How to Use the Wizard in the UDS Mapper
# Acronyms Used in This Lesson

<table>
<thead>
<tr>
<th>Acronym</th>
<th>What It Stands For</th>
</tr>
</thead>
<tbody>
<tr>
<td>UDS</td>
<td>Uniform Data System</td>
</tr>
<tr>
<td>ZCTA</td>
<td>ZIP Code Tabulation Area</td>
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</tbody>
</table>
About the Wizard

- Many users come to the UDS Mapper to create a required service area map and data table for a Bureau of Primary Health Care funding application, look-alike designation, or change in scope
- The Wizard consolidates tools users might need to use to create these maps
- Use of the Wizard is optional

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What the Wizard Does

- Prompt the user to the types of input needed to create the map for the chosen opportunity type
- Select the types of health-related facilities to be added to the map
Select an Opportunity Type

- Choose between
  - Change in Scope
  - Supplemental funding opportunity
  - Service Area Competition, New Access Point, or Look-Alike Designation

- Each type of opportunity has different requirements so be sure to select the correct one
Enter ZIP Codes or ZCTAs for Selection

- All opportunities require the selection of ZCTAs
  - Type them in or copy a list of ZIP Codes or ZCTAs from an external file
  - Paste into the Wizard
  - **Validate** ZIP Codes to ensure ZCTA selection

- This section is optional
  - Select additional or change ZCTAs that are selected in the **Explore Service Area** tool after you have finished with the Wizard
ZIP Code to ZCTA Mismatch

- If one or more of your ZIP Codes do not have a direct ZCTA match, you will receive an error message when you validate the list.
- Note the ZIP Codes and visit the ZIP Code to ZCTA Crosswalk to find which ZCTA should be selected in place of the ZIP Code.

https://www.udsmapper.org/zcta-crosswalk.cfm
Adding Points to the Map

- All opportunities will require that the location of interest is marked on the map.
- Sometimes it is necessary to mark other, relevant locations on the map that are not available in the UDS Mapper.
- This section is optional.
  - Use the **Map My Data** tool or **Drawing Tools** to add locations later if you don’t use this part of the Wizard now.

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Structuring Your Data File

- Create a spreadsheet that has separate columns for Address, City, State, and ZIP Code
  - These should be columns A, B, C, and D, respectively
  - Add other information in subsequent columns, if desired
- If your workbook has multiple sheets, make sure the one with the addresses is the first (leftmost) one
Add Addresses to Pinpoint

- Drag and drop your file to upload it
- Make selections
  - Color code your points based on data in your spreadsheet
  - Add up to three columns of information to the Information Card (address information will be included by default)
- When finished, click Create Map
Map with Selected ZCTAs and Added Addresses

- You will be taken to the map with your ZCTAs selected and your addresses marked, if you used both parts of the Wizard.
- Health Center and Health Related Facilities will be added as required for the opportunity type selected.
Edit Map as Necessary

- The map can be edited before it is finalized
- Add required labels using the **Drawing Tools**, if desired
- Change selected ZCTAs in the **Explore Service Area** tool
- Verify required facility types have been turned on, and if not add them in the **Explore Service Area** or **Explore Health Related Facilities** tools
- Remove and re-upload additional points in **Map My Data**
Print When Map is Finalized

- Click the **Print** button in the Tool Kit in the bottom left corner of the screen.
- Be sure Data Table is included as an option.
  - The standard UDS Mapper report is required for all opportunities; as long as you did not alter the data table, you will have the correct data table in this step.

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End of Lesson

Proceed to the next lesson to continue learning how to use the UDS Mapper