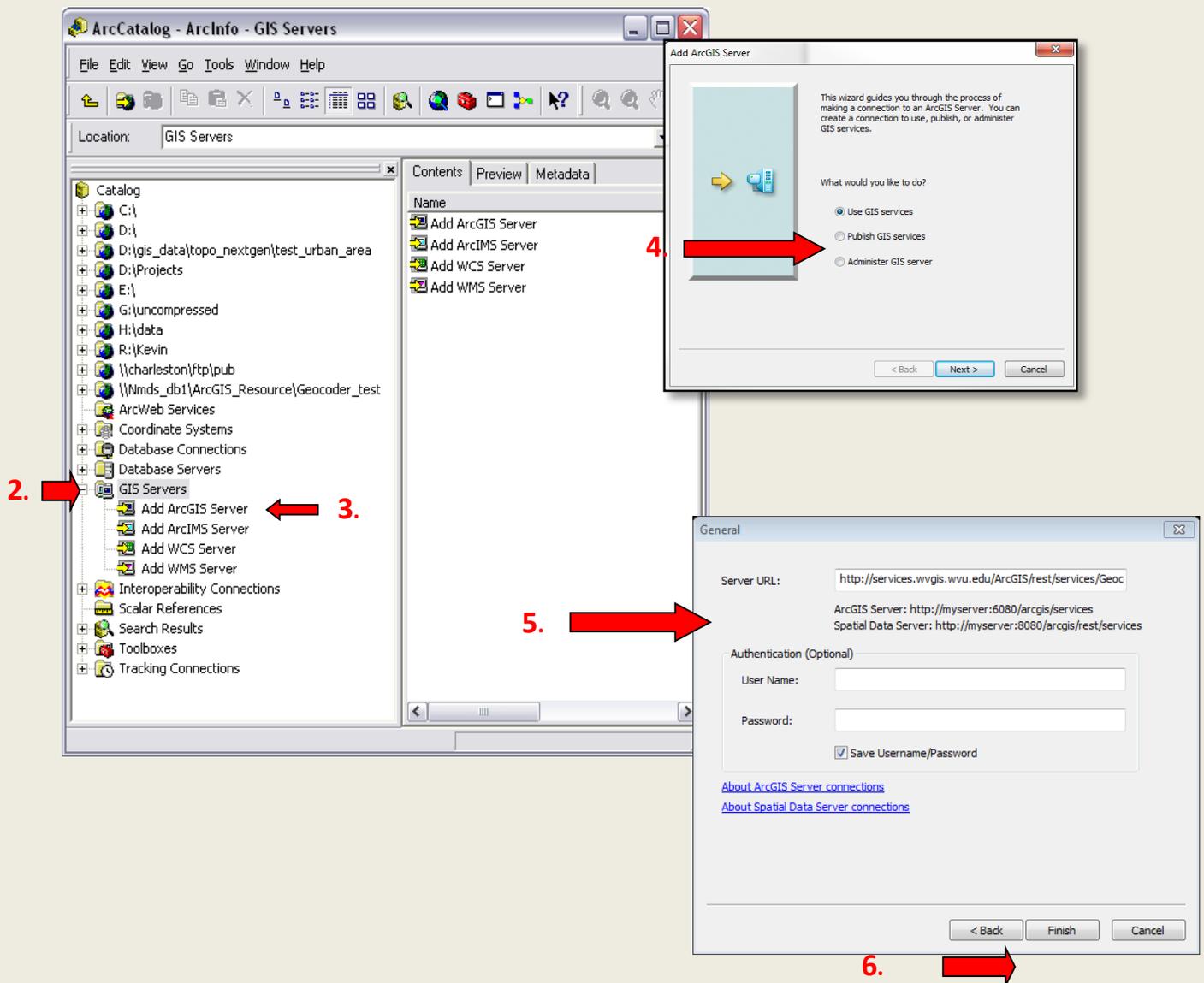**How to Setup the WV Locators From the WVGISTC:** The locator services can be used to process single addresses or many addresses (bulk submittions) in ArcMap. Before you start geocoding, you must connect to the geocoding services to be used. Follow the instructions below to connect the WV Locators in ArcCatalog.
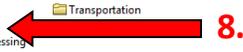
This guide is designed for Arc 10.2. For other versions or for extra assistance please consult the "Help" document "Working with address locators and geocoding " within ArcGIS.
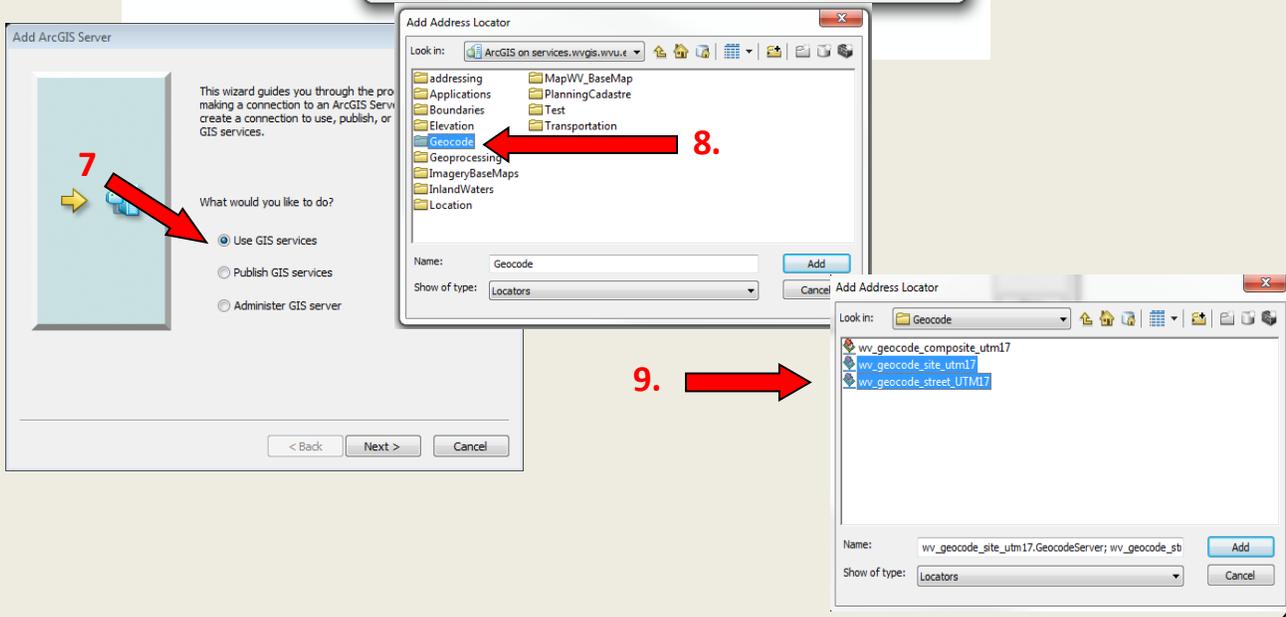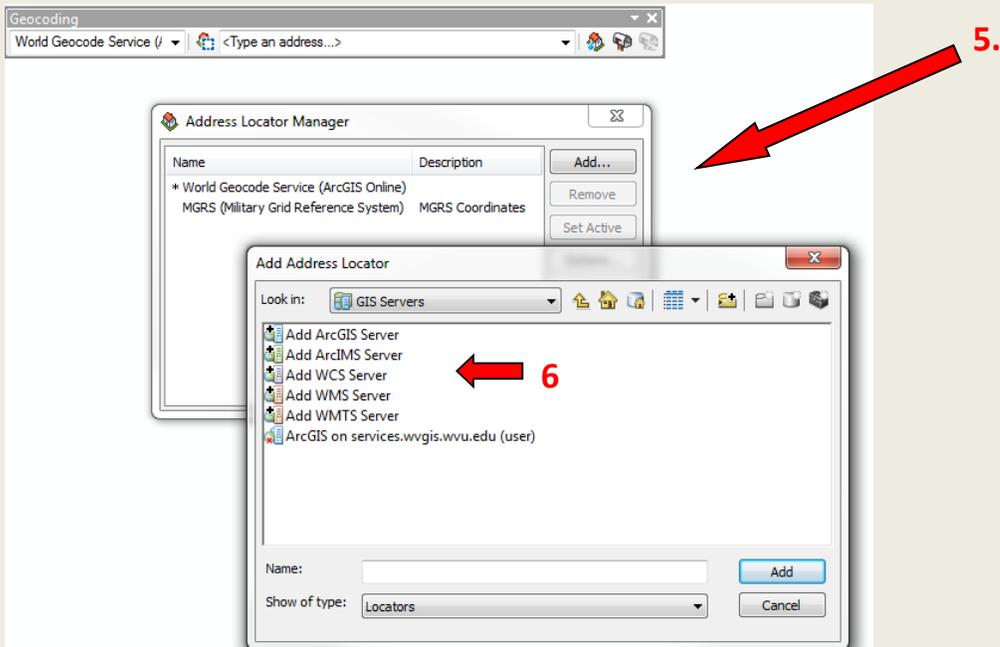
ArcCatalog: add an ArcGIS Server

1. Launch ArcCatalog
2. Click GIS Servers in the table of contents area (see the illustrations below)
3. Double click on the Add ArcGIS Server item
4. In the Add ArcGIS server dialog, select "Use GIS Services," then click Next
5. Enter the address for Server URL: http://services.wvgis.wvu.edu/ArcGIS/rest/services/Geocode Click Finish
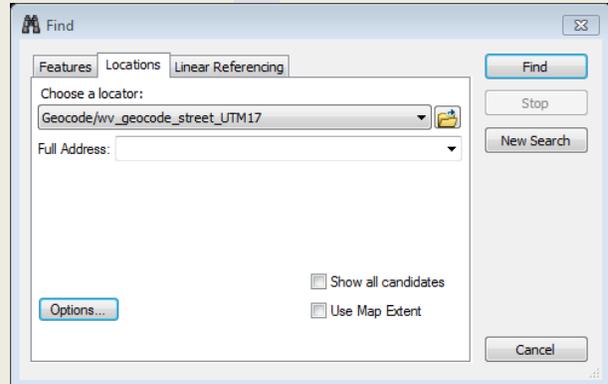
ArcMap: add locator

1. Launch ArcMap
2. Click > Customize > Toolbars> Geocoding
   To put the geocoding toolbar on your map document
3. Click > 1st Drop down menu or on the mailbox icon within the Geocoding Toolbar
4. Click> Manage Address Locators
5. Click > Add
6. Select > GIS Servers
7. Select "http://services.wvgis.wvu.edu/ArcGIS/rest/services/Geocode"
8. Click Add
9. Select WV_geocode_Site and/or WV_geocode_Street
10.   Click Add
11.   Click Close

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How to Use the Locators: Once you have set up the locator services in Arc Catalog, you can begin to use them within ArcMap. You can either use a new arcmap project or an existing project.

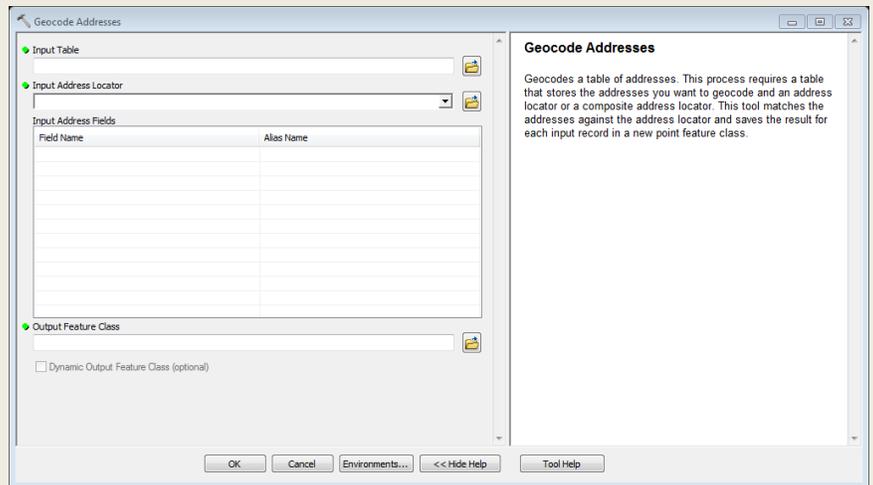**Single Address:** If you only need to locate a single address, The Find tool 🔍 can be used to geocode.

1. Click the Find Tool
2. Click the Locations tab
3. Choose the locator wv_geocode_site or wv_geocode_street
4. Fill in Full Address
5. Click Find

Bulk Addresses: Multiple addresses can be geocoded directly in ArcMap using tables with the locator services.

1. Add a table to ArcMap
2. Click ArcToolbox
3. Click Geocoding
4. Click Geocode Addresses
5. Choose a locator, click OK

The table must comply with the minimum required fields for the selected locator (As listed below). The locator returns an event table in the ArcMap session. This event table can then be saved to a permanent shapefile. The locator service returns new fields (Listed below) associated with the event points created that allows you to determine the accuracy (or match quality) of the results.

Required fields:
WV_Geocode_Site_UTM17: street address, zip code
WV_Geocode_Street_UTm17: street address, city, state, zip code

For more information please consult the "Working with address locators and geocoding" Document within Arc Help.

Updated February 2014