

# How to use the Comprehensive CAMA Data File

This guide assumes you have basic computer knowledge and access to Microsoft Excel. The Manatee County Property Appraiser cannot provide you with Microsoft Excel or provide you with computer support.

## Step 1: Download the Comprehensive CAMA Data File Record Layout

- This Excel spreadsheet contains a list of all available fields in the CAMA data file.
- Click [here](#) to download
- Open the Excel file you just downloaded. The field name is what appears in the CAMA data file. The field description just provides more details about each field.

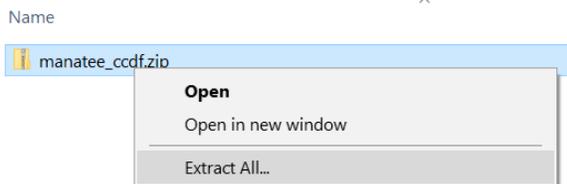
Field Name	Field Type	Field Length	Field Description
161 CUR_ACTIVE	Alphanumeric	1	Currently Active (Y/N; Pre-plats are 'Y')
162 CUR_DOR_LUC_CODE	Alphanumeric	3	Current DOR Land Use Code
163 CUR_JURISDICTION	Alphanumeric	15	Current Jurisdiction
164 CUR_MAN_LUC_CODE	Alphanumeric	8	Current Manatee County Land Use Code
165 CUR_MAN_LUC_DESC	Alphanumeric	8	Current Manatee County Land Use Description
166 CUR_ROLL_TYPE	Alphanumeric	1	Current Roll Type (P=Prelim,F=Final,V=Post VAB)
167 CUR_ROLL_YEAR	Numeric	4	Current Roll Year
168 CUR_STATS_UPDT	Date (mm/dd/ccyy)	10	Date any field in the Current Values Was Last Updated
169 CUR_TAX_DISTRICT	Alphanumeric	5	Current Tax District
170 CUR_TAXING_AUTHS	Alphanumeric	50	Current Semicolon Delimited Taxing Authority List
171 LAND_ACREAGE_CAMA	Numeric	12.4	Land Acreage from CAMA Land Lines/LegDat (Same as NAL Acreage)
172 LAND_ACREAGE_AG	Numeric	12.4	Land Acreage Classified Agricultural from CAMA Land Lines

## Step 2: Download the Comprehensive CAMA Data File

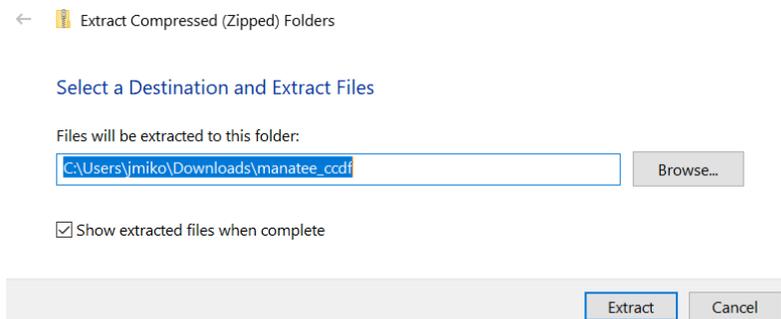
- This is a zip file containing an Excel file.
- Click [here](#) to download the zip file. It is approximately 50-60MB in size.
- This may take several minutes depending on your Internet connection speed

## Step 3: Unzip the Comprehensive CAMA Data File

- All versions of Windows should allow you to unzip a file.
- Open Windows explorer and locate the file. It's probably in your Downloads folder.
- Right click on the file



- When the dialog appears click the Extract button. Remember the location where the file is extracted

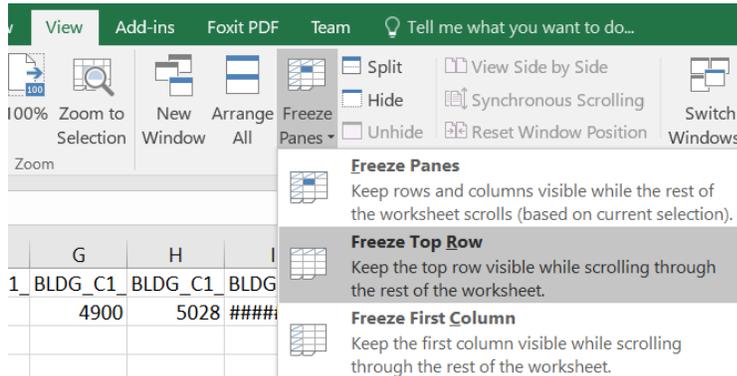


#### Step 4: Open the Comprehensive CAMA Data File

- The name of the file should be manatee\_ccdf.csv
- Just double click on it to open with Excel
- This may take a few minutes depending on the speed of your computer
- This is a very large file around 400MB and takes a lot of memory to open

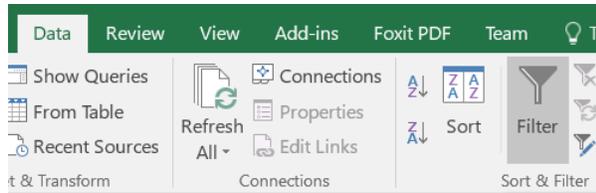
#### Step 5: Freeze the Top Row in Excel for Easy Viewing

- There are a couple thing you can do in Excel to make viewing and searching easier. Freezing the top row ensures it's always at the top of your spreadsheet as your scroll down the spreadsheet.
- Click the View menu, then the Freeze Panes button, and then the Freeze Top Row option



#### Step 6: Turn on Filtering in Excel for Easy Searching

- There are a couple thing you can do in Excel to make viewing and searching easier. Turning on cell filters allows you to easily find the data you want
- Click in any cell in the first row of the spreadsheet.
- Click the Data menu and then click the Filter button



#### Step 7: Filtering the Data

- Excel allows you to filter data to only show the data you want to see
- The easiest way to learn how to use filtering is by watching one or more of these videos:
  - YouTube: [Excel 2013: Filtering Data](#)
  - YouTube: [Create a Simple Filter in Excel 2010](#)
  - YouTube: [Filter Data in Excel 2007](#)

#### Step 8: Walk Through Some Examples

- The next few pages provide some typical examples on filtering data.

## Example #1 – Finding Vacant, Residential Property in the North Part of the County

Step 1: Open Both the [Comprehensive CAMA Data File](#) and the [Comprehensive CAMA Data File Record Layout](#)

- You may already have these files open. If not, follow the above steps to open both files.
- Make sure filtering is turned on in Excel. If not, follow the above steps
- You do not need to download the files again if you already have them.
- The files are refreshed nightly.
- Make sure you watch the above videos to learn how to use filtering.

Step 2: Identify Necessary Fields

- You need to look in the Comprehensive CAMA Data File Record Layout to determine which fields have the data you require. In this case we need two fields:
  - CUR\_MAN\_LUC\_DESC to find the current land use code descriptions for parcels
  - SITUS\_PLACE\_CODE to find northern county parcels
- There are over 350 data fields available

Step 3: Filter for Vacant and Residential Properties

- Find the CUR\_MAN\_LUC\_DESC column in the Comprehensive CAMA Data File
- Click the Dropdown button to show the filter screen
- Set a Text Filter where the CUR\_MAN\_LUC\_DESC field contains both “vac” and “res” text. Vacant land use codes may have the word Vacant or Vac for short. Residential land use codes may be spelled out or abbreviated.

The screenshot shows the 'Custom AutoFilter' dialog box in Microsoft Excel. At the top, a portion of the spreadsheet is visible with columns labeled 'CODE', 'CUR\_MAN\_LUC\_DESC', 'CUR\_STATS\_UPDT', and 'CUIL'. The 'CUR\_MAN\_LUC\_DESC' column is selected. Below the spreadsheet, the dialog box has a title bar 'Custom AutoFilter' with a question mark and a close button. The main area is titled 'Show rows where:' and contains two filter criteria for the 'CUR\_MAN\_LUC\_DESC' field. The first criterion is 'contains vac' and the second is 'contains res'. The criteria are connected by the 'And' radio button, which is selected. Below the criteria, there are instructions: 'Use ? to represent any single character' and 'Use \* to represent any series of characters'. At the bottom of the dialog, there are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a blue border.

- Click the OK button to apply your filter.
- A list of Manatee County Land Use codes may be found on the [Additional Downloads](#) page of our website.

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#### Step 4: Filter for North County Properties

- Find the SITUS\_PLACE\_CODE column in the Comprehensive CAMA Data File
- Click the Dropdown button to show the filter screen
- Set a Text Filter where the SITUS\_PLACE\_CODE field equals “NCT.” The NCT stands for North County.

Custom AutoFilter

Show rows where:

SITUS\_PLACE\_CODE

equals NCT

And  Or

Use ? to represent any single character  
Use \* to represent any series of characters

OK Cancel

- Click the OK button to apply your filter.
- The following are valid place codes:
  - AM = Anna Maria
  - BB = Bradenton Beach
  - BR = Bradenton
  - HB = Holmes Beach
  - LK = Longboat Key
  - NCT = North County
  - PL = Palmetto
  - SCT = South County

#### Step 5: Finished

- This example should leave approximately 5,579 records visible in Excel. These are vacant, residential properties in the north part of the county.