

## Coverage Count Process overview of Reports

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- 1) This is a typical field sheet used to collect Portable Traffic Counts (PTC). The field staff indicated the location descriptions, route, and station number among other items on this sheet as indicated on sheet 2. These sheets are sent in to the office to begin data entry, processing and analysis. Sheets are reviewed for County name, station number, route ID, route location, machine number, counts 1 and 2, and codes/remarks.
- 2) Status Report shows station data that has been keyed in and station data designated for the collection cycle. There is a manual verification that no more than 10 stations are missing between designated and keyed. (This may have been a program issue.)
- 3) Codes Report, 1<sup>st</sup> Run indicates stations that had issues during collection for the records to have a code assigned to it. See top of Field sheet for code definitions. The Analyst reviews the codes manually to determine if that record should not be processed.
- 4) After records that should not be processed are cleared, the Final Run of Codes Report is completed.
- 5) Route Location edits, 1<sup>st</sup> run, is performed to determine that the proper location description had been recorded. Notes/arrows are provided to indicate what the correct route/location should be.
- 6) After Route Location edits are cleared, the Final Run of this report is completed.
- 7) AADT Processing is initialized for the selected area. A review of records provided with zero errors detected will initialize the printing of the Analysis Report 1<sup>st</sup> Run. The analysis report is used to review the current and the historical AADT values. The data is copied and pasted into the AADT Raw Data Percentage Sheet report to evaluate the +/- fluctuations between current and previous years data. Once issues/deviations have been cleared or accepted the Final Analysis Report is printed.
- 8) After all analysis and corrections have been made the Analysis Summary Report is printed. This report provides information and metrics concerning the analysis of the provided area.