

Wayne County Commercial Assessment

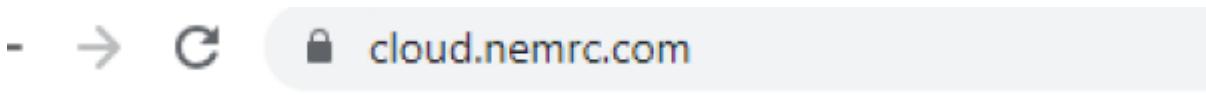
Microsolve Manual

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

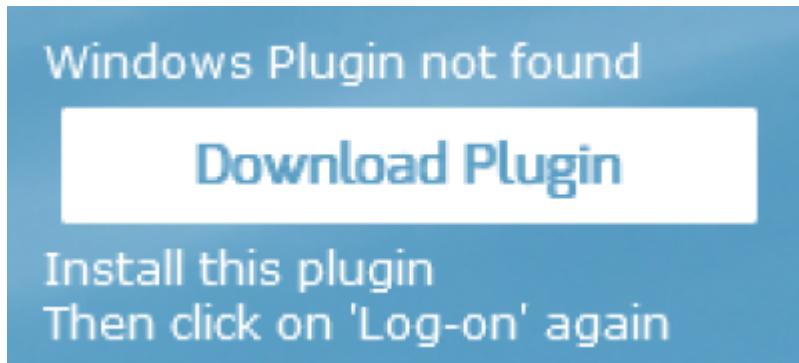
<html> <h3 style="font-weight: bold;">Step 1 - Connect </h3> </html>

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**

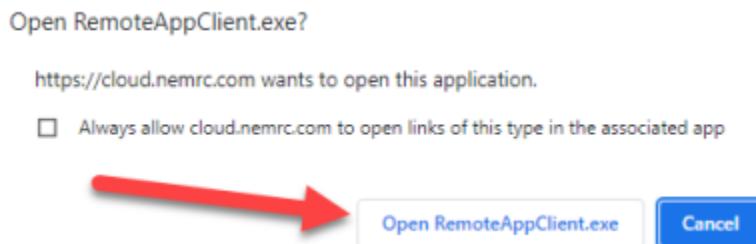




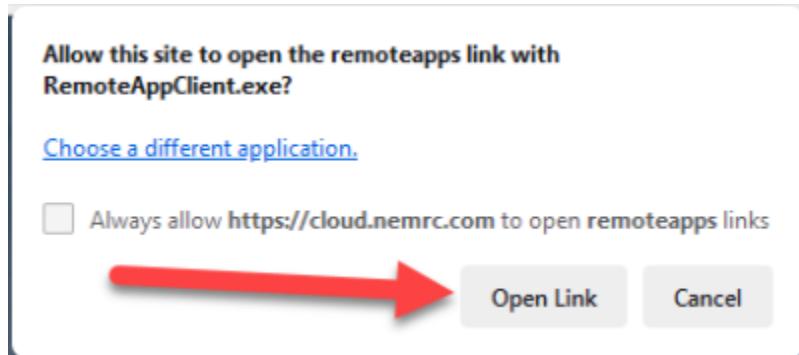
NOTE: If it is your first time logging in, or your first time in a while, you may receive an extra message saying, "Windows Plugin not found". You can click on the "Download Plugin" button.

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

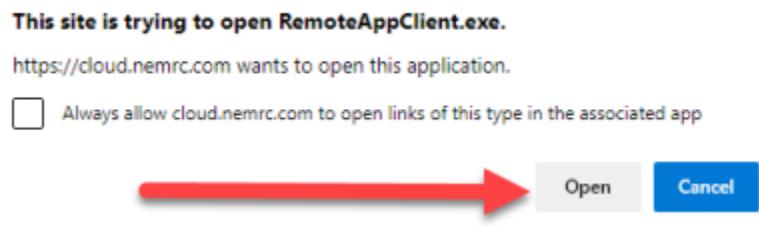
You will now be prompted by your browser asking for permission to run the program. Each browser displays a differently, but you want to allow the program to run. Then you will see a "pop-up" window that displays the app is starting.



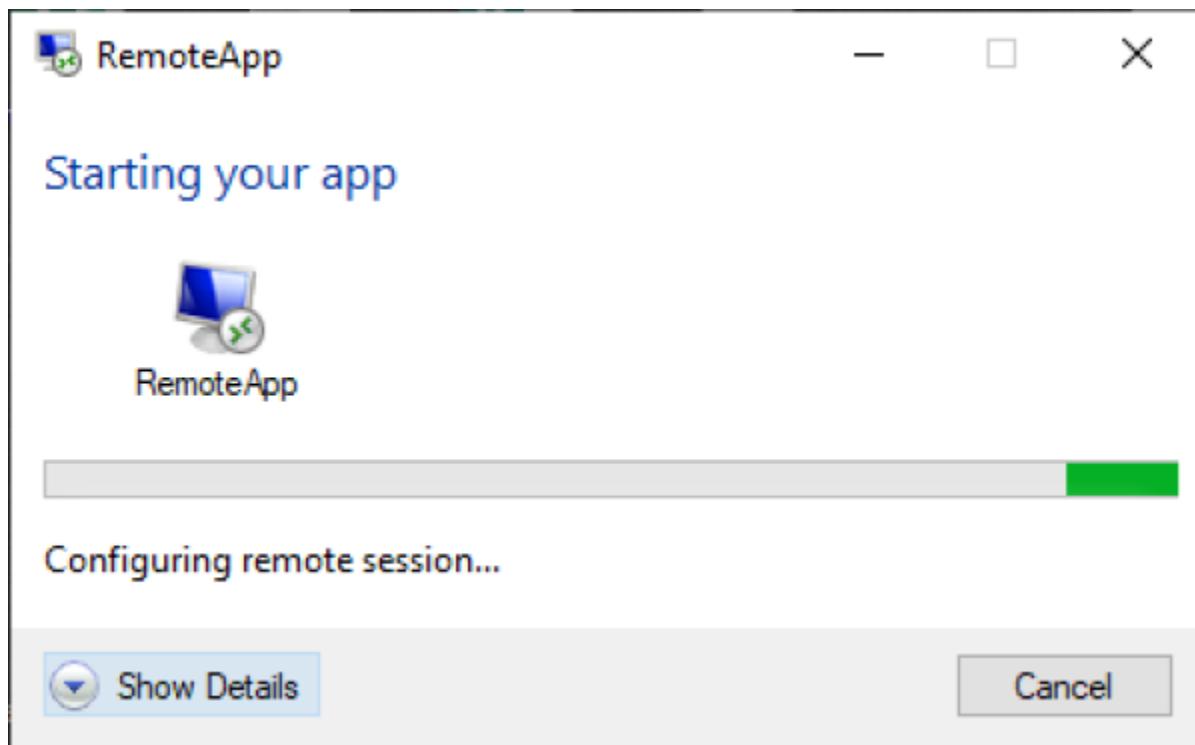
<html> <p style="font-weight: bold; text-align:center; font-size: 20px;">Google Chrome</p>
<center></html>



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

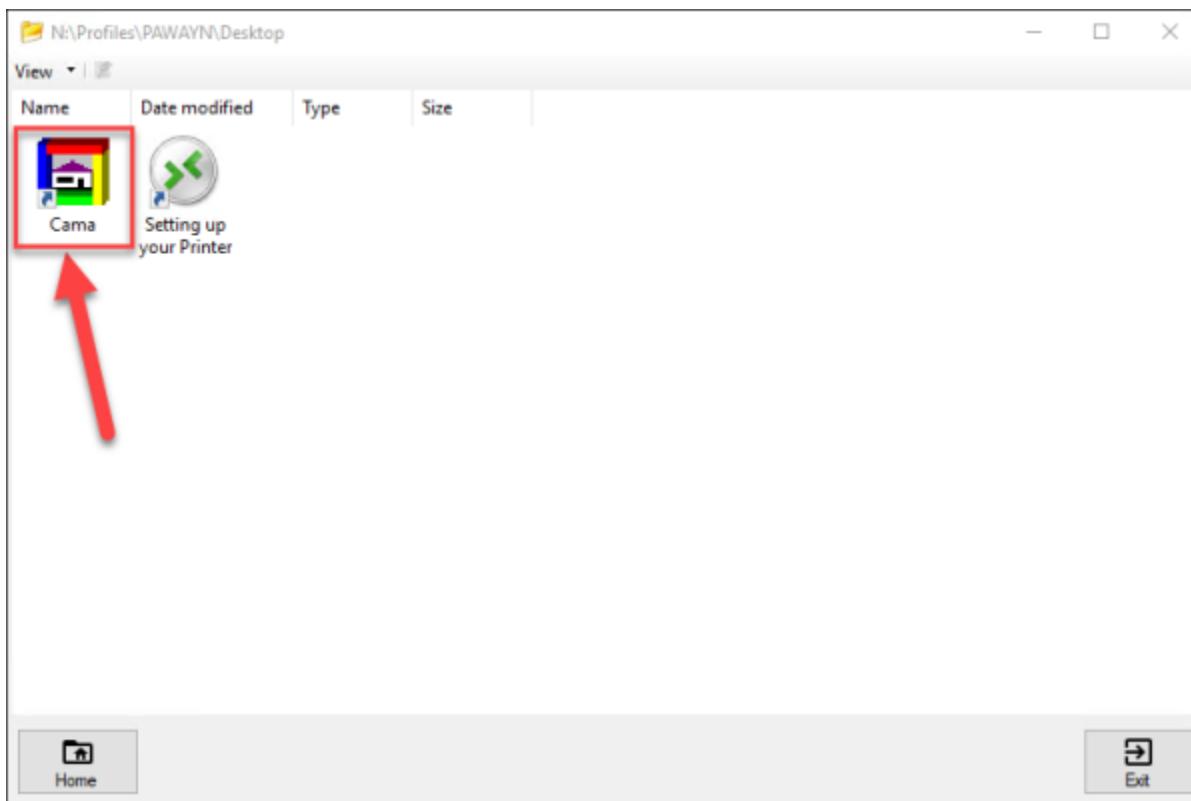


<html> <p style="font-weight: bold; text-align:center; font-size: 20px;">Microsoft Edge</p>
<center></html>



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

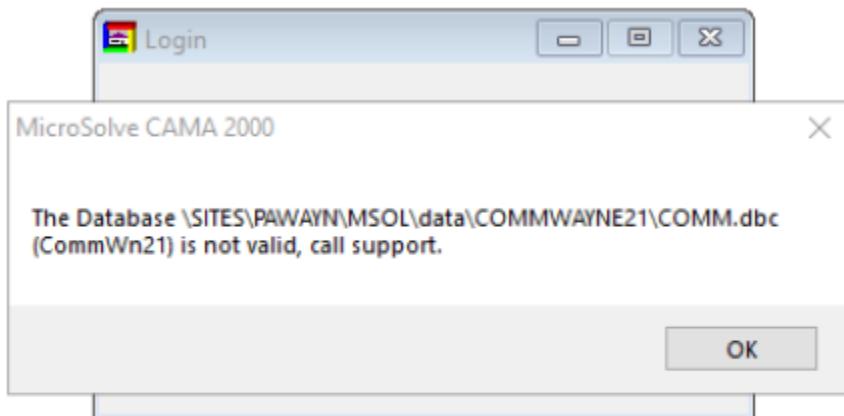
<html> <p style="text-align:center;"> You will now see a program window open with two files in it. Double click on the Cama option</p>
</html>



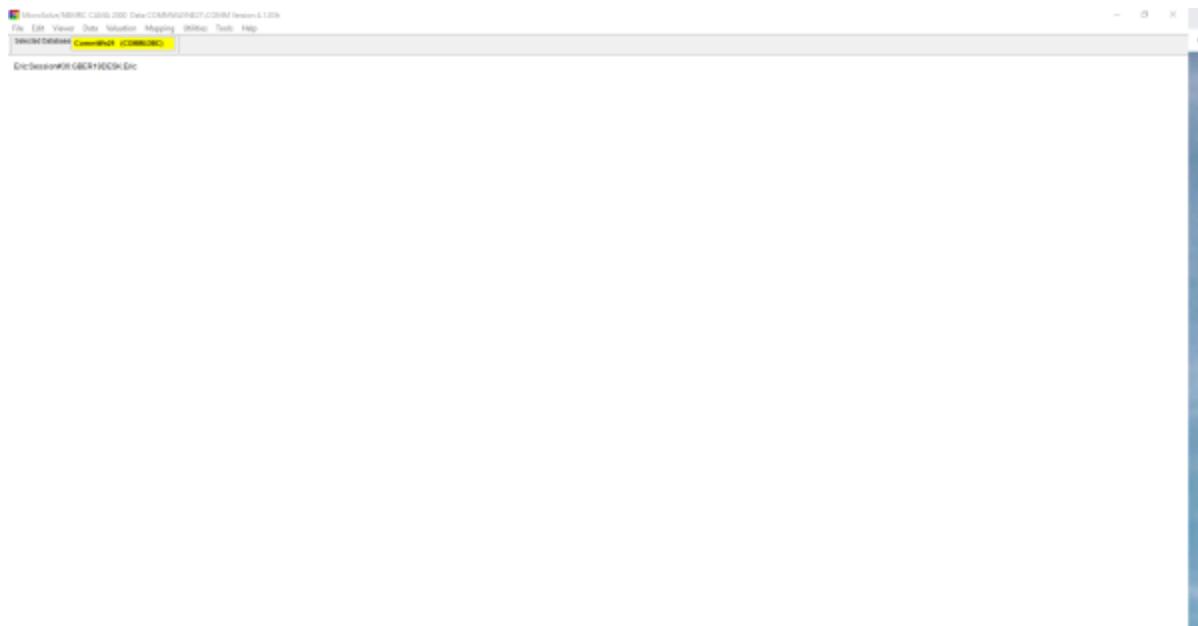
<html>
 <p style="text-align:center;"> Now it is time to enter a second set of credentials Refer to Assessor2k's Credentials Section for USERNAME and PASSWORD
</p> </html>

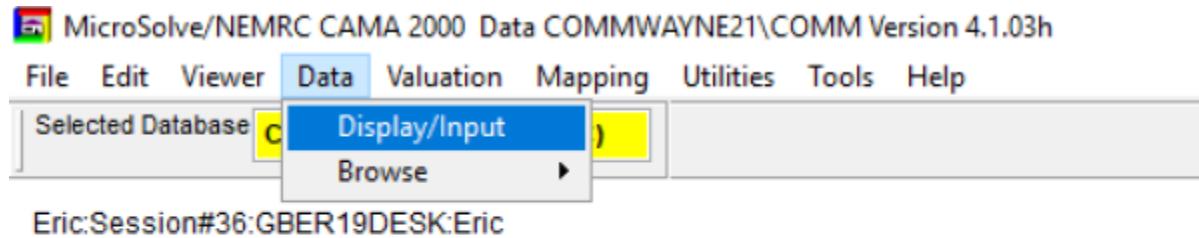


<html>
 <p style="text-align:center;">Although it appears to be an error, it is not. Click on the "OK" button and the program will continue to open</p>
</html>



<html> <h3 style="font-weight: bold; text-align:left;">Step 4 - Using the Program </h3> <hr> <p>Now that you are logged into Microsolve, you can begin to find your way around the program.</p> <p style="font-weight:bold;">First, let's display some data.</p> <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>

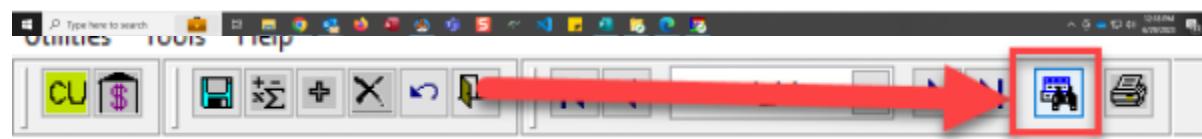
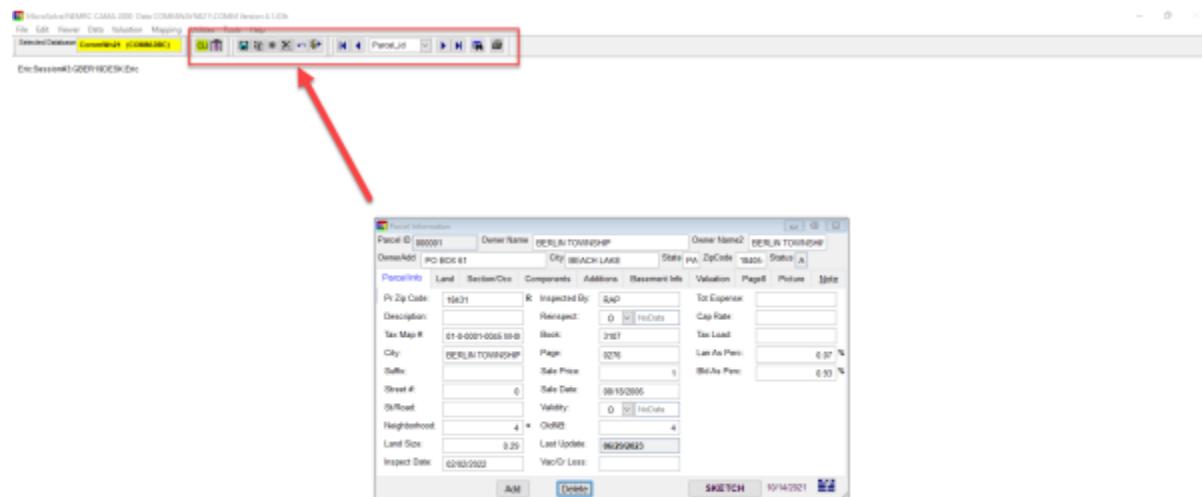




Parcel Information

| | | | | | | | | | | |
|---------------|--------|------------|------------------------------|-------------|-----------|---------------|--------------|-------|---------|------|
| 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 | NoData | | Cap Rate: | | 0.0000 | |
| Tax Map #: | | | Book: | | | | Tax Load: | | 0.0000 | |
| City: | | | Page: | | | | Lan As Perc: | | 0.00 | % |
| Suffix: | | | Sale Price: | | 0 | | Bld As Perc: | | 0.00 | % |
| Street #: | 0 | | Sale Date: | / / | | | | | | |
| St/Road: | | | Validity: | 0 | NoData | | | | | |
| Neighborhood: | 0 | < | OldNB: | | 0 | | | | | |
| Land Size: | 0.52 | | Last Update: | / / | | | | | | |
| Inspect Date: | / / | | Vac/Cr Loss: | | 0.0000 | | | | | |
| Add | | Delete | | | | SKETCH | | | | |

`<html> <p style="text-align:center; font-weight: bold;">Now that we have some data showing, let's get the data we actually want!</p> First, in the "Toolbar" at the top of the screen, locate the "binoculars" </html>`



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