

COPS Baseline 7-3: Topo Log

ABSTRACT

This document is an example of a spreadsheet to keep track of the storage and processing of Electronic Data Collector files. The file is kept in the project sub-directory and saved as “Project Number” Topo Files.XLS (i.e. 20090042-topo files.XLS). The Party Chief is responsible to download his data and complete the log each day. As the data is processed the Project Surveyor inserts his initials in the “processed by” column.