

How to Use the Texas Connector

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Important to Know

System Requirements

This application is best viewed at a minimum screen resolution of 1024 x 768, and will automatically resize to take advantage of larger screen sizes. It has been optimized for Internet Explorer 7+ and Firefox 3+, but should work in current versions of other popular browsers as well. Javascript must be enabled. The Connector will not run optimally on slow Internet connections, so a broadband Internet connection is highly recommended.

Troubleshooting Tip: If you are experiencing poor performance, decrease the size of your browser window.

Controlling the Map

Panning

To move the map, click anywhere on the map with the left mouse button and drag.

or

Click on the pan tool  in the top left corner.

or

Use the up, down, left, and right arrow keys on your keyboard.

Zooming

Use the zoom tools  on the left of the map to zoom in or zoom out.

or

If your mouse has a scroll wheel, with your cursor over the map, roll the scroll wheel up to zoom in and down to zoom out.

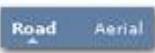
or

Hold down the Ctrl OR Alt buttons, left-click your mouse and drag to create a zoom box in order

to zoom into a particular area. Ctrl or Alt + Shift will zoom out, the amount of which depends on the size of the zoom box you create.

You can also zoom to the previous or next using these icons: 

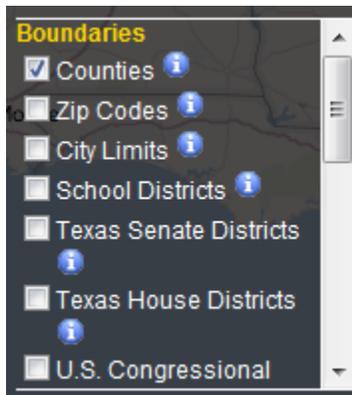
Viewing the Road Map or Aerial Imagery

Click on 'Road' or 'Aerial'  in the toolbar in upper-left portion of the map to switch between a road map and aerial photography. When viewing aerials, you can also choose to display labels using the 'Labels' button.

or

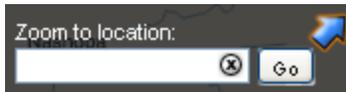
On your keyboard, press 'r' for Roads, 'a' for Aerials, or 'h' for hybrid (aerials with labels).

Viewing Map Layers



Boundaries and other map layers are located in the right-menu. You can check or uncheck the box next to each to toggle their visibility on the map. These layers are scale-dependent, meaning that they behave differently at certain zoom levels. If you are zoomed out too far or too close, many of these layers will not be visible. For example, the Zip Code boundaries will only appear once you have zoomed in, and the zip code numbers will only appear once you have zoomed in further. This keeps the map from appearing too "busy" or cluttered. Some layers have an information icon  that can be clicked to view more information about the layer, and some layers also have a legend that will appear when the layer is activated. This legend can take several seconds to load depending on your Internet connection and computer speed.

Finding a Location

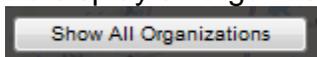


To find a location on the map, enter it into the “Zoom to Location” text box in the upper-right corner of the screen. You can enter a city or county name, a zip code, or an address. In the case of cities, counties, and zip codes, once you start typing any potential matches will appear below the text box and you can click on a suggestion to zoom to the location. If you enter an address for which there is more than one possible match, these potential matches will appear in a box and you can select the one you're looking for. Address matches will appear as a point in the center of the map, which you can remove by moving your cursor over the point and selecting “Remove from Map” from the information window that appears.

Displaying Organizations

Show All Organizations

To display all organizations on the map, regardless of type or name, click:

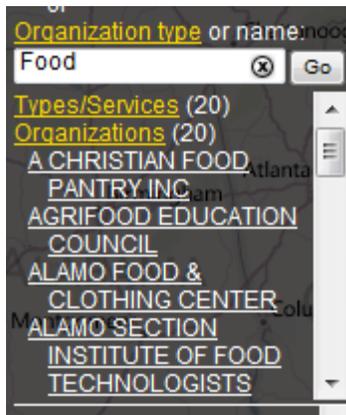


Show Organizations by Type or Name

To display only organizations that offer a particular type of service or to locate a specific



organization, enter a keyword or name in this text field: If you're not sure where to start, you can click the "Organization type" link to view all of the organization types in the database – including the Alliance for Information and Referral Systems' (AIRS) taxonomy and the National Taxonomy of Exempt Entities (NTEE) (used by the Internal Revenue Service). You'll also notice that once you start typing, if there are any organization types that match what you've entered, they will display below the text field and you can select from the list. Once you have entered the organization name or keyword, press the 'Go' button and any matches under either “Types/Services” or “Organizations” will appear below.



Matches are separated into Types/Service Matches and Organization Matches. The number of search results for each group is noted in parentheses. Click on either link to expand any corresponding matches. **Types/Services Matches** – This heading displays any organization types (as categorized by the NTEE taxonomy) or types of service (as categorized by the AIRS taxonomy) that match or are similar to your search term. Clicking on a Types/Services match (a white, underlined term) will load all organizational locations that provide that service onto the map.

Example: Entering a keyword of "food" will result in Types/Services matches such as "Food Pantries", "Food Vouchers", etc.

Organizational Matches – This heading displays any specific organizations or providers that match or are similar to your search term. Clicking on an Organization match (a white, underlined term) will load that specific organization or provider match onto the map.

- **Organizations** - Groups of providers or a stand alone provider (*ie. United Way*). Displaying an organization will show all affiliated providers on the map.
- **Providers** - A service provider at a single location.

Example: Entering a keyword of "food" will result in Organization matches where the organization name contains the keyword entered, such as "Argyle Food Bank".

The search results for each group can be hidden or shown by clicking on the "Types/Services Matches" or "Organization Matches" headers. Important note: The number of organizations for each result that are located within your current map view, if

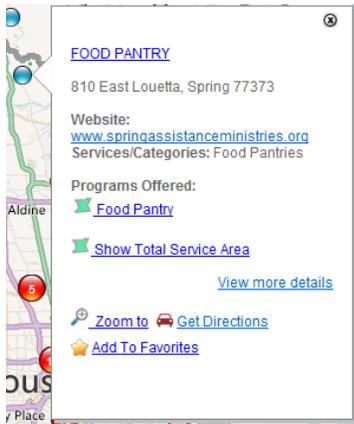
any, are noted in parentheses after each result. Clicking on a service type, organization type, or organization name to add it to your Active Providers.

Working with Active Organizations



The service types, organization types and organizations that you have added to the map will appear in the left menu as “Active Organizations”. Each can be toggled to display on the map or be hidden by checking or unchecking their box. You can “Select/Unselect All” using the buttons below each group. You can also remove each item completely from the Active Providers menu by clicking the 'x' icon or remove all by clicking the “Hide All” button if there are multiple items listed for the group. The number after each item indicates how many organizations of that type or name are in your current map view and will update as you pan/zoom around the map. If there are no organizations for that item in your current map view, the item will be grayed out. You can click the magnifying glass icon next to an item to zoom to all of the organizations of that type or to a particular organization name.

Viewing Organizational Details



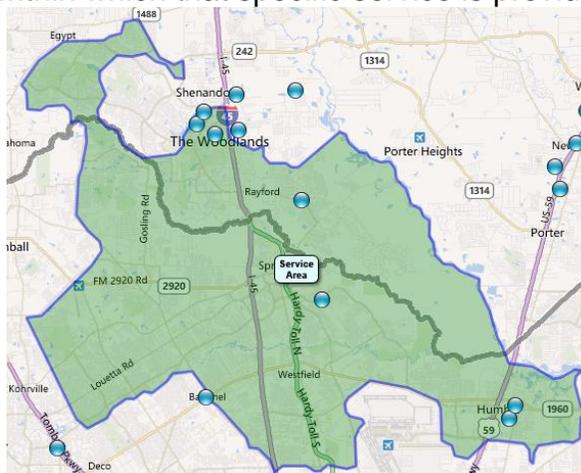
You can move your cursor over points displayed on the map to get more information about each. Single organizations are depicted as and groups of organizations are displayed as . When you move your cursor over single organization points, you will see the name, address, phone number, website, Services/Categories, programs offered, and service area information. Click "View more details" for more information. You'll also see the following options:

Programs Offered:
 [Food Pantry](#)

 [Show Total Service Area](#)

Organizational/Program Service Areas: For organizations in the

Connector database with records that contain service area information an  icon will appear beside the program name in the organizational information box. Clicking on this link will display the geographic area within which that specific service is provided by the



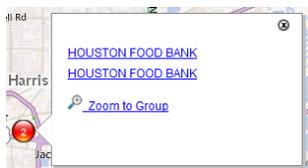
highlighted organization on the map. "Service Area" represents the area within which that organization is providing that specific service. Clicking on the link that says "Show total service area will display the total combined service area for all programs at the highlighted organization. A shape will appear with an icon that says "Service Area". Moving your mouse over this icon will

give you the option to view a demographic summary for this area or hide it from the view. Important note: This option is only available if the Connector database contains service area information for that organization. **Zoom To:** Zooms the map to this provider location.

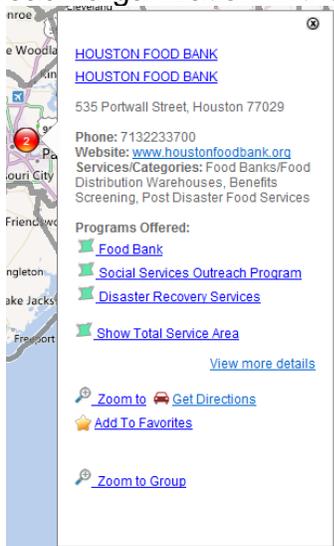
Get Directions: Links to Google Maps in order to obtain driving direction to this provider. You must enter a start address.

Add to Favorites: Adds the provider to the “Active Providers” that are displayed on the left side of the map.

Grouped Organizations

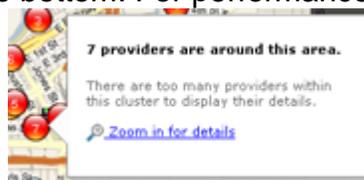


The red points represent areas on the map where there are two or more organizations located in close proximity. These grouped organization points will display the number of organizations located in a given area on the map. If you move your cursor over these points, those with five organizations or less will list the name of each organization in the group, which you can click on for more information.



You will find the 'Zoom To' and 'Get Directions' options here as well, along with a 'Zoom to Group' option at the bottom. For performance reasons, those

points with six or more grouped organizations



will not display

their details, but will have a 'Zoom in for more details' option that will zoom the map to the optimal distance to display the information you need.

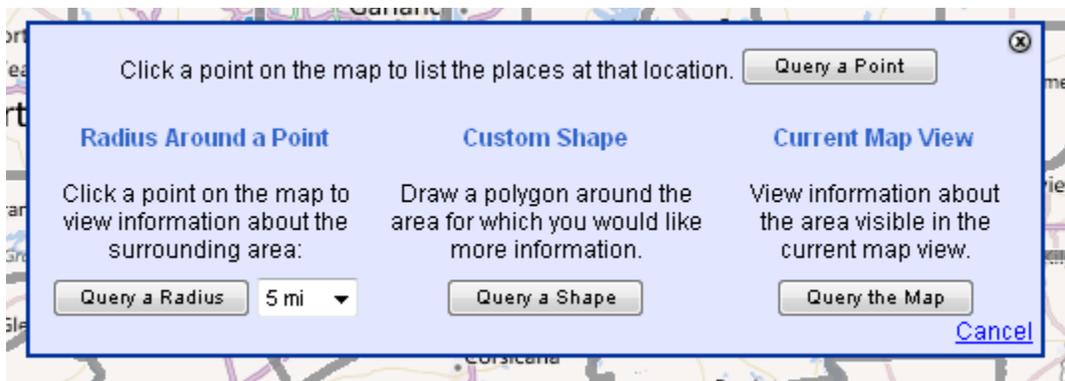
Generating Customized Organizational, Demographic/Socioeconomic and Location Reports



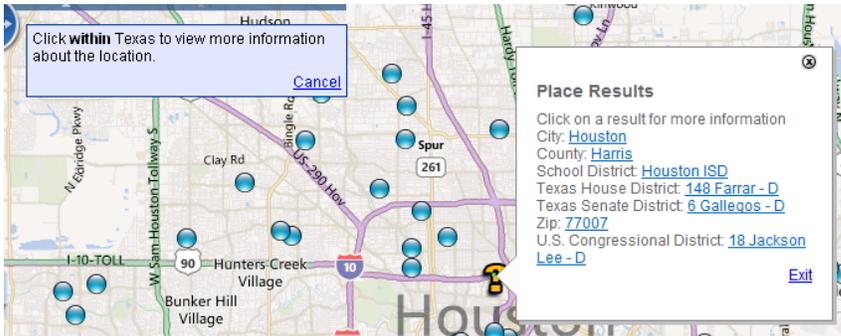
If you have any organizations displayed on the map, clicking on the  icon will provide you with the option of viewing the following data in report form:

- Location Reports
- Demographic Socioeconomic Reports
- Organizational Reports

You can customize data reports of your geographic area of interest in the following ways:



- Query a Point – Select the “Query a Point” option and then click a point of interest on the map to generate a quick report of various geographic boundaries in which the point of interest is located, including the county, zip code, school district, federal Congressional district or Texas State House of Representatives or Senate districts.

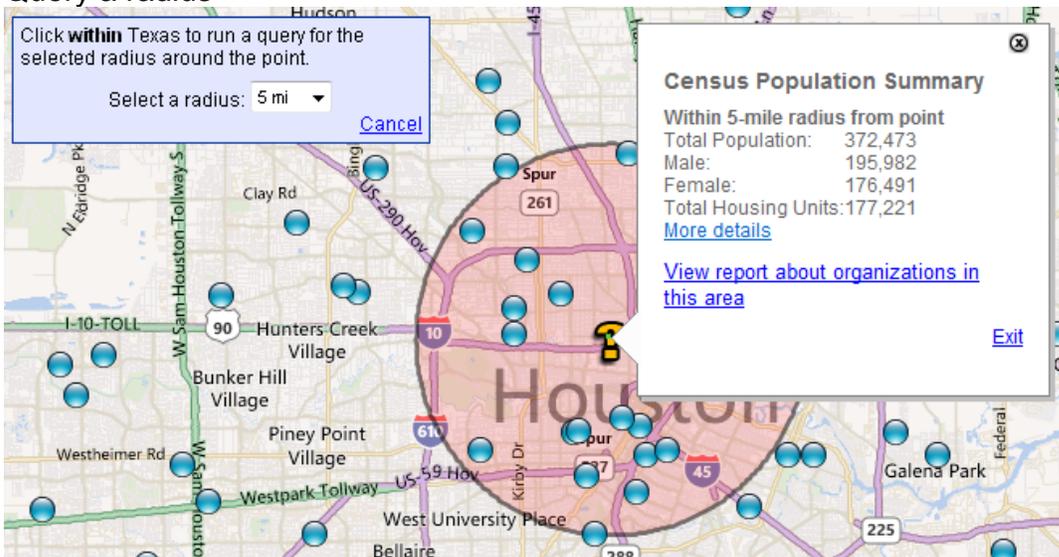


To see a quick Census

Population Summary, or run a demographic or organizational report by any of these boundaries, click on the highlighted boundary and select either “More Details” to generate customized demographic reports for this boundary area or “View report about organizations in this area” to generate an organizational report for any active providers located in this boundary area that you have mapped.



- Query a radius –

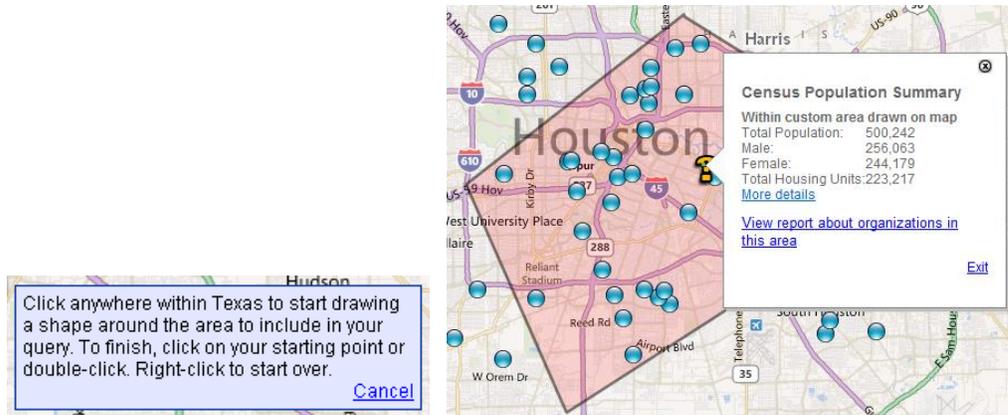


Select a

radius distance from the drop-down option list and click the “Query a Radius” option. Then move the cursor and click on a point of interest on the map to generate a quick Census Population Summary for that radius region. Click the blue link “More details” to generate customized demographic reports for that radius region. Click the blue

link “View report for organizations in this area” to generate a report of all actively mapped organizations in this radius region.

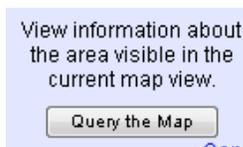
- Query a shape –



Click the

“Query a Shape” button to draw a custom shaped report. Move the cursor to an area of interest and click the left mouse button. Then hold the mouse button down, move the cursor to draw a line and release the mouse button to complete the line. Repeat this action until you have drawn an enclosed shape (a polygon) to generate customized reports of organizational or demographic/socioeconomic data. Click the blue link “View a report about organizations in this area” to generate a report of all actively mapped organizations in the drawn shape.

Troubleshooting Tip: In order to generate this custom report, you must draw a complete shape where the ends of the first and last line meet exactly.



- Query the current map view – Select the “Query the Map” option and a custom demographic report will be generated for the extent of the map currently viewable on your screen. Click the blue link “View report for organizations in this area” to generate a report of all actively mapped organizations viewable on your current map.
- To query the service area of an organization and generate either demographic reports or organizational reports for active organizations that are within the service

area of another organization, review the section above titled “Viewing Organization Details”.

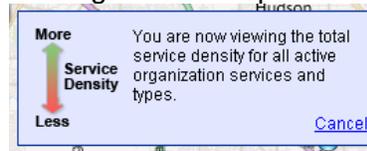
Additional Features

Density of Service Coverage Analysis

If you have organizations displayed on the map, clicking the “Service Coverage Density” button



will generate semi-transparent shapes for each organization representing the area(s) in



which the specific service of interest is provided.

After a few

seconds this “heat map” will display and will appear more green in areas of more dense coverage of that specific service type and more red in areas of less dense coverage of that specific service type. Important notes: This feature may take several minutes to load. Also, this feature will only work for service providers that have provided program service area information to their regional 2-1-1 Texas or updated this information directly in the Texas Connector, and many do not. Click the “Cancel” button to exit this feature.

Hiding/Showing the Menus

To increase your usable mapping area, click the “Hide/Show Menu” buttons  in the top-right corners of the left and right menus to toggle their visibility.

Showing Tooltips

New users may find it helpful to view tooltips with more guidance on how to use the application. To enable this feature, check the “Show Tooltips” box  Show Tooltips in the bottom-right corner. These tooltips appear when you move your cursor over certain elements within the application.

Emailing the Map

Click the email icon  to send an email containing a link that will open the Connector with the same location, providers, and layers that you currently have displayed. Enter the “To” and “From” addresses, and the “Send” button will be enabled. You can optionally edit the subject

and body of the email, but do not alter the link. You can also copy this link to paste it in a document or add a bookmark without sending the email.

Printing the Map

Click the print icon  and select the desired page size/format from the options that appear. This will resize the map and hide certain elements to create a print-friendly view. Select “File --> Print” or press Ctrl-P on the keyboard to open the print dialog. Be sure to adjust your printer’s page layout settings for the size you selected before printing.

Resetting the Map

Click the “Reset Button”  to return the map to its original settings.

Help Feature

Click the “Help” button  while in the Texas Connector map to open the “How to use the Texas Connector” instructions.

Getting to the Connector Members Homepage from within the Map

Click the Texas Connector logo  on the bottom right side of the map to return to the Members homepage to manage your account or search for organizations using the Connector “Database-Only” search function.