TUTORIAL | Business Surveys

This tutorial explains how to navigate the Full Circle business survey system. The Full Circle business database has various options for surveying businesses, encompassing the following:

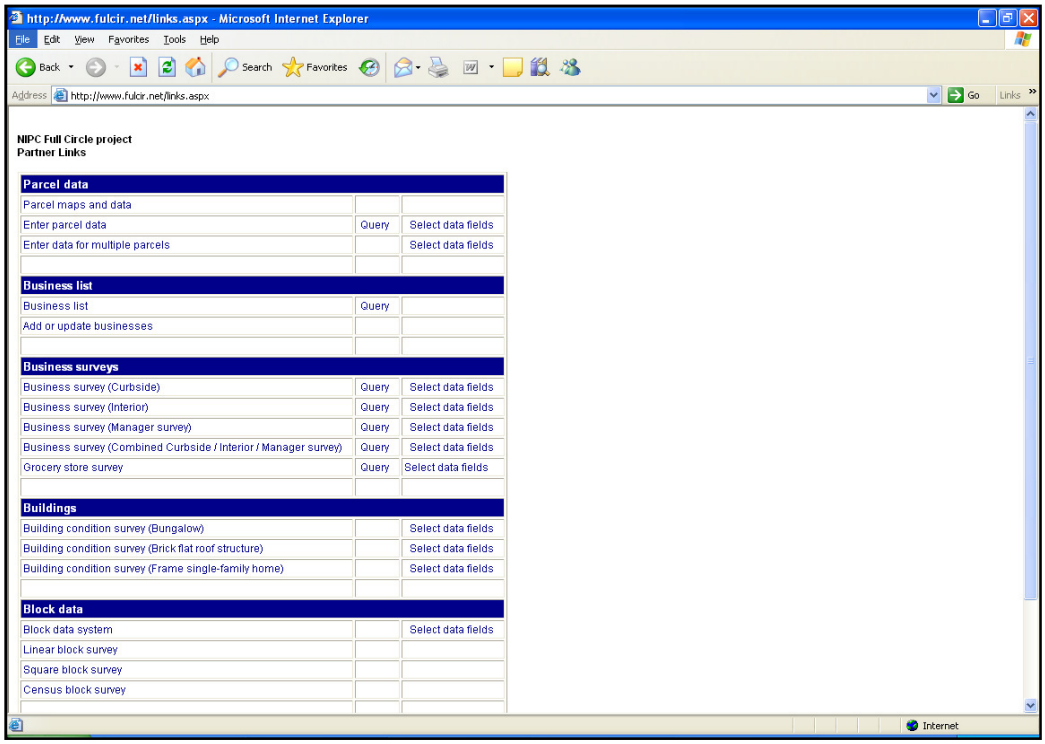
1. **Business List Survey**
   Contains the most basic business information (business name, type, address, and phone number). No additional survey data can be entered for a business until it has been added here.

2. **Business Survey (Curbside)**
   Used to document relevant characteristics of a business from the street as observed from the public right of way.

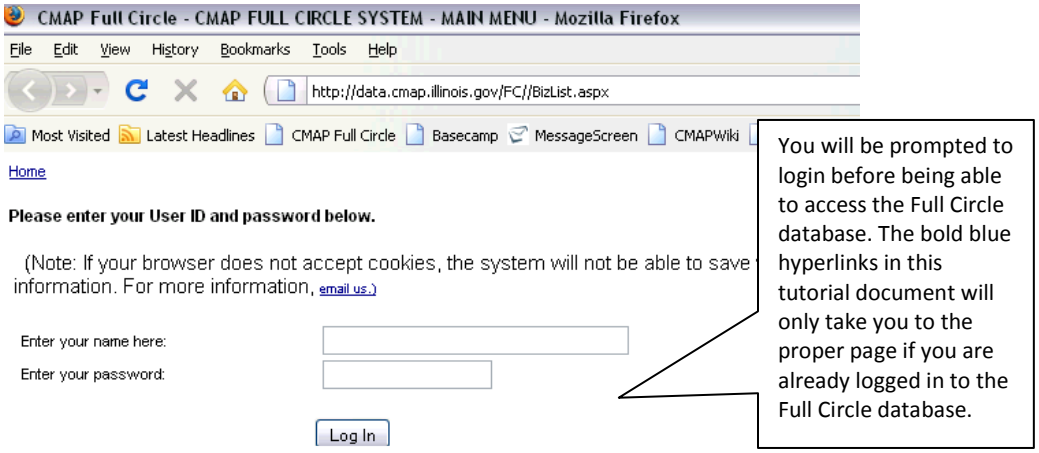
3. **Business Survey (Interior)**
   Used to survey businesses that require entering a business establishment and documenting information about its interior layout and clientele.

4. **Business Survey (Manager)**
   Used when the survey involves directly interviewing business owners or managers to capture their concern and opinions.

5. **Business Survey (General)**
   Combining curbside, interior and manager surveys, it is used to conduct a survey with data fields that apply two or all of the above three surveys.



Main Full Circle page with access to different business surveys.
Access the Database: http://www.fulcir.net/



Business List Survey

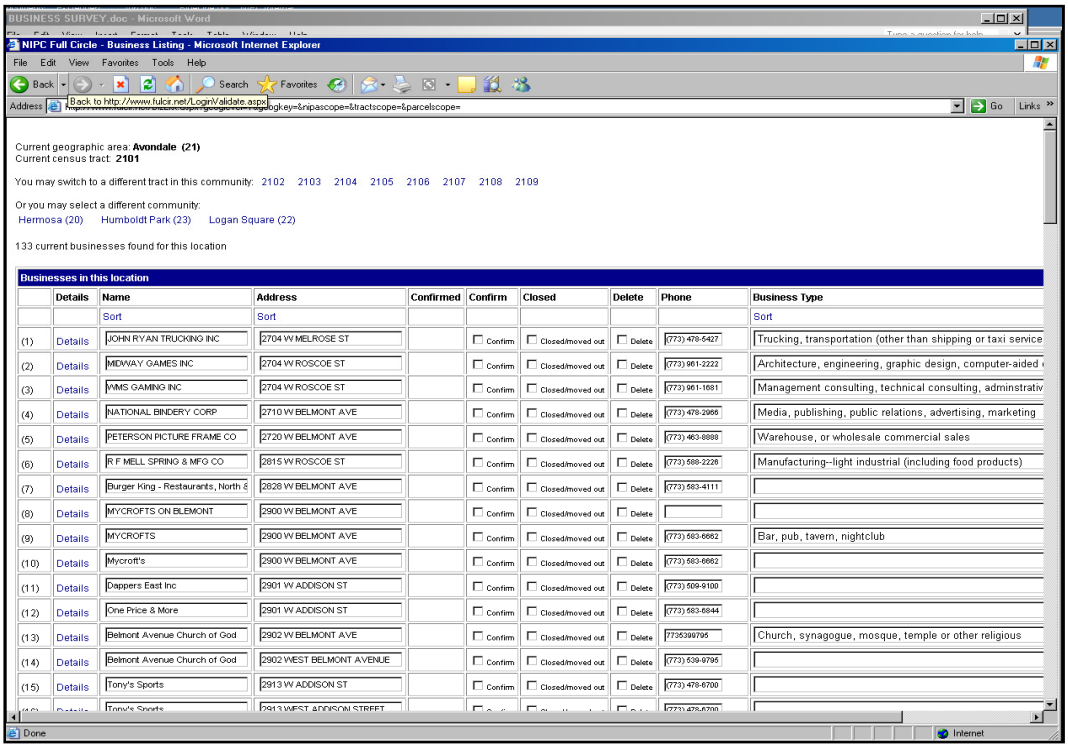
The most basic level of a business data is the **Business List**, which allows users to build an inventory of businesses in their community. A list of businesses can be generated for any particular census tract, Chicago Community Area, or municipality. The **Business List** accepts very limited information on individual businesses (business name, type, addresses and phone number). More detailed information about a business can be added using the **Curbside Survey**, **Manager Survey** or **General Survey**.

Add, delete or update information through the **Business List** in different ways:

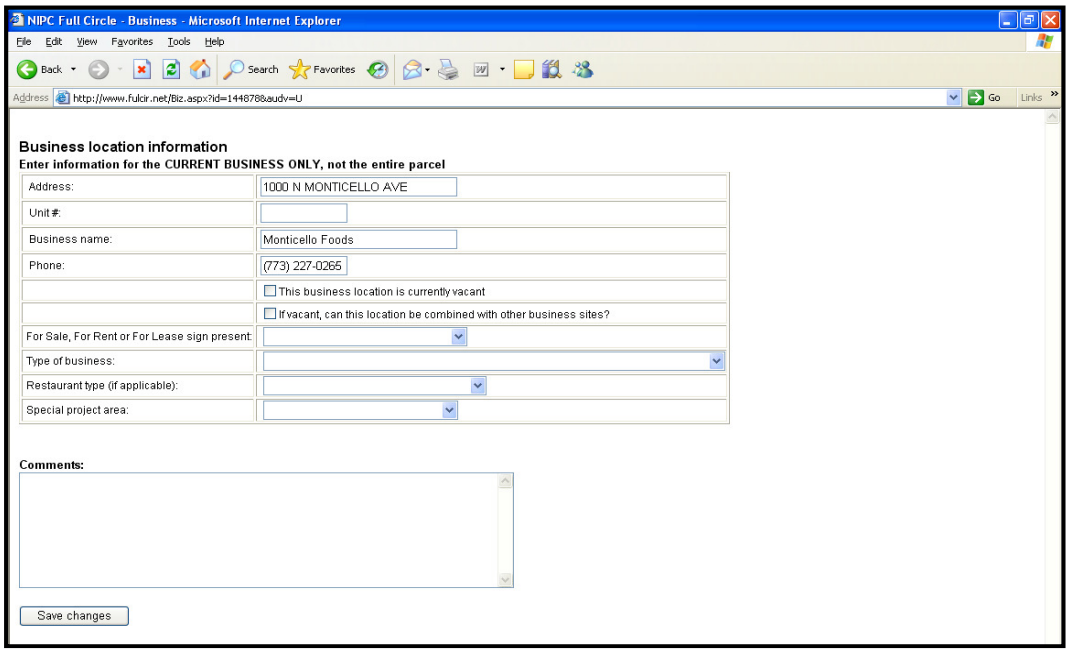
a. Click **Business List** on the main links page (www.fulcir.net/Links.aspx)
b. Click **Enter parcel data** on the main links page, allowing you to enter data about the parcel. When you click **Save** on a commercial property, the **Business List** will appear. Edit or add to this list and click **Save** again to save changes.
c. Click **Query** on the main links page. When you have entered your query criteria, a list of matching businesses will appear. Click **Details** to view any business and update the business information stored in the database. The edits only apply to the CURRENT BUSINESS and NOT all businesses located in the entire parcel.

The **Business List** also allows you to confirm that a business still exists, flag a business that has moved out or closed, or delete a business if it is a duplicate entry or was entered by mistake.

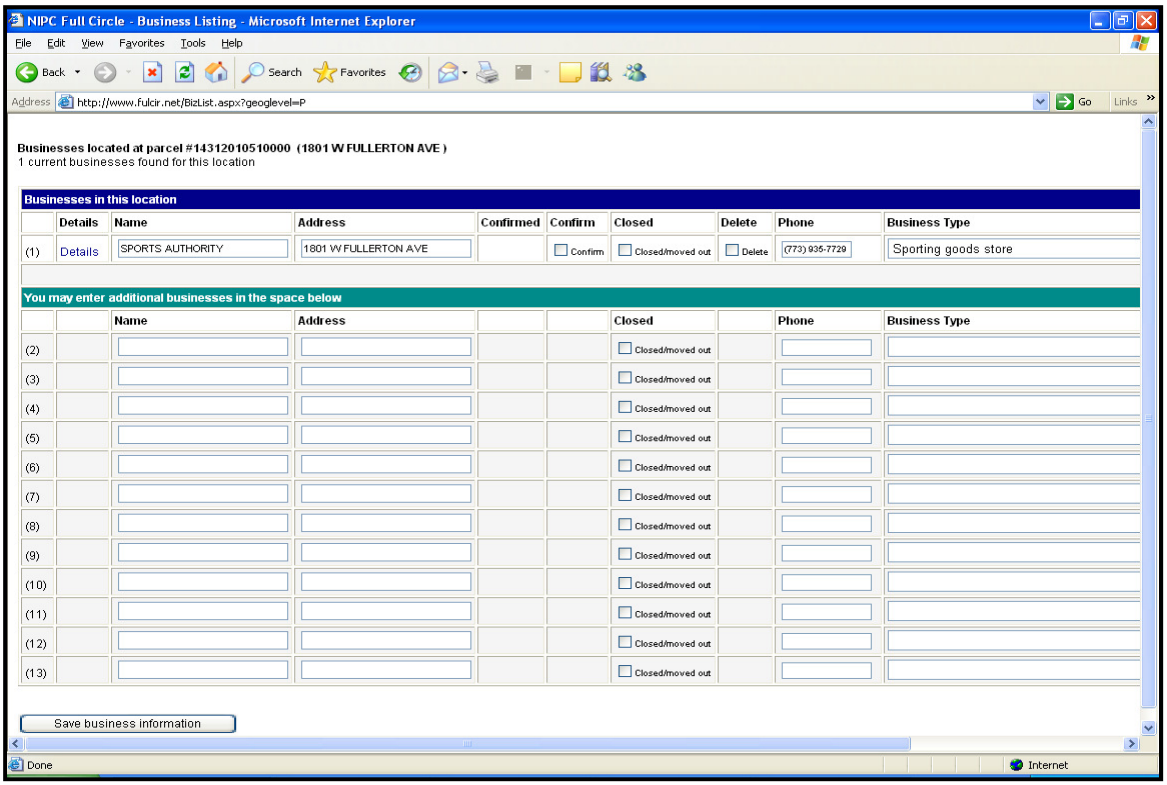
The Business List **Details** link is limited to only a few data fields as shown below.



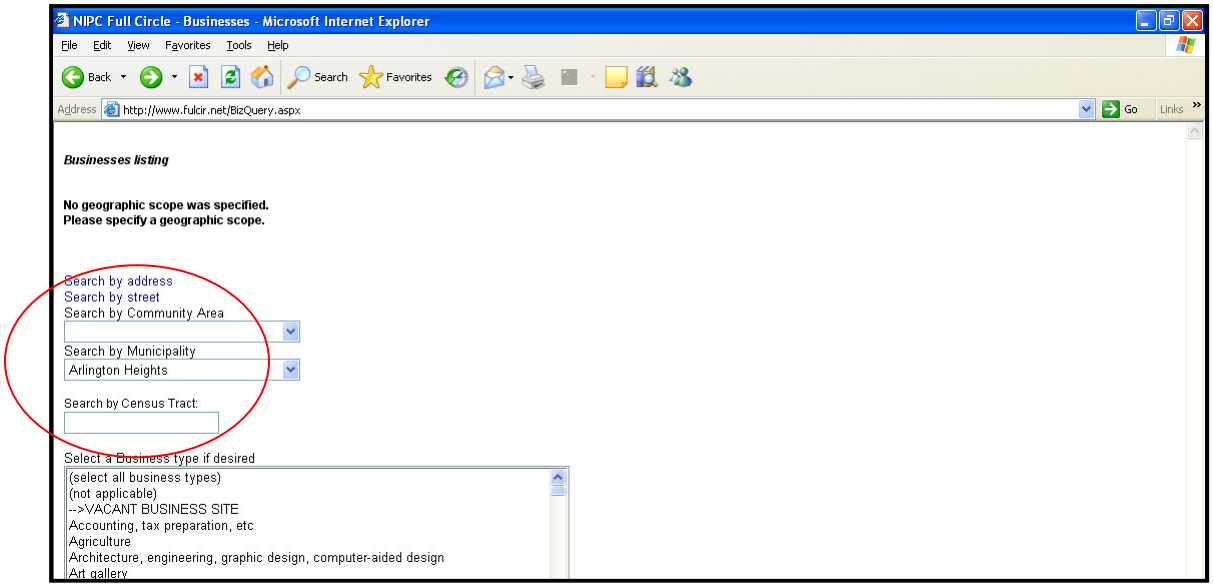
The **Confirmed** field should be checked whenever a particular business listed in the database is confirmed to exist. This is important because the Full Circle business database is pre-populated with businesses from the electronic Yellow Pages and other sources that may not be up to date. Use the checkboxes to indicate whether a business listed on the database has been closed down, or to delete any business added to the list mistakenly. The **Business List** also includes a comments section that can be used to record any notes about the business.



The **Business List** has an **Add or update businesses** link that can be used to add a business that is missing. Clicking the link prompts you to select an address. Selecting an address brings up all existing businesses in the database listed under that particular address. Edit the information on any of the businesses already listed under that address by simply clicking **Details**. Additional businesses located on the same parcel can be added to the database using the **Add or update businesses** link. At any given time, there are always several empty spaces for adding additional businesses located on a given address. If you fill up all the blank lines, simply click **Save** and reselect the **Add or update businesses** link. New blank lines will be provided.



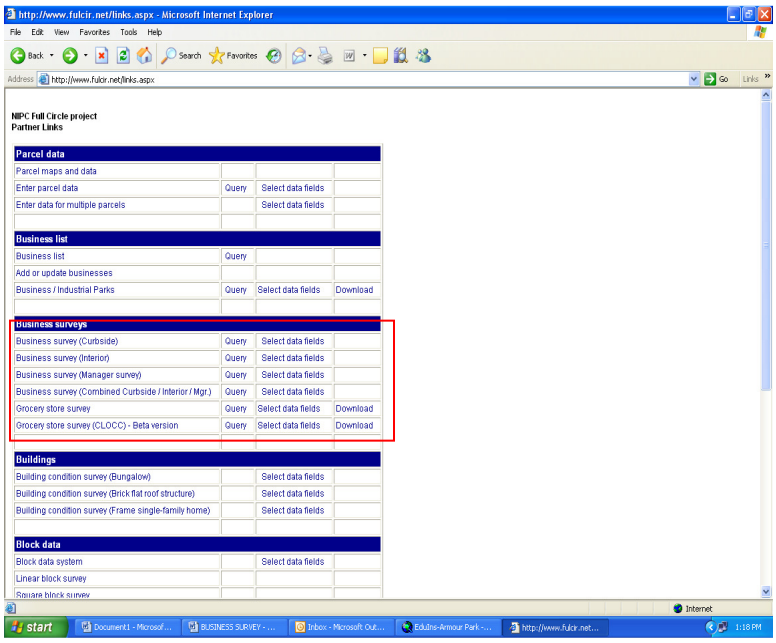
The **Query** link under **Business List** is used to query the database for a list of businesses that meet specified criteria, such as Business Type. The query can also be limited to a certain geographic scope such as a community area, census tract, street/address or municipality. For example, the query function can be used to identify all fast-food restaurants located in a given community area. For a **Query** to be successfully executed, a geographic area must be specified.



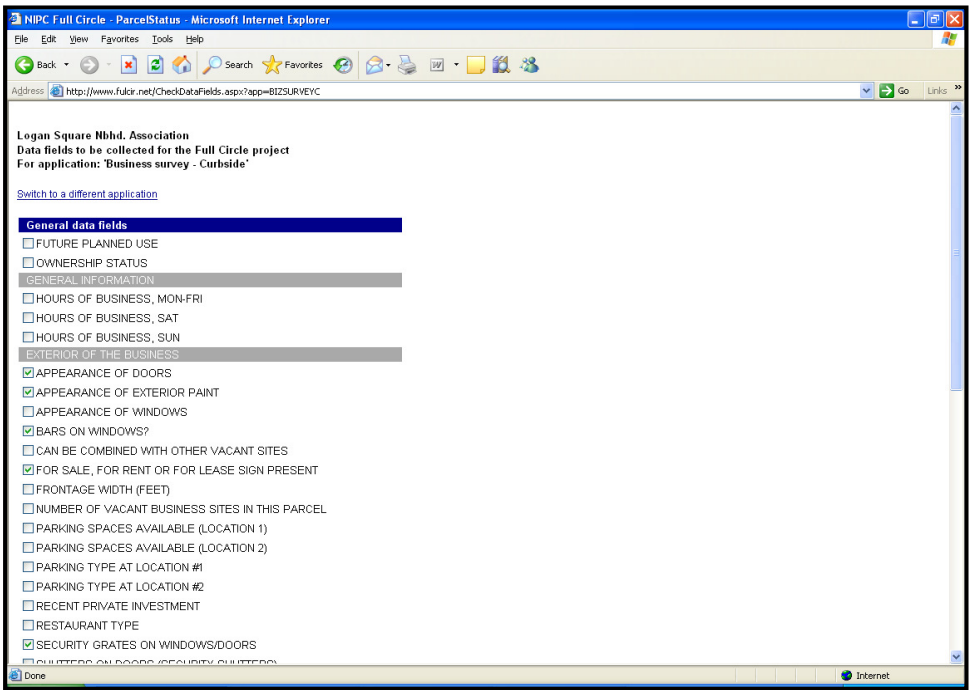
The results of a **Query** can be sorted by name, address or business type. The results also come with **Details** links for editing any record.

Business Surveys

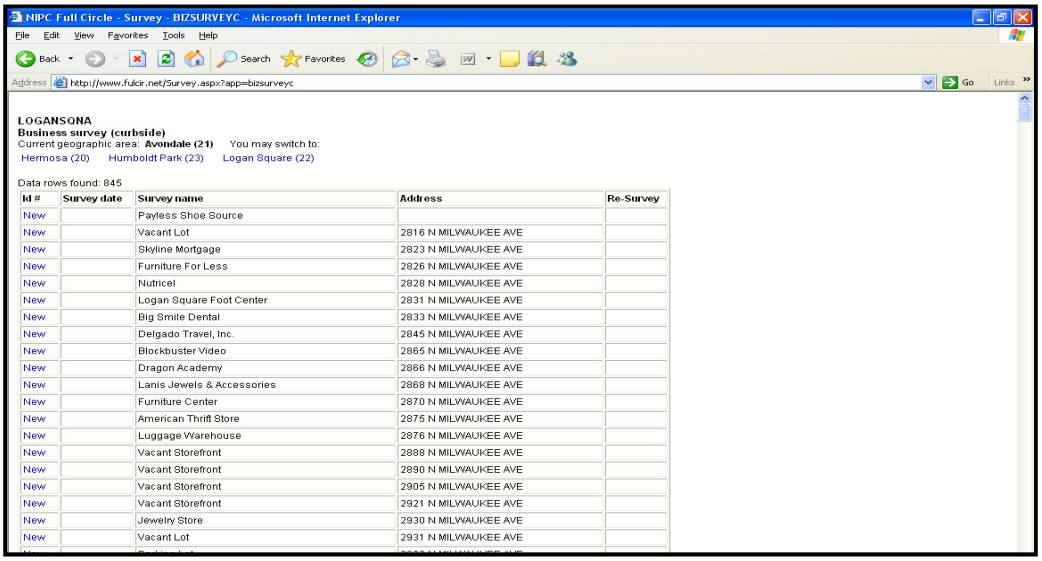
Business Survey links, including the **Business Survey (Curbside)**, **Business Survey (Interior)**, **Business Survey (Manager)**, and **Business Survey (General)** are used to take a more in-depth look at the characteristics of businesses.



Before conducting any survey, first select the appropriate data fields to be mapped from the master list of data fields. To select data fields, click **Select data fields** next to the survey you wish to use, and then proceed to check the data fields you want to enter. Once done, click **Save** and begin your survey.

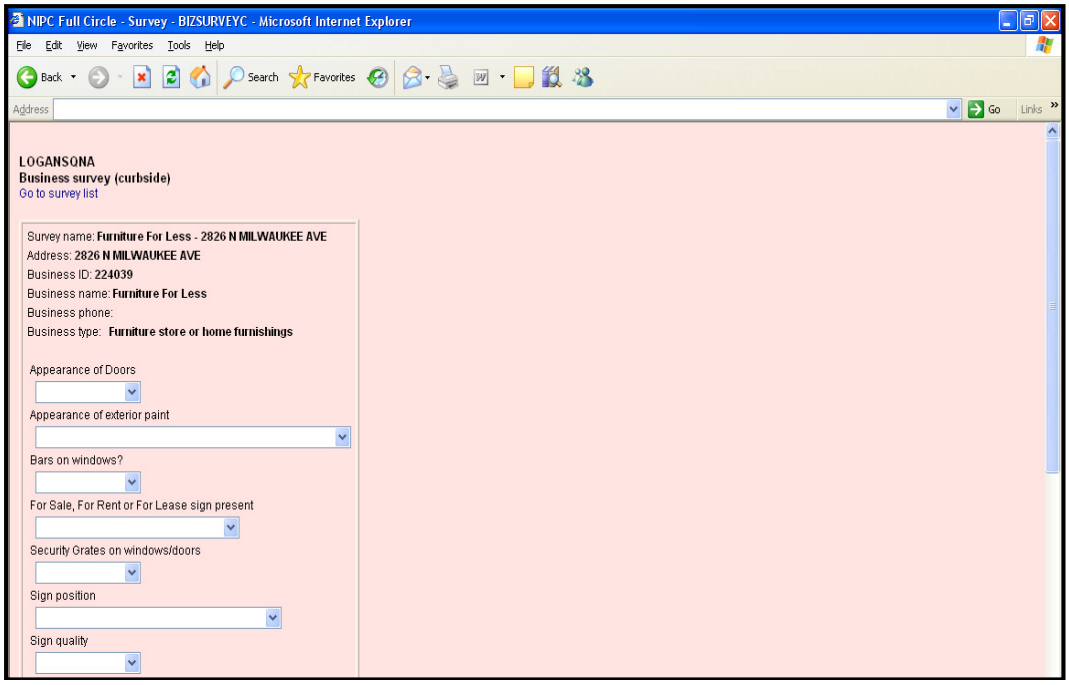


To pull up the survey screen, click the appropriate business survey link (curbside, interior, etc.). A list of all the businesses in the database located in the area will appear. Select the business to be surveyed by clicking its **New** link or survey number in the **Id #** field.



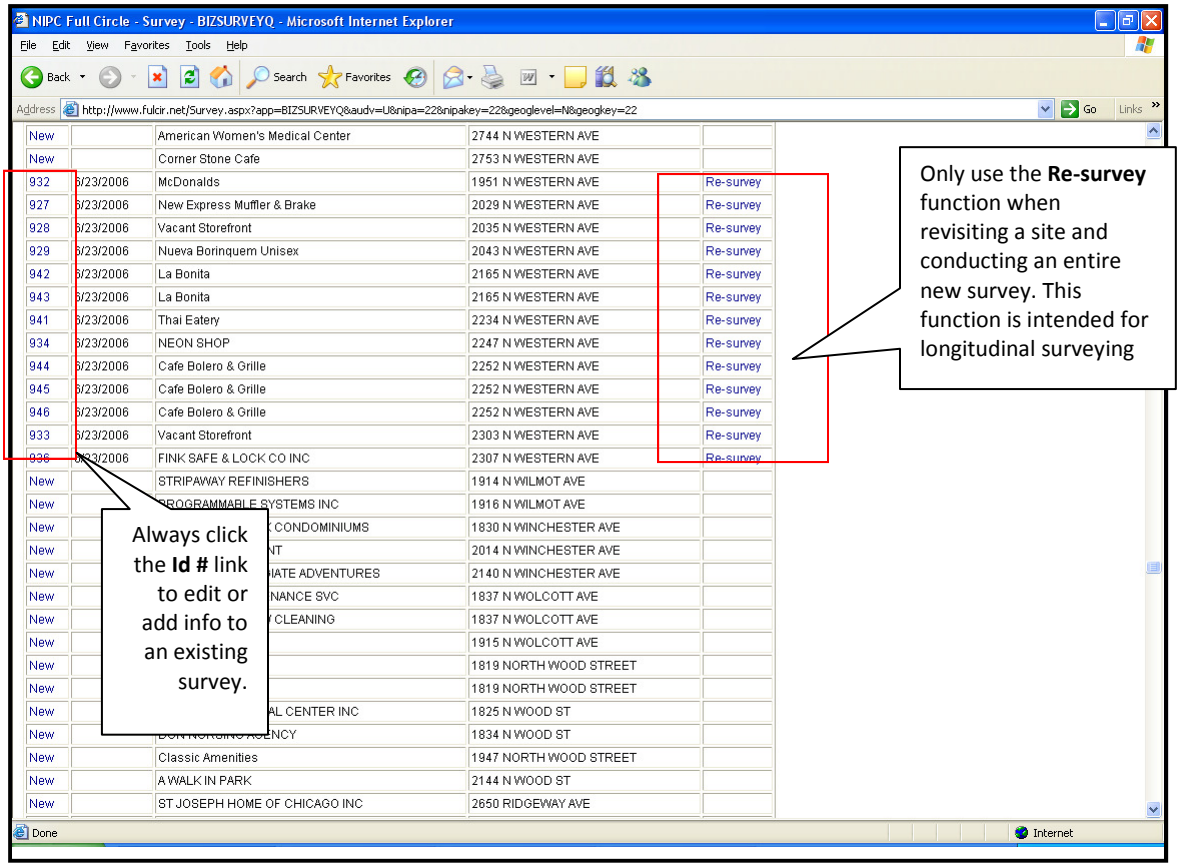
Id #	Survey date	Survey name	Address	Re-Survey
New		Payless Shoe Source		
New		Vacant Lot	2816 N MILWAUKEE AVE	
New		Skyline Mortgage	2823 N MILWAUKEE AVE	
New		Furniture For Less	2826 N MILWAUKEE AVE	
New		Nutricel	2828 N MILWAUKEE AVE	
New		Logan Square Foot Center	2831 N MILWAUKEE AVE	
New		Big Smile Dental	2833 N MILWAUKEE AVE	
New		Delgado Travel, Inc.	2845 N MILWAUKEE AVE	
New		Blockbuster Video	2865 N MILWAUKEE AVE	
New		Dragon Academy	2866 N MILWAUKEE AVE	
New		Lanis Jewels & Accessories	2868 N MILWAUKEE AVE	
New		Furniture Center	2870 N MILWAUKEE AVE	
New		American Thrift Store	2875 N MILWAUKEE AVE	
New		Luggage Warehouse	2876 N MILWAUKEE AVE	
New		Vacant Storefront	2888 N MILWAUKEE AVE	
New		Vacant Storefront	2890 N MILWAUKEE AVE	
New		Vacant Storefront	2905 N MILWAUKEE AVE	
New		Vacant Storefront	2921 N MILWAUKEE AVE	
New		Jewelry Store	2930 N MILWAUKEE AVE	
New		Vacant Lot	2931 N MILWAUKEE AVE	

This will bring up the questionnaire with the selected survey questions.



Complete the survey and save it with the **'Save'** button at the bottom of the survey page. When a business survey is completed and saved, the **Survey Date** and the **'Re-survey'** fields should populate automatically. A survey number is also assigned to that particular record in the **Id #** field.

NOTE: To edit existing information on a particular business, click its survey number in the **Id #** field; never click on **Re-survey**. The **Re-survey** link should only be used for conducting a new survey on the same business after a given period of time. For example, **Re-Survey** would be used if the businesses are being surveyed again after one year to track changes in survey responses.



New		American Women's Medical Center	2744 N WESTERN AVE	
New		Corner Stone Cafe	2753 N WESTERN AVE	
932	6/23/2006	McDonalds	1951 N WESTERN AVE	Re-survey
927	6/23/2006	New Express Muffler & Brake	2029 N WESTERN AVE	Re-survey
928	6/23/2006	Vacant Storefront	2035 N WESTERN AVE	Re-survey
929	6/23/2006	Nueva Borinquem Unisex	2043 N WESTERN AVE	Re-survey
942	6/23/2006	La Bonita	2165 N WESTERN AVE	Re-survey
943	6/23/2006	La Bonita	2165 N WESTERN AVE	Re-survey
941	6/23/2006	Thai Eatery	2234 N WESTERN AVE	Re-survey
934	6/23/2006	NEON SHOP	2247 N WESTERN AVE	Re-survey
944	6/23/2006	Cafe Bolero & Grille	2252 N WESTERN AVE	Re-survey
945	6/23/2006	Cafe Bolero & Grille	2252 N WESTERN AVE	Re-survey
946	6/23/2006	Cafe Bolero & Grille	2252 N WESTERN AVE	Re-survey
933	6/23/2006	Vacant Storefront	2303 N WESTERN AVE	Re-survey
936	6/23/2006	FINK SAFE & LOCK CO INC	2307 N WESTERN AVE	Re-survey
New		STRIPAWAY REFINISHERS	1914 N WILMOT AVE	
New		PROGRAMMABLE SYSTEMS INC	1916 N WILMOT AVE	
New		CONDOMINIUMS	1830 N WINCHESTER AVE	
New		NT	2014 N WINCHESTER AVE	
New		HATE ADVENTURES	2140 N WINCHESTER AVE	
New		NANCE SVC	1837 N WOLCOTT AVE	
New		CLEANING	1837 N WOLCOTT AVE	
New			1915 N WOLCOTT AVE	
New			1819 NORTH WOOD STREET	
New			1819 NORTH WOOD STREET	
New		AL CENTER INC	1825 N WOOD ST	
New		DON NORGINO AGENCY	1834 N WOOD ST	
New		Classic Amenities	1947 NORTH WOOD STREET	
New		A WALK IN PARK	2144 N WOOD ST	
New		ST JOSEPH HOME OF CHICAGO INC	2650 RIDGEWAY AVE	

Other Surveys

The database also contains links that lead to specialized surveys such as surveys for grocery stores, historic buildings or institutions. Specialized surveys may not appear on the main links page unless your organization is conducting a specialized survey or your login password gives you access to see the specialized surveys.