Massachusetts Department of Revenue Division of Local Services





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For training and technical support	Error! Bookmark not defined.

Introduction

What are utilities?

The RPIS system contains many programs. Most programs deal with entering and managing real property data. Some programs provide other functions not directly relating to the data; these ancillary programs are known as utilities.

Utility programs used to be contained in a separate Utilities module. Starting with Version 3, the utility programs are now listed under the Utilities menu in the Data Management module.

Special system permissions are assigned to utility programs. A user with permission to use other programs in Data Management may or may not have permission to use various utility programs. The system administrator can add or modify these permissions if appropriate.

Accessing Data Management

If there is an icon for Data Management, or DMT, on your desktop, double-click it to start the program.



If you do not have an icon on the desktop: Click Start > Programs > Sigma Systems > Data Management.

User ID	I	Connect	l
Password		<u>C</u> ancel	J
Database	САМА	▼ <u>A</u> bout	J
	Enter user ID (and password	

Enter your <u>User ID</u> and your <u>password</u>, then click the Connect button (or simply press the Enter key.)

Accessing the Utilities Menu

ZReal Property for COMMUNITY SOFTWARE CONSORTIUM on CAMA	_ 🗆 🗙
File Edit Value Record Reports Utilities Tools Options Help	and the second se
Search Record Type Inventory Sales 2006 Month Year Ouery By Parcel ID Parcel ID 258.009.D-0004-0000.0 Address Owner Use Custom Query Builder SQL Runner PID Load Clear Hew Parcel Execute Query	
Search by Parcel ID	

The Utilities menu can be accessed from any DMT screen by clicking the word "Utilities" on the menu bar.

Z R	eal Pr	roperty	y for CON	MUNITY	SOFTWA	ARE CONSORTIUM on CAMA	- 🗆 ×
File	Edit	Value	Record	Reports	Utilities	Tools Options Help	
					•		
						Click Utilities on	
						the menu bar	

Once "Utilities" is clicked, the Utilities menu will drop down, displaying a number of different utility categories.

Utilities	Tools	Options	
Dbs M	1aint		۲
DMT I	Maint		•
Valua	tion		+
Cond	o Table:	5	•
Cost/	Land Ta	ables	+
Effect	tive Age	e Tables	+
Incom	ne Table	s	×
Secur	ity Mair	itenance	⊁
Conv	ersion		٠

The arrows to the right of the menu options indicate that an additional menu is available for each utility category. Click a category to see its submenu.

Each category will be discussed below.

Dbs Maint (Database Maintenance Utilities)

The Dbs Maint (Database Maintenance) utility menu is used to perform tasks that impact the database as a whole.

Local Settings Context Help Settings	<i>Local Settings</i> : used to set database defaults like community name and fiscal year <i>Context Help Settings</i> : used to modify some of the online help settings (you should not modify these yourself)
Table/Column List Data Dictionary	<i>Table/Column list</i> : for customizing database fields and predefined values <i>Data Dictionary</i> : prints a definition of each table with field and value information
Unlock Parcel	<i>Unlock Parcel</i> : removes the "locked" (or read only) attribute from a parcel

Local Settings

The Local Settings dialog box is used to set certain global database defaults.

Real Property - Local Settings	<u>×</u>
Jurisdiction COMMUNITY SOFTWARE CON	SORTIUM
Parcel ID Format 999/999.X-9999-9999.X	
Default Parcel Year 2006 🔲 User delimite	d Parcel ID
↓ Log Database Changes □ Log B	atch Changes
Version Numbers	1
Data Management 6.0 Valuati	on 6.0
🔲 Display Version Number Warr	ning
Max. PID List Lines Displayed 200	
<u>O</u> K <u>C</u> an	cel

The most important options are:

Jurisdiction – the text entered here will appear at the top of every printed report. Make sure the community or district name is spelled correctly.

Default Parcel Year - this tells RPIS what year to use in parcel selections and some other dialog screens.

Your community's CAMA advisor entered the local settings when the system was first installed. You should change the default year whenever Year Tag Rollover is run, or at the beginning of each new fiscal year. Contact CAMA Support before changing any other settings.

Context Help Settings

These settings impact the online help system. Sigma Systems maintains the online help system so you should not modify any of these settings yourself.

Table Column List

The Table/Column list utility allows customization of the data dictionary. Values can be added to the fields using classification lists, and user-defined fields can be added to records and data entry screens.

Table Name	PARCE		-	1	т	abla ülia	- D		Teh	
Tuble Hume				-		aple Alla	18 J F		Tac	
Lapel		labi	e Abbr PAR	-	Re	port Orde	er [100		Ch	lid Type j
Parent Table					Sum	nary For	m Y		Two	Part Id N
Maint. Form	<u> </u>					Key Lev			Commen	ts Type
Description	PARCEL]		Tab Cour	nt		Auto Re	number N
ub Key 1 Name					Sub k	(ey 1 Siz	e 📃		Allow N	lavigate
ub Key 2 Name				-	Sub k	(ey 2 Siz	e 🗌			
	Column Name	(click to edit)	(click to edit)	Number	Order	Туре	Size	(click to edit)	Field	Low Valu
		Column Lobel	Cavaan Lahal	Caluma	Diselar	Column	Caluma	Disular, Maak	Dag	
	Column Name	(click to edit)	(click to edit)	Number	Order	Туре	Size	(click to edit)	Field	Low Valu
ACTIVE		Active		1	5	L	1.0		N	
STATE_USE_	CD	State Use Cd		17	10	L	3.0		Y	
OWN_ACCT_	NUM	Own Acct Nur		56	15	۷	18.0		N	
ASSOC_PAR	_1	Assoc Par 1		2	20	۷	20.0		N	
ASSOC_PAR	_2	Assoc Par 2		3	25	۷	20.0		N	
PAR_ADD_NO	D_1	Par Add No 1		4	30	N	10.0	##########	Y	
PAR_ADD_NO)_A	Par Add No A		66	35	٧	5.0		N	
PAR_ADD_NO)_2	Par Add No 2		5	40	N	10.0	##########	N	
PAR_ADD_ST	<u>_</u> 1	Par Add St 1		6	45	٧	20.0		Y	
PAR_ADD_ST	_2	Par Add St 2		7	50	V	20.0		N	
1 I		•		·		•			•	

The Table/Column Information screen has two parts: the table information section on top and the column information section on the bottom. To view or edit column information, first select the table from the dropdown list. The column list will be filled with columns from that specific table (the Parcel table is always displayed first by default.)

Modifying a column's classification list

Some database columns have a list of options attached; these are called classification fields (column type "L"). Data typed into such columns has to match an option on this list. It is possible to add, delete or change options to most classification lists if the data is descriptive and doesn't affect value (consult CAMA Support before making any changes to a classification list.)

To modify a column's classification list, follow these steps:

- Select a table using the Table Name drop-down list.
- Use the scroll bar to locate a specific column name.
- Select the column by clicking once on the Column Name; the entire row will be highlighted.

Label RESDENCE Table Abbr RES Report Order 2000 Child Ty Parent Table PARCEL Summary Form Y Two Part Maint, Form	npe D tid N npe per Y ate	Ch Tw Commer Auto Re Allow N		r 2000 n Y H 1	oort Orde nary Forn Key Leve	Rep Sumn		e Abbr RES	Tabl	RESIDENCE	Label		
Parent Table PARCEL Summary Form Y Two Part Main, Form	t Id N pe per Y ate	Tw Commer Auto Re Allow N		n Y H 1	nary Form Key Leve	Summ				PARCEL			
Maint, Form Key Level 1 Comments Tyl Description RESIDENCE	npe ber Y ate	Commer Auto Re Allow N		# <u>1</u>	Key Leve						Parent Table		
Description RESIDENCE Image Tab Court Auto Renumb bi Key 1 Name RECD1 Sub Key 1 Size 4 Allow Navige umn List Sub Key 2 Size Sub Key 2 Size 4 Allow Navige Column Name Column Label Screen Label Column Column Display Mask Reg. SKETCH Sketch 1 5 V 2000.0 N State Use Cd 2 10 L 3.0 Y OCCUPANCY Occupancy 3 15 N 1.0 # Y EDO_STYLE EDO_STYLE EDG Style 4 20 2 1.0 N N	ber Υ ate	Auto Re Allow N									Maint. Form		
Sub Key 1 Size 4 Allow Navige Sub Key 1 Size 4 Allow Navige Sub Key 1 Size 4 Allow Navige sub Key 2 Size Column Name Column Label Column Display Column Column Column Column Column Column Column Column	ate 🦳	Allow N		π	Таb Соип	1			Description				
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unn List Column Name Column Label (click to edit) Screen Label (click to edit) Column (click to edit) Display (click to edit) Column State Display (click to edit) Column State Display (click to edit) Column State Display (click to edit) Column State Column State State 1 5 V 2000.0 N N STATE_USE_CD State Use 2 10 L 3.0 Y Occupancy 0 Y Occupancy Y ElLOS_STYLE Eldg/Style 4 20 L 2.0 Y CONVERSION Conversion 5 2.5 L 1.0 N X					ey 2 Size	Sub K	1				b Key 2 Name		
Column Name Column Label Screen Label Column Display Column Display Mask (click to edit) Reg. (click to edit) SKETCH Sketch 1 5 V 200.0 N STATE_USE_CD State Use Cd 2 10 L 30 Y OCCUPANCY Occupancy 3 15 N 1.0 # Y CONVERSION Conversion 5 25 L 1.0 N											umn List ———		
Sketch 1 5 Y 2000.0 N STATE_USE_CD State Use Cd 2 10 L 3.0 Y OCCUPANCY Occupancy 3 15 N 1.0 # Y BLOG_STYLE Blog/Style 4 20 L 2.0 Y CONVERSION Conversion 5 2.5 L 1.0 N	.ow Valu	Req. Field	Display Mask (click to edit)	Column Size	Column Type	Display Order	Column Number	Screen Label (click to edit)	Column Label (click to edit)	Column Name			
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OCCUPANCY Occupancy 3 15 N 1.0 # Y ELDG_STYLE Bldg Style 4 20 L 2.0 Y CONVERSION Conversion 5 2.5 L 1.0 N		Y		3.0	L	10	2		State Use Cd	CD	STATE_USE_		
BL0g_Style 4 20 L 2.0 Y CONVERSION Conversion 5 25 L 1.0 N		Y	#	1.0	N	15	3		Occupancy	8	OCCUPANCY		
CONVERSION Conversion 5 25 L 1.0 N		Y		2.0	L .	20	4		Bldg Style		BLDG_STYLE		
		N		1.0	L	25	5		Conversion	lý.	CONVERSION		
STORY_HEIGHT Story Height 6 30 N 4.2 ##.00 Y	1	Y	##.00	4.2	N	30	6		Story Height	нт	STORY_HEIGI		
ROOF_TYPE Roof Type 7 35 L 1.0 Y		Y		1.0	L	35	7		Roof Type		ROOF_TYPE		
ROOFING Roofing 8 40 L 2.0 Y		Y		2.0	L	40	8		Roofing		ROOFING		
EXT_VVALL_TYP Ext Wall Typ 9 45 L 2.0 Y		Y		2.0	L	45	9		Ext Wall Typ	YP	EXT_WALL_T		
MASONRY_TRIM Masonry Trim 10 50 N 4.0 #### N		N	####	4.0	N	50	10		Masonry Trim	RIM	MASONRY_T		

• Click the Values button at the bottom of the screen to display the current Values list.

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Colum	Name			-
Col		ing values from this or	olumo:	
	unins us	sing values from this c	Jiunin.	_
		- • •	2012	
	This	s field's current valu	ies	
Seq	This Code	s field's current valu Descriptio	ies on	<u> </u>
Seq 1	This Code BN	s field's current valu Descriptio COTTGE-BNGLW	i es on	
Seq 1 2	This Code BN RN	s field's current valu Descriptio COTTGE-BNGLW RANCH	nes Dn	<u> </u>
Seq 1 2 3	This Code BN RN RR	Field's current value Descriptic COTTGE-BNGLW RANCH RAISED-RANCH	nes Dr	
Seq 1 2 3	This Code BN RN RR SL	Field's current value Description COTTGE-BNGLW RANCH RAISED-RANCH SPLIT-LEVEL	on	
Seq 1 2 3 4 5	This Code BN RN RR SL CP	Field's current value Descriptic COTTGE-BNGLW RANCH RAISED-RANCH SPLIT-LEVEL CAPE-COD	ies on	
Seq 1 2 3 4 5 6	This Code BN RN RN RR SL CP RC	Field's current value Description COTTGE-BNGLW RANCH RAISED-RANCH SPLIT-LEVEL CAPE-COD RAISED-CAPE	ies on	
Seq 1 2 3 4 5 6 7	This Code BN RN RR SL CP RC CL	Field's current value Description COTTGE-BNGLW RANCH RAISED-RANCH SPLIT-LEVEL CAPE-COD RAISED-CAPE COLONIAL	ies on	
Seq 1 2 3 4 5 6 7	This Code BN RN RR SL CP RC CL	Field's current value Description COTTGE-BINGLW RAINCH RAISED-RANCH SPLIT-LEVEL CAPE-COD RAISED-CAPE COLONIAL	es on	

- To *add a value* to the list: scroll to the bottom of the list and click the last row. Press the Insert key to open a new, blank line at the bottom of the list. Type the sequence number (add one to the last number shown), the new code and a description. Use the Tab key or the mouse to move from field to field.
- To *modify an existing value*: simply type over any existing entries.
- To *delete a value*: click the gray box to the left of the sequence number to select a value row and press the Delete key.
- Click OK to save the changes, or Cancel to disregard them.

Click OK on the Table/Column list screen to save changes.

Adding a Custom User Field

Each table contains a certain number of spare "user" fields. These fields can be customized according to a community's specific needs.

There are several types of fields that can be customized:

Field Type	User	Used for:
	fieldname	
Character	Userchar	Descriptive data where any entry is okay
Numeric	Usernum	Numeric data
List	Userlist	Data where specific entries are required
Date	Userdate	Dates

Sigma Systems has assigned a variety of user fields, using a variety of field lengths, to each table. They do not appear in the data entry screens until they are modified using the Table/Column List utility. When customized, user fields appear on the Local sheet of each record in the position that's been pre-assigned by Sigma Systems.

In the examples below, District information will be added to the Parcel table using the different field types. When deciding what kind of user field to add, it is important to consider not only the type of information to be stored, but how the information will be pulled back out of the database in reports. Sometimes the character type is the right choice, and sometimes the user list type is more appropriate. Sometimes numeric data can be stored in a character field and sometimes it needs to be a numeric field. It is vitally important to analyze the data to be stored before modifying the user fields; it may not be possible to change the field type once the data has been entered.

Adding a character field

In this example a character type field labeled "District" will be added to the parcel table.

In the Table/Column List screen select the Parcel table.

Scroll down the column list and locate the USERCHAR fields. Click on the field you wish to customize. This example uses USERCHAR_9, which will be customized as "District."

In Link	ie/ column informa	cion									
Table Marca	ADCE			1							
Table Name 📓	ARUEL			1	Т	able Alia	as P		Tal	ble Type ID	
Label F	PARCEL	Tabl	e Abbr PAR		Re	port Ord	er 100		Ch	ild Type	
Parent Table					Sum	nary For	m Y		Tw	o Part Id N	
Maint. Form						Key Lev	el 0		Commer	nts Type	
Description F	PARCEL					Tab Cou	nt 📃		Auto Re	enumber N	
ub Key 1 Name 🗌					Sub k	Key 1 Siz	ze 📃		Allow N	lavigate	
ub Key 2 Name 🗌					Sub k	(ey 2 Siz	ze 🗌				
Co	olumn Name	Column Label (click to edit)	Screen Label (click to edit)	Column I Number	Display Order	Column Type	Column Size	Display Mask (click to edit)	Req. Field	Low Valu	
Co	olumn Name	(click to edit)	(click to edit)	Number	Order	Туре	Size	(click to edit)	Field	Low Valu	
ACTIVE		Active		1	5	L	1.0		N		Scroll down the list of field
STATE LISE CE	D	State Use Cd		17	10	L	3.0		Y		until the USERCHAR field
0											
OWN_ACCT_NU	JM	Own Acct Nur		56	15	V	18.0		N		
OWN_ACCT_NL ASSOC_PAR_1	JM	Own Acct Nur Assoc Par 1		56 2	15 20	V V	18.0 20.0		N N		are visible
OWN_ACCT_NL ASSOC_PAR_1 ASSOC_PAR_2	ЫМ 2	Own Acct Nur Assoc Par 1 Assoc Par 2		56 2 3	15 20 25	V V V	18.0 20.0 20.0		N N N		are visible
OWN_ACCT_NL ASSOC_PAR_1 ASSOC_PAR_2 PAR_ADD_NO_	JM 2 1	Own Acct Nur Assoc Par 1 Assoc Par 2 Par Add No 1		56 2 3 4	15 20 25 30	V V V N	18.0 20.0 20.0 10.0	****	N N N Y		are visible
OWN_ACCT_NL ASSOC_PAR_1 ASSOC_PAR_2 PAR_ADD_NO_ PAR_ADD_NO_	JM 2 1 A	Own Acct Nur Assoc Par 1 Assoc Par 2 Par Add No 1 Par Add No A		56 2 3 4 66	15 20 25 30 35	V V N V	18.0 20.0 20.0 10.0 5.0	****	N N Y N		are visible
OWN_ACCT_NL ASSOC_PAR_1 ASSOC_PAR_2 PAR_ADD_NO_ PAR_ADD_NO_ PAR_ADD_NO_	JM 2 1 ,A 2	Own Acct Nur Assoc Par 1 Assoc Par 2 Par Add No 1 Par Add No A Par Add No 2		56 2 3 4 66 5	15 20 25 30 35 40	V V N V	18.0 20.0 20.0 10.0 5.0 10.0	*****	N N Y N		are visible
OWN_ACCT_NL ASSOC_PAR_1 ASSOC_PAR_2 PAR_ADD_NO_ PAR_ADD_NO_ PAR_ADD_NO_ PAR_ADD_ST_1	JM 2 1 A 2 1	Own Acct Nur Assoc Par 1 Assoc Par 2 Par Add No 1 Par Add No A Par Add No 2 Par Add St 1		56 2 3 4 66 5 6	15 20 25 30 35 40 45	V V N V N V	18.0 20.0 20.0 10.0 5.0 10.0 20.0	****	N N Y N N		are visible
OWN_ACCT_NL ASSOC_PAR_1 ASSOC_PAR_2 PAR_ADD_NO_ PAR_ADD_NO_ PAR_ADD_NO_ PAR_ADD_ST_1 PAR_ADD_ST_1	UM 2 1 A 2 1 2 2	Own Acct Nur Assoc Par 1 Assoc Par 2 Par Add No 1 Par Add No A Par Add No 2 Par Add St 1 Par Add St 2		56 2 3 4 66 5 6 7	15 20 25 30 35 40 45 50	V V N V N V V	18.0 20.0 20.0 10.0 5.0 10.0 20.0 20.0	*****	N N Y N Y N		are visible
OWN_ACCT_NL ASSOC_PAR_1 ASSOC_PAR_2 PAR_ADD_NO_ PAR_ADD_NO_ PAR_ADD_ST_ PAR_ADD_ST_1	JM 2 1 A 2 1 2 2	Own Acct Nur Assoc Par 1 Assoc Par 2 Par Add No 1 Par Add No A Par Add No 2 Par Add St 1 Par Add St 2		56 2 3 4 66 5 6 7	15 20 25 30 35 40 45 50	V V N V N V V	18.0 20.0 20.0 10.0 5.0 10.0 20.0 20.0	****	N N Y N Y N		are visible

Note: USERCHAR fields have varying maximum lengths. Make sure you choose a field with a Column Size large enough to contain the data you wish to store.

Click the Column Label field in the row you wish to customize; a Label box will appear. Replace the generic field label with your own description and click Close. Capitalization does not matter. Even though the box appears spacious, there is a maximum length for the label; characters typed in excess of the maximum will not be displayed.

	Replace the gene	ric
District	column label with	na 🔤
	Close	

While the row is still selected, scroll to the right and type an "A" in the Special Action column. This tells the system to add the column to the table's data management screen.

Column Name	Low Value	High Value	Override Allowed	Zero Allowed	Special Action
USERCHAR_9			Y	N	A 🗲

Click OK to save the change and return to Data Management. The customized field will appear on the first Local sheet:

Real Property for COMMUNITY SOFTWARE CONSO File Edit Value Record Reports Utilities Tools Or	RTIUM on CAMA: [PARCEL]	UPDATE		<u> </u>	
	<u>2</u> <u>2</u> 6	🖳 🖪 🖉 🖉 🖉			
Parcel ID 268/009.D-0004-0000.0 State Use Code 071 - CH61A-RES Address 228 BARDWELLS FERRY RD. Owner RICHARDSON, DONALD S. & DOROT	Parcel Year 2006 Active Y HY C.	Sale Date Land Value Bidg Value Final Value	0 / 0 51900 179600 231500	* •	
Picture Dir/Filename VALUATION (1) VALUATION (1) VALUE HIST (14) LAND (8) FIESIDENCE (1) CONDO UNIT (0) CONDO UNIT (0) CONDO SECT (0) CONDO SECT (7) CONDO S	Sales Local1 Local2	-			New character field District appears on the Parcel table's Local1 sheet.
Enter USERLIST_9 or select from list					

Adding a numeric field

- To add a numeric field, select the table as described above and scroll down to the USERNUM fields.
- Click the Column Label field and replace the generic label. Click Close.

Column Name	Column Label (click to edit)	Screen Label (click to edit)	Column Number	Display Order	Column Type	Column Size	Display Mask (click to edit)	Req. Field	Low Va
USERLIST_8	Userlist 8		101	485	L	4.0		N	
USERLIST_9	Updt Bidg Pct		102	490	L	4.0		N	
USERLIST_10	Updt Land Pct	<hr/>	103	495	L	4.0		N	
USERNUM_1	Pct in District)	104	500	N	12.2	#########.00	N	
USERNUM_2	Usernun 2		105	505	N	12.2	#########.00	N	
USERNUM_3	Usernum 3		106	510	N	12.2	#########.00	N	
USERNUM_4	Usernum 4		107	515	N	12.2	#########.00	N	
USERNUM_5	Usernum 5		108	520	N	12.2	#########.00	N	
USERNUM_6	Usernum 6		109	525	N	12.2	#########.00	N	
USERNUM_7	Usernum 7		110	530	N	12.2	#########.00	N	

- While the row is still selected, scroll to the right and type an "A" in the Special Action column. This tells the system to add the column to the table's data management screen.
- If you wish to restrict data to a certain range of numbers, enter the lowest acceptable value in the Low Value column and the highest acceptable value in the High Value column.
- Click OK to save the change and return to Data Management. The customized field will appear on the Local sheet.

Adding a List field

To add a classification list field, select the table as described above and scroll down to the USERLIST fields. Click the Column Label field and replace the generic label. Click Close.

To build a list of acceptable values for data entry, click the Values button. A blank Values List dialog box will appear.

Use va Table N Column	alues from oth ame Name	ner column	Load other value	P	ress t	he	Ir
Colu	imns using ve	alues from f	this column:	w th	ne mo), a us	t c e t
	This field	l's current	t values	C	our sai	mp Jo	ole
Seq	Code	Des	cription		101 1		•
				-		E V	Ent val
					5	1	Y
·	08		Cancel			2	N

Press the Insert key to start inserting values in the list: type a sequence number (start with 1), a code and a code description for each allowable value. Use the Tab key or he mouse to move from column to column.

Our sample field, Fire District, will have only two acceptable values: Y for Yes, and N for No.

1	Y	YES
2	! N	NO

Click OK to save the list and return to the Table/Column List screen.

Using values from another list

If another classification list column already contains a list of values that you wish to use again, you can tie the existing list to your new field.

Column Name	Column Label (click to edit)	Screen Label (click to edit)	Column Number	Display Order	Column Type	Column Size	Display Mask (click to edit)	Req. Field	Low Va
USERCHAR_19	Userchar 19		92	440	V	100.0		N	
USERCHAR_20	Picture Dir/File		93	445	V	20.0		N	
USERLIST_1	Fire District		94	450	L	4.0		N	
USERLIST_2	Water District		95	455	L	4.0		N	
USERLIST_3	Userlist 3		96	460	L	4.0		N	
USERLIST_4	Userlist 4		97	465	L	4.0		N	
USERLIST_5	Userlist 5		98	470	L	4.0		N	
USERLIST_6	Userlist 6		99	475	L	4.0		N	
JSERLIST_7	Userlist 7		100	480	L	4.0		N	
USERLIST_8	Userlist 8		101	485	L	4.0		N	
									2

In our example we created a Fire District field using USERLIST_1 with a value list of Y and N. We can add a second field, Water District using USERLIST_2 and use the same value list without retyping the value list.

To attach an existing value list to another field:

- Once the new field label has been assigned, click Values to see the Value List dialog box.
- Check the Use Values from Other Column check box (click inside the box and a check will appear.)
- In the Column Name drop-down list select the USERLIST_1 column (the column that has the Y/N list we wish to reuse.)
- Click the Load Other Values button. The values from the Fire District field will be loaded to the new Water District field.
- Click OK to save the list and return to the Table/Column List screen.



Adding a Date column

- To add a date field, select the table as described above and scroll down to the USERDATE fields.
- Click the Column Label field and replace the generic label. Click Close.
- While the row is still selected, scroll to the right and type an "A" in the Special Action column. This tells the system to add the column to the table's data management screen.
- Click OK to save the change and return to Data Management. The customized field will appear on the Local sheet.

Editing a column's range of values

A numeric column will sometimes have a range of values assigned to it that limits acceptable data to numbers within that range. Occasionally a parcel will have unique characteristics like an overly large number of rooms or perimeter measurements that exceed the norm. This data can be entered but will be considered an error by the error checking system. If enough properties have the same data to make this a problem, the range can be changed to accommodate the larger (or smaller) values.

To modify a numeric column's range of values:

- Select the column from the column list
- Scroll to the Low Value and High Value columns
- Modify the entries as required and click OK to save the change.

In the example below, the upper limit attached to a detached structure's Sound Value isn't high enough. To increase the upper limit the Sound Value column's High Value entry is manually changed from 100000 to 20000.

eal Property - Table/Column Informatio	n						2	1	
Table List		Table Abbr DE	Σ Τ Π Π S	Table . Report C Summary I Key L Tab C ub Key 1	Alias DS rider 7000 Form Y evel 1 ount Size 4	Table T Child T Two Pa Comments T Auto Renum Allow Navig	ype D ype D rt Id N ype D iber Y jate D		
Sub Key 2 Name -Column List Column Name SOUND_VALUE	Display C Order T 95 N	olumn Column Size 9.0	Display Mask (click to edit) ########	Req. Field	Size	High Value 100000.00000	Override Allowec		
	100 N	9.0	#########	N			Y		
MEMO	110 V	1000.0		N			Y		
USERCHAR_2	120 V	20.0		N			Y		
USERLIST_1	130 L	4.0		N			Y		`
USERNUM_1 USERNUM_2	135 N 140 N	12.2	###########.00 ###########.00	N			Y Y	Low Value	High Value
Ōĸ		Save	<u>y</u>	alues	Cano	el		0.00000	220000

Note: to remove error flags from parcels affected by this type of range error you must run the Re-Edit utility described in the *DMT Maint* section of this guide.

Data Dictionary

The Data Dictionary utility displays and prints a detailed description of all columns in a specified database table. To print a data dictionary report for a specific table, select "Data Dictionary" from the Dbs Maint utility menu; the Data Dictionary dialog box will appear.

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Select a table from the drop-down list and click OK. The report will be displayed.

*DDLIST	*	COMMUNITY SOFTWARE CONSORT	IUM CAMA	DATA DICTI	ONARY				04/25/05	PAGE	4	-
			DATA	TYPE : LAN	D (CONTIN	UED)						
DISPLAY ORDER	Column name	LABEL NA	ме	REQ'D	ТҮРЕ	SIZE	ALLOW OVERRIDE	ALLOW ZERO	EDITS / CO 812 - P1 813 - F1 814 - TA 900 - F1 901 - S3 902 - CO 903 - C1 904 - S0 905 - CH 906 - CH 906 - CH 907 - 12 908 - HS	DDES ICNIC-AREA LYING-AREA RACET-RANCE BDERAL-PROP IATE-PROP UNTY-PROP UNTY-PROP CHOOL-PROP HARITY-PROP 21A-EX-PROP S-AUTH-PROP		
15	VALUE_METHO	D Value Ma	thod	¥	LIST	1	Y		$\begin{array}{ccc} \mathbf{A} & - \mathbf{A}\mathbf{C} \\ \mathbf{B} & - \mathbf{B}\mathbf{A} \\ \mathbf{F} & - \mathbf{F}\mathbf{I} \\ \mathbf{S} & - \mathbf{S}\mathbf{C} \\ \mathbf{V} & - \mathbf{S}\mathbf{C} \end{array}$	CRES ASE-LOT RONT-FOOT QUARE-FOOT DUND-VALUE		
20	FRONTAGE	Frontage			NUMERIC	5	Y	Y				
25	DEPTH	Depth			NUMERIC	5	Y	Y				
30	SQUARE_FEET	Square I	eet		NUMERIC	7	Y	Y				
35	ACRES	Acres			NUMERIC	9.3	Y	Y				
40	SCENIC_INFL	Scenic 1	nfl		LIST	2	Y		0F - 00 0V - 00 BF - BJ BV - BJ RF - RJ RV - RJ PF - P0	CEAN-FRONT CEAN-VIEW AY-FRONT AY-VIEW IVER-FRONT CVER-VIEW OND-FRONT		F

The sample above shows a portion of the Data Dictionary report for the Land table. All Land table fields are listed with the same information found in the Table/Column List screen (field size, ranges, classification lists and so on.)

Unlock Parcel

When trying to access a parcel you may get the message "Row is currently locked, do you wish to view in display only?" This will occur when:

- You are connected to a UNIX or Windows NT system and another user has the parcel on his/her screen.
- The parcel was open when the system crashed unexpectedly.
- The parcel was open when someone did a system shutdown or restart.
- On some PCs, if the system goes into sleep mode, the parcel will be locked when the system restores from hibernation.

If you are on a multi-user system (UNIX or Windows NT) that has not recently crashed, ask the other system users if anyone is using that particular parcel id. If no other user is accessing that parcel, ask your System Administrator to unlock the parcel for you. If your system has recently crashed, notify the System Administrator that the parcel is locked.

If you are on a single user system, unlock the parcel by following the steps below:

- When RPIS asks if you wish to view the parcel in display only, click No.
- On the menu bar, click Utilities > Dbs Maint > Unlock Parcel.

Local Settings Context Help Settings	
Table/Column List	
Data Dictionary	
Unlock Parcel	

• The list of currently locked parcels will be displayed. Look for the row containing the desired parcel.

Unlock	Locked By	Parcel Year	Parcel ID	Month	Year of Sale	Owner Name
П	SIGMA	2002	500/001.0-0000-0005.0	0	0	CROKETT DAVID
Г	SIGMA	2002	511/002.0-0000-0061.0	0	0	ALLEN, STEVE
				1		
				1		
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• To unlock a specific parcel, click the box in the "Unlock" column, then click the OK button. The parcel will be unlocked and you will be returned to the main (blank) Utilities screen. To unlock all parcels displayed on the screen, click the Clear All button. (This is particularly useful after a system crash on a multi-user system.)

If you are on a network and other people are using the RPIS system, find out what parcels are being accessed and DO NOT UNLOCK THE PARCELS IN USE BY OTHER USERS. Only unlock parcels that are not currently in use.

For training and technical support...

Contact any of the DOR CAMA Information Technology Staff for further assistance or to ask about training opportunities.

CAMA Support Help Desk Monday – Friday 9A-4PM excluding holidays 1-800-521-5536 (ask for CAMA Support or extension 62350)

Advisor	Phone	E-mail
Linda Bradley	617-626-2394	bradleyl@dor.state.ma.us
Tod Jackson	413-452-3974	jacksont@dor.state.ma.us

All Boston staff can be reached by dialing their direct numbers or through the CAMA Support Help Desk.

CAMA Version 3 User Guides, our Support Guidelines and other useful information from the Information Technology section of the Division of Local Services can be found online at <u>http://www.dls.state.ma.us</u>. Information about the Community Software Consortium can be found online at <u>www.csc-ma.us</u>.

Division of Local Services Information Technology Section

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