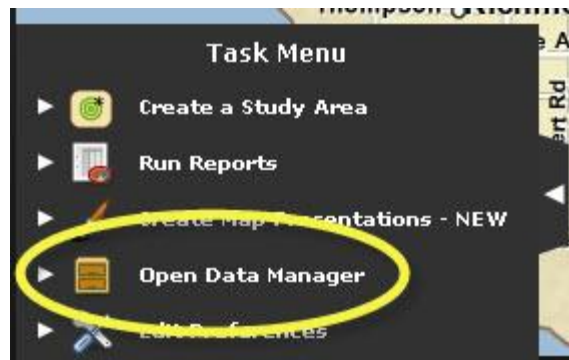


Data Manager Tutorial

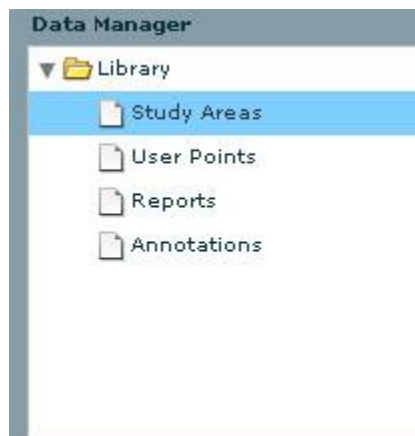
The Data Manager allows users to manage their study areas, reports and user point groups. Data can be organized in a hierarchical structure of folders, activated, deleted, copied, edited and downloaded. To exit the Data Manager and return to the map, click on the "Exit Manager" icon located in the top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

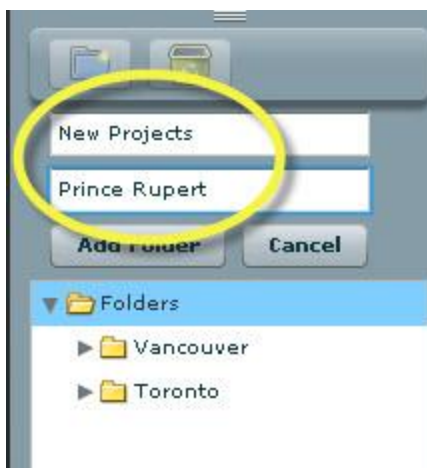
1. Click on 'Folders', which is located in the lower left table within the Data Manager.



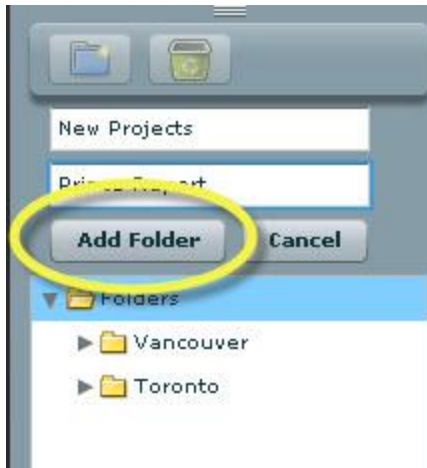
2. Click on the folder icon  and a text box will appear.



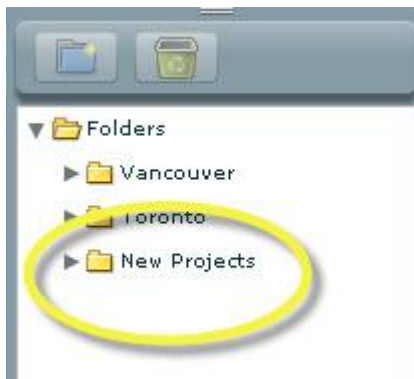
3. Enter the 'Name' for the folder, which is required, and enter an optional 'Description' if desired



4. Click 'Add Folder'

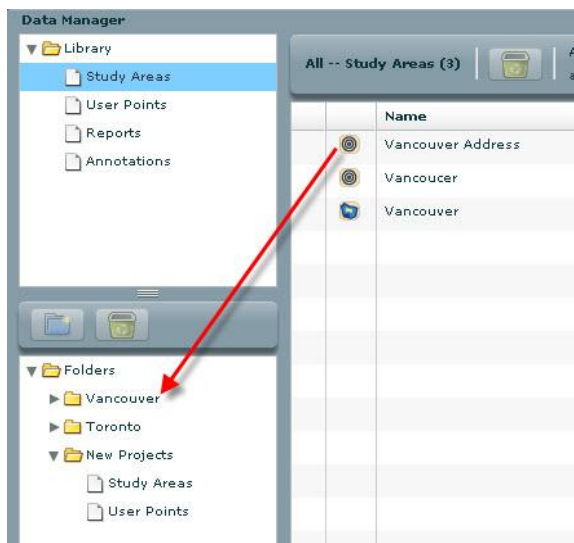


5. The new folder will appear under the folder that was highlighted in Step 1 and it will contain 2 folders, one for Study Areas and one for User Points



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

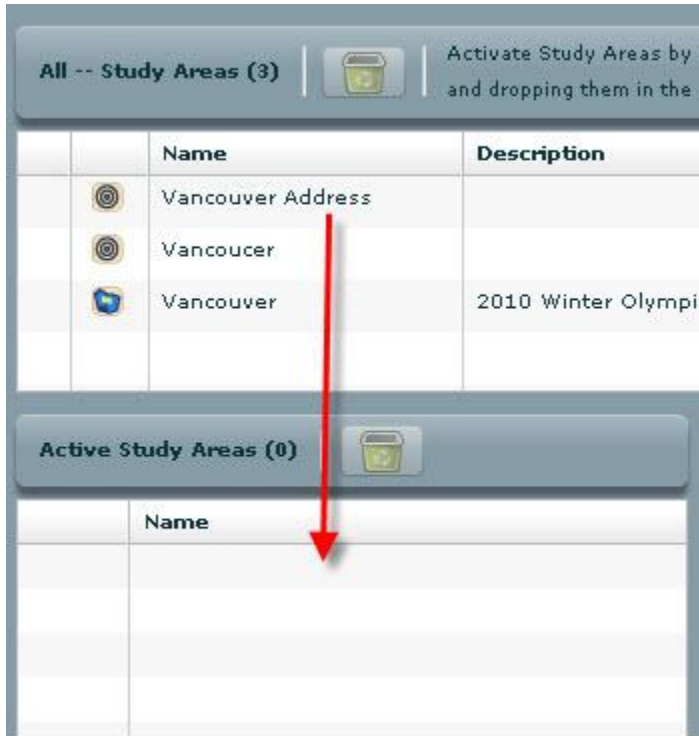
Add data to the folder hierarchy by dragging study areas or user point groups from the Data Manager Library. Study areas will automatically drop into the 'Study Area' folder and user point groups will automatically drop into the 'User Points' folder. Reports cannot be dragged and dropped from the Data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






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.

	Name	Description	Category	Last Modified	Edit Copy
	Vancouver Address		Unassigned	Tue Feb 23 19:14:25 GMT-0600 2010	Edit Copy
	Vancouver		Unassigned	Tue Feb 23 10:44:13 GMT-0600 2010	Edit Copy
	Vancouver	2010 Winter Olympics	Other	Tue Feb 23 09:11:08 GMT-0600 2010	Edit Copy

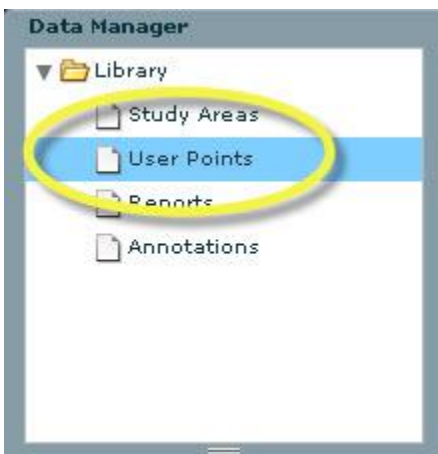
Copy Study Area

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

	Name	Description	Category	Last Modified	Edit Copy
	Vancouver Address		Unassigned	Tue Feb 23 19:14:25 GMT-0600 2010	Edit Copy
	Vancouver		Unassigned	Tue Feb 23 10:44:13 GMT-0600 2010	Edit Copy
	Vancouver	2010 Winter Olympics	Other	Tue Feb 23 09:11:08 GMT-0600 2010	Edit Copy

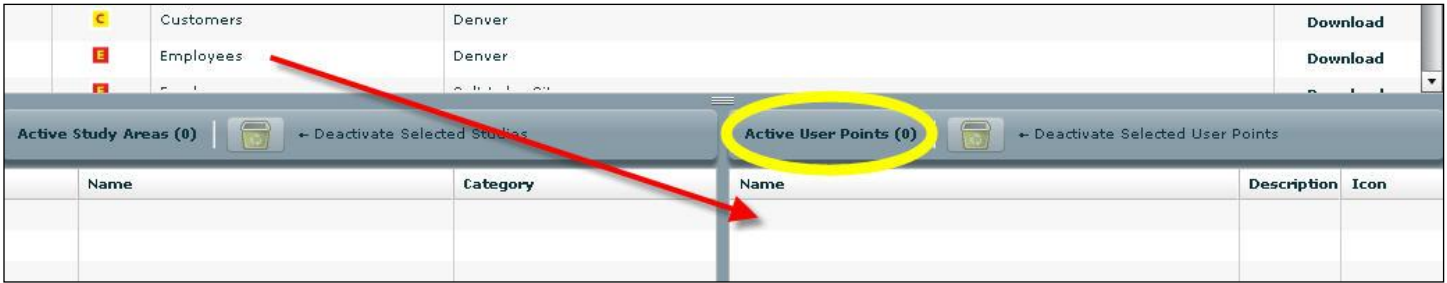
Manage User Points

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.



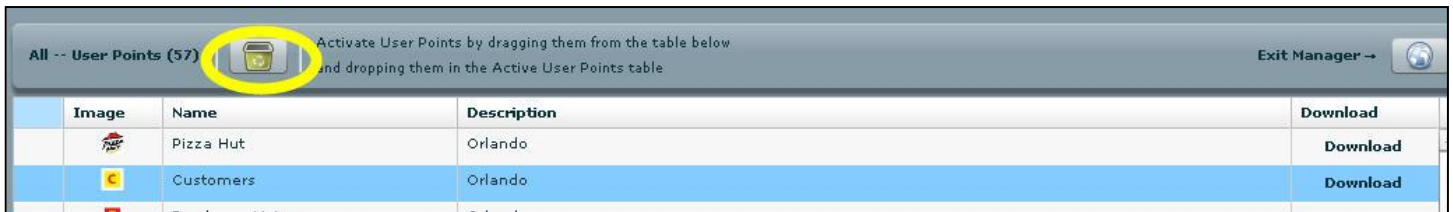
Activate User Points

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.



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.



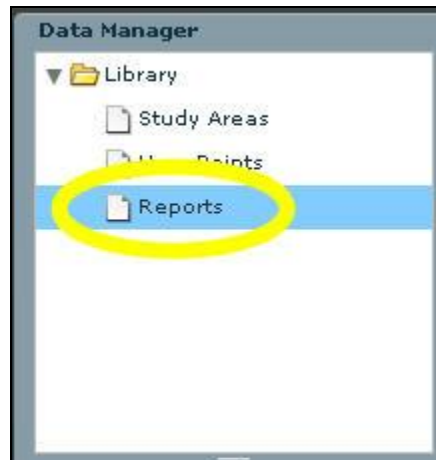
Download User Points

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.

	Customers	Salt Lake City	Download
	Customers	Grand Rapids	Download
	Customers	Denver	Download

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.



The image shows a screenshot of the 'Completed Reports' table. The table has three columns: 'Order', 'Name', and 'Report'. There are two rows of data. Above the table, there are three icons: a trash can, a folder, and a document. The trash can icon is highlighted with a yellow circle.

Order	Name	Report
233137	Vancouver Address	Demographic and Income Canada
233137	Vancouver Address	Age By Sex Canada

Open Reports

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



Order	Name	Report	Format	Created	Open
233137	Vancouver Address	Demographic and Income Canada	PDF	Tue Feb 23 22:06:14 GMT-0600 2010	Open
233137	Vancouver Address	Age By Sex Canada	PDF	Tue Feb 23 22:06:14 GMT-0600 2010	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
233137	Vancouver Address	Demographic and Income Canada
233137	Vancouver Address	Age By Sex Canada

Get Selected Reports as PDF File

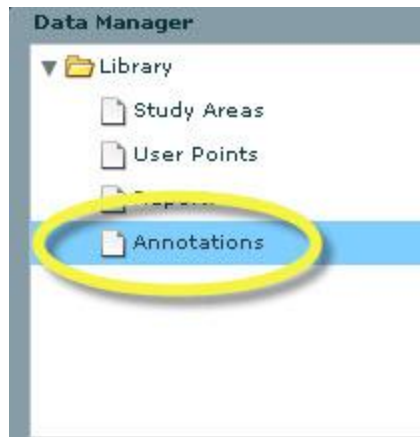
Click on the PDF icon and the selected reports will be displayed onscreen in a PDF file.



Order	Name	Report
233137	Vancouver Address	Demographic and Income Canada
233137	Vancouver Address	Age By Sex Canada

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.



Delete Annotations

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

