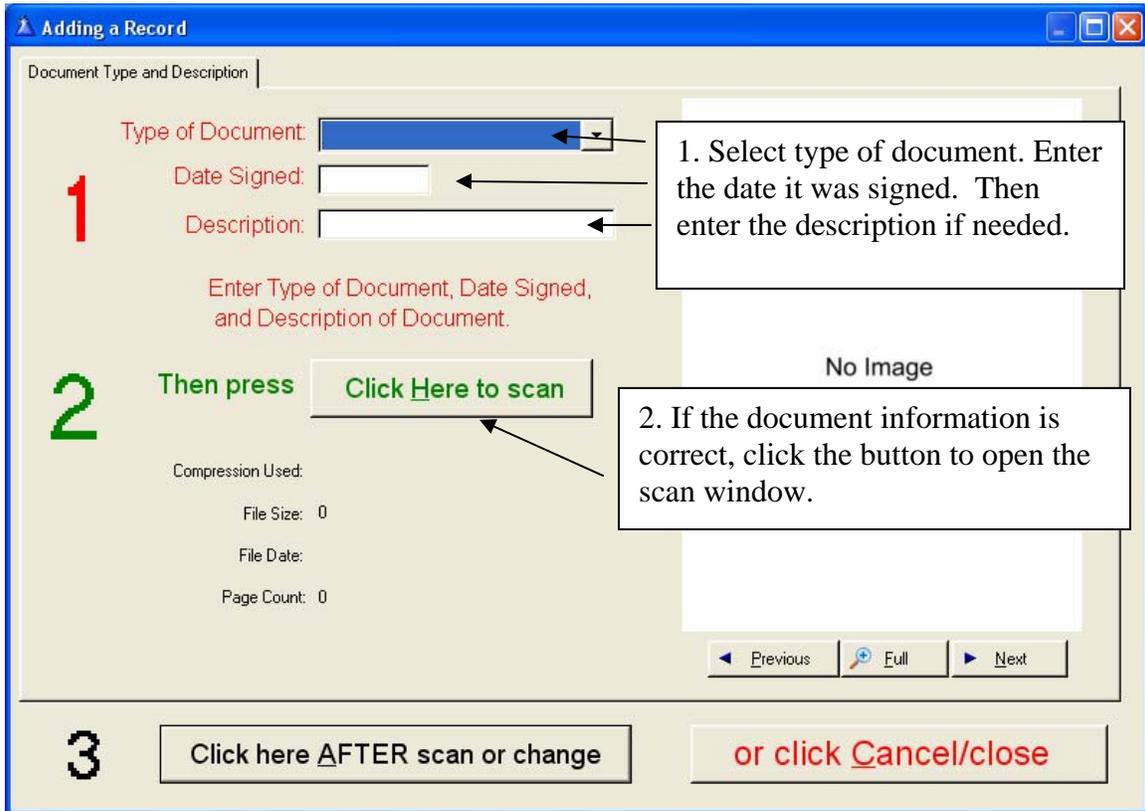




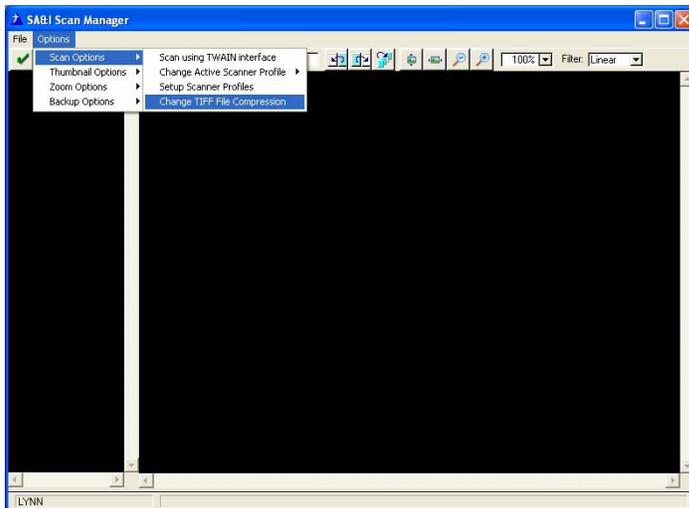
*C*OMPUTER *S*UPPORT *A*SSISTANCE *P*ROGRAM

August 4-8, 2008
Annual Assessor's Conference

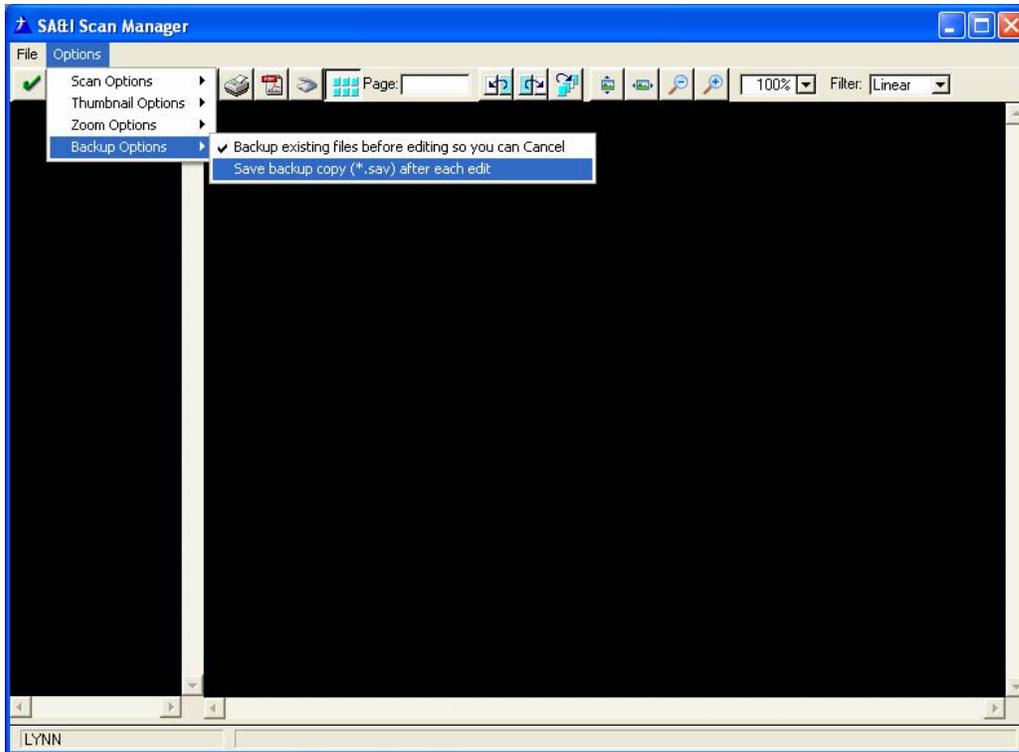
SCANNING



The first thing to do after scanning a document for the first time is reset some selections.



The first time you see this screen after setting up your scanner, select Options – Scan Options – Change TIFF File Compression and select **GROUP3 Compression**.

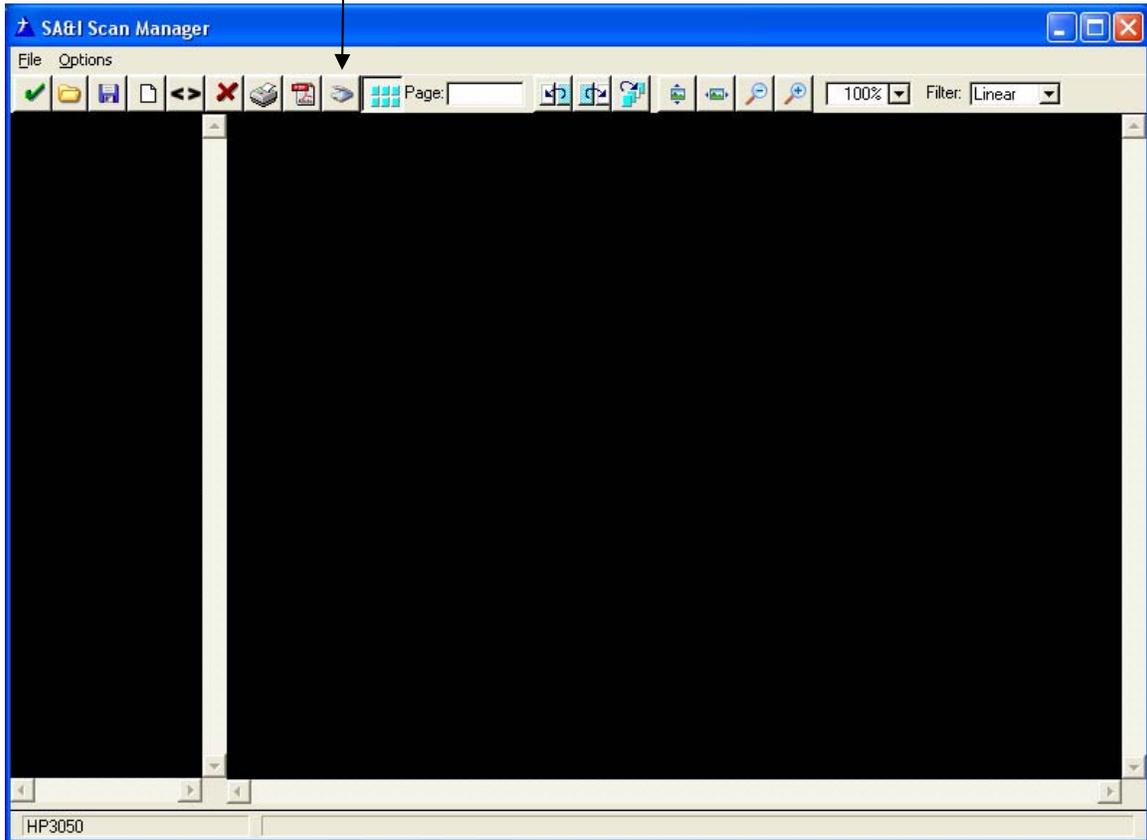


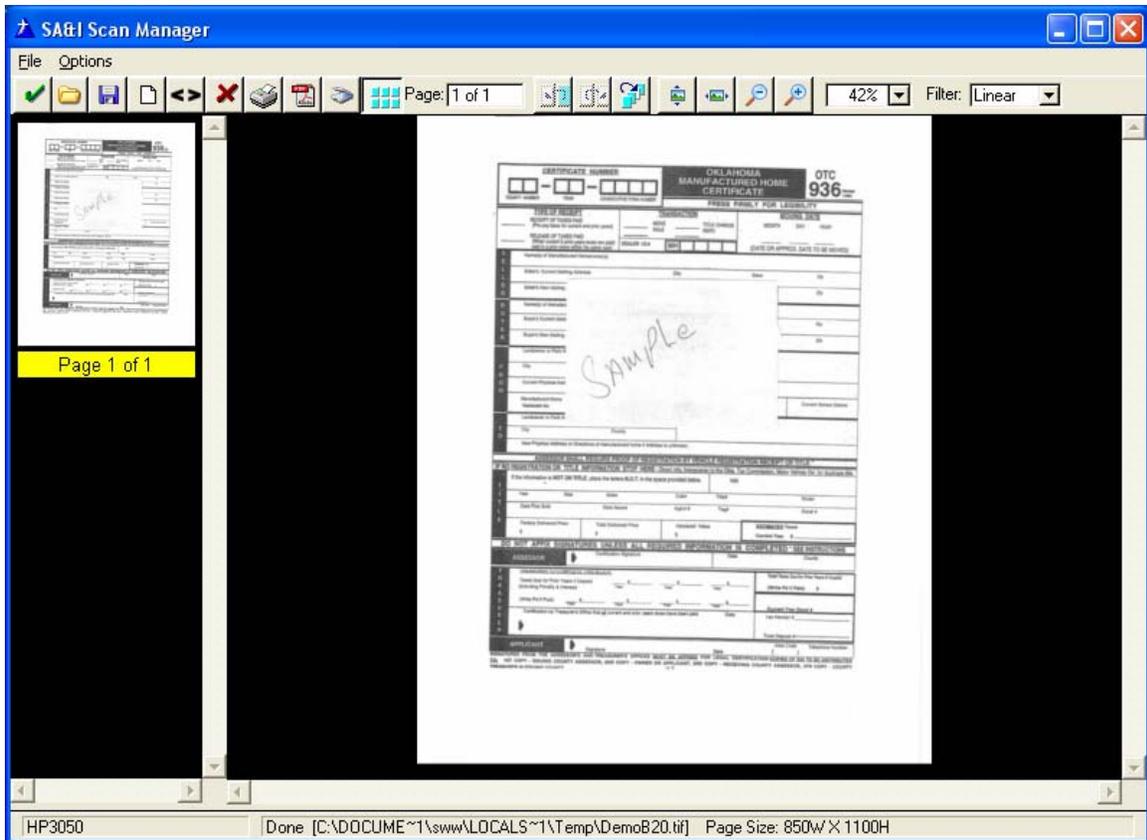
Then select Options – Backup Options and un-check
Save backup copy (*.sav) after each edit.

You only need to select the compression and un-check the Save backup copy the first time after installing the scanner.

Insert the document you want to scan in the scanner, then press the scan button.

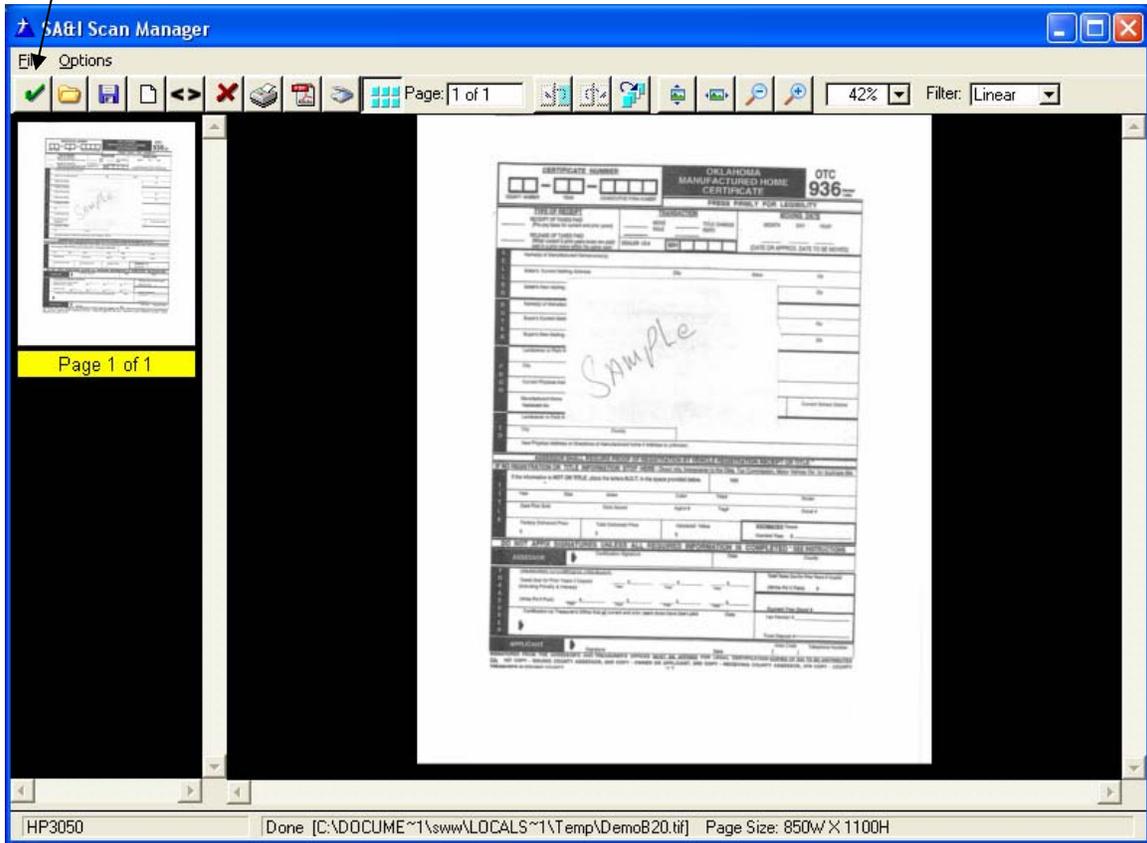
Click here to scan the document.





After scanning, the document appears in the window with a thumbnail image on the left side. If you want to scan another page that is part of this same document type, place the document in the scanner and press the scan button again. This scan program allows you the option to scan multiple pages as a single document.

If you are done scanning this document, press the green check mark.



Then "Save changes to your file?" message box pops up. Click yes to save this scan image.



You will be returned to the document screen.
Press **“Click here AFTER scan or change”**.

The screenshot shows a software window titled "Adding a Record" with a "Document Type and Description" tab. The interface includes several input fields and a preview window. A vertical line with numbers 1, 2, and 3 indicates the sequence of actions. A callout box points to the "File Size" field.

1 Type of Document: 936
Date Signed: 4/20/2007
Description: What ever you think helps

Enter Type of Document, Date Signed, and Description of Document.

2 Then press **Click Here to scan**

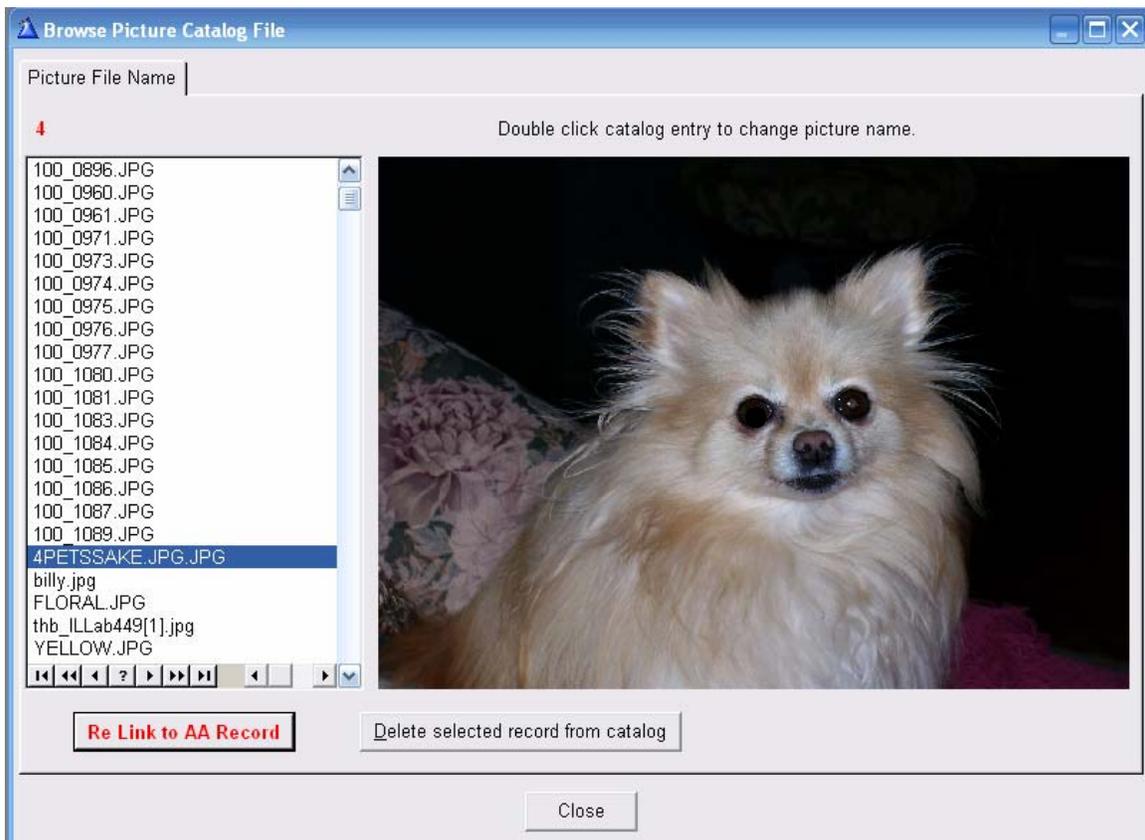
Compression Used: GROUP3
File Size: 11,608
File Date: 4/20/2007
Page Count: 1

It is a good idea to check the “compression used” and “File Size” after the scan returns to this screen.

The compression used should be GROUP3 and the file size should always be less than 100,000

3 Click here AFTER scan or change or click Cancel/close

IMAGES



Pictures can now be attached to Personal Property records.

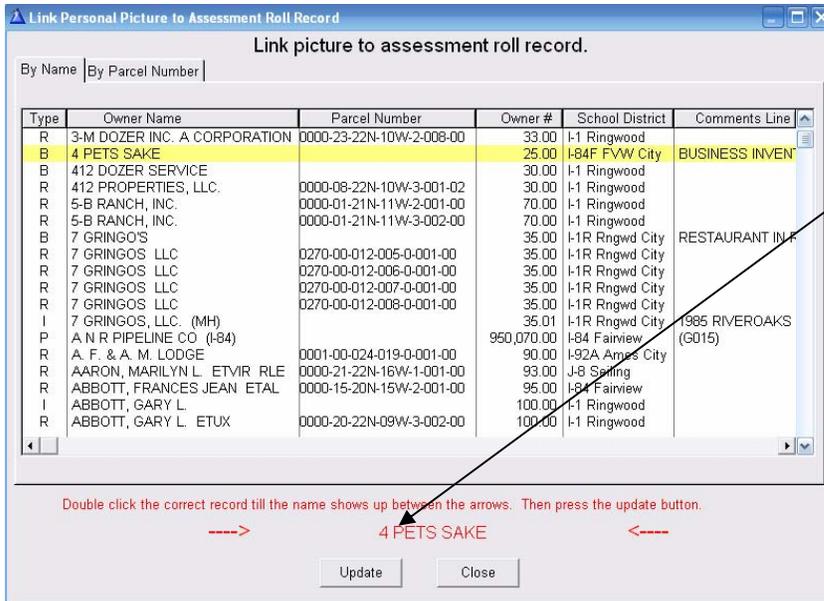
Step one is to load the picture in the picture folder with a name containing less than 100 characters. The picture name cannot contain spaces and **MUST** end with **'jpg'**.

This is the folder that contains all pictures for your AA program. The folder will either be on the **file server (drive F:)** or on an **individual workstation (drive C:)**.

Step two run the **EXPPIC** program.

Step three run the **Import** program from the Utility option in AA.

Step four with the image selected in the picture catalog click on the **ReLink to AA Record** button.



From this screen double click the personal property record until the name displays between the arrows, then press the Update button.



If you have done the preceding steps and you find you have made a mistake on the name just double click the picture name from the Picture

Catalog and from this screen edit the picture name. Click insert/update button. This example has one too many jpg's in the name.

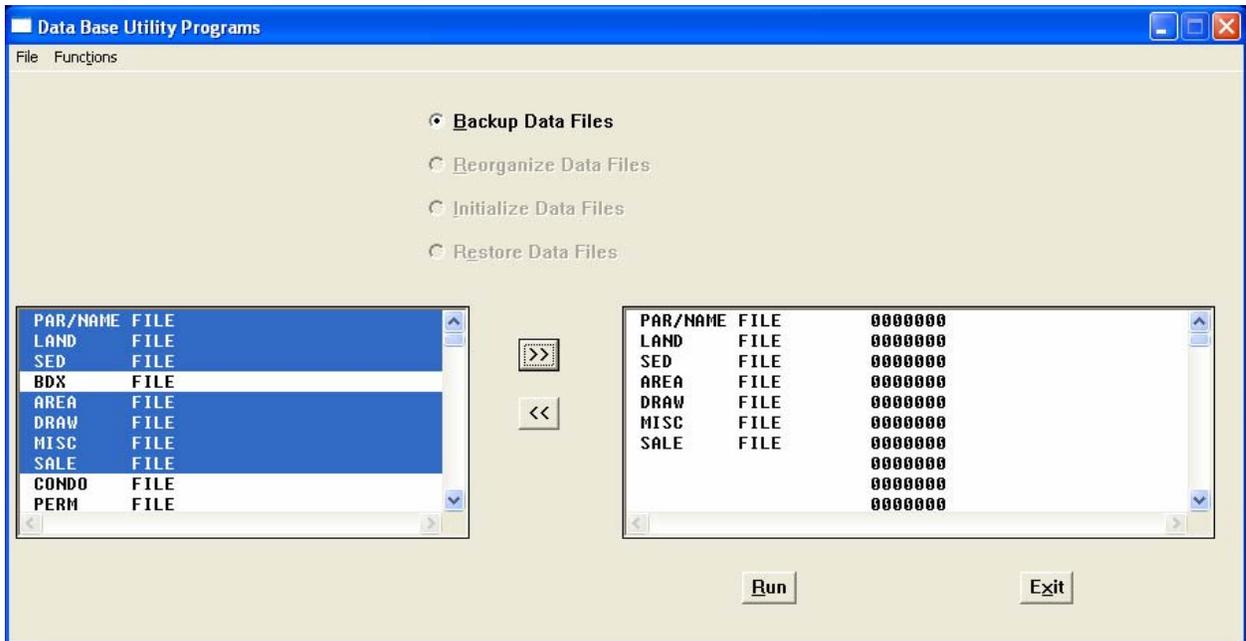
Next Example: Parcel Number is wrong

1. Open the **picture** folder that is either on the **network** or the **local** computer and edit the parcel number.
2. From the Images drop down, select Pictures. Double Click the incorrect parcel number. "**Changing a Picture Catalog Record**" screen will list which location (network or local) the picture is in that you are editing. Change the number and click the **Insert/Update** button. You do NOT have to run EXPPIC or Import the pictures again.

SALES

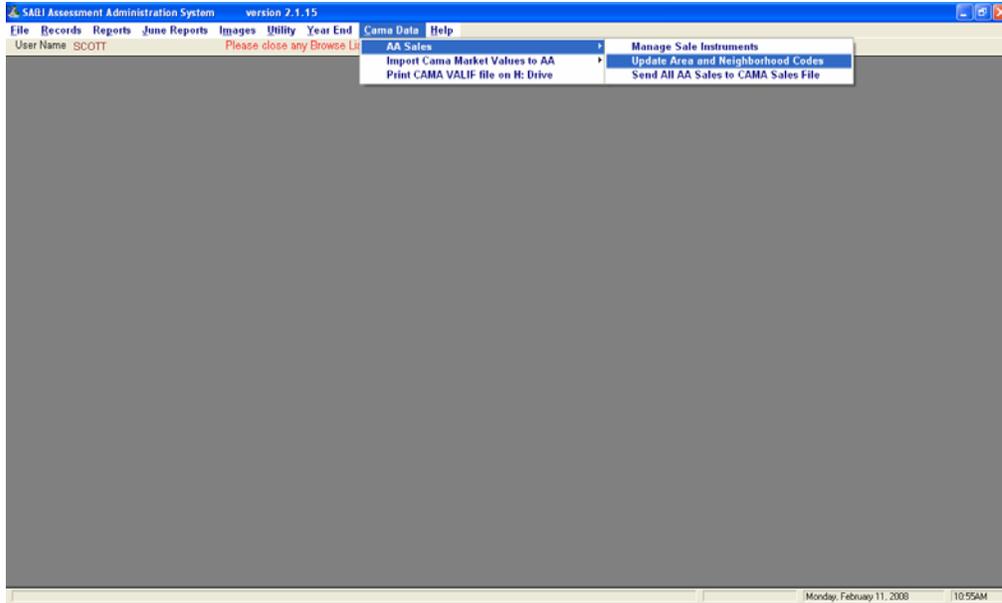
Where does the square foot and neighborhood code come from?

Most Assessors sell data to several companies. The process of extracting that data takes care of the need to extract data to import to the AA area and neighborhood code file.

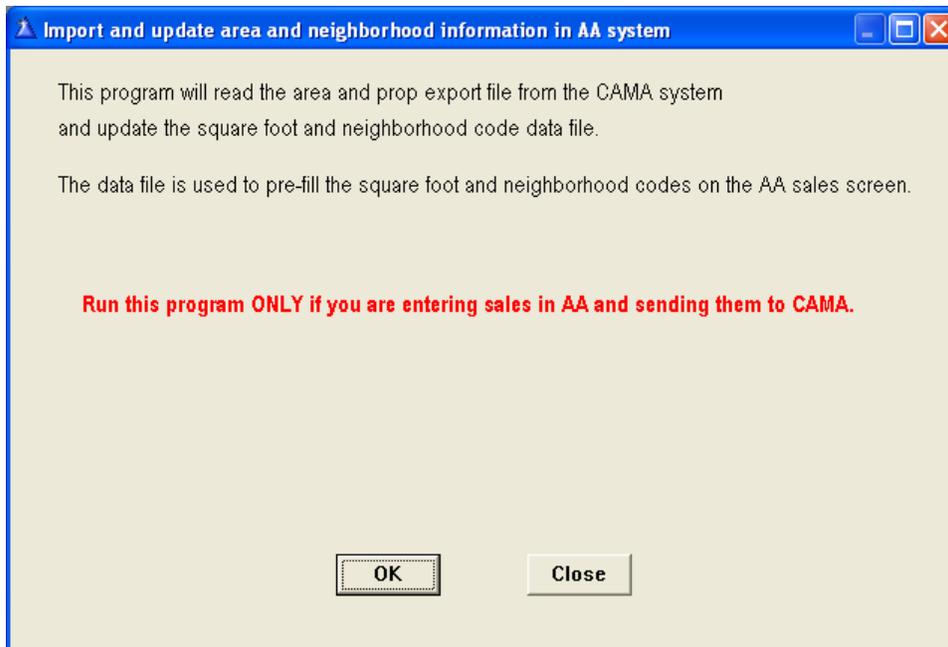


This is the CAMA screen used to extract the data you sell to others. This “Backup Data Files” screen also will extract the data needed for AA sales. THE “**SED**” FILE WILL NOT BE NEEDED, but it won’t hurt anything if it is selected.

Have all users close the AA system so you can import the necessary area and neighborhood code information. From the AA screen, click on Cama Data, AA Sales, Update Area and Neighborhood Codes from the drop down menu. **Please consult with SA&I about this procedure first.**



This is the screen you will see.



Click on the Ok button to begin the building of the data base file. You will see a screen that shows what information is importing and give you a record count as the program works. Close this window when the import program is complete.

Where did some of this other stuff come from?

Vacant/Improved, comes from the AA system. When you insert the sale the program looks at the parcel to see if it is land only, or if the parcel contains improvements. **Property Use**, The program checks to see the AA land use value and enters the property use code on the sale screen. **Square Feet** and **Neighborhood Code**, the AA system imports area information and Neighborhood Code from the CAMA system and creates a file that can be searched by parcel number.

This information is only as current as the file that you have created from the CAMA export program.

Adding a CamaSales Record

Sales Data

AA Sales can go to CAMA Sales

Addn	Sect	Twp/Blk	Rng/Lot	Qtr	Parcel	Prop Splt	Grantor
3637	00	003	018	0	000	00	VERNON JAMES R & LISA H

Book/Page: 2007 123

Doc Stamps: 315.25

Sale Date: 2/01/2008

Instrument: [dropdown]

Qualification: [dropdown]

Vacant/Improved: V or I

Sale Adjustment: 0

Adjustment Reason: [dropdown]

Grantor: VERNON JAMES R & LISA H

Grantee: WARREN, SCOTT

Sale Price: 210,166.67

Property Use: 05

Square Feet: 1,822

Neighborhood Code: 0.00

Sale Notes: [text area]

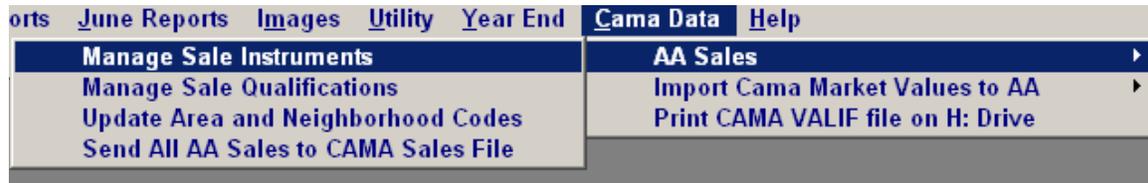
Property Use Legend:
01=Rural Ag
02=Rural Res
03=Rural Com
04=Urban Ag
05=Urban Res
06=Urban Com
07=Exempt

Insert/Update Cancel/Close

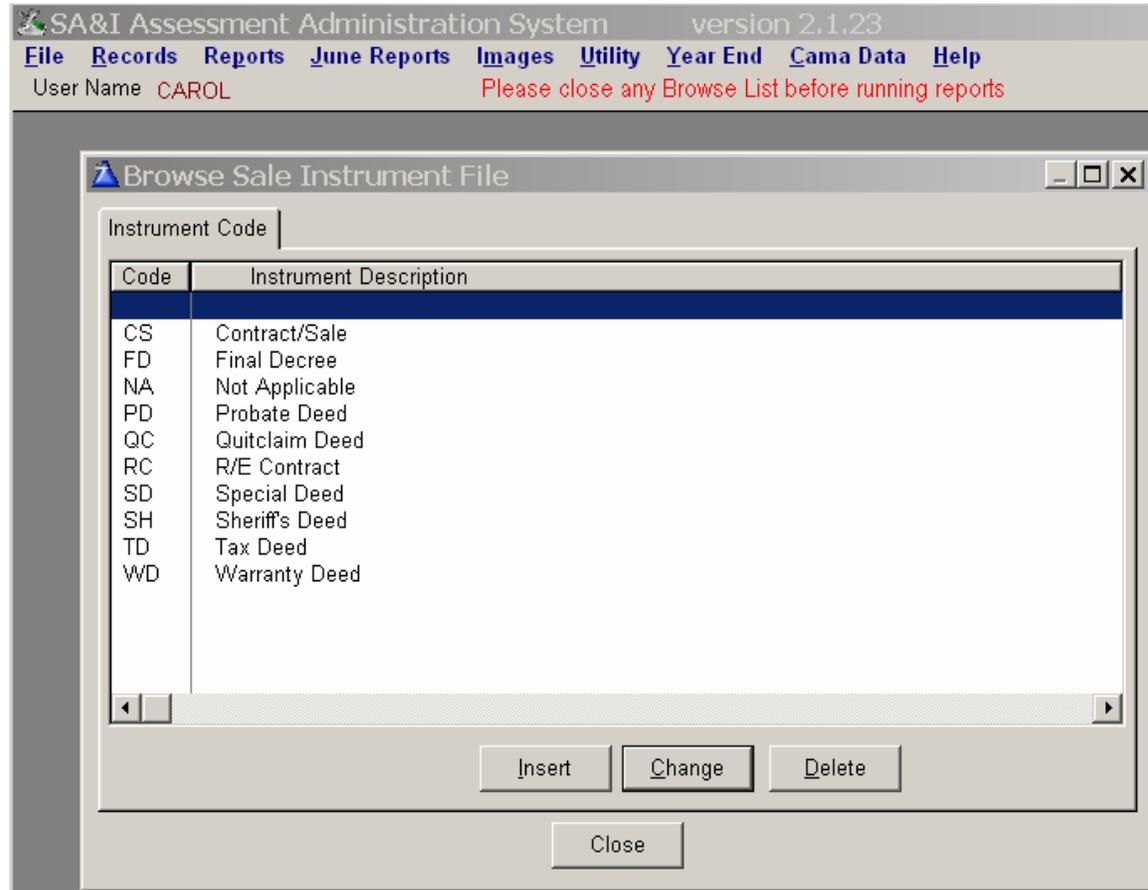
Sales

Also you can edit the Sale Instruments and Sale Qualifications.

CAUTION REQUIRED: The Tax Commission request that you have only the Qualifications they have approved. Please check your file, you may need to edit your list. See the list on the next page.



**** The Tax Commission expressed no concern on the Sales Instrument File.****



Sales Qualification Approved by OTC

You should have a list that contains codes **01-16 consecutively** then code **21**

Next ---

MQ MULTIPLE QUALIFIED

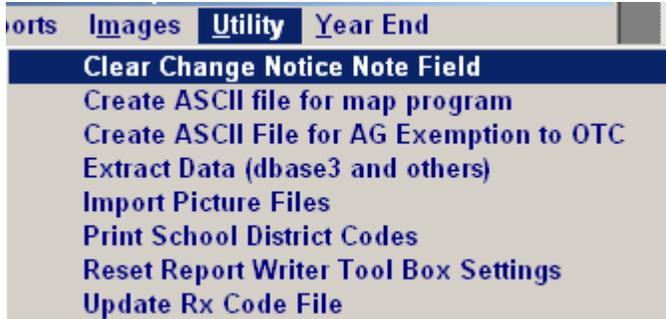
PQ PREVIOUSLY QUAL

Q QUALIFIED

QV QUAL VERIFIED

Both lists, AA and CAMA **must** be the same code and spelling. Contact your rep from OTC to verify the CAMA list. You can simply edit the AA list.

UTILITY

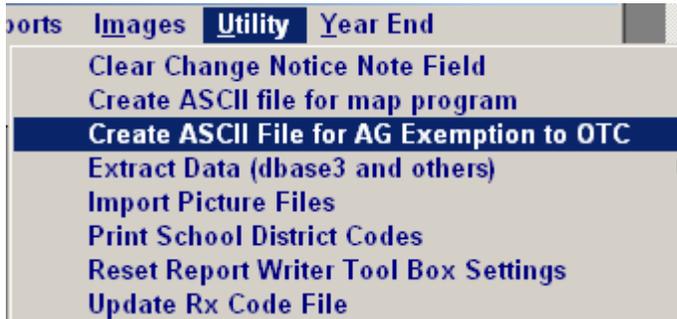


Clear Change Notice Note Field



If you utilize the Change Notice Note Field you will want to delete those notes eventually. Generally these notes are a reference as to why a value on a record may have changed either plus or minus. Only after you are sure you a finished printing and mailing all your change notices, will you want to run this program, the notes can **NOT** be recovered.

Create ASCII File for AG Exemption to OTC



The DUMPAGP program will create the disk that your office sends to the Business Tax Division for processing the Ag Permit Cards. The requirements for sending a record to this file is as follows:

1. The Transaction Date field located on the **AG Permit Info** tab must be equal to or greater than the update Date for the dump program.
2. The Action Code field must have **R, N,C or S**, it can NOT be blank.



Reset Report Writer Tool Box Settings



There will be a series of numbers to the right of each tool box. After you press the reset button the numbers will start with something like this "0,XXX,xxx". Then you can close the window.