





Reporting Tips

Montana Centrally Assessed Report

Please note: If you go back to prior stages in the report, some fields may not be saved and will be required to be filled out again. Try to make sure all information has been updated correctly before moving forward.



Updating Line Items:

To update Situs or Mileage line items, click into any column in the table and update the data.

	County	Levy District	Levy District Special	Location ID #	Description	Class Code	Acquired Cost
	 01	0840		00_000_000_0	Building	8529	150,000.00

Deleting Line Items:

To delete any Situs or Mileage line item, click on the x next to that line item.

	County	Levy District	Levy District Special	Location ID #	Description	Class Code	Acquired Cost
	 01	0840		00_000_000_0	Building	8529	150,000.00

Adding Additional Line Items:

To add an additional Situs or Mileage line item, click into any column in the blank line item, found at the bottom of the table, and start entering the data. Required fields will have a red asterisk (*) next to them.

	 01	0840		00	Building	8520	150,000.00
							

Searching, Sorting, and Tracking:

Reviewed

Use the Reviewed column to track which line items have been updated as you are working on reporting. This is not a required field, just a tool to be utilized if needed.

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Use the Filter box to easily search for any data found in the line items in the table. This can save time finding only the line items that need to be updated. You can also click on any column header to sort that column by A-Z, low-high, etc.

Use the Export link to export a copy of the table being worked on. This is available for each table of the report and still available after submitting.

Export				<input type="text" value="Filter"/>
Description	Class Code	Acquired Cost	Reviewed	