

# NST Web Application: User Guide

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*A Partnership of:*

*Center on Urban Poverty and Community Development  
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Case Western Reserve University*

*City of Cleveland*

*Cleveland Neighborhood Progress*



## Contents

About.....	3
Authorization .....	3
Logging In .....	3
Resources Page .....	7
Group Selection .....	8
Basic Navigation.....	8
Navigating parcel records .....	11
Turning on Data (Selecting Columns).....	12
Reporting Function (Saving Column Selection).....	13
To create a report: .....	13
To bring up a report: .....	14
To delete a report you've created: .....	14
Introduction to Available Data.....	15
Searching the Database .....	17
Searching by Address .....	18
Searching by Street Name.....	18
Searching by Parcel .....	19
Filtering .....	21
Filtering basics.....	21
Numeric columns .....	22
Date columns .....	23
Flag columns .....	24
Categorical text columns .....	25
Open text columns.....	26
Removing Filters .....	27
Downloading Data.....	28
Uploading Data .....	29
ArcGIS Online Maps .....	30
Creating CDBG Reports .....	30

## About

The Neighborhood Stabilization Team Web Application (NST Web App) is an online, interactive, parcel-based data information system. NST enables a diverse group of government and community agencies to collaborate in improving the communities of Cleveland and Cuyahoga County.

You can access the NST Web App at <http://neocando.case.edu/nst/>.

## Authorization

**You must be a registered NEO CANDO user to access the NST App.** To gain access to the Web App, you must do the following:

- 1) To register for NEO CANDO, navigate to: <http://neocando.case.edu/nst/>
- 2) Click on “register new account” and enter your **organization affiliated** email address.
- 3) You will receive an email prompting you to click on a link and enter your first name, last name, and password.
- 4) Once registered for NEO CANDO, send an email stating your NST user name (the organization affiliated email address that you just registered) and the name of the CDC/organization you work for to April Hirsh ([april.hirsh@case.edu](mailto:april.hirsh@case.edu)) to request authorization to the NST Web App. You will receive email confirmation of authorization.

## Logging In

- 1) Open your web browser (preferably Google’s Chrome web browser, available here: <https://www.google.com/chrome>)
- 2) Navigate to: <http://neocando.case.edu/nst/>
- 3) Enter your user name (Ex: [Bob.Smith@neighborhoodprogress.org](mailto:Bob.Smith@neighborhoodprogress.org)).

**The NST Web App is case sensitive. You must enter your user name exactly as it was registered.**

- 4) Enter your password.
- 5) Click “log in”.

You can reset your NEO CANDO password here:  
[http://neocando.case.edu/nst/account\\_reset.jsp](http://neocando.case.edu/nst/account_reset.jsp)

**If you experience log in trouble, contact April Hirsh at [april.hirsh@case.edu](mailto:april.hirsh@case.edu) or 216-368-3390.**

The screenshot shows the NST web application interface. At the top, there is a navigation bar with the Case Western Reserve University logo and links for 'CWRU Home', 'Apply', 'Give', 'Visit', 'Find', and a search bar. Below this is a secondary navigation bar with links for 'NST Home', 'NST Resources', 'Data Dictionary', 'NST ArcGIS Online Maps', 'About the Poverty Center', and 'Contact Us'. The main content area features a large 'NST' header, a 'Welcome to NST' section with a brief description, and a login form. The login form includes 'user name:' and 'password:' labels, two yellow input fields, and a blue 'log in' button. Below the login form are two green buttons: 'Password Reset' and 'Register New Account'. Annotations include a box pointing to the user name field with the text 'User name: NST registered and authorized email address', a box pointing to the 'Password Reset' button with the text 'Click to reset password', and a box pointing to the 'Register New Account' button with the text 'Click to register new account'.

## Home Page

Once logged into the NST Web App, users are taken to the NST Web App Home Page/ Group Selection screen seen in the Screen Grab below.

Geographic groups are listed on the left (see following screen shot). More information on group selection will follow.

Neighborhood Stabilization Team Maps (NST Maps) are linked for some groups on the right. NST Maps are available for groups within the City of Cleveland; they are targeted parcel level maps of many of the pieces of data available in the Web App.

This screen also outlines other navigational features on the NST Web App home page. The NST Web App is a data application within the NEO CANDO suite, within Case Western Reserve University, and so houses links to both websites .

**NST Home** - Returns the user to the home page.

**NST Resources** - Opens the NST Resources Page in a new tab. See following section for details on the NST Resources page.

**Data Dictionary** - Definitions of the data in the NST Web App.

**NST ArcGIS Online Maps** - Customizable interactive maps and data.

**About the Poverty Center** - Links to information about the Center on Urban Poverty and Community Development, including: recent publications, research and evaluation, data briefs, partners, and other institutes within the Poverty Center.

**User** - Lists the user name currently logged into the NST Web App.

**Log Out** - Logs the user out of the NST Web App.

The image shows a screenshot of the NST Home web application interface. At the top, there is a navigation bar with the Case Western Reserve University logo and the text "MANDEL SCHOOL OF APPLIED SOCIAL SCIENCES CASE WESTERN RESERVE UNIVERSITY". The navigation bar includes links for "CWRU Home", "Apply", "Give", "Visit", "Find", and a search box. Below the navigation bar, there is a main menu with links for "NST Home", "NST Resources", "Data Dictionary", "NST ArcGIS Online Maps", "About the Poverty Center", and "Contact Us".

Callout boxes provide additional information:

- Link to NST Training Documents, Code Enforcement Resources, Code Enforcement Informational Documents, and Advanced Resources**: Points to the "NST Resources" link in the main menu.
- Links to Data Dictionary**: Points to the "Data Dictionary" link in the main menu.
- Links to NST ArcGIS Online Maps**: Points to the "NST ArcGIS Online Maps" link in the main menu.
- Returns to NST Web App Home/Group Selection Screen**: Points to the "NST Home" link in the main menu.
- Link to Poverty Center will open a new browser**: Points to the "About the Poverty Center" link in the main menu.

The main content area is titled "NST Home" and features a section titled "Select a group to browse parcels". Below this title is a "Group" dropdown menu with two options: "Cleveland city" and "Cuyahoga Count". A callout box labeled "Geographic Group" points to this dropdown menu.

## Resources Page

Available here: <http://neocando.case.edu/nst/resources.jsp>

The Resources page contains the following:

**NST Training Documents:** Links to this user guide and the NST data dictionary. The data dictionary provides source information for data columns in the Web App; where a data source comes from, data type and possible values, and update frequencies.

**Code Enforcement Resources:** Resources for CDC Code Enforcement staff; CDBG Reporting Form instructions and report template, flow charts of CIA and Routine inspection processes, flow charts of B&H demo processes.

**Code Enforcement Informational Documents:** Informational documents for download including 2014 partnership agreement and standard procedures (code enforcement partnership process and data entry instructions); code enforcement program changes; 2014 wards and CDC service areas; routine inspection flow chart; CIA inspection process flow chart; CIA and service area static maps; detailed inspection print-out; demo workflow; routine inspection work flow; and CIA inspection work flow.

**Advanced Resources:** Useful instructions on advanced features of Excel that can be useful with NST Web App data.

**NST User's Guide:** A step-by-step guide on how to use all of the features and functions of the Web App, updated for version 2.0.

**NST Data Dictionary:** Definitions of the data in the NST Web App.

**ArcGIS Online Interactive NST Maps:** Customizable interactive maps and data.

MANDREL SCHOOL OF APPLIED SOCIAL SCIENCES  
CASE WESTERN RESERVE UNIVERSITY

CWRU Home Apply Give Visit Find search cwr...

NST Home | NST Resources | Data Dictionary | NST ArcGIS Online Maps | About the Poverty Center | Contact Us nlf40@case.edu [log out]

## NST Resources

NST Training Documents Code Enforcement Resources Code Enforcement Informational Documents Advanced Resources

### NST Training Documents

**\*\*NEW\*\* NST User's Guide**  
A step-by-step guide on how to use all of the features and functions of the Web App, updated for version 2.0.  
[Download](#)

**NST Data Dictionary**  
Definitions of the data in the NST Web App.  
[Now Available Here](#)

**ArcGIS Online Interactive NST Maps**  
Customizable interactive maps and data.  
[Now Available Here](#)

## Group Selection

The NST Web App contains data on all 588,000 parcels in Cuyahoga County. To narrow down the available information, users select a smaller geography they are interested in on this page to load the application.

Users are assigned geographies when registering for the Web App based on their organization affiliation. **If you don't have access to a geography that you need, please contact April Hirsh ([april.hirsh@case.edu](mailto:april.hirsh@case.edu)).** Because some of the data in the Web App can be edited by users, you will be limited to geographies that you work with to maintain privacy and data integrity.

Click on a geography to open the application. When choosing a geography to load, please keep in mind that only parcels in the selected group will load into the application. For example, if you click on the Ward 10 geography, only parcels in Ward 10 will be shown in the Web App. If you search for a property that is not in Ward 10, the search will yield no results.

## Basic Navigation

After logging into the NST Web App and loading a geography, the user is taken to the main data application.

**Data Operations Box:** Contains buttons that allow the user to manipulate the data in the Web App. All of these functions will be explained in more detail in the following sections in this guide:

- **Select Columns** - Turn on and off the available data
- **Download** - Download all selected data (up to 20,000 records)
- **Upload** - Upload a .csv file (manual fields only)
- **Reports** - Load a customized set of data columns
- **Map** - Displays all properties active in the NST table on a parcel-level Google map. Limit of 5,000 parcels.
- **Show Filters** - Display all filters currently in use with option to eliminate individual filters
- **Reset Filters** - Eliminates any active filters
- **Reset All** - Resets data to all parcels in the group (eliminates all filters) and only core columns
- **Search** - Allows user to search for one single parcel by address (house number and street name) or owner name

**Record counter:** Displays the currently selected group and number of parcels currently selected. This counter/the number of the parcels in the application will decrease as filters are applied.

**Record navigation box:** Allows the user to page through parcels in a geographic area, also allows user to select the number of records displayed per page.

**Tag feature:** Clicking on the tag icon will bring up a map of that single parcel.

**Eye feature:** Clicking on the eye icon will bring up all available NST data for that single parcel.

**Data display area:** Where the selected data is displayed.



Data column control/filter/sorter/operations box

The screenshot shows the NST Explorer web application interface. At the top, there is a navigation bar with the Case Western Reserve University logo and links for NST Home, NST Resources, Data Dictionary, NST ArcGIS Online Maps, About the Poverty Center, and Contact Us. A search bar is also present. Below the navigation bar is a toolbar with buttons for Select Columns, Download, Upload, Reports, Map, Show Filters, Reset Filters, and Reset All. A central heading reads "NST Explorer". Below the heading is a status bar showing "Browsing parcels from the Cleveland city group" and "Showing 1 to 10 of 177562 records". To the right of the status bar are record navigation boxes: "Previous Page", "Next Page", "Reload", a dropdown menu set to "10", and "records per page". The main content area displays a table with the following data:

Parcel Number	House Number	Street Name
001-01-001	11600	HARBOR VIEW DR
001-01-002		
001-01-003	11518	HARBOR VIEW DR
001-01-004	11601	HARBOR VIEW DR
001-01-005	11521	HARBOR VIEW DR
001-01-006	11517	HARBOR VIEW DR
001-01-007	11511	HARBOR VIEW DR
001-01-008	11503	HARBOR VIEW DR
001-01-009	11502	EDGEWATER DR
001-01-010	11510	EDGEWATER DR

Annotations include: a box pointing to the toolbar labeled "Data column control/filter/sorter/operations box"; a box around the status bar text labeled "Browsing parcels from the Cleveland city group Showing 1 to 10 of 177562 records"; a box around the record navigation boxes labeled "Record navigation boxes"; a box around the table header and first few rows labeled "Group selection indicator (if applicable) & record location and counter."; and two boxes labeled "Tag Button" and "Eye Button" pointing to the icons in the table rows.

Tag Button Result: Single parcel map

The screenshot shows the NST Explorer interface. At the top, there is a navigation bar with links for 'NST Home', 'NST Admin', 'NST Resources', 'Data Dictionary', 'NST ArcGIS Online Maps', 'About the Poverty Center', and 'Contact Us'. The main header reads 'NST Explorer'. Below the header, there are menu options: 'Select Columns', 'Download', 'Upload', 'Reports', 'Map', 'Show Filters', 'Reset Filters', 'Reset All', and 'Search'. The main content area displays 'Browsing parcels from the Cleveland city group' and 'Showing 1 to 10 of 177562 records'. On the left, there is a list of parcel numbers from 001-01-001 to 001-01-010, each with a tag icon. A modal window titled 'Parcel 001-01-001' is open, showing a map of the parcel highlighted in red. The map includes a street name 'Harborview Dr' and a 'Map' button. Below the map are 'OK' and 'CENTER' buttons.

Eye Button Result: Single parcel data

The screenshot shows the NST Explorer interface with the 'Detail for parcel 001-01-001' modal window open. The modal window has a 'Close' button at the bottom right. It contains several tabs: 'Core', 'General Info', and 'Use - Occupancy - Condition'. The 'Core' tab is selected, showing the following information: 'City of Cleveland Land Bank', 'Thriving Communities Survey', 'Foreclosure Case Info', 'Sheriff Auction and REO Info', 'Property Characteristics', 'Values and Taxes', 'Encumbrances', 'At-risk Factors', 'Tax Mailing Address', 'Cuyahoga Land Bank', 'Geographies', 'Vacant Land Aggregation', 'Schools', 'CDC Inspection Info', 'Complaints', 'Inspections', 'Violations', 'Demolitions', 'Rental Registry', 'Permits', 'Certificate of Occupancy', 'Prosecution', and 'Custom Fields'. Below the tabs, the following details are listed: 'Parcel Number: 001-01-001', 'House Number: 11600', and 'Street Name: HARBOR VIEW DR'.

Last updated 12/15/2014

## Navigating parcel records

At all times, the number of records currently active will be displayed in record location and counter, as shown in the image below. To navigate through the data page-by-page, click the “next page” and “previous page” buttons.

The screenshot shows the NST Explorer interface. At the top, there is a navigation bar with links for 'NST Home', 'Resources', 'Data Dictionary', 'NST ArcGIS Online Maps', 'About the Poverty Center', and 'Contact Us'. The main title is 'NST Explorer'. Below the title, there are several buttons: 'Select Columns', 'Download', 'Upload', 'Reports', 'Map', 'Show Filters', 'Reset Filters', 'Reset All', and 'Search'. A callout box labeled 'Record location and counter' points to the text 'Browsing parcels from the Cleveland city group Showing 1 to 10 of 177562 records'. Another callout box labeled 'Previous/Next Page Navigation' points to the 'Previous Page' and 'Next Page' buttons. A third callout box labeled 'Records per page toggle' points to a dropdown menu showing '10', '20', and '30' records per page, with '10' selected. Below the navigation and controls, there is a table of parcel records.

Parcel Number	House Number	Street Name
001-01-001	11600	HARBOR VIEW DR
001-01-002		
001-01-003	11518	HARBOR VIEW DR
001-01-004	11601	HARBOR VIEW DR
001-01-005	11521	HARBOR VIEW DR
001-01-006	11517	HARBOR VIEW DR
001-01-007	11511	HARBOR VIEW DR
001-01-008	11503	HARBOR VIEW DR
001-01-009	11502	EDGEWATER DR
001-01-010	11510	EDGEWATER DR

0 s meta  
0 s data  
0 s exec

The user can also control how many records are displayed on the page at once.

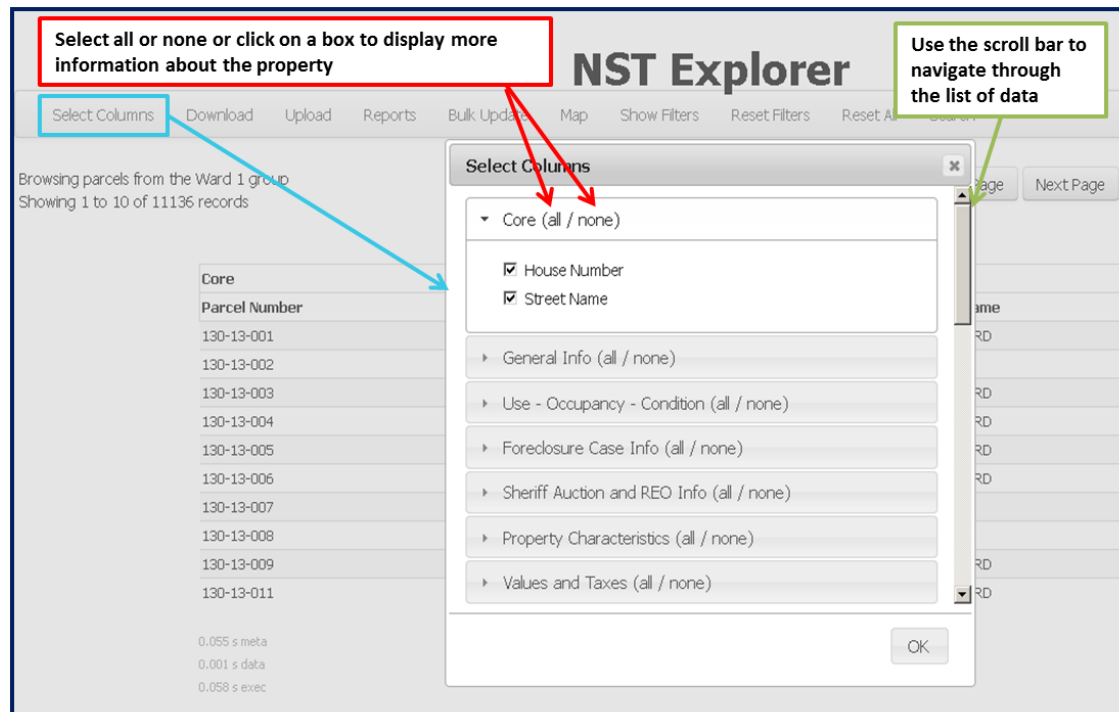
- 1) Click on the records per page drop-down toggle (shown above).
- 2) Select the number of records you wish to display per page (10, 20, or 30).
- 3) Click the reload button next to the records per page toggle.

## Turning on Data (Selecting Columns)

In the second iteration of the NST Web App, individual pieces of data are the building blocks of the database. This allows users to display whatever columns they desire so that users can display and focus on only the data that's applicable to their current needs. This also allows the creation of reports, and allows for a consistent order of columns in the data download (which allows for the creation of reporting templates).

When first loading the data application, the only data displayed is the parcel number, house number, and street name. To view more data, you have to “turn on” the data you want to display:

- 1) Click on the Select Columns button in the Data Operations Box (shown below).
- 2) This brings up the column selector box. All of the columns are grouped into generalized sections. Use the scroll bar to navigate through this list.



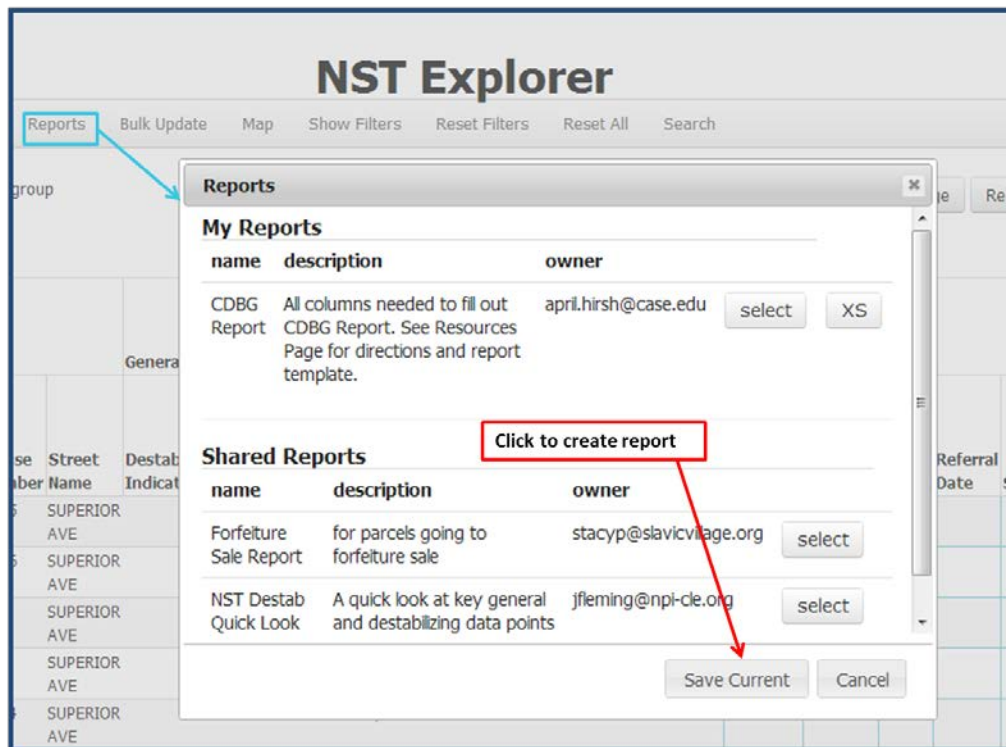
- 3) Click on any section to expand the section and see all available columns. Click on the word **all** to turn on all columns in a section. Click on the word **none** to clear all columns selected in that section. **Note: You can only turn on up to 60 columns at a time.**
- 4) Click on the **ok** button when you're finished selecting columns. The database will reload and display the columns you've selected.

## Reporting Function (Saving Column Selection)

The reporting function allows users to save a set of columns, allowing them to save time selecting regularly-used columns. Users can make the reports internal to their own account, or choose to share them with all NST users.

### To create a report:

- 1) Turn on all columns you wish to be included in your report. See previous section for detailed instructions.
- 2) Click on the reports button in the data operations row.
- 3) The reports window will pop up. Click on **Save Current**.



- 4) Name your report and provide a brief description. Use the drop-down menu to choose to share your report. **To keep the reporting function uncluttered and easy to use, please only share reports that you are certain others will find useful.**

**NST Explorer**

load Reports Bulk Update Map Show Filters Reset Filters Reset All Search

NSP2 group

**Save Current Selections as Report**

name:

description:

share?:

Save Cancel

Choose to share report with other NST users or keep private. To keep the reporting function uncluttered, please only share reports you are certain other users will find useful.

### To bring up a report:

- 1) Click on the **Reports** button in the data operations row.
- 2) Reports created by you will be in the **My Reports** section. Click **Select** to turn on a report. Reports created by you that you have chosen to share will be in the **My Reports** section.
- 3) Reports created by others will be in the **Shared Reports** section. Click **Select** to turn on a report.

### To delete a report you've created:

- 1) Click on the **Reports** button in the data operations row.
- 2) Reports created by you will be in the **My Reports** section, even reports you have chosen to share with other users. You can only delete reports created by you. Click on the X next to the report to delete the report. An XS indicates a shared report.
- 3) An additional window will pop up to ensure you have not accidentally clicked on the report delete button. Click okay to confirm report deletion.

## Introduction to Available Data

There are two types of data available in the NST Web App. The first kind of data is data that is collected from various County and City agencies and is updated by the Center on Urban Poverty. This data makes up most of the Web App. The second kind of data is **manual data** that can be entered by users. Certain sections have more manual data, the CDC Inspection Info section, for example, is designed as a place for CDC users to house and maintain their Code Enforcement Partnership related activities.

The following are short descriptions of the data tabs in the Web App. Please see the Data Dictionary, available on the NST Resources page, for complete data availability and definitions.

**General Info:** Basic information about a property (last sale, delinquent taxes, destabilization indicator)

**Use-Occupancy-Condition:** Information about the status of a structure on the property, information about the vacancy status of a property.

**Foreclosure Case Info:** Detailed information about last foreclosure case filed.

**Sheriff Auction and REO Info:** Information about last sheriff's sale, sale after sheriff's sale (REO sale).

**Property Characteristics:** Information about buildings on property, size of parcel, land use code, zoning.

**Values and Taxes:** Information about the market and taxable value of a property, delinquent taxes.

**Tax Mailing Address:** Address from the tax billing office (address behind the address displayed on the Fiscal Officer site).

**Encumbrances:** Links to the Fiscal Office and Recorder sites.

**At-Risk Factors:** First American Title data, purchased one time in 2008, with detailed information about the quality of a loan ADD SOME MORE WORDS.

**Cuyahoga Land Bank:** Information from the Cuyahoga Land Bank about properties they may acquire and plans for properties they have acquired.

**Geographies:** Listing of various geographies a property is located within (census tract, neighborhood, ward, CIA, etc.)

**Vacant Land Aggregation:** Tool to find sizeable areas of vacant land in various stages (tiers) of public ownership.

**Schools:** If a school is located on a parcel, the name and some basic information about the school will be displayed here.

**CDC Inspection Info:** Information on CIA, Routine, and other inspections conducted by CDCs. All fields in this section are manual fields; data entered by users.

**Complaints:** Latest complaints made on the property from all sources (LIST SOURCES). This information is available for properties in the City of Cleveland only.

**Inspections:** Latest inspections made on the property. This information is available for properties in the City of Cleveland only.

**Fire Violations:** Latest fire violation issued for the property. This information is available for properties in the City of Cleveland only.

**Maintenance Violations:** Latest maintenance violation issued for the property. This information is available for properties in the City of Cleveland only.

**Other Violations:** All other violations issued for the property (latest violation). This information is available for properties in the City of Cleveland only.

**Condemnations:** Latest condemnation issued for the property. This information is available for properties in the City of Cleveland only.

**Demolitions:** Latest demolition recorded on the property. This information is available for properties in the City of Cleveland only.

**Rental Registry:** One-time set of information from the City of Cleveland's rental registry. Proxy for rental housing.

**Custom Fields:** Additional manual fields where users can enter and house any type of data they see fit.



## Searching the Database

To search for a specific property, click the “Search” button to bring up the search toggle box (shown below).

The screenshot shows the NST Explorer interface in a Mozilla Firefox browser. The page title is "NST Explorer" and the URL is "neocando.case.edu/nst/view.jsp". The page displays a table of parcels from the Ward 1 group, showing 1 to 10 of 11136 records. The table has columns for Parcel Number, House Number, and Street Name. A red box highlights the "Search" button in the top navigation bar, with an arrow pointing to it.

Parcel Number	House Number	Street Name
130-13-001	14001	KINSMAN RD
130-13-002		
130-13-003	14021	KINSMAN RD
130-13-004	14201	KINSMAN RD
130-13-005	14209	KINSMAN RD
130-13-006	14211	KINSMAN RD
130-13-007	14211	
130-13-008	14235	
130-13-009	14301	KINSMAN RD
130-13-011	14317	KINSMAN RD

You can search for a property by house number, street name, and owner’s name. It is recommended that you search **by either house number and street name, or owner name**. Owner name information is the least reliable search method due to misspellings and lack of standardization of names in county records.

The screenshot shows the NST Explorer interface with a search toggle box open. The toggle box has a dropdown menu set to "Filter on Owner / House Number / Street Name". Below the dropdown are three input fields: "Owner Name", "House Number", and "Street Name". A blue box with an arrow points to the "House Number" and "Street Name" fields, labeled "House # and Street Name entry". Another blue box with an arrow points to the "Owner Name" field, labeled "Owner Name entry (last name first)". The background shows the same parcel table as the previous screenshot.

## Searching by Address

Enter only the house number in the House Number box. For instance, if the address is “1234 ABC Lane”, only enter “1234”.

Enter only the street name in the Street Name box. For instance, if the address is “1234 ABC Lane”, enter only “ABC”.

A screenshot of a search filter dialog titled "Filter on Owner / House Number / Street Name". It contains three input fields: "Owner Name" (empty), "House Number" (containing "1234"), and "Street Name" (containing "ABC"). Two blue arrows point from a blue-bordered box labeled "Good" to the "House Number" and "Street Name" fields. At the bottom are "Cancel", "Reset", and "Submit" buttons.

A screenshot of the same search filter dialog. The "House Number" field contains "1234ABC". A blue arrow points from a blue-bordered box labeled "Bad!" to the "House Number" field. The "Street Name" field is empty. At the bottom are "Cancel", "Reset", and "Submit" buttons.

## Searching by Street Name

Begin searching by leaving out street name suffixes. For instance, if the address is “1234 ABC Lane”, enter only “ABC” in the Street Name box. This will return both address marked with “ABC Lane”, and those just marked with “ABC”. If you discover that there is an ABC Lane and an ABC Street, and need to differentiate between the two, then include the desired suffix.

A screenshot of the search filter dialog. The "House Number" field contains "1234" and the "Street Name" field contains "ABC". Two blue arrows point from a blue-bordered box labeled "Good" to the "House Number" and "Street Name" fields. At the bottom are "Cancel", "Reset", and "Submit" buttons.

A screenshot of the search filter dialog. The "House Number" field contains "1234" and the "Street Name" field contains "ABC Lane". A yellow arrow points from a yellow-bordered box labeled "Might work, but better to leave out 'Lane'" to the "Street Name" field. At the bottom are "Cancel", "Reset", and "Submit" buttons.

*Directional Streets (North, East, South, West):*

For directional streets, use a **wildcard search** to capture address marked as “E” and “East”. For instance, to search for properties on East 115<sup>th</sup> street, enter “E\*115” in the Street box. This will return **both** addressed marked at East 115, and E 115, as well as any streets that may have a “E” followed by 115 (East Boulevard #11150 for example).

Filter on Owner/ House Number/ Street Name

Owner Name

House Number

Street Name

**Good**

Cancel Reset Submit

Filter on Owner/ House Number/ Street Name

Owner Name

House Number

Street Name

**Might work, but likely to miss data**

Cancel Reset Submit

### Numbered Streets

Leave off the “th”, for instance, enter “E 115” and NOT “East 115<sup>th</sup>”. Leaving it out will return both address marked with the “th”, and those without, so it’s safer to simply leave it off.

Filter on Owner/ House Number/ Street Name

Owner Name

House Number

Street Name

**Good**

Cancel Reset Submit

Filter on Owner/ House Number/ Street Name

Owner Name

House Number

Street Name

**Might work, but likely to miss data**

Cancel Reset Submit

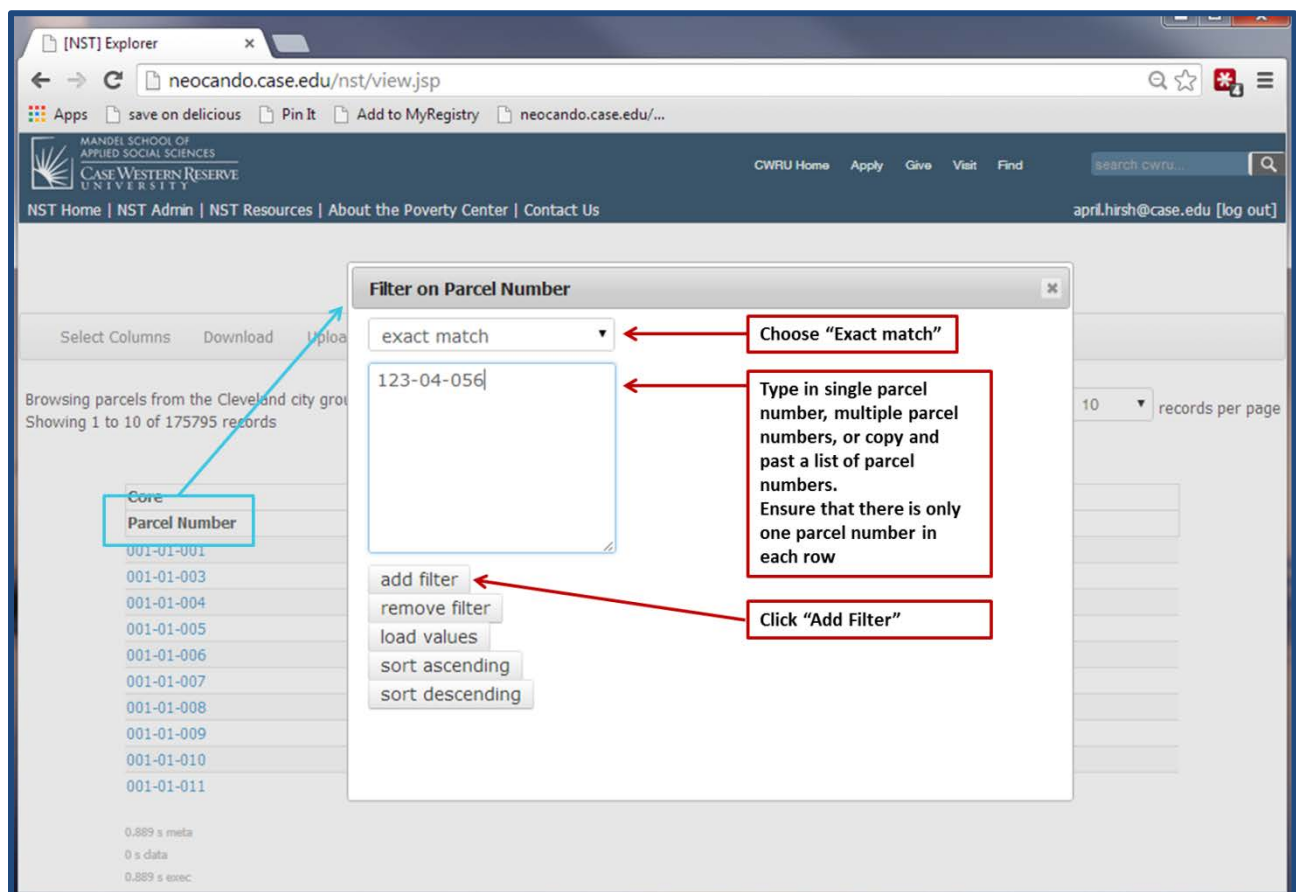
Using a wildcard search is a good way to insure your search is wholly inclusive (i.e., yielding *all* properties that match your criteria), but because of data irregularities, similar names, etc., it has the potential to be *too* inclusive. Be aware that the information generated may contain properties you did not intend to be included.

### Searching by Parcel

A parcel number is the most standardized way to search for a property. If you have a parcel number available, it is recommended that you search for a property using the parcel number. In searching for a property by parcel number, you will actually be *filtering* the dataset. For more on [filtering](#), see the [following section](#).

To search for a property by parcel number:

- 1) Click on the column header titled **Parcel Number**. This brings up the filter function.
- 2) You will be presented with a drop-down menu, a text box, and a series of buttons. In the drop down-menu, choose **Exact Match**.
- 3) In the text, **type in the parcel number, with dashes**, of the property you wish to bring up. You can enter one parcel number or multiple parcel numbers. You can also copy and paste a list of parcel numbers from Excel into this box. Just be sure that each row only has one parcel number.  
Ex: 123-04-056
- 4) Click on the **Add Filter** button.



### Displaying Data

After finding the property (or properties) you're looking for, the NST Web App allows users to control what information they want to display about the property through the [Select Columns](#) button. Immediately after returning a query, the NST Web App will display minimal information about the property, limited to its PPN, house number, and street name, to view additional data, see the [Turning on Data](#) section of this manual.

## Filtering

In addition to searching the NST Web App for a specific address/property, you can use what we call **filters** to search for properties by shared characteristics. For example, you can search a geographic area (Ward 1 for example) for all of the properties with upcoming sheriff's sales.

You can filter the data by one characteristic or as many as you can think of. For example, you can look for all the upcoming sheriff's sales in Ward 1 that are also tax delinquent, were last sold in 2009, and had a violation notice issued in March 2011. To filter by multiple criteria, you would just conduct each filter on the dataset.

### Filtering basics

To bring up the filter function, click on any column name in the Web App.

Filtering in the new version of the NST Web App interface is much more powerful than the previous iteration. Users now have the option to use four different types of filters in each column:

- 1) **Exact match**- Looks for the *exact entry* in the filter box. It's like putting quotes around a search term when performing a Google search. Use only when you're confident of the way something is presented or spelled in the Web App; any misspelling will cause the filter to leave out the information you are looking for.

For example, if you're looking for properties owned by the Cleveland Clinic, and you enter *The Cleveland Clinic*, but a property is recorded under *Cleveland Clinic Foundation*, your filter will not yield that record. Whenever possible, use the *load values* button before doing an exact match filter.

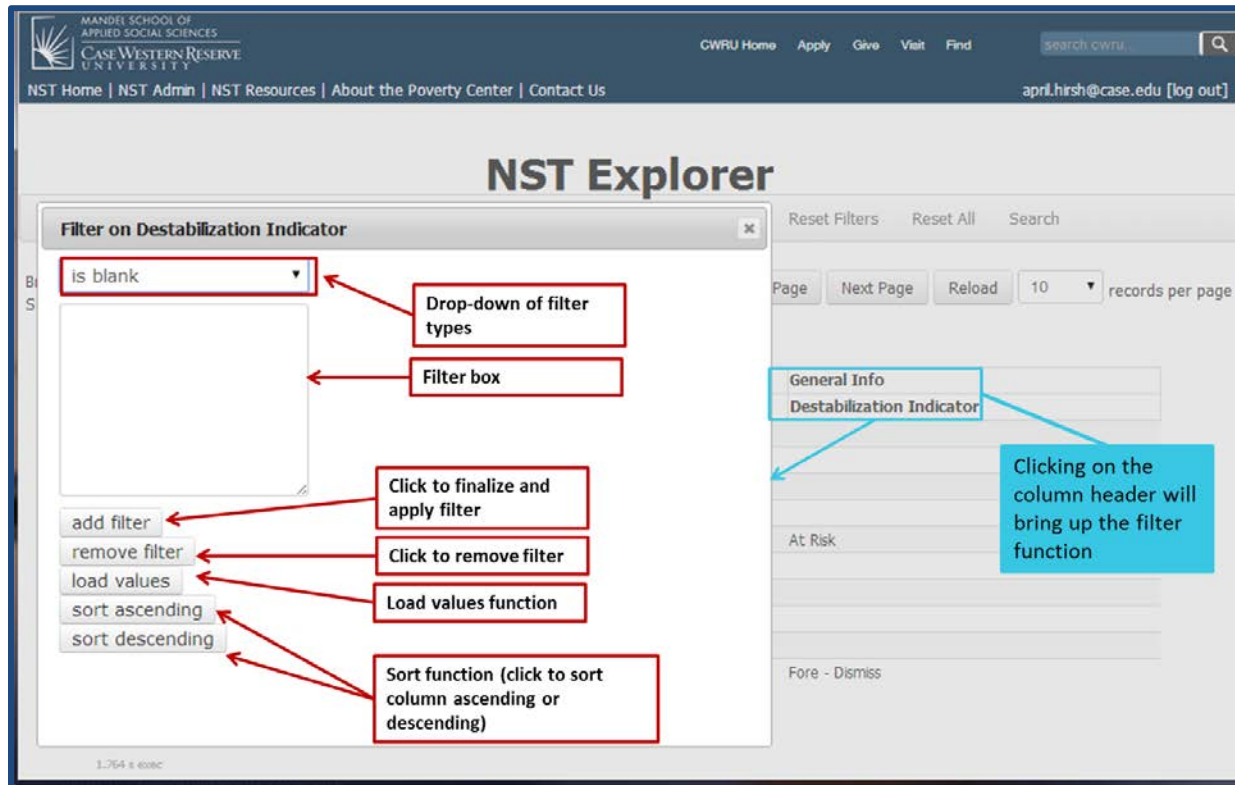
- 2) **Search**- Looks for the entry in the filter box anywhere within text in the column. Example: Type *clinic* in the filter box when filtering owner name to bring up *Cleveland Clinic*, *Cleveland Clinic Foundation*, and other owners whose name includes the word *clinic*.
- 3) **Is blank**- Pulls up all entries where there is *no information* for the selected column.
- 4) **Is not blank**- Pulls up all entries where there is *any information* for the selected column.

You can use the **filter box** to enter search terms that you want to filter for. As noted earlier in this guide, you can copy and paste a list of parcel numbers from Excel into the filter box when performing a parcel filter. If conducting a search by owner name, you can type owner names you're searching for in this box.

Click the **load values** button to bring up all of the possible values in a column. This is more useful for certain columns that are **categorical text columns** or **flags**. If you are able to use the load values button, it is best to use the **exact match** filter type.

When your filter is finalized and you are ready to apply it to the data, click on the **add filter** button. If you would like to sort the data, you can choose to do so with the **sort ascending** or **sort descending** buttons.

Different types of data in the NST Web App have slightly different types of filter. The following sections review these different types of filters.



## Numeric columns

Numeric columns are columns that have a numeric value; in the Web App this is most often a dollar amount but could be any other type of count. This filter is set as a range and the user can pick a minimum value and a maximum value to search for. If looking for one specific numeric value, use that value as both the max and the min.

For example, the **Delinquent Tax Balance** column is a numeric column. To filter by delinquent tax balance:

- 1) Click on the column name to bring up the filter function.
- 2) Type the needed range in the max and min text boxes. You can choose to filter by a minimum, a maximum, or set both.
- 3) Click **Add Filter** to create a data set with desired information, or sort as desired using the **Sort Descending** or **Sort Ascending** button.

The screenshot displays the NST Explorer interface. At the top, there is a navigation bar with links for 'NST Home', 'NST Admin', 'NST Resources', 'About the Poverty Center', and 'Contact Us'. The main title is 'NST Explorer'. A filter dialog titled 'Filter on Delinquent Tax Balance' is open, showing 'min value: 500' and 'max value: 2000000'. Below the input fields are buttons for 'add filter', 'remove filter', 'sort ascending', and 'sort descending'. Red arrows point from text boxes to these elements: 'Enter minimum value' to the min value field, 'Enter maximum value' to the max value field, and 'Click add filter or sort if desired' to the 'add filter' and 'sort ascending' buttons. The background shows a table with a 'Delinquent Tax Balance' column and a 'Designation' column. A blue arrow points from the 'Delinquent Tax Balance' column header to the table data.

## Date columns

Date columns are columns that store date/time information. An example of when a user may use a date variable would be when searching for when a parcel was acquired (**Date Acquired**). To filter by a date column:

- 1) Click on the column name to bring up the filter function.
- 1) Click within the **Min Date** or **Max Date** box to toggle a selectable calendar. There are pull-down boxes both calendar and month, as well as scroll-arrows to move from month to month. Note: You may filter by earliest date, last date, or a combination of both.
- 2) Click **Add Filter** to create a data set with desired information, or sort as desired using the **Sort Descending** or **Sort Ascending** button.



The screenshot shows the NST Explorer interface. A modal dialog titled "Filter on Date Acquired" is open. It contains two input fields: "min date:" with the value "01/01/2009" and "max date:" with the value "01/01/2014". Below these are four buttons: "add filter", "remove filter", "sort ascending", and "sort descending". Three red arrows point from text boxes to these elements: one to the min date field, one to the max date field, and one to the "add filter" button. The background shows a table with columns "Delinquent Tax Balance" and "Date Acquired". The "Date Acquired" column is highlighted in blue, and a blue arrow points from the text box "Click add filter or sort if desired" to the "add filter" button.

## Flag columns

Flag columns are columns that only have two options, 0 or 1. When a property is flagged with a 1, it means that the property exhibits whatever characteristic the column is measuring. For example, properties with a 1 in the **HUD Ownership (flag)** are currently owned by HUD. Flag variables are often labeled as a flag in the column title. To filter by a flag variable:

- 1) Click on the column name to bring up the filter function.
- 2) Use the drop-down menu to select either 0 or 1.
- 3) Click **Add Filter** to apply the filter.



The screenshot displays the NST Explorer interface. A modal dialog titled "Filter on HUD Ownership (flag)" is open, showing a dropdown menu with "flag is 1" selected. Below the dropdown are "add filter" and "remove filter" buttons. Red arrows point from text boxes to these elements: "Enter the earliest date you want in your dataset" points to the dropdown, and "Click add filter" points to the "add filter" button. In the background, a table lists "Date Acquired" and "HUD Ownership (flag)". A blue box highlights the "HUD Ownership (flag)" column header, and a blue arrow points to the date "10/20/2009" in the "Date Acquired" column.

## Categorical text columns

Categorical text columns that have a limited number of text options. Categorical text columns are best used in conjunction with the **load values** button. Examples of categorical text columns are **land use code**, **destabilization indicator**, and code enforcement **task status** columns. When filtering by this type of column, a user has the option to filter for just one value or for multiple values. For example, if a user is filtering by **destabilization indicator**, the user can choose to filter for **active foreclosure or sheriff's sales or REO properties** by adding these values to the filter box. To filter by a categorical text column:

- 1) Click on the column name to bring up the filter function.
- 2) Use the drop down box to select **Exact Match**.
- 3) Click the **Load Values** button.
- 4) Use the arrow next to the desired values to move the value into the filter box. If you're confident in how the data is presented in the Web App, you could also type the values into the filter box, or copy and paste from another document.
- 5) Click **Add Filter** to create a data set with desired information, or sort as desired using the **Sort Descending** or **Sort Ascending** button.

The screenshot shows the NST Explorer web application. The main interface includes a search bar, navigation links, and a table of records. A modal dialog titled "Filter on Destabilization Indicator" is open, showing a dropdown menu set to "exact match" and a list of filter options. Annotations with red arrows point to various elements: "Choose exact match" points to the dropdown; "Click the arrow to move entries into the filter box" points to the left arrow; "Click load values" points to the "load values" button; "Click add filter or sort if desired" points to the "add filter" and "sort ascending" buttons. A blue box highlights "Destabilization Indicator" in the table, with an arrow pointing to the filter dialog.

## Open text columns

An open text column is a column that can have an infinite number of entries. The best example of this type of column is **owner name**. Filtering by this variable, you will be presented the same options as when filtering by a categorical text column, but most likely, the load values function will not be very useful to you. You can filter for multiple entries at the same time, essentially asking the Web App to find one entry or another. For example, when filtering by owner name, typing *Smith* on one line and *Robinson* on the next line in the filter box.

In most cases, you will have to choose between using the **exact match** and the **search** filter functions. Please see [filtering basics](#) to help distinguish which one is best for your needs.

To filter by an open text column:

- 1) Click on the column name to bring up the filter function.
- 2) Use the drop down menu to choose the optimal filter type (exact match, search, is blank, or is not blank).
- 3) Enter a value or multiple values to filter. If entering multiple values, the NST Web App will return records that match any one of the multiple values.
- 4) Click **Add Filter** to create a data set with desired information, or sort as desired using the **Sort Descending** or **Sort Ascending** button.

## Removing Filters

Users can view what filters they have placed on the dataset by clicking on the **Show Filters** button and independently delete any one filter if needed. Users can also remove all filters by clicking on the **Reset Filters** button.

The screenshot displays the NST Explorer interface. A modal window titled "Current Filters" is open, showing a list of active filters. The filters are:

column	operator	values	remove?
Destabilization Indicator	in list	Fore - Active	x
Delinquent Tax Balance	>=	500	x
Date Acquired	after	01/01/2009	x
Date Acquired	before	01/01/2010	x

Annotations in the image include:

- A red box pointing to the "x" buttons in the "remove?" column with the text: "Click on the X to remove an individual filter".
- A red box pointing to the filter list with the text: "Currently active filters".
- A blue box highlights the "Show Filters" button in the background interface.

The background interface shows a table with columns: "Additional Asset Notes", "Delinquent Tax Balance", "For Sale?", "For Sale Notes", "Date Acquired", and "Last Sale Amount". The "Show Filters" button is highlighted in blue, and a blue arrow points from it to the "Current Filters" dialog.

## Downloading Data

The NST web app allows user to download data, up to 20,000 parcels at a time, in a .csv format, a file type that can be opened with Microsoft Excel. The download function allows users to choose to download information on *all* properties in certain geography, for instance an entire CDC service area, or to filter and sort properties within a geography, and then only download the properties that meet the specified criteria. **Only columns that are currently turned on/selected will be downloaded.** To download data:

- 1) Filter parcels so that there are 20,000 parcels or less displaying in the chosen geographic group.
- 2) Click the **Download** button in the data operations row.
- 3) A window will appear saying “Your download is ready. Download here.” Click the **Download here** link.

The screenshot displays the NST web application interface. At the top, the header includes the Mandel School of Applied Social Sciences logo and navigation links: CWRU Home, Apply, Give, Visit, Find, and a search bar. Below the header, there are links for NST Home, NST Admin, NST Resources, About the Poverty Center, and Contact Us, along with a user login for april.hirsh@case.edu. The main content area shows a table of parcel data with columns for Core, Parcel Number, and Address. A 'Download' button is highlighted with a blue box. A modal dialog box titled 'Download' is open, displaying the message 'Your download is ready. Download here.' with a red box around the text and a red arrow pointing to it. A red box with the text 'Click on download here' also points to the 'Download here' text. The dialog box has an 'OK' button at the bottom right. The background table shows parcel numbers from 103-02-016 to 103-02-025 and addresses like 1936 and EUCLID AVE. Performance metrics at the bottom left show 0.631 s meta, 0.024 s data, and 0.656 s exec.

## Uploading Data

The upload function in the NST Web App is now much simpler and easier to use.

The upload function matches information for any parcel with information for any manual entry column included in your upload file (manual entry columns turn a darker shade of blue when you mouse over them in the Web App). This means each upload must include parcel numbers (with dashes) as rows and column names exactly as presented in the Web App.

**To make things easier, you can turn on any data columns you want to upload in the Web App, filter for any parcels you want, download this file, open it in Excel, and use this file to add your data to. The file will download in comma-separated value (.csv) format, the same format needed for the upload function.**

Be sure to enter only dates in date columns, and be sure to enter only allowed entries into certain pre-programmed columns (the *Source* column in the *CDC Inspection Info* section, for example, only allows the entries “CIA inspection,” “Routine complaint” or “Complaint made directly to CDC.”). You can easily enter repeat information for many parcels (an inspection date, for example) by copying and pasting information.

When you've added all of your information, save the file as a .csv, and return to the Web App in your web browser.

- 1) Click on **upload**.
- 2) Click on **choose file**.
- 3) Navigate to your .csv file with your information.
- 4) Click on **upload**.

Your upload will process and return **success** (with notes about any potential errors), **error** (with notes about the specific line of data causing the issue), or possibly a **server time-out**.

**Success** - The upload box will report ‘**Success**’ but still may list items that were not uploaded. These items are not editable data in the Web App (most often *house number* and *street name*). It will also report the number of parcels updated.

**Error** - The upload box will report ‘**Error**’ and will list the specific item (Cannot find field with label "xxxx") and the row with the issue.

**Server time out** - The upload box will return a server error. Despite the time out, your data has still been uploaded. To be on the safe side, reduce your file and upload again. The upload feature is limited to a certain capacity, and capacity is determined by the number of parcels and amount of information in your upload. Depending on how much data you're trying to upload at once, we've found 50 to 100 parcels to be a reasonable upload size. Uploading one

column of data, we've uploaded around 3,000 parcels in one upload. To maximize upload capacity by excluding any columns with only blank data.

## ArcGIS Online Maps

ArcGIS online maps are now integrated into the NST web app. By clicking on “NST ArcGIS Online Maps” in the top navigation bar, users can access the following three customizable maps:

**NST: Property Status Parcel Map** - Parcel level map of foreclosure, sheriff's sale, and REO property status for Cuyahoga County, Ohio. Data updated weekly. Zoom in to see parcel-level data.

**2014-2018 Code Enforcement Service Areas** - Wards, CDC service areas, and concentrated inspection areas for 2014-2018 code enforcement partnership.

Link to access NST ArcGIS online maps

## Creating CDBG Reports

Please see instructions and the CDBG report template on the [NST Resources Page](#).