Cheetah Geocoder – Web Editor Quick Reference Guide

This user guide covers the MercuryGate Cheetah Geocoder function. Geocoder in the Web Editor module allows Market Managers to find customer addresses that may contain a misspelled street name, city, and/or zip code as well as addresses that may be related to a new neighborhood or a new house and not yet part of traditional mapping software.

By updating information in Web Editor using Geocoder, drivers can use the Geocoder link in the Cheetah Mobile app t to safely navigate to the correct address.

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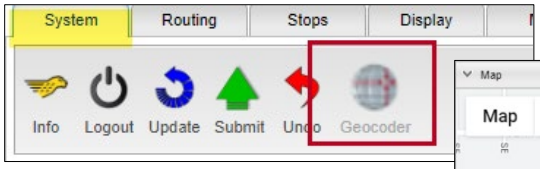
Using Geocoder When Available 2

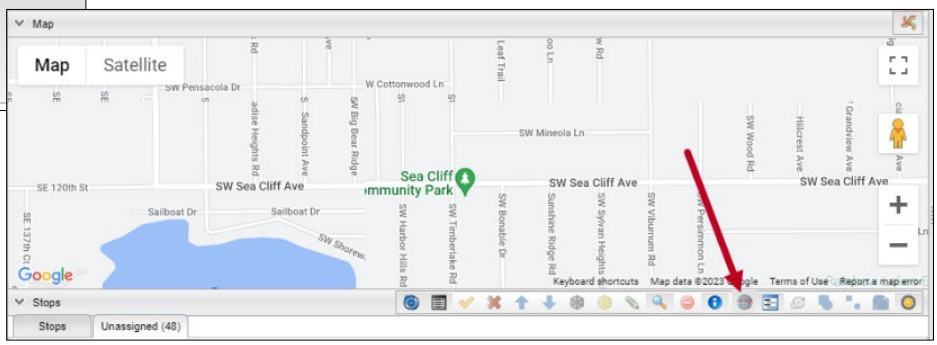
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Web Editor Geocoder

Important *Geocoder should only be used when the button is highlighted (clickable). This will indicate that an address on a route needs attention.*

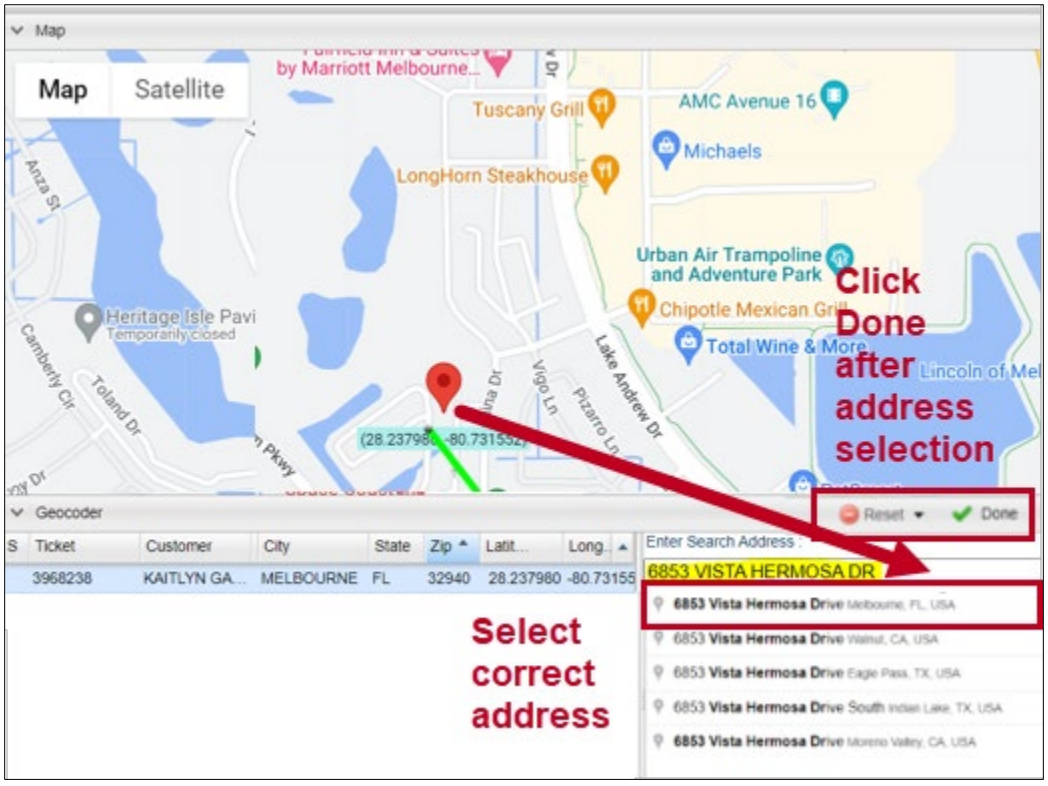




Using Geocoder When Available – Use the steps below to update locations in a route that need attention

1. **Select** the **Geocoder** icon in the top menu of the **Systems** tab or from the **Map view** menu to open the **Geocoder map** and address list

   The **Geocoder** list will show the address that needs attention
2. In the **Enter Search Address** box, **click** the space at the **end of the address** to be corrected to open a list of the addresses available to Geolocate
3. **Use** the **Up and Down arrows** on your keyboard to navigate the list
4. **Press Enter** on your keyboard to **select the correct address** from the available list
5. **Click Done** just above the **Search Address** list then **click Submit** in the **Systems** tab to save the changes





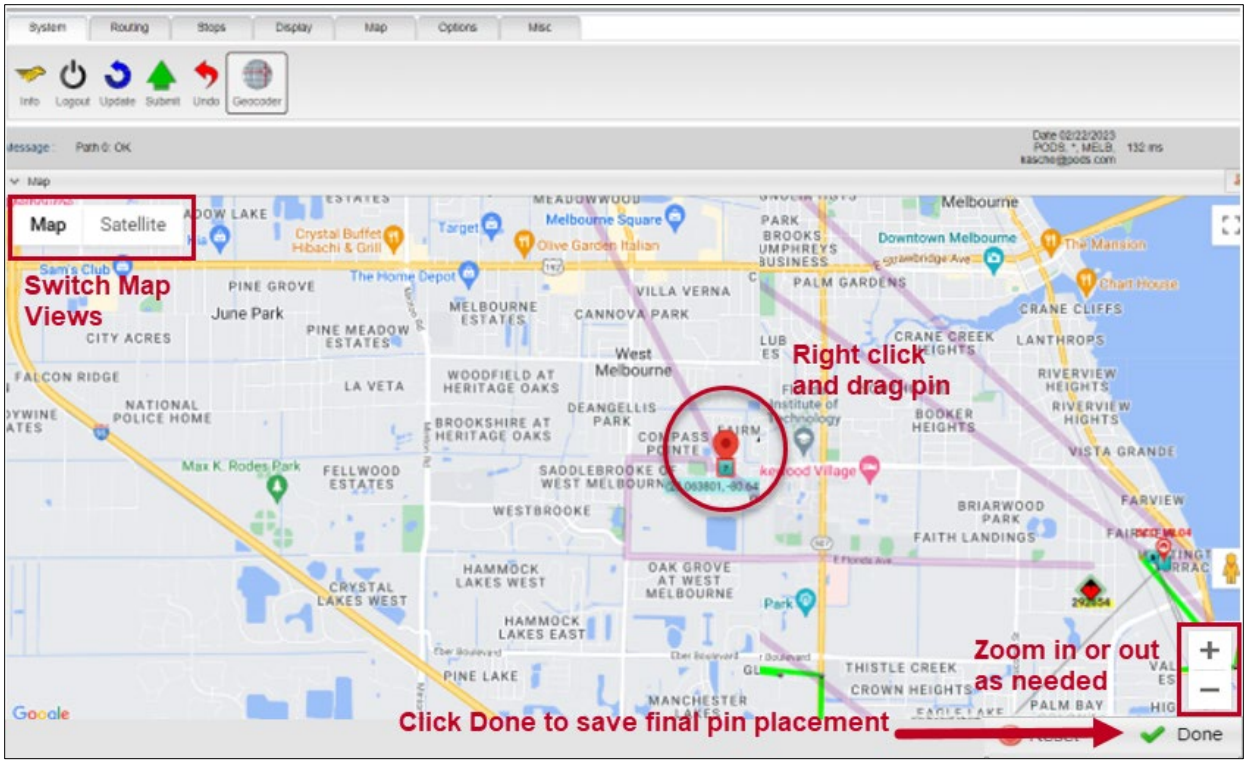
Tip: Reset (next to Done) is available to reset geolocator address selections.

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Drag and Drop Pin Locator – Geolocator provides the option to update an address by dragging and dropping the locator map pin. Again, this option can only be used when the Geolocator icon is highlighted.

When on the **Geocoder map** (see above instructions for accessing)

1. **Right click** on the **map pin** then **hold and drag** to adjust the location
2. **Release** the **right click/hold** to drop the **pin** in a new location
3. Once the pin is in the correct location**, Select Done** at the bottom of the map display and **click Submit** on the **Systems** tab to save updates



4. **Use** the **map tools** to get a more precise location
   a. **Click Map/Satellite** to switch views
   b. **Use Zoom** to narrow or broaden the displayed area in either Map or Satellite view
   c. **Place** the **pin** on the exact location

