Items to Check in Your Edit Version Before You Make It Public for Posting

CHECK FOR MISSING APNS, ZERO AREA PARCELS AND SHORT LINES
Open the Attribute table for the **AssessorsParcel layer** and sort on the following fields:

- APN field in ascending order. If any parcels come up without an APN, we need to either assign the correct APN or delete the polygon if it is not a legitimate parcel.
- SHAPE.area field in ascending order. If any polygons come up with "0" area, we need to investigate what happened and edit as needed. Also look at very small polygons to check if they are legitimate.
- SHAPE.len field in ascending order. Check any suspiciously short lines and make sure they are OK.

Open the Attribute table for the **Boundary layer** (and any and sort on the following fields:

- SHAPE.len field in ascending order. Check any lines on the parcel defining layers, which are very short and make sure they are OK.

Open the Attribute table for the **Condos layer** and sort on the following fields:

- APN field in ascending order. If any condo parcels come up without an APN, we need to either assign the correct APN or delete the polygon if it is not a legitimate condo parcel.
- SHAPE.area field in ascending order. If any polygons come up with "0" area, we need to investigate what happened and edit as needed. Also look at very small polygons to check if they are legitimate.
- SHAPE.len field in ascending order. Check any suspiciously short lines and make sure they are OK.

Open the Attribute table for the **CondoBoundary layer** and sort on the following fields:

- SHAPE.len field in ascending order. Check any lines that are very short and make sure they are OK.

CHECK FOR MISSING BLOCK NUMBERS AND ZERO AREA BLOCKS
Open the Attribute table for the **Blocks layer** and sort on the following fields:

- Tblock field in ascending order. If any blocks come up without a designation, we need to either assign the correct block number or delete the polygon if it is not a legitimate block.
- SHAPE.area field in ascending order. If any polygons come up with "0" area, we need to investigate what happened and edit as needed. Also look at very small polygons to check if they are legitimate.

- SHAPE.len field in ascending order. Check any suspiciously short lines and make sure they are OK.

CHECK FOR MISSING TAX CODE NUMBERS AND ZERO AREA TAX CODES

Open the Attribute table for the **TaxCodeAreas layer** and sort on the following fields:
- Taxarea field in ascending order. If any blocks come up without a designation, we need to either assign the correct Tax code number.
- SHAPE.area field in ascending order. If any polygons come up with "0" area, we need to investigate what happened and edit as needed. Also look at very small polygons to check if they are legitimate.
- SHAPE.len field in ascending order. Check any suspiciously short lines and make sure they are OK.

CHECK FOR MULTIPLE APNS

Open the attribute table for the **AssessorsParcel layer** and summarize on APN. Select C:\temp to save the output table. Make sure APN is the selected field and hit OK. When asked whether to add table to the map, say yes. You will see a table named Sum_Output, right click on it and open. In the Count_APN field, right click and sort **descending**. If there are any multiple APNs you will see them at the top of the table. Select and zoom to the multiple APNs and correct as necessary.

When you have taken care of all the discrepancies that can be found with the above methods you need to make your edit version public**, so that we can run the version comparison program. You will get a list of all the parcels that you have changed and will need to check that the parcels that you have edited are correct and fix any slivers or gaps that might have been inadvertently created.

**MAKING YOUR VERSION PUBLIC
- Open ArcCatalog
- Go to Database Connections
- Double click your connection and log in
- Right click your connection and select Versions
- Right click your version
- Select Properties
- In the Permission window, select Public
- Click OK

When all the edit versions are finalized, we will reconcile and post them to the Assessor Edit version and run version comparison again between AssessorsEdit and the Default version.

Final edits will be done in Assessor Edit if needed.