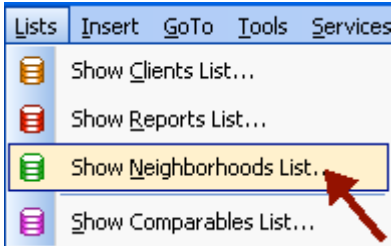


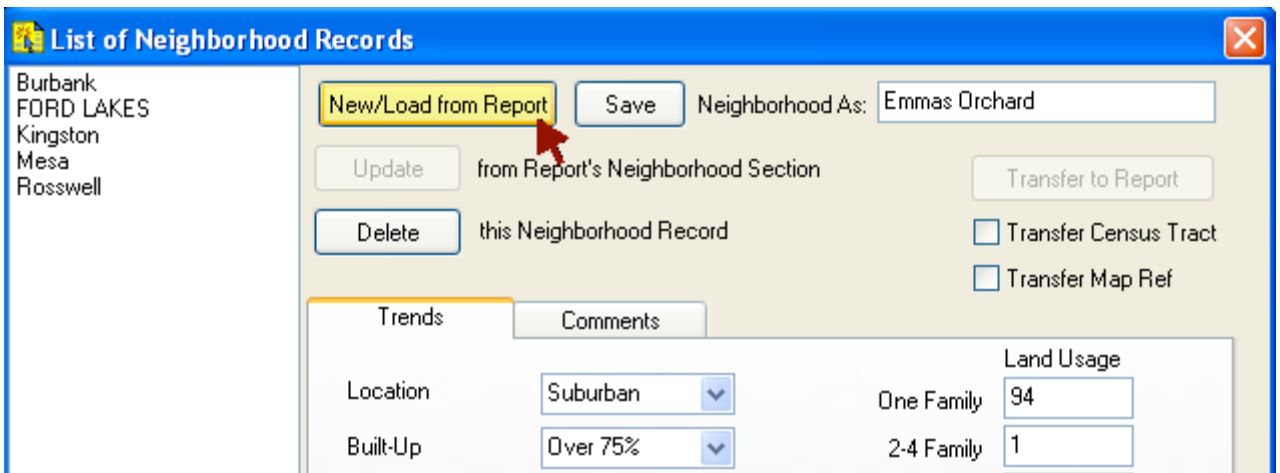
## Neighborhood List Instructions

### To Import a Neighborhood from a Report to the Neighborhood List (Database):

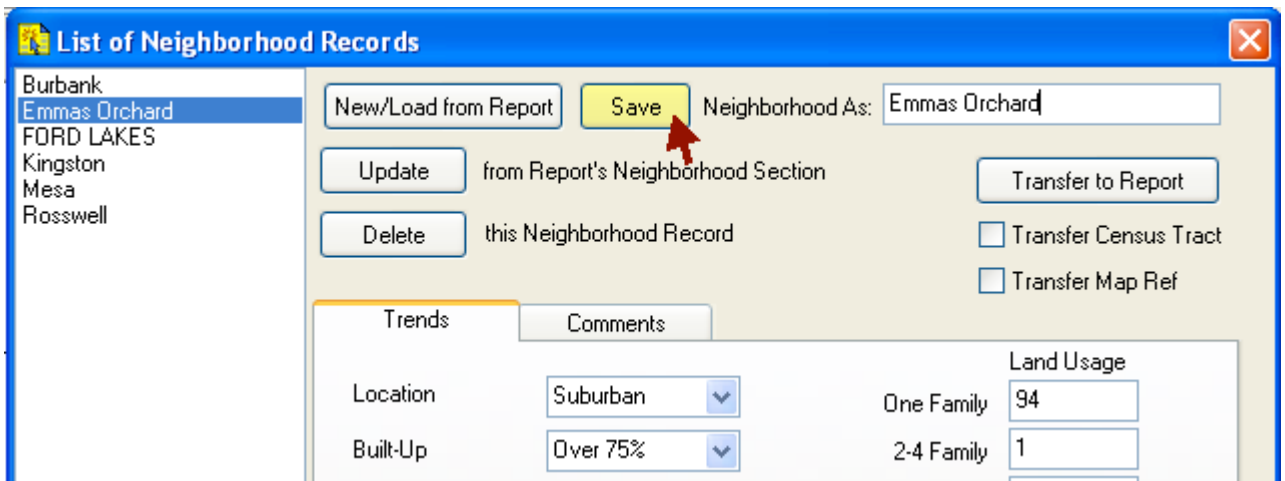
1. Click on Lists> Show Neighborhood List.



2. In the neighborhood list window click on New/Load from report.

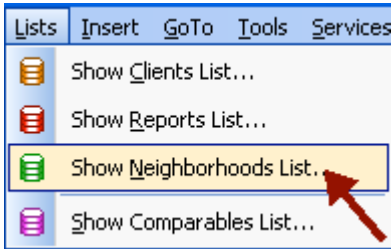


3. You will now see the neighborhood information displayed. Once you have verified or changed any of the information, click on save to keep this information.



**To Export a Neighborhood to a Report from the Neighborhood List (Database):**

1. With the report open in ClickForms, click on lists, show neighborhood List.



2. In the neighborhood list window click on the neighborhood you wish to export. You will now see the neighborhood information displayed. Once you have verified or changed any of the information, place a check in the "Transfer Census Tract and/or the "Transfer Map Ref" if you desire to also send this information to the report. Now click on the [Transfer to Report] button to transfer the neighborhood information into the report you have open.

