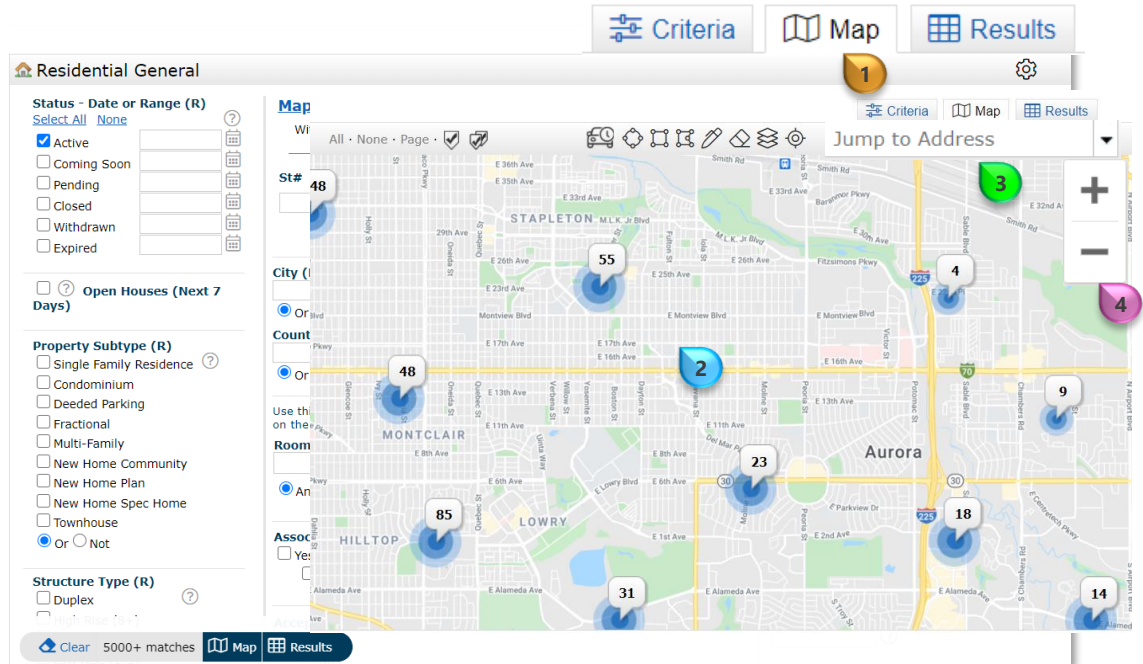


From the search **Criteria Screen** select **"Map"** **1**



A Map will present **2**

## Position Map

Type the *street address, city, or zip code* in the **"Jump to Address"** **3** field to quickly zoom to a location on the map

Move the map by left clicking on the **"map,"** holding the left mouse button down, and dragging the mouse in any direction


## Zoom In and Out On the Map

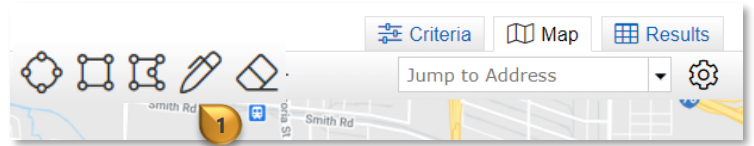
Zoom in by clicking the **+** button and zoom out by clicking the **-** button **4**

Zoom by holding down the *left mouse button*, **"CTRL"** button on the keyboard, and using the *scroll wheel* on the mouse

Zoom in by *double clicking* on the map

## Map Drawing Tools

Locate the *Map Tools*  at the top of the map



### Radius



Click the **“center”** of the desired *search area* and hold down the left mouse button and drag to draw a radius  
Let go of the mouse button to stop drawing  
The shape will then become your search area criteria


### Rectangle

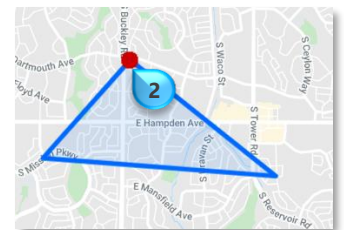


Click the **“upper corner”** of the search area and hold down the mouse button, drag the mouse to draw a rectangle  
Let go of the mouse to stop drawing  
The shape will then become your search criteria

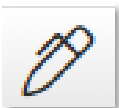
### Polygon



Click to draw the first point, drag the mouse, click for each point of the polygon  
Right click to stop drawing or move the mouse to the red start dot  
The shape will then become your search criteria 



### Freehand Polygon



Freehand polygon is designed for drawing on touch screens  
Place your finger on the screen for the first point  
Drag your finger in the desired shape, returning to the starting point to complete the shape

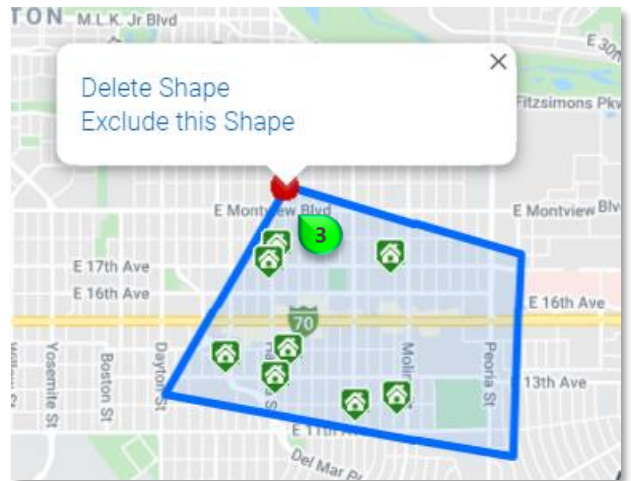
## Clear All Shapes



Click on the *eraser icon* to clear all shapes from the map

## Exclude or Delete an Area

Hover over the red start dot to view options



**Note:** There can be up to **10 shapes** drawn on the map at one time