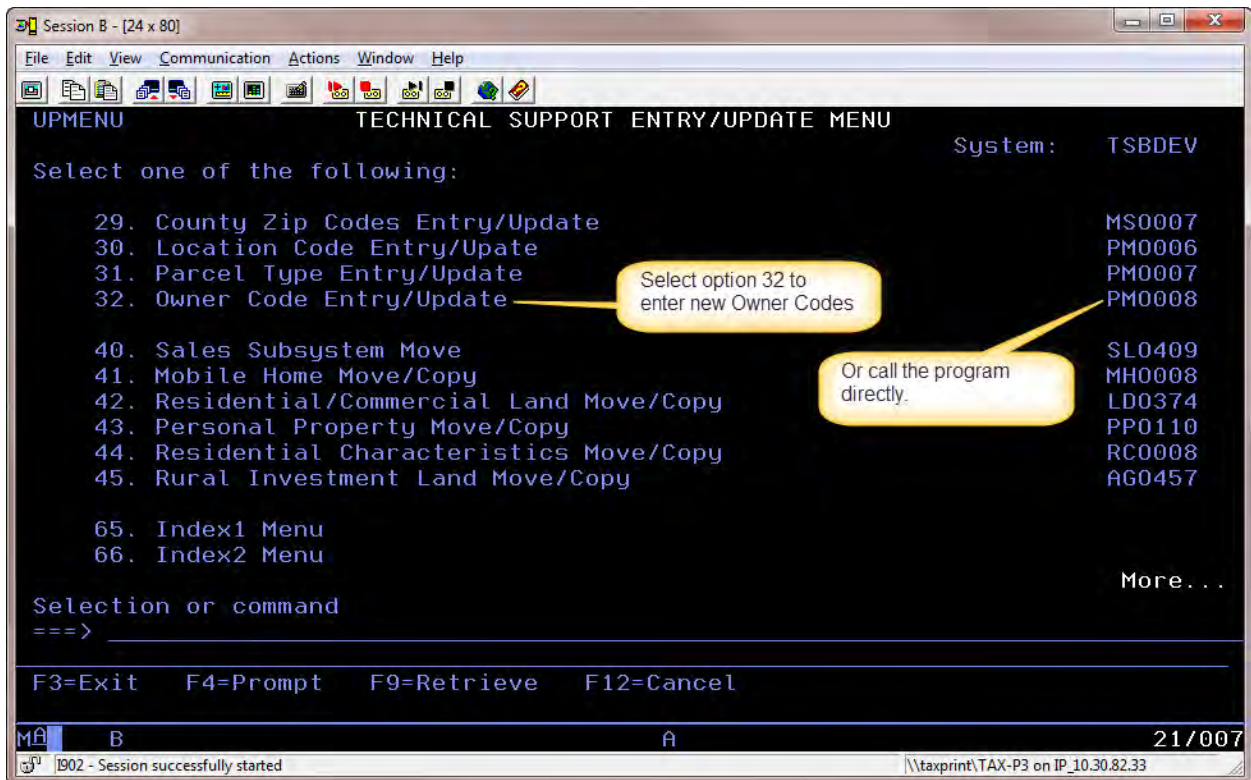


# Owner Code Entry/Update

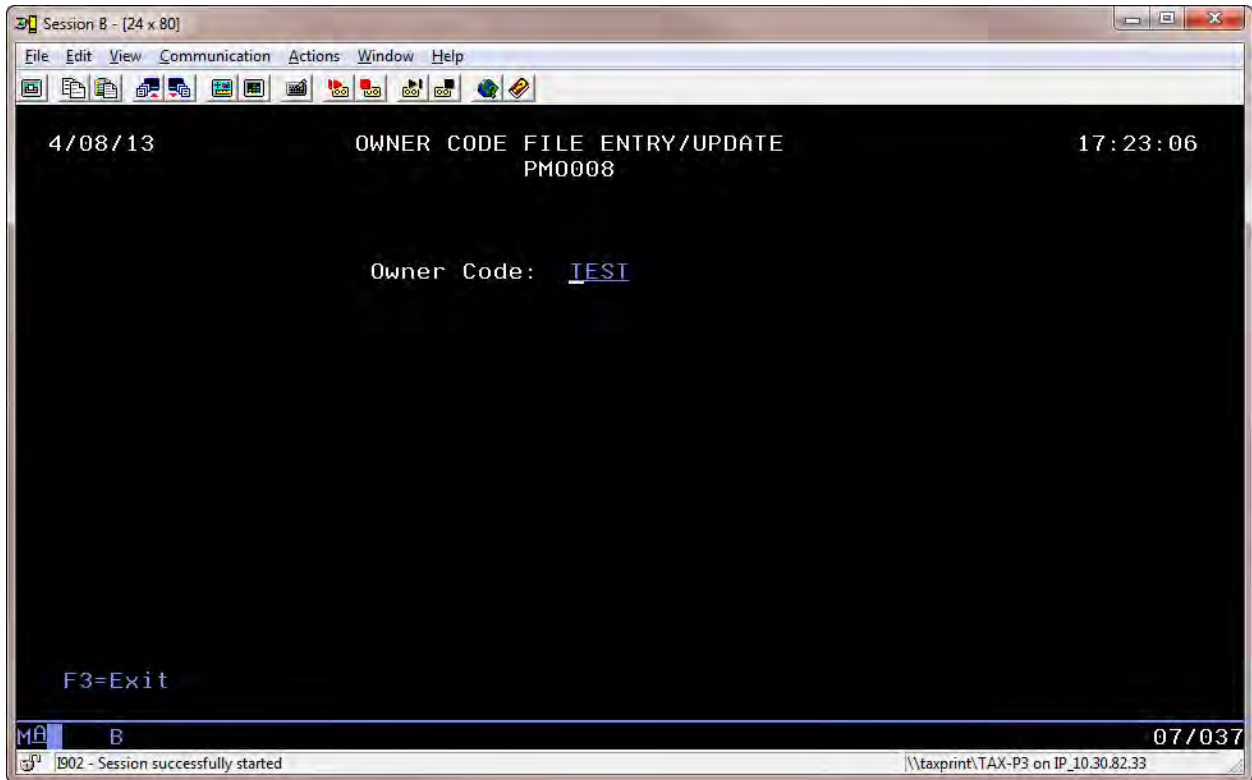
We have added a new file to the UAD system. This file will store valid owner codes for the county. It is setup exactly like the Parcel Type and Location Code files. In Parcel Master entry/update the user can now press F4 when the cursor is on the Owner Code field and a window will pop up showing any existing owner codes in the file. There is a new Owner Code Entry/Update program for the counties to enter their owner codes.

1. The first step is to enter your owner codes in the file. You can do that one of two ways. You can select it from the Assessor's Update menu (option 32) or on a command line type the following command: Call PM0008C

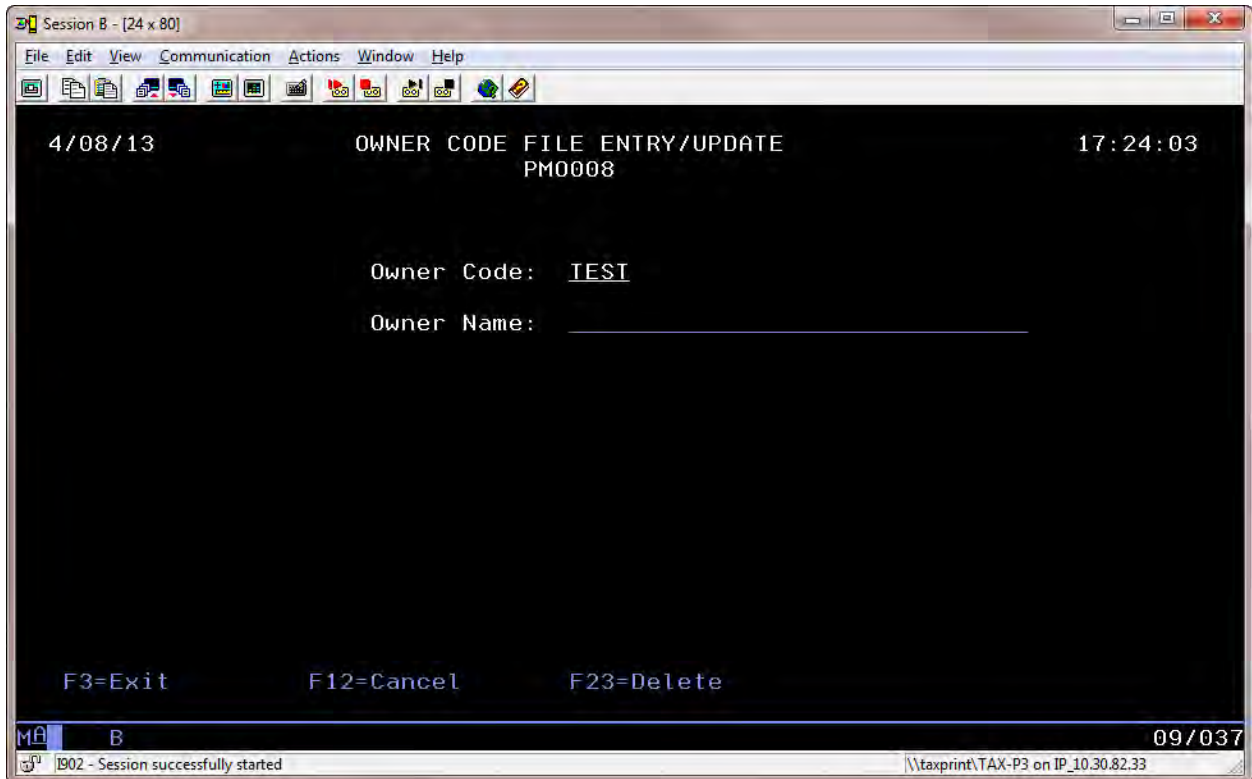


## Owner Code Entry/Update

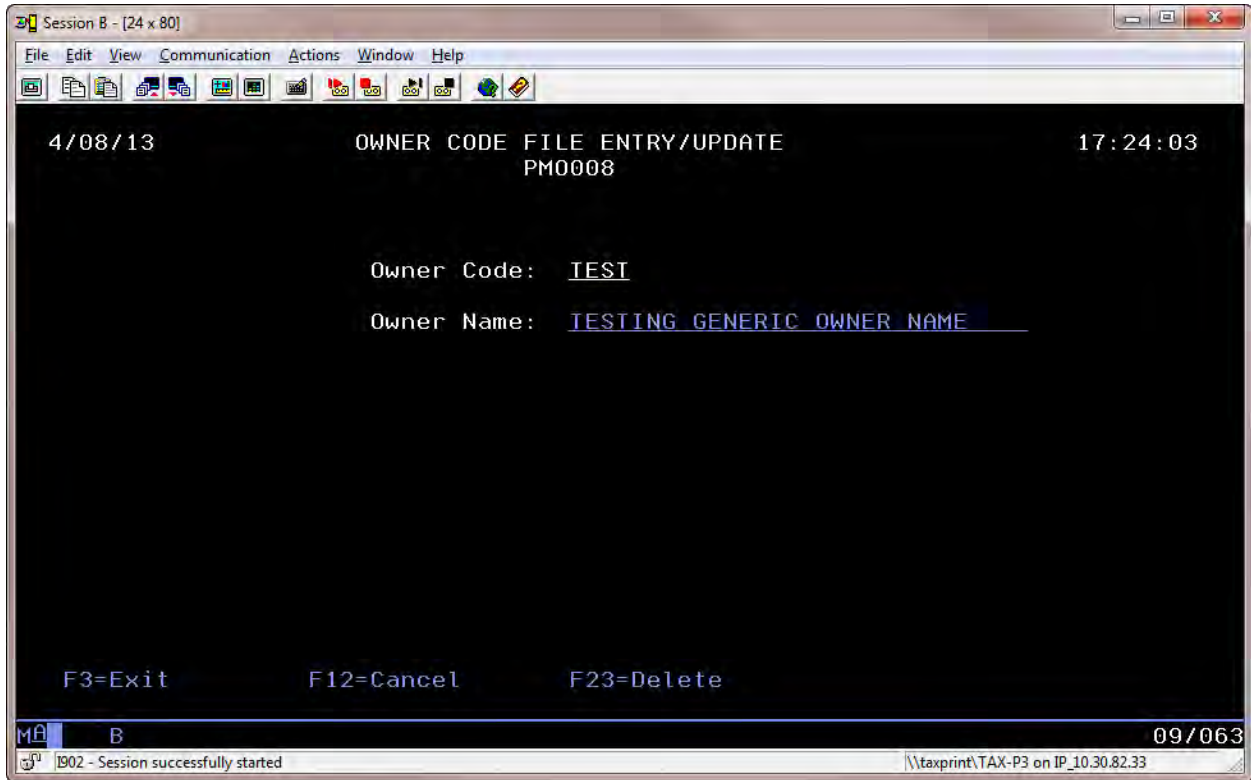
- The Owner Code field will come up blank. Enter whatever owner code you want to add. Then press *Enter*



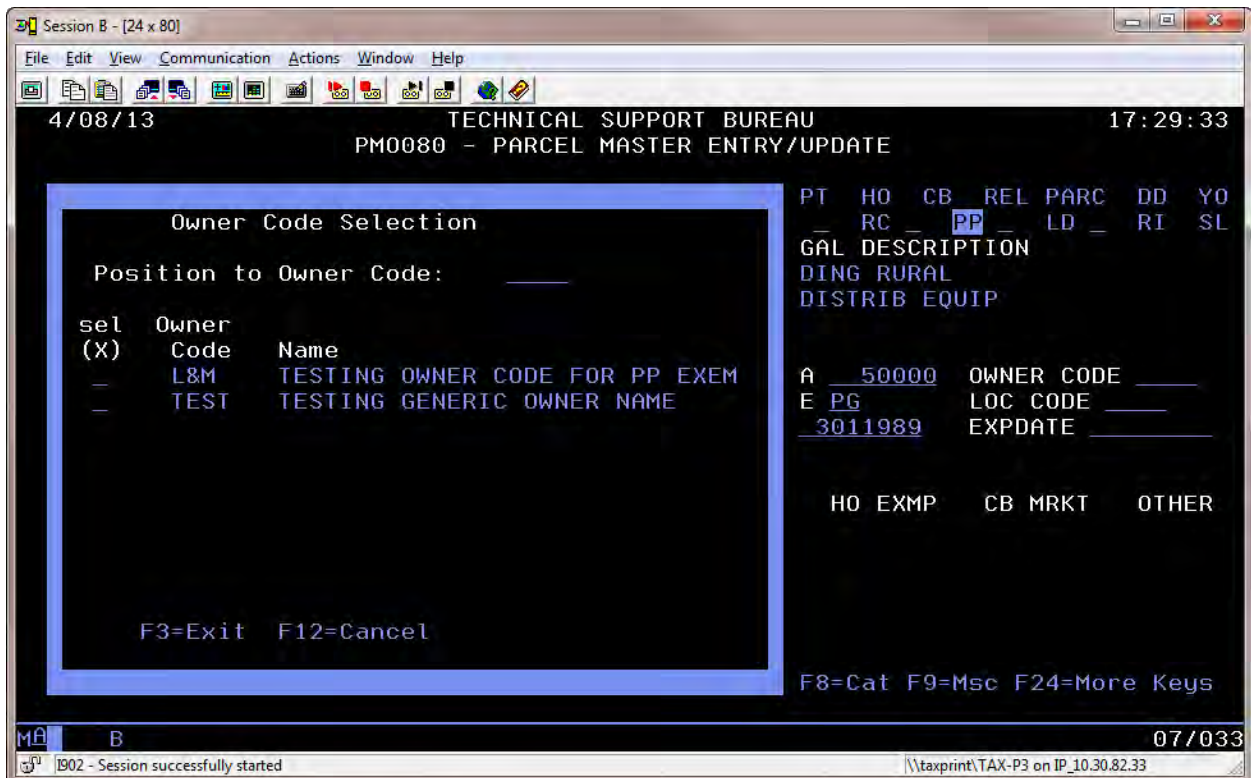
- Enter a name for the owner code.



# Owner Code Entry/Update

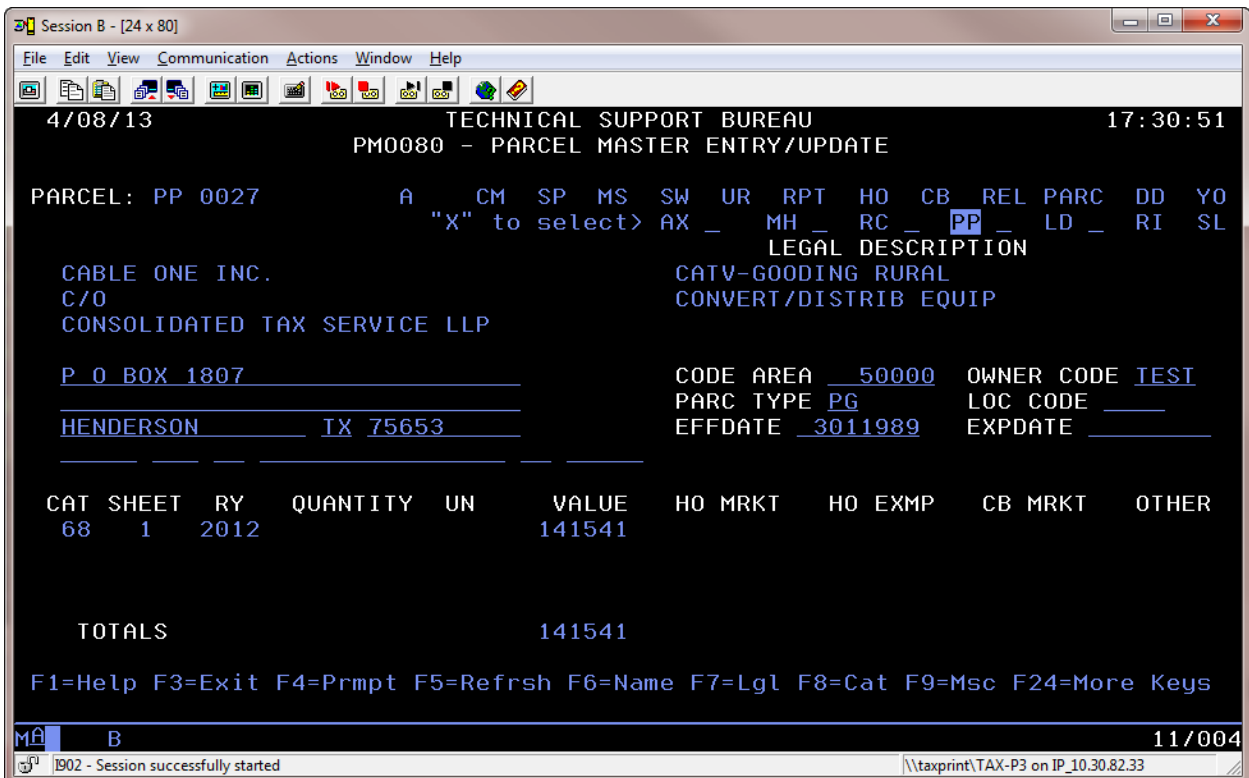
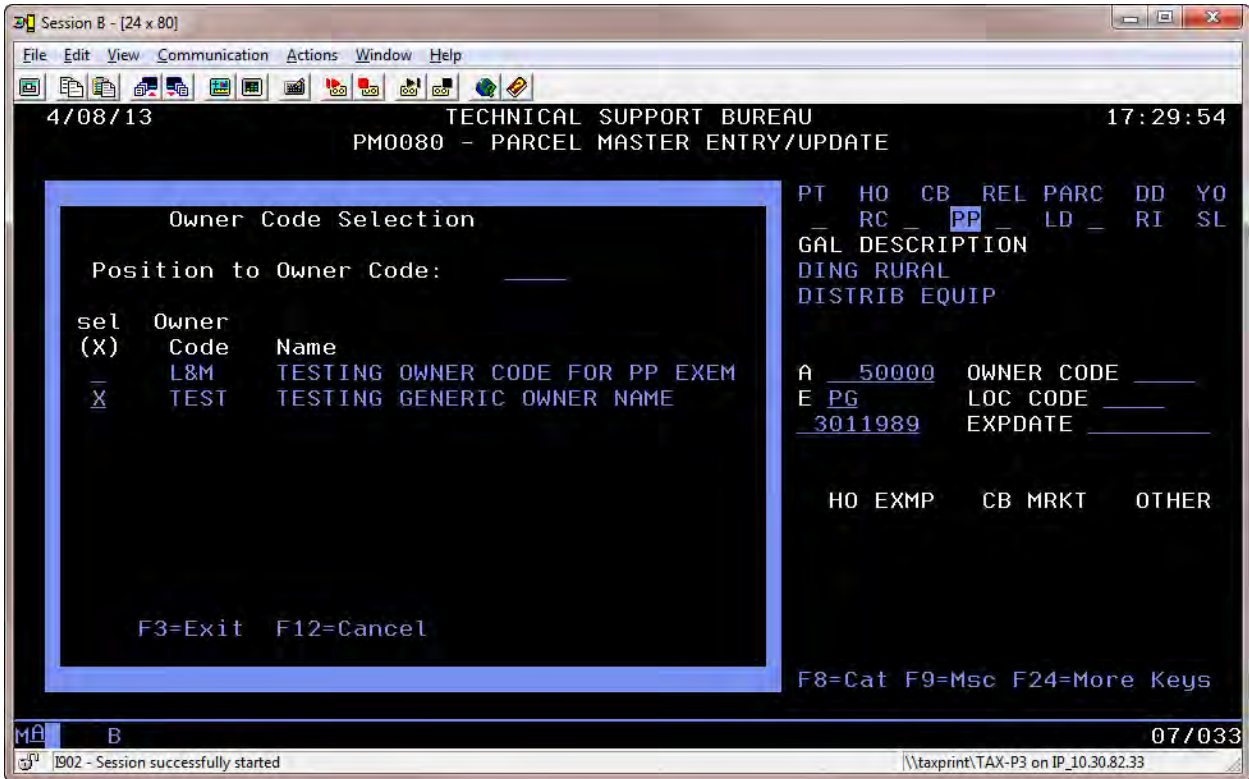


- Now when you are in Parcel Master Entry/Update and you put the cursor on the Owner Code field and press F4, it will bring up a list.



# Owner Code Entry/Update

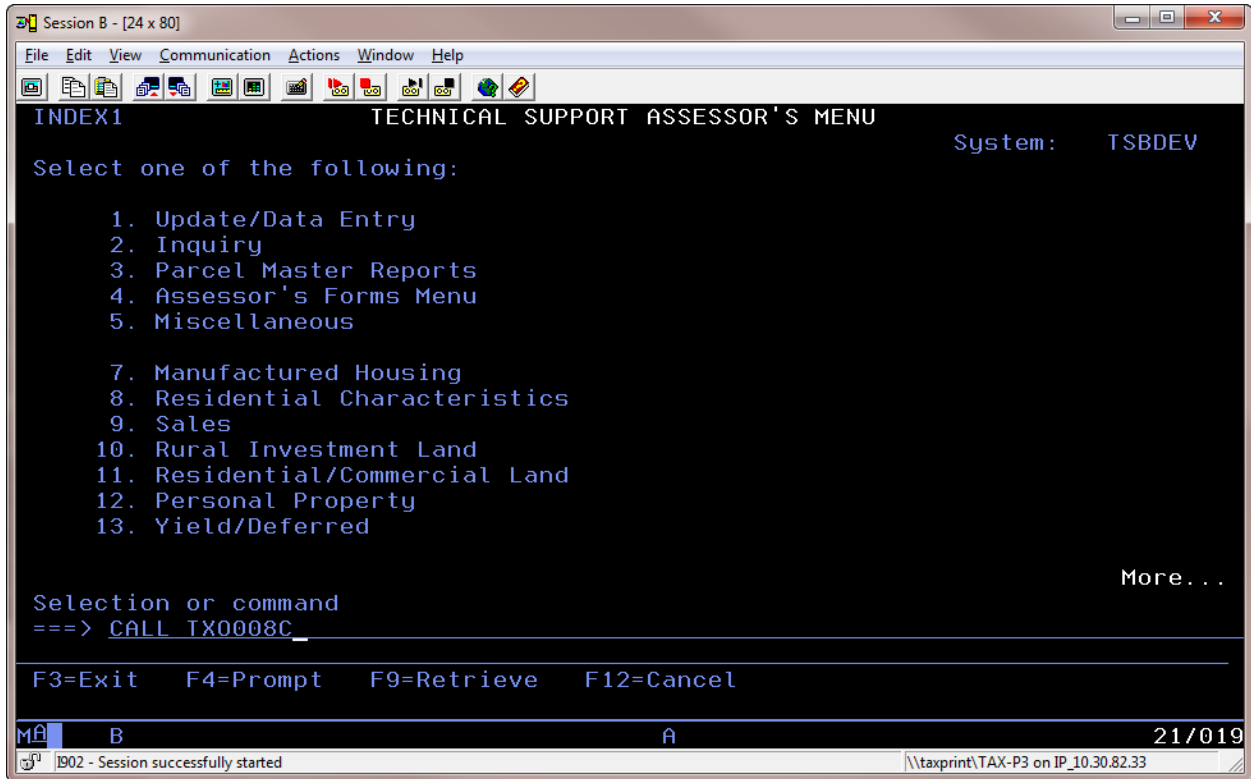
- And if you select an owner code and press *Enter*, it will put that owner code on the parcel.



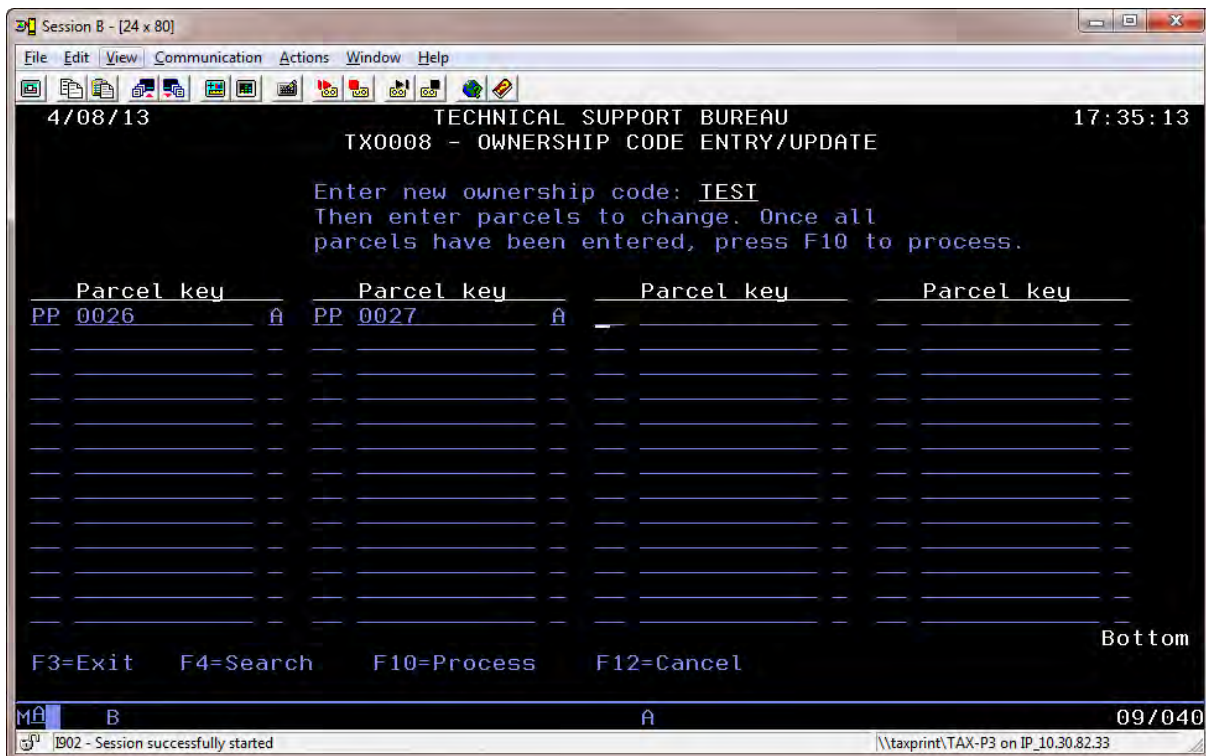


# Owner Code Entry/Update

6. There is also a program that will do a mass update of Owner Code on parcels.  
On a command line type : **Call TX0008C**



7. The program will ask you to enter an Owner Code and then all of the parcels you wish to put it on. When ready press F10 to process.



# Owner Code Entry/Update

8. If there are any parcels that you have entered which already have something in the owner code field, the program will list them and give you an option to go back to the first screen and remove the parcel number from the list or to continue processing.

