



# Harris Central Appraisal District

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## **Instructions to Import the Data Text Files into SQL Server**

Extracting Data files and supporting documentation have been zipped into a self-extracting executable file called:

- Real\_acct\_owner.zip
- Real\_building\_land.zip
- Real\_jur\_exempt.zip
- [Real\_acct\_ownership\_history: current year only]
- PP\_files.zip for Personal Business property
- Hearings\_files.zip for Hearing records on both Real and Personal Business property
- Code\_description\_real.zip for Code Descriptions on Real property.
- Code\_description\_pp.zip for Code Descriptions on Personal Business property.

Files can be downloaded from [here](#).

Once the self-extracting executable files (.zip file) are downloaded to your computer, double click the file. Your default Zip (typically WinZip by Windows) extraction tool will be used to unzip or copy the files to the any location on your computer that you choose.

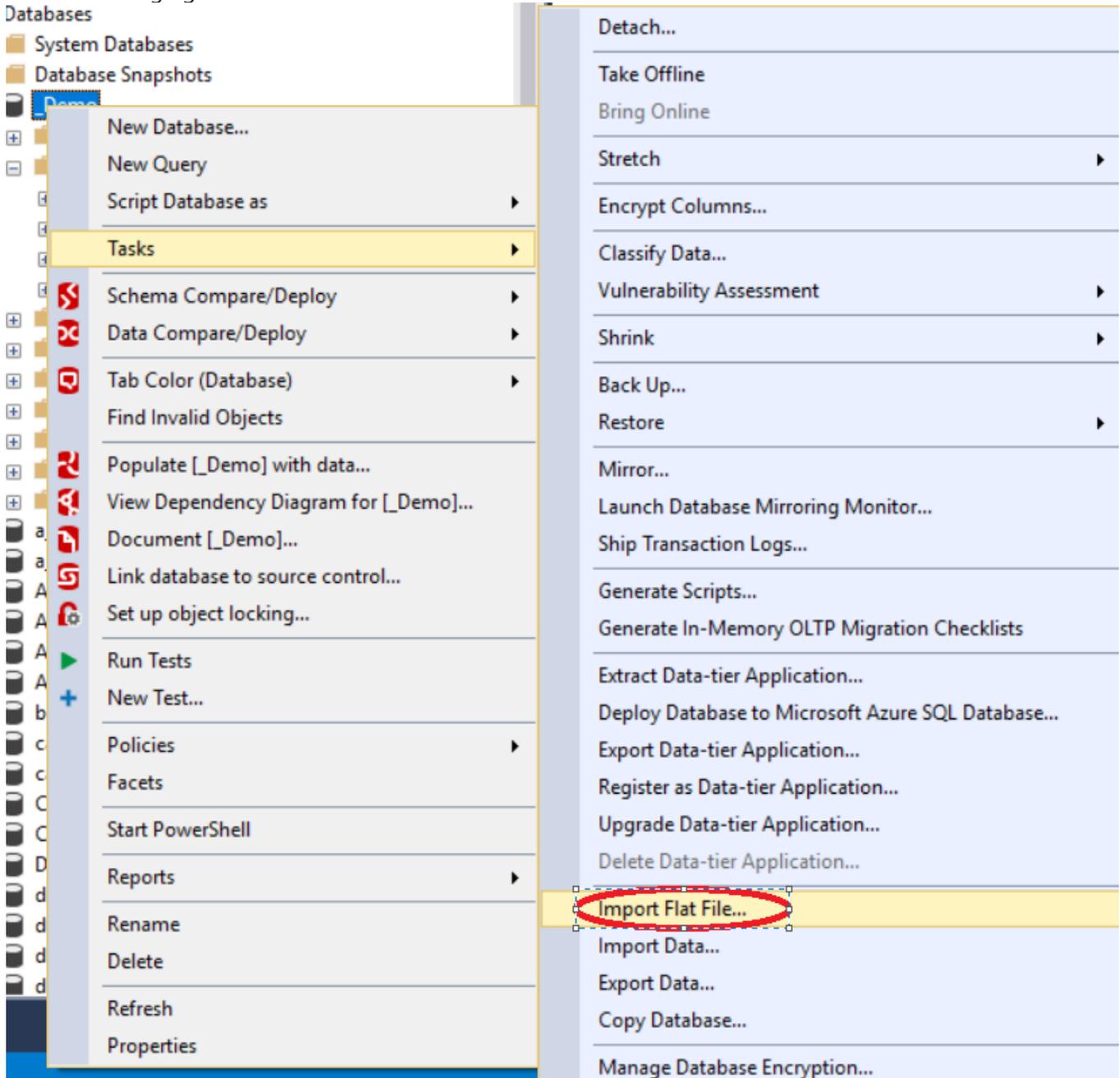
Note: each ASCII tab-delimited text file contains header.

***HCAD does not provide technical support for the usage of this data***

# Import

## Step 1: Selecting the database

The first step is to go to the Object Explorer -> [Database] -> Tasks and click the "Import Flat File ..." as shown in the following figure:



Once you select the "Import Flat File ..." option, you will see a new window containing brief information about how to import the flat files, as shown below:

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### Import Flat File

This wizard will help you import the contents of a file into a new table in your database.

To import data, you must:

- Specify the input file containing the data.
- Preview the automatically generated table schema and optionally modify columns.



To begin importing your data, click Next.

Do not show this page again.

< Previous **Next >** Cancel

Simply click the "Next" button.

## Step 2: Select the file to import



### Specify Input File

Introduction Help

**Specify Input File**

This operation will create a table from your input file.

Location of file to be imported

New table name:

Table schema:

Click the "Next" button again.

### Step 3: Preview the data

If your file has loaded successfully, a new window will appear containing a preview of your file, as shown in the following figure:



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#### Preview Data

This operation analyzed the input file structure to generate the preview below for up to the first 50 rows.

acct	Tax_Year	Personal	Hearing_Type	State_Class_Code	Owner_
0000043	2020	P	I	L1	A & I FA
0000315	2020	P	I	L2	HOUSTC
0000350	2020	P	I	L2	B J SUPE
0000428	2020	P	I	L1	BASS &
0000442	2020	P	I	L1	MAC DE
0000700	2020	P	I	L1	INTERTE
0000881	2020	P	I	L1	COASTA
0001053	2020	P	I	L1	CUSTOM
0001228	2020	P	F	L2	GAGEM,
0001441	2020	P	F	L1	MACY'S
0001566	2020	P	I	L1	SUNBEL'
0001597	2020	P	I	L2	KINDER
0001725	2020	P	I	L2	GREEN P
0001990	2020	P	I	L1	HOUSTC
0002047	2020	P	I	L2	INDUSTI
0002224	2020	P	I	L2	SIGA BR
0002398	2020	P	F	L1	TEAM IN
0002495	2020	P	I	L2	REF-CHI
0002833	2020	P	I	L1	INSITUF
0002916	2020	P	I	L1	D I'S HA

< Previous **Next >** Cancel

You can see that the preview contains data from our Text file. Click the "Next" button.

## Step 4: Modify columns

Once you click the "Next" button on the "Preview Data" screen, you will see the "Modify Columns" screen where you can modify the details of the columns of your table, as shown in the following screenshot:



### Modify Columns

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**Modify Columns**

This operation generated the following table schema. Please verify if schema is accurate, and if not, please make any changes.

Column Name	Data Type	Primary Key	Allow Nulls
acct	int	<input type="checkbox"/>	<input type="checkbox"/>
Tax_Year	int	<input type="checkbox"/>	<input type="checkbox"/>
Personal	nvarchar(50)	<input type="checkbox"/>	<input type="checkbox"/>
Hearing_Type	nvarchar(50)	<input type="checkbox"/>	<input type="checkbox"/>
State_Class_Code	nvarchar(50)	<input type="checkbox"/>	<input type="checkbox"/>
Owner_Name	nvarchar(50)	<input type="checkbox"/>	<input type="checkbox"/>
Scheduled_for_Date	datetime2	<input type="checkbox"/>	<input type="checkbox"/>
Actual_Hearing_Date	nvarchar(1)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Release_Date	nvarchar(1)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Letter_Type	nvarchar(1)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Agent_Code	nvarchar(50)	<input type="checkbox"/>	<input type="checkbox"/>
Initial_Value	int	<input type="checkbox"/>	<input type="checkbox"/>
Final_Value	nvarchar(1)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

In the above figure, you can see that each column in the text file has been assigned a default data type. However, you need to change the data type and data size which match each table format (see link: [pdataCodebook.pdf](#)) by simply clicking the drop-down list in front of each column as shown below:



# Modify Columns

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## Modify Columns

This operation generated the following table schema. Please verify if schema is accurate, and if not, please make any changes.

Column Name	Data Type	Primary Key	Allow Nulls
acct	int	<input type="checkbox"/>	<input type="checkbox"/>
Tax_Year	datetime2(7)	<input type="checkbox"/>	<input type="checkbox"/>
Personal	datetimeoffset(7)	<input type="checkbox"/>	<input type="checkbox"/>
Hearing_Type	decimal(18, 10)	<input type="checkbox"/>	<input type="checkbox"/>
State_Class_Code	float	<input type="checkbox"/>	<input type="checkbox"/>
Owner_Name	geography	<input type="checkbox"/>	<input type="checkbox"/>
Scheduled_for_Date	geometry	<input type="checkbox"/>	<input type="checkbox"/>
Actual_Hearing_Date	hierarchyid	<input type="checkbox"/>	<input type="checkbox"/>
Release_Date	int	<input type="checkbox"/>	<input type="checkbox"/>
Letter_Type	money	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Agent_Code	nchar(10)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Initial_Value	ntext	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Final_Value	numeric(18, 0)	<input type="checkbox"/>	<input type="checkbox"/>
	nvarchar(50)	<input type="checkbox"/>	<input type="checkbox"/>
	nvarchar(MAX)	<input type="checkbox"/>	<input type="checkbox"/>
	real	<input type="checkbox"/>	<input type="checkbox"/>
	smalldatetime	<input type="checkbox"/>	<input type="checkbox"/>
	smallint	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	smallmoney		
	sql_variant		
	text		
	time(7)		
	timestamp		
	tinyint		
	uniqueidentifier		
	varbinary(50)		
	varbinary(MAX)		
	varchar(50)		
	varchar(MAX)		
	datetime2		

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### Modify Columns

This operation generated the following table schema. Please verify if schema is accurate, and if not, please make any changes.

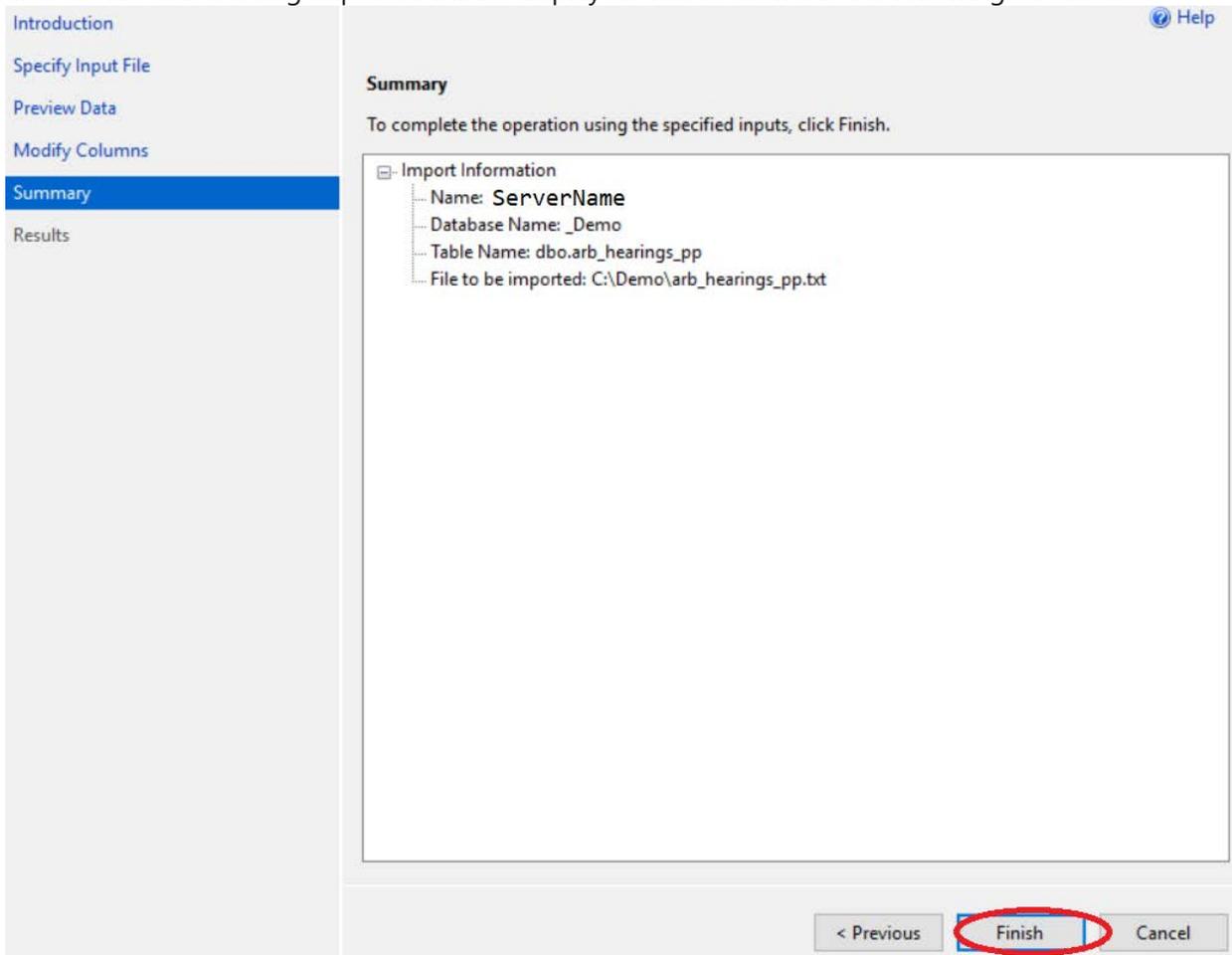
Column Name	Data type	Primary Key	Allow Nulls
acct	varchar(7)	<input type="checkbox"/>	<input type="checkbox"/>
Tax_Year	varchar(4)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Personal	varchar(1)	<input type="checkbox"/>	<input type="checkbox"/>
Hearing_Type	char(1)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
State_Class_Code	char(2)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Owner_Name	varchar(100)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Scheduled_for_Date	varchar(10)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Actual_Hearing_Date	varchar(10)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Release_Date	varchar(10)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Letter_Type	varchar(2)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Agent_Code	char(6)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Initial_Value	varchar(20)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Final_Value	varchar(20)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

< Previous   **Next >**   Cancel

Furthermore, you can also set a column as the Primary key and allow Null values for any column. Once you are done with modifying the columns, click the "Next" button.

## Step 5: Viewing the summary

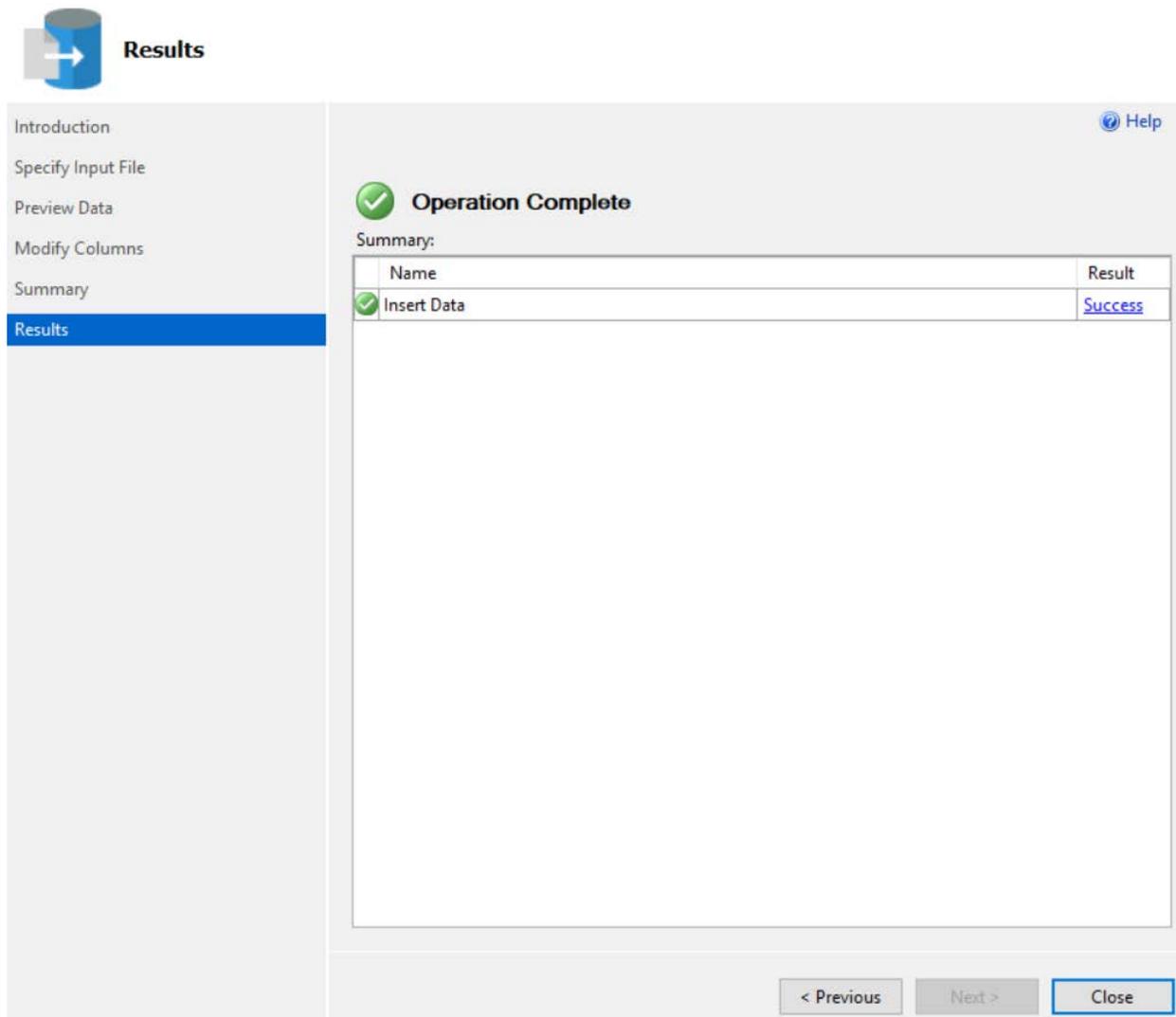
A new window displaying the summary of the operation including the name of the Server, Database, Table and the file that is being imported will be displayed. This is shown in the following screenshot:



Click the "Finish" button.

## Step 6: Process completion

Depending upon the size of the file, the SQL Server will take some time to import the file. Once the file is successfully imported, without any errors, you will see the following screen:



The screenshot shows the 'Results' window in SQL Server Enterprise Manager. The window title is 'Results' and it contains a 'Summary' table. The table has two columns: 'Name' and 'Result'. The first row shows 'Insert Data' with a green checkmark in the 'Name' column and 'Success' in the 'Result' column. The 'Results' tab is selected in the left-hand navigation pane. At the bottom of the window, there are three buttons: '< Previous', 'Next >', and 'Close'.

Name	Result
Insert Data	Success

Since we imported the file into our "\_Demo" database in the "arb\_hearings\_pp" table, the "\_Demo" database should contain a table named "arb\_hearings\_pp". Go to Object Explorer-> Databases -> \_Demo-> Tables, here you should see your data table "dbo.arb\_hearings\_pp", as shown below:

- [-] Databases
  - + System Databases
  - + Database Snapshots
  - [-] \_Demo
    - + Database Diagrams
    - [-] Tables
      - + System Tables
      - + FileTables
      - + External Tables
      - + Graph Tables
      - + **dbo.arb\_hearings\_pp**
    - + Views
    - + External Resources
    - + Synonyms
    - + Programmability
    - + Service Broker
    - + Storage
    - + Security