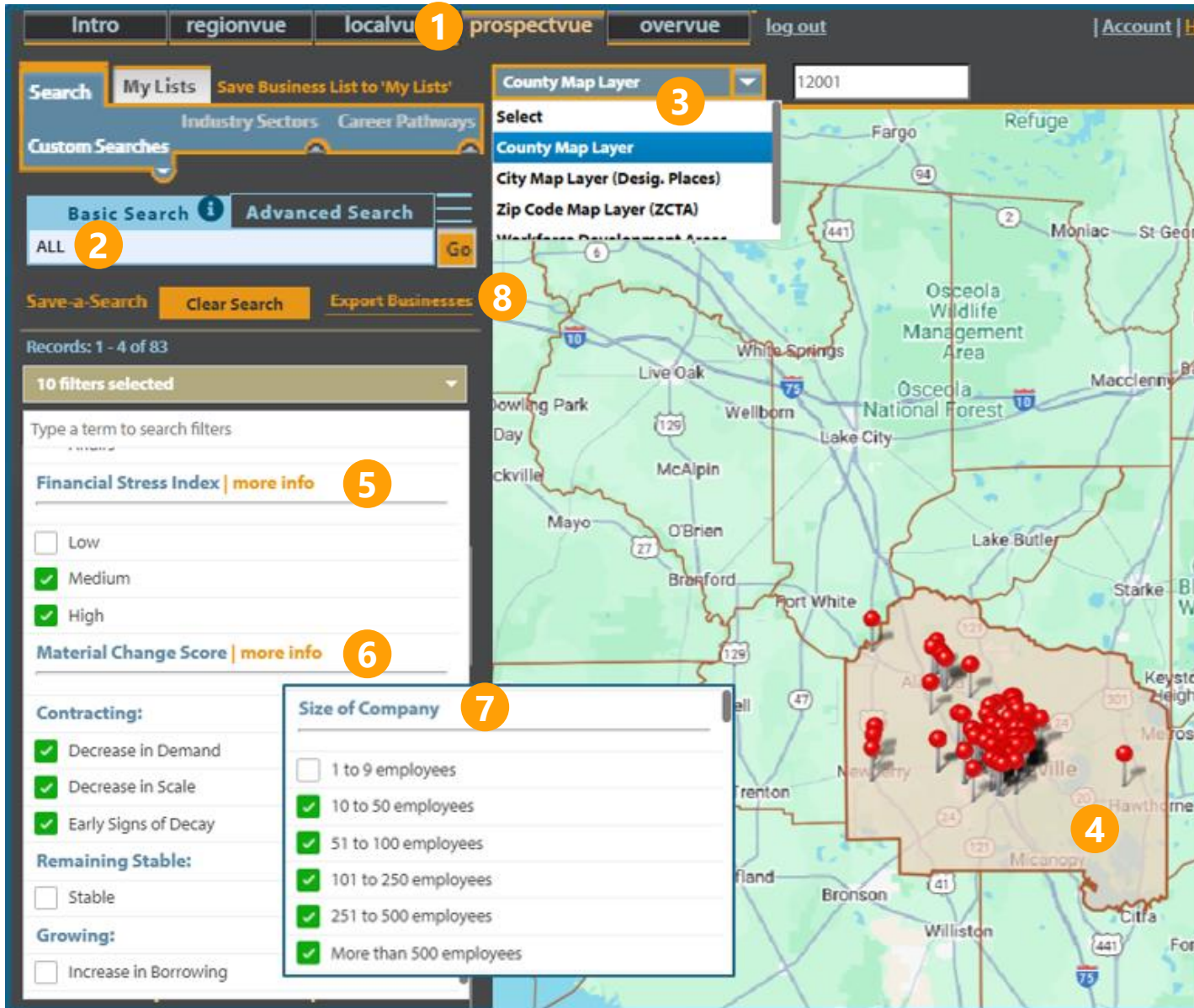




USER GUIDE / NAVIGATION AID

**HOW TO: Identify At-Risk Businesses for Proactive
Engagement**



The screenshot shows the ProspectVue interface with the following elements highlighted by numbered callouts:

- 1**: The 'prospectvue' tab in the top navigation bar.
- 2**: The search window with 'ALL' selected in the 'Basic Search' dropdown.
- 3**: The 'County Map Layer' dropdown menu.
- 4**: A cluster of red pins on a map, indicating search results.
- 5**: The 'Financial Stress Index' filter with 'Medium' and 'High' selected.
- 6**: The 'Material Change Score' filter with 'Contracting' selected.
- 7**: The 'Size of Company' filter with '10 to 50 employees', '51 to 100 employees', '101 to 250 employees', '251 to 500 employees', and 'More than 500 employees' selected.
- 8**: The 'Export Businesses' button in the top right of the search results area.

1. In **ProspectVue**
2. Under **Basic Search**, type **ALL** (all caps) in the search window.
3. Select your **geography layer** preference.
4. Click on your geography on the map.
5. Use **Filters** to select **Financial Stress Index of Medium + High**.
6. Use **Filters** to select **Material Change Score of Contracting**.
7. (Optional): Use **Size of Company Filters** to refine search to large, medium or small businesses.
8. **Export** your list to excel for outreach planning and engagement.