

## Address Interface Tutorial

### Search by PIN:

1. Click on the circled triangle located near the top right corner of window to open the right side panel and select the **Search Window**. Enter the corresponding PIN in the **Search by PIN** box.

Urbana: 932122280001  
Rantoul: 140332300013  
Mahomet: 151314279008  
Champaign: 411434300014  
Savoy: 032036433061

This window includes a **Search by Subdivision**, **Search by Intersection**, and a **Search by Address** option too. The **Search by Address** will not be as up to date as using the **Add or Select/Modify Single Address** and **Select/Modify Multiple Addresses** windows to search (procedures explained in later steps).

2. Click the **Find Parcel** button. The map will zoom to the parcel.

### Enter a main address with a new street name:

3. If the address points are not viewable zoom in until they are using your mouse or the zoom in tools on the left side of the map window.
4. Select the **Add or Select/Modify Single Address** window.
5. Enter '100' into the address number in the **Number** box located in the **Main Address** section.
6. Click the arrow next to **Add or Edit Street Data**.
7. Choose 'South' in the **Street Pre Direction** drop down list.
8. Is the pre direction used or implied? Select one.
9. Enter street name 'Demo' in the **Street Name** box.
10. Choose 'Drive' in the **Street Post Type** drop down menu.
11. Click the **Insert** button. The new street name will display in the **Street Name** box above.
12. Select city and zip code in the **City** and **Zip Code** drop down menus.
13. Fill out the **Supplemental Info**. Is the address for a Residential property? Is it a mailing address? Is it an Anomaly? If yes, choose what type of anomaly in the drop down menu that displays. Is it active or pending? What type of feature is the address for? Do you have a Proprietary ID? (Skip Landmark for now)
14. Click the **Insert** button at the bottom of the window.
15. Click on the map where you want to add the address point. The new address is entered!

### Enter sub addresses:

16. Go back to the window to the **Sub Address** section.
17. Choose 'Apartment' in the first drop down box under **Sub Address Type**.
18. Enter an apartment number in the box under **Sub Address Number**.
19. Choose 'Building' in the next drop down box under **Sub Address Type**.

20. Enter a building number in the next box under **Sub Address Number**.
21. Hover over the 2 next to 'Building' until the cursor changes to the move cursor.
22. Click, then, drag the boxes above the 'Apartment' entry to reorder the sub address information.
23. Scroll to the bottom of the window and click the **Insert** button.
24. Click on the map where you want to add the address point. The sub address is entered!
25. Enter another sub address point using steps 16-24, skipping steps 21-22.

### Select multiple addresses by map:

26. Change the window to **Select/Modify Multiple Addresses**.
27. Choose the **Select By Map** option under the **Selection Method** section.
28. Draw a box around the addresses just created to select them.
29. The addresses selected will display under the **Selected Addresses** section.

### Modify multiple addresses' attributes:

30. Scroll to the **Modify Attribute** section and choose 'Feature Type' in the **Attribute** drop down menu.
31. Choose a different feature type than what was assigned to the address point in previous steps in the drop down box next to **Value**.
32. Click the **Modify Features** button near the bottom of the screen. A warning box will display. Click the **Update** button if you would like to make these changes.
33. Under **Modify Sub Address Types** change the sub type 'Apartment' to 'Unit'. Sub types will be updated in the order they are entered into the address.  
**Example:** 100 S Demo Dr, Building 1, Apartment 2  
Changing the drop down menu next to **SubType 2** to 'Unit' will update the 'Apartment' sub type.
34. Click the **Update** button next to the changed sub type. A warning will display. Click **Update** again if you want to make these changes. The addresses will change on the map and in the **Selected Addresses** list.

### Reassign subs to a different main:

35. In the **Reassign Main of Subs** start typing in the corresponding address listed below:

Urbana:	1901 S High Cross Rd
Rantoul:	205 Turner Dr
Mahomet:	1905 Tin Cup Rd
Champaign:	2602 Bloomington Rd
Savoy:	304 Prairie Rose Ln

The address will display in the box once enough of it is entered to narrow down the search list.

36. Click the **Reassign Main** button. A warning will display. Click the **Assign** button if you would like to make this change. The addresses will change on the map and in the **Selected Addresses** list.

## Query multiple addresses:

37. Select 'Advanced Query' in the **Selection Method** section.
38. Choose your local addresses to search in next to **Select From** in the **Select By Advance Query** section.
39. Select 'Create A New Selection' in the **Select Method** drop down menu.
40. Choose 'Street Name' in the box below **Select Method**.
41. Click the **Find Values** button to see the list of streets in the currently empty box.
42. Click the = button.
43. Choose the corresponding street listed below:

Urbana:	California Ct
Rantoul:	Quinlan Pl
Mahomet:	White Oak Ct
Champaign:	Henson Pl
Savoy:	Della Ct

Note: The street name can be typed directly into the **SELECT \* FROM** box.
44. Click the **Validate/Run Query** button. The list of addresses with the street name entered will be in the **Selected Addresses** section. A message window will display if the query is not valid.
45. Right click in a cyan colored box. Choose the 'Zoom to Selected' option in the menu that displays. The map will zoom to the queried addresses.

## Insert a new landmark name:

46. Select the **Add or Select/Modify Single Address** window.
47. Scroll to the **Supplemental Info** section and click on the arrow next to **Add or Edit Landmarks**.
48. Enter 'Demo Landmark' into the **Landmark Name** box.
49. Press Enter. The **Insert** button will be available if the landmark name is not in the database.
50. Click the **Insert** button. The landmark name is inserted!
51. Return to the **Select/Modify Multiple Addresses** window and scroll to the **Modify Attribute** section.
52. Choose 'Landmark' in the **Attribute** drop down menu.
53. Click on the **Value** drop down menu and start typing 'Demo Landmark'.
54. Once it appears in the drop down box click outside of the area to end the search.
55. Click the **Modify Features** button to update the landmark name for all addresses selected.
56. A warning window will display. Choose **Update** if you would like to update the addresses.

## Update a Landmark name:

57. Return to the **Add or Select/Modify Single Address** window and scroll to **Add or Edit Landmarks**.
58. Type 'Demo Landmark' in to the **Landmark Name** box. Press enter to find the name in the database. The message will show how many addresses have this landmark name.
59. Now add a 2 to the end of the name and press enter. Options to **Insert** or **Update** will display. Choose **Update**.

## Delete a Landmark name:

60. Repeat steps 51 and 52. Keep 'null' in the **Value** box. The landmark name to be deleted must be removed from all addresses first.
61. Click the **Modify Features** button.
62. Return to the **Add or Select/Modify Single Address** window and scroll to **Add or Edit Landmarks**.
63. Type 'Demo Landmark 2' in to the **Landmark Name** box. Press enter to find the name in the database.
64. Click the **Delete** button. The landmark name is removed! The delete option is only available if the number of addresses with this attribute is zero.

## Search for a single address:

65. Scroll to the top of the **Add or Select/Modify Single Address** window. Enter the pieces of the corresponding address below in to the correct boxes located in the **Main Address** section:  
Urbana:                1901 S High Cross Rd, Urbana, 61802  
Rantoul:              205 Turner Dr, Rantoul, 61866  
Mahomet:            1905 Tin Cup Rd, Mahomet, 61853  
Champaign:        2602 Bloomington Rd, Champaign, 61822  
Savoy:                304 Prairie Rose Ln, Savoy, 61874  
**Example:** Number: 1901 Street Name: S High Cross Rd City: Urbana Zip: 61802
66. Scroll to the bottom of the window and click the **Zoom to Selection** button. If the address is not in the database the only option will be to insert the address.
67. Now click the **Clear Selection** button.

## Move an address point:

68. Click on the just cleared address point using the map window.
69. Click on it again. The address point will turn yellow. This means it is movable.
70. Click on the point and drag and drop to a different location. The point is moved!

## Add an Alternate Address:

71. Return to the **Add or Select/Modify Single Address** window and scroll to the **Alternate Address** section.
72. Click the **Add Alternate** button.
73. Enter the pieces of the 999 S Demo Dr with corresponding city and zip code the correct boxes in the **Main Address** section.
74. Enter supplemental information in the **Supplemental Info** section.
75. Scroll to the bottom of the window and click the **Insert** button. The address will display on the map in a light gray color next to the point selected.

## Swap the Primary and Alternate Address or Switch View:

76. In the **Alternate Address** section there is the option to **Switch View** or **Swap Primary and Alternate Addresses**. Click the **Switch View** button. The window has switched to show the Primary address information.
77. Now click the **Swap Primary and Alternate Addresses** button. The addresses have swapped places.

## Delete one address:

78. Use the **Switch View** to view 999 S Demo Dr. Click **Delete** to remove the address. The address to be deleted will display next to the **Delete** button.

## Delete multiple addresses:

79. Return to the **Select/Modify Multiple Addresses** window and choose 'Select by Map' in the **Selection Method** section.
80. Select the main and sub addresses on the map window created previously. Note: This can also be done with an advanced query. *See Query Multiple Addresses.*
81. Scroll to the bottom of the **Select/Modify Multiple Addresses** window and click the **Delete Features** button. A warning will display. Choose **Delete** if you would like to delete the addresses. The addresses are deleted!

## Delete a street name:

82. Return to the **Add or Select/Modify Single Address** window and scroll to the **Main Address** section.
83. Type 'S Demo Dr' into the **Street Name** box.
84. Click on the arrow next to **Add or Edit Street Data**.
85. Click the **Delete** button. The street name is deleted. The delete option will only be available if there are not any addresses assigned to the street name.

## Manipulate Selected Addresses:

86. Use the 'Select By Map' or 'Advanced Query' option in the **Selection Method** section located in **Select/Modify Multiple Addresses** window and select addresses to sort. *See Query Multiple Addresses or Select Multiple Addresses by Map.*
87. In the **Selected Addresses** section, choose options to sort the addresses using the **Sort By** and **Then By** drop down menus.
88. Right click on a cyan colored box in the **Selected Addresses** section. This menu includes options to zoom, pan, unselect addresses, clear complete selection, reselect highlighted, etc.
89. Choose the 'Identify' option. The window will change to the **Add or Select/Modify Single Address** window and show all the information for the address identified.