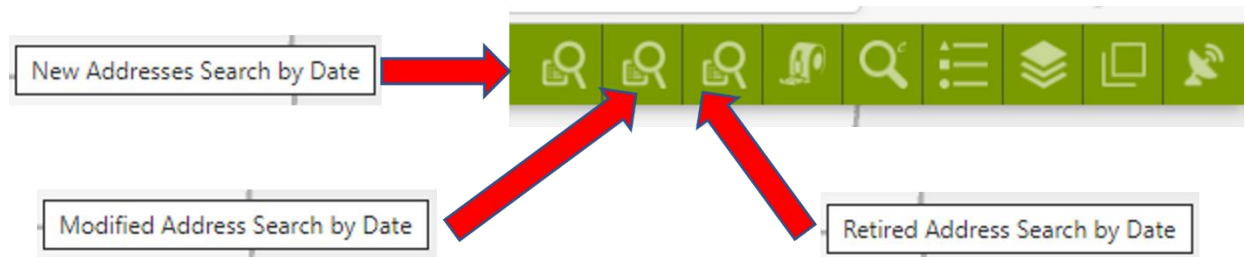


## Community Address Change Tracker Help Document

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. The dialog has a title bar with the text 'New Addresses Search by Date' and a close button. Below the title bar, there are two tabs: 'Tasks' and 'Results'. The 'Tasks' tab is active, showing the following content:

**Query criteria**  
Created on is on or after  
5/1/2022  
*Pick a Date in the past to search for New Addresses from*  
CREATEDON is on or after 5/1/2022

**Result layer name**  
New Addresses Search by Date \_Query result

The 'Results' tab is also visible, showing a calendar view for May 2022. The calendar has a header with the month 'May' and a dropdown arrow. The days of the week are listed as S, M, T, W, T, F, S. The dates are displayed in a grid, with the first day of the month (1) highlighted. The year 2022 is shown at the bottom of the calendar.

## Community Address Change Tracker Help Document

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

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.

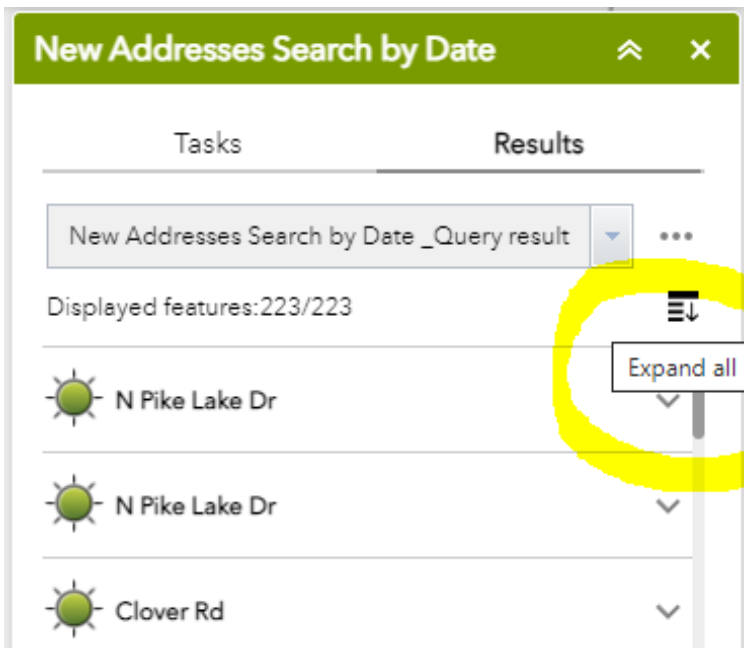
The screenshot displays the 'New Addresses Search by Date' interface, which is split into two side panels. Both panels have a green header with the title and expand/collapse icons. A toolbar at the top contains various map navigation icons.

**Left Panel:** The 'Results' tab is active. It shows a search query 'New Addresses Search by Date \_Query result' and 'Displayed features: 223/223'. The results are listed in a scrollable view with three entries, each preceded by a sun icon:

- 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

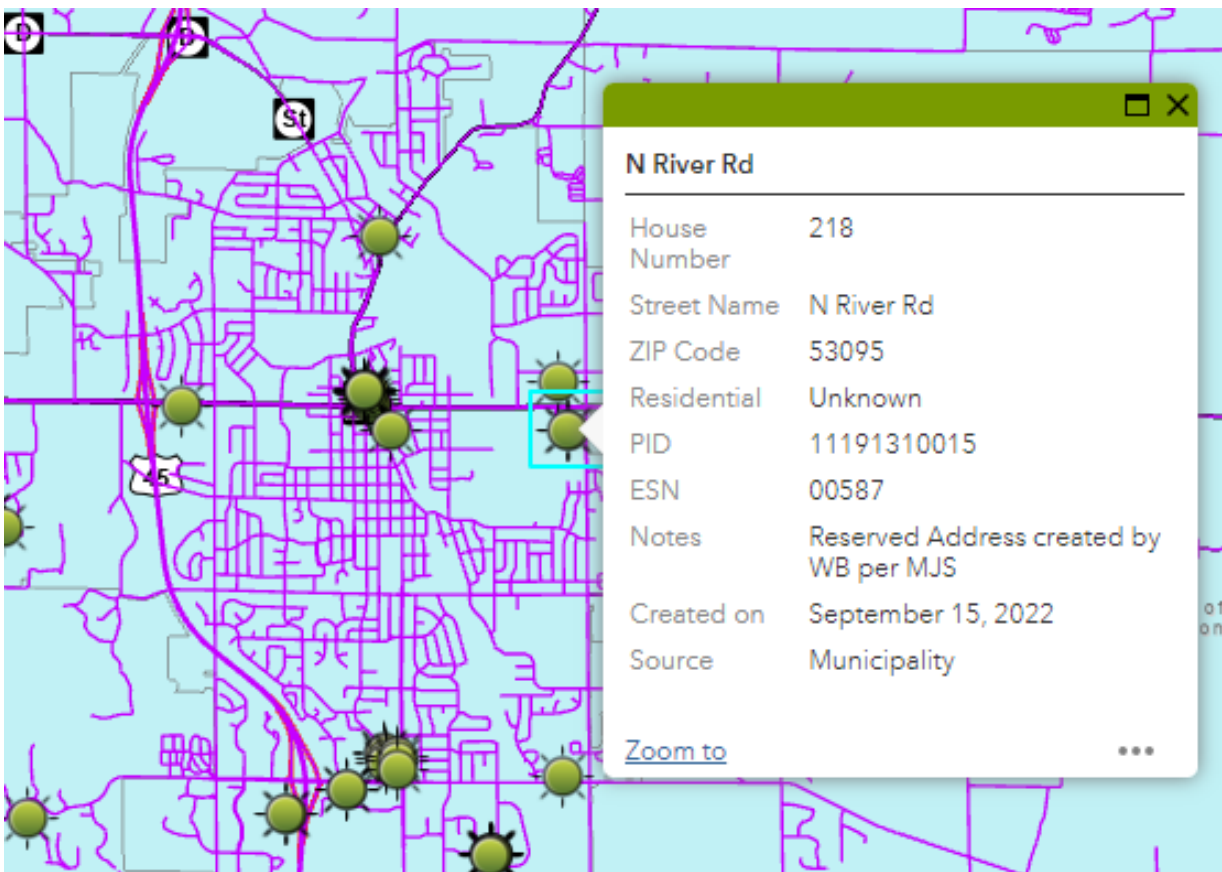
**Right Panel:** Also titled 'New Addresses Search by Date', it shows the same search query and 'Displayed features: 223/223'. The results are listed in a scrollable view with ten entries, each preceded by a sun icon:

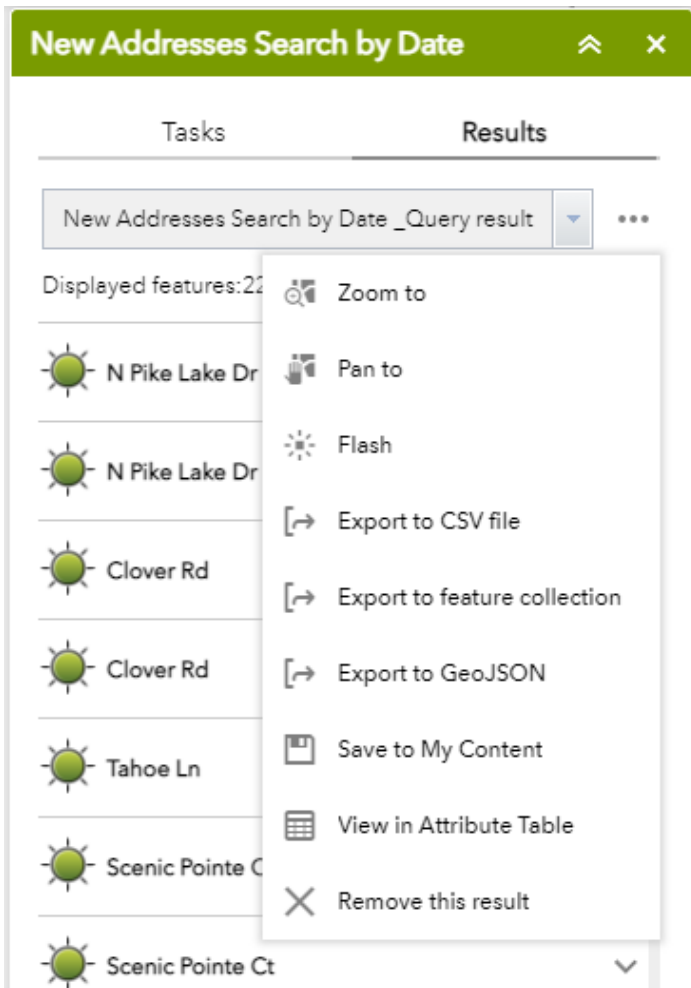
- N Pike Lake Dr
- N Pike Lake Dr
- Clover Rd
- Clover Rd
- Tahoe Ln
- Scenic Pointe Ct
- Scenic Pointe Ct
- Scenic Pointe Ct
- Scenic Pointe Ct
- Scenic Pointe Ct
- Scenic Pointe Ct
- Scenic Pointe Ct



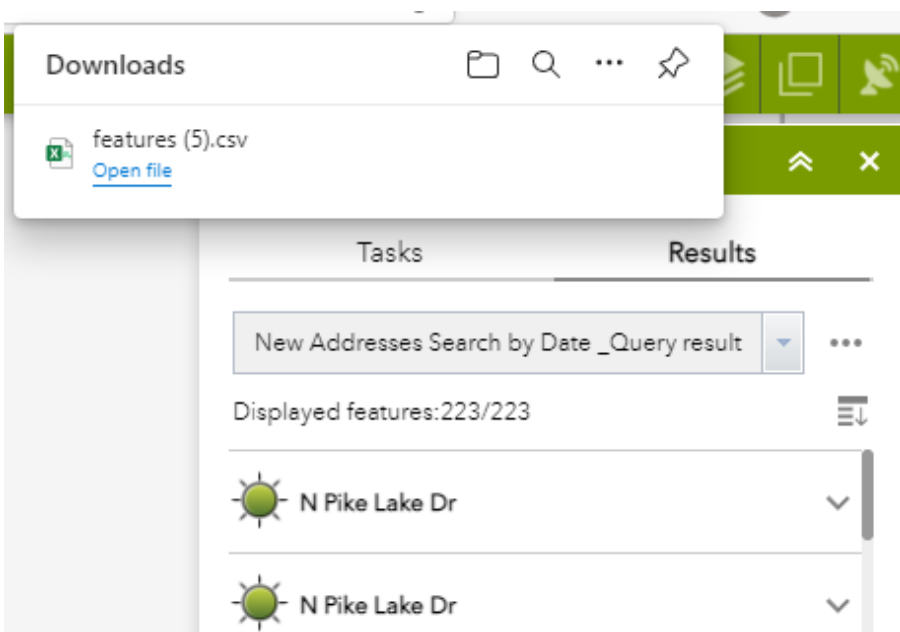
Clicking the Collapse or Expand sandwich, you can shorten up the return of all of the attributes if you wish for a more compact listing of the search results. The examples of the different look of the side panel view are shown in the previous page.

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.



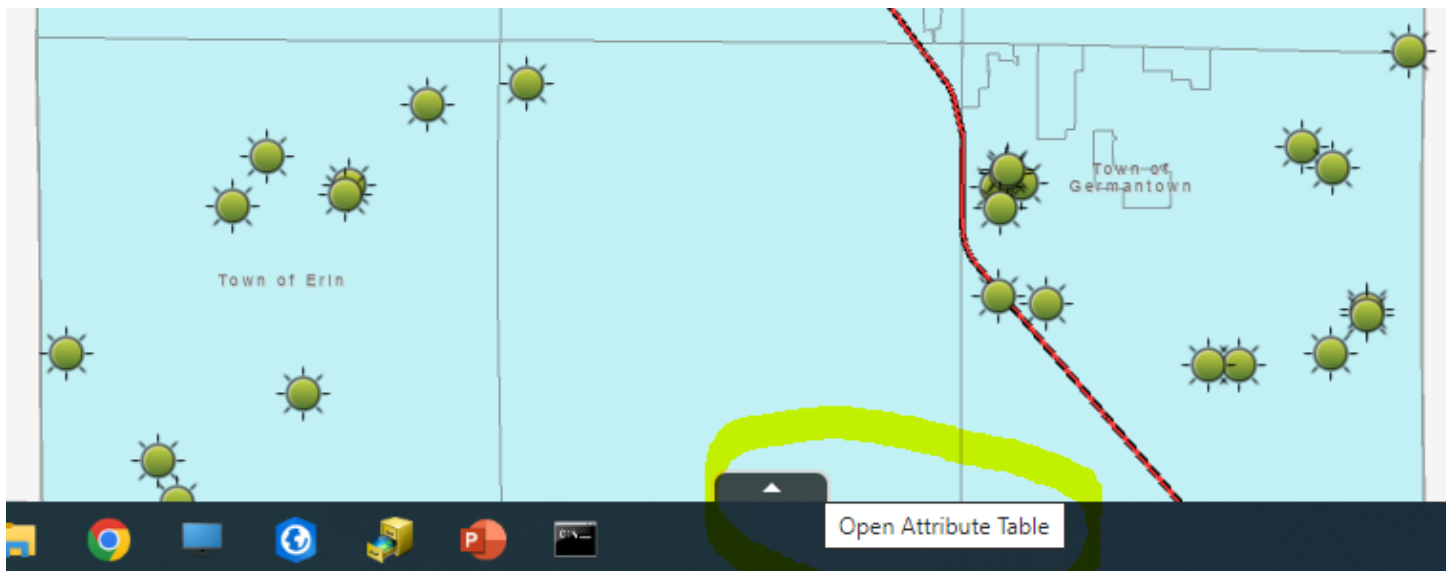


Clicking the Three Ellipses you can choose other options in order for you to interact with the data you searched for. If you Click the Export to CSV option, you will be able to download and work with this file in Excel format. Just click on the open file link, and your Excel document will open and allow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



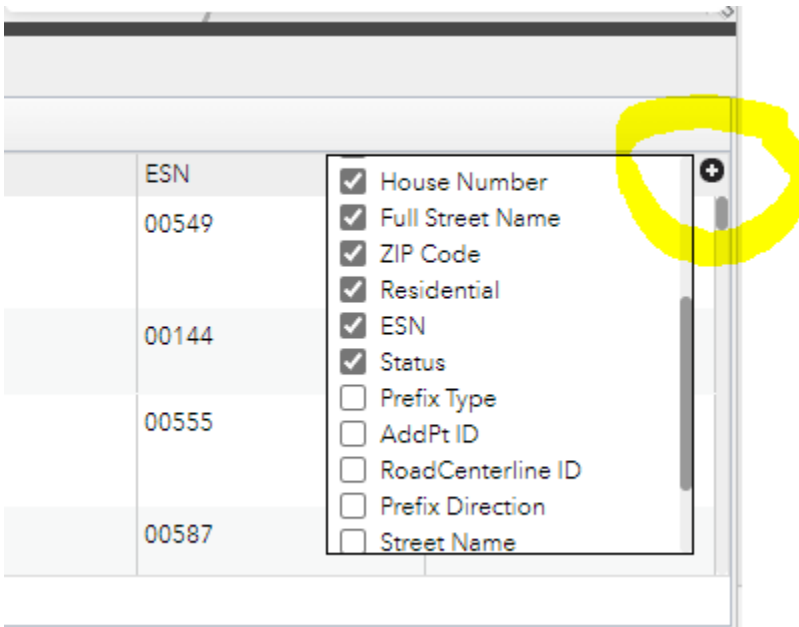
## Community Address Change Tracker Help Document

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 top part shows a map with a yellow circle highlighting a downward-pointing arrow icon, and a white box with the text 'Hide Attribute Table' is positioned over it. Below the map is a navigation bar with tabs: 'Addresses Search', 'Retired Addresses Search', 'Current Parcel', and 'Road Centerline'. The 'Addresses Search' tab is selected. Below the navigation bar is a table with 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

## 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										
A	B	C	D	E	F	G	H	I	J	K
1	Created on	Address Source	Notes	PID	House Number	Full Street Name	ZIP Code	Residential	ESN	x y
2	31-May-22	Municipality	2 of 3 lots created by CSM Paul Beyer	2902012010	746	Bighorn Dr	53027	Yes	144	-9840164 5358954
3	31-May-22	Municipality	3 of 3 lots created by CSM Paul Beyer	2902012011	802	Bighorn Dr	53027	Yes	144	-9840163 5358919
4	12-Jun-22	Municipality	1 of 3 new lots created by CSM Paul Beyer	2902012009	734	Bighorn Dr	53027	Yes	144	-9840164 5358989
5	12-Jun-22	Municipality	Former 746 and 802 Bighorn Dr. lots have been combi	2902012013	750	Bighorn Dr	53027	Yes	144	-9840162 5358939
6	11-Jul-22	Municipality	House turning into a duplex so a second address was	2103009010	92 S	Main St	53027	Yes	144	-9838267 5360170
7	1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	808	Bridlewood Dr	53027	Yes	144	-9839506 5363774
8	1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	830	Bridlewood Dr	53027	Yes	144	-9839695 5363751
9	1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	828	Bridlewood Dr	53027	Yes	144	-9839674 5363751
10	1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	818	Bridlewood Dr	53027	Yes	144	-9839597 5363750
11	1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	820	Bridlewood Dr	53027	Yes	144	-9839617 5363751
12	1-Aug-22	null	Added by Municipality Paul Beyer	1702008132	814	Bridlewood Dr	53027	Yes	144	-9839559 5363724
13	1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	804	Bridlewood Dr	53027	Yes	144	-9839457 5363753
14	1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	800	Bridlewood Dr	53027	Yes	144	-9839455 5363711
15	1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	798	Bridlewood Dr	53027	Yes	144	-9839453 5363677
16	1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	796	Bridlewood Dr	53027	Yes	144	-9839466 5363669
17	1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	794	Bridlewood Dr	53027	Yes	144	-9839492 5363667
18	1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	792	Bridlewood Dr	53027	Yes	144	-9839509 5363668
19	1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	825	Bridlewood Dr	53027	Yes	144	-9839675 5363667
20	1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	819	Bridlewood Dr	53027	Yes	144	-9839688 5363626
21	1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	811	Bridlewood Dr	53027	Yes	144	-9839650 5363588
22	1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	807	Bridlewood Dr	53027	Yes	144	-9839622 5363591
23	1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	805	Bridlewood Dr	53027	Yes	144	-9839606 5363594
24	1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	801	Bridlewood Dr	53027	Yes	144	-9839590 5363625
25	1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	799	Bridlewood Dr	53027	Yes	144	-9839582 5363640
26	1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	795	Bridlewood Dr	53027	Yes	144	-9839591 5363658
27	1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	793	Bridlewood Dr	53027	Yes	144	-9839600 5363672
28	1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	773	Bridlewood Dr	53027	Yes	144	-9839666 5363502
29	1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	769	Bridlewood Dr	53027	Yes	144	-9839660 5363474
30	1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	767	Bridlewood Dr	53027	Yes	144	-9839648 5363454
31	1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	763	Bridlewood Dr	53027	Yes	144	-9839615 5363439
32	1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	761	Bridlewood Dr	53027	Yes	144	-9839594 5363439
33	1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	751	Bridlewood Dr	53027	Yes	144	-9839569 5363394
34	1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	753	Bridlewood Dr	53027	Yes	144	-9839559 5363411
35	1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	757	Bridlewood Dr	53027	Yes	144	-9839551 5363435
36	1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	759	Bridlewood Dr	53027	Yes	144	-9839549 5363459
37	1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	783	Bridlewood Dr	53027	Yes	144	-9839560 5363513
38	1-Aug-22	Municipality	Added by Municipality Paul Beyer	1702008132	785	Bridlewood Dr	53027	Yes	144	-9839564 5363533



## 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 Change Tracker App interface. The main map area shows a street network with several green location markers. A red label "Map View" points to this area. On the right, a side panel titled "New Addresses Search by Date" lists search results with a red label "Side Panel". Below the map, an "Attribute Table" is expanded, showing a table of address records with a red label "Attribute Table". To the right of the table, the "Attribute Field Selector" is open, showing a list of fields with checkboxes, labeled with a red "Attribute Field Selector".

OBJECTID	Created on	Modified on	Retired on	Address Source	Notes	Tax Municipality	PID	House Number	Full Street Name	ZIP Code	Residential	ESN
145042	August 1, 2022			Municipality	Added by Municipality Paul Steyer	City of Hartford	1702008132	808	Brillwood Dr	53027	Yes	00144
64921	September 13, 2022			Municipality	2900 is an Active address in WG per MLD	City of West Bend	11142540018	2900	E Progress Dr	53095		
65902	June 27, 2022			Municipality	Condominium added moved from Reserved to Active	City of West Bend	11181640138	435	Deer Ridge Dr	53095	Yes	00587
65903	June 27, 2022			Municipality	Condominium added moved from Reserved to Active	City of West Bend	11181640138	433	Deer Ridge Dr	53095	Yes	00587

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.