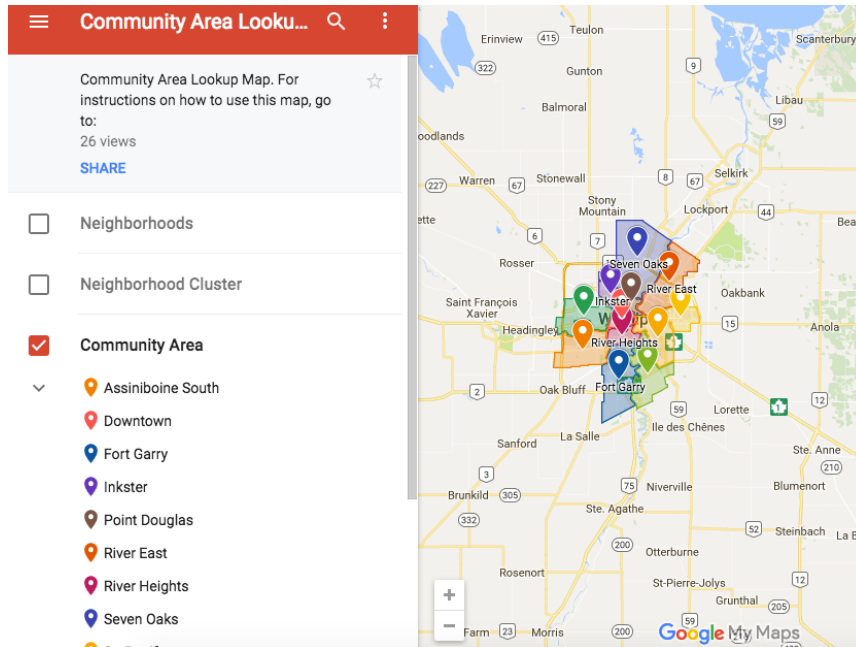


# Instructions

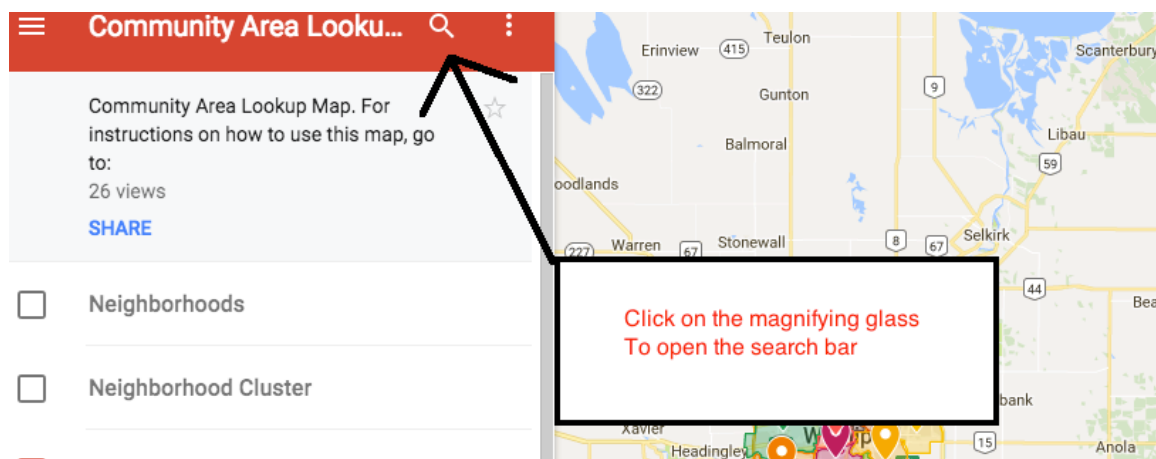
## Alternate Client Referral Mapping Application June 5, 2017

### Step 1: Search the clients address

Once you have launched the Alternate Client Referral Map, it will look like this:

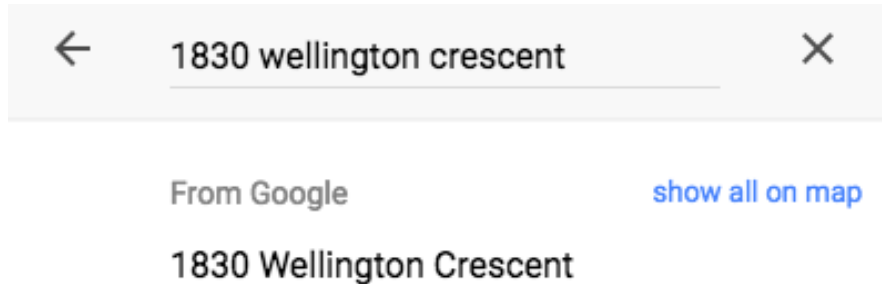


The first step in searching for a client is to open the search window. To do this, click on the magnifying glass next to the map title, one the red title bar.



When you click the magnifying glass, a new search window will appear on your screen. Type the address of the client location you are searching for along the top of this window. Once you have typed in the address you are interested in, click on the hyperlink under “Move Map To” and the map will zoom to the client location and a small red pin marker will appear on your map. **To turn this small pin marker into a large icon, click on the hyperlink under “From Google”.**

Example:

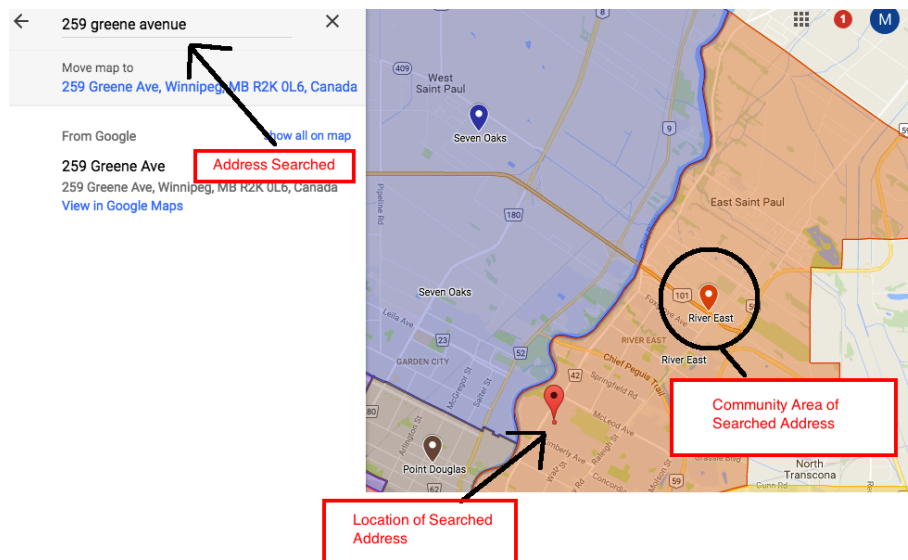


Note: To zoom in and out, use the + and - buttons on the bottom left hand side of the map. If you attempt to double click to zoom...you will loose the Pin Marker that represents the location of your clients address.

## Step 2: Determining the Community Area your client lives in

The Community Area a client resides in can be determined in one of two ways:

1. Click beside the location icon and the name of the CA will appear in an information tab at top left of the screen
2. Zoom out so that you can see which CA the client location falls in.

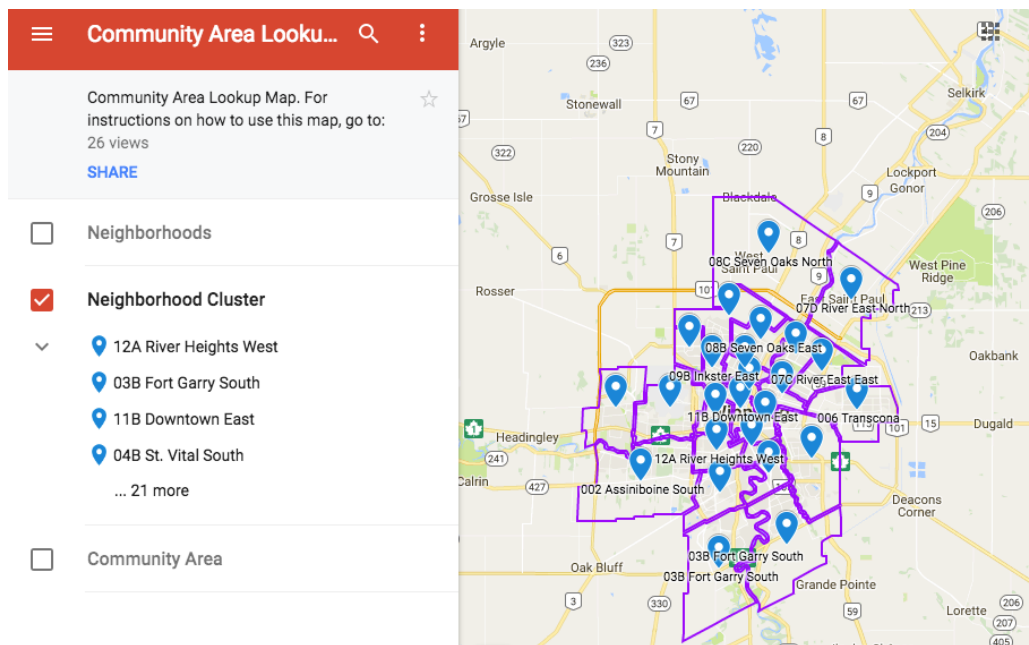


#### Step 4: Determine what Neighborhood Cluster a client lives in

To determine the Neighborhood cluster that a Client lives in, you will need to repeat the same steps that you did to determine the community area – but this time you will need to select “Neighborhood Cluster” from the menu on the left of the map and turn off (unclick) Community Area.

If you have an address already in the search window, click on the back button to the left of the searched address. This will bring you back to the original window, and allow you to select a different geographic boundary from the menu.

Once you have selected the Neighborhood Cluster layer from the menu, you will see all of the neighborhood cluster boundaries shown on the map.



To determine the location of a client, simply type in their address in the search bar like you did to determine the community area.

Again, once you have typed the address into the search field, clicked on the hyperlink under “Move Map To”, a pinpoint will be placed at that client’s location. Once you have marked the clients location, there are two ways to view the neighborhood cluster the client lives in:

1. Zoom out of the map and view the label of the polygon where the client is living to determine the neighborhood cluster
2. Click next to the clients location and the window on the left of the map will display the neighborhood cluster that client lives in.

### **Step 5: Determine what neighborhood a client lives in**

To determine the Neighborhood of a clients address, follow the same steps as you did to determine the clients' community area and the neighborhood cluster.

1. Select Neighborhoods from the Menu list on the left hand side of the map and unclick (turn off) any other may layers that are loaded (Community Area, Neighborhood Cluster)
2. Click on the magnifying glass to open the search bar
3. Type the clients address into the search bar
4. Press enter or click the hyperlink under "Move Map To" to see the pin marker on the map & view the clients address location
5. Click beside the Red pin marker (representing your clients address), to determine the neighborhood that client lives in.

**Note: You must determine the geography you are looking for prior to entering the client's address. If you would like to determine multiple geography levels, you must repeat the search 3 times – once for each geography of interest.**