

# Wayne County Commercial Assessment

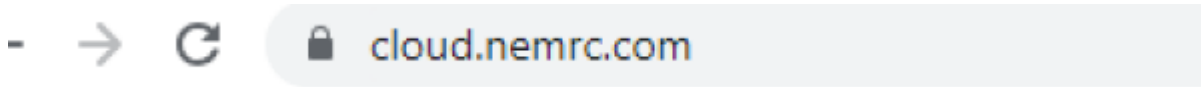
## Microsolve Manual

The following manual will walk you step by step on how to access the Microsolve system to get Commercial Cost Reports

**Note - You must be a licensed assessor to access the Microsolve system. You will also need to have the Assessor2k program open to access the login credentials**

### Step 1 - Connect

Since Microsolve is an cloud based resource, you must first go to the website to log in. Click the following link or type into your internet browser's address bar: <https://cloud.nemrc.com/>

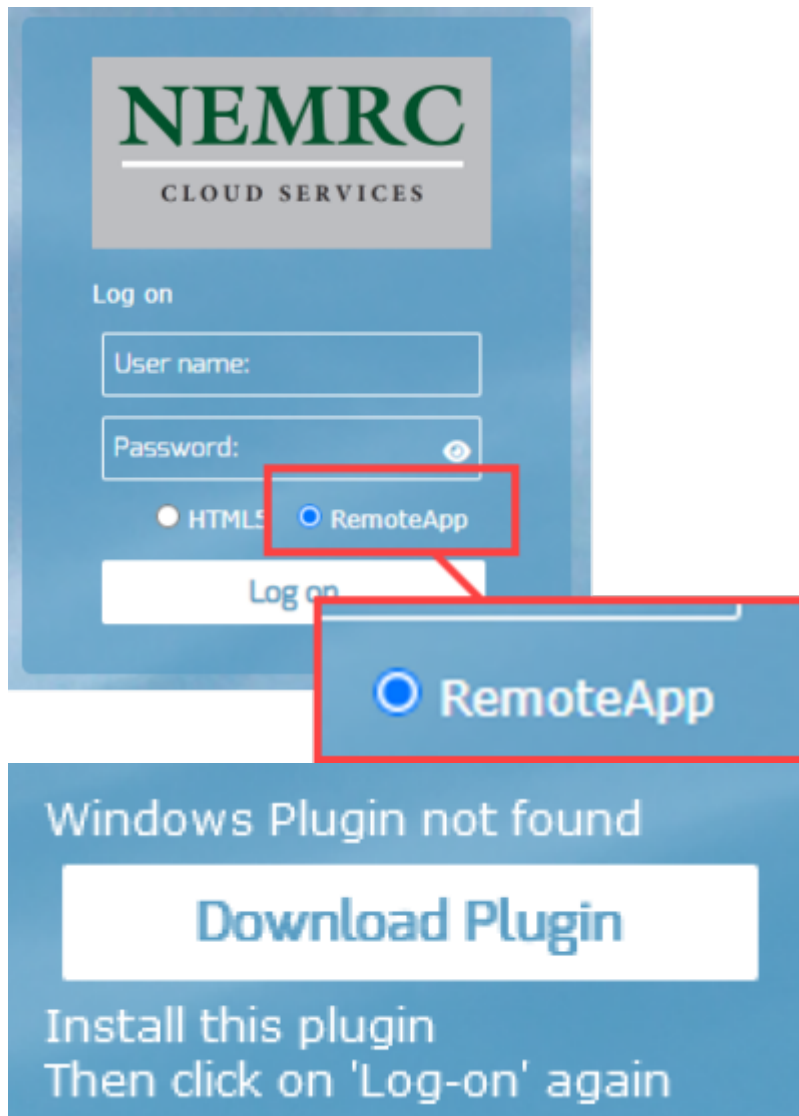


### Step 2 - Enter Credentials

Now that you are at the login page, you must put in the credentials. You will also notice, just above the "Log on" button, there are 2 radio buttons. You want to make sure that the "Remote Desktop App" button is selected.

#### Access Credentials in Assessor2k

If you are a licensed assessor, you can click the [Microsolve Credentials] button in the "Assessors" tab on the Master Menu to view the login for NEMRC Cloud Services. This will be invisible to users without an assessment license.



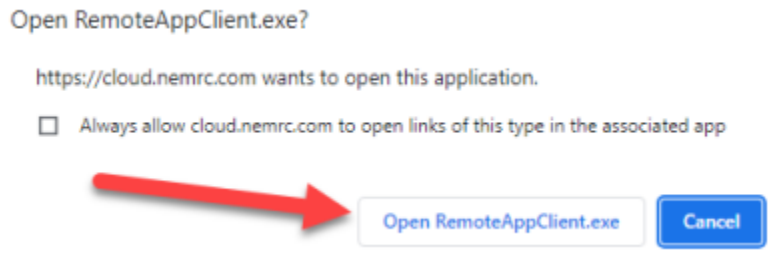
**NOTE:** *If it is your first time logging in, or your first time in a while, you may receive an extra message saying, "Windows Plugin not found". You can click on the "Download Plugin" button.*

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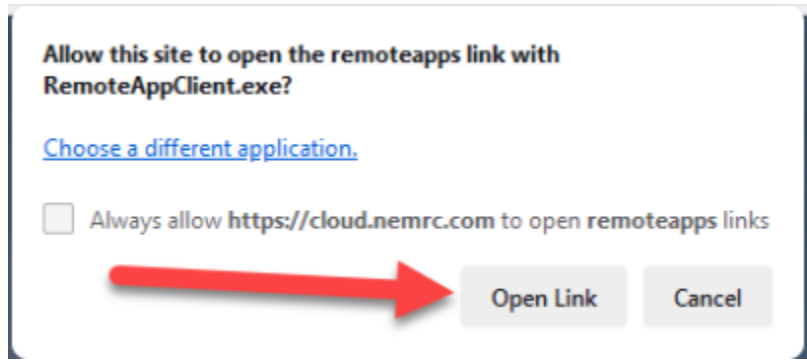
### Step 3a - Run the Program

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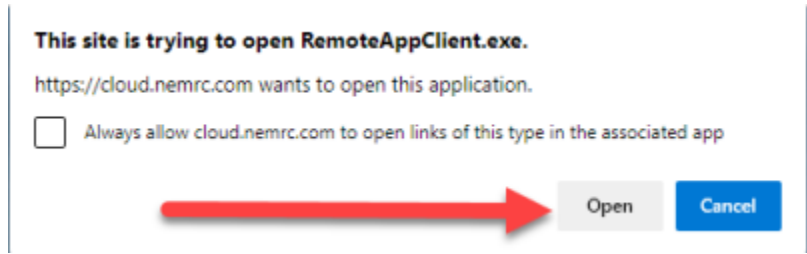
You will now be prompted by your browser asking for permission to run the program. Each browser displays a differently, but you want to allow the program to run. Then you will see a "pop-up" window that displays the app is starting.



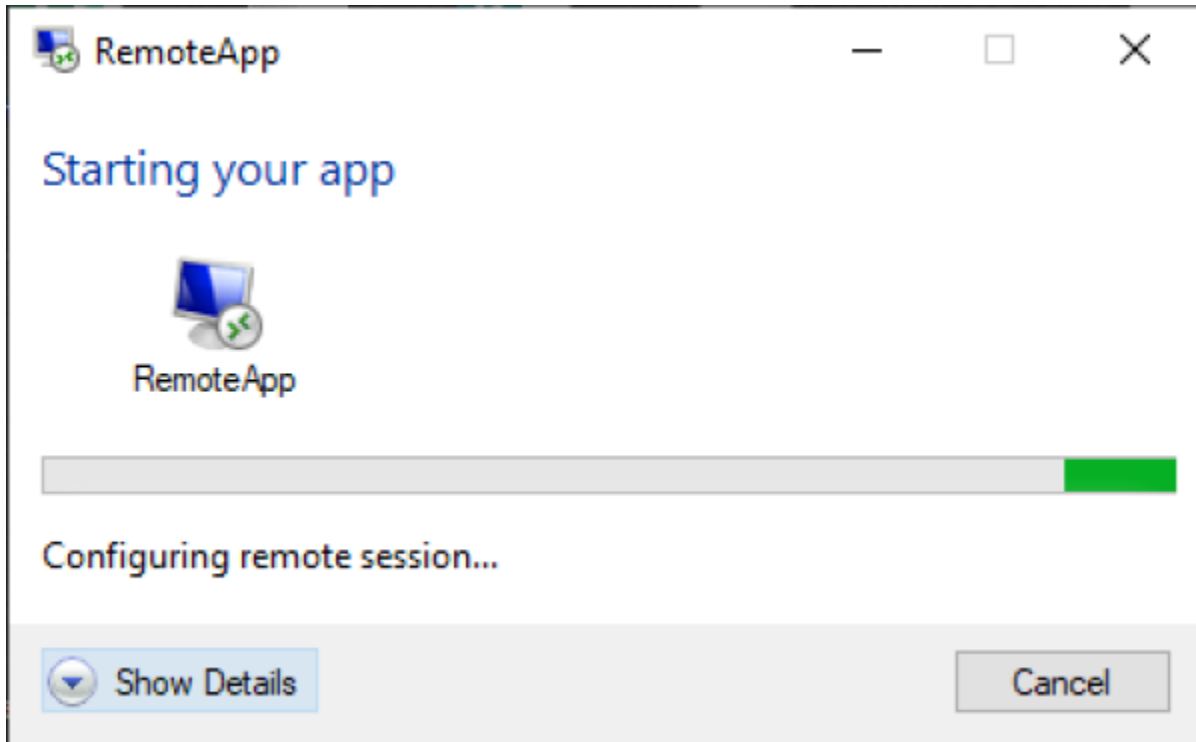
Chrome Google



Firefox Mozilla

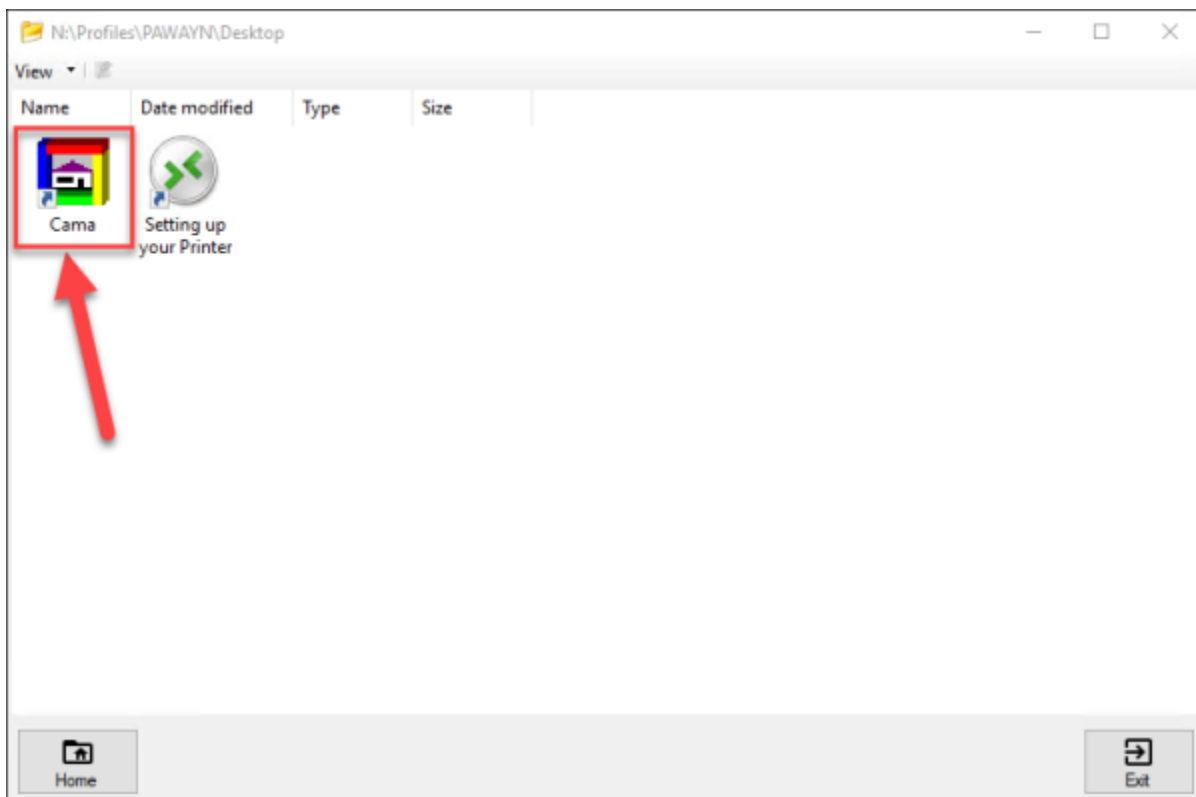


Edge Microsoft

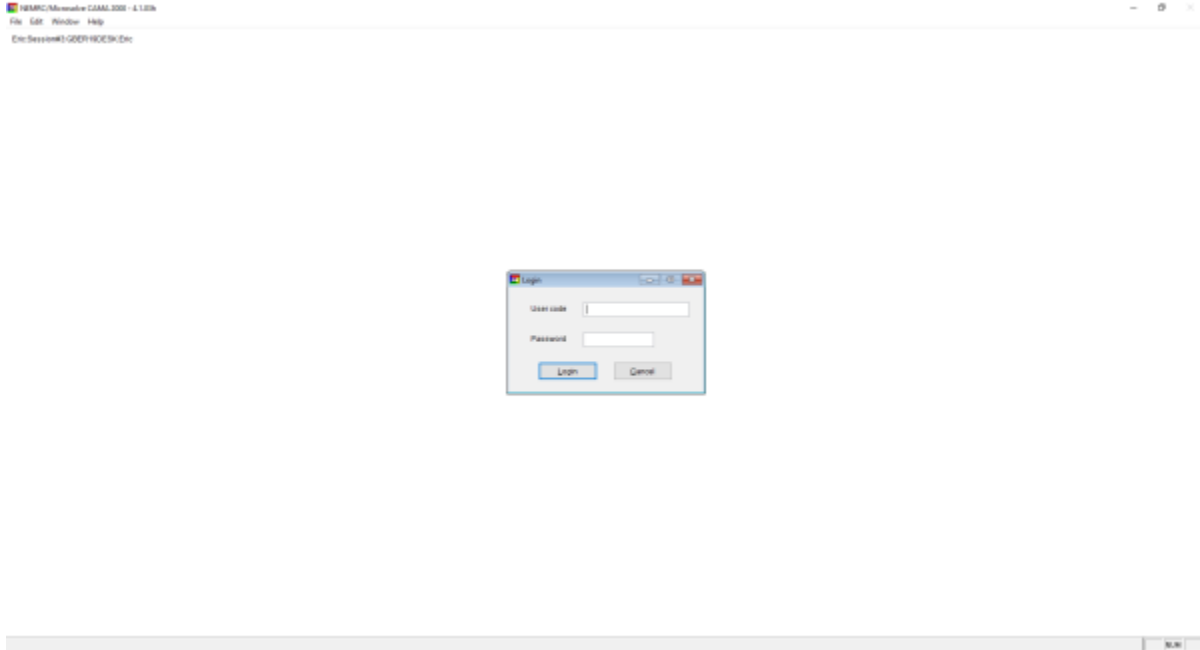


### Step 3b - Run the Program

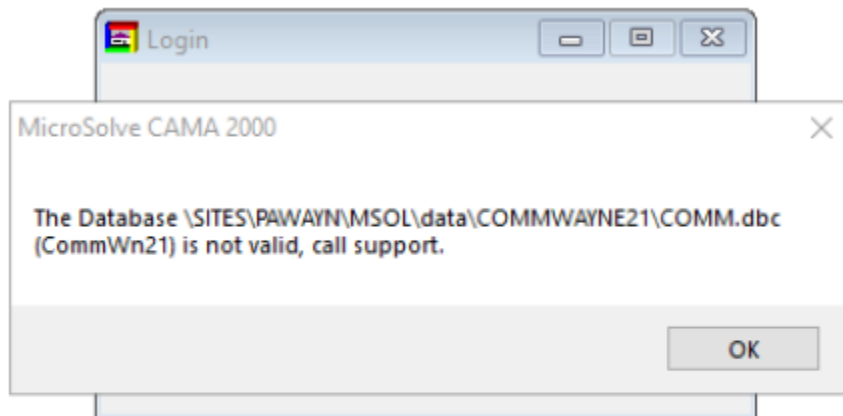
You will now see a program window open with two files in it. Double click on the **Cama** option



Now it is time to enter a second set of credentials **Refer to Assessor2k's Credentials Section for USERNAME and PASSWORD**



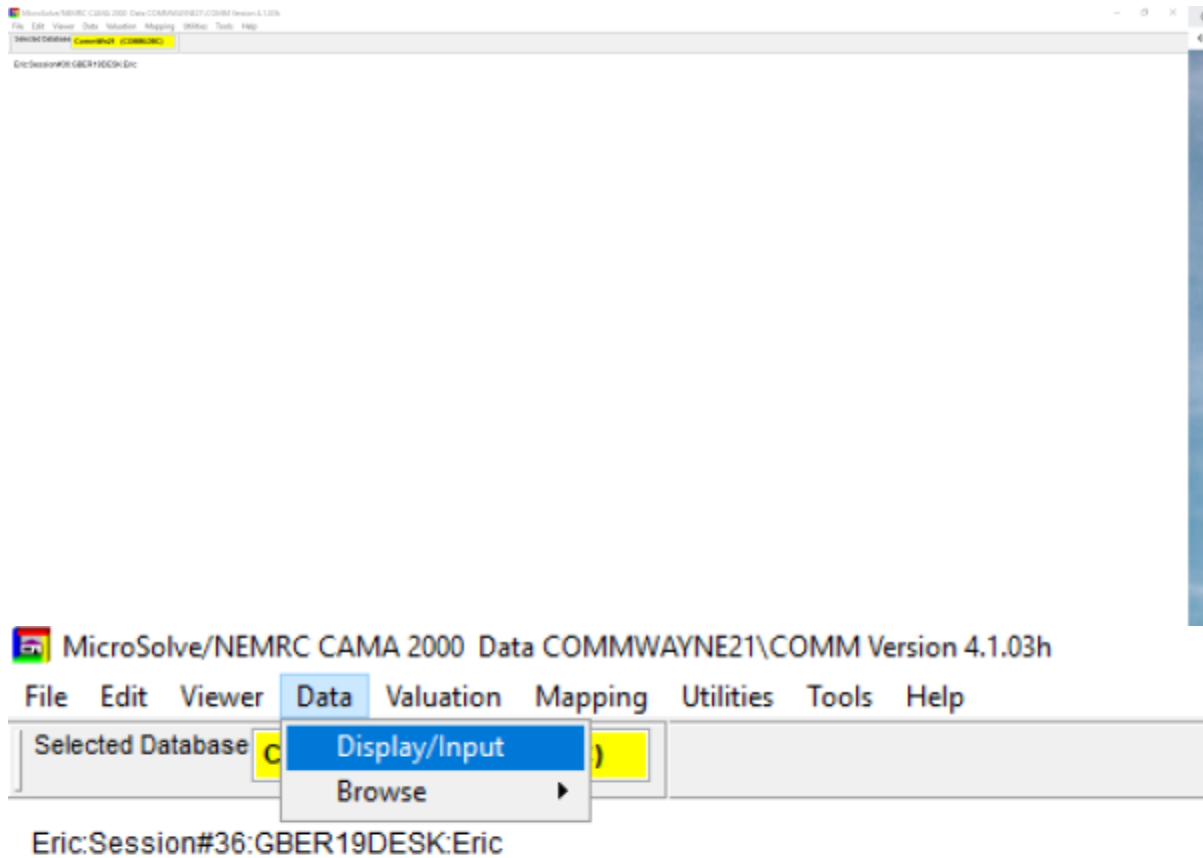
*Although it appears to be an error, it is not. Click on the "OK" button and the program will continue to open*



## Step 4 - Using the Program

Now that you are logged into Microsolve, you can begin to find your way around the program. **First, let's display some data.**

- Go to the top left corner of the program and locate the "Data" tab.
- Now, choose Display/Input. This will bring up the last property that was opened in the program.</li>



Parcel ID: 127559    Owner Name: STOURBRIDGE RAILROAD COMPANY    Owner Name2: [ ]

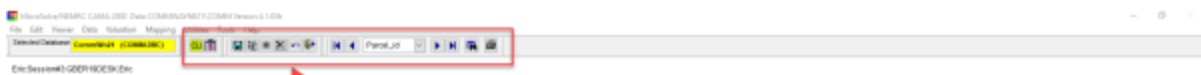
OwnerAdd: [ ]    City: [ ]    State: [ ]    ZipCode: [ ]    Status: [ ]

Parcel Info	Land	Section/Occ	Components	Additions	Basement Info	Valuation	Page8	Picture	Note
Pr Zip Code:	[ ]	R	Inspected By:	[ ]	Tot Expense:	[ ]	0.0000		
Description:	[ ]		Reinspect:	0 [v] NoData	Cap Rate:	[ ]	0.0000		
Tax Map #:	[ ]		Book:	[ ]	Tax Load:	[ ]	0.0000		
City:	[ ]		Page:	[ ]	Lan As Perc:	[ ]	0.00 %		
Suffix:	[ ]		Sale Price:	[ ]	Bld As Perc:	[ ]	0.00 %		
Street #:	[ ]	0	Sale Date:	[ ]					
St/Road:	[ ]		Validity:	0 [v] NoData					
Neighborhood:	[ ]	0 <	OldNB:	[ ]	0				
Land Size:	[ ]	0.52	Last Update:	[ ]	[ ]				
Inspect Date:	[ ]	[ ]	Vac/Cr Loss:	[ ]	0.0000				

Buttons: Add, Delete, SKETCH

Now that we have some data showing, let's get the data we actually want!

- First, in the "Toolbar" at the top of the screen, locate the "binoculars"



Parcel ID: 880001    Owner Name: BERLIN TOWNSHIP    Owner Name2: BERLIN TOWNSHIP

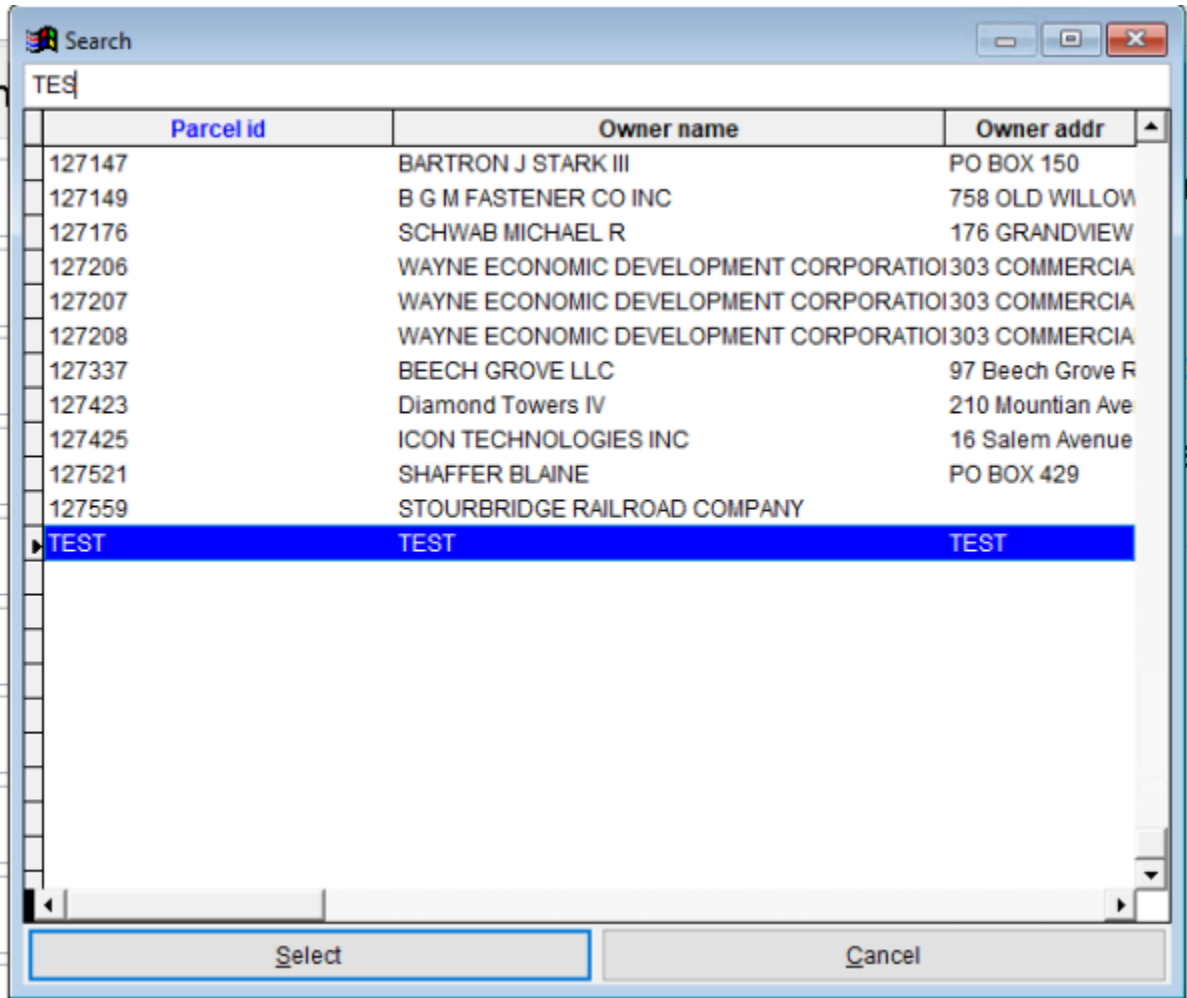
OwnerAdd: PC BCC 61    City: BEACH LAKE    State: OH    ZipCode: 44008    Status: [ ]

Parcel Info	Land	Section/Occ	Components	Additions	Basement Info	Valuation	Page8	Picture	Note
Pr Zip Code:	19371	K	Inspected By:	SAP	Tot Expense:	[ ]			
Description:	[ ]		Reinspect:	0 [v] NoData	Cap Rate:	[ ]			
Tax Map #:	E1-0-0001-0003-00-0		Book:	3787	Tax Load:	[ ]			
City:	BERLIN TOWNSHIP		Page:	8276	Lan As Perc:	[ ]	0.97 %		
Suffix:	[ ]		Sale Price:	[ ]	Bld As Perc:	[ ]	0.93 %		
Street #:	[ ]	0	Sale Date:	08/10/2006					
St/Road:	[ ]		Validity:	0 [v] NoData					
Neighborhood:	[ ]	4	OldNB:	[ ]	4				
Land Size:	[ ]	0.25	Last Update:	06/29/2023					
Inspect Date:	[ ]	02/10/2023	Vac/Cr Loss:	[ ]					

Buttons: Add, Delete, SKETCH



- Now we can enter the parcel number in the search bar to access the property we are looking for
- Unordered List Item "Double-Click" on the name/parcel you want to access and it will load into the viewfinder



- You are now able to edit this record, or you can gain access to the "Commercial Cost Report"

**Important Note:** If you are here to edit information, be sure to **SAVE YOUR PROGRESS** as you go. This can be done by clicking on the *BLUE FLOPPY DISK* icon in the toolbar.

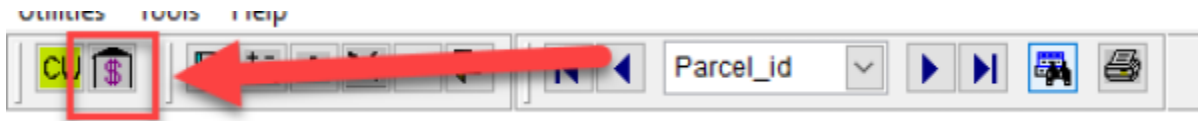


## Step 5 - Accessing the Commercial Cost Report

Use the following steps to access the Commercial Cost Report

- Go to the back up to the toolbar and locate the icon that looks like a *building with a dollar sign* on it tab.

**NOTE: Be sure to save your work prior to running the report!**



- Click that button and it will bring up the cost report

Date: 06/27/2023 Commercial Cost Report Page: 1

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Parcel

Parcel Number : 127559  
Owner Name : STOURBRIDGE RAILROAD COMPANY  
OwnerAdd :  
City :  
State :

St/Road :  
City :  
Pr State :  
Pr Zip Code :

Land Values  
NOTES

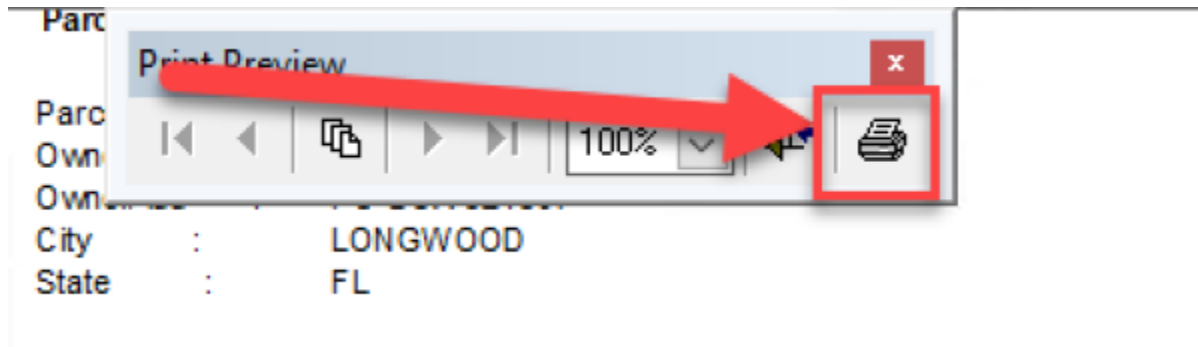
Total Property Value

Total Property Cost	0
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Print Preview

Navigation icons: back, forward, search, zoom (100%), print, close

**NOTE: The program can be slow, so we recommend you immediately go to the PDF version of the report. This can be done by clicking the *printer icon* on the report toolbar.**

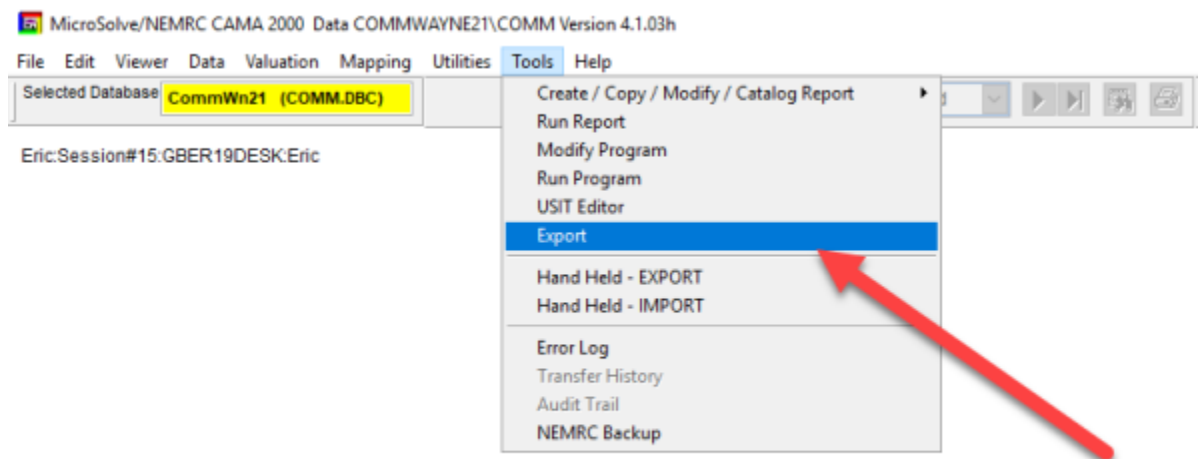


- Once you PDF comes up in your PDF viewer, you can print like any other document.

## Export Excel File With ALL DATA

The following instructions will teach you how to make a Microsoft Excel file out of all of the data in the database. IE. If you wanted to run a spreadsheet where all fields for particular parcels, or even filter results based on particular criteria.

- First, you must be logged into Microsolve. If you are not, follow the steps listed above.
- If you have a current parcel open, you must also close out of it by hitting the red x in the top right hand corner of the "Parcel Information" window

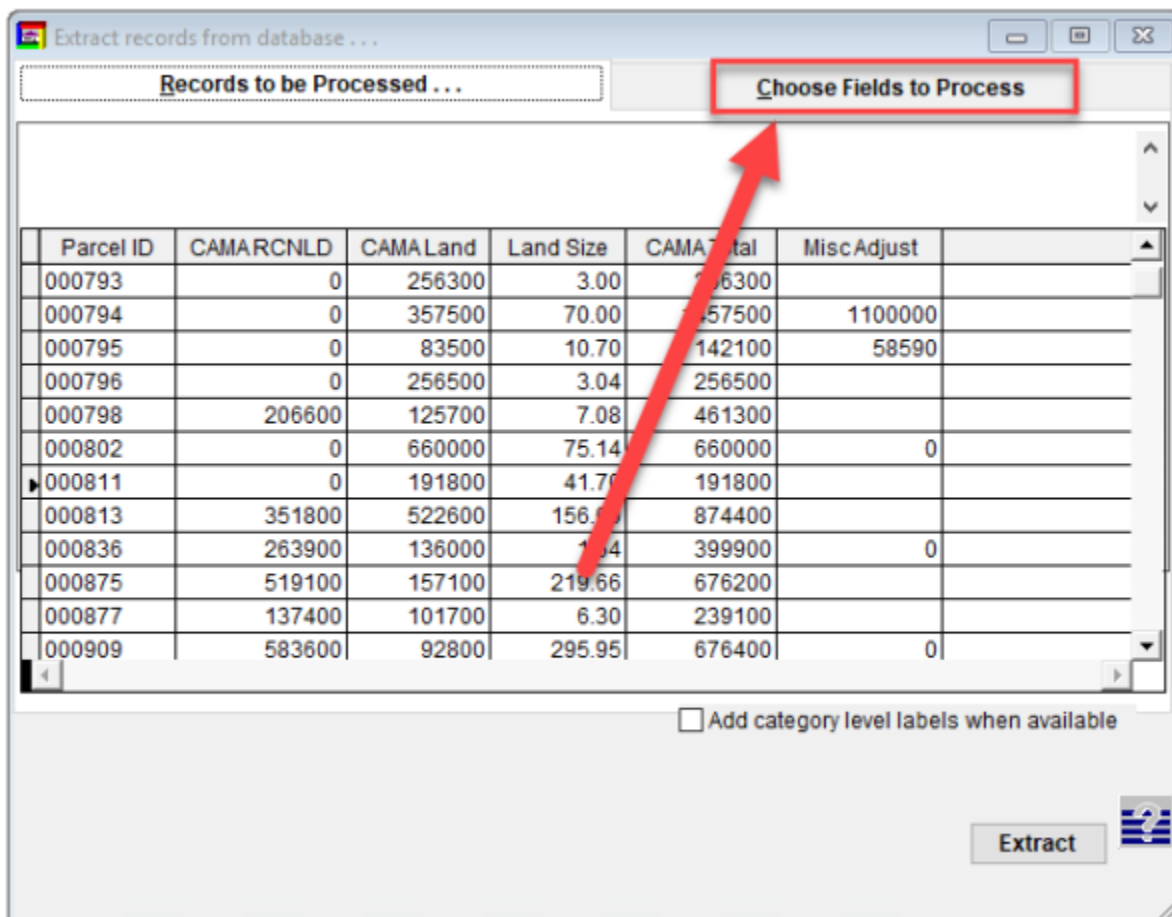


- Go to the toolbar at the top of the program and select "Export" from the "Tools" dropdown menu.
- This will bring up the Extraction Menu
- There is a default setting in the export menu. If you are satisfied with the choices selected, you can skip over the selecting fields and filtering sections.

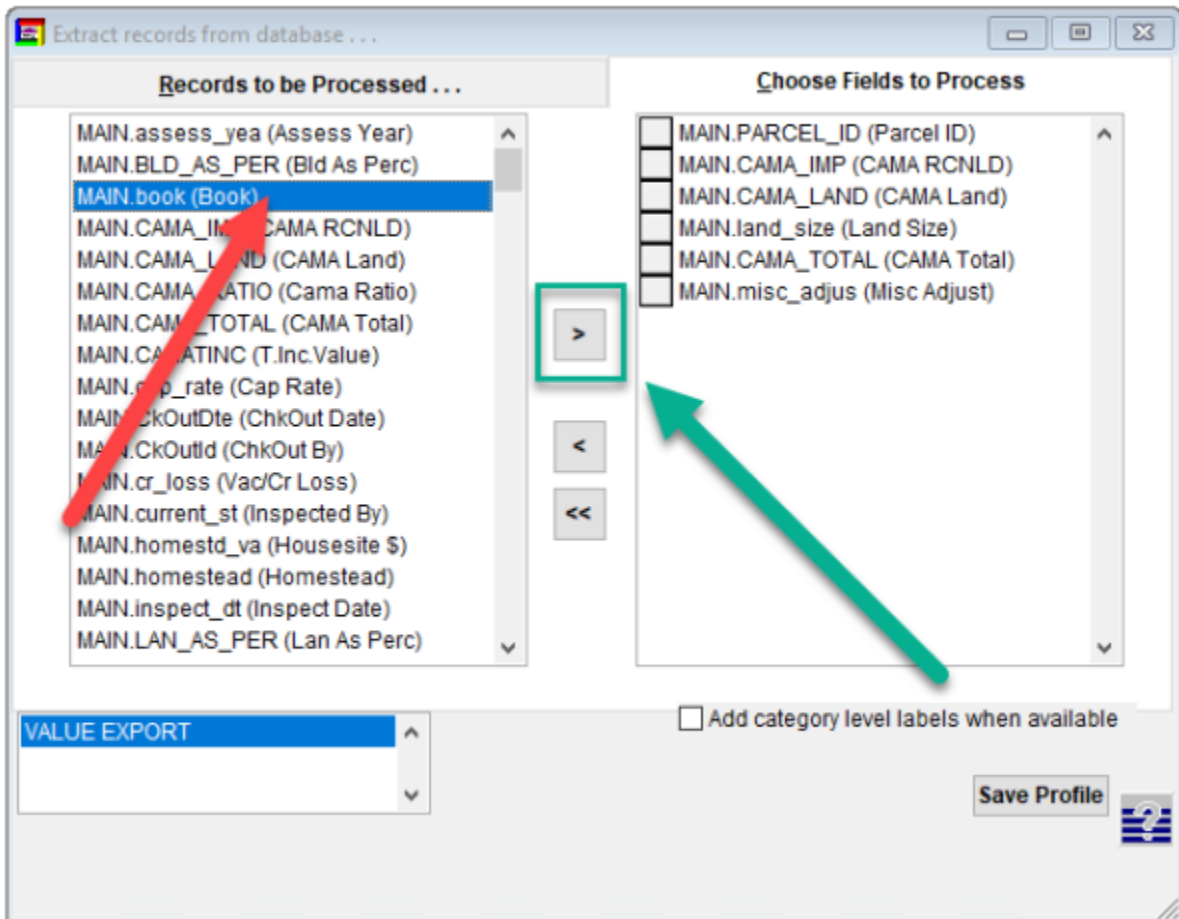
## Selecting Fields

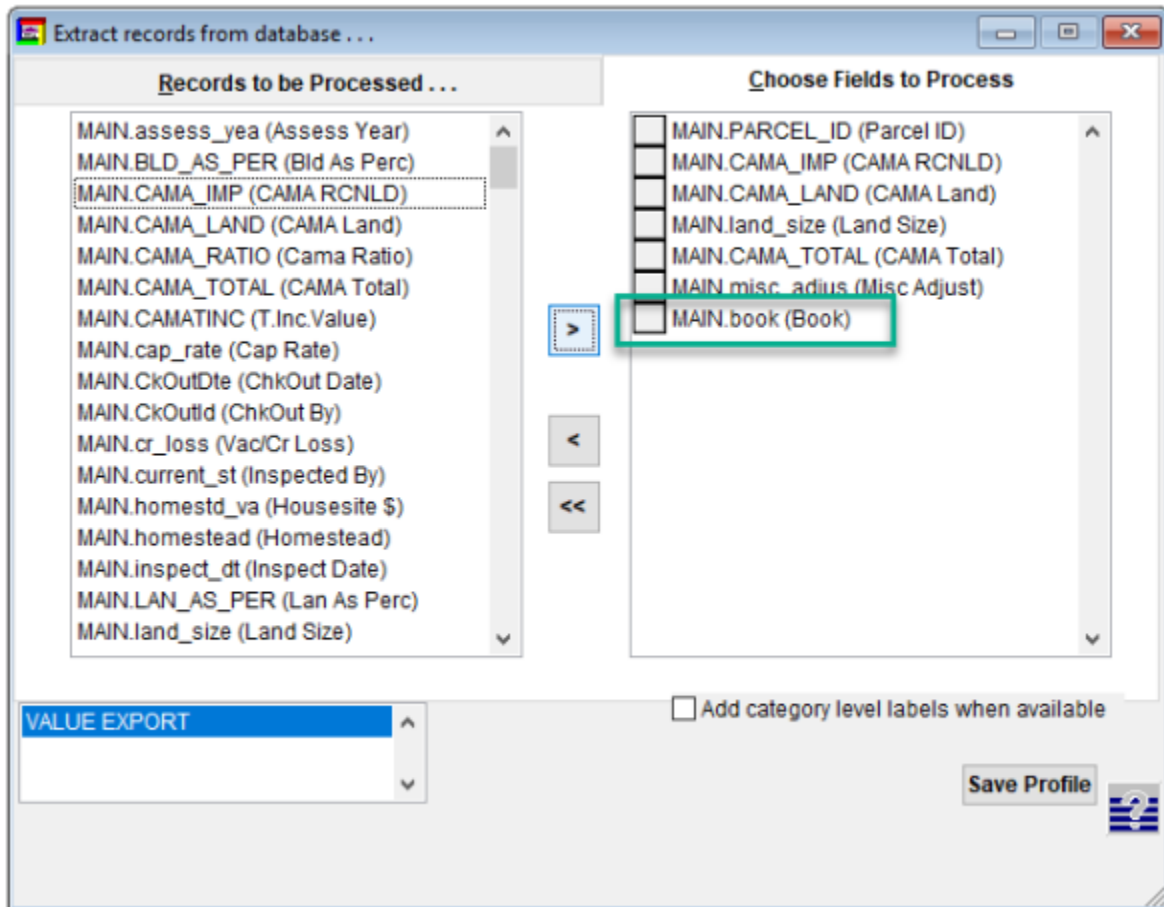
You are able to customize what fields you would like to export to your spreadsheet. This can be done by the following steps:

- At the top of the "Extract records from database..." window, you will see there is a tab named "Choose Fields to Process" Click on this tab

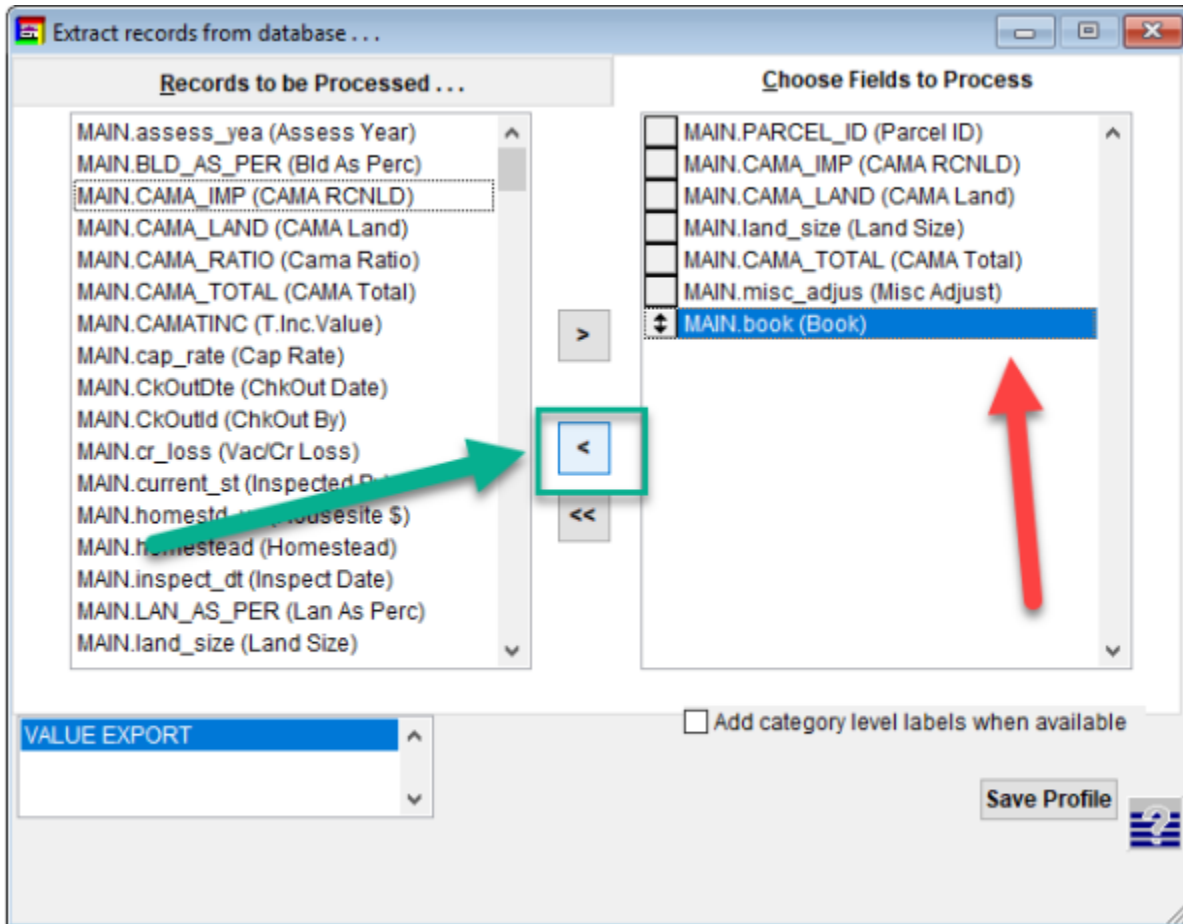


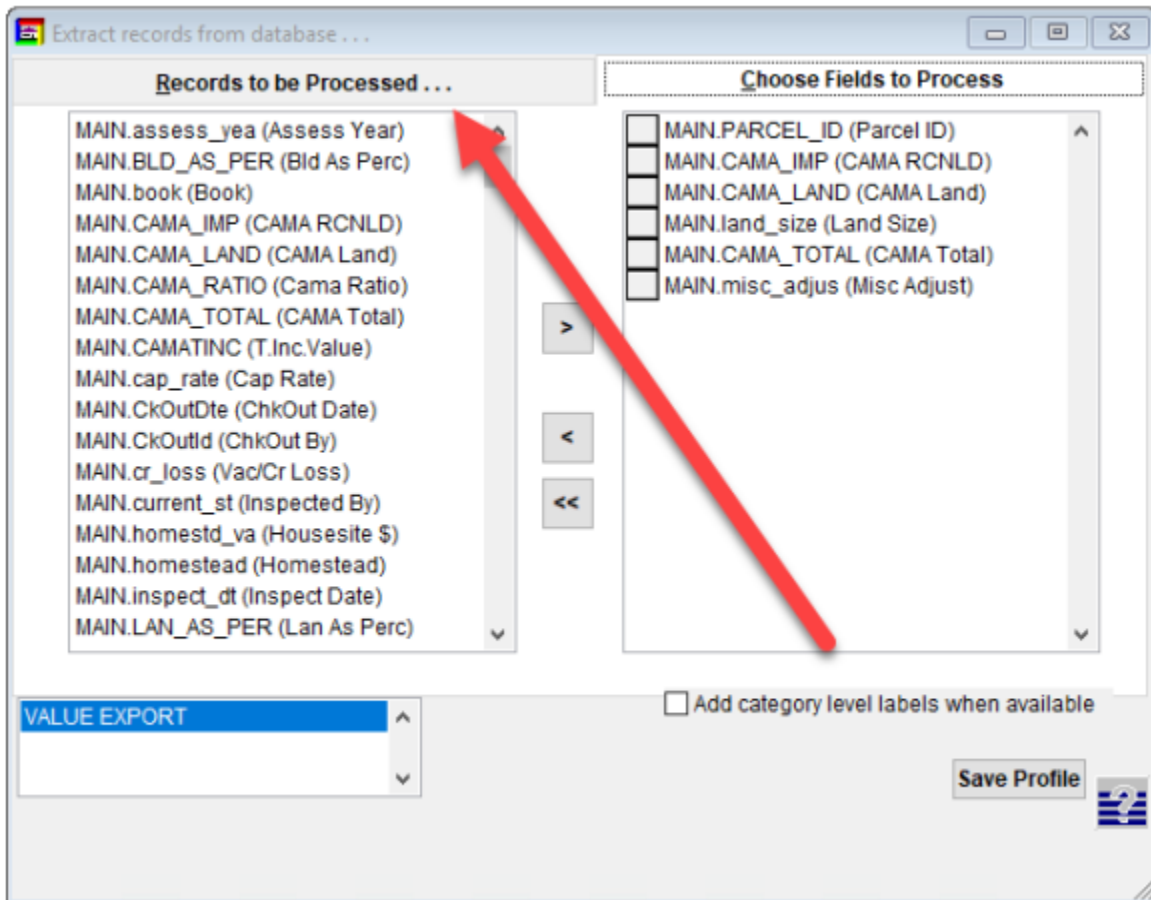
- In this window, the list of fields on the left is the fields you can choose from while the list on the right are the fields you would like to include
- For our demo, let's add the field called *Book*
- Scroll through the menu until you find the field you are looking for (for the demo, it's *Book*) and click so that the field you want is highlighted.
- To add to the list of included fields, click the "carrot" that is pointed to the right. You will now see that the field has been moved to the "Choose Fields to Process" column.





- To remove a field, highlight the field you would like to remove by clicking on it, then click the "carrot" that is pointed to the left
- To remove all fields, you can hit the "Double Carrot" icon, pointing to the left.
- When all desired fields have been selected, click on the "Records to be Processed" to continue the process.

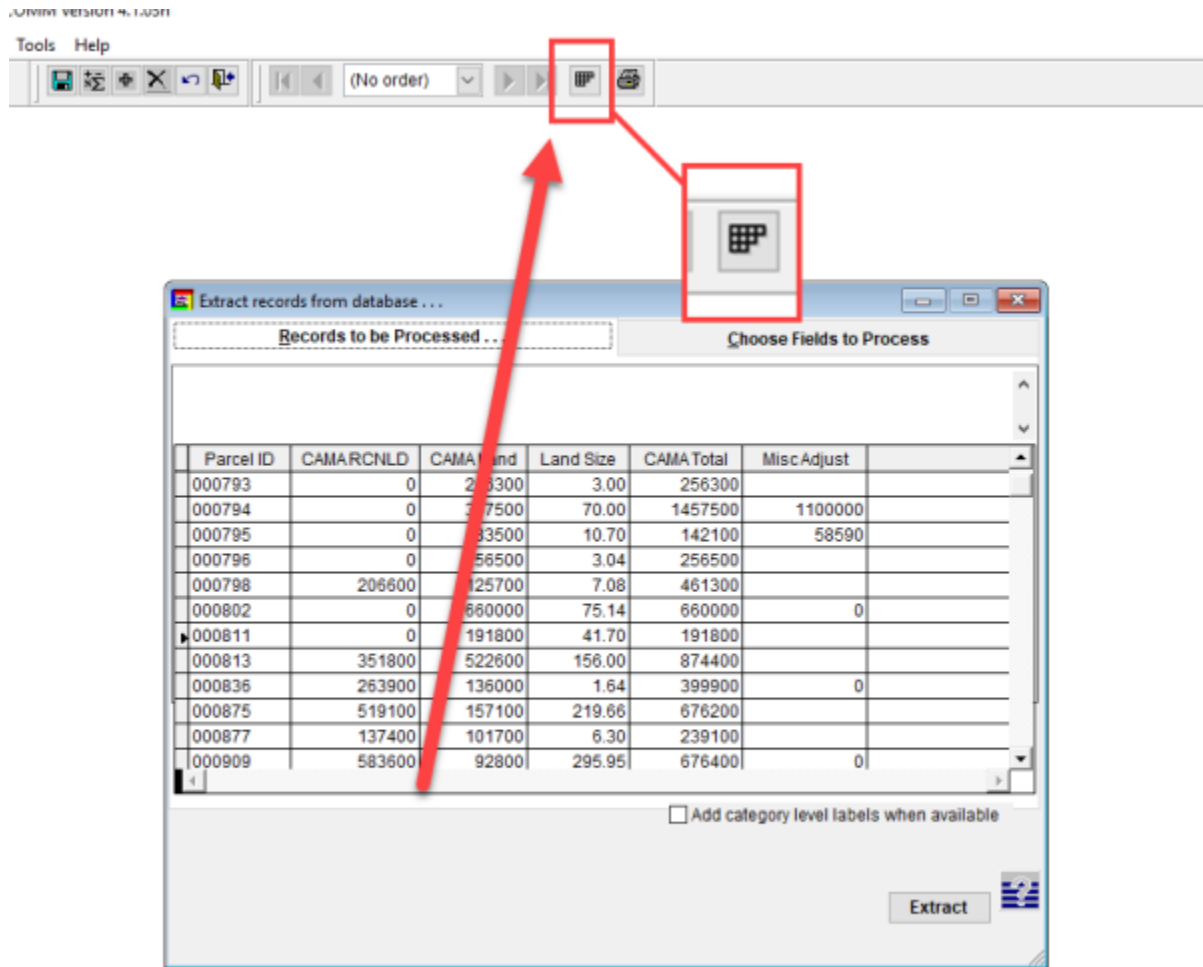




## Filtering Results

In addition to field customization, you are also able to filter your results by different criteria such as last names that match a certain criteria or values that are less than \$500k etc

- To start, you now must find the "Filter Button" in the top of the main window.



- Clicking the Filter button will open up the Filter window
- To add a filter, click the add button
- Use the dropdown menus to select what field you want to filter, the operator (less than, equal to, does not equal, etc) and then the value.
- For our demo, we wanted to filter the fields to only show those records where the ParcelID is equal to "TEST"
- When you are satisfied with your choices, click the "OK" button to return to the Filter window and see your filtered results


**Filter Condition** [Close]

Field	Operator
main [ Parcel ID ]	equals

Value...  Case sensitive

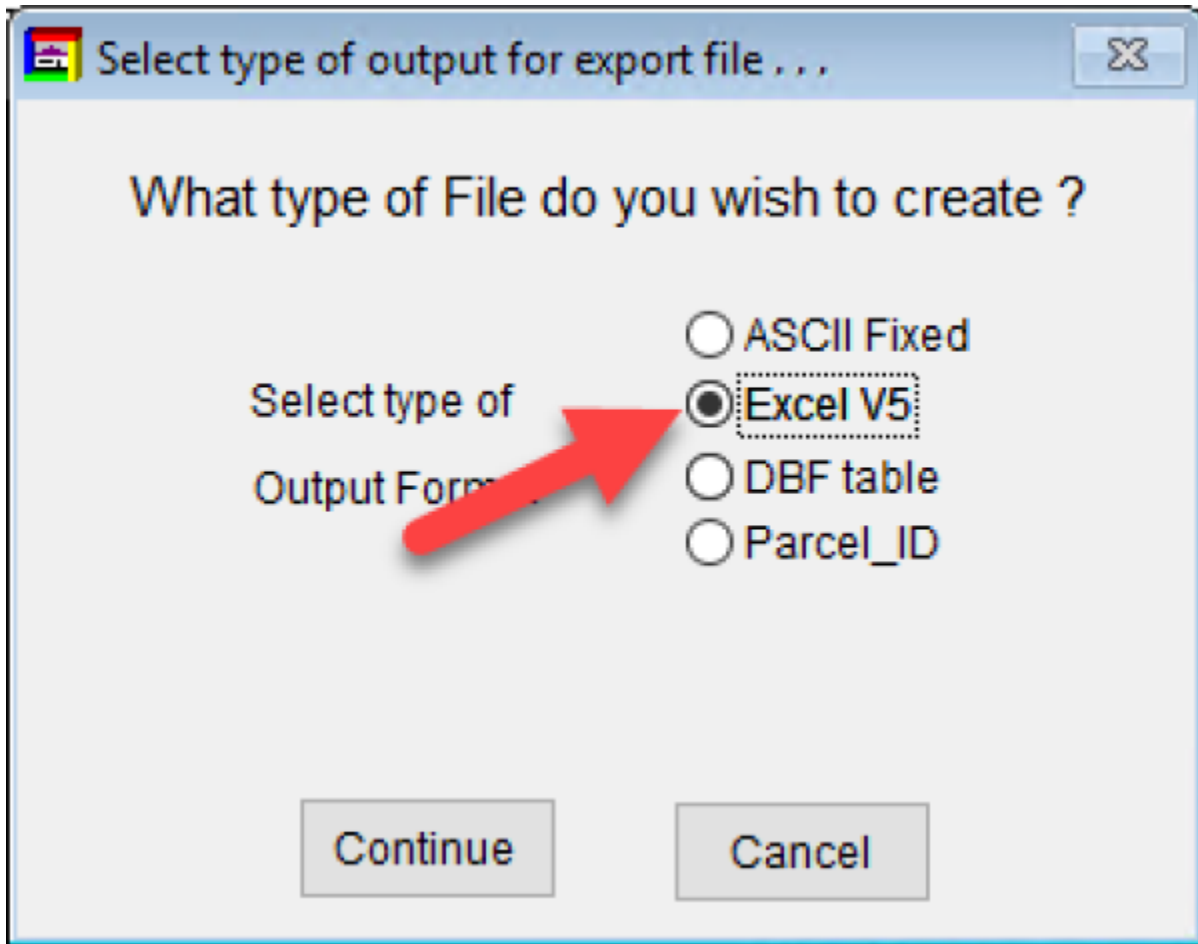
TEST

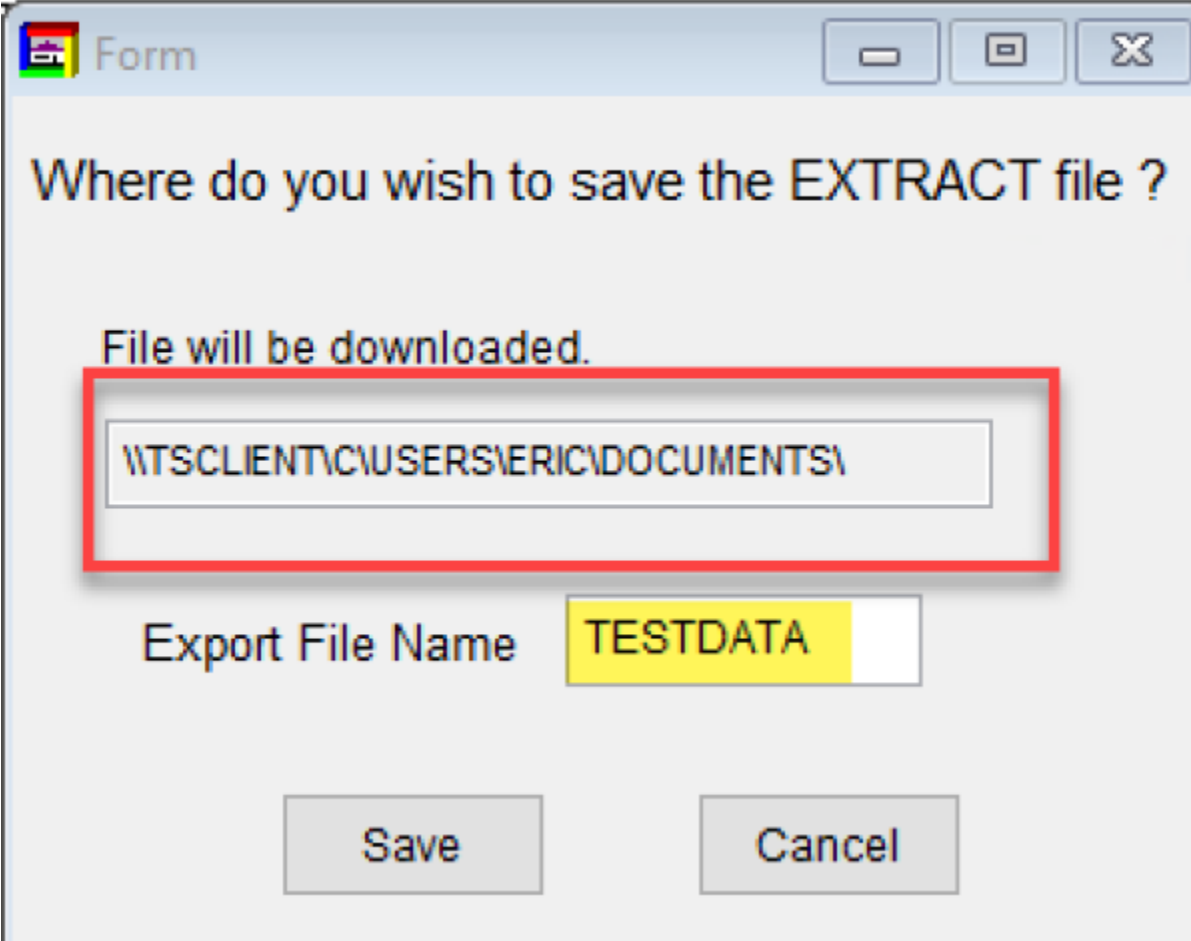
**OK** Cancel











Form

Where do you wish to save the EXTRACT file ?

File will be downloaded.

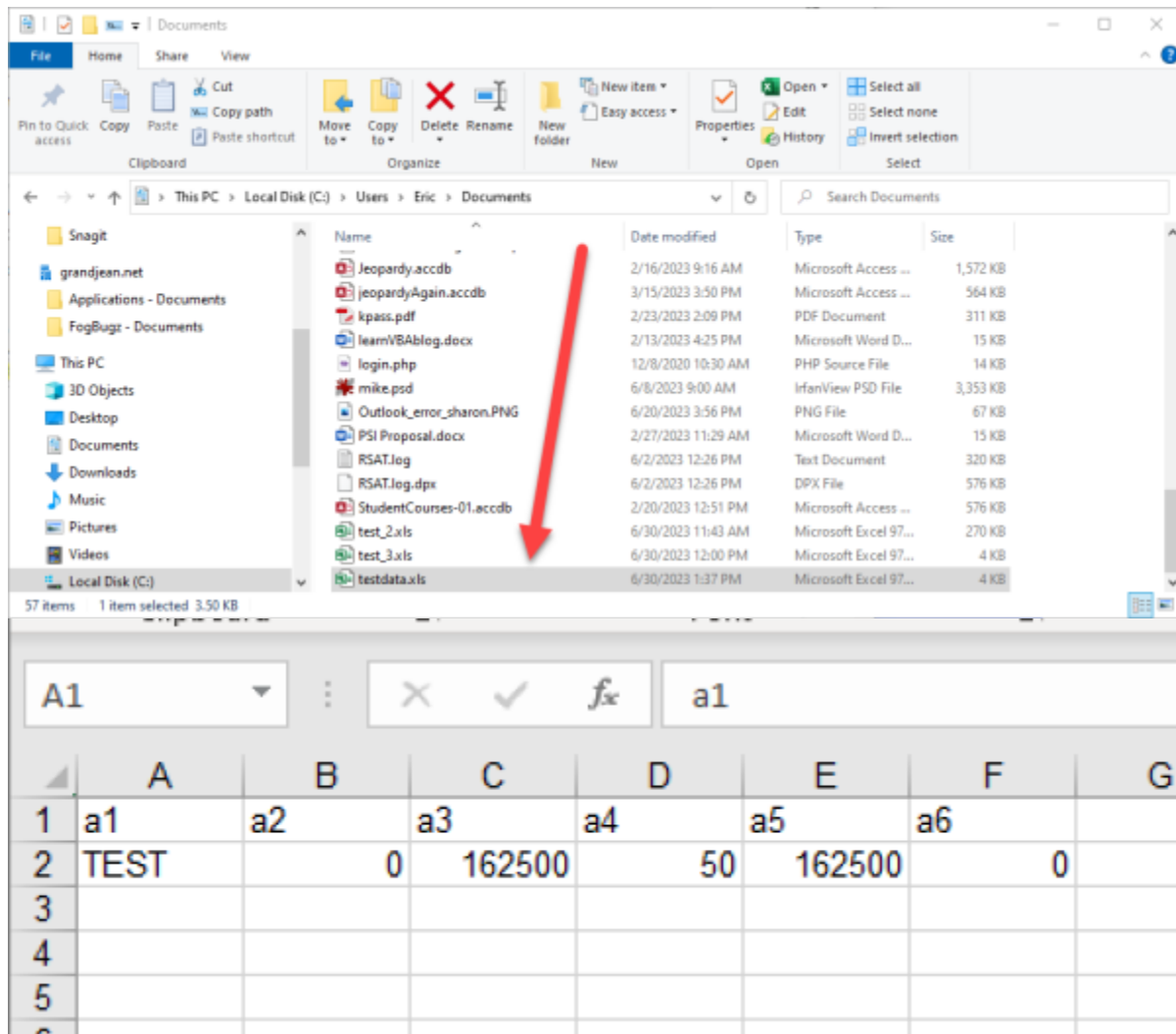
\\TSCCLIENT\C\USERS\ERIC\DOCUMENTS\

Export File Name TESTDATA

Save Cancel

- The program will automatically open a confirmation report of what you exported. You can close this by clicking the "X" in the top right hand corner
- On the main export window, you will now see that your file has been exported by a confirmation note in the bottom left hand corner of the menu. That is the file path of your exported report.  
**NOTE: For your computer, disregard the file path before the letter "C".**





**Note: At this point in time, the column names DO NOT carry over with the file export. Rename the top row with the appropriate column names you chose to include (ie. a1 ⇒ ParcelID, a2 ⇒ CAMARCNLD, etc) and save.**

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