

Delivery Method: Instructor-led Classroom Learning

Duration: ½ Day Session

Overview: This class will allow the user to have a overview of how to navigate in the BSA-Tax system. This class will also cover basic parcel inquiry functions.

Who Should Attend:

Anyone without prior BSA-Tax system training

Outline:

Lesson 1 – Introduction to BSA-Tax system training

System sign-on
System Navigation
Searching by Name/Address/Parcel
Parcel Inquiry
Blocking and Indexing
Setting user preferences
Mortgage Code inquiry
Viewing History
Viewing Special Assessments

Pre-requisite(s) - None