

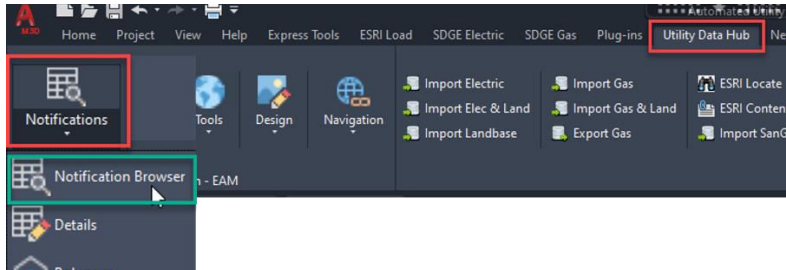


AUD Gas

Quick Reference Guide

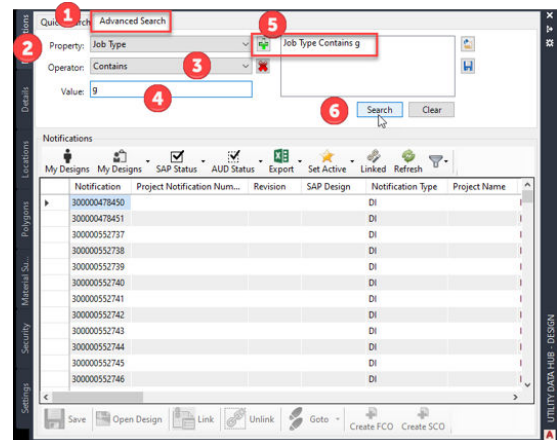
Link Work Order

From the **Utility Data Hub** tab, select the **Notification Management** dropdown menu, and choose **Notification Browser**.

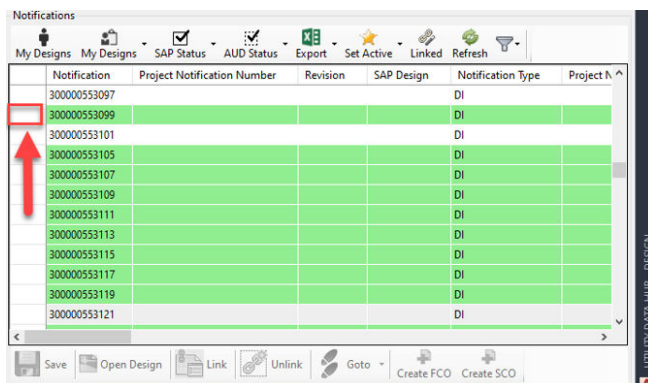




The **UTILITY DATA HUB – DESIGN TAB** dialog box appears.

1. Select the **Advanced Search** tab.
2. From the **Property** drop down, select **Job Type**.
3. From the **Operator** drop down, select **Contains**.
4. In the value field, type the letter “g”.
5. Select the **green plus** button.
6. Now select the **search** button.

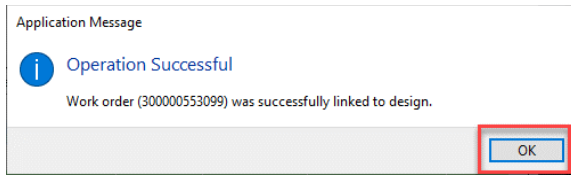


All available work orders are highlighted in **green**.



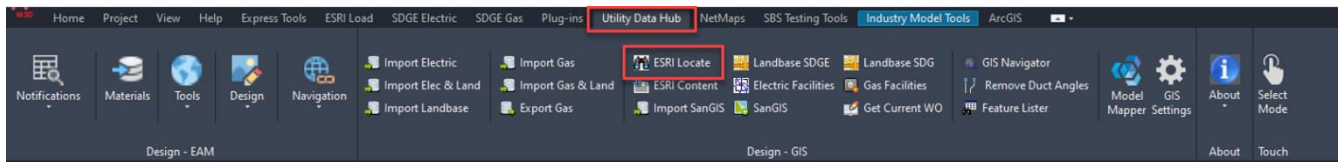
1. Click **to the left** of the notification number.
2. Select the  button at the bottom of the dialog box.
3. Select  to Close or dock the **UTILITY DATA HUB** dialog box.

The **Application Message** appears.



4. Select **OK**.

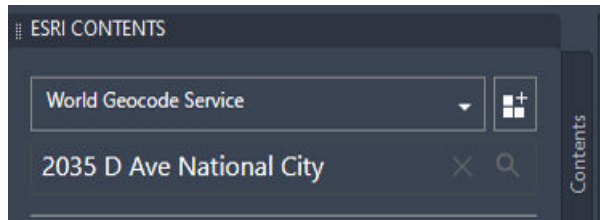
Find Base Map Location



1. From the Utility Data Hub tab, Design GIS panel, select the **ESRI Locate** button.

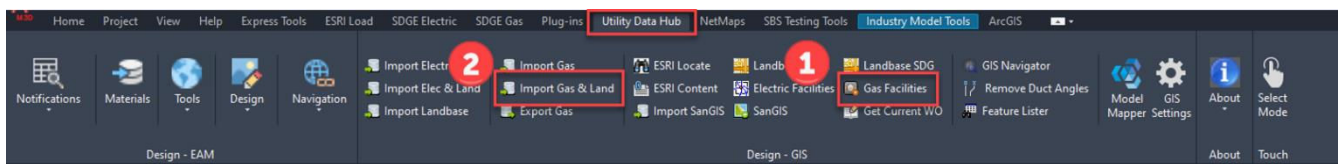
The ESRI Contents dialog box appears.

2. In the "Enter a location..." field, type the address of the location of the design: **2035 D Ave National City**.



3. Press the **Enter** key on your keyboard.

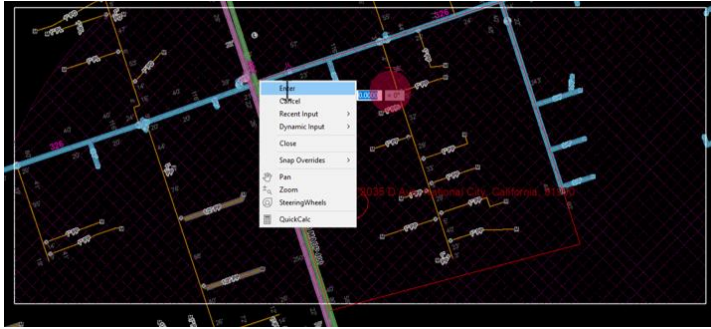
The location appears in the drawing area.



4. Select the **Gas Facilities** button.

The work area appears with the location in the middle.

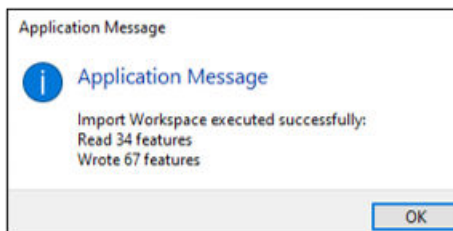
5. Select the **Import Gas & Land** button.



6. Pull your mouse down and draw your polygon.
7. When you have finished, **right click** and choose **Enter** from the pop-up menu.

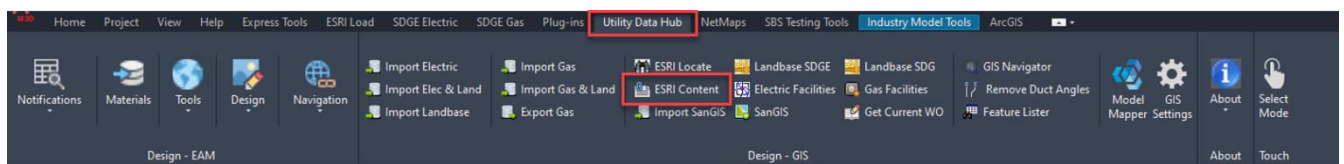
The necessary GIS features import into AUD. This may take a few seconds. The various features such as gas lines and other items will appear within the polygon.

The Application Message appears.



8. Select the **OK** button.

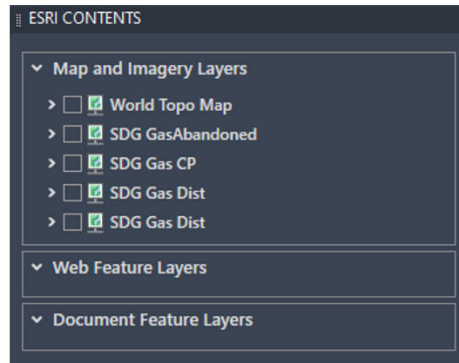
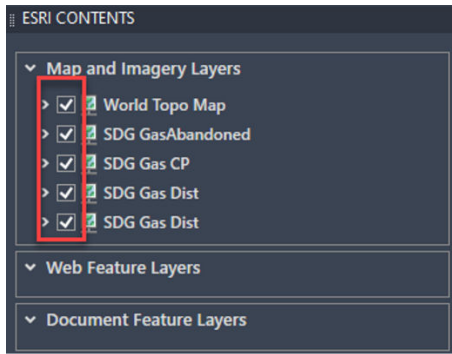
Open GIS Location



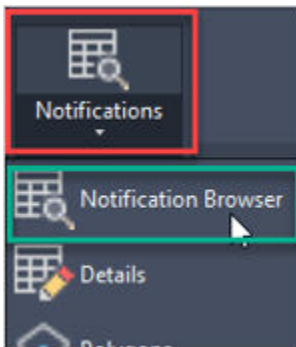
1. From the **Utility Data Hub** tab, Design GIS panel, select the **ESRI Content** button.

The Map and Imagery Layers appear.

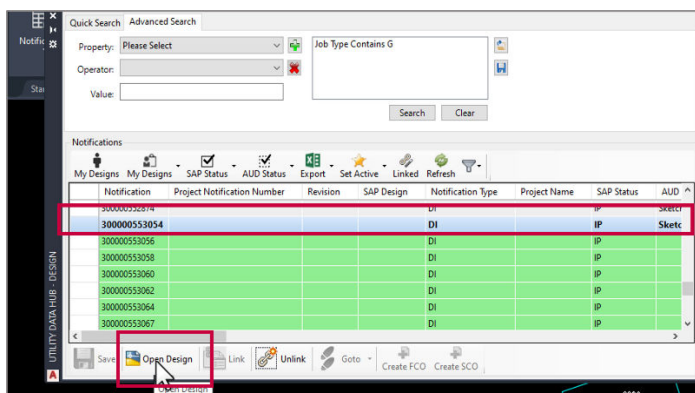
2. Deselect the appropriate layers by unchecking each box.



Open Base Map



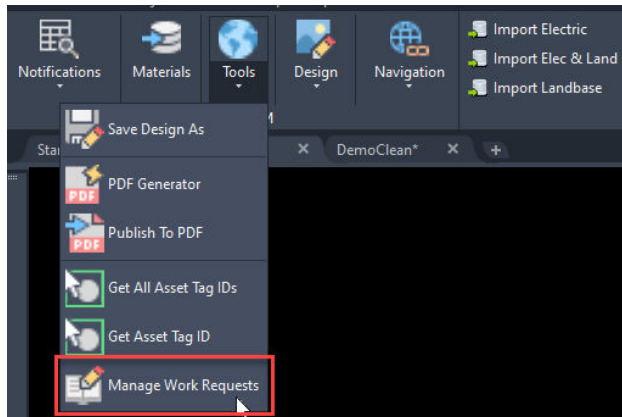
1. From the Select the **Notifications** drop down, then select **Notification Browser**.



2. Choose the job notification you linked to and then select the **Open Design** button.
3. Navigate to the **CleanDesign.dwg** and open it.

The base map appears.

Update Work Requests

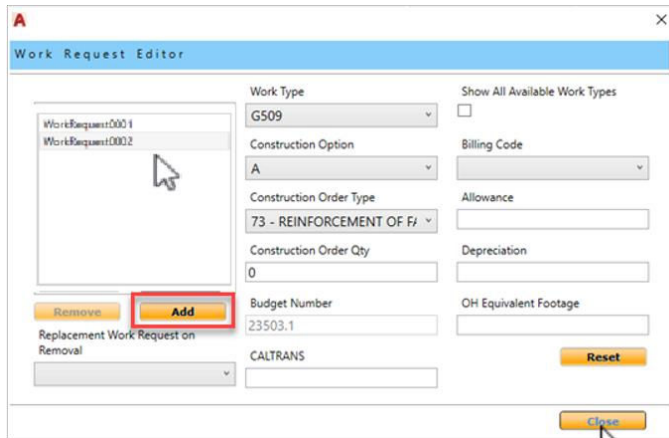


1. From the **Design-EAM** panel, select the tools drop down and choose **Manage Work Requests**.

The work request dialog box opens.

A screenshot of the 'Work Request Editor' dialog box. The dialog has a title bar with a close button. On the left, there is a list box containing 'WorkRequest0001'. Below it are 'Remove' and 'Add' buttons, and a 'Replacement Work Request on Removal' dropdown. The main area contains several fields: 'Work Type' (dropdown with 'G509'), 'Construction Option' (dropdown with 'A'), 'Construction Order Type' (dropdown with '73 - REINFORCEMENT OF F'), 'Construction Order Qty' (text box with '0'), 'Budget Number' (text box with '23503.1'), and 'CALTRANS' (text box). On the right, there is a 'Show All Available Work Types' checkbox, a 'Billing Code' dropdown (callout 4), 'Allowance' (text box), 'Depreciation' (text box), and 'OH Equivalent Footage' (text box). A 'Reset' button is at the bottom right. A red box highlights the 'Close' button at the very bottom right, with a mouse cursor over it.

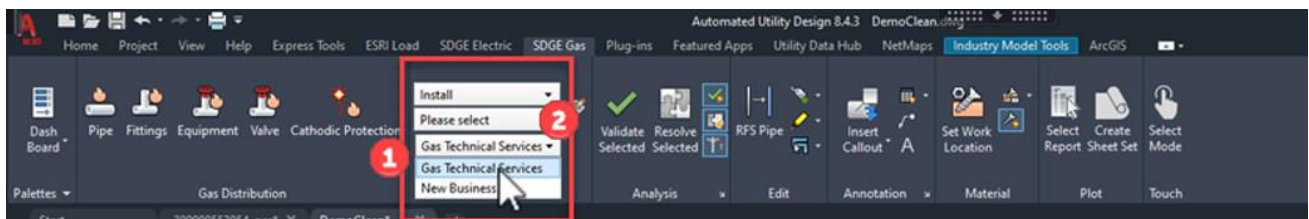
2. Select the **Work Type** Dropdown and choose the appropriate Work Type.
3. Select the **Construction Option** dropdown and choose the correct Construction Option.
4. Select the **Construction Order Type** Dropdown and choose the correct Construction Order Type.
5. Select **Billing Code** and choose the correct Billing Code.
6. Type in the appropriate values for **Allowance**, **Construction Order Quantity**, **Depreciation**, and **OH Equivalent Footage** in the text entry boxes, if necessary.
7. Select the **Close** Button in the bottom right corner to automatically save the Work Request information.



- If you need to add another Work Request, open the **Manage Work Request Editor**, and then select the **Add** button.

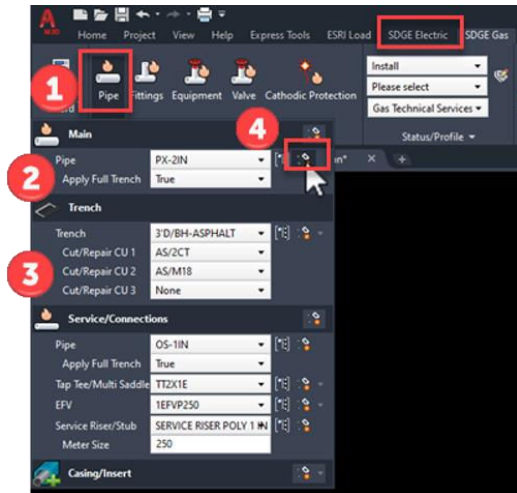
The box on the left will populate with a new Work Request number below the previous one.

- Repeat the steps** to enter all of the necessary information.
- Select the **Close** button to automatically save the work request when you finish.



- From the **SGDE Gas** tab **Status/Profile** pane, select the **bottom drop down** box and choose **Gas Technical Services**.
- Select the appropriate **Work Request** in the dropdown box directly above.

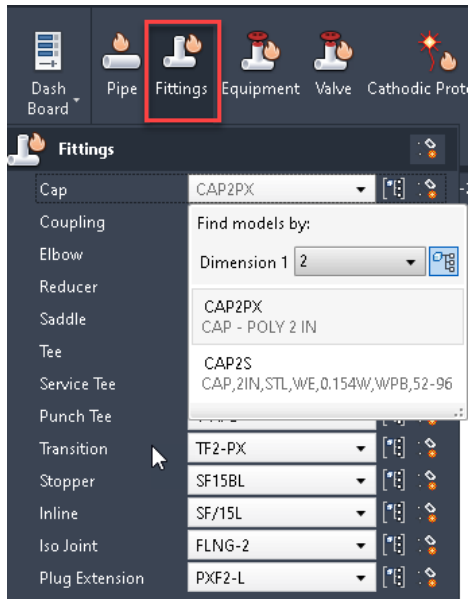
Install Main Pipe



1. Select the **Pipe** dropdown.
2. From the **Set the Apply Full** trench dropdown, select **True**.
3. From the **Trench** section select the appropriate option from the **CU repair** dropdowns.
4. Select '**Draw Main pipe**' digitize button.
5. Draw in your pipe in the drawing area.

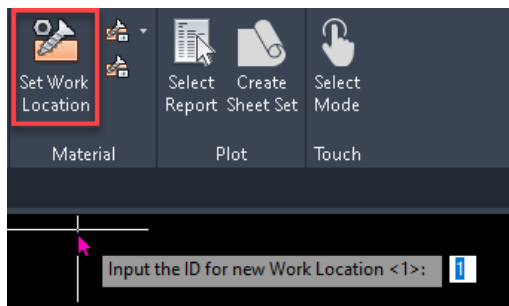
Remember, we may be using AUD functions, but all AutoCAD functions remain. For instance, at the bottom of the drawing area, the "offset" feature is there for you to use, to set this pipe at a specific distance from other objects.

Cap the Pipe



1. Select **Fittings**, then select the **Cap** dropdown and choose the appropriate size cap.
2. Select the **Place Cap** button to digitize.
3. Place the cap on the end of the pipe that you just drew.

Calculate CU's and Assign Location



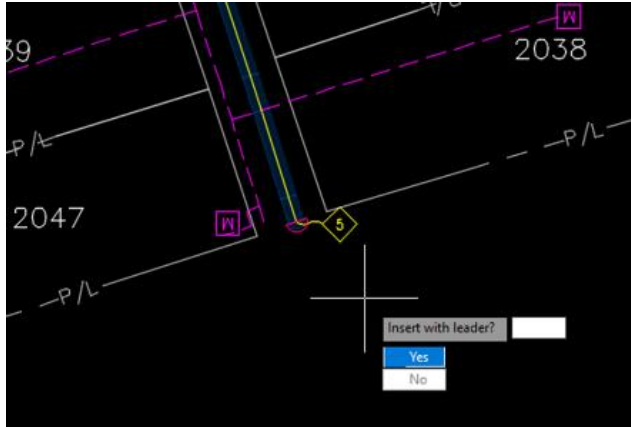
1. Highlight the **new pipe**, the **cap** and the **bag**, and then, from **SDGE Gas** tab, select the **Set Work Location** button.
2. Pull your mouse back to the elements you just highlighted.

*The **Input the ID for new work location** prompt appears.*

3. Press **Enter** on your keyboard.

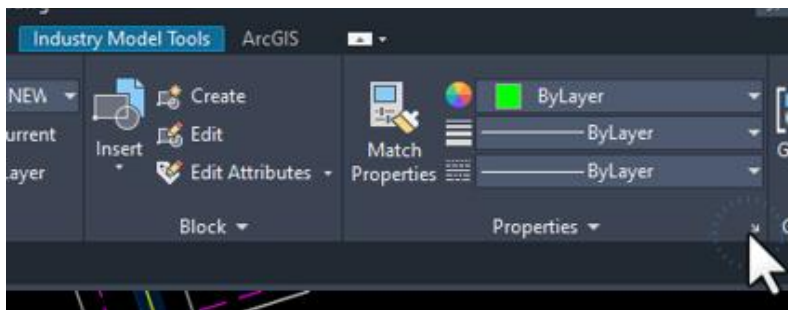
AUD defaults this work location to “Location 1.”

The work location displays.



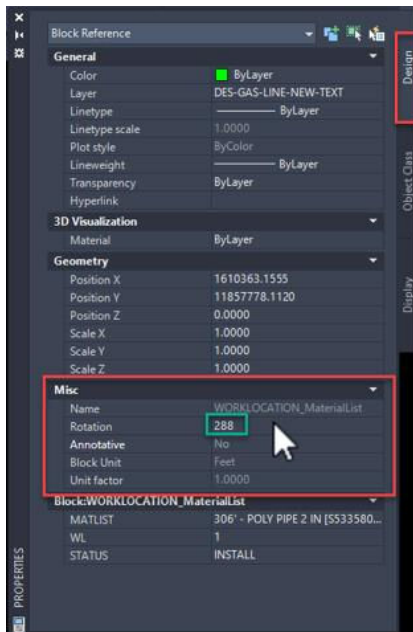
4. The “**Insert with leader?**” prompt appears.
5. Select Yes or No. Here we select **Yes**.
6. Click in the drawing where you want the notes to appear.

The Work Location displays.



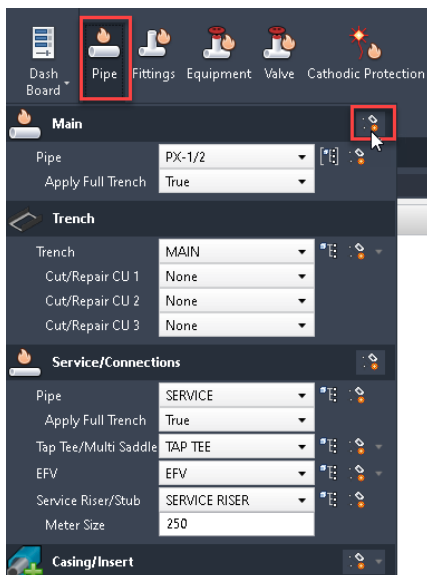
13. From the **Industry Model Tools** tab, select the down arrow in the Properties panel.

The properties dialog box appears.



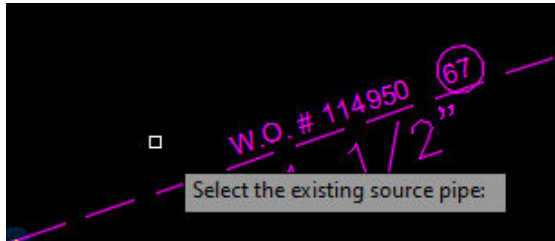
14. From the **Miscellaneous** section, select rotation and enter the appropriate number to rotate the work location call out, if necessary.
15. Redock the Properties dialog box.

Add Fittings

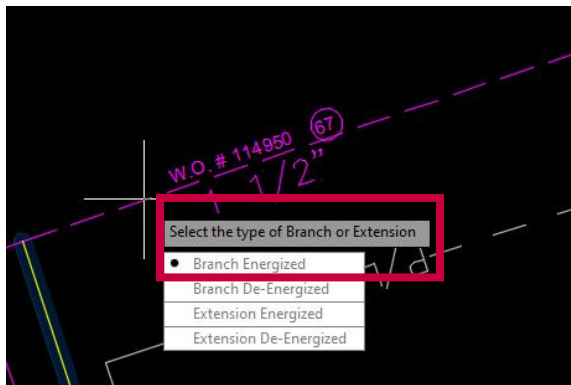


1. Select the **Pipe** dropdown.
2. At the very top, Next to **Main**, select the **Create Standard tie-in fittings** button.

3. Your cursor turns into a box with a screen prompt **“Select the existing source pipe.”**



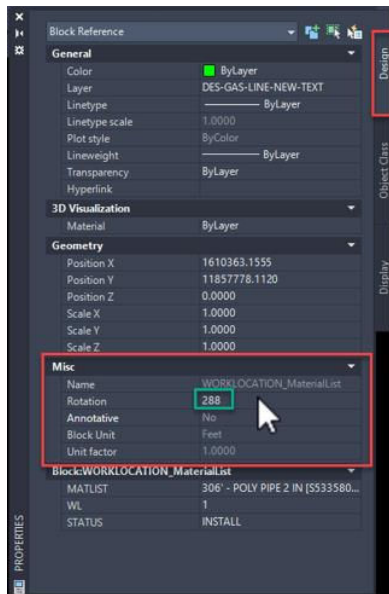
4. Click on the source pipe near the new pipe location.



5. The **“Select the type of branch or extension”** prompt appears. In this example we will choose **branch energized**.
6. Now, click on the branch pipe you previously drew.

All of the fittings are entered into the drawing.

7. Click on the inserted text to move it to the desired position.

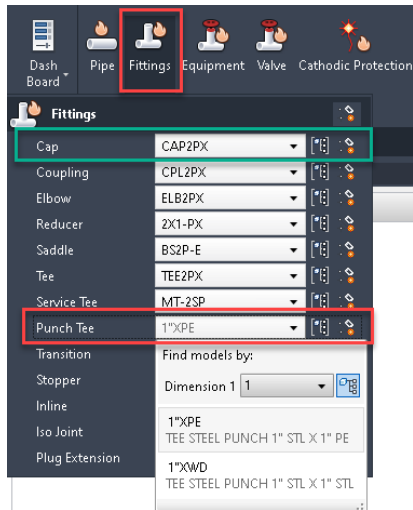


8. Reopen the **Properties** dialog box. From the Miscellaneous section, enter the proper rotation for this location.

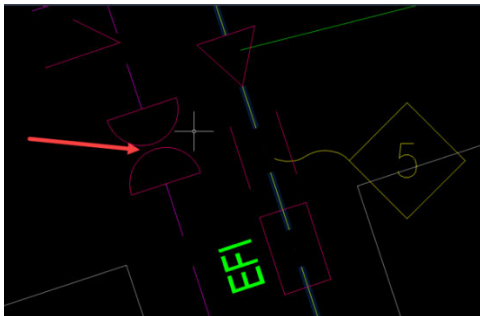
The materials editor is updated.

9. Repeat these steps as necessary.
10. **Input the ID for new work location** appears. Enter the number of this location. By default, this is location #2.
11. **Insert with leader** now appears. Select Yes or No.
12. Create your leader with a match command.

Existing Fittings

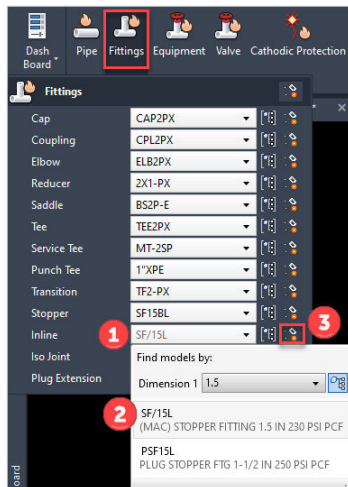


1. Select the **Fittings** drop-down.
2. From the **Punch Tees** drop-down, select the appropriate type, then select the **Place Punch Tee** button to the right to digitize it.
3. Place the **3 necessary Punch Tees** in the drawing.
4. Press the **ESC** key on your keyboard.
5. Select the **Cap** drop down and **Click in the diagram** at the appropriate location and place the caps, rotating accordingly.



6. Click in the piping between the caps and press the delete key on your keyboard to delete the pipe from the diagram.

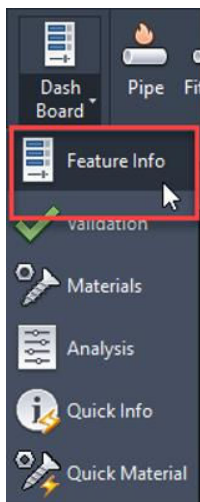
Install inline



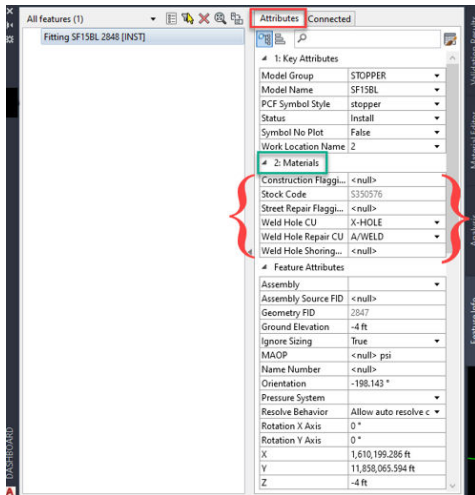
1. From the **Fittings** menu, select the **Inline** dropdown arrow.
2. Select the appropriate option.
3. Select the **Fittings Inline** button to digitize the option.
4. Place the **inline** in the design.

Set Weld Hole & Repair CU's

1. From the **Dashboard** drop down, select Feature Info.



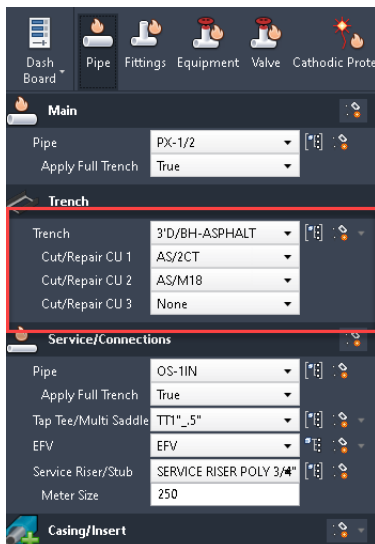
The Feature info tab appears in the Dashboard panel.



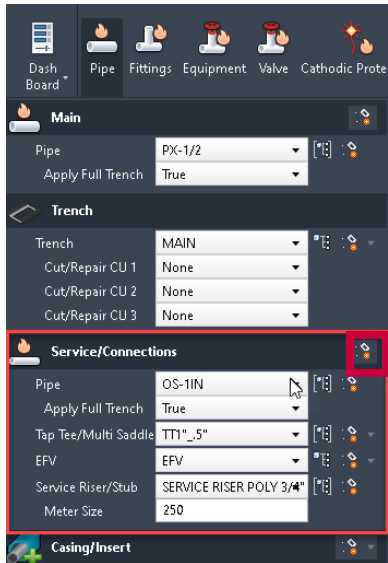
2. From the **Attributes** tab, under the **Materials** section, select the **Weld Hole CU Weld Hole** repair CU dropdown menus and select the appropriate options.
3. From the **SDGE Gas** tab, select the **Dashboard** drop down menu and choose **Materials**.

All CU's should be updated according to location in the Material editor tab.

Create Services



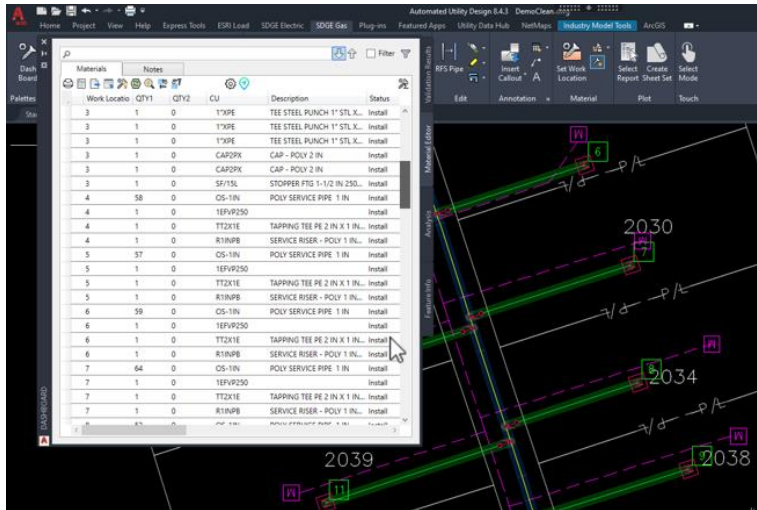
1. From the **Pipe** dropdown, under the **Trench** section, select the **Trench** dropdown menu, and make the appropriate choice.
2. Repeat the steps for the various **Cut repair CU** menus.



3. From the **Service Connection** section, select the **Pipe** drop down menu and choose the appropriate size.
4. The other settings below default accordingly. Make any changes necessary.
5. Select the **Create Services** button (across from Service Connections) to digitize.



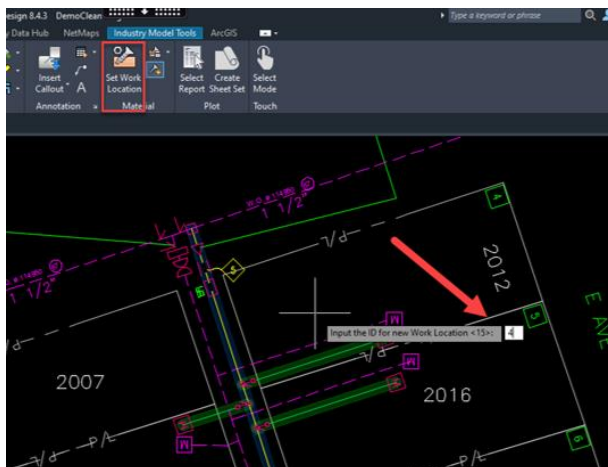
6. Pull your mouse back down to the drawing.
7. The **Select main pipe** prompt appears on the screen. Your mouse is now a square.
8. Click on the **main pipe**.
9. The **Select All the service end points** prompt appears.



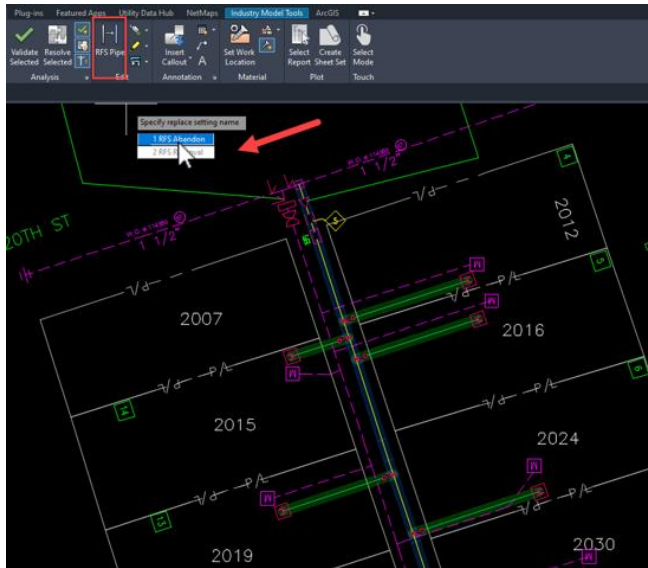
10. Click on **each location** where a meter is needed.
11. Press the **Enter** key on your keyboard.

All meters appear in the locations in which you clicked, all locations are numbered, and the material editor is updated accordingly. There is no manual work!

Select Abandoned Locations



1. Click the **pipe** to be abandoned.
2. Select the **Set Work** location button.
3. Pull your mouse down to the drawing area.
4. The **Input ID of the new work location** prompt appears. The next consecutive location number displays by default.
5. Change or keep it as needed.

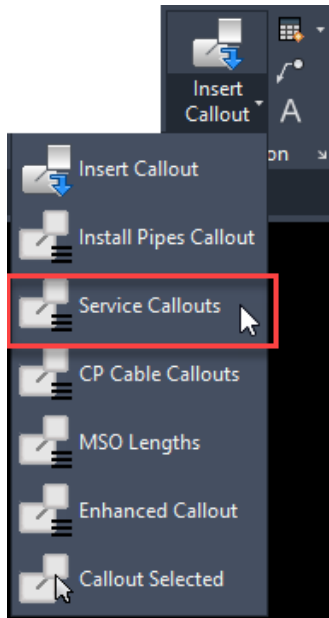


6. Click on the **pipe** again.
7. Select the **RFS Pipe** button and pull your mouse back down to the drawing area.
8. The **Specify replace setting name** prompt appears.
9. Select **item 1, RFS Abandon**.



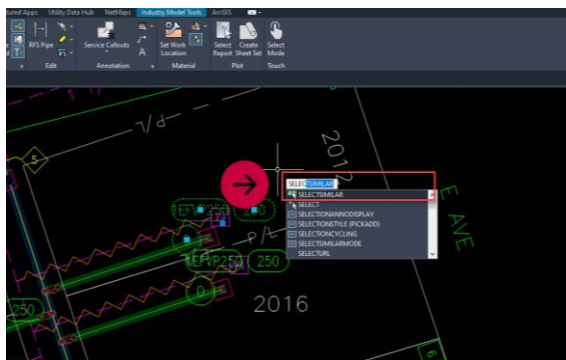
10. **Repeat the steps at the next location** to change your trench type and to set the current pipe to be abandoned.
11. Continue on **to the rest** of the locations until the design is complete.

Set Callouts

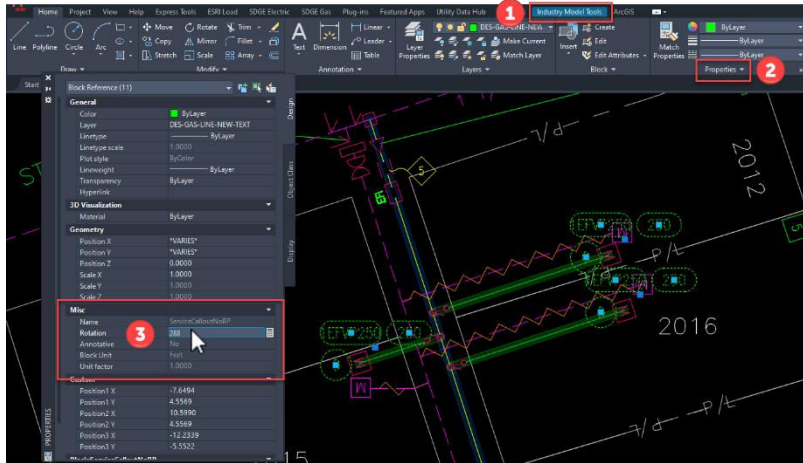


1. From the **Annotation** panel, select the **Insert Callout** dropdown and choose **Service Callouts**.
2. In the drawing, **align and rotate** the Callout as needed.

Rotate Multiple Callouts



1. Select a **Callout**.
2. From the command line or in the drawing area: Type **“Select similar.”**

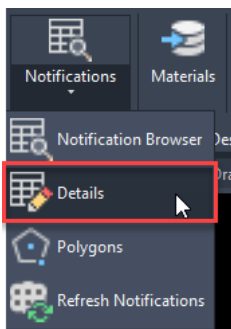


3. Select the **Industry Model Tools** tab.
4. Select the down arrow in the **Properties** panel.

The properties dialog box appears.

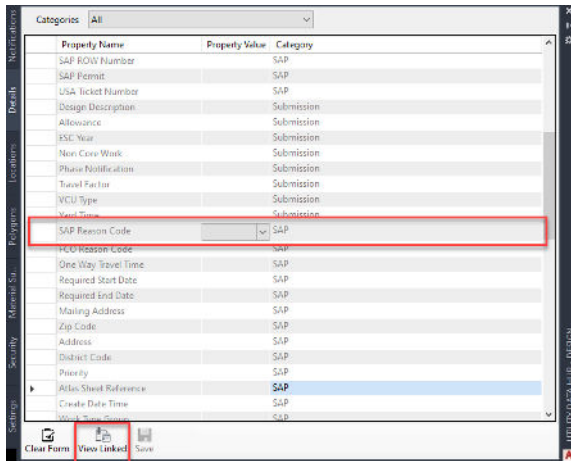
5. From the **Miscellaneous** section, select rotation and enter the appropriate number to rotate the work location call out, if necessary.
6. Redock the **Properties** dialog box.


Submit to SAP



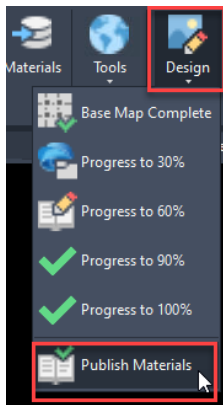
1. From the **Utility Data Hub**, in the **Design-EAM** panel, select the notifications drop down and choose **Details**.

The details dialog box appears.



2. Select the **View Linked** button.
3. Under the **Property Value** column, type a value next to "Design Description", and then select the **proper code** from the drop down.
4. Select the  button at the bottom of the box.

Publish Materials



1. Select the **Design** dropdown and choose **Publish Materials**.