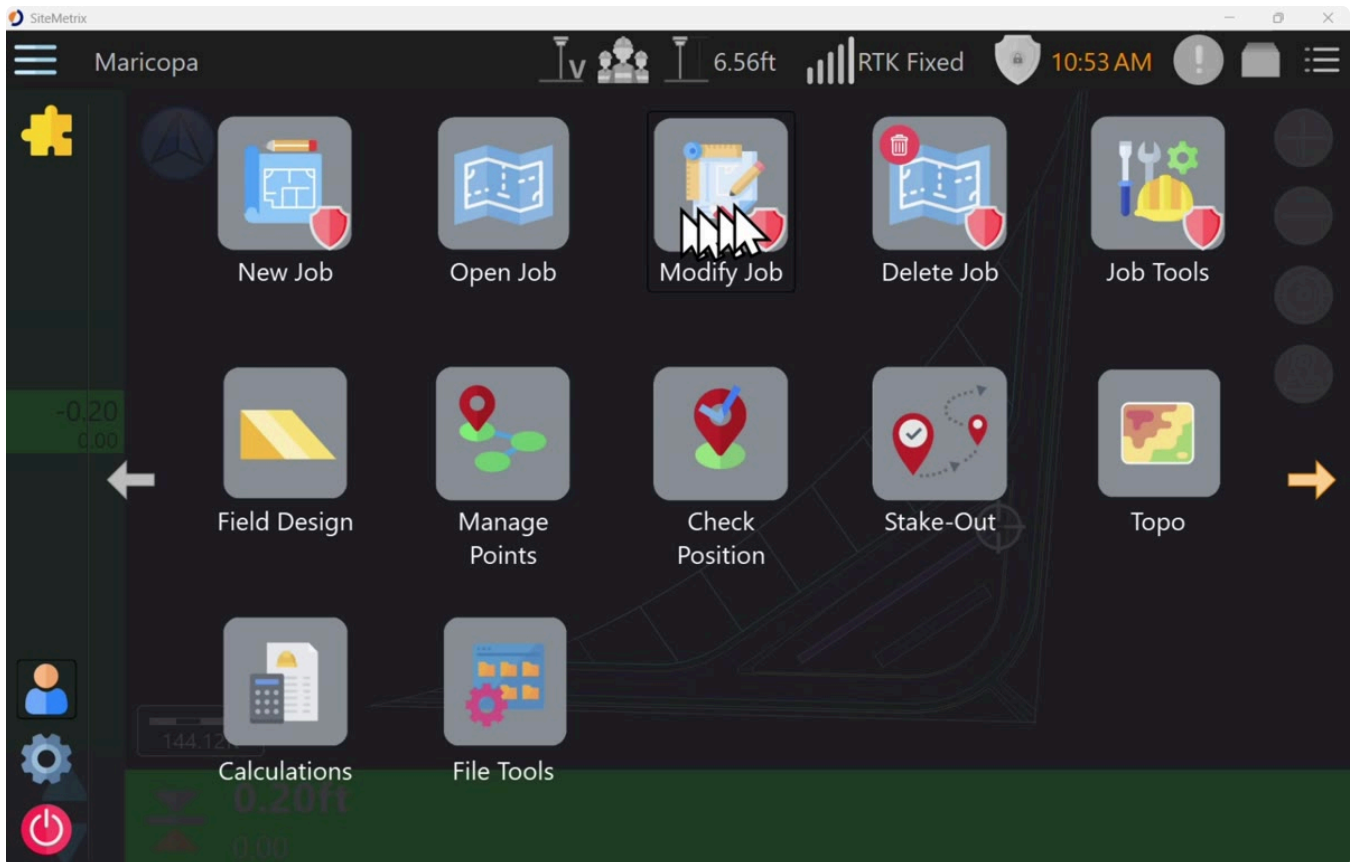


SMG + GM 1: Job Applications

Oct 20, 2026 • @Johan

This guide covers the job apps on the Main Menu: **New Job**, **Open Job**, **Modify Job**, **Delete Job** and **Job Tools**. It follows the 7-minute training video "SMG + GM 1: Job Applications", which applies to both SiteMetrix Grade and GradeMetrix and builds a sample job called TEST VIDEO.

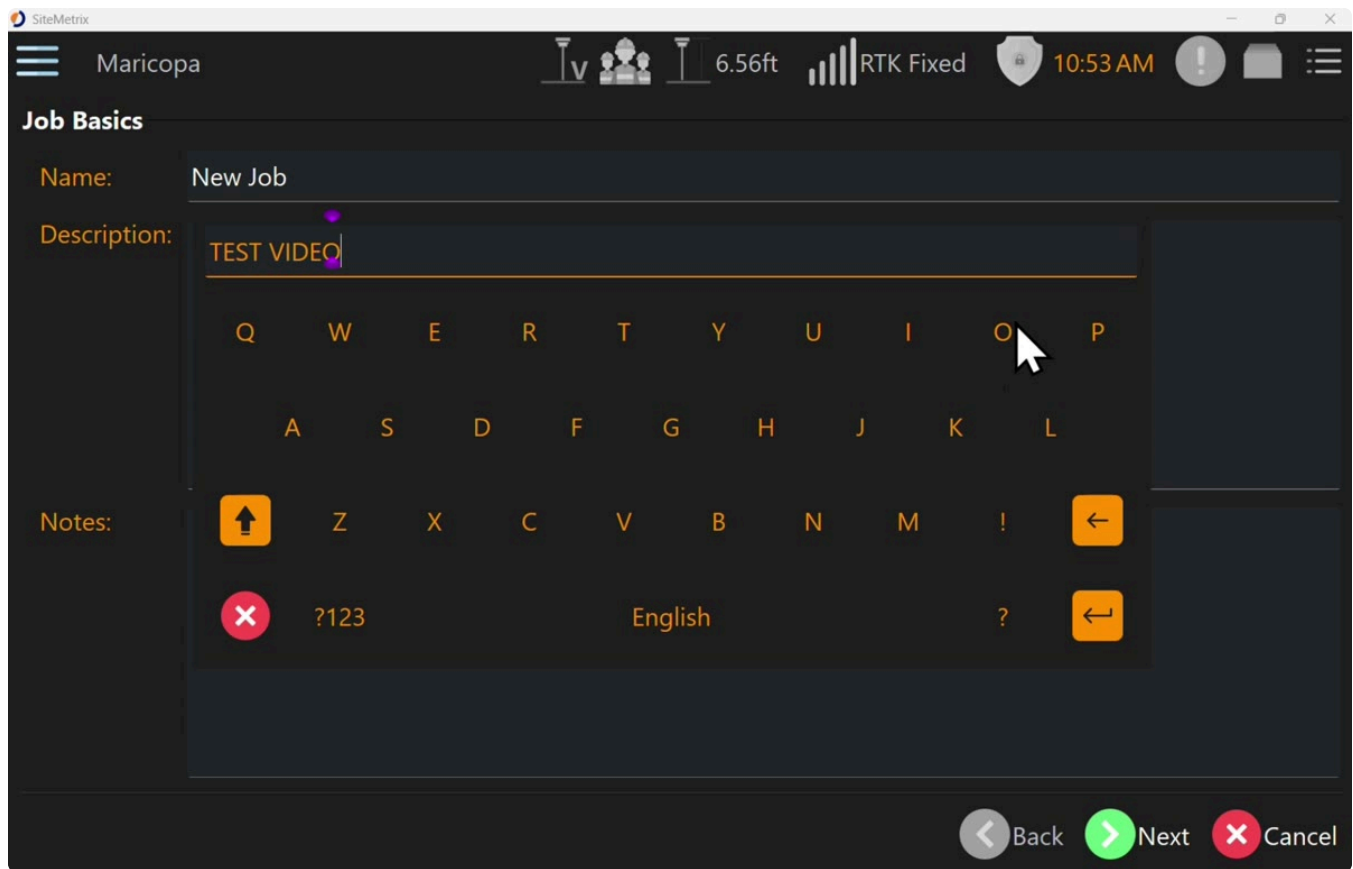


New Job, Modify Job, Delete Job and Job Tools need the right access level. If they are greyed out, sign in with the person icon (bottom left of the Main Menu).

Create a new job

Tap **New Job**. The wizard has five screens; use **Next**, **Back** and **Cancel** to move through it.

1. Job Basics. Enter a **Name**. Description and Notes are optional. Tap **Next**.



SiteMetrix

Maricopa

6.56ft RTK Fixed 10:53 AM

Job Basics

Name: New Job

Description: TEST VIDEO

Notes:

Q W E R T Y U I O P

A S D F G H J K L

↑ Z X C V B N M ! ←

× ?123 English ? →

Back Next Cancel

2. Job Files. Each row attaches one file: Localization, Geoid Separation, Horizontal Shift, Linework, Guideline and Survey Topo. Tap the document icon at the end of a row to browse for the file, usually on the USB drive. All are optional. Tap **Next**.

SiteMetrix

Maricopa

6.56ft

RTK Fixed

10:53 AM

Job Files

Localization:

Geoid Separation:

Horizontal Shift:

Linework:

Guideline:

Survey Topo:

< Back

> Next

✕ Cancel

SiteMetrix

Maricopa

6.56ft

RTK Fixed

10:54 AM

←

→

↑

F:

Places

Home

Documents

Data

Drives

C:

F:

FILES

PERMIT

File name:

File type: geoid Separation File

✓ Open

✕ Cancel

3. Surface Options. Tap **Add** to load a surface model, then set its Work Type, fill and line style and colors, and Alert Method. Tap **Next**.

The screenshot shows the 'Surface Options' screen in the SiteMetrix application. The top status bar displays 'Maricopa', '6.56ft', 'RTK Fixed', and '10:54 AM'. The 'Surfaces' list on the left is empty, with 'Remove' and 'Add' buttons. The configuration options on the right are as follows:

- File Path:** A text input field with a document icon.
- Work Type:** A dropdown menu.
- Fill Style:** A dropdown menu.
- Fill Color:** A color picker showing '#000000'.
- Line Style:** A dropdown menu.
- Line Color:** A color picker showing '#000000'.
- Alert Method:** A dropdown menu.
- ☐ Always on Top
- ☐ Show in Views
- ☒ Include As-Built with Add

The bottom navigation bar contains three buttons: 'Back' (green left arrow), 'Next' (green right arrow), and 'Cancel' (red X).

4. Job Mapping. Check Units of Record, Transform Method, Alignment Method and Job Scale. Tap **Geo-reference/State Grid** to pick a projection from the list. Tap **Next**.

SiteMetricx

Maricopa

6.56ft

RTK Fixed

10:55 AM

Job Mapping

Units of Record:

US-Survey Feet

Transform Method:

Similarity

Alignment Method:

Align to Grid

Job Scale:

1.0000000000000000

Geo-reference/State Grid

UTM/UPS Standard

Check Coordinate System

BackNextCancel

SiteMetricx

Maricopa

6.56ft

RTK Fixed

10:55 AM

Geo-Reference

Pre-defined Projections

Australia

Austria

Belgium

Bosnia

Canada

China

Croatia

Cyprus

Czech

Denmark

Egypt

Estonia

Finland

France

Germany

RemoveAddEdit

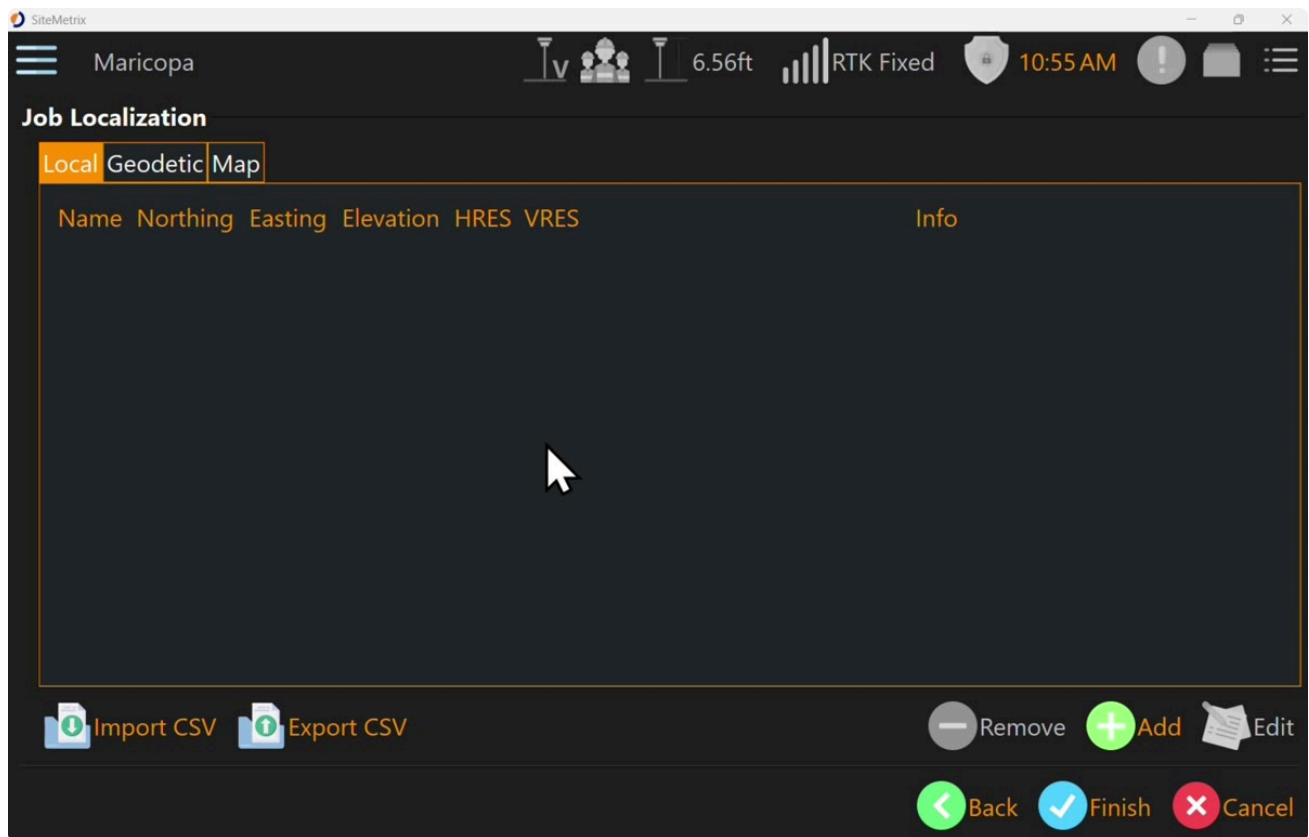
OKCancel

5. Job Localization. This lists the job's control points. Use **Import CSV** to load them, or **Add** to enter one by hand:

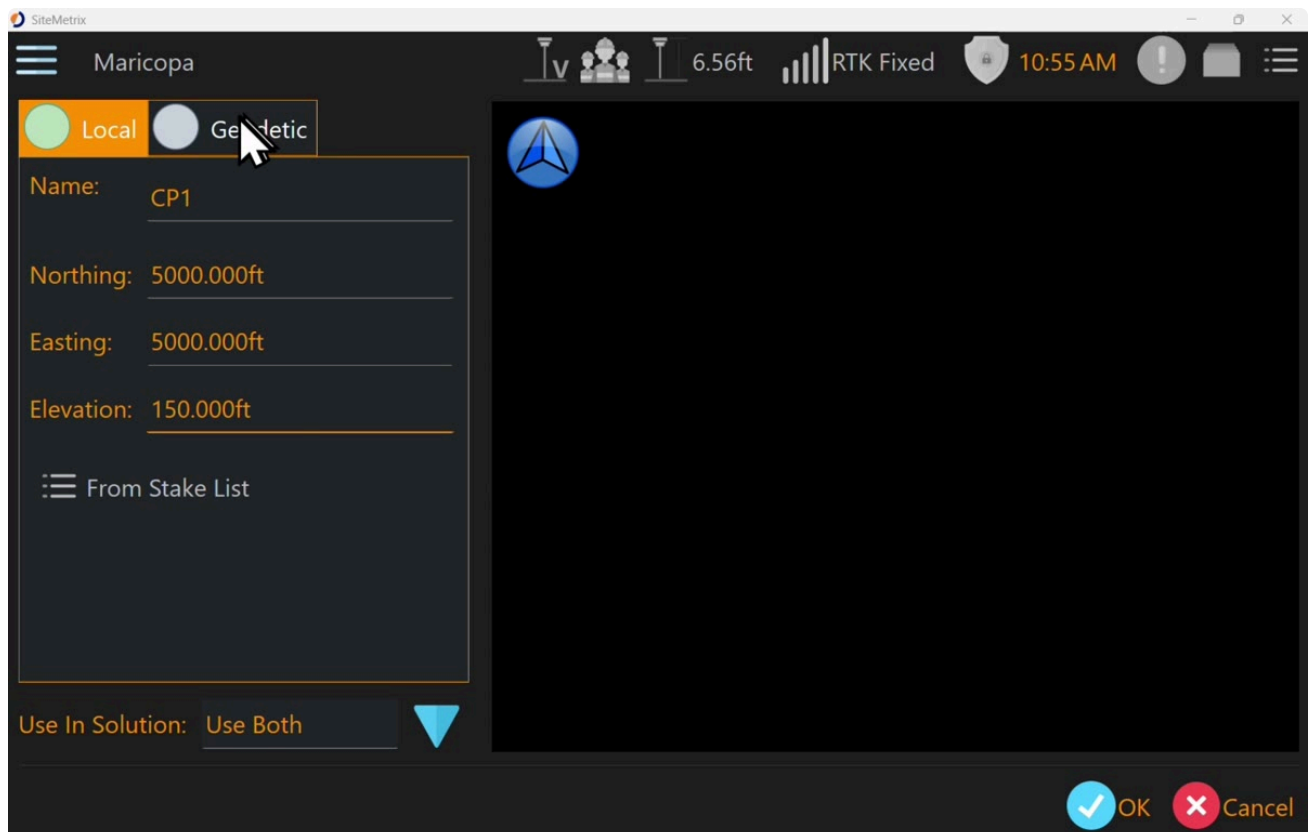
1. Tap **Add**.

The screenshot shows the 'Job Mapping' screen in the SiteMetrix application. The top status bar includes the SiteMetrix logo, a hamburger menu, the location 'Maricopa', a signal strength indicator, '6.56ft', 'RTK Fixed', a lock icon, the time '10:55 AM', and a battery icon. The main content area has a dark background with orange text. It lists four settings: 'Units of Record: US-Survey Feet', 'Transform Method: Similarity', 'Alignment Method: Align to Grid', and 'Job Scale: 1.0000000000000000'. Each setting has a blue downward arrow on the right. Below these are two options: 'Geo-reference/State Grid UTM/UPS Standard' and 'Check Coordinate System'. At the bottom right are three buttons: a green left arrow labeled 'Back', a green right arrow labeled 'Next' (which is highlighted by a mouse cursor), and a red 'X' labeled 'Cancel'.

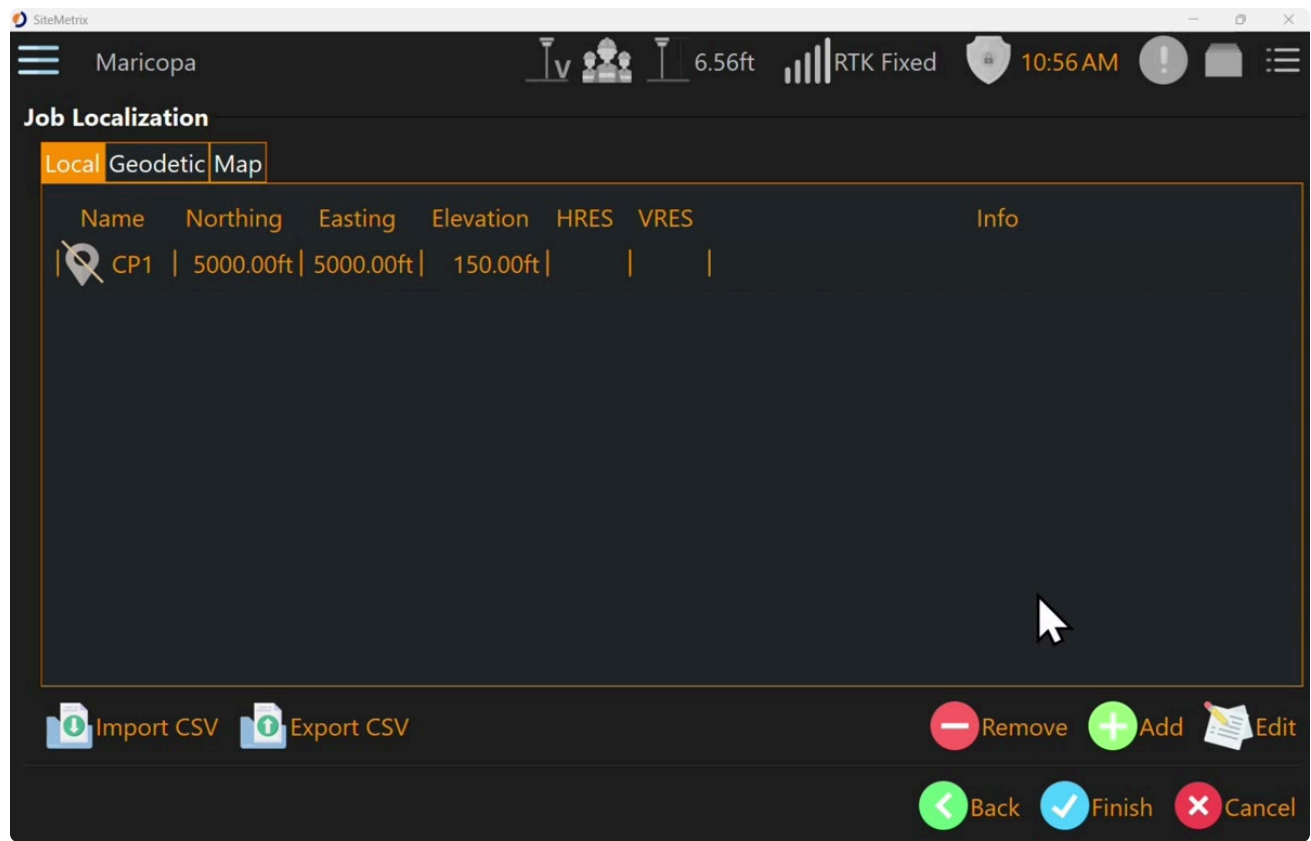
2. On the **Local** tab, enter the Name, Northing, Easting and Elevation. The video enters CP1 at 5000 ft, 5000 ft, 150 ft.



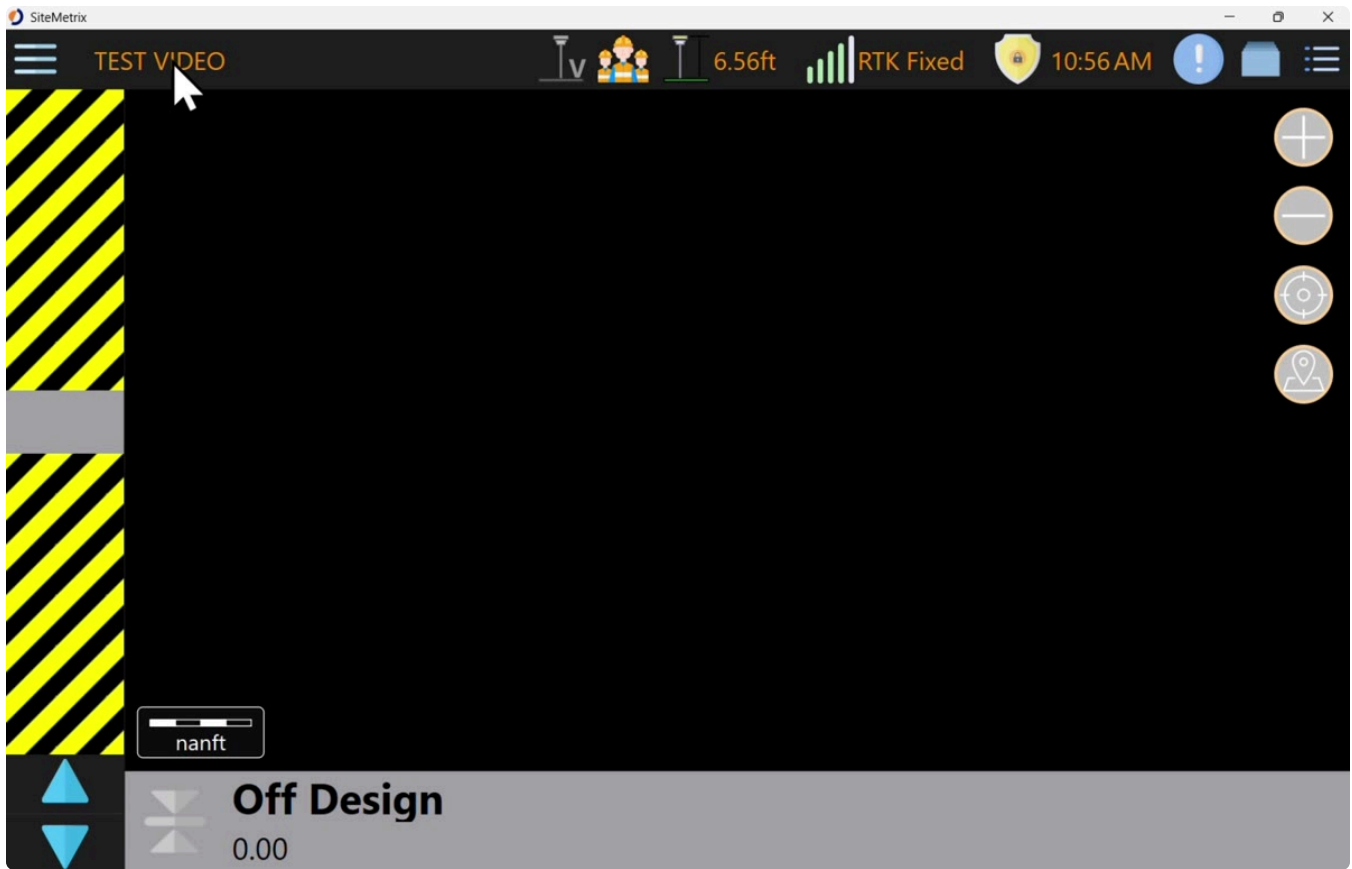
3. On the **Geodetic** tab, enter Latitude, Longitude and Height, or tap **Read from GNSS** to measure them. Tap **OK**.



4. The point appears in the list. Tap **Finish**.

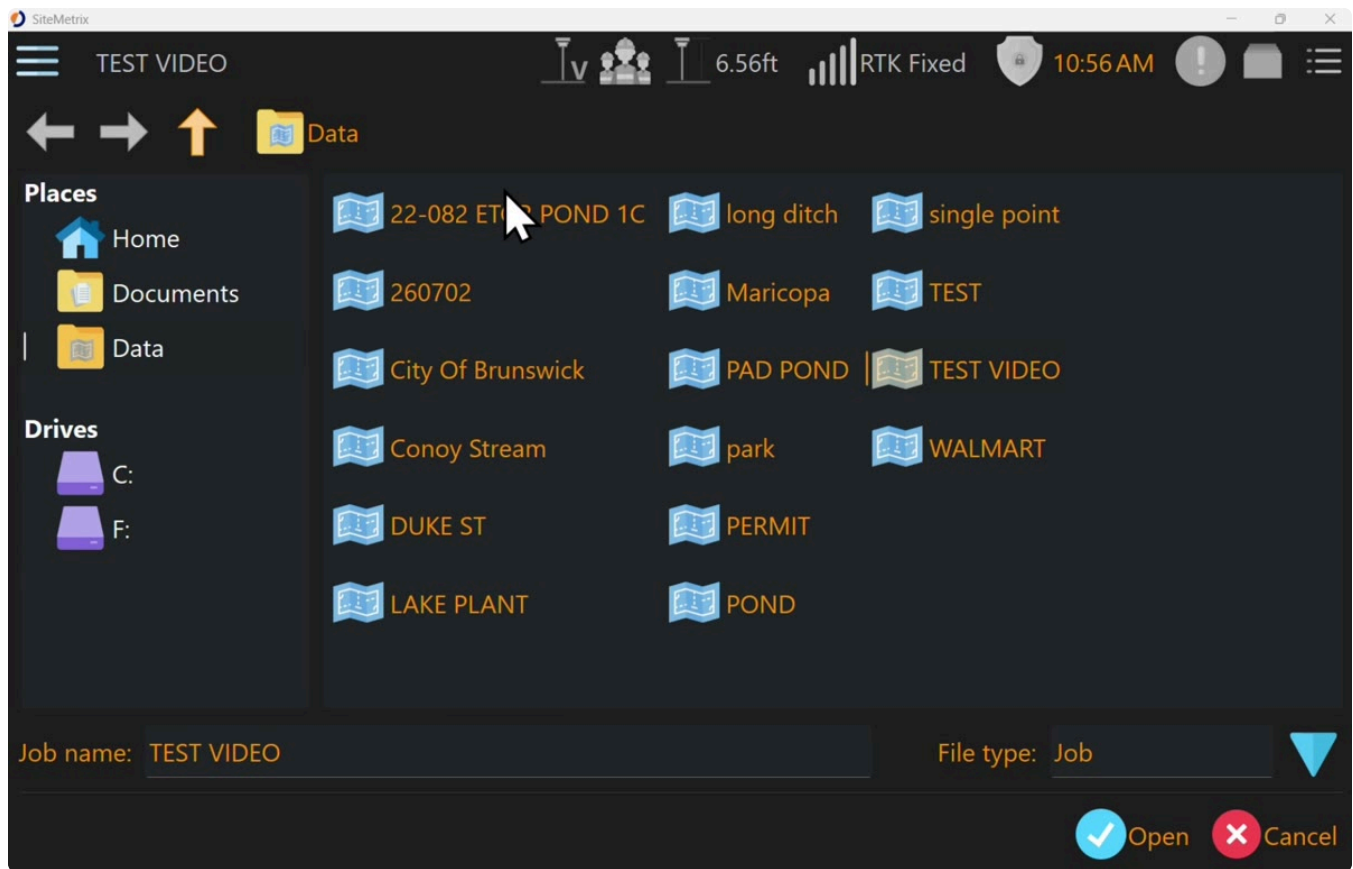


The new job opens on the grade screen. It reads **Off Design** until a surface is loaded.



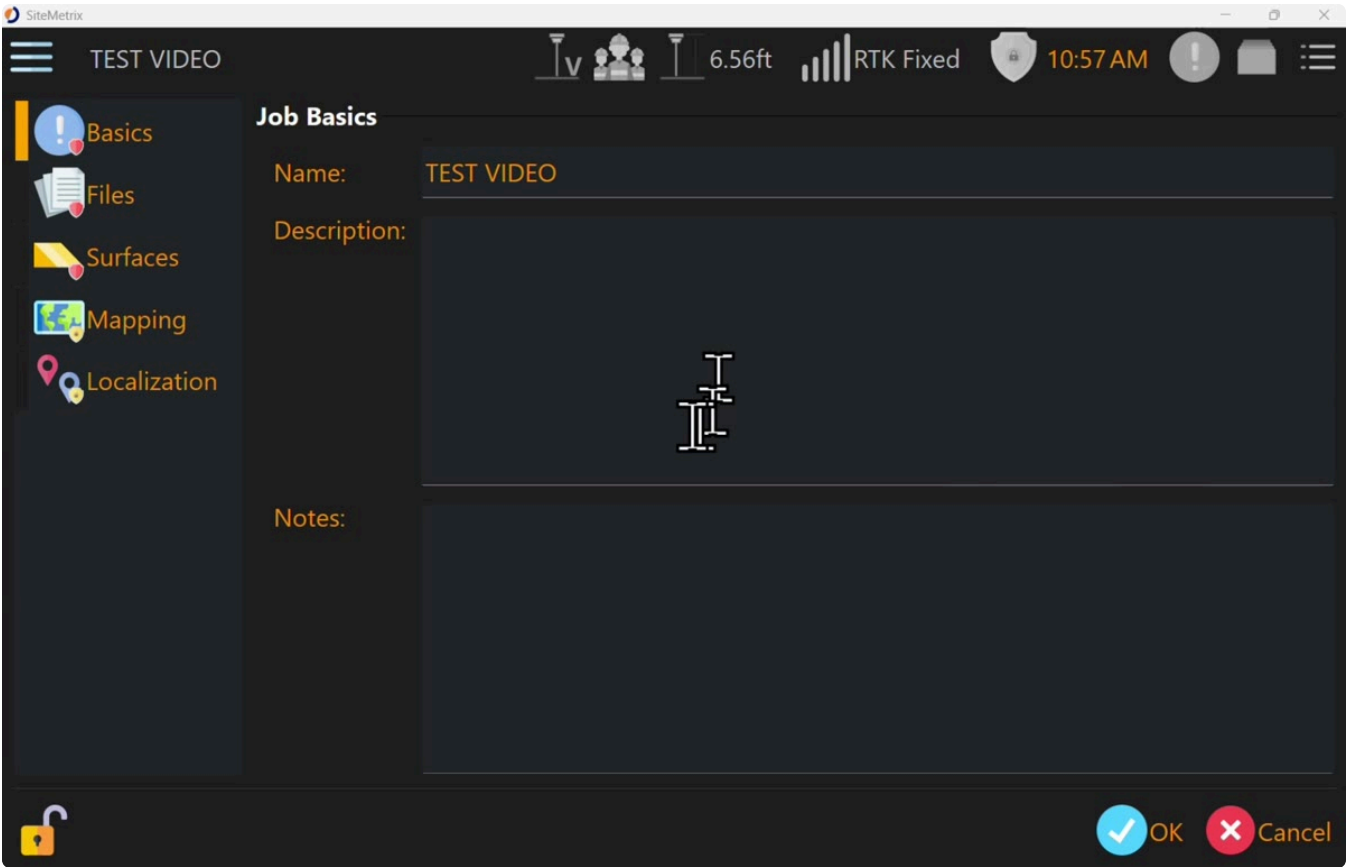
Open a job

Tap **Open Job**, select the job and tap **Open**.

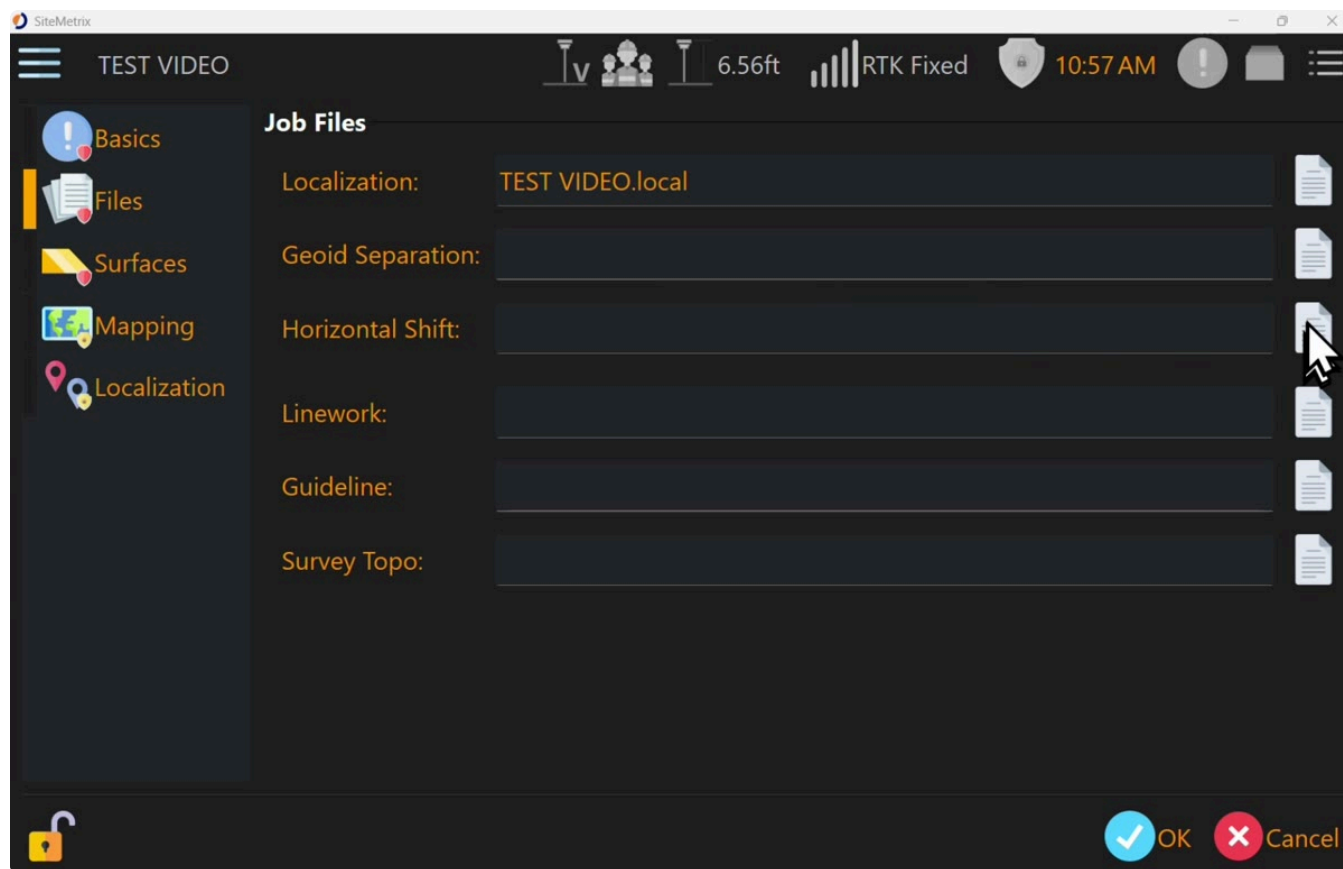


Modify a job

Tap **Modify Job**. The tabs on the left (Basics, Files, Surfaces, Mapping, Localization) are the same screens as the New Job wizard. Make changes and tap **OK**, or **Cancel** to discard them.

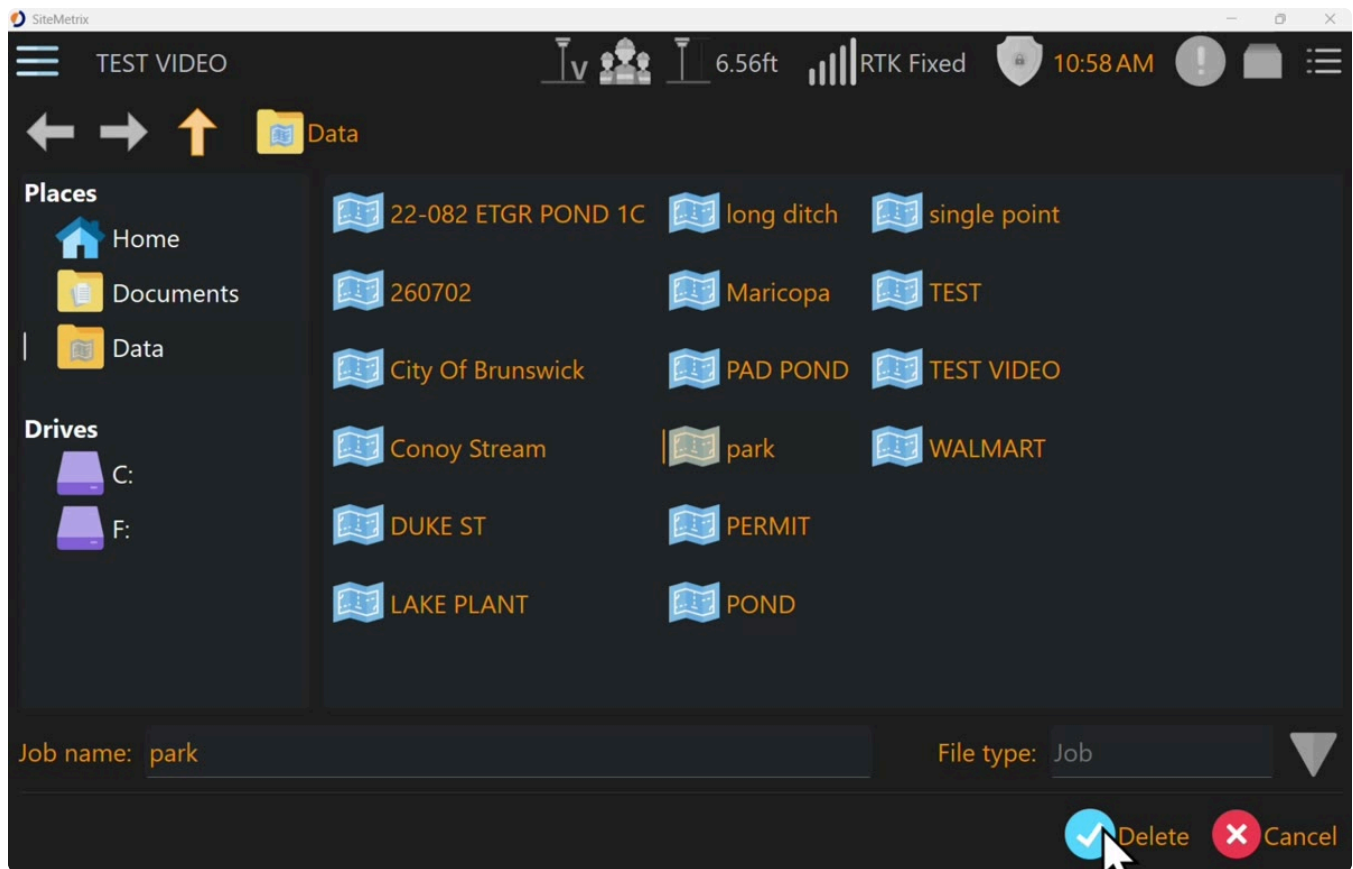


The Files tab shows the localization file the job created for itself (TEST VIDEO.local in the video).



Delete a job

Tap **Delete Job**, select the job so its name appears in **Job name**, and tap **Delete**. Check the name before you tap; the video selects a job other than the one that is open.



Job Tools

Tap **Job Tools**. The tools are listed on the left.

Manage Layers lists the job's layers with visibility (F), color, linetype and lineweight. Select one and tap **Edit** to change its color, point style, line style and labels.

Image — Manage Layers

Image — Editing a layer

Export Job copies the job to a drive: check the Job, tap **Export to...** and choose the location.

Image — Export Job

Import LandXML loads a LandXML file into the job. Tick the options (Import as a new job, Replace surfaces, Replace coordinate points, Update job units, Update reference system), then tap **Import from....**

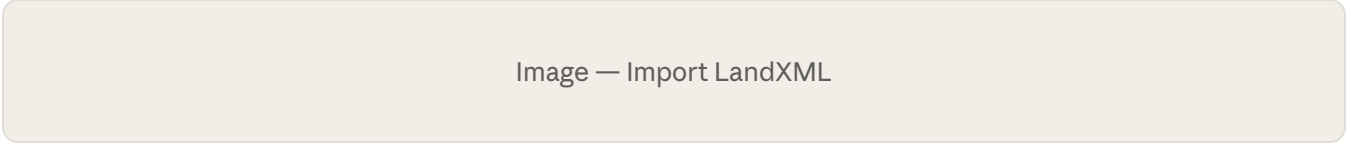
A light beige rectangular box with rounded corners, serving as a placeholder for an image.

Image — Import LandXML

Copy Job and **Rename Job** work the same way: pick the Job, enter a Name, and tap **Copy** or **Rename**.

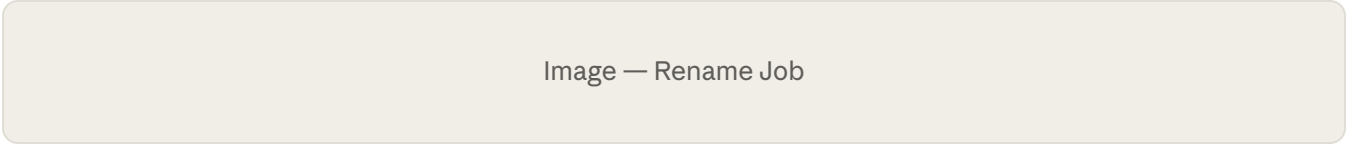
A light beige rectangular box with rounded corners, serving as a placeholder for an image.

Image — Rename Job