

# WORKING WITH LEAK SURVEY PROGRAMS

**This chapter is intended for Operations Survey Supervisors**

This chapter describes how to:

- ◆ Set up leak survey programs to be assigned to surveyors.
- ◆ Replicate leak survey programs.
- ◆ Correct errors in leak survey programs that have already been prepared.
- ◆ Delete leak survey programs.

Operations Survey Supervisors are responsible for setting up *leak survey programs* that are subsequently assigned to surveyors. A leak survey program is a list of service addresses and main legs that a surveyor must check for leaks. Once programs are created, an Operations Survey Supervisor assigns them to a particular surveyor.

**Recommendation:**

We recommend that you prepare programs just prior to allocating the work to a surveyor (not more than one or two weeks in advance).

The reasons for this are:

- Changes in facility status can occur between the time the program is prepared and the time the survey is carried out. For example, a main leg could be abandoned or services cut off or added.
- The number of main legs and services that can be stored in the memory of surveyors' handheld units is limited to about one week's work.

Preparing programs just prior to carrying them out ensures the accuracy of survey programs and minimizes wasted surveyor time.

# Setting Up New Leak Survey Programs

This section describes how to use the Leak Survey system to:

- Plan survey programs, breaking areas down into manageable pieces.
- Send survey programs to the Leak Survey work queue where they will be assigned to surveyors.

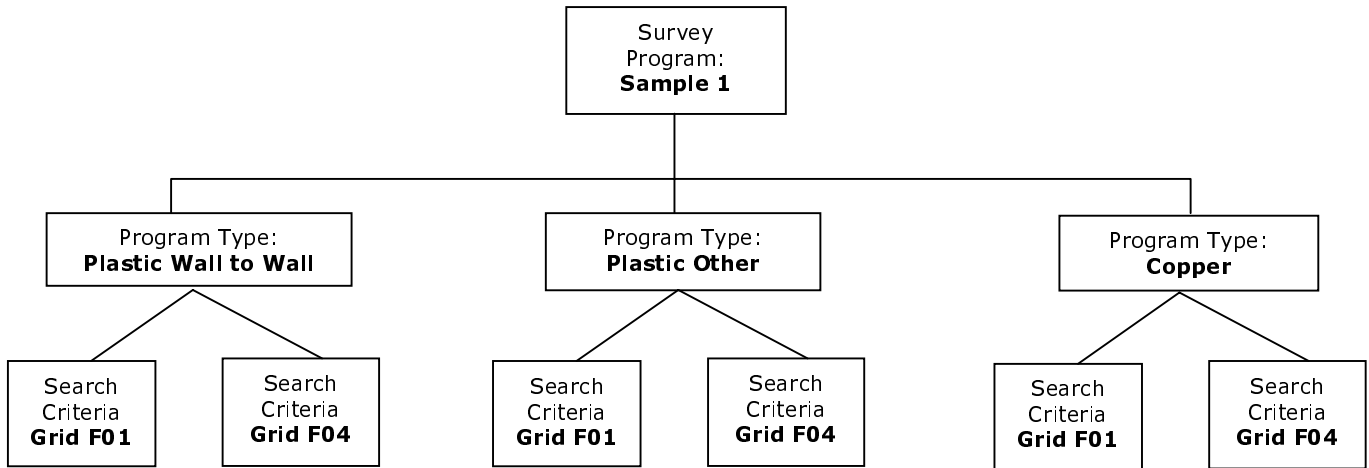
During planning, you can change search criteria and do searches without saving them until you are satisfied with a program.

At the appropriate time (usually a week or two before a survey is to take place) you can *prepare* the survey, which makes an up-to-date list of the facility records (street services and main legs) and sends them to the Leak Survey work queue for assignment to one or more surveyors.

Once a program is in place, the next time that same area must be surveyed, you can simply *replicate* the program. Replicating programs is described on page 14.

## About Leak Survey Programs

The following diagram shows the structure of a simple survey program.

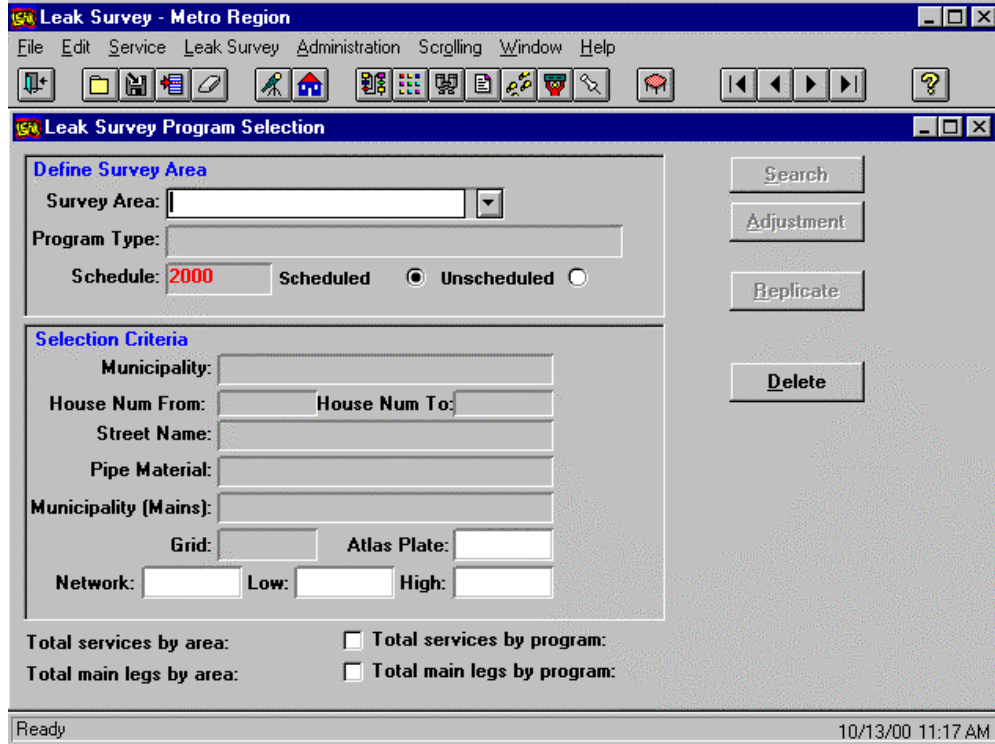


### Rules:

- ◆ Each type of construction has its own program type because of the different frequency with which each must be surveyed. There can be multiple program types within each leak survey program.
- ◆ Each program type can have multiple sets of criteria.
- ◆ Scroll bars appear in the upper and/or lower parts of the window to indicate that multiples exist. If there are no multiples, the system does not display scroll bars. You will see how this works later.

- 1 Select **Program Selection** on the **Leak Survey** menu or click the  button on the toolbar.

*The Leak Survey Program Selection window appears.*





**Tip!**

“Survey Area” means “Program”.

“Program Type” means “type of construction”, such as “plastic wall to wall”, “plastic other”, “copper” etc. Each type of construction has its own program type because of the different frequency with which each must be surveyed.

Each program can have multiple program types. AND Each program type can have multiple sets of criteria.


- 2 Type a name for the program beside **Survey Area** and press **Enter**.  
*The cursor moves to **Program Type**. An arrow  appears.*
- 3 Click the  beside **Program Type** and select a type of construction from the list that appears.
- 4 Click beside **Schedule** and type the year the initial survey is to be done.
- 5 Click **Scheduled** or **Unscheduled**.

*Scheduled surveys are used for planned survey work to be done at regular intervals as specified in the Policies and Procedures manual.*


*Unscheduled surveys are one-time cases that are performed in addition to the frequency specified in the Policies and Procedures manual.*

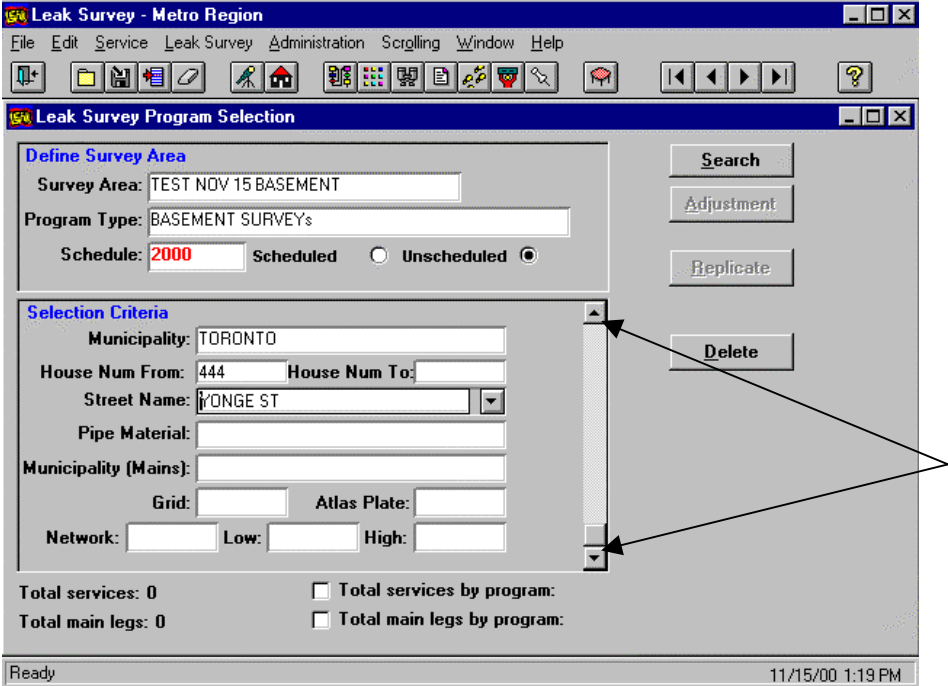
- 6 Enter search criteria as required. (The system highlights the appropriate items for the program type selected. You must enter at least one item in the Search Criteria box.)

As you are working, you can delete:

- ◆ The **search criteria** currently displayed in the lower part of the window, using either **Delete** on the **Edit** menu or  on the toolbar.
- ◆ The **program type** currently displayed in the upper part of the window, using the **Delete** button.

The system will ask for confirmation before deleting, and will not delete until a search has been completed.

- 7 If you want to add an additional set of search criteria to the same program type:
- ◆ Make sure the cursor is in the lower part of the window.
  - ◆ Select **Insert** on the **Edit** menu or click  on the toolbar.
  - ◆ The system saves and clears the existing criteria and displays a scroll bar to allow you to scroll through multiple sets of criteria.



Click arrows to scroll through multiple sets of criteria.

- 8 When you have finished selecting search criteria, click **Search**.