PAD (Provide Assessment Data)
"View Assessments" Option Instructions

This option is used primarily by the Department of Revenue to view the "Comments" and "Waterfront" provided by users who entered the assessment data. It does not provide sale prices to enable ratio calculations so may be of limited use to assessment personnel. Watch for future enhancements to this application.

Step 1: Website address: : http://www.revenue.wi.gov/ust/retn2.html
   Click on "Log-in to *e*RETR"

Step 2: Log In and click on "I agree" to the confidentiality agreement.

Step 3: Click on "View Assessments"

Step 4: Click on the desired county.

Step 5: Click on the desired municipality in the list.

Step 6: The selected municipality is shown with several choices. Click on the year 2008. (Note that this is the only year available at this point.)

Step 7: The next option is to select the month for which you wish to view the data. Only those months which have data will be listed under the "Select Month" heading. The following screen indicates that in 2008 there were sales in the system in January and June only.

Step 8: After the month is selected by clicking on it, the following dialogue box will appear on the screen. Click on the "Open" button.
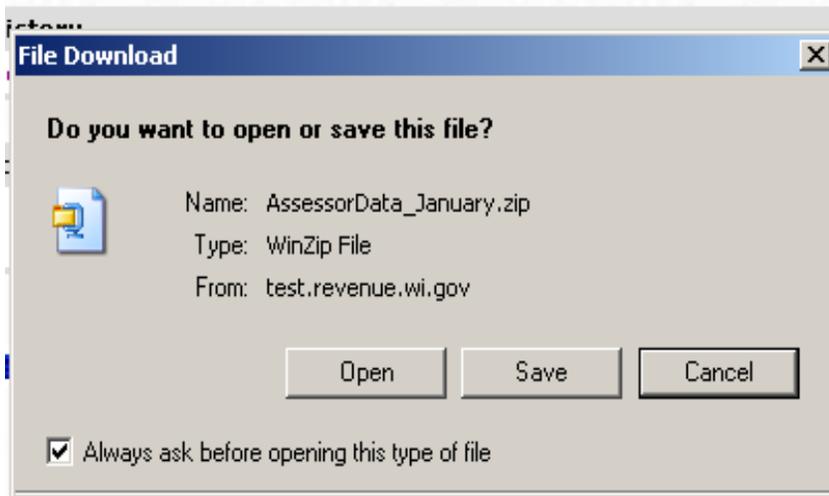
NOTE: If you are using Internet Explorer and see this dialog in Step 8 (without an "Open" button) see the instructions at the end of this document (**Configure WinZip**).
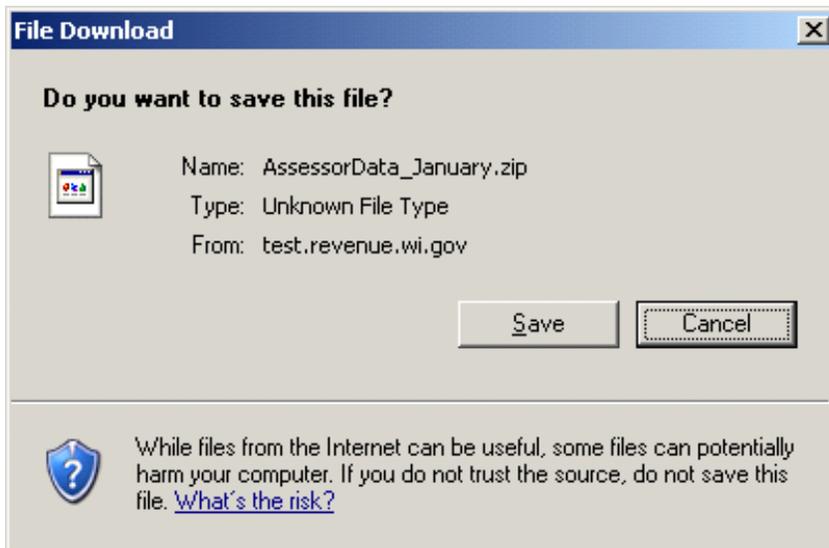
Step 9: The next steps in the process will download the data to an Excel spreadsheet. There are various dialogue boxes that may or may not appear on the user's screen depending on the configuration of WinZip on the user's computer. Each user will need to click the choices through each dialogue box to finish the process of downloading.

Step 10:

The following picture is an example of the file name that is produced by this download/unzip process.
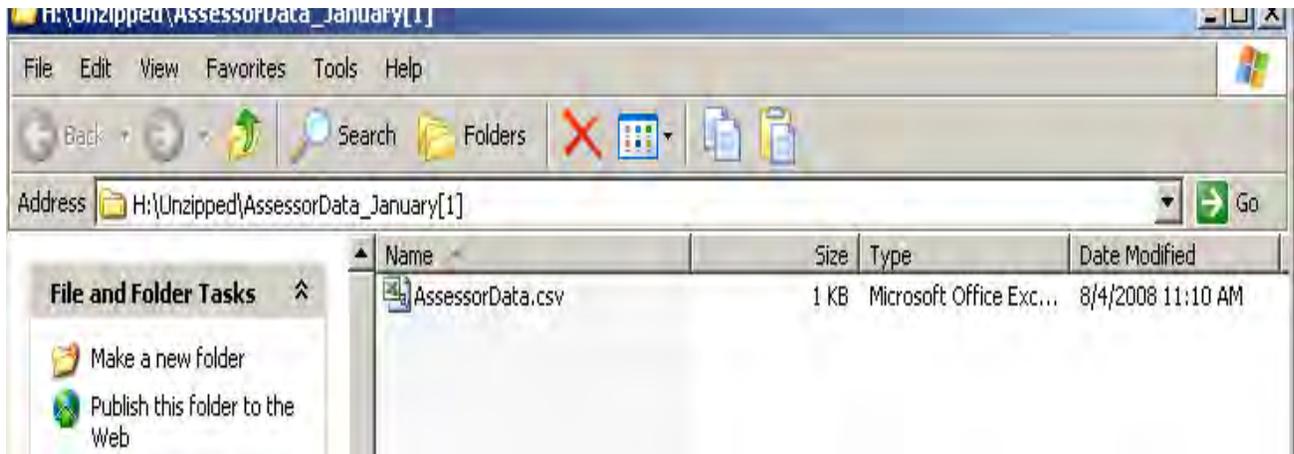
Step 11: Click on the Filename.csv to open the Excel spreadsheet titled "AssessorData.csv" with the downloaded information

The fields of data that are downloaded are:
- DLN (Document Locator Number aka "Sale Number")
- Reject Code
- Comments
- Class 1 Acres
- Class 2 Acres
- Class 3 Acres
- Class 4 Acres
- Class 5 Acres
- Class 5m Acres
- Class 6 Acres
- Class 7 Acres
- Primary Class
- WaterFront
- Land
- Improvements
- Total
- Manufacturing

Following are examples of portions of the downloaded spreadsheet. The first shows columns A through L. The second shows columns M through Q.

DLN	Reject Code	Comments	Class 1 Acres	Class 2 Acres	Class 3 Acres	Class 4 Acres	Class 5 Acres	Class 5m Acres	Class 6 Acres	Class 7 Acres	Primary Class
:200801049920638:	0		2	-1	-1	-1	-1	-1	-1	-1	0
:200802249953480:	73		-1	-1	-1	-1	-1	2	-1	-1	5m
:200803019960296:	76		2	-1	-1	-1	-1	-1	15	-1	6
:200803019960362:	0		-1	-1	-1	2	-1	-1	-1	-1	4

Water Front	Land	Improvements	Total	Manufacturing Only
Yes - Lake Frontage – Primary	125000	0	125000	N
No	-1	-1	-1	N
Yes - Lake Frontage - Secondary	-1	-1	-1	N
No	10000	120000	130000	N

Notes on Excel spreadsheet:

- The columns are a standard width and need to be adjusted to view some of the contents.
- An entry of "-1" in the spreadsheet indicates that the fields in the eRETR system were left blank.
- The column labeled Reject Code has the code entered for arms length or ratio reject, whichever field had the entry.
- A "zero" in the field indicates that the first choice in the LOV(List of Values) was the selected entry. In the Arms Length and Ratio fields, this choice is "Usable", in the Primary Class field is "Single Class".
- The user can only have one "AssessorData.csv" file open at a time. If the user wishes to download another month of data, the first file must be closed or saved under a different name.

Configure WinZip

If you are using Internet Explorer and see this dialog in Step 8 (without an "Open" button)
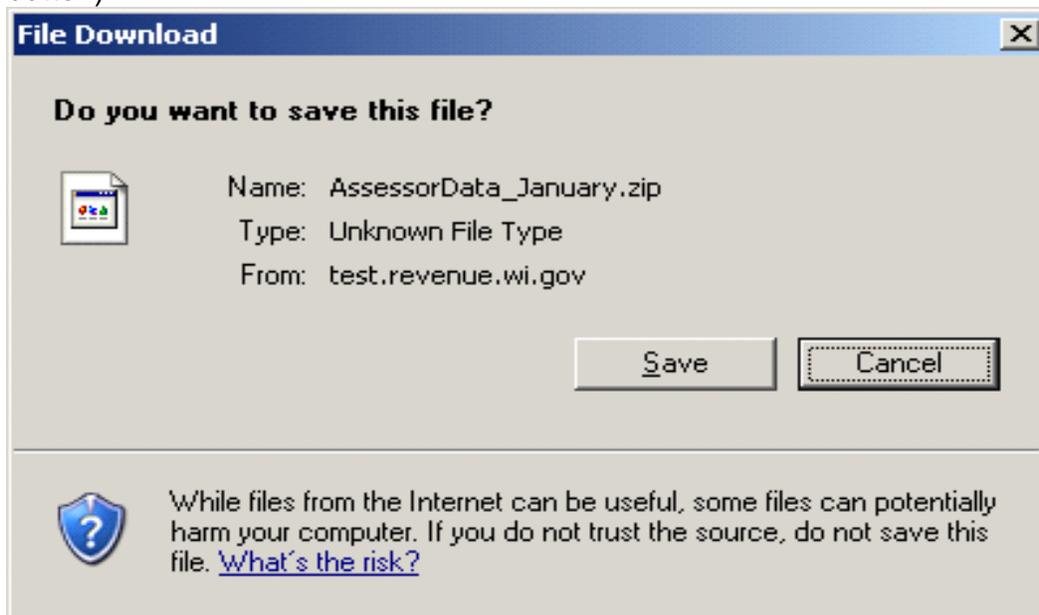
try the following steps to resolve the problem:

1. Ensure that you have a file association set up between ZIP files and WinZip

    a. In Windows Explorer, choose *Tools/Folder Options...* from the menu.
    b. Click on the *File Types* tab and scroll to the end of the *File Types* where you should see this dialog:
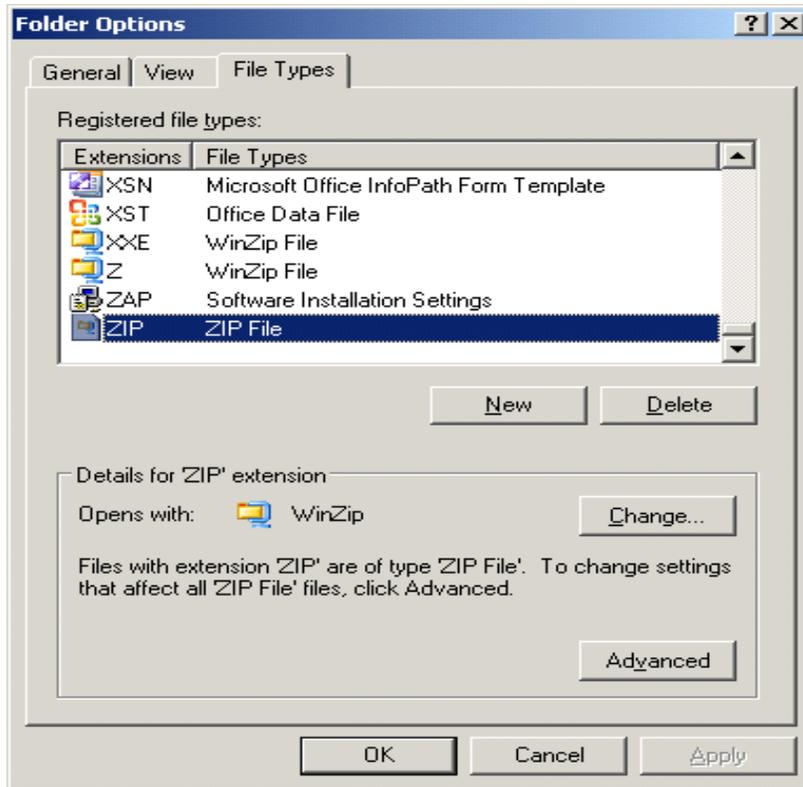
     c. If you don't see that ZIP files are set up to *Open* with *WinZip* set up a file association (or ask your Help desk to assist you with that).

2. In Internet Explorer choose *Tools/Internet Options...* from the menu. On the *Security* tab select *Internet* for the web content zone and then click *Custom Level...* In the *Security Settings* dialog that comes up ensure that *Enable* is set for the two *Downloads* options:
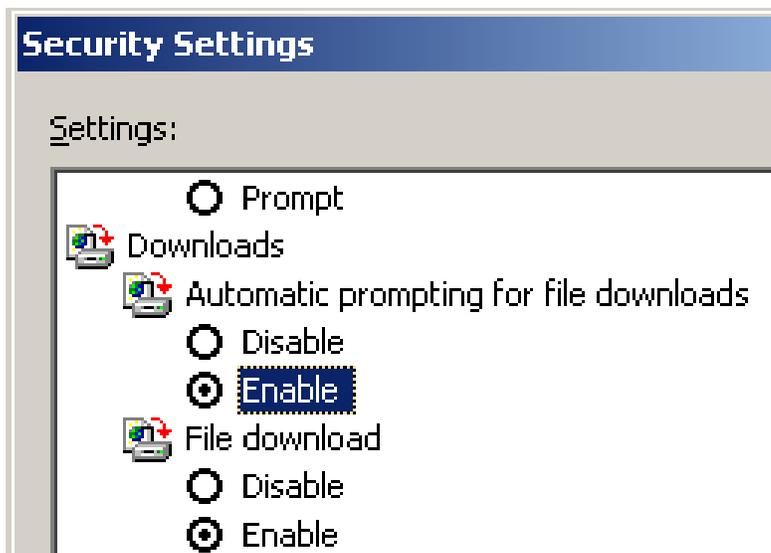
3. Repeat step 2 for for the *Local intranet* web content zone, and the *Trusted sites* web content zone.

4. This procedure should be a one-time effort and after it is completed, the user should see

this screen in Step 8.