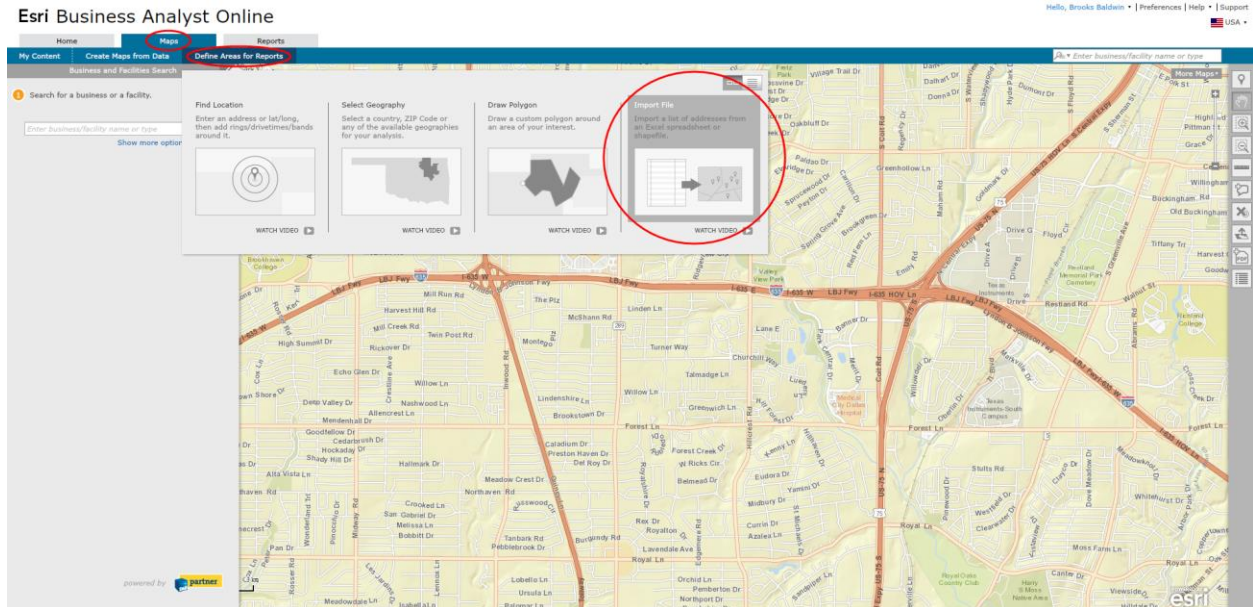
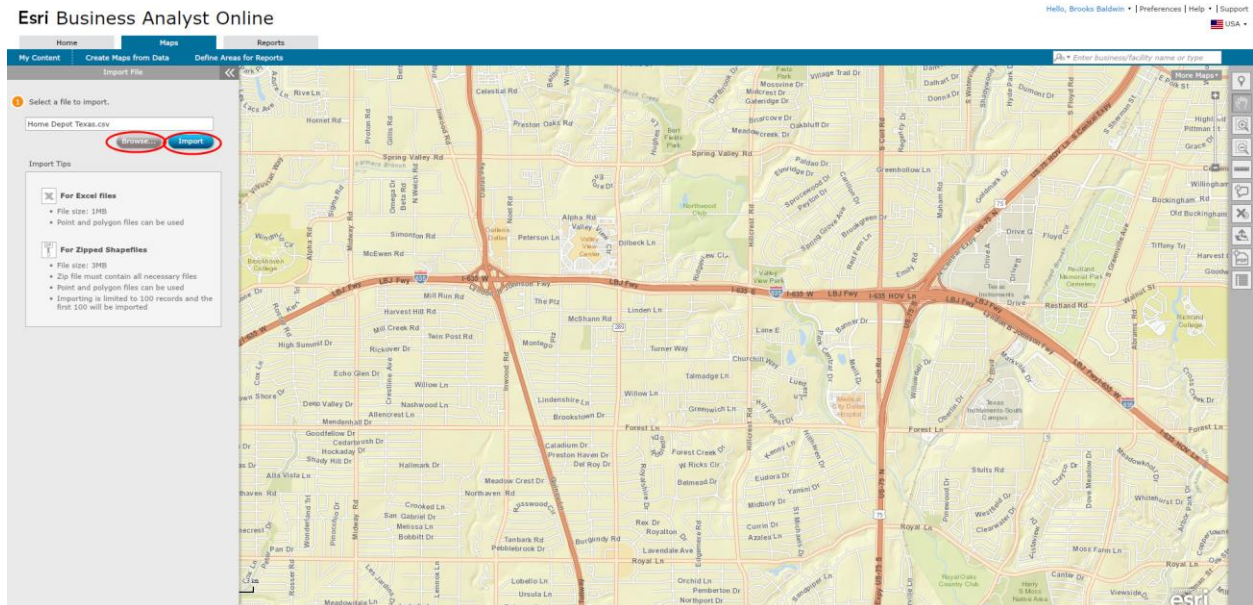


Uploading Businesses/Importing a File

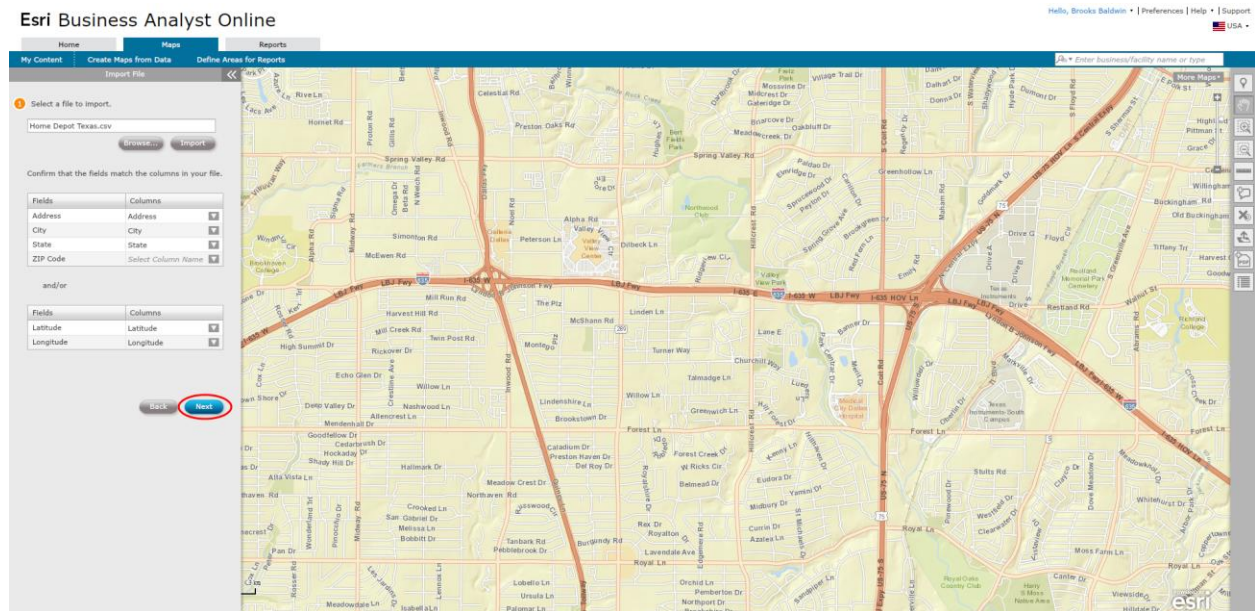
After logging into BAO, users may upload locations to the map by clicking **“Maps”** in the upper left corner of the BAO home page. Click on **“Define Areas for Reports”** and then **“Import File”**.



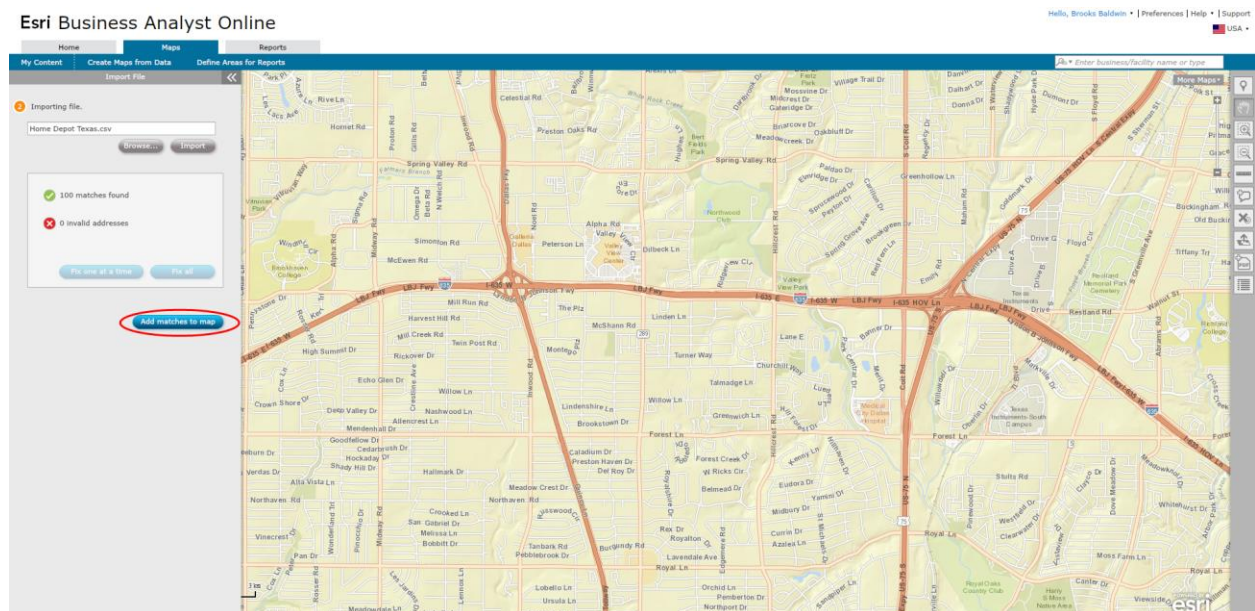
Click **“Browse”** to locate an Excel Spreadsheet and then click **“Import”**.



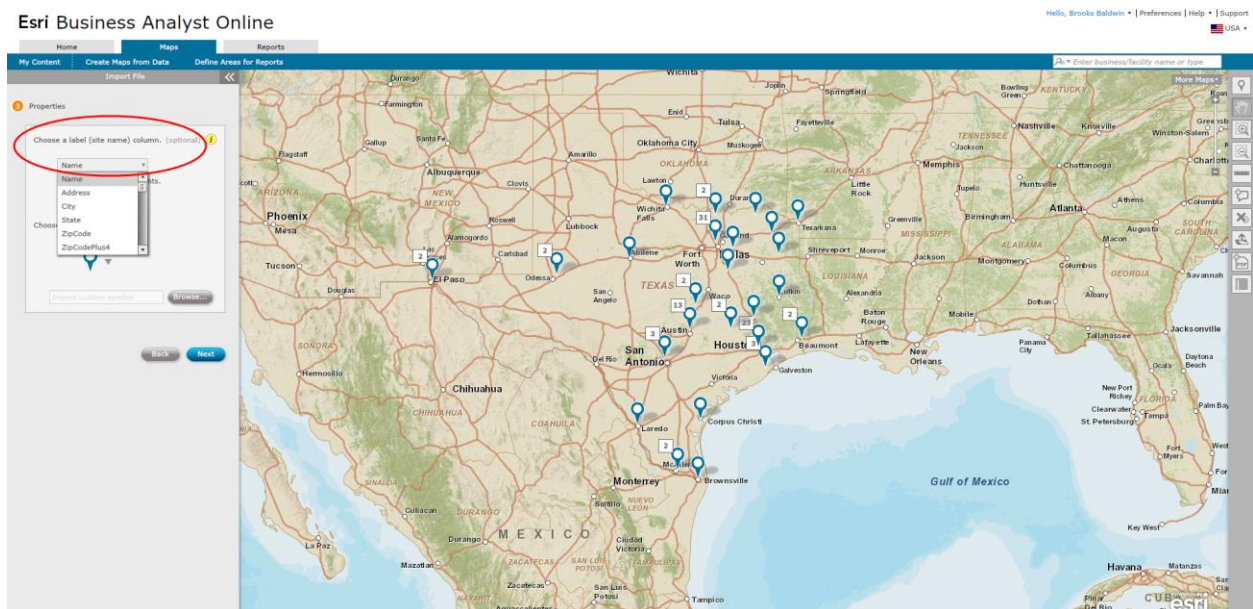
Click **“Next”** to upload the spreadsheet.



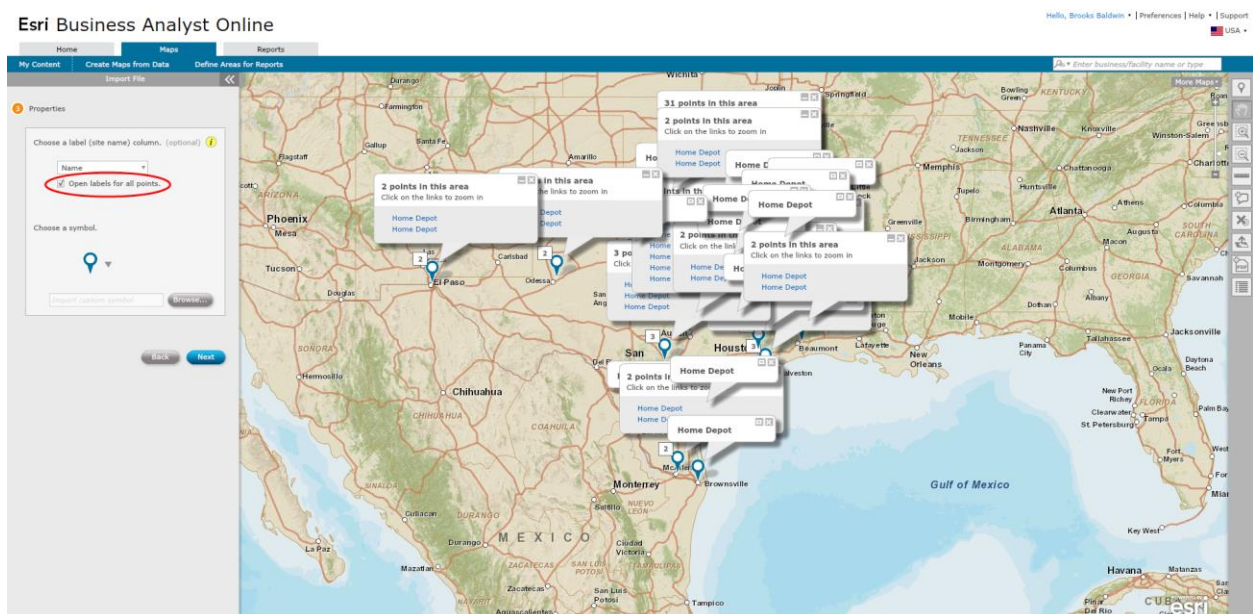
Click **“Add Matches to Map”** to plot the locations on the map.



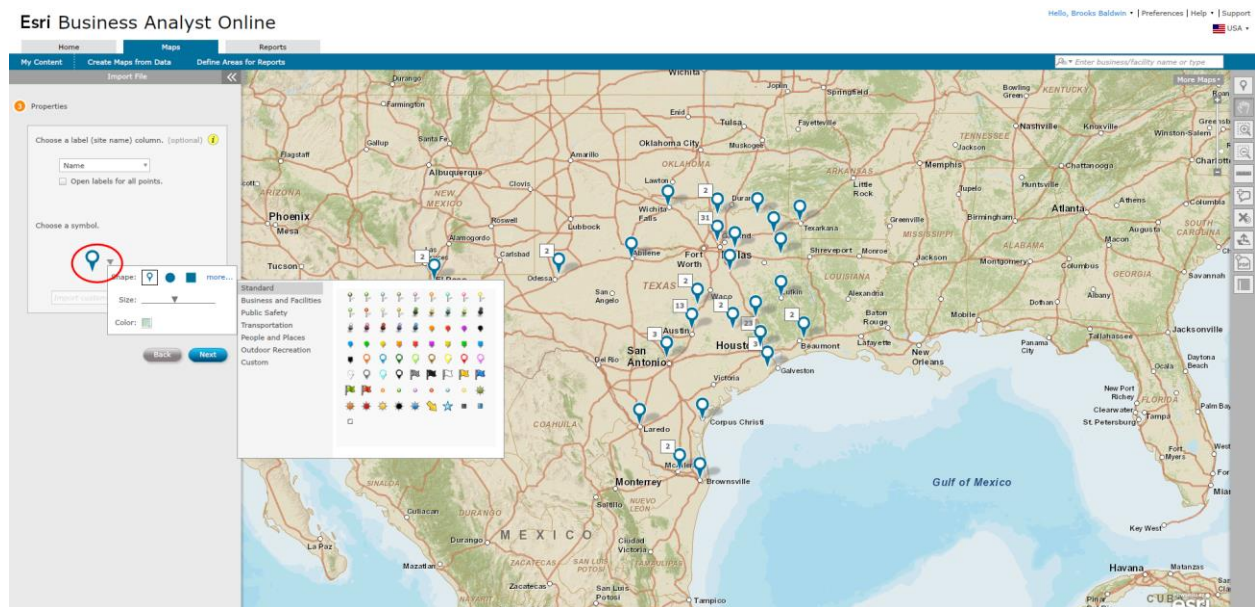
Optional: Choose a column name to label locations on the map.



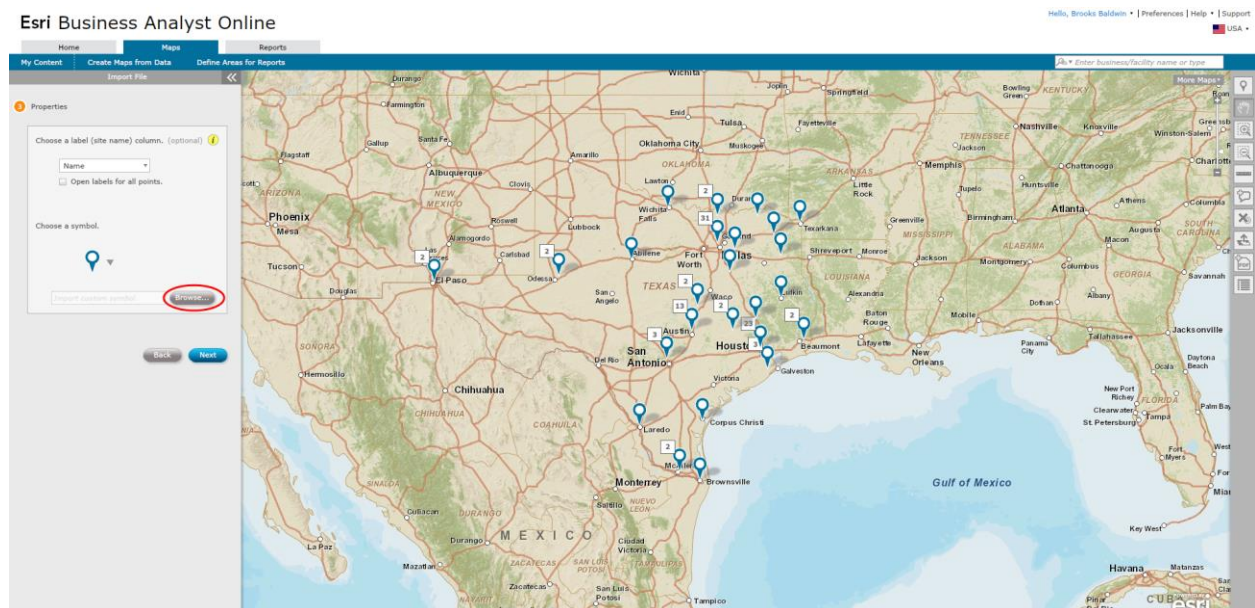
Optional: Check “Open labels for all points” to label the locations on the map.



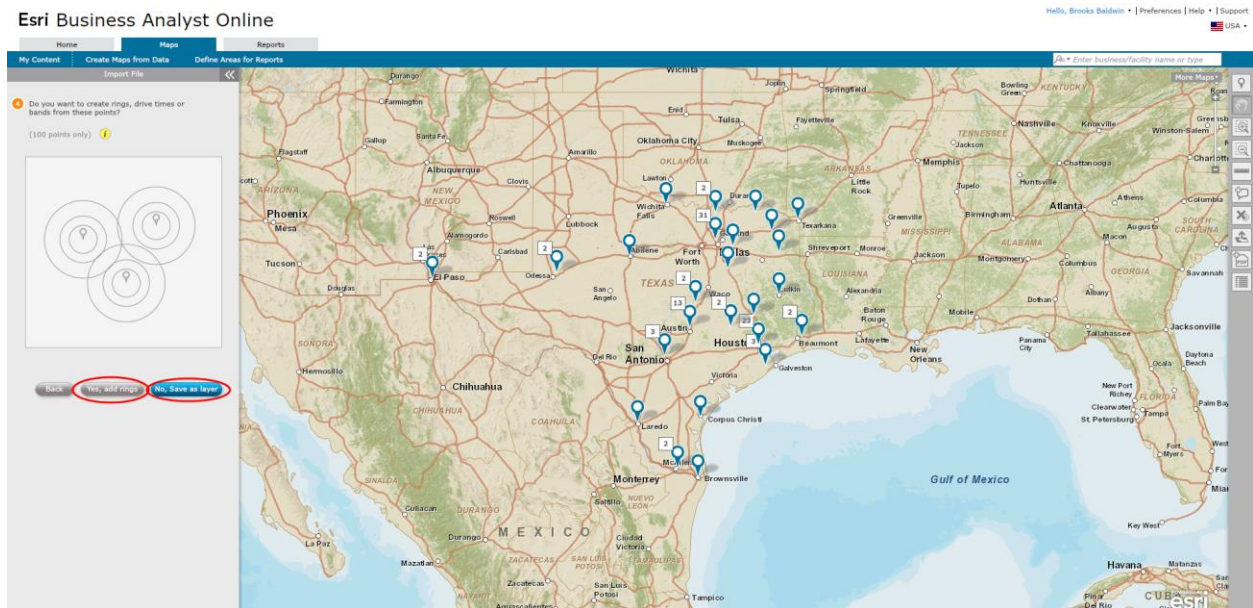
Choose a symbol for the map locations.



Click **“Browse”** to upload a custom symbol for the locations.

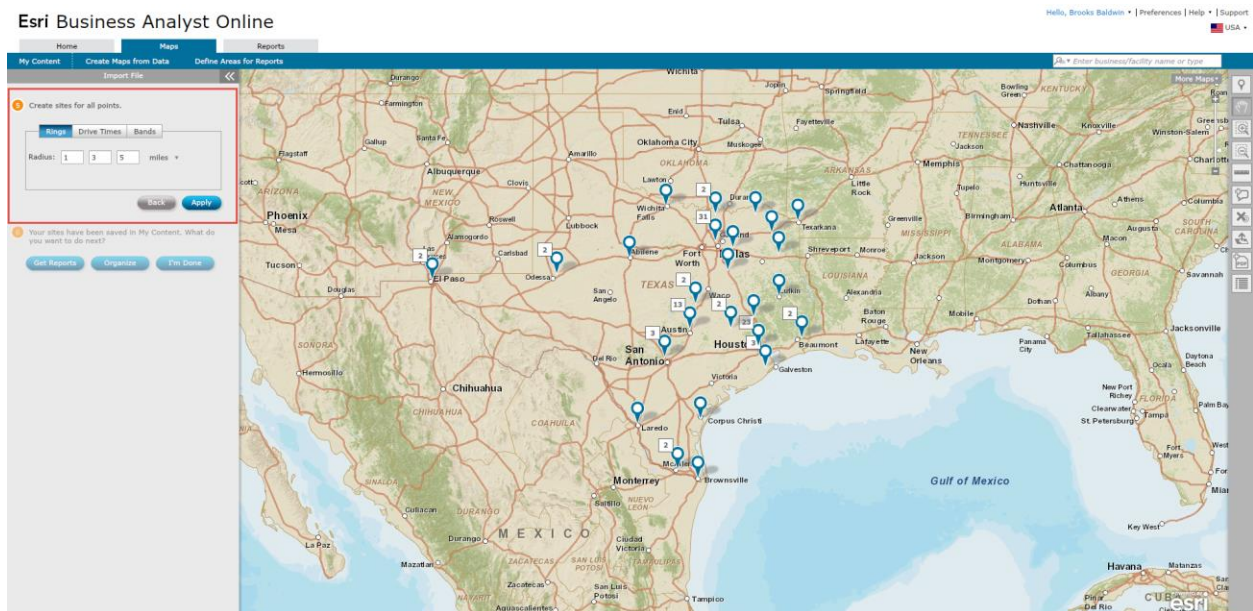


Click “Next” to either Add Rings to the locations or to Save as a Map Layer.

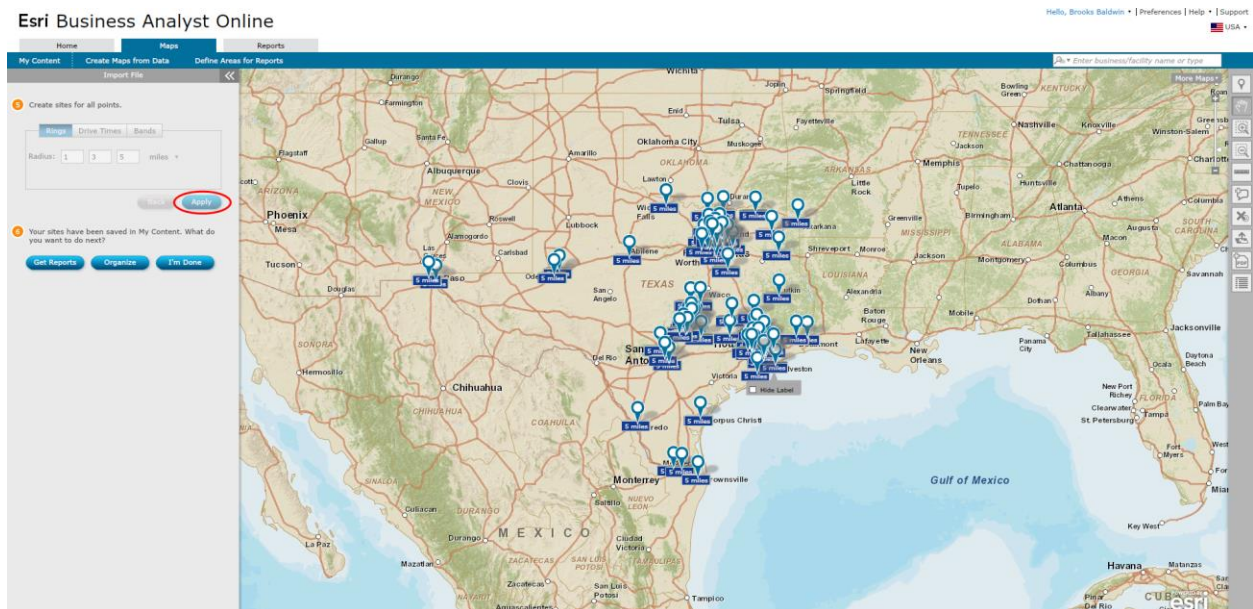


Yes, Add Rings

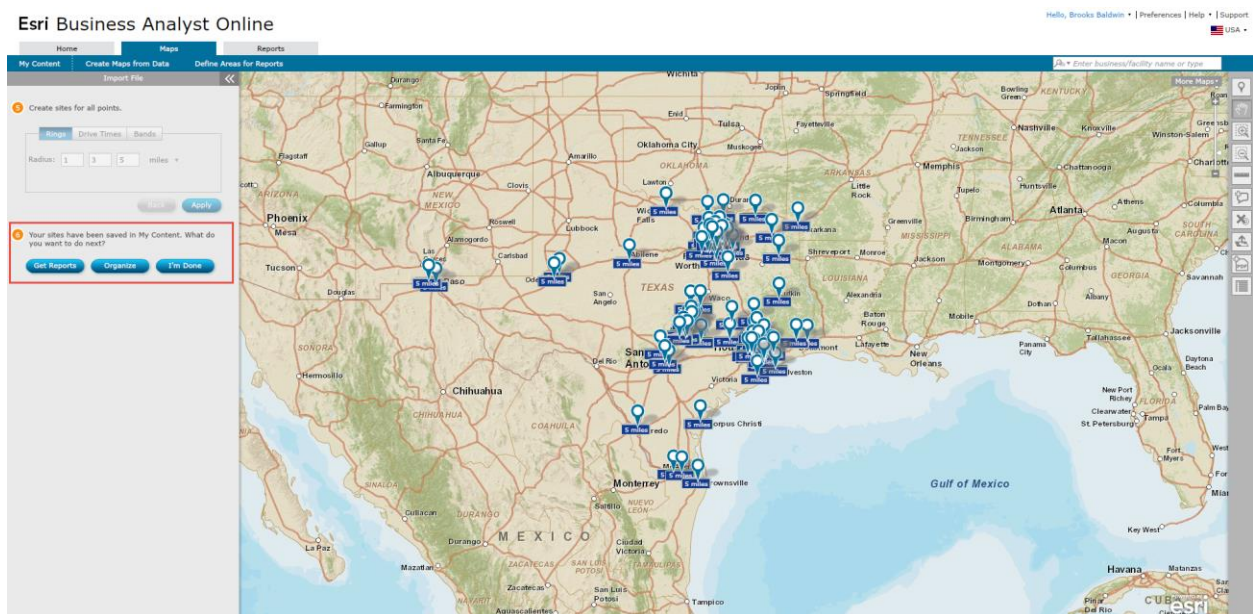
Add rings, drive times or bands.



Click **“Apply”** to add the rings, drive times or bands.



The sites will be saved in **“My Content”**. Choose from **“Get Reports”**, **“Organize”** and **“I’m Done”**.



Get Reports

Add reports and either click **“Run Now”** for individual sites or click **“Run All”** for all site locations.

Esri Business Analyst Online

Hello, Brooks Baldwin • Preferences | Help • Support

USA

Home Maps Reports

My Content Standard Reports Comparison Reports

1 Select sites
Selected Sites: 20
Select All / None

2 Add reports

3 Run reports

Report Name View: All Reports Search for reports

Report Name Vantage

2010 Census Profile Run Now

ACS Housing Summary Run Now

ACS Population Summary Run Now

Age 50+ Profile Run Now

Age by Sex by Race Profile Run Now

Age by Sex Profile Run Now

Automotive Aftermarket Expenditures Run Now

Business Locator Run Now

Business Summary Run Now

Community Profile Run Now

Demographic and Income Comparison Profile Run Now

Demographic and Income Profile Run Now

Detailed Age Profile Run Now

Disposable Income Profile Run Now

Dominant Tapestry Map Run Now

Electronics and Internet Market Potential Run Now

Executive Summary Run Now

Financials Market Potential Run Now

Financial Expenditures Run Now

Graphic Profile Run Now

Health and Beauty Market Potential Run Now

House and Home Expenditures Run Now

Household Budget Expenditures Run Now

Household Income Profile Run Now

Housing Profile Run Now

Major Shopping Center Locator Run Now

Major Shopping Center Map Run Now

Market Profile Run Now

Report subtitle: Prepared by Esri

Run All

Organize

Check a box or multiple boxes next to sites to either **“Move Selected”** or **“Delete Selected”**.

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USA

Home Maps Reports

My Content Create Maps from Data Define Areas for Reports

My Sites (109 sites, 0 folders)

Site Name Date

Home Depot 96 07/21/2014

Home Depot 95 07/21/2014

Home Depot 94 07/21/2014

Home Depot 93 07/21/2014

Home Depot 92 07/21/2014

Home Depot 91 07/21/2014

Home Depot 90 07/21/2014

Home Depot 89 07/21/2014

Home Depot 88 07/21/2014

Home Depot 87 07/21/2014

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Home Depot 11 07/21/2014

Home Depot 10 07/21/2014

Home Depot 9 07/21/2014

Home Depot 8 07/21/2014

Home Depot 7 07/21/2014

Home Depot 6 07/21/2014

Home Depot 5 07/21/2014

Home Depot 4 07/21/2014

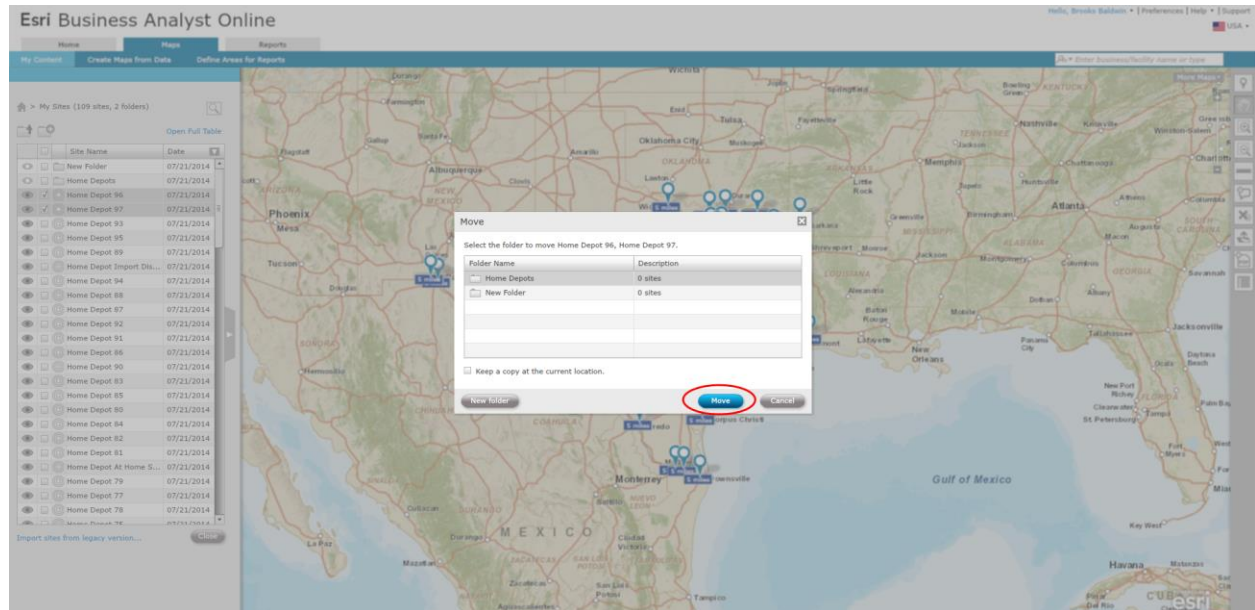
Home Depot 3 07/21/2014

Home Depot 2 07/21/2014

Home Depot 1 07/21/2014

Import sites from legacy version...

Click **“Move Selected”** to organize sites into folders.



Click **“Delete Selected”** to delete sites from **“My Content”**.

I’m Done

Click **“I’m Done”** to return to the Uploading Businesses workflow.