

# Wayne County Commercial Assessment

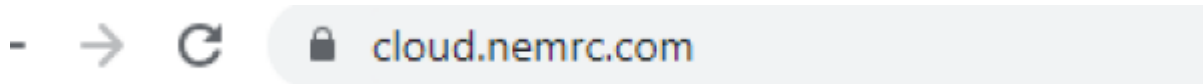
## Microsolve Manual

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**

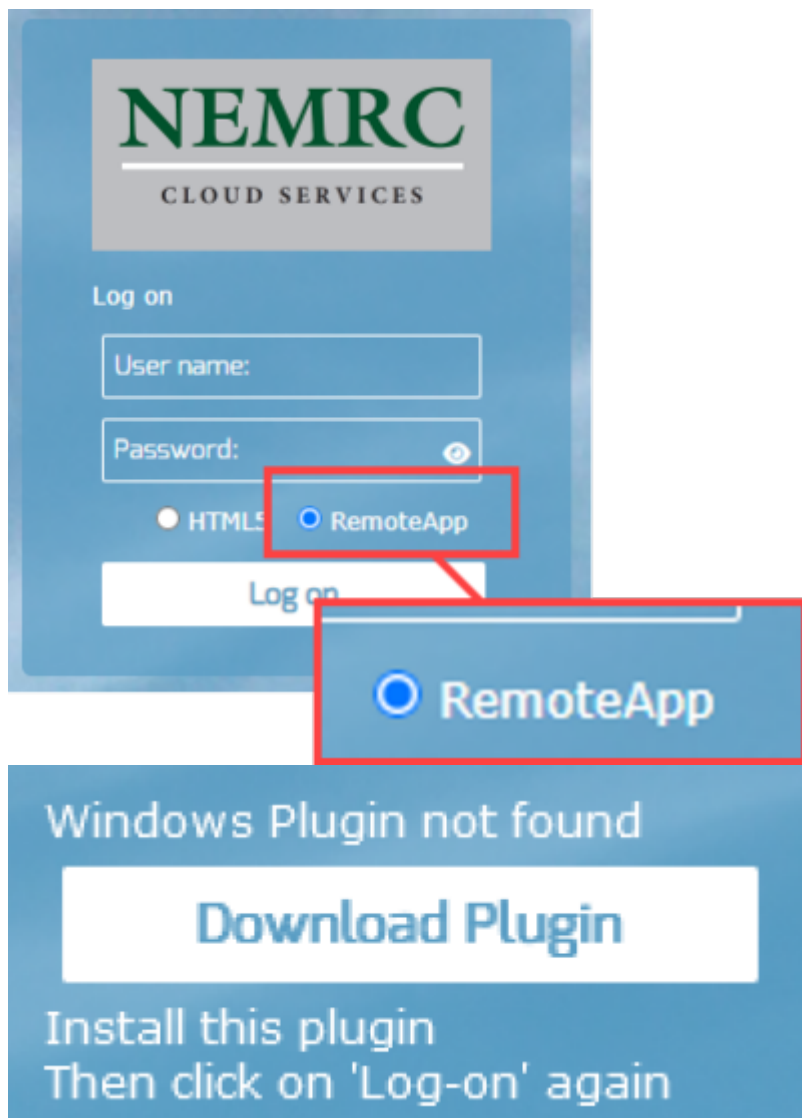
Since Microsolve is an cloud based resource, you must first go to the website to log in. Click the following link or type into your internet browser's address bar: <https://cloud.nemrc.com/>



**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.



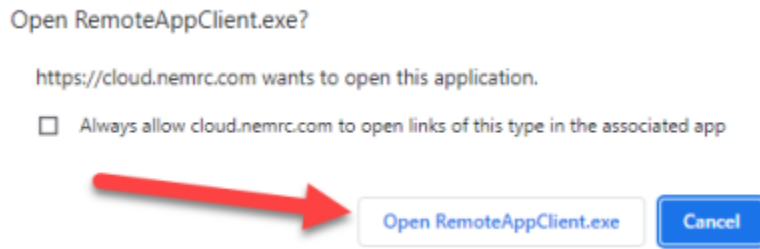
**NOTE:** *If it is your first time logging in, or your first time in a while, you may receive an extra message saying, “Windows Plugin not found”. You can click on the “Download Plugin” button.*

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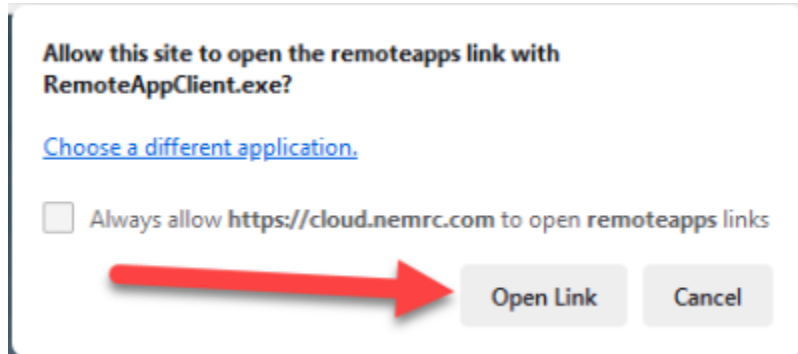
<html> <h3 style="font-weight: bold;">Step 3a - Run the Program </h3> </html>

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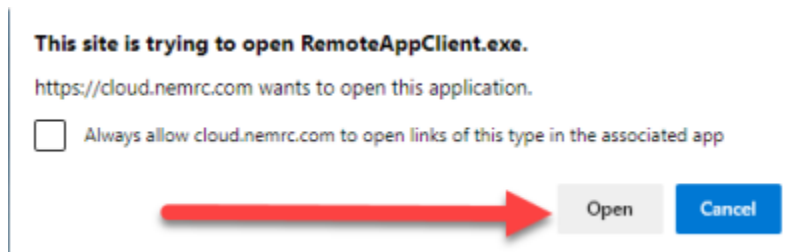
You will now be prompted by your browser asking for permission to run the program. Each browser displays a differently, but you want to allow the program to run. Then you will see a “pop-up” window that displays the app is starting.



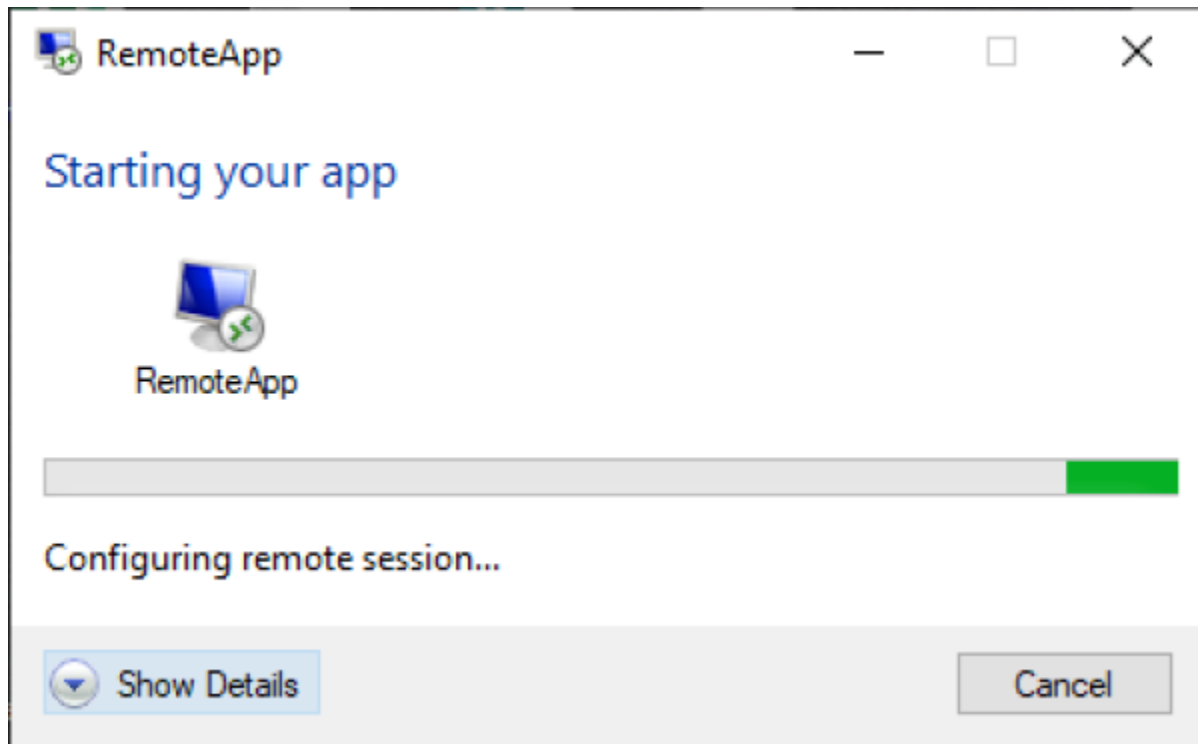
<html> <p style="font-weight: bold; text-align:center; font-size: 20px;">Google Chrome</p><br><center></html>



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

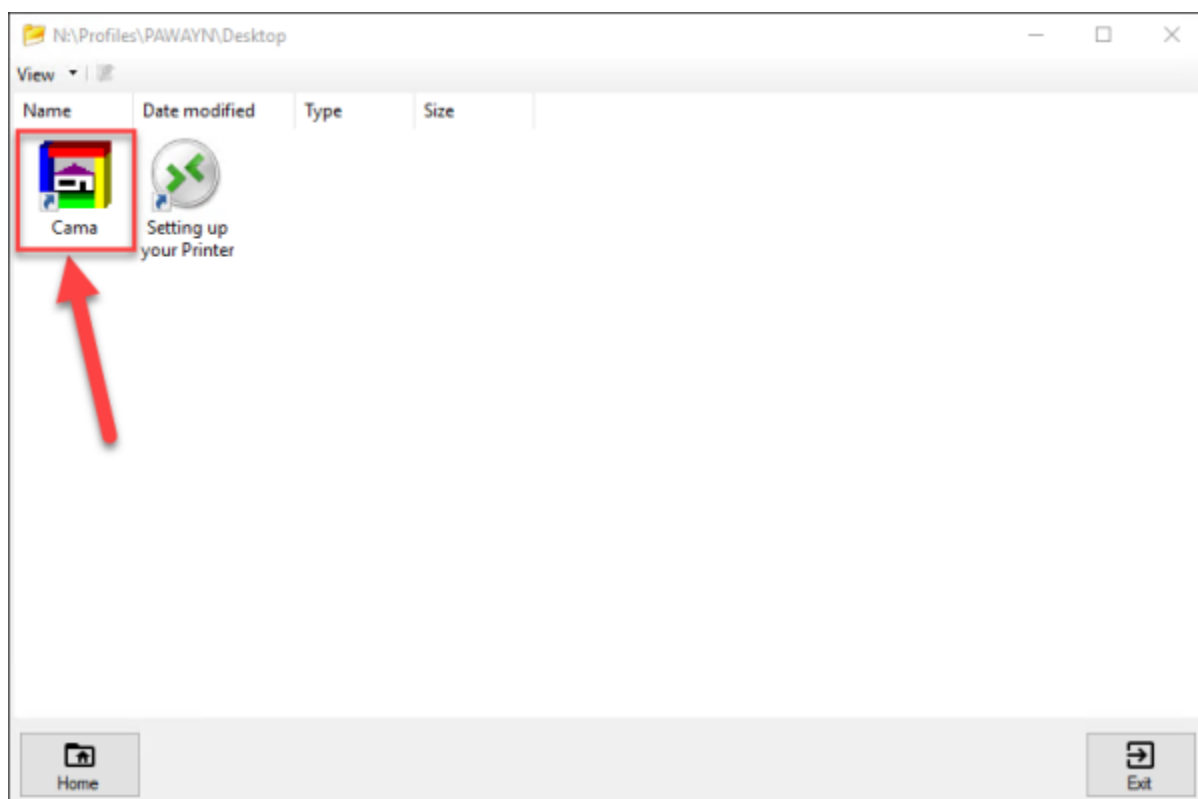


<html> <p style="font-weight: bold; text-align:center; font-size: 20px;">Microsoft Edge</p><br><center></html>



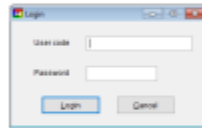
**Step 3b - Run the Program**

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

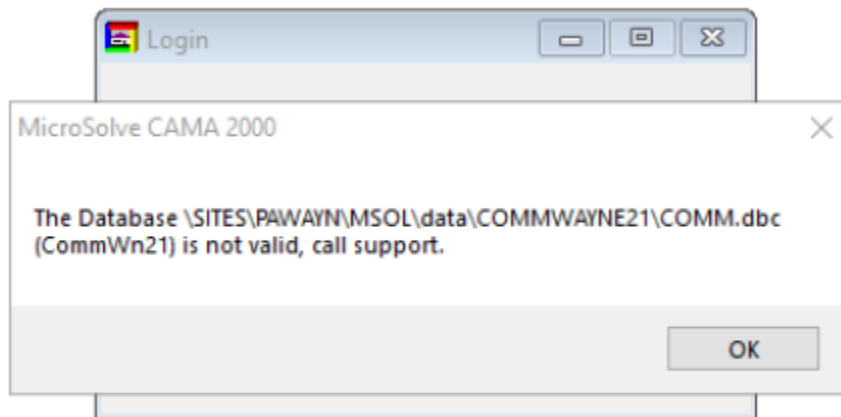


Now it is time to enter a second set of credentials Refer to

## 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

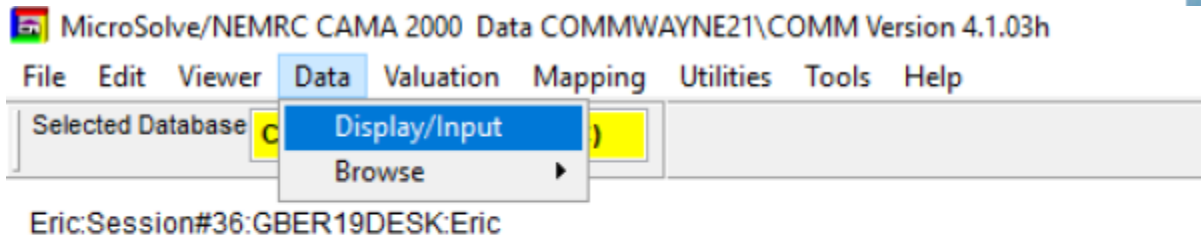
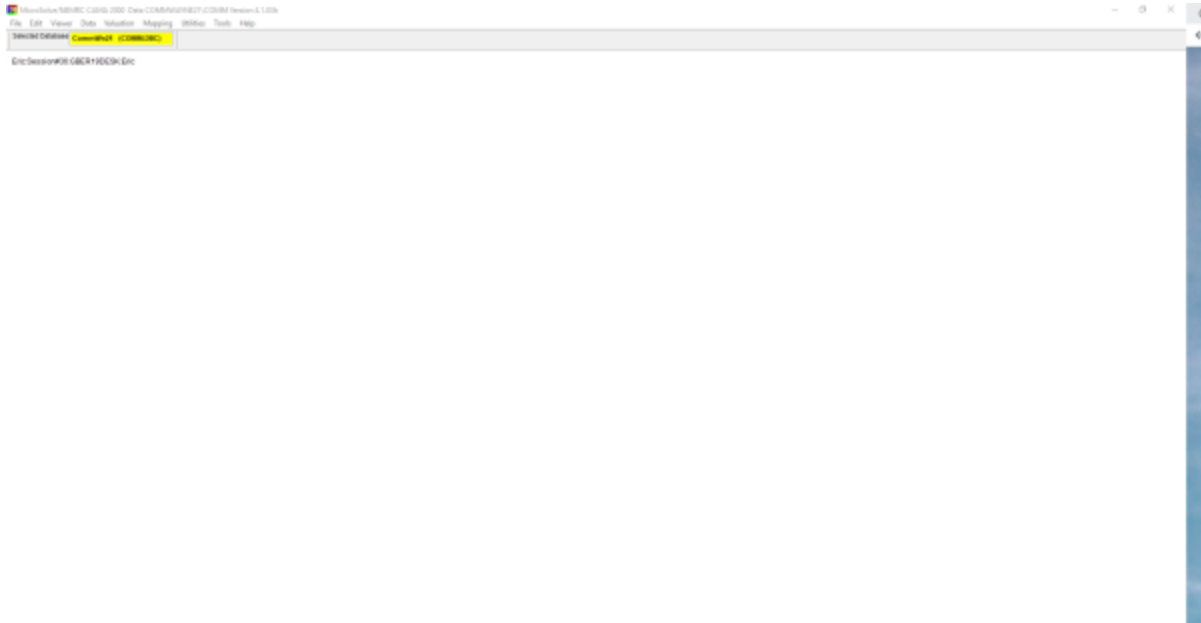


**Step 4 - Using the Program**

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.

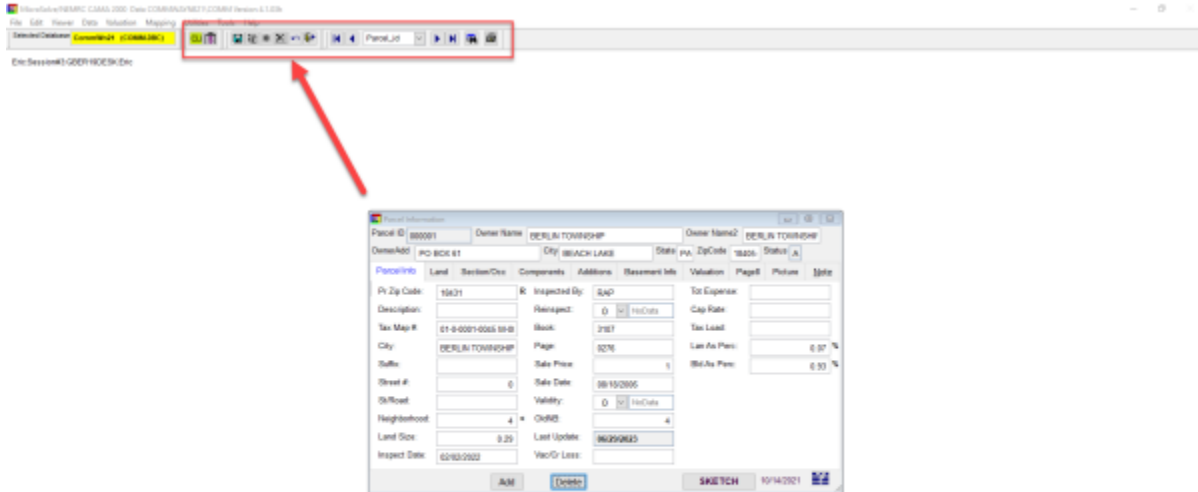


Parcel ID	127559	Owner Name	STOURBRIDGE RAILROAD COMPANY		Owner Name2				
OwnerAdd		City		State	ZipCode	Status			
<b>Parcel Info</b>	Land	Section/Occ	Components	Additions	Basement Info	Valuation	Page8	Picture	Note
Pr Zip Code:		<b>R</b>	Inspected By:		Tot Expense:		0.0000		
Description:			Reinspect:	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					
		<b>Add</b>	<b>Delete</b>			<b>SKETCH</b>			

<html> <p style="text-align:center; font-weight: bold;">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"



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

Parcel id	Owner name	Owner addr
127147	BARTRON J STARK III	PO BOX 150
127149	B G M FASTENER CO INC	758 OLD WILLOW
127176	SCHWAB MICHAEL R	176 GRANDVIEW
127206	WAYNE ECONOMIC DEVELOPMENT CORPORATIO	303 COMMERCIA
127207	WAYNE ECONOMIC DEVELOPMENT CORPORATIO	303 COMMERCIA
127208	WAYNE ECONOMIC DEVELOPMENT CORPORATIO	303 COMMERCIA
127337	BEECH GROVE LLC	97 Beech Grove R
127423	Diamond Towers IV	210 Mountain Ave
127425	ICON TECHNOLOGIES INC	16 Salem Avenue
127521	SHAFFER BLAINE	PO BOX 429
127559	STOURBRIDGE RAILROAD COMPANY	
TEST	TEST	TEST

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

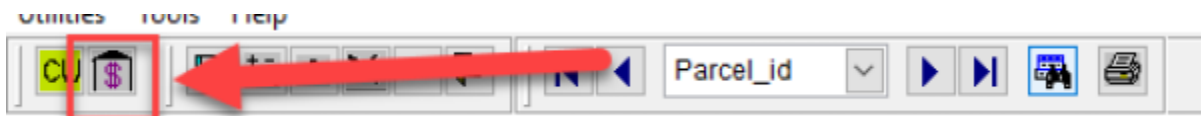
*Important Note: If you are here to edit information, be sure to SAVE YOUR PROGRESS as you go. This can be done by clicking on the BLUE FLOPPY DISK icon in the toolbar.*



**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.



Click that button and it will bring up the cost report

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

**Parcel**

Parcel Number : 127559  
Owner Name : STOURBRIDGE RAILROAD COMPANY  
OwnerAdd :  
City :  
State :  
  
St/Road :  
City :  
Pr State :  
Pr Zip Code :

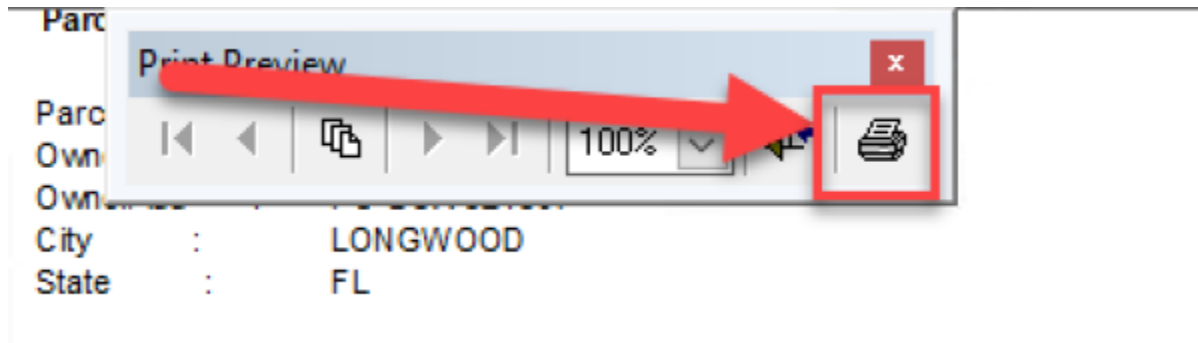
**Land Values**  
NOTES

**Total Property Value**

Total Property Cost	0
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***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.***

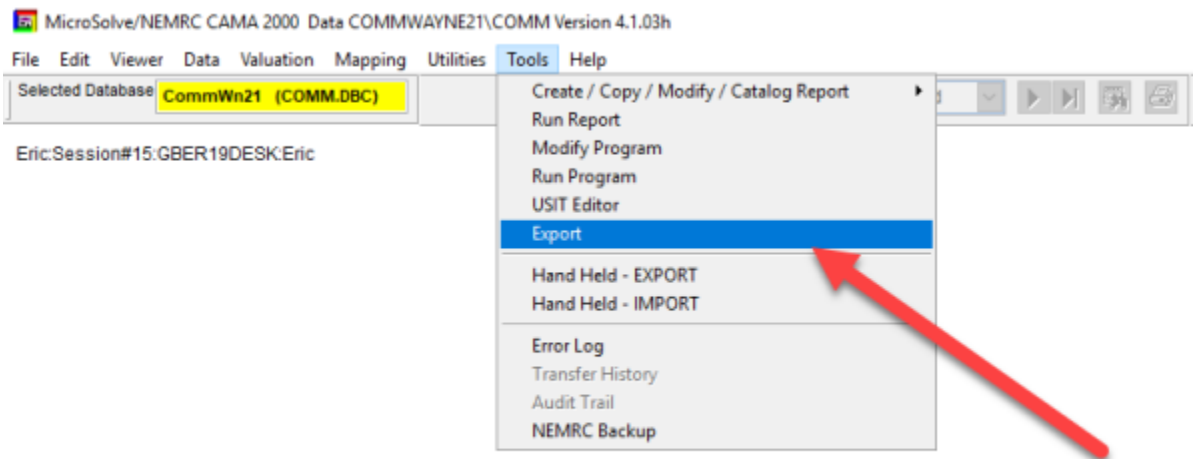


Once you PDF comes up in your PDF viewer, you can print like any other document.

## 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.

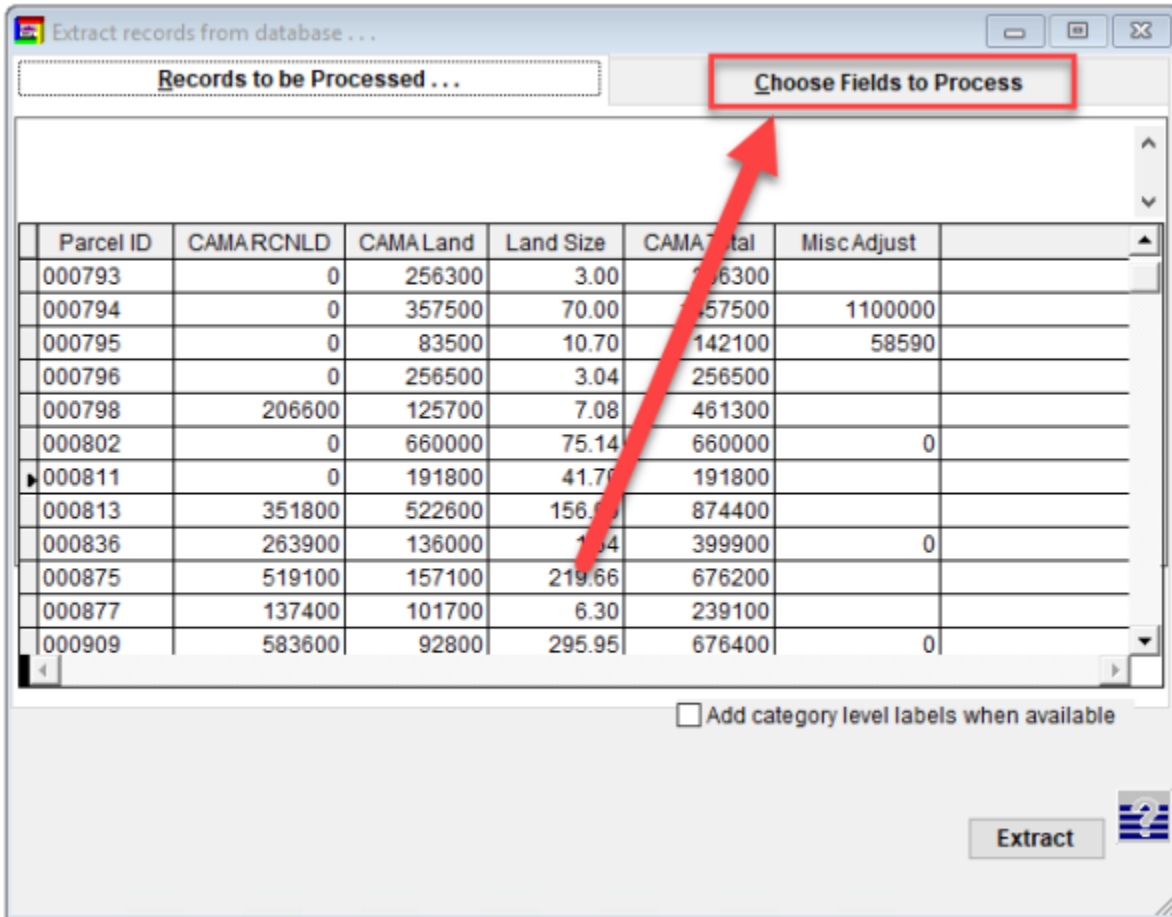
This will bring up the Extraction Menu

***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

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