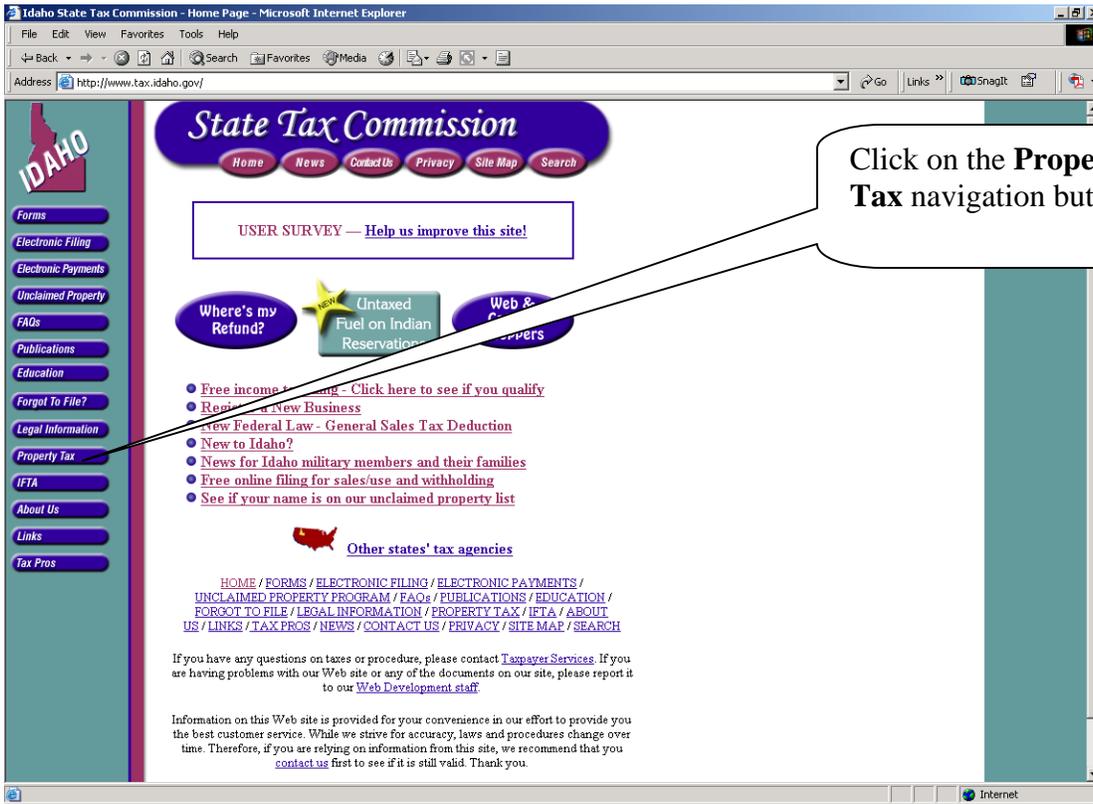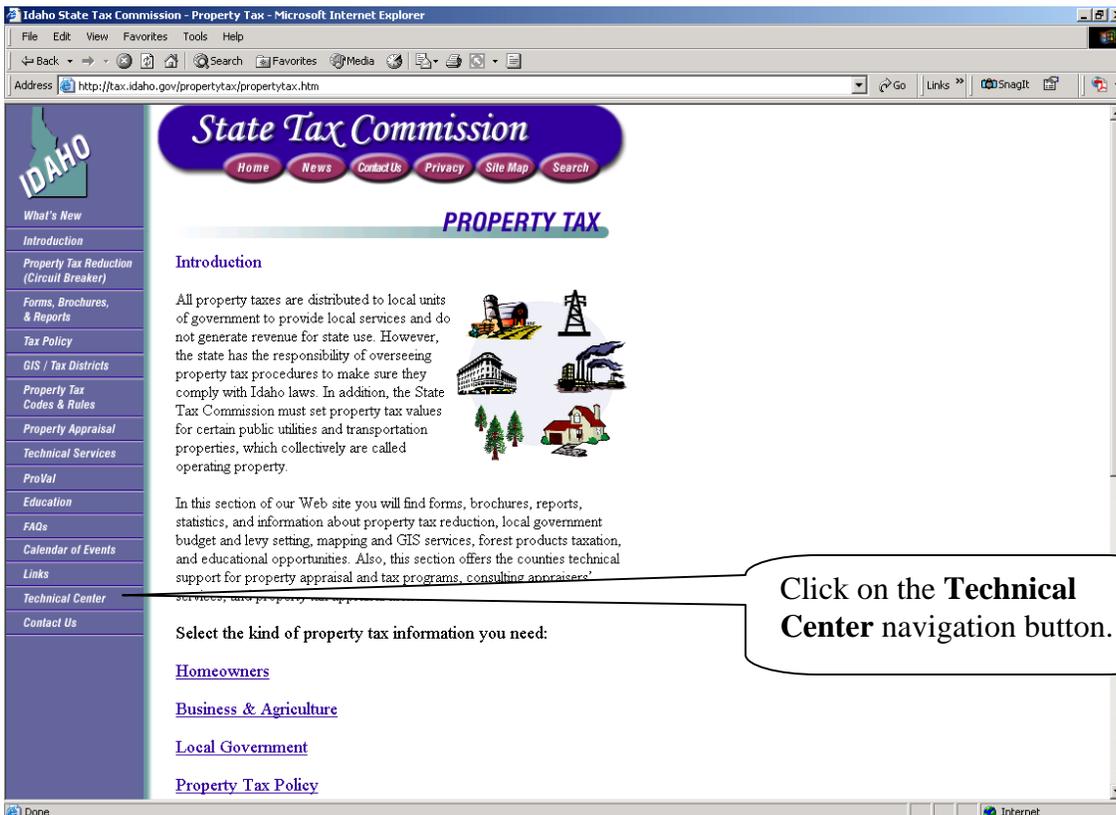Revised: 04/26/05

How to Download Files
From the Tax Commission Website

STEP #1: Open an Internet session, like Microsoft Explorer or Netscape. Go to the Tax Commission Website: http://www.tax.idaho.gov
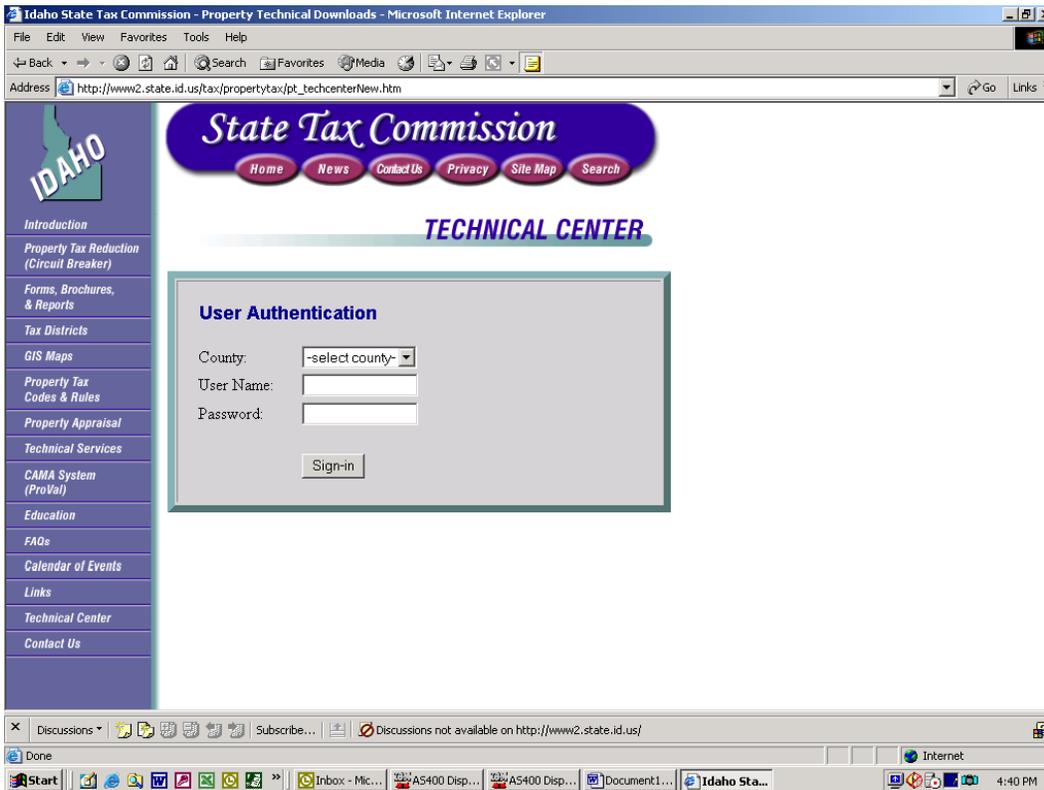

> Click on the **Property Tax** navigation button.

STEP #2: Click on the "Technical Center" button.

> Click on the **Technical Center** navigation button.
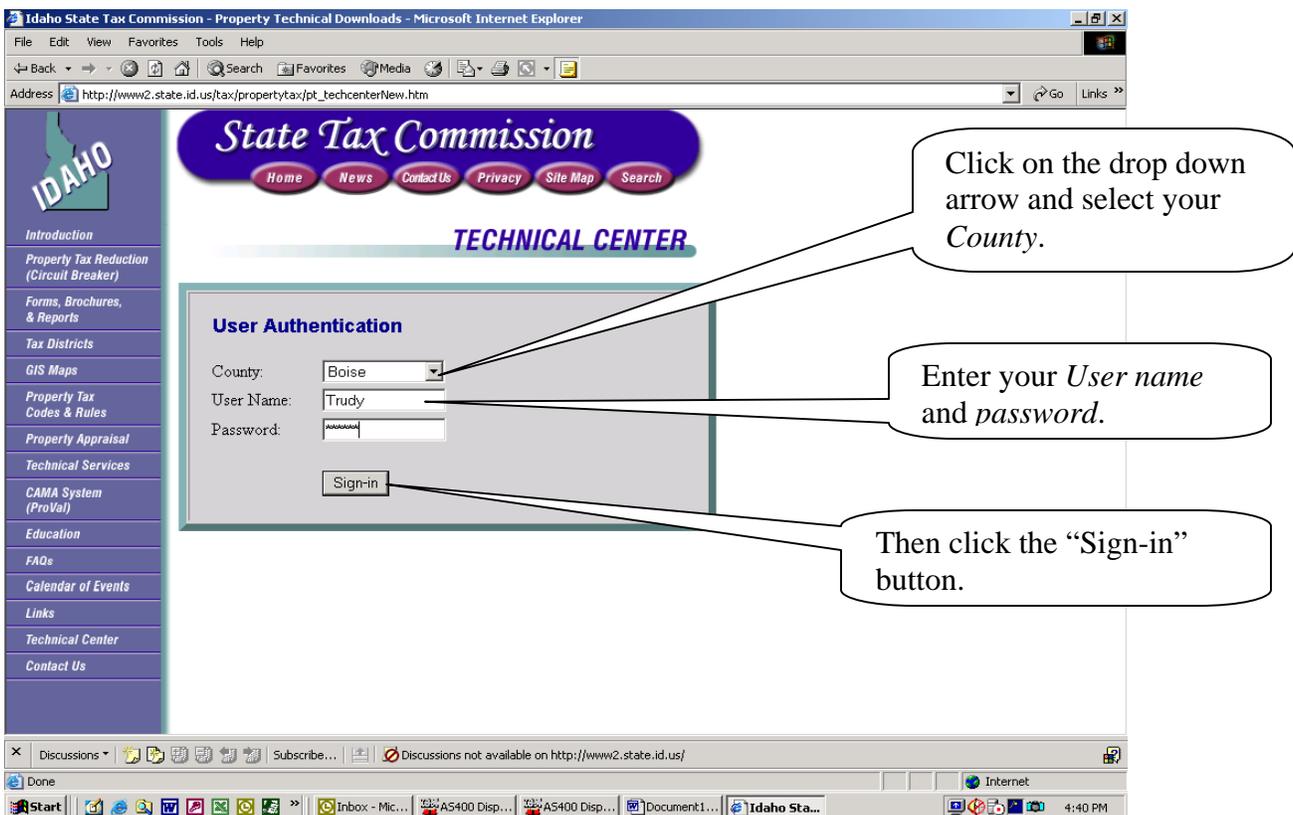
How to Download Files
From the Tax Commission Website

STEP #3: When you get to the first page of the Technical Center, you will be asked to sign-in with a *County*, *User ID* and *password*. If you do not have this information, you will need to contact the Technical Support Bureau.

STEP #4:

Click on the drop down arrow and select your *County*.

Enter your *User name* and *password*.

Then click the "Sign-in" button.

How to Download Files
From the Tax Commission Website

STEP #5: When you get into the download site, you should see this page. There are four different categories of downloads (AS/400, Crystal, ProVal and GIS). Select whichever one you are interested in. The default is AS/400 Program Updates.
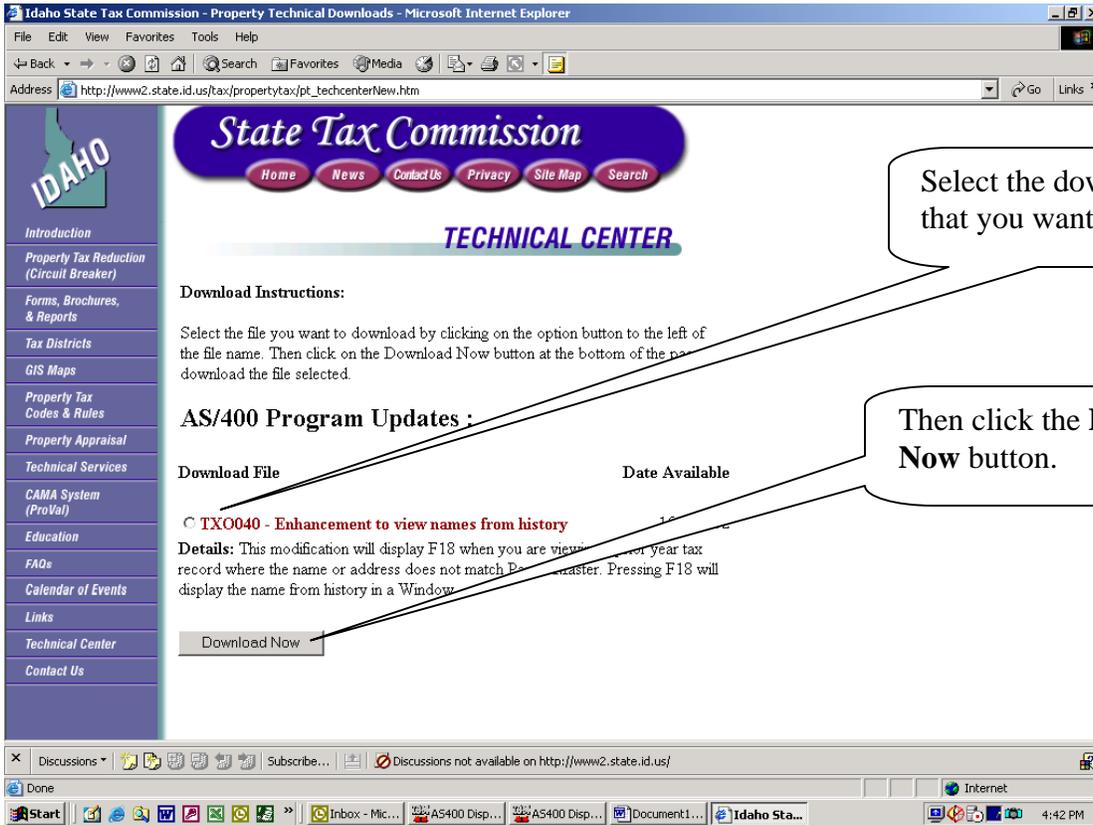

Select whichever download category you are looking for.

After selecting the type of download, press the "**Get Downloads**" button.

How to Download Files
From the Tax Commission Website

STEP #6: If there is any downloads, for the category you've selected, they will be displayed here.

STEP #7: You should get a window like this that says you are about to download a file.
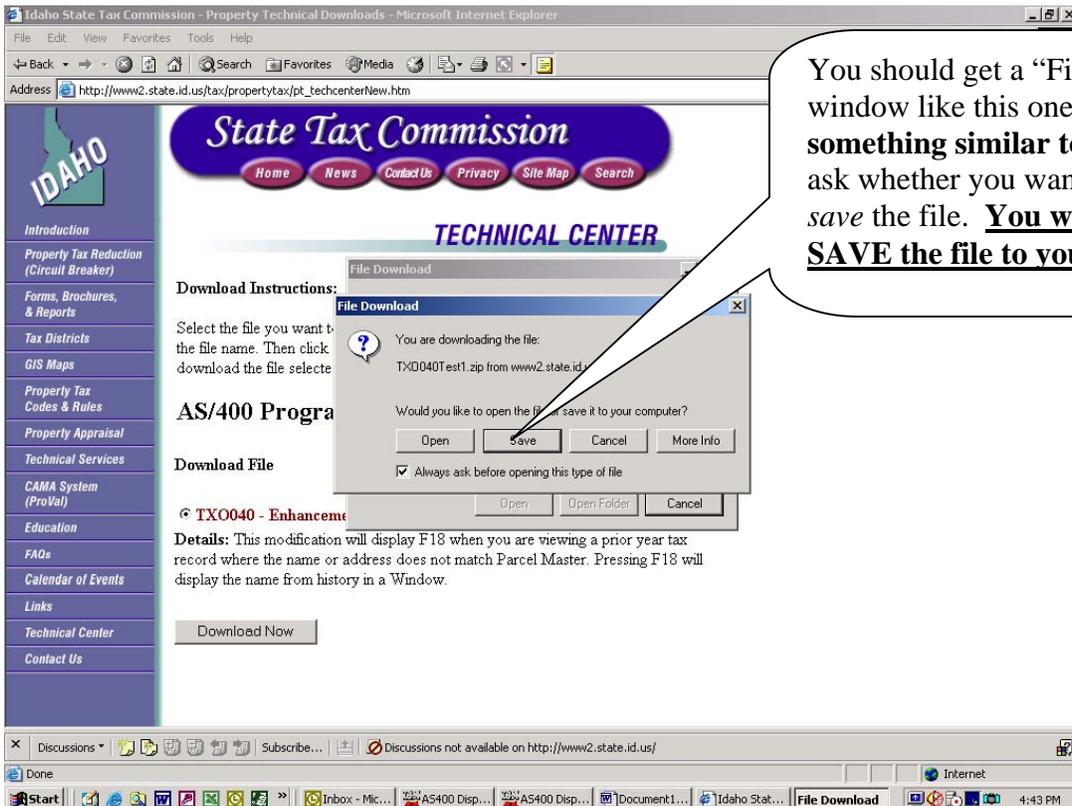
How to Download Files
From the Tax Commission Website

STEP #8A: You will be prompted for the location on your PC that you want to save the file to. This can be anywhere on your PC or network. <u>I suggest creating a folder specifically for web downloads</u>.
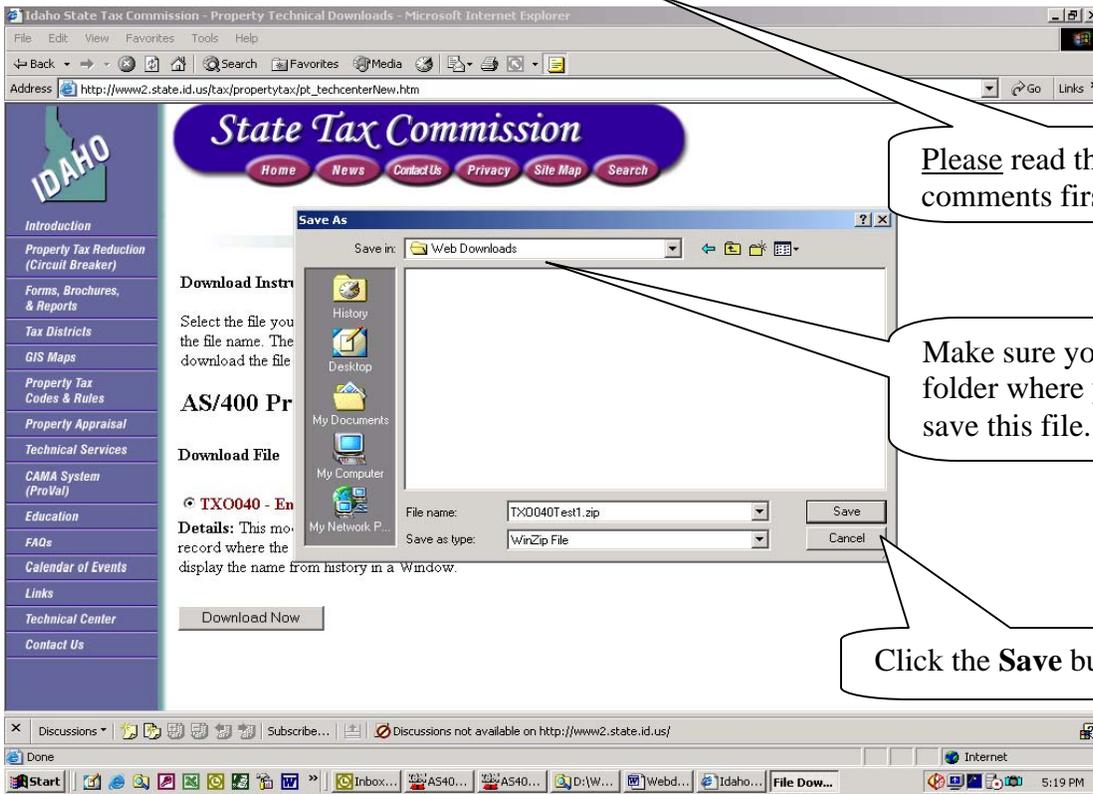
STEP #8B:

How to Download Files
From the Tax Commission Website
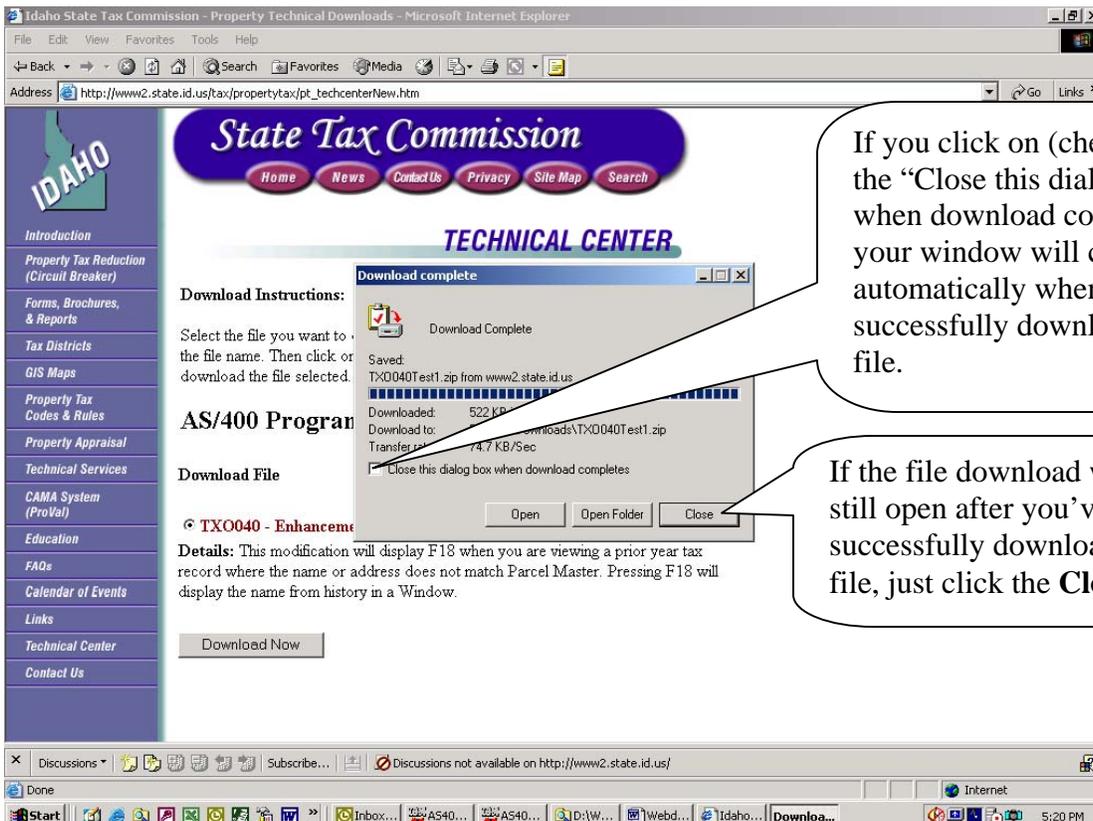
THE FOLLOWING STEPS ARE JUST FOR AS/400 Program Updates.

Now that the file has been downloaded from the Website, you need to upload it to the AS/400. Most PC's are set up to have an icon on their desktop labeled "My Computer". Double click on that icon. If you don't have that icon, then you can just open Windows Explorer.

WARNING!! The upload process for the AS/400 Program Updates uses a zipped file. Inside the zipped file are four different files. The names of these files are the same for every update (only the contents is different). Therefore, if you have more than one zipped file (AS/400 Update) to process, you should process one file completely through before starting on the next zipped file.

NOTE: Because the file you downloaded is a zipped file, you will need WinZip (or another "zip" software package) so you can unzip the file.

STEP #9:

PLEASE read the above paragraphs before continuing.

Go to the folder where you saved the file to in Step 9.

The file will be a ".zip" file. Open it by double clicking on it.
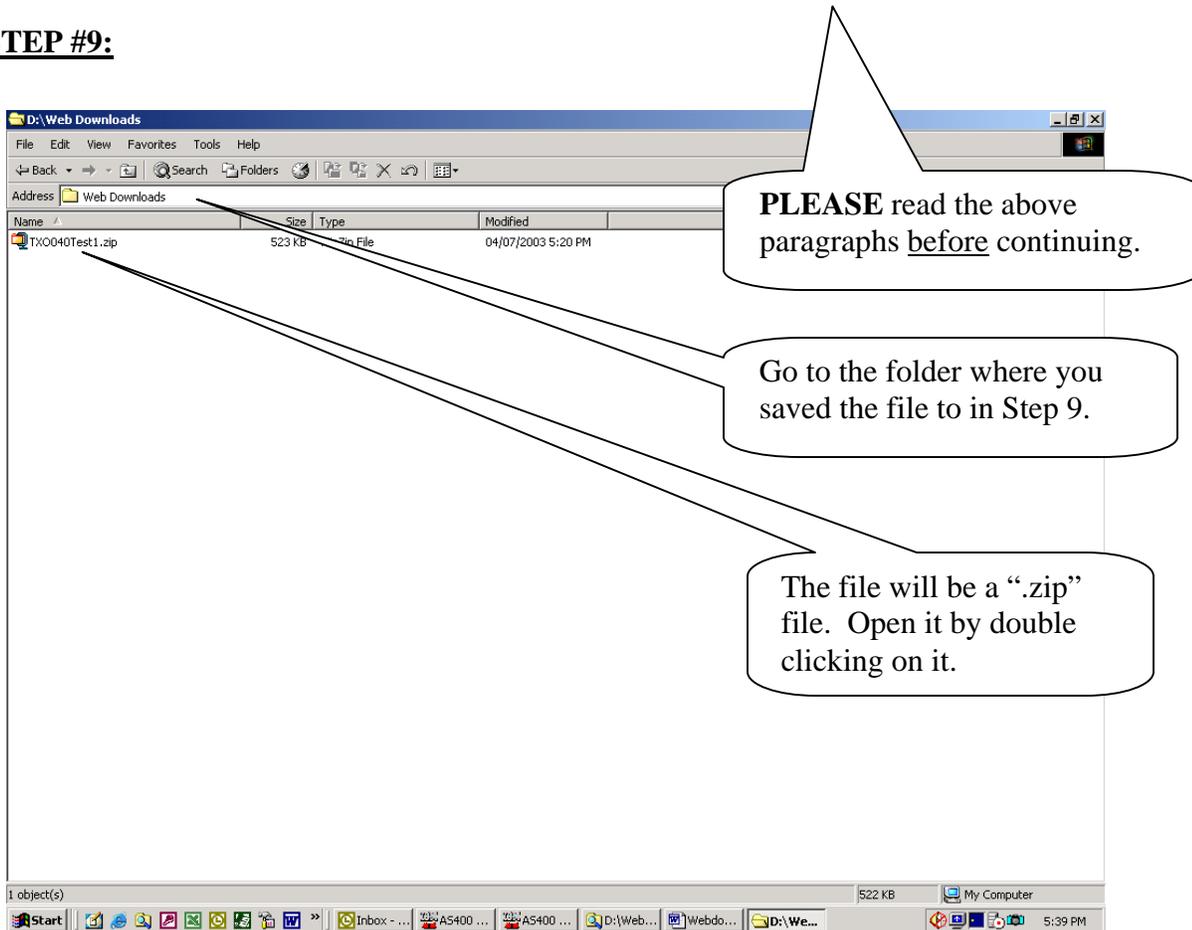
How to Download Files
From the Tax Commission Website

STEP #10A: When you open a zipped file, you should get a window like this. Provided that you have WinZip on your computer. You will need to extract all of the files out of the zipped file before uploading the updates to the AS/400.

Click on the Extract button.

STEP #10B:

Make sure "All files" is selected.

How to Download Files
From the Tax Commission Website

STEP #10C:

Next, find the location where you want the files to be extracted to. I suggest the same folder as the zipped file.

STEP #10D:

Once you've located the folder where you want the files to be extracted to, click on the *Extract* button.

If you are unzipping a file into the same location as a prior update, you may receive a message asking if you want to "Overwrite" or "Replace" the files". ONLY answer "yes" if you've processed the prior update.

How to Download Files
From the Tax Commission Website

STEP #10E:

When done, just close the WinZip window by clicking on the "X" in the upper right corner.

STEP #11: The instructions for installing the AS/400 program updates are in the "ReadMeAS400.doc" file. Open that document and print the instructions **before continuing**.

Double click on the "ReadMe" document and print the instructions.
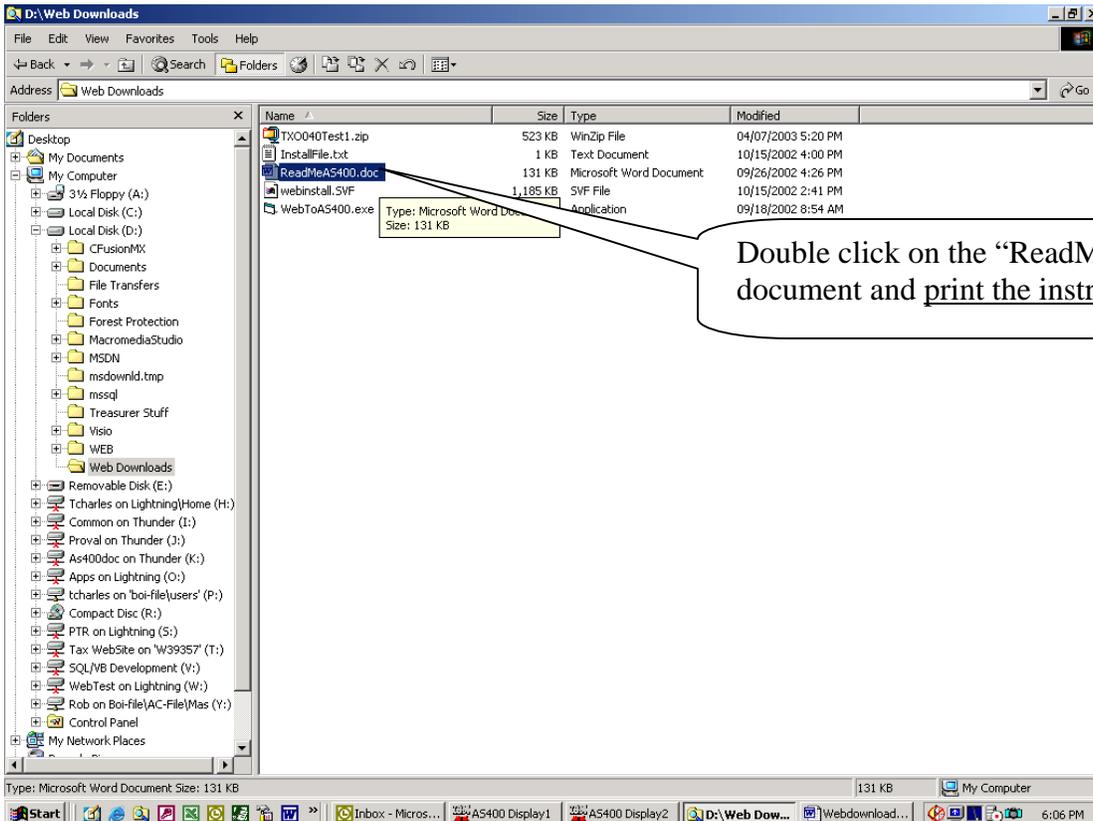
How to Download Files
From the Tax Commission Website

STEP #12A: The following are screen prints to help you with installing the program updates on the AS/400. These pictures are <u>only</u> to help explain the installation instructions in the Read Me document. **Please, follow the directions in the "Read Me" document**.
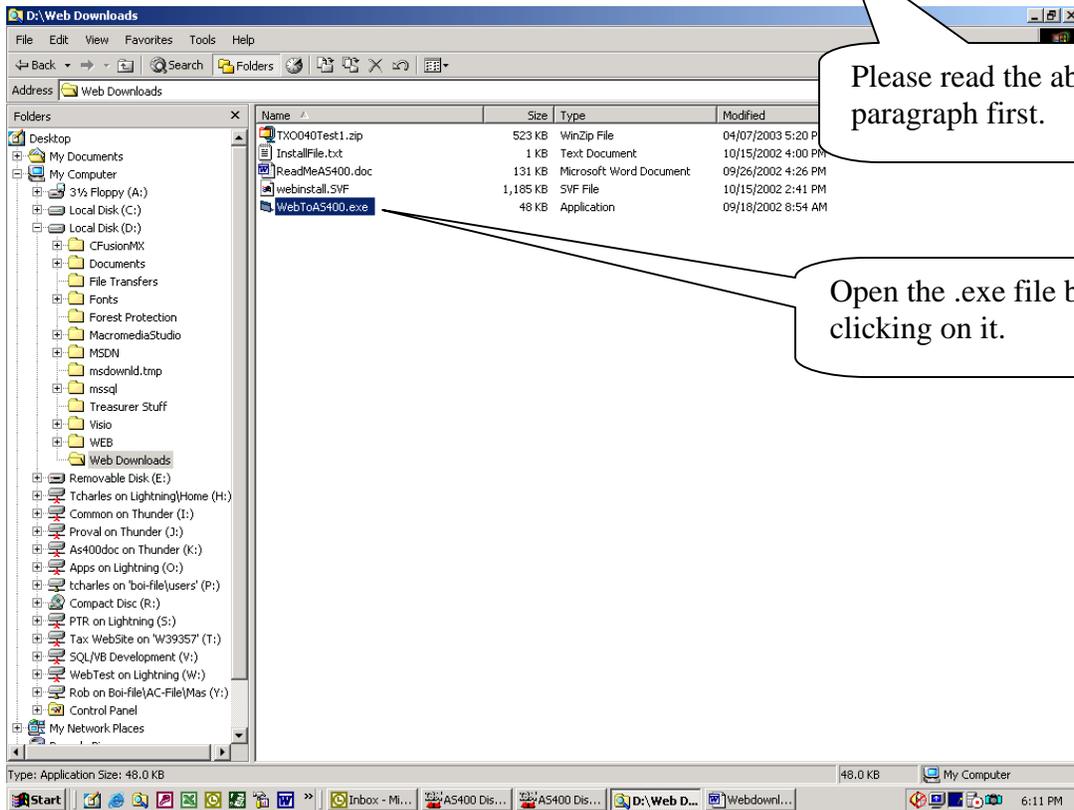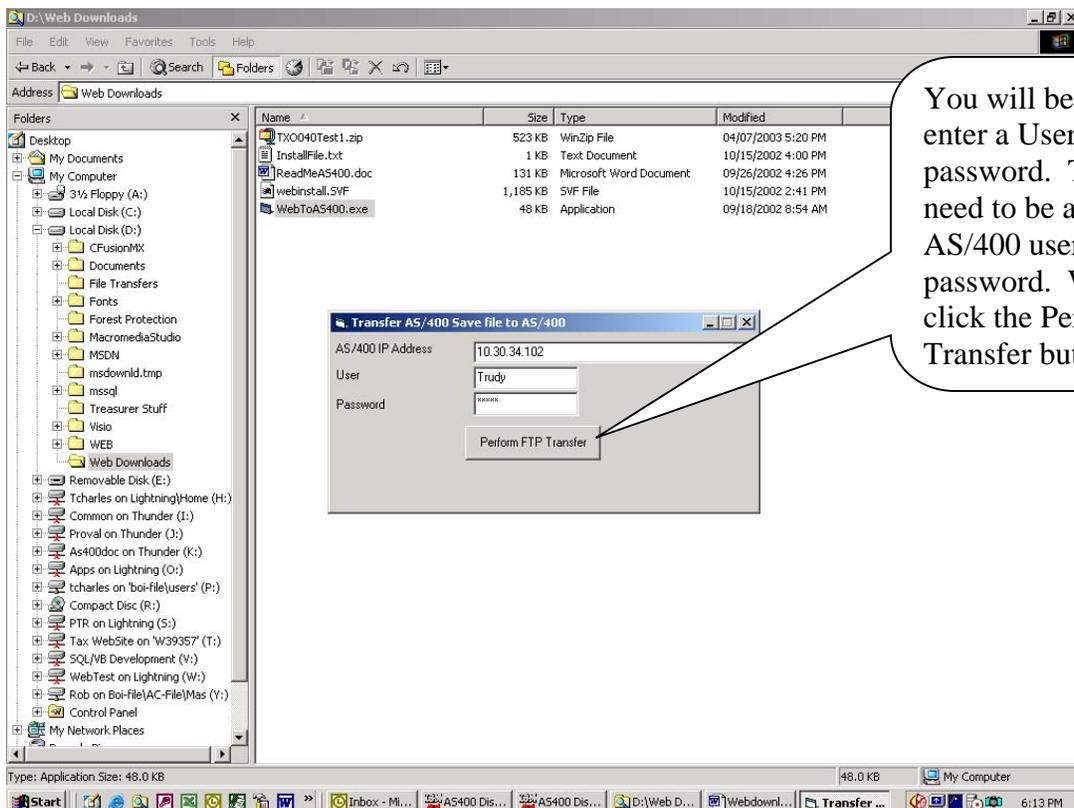
Please read the above paragraph first.

Open the .exe file by double clicking on it.

STEP #12B:

You will be prompted to enter a User id and password. They just need to be a valid AS/400 user name and password. When done, click the Perform FTP Transfer button.

How to Download Files
From the Tax Commission Website

STEP #12C:

When complete, you should get a message at the bottom of the window which states that the transfer has finished. Click on the "X" in the upper right corner to close the window.

STEP #12D:

Open an AS/400 session. On a command line type **RSTOBJ** and press the **F4** key.
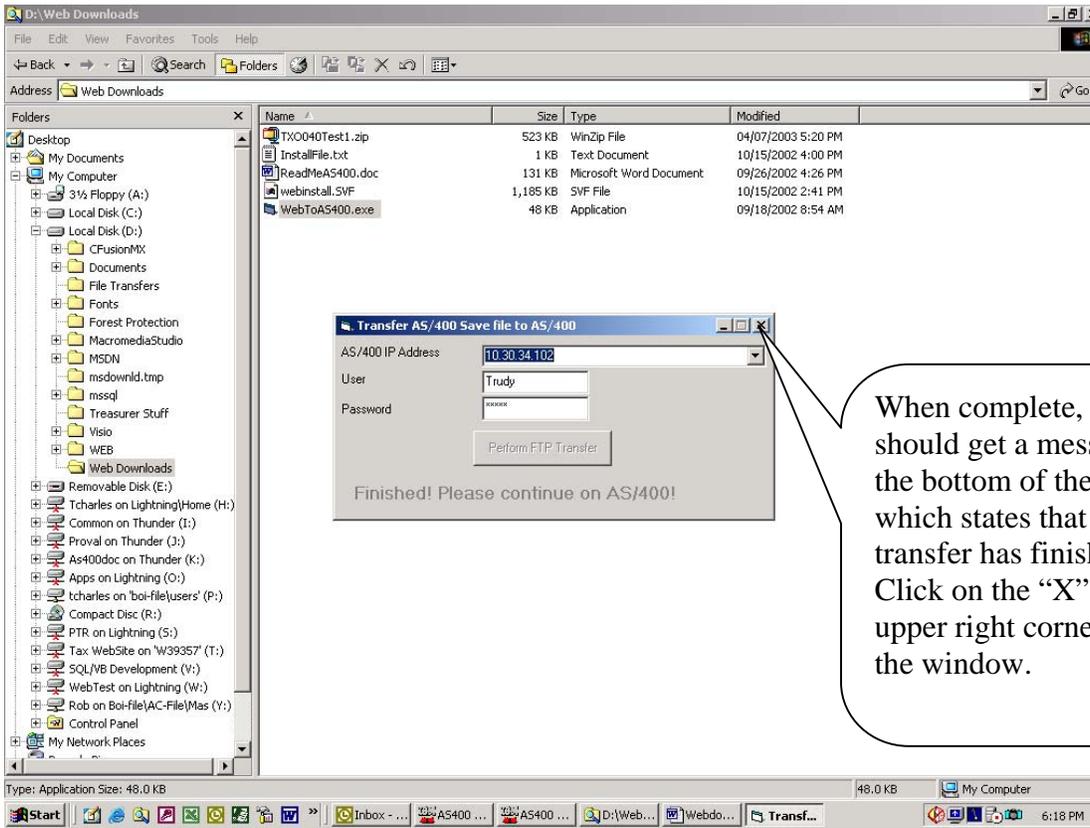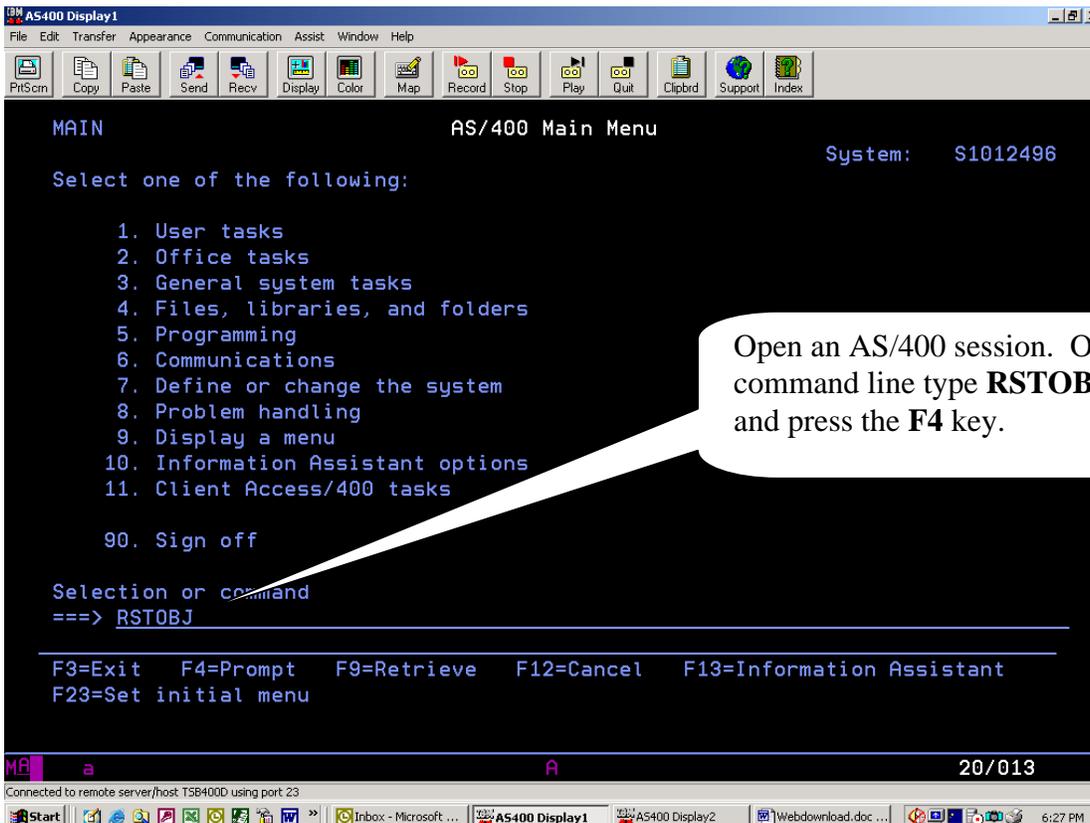
How to Download Files
From the Tax Commission Website
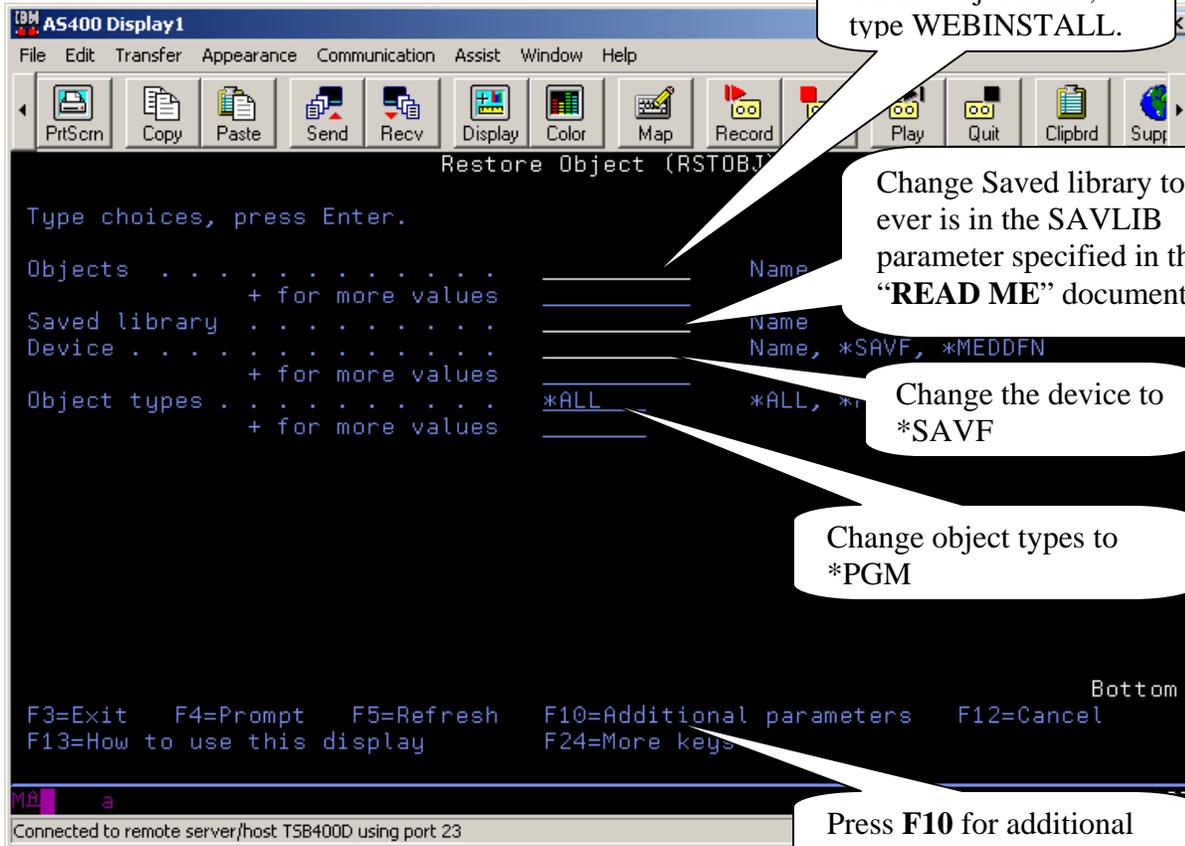
STEP #12E:

On the objects line, type WEBINSTALL.

Change Saved library to what ever is in the SAVLIB parameter specified in the "**READ ME**" document.

Change the device to *SAVF

Change object types to *PGM

Press **F10** for additional parameters.

STEP #12F:
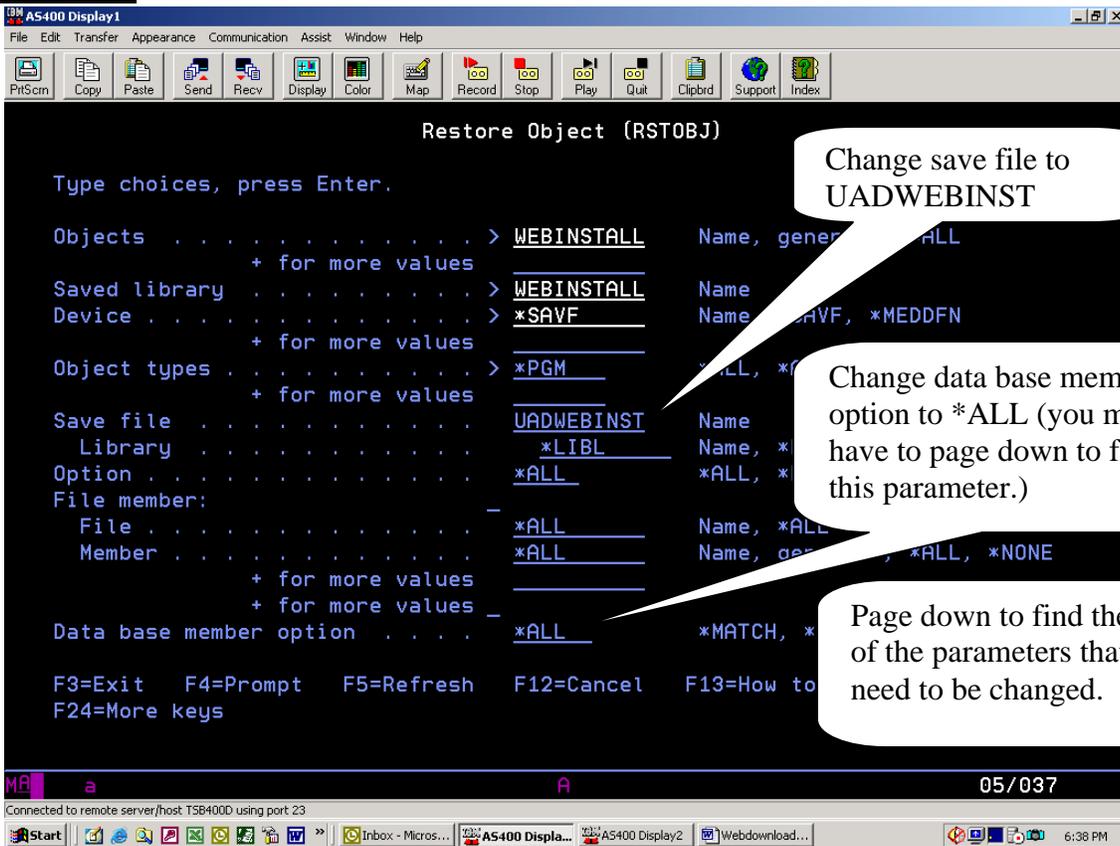
Change save file to UADWEBINST

Change data base member option to *ALL (you may have to page down to find this parameter.)

Page down to find the rest of the parameters that need to be changed.

How to Download Files
From the Tax Commission Website

STEP #12G:

```
Restore Object (RSTOBJ)

Type choices, press Enter.

Date when saved  . . . . . . . .    _____     Date
Time when saved  . . . . . . . .    _____       Time
Allow object differences . . . .    *ALL           *NONE, *AL
Force object conversion:
   Convert during restore . . . .   *SYSVAL        *SYSVC
   Objects to convert . . . . . .   ____           _QD, *ALL
Restore to library . . . . . . .    QTEMP          Name, *SAVLIB
Auxiliary storage pool ID  . . .    *SAVASP        1-16, *SAVASP
Output . . . . . . . . . . . . .    *NONE          *NONE, *PRINT  *OUTFILE

                    Additional Parameters

File to receive output . . . . .    _____     Name
   Library  . . . . . . . . . . .   *LIBL          Name, *LIBL

                                                           More...

F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F13=How to use this display
F24=More keys
```

*Change allow object differences to *ALL*

Change restore to library to QTEMP

When done changing the parameters, press the ENTER key.

STEP #12H:

```
MAIN                      AS/400 Main Menu
                                                    System:    S1012496
Select one of the following:

       1. User tasks
       2. Office tasks
       3. General system tasks
       4. Files, libraries, and folders
       5. Programming
       6. Communications
       7. Define or change the system
       8. Problem handling
       9. Display a menu
      10. Information Assistant options
      11. Client Access/400 tasks

      90. Sign off

   Selection or command
   ===> _____
        _____
   F3=Exit   F4=Prompt   F9=Retrieve   F12=Cancel   F13=Information Assistant
   F23=Set initial menu
   1 objects restored from WEBINSTALL to QTEMP.
```
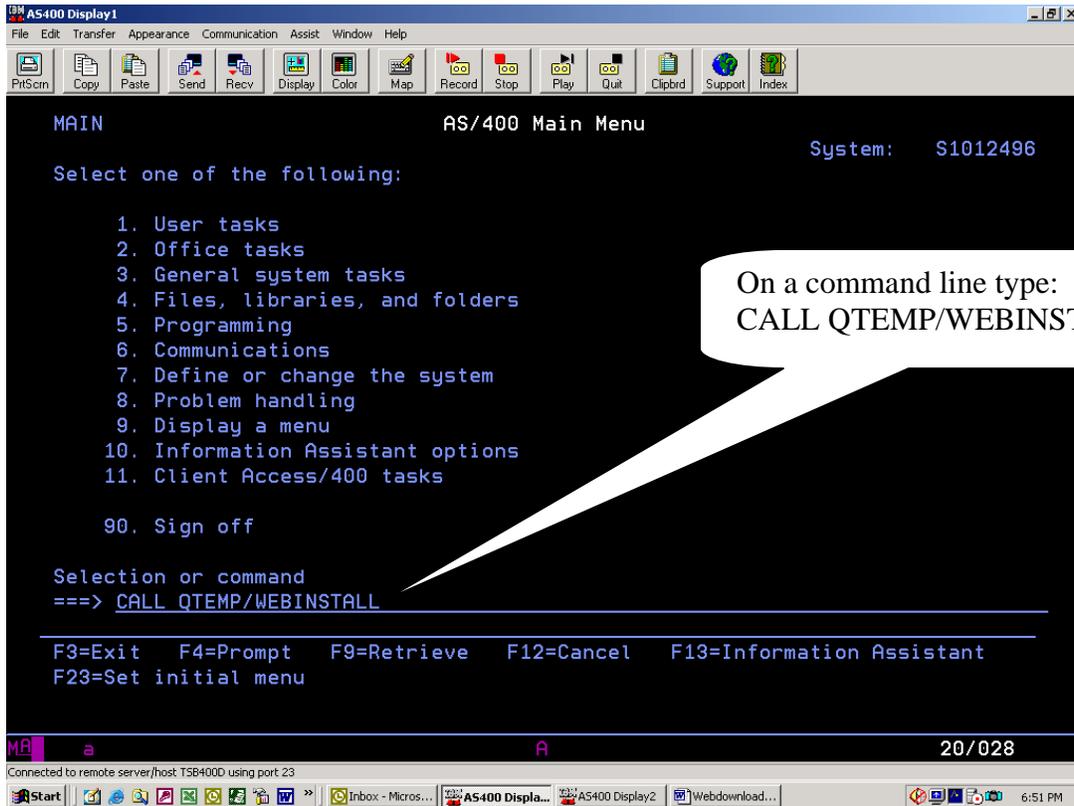
You will get a message saying that 1 object was restored.

How to Download Files
From the Tax Commission Website

STEP #12I:

On a command line type:
CALL QTEMP/WEBINSTALL

STEP #12J:

When the AS/400 updates have successfully been installed, you will receive this message. **PLEASE**, call Janet and let her know which update you just installed.