

2.1 Objectives

- Be able to start a new GEOPAK job with the **Start Job** dialog.
- Be able to add a new user to an existing GEOPAK job with the **Start Job** dialog.

2.2 Definition

Start Job is a tool that will set up a GEOPAK job for a user, or add users to an existing job. **Start Job** will create the job directories, and copy default MicroStation files to the directories. **Start Job** will also append the job number to the end of the copied Microstation files if that option is activated. Once a job has been created, **Start Job** will add a user to the job.

2.3 Accessing

Start Job can be accessed from the Microstation menu **MoDOT>>Start GEOPAK Job/Add User**.

2.4 Start Job Dialog

Once the user has accessed the **Start Job** dialog box, shown right, the tool can be used to either create a new job or add users to an existing job.

If the user is creating a new job, do not check the **Add Users to Existing Job** toggle. The user then types in the appropriate number in the **Job Number** field. Note that the **Browse** button for selecting a job number is ghosted out. This is because the job doesn't exist yet. The user needs to specify the path in which the job will be placed. The **Browse** button can be selected to navigate through the path. The next step is to choose the **userid**s of the people that will be working on the job. The user can select one or multiple user ID's.

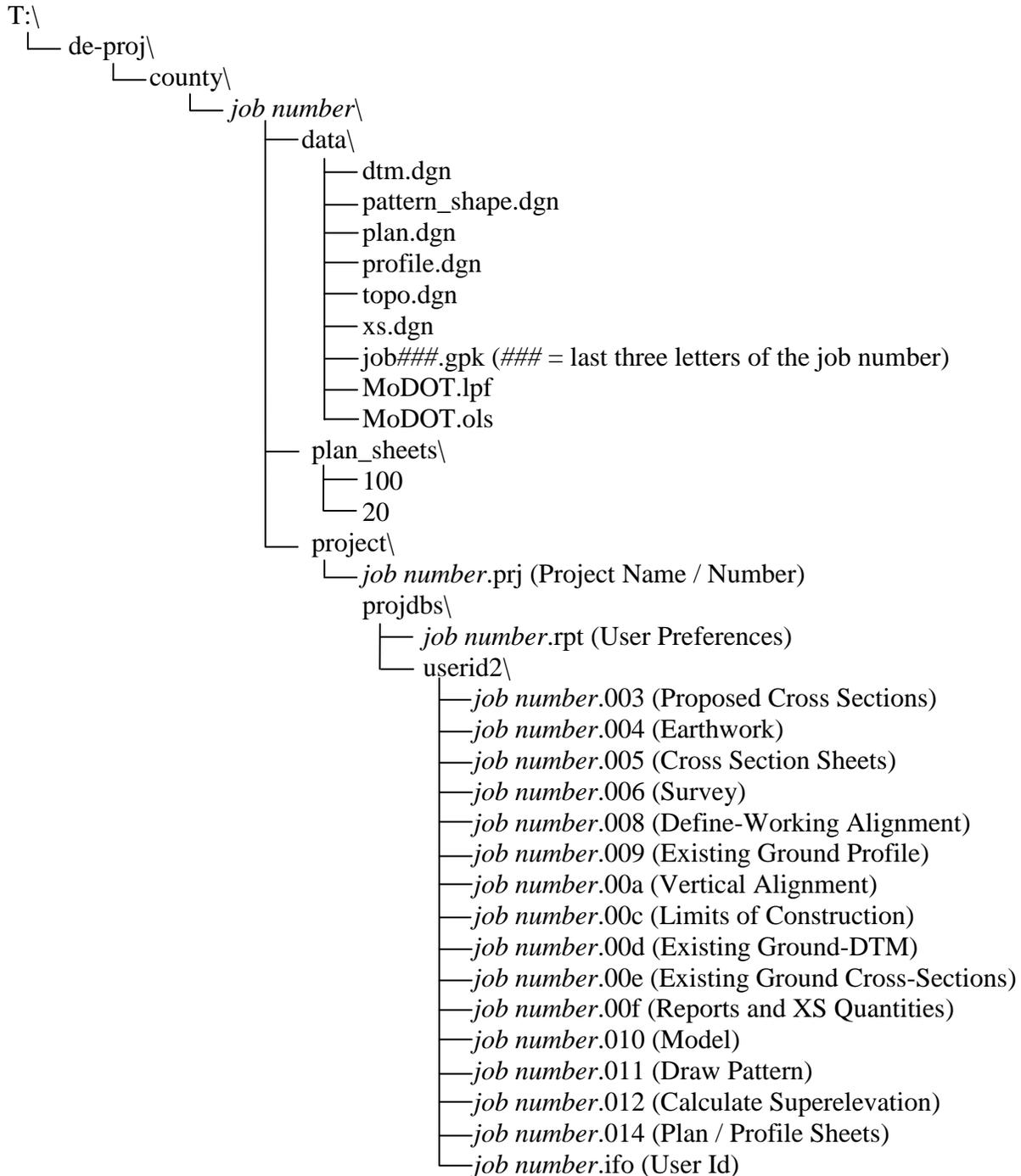


In addition, for a new job, select the **Units** and the **Sheet** types that will be used for the job. This will create a directory for each **Sheet** type selected to place the sheets into as they are created.

If a job already exists, and the users are being added to the job, check the **Add Users to Existing Job** toggle. Note that the **Path**, **Units**, and **Sheets** options will ghost out, and the **Job Number Browse** option will become available. Because the job already exists, the user can browse through the job directory to select the **Job Number**.

Start Job

Once all fields have been filled in, select the **OK** button. The job directories will be set up as shown below.



The **Data** directory contains any project data. This is the directory that contains the Microstation drawings, the GEOPAK coordinate geometry database (.GPK), and any input or output files.

The **Sheet** directories contain the plan and profile sheets, cross section sheets, and any other sheets for the project. The **Project** directory contains the GEOPAK project manager file (.PRJ), and the userid directories. The **Userid** directories contain the user runs for the job.