**Setting Up ArcMap and Creating Versions**

**Adding Database Connection**

**Open Catalog**

* Go to the Windows dropdown.
* Right-click on 'Catalog' to open the Catalog window inside ArcMap.

**Create Database Connection**

* Expand the 'Database Connections' folder.
* Double-click on 'Add Database Connections' to open the Database Connections window.
* Fill in the following information:
  + **Database Platform:** Oracle
  + **Instance:** gencdbp.energy.sug.pri/gaeniep
  + **Authentication Type:** Database authentication
  + **User Name:** (Your username, usually first initial and last name)
  + **Password:** (Usually the same as your username)
* **Note:** Do not check 'Save user name and password.'

**Adding Folder Connection**

**Create Folder Connection**

* In Catalog, right-click on 'Folder Connections' and select 'Connect To Folder…'
* Navigate to: This PC > Common drive (S:) > GIS folder > Pipeview folder
* Find and select your folder (e.g., DMares). Click OK.

**Save MXD Files**

* Save any MXD files to the connected folder.
* Example path: S:\GIS\Pipeview\Dmares

**Adding Data**

**Pause Drawing**

* Go to View > Select 'Pause Drawing.'

**Add Data**

* Click on the 'Add Data' icon in the toolbar.
* Double-click on the created database connection and log in if required.
* Add the following feature datasets and classes:
  + **Feature Datasets:**
    - UPDM.PipeSystem
    - UPDM.PipeSystem\_ARCH
  + **Feature Classes:**
    - UPDM.MAOPMOP
    - UPDM.Sleeve
    - UPDM.Sleeve\_Arch
    - UPDM.Coatings
    - UPDM.PressureVerification
    - UPDM.StationBoundary
    - UPDM.GateSettingBoundary
    - UPDM.MRBoundary
    - UPDM.SiteBoundary
  + **Standalone Tables:**
    - UPDM.Company
    - UPSM.System
    - UPDM.FACILITYLINE
    - UPDM.FieldNote
    - UPDM.FieldNote\_Arch
    - UPDM.PipeCrossing
    - UPDM.PipelineMarker
    - UPDM.Meter
    - UPDM.RiverWeight
    - UPDM.RiverWeight\_Arch
    - UPDM.WELD
    - UPDM.PressureSystem

**Turn Off Layers**

* In the Table Of Contents, hold CTRL and left-click on any layer (e.g., Controllable Fitting) to turn off all layers.

**Adding Tools**

**Add Toolbars**

* Go to Customize > Toolbar.
* Check the following toolbars:
  + Edit Vertices
  + Editor
  + Geodatabase History
  + Geometric Network Editing
  + Snapping
  + Standard
  + Tools
  + Versioning

**Add Custom ETE As-Built Toolbar**

* Go to Customize > Add-In Manager.
* Select the 'Options' tab and right-click on 'Add Folder.'
* Navigate to: This PC > Common drive (S:) > GIS folder > BoltGeo folder > ASBuiltTool folder > Addin folder. Click OK.
* Go back to Customize > Toolbar and select 'ETE As-Built Tools.'

**Changing Version**

**Change Current Version**

* Click on the 'Change Version' icon in the toolbar.
* In the Change Version window, highlight 'ETPDEFAULT' (Owner: UPDM) and select OK.
* Ensure all data under UPDM.ETPDEFAULT in the Table of Contents.

**Customize and Save MXD**

* Customize layer symbology and table fields as needed.
* Save the MXD under the correct parent version (UPDM.ETPDEFAULT).
* Path: File > Save As > This PC > Common drive (S:) > GIS folder > Pipeview folder > Your folder (e.g., DMares).

**Creating a New Version**

**Create New Version**

* Click on the 'Create New Version' icon in the toolbar.
* Ensure NO VERSION is created under SDE.DEFAULT.
* Fill in the New Version window:
  + **Parent Version:** UPDM.ETPDEFAULT
  + **Name:** (Work order number without special characters)
  + **Permissions:** Public
  + **Switch to this new version:** Check

**Start Editing**

* After creating the new version, go to the Editor dropdown and select 'Start Editing.'