

Importing from BS&A Assessing

Questions? From your BS&A program, go to **Help>Contact Customer Support** and select **Request Support Phone Call** or **Email Support**. Or, you may call us at (855) 272-7638 and ask for the appropriate support department. Questions for our I.T. department may be submitted by phone (same number), or by emailing tech@bsasoftware.com.

The import from Assessing splits Assessing's "Parcel" record - which has the property address, owner name/address, and taxpayer name/address - into separate "Property" and "Name" records for use by the Building Department program.

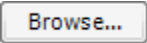
It is highly recommended you make a backup before proceeding with the instructions in this topic.

Import from Assessing .NET

1. Verify the parcel number format in both databases - yours and Assessing's. If the format is not identical in both databases, you will end up with duplicate parcels.
2. Verify with your assessor that you are grouped with the correct Assessing database.
3. Click **File>Import>Import Manager**.
4. Select "BS&A Assessing Dot Net Import" as the **Import**.
5. Click **Options**.
6. Check - - the **Scan only...** box.
7. Verify the **Import parcel data**, **Import names**, and **Filter by property class** settings.
8. Click **Ok** to return to the Import Manager.
9. Click **Start Import**. A progress bar appears while the records are being scanned.
10. Click **Ok** to clear the success prompt.
11. Click **View Results**.
12. Carefully review the report and close it to return to the Import Manager.
13. Provided the data is correct, click **Options** again.
14. Uncheck - - the **Scan only...** box.
15. Click **Start Import**.

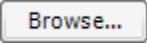
Import from Pervasive Assessing (Direct)

You must have access to the NetCommon directory containing the Assessing database (i.e., F:\EQUALW\DATABASENAME). The Assessing database folder contains the EQMAST.DAT file necessary for the import.

1. Verify the parcel number format in both databases - yours and Assessing's. If the format is not identical in both databases, you will end up with duplicate parcels.
2. Verify with your assessor the name of the Assessing database containing the EQMAST.DAT file you need for the import.
3. Click **File>Import>Import Manager**.
4. Select "BS&A Assessing Pervasive Import" as the **Import**.
5. Click **Options**.
6. Check - - the **Scan only...** box.
7.  to the EQMAST.DAT file in the Assessing database folder and click **Ok**.
8. Verify the **Import parcel data**, **Import names**, and **Filter by property class** settings.
9. Click **Ok** to return to the Import Manager.
10. Click **Start Import**. A progress bar appears while the records are being scanned.
11. Click **Ok** to clear the success prompt.
12. Click **View Results**.
13. Carefully review the report and close it to return to the Import Manager.
14. Provided the data is correct, click **Options** again.
15. Uncheck - - the **Scan only...** box.
16. Click **Start Import**.

Import from Assessing (Text File)

This imports data from text files created by either Assessing .NET or Pervasive Assessing, and is used when you don't have direct access to the assessing data.

1. Verify the parcel number format in both databases - yours and Assessing's. If the format is not identical in both databases, you will end up with duplicate parcels.
2. Verify the location of the exported text files. You will need: NAMES.TXT, LEGALS.TXT, and VALUES.TXT.
3. Click **File>Import>Import Manager**.
4. Select "BS&A Assessing Text Import" as the **Import**.
5. Click **Options**.
6. Check - - the **Scan only...** box.
7.  to the folder containing the text files and click **Ok**.
8. Verify the **Import parcel data**, **Import names**, and **Filter by property class** settings.
9. Click **Ok** to return to the Import Manager.
10. Click **Start Import**. A progress bar appears while the records are being scanned.
11. Click **Ok** to clear the success prompt.
12. Click **View Results**.
13. Carefully review the report and close it to return to the Import Manager.
14. Provided the data is correct, click **Options** again.
15. Uncheck - - the **Scan only...** box.
16. Click **Start Import**.