Exercise 2: How do I create a custom report comparing data across multiple locations?

Solve: Compare the ZIP codes in Cook County with the most young adults between the ages of 18-24 (highest %) to your own neighborhood, ZIP Code, Cook County and the State of Illinois

Step 1: Use the ‘Cook County 18-24 year olds’ map created in exercise 1. Select the ZIP codes to be studied by using the i-Tool from the menu bar and clicking the desired ZIP codes on the map and then selecting Use This Location (The darkest colored ZIPs = the highest % of 18 to 24 year olds). Repeat until you have 3 or 4 ZIP codes selected.
Step 2: Now add your home ZIP Code, Cook County and the State of Illinois to the location list.

- Open the Locations Tab on the left-hand side of the page and select ZIP Codes from the first drop-down menu. Enter your home ZIP Code in the ZIP Code Field and click Use this location.

- Select State and enter Illinois, then click Use This Location.

- Select County and navigate to Cook County, then click Use This Location.

Step 3: Add your home Census Track to the Locations List

- Select Census Track from the Location Menu in the Location Tab

- Enter your home address in the appropriate fields.

- Click Use This Location to add the Census Track to the Recent Locations List.

Your Recent Locations will now look something like this:
Step 4: Create a report with the selected locations

- Open a Report Tab by clicking the New Tabular Report button at the top of the page. Select the Standard Report.

- From the Locations Tab, access the Recent Locations list. Select all of the Locations you just added by mousing over them in the list until the Action Menu Appears. Select Use This Location from the Action Menu.

- Open the Variables Tab and select the Variables to include in the Report. Explore some of the categories such as Census Data and Quality of Life to see what other variables you might want to include in your report. Some suggestions: information about Household Income, Levels of Educational Attainment, Ethnicity, Housing, etc. Select Use This Variable from the Action Menu over each variable that you would like to include in your report. Close the Variable Tab to view your report.

Report Tips:

- **Sort Report data by clicking the arrows in each column header**

- **Chart Variables by clicking Create Chart from the Action Menu**

- **Click and drag Column Heading to reorganize Column order**

- **Transpose the columns and rows by clicking Transpose Table from the Display Option Menu**

Your report will look something like this:
You can create a name for this report by using the pull-down menu to Rename Tab.

You can also share this report with others by clicking the Share Tab. To view the Report URL, click on Share.

Remember to add the Proxy prefix to the URL before you send it via email or upload the URL to your Moodle Class. Without the Proxy prefix, your report will not be accessible to people who are off-campus.

Proxy prefix: http://emils.lib.colum.edu/login?url=

So the complete URL that you would use to email your class or to put into your Moodle Class page would look like this:


You can also download or email a copy of this report using the Actions menu from the top right side of the screen.