

## AUTOMATED SYSTEM SUBMISSION INSTRUCTIONS.

SCDES-BCM have implemented an automation system that efficiently processes emails within 10 minutes. The system is designed to handle various file formats, including CSV, TXT, AutoCAD, and shapefiles. The steps enumerated below will direct you on how to successfully submit a project for processing.

- A. The requirements for a boundary submission in ESRI Shapefile format are as follows:
  - (1) Zip the shapefile content and rename it to your project name.
  - (2) The automation system will read the project name from the zip file.
  
- B. The requirements for a boundary submission in AutoCAD .DWG format are as follows:
  - (1) Rename AutoCAD file to your project name.
  - (2) The automation system will read the project name from the AutoCAD file.
  
- C. The requirements for a boundary submission in TEXT file format are as follows:
  - (1) Rename TEXT file to your project name.
  - (2) The automation system will read the project name from the TEXT file.
  - (3) Enter boundary vertices as shown below.

[Eastings, Northings].

```
File Edit Format View Help
399792.1866,2254269.4811
399802.0730,2254265.6960
399869.5280,2254204.7910
399912.1092,2254162.8939
399946.3323,2254126.4412
400035.2699,2254031.6241
400050.5036,2254015.5707
400056.1441,2254010.0738
400116.3833,2253945.1720
400122.4892,2253938.6407
400128.5950,2253932.1094
400134.8456,2253937.9829
400136.9283,2253942.5820
400142.7107,2253949.0505
400155.2082,2253961.2726
400148.5123,2253968.2786
```

- (4) If your project boundary is a multipart feature (Separate boundaries distant from each other). Your coordinate format should be as shown below.
- (5)

NOTE: Part number can be a minimum of three (3) in a group to form a polygon.

[Part Number, Eastings, Northings].

File	Edit	Format	View	Help
1,	399792.1866,	2254269.4811		
1,	399802.0730,	2254265.6960		
1,	399869.5280,	2254204.7910		
1,	399912.1092,	2254162.8939		
2,	399946.3323,	2254126.4412		
2,	400035.2699,	2254031.6241		
2,	400050.5036,	2254015.5707		
3,	400056.1441,	2254010.0738		
3,	400116.3833,	2253945.1720		
3,	400122.4892,	2253938.6407		
3,	400128.5950,	2253932.1094		
3,	400134.8456,	2253937.9829		
3,	400136.9283,	2253942.5820		
4,	400142.7107,	2253949.0505		
4,	400155.2082,	2253961.2726		
4,	400148.5123,	2253968.2786		
4,	400141.8163,	2253975.2845		

D. The requirements for a boundary submission in CSV file format are as follows:

- (1) Rename CSV file to your project name.
- (2) The automation system will read the project name from the CSV file.
- (3) Enter boundary vertices as shown in step C above.

The attachment should be mailed to [ocrmdigbound@des.sc.gov](mailto:ocrmdigbound@des.sc.gov). The submission email subject line is expected to conform to a specific format. Failure to do so will result in project rejection.

The table below shows the approved email subject line formats.

Action	Subject	Is Attachment Required?
New Project	Digital Boundary for <b>Project Name</b> #TMS# If no TMS use # N/A # Digital Boundary for <b>Project Name</b> #TMS#current	Yes
Update Project	Digital Boundary for <b>Project Name</b> # TMS # Boundary update Digital Boundary for <b>Project Name</b> # TMS # Boundary update#current	Yes
Rename Project	Rename Project ** <b>Old Project Name</b> ** <b>New Project Name</b> Rename Project ** <b>Old Project Name</b> ** <b>New Project Name</b> **current	No
<p>To update old projects (2019 and below), use this Web application to find the database that has your project. Then use the target database name to format your email subject as shown below.</p> <p>There are three (3) databases which include CURRENT (2020 to present), PREVIOUS (2017-2019) and ARCHIVE (2016). Options: [archive, previous, old, current] -&gt;previous=old</p>		
Update Old Project	Digital Boundary for <b>Project Name</b> # TMS # Boundary update # old Digital Boundary for <b>Project Name</b> # TMS # Boundary update # Previous	Yes
Rename Old Project	Rename Project ** <b>Old Project Name</b> ** <b>New Project Name</b> ** Archive Rename Project ** <b>Old Project Name</b> ** <b>New Project Name</b> ** Previous	No