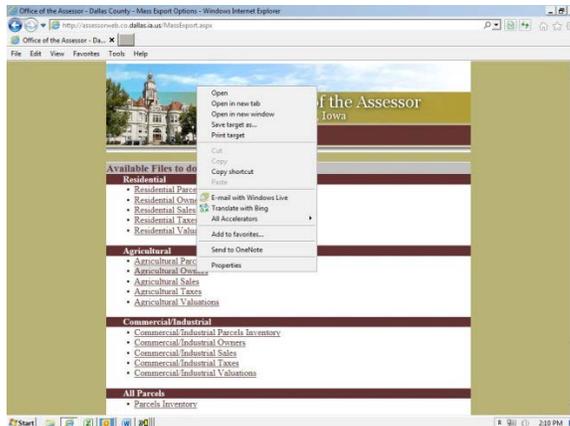
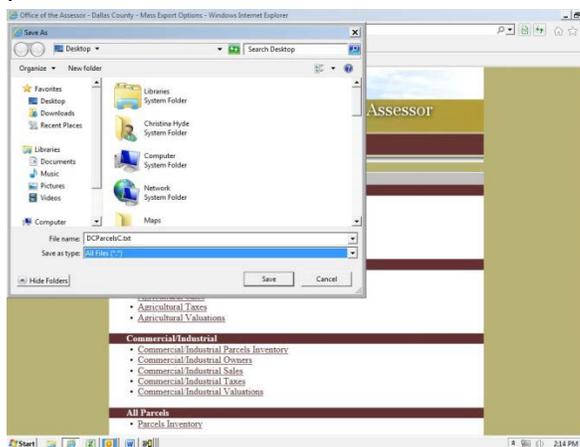


Instructions on Exporting Data Via the Website;

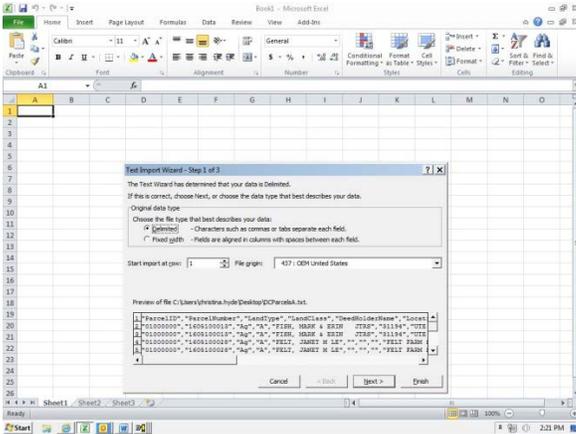
1. Go to <http://assessorweb.dallascountyiowa.gov/massexport.aspx> and click on assessment information on the left side of the website then click Available Files to download by Class type.
2. If wanting to create an excel sheet that includes parcel #, owners, address etc. for agriculture, commercial, or residential right click the designated owners link. See picture below for example.



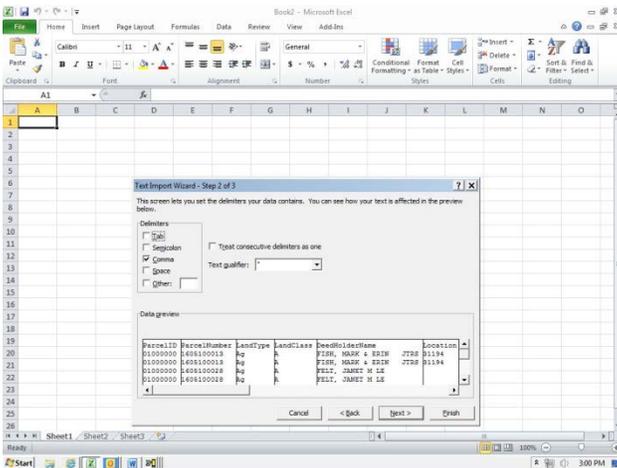
3. From there click save target as (Save link as) and the save window will come up see picture below.



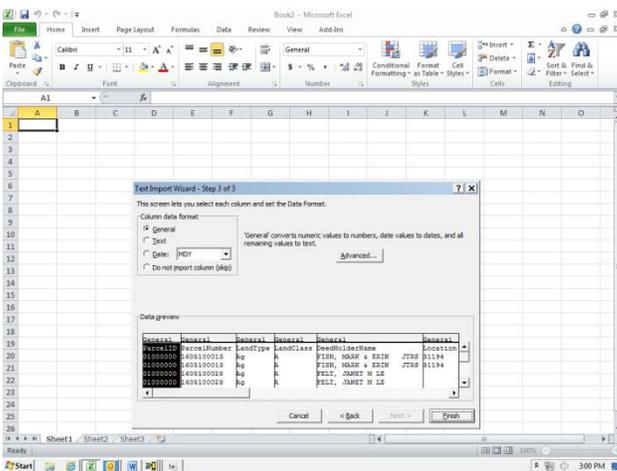
4. Name the file and make sure to change the save as type to ALL FILES.
 - *NOTE: make sure to the save the file where it can be located.*
5. Once file is saved open up the Excel program. Go to file open then locate the file that was saved and open.
 - *NOTE: make sure the search applies to all files not just excel files.*



- Open the file and the text import wizard will pop-up. Make sure that delimited is marked and click next see above picture for example.



- On the next screen mark comma and remove the mark next to tab under delimiters and click next. Make sure general is marked and then click finished.



8. The screen below will come up. Once this appears you can set filters, delete rows etc.

The screenshot shows a Microsoft Excel spreadsheet with the following data:

ParcelID	ParcelNum	LandType	LandClass	DeedHold	Location	Street	City	LegalDesc	Land_Sou	Land_Acre	BuildingD	BuildingU	BuildingV	BuildingA	BuildingB
1	1000000	1.61E+09	Ag	A	FISH, MAR	31194 UTE AVE	WAUKEE	N132 NW	234788	5.39					
3	1000000	1.61E+09	Ag	A	FISH, MAR	31194 UTE AVE	WAUKEE	N132 NW	200811	4.61					
4	1000000	1.61E+09	Ag	A	FELT, JANET M LE			FELT FARM	560200	11					
5	1000000	1.61E+09	Ag	A	FELT, JANET M LE			FELT FARM	495712	11.38					
6	1000000	1.61E+09	Ag	A	FELT, JANET M LE			FELT FARM	8276	0.19					
7	1000000	1.61E+09	Ag	A	CHRISTENSEN, RICHARD K B	REVOCABLE T	TIMBERLIP		395524	9.08					
8	1000000	1.61E+09	Ag	A	CHRISTENSEN, RICHARD K B	REVOCABLE T	TIMBERLIP		3920	0.09					
9	1000000	1.61E+09	Ag	A	BEAN, ANDREW K	50% BEAN, LISA N	50% W/ 1/2 AC		283140	6.5					
10	1000000	1.61E+09	Ag	A	PHILLIPS-HAMILTON INC			GOV LOT :	2145330	49.25					
11	1000000	1.61E+09	Ag	A	PHILLIPS-HAMILTON INC			GOV LOT :	2361330	54.25					
12	1000000	1.61E+09	Ag	A	PHILLIPS-HAMILTON INC			GOV LOT :	2319570	53.25					
13	1000000	1.61E+09	Ag	A	TELFORD, SHERRY A	REVOCABLE TRUST B/		GOV LOT :	1896166	43.53					
14	1000000	1.61E+09	Ag	A	TELFORD, SHERRY A	REVOCABLE TRUST B/		GOV LOT :	466963	10.72					
15	1000000	1.61E+09	Ag	A	BEAN, ANDREW K	50% BEAN, LISA N	50% E&S 1/2 AC		1960934	31.24					
16	1000000	1.61E+09	Ag	A	BEAN, ANDREW K	50% BEAN, LISA N	50% E&S 1/2 AC		751845	17.56					
17	1000000	1.61E+09	Ag	A	PHILLIPS-HAMILTON INC			GOV LOT :	1118185	25.67	Shed	12	12	144	
18	1000000	1.61E+09	Ag	A	PHILLIPS-HAMILTON INC			GOV LOT :	1118185	25.67	Machine c	50	32	1600	
19	1000000	1.61E+09	Ag	A	PHILLIPS-HAMILTON INC			GOV LOT :	1118185	25.67	Crib	30	32	960	
20	1000000	1.61E+09	Ag	A	PHILLIPS-HAMILTON INC			GOV LOT :	1118185	25.67	Machine c	48	27	1296	
21	1000000	1.61E+09	Ag	A	PHILLIPS-HAMILTON INC			GOV LOT :	1118185	25.67	Lean-To	48	16	768	
22	1000000	1.61E+09	Ag	A	PHILLIPS-HAMILTON INC			GOV LOT :	1118185	25.67	Steel Util	24	34	816	
23	1000000	1.61E+09	Ag	A	PHILLIPS-HAMILTON INC			GOV LOT :	134164	3.08	Shed	12	12	144	
24	1000000	1.61E+09	Ag	A	PHILLIPS-HAMILTON INC			GOV LOT :	134164	3.08	Machine c	50	32	1600	
25	1000000	1.61E+09	Ag	A	PHILLIPS-HAMILTON INC			GOV LOT :	134164	3.08	Crib	30	32	960	
26	1000000	1.61E+09	Ag	A	PHILLIPS-HAMILTON INC			GOV LOT :	134164	3.08	Machine c	48	27	1296	