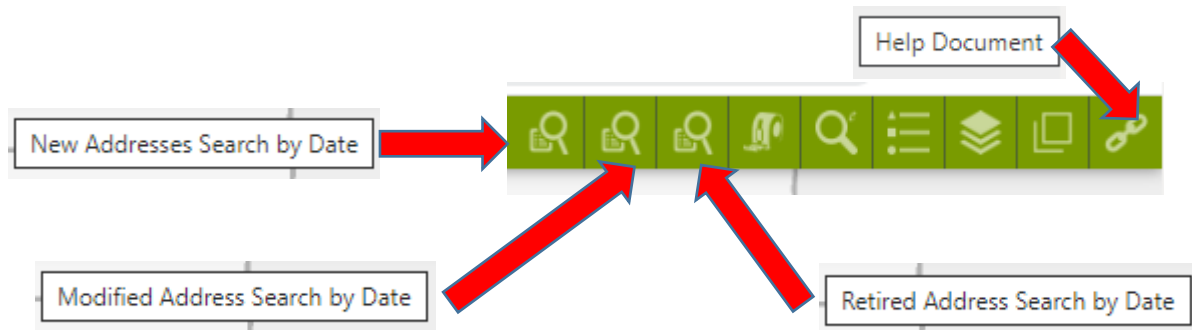


Community Address Change Tracker Help Document

Search tools are located in the upper right corner of the Community Address Change Tracker App. You can choose to search by Date for New Addresses, Modified Addresses, or Retired Addresses using the appropriate tool. This help document focuses on the use of these 3 tools. The instructions are using the New Address search tool, but the usage is identical for the Modified and Retired Addresses as well.



When clicking on the New Addresses Search by Date tool, you will see a dialog box that will allow you to pick a date in the past to search for New Addresses from. This allows you to pick a date close to the last time you used this site to discover any new addresses that have been added into GIS. To choose a new date rather than the default date that is shown at startup, click the pick list arrow on the right side of the date field, and then choose the word The Date. This will now show you a calendar view where you can click the right or left arrows to move to a different Month, and then just click a date of your choosing to search from.

The screenshot shows the 'New Addresses Search by Date' dialog box. It has a green header with the title and close/minimize buttons. Below the header, there are tabs for 'Tasks' and 'Results'. The 'Tasks' tab is active, showing the 'Query criteria' section. Under 'Query criteria', there is a label 'Created on is on or after' and a date input field containing '5/1/2022'. A small downward arrow is next to the date field. Below the date field, there is a hint: 'Pick a Date in the past to search for New Addresses from'. At the bottom, there is a 'Result layer name' section with a text input field containing 'New Addresses Search by Date _Query result'. On the right side of the dialog, there is a 'Date Picker' section. It shows a calendar for May 2022. The calendar has days of the week (S, M, T, W, T, F, S) and dates (1 through 31). The date '1' is highlighted. Below the calendar, there are years '2021', '2022', and '2023' for navigation.

New Addresses Search by Date

Tasks

Results

New Addresses Search by Date

Query criteria

Created on is on or after

1/1/2022

Pick a Date in the past to search for New Addresses from

CREATEDON is on or after 1/1/2022

Result layer name

New Addresses Search by Date _Query result

Click Apply to run your Query

Apply

After entering in your date, you will see the date you want to search from in the dialox box. At the bottom of the New Address Search By Date dialog box, click the Apply button to execute your search parameters.

New Addresses Search by Date

Tasks

Results

New Addresses Search by Date _Query result

...

Displayed features:223/223

N Pike Lake Dr

House Number

234

Street Name

N Pike Lake Dr

ZIP Code

53027

Residential

No

PID

2201008061

ESN

00144

Notes

Former 220 N Pike Lake Drive now split by CSM creating 2 parcels. This will be 2 of 2 Paul Beyer

Created on

January 2, 2022

Source

Municipality

N Pike Lake Dr

House Number

158

Street Name

N Pike Lake Dr

ZIP Code

53027

Residential

No

PID

2201008062

ESN

00144

Results will be returned immediately in the side panel view, and they will automatically be shown in the map of where these changes have occurred so you have a visual of these records.

Community Address Change Tracker Help Document

Two ways to view records differently in the side panel view explained below. Clicking on any of the returned results will open up a pop up in the Map Window showing you the location and attributes of the record that was clicked.

The screenshot displays the 'New Addresses Search by Date' interface, which is divided into two side panels. Both panels feature a green header with the title and a close button. The left panel has a 'Tasks' tab selected, showing a search query and a list of results. The right panel has a 'Results' tab selected, showing a list of results. Each result entry includes a green sun icon, the address name, and a dropdown arrow. The left panel also shows detailed attributes for each selected address, such as House Number, Street Name, ZIP Code, Residential status, PID, ESN, Notes, Created on date, and Source.

Left Panel: New Addresses Search by Date

Tasks Results

New Addresses Search by Date _Query result

Displayed features: 223/223

N Pike Lake Dr

House Number: 234
Street Name: N Pike Lake Dr
ZIP Code: 53027
Residential: No
PID: 2201008061
ESN: 00144
Notes: Former 220 N Pike Lake Drive now split by CSM creating 2 parcels. This will be 2 of 2 Paul Beyer
Created on: January 2, 2022
Source: Municipality

N Pike Lake Dr

House Number: 158
Street Name: N Pike Lake Dr
ZIP Code: 53027
Residential: No
PID: 2201008062
ESN: 00144
Notes: Former 220 N Pike Lake Drive now split by CSM creating 2 parcels. This will be 2 of 2 Paul Beyer
Created on: January 2, 2022
Source: Municipality

Clover Rd

House Number: 1365
Street Name: Clover Rd
ZIP Code: 53027
Residential: No
PID: 0313

Right Panel: New Addresses Search by Date

Tasks Results

New Addresses Search by Date _Query result

Displayed features: 223/223

N Pike Lake Dr

N Pike Lake Dr

Clover Rd

Clover Rd

Tahoe Ln

Scenic Pointe Ct

Scenic Pointe Ct

Scenic Pointe Ct

Scenic Pointe Ct

Scenic Pointe Ct

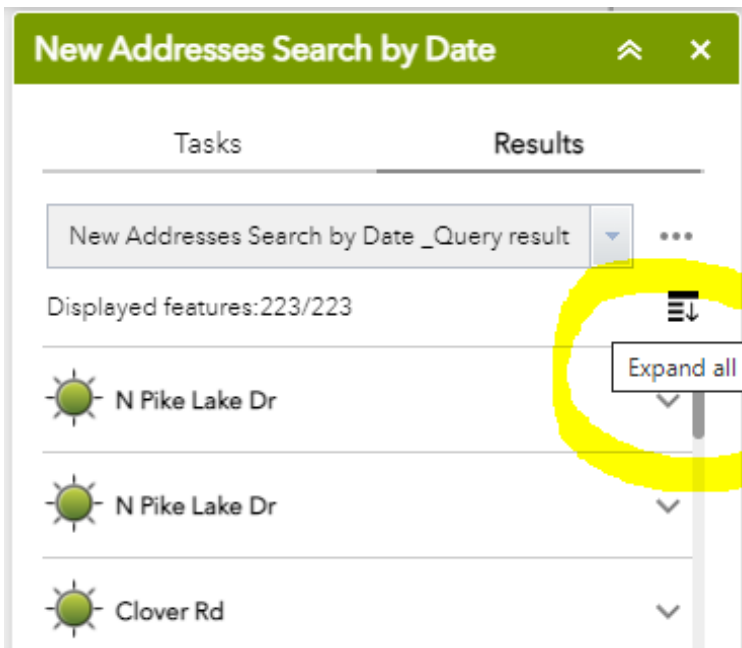
Scenic Pointe Ct

Scenic Pointe Ct

Scenic Pointe Ct

Scenic Pointe Ct

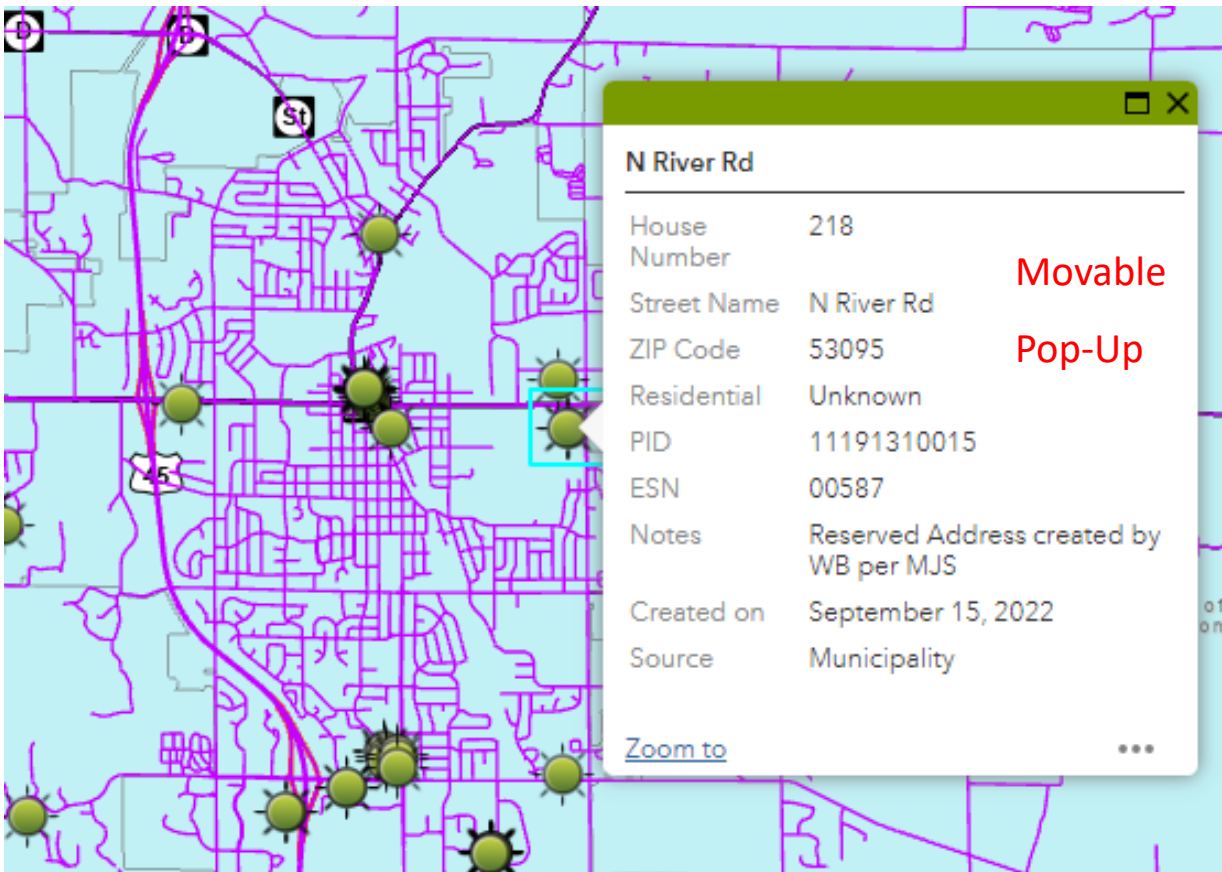
Scenic Pointe Ct

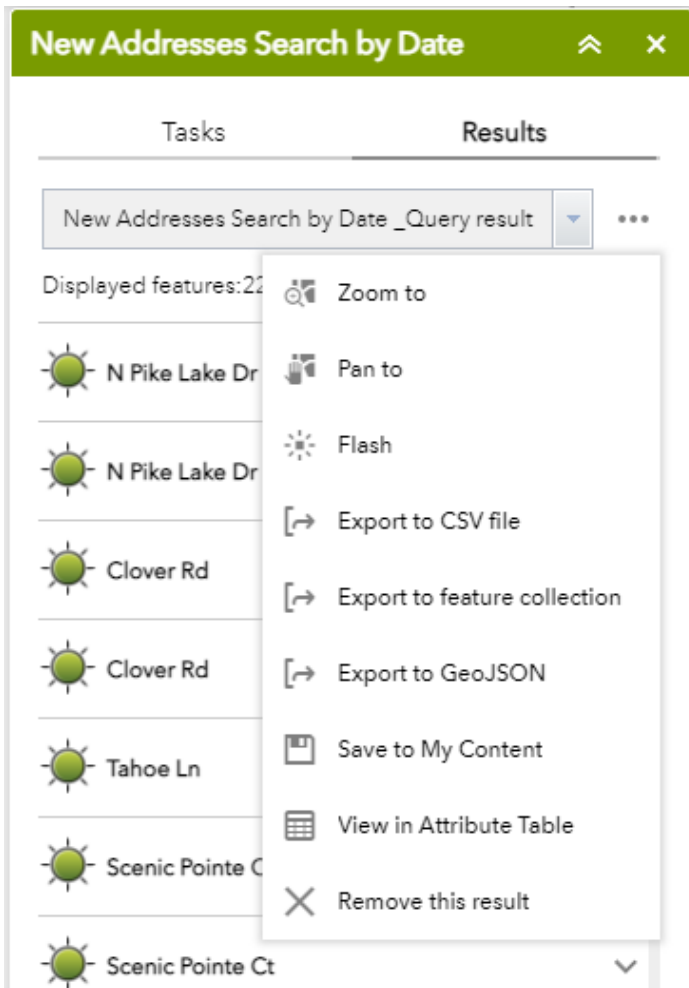


Expand or Collapse
Search results

Clicking the Collapse or Expand sandwich, you can shorten up the return of all of the attributes if you wish for a more compact listing of the search results. The examples of the different look of the side panel view are shown in the previous page.

Clicking on any of the returned results in the side panel view will show you in the Map where that record is spatially, and also open up a pop-up window with the attributes that are part of the record for you to view.



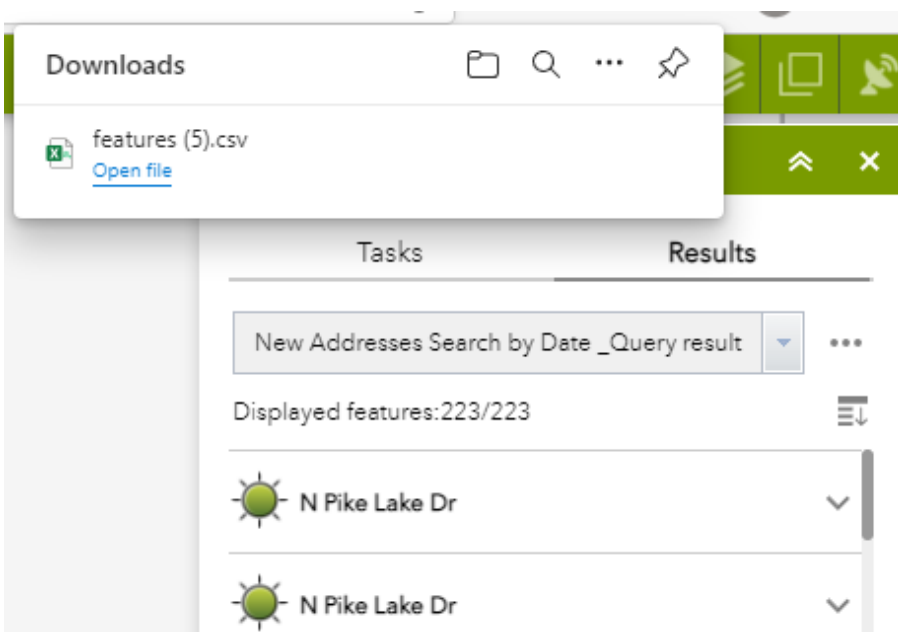


Three Ellipses for more options

Export, Flash, View Attribute Table, ...

Excel Format choice is CSV

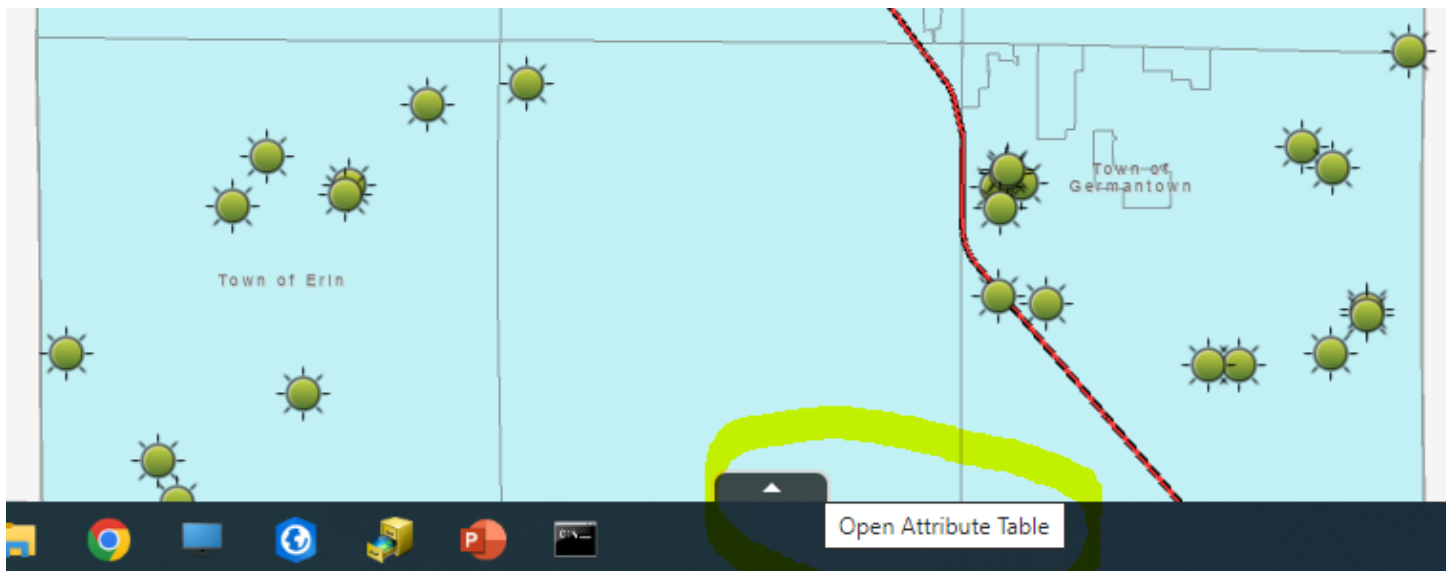
Clicking the Three Ellipses you can choose other options in order for you to interact with the data you searched for. If you Click the Export to CSV option, you will be able to download and work with this file in Excel format. Just click on the open file link, and your Excel document will open and allow you to save it anywhere on the network that you choose.



Download to PC in Excel Format

Community Address Change Tracker Help Document

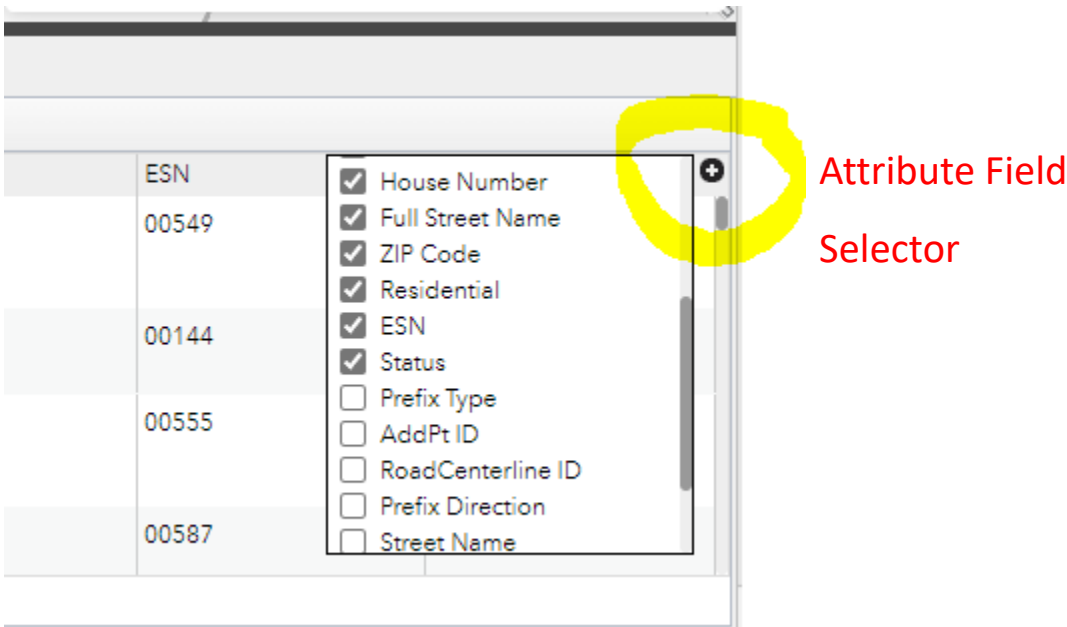
At the bottom of the map there is an Arrow pointing upwards. This allows you to open up the Attribute table to see all of the records your search returned in an easy to view table format. Just click the arrow and the table will pop up. You can grab the top of the Table and make it bigger or smaller as you like. On the right side of the Attribute Table there is a Plus Sign that you can click that will allow you to choose as many of the attributes that you want to see. This is helpful if you only need to know several bits of information and not the entire set of data provided for you. By unchecking one of the boxes next to the Attribute field name, that will hide the data from the table. This does not remove the data, only masks it from your view, and only in your session of the App. The data is always there for the next time you need to conduct a search and does not have an effect on any other users who are accessing this App.

A screenshot of the attribute table interface. The table is displayed below a map. A yellow circle highlights a downward-pointing arrow icon in the toolbar, with a white box containing the text 'Hide Attribute Table' next to it. The table has the following data:

Address Source	Notes	Tax Municipality	PID	House Number	Full Street Name	ZIP Code
Municipality	Address for 2 parcels: T8_016300Z & T8_0166 Anne Trautner	Town of Kewaskum	016300Z	4187	Hy 28	53040
Municipality	Added by Municipality Paul Beyer	City of Hartford	1702008132	808	Bridlewood Dr	53027
Municipality	Community Address Reporter Submission Cindy Komro	Town of Trenton	0188104	6853	Jubilee Ave	53090
Municipality	2900 is an Active address in WB per MJS	City of West Bend	11192540018	2900	E Progress Dr	53095

Map view Attribute Table

Community Address Change Tracker Help Document



On the right side of the Attribute Table there is a Plus Sign that you can click that will allow you to choose as many of the attributes that you want to see. This is helpful if you only need to know several bits of information and not the entire set of data provided for you. By unchecking one of the boxes next to the Attribute field name, that will hide the data from the table. This does not remove the data, only masks it from your view, and only in your session of the App. The data is always there for the next time you need to conduct a search and does not have an effect on any other users who are accessing this App. A sample screen shot of the Excel table when you choose to Export to CSV option

features (7).csv										
Created on	Address Source	Notes	PID	House Number	Full Street Name	ZIP Code	Residential	ESN	x	y
31-May-22	Municipality	2 of 3 lots created by CSM Paul Beyer	2902012010	746	Bighorn Dr	53027	Yes	144	-9840164	5358954
31-May-22	Municipality	3 of 3 lots created by CSM Paul Beyer	2902012011	802	Bighorn Dr	53027	Yes	144	-9840163	5358919
12-Jun-22	Municipality	1 of 3 new lots created by CSM Paul Beyer	2902012009	734	Bighorn Dr	53027	Yes	144	-9840164	5358989
12-Jun-22	Municipality	Former 746 and 802 Bighorn Dr. lots have been combi	2902012013	750	Bighorn Dr	53027	Yes	144	-9840162	5358939
11-Jul-22	Municipality	House turning into a duplex so a second address was	2103009010	92	S Main St	53027	Yes	144	-9838267	5360170
1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	808	Bridlewood Dr	53027	Yes	144	-9839506	5363774
1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	830	Bridlewood Dr	53027	Yes	144	-9839695	5363751
1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	828	Bridlewood Dr	53027	Yes	144	-9839674	5363751
1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	818	Bridlewood Dr	53027	Yes	144	-9839597	5363750
1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	820	Bridlewood Dr	53027	Yes	144	-9839617	5363751
1-Aug-22	null	Added by Municipality Paul Beyer	1702008132	814	Bridlewood Dr	53027	Yes	144	-9839559	5363724
1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	804	Bridlewood Dr	53027	Yes	144	-9839457	5363753
1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	800	Bridlewood Dr	53027	Yes	144	-9839455	5363711
1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	798	Bridlewood Dr	53027	Yes	144	-9839453	5363677
1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	796	Bridlewood Dr	53027	Yes	144	-9839466	5363669
1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	794	Bridlewood Dr	53027	Yes	144	-9839492	5363667
1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	792	Bridlewood Dr	53027	Yes	144	-9839509	5363668
1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	825	Bridlewood Dr	53027	Yes	144	-9839675	5363667
1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	819	Bridlewood Dr	53027	Yes	144	-9839688	5363626
1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	811	Bridlewood Dr	53027	Yes	144	-9839650	5363588
1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	807	Bridlewood Dr	53027	Yes	144	-9839622	5363591
1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	805	Bridlewood Dr	53027	Yes	144	-9839606	5363594
1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	801	Bridlewood Dr	53027	Yes	144	-9839590	5363625
1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	799	Bridlewood Dr	53027	Yes	144	-9839582	5363640
1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	795	Bridlewood Dr	53027	Yes	144	-9839591	5363658
1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	793	Bridlewood Dr	53027	Yes	144	-9839600	5363672
1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	773	Bridlewood Dr	53027	Yes	144	-9839666	5363502
1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	769	Bridlewood Dr	53027	Yes	144	-9839660	5363474
1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	767	Bridlewood Dr	53027	Yes	144	-9839648	5363454
1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	763	Bridlewood Dr	53027	Yes	144	-9839615	5363439
1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	761	Bridlewood Dr	53027	Yes	144	-9839594	5363439
1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	751	Bridlewood Dr	53027	Yes	144	-9839569	5363394
1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	753	Bridlewood Dr	53027	Yes	144	-9839559	5363411
1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	757	Bridlewood Dr	53027	Yes	144	-9839551	5363435
1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	759	Bridlewood Dr	53027	Yes	144	-9839549	5363459
1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	783	Bridlewood Dr	53027	Yes	144	-9839560	5363513
1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	785	Bridlewood Dr	53027	Yes	144	-9839564	5363533

Attribute Table
In Excel Format

Community Address Change Tracker Help Document

Below is a view of the Community Address Change Tracker App where a search for New Addresses has been performed, the side panel has been collapsed to the condensed view, and the Attribute Table option has been expanded in order to see the data results of the searched for records. Also, the Attribute field selector option is shown open where you can select which fields of all of the returned attributes can be selected, masking attributes you may not need to see.

The screenshot displays the Community Address Tracker App interface. The main map view shows a street grid with several yellow star markers indicating new addresses. A movable pop-up window is open over a specific address, displaying details for 'Pleasant Hill Dr'. The side panel on the right shows a list of addresses under the heading 'New Addresses Search by Date'. Below the map, the 'Attribute Table' is expanded, showing a list of records with columns for OBJECTID, Created on, Modified on, Retired on, Address Source, Notes, Tax Municipality, PID, House Number, Full Street Name, ZIP Code, and Residential. The 'Attribute Field Selector' is also open, showing a list of fields that can be selected for display.

Map View

Movable Pop-Up

Side Panel

Attribute Table

Attribute Field Selector

OBJECTID	Created on	Modified on	Retired on	Address Source	Notes	Tax Municipality	PID	House Number	Full Street Name	ZIP Code	Residential
681974	May 10, 2022	September 14, 2022		Municipality	WB New Address Reported	City of West Bend	11192620002	1295	W Paradise Dr	53095	No
681976	May 12, 2022			Municipality	WB New Address Reported REMOVE 815 W PARADISE DR SHOULD ONLY BE 825 AND 855 W PARADISE DR	City of West Bend	11192610009	825	W Paradise Dr	53095	No
682376	May 16, 2022			Sheriff	RPLCHRIS PER EMAIL FROM TOWN ZONING	Town of Polk	0549001	4038	Lily Rd	53037	Unknown
					Address is an A frame shack with fire marker on the property located on Indian Lore Rd per Jill Rafferty	Town of Farmington	048800A	8383	Indian Lore Rd	53040	Yes

Questions can be Emailed by clicking this [Link](#) where you can enter in your question or idea about the Community Address Change Tracker for specific one-on-one help.