New Line and Phasing Collection

New Line Segments Pre-Drawn into the GIS

**This is for a new run of line and devices that are new lines that have been drawn into the GIS off engineering plans and designated as Under Construction.*

1. Click Pole (if any)
    a. Edit
    b. Fill out the below fields
        i. Asset Type (Defaults to Single Pole)
        i. Utility Asset ID – Pole #
        ii. Install Date
        iii. Height
        iv. Class/Type
        v. Guy Wire Attached
        vi. Street Light or Private Light Attached
        vii. Aerial Warning Attached
        viii. All other fields are optional but would be good to fill out
        ix. Life Cycle – Change to In Service
    c. Submit
2. Click Transformer
    a. Edit
    b. Fill out the below fields
        i. Install Date
        ii. Serial Number
        iii. Phases Normal
        iv. Nominal Voltage
        v. Rated KVA
        vi. Secondary Voltage Line to Ground
        vii. Secondary Voltage Line to Line
        viii. Connection Type
        ix. Life Cycle – Change to In Service
    c. Submit
3. Click Switch or Fuse
    a. Edit
    b. Fill out the below fields
        i. Install Date
        ii. Phases Normal
        iii. Current Device Status
        iv. Nominal Voltage
        v. Rated Current
        vi. Gang Operated (Fuse is automatically defaulted to “Not Gang Operated”)
        vii. Life Cycle – Change to In Service
    c. Submit
4. Click Medium Voltage Line
    a. Edit
    b. Fill out the below fields
        i. Phases Normal
        ii. Nominal Voltage
        iii. Install Date

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iv. Material Label
v. Size of Conduit – if underground and known
vi. Material of Conduit – If underground and known
x. Feeder Life Cycle – Change to In Service

c. Submit

**All poles and pad mounted assets need to be GPS*

New Lines Segments not drawn into the GIS

**This is for a new run of line and devices that need to be entered into the GIS at a brand new location*

5. Click the plus at the bottom right hand corner
6. Click Pole (if any)
    a. Specify location with cross hairs
    b. Click Add Point
    c. Fill out the below fields
        i. Asset Type (Defaults to Single Pole)
        xi. Utility Asset ID – Pole #
        xii. Install Date
        xiii. Height
        xiv. Class/Type
        xv. Guy Wire Attached
        xvi. Street Light or Private Light Attached
        xvii. Aerial Warning Attached
        xviii. All other fields are optional but would be good to fill out
    d. Submit
7. Click Transformer (Using the plus at the bottom right hand corner)
    a. Specify location with cross hairs
    b. Click Add Point
    c. Fill out the below fields
        i. Install Date
        ii. Serial Number
        iii. Phases Normal
        iv. Nominal Voltage
        v. Rated KVA
        vi. Secondary Voltage Line to Ground
        vii. Secondary Voltage Line to Line
        viii. Connection Type
    d. Submit
8. Click Switch or Fuse (Using the plus at the bottom right hand corner)
    a. Specify location with cross hairs
    b. Click Add Point
    c. Fill out the below fields
        i. Install Date
        ii. Phases Normal
        iii. Current Device Status
        iv. Nominal Voltage
        v. Rated Current
        vi. Gang Operated (Fuse is automatically defaulted to “Not Gang Operated”)
    d. Submit

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9. Click Medium Voltage Line (Using the plus at the bottom right hand corner)
    a. Specify beginning of line with cross hairs and click add point
    b. Specify end of line with cross hairs and click add point
    c. Fill out the below fields
        i. Phases Normal
        ii. Nominal Voltage
        iii. Install Date
        iv. Material Label
        v. Size of Conduit – if underground and known
        vi. Material of Conduit – If underground and known
        vii. Feeder
    d. Submit

**All poles and pad mounted assets need to be GPS*

The Below items turn red on the map if not specified. These need to be corrected if you see red.

Phasing Only

**Line is already there and just needs to be phased*

1. Select existing Transformer, Fuse, or Switch
    a. Edit
    b. Phase Normal – fill out
    c. Submit
2. Select existing Medium Voltage Line
    a. Edit
    b. Phase Normal – fill out
    c. Submit

Missing Ganged

**Switch doesn't have gang info for outage managment*

1. Select existing Switch
    a. Edit
    b. Gang Operated – Specify to Not Gang or Gang Operated
    c. Submit

Missing KVA

**Transformer doesn't have KVA info for outage managment*

1. Select existing Transformer
    a. Edit
    b. Rated kvA – Specify amount
    c. Submit