

# How to Geocode, Multiple Permanent Parcel Numbers (PPNs) 10

This REGIS QuickSheet presents a step-by-step process for creating a new spatial data layer within the REGIS ArcGIS 10 applications using a database or spreadsheet containing a list of PPNs. These instructions show you how to convert an existing database table or spreadsheet for use within ArcGIS 10 and how to create the resulting geocode layer.

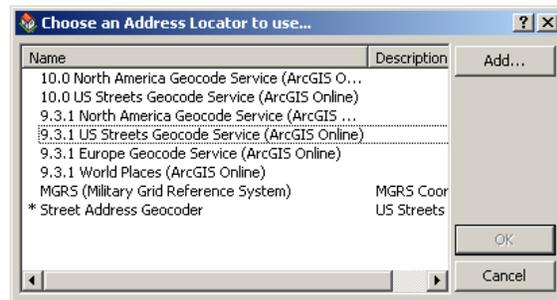
## Step-by-Step Process

1) Log into the REGIS ArcGIS 10 application of your choice (ArcView 10, ArcEditor 10, ArcInfo 10) as you normally would, either opening a saved map document (.mxd) file from a previous session or using a brand new map document adding the needed layers.

2) Click on the **Geocode Addresses** button in the REGIS Custom toolbar, it's the one that looks like a mailbox located between the two calculator buttons.



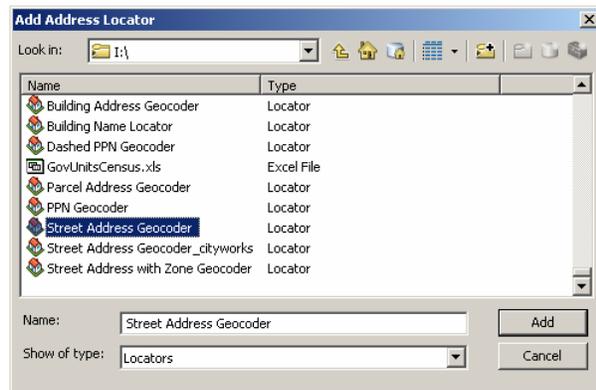
3) If this is your first time geocoding this session you will first need to choose an Address Locator (geocoding engine) prior to entering any addresses. Click on the **Add button** to the right of the “Choose an address locator to use” box.



4) Find the **I:** drive folder. You may have to hit the “Up one level” button a few times to find it, or you can always open the drop-down list to the right of “Look in:” to locate the **I:** Drive folder. Once you have found it, double-click on it to open the **I:** Drive folder.

5) Scroll to the end of the folder list. You should see five address locator services. If you do not, please call the REGIS Help Desk and the staff will remedy the situation.

6) Choose the Address Locator—**PPN Geocoder**—or **Dashed PPN Geocoder** and click the **Add** button. If you have any questions regarding which Address Locator you should use, call the REGIS Help Desk and they will be happy to help you decide



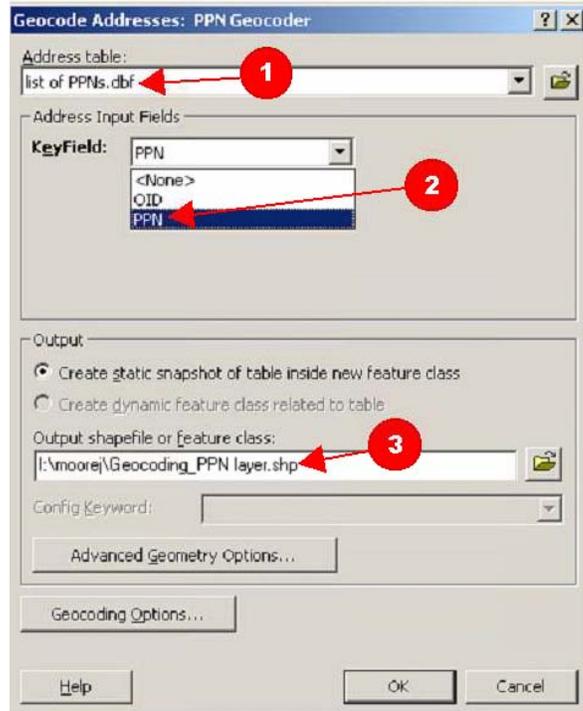
7) Next the “Geocode Addresses” dialogue box appears. You will need to provide three key pieces of information here before you can proceed: the database containing your addresses (*note this table must be in csv., xls. or dbf. format*), the field in which your addresses appear, and where you want to save the resulting GIS layer and what you want to call it:

a) First you must tell the system where your PPN database is. Click on the folder icon to the right of the “Address Table” drop-down, and then navigate to the drive and folder where you are storing your database. Choose your table and hit the **Add** button. (See **No.1** in the image at right.)

b) Second, once you have specified your PPN table, you need to indicate which of the fields in that table contain the PPN. Click on the drop-down list under the heading “Address Input Fields” and then choose the field which contains the PPN. (See **No.2** in the image at right.)

c) Third, you need to tell the system where you want to store this new GIS layer you are creating as well as what you want to name it. (See **No.3** in the image at right.) Under the “Output shapefile or feature class” heading, click on the folder button and navigate to the appropriate drive (your REGIS I: drive, your local C: drive, etc.) and folder, then type in a descriptive name. Note that you should use a filename which relates to the data you are geocoding instead of a very generic one.

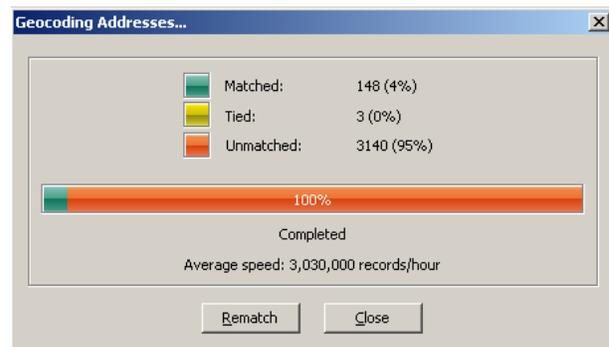
d) Once you have completed the above three items, click on the **OK** button to geocode your file. You can also modify any number of the “Geocoding Options” by clicking on that button. Call the REGIS Help Desk for assistance with these additional options.



8) Once the system has completed geocoding your address table, you will be presented with a dialog box containing the statistics from your geocoding effort (see image at right). It will show you how many of your address records matched, which Tied, and Unmatched. Review these statistics and determine if the results are satisfactory or if you would like to re-match those addresses which did not match or which matched at a lower score.

9) Review the dialog box containing the statistics and click Close after reviewing. Right click on the output shapefile you named in step 7c above and click open attribute table.

10) Right click on **Score** and sort ascending or descending to find any records with a score below 100.



11) If a record has a score below 100 this indicates the PPN in your table is not active due to split/combine or is a condominium. Use the PPN search tool on the REGIS custom toolbar to further investigate

FID	Shape	Status	Score	X	Y	Match_addr	ARC_KeyFie	PPN
149	Point	T	62	12777834.2312	509234.171825	411819327055	411819328055	411819328055
173	Point	T	62	12774444.9312	521093.445575	411712277034	411722477034	411722477034
257	Point	T	62	12774294.8462	521097.08745	411712277031	411722477031	411722477031
369	Point	T	62	12758928.291825	511812.4512	411721226019	411721226119	411721226119
374	Point	T	62	12764440.686825	509117.81995	411722427041	411722477041	411722477041
0	Point	M	100	12764913.391825	523965.62245	411702351044	411702351044	411702351044
1	Point	M	100	12763287.926825	520522.709325	411710404033	411710404033	411710404033
2	Point	M	100	12761481.526825	514417.269325	411715327049	411715327049	411715327049

### Additional Information

For assistance or additional information, please call the REGIS Help Desk at (616) 776-7744, send an e-mail to [regis@gvmc.org](mailto:regis@gvmc.org), or consult the REGIS Support Center at [http://www.gvmc-regis.org/regis\\_users.html](http://www.gvmc-regis.org/regis_users.html). For information on GIS training offered at REGIS contact Brenda Brittain at (616) 776-7751 or visit the REGIS training website at <http://www.gvmc-regis.org/training.html>