

This REGIS QuickSheet presents a step-by-step process for creating a new spatial data layer within the REGIS ArcGIS 10 applications using a database or spreadsheet containing street or parcel addresses. These instructions show you how to convert an existing database table or spreadsheet for use within ArcGIS 10 and how to create the resulting geocode layer. (For instructions on how to geocode single addresses, please see “How to Geocode, Single Addresses.” **NOTE: This process was changed in April 2008.**

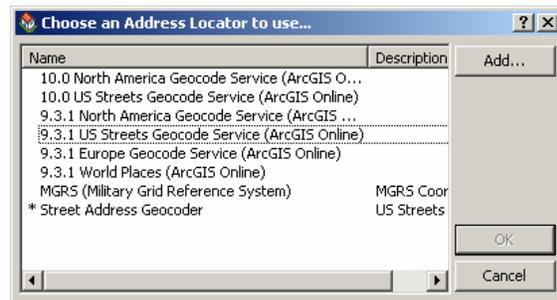
## Step-by-Step Process

1) Log into the REGIS ArcGIS 10 application of your choice (ArcView 10, ArcEditor 10, ArcInfo 10) as you normally would, either opening a saved map document (.mxd) file from a previous session or using a brand new map document adding the needed layers.

2) Click on the **Geocode Multiple Addresses** button in the REGIS Custom toolbar, it's the one that looks like a mailbox located between the two calculator buttons.



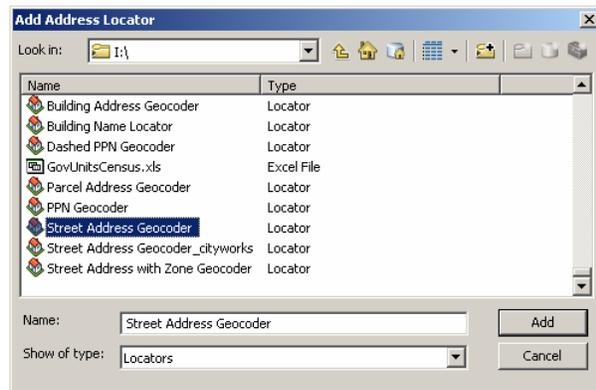
3) If this is your first time geocoding this session you will first need to choose an Address Locator (geocoding engine) prior to entering any addresses. Click on the **Add button** to the right of the “Choose an address locator to use” .



4) Find the **I:\** drive folder. You may have to hit the “Up one level” button a few times to find it, or you can always open the drop-down list to the right of “Look in:” to locate the **I:\** Drive folder. Once you have found it, double-click on it to open the **I:\** Drive folder.

5) Scroll to the end of the folder list. You should see three address locator services. If you do not, please call the REGIS Help Desk and the staff will remedy the situation.

6) Choose the Address Locator—**Parcels, Streets, Streets with Zone (ZIP Codes), Dashed PPN Geocoder, or PPN Geocoder**—that suits your needs and click the **Add** button. If you have any questions regarding which Address Locator you should use, call the REGIS Help Desk and they will be happy to help you decide.

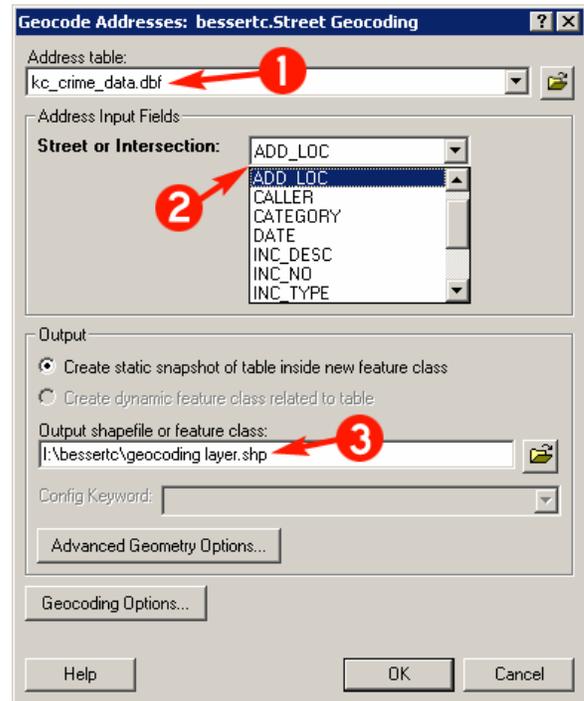


7) Next the “Geocode Addresses” dialogue box appears and you can get down to business. You will need to provide three key pieces of information here before you can proceed: the database containing your addresses (*note this table must be in csv. or dbf format*), the field in which your addresses appear, and where you want to save the resulting GIS layer and what you want to call it:

a) First you must tell the system where your address database is. Click on the folder icon to the right of the “Address Table” drop-down, and then navigate to the drive and folder where you are storing your database. Choose your table and hit the **Add** button. (See **No.1** in the image at right.)

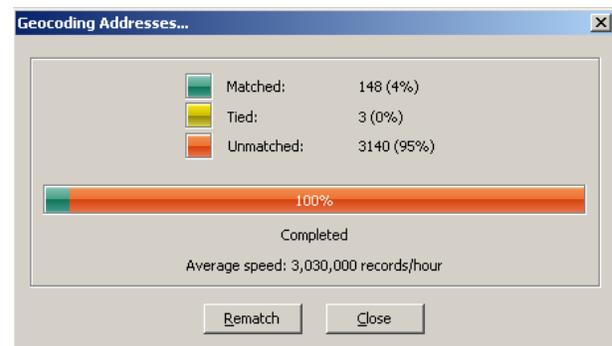
b) Second, once you have specified your address table, you need to indicate which of the fields in that table contain the street or parcel address. Click on the drop-down list under the heading “Address Input Fields” and then choose the field which contains the addresses. (See **No.2** in the image at right.)

c) Third, you need to tell the system where you want to store this new GIS layer you are creating as well as what you want to name it. (See **No.3** in the image at right.) Under the “Output shapefile or feature class” heading, click on the folder button and navigate to the appropriate drive (your REGIS I: drive, your local C: drive, etc.) and folder, then type in a descriptive name. Note that you should use a filename which relates to the data you are geocoding instead of a very generic one.

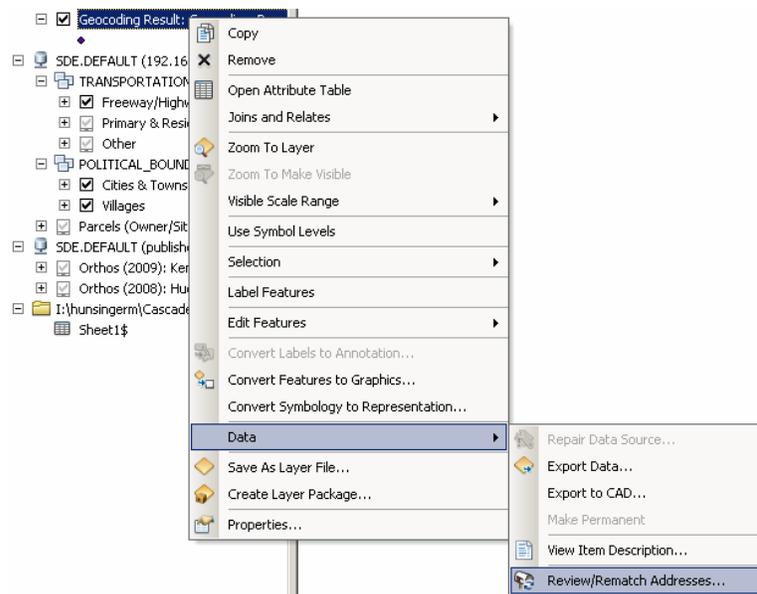


d) Once you have completed the above three items, click on the **OK** button to geocode your file. You can also modify any number of the “Geocoding Options” by clicking on that button. Call the REGIS Help Desk for assistance with these additional options.

8) Once the system has completed geocoding your address table, you will be presented with a dialog box containing the statistics from your geocoding effort (see image at right). It will show you how many of your address records matched, which Tied, and Unmatched. Review these statistics and determine if the results are satisfactory or if you would like to re-match those addresses which did not match or which matched at a lower score.



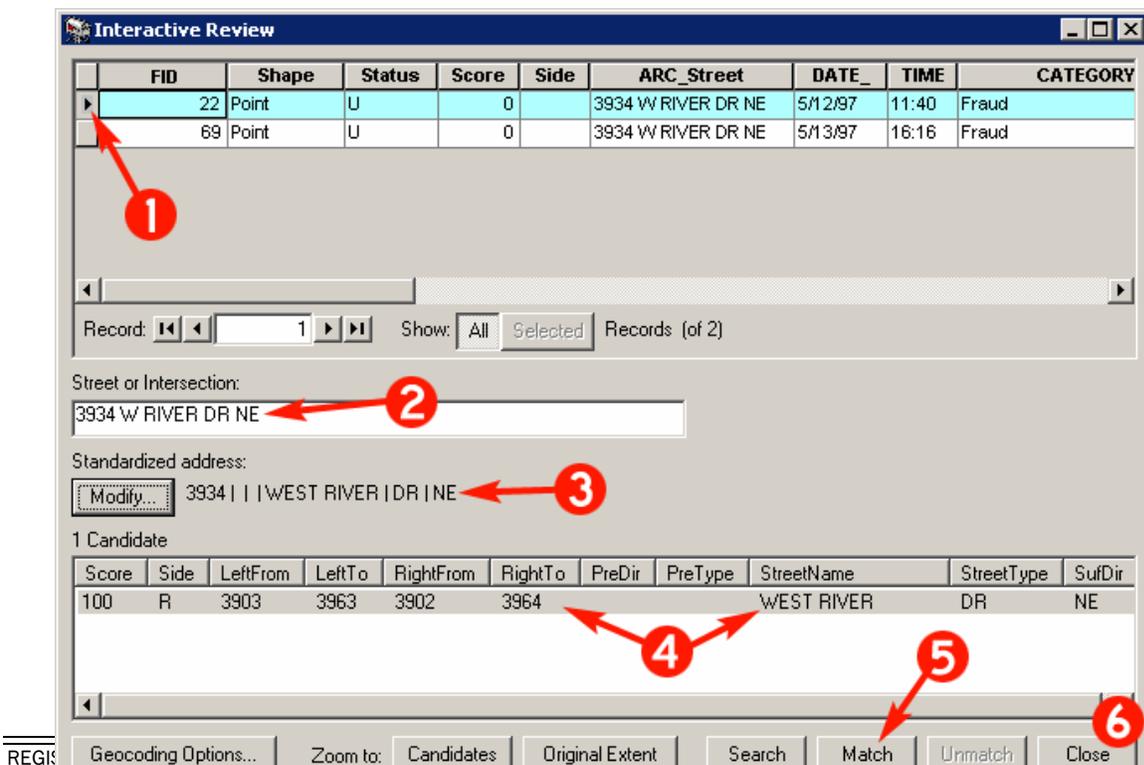
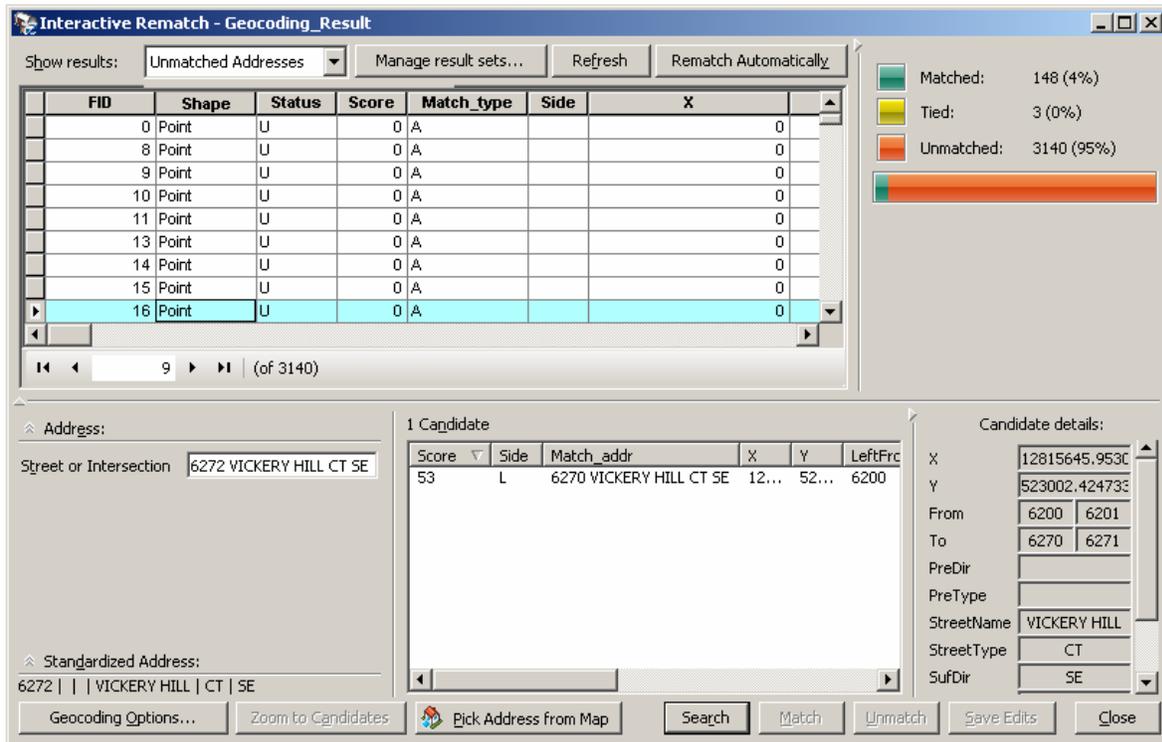
- 9) If you are satisfied with your results, simply click the Close button and you are finished. If you would like to interactively re-match your unmatched records, continue with Step No.10 below.



- 10) To interactively re-match unmatched (or poorly-matched) address records, click on the “Rematch” button in the lower left corner of the statistics window shown at right. If you don’t want to interactively rematch addresses right now you can always open the Interactive Rematch box by right-clicking on the geocoder result, left-clicking on Data, and left-clicking on Review/Rematch Addresses.

- 11) You are finished, although if you want to interactively match your unmatched or partially-matched addresses, you can continue with Step 12.

- 12) **Proceed Only If Interactively Re-Matching.** Once you click the “Match Interactively” button, you will be presented with a large window (see image below). To individually match each un-matched address ❶ click on an un-matched record, ❷ analyze the address listed to see if there are any misspellings or errors in the address itself, ❸ click on the “Modify” button to bring up a window that will allow you to correct the address and hit “Enter” on your keyboard, ❹ analyze the resulting matched address to ensure it is the proper one and, if so, ❺ click on the “Match” button to match the record. Repeat these five steps until you have matched all of your un-matched records. When complete, ❻ click on the “Close” button to dismiss the window and return to the statistics window from the previous step. In that window, click the “Done” button to complete your geocoding process.



## **Additional Information**

---

For assistance or additional information, please call the REGIS Help Desk at (616) 776-7744, send an e-mail to [regis@gvmc.org](mailto:regis@gvmc.org), or consult the REGIS Support Center at [http://www.gvmc-regis.org/regis\\_users.html](http://www.gvmc-regis.org/regis_users.html). For information on GIS training offered at REGIS contact Brenda Brittain at (616) 776-7751 or visit the REGIS training website at <http://www.gvmc-regis.org/training.html>