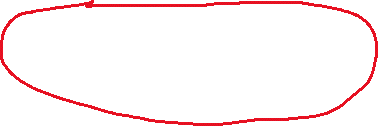
**STEP 1:** read the **READ ME** file and follow the instructions to download and install the necessary tools to run this file.



**STEP 2:** When ready and tested, you’re ready to start. Type in a PARCEL ID # in the search box(“B2”) on “SearchSheet” sheet.

Graphical user interface, application, table, Excel

Description automatically generated



Table

Description automatically generated

\*\*Make sure that you include the hyphens\*\*

**STEP 3:** CLICK “Search ParcelID#” button

* Give it time to load all the information. There will be a blue spinning wheel as your mouse cursor.
* If there is an error with finding the information, there will be a popup that appears with additional information.

**EXAMPLE:**

**Graphical user interface, application

Description automatically generated**

**Graphical user interface, application, table, Excel

Description automatically generatedSTEP 4:** The output will be on the “output” tab on the bottom of the WSCO sheet, AS-WELL as opened in a new excel worksheet, so you can save and format the new worksheet however you would like. This allows for you to not override the WSCO file and potentially lose data that is being scrapped before you can properly save it. Refer to picture below. Click save on the newly opened book and edit as needed.



When output is found, it is resorted back to the WSCO file on the “SearchSheet” sheet. But a pop up will appear when Output if found and imported. Refer to image below.

Graphical user interface, application

Description automatically generated

If the above popup appears, this means that the data scrap was successful. ClicK OK to close pop-up.

**STEP 5:** Go to the WSCO workbook, click on the “SearchSheet” sheet, and repeat steps 1 – 4.