LocalVue Getting Started Guide





Specific filters used are for illustration purposes, adjust as appropriate.

- 1. There are two tabs Businesses and Jobs; Select Businesses tab (default view)
- 2. There are two Geographic layers Cities and Zip Codes; Select Cities (default view)
- 3. Enter specific named geography into the Location Input Box
- **4.** Select "All Sectors" to explore a Sector, scroll down to desired sector
- 5. Select Business or Employment density; Employment is the default view
- 6. Business and Employment density is illustrated via **thematic map visualization**; the areas rendered **darkest** reflect the densest concentration
- 7. Cities are stack-ranked by total employment count
- 8. Select Interactive Timeline Bar and select year to explore how Employment or Business count totals have changed year-to-year
- 9. Select a single geo-site (such as Vancouver), a new **Map Details Window** appears in the upper right offering four different views of employment and business data in that geo-location
- 10. Select "Export Data" to output data into two types of spreadsheets. "Table," "Chart," or "Timeline" extracts multi-page Excel workbook. "Businesses" retrieves a single spreadsheet
- 11. Click "Help Button" to get step-by-step instructions in a sidebar

Rapid Response/Rapid Re-Employment

Specific filters used are for illustration purposes, adjust as appropriate.

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- **1.** Select Jobs tab to search for jobs posted on Indeed.com in the last 30 days
- **2.** Explore job postings at the ZIP Code or City geo-layer or key in the name of the City or ZIP Code
- **3.** Select a radius search, e.g., "Exact region"; "within 50 miles" is the default search radius
- **4.** Type the name of the position laid off from to explore current job postings for same position, e.g., forklift driver
- **5.** Select the job posting for a small description or click link to view the actual job posting on Indeed.com
- **6.** Export list of job postings to a spreadsheet (limited to 25 at a time)

Job Fairs/In-Person Job Seekers at Career One-Stops



- 1. Select Jobs tab to explore job postings for the last 30 days at the Zip Code or City geo-layer
- Select a radius search, e.g., "Exact region"; "within 50 miles" is the default search radius
- **3.** Enter an Onet code (SOC Code) in the Search term field, e.g., "Onet: 41-1011"
- **4.** Select Salary field to find job postings that pay above a certain wage, e.g., \$32,000 or \$40K
- 5. Select the Type of Job from the drop-down menu, e.g., Full time", Part-time, etc.
- **6.** Select the job posting for a small description or click link to view the actual job posting on Indeed.com
- **7.** Export list of job postings to a spreadsheet (limited to 25 at a time)

Jobs Placements for Special Populations



- 1. Select Jobs tab to view job postings for the last 30 days at the Zip Code or City geo-layer
- Select a radius search, e.g., "Exact region"; "within 50 miles" is the default search radius
- Select Search Term field to search by title, description or keyword related to job posting such as veteran, apprenticeship, homeless, second chance, or a certification or a combination of terms, e.g. SAP CDL (Substance Abuse Program (SAP) and CDL certification)
- **4.** Select the job posting for a small description or click the link to view the actual job posting on Indeed.com
- 5. Export the list of job postings to a spreadsheet (limited to 25 at a time)

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