

MapPro has the ability to display addresses from a database and even select addresses within a certain distance or inside a polygon.

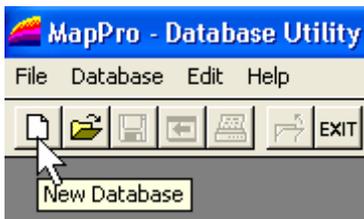
The following instructions show several methods of how to use MapPro with databases:

● SETUP A DATABASE

1. Make sure you do not have any appraisal software running. Go to the desktop and double click on the **MapPro** globe icon.

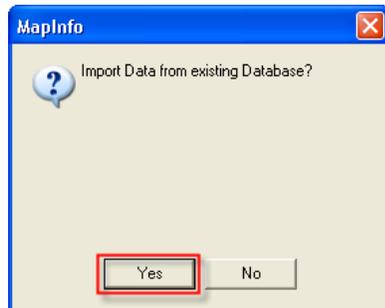


2. On the toolbar, click on the 4th icon , **Database Utility**.



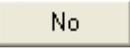
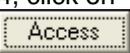
3. Click on the 1st icon , **New Database**.

4. If you have your own database file of addresses you would like to import, click YES, otherwise, click NO.



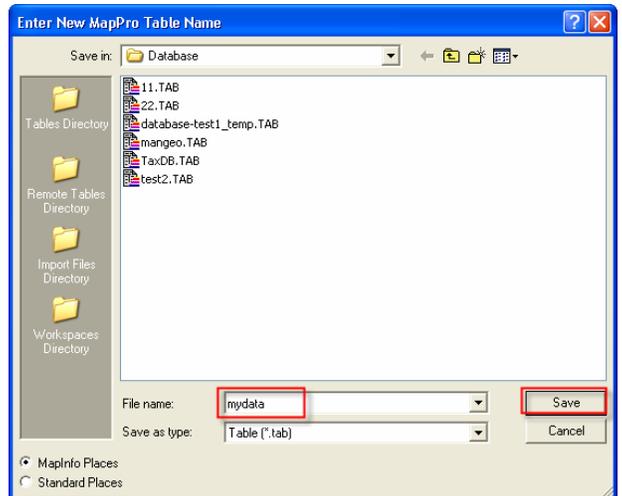
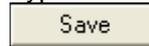
NOTE: For , proceed to **Step 11**.

● NO EXISTING DATABASE

5. If you clicked on  in step 4, click on  or  for your new file format (**dBase** recommended to start with).



6. Type in a name for the **File name** field then click

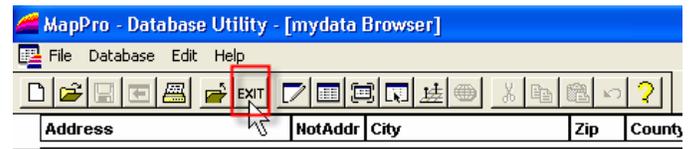


7. You now have an empty database file that has the necessary fields.

8. To add a new address, on the toolbar, click on  **New Record** and enter an address.



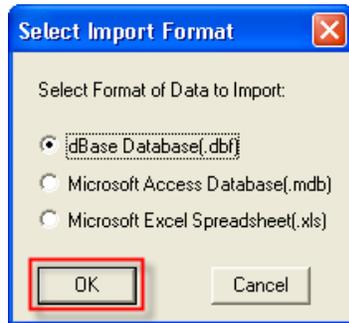
9. When you are finished with the database, on the toolbar, click on  to close the database utility.



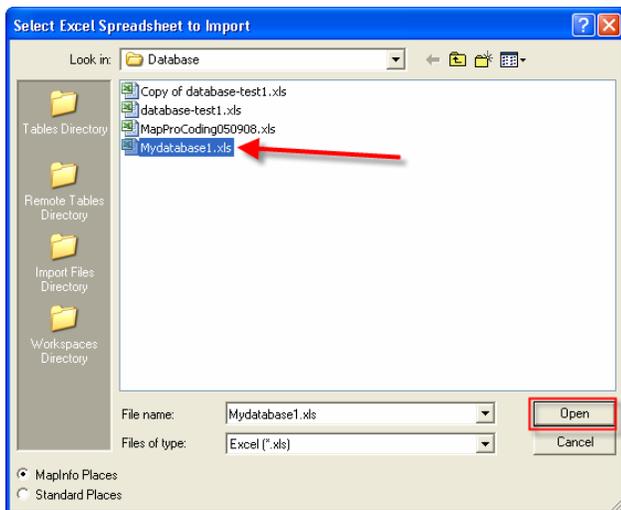
10. If you are NOT importing your own database file, skip to **Step 17** to continue.

● YES – IMPORT EXISTING DATABASE

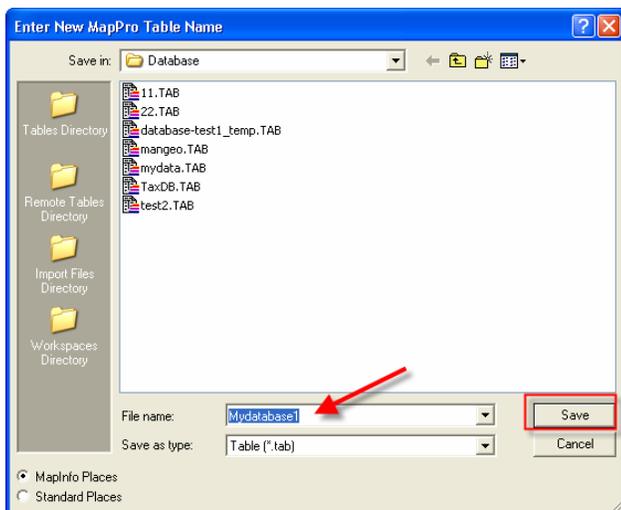
11. If you selected **Yes** in step 4 to import an existing database file, select which format your existing file is (.dbf .mdb .xls) then click **OK**.



12. Browse to where your database file is located, select the file then click on **Open**.

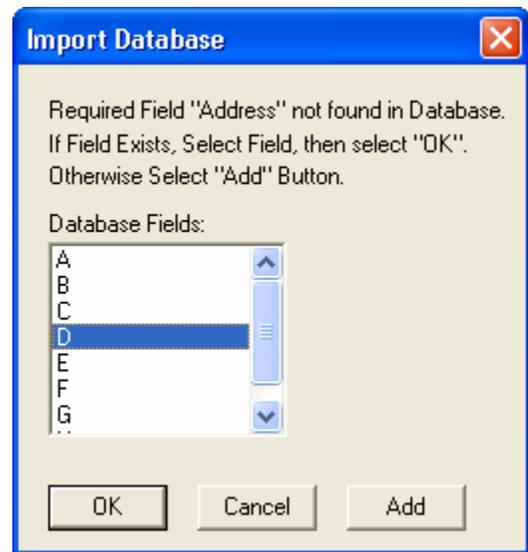


13. MapPro will make a table (TAB file) file from the data in your database file. You can leave the name the same as your database file and click on **Save**.



14. There are certain fields that MapPro requires, like Address, Zip, etc.. When MapPro reads your database and does not find these required fields, you may be prompted to select the correct column for each required field.

15. In this example, MapPro is asking which specific column in YOUR database is used for the ADDRESS field. Simply select the correct column and click **OK**. If YOUR database does NOT include that specific field, simply click **Add** and MapPro will add that empty column to the .TAB database file.



16. When all required fields have been mapped or added, your new database table (.TAB file) will be displayed.



NOTE: If your original database file is DBF or MDB AND in the **MapProDatabase** folder when you import, it will be linked to the MapPro TAB file. Anything you modify in the MapPro table will be modified in your original DBF or MDB file.

● GEOCODE DATABASE

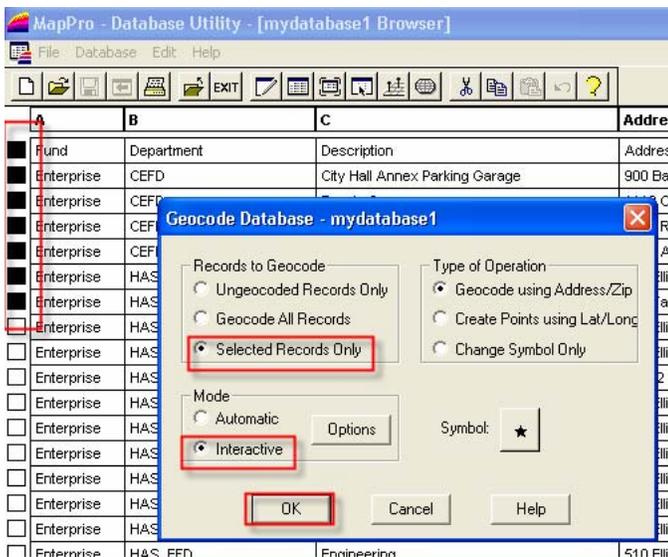
Now that your database records are open in MapPro, we need to geocode the addresses (add latitude and longitude) so they can be displayed on a map.

17. Use your mouse and in the 1st column, select the first 5 or 10 records

18. On the toolbar, click on  **Geocode Database**



19. Choose **Selected Records Only**, and **Interactive Mode**, then click 



20. MapPro will try to geocode the selected records (you may see the Advanced Search window or similar during this process. You can even manually place the address on the map if MapPro is unable to geocode).

21. Once you have a few geocoded addresses (lats and longs), you can Exit the Database Utility by going to the toolbar

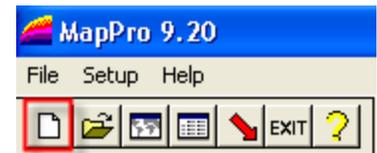
Latitude	Longitude
0.000000	0.000000
29.760774	-95.369709
29.753203	-95.366298
29.760573	-95.347601

and selecting 

● CREATE MAP

Let's start a new map so we can display our geocoded addresses.

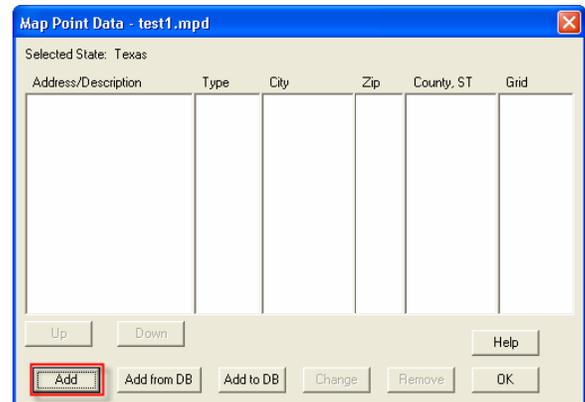
22. On the toolbar, click  on the 1st icon **New Map File**

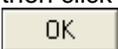


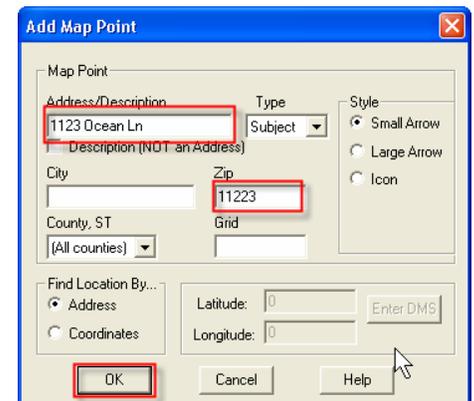
23. Give your file a name and click 

For this example let's enter a subject address then find all addresses from the database that are within a 1 mile radius of the subject.

24. On the **Map Point Data** window, click on 



25. Enter your subject address then click 



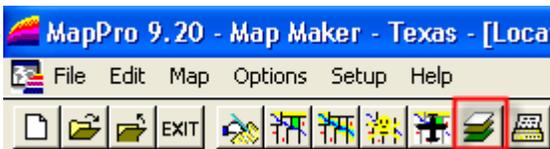
26. With the one address in our **Map Point Data** window, Click 

27. On the toolbar, click on  **Location Map**.

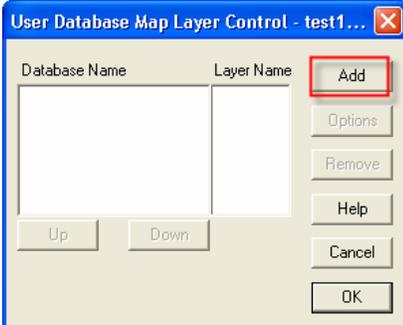


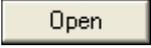
With the Subject arrow visible, let's add the addresses from the new database file.

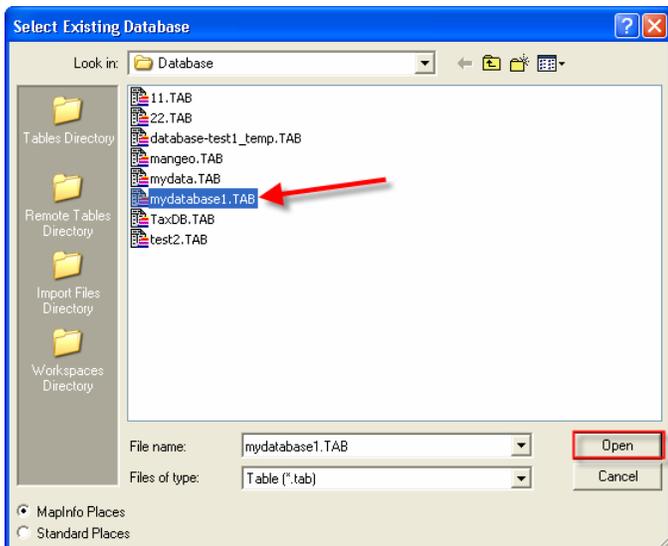
28. On the toolbar, click on  **Use Database Layer**.

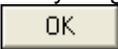


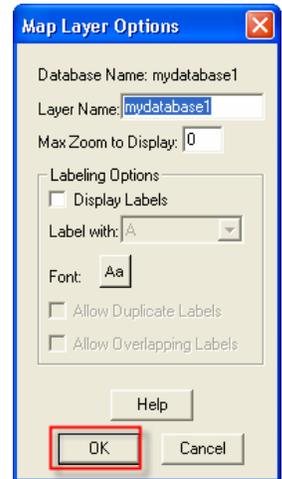
29. Click  **Add**

The image shows the "User Database Map Layer Control - test1..." dialog box. It has two columns: "Database Name" and "Layer Name". There are "Add", "Options", "Remove", "Help", "Up", "Down", "Cancel", and "OK" buttons. The "Add" button is highlighted with a red box.

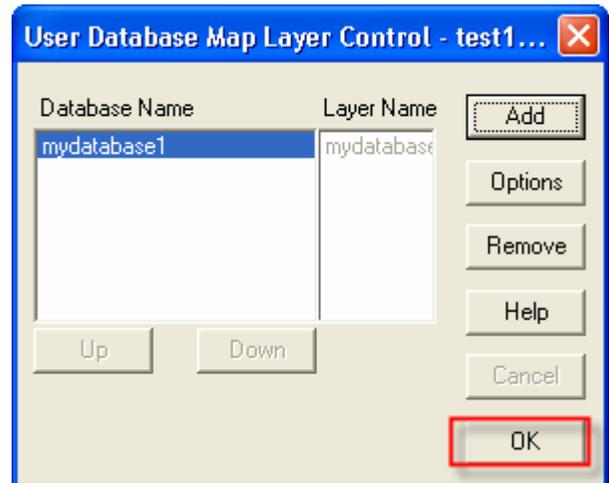
30. Select your new database TAB file and click 



31. You can change settings later. For now, just leave everything as is and click 



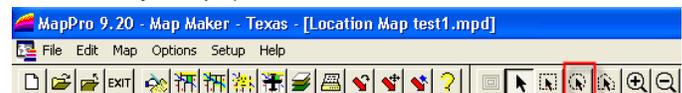
32. Your database name will be displayed in the Layer window.



33. Click  to close the Layer Control window. MapPro will redraw the map with your Subject address arrow AND your geocoded addresses (which will show up as a ★ symbol by default, which can be changed).

If there are any geocoded addresses close to your subject, you will see their symbols. Now let's narrow the field down to the addresses within a 1 mile radius.

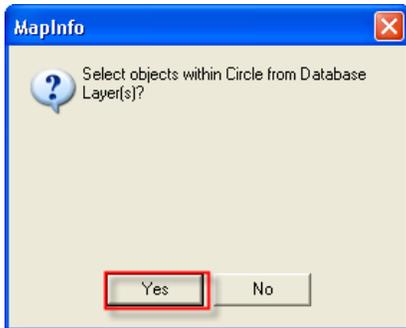
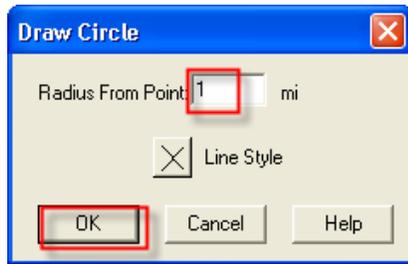
34. On the toolbar, click on  **Draw Circle** (you could use any shape)



35. Your cursor will be a small hand. Click your mouse on the tip of the subject arrow



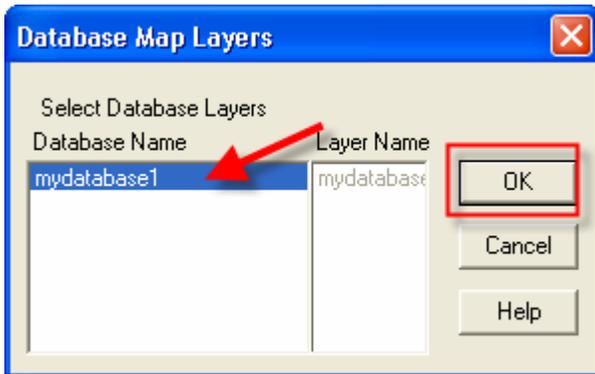
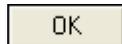
36. Type is a Radius of 1 mile and click



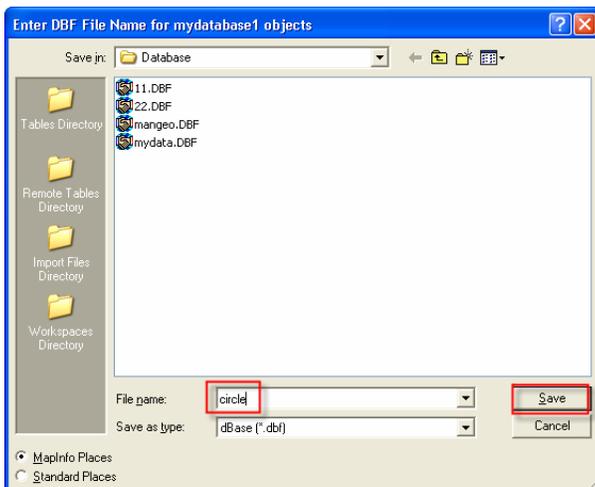
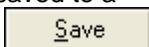
37. For this example, we can even save the addresses within the circle to a separate file so click



38. Select the database layer and click



39. The addresses within the circle will be saved to a DBF file. Give the file a name and click



● SELECTING ADDRESSES FROM DATABASE

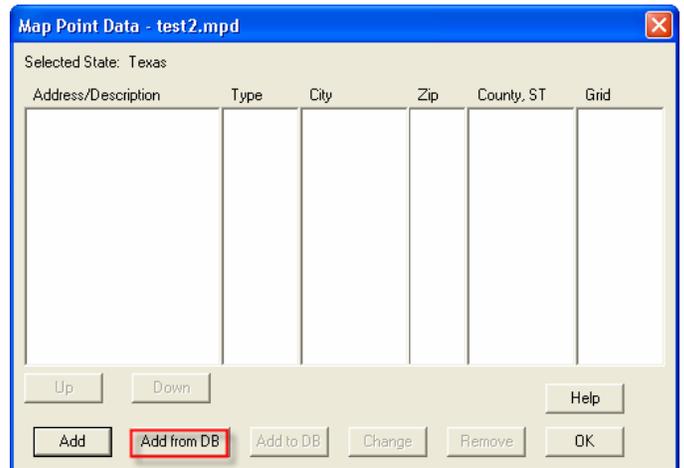
If you would like to select specific addresses from a database table:

40. Start MapPro

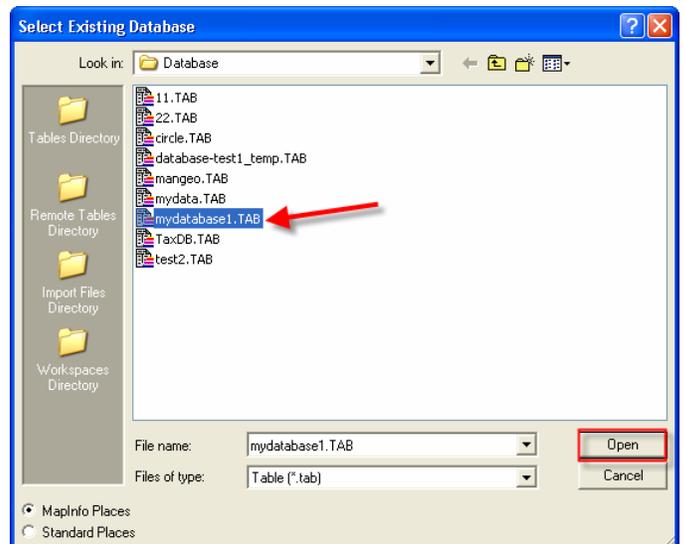
41. On the toolbar, click the 1st icon **New Map File**

42. Give your file a name and click **Save**

43. On the Map Point Data window, click on

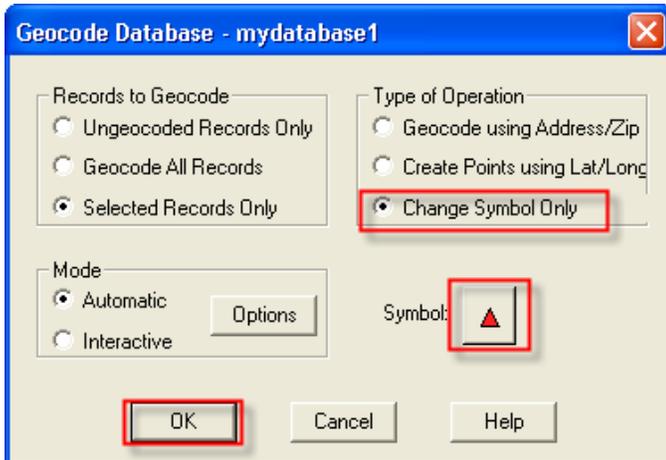


44. Select your database TAB file and click **Open**



53. You will see the new symbol in the Geocode window. Select **Change Symbol Only** then click

OK



54. MapPro will apply the changes to the selected records. Click

OK

