

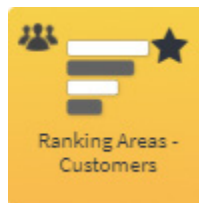
# RUN A RANKING AREAS - CUSTOMERS REPORT

---

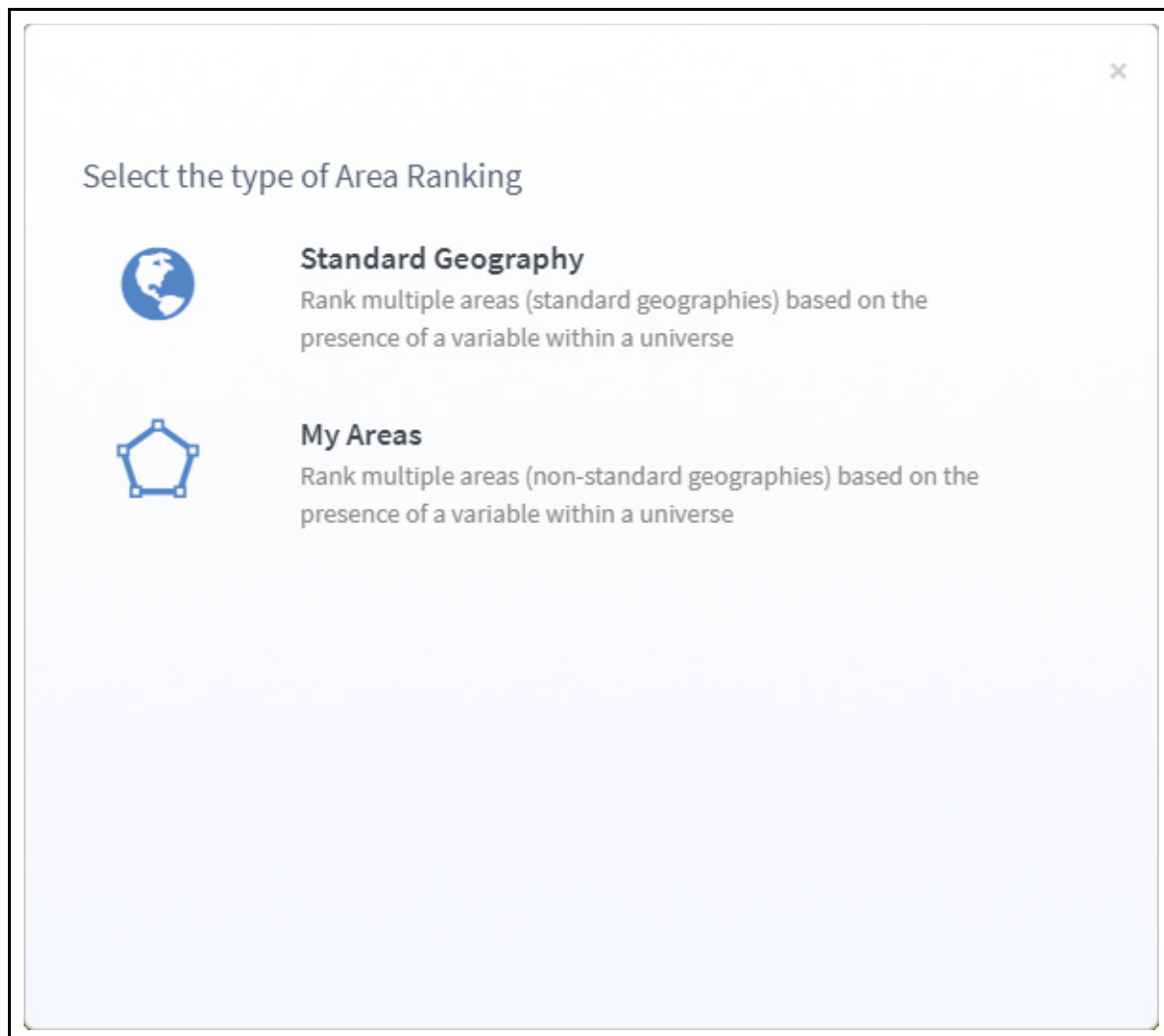
Once you have imported your customers into ENVISION5, the Ranking Areas- Customers report lists the number of customers you have in chosen geographies. It is a preliminary report used to get an idea of where your customers are coming from. This example will list each city across the country where customers can be found.

This document assumes that you have imported a list of customers and created at least one standard area. For more information on either of those, please see their respective QuickStart documents.

1. Use the Search box or scroll through the tools to find the **Ranking Areas - Customers** tool.



2. Launch the tool by clicking the Play icon that appears when you hover over it. A dialog box appears.



3. Click **Standard Geography**. The tool appears.

---

In the **Area of Interest** section, you will typically want to choose the area that is largest and encompasses most, if not all, of your customers. This example will use the entire country.

4. Select United States.

Area of Interest ▾

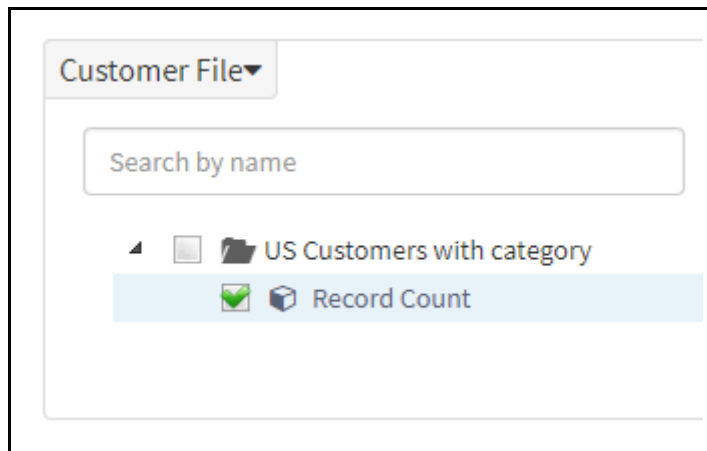
Filter your areas

	Type ▾	Name
<input checked="" type="checkbox"/>		United States
<input type="checkbox"/>		AlbanyArea

Showing 6 to 7 of 7 entries - 1 selected

5. From the **Geographic Area** list, choose **Minor Civil / Census County Division**. This will show a list of the cities and towns in which you have customers.

6. In the **Customer File** section, select the customer file you wish to analyze. Expand it and click the box next to the **Record Count** option to get a count of the number of customers in each city.



7. Click **Create**.

The resulting report lists the number of customers that fall within the geographies listed. For more information on the results, please see the How to Read document about the Ranking Areas- Customers report.