

Local Plans Database Google Fusion Tutorial

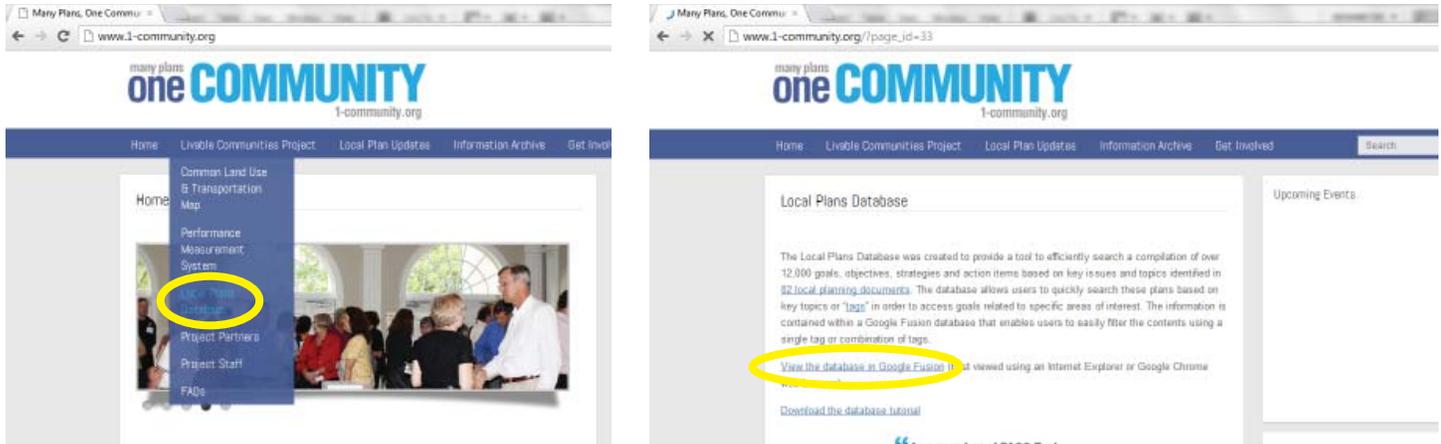
**(recommended for use with Google Chrome or
Internet Explorer)**

Background

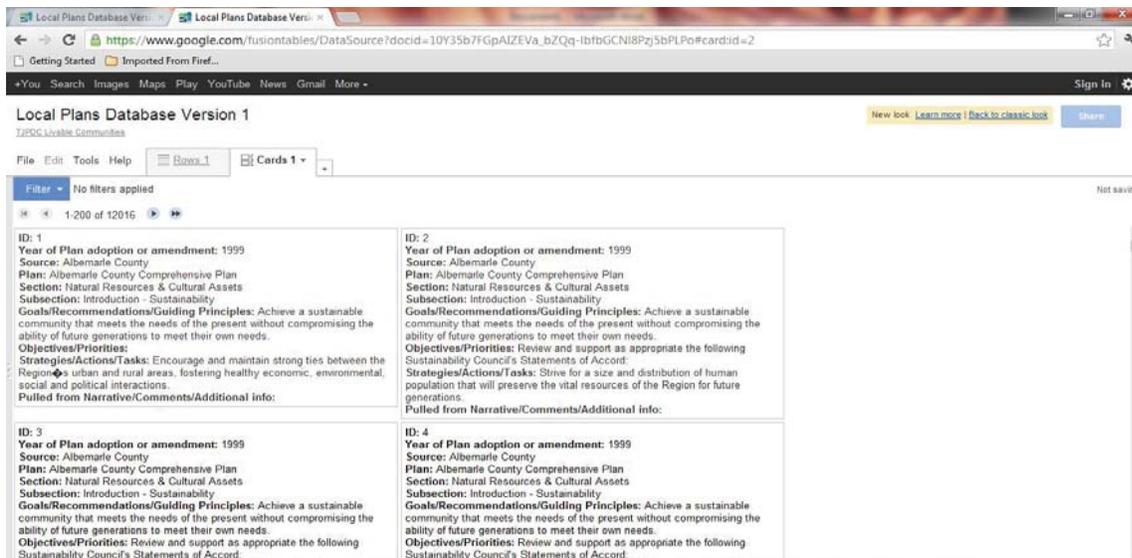
The Local Plans Database contains over 12,000 goals, objectives, strategies, action items and recommendations compiled from 82 planning documents relevant to the Charlottesville-Albemarle community. The database allows users to quickly search these plans based on key topics or “tags” in order to access goals related to specific areas of interest. The information is contained within a Google Fusion database that enables users to easily filter the contents using a single tag or a combination of tags. Results can then be exported to other formats such as Microsoft Excel. This guide is intended to provide basic instruction for using the database. For more information or questions about the database, please contact the Thomas Jefferson Planning District Commission at info@tjpd.org.

Opening the Database

- 1 Using an internet browser (Internet Explorer or Google Chrome recommended), navigate to 1-community.org. From the Livable Communities Project drop down menu at the top of the page, select Local Plans Database. From this page, follow the link to the Google Fusion table.

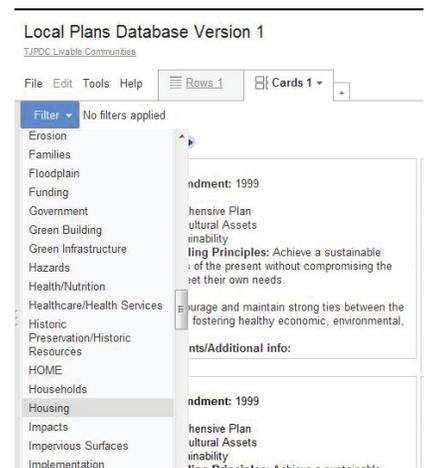


- 2 It should look like this:



Performing a Basic Search

- 1 Google Fusion allows users to filter the entire database of goals using key search terms or “tags”. Click on the Filter menu in the upper left corner of the page. There will be a drop down box that displays the list of tags. Select the tag that reflects the subject of your search (ex. “Housing”).



2 A menu will appear with a pair of TRUE/ FALSE checkboxes. Check the box next to “TRUE.” In the example, this search will return the 1,267 goals in the database related to Housing.

The screenshot shows the 'Local Plans Database Version 1' interface. A search filter is applied: 'Filter Housing = TRUE'. The results are displayed in a table with 2 distinct values for the filter: FALSE (10,749) and TRUE (1,267). The 'TRUE' option is selected and highlighted with a yellow circle. Below the filter, three detailed goal entries are visible, each with fields for ID, Year of Plan adoption or amendment, Source, Plan, Section, Subsection, Goals/Recommendations/Guiding Principles, Objectives/Priorities, Strategies/Actions/Tasks, and Pulled from Narrative/Comments/Additional info.

3 To search for additional tags within your filtered search results, repeat steps 1 & 2 above. This will yield goals associated with one tag AND another (ex. 35 goals related to Housing AND Bicycle/ Bikeways).

The screenshot shows the 'Local Plans Database Version 1' interface with a more specific search filter: 'Filter Housing = TRUE AND Bicycle/Bikeways = TRUE'. The results are displayed in a table with 2 distinct values for each filter: FALSE (1,482) and TRUE (35). The 'TRUE' options for both filters are selected and highlighted with yellow circles. Below the filter, three detailed goal entries are visible, each with fields for ID, Year of Plan adoption or amendment, Source, Plan, Section, Subsection, Goals/Recommendations/Guiding Principles, Objectives/Priorities, Strategies/Actions/Tasks, and Pulled from Narrative/Comments/Additional info.

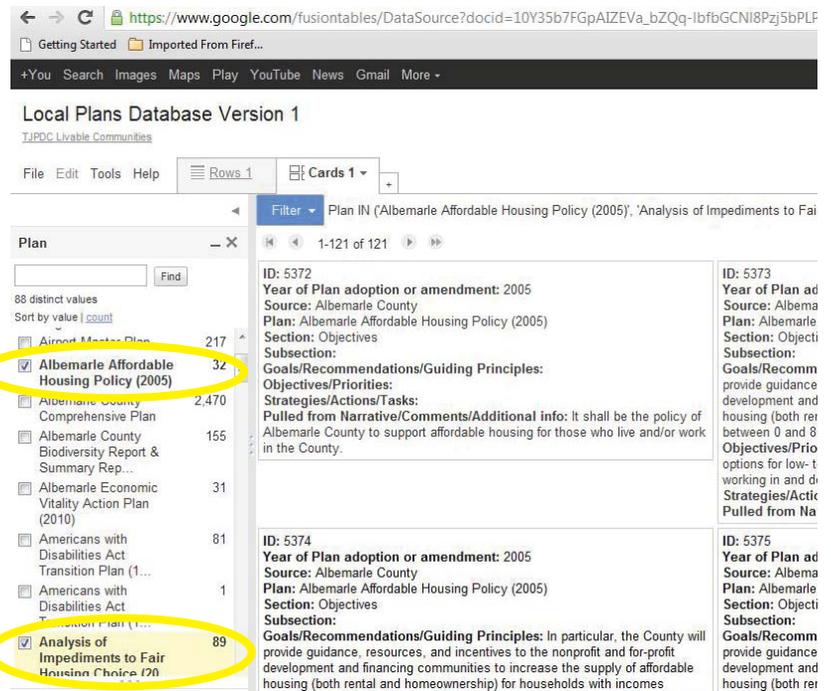
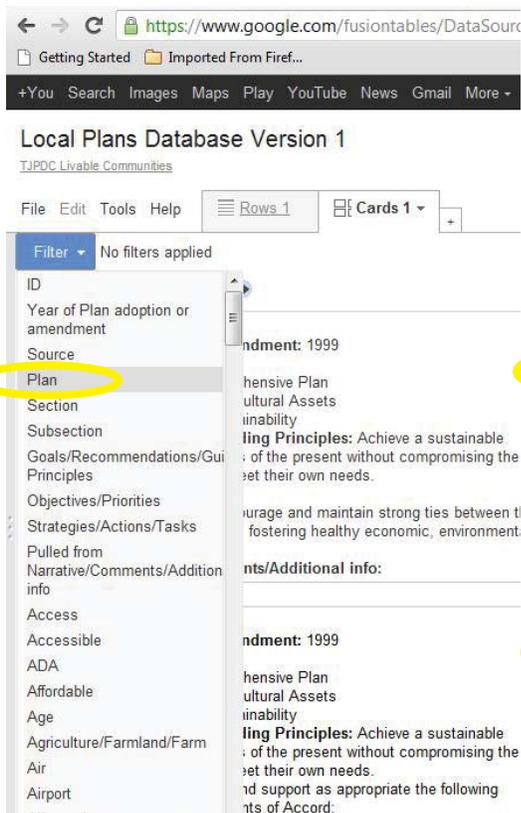
4 Once you have completed your search, click on the “X” in the upper right corner of the search menu(s) to clear the filter(s). There should be 12,016 goals in the unfiltered database.

The screenshot shows the 'Local Plans Database Version 1' interface with the search filter cleared. The filter menu is open, showing 'Filter No filters applied'. The results are displayed in a table with 2 distinct values for the filter: FALSE (1,482) and TRUE (35). The 'TRUE' option is selected and highlighted with a yellow circle. Below the filter, two detailed goal entries are visible, each with fields for ID, Year of Plan adoption or amendment, Source, Plan, Section, Subsection, Goals/Recommendations/Guiding Principles, Objectives/Priorities, Strategies/Actions/Tasks, and Pulled from Narrative/Comments/Additional info.

To Search for Goals within Specific Plans or Sources

Google Fusion also allows you to filter the database to view goals contained within specific plans (eg. Albemarle County Comprehensive Plan) or generated by particular sources (eg. Albemarle County). You can then apply additional tag filters to search for goals within the designated subset of plans or sources.

- 1 Click on the Filter box in the upper left corner of the page to reveal a drop down menu. Select either Source or Plan.
- 2 Check the boxes next to the plan(s) or source(s) of interest (ex. “Albemarle Affordable Housing Policy” and “Analysis of Impediments to Fair Housing Choice”).



3 Follow steps 1-4 on Performing a Basic Search (pg. 2-3) to add tags of interest (ex. “affordable”).

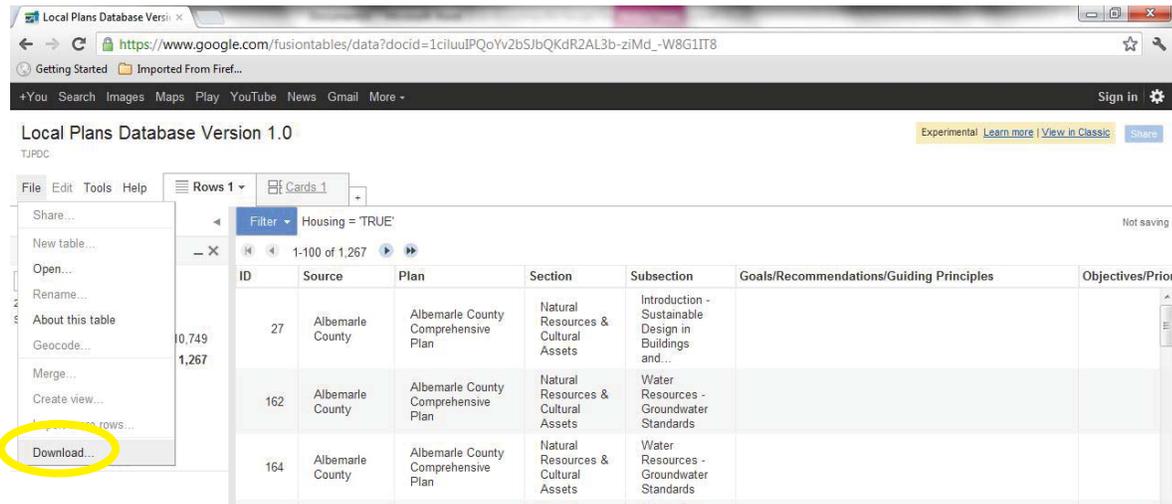
The screenshot shows the Google Fusion Tables interface for 'Local Plans Database Version 1'. The filter bar at the top indicates the current filter is 'Plan IN (Albemarle Affordable Housing Policy (2005), 'Analysis of Impediments to Fair Housing Choice (2004))'. A search filter for 'Affordable' is applied, highlighted with a yellow circle. The left sidebar shows a list of plans, with 'Albemarle Affordable Housing Policy (2005)' selected. The main view displays a table of results with columns for ID, Year of Plan adoption or amendment, Source, Plan, Section, Subsection, and detailed text for Goals/Recommendations/Guiding Principles, Objectives/Priorities, Strategies/Actions/Tasks, and Pulled from Narrative/Comments/Additional info.

4 The results yield all goals associated with tags within specific plans or from specific sources. In the example, there are 52 goals related to “affordable” contained in the Albemarle Affordable Housing Policy and the Analysis of Impediments to Fair Housing Choice.

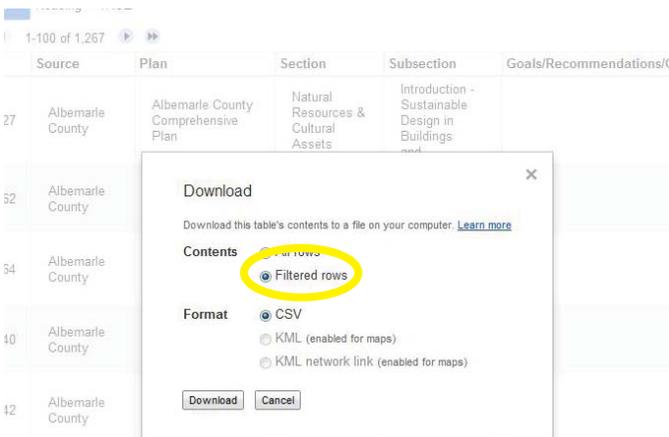
The screenshot shows the Google Fusion Tables interface with a refined search filter: 'Plan IN (Albemarle Affordable Housing Policy (2005), 'Analysis of Impediments to Fair Housing Choice (2004)) AND Affordable = TRUE'. The left sidebar shows a list of plans, with 'Albemarle Affordable Housing Policy (2005)' selected. Below the plan list, a search filter for 'Affordable' is applied, with 'TRUE' selected and highlighted with a yellow circle. The main view displays a table of results, showing 52 distinct values for the 'Affordable' tag. The table columns are similar to the previous screenshot, but the 'Affordable' column is highlighted in yellow.

Exporting Search Results to Excel

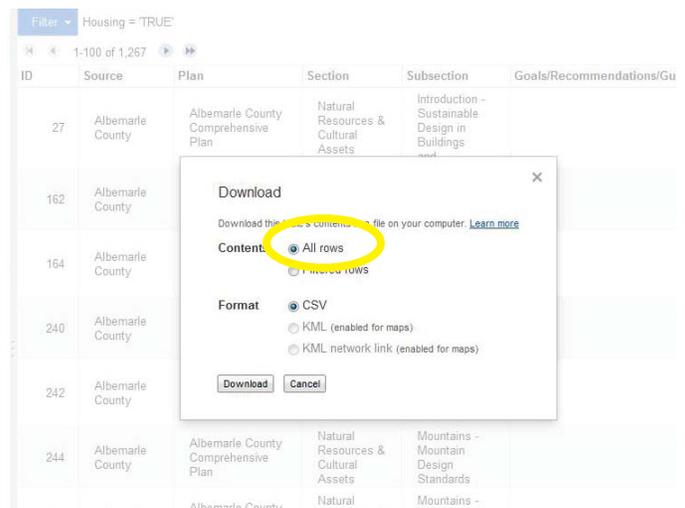
- 1 To export the results of your search, click on the “File” tab at the top of the page. From the drop-down view, click “Download.”



- 2 To export the results of your **search**, select “**Filtered rows**.” To export the **entire database**, select “**All rows**.” The circle next to CSV should be selected. Click the “Download” button.

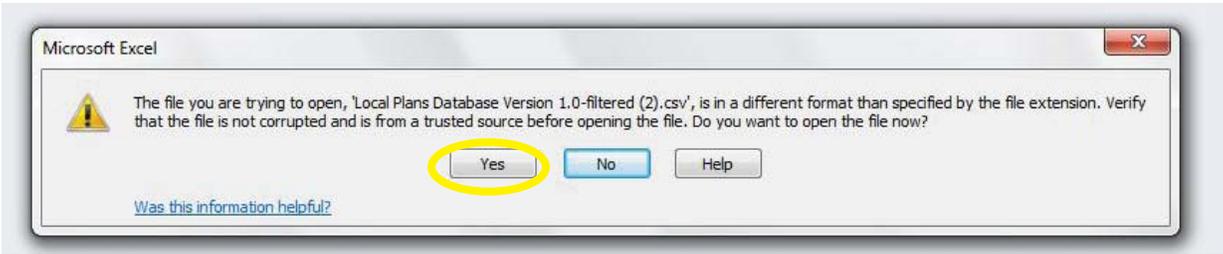


To export **search results** to Excel

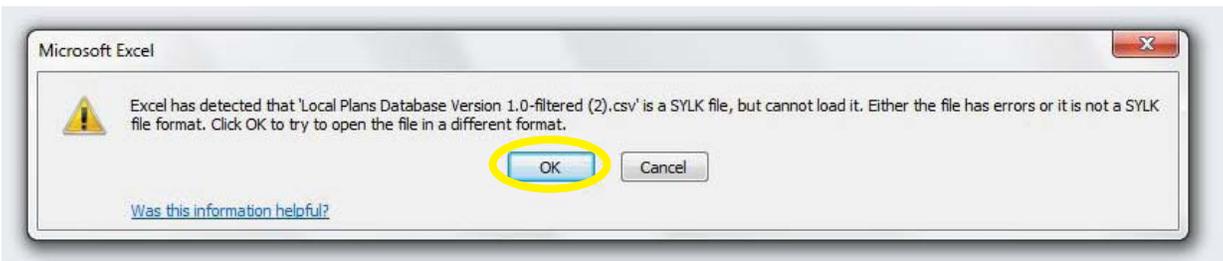


To export **entire database** to Excel

3 Open the downloaded file in Microsoft Excel. If you get the following message, click “Yes.”



4 If you get another message, click “OK.” This should open the database in Excel.



5 Use “Save As” to save the file as an Excel Workbook to a desired location on your computer.

