

*CRA Wiz and Fair Lending Wiz*  
Version 7.2

# **CRA Wiz and Fair Lending Wiz: Mapper**

## **Mapper User Guide**

October, 2016

This publication was written for: CRA Wiz and Fair Lending Wiz: Mapper

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# Chapter 1:

## Mapping Assessment Areas

Mapping in CRA *Wiz* is a valuable tool that helps institutions complement their lending analysis. There is a variety of data available in CRA *Wiz*, including business, product, economic, projected business, and geodemographic data. You can use this data to create a map of a specific geographic area. The geographic area you use for your map can either be an existing assessment area or the area for which you have activity in your [current file](#)--all the areas in which your institution has loans, or a geographic area you define.

For more information on mapping functionality in CRA *Wiz* and Fair Lending *Wiz*, refer to the following topics:

[Accessing the Mapper](#)

[Refreshing Map](#)

[Creating Assessment Area Map](#)

[Adding Selected Area to Assessment Area](#)

[Working with Custom Coordinate Files](#)

[Mapping Peer Branches](#)

[Displaying Selected Area Only](#)

[Plotting Address](#)

[Printing Maps](#)

[Exporting Maps](#)

[Premium Mapping Modules](#)

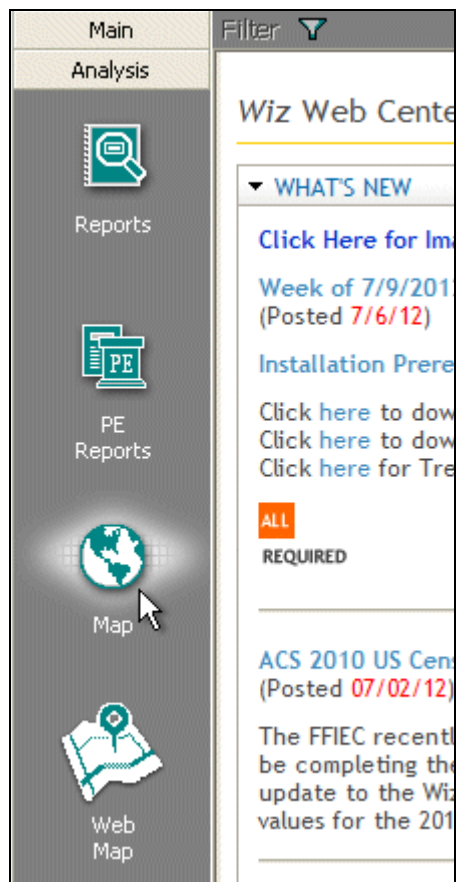
## Accessing the Mapper

To access the **Mapper**, follow these steps:

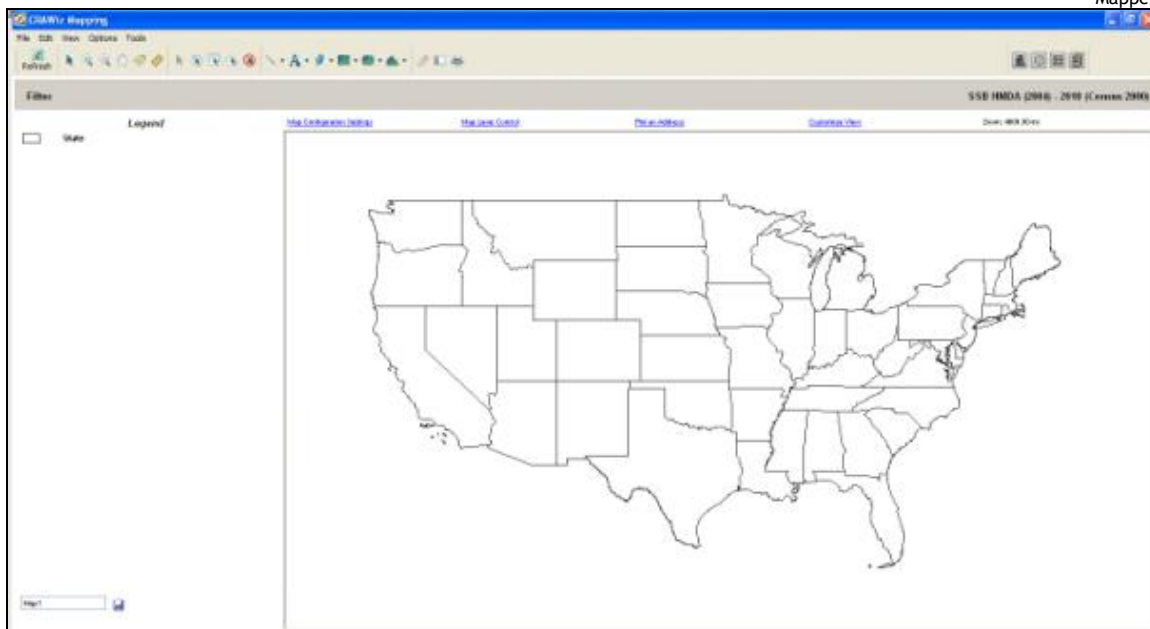
1. Click the **Analysis** tab.

The software displays the **Analysis** view bar.

2. Click the **Map** button.



The software displays the **Mapper** main screen in a separate window:

**Note:**

The map image will default for the region of mapping data that you have installed.

## Creating Map of an Assessment Area

You can use CRA *Wiz* to create a map of your assessment area.

You can enhance the display of information on your map by adding layers.

Layers include the following:

- Boundary layers - these include MSAs, congressional districts, bodies of water, and parks.
- Linear layers - these include railroad tracks and roads.
- Point layers - these indicate the location of airports, places of worship, and schools.
- Themes - add or remove themes from the map.

To create a map, use the following procedures:

[Setting Map Parameters Overview](#)

[Adding Map Layers](#)

[Applying Labels to Map Layers](#)

[Modifying Layer Display](#)

[Modifying Existing Themes](#)

[Applying Theme to Current File](#)



## Setting Map Parameters Overview

To set map parameters, you use the options available in the [Map Settings](#) pane:

The screenshot shows the 'Map Settings' pane with two tabs: 'Map Settings' and 'Saved Maps'. The 'Map Settings' tab is active, and the window has 'Clear', 'Apply', and 'X' buttons in the top right corner.

**General**

**Geographic Breakdown By:** **1**  Census Tract  County  MSA  State **4**

**Data Files Displayed By:**

Current File Area

User Defined Assessment Area **2**  
 Current: Boston AA  
[Change Your Assessment Area](#)

Custom Area  
 Current: None  
[Select Your Area](#)

**Map View**

Map Area  Current

---

**Customize Your Display**

**Choose Your Data: Thematic Shading:**

[Select a Layer](#)  
 Current: No layer selected

[Change Display Settings](#)  
 Current: default

**Choose Your Data: Thematic Overlay:**

[Select a Layer](#)  
 Current: No layer selected

[Change Display Settings](#)  
 Current: default

**Dot Density** **3**

[Select a Layer](#)  
 Current: No layer selected

[Change Display Settings](#)  
 Current: default

**Pie Chart**

[Create a Pie Chart](#)  
 Current: No layer selected

[Change Display Settings](#)  
 Current: default

**Add Data Labels**

[Select a Layer](#)  
 Current: No layer selected

[Select a Layer](#)  
 Current: No layer selected

[Select a Layer](#)  
 Current: No layer selected

Options include:

- **Geographic Breakdown - (1)** - Use the options in the **Geographic Breakdown By** section of the Map Settings pane to select at which [geographic level](#) you want to display map information--Census Tract, County, State, or MSA.
- **Selecting Area - (2)** - Use the options in the **Data Files Displayed By** section of the Map Settings pane to display geographic information from your [current file](#), using a [previously saved assessment area](#), or [by defining a custom assessment area](#).
- **Adding Themes - (3)** - Use the options in the **Customize Your Display** section of the Map Settings pane to add thematic information to a map including [thematic shading](#), [thematic overlay](#), [dot density](#), [pie charts](#), or [data labels](#).

**Important!** After configuring all of the necessary map parameters in the Map Settings pane, apply the changes to your map using the Map Settings pane **Apply** button - (4).

For more information on setting map parameters, refer to the following topics:

[Accessing Map Settings Pane](#)

[Selecting Geographic Breakdown](#)

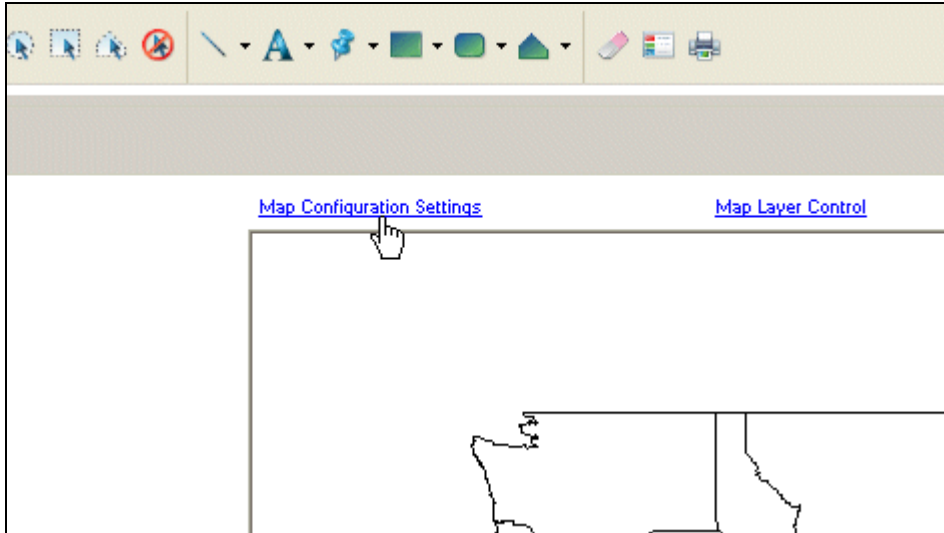
[Selecting Area](#)

[Adding Themes](#)

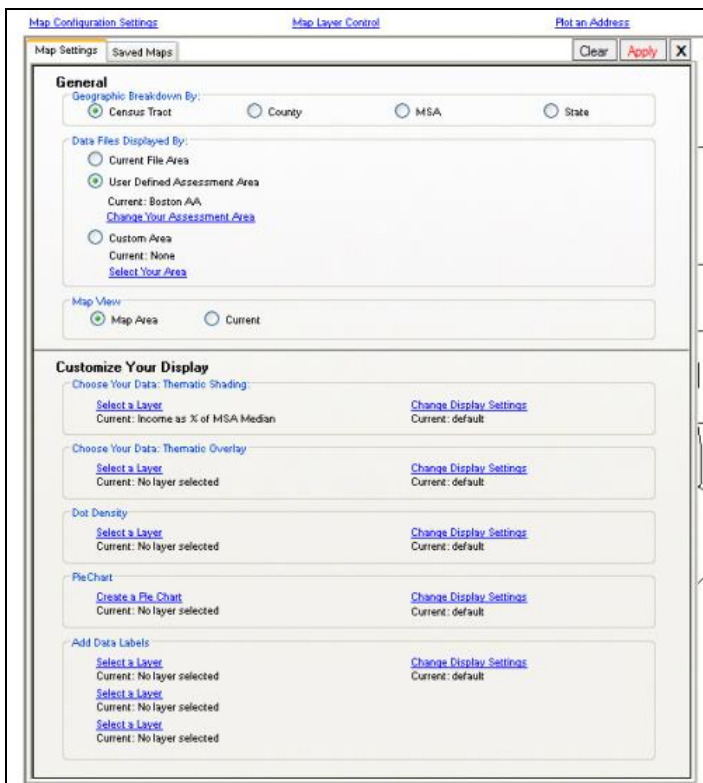
## Accessing Map Settings Pane

You use the **Map Settings** pane to select a geographic area for a map. To access the Map Settings pane, do the following:

On the **Mapper** main screen, click the **Map Configuration Settings** link:

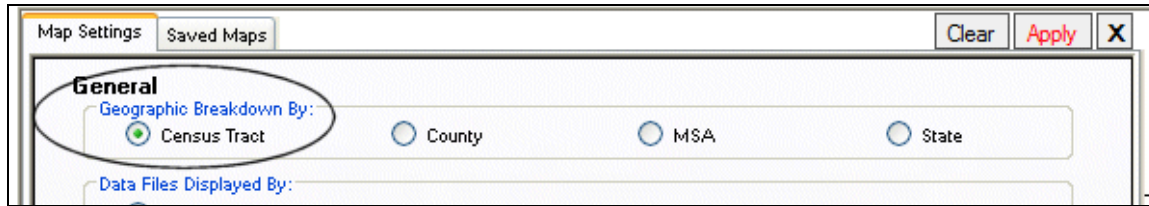


The software displays the **Map Settings** pane:



## Selecting Geographic Breakdown

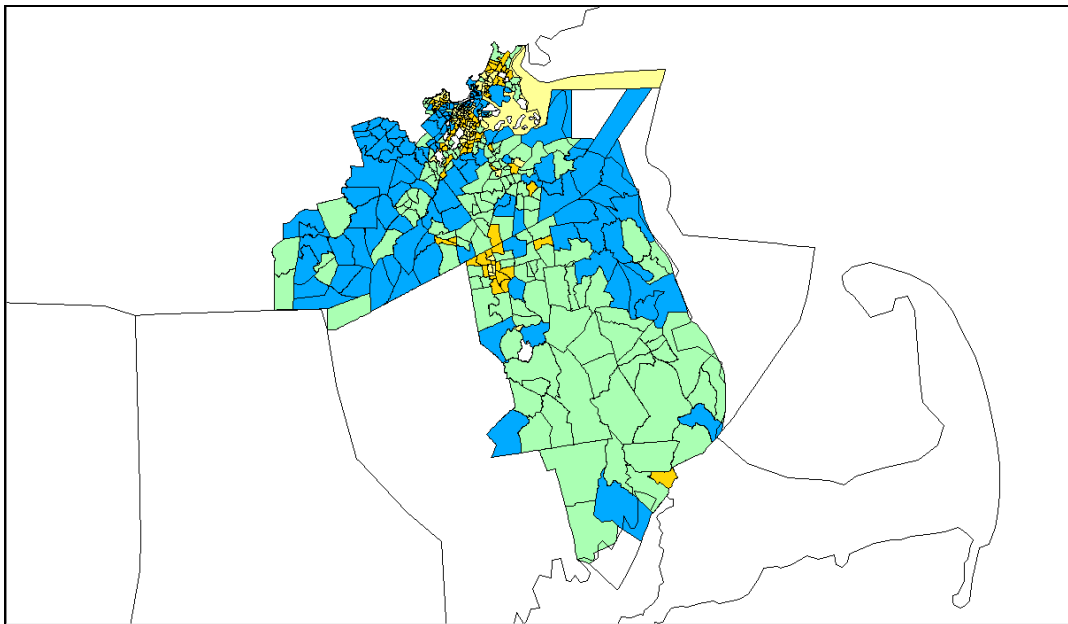
You use the options in the **Geographic Breakdown By** section of the **General** panel of the Map Settings pane to select the geographic level at which the map displays information for an area:



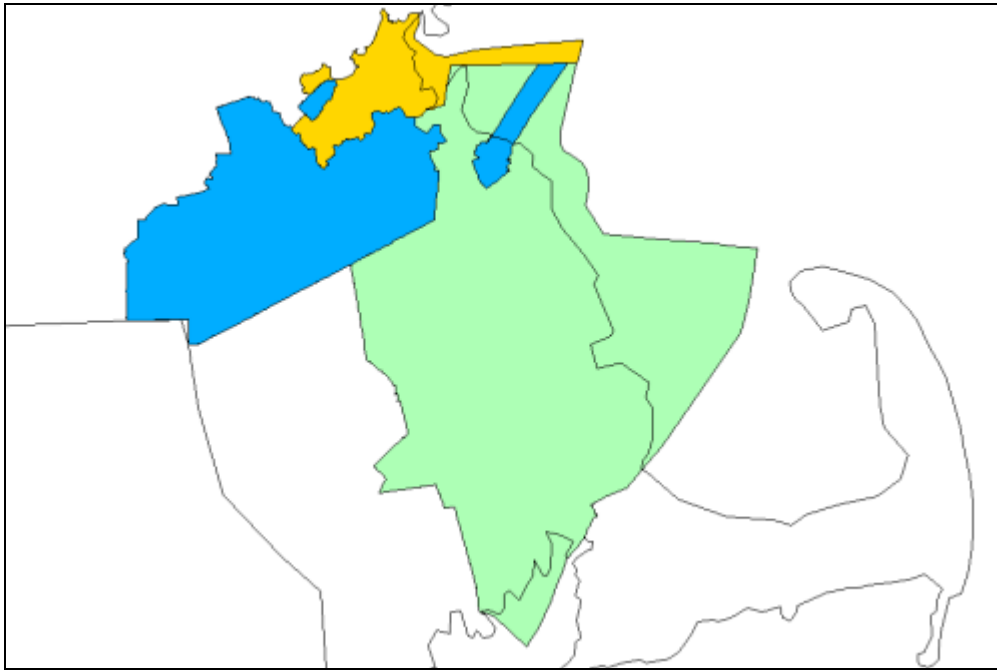
To select a geographic breakdown, follow these steps:

1. In the Geographic Breakdown By panel of the Map Settings pane, select one of the following option buttons:

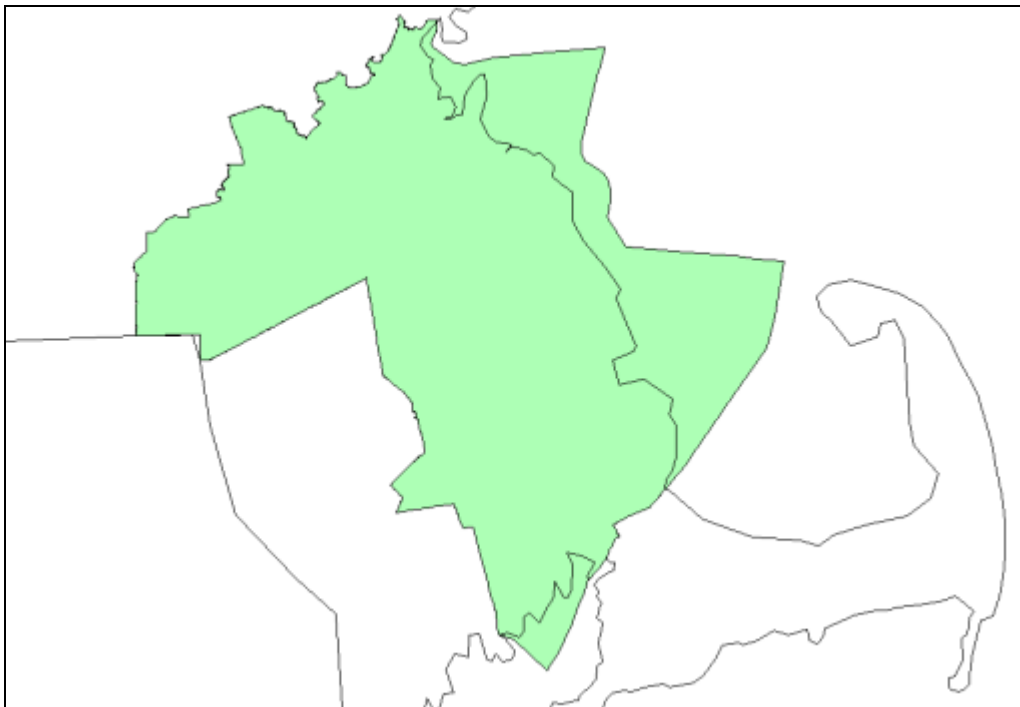
- Census Tract:



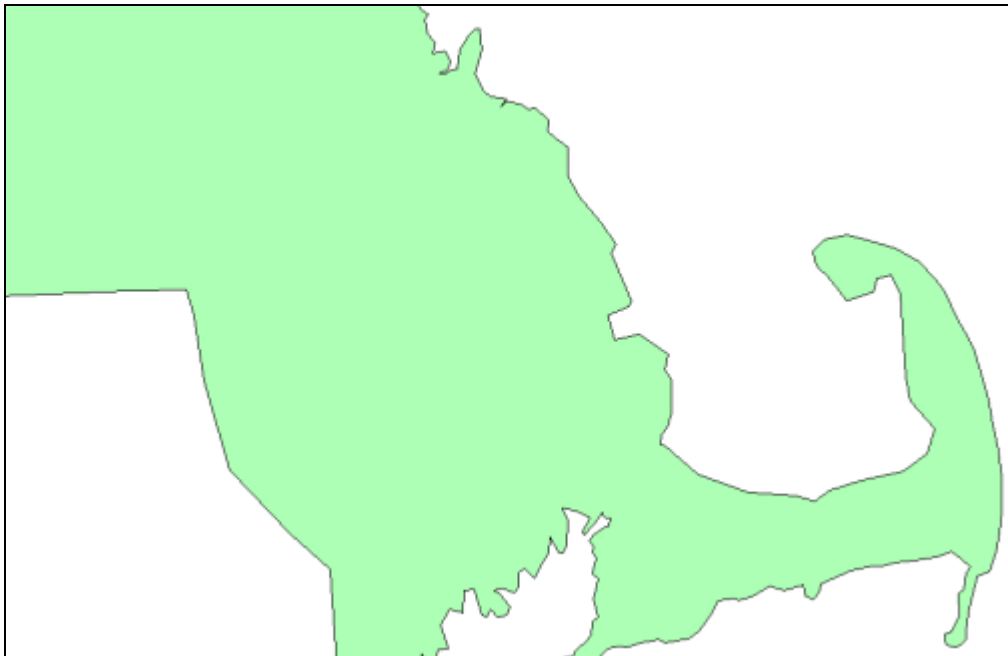
- County:



- MSA:



- State:



2. Click the **Apply** link located at the top-right corner of the Map Settings pane:



The software applies the geographic level.

## Selecting Area

You use the options in the **Data Files Displayed By** section of the General panel of the Map Settings pane to define the specific geographic area you want to display on the map:

**Note:** For ease of selection, the software saves the last assessment area used.

The screenshot shows the 'General' panel of the Map Settings. The 'Data Files Displayed By' section is highlighted with a red box. It contains three radio button options: 'Current File Area', 'User Defined Assessment Area' (which is selected), and 'Custom Area'. Below 'User Defined Assessment Area', it shows 'Current: Boston AA' and a link 'Change Your Assessment Area'. Below 'Custom Area', it shows 'Current: None' and a link 'Select Your Area'. Above this section, the 'Geographic Breakdown By' section has radio buttons for 'Census Tract' (selected), 'County', 'MSA', and 'State'. Below the 'Data Files Displayed By' section, the 'Map View' section has radio buttons for 'Map Area' (selected) and 'Current'.

Available options include:

- Current File Area - Displays data for geographic areas in which your institution had loan activity, [based on the currently active file in the system](#).
- User Defined Assessment Area - Displays geographic data for a [Saved Assessment Area](#).
- Custom Area - Displays geographic data for areas (states, MSAs, counties, census tracts) you select.

To select an area, follow these procedures:

[Displaying Current File Area](#)

[Displaying Assessment Area](#)

[Displaying Custom Area](#)

## Displaying Current File Area

To display a map of geographic data from the loan file that is [currently active in CRA Wiz](#), follow these steps:

1. In the Data Files Displayed By section of the General panel of the Map Settings pane, select the **Current File Area** option button:

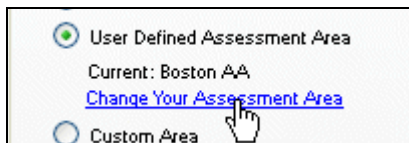


2. Click the **Apply** link located at the top-right corner of the Map Settings pane. The software displays a map of the geographic data in your currently active file.

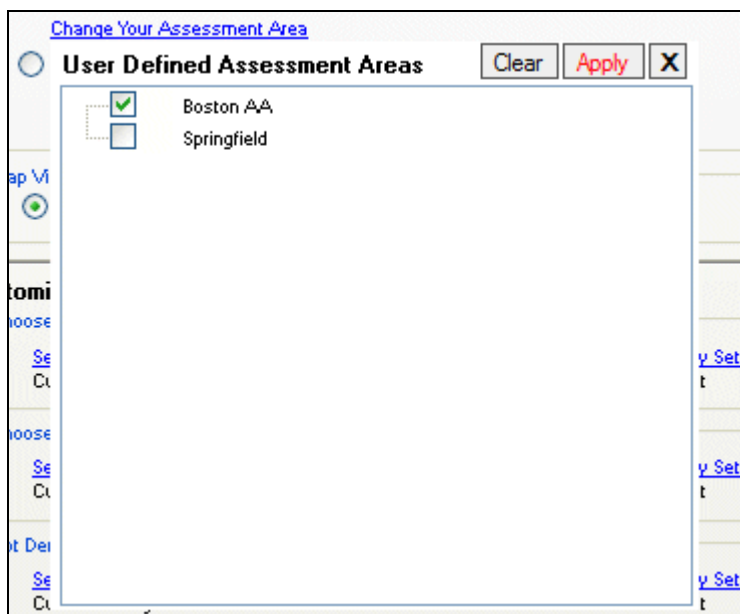
## Displaying Assessment Area

To display a map of a [pre-defined and saved assessment area](#), follow these steps:

1. In the Data Files Displayed By section of the General panel of the Map Settings pane, click the **Change Your Assessment Area** link:



The software displays the **User Defined Assessment Areas** pane:

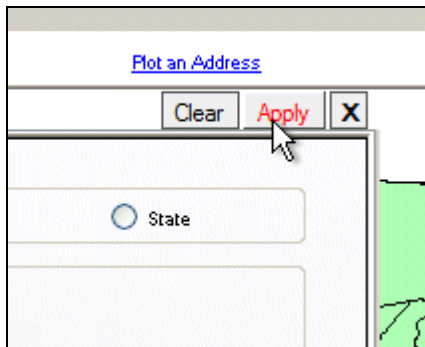




- From the list of saved areas, select the area for which you want to display a map. **Note:** You can select multiple areas.

**Important!** The list of saved areas that the software displays is **based on your current Census Year selection.** For example, if Census Year is set to **2000**, the software displays only those saved assessment areas associated with the 2000 Census Year. If Census Year is set to **2010**, the software displays only those saved assessment areas associated with the 2010 Census Year.

- Click the **Apply** link located at the top-right corner of the User Defined Assessment Areas pane. The software displays the Map Settings pane.
- Click the **Apply** link located at the top-right corner of the Map Settings pane:

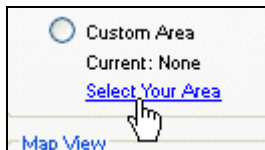


The software displays the map.

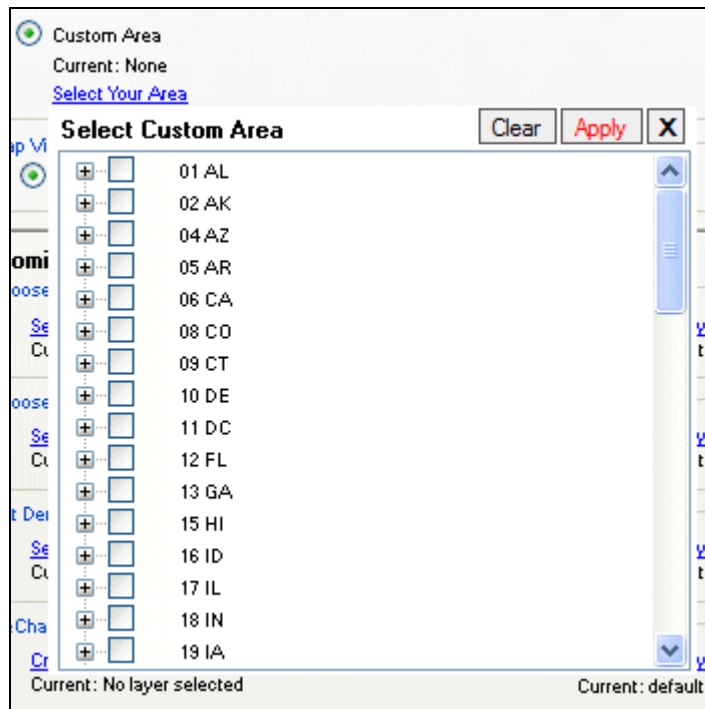
## Displaying Custom Area

To display a map of geographic areas that you select, follow these steps:

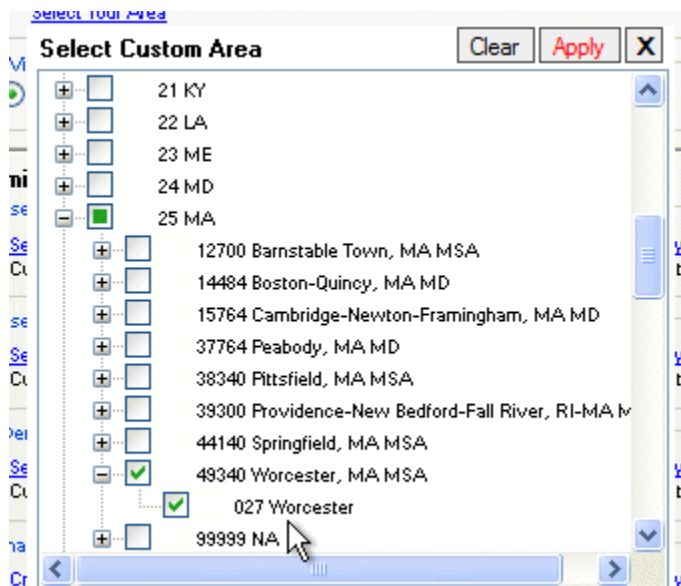
- In the Data Files Displayed By section of the General panel of the Map Settings pane, click the **Select Your Area** link:



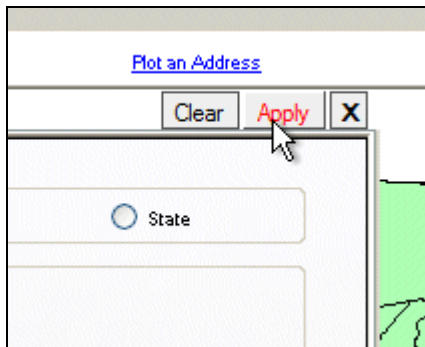
The software displays the **Select Custom Area** pane:



- Use the tree view to select the areas you want to include in your map:



- Click the **Apply** link located at the top-right corner of the Select Custom Area pane. The software displays the Map Settings pane.
- Click the **Apply** link located at the top-right corner of the Map Settings pane.



The software displays a map of the area(s) you selected.

## Adding Themes

You use themes to create geographical representations showing the distribution and relationship of the information your institution maintains in your data files within the geographic areas your institution serves.

Themes include the following:

- **Thematic Shading** - Represented with geographies, for example: census tracts, being shaded various colors on the map

**Note:** By default, the system uses a regulator suggested color palette for displaying map theme ranges. For more information, refer to the description of the Style tab in [Modifying Existing Themes](#).

- **Thematic Overlay** – Represented with geographies, for example: census tracts, displaying with cross-hatches or other transparent patterns on a map.
- **Dot Density** – Represented with geographies being populated with dots to represent the presence of selected demographic information with the area. Can be configured based on display preferences, for example 1 dot = 1 loan or 1 dot = 100 loans.
- **Pie Chart** - Display demographic variables in pie chart form. You can select up to six variables per demographic type.
- **Data Labels** - Provides count of a variable in a Census Tract. You can apply up to three labels per demographic type.

To select the theme for the map, follow these procedures:

[Adding Thematic Shading](#)

[Adding Thematic Overlay](#)

[Adding Dot Density](#)

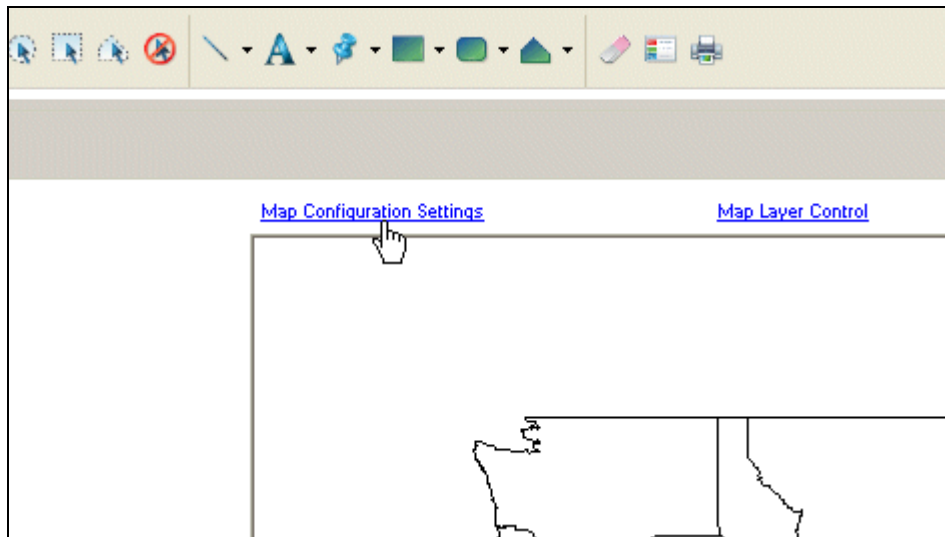
[Adding Pie Charts](#)

[Adding Data Labels](#)

## Adding Thematic Shading

To add thematic shading to a map, follow these steps:

1. Click the **Map Configuration Settings** link:



The software displays the **Map Settings** pane.

Map Settings: Saved Maps Clear Apply X

### General

Geographic Breakdown By:

Census Tract  County  MSA  State

Data Files Displayed By:

Current File Area

User Defined Assessment Area  
Current: Boston AA  
[Change Your Assessment Area](#)

Custom Area  
Current: None  
[Select Your Area](#)

Map View:

Map Area  Current

---

### Customize Your Display

Choose Your Data: Thematic Shading:

[Select a Layer](#)  
Current: Black

[Change Display Settings](#)  
Current: default

Choose Your Data: Thematic Overlay:

[Select a Layer](#)  
Current: No layer selected

[Change Display Settings](#)  
Current: default

Dot Density:

[Select a Layer](#)  
Current: No layer selected

[Change Display Settings](#)  
Current: default

PieChart:

[Create a Pie Chart](#)  
Current: No layer selected

[Change Display Settings](#)  
Current: default

Add Data Labels:

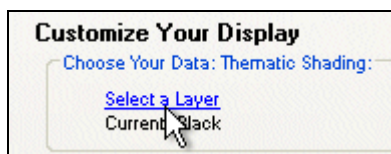
[Select a Layer](#)  
Current: No layer selected

[Select a Layer](#)  
Current: No layer selected

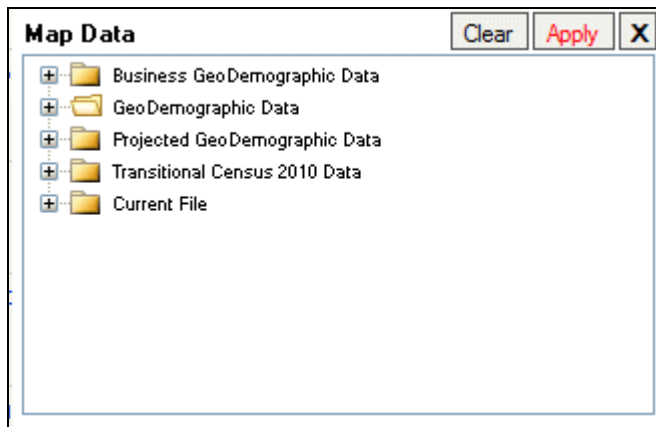
[Select a Layer](#)  
Current: No layer selected

[Change Display Settings](#)  
Current: default

- In the **Customize Your Display** pane, click the **Select a Layer** link located under the **Choose Your Data: Thematic Shading** section:



The software displays the **Map Data** pane:



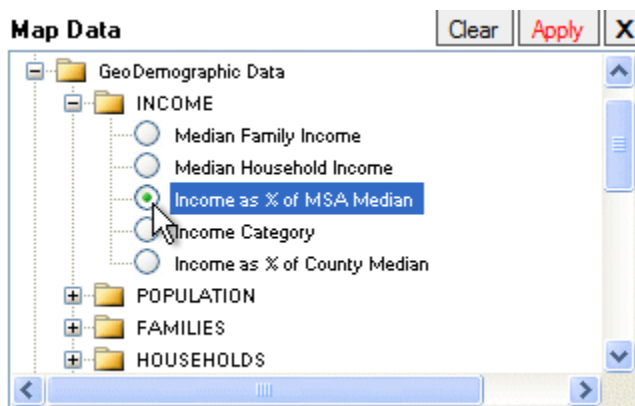
- Use the tree view to select the data you want to display on the map. For example, select the **GeoDemographic Data** folder.

The software displays the contents of the GeoDemographic folder.

- Select the **Income** folder.

The software displays the themes available in the Income folder.

- Select, for example, **Income as % of MSA Median**:



- Click the **Apply** link.

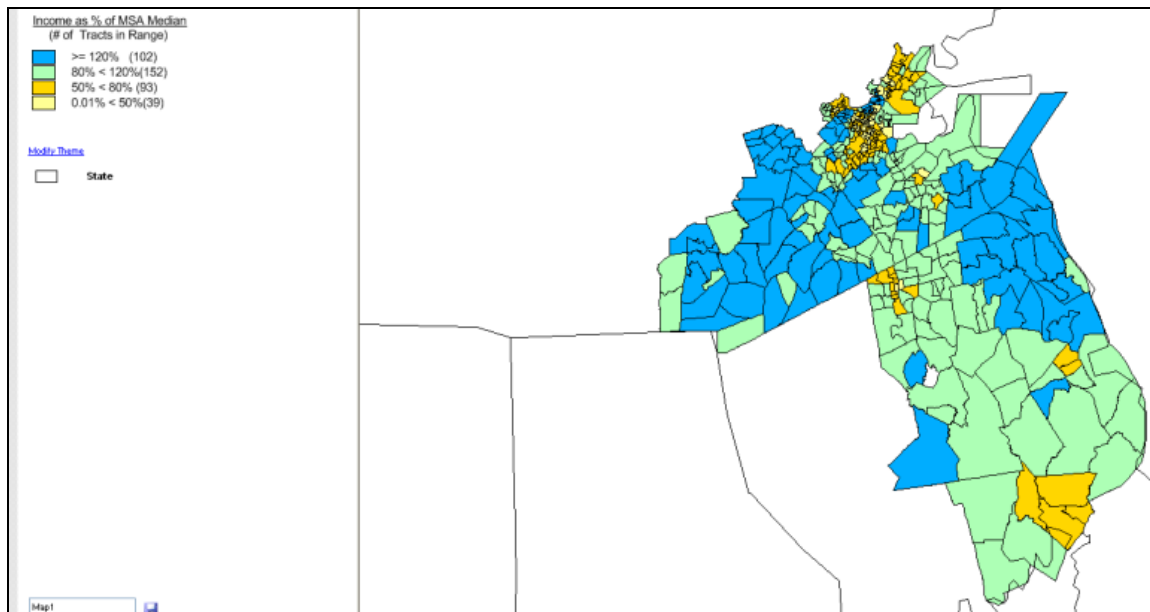
**Note:** Income Category is another option to use to display tract income categories. This selection is useful for individuals not familiar with the percentage categories for tract income.

The software displays the Map Settings pane.

- Click the **Apply** link located at the top-right of the Map Settings pane.

The software does the following:

- Adds thematic shading to your map (Income as % of MSA Median).
- Adds Income as % of MSA Median ranges to the legend.



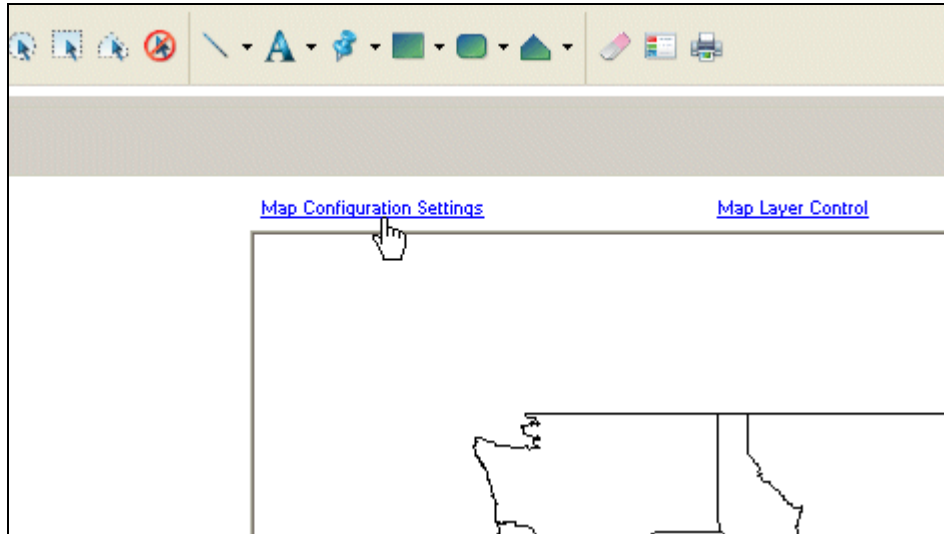
**Note:** While reviewing the legend you see that the four income ranges defined by government regulation (low, moderated, middle, and upper) are displayed. The number in parentheses is the number of census tracts in each range. There may be a fifth category listed, **All Others**. All Others represents tracts that do not have households with reportable income. There are several reasons why this might be the case, including:

- No family income data.
- No population with families.
- No population (the entire census tract, might, for example, be an airport).

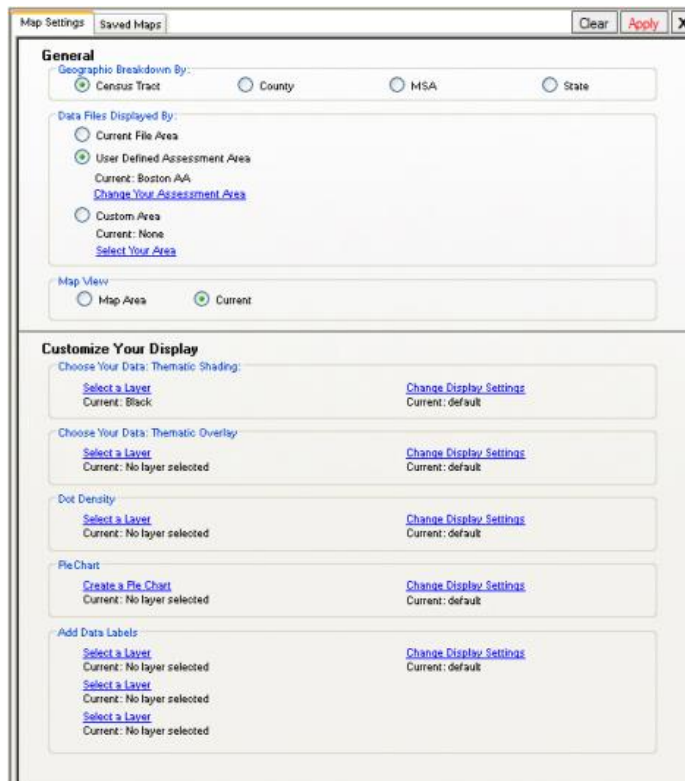
## Adding Thematic Overlay

To add a thematic overlay (cross-hatching) to a map, follow these steps:

1. Click the **Map Configuration Settings** link:



The software displays the **Map Settings** pane.

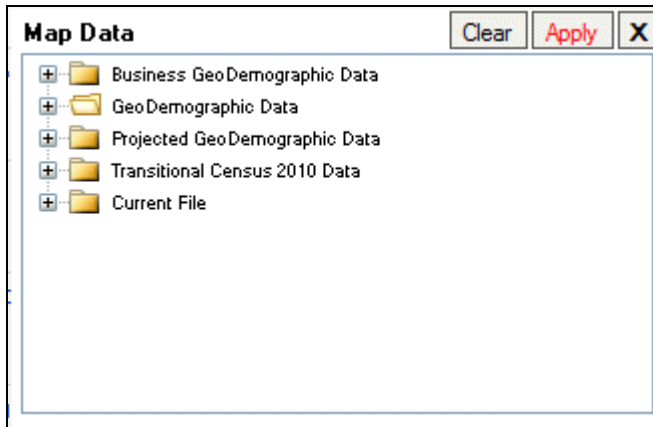




- In the **Customize Your Display** pane, click the **Select a Layer** link located under the **Choose Your Data: Thematic Overlay** section:



The software displays the **Map Data** pane:



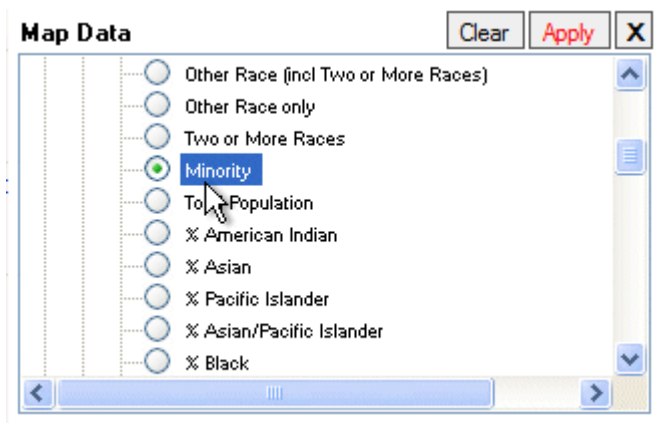
- Use the tree view to select the data you want to display on the map. For example, select the **GeoDemographic Data** folder.

The software displays the contents of the GeoDemographic folder.

- Select the **Population** folder.

The software displays the themes available in the Population folder.

- Select, for example, **Minority**:

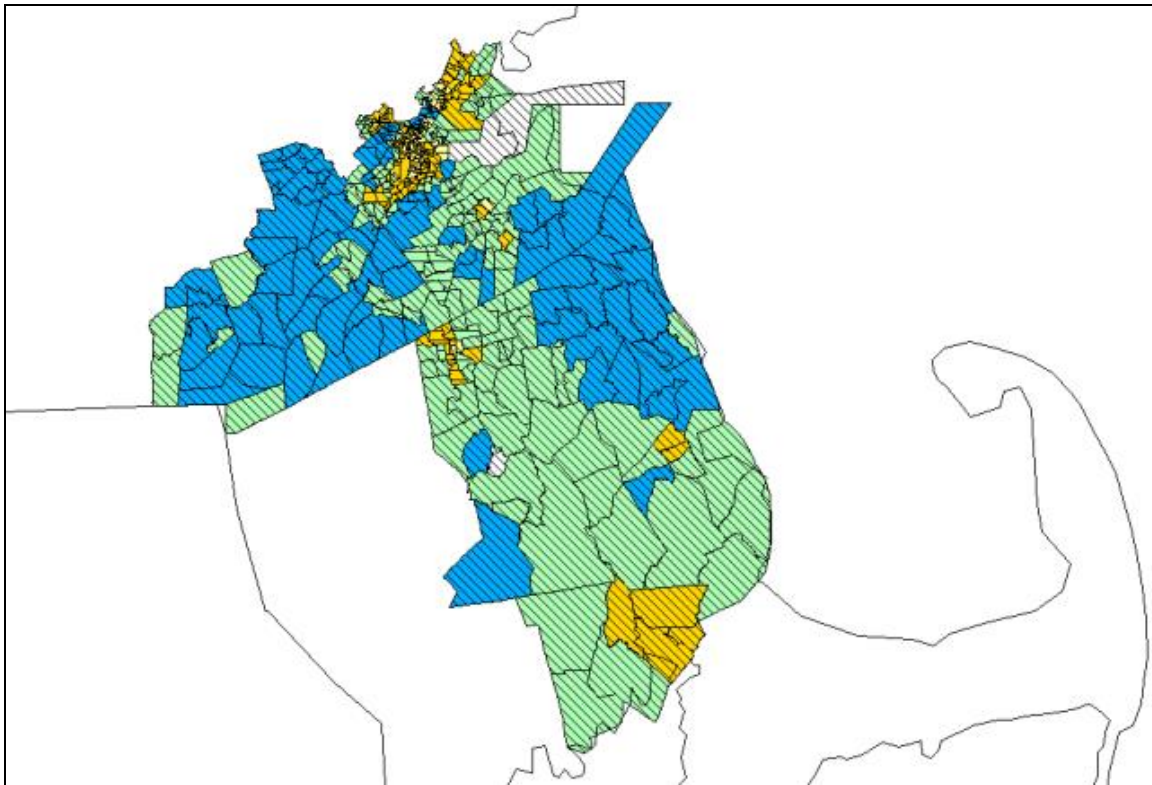


- Click the **Apply** link. The software displays the Map Settings pane.

7. Click the **Apply** link located at the top-right of the Map Settings pane.

The software does the following:

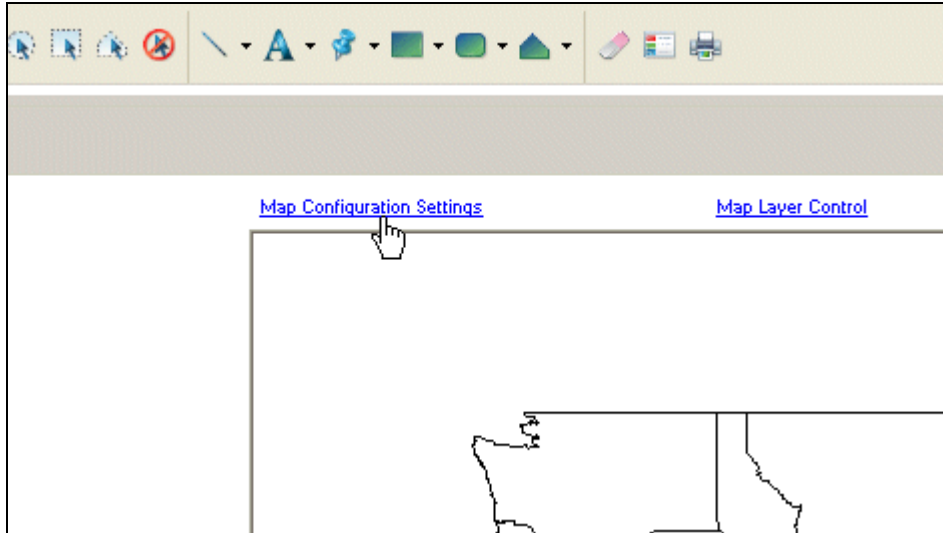
- Adds a thematic overlay to your map.
- Adds associated ranges to the legend.



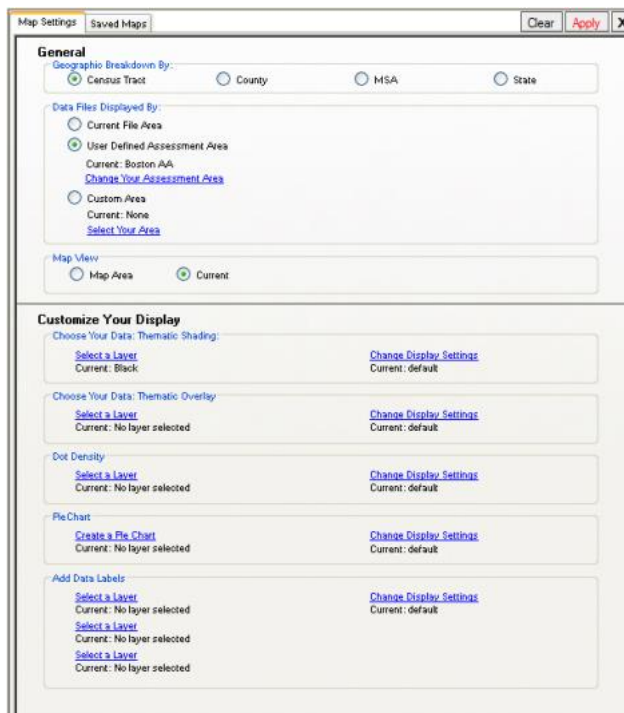
## Adding Dot Density

To add dot density data to a map, follow these steps:

1. Click the **Map Configuration Settings** link:



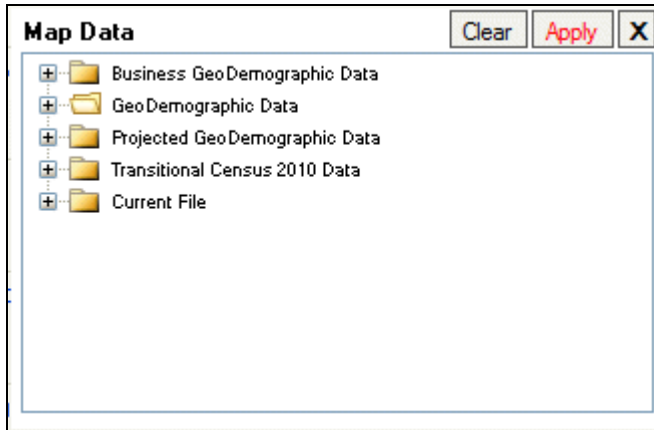
The software displays the **Map Settings** pane:



2. In the **Customize Your Display** pane, click the **Select a Layer** link located under the **Dot Density** section:



The software displays the **Map Data** pane:

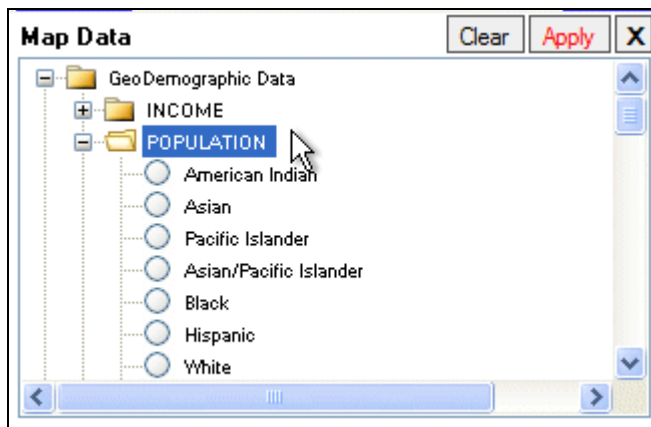


- Use the tree view to select the data you want to display on the map. For example, select the **GeoDemographic Data** folder.

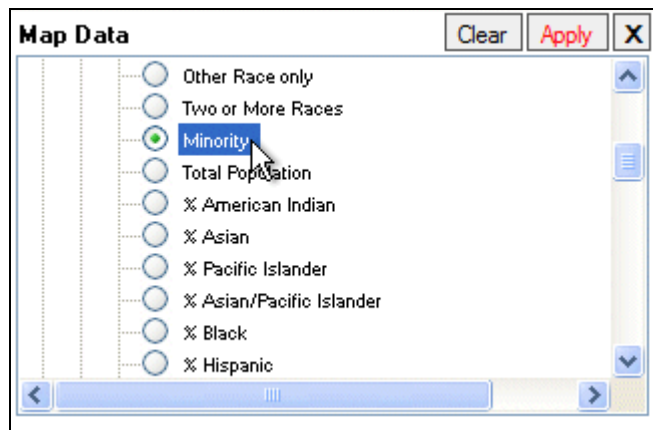
The software displays the contents of the GeoDemographic folder.

- Select the **Population** folder:

The software displays the themes available in the Population folder:



- Select, for example, scroll down the list and select **Minority**:



6. Click the **Apply** link. The software displays the Map Settings pane.
7. Click the **Apply** link located at the top-right of the Map Settings pane.

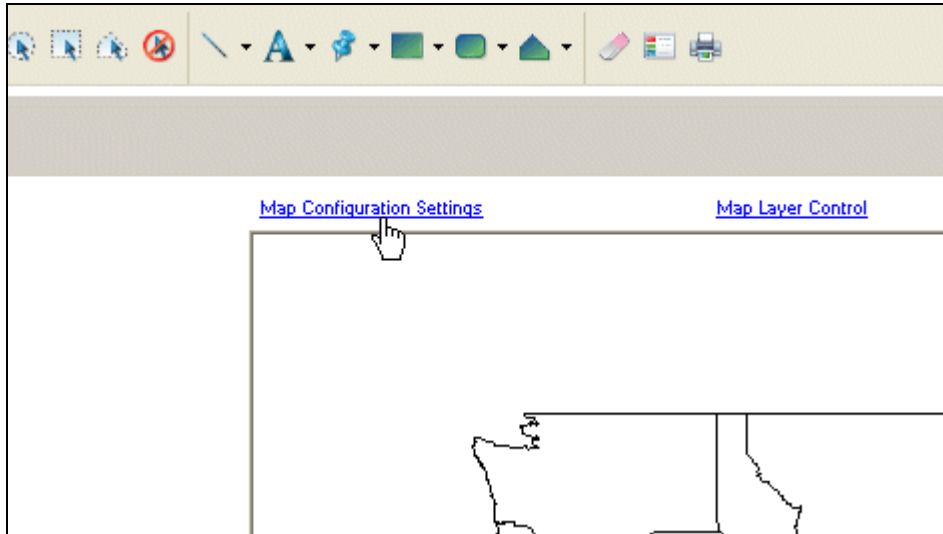
The software does the following:

- Adds dot density to your map.
- Adds the calculated "Per Dot" value to the legend. For example, **1 Dot = 118**.

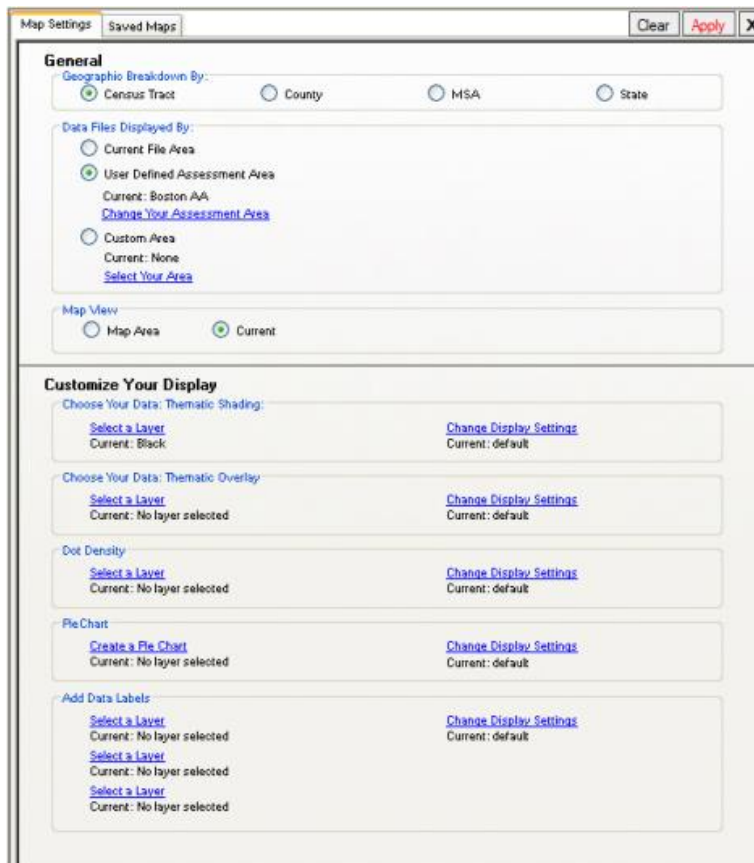
## Adding Pie Charts

To add pie charts to a map, follow these steps:

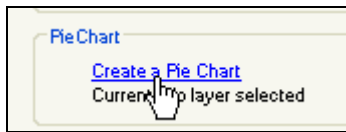
1. Click the **Map Configuration Settings** link:



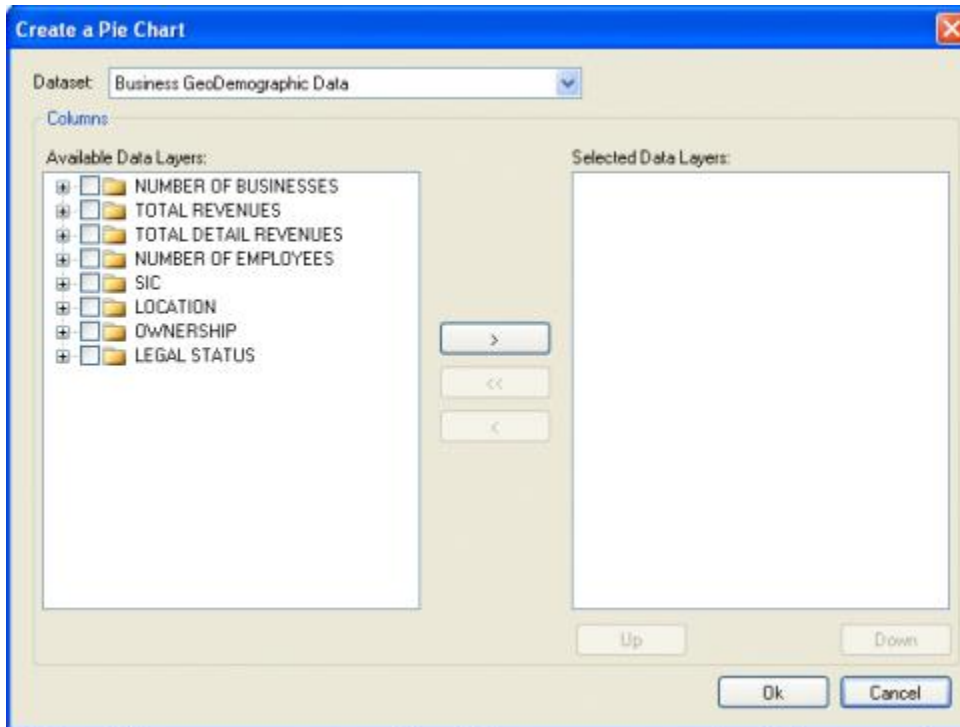
The software displays the **Map Settings** pane:



- In the **Customize Your Display** pane, click the **Select a Layer** link located under the **Pie Chart** section:



The software displays the **Create a Pie Chart** dialog box:



- Use the **Dataset** drop-down menu located at the top of the dialog box to select the data set (Business GeoDemographic Data, GeoDemographic Data, Projected GeoDemographic Data, Transitional Census 21010, and Current File) whose variables you want to add to the pie charts.
- Use the tree view in the left-hand list box to display the variables you want to display in the pie charts.
- To add a variable, select the checkbox for the variable then click the right-facing arrow button



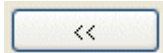
. The software displays the variable in the right-hand list box.

**Note:** To remove a variable, click the left-facing arrow button



. To remove all selected variables, click the double-left-

facing arrow button

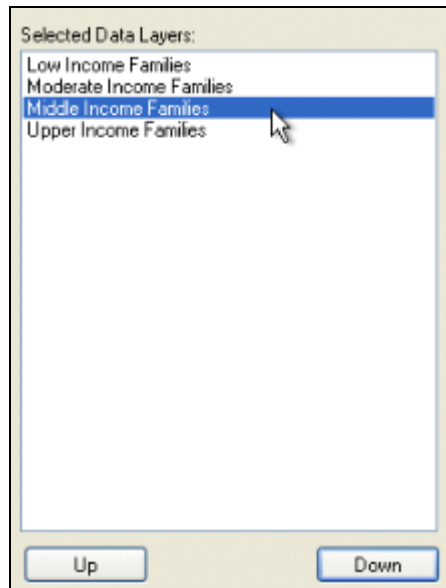


**Note:** You must select a minimum of **two** (2) variables to create a pie chart, and can select up to a maximum of **six** (6) variables.

**Note:** If you add multiple variables, the software enables the **Up**

**Up** and **Down** buttons located at the bottom

Selected Data Layers list box. Select a layer variable then click the Up or Down buttons to move the variable up or down the list:

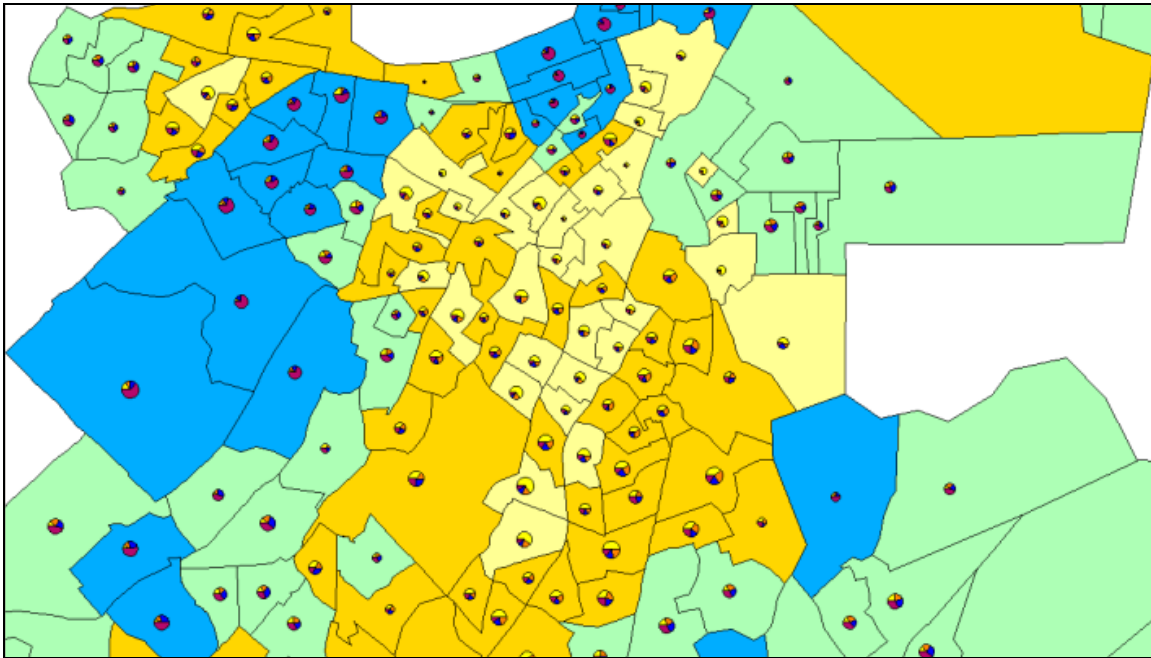


6. When you have finished adding variables, click the **OK** button. The software displays the Map Settings pane.
7. Click the **Apply** link located at the top-right of the Map Settings pane.



The software does the following:

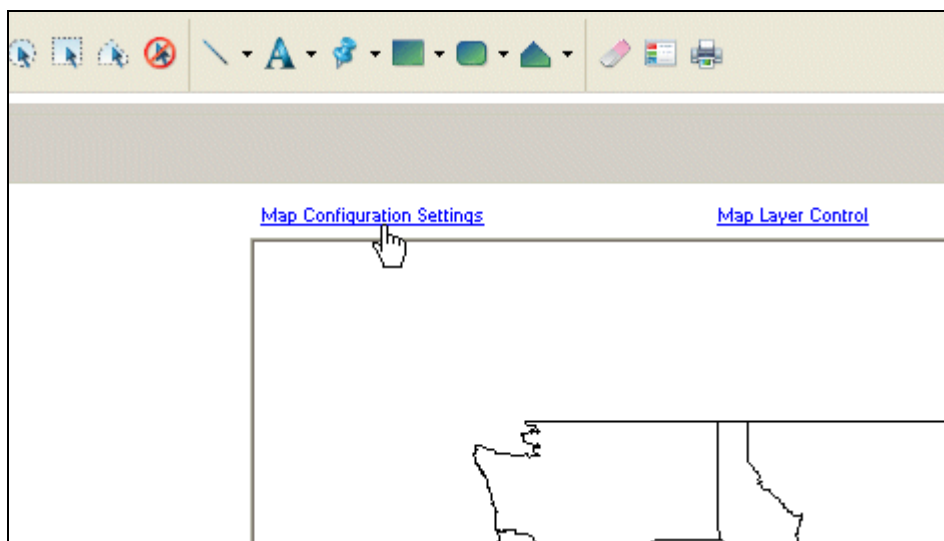
- Adds the pie charts to your map.
- Adds associated pie chart descriptions to the legend.



### Adding Data Labels

To add data labels to a map, follow these steps:

1. Click the **Map Configuration Settings** link:



The software displays the **Map Settings** pane.

**Map Settings** | Saved Maps | Clear Apply X

**General**

Geographic Breakdown By:  
 Census Tract     County     MSA     State

Data Files Displayed By:  
 Current File Area  
 User Defined Assessment Area  
 Current: Boston AA  
[Change Your Assessment Area](#)  
 Custom Area  
 Current: None  
[Select Your Area](#)

Map View  
 Map Area     Current

---

**Customize Your Display**

Choose Your Data: Thematic Shading:  
[Select a Layer](#)    [Change Display Settings](#)  
 Current: Black    Current: default

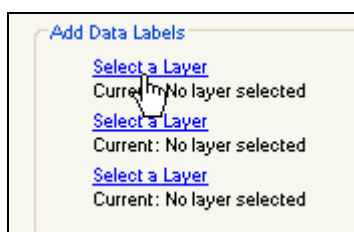
Choose Your Data: Thematic Overlay:  
[Select a Layer](#)    [Change Display Settings](#)  
 Current: No layer selected    Current: default

Dot Density  
[Select a Layer](#)    [Change Display Settings](#)  
 Current: No layer selected    Current: default

Pie Chart  
[Create a Pie Chart](#)    [Change Display Settings](#)  
 Current: No layer selected    Current: default

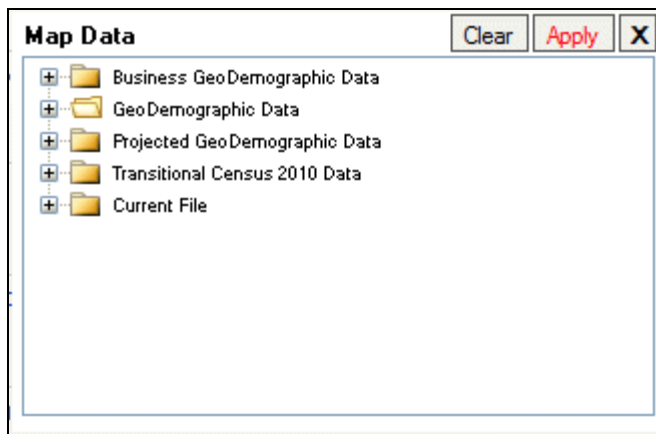
Add Data Labels  
[Select a Layer](#)    [Change Display Settings](#)  
 Current: No layer selected    Current: default  
[Select a Layer](#)  
 Current: No layer selected  
[Select a Layer](#)  
 Current: No layer selected

- In the **Customize Your Display** pane, click the **Select a Layer** link located under the **Add Data Labels** section:



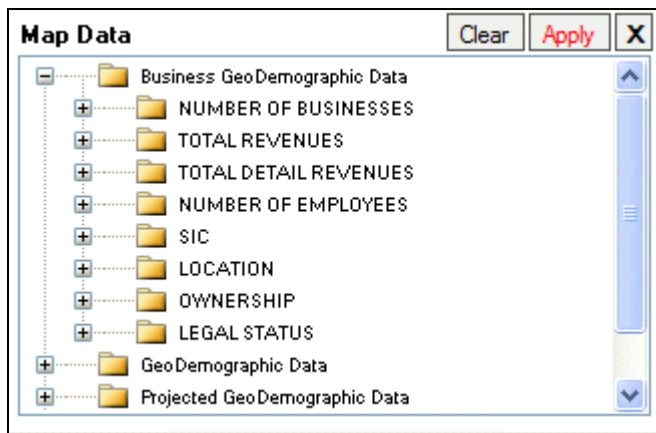
**Note:** You can configure the other two **Select a Layer** links to display a total of three data labels on your map.

The software displays the **Map Data** pane:



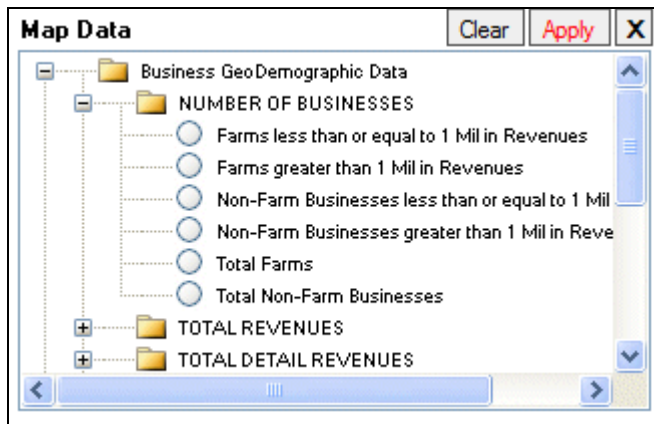
- Use the tree view to select the data you want to display on the map. For example, select the **Business GeoDemographic Data** folder.

The software displays the contents of the Business GeoDemographic Data folder:

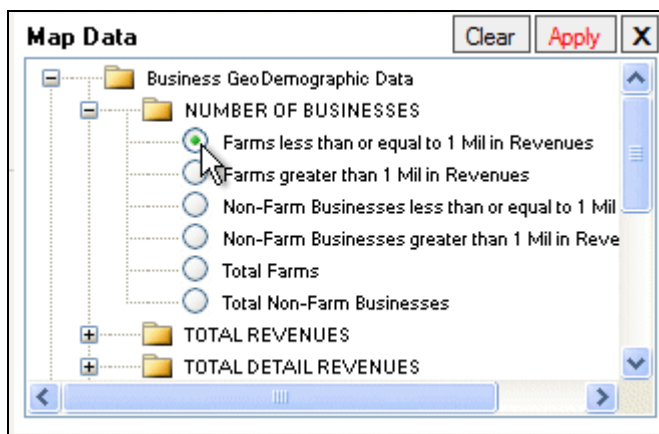


- Select the **Number of Businesses** folder.

The software displays the themes available in the Number of Businesses folder:



5. Select, for example, **Farms less than or equal to 1 Mil in Revenues**:

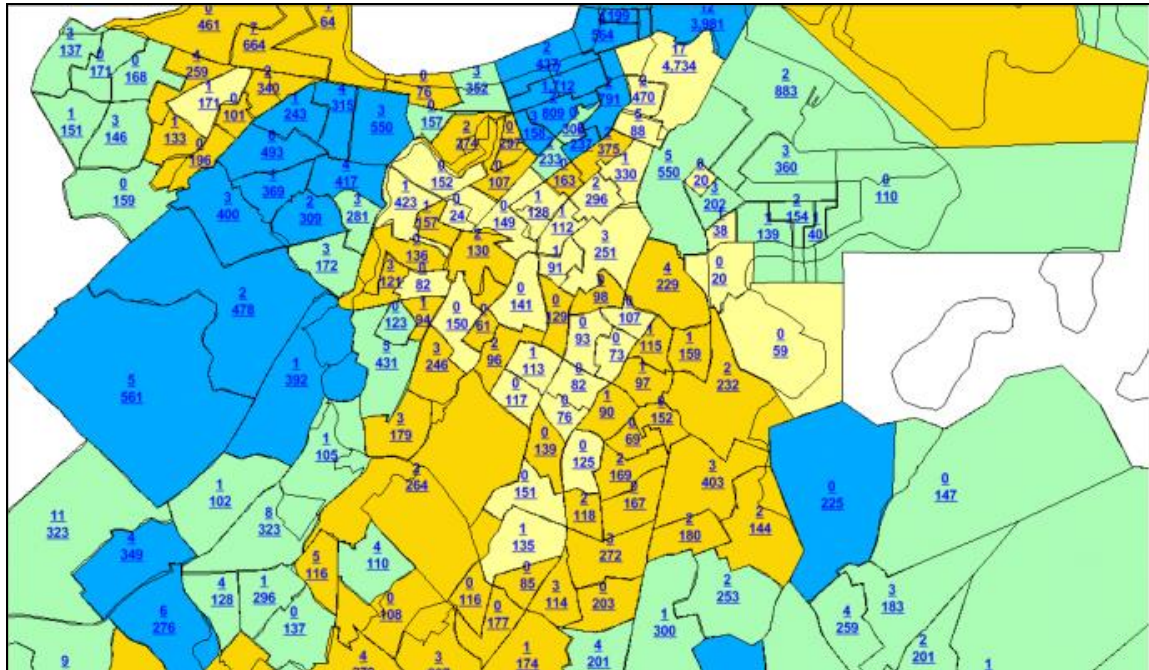


6. Click the **Apply** link. The software displays the Map Settings pane.

**Note:** Repeat **Steps 2 through 6** to display two additional data labels on the map, for a total of three labels. For the purposes of example, repeat these steps to add **Non-Farm Business less than or equal to 1 Mil in Revenues**.

7. Click the **Apply** link located at the top-right of the Map Settings pane.

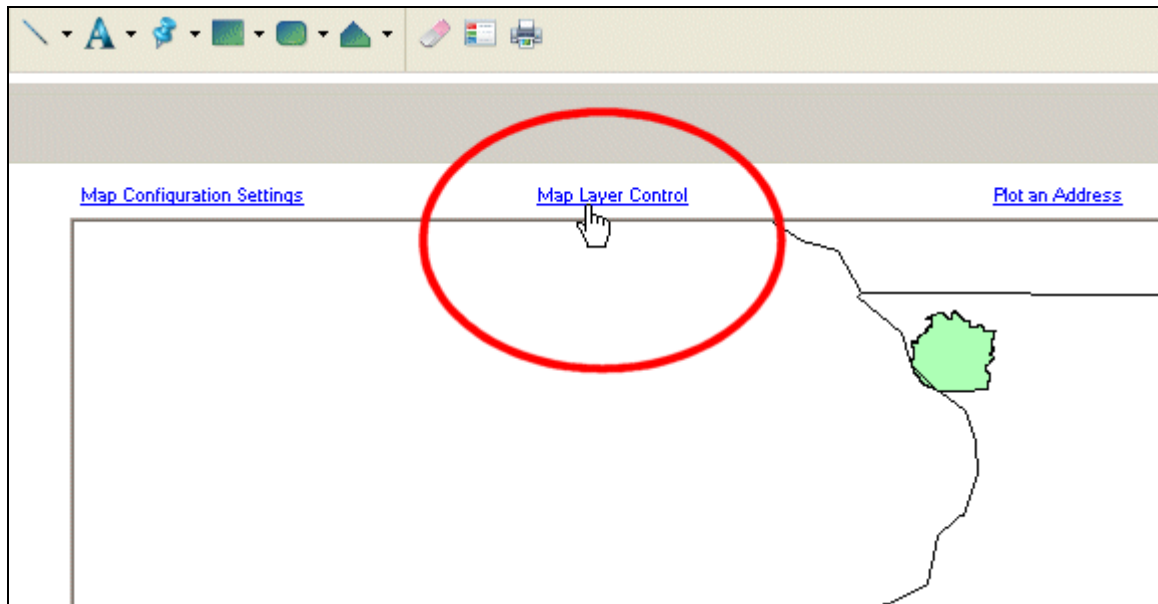
The software adds labels to the map:



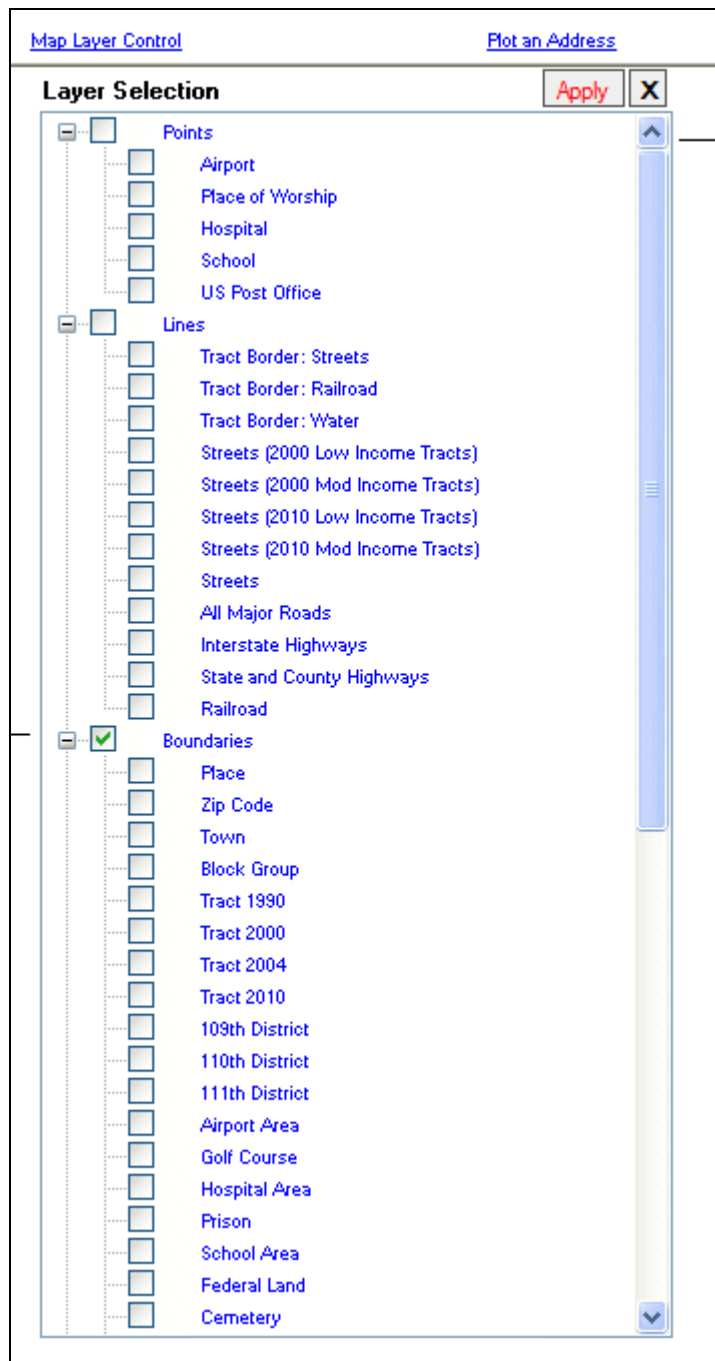
## Adding Map Layers

To add layers (features) to a map, follow these steps:

1. Click the **Map Layer Control** link:



The software displays the **Layer Selection** pane:



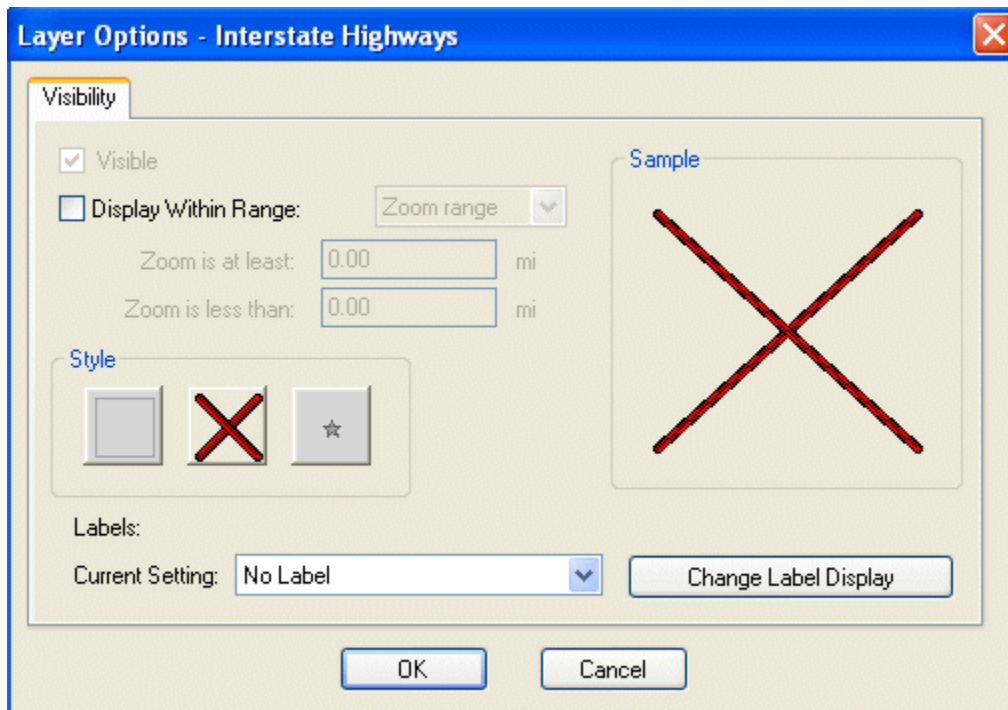
2. To turn a layer on, select the checkbox for a layer, for example, **Interstate Highways**:



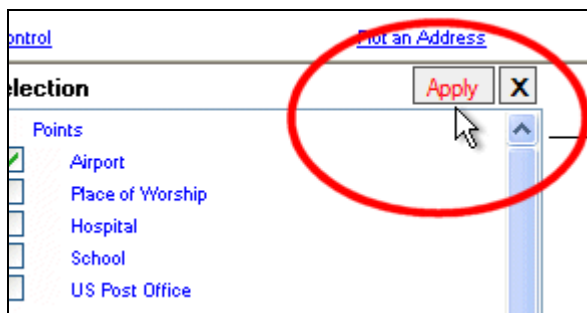
- To configure display options for the layer, click the name for the item:



The software displays the **Layer Options - [Name of Layer]** dialog box:



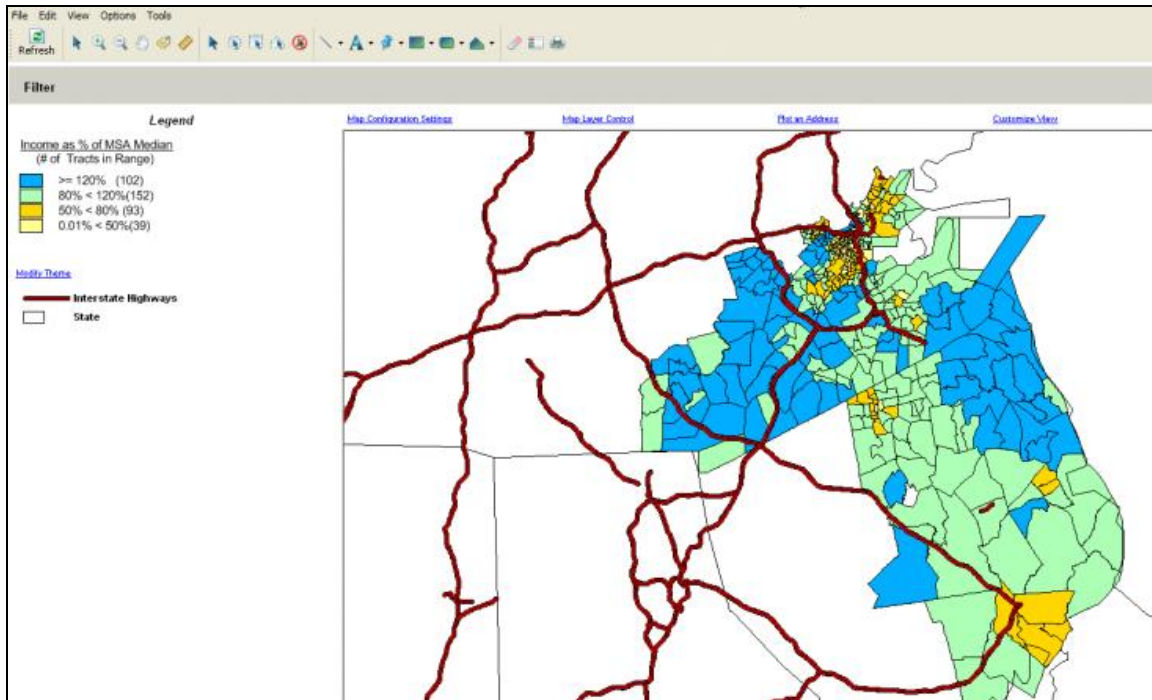
- Use the various options in the dialog box to configure how you want the layer to display on the map. For more information, refer to [Modifying Layer Display](#).
- Click the **OK** button. The software displays the Layer Selection pane.
- Click the **Apply** link located at the top-right corner of the Layer Selection pane:





The software does the following:

- Displays the layers (features) on the map.
- Adds the new layers to the legend.

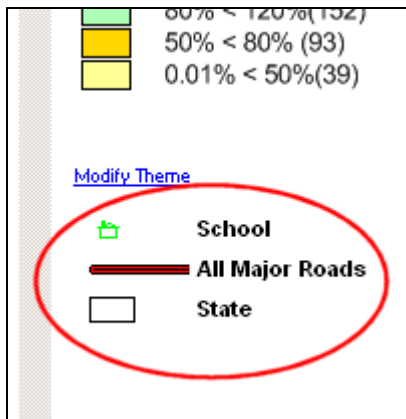


## Applying Labels to Map Layers

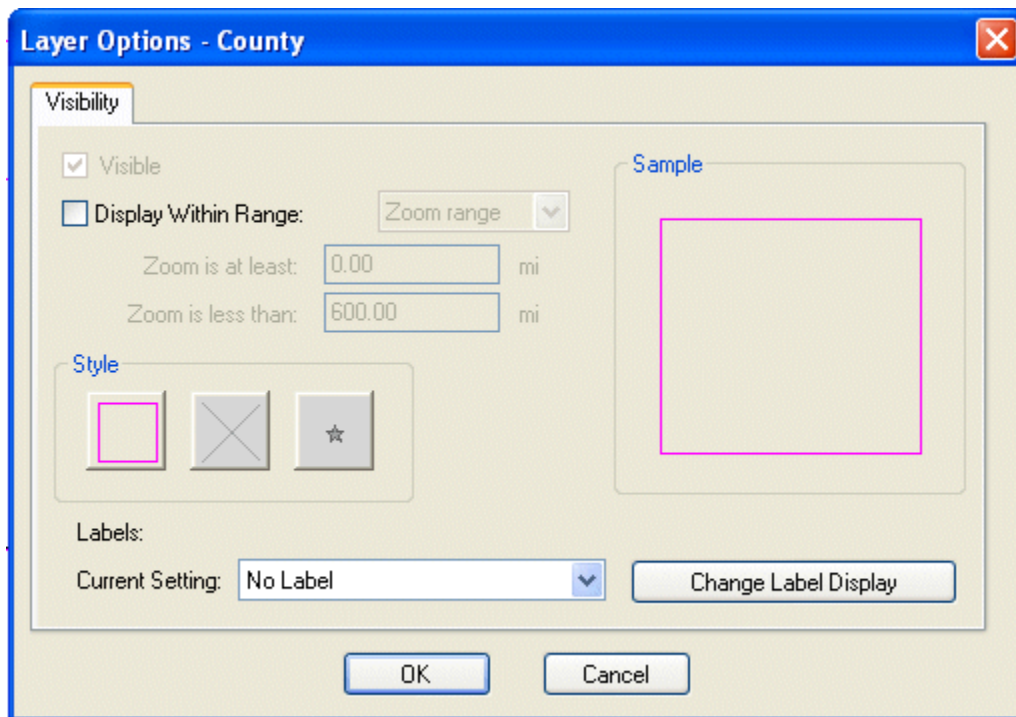
Using the **Layer Options** dialog box, you can add labels to the three map layer types (geographic boundaries, lines, and points).

To add labels to a layer, follow these steps:

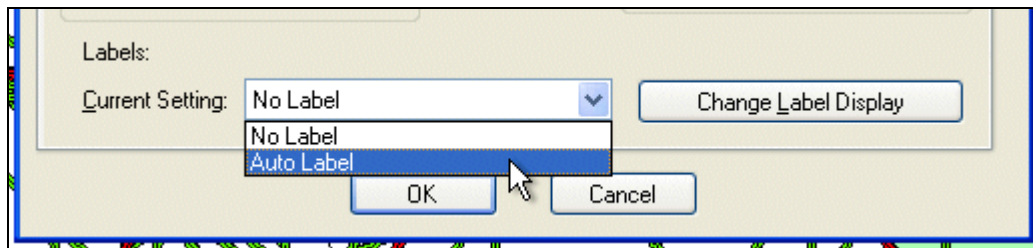
1. Below the map theme legend on the left side of the map, double-click on a currently displayed layer:



The software displays the **Layer Options - [Name of Layer]** dialog box:

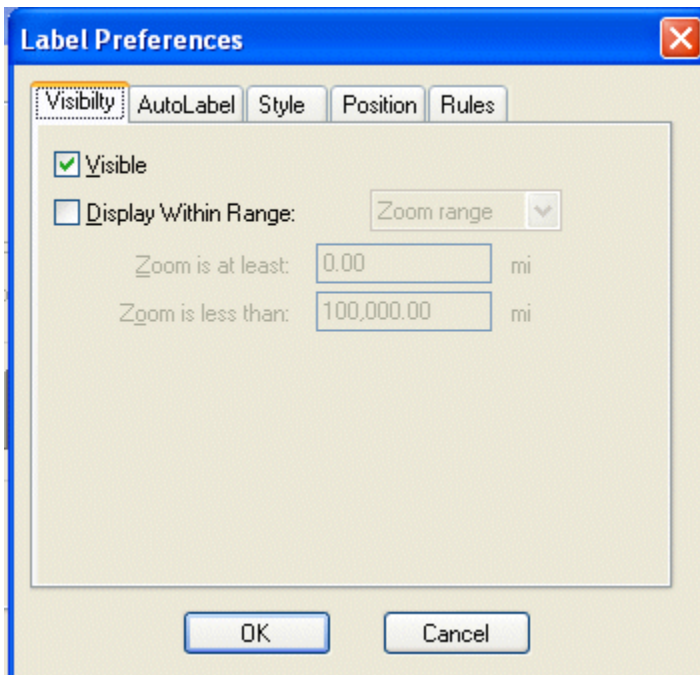


- From the **Current Setting** drop-down menu located in the **Labels** section of the dialog box, select **Auto Label**:



- To change label display options, click the **Change Label Display** button.

The software displays the **Label Preferences** dialog box:



4. Use the provided options in the five tabs (**Visibility**, **AutoLabel**, **Style**, **Position**, and **Rules**) to customize label settings such as font, color, and position.
5. When you have configured label options, click the **OK** button.

The software displays the Layer Options dialog box.

6. Click the **OK** button in the Layer Options dialog box.

The software displays label names on the map.

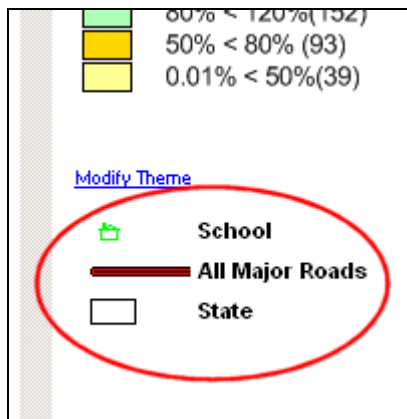
## Modifying Layer Display

Using the **Layer Options** dialog box, you can modify the display options for the following map layer types:

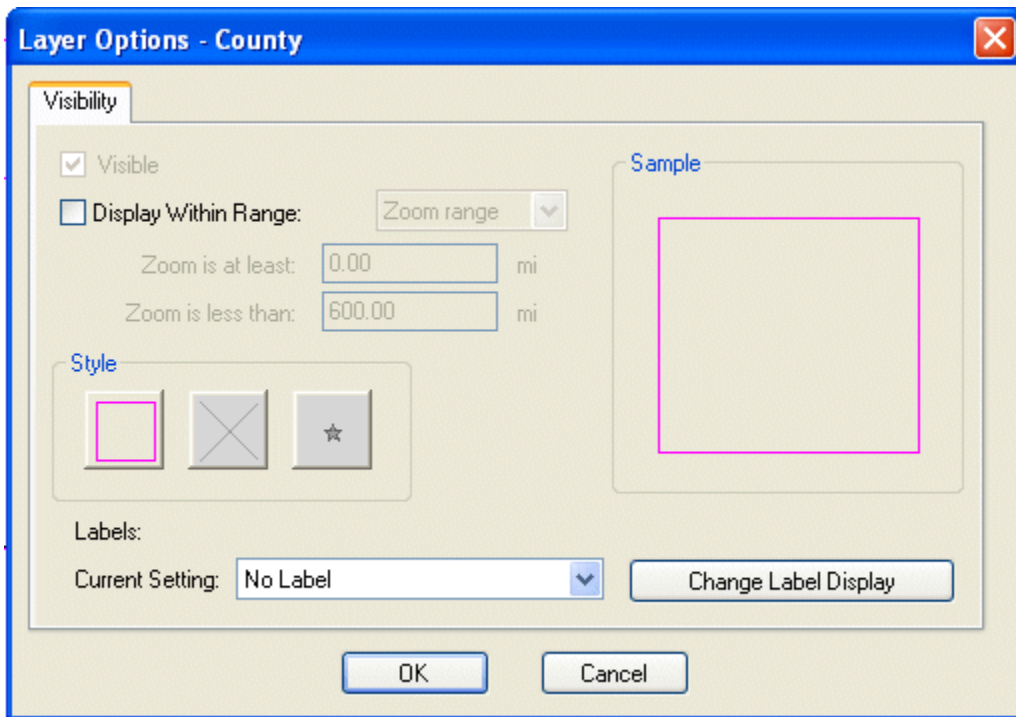
- Geographic Boundaries - Modify the style (fill type, color, transparency level, width, etc) of borders for geographic boundaries such as States or Counties.
- Points - Modify the display symbols and style used for points such as schools and hospitals.
- Lines - Modify the style used for lines such as streets, highways, and railroads.

To modify layer display, follow these steps:

1. Below the map theme legend on the left side of the map, double-click on a currently displayed layer:

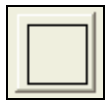


The software displays the **Layer Options - [Name of Layer]** dialog box:



- To change the display properties of a layer, click one of the three buttons located in the **Style** section of the Layer Options dialog box:

**Note:** The type of the layer you selected in **Step 1** determines which of the three buttons is enabled in the dialog box.



- Click to modify the style for a geographic area.



- Click to modify the style for a line.



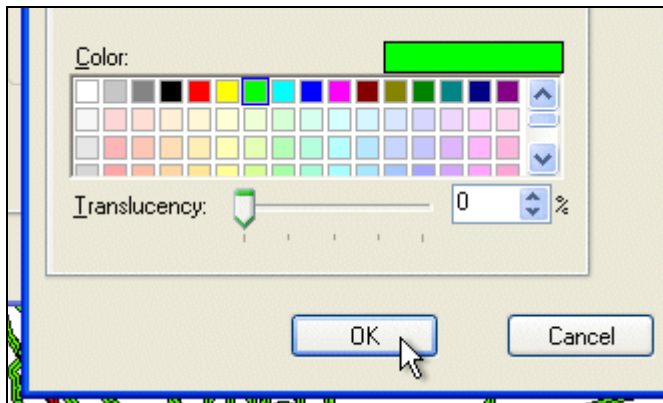
- Click to modify the style for a point.

The software displays one of the following **Style** dialog boxes:

- **Area Style** dialog box - Use the options provided in the two tabs (**Fill** and **Border**) of this dialog box to change the style and color of the fill for a geographical boundary layer, as well as the style, width, and color of the area's borders.
- **Line Style** dialog box - Use the provided options to change the style, color, and width of a line layer such as a street or railroad.

- **Symbol Style** dialog box - Use the provided options to change the font family used to display a symbol, along with the symbol type and color.

3. When you have configured the necessary layer options in a dialog box, click the **OK** button:



The software displays the Layer Options dialog box:

4. Click the **OK** button.

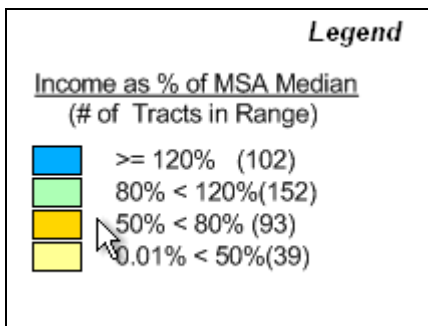
The software applies your changes to the layer.

## Modifying Existing Themes

You can modify an existing theme by changing map legend display options such as range colors used, calculation method, number of ranges, rounding, labels, and more.

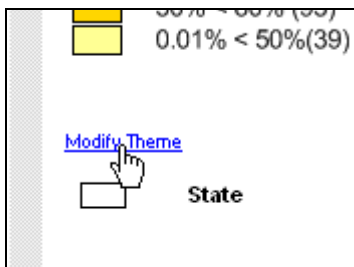
To modify an existing theme, follow these steps:

1. Do one of the following:
  - Double-click the map legend:



--OR--

- Click the **Modify Theme** link located beneath the map legend:





The software displays the **Modify Ranged Theme** dialog box:

**Modify Ranged Theme**

Settings | Style | Legend

Method: Custom

Number of Ranges: 4  Allow Empty Ranges

Rounding

Round Range Values

Round By: 1

>= Min	< Max	%	#
0.01	50.00	10%	39
50.00	80.00	24%	93
80.00	120.00	39%	152
120.00	999.00	26%	102

Custom Range

>= Min: 0.01 < Max: 50.00

Recalculate Theme Restore Default Ranges

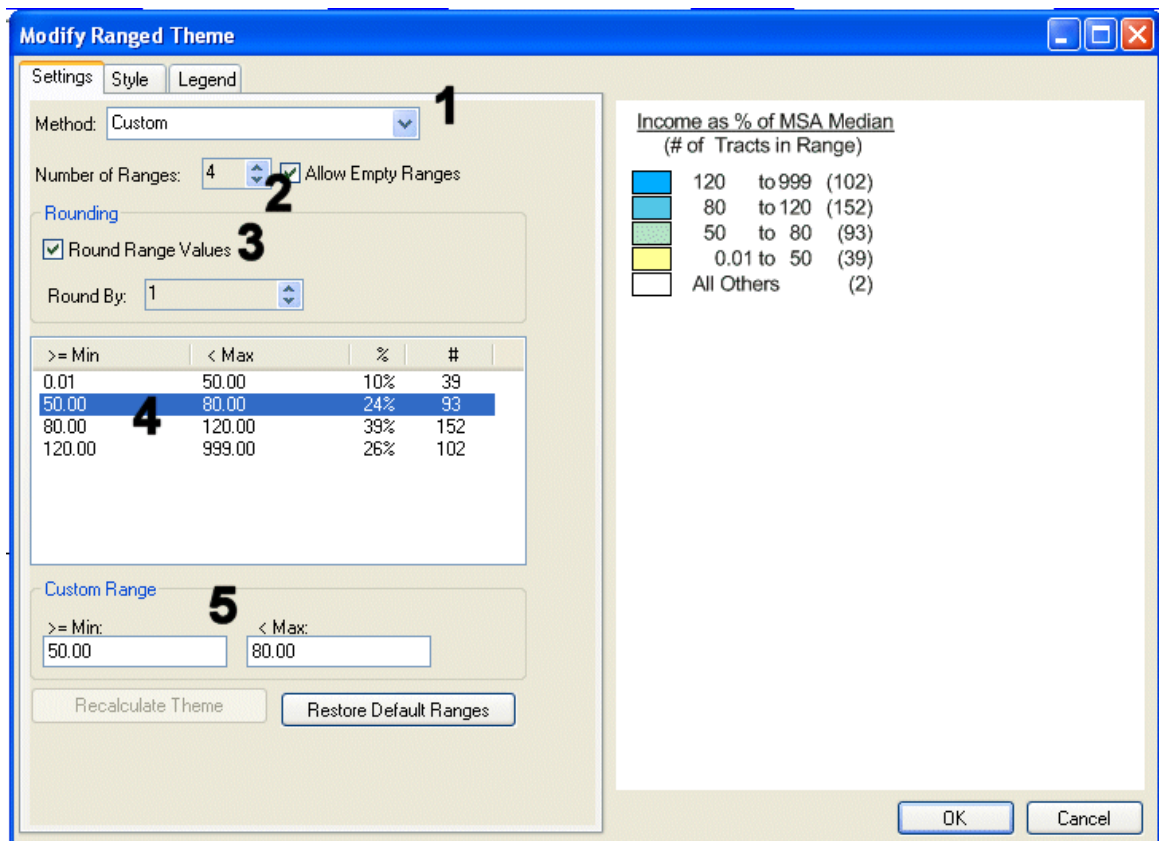
**Income as % of MSA Median**  
(# of Tracts in Range)

- 120 to 999 (102)
- 80 to 120 (152)
- 50 to 80 (93)
- 0.01 to 50 (39)
- All Others (2)

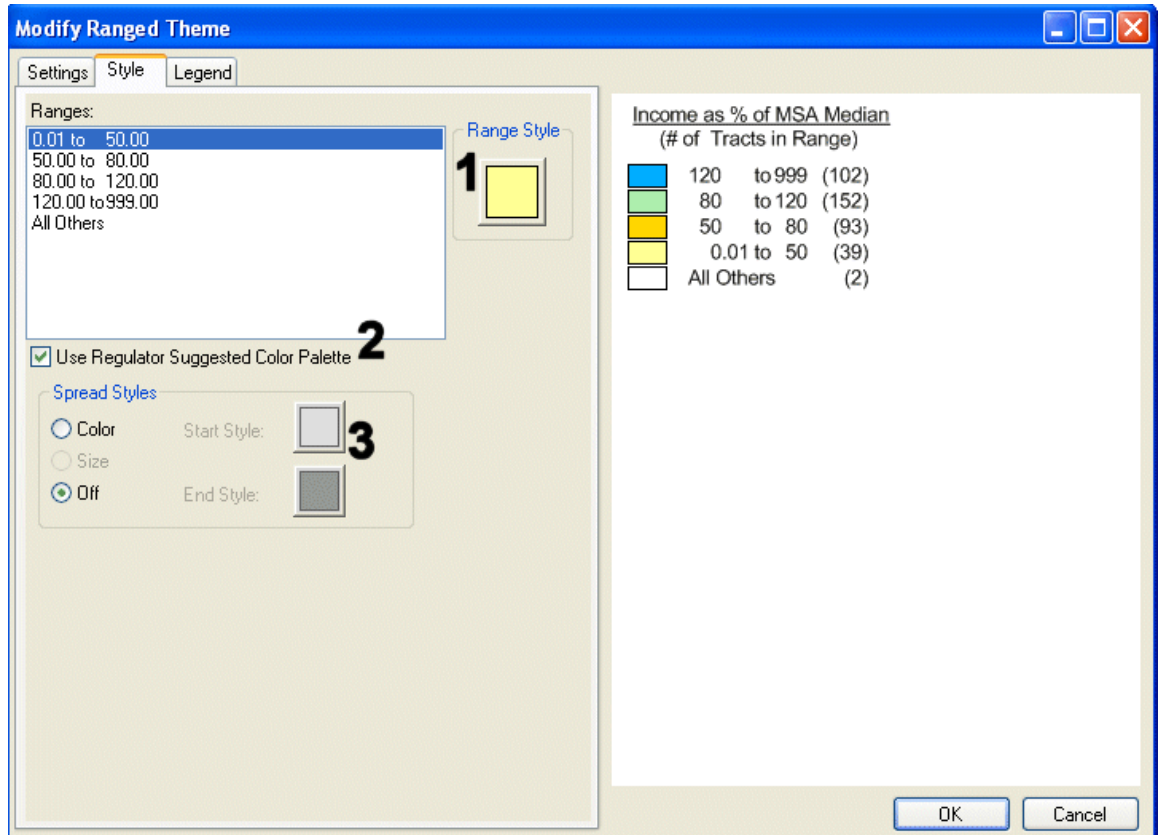
OK Cancel

The dialog box is divided into three tabs. Each tab displays legend options on the left, and a live preview of your changes to the map legend on the right:

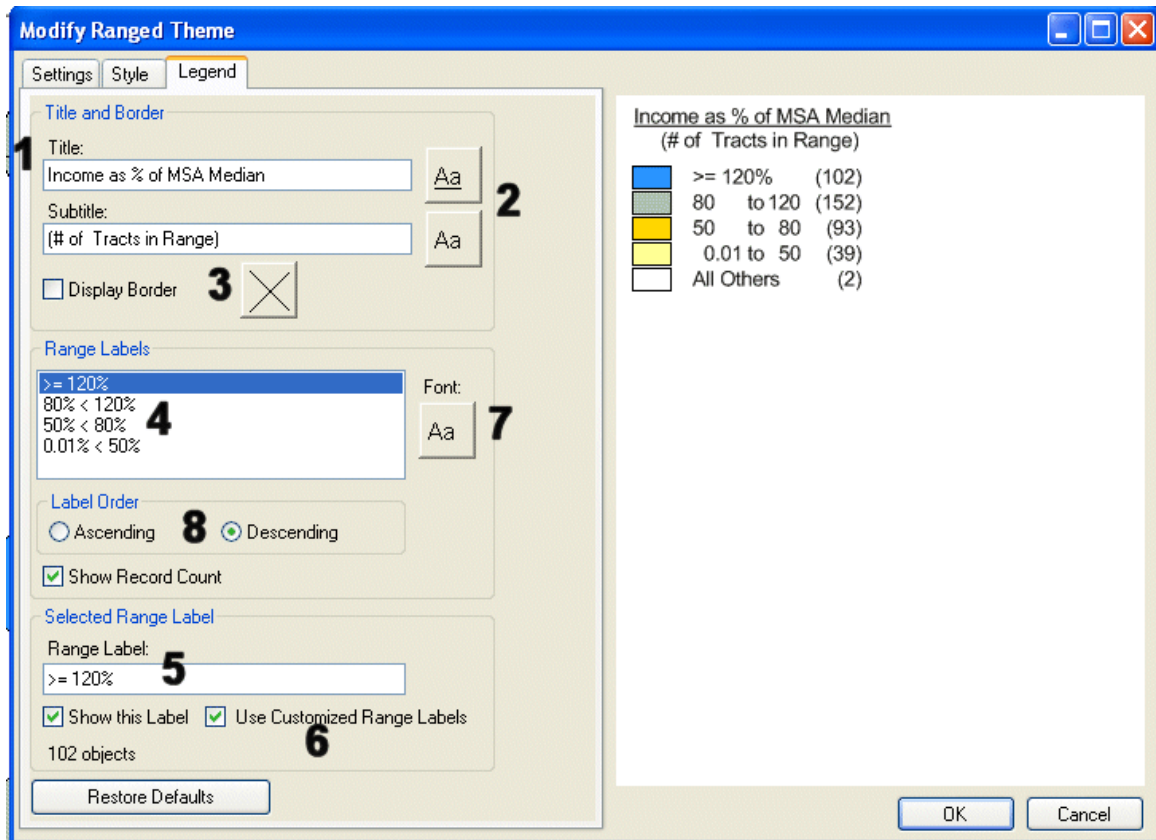
- **Settings** tab - Select a range breakdown (Equal Count, Equal Ranges, Natural Break, Standard Deviation, and Custom) (1), select the number of ranges displayed in the legend (2), enable rounding for range values (3), and create custom ranges by selecting a range in the list box (4) and then entering a new minimum ( $\geq$  **Min**) and maximum ( $<$  **Max**) range in the provided text fields (5):



- Style tab** - Click the **Range Style** button for a selected range to modify the display style for a selected range including fill color, transparency, border style, and border thickness (1). **Note:** The **Use Regulator Suggested Color Palette** checkbox/option is enabled by default for demographics with four ranges (2). To override this option, de-select the checkbox then use the **Start Style** and **End Style** buttons in the **Spread Styles** section to configure customized color spreads for a data range (3):



- Legend tab** - Use to modify the legend **title** and **subtitle** (1). Click the font buttons located next to each legend title to change display font options (2). Click the legend display border button (3) to add a border around the legend (**Note:** this option is disabled by default. To enable, select the **Display Border** checkbox). Modify range labels in the legend by selecting a range in the **Range Labels** list box (4), then modifying the selected label in the **Selected Range Label** text field (5). If you are modifying the range labels, select the **Use Customized Range Labels** checkbox (6). Click the range labels **Font** button (7) to change range label font options. You can also change the range label display order by selecting the **Ascending** or **Descending** option buttons (8):



2. Modify legend options as necessary in the tabs then click the **OK** button.

The software updates the legend and/or map theme.

## Applying Theme to Current File

CRA *Wiz* and Fair Lending *Wiz* has four theme types available in its Map module:

- Thematic Shading
- Thematic Overlay
- Dot Density and
- Pie Charts

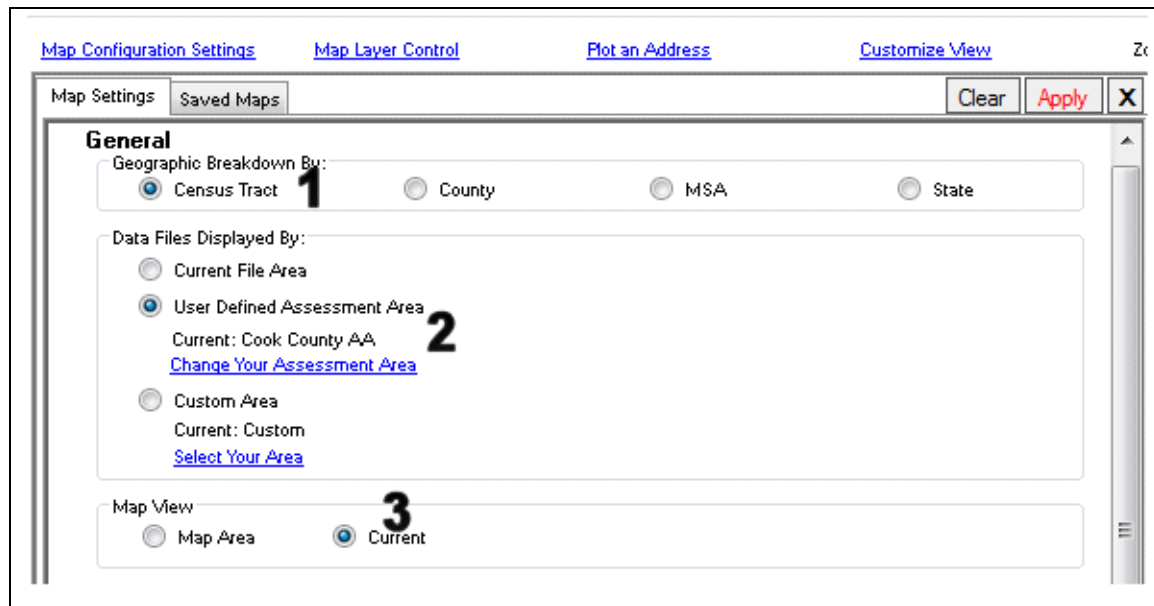
Users frequently utilize GeoDemographic or Business Demographic data, to apply themes to their map. The Income as a % MSA Median variable available in GeoDemographic Data is a commonly used variable when applying thematic shading to a map.

In addition to using demographic data sets to create thematic maps, the CRA *Wiz* and Fair Lending *Wiz* Mapper allows users to apply themes based on data found in their institution's data files. As an example, an institution may wish to apply thematic shading to census tracts in their assessment area based on the number of loans originated to low and moderate income applicants.

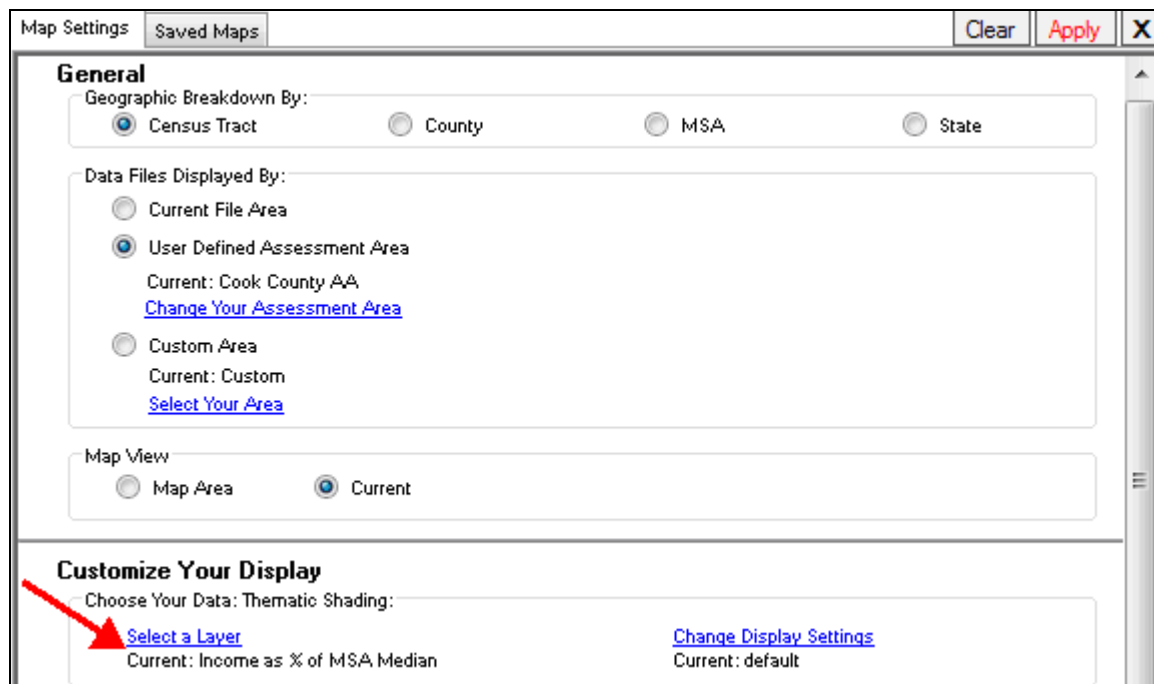
To create this map, follow the following steps:

**Note:** Prior to creating to your map, ensure that your [Current File](#) in the Mapper is set and fulfills your requirements for analysis. Please refer to the [Refreshing Map](#) topic for information on how to refreshing your Current File in the Map.

1. Click the **Map Configuration Settings** link.
2. In the **General** section, confirm the following settings:
  - Geographic Breakdown By: **Census Tract - 1**
  - Data Files Displayed by: User Defined Assessment Area Current: <<**your desired AA**>> - **2**
  - Map View: **Current - 3**

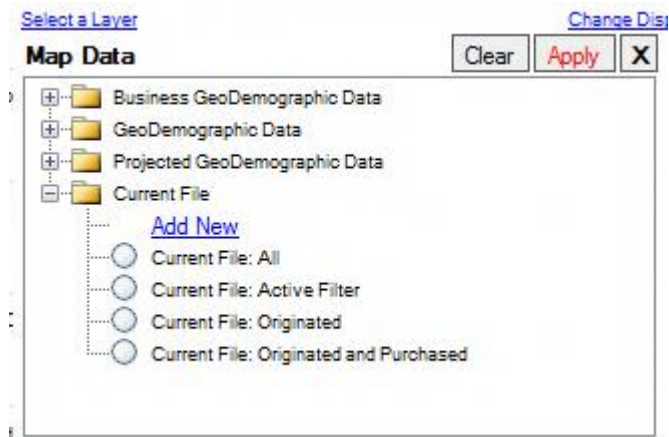


- In the **Customize Your Display** section, select the **Select a Layer** link available for Thematic Shading:



The software displays the **Map Data** dialog box.

- In the Map Data dialog box, click on the **Current File** folder to expand its contents:



The software displays several predefined filters available to filter your Current File as well as an option to create a new custom filter:

### Note about Pre-Defined Filters

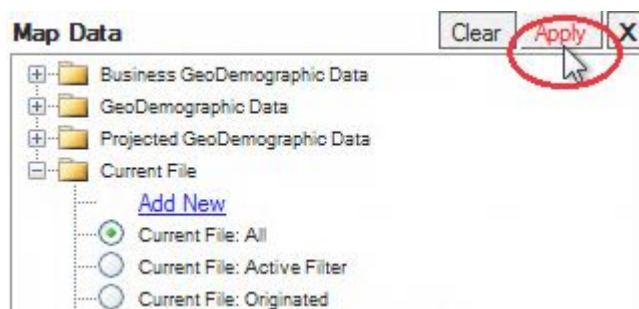
Three of the most commonly utilize filters are available as default selections:

- Current File: All
- Current File: Active Filter
- Current File: Originated
- Current File: Originated and Purchased

To apply a **predefined** filter to your Current File, simply select the radio button for your desired filter:

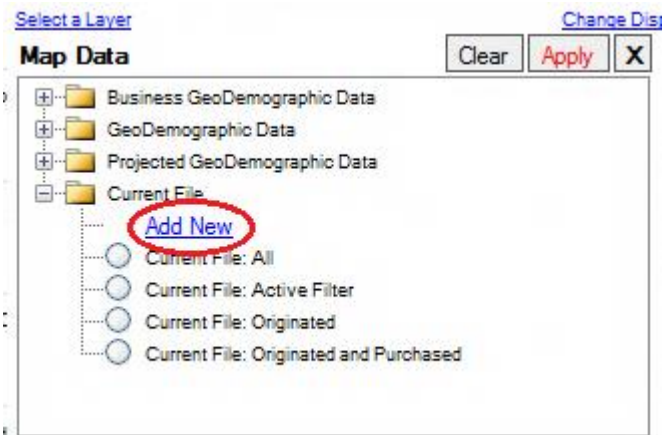


...and click the **Apply** button in the Map Data dialog box:



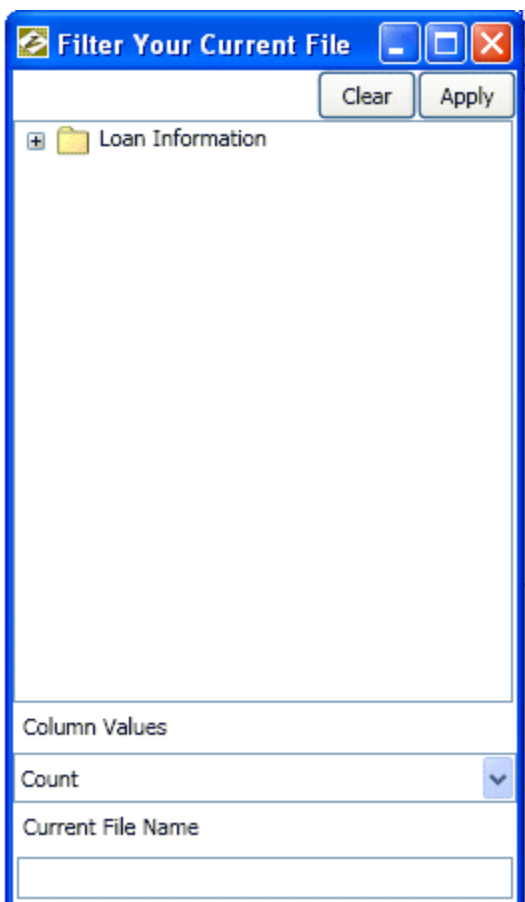


5. To create a **new custom** filter, click the **Add New** link:



**Note:** For the purposes of this example, we will create a custom filter based on Action = Originated and Application Income = Low & Moderate.

The software displays the **Filter Your Current File** dialog. Use this dialog box to select filter criteria:





6. Double-click **Loan Information**.

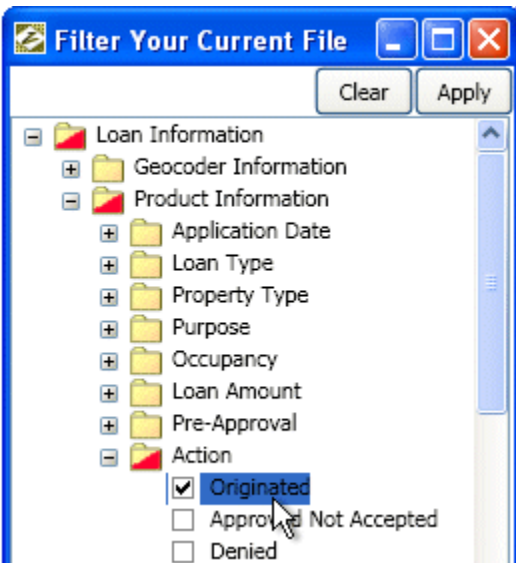
The software displays the available types of Loan Information.

7. Double-click the **Product Information** folder.

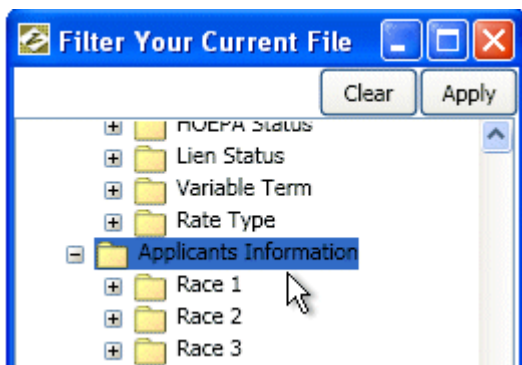
8. Double-click the **Action** folder.

The software displays the available **Action** codes.

9. Select **Originated**:



10. Scroll down to the **Applicants Information** and double-click this folder:

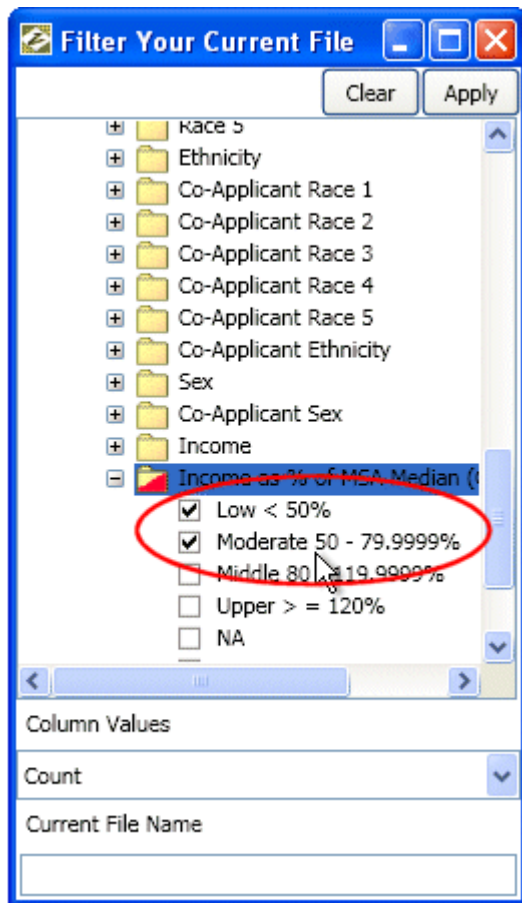


The software displays the available types of Applicants Information.

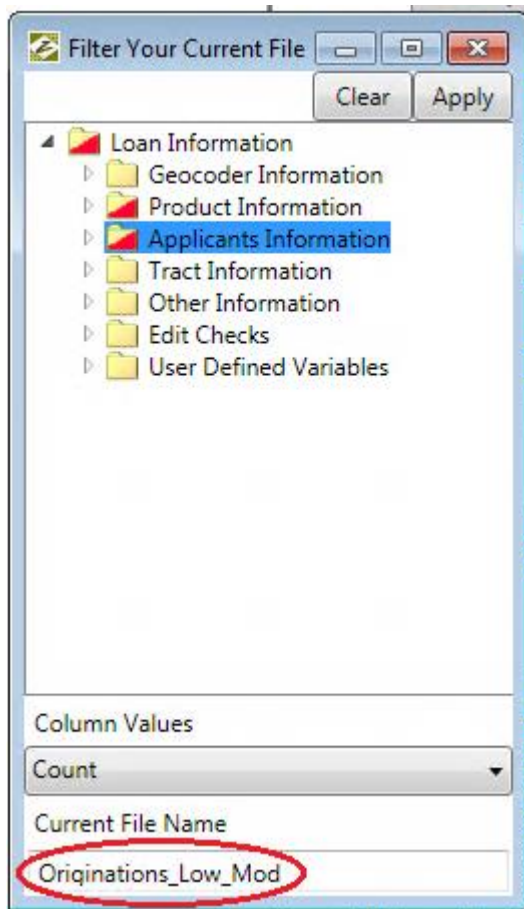
11. Scroll down to the **Income as % MSA Median (Custom Range)** folder and double-click it.

The software displays the available options for Income as % MSA Median.

12. Select both **Low < 50%** and **Moderate 50 – 79.9999%**:



- In the **Current File Name** field, enter a filter name. For example: **Originations\_Low\_Mod**:

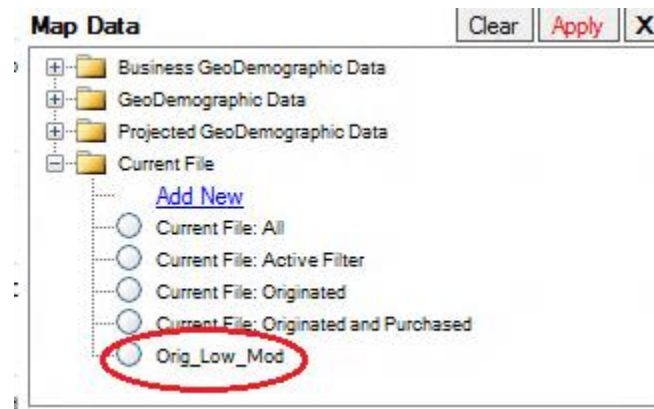


**Note:** Filter names cannot contain spaces.

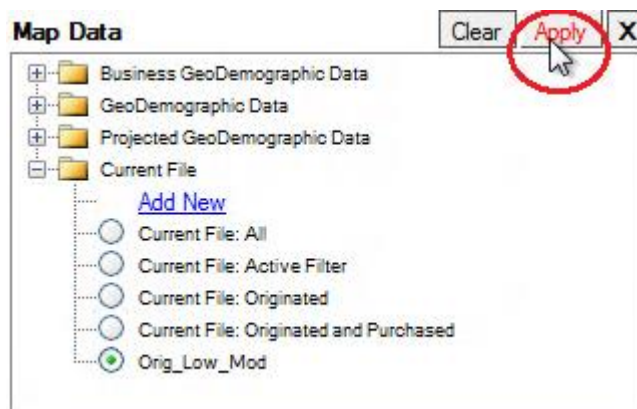
- Click the **Apply** button.

The software does the following:

- Closes the dialog box.
- Displays **Originations\_Low\_Mod** under **Current File**:



15. With the radio button for the Originations\_Low\_Mod filter selected in the Map Data dialog box, click the **Apply** button:



The software does the following:

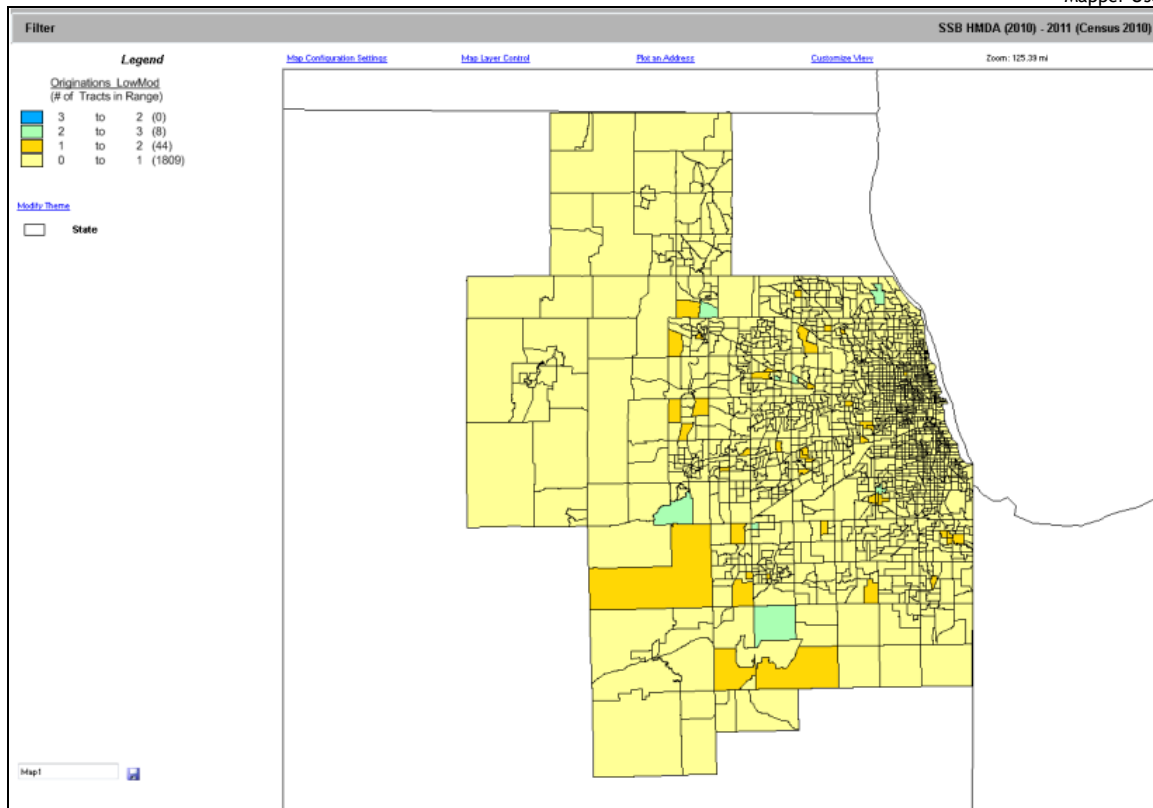
- Closes the dialog box.
- Displays Originations\_Low\_Mod as the Current: value for Thematic Shading:



16. On the Map Configuration Settings drop-down list, click the **Apply** button.

The software does the following:

- Closes the Map drop-down list.
- Adds thematic shading to census tracts based on the number of loans originated to low and moderate income applicants:



## Chapter 2: Utilizing Other Map Tools

### Refreshing Map

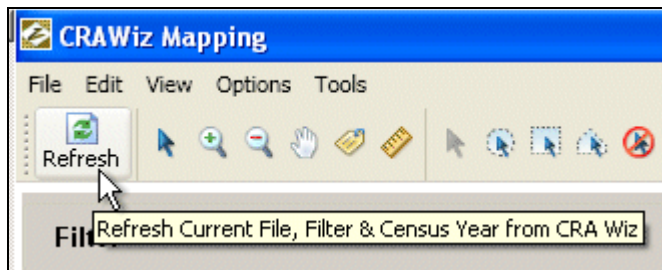


In some cases, when you modify your loan file in CRA *Wiz* and Fair Lending *Wiz*, you will need to manually refresh the Mapper so that those file changes propagate to the Mapper module:

- When changing the [Current File](#)
- When applying a [filter](#) to a file
- When changing Activity Year (From the CRA *Wiz* and Fair Lending *Wiz* **Options** menu, select **Year** and then an **Activity Year**)
- When changing Census Year (From the CRA *Wiz* and Fair Lending *Wiz* **Options** menu, select **1990, 2000, or 2010 Census Boundaries**)

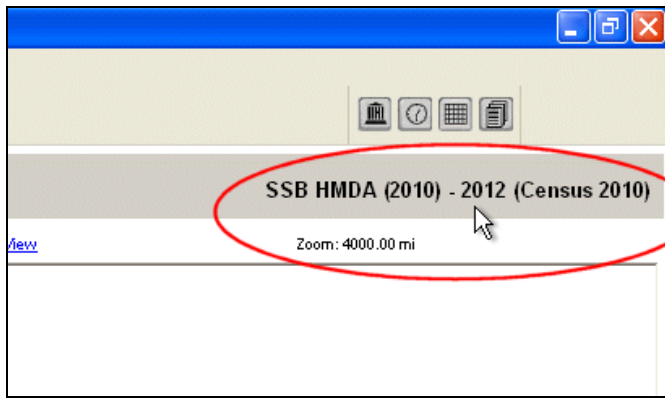
To refresh the map after making one or more of the above loan file changes, follow these steps:

1. Switch to the Mapper.
2. Click the **Refresh** button located in the Mapper tool bar:



The software updates the file information in the Mapper.

**Note:** If you [changed the current file](#) or updated the Census Year, you can confirm your changes in the Mapper by checking the File display located on the right side of the screen:



## Using Area Selection Tools







You use the area selection tools to select multiple, specific geographical areas on a map, for example, one or more Census Tracts. You use the tools to draw around the areas you want to select.

After you have selected the area, you can use the [Display Selected Area Only](#) command to display only that area on the map.

To select an area, follow these steps:

1. In the Mapper tool bar, click one of the following selection tool buttons:

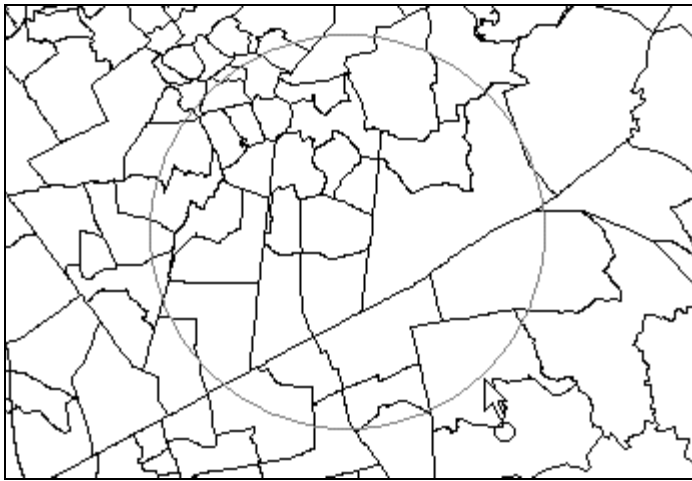


- Radius -  - Select areas using a circular selection box.
- Marquee -  - Select areas using a rectangular selection box.
- Polygon -  - Select areas using a multi-sided selection box.
- Single Select -  - Select a single area.

2. Drag your mouse pointer over the areas you want to select.

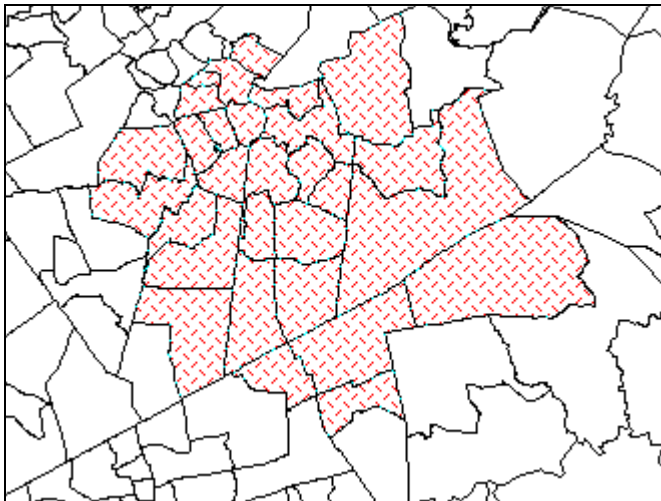
The software draws the shape of selection tool you selected in Step 1 (in the below example, the Radius select tool):






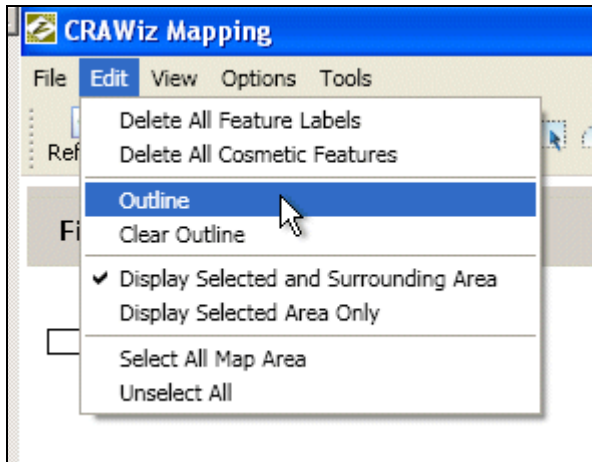
3. Release your mouse button.

The software highlights the area:

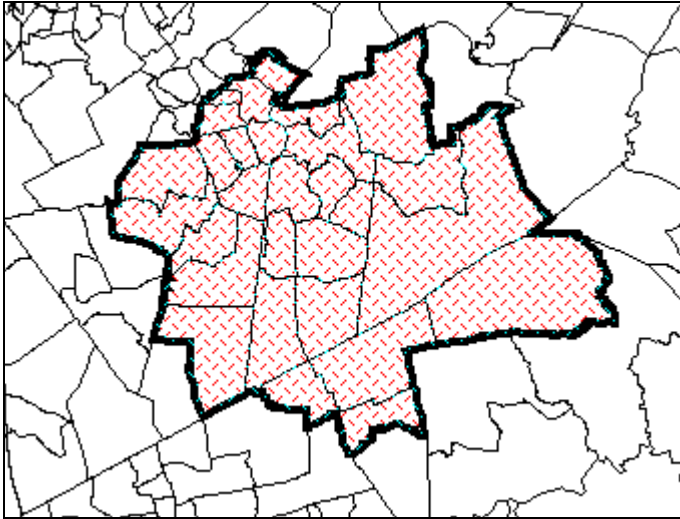


**Note:** If you selected the wrong areas, click the **Unselect All**  button located in the tool bar. The software deselects the areas. Repeat Steps 2 and 3.

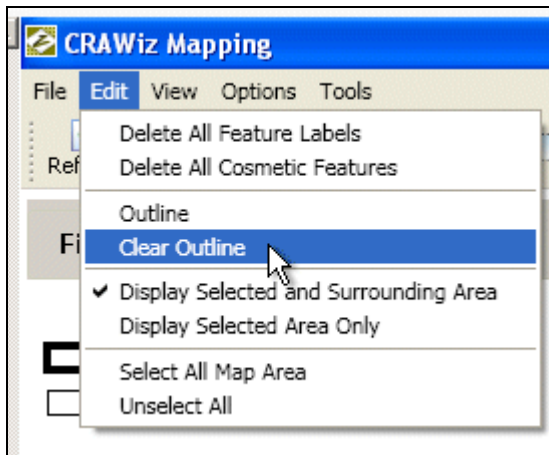
4. From the **Edit** menu, select **Outline**:



The software outlines the area you selected:

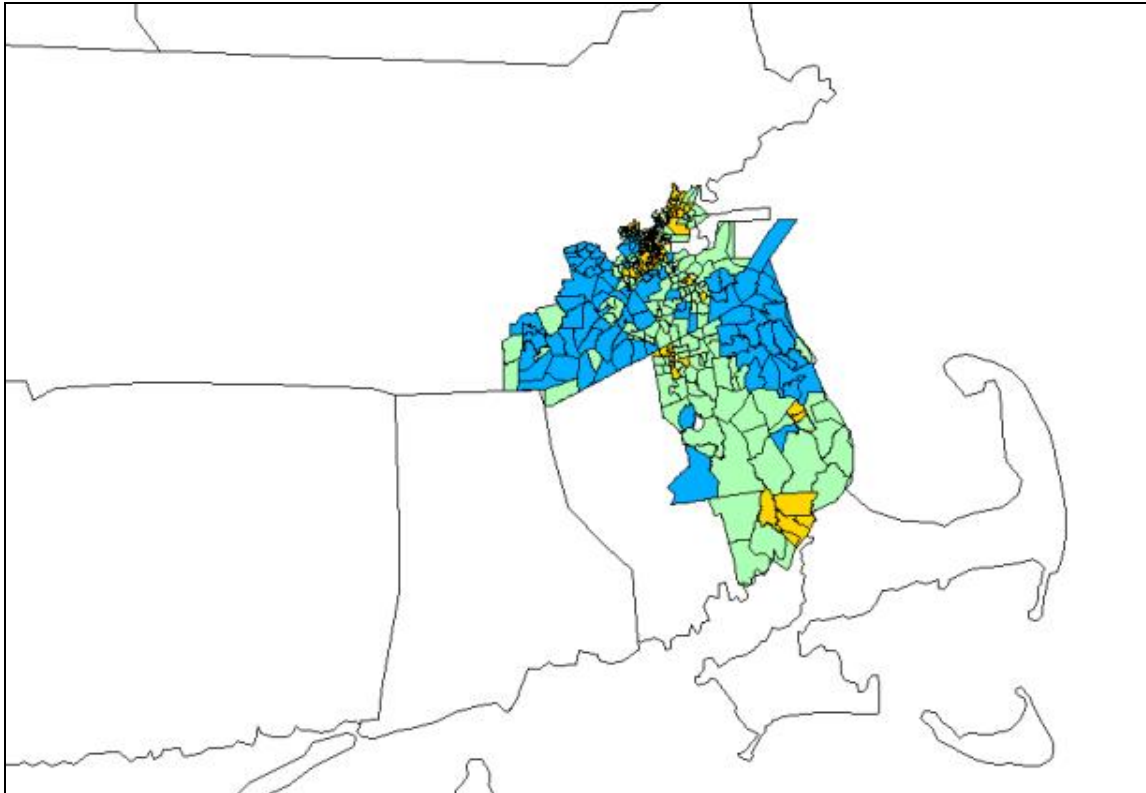


**Note:** To clear the outline, select **Clear Outline** from the **Edit** menu:



## Displaying Selected Area Only

You may notice that by default, the software displays areas beyond an mapped assessment area:

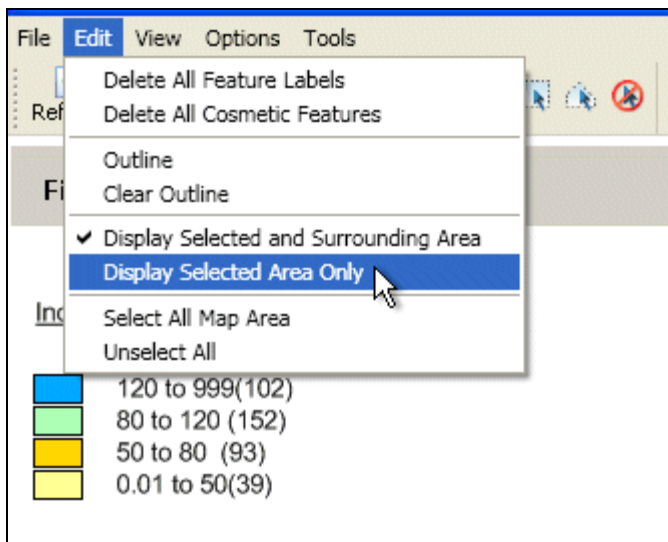


If you prefer to have only the area that represents the assessment area appear on the map, use the **Display Selected Area Only** command to remove all areas falling outside of the assessment area.

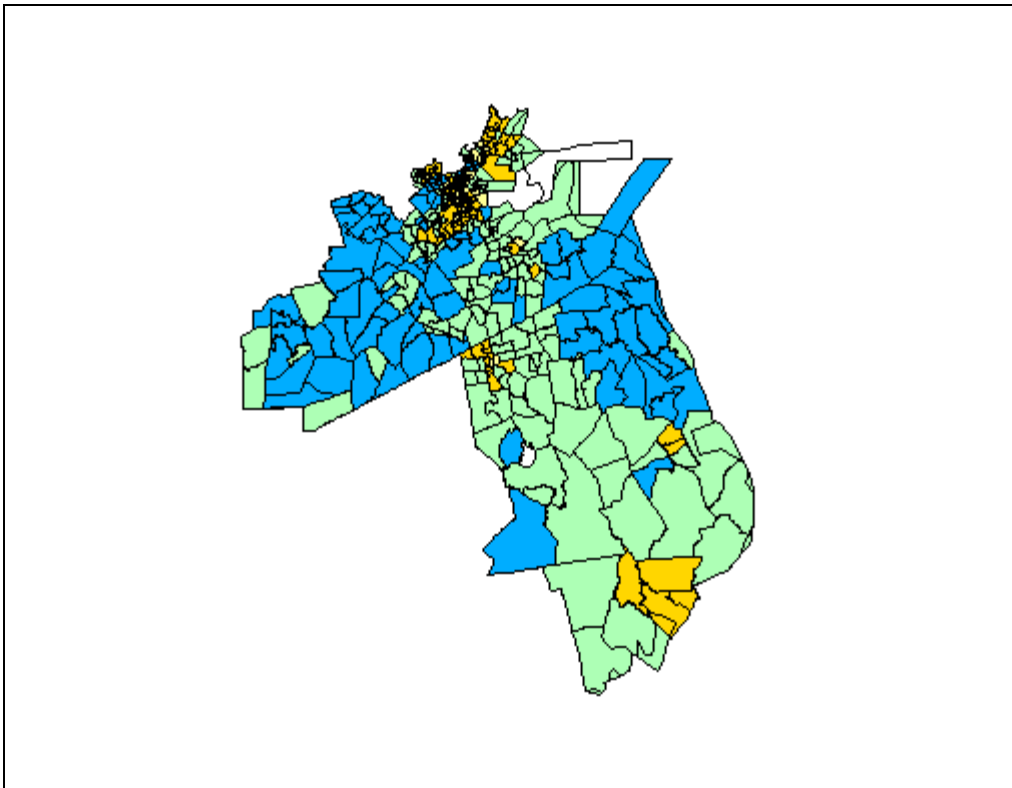
**Note:** For information on how to select an area using the Mapper area selection tools, refer to the [Using Area Selection Tools](#) topic.

To display a selected assessment area only on a map, follow these steps:

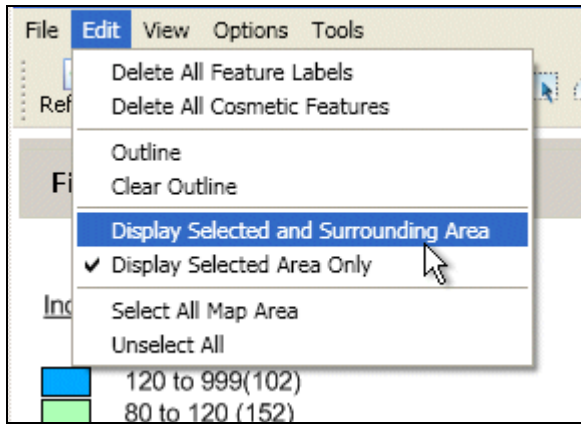
1. From the **Edit** menu, select **Display Selected Area Only**:



The software removes map areas outside of the assessment area:



2. If you want to display areas outside of the assessment area, from the **Edit** menu, select **Display Selected and Surrounding Area**:



The software re-displays the surrounding map areas.

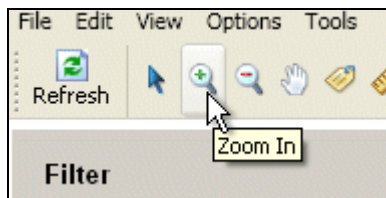
## Adding Selected Area to Assessment Area

You can select areas specific geographic areas in the map and then send the selected map area(s) directly to the [Create Areas](#) section of CRA *Wiz* to create a new assessment area. The **Add Selected Area to Assessment Area** option populates the **Create Areas** grid with all of the relevant State, MSA, County, and Census Tract information from the selected area of the map. You can then save this area for later use.

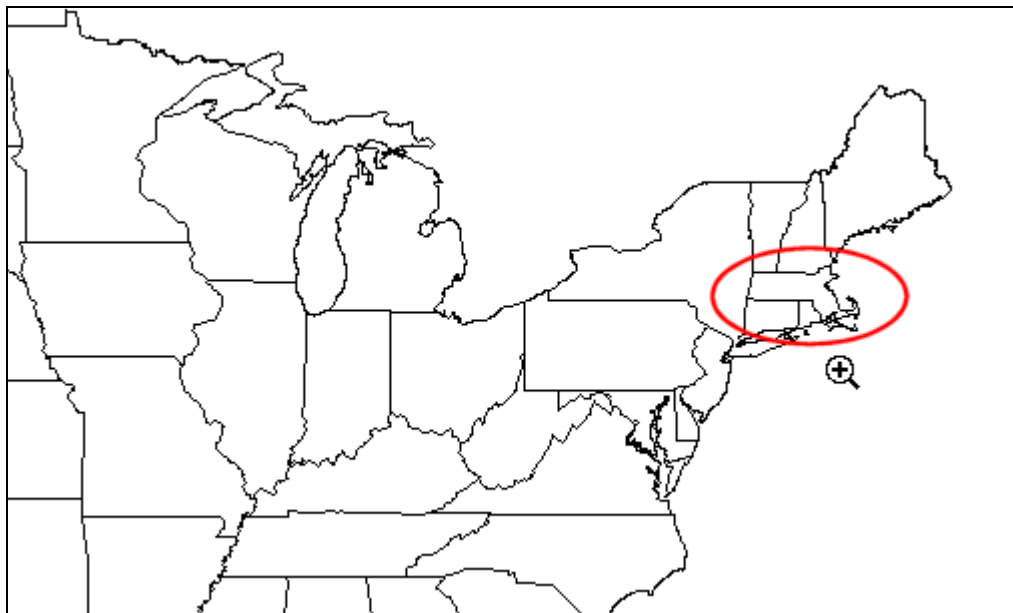
**Note:** For more information on using Assessment Areas in CRA *Wiz* and Fair Lending *Wiz*, click [here](#).

To add selected map area(s) as an assessment area in CRA *Wiz* and Fair Lending *Wiz*, follow these steps:

1. Select the **Zoom In** tool located in the tool bar:



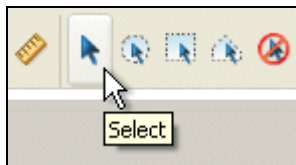
2. In the map, click the geographical area(s) you want to enlarge:






The software zooms into the area:



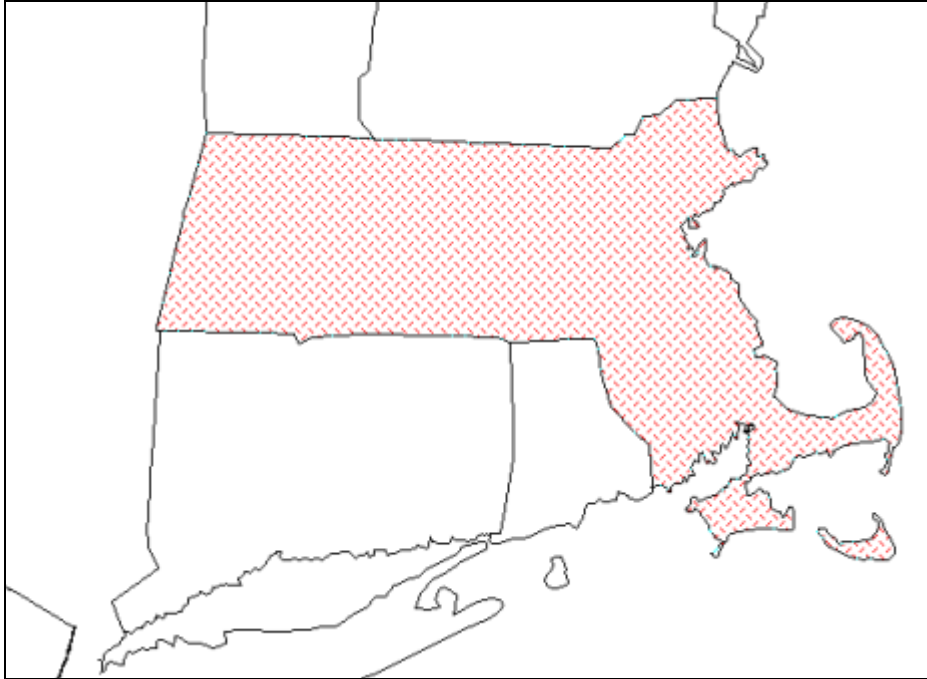
3. To select an area, click the **Select** tool located in the tool bar:



**Note:** You can also select areas using the **Radius** , **Marquee** , and **Polygon**  selection tools located next to the Select tool in the tool bar.

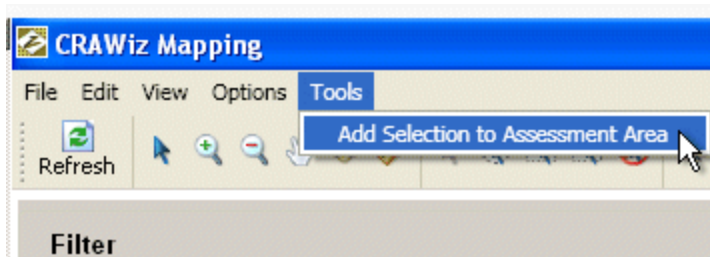


- In the map, click the geographic area you want to select (in the below example, a State). The software selects the area:



**Note:** To select multiple areas, hold down the **Control** (Ctrl) key on your keyboard while clicking on additional areas.

- From the **Tools** menu, select **Add Selection to Assessment Area**:



The software sends the selected area to CRA *Wiz* and Fair Lending *Wiz*.

6. Switch to CRA *Wiz* and Fair Lending *Wiz* and note that the selected area data has been added to the [Assessment Area](#) screen:

State	MSA	County	Census Tract
25	12700	001	0101.00
25	12700	001	0102.00
25	12700	001	0103.00
25	12700	001	0104.00
25	12700	001	0105.00
25	12700	001	0106.00
25	12700	001	0107.00
25	12700	001	0108.00
25	12700	001	0109.00
25	12700	001	0110.00
25	12700	001	0111.00
25	12700	001	0112.00
25	12700	001	0113.00
25	12700	001	0114.00
25	12700	001	0115.00
25	12700	001	0116.00
25	12700	001	0117.00
25	12700	001	0118.00
25	12700	001	0120.00
25	12700	001	0121.00

7. Save the assessment area.

**Note:** For more information on how to save an assessment area, click [here](#).

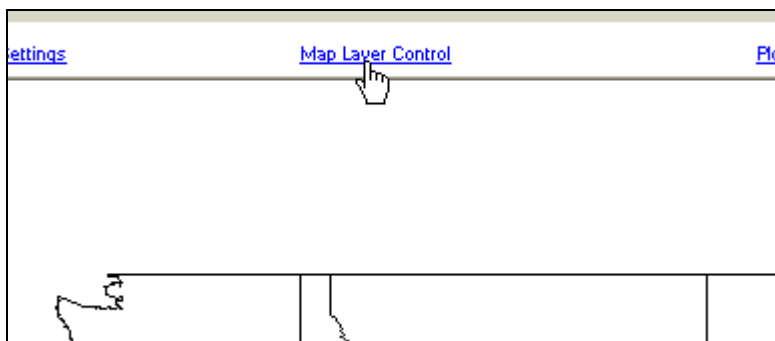
## Working with Custom Coordinate Files

Custom coordinate files can be used to plot loan records contained in your data files as points on a map. Custom coordinate files are also commonly utilized to map branch and ATM locations. For more information, refer to the [Importing a Branch File](#) topic.

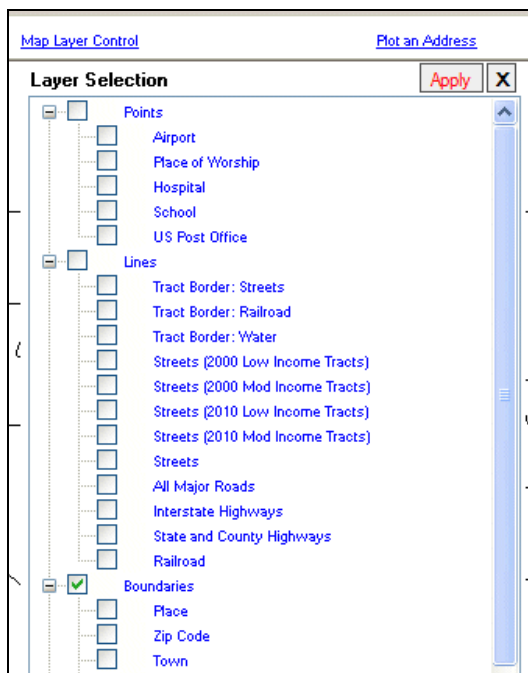
**Note:** For a file to be eligible to be plotted as a custom coordinate file, it must be geocoded (ie, contain latitude and longitude information).

To add a custom coordinate file to your map, follow these steps:

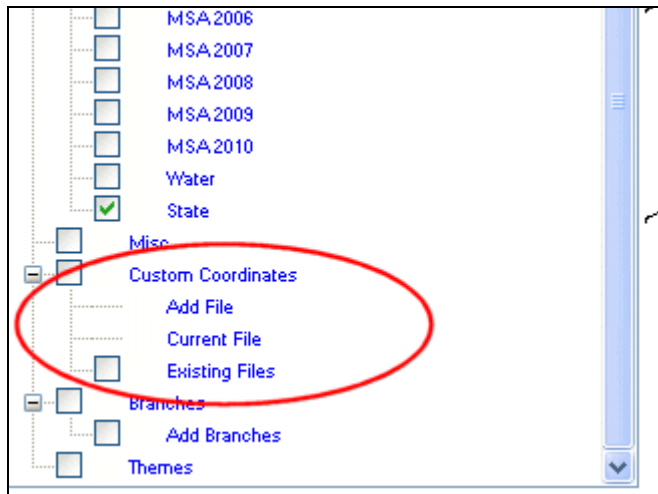
1. In the main map screen, click the **Map Layer Control** link:



The software displays the **Layer Selection** pane:



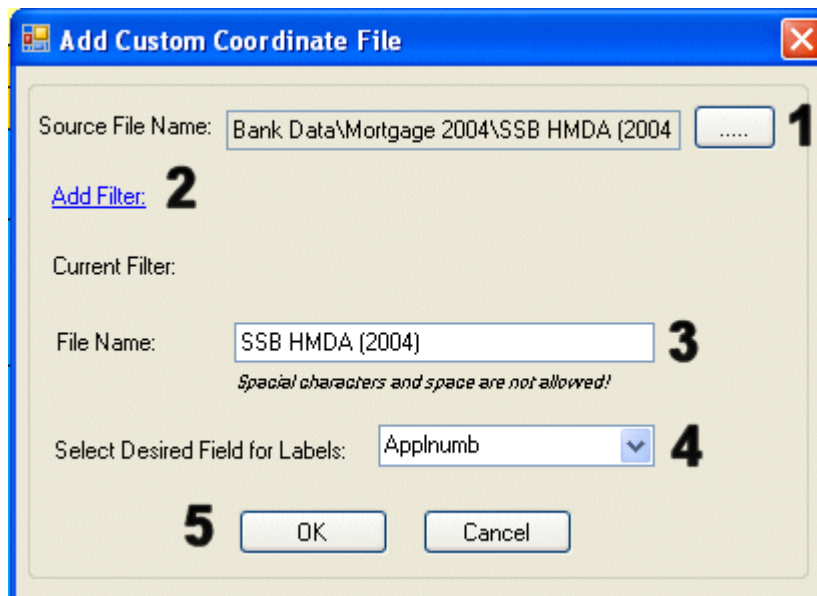
2. Scroll to the bottom of the tree view and click the **Custom Coordinates** item to display Custom Coordinates options:



3. Select one of the following:

**Note:** You can select multiple coordinate files for display on a map. For example, you can display points from your currently active file along with existing coordinate files.

- **Add File** - Click this link if you want to add a custom coordinate file. The software displays the **Add Custom Coordinate File** dialog box:



Click the ellipses button (1) to display the **Open** dialog box. Use the dialog box to select a file that [you have already imported](#) into CRA *Wiz* and Fair Lending *Wiz*.

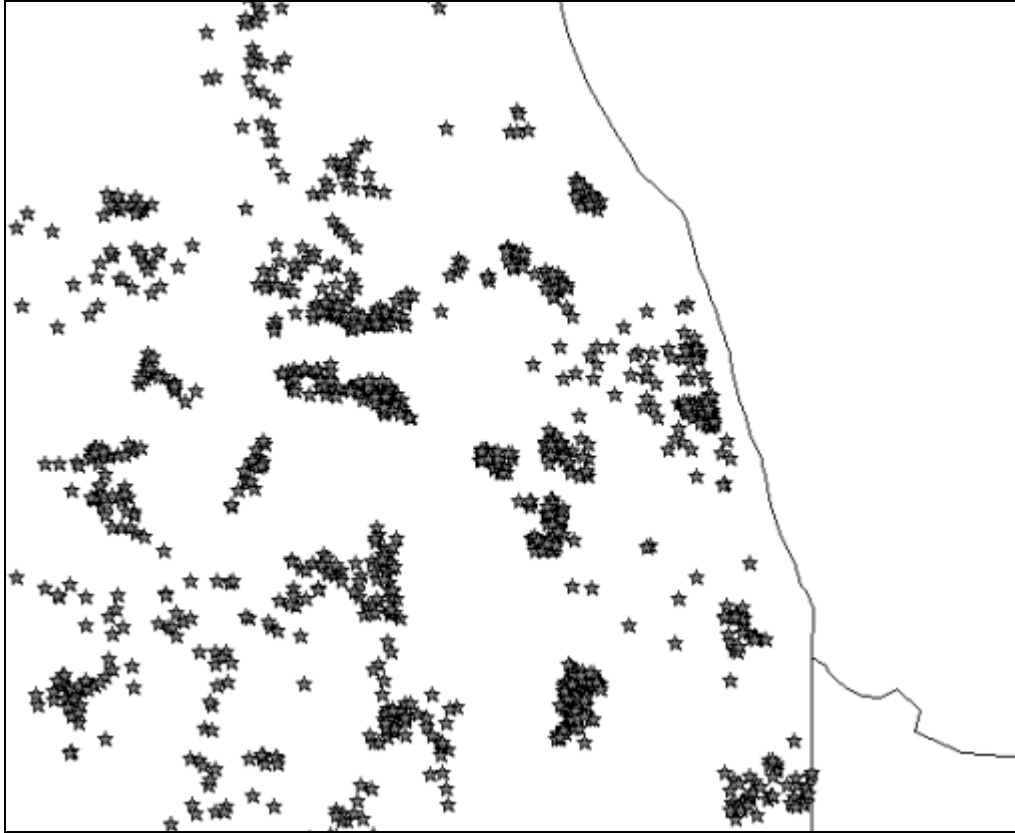
**Note:** You cannot select **Peer Data** files. When you have selected a file, the system enables the **Add Filter** link (2). If you want to filter your coordinate file, click this link to display the **Filter** dialog box. Use the tree view to select filter criteria and then click the **Apply** button. The software displays the name of the file in the **File Name** text field (3). Use the **Select Desired Field for Labels** drop-down menu (4) to select a field to use as a label for each plot point on the map. When you have finished with your selections, click the **OK** button (5).

- **Current File** - Select this link to use the [currently active file](#) in CRA *Wiz* and Fair Lending *Wiz* as a coordinate file
- **Existing Files** - Click this link to display a list of previously used custom coordinate files. Click the checkbox for one or more of the previously used files whose coordinates you want to display on the map.

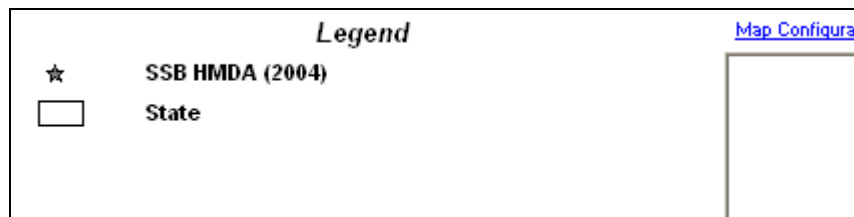
**Important!** Previously used custom coordinate files are not dynamically linked to source files in CRA *Wiz* and Fair Lending *Wiz*. If the source loan file changes (for example, new records are added), the associated custom coordinate file is **not** updated in Mapper. For this reason, **you should create a new custom coordinate file if the associated loan file is modified.**

4. When you have made your selection(s), click the **Apply** link located at the top-right corner of the Layer Selection pane.

The software plots the branch locations on the map, depicted by black stars:

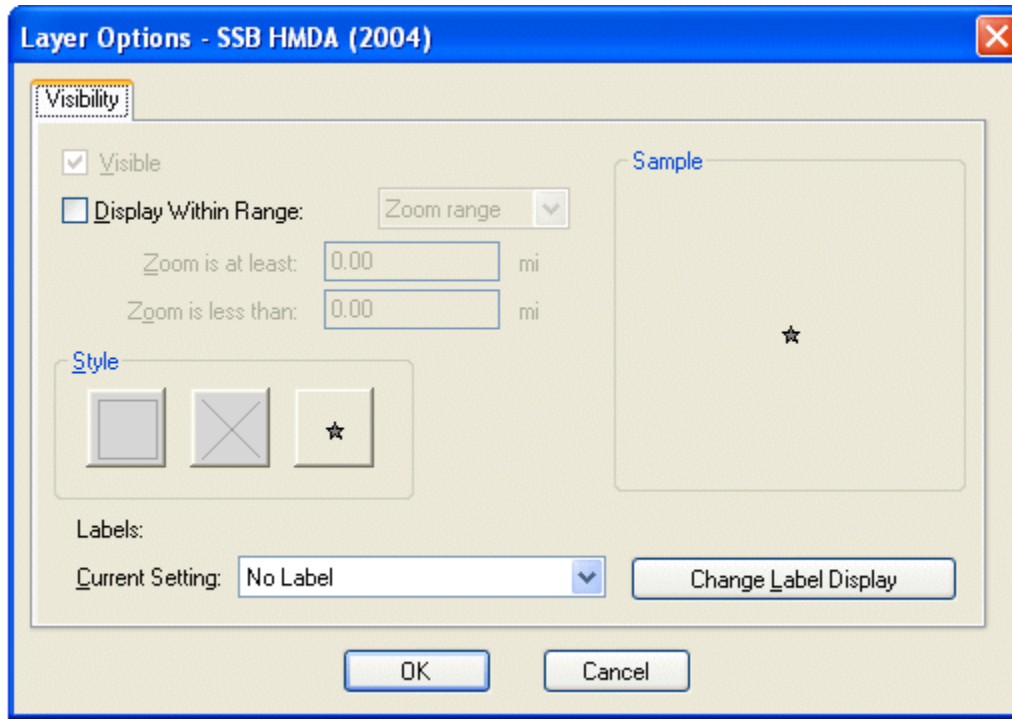



And also displays the name of the selected file in the map legend:



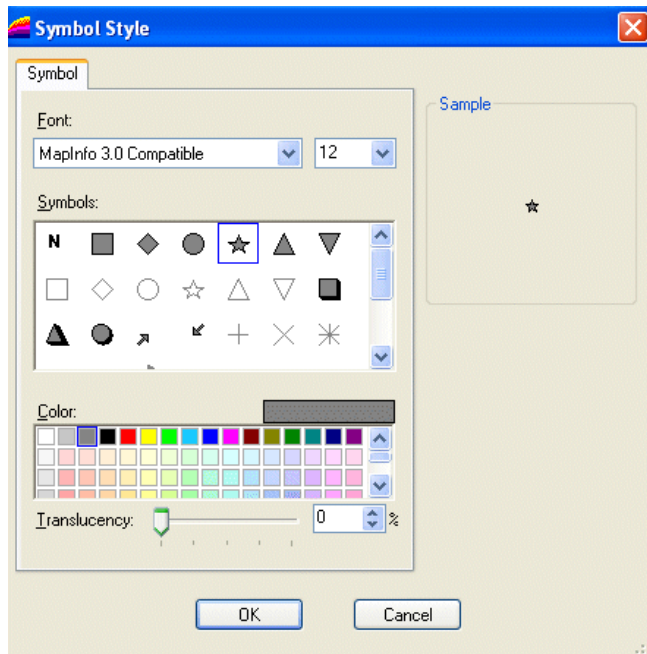
5. To change the branch locations from black stars to another symbol or color, double-click the desired custom coordinate file listed in the map legend.

The software displays the **Layer Options - [Name of File]** dialog box:



6. In the **Style** section, click the symbol button .

The software displays the **Symbol Style** dialog box:



7. Use the options in the dialog box to change the symbol type including symbol font family used and symbol size, color, and transparency.
8. When you have made your selections, click the **OK** button.

The software displays the Layer Options - [File Name] dialog box.

9. Click the **OK** button.

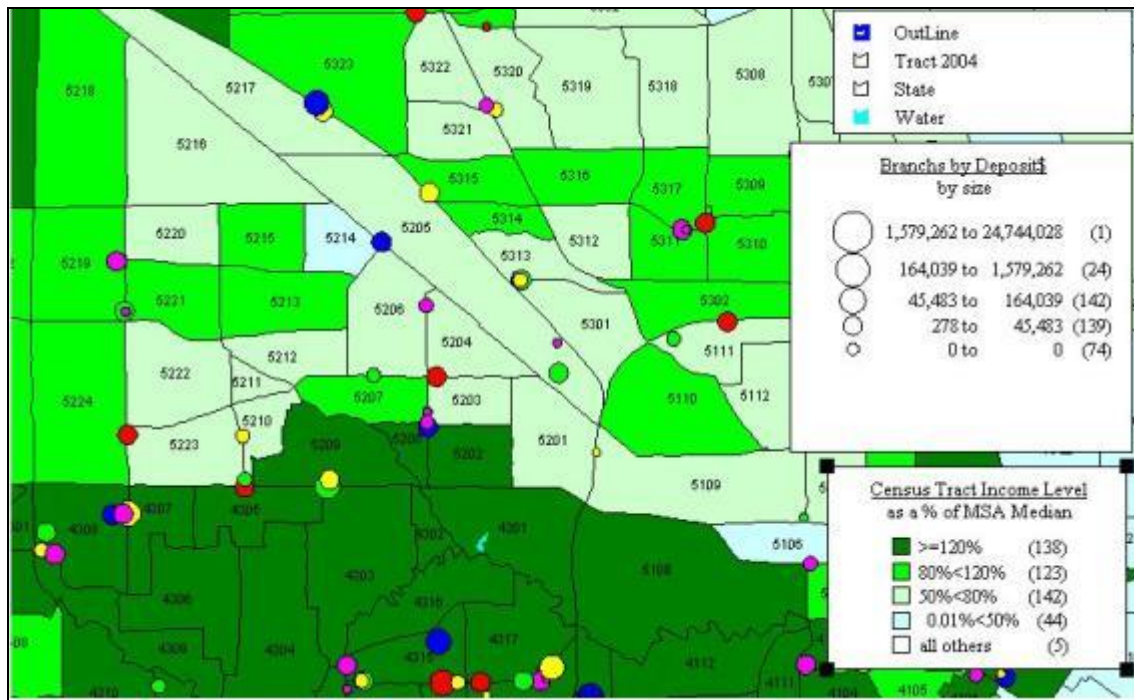
The software applies your changes to the map symbols.



## Mapping Peer Branches

Branch and Deposit data is assembled (by Highline Financial, LLC) from the June 30th Call Reports that every financial institution submits to the FFIEC.

The data can be used in the Mapping module to plot the branches of your institution as well as your peers. You can label the individual branches, show the size of the branch based on the deposit amounts and view multiple institutions at once.



You use the two-step **Branch Mapping Wizard** to configure peer branch mapping options.

To map branches, refer to the following topics:

[Accessing Branch Mapping Wizard](#)

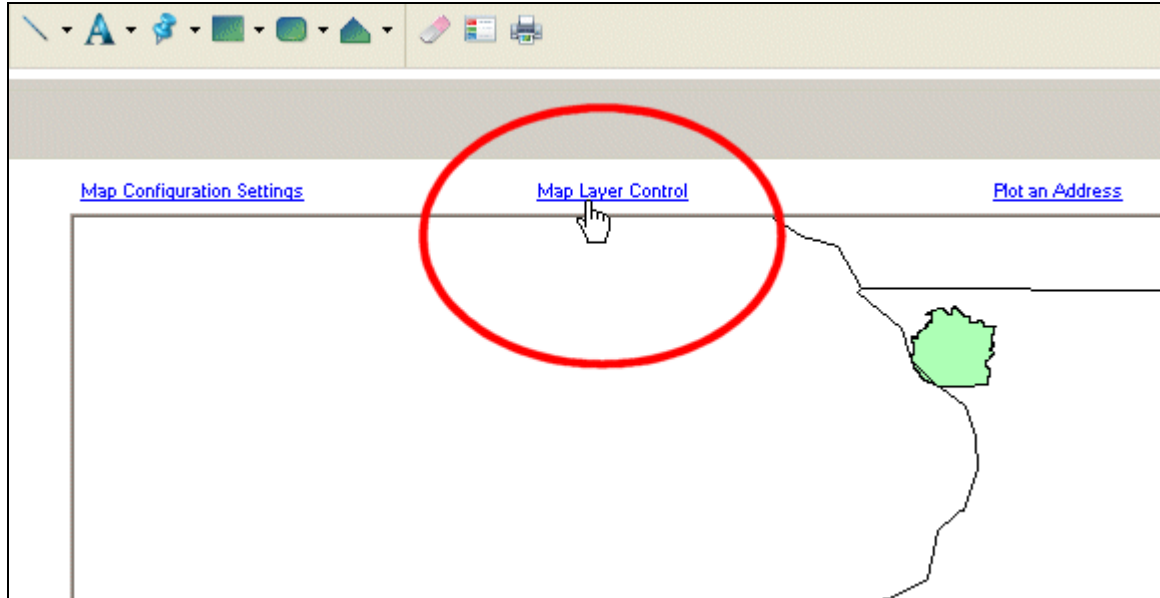
[Using Branch Mapping Wizard - Step 1 Screen](#)

[Using Branch Mapping Wizard - Step 2 Screen](#)

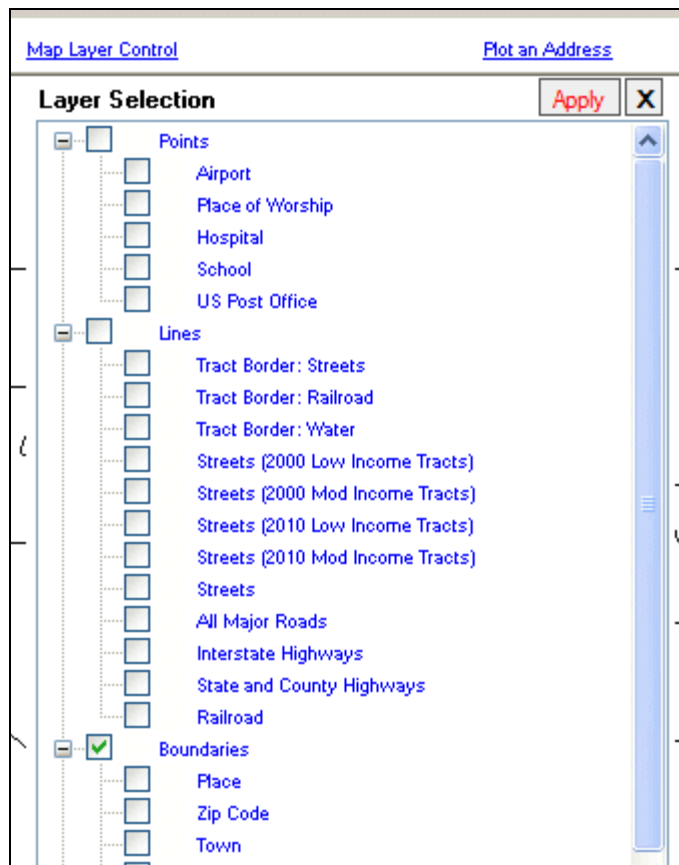
## Accessing Branch Mapping Wizard

To map branches, follow these steps:

1. In the main map screen, click the **Map Layer Control** link:



The software displays the **Layer Selection** pane:



2. Scroll to the very bottom of the pane to display the **Branches** item in the tree view:



3. Click the **Add Branches** link:



The software displays the **Branch Mapping Wizard**:

**Branch Mapping Wizard: Step 1 of 2**

**Select Data Source**  
 2010 Peer Deposit Data - US and PR

---

**Apply Filters**

Branch Locations:  All  Map Area  Assessment Area  ...  
 Custom Area  ...

Bank Type:  All  
 Bank  Savings & Loan Association  Savings Bank  Credit Union

Branch Deposit Amount:  All  
 Between  and

Select Specific: Institutions:  All  ...  
 Holding Companies:  All  ...

Reset Next Finish

## Using Branch Mapping Wizard - Step 1 Screen

You use the Branch Mapping Wizard - Step 1 screen to select peer data source, the mapping area on which you want branches to display, and which institutions and/or holding companies you want to map.

To use the **Branch Mapping Wizard - Step 1** screen, refer to the following procedures:

[Selecting Peer Data Source](#)

[Selecting Branch Location](#)

[Selecting Bank Type](#)

[Selecting Branch Deposit Amount](#)

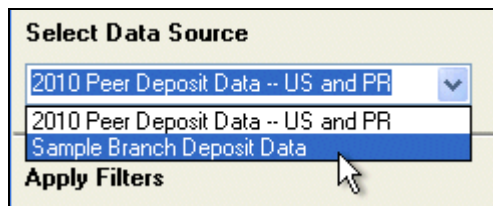
[Selecting Specific Institutions](#)

[Confirming Selections](#)

**Note:** To clear your selections and reset branch mapping options to their default values, click the **Reset** button located at the bottom left of the Branch Mapping Wizard screen.

### Selecting Peer Data Source

From the **Select Data Source** drop-down menu, select a Peer Data source:



**Note:** The data sources available in the drop-down menu will depend upon the types of Peer Data you have installed in CRA *Wiz* and Fair Lending *Wiz*.

## Selecting Branch Location

Use the **Branch Location** options to select the geographic area for which branch locations should be drawn on the map:

- **All - (1)** - Select if you want to display all branches across the U.S. **Warning:** Because the Mapper has to display all branches in the U.S., it will take the system longer than normal to render the map. Rendering time can also be affected by the specifications of your computer.
- **Map Area - (2)** - Select if you want to map branches in the area currently displayed by the main map window.
- **Assessment Area - (3)** - Use to select a [previously defined and saved assessment area](#) in which you want to map branches. Click the ellipses  button (4) to display the **User Defined Assessment Areas** list box:

To select a saved area, click the checkbox for an area, then click the **Apply** link. The software displays the area in the Assessment Areas text field.

- **Custom Area - (5)** - Select areas (States, MSAs, and Counties) where you want to map branches. Click the ellipses  button (6) to display the **Select Custom Area** list box:

Use the tree view to display and select the areas you want to include, then click the Apply link. The software displays the selected area(s) in the Custom Area text field.

## Selecting Bank Type

To map branches by specific institution type, select one or more of the following **Bank Type** checkboxes:

Bank Type:  All  
 Bank  Savings & Loan Association  Savings Bank  Credit Union

- All
- Bank
- Savings & Loan Association
- Savings Bank
- Credit Union

## Selecting Branch Deposit Amount

To map branches by deposit amount, select one of the following **Branch Deposit Amount** options:

Branch Deposit Amount  All **1**  
 **2** Between **3**  **4** and  **5**

- All - **(1)** - Select to include branches with all deposit amounts.
- Checkbox **(2)** - Select to specify a deposit amount. Use the drop-down menu **(3)** to specify **Between, Greater Than (>),** or **Less Than (<)**. Use the text boxes **(4 and 5)** to enter a value (if you select greater than or less than operators from the drop-down menu), or a range of values (if you select Between from the drop-down menu).

## Selecting Specific Institutions

To map specific institutions you select from a list, use the following **Select Specific Institutions** options:

- Options are divided into **Institutions** and **Holding Companies** - (1)
- **All** checkboxes - (2) - Select to include all institutions or holding companies.
- The institutions and/or holding companies you select display in the accompanying text fields - (3).
- Ellipses buttons - (4) - For each type, click to display a list box that you use to select the institutions and/or holding companies you want to map:

Size	Branch(#)	Id	Name	Type	H_Id	H_Name	
<input checked="" type="checkbox"/>	828928319	7866	0000003510	Bank of America ...	1	0001073757	Bank of America
<input type="checkbox"/>	719242000	7914	0000003511	Wells Fargo Bk N...	1	0001120754	Wells Fargo & Co
<input type="checkbox"/>	633131000	6144	0000000628	JPMorgan Chase...	1	0001039502	J P Morgan Chas
<input type="checkbox"/>	254534551	1476	0000007213	Citbank NA ...	1	0001951350	Citigroup, Inc
<input type="checkbox"/>	177348420	2883	0000006384	PNC Bk NA ...	1	0001069778	PNC Financial Se
<input type="checkbox"/>	169153019	3343	0000006548	US Bk NA ...	1	0001119794	U S Bancorp
<input type="checkbox"/>	121794304	1398	0000018409	TD Bank, NA ...	1	0001238565	Toronto-Dominio
<input type="checkbox"/>	118808539	2238	0000000867	SunTrust Bk ...	1	0001131787	SunTrust Banks,
<input type="checkbox"/>	103460055	2511	0000009846	Branch Bkg&TC ...	1	0001074156	BB&T Corp
<input type="checkbox"/>	95794707	2698	0000012368	Regions Bank ...	1	0003242838	Regions Financie
<input type="checkbox"/>	91964383	608	0000057890	HSBC Bk USA N...	1	0001857108	HSBC Holdings F
<input type="checkbox"/>	88893265	1098	0000004297	Capital One, NA ...	1	0002277860	Capital One Fina
<input type="checkbox"/>	78842328	1406	0000006672	Fifth Third Bk ...	1	0001070345	Fifth Third Banc
<input type="checkbox"/>	77431828	2	0000016782	ING Bank FSB ...	2	0008883579	ING USA Holding
<input type="checkbox"/>	73729149	7	0000033318	FIA Card Service...	1	0001073757	Bank of America
<input type="checkbox"/>	71284887	1288	0000057957	RBS Citizens, NA...	1	0001245796	Royal Bank of Sc
<input type="checkbox"/>	67709000	70	0000000639	Bank of New Yor...	1	0003587146	Bank of New Yo
<input type="checkbox"/>	64414495	484	0000022826	Union Bank, NA ...	1	0002961897	Mitsubishi UFJ Fi
<input type="checkbox"/>	61825354	1347	0000017534	Keybank NA ...	1	0001068025	KeyCorp
<input type="checkbox"/>	55184000	3	0000032992	Morgan Stanley ...	1	0002961897	Mitsubishi UFJ Fi
<input type="checkbox"/>	48694362	10	0000023360	Citbank South D...	1	0001951350	Citigroup, Inc
<input type="checkbox"/>	46916726	1079	0000000588	Manufacturers & ...	1	0001242601	Allied Irish Banks
<input type="checkbox"/>	46005171	823	0000019048	Compass Bank ...	1	0001391237	Banco Bilbao Viz



- To sort institution or holding company information in ascending or descending order, click the column heading:

Branch(#)	Id	Name	Type
1	0000000001	Morris Sheppard...	4
1	0000000005	First Castle ...	4
1	0000000006	New Orleans Fire...	4
14	0000000007	Piedmont FSB ...	2
26	0000000008	Fleet Bk-Maine ...	1

- To select an institution or holding company, select its checkbox:

Size	Branch(#)
<input type="checkbox"/> 263993	1
<input type="checkbox"/> 11147	1
<input type="checkbox"/> 15312	1
<input type="checkbox"/> 37	1
<input checked="" type="checkbox"/> 163206	1
<input type="checkbox"/> 184080	1
<input type="checkbox"/> 724890	1
<input type="checkbox"/> 243292	1

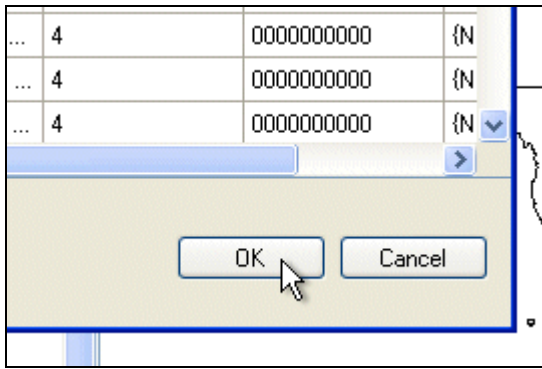
- To clear your selections, click the **Clear** button located at the bottom left of the dialog box:

<input type="checkbox"/> 470404	1
<input type="checkbox"/> 6622	1
<input type="checkbox"/> 14573	1
<input type="checkbox"/> 0	1
<input type="checkbox"/> 175405	1

<

Clear

- To confirm your selections, click the **OK** button located at the bottom right of the dialog box:



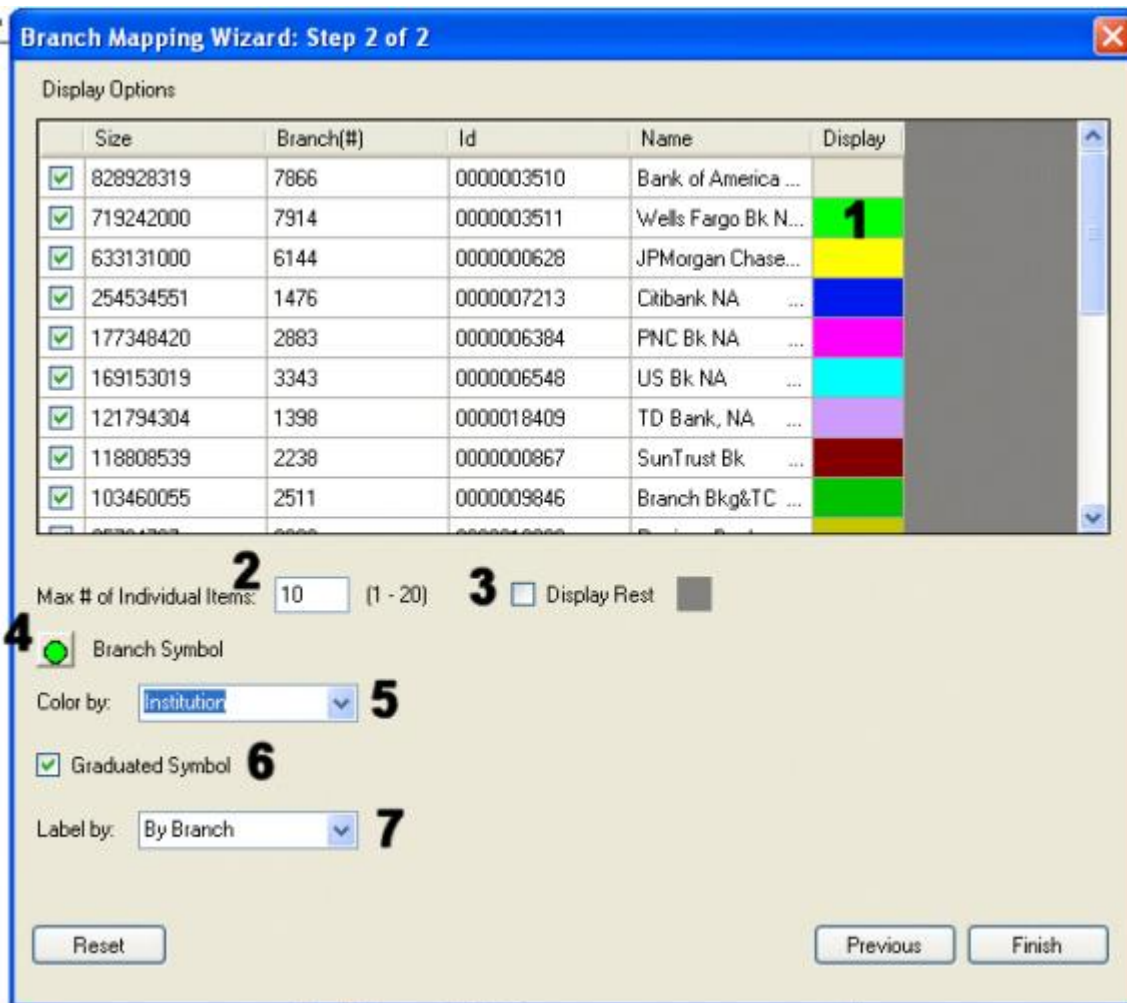
## Confirming Selections

When you have configured all of the necessary options on the Branch Mapping Wizard - Step 1 screen, confirm your selections by doing one of the following:

- **Next** button - Click to display the [Branch Mapping Wizard - Step 2](#) screen.
- **Finish** button - Click to **skip** the Branch Mapping Wizard - Step 2 screen. The software maps the branches.

## Using Branch Mapping Wizard - Step 2 Screen

You use the **Branch Mapping Wizard - Step 2** screen to configure display options for branches including colors used to display branches, and symbol types and options:



To Use the Branch Mapping Wizard - Step 2 screen, refer to the following procedures:

**Note:** To clear your selections and reset branch mapping options to their default values, click the **Reset** button located at the bottom left of the Branch Mapping Wizard screen.

[Selecting Display Color - 1](#)

[Max # of Individual Items - 2](#)

[Display Rest Checkbox - 3](#)

[Branch Symbol - 4](#)

[Color By Drop-Down Menu](#) - 5

[Graduated Symbol Checkbox](#) - 6

[Label By Drop-Down Menu](#) - 7





[Confirming Selections](#)

## Selecting Display Color

You can change the color used to display a branch on the map.

To change the display color, follow these steps:

1. Click the color for an institution or holding company located under the **Display** column:

	Name	Display
510	Bank of America ...	
511	Wells Fargo Bk N...	
628	JPMorgan Chase...	
649	Citibank, NA	

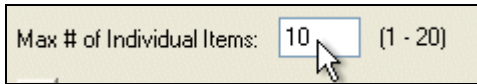
The software displays the **Color Panel** dialog box:



2. Select a new color from the color grid.
3. Click the **OK** button.

## Max # of Individual Items

To limit the number of branches displayed on the map, enter a numerical value in the **Max # of Individual Items** text field:



## Display Rest Checkbox

Select the **Display Rest** checkbox to display other branches in a single color grouping:

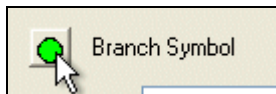


## Branch Symbol

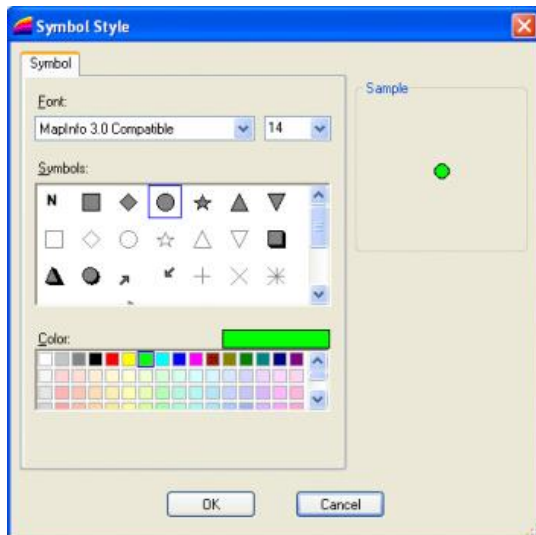
You use the **Branch Symbol** button to change the symbol type and style used to display branches on the map.

To modify the branch symbol, follow these steps:

1. Click the **Branch Symbol** button to change the type and style of the symbol used to display branches on the map:



The software displays the **Symbol Style** dialog box:



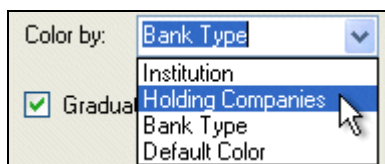
2. Use the dialog box to select symbol options including:

- Font Family
- Font size
- Symbol type
- Color

3. Click the **OK** button.

### Color By Drop-Down Menu

You use the **Color By** drop-down menu to select the type of institution for which you want to display colors:

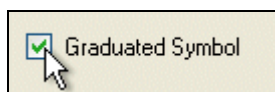


Available types include:

- Institution
- Holding Companies
- Bank Type
- Default Color

### Graduated Symbol Checkbox

Select the **Graduated Symbol** checkbox if you want the size of the symbol displayed on the map to correspond with the asset size of the institution:

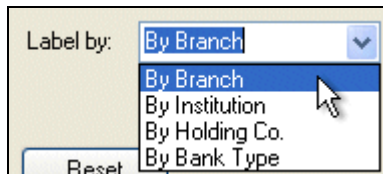


The larger the size of the symbol on the map, the greater the assets of the institution.

**Note:** This option is enabled by default.

## Label By Drop-Down Menu

You use the **Label By** drop-down menu to select for which type of institution the map will display labels:



Available types include:

- By Branch
- By Institution
- By Holding Company
- By Bank Type

## Confirming Selections

When you have configured all of the necessary options on the Branch Mapping Wizard - Step 2 screen, confirm your selections by doing one of the following:

- **Previous** button - Click if you need to return to the [Branch Mapping Wizard - Step 1](#) screen.
- **Finish** button - Click if you are finished making your selections. The software maps the branches.

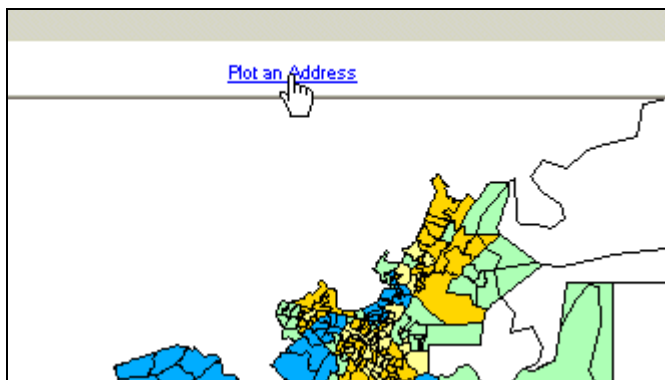
## Plotting Address

If you need to map a single address within your assessment area, use the **Plot an Address** function.

**Note:** The plot an address function requires the installation of valid geocoding address data in *CRA Wiz* and *Fair Lending Wiz*.

To plot an address, follow these steps:

1. In the main Mapper screen, click the **Plot an Address** link :



The software displays the **Plot an Address** dialog box:

 A screenshot of the "Plot an Address" dialog box. The dialog has a blue title bar with the text "Plot an Address" and standard window control buttons (minimize, maximize, close). The main area contains the following fields and controls:
 

- Street Address: [Text input field]
- City: [Text input field]
- State Abbreviation: [Text input field]
- Zip Code: [Two text input fields]
- Zoom to Address
- [Go] [Cancel] buttons

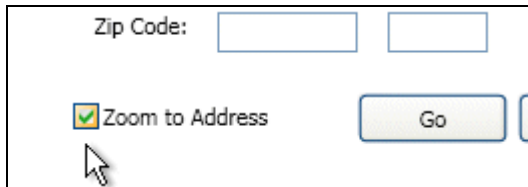
2. Enter the following address information in the provided text fields:

- Street Address



- City
- State Abbreviation
- ZIP code (+5)

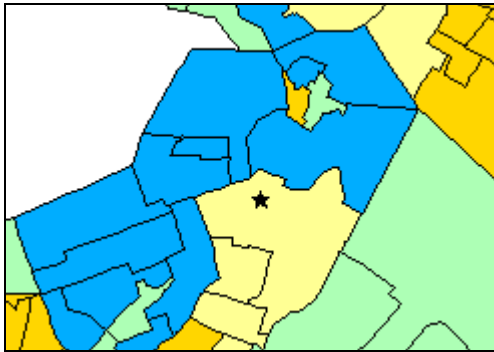
**Note:** If you want the software to zoom to the address when the address is plotted on the map, select the **Zoom to Address** check box:



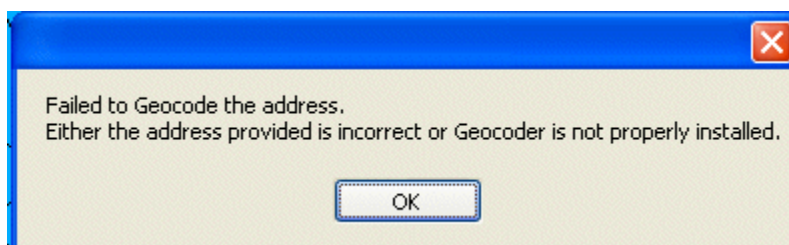
The screenshot shows a form with a 'Zip Code:' label followed by two empty text input boxes. Below the input boxes is a checkbox labeled 'Zoom to Address' which is checked, and a 'Go' button to its right. A mouse cursor is pointing at the 'Zoom to Address' checkbox.

3. Click the **Go** button.

The software displays the location of address on the map using a star symbol:



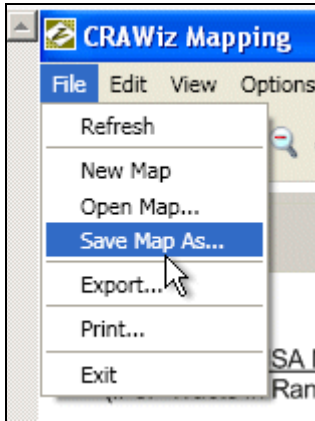
**Note:** The Mapper will attempt to geocode the input address with regulatory grade geocode setting. These settings cannot be modified in this module. If the record is unable to be geocoded, the software displays an error message:




## Saving Map

To save the map, follow these steps:

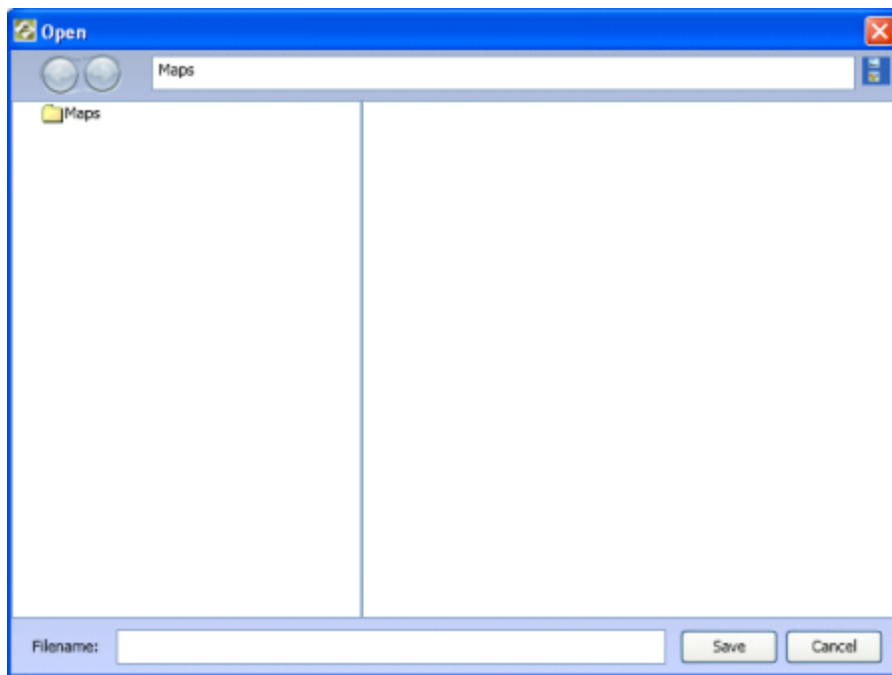
1. Do one of the following:
  - From the **File** menu, select **Save Map As....**:



-OR-

- At the bottom-left of the map screen, click the **Save**  icon.

The software displays a dialog box:

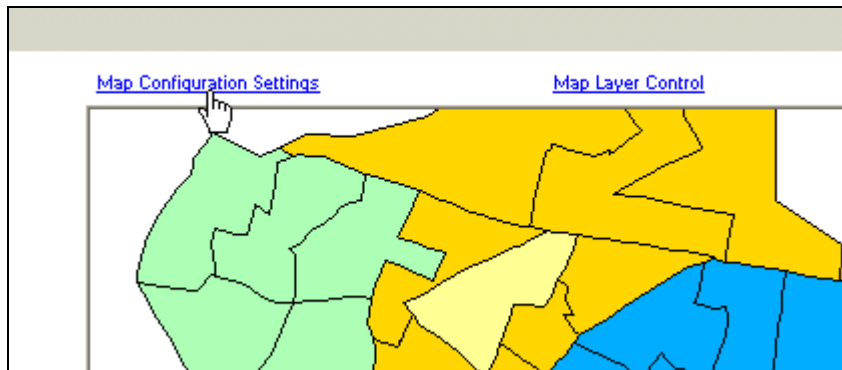


2. In the **Filename** text field located at the bottom of the dialog box, enter a name for the map.
3. Click the **Save** button. The software saves your map.

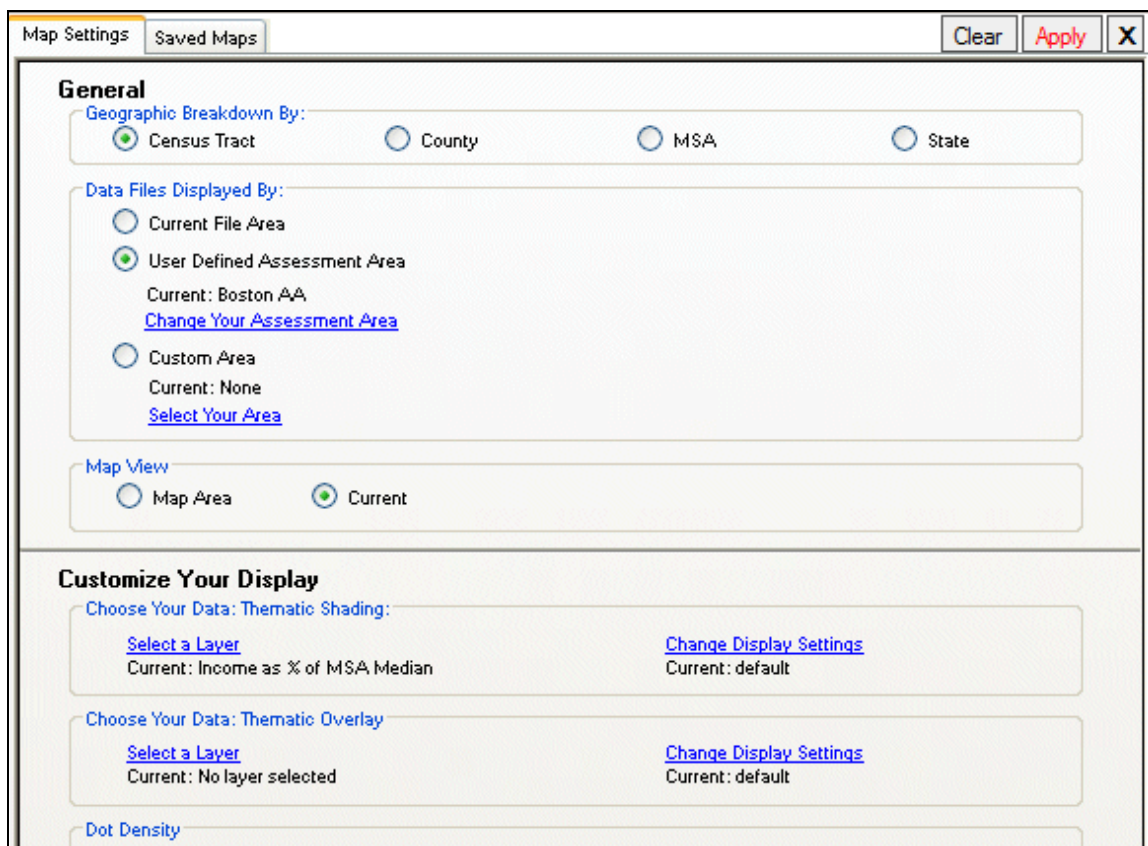
## Accessing Saved Maps

To access saved maps, follow these steps:

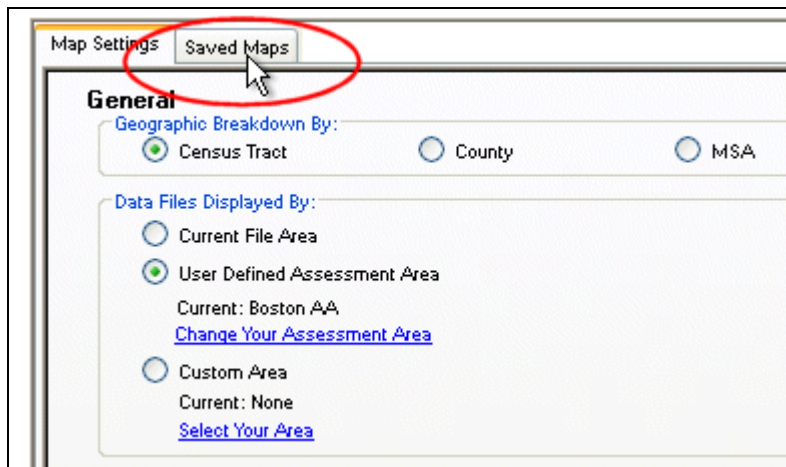
1. On the Mapper main screen, click the **Map Configuration Settings** link:



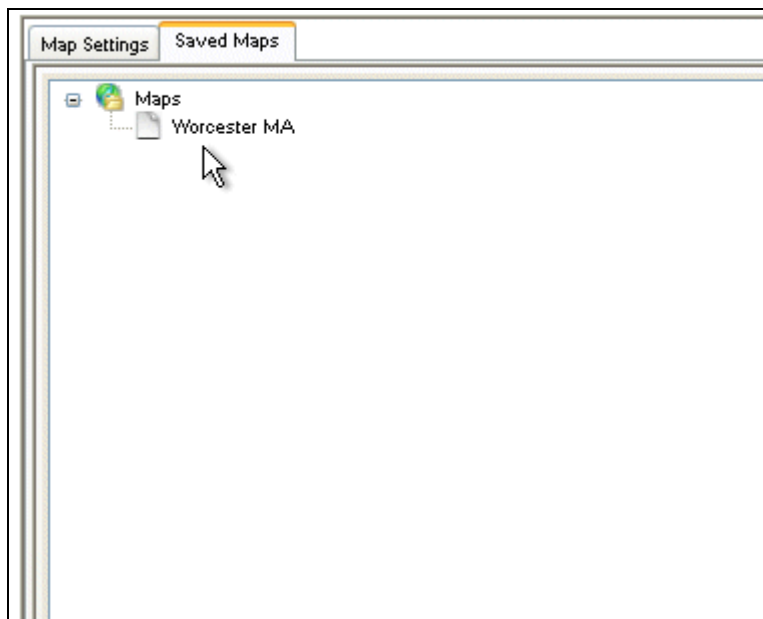
The software displays the **Map Settings** pane:



2. Click the **Saved Maps** tab:

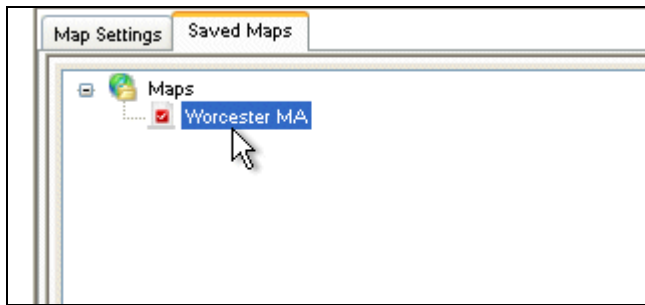


The software displays the **Saved Maps** pane:

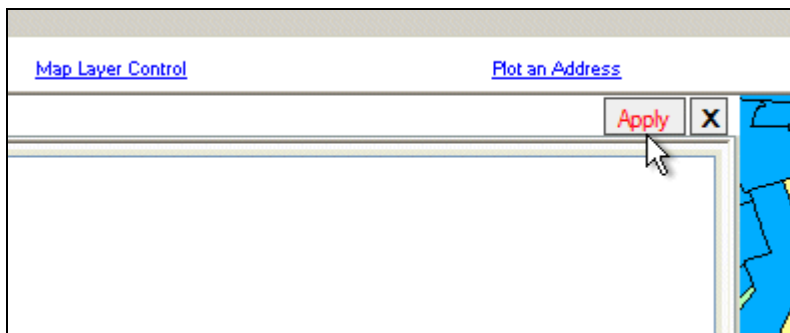


The **Maps** tree view lists all of your previously saved maps in alphabetical order:

4. Click the saved map you want to restore:



5. Click **Apply** in the upper right-hand corner of the Saved Maps pane:



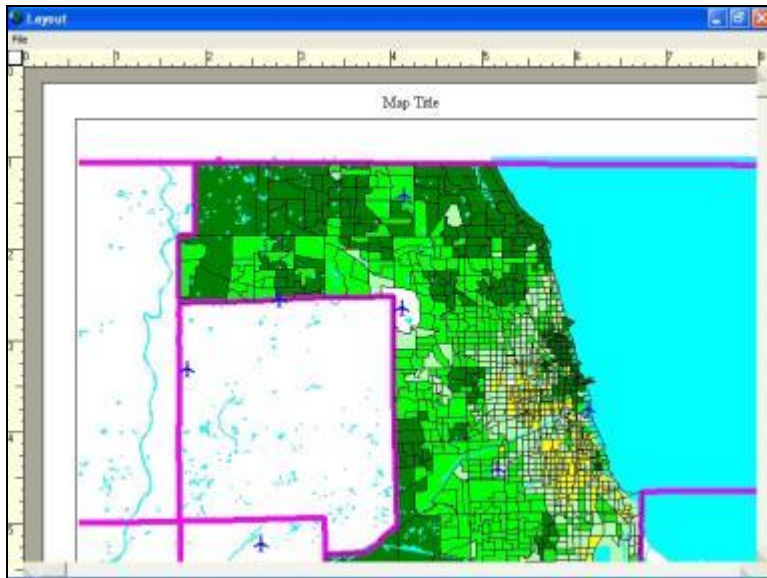
The software restores the saved map.

## Printing Maps

To print a map, follow these steps:

1. Select **File > Print**.

The software displays the **Layout** screen.



The Layout screen contains the following tools:

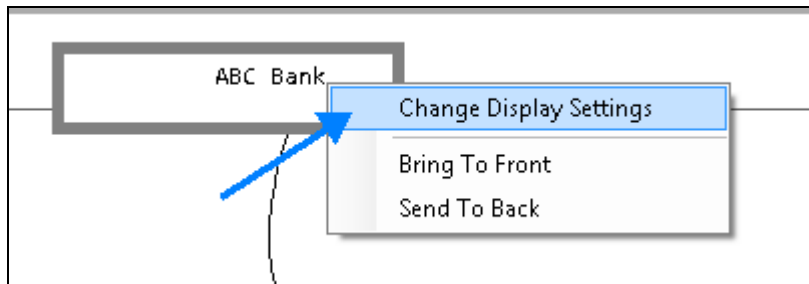
- Map Title - Allows you to add a title to the map.
- Scroll Bars - Allows you to center the map.
- Size Frame - Allows you to resize the map.

**Note:** The area you currently view in the layout screen, is the area that will print out as your map.

2. Double-click on the **Map Title**.

The software displays the Map Title box.

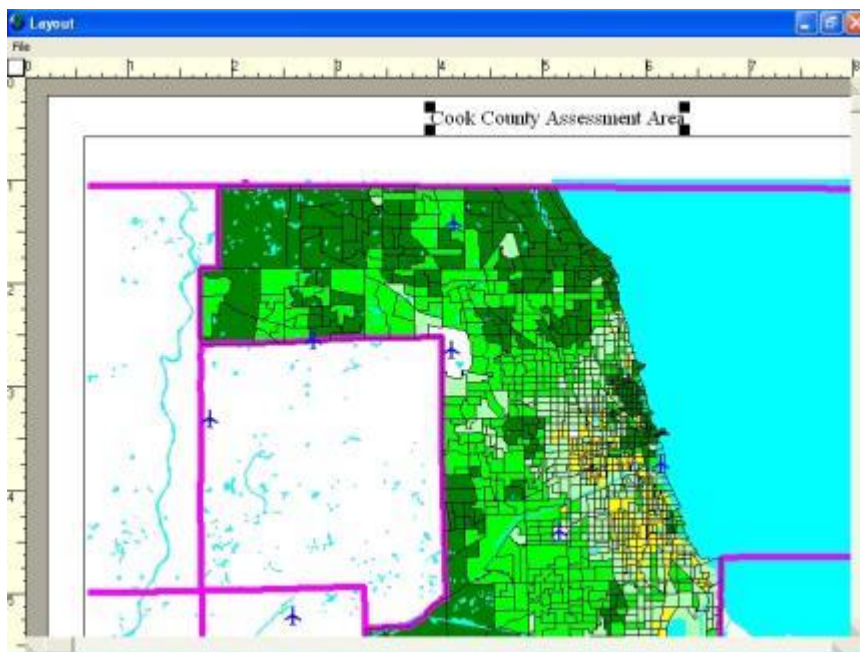
3. In the Map title box, name the map.
4. Click elsewhere on the map to save the changes.
5. To change the map title font and style, right-click the map title and select **Change Display Settings** from the contextual menu:



The software displays the **Font** dialog box.

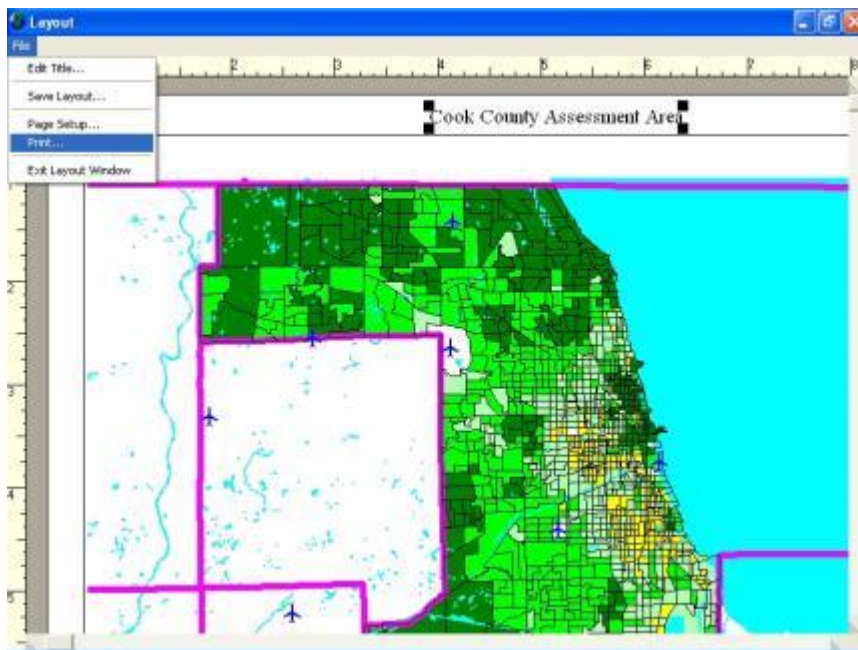
6. Select a font size from the **Size** list and click the **OK** button.

The software displays the Print layout screen with your updated changes.



7. When you are satisfied with how the map will look, select **File > Print** to print out your map.





**Note:** The exact configuration of your print dialog box depends on the type of printer you use.

8. Click the **Print** button.

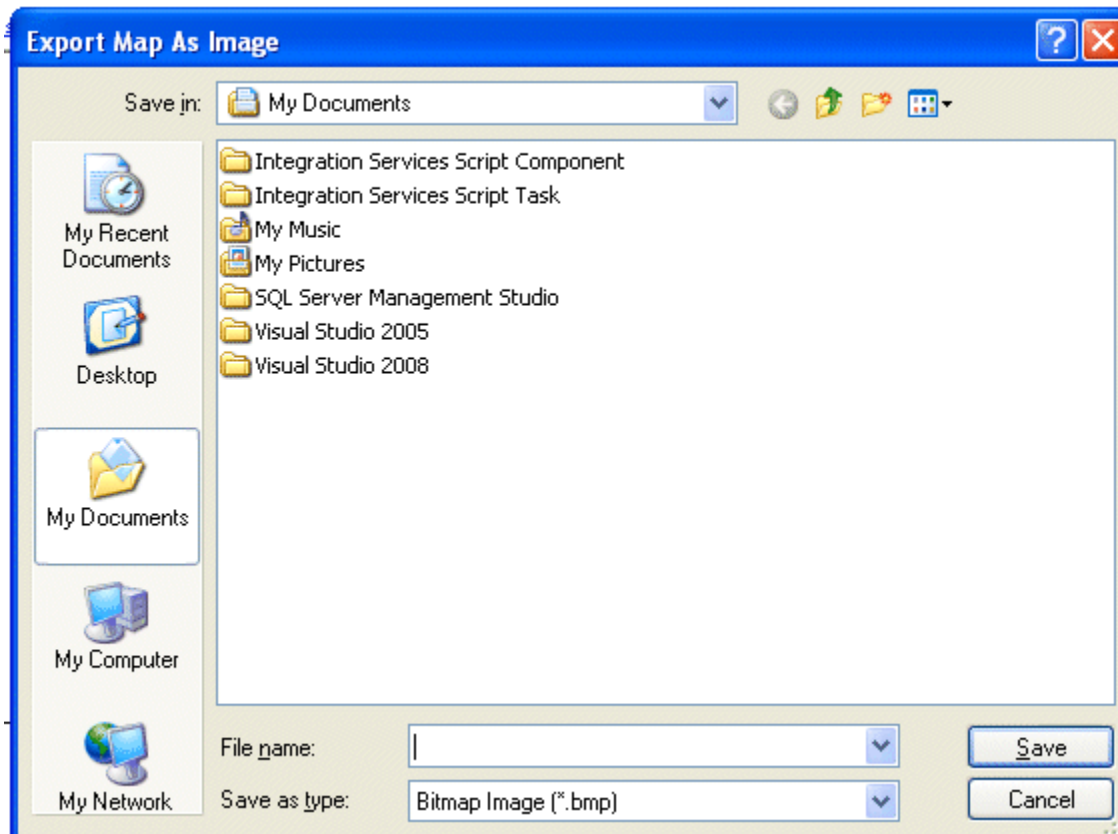
The software prints the map.

## Exporting Map

To export a map, follow these steps:

1. Select **File > Export...**

The software displays the **Export Map as Image** dialog box:



2. Enter a name for the map in the **File Name** text field.
3. Click the **Save as type** field.

The software displays the **Save as type** drop-down list box.

4. Select **Compuserve Graphic Interchange Format (\*.gif)**

**Note:** The GIF file type is recommended because the resulting file is relatively small.

**Note:** The default selection is Bitmap Image (.bmp).

5. Locate the folder where you want to save the file.
6. Click the **Save** button.

The software saves the file.

## Chapter 3: Premium Mapping Modules

**Premium Mapping** content has been added to the CRA *Wiz* and Fair Lending *Wiz* Mapper with the intent of providing users with a set of powerful mapping tools capable of automating complex spatial analysis tasks once performed manually by users. While the Premium Mapping modules were designed to be integrated within the functionality of the standard CRA *Wiz* and Fair Lending *Wiz* Mapper, this functionality will **not** be available to all users. **Premium Mapping is available as an add-on license only.**

For more information about this functionality, please contact your Wolters Kluwer Financial Services **Account Manager** at **1-800-261-3111**.

A Premium Mapping license includes the following modules:

- **Location Maps** - This module was designed to automate the process of determining the service area around your institution's branch locations. Within the module, a user selects a custom coordinate file (for example, a branch file) of their choosing then the desired radius (in miles) around their location. With the click of a button, the system will calculate the distance to the nearest LMI Tract and provide valuable reporting describing the LMI Tracts within the location's user-defined service area.
- **Assessment Area Maps** - The Assessment Area Maps module provides institutions the ability to create one base map with the themes, layers, and preference of their choosing and apply those settings to any number of the institution's assessment areas with batch print and export functionality.
- **Web Map** - A web-based alternative map utility for performing valuable spatial analysis on desired geography. Utilizes over 100 demographics and third-party data sets including--but not limited to--foreclosures, LIHTC, Bank Failures, peer lending, and CRA Eligibility.
- **Grid Atlas Maps** - The Grid Atlas Maps module allows users to perform analysis on large geographic areas using an atlas-like grid system. Users will enjoy the flexibility of zooming in and out of specific grid panels and the ability to print/export large- and small-scale maps.
- **Time Interval Maps** - The Time Interval Maps module allows a user to select a data file (for example, custom coordinate file), and map the activity in the loan by utilizing a slider bar to select the specific time period for which the map should display activity (for example, months or quarters). This utility provides the user with a dynamic view of their lending over the duration of time covered in their data file.

For more information about Premium Mapping Modules, refer to the following topics:

[Assessment Areas Map Overview](#)

[Location Map Overview](#)

[Time Interval Map Overview](#)

[Web Map Overview](#)

## Assessment Area Map Overview

The **Assessment Area Map** module automates map creation for multiple assessment areas. You can create and populate a single assessment area map, then use that map as a template to print and export a batch of additional assessment area maps.

**Note:** The Assessment Area Map module is only accessible to institutions who have purchased an add-on Map license to the standard CRA Wiz and Fair Lending Wiz license. This module will be disabled if your institution has not purchased it. To purchase this module, please contact your Wolters Kluwer Financial Services **Account Manager** at **1-800-261-3111**.

For more information, refer to the following procedures:

[Accessing Assessment Area Map](#)

[Printing Assessment Area Map\(s\)](#)

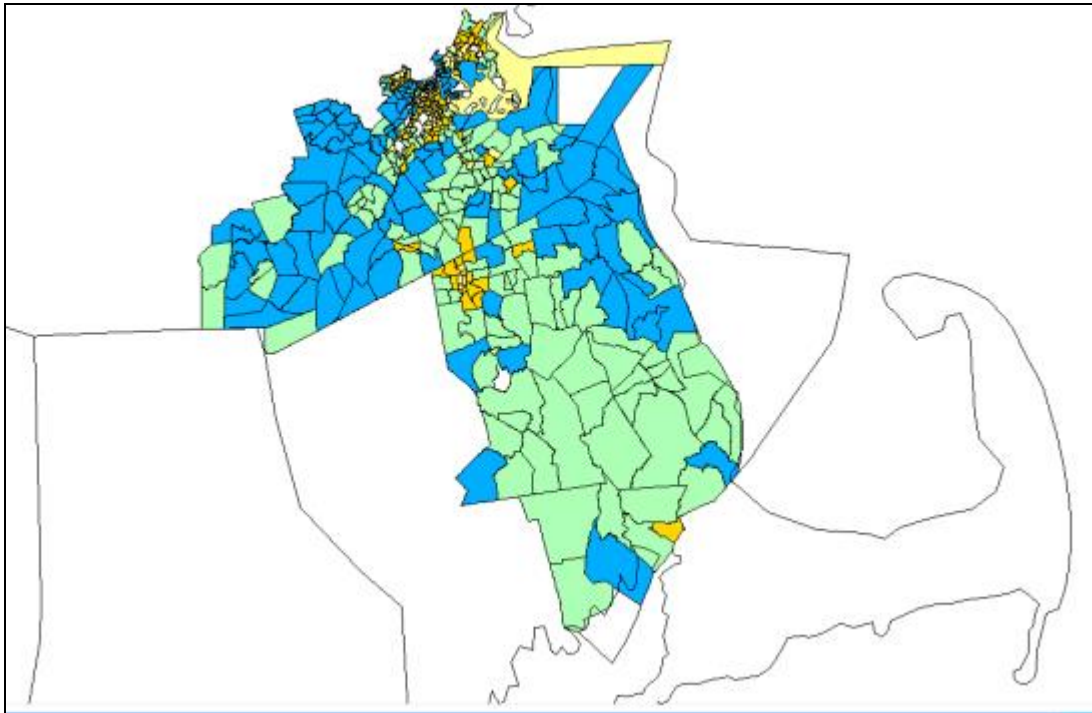
[Exporting Assessment Area Map\(s\)](#)

## Accessing Assessment Area Map


**Important!** To access the Assessment Areas Map module, you must first create an assessment area map in the main Mapper screen. If you do not create an assessment area map and then try to launch the Assessment Area Map module, the software displays a warning dialog box and the module will not launch. For more information on creating an AA map, refer to the [Creating Assessment Area Map topics](#).

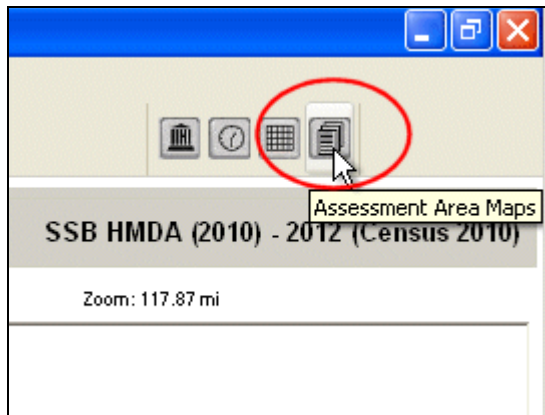
To access the **Assessment Area Map** module, follow these steps:

1. Create an assessment area map:

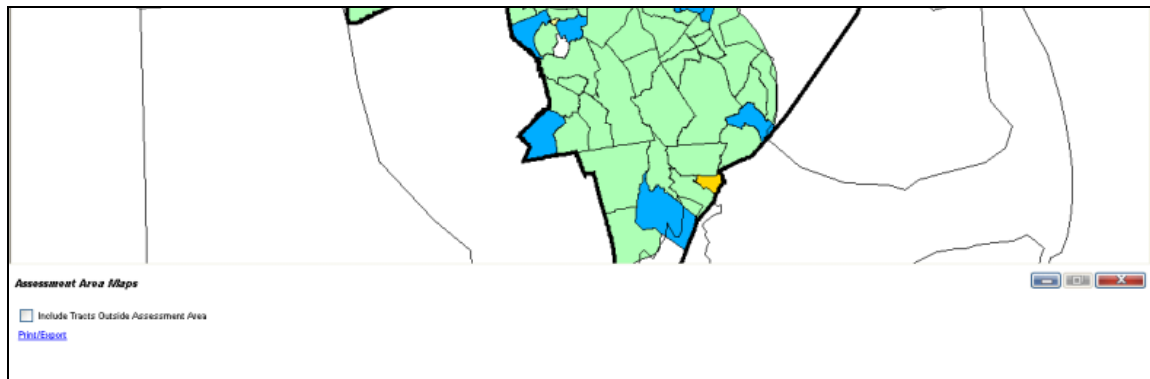


**Note:** For more information on creating an AA map, refer to the [Creating Assessment Area Map topics](#).

- Click the **Assessment Area Maps**  button located at the top-right corner of the main **Map** screen:



The software displays the Assessment Area Map module:



**Note:** To close the Assessment Area Map module, click the close button located on the bottom right side of the screen:

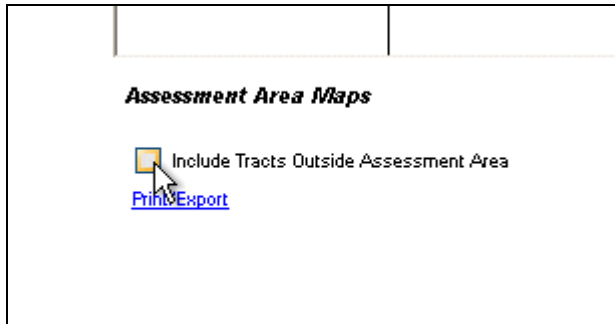


## Printing Assessment Area Map(s)

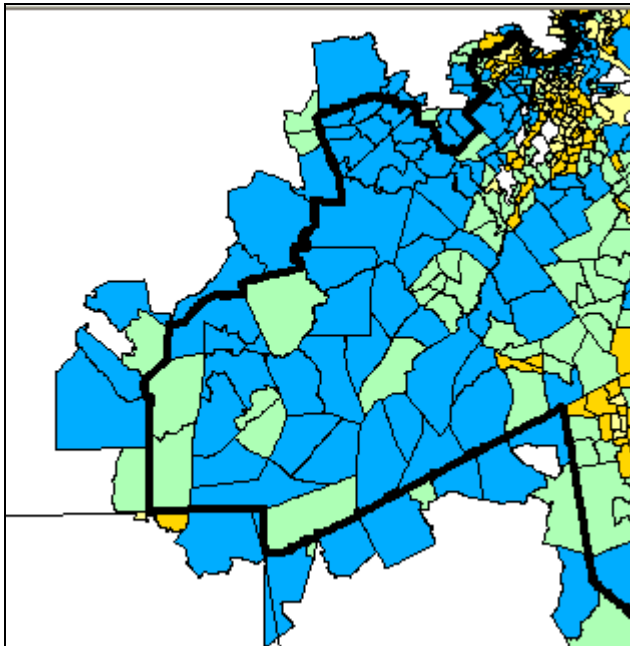
Using the Assessment Areas Map module, you can **print** maps of multiple assessment areas at one time.

To print one or more assessment area maps, follow these steps:

1. If you want to display a buffer of census tracts around your assessment area, click the **Include Tracts Outside Assessment Areas** checkbox:

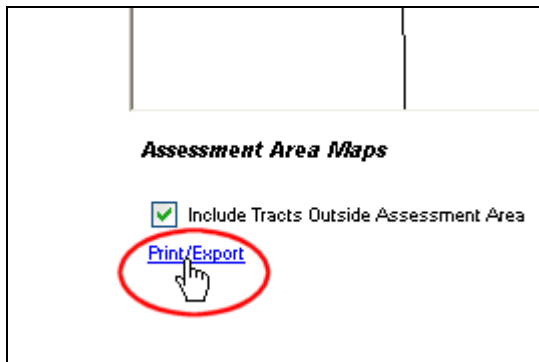


The software displays a buffer of tracts outside of your assessment area. In the example below, these buffer of tracts appear outside of the assessment area border represented by the thick black boundary line:

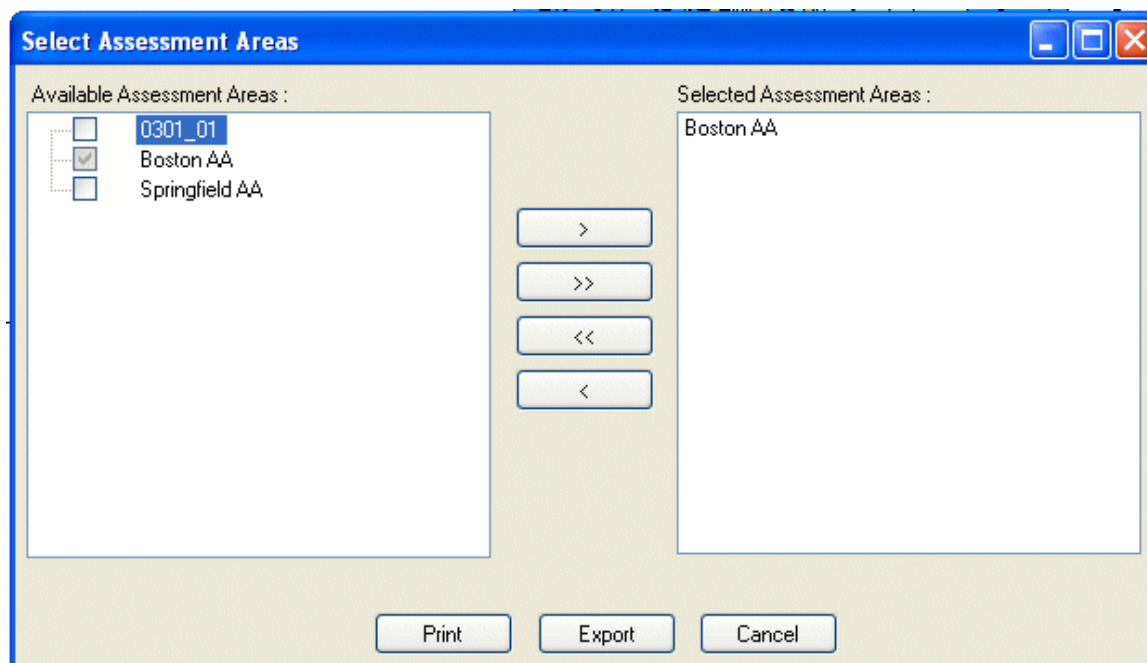




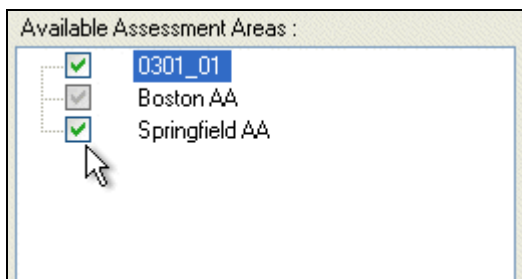
- Click the **Print/Export** link:



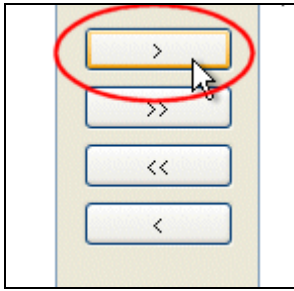
The software displays the **Select Assessment Areas** dialog box:



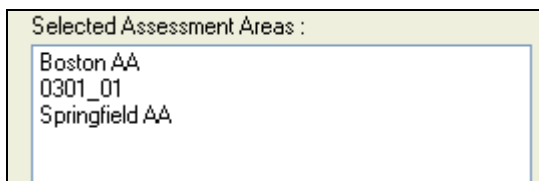
- In the **Available Assessment Areas** list box, select one or more assessment areas that you want to print:





4. Click the right arrow button:

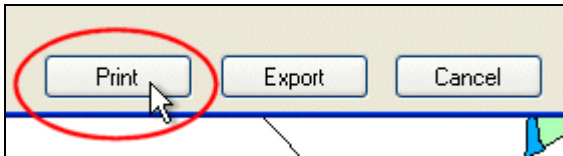


The software displays the selected assessment areas in the **Selected Assessment Areas** list box:



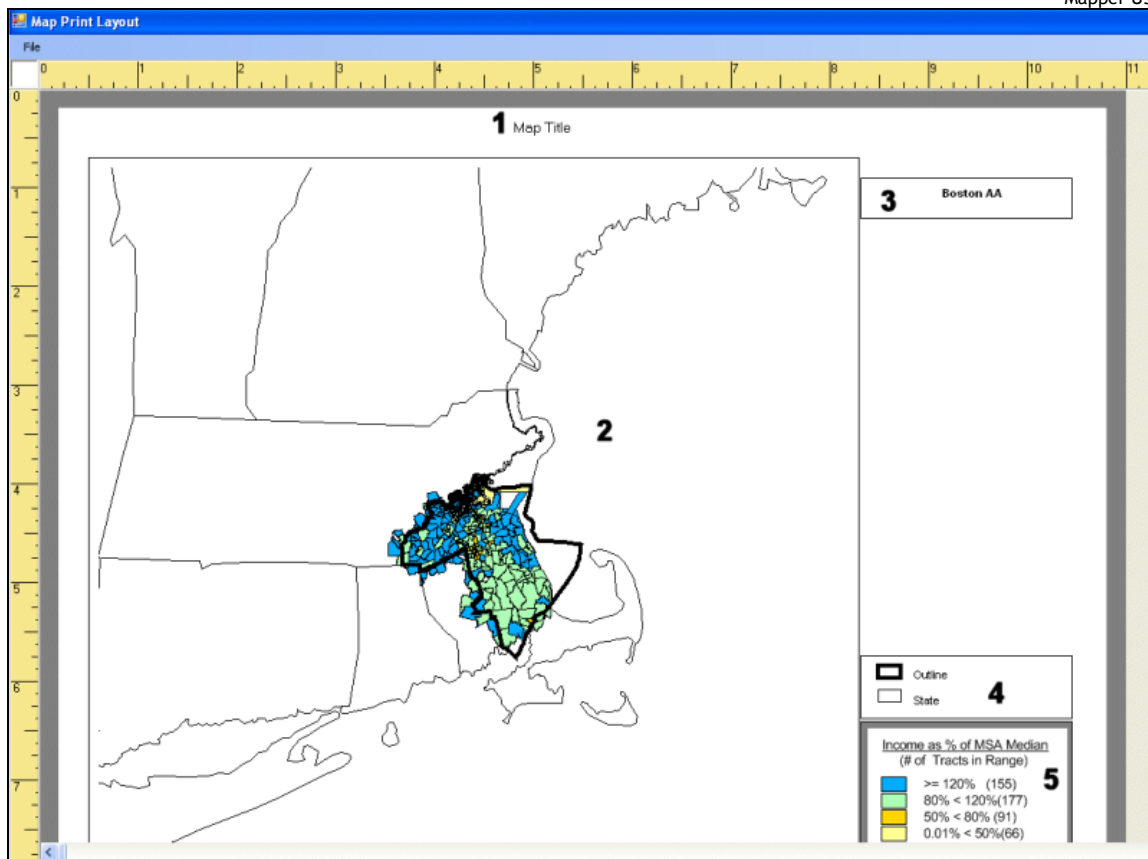
**Note:** To **remove** a **single** assessment area from the list, select it and click the left arrow  button. To **remove all** assessment areas from the list, click the left-facing double-arrow  button.

5. Click the **Print** button:



The software displays the **Map Print Layout** window:

**Note:** The amount of time it takes the software to render the maps for printing depends on the number of assessment areas you selected in **Step 3** and the specifications of your computer.



6. Configure map print layout options as follows:

- To add a map title, double-click **Map Title (1)** then enter a new map title.

**Note:** This title will be used on each map that is printed.

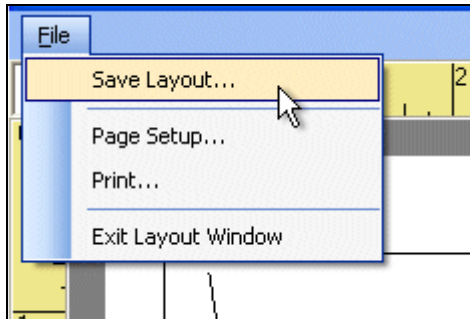
- Double-click the main map window (2) then place your mouse cursor over the map window border to change the width and/or height of the map window or reposition the main map window.
- Double-click the assessment area name text box (3) then place your mouse cursor over the text box border to change the width and/or height of the text box or reposition it.

**Note:** The assessment area name listed in this box is the only item that is dynamic for each map, and displays the name of the specific assessment area being printed.

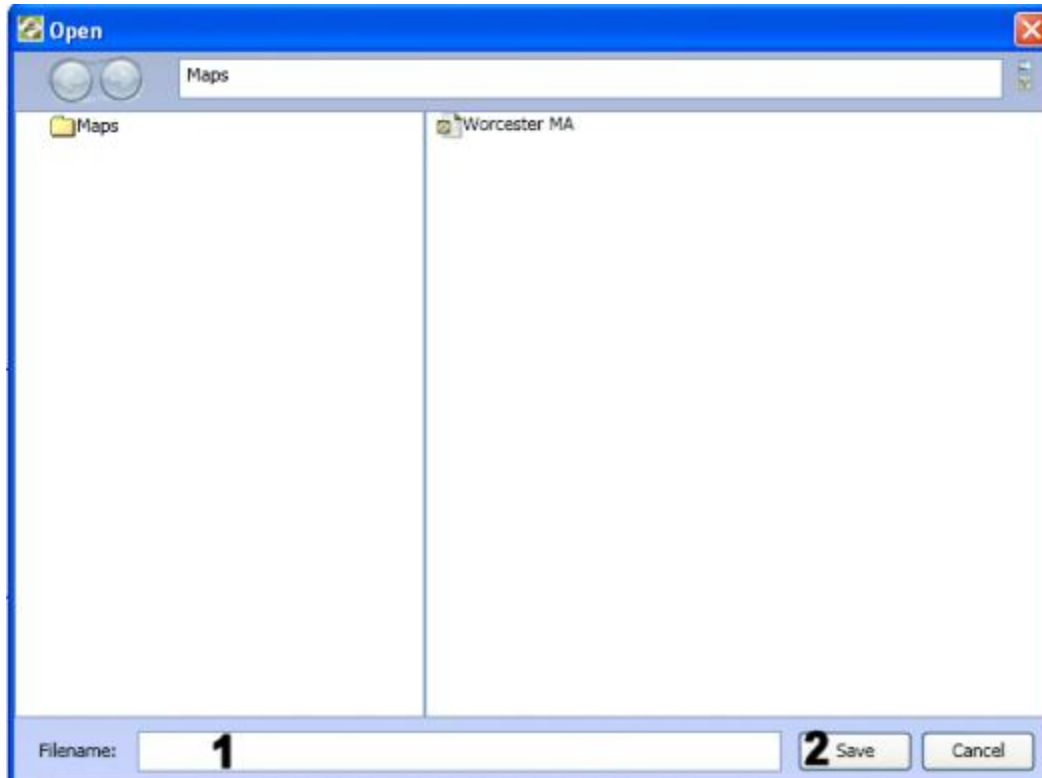
- Double-click the map theme text box (4) or map legend text box (5), then place your mouse cursor over the text box border to change the width and/or height of the text box, reposition the text box, or delete the text box.

**Important!** If you are printing multiple assessment area maps, the layout you configure for the first map **applies to all subsequent maps**.

7. To save the map layout as a template for future use, select **Save Layout** from the **File** menu:



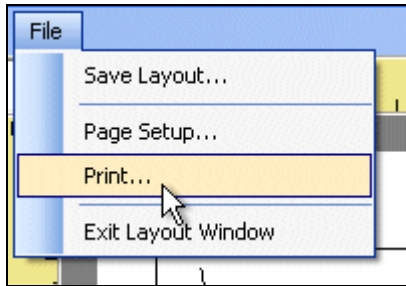
The software displays the **Open** dialog box:



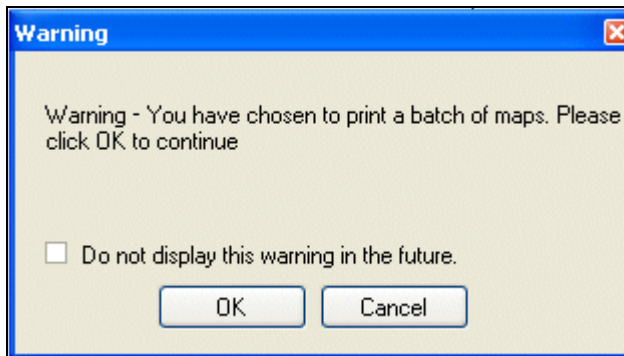
8. Enter a name for the layout in the **Filename** text field (1) and then click the **Save** button (2).

The software saves the layout.

9. To print the map(s), select **Print...** from the **File** menu:

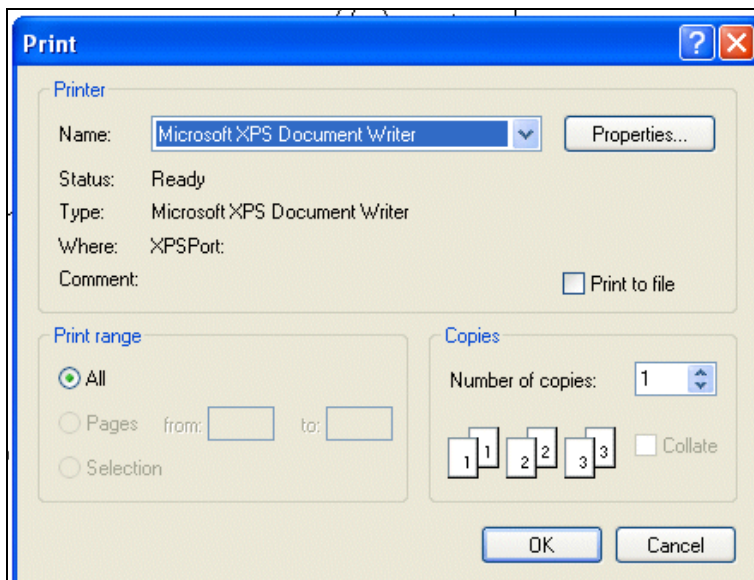


**Note:** If you are printing multiple maps, the software displays a **Warning** dialog box:



- Click the **Do not display this warning in the future** checkbox if you do not want the system to display warning when you print multiple maps.
- Click the **OK** button to continue.

The software displays the **Print** dialog box:



**Note:** The Print dialog that displays on your computer might differ from this example, depending on your computer operating system version.

10. Click the **OK** button.

The software prints the assessment area map(s).

## Exporting Assessment Area Map(s)

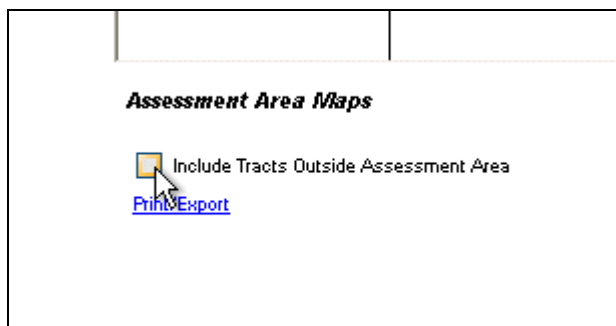
You can export one or more assessment area maps as an image file in a single process. For convenience, you supply the base file name, and the system appends the assessment area name to the base file name for each map that is exported.

Assessment Area maps can be exported in the following graphics formats:

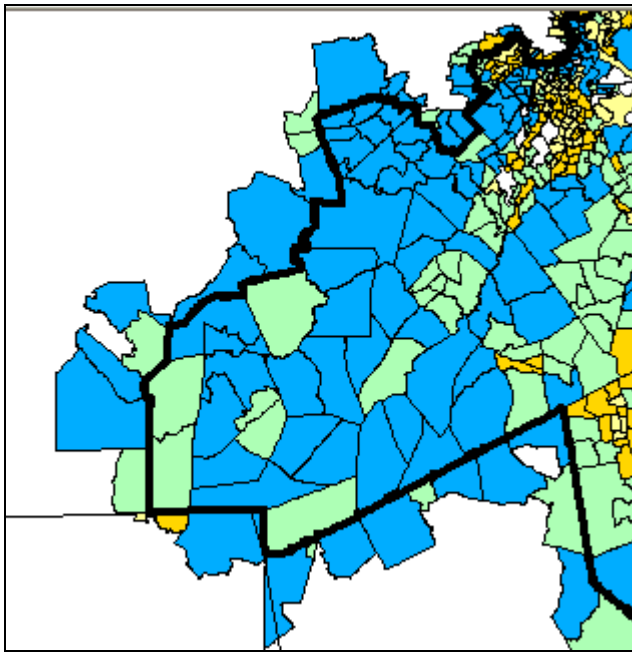
- Bitmap (.bmp)
- Windows Metafile (.wmf)
- Joint Photographic Experts Group (.jpeg)
- CompuServe Graphic Interchange Format (.gif)
- Tagged Image File Format (.tiff)
- Portable Network Graphics Format (.png)
- Photoshop File Format (.psd)

To export one or more assessment area maps, follow these steps:

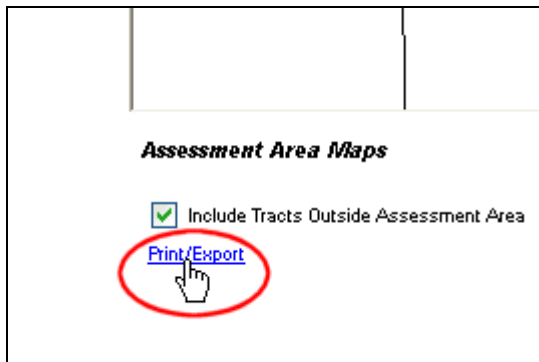
1. If you want to display a buffer of census tracts around your assessment area, click the **Include Tracts Outside Assessment Areas** checkbox:



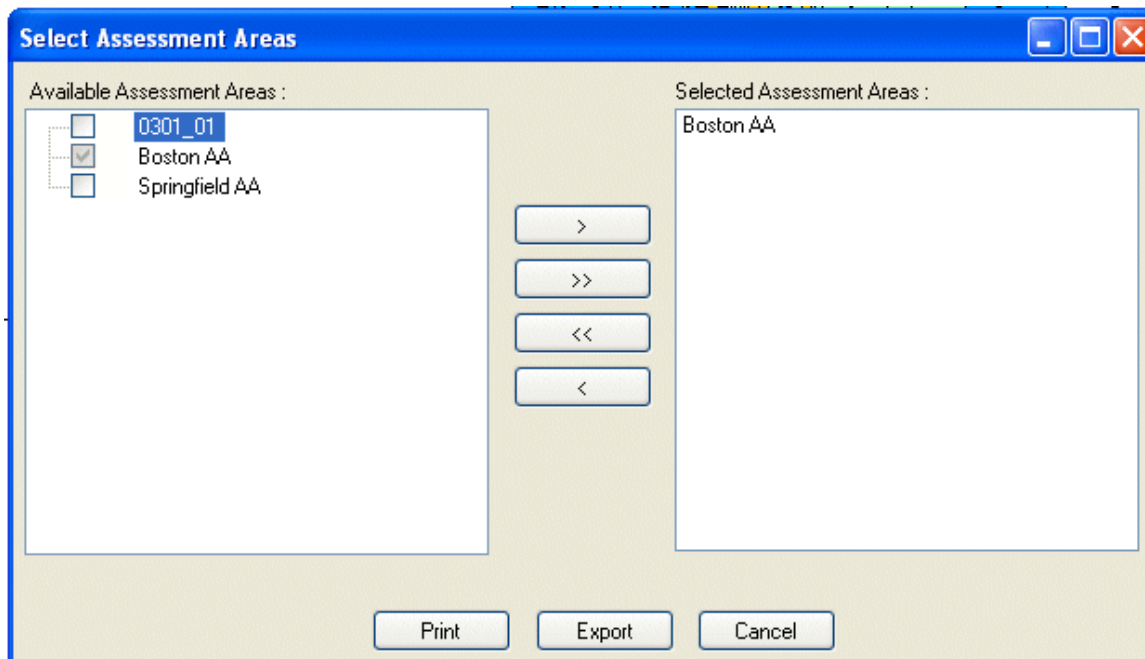
The software displays a buffer of tracts outside of your assessment area. In the example below, these buffer of tracts appear outside of the assessment area border represented by the thick black boundary line:



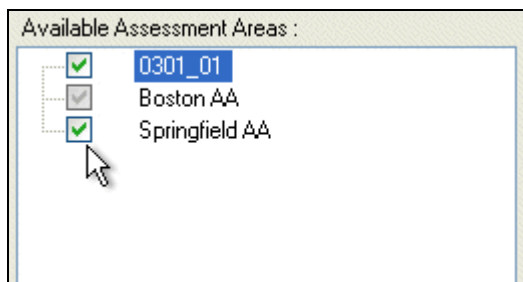
2. Click the **Print/Export** link:



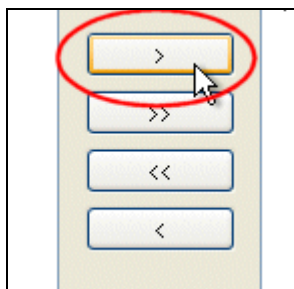
The software displays the **Select Assessment Areas** dialog box:



3. In the **Available Assessment Areas** list box, select one or more assessment areas that you want to export:

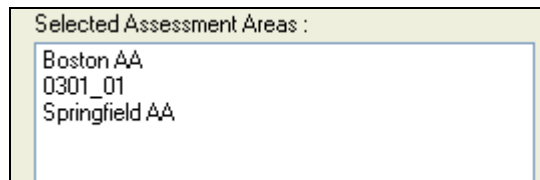




4. Click the right arrow button:



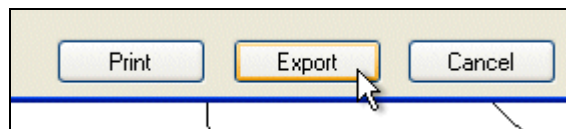


The software displays the selected assessment areas in the **Selected Assessment Areas** list box:

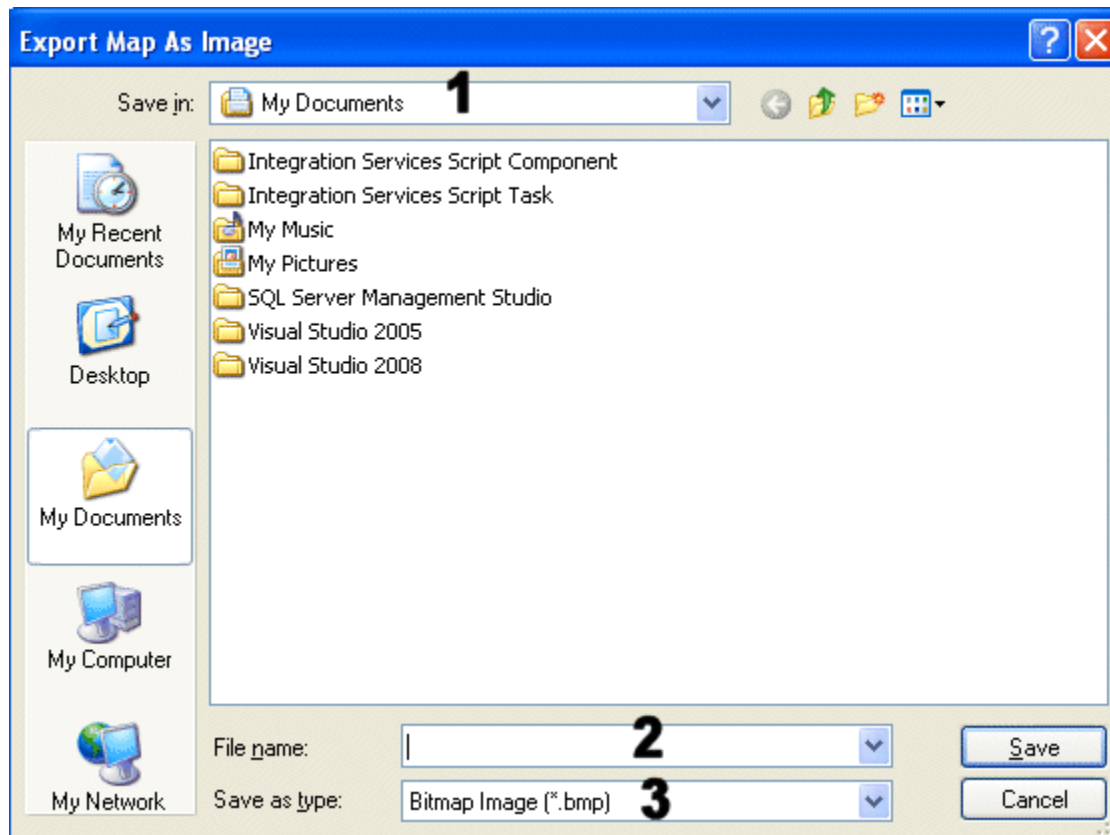


**Note:** To **remove** a **single** assessment area from the list, select it and click the left arrow  button. To **remove all** assessment areas from the list, click the left-facing double-arrow  button.

5. Click the **Export** button:



The software displays the **Export Map as Image** dialog box:

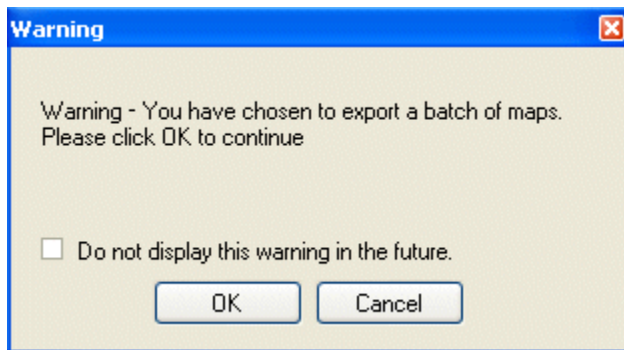


6. Configure the following export options:

- Use the **Save in** drop-down menu (1) to select a location to save the file(s) (either local or network).
- Enter a name for the saved map file(s) in the **File Name** text field (2). **Note:** If you are exporting multiple map files, the name you enter in this text field becomes the base file name for the batch export. For each map file that is exported, the system appends the name of each assessment area to this base file name. For example: **2012 AA\_14484 Boston-Quincy, MA MSA**
- Select an image format in the **Save as type** drop-down menu (3).

7. When you have configured export options, click the **Save** button.

**Note:** If you are exporting multiple maps, the software displays a **Warning** dialog box:



- Click the **Do not display this warning in the future** checkbox if you do not want the system to display warning when you export multiple maps.
- Click the **OK** button to continue.

The software exports the assessment area map file(s) to the location you selected in **Step 6**.

## Location Map Overview

You use the **Location Map** module to plot locations (points) on the map. The software then draws a radius around each point and calculates information about the low/moderate income tracts within the radius, for example, **Distance to Nearest LMI Tract** and **Population of LMI Tracts within Radius**. Additionally, when you hover your mouse pointer over a location, the software displays summary information about that point in a tool tip. You can also generate a printable and exportable **Location Report** that contains a summary of the LMI tract information for each location and its service area.

**Note:** The Location Map module is only accessible to institutions who have purchased an add-on Map license to the standard CRA *Wiz* and Fair Lending *Wiz* license. This module will be disabled if your institution has not purchased it. To purchase this module, please contact your Wolters Kluwer Financial Services **Account Manager** at **1-800-261-3111**.

For more information, refer to the following procedures:

[Accessing Location Map](#)

[Selecting Location Map File](#)


[Generating Radii](#)

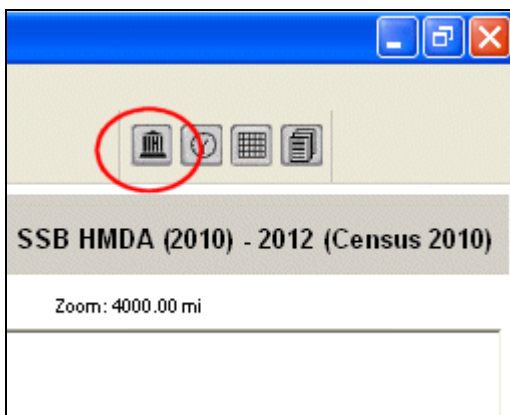
[Location Report](#)

## Accessing Location Map

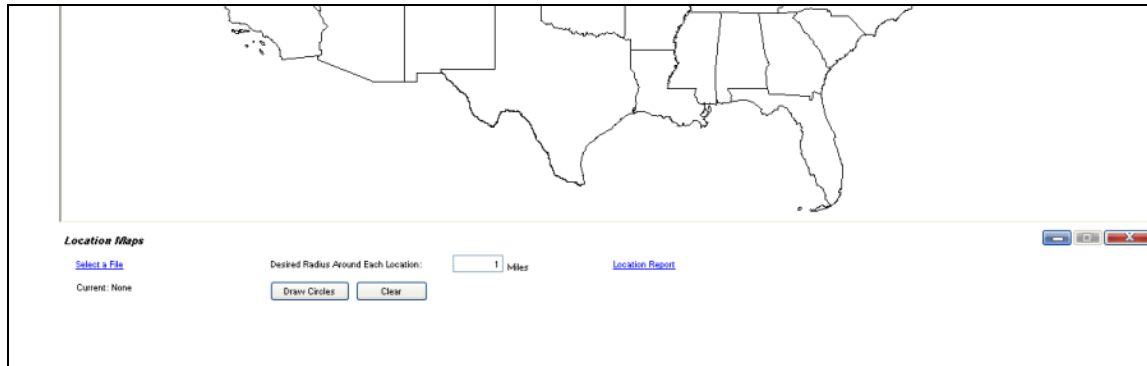
**Important:** CRA *Wiz* and Fair Lending *Wiz* Premium Mapping Modules are available to licensed customers only. For more information about Premium Mapping licenses, please contact your WKFS Account Executive at **1-800-261-3111**.

To access the **Location Map**, do the following:

Click the **Location Maps**  button located at the top-right corner of the main **Map** screen:



The software displays the Location Map module:



**Note:** To close the Location Map module, click the close button located on the bottom right side of the screen:



## Selecting Location Map File

To add locations to a map, you select a custom coordinate file that contains location information (for loans, branches, ATMs, etc) that can be plotted on the map.

**Important:** The file must be geocoded and contain latitude and longitude coordinate pairs

**Note:** You can plot multiple location files on a single map.

To select a file, follow these procedures:

[Adding New Location Map File](#)

[Selecting Existing Location Map File\(s\)](#)

## Adding New Location Map File

To add a new file with custom coordinates that you want to plot on the Location Map, refer to the following procedures:

[Accessing Add Custom Coordinate File Dialog Box](#)

[Selecting New Location Map File](#)

[Filtering Location Map File](#)

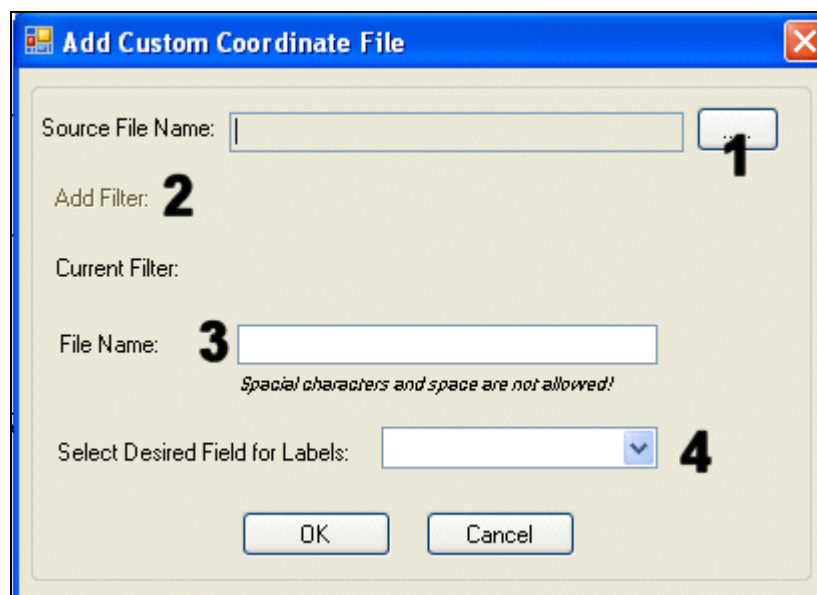
[Naming Location Map File](#)

[Selecting Field for Location Labels](#)

[Confirming Location Map File Selections](#)

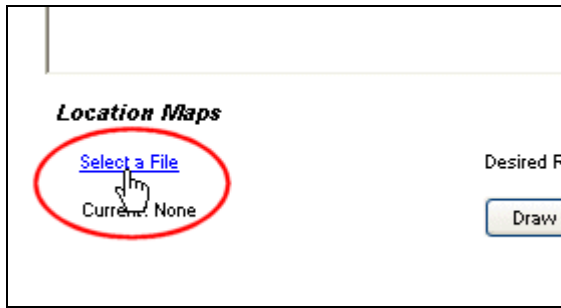
### Accessing Add Custom Coordinate File Dialog Box

You use the **Add Custom Coordinate File** dialog box to select file type (1), filter the file (2), rename the file (if necessary) (3), and display labels for each location on the map based on a field you select (4):

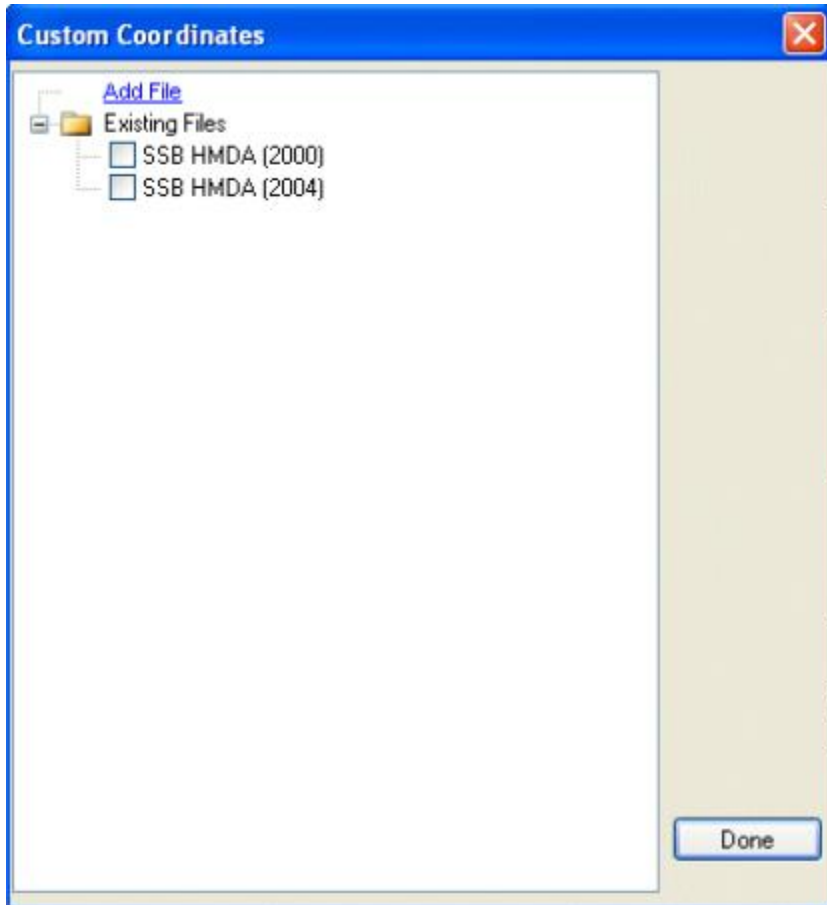


To access the Add Custom Coordinate File dialog box, follow these steps:

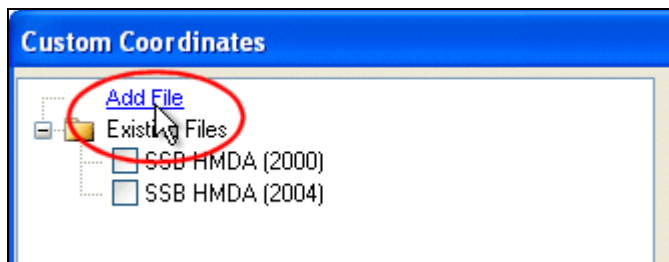
1. In the Location Map module, click the **Select a File** link:



The software displays the **Custom Coordinates** dialog box:



2. Click the **Add File** link:



The software displays the **Add Custom Coordinate File** dialog box.

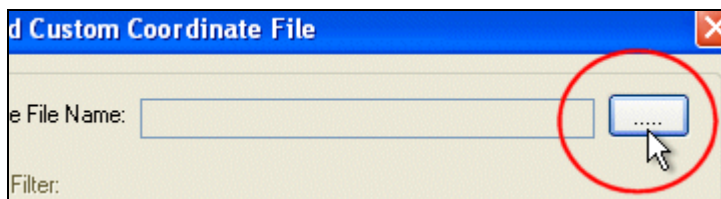
### **Selecting New Location Map File**

You can select any file that has already been imported into *CRA Wiz* and *Fair Lending Wiz* as long as it contains latitude and longitude values.

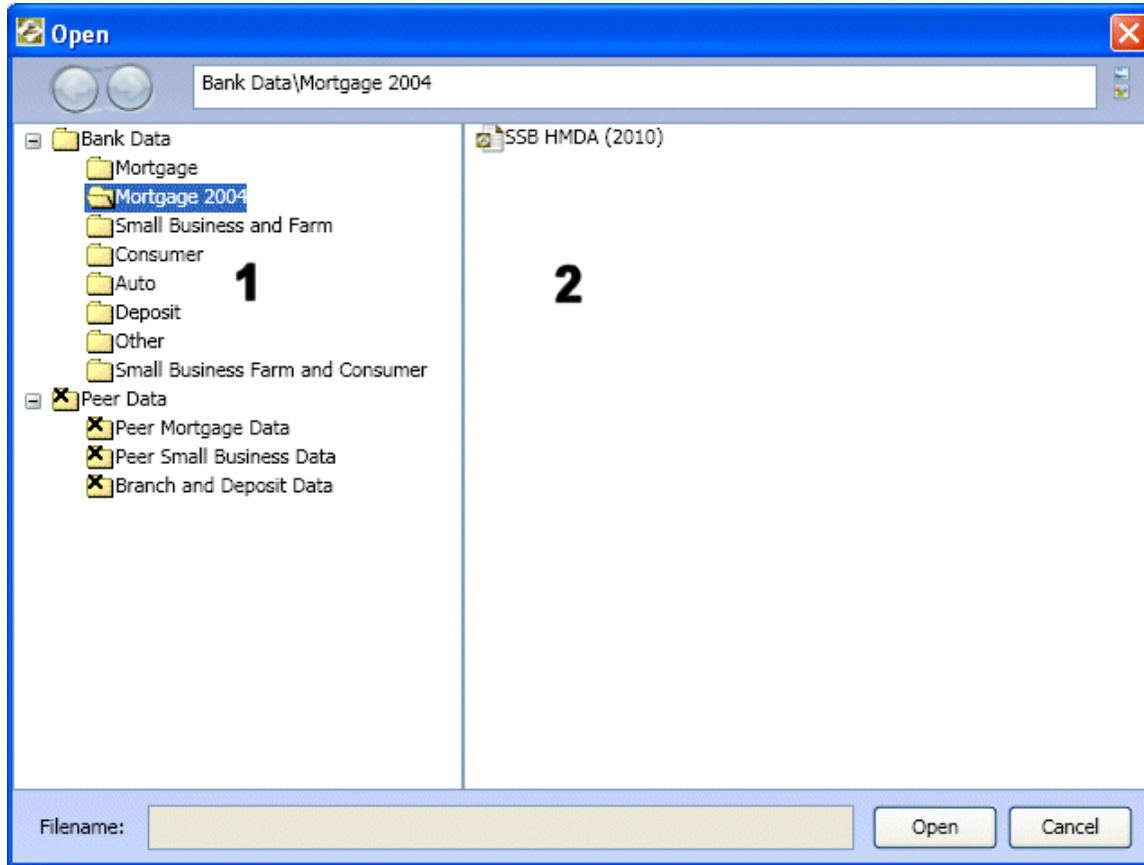
**Note:** For more information about importing custom coordinate files into *CRA Wiz* and *Fair Lending Wiz* so that they are accessible by the Mapper, click [here](#).

To select a Location Map file, follow these steps:

1. Click the ellipses button located at the end of the **Source File Name** text field:

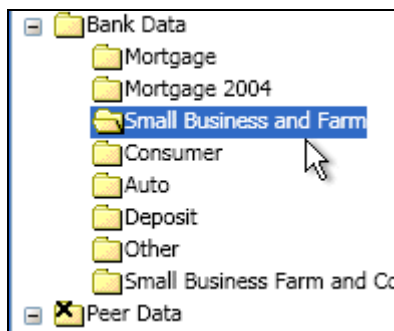


The software displays an **Open** dialog box. The dialog box displays the files that are currently available in CRA *Wiz* and Fair Lending *Wiz*. The dialog box is divided into two panes: Folders for the various file types are displayed in the left pane (1) and files are displayed in the right pane (2):



**Note:** You cannot select Peer Data.

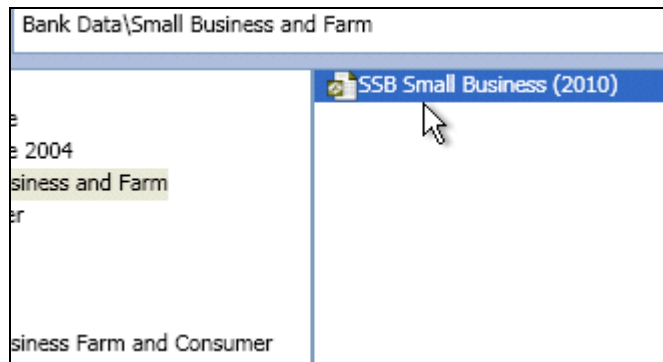
- Click a folder type in the left pane (Mortgage 2004, Small Business and Farm, Consumer, etc):



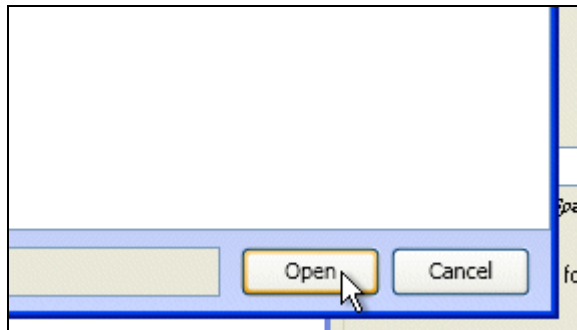


The software displays the files available for that type in the right pane.

3. Select the file:

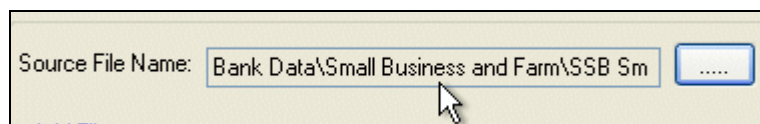


4. Click the **Open** button:



The software displays the Add Custom Coordinate File dialog box.

**Note:** The software displays file path for the selected file in the **Source File Name** text field:

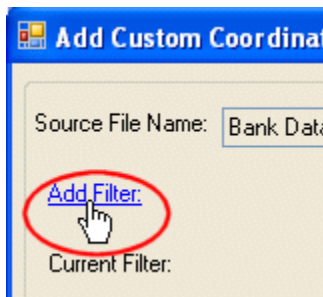


## Filtering Location Map File

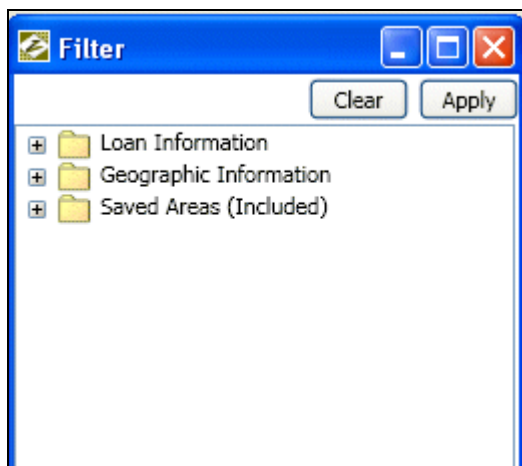
You can filter the data you want to use when mapping location information.

To apply a filter to your location file, follow these steps:

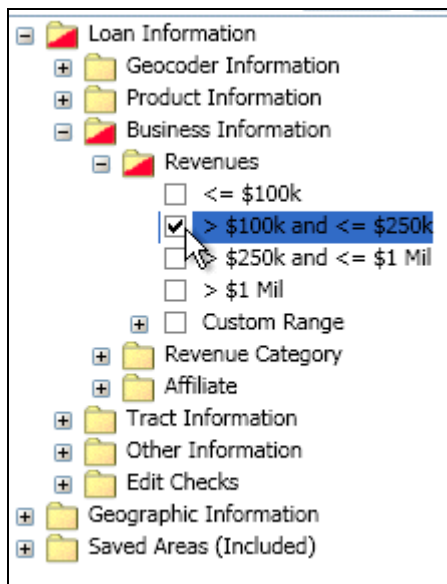
1. In the **Add Custom Coordinate File** dialog box, click the **Add Filter** link:



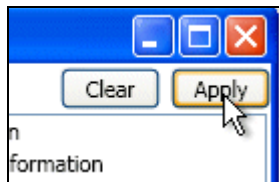
The software displays the **Filter** dialog box:



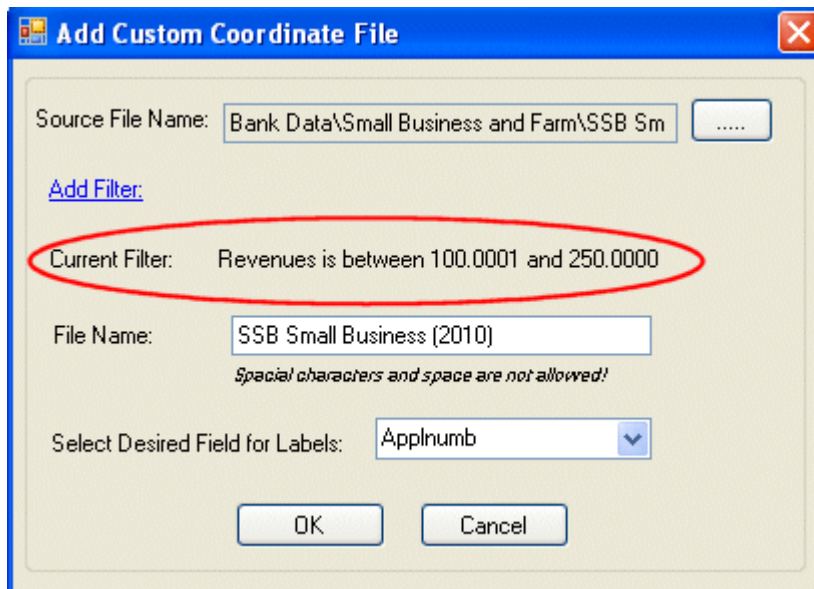
2. Use the tree view to select filter criteria:



3. Click the **Apply** button located at the top-right corner of the dialog box:



The software displays your filter criteria in the **Current Filter** area:



## Naming Location Map File

If for the purposes of Location Mapping you want to change the default name of the file you have selected, follow these steps:

1. In the **File Name** text field, select and delete the default file name:

File Name:

*Special characters and space are not allowed!*

2. Enter a new file name:

File Name:

*Special characters and space are not allowed!*

**Important:** The new name is used only for display purposes in the Mapper module. The name of the file is not permanently changed in CRA *Wiz* and Fair Lending *Wiz*. For more information about renaming a loan file using CRA *Wiz* and Fair Lending *Wiz* file management, click [here](#).

**Important:** You cannot use special characters (#@\$%) or spaces in the file name.

## Selecting Field for Location Labels

You can select a field from the file to use as a display label on the Location Map.

To select a field for location labeling, do the following:

From the **Select Desired Field for Labels** drop-down menu, select a field:

Select Desired Field for Labels:

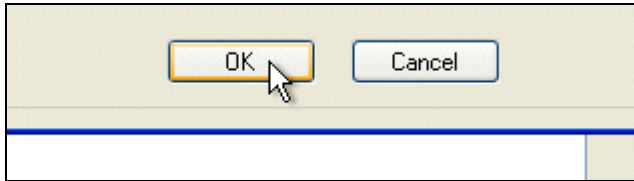
OK

- LoanAmount\_NA
- LoanType
- longitude
- MmwAddress
- mmwCity
- mmwStat
- mmwState
- mmwZip

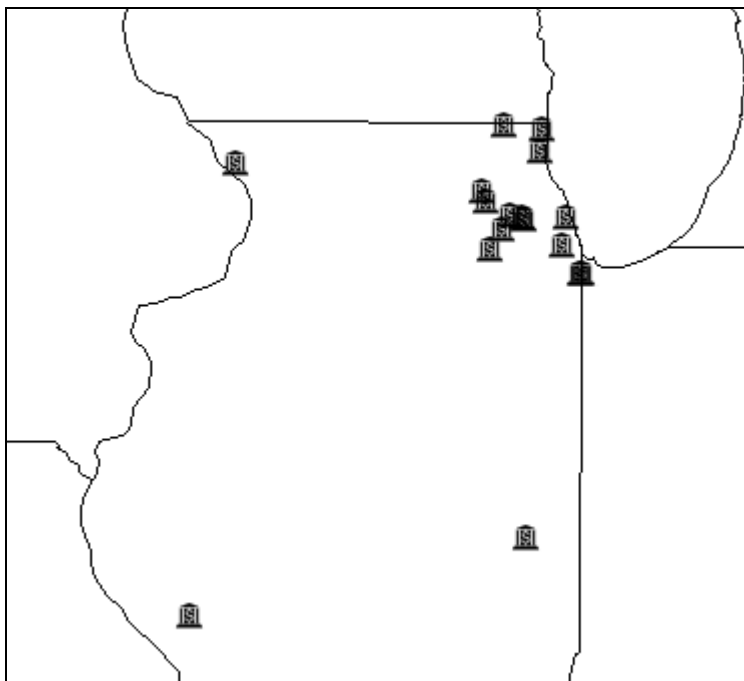
## Confirming Location Map File Selections

To confirm your file selections, do the following:

In the **Add Custom Coordinate File** dialog box, click the **OK** button:



The software maps the file locations:



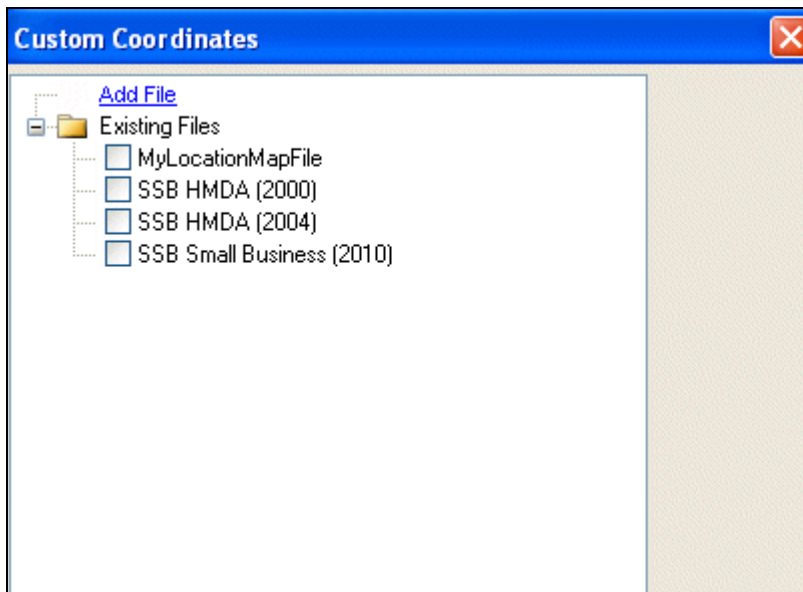
## Selecting Existing Location Map File(s)

To select a previously created custom coordinate file or files, follow these steps:

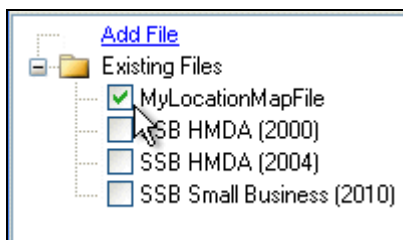
1. In the **Location Map** module, click the **Select a File** link:



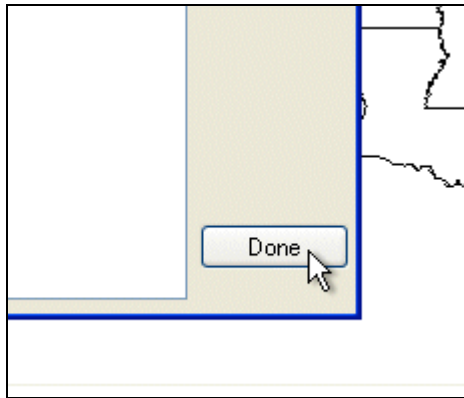
The software displays the **Custom Coordinates** dialog box:



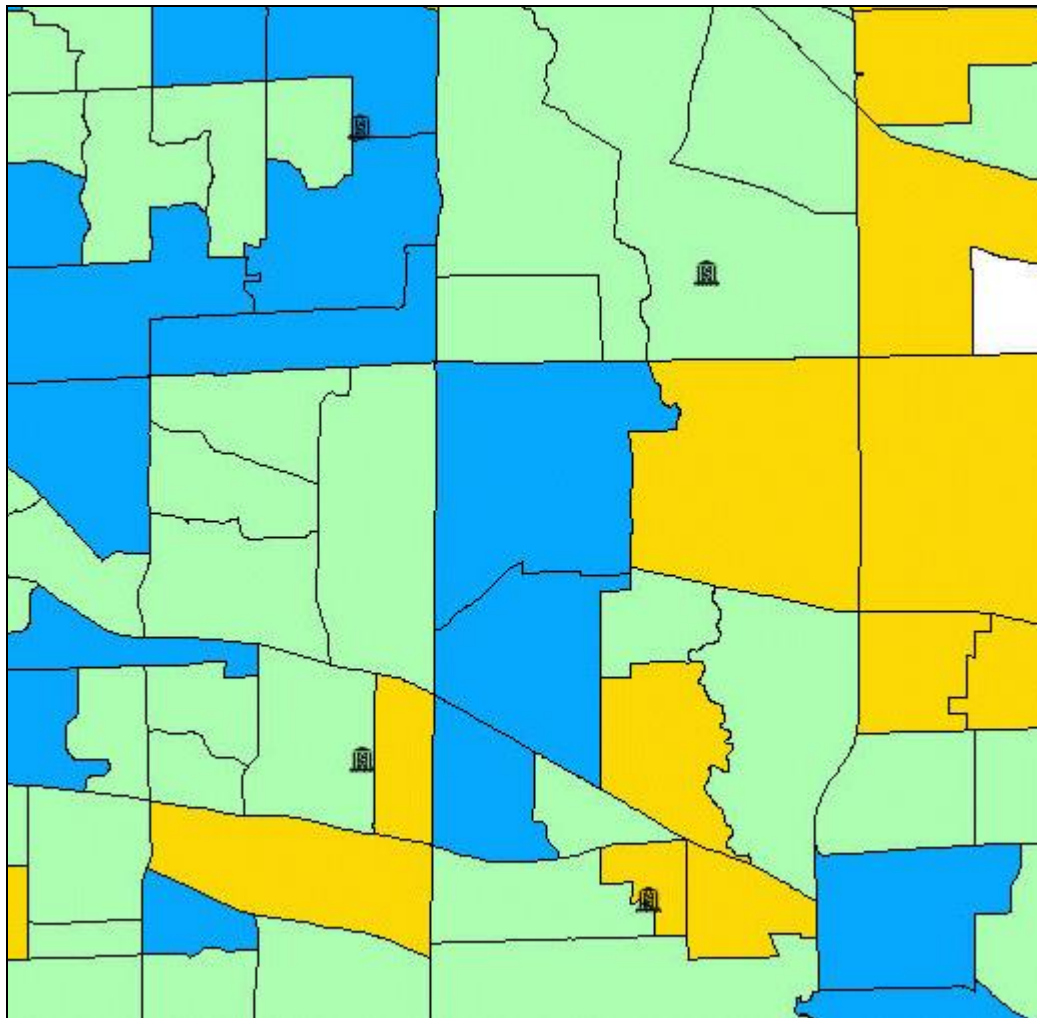
2. Under the **Existing Files** folder, select one or more files that you want to map:



3. Click the **Done** button located at the bottom right of the dialog box:



The software maps the file locations:

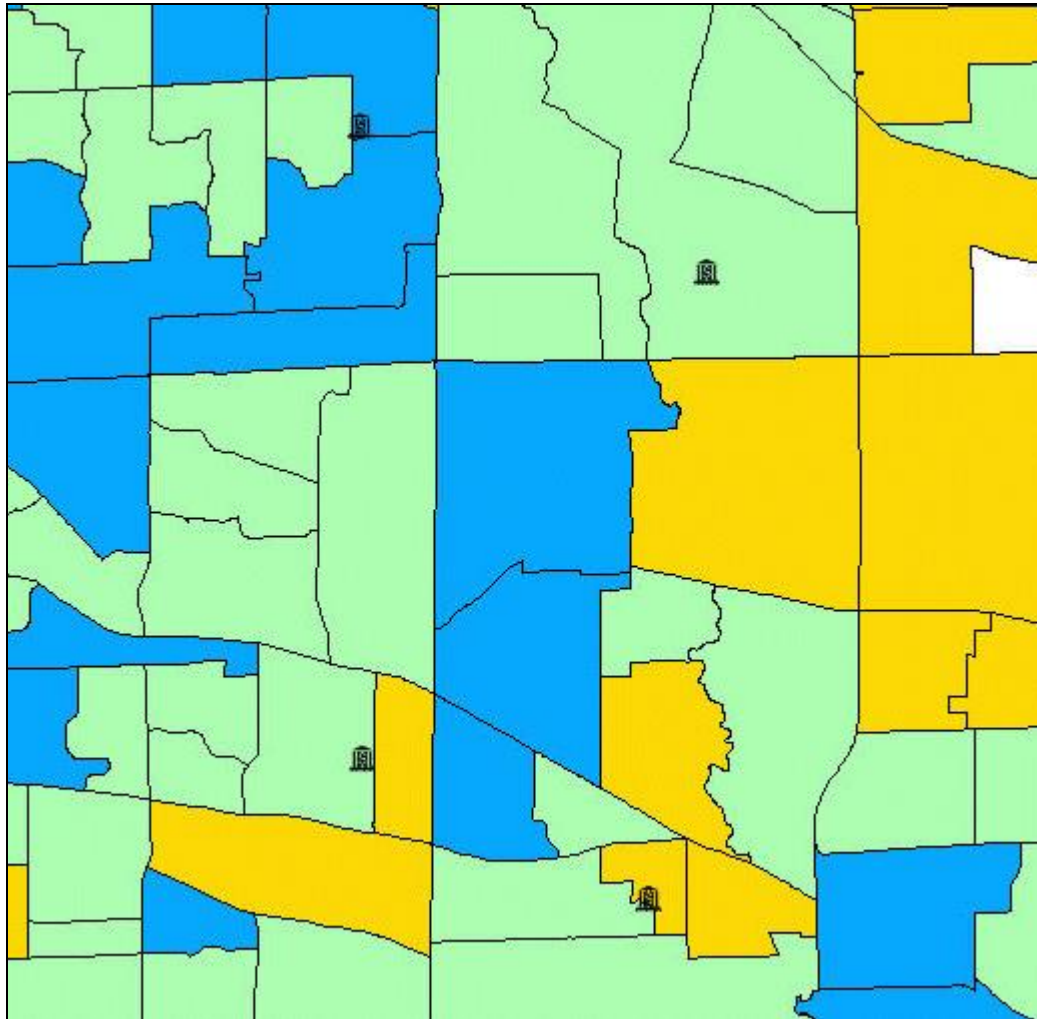


## Generating Radii

You use the Location Map **Draw Circles** function to draw radii around each location plotted on the map. The software then does a calculation for the presence of low-to-moderate income tracts within the selected radius. You can display summary information for each radius by using the Map pointer tool, which displays the information in a tool-tip when you mouse over individual locations.

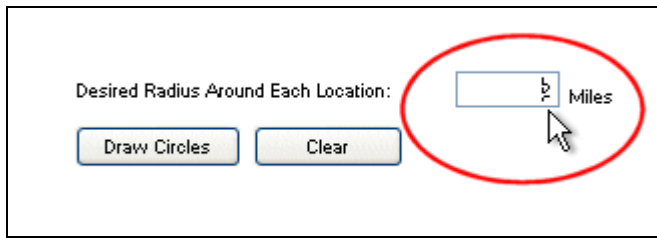
To generate location radii, follow these steps:

1. [Plot locations](#) on the map:

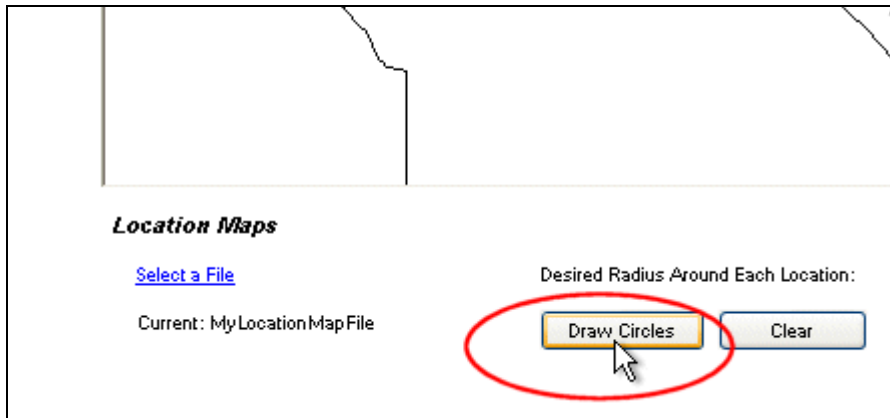


2. In the **Desired Radius Around Each Location** text field, enter a value for the size of the radii (in miles):

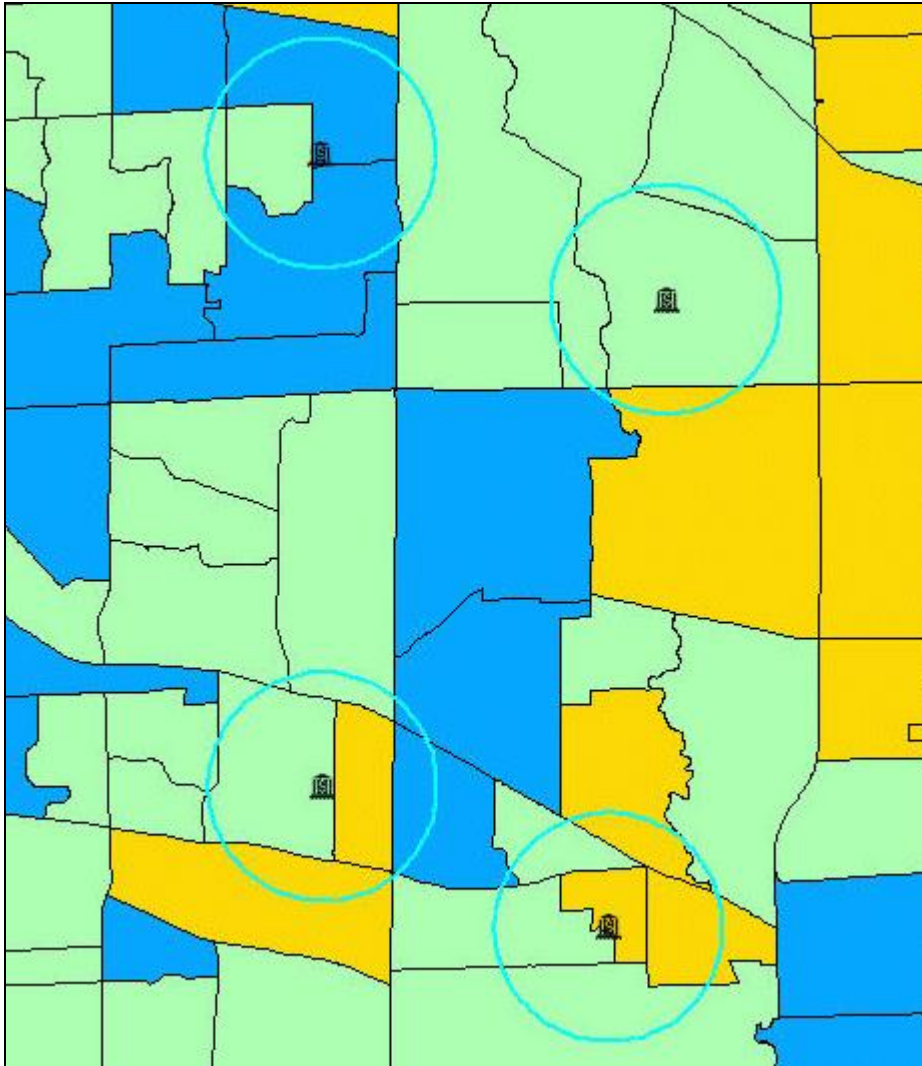




3. Click the **Draw Circles** button:



The software draws radii around each location plotted on the map:

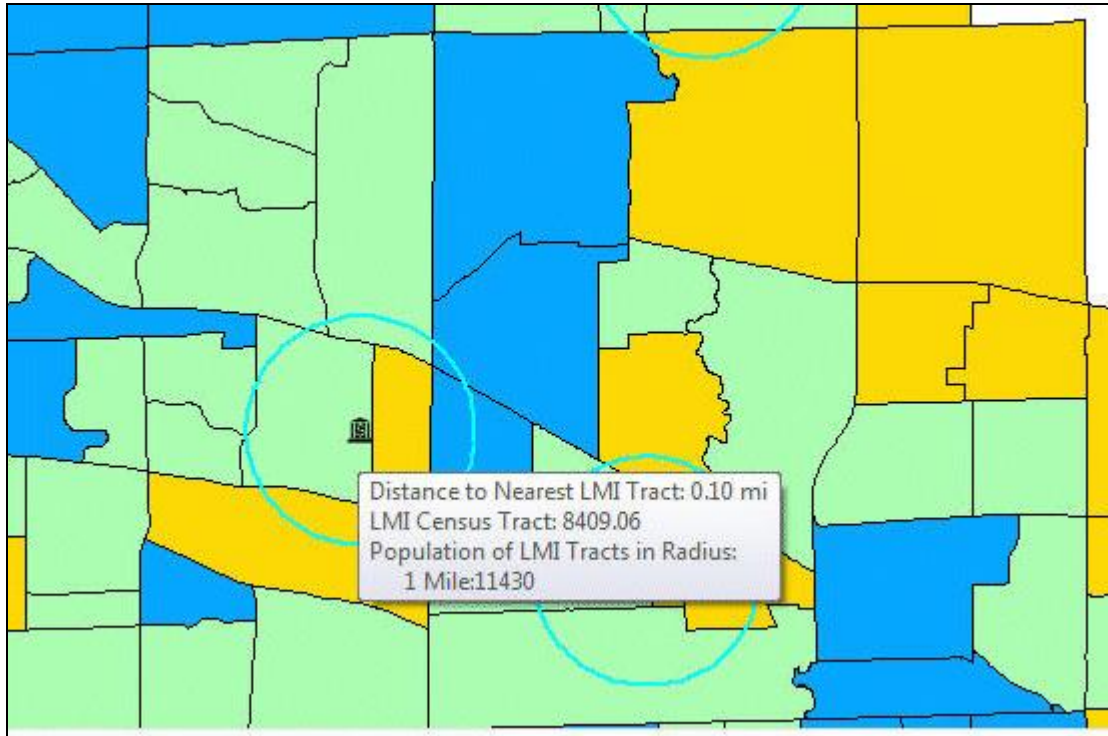


**Note:** The time it takes to render the radii depends up on the number of plotted locations along with the specifications of your computer. Rendering may take an extended period of time when working with large files.

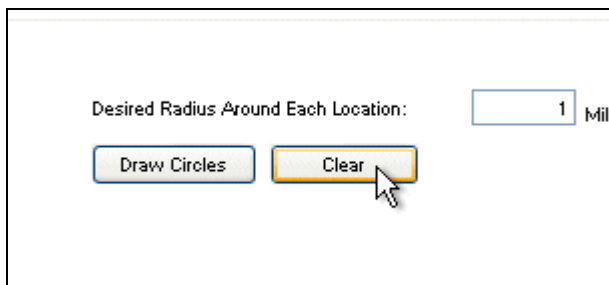
**Note:** To change the size of the radii after you have drawn them on the map, repeat **Steps 2** and **3**.

4. To view summary information for each radius, hover your mouse pointer over a mapped location.

The software displays the information in a tool-tip:



**Note:** To remove radii from the map, click the **Clear** button:



Control panel for drawing and clearing radii:

Desired Radius Around Each Location:  Mil

The software displays a confirmation dialog box. Click the **OK** button. The software removes the radii.

## Location Report

You can generate a printable and exportable **Location Report** based on Location Map data. The report contains a summary of the data points displayed on the Location Map.

To generate, print, and export a Location Report, refer to the following procedures:

[Generating Location Report](#)

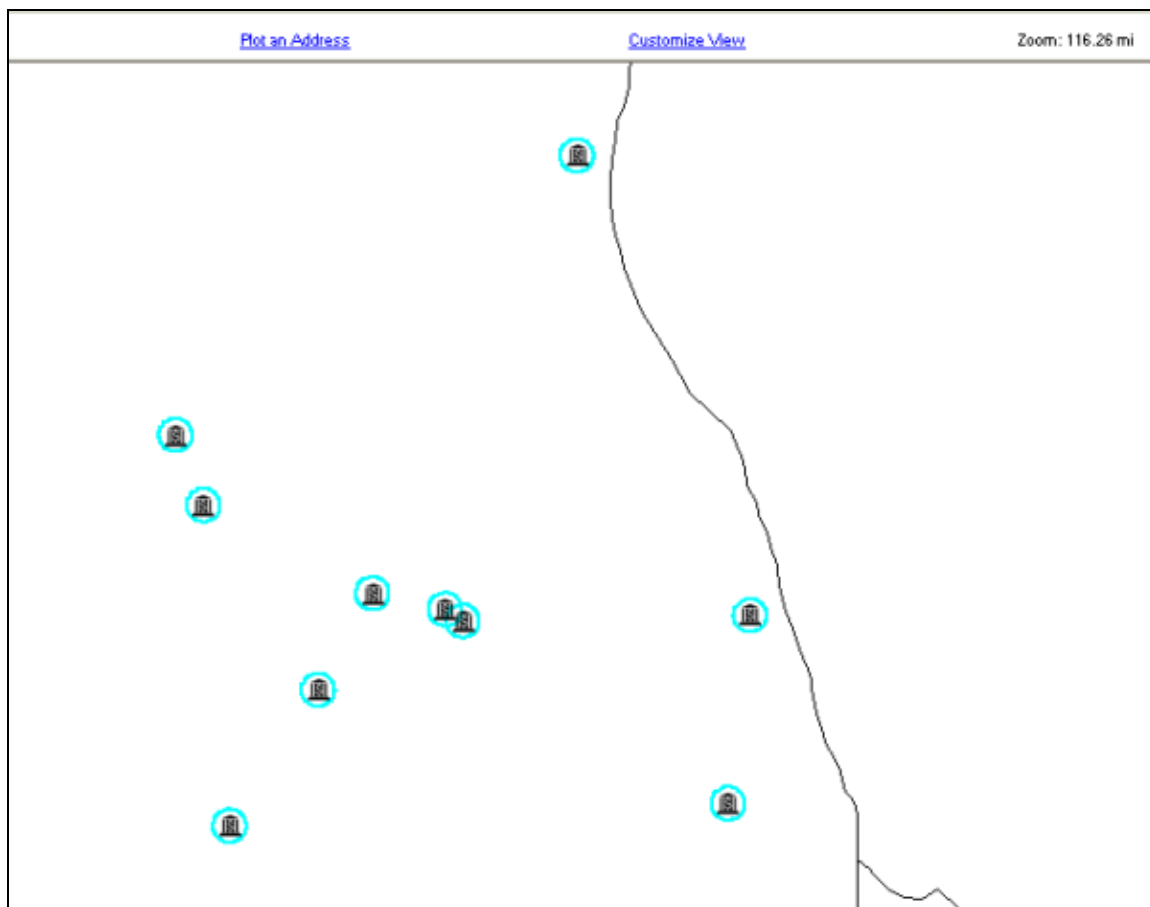
[Printing Location Report](#)

[Exporting Location Report](#)

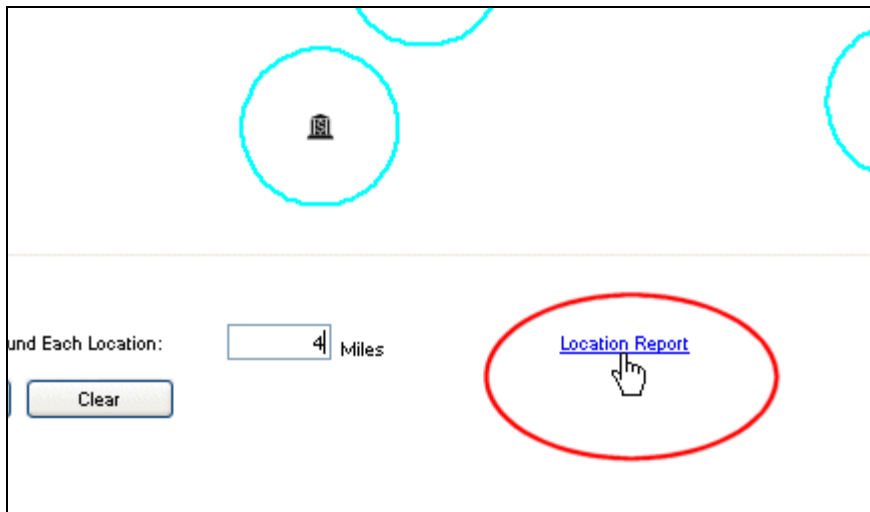
### Generating Location Report

To **generate** the Location Report, follow these steps:

1. [Plot locations](#) and [draw radii](#) on the map:



2. Click the **Location Report** link located at the bottom of the Location Map module:



The software generates the report:

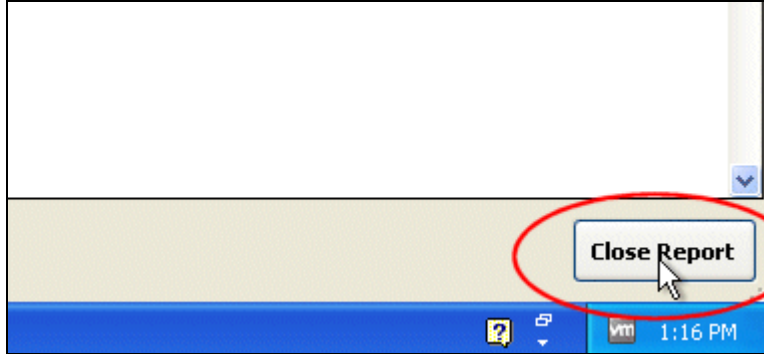
### Location Report

**File Name(s):** BranchLocationMapSampleFile.  
**Mile Radius:** 1

Location Name	Location Information					Demographic Information					
	State	MSA	County	Census Tract	Income Category of Census Tract	Nearest LMI Census Tract	Income Category of Nearest LMI Census Tract	Distance to Nearest LMI Census Tract	Number of LMI Tracts within Radius	LMI Tracts within Radius	Total Population of LMI Tracts within Radius
BranchLocationMapSampleFile.											
210295678	17	16974	031	7703.00	MID	170438401.01	MOD	0.76	1	170438401.01	5,870
100110970	17	16974	043	8409.07	MID	170438409.06	MOD	0.10	2	170438409.06, 170438409.04	7,179
100111025	17	16974	031	8046.09	UPP	None	--	0.00	--	None	0
100112990	17	16974	043	8466.03	MOD	170438466.03	MOD	0.00	2	170438466.03, 170438401.04	10,588


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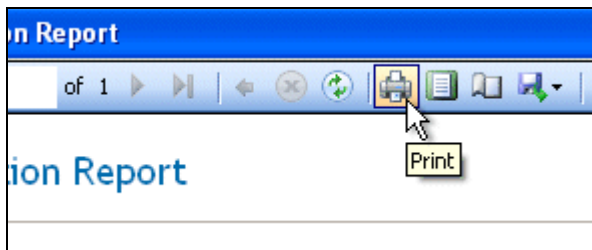
**Note:** To close the report, click the **Close Report** button located at the bottom right corner of the report screen:



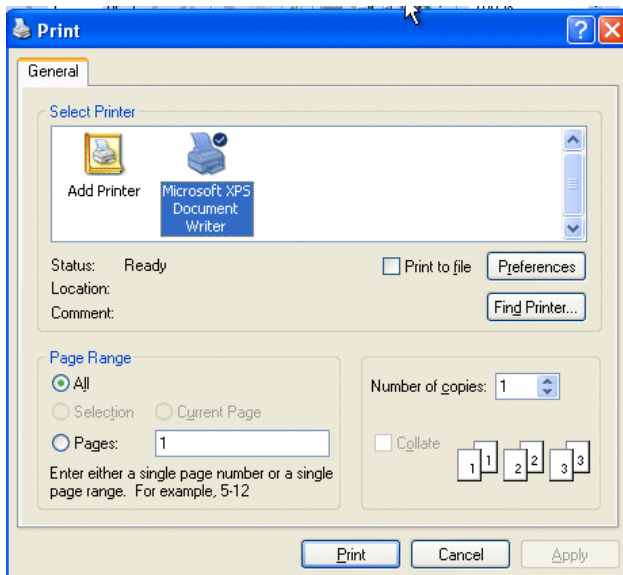
## Printing Location Report

To **print** a Location Report, follow these steps:

1. [Generate](#) the Location Report.
2. In the report tool bar, click the **Print**  button:



3. The software displays a **Print** dialog box:

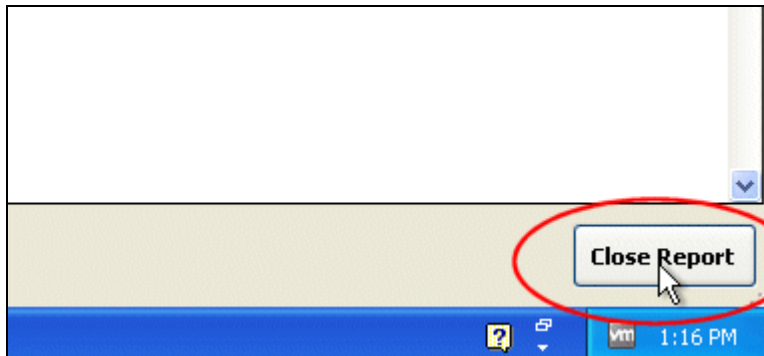


**Note:** The Print dialog that displays on your computer might differ from this example, depending on your computer operating system version.

4. Use the dialog box to configure print options, then click the **Print** button.

The software prints the report.

**Note:** To close the report, click the **Close Report** button located at the bottom right corner of the report screen:



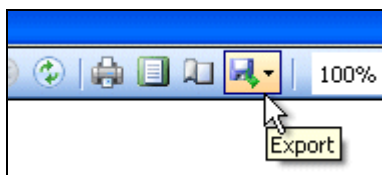
## Exporting Location Report

You can **export** a Location Report in the following formats:

- **Excel** - Microsoft Excel (spreadsheet) format
- **PDF** - Portable Document Format
- **Word** - Microsoft Word (word processing document) format

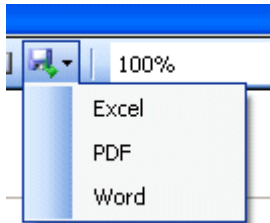
To export a Location Report, follow these steps:

1. [Generate](#) the Location Report.
2. In the report tool bar, click the **Export**  button:



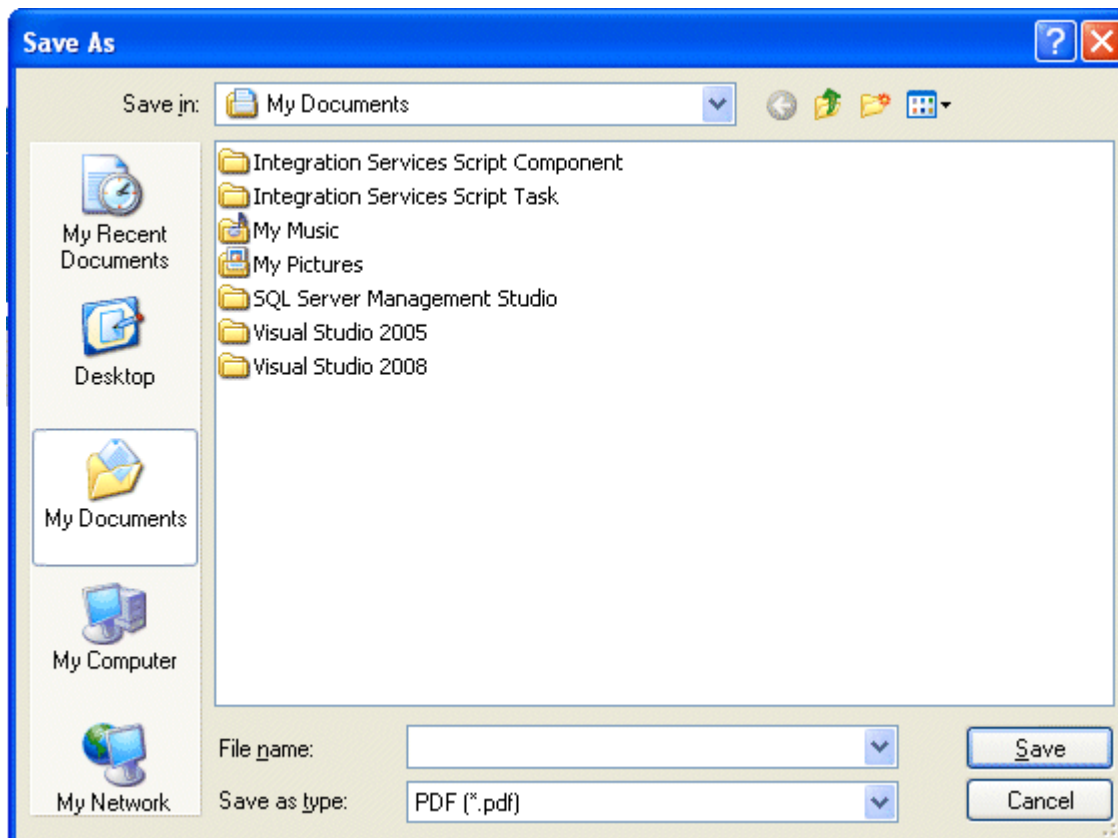
The software displays the following options:

- Excel
- PDF
- Word



4. Select an option.

The software displays the **Save As** dialog box:

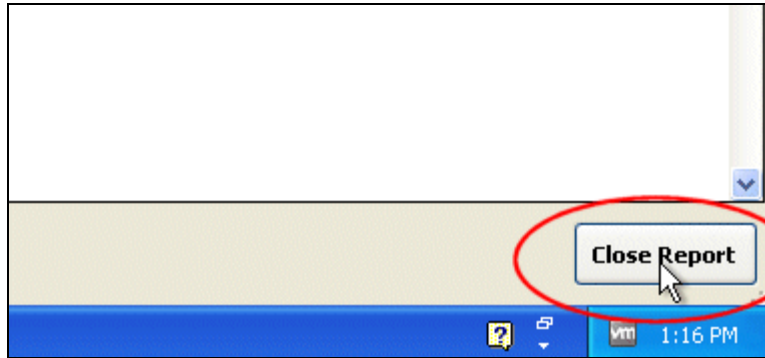


5. Use the dialog box controls to select a location to save the report (local or network) and also name the report.
6. Click the **Save** button.



The software exports the report in the format you selected in **Step 3**.

**Note:** To close the report, click the **Close Report** button located at the bottom right corner of the report screen:



## Time Interval Map Overview

You use the Time Interval Maps module to plot records of the duration of activity period of selected loan file. You can specify a date field in the data file on which you want to perform analysis, and the Time Interval Maps module will calculate the activity period, and then create a slider bar with specific time intervals consistent with that of the selected data file.

For example, if you select Action Date (default) as the desired date field for analysis and the activity for the file was for a single year, the Time Interval Maps module will generate a slider bar with monthly intervals. By positioning the slider over the individual months indicated in the bar, you can plot the year-to-date activity for the specified month. Maps generated with the Time Interval Maps display the spatial distribution of lending activity over the duration of the year. Maps of individual time intervals can be exported or printed in batches for convenience.

For more information, refer to the following procedures:

[Accessing Time Interval Map](#)

[Selecting Time Analysis Field](#)

[Using Time Slider](#)

[Saving Time Interval Map](#)


[Printing Time Interval Map](#)

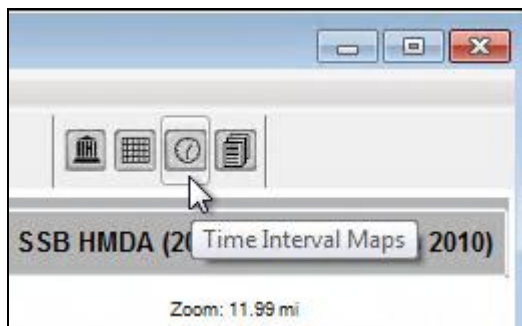
[Exporting Time Interval Maps](#)

## Accessing Time Interval Map

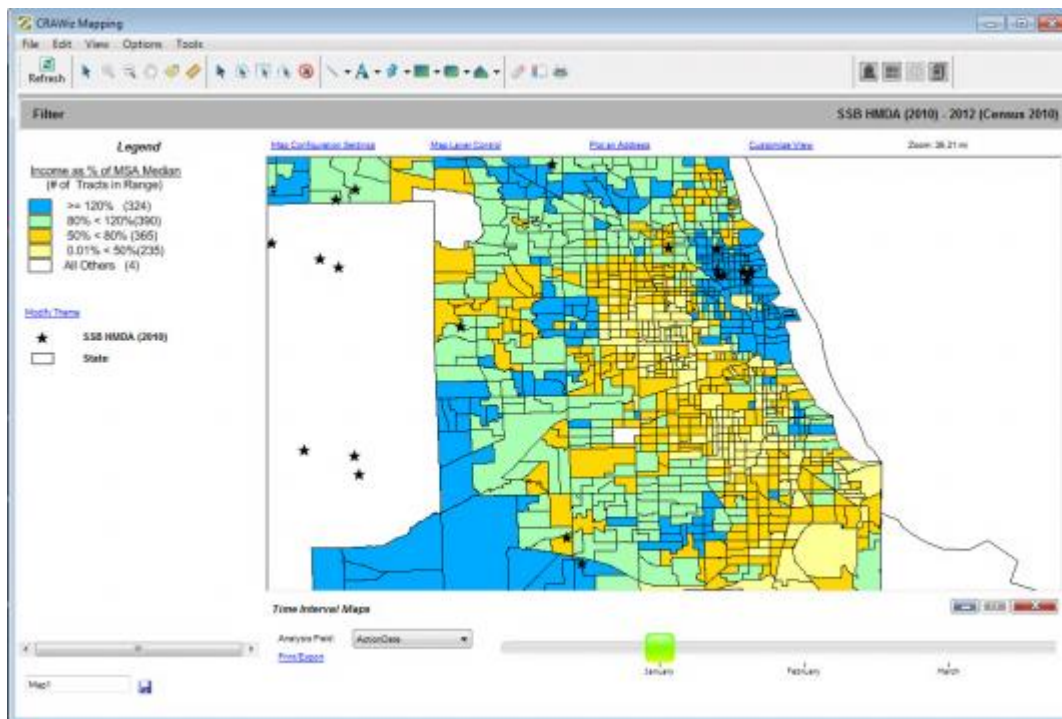
**Important:** CRA *Wiz* and Fair Lending *Wiz* Premium Mapping Modules are available to licensed customers only. For more information about Premium Mapping licenses, please contact your Wolters Kluwer Financial Services Account Executive at **1-800-261-3111**.

To access the **Time Interval Map**, following these steps:

1. [Launch the Mapper](#).
2. Display an [assessment area map](#).
3. Click the **Time Interval Map**  button located at the top-right corner of the main **Mapper** screen:



The software displays the Time Interval Map module:



**Note:** To close the Time Interval Map module, click the close button located on the bottom right side of the screen:



## Selecting Time Analysis Field

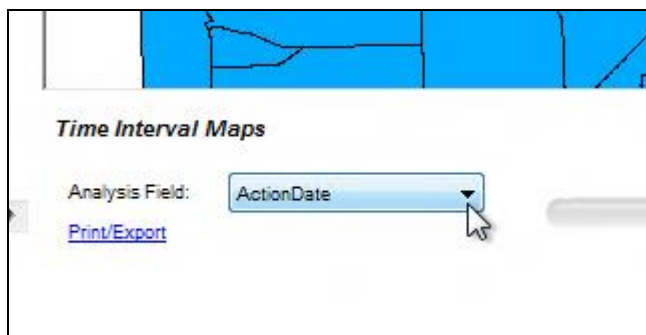
The Time Interval Map uses date information from your loan data file. These date fields might include action dates, application dates, or rate lock dates, for example. The system displays any applicable date fields from your loan file as selectable options in the **Analysis Field** drop-down menu. Use the drop-down menu to select which date field you want to analyze on the map.

**Note:** Date information is pulled from the current file as set in *CRA Wiz* and *Fair Lending Wiz* File Management. If you want to perform time analysis on a different file, do the following:

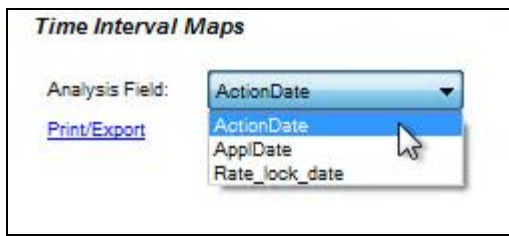
1. [Change the current file in CRA Wiz and Fair Lending Wiz](#)
2. [Refresh](#) the Mapper
3. [Re-open the Time Interval Map](#)

To select a time field to analyze, do the following:

1. Click the **Analysis Field** drop-down menu located at the bottom of the Time Interval Map screen:

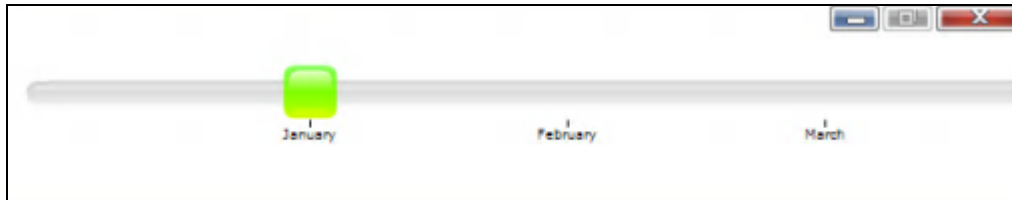


2. The software displays a list of available date fields:



3. Select the date field you want to analyze.

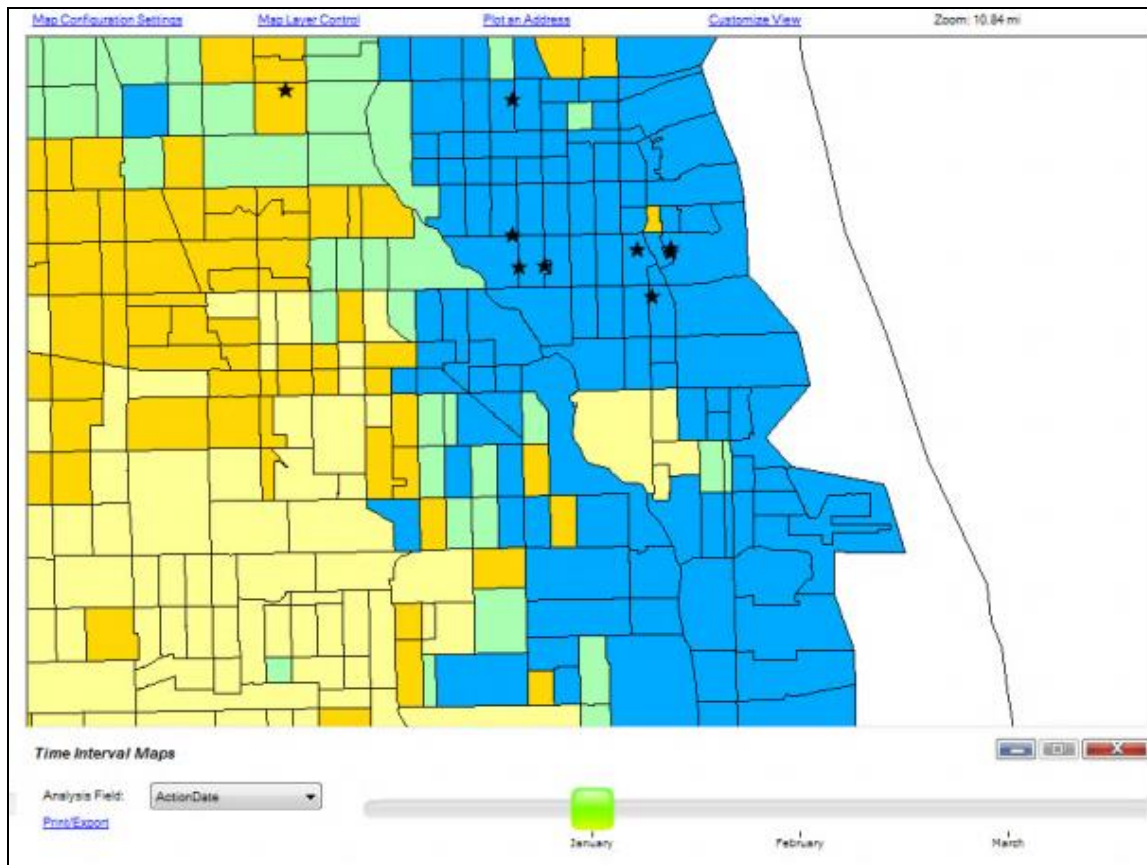
The software updates the time slider:



**Note:** For more information on using the time slider, refer to the [Using Time Slider](#) topic.

## Using Time Slider

Use time slider located below the map to display the time intervals [for the time analysis field you select](#):

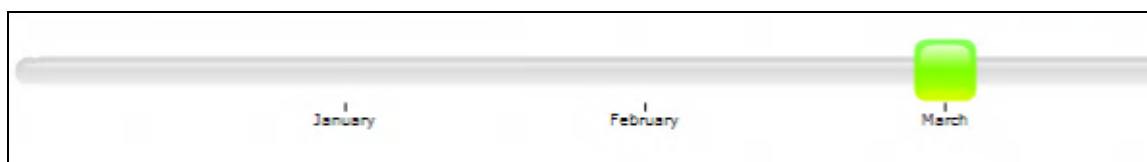


The software displays date plots cumulatively, so, for example, if you move the slider from the month of January to the month of March, the software displays date plots for January, February, and March.

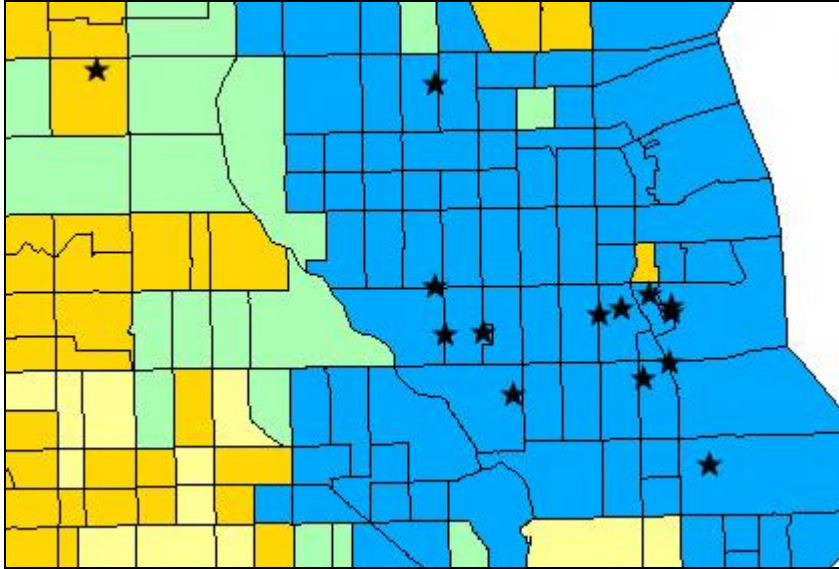
**Note:** For loan files with year-long date information, the software displays the time scale on the slider as months. For loan files with multi-year date information, the software displays the time scale in quarters.

To use the time slider, do the following:

Click and slide the slider button to the desired time interval (ie, month or quarter):



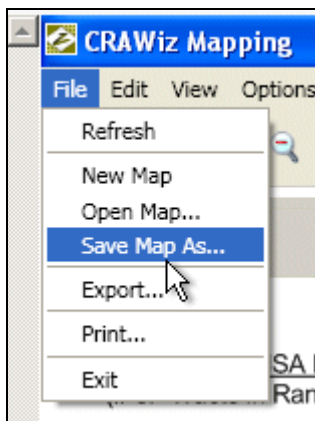
The software displays the time plots for the selected time interval:




## Saving Time Interval Map

To save a time interval map, follow these steps:

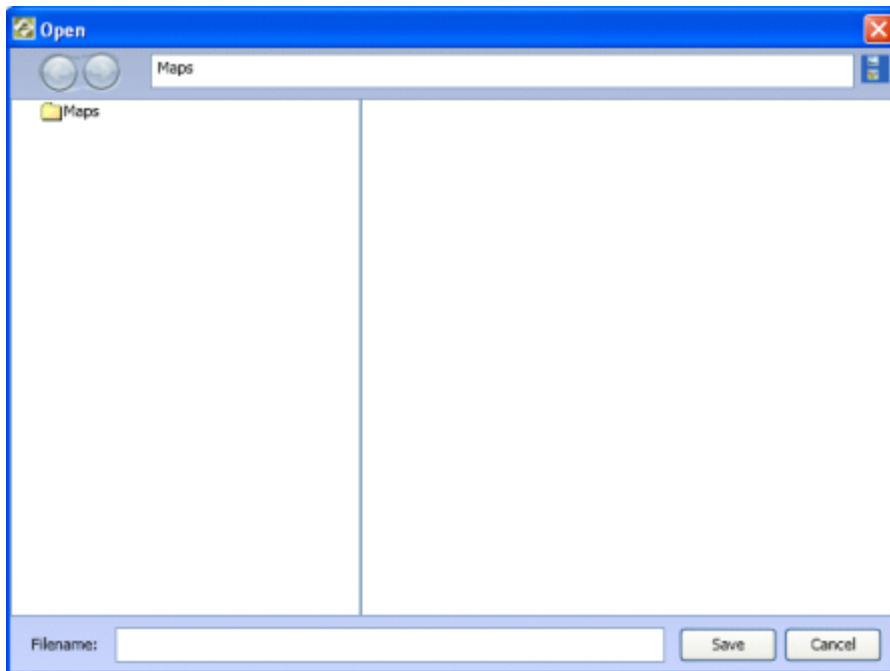
1. Do one of the following:
  - From the **File** menu, select **Save Map As....**:



-OR-

- At the bottom-left of the map screen, click the **Save**  icon.

The software displays a dialog box:



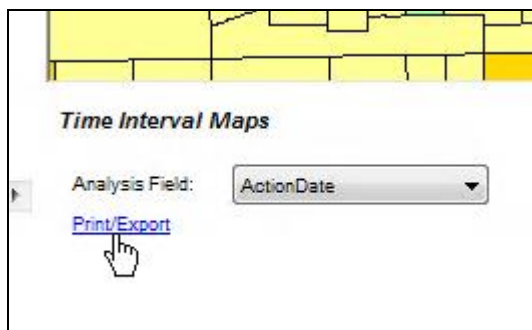
2. In the **Filename** text field located at the bottom of the dialog box, enter a name for the map.
3. Click the **Save** button. The software saves your time interval map.

## Printing Time Interval Map

Using the Time Interval Map module, you can **print** maps of multiple time interval plots at one time.

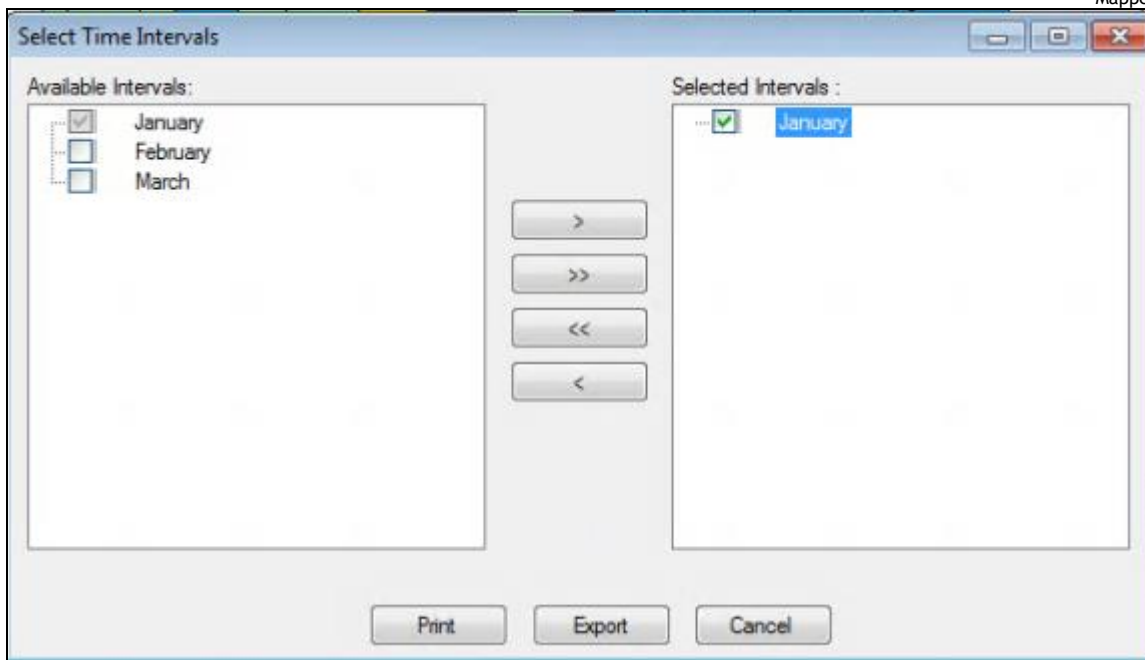
To print a time interval map, follow these steps:

1. Click the **Print/Export** link:

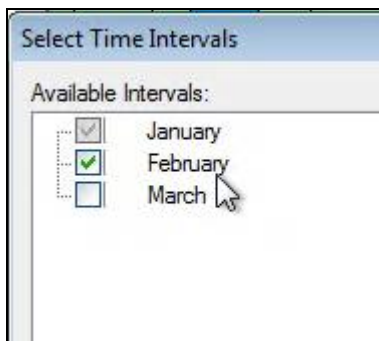


The software displays the **Select Time Intervals** dialog box:

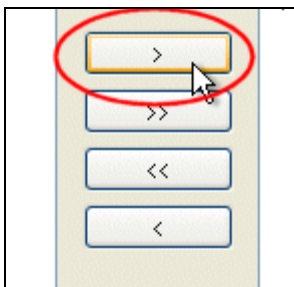




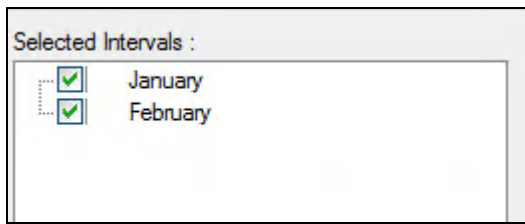
- In the **Available Intervals** list box, select one or more time intervals that you want to print:


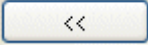


- Click the right arrow button:

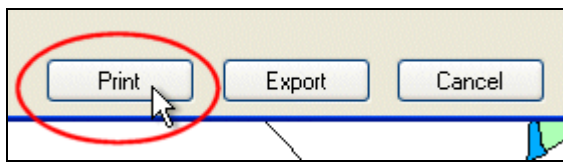


The software displays the selected assessment areas in the **Selected Intervals** list box:



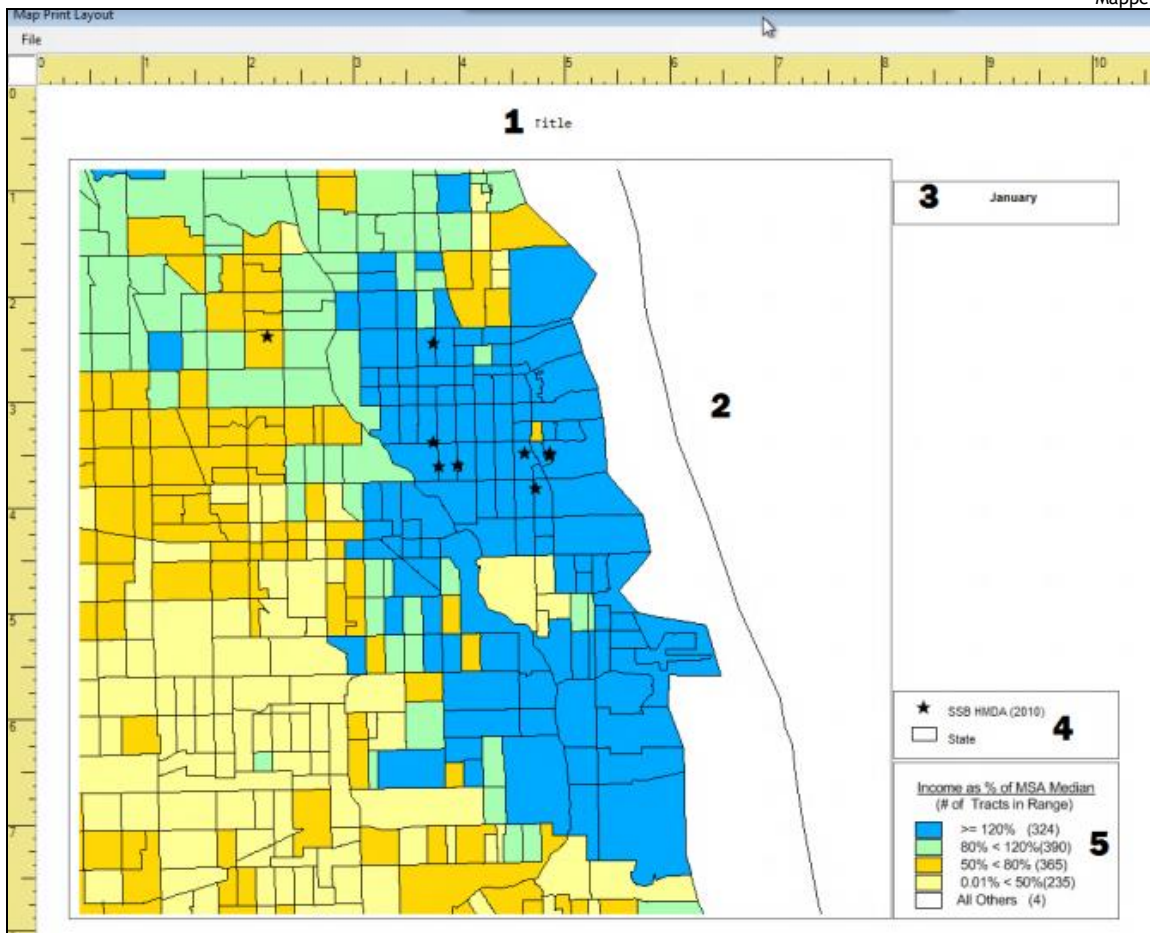
**Note:** To **remove** a **single** assessment area from the list, select it and click the left arrow  button. To **remove all** assessment areas from the list, click the left-facing double-arrow  button.

4. Click the **Print** button:



The software displays the **Map Print Layout** window:

**Note:** The amount of time it takes the software to render the maps for printing depends on the number of time intervals you selected in **Step 3** and also the specifications of your computer.



5. Configure map print layout options as follows:

- To add a map title, double-click **Map Title (1)** then enter a new map title.

**Note:** This title will be used on each map that is printed.

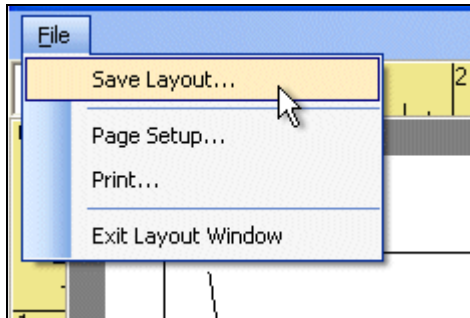
- Double-click the main map window **(2)** then place your mouse cursor over the map window border to change the width and/or height of the map window or reposition the main map window.
- Double-click the time interval name text box **(3)** then place your mouse cursor over the text box border to change the width and/or height of the text box or reposition it.

**Note:** The time interval listed in this box is the only item that is dynamic for each map, and displays the name of the specific time interval being printed.

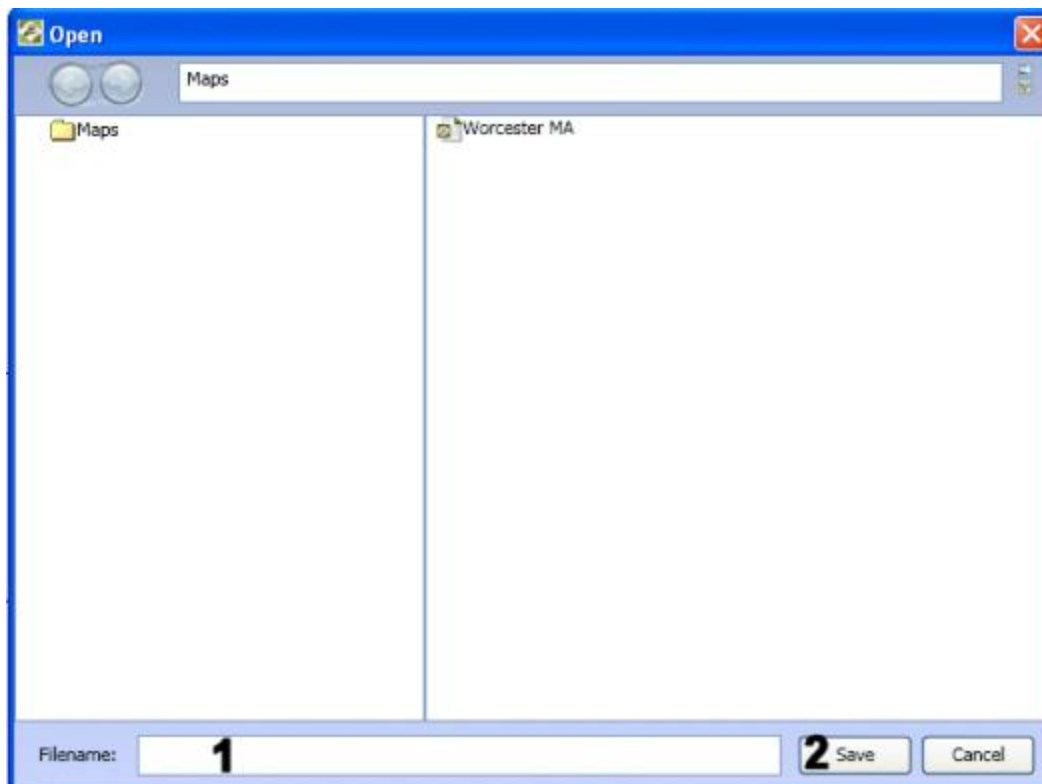
- Double-click the map theme text box **(4)** or map legend text box **(5)**, then place your mouse cursor over the text box border to change the width and/or height of the text box, reposition the text box, or delete the text box.

**Important!** If you are printing multiple time interval maps, the layout you configure for the first map **applies to all subsequent maps**.

- To save the map layout as a template for future use, select **Save Layout** from the **File** menu:



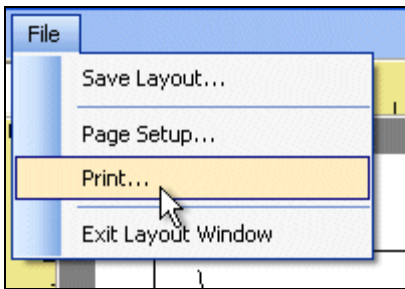
The software displays the **Open** dialog box:



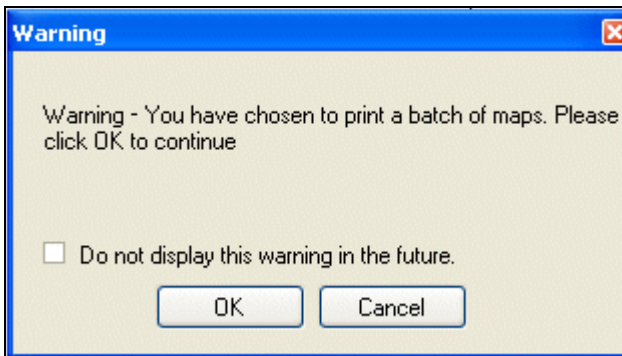
- Enter a name for the layout in the **Filename** text field (1) and then click the **Save** button (2).

The software saves the layout.

- To print the map(s), select **Print...** from the **File** menu:

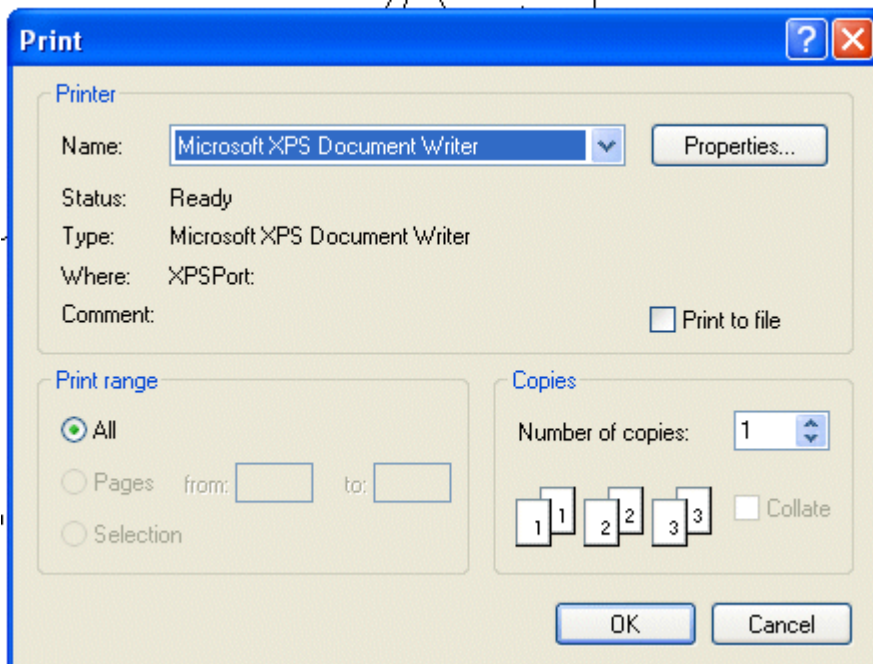


**Note:** If you are printing multiple maps, the software displays a **Warning** dialog box:



- Click the **Do not display this warning in the future** check box if you do not want the system to display warning when you print multiple maps.
- Click the **OK** button to continue.

The software displays the **Print** dialog box:



**Note:** The Print dialog that displays on your computer might differ from this example, depending on your computer operating system version.

10. Click the **OK** button.

The software prints the assessment area map(s).

## Exporting Time Interval Maps

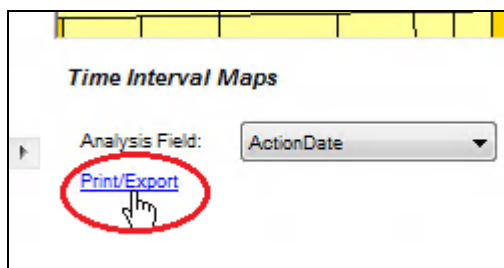
You can export one or more time interval maps as an image file in a single process. For convenience, you supply the base file name, and the system appends the assessment area name to the base file name for each map that is exported.

Time interval maps can be exported in the following graphics formats:

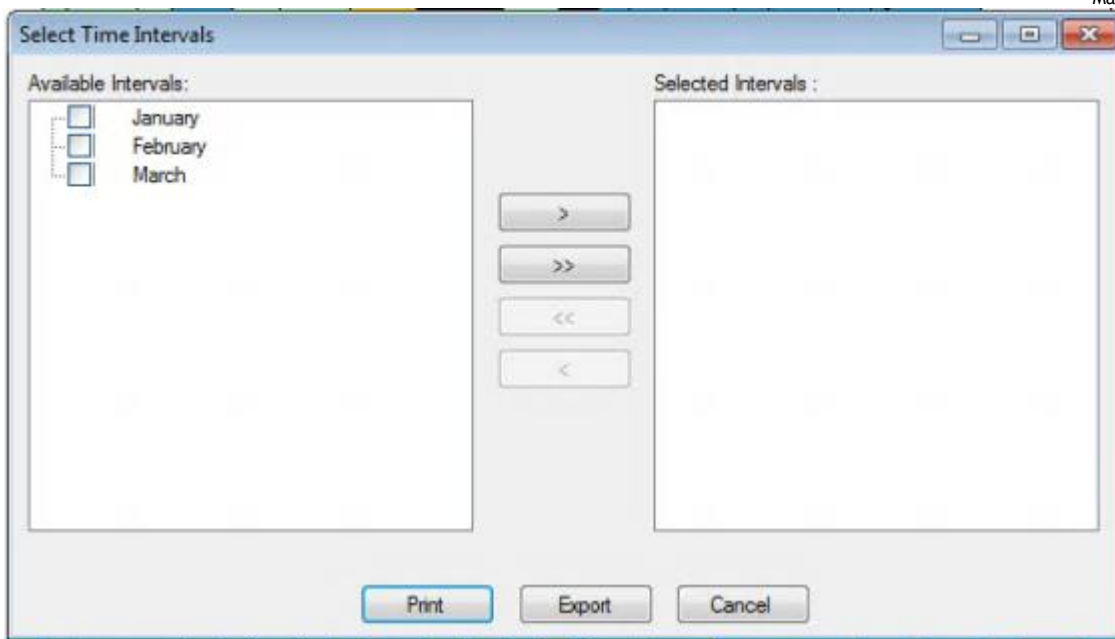
- Bitmap (.bmp)
- Windows Metafile (.wmf)
- Joint Photographic Experts Group (.jpeg)
- CompuServe Graphic Interchange Format (.gif)
- Tagged Image File Format (.tiff)
- Portable Network Graphics Format (.png)
- Photoshop File Format (.psd)

To export one or more time interval area maps, follow these steps:

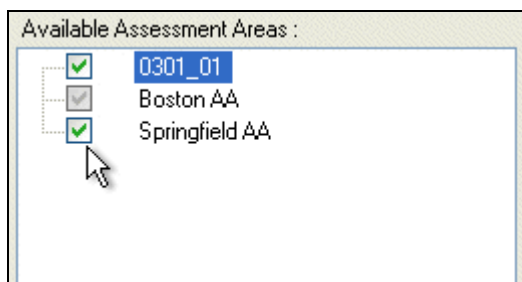
1. Click the **Print/Export** link:



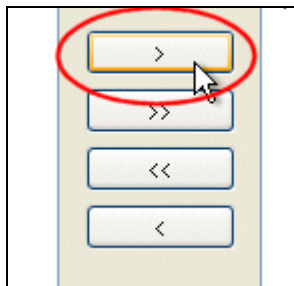
The software displays the **Select Time Intervals** dialog box:



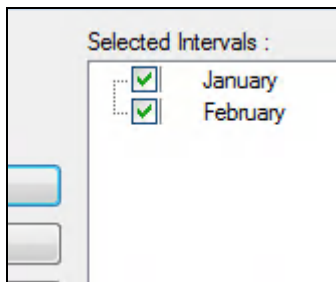
2. In the **Available Intervals** list box, select one or more time intervals that you want to export:





3. Click the right arrow button:

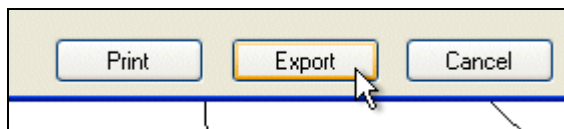


The software displays the selected time intervals in the **Selected Assessment Areas** list box:

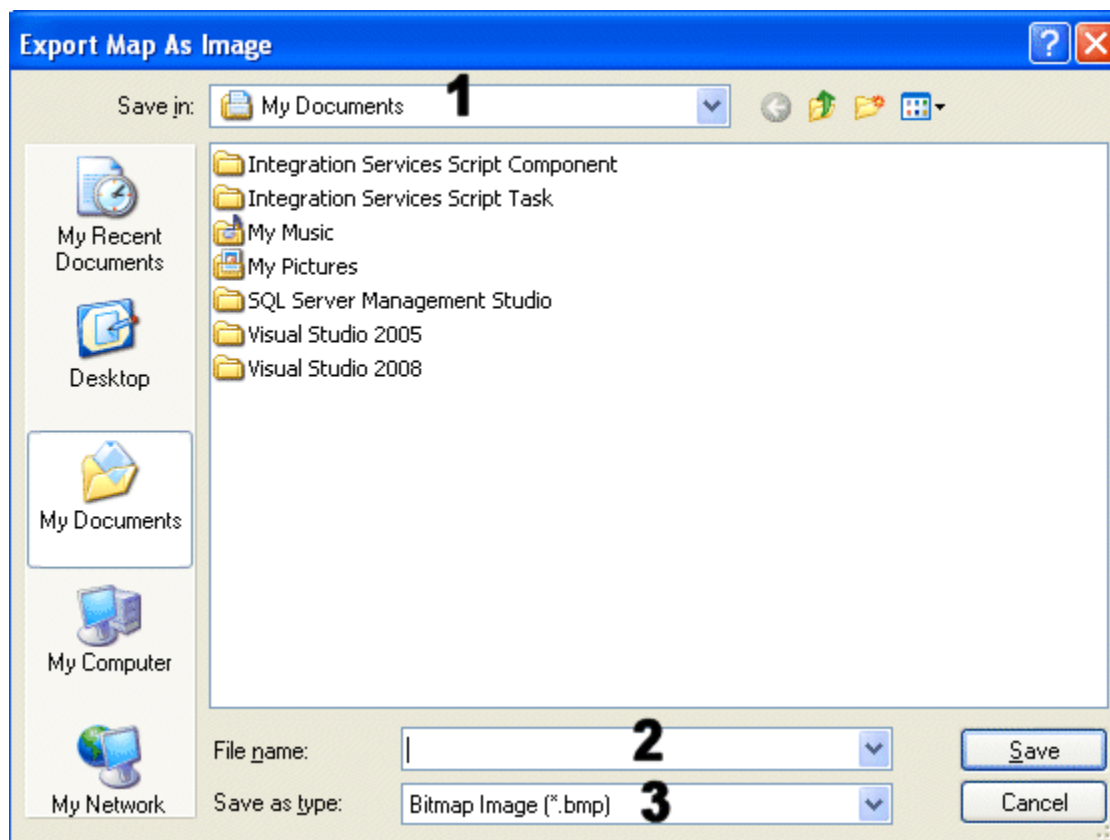


**Note:** To **remove** a **single** assessment area from the list, select it and click the left arrow  button. To **remove all** assessment areas from the list, click the left-facing double-arrow  button.

4. Click the **Export** button:



The software displays the **Export Map as Image** dialog box:



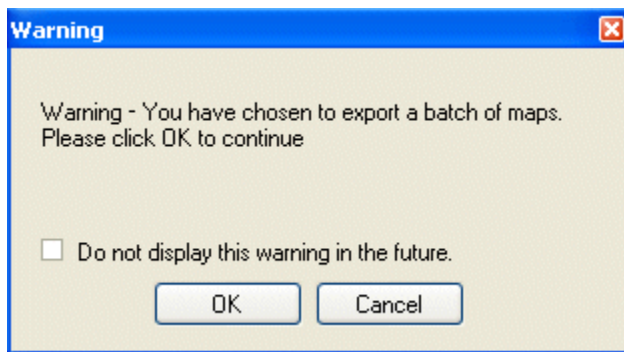


5. Configure the following export options:

- Use the **Save in** drop-down menu (1) to select a location to save the file(s) (either local or network).
- Enter a name for the saved map file(s) in the **File Name** text field (2). **Note:** If you are exporting multiple map files, the name you enter in this text field becomes the base file name for the batch export. For each map file that is exported, the system appends the name of the month or quarter to this base file name. For example: **File Name\_January**, **File Name\_February**, **File Name\_March**.
- Select an image format in the **Save as type** drop-down menu (3).

6. When you have configured export options, click the **Save** button.

**Note:** If you are exporting multiple maps, the software displays a **Warning** dialog box:



- Click the **Do not display this warning in the future** check box if you do not want the system to display warning when you export multiple maps.
- Click the **OK** button to continue.

The software exports the time interval map file(s) to the location you selected in **Step 5**.

## Web Map Overview

The CRA *Wiz* and Fair Lending *Wiz* **WebMap** module provides institutions with a web based map utility that allows users to view key performance context indicators and demographic information for desired geographies.

**Note:** The WebMap module is only accessible to institutions who have purchased an add-on Map license to the standard CRA *Wiz* and Fair Lending *Wiz* license. This module will be disabled if your institution has not purchased it. To purchase this module, please contact your Wolters Kluwer Financial Services **Account Manager** at **1-800-261-3111**.

For more information on using the Map module, refer to the following procedures:

[Accessing Web Map](#)

[Web Map Settings](#)

[Basic Map Tasks](#)

[Synchronizing Data](#)

[Managing Synchronized Data](#)

[Adding Data to Map](#)

[Adding Sites](#)

[Adding Data Files](#)

[Adding Assessment Areas](#)

[Using Map Legend](#)

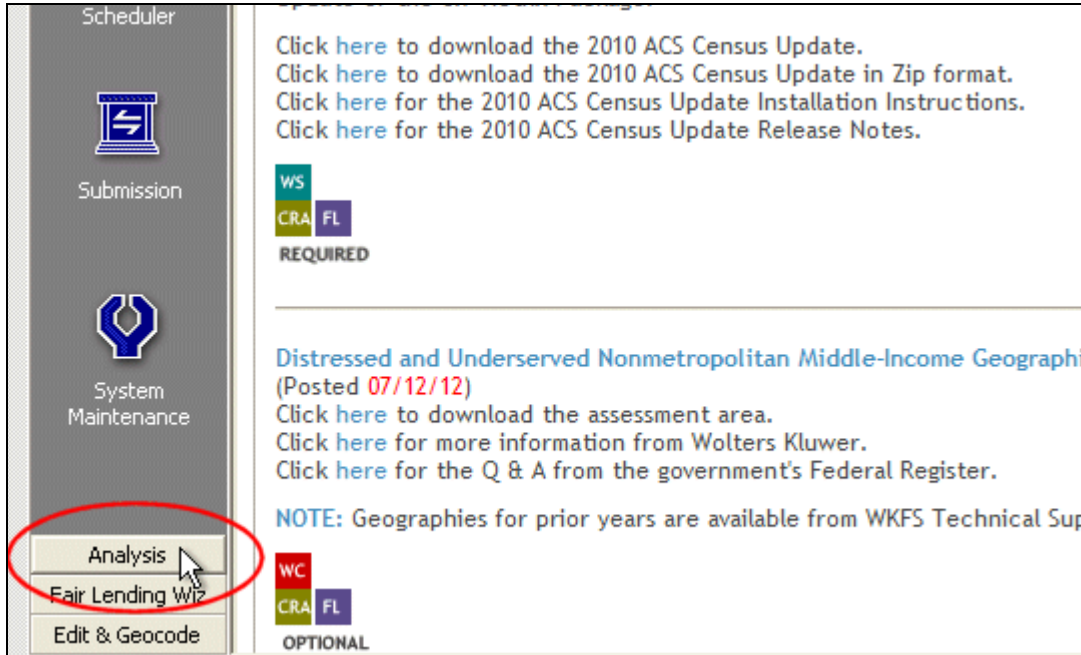
[Setting Your Location](#)

[Working with Map Title](#)

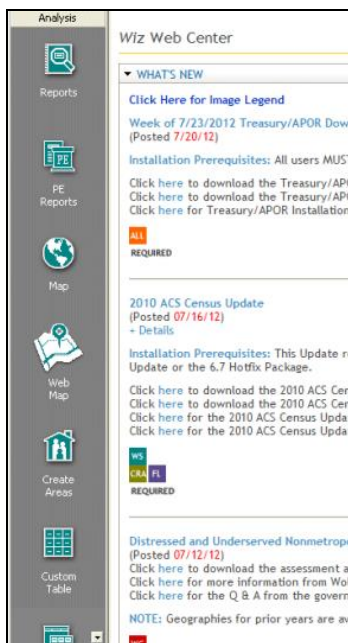
## Accessing WebMap

To access the CRA *Wiz* and Fair Lending *Wiz* **WebMap**, follow these steps:

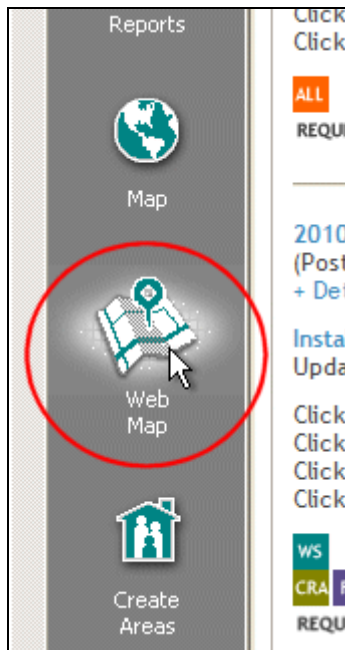
1. In the CRA *Wiz* and Fair Lending *Wiz* side bar, click the **Analysis** tab:



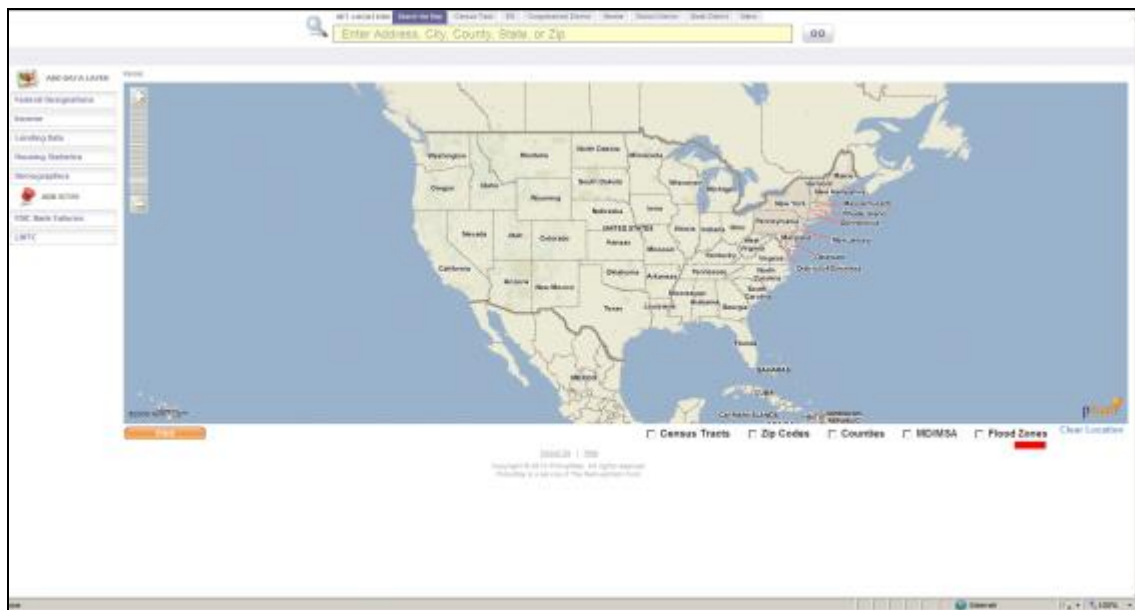
The software displays the **Analysis** tool bar:



2. Click the **WebMap** button:



A WebMap session launches in a separate Internet browser window.



**Note:** If your institution is not licensed for this module, the system will display a separate Internet browser window with information about how to purchase the Map module.

## Web Map Settings

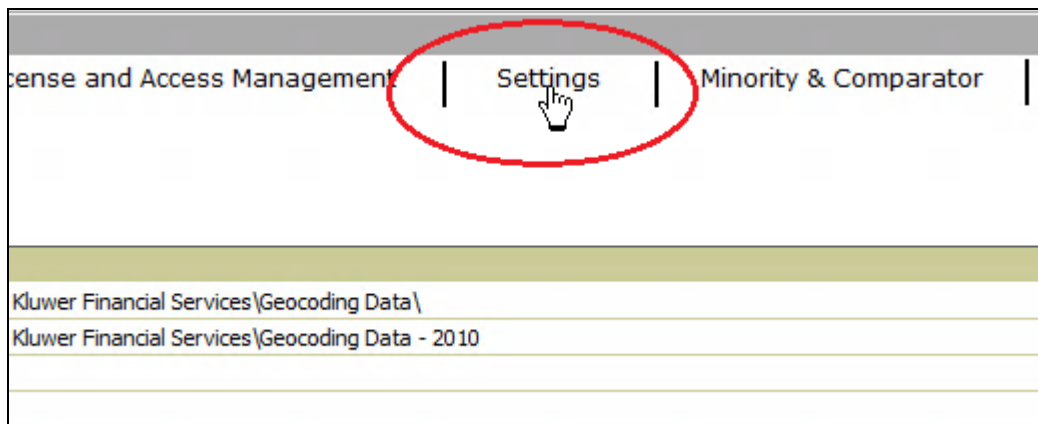
**Important!** The Web Map module is only accessible to institutions who have purchased an add-on Premium Map license to the standard CRA *Wiz* and Fair Lending *Wiz* Mapper. This module will be disabled if your institution has not purchased it. To purchase this module, please contact your Wolters Kluwer Financial Services **Account Manager** at **1-800-261-3111**.

**Important!** You must have **Administrative** privileges to access these settings. For more information, please contact your Wolters Kluwer Financial Services **Account Manager** at **1-800-261-3111**.

When you have been licensed to use the Web Map module, you use the [Settings](#) pane in CRA *Wiz* and Fair Lending *Wiz* [System Maintenance](#) to enter your provided Web Map user account information, and to also enable [synchronization of data files and/or saved assessment areas](#).

To configure Web Map settings, follow these steps:

1. [Access](#) the CRA *Wiz* and Fair Lending *Wiz* [System Maintenance module](#).
2. Click the **Settings** tab:

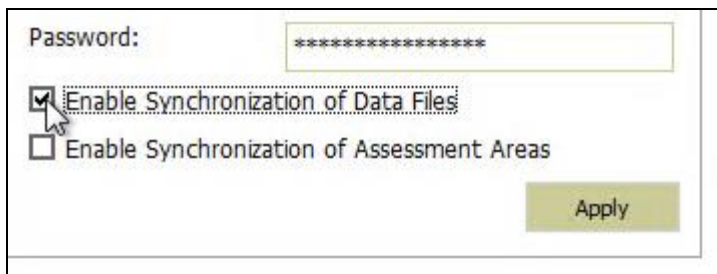


The software displays the **Settings** pane:

3. In the **Web Map** section located in the lower left corner of the screen, enter into the provided fields, the Web Map **user name** and **password** provided by WKFS Support during your Web Map licensing and implementation:

**Note:** If you have not received this information, please contact **WKFS Support** at **1-800-261-3111**.

4. To enable [synchronization of data files](#) between CRA *Wiz* and Fair Lending *Wiz* and Web Map, click the **Enable Synchronization of Data Files** check box:

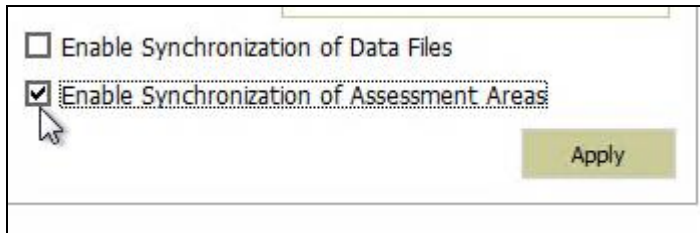


Form showing synchronization options:

- Enable Synchronization of Data Files (checked)
- Enable Synchronization of Assessment Areas (unchecked)

Apply button

5. To enable [synchronization of saved assessment areas](#) between CRA *Wiz* and Fair Lending *Wiz* and Web Map, click the **Enable Synchronization of Assessment Areas** check box:

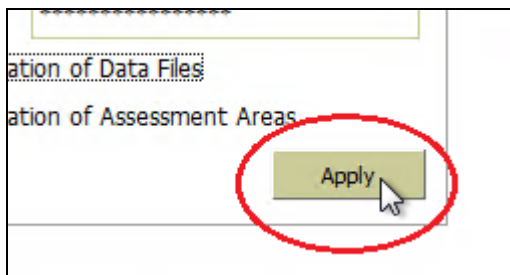


Form showing synchronization options:

- Enable Synchronization of Data Files (unchecked)
- Enable Synchronization of Assessment Areas (checked)

Apply button

6. Click the **Apply** button to save your changes:



Close-up of the Apply button, circled in red, with a mouse cursor clicking it.

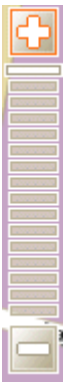
## Basic Map Tasks

To perform basic mapping tasks, refer to the following procedures:

- [Zooming In and Out](#)
- [Panning](#)
- [Click to Identify](#)
- [Adding Geographic Boundaries](#)
- [Clearing Location](#)
- [Printing and Saving Map](#)
- [Closing Map](#)

### Zooming In and Out

Use the track wheel on a your mouse to zoom into the map to see neighborhood level data, and zoom out to see regional or national views. Additionally, you can manipulate the zoom level by changing the setting on the zoom tool available in the upper left hand corner of the map view.



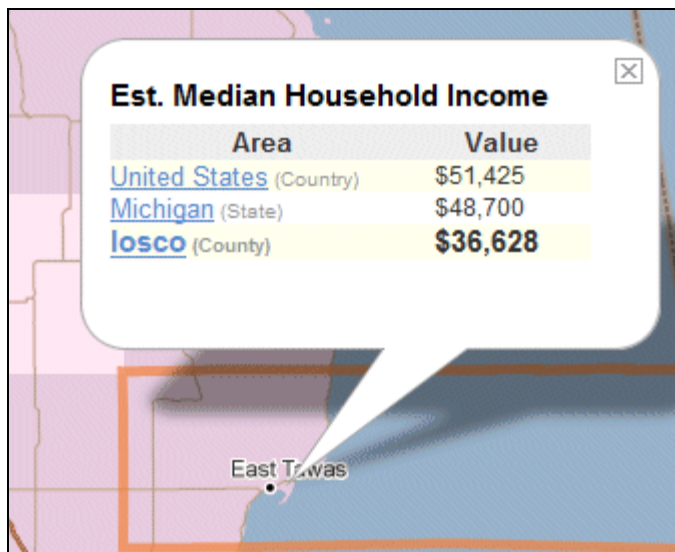
### Panning

To pan around the map, hold down your left mouse button, drag the map to your desired location, and release the mouse button. Repeat as necessary.

### Click to Identify

Click on any shaded area of the map to find the exact value for that location. This is called the "Click to Identify" bubble. The bubble will also show you the values for the larger geographies in which the shaded area sits:





## Adding Geographic Boundaries

Geographic boundaries including Zip Codes, Counties, MD/MSA, Flood Zones, and Census Tracts are optional map layers that can be added to a map. These boundaries are located in the lower right hand corner of the map.

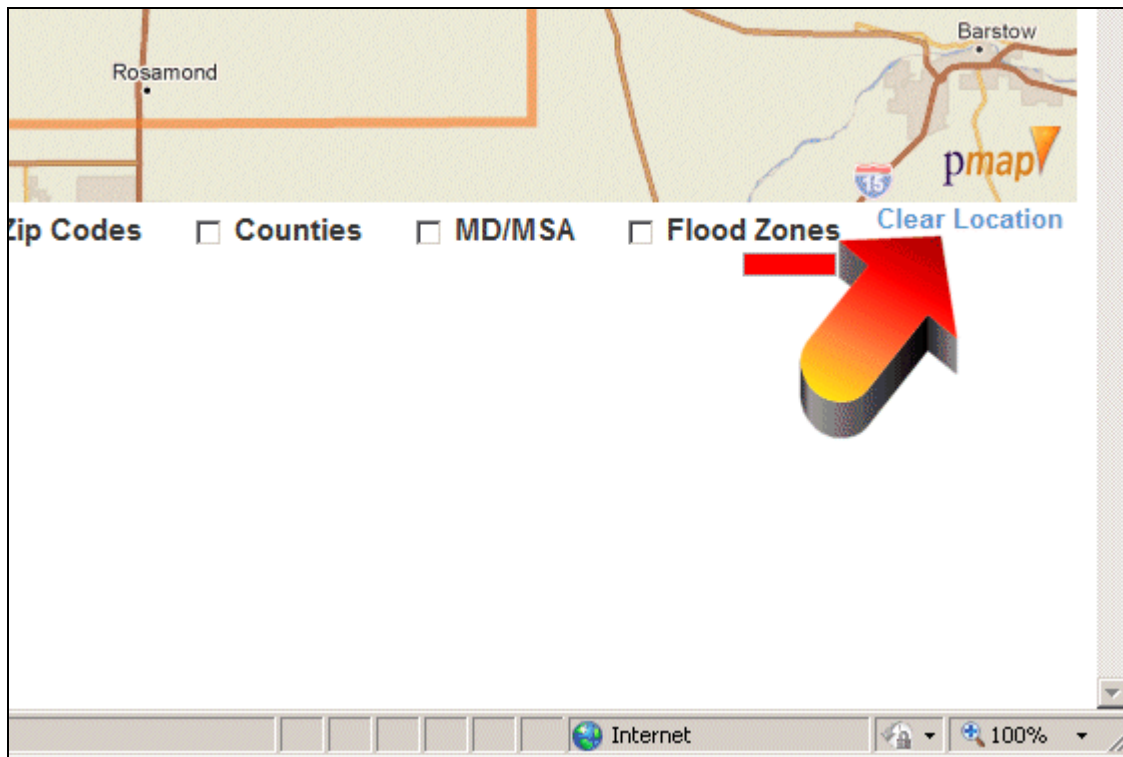
- To add a boundary layer to your map, click the box beside the desired boundary layer:



- To remove a boundary layer, click box beside the desired boundary layer to remove the check mark.

## Clearing Location

To clear a location or outline set in the **Set Location** toolbar, click the **Clear Location** link in the lower right-hand corner of the map:



## Printing and Saving Map


To print and/or save a map, refer to the following procedures.

### [Printing Map](#)

### [Saving Map](#)

## Printing Map

To print the map, follow these steps:

1. Select the Print  button located in the lower left-hand corner of the map. The system displays the **File Download** dialog box:

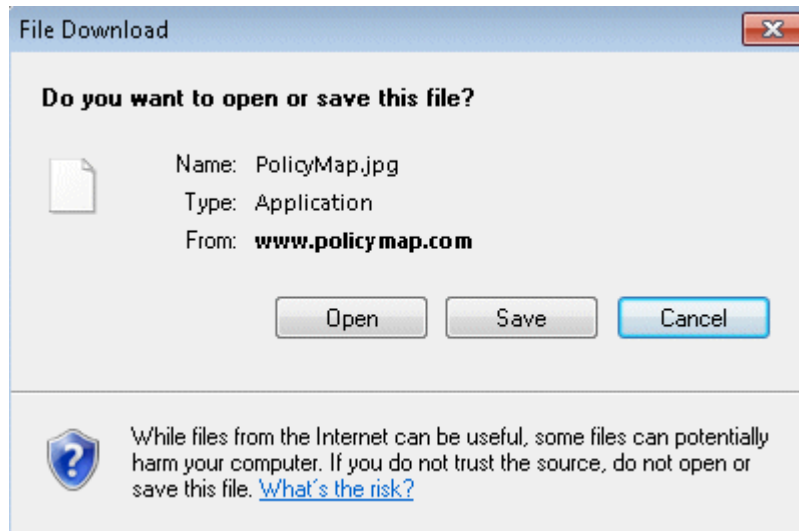


2. Click the **Open** button. The system opens an image of the map.
3. From the **File** menu, select **Print**.
4. Use the resultant **Print** dialog box to configure print options and print the map.

## Saving Map

To save a copy of the map in JPEG format, following these steps:

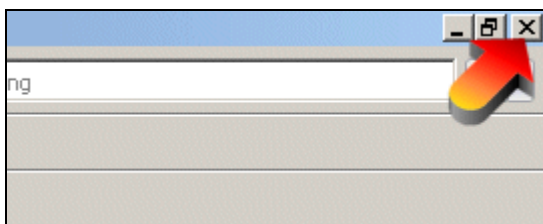
1. Select the **Print**  button located in the lower left-hand corner of the map. The system displays the **File Download** dialog box:



2. Click the **Save** button. The system displays the **Save** dialog box.
3. Use the dialog box controls to name the map and select a save location.

## Closing Map

To close the map, click the close (X) button located in the top right corner of the Map's Internet browser window.



## Synchronizing Data

You can synchronize (upload) existing loan data files and saved assessment areas in CRA *Wiz* and Fair Lending *Wiz* to Web Map for analysis.

**Important!** Before synchronizing your loan files and assessment areas, you must enable this feature in CRA *Wiz* and Fair Lending *Wiz*. [System Maintenance](#). For more information, refer to the [Web Map Settings](#) topic.

**Note:** For procedures on how to manage CRA *Wiz* and Fair Lending *Wiz* data files and assessment areas that you have synchronized with Web Map, refer to the [Managing Synchronized Data](#) topic.

For more information, refer to the following sections:

[Synchronizing Loan Data with Web Map](#)

[Synchronizing Assessment Areas with Web Map](#)

### Synchronizing Loan Data with Web Map

You use this command to synchronize (upload) loan data files to [Web Map](#) for mapping analysis.

**Important!** Your loan data file must be [geocoded](#) before it can be synchronized to Web Map. For more information about geocoding, click [here](#).

**Important!** If you **delete** a loan file from the system using the [Delete](#) contextual menu command in CRA *Wiz* and Fair Lending *Wiz* [File Management](#) module, the file is also deleted from Web Map.

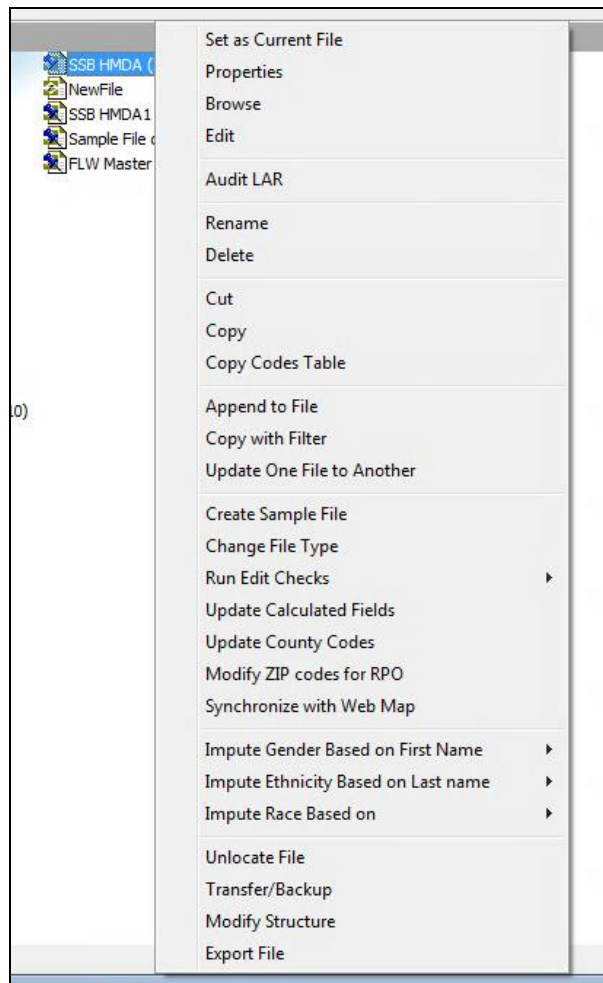
To synchronize loan data files with Web Map, follow these steps:

1. In the [File Management](#) screen in CRA *Wiz* and Fair Lending *Wiz*, use the [tree view](#) to select the loan data file you want to synchronize with Web Map:

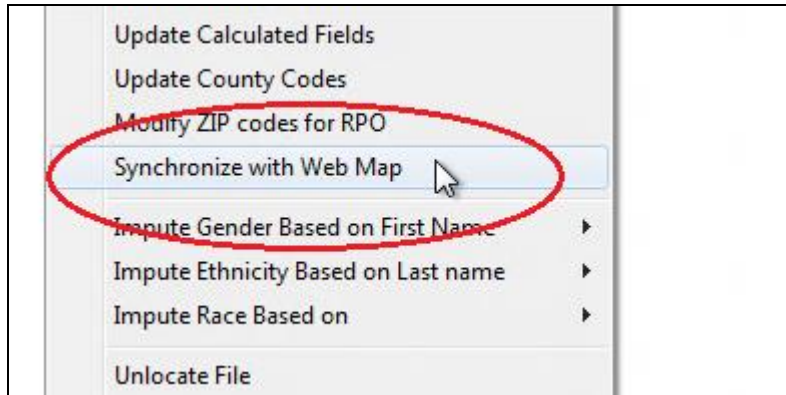


2. Right-click the file.

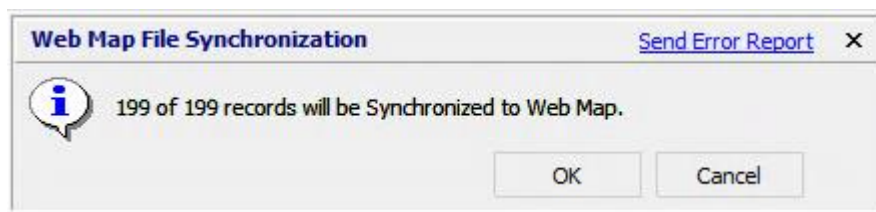
The software displays a contextual menu:



3. Select **Synchronize with Web Map**:



The software displays a dialog box confirming that you want to synchronize "X" amount of records (where "X" represent the number of loan records in the file) with Web Map:

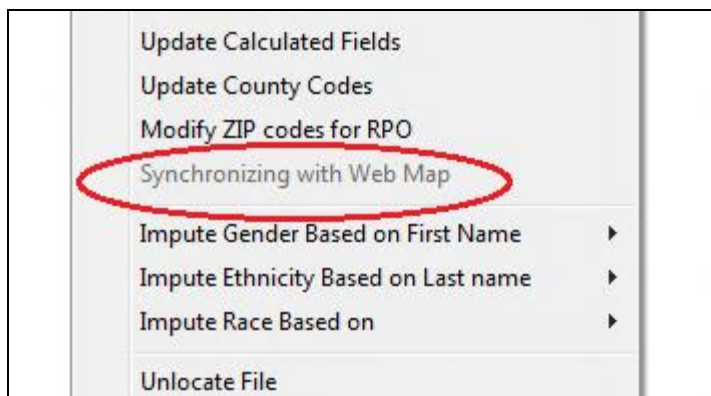


4. Click the **OK** button.

The software synchronizes the loan data file with Web Map.

**Note:** The time it takes to upload a data file to Web Map will depend on the size of the file. While small files may take just a couple minutes, larger files could take some time to process. For example, a file containing 200,000 records can take 10 minutes to fully synchronize between CRA *Wiz* and Fair Lending *Wiz* and Web Map.

**Note:** During synchronization, the software changes the **Synchronize** with Web Map menu option to **Synchronizing** with Web Map and disables the command (grayed out):



After synchronization is complete, the software re-enables the menu option.

**Note:** For procedures on [how to access the loan data file in Web Map](#), click [here](#).

**Note:** After synchronizing data files and assessment areas to Web Map, you may need to refresh the Web Map browser window to see the synchronized data and assessment areas.

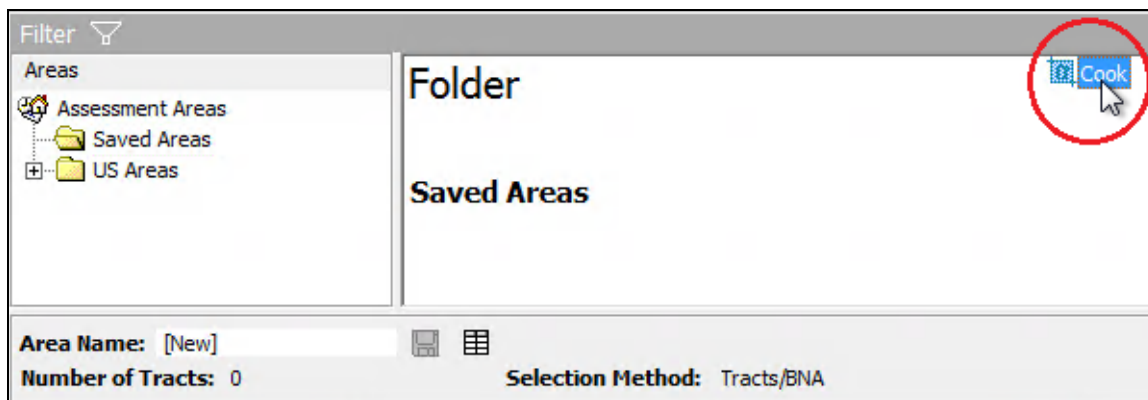
## Synchronizing Assessment Areas with Web Map

You can synchronize (upload) your saved assessment areas to [Web Map](#) for analysis.

**Important!** If you **delete** a [saved assessment area](#) from the system using the **Delete** contextual-menu command in CRA *Wiz* and Fair Lending *Wiz* [Assessment Areas](#) module, the file is also deleted from Web Map.

To synchronize an assessment area with Web Map, do the following:

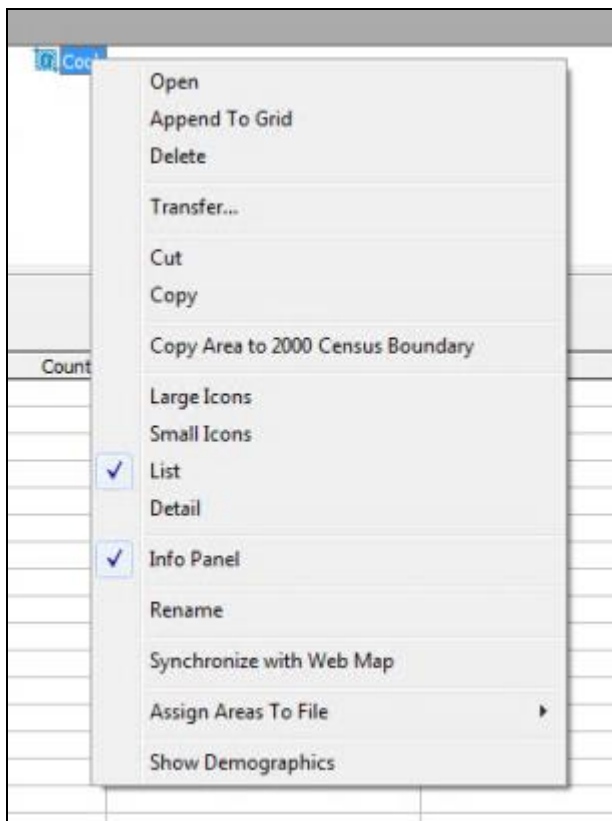
1. In the [Create Areas](#) screen in CRA *Wiz* and Fair Lending *Wiz*, select the [saved area](#) you want to synchronize with Web Map:



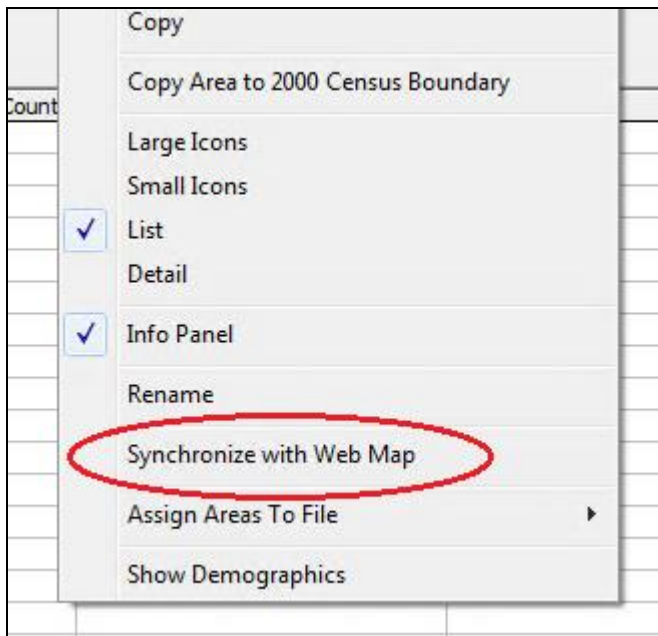
2. Right-click the saved area.

The software displays a contextual menu:



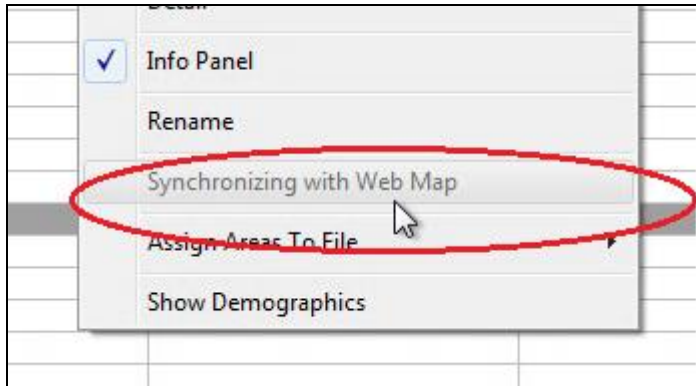


3. Select **Synchronize with Web Map**:



The software synchronizes the assessment area with Web Map.

**Note:** During synchronization, the software changes the **Synchronize** with Web Map menu option to **Synchronizing** with Web Map and disables the command (grayed out):



After synchronization is complete, the software re-enables the menu option.

**Note:** For procedures on how to [access the assessment area in Web Map](#), click [here](#).

**Note:** After synchronizing data files and assessment areas to Web Map, you may need to refresh the Web Map browser window to see the synchronized data and assessment areas.

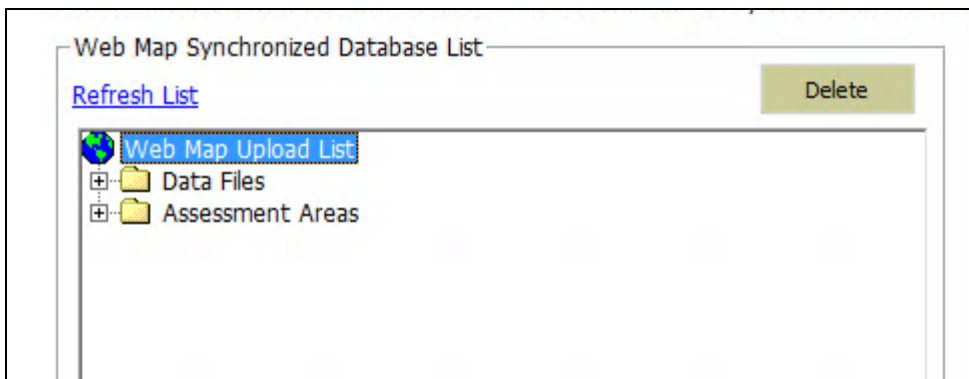
## Managing Synchronized Data

You use the **Web Map** pane in [System Maintenance](#) to manage data files and saved assessment areas that you have [synchronized](#) with [Web Map](#).

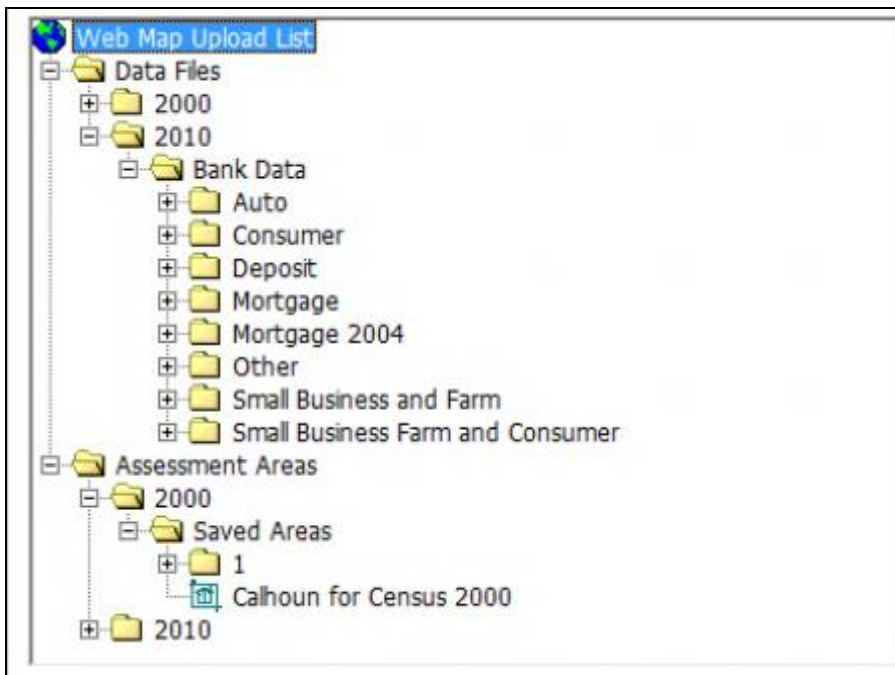
**Important!** The Web Map module is only accessible to institutions who have purchased an add-on Map license to the standard CRA *Wiz* and Fair Lending *Wiz* license. This module will be disabled if your institution has not purchased it. To purchase this module, please contact your Wolters Kluwer Financial Services **Account Manager** at **1-800-261-3111**.

**Important!** You must have **Administrative** privileges to access these settings. For more information, please contact your Wolters Kluwer Financial Services **Account Manager** at **1-800-261-3111**.

The **Web Map Upload List** tree view displays all of the Data Files and Assessment Areas that are currently synchronized with Web Map:



Click the plus (+) sign located next to a folder to display the folder's contents:



- Data (loan) Files are organized by Census Year (2000 and 2010), and then broken down by the following categories:
  - Auto
  - Consumer
  - Deposit
  - Mortgage
  - Mortgage 2004
  - Other
  - Small Business and Farm
  - Small Business Farm and Consumer
- Assessment Areas are organized by Census Year (2000 and 2010).

For more information on using the Web Map settings screen, refer to the following procedures:

### [Deleting Data Files](#)

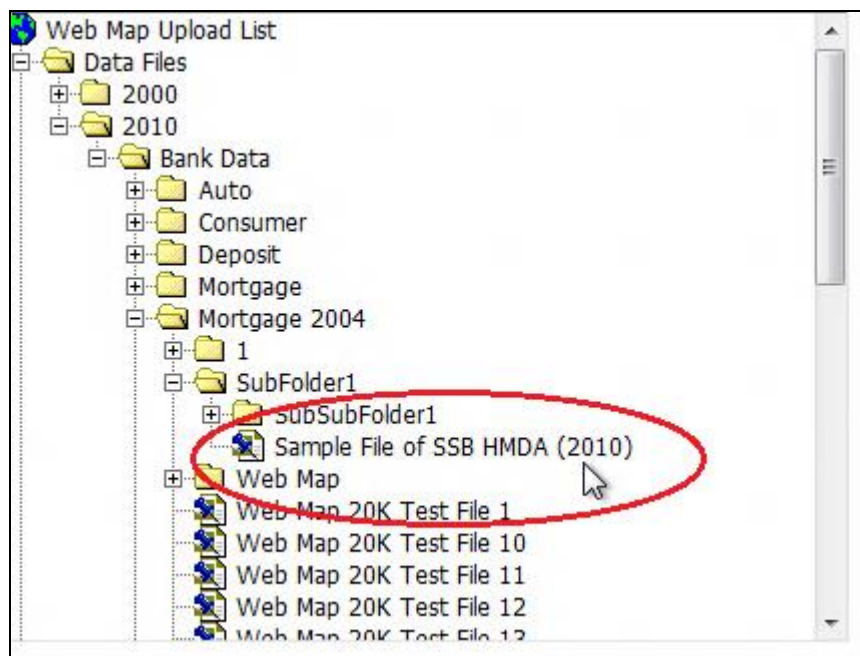
### [Refreshing List](#)

### Deleting Data Files

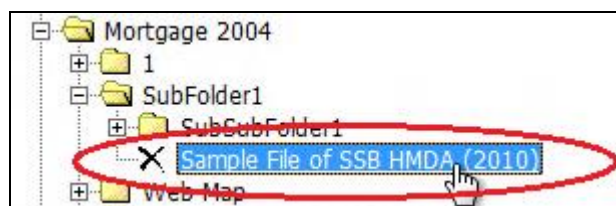
To delete a data file or assessment area from Web Map, follow these steps:

**Important!** Deleting the data file or assessment area from Web Map does **not** also delete data in CRA *Wiz* and Fair Lending *Wiz*.

1. Use the tree view to navigate to the data file or assessment area you want to delete:

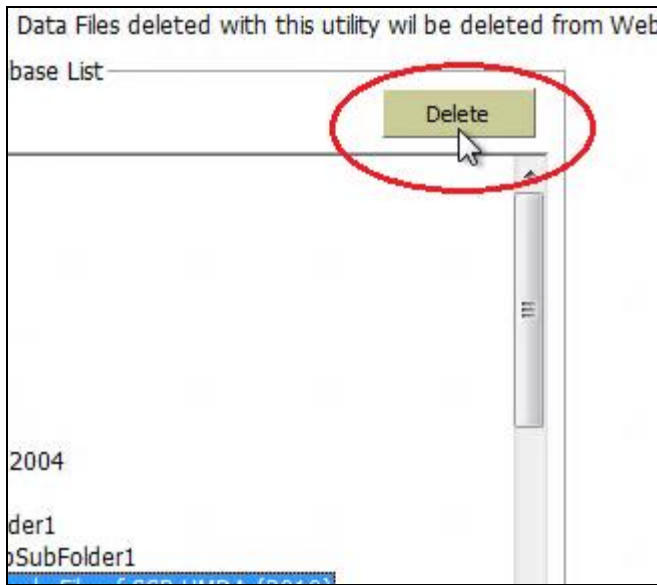


2. Click the file to select it:

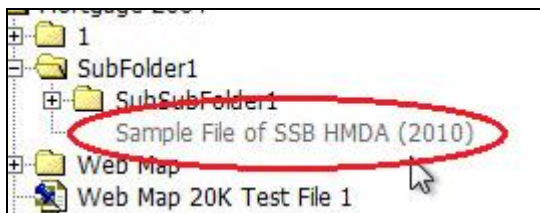


The software displays a X-mark next to the file.

3. Click the **Delete** button located in the top right corner of the tree view list box:



The software deletes the file and grays out the file name to indicate it has been deleted from Web Map:



### Refreshing List

If you have recently added or deleted data files and/or saved assessment areas using the CRA *Wiz* and Fair Lending *Wiz* [File Management](#) or [Create Areas](#) modules, you may need to use the **Refresh List** link to update the list of files displayed in the Web Map Upload List.

To refresh the Web Map Upload list, do the following:

Click the **Refresh List** link located in the top left corner of the tree view list box:

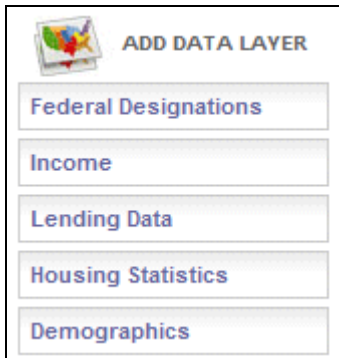


The software refreshes the list.

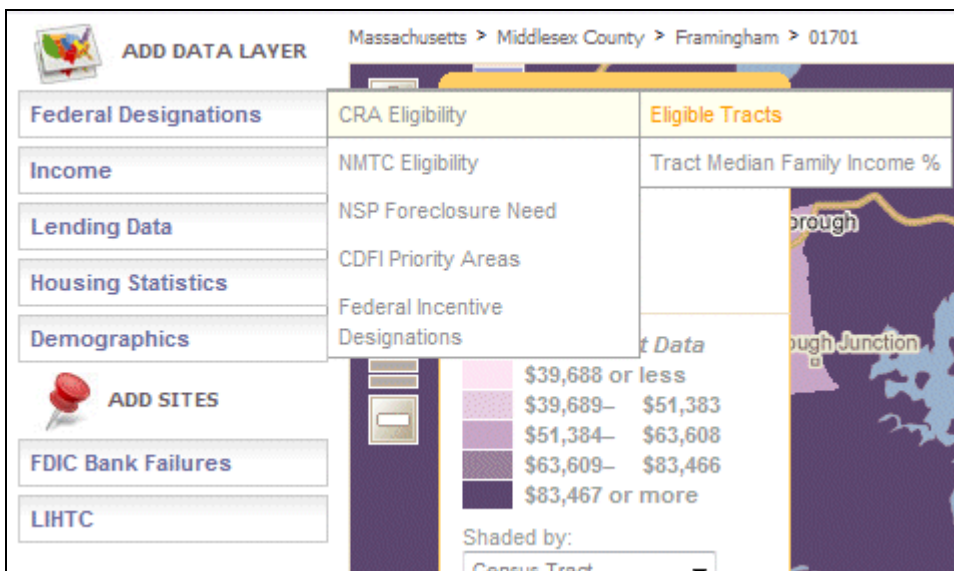
**Note:** During the refresh, the software closes any folders or sub-folder you expanded in the tree view.

## Adding Data to Map

Various performance context and demographic indicators are available to add to your map in the left hand margin of the Map in the **ADD DATA LAYER** section.



To add data to your map, move your mouse cursor over the desired category and select a specific indicator:



**Note:** Only one indicator can be applied to a map at a time. Each subsequent indicator selected will replace the one previously selected.

## Adding Sites

The **Add Sites** section provides institutions with an additional set of map elements and predefined data sets that can be applied to the map.

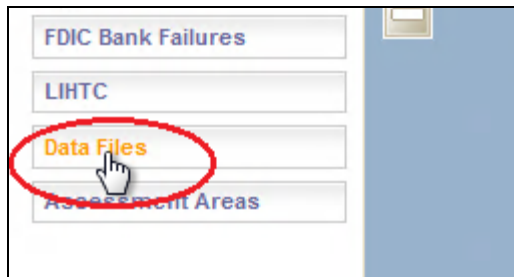
The current predefined data sets:

- FDIC Bank Failures
- LIHTC (HUD's Low Income Housing Tax Credits)

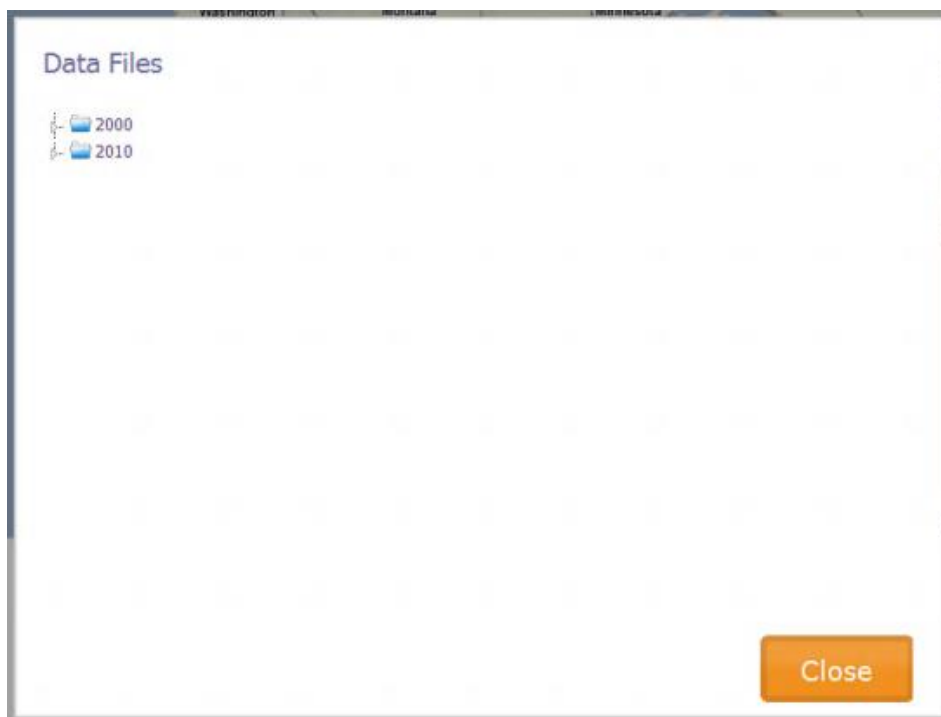
## Adding Data Files

You can apply data files that you have [synchronized from CRA Wiz and Fair Lending Wiz](#) to a map.

1. To access the data file in Web Map, click the **Data Files** button in the Web Map main screen:




The software displays the **Data Files** tree view:

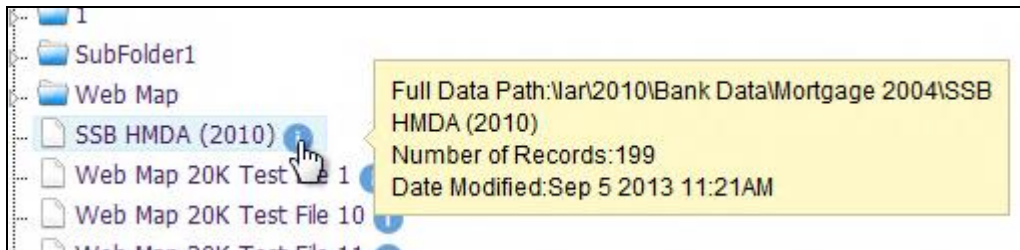


- Use the tree view to navigate to the folder containing your loan data file:

**Note:** Loan data files are organized by Census Year (2000 and 2010) and then by type (Auto, Consumer, Deposit, Mortgage, Small Business, etc).



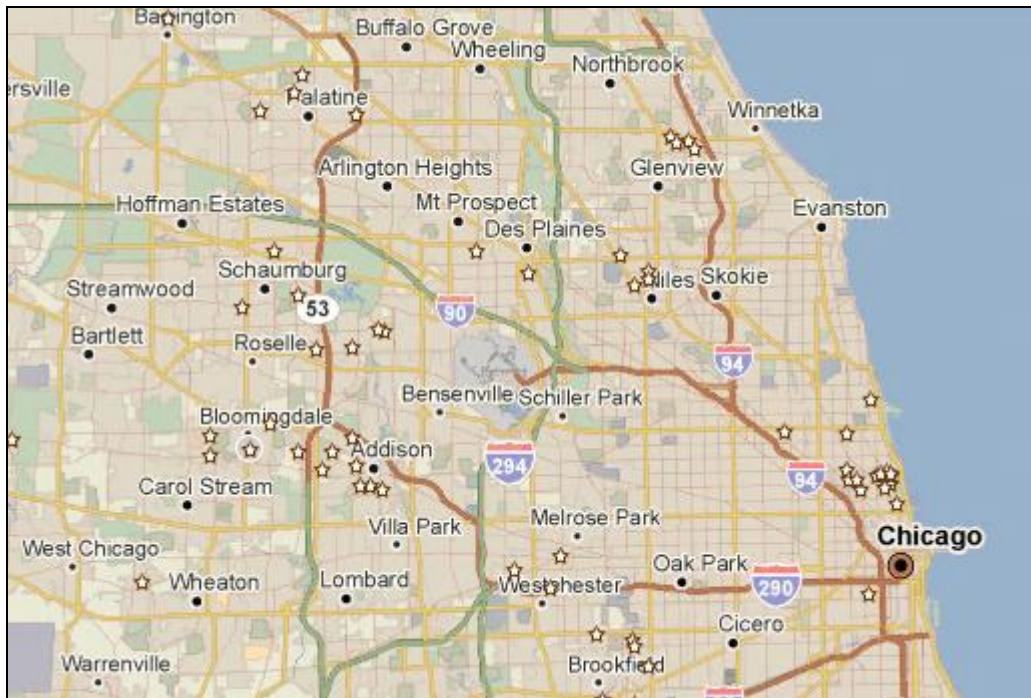
**Note:** Mouse over the blue information icon  located next to the loan data file name to display a tool tip containing a summary information about the file including the file path (where the file is saved), number of records, and the date it was last modified (synchronized with Web Map):



- Click the file.

The software maps the records in the file:





**Note:** The software also displays a summary of data file information on the bottom left side of the map window:

LIHTC

Data Files

☆SSB HMDA (2010) x

Full Data Path: Var\2010\Bank Data\Mortgage 2004\SSB HMDA (2010)  
 Number of Records: 199  
 Date Modified: Sep 5 2013 11:21AM

Assessment Areas

## Adding Assessment Areas

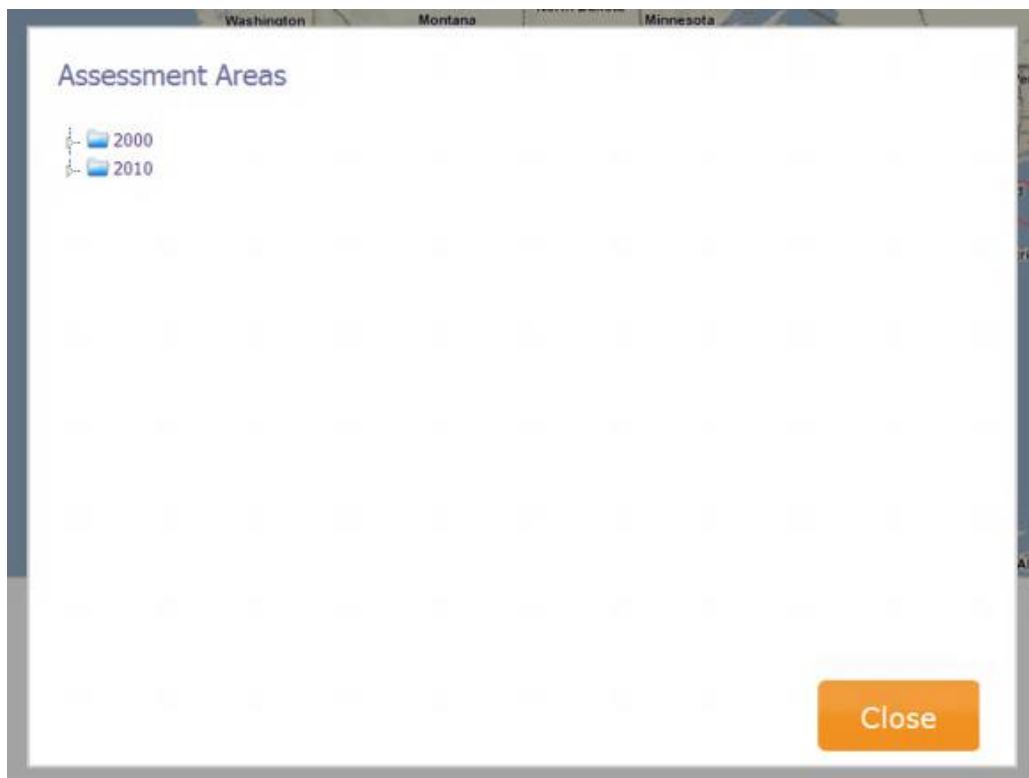
You can apply [saved assessment areas](#) that you have [synchronized from CRA Wiz and Fair Lending Wiz](#) to a map.

To add a synchronized assessment area, follow these steps:

1. In the Web Map main screen, click the **Assessment Areas** button:

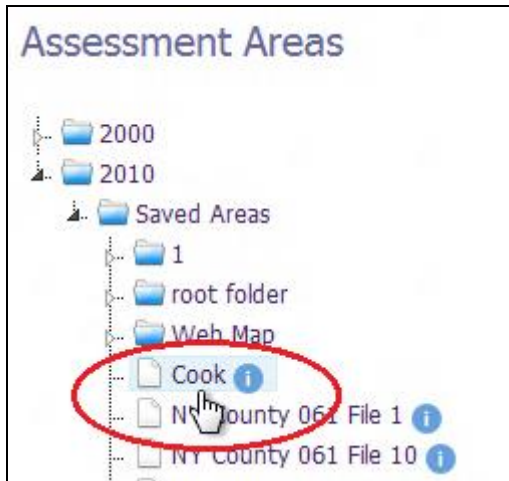



The software displays the **Assessment Areas** tree view:

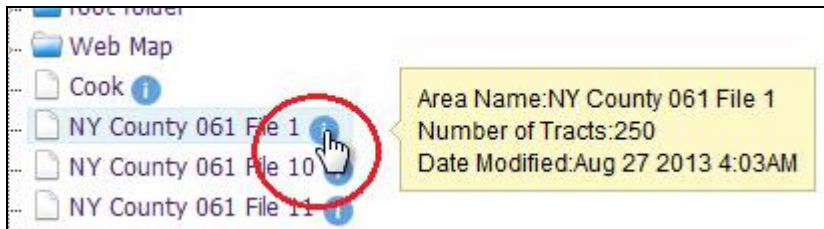


- Use the tree view to navigate to the folder containing your saved assessment area:

**Note:** Assessment areas are organized by Census Year (2000 and 2010).



**Note:** Mouse over the blue information icon  to display a tool tip containing a summary information about the area including name of the saved area, number of tracts, and the date it was last modified (synchronized with Web Map):

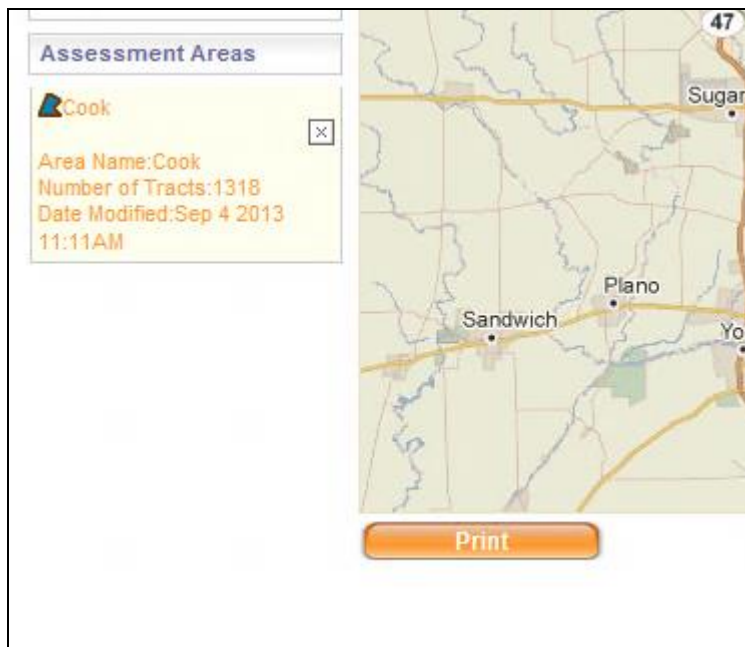


- Click the assessment area.

The software maps the assessment area:



**Note:** The software also displays a summary of assessment area information on the bottom left side of the map window:



## Using Map Legend

When you create a map with performance context and demographic indicators, the system displays a legend in the upper left hand corner of the map:

The legend interface includes the following elements:

- Legend** (Title) and [Hide Legend](#) (Link)
- Change Year:** A row of year links from 01 to 09, with 09 highlighted in orange. A '10' link is positioned below the row.
- Change Variable:** A row of variable links: #, \$, %Ch, and %Ch 2.
- Data Ranges:** A vertical list of color-coded boxes corresponding to the following ranges:
  - Insufficient Data* (Grey)
  - \$89,000 or less (Light Pink)
  - \$89,001 – \$107,000 (Medium Pink)
  - \$107,001– \$125,000 (Dark Pink)
  - \$125,001– \$155,000 (Purple)
  - \$155,001 or more (Dark Purple)
- Shaded by:** A dropdown menu currently set to 'County'.
- Source:** A link labeled 'HMDA'.
- Clear Data Layer** (Link)

For more information about the map legend, refer to the following procedures:

[Hide and Display Legend](#)

[Changing Year](#)

[Changing Variable](#)

[Ranges](#)

[Shaded By](#)

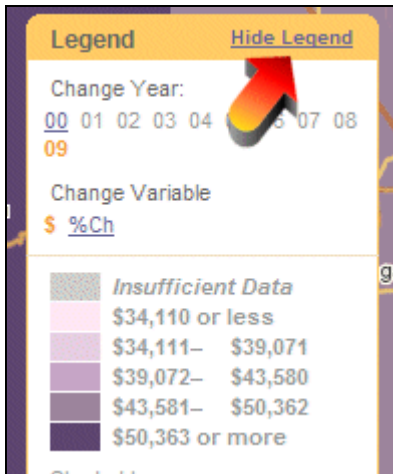
[Source](#)

[Clear Data Layer](#)

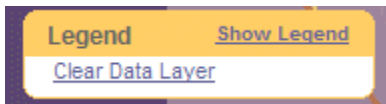


## Hide and Display Legend

To hide the legend from displaying on the map, select the **Hide Legend** link in the upper right hand corner of the legend:



If the legend has been hidden, select the **Show Legend** link to display the legend.

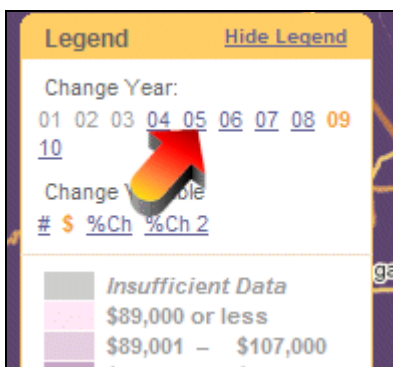


## Changing Year

The legend displays the data date of the currently selected data as well as alternate year options available for view.

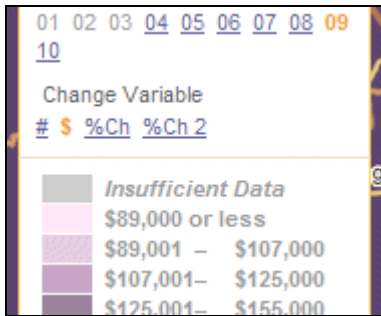
The currently selected year will display in bold orange.

All other available years will display with active links. To select an alternative year, click the desired year:



## Changing Variable

Use the **Change Variable** links to change how data is displayed:

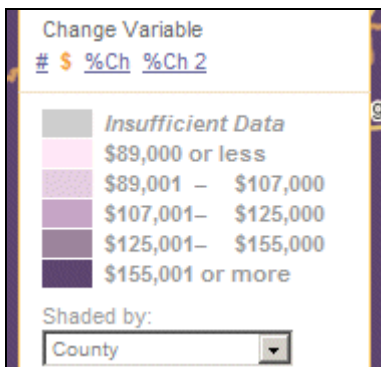


Options include:

- # (number)
- \$ (Dollar amount)
- %Ch (percent change)

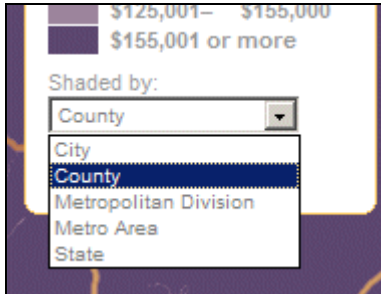
## Ranges

The legend displays the values for each range on the map. A good rule is: **The darker the color, the higher concentration or value of the shaded area:**



## Shaded By

You use the **Shaded by** drop-down menu to change the data distribution on the map. Available options in this menu will depend on the variable selected as well as the zoom level on the map.

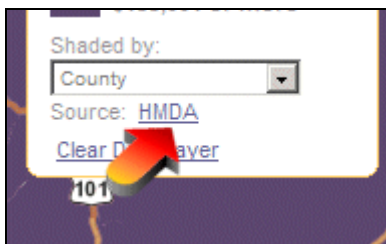


Possible options include:

- Block Group
- Census Tract
- County Subdivision
- City
- County
- Metro Area
- Congressional District
- State

## Source

To view more information about the source of the data displayed on the map, click the **Source** link:



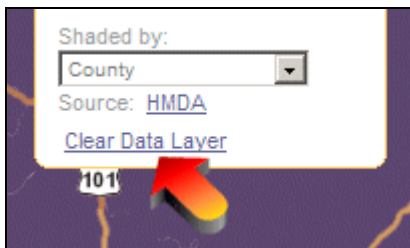
The system displays detailed source information in a separate browser window:



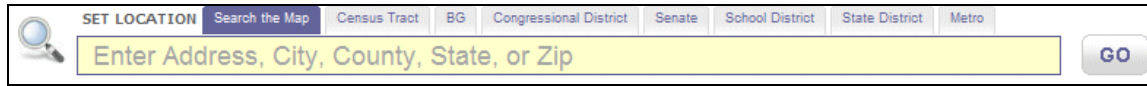
FFIEC: HMDA (Federal Financial Institutions Examination Council: Home Mortgage Disclosure Act)	
Topics:	All Originations, Purchase Loans, Piggyback Loans, Refinance Loans, Prime Loans, High-Cost Loans, By Race and Ethnicity Loans, Government-Insured Loans, FHA Loans, VA Loans, Loan to Income "Leverage" Ratio, Home Improvement Loans, Multifamily Property Loans, Conventional Purchase Loans, Manufactured Loans, Loans by Tract Income, Loans by Borrower Income, Loans by Minority Concentration
Source:	HMDA (Home Mortgage Disclosure Act)
Years Available:	2004, 2005, 2006, 2007, 2008, 2009, 2010
Geographies:	tract, county, place, CBSA, Metropolitan Division, state
Free or Subscriber-only:	free
For more information:	<a href="http://www.ffiec.gov/hmda/">http://www.ffiec.gov/hmda/</a>

## Clear Data Layer

To remove a variable or data layer from the map, click the **Clear Data Layer** link:



## Setting Your Location



You use the **Set Location** functionality to zoom to a particular area or point on the map.

For more information about setting location, refer to the following procedures:

[Search the Map](#)

[Census Tract](#)

[BG \(Block Group\)](#)

[Congressional District](#)

[Senate](#)

[School District](#)

[State Senate District](#)

[Metro](#)

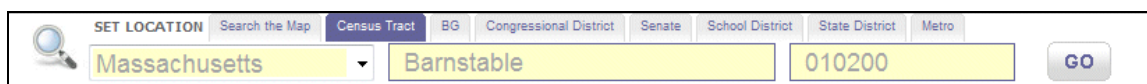
### Search the Map

To search the Map, follow these steps:

1. Click the **Search the Map** tab.
2. Enter a specific Address, City, County, State or ZIP Code to which you want to zoom.
3. Click the **Go** button.

### Census Tract

To set a location using Census Tract, follow these steps:



1. Click the **Census Tract** tab.
2. Select a state from the from the **State** drop-down menu.
3. In the **County** text box, enter a county name. **Note:** The Map will auto-suggest a county name after typing a few letters of the county name.
4. In the **Census Tract** text box, enter a six-digit Census Tract code.

5. Click the **Go** button.

## BG (Block Group)

The screenshot shows the 'SET LOCATION' search bar with the 'BG' tab selected. The state dropdown is set to 'California'. The 'Enter County' field is empty. The 'Enter 6-digit tract' field is empty. The 'e.g., "1"' field is empty. A 'GO' button is on the right.

To set a location using **Block Group**, follow these steps:

1. Click the **BG** tab.
2. Select a state from the from the **State** drop-down menu.
3. In the **County** text box enter the county name. **Note:** The Map will auto suggest a county name after typing a few letters of the county name.
4. In the **Census Tract** text box, enter a six-digit Census Tract code.
5. In the **Block Group Code** text box, enter a single-digit block code.
6. Click the **Go** button.

## Congressional District

The screenshot shows the 'SET LOCATION' search bar with the 'Congressional District' tab selected. The state dropdown is set to 'California'. The '1st District (Mike Thompson - D)' is selected in the dropdown menu. A 'GO' button is on the right.

To set a location using Congressional District, follow these steps:

1. Click the **Congressional District** tab.
2. Select a State from the State drop-down menu.
3. Select the desired Congressional District from the Congressional District drop-down menu.
4. Click the **Go** button.

## Senate

The screenshot shows the 'SET LOCATION' search bar with the 'Senate' tab selected. The state dropdown is set to 'California'. 'Daniel K. Akaka (D-HI)' is selected in the dropdown menu. A 'GO' button is on the right.

To select a location using **Senate**, follow these steps:

1. Click the **Senate** tab.
2. From the **Senator** drop-down menu, select the desired Senator.
3. Click the **Go** button.
4. When selected the map should zoom to the state the Senator represents.

## School District

The screenshot shows the 'SET LOCATION' search bar with the 'School District' tab selected. The state dropdown is set to 'California'. The text 'e.g., "Los Angeles Unified School District"' is entered in the search field. A 'GO' button is on the right.

To set a location based on **School District**, follow these steps:

1. Click the **School District** tab.
2. Select a State from the **State** drop-down menu.
3. Enter the desired school district in the **School District** text box.
4. Click the **Go** button.

### State Senate District

To set the location based on **State District**, follow these steps:

1. Click the **State District** tab.
2. Select a State from the **State** drop-down menu.
3. From the **House District** menu, select either **Upper House District** or **Lower House District**.
4. From the **District** drop-down menu, select the specific District.
5. Click the **Go** button.

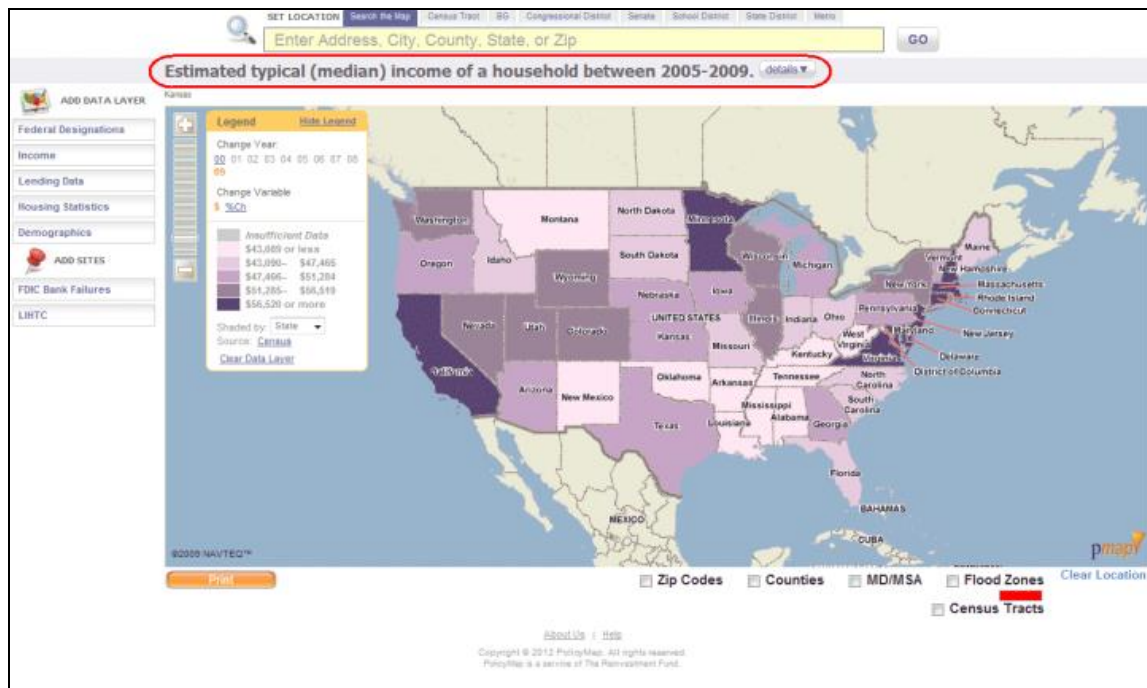
### Metro (Metro Areas)



To set a location based on **Metro Area**, follow these steps:

1. Click the **Metro** tab.
2. Select a State from the **State** drop-down menu.
3. Select a Metro Area from the **Metro Area** drop-down menu.
4. Click the **Go** button.

## Working with Map Title

When demographics have been applied to the map, a map title will display in the map's header. The map title describes what data is currently displayed on the map:



- To see more information about the data displayed on the map, click the **Details** button  located at the end of the map title.
- To view more information on the source of the information on the map, click the **(see data directory)** link.
- To close the map details, select the **Close** button  located in the map title.

# How to Contact Wolters Kluwer Financial Services

## Internet

You can visit us on the Internet at [www.wolterskluwerfs.com](http://www.wolterskluwerfs.com).

## Phone

Contact WKFS Technical Support at **800-361-3111**.

Our support staff is available Monday through Friday, 7 A.M. to 7 P.M. EST. Voice mail operates continually, allowing you to leave us a message after hours and on weekends. To help us handle your question as quickly as possible, have these items available before you call:

- Product name and version number
- Customer number
- Operating system and version number; service pack numbers, if installed.

## E-Mail

To contact us through email, submit all requests to: [support@pciwiz.com](mailto:support@pciwiz.com).

## Fax

Send us a fax at **617-535-3155**.

