

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.

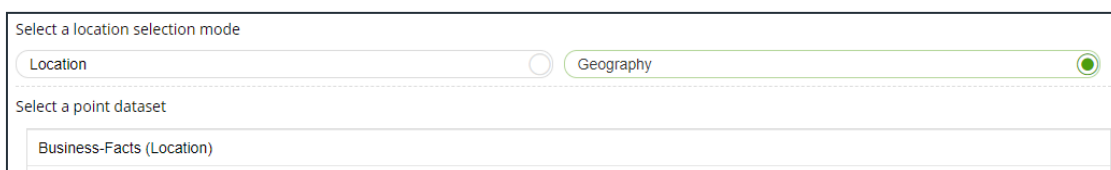


2. Select Standard Reports → Location Reports → Location Detail.

SELECT REPORT INPUTS

Select Location Selection Mode & Point Data Set

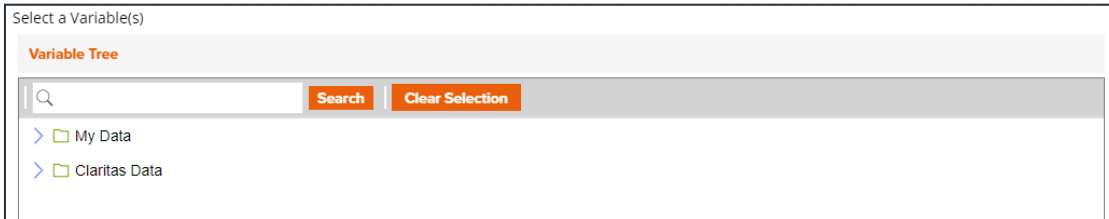
1. Specify whether you want to use a location or geography for creating the report.
2. Select a point data set.

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

1. Go to the [Knowledge Center](#) to view additional walkthroughs.
Copyright © Claritas, LLC. All rights reserved. Confidential and proprietary.

Select Report Variables

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



Select a Variable(s)

Variable Tree

Search Clear Selection

- > My Data
- > Claritas Data

Select an Analysis Area and Sort Method

1. Select either a geography or an analysis area to use for your report.
2. Specify a sort method.

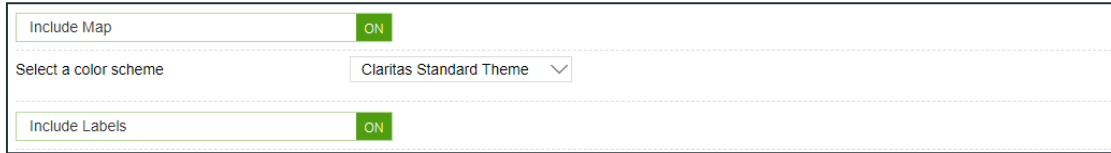
Note: If you select Report Selection as the sort method, you will be prompted to select a sort variable and sort direction on the following screen. You will also be prompted to select a subtotal method on a following screen. The subtotal method options are:

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

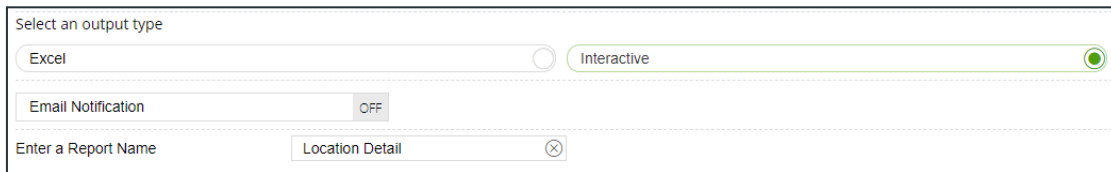
1. (Optional) If you want to include a map, click the button next to Include Map to switch it to ON.
 - a. In the Select a color scheme drop-down list, select the color theme that you want to use in your map.

- 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 configuration panel with three sections. The first section has a toggle for 'Include Map' set to 'ON'. The second section has a dropdown for 'Select a color scheme' set to 'Claritas Standard Theme'. The third section has a toggle for 'Include Labels' set to 'ON'.

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



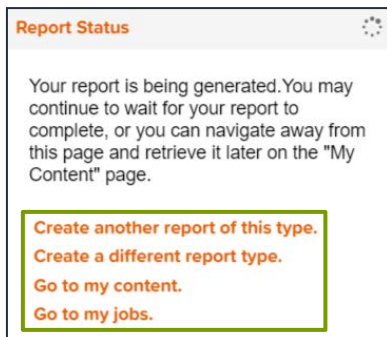
A screenshot of a configuration panel. The first section is 'Select an output type' with radio buttons for 'Excel' and 'Interactive', where 'Interactive' is selected. The second section is 'Email Notification' with a toggle set to 'OFF'. The third section is 'Enter a Report Name' with a text input containing 'Location Detail' and a clear button.

REVIEW REPORT OUTPUT

If Creating Excel Output

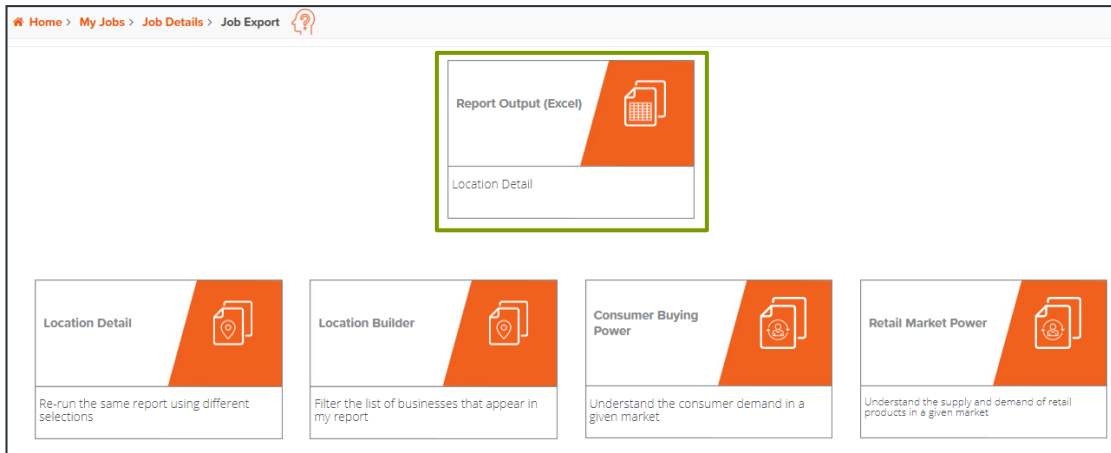
1. While the report generates, you can either wait for the report to complete or you are given the option to navigate away from the current page.

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. It contains the text: '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 this text is a 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.

