

Create the Existing Utility Legend

Design Manual
Chapter 21
Automation Tools
Instructions

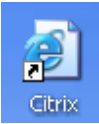
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The purpose of this section is to document the process of obtaining utility contact information from the **Project Scheduling** system for use in legend and symbol information sheets. This information must be manually input into the Utility Legend 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 [21A-52](#).

Obtaining the Excel Utility File

Prior to creating the Utility Legend for existing utilities, the Excel 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.

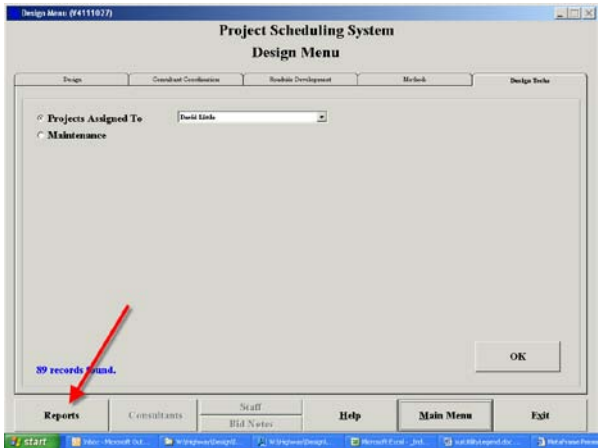


From the **Project Scheduling Main Menu**, select the **Design** option, as shown below.

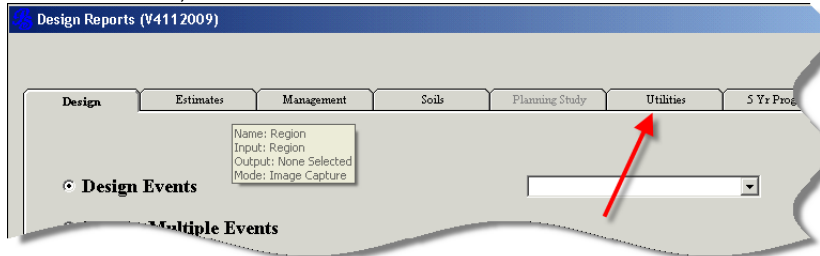


This will immediately open the **Project Scheduling System Design Menu**.

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

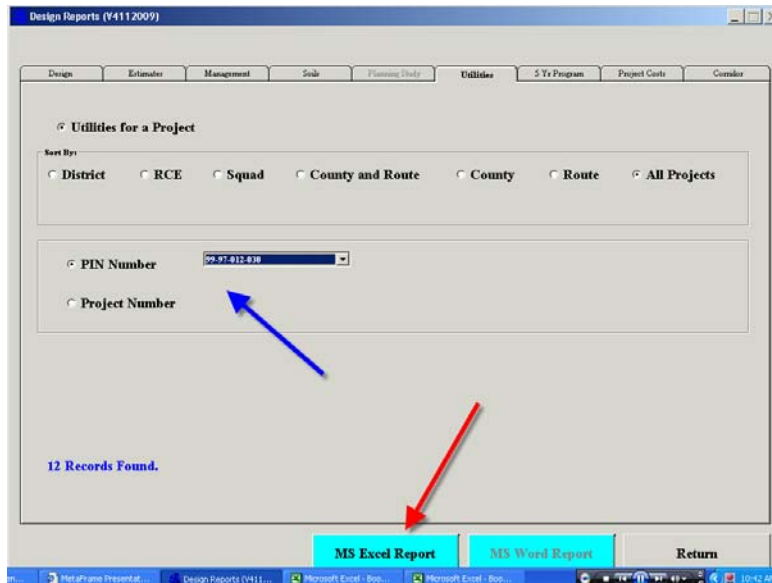


Select the **Utilities** tab, as shown below.

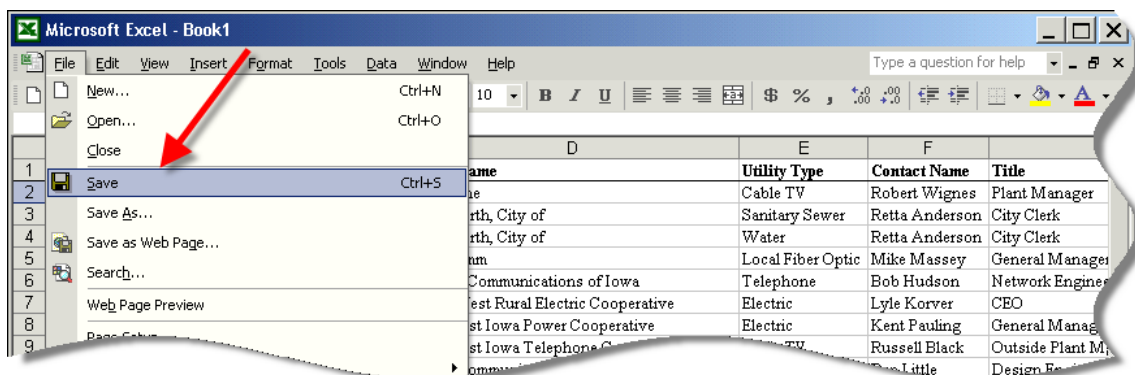


Select either the **PIN Number** or **Project Number** option, (blue arrow, below), and select the correct corresponding number for your project, from the *drop-down* selection list.

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



Save the **Excel** 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.



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 [21A-52](#).

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

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|-----------|--|
| 7/5/2011 | 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. |