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.

REQUESTING AN ACCOUNT

You may request a portal account at 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.

LOGGING INTO THE CAD SUBMITTAL PORTAL

The CAD submittal portal is available at www.cohdus.com
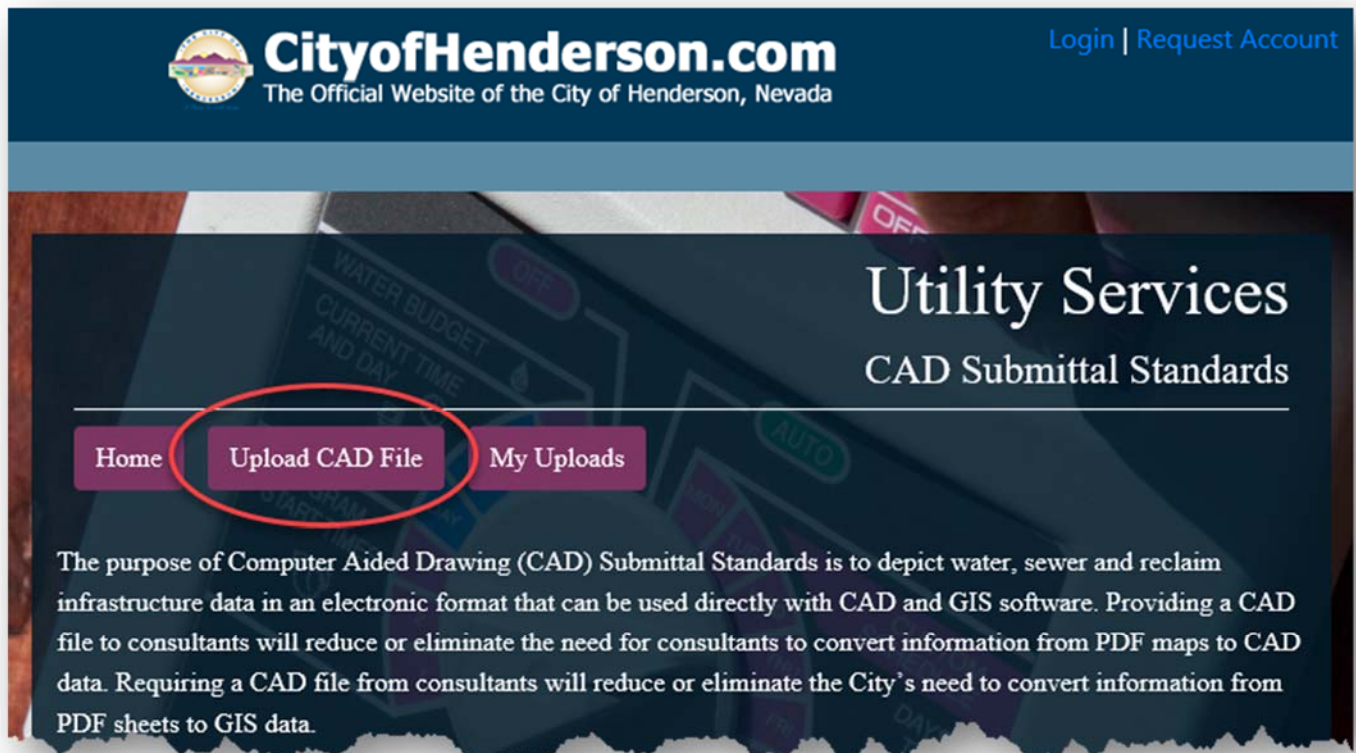
To access the portal, click the login link at the top right. If you select the button 'Go To Portal' you will also be re-directed to the login screen.
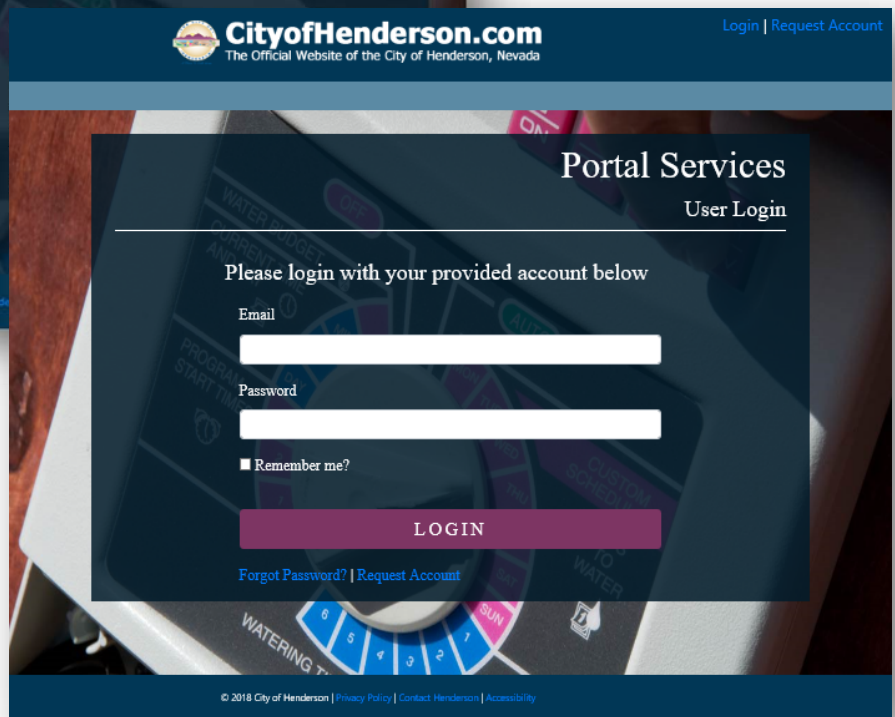
UPLOAD A CAD FILE DRAWING

To begin click the button 'Upload CAD File'.

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


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 that one drawing at a time. You will be prompted to remove files if you attempt to load more than one at a time.
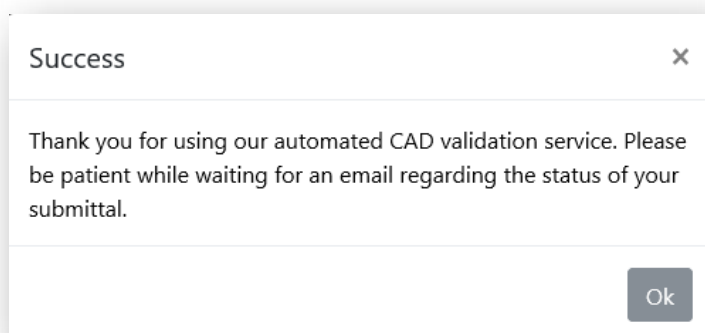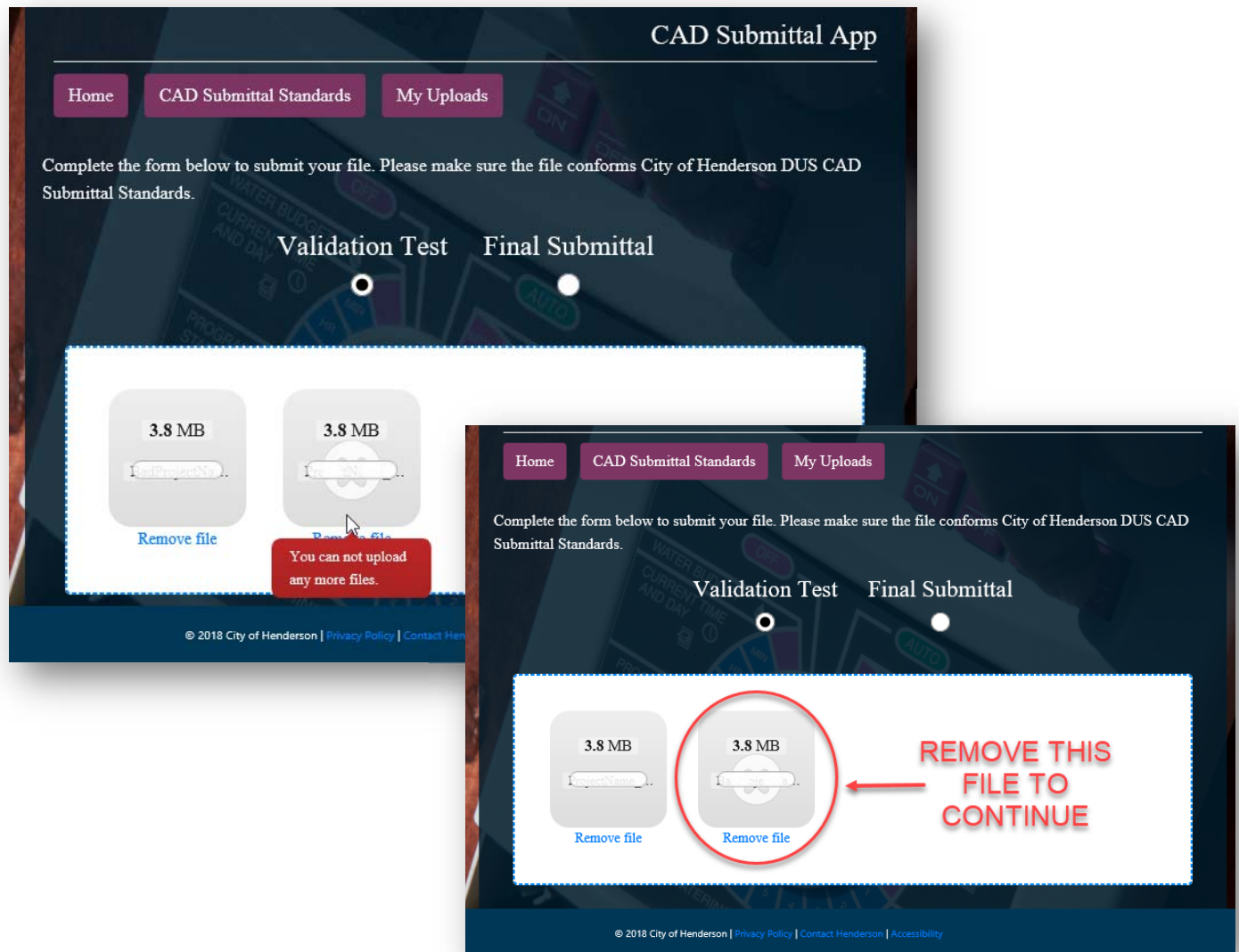
The file itself must be named correctly with **_UT** at the end of the name or the file will be rejected.

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.

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

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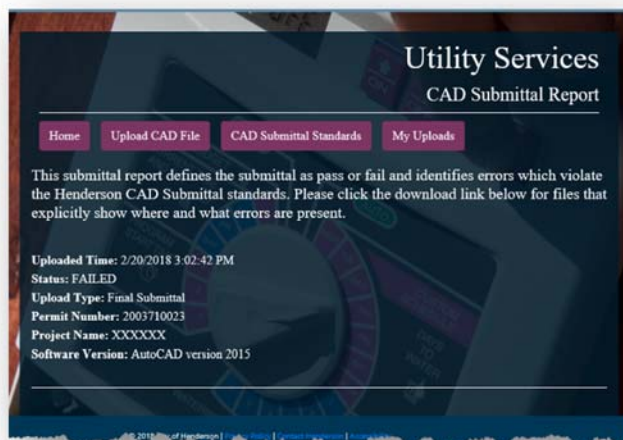
At the bottom of the web report is a button to 'Download Error Geofile'.

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:

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

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

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.