Orion Tips + Tricks: Orion Tokens

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Wyandotte County generates a lot of forms out of Orion. Very few forms that utilize Orion data that we send out come from a separate source. Having the ability to design custom forms has been essential to our business processes. Utilizing populated fields from within Orion — along with custom text and images specific to our county needs — enables our staff to design dynamic and county-specific forms.

Orion has predetermined data fields available based on the form type selected, referred to as tokens. The data stored in these tokens is hard-coded and cannot be modified. The available tokens are visible in the side navigation bar. Not all fields in Orion are available for use and not all form types have the same tokens.

We found the most difficult part of setting up these forms were the tokens. Formatting was incorrect, errors kept popping up when we would try to save a form and there was no guide on what data fields the tokens were mapped to.

In order to know what data the tokens were pulling in and the display format of each token, we created a test form that included all available token names under that form type and in the column next to the token itself. When the form was generated, the token results guided us in creating our forms. We found that numeric tokens are not formatted properly — and although they are visible — not all tokens can be utilized by Kansas Orion users.

To format a token, simply highlight the token from bracket to bracket [ ] and click on the Token Parameter option in the side navigation bar. This will automatically launch a parameter box displaying two fields, name and value. For formatting purposes, you would enter FORMAT into the name field and the type of formatting into the value field. For instance, the sale price token will appear as 123456 when merged. In order to have the sale price token display as currency, a token parameter is required. By entering FORMAT into the name field and DOLLARCOMMA into the value field, the sale price will now display as $123,465 when merged. Common formatting types are currency, number and percent.

Although every field in Orion does not have a corresponding token available, there is an option to insert additional data from the CAMA fields located on the item pages within the appraisal tab. You will need to know the calculation definitions, item page names and field names. Next, select the appraisal item prompt token under property info on the side navigation bar. Highlight the prompt field on the form, then select Token parameter from the bar. This will launch a dialog box. Enter PageName in the name field and the actual item page name in the value field. Click save. Highlight the same prompt field on the form, then select Token parameter from the bar. This will launch a dialog box. Enter FieldName in the name field and the actual CAMA field name in the value field. Click save. Type these names in exactly as they appear in Orion.

In order to pull in calculated fields from the appraisal tab, follow the same steps as above, but use the token “Appraisal Item Prompt Enhanced” and add this step in prior to setting up the PageName and FieldName. Highlight the prompt field on the form then select Token parameter from the bar. This will launch a dialog box. Enter CDGName in the name field and the actual calc def group name in the value field. Click save.

Complete the PageName and FieldName steps.

* So what kind of forms have we created in Orion?
* Ag questionnaires
* Unable to access the property letters
* Property data summary forms
* Exemption forms
* Buyer letters
* Sale packet cover, including interview sheets
* Ratio appeals letters
* Appeal interview and documentation sheets
* Confirmation, result, and jurisdictional letters
* Appeal questionnaires
* Appeal packet forms
* Notice of values
* Corrected notices
* Reprint notices

For a more detailed how-to and additional token information, a PowerPoint tutorial is available on KCAA.net along with Word forms that can be copied and pasted into your Orion for use. If you have questions, email jrobbins@wycokck.org or call 913-573-8466.