



# LES COOK, CFA

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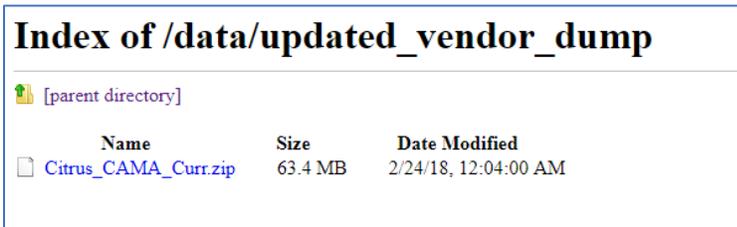
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### Downloading and Using CCPA 'Vendor Dump' Data

There are two Parcel Data Download files located on the Downloads page of the CCPA website. One is for the most recent Certified Taxroll Data, the other for the Current Taxroll Data. The certified data contains the values and characteristics for each parcel at the time of the most recent certifications. The current data provides updated characteristics of each parcel as changes are made throughout the year, however the tax values are omitted as they will be calculated just prior to the following certified taxroll.

Select the FTP Download link for either the Certified or Current Taxroll Data

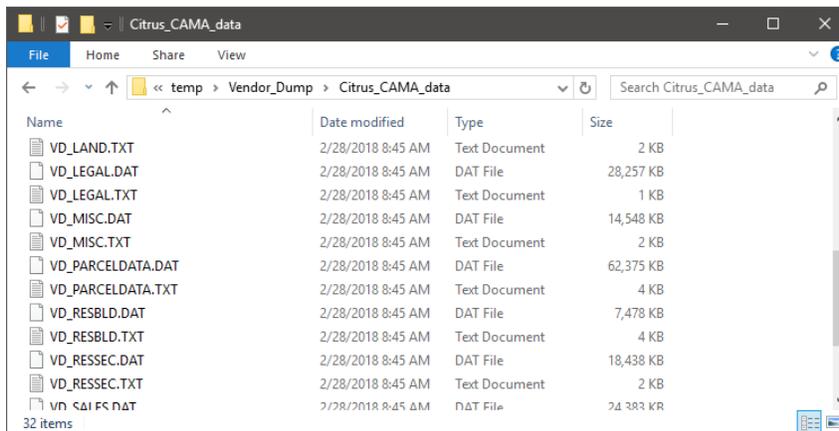
You will be redirected to the associated FTP site:



Click on the hyperlink to download the zip file to your computer.

Locate the downloaded file, move to another location if desired, and unzip it (MS Windows: right-click, then select Extract All)

The extracted files will look similar to this:



Notice the file names are paired together with one ending in .DAT and the other .TXT.

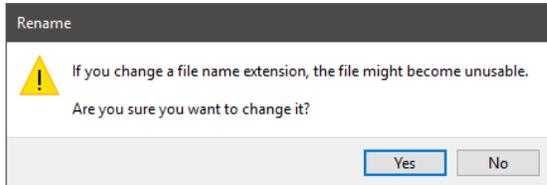
The .TXT file contains descriptions of the data fields found in the .DAT file.

The CCPA database contains many individual tables of data that are related to a given parcel. The most commonly accessed data have been combined for you into a single file called VD\_PARCELDATA.DAT.

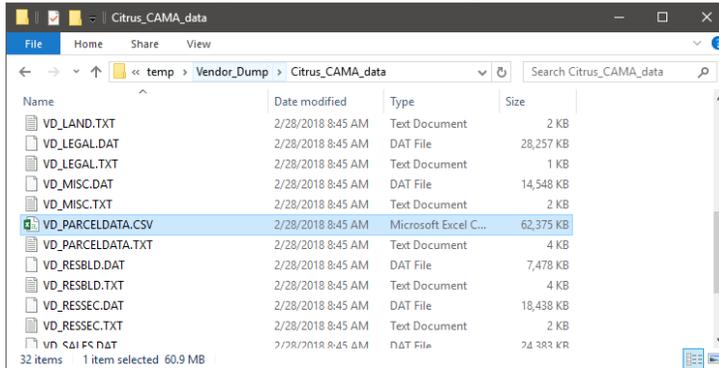
The best way to view the data in VD\_PARCELDATA.DAT is to use spreadsheet software such as MS Excel. Alternative software could be MS Access, or OpenOffice.

To make it easier to view the data in MS Excel, follow these steps to ensure the best user experience:

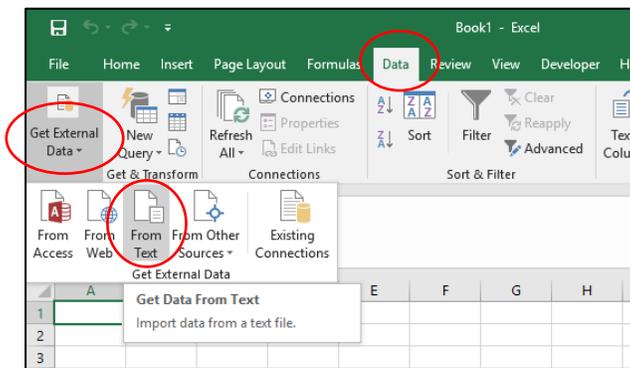
1. Rename the extension part of VD\_PARCELDATA.DAT to end in '.CSV'. You may get a warning about the risk of renaming a file. In this case, there is no harm in doing so, click 'Yes'.



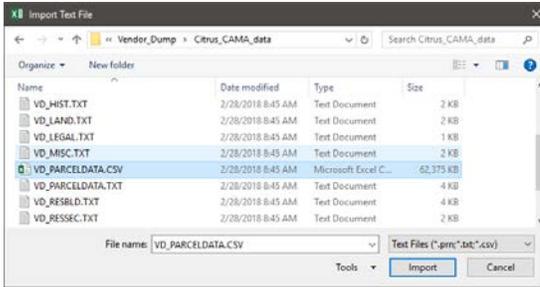
2. Now that the name is changed, do not double-click to open it. First open a blank MS Excel worksheet and import the file according to the directions that follow.



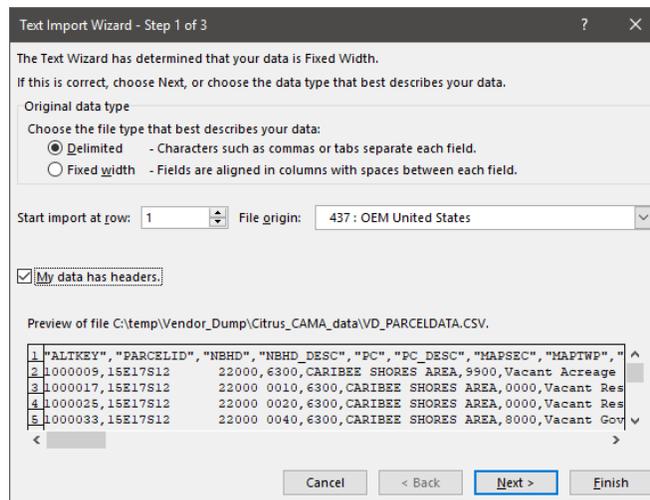
3. With a blank worksheet, select the Data menu, then click 'Get External Data'. From there, select "From Text".



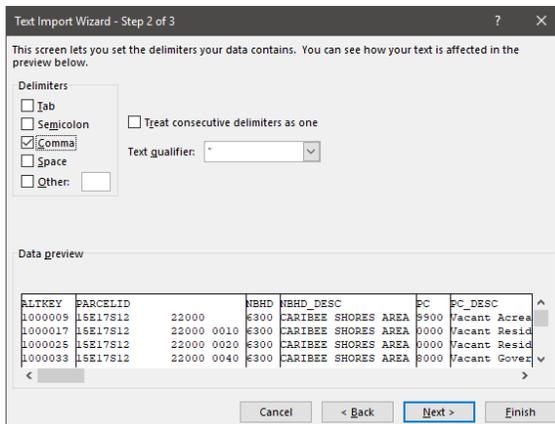
4. A popup window lets you browse to your renamed file.



5. Select the file and then click 'Import'.
6. A Text Import Wizard popup displays. Make two changes to the first window:
  - a. Select the Delimited radio button
  - b. Click the box for My data has headers
  - c. Then click Next

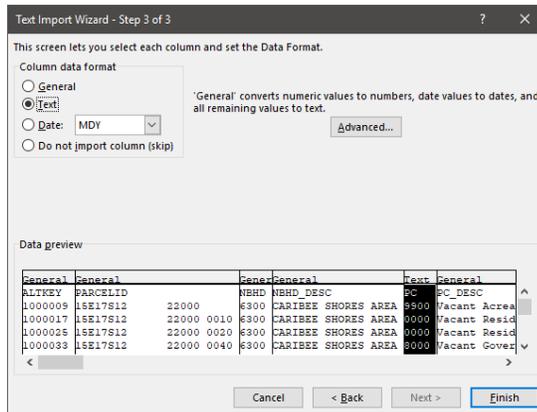


7. On the second window, under Delimiters, only have the Comma selected by clicking to toggle checkmarks in each box. Then click Next.

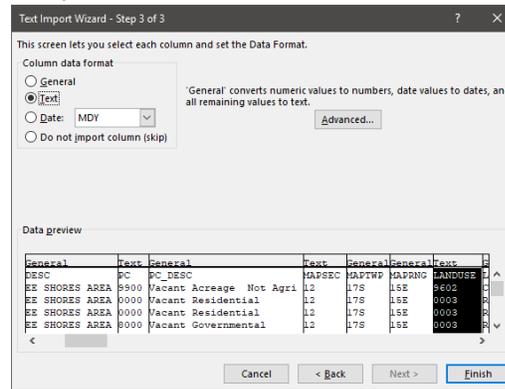
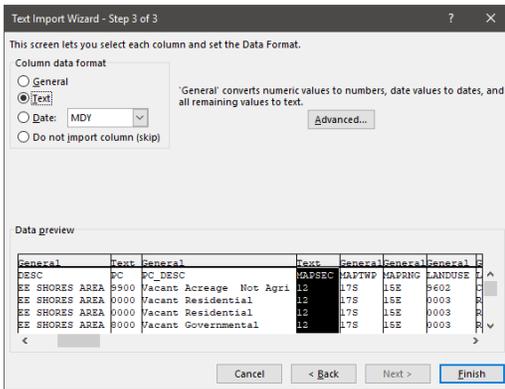


8. The whole purpose for doing this comes down to this next step. There are three fields that must be forced to be imported as text fields even though they look like numbers. Without doing this, MS Excel will treat them as numbers and remove important beginning zeros from certain codes. The three fields are:
  - a. PC
  - b. MAPSEC

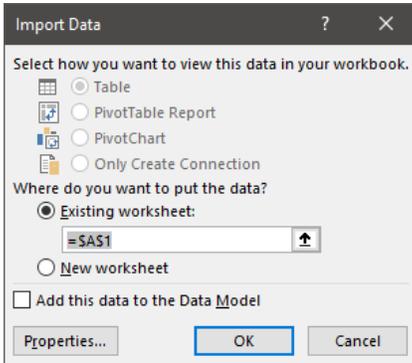
c. LANDUSE



- For each of the three fields, click on the field's column (shown in black above) then select the Text radio button under Column data format. Don't click 'Finish' until all three fields are done. Use the scroll bar under the columns if necessary to find the three fields.



- Click Finish
- Another window pops up, simply click 'OK'.



- After a moment or two the spreadsheet will be populated with the data. To make it easier to explore the data, add the built-in data filters by selecting any cell in the top row of the spreadsheet, select the Data tab again (if not still there) and find what looks like a funnel icon that says 'Filter'. Click the funnel once or twice if needed to apply the filter to the dataset. A small filter will appear next to the heading of each column.

The screenshot shows the Microsoft Excel interface with the Data tab selected. The ribbon includes options for Get External Data, Connections, Sort & Filter, Data Tools, and Forecast. Below the ribbon, the formula bar shows 'A1'. The data table below has columns A through F. Column A is labeled 'ALTKE', B is 'PARCELID', C is 'NBHD', D is 'NBHD\_DESC', E is 'PC', and F is 'PC\_DESC'. Each column header has a small drop-down arrow indicating a filter is applied. The data rows contain parcel information and neighborhood descriptions.

	A	B	C	D	E	F
1	ALTKE	PARCELID	NBHD	NBHD_DESC	PC	PC_DESC
2	1000009	15E17S12 22000	6300	CARIBEE SHORES AREA	9900	Vacant Acreage Not Agri
3	1000017	15E17S12 22000 0010	6300	CARIBEE SHORES AREA	0000	Vacant Residential
4	1000025	15E17S12 22000 0020	6300	CARIBEE SHORES AREA	0000	Vacant Residential
5	1000033	15E17S12 22000 0040	6300	CARIBEE SHORES AREA	8000	Vacant Governmental
6	1000041	15E17S12 22000 0050	6300	CARIBEE SHORES AREA	8000	Vacant Governmental
7	1000050	15E17S12 22000 0060	6300	CARIBEE SHORES AREA	9900	Vacant Acreage Not Agri

13. Click on a column filter to reveal a drop-down list of values from the column as well as other options.
14. Multiple filters can be applied and are dependent on the results of the previous filter(s) in order they were applied.