

# THE DIGITAL ASSESSOR

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"Better Assessing Through Technology"

Software & Services

## AIS™ Tips and Tricks

### Navigation tips –

• Did you know you can completely navigate the AIS™ search screen without ever having to touch the mouse? Take some time to become familiar with “tab orders” – the sequence in which your cursor jumps from field to field when you press the tab key. When practiced, this can really improve work flow efficiency.

### General tips –

• Use the subdivision field to record non-residential locations on personal property and public service parcels rather than attempting to use the entity address. Since there is only one entity address on a set of consolidated parcels, this tip will allow for easier searching.

• CAMA data can be easily exported to Microsoft® Excel® by sales date range. This is a great way to set up statistical information based on sales. Use the CAMA filter from the tax menu and send the search results to Excel® in the **Send Data To** selection box

• You can set up different entity types to further segment parcel types. Under the Personal Property parcel type you can have **Business** or **Oil & Gas** for example. This will allow you to perform a basic wild card search (%) on all owners within a given entity type.

• If you need to remove one or more parcels from a consolidated list for address purposes, you do not have to unconsolidate the list or transfer the parcel to another owner. Simply select the parcel in the consolidated list and then click the **Change Owner** button on the owner tab. This will allow you to search for an existing



owner or create a new owner with the new address. KEEP IN MIND THAT THIS PROCESS IS NOT A TRANSFER.

## Windows Security Suggestions

These “simple to follow” guidelines are indispensable in helping keep you and your personal information safe:

- Never store passwords in plain site at your desk.
- Avoid downloading unnecessary applications from the Internet such as Bonzai Buddy, Comet Cursors,

WeatherBug, and custom browser search bars. These small utilities are notorious for their spyware content which monitors and reports certain marketing information about your computing habits.

- Keep your anti-virus software updated for the most protection against malicious programs.

## Backup Tips

System backups are most effective if performed regularly and your tapes are stored off-site. This provides an additional layer of protection in the event of fire or other catastrophe at your site. Following these guidelines will ensure that you are able to get up and running with minimal downtime in the event of a system failure:

- Read your log files regularly to identify any failures in the backup process. If failures are reported, or if you're not sure, contact a support member at Software & Services as soon as possible.
- Don't forget to change tapes out at the end of each day – the number one reason for backup failure is the system



not finding the correct tape at the time of backup.

- Make sure that more than one person is trained in the backup process. This way, if the primary backup operator is out of office, backups still get performed as scheduled.

## Announcements

• We anticipate a new AIS™ release shortly. Additional information on release 5.0 will be available soon.

### USER GROUP MEETING

The next user group meeting is scheduled for June 9th. Meeting invitations including location details will be mailed within the next two weeks.

### Concerned about network security?

We now have network security evaluations available. Contact us today for pricing information.

Software & Services can now provide you with a customized website that allows the public the ability to search parish taxrolls online. Contact Allen Richard today to receive a consultation and quote. Check out some websites that we have developed.

[www.acadiaassessor.org](http://www.acadiaassessor.org)  
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# General Computing Tips

• Group your desktop icons in functional order - programs like AIS™, Microsoft® Word®, and Microsoft® Outlook® can be arranged next to one another so to provide easy access when it's time to start working for the day. Keep less frequently used icons separated to a particular area of your desktop. This is just a matter of holding down the left mouse button atop an icon and dragging it where you'd like it.

• Keep your PC clear of any unused files—remember, maintaining a PC is like keeping a tidy house- the more clutter you have the harder it is to move around.

• There's a utility included as part of Windows® that can work wonders in keeping your system optimized and performing at its best. It's called Disk Defragmenter. This program scans your hard drive and arranges

files so that Windows® can access them quickly when they're needed. Defragmenter is easy to find and use—just click **Start**, navigate to **All Programs**, then **Accessories**, and finally to **System Tools**. Click **Disk Defragmenter** and you'll see your computer's hard drive listed at the top as Local Disk C:\. Select this drive by clicking on it, then click **Defragment** at the bottom. The process will usually take quite some time so it's best to run it right before leaving your office for the day. Also, you'll want to make sure you've closed out any running programs that you have open. If Disk Defragmenter determines that your PC doesn't currently need to be defragmented, it will let you know. It's best to run defragmenter once a month to keep things tip-top.

## New Team Member

I'd like to take this first publication as an opportunity to introduce myself. My name is Derek Groves, and I am the newest member to join the Software & Services Assessor Support Team. I recently graduated from Louisiana State University in Shreveport after earning my bachelor's degree in Business Administration as well as becoming a Microsoft Certified Desktop Support Technician. While attending the university, I worked part time on campus as a computing services support analyst providing faculty and students assistance with their computing needs. I'm originally from Louisiana, and have lived in Bossier Parish all of my life.

I've been truly fortunate to have a seasoned support expert, Ron Pettit,



*Derek hard at work*

as a mentor in my ongoing quest to learn the assessor industry. Ron has been more than patient while I learn the ins and outs of assessing in the various parishes. During the past few months, I've had the opportunity to work with many of you. For those that I haven't, I look forward to taking your calls and striving to provide you with the level of top-notch support that is paramount at Software & Services.