User Guide User Guide

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#### **OVERVIEW**

The "My Locations" feature lets you upload the places of interest to you onto Connect. You can then conduct customized location analysis on the Connect Map in conjunction with IHS Markit geospatial data layers.

First you need to prepare a file of the places of interest. This is called a Location Group file. The file is then uploaded from your computer to Connect and can be used in the Connect Map and the table viewer. Up to four Location Group files can be uploaded. Each can include 25,000 unique locations. You can define up to 12 data fields for your locations to deepen your analysis. Go to the My Connect>My Locations page to upload and manage Location Groups.



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# ADDING YOUR LOCATION GROUP FILES FOR USE ON CONNECT

### 1. Create a spreadsheet in Comma Separated Value (CSV) format in a spreadsheet application

a. Short cut. - You can download a template CSV file from the "Upload locations" dialogue box. Click "Add location group" to open this box. This file has the correct file format (.csv) and contains all the mandatory columns correctly spelled. You can open this file in MS Excel or other spreadsheet applications.

### 2. Customize the data fields

- a. The top row in the CSV file contains the names for the data fields (columns) associated with your locations.
- b. The first 3 data fields are mandatory. [Name; Lat; Long]. These must be populated.
- c. The "Type" data field is recommended but optional.
- d. The remaining 12 columns are optional data fields to allow you to add attributes that you define. In the template these are called "AnyColumn1" et seq.
  - i. It is recommended you give these fields meaningful names.
  - ii. All data field names must be unique.

### 3. Populate the rows. Each row represents a location

- a. **Name.** This field hold up to 100 characters. This is the display name that will be visible on Connect. Note. These 3 characters <> " are not permitted in any My Locations data field.
- b. Lat. This must be a decimal number between -90 and +90 degrees. e.g. (-31.78954). Negative latitudes are in the southern hemisphere.
- c. **Long.** This must be a decimal number between -180 and +180 degrees e.g. (-171.05874). Negative longitudes are in the western hemisphere.

Note that latitude and longitude values must be recorded in separate fields and expressed as decimal degrees. Values expressed in other coordinate formats such as degrees, minutes seconds (DMS) will not be recognized. Technical note: Connect uses the WGS84 geographic coordinate system (the same as GPS).

Name	Lat	Long
My location 1	-29.886593	31.021286
My location 2	51.470022	-0.454296
My location 3	28.619243	77.212533
My location 4	7.039722	100.511944

d. **Type.** This is a free format text field you can use to distinguish between different types of locations, for example, between office and hotel locations. This field allows a maximum of 40 characters. Blank cells are allowed, but are best avoided.

Name	Lat	Long	Туре
My location 1	-29.886593	31.021286	Port
My location 2	51.470022	-0.454296	Office
My location 3	28.619243	77.212533	Supplier
My location 4	7.039722	100.511944	Hotel

e. Additional user defined fields. Populating additional fields in your location group is optional. This data can be used extensively with Country Risk Location Analytics tools. The type and quality of the data uploaded will determine the depth of visualization and analysis that can be performed in Connect. Users may wish to include number fields (e.g. value of a property or the number of personnel operating there). Alternatively, users might include reference information to help identify their locations, such as address, country, postcode information, or a point of contact. You can add up to 1000 characters in each cell.

**Please note:** When uploading a location file, the system attempts to identify the data type for the additional data columns. This is so that:

- Numeric columns can be identified for use in the Bubble Chart functions
- Numeric and date columns are sorted properly in the grid views

For the sorting to work correctly for dates, they must be entered in specific formats that the parser understands to represent dates. These are:

- d/M/yyyy for example 10/03/2016
- d/MM/yyyy for example 10/Mar/2016

Name	Lat	Long	Туре	Value	People	City
My location 1	-29.886593	31.021286	Port	100432.5	24	Durban
My location 2	51.470022	-0.454296	Office	2100432.3	546	London
My location 3	28.619243	77.212533	Supplier	3330090	534	Delhi
My location 4	7.039722	100.511944	Hotel	45690	5	Thailand

f. You can download a Location Group Sample file from the "Upload Locations" dialogue box. Save it to your computer, then upload it to Connect to experiment with the features of My Locations.

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- 4. Save the Location Group on your computer as a CSV file. Ensure it has the file extension (.csv)
- 5. **Upload your Location Group.** In the My Locations page, click the "Add My Locations" button in the top right to open the uploading feature.
  - a. To protect your data, you must be connected via https. If not you will see this warning. "Click here" to reload the page in https (secure mode).

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w	File upload can only be performed over a secure connection. Please click here to reload the site using a secure connection	
i	CSV file: Browse	
bca	Name:	
l	Description (optional):	
l	View Upload Guide Download Template file	
l	Create Cancel	

b. Once the page reloads, click on "Add location group" to start the upload process.

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c. From the upload feature window, click "Browse...", select your CSV file from your computer

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- d. Add the display name for this file
- e. You can add a description of the file contents (optional)
- f. Click "Create".
- 6. Receive confirmation. In short while you will see a message confirming that:
  - a. your file has processed successfully;
  - or
  - b. your file upload has failed. For the first 10 errors found, the message will identify the row of your CSV file that contains the error and some information on the error.

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vic N	2: Invalid latitude: 91.47 4: Value for 'Name' exc. 500: file must not conta 586: Missing location n 591: Missing location n 1437: Missing location n 1550: Missing location n 1555: Missing location n 2218: file must not cont 3422: Value for 'Name' 12 more errors found	/5584 eeds maximum: 100 in any of these characters: < > " ame name name name ame aim any of these characters: < > " exceeds maximum: 100		
l	CSV file:	C:\Users\xec44058 Browse	]	
l	Name:	Targets - error		
	Description (optional):	This file has deliberate	errors	
	View Upload Guide	Download Template file	Download Sample file	

- c. In this case, please edit your CSV file on your computer and make sure that the format meets the criteria set out above.
- d. Repeat the upload process until all errors are corrected.

7. Access your Location Group. After successfully uploading your file you will see the name of your Location Groups on the My Locations page.

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My Regions	18		GLOBAL OFFICES			
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8. View your Locations Group in table view. From the My Locations page, select the View in table icon on the right:

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- 9. More My Locations actions. From this icon panel you can also:
  - a. Access this Help file.
  - b. Edit the name of the Location Group.
  - c. Share the Location Group with a colleague.
  - d. View the Location Group on the map.
  - e. Export the Location Group as a .csv file with the location risk scores included.
  - f. Delete the Location Group from Connect.

#### 10. View my locations on the Connect Map.

a. Navigate to Connect Map

b. Select the Location Group from the Layers menu



c. Open the Research panel and select the Location group tab for a data view of each icon.

## **UPLOAD CHECKLIST**

- The Location Group is saved as a CSV file.
- Data fields for 'Name', 'Lat' and 'Long' are included.
- At least one location is included.
- Lat and Long values are stored as decimal degrees.
- Number fields do not contain currency symbols, commas or other characters
- Dates are included in one of two formats:
  - $\circ$  d/M/yyyy for example 10/03/2016
  - o d/MM/yyyy for example 10/Mar/2016
- The total number of locations across all of your Location Groups uploaded to My Connect does not exceed 25,000.

## LOCATION ANALYTICS

The Location Analytics tool provides a single interactive environment for analyzing risk exposure across a Location Group or between two different Location Groups that you have already uploaded to Connect. You can access the Location Analytics page direct from the Tools menu or from the My Locations menu in My Connect, by clicking on 'Go to Location Analytics'.

Update Loca	itions Exp	ort group to .csv										Go to	Location Analy
wned by:	Jeremy Wilso	1											
lame	Lat	Long	Туре	ID	Value	People	Revenue	Tier	UserField	War	Terrorism	Civil Unrest	Combined
Distribution Centre Durban	-29.874819	30.997199	Distribution Centre	Distribution Centre Durban	3414617	1284	9511403	Tier 3	Cross-dock	1.56	2.17	4.83	3.38
lest1	9.559779	-13.675474	Market	Test1	9633	165	1646672	Tier 1	Big data	-	-	-	-
est2	9.54569	-13.679587	Skyscraper	Test2	64030	1184	1446956	Tier 1	Big data	1.92	2.51	4.09	3.09
est3	8.476627	-13.232917	Market	Test3	71149	25	7927189	Tier 1	Big data	1.06	1.53	2.87	1.82
est4	6.31029	-10.806946	Market	Test4	62521	271	1501710	Tier 1	Big data	1.74	2.32	3.78	2.86
est5	38.734245	-9.120347	Market	Test5	45748	1416	322578	Tier 1	Big data	0.52	1.10	1.65	1.14
lest6	38.725132	-9.128653	Market	Testő	48755	1205	8100632	Tier 1	Big data	0.52	1.10	1.65	1.14
lest7	31.633066	-8.016317	Skyscraper	Test7	5449	1653	8526080	Tier 1	Big data	1.33	2.53	2.25	2.09
lest8	33.904064	-5.566196	Retail outlet	Test8	7043	570	7933395	Tier 1	Big data	1.33	2.55	2.20	2.07
est9	33.897424	-5.559267	Supermarket	Test9	32127	742	2633535	Tier 1	Big data	1.33	2.55	2.20	2.07

When you first access Location Analytics, the tool provides a default overview of your risk exposure based on the individual risk scores of your locations. At the top of the page you can:

- Change the Location Group being analyzed.
- Switch the Location Risk being analyzed between Combined, Civil Unrest, Terrorism and War risks.
- Switch between a Single Location Group and Comparison Mode. The latter allows you to compare risk exposure between two separate Location Groups.



The **Risk Exposure** panel shows the distributions of locations in Location Group across the IHS Markit global risk scale. You can customize this view in order to:

- Switch from the Overview to the Detailed view. The Overview shows the distribution of locations across IHS' seven risk bands ('Low' to 'Extreme'), whereas the Detailed view shows the distribution of locations across the individual risk scores.
- Switch between a Pie, Bar and Column chart.

The **Location Risk By Country** panel shows the distributions of locations across the risk scale by country. You can customize the view in order to focus your analysis on more specific aspects of your data:

- Change the bubble chart Grouping in order to aggregate your locations by another attribute in your dataset other than Country, which is the default. For example, if you have a Type field, you may choose to group the locations by the different types stored in that data field (e.g. 'Hotel' as opposed to 'Airport' or 'Office').
- Change the X axis and function. This allows you to change the value for the horizontal axis based on another numeric data field in the Location Group. By changing the Function, you can choose how that value is summarized (e.g. Average, Count, Sum). For example, you may choose to change the X axis to 'Number of personnel', assuming this is a data field in your Location Group, and change the Function to Sum, so that the X axis now represents the sum of the number of personnel operating in each Grouping (i.e. bubble).
- Change the bubble radius and function. This allows you to present the bubble size the value for the horizontal axis based on another numeric data field in the Location Group. By changing the Function, you can choose how that value is summarized (e.g. Average, Count, Sum). You can use the bubble radius to highlight a different, or the same, aspect of your data as the X axis, or maintain a constant bubble size by choosing a 'Fixed' radius.



The **Data Viewer** identifies the locations in your Location Group on a map and in a table. By clicking on an element in the Risk Exposure chart (e.g. a pie chart segment) you can filter the data shown in the map and table in order to gain further insights from your data. By changing the map extent you can further filter the locations shown in the table; clicking on a location flag on the map will identify the relevant entity in the table, and vice versa. Note that a filter applied through the map will not apply to the charts.

#### IHS CONNECT | My Locations help guide



You can save the filtered results set as a new Location Group using the option at the top right of the Data Viewer. This allows you to access the new Location Group in the main Map tool under the 'My Locations' layer options and to drill down into the surrounding map intelligence for those locations (e.g. Intelligence Events, Terrorist Targets). Note that only one filtered results group is allowed at a time, but you can export it for later use from the My Locations page.

### **ADDITIONAL FEATURES**

- Online editing: Amend your location groups directly from the Connect table and map.
- Proximity Searches: Find Connect content that is geotagged close to your Locations
- Proximity Alerts: Send email alerts with the Intelligence Events that occur near your Locations.