

# HOW DO I FIND AND MAP RETAIL TENANTS?

February, 2016

## STDB TOOLS TO USE

- Business Analyst
- Define an Area
- Business and Facilities Search in BA

Click on image to the right to begin video tutorial. Written tutorial with screen shots is below:

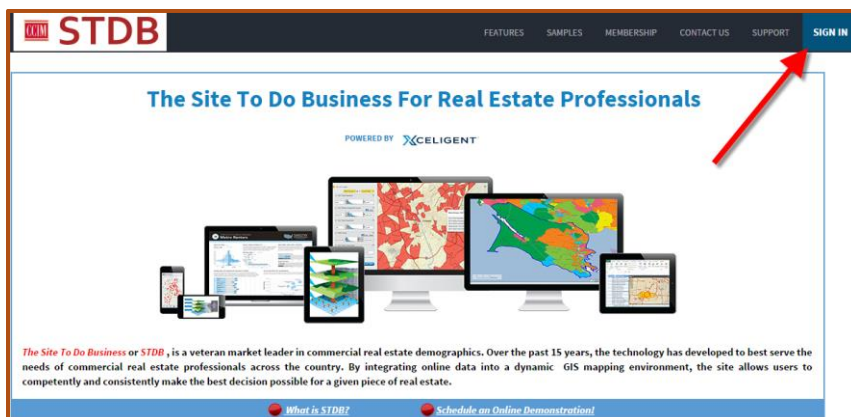
**STDB**  
Site to do Business



Get started finding and mapping retail tenants.

Written tutorial here:

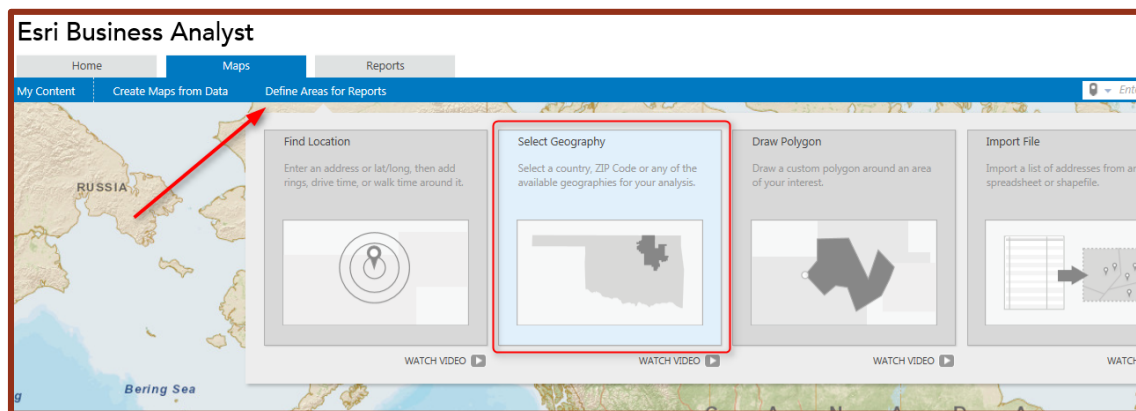
1. Login to [www.stdb.com](http://www.stdb.com).



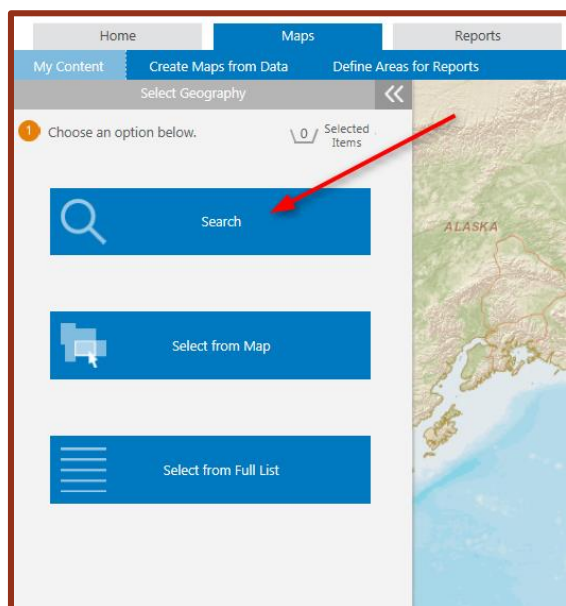
## 2. Navigate to Esri BAO.



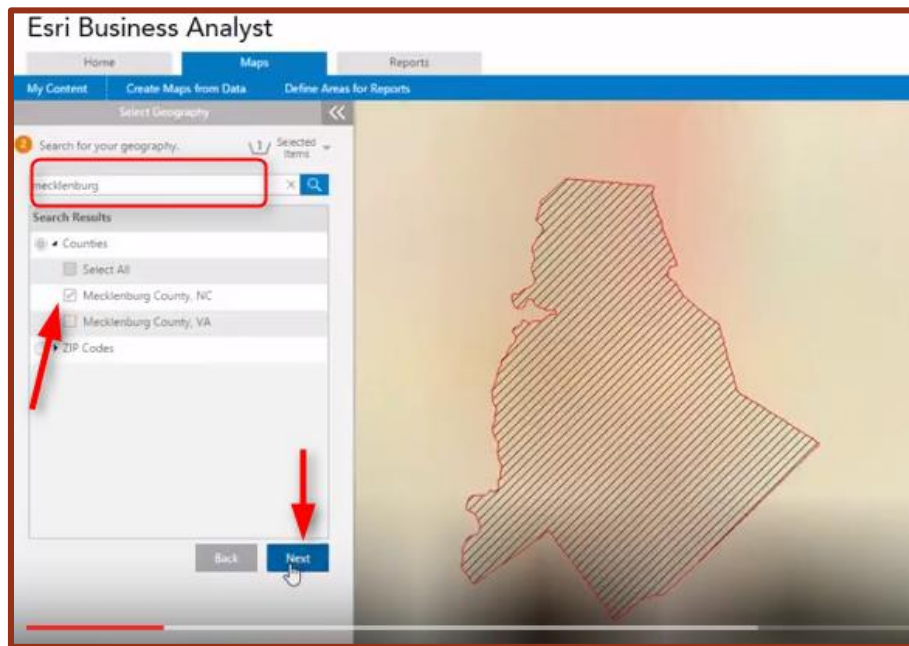
## 3. Click on the Maps Tab and choose Define Area for report to select your geography.



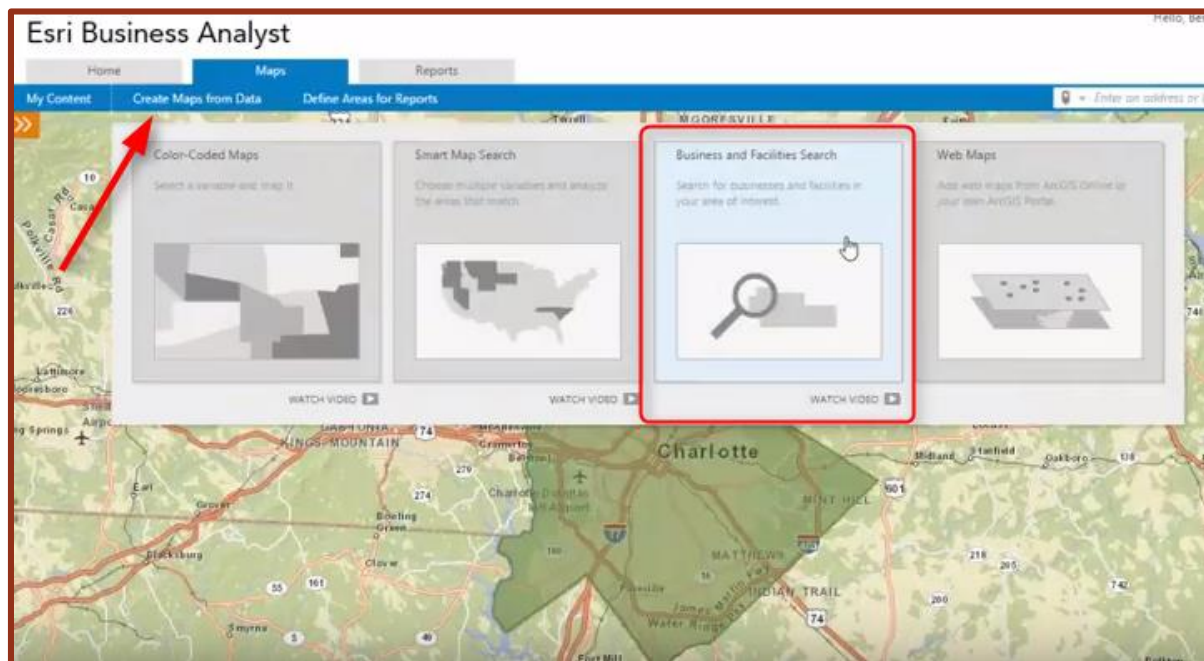
## 4. Click Search to type in your area.



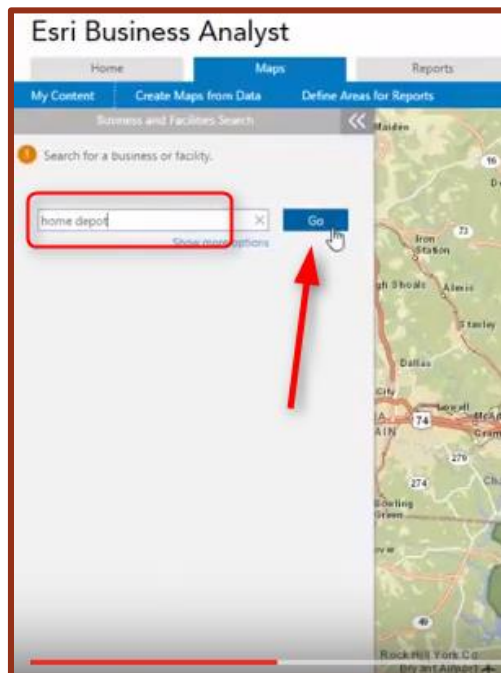
5. Type in your area, click on search, choose the county that matches, and click Next to show it on the map.



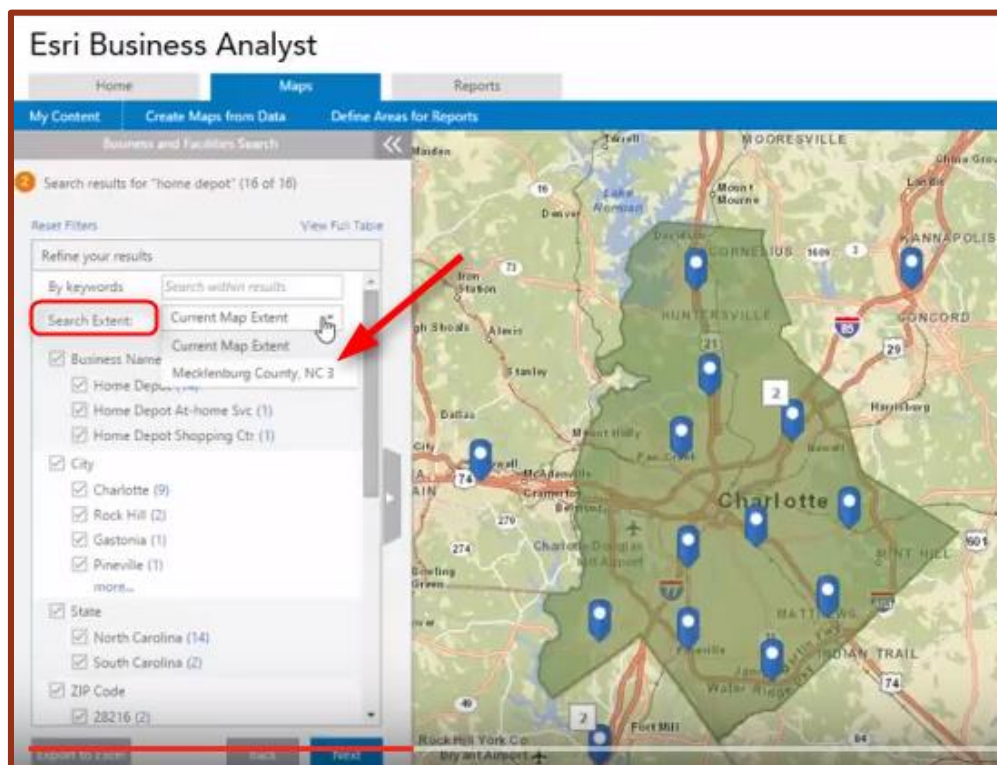
6. Click on “Create Maps from Data” under the Maps Tab and choose Business and Facility Search to plot your tenants.



7. If you know the tenant, you can type it in the search box and click Go to plot them on the map.

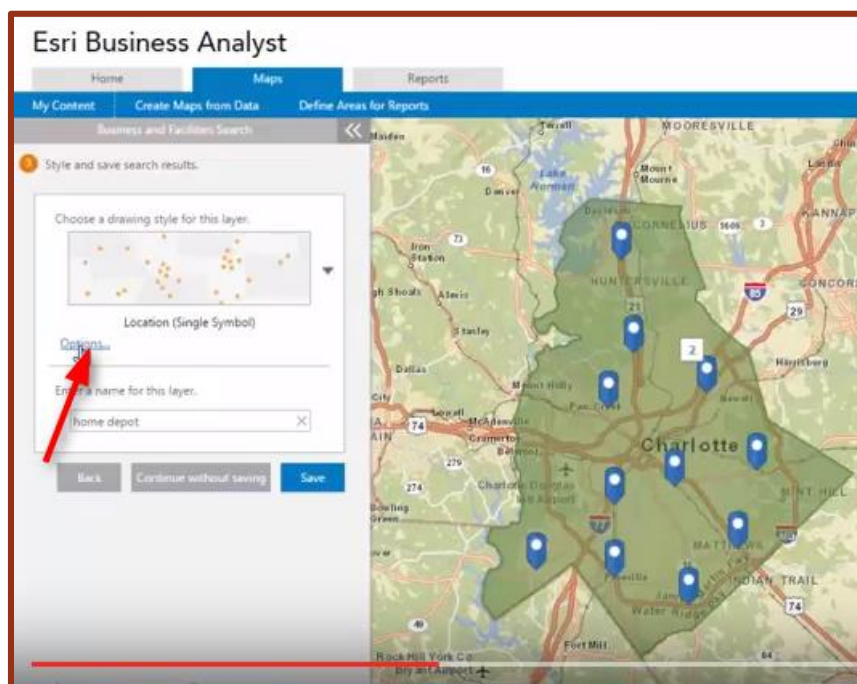


8. You can change your search extent to your area, so it will only pull tenants in your selected site.

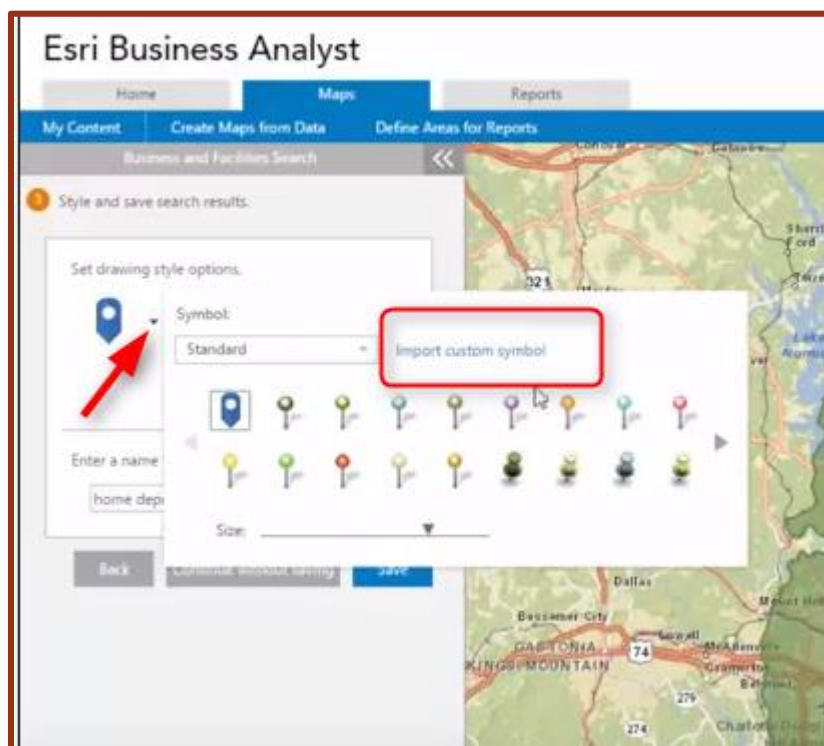


9. Click next to be able to style your results.

10. Click on Options underneath the box to choose a style to be able to change your pins.

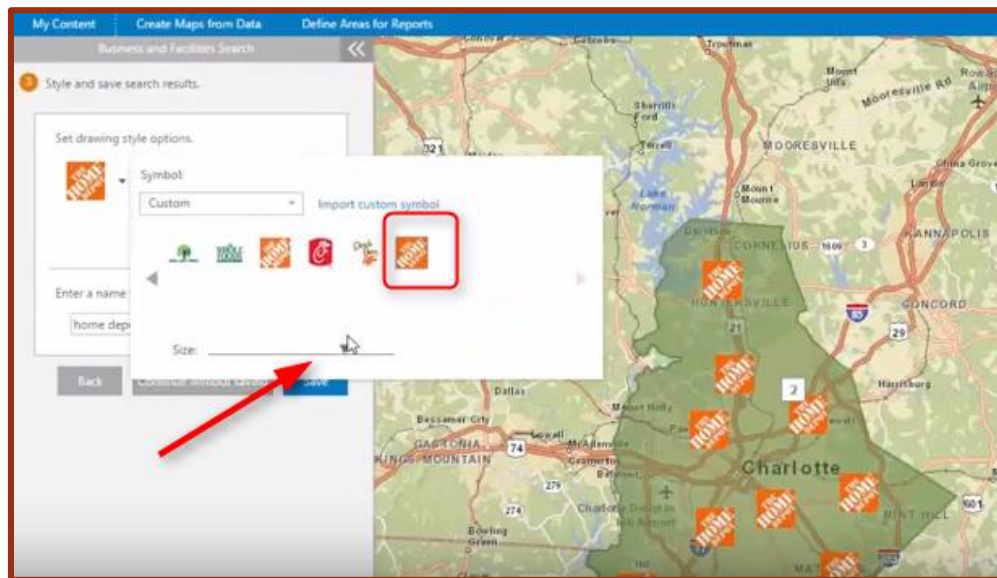


10. You will be able to choose another pin or click on “Import customer symbol” to upload the logo of the tenant.

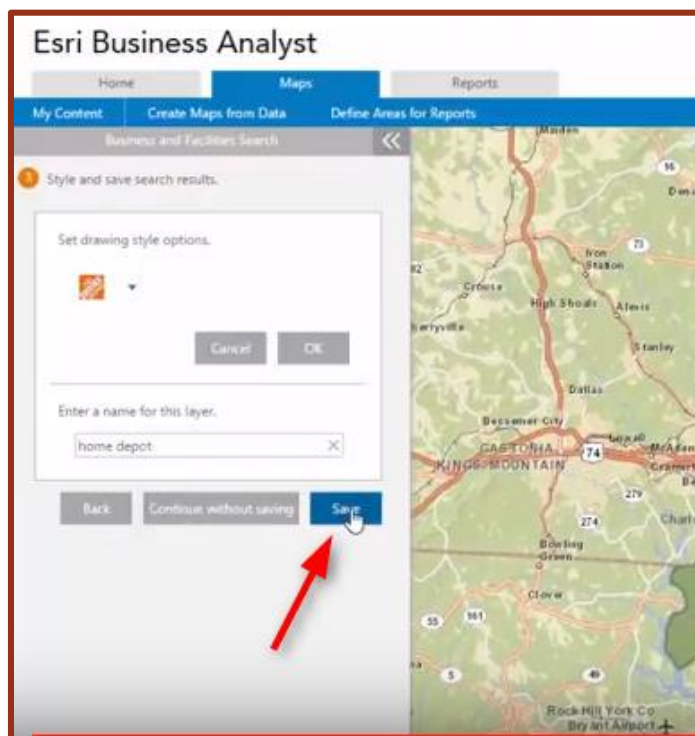


11. You will have to do a google search for the logo and save it on your desktop if you do not currently have the logo.

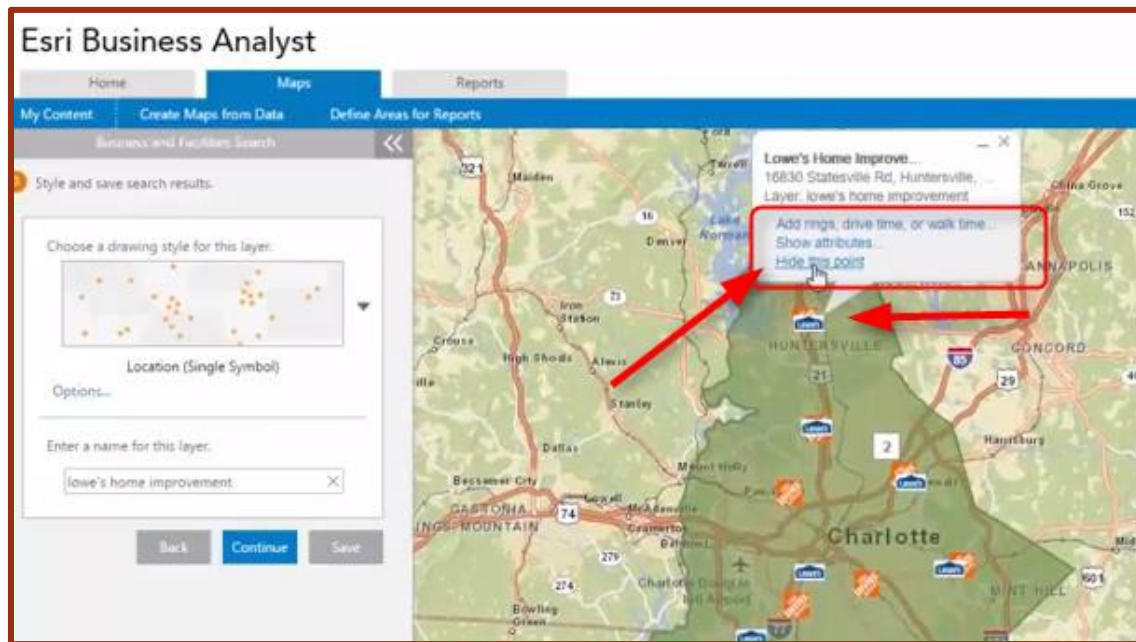
12. Once you upload your logo, you will see it will automatically upload on your map. You have the ability to adjust the size of the logo as well.



13. Once you are done, you are able to save your logo.



14. Once you have your tenants on the map; you have the ability to remove certain points as well by left clicking on the point and choosing “Hide this point,” add rings/drive times/walk times, or show the attributes from the excel file.



15. You also have the option to save the map to a PDF by clicking on the PDF icon on the right hand side of the screen.

