

AMG/IS Rollover Real-Time Data Service (.NET & Pervasive)

Questions? Call us at (855) 272-7638 and ask for the I.T. Department, or email tech@bsasoftware.com.

Every year, new databases are created in the Assessing and Tax applications. When using AMG/IS (AccessMyGov/Internet Services), it is imperative that the correct – newest – database is the source of information. If not, you may be displaying incorrect values.

These instructions use the Assessing and Tax applications as examples, as they are the most-frequently displayed. The basic procedures apply to all BS&A data that you will be displaying.

Important Assessing Note – Write Floating Values

Once you've completed your roll over, it is recommended that you run the "Write Floating Values" utility to ensure that the correct information is being displayed before configuring the BS&A Real-Time Data Service.

.NET Instructions

1. Open Assessing .NET.
2. **Make sure you're in the correct database.**
3. Click the Application View: **Tables: Parcels.**
4. Click the **Tools** button and select **Write Floating Values.**
5. Select **All Records** as the Population and click **Run.**

Pervasive Instructions

1. Open Assessing.
2. **Make sure you're in the correct database.**
3. Click **List->Parcel Records.**
4. Click the **Tools** button, then click the **Write Floating Values** button.
5. Select **All Records** as the Population and click **Ok.**

Important Tax Note – If You Upload Tax Data

The Tax application reads all previous year taxes from the history file. To ensure that the correct information is being displayed, it is recommended that you update the history file before configuring the BS&A Real-Time Data Service.

.NET Instructions

1. Open Tax .NET.
2. **Make sure you're in the correct database.**
3. Click **Utilities** and select **History File Options>Update History Files with Current Tax Info.**
4. Click **Yes** to continue.
5. Select **All Records** as the Population and click **Ok.**


Pervasive Instructions

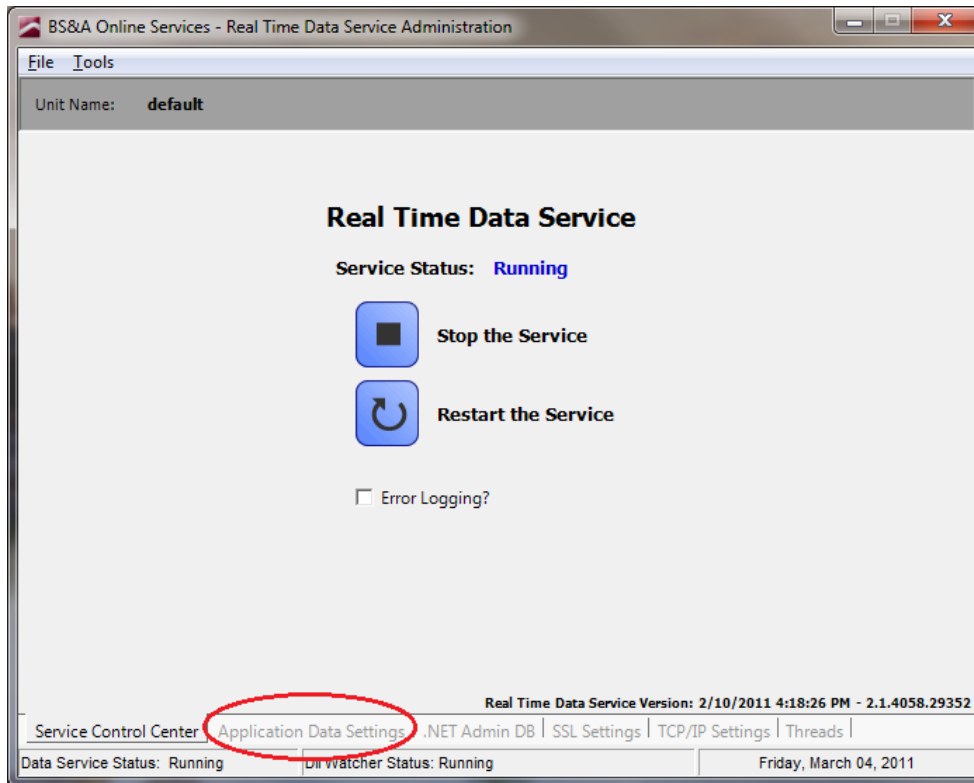
1. Open Tax.
2. **Make sure you're in the correct database.**
3. Click **Utilities** and select **History File Options>Update History Files with Current Tax Information.**
4. Select **All Records** as the Population and click **Ok.**

Configuring the Internet Services Real-Time Data Service

If your municipality is using Internet Services, continue with the instructions below. If your municipality is using the new AMG/Internet Services, please start on page 6.



1. Locate and open the BS&A Data Service Administrator. This is typically available through a  shortcut on your desktop. Some tips...
 - ~ It is usually installed on a machine other than your data server
 - ~ It is NEVER installed on anyone's workstation
 - ~ It may be installed on a machine used as a kiosk for public viewing (very rare and not recommended)
2. Once opened, the following window should be displayed:



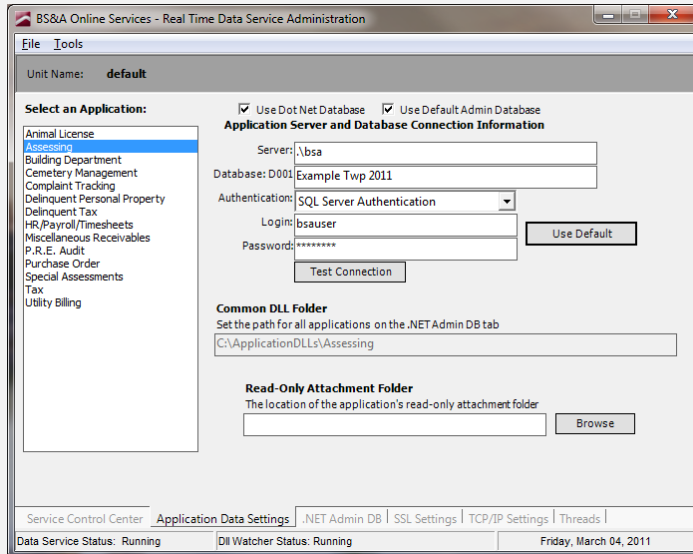
3. Click the **Application Data Settings** tab.
4. Once in the Application Data Settings window, click **Assessing**.
5. Follow the appropriate instructions on the next page, depending on whether you use .NET or Pervasive. The instructions use Assessing as the example, but the same idea applies to Tax.

.NET Instructions

- i. Be sure the path is displaying correctly:

"old" database name: **ExampleTownship2010**

"new" database name: **ExampleTownship2011**



- ii. Continue with step 6.

Pervasive Instructions

- i. Click the Browse button and select the path to the correct (new, rolled-over) database. Be sure the path is displaying correctly:

UNC example:

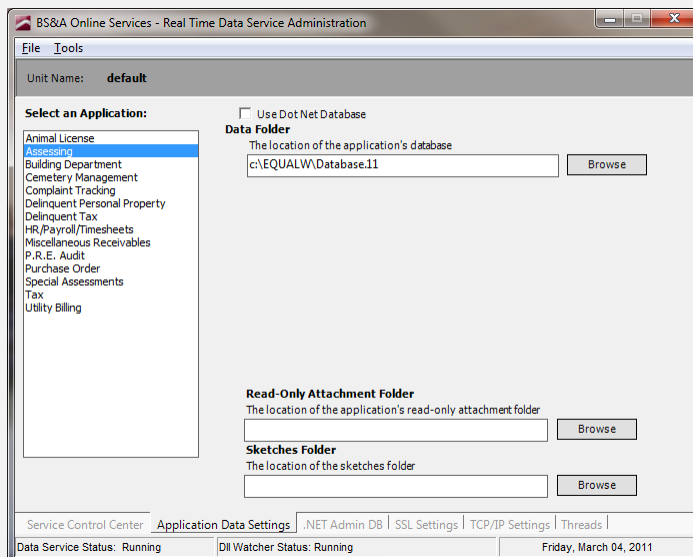
"old": \\servername\share\equalw\database.10

"new": \\servername\share\equalw\database.11

Local example:

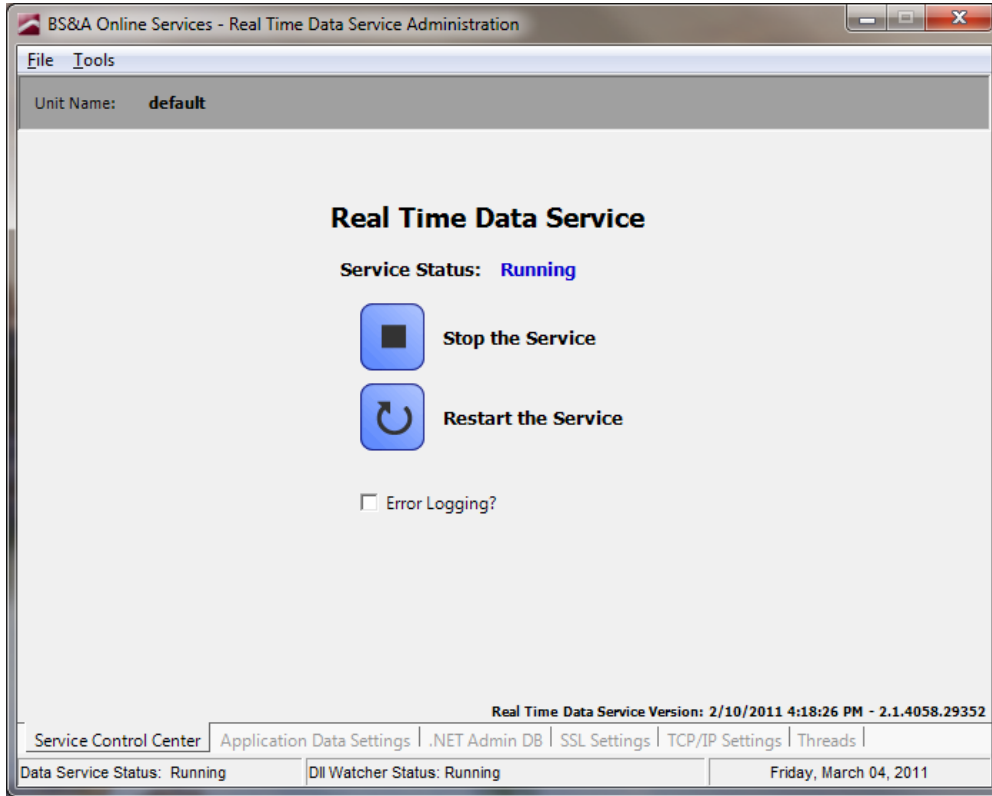
"old": c:\equalw\database.10

"new": c:\equalw\database.11



- ii. Continue with step 6.

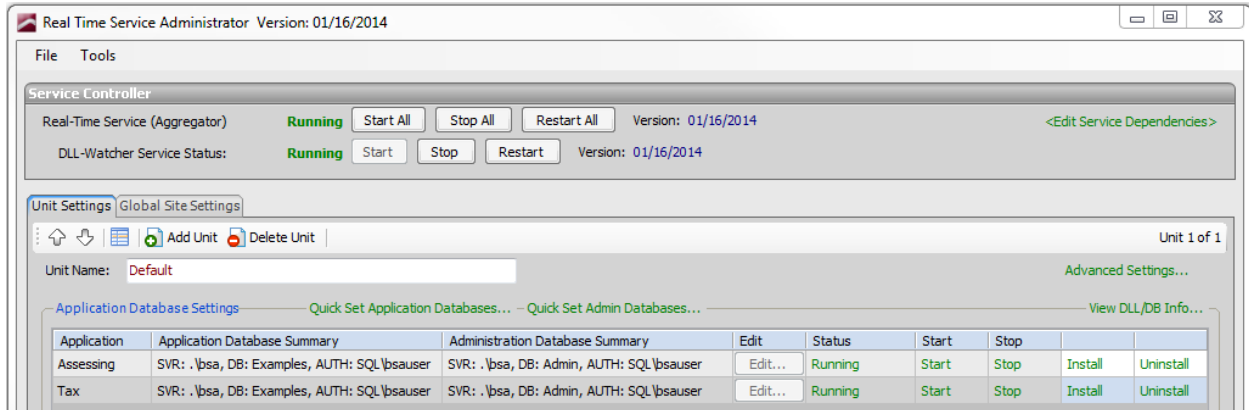
6. Set up the remaining applications (that you display). Refer to the directions above for assistance.
7. Click the **Service Control Center** tab to return to the initial screen.
8. Click the **Restart the Service** button.



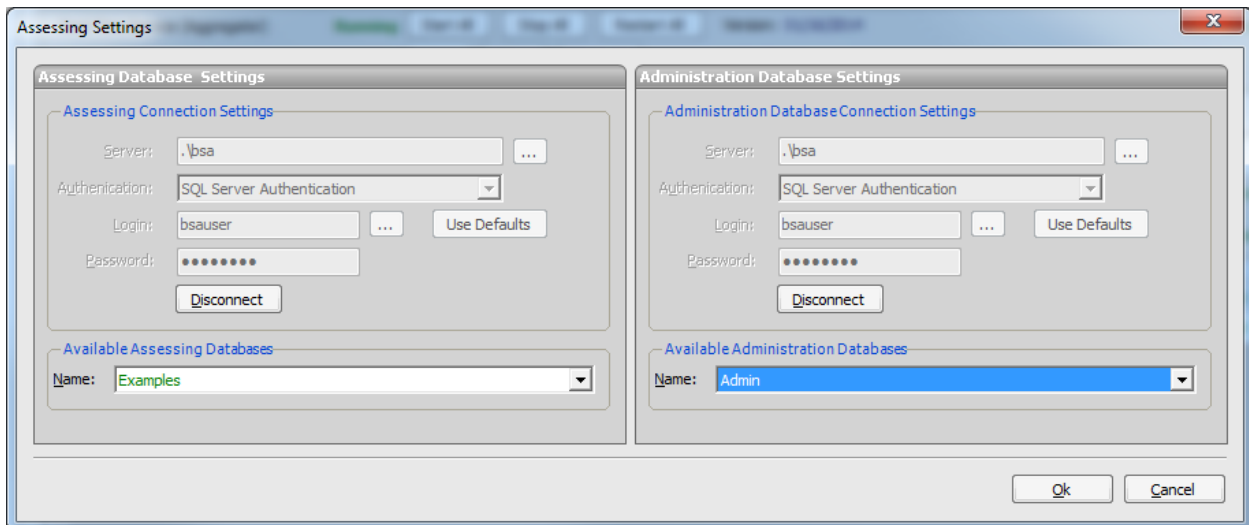
9. Move on to the "Assessing Notes" section on page 7.

Configuring the AMG/Internet Services Real-Time Data Service

1. Locate and open the BS&A Real-Time Service Administrator. This is typically available through a shortcut in the Equalizer .NET Applications folder on your desktop. It is usually installed on the SQL server.
2. Once open, the following should be displayed:



3. Using Assessing as an example, double-click on the word Assessing under the Application column.
4. A screen resembling the following will come up:



5. Click the dropdown menu below Available Assessing Databases, choose your newest database, and click Ok.
6. Click the Restart All button at the top of the screen:



7. Move on to the "Assessing Notes" section on page 7.

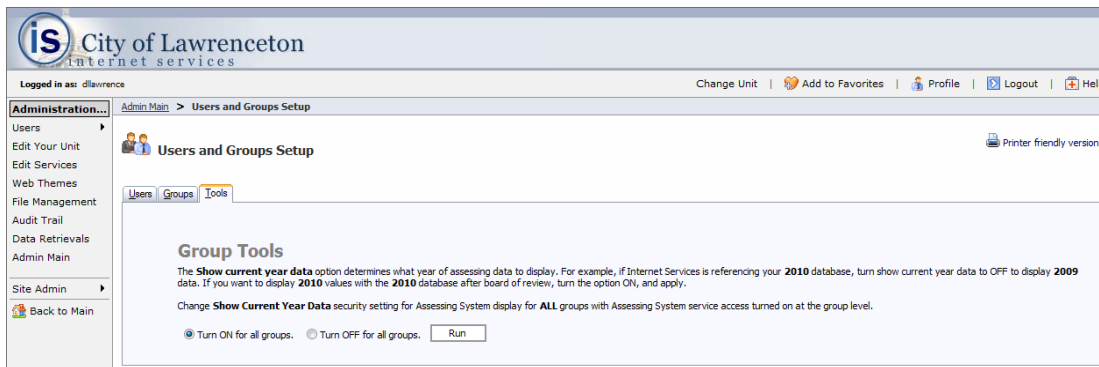
Assessing Notes

After rolling over and switching to the new year's database (imperative for updates to name/address changes and current sale information), you must shut off the "Show current year" setting. This should not be flipped back on until values have been finalized, typically in March; BS&A will send a reminder about this.

We can change the setting for you, or you may do it yourself:

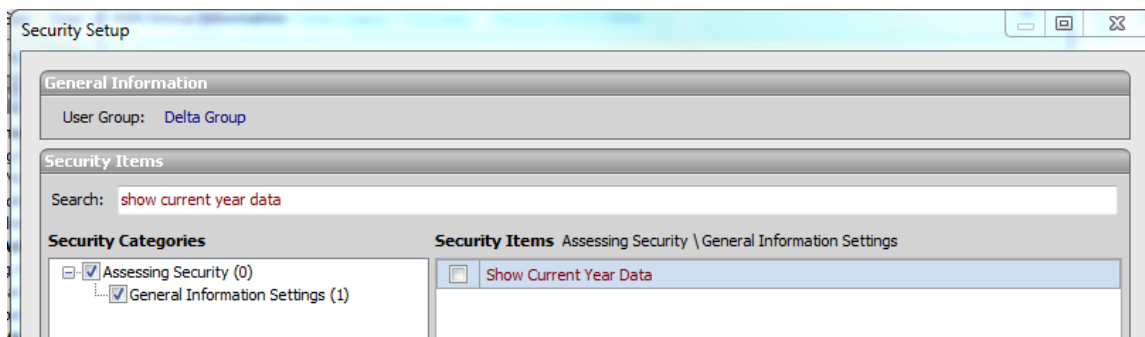
Internet Services Instructions

1. Log in to IS with your administrative username and password.
2. Click **Administration** (located along the left side of the screen).
3. Click the **Group Setup** button.
4. Click the **Tools** tab.
5. The radio button for **Turn ON for all groups** should be selected (); click the **Run** button.



AMG/IS Instructions

1. Log in to the AMG Administration Application with your administrative username and password.
2. Click **User Group Setup** under the Municipal Administration heading.
3. Double-click the security group and click the **Edit Group Security** button.
4. In the search box, type *Show current year data*, click **General Information Settings**, and toggle the **Show Current Year Data** option.



5. Click **Close**, then **Close** again. Repeat for any additional groups.