Follow these steps to provide CitizenServe with an update based on latest Vision data.

1. Save the Vision export to this folder.

Expected Filename: “City of Lawrence Assessment Export.xlsx”

1. Double-click on the script file in this folder.

Filename: “\_START\_HERE.bat”

1. Find the result file created by the script. The filename contains the current date.

Filename: “CitizenServe Import yyyy-mm-dd.csv”

1. Send the result file to CitizenServe.