Wayne County Commercial Assessment

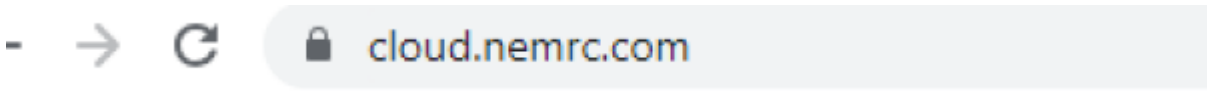
Microsolve Manual

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

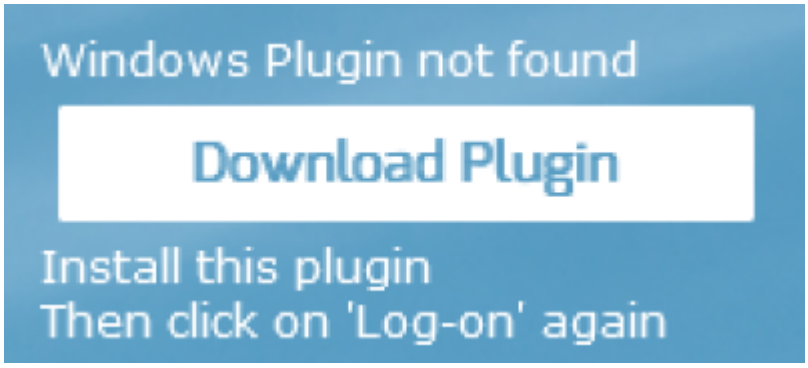
<html> <h3 style="font-weight: bold;">Step 1 - Connect </h3> </html>

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***

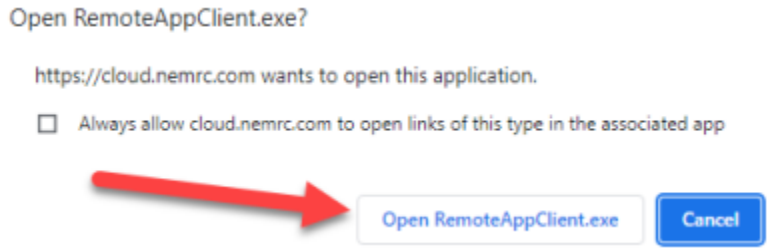




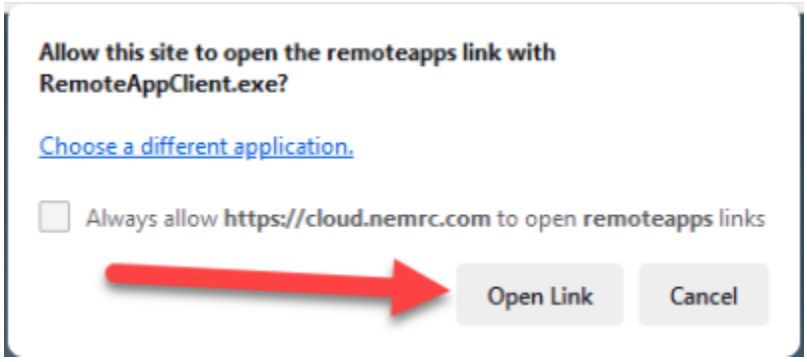
NOTE: //If it is your first time logging in, or your first time in a while, you may receive an extra message saying, “Windows Plugin not found”. You can click on the “Download Plugin” button. //

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

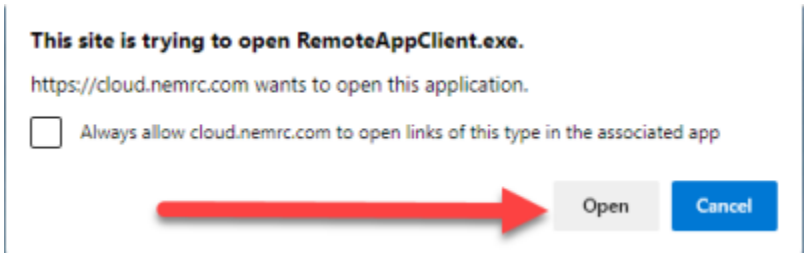
You will now be prompted by your browser asking for permission to run the program. Each browser displays a differently, but you want to allow the program to run. Then you will see a “pop-up” window that displays the app is starting.



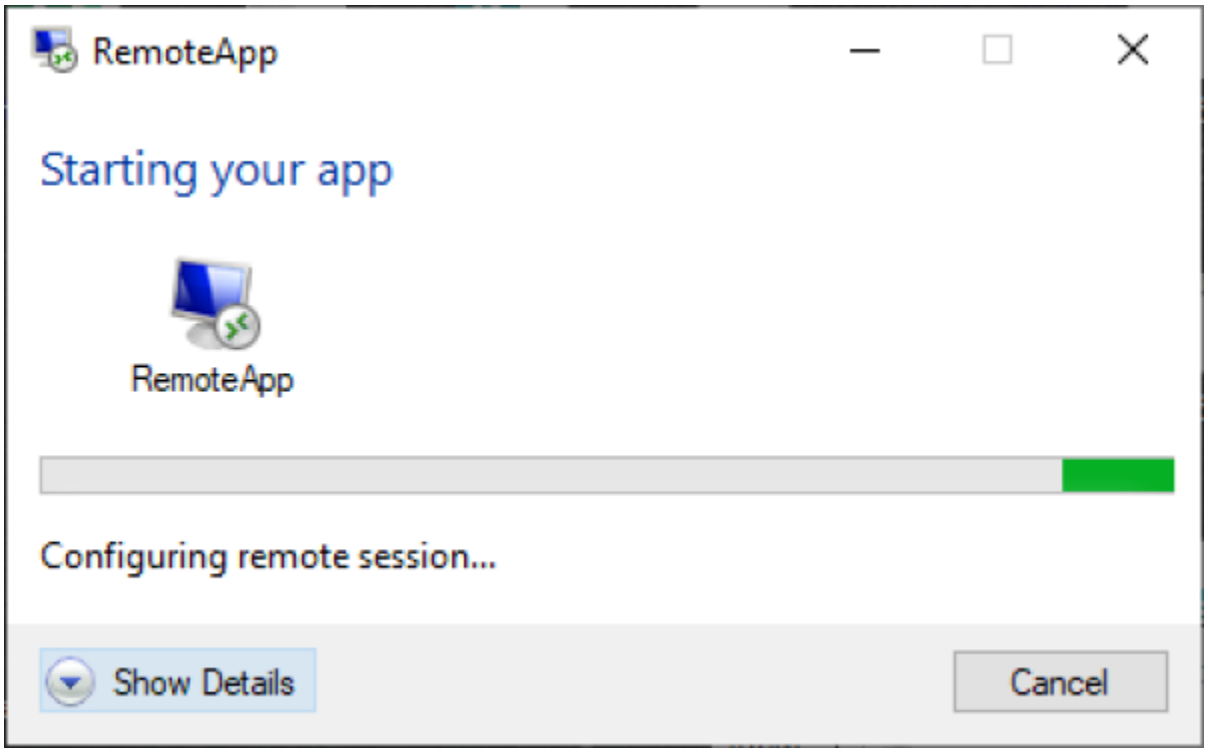
<html> Google Chrome
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<html> Mozilla Firefox
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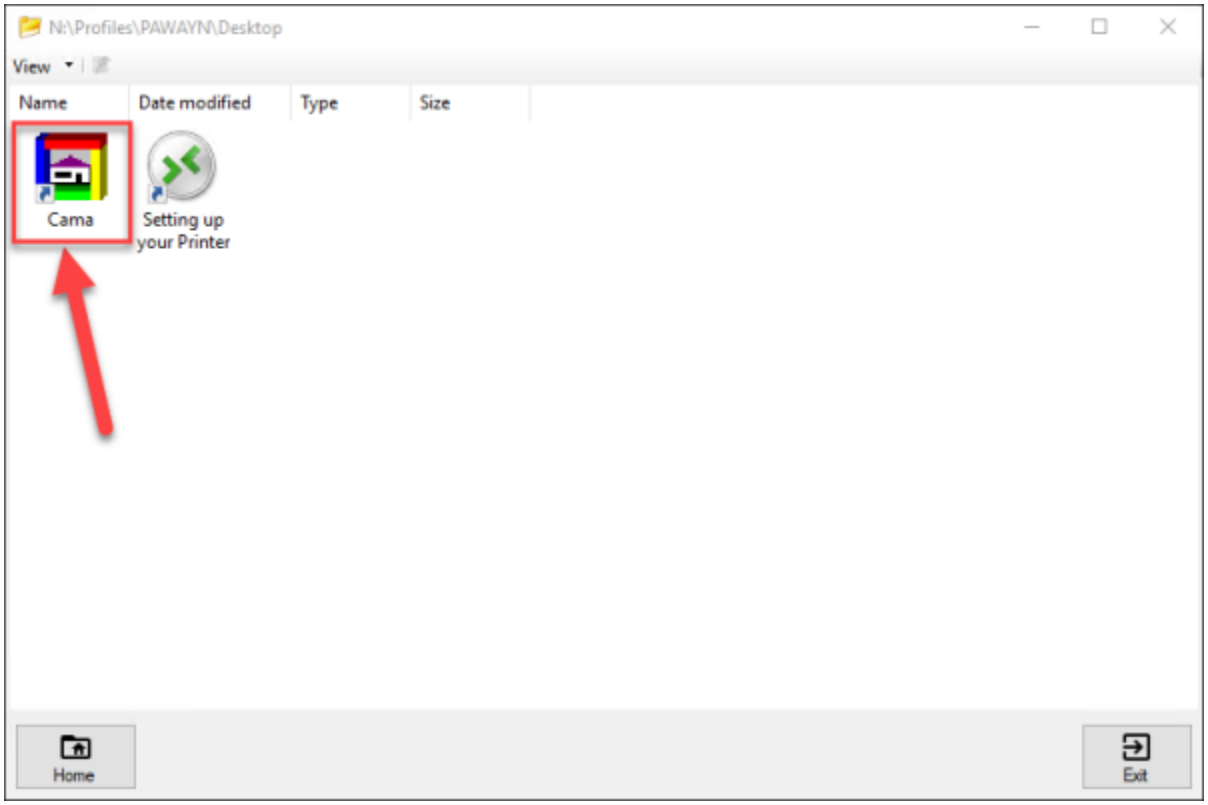


<html> Microsoft Edge
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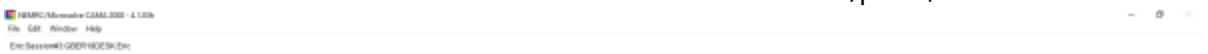


<html> <h3 style="font-weight: bold; text-align:left;">Step 3b - Run the Program</h3> </html>

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



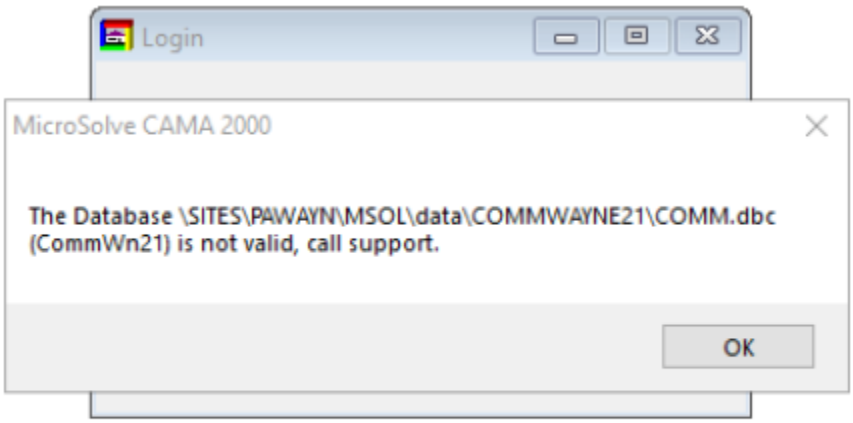
<html>
  Now it is time to enter a second set of credentials Refer to Assessor2k's Credentials Section for USERNAME and PASSWORD
 </html>



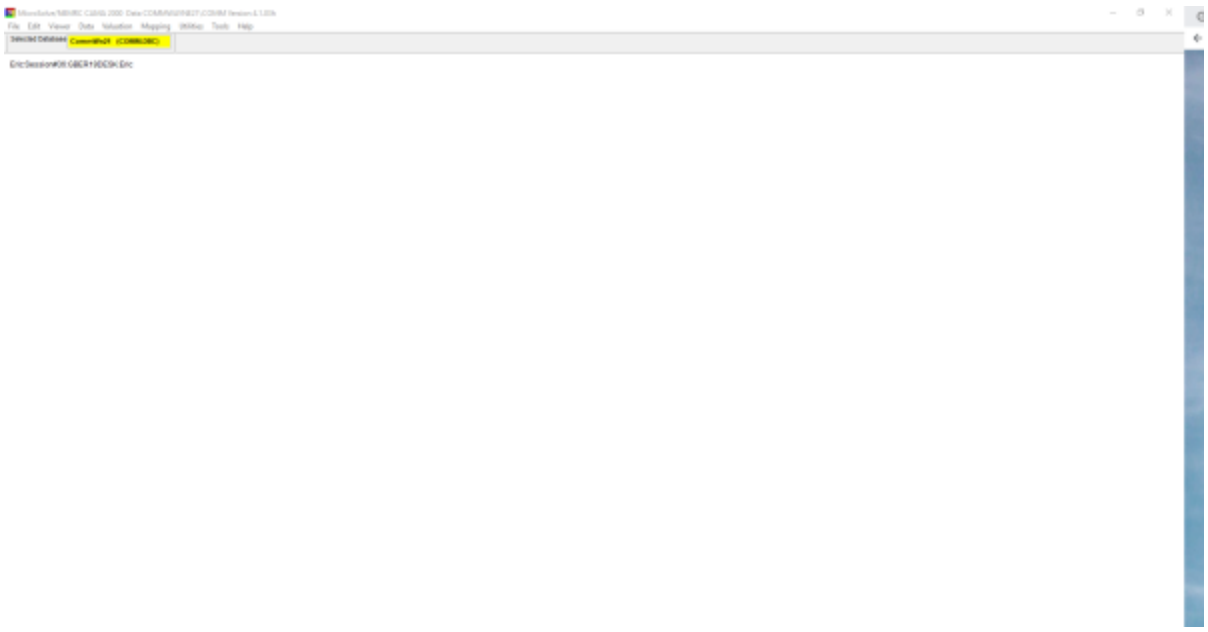


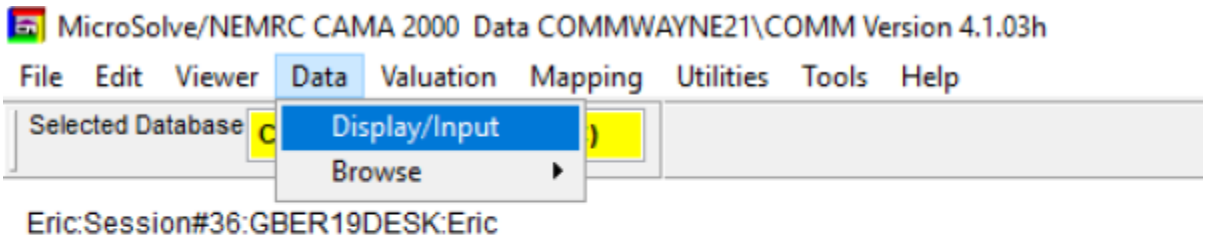


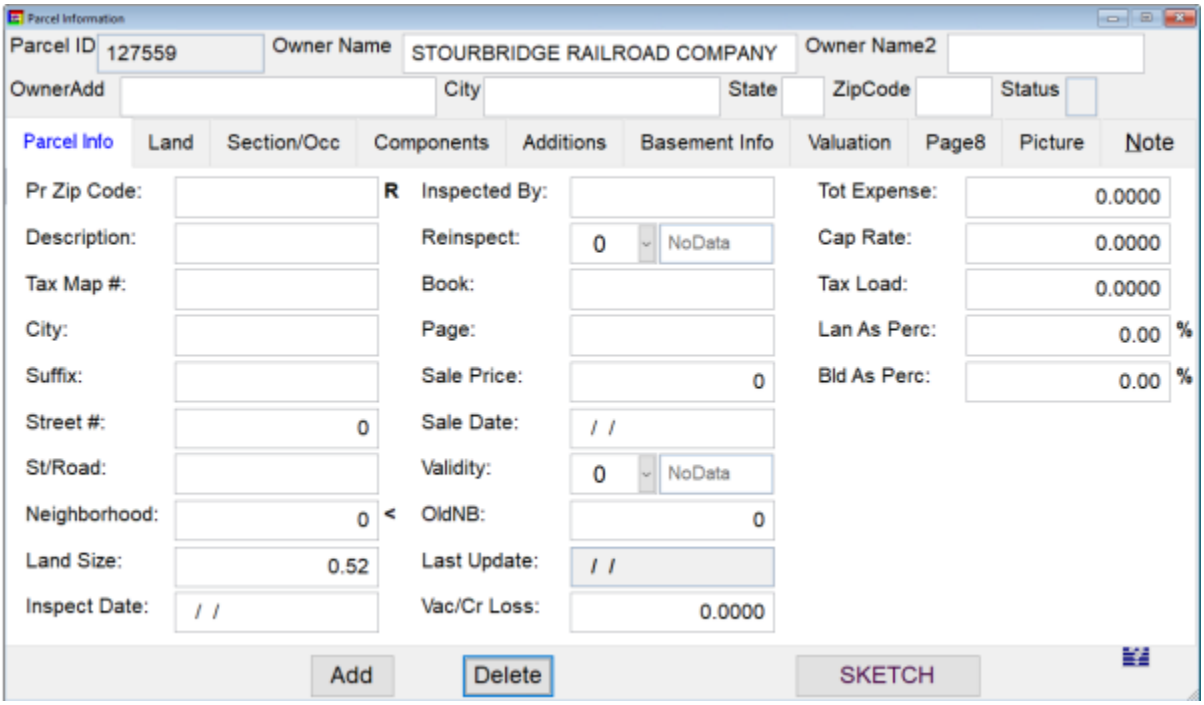
<html>
 Although it appears to be an error, it is not. Click on the "OK" button and the program will continue to open
</html>



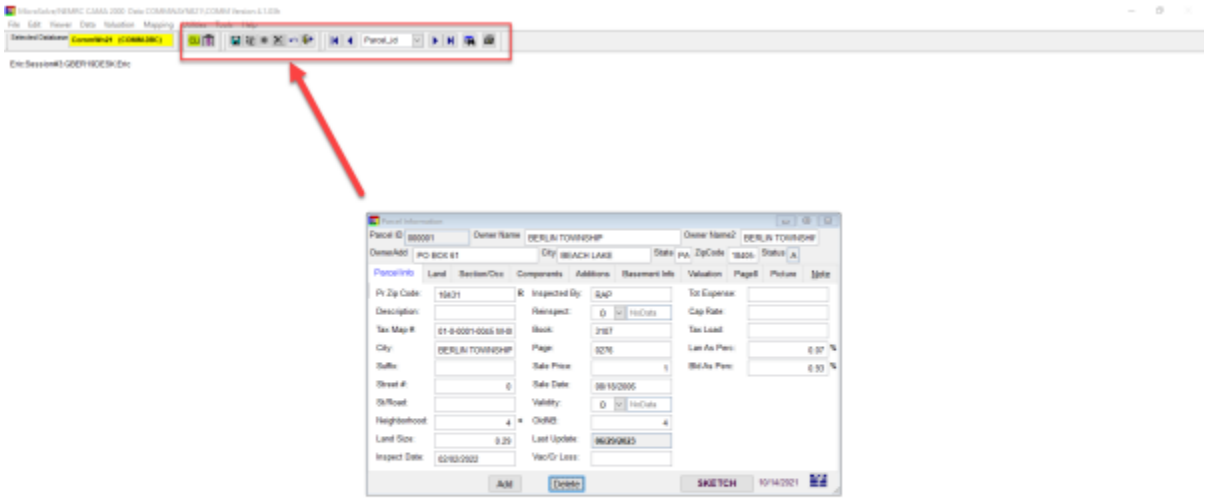
<html> <h3 style="font-weight: bold; text-align:left;">Step 4 - Using the Program </h3> <hr> Now that you are logged into Microsolve, you can begin to find your way around the program. First, let's display some data. <ul style='text-align:left;'> Go to the top left corner of the program and locate the "Data" tab. Now, choose Display/Input. This will bring up the last property that was opened in the program. </html>

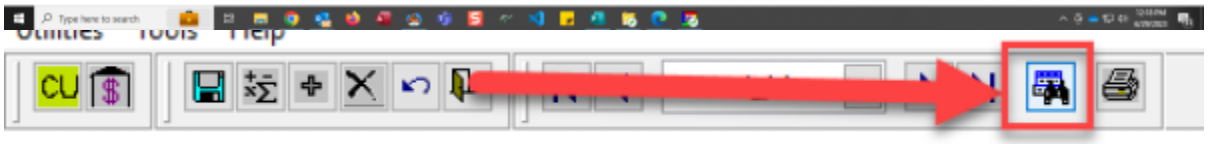






<html> Now that we have some data showing, let's get the data we actually want! First, in the "Toolbar" at the top of the screen, locate the "binoculars" </html>





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