# PIN Request Application

### Author: Donna Short

## Parcels where the PIN is Null

1. Perform a Reconcile and Post process while editing your User version to ensure that you have all of the most recent edits available in your User version.
2. Outside of an edit session (ensure that you are not currently editing your version), navigate to a parcel location that has a Null value for the PIN.
3. Log into PIN Request Application using your Active Directory (AD) Username and Password and click Submit. Graphical user interface, application

   Description automatically generated
4. Copy the Addr\_STD and MAPREG fields from the parcel attributes into the corresponding boxes in the Application. Determine the Parcel Type and select the proper value from the pulldown menu (i.e. Private, School, Church, Park, other City Owned, etc.) and click Submit.

Graphical user interface, application

Description automatically generated

1. The application will generate the next available PIN and will auto-populate the value into the PIN field of the parcel layer in your named User version. Graphical user interface, application, Word

   Description automatically generated
2. To view this update, you must click the Refresh button on the Versioning Toolbar in ArcMAP. 
3. The new PIN will appear in the attribute table. Text, table

   Description automatically generated
4. It is recommended that you begin an edit session against your User version at this time and perform another Reconcile and Post process. The other editors will only be able to see the PIN populated in their version after they have also performed a Reconcile and Post in their User version.
5. You may now continue with your editing, either by continuing to make edits to this parcel, or by moving onto another location.
6. Remember to save your edits frequently and update the PCU Layer as you move from location to location to alert other editors that a change has been made and that a Reconcile is required.

## Parcels where the PIN is a Duplicate

1. Perform a Reconcile and Post process while editing your User version to ensure that you have all of the most recent edits available in your User version.
2. Navigate to a parcel location that has a duplicated value for the PIN. Begin an edit session and set all of the PIN values for the duplicated PIN to Null by deleting the existing duplicated PIN. In the example below, the duplicated PIN for each entry is the OPA PIN assigned to the park.

Text, whiteboard

Description automatically generated Table

Description automatically generated with medium confidence

1. Log into PIN Request Application using your Active Directory (AD) Username and Password and click Submit.

Graphical user interface, application

Description automatically generated

1. Copy the Addr\_STD and MAPREG fields from the parcel attributes into the corresponding boxes in the Application. Determine the Parcel Type and select the proper value from the pulldown menu (i.e. Private, School, Church, Park, other City Owned, etc.) and click Submit.

Graphical user interface, application

Description automatically generated

1. The application will generate the next available PIN and will auto-populate the value into the PIN field of the parcel layer in your named User version. Each parcel must be entered separately by providing its Addr\_Std and MAPREG values.

Graphical user interface, timeline

Description automatically generated

1. To view this update, you must click the Refresh button on the Versioning Toolbar in ArcMAP. 
2. The new PIN will appear in the attribute table.
3. It is recommended that you begin an edit session against your User version at this time and perform a Reconcile and Post process. The other editors will only be able to see the PIN populated in their version after they have performed a Reconcile in their User version.
4. After performing the Reconcile and Post process, you should update the parcel\_cleannup\_pin\_changes Table by adding the new PINs to the Parent\_pin field and the corresponding OPA PIN to the child\_pin field. This action will link the newly generated PINs to the PIN assigned by OPA for the single account and will assist in eliminating future discrepancies between the DOR, PWD, and OPA datasets.

Table

Description automatically generated

1. You may now continue with your editing, either by continuing to make edits to this parcel, or by moving onto another location.
2. Remember to save your edits frequently and update the PCU Layer as you move from location to location to alert other editors that a change has been made and that a Reconcile is required.