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How to Generate a Variance Report in PAPA

1. From the PAPA home screen click **Data**.
2. From the drop-down menu, select **Variance Report**.
3. Under **Variance Settings**, choose **Select by Parcel**.
4. In the **Search by Address, Owner, or PCN** field, enter the **17-digit Property Control Number (PCN)** and press **Enter**.
5. Verify that the correct parcel has been selected on the map.
6. Under **Buffer Selection Tools**, select the desired **Buffer Distance** from the drop-down menu. Then, click the **yellow circle Buffer button** to apply the specified radius.
7. Adjust the window as needed so the shaded buffer (radius) surrounding the property is fully visible.
8. In the lower-left corner of the map, click the **Street Map** option to switch the map to street view.
9. Under **Variance Tools**, scroll to **Map Printing Tools** and select **Print Map**. A printable map will open in a new window. The map will have Dorothy Jacks logo, a legend, the PCN, and the radius distance.
10. Return to **Variance Tools** and scroll down to the **Variance Report and Mailing Labels**.
11. Click **View Report**, (Owner's List).
12. For the Variance Report, you will have three options in the top right-hand corner, **Excel, CSV, and Printable**.
13. To generate mailing labels, select **Variance Mailing Labels**.

The mailing labels are formatted for the following label templates:

- **Avery 5960**
- **Online Labels OL875WX**