
Copying a Sketch from One Property to Another

Step 1: Select "cama" for the "Appraisal Program Menu":

```
*****
*          COUNTY TAX BOARD INFORMATION SYSTEM          *
*****
      m4  -  Mod IV
      aa  -  Mod IV Added Assessments
      sr  -  SR1-A System (sr2 - Split Screen)
      ap  -  Tax Appeals

      bank - Bank Code Batch Update
      m4b - Bank Code Update Screen
      m4v - Assessment Only Update Screen
      m4t - Tax Field Only Update Screen
      reap - Add/Remove Reap R01 Code
      id  - ID Change Program (Block/Lot Change)
      cama - Appraisal Program Menu
      sum - Mod IV Summary

      his - Tax List History      ahis - AA List History
      inq - County-Wide Inquire   srq  - County-Wide Inquire Srla
      rpts - Reports Menu         data - Download Data Menu

      q - Quit this Menu

Please Type a Command and Press Enter: cama
```

Step 2: Select "1) Active File (aka official file)":

```
                CAMA - File Menu

      1) Active File (aka official file)
      2) Reval/Reassessment File (reval)
      3) Work/Play File (WORK FILE)
      4) Restore Archived Files

      5) 2017 (UPPER SADDLE RIVER)
      6) 2021 (UPPER SADDLE RIVER)
      7) 2023 (UPPER SADDLE RIVER)
      8) appeals (UPPER SADDLE RIVER)

Type a Number and Press Enter or q to Exit (default=1): [enter]
ans=1
FOLDER=.
user=root
```

Step 3: Select "34 - Copy/Demolish a Residential PRC":

```
06/03/26 05:12PM                                UPPER SADDLE RIVER town
                                PRC System VER 5

PRC Information Screens                                Other Screens

1 - Mod IV Information                                11 - Commercial Income Approach
2 - Residential PRC Information                       12 - Commercial Cost Appr
3 - Historical Sale Information                       13 - Added Assessments
4 - Building Permits                                 14 - Codes Table
5 - Residential Data Entry                           15 - Land Data Entry
                                                    16 - Chapter 91
                                                    17 - Tax Appeals
                                                    18 - EA4 Forms

System and Administration                            Reports & Misc

21 - Utilities                                       31 - Print Property Record Card
22 - Codes & Cost Values                             32 - Reports & Misc Printing
23 - Backup This Town                                33 - Assessment History
24 - Global Updates Menu                             34 - Copy/Demolish a Residential PRC
25 - Message System                                  35 - Download Forms to Laser Printer

Type a Number and Press Enter or type q to exit this menu: 34
```

Step 4: Select "1 - Copy PRC Information From One BL to Another" and enter the property information:

```
Enter Choice :

1 - Copy PRC Information From One BL to Another
2 - Demolish Building on PRC
3 - Mirror/Reverse a Residential Building Sketch
1
Do you want to copy lot dimensions and site information (y/n): y
Land Information WILL be copied.

Enter Block to Copy From (Press Enter for Default= ): 102
Enter Lot to Copy From (Press Enter for Default= ): 1.01
Enter Qual to Copy From (Press Enter for Default= ): [enter]
Enter Card to Copy From (Press Enter for Default M=Main): [enter]

Copy TO: Block (Press Enter for Default= ): 102
TO: Lot (Press Enter for Default= ): 1.02
TO: Qual (Press Enter for Default= ): [enter]
TO: Card (Press Enter for Default M=Main): [enter]
Copying From:BL:102 1.01 M
To :BL:102 1.02 M
More? (Enter=yes): n
```