



Location Intelligence

Auxiliary File Editor

Version 1.0

User's Guide

April 2018



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Introduction

This document provides information on the Auxiliary File Editor, which creates User Auxiliary files for use in GeoTAX. For information on matching against a User Auxiliary file, see the GeoTAX manuals for your platform.

Installation

The Auxiliary File Editor resides on the GeoTAX Utilities installation media delivered to all GeoTAX customers. To install the editor, click **Setup.exe** located in the *AuxFileEditor* folder on the GeoTAX Utilities media and follow the installation wizard instructions.

Important: Pitney Bowes provides the Auxiliary File Editor only on Windows. All GeoTAX users can use the Auxiliary File Editor on Windows and use the resulting file on the platform for which they have licensed GeoTAX.

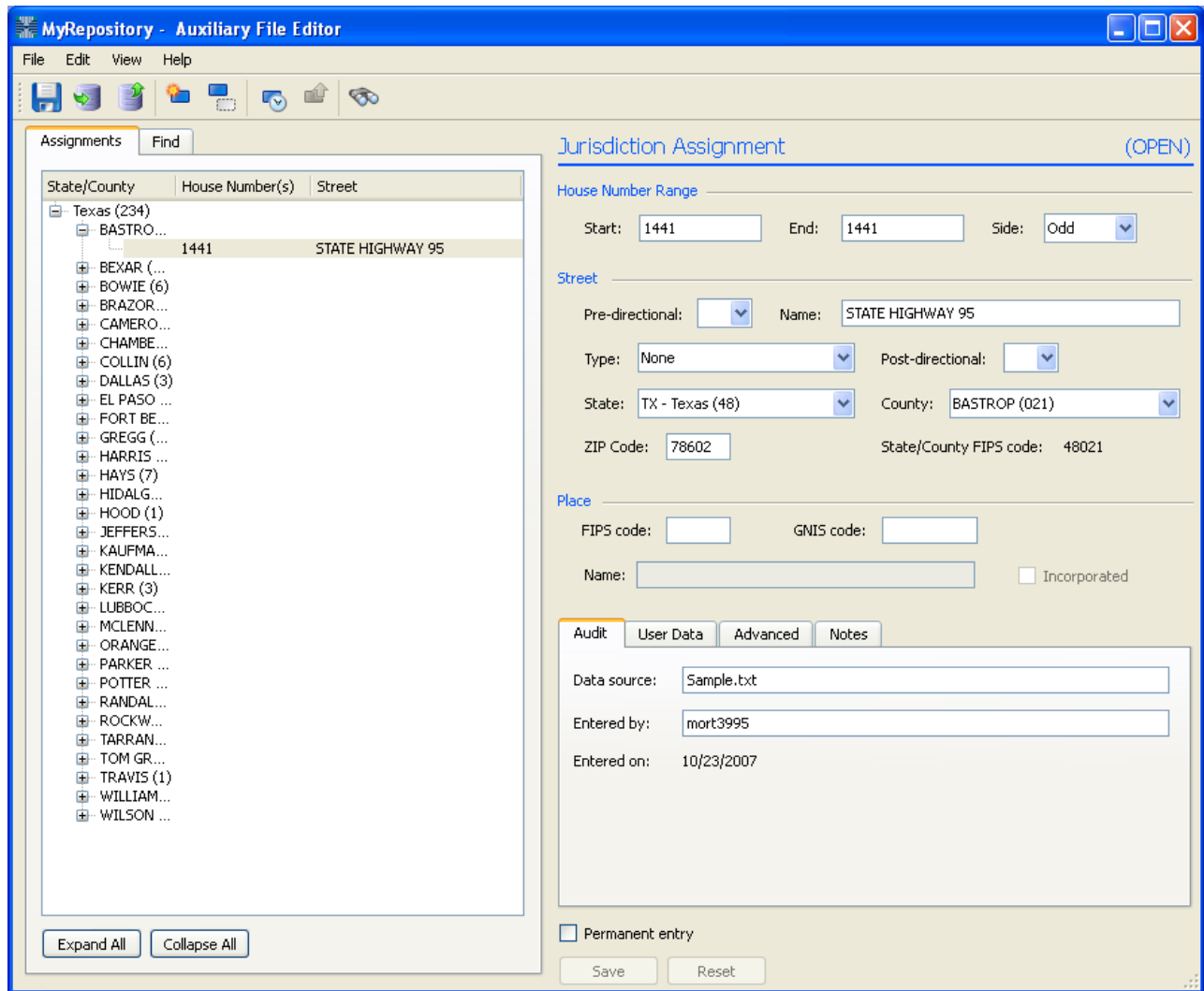
Overview

Using the Auxiliary File Editor you can:

- Export records into a User Auxiliary file
- Save multiple User Auxiliary files for different runs
- Resolve conflicts in record information
- Search for specific records
- Archive records no longer needed
- Import data

The editor uses repositories to store information. A repository is similar to a database and contains user-defined auxiliary records along with status and audit information for the records.

The editor contains two main sections, a navigation pane on the left and an entry form on the right.



The navigation pane contains the columns State/County, House Number(s), and Street. The number in parentheses after the state and county indicate the number of records associated with the state and county. This list is alphabetical by state, county, then street. When you click and highlight a record in the navigation tree, the details of that record display on the right side of the editor in the entry form.

Importing a User Auxiliary File

If you have an existing User Auxiliary file you can import this file and do not need to enter each record individually into the editor. The Import Wizard will recognize the file as an Auxiliary file and it is automatically imported.

The editor supports data (.dat), ascii (.asc), and text (.txt) files. The file you are importing must follow the layout described in “User Auxiliary File Format” on page 20.

To import a User Auxiliary file:

1. Open the repository in which to import the file by selecting **File > Repository > Open** and browsing to the repository.

If you are using the editor for the first time, it opens to the default MyRepository. If you have previously used the editor, it opens to the repository you last used. To create a new repository, select **Repository > New**.

2. Choose the file to import by selecting **File > Import** and browsing to the file.
3. Resolve any conflicts displayed in the Data Conflicts Found dialog. See “Importing a User Auxiliary File” on page 5.

Importing from Multiple Formats

If you have a data file containing the address you want in your Auxiliary file you can import this file and do not need to enter each record individually into the editor.

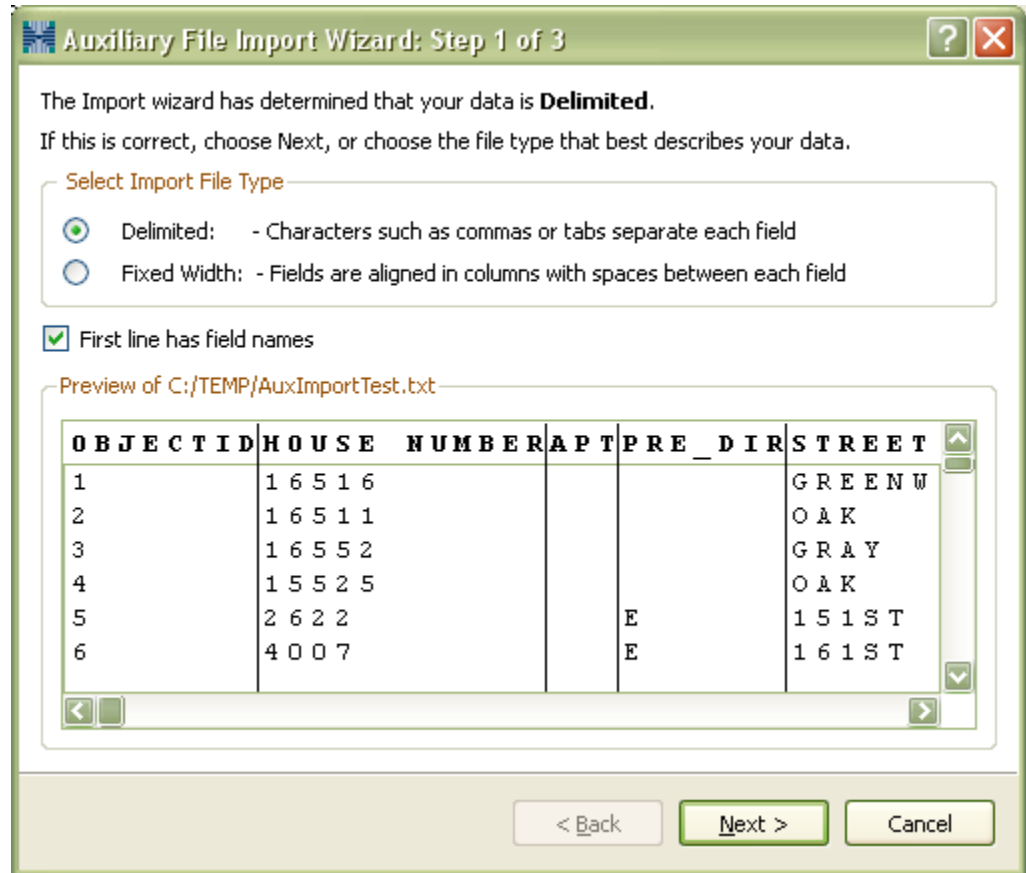
The import wizard supports data (.dat), ascii (.asc), delimited (.csv) and text (.txt) files. The data in the file you are importing must have all of the elements to be imported separated into individual fields. If the address is not imported as individual elements, GeoTAX will not return the expected Auxiliary File jurisdiction assignments.

A full list of fields is described in “User Auxiliary File Format” on page 20.

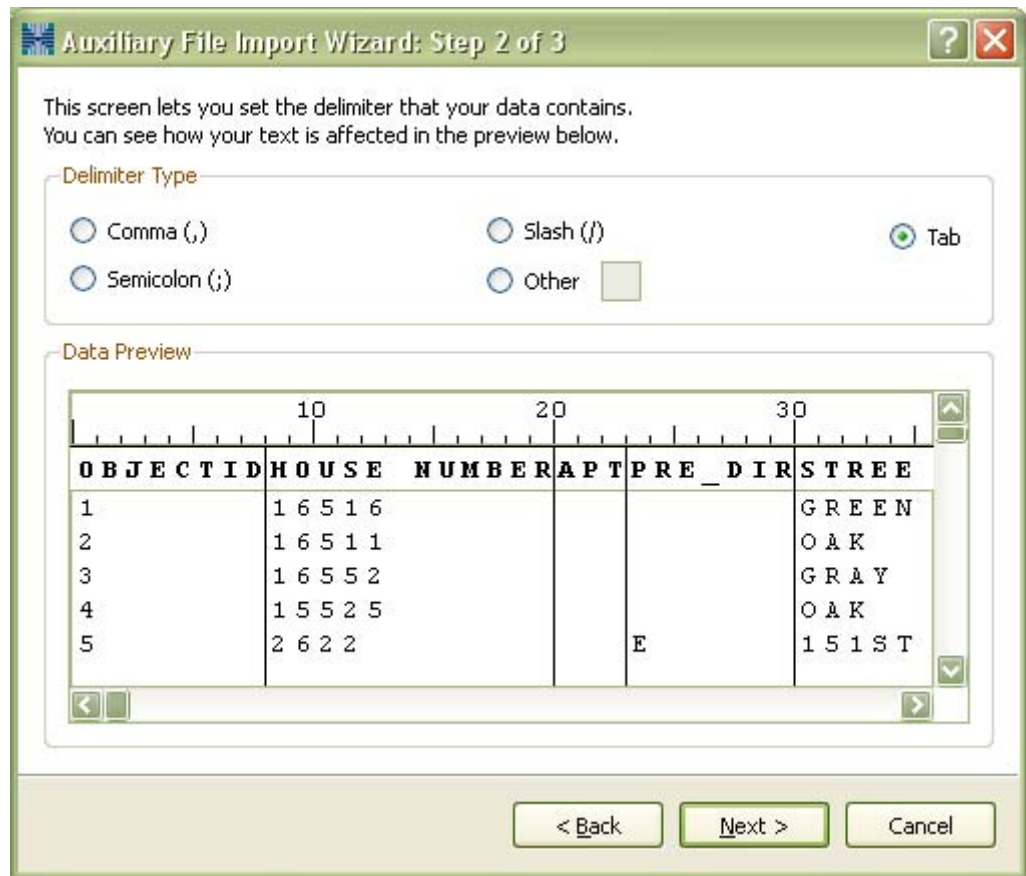
Importing from a Delimited Field File

When importing a file, if the Auxiliary File Import Wizard determines the selected file is Delimited, the window displays the results and provides the option of changing the format to Fixed Width.

1. When the Auxiliary File Import Wizard opens, check the box for First line has field names, if needed, and click **Next**.



2. Change the Delimiter Type if needed for the window to display the data correctly and click **Next**.



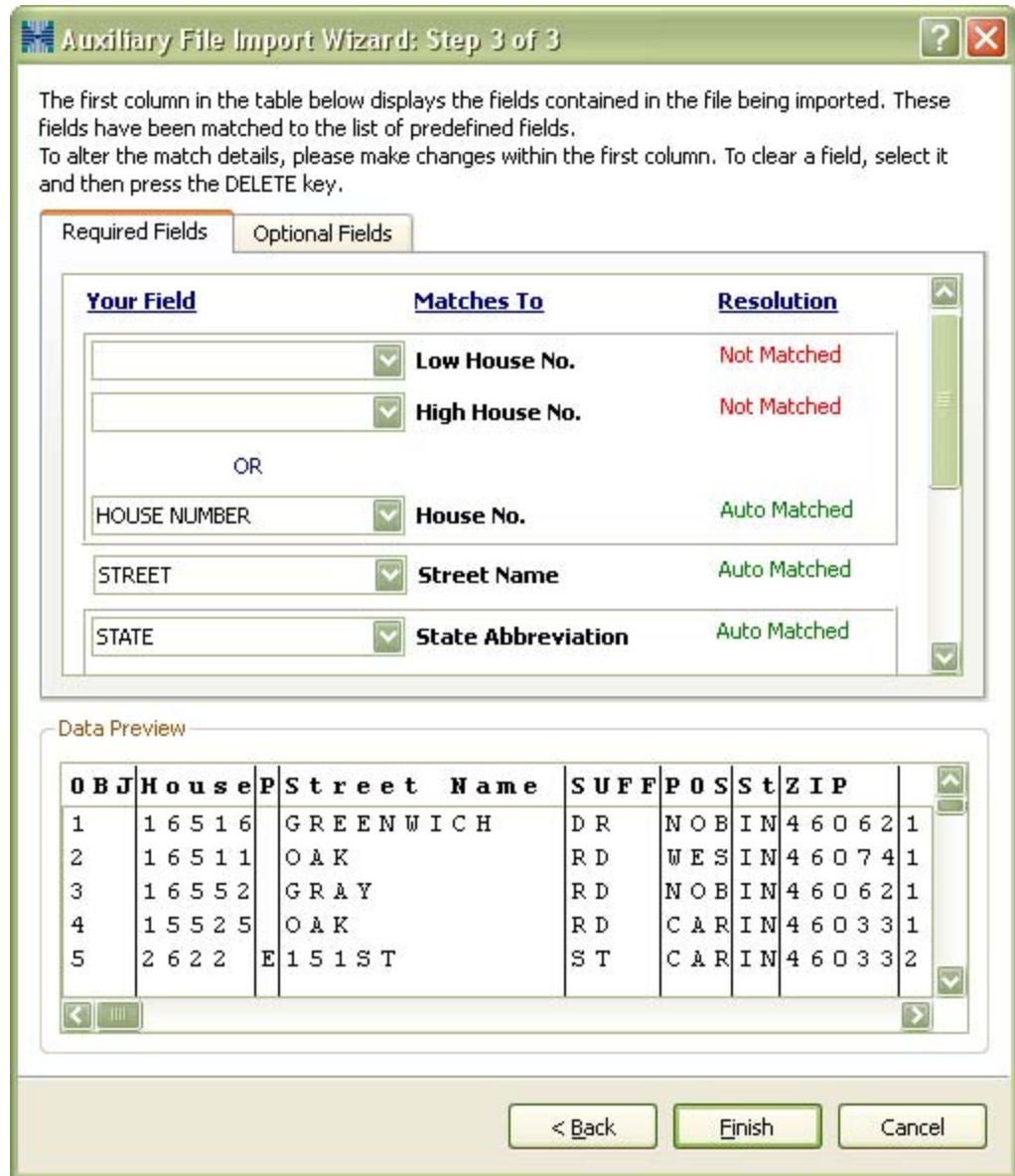
If the data being imported contains field name information, the Auxiliary File Import Wizard attempts to automatically map the input data to the Auxiliary File data.

Note: For data not automatically mapped or mapped incorrectly, click the down arrow in the field name and select the appropriate data field name.

Once an input data field has been matched to an Auxiliary File data field, the field name in the Data Preview is changed to the Auxiliary field name.

The Required Fields tab displays the minimum data fields needed to create an Auxiliary File, all other data fields are available on the Optional Fields tab. It is not mandatory that both the low and high house numbers be in the import file, if only one house number is available it will be used for both in the Auxiliary File.

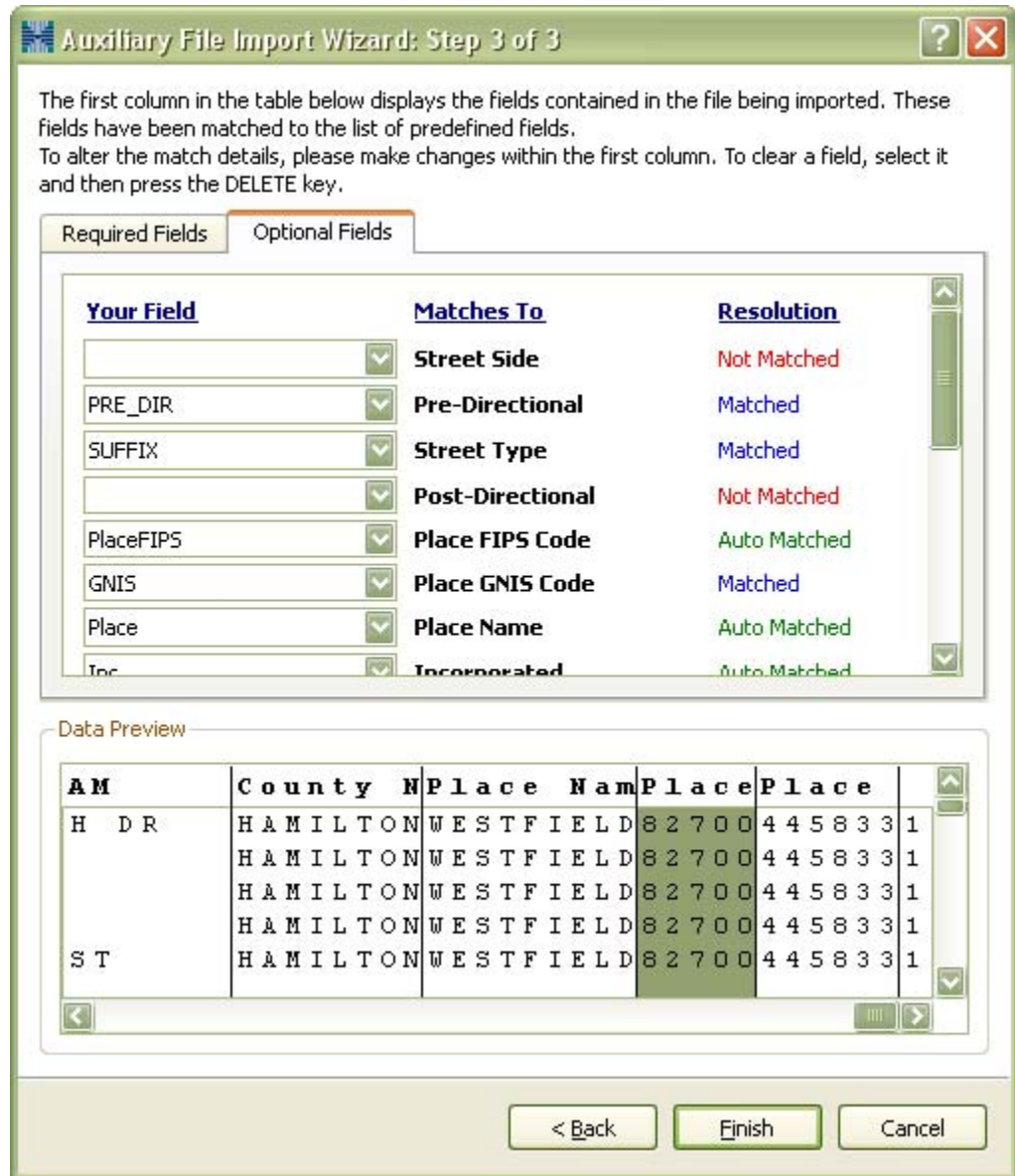
Similarly for the State Abbreviation/State FIPS Code and County Name/County FIPS combinations, if only one field is available, the other will be determined by the Auxiliary File Import Wizard.



Note: Hovering the cursor over the field name in the Data Preview displays the full field name.

Data imported into the Place (municipal) fields of Place FIPS Code, PLACE GNIS Code, Place Name and Incorporated are based on your system requirements. See "User Auxiliary File Format" on page 20 for definitions and allowed entries for the Optional Fields.

1. Click **Finish** when complete.



2. Resolve any conflicts displayed in the Data Conflicts Found dialog. See “Conflict Resolution” on page 14.

Position	Field Name	Description	Length
125-164	G1GTAUX-MCD-NAME	MCD name.	40
165-168	G1GTAUX-MSA-CODE	4-digit MSA code.	4
169-218	G1GTAUX-MSA-NAME	MSA name.	50
219-223	G1GTAUX-PLACE-CODE	5-digit Place Code.	5
224-263	G1GTAUX-PLACE-NAME	Place name.	40
264-265	G1GTAUX-PLACE-CLASS-CODE	2-digit Place Class Code.	2
266	G1GTAUX-PLACE-INC-FLAG	Place incorporation flag. 0 = Unincorporated 1 = Incorporated	1
267-273	G1GTAUX-PLACE-LAST-ANNEXED	Place last annexed date, in the format MM/YYYY.	7
274-280	G1GTAUX-PLACE-LAST-UPDATED	Place last updated date, in the format MM/YYYY.	7
281-287	G1GTAUX-PLACE-LAST-VERIFIED	Place last verified date, in the format MM/YYYY.	7
288-296	G1GTAUX-PLACE-GNIS	GNIS code.	9
297-500	Reserved		204
501-800	G1GTAUX-AUX-AREA	User-defined data.	300



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