

Data Cleaning Manual

Final 50 Feet Project - Alley Inventory
January 21, 2018

How to use this manual?

Data collectors may follow this step-by-step guide on how to use ArcGIS Online (AOL) for data cleaning.

After every data collection shift one member of the team is responsible for:

- **submitting** the surveys conducted that day and
- completing data cleaning of the **submitted data** no later than 24 h after data collection.

Submit data cleaning report

After every data cleaning appointment, submit the following information by posting a message in our team facebook group:

- Picture of your base map clearly showing the city blocks that you inspected
- Last Survey ID on your basemap
- Number of surveys that you did that day of data collection
- Team members names
- Your RA supervisor for that data collection appointment

Facebook group:

[SCTL WQ18 Data Collection] - Task Order 4 - Alley's Project

What do we mean with data cleaning?

Involves the following types of edits:

1. Geolocation of alley features:
 - a. Start and end extreme points
2. Alley information:
 - a. Missing surveys
 - b. Name of streets
 - c. Block face of city block
3. Link with other databases:
 - a. Wrong alley's TNET ID
 - b. Wrong freight parking infrastructure ID

How to access the database in AOL?

First, you need to log in AOL through the UW enterprise URL with your UW netID.

If you do not know how to log in AOL with your UW netID, use the following link:

How to access the database in AOL?

We will use a hosted feature layer in AOL to edit the data. The feature layer can be access through the following link:

Alley Survey Hosted Feature Layer

Editor view

Home ▾ Data cleaning alley inventory New Map JOSE ▾

Details Add ▾ Edit Basemap Save ▾ Share Print ▾ Measure Bookmarks

About Content Legend

Contents

- Data cleaning alley inventory - Alley Survey
- Data cleaning alley inventory - Parking
- Data cleaning alley inventory - Extreme.Point.End
- ▶ 📍 Topographic
- 📄 Data cleaning alley inventory - Narrower.Points-Sections
- 📄 Data cleaning alley inventory - Main.Private.Entrances
- 📄 Data cleaning alley inventory - Driveways

Alley_Survey	
KEY_ID	31393945-05ba-40b2-a17e-a94227431725
Date of survey	1/18/2018, 12:00 AM
Time of survey	19:25
What is the survey id on the hard copy map?	1
Is the alleyway shown in the base map?	Yes
What is the TNET id on the map?	192,112
Does the alley	Yes

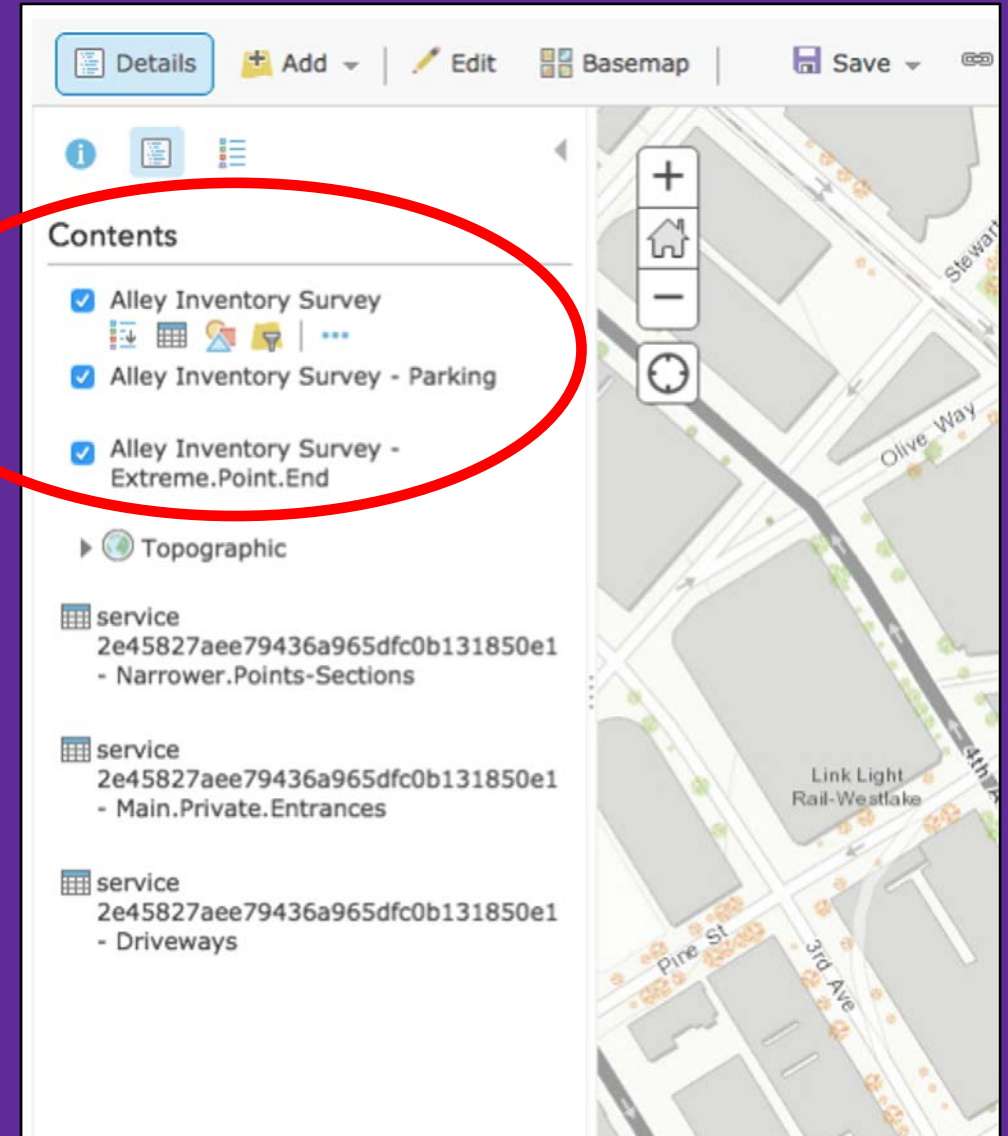
[Zoom to](#) [Edit](#) [Show Related Records](#)

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Panel Contents

Point features in the panel:

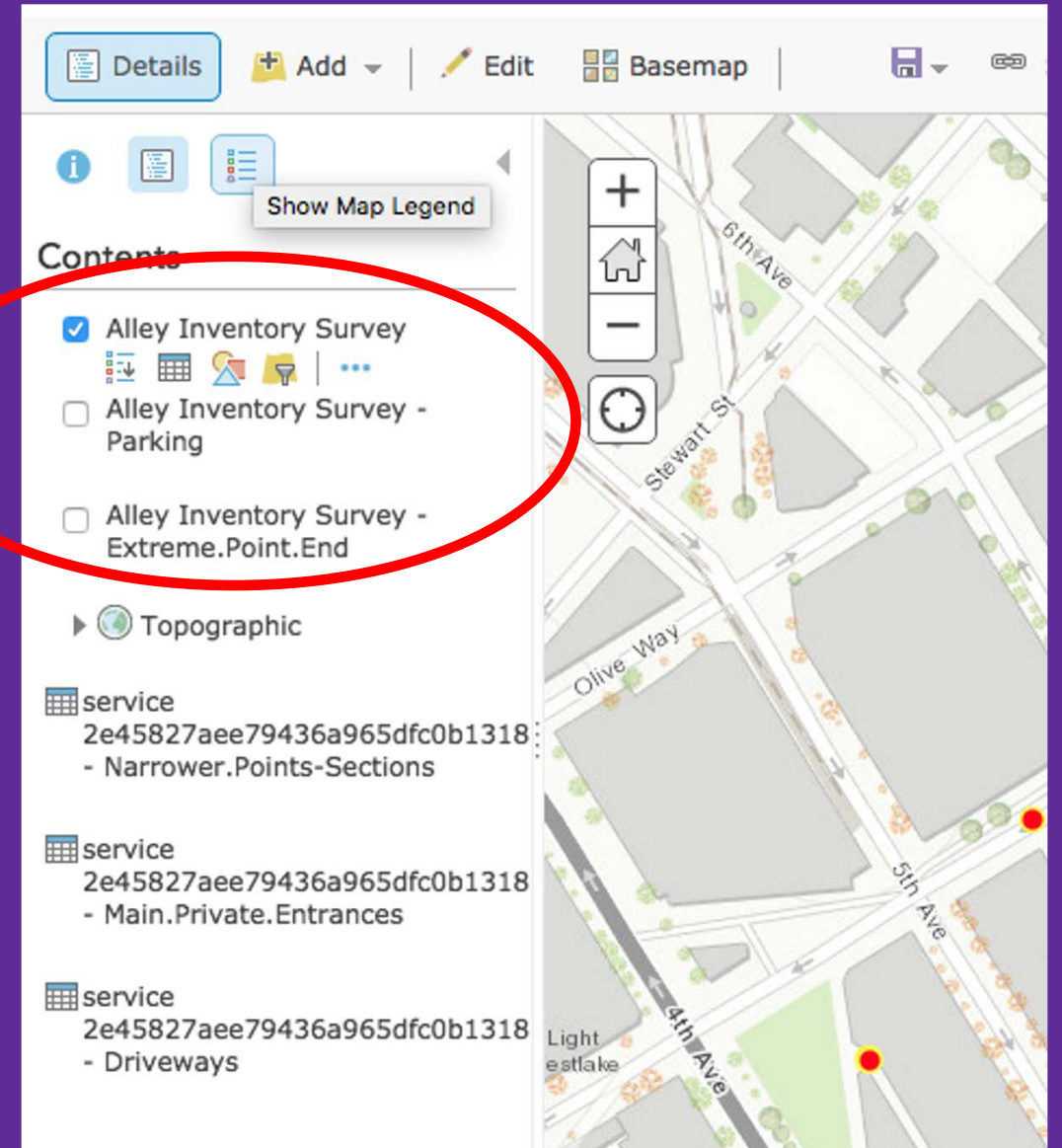
1. Extreme point start
2. Parking
3. Extreme point end



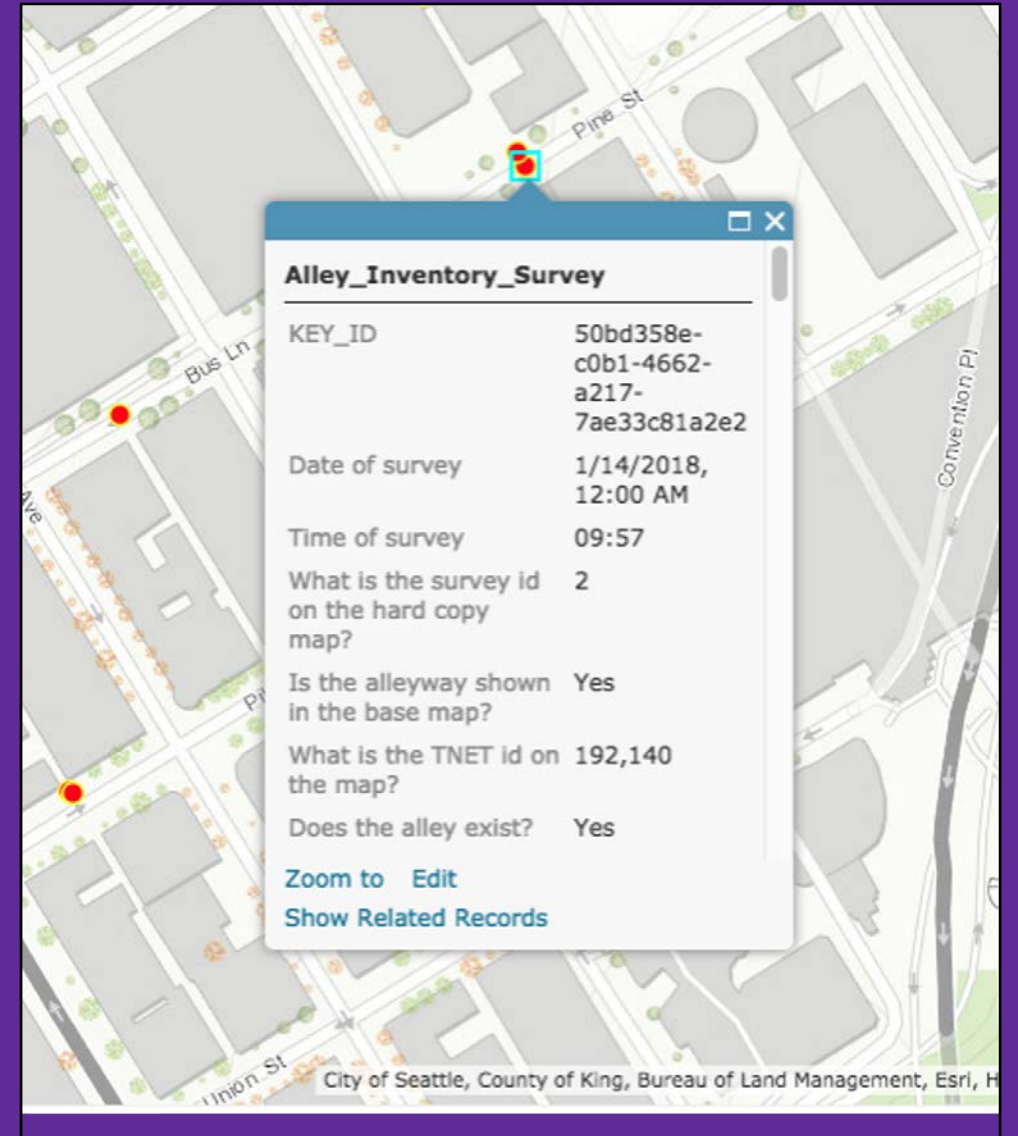
Panel Contents

Point features in the panel:

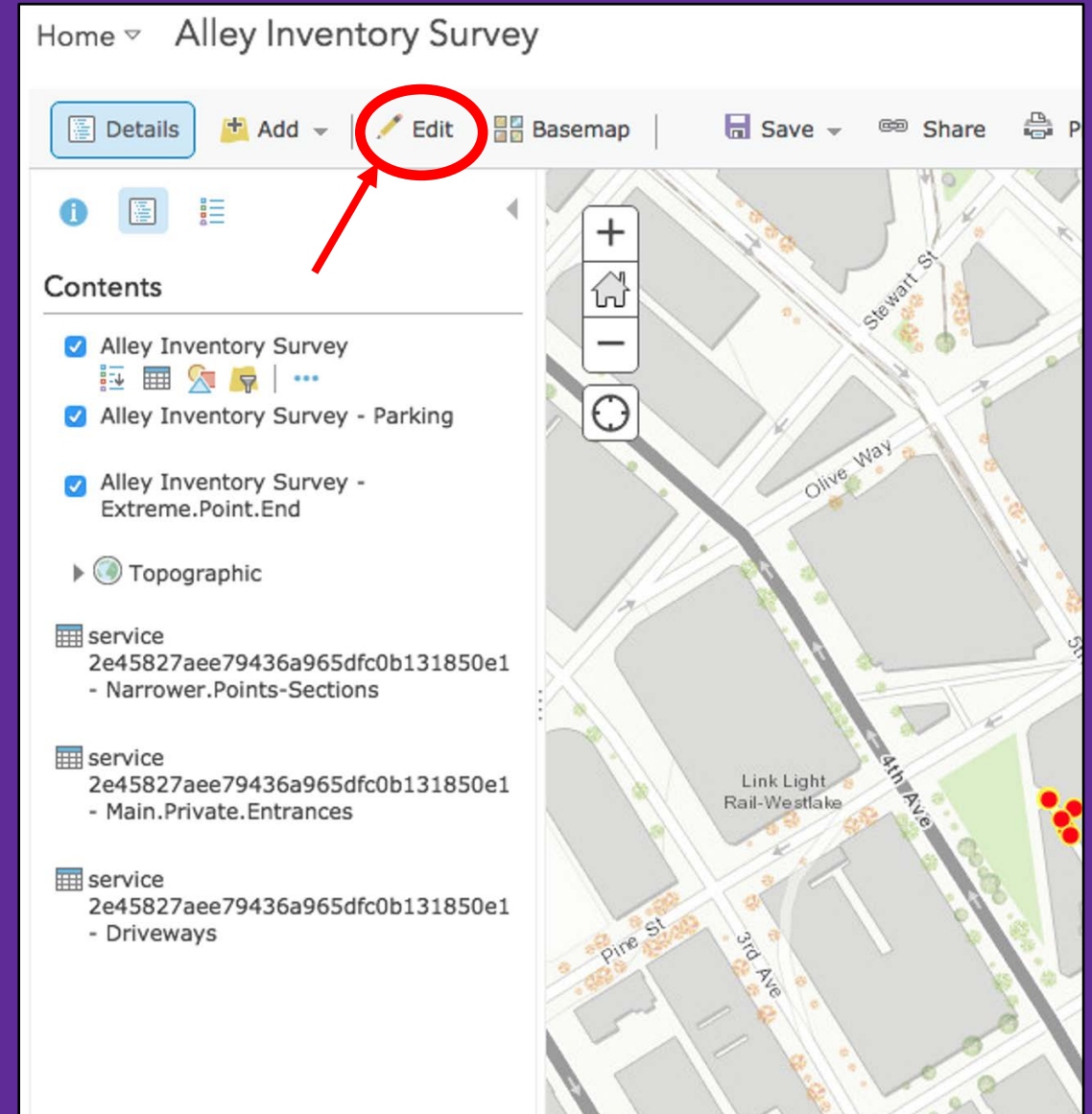
1. Extreme point start
2. Parking (turn off)
3. Extreme point end (turn off)



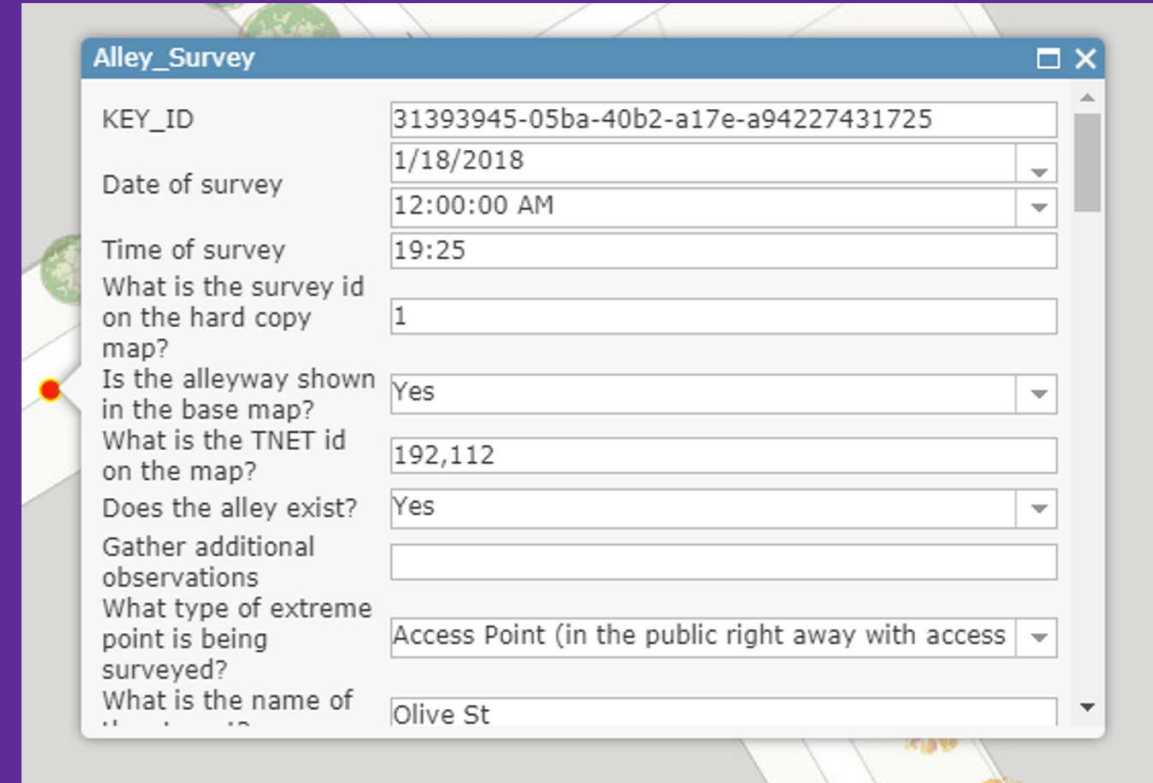
Feature information panel



Start edition mode



Review of start extreme point



Alley_Survey

KEY_ID	31393945-05ba-40b2-a17e-a94227431725
Date of survey	1/18/2018
Time of survey	12:00:00 AM
Time of survey	19:25
What is the survey id on the hard copy map?	1
Is the alleyway shown in the base map?	Yes
What is the TNET id on the map?	192,112
Does the alley exist?	Yes
Gather additional observations	
What type of extreme point is being surveyed?	Access Point (in the public right away with access
What is the name of	Olive St

Review of start extreme point

- Chose a **Survey ID** on your hard copy map. Is the survey in AOL?

- Is the **alley's TNET ID** correct?

Remember: If the alley is not shown in the basemap TNET ID = 999

Alley_Survey	
KEY_ID	31393945-05ba-40b2-a17e-a94227431725
Date of survey	1/18/2018
Time of survey	12:00:00 AM
Time of survey	19:25
What is the survey id on the hard copy map?	1
Is the alleyway shown in the base map?	Yes
What is the TNET id on the map?	192,112
Does the alley exist?	Yes
Gather additional observations	
What type of extreme point is being surveyed?	Access Point (in the public right away with access to st
What is the name of the street?	Olive St
What type of street is it?	One-way street
What is the name of the street closest to the intersection?	
Where is the access point located?	South or West face of the city block
Input the apron cross slope	4
Input the apron width	30
Input the length from the curb to the alley's access point	34
Input the extreme point width	17
Is there an indication that it is a oneway alley?	No
What is the alleyway direction?	
Is there any sign indicating a restriction on alley usage?	No
Do you feel safe entering the alley?	Yes
Explain why you don't feel safe	
Can you access the other extreme point from the street?	
Is there any obstruction that impedes measuring inside the alley?	No
What is the obstruction?	
Specify what is the reason of not access to alley	
Do you want to close Form 3 because of safety reasons?	No

Review of start extreme point

If extreme point = **access point**

- Is the **name of the street** that you wrote in field correct?
- Did you correctly identified the city **block face** of the access point?

The image shows a screenshot of a data entry form titled "Alley_Survey". The form contains various fields with their corresponding values. Two black arrows point to the "What is the name of the street?" and "Where is the access point located?" fields. The "What is the name of the street?" field is underlined in blue, and its value "Olive St" is also underlined in blue. The "Where is the access point located?" field is also underlined in blue, and its value "South or West face of the city block" is also underlined in blue. The "Access Point (in the public right awa" field is also underlined in blue.

Alley_Survey	
KEY_ID	31393945-05ba-40b2-a17e-a94227
Date of survey	1/18/2018
Time of survey	12:00:00 AM
Time of survey	19:25
What is the survey id on the hard copy map?	1
Is the alleyway shown in the base map?	Yes
What is the TNET id on the map?	192,112
Does the alley exist?	Yes
Gather additional observations	
What type of extreme point is being surveyed?	Access Point (in the public right awa
What is the name of the street?	Olive St
What type of street is it?	One-way street
What is the name of the street closest to the intersection?	
Where is the access point located?	South or West face of the city block
Input the apron cross slope	4
Input the apron width	30
Input the length from the curb to the alley's access point	34
Input the extreme point width	17
Is there an indication that it is a oneway alley?	No
What is the alleyway direction?	
Is there any sign indicating a restriction on alley usage?	No
Do you feel safe entering the alley?	Yes

Review of start extreme point

If extreme point =
**intersection with
another alley:**

- Is the **name of the street** that you wrote in field correct? →

(1 of 2)

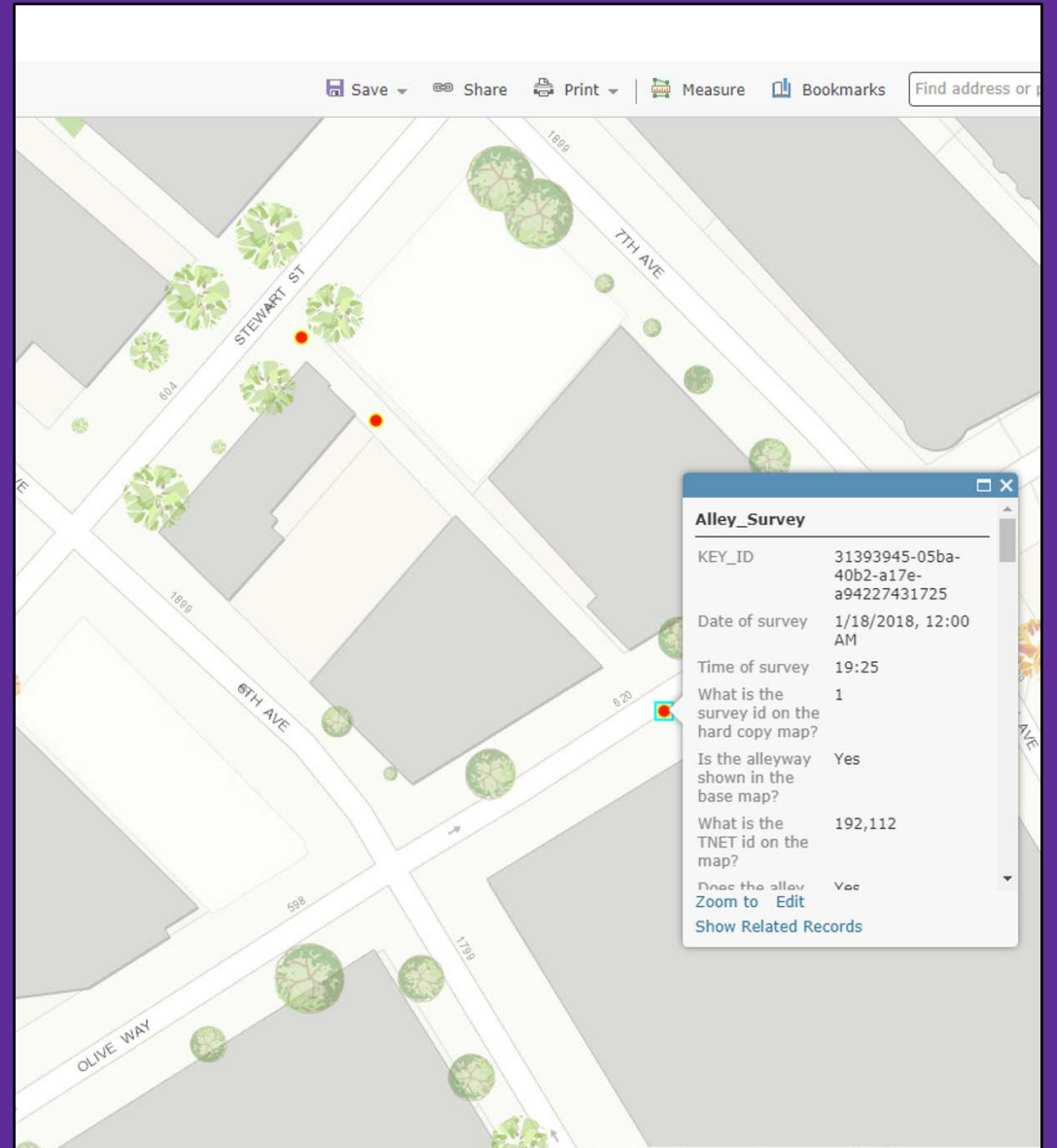
In the base map?	<input type="checkbox"/>
What is the TNET id on the map?	192,140
Does the alley exist?	Yes
Gather additional observations	<input type="text"/>
What type of extreme point is being surveyed?	Intersection with another alleyway (inside the city)
What is the name of the street?	<input type="text"/>
What type of street is it?	<input type="text"/>
What is the name of the street closest to the intersection?	Pine St.
Where is the access point located?	<input type="text"/>
Input the apron cross slope	-3.26
Input the apron width	22.1

Review of start extreme point

- Is the geopoint off or does not match what you have on the hard copy map filled in field?



Review of end extreme point



Access end extreme point table

1. Exit Edition mode
2. Access feature information panel of the survey
3. Click on Show Related Records -> Extreme.Point.End

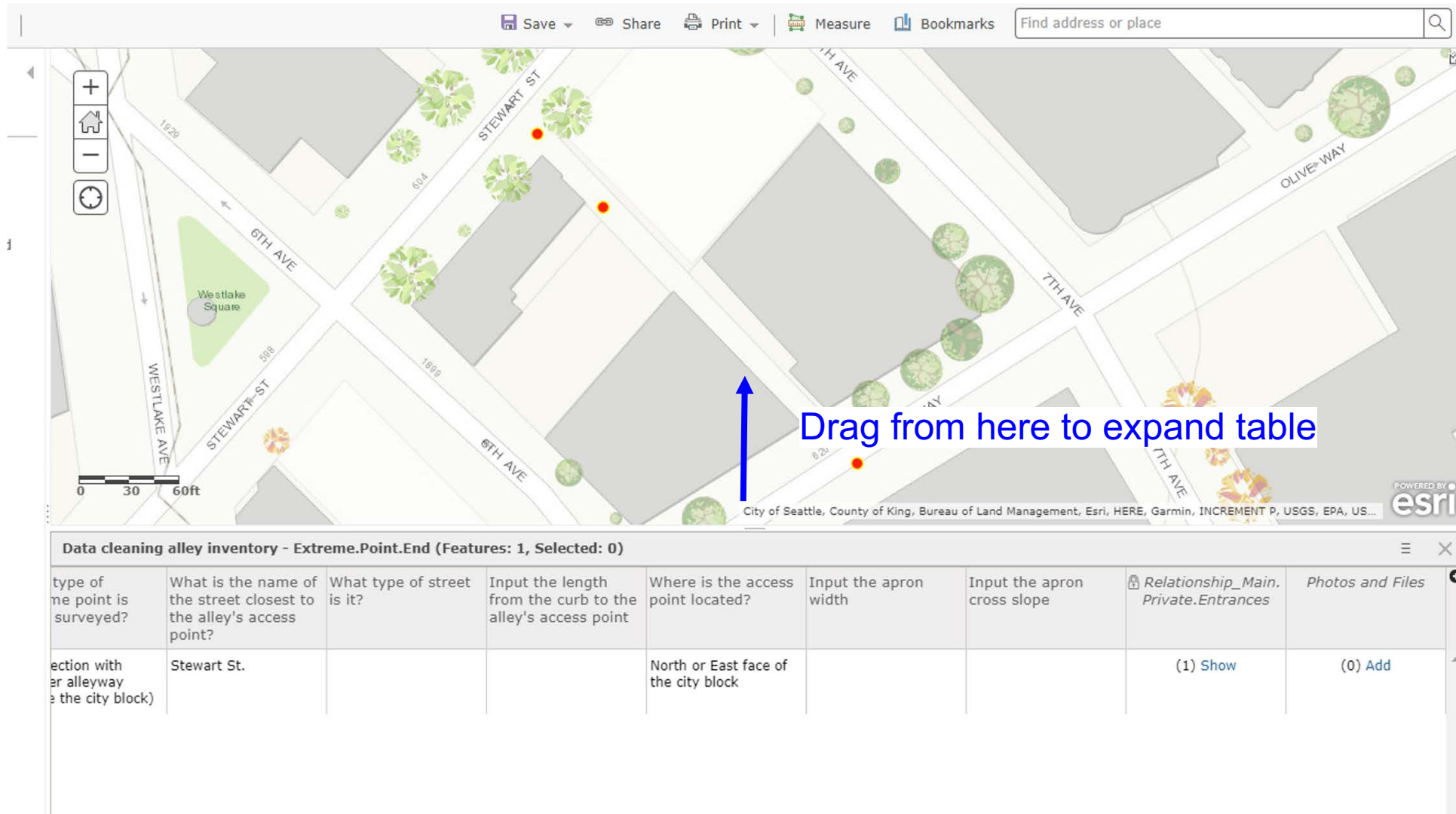
The screenshot displays a GIS application interface. On the left, a map shows a street grid with an alleyway highlighted in orange. A red dot on the map indicates the selected feature. On the right, a data panel titled '(1 of 5) Alley_Inventory_Survey' provides details for the selected feature. Below the map, a list of related records is shown, with a blue arrow pointing to the 'Extreme.Point.End' record.

Alley_Inventory_Survey	
KEY_ID	a0d4ba94-6f75-47ef-ab36-41095ca32d82
Date of survey	1/14/2018, 12:00 AM
Time of survey	10:04
What is the survey id on the hard copy map?	1
Is the alleyway shown in the base map?	Yes
What is the TNET id on the map?	191,122
Does the alley exist?	Yes

Zoom to [Show Related Records](#)

- Alley Inventory Survey - Parking
- Alley Inventory Survey - Extreme.Point.End ←
- service_2e45827aee79436a965dfc0b131850e1 - Narrower.Points-Sections
- service_2e45827aee79436a965dfc0b131850e1 - Main.Private.Entrances
- service_2e45827aee79436a965dfc0b131850e1 - Driveways

Access end extreme point table



The screenshot displays a web-based GIS interface. At the top, there is a search bar with the text "Find address or place" and a search icon. Below the search bar is a map of a city block with streets labeled: WESTLAKE AVE, STEWART ST, 6TH AVE, 7TH AVE, and OLIVE WAY. A blue arrow points to a specific location on the map, with a text box containing the instruction "Drag from here to expand table".

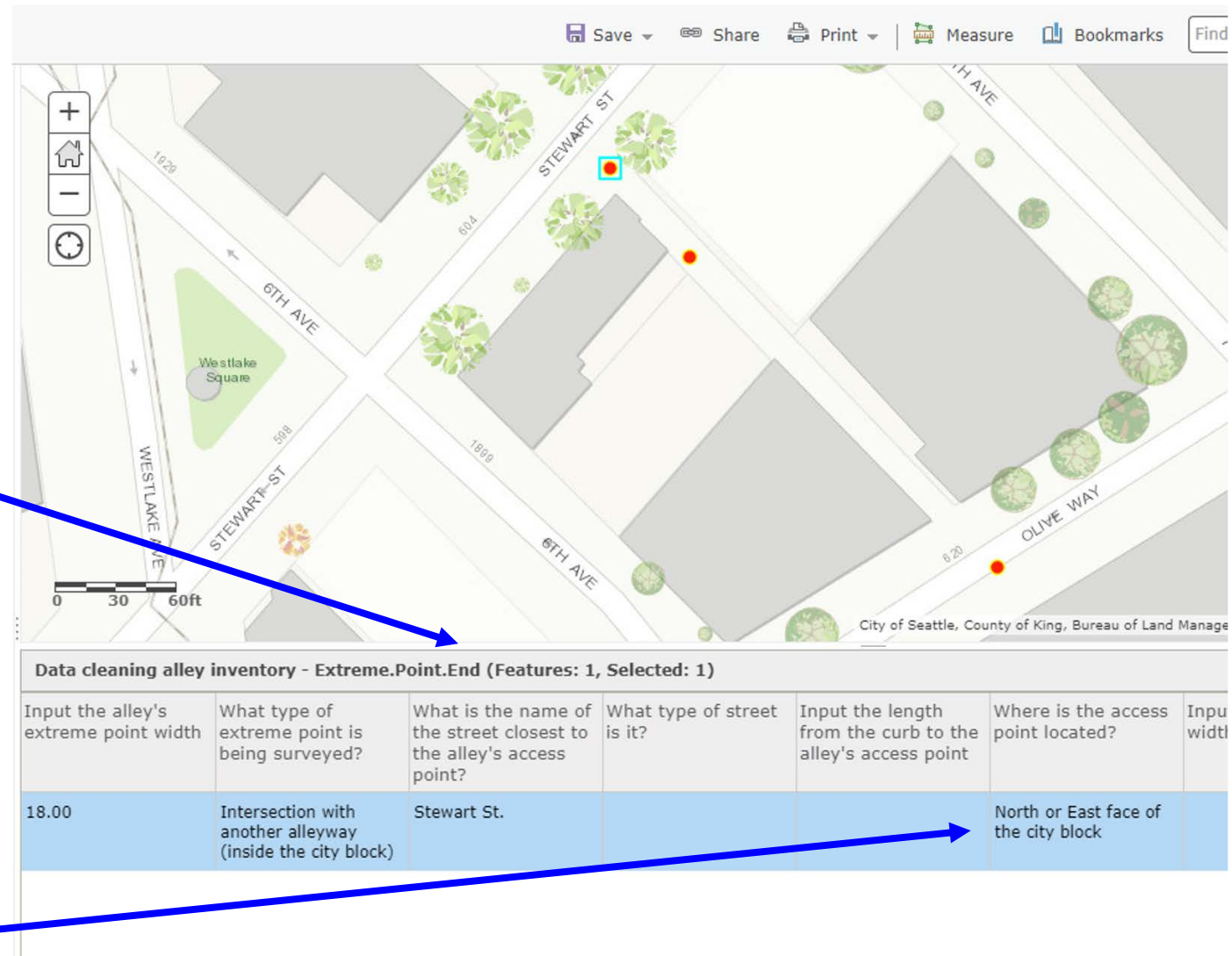
Below the map is a data table titled "Data cleaning alley inventory - Extreme.Point.End (Features: 1, Selected: 0)". The table has the following columns:

type of me point is surveyed?	What is the name of the street closest to the alley's access point?	What type of street is it?	Input the length from the curb to the alley's access point	Where is the access point located?	Input the apron width	Input the apron cross slope	Relationship_Main. Private.Entrances	Photos and Files
ection with er alleyway s the city block)	Stewart St.			North or East face of the city block			(1) Show	(0) Add

Review of end extreme point

Once you can see the
table Extreme.Point.End

- Is the **name of the street** that you wrote in field correct?
- Did you correctly identified the city **block face** of the access point?



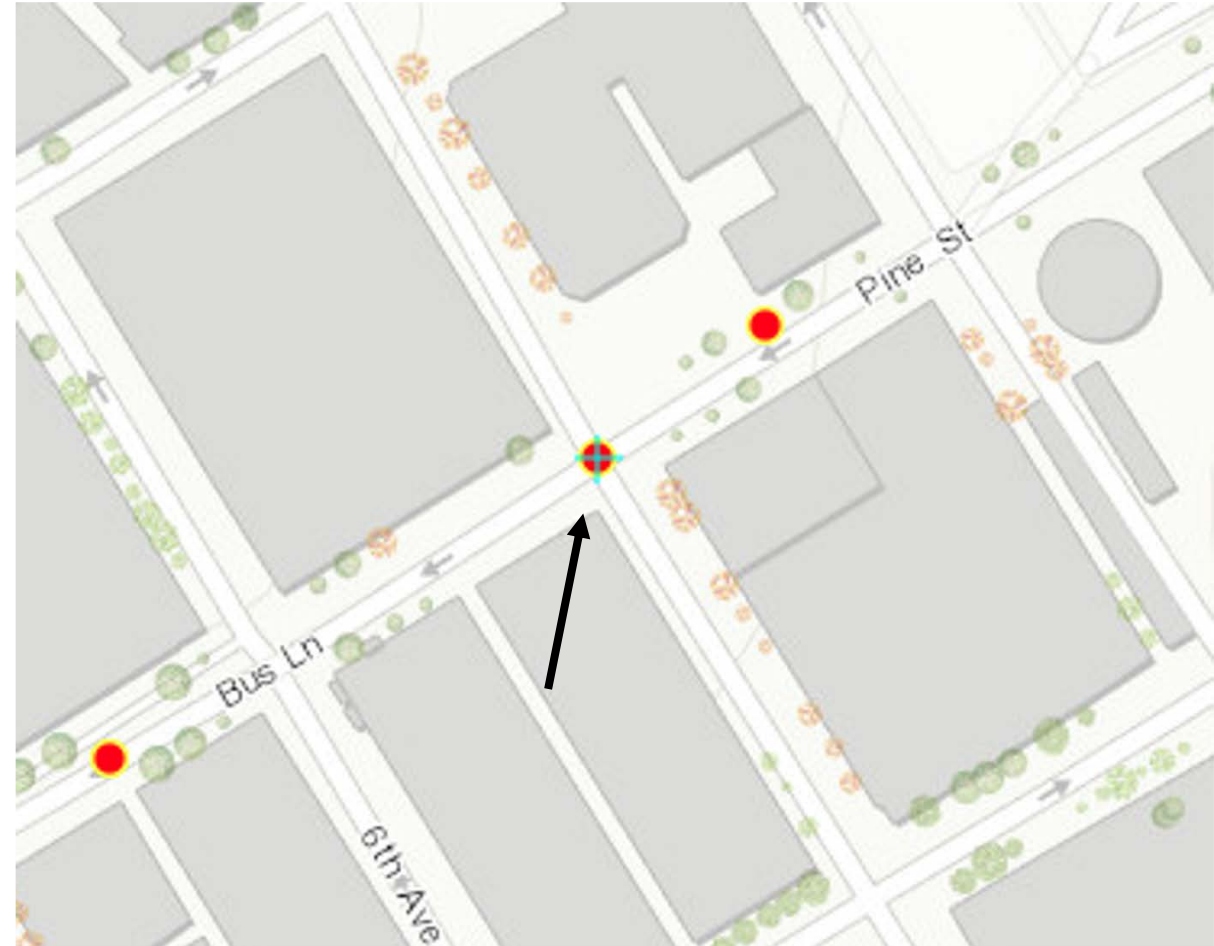
The screenshot shows a GIS application interface. At the top, there are navigation and utility icons: Save, Share, Print, Measure, and Bookmarks. The map displays a street grid with labels for Westlake Ave, Stewart St, 6th Ave, and Olive Way. A red square marker is placed on Stewart St, and a red dot is placed on Olive Way. A scale bar indicates 0, 30, and 60 feet. The data table below the map is titled "Data cleaning alley inventory - Extreme.Point.End (Features: 1, Selected: 1)".

Input the alley's extreme point width	What type of extreme point is being surveyed?	What is the name of the street closest to the alley's access point?	What type of street is it?	Input the length from the curb to the alley's access point	Where is the access point located?	Input width
18.00	Intersection with another alleyway (inside the city block)	Stewart St.			North or East face of the city block	

Review of end extreme point

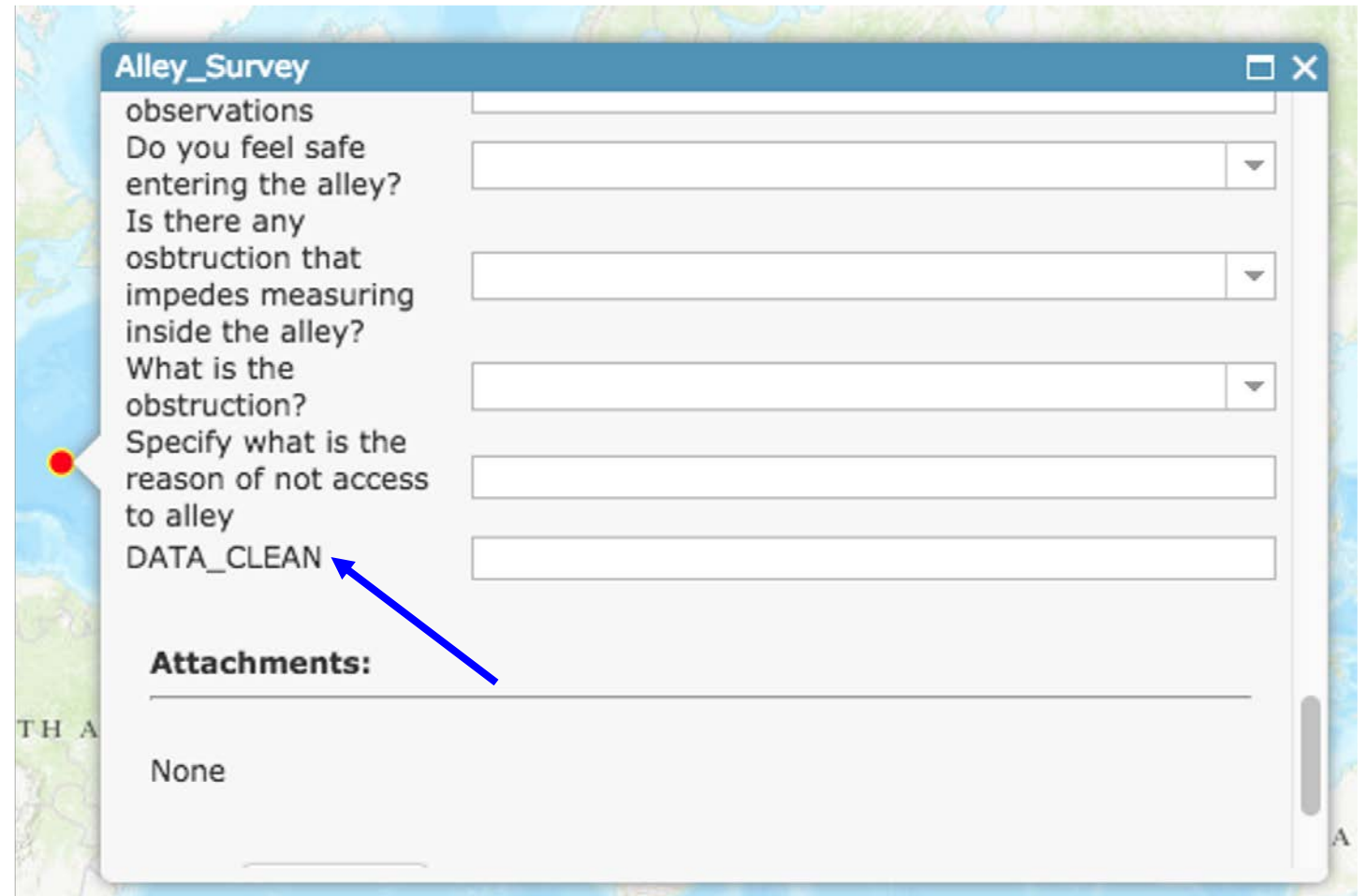
Turn on the point feature
“Extreme.Point.End” through the
Contents panel

- Is the geopoint off or does not match what you have on the hard copy map filled in field?



Report your edits of extreme points

Report your edits and issues that you can not correct by typing observations in the field **DATA_CLEAN** of the corresponding survey



The image shows a screenshot of a web-based survey form titled "Alley_Survey". The form is overlaid on a map background. A red dot on the map indicates the location of the survey. The form contains several fields:

- observations
- Do you feel safe entering the alley?
- Is there any obstruction that impedes measuring inside the alley?
- What is the obstruction?
- Specify what is the reason of not access to alley
- DATA_CLEAN

A blue arrow points to the "DATA_CLEAN" field. Below the main form is an "Attachments:" section with a horizontal line and the text "None".

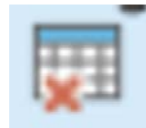
Review of freight parking

Compare old and new pictures of
the infrastructure

Access alley's parking table

Use the Contents panel to:

1. Turn on only the point feature Alley Inventory Survey - Parking
2. Show parking table by clicking on the table icon



The screenshot shows the ArcGIS interface with the following components:

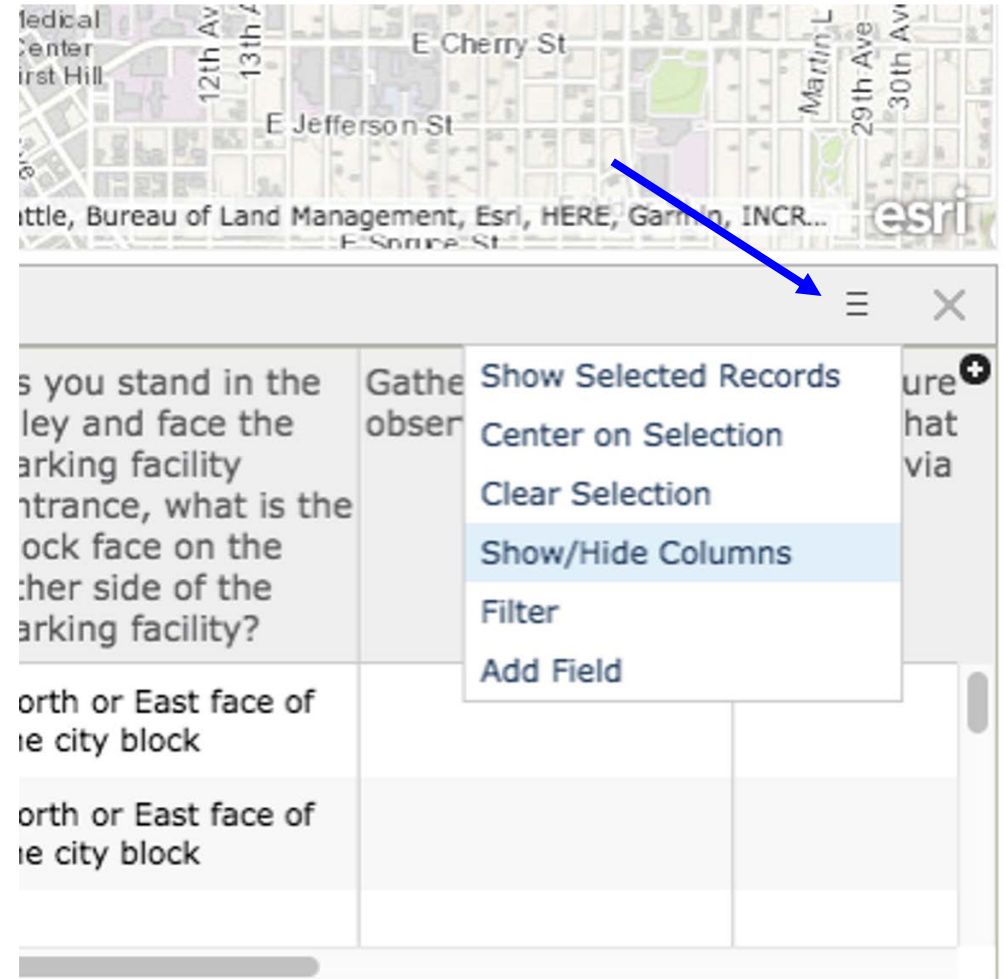
- Contents Panel:** A list of layers on the left. The layer "Alley Inventory Survey - Parking" is selected and checked. Below it, other layers like "Alley Inventory Survey - Extr..." and "Topographic" are visible. A blue arrow points from the table icon in this panel to the table view below.
- Map:** A street map of Seattle showing an alleyway. Two red dots on the map indicate specific locations.
- Data Table:** A table titled "Alley Inventory Survey - Parking (Features: 10, Selected: 0)". It contains two rows of data.

Input the distance from the start point where the parking access is located	Is the parking facility access already in the basemap as a loading bay?	Input the loading bay ID as shown in the basemap	As you stand in the alley and face the parking facility entrance, what is the block face on the other side of the parking facility?	Gather additional observations
50.92	Yes	352	North or East face of the city block	
41.60	Yes	352	North or East face of the city block	

Access alley's parking table

Hide/show some columns of the parking table to only show the following columns:

- **Column:** *Is the parking facility access already in the basemap as a loading bay?*
- **Column:** *Input the loading bay ID as shown in the basemap*
- **Column:** *Gather additional observations*
- **Column:** *CreationDate*
- **Column:** *Creator*
- **Column:** *Photos and Files*



Access alley's parking table

Hide/show some columns of the parking table to only show the following columns:

Alley Inventory Survey - Parking (Features: 10, Selected: 0)					
Is the parking facility access already in the basemap as a loading bay?	Input the loading bay ID as shown in the basemap	Gather additional observations	CreationDate	Creator	Photos and Files
			1/16/2018, 3:32 PM		(0) Add
Yes	352		1/16/2018, 3:32 PM		(1) Show
			1/16/2018, 3:32 PM		(0) Add
No			1/16/2018, 3:32 PM		(1) Show
Yes	352		1/16/2018, 3:32 PM		(1) Show
No			1/16/2018, 3:32 PM		(1) Show
Yes	341		1/16/2018, 3:32 PM		(1) Show

Review all loading bays at once:

Sort the table by the column “Creator”. Use the visible information from the parking table to review the pictures of parking facilities that:

- Show your UW user name in the Creator column
- Show the right date when you collected the data under Creation Date column
- Were identified in the basemap as loading bays

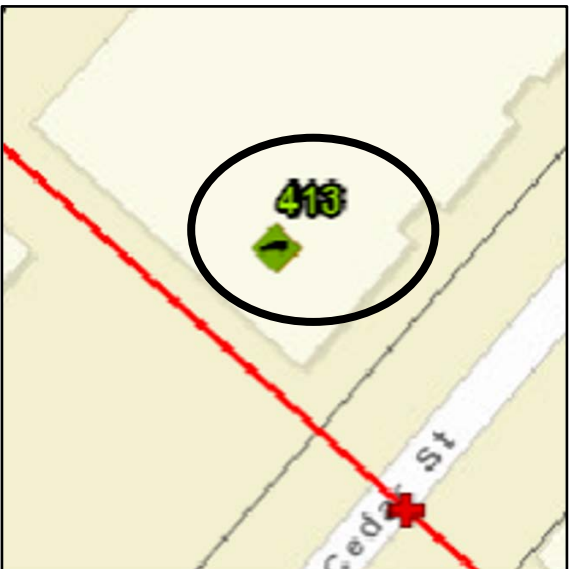
YOU NEED TO CHECK THE FOLLOWING:

1. Is the loading bay ID that you wrote on field correct?
2. Compare the pictures that you took of the parking facility with the pictures with the same ID from the old database, are they the same?

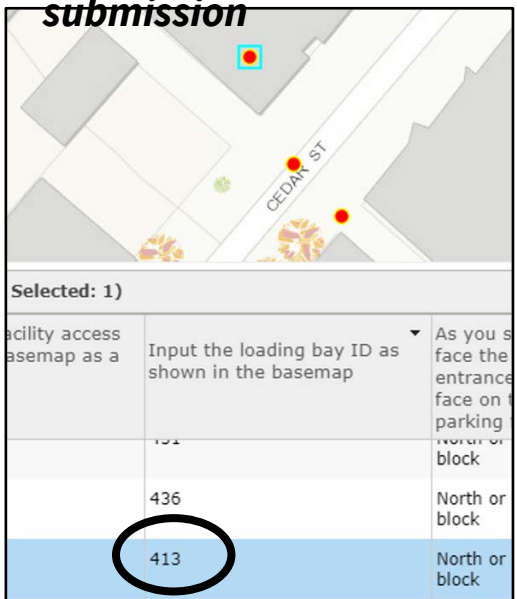
HOW TO FIND THE OLD PICTURE OF A LOADING BAY FOUND IN FIELD?

STEP 1: Look for the **old picture ID** using the **Loading bay ID** collected in field

Loading bay ID found in field



Loading bay ID in AOL after survey submission



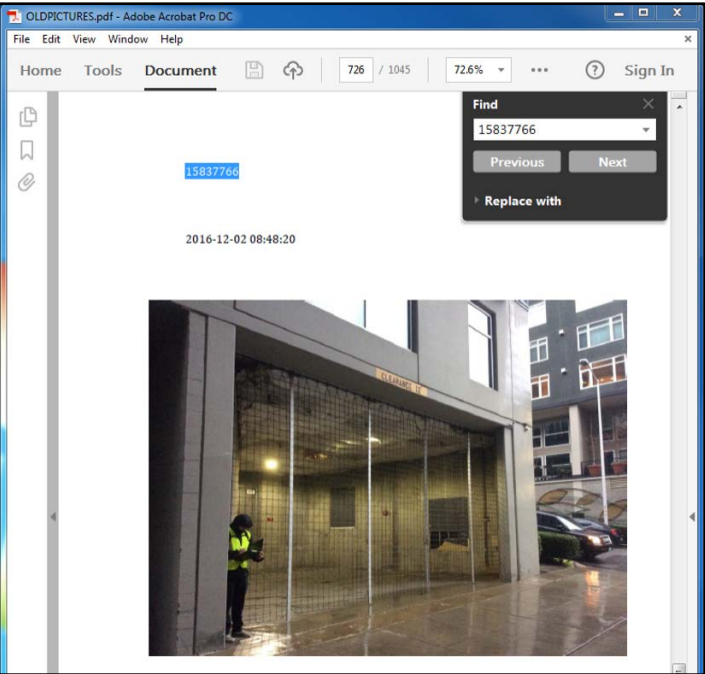
Old picture ID from OLDPICTURES.PDF

LOADING BAY ID FROM ALLEY SURVEY (SCTL)	OLD PICTURE ID FROM OLDPICTURES.PDF
400	15820969
401	15820970
402	15820977
403	15821020
404	15821042
405	15821058
406	15837757
407	15837758
408	15837759
409	15837760
410	15837761
411	15837762
412	15837763
413	15837766
414	15840402
415	15840403

HOW TO FIND THE OLD PICTURE OF A LOADING BAY FOUND IN FIELD?

STEP 2: Compare the **old picture** and the picture that **you collected in field**, are they they same?

Old picture from OLDPICTURES.pdf



Loading bay picture from Alley Survey (SCTL)

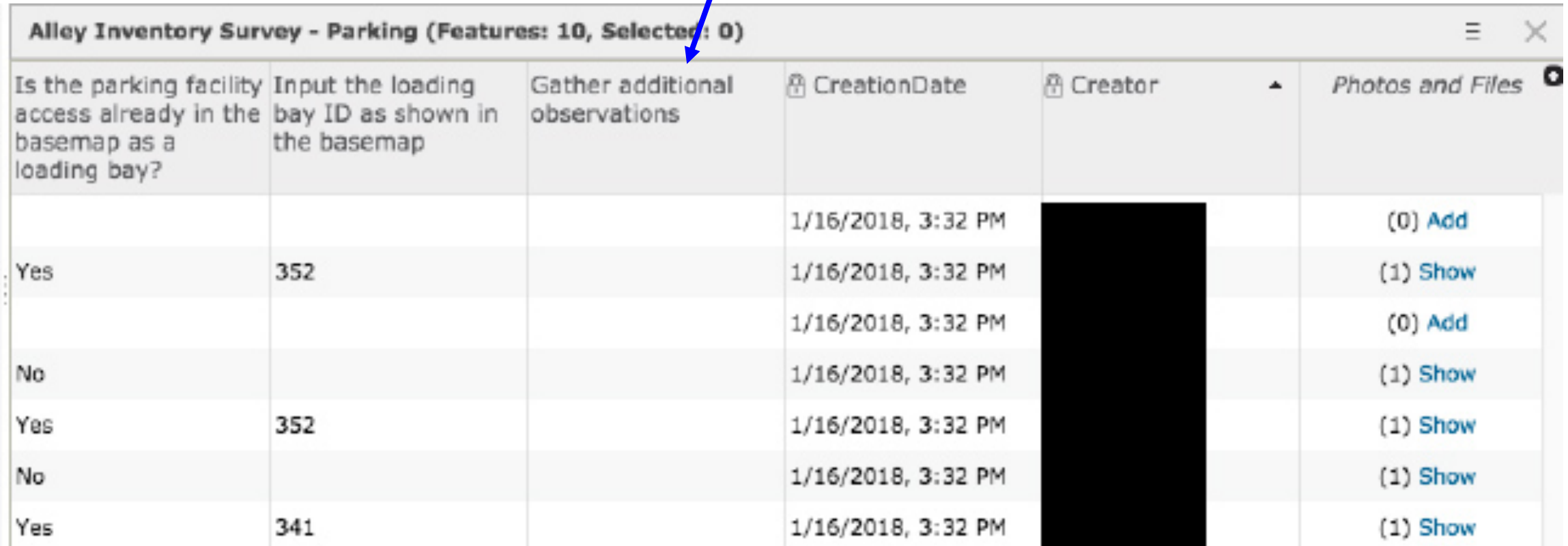
Input the loading bay ID as shown in the basemap	Gather additional observations	Photos and Files
436		(1) Show
413		(1) Show
402		(1) Show

VS.



Report issues with loading bays:

Type any issues that you may find about the reviewed loading bays under “Gather additional observations” column.



The screenshot shows a table titled "Alley Inventory Survey - Parking (Features: 10, Selected: 0)". A blue arrow points to the "Gather additional observations" column. The table has six columns: "Is the parking facility access already in the basemap as a loading bay?", "Input the loading bay ID as shown in the basemap", "Gather additional observations", "CreationDate", "Creator", and "Photos and Files". The "Creator" column is redacted with a black box. The "Photos and Files" column contains links to add or show photos.

Is the parking facility access already in the basemap as a loading bay?	Input the loading bay ID as shown in the basemap	Gather additional observations	CreationDate	Creator	Photos and Files
			1/16/2018, 3:32 PM		(0) Add
Yes	352		1/16/2018, 3:32 PM		(1) Show
			1/16/2018, 3:32 PM		(0) Add
No			1/16/2018, 3:32 PM		(1) Show
Yes	352		1/16/2018, 3:32 PM		(1) Show
No			1/16/2018, 3:32 PM		(1) Show
Yes	341		1/16/2018, 3:32 PM		(1) Show

REMEMBER! Submit data cleaning report

After every data cleaning appointment, submit the following information by posting a message in our team facebook group:

- Picture of your base map clearly showing the city blocks that you inspected
- Last Survey ID on your basemap
- Number of surveys that you did that day of data collection
- Team members names
- Your RA supervisor for that data collection appointment

Facebook group:

[SCTL WQ18 Data Collection] - Task Order 4 - Alley's Project