

MicroSolve CAMA 2000

PARCEL CHECK-OUT & CHECK-IN

Functional Description

MicroSolve provides an optional CAMA 2000 feature that will permit selected records maintained in a central database to be copied to subsidiary databases. This will allow individual assessors to update CAMA 2000 data in the field, at separate offices, or on laptops, and later return the updated records to the main database.

The parcels selected for checkout are flagged in the source database and are made read only. They are available for viewing, but cannot be modified in the source database. This includes sketches.

The checkout (subordinate) database is a complete database with support tables such as cost and Usit tables. Parcels in the checkout database are available for update, costing, and all capabilities provided by CAMA 2000. They will remain accessible until they are returned to the source database. However, a checkout database will not allow for addition or deletion of parcels.

The checkout database is accessible to CAMA 2000 via the SELECT DBC function. The database may also be moved to another environment. For example, it may be moved off the network, to another PC or to a laptop computer.

Records that have been checked out will be stamped with the ID of the user who checked them out, along with the date and time of checkout.

A checkout database must be created (Utilities > Make New DBC). CAMA 2000 will automatically mark the new database as a TARGET database and check off the 'check-out & check-in' check box on the link databases tab of the application's configuration screen (Utilities > Configuration Setup.) To check out records, an authorized user will first go to File > Change DBC to select the SOURCE database. This is the original database from which the user will check out records. Then the user will go to Utilities > Check Out Database. The Export Screen allows the user to define the records to be selected for check-out, using the SET FILTER button on the toolbar, and to view those records prior to executing the Check-out function.

Notification to Users

When any parcels within the source CAMA database have been checked out, users will be notified of that fact by the following message when they log in to CAMA:

*! Some Parcels have been checked out of this database by User(s):
<User Name>*

This message will also appear when users change to a database from which parcels have been checked out. It will continue to display when users log in to the CAMA system until the parcels have been checked back into the database.

Users will be able to display a list of the checked out parcels, as well as the SET FILTER statement used in creation of the checkout database.

During the time that records are checked out of a database, care must be exercised in making Data Dictionary changes. In particular, "type" changes to existing fields should not be made.

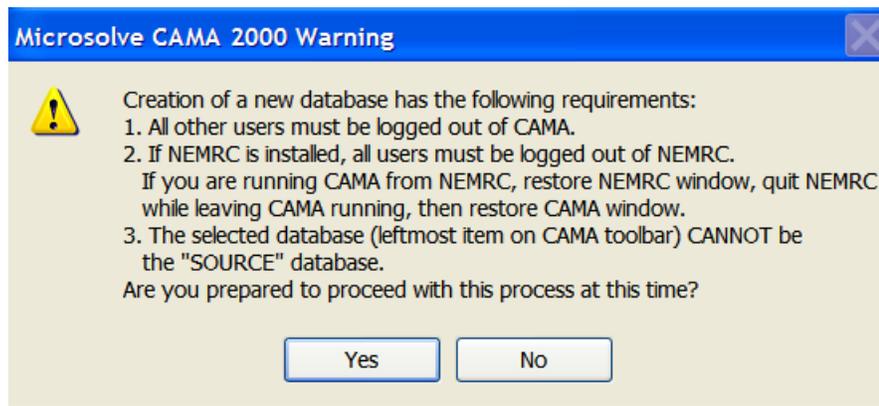
It is recommended that no cost table modifications or Usit changes be introduced while parcels are checked out. If they must be introduced we suggest that the checked out parcels be checked in *before* the replacement tables are applied to the source database. After that the user can create a *new* target database which will automatically contain the changed cost tables and Usit. We also recommend a new checkout database be created each time a checkout will be performed as it insures the new database stays in synch with the source.

Regular backups of data should be performed by NEMRC or the client. You know the expression 'There are two rules. Rule # 1 is to always backup. Rule # 2 is never forget rule #1.' Oh so important.

The following screen captures illustrate the steps the user performs to implement the check-out and check-in functionality. Note that the user should be logged in as the system administrator to perform all of the steps described from here on.

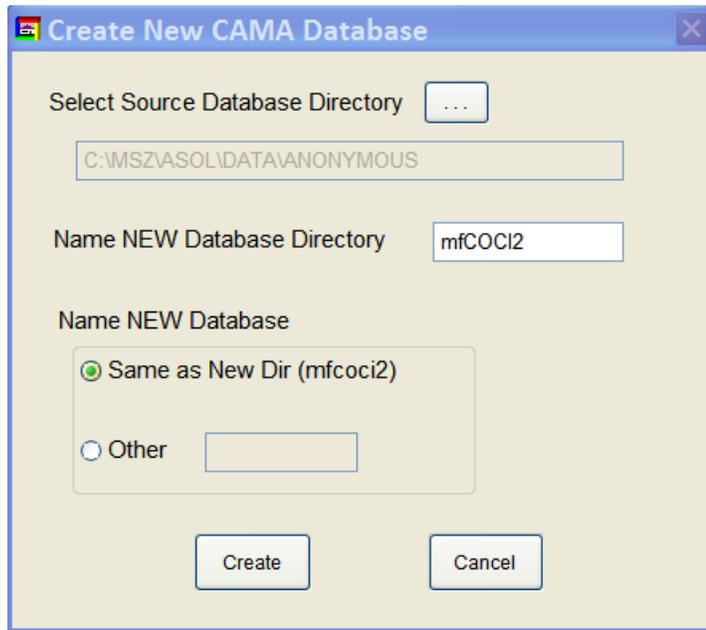
I. How to Create a New Checkout Database

1. Go to Utilities > Make New DBC on the CAMA menu. Read the following message carefully before proceeding.



NOTE: Check to see what your current database is by looking at the 'Selected Database' as shown in yellow in the upper left hand corner of the CAMA screen. If the current database is the one that will be your 'SOURCE' or checkout database you need to go to Change Database on the menu and select any other database. (In other words, the application cannot be sitting on the same one you want to clone).

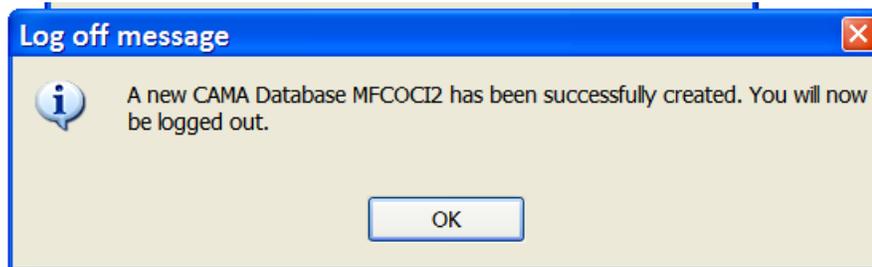
2. Next, on the screen shown below, point to the source database directory using the < ...> button and designate a new folder for your subordinate database. Decide how you want to name the new database and then Click on < Create >. The program will not allow the new database, which we refer to as the target database, to have the same name as the source database. Leave the option button for the 'Name NEW Database' on its default setting of 'Same as New Dir'.



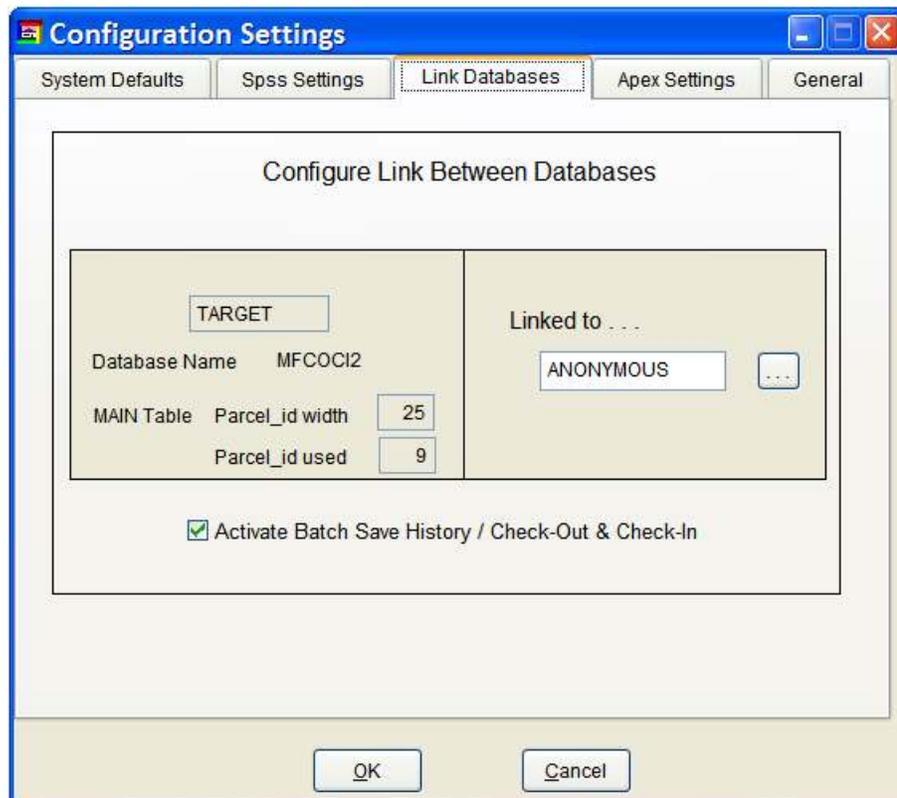
The screenshot shows a dialog box titled "Create New CAMA Database". It contains the following fields and controls:

- "Select Source Database Directory" with a browse button (...). The text box below it contains "C:\MSZ\ASOL\DATA\ANONYMOUS".
- "Name NEW Database Directory" with a text box containing "mfcoci2".
- "Name NEW Database" section with two radio button options:
 - Same as New Dir (mfcoci2)
 - Other (with an empty text box next to it)
- "Create" and "Cancel" buttons at the bottom.

- When finished with the creation of the new database, CAMA will log you out. During the process the user will be provided with informational messages in the upper right-hand corner of the screen.

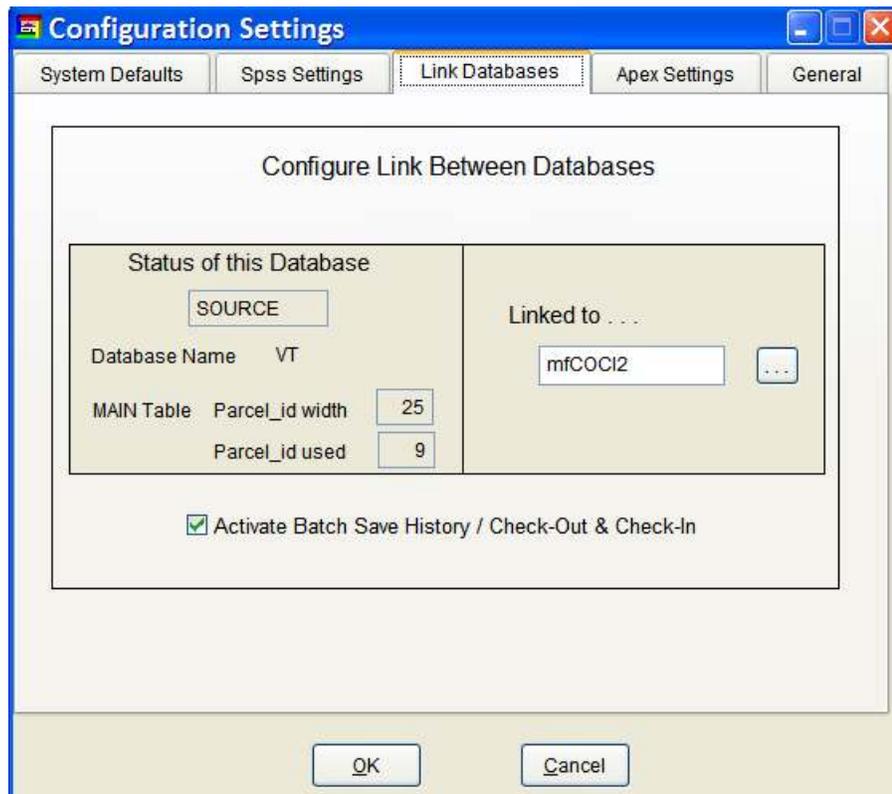


- Restart CAMA. Steps 4 and 5 are useful when there are multiple checkout databases cloned from the same source database.
- You may view the linkage that has been established between the source and target by going to File > Change DBC to < Target >. In this example the target database named MFCOC12 has been linked to the ANONYMOUS database and the check-out & Check-In feature has been activated as shown by the checkmark in the checkbox.



Click <Cancel> button to close configuration linking screen .

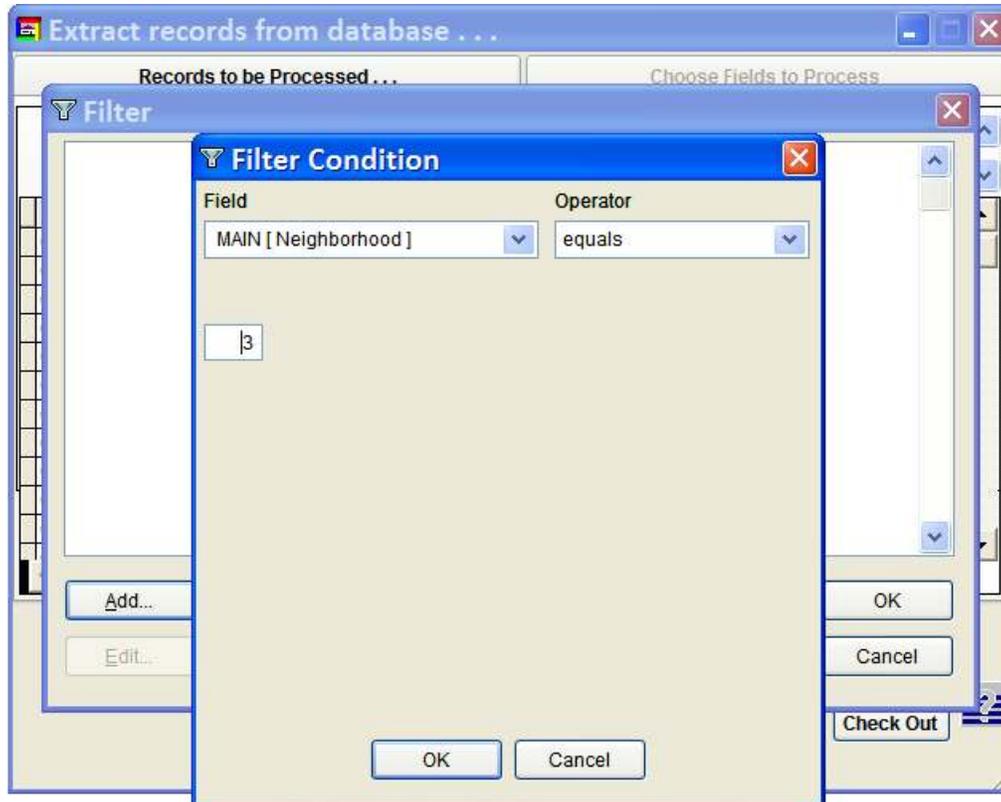
- Next, Go to File > Change DBC to <Source>. In the example, Source is 'Anonymous'. Then go to Utilities > Configuration Setup > Link Databases tab where you will see how that linkage has been set up. This shows that the source database is linked to a target database named 'MFCOC12'.



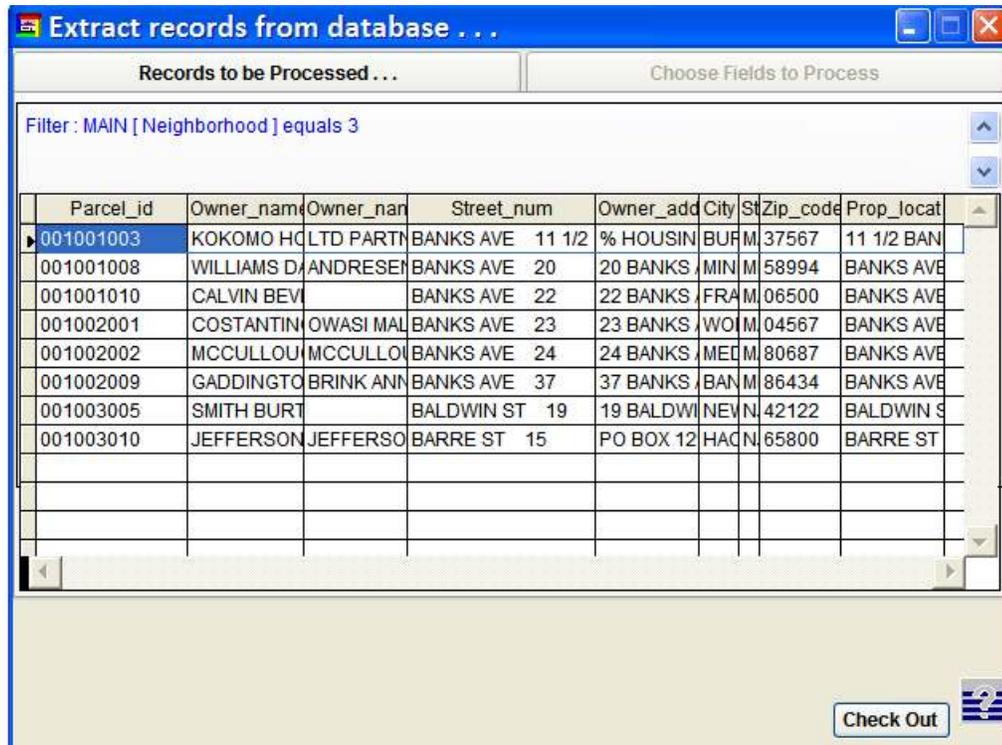
Click <Cancel> button to close configuration linking screen.

II. How to Check Out Parcels (from Source to Target)

1. Go to Utilities > Check Out Database and set a filter by clicking on the filter icon on the toolbar (looks like legos). Create a filter of one or more filter conditions to identify which parcels you want to check out. Below is an example.



2. Click < Ok > twice and you will see a list of your selected parcels that is similar in format to this.



- Now click on the < Check Out > button and you'll see a message in the lower left hand corner of the browse screen informing you of how many parcels were checked out and the name of the directory containing the newly created database. You may also see a message that reports that the audit trail is being turned off. Not to worry. The program will remember to turn it back on.

Extract records from database ...

Records to be Processed ... Choose Fields to Process

Filter: MAIN [Neighborhood] equals 3

Parcel_id	Owner_name	Owner_nam	Street_num	Owner_add	City	St	Zip_code	Prop_loc
001001003	KOKOMO H	LTD PARTN	BANKS AVE 11 1/2	% HOUSIN	BUF	M	37567	11 1/2 BA
001001008	WILLIAMS D	ANDRESEN	BANKS AVE 20	20 BANKS	MIN	M	58994	BANKS A
001001010	CALVIN BEV		BANKS AVE 22	22 BANKS	FRAM	M	06500	BANKS A
001002001	COSTANTIN	OWASI MAL	BANKS AVE 23	23 BANKS	WOIM	M	04567	BANKS A
001002002	MCCULLOU	MCCULLOU	BANKS AVE 24	24 BANKS	MED	M	80687	BANKS A
001002009	GADDINGT	BRINK ANN	BANKS AVE 37	37 BANKS	BAN	M	86434	BANKS A
001003005	SMITH BURT		BALDWIN ST 19	19 BALDW	NEV	N	42122	BALDWIN
001003010	JEFFERSON	JEFFERSON	BARRE ST 15	PO BOX 12	HACN	N	65800	BARRE S

8 records created in a Check Out File located in ...
MFCOC12

Check Out

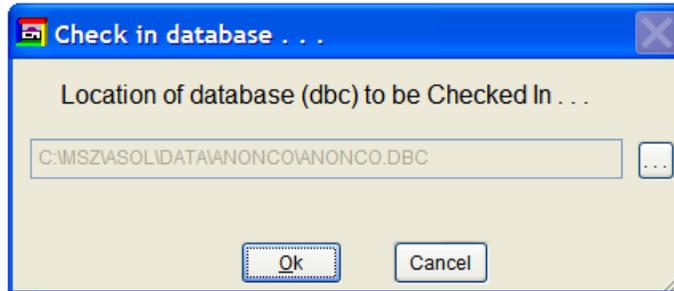
4. Next, transfer the newly created database folder (and any subfolders) which contains the parcels you checked out to your desired location. Typically they would be moved off the network to another PC or to a laptop computer. The destination *must* have the same version of CAMA installed as the original machine. It should have Apex installed if you want to view or work with sketches. You would most likely be taking it home or to the field to work on the checked out parcels.

5. Note to MRS only clients: Change the selected database to your target database in its new location and go to Utilities > Configuration Setup > General Tab. Change the location of the new \sketches subfolder. You may only need to change the drive letter.

6. Perform all of your editing on the secondary device which contains only the checked out parcels in CAMA. When done you will need to check them back in.

III. How to Check In the Database

1. Depending on where your checked out data resides, you may need to copy it back to its original location. If it is on something like a flash drive you can check it in directly from there.
2. With the Source database as the current database, go to Utilities > Check In Database on the CAMA 2000 menu and the following window will appear. Use the < . . . > button to navigate to your checkout database. Press < Ok > *only* after double checking that you have selected the correct database.



3. You will then see a number of messages in the upper right hand corner of the screen to make you aware of the processing taking place. When the process has completed you will see a message similar to the one shown below. You will also see a reminder that you should run **Utilities > DBC Maintenance** from the menu.

