

Substantial Damage Estimator (SDE 3.0) Tool

Using WV Flood Tool Property Data in Substantial Damage Estimator (SDE) Software, Version 3.0



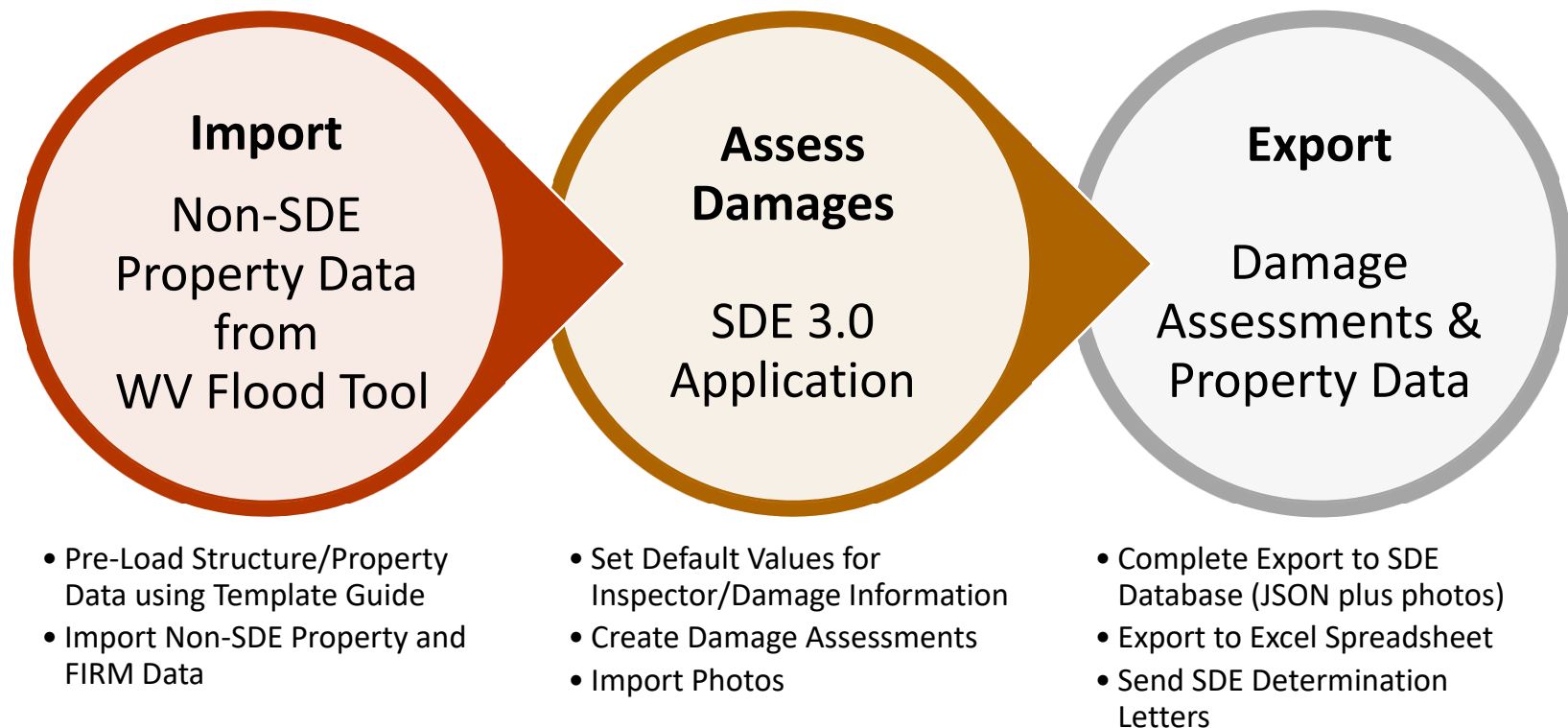
Prepared by: WV GIS Technical Center



08/01/2023

Pre-Loading Available Structure Data into SDE 3.0 Tool

- Using the **Enterprise Import Function**, available SDE data regarding the structures in the SFHA and Advisory High-Risk Floodplains can be pre-loaded into the SDE 3.0 Tool during the preparations for the SDE inspections. This property data is compiled from tax assessment and flood map information displayed on the WV Flood Tool.
- Structure data can be pre-loaded into the data fields on the first three tabs of the SDE tool – **Address**, **Structure/Damage/NFIP Info**, and **Cost**.
- In addition, set the **Default Values** pre-loading function to populate the **Inspector / Damage Information** sections.
- A user can pre-load nearly 40 data variables into the SDE tool, thereby saving time and accuracy.



A. Download the Template

Why *GISTC_Template*?

West Virginia GIS Tech Center developed a template that is a supplement for the property record data spreadsheet, also prepared by GISTC for all ... communities in West Virginia.

By implementing this template, the time-consuming "Saved Enterprise Import Mapping" step is eliminated, leading to quicker data processing.

Creating SDE Assessments

3.9 Using Enterprise Import Mappings Settings

The *Saved Enterprise Import Mappings* function in the tool allows users to create or edit and save column mappings for future non-SDE data imports via the *Enterprise Import* option (Figure 3-24). This function is intended to assist users in speeding up the *Enterprise Import* process, particularly when there are multiple imports of the same types and formatted data. With this feature, users can create mappings one time and reuse them often for the same data source. For example, column mappings for the same data source are updated.

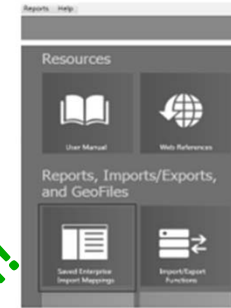


Figure 3-24: Saved Enterprise Import Mappings function

After selecting the *Saved Enterprise Import Mappings* button on the *Main Menu*, the *Saved Enterprise Import Mappings* opens (Figure 3-25). Users can create (and name) a new enterprise import mappings setting or edit an existing setting from a list of saved settings.



Figure 3-25: Enterprise Import Mappings Settings window



Template: [Pre-defined import data settings](#) to cross-walk WV Flood Tool property and flood data into SDE application. The template maps the data for the "Enterprise Import" of Non-SDE data so not required by the user.

A. Download the Template



TO DO THIS STEP, YOU NEED TO HAVE MICROSOFT ACCESS ON YOUR SYSTEM. OTHERWISE, YOU'LL NOT BE ABLE TO USE THIS TEMPLATE AND SHOULD MAP THE FIELDS MANUALLY.

1

Download the *WV_Template_2022* file at this link: [Template for Spreadsheet](#). Open the Excel file template.

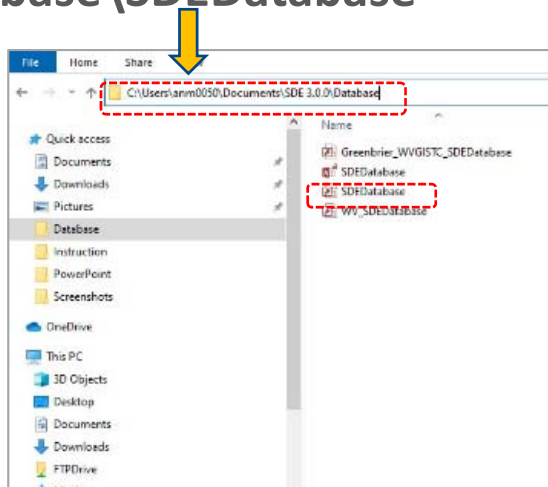
2

Copy the Second Row

EIS_ID	EISGuid	EISName	OwnersFirstName	OwnersLastName	PhoneNum	AddressLine1	AddressLine2	PostGeoDir	DepartmentU	StreetSuffix
2		WV_Template_2022	Owner's First Name	Owner's Last Name		Street Number	Street Name			Street Suffix (Street, Lane, Road, etc.)

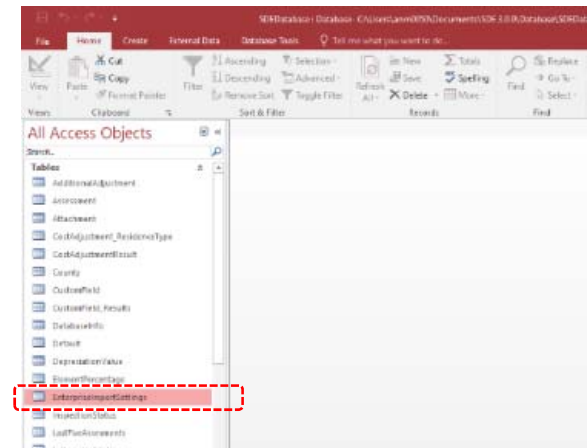
3

Open SDEDatabase from:
C:\Users\xxx\Documents\SDE
3.0.0\Database\SDEDatabase



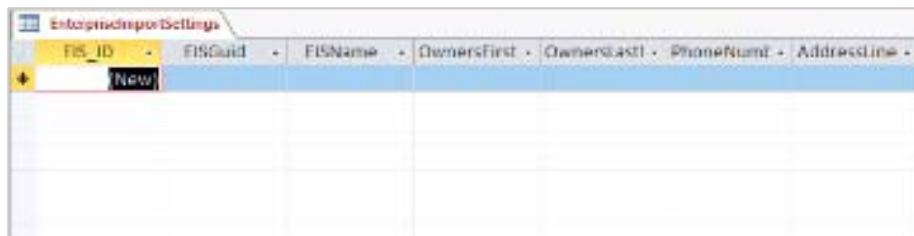
4

Double Click on
EnterpriseMortSettings.
(Close macro Single Step window).

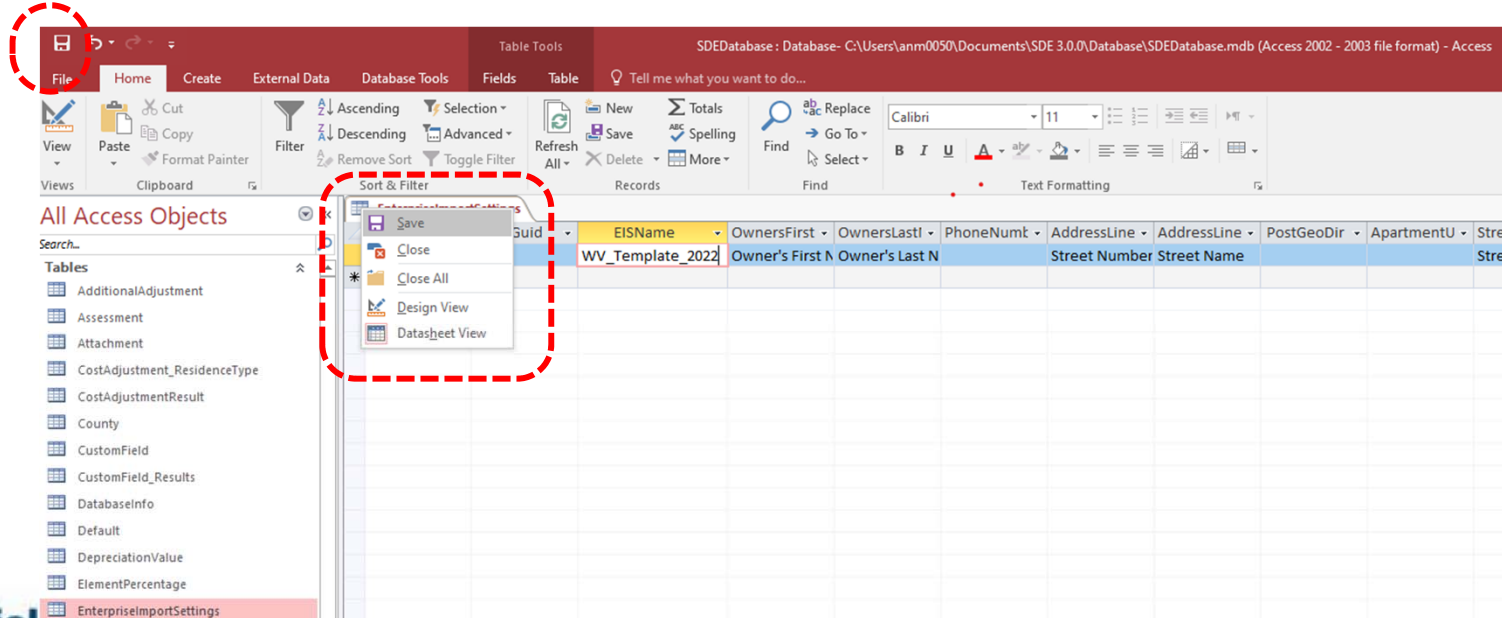


A. Download the Template

5 Click on asterisk and paste record Paste *WV_Template_2022*



6 Save and then *close* the tab



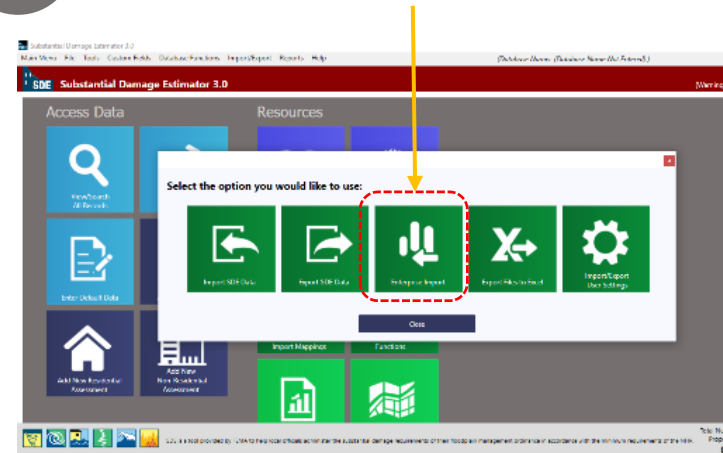
B. Importing the Spreadsheet

7 Download the Non-SDE community data [Spreadsheet](#) and paste in on your local drive (incorporated/unincorporated place, countywide)

8 Open SDE and click on **Import/Export Function**



9 Select **Enterprise Import**.



10 The **Enterprise Import** page will be opened.

Structure Owner First Name:	Structure Owner Last Name:	Phone Number:	Street Number:	Street Name:	Street Suffix:	Post Geographical Direction: (Prepends to address)	Apartment, Unit
Mapped Column Name	Mapped Column Name	Mapped Column Name	Mapped Column Name	Mapped Column Name	Mapped Column Name	Mapped Column Name	Mapped Column Name
Select a Field	Select a Field	Select a Field	Select a Field	Select a Field	Select a Field	Select a Field	Select a Field
Parsing	Parsing	Parsing	Parsing	Parsing	Parsing	Parsing	Parsing
Make Selection...	Make Selection...	Make Selection...	Make Selection...	Make Selection...	Make Selection...	Make Selection...	Make Selection...

B. Importing the Spreadsheet

11 Click on **“Get file”** and navigate it to **the Spreadsheet**

To use "Enterprise Import", please select a file.

Get File

12 Wait until this message shows up. Click **“OK”**.

Enterprise Import

Your excel file has been loaded.

OK

13 Leave the *sheet name* as it is or “sheet1”, then click on **“click here to format your Excel sheet”**

Click here to format your Excel sheet

14 Click **“Yes”**.

Enterprise Import

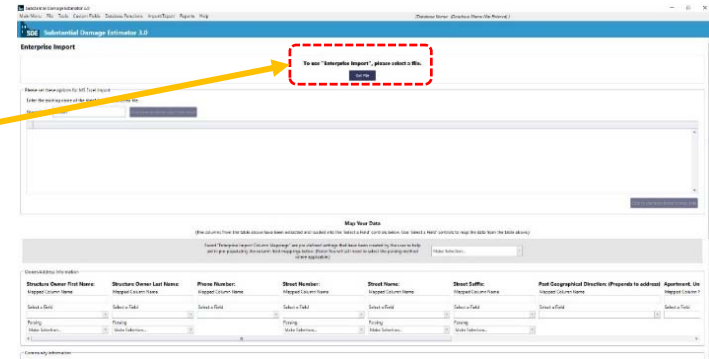
Does this Excel sheet contain column headers?

Yes

No

15 Scroll down to end of records and select **“click to use table above to map data”** to map your community data into SDE database

Click to use table above to map data



B. Importing the Spreadsheet

16

Scroll further down to the *Map Your Data* section and select *WV_Template_2022* file from pull-down menu to load pre-defined settings.

The screenshot displays the 'Substantial Damage Estimator 3.0' application window. The 'Enterprise Import' section is active, showing a 'Get File' button and a 'Sheet Name' field set to 'Sheet1'. Below this is a large empty table area. The 'Map Your Data' section is highlighted with a red dashed box and contains a note about pre-defined settings. A yellow arrow points from a dropdown menu in the 'Map Your Data' section, which has 'WV_Template_2022' selected, to a similar dropdown menu in the 'Owner/Address Information' section. The 'Owner/Address Information' section contains several columns for mapping data, each with a 'Select a Field' dropdown and a 'Parsing' dropdown. The 'Community Information' section is partially visible at the bottom.

Substantial Damage Estimator 3.0
Main Menu File Tools Custom Fields Database Functions Import/Export Reports Help

SDE Substantial Damage Estimator 3.0

Enterprise Import

To use "Enterprise Import" click the "Get File" button.

Please set these options for MS Excel Import

Enter the existing name of the sheet from the selected file.

Sheet Name: Sheet1 [Click here to format your Excel sheet](#)

Click to use table above to map data

Map Your Data
(The columns from the table above have been extracted and loaded into the 'Select a Field' controls below. Use 'Select a Field' controls to map the data from the table above.)

Saved "Enterprise Import Column Mappings" are pre-defined settings that have been created by the user to help aid in pre-populating the column field mappings below. (Note: You will still need to select the parsing method where applicable.)

Owner/Address Information

Structure Owner First Name:	Structure Owner Last Name:	Phone Number:	Street Number:	Street Name:	Street Suffix:	Post Geographical Direction: (Prepends to address)	Apartment, Un
Mapped Column Name	Mapped Column Name	Mapped Column Name	Mapped Column Name	Mapped Column Name	Mapped Column Name	Mapped Column Name	Mapped Column Name
Select a Field	Select a Field	Select a Field	Select a Field	Select a Field	Select a Field	Select a Field	Select a Field
Parsing	Parsing		Parsing	Parsing	Parsing		
Make Selection...	Make Selection...		Make Selection...	Make Selection...	Make Selection...		

Community Information

B. Importing the Spreadsheet

- 17 The template shows up in the bottom fields. Then click on **“Import Data”**.

The screenshot displays a complex mapping interface with multiple sections for data fields. A red dashed box highlights the 'Import Data' button on the left side. A yellow arrow points from this button to the 'OK' button at the bottom right of the mapping grid. The mapping grid includes sections for:

- Street/Address Information: Street Name, Street Number, Street Suffix, and Post Directional Direction.
- Community Information: NFP Community ID, NFP Community Name, and Longitude.
- Subdivision: Parcel Number, Lot Number, and Block.
- Structure/NFIP Information: Residential: Non-Residential, Year of Construction, Total Square Footage, NFIP Permit, NFIP Zone, Date of NFIP Permit, and Suffix.

- 18 Click **“OK”**. Data mapped and imported includes *Owner/Address, Community, Subdivision, and Structure/NFIP Information*

Enterprise Import

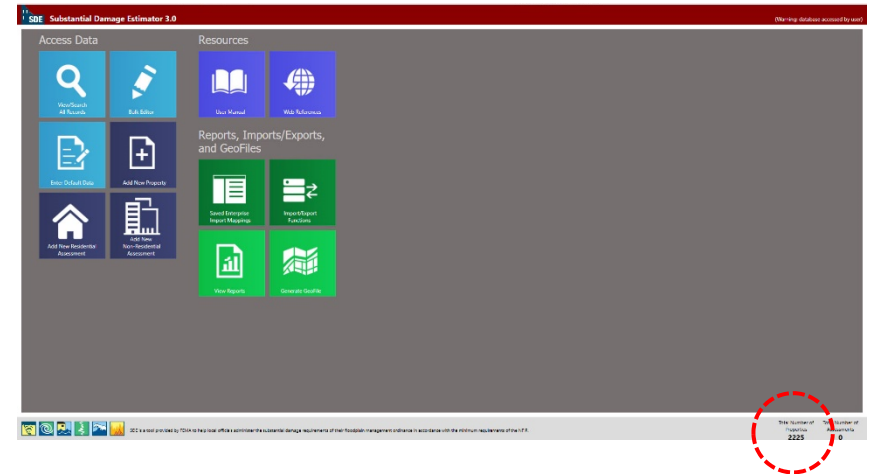
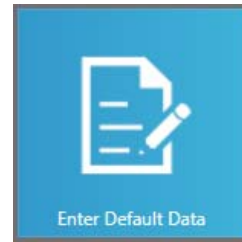
Your imported columns have been populated in the Select Fields.

OK

C. Estimating Damage

- It returns to the Main Menu. The **total number of properties** should be shown up at the right bottom of the page.

- To add more data, in addition to the data you've already imported, click on **Enter Default Data**



- Default Data page will be opened. Now you can add more information to your property records.

Default Data

Check Spelling Clear All Values Delete Save

Address / Structure Information

City:

State:

County/Parish:

Zip Code:

Year of Construction:

Datum:

Inspector / Damage Information

Date Damage Occurred:

Cause of Damage:

Duration of Flood:

Geographic Adjustment:

Cost Data Date:

Inspector Name:

Inspector Phone:

Assessment Date:

Cost Data Reference:

NFIP / Community Information

NFIP Community Name:

NFIP Community ID:

FIRM Panel Number:

FIRM Zone:

Date of FIRM Panel:

Suffix:

Base Flood Elevation:

Regulatory Floodway:

Space for Community Specific Information:
TEST Community

Cost Information

Base Cost:

C. Estimating Damage

- In the main menu, based on the building's function, click on one of these dark blue icons: ***"Add New Residential Assessment"*** or ***"Add New Non-Residential Assessment"***.



- Wait until this table displays. Right click the Data Field headers to sort, show search panel, or use *filter* editor. Using filter option, you can look for a specific building. Then select the structure.

Please Select a Property

Structure Owner Name	Property Address	County/Parish	Parcel Number	Lot Number	Subdivision	Year of Construction
MICHAEL GARFIELD SE...	1836 RORER Road	Greenbrier	13-04-055E-0010-0000	13-04-055E-0010-0000_...	Greenbrier County	1960
MICHAEL J HONAKER	381 INGLESIDE Avenue	Greenbrier	13-17-0012-0084-0000	13-17-0012-0084-0000_...	White Sulphur Springs	1930
MICHAEL J SMITH	156 MAPLE AVE	Greenbrier	13-01-0006-0358-0000	13-01-0006-0358-0000_...	Alderson	2020
MICHAEL K ELTZROTH	334 DREWERY Avenue	Greenbrier	13-17-0009-0393-0000	13-17-0009-0393-0000_...	White Sulphur Springs	1918
MICHAEL L ARBOGAST	396 HATFIELD HOLL...	Greenbrier	13-02-0029-0022-0001	13-02-0029-0022-0001_...	Greenbrier County	1991
MICHAEL LEE ET ALS B...	6886 TUCKAHOE RD	Greenbrier	13-16-0036-0002-0000	13-16-0036-0002-0000_...	Greenbrier County	1972
MICHAEL LEE ET ALS B...	0 TUCKAHOE Road	Greenbrier	13-16-0036-0002-0000	13-16-0036-0002-0000_...	Greenbrier County	1972
MICHAEL PAUL TRAINER	156 FIFTH Avenue	Greenbrier	13-02-035B-0067-0000	13-02-035B-0067-0000_...	Greenbrier County	1990
MICHAEL ROBERT ET AL...	349 GREENBRIER Aven...	Greenbrier	13-17-0011-0037-0000	13-17-0011-0037-0000_...	White Sulphur Springs	1957
MICHAEL SCOTT HILL	651 RED ROCK Trail	Greenbrier	13-06-0019-0001-0000	13-06-0019-0001-0000_...	Greenbrier County	1999
MICHAEL TOLLEY	324 RIVER EDGE Lane	Greenbrier	13-06-024D-0003-0000	13-06-024D-0003-0000_...	Greenbrier County	1987
MICHAEL W BRACKENR...	310 MILL CREEK Road	Greenbrier	13-11-055C-0050-0000	13-11-055C-0050-0000_...	Greenbrier County	1900
MICHAEL W CARRINGT...	252 HOLMES Lane	Greenbrier	13-17-0012-0021-0001	13-17-0012-0021-0001_...	White Sulphur Springs	1999
MICHAEL W CARRINGT...	262 HOLMES Lane	Greenbrier	13-17-0012-0047-0000	13-17-0012-0047-0000_...	White Sulphur Springs	1999
MICHAEL W II SIMS	425 6TH Street	Greenbrier	13-13-0005-0490-0000	13-13-0005-0490-0000_...	Rainelle	1975
MICHAEL W SHOCKEY	274 MOUNTAIN Avenue	Greenbrier	13-17-0009-0293-0000	13-17-0009-0293-0000_...	White Sulphur Springs	1921
MICHAEL WAID	267 LITTLE CREEK Road	Greenbrier	13-02-0040-0028-0000	13-02-0040-0028-0000_...	Greenbrier County	1970
MICHELLE A DIXON	153 WOODLAND Ave...	Greenbrier	13-17-0011-0011-0000	13-17-0011-0011-0000_...	White Sulphur Springs	1964
MICHELLE L DRENNEN	191 MEADOW RIVER...	Greenbrier	13-11-055F-0039-0000	13-11-055F-0039-0000_...	Greenbrier County	1973

Preload using default values.

New Property

Use Selected Property

Structure Owner Name	Property Address	County/Parish	Parcel Number	Lot Number
ROGER LEE REYNOLDS	220 EDGAR AVE	Greenbrier	13-14-0010-0001-0000	13-14-0010-0001-0000_...

C. Estimating Damage

- To filter the Data right click on one of the columns' header (Name, Community, City, Parcel Number, etc.) and select *Filter Editor*

Property Address	County/Parish	Parcel Number	Lot Number	Subdivision	Year of Construction
1020 HECK Street	Cabell	0-0000	06-09-0004-0170-0000_...	City of Milton	1921
1234 ADAMS Avenue	Cabell	1-0000	06-09-0005-0141-0000_...	City of Milton	1962
1027 HECK Street	Cabell	6-0000	06-09-0004-0146-0000_...	City of Milton	2000
1220 SMITH Street	Cabell	3-0000	06-09-0005-0073-0000_...	City of Milton	1902
1046 HARRISON Street	Cabell	9-0000	06-09-0005-0069-0000_...	City of Milton	1976
740 MASON Street	Cabell	4-0000	06-09-0005-0264-0000_...	City of Milton	1926
1154 CHURCH Street	Cabell	5-0000	06-09-0005-0185-0000_...	City of Milton	1947
5 DAMON Avenue	Cabell	5-0000	06-09-0005-0325-0000_5	City of Milton	1111
926 HARRISON Street	Cabell	0-0000	06-09-0005-0090-0000_...	City of Milton	2003
949 HARRISON Street	Cabell	2-0001	06-09-0005-0052-0001_...	City of Milton	1917
0 SOUTH Street	Cabell	3-0000	06-09-0008-0003-0000_...	City of Milton	1882
214 ORCHARD Street	Cabell	06-09-0005-0018-0000	06-09-0005-0018-0000_...	City of Milton	1934
713 MASON Street	Cabell	06-09-0005-0114-0000	06-09-0005-0114-0000_...	City of Milton	1939
36 DAMON Avenue	Cabell	06-09-0008-0015-0000	06-09-0008-0015-0000_...	City of Milton	1111
1305 SMITH Street	Cabell	06-09-0005-0086-0000	06-09-0005-0086-0000_...	City of Milton	1990
1012 CHURCH Street	Cabell	06-09-0005-0230-0000	06-09-0005-0230-0000_...	City of Milton	1927
1054 MASON Street	Cabell	06-09-0005-0212-0001	06-09-0005-0212-0001_...	City of Milton	1973
226 ORCHARD Street	Cabell	06-09-0005-0023-0000	06-09-0005-0023-0000_...	City of Milton	1900
37 DAMON Avenue	Cabell	06-09-0008-0015-0000	06-09-0008-0015-0000_...	City of Milton	1111

C. Estimating Damage

1

Address

Structure/Damage/NFIP

Cost

Element Percentages

Output Summary

Photos

Owner's Name and Address

Parcel's Geographic Data

Further information can be imported here

✓ Check it if the Mailing Address and Structure's Address are the same. Owner Address is on WV Flood Tool.

Total Number of Assessment should be changed to "1"



When this page displays, review the filled fields of the Non-SDE community data imported from **Spreadsheet**. Verify or add property and flood information from [WV Flood Tool Website](#)

C. Estimating Damage

2

Address

Structure/Damage/NFIP

Cost

Element Percentages

Output Summary

Photos

Now, click on *Structure/Damage/NFIP*.

SDE Substantial Damage Estimator 3.0 (Warning: database accessed by user)

Residential Assessment

Be sure to **SAVE** assessment record before generating a report. [Print Summary Report](#) [Print Detailed Report](#) [Check Spelling](#) [Save](#)

Address Structure/Damage/NFIP Cost Element Percentages Output Summary Photos Assessment of 10/12/2021 Assessment of 10/12/2021

No Photo Available

Structure Attributes / Information

Structure Type: Residential

Story: Make Selection...

Residence Type: Make Selection...

Foundation: Make Selection...

Superstructure: Make Selection...

Roof Covering: Make Selection...

Exterior Finish: Make Selection...

HVAC System: Make Selection...

Year of Construction: 1918

Quality: Make Selection...

Structure Information:

Inspector / Damage Information

Inspector Name: Make Selection...

Inspector Phone: Make Selection...

Assessment Date: 10/13/2021

Date Damage Occurred: 10/13/2021

Cause of Damage: Make Selection...

Damage Undetermined:

Duration of Flood: Make Selection...

Est. Depth of Flood Above Ground:

Est. Depth of Flood Above Lowest Floor:

NFIP / Community Information

NFIP Community ID: 540045

FIRM Panel Number: 54025C0670

Suffic: Make Selection...

Date of FIRM Panel: 8/1/1978

FIRM Zone: AE

Base Flood Elevation: 0.00

Regulatory Floodway: Yes

Space for Community Specific Information:

Required fields

Optional fields

Damage Date: 10/13/2021

Assessment Date: 10/13/2021

Percent Damaged: %

Some fields have been loaded automatically from the Spreadsheet, but there are some other that should be manually filled.

C. Estimating Damage

3

Address

Structure/Damage/NFIP

Cost

Element Percentages

Output Summary

Photos

Now, click on *Cost*.

Required fields

Should be "1"

Non-Residential:200

Residential:100

Computed Actual Cash Value

Item	Value
Total Adjustments	\$0.00
Replacement Cost	\$208,400.00
Replacement Cost Per Sq Ft	\$100.00
Cost Data Reference:	
Cost Data Date:	10/13/2021
Depreciation Rating:	4 - Average Condition
Depreciation Percentage:	24.2%
Computed Actual Cash Value	\$157,967.20

Total Number of Properties: 2225
Total Number of Assessments: 1

C. Estimating Damage

4

Address

Structure/Damage/NFIP

Cost

Element Percentages

Output Summary

Photos

Now, click on *Element Percentage*.

If you know the amount of percentage damage on the elements of the buildings, fill the related fields. Remember that *it may not be necessary* for all the *threshold makers* to be *met to achieve the indicated level of damage*.

SDE Substantial Damage Estimator 3.0 (Warning: database accessed by user)

Residential Assessment

Be sure to **SAVE** assessment record before generating a report. [Print Summary Report](#) [Print Detailed Report](#) [Check Spelling](#) [Save](#)

Address Structure/Damage/NFIP Cost **Element Percentages** Output Summary Photos

No Photo Available

MICHAEL K ELTZROTH
334 DREWERY Avenue
White Sulphur Springs
West Virginia
Damage Date:
Assessment Date:
10/13/2021
Percent Damaged:
5.9 %

Element:	Percent Damaged:	Element Percentage:	Element Cost:	Damage Values:
Foundation:	10.0%	11.9 %	\$24,799.60	\$2,479.96
Superstructure:	20.0%	13.3 %	\$27,717.20	\$5,543.44
Roof Covering:	15.0%	4.3 %	\$8,961.20	\$1,344.18
Exterior Finish:	0.0%	6.9 %	\$14,379.60	\$0.00
Doors and Windows:	0.0%	15.6 %	\$32,510.40	\$0.00
Cabinets and Countertops:	0.0%	4.4 %	\$9,169.60	\$0.00
Floor Finish:	0.0%	7.7 %	\$16,046.80	\$0.00
Plumbing:	0.0%	8.4 %	\$17,505.60	\$0.00
Electrical:	0.0%	4.8 %	\$10,003.20	\$0.00
Appliances:	0.0%	4.1 %	\$8,444.40	\$0.00
Interior Finish:	0.0%	13.0 %	\$27,092.00	\$0.00
HVAC:	0.0%	5.6 %	\$11,670.40	\$0.00
Replacement Cost:			\$208,400.00	Computed Damages \$9,367.58

Total Number of Properties: 2225 Total Number of Assessments: 1

C. Estimating Damage

5

Address

Structure/Damage/NFIP

Cost

Element Percentages

Output Summary

Photos

- Basis for value of structure should be set on: **Adj. Tax Assessed Value**
- **Tax Assessment Value** is found in [WV Assessment](#)
- **If you're not sure about Tax Factor Adjustment write 1.**

Appraisal Value

Land Appraisal	\$11,300
Building Appraisal	\$58,000
Total Appraisal	\$69,300

SDE Substantial Damage Estimator 3.0 (Warning: database accessed by user)

Residential Assessment

Be sure to **SAVE** assessment record before generating a report. [Print Summary Report](#) [Print Detailed Report](#) [Check Spelling](#) [Save](#)

Address Structure/Damage/NFIP Cost Element Percentages Output Summary Photos

No Photo Available

MICHAEL K ELTZROTH
334 DREWERY Avenue
White Sulphur Springs
West Virginia

Damage Date:
Assessment Date:
10/13/2021

Percent Damaged:
16.2 %

Percent Damaged
To ensure consistency and equity, local officials responsible for substantial damage determinations are strongly encouraged to select only one method each for determining structure values and repair costs and to use the selected methods for the entire community. Computed damages based on element percentages within the software can only be derived from a replacement value. You can't use an appraisal or adjusted tax value which are both market values.

Basis for value of Structure (Select One...)
 Computed Actual Cash Value
 Professional Market Appraisal
 Adj. Tax Assessed Value

Basis for cost of Repairs/Improvements (Select One...)
 Computed Damages
 Contractor Estimate
 Community Estimate

Percent Damaged:
16.2 %

Not Substantially Damaged

User Entered Data (Optional)

Market Value Determination
Professional Market Appraisal:
\$0.00
Tax Assessed Value:
\$58,000.00
Tax Factor Adjustment: 1.00
Adjusted Tax Assessed Value:
\$58,000.00

Cost of Damage
Contractor Estimate:
\$0.00
Community Estimate:
\$0.00

Damage Summary

Replacement Cost:
\$208,400.00
Computed Damages:
\$9,367.58
Depreciation Percentage:
24.2 %
Computed Actual Cash Value:
\$157,967.20
Percent of Existing Improvements and Repairs Pre-Disaster:
0.00
Repair/Reconstruction Percentage:
5.9 %
*Per FEMA Publication 213, actual cash may be used as market value.

Damage Summary will be calculated and shown up here.

SDE is a tool provided by FEMA to help local officials administer the substantial damage requirements of their floodplain management ordinance in accordance with the minimum requirements of the NFIP.

Total Number of Properties: **2225** Total Number of Assessments: **1**

C. Estimating Damage

6

Address

Structure/Damage/NFIP

Cost


Element Percentages

Output Summary

Photos

SDE Substantial Damage Estimator 3.0 (Warning: database accessed by user)

Residential Assessment Be sure to SAVE assessment record before generating a report. [Print Summary Report](#) [Print Detailed Report](#) [Check Spelling](#) [Save](#)

No Photo Available 


MICHAEL K ELTZROTH
334 DREWERY Avenue
White Sulphur Springs
West Virginia

Damage Date:
Assessment Date:
10/13/2021
Percent Damaged:
16.2 %

Address Structure/Damage/NFIP Cost Element Percentages Output Summary Photos



Photo Upload
Please do not attach more than a combined 3.MB's of photos to each assessment.

[Use Integrated Camera](#) [Select Photo to Upload](#) [Edit Selected Photo](#)




Enter Description:
 [Update/Save Description Name](#)

Click on a photo for more details:



20b55471-978e-4073-92 [Delete](#) a85e9161-f6d9-4472-81 [Delete](#)

Default Image Default Image

 SDE is a tool provided by FEMA to help local officials administer the substantial damage requirements of their floodplain management ordinance in accordance with the minimum requirements of the NFIP. Total Number of Properties: **2225** Total Number of Assessments: **1**

C. Estimating Damage

Make Sure to **Save** Data before closing.

Print Summary Report

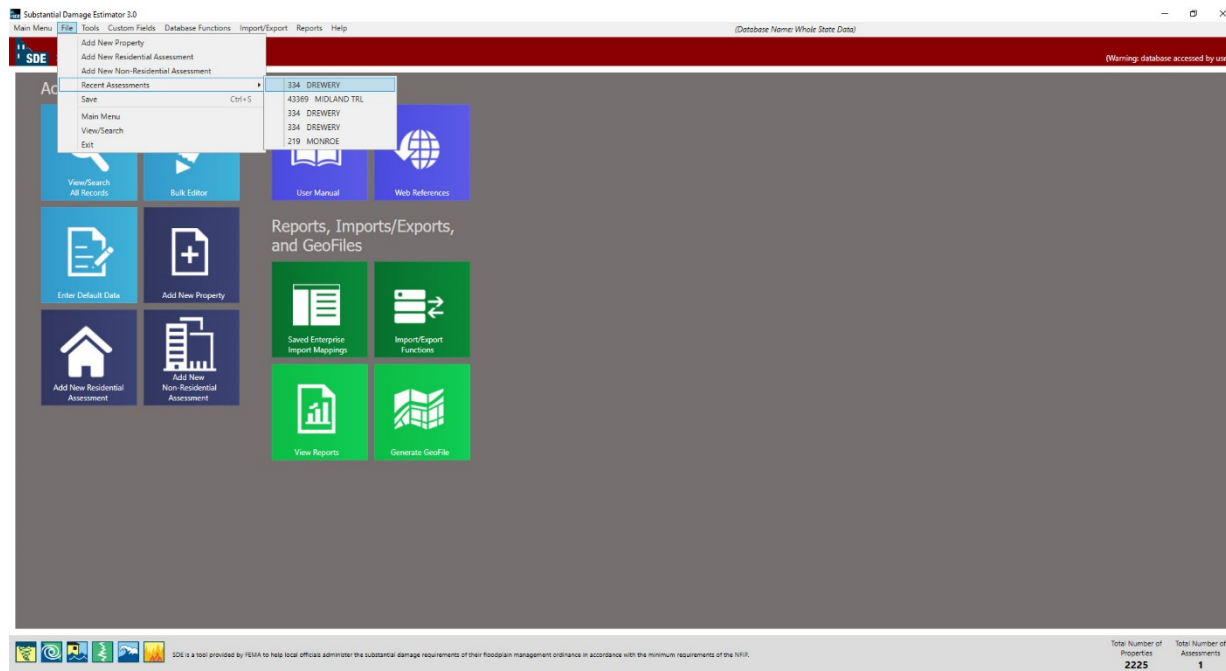
Print Detailed Report

Check Spelling

Save

You can **Print Summary Report** or **Print detailed Report** at the end.

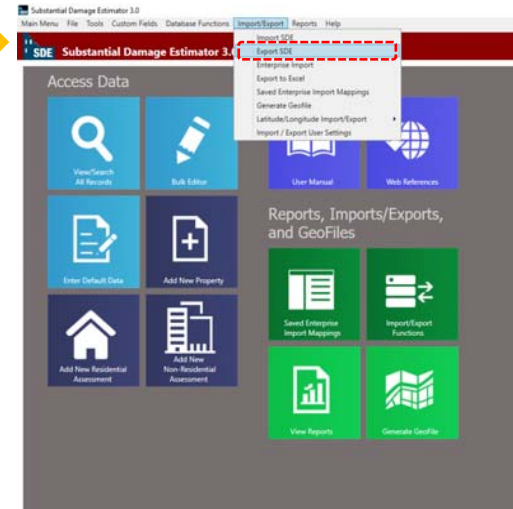
During working, you can save and exit the software if needed. When come back, to find the recent assessment you were working, go to: **file/Recent Assessment** and find it among five recent assessments.



D. Exporting SDE Data

After Estimating the damage, or during the process it is possible to *export SDE data as "Json"* files, to be used in another computer.

Select *Export SDE* and then this page will appear:



1- Select Structure Type, or leave it as it is

2- You can search for a specific property based on owners name, address, city, community, parcel number, etc.

3- Then Press filter to data be displayed

D. Exporting SDE Data

The imported property records will be appeared:



4- Check one/some or all the data and then click on Export All Data or Export Filtered Data

Structure Type	Inspector Name	Address	City	County
Residential	MARK J LINKOUS	154 PATTERS...	WHITE SULPH...	Greenbrier
Residential	JOHN L WYATT	236 PATTERS...	WHITE SULPH...	Greenbrier
Residential	RUSSELL L JR BOGGS	157 FORREN	WHITE SULPH...	Greenbrier
Residential	MARK LINKOUS	219 MILL HILL	WHITE SULPH...	Greenbrier
Non-Residential	CHURCH--CHURCH...	190 INGLESIDE	WHITE SULPH...	Greenbrier
Non-Residential	LEWIS B POLLARD	190 MAPLE	WHITE SULPH...	Greenbrier
Residential	NICHOLAS C DURM	199 INGLESIDE	WHITE SULPH...	Greenbrier
Residential	MEVERELL PENCE	145 MOUNTA...	WHITE SULPH...	Greenbrier

Save the Exported file on your Local Drive



File Explorer window showing 'Browse For Folder' with 'Local Disk (C:)' selected.



SDE Export dialog box showing the save location: 'C:\Users\anm0050\Documents\SDE 3.0.0\New Assessment\SDE'.



Instructions drafted by the WVGISTC Team in support of State NFIP Office. If you have any Questions, please Contact Kurt Donaldson: Kurt.Donaldson@mail.wvu.edu Or Annie Mahmoudi: anm0050@mail.wvu.edu