

# SMG + GM 2: Creating a New Job

Oct 20, 2026 · @Johan

This guide walks through the New Job wizard: naming the job, attaching geoid, linework and surface files, setting the coordinate system, and loading control points from a CSV file. It follows the 5.5-minute training video "SMG + GM 2: Creating a New Job", which builds a job called VIDEO from files on a USB drive.

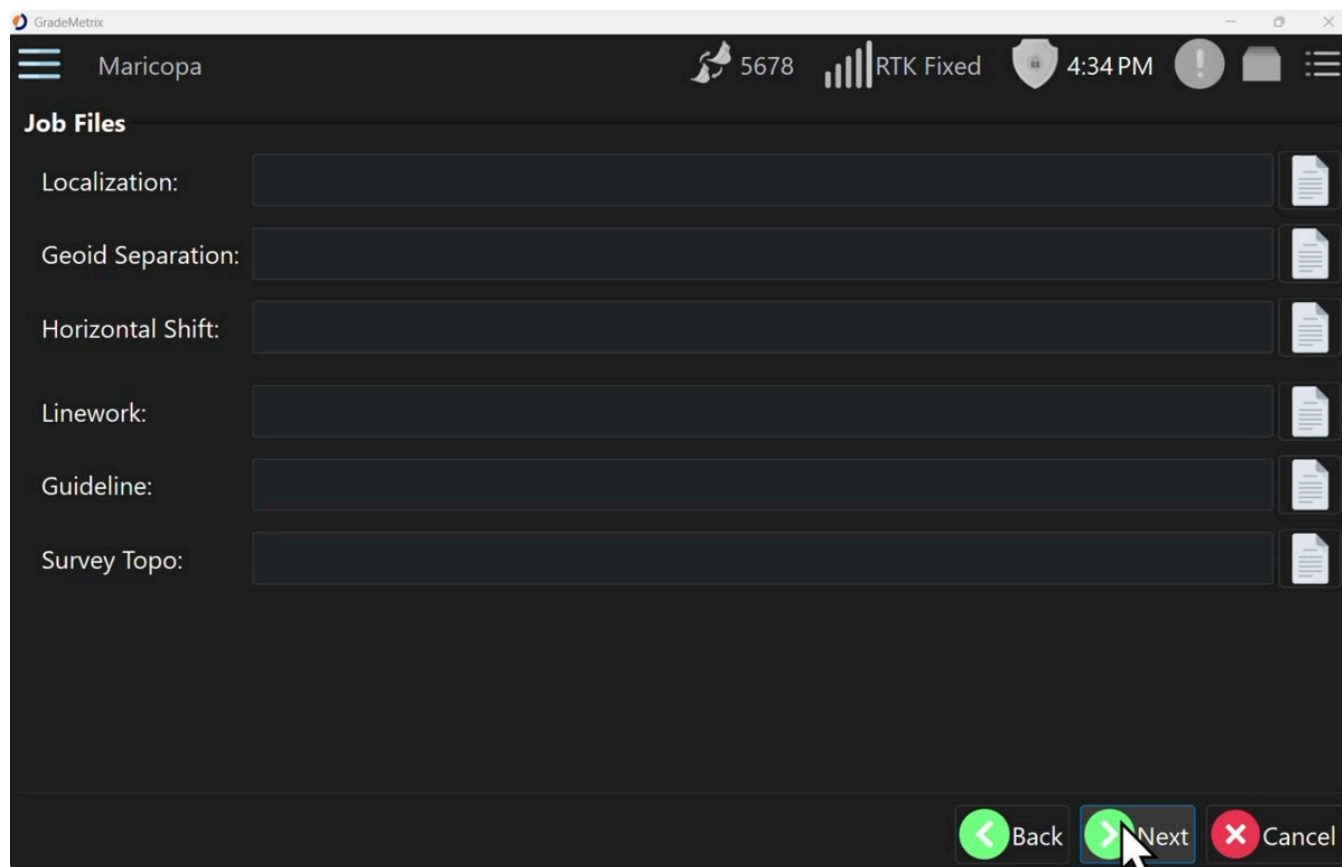
## Step 1: Job Basics

Open the Main Menu and tap **New Job**. Enter a **Name** (VIDEO in the video). Description and Notes are optional. Tap **Next**.

The screenshot shows the 'Job Basics' screen in the GradeMetrix application. The interface is dark-themed. At the top, there's a status bar with 'Maricopa' on the left, and '5678', 'RTK Fixed', and '4:34 PM' on the right. Below the status bar, the title 'Job Basics' is displayed. The main area contains three input fields: 'Name' with the text 'VIDEO', 'Description' (empty), and 'Notes' (empty). Each field has a corresponding label to its left. At the bottom right, there are three buttons: 'Back' (grey), 'Next' (green), and 'Cancel' (red).

## Step 2: Job Files

Each row attaches one file. Tap the document icon at the end of a row to browse for it. The browser filters to that file type.



The screenshot shows the GradeMetrix application window. The title bar includes the GradeMetrix logo and standard window controls. The top status bar displays the username 'Maricopa', a signal strength indicator with the number '5678', 'RTK Fixed' status, a shield icon, and the time '4:34 PM'. The main content area is titled 'Job Files' and contains six input fields, each with a document icon to its right: 'Localization:', 'Geoid Separation:', 'Horizontal Shift:', 'Linework:', 'Guideline:', and 'Survey Topo:'. At the bottom right, there are three buttons: a green 'Back' button with a left arrow, a green 'Next' button with a right arrow (which is highlighted by a mouse cursor), and a red 'Cancel' button with a close icon.

1. Pick the USB drive under **Drives** and open the folder with the job's files (NEW JOB - TRAINING VIDEO in the video).

**Job Files**

Localization:

Geoid Separation:

Horizontal Shift:

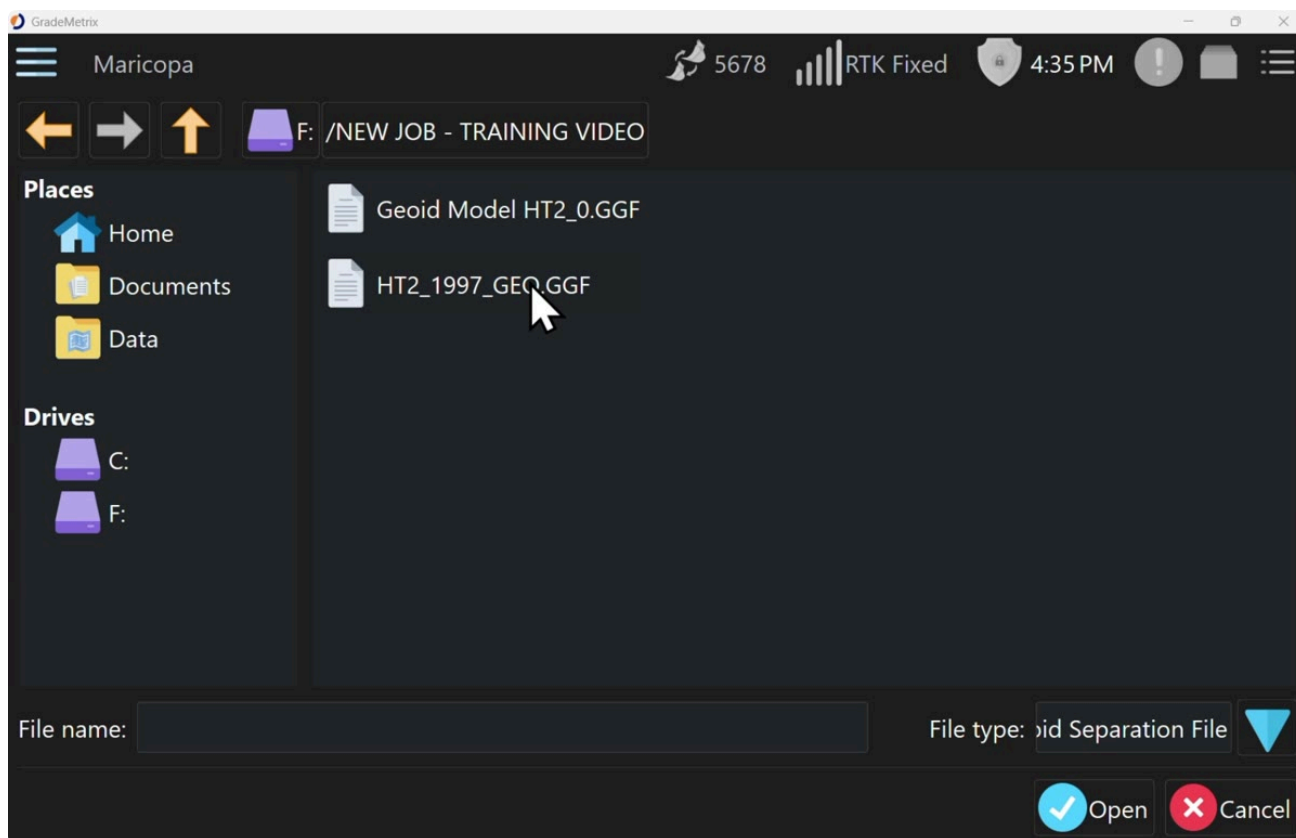
Linework:

Guideline:

Survey Topo:

Back Next Cancel

2. **Geoid Separation:** select the geoid file (Geoid Model HT2\_0.GGF) and tap **Open**.



3. **Linework:** select the site plan (Demo\_Linework.dxf) and tap **Open**.

4. Leave rows you don't need empty. The video leaves Localization empty because the control points come from a CSV file in Step 5. Tap **Next**.

GradeMetrix

Maricopa

5678 RTK Fixed 4:35 PM

**Job Files**

Localization:

Geoid Separation:

Horizontal Shift:

Linework:

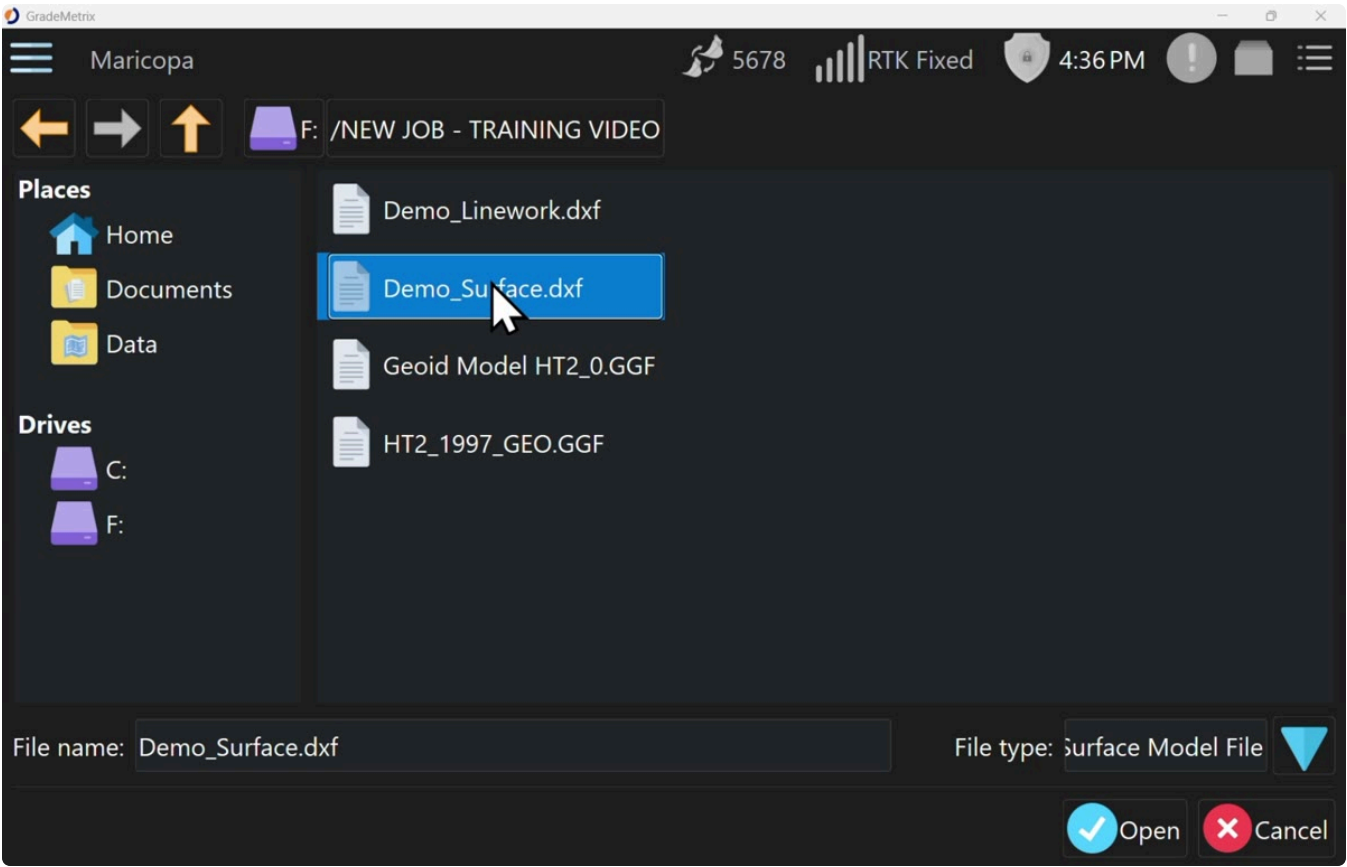
Guideline:

Survey Topo:

Back Next Cancel

## Step 3: Surface Options

Tap **Add**, select the surface file (Demo\_Surface.dxf) and tap **Open**. The video keeps the defaults: Work Type **Design**, Solid Fill, Solid Line, and Show in Views ticked. Tap **Next**.



## Step 4: Job Mapping

GradeMetric

Maricopa

5678 RTK Fixed 4:37 PM

### Surface Options

Surfaces: Remove Add

Demo\_Surface

File Path: Demo\_Surface.dxf

Work Type: Design

Fill Style: Solid Fill

Fill Color: #a52a2a

Line Style: Solid Line

Line Color: #ffffff

Alert Method: Not Applicable

☐ Always on Top ☒ Show in Views

☒ Include As-Built with Add

Back Next Cancel

1. Set **Units of Record**: US-Survey Feet, Meters or International Feet.

GradeMetrix

Maricopa

5678 RTK Fixed 4:37 PM

### 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

Back Next Cancel

2. Tap **Geo-reference/State Grid**, choose the country and datum (United States, then NAD27 or NAD83), pick the zone and tap **OK**.

GradeMetrix

Maricopa

5678 RTK Fixed 4:37 PM

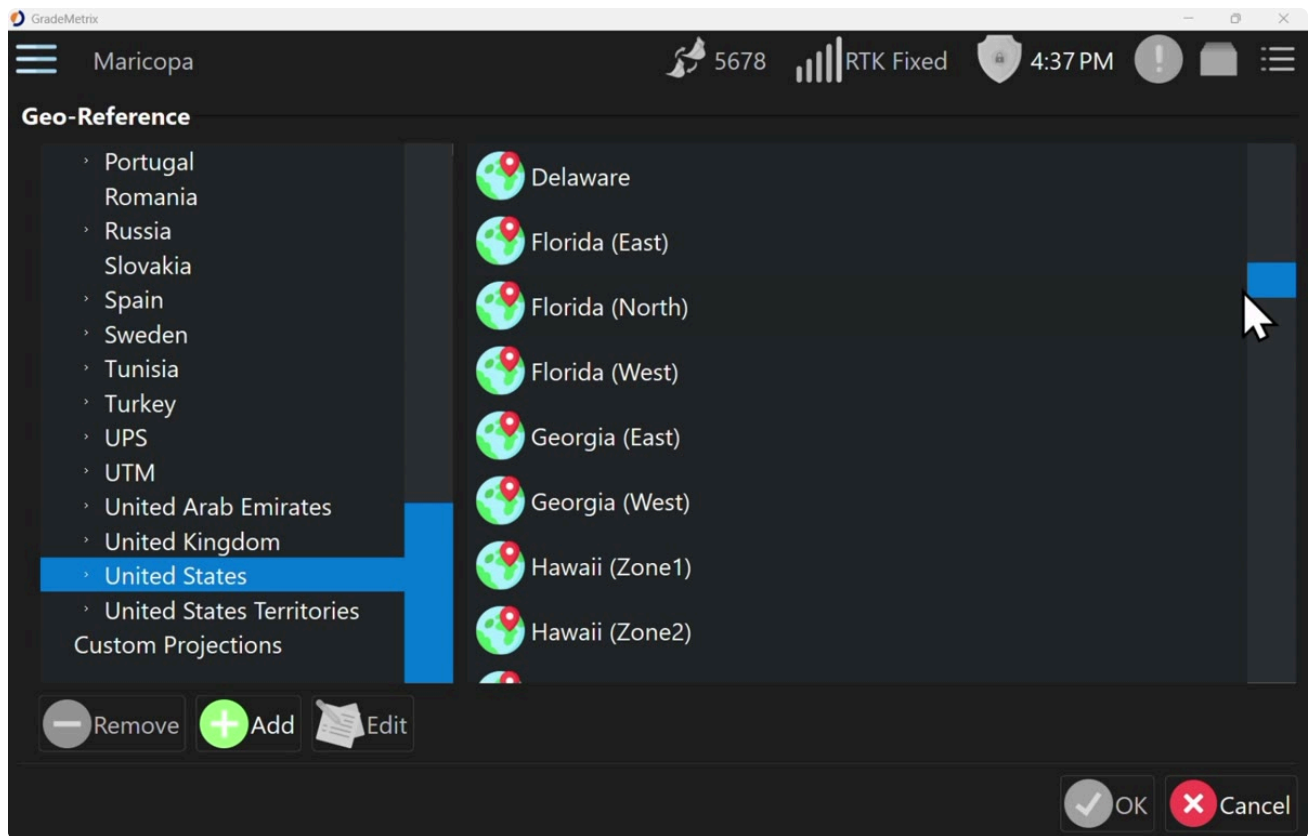
### Geo-Reference

- > Norway
- > Poland
- > Portugal
- Romania
- > Russia
- Slovakia
- > Spain
- > Sweden
- > Tunisia
- > Turkey
- > UPS
- > UTM
- > United Arab Emirates
- > United Kingdom
- > United States
- > United States Territories

Remove Add Edit

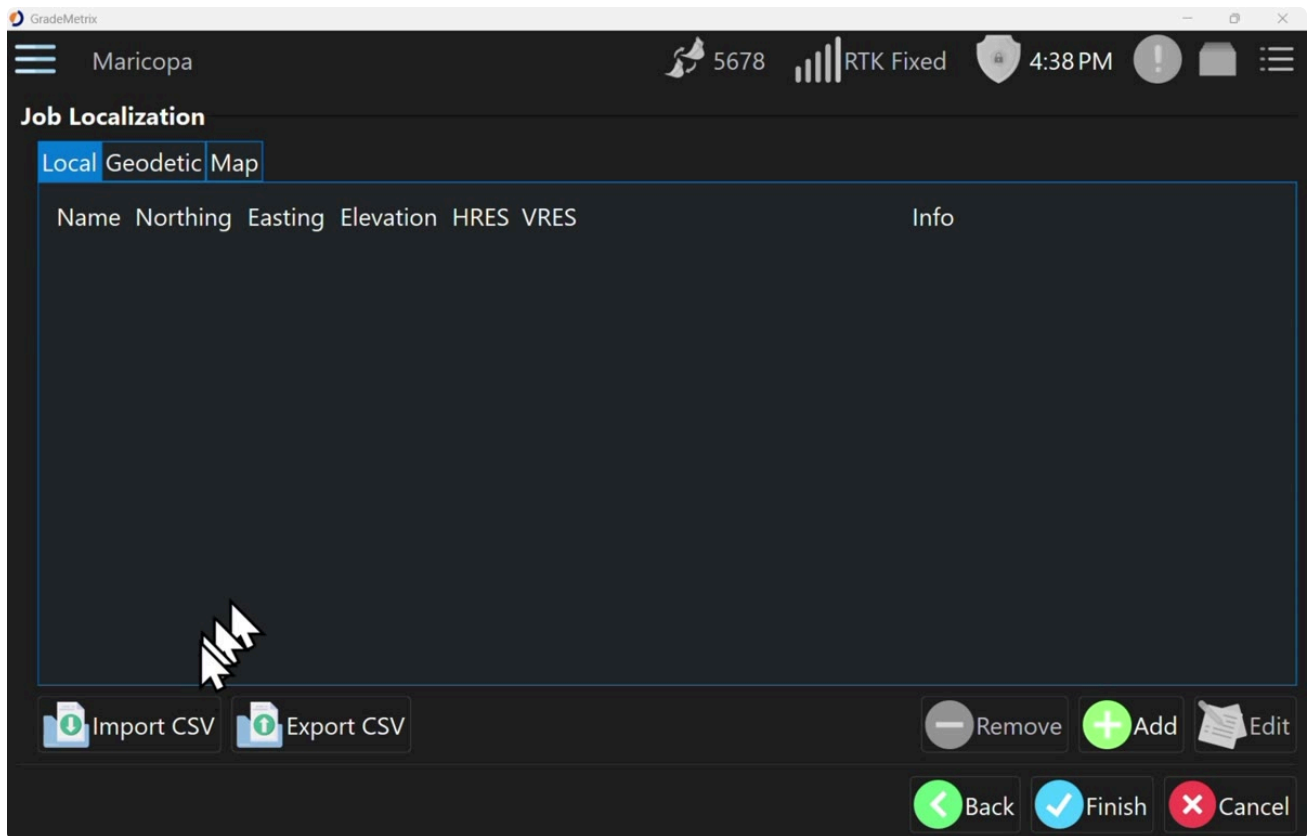
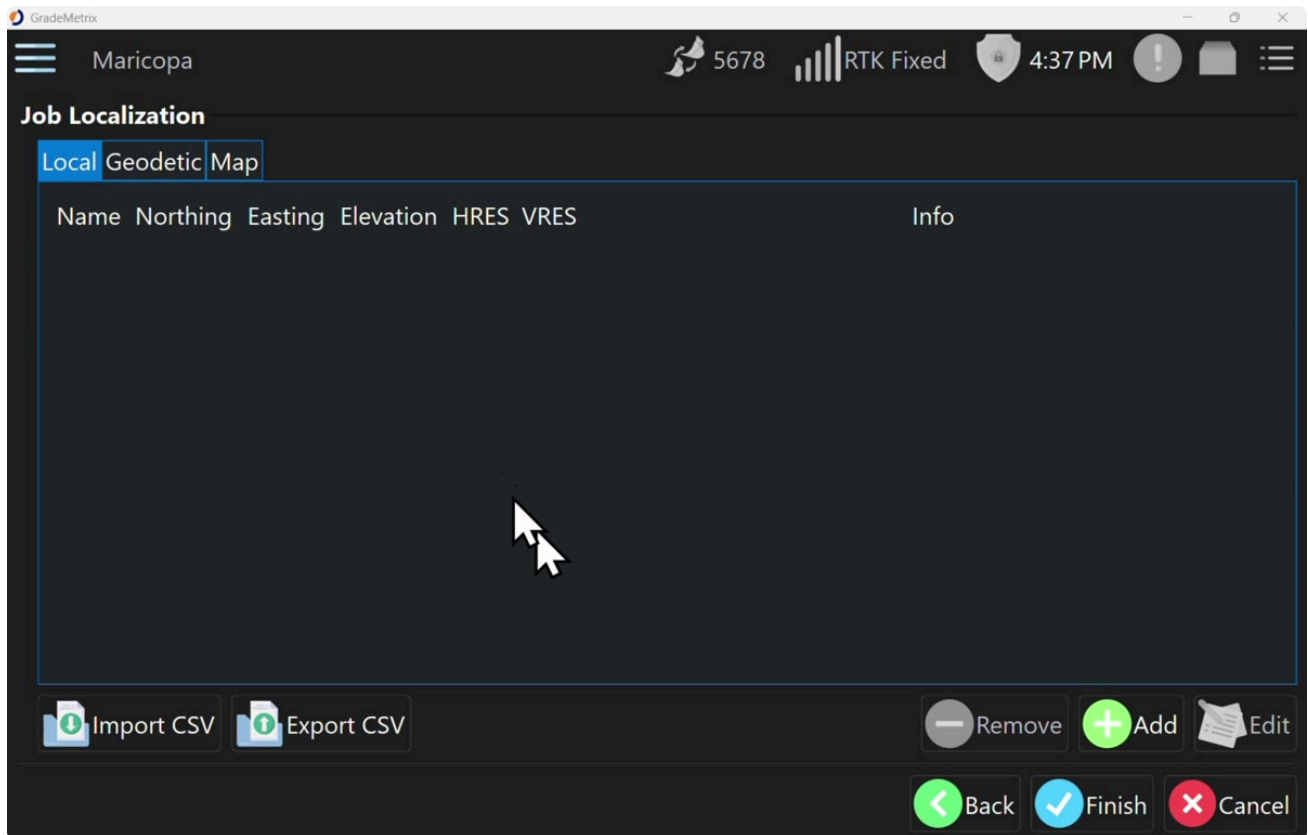
OK Cancel

3. Tap **Check Coordinate System** to confirm the projection. Apply geoid separation is ticked here because a geoid file was attached. Tap **Close**, then **Next**.

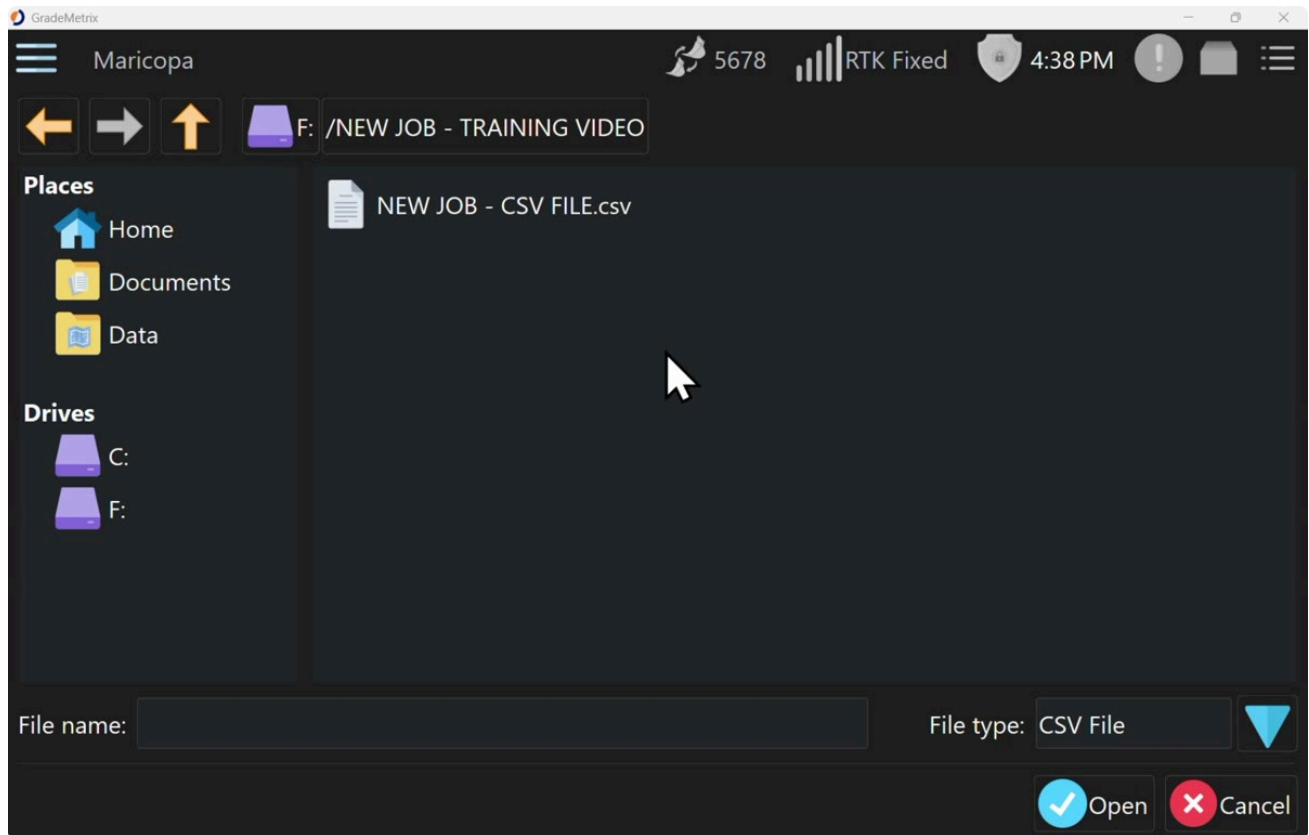


## Step 5: Localization from a CSV file

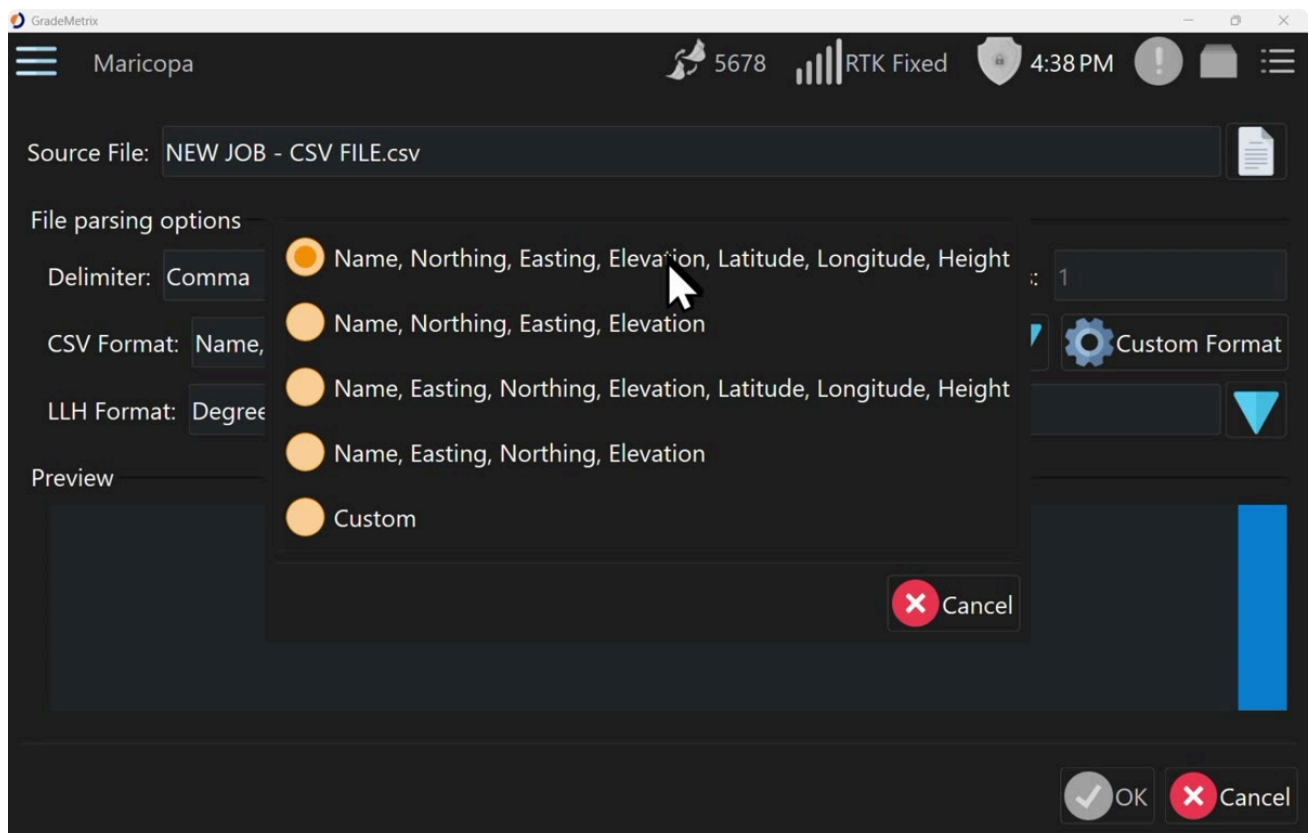
1. On **Job Localization**, tap **Import CSV**.



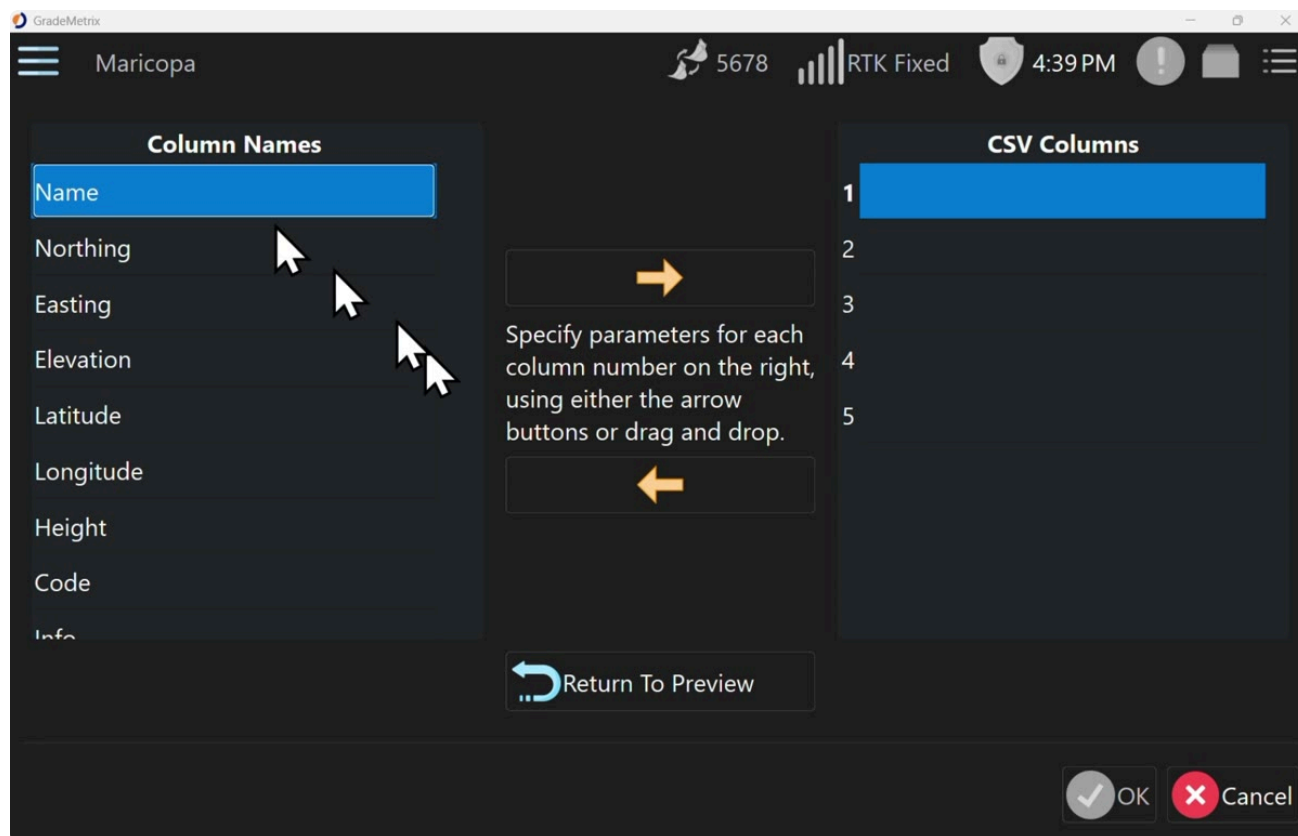
2. Tap the document icon beside **Source File**, open the CSV on the USB drive (NEW JOB - CSV FILE.csv), and tap **Open**.



3. Set **CSV Format** to match the file's columns. The video uses Name, Northing, Easting, Elevation. Check the **Preview** lines up.



4. If the columns are in another order, tap **Custom Format** and match each column name on the left to a CSV column number on the right, using the arrows or drag and drop. Tap **Return To Preview**.



5. Set the **Delimiter** (Comma, Space, Tab or Semicolon) and **Text Qualifier** to match the file. Tap **OK**.

Source File: NEW JOB - CSV FILE.csv

File parsing options

Delimiter: Comma Text Qualifier: None Skip Rows: 1

CSV Format: Name, Northing, Easting, Elevation Custom Format

LLH Format: Degrees, Minutes, Seconds Geodetic Height Format: Meters

Preview

| Name        | Northing  | Easting   | Elevation |
|-------------|-----------|-----------|-----------|
| ame,orthing | Easting   | Elevation | Height    |
| 1           | 50278.178 | 60887.472 | 503.252   |
| 2           | 50272.17  | 60552.23  | 502.16    |
| 3           | 50000     | 60000     | 500       |

OK Cancel

The points appear on the Local tab. The Geodetic tab is empty because this CSV had no latitude or longitude.

Image — Imported points on the Local tab

Image — Geodetic tab

In the video the first row is the CSV's header line ("ame,orthing" at 0.00 ft) imported as a point. Tick **Skip Rows** with a value of 1 on the Import CSV screen to avoid this, or select the row and tap **Remove**.

Tap **Finish**. The job opens on the grade screen.