

LOIS Q&A – Administration Site

The LocationOne® Information System (LOIS) **administration site** is where you enter and maintain your data. Users are assigned a username and password to access the administration site.

Q. Who is responsible for entering State, County and Metro data?

- A. Forward Wisconsin is responsible for populating these sections. Forward Wisconsin has purchased the data from the Institute for Decision Making and it has been added to the system. Updates are going to be made in July of 2005.

It is the responsibility of each community to complete and maintain the Locality, Building, and Site sections.

Q. How do I access the administration site?

- A. Open your browser (i.e. Internet Explorer, Netscape Navigator, etc.) and type in locationone.com/lois/adminindex.html in the address bar.

Q. We have established a regional organization. Can we use LOIS on a regional level to promote the buildings, sites and localities in the region?

- A. Yes. Each community in the region would still maintain their individual profile and a new, separate user profile could be created for the region.

This will enable each community in the region to maintain and promote their own buildings, sites and locality info on their individual Web site without promoting the entire region.

It also allows the region to promote itself either through a separate Web site and/or by a link on an individual community's Web site to the regional profile.

Q. How do I add/delete a locality?

- A. The LOIS Administrator is the only user authorized to add or delete a locality. E-mail Sharon Seffrood at sseffrood@commerce.state.wi.us or call 608-261-2501.

Q. Why do I have to e-mail my images to LOIS?

- A. Some users do not have the software nor the capability to touch up and size their own images. Location One can do that for you. Just e-mail images to location@locationone.com and indicate which state, locality and or building the image should be associated with.

Q. What format and size should the images be?

- A. Images can either be submitted electronically as a .jpg file or an actual photo can be mailed (and will be returned upon request).

When possible, use a high resolution (i.e. 300-600 "dpi") when submitting electronic images. If you are not using a digital camera, it is recommended that you use a 35mm camera (not disposable).

The large image will be sized by the LOIS administrator. The thumbnail image should be resized to 150 x 113 "pixels" using your photo editing software.

DPI (dots per inch): A measure of print and screen resolution.

Pixel: A pixel is one "dot" on your monitor. It's the smallest point of light your monitor is capable of displaying. The exact size depends upon your monitor's resolution, which in turn depends upon the video drivers in your computer.

Q. What is the purpose of the New Image Reference box?

- A. You can view this box from within the admin site under the Buildings tab. When you "edit" a particular building and then click on the drop-down list box, you can select Images. The New Image Reference box appears. The LOIS admin completes that page for the user after he/she sends the image(s) to

locationne@locationone.com. The user does not need to fill in this box.

Q. Why am I getting an error message that says, “This field requires a number (no commas)”?

- A.** One of the numeric fields in the page you are working in either has nothing entered in it or has a comma. When you click on OK, the error message will disappear and the cursor will be blinking in the field that is causing the problem.

On some pages, there is more than one numeric field, so the same error message may pop up again upon clicking on the Submit button and the cursor may be blinking in another field. All numeric fields require a number (0 is acceptable).

Q. What is the significance of the fields that are red or have an asterisk?

- A.** Fields in red are searchable. Fields with an asterisk behind them are required fields. To avoid being eliminated from a search, we recommend that all search fields be completed.

Q. What are the printable flyer fields?

- A.** To keep the printable flyer a manageable size, printable flyer fields were created which have a limitation on the number of characters they will accept.

In order for the information to appear on the Printable Flyer, you must enter data in those fields. For example, see the Locality Overview page: there is a field called Business Climate and a field called Printable Flyer Business Climate.

Q. What is the difference between archiving, deleting and hiding a record?

- A.** Archiving a record will make the property inactive. For example, if a building has been sold, occupied or taken off the market, the record should be archived. If the property should become available again, it can simply be re-activated instead of having to re-enter all of the information.

Deleting a record will remove it permanently from the database and it will no longer be available to any user. For example, if you have a duplicate record, you would delete the duplicate entry. There are very few instances when a record should be deleted.

Hiding a record causes it to no longer be displayed on the presentation site for that user only. For example, a county development organization may have a locality that is located in multiple counties. If the county doesn't want to show properties in the locality that lie in another county, they would hide the record, causing it not to display on their Web site, but still allowing other users (i.e. locality, state, utilities) to display it on their Web site.

Q. We have a labor study available. Do I need to type all of this information into LOIS?

- A.** You can upload Microsoft Word or Adobe PDF files on the Labor Force page (in the Localities section) to display your labor force data or you can link to that information if it is located elsewhere on the Web.

To do this, click on New Labor Force Report. Complete the fields called Title to be displayed for this link and brief description of this document.

To upload a Word or PDF file:

-Click on the button that says Upload and link to a document on the LocationOne server in the Document Location field.

-In the Upload file field, click on the Browse button and locate the file on your computer. The file size limit is 3 MB.

-Click on the Insert button. For uploaded files, the document will be available to the public on the LOIS presentation site within 24 hours after completing the insert.

To link to the information somewhere else on the Web:

-Click on the button that says Link to document outside of LocationOne system in the Document Location field.

-In the Link Address field, insert the "URL" of the Web site where the information is located.

-Click on the Insert button.

URL: Universal Resource Locator. Address used to get a page on the World Wide Web.

Q. Can I customize LOIS with my logo and contact information?

- A. Yes, this is done in the Profiles section. You can add text and your logo on the Overview page (logos must be sent to locationone@locationone.com).

Information on the Overview page will be the header on each page. The footer on each page will be your contact information, which should be entered on the Contact Information page. The header and footer that are displayed are driven by the Web site used to access the information.

For example, if the visitor goes through Forward Wisconsin's Web site to view a property in Janesville, Forward Wisconsin's header information will appear; if the visitor goes through Janesville's Web site, Janesville's information will appear.

It is important that you complete the Contact Information page. In the future, this information will likely be used to notify you of any LOIS updates.

Q. How do I submit suggestions for improvements or modifications to LOIS?

- A. Forward Wisconsin is on a LOIS advisory group that meets quarterly. The group just met in May and will meet again in September of 2005. Contact Sharon Seffrood with your suggestions.

Q. Why are some of the IEDC data fields missing in LOIS?

- A. LOIS had to modify some data fields from the IEDC standards because there were not valid fields --data could not be obtained. They do not have plans to continue updating them. They are looking to systems like LOIS to lead the way. There is a section for taxation at the locality level in LOIS, however, there are not fields for the other tables at the locality level. They do exist at the county level, however. LOIS has conducted a data audit and removed some of the fields that were not obtainable.

Q. Is there an easier way for me to obtain data for the Localities section?

- A. The database platform allows users to enter in a lot of information. The data fields are in compliance with the National Data Standards, which were developed several years ago by the International Economic Development Council (IEDC). Not all of that data needs to be provided initially, however, and many communities are building their database over time by entering what they have available then adding more as they gather additional information. The Regional Planning Commissions have agreed to serve as a resource for harvesting local data. LOIS will be publishing a resource book, which contains information about how to obtain data. It's due to come out by July of 2005. An electronic version will be downloadable from the Location One and from Forward Wisconsin's Web site.

Q. Are there any naming conventions set for buildings? How should I be naming my building? For example, some buildings contain a street number, some do not.

- A. That's a question that has been debated endlessly and will continue to be discussed since there is really no standard or naming convention. The building name is generally used to make it easier to find that building so a name with the street address is appropriate. Similarly, buildings that have acquired a

name (because a company by that name was in the building for many years) can realistically carry that name for ease of identification by local residents. On the other hand, names that describe a building (i.e., Warehouse No. 3) can also be appropriate. Most of the building searches will be conducted by size, community/county, or some other search parameter.

Q. Is LOIS coming out with a Realtor Component?

A. Economic developers and realtors will be happy to hear that LOIS is currently working on a realtor component. Two features will be available where realtors will either be able to log on and submit a single listing or realtor groups will be able to do a data import using XML technology. Realtors and realtor groups will have their LOIS profile to link to. Component testing is slated for May of this year and will be implemented as soon as LOIS puts its final stamp of approval on the package.

Q. Is there a way for a user to enter multiple buildings for the same locality without having to re-enter the same basic information such as state, county, locality and city? In other words, is there an auto-complete feature available?

A. At this time, the user will need to choose the locality each time he or she enters in an individual building. Realtor groups will be able to import multiple buildings at one time using XML, which is part of the realtor component.

Q. Is the system capable of removing old data automatically?

A. LOIS currently displays a modified date for each building and site that was last modified. Since this is an economic development tool, economic developers are encouraged to use this to their advantage by compiling a list of buildings or sites that fall within a certain date range. A list can be generated on the presentation site by clicking on the download tab and choosing all for the

parameters in each drop-down list box. The last modified date appears in a column in the Excel file, which can be sorted. Notifications can then be sent out to users (contacts) to remind them about updating their listings. ED persons have the ability to hide any listing, which he/she feels is out-of-date.

Q. How can I tag a property as being a brownfield site?

A. LOIS is going to consider adding a "brownfield" category to the drop-down box in the administration screen.

Q. Currently, LOIS allows me to sort from A-Z. Can I do a reverse sort on each column in either the admin or presentation site?

A. LOIS will soon change this so that users or administrators can sort in either direction.

Q. Is there a contact drop-down listbox that can be generated?

A. Yes. LOIS has plans to create such a feature in the admin screen within the contact section.

Q. Can I view statistics in LOIS?

A. LOIS will be running a copy of statistics software on their server, which will allow them to provide communities with statistics reports based upon request. Details coming soon!

Q. Can LOIS change the field name "Value for Tax Purposes" to a more specific field name such as Fair Market Value or FMV in the taxation section of the building details screen?

A. Initially, the field name was chosen based on the standards that were set in the beginning stages of development of LOIS. Consideration will be made in changing this field name in order to make it more clear to users what data they should be entering in this field. LOIS will also be posting info on how to enter data into all the fields in their resource guidebook, which will be coming out this July.

Q. How do I delete a single building from LOIS?

- A.** Some users may be entering their very first building into LOIS and may notice that they cannot delete it from the Overview page. The best solution is to add a second building. This will automatically generate a “results” list in which you can click on the first building and simply delete it.

Q. Can LOIS add a font drop-down list box in the User Settings tab?

- A.** LOIS will consider adding a list of fonts to the list box, which appears next to each organization title, in the Overview screen section, under the User Settings tab.