



## INTRODUCTION

The Utility Submittal Portal is designed to validate your CAD file submittal against the standards outlined on the Portal Home page. Your file will undergo a series of tests that produce pass/fail results. Those results will guide you through correcting and preparing the file for final submittal. All results are presented on the *My Uploads* page inside the portal.

These instructions are broken into 6 sections:

- Requesting an Account
- Logging into the CAD Submittal Portal
- Upload a CAD Drawing File
- The 'My Uploads' Page
- Reporting and Downloadable Media

## ACCESSING THE UTILITY SUBMITTAL PORTAL

This documentation is provided to assist you through the CAD submittal process. You can access the main Portal page at [www.cohdus.com](http://www.cohdus.com).



## REQUESTING AN ACCOUNT

You may request a portal account at [www.cohdus.com](http://www.cohdus.com). If confirmed, you will receive an email with login and password instructions you may use to electronically submit your CAD drawing files.



The screenshot shows the City of Henderson website. At the top, the header includes the City of Henderson logo, the text "CityofHenderson.com", and "The Official Website of the City of Henderson, Nevada". To the right of the header are links for "Login" and "Request Account". A red box highlights the "Request Account" link, with a red arrow pointing to it from the right. Below the header, the main content area features the text "City of Henderson" and "Welcome to the City of Henderson Department of Utility Services". Below this, a message says "Please find information about the services offered below." There are two main sections: "Utility Submittal Portal" and "DSC Submittal Portal". Each section has a description and a "Go To Portal" button. The footer contains copyright information and links for "Privacy Policy", "Contact Henderson", and "Accessibility".

**CityofHenderson.com**  
The Official Website of the City of Henderson, Nevada

[Login](#) | [Request Account](#)

[Request Account](#)

# City of Henderson

## Welcome to the City of Henderson Department of Utility Services

Please find information about the services offered below.

### Utility Submittal Portal

The Utility Submittal Portal allows engineering firms to upload CAD files directly to the City.

[Go To Portal](#)

### DSC Submittal Portal

The DSC Submittal Portal allows engineering firms to upload PDF files directly to the City.

[Go To Portal](#)

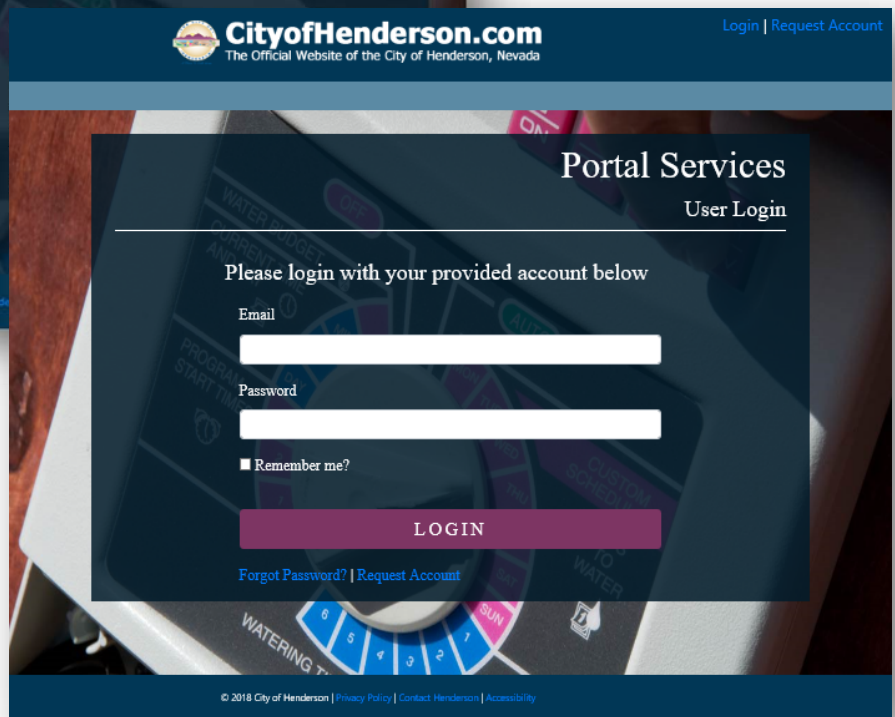
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## LOGGING INTO THE CAD SUBMITTAL PORTAL

The CAD submittal portal is available at [www.cohdus.com](http://www.cohdus.com)

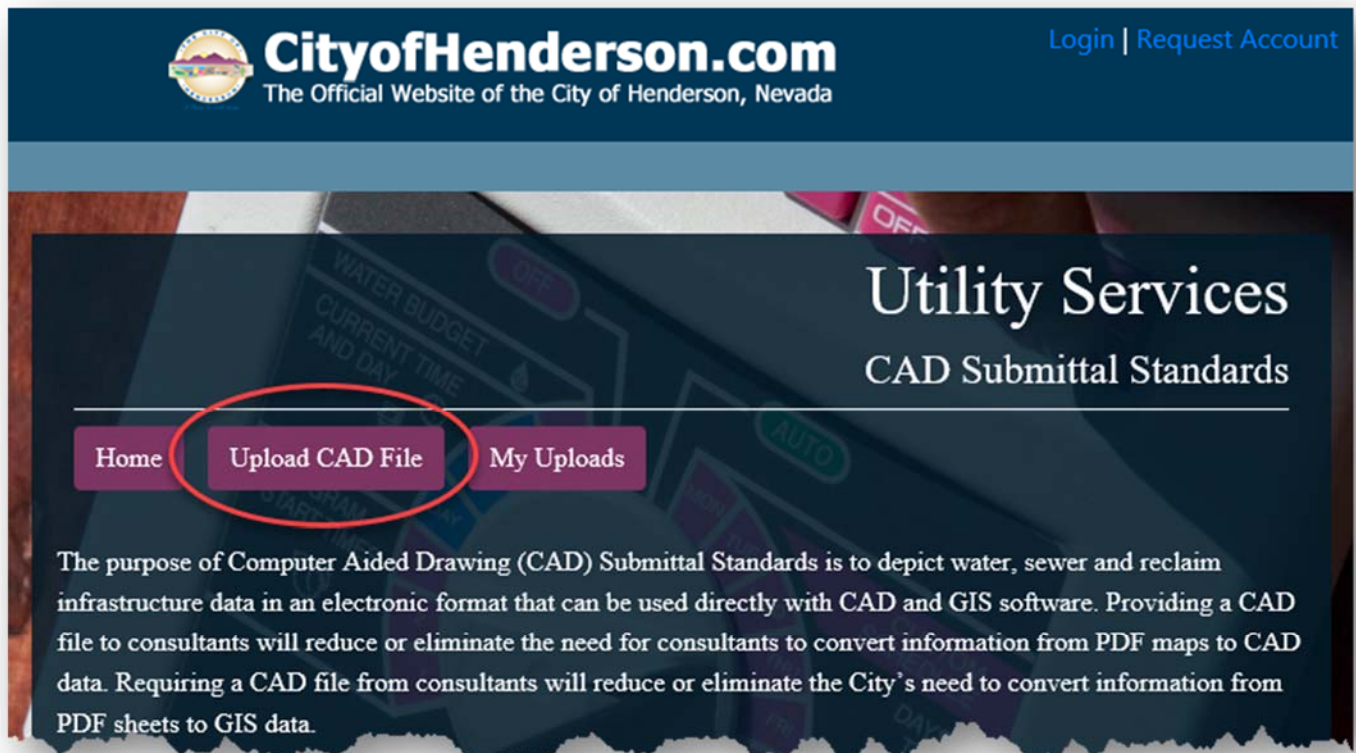
To access the portal, click the login link at the top right. If you select the button 'Go To Portal' you will also be re-directed to the login screen.

Go To Portal



## UPLOAD A CAD FILE DRAWING

To begin click the button 'Upload CAD File'.



You have two choices when submitting a CAD file; **Validation** or **Final Submittal**.

This screenshot shows the 'Validation Test' form within the 'CAD Submittal App'. The form includes a file upload area with the text 'Drop files here or click to upload'. Below this are fields for 'Email address' (with the email 'erika.priest@cityofhenderson.com' entered), 'CAD File Type' (a dropdown menu), and 'Select software version used to create CAD file' (another dropdown menu). A 'SUBMIT' button is at the bottom. The form also has radio buttons for 'Validation Test' (selected) and 'Final Submittal'.

This screenshot shows the 'Final Submittal' form within the 'CAD Submittal App'. It includes a file upload area with the text 'Drop files here or click to upload'. Below this are fields for 'Email address' (with the email 'erika.priest@cityofhenderson.com' entered), 'CAD File Type' (a dropdown menu), 'Select software version used to create CAD file' (another dropdown menu), 'Enter the City of Henderson permit number', 'Project Name', and 'Comments'. A 'SUBMIT' button is at the bottom. The form also has radio buttons for 'Validation Test' and 'Final Submittal' (selected).

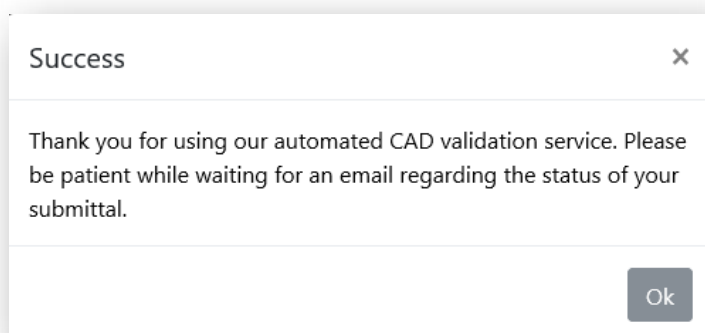
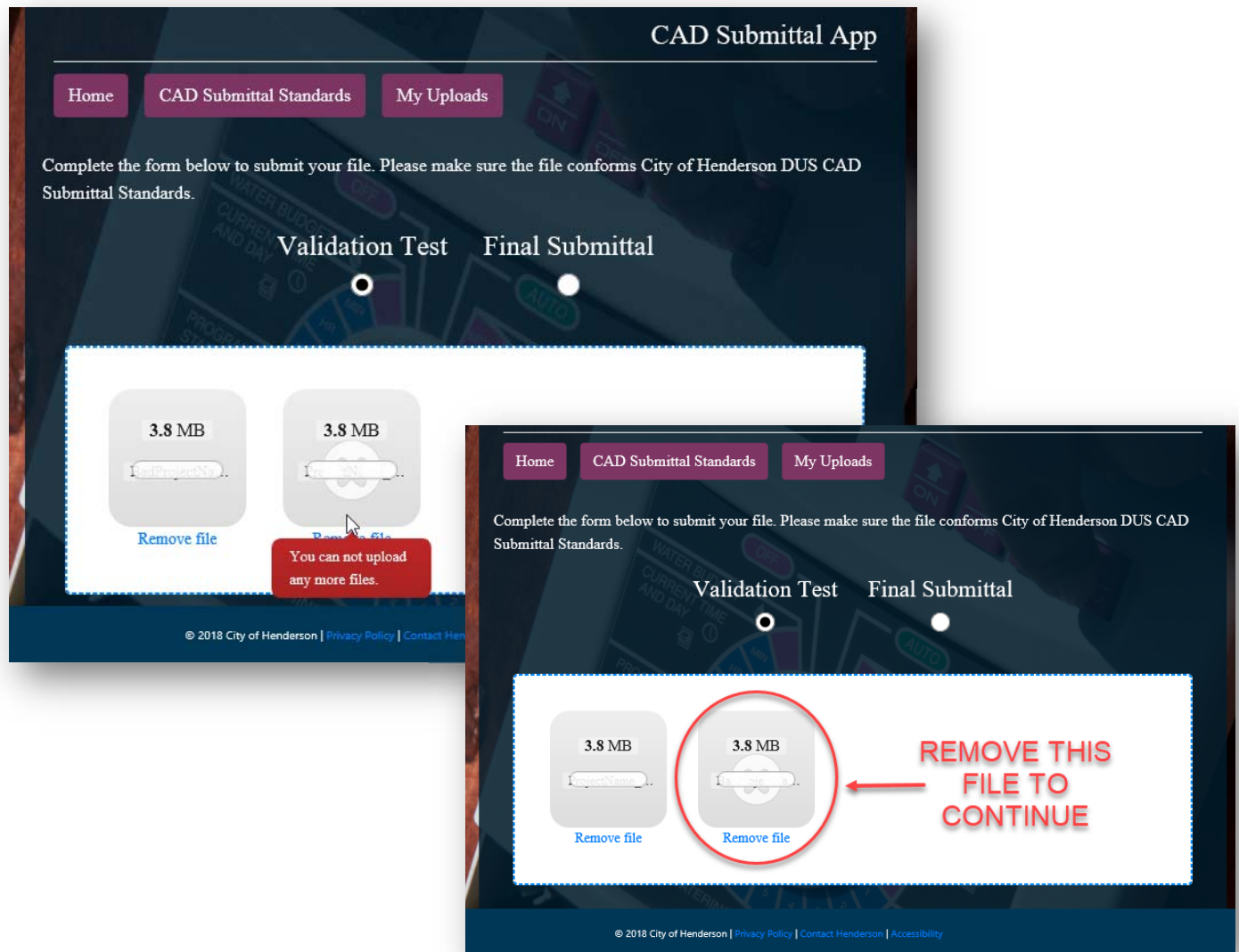
Slightly more information is required to process a final submittal.



Validate a file as many times as necessary to eliminate errors before proceeding to final submittal.

Browse for your file or simply drag and drop your file into the window.

The portal will not accept more than one drawing at a time. You will be prompted to remove files if you attempt to load more than one at a time.



The file itself must be named correctly with **\_UT** at the end of the name or the file will be rejected.

The following naming convention is recommended:

ANYPROJECTNAME\_UT.DWG

You will receive the following message if the upload was successful.

## THE 'MY UPLOADS' PAGE

The My Uploads page represents all the CAD files you've submitted through the portal. You can go to this page as soon as you submit a file to check its processing status.

**CityofHenderson.com**  
The Official Website of the City of Henderson, Nevada

Hello erika.provost@cityofhenderson.com  
[Logout](#) | [Change Password](#)

## Utility Services

### My Uploads

[Home](#) [Upload CAD File](#) [CAD Submittal Standards](#)

STATUS	UPLOAD DATE	UPLOAD TYPE	DETAILS
<b>PENDING</b>	3/12/2018 5:56:19 PM	Verification Upload	<b>Awaiting Processing</b>
FAILED	3/5/2018 11:34:47 AM	Verification Upload	<a href="#">View Results</a>
FAILED	3/5/2018 11:13:32 AM	Final Submittal	<a href="#">View Results</a>
FAILED	3/5/2018 11:11:13 AM	Final Submittal	<a href="#">View Results</a>

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When the word FAILED is shown for STATUS, it indicates that the submittal failed for at least one pre-defined test during validation. See the DETAILS section for more information.

The UPLOAD TIME represents the date and time you uploaded the file.

The UPLOAD TYPE represents the type of submittal processed for the file.

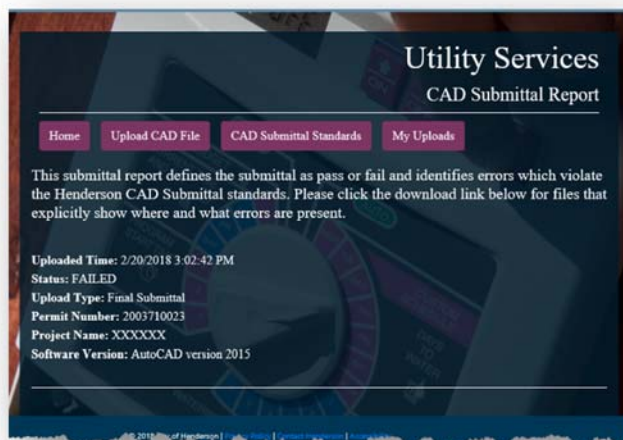
The DETAILS column links to a dynamic status report with a suite of downloadable files meant to facilitate the error correction process.

Click the DETAILS link to launch the dynamic submittal report.

## REPORTING

The dynamic web report shown below provides a by layer description of the validation tests performed against the submitted file. Green check marks indicate the file passes a test where a red x indicates some error has occurred related to the data provided. The web report includes:

- A brief description of the data submittal.
- Validation the file data is appropriately placed and falls within the City of Henderson corporate boundary.
  - If the file is not, the submittal is FAILED. The CAD file must be spatially located.
- Validation the file has a coordinate system assigned.
  - If this test fails validation continues.
- A list of layers from the CAD submittal matching the CAD Submittal Standard
- A list of extraneous or unexpected layers submitted with the file
- By layer pass/fail results related to attribute validation
  - If attributes are Null, are they allowed to be Null
  - Do attributes fall within a defined range of values
  - Does attribution match the accepted values provided in the CAD Submittal Standard.
- Downloadable error files










At the bottom of the web report is a button to 'Download Error Geofile'.

The error geofile is a collection of files zipped into a compressed folder. Inside this compressed folder are the following 4 files:

1. A MS Excel document with a line for each entity object. Both attribute and geometry validation are provided in this file. The geometry test just verifies that the appropriate feature type was submitted for the matching layers.
  - a. Error message definitions are provided at the end of the web report for reference



Name	Type
 EntityHandleReport_Galleria Reclaimed ...	Microsoft Excel W...
 errorGeoReport	JSON File
 Errors_Galleria Reclaimed Waterline_UT	DBF File
 Errors_Galleria Reclaimed Waterline_UT	DWG File
 Errors_Galleria Reclaimed Waterline_UT.prj	PRJ File
 Errors_Galleria Reclaimed Waterline_UT	SHP File
 Errors_Galleria Reclaimed Waterline_UT.shx	SHX File

File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to do

Clipboard Font Alignment Number Styles Cells

Calibri 11

Paste

Conditional Formatting

Format as Table

Cell Styles

Insert

Delete

Formulas

Cells

H4

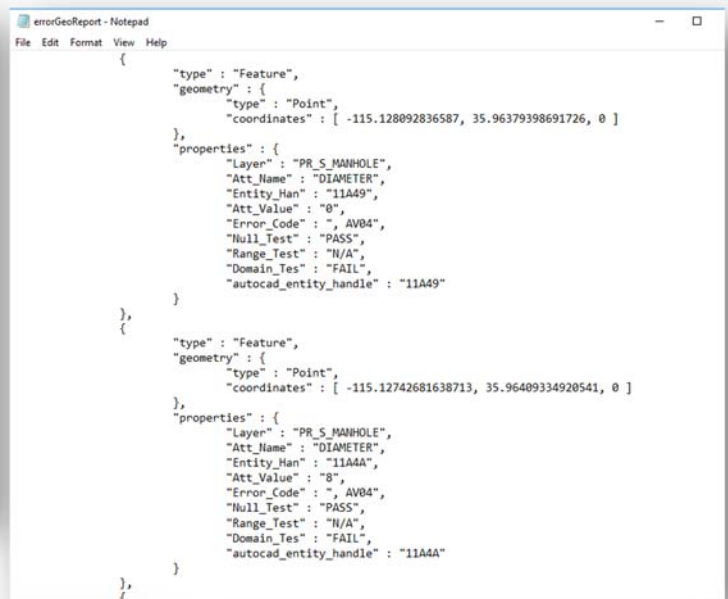
	A	B	C	D	E	F	G
1	<b>AutoCAD Layer</b>	<b>AutoCAD Entity Handle</b>	<b>Attribute Null Test</b>	<b>Attribute Range Test</b>	<b>Attribute Domain Test</b>	<b>Attribute Geometry Test</b>	<b>Error Message</b>
2	PR_S_FITTING	11AA8	FAIL	N/A	FAIL	N/A	AV02, AV04
3	PR_S_FITTING	11AA9					AV02, AV04
4	PR_S_FITTING	11AAA					AV02, AV04
5	PR_S_FITTING	11AA8					AV02, AV04
6	PR_S_FITTING	11AAC					AV02, AV04
7	PR_S_FITTING	11AAD					AV02, AV04
8	PR_S_FITTING	11AAE					AV02, AV04
9	PR_S_LATERAL	11B93					AV02, AV04
10	PR_S_LATERAL	11B95					AV02, AV04
11	PR_S_LATERAL	11B96					AV02, AV04
12	PR_S_LATERAL	11B97					AV02, AV04
13	PR_S_LATERAL	11BA0					AV02, AV04
14	PR_S_LATERAL	11BA4					AV02, AV04

Explanations for Error Codes used in the Error Geofile are listed below

Error Code	Error Description
0B01	Objects were found to be outside City Boundary.
0B02	Coordinate Systems not found or incorrectly assigned.
AT01	Object data was not found on some objects.
AT02	Unattached entity data was not found on some objects.
AT03	No matching CSV file was found. Please check file name to ensure it matches the name of the CSV file.
AT04	Plug in data was not found on some objects.
AT05	Objects in the CAD layer do not match acceptable attributes in the validation template.

Attribute Errors

Error Code	Error Description
ERR01	Objects were found to be outside City Boundary.
ERR02	Coordinate System not found or incorrectly assigned.
AT01	Object data was not found on some objects.
AT02	Estimated empty data was not found on some objects.
AT03	No matching CSV file was found. Please check file name to ensure it matches the name of the DWG file.
AT04	Plug-in data was not found on some objects.
AV01	Objects in the CAD layer do not match acceptable attributes in the validation template.
AV02	Objects have Null values where values must be provided.
AV03	Objects do not pass range values tests for some attributes.
AV04	Objects do not pass restricted value tests for some attributes.



2. A text file errorGeoReport.json
3. A CAD drawing file with points to represent the errors labeled by Object Entity Handle.
4. An ESRI Shapefile containing the same information as the CAD and Excel Files.

