

# 4.17 Legal Land Converter

## Introduction

The Legal Land Converter utility has been designed to help customers in the United States and Canada who have Legal Land Locations in their addresses and would like to code them with a latitude and longitude. This will allow these types of locations to be more readily used for mapping and routing purposes.

To do this, we have created an interface with an external web based program that does all of the work. Within Route Manager you can export the appropriate data; allow it to be coded; and re-imported into Route Manager.

This document will provide you with all of the details you need to set up and run the program as needed.

Note: This is an optional module for Route Manager.

#### Preparation

Prior to using the Legal Land Converter utility within Route Manager, you will need to complete the following steps:

- 1. Purchase credits from the legallandconverter.com Web site.
- Verify that your locations are accurate.
   Each item is discussed further within this section.



# Signing up for Service

The Legal Land Converter utility exports data to a third party that will provide latitude/longitude coordinates based on each customer's location for a nominal fee. This information will be stored within RMA and used to provide you and your drivers with accurate mapping information. This service is provided by legallandconverter.com and you will need to purchase credits for each address that you would like to update.

| Legal Land Description Converter<br>Helping your find your place in the world  |
|--|
| Find land in Western Canada (British Columbia, Alberta, Saskatchewan & Manitoba) subdivided by the Dominion<br>Land Survey (DLS) and the Alberta Township System (ATS).  |
| Legal Land Description to Latitude and Longitude,<br>GPS, UTM, NTS & MGRS.   |
| Quarter/LSD     Section     Township     Range     Meridian     Clear       •     •     •     •     •     •     •     •  |
| Example:   |
| SW 24-12-20-W4<br>Southwest Quarter of Section 24,   |
| Township 12, Range 20, West of the 4th Meridian.   |
| Latitude and Longitude to Land Legal Description   |
| GPS Location Get   |
| Latitude Longitude Clear   |
| Calc   |
| Example:<br>Latitude 50.00820 Longitude 112.61440  |
| Latitude Longitude   |
| Degree Minute Second N/S Degree Minute Second E/W Clear  |
|  |
| Examples:<br>50° 00' 29° N 112° 36' 51° W<br>50° 00.49' N 112° 36'.86' W   |
| Alberta Rural Address  |
| Rural Address Meridian Clear   |
| Example:   |
| 123021 RANGE ROAD 201 W4   |
| 213033 TWP RD 144 W4   |
| Locate farms, forest, fields, acreages, oil and gas wells, leases, Legal Subdivisions (LSD), Unique Well Identifiers<br>(UWI), mineral rights, surface rights, timber, mines, cabins, trap lines & fishing spots in the Prairie Provinces & BC |
|  |

Refer to the LLC Web site for the latest prices.



#### **Locations Format**

In order for your accounts to be updated successfully, you will need to ensure that the location information is properly formatted within Route Manager.

The following fields are required for each location:

- 1. ID
- 2. Quarter
- 3. Section (1 to 36)
- 4. Township (1 to 137)
- 5. Range (1 to 140)
- 6. Meridian

Here is an example of a properly formatted location: A14-NE-1-2-2-4

#### **Checking for Invalid Locations**

You can easily check your system for invalid locations by using the report utility found under *Modules > Legal Land > Invalid Address Report.* Any invalid locations will be automatically displayed on the screen and can be printed for reference.

| Invalid Land Survey Address |                   |         |         |          |       |          |
|-----------------------------|-------------------|---------|---------|----------|-------|----------|
| Acct # / Stop               | Address           | Quarter | Section | Township | Range | Meridian |
| 00398100                    | 11-30-46-27-W4    | 11      | 30      | 46       | 27    | 4        |
| 00128200                    | 9-30-57-8-W4      | 9       | 30      | 57       | 8     | 4        |
| 00338300                    | #6-5606-55 street | 6       | 5606    | 55       |       |          |
| 00151200                    | 68-322-rgrd 163   | 68      | 322     |          |       |          |
| 00372200                    | 4-26-29-24-W3     | 4       | 26      | 29       | 24    | 3        |
| 00294600                    | NE30-7-1-7W6      | NE      | 30      | 7        | 1     | 7        |
| 00071600                    | 16-29-45-5-*W4    | 16      | 29      | 45       | 5     | 4        |
| 00084700                    | 14-22-37-19-W4    | 14      | 22      | 37       | 19    | 4        |
| 00142800                    | 10-36-65-25-W5    | 10      | 36      | 65       | 25    | 5        |
| 00025000                    | 12-9-81-22-W4     | 12      | 9       | 81       | 22    | 4        |
| 00074100                    | 8-5-54-26W4       | 8       | 5       | 54       | 26    | 4        |
| 00288600                    | 18-56-24W4        | 18      | 56      | 24       |       |          |

**NOTE:** If the customer's account includes one dash or less in the address field, it will be assumed that the account includes a standard street address and will not be included during the export process.



#### **Updating Locations**

The location entry used within Route Manager can be found under *Lists > Customer Information > Route* tab (Address Line 1):

| 000010 M ARS Office   | CREDIT CARD MACKAGE PLAN PAST DUE 427.67 PLANING INLINE AV MICES  |   |
|---|---|---|
| Info \$ Invoices Credit Payment Info Contacts Route Delivery Name/Address Advantage Route Systems, Inc. | Route Info Products Equipment Stop History Orders Inactive Route Stop II Stop 0110 03 Exact II WILL CALL II III IIII CONTRACTOR | M |
| ZIP Code         Oetail         \$           95380         -         -                                  | Driver Dennis Henderson 😰 🔤   | - |
| Turtock CA  | Net Delivery 05/04/2016<br>On-Site Time 0 =   | 1 |

Correct the invalid entries within each *Delivery Address* field and save your changes.

**NOTE:** The converter utility ignores billing address information located on the *Info* tab of *Customer Information*.

# **Exporting the Locations File**

This section will guide you through the export process required prior to processing data on the legallandconverter.com Web site.

#### **Creating the Export File**

To create the export file, navigate to *Modules* > *Legal Land* > *Export to .CSV*:



A confirmation message will be displayed on your screen that includes the path and filename of the exported file. Make note of the location and file name, and click **OK** to exit the screen.



# **Uploading the Export File**

After you have created an export file, follow the steps below to upload the exported file to the legallandconverter.com Web site — credits purchased will not be used at this time.

1. Login to the site using the following link: <u>http://legallandconverter.com/cgi/shopuploader.cgi</u>

NOTE: You will be prompted for a username and password provided from the site after purchasing credits.

2. Select the Choose File option:



3. Navigate to the file exported in the previous section and double-click on it:

| Eavorites                 | Name *               | Date modified       | Туре                  | 15-  |
|---------------------------|----------------------|---------------------|-----------------------|------|
| E Desktop                 | n konland_test.cov   | 12/21/2011 9:22 AM  | Microsoft Office Exc  |      |
| Downloads                 | LogoQ1.bmp           | 9/15/2010 9:35 AM   | BMP File              |      |
| 1 Recent Places           | MangoGeoEmbed.e      | 12/12/2009 3:00 AM  | Application           |      |
|                           | Master Accts-D6F     | 10/5/2009 10:13 AM  | DBF File              |      |
| Ja Libraries              | 😠 mc_logo.bmp        | 5/11/2009 6:35 AM   | BMP File              |      |
| Austrn Boland             | MCW32.0LL            | 2/6/2008 11:02 AM   | Application extension |      |
| Munic Documents           | MCWBAK16.EXE         | 2/6/2008 11:02 AM   | Application           |      |
| Pictures                  | MSCAL.OCK            | 5/11/2009 6:34 AM   | ActiveX control       |      |
| E Videos                  | MSVCR 70.DLL         | 11/10/2006 8:29 AM  | Application extension |      |
|                           | msvor71.dll          | 2/21/2003 4:42 AM   | Application extension | . 1  |
| Computer                  | MVXApi.dl            | 5/11/2009 6:34 AM   | Application extension |      |
| 80G8 (C:)                 | New Text Document.bd | 8/7/2008 9:32 AM    | Text Document         |      |
| Local Dek (D:)            | ak32.ocx             | 2/6/2008 11:02 AM   | ActiveX control       |      |
| Generation (Leade) (H:)   | old_mnserial.sm      | 10/29/2009 10:02 AM | SRN File              | - 12 |
| Quickbooks (\\tomcat) (%) | × *                  | india a com         |                       | ЪŤ   |
| File name: legallar       | d_test.csv           | All Files           |                       | -    |
|                           |                      | Open                | - Cancel              | 1    |

4. Click on the **Upload** button to upload the file to the site:

| Choose File legalla | and_test.csv | Upload   | d Redra | w              |                 |   | arsrm |
|---------------------|--------------|----------|---------|----------------|-----------------|---|-------|
| Filename            | Date         | Time     | Size    | Delete<br>File | Check<br>Syntax | Run<br>Conversion                         |       |
| legalland.csv       | Dec 20 2011  | 08:30:40 | 3,650   | Delete         | Check           | Convert                                   |       |
| legalland2.csv      | Dec 16 2011  | 14:33:42 | 18      | <b>Delete</b>  | Check           | <u>Convert</u>                            |       |
| run206input.csv     | Dec 15 2011  | 07:10:44 | 42      | <b>Delete</b>  |                 |   |       |
| run206listing.html  | Dec 15 2011  | 07:11:33 | 786     | <b>Delete</b>  |                 |   |       |
| run206output.csv    | Dec 15 2011  | 07:11:33 | 139     | <b>Delete</b>  |                 |   |       |
| run207input.csv     | Dec 21 2011  | 09:52:20 | 63      | <b>Delete</b>  |                 |   |       |
| run207listing.html  | Dec 21 2011  | 10:06:07 | 790     | Delete         |                 |   |       |
| run207output.csv    | Dec 21 2011  | 10:06:07 | 177     | Delete         |                 |   |       |
| 8 files             |              |          | 32,665  |                |                 |   |       |
|                     |              |          |         |                | www.le<br>Sca   | gallandconverter.con<br>ntek Systems Inc. | 2     |



5. After the file has been uploaded, it will be displayed on the screen.

#### **Checking for Problems**

It is recommended that you run a quick check on your file prior to converting the data on the site by using their built in data check option.

1. Click on the **Check** option next to your uploaded file:

| Filename           | Date        | Time     | Size   | Delete<br>File | Check<br>Syntax | Run<br>Conversion |
|--------------------|-------------|----------|--------|----------------|-----------------|-------------------|
| legalland.csv      | Dec 20 2011 | 08:30:40 | 30,650 | <u>Delete</u>  | Check           | Convert           |
| legalland2.csv     | Dec 16 2011 | 14:33:42 | 18     | <u>Delete</u>  | Check           | Convert           |
| legalland_test.csv | Dec 21 2011 | 10:22:03 | 108    | <u>Delete</u>  | Check           | Convert           |
| run206input.csv    | Dec 15 2011 | 07:10:44 | 42     | <u>Delete</u>  | - 1             |                   |
| run206listing.html | Dec 15 2011 | 07:11:33 | 786    | <u>Delete</u>  |                 |                   |
| run206output.csv   | Dec 15 2011 | 07:11:33 | 139    | <u>Delete</u>  |                 |                   |
| run207input.csv    | Dec 21 2011 | 09:52:20 | 63     | <u>Delete</u>  |                 |                   |
| run207listing.html | Dec 21 2011 | 10:06:07 | 790    | <u>Delete</u>  |                 |                   |
| run207output.csv   | Dec 21 2011 | 10:06:07 | 177    | <u>Delete</u>  |                 |                   |
| 9 files            |             |          | 32,773 |                |                 |                   |

2. If any problems are found with location formatting, the number of issues will be listed within the *Syntax Error* field of the table displayed:

| Check Syntax         |              |          |        |               |        |                |
|----------------------|--------------|----------|--------|---------------|--------|----------------|
| Input File (Original | legalland_t  | est.csv  |        |               |        |                |
| Conversion report    | listing.html |          |        |               |        |                |
| +Field Count Error   | -            | 0        |        |               |        |                |
| +Syntax Error        |              | 1        |        |               |        |                |
| +Conversions         |              | 4        |        |               |        |                |
| =Total Lines Read    |              | 5        |        |               |        |                |
| Syntax Check Co      | mplete.      |          |        |               |        |                |
| Choose File No file  | chosen       | Upload   | Redra  | w             |        | á              |
|                      |              |          |        |               |        |                |
| Filename             | Date         | Time     | Size   | Delete        | Check  | Run            |
| i licitatile         | Date         | Time     | 0120   | File          | Syntax | Conversion     |
| legalland.csv        | Dec 20 2011  | 08:30:40 | 30,650 | <u>Delete</u> | Check  | <u>Convert</u> |
| legalland2.csv       | Dec 16 2011  | 14:33:42 | 18     | <u>Delete</u> | Check  | Convert        |
| legalland_test.csv   | Dec 21 2011  | 10:22:03 | 108    | <u>Delete</u> | Check  | Convert        |
| listing.html         | Dec 21 2011  | 10:23:03 | 884    | Delete        |        |                |

3. To view the problem encountered, click on the filename listed within the *Conversion Report* field in *Step 2* above:

| Filename           | Date        | Time     | Size   | Delete<br>File | Check<br>Syntax | Run<br>Conversion |
|--------------------|-------------|----------|--------|----------------|-----------------|-------------------|
| legalland.csv      | Dec 20 2011 | 08:30:40 | 30,650 | <b>Delete</b>  | Check           | Convert           |
| legalland2.csv     | Dec 16 2011 | 14:33:42 | 18     | Delete         | Check           | <u>Convert</u>    |
| legalland_test.csv | Dec 21 2011 | 10:22:03 | 108    | <u>Delete</u>  | Check           | <u>Convert</u>    |
| listing.html       | Dec 21 2011 | 10:23:03 | 884    | <u>Delete</u>  |                 |                   |
| run206i nut.csv    | Dec 15 2011 | 07:10:44 | 42     | <u>Delete</u>  |                 |                   |
| run206li ting.html | Dec 15 2011 | 07:11:33 | 786    | <u>Delete</u>  |                 |                   |
| run206c itput.csv  | Dec 15 2011 | 07:11:33 | 139    | <u>Delete</u>  |                 |                   |
| run207input.csv    | Dec 21 2011 | 09:52:20 | 63     | <u>Delete</u>  |                 |                   |
| run207listing.html | Dec 21 2011 | 10:06:07 | 790    | <u>Delete</u>  |                 |                   |
| run207output.csv   | Dec 21 2011 | 10:06:07 | 177    | <u>Delete</u>  |                 |                   |
| 10 files           |             |          | 33,657 |                |                 |                   |



4. The *Conversion Report* will be displayed, and includes the error encountered (in this case, line 4 of the .CSV file). Generally, the error will be highlighted on the screen (Section 999 below):

| <b>Conversion Report</b>       |  |                         |          |               |       |          |  |
|--------------------------------|--|-------------------------|----------|---------------|-------|----------|--|
| File                           | s  |                         |          |               |       |          |  |
| Input<br>Conve                 | File (Orig<br>ersion rep                                 | ginal) leg<br>oort list | alland_t | test.csv<br>I |       |          |  |
| Lin                            | es wit   | h Syn                   | itax F   | rrors         |       |          |  |
| Line#                          | ID   | Quarter                 | Section  | Township      | Range | Meridian |  |
| 4                              | 506900   | SW                      | 999      | 59            | 10    | 4        |  |
| Cor<br>+Field<br>+Synt<br>+Con | trol 7<br>1 Count E<br>ax Error<br>versions<br>1 Lines R | Fotals                  | Î        |               |       |          |  |

 The quickest way to resolve the problem is to edit the originally exported file within *Notepad* on your machine. Simply right-click on the file and select *Open with* > *Notepad*:



NOTE: You should also update the customer's location address within the *Delivery Address 1* field on the *Route* tab of *Customer Information* to permanently resolve this issue; otherwise, the customer will have the proper lat/long. coordinates but wrong location address displayed.



6. Now you can update the bad value(s):

| 📕 legalland_test.csv - Notepad   |  |
|--|--|
| File Edit Format View Help   |  |
| 00147900,SE,17,61,2,4<br>00202400,SE,17,61,2,4<br>00171800,SE,17,61,2,4<br>00506900,SW,999,59,10,4<br>00400200,SE,15,39,28,3 |  |

 Once you have completed updating the file, make sure to choose *File > Save*, and re-upload the file (go back to *Step 2*).

| 📕 legalland_test.csv - Notepad  |  |
|---|--|
| File Edit Format View Help  |  |
| 00147900,SE,17,61,2,4<br>00202400,SE,17,61,2,4<br>00171800,SE,17,61,2,4<br>00506900,SW, <b>2</b> ,59,10,4<br>00400200,SE,15,39,28,3 |  |

8. Once the file has been uploaded again, the timestamp should be updated to reflect your latest changes:

| Choose File No file chosen Upload Redraw |             |          |        |                |                 |                   |  |  |
|--|-------------|----------|--------|----------------|-----------------|-------------------|--|--|
| Filename                                 | Date        | Time     | Size   | Delete<br>File | Check<br>Syntax | Run<br>Conversion |  |  |
| legalland.csv                            | Dec 20 2011 | 08:30:40 | 30,650 | <b>Delete</b>  | Check           | Convert           |  |  |
| legalland2.csv                           | Dec 16 2011 | 14:33:42 | 18     | <b>Delete</b>  | Check           | Convert           |  |  |
| legalland_test.csv                       | Dec 21 2011 | 10:31:15 | 106    | <b>Delete</b>  | Check           | Convert           |  |  |
| <u>listing.html</u>                      | Dec 21 2011 | 10:23:0  | 884    | <b>Delete</b>  |                 |                   |  |  |
| run206input.csv                          | Dec 15 2011 | 07:10:4  | 42     | <b>Delete</b>  |                 |                   |  |  |
| run206listing.html                       | Dec 15 2011 | 07:11:3  | 786    | <b>Delete</b>  |                 |                   |  |  |
| run206output.csv                         | Dec 15 2011 | 07:11:33 | 139    | <b>Delete</b>  |                 |                   |  |  |
| run207input.csv                          | Dec 21 2011 | 09:52:20 | 63     | <b>Delete</b>  |                 |                   |  |  |
| run207listing.html                       | Dec 21 2011 | 10:06:07 | 790    | <b>Delete</b>  |                 |                   |  |  |
| run207output.csv                         | Dec 21 2011 | 10:06:07 | 177    | <b>Delete</b>  |                 |                   |  |  |
| 10 files                                 |             |          | 33,655 |                |                 |                   |  |  |



9. You should check the update file again and ensure you no longer have any reported problems:

| Check Syntax   |  |  |                         |                            |                 |                   |
|--|--|--|-------------------------|----------------------------|-----------------|-------------------|
| Input File (Original   | ) legalland_t  | est.csv                                      |                         |                            |                 |                   |
| Conversion report  | listing.html   |  |                         |                            |                 |                   |
| +Field Count Error   | ſ  | 0  |                         |                            |                 |                   |
| +Syntax Error  |  | 0  |                         |                            |                 |                   |
| +Conversions   |  | 5  |                         |                            |                 |                   |
| =Total Lines Read  |  | 5  |                         |                            |                 |                   |
| Syntax Check Co  | mplete.  |  |                         |                            |                 |                   |
| Choose File No file  | chosen   | Upload                                       | Redra                   | w                          |                 |                   |
|  |  |  |                         |                            |                 |                   |
| Filename   | Date   | Time   | Size                    | Delete<br>File             | Check<br>Syntax | Run<br>Conversion |
| legalland.csv  | Dec 20 2011  | 08:30:40                                     | 30,650                  | Delete                     | Check           | Convert           |
| legalland2.csv   | Dec 16 2011  | 14:33:42                                     | 18                      | Delete                     | Check           | Convert           |
| In section of the states of  |  | 10.01.15                                     | 400                     | Delete                     | Chock           | Convort           |
| legaliand_test.csv   | Dec 21 2011  | 10:31:15                                     | 106                     | Delete                     | Check           | Conven            |
| listing.html   | Dec 21 2011<br>Dec 21 2011                               | 10:31:15                                     | 580                     | Delete<br>Delete           | CHECK           |                   |
| listing.html<br>run206input.csv  | Dec 21 2011<br>Dec 21 2011<br>Dec 15 2011                | 10:31:15<br>10:32:36<br>07:10:44             | 106<br>580<br>42        | Delete<br>Delete           |                 |                   |
| liegalland_test.csv<br>listing.html<br>run206input.csv<br>run206listing.html | Dec 21 2011<br>Dec 21 2011<br>Dec 15 2011<br>Dec 15 2011 | 10:31:15<br>10:32:36<br>07:10:44<br>07:11:33 | 106<br>580<br>42<br>786 | Delete<br>Delete<br>Delete |                 |                   |

## **Processing the Locations File**

Follow the steps below to process the locations file and retrieve the updated data — **purchased credits will be used during this process**.

1. Click on the **Convert** option and a confirmation message will be displayed.

| Choose File No file | chosen                                   | Upload              | Redrav      | w             |             |                  |
|---------------------|--|---------------------|-------------|---------------|-------------|------------------|
|                     | The page at legall                       | andconvert          | er.com sa   | ys:           | <u>x</u>    |                  |
| Filename            | CONVERT legalland<br>reduce your credits | l_test.csv to<br>s. | longitude a | nd latitude?  | ? This will | Run<br>onversion |
| legalland.csv       |  |                     |             |               |             | Convert          |
| legalland2.csv      |  |                     | 0           | K             | Cancel      | <u>Convert</u>   |
| legalland_test.csv  | Dec 21 2011 1                            | 10:31:15            | 106         | <u>Delete</u> | Check       | <u>Convert</u>   |
| listing.html        | Dec 21 2011 1                            | 10:32:36            | 580         | <b>Delete</b> |             |                  |
| run206input.csv     | Dec 15 2011                              | 07:10:44            | 42          | <b>Delete</b> |             |                  |
| run206listing.html  | Dec 15 2011                              | 07:11:33            | 786         | <b>Delete</b> |             |                  |
| run206output.csv    | Dec 15 2011                              | 07:11:33            | 139         | <b>Delete</b> |             |                  |
| run207input csv     | Dec 21 2011 (                            | 09:52:20            | 63          | Delete        |             |                  |

2. Click **OK** to continue.



3. The conversion screen will be displayed with the results. The file that contains the updated data will be listed within the *Output File* field:

| Run Conversion        |                |           | _        |                |                 |                   |
|-----------------------|----------------|-----------|----------|----------------|-----------------|-------------------|
| Input File (Original) | legalland      | _test.csv |          |                |                 |                   |
| Input File (Rename    | d) run208inj   | out.csv   |          |                |                 |                   |
| Output File           | run208ou       | tput.csv  | •        | ←              |                 |                   |
| Conversion report     | run208lis      | ting.html |          |                |                 |                   |
| +Field Count Error    |                | 0         |          |                |                 |                   |
| +Syntax Error         |                | 0         |          |                |                 |                   |
| +Conversions          |                | 5         |          |                |                 |                   |
| =Total Lines Read     |                | 5         |          |                |                 |                   |
| Conversion Comp       | olete. Credits | Remain    | ing = 29 | 0              |                 |                   |
| Choose File No file   | chosen         | Upload    | Redra    | w              |                 |                   |
| Filename              | Date           | Time      | Size     | Delete<br>File | Check<br>Syntax | Run<br>Conversion |

4. Locate the *Output File* listed in *Step 3* on the screen:

| Filename           | Date        | Time             | Size   | Delete<br>File | Check<br>Syntax | Run<br>Conversion |
|--------------------|-------------|------------------|--------|----------------|-----------------|-------------------|
| legalland.csv      | Dec 20 2011 | 08:30:40         | 30,650 | Delete         | Check           | Convert           |
| legalland2.csv     | Dec 16 2011 | 14:33:42         | 18     | Delete         | Check           | Convert           |
| run206input.csv    | Dec 15 2011 | 07:10:44         | 42     | <u>Delete</u>  |                 |                   |
| run206listing.html | Dec 15 2011 | 07:11:33         | 786    | <u>Delete</u>  |                 |                   |
| run206output.csv   | Dec 15 2011 | 07:11:33         | 139    | <b>Delete</b>  |                 |                   |
| run207input.csv    | Dec 21 2011 | 09:52:20         | 63     | <b>Delete</b>  |                 |                   |
| run207listing.html | Dec 21 2011 | 10:06:07         | 790    | Delete         |                 |                   |
| run207output.csv   | Dec 21 2011 | 10:06:07         | 177    | Delete         |                 |                   |
| run208input.csv    | Dec 21 2011 | 10:31:15         | 106    | <u>Delete</u>  |                 |                   |
| run208listing.html | Dec 21 2011 | 10:34:09         | 791    | <u>Delete</u>  |                 |                   |
| run208output.csv   | Dec 21 011  | <u>40-24-</u> 09 | 254    | <b>Delete</b>  |                 |                   |
| 11 files           |             |                  | 33,816 |                |                 |                   |

5. Right-click on top of the *Output File* and choose 'Save link as' (or similar).

| Filename           | Date   | Time     | Size   | Delete<br>File | Check<br>Syntax | Run<br>Conversion                     |
|--------------------|--|----------|--------|----------------|-----------------|---------------------------------------|
| legalland.csv      | Dec 20 2011                                  | 08:30:40 | 30,650 | <b>Delete</b>  | Check           | Convert                               |
| legalland2.csv     | Dec 16 2011                                  | 14:33:42 | 18     | <b>Delete</b>  | Check           | Convert                               |
| run206input.csv    | Dec 15 2011                                  | 07:10:44 | 42     | <b>Delete</b>  |                 |                                       |
| run206listing.html | Dec 15 2011                                  | 07:11:33 | 786    | <b>Delete</b>  |                 |                                       |
| run206output.csv   | Dec 15 2011                                  | 07:11:33 | 139    | <b>Delete</b>  |                 |                                       |
| run207input.csv    | Dec 21 2011                                  | 09:52:20 | 63     | <b>Delete</b>  |                 |                                       |
| run207listing.html | Dec 21 2011                                  | 10:06:07 | 790    | <b>Delete</b>  |                 |                                       |
| run207output.csv   | Dec 21 2011                                  | 10:06:07 | 177    | <b>Delete</b>  |                 |                                       |
| run208input.csv    | Dec 21 2011                                  | 10:31:15 | 106    | Delete         |                 |                                       |
| run208listing.html | Dec 21 2011                                  | 10:34:09 | 791    | Delete         |                 |                                       |
| run208output.cov   | Doc 21 2011                                  | 10-34-00 | 254    | Delete         |                 |                                       |
| 11 files           | Open link in new tab<br>Open link in new win | dow      | 3,816  |                |                 |                                       |
|                    | Open link in incognite                       | window   |        | 1              | www.leg         | allandconverter.com                   |
|                    | Save link às                                 |          |        |                | Scan            | tek Systems Inc.<br>© 2009. 2010. 201 |

6. Save the file in the desired directory and continue to the next section.



# Importing the Processed Locations File

Follow the steps below to import the updated location data into RMA.

1. Navigate to Modules > Legal Land > Import from CSV:



2. Browse to the file downloaded in the previous section and double-click on it. Click 'Yes' to import the updated data or 'No' to cancel:



3. A confirmation message will be displayed with the number of records imported successfully:



4. Click **OK** to complete the process. Continue to the next section to verify the results.



# **Viewing Results**

When location records are updated using the *Legal Land Converter*, the customer's account will include the latitude/longitude coordinates on the *Route* tab within *Customer Information*:



If the information is not displayed on an updated account, ensure that the customer's location is accurate and they do not show up on the *Invalid Address Report*.

#### **Summary**

The *Legal Land Converter* utility gives you further flexibility with managing your mapping and route requirements in RMA. If you have any further questions regarding this feature, please contact tech support toll free at 866-549-8837.



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#### Warning

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