**MANATEE COUNTY REPORTS**

Permit Reports are completed every Monday (unless it is a holiday) and submitted to the Manatee County Property Appraiser

1. Under the ‘Program Table View(s)’ (bottom left of Building Department.net screen), click on the down arrow and choose ‘3. Permit Table’.

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A screenshot of a computer

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1. Once you choose ‘Permit Table’ the screen to the right will populate with the permits. Under the filter at the top of the right screen, choose the down arrow next to the ‘Filter’ box and choose the report for ‘MC Property Appraiser Filter’.

A screen shot of a computer

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A screenshot of a computer screen

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1. Click on ‘Manage Filters’ to open the ‘Datareport-Options’ box.

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1. Next to ‘Date Issued’, enter the dates for the previous week and then click on ‘Close’.

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1. If the system asks if you would like to save your changes, click on ‘Yes’.

A screenshot of a computer error message

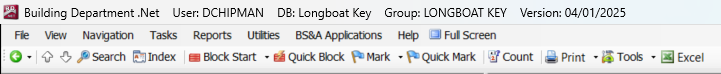
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1. The system will then revert to the original permit screen and will only show the date range you requested.

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1. At the top of the screen in the toolbar you will see an option to choose ‘Excel’. Click on ‘Excel’ and an ‘Export’ box will appear.



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1. In the ‘Options’ section, click on the down arrow next to ‘Title’ and choose ‘MC Property Appraiser Export’.

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1. Click on ‘Export’ at the bottom right of the ‘Export’ box.

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1. An ‘Export Data’ box will appear (you do not need to click on anything as this is the system creating and exporting the information). Once complete, the system will show an ‘Information’ box that will let you know if the permit export was successful.

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A screen shot of a computer

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1. Click on ‘OK’ to complete and the system will return to the permit table. The ‘Export Data’ file will have been saved to your desktop. At this point you will need to find the report on your computer desktop and rename it to ‘lbkexport’. (right click on the desktop file, choose ‘Rename’ and name it ‘lbkexport’.

A screen shot of a file

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1. Once you rename the file to ‘lbkexport’, it will disappear and move into ‘Core FTP LE’ folder on your desktop. Open the file.

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1. The system will open a new screen with a ‘Site Manager’ box which should show your file (i.e., [ftp.manateepao.com\_SFTP](ftp://ftp.manateepao.com_SFTP)). Click on ‘Connect’ at the bottom of the screen.

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1. Find the export file on the right screen.

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1. Click on the ‘lbkexport.csv’ file and then click on the ‘Download’ Button to move to the left screen.

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1. A new box will appear, click on ‘Overwrite’ to update the file.

A screenshot of a computer program

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1. On the left screen, locate the ‘lbkexport.csv’ file you downloaded, and then click on the ‘Upload’ icon

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A screenshot of a computer

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1. You will then see the files uploading at the bottom of the screen. Once complete the file will disappear to show it has been transferred.

