

## SOP for preparing files to be added to MapGuide

All files that will be added to the MapGuide applications will be in an Adobe Acrobat pdf format.

Files that have been converted to pdf, follow the file naming requirements outlined in this document and are ready to be incorporated into MapGuide can be copied to:  
I:\Data\Division-IMD\0-DEPOT

Look on the Infrastructure Mapguide at the following address to see if the Channel Features polygon exists

<http://www.dot.pima.gov/intranet/maps/RFCD/>



Pima County Regional Flood Control District Intranet

## RFCD Intranet MapGuide Maps

Autodesk  
MapGuide Overview

Infrastructure MapGuide application

The RFCD Intranet MapGuide Maps have many data layers that are not available on the [Basic MapGuide maps](#).

### To view RFCD Intranet MapGuide Maps

- Read the [Disclaimer](#) and [Using Autodesk MapGuide](#).

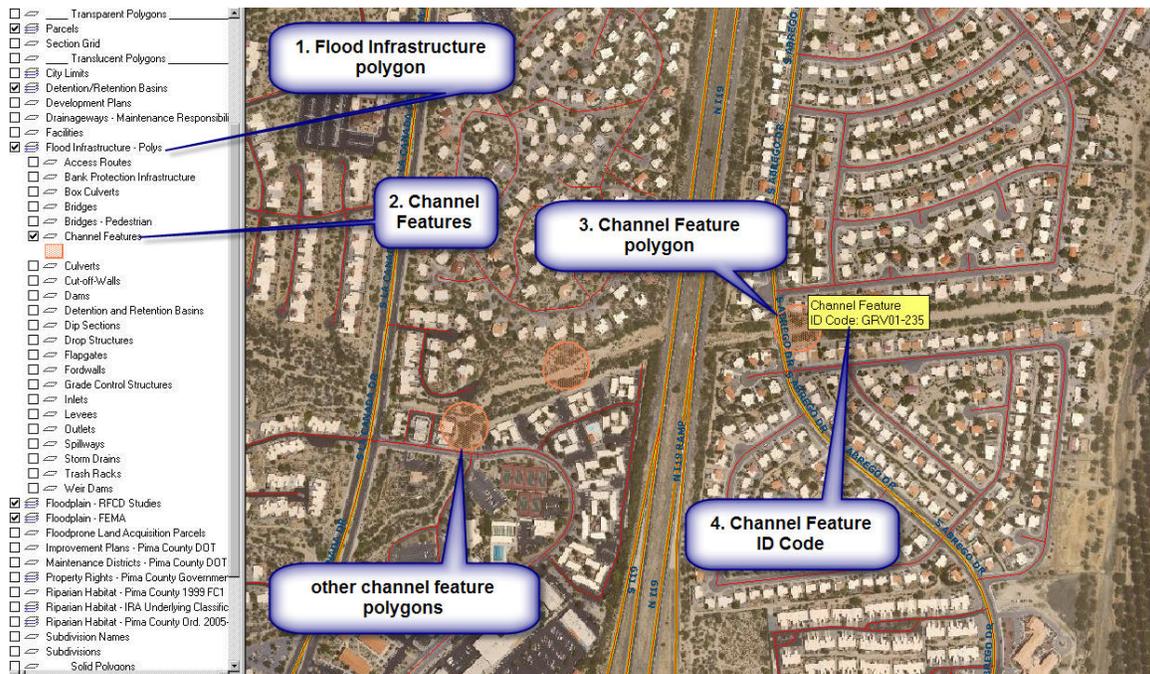
<a href="#">Floodplain Analysis MapGuide Map</a>	This version has <b>floodplain analysis layers</b> on by default.
<a href="#">Base MapGuide Map</a>	This version has only <b>base layers</b> (streets and parcels) on by default.
<a href="#">Infrastructure MapGuide Map (Restricted Access)</a>	This map only has layers of interest for <b>infrastructure management</b>
<a href="#">Hydrologist's MapGuide Map</a>	This version has <b>layers for hydrologists</b> on by default.
<a href="#">Water Courses MapGuide Maps</a>	The Rillito map is the only water course map available now. There may be others later.
<a href="#">Grid-based Aerial Photo Index Map</a>	This is the map for the <a href="#">Grid-based Aerial Photos</a> application. Remember that you need to <b>zoom in to see sections and double-click the photos</b> for that section.

- See [links to more maps](#).

Zoom in to the area of interest and see if a Channel Features polygon exists. Turn the Parcel lines off because they are above the Channel Features polygon and will be found first by MapGuide.

If the Channel Features polygon exists hover the mouse over it and make note of the ID Code it will be used in the file name.

If it doesn't exist notify Infrastructure Management so they can create a polygon



## **File naming requirements:**

Year-idcode-descriptor-YourName-brief description.pdf

1. The text for Year, idcode, and descriptor will be separated by a dash, contain no spaces and all “0” will be zeros.
2. YourName text will contain no spaces.
3. The brief description text string can contain spaces and will show up in the report page in Mapguide exactly as it is in the file name.

## **Examples**

Inspections: (always use the “i01” descriptor)

08-TRT013516-i01-Massingale Basin-2008-03-18-inspection.pdf

08-PAN040254-i01-Grade control.pdf

08-PAN041665-i01-Sand and gravel operation.pdf

Permit and Regulatory Compliance: (always use the “e01” descriptor)

05-TRT011488-e01-2005-Environmental folder from Pima County DOT files.pdf

Infrastructure Plans: (always use the “c01” descriptor)

83-TRT011488-c01-Original 1983 Massingale basin construction plans.pdf

Design/Repair plans: (always use the “d01” descriptor)

06-GRV011340-d01-2006 Repair of drainage structure and addition of gabions.pdf

Concept Report/plans: (always use the “f01” descriptor)

06-GRV011340-f01-2006 Concept Report and plans for repairing drop structure.pdf

Reports and/or Studies: (always use the “r01” descriptor)

04-TRT011488-r01-2004-03-11 Terracon Geotechnical for Basin construction.pdf

Location Map: (always use the “m01” descriptor)

06-TRT011488-m01-2006-Massingale basin location map.pdf

Photos (infrastructure) –these are general photos taken of individual infrastructure polygons such as access ramps, pipe outlets, grade control structures.

(always use the “p01” descriptor)

03-TRT011080-p01-2003-09-10-Damage to main spillway of Massingale basin.pdf

03-TRT011088-p02-2003-11-06-Damaged spillway and temporary repairs.pdf