

Using the Search Tool

You can select any layer from your project and also the **Google** search tool from the **Search** option within SKiN. The following instructions will give you a step by step guide on how to use the search tool.

Before you begin

Before you can use the Search option within SKiN, you may wish to have your data set up in a saved project. If you need assistance getting the data into SKiN please refer to the following sections:

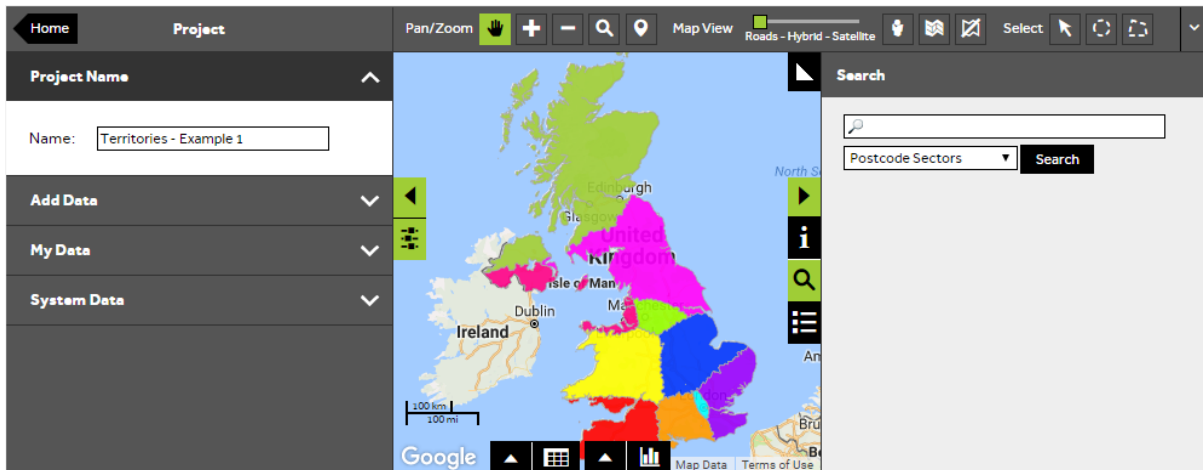
- Territories Steps - Create a Project
- Territories Steps – Import Data



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Open the search tool

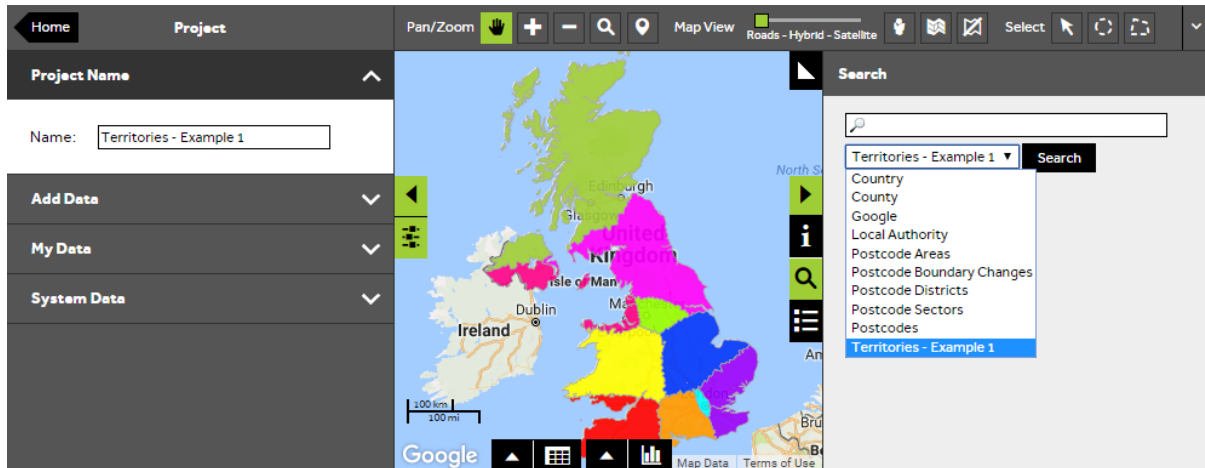
- To search for a territory on the map. **Open an existing project** and then select the **Search** tool to the right of the map.



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Choose the type of search

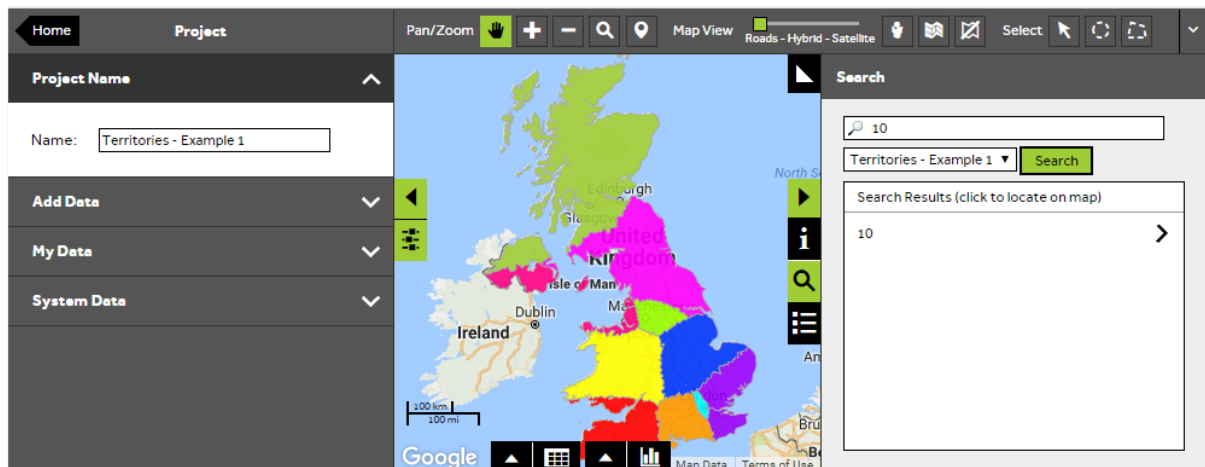
- From the **Search** panel, you can select any layer from your project, system data layers and also access the **Google** search tool from the dropdown box.



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Perform your search

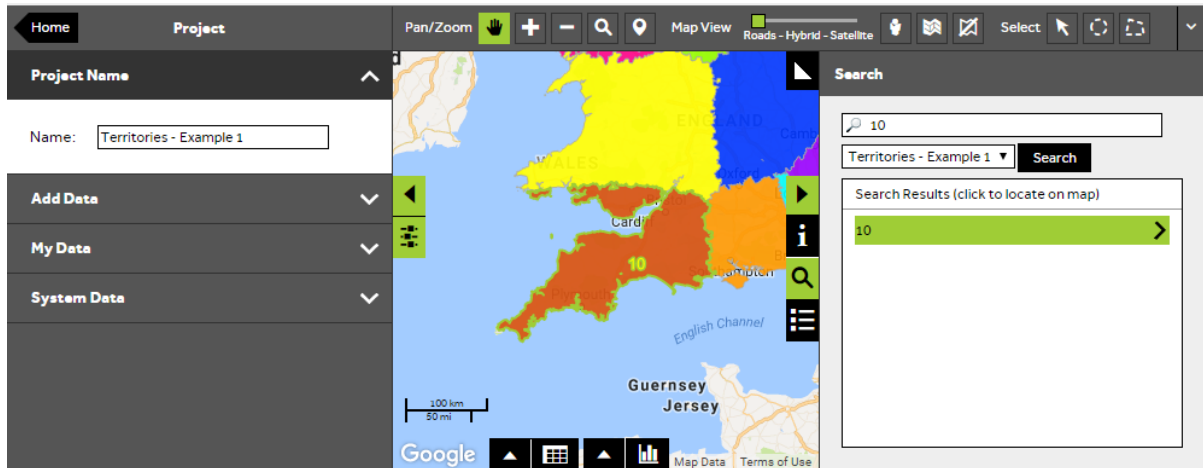
- To perform a search, select from the list what type of search you wish to perform and then type into the search box. Click **Search** to return a list of matching locations.



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Jump to the location on the map

- Once the search has been performed and the list of options are displayed in the search panel, select the territory you wish to jump to on the map. The map will update and highlight the location on the map.



What do you want to do next?

You may wish to calculate a new column in your territory data or you may wish to create a report, please refer to the following sections for further assistance:

- Refer to: **Territory Steps – Calculate New Column**
- Refer to: **Territory Steps – Create Output - Report**
- Contact: **Geoplan Support**