Summary Table Guide

Creating and using **summary tables** can be an efficient and effective means for understanding, assessing, and standardizing your data. Through the simple workflows outlined in this guide, you'll be able to **know exactly which domains exist within a field** and quickly be able to apply corrections to the data, if needed.

Use this guide if you wish to examine your submission in preparation for submitting your Searchable Format data. This guide is of particular use for cleaning, validating, and standardizing data.

Why is This Guide Necessary?

The statewide parcel layer can be more consistent, understandable, searchable, maintainable, and user friendly if the data within is standardized. Standardization is required for certain fields within **Searchable Format** submissions. It may be valuable to standardize other fields in the submission, but this should be done at the submitter's discretion.

How to Use This Guide

It is recommended you have the following materials at hand:
- The Submission Documentation and webpage
- The data participating in the Searchable Format submission, in file geodatabase format
- The county staff member(s) who will submit the data

❶ Options for creating summary tables

Summary tables can be run:
1) In an **ArcMap session** for on-demand attribute cleanup and standardization, and/or in **ArcCatalog**
2) With the **Data Standardize Tool** for more comprehensive domain standardization strategies

1.1 ArcMap: On-demand Summary tables

While manipulating data within an ArcMap session, it is occasionally useful to create summaries of the fields that you are editing in order to efficiently have a better sense of the contents of the field's attributes. Using summary tables is an efficient means of achieving this without having to find, configure, and install tools to do so. This document will outline the process of creating and using a summary table.

1.2 The Data Standardize Tool

The Data Standardize Tool contains two separate ArcPy script tools, both of which participate in the standardizing workflow. These tools can be installed by downloading the zipped package from www.sco.wisc.edu/parcels/tools.

The Data Standardize Tool standardizes parcel data field values to meet the requirements of the Searchable Format. It will generate a summary and lookup table of domains, which can be edited and utilized to standardize a field.

The toolset was developed by the parcel team specifically designed for attribute field standardization, please see the tool's guide for the step by step instructions on how to execute the toolset: Data_Standardize_Tool_Guide.

❷ Creating summary table within ArcMap

1.3 Creating a quick summary table

If you are using this tool as a step towards submitting data in the Searchable Format, then you are likely perusing a close-to-complete Searchable Format submission. On occasion, it is useful to **have a complete list of domains that exist in a given field** in order to pinpoint errors.

Let's say you are examining the STREETTYPE (Street Type) field of the parcel feature class and you want to ensure that all values meet the schema definitions.

1) Within ArcMap, with the PARCEL feature class attribute table open, right-click on the field name of "Street Type" then select **Summarize** (Figure 1).
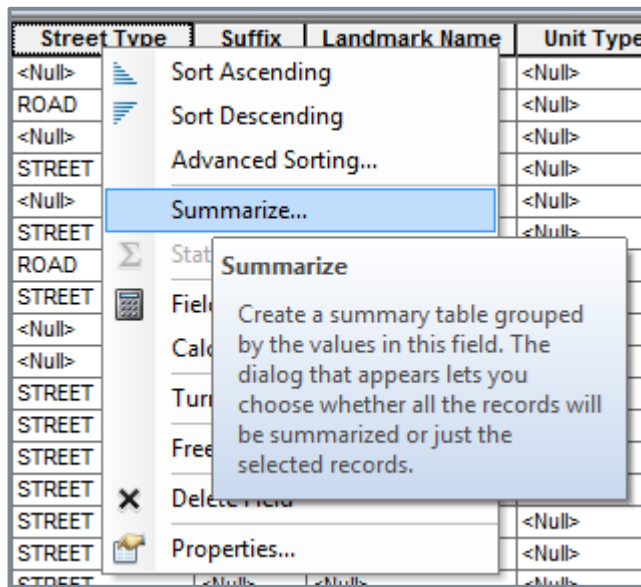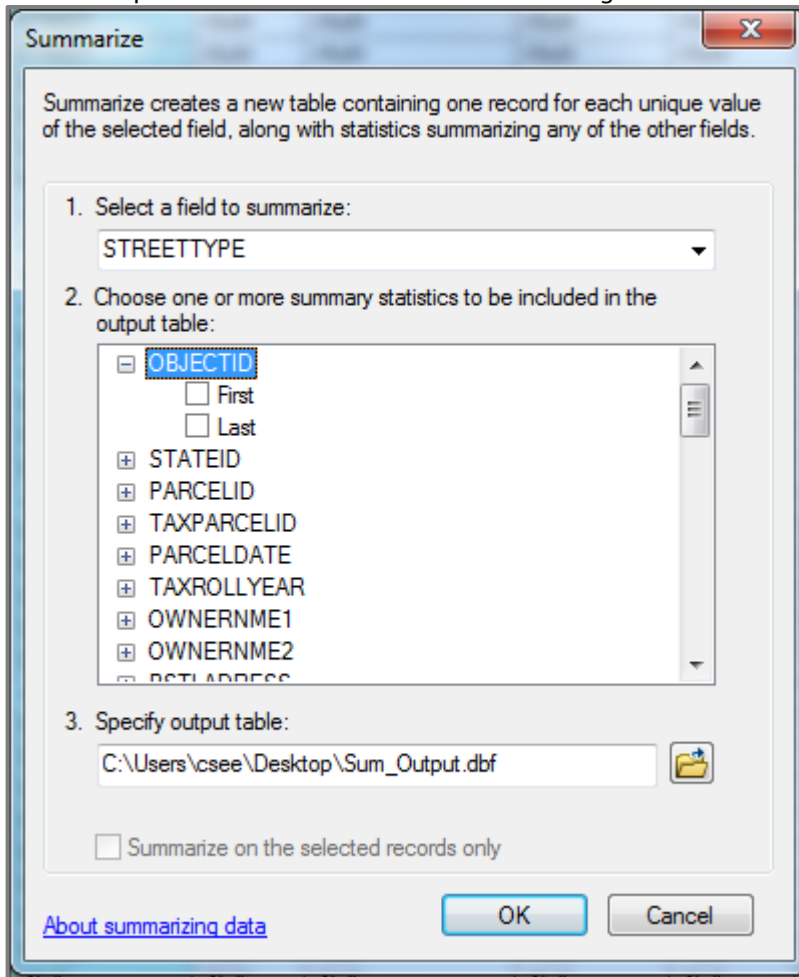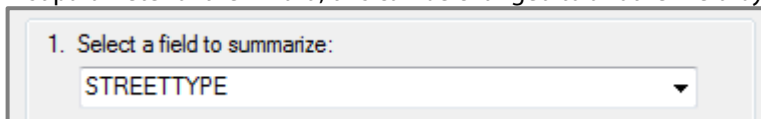

Figure 1

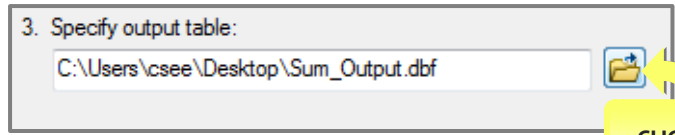2) You will be presented with a **Summarize** wizard dialogue window:

3) By default, the wizard will be set to summarize the field that you have selected (STREETTYPE), as seen in the first parameter of the wizard, this can be changed to another field by using the dropdown:

4) Also by default, the summary will create occurrence counts for each domain that is found within the field defined in parameter #1. Parameter #2 (pictured below) offers the option of procuring the first or last occurrence for each of the domains that exist within the field defined in parameter #1.
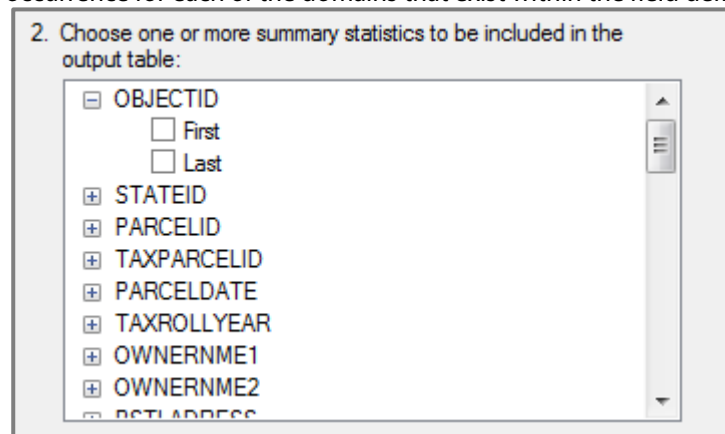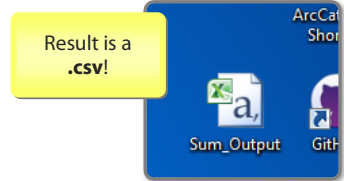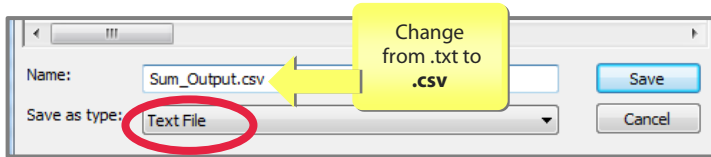
5) Set the output in parameter #3 (pictured at right).
   a. Leave the file format as **.dbf** file format if you wish to view the results in ArcMap
   b. Set the output to be **.txt** if you wish to view the results in Excel, LibreOffice, or other spreadsheet software, by clicking and selecting "**Text File**."

   The file path and format can be altered by clicking on the folder icon to the right.

3. Specify output table:
C:\Users\csee\Desktop\Sum_Output.dbf

CLICK – THEN SELECT "**Text File**"

6) If you wish to open the results in a **spreadsheet** editor, change the .txt file format extension to **.csv** (do this manually by replacing "**.txt**" with "**.csv**"), and then execute the wizard (pictured on left below). The result will be a .csv file that you can open with Excel or other spreadsheet software (pictured on right).

Name: Sum_Output.csv

Change from .txt to **.csv**

Save as type: Text File

Save
Cancel

Result is a **.csv**!

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7) Open the .csv in Excel and examine the results:

|	A	B	C
1	OBJECTID	STREETTYPE	Cnt_STREETTYPE
2	-1		0
3	-1	ALLEY	11
4	-1	AVENUE	63
5	-1	BOULEVARD	13
6	-1	CIRCLE	65
7	-1	COURT	248
8	-1	DRIVE	510
9	-1	KREST	12
10	-1	LANE	181
11	-1	PASS	10
12	-1	PLACE	27
13	-1	POINTE	6
14	-1	ROAD	3098
15	-1	STREET	4656
16	-1	TERRACE	11
17	-1	TRAIL	28
18	-1	WAY	6
19			

The data looks great! No issues exist with the Street Types here. If there was a misspelling of a domain, like "BOULEVARD," or an abbreviation for it, you would see it in the output. In other words, the summary table points out you what you may need to fix.

Note that you need to manually compare your results to the schema's accepted domains in the Submission Documentation.

Also note that <Null> values and blank strings will appear as such within the results (as the same type of blank cell).

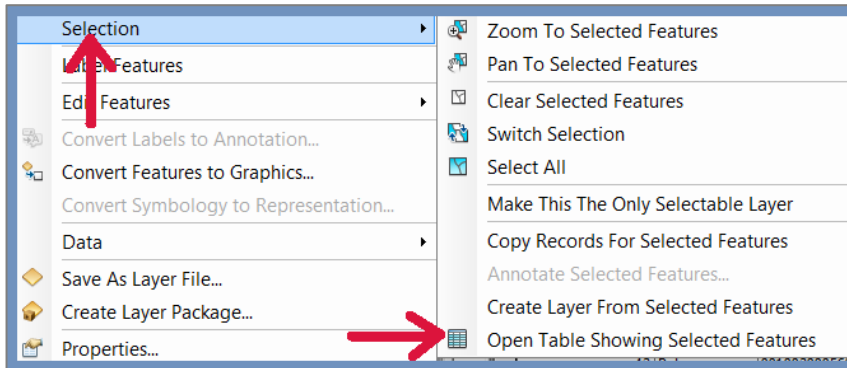**To Perform a Basic Query *Then* Create A Summary Table**

1) Open Attribute Table
2) Table options » **Select By Attributes . . .**
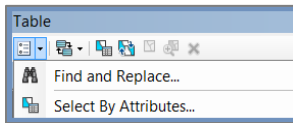
Example Query: **AUXCLASS = 'X2'**
Example Query: **SITEADRESS LIKE '%CTY RD%' and STREETNAME <> 'OLD CTY RD D'**
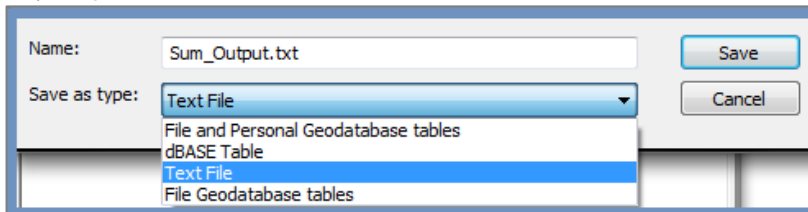
*Reference ArcMap: Building A Query Expression

3) Apply
4) Table of Contents » Right-click layer name » **Selection** » **Open Table Showing Selected Features**
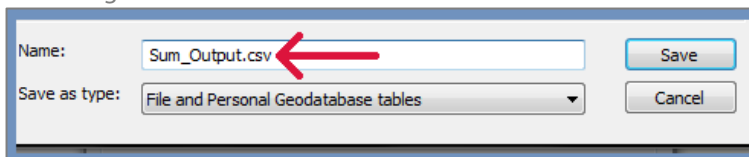

5) In attribute table, right-click field name » **Summarize**
6) Specify output table » Click folder icon
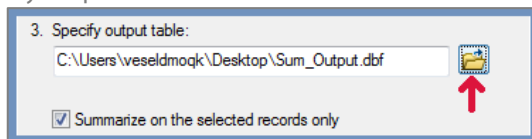
7) Specify output table » select **Text File**

8) Name: Change extension from ".txt" to "**.csv**"

9) Save > Okay

❻ Proceed in creating Searchable Format Submission

Troubleshooting

Who can I contact for help?

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