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## Fairmount Corridor Inventory User's Guide

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The inventory is built in an Excel workbook file, which contains the following three worksheets:

- User's Guide;
- Legend; and
- Inventory.

**Note:** When opening the Excel file, you will be prompted to enable or disable macros. In order to ensure all programming in the workbook works, please always select to 'Enable Macros' when prompted.

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A workbook refers to a single excel file (.xls extension). A worksheet is a tab within the workbook and can be found in the lower left corner.

- The *User's Guide* worksheet (Orange) provides instructions on how to use and update the Inventory worksheet, as well as an overview of the entire Fairmount Corridor Inventory workbook.
- The *Legend* worksheet (Green) provides information on the data sources, definitions for the data fields, and other information about how the Inventory worksheet was populated.
- The *Inventory* worksheet (Blue) contains all the data associated with the parcels identified within the Fairmount Corridor Inventory and captures all the data for the inventory project. The Inventory worksheet will be the most used and updated.

17	12/10/2010 9:52		0302875000
18	12/10/2010 9:52		0302876000
19	12/10/2010 9:52		0302880000
20	12/10/2010 9:52		0302883000

This User's Guide will focus on how to use the Inventory worksheet. Instructions will point to specific Rows (numbered along the left hand column) and Columns (alphabetical along the top). Several features were added to the Inventory worksheet to help the user identify where they are:

- **View:** Columns A – D and Rows 1-7 are frozen in place so that the values in these fields will always be seen as you scroll through the worksheet.
  - **Note:** If you want to unfreeze these fields, click on 'Window' in the toolbar and select 'Unfreeze Panes.'

- **Show All Records:** (gray box in Row 1-3, Column A-C) This is a button that can be pushed to remove data filters in order to show all records.

1	Show all Records			
2				
3				FILTER ON
4	12/17/2010 8:27	Rows Meeting Criteria: 85 of 25532		
5	12/10/2010 11:56	Description of Applied Filters:		
6				
7	Last Modified	Development Potential	Parcel Id	Site Address

- **Worksheet Modified:** (Row 4, Column A-B) This will be populated automatically from data in Column A to indicate when the data was last modified to help track versions of the inventory.

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D
1	Show all Records			
2				
3				Filter Off
4	12/17/2010 8:27	Rows Meeting Criteria: 25532 of 25532		
5	12/10/2010 11:56	Description of Applied Filters:		

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- **Description of Applied Filters:** (Row 5, Column C - AG) This will populate automatically to indicate which data fields have applied filters to help the user determine which ones to turn off (or the user can hit the Show All Records button). The data field that has an applied filter will be illuminated within the same column of that data field.

**Note:** Do not clear the field manually because you will delete the equation in the field. It may take some time for the description of the applied filter to clear. To clear the field, click 'Show all Records'. Then go to the data column where the filter was applied (e.g., Acres) and Click on one of the data values (e.g., Row 8, Column E) and click enter. This will help clear the value.)

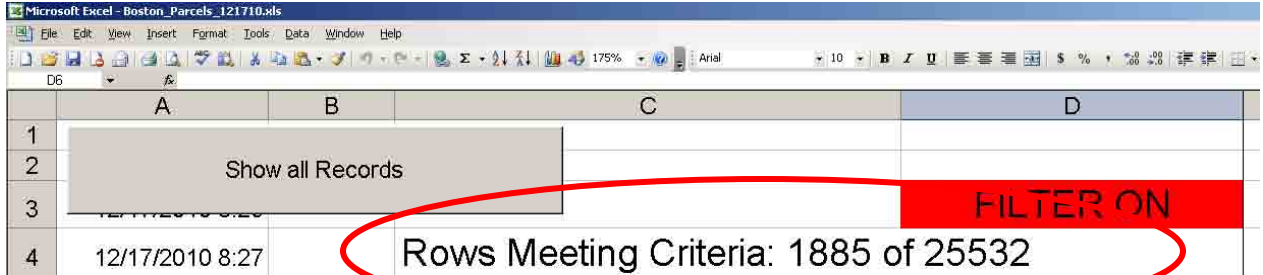
Description of Applied Filters:							
Show all Records				FILTER ON			
12/17/2010 8:27		Rows Meeting Criteria: 85 of 25532					
12/10/2010 11:56		Description of Applied Filters:		ACRES: =0.05		AMTRAK: =Y	
Last Modified	Development Potential	Parcel Id	Site Address	Acres	Station Name	Station Status	AMTRAK
12/10/2010 9:52		0302865000	20 City Hall Ave	0.05	SOUTH STATION	Y	Y
12/10/2010 9:52		0303888000	13-15 Congress St	0.05	SOUTH STATION	Y	Y
12/10/2010 9:52		0303888000	31 State St	0.05	SOUTH STATION	Y	Y

- **Filter Notification:** (Column D, Row 3) This will update automatically to indicate when data filters are in use (will change to a red background and 'Filter On' text). When all data is being shown, the field will be a white background and 'Filter Off' text.

Description of Applied Filters:							
Show all Records				Filter Off			
12/17/2010 8:27		Rows Meeting Criteria: 25532 of 25532					
12/10/2010 11:56		Description of Applied Filters:		ACRES: =0.05			

Description of Applied Filters:							
Show all Records				FILTER ON			
12/17/2010 8:27		Rows Meeting Criteria: 1885 of 25532					

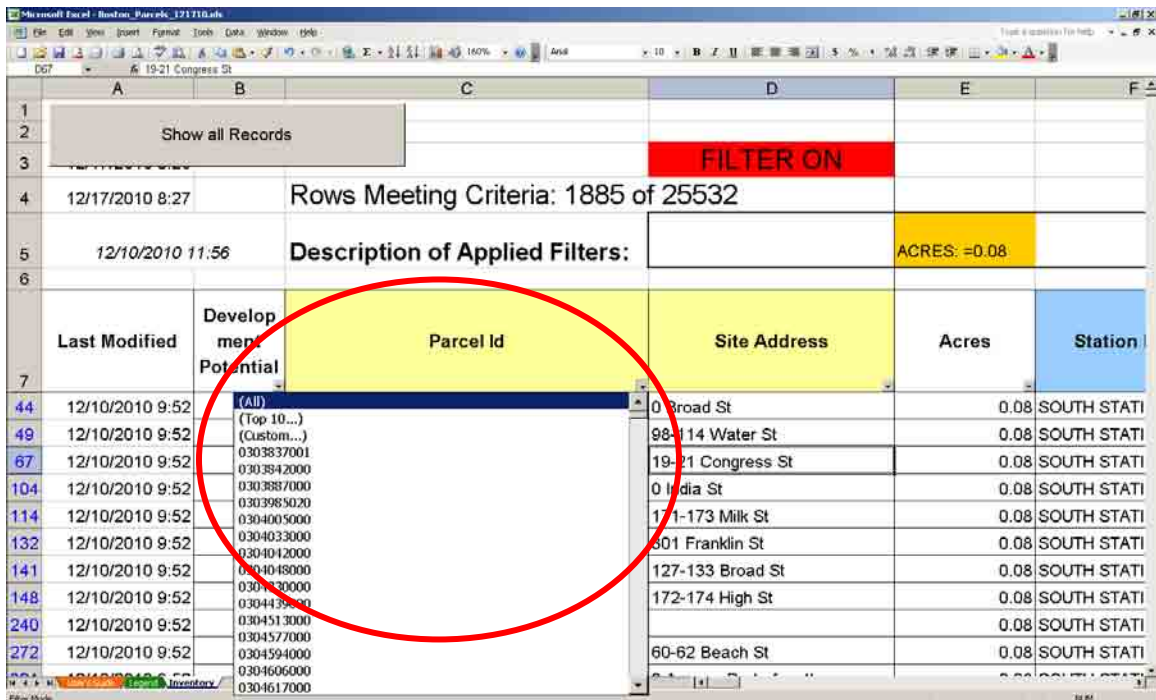
- **Rows Meeting Criteria:** (Column C – D, Row 4) This will populate automatically to indicate how many parcels meet your search criteria set through the use of the data filters.



**Data Filters:**

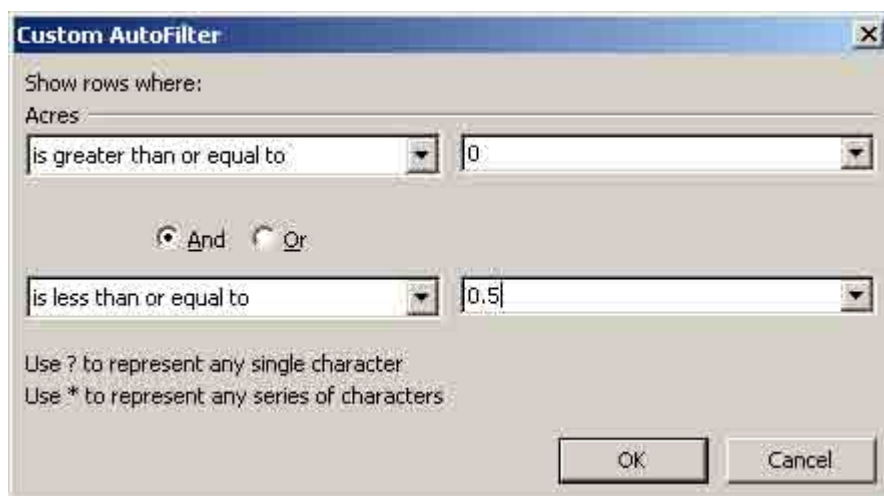
Data filters are applied to all columns in this Inventory. These filters allow the user to apply search parameters to the data field and pull results that meet only those specific parameters. The filters are contained within the column name in Row 7 (depending on the version of excel being used, the filter will be marked by a small gray box in the lower right corner of the cell and will have an arrow (looks like an upside down triangle)). To filter data:

- Click on the arrow to see the drop-down menu.
  - o Some data fields have minimum data input options (Y, N, [blank]) which can be selected to sort data by those individual answers.
  - o Some data fields have specific numeric values which can be sorted.
  - o Some data fields should be searched for a range of data points.



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- **Custom Filter Options** – All the data fields have the option for the user to design a custom filter, which could represent a unique value, or a range of values. This will likely be the most used filter option for the Inventory.
  - o Click on the arrow.
  - o Select “(Custom...)” which will cause a popup window called “Custom AutoFilter” to appear.
    - There are multiple options to set a unique value (e.g., equals, does not equal).
    - There are multiple options to set a range of values (e.g., is greater than, is greater than or equal to, is less than, etc.).
    - The most useful custom filter will be the following:
      - In the first data field (left), select “is greater than or equal to”
      - In the first data field (right), select your minimum value requested (e.g., a numeric value most likely)
      - In the second data field (left), select “is less than or equal to”
      - In the second data field (right), select your maximum value requested (e.g., a numeric value most likely)



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- You can filter for multiple data fields at a time, continuing to narrow the list of parcels that meet all criteria.
  - For instance, you can add a filter to Acres, and then add a filter to Distance to Station, etc...
- You can recognize that a data field has an active filter applied in several ways:
  - The Description of Applied Filters will tell you which fields you filtered;
  - The "Filter On" notification will be on;
  - The "Rows Meeting Criteria" will be less than the total parcel number (e.g., 1941 of 25533);
  - The arrow will be blue in the field you filtered; and
  - The rows meeting your criteria will have the number in the left hand menu turn blue.

The screenshot shows an Excel spreadsheet with a filter applied to the 'Acres' column. A red oval highlights the 'FILTER ON' notification and the 'Rows Meeting Criteria: 1941 of 25533' text. Another red oval highlights the blue arrow in the 'Acres' column header. A third red oval highlights the blue numbers in the left-hand menu (row numbers 63, 74, 97, 138, 175, 194).

	A	B	C	D	E	F	G	H	
1	Show all Records								
2	FILTER ON Rows Meeting Criteria: 1941 of 25533								
3	Description of Applied Filters: ACRES: =0.10								
4	12/10/2010 11:56								
5	Description of Applied Filters:								
6	Last Modified	Develop ment Potential	Parcel Id	Site Address	Acres	Station Name	Station Status	AMTRAK	
63	12/10/2010 9:52		0303883000	56-68 Devonshire St	0.10	SOUTH STATION	Y	Y	
74	12/10/2010 9:52		0303902000	83-85 Devonshire St	0.10	SOUTH STATION	Y	Y	
97	12/10/2010 9:52		0303975000	102-112 Broad St	0.10	SOUTH STATION	Y	Y	
138	12/10/2010 9:52		0304040000	115-119 Broad St	0.10	SOUTH STATION	Y	Y	
175	12/10/2010 9:52		0304189000	234-236 Congress St	0.10	SOUTH STATION	Y	Y	
194	12/10/2010 9:52		0304258000	17 South St	0.10	SOUTH STATION	Y	Y	