



## Buildings & Sites Database User Manual

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# Buildings & Sites Database User Manual

This document is a step-by-step guide to searching for available buildings and sites in the Oklahoma Department of Commerce Buildings & Sites database.

## Access

### Accessing the Database

There are multiple ways to access the ODOC Buildings & Sites database.

- Type [www.locateok.com](http://www.locateok.com) into your Internet browser address bar
- Type [www.okcommerce.gov](http://www.okcommerce.gov) into your Internet browser address bar
  - Move the cursor over “**Site Selection**” on the left side of the top banner
  - Click the “>>” to the right of the words “Buildings & Sites”
  - Click “**LocateOK – GIS Buildings & Sites Database**”

## Buildings

### Searching for Buildings

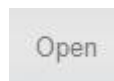
1. Click the green “**Search**” button on the left-hand side of the screen below the map.



2. At the top of the search menu, click on the “**Building Type**” icon you prefer.



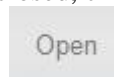
3. Check the box(es) for each “Sub-Type” you prefer. Check the “**All**” box to select all Sub-Types.
4. (Optional) If the “Basic Information” bar is closed, click “**Open**” on the right-hand side of the gray bar.



- 4a. (Optional) Type the Min and/or Max Square Feet you are searching. Check the “**For Sale**”, “**For Lease**”, or “**All**” bubble.

Square Feet		Financial Status		
min	<input type="text" value="sqft..."/>	<input type="radio"/> For Sale	<input type="radio"/> For Lease	<input checked="" type="radio"/> All
max	<input type="text" value="sqft..."/>	Address <input type="text" value="street name..."/>		

5. (Optional) If the “Geography” bar is closed, click “**Open**” on the right-hand side of the gray bar.



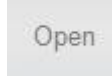
- 5a. (Optional) Type a city name you prefer to search; click on the city name in the yellow drop-

down list. **OR** Scroll through the list of city names; click on the city name; click the “+” button next to the list.



5b. (Optional) Repeat Step 5a for each city you prefer to search.

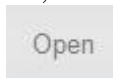
6. (Optional) If the “Assets” bar is closed, click “Open” on the right-hand side of the gray bar.



6a. (Optional) Check the box next to each asset you prefer.

- Rail Accessible
- Enterprise Zone
- Certified
- Cranes
- Opportunity Zone
- Freezer
- 5% Area

7. (Optional) If the “Advanced” bar is closed, click “Open” on the right-hand side of the gray bar.



7a. (Optional) If you prefer to search by Ceiling Height, enter a minimum and/or maximum height in feet.

7b. (Optional) If you prefer to search by Price, click the “Price” icon on the gray bar.

7c. (Optional) Enter a minimum and/or maximum sale price AND/OR a minimum and/or maximum lease price.

8. Click the green “Search Buildings” arrow on the right-hand side of the search menu.



## Viewing Building Search Results

Below the map are the results from the building search. To view a full individual building report:

1. Move the cursor over the image of the report you wish to view. This will highlight the listing and the building icon on the map associated with the listing.
2. Click the orange “View” link that appears over the image.



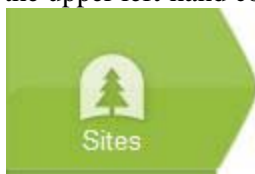
## Sites

### Searching for Sites

1. Click the green “Search” button on the left-hand side of the screen below the map.



2. Click the green “Sites” button on the upper left-hand corner.



3. At the top of the search menu, click on the “Site Type” icon you prefer.



4. Check the box(es) for each “Sub-Type” you prefer. Check the “All” box to select all Sub-Types.
5. (Optional) If the “Basic Information” bar is closed, click “Open” on the right-hand side of the gray bar.



- 5a. (Optional) Type the Min and/or Max Acres you are searching. Check the “For Sale”, “For Lease”, or “All” bubble.

Acres		Financial Status		
min	<input type="text" value="acres..."/>	<input type="radio"/> For Sale	<input type="radio"/> For Lease	<input checked="" type="radio"/> All
max	<input type="text" value="acres..."/>	Address		
		<input type="text" value="street name..."/>		

6. (Optional) If the “Geography” bar is closed, click “Open” on the right-hand side of the gray bar.



- 6a. (Optional) Type a city name you prefer to search; click on the city name in the yellow drop-down list. **OR** Scroll through the list of city names; click on the city name; click the “+” button next to the list.



- 6b. Repeat Step 6a for each city you prefer to search.

7. (Optional) If the “Assets” bar is closed, click “Open” on the right-hand side of the gray bar.



- 7a. (Optional) Check the box next to each asset you prefer.

- |  |   |                                  |
|--|---|----------------------------------|
| <input type="checkbox"/> Rail Accessible | <input type="checkbox"/> Cranes           | <input type="checkbox"/> Freezer |
| <input type="checkbox"/> Enterprise Zone | <input type="checkbox"/> Opportunity Zone | <input type="checkbox"/> 5% Area |
| <input type="checkbox"/> Certified       |   |                                  |

8. (Optional) If the “Advanced” bar is closed, click “Open” on the right-hand side of the gray bar.



- 8a. (Optional) If you prefer to search by Price, click the “Price” icon on the gray bar.



- 8b. (Optional) Enter a minimum and/or maximum sale price AND/OR a minimum and/or maximum lease price.



Price Misc.

Sale Price Lease Rate

min \$... min \$...

max \$... max \$...

9. Click the green “Search Sites” arrow on the right-hand side of the search menu.



## Viewing Site Search Results

Below the map are the results from the site search. To view a full individual site report:

1. Move the cursor over the image of the report you wish to view. This will highlight the listing and the site icon on the map associated with the listing.
2. Click the orange “View” link that appears over the image.



## Communities

### Searching for Communities

1. Click the green “Search” button on the left-hand side of the screen below the map.



2. Click the green “Communities” button on the upper left-hand corner.



3. At the top of the search menu, click on the “Geography” icon you prefer.



4. Type a city name you prefer to search; click on the city name in the yellow drop-down list. **OR** Scroll through the list of city names; click on the city name; click the “+” button next to the list.



5. (Optional) If the “People” bar is closed, click “Open” on the right-hand side of the gray bar.

Open

- 5a. (Optional) Type the From and/or To Population Size, Labor Force Size, Unemployment Rate, and/or Median Age in the search fields.

Population Size	from:	<input type="text"/>	to:	<input type="text"/>
Labor Force Size	from:	<input type="text"/>	to:	<input type="text"/>
Unemployment Rate	from:	<input type="text"/>	to:	<input type="text"/>
Median Age	from:	<input type="text"/>	to:	<input type="text"/>

6. (Optional) If the “Labor Force” bar is closed, click “Open” on the right-hand side of the gray bar.

Open

- 6a. (Optional) Type the From and/or To Bachelor’s Degree or Higher, High School Education or Higher, White Collar Workers, Blue Collar Workers, Young and Educated, and/or select the level of Higher Education from the dropdown menu in the search fields.

Bachelor’s Degree or Higher	from:	<input type="text"/>	to:	<input type="text"/>
High School Education or Higher	from:	<input type="text"/>	to:	<input type="text"/>
White Collar Workers	from:	<input type="text"/>	to:	<input type="text"/>
Blue Collar Workers	from:	<input type="text"/>	to:	<input type="text"/>
Young and Educated	from:	<input type="text"/>	to:	<input type="text"/>
Higher Education	<input type="text" value="No preference"/>			

7. (Optional) If the “Transportation” bar is closed, click “Open” on the right-hand side of the gray bar.

Open

- 7a. (Optional) Type the From and/or To Commute Travel Time, Nearest Interstate, Nearest Rail Line, and/or select the Airport Proximity from the dropdown menu in the search fields.

Commute Travel Time	from: minutes...	to: minutes...
Airport Proximity	No preference	
Nearest Interstate	from: miles...	to: miles...
Nearest Rail Line	from: miles...	to: miles...

8. (Optional) If the “Budgets” bar is closed, click “Open” on the right-hand side of the gray bar.

Open

- 8a. (Optional) Type the From and/or To Household Income and Home Value (Avg) in the search fields.

Household Income	from: \$	to: \$
Home Value (Avg)	from: \$	to: \$

9. (Optional) If the “Federal Incentive Areas” bar is closed, click “Open” on the right-hand side of the gray bar.

Open

- 9a. (Optional) Check the box to search for communities classified as Federal Enterprise Community or Empowerment Zone.

Federal Enterprise Community or Empowerment Zone

10. Click the green “Search Communities” arrow on the right-hand side of the search menu.



## Viewing Communities Search Results

Below the map are the results from the site search. To view a full individual community report:

1. Move the cursor over the image of the report you wish to view. This will highlight the listing and the site icon on the map associated with the listing.
2. Click the orange “View” link that appears over the image.

View

## Businesses

### Searching for Businesses

1. Click the green “Search” button on the left-hand side of the screen below the map.



- Click the green “Businesses” button on the upper left-hand corner.



- (Optional) If the “Basis” bar is closed, click “Open” on the right-hand side of the gray bar.

Open

- (Optional) Type the Business Name, Address, From and/or To Number of Employees, From and/or To Annual Revenue, and/or From and/or To Years in Business in the search fields

Business Name:

Address:

Number of Employees: from:  to:

Annual Revenue: from:  to:

Years in business: from:  to:

- (Optional) If the “Advanced” bar is closed, click “Open” on the right-hand side of the gray bar.

Open

- (Optional) Select one or more options from the *business classes* list and/or from the *business types* list and/or from the *individual business categories* list.

- (Optional) If the “Geography” bar is closed, click “Open” on the right-hand side of the gray bar.

Open

- Type a city name you prefer to search; click on the city name in the yellow drop-down list. **OR** Scroll through the list of city names; click on the city name; click the “+” button next to the list.



- Click the green “Search Businesses” arrow on the right-hand side of the search menu.



## Viewing Businesses Search Results

Below the map are the results from the site search. Each business will appear on the map as a pin with each business class/type/category appearing as a different colored pin on the map. To zoom to an individual business:

- Move the cursor over the word “Business” in the gray box at the top of each business listing of the Business you wish to view. This will highlight the listing and the site icon on the map associated with the listing.

2. Click the orange “Zoom” link that appears over the image.

**Zoom**

## Understanding the Reports and Using the Tools

### Full Report

After clicking the **View** link, you will see the full report which contains all of the information provided by the listing agent.

If there are multiple images associated with the report, a green arrow will show on the right-hand side of the image. Click the arrow to view each image.

### Statistical Tabs

To view the statistical information associated with the area surrounding the property location, click on each gray tab associated with Labor Force, Demographics, Consumer Spending, and Businesses.



To adjust the information based on the **distance radius** from the property:

1. Move the cursor over the orange “Modify Report” located at the upper right-hand corner of the report.

**Modify Report**

2. Enter the preferred radius in miles in the search field on the left side of the pop-up menu

Radius (miles):

3. Click the green “Generate” button on the right side of the pop-up menu.

**Generate**

To adjust the information based on the **drive time** from the property:

1. Move the cursor over the orange “Modify Report” located at the upper right-hand corner of the report.

**Modify Report**

2. Enter the preferred drive time in minutes in the search field on the right side of the pop-up menu.

DriveTime (minutes):

3. Click the green “Generate” button on the right side of the pop-up menu.

**Generate**

### Report Tool Bar

The Report Tool Bar allows the user to share, save, print, and export selected reports; as well as accessing information about the community in which the property is located and viewing additional documents that may be attached to the report.



### *Share*

Moving the cursor over the **Share** link allows the user to share a report through various electronic forums, such as Twitter, Facebook, LinkedIn, etc.

### *Save*

Moving the cursor over the **Save** link allows the user to save individual reports or all reports associated with the listing to My Folder, located at the bottom right-hand corner of the map.



To retrieve saved reports:

1. Move the cursor over the My Folder button.
2. Click on the **Reports** link.



### *Print*

Clicking the **Print** link will open a new window containing the report which the user is view and a Print window to send the report to the printer.

### *Export*

Moving the cursor over the Export link allows the user to export the report as a PDF, Excel document, or as a Word document

After clicking on one of the format options:

1. Type the title which will appear on the exported report.
2. Click the orange **Export** button.



3. A new window will open with the options to Open or Save the report. Choose one of the options.

4. The exported report will appear.

### *Community*

Moving the cursor over the **Community** link allows the user to select various reports about the community and county.

### *Attachments*

Moving the cursor over the **Attachments** link allows the user to select any additional documents that may have been included with the listing, such as the listing agent's flyer. Not every listing has additional documents attached.

### *Advanced*

When viewing the Labor Force, Demographics, or Consumer Spending reports, moving the cursor over the **Advanced** link allows the user to open all charts associated with the data in the reports.

### **Returning to Search Results**

To return to the results of a search when viewing an individual report, click on the **Back to Search Results (Buildings)** link to the right of the Report Tool Bar.

**Back to Search Results (Buildings)**

### **Map Tool Bar**

The Map Tool Bar allows the user to measure distances on the map, define search areas, format the map type, and display various types of data on the map.

**Legend      Tools      Maps      Overlays**

### *Legend*

After selecting one or more types of data from the Overlays tool, moving the cursor over the **Legend** link will explain the Overlay data displayed on the map.

### *Tools*

Moving the cursor over the **Tools** link allows the user to select the appropriate tool.

- Pinpoint – provides latitude, longitude, and address data by placing the crosshairs over a location and clicking once.
- Measure – allow the user to measure the distance between two or more locations.
  - Two locations – Place the crosshairs at the initial location, click once. Next, move the cursor to the second location. The distance between the locations appears as you move the cursor. Double click to finish measuring.
  - Three or More locations – Place the crosshairs at the initial location, click once, move the cursor to the second location, click once. Repeat for every subsequent location you choose. After selecting each location, the distance currently being measured will appear at the left-hand side of the measurement window, while the cumulative distance between all selected locations appears in parentheses.

Total Length: 0.71 (Total: 2.22) Miles (Double click to stop measuring))

- Area Selection (Polygon) – allows the user to create a customized search area boundary.

- Begin by clicking once on a desired location. Next move the cursor to the next desired location and click one. Repeat this step for as many times as desired to draw the boundary lines. To finish, double click on the initial location.
- A text bubble will appear, click “**Apply** Filter to search.”
- Area Selection (Radius) – allows the user to create a search area based on a radial distance from a location.
  - Place the crosshairs on the location from which the radial distance will be measured, click once. Next, move the cursor a desired distance from the initial location, click once.
  - A text bubble will appear, click “**Apply** Filter to search.”

### *Maps*

Moving the cursor over the Maps link allows the user to select the desired map type.

- Main –Default map type
- Streets – Allows the user to view a location from ground-level by moving the orange figure onto any street location outlined in blue.
- Satellite – Allows the user to view the map from an aerial view
- Hybrid – Combines the Main and Satellite map types
- Terrain – Displays topographic lines and contour shading on the map
- Earth – Allow the user to view the map in a ‘fly-through’ view. Requires that Google Earth is installed on the user’s computer.

### *Overlays*

Moving the cursor over the Overlays link allows the user to display various types of data on the map, such as Points of Interest, Map Layers, and Demographic information.

- Points of Interest – Allows the user to display icons for Airports, Ports, Hospitals, and Colleges at the locations on the map where such facilities exist.
- Map Layers – Allows the user to view railroad lines, city boundaries, and county boundaries on the map.
- Demographics – Allows the user to create thematic maps based on various demographic categories such as Population, Median Household Income, Venture Capital, etc.