

# New Municipal Sales Listing in Sightline

October, 2017

## Background

The new Municipal Sales Listing is now produced in a text format (.txt). This allows the user to either export the file directly into their taxation systems or to convert the file to Excel.

### Other key features:

Transfer Type Code, that provides an explanation of sale type

“Property Status”, this field shows the status of the property.

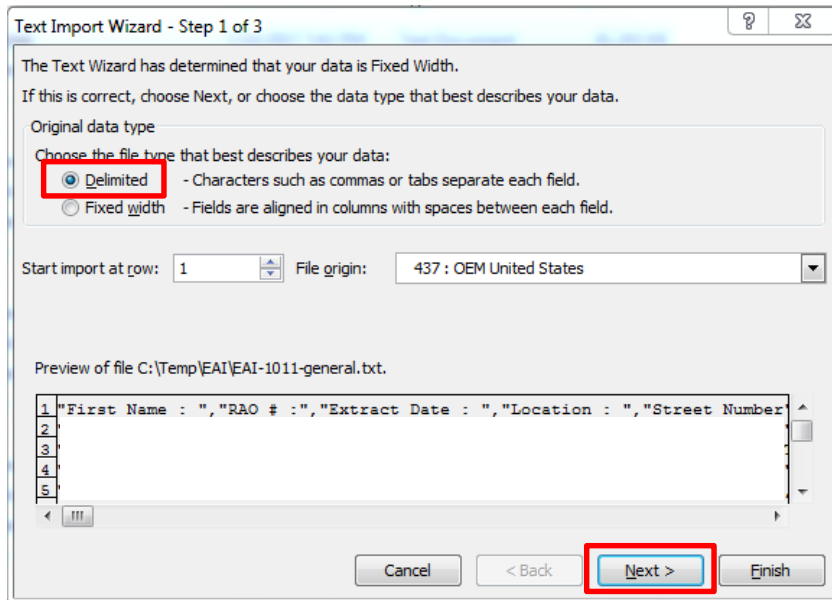
- This field is blank for ‘Active’ properties.
- This field shows the word ‘Deleted’ for properties that have been deleted.
- This field shows the words ‘LPU Completed’ for properties that have been LPU Completed
  - Inactive, Retired and Re-numbered properties are not included in the MSL

“Sale Status”, this field identifies whether the sale is valid (active) or if a sale has been deleted.

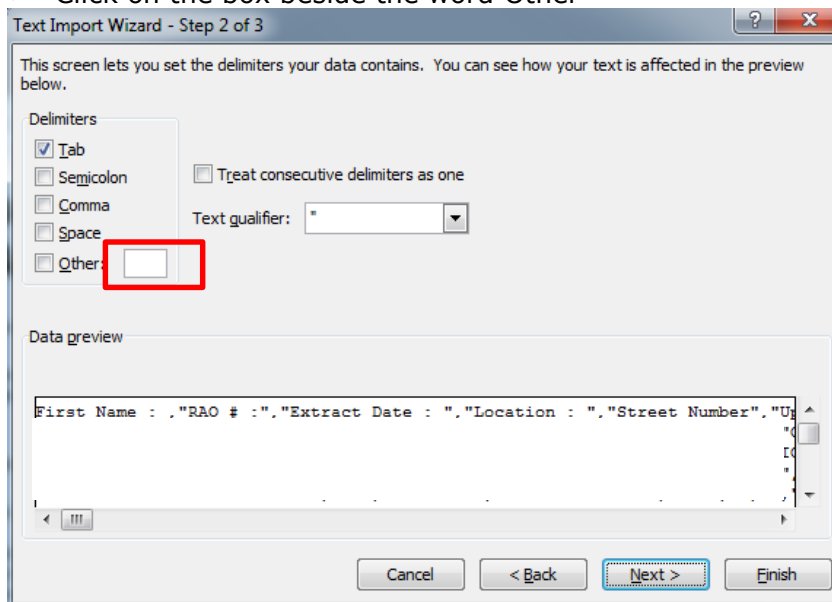
- This field is blank for ‘Active’ sales.
- This field shows the word ‘Deleted’ for sales that have been deleted.

### Steps to change Text (.txt) to Excel (.xlsx) :

- Open Excel
- Click on “File Open” and select the file you want to convert to Excel
- Click on “Open”
- The Text Import Wizard below is displayed
  - Click on the Delimited radio button
  - Click on Next



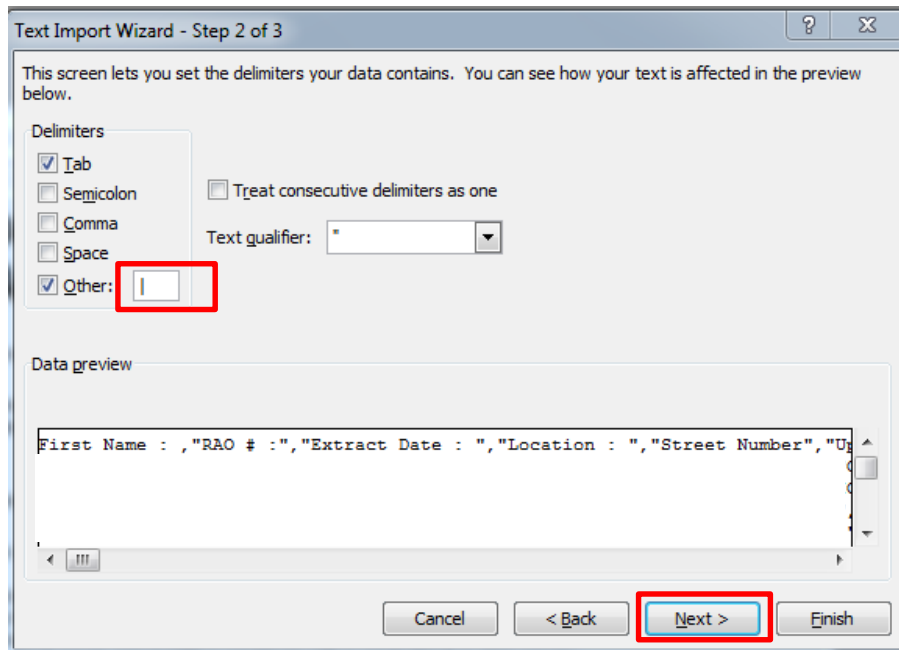
- Step 2 of 3 Dialogue Box appears
- Click on the box beside the word Other



- From your keyboard, press 'Shift' and select the pipe delimiter



- Click on the Next button



- Click on Text and Finish

