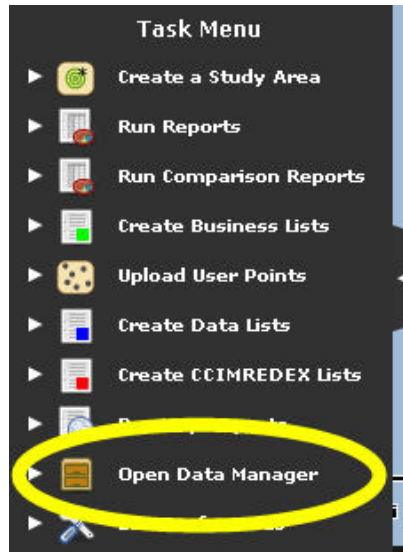


Data Manager Tutorial

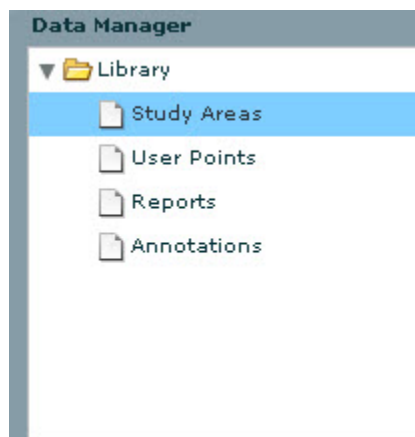
The Data Manager allows users to manage their study areas, reports and user point groups. Data can be organized in a hierarchical structure of folders, activated, deleted, copied, edited and downloaded. To exit the Data Manager and return to the map, click on the "Exit Manager" icon located in the top right corner.

To open the Data Manager, click "Open Data Manager" on the Task menu to the left.



Data Manager Library

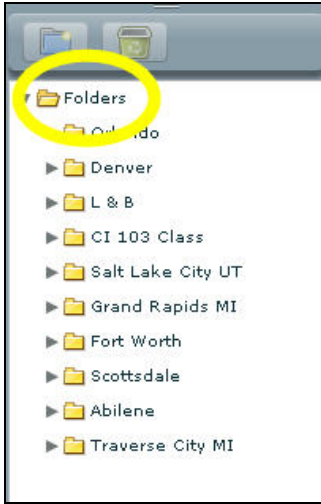
The Data Manager Library is located in the upper right corner of the Data Manager and contains all saved study areas, saved user point groups, reports generated in all report orders and saved annotations. To view saved data, click on the desired folder within the library (Study Areas, User Points, Reports or Annotations).



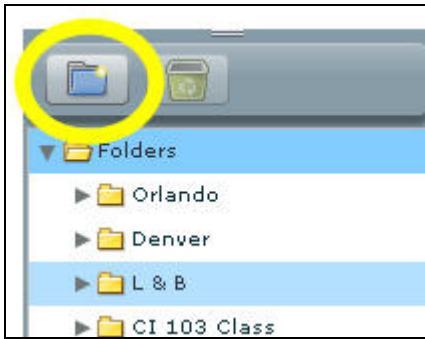
Create User Defined Folders

Users have the ability to create their own hierarchical structure of folders. Follow the steps below to create folders:

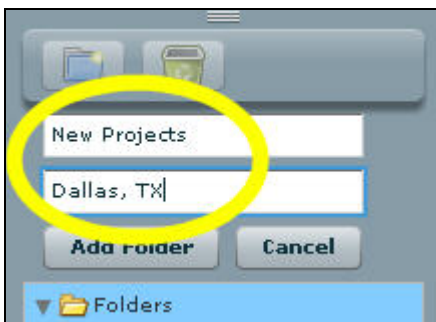
1. Click on 'Folders', which is located in the lower left table within the Data Manager



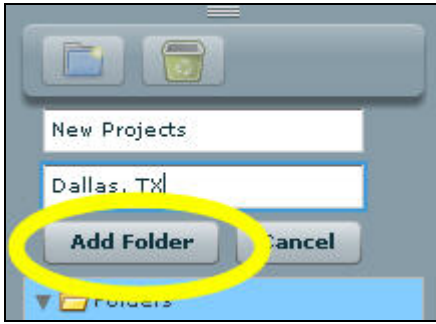
2. Click on the folder icon  and a text box will appear



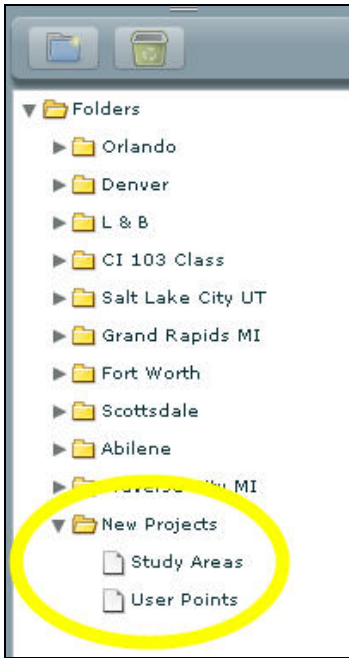
3. Enter the 'Name' for the folder, which is required, and enter an optional 'Description' if desired



4. Click 'Add Folder'



5. The new folder will appear under the folder that was highlighted in Step 1 and it will contain 2 folders, one for Study Areas and one for User Points



6. Repeat the process to continue creating a hierarchical structure of folders

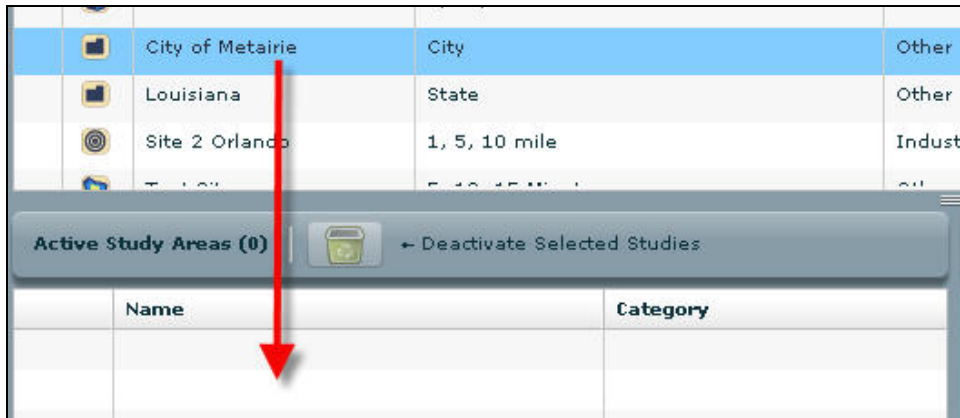
Add data to the folder hierarchy by dragging study areas or user point groups from the Data Manager Library. Study areas will automatically drop into the 'Study Area' folder and user point groups will automatically drop into the 'User Points' folder. Reports cannot be dragged and dropped from the Data Manager Library and stored in the hierarchical structure of folders.



Manage Study Areas

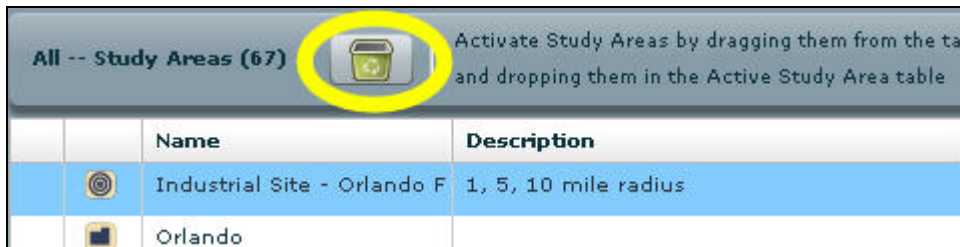
Activate Study Areas

Study areas can be activated within the Data Manager Library by highlighting the desired study area(s) and dragging them into the 'Activate Study Areas' table.



Delete Study Areas

Study areas can be deleted from the Data Manager Library by highlighting the desired study area(s) and clicking on the trash can icon.



Move Study Areas to User Defined Folders

Study areas can be organized and maintained in user-defined folders. To move study area(s) to a user-defined folder, highlight the study area(s) and drag them to the desired folder within the folder tree that is located in the lower left corner of the Data Manager Library.



Edit Study Area Name, Description, Category or Buffer

Study area name, description and category can be edited by highlighting the desired study area and clicking on the field to edit. Rings, donuts and drive-time buffers can be edited by highlighting the desired study area and clicking on the 'Edit' button located at the far left of the record.

	Sister Company	12, 25 mile radius	Unassigned	Mon Mar 16 13:45:23 GMT-0500 2009	Edit Copy
	Office Site	10, 15, 20 minute drivetime	Unassigned	Fri Mar 13 10:34:41 GMT-0500 2009	Edit Copy
	Test Area Denver	1, 2, 3 mile	Land	Mon Mar 16 13:43:06 GMT-0500 2009	Edit Copy

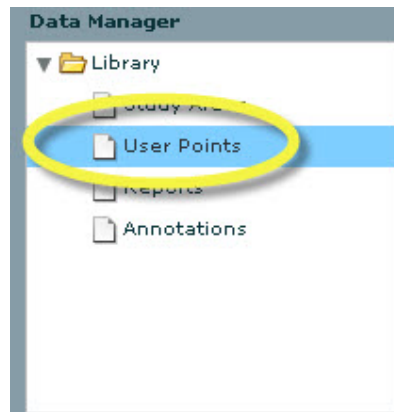
Copy Study Area

Copy a study area by highlighting the desired study area and clicking on the 'Copy' button located at the far left of the record.

	Sister Company	12, 25 mile radius	Unassigned	Mon Mar 16 13:45:23 GMT-0500 2009	Edit Copy
	Office Site	10, 15, 20 minute drivetime	Unassigned	Fri Mar 13 10:34:41 GMT-0500 2009	Edit Copy
	Test Area Denver	1, 2, 3 mile	Land	Mon Mar 16 13:43:06 GMT-0500 2009	Edit Copy

Manage User Points

To access user points, simply click on the 'User Points' folder within the Data Manager Library, which is located in the upper right corner of the Data Manager.



Activate User Points

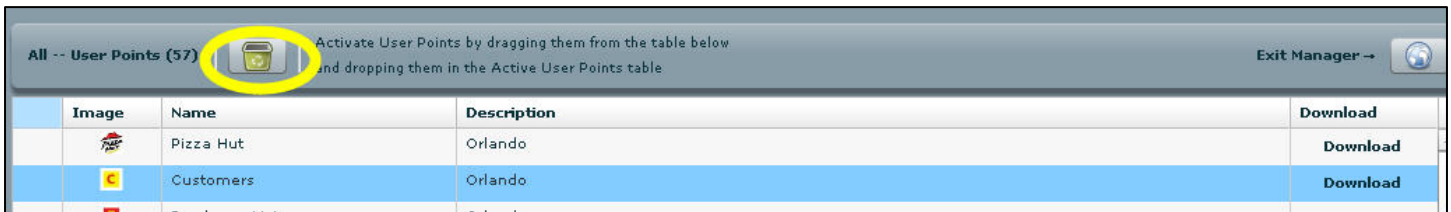
User points can be activated within the Data Manager Library by highlighting the desired user points and dragging them into the 'Activate User Points' table.

	Customers	Denver	Download
	Employees	Denver	Download

Active Study Areas (0)			Deactivate Selected Studies	Active User Points (0)			Deactivate Selected User Points
Name	Category	Name	Description	Icon			

Delete User Points

User points can be deleted from the Data Manager Library by highlighting the desired user points and clicking on the trash can icon.



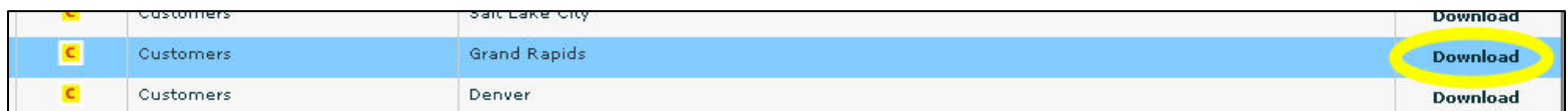
Move User Points to User Defined Folders

User points can be organized and maintained in user-defined folders. To move user points to a user-defined folder, highlight the user points and drag them to the desired folder within the folder tree that is located in the lower left corner of the Data Manager Library.



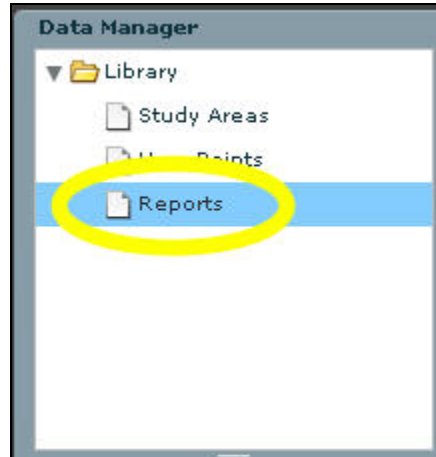
Download User Points

User points can be downloaded to a CSV file by highlighting the desired user points and clicking on the 'Download' button located at the far left of the record.



Manage Reports

To access reports generated in report orders, simply click on the 'Reports' folder within the Data Manager Library, which is located in the upper right corner of the Data Manager. All reports will be stored in the Data Manager for 60 days. After 60 days, the reports will automatically be deleted from the 'Reports' folder. If users wish to maintain reports longer than 60 days, reports should be saved to an external location outside of the application. User can delete reports or access them in a variety of methods as documented below.



Delete Report Orders

Reports can be deleted from the Data Manager Library by highlighting the desired report and clicking on the trash can icon.



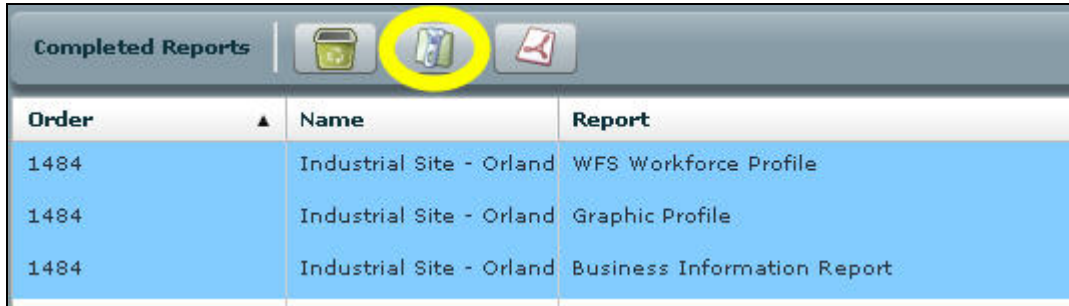
Open Reports

Click on 'Open' and the selected report will be displayed onscreen. Only one report can be opened at a time.

1484	Industrial Site - Orland	Quarterly Demographic Report	PDF	Mon Mar 2 12:27:15 GMT-0600 2009	Open
1485	Industrial Site - Orland	Custom Business Extract	XLS	Mon Mar 2 12:28:51 GMT-0600 2009	Open
1491	Industrial Site - Orland	Banks Extract	XLS	Mon Mar 2 12:34:06 GMT-0600 2009	Open

Get Selected Reports as ZIP File

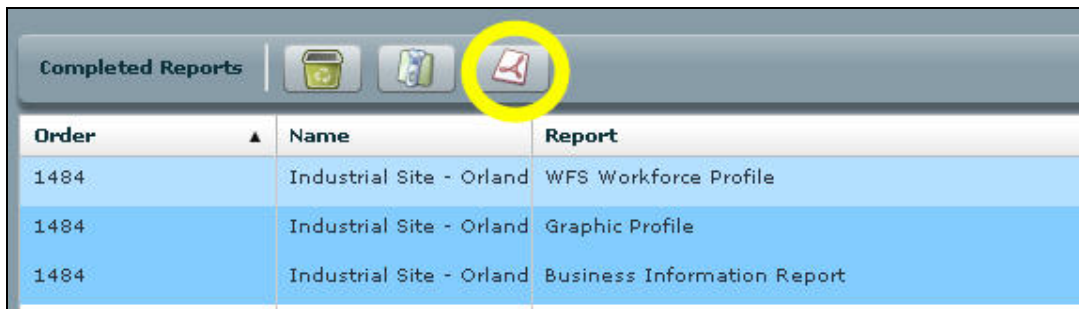
Click on the zip icon and the selected reports will be displayed on screen in a zip file.



Order	Name	Report
1484	Industrial Site - Orland	WFS Workforce Profile
1484	Industrial Site - Orland	Graphic Profile
1484	Industrial Site - Orland	Business Information Report

Get Selected Reports as PDF File

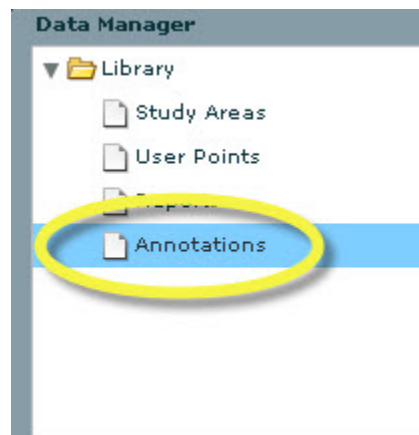
Click on the PDF icon and the selected reports will be displayed onscreen in a PDF file.



Order	Name	Report
1484	Industrial Site - Orland	WFS Workforce Profile
1484	Industrial Site - Orland	Graphic Profile
1484	Industrial Site - Orland	Business Information Report

Manage Annotations

To access annotations, simply click on the 'Annotations' folder within the Data Manager Library, which is located in the upper right corner of the Data Manager.



Activate Annotations

Annotations can be activated within the Data Manager Library by highlighting the desired annotations and dragging them into the 'Activate Annotation Groups' table.

Name	Description
Doral Beacon Building	Miami, FL
Office Site Flag	Naples
Willow Park Dr	Naples
Miami Test	
CC Sample	

Active Study Areas (0)		Active User Points (0)		Active Annotation Groups (0)	
Name		Name		Name	

Delete Annotations

Annotations can be deleted from the Data Manager Library by highlighting the desired annotations and clicking on the trash can icon.

Annotation Groups (5)	
	Activate annotation groups by dragging them from the table below and dropping them in the Active User Points table
Name	Description
Doral Beacon Building	Miami, FL
Office Site Flag	Naples
Willow Park Dr	Naples