PART – 1: Occupancy application – PT Assessment form changes made in architect login.

New function Name – 'Export & Import Building Data'.

Very very Important note – While Filling PT assessment Form, If user is going to use 'Export & Import Building data' functionality to fill PT Assessment table details then please fill PT export and import data first and then proceed to add remaining field data like, GIS plot mark if not available existing, Property ID, property Type, find rate etc.

Because, once data get imported, PT assessment form get fresh to add new data.

Process-

1. 'Export Building DATA'- You can use this functionality where sanction data available in Proposal to add Unit status, Owner Name, Owner Address, Mobile No & Email ID.
   For Sanction data Export & Import please follow Below steps,
   Step 1- Click on 'Export Building DATA' sanction excel sheet get downloaded**.**

Step 2- Exported data sheet shown as below.

Step 3 – <mark>Note 2</mark>– User is allowed to modify unit status, Owner Name, owner address, owner email and remaining column details are not editable because it come from your sanction scrutiny data.

Step 4 – <mark>IMP Note 2</mark>- kindly note, Data shall be importing only above exported format, user is not allowed to import any irrelevant sheet.

Step 5 – To import exported data filled sheet, Use 'Import data' Functionality.

Step 6 – Once click on 'Import data' Choose file dialogue box shall be open, user can select data file from folder location and click on 'Submit' button.
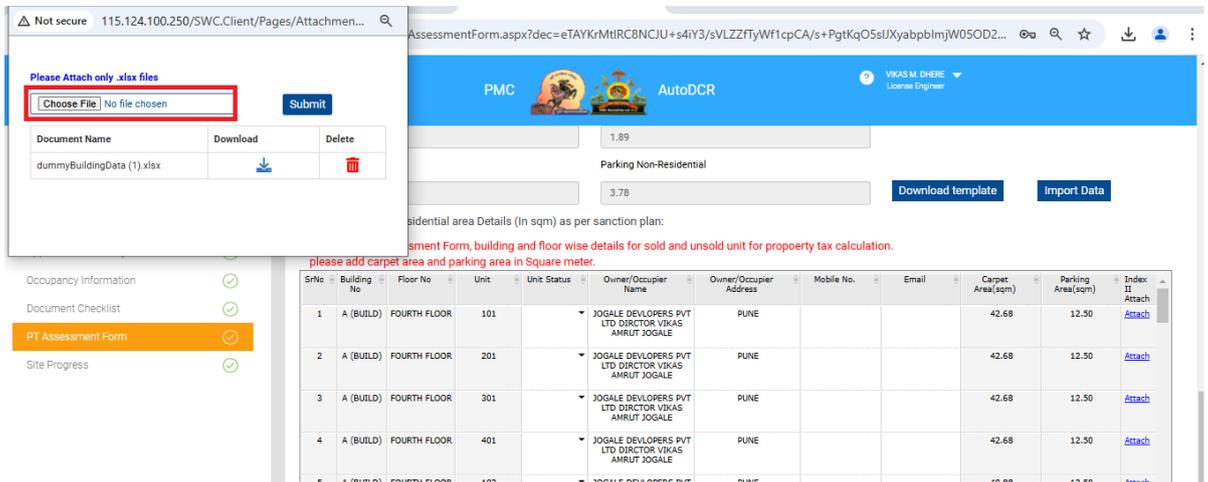
Once click on 'Submit' button, 'file uploaded successfully!' message shown. Click on 'Ok' to proceed further.
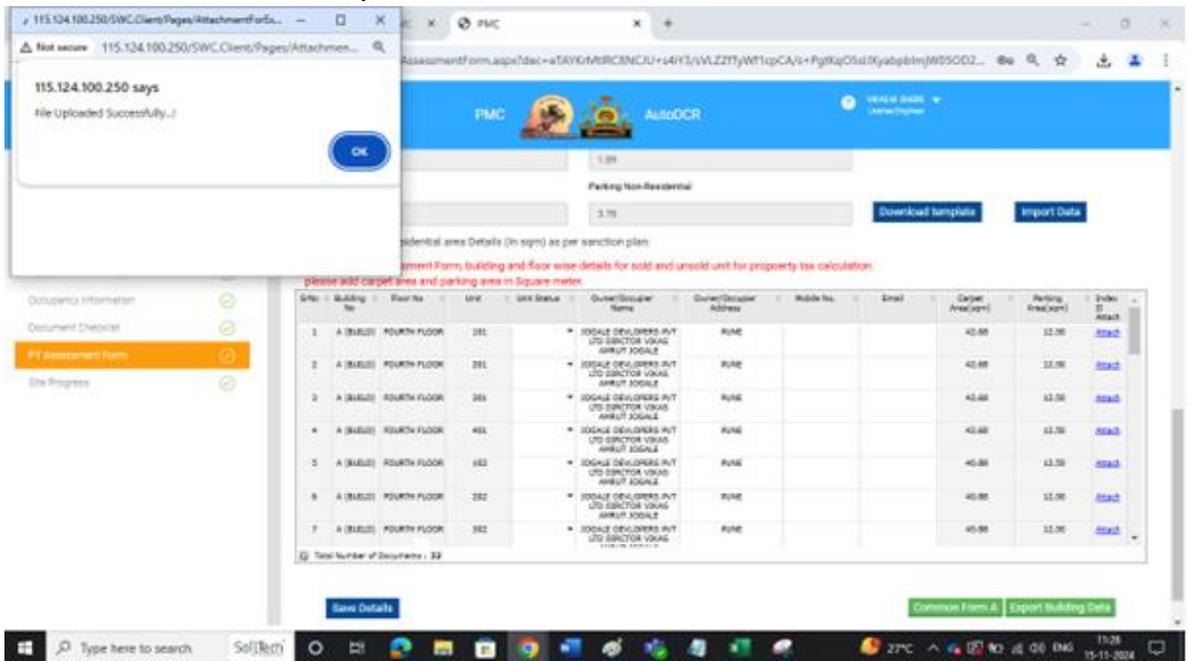
Existing data get replaced by imported data in PT assessment table. As shown in below Image.

2. Property ID Format should be entered in Below format only

PART -2: After verification of PT assessment data by property Tax department final verified data shall be reflect in process or approve page and existing data shown in 'PT Assessment History' as show in below image.