
Creating or Updating Work/Play Files

Step 1: Select "cama" for the "Appraisal Program Menu":

```
*****
*          COUNTY TAX BOARD INFORMATION SYSTEM          *
*****
      m4  -  Mod IV
      aa  -  Mod IV Added Assessments
      sr  -  SR1-A System (sr2 - Split Screen)
      ap  -  Tax Appeals

      bank - Bank Code Batch Update
      m4b - Bank Code Update Screen
      m4v - Assessment Only Update Screen
      m4t - Tax Field Only Update Screen
      reap - Add/Remove Reap R01 Code
      id  - ID Change Program (Block/Lot Change)
      cama - Appraisal Program Menu
      sum - Mod IV Summary

      his - Tax List History          ahis - AA List History
      inq - County-Wide Inquire       srq  - County-Wide Inquire Srla
      rpts - Reports Menu              data - Download Data Menu

      q - Quit this Menu

Please Type a Command and Press Enter: cama
```

Step 2: Select "1) Active File (aka official file)":

```
CAMA - File Menu

1) Active File (aka official file)
2) Reval/Reassessment File ()
3) Work/Play File (work)
4) Restore Archived Files

5) 2018 (SOUTH RIVER BORO)
6) 2019-aa (SOUTH RIVER BORO)
7) 2020 (SOUTH RIVER)
8) 2023 (SOUTH RIVER)
9) 2024 (SOUTH RIVER)

Type a Number and Press Enter or q to Exit (default=1): 1
ans=1
FOLDER=.
user=root
```

Step 3: Select "24 - Global Updates Menu":

```
01/07/26 10:54AM                                SOUTH RIVER town23
                                PRC System VER 5

PRC Information Screens                                Other Screens

1 - Mod IV Information                                11 - Commercial Income Approach
2 - Residential PRC Information                       12 - Commercial Cost Appr
3 - Historical Sale Information                       13 - Added Assessments
4 - Building Permits                                 14 - Codes Table
5 - Residential Data Entry                           15 - Land Data Entry
                                                    16 - Chapter 91
                                                    17 - Tax Appeals
                                                    18 - EA4 Forms

System and Administration                            Reports & Misc

21 - Utilities                                       31 - Print Property Record Card
22 - Codes & Cost Values                             32 - Reports & Misc Printing
23 - Backup This Town                               33 - Assessment History
24 - Global Updates Menu                          34 - Copy/Demolish a Residential PRC
25 - Message System                                 35 - Download Forms to Laser Printer

Type a Number and Press Enter or type q to exit this menu: 24
Password: camera
```

Step 4: Select "23. Copy to Work or Reval File":

```
Global Update Menu

1. Edit Informer Commands                            16. Tax Field Update Screen
2. Run Informer Command                             17. Copy .txt File to Local Drive
3. Edit Ace Reports                                 18. Copy .csv File to Local Drive
4. Run Ace Report                                   19. Appeals Mod4 Update
5. COE Over-Rides                                  20. Reassessment Menu
6. Print Total of Each Update Code                  21. SqFt Units YrBlT Mod4 Update
7. Block/Lot ID Change                             22. Add History Records
8. Update Zones or Neighborhoods                    23. Copy to Work or Reval File
9. Copy Record from Another File                    24. Send informer.txt
10. Globally Change Bank Codes                      25. Run informer.txt
11. Bank Codes Entry Screen                         26. Sample informer xls File
12. Add Note Record for Every Record                27. Send Records to FTP Site
13. Update Additional PRC's From Main               28. Update Records from FTP Site
14. Update PRC Date/Code From Commercial            29. Redact Information
15. Add/Remove Reap R01 Code                        30. Copy/Paste Informer Commands

Type a Number and Press Enter or type q to exit this menu: 23
```

Step 5: Select "1" for "Copy Official File to Work File":

```
1 = Copy Official File to Work File
2 = Copy Reval File to Work File
3 = Copy Official to Reval File
4 = Copy Official to Added File
5 = Copy Official to Backup File
6 = Rename a File

q = quit

Please Type a Number and Press Enter: 1
SRC=. DST=work
ARCHIVE=/usr7
CC=12 DD=23
STAMP=2601071054
Erase work File....
Are you Sure: (y/n):y
Copying Files to work....
-rw-rw-rw-  1 root    sys          29 Jan  1  1980 work/over2.out
  adding: work/ (stored 0%)
  adding: work/over2.out (stored 0%)
>
> Updating Parm.Dat File....
/hd1/usr2/ctb12/town23/work
23 work          00000
2025
2019
1223W
Keep records with year (press enter for all): [enter]
Keep records with update code (press enter for all): [enter]
Keep all years.
Keep all upd codes.
Press ENTER:
```

NOTE: As can be seen above, we entered "y" in response to the prompt "Are you Sure: (y/n):", and we hit the "Enter" key in response to the remaining prompts to copy all files.

Step 6: Exit the "Global Update Menu":

```
Global Update Menu

1. Edit Informer Commands
2. Run Informer Command
3. Edit Ace Reports
4. Run Ace Report
5. COE Over-Rides
6. Print Total of Each Update Code
7. Block/Lot ID Change
8. Update Zones or Neighborhoods
9. Copy Record from Another File
10. Globally Change Bank Codes
11. Bank Codes Entry Screen
12. Add Note Record for Every Record
13. Update Additional PRC's From Main
14. Update PRC Date/Code From Commercial
15. Add/Remove Reap R01 Code
16. Tax Field Update Screen
17. Copy .txt File to Local Drive
18. Copy .csv File to Local Drive
19. Appeals Mod4 Update
20. Reassessment Menu
21. SqFt Units YrBlt Mod4 Update
22. Add History Records
23. Copy to Work or Reval File
24. Send informer.txt
25. Run informer.txt
26. Sample informer xls File
27. Send Records to FTP Site
28. Update Records from FTP Site
29. Redact Information
30. Copy/Paste Informer Commands

Type a Number and Press Enter or type q to exit this menu: q
```

Step 7: Exit the main Appraisal Program Menu:

```
01/07/26 10:55AM SOUTH RIVER town23
PRC System VER 5

PRC Information Screens Other Screens

1 - Mod IV Information 11 - Commercial Income Approach
2 - Residential PRC Information 12 - Commercial Cost Appr
3 - Historical Sale Information 13 - Added Assessments
4 - Building Permits 14 - Codes Table
5 - Residential Data Entry 15 - Land Data Entry
16 - Chapter 91
17 - Tax Appeals
18 - EA4 Forms

System and Administration Reports & Misc

21 - Utilities 31 - Print Property Record Card
22 - Codes & Cost Values 32 - Reports & Misc Printing
23 - Backup This Town 33 - Assessment History
24 - Global Updates Menu 34 - Copy/Demolish a Residential PRC
25 - Message System 35 - Download Forms to Laser Printer

Type a Number and Press Enter or type q to exit this menu: q
```

Step 8: Select "3) Work/Play File (work)":

```
CAMA - File Menu

1) Active File (aka official file)
2) Reval/Reassessment File ( )
3) Work/Play File (work)
4) Restore Archived Files

5) 2018 (SOUTH RIVER BORO)
6) 2019-aa (SOUTH RIVER BORO)
7) 2020 (SOUTH RIVER)
8) 2023 (SOUTH RIVER)
9) 2024 (SOUTH RIVER)

Type a Number and Press Enter or q to Exit (default=1): 3
ans=3
FOLDER=work
user=root

No mastfile, sptaxcd.dat not updated.
```

Step 9: Navigate the Work/Play file:

```
01/07/26 10:55AM work work
PRC System VER 5

PRC Information Screens          Other Screens

1 - Mod IV Information          11 - Commercial Income Approach
2 - Residential PRC Information 12 - Commercial Cost Appr
3 - Historical Sale Information 13 - Added Assessments
4 - Building Permits           14 - Codes Table
5 - Residential Data Entry      15 - Land Data Entry
                                16 - Chapter 91
                                17 - Tax Appeals
                                18 - EA4 Forms

System and Administration      Reports & Misc

21 - Utilities                 31 - Print Property Record Card
22 - Codes & Cost Values       32 - Reports & Misc Printing
23 - Backup This Town          33 - Assessment History
24 - Global Updates Menu       34 - Copy/Demolish a Residential PRC
25 - Message System            35 - Download Forms to Laser Printer

Type a Number and Press Enter or type q to exit this menu:
```