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

1. Save the file exported from Vision to this folder.

Filename: “City of Lawrence Assessment Export.xlsx”

1. Double-click on the script file.

Filename: “\_START\_HERE.bat”

1. Find the result file created by the script.

Filename: “CitizenServe Import.xlsx”

1. Send result file to CitizenServe.