

# ROW Pedestrian Facility Inspection Application Training Manual



Kentucky Transportation Cabinet, Office of Information Technology

GIS Support Services Branch

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## Introduction

### **Purpose:**


This document highlights the necessary steps for working with the ROW Pedestrian Facility Inspection Collector Application. Please note that the images may slightly differ from what you are seeing as updates of Collector for ArcGIS are released.

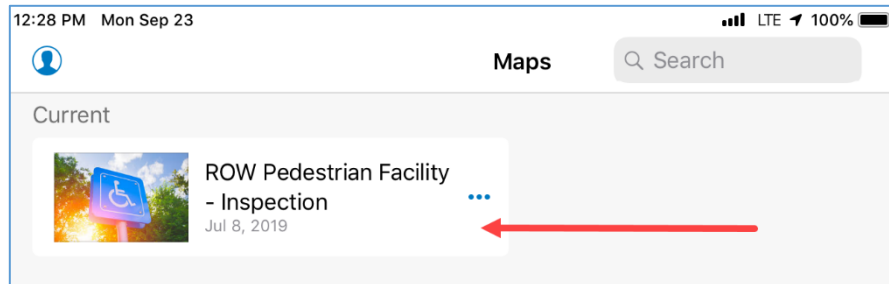
If you have questions or need any assistance, please contact the GIS Support Services Branch at [KYTC.GIS@ky.gov](mailto:KYTC.GIS@ky.gov).

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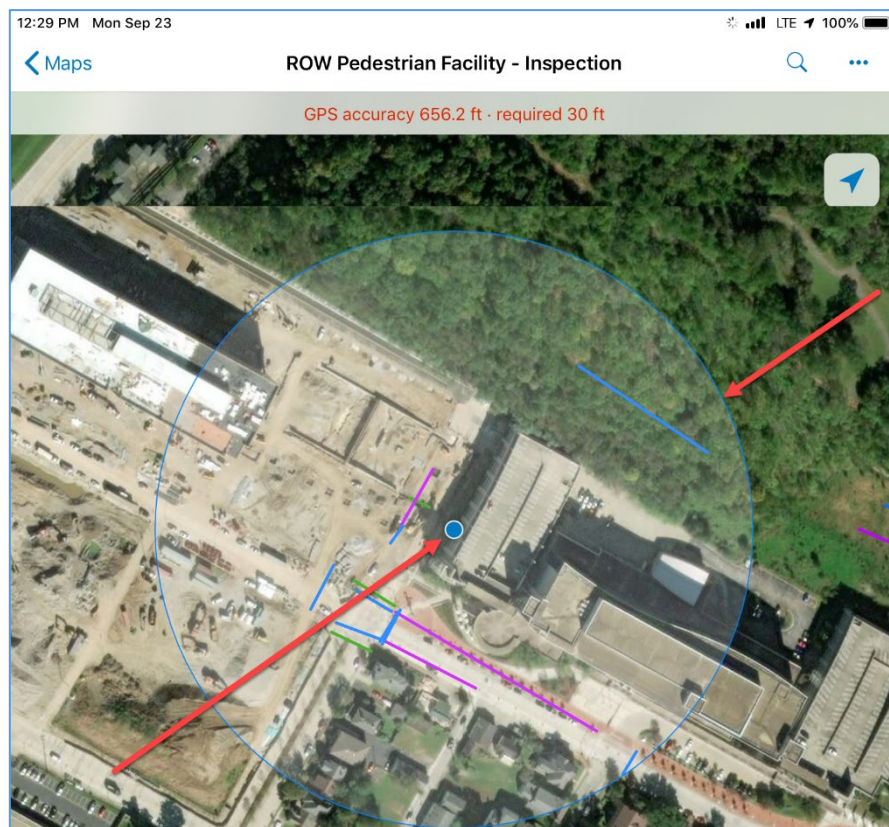
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## Accessing the Map to Begin Field Collection

1. Open the Collector for ArcGIS mobile application, by clicking the  icon on your iPad's home screen.
  - a. Navigate to the **ROW Pedestrian Facility Inspections** application.
    - i. Click the name of the application to open it for field collection.

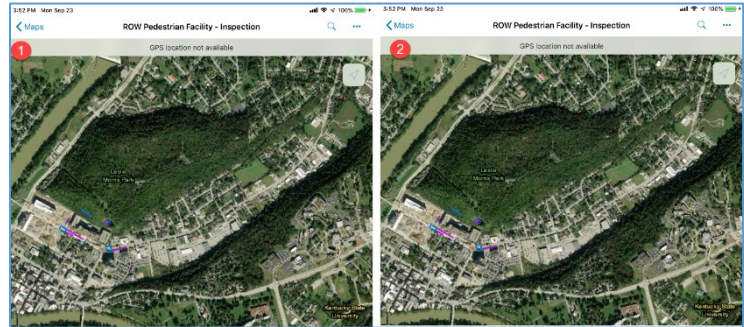


2. Once the application opens, you should see the following things on your screen:
  - a. Your location represented by a single **blue dot**;
  - b. Your GPS accuracy radius represented by a **blue ring**.

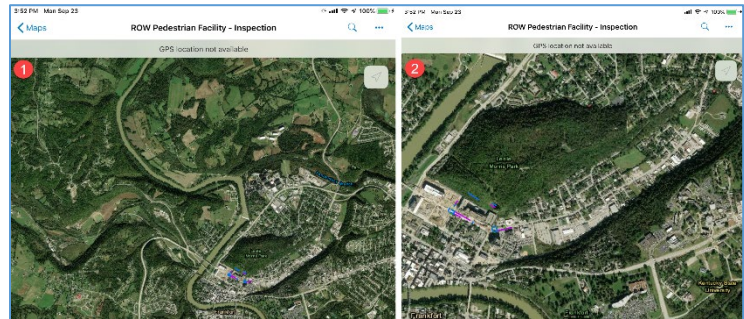


## Collector for ArcGIS Navigation Tips

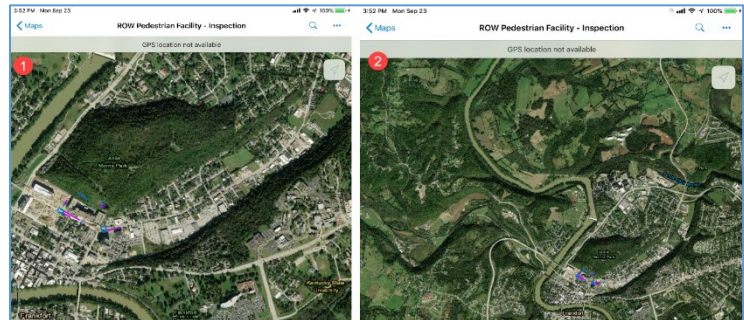
1. To **“Move”** the screen up, down, or side to side, drag your index finger across your iPad’s screen until you find the point of interest.



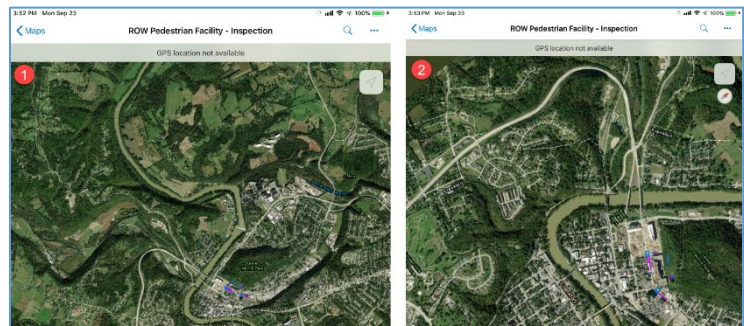
2. To **“Zoom In”** towards a feature in Collector, place two fingers on your iPad’s screen and move your two fingers away from each other



3. To **“Zoom Out”** from a feature in Collector, place two fingers on your iPad’s screen and pinch your two fingers towards each other.




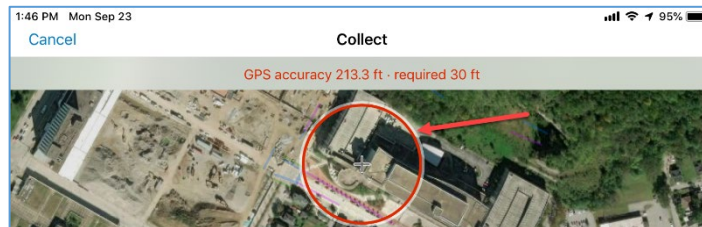
4. To **“Rotate”** your screen in Collector, hold your index finger on your iPad’s screen and rotate your thumb on the screen to rotate your map’s extent.



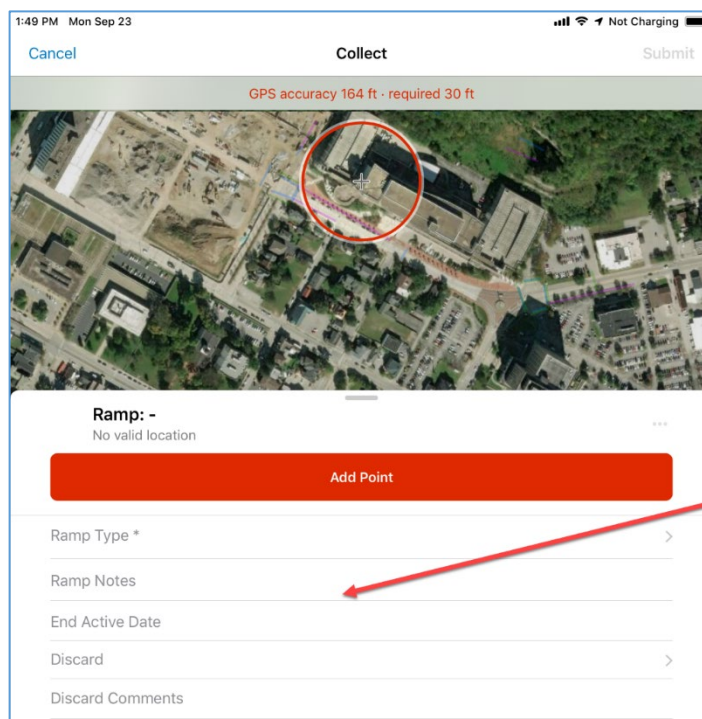


## Collecting Ramp Features (Point Feature)

1. Tap on the  icon to view all of the features available for field collection.
  - a. By default, a red circle will highlight your location and (5) available features will appear in a list in the order that they should be completed from top to bottom.
2. Tap on the **Ramp** button to begin field collection.
  - a. By default, a red circle will highlight your acquired location.

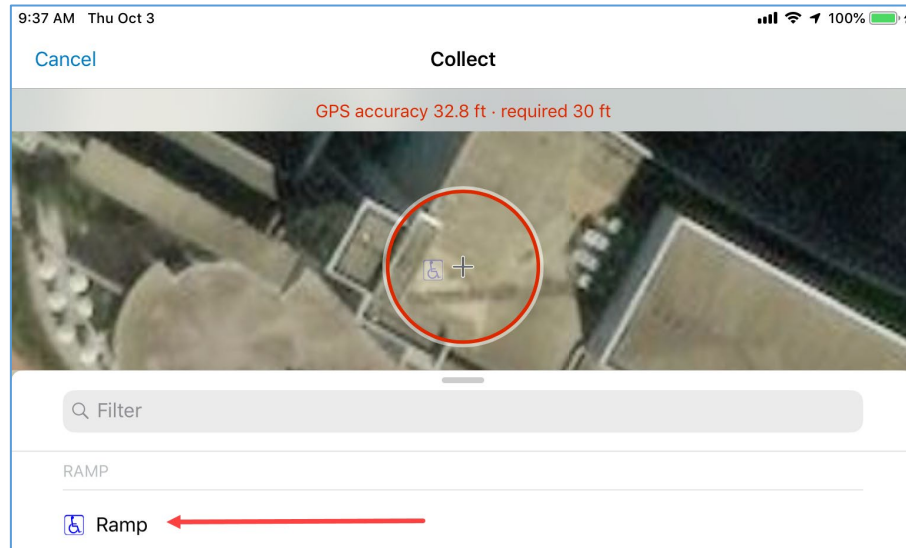


- b. Under the **Ramp** heading you should see all of the attributes that are available to edit while creating your feature.

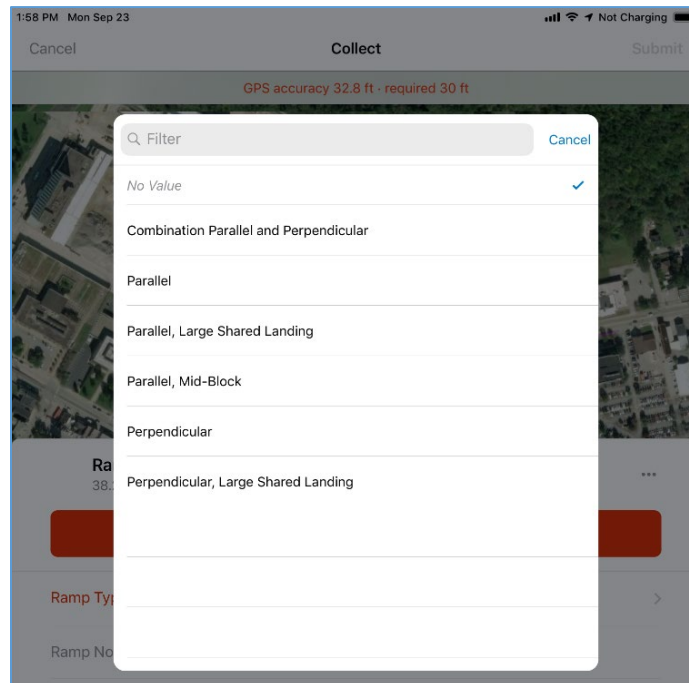


3. By default, your feature will be placed in the vicinity of your location (*highlighted by a red circle*). It is recommended and more accurate if you “**Zoom In**” on your location before placing the initial point of the feature you are trying to collect.
  - a. *If you need guidance on this functionality, please refer to pg. 3 for further assistance or contact the GIS Support Services at [KYTC.GIS@ky.gov](mailto:KYTC.GIS@ky.gov).*

4. To place the feature (point) on the map, click the **Add Point** button.
  - a. Once the point location has been placed on the map, you can start filling out the information required to complete the feature collection.
    - i. It is best practice to move from the top of the form to the bottom as you collect assets in the field.



5. Starting with **Ramp Type**, choose the option that best represents the ramp that you are currently inspecting.
  - a. This field has a (\*) which represents a required field.



6. The **Ramp Notes** field can be used to fill in specific information on a ramp if “Other” was chosen in the **Ramp Type** section.
- This section can also be used for general notes on the specific feature you are collecting.
  - This section has a *limit of 100 characters*.

The screenshot shows a form titled "Ramp: -" with a subtitle "No valid location". At the top is a red button labeled "Add Point". Below this are several input fields: "Ramp Type \*" with a right-pointing chevron, "Ramp Notes" with a red arrow pointing to it from the left, "End Active Date", "Discard" with a right-pointing chevron, and "Discard Comments".

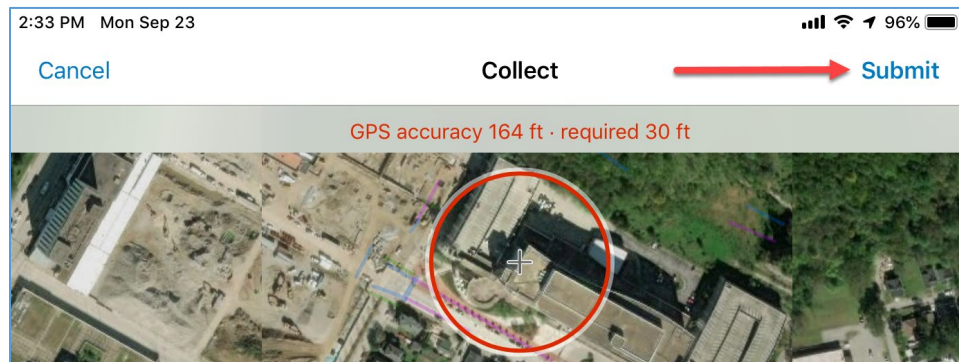
7. **End Active Date** will be filled in if the ramp has been removed or decommissioned for a particular reason after inspections have already taken place.
- This is used for archiving purposes.

This screenshot is identical to the previous one, but the red arrow now points to the "End Active Date" field instead of "Ramp Notes".

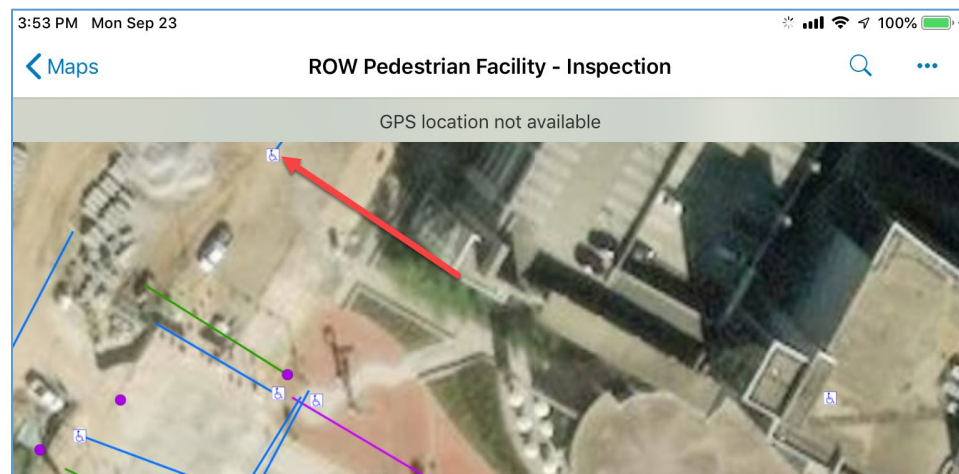
8. **Discard** and **Discard Comments** are only used after a feature has been submitted.
- This typically means something went wrong in the collection process and needs to be marked for deletion.

This screenshot is identical to the previous ones, but now has two red arrows pointing to the "Discard" and "Discard Comments" fields.

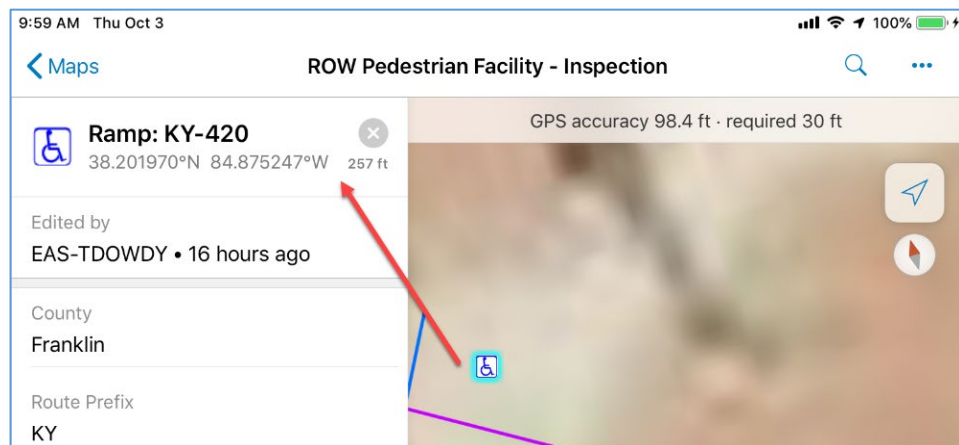
9. Once you have collected information about your feature, tap on the **Submit** button to create the feature.



10. After the feature has been submitted, it will display on the map as a “handicap symbol”.




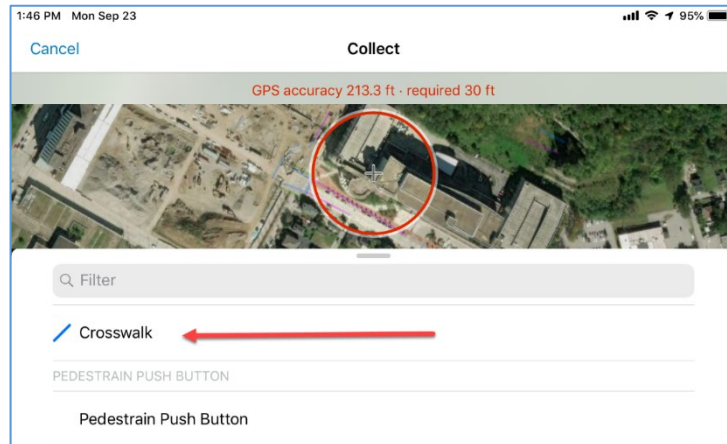
11. If you tap on the feature, you will see the information that was previously entered for that asset.
- a. (**County, Route Prefix, and Route Number** will be populated through a post process so there is no need to fill these items out.)



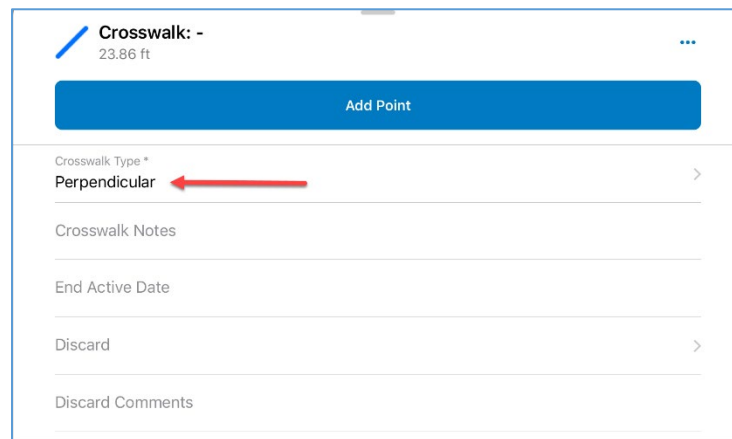


## Collecting Crosswalk Features (Line Feature)

1. Tap on the  icon to view all of the features available for field collection.
2. Tap on the **Crosswalk** icon to begin collecting a Crosswalk feature while in the field.
  - a. This step begins the first part of any inspection.

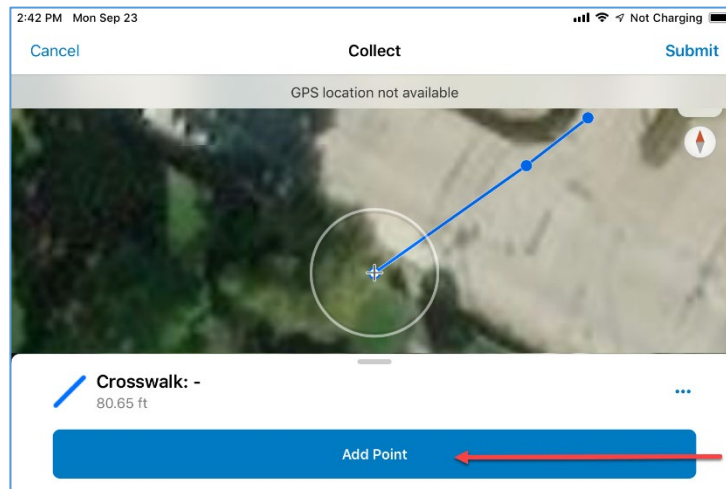


3. Under the **Crosswalk** heading you will see all of the attributes that are available to edit while performing an inspection.
  - a. The Crosswalk type defaults to *Perpendicular*, but can be changed by tapping on that section.



4. When creating Crosswalk features it is recommended and more accurate if you **“Move”** and **“Zoom In”** on your location before placing the initial point of the feature you are trying to collect.
  - a. *If you need guidance on this functionality, please refer to pg. 3 for further assistance or contact the GIS Support Services at [KYTC.GIS@ky.gov](mailto:KYTC.GIS@ky.gov).*

5. After the initial point is created you can magnify to your second point to ensure that the point is as precise as possible.
  - a. To complete the crosswalk, click **Add Point** and the line will appear on the map.



6. Once the segment is placed on the map, you can start filling out the information required to complete the feature collection.
  - a. It is best practice to move from the top of the form to the bottom as you collect assets in the field. In this case, start with the **Crosswalk Type**, which defaults to *Perpendicular*, but can be changed by tapping on the box.
7. The **Crosswalk Notes** field can be used to fill in specific information on a ramp if “Other” was chosen in the **Crosswalk Type** section.
  - a. This section can also be used for general notes on the specific feature you are collecting.
  - b. This section has a *limit of 100 characters*.

A screenshot of the form below the map. At the top is a blue 'Add Point' button. Below it is a section titled 'Crosswalk: -' with a value of '80.65 ft' and a three-dot menu icon. The form contains several fields: 'Crosswalk Type \*' with a dropdown menu showing 'Perpendicular', 'Crosswalk Notes' with a red arrow pointing to it, 'End Active Date', 'Discard', and 'Discard Comments'.

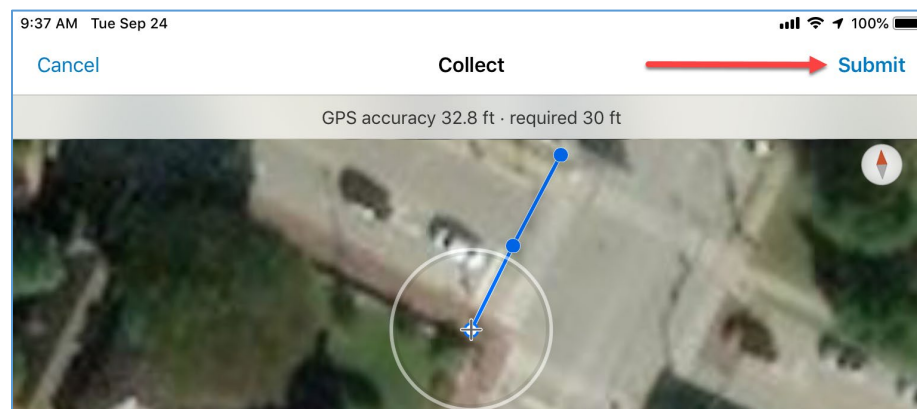
8. **End Active Date** will be filled in if the crosswalk has been removed or decommissioned for a particular reason after inspections have already taken place.
- a. This is used for archiving purposes.

The screenshot shows a mobile application interface for a 'Crosswalk' feature. At the top, it says 'Crosswalk: -' with a length of '80.65 ft' and a three-dot menu icon. Below this is a blue 'Add Point' button. The form fields include 'Crosswalk Type \*' set to 'Perpendicular', 'Crosswalk Notes', 'End Active Date' (highlighted with a red arrow), 'Discard', and 'Discard Comments'.

9. **Discard** and **Discard Comments** are only used after a feature has been submitted.
- a. This typically means something went wrong in the collection process and needs to be marked for deletion.

This screenshot is similar to the previous one, showing the 'Crosswalk' form. In this instance, the 'Discard' and 'Discard Comments' fields are highlighted with red arrows, indicating they are used for marking features for deletion after submission.

10. Once you have collected information about your feature, tap on the **Submit** button to create the feature.

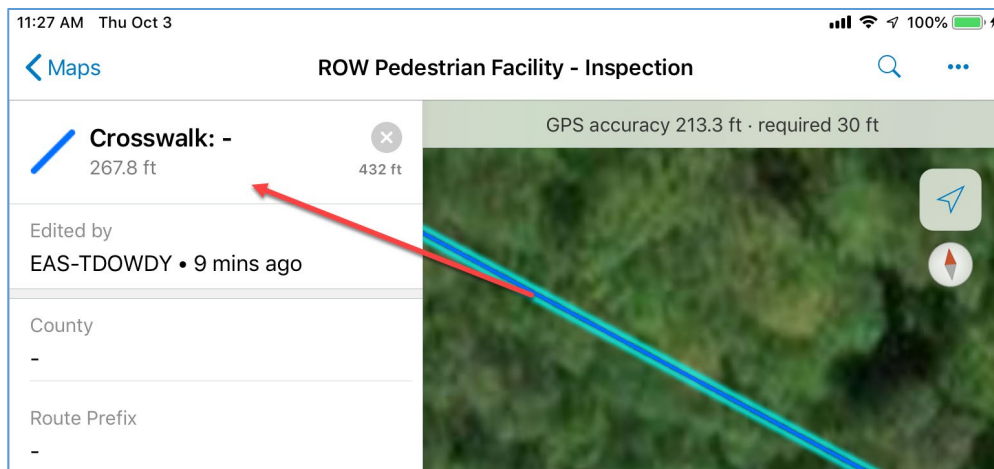


11. After the feature has been submitted, it will display on the map as a “blue line”




12. If you tap on the feature, you will see the information that was previously entered for that asset.

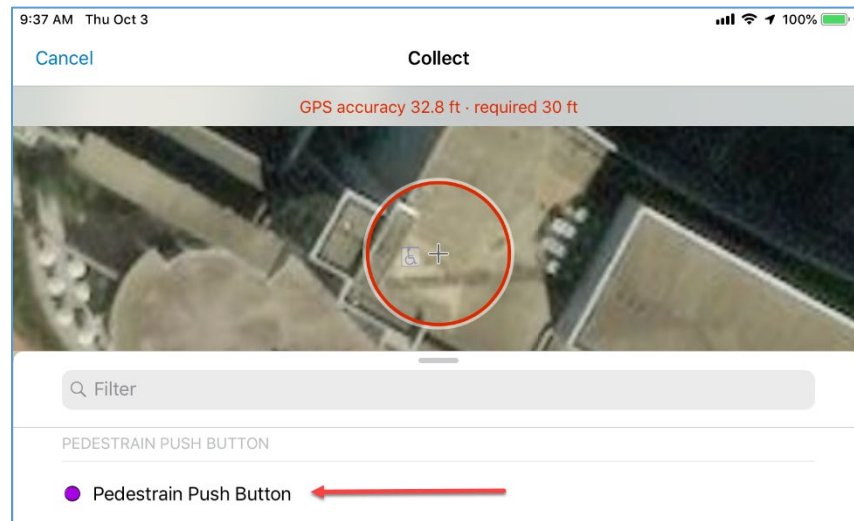
- b. **(County, Route Prefix, and Route Number will be populated through a post process so there is no need to fill these items out.)**



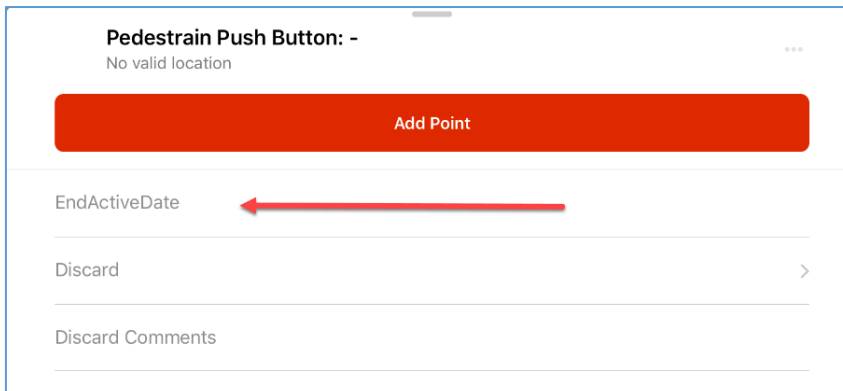


## Collecting Pedestrian Push Button Features (Point Feature)

1. Tap on the  icon to view all of the features available for field collection.
2. Tap on the **Pedestrian Point** button to begin field collection.
  - a. By default, a red circle will highlight your acquired location.
  - b. Under the **Pedestrian Point** heading you should see all of the attributes that are available to edit while creating your feature.



3. When creating a Pedestrian Push Button features it is recommended and more accurate if you **“Move”** and **“Zoom In”** on your location before placing the initial point of the feature you are trying to collect.
  - a. *If you need guidance on this functionality, please refer to pg. 3 for further assistance or contact the GIS Support Services at [KYTC.GIS@ky.gov](mailto:KYTC.GIS@ky.gov)*
4. **End Active Date** will be filled in if the Pedestrian Point Button has been removed or decommissioned for a particular reason after inspections have already taken place.
  - a. This is used for archiving purposes.



5. **Discard** and **Discard Comments** are only used after a feature has been submitted.
- a. This typically means something went wrong in the collection process and needs to be marked for deletion.

**Pedestrian Push Button: -**  
No valid location

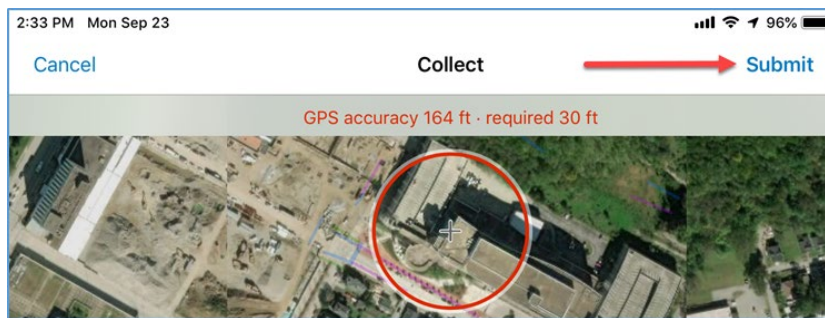
Add Point

EndActiveDate

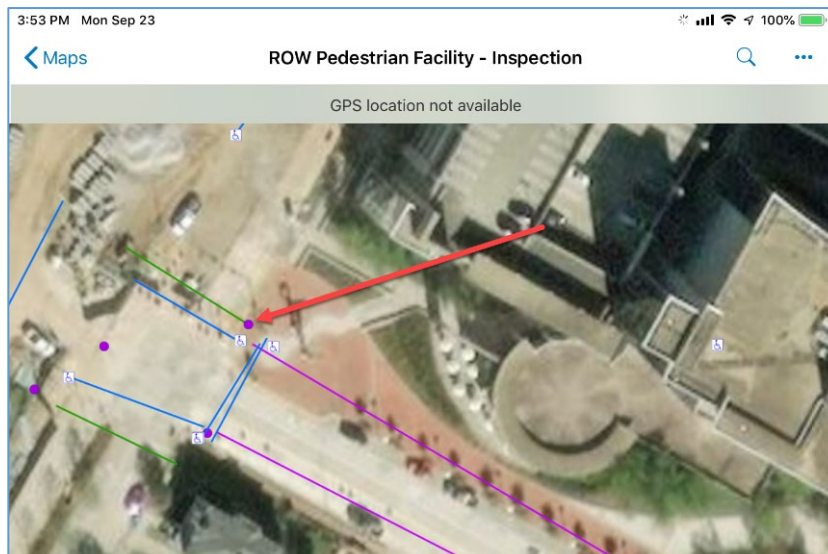
Discard

Discard Comments

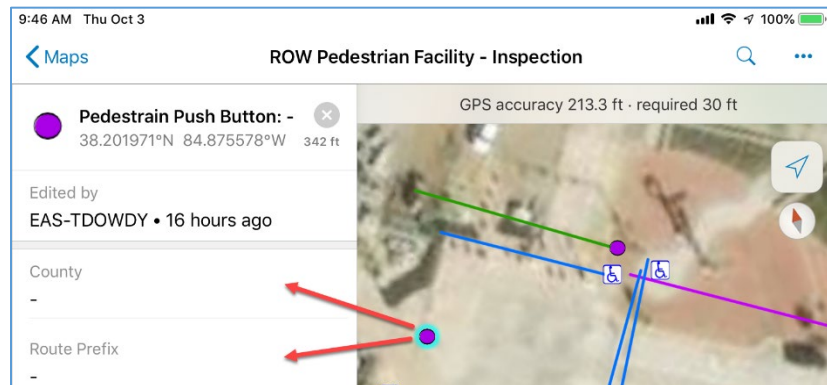
6. Once you have collected information about your feature, tap on the **Submit** button to create the feature.



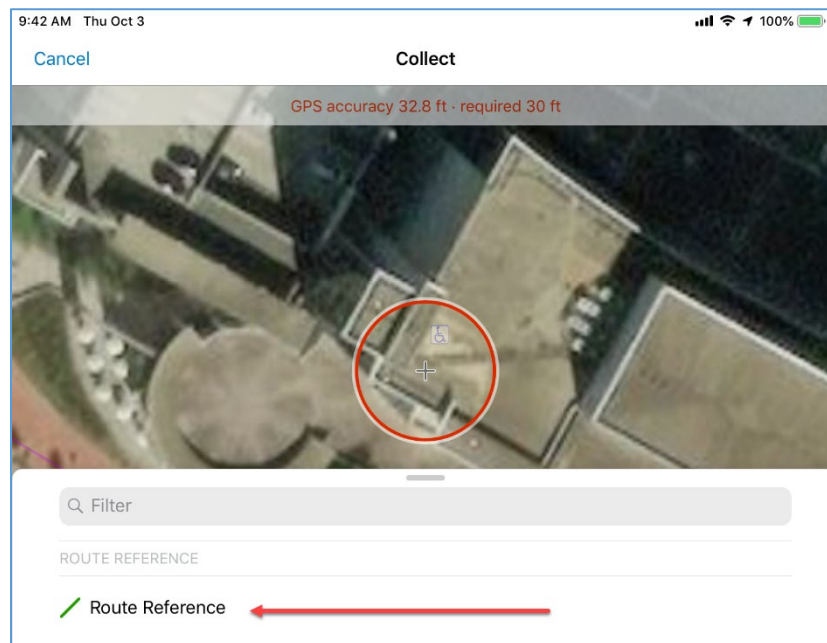
7. After the feature has been submitted, it will display on the map as a “purple dot”



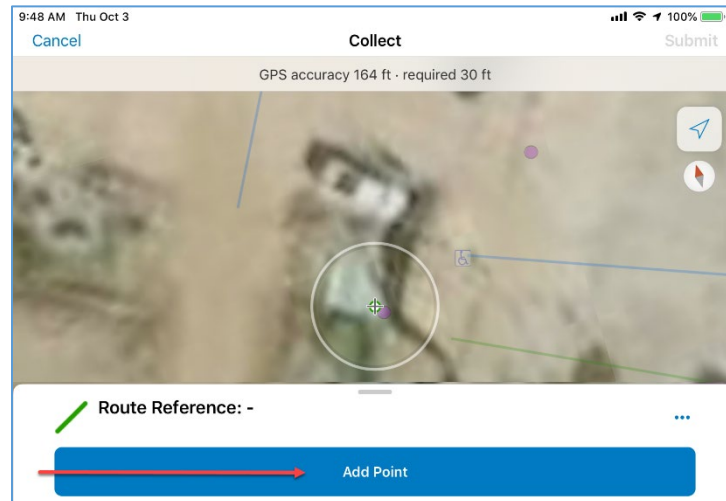
8. If you tap on the feature, you will see the information that was previously entered for that asset.
- a. (**County, Route Prefix, and Route Number** will be populated through a post process so there is no need to fill these items out.)



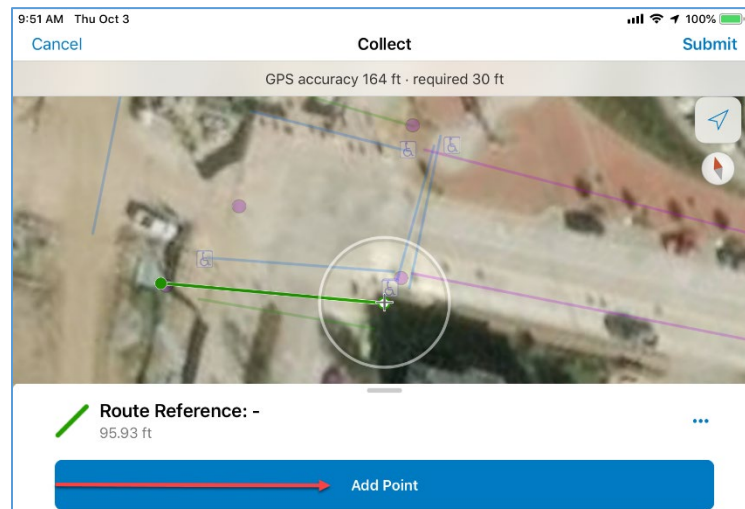
9. Tap on the **Route Reference** icon to begin field collection of the feature.



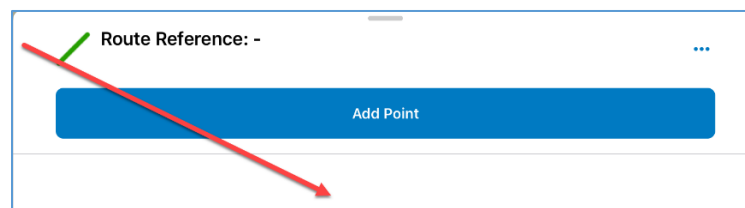
10. Place the initial route reference point on top of the **Pedestrian Point Button** to allow for the most accurate reference data to be collected.
- a. By default, your feature will be placed in the vicinity of your location (*highlighted in red circle*). It is recommended and more accurate if you do the following the steps to accurately place the point you are collecting to its real world location.



11. Once the first point has been created, tap on the other side of the street to create the reference line and click Add Point.
- a. **Important:** Make sure the Route Reference line completely crosses the street to ensure an accurate calculation.



12. You will notice that Route Reference does not contain an inspection form due to the fact that it is purely used to acquire additional information in a post process.

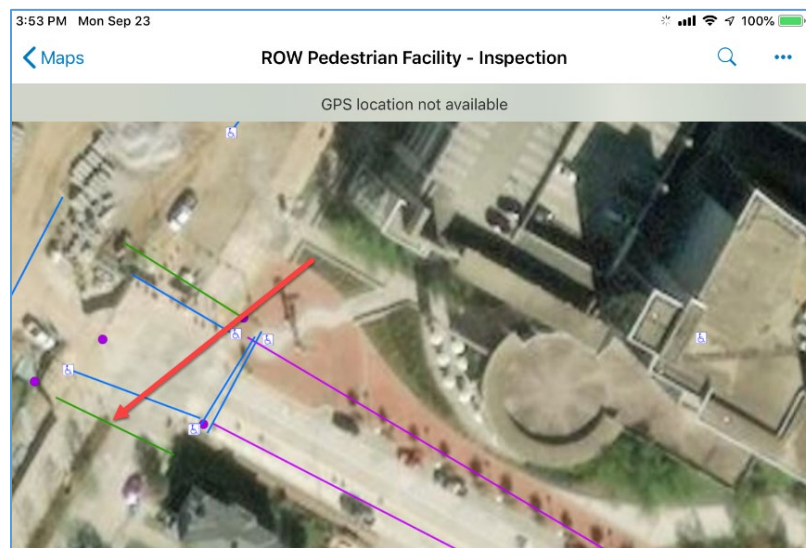





13. After you have both points placed on the map and all of the attributes are filled in, you can click submit in the top right hand corner of the screen.

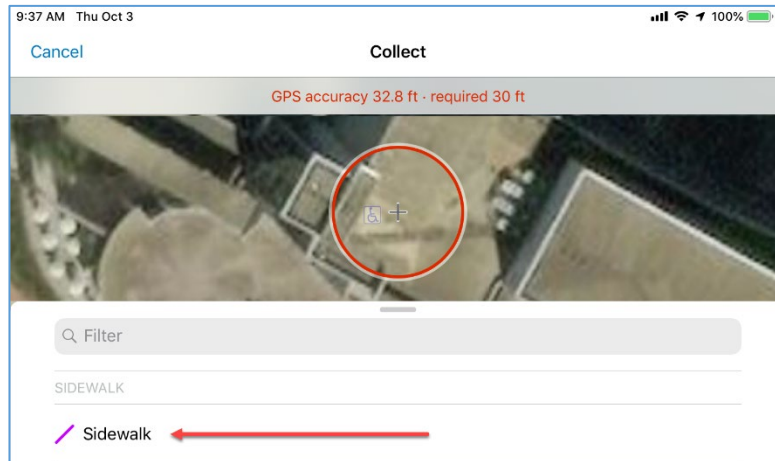


14. After the feature has been submitted, it will display on the map as a “green line”.

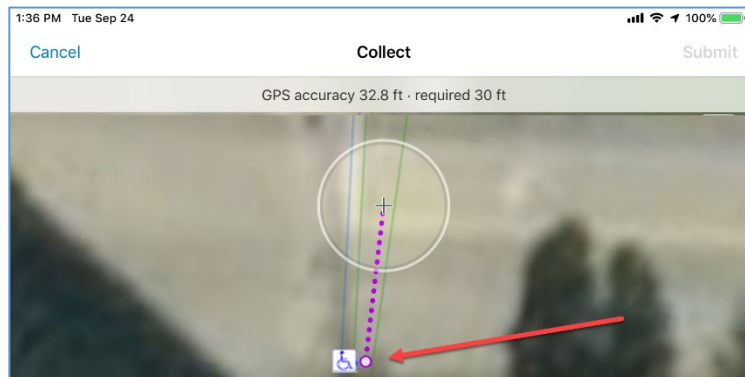


## Collecting Sidewalks with Route Reference

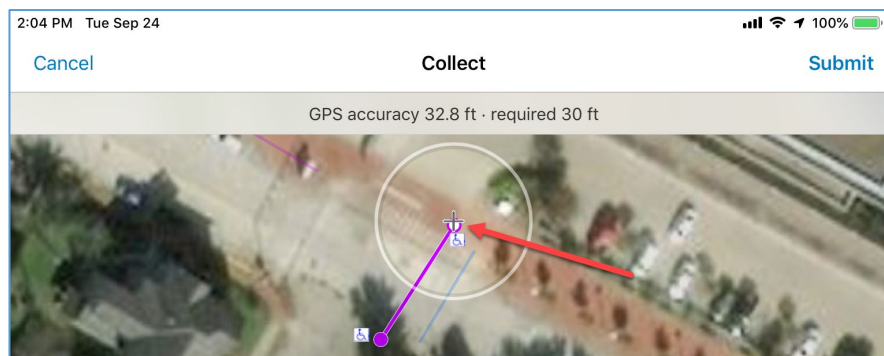
1. Tap on the blue  icon to view all of the features available for field collection.
2. Tap on the **Sidewalk** icon to begin collecting a Sidewalk feature while in the field.
  - a. This step begins the first part of any inspection.



3. When collecting a sidewalk location, place the initial point directly on top of the ramp icon for the most accurate collection.



4. Once the first point is created you can then tap on the other side of the block to create a sidewalk line.



5. **End Active Date** will be filled in if the sidewalk has been removed or decommissioned for a particular reason after inspections have already taken place.
- a. This is used for archiving purposes.

Sidewalk: -

Add Point

End Active Date

Discard

Discard Comments

6. **Discard** and **Discard Comments** are only used after a feature has been submitted.
- a. This typically means something went wrong in the collection process and needs to be marked for deletion.

Sidewalk: -

Add Point

End Active Date

Discard

Discard Comments

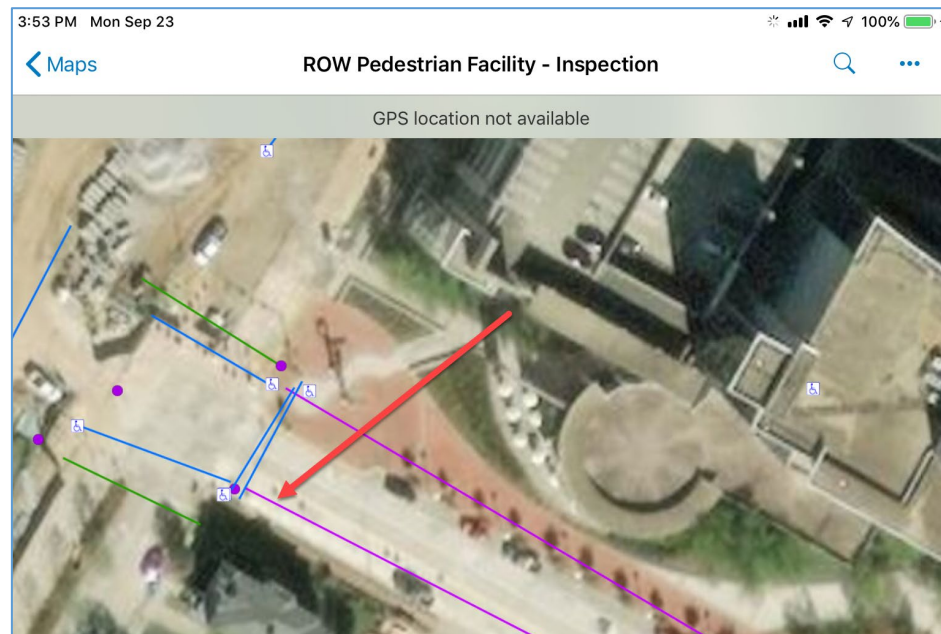
7. Once you have collected information about your feature, tap on the **Submit** button to create the feature.

2:04 PM Tue Sep 24

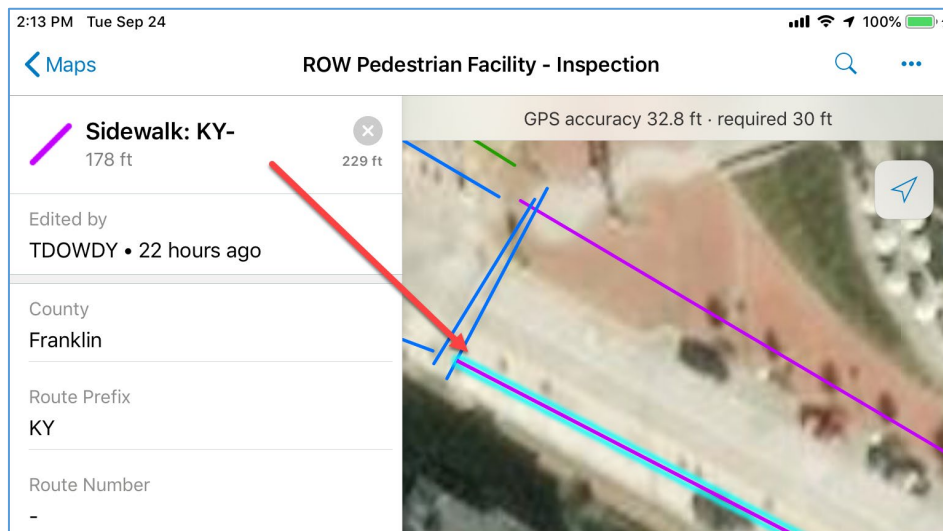
Cancel Collect Submit

GPS accuracy 32.8 ft · required 30 ft

8. After the feature has been submitted, it will display on the map as a “purple line”.



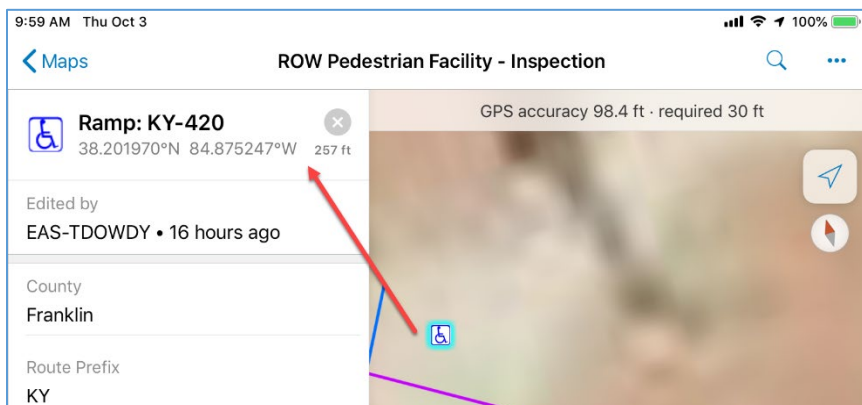
9. If you tap on the feature, you will see the information that was previously entered for that asset and the feature will highlight in cyan.
- a. **(County, Route Prefix, and Route Number will be populated through a post process so there is no need to fill these items out.)**



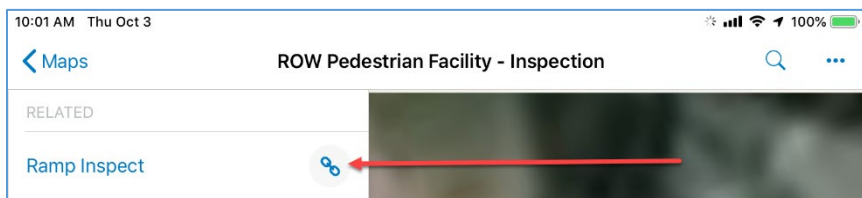


## Performing and Viewing Previous Inspections on an Existing Feature

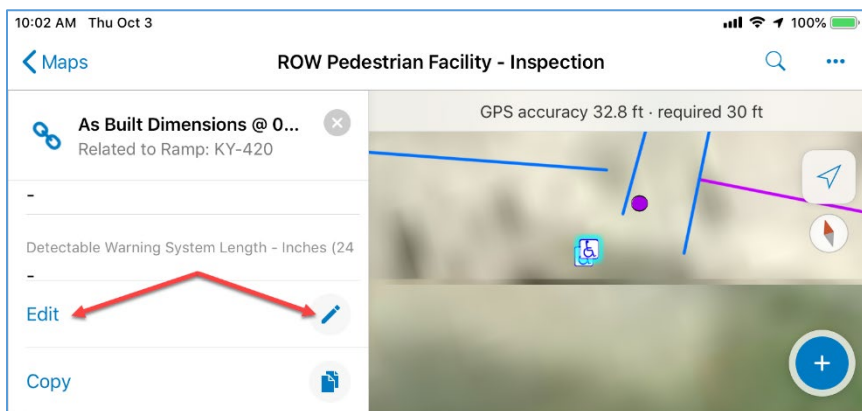
1. Start by clicking on an existing feature to select which asset to perform an inspection on.
  - a. In this example, we will select a current **Ramp** feature.



2. In the Details section, scroll to the bottom of the pane on the right hand side to click the “chain” icon.



3. Once you tap on the “chain” icon you are shown all of the components of the inspection that can be filled out to meet your specific needs when performing an inspection.
  - a. To start an Edit session, you can click the pencil icon or scroll to the bottom and click **Edit**.



4. When scrolling down to the bottom of the form there are some components that need to be filled in no matter what situation you are in, with those being “Completed By” and “Inspection Date”

The screenshot shows a mobile application interface for data collection. At the top, the status bar displays '10:04 AM Thu Oct 3' and '100%' battery. The app header has 'Cancel', 'Collect', and 'Submit' buttons. The main content area is titled 'As Built Dimensions @ 03/07/2018 09:46 AM' with a subtitle 'Related to Ramp: KY-420'. Below this are several text input fields: 'Detectable Warning System Width Technical Infeasibility Reason', 'Comments', and 'Describe rationale for Technical Infeasibility Factors'. At the bottom, there are two fields: 'Completed By \*' with the text 'Katie Hornback' and 'Inspection Date' with the text '3/7/2018, 9:46 AM'. A red arrow points from the 'Completed By' field to the 'Inspection Date' field. A 'Today' button is located at the bottom right.

5. After tapping on “Completed By” you will need to type your name in the box provided to show who completed the inspection.
- a. Once you have filled in your name you can tap on the “Next” button in the top right corner.

This screenshot shows the same 'Collect' form as the previous one, but with the 'Completed By \*' field selected. A red arrow points to the text 'Katie Hornback' in this field. Another red arrow points from the 'Next' button in the top right corner. A keyboard is visible at the bottom of the screen, showing the text 'Katie Hornback' entered. The 'Next' button is a blue button with the text 'Next'.

6. After tapping on the “Inspection Date” the application will automatically default to the current date and time.
  - a. Once the current time pops up you can tap on the next field.

10:04 AM Thu Oct 3 100%

Cancel Collect Submit

**As Built Dimensions @ 03/07/2018 09:46 AM**  
Related to Ramp: KY-420

Completed By \*  
Katie Hornback

Inspection Date  
3/7/2018, 9:46 AM Today

Sun Mar 4	6	43
Mon Mar 5	7	44
Tue Mar 6	8	45
Wed Mar 7	9	46 AM
Thu Mar 8	10	47 PM
Fri Mar 9	11	48
Sat Mar 10	12	49

A red arrow points to the 'Wed Mar 7' row in the date picker.

7. The last two items on the inspection form (Project Number and Contract ID) are there for you to enter in if you know them but they are not required.

10:04 AM Thu Oct 3 100%

Cancel Collect Submit

**As Built Dimensions @ 03/07/2018 09:46 AM**  
Related to Ramp: KY-420

Project Number

Contract ID

\* indicates required field

Two red arrows point to the 'Project Number' and 'Contract ID' input fields.

8. After you have filled out all of the information required for the inspection you are performing, hit the Submit button in the top right hand of the screen.

10:04 AM Thu Oct 3 100%

Cancel Collect **Submit**

**As Built Dimensions @ 03/07/2018 09:46 AM**  
Related to Ramp: KY-420

Completed By \*  
Katie Hornback

Inspection Date  
3/7/2018, 9:46 AM

Project Number

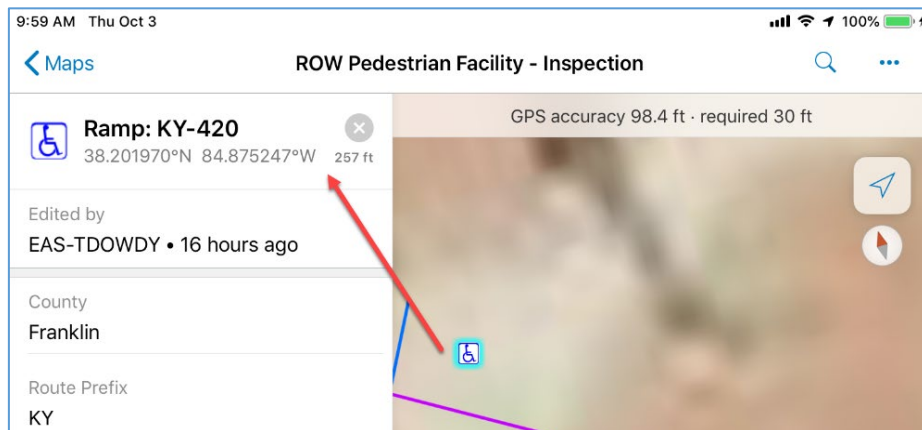
Contract ID

\* indicates required field

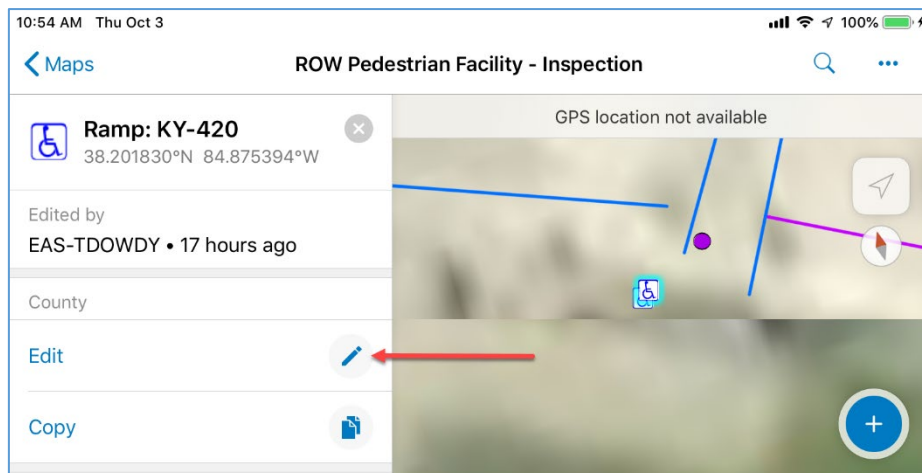
A red arrow points to the 'Submit' button.

## Marking a Feature to be Discarded

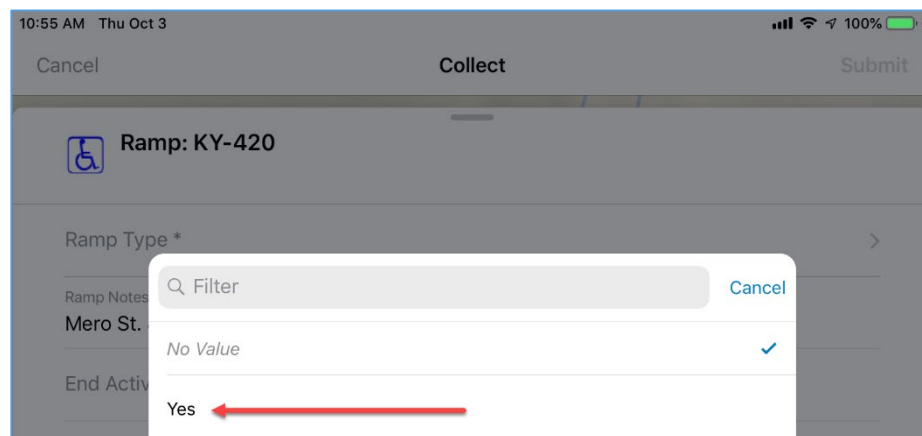
1. If a feature has accidentally been submitted while collecting and needs to be marked for deletion, tap on the feature in question.
  - a. In this example, we will select a **Ramp** feature.



2. In the Details section, scroll to the bottom of the pane on the right hand side and click **Edit**.



3. If the feature needs to be removed, please click on the **Discard** section and select "Yes".



4. When you mark a feature to be deleted, you need to provide comments explaining why the feature needs to be removed.
  - a. Please enter your comments into the **Discard Comments** section and select **Done** when finished.
    - i. *There is a 100 character limit in this section, please make your notes concise.*

The screenshot shows a mobile application interface titled 'Collect'. At the top, there are 'Cancel' and 'Submit' buttons. Below the title bar, there is a header 'Ramp: KY-420' with a wheelchair icon. Underneath, there is a text input field labeled 'Discard Comments' with a character count '0/100'. A red arrow points to this field. Below the field, there is a note '\* Indicates required field'. At the bottom, there is a keyboard with a blue 'Done' button.

5. Once all of the required information is filled out, you can tap on Update button to submit your changes.
  - a. Once the changes have been submitted, an Administrator will review the feature that needs to be deleted.

The screenshot shows the same 'Collect' form, but now it is filled out. The 'Discard Comments' field now contains the text 'Test'. The 'Submit' button at the top right is highlighted with a red arrow. The form also shows other fields: 'Ramp Type' with the value 'Parallel', 'Ramp Notes' with the value 'Mero St. & St. Clair St.', 'End Active Date' with the value '10/3/2019, 10:55 AM', and 'Discard' with the value 'Yes'. The 'Discard Comments' field is still labeled 'Test'.





Introduction

**Purpose:**  
This document highlights the necessary steps for working with the ROW Pedestrian Facility Review Web Applications Walk Through. Please note that the images may slightly differ from what you are seeing as updates of Collector for ArcGIS are released.

If you have questions or need any assistance, please contact the GIS Support Services Branch at [KYTC.GIS@ky.gov](mailto:KYTC.GIS@ky.gov).

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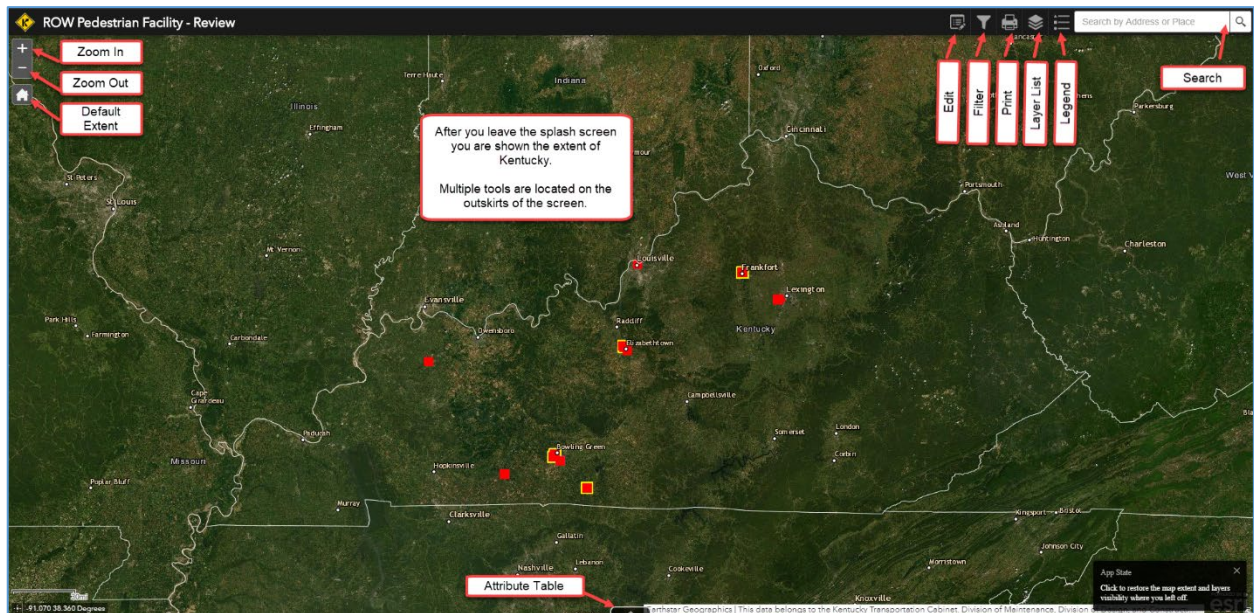
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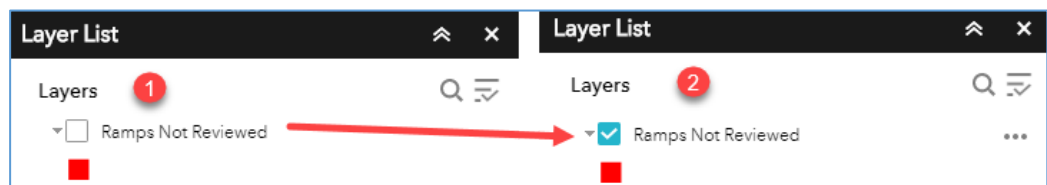
## Accessing the ROW Pedestrian Facility Review Web Application

### Web Application Tools and Features

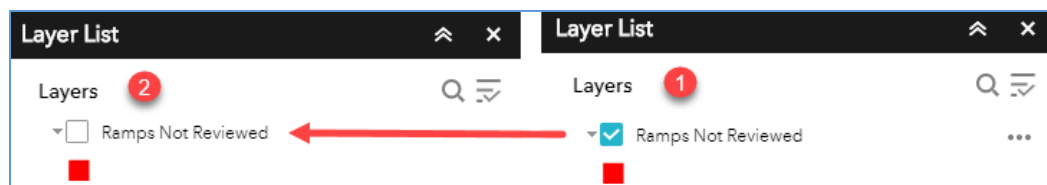
1. Open the ROW Pedestrian Facility Review interactive web map by clicking the link:
  - a. <https://kytc.maps.arcgis.com/apps/webappviewer/index.html?id=ae63a13d9cc940ef81b90a62dc0b90ae>




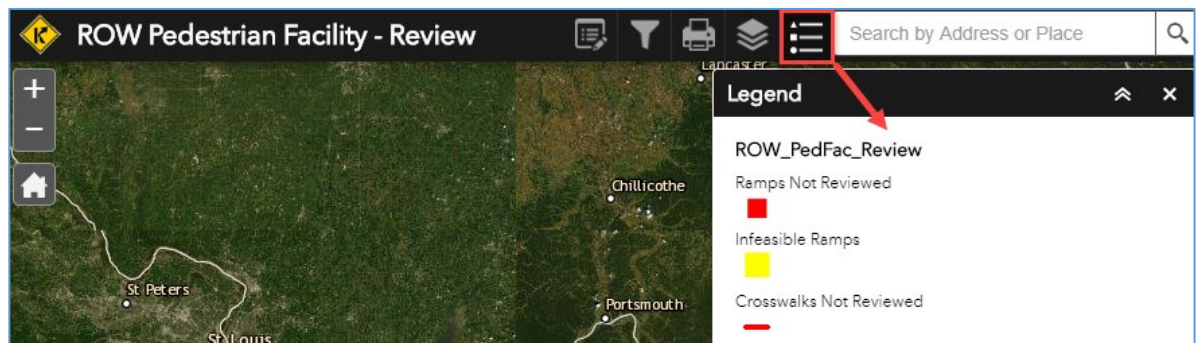
2. Navigate to the “Layer List” widget by clicking the  icon.
  - a. Under the Layer List menu, an individual has several options to customize the data within their map viewer.
    - i. To expand the layer list, clicking the symbol below.  

    - ii. To collapse the layer list, clicking the symbol below.  

    - iii. To “turn a layer on”, check the check box next to the layer’s name.



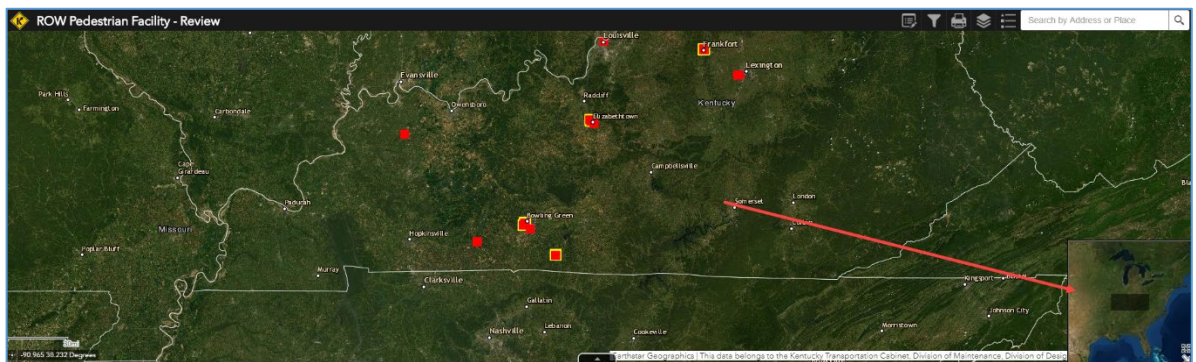
- iv. To “turn a layer off”, uncheck the check box next to the layer’s name.



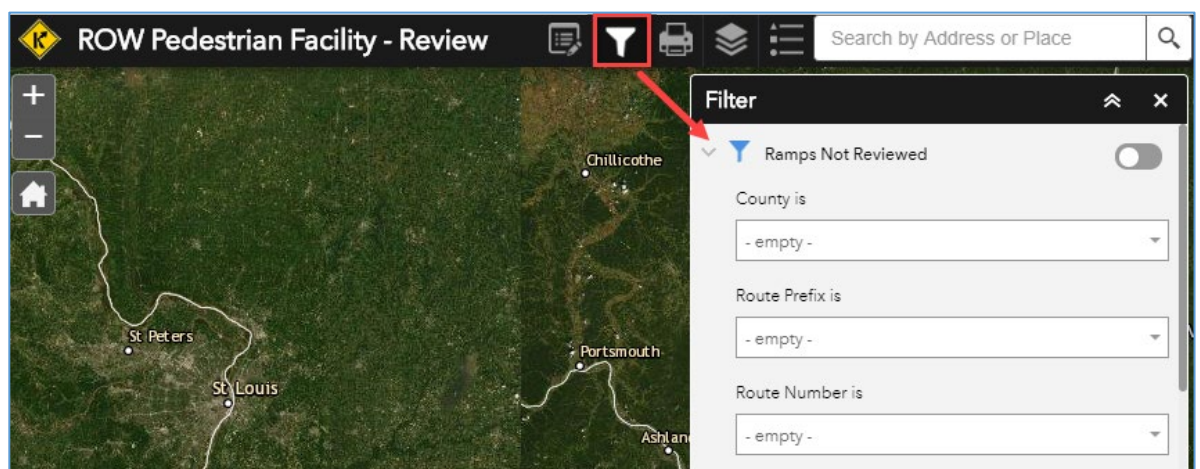
3. Navigate to the “**Legend**” widget by clicking the  icon.
  - a. Under the Legend menu, an individual can visualize what specific colors and symbols (symbology) mean in relation to an asset’s current status.




4. The “**Map Overlay**” function allows you to view your current display extent in relation to the larger surrounding area.

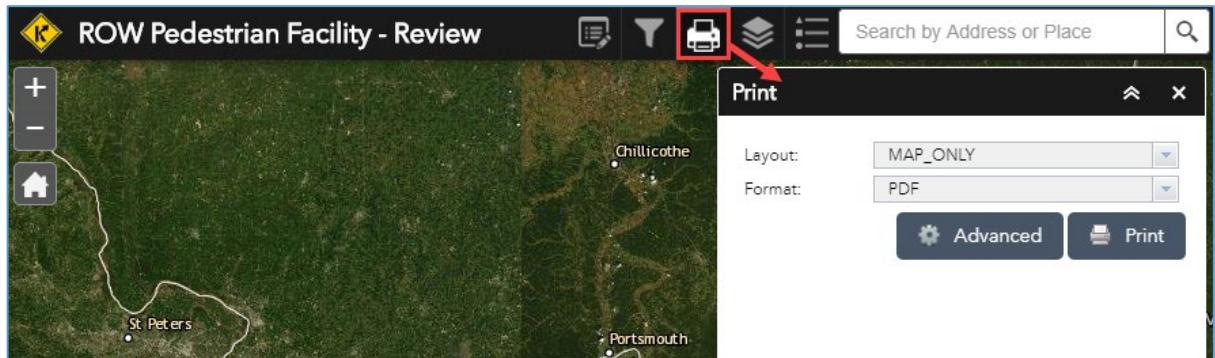


5. Navigate to the “**Filter**” widget by clicking the icon.
  - a. The Filter widget allows an individual to view each asset based on *county*, *route prefix*, and *route number attributes*.

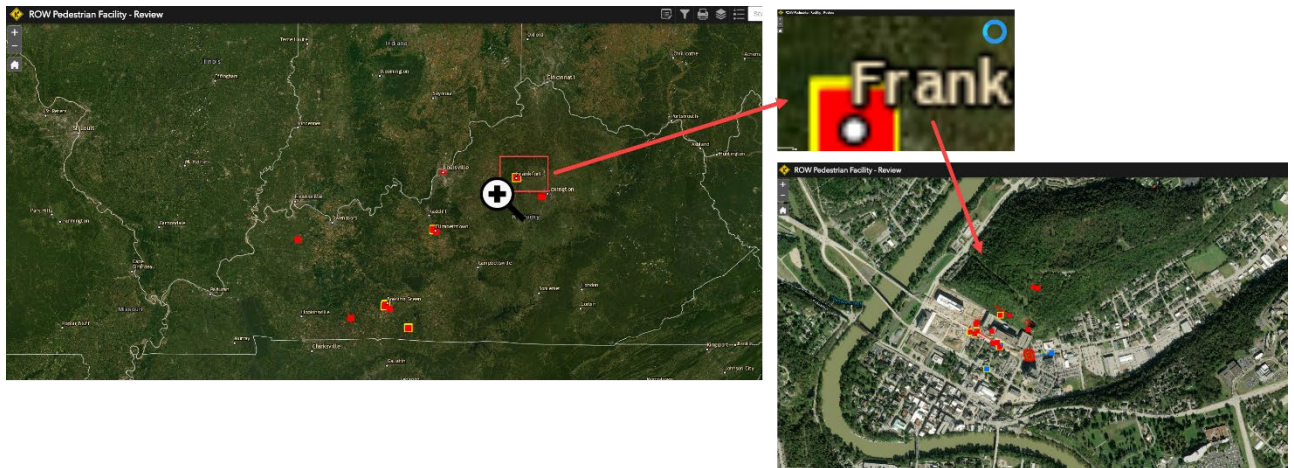




6. Navigate to the “Print” widget by clicking the  icon.
  - a. The Print widget allows an individual to save their current display extent as a PDF with a custom title, dimensions, a scale bar and legend which can be printed.

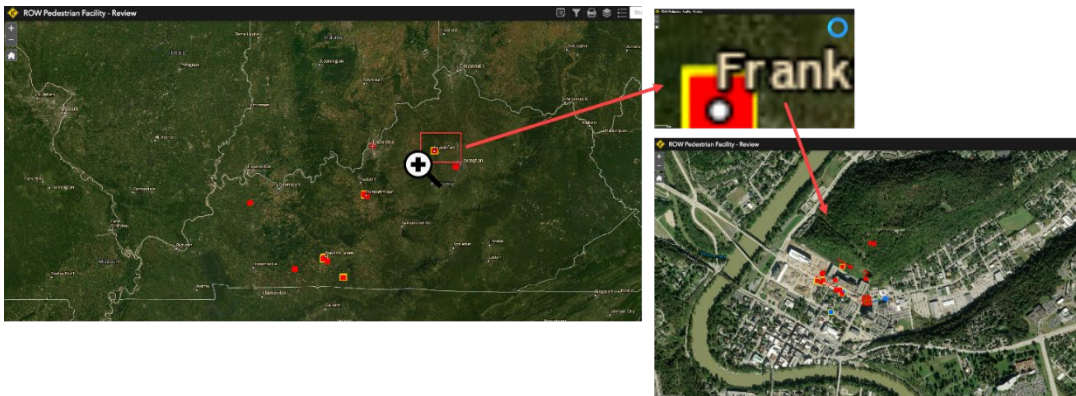


7. As assets get collected in the field throughout the Commonwealth of Kentucky they will show up within this application. The symbols represent the locations of assets and their attached inspections.
  - a. To view available assets, zoom into an area that contains symbols.




## Reviewing Completed Inspections

1. To review completed inspections, zoom to your area of interest on the map.




2. As you zoom in on an area, you may notice assets are symbolized differently according to their status.
  - a. Assets that have a “**yellow halo**” are classified as *Infeasible*;
  - b. Assets that are “**red**” are classified as *Non-Reviewed*;
  - c. Assets that are “**blue**” are classified as *Reviewed*.

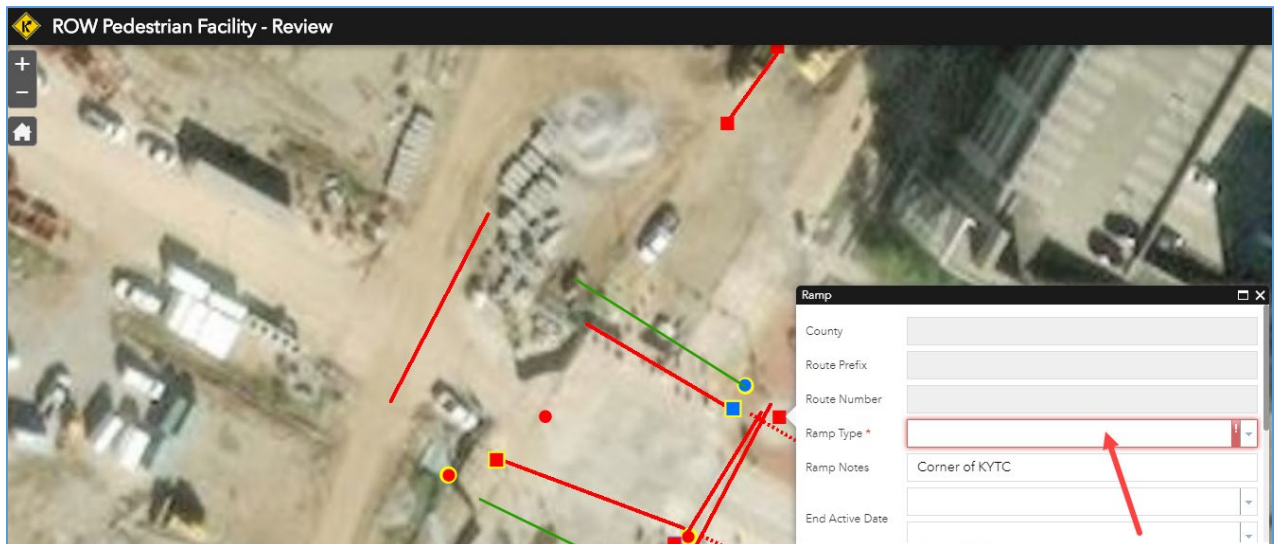


3. Click on the “Edit” widget icon  to begin an edit session.
4. Once an **Edit** session has been initiated, a dialogue window will appear.
  - a. Do not close it, please note that that you will not use the dialog window to edit features.
  - b. To edit features, you will click on an asset located on the map to review them and make your edits.

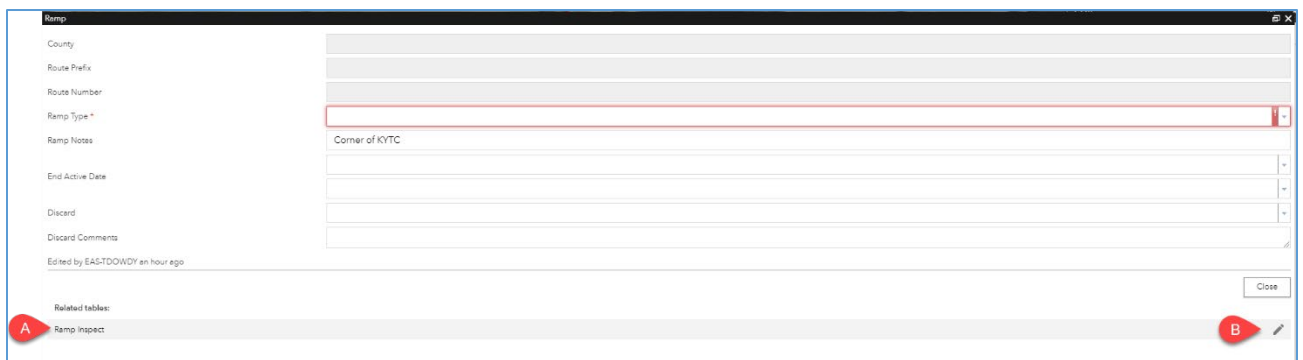




5. After clicking on a “Non Reviewed” asset, a pop up dialogue will appear and display all of the information associated with the specific feature.
  - a. The **Ramp Type** attribute will appear as “red”, this indicates that it is a required field (\*).
  - b. To enlarge the dialogue window, click the  icon to make it easier to view and edit information.



6. Once the dialogue window has been expanded, you may notice a few functionalities:
  - a. Towards the bottom, under “Related Tables”, you will see “Ramp Inspect” – this section contains all of the inspections for the specific asset.
  - b. Click on the **Pencil** icon to view all of the previous inspections associated with the feature.



7. Under the Related Records section, all past submitted inspections will be listed for the specific feature.
  - a. Click on the **Pencil** icon to view the inspection form and to review the information that was filled out in the field.

**Ramp**

← Ramp Inspect

Related records:

As Built Dimensions @ 3/7/2018, 9:59 AM	
As Built Dimensions @ 2/28/2019, 7:57 AM	

- b. If a feature doesn't have a related record, you will see a *"No related records were found"* message.

**Ramp**

← Ramp Inspect

No related records were found.

8. Once inside the inspection form, you will see the information that was filled out in the field.

**Ramp**

← As Built Dimensions @ 3/7/2018, 9:59 AM

Ramp Running Slope - Percent (8.3% Max, 5% Min.)	8.4
Ramp Running Slope Technical Infeasibility Reason	
Ramp Width - Inches (Perp. 48" Min., Parallel 60" Min., Blend 48"+48")	96
Ramp Width Technical Infeasibility Reason	
Ramp Cross Slope - Percent (2% Max.)	1.3
Ramp Cross Slope Technical Infeasibility Reason	
Ramp Flares - Percent (10% Max.)	10.3
Ramp Flares Technical Infeasibility Reason	
Landing Dimension Width - Inches (Adjoining Ramp Width)	60
Landing Dimension Width Technical Infeasibility Reason	
Landing Dimension Length - Inches (60" Length Min.)	60
Landing Dimension Length Technical Infeasibility Reason	
Landing Slope - Percent (2% Max.)	0.9
Landing Slope Technical Infeasibility Reason	
Counter Slope - Percent (Street & Ramp Slope Break is 13% Max.)	
Counter Slope Technical Infeasibility Reason	
Grade Break - Percent (Perpendicular to Direction of Ramp Travel)	1.4
Grade Break Technical Infeasibility Reason	
Detectable Warning System Length - Inches (24	
Detectable Warning System Length Technical Infeasibility Reason	

9. If the information filled out in the form meets the requirements and earns your "stamp of approval", scroll to the bottom of the form and fill in your name next to the "Reviewed By" row.

**Ramp**

← As Built Dimensions @ 3/7/2018, 9:59 AM

Describe rationale for Technical Infeasibility Factors	Not present
Completed By *	Katie Hornback
Reviewed By	Mitchell Masarik
Inspection Date	3/7/2018
	9:59:00 AM
Reviewed Date	2/28/2019
	7:45:00 AM

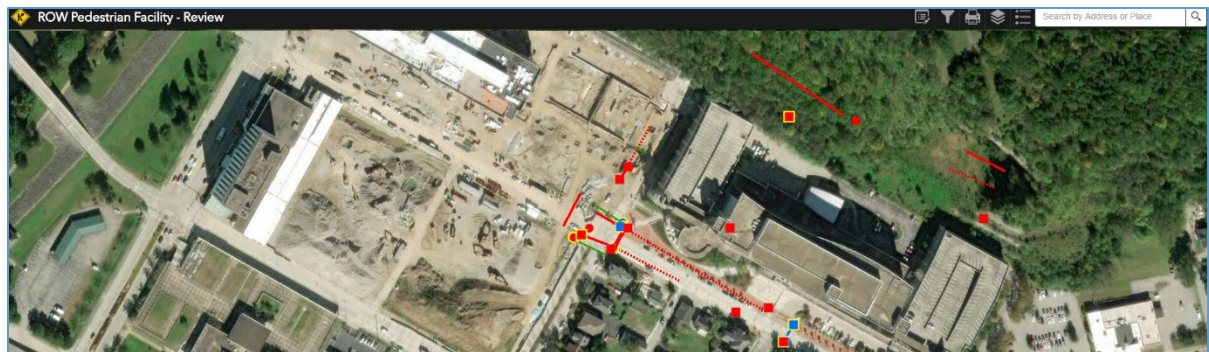
10. Once the entries have been verified and the “Reviewed By” field has been completed, click on “Close” in the bottom right corner of the pop up to save the changes and move on to another asset.

As Built Dimensions @ 3/7/2018, 9:59 AM	
Describe rationale for Technical Infeasibility Factors	Not present
Completed By *	Katie Hornback
Reviewed By	Mitchell Masarik
Inspection Date	3/7/2018
Project Number	9:59:00 AM
Contract ID	
Reviewer Comments	
Reviewed Date	2/28/2019
	7:45:00 AM

11. Once you have finished reviewing assets, click on the Edit widget icon to end your editing session.  
a. This important step ensures all changes have been saved and it will close the edit dialogue box.



12. It is important to note the color of the asset will stay the same when you finish your editing session even though more of the assets are now reviewed.  
a. The color of the asset will change the day following a review after the background update has been performed on the dataset.





Introduction

**Purpose:**  
This document highlights the necessary steps for working with the ROW Pedestrian Facility Administration Web Applications Walk Through. Please note that the images may slightly differ from what you are seeing as updates of Collector for ArcGIS are released.

If you have questions or need any assistance, please contact the GIS Support Services Branch at [KYTC.GIS@ky.gov](mailto:KYTC.GIS@ky.gov).

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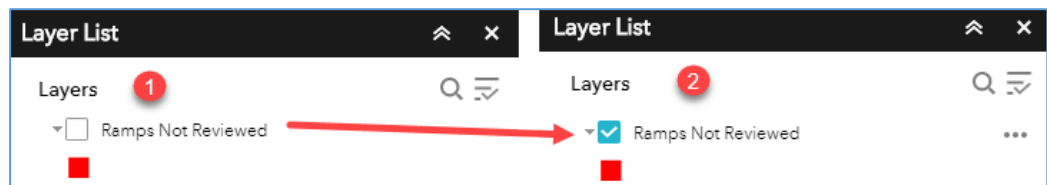
## Accessing the ROW Pedestrian Facility Administration Web Application

### Web Application Tools and Features

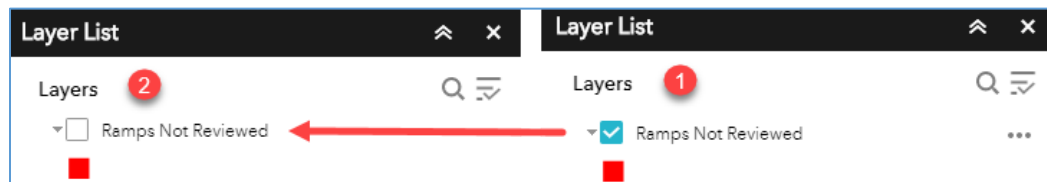
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  - a. <https://kytc.maps.arcgis.com/apps/webappviewer/index.html?id=e03df65848aa402d9c6aca69f2bb6737>



2. Navigate to the “Layer List” widget by clicking the  icon.
  - a. Under the Layer List menu, an individual has several options to customize the data within their map viewer.
    - i. To expand the layer list, click the arrow symbol. 
    - ii. To collapse the layer list, click the down arrow symbol. 
    - iii. To “turn a layer on”, check the check box next to the layer’s name.

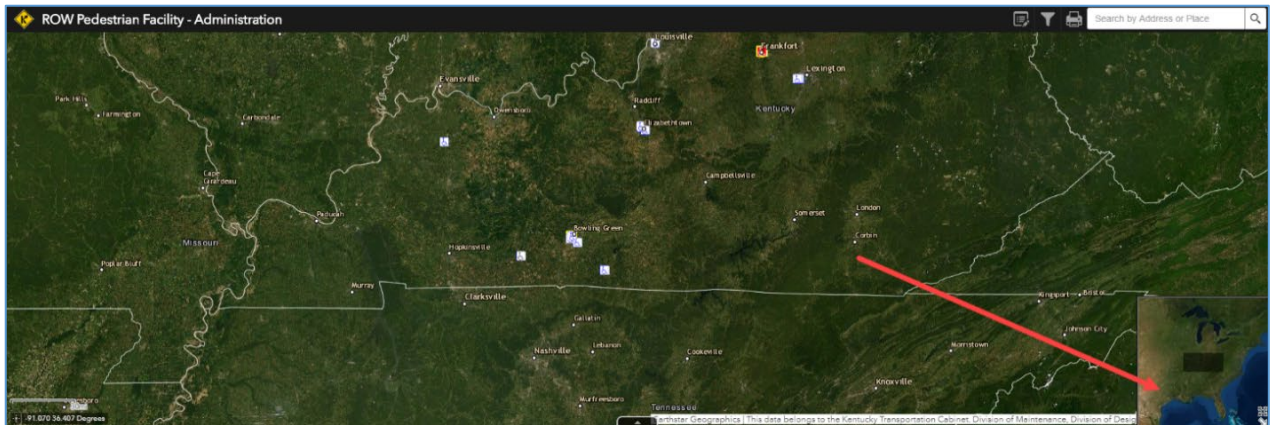



- iv. To “turn a layer off”, uncheck the check box next to the layer’s name.

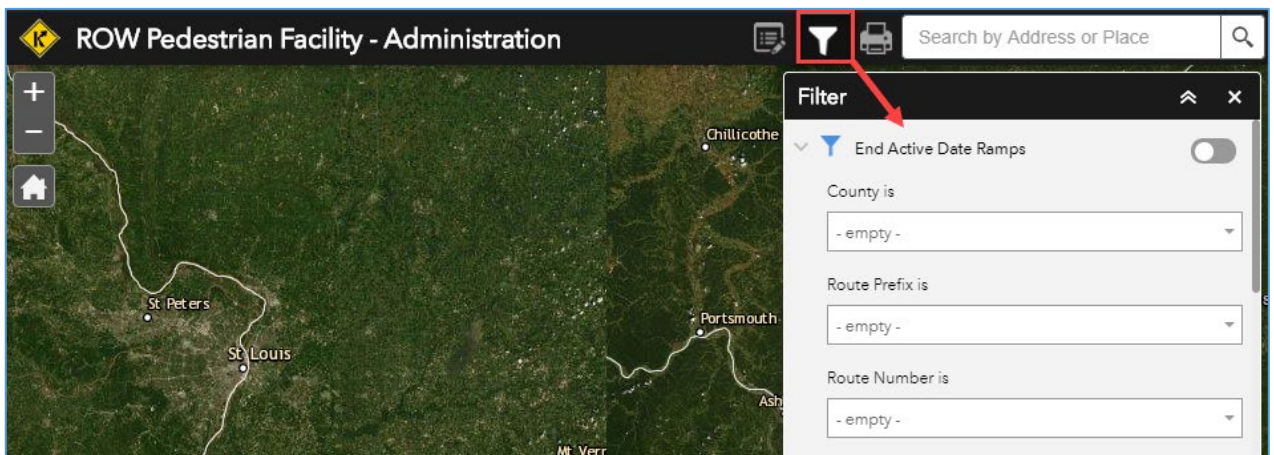





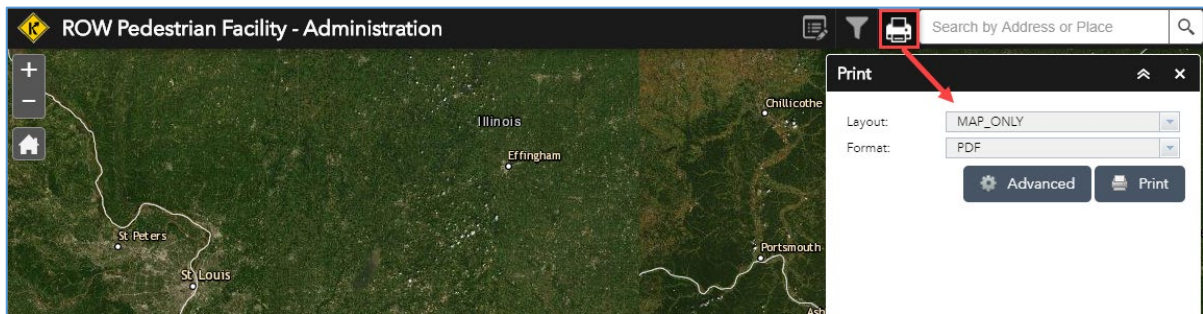
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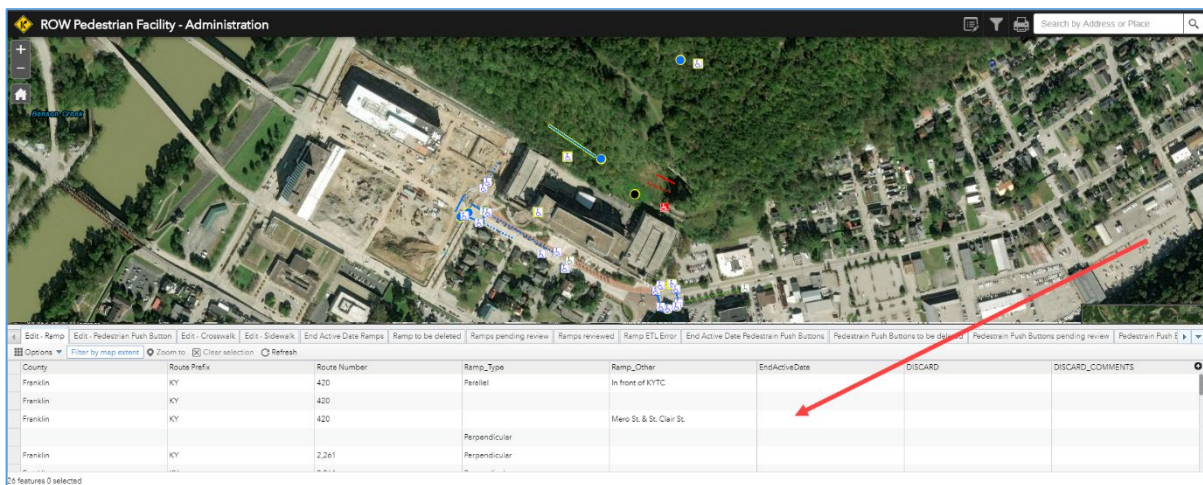
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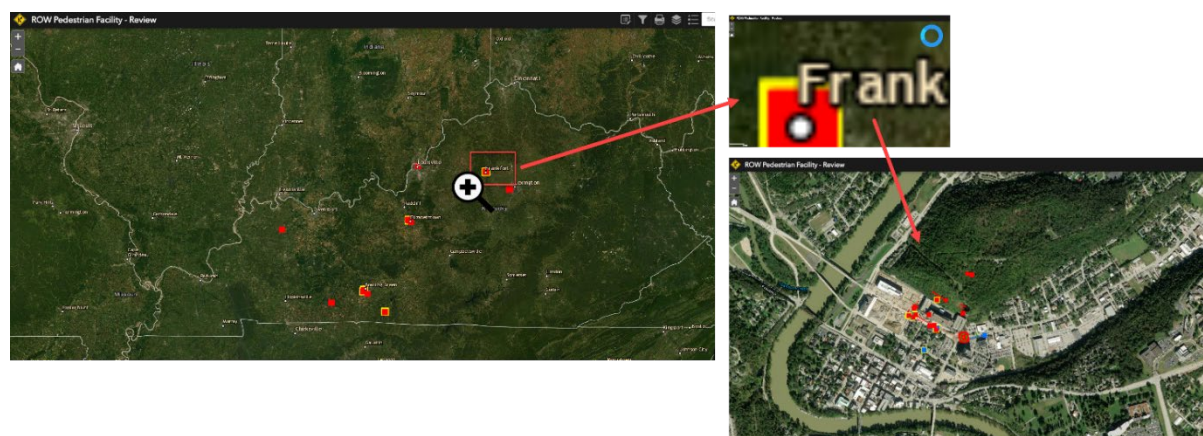
5. Navigate to the “**Print**” widget by clicking the  icon.
  - a. The Print widget allows an individual to save their current display extent as a PDF with a custom title, dimensions, a scale bar and legend which can be printed.



6. Navigate to the “**Attribute Table**” function by clicking the  icon.
  - a. This widget allows an individual to view features in a tabular layout instead of just viewing the assets in the map view.
  - b. An individual can filter the table based on specific feature types such as ramps, sidewalks, crosswalks, pedestrian push buttons, etc.



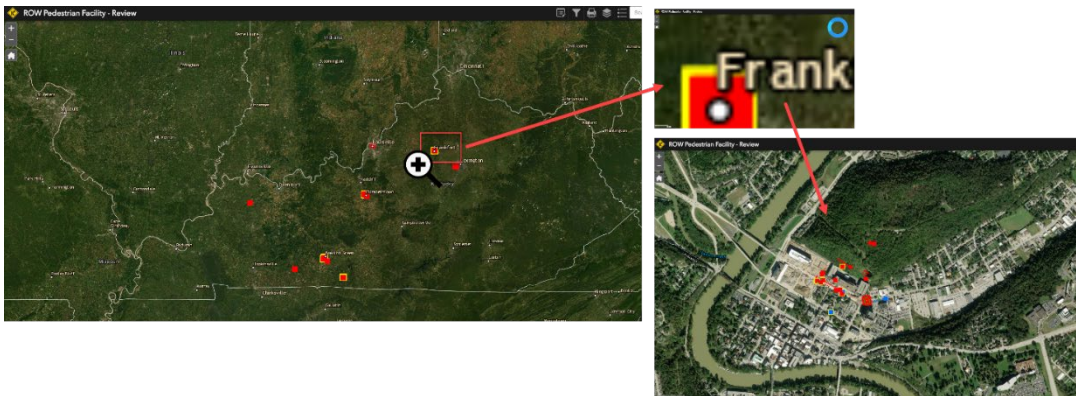
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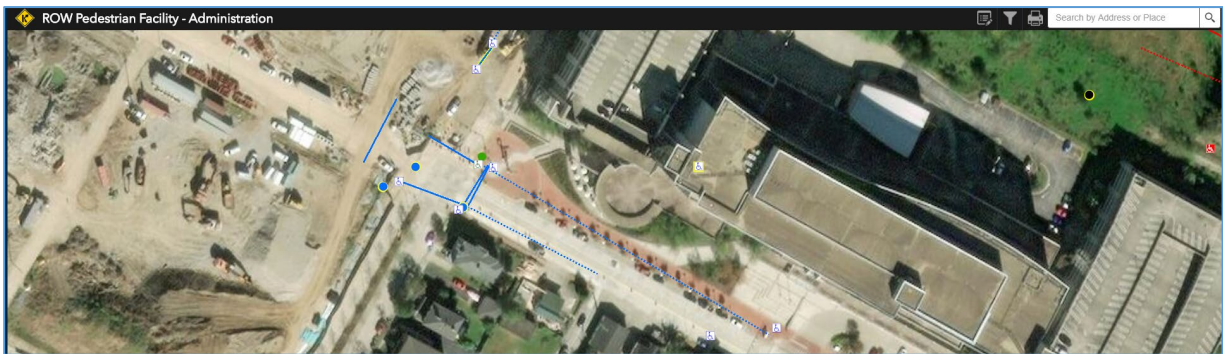



## Reviewing Completed Inspections

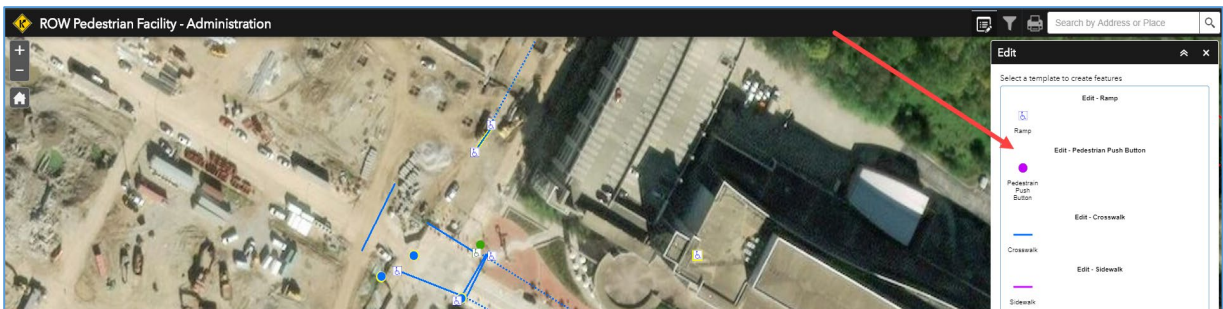
1. To review completed inspections, zoom to your area of interest on the map.



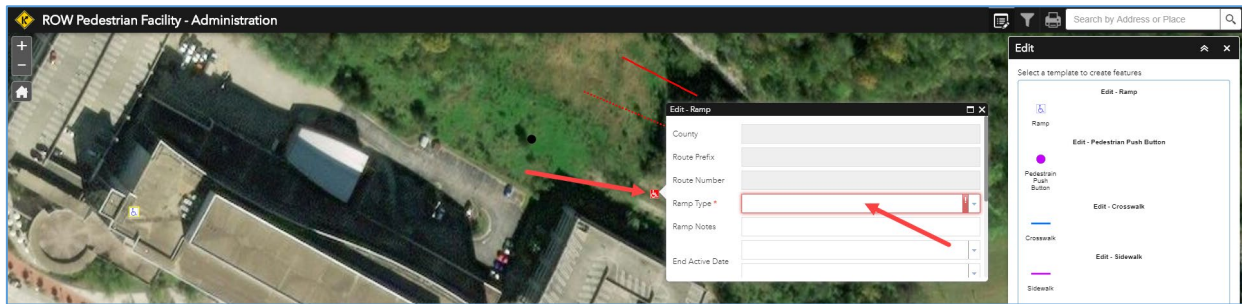
2. As you zoom in on a specific area, you may notice assets are symbolized differently according to their status.
  - a. Assets that have a “blue” color are *pending review*;
  - b. Assets that have a “green” color have been *reviewed*;
  - c. Assets that have a “red” color are *marked to be reviewed*.




3. Click on the “Edit” widget icon  to begin an edit session.
4. Once an **Edit** session has been initiated, a dialogue window will appear.
  - a. Do not close it, please note the dialogue window is necessary for editing features.
  - b. To edit features, you will click on an asset located on the map to review them and make your edits.



5. After clicking on a “Removed” asset (red), a pop up dialogue will appear and display all of the information associated with the specific feature and comments as to why the feature has been marked.



6. To enlarge the pop-up window, click the  icon to make it easier to view and edit information.
7. Once the dialogue window has expanded, you may notice the following attributes:
  - a. **Discard**
    - i. Indicator that marks whether or not a feature needs to be removed.
  - b. **Discard Comments**
    - i. Comments that explain the feature’s “Discard” attribute designation.

County

Route Prefix

Route Number

Ramp Type \*

Ramp Notes

End Active Date

Discard

Discard Comments

Edited by EAS:TDOWDY 41 minutes ago

Related tables:

Ramp Inspection

Delete Close

8. Verify whether or not a feature needs to be deleted.
  - a. If a feature needs to be deleted based on the “Discard Comments”, click the **Delete** button.
  - b. If a feature does not need to be deleted, click the Edit widget icon to close the dialogue window.

County

Route Prefix

Route Number

Ramp Type \*

Ramp Notes

End Active Date

Discard Yes

Discard Comments

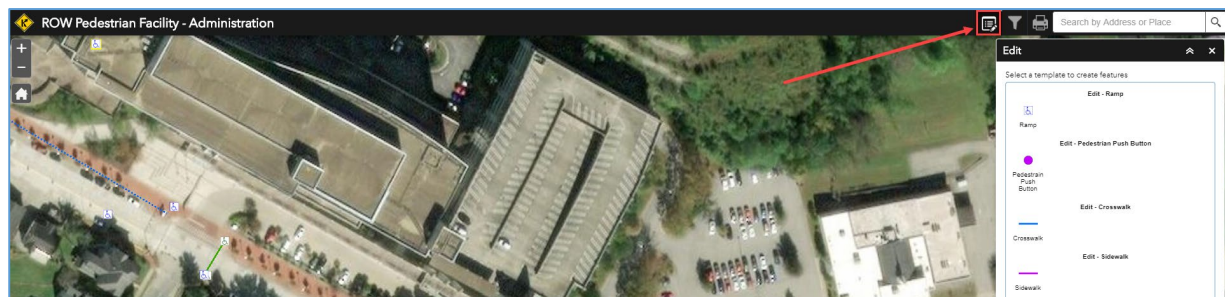
Edited by EAS.TDOWDY 41 minutes ago

Related tables:

Ramp Inspection

Delete Close

9. After your review process is complete, click on the Edit widget icon to end your edit session.
  - a. This important step ensures all changes have been saved and it will exit the dialogue window.



10. By clicking the Delete button in Step #8, you may notice the feature has disappeared from the map.
  - a. Repeat the deletion process on features marked for deletion.

