

Location Detail Report

OVERVIEW

This document will take you through the process of creating a Location Detail report.

This report will return information for locations within a defined area. You can choose to report on either standard location data sets or on your imported locations.

LOCATE THE REPORT

1. From the homepage, click on Reports.

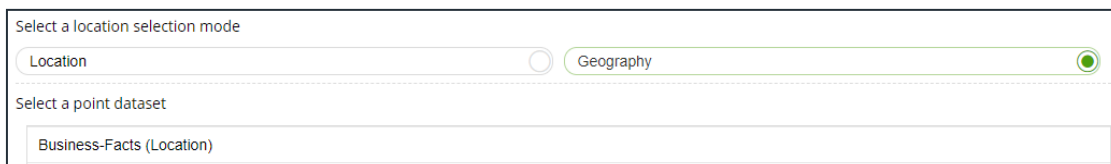


2. Select Standard Reports → Location Reports → Location Detail.

SELECT REPORT INPUTS

Select Location Selection Mode & Point Data Set

1. Specify whether you want to use a location or geography for creating the report.
2. Select a point data set.

A screenshot of a web form for selecting report inputs. The form has two sections. The first section is titled 'Select a location selection mode' and contains two radio buttons: 'Location' (unselected) and 'Geography' (selected). The second section is titled 'Select a point dataset' and contains a dropdown menu with 'Business-Facts (Location)' selected.

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Go to the [Knowledge Center](#) to view additional walkthroughs.
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Select Report Variables

1. Select the variable(s) that you want to use.

Select an Analysis Area and Sort Method

1. Select either a geography or an analysis area to use for your report.
2. (Optional) To include parent geographies in the report, set Include Parent Geographies to ON. When the Parent Geography pop-up window appears, click the Name and/or Code check box next to the parent geography(ies) that you want appended to the report.

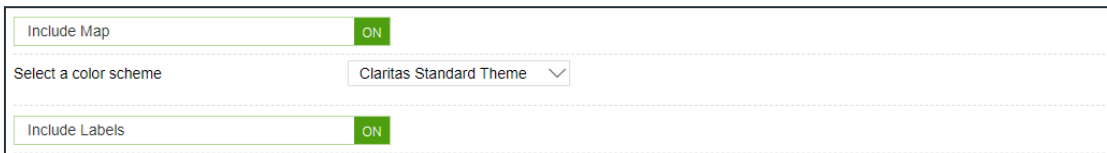
3. Specify a sort method.

Note: If you select Report Selection as the sort method, you will be prompted to select a sort variable and sort direction on the following screen. You will also be prompted to select a subtotal method on a following screen. The subtotal method options are:

SUBTOTAL METHODS	
SUBTOTAL METHOD	DEFINITION
None	No subtotal will be applied.
Change in Value	Subtotal based on what was selected as the sort variable.
Analysis Area	Subtotal based on the analysis areas that you chose. For example, if you chose two ZIP Codes as the analysis area, then the report will group the data according to ZIP Codes.
Tops & Bottoms	Allows you to view only the top and bottom entries. You can use this option to compare data quickly on reports with a large number of rows.
Tops	Allows you to view only the top entries
Bottoms	Allows you to view only the bottom entries

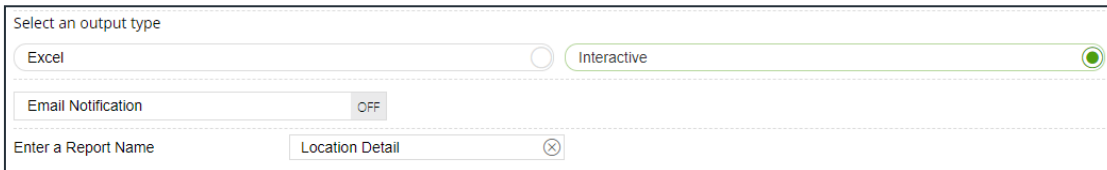
Specify Report Output Details

1. (Optional) If you want to include a map, click the button next to Include Map to switch it to ON.
 - a. In the Select a color scheme drop-down list, select the color theme that you want to use in your map.
 - b. By default, Include Labels is set to ON. To disable the labels, click the button to set it to OFF.



A screenshot of a web form for specifying report output details. It contains three main sections: 1. 'Include Map' with a green 'ON' button. 2. 'Select a color scheme' with a dropdown menu showing 'Claritas Standard Theme'. 3. 'Include Labels' with a green 'ON' button.

2. Specify your report output type and enter the report name. Click Submit.



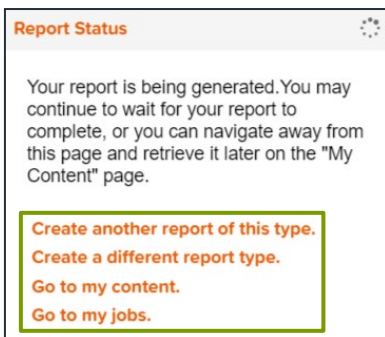
A screenshot of a web form for specifying report output type and name. It contains three main sections: 1. 'Select an output type' with radio buttons for 'Excel' and 'Interactive' (selected). 2. 'Email Notification' with a grey 'OFF' button. 3. 'Enter a Report Name' with a dropdown menu showing 'Location Detail'.

REVIEW REPORT OUTPUT

If Creating Excel Output

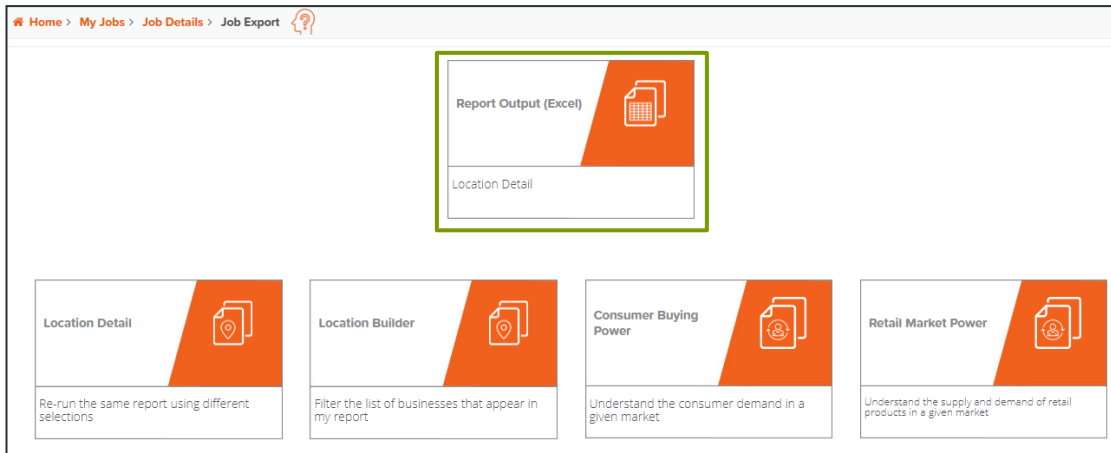
1. While the report generates, you can either wait for the report to complete or you are given the option to navigate away from the current page.

Note: If you move on to another task, your report output can be retrieved from My Jobs.



A screenshot of a 'Report Status' dialog box. The title is 'Report Status' with a refresh icon. The text inside says: 'Your report is being generated. You may continue to wait for your report to complete, or you can navigate away from this page and retrieve it later on the "My Content" page.' Below the text is a green-bordered box containing four links: 'Create another report of this type.', 'Create a different report type.', 'Go to my content.', and 'Go to my jobs.'

2. After the report generates, click Report Output to view your report.



If Creating Interactive Output

1. Once your report generates it will be displayed on the screen.

