



# Instruction Packet

## Saint Lucie County Tax Collector



This guide will help you to acquaint yourself with the steps necessary to generate and edit various reports provided by the Tax Collector's Office Public Access System.

There are various ways to access the Public Access System. For demonstration purposes this guide will show you how to access the "Reports" download screen from the website's homepage, however, there are links within the website that will take you directly to the same location.

### Navigate To The Reports Screen

- From the home page "www.tslc.com"
- Click on "Search Our Database"
  - "Public Access System"

Along the top of the page you will see "Real Estate", "Tangible", and "Business Tax".

- Choose the section from which you would like to generate a report.

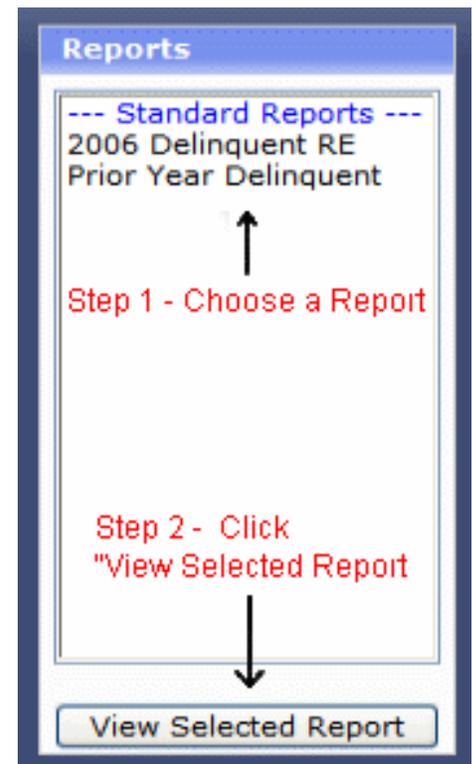
- A second menu bar will appear
- Choose "Reports"

### Generate A Report

On the left of the screen is the "Standard Reports" section.

- Choose a report from the list
- Click "View Selected Report"

The report will open. You can now view the data using the browser or choose to save a copy to your computer.

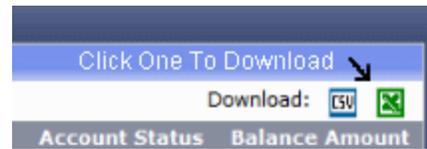


## [Save Report Data To Your Computer](#)

Although you can view the report online, it is easier to manipulate the data by first saving the file to your computer, then opening it with a third party program.

The Public Access System allows you to save the files in one of the following 2 file formats: .csv or .xls

Located to the right of the screen



### What is a .CSV file?

CSV is a common text file format that contains comma-delimited values. Although this file format allows for the data table to be easily retrieved into a variety of applications, they are best viewed within one that will allow one to easily manipulate data that is in columnar format. Common examples of such applications are those that are used to create spreadsheets (Excel, Quattro Pro) and databases (Oracle, SQL, MS Access). If you don't have access to either a spreadsheet or a database application, you can also retrieve the data table file into either an ASCII text-editing or a word-processing application (Microsoft Word, Wordpad, Notepad). However, since neither of these two application types has the facility to easily format the width of the data columns, quite a bit of manual reformatting will be required to properly view the data.

### What is a .XLS file?

XLS is the file format used by Microsoft Excel.

### Which file should you use?

If you have Microsoft Excel or some other spreadsheet program, you will most likely be able to use the .xls file format. If you do not have Excel or cannot open the .xls file, then you will want to download and import the .csv file. The .csv file is a standardized non-proprietary file format that is able to be read by most programs. Please refer to your program documentation to learn how to import files.

## [How To Edit The Data With Excel or Quattro Pro](#)

All data files from the Tax Collector are not formatted. Do the following steps to format the columns so that the information can be read easily.

### **If you are using Microsoft Excel**

#### **To expand the columns:**

- 1) Hold down the "**Ctrl**" and "**A**" keys at the same time. Release the keys. This will select all of the data
- 2) From the menu bar at the top of Excel  
Click on "**Format**"
  - a) Choose "**Column**"
    - Select "**Autofit Selection**"  
(Excel will format the data columns to display all of the text)
- 3) Click anywhere in the data to remove the selection

#### **To sort the data by a specific column (Ex: By owners name, or business name):**

- 1) Hold down the "**Ctrl**" and "**A**" keys at the same time. Release the keys. This will select all of the data
- 2) From the menu bar at the top of Excel  
Click on "**Data**"
  - a) Choose "**Sort**"
    - Choose what column you want to sort by and then either Ascending or Descending
  - b) Click "**Ok**"
- 3) Click anywhere in the data to remove the selection

**To find specific information, do the following:**

- 1) From the menu bar at the top of Excel
  - Click on **"Edit"**
    - a) Choose **"Find"**
      - b) Enter in a word, phrase, or number in the space provided and Excel will find and stop at each occurrence of your search criteria

**If you are using Corels Quattro Pro**

**To expand the columns:**

- 1) From the toolbar at the top of Quattro Pro, do the following
  - Click on **"Edit"**
    - a) Choose **"Select All"**
  - Click on **"Format"**
    - a) Choose **"Quick Fit"**  
(Quattro will format the data columns to display all of the text)
- 2) Click anywhere in the data to remove the selection

**To sort the data by a specific column (Ex: By owners name, or business name):**

- 1) From the toolbar at the top of Quattro Pro, do the following
  - Click on **"Tools"**
    - a) Choose **"Sort"**
    - b) Choose which column you want to sort by
    - c) Click **"Sort"**

**To try to find specific information, do the following:**

- 1) From the menu bar at the top of Quattro Pro
  - Click on **"Edit"**
    - a) Choose **"Find and Replace"**  
Enter in a word, phrase, or number in the space provided and Quattro will find and stop at each occurrence of your search criteria.

*Users of the website should be aware of the following:*

*By using this service, the user agrees to indemnify and hold harmless the St Lucie County Tax Collector and his staff for any damage that may be caused by retrieving or using this information. The Tax Collector's office is committed to preserving the accuracy of its data; however, information obtained from this disk is not official, and the Tax Collector cannot be responsible for any inaccuracies that may be encountered. The information contained herein does not constitute a title search and should not be relied on as such. All information provided by this disk is subject to verification by the St Lucie County Tax Collector.*