

These directions were written by a non computer person. They are long (item by item) but they are EASY and you can load your county data yourself !!!

*****YOU MUST BACK UP ALL YOUR DATA PRIOR TO LOADING CO. DISK*****

TO LOAD YOUR COUNTY DATA

1. Start the tax program and Go to Other Functions
2. Go to Set Up Data and then Go to Set Up Workstation
3. Find the field that is for the County Dir. and Write the Co. Dir. field down
4. Go to Year End and Go to Close Year – please make sure the year is correct.
5. Click on Close the Year button & click on Yes I'm sure
6. You should be out of the tax program and Insert your County Disk
7. Right click (just once) on the Start button
8. Find Explore & left click (just once)
9. Using the slide bar in the middle. Find Floppy A (it will be on the left side) left click (just once)
10. On the right side Find Zip File & left (double) click
11. Find the Extract Button & left click (just once)
12. Make sure extract to field has the correct Co. Dir. info - if it doesn't type in the correct info! (See #6 above)
13. Left click (just once) on Extract button
14. Once your cursor changes from the hourglass to the arrow left click (just once) on the X to close
15. On the left side Find C drive – left click (just once)
16. On the right side Find Wintax – left (double) click
17. On the right side Find County – left (double) click
18. Move the cursor arrow onto 157d1 & right click (just once)
19. Go to Rename – left click (just once). Type in your district's name then .bil & enter. (For example Chen.bil)
20. Move your cursor arrow onto 147d1 & right click (just once)
21. Go to Rename – left click (just once). Type in your district's name the .rat & enter. (For example Chen.rat)
22. Click on X to close and Take disk out of hard drive
23. Start ATC tax program
24. Go to Other Functions and Go to Set Up Data
25. Go to Common Data for this Workstation
26. Fill in the blanks---this info should be exactly like your tax notices!!! Don't forget to check your Penalty Dates!!!!
27. Also, please note, under the Penalty Dates, anyone using the Townsoft site (internet) MUST call us and we will assist you with that info - Exit Screen
28. Go to Setup Data and Go to Setup File for this Workstation
29. Make sure Collection District has your name, Station type is for Collector, Station Name is in place, and the Batch # is also reset. DO NOT CHANGE ANYTHING ELSE!!!!!! Exit Screen
30. Go to Load Cty Data and Click on Load County Data
31. Answer all questions and fill in the blanks
32. Start ATC tax program
33. Go to Reports – Print warrant report & make sure \$\$\$\$ match
34. Go to Look Up – Print tax notice & make sure it looks like the originals

