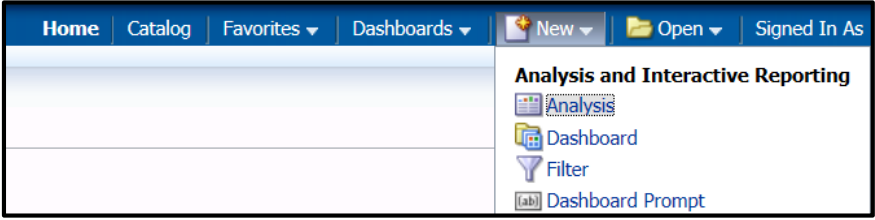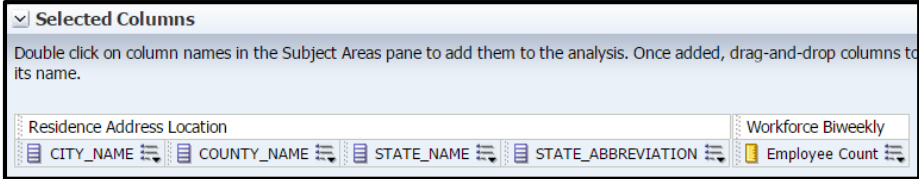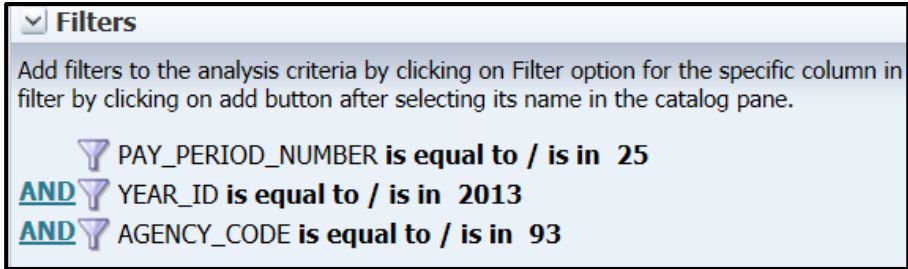# Map Viewer

Please reference the instructions below for instructions to use the map viewer functionality in *Insight.* These steps are based on a Workforce Profile ad hoc report, but these instructions can be applied to reports with user-specified data.

Note: The Map Viewer functionality is only available for the Workforce Profile subject area. Map views can be added to reports that include data elements from the Residence Address Location and Duty Station Location folders.

The Map Viewer can be used to depict data in a variety of scenarios, for example, a map can be used to identify the number of employees in a given geographical area after a natural disaster.

Step	Action
1.	Click the **New** action link in the top navigation bar.
2.	Select **Analysis** from the menu of options. *Figure 1: New Action Link Menu of Options*
3.	Select the desired Subject Area for the ad hoc report. • Workforce Profile

Step	Action
4.	Drag and drop data elements from the Subject Areas pane to the Selected Columns pane. • CITY_NAME, COUNTY_NAME, STATE_NAME and STATE_ABBREVIATION from the Residence Address Location folder • Employee Count from the Workforce Biweekly folder *Figure 2: Data Elements in the Selected Columns Pane* **CAUTION:** You must add the Employee Count data element from the Workforce Biweekly folder.
5.	Create Calendar filters, an Agency filter, and a Separation Accession Type filter, as needed. *Figure 3: New Filters in the Filters Pane* **CAUTION:** For any report, you must add the necessary Calendar Filters to restrict your data to a particular timeframe. Please reference the Workforce Profile Subject Area QRGs or the *Insight* training on the NFC website for additional information about creating these filters.
6.	Navigate to the ***Results*** tab.
7.	Click the **New View** icon. You can select this from the Views pane or the top ribbon bar of the results pane.

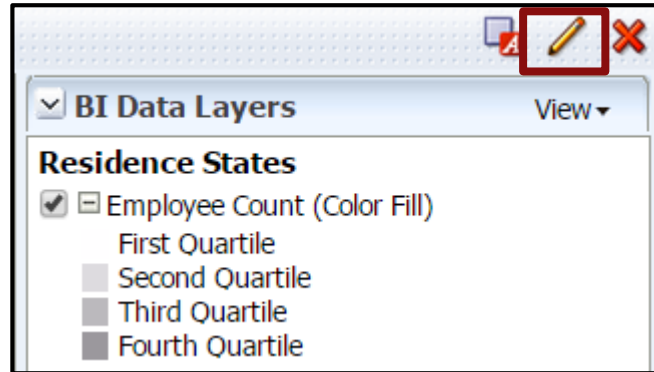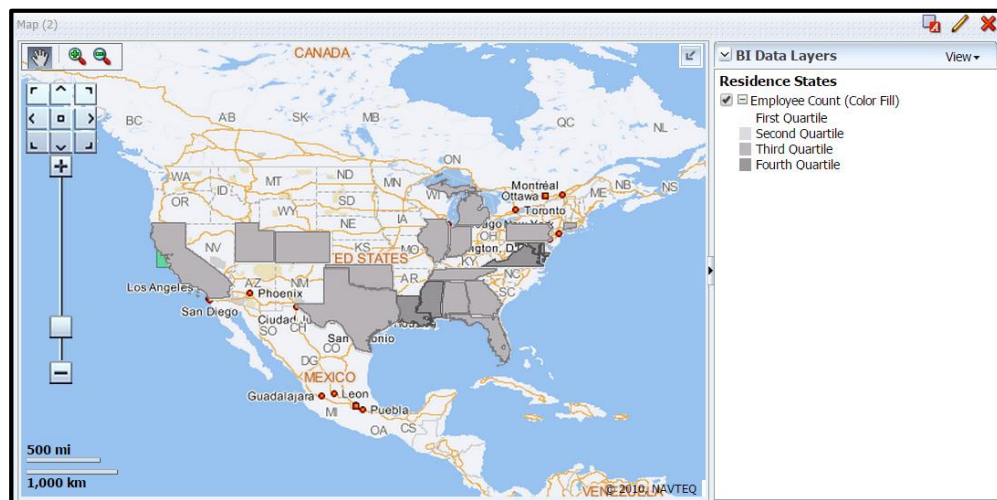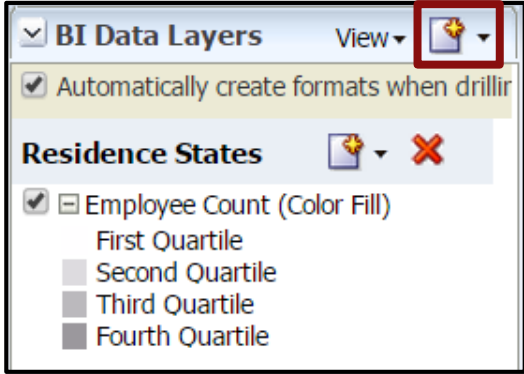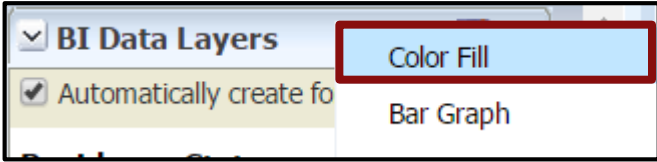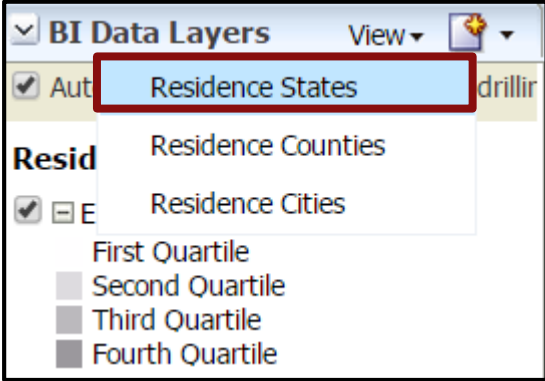| Step	Action
8.	Select Map from the menu of options. Note: If you are not immediately directed to the Map View edit screen, click on the Edit View Icon *Figure 4: BI Data Layers Pane with Edit View Icon Highlighted* The default map is displayed, featuring the map and BI Data Layers pane with Residence State layer depicted: *Figure 5: Default Map*

Step	Action
9.	Select the New View icon in the Data Layers pane. *Figure 6: BI Data Layers Pane with Edit View Icon Highlighted*
10.	Select Color Fill. *Figure 7: New View Icon Menu of Options with Color Fill Highlighted*

Step	Action
11.	Select Residence States, Residence Counties, or Residence Cities to view the number of employees per state. *Figure 8: New View Icon Menu of Options with Residence States Highlighted* **IMPORTANT:** Select Residence Counties or Residence Cities to view your data by either county or city.
12.	The Color Fill window is displayed.
13.	Select Value Binning from the **Bin Type** drop-down.
14.	Select 8 from the **Bins** drop-down.
15.	Select a group of colors from the **Style** drop-down.

Step	Action
16.	Type the minimum values in the Minimum fields: • 0, 1000, 2000, 5000, 10000, 20000, 30000, 40000, 50000 **NOTE:** Choose minimum values based on employee count for a given agency. *Figure 9: Color Fill Window with the Bin Type, Bins, Style, and Minimum Fields Highlighted*
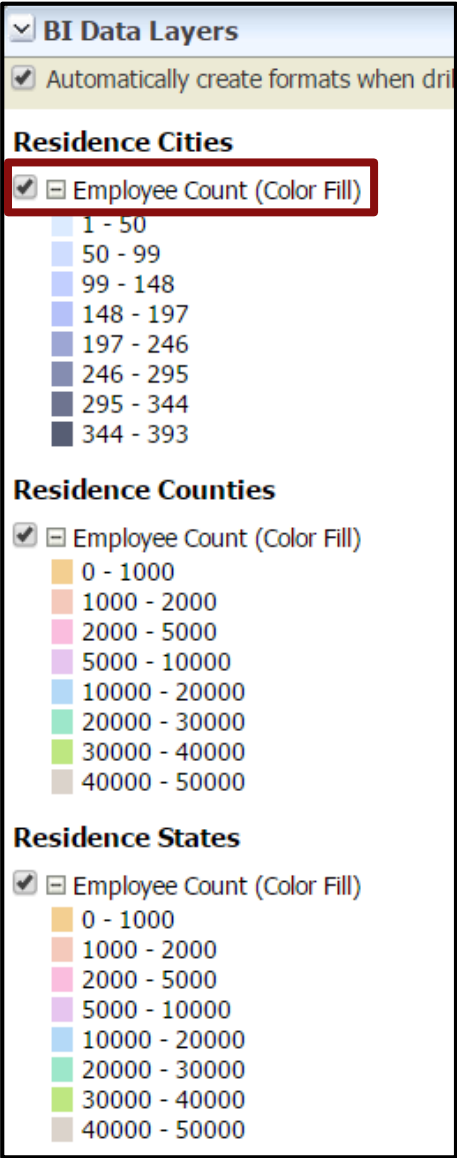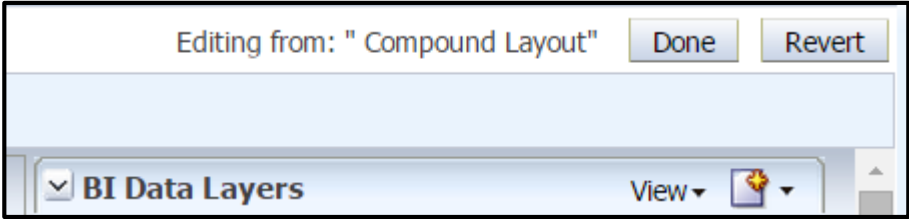
Step	Action
17.	Click **OK**. NOTE: Create a layer for Residence States, Residence Counties, or Residence Cities. Select the Check box next to each layer to include or hide a given layer, as shown in the image below. *Figure 10: BI Data Layers with the Residence Cities Employee Count Highlighted*

Step	Action
18.	Click **Done.**

Figure 11: Done Editing

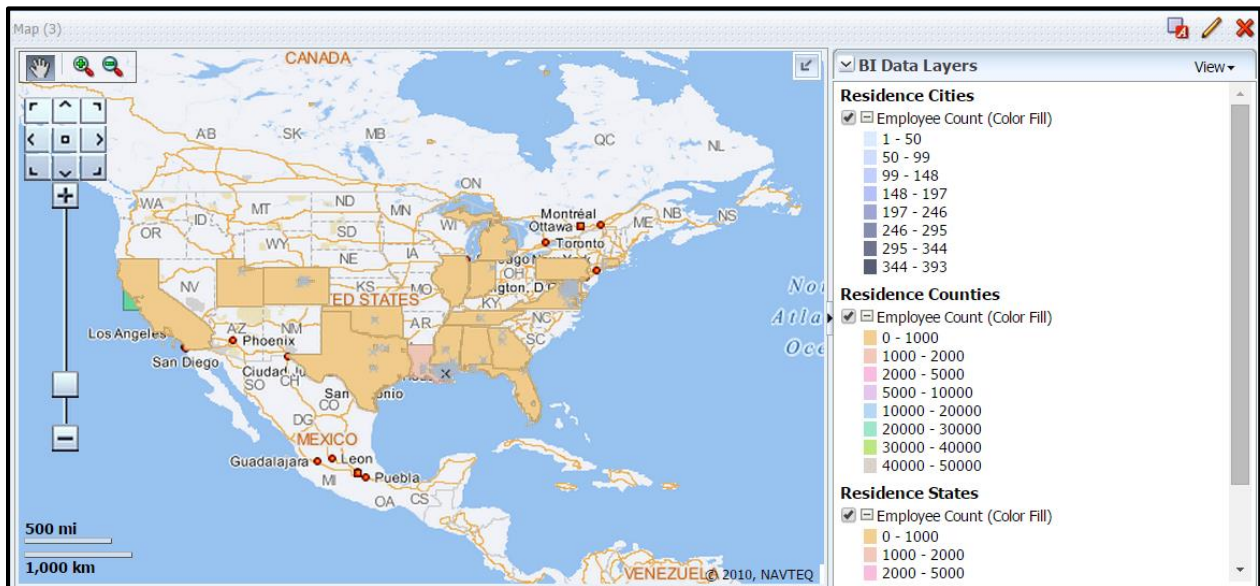The map will display, featuring the data formatting modifications:

Figure 12: Map with User-Specified Modifications

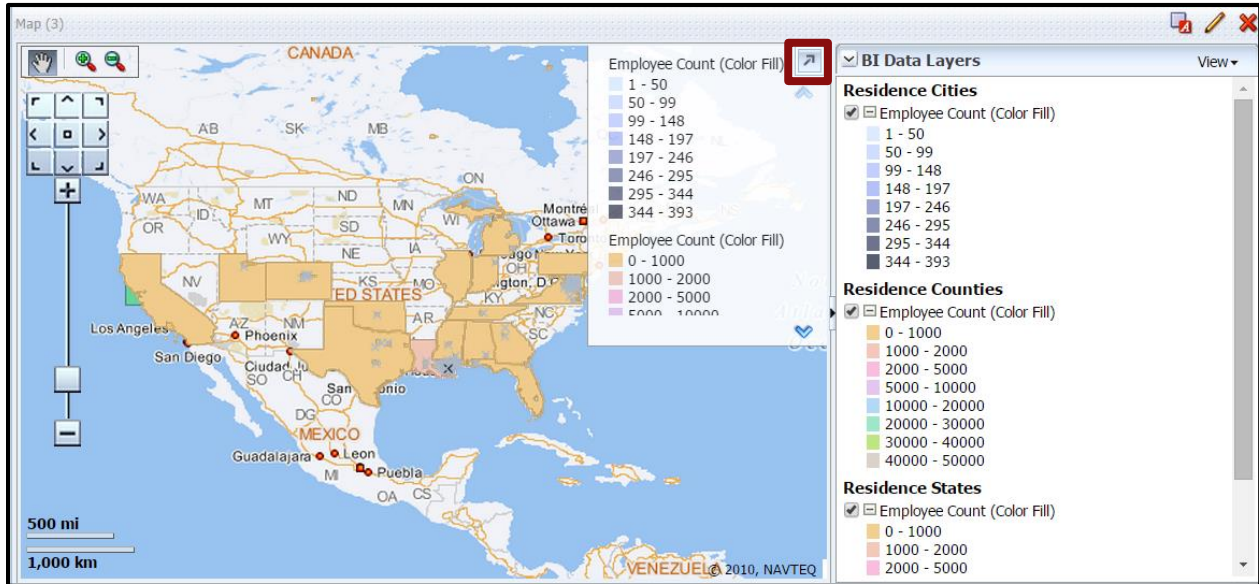**TIP:** Click the Expand Map Legend icon to view the map legend.

Figure 13: Map with Expand Map Legend Icon Highlighted

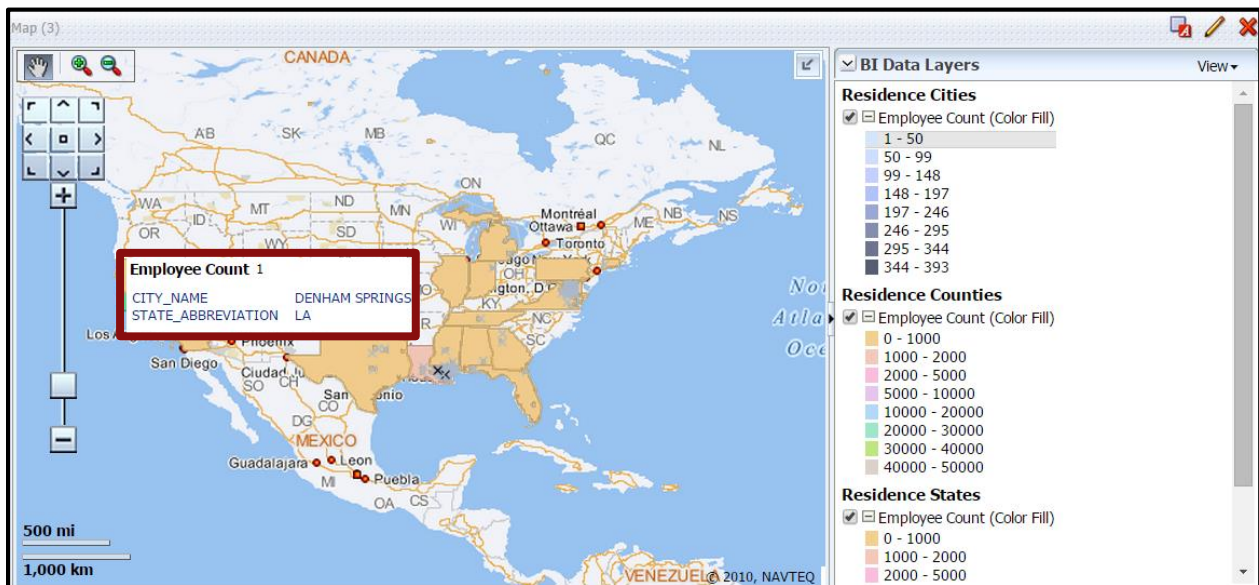**TIP:** Hover over a state, county, city or click the zoom to view the state name and associated data.

Figure 14: Map with City Detail Highlighted

TIP: Click Zoom in and Zoom out to modify the zoom.

Figure 15: Map with Zoom In and Zoom Out Highlighted