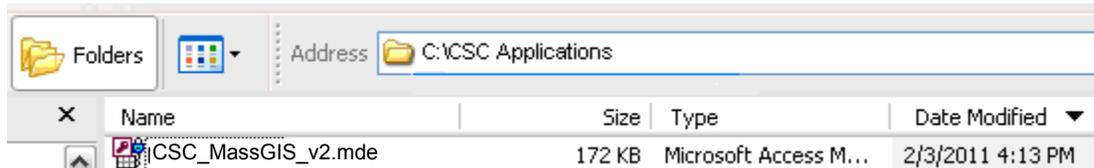


Creating an Extract File for MassGIS

System Requirements: Microsoft Access 2000, 2002 (XP), 2003, 2007 or 2010

Installing the program

Copy the program file (CSC_MassGIS_v2.mde) to the CSC Applications folder on your PC. (It can really be stored anywhere, but for consistency we recommend storing it in C:\CSC Applications.)



Running the program (creating the extract file)

- Double click the CSC_MassGIS_v2.mde and the application will open (make sure you double-click the actual **.mde** file and not the Zip file.)
- Enter the fiscal year you wish to export and your three-digit DOR town code where indicated.
- Click the “Create File” button.

An hourglass will appear while data is being written to file. This may take several minutes, depending on the number of parcels in your database.



A completion message will appear when the process is finished.



The name and location of the data file appear in the message. Send this file to MassGIS or the vendor working on their behalf.

Close the program by clicking File > Exit.

DLS IT Support: 617-626-2350 DLSITGroup@dor.state.ma.us