

## WinGAP PT61 Module

### General Information

The WinGAP PT61 module provides the user with the ability to manage the e-filed PT61 documents. Through the module, the user can:

- Download the current week's PT61 zip file <county name.zip>
- **Note:** Archived PT61 files must be downloaded outside of WinGAP
- Extract the text files from the current week's zip file or a previously downloaded PT61 archive file
- Append text data into WinGAP PT61 temporary data files
- Merge data from temporary files into working files
- Match PT61's with parcels
- Define the PT61 data to be passed to WinGAP
- Transfer or Split the matched parcel

Prior to using the PT61 module, the following items must be adhered to:

- WinGAP Version 2.0.1 Build 158 or greater must be installed
- WinZip 9.x and the WinZip Command Line application **must** be installed on the computer(s) that will be working with the PT61 download and extraction routines.
- The computers that will be downloading the PT61 files must have an internet connection
- The correct county name must be entered in the County Name field found on the Preferences screen (Tools >> Preferences) **Note:** It is not required that the county name be located at any particular place within the field, only that somewhere within the field, it is spelled correctly.

Users that will **not** be downloading and extracting the PT61 files but will be matching PT61's with parcels and passing data into WinGAP do not require the installation of WinZip 9.x or the WinZip Command Line application on their machines. These computers also do not require any internet connection.

The PT61 files and associated data will be maintained in a WinGAP subfolder named PT61. Four data files and four temporary files will be used to store and manipulate PT61 data. The four data files are:

- PT61\_filing.dbf
- PT61\_actor.dbf
- PT61\_prop.dbf
- PT61\_tax.dbf

The temporary files are:

- PT61\_filing\_temp.dbf
- PT61\_actor\_temp.dbf

## WinGAP PT61 Module

- PT61\_prop\_temp.dbf
- PT61\_tax\_temp.dbf

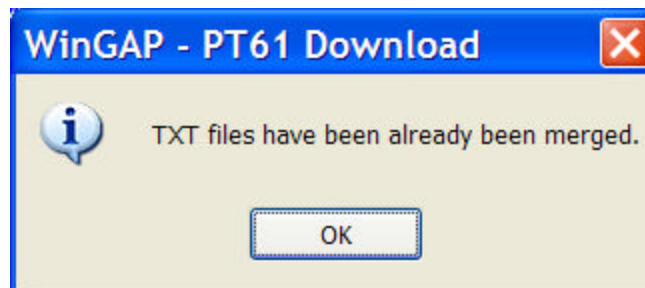
In addition to the data and temporary files in the PT61 folder, the user will find a pt61.log containing the following data for each Append and Merge

- Date of the appended PT61 text files
- Date of the merged PT61 files
- Date of the merge
- Beginning and ending PT61 document numbers within the merged files
- Id of the user performing the merge

Below is an example of an entry in the pt61.log:

```
[system]
append=20050114
merge=20050114
[20050123]
begin=PT-61 109-2004-000208
end=PT-61 109-2005-000021
userid=Nologin
```

The primary function of the pt61.log is to prevent the appending and merging of duplicate data. The date of the PT61 text files is checked against dates in the pt61.log and if the date is found, the process is terminated with the following message informing the user that the files have already been merged.



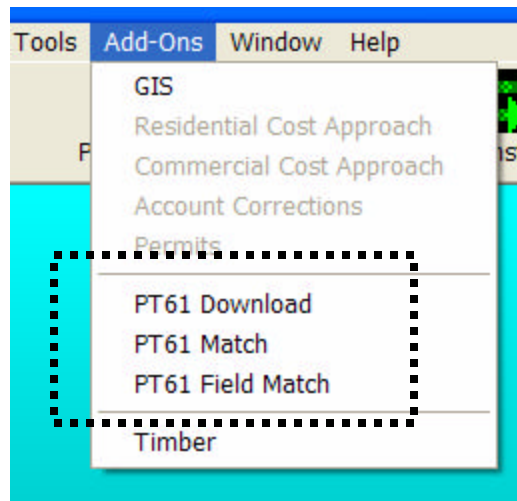
## WinGAP PT61 Module

### Accessing the Functions of the PT61 Module

The primary functions of the PT61 module

- **Downloading** – retrieve current week PT61 zip file, extract PT61 data and merge the data with WinGAP files and print PT61 documents.
- **Matching** – match PT61 with parcel
- **Field Matching** – define manner in which PT61 data is to be passed to WinGAP data files.

and their respective screens are accessed from the Add-Ons menu in WinGAP as shown below.



In addition to being accessed from the above menu, the PT61 Match can be reached from the PT61 Download screen. The PT61 Field Match can be accessed directly from the PT61 Match as well as from the menu.

## WinGAP PT61 Module

### PT61 Download

The PT61 Download screen provides the user with the ability to download current-week PT61's. Current-week and archived PT61's can be extracted, appended, and merged with the use of the appropriate buttons and selections. Merged PT61's can be printed within various specified ranges.

If a county desires, the processing of the PT61's within WinGAP can stop after the downloading and extracting of the files. The Download and Extract procedures will place the printable pdf file , <county name>.<date>.pdf, containing the week's PT61's within the pt61 folder. An example of the pdf file name would be **Warren.20050114.pdf**.

The county could also proceed two steps further by appending and merging the files and stopping at this point with no further work on the PT61's. The append and merge procedures would place the PT61 text data into database files providing the ability to work with the information more easily at some time later.

The PT61 Download screen appears as below:

The screenshot shows a window titled "WinGAP - PT61 Download" with a close button in the top right corner. The window contains four steps of instructions, each with a corresponding button:

- Step 1: Connect to the Internet and Click Download button** - Includes an "Archives" button and a "Download" button.
- Step 2: Enter decryption pass phrase and click Extract button** - Includes a "Pass Phrase" text input field and an "Extract" button.
- Step 3: Append files into WinGAP handling system** - Includes a text input field and an "Append" button.
- Step 4: Merge Temporary Files into Live PT61 Files** - Includes a text input field and a "Merge" button.

At the bottom of the window, there are three buttons: "Print PT61s", "Match PT61s", and "Done".

The optimal working scenario with the PT61 Download function is to perform this action each week when notice of the Current Week's release of PT61 data is received. This will reduce the amount of user interaction with the PT61's by eliminating the need to access archived PT61 files. The following discussion and instructions will focus on working the PT61's on a weekly basis. The use of the Archives button will be discussed later.

## WinGAP PT61 Module

To retrieve the weekly PT61 files from the internet and merge them into the database files, the user must have:

- Access to the internet
- WinZip 9.x and WinZip Command Line application loaded
- Pass phrase for the week's PT61 upload (pass phrase changes each month and is provided in the weekly notice of the PT61 uploads)
- Correct county name keyed in the County Name field found on the Preferences screen which can be accessed by going to Tools >> Preferences

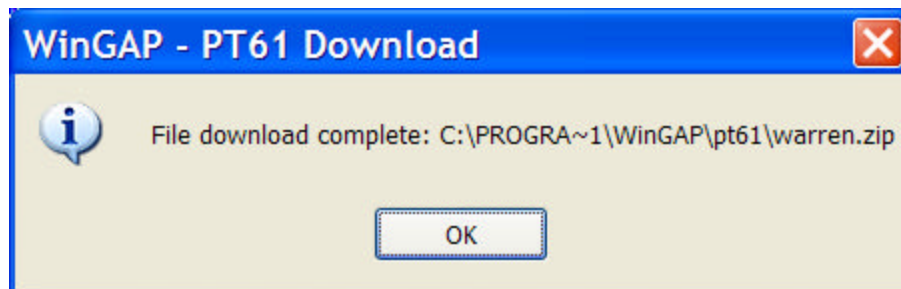
If the 3 items listed above are in place and/or available, the process involves pressing the buttons and entering the correct pass phrase in the order as provided by the Steps 1-4 on the screen. For each, download and subsequent processing, the Step order **must** be followed.

### Step 1: Connect to the Internet and click the Download button

Step 1 involves clicking the Download button. The user will be

- Connected to the website
- Informed that the current week's file will be downloaded
- Provided a message that the download may take a few minutes depending on the speed of the connection

If the download is successful, the user will receive the following message:



## WinGAP PT61 Module

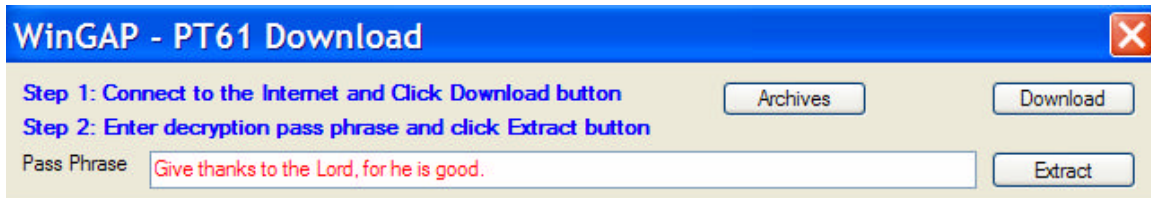
If there is not a current week PT61 file for the county or the county name is not entered correctly, the user will see the following message:



### Step 2: Enter Decryption pass phrase and click the Extract button

The pass phrase that is entered in the field that is provided must be **exactly** as presented in the email announcing the PT61 upload. Spacing, punctuation and capitalization are all important. **There can be no deviation.**

If the pass phrase for the month is "Give thanks to the Lord, for He is good.", and the pass phrase is entered incorrectly (the word "he" is not in correct case), as shown below, the user will receive the message shown in the second screen shot.



```
c:\progra~1\winzip\wzunzip.exe
WinZip(R) Command Line Support Add-On Version 1.1 SR-1 (Build 6224)
Copyright (c) WinZip Computing, Inc. 1991-2004 - All Rights Reserved

Zip file: C:\PROGRA~1\WinGAP\pt61\warren.zip

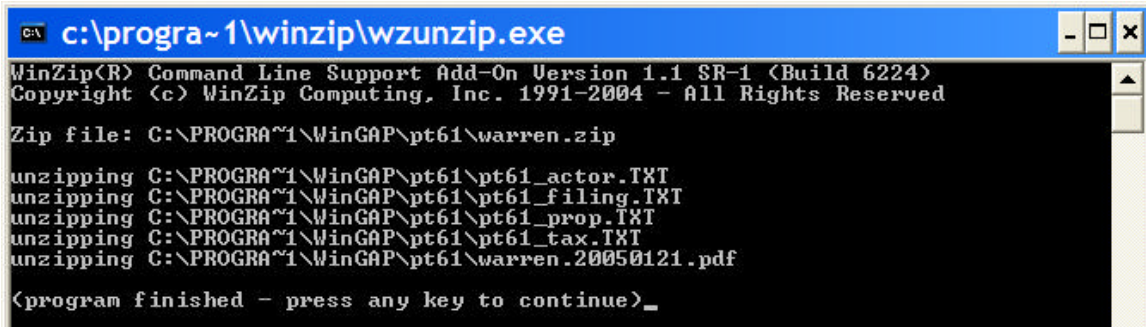
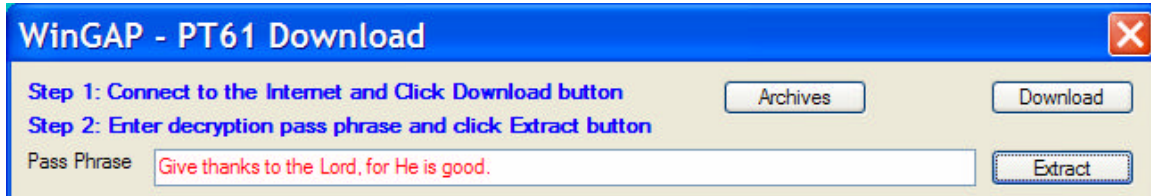
  skipping C:\PROGRA~1\WinGAP\pt61\pt61_actor.TXT -- the password is incorrect
  skipping C:\PROGRA~1\WinGAP\pt61\pt61_filing.TXT -- the password is incorrect

  skipping C:\PROGRA~1\WinGAP\pt61\pt61_prop.TXT -- the password is incorrect
  skipping C:\PROGRA~1\WinGAP\pt61\pt61_tax.TXT -- the password is incorrect
  skipping C:\PROGRA~1\WinGAP\pt61\warren.20050121.pdf -- the password is incor
rect

(program finished - press any key to continue)
```

## WinGAP PT61 Module

The user should now click the X in the upper right hand corner of the message box, correct the pass phrase and click Extract. The following screens display the correct entry of the pass phrase and the resulting messages:



It is imperative that the user note the messages above. Should any other messages appear, the PT61 files have not been extracted. Messages other than an incorrect pass phrase may indicate that the download was corrupt or that the proper WinZip applications have not been installed. The user may attempt another download and extraction to see if that corrects the problem. If all efforts fail to provide the messages above, the county should seek assistance through the WinGAP On Line Support web page or emailing the DOR support agents.

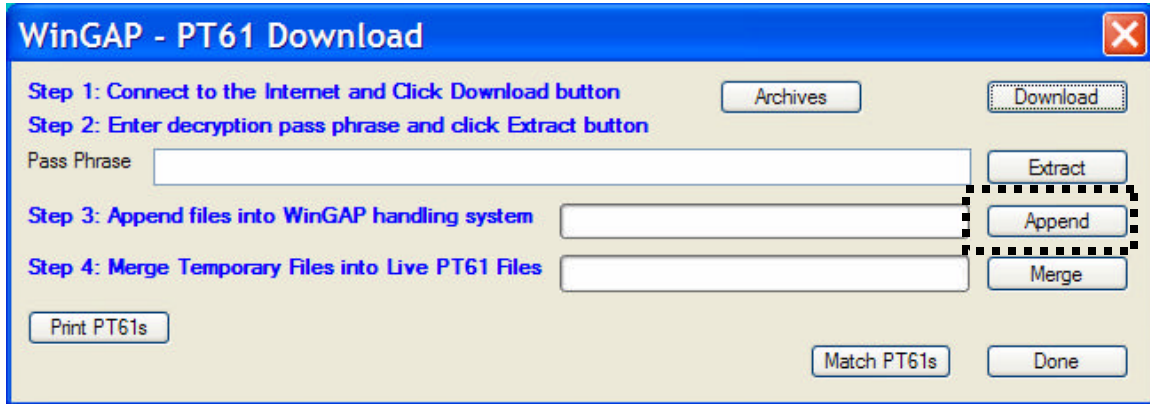
If the messages are as above, indicating a successful extraction, the user can then proceed to Step 3: Append files into WinGAP handling system.

## WinGAP PT61 Module

### Step 3: Append files into WinGAP handling system

The append process places the data contained in the PT61 text files into a set of temporary files. There are no checks within the Appending process for previous attempts at adding the data from the same text file. Checks for duplications are done in Step 4 where the temporary data is added to the live PT61 data.

After the extraction in Step 2 is completed successfully, the user can click the Append button to initiate the process.



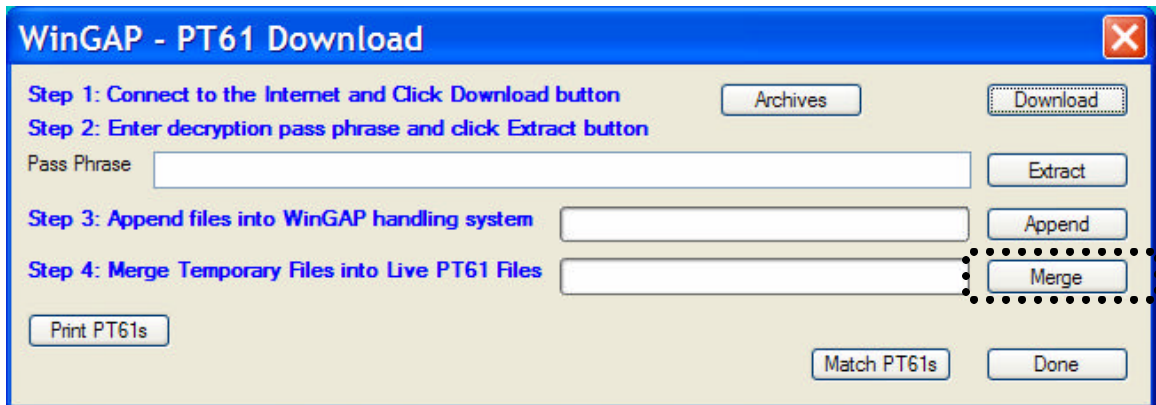
To the left of the Append button, a bar will display the progress of the appending process. At the conclusion of the process, the user is provided the message "Append Completed!" where the OK button can be clicked to proceed to Step 4.

## WinGAP PT61 Module

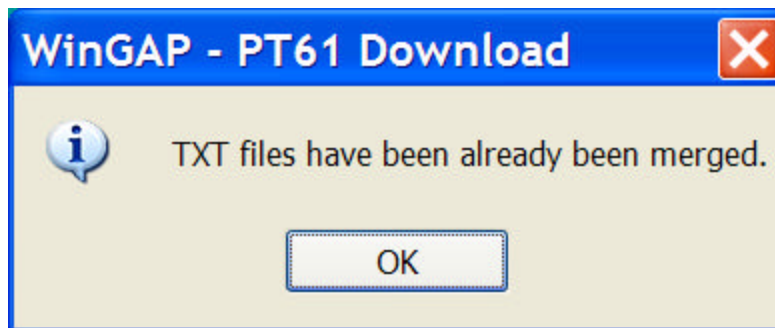
### Step 4: Merge Temporary Files into Live PT61 Files

The merge process moves the data in the temporary files and places it in the live PT61 files. Before the move takes place, a check is made against entries in the pt61.log to ensure that sets of PT61 data are not duplicated.

To begin the merging of data, the user should click the Merge button as shown below.



If the PT61 text files have been previously merged, the user will receive the following message after clicking Merge:



The user should click OK. If the user is uncertain about the previous merge of the PT61 data, assistance should be sought from the DOR support agent or the WinGAP administrator in the office.

## WinGAP PT61 Module

If the data has not been previously merged, a Reindex screen will appear. The user should click Begin to reindex the PT61 files. This reindex will not affect the WinGAP data files. Consequently, users can continue to function within WinGAP while the PT61 reindexing takes place.



The user will be informed that reindexing is complete and should click OK on the message screen.

A second message stating that "Merge Completed!" will appear where once again the user should click OK to finalize the merge process.

After the merge is completed, the user can take one of the 4 available options:

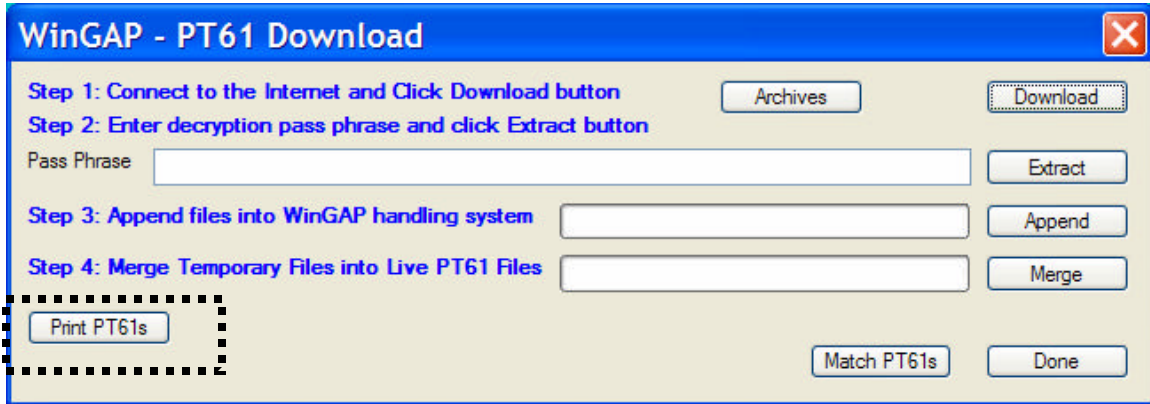
- Print PT61's
- Match PT61's
- Process Archives
- Close the PT61 Download screen

Each of the above will be discussed in more detail below.

## WinGAP PT61 Module

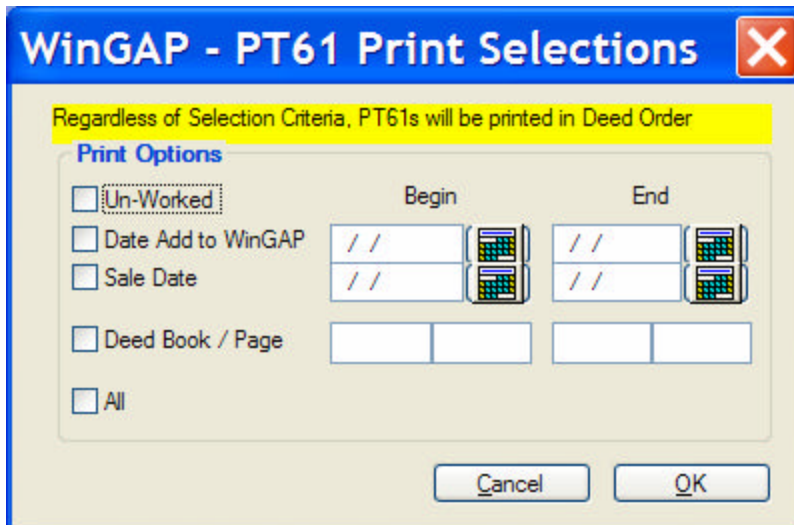
### Print PT61's

The Print PT61s button found in the lower left of the Download screen provides the user with the ability to print PT61's by various ranges.



The image shows a dialog box titled "WinGAP - PT61 Download". It contains four steps: Step 1: Connect to the Internet and Click Download button (with an "Archives" button and a "Download" button); Step 2: Enter decryption pass phrase and click Extract button (with a "Pass Phrase" text box and an "Extract" button); Step 3: Append files into WinGAP handling system (with a text box and an "Append" button); Step 4: Merge Temporary Files into Live PT61 Files (with a text box and a "Merge" button). At the bottom left, there is a "Print PT61s" button, which is highlighted with a dashed black border. Other buttons at the bottom include "Match PT61s" and "Done".

Clicking the Print PT61s button takes the user to the following screen where the desired Print Option and beginning and ending date or deed book/page ranges can be defined. A preview of the documents will be made available before printing actually begins.



The image shows a dialog box titled "WinGAP - PT61 Print Selections". It features a yellow header with the text "Regardless of Selection Criteria, PT61s will be printed in Deed Order". Below this is a section titled "Print Options" with several checkboxes: "Un-Worked" (checked), "Date Add to WinGAP", "Sale Date", "Deed Book / Page", and "All". The "Un-Worked" checkbox is highlighted with a dashed black border. To the right of the "Date Add to WinGAP" and "Sale Date" options are "Begin" and "End" date selection fields, each with a calendar icon. The "Deed Book / Page" option has two sets of input boxes for "Begin" and "End". At the bottom are "Cancel" and "OK" buttons.

On the screen above, the user should check a single Print Option and then enter beginning and ending criteria for options where such is available. Note that all printing will be done in **Deed Order** regardless of the Print Option that is selected.

## WinGAP PT61 Module

Additional details concerning the Print Options are provided below:

- **Un-Worked** – These are PT61's that have not been worked within the system. A PT61 is defined as being "worked" when it has been matched with a parcel, field matching has taken place and the information from the PT61 has been transferred to the data fields in WinGAP. An Un-Worked PT61 has either a yellow highlight or no highlight when viewed on the PT61 match screen. No date or deed range is available for the Un-Worked PT61's.
- **Date Add to WinGAP** – The user can define a date range to print all PT61's that were merged into the live PT61 files within that time frame. This option can be used to print PT61's that were just added to WinGAP through the 4 step process. In such situations, the begin date and end date would be the same.
- **Sale Date** – This option is used to print all PT61's that have a sale date which falls within the specified date range.
- **Deed Book / Page** – All PT61's that have deed book and pages that fall within the specified range will be printed. The deed book should be entered in the first field and the deed page entered in the second field for the Begin and End criteria. For example, if a deed range of deed book 233 page 1 through deed book 234 page 50 is desired, the books and pages would be entered as shown below:

WinGAP - PT61 Print Selections

Regardless of Selection Criteria, PT61s will be printed in Deed Order

**Print Options**

<input type="checkbox"/> Un-Worked	Begin	End
<input type="checkbox"/> Date Add to WinGAP	//	//
<input type="checkbox"/> Sale Date	//	//
<input checked="" type="checkbox"/> Deed Book / Page	233   1	234   50
<input type="checkbox"/> All		

Cancel OK

- **All** – This option should be selected only when the user desires to print all of the PT61's in the live WinGAP files.

After the selection is made and beginning/ending criteria are entered, the user should click OK to proceed to a preview of the PT61 forms. The Cancel button should be clicked to close the window without printing.

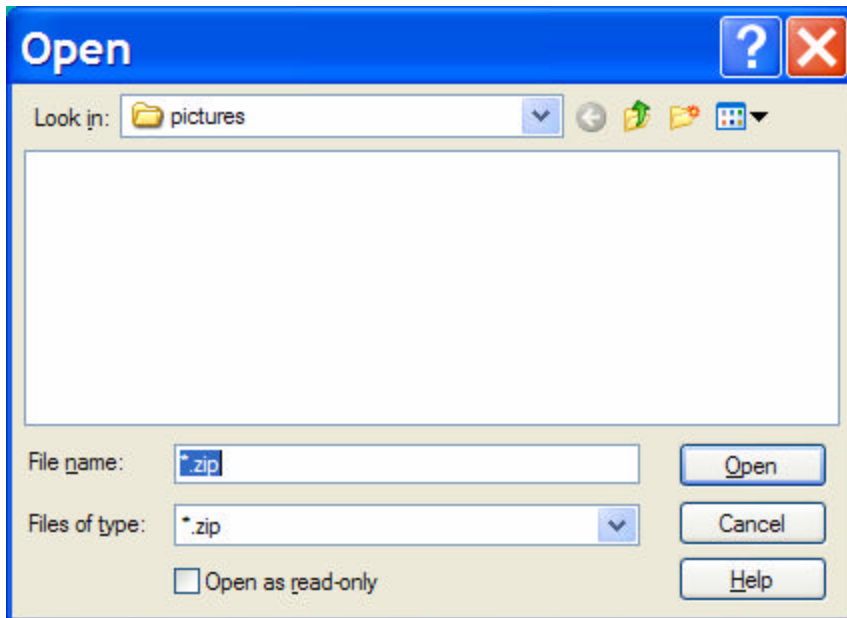
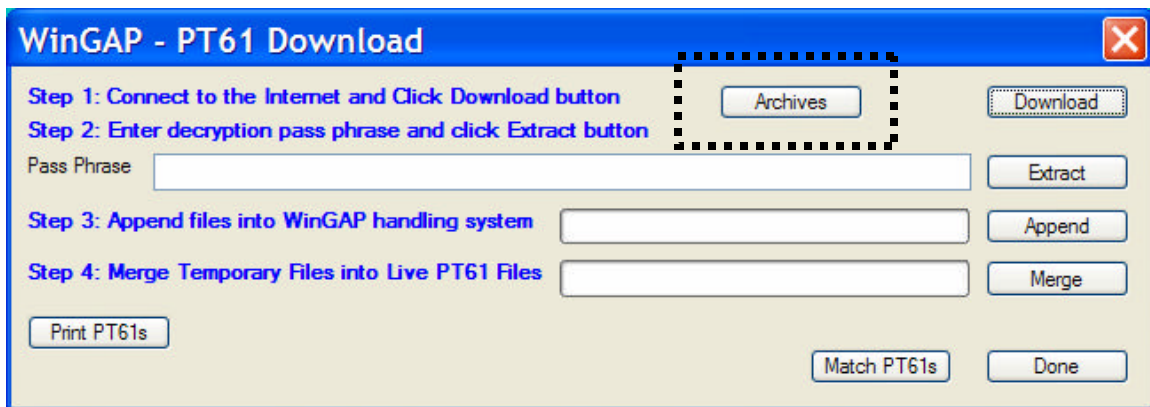
## WinGAP PT61 Module

### Archives

The Archives button on the PT61 download screen provides the user with the ability to locate on the network or local computer non-current week PT61's and extract, append and merge the data in the same manner as current week PT61 data.

The button does **not** function in the same manner as the Download button in that it does not access the internet. As stated above, the archive files must be located on the network or the local computer.

Clicking the Archives button, as shown below, produces a typical Windows navigational dialogue box titled Open as displayed in the second screen shot.



## **WinGAP PT61 Module**

The user can then navigate to the folder where the archive files are stored, select one and click Open. The archive file will be named in the following manner <county name>.<date>.zip. An example of an archive file is warren.20041105.zip

The user can proceed to Step 2 Extraction and then through Steps 3 and 4. The pass phrase keyed in Step 2 must match the pass phrase that was assigned to the archive file's month.

# WinGAP PT61 Module

## PT61 Match

**WinGAP - PT61 Match**

**PT61 Search**  
 Search Field: Buyer  
 Search Text:   
 Search

**Real Property Search**  
 Search Field: Parcel Number  
 Search Text: - - -  
 Search

**PT61 List**      **PT61 EDIT**      **Matched**

BUYER	SELLER
Beasley James W	Adkins Mike
Brinson Louise	Real Homes Ir
Davis Walker B	Davis Lee W
Gcs Enterprises, Inc.	Wiggins Beve
Georgia Department Of Transportation	Kitchens Julia
Howard Tilphary	Samuels, Jr. M
Ivey Shervette Y	Harrouk Omar
King Randy E	Bank Of Wrigt
Lyons Mahaley P	Lyons Mike
Mctier Mansel D	Mctier John D
Norris Roland	Norris George

**Real Property List**

PARCEL_NO	REALKEY	TOTALACRES	LEGAL_DESC
001 001	3881	1143.00	159 GMD W OF
001 001A	4221	12000.00	
001 002	4222	510.00	Around the corn
001 002A	4258	105.11	
001 002C	4259	200.00	lot 153 watertow
001 003A	4254	300.00	this is a test of t
001 003Y	5174	11.00	
001 004	4223	135.00	
002 001	3882	130.00	159 GMD N OF
002 002	2	614.89	617.89 AC B/S
002 003	3	115.16	115.16 AC B/S

Number matched to Real Property List: 1  
 Number of PT61s not yet reconciled: 15

Buyer: Beasley James W  
 Seller: Adkins Mike  
 Parcel Number: Map 64/Parcel 48  
 Account No:   
 Sale Date: 08/31/2004  
 Deed Bk / Pg: 7M-234x  
 PT61 Unique #: PT-61 149-2004-000001  
 Situs Addr: Highway S2152  
 Real PIN: 032 009

Name: Barksdale Kathlyn F  
 Parcel Number: 001 001  
 Realkey: 3881      Acres: 1143.00  
 Legal Desc: 159 GMD W OF RAY PLACE RD  
 LL:      GMD: 159  
 LD:   
 Subd Name:   
 Multiple Parcel Transfer       Final Parcel in Multi-parcel transfer

Buttons: Cancel, Next, Close

### Steps for Using PT61 Match

1. Locate PT61 with PT61 Search (upper left)
2. Locate parcel that is to be matched with PT61 via Parcel Search (upper right)
  - a. If PT61 is a split, parent parcel should be selected
3. Confirm that the correct PT61 and Parcel are selected (highlighted in blue)
4. Click the Match button
5. If PT61-Parcel match is incorrect, select PT61 and Parcel and click Un-Match button
6. If PT61 involves multiple parcels, check Multiple Parcel Transfer (lower left)
7. Click Next to proceed to Field Matching if PT61 is to be worked at this time
8. Repeat steps 1 – 6, if only matching is to be done at this time.

## WinGAP PT61 Module

### Field Matching – Owner

WinGAP - PT61 Field Matching

Owner Real Property Saleinfo 032 009 Now Processing: 1 of 1 << >>

**PT61 Field Values** **Live Owner Field Values**

**Owner**

BEASLEY  
 JAMES  
 W  
 1623 CENTRAL ROAD EXTENSION  
  
 THOMSON  
 GA  
 30824

Select All Select None

Combine PT61 Lastname, Firstname, Middle into WinGAP Corporate Name  
 Overwrite current WinGAP owner with PT61 owner  
 'Transfer' to another owner via WinGAP transfer module

Poss  
M A  
Star Rt Box 31-c  
Harlem  
GA  
30814 Ownkey 2730

**PT61 Address1 Mapping**

WinGAP address1  
 WinGAP address2  
 WinGAP address3

**PT61 Address2 Mapping**

WinGAP address1  
 WinGAP address2  
 WinGAP address3

Current  Future  
 Transfer Entire Parcel  Split - New Parcel  
 Text to Upper Case  Text to Proper Case

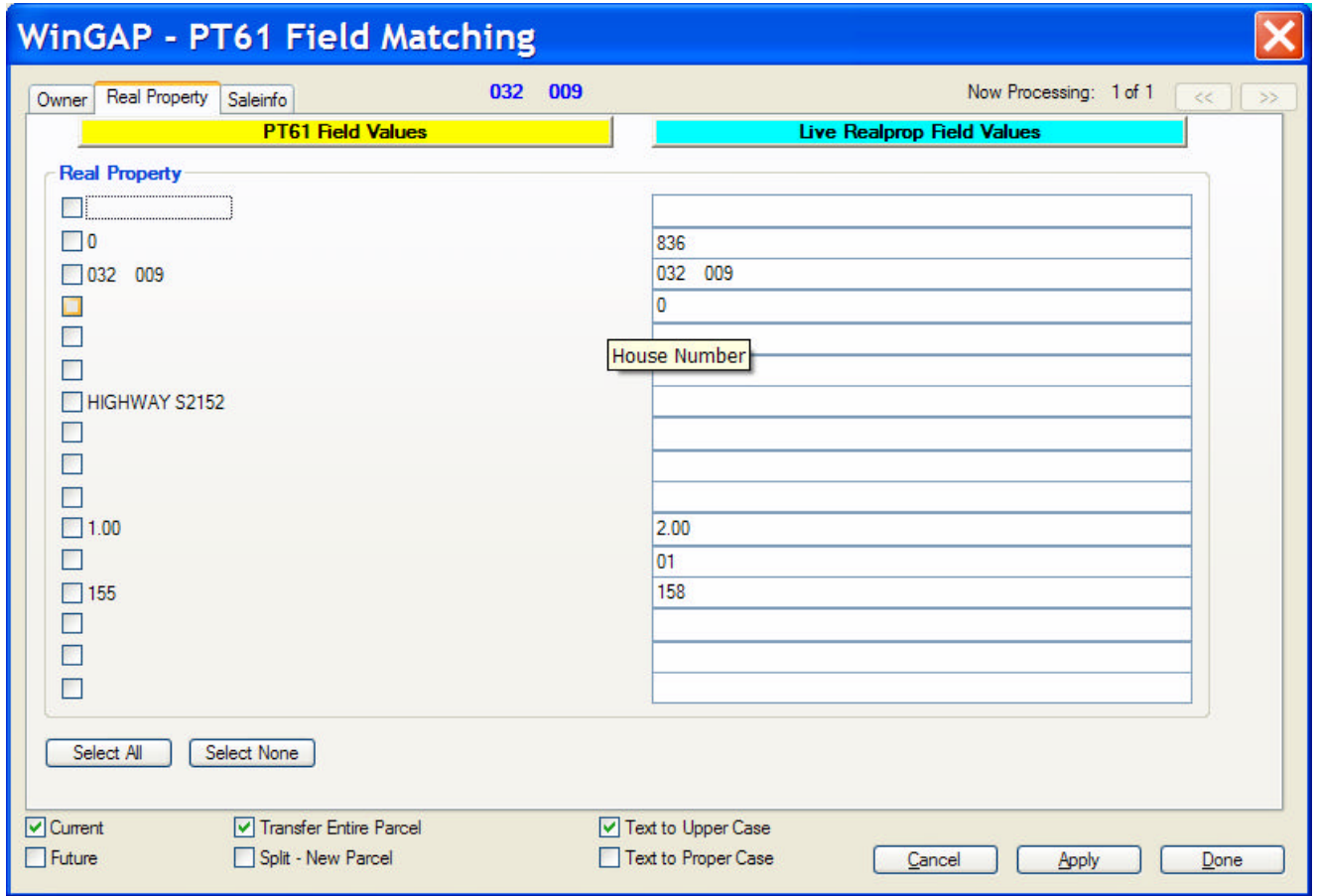
Cancel Apply Done

### Steps for Field Matching – Owner

1. Confirm that the PT61 to be processed is displayed on the screen
  - a. Navigate to correct PT61 with the >> or << buttons in the upper right hand corner
2. Check/Uncheck “Combine PT61 Lastname, Firstname, Middle into WinGAP Corp Name
3. Check either “Overwrite current WinGAP owner with PT61 owner” or “Transfer” to another owner via WinGAP transfer module”
4. Check “Current” (lower left) – **NOTE: “Future” is not functional.**
5. Check either “Transfer Entire Parcel” or “Split – New Parcel”
6. Check either “Text to Upper Case” or “Text to Proper Case”
7. Check/Uncheck PT61 Field values that are to be passed to WinGAP Owner
  - a. Click Select All if all PT61 info is to be passed
  - b. Click Select None if no PT61 info is to be passed
8. Assign PT61 Address 1 and Address 2 Mapping
9. Click Real Property tab

# WinGAP PT61 Module

## Field Matching – Real Property



### Steps for Field Matching Real Property –

1. Check/Uncheck all PT61 Field Values that are to be passed to WinGAP Real Property data
  - a. Click Select All to pass all field values
  - b. Click Select None to pass no field values
2. Click Saleinfo tab

## WinGAP PT61 Module

### Field Matching – Saleinfo

WinGAP - PT61 Field Matching

Owner Real Property Saleinfo 032 009 Now Processing: 1 of 1

PT61 Field Values Live Saleinfo Field Values

Sale Information

- PT-61 149-2004-000001
- 7M
- 234x
- 08/31/2004
- 1.00
- 0.00

Select All Select None

Current  Transfer Entire Parcel  Text to Upper Case  
 Future  Split - New Parcel  Text to Proper Case

Cancel Apply Done

#### Steps for Field Matching Saleinfo –

1. Check/Uncheck all PT61 Field Values that are to be passed to WinGAP Saleinfo data
  - a. Click Select All to pass all field values
  - b. Click Select None to pass no field values
2. Confirm all Field Matching assignments
3. Click Apply to process PT61 data

**Clicking the Done button will close the screen without any processing taking place. Also, all assignments will be lost for this PT61-Parcel match.**

## WinGAP PT61 Module

After clicking the Apply button, the user will be taken step-by-step through the transferring of PT61 data into WinGAP. Following are the general steps that are taken.

### “Transfer Entire Parcel” option is checked –

1. Sales record is added (user can make modifications)
2. Transfer of ownership takes place
  - a. If “Overwrite Current WinGAP owner” is checked, user edits owner record
  - b. If “Transfer’ to another owner” is checked, user is taken through the WinGAP transfer process
    - i. Parcel can be transferred to an existing owner in WinGAP
    - ii. A new owner can be created with PT61 owner data
    - iii. User is provided an opportunity to correct owner data
3. Real property screen is presented where data can be edited

### “Split – New Parcel” option is checked –

1. User is taken to parent parcel where Duplicate must be checked
2. Ownership of split is established
  - a. Existing owner in WinGAP can be selected
  - b. A new owner record can be established (click Cancel on Owner Search)
3. Parcel number is assigned to split
4. Modifications to new parcel are made (**do not add sale at this time**)
5. Sales record is added
6. Parent parcel is accessed for modifications

If Multiple Parcel Transfer is checked on the PT61 match screen, the next parcel associated with the PT61 is selected, the match button is clicked and the Field Matching process is followed through again. When the last parcel associated with the Multiple Transfer has been selected, the Final Parcel in Multiple parcel transfer box should be checked.