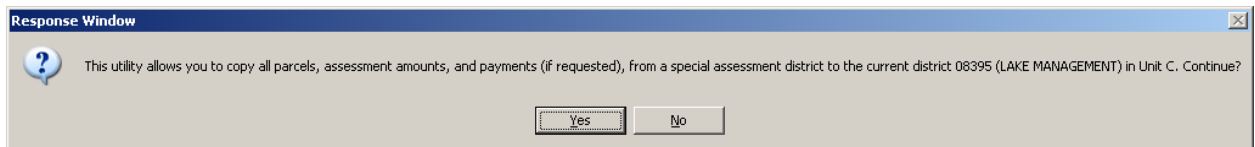
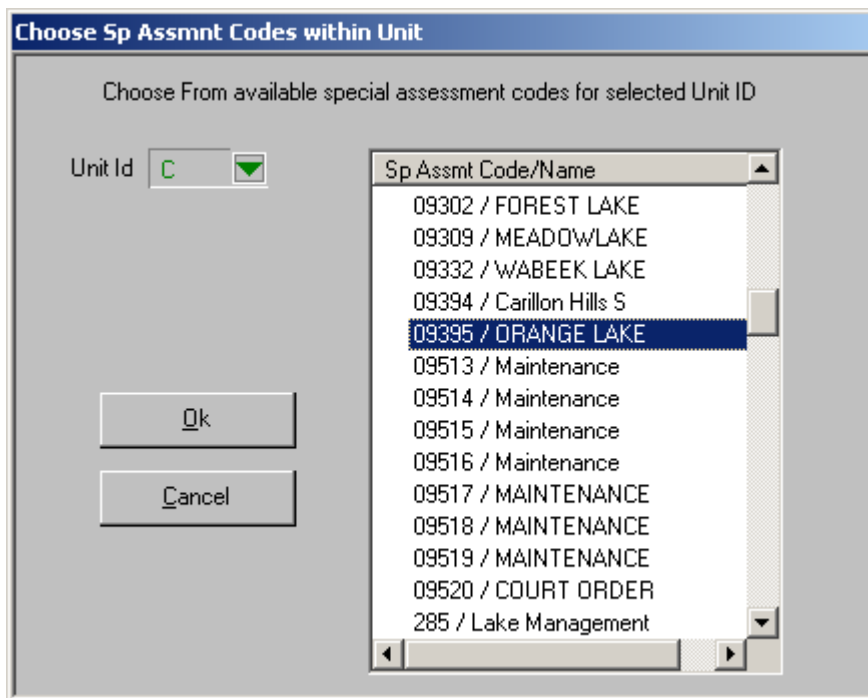


## How to copy one special assessment district to another

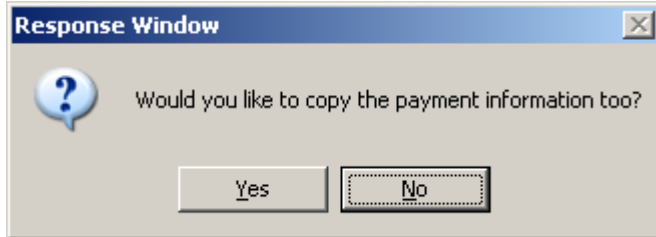
1. Create the new special assessment code/name. Unit Set up → Special Assessment District Code/Info.
2. Make sure you are in the new district you just created. **(This is very important!)** In the parcel info page click the drop down arrow and select the new district code.
3. From the Utilities tool bar select Copy Special Assessment District
4. You will receive the Response window below



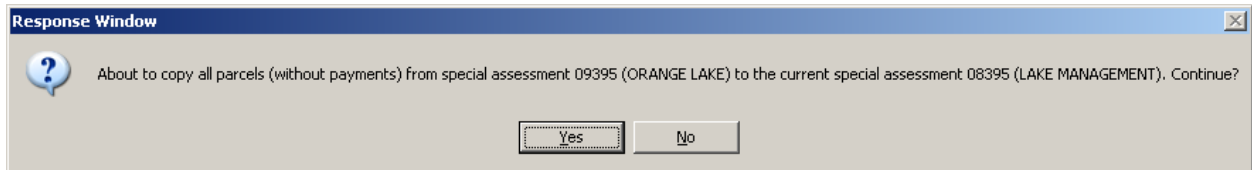
5. Verify that the district listed in the Response Window text is the district you are going to copy data into. Make sure you read the message carefully. If this is the correct district click YES.
6. Select the district you are going to copy from and click OK



7. You will need to know if you want to copy the payment records also. (Typically No). Click the correct response.



8. Verify that the information in the response window is correct and click YES. This is the last chance to verify before parcels are copied.



9. Utility will run that copies parcels from one district to another.
10. Verify that all your parcels are now copied over into your new district.