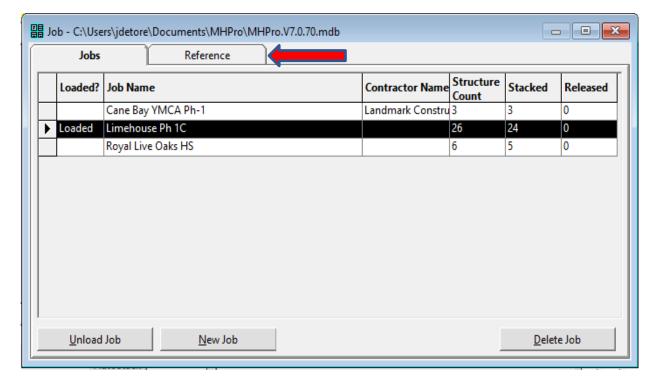
## MHPro New Job Order Process



Start new job using the "Job" screen





#### **Functions**

- Start New Job
- Load and unload jobs
- Click "Loaded?" to show all jobs currently loaded
- Click "Job Name" to organize by job name
- Click "Contractor Name" to organize by contractor
- Also, View Structure Count, Stacked, Released structures

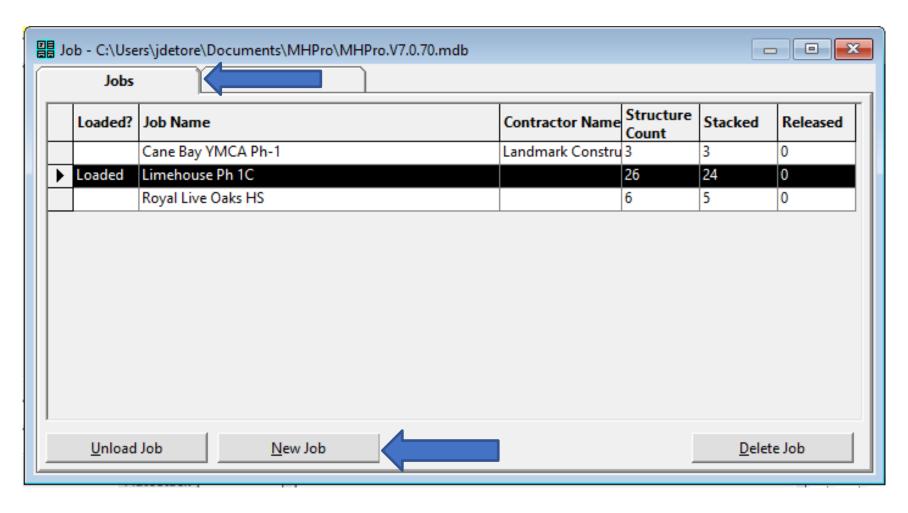
\*\*NEVER USE /START NEW JOB WITHIN
THE REFERENCE TAB\*\*

# **Starting New Job**



1. With the Jobs tab selected, Click "New Job"





# **Starting New Job**



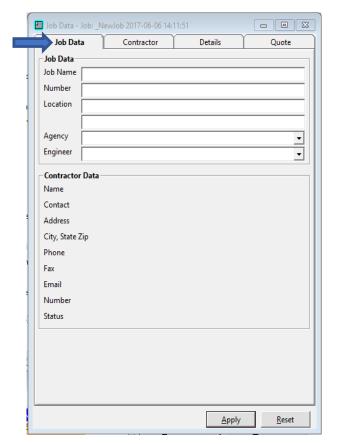
1. Enter all required job info from



#### "Job Data" screen

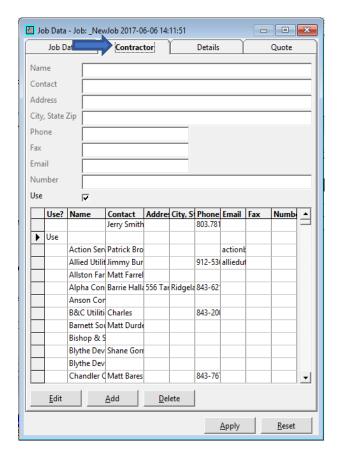
#### **Job Data Tab**

- -Job Name
- -Number
- -Location



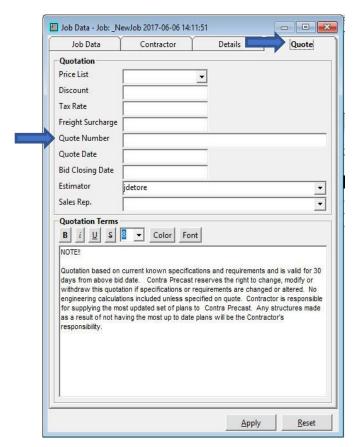
#### **Contractor Tab**

- -Find in contact or Add New
- -Select "Use" next to name, click "Apply"



#### **Quote Tab**

- -Add Quote Date & Date on plans
- -Click "Apply"

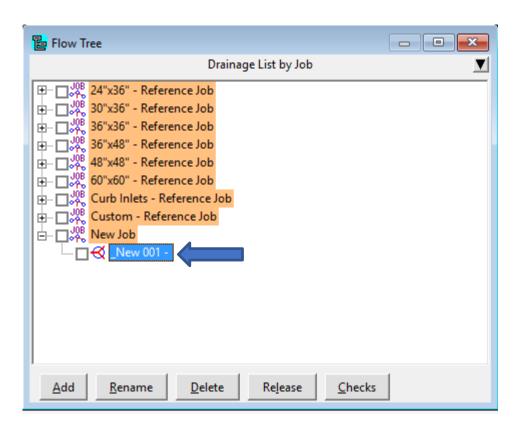


## SETTING UP STRUCTURES IN THE FLOW TREE



1. Set up all structures using the "Flow Tree" screen





1. Double click on the first new structure and name it; structure number first then structure type.

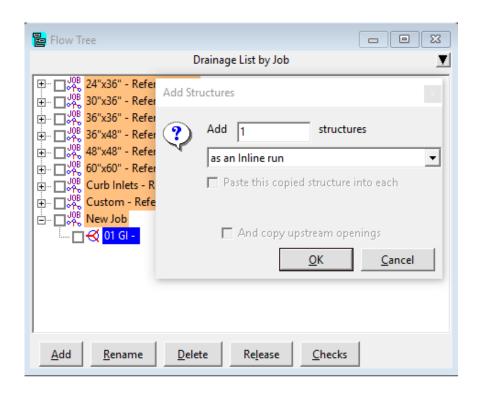
Example - **01 GI, 02 JB, 03 CI, 04 OCS** 

## SETTING UP STRUCTURES IN THE FLOW TREE



2. Using the plans, right click on structure add and the required structure or structures.





#### **Available options**

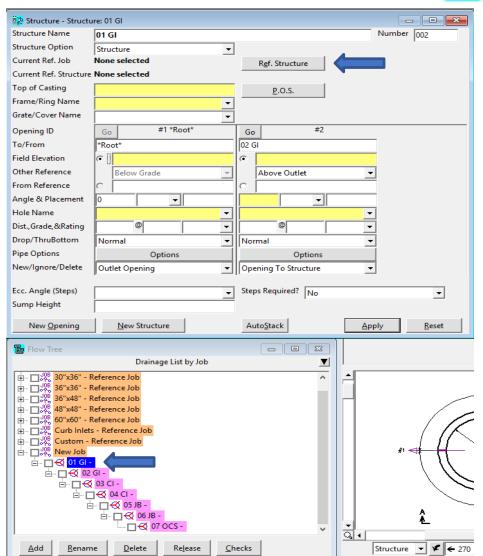
- 1. Add structure Upstream single structure upstream
- 2. **Add Independent Structure** separate structure not above or below current structure
- 3. Add Multiple Structures multiple structures inline/upstream from current structure. Enter the number of structures to wish to add in the "Add" field provided
- 4. **Add Down Stream** add only one structure downstream
- 5. Click **OK** to add

Repeat this process for structures along the inline run that has more than one inlet. Right click on the structure and add the required structure or structures.

#### **DESIGNING STRUCTURES**



1. Determine the type of structure required.

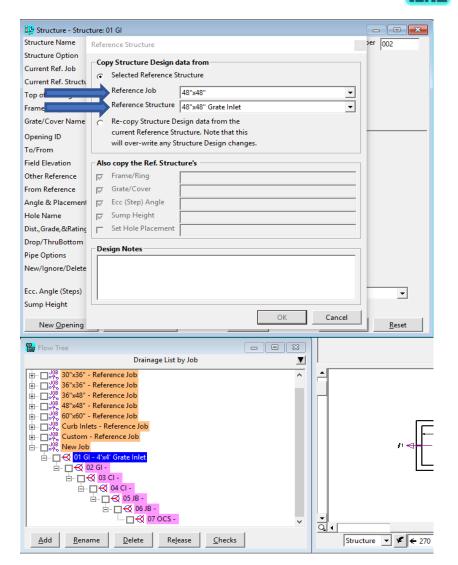


- 1. Once all other structures have been added in the Flow Tree, click on a structure furthest downstream on any run or any independent structure.
- 2. Once selected, using the "Structure" icon click on "Ref. Structure" to start designing.

#### **DESIGNING STRUCTURES**



2. Select the type of structure to design.



1. Click on "Reference Job" and select the size of the structure you want to design.

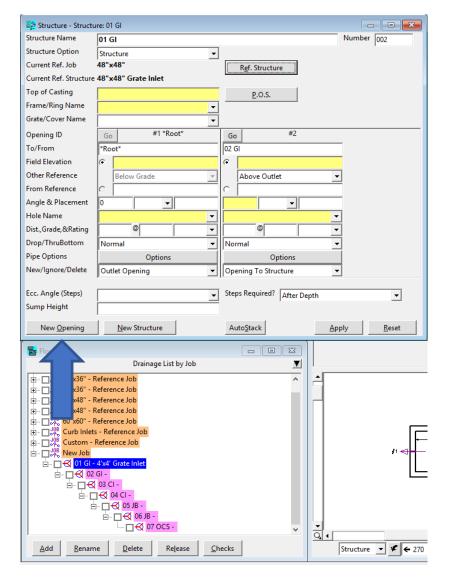
(Sizes will be listed based on available form dimensions or the type of structure you are creating. All sizes not listed will require you to select "Custom")

- Next, select the type of structure you are creating.
   (i.e. Grate Inlet, Curb Inlet, Junction Box, Sanitary MH, ect.)
- 3. Once structure type is selected, click **OK**.

#### **DESIGNING STRUCTURES**



3. Enter all required structure information, elevations, additional openings.



1. Fields requiring standard information will be highlighted Yellow. Any other fields requiring info can be entered at anytime.

Top of casting - "RIM"

Fame/Ring Name - Ring & Cover, Frame & Grate, Hatch, etc.

Field Elevation — Outlet and Inlets elevations provided on plans

Hole Name — Any pipe size or hole opening required

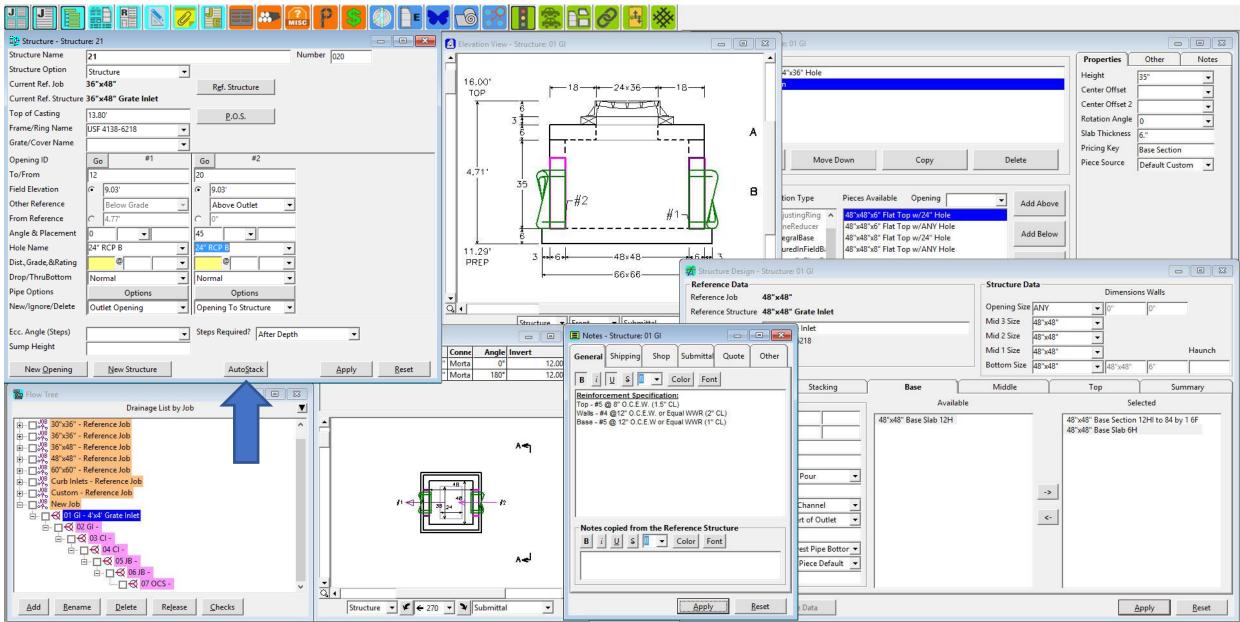
**Note:** The opening **ID #1** will always be your **Outlet opening**.

Additional ID openings will be labeled with either the structure directly upstream or any other opening that you manually add.

2. Additional hole openings can be added by clicking on "New Opening"

#### 4. Once all structure info has been entered, click "AutoStack" to stack structure





## **REVIEW EACH STRUCTURE**

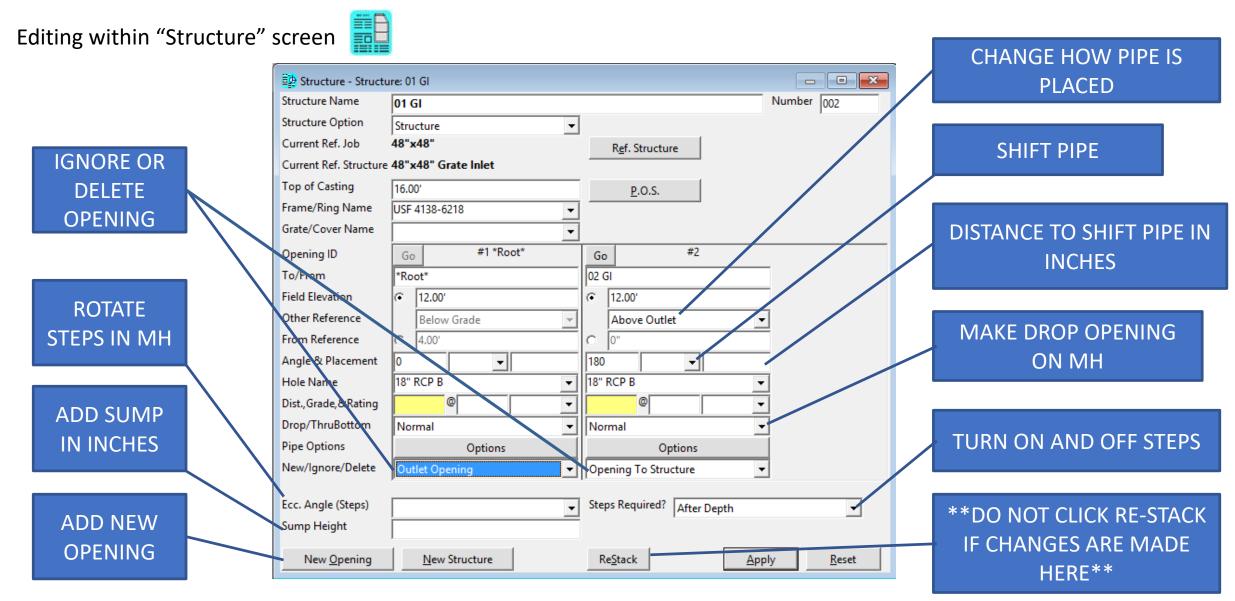


- 1. Ensure all structure elevations are correct
- 2. Casting required
- 3. Orientation of casting is correct and is offset over steps
- 4. Pipe sizes, underdrains, weir slots, sumps, steps, boots, skirts are added
- 5. Angles are accurate
- 6. Holes shifted out of corners where possible
- 7. Spacing between pipes is provided
- 8. Is it the most efficient stack-out??
- 9. Brick adjustment is provided
- 10. Base slab, Walls & Top slab thicknesses are accurate
- 11. Accurate steel specification is provided
- 12. All Job and County specification requirements are met

Keep in mind overall buildability of the structure

\*\*Value Engineering is Crucial\*\*



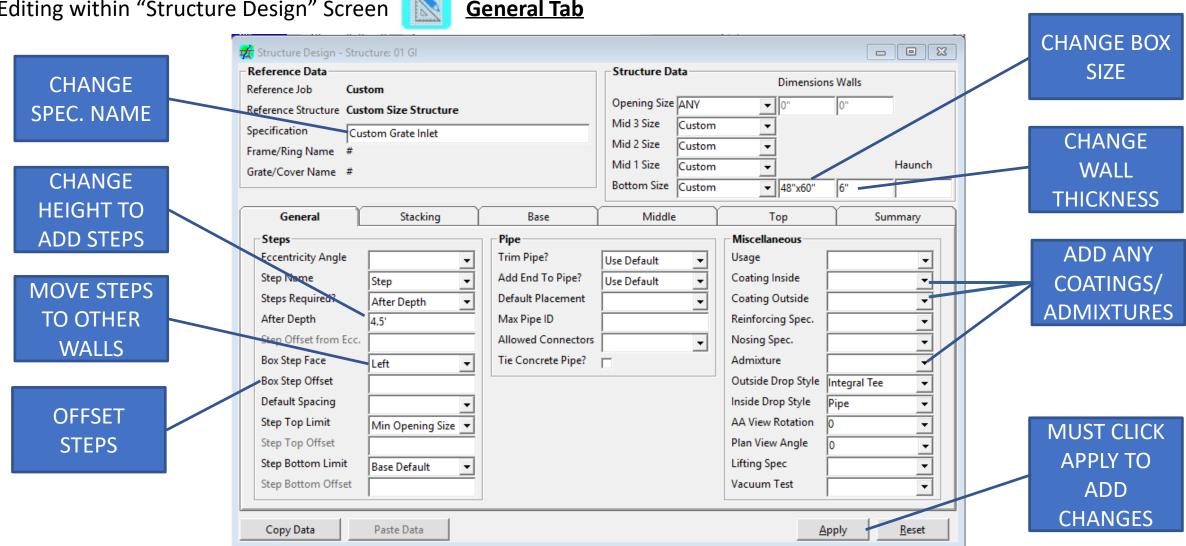




Editing within "Structure Design" Screen



#### **General Tab**

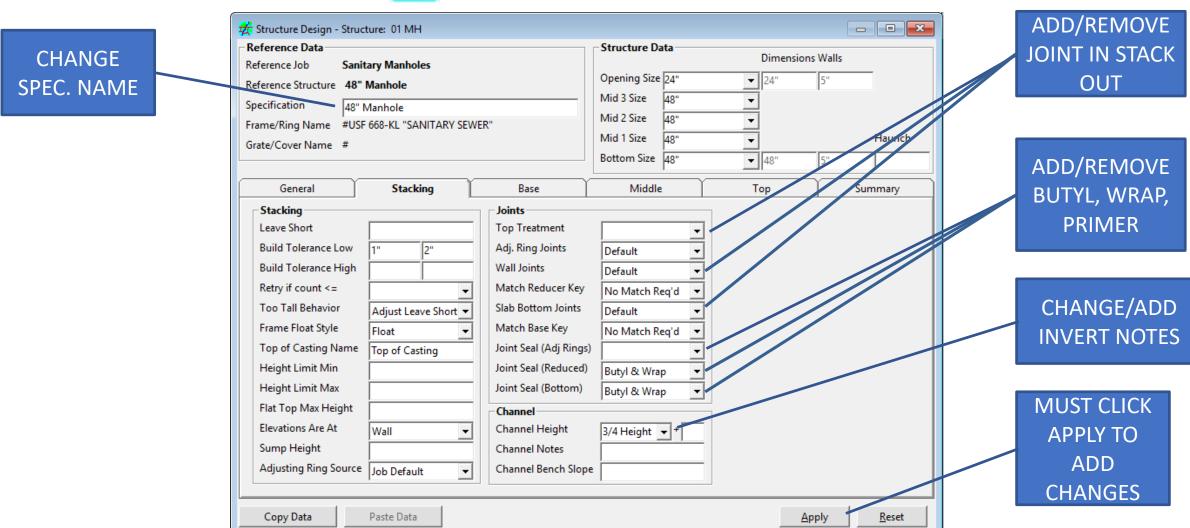




Editing within "Structure Design" Screen



#### **Stacking Tab**

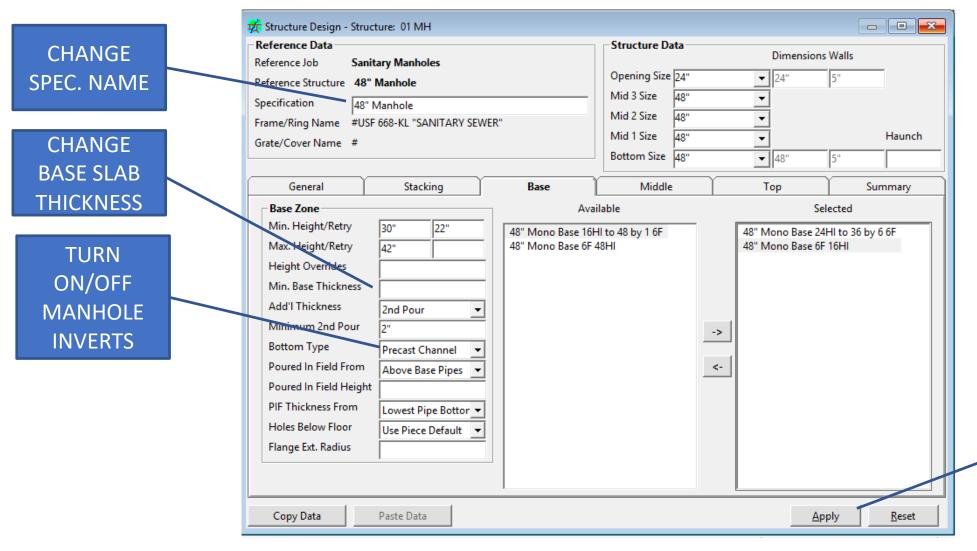




Editing within "Structure Design" screen



#### **Base Tab**



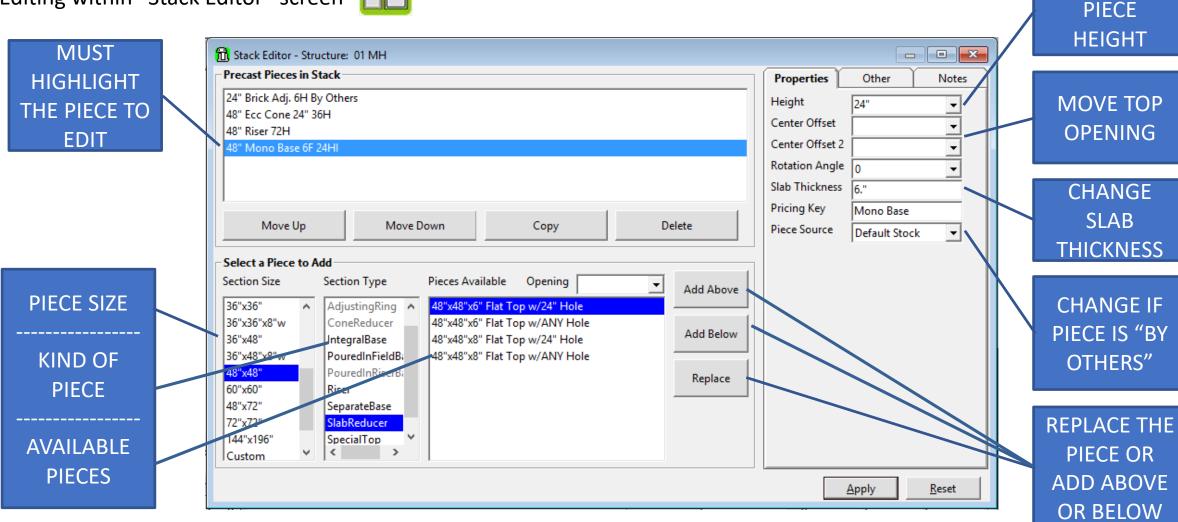
MUST CLICK
APPLY TO
ADD
CHANGES



**CHANGE** 





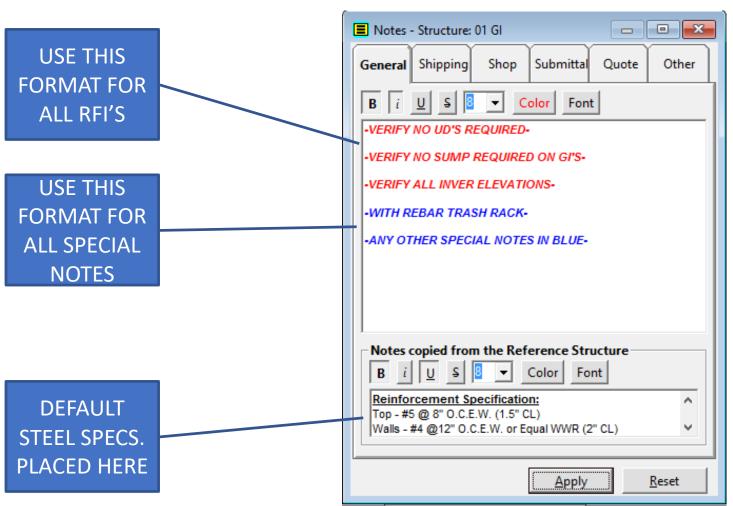


## **EDITING NOTES**



Editing within "Notes" tile





Your organization will have some standard notes that you use.

Using a consistent note format will make it easier to enter and review notes.

You can copy and paste formatted text from MS Word or WordPad into the Notes.

## **EDITING CASTINGS**



Editing within "Fab. Steel & Cast Iron" icon Frame/Ring Library Tab

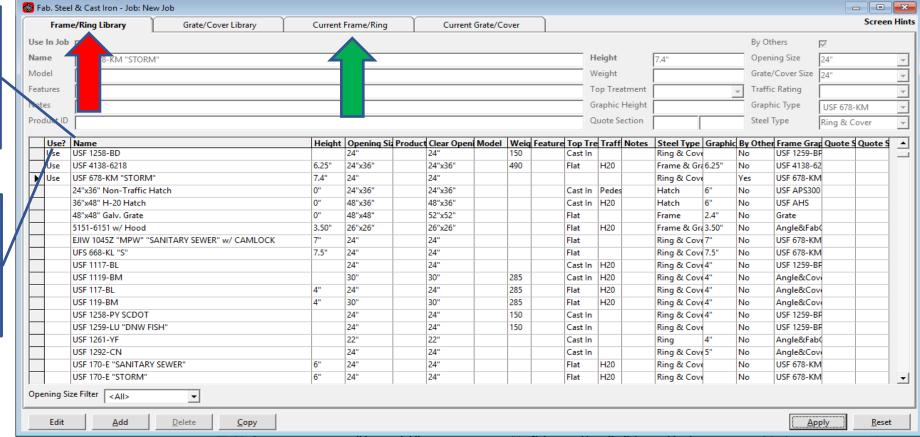


# -STOP- NEVER EDIT ANY CASTINGS FROM THE FRAME/RING LIBRARY TAB

ANY CHANGES TO CASTINGS SHOULD BE MADE FROM THE CURRENT FRAME/RING TAB



**CLICK USE?** TO VIEW ALL **CASTINGS CURRENTLY USED IN JOB** 



## **EDITING CASTINGS**

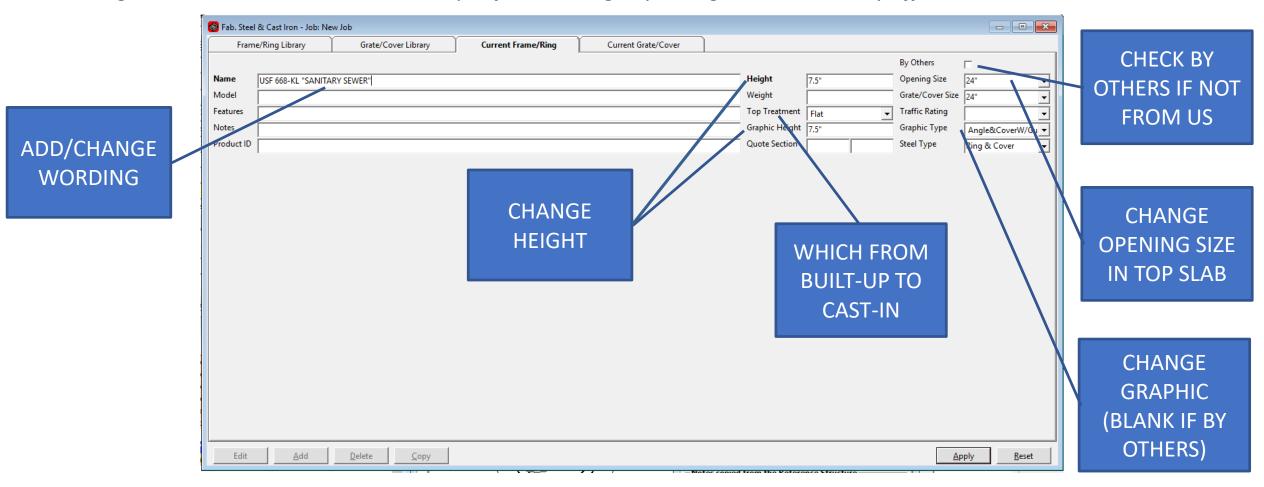


Editing within "Fab. Steel & Cast Iron" screen



#### **Current Frame/Ring Tab**

All changes made in this tab are structure specific, meaning any changes made will only affect current structure



# **EDITING PIPES**

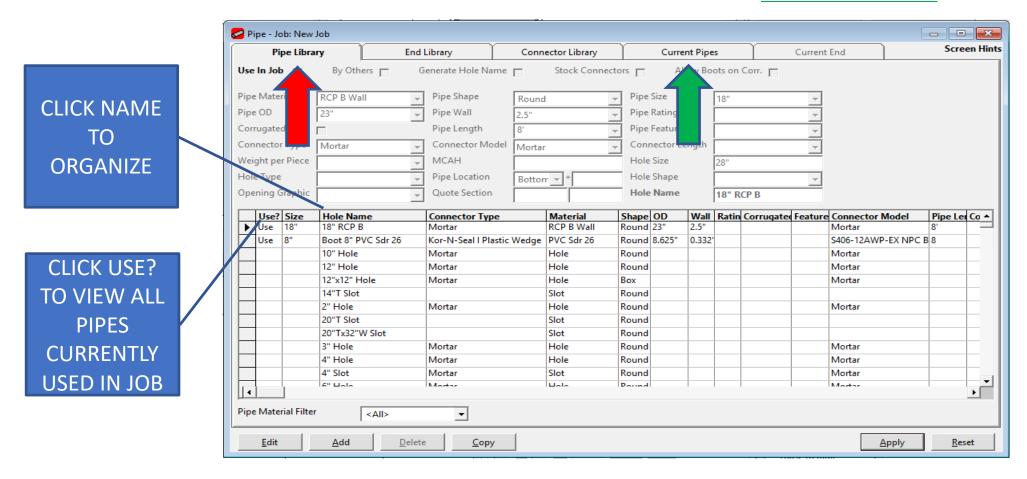


Editing within "Pipe" Screen Pipe Library Tab



## -STOP- NEVER EDIT ANY PIPES FROM THE PIPE LIBRARY TAB

ANY CHANGES TO PIPES SHOULD BE MADE FROM THE CURRENT PIPES TAB



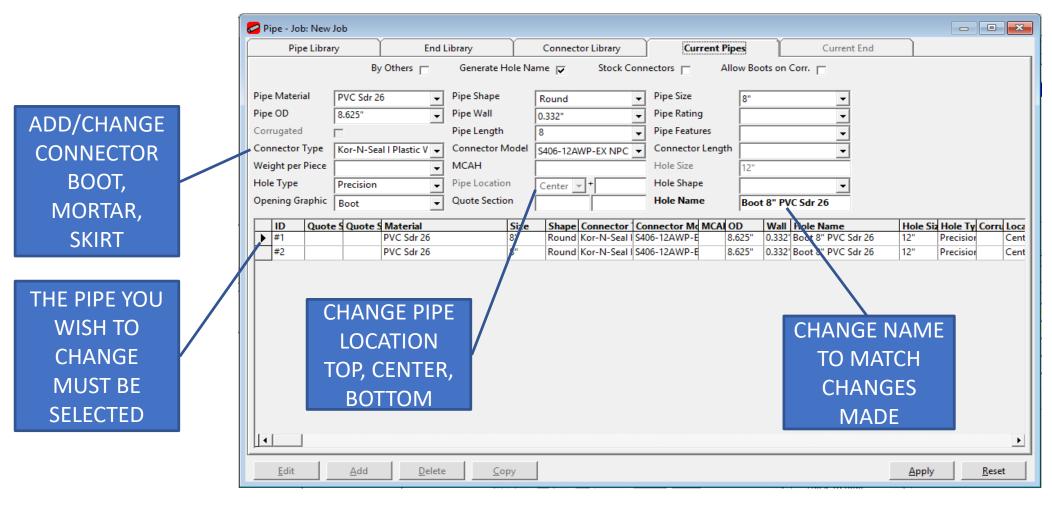
## **EDITING PIPES**



Editing within "Pipe" screen Current Pipes Tab



All changes made in this tab are structure specific, meaning any changes made will only effect current structure



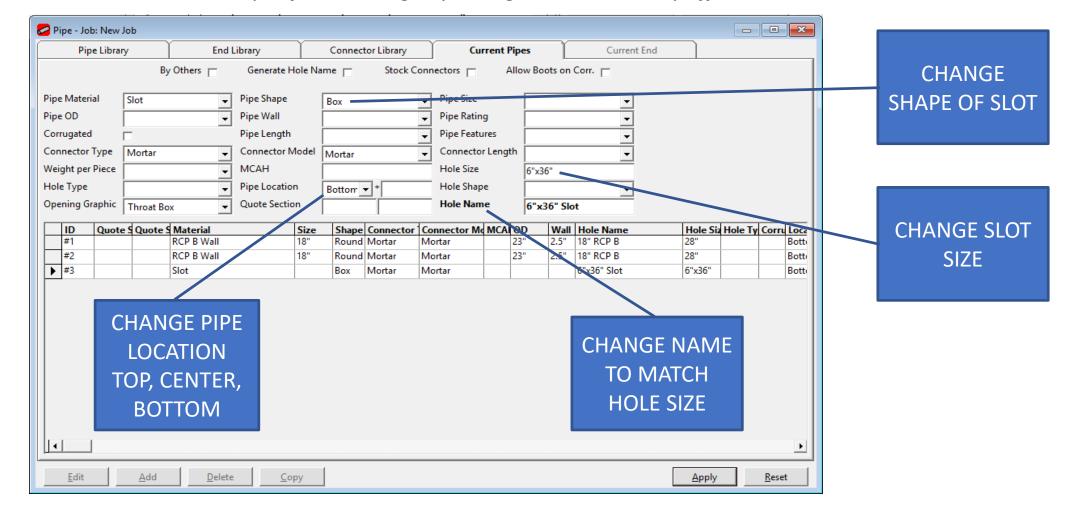
## **EDITING PIPES**



Editing within "Pipe" screen Current Pipes Tab



All changes made in this tab are structure specific, meaning any changes made will only effect current structure



# **OTHER SCREENS**



**Butterfly View** 

H

Shows all four views of a single structure at once

**Rollout View** 



Unrolls structure and shows an elevation view on a single plain

**Site Plan** 



Shows the direction of flow for all structures currently in Flow Tree

**Status** 



Shows potential structure errors. Also lists size and weight of each piece

**Auto Stacking** 



Provides a list of all available stack-outs for current structure (used mostly for MH's)

**Link Data** 



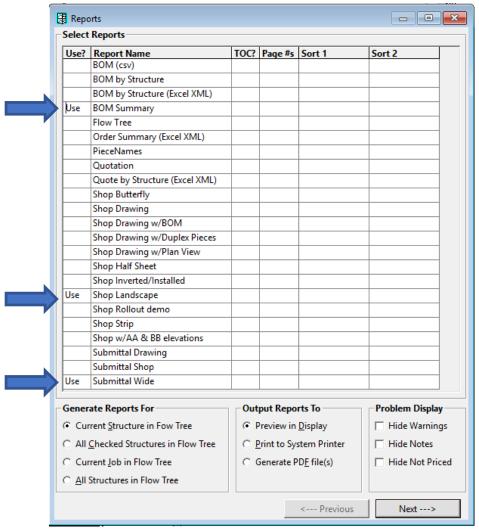
Gives to the ability to match structure properties currently used within job



1. Use the "Reports" screen



to select the type of drawings required.



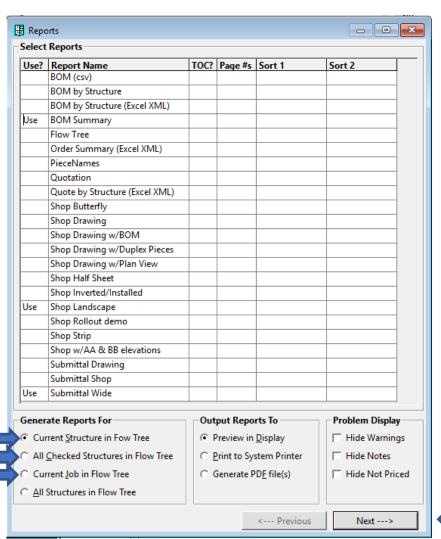
Your organization will only use a few of the many reports available in MH Pro. Only use these preferred reports.

- 1. Only use "Submittal Wide" when generating submittal drawings
- 2. Only use "Shop Landscape" when generating production drawings
- 3. Use "BOM Summary" for the selected structures required



2. Once you have selected the type of drawings required, select the structures you need drawings for.





- 1. Select "Current Job in Flow Tree" if requesting all structures in the job.
- 2. Select "All Checked Structures in Flow Tree" if requesting only a portion of the job.
- 3. Select "Current structure in Flow Tree" if requesting single structure.

The default option for "Output Reports To" should be "Preview in Display"

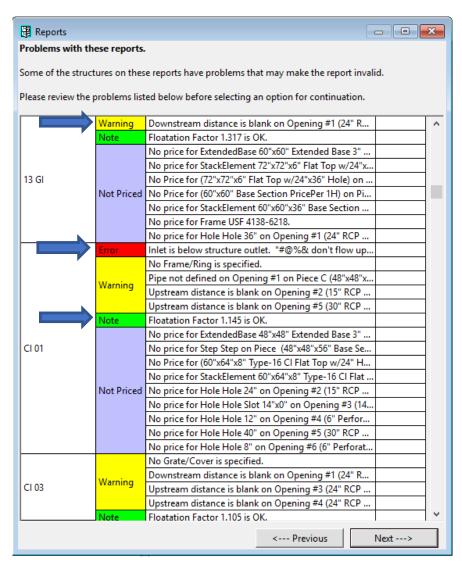
This way you can view the drawings generated before you save.

4. Click Next--->



3. Once you click Next, you will see the problems with structure or structures you have selected.





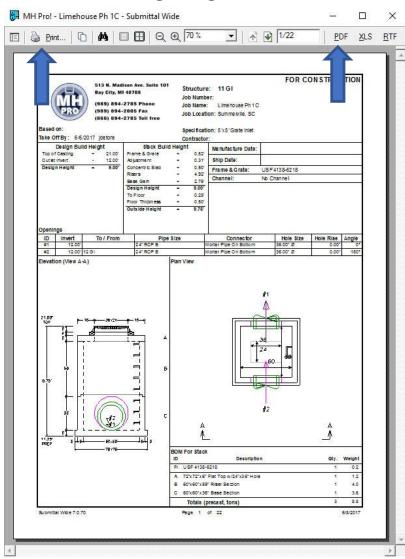
These errors can be ignored as long as you have taken the time to review each structure before generating the report

1. Click Next--->



4. Wait for drawings to generate.....You can not perform any other commands until all reports are generated.





- 1. Once generated, take the time to review all drawings to ensure the correct report was requested and to ensure accuracy of all drawings.
- 2. If correct, select **PDF** or **Print** and save to the appropriate location.

\*\*ALWAYS REMEMBER TO UPDATE EACH STRUCTURE/ JOB STATUS
BEFORE YOU GENERATE ANY REPORTS\*\*

