
Standard Operating Procedure (Parks)

Upload Parks - IDS CAT sheet for validation or submission

Version: 1.0

Date: 20 January 2019

Trigger

Collection of Park 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

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 'IDSPark' • Click dropdown 'Workspace' & select - 'InfrastructureDesignStandards_Park_ValidateCAT.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 • Note: If you would like to receive a KML (Google Earth image) or PDF CCC map layer of the asset data <ul style="list-style-type: none"> ○ Tick 'Select All' under Map output of CAT data ○ If you want to receive the PDF only or the KML only remove the one you do not require by clicking 'x' • Enter your email address in the 'Submitter Email' field • Drag and drop the photos into the 'As Built Asset Photo Files(s)' field • Note: You can do this individually or you can put all the photos in a zip folder and drag that into the field. • 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 'IDSPark' • Click dropdown 'Workspace' & select 'Submit CAT.fmw' • Drag & drop CAT sheet from your file location to 'CAT file' field • Drag & drop photos from your file location to 'As Built Asset Photo File(s)' field • Note: You can do this individually or you can put all the photos in a zip folder and drag that into the 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 • 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'