

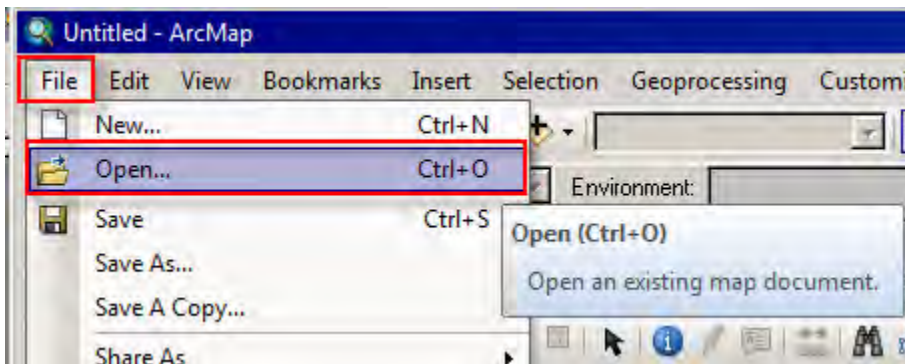
QUICK REFERENCE GUIDE- Entering a GIS DATA ENTRY Checklist submission

This document will walk the user how to submit a GIS Data Entry Checklist submission as part of the requirements of the contract to make sure that the spatial is topologically clean and meets the standards provided in the other guidebooks provided.

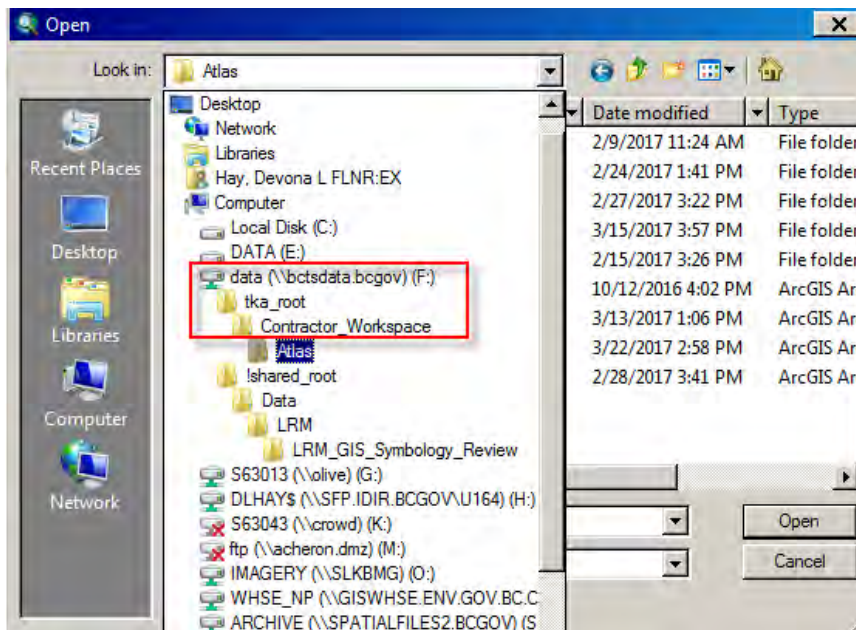
NOTE: This sharepoint site will only work effectively in Internet Explorer 11 and not google chrome.

Opening your spreadsheet or copying your spreadsheet

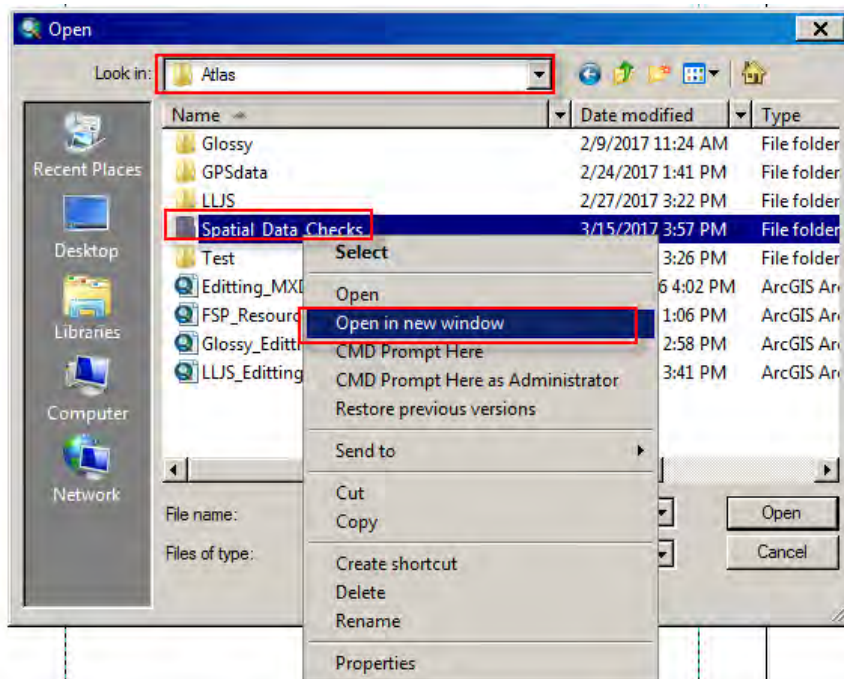
- 1) Copy your spreadsheet from the FTP site and paste to your contractor Spatial_Data_Checks folder.
- 2) Open arcmap from the citrix application
- 3) Go to the file menu, and select open



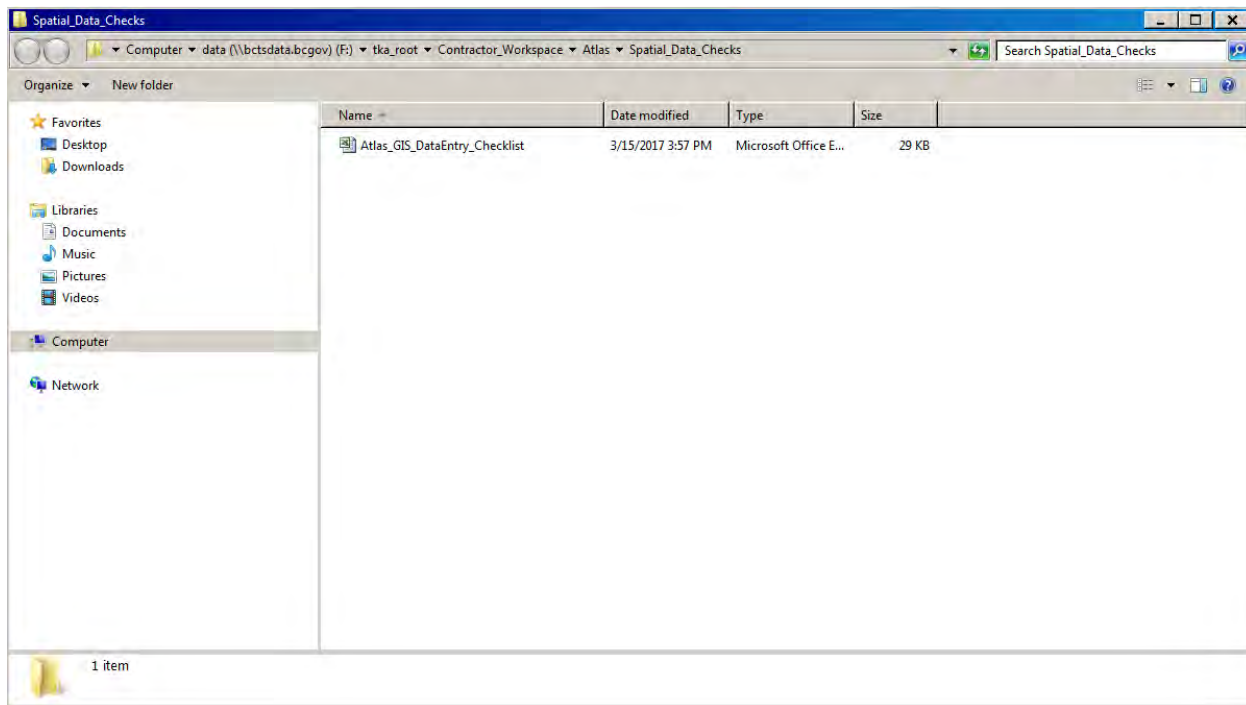
- 4) Navigate to your contractor workspace on F drive (F:\tka_root\Contractor_workspace\YOUR COMPANY \)



- 5) Right click on the Spatial_Data_Checks folder, select “Open in new window”



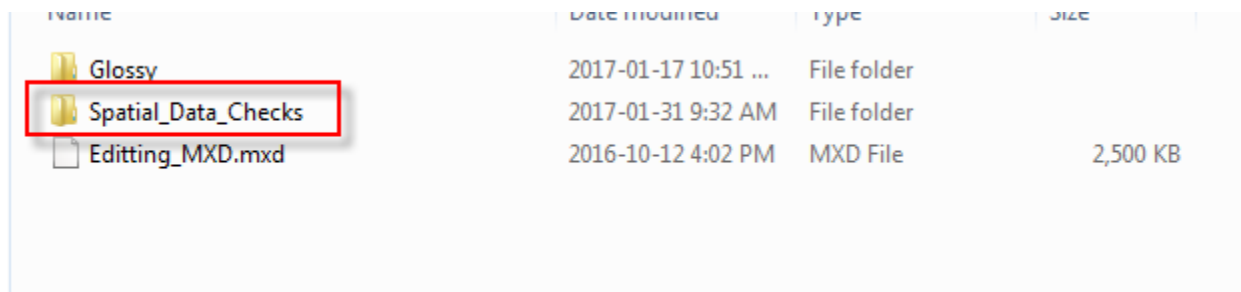
- 6) This will open a “windows explorer” window that you can now paste the spreadsheet into and open and save/close. This will also allow you to copy any “Relevant” spatial information that should be stored in your working folder that we may need access to after the contract is complete.



NOTE: you can navigate to any of the folders within your contractor workspace and copy information like maps from your local computer.

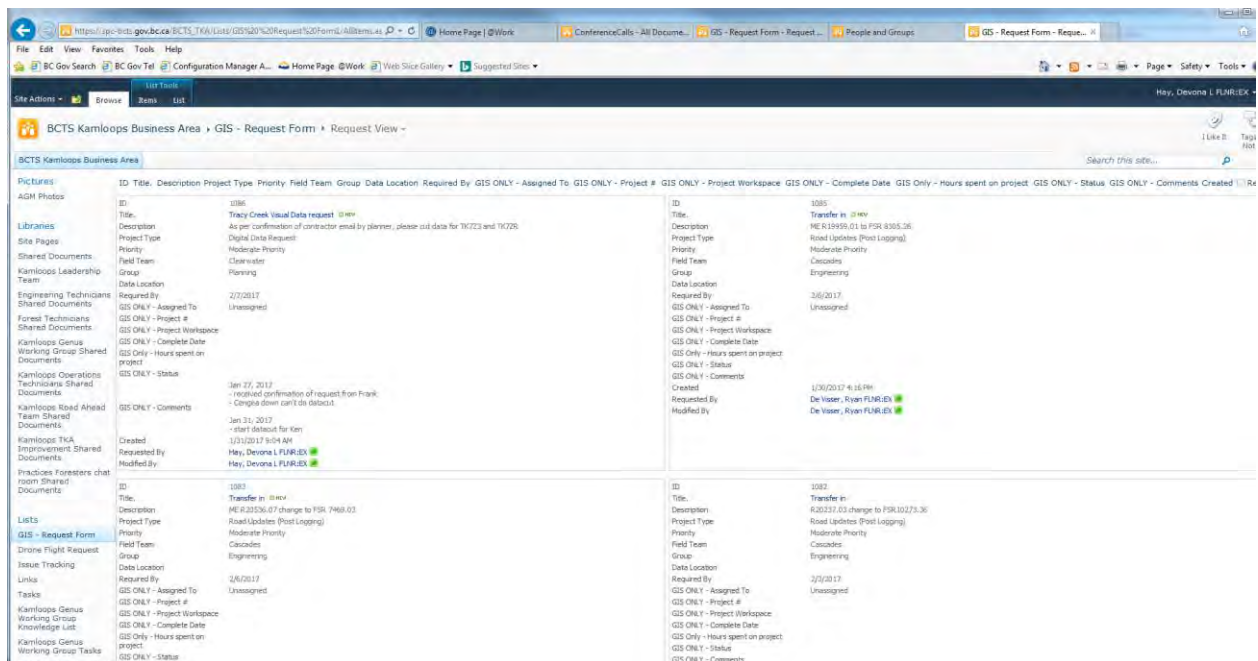
Update your spreadsheet

- 1) Update your spreadsheet that you have copied from the ftp site (GIS_DataEntry_Checklist.xls)
- 2) Make sure that you break the new month's submission with a **BOLD YELLOW LINE**
- 3) Save and store in your contractor workspace in the Spatial_Data_Checks folder

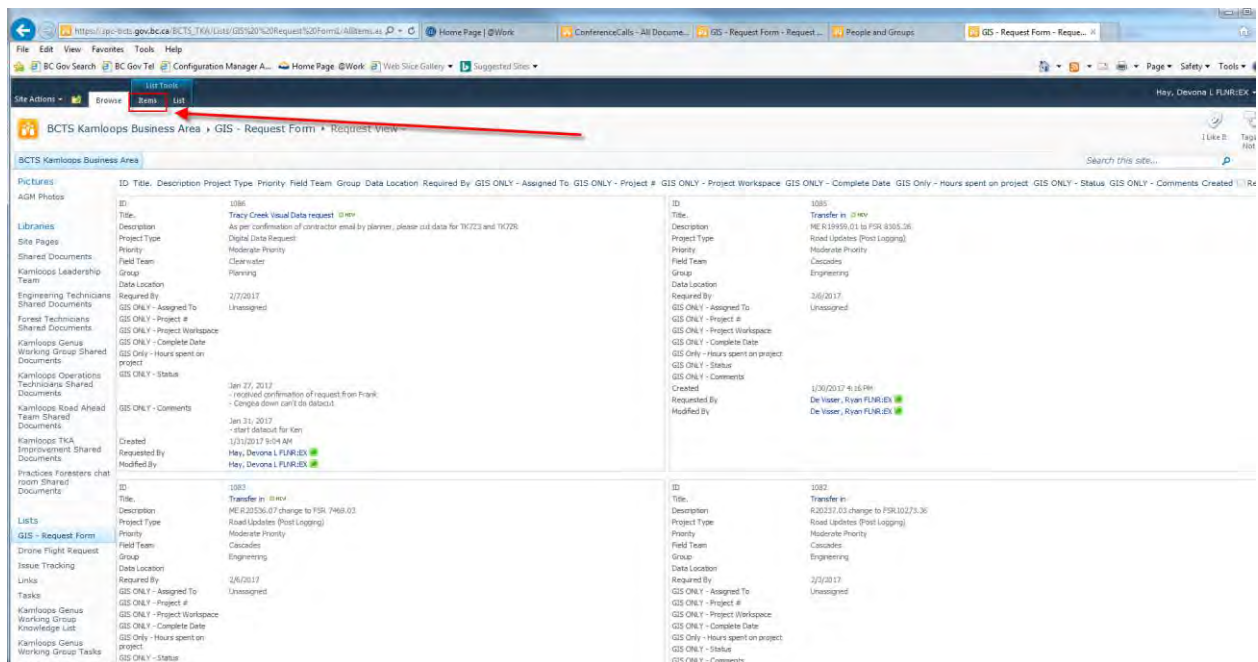


Submit your GIS Request for Review by BCTS

- 1) Click the [GIS Request](#) link you have been provided. This is what it will look like when you open it.



2) Click on items at the top left



3) This will change the look of your screen

The screenshot shows a SharePoint web application interface. The top navigation bar displays the URL https://spc-bcts.gov.bc.ca/BCTS_TKA/Lists/GIS%20Request%20Form1/AllItems.aspx. Below the navigation bar, a 'Site Actions' menu is open, highlighting the 'New Item' button. The main content area displays a list of items with columns: ID, Title, Description, Project Type, Priority, Field Team, Group, Data Location, Required By, GIS ONLY - Assigned To, GIS ONLY - Project #, GIS ONLY - Project Workspace, and GIS ONLY. The first item is titled 'Tracy Creek Visual Data request' and has a 'NEW' status.

ID	Title	Description	Project Type	Priority	Field Team	Group	Data Location	Required By	GIS ONLY - Assigned To	GIS ONLY - Project #	GIS ONLY - Project Workspace	GIS ONLY
1086	Tracy Creek Visual Data request	As per confirmation of contractor email by planner, please cut data for TK723 and TK72R.	Digital Data Request	Moderate Priority	Clearwater	Planning		2/7/2017	Unassigned			
1085	Trans							2/6/2	Unas			

4) To create a new request, click “New Item”, and a new request form will open.

The screenshot shows a web browser window with the URL https://spc-bcts.gov.bc.ca/BCTS_TKA/Lists/GIS%20Request%20Form1/AllItems.aspx. The page title is "GIS - Request Form - New Item". The left sidebar contains a list of site actions, with "New Item" highlighted in a red box. The main content area is a form with the following fields:

- Title ***: Provide a quick description of your request.
- Description**: Detailed description of request for product/service.
- Project Type ***: Type of product/service required (dropdown menu).
- Priority ***: Priority Level of Request: **Moderate Priority** (dropdown menu).
- Field Team ***: Choose Field Team for which the request is for. (dropdown menu).
- Group ***: Department requiring product/service (dropdown menu).
- Data Location**: Type the Web address: [\(Click here to test\)](#)
Type the description:
Location of data/files required for request (if applicable).
- Required By ***: 2/7/2017 (date picker)
Date product/service is required by.
- GIS ONLY - Complete Date**: (date picker)
Date request is completed.
- GIS ONLY - Status**: (dropdown menu)
Current status of request.
- GIS ONLY - Assigned To**: **Unassigned** (dropdown menu)
GIS Staff request is assigned to.
- GIS ONLY - Project #**: (text field)
GIS project number for request.
- GIS ONLY - Project Workspace**: Type the Web address: [\(Click here to test\)](#)
Type the description:
Workspace for project files and deliverables.

5) Fill out the form as per the details below:

- Title = Spatial Data Check, Company Name, month and year of submission (eg. Spatial Data Check Atlas Jan 2017)
- Description = indicate spreadsheet in contractor work folder
- Project Type = Spatial Data Review
- Field Team = field team of your multiphase contract (i.e. Merritt, Kamloops, 100MH, Clearwater)
- Group = Operational
- Don't forget to Save

GIS - Request Form - New Item

Edit

Save Cancel Paste Cut Copy Spelling

Commit Clipboard Spelling

Title. * Spatial Data Check Atlas Jan 2017
Provide a quick description of your request.

Description spreadsheet on contractor workspace
Detailed description of request for product/service.

Project Type * Spatial Data Review
Type of product/service required

Priority * Moderate Priority
Priority Level of Request:

Field Team * Kamloops
Choose Field Team for which the request is for.

Group * Operational
Department requiring product/service

Data Location
Type the Web address: (Click here to test)
http://
Type the description:
Location of data/files required for request (if applicable).

Required By * 2/7/2017
Date product/service is required by.

GIS ONLY - Complete Date
Date request is completed.

GIS ONLY - Status
Current status of request.

GIS ONLY - Assigned To Unassigned
GIS Staff request is assigned to.

GIS ONLY - Project #
GIS project number for request.

GIS ONLY - Project Workspace
Type the Web address: (Click here to test)
http://
Type the description:
Workspace for project files and deliverables.

GIS ONLY - Comments

6) Don't worry about any other items, leave the defaults

- 7) GIS monitors this site daily and will pick up the items. Should there be any issues with the data or attributes, an email will followup with the contractor that submitted to resolve.

Document Change Tracking

Version	Date of Issue	Author(s)	Brief Description of Change
1.0	January 2017	Devona Hay	- Creation of document
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			-
			-