
Standard Operating Procedure (Reticulation)

Upload Reticulation - IDS CAT sheet for validation or submission

Version: 1.1

Date: 22 January 2019

Trigger

Collection of 3 Water Reticulation asset data.

Who performs the task

3rd Party Contractor

Outcome

Email confirmation data has passed or failed validation or has been submitted for processing into CCC systems.

Business Rules

- CAT sheet must be submitted to the portal as an excel file only
- When fixing validation errors you must update & resubmit the CAT sheet that was emailed to you confirming validation failure rather than your original CAT
- The file being submitted for processing can't exceed 20MB

Procedure

1. Submit for Validation
2. Submit for Processing

Item	Topic
1.	Submit for Validation
	<ul style="list-style-type: none">• Login to FME Portal - https://fme.ccc.govt.nz/fmeserver• Click 'Run Workspace'• Click dropdown 'Repository'• Select 'IDSReticulation'• Click dropdown 'Workspace' & select - 'Validate Reticulation CAT.fmw'• Enter your email address in the 'Email results to' field• Drag & drop CAT sheet from your file location to 'CAT file' field• Click dropdown 'CAT Revision Number' & select template version you are submitting• Click 'Project Name or Unique Identifier' & add the CCC Project ID or unique identifier <p>Note: If you would like to receive a KML (Google Earth image) or PDF CCC map layer of the asset data</p>

Item	Topic
	<ul style="list-style-type: none"> o Tick 'Select All' under Map output of CAT data o If you want to receive the PDF only or the KML only remove the one you do not require by clicking 'x' <ul style="list-style-type: none"> • Click 'Run'
2.	Submit for Processing
	<ul style="list-style-type: none"> • Login to FME Portal - https://fme.ccc.govt.nz/fmeserver • Click 'Run Workspace' • Click dropdown 'Repository' & select 'IDSReticulation' • Click dropdown 'Workspace' & select 'Submit CAT.fmw' • Drag & drop CAT sheet from your file location to 'CAT file' field • Drag & drop as-built or marked up pdf drawings from your file location to 'As Built Drawing File(s)' field <p>Note: The total file can't exceed 20MB, the portal will automatically compress the file, and you will receive a warning if it exceeds 20MB</p> <p>See Step 3 if your file exceeds 20MB</p> <ul style="list-style-type: none"> • Click dropdown 'CAT Revision Number' & select template version you are submitting • Click 'Project Name or Unique Identifier' & add the CCC Project ID or unique identifier • Click 'CCC Project Manager or Contact person' & add the appropriate name • Click 'CCC Project Manager or Contact person's email address' & add email • Click 'Run'
3.	File exceeds 20MB
	<p>A file must be in the 'As Built Drawing File(s)' field for the submission process to work</p> <ul style="list-style-type: none"> • Attach a smaller file • Complete Step 2 • Advise the CCC Project Manager or CCC contact that you will need to send the remaining As Built drawing through in another form e.g. USB