Bulk Address Geocoding
AMIS Training Manual
Bulk Address Geocoding

**Note:** In order to access the bulk address geocoding function in AMIS, you must be a user with an organization in AMIS.

1. In AMIS, open the dropdown on the right-hand side of the page. Select TLR Import/Export Certify Page.

![Figure 1. Menu Dropdown](image1)

2. On the TLR Import/Export Certify page, search for the organization by clicking on the magnifying glass icon.

![Figure 2. Search Function on TLR Page](image2)

3. A Lookup page will open. You can enter the full or partial organization name in the search box and click the Go! button to see search results. Remember to use the “*” wildcard for partial searches.

![Figure 3. Lookup Page](image3)
4. If you have recently viewed an organization, it will appear in the Recently Viewed Organizations section of the page. Click the organization name to select the organization for bulk address import.

5. The organization name will be selected. Click Next.

6. The import/export page for the selected organization will be displayed. Click the New_GEOCODING_Address.csv link under the CDFI CSV section of the page.
7. Excel will open a bulk address import file. This is the file that will need to be updated with the address entries for each import. The file includes the following text fields:

- Label
- Project Street Address Line
- Project City
- Project State
- Project Zip Code
- Generic Field 1
- Generic Field 2
- Generic Field 3
- Generic Field 4
- Generic Field 5

8. The five generic fields may contain any data the user wants included in the geocoding output results for that address entry, or can be left blank.
9. Start to enter the addresses to be geocoded on line five of the template.

*NOTE*: Please remove all accents and special characters from addresses prior to entering into the template to avoid errors.

![Sample Completed CSV File](image)

**Figure 8. Sample Completed CSV File**

10. Once all the entries have been made, save the as a CSV file and return to the organization import/export page. Click the **Import New GEOCODE Address Data** link in the TLR Data Import Links section.

![Import Geocoding Address Data Link](image)

**Figure 9. Import Geocoding Address Data Link**

11. The GeoCoding Data File Upload page will display. Click the “Add Files...” button.

![Geocoding Data File Upload Page](image)

**Figure 10. Geocoding Data File Upload Page**

12. Browse for the import file and select it.
13. The file will display on the Upload page. Click the Start upload button. The system will validate the address entries and notify you if there are any errors in your data.

14. Click the Submit button to begin the upload process.
15. Select the **View GeoCoding Data records** link to view your results. An entry will exist for each entry successfully geocoded. Click on a data result.

![Figure 14. View GeoCoding Data Records](image)

16. The detailed results for that address entry will display.

![Figure 15. GeoCoding Detail Page](image)

17. Select the **GeoCoding Data Report and Export** link. User access to object data will be via report only.

![Figure 16. GeoCoding Data Report Link](image)
18. The GeoCodingData FIPS Export Report page will display.

![Figure 17. Export Details on Report Page](image)

19. Click the Export button.

![Figure 18. Export Button](image)

20. The geocoding output will be exported to Excel. The output will include the following fields:

- GeoCoding Data: GeoCoding Data Name
- Census Tract GEOID
- Temp Project Latitude X Coordinate (up to 8 decimal places)
- Temp Project Latitude Y Coordinate (up to 8 decimal places)
- City
- Street Address 1
- Zip Code
- Project Address Accuracy Rate
- Generic Field 1
- Generic Field 2
- Generic Field 3
- Generic Field 4
- Generic Field 5
How to View and Export the Geocoding Report (Alternate Method)

1. Log into AMIS and click on the ‘Organizations’ tab.

2. Select your ‘Organization Name’.
3. On the Details page, scroll down to the System Information section and click the ‘GeocodingData FIPS Export Report’ link.

4. To view the record, click on the ‘GeoCoding Data Number’ link.

5. To export the report, click the ‘Export’ button.
Bulk Address Geocoding in AMIS – Training Video

Following is a link to a Training Video on how to use the Bulk Address Geocoding function in AMIS: https://www.youtube.com/watch?v=68hTC2ZQcYI