

Wayne County Commercial Assessment

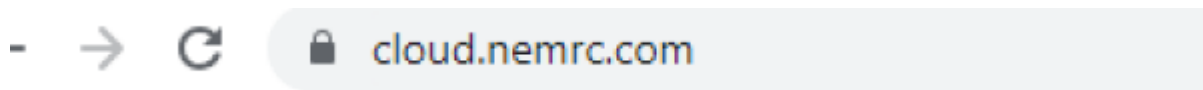
Microsolve Manual

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

<html> <h3 style="font-weight: bold;">Step 1 - Connect </h3> </html>

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/>



<html> <h3 style="font-weight: bold;">Step 2 - Enter Credentials </h3> </html> 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. **Refer to Assessor2k's Credentials Section for USERNAME and PASSWORD**

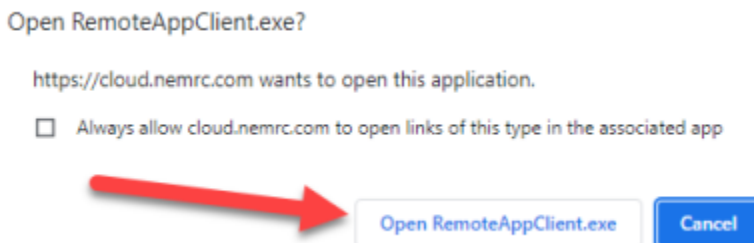




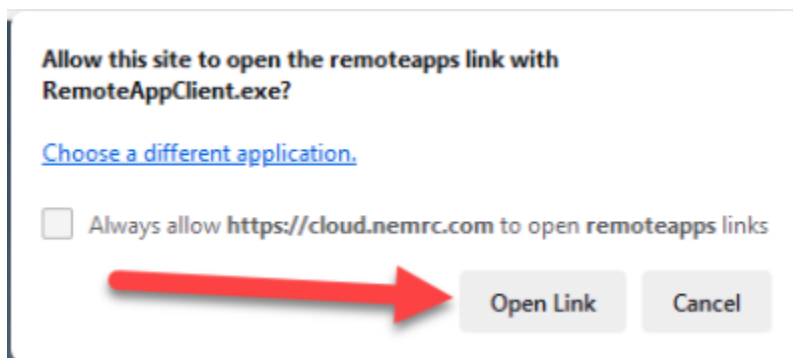
NOTE: *If it is your first time logging in, or your first time in a while, you may receive an extra message saying, "Windows Plugin not found". You can click on the "Download Plugin" button.*

<html> <h3 style="font-weight: bold;">Step 3a - Run the Program </h3> </html>

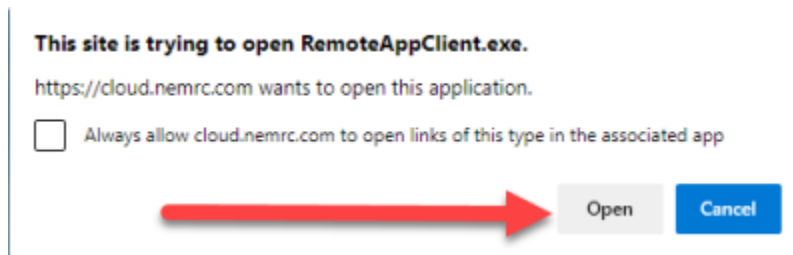
You will now be prompted by your browser asking for permission to run the program. Each browser displays a differently, but you want to allow the program to run. Then you will see a "pop-up" window that displays the app is starting.



<html> <p style="font-weight: bold; text-align:center; font-size: 20px;">Google Chrome</p>
<center></html>

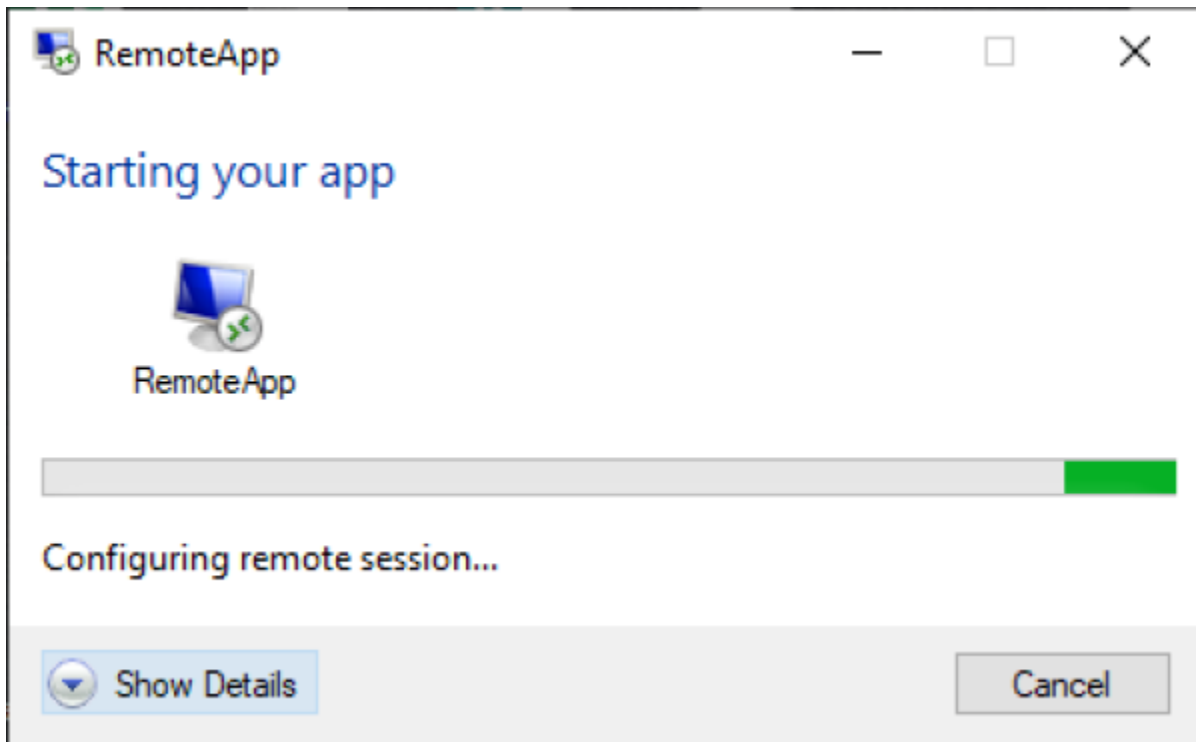


<html> <p style="font-weight: bold; text-align:center; font-size: 20px;">Mozilla Firefox</p>
<center></html>



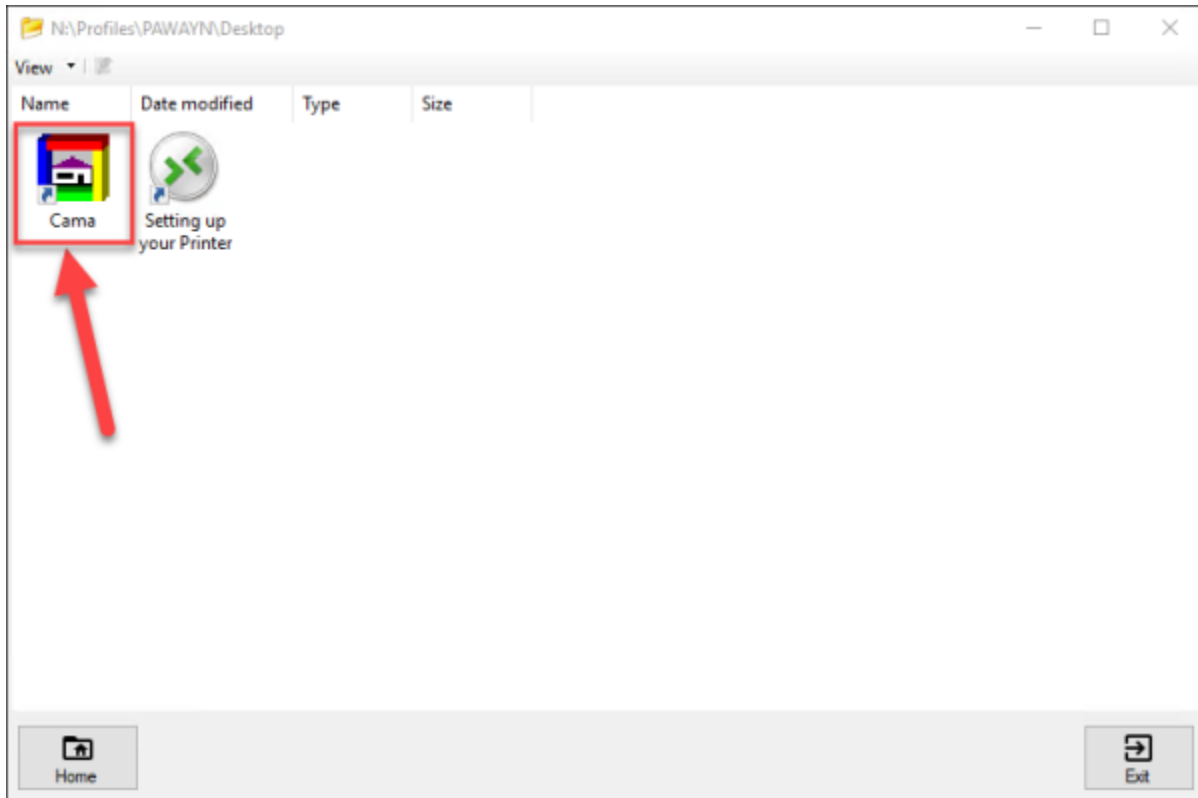
<html> <p style="font-weight: bold; text-align:center; font-size: 20px;">Microsoft Edge</p>

<center></html>

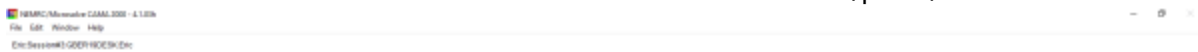


<html> <h3 style="font-weight: bold; text-align:left;">Step 3b - Run the Program</h3> </html>

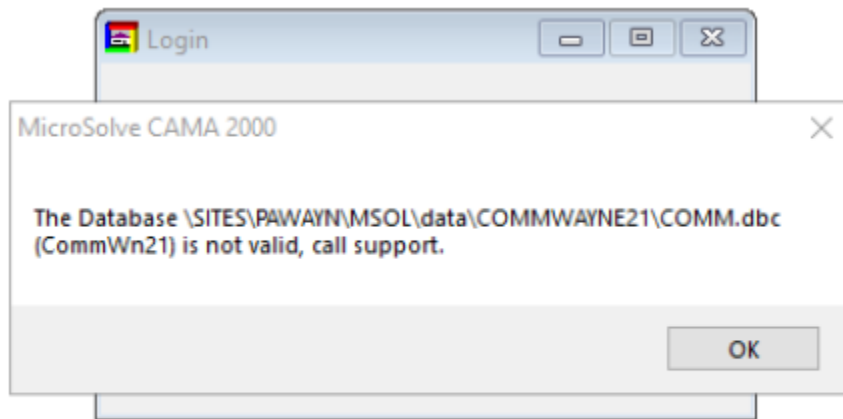
<html> <p style="text-align:center;"> You will now see a program window open with two files in it. Double click on the Cama option</p>
</html>



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

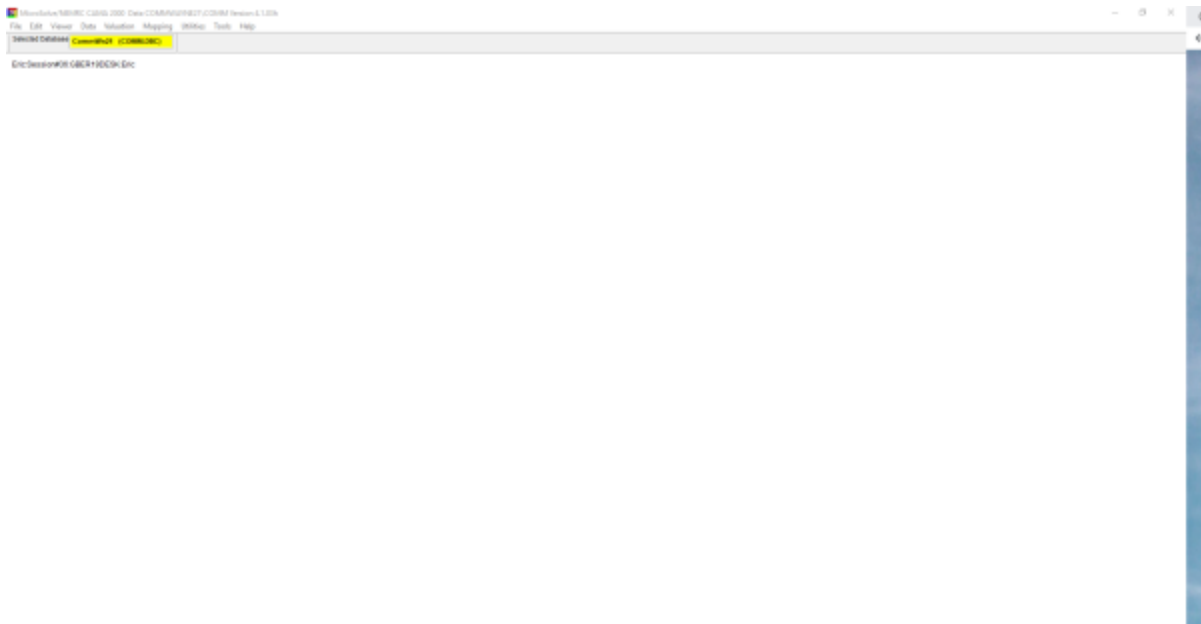


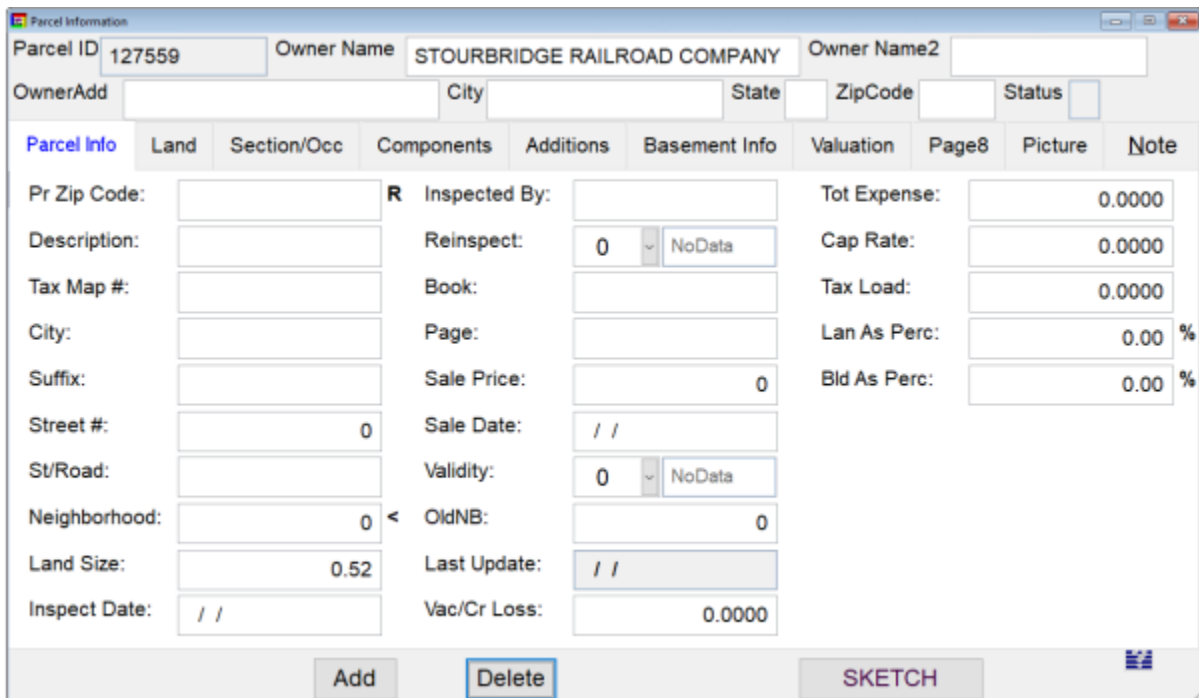
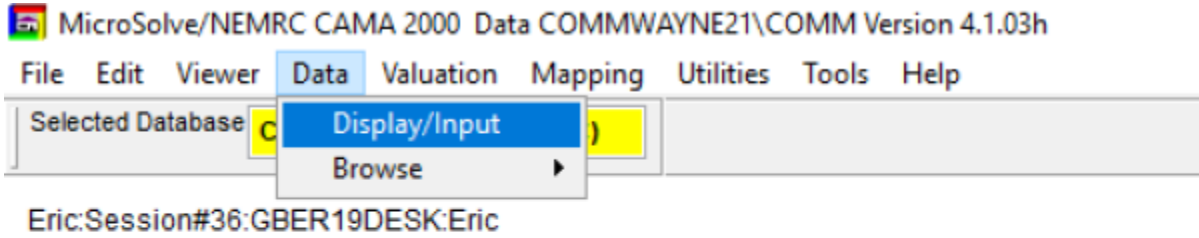
Step 4 - Using the Program

Now that you are logged into Microsolve, you can begin to find your way around the program.

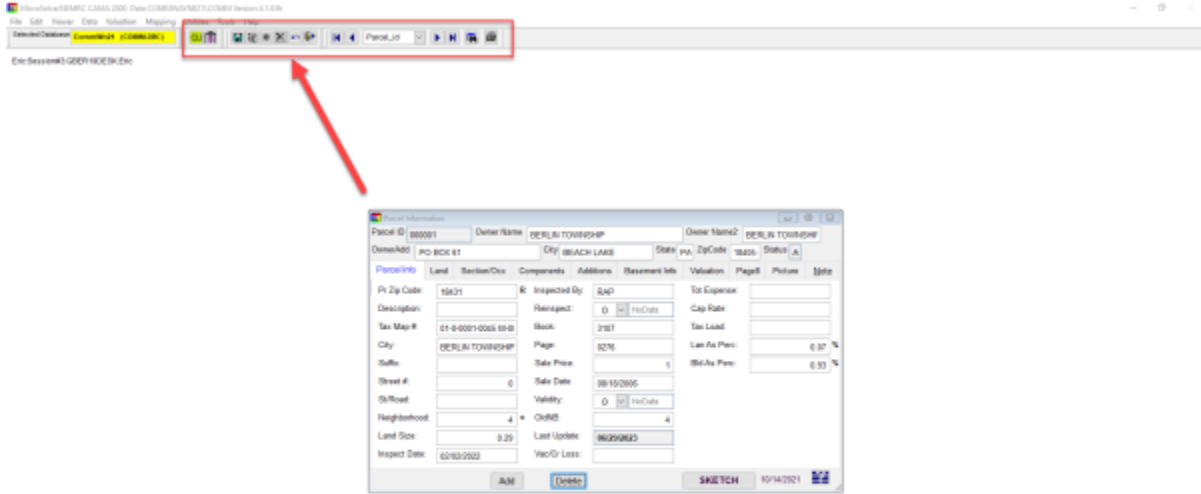
First, let's display some data.

- 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.





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"



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