

Create the Existing Utility Legend

21A-503

Design Manual Chapter 21 Automation Tools Instructions Originally Issued: 03-31-09 Revised: 07-05-11

The purpose of this section is to document the process of obtaining utility contact information from the **Project Scheduling** system for use in legend and symbol information sheets. This information must be manually input into the Utility Legend Box in the *LegendSurvey* Model of the Legend Sheet Seed File at this time. In the future, a **Utility Legend Creator** program will be developed to automate this process. For information on the development of legend and symbol information sheets, refer to Section <u>21A-52</u>.

Obtaining the Excel Utility File

Prior to creating the Utility Legend for existing utilities, the <u>Excel</u> Utility File must be accessed through the **Project Scheduling** system and saved to your Project Directory Design folder.

Through the CiTRIX desktop icon,



start the Project Scheduling system.



From the **Project Scheduling Main Menu**, *select* the **Design** option, as shown below.

Main Menu	
	Office Information
Search Engine for 5-Year Program	C Program Managemen C Corridor Developmer C Location & Environm
Search Engine for Development Projects	C Bridges and Structure
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This will immediately open the Project Scheduling System Design Menu.

Select the **Reports** tab, shown below.

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Select the Utilities tab, as shown below.

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Select either the **PIN Number** or **Project Number** option, (blue arrow, below), and select the correct corresponding number for your project, from the *drop-down* selection list.

When the correct **PIN** or **Project Number** is displayed in the text field, *select* the **MS Excel Report** tab, (red arrow, below).

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12 Recor	ds Found.					
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Save the <u>Excel</u> file, (*File* > Save), to your **W:\Projects***ProjectDirectory***\Design\Excel**\ folder. Provide the file with a name that anyone can identify, such as "UtilityList.xls". If no Utility File exists in the **Project Scheduling** system for your project, or the list is not a one-to-one match with the utility legend listing in the *Field_G_Sheets* Model, contact the appropriate District Utility Coordinator for an updated listing.

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Once the **Excel Utility File** has been saved to your Project Directory, the contact information can be added to the Utility Legend Box following the guidelines in Section <u>21A-52</u>.

Utility Legend Creator Program

A **Utility Legend Creator** program will be developed in the future to automate the input of utility contact information in the Utility Legend.

Chronology of Changes to Design Manual Section:

021A-503 Existing Utility Legend

Revised
Updated to follow guidelines in 21A-52 and removed references to Utility Legend Creator Program used to automate contact information entry.

5/29/2009 NEW

Previously Updated.