

Community TIGER

Quick Reference Guide

Initial Setup

Install Amazon WorkSpaces

1. Navigate to <https://clients.amazonworkspaces.com/>
2. Download and install Amazon thin client software that corresponds to your device.

Register and Access Amazon WorkSpaces

1. Open Amazon WorkSpaces and when prompted enter registration code provided by Census Bureau.
2. Login with username and password provided by Census Bureau.

Transfer Data to Amazon WorkSpaces

1. Using a file transfer application (CloudBerry Explorer for Amazon S3 is preinstalled) transfer data from where it is stored locally to the Amazon Workspace.

Partner Toolbox

Getting Started

1. Double-click the "Start Here.mxd".
2. Click the "Community TIGER Data Preparation Tool" located in the toolbar. Select "Both Data Migration and Data Validation QA/QC" and click "Next".
3. Select the type of contribution from the available options and click "Next".
4. Click the folder icon to set the data source location for each type of contribution selected previously and click "Next" when all data source locations are set.
5. Click the folder icon to select a workspace already created or to create a new workspace. Click "Next" when the workspace location is set.

Data Migration

1. Select fields from data that correspond to fields in the local government data model from dropdown menus (field names that match local government data model field names are automatically mapped). Select "Next" when all mandatory data is mapped.
2. Repeat step 1 for each contribution type.

3. If prompted, map domain values by dragging value from the left column to the existing domain value it best relates to in the right column. Click "Next" when all domain values are mapped.
4. Repeat step 3 for every value from each domain with unmapped values.

Data Validation

1. Once data mapping is complete the "Data Load Summary" window displays the number of features migrated for each data source contribution, click "Next".
2. The "Data Reviewer Batch Jobs" window displays the number of errors and warnings for both topology and attributes identified within each data source contribution. Click "Open the QA/QC Map" to view a map of the errors and warnings or "Finish" to move on to data packaging.

Data Clean-up

1. Click the "Reviewer Session Manager" located in the toolbar and click "Browse" to select the Data Reviewer.gdb located within the workspace created earlier. Click "Add".
2. Select the latest session (highest number) from the "ID" dropdown menu within the "Session" box. Click "Start Session", and then click "Close".
3. Click "Reviewer Table" located in the toolbar.
4. Select column headers and drag to the grey area above the column headers to group the reviewer data (Suggested groupings are by "ORIGINTABLE," then "SEVERITY," then "CHECKTITLE").
5. Select "Start Editing" from the "Editor" dropdown menu on the toolbar.
6. Select a record by double-clicking the record (this highlights the record on the map and displays the record's attributes in the "Attributes" window) within the reviewer table and make any necessary edits within the "Attribute" window.

7. Repeat step 6 as needed.
8. When finished making edits select "Save Edits" from the "Editor" dropdown menu on the toolbar then "Stop Editing" from the "Editor" dropdown menu on the toolbar.
9. Click the "Community TIGER Data Preparation Tool" located in the toolbar and select "Data Validation and QA/QC (only)" to repeat data clean up as needed.

Data Packaging

1. Click the "Community TIGER Data Preparation Tool" located in the toolbar. Select "Data Packaging to Upload into Community TIGER," and click "Next".
2. Click the folder icon to select the workspace created earlier and click "Next" when the workspace location is set.
3. Once the schema validation and data packaging have both passed, click "Upload" to log into the Community TIGER Contribution Management System and upload the packaged data.

Contribution Management System

Data Upload

1. Login with username and password provided by Census Bureau.
2. Click "Upload Data" to bring up the "Upload Data" window. Click "Browse..." to select your packaged data (a .zip file with the filename "CTPackage_<datetimestamp>" located within the workspace created earlier), then click "Open" once selected.
3. Click "Upload Now" bringing up a status bar showing the progress of the file upload. When completed click "OK" to return to the Contribution Management System "Active Contribution" page.
4. When the data processing is complete, an e-mail alerting that the data is ready for review is sent.

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Data Analysis

1. Navigate to <http://communitytiger.census.gov> and login with username and password provided by Census Bureau.
2. Click either "Review data analysis results" or "View details" to the right of "Data Analysis" in the middle column to bring up the "Data Analysis" map and table. From here you can navigate the map, turn layers on/off using the "All layers" dropdown menu, and filter, sort, search and "Zoom To" records.
3. Click "Download results" to bring up the "Download results" window. Click "Download Results" to save a .zip file of the data analysis records. This can also be accomplished from the Contribution Management "Active Contribution" page.
4. Click "Back to contribution" to return to the Contribution Management System "Active Contribution" page.

Content Analysis

1. Navigate to <http://communitytiger.census.gov> and login with username and password provided by Census Bureau (if necessary).
2. Click either "Review your map" or "View details" to the right of "Content Analysis" in the third column to bring up the "Content Analysis" map and table. From here you can navigate the map, turn layers on/off using the "All layers" dropdown menu, and filter, sort, search and "Zoom To" records.
3. Click "Download results" to bring up the "Download results" window. Click "Download Results" to save a .zip file of the potential submission records. This can also be accomplished from the Contribution Management "Active Contribution" page.
4. Click "Submit to Census" to bring up the "Metadata Form" window. Enter the required information and click "Next" to complete each back. Click "Finish" after required information on the final page is entered.

5. Click "Back to contribution" to return to the Contribution Management System "Active Contribution" page.

Submit to Census Bureau

1. Navigate to <http://communitytiger.census.gov> and login with username and password provided by Census Bureau (if necessary).
2. From either the "Active Contribution" page or the "Content Analysis" page click "Submit to Census" to bring up the "Metadata Form" window. Enter the required information and click "Next" to complete each back. Click "Finish" after required information on the final page is entered.
3. When the submission to Census Bureau is complete, an e-mail notification of the status is sent.

Contact Information

If you have questions, please contact the U.S. Census Bureau Community TIGER Team by e-mail at geo.community.tiger@census.gov or phone (888) 658-5580.