

# Importing From BS&A Assessing

Questions? From within BS&A, 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 team. Questions for our I.T. team may be submitted by phone (same number), or by emailing [itsupport@bsasoftware.com](mailto:itsupport@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 that you make a backup before proceeding with the instructions in this topic.

1. Verify the parcel number format in both the Assessing database and your BD database. If the format is not identical in both databases, you will end up with duplicate records.
2. Verify with your Assessor that you are either linked with the correct database, or that the import file was created from the correct database.
3. Go to File>Import>Property Imports>Standard.
4. Select the Import: BS&A Assessing Dot Net Import, BS&A Assessing Pervasive Import, or BS&A Assessing Text Import.
5. Click Options.
6. Turn on the Scan Only setting. Your next step is determined by your selection in step 4:

Dot Net Import	Continue with step 7.
Pervasive Import	Browse to the location of Assessing's EQMAST.DAT file.
Text Import	Browse to the location of the text files that were exported from Assessing.

7. Verify/set the remaining options and click Ok.
8. Click Start Import. A progress bar appears while the records are being scanned.
9. Click Ok>View Results.
10. Carefully review the report before you close it. Provided the data is correct, click Options again.
11. Turn off the Scan Only setting.
12. Click Start Import.