Property Tax Oversight Job Aid Navigating the PTO Data Library

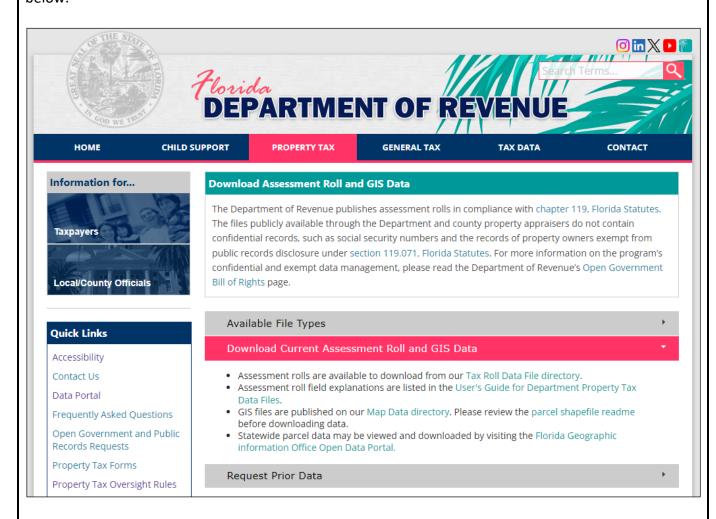


Navigating the PTO Data Library Job Aid

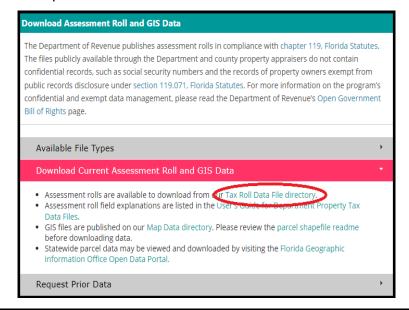
This job aid provides instructions for navigating and downloading files from the PTO data library.

1. Accessing and Navigating the PTO Data Library

1.1 Access the <u>Download Assessment Roll and GIS Data</u> page. The expanded menu for the page is shown below.



1.2 Click the <u>Tax Roll Data File directory</u> link to view available subfolders (NAL, NAL-DBF, NAP, NAV, and SDF). General navigation tip: When navigating folders and subfolders in the library, use the browser's back button to return to the previous folder.



1.3 Open the desired folder. For the following steps, this job aid navigates into the SDF tax roll data files folder.



Subfolders for each available year and submission type display. In this example, only the 2024 preliminary files are available. Open the desired subfolder.

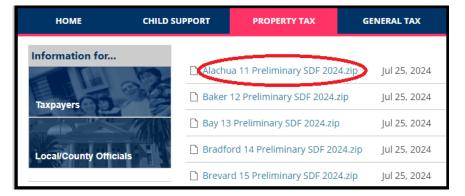


1.5 A list of available files displays.



2. Downloading a File from the PTO Data Library

Click a file (e.g., Alachua 11 Preliminary SDF 2024.zip) to download the file. If the browser indicates "download blocked," try refreshing the page.



Many of the available files are stored in compressed (i.e., .zip) files, which contain one or more files or folders. Double click the file you wish to download.

2.1

2.2

Key Contact

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Revision History

Origination Date	Explanation
09/13/2024	This job aid assists with navigating and downloading files from the PTO Data Library.
Revision Date	Explanation