



Consumer Compliance Solutions

# CRA *Wiz* and Fair Lending *Wiz* 7.2:

*Web Map Procedures*

Last Updated May 10, 2017

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## Web Map Overview

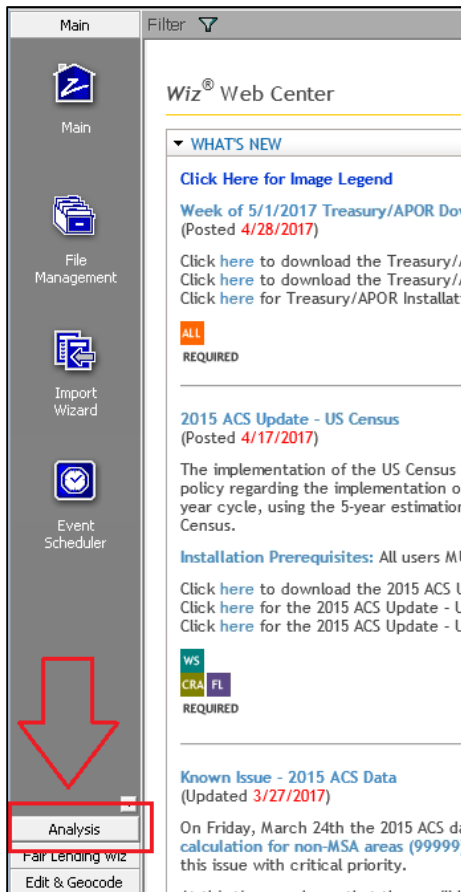
The **Web Map module** provides institutions with a web based map utility that allows users to view key performance context indicators and demographic information for desired geographies.

**Note:** Web Map is only accessible to institutions who have purchased an add-on Map license to the standard *Wiz* license. This module will be disabled if your institution has not purchased it. To purchase this module, please contact your Wolters Kluwer Account Manager.

## Accessing Web Map

To access the Web Map module, follow these steps:

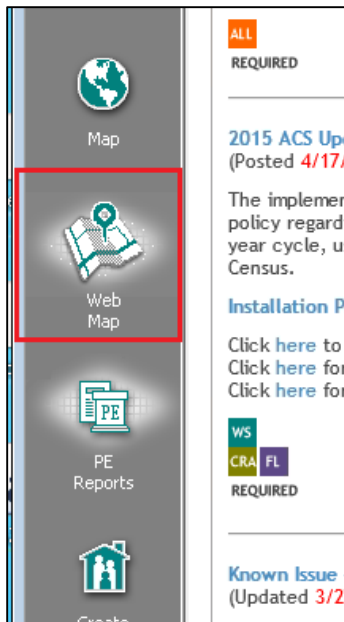
1. In the tool bar, click the **Analysis** button:



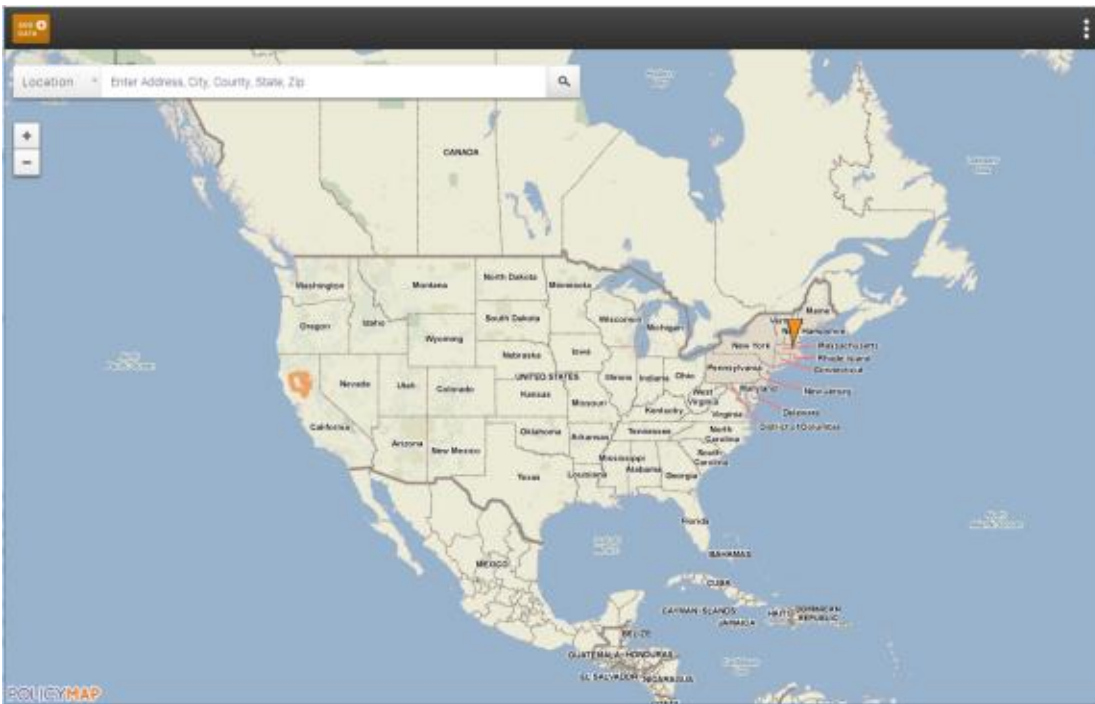
The software displays analysis options:



2. Click the **Web Map** button:



A map 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.

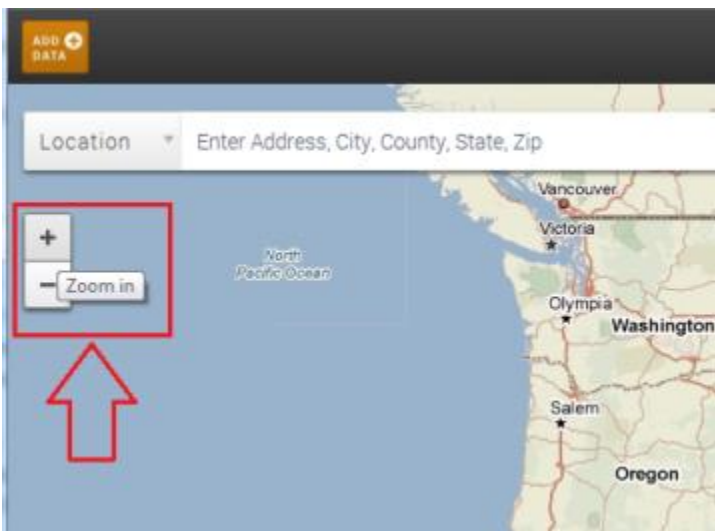
## Procedures - Basic Map Tasks

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

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

### Zooming In and Out

Use the track wheel on 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:

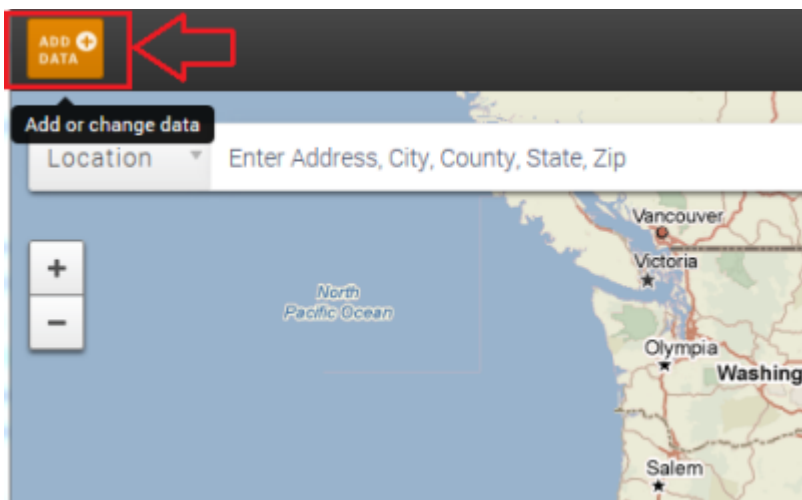


## Adding Geographic Boundaries

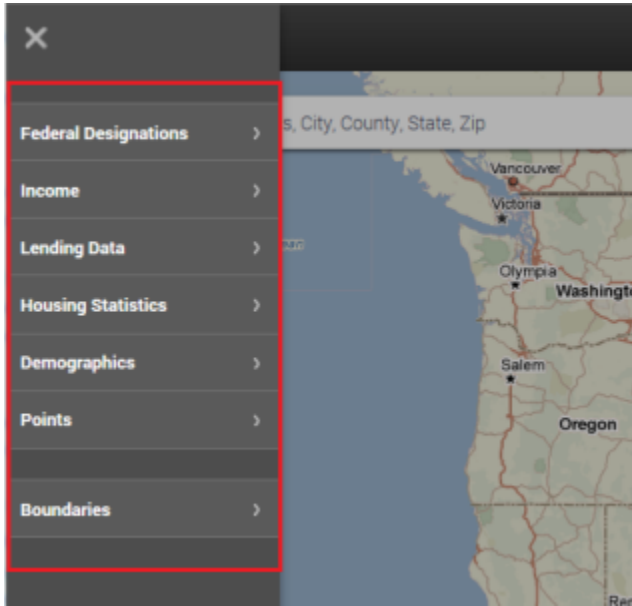
You can add geographic boundaries as optional map layers including Zip Codes, Counties, MD/MSA, Flood Zones, and Census Tracts.

To add geographic boundaries, follow these steps:

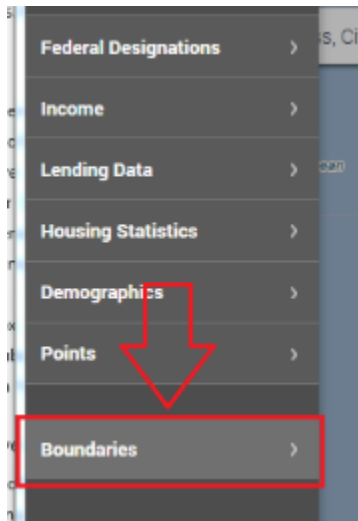
1. Click the **Add Data** button located in the upper left hand corner of the map:



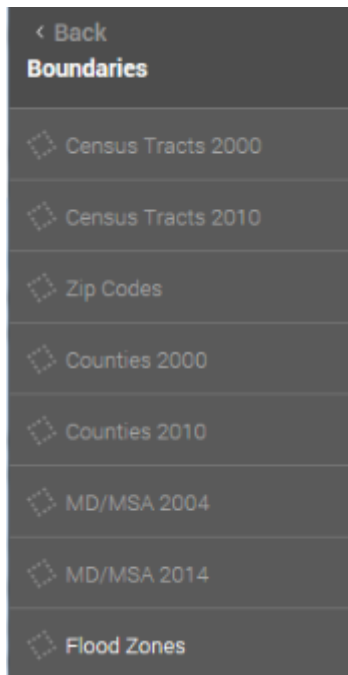
The software displays a menu of map data layer options:



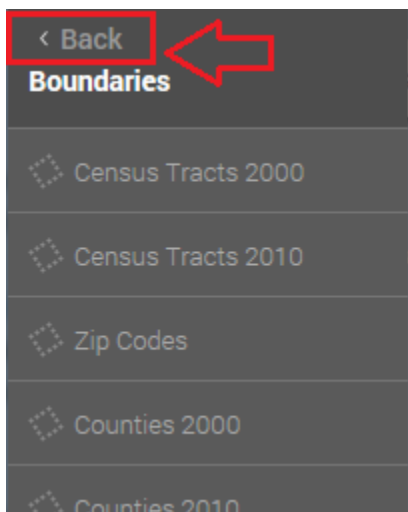
2. Click the **Boundaries** menu item:



The software displays a sub-menu of available boundary layers:



**Note:** To return to the main menu, click the Back link located at the top of the menu:



3. Select the boundary you want to display on the map:



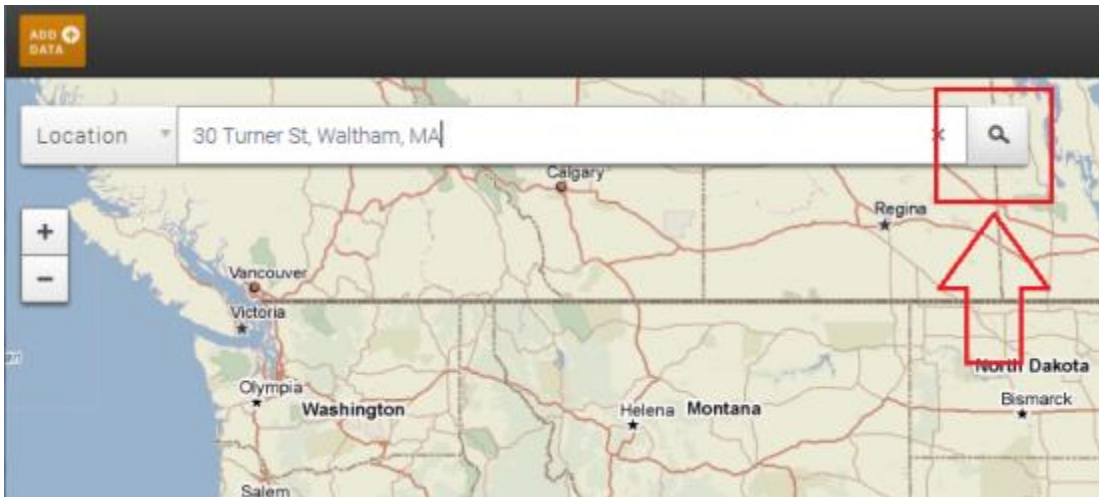
**Note:** To remove a boundary layer, click the boundary menu item again.

## Adding Location (Map Point)

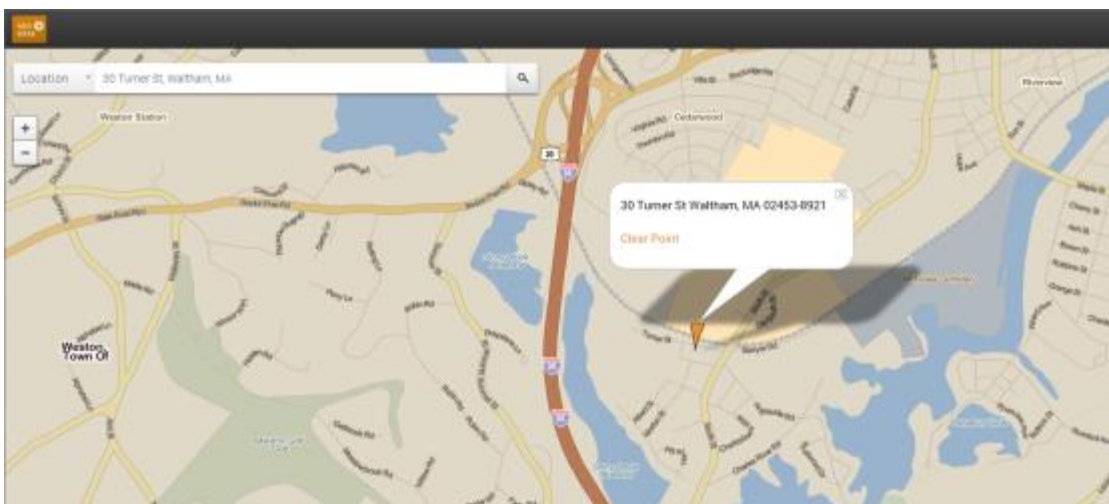
To add a map location (i.e., point on a map), enter an address in the **Location** toolbar:



Then press the **Enter** key or click the Search button:

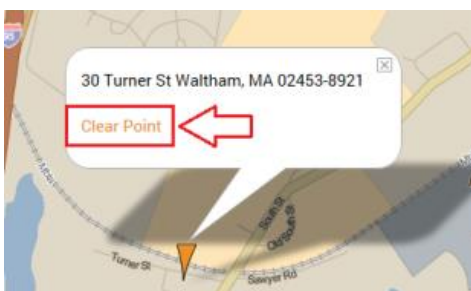


The software zooms and displays the location:



### Clearing Location (Map Point)

To clear a location or outline set in the **Set Location** toolbar, click the **Clear Location** link located in the map location information bubble:



## Printing and Saving Map

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

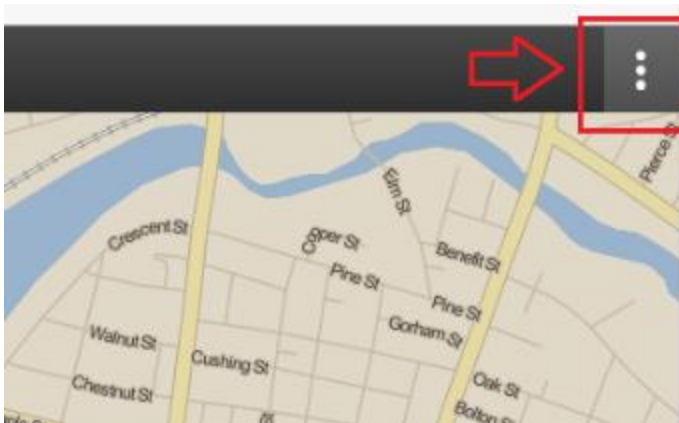
[Printing Map](#)

[Saving Map](#)

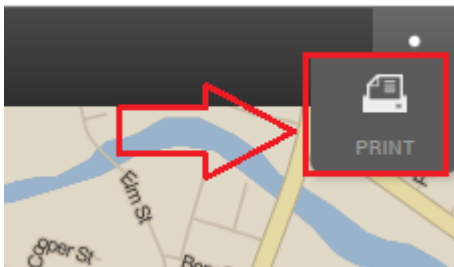
### Printing Map

To print the map, follow these steps:

1. Select the ellipses menu located in the upper right-hand corner of the map:

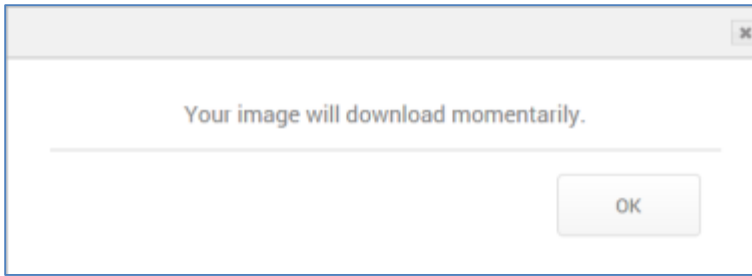


2. The software displays a print menu item:



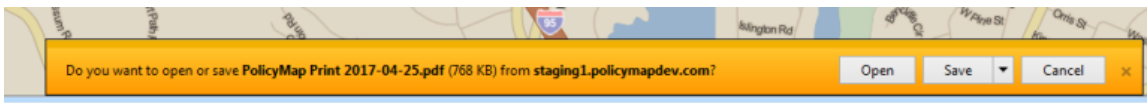
3. Click the Print menu item.

The software displays a confirmation dialog box:



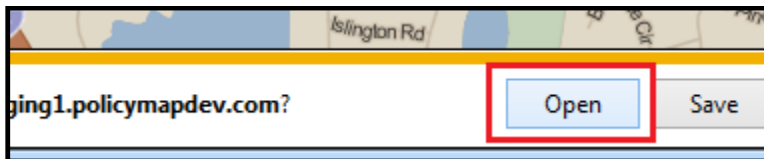
4. Click the **OK** button.

The software downloads the map image and displays the file download dialog box:

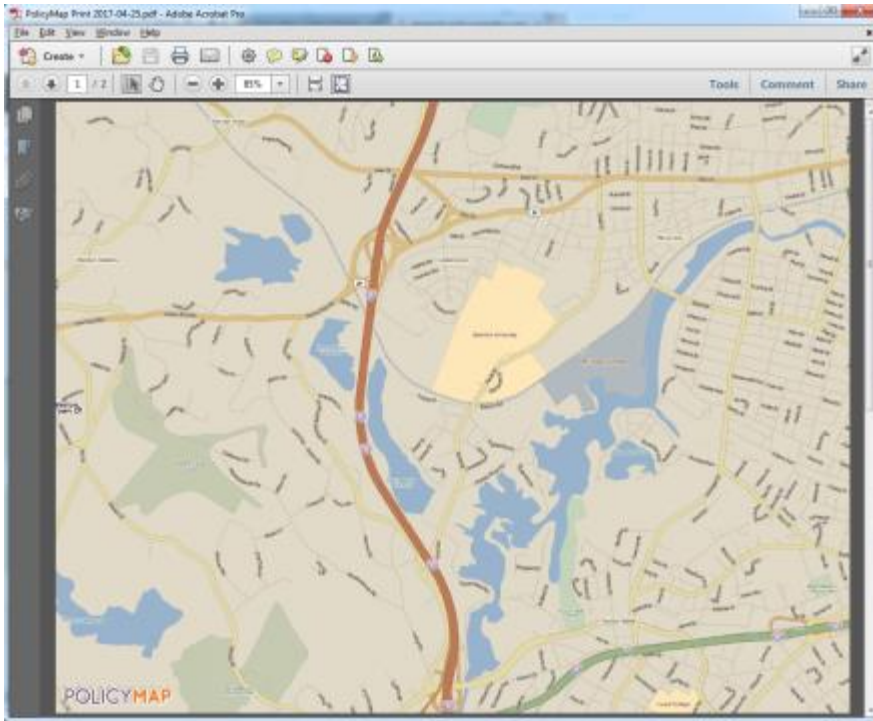


**Note:** The file download dialog box that displays might differ from the above screenshot depending on your system software, configuration, Web browser type and settings.

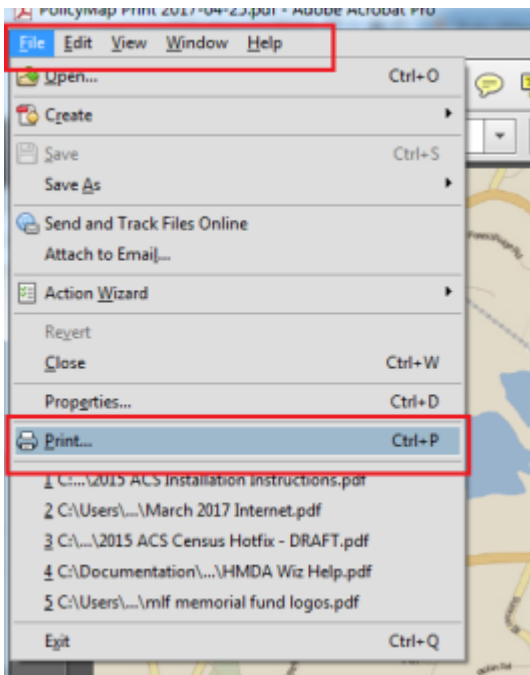
5. Click the **Open** button:



The system opens an image of the map in a separate window:

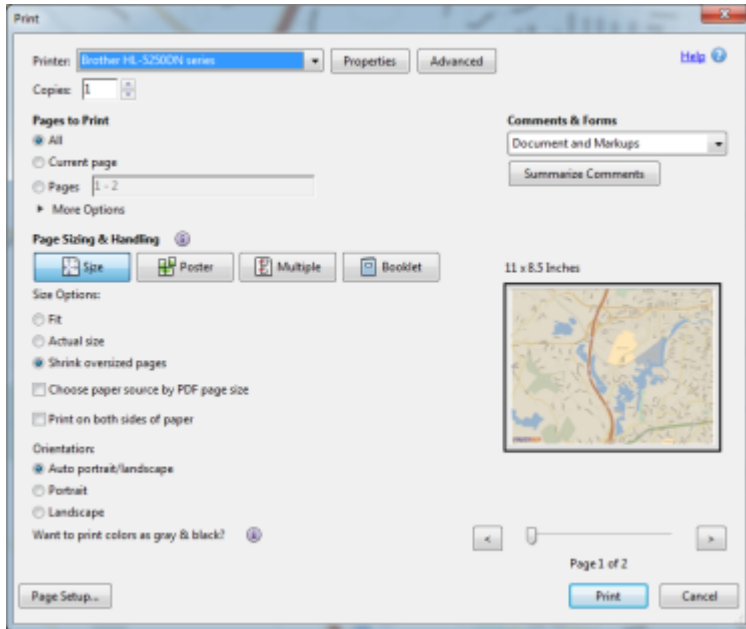


6. From the **File** menu, select **Print**:






7. Use the resultant **Print** dialog box to configure print options and print the map:

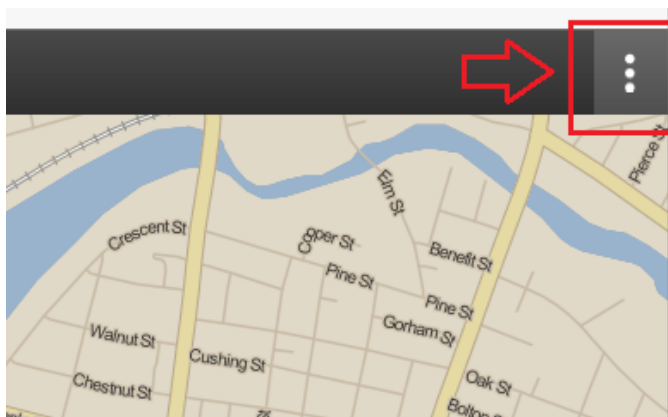


**Note:** The Print dialog box might vary from the screenshot above depending on your system software, printer configuration and type, and Web browser type and settings.

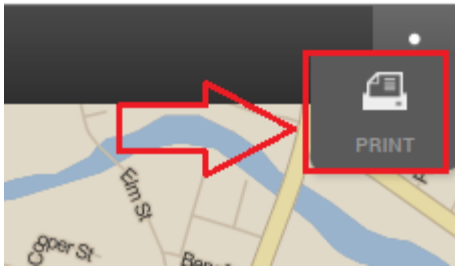
## Saving Map

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

1. Select the ellipses  menu located in the upper right-hand corner of the map:

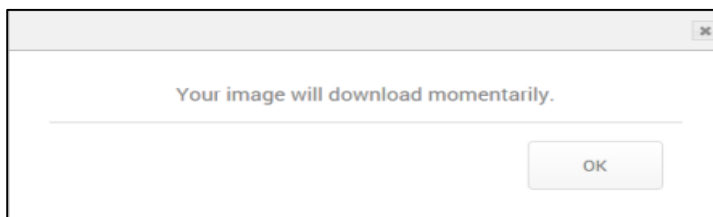


2. The software displays a print menu item:



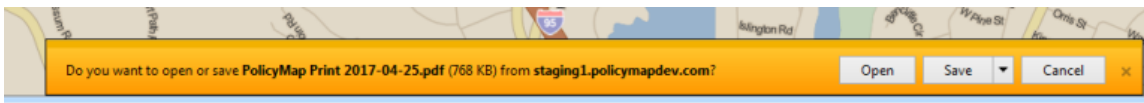
3. Click the Print menu item.

The software displays a confirmation dialog box:



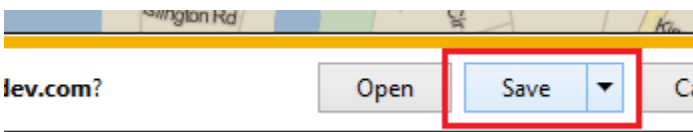
4. Click the OK button.

The software downloads the map image and displays the file download dialog box:

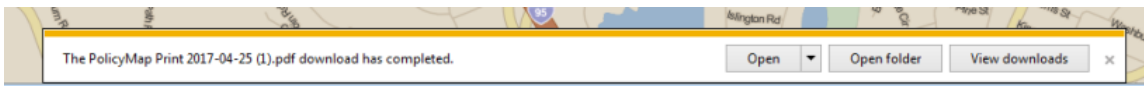


**Note:** The file download dialog box that displays might differ from the above screenshot depending on your system software, configuration, Web browser type and settings.

5. Click the Save button:



The system displays a dialog box:



6. Use the dialog box controls to open the map.

## Closing Map

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

## Procedures - 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](#)

[US Senate](#)

[School District](#)

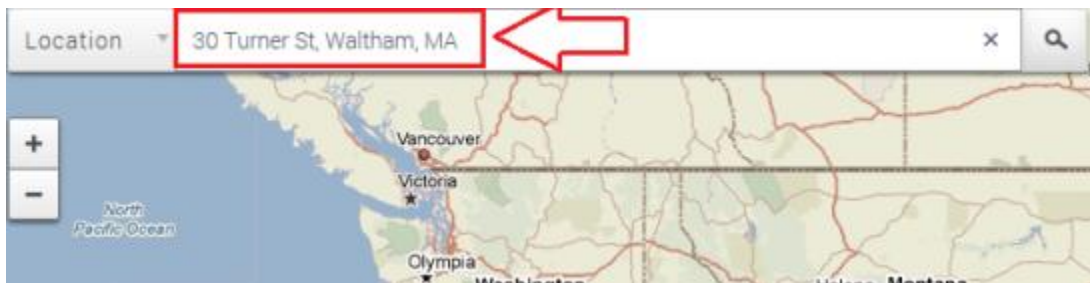
[State District](#)

[Metro Area](#)

## Search the Map

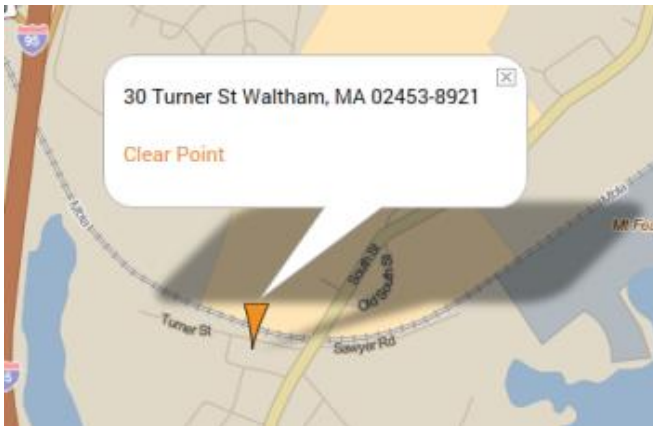
To search the Map, follow these steps:

1. In the **Location** text field, enter a specific Address, City, County, State or Zip Code to which you want to zoom:



2. Click the Search  button.

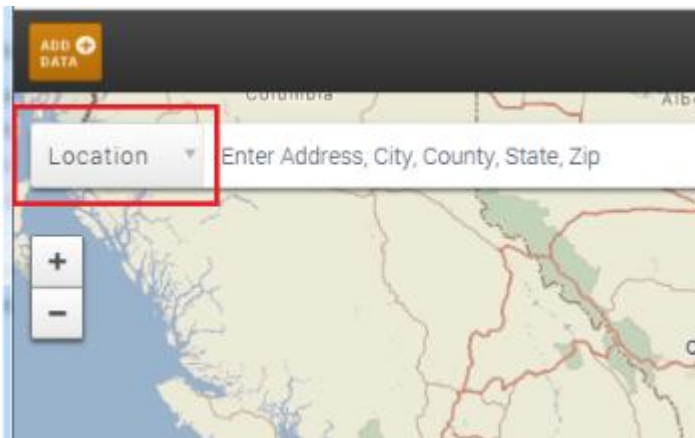
The software displays your location as a pin:



## Census Tract

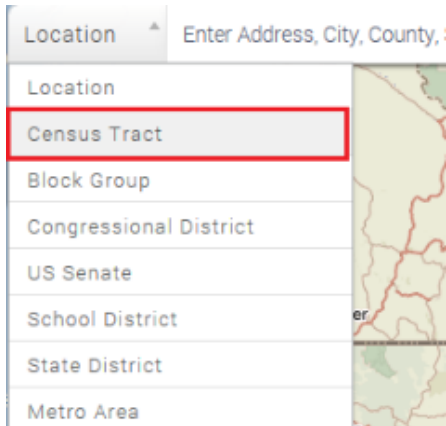
To set a location using Census Tract, follow these steps:

1. Click the **Location** menu located in the upper-left corner of the map:



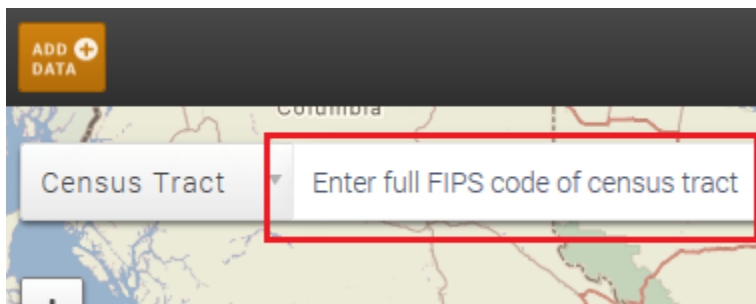
The software displays a drop-down menu.

2. Select the **Census Tract** menu option:



3. In the **Location** text field, enter a eleven digit Census Tract code:

Example: 01015000200



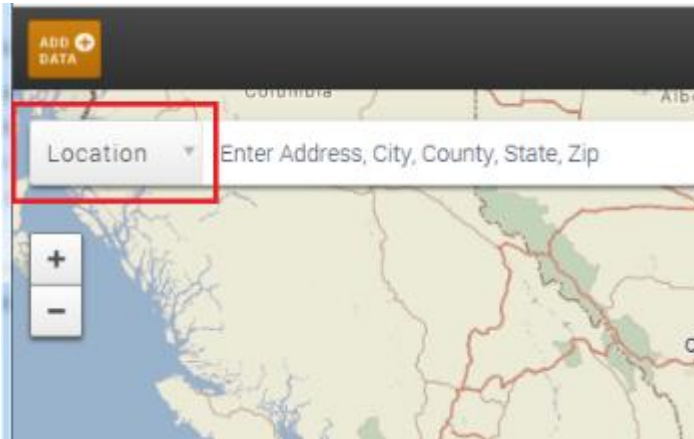
4. Click the Search  button.

The software displays the Census Tract.

## Block Group

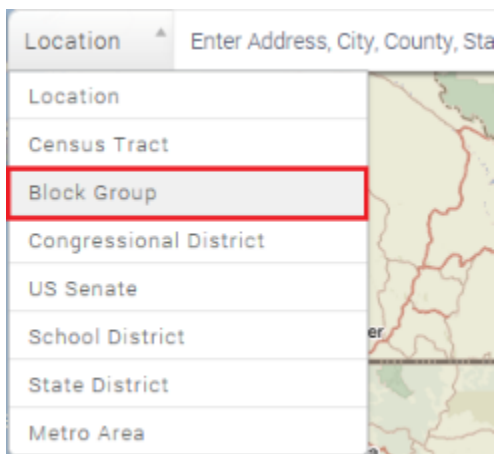
To set a location using Block Group, follow these steps:

1. Click the **Location** menu located in the upper-left corner of the map:



The software displays a drop-down menu.

2. Select the Block Group menu option:



3. In the **Location** text field, enter the Block Group FIPS code:



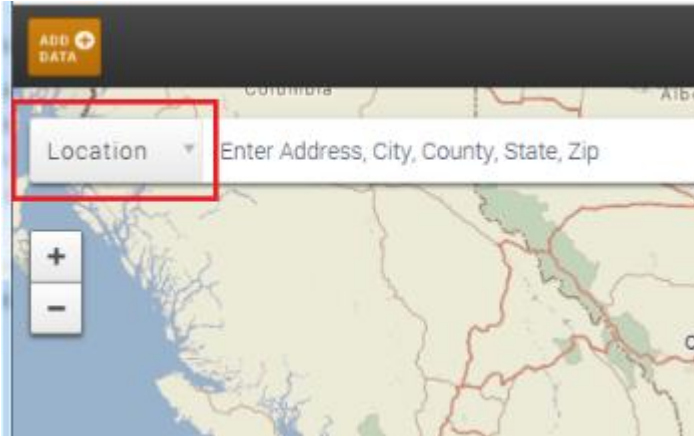
4. Click the Search  button.

The software displays the Block Group.

## Congressional District

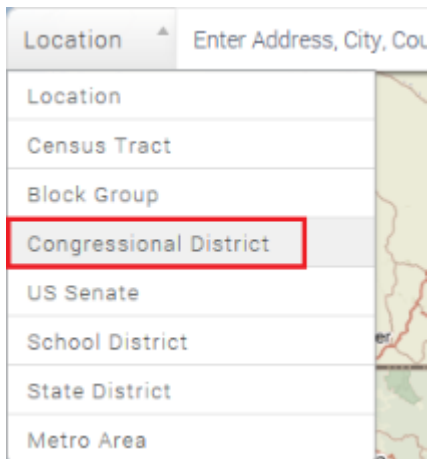
To set a location using **Congressional District**, follow these steps:

1. Click the **Location** menu located in the upper-left corner of the map:



The software displays a drop-down menu.

2. Select the **Congressional District** menu option:



3. Use the provided drop-down menus to select the following information:

- State
- District



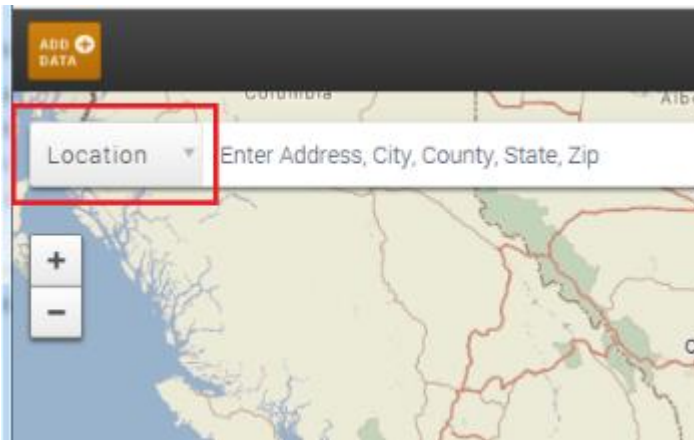
4. Click the Search button.

The software displays the Congressional District.

## US Senate

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

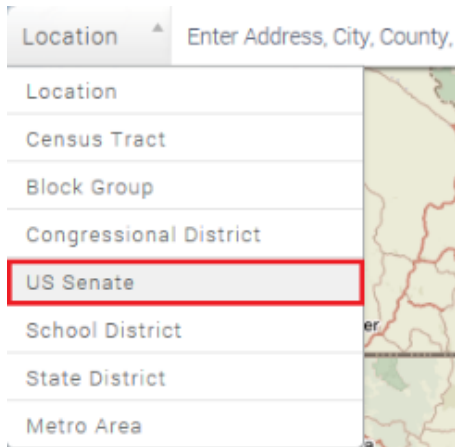
1. Click the **Location** menu located in the upper-left corner of the map:



The software displays a drop-down menu.

2. Select the US Senate menu option:

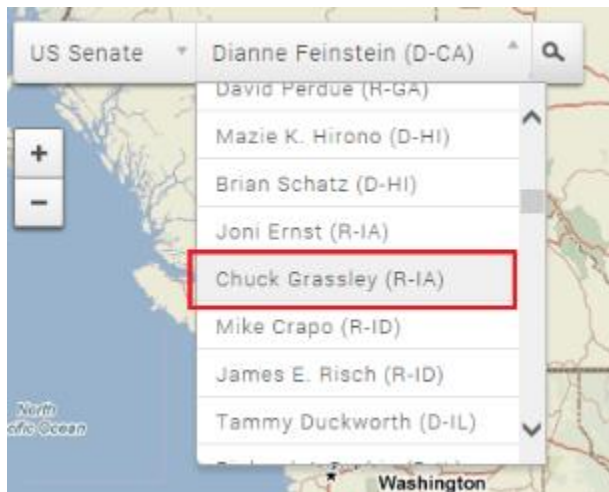




The software displays a drop-down menu of US Senators:



3. Select a Senator:



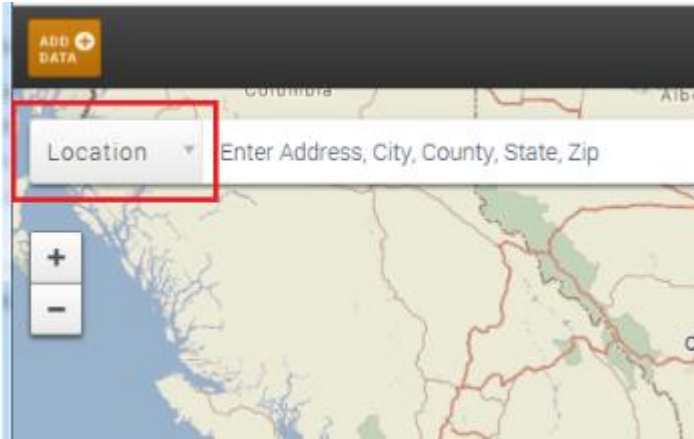
4. Click the Search button.

The software displays the Senator location.

## School District

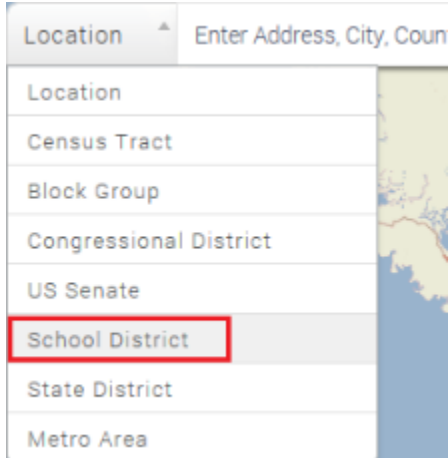
To set a location based on School District, follow these steps:

1. Click the **Location** menu located in the upper-left corner of the map:

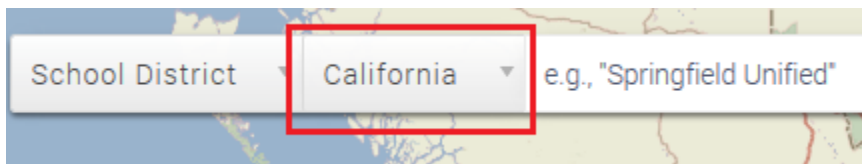


The software displays a drop-down menu.

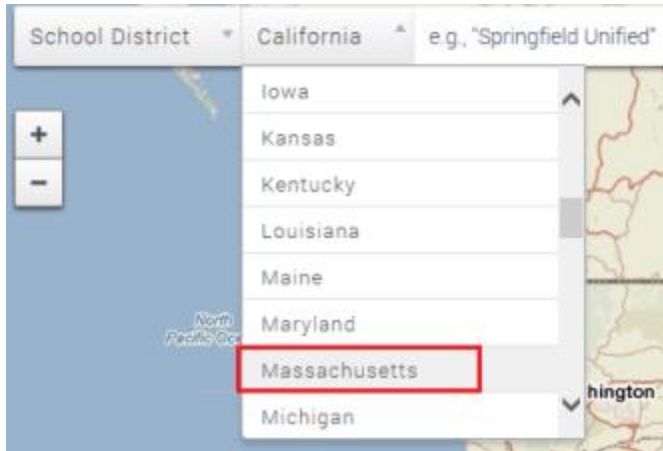
2. Select the **School District** menu option:



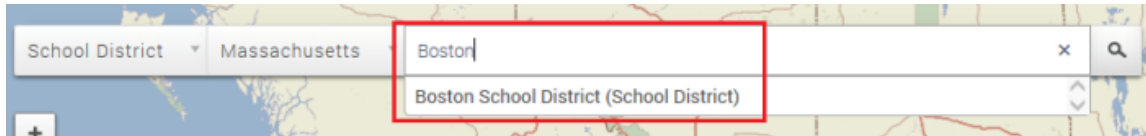
The software displays a State drop-down menu:



3. Select a State:



4. In the text field, enter the name of a school district:



Note: The software will display district name suggestions as you type. Select a suggestion to display it in the text field.



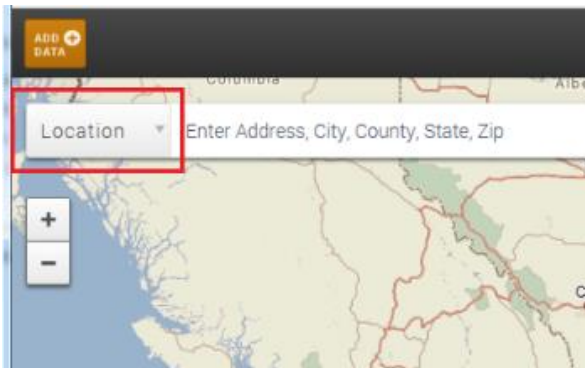
5. Click the Search button.

The software displays the school district.

## State District

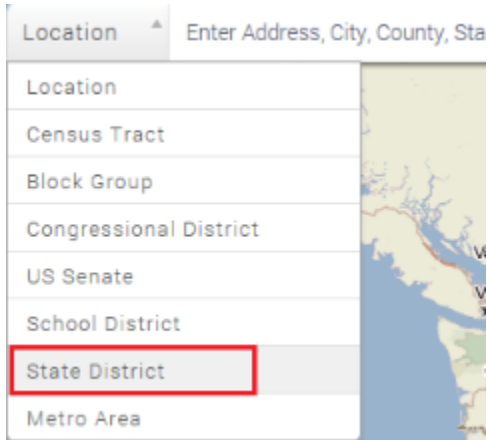
To set a location based on State District, follow these steps:

1. Click the **Location** menu located in the upper-left corner of the map:



The software displays a drop-down menu.

2. Select the State **District** menu option:



3. Use the provided drop-down menus to select the following information:

- State
- District (Upper or Lower)
- District Number or Name

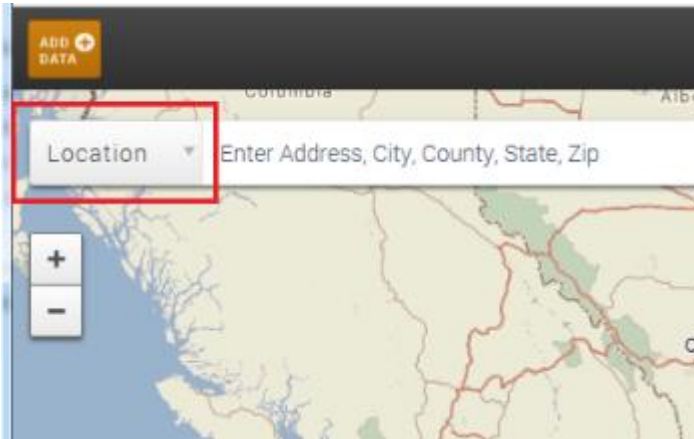


4. Click the Search button.

## Metro Area

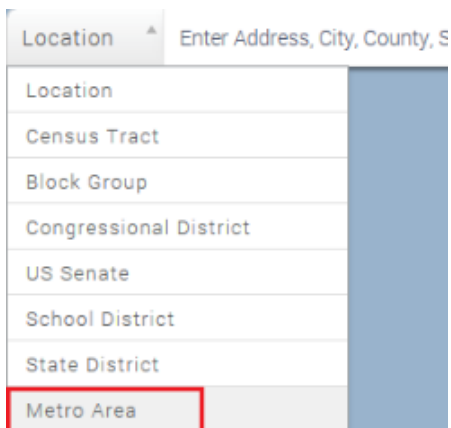
To set a location based on **Metro Area**, follow these steps:

1. Click the **Location** menu located in the upper-left corner of the map:



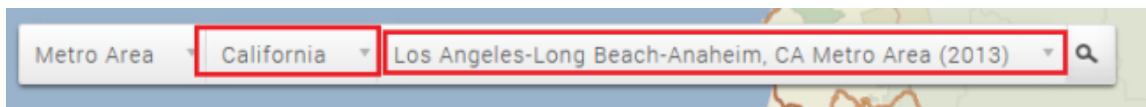
The software displays a drop-down menu.

2. Select the **Metro Area** menu option:



3. Use the provided drop-down menus to select the following information:

- State
- Metro Area

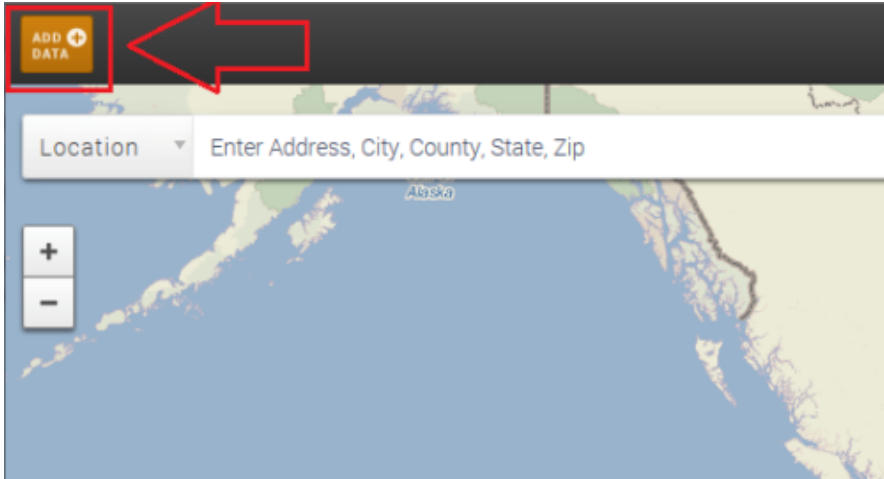


3. Click the Search button.

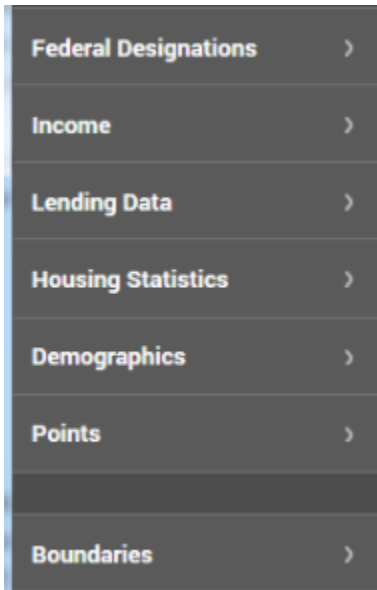
The software displays the Metro Area.

## Procedures - Adding Data to Map

You can view a menu of various performance context and demographic indicators by clicking the **Add Data** button located in the upper left corner of the Map:



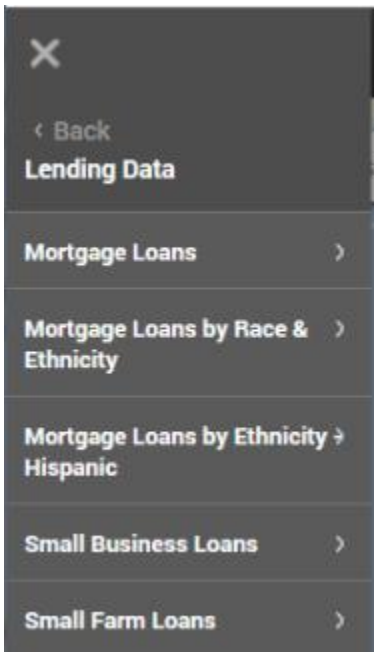
The software displays a menu of indicators and data that can be added to your map:



To add data to your map, click the desired menu item:



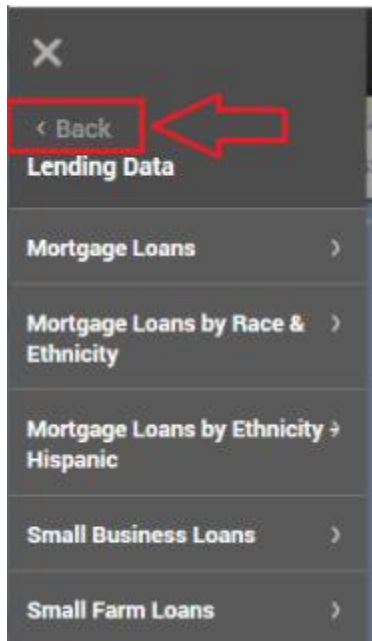
The software displays a sub-menu of options:



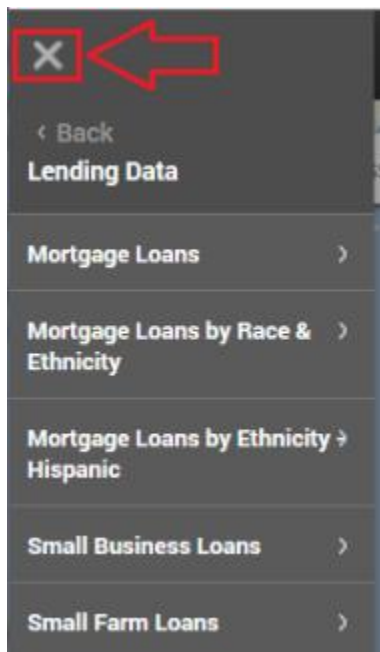
Select the option you want to display on the map.

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

**Note:** To return to previous menu items, click the **Back** link located at the top of the menu:



**Note:** To close the menu, click the close (X) button:





## Procedures - Working with Map Title and Shading

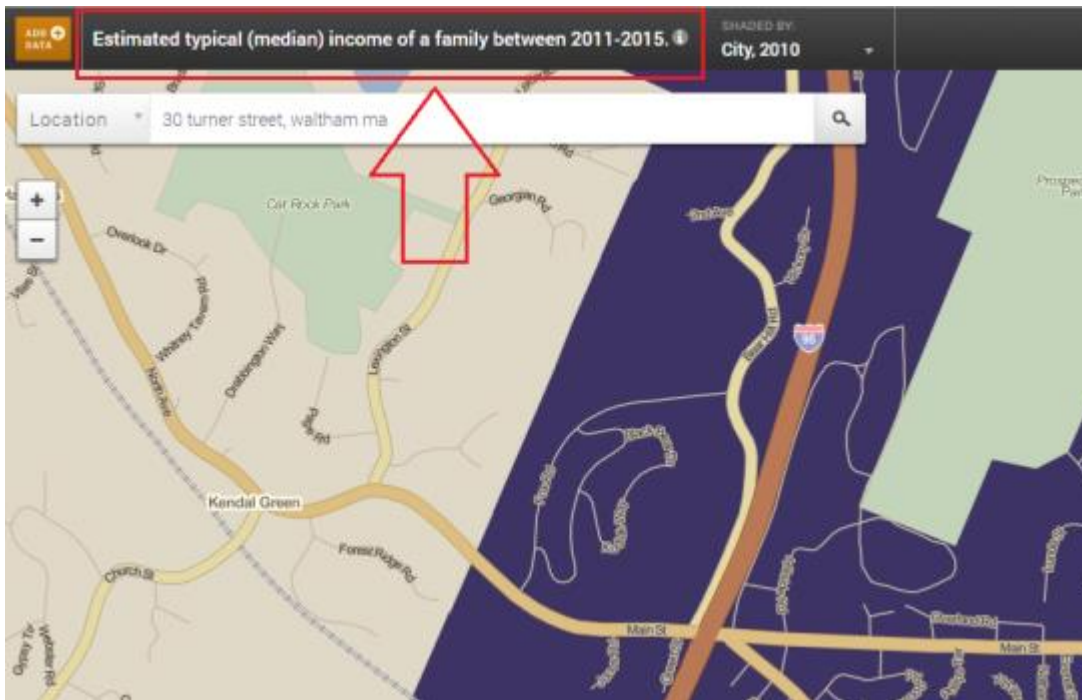
For more information on map title and shading features, refer to following sections:

[Using Map Title Information](#)

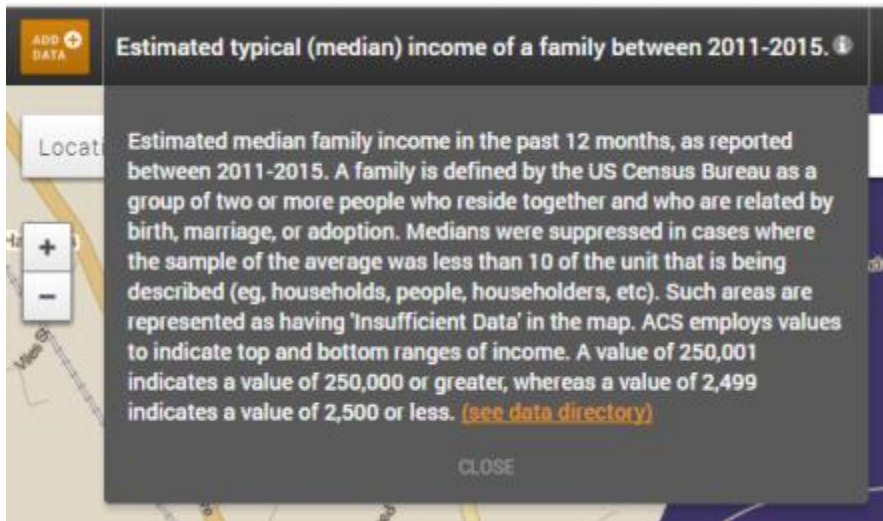
[Changing Shading By Value](#)

### Using Map Title Information

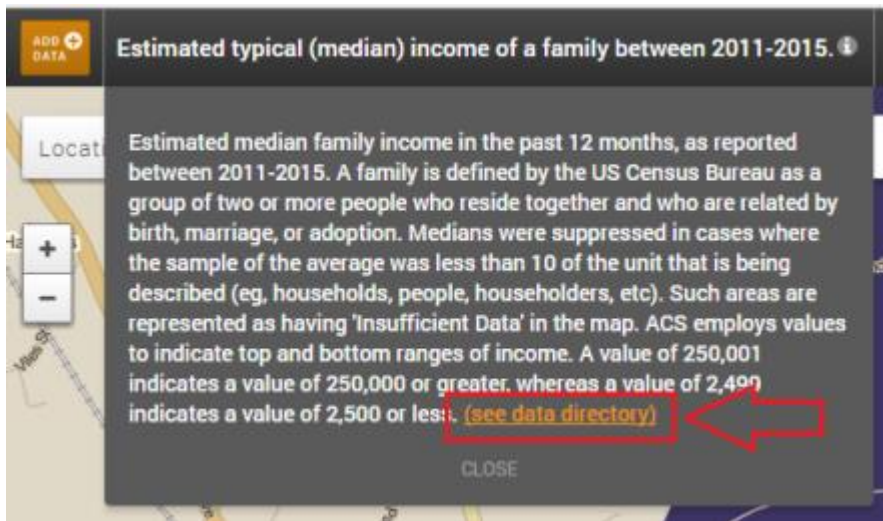
When demographics have been applied to the map, a map title will display in the map's header. The map title describes what data is currently displayed on the map:



- To see more information about the data displayed on the map, click the 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, click the map title.

## Changing Shading By Value

You use the **Shaded by** drop-down menu (located next to the map title) 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.

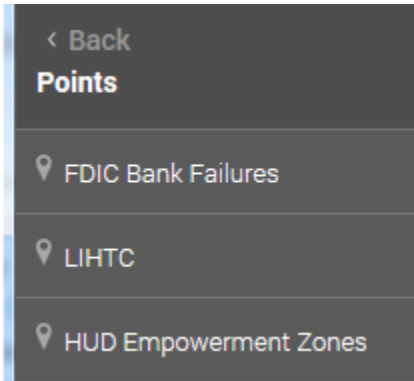


Possible options include:

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

## Procedures - Adding Points

The **Points** menu items of the map menu 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)
- HUD Empowerment Zones

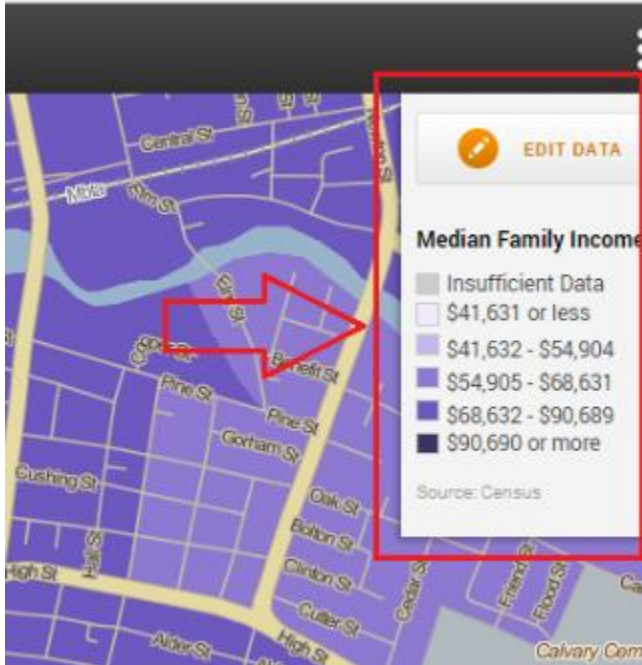
## Assessment Areas and Data Files

In addition to predefined datasets, the Add Sites section also provides users the ability to plot Assessment Areas and Data Files on the map.

If your institution is licensed for the Map module, by default, all assessment areas created in the [Create Areas](#) module will be available to add to your map. Likewise, users have the ability to upload and map the records contained in the data files saved in CRA Wiz.

## Procedures - 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:



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

[Accessing Legend Editing Mode](#)

[Changing Year](#)

[Changing Variable](#)

[Ranges](#)

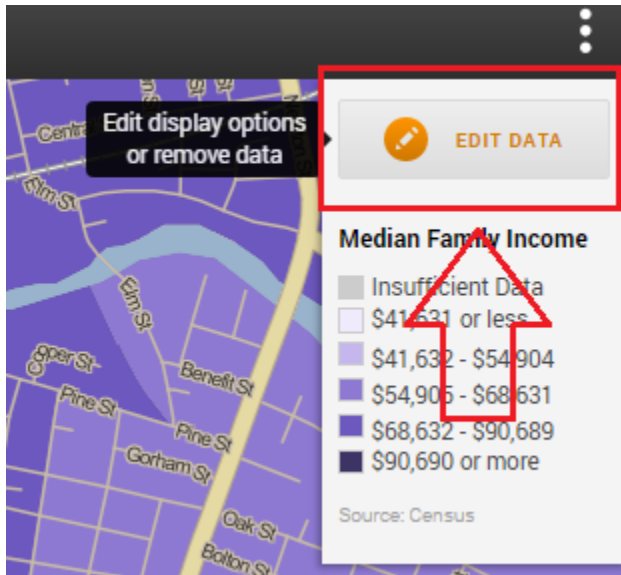
[Source](#)

[Clear Data Layer](#)

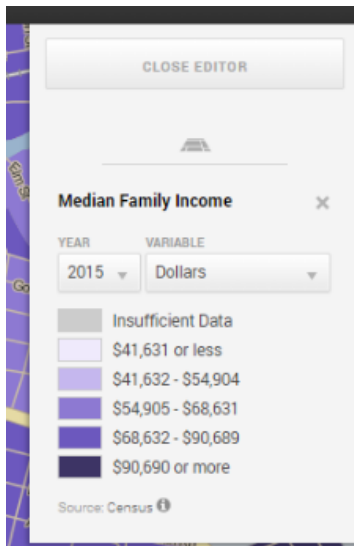
## Accessing Legend Editing Mode

You can edit legend data using the legend editing mode. To access legend editing, follow these steps:

1. In the legend, click the **Edit Data** button:

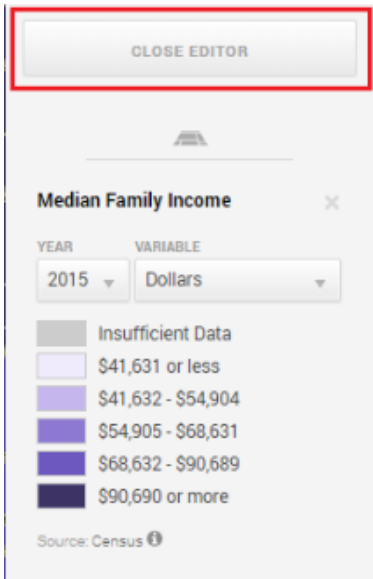


The software displays legend editing screen:



2. Use the provided controls to edit your data as needed. For more information, refer to the following sections.

**Note:** To close editing mode, click the Close Editor button located at the top of legend editing window:

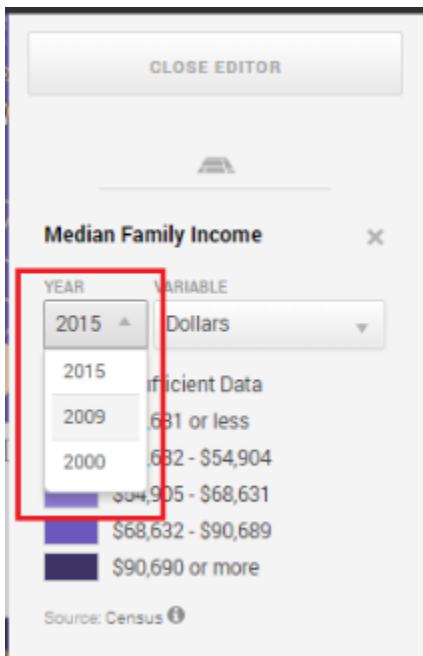


## Changing Year

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

To change the data year, do the following:

Select a new data year from the **Year** drop-down menu:



## Changing Variable

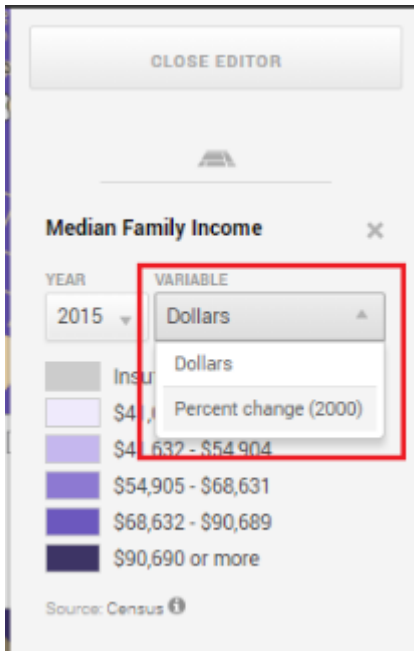
You can use the Variable drop-down menu to change how data is displayed.

Options include:

- Number
- Dollar amount
- Percent change

To change the variable, do the following:

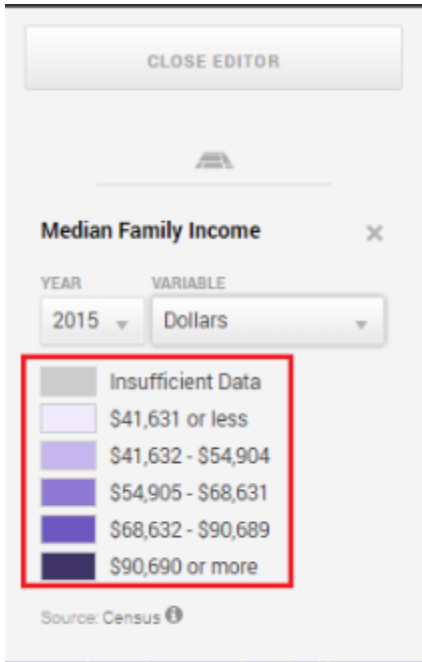
Select a new variable from the **Variable** drop-down menu:





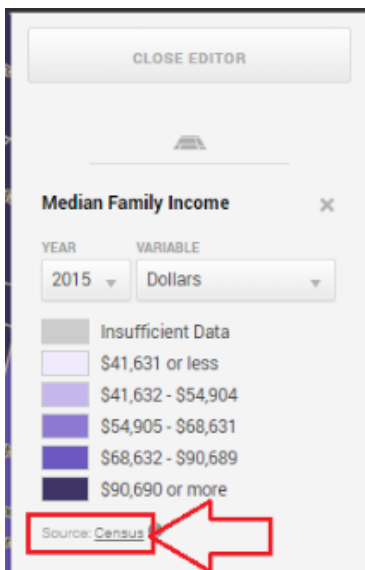
## Ranges

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.**



## Source

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

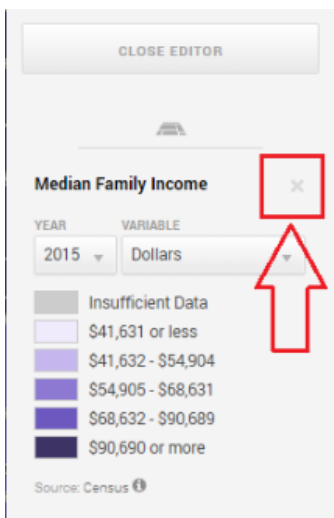


The system displays detailed source information in a separate browser window:

Census: Decennial Census and American Community Survey (ACS)	
<b>Topics:</b>	home values, housing stock, rental units, vacancy, household turnover, school enrollment, educational attainment, per capita income, family incomes, household incomes, aggregate income by type, incomes by age for older households, people in poverty, families in poverty, population by ethnicity, age, sex, people with disabilities, total population, foreign born population, household characteristics, families, veterans, homeowner characteristics, renter characteristics, affordability and cost burdens, unemployment, employment, commute to work, vehicles per household, home heating fuel types, healthcare uninsured and healthcare insurance
<b>Source:</b>	2000 U.S. Census, Summary File 3; 2010 U.S. Census Summary File 1; 2005-2009 U.S. Census American Community Survey (ACS); 2011-2015 U.S. Census American Community Survey (ACS)
<b>Years Available:</b>	2005; 2005-2009; 2010; 2011-2015
<b>Geographies:</b>	block group, census tract, county subdivision, Census place (city), county, state, CBSA (metro area), metropolitan division, congressional district, zip code tabulation area (ZCTA), nation
<b>Free or Subscriber-only:</b>	Free
<b>Download Available:</b>	yes
<b>For more information:</b>	<a href="http://www.census.gov/census2000/smf3/">http://www.census.gov/census2000/smf3/</a> <a href="http://www.census.gov/acs/www/">http://www.census.gov/acs/www/</a> <a href="http://www.census.gov/2010census/">http://www.census.gov/2010census/</a>

## Clear Data Layer

To remove a variable or data layer from the map, click the close (X) button located next to the data layer name:

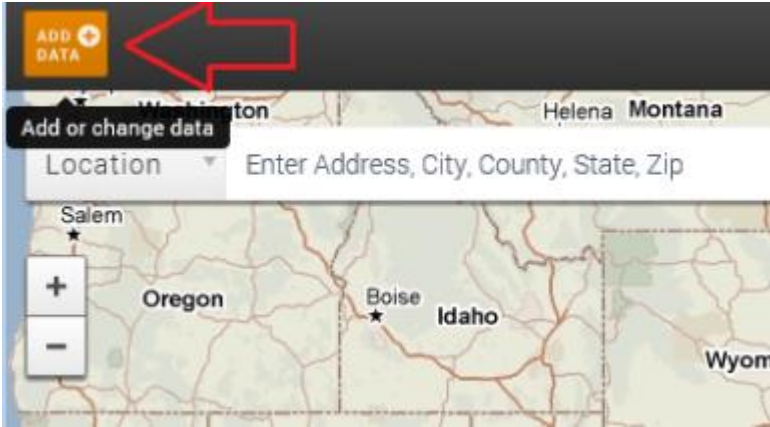


## Adding Assessment Areas to Map

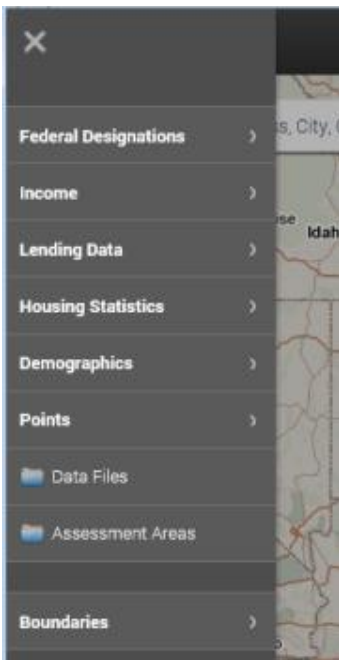
Each time an assessment area is created or modified in CRA Wiz, the area will be saved to the Map.

**Important User Tip:** Saved assessment areas can be manually added to the Map at any time. Users can select the “Synchronize with Map” option available for the area in the Saved Areas section.

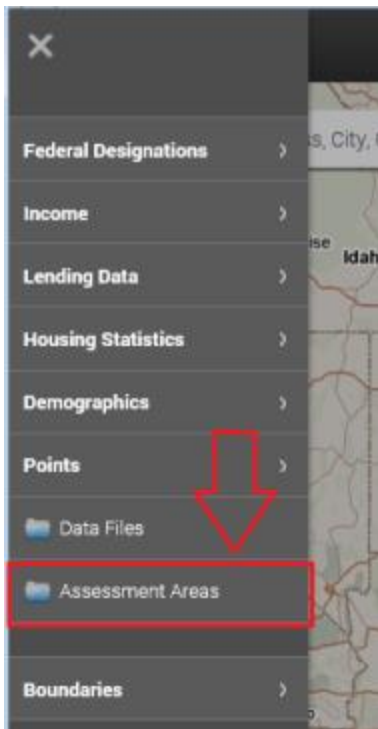
You can access all assessment areas available for mapping by clicking the **Add Data** button located in the upper-left corner of the map:



The software displays a menu:



Assessment areas are located in the **Assessment Areas** folder at the bottom of the menu:



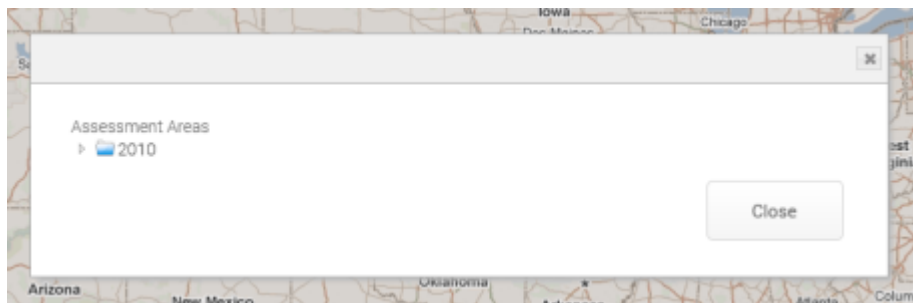
To select an assessment area and add it to the map, follow these steps:

1. Click the **Add Data** button.

The software displays a menu.

2. Click the Assessment Areas folder.

The software displays a dialog box:



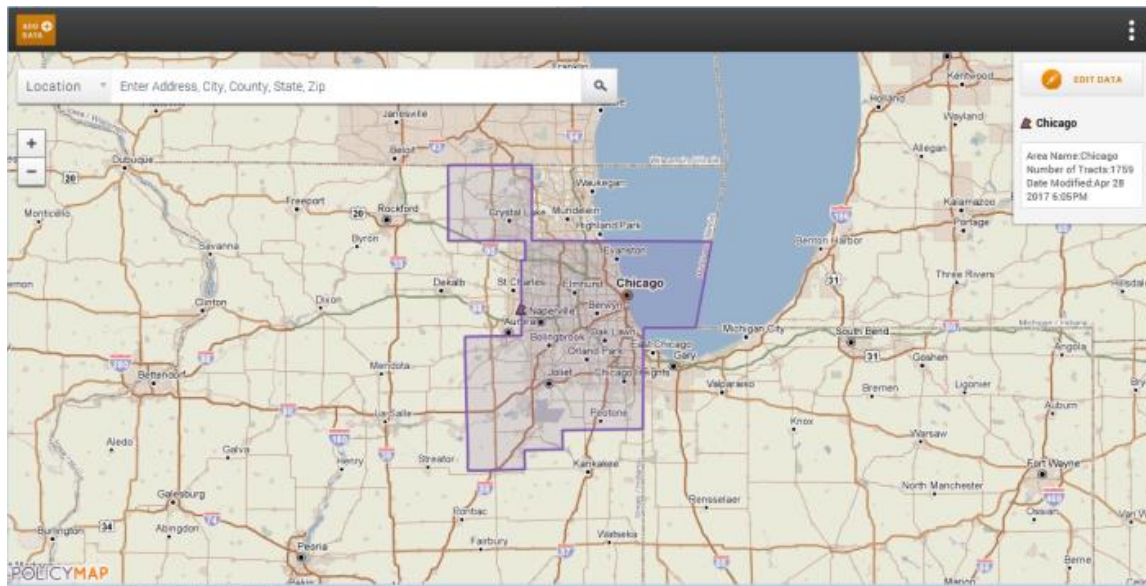
3. Expand the folder tree view on the left side of the dialog box to display the area you want to add to your map:



**Note:** Hovering your mouse pointer over the **i** icon located next to each assessment area displays information about the area including the path where the area was saved in *Wiz*, the number of census tracts in the area, and the date that the area was last modified.

4. Click on the assessment area that you would like to add to your map.

The map should refresh and zoom to your selected assessment area(s). The assessment area is represented as a shaded area with a bold outline:



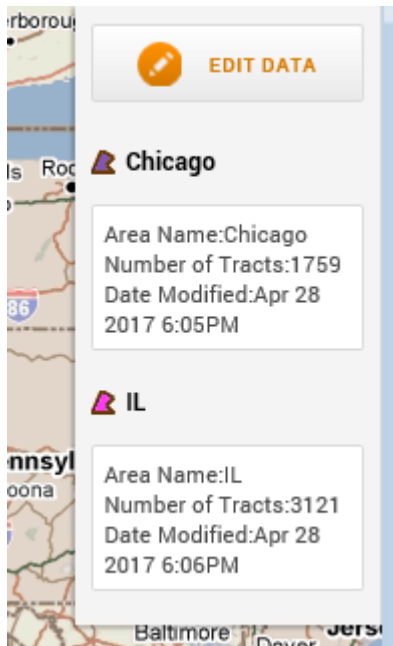
**Note:** Different assessment areas will be displayed with different colors.

**Note:** For procedures on removing data from the map, refer to the [Removing Assessment Areas From Map](#) topic.

5. To add additional assessment areas to the map, repeat steps 1-5.

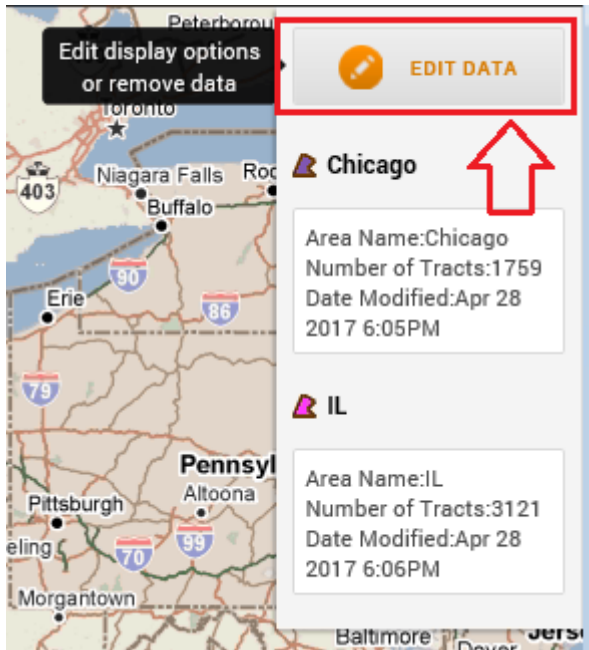
## Removing Assessment Areas From Map

Once an assessment area is mapped, it will be listed individually in the map legend window. For example, in the image below, two assessment areas are currently displayed on the map – Chicago and Illinois:

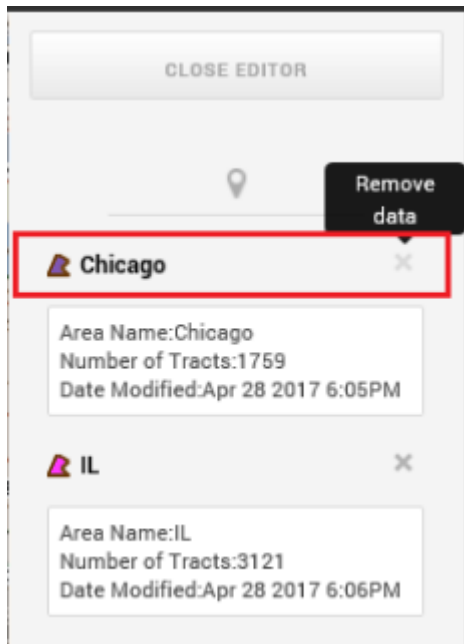


To remove an assessment area from the map, follow these steps:

1. In the map legend, click the **Edit Data** button:



2. Select the delete ("X") button for the assessment area that you wish to remove from the map:

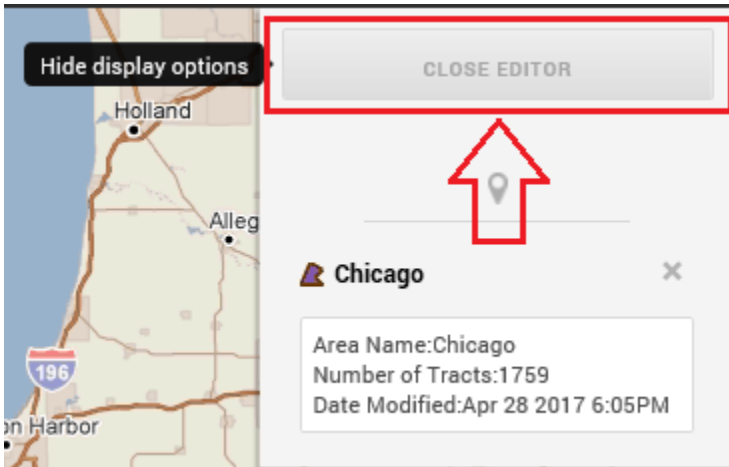


When this button is selected, the assessment area will immediately be removed from the map.

**Note:** While these steps will remove the assessment area from the current map, it will not remove it from the census folder from which it was selected. To permanently remove an assessment area the Map module, users should select the **Delete Area** option available for the desired assessment area in the Saved Areas section.

3. To remove additional areas from the map, repeat step 2.

Note: To close data editor mode, click the **Close Editor** button:

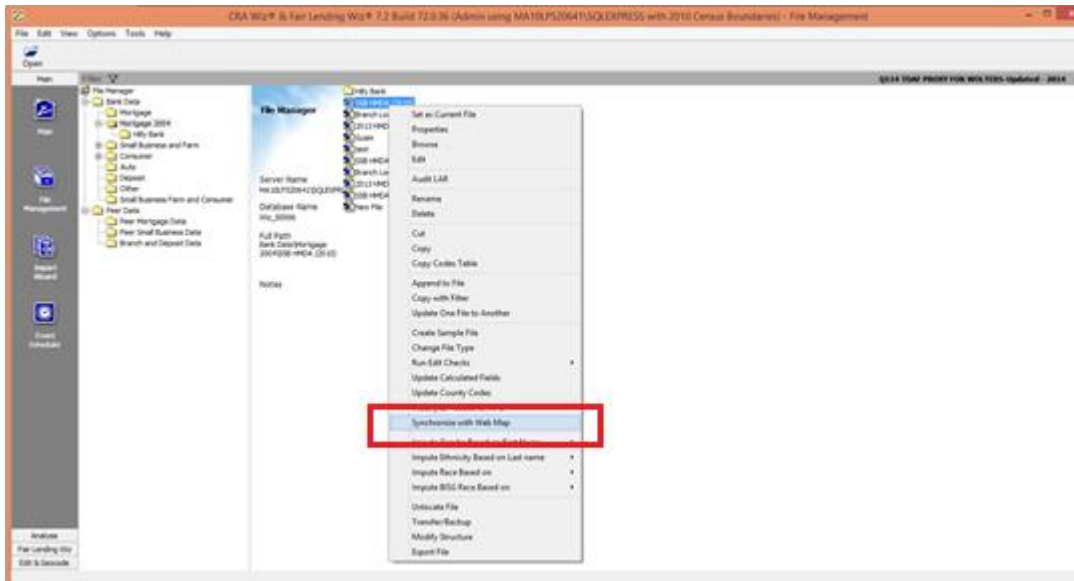




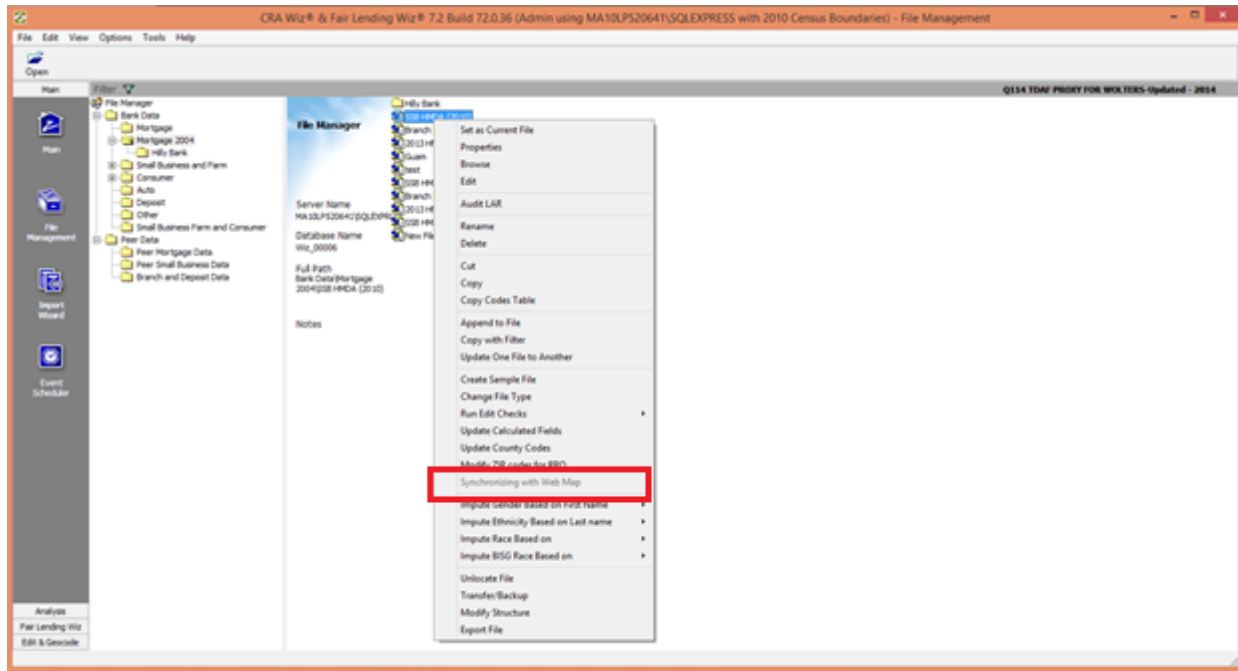
## Adding Data Files to Map

To plot the records from a data file to the Map, follow these steps:

1. In the **File Management** screen, right-click the file you want to add to your map.  
The software displays a contextual menu.
2. Select the **Synchronize with Web Map** option:



3. When selected, CRA Wiz will attempt to synchronize the data file with the Map. During this process the Synchronize with Map option will change to 'Synchronizing with Web Map'



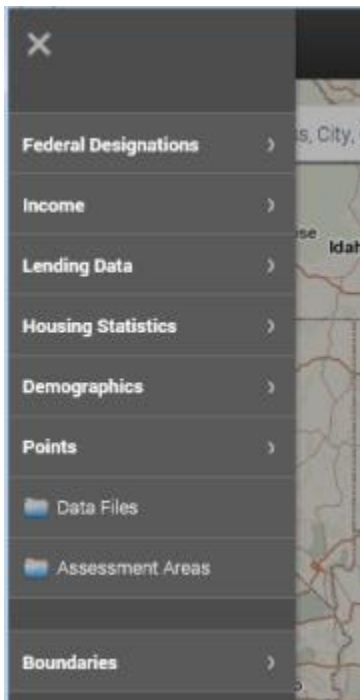
As long as the prompt displays **Synchronizing with Web Map** that means the request is in process. When the file has been successfully added to the map, this option will change back to **Synchronize with Web Map**.

**Important User Tip:** In order for records to display on the map, they must be geocoded. Please make sure your file has been geocoded prior to adding it to the map. If your file contains records that are not geocoded, they will not be plotted on the Map. In the instance that records could not be added to the Map, the application will provide a prompt describing how many records could not be added.

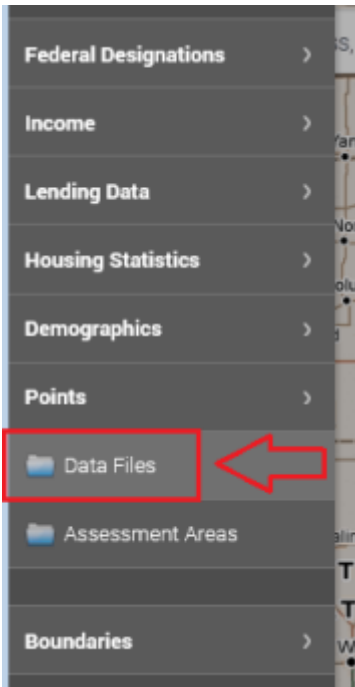
4. Once a data file has been added to the map it will be available for use by clicking the **Add Data** button located in the upper-left corner of the map:



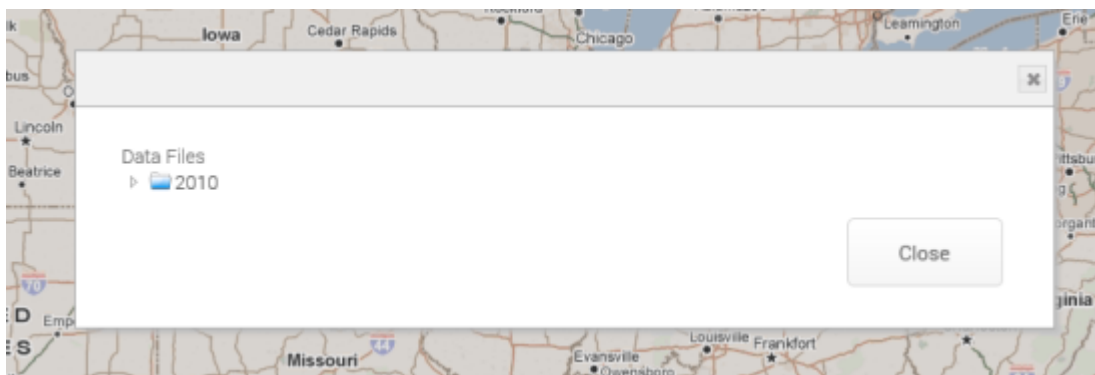
The software displays a menu:



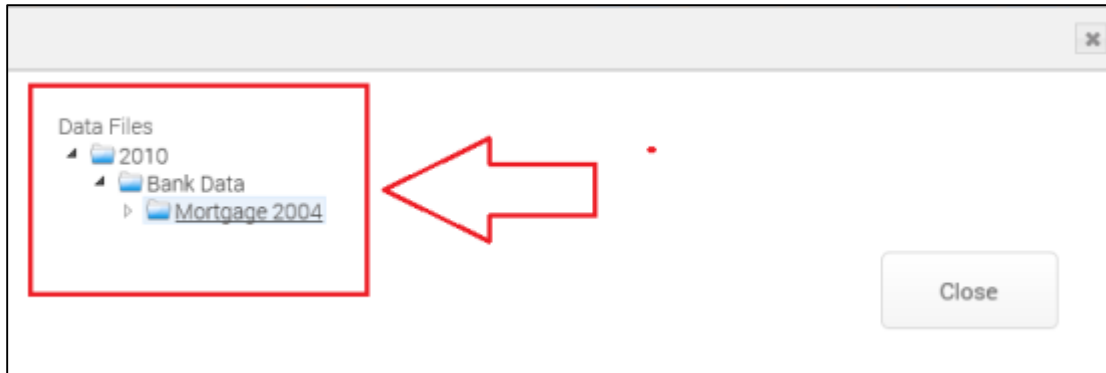
5. To view available files, select the **Data Files** folder located at the bottom of the menu:



The software displays a dialog box:



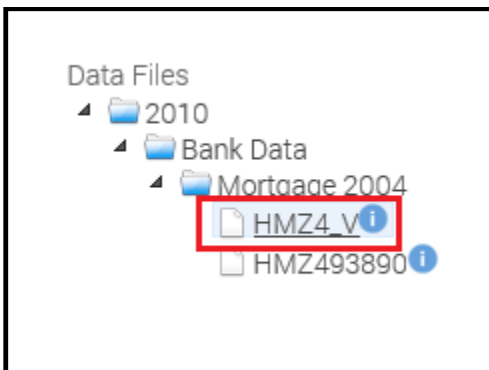
6. Use the folder tree view on the left side of the dialog box to navigate to a specific file type, for example, Mortgage:



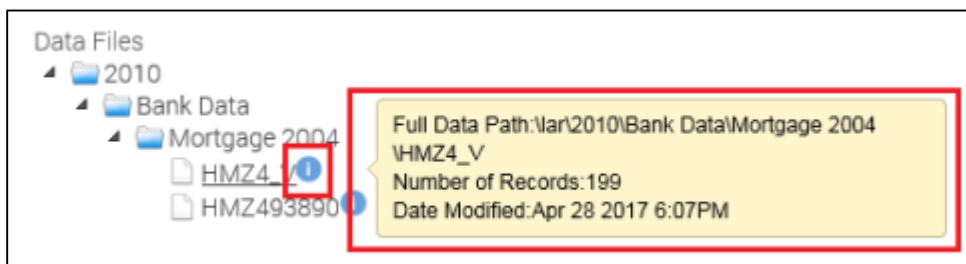
**Note:** Data files are organized in the tree view by file type, for example, **Mortgage** and **Consumer**.

**Note:** If you have an existing Map session open, you will need to refresh your Internet browser session to see the recently added file.

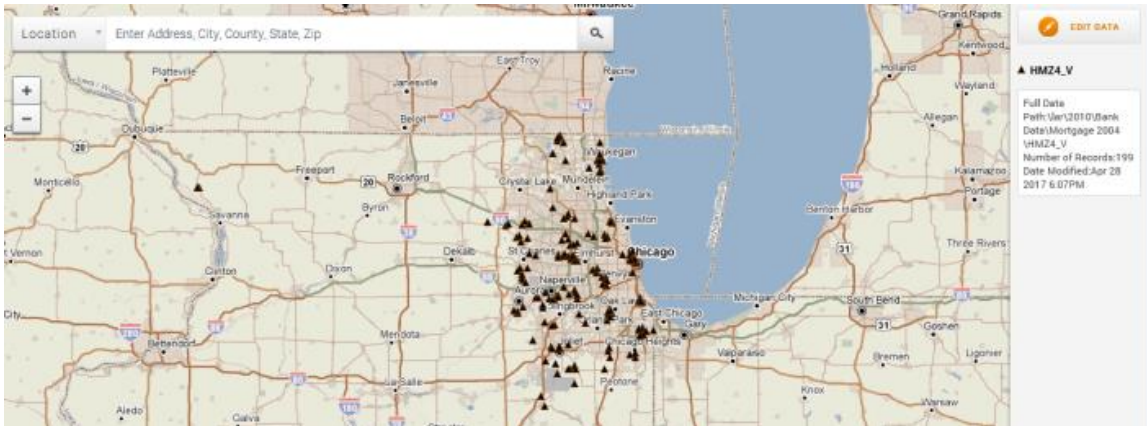
7. Select a file:



**Note:** Hovering your mouse pointer over the **i** icon located next to each data file displays information about the file including the path where the file was saved in *Wiz*, the number of (geocoded) records in the file, and the date that the file was last modified:



The map displays the points of the selected data file:



**Note:** For procedures on removing data from the map, refer to the [Removing Data Files From Map](#) topic.

8. To add additional data files to the map, repeat Steps 1-7.

**Important User Tip:** The content of data files fluctuates. Records are updated, created and deleted on a regular basis. It is important to keep in mind that the data files added to the map are added at any particular point in time and as a result it will be possible to have an older version of the file available in the Map. It is strongly recommended that users who perform multiple updates on data files follow the procedures outlined above to refresh the data files available in the Map on a frequent basis.

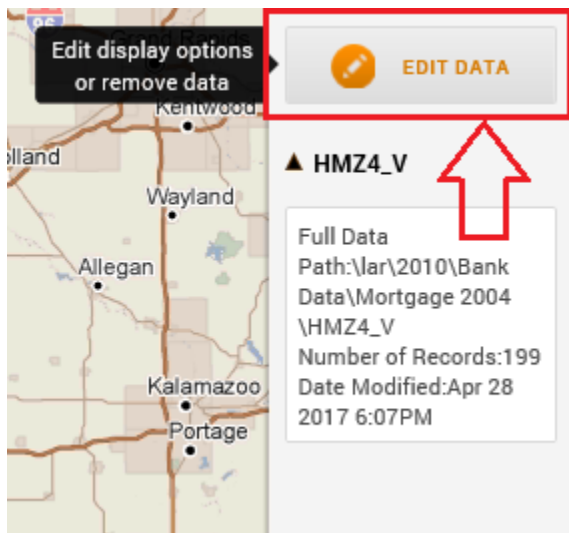
## Removing Data Files From Map

Once a data file is mapped, the software displays file information in a legend on the right side of the map:

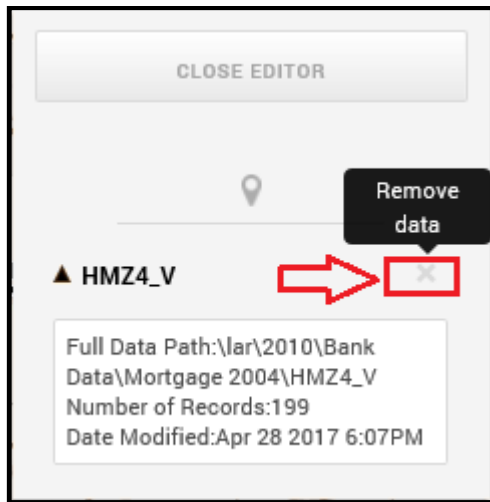


To remove a data file from the map, follow these steps:

1. In the legend, click the **Edit Data** button:



2. Select the delete ("X") button for the data file that you wish to remove from the map:

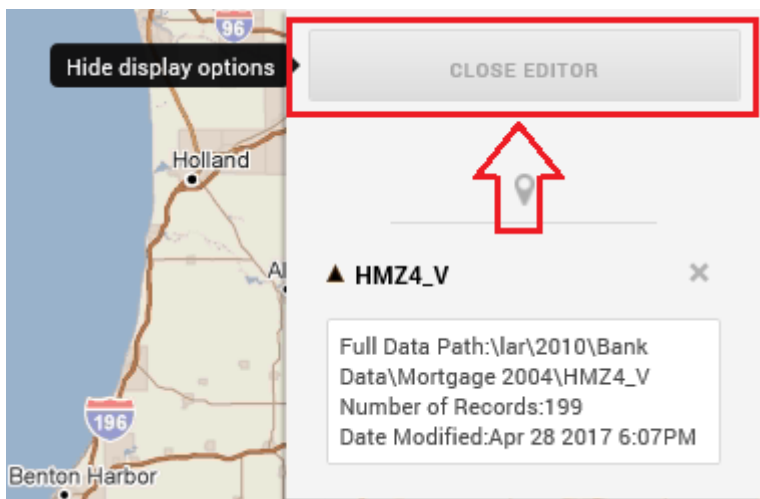


The software removes the data from the map.

3. To remove additional data files from the map, repeat steps 1 and 2.

**Note:** While these steps will remove the data file from the current map, it will not remove it from the data type folder from which it was selected (example: Mortgage). To permanently remove a data file from the Map module, users should select the “Delete File” option available for the desired data file in the Data Files section of Wiz.

Note: To close data editor mode, click the **Close Editor** button:





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