Running the IQ Objects procedures for Taconic, Banker and Tradesman and 1st American

1. Copy the procedure(s) into any folder used for storing procedures; some people use the IQ\IQ Objects folder, some use My Documents, some may have a specific folder for procedures. It doesn't matter where you store the procedure files.

2. Run IQ Objects and open the procedure file for the company requesting the data. Banker and Tradesman and Taconic use the same basic procedure; 1st American's is slightly different.

3. Edit the filter for the appropriate community ID and fiscal year.

4. Click File > Export. Select a folder to export data to, and select the file type "Data file (*.csv)" from the drop down list. Enter a filename for the data file and click Export to start the query.

5. Enter data in the Answers column for each user prompt (county code, tax rate, fiscal year, etc.) Click OK when all questions have been answered. The data will be exported to the specified folder.

6. Use Windows Explorer or DOS to copy the export file to a diskette.