

Step-By-Step Business List Instructions

To make a business list you will need to log into STDBonline and click ESRI Site Analysis.

Step 1: Create a Project and Study Area. Click “Create New Project”. Name it and click “Add Study Area to Current Project”. Click “By Locating a Site”. Here you will name your study area, type in an address and define it by Rings, Donuts or Drive Times. Now click add study area.

Step 2: Once you have your Study Area in place, click “Step 2: Choose Reports and Maps”. Click the drop-down arrow and select Business Extracts (download) from the list. A new window will appear that is titled “Choose Reports”. If it does not, click “Select Reports” and it will pop-up.

Now click on the word “Edit” that is next to Custom Business Extracts. Another window will pop-up titled “Business Search Tool”. You can search by all businesses or selected businesses by clicking the circle next one or the other.

Searching Selected Businesses –

Here you can search for whatever you need by typing key words in the text box and clicking find or by clicking on the words/numbers beneath to find certain SIC/NAICS codes. After clicking find or one of the SIC/NAICS categories another window will appear titled “Select Business Codes”. Click on the numbers to add them to your report. Close the “Select Business Codes” window and the numbers you have clicked now appear on the previous window by “Current List”. Scroll down and click save.

Searching All Businesses –

By clicking the circle next to all businesses, every business within your Study Area will come back in your report. There is also the option to filter these by scrolling down to the bottom of the page and clicking “Set Filter”. Here you would type in an address if you wanted all of the businesses in one building or all on a particular street, city, etc.

After setting up one of these searches you will scroll down and click “Save”. Now you will be back to the “Choose Reports” window. Make sure that the box next to Custom Business Extract has a check next to it. Scroll down and click “Run Reports”. Once you have received your report, save it to your computer.

If you want to plot the businesses on the map, please continue with the instructions below:

1. Go back to ESRI Site Analysis page.
2. Click the name of the Study Area (on the left side of the page, underlined in red) to zoom into that area.
3. Once the map has finished loading, click on the middle button (“Find an Excel file”) on the “Find” widget, which is on your map. If you do not see this widget on your map, click “Map Tools” located above the map and it will pop-up.
4. Upload the Excel spreadsheet you saved to your computer and you will see the businesses show up on the map.

Search Engines for SIC/NAICS Codes:

NAICS: <http://www.census.gov/epcd/www/naics.html>

SIC: <http://www.osha.gov/pls.imis/sicsearch.html>