

Massachusetts Department of Revenue  
Division of Local Services



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RUNNING THE CSC  
WEB DATA EXTRACTOR  
RPIS VERSION 3

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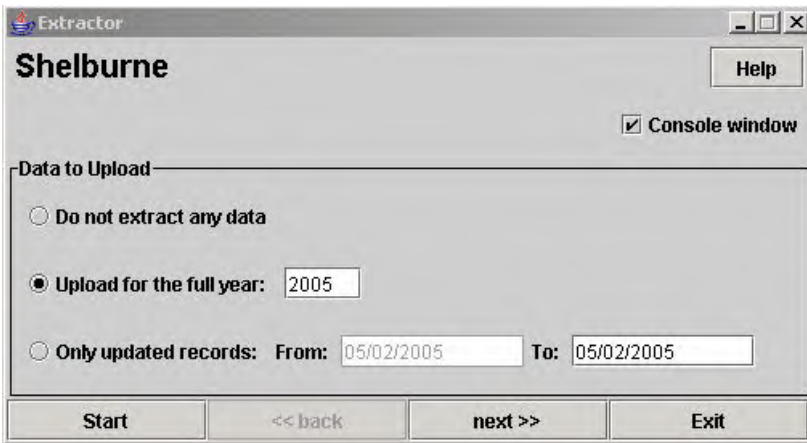
2/1/2007

Robert G. Nunes, Deputy Commissioner  
David L. Davies, Director of Information Technology

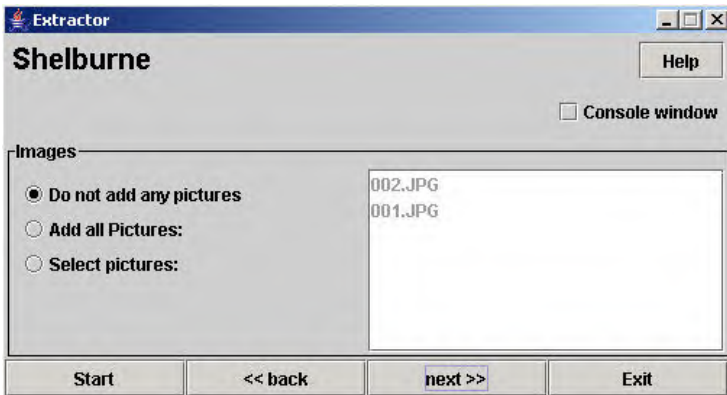
# Running the CSC Web Data Extractor

## I. Using the Extractor Wizard (Wizard.bat)

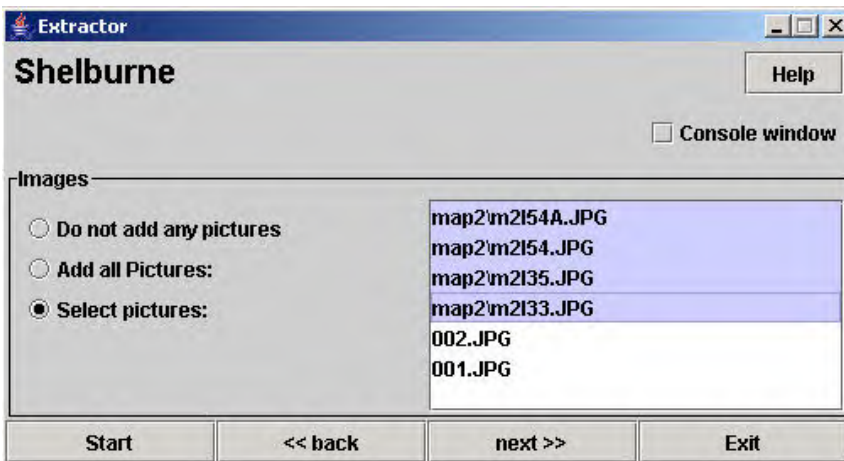
Double-click Wizard.bat (either on the desktop as a shortcut, or in the CSC\_Extractor folder.)



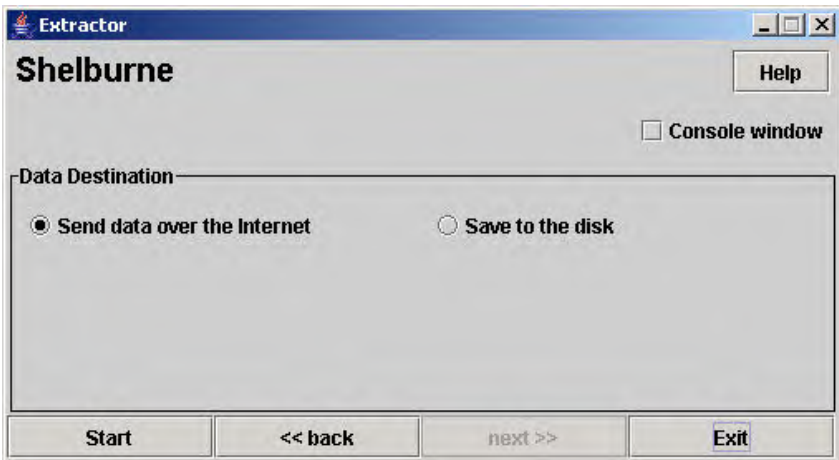
To upload all data check the radio button for full year and type the year in the box. To upload updated records only, check that radio button and enter a data range in the From: and To: boxes. Click the next>> button to continue.



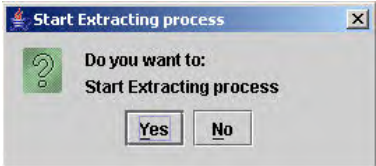
Choose an image load option by clicking the appropriate radio button. If adding pictures you can load all picture files in the Image folder or specify a group of images to load. Select a range of picture files by using Shift-click, or select non-contiguous picture files using Ctrl-Click. When sending a lot of pictures, it's usually best to load the data first, then the pictures later on.



Click next>> to continue to the next step.

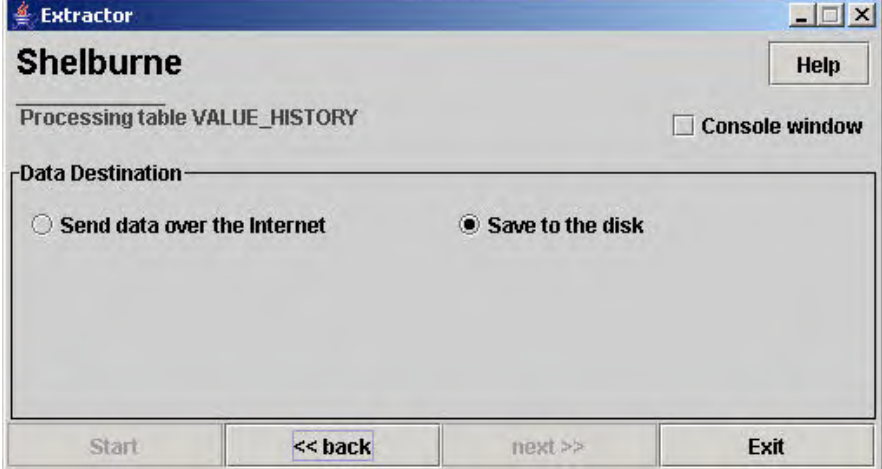


If the town is PC is connected to the internet via dialup or broadband connection, leave the Send data over the internet radio button checked. If the PC is not connected or no connection exists, change the selection to Save to the disk and a ZIP file will be created. Click the Start button to start the upload. A confirmation box will appear:

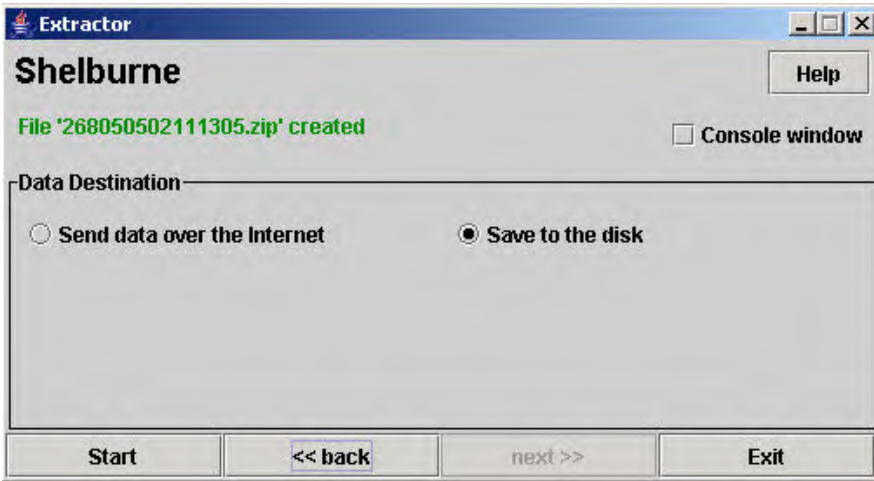


Click Yes to start the data extraction, or No to stop the process.

As data is extracted from the Oracle tables a process status message will appear underneath the town name:

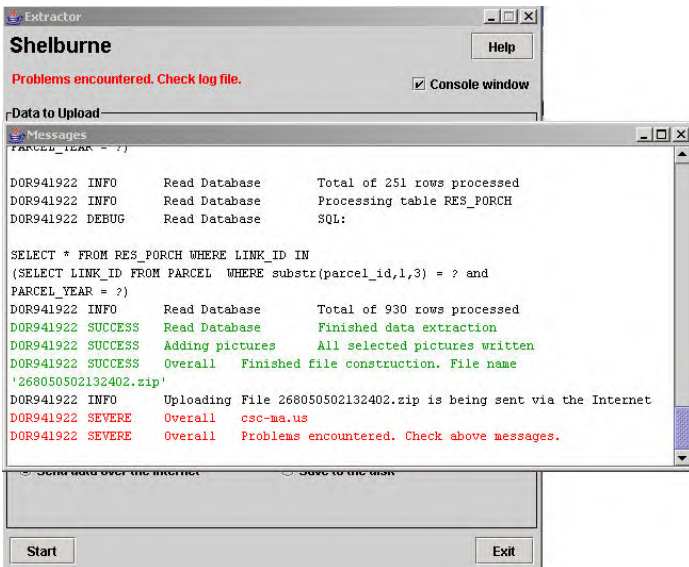


A completion message will appear when the process has finished. If the Save to disk option was used, the file name will be displayed.



If using the Save to disk option, copy the Zip file from the ...\\web data uploader\\csc\_extractor\\Temp folder to CD or USB drive or other removable media and bring it back to the office.

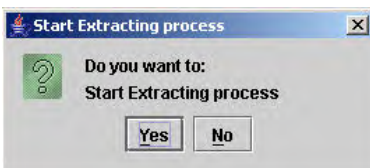
If the Send data over the Internet option was selected, the extract file will be created and then the program will try to send the file to the CSC website. If the PC is not connected to the internet or some other problem occurs with the transfer, an error will be generated; check the console window to see what happened.



If you can't get the online transfer to work, simply e-mail the Zip file to DLSITGroup@dor.state.ma.us, or copy the Zip file to CD and mail it CAMA Support in Boston.

Once the process is complete:

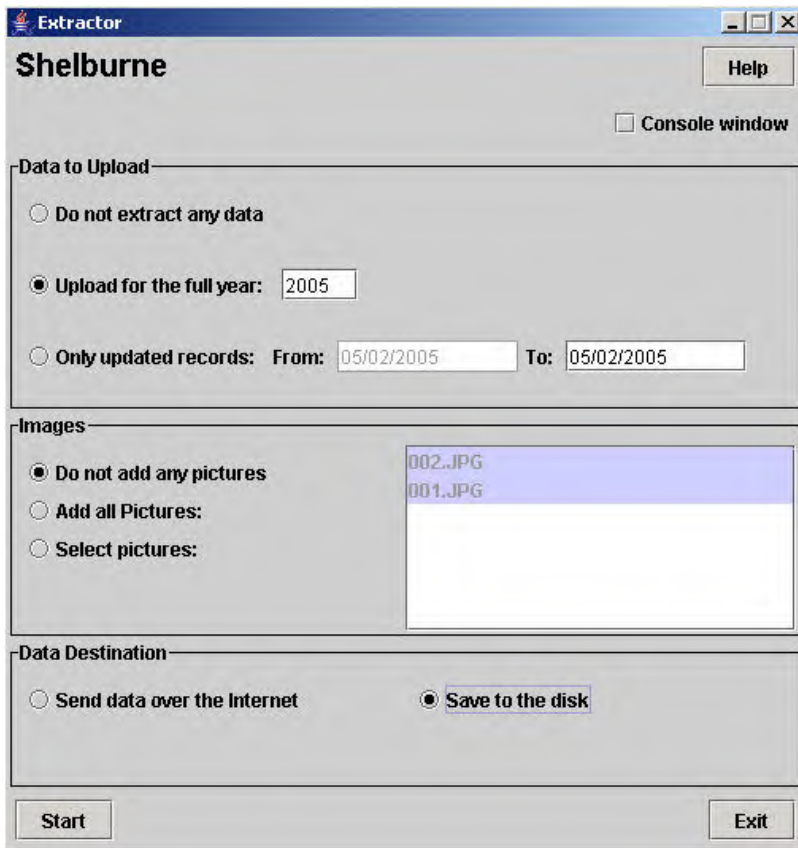
Click the Exit button to exit the wizard; click Yes to confirm that you wish to exit.



## II. Using the Extractor Single Screen (Single.bat)

The extractor can be run without choosing options one at a time, in “single screen mode.”

To run the extractor using a single screen, double-click the file ...\\web data uploader\\csc\_extractor\\Single.bat.



The screenshot shows the 'Extractor' application window with the title 'Shelburne'. The interface includes a 'Help' button and a 'Console window' checkbox. The 'Data to Upload' section has three radio button options: 'Do not extract any data', 'Upload for the full year: 2005' (selected), and 'Only updated records: From: 05/02/2005 To: 05/02/2005'. The 'Images' section has three radio button options: 'Do not add any pictures' (selected), 'Add all Pictures:', and 'Select pictures:'. A list box to the right of the 'Images' section contains '002.JPG' and '001.JPG'. The 'Data Destination' section has two radio button options: 'Send data over the Internet' and 'Save to the disk' (selected). At the bottom, there are 'Start' and 'Exit' buttons.

The same options available in the wizard appear in the single screen. Select the options and click the Start button to start the extractor. When the extractor has finished, click Exit.

## For training and technical support...

Contact any of the DOR CAMA Information Technology Staff for further assistance or to ask about training opportunities.

CAMA Support Help Desk  
Monday – Friday 9AM-4PM excluding holidays  
1-800-521-5536 (ask for CAMA Support or extension 62350)

Advisor	Phone	E-mail
Mike Quinlivan	508-792-7300 extension 22313	<a href="mailto:quinlivanm@dor.state.ma.us">quinlivanm@dor.state.ma.us</a>
Linda Bradley	617-626-2394	<a href="mailto:bradleyl@dor.state.ma.us">bradleyl@dor.state.ma.us</a>
Paul Corbett	617-626-2366	<a href="mailto:corbettp@dor.state.ma.us">corbettp@dor.state.ma.us</a>
Don Reynolds	617-626-2356	<a href="mailto:reynoldsd@dor.state.ma.us">reynoldsd@dor.state.ma.us</a>
Arnold Kanter	617-626-2303	<a href="mailto:kanter@dor.state.ma.us">kanter@dor.state.ma.us</a>

All Boston staff can be reached by dialing their direct numbers or through the CAMA Support Help Desk.

CAMA Version 3 User Guides, our Support Guidelines and other useful information from the Information Technology section of the Division of Local Services can be found online at <http://www.dls.state.ma.us>. Information about the Community Software Consortium can be found online at [www.csc-ma.us](http://www.csc-ma.us).

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