Mapping Integration - User Guide

NOTICE

Revision History

Date	Version No.	Author	Description
21 February 2005	1.1	Annabel Mackay	Initial Revision
20 July 2005	81	Annabel Mackay	Initial Revision
22 December 2005	83	Annabel Mackay	Corrected reference to i_pr079 program alias which stated i_al033
17 January 2005	84	Annabel Mackay	Changed text "affected neighbour parcels" to "selected parcels" in section about Property Bulk Correspondence.
21 February 2005	1.1	Annabel Mackay	Initial Revision
20 July 2005	81	Annabel Mackay	Initial Revision
01 October	2.0	Tony Singh	Template change

1. Table of Contents

2. Introduction

The **AUTHORITY** textual information system and **AUTHORITY** database can be integrated with mapping systems. Mapping systems are also referred to as spatial information systems, graphical information systems, GIS or CAD.

Integration allows:

- Objects selected in **AUTHORITY**, such as properties or assets, to be passed as input to processes in the mapping system

- Objects selected in the mapping system, to be passed as input to processes in **AUTHORITY** or to have **AUTHORITY** textual data related to them displayed in the mapping system

This document describes how to use the functionality that integration provides. **AUTHORITY 5.0** uses the specification described in this document.

> Integration discussed in this document refers to a type of integration called API Integration. The chapter *Trouble Shooting* lists mapping systems that use API integration.
>
> The information in this document does not apply for non API integration. If Council uses non API integration please contact Civica Support for further advice.

Audience

This document is for use by those using integration between **AUTHORITY** and mapping systems.

Prerequisites

Those using integration between **AUTHORITY** and mapping systems will require skills in using:

- **AUTHORITY**
- The mapping system used by Council

Symbols

Instructions for using **AUTHORITY** integration functions are the same irrespective of the mapping system being used.

Instructions for using the mapping system integration functions vary depending on the mapping system vendor's implementation of integration.

> This symbol indicates that the instructions provided describe intended usage but that the mapping system documentation should be consulted for exact details.

3.   Logon and Start Up

Integration between **AUTHORITY** and a mapping system requires both systems to be running on the PC desktop at the same time.

> Whilst both systems must eventually be running, only one system need be running to begin; the first time an integration function is used, the other system will start up.

3.1   Starting Integration from AUTHORITY

AUTHORITY mapping integration functions are available as part of the standard **AUTHORITY** menu system. Thus, no additional login or start-up process is required. Simply, log into **AUTHORITY** as you usually do.

> The first time an **AUTHORITY** integration function is used the mapping system will be started.

3.2   Starting Integration from the Mapping System

> The mapping system's integration functions may be available as part of the standard mapping system software. If so, no additional login or start-up process is required. Simply, log into the mapping system as you usually do.
>
> The first time a mapping system integration function is used **AUTHORITY** may be started. If not, **AUTHORITY** will need to be running before using integration functions in the mapping software.

4. Display Functions

4.1 Display Properties on Map

Records can be selected in a range of **AUTHORITY** programs and the properties linked to the records displayed on a map.

For example, an **AUTHORITY** Development Application could be displayed in an **AUTHORITY Application Enquiry** program. The parcels attached to the application, including affected neighbour parcels, can be sent to the mapping system for display on a map.

AUTHORITY programs that can display properties on a map are listed in *Authority Program List*.

The Mapping and Map Neighbours buttons

The **Mapping** and **Map Neighbours** buttons are used to send records to the mapping system for display.

The **Mapping** button is visible on the Toolbar of many **AUTHORITY** programs.

The **Map Neighbours** button is visible on the **Applications** menu of **AUTHORITY** programs.
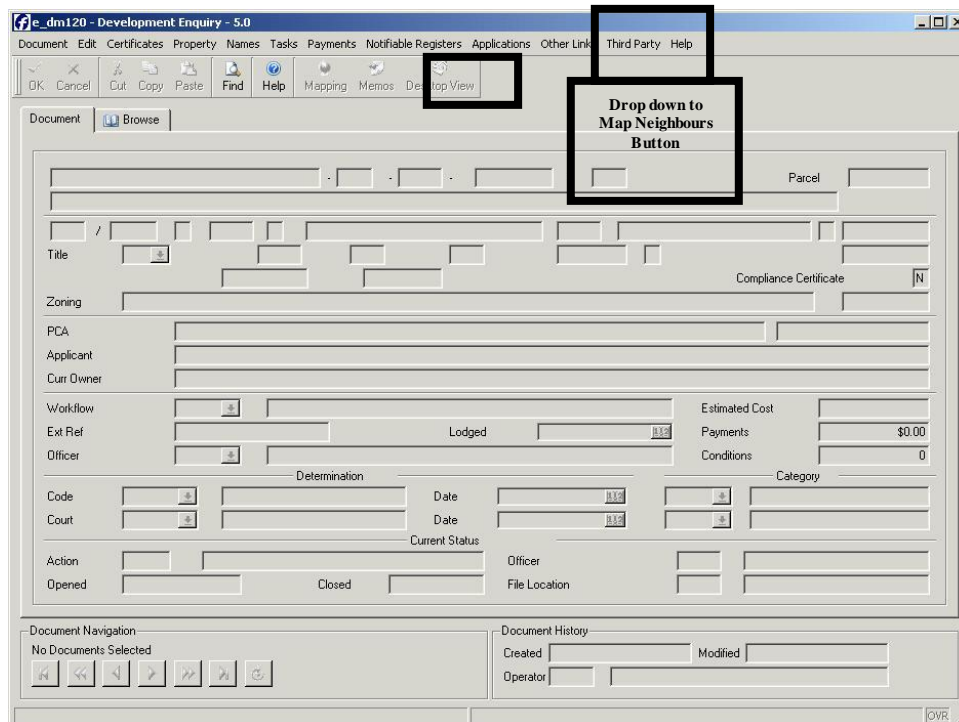
If several records are selected in **AUTHORITY**, some programs send properties linked to all selected records to the map for display. Other programs only send the properties linked to the currently displayed record.

If the record selected in **AUTHORITY** has parcel links with a **neighbour** association these parcels will be displayed on the map in different colour to the parcels with an **include** association.

Process

To display parcels linked to records selected in **AUTHORITY** on a map:

1. In **AUTHORITY**, select one or more records using any **Find** method of your choice.

2. Click the [Mapping] or [Map Neighbours] button.

3. By default, parcels linked to the currently displayed record are sent to the mapping system. However, some programs display a prompt window to map [All] or [One] parcel.

Click [All] to display parcels linked to all selected **AUTHORITY** records.

For example, if 6 Assets are selected, then parcels linked to all 6 Assets are sent to the mapping system.

Click [One] to display parcels linked to only the **AUTHORITY** record displayed.

For example, if 6 assets are selected, then only parcels linked to the asset currently displayed are sent to the mapping system.

Click [Cancel] to abort the mapping process.

Parcels linked to the **AUTHORITY** record as **include** parcels are displayed in one colour and if any are linked, **neighbour** parcels are displayed in another colour. Where a parcel link type is not defined, parcels are displayed in a single colour.

4.2 Display Properties in AUTHORITY

Properties can be selected on a map in the mapping system and **AUTHORITY** records related to the properties displayed in a range of **AUTHORITY** programs.

For example, a property could be selected on a map and the matching **AUTHORITY** property record displayed in the **AUTHORITY Customer Service Property Enquiry** program.

AUTHORITY programs that can display properties selected on a map are listed in *Authority Program List*.

The AUTHORITY Display Button

The mapping system will contain one or more menu items or buttons that are used to send records to **AUTHORITY** for display of matching **AUTHORITY** records.

If several records are selected in the mapping system, some **AUTHORITY** programs display records linked to all selected properties. Other programs only display records linked to a single property.

It is recommended that properties selected in the mapping system be displayed in the **AUTHORITY Customer Services Property Enquiry** program. As long as the parcel number sent from the mapping system has a matching **AUTHORITY** parcel number this program always displays a record. The **Customer Services Property Enquiry** program provides an entry point to all **AUTHORITY** records related to the parcel.

All other **AUTHORITY** programs only display a record if the selected property is linked to a record in the module. For example, the **AUTHORITY Animals Enquiry** program only displays a record if the property sent from the mapping system is linked to an animal record. If an animal record does not exist for the property, the program is displayed but with no data selected.

Process

To display records linked to parcels selected on a map in **AUTHORITY**:

1. In the mapping system, select one or more properties using any selection tool of your choice.

2. Click the menu item/button to send the selected properties to **AUTHORITY** for display.

AUTHORITY will display records linked to the properties selected on the map.

5.   Neighbour Notifications

Application Neighbour Notifications are produced to advise people about an application submitted on a property near a property they own or occupy. The combination of functions in **AUTHORITY** and the mapping system enable Neighbour Notifications to be processed.

The neighbour notification process involves 2 functions:

1. Neighbour Parcel Linking
   In **AUTHORITY**, links can be created between applications and properties to show:

   - The properties for which an application is being submitted (ie. **include** parcels)

   - The properties that are affected by an application (ie. **neighbour** parcels).

   Typically, application-to-property links are entered individually using the **AUTHORITY Property Links** program. This process may involve consultation of hardcopy maps to identify affected properties, and where an application affects many properties this process may be time consuming.

   Mapping system software can be used to more easily identify affected properties, and after selecting affected properties in the mapping system, they can be sent to **AUTHORITY** to be linked to an application using an automated process.

2. Correspondence Production
   AUTHORITY includes functionality to create correspondence about **AUTHORITY Applications**. When correspondence documents created they are stored on Council's computer system and **AUTHORITY Desktop** document links are created between the **AUTHORITY Application** that the correspondence is about and the document file.

   The **Application** correspondence production process is initiated within **AUTHORITY** or MS Word for individual document requests, but where the same document is requested for multiple recipients, as in Neighbour Notifications, the correspondence production process is initiated from a mapping system.

Process

1. In **AUTHORITY**, select an application.

2. Click the [Map Neighbours] button to display parcels in the mapping system.

    Parcels linked to the **AUTHORITY** application as **include** parcels are displayed in one colour and if any are linked, **neighbour** parcels are displayed in another colour.

3.

    If prompted in the mapping system, specify neighbour notification options to be used:

    *   Create Applicant correspondence (yes or no)

        If a letter is to be sent to the Applicant, at the prompt for Applicant letter selection, click one or more **AUTHORITY** Application (**DD**) external document types.

    *   Create Neighbour Parcel links (yes or no)

    *   Create Neighbour Parcel Owner/Occupier correspondence (yes or no)

        If a letter is to be sent to the affected neighbour parcel owners/occupiers, at the prompt for Neighbour letter selection, click one or more **AUTHORITY DD** external document types.

        Letters can be created for:
        *   The applicant only
        *   The affected neighbour parcel owners/occupiers only
        *   Both the applicant and affected neighbour parcel owners/occupiers

4.

    If neighbour parcels are not displayed on the map, or additional neighbour parcels must be identified, select properties that are affected by the application using any selection tool of your choice.

    The mapping system may include a *Juxtaposition* or *Adjacent* parcel selection tool to select properties that share boundaries with the Application property. If not, identify such parcels visually and use the mouse to individually select them.

    Select any other properties affected by the Application such as parcels across the road from the Application property.

5.

    Click the menu item/button to send the selected properties and letter types to **AUTHORITY**.

6. In **AUTHORITY**, the program called **i_al033** runs and a window titled **Notification Parameters** is displayed. The **Notification Parameters** window shows the current values for the notification parameters**.**

If **Notify Occupier** is set to **Yes**, letters are sent to both the Owners and Occupiers of the affected neighbour parcels. If the Owner's mailing address is the same as the property address, then it is assumed the owner is the occupier and only an owner letter is created even if this option is set to yes. If the parameter is set to **No**, letters are sent to the Owners of the affected neighbour parcels only.

If **Generate Multiple Letters** is set to **No**, if the more than one of the affected neighbour parcels are owned by the same person(s), only a single letter is created for the owner(s) about the application. If the parameter is set to **Yes**, if the more than one of the affected neighbour parcels are owned by the same person(s), multiple letters are created for the owner(s) about the application, one for each parcel they own.

Click [No] to use the default parameter values.

Click [Yes] to alter the default parameter values if they are not set to the values you require.

If you are altering the default Notification Parameters:

- Enter **y** or **n** at the **Notify Occupier** prompt box

- Enter **y** or **n** at the **Generate Multiple Letters** prompt box

The **AUTHORITY** Outstanding Request List will contain document requests for the properties identified and letters specified in the mapping system.

To print the letters requested use the **AUTHORITY Process Outstanding Request** menu item/button in MS Word.

After the letters are printed the documents created are stored on Council's file system and **Desktop** document links are created between:

- The **AUTHORITY** application and the applicant letter (if created)

- The **AUTHORITY** application and each neighbour letter

- The **AUTHORITY** neighbour parcels and their corresponding neighbour letter

If neighbour parcel linking is included as part of the neighbour notification process, the **AUTHORITY** application will show **neighbour** property links to the properties identified in the mapping system.

6.   Bulk Property Correspondence

AUTHORITY includes functionality to create correspondence about **AUTHORITY Properties**. When correspondence documents created they are stored on Council's computer system and **AUTHORITY Desktop** document links are created between the **AUTHORITY Property** that the correspondence is about and the document file.

The **Property** correspondence production process is initiated within **AUTHORITY** or MS Word for individual document requests, but where the same document is requested for multiple recipients the correspondence production process is initiated from a mapping system.

Mapping system software can be used to easily identify properties that are to receive the same correspondence, and after selecting the properties in the mapping system, the properties can be sent to **AUTHORITY** and correspondence created using an automated process.

Process

1.   In the mapping system, select properties for which correspondence is to be created using any selection tool of your choice.

2.   Click the menu item/button to initiate the **AUTHORITY** Bulk Property Correspondence process.

3.   At the prompt for letter selection, click one or more **AUTHORITY** Property (**PR**) external document types.

4.   Click the menu item/button to send the selected properties and letter types to **AUTHORITY**.

5.   In **AUTHORITY**, the program called **i_al033** runs and a window titled **Notification Parameters** is displayed. The **Notification Parameters** window shows the current values for the notification parameters**.**

      If **Notify Occupier** is set to **Yes**, letters are sent to both the Owners and Occupiers of the selected parcels. If the Owner's mailing address is the same as the property address, then it is assumed the owner is the occupier and only an owner letter is created even if this option is set to yes. If the parameter is set to **No**, letters are sent to the Owners of the selected parcels only.

      If **Generate Multiple Letters** is set to **No**, if the more than one of the selected parcels are owned by the same person(s), only a single letter is created for the owner(s). If the parameter is set to **Yes**, if the more than one of the selected parcels are owned by the same person(s), multiple letters are created for the owner(s), one for each parcel they own.
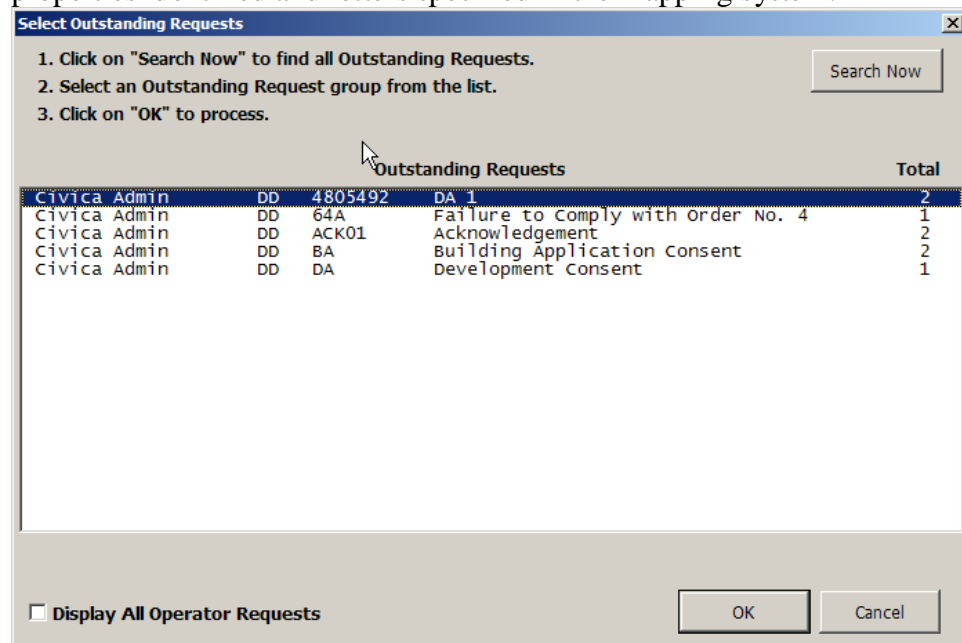
      Click [No] to use the default parameter values.

Click [Yes] to alter the default parameter values if they are not set to the values you require.

If you are altering the default Notification Parameters:

- Enter **y** or **n** at the **Notify Occupier** prompt box

- Enter **y** or **n** at the **Generate Multiple Letters** prompt box

The **AUTHORITY** Outstanding Request List will contain document requests for the properties identified and letters specified in the mapping system.

To print the letters requested use the **AUTHORITY Process Outstanding Request** menu item/button in MS Word.

After the letters are printed the documents created are stored on Council's file system and **Desktop** document links are created between each **AUTHORITY** parcel and their corresponding letter

7.   Property Bulk Update

AUTHORITY includes functionality to modify the same data for **AUTHORITY** property records in a bulk process. This is done using **AUTHORITY Property Bulk Update** (**i_pr079**) program.
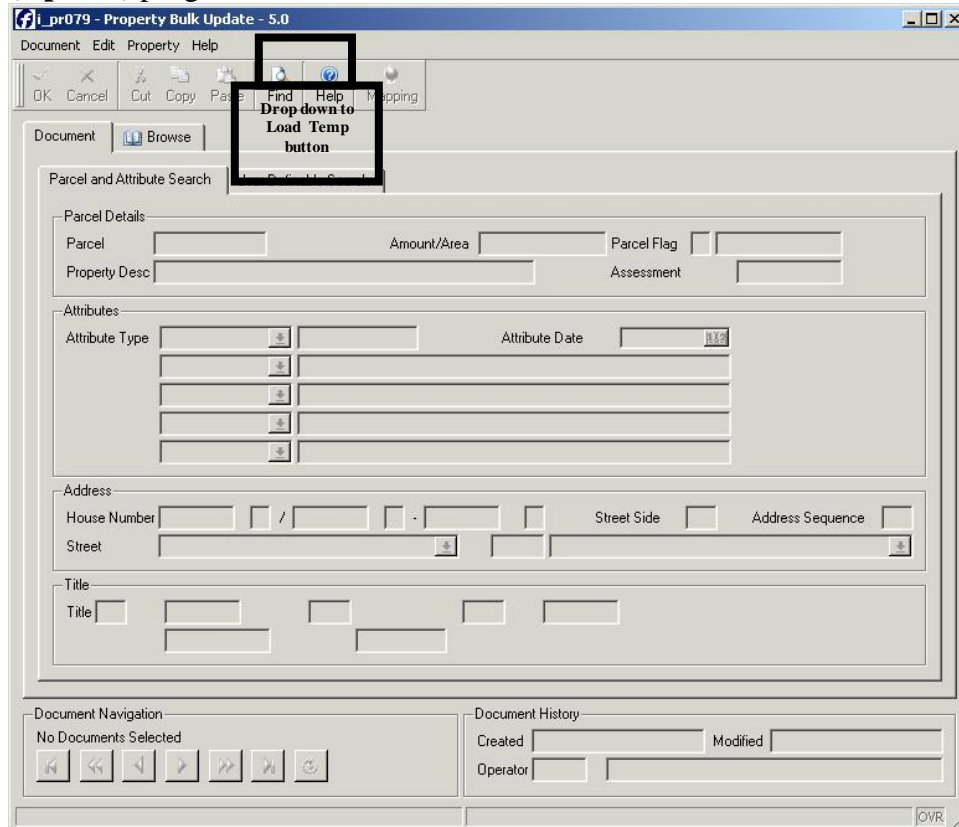
Properties can be selected for bulk updated using a variety of methods including street name, land title, and attribute type. In addition to this a mapping system can be used to identify properties for update. After selecting the properties in the mapping system, the properties can be sent to **AUTHORITY** for input to the **Property Bulk Update** program.

Selection of properties for update in a mapping system could be useful in the following situations:

- Adding a flooding attribute to all properties within 100 metres of a river to indicate flood zone: a mapping system's buffer selection tool could be used to easily identify properties within this distance of a river.

- Adding a zoning attribute to all properties of a specific size to indicate building restrictions: a mapping system's size range selection tool could be used to easily identify properties between a minimum and maximum size.

Process

1.

In the mapping system, select properties that are to have **AUTHORITY** property data updated using any selection tool of your choice.

2.

Click the menu item/button to initiate the **AUTHORITY** Property Bulk Update program.

3.

Type a name for a file to be created containing the parcel numbers to be updated.

In **AUTHORITY**, the **Property Bulk Update** (**i_pr079**) program is displayed.

4. Click [Load Temp] on the **Property** menu.

5. Type the name of the import file created by the mapping system in the **Import File Path** field.

Type the full file name, including any extensions, in the exact case the mapping system used to create the file.

For example, if the mapping system created a file called **Import.txt**, then the letter I must be typed in upper case and the extension **.txt** must be typed.

The **AUTHORITY Property Bulk Update** will list properties identified in the mapping system.

Click [Edit Parcel List] to examine the selected parcels, adding or removing parcels as required, prior to updating property data for the parcels.

<Course Title> <Chapter>

8. Database Query Functions

The mapping system may include a range of **AUTHORITY** database query functions. Database query functions are run in the mapping system and do not need **AUTHORITY** to be running at the same time. Database query functions are SQL queries to the **AUTHORITY** database. Commonly, SQL queries are run using a tool like **dbaccess**, **SQLPlus**, or **Crystal reports**, the results of which are displayed in a textual, tabular format. When SQL queries are run from a mapping system the results of queries can be displayed graphically on a map, textually on a map, or textually in an assigned text window in the mapping system

> Consult your mapping system documentation to determine what **AUTHORITY** database query functions are available in your mapping system.

Thematic mapping

Thematic mapping shades map features based on the value of attribute for each feature. For example,

- Any properties that has more than 2 dogs registered to them could be shaded in red

- All properties on a map could be shaded, each parcel in one of a range of colours that indicate which zone they are assigned. The result of this is a zone code map.

Map Labelling

Map labelling is used to print text information on map features. For example,

- Any properties that has more than 2 dogs registered to them could be labelled to print each dog's name

- A property selected by the user could be labelled to print the owner's name, the property address and land title

Textual Data Display

Textual data display is used to print text information in a specific area in the mapping system but not on the map itself. For example,

- After using the mouse to select property on the map, the owner's name, property address and land title are displayed in a window in the mapping system at the side of the map

Appendix 1. AUTHORITY Configuration

8.1 General System Configuration

8.1.1 Table Privileges & Synonyms

The **AUTHORITY** table, **AUALMAPL,** must have SELECT, UPDATE, INSERT and DELETE privileges for ALL users (i.e. Public).

These **AUTHORITY** tables must have SELECT privileges for ALL users (i.e. Public):

- auallnks

- audmextp

- aumnmenu

- aumncmnd

- auprparc

- aurtvalm

For Oracle databases, a public synonym must exist for each of these tables.

Privileges and synonyms are usually configured as part of the **AUTHORITY** database installation and further configuration is generally not required. Contact your Database Administrator to have privileges and synonyms checked and modified if required.

8.2   Display Functions

8.2.1   Map Product Parameter

The **AUTHORITY** parameter, **Map Product**, must be set to **Other**.

Accessing the program

From the main **AUTHORITY** menu, select **Property Management** followed by **Property** and then **Maintenance** and then **Mapping Parameters**. The **Mapping & Miscellaneous Property Parameters** (**i_pr069**) program is displayed.

If you do not have access to this program, contact you **AUTHORITY** System Administrator.

Setting the parameter

To set the mapping product on the **Mapping & Miscellaneous Property Parameters** program:

1. Click [Update]

2. Click ▼ in the **Map Product** field, and select **Other** from the drop-down list.

3. Click [OK].

When you have finished, click [Quit] to exit the **Mapping & Miscellaneous Property Parameters** program.

8.2.2   Command Parameter (setup_customer.bat)

The **Mapping** and **Map Neighbours** buttons send property numbers to the mapping system for display on a map. The mapping system will only respond to calls by these buttons if its Authority Link start up program is found when called by Authority.

By default **AUTHORITY** looks for a file:

- Called **Setup_customer.bat**

- Installed on the client PC

- Installed in a location that is included on the Windows PATH (e.g. /Windows), or the Windows PATH be amended to include the file's location

However, **AUTHORITY** can be configured to look for a file with a different name available on the network by setting the **AUTHORITY** parameter, **Command**.

Accessing the program

From the main **AUTHORITY** menu, select **Property Management** followed by **Property** and then **Maintenance** and then **Mapping Parameters**. The **Mapping & Miscellaneous Property Parameters** (**i_pr069**) program is displayed.

If you do not have access to this program, contact your **AUTHORITY** System Administrator.

Setting the parameter

To set the name and location of the mapping system start up program on the **Mapping & Miscellaneous Property Parameters** program:

1. Click [Update]

2. Enter the path and not and name of the mapping system's Authority Link start up program in the **Command** field.
   For example:

   ```
   G:/GIS/Software/Mapping Authority Link/gomapping.bat
   ```
   [\\linux01\mappingauthlink\gomapping.bat](\\linux01\mappingauthlink\gomapping.bat)

   Note that this field is case sensitive.

3. Click [OK].

When you have finished, click [Quit] to exit the **Mapping & Miscellaneous Property Parameters** program.

8.2.3   Display Program Security

AUTHORITY programs that can be launched by the mapping system must be available as menu items for users wishing to launch the programs. **AUTHORITY** programs that can be launched are listed in the chapter *Authority Program List*.

Granting menu item access

Your **AUTHORITY** System Administrator can define access to menu items if they are not available for a user.

8.2.4   Display Program Aliases

The **AUTHORITY** alias for each program the mapping system can display properties in, must be set to the value of the alias used by the mapping system. Default **AUTHORITY** aliases are listed in *Authority Program List*.

Consult your mapping system documentation for the alias used for each program by the mapping system.

Accessing the program

From the main **AUTHORITY** menu, select **Computer Systems Services** followed by **Menu Processor** and then **Menu Items**. The **Menu Items** (**i_mn002**) program is displayed.

If you do not have access to this program, contact you **AUTHORITY** System Administrator.

Setting the aliases

To set the alias on the **Menu Items** program:

1. Click [Find].

2. Click in the **Command** field.

3. Type the text listed in the **Command String** column of *Authority Program List* for the program you are checking.

4. Click [OK].

5. Click [Update].

6. Click in the **Alias Reference** field.

7.

   Type the name of the alias used by the mapping system for the program you are checking.

8. Click [OK].

When you have finished, click [Quit] to exit the **Menu Items** program.

8.2.5   Display Program ulaunch Commands

The **AUTHORITY** command for each program the mapping system can display properties in, must be set in the mapping system. These commands are set as part of the mapping system configuration. However, if there are problems with launching **AUTHORITY** programs it may be necessary to check and edit them in the mapping system's configuration files. If so, refer to the document *Authority Mapping Integration Developer's Guide* for **ulaunch** syntax statements.

8.3   Neighbour Notifications & Bulk Property Correspondence

8.3.1   I_al033 Security

The program, **i_al033**, must be available as menu item for users wishing to use Neighbour Notifications and Bulk Property Correspondence.

Granting menu item access

Your **AUTHORITY** System Administrator can define access to **i_al033** if it is not available for a user.

8.3.2   I_al033 Program Alias

The **AUTHORITY** alias for the program, **i_al033**, must be set to the value used by the mapping system when calling this program. By default the alias is set to **GISREQ**.

Consult your mapping system documentation for the alias used by the mapping system for the program, **i_al033**.

Accessing the program

From the main **AUTHORITY** menu, select **Computer Systems Services** followed by **Menu Processor** and then **Menu Items**. The **Menu Items** (**i_mn002**) program is displayed.

If you do not have access to this program, contact you **AUTHORITY** System Administrator.

Setting the alias

To set the alias on the **Menu Items** program:

1. Click [Find].

2. Click in the **Command** field.

3. Type ***i_al033***

4. Click [OK].

5. Click [Update].

6. Click in the **Alias Reference** field.

7.

Type the name of the alias used by the mapping system for the program **i_al033**.

8. Click [OK].

When you have finished, click [Quit] to exit the **Menu Items** program.

8.3.3 External Document Types

The neighbour notifications and bulk property correspondence processes require **AUTHORITY External Document Types** to be defined.

The neighbour notification process uses **DD** (i.e. **Applications/Registers**) external documents.

The bulk property correspondence process uses **PR** (i.e. **Property**) external documents.

Existing document types are visible in the mapping system. New document types should be created as required.

Adding external document types

Consult the **AUTHORITY** program documentation for the **External Document Parameters** (**i_dm079**) program for instructions on adding document types.

AUTHORITY Word Macro Merge fields

Use the following **AUTHORITY Word Macro** merge fields for recipient details in letters generated from mapping integration:

Recipient Data	Merge Field
First Name	[fmt_nm1]
Surname	[fmt_nm2]
Mailing Address Line 1	[fmt_ad1]
Mailing Address Line 2	[fmt_ad2]
Mailing Address Line 3	[fmt_ad3]

8.3.4   Memo Types

The neighbour notifications and bulk property correspondence processes require **AUTHORITY Memo Types** to be defined as listed in the following table:

Module Reference	Description	Warnings	
		Module	**Authority Wide**
PR Property	Notification Title	Blank	Blank
DD Application/Register Documents	Notification Title	Blank	Blank
PR Property	Notification Address	Blank	Blank
DD Application/Register Documents	Notification Address	Blank	Blank

Adding memo types

Consult the **AUTHORITY** program documentation for the **Memo Types** (**i_me001**) program for instructions on adding memo types.

8.3.5   Notification Parameters

AUTHORITY parameters must be set for:

- Notification Report

- Notify Occupier

- Generate Multiple Letters

- Title Memo Type

- Address Memo Type

Each of these parameters is set on the **Mapping & Miscellaneous Property Parameters** (**i_pr069**) program.

Accessing the program

From the main **AUTHORITY** menu, select **Property Management** followed by **Property** and then **Maintenance** and then **Mapping Parameters**. The **Mapping & Miscellaneous Property Parameters** (**i_pr069**) program is displayed.

If you do not have access to this program, contact you **AUTHORITY** System Administrator.

8.3.5.1 Notification Report

This parameter sets the path to the **Adjoining Owners Notification Report** (**r_dm058**). If a report path is entered, **Application Enquiry/Update** programs display an additional button called **Adjoining** that is used to run this report.

The path should be set to the location of the report file, **r_dm058.rpt**. By default, the report is installed on the **AUTHORITY** server as:

$APPL/dm.4gm/r_dm058.4gs/r_dm058.rpt

The path must be recognised PCs where the report will be run and can be specified as either a network drive or a UNC path.

For example, if the **$APPL** directory of the **AUTHORITY** server is visible to PCs on the network as a share called **\\civica1\auth,** then the **Notification Report** could be defined as:

\\civica1\auth\dm.4gm\r_dm058.4gs\r_dm058.rpt

Setting the parameter

To set the notification report on the **Mapping & Miscellaneous Property Parameters** program:

1. Click [Update]

2. Click in the **Notification** field.

3. Type in the full path to the report.

4. Click [OK].

When you have finished, click [Quit] to exit the **Mapping & Miscellaneous Property Parameters** program.

8.3.5.2   Notify Occupier

This parameter sets the default behaviour for sending occupier letters for parcels in the neighbour notification and bulk property correspondence processes.

If **Notify Occupier** is **ticked**, by default letters are sent to both the Owners and Occupiers of parcels.

If **Notify Occupier** is **not ticked**, by default letters are only sent to the Owners of parcels.

Typically, default behaviour would be to send letters to both Owners and Occupiers, and so this parameter is **ticked**.

Setting the parameter

To set the notification report on the **Mapping & Miscellaneous Property Parameters** program:

1. Click [Update]

2. Click in the **Notify Occupier** check box to turn the tick on or off.

3. Click [OK].

When you have finished, click [Quit] to exit the **Mapping & Miscellaneous Property Parameters** program.

8.3.5.3   Generate Multiple Letters

This parameter sets the default behaviour for generating multiple letters for parcel owners in the neighbour notification and bulk property correspondence processes.

If **Generate Multiple Letters** is **ticked**, by default if the more than one of the parcels are owned by the same person(s), multiple letters are created for the owner(s), one for each parcel they own.

If **Generate Multiple Letters** is **not ticked**, by default if the more than one of the parcels are owned by the same person(s), only a single letter is created for the owner(s).

Typically, default behaviour would be to send a single letter to Owners, and so this parameter is **not ticked**.

Setting the parameter

To set the notification report on the **Mapping & Miscellaneous Property Parameters** program:

1. Click [Update]

2. Click in the **Generate Multiple Letter** check box to turn the tick on or off.

3. Click [OK].

When you have finished, click [Quit] to exit the **Mapping & Miscellaneous Property Parameters** program.

8.3.5.4   Title Memo Type

This parameter sets the *Notification Title* **Memo Types** to be used by the neighbour notifications and bulk property correspondence processes.
The **PR** value is set to the *Notification Title* **Memo Type** defined for the module **PR**.
The **DD** value is set to the *Notification Title* **Memo Type** defined for the module **DD**.

Setting the parameter

To set the notification report on the **Mapping & Miscellaneous Property Parameters** program:

1. Click [Update]

2. Click ⏷ in the **Title Memo Type PR** field.

3. Double click to select the memo type defined for **Notification Title**.

4. Click ⏷ in the **Title Memo Type DD** field.

5. Double click to select the memo type defined for **Notification Title**.

6. Click [OK].

When you have finished, click [Quit] to exit the **Mapping & Miscellaneous Property Parameters** program.

8.3.5.5   Address Memo Type

This parameter sets the *Notification Address* **Memo Types** to be used by the neighbour notifications and bulk property correspondence processes.

The **PR** value is set to the *Notification Address* **Memo Type** defined for the module **PR**.

The **DD** value is set to the *Notification Address* **Memo Type** defined for the module **DD**.

Setting the parameter

To set the notification report on the **Mapping & Miscellaneous Property Parameters** program:

1. Click [Update]

2. Click ⏷ in the **Address Memo Type PR** field.

3. Double click to select the memo type defined for **Notification Address**.

4. Click ⏷ in the **Address Memo Type DD** field.

5. Double click to select the memo type defined for **Notification Address**.

6. Click [OK].

When you have finished, click [Quit] to exit the **Mapping & Miscellaneous Property Parameters** program.

8.4　Property Bulk Update

8.4.1　I_pr079 Security

The program, **i_pr079**, must be available as menu items for users wishing to process Property Bulk Updates.

Granting menu item access

Your **AUTHORITY** System Administrator can define access to **i_pr079** if it is not available for a user.

8.4.2   I_pr079 Program Alias

The **AUTHORITY** alias for the program, **i_pr079**, must be set to the value used by the mapping system when calling this program. By default the alias is not set in **AUTHORITY**.

Consult your mapping system documentation for the alias used by the mapping system for the program, **i_pr079**.

Accessing the program

From the main **AUTHORITY** menu, select **Computer Systems Services** followed by **Menu Processor** and then **Menu Items**. The **Menu Items** (**i_mn002**) program is displayed.

If you do not have access to this program, contact you **AUTHORITY** System Administrator.

Setting the alias

To set the alias on the **Menu Items** program:

1. Click [Find].

2. Click in the **Command** field.

3. Type ***i_pr079***

4. Click [OK].

5. Click [Update].

6. Click in the **Alias Reference** field.

7. Type the name of the alias used by the mapping system for the program **i_pr079.**

8. Click [OK].

When you have finished, click [Quit] to exit the **Menu Items** program.

8.4.3   Bulk Update Import Path Parameter

This parameter should only be set as described below if the **Property Bulk Update** (**i_pr079**) program's **Load From File** function is used in the following manner:

- The mapping system saves the import file it creates onto the **AUTHORITY** server

- At the **Load From File** prompt called, **Import File**, the import file name is typed in

If the mapping system does not save the import file onto the **AUTHORITY** server, or if Council wants to use the **AUTHORITY** Zoom tool at the **Import File** prompt, contact the **AUTHORITY** Hotline for advice about how to set up and use the **Load From File** function.

Consult your mapping system documentation for the location that the mapping system saves import files to.

The **AUTHORITY** parameter, **Bulk Update Import Path**, must be set to the directory where import files to be used by the **Property Bulk Update** (**i_pr079**) program's **Load From File** function are located.

Accessing the program

From the main **AUTHORITY** menu, select **Property Management** followed by **Property** and then **Maintenance** and then **Mapping Parameters**. The **Mapping & Miscellaneous Property Parameters** (**i_pr069**) program is displayed.
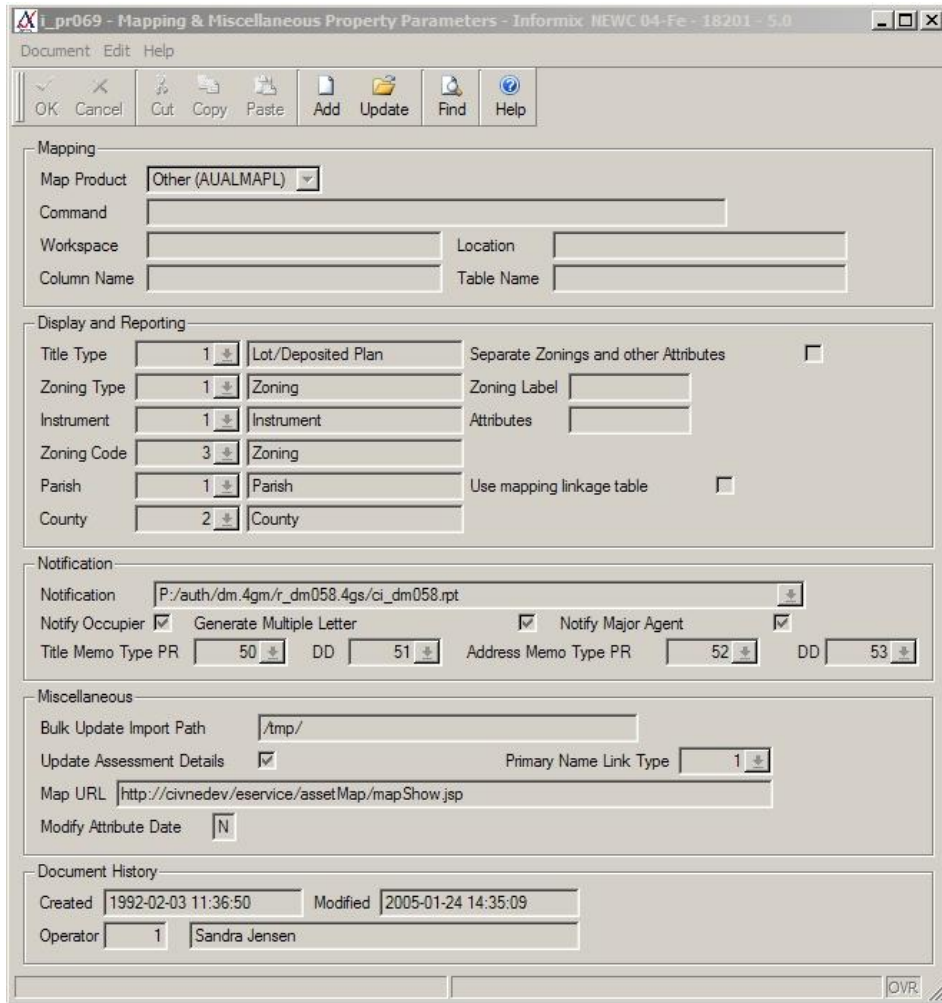
If you do not have access to this program, contact you **AUTHORITY** System Administrator.

Setting the parameter

To set the bulk update import path on the **Mapping & Miscellaneous Property Parameters** program:

1. Click [Update]

2. Click in the **Bulk Update Import Path** field.

3. Type in the full path to the directory on the **AUTHORITY** server where bulk update import files are stored. This path must be recognised by the **AUTHORITY** server.

4. At the end of the path type a forward slash, **/**.

5. Click [OK].

When you have finished, click [Quit] to exit the **Mapping & Miscellaneous Property Parameters** program.

8.5   Database Query Functions

8.5.1   Authority Table Privileges

Any **AUTHORITY** tables or views used in database query functions executed by the mapping system must have SELECT privileges for users running these functions. Typically this would be ALL users (i.e. Public).

Tables and views typically used in mapping database query functions are:

- aualparm
- auanfees
- auanmast
- auantags
- auantype
- aublcdes
- audmfile
- audmftpr
- audmmast
- audmmprm
- audmpart
- auprattr
- aupratyp
- auprcode
- auprlink
- auprparc
- auprparp
- auprstad
- aurtvalm
- rtpostal

For Oracle databases, a public synonym must exist for each of these tables.

Privileges and synonyms are usually configured as part of the **AUTHORITY** database installation for tables and views typically used in database query functions and further configuration is generally not required. However, you should contact your Database Administrator to have these privileges checked and modified if required.

If the mapping system uses tables or views in addition to these your Database Administrator must grant SELECT privilege to these for all users running the queries, and for Oracle databases, create a public synonym for each.

Appendix 2. Mapping System Configuration

Consult your mapping system documentation for configuration instructions for the mapping system's **AUTHORITY** integration component.

Consult the *AUTHORITY Mapping Integration Developer Guide* for the syntax of **AUTHORITY** commands used by the mapping system.

KEY

✓ Option implemented (Single record only)

✓m Option implemented (Multiple records)

✗ Option not implemented - but can be implemented on request

na Option not applicable

> This document does not list syntaxes for **AUTHORITY ulaunch** commands as they are entered as part of the mapping system configuration. However, if there are problems with launching **AUTHORITY** programs and these syntaxes are required refer to the document *Authority Mapping Integration Developer's Guide*.

Program		Display Functions			Default AUTHORITY Alias	Command String
Description	Number	To Mapping		From Mapping		
		Mapping	Map Neighbours			
ANIMALS						
Animal Enquiry	e_an005	✓m	na	✓m	ANENQ	*e_an005.4gs
APPLICATIONS						
Data Entry						
Application Entry (NZ)	i_dm123	✓	✓	na	na	na
Building Application Entry	i_dm043	✓	✓	na	na	na
Complying Development Entry	i_dm104	✓	✓	na	na	na
Development Application Entry	i_dm101	✓	✓	na	na	na
Development Application Entry	i_dm046	✓	✓	na	na	na
Enquiry						
Applications Enquiry (NZ)	e_dm122	✓	✓	✓m	none	*e_dm122.4gs
Applications Enquiry (SA)	e_dm110	✓	✓	✓m	none	*e_dm110.4gs
Applications Enquiry (Vic.)	e_dm010	✓	✓	✓m	none	*e_dm010.4gs
Certificate Enquiry	e_dm121	✓	✓	✓m	none	*e_dm121.4gs
Construction Certificate	e_dm020	✓	✓	✓m	none	*e_dm020.4gs
Development Enquiry (NSW, Qld, WA)	e_dm120	✓m	✓	✓m	none	*e_dm120.4gs

Program		Display Functions			Default AUTHORITY Alias	Command String
Description	Number	To Mapping		From Mapping		
		Mapping	Map Neighbours			
ASSETS						
Asset Enquiry	e_as001	✓ m	na	✓ m	ASENQ	*e_as001.4gs
CUSTOMER ACTION REQUESTS						
Customer Service Request	i_dm081	✓	na	✓ m	CAENQ	*i_dm081.4gs
PROPERTY						
Customer Service Property Enquiry	e_pr005	✓ m	na	✓ m	PRENQ5	*e_pr005.4gs
Parcel Maintenance	i_pr038	✓ m	na	✓ m	PRMAST	*i_pr038.4gs
Property Bulk Update	i_pr079	✓ m	na	Load From File	none	*i_pr079.4gs
Property Parcel Enquiry	e_pr001	✓ m	na	✓ m	PRENQ	*e_pr001.4gs
RATES						
Rates Enquiry	e_rt007	✓	na	✓ m	RTENQ	*e_rt007.4gs -f
Rates Bulk Update	i_rt145	✓ m	na	✓ m	RTBULK	*i_rt145.4gs
RECORDS MANAGEMENT						
Correspondence Enquiry	e_dm003	na	na	✓ m	DCENQ	*e_dm003.4gs
Correspondence Enquiry	e_dm004	✓	na	na	na	na
REGISTERS						

Program		Display Functions			Default AUTHORITY Alias	Command String
Description	**Number**	**To Mapping**		**From Mapping**		
		Mapping	**Map Neighbours**			
Document Entry	i_dm062	✓m	✓	na	na	na
Document Enquiry	e_dm016	✓m	✓	✓m	none	*e_dm016.4gs
WATER BILLING						
Water Billing Enquiry	e_wb001	✓	na	✘	WBENQ	na
Water Billing Bulk Update [1]	i_wb084	✓m	na	✘	none	na
WORK ORDERS						
Work Order Enquiry	e_wo001	✓	na	✘	WOENQ	na
Work Order Maintenance	i_wo009	✓	na	✘	WOMAST	na

---

[1] Available in Authority 5

8.6   Introduction

All **AUTHORITY** mapping integration functions:

- Send an **AUTHORITY** parcel number to the mapping system

- Expect to receive an **AUTHORITY** parcel number from the mapping system

Therefore, the mapping system must determine which mapping system parcel number corresponds to the **AUTHORITY** parcel number. This process is called parcel matching and is achieved using one of two methods which are discussed in this chapter.

To ensure that the correct parcels are selected by integration functions, every time a parcel is added or deleted in **AUTHORITY** and the mapping system, data must be updated to enable parcel matching to occur.

If parcel matching data is not updated as parcels are added and deleted it can be expected that integration functions will not return the correct parcels, if any.

Consult your mapping system documentation for information about which parcel matching method is used and how to update parcel matching data.

8.7 Cross-reference Table Parcel Matching

Few mapping systems use this method for parcel resolution. Those that do include Latitude and World Viewer.

8.7.1 Description

Cross-reference table parcel matching uses a table in the **AUTHORITY** database to record relationships between **AUTHORITY** parcel numbers and the corresponding mapping system parcel numbers.

Thus, to achieve parcel matching the mapping system parcel number corresponding to each **AUTHORITY** parcel must be inserted in the **AUTHORITY** cross reference table.

8.7.2 Initial Parcel Matching

When integration is set up, the mapping vendor uses an automated process to update the cross reference table with **AUTHORITY** parcel numbers and corresponding mapping system parcel identifiers.

Consult your mapping system vendor for further information about initial parcel matching.

8.7.3 Ongoing Parcel Matching

After set up, as new parcels are added or deleted in **AUTHORITY** and the mapping system, the mapping system parcel number corresponding to **AUTHORITY** parcel must be manually entered into the **AUTHORITY** cross-reference table.

Consult your mapping system vendor for advice on which **AUTHORITY** database table and column is used to record the mapping system parcel number.

Civica can advise which **AUTHORITY** program can be used to edit the table advised by you mapping vendor. For example, if the table AURTVALM is used for parcel matching the program I_RT066 is used to modify and insert the mapping system parcel number, while if the table AUPRPARC is used for parcel matching then the program I_PR038 is used.

8.7.4 Special Data Requirements

There are no special data requirements for cross-reference table parcel matching. Irrespective of parcel flag or title type, the mapping system parcel number that corresponds to the **AUTHORITY** parcel is entered in the cross reference table.

8.8 Common Key Parcel Matching

Most mapping systems use this method for parcel resolution. For example, ESRI, Cadcorp and MapInfo.

8.8.1 Description

Common key parcel matching inserts the **AUTHORITY** parcel number in the mapping data to record relationship between **AUTHORITY** parcel numbers and the corresponding mapping system parcel numbers.

Thus, to achieve parcel matching the **AUTHORITY** parcel number corresponding to each mapping system parcel must be inserted in the mapping system data.

8.8.2 Initial Parcel Matching

When integration is set up, the mapping vendor uses an automated process to update the mapping system data corresponding with **AUTHORITY** parcel numbers.

Consult your mapping system vendor for further information about initial parcel matching.

8.8.3 Ongoing Parcel Matching

After set up, as new parcels are added or deleted in **AUTHORITY** and the mapping system, the **AUTHORITY** parcel number corresponding to each mapping system parcel must be manually entered into the mapping data.

Consult your mapping system vendor for advice on how to enter **AUTHORITY** parcel numbers in the mapping system data.

8.8.4 Special Data Requirements

There are several data requirements for common key parcel matching which accommodate matching of strata, unreal and proposed parcels. Depending on parcel flag or title type, the **AUTHORITY** parcel number to enter in the mapping system varies.

8.8.4.1 Registered non-Strata Parcels

AUTHORITY parcel number to enter in map: Registered parcel number

AUTHORITY valuation number: No special requirements

8.8.4.2

8.8.4.3   Registered Strata Parcels

AUTHORITY parcel number to enter in map:	Strata plan Lot 0 parcel number from top level strata plan
AUTHORITY valuation number:	All parcels in strata plan, including strata-upon-strata must have same valuation number*

* When **AUTHORITY** creates strata parcels they are assigned a valuation by the Property/Rates staff. Thus, this information should exist for all strata parcels and there should be no need to modify this data.

8.8.4.4   Unreal Parcels

AUTHORITY parcel number to enter in map:	None Assumption: Registered parcel over which unreal sits exists and has its matching Authority parcel number entered
AUTHORITY valuation number:	Must have same valuation number as Registered parcel over which unreal sits*

* By default, unreal parcels do not have a valuation number assigned. Therefore, the valuation number of the land parcels on which the unreal parcel sits must be manually assigned to the unreal parcels to enable mapping integration.

8.8.4.5   Proposed Parcels

AUTHORITY parcel number to enter in map:	None Assumption: Registered parcel from which proposed parcel is to be created exists and has its matching Authority parcel number entered
AUTHORITY valuation number:	Must have same valuation number as Registered parcel from which proposed parcel is to be created*

* By default, proposed parcels do not have a valuation number assigned. Therefore, the valuation numbers of the land parcels from which the proposed parcel has been created must be manually assigned to the proposed parcel to enable mapping integration.

8.8.5 Adding Valuation Numbers to Unreal and Proposed Parcels

To add valuation numbers to unreal and proposed parcels use these instructions.

Accessing the program

From the main **AUTHORITY** menu, select **Property Management** followed by **Property** and then **Maintenance** and then **Parcel Maintenance**. The **Parcel Maintenance** (**i_pr038**) program is displayed.
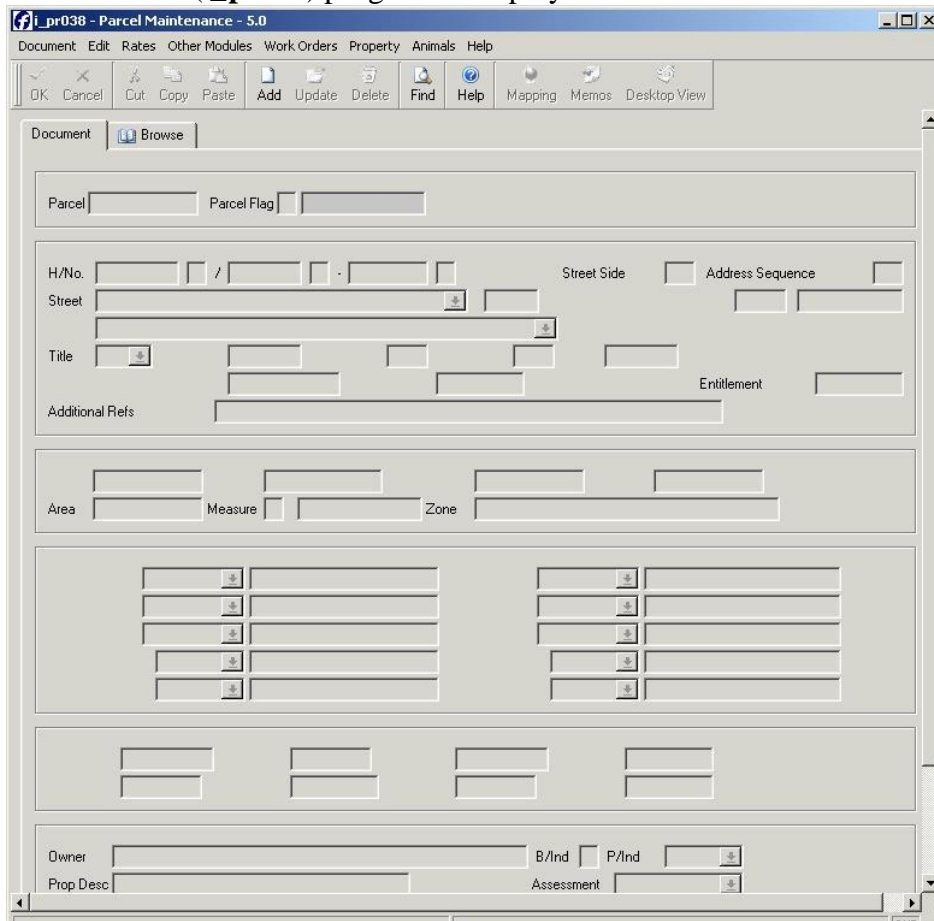
Setting the parameter

To set a valuation number for a parcel on the **Parcel Maintenance** program:

1. Click [Find]

2. Type in values to identify the unreal or proposed parcel you wish to update

3. Click [OK]

4. Click [Val No. Link] in the **Rates>Valuations>Valuation Links** menu
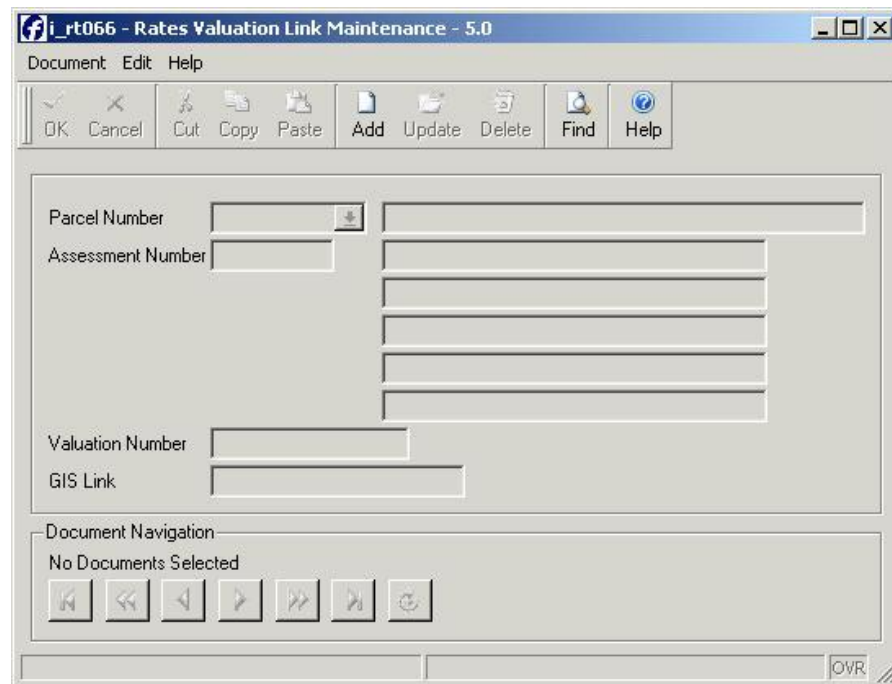
5. Click [Add]
    For Unreal parcels, the parcel number will be set automatically and the assessment number will be set automatically to zero.
    For proposed parcels, the parcel and assessment numbers will be set automatically.

6. Click in the **Valuation Number** field

7. For Unreal parcels, type in the valuation number of the land parcel on which the unreal parcel sits.

8. For Proposed parcels, type in the valuation number of the second parent parcel in the proposed subdivision.

9. Click [OK]

10. For Unreal parcels, repeat steps 5-8 for all other land parcels on which the unreal parcel sits.
    For Proposed parcels, repeat steps 5-8 for all other parent parcels in the proposed subdivision.

11. Click [Quit] to return to the **Parcel Maintenance** program

Appendix 5.   Trouble Shooting

> This document provides information about API integration only. A brief section is included at the end of this chapter to assist trouble shooting DDE integration and Civica should be contacted if further advice is required.
>
> When using API integration additional software will have been installed for the mapping system and it will contain a menu with a name like **Authority Link**.
>
> When using DDE integration no additional software will have been installed for the mapping system and there will not be any Authority menus or buttons in the mapping system.

8.9

8.10   Trouble Shooting By Function

8.10.1 Display Properties on Map

Programs Used

`Misc`	Program with mapping button
`P_AL014`	Authority to Mapping Interface
`P_PR009`	Strata Library Routine
`P_AL016`	Starts Windows programs
`audispmaestro.exe`	CLIENT: Starts setup_customer.bat
`setup_customer.bat` `(or equivalent)`	CLIENT: Mapping system's startup file

Checklist

☐ Are parcels matched? Does the right data exist in each system for the parcel matching method being used?

☐ Is the mapping system connected to the same database as Authority?

☐ Is it possible for the program with the mapping button to map multiple or single accounts?

☐ Is the **Map Product** parameter on the Mapping & Miscellaneous Parameters program (I_PR069) correct?

☐ Is the **Command** parameter on the Mapping & Miscellaneous Parameters program (I_PR069) correct?

☐ Can the mapping system's start up file (**setup_customer.bat** or alternative) be found and started successfully?
To test running the **setup_customer.bat** (or alternative) file, locate it using Windows Explorer and double click it.
Contact your mapping vendor if the file:

- Cannot be found, or
- Won't run, or
- Runs but nothing happens in the mapping system

☐ Does the user that the mapping system has logged into the Authority database as, have SELECT and DELETE privileges for the AUALMAPL database table?

□ Does Authority insert the correct values into the AUALMAPL database table?

To check if AUALMAPL contains the correct data it is necessary to prevent the **setup_customer.bat** (or alternative) file running so that it does not delete the data.

To do this, temporarily re-name the start up file so that Authority cannot find it to start.

Refer to *Authority Mapping Integration Developer's Guide* for valid values.

8.10.2 Display Properties in Authority

8.10.2.1   Method 1 (**ulaunch**)

Programs Used

Ulaunch	CLIENT: Starts Authority programs from PC
Misc	Program being launched
P_PR009	Strata Library Routine

Checklist

☐ Are parcels matched? Does the right data exist in each system for the parcel matching method being used?

☐ Is the mapping system connected to the same database as Authority?

☐ Is it possible for the program being launched to match strata, unreal and proposed parcels?
Refer to *Authority Mapping Integration Developer's Guide* for **ulaunch** syntax statements; requires **map** option for parcel matching.

☐ Does the mapping system use this method of display?

If so, several Authority programs can be launched and the **ulaunch** command executed by the mapping system will contain options after the program alias:

ulaunch /f [launch program alias] filter…

The mapping system vendor can confirm this.

If this method is not used refer to the checklist for Method 2 (AUALMAPL).

☐ Is the program being launched visible on the user's Authority menu?

☐ Does the program alias in the **ulaunch** command executed by the mapping system match the alias defined in Authority?

An incorrect alias will cause a DDE error.

☐ Does the **ulaunch** command executed by the mapping system use the correct syntax?

An incorrect command will cause a DDE error.
To manually test running the **ulaunch** command, enter it at the Windows Start>Run prompt.

Refer to *Authority Mapping Integration Developer's Guide* for **ulaunch** syntax statements.

8.10.2.2 Method 2 (AUALMAPL)

Programs Used

`Ulaunch`	CLIENT: Starts Authority programs from PC
`I_AL033`	Process Mapping Requests
`E_PR005`	Customer Service Property Enquiry
`P_PR009`	Strata Library Routine

Checklist

☐ Are parcels matched? Does the right data exist in each system for the parcel matching method being used?

☐ Is the mapping system connected to the same database as Authority?

☐ Does the mapping system use this method of display?

If so, ONLY E_PR005 can be launched and the **ulaunch** command executed by the mapping system will not contain options after the program alias:

    ulaunch /f [I_AL033 program alias]

The mapping system vendor can confirm this.

If this method is not used refer to the checklist for Method 1 (ulaunch).

☐ Is the E_PR005 visible on the user's Authority menu?

☐ Is the I_AL033 visible on the user's Authority menu?

If not, the mapping system may disable the Authority E_PR005 display option.

☐ Does the user that the mapping system has logged into the Authority database as, have INSERT privilege for the AUALMAPL database table?

☐ Does the I_AL033 program alias in the **ulaunch** command executed by the mapping system match the alias defined in Authority?

An incorrect alias will cause a DDE error.

☐ Does the **ulaunch** command executed by the mapping system use the correct syntax?

An incorrect command will cause a DDE error.

To manually test running the **ulaunch** command, enter it at the Windows Start>Run prompt.

Syntax is:

    ulaunch /f [I_AL033 program alias]

☐ Does the mapping system insert the correct values into the AUALMAPL database table?

To check if AUALMAPL contains the correct data it is necessary to prevent **I_AL033** running so that it does not delete the data.

To do this, temporarily either rename the I_AL003 program alias so that the mapping system cannot find it to start up, or change the alias used in the mapping system so it will not find a matching program in Authority.

Refer to *Authority Mapping Integration Developer's Guide* for valid values.

8.10.3 Neighbour Notifications

Programs Used

Ulaunch	CLIENT: Starts Authority programs from PC
I_AL033	Process Mapping Requests
P_PR009	Strata Library Routine
P_AL007	-
P_AL004	-
P_PR008	Property Address Retrieval Routine
P_AL028	Generate Requests Library
I_NR904	Name and Address Formatting Module
Authnorm.dot	Word Macro

Checklist

☐ If this process is begun in Authority using the **Map Neighbours** button and the subject parcel and any existing neighbours are not displayed on the map successfully refer to the check list for *Display Properties on Map (API Integration)*

   If that part of the process is successful, or if the process is begun in the mapping system, continue to the next item in this check list.

☐ Are parcels matched? Does the right data exist in each system for the parcel matching method being used?

☐ Is the mapping system connected to the same database as Authority?

☐ Is the I_AL033 visible on the user's Authority menu?

   If not, the mapping system may disable Authority mail merge options.

☐ Do DD letter types exist?

   If not, the mapping system will not be able to list any letters to select.

☐ Does the user that the mapping system has logged into the Authority database as, have privileges to SELECT privilege for the AUDMEXTP database table?
   If not, the mapping system will not be able to list any letters to select.

☐ Does the user that the mapping system has logged into the Authority database as, have privileges to INSERT privilege for the AUALMAPL database table?
   If not, the mapping system will not be able to insert into AUALMAPL.

☐ Does the I_AL033 program alias in the **ulaunch** command executed by the mapping system match the alias defined in Authority?

   An incorrect alias will cause a DDE error.

☐ Does the **ulaunch** command executed by the mapping system use the correct syntax?

An incorrect command will cause a DDE error.

To manually test running the **ulaunch** command, enter it at the Windows Start>Run prompt.

Syntax is:

ulaunch /f [I_AL033 program alias]

☐ Do DD Notification Memos exist in Authority and are they entered in the **Title Memo Type DD** and **Address Memo Type DD** parameters on the Mapping & Miscellaneous Parameters program (I_PR069)?
If not, errors about memos will be displayed.

☐ Does the mapping system insert the correct values into the AUALMAPL database table?
To check if AUALMAPL contains the correct data it is necessary to prevent **I_AL033** running so that it does not delete the data.
To do this, temporarily either rename the I_AL003 program alias so that the mapping system cannot find it to start up, or change the alias used in the mapping system so it will not find a matching program in Authority.
Refer to *Authority Mapping Integration Developer's Guide* for valid values.

☐ Does I_AL033 insert the correct values into the database table AUALXREQ?
If not, the Word Macro may not produce the correct data.

☐ Was the required option for Occupier letters used when I_AL033 ran?

☐ Was the required option for Single/Multiple Owner letters used when I_AL033 ran?

☐ Are the correct merge fields for Owner/Occupier name and mailing address used in the Word template?

☐ Does the Word Macro insert the correct values into the database table AUALEXTD?
If not, the correct desktop document links may not be visible on parcels.

☐ Is the **Notification** parameter on the Mapping & Miscellaneous Parameters program (I_PR069) correct?
If not, the **Adjoining** button on Applications programs will not be able to run the report **c_dm058**.

8.10.4 Bulk Property Correspondence

Programs Used

Ulaunch	CLIENT: Starts Authority programs from PC
I_AL033	Process Mapping Requests
P_PR009	Strata Library Routine
P_AL007	-
P_AL004	-
P_PR008	Property Address Retrieval Routine
P_AL028	Generate Requests Library
I_NR904	Name and Address Formatting Module
Authnorm.dot	Word Macro

Checklist

☐ Are parcels matched? Does the right data exist in each system for the parcel matching method being used?

☐ Is the mapping system connected to the same database as Authority?

☐ Is the I_AL033 visible on the user's Authority menu?

If not, the mapping system may disable Authority mail merge options.

☐ Do PR letter types exist?

If not, the mapping system will not be able to list any letters to select.

☐ Does the user that the mapping system has logged into the Authority database as, have privileges to SELECT privilege for the AUDMEXTP database table?
If not, the mapping system will not be able to list any letters to select.

☐ Does the user that the mapping system has logged into the Authority database as, have privileges to INSERT privilege for the AUALMAPL database table?
If not, the mapping system will not be able to insert into AUALMAPL.

☐ Does the I_AL033 program alias in the **ulaunch** command executed by the mapping system match the alias defined in Authority?

An incorrect alias will cause a DDE error.

☐ Does the **ulaunch** command executed by the mapping system use the correct syntax?

An incorrect command will cause a DDE error.

To manually test running the **ulaunch** command, enter it at the Windows Start>Run prompt.

Syntax is:

ulaunch /f [I_AL033 program alias]

☐ Do PR Notification Memos exist in Authority and are they entered in the **Title Memo Type PR** and **Address Memo Type PR** parameters on the Mapping & Miscellaneous Parameters program (I_PR069)? If not, errors about memos will be displayed.

☐ Does the mapping system insert the correct values into the AUALMAPL database table? To check if AUALMAPL contains the correct data it is necessary to prevent **I_AL033** running so that it does not delete the data. To do this, temporarily either rename the I_AL003 program alias so that the mapping system cannot find it to start up, or change the alias used in the mapping system so it will not find a matching program in Authority. Refer to *Authority Mapping Integration Developer's Guide* for valid values.

☐ Does I_AL033 insert the correct values into the database table AUALXREQ? If not, the Word Macro may not produce the correct data.

☐ Was the required option for Occupier letters used when I_AL033 ran?

☐ Was the required option for Single/Multiple Owner letters used when I_AL033 ran?

☐ Are the correct merge fields for Owner/Occupier name and mailing address used in the Word template?

☐ Does the Word Macro insert the correct values into the database table AUALEXTD? If not, the correct desktop document links may not be visible on parcels.

8.10.5 Property Bulk Update

	This guide only applies if the Property Bulk Update Load From File function has been configured as described in this document in the section titled *AUTHORITY Configuration*.

Programs Used

Ulaunch	CLIENT: Starts Authority programs from PC
I_PR079	Property Bulk Update

Checklist

□ Are parcels matched? Does the right data exist in each system for the parcel matching method being used?

□ Is the mapping system connected to the same database as Authority?

□ Is the I_PR079 visible on the user's Authority menu?

If not, the mapping system may disable Authority property bulk update options.

□ Does the user that the mapping system has logged into the Authority database as, have privileges to SELECT privilege for the AUALPARM database table?
If not, the mapping system may not be able to determine where to save the import file.

□ Does the I_PR079 program alias in the **ulaunch** command executed by the mapping system match the alias defined in Authority?

An incorrect alias will cause a DDE error.

□ Does the **ulaunch** command executed by the mapping system use the correct syntax?

An incorrect command will cause a DDE error.

To manually test running the **ulaunch** command, enter it at the Windows Start>Run prompt.

Syntax is:

ulaunch /f [I_PR079 program alias]

□ At the Load From File prompt is the user entering the import file name on its own, including any file extensions and exactly as saved (upper/lower case)?

□ Is each parcel number in the import file created by the mapping system on a new line?

Each parcel number must be on a new line

Each line may contain the parcel number alone or the parcel number followed by a pipe

☐ Has the mapping system saved the import file into the directory specified by the Bulk Update Import Path parameter on the Mapping & Miscellaneous Parameters program (I_PR069)?

If this is blank then files must be saved into $APPL/pr.4gm/i_pr079.4gs on the Authority server.

☐ Does the path specified by the Bulk Update Import Path parameter on the Mapping & Miscellaneous Parameters program (I_PR069) have a slash entered at the end of the path?

Forward slash is Authority server is Unix

Backward slash if Authority server is Windows

8.10.6 Database Query Functions

☐ Are parcels matched? Does the right data exist in each system for the parcel matching method being used?

☐ Is the mapping system connected to the same database as Authority?

☐ Does the database query executed by the mapping system include criteria to match strata, unreal and proposed parcels?
The mapping system vendor can confirm this.

☐ Does the user that the mapping system has logged into the Authority database as, have SELECT privilege for the database tables/views being queried?

8.11   Note 1: Configuration Details

Before trouble shooting determine what integration type is used and how parcels are matched.

8.11.1 Integration Type

The following table lists the integration type and parcel matching method used by each mapping system. The integration type used determines the **Map Product** parameter that should be set in Authority.

Vendors/Products	Integration Type	Map Product Parameter	Parcel Matching Type
Cadcorp	API	Other (AUALMAPL)	Common Key
ESRI	API	Other (AUALMAPL)	Common Key
Genamap	API	Other (AUALMAPL)	Cross Reference
Infomaster	API	Other (AUALMAPL)	Common Key
Latitude	API	Other (AUALMAPL)	Cross Reference
Latitude	DDE	Latitude	Cross Reference
MapInfo	API	Other (AUALMAPL)	Common Key
MapInfo	DDE	MapInfo (DDE)	Common Key

8.11.2 Parcel Matching Requirements

Parcel matching refers to the existence of data in Authority that tells Authority which Authority parcel relates to which mapping system parcel, and vice versa.

Several parcel matching methods are available. The following table lists the data requirements for each.

Method	Data Requirements
Cross Reference	• The parcel number used in Authority and the parcel number used in mapping system can be different numbers • Both parcel numbers must be entered as a pair in a database table: one in the Authority parcel number column and one in the GIS parcel number column.

Common Key	• The parcel number used in Authority must be entered against the matching parcel in the mapping system; exceptions are strata, unreal and proposed parcels.
	
	 • Strata parcels
	
	     o The strata parcel will not exist on the map, only the outline of the entire SP
	
	     o The parcel number used in Authority for the Lot 0 parcel of the SP must be entered against the parcel in the map
	
	     o All parcels in the SP in Authority should have same valuation number in Authority; note: this may not be possible in some cases and hence mapping integration cannot be achieved
	
	 • Unreal parcels
	
	     o The unreal parcel will not exist on the map, only the registered parcel on which the unreal sits
	
	     o The parcel number used in Authority for the registered parcel on which the unreal sits must be entered against the parcel in the map
	
	     o The unreal parcel should have same the valuation numbers in Authority as any registered parcels on which it sits
	
	 • Proposed parcels
	
	     o The proposed parcel will not exist on the map, only the registered parcel from which proposed parcel is to be created
	
	     o The parcel number used in Authority for the registered parcel from which proposed parcel is to be created must be entered against the parcel in the map
	
	     o The proposed parcel should have same the valuation numbers in Authority as any registered parcels from which is to be created

8.12   Note 2: DDE Integration

8.12.1 Display Properties on Map

Programs Used

Misc	Program with mapping button
P_AL014	Authority to Mapping Interface
P_AL016	Starts Windows programs
Startup file	CLIENT: Mapping system's startup file

Checklist

☐   Are parcels matched?

> **NOTE!** For DDE integration only Latitude includes functionality to match parcels and this only occurs when sending parcels to mapping not vice versa. For all other DDE integration it is expected that each parcel number that exists in Authority also exists on the map irrespective of parcel flag or title type.

Does the right data exist in each system for the parcel matching method being used?

- The parcel number used in Authority must be entered against the matching parcel in the mapping system. Exceptions to this are strata parcels.
    - The strata parcel will not exist on the map, only the outline of the entire SP
    - The parcel number used in Authority for the Lot 0 parcel of the SP must be entered against the parcel in the map
    - All parcels in the SP in Authority should use the same strata plan number; note: this may not be possible in some cases where a strata plan has been further subdivided and hence mapping integration cannot be achieved.

☐   Is the **Map Product** parameter on the Mapping & Miscellaneous Parameters program (I_PR069) correct?

☐   Is the **Command** parameter on the Mapping & Miscellaneous Parameters program (I_PR069) correct?

8.12.2 Display Properties in Authority

> **NOTE!** For DDE integration only Latitude includes functionality to display parcels in Authority.

Programs Used

E_PR005	Customer Service Property Enquiry
P_AL019	Fetch Latitude centroid values from AURTVALM

Checklist

There is nothing that can be checked in this method; refer problems to Civica.

Adelaide	+ 61 8 8364 6111	Sydney	+ 61 2 8324 3000	
Melbourne	+ 61 3 8676 4400	Toowoomba	+ 61 7 4639 3500	
Newcastle	+ 61 2 4941 9400			info@civica.com.au
Orange	+ 61 2 5310 2300	Auckland	+ 64 9 929 4590	www.civica.com.au
Perth	+ 61 8 9367 6111	Christchurch	+ 64 3 281 8092	