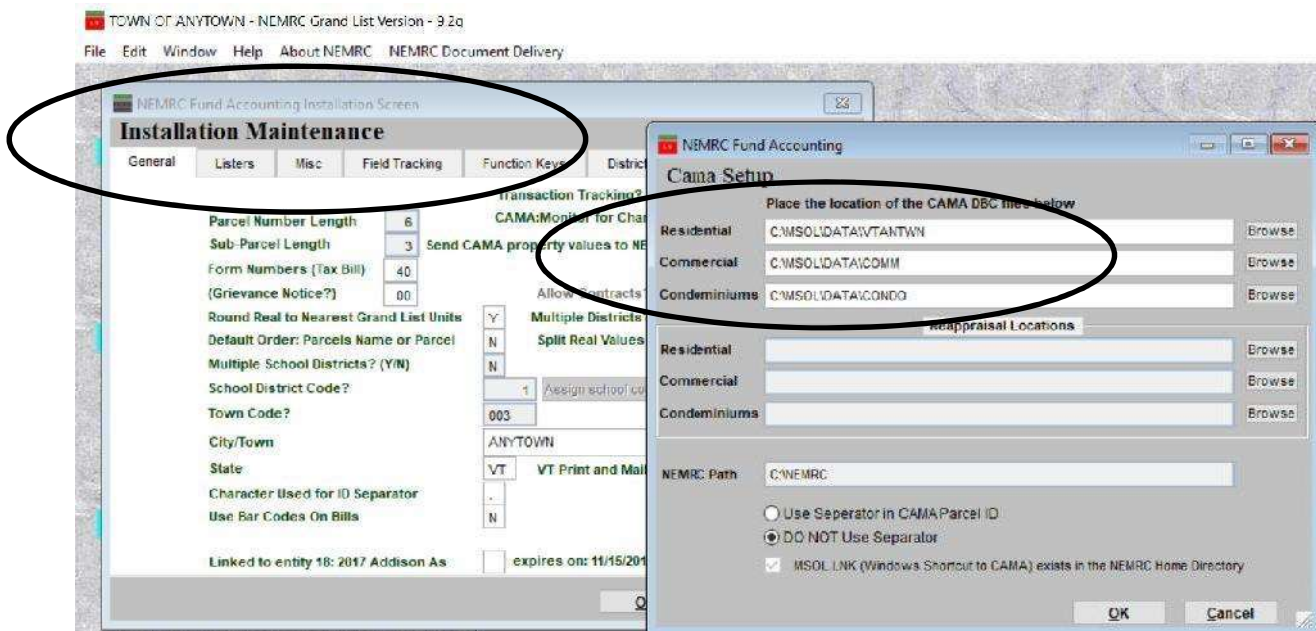


Freezing CAMA Database(s)

Freezing a copy of your CAMA database(s), What, When, and How they can be used.

- A. What – this process allows you to create a read only copy of your current cama database(s) for future reference.
- B. When – Create these freeze files at the same time you create your ‘New Grand List Entity’ this way your Cama data matches the Grand list data for that year.
- C. How – Using the MSOL CAMA to create these files 1 time each year based on the CAMA files that are linked to your Grand List software.

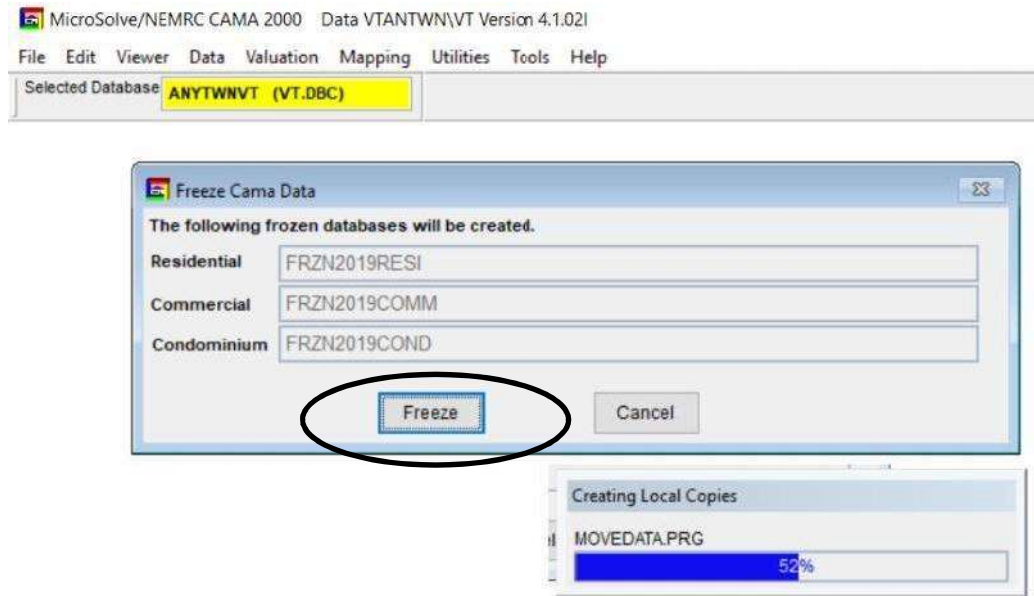
1. Your CAMA data can consist of 1 – 3 separate databases. Although your town may not use all 3 you may still have them available. Those databases are Commercial, Condo, and Residential. Many smaller municipalities only use the Residential database but may still see the other 2. Below is a picture of your Grand List ‘Installation’ screen that shows you what CAMA databases you have linked. **DO NOT CHANGE ANYTHING ON THIS SCREEN.**



2. Next Make sure all users are out of the Working Grand List and CAMA software.
3. Then log into your Cama program and click ‘Utilities’ on the menu bar. Then select ‘Freeze a DBC’ as seen here.



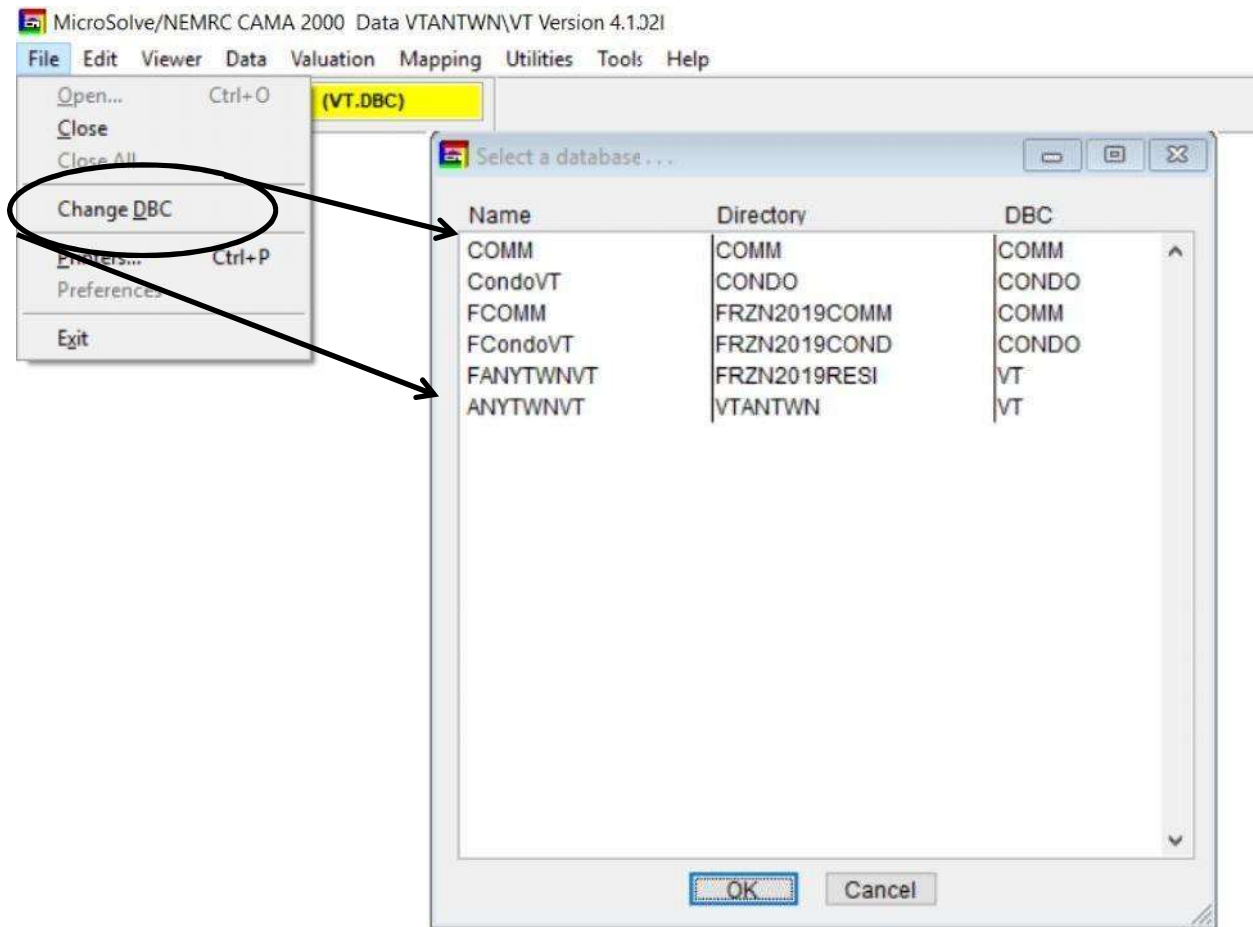
- A window appears that shows you the names that will be assigned to your Frozen read only databases. The names are clearly labeled 'FRZN', year '2019' created, and database (Residential, Commercial, Condo). NOTE: The end user can not change these names on this screen.
- Click the 'Freeze' button to continue. You will see a series of progress bars appear until the creation of your frozen databases are complete.



- Once the frozen databases have been created you will be prompted to exit the software and log back in before you can access the new frozen databases.



7. Now that you are logged back into the software simply click 'File' from the menu bar. Select 'Change DBC' A window will appear that shows your existing databases along with your new frozen databases.
8. Select the database you want to use and press the 'OK' button. We are going to select 'FANYTWNVT' in the 'FRZN2019RESI' directory.



9. A warning will appear letting you know that 'parcels have been checked out of this database'. This simply means you can not edit any parcels in this database.



10 Now you are logged into the Frozen residential database which is identified in the 'Selected Database window circled below.

11 When you open a parcel you will see the warning 'Parcel Checked Out by Frozen' confirming that you can not make changes to this record. You can not Run Cost on any parcel in the frozen database. However you can view all of the various data, print property record cards, Run other reports and export the data.

