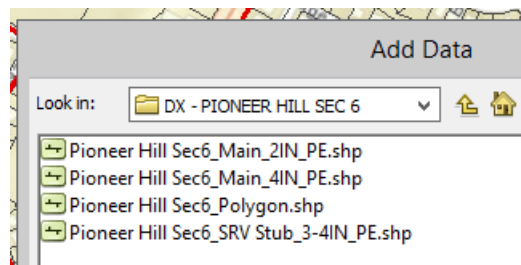
OPEN EXPRESS DESIGN > 

Add work using the  icon

At the pop-up screen, drop down to <\\Srvfile13oke\data\Eng\Shared>

Navigate to ZZ-SHAPEFILES > IMPORTED_INTO_DESEXP > PROJECT NAME

Now you should see what is available to you for importing



Start with the POLYGON, then any 2" pipe, then any 4" pipe, then any 6" and then any Service stubs (3/4" or 1 1/4")

ADDING WORKORDER POLYGON

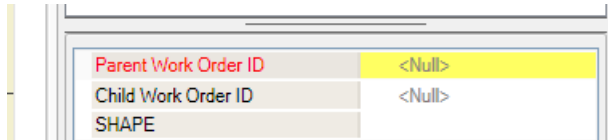
Click on the Polygon .shp file and then Add

You should see it appear on screen in the correct location (give or take a smidge)

Left side of screen, click on GDM.DESIGNERWorkOrderPolygon

Right side of screen, click in the ATTRIBUTE EDITOR

Click on the Targets tab



Parent Work Order ID	<Null>
Child Work Order ID	<Null>
SHAPE	

Enter the PARENT WORK ORDER ID where it says <Null>

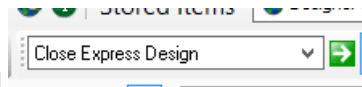
Hit TAB

Pick a start point on the polygon and follow the line work as best you can – **it does not have to be precise**, just as close to the polygon as you can make it

Double click to end the command



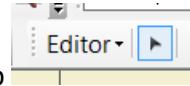
Click on **SAVE EXPRESS DESIGN** () to save your work



CLOSE EXPRESS DESIGN

****LEAVE OPEN IF YOU ARE ADDING YOUR MAINS AND SERVICE AT THIS TIME****

ADDING DESIGNER MAINS



Click on the black arrow to move around in ArcMap

Start with the POLYGON, then the 2", then the 4", then the 6" and then the Service stubs (pay attention to their size e.g. $\frac{3}{4}$ " or $1\frac{1}{4}$ ")

In the ATTRIBUTE EDITOR, right click on the POLYGON and remove from Targets or Selection (depending on which tab it is showing under) – this gets it out of the way, so you don't include it moving forward

Add work using the  icon

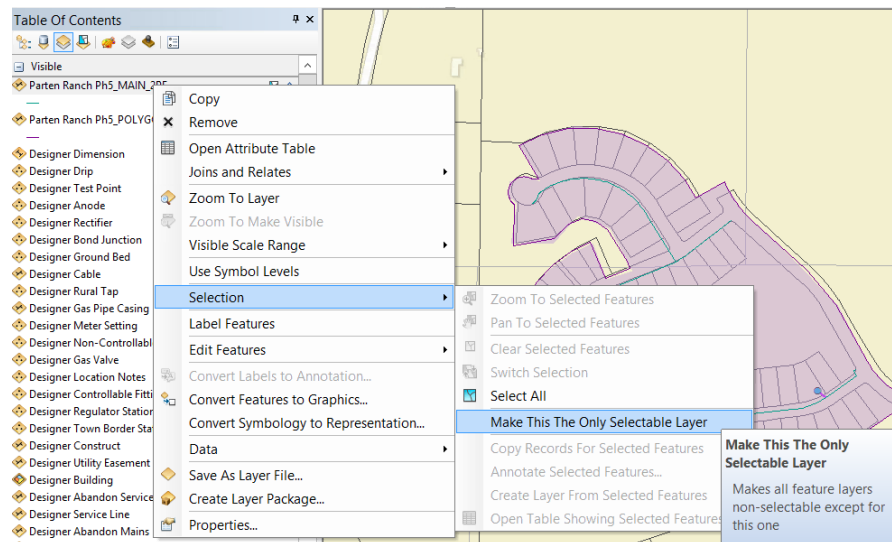
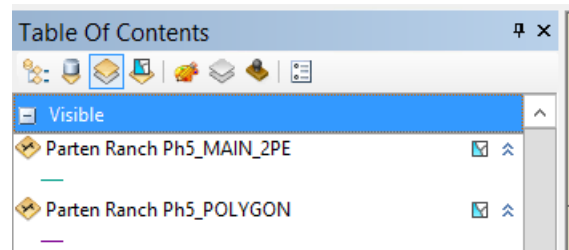
Choose the 2" pipe and click Add

Select all the 2" pipe that you just added (it likely won't be a polyline, so you will have to choose it segment by segment)

****Or**

Choose **List by Visibility** in the Table of Contents

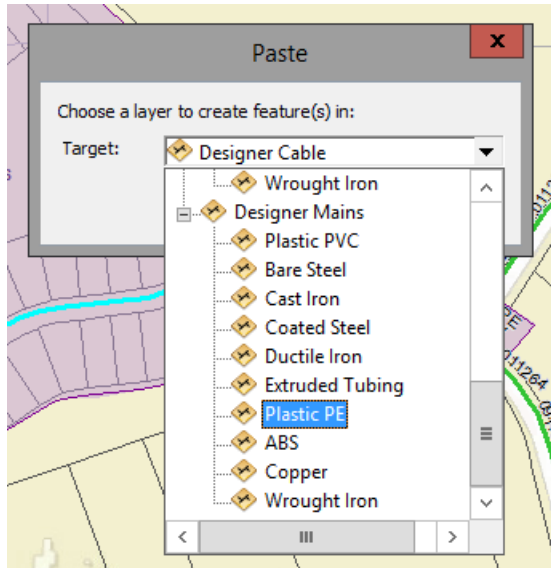
Right click on the pipe > Selection > Make This The Only Selectable Layer



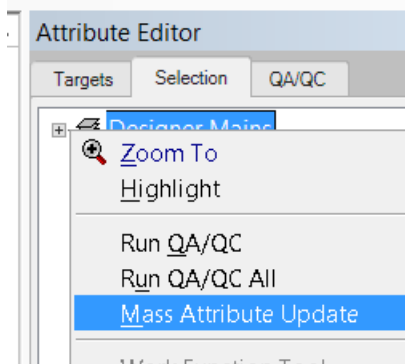
Fence over the area using the black arrow



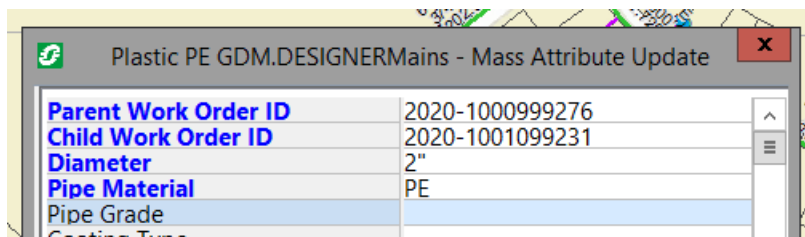
With the line work highlighted, click Copy and Paste using the toolbar icons
At the drop down, choose Designer Mains > Plastic PE and click OK



Over in the Attribute Editor (Selection tab), right click on **Designer Mains**

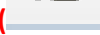


Choose **Mass Attribute Update** and fill in the below items in blue, then click UPDATE



****The CHILD WORK ORDER ID will be your CM number; when you add Service you will use the CS number (see Page 3 in the red box or the top of the screen)****



Click on **SAVE EXPRESS DESIGN** () to save your work

Right click on DESIGNER MAINS over in the Attribute Editor (Selection tab) and choose REMOVE FROM SELECTION

Repeat the above process for any other size pipe (4", 6")

NOTES

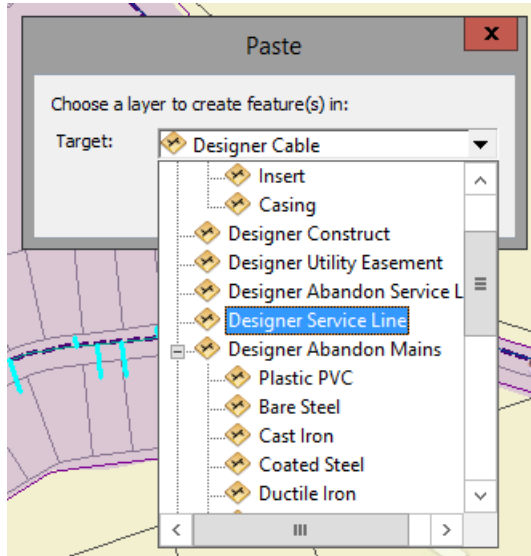
When adding pipe, I believe the program defaults to 2" PE, but I add diameter and material anyway

You will need to add the correct diameter and material for 4" and 6" pipe

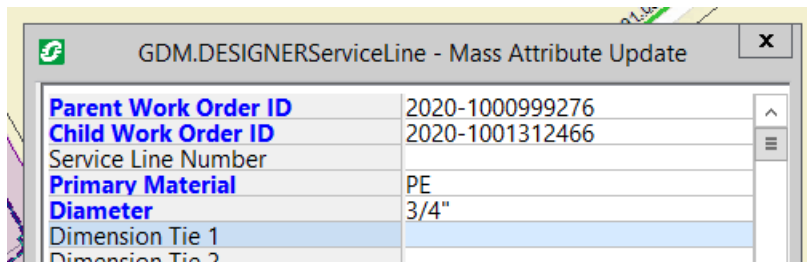
ADDING DESIGNER SERVICE

Same process as above, but keep in mind now you are adding SERVICE and not MAINS

When adding Service stubs, you will choose **Designer Service Line** from the drop-down menu



At the MASS ATTRIBUTE UPDATE screen, complete as below:



Remember, the CHILD WORK ORDER ID will now be the **CS** number, not the CM number that you were using when adding the 2", 4" pipe etc

Look at the top of your screen to see all the WORK ORDER numbers:

2020-1000999276 - PARTEN RANCH PH 5-P20-1000999276 CM20-1001099231 CS20-1001312466 (Untitled)



Click on **SAVE EXPRESS DESIGN** () to save your work



click on the arrow to close out of Designer Express