

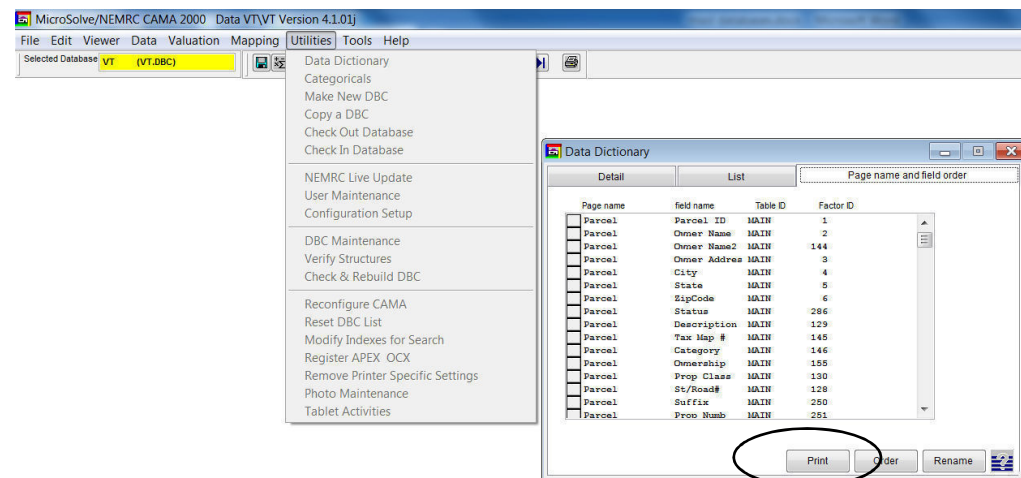
Exporting Data, Creating Reports, Setting Filters, and Audit Trails

Other helpful documents can be found at:

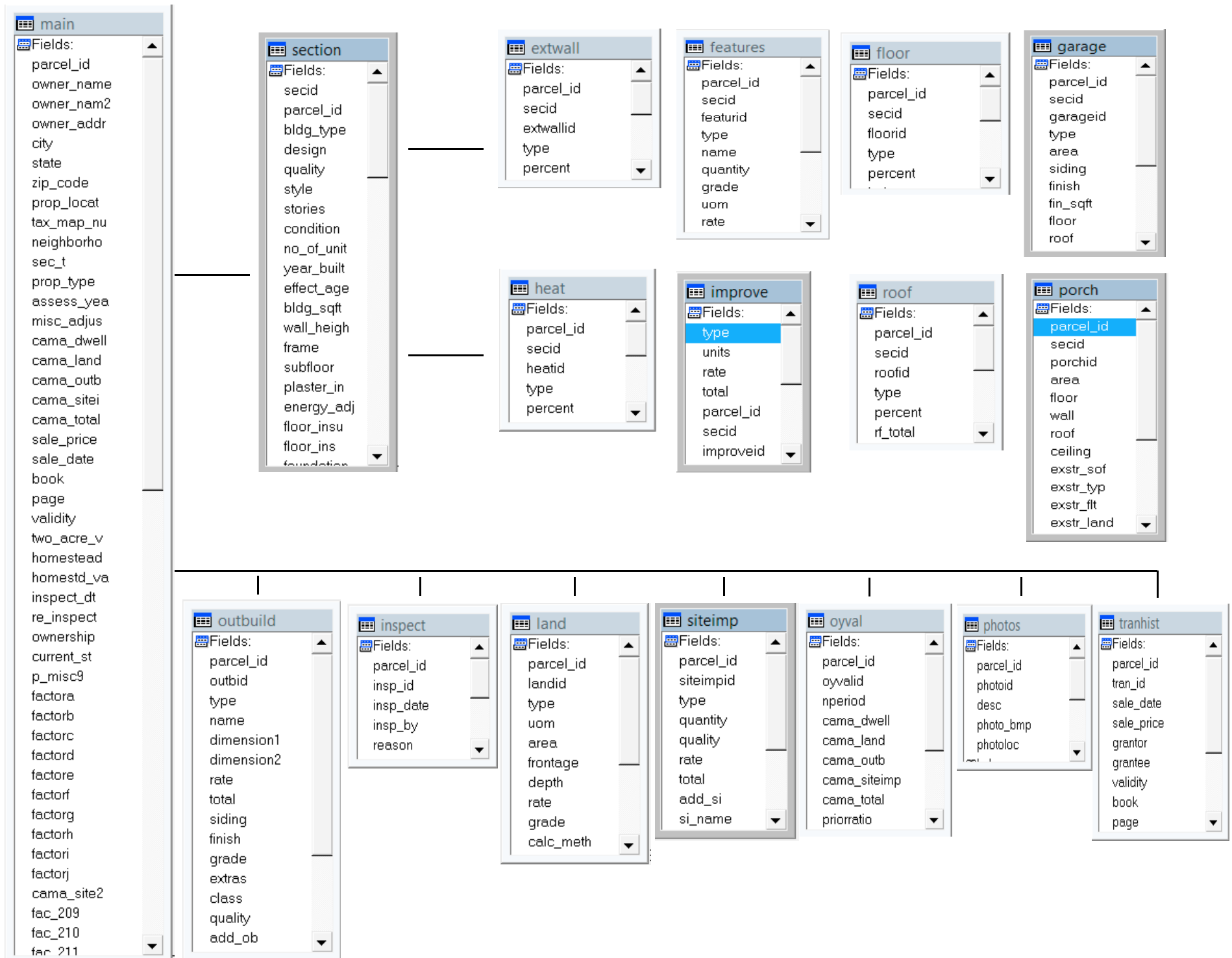
<http://www.nemrc.com/support/cama/>

In order to successfully create reports, export data, use the filter, or audit features of the MSOL CAMA program you must understand how the MSOL CAMA software stores your data. This document is designed to show you how to interpret your data so you can create better reports, exports and filtering.

1. **Database** – The MSOL CAMA program is comprised of many databases that keep track of all of the attributes of a given parcel. For example, Heat types, Garage information, Land information, ect. Refer to the illustration on the next page to see all of the databases that are used in the MSOL CAMA software. Also note that each of these databases is linked together by the parcel id associated with your parcels. Each database has a various set of “Fields” to store specific information about a parcel. For Instance, the “Fields” in the “Floor” database on the next page are ‘Parcel id’, ‘Sectid’, ‘Floorid’, ‘Type’, and ‘Percent’. Now these field names are self-explanatory however you may find some database names that are not this easy to define. For this reason you must refer to the ‘Data dictionary’.
2. **Data dictionary** – This explains what fields have been defined to store data along with which database those fields are stored. The data dictionary also shows you what type of data is stored within a field and how many characters or numbers will fit in that field. Refer to the illustration on page 3 for a sample of the data dictionary used in the MSOL CAMA program. End users of the MSOL CAMA may print a copy of the data dictionary by going to the ‘Utilities’ menu option then select ‘Data Dictionary’ from the drop down menu. Once the Data Dictionary window appears as seen below click the ‘Print’ button. **DO NOT SELECT ANY OTHER BUTTONS ON THIS SCREEN AS IT CAN AFFECT YOUR DATA.** A copy of the data dictionary is available on the website listed at the top of this page.



MSOL DATABASES



Label that appears
on Data Display
Screen.

Field Name assigned
by programmers.

What Database
this field can be
found.

What Tab on the Data
Display screen this
field can be found.

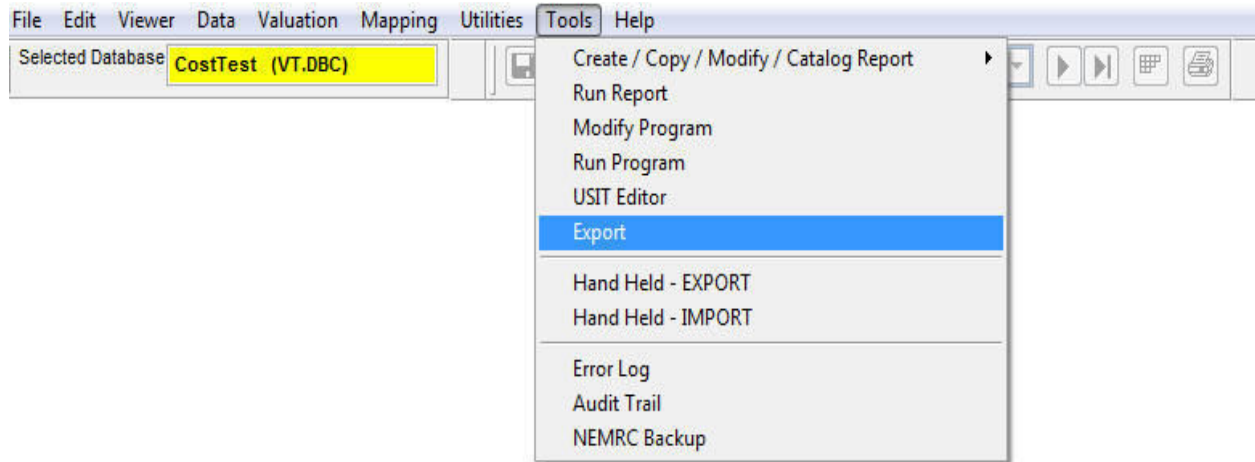
VT DATA DICTIONARY FACTOR LIST

Microsolve CAMA (s)

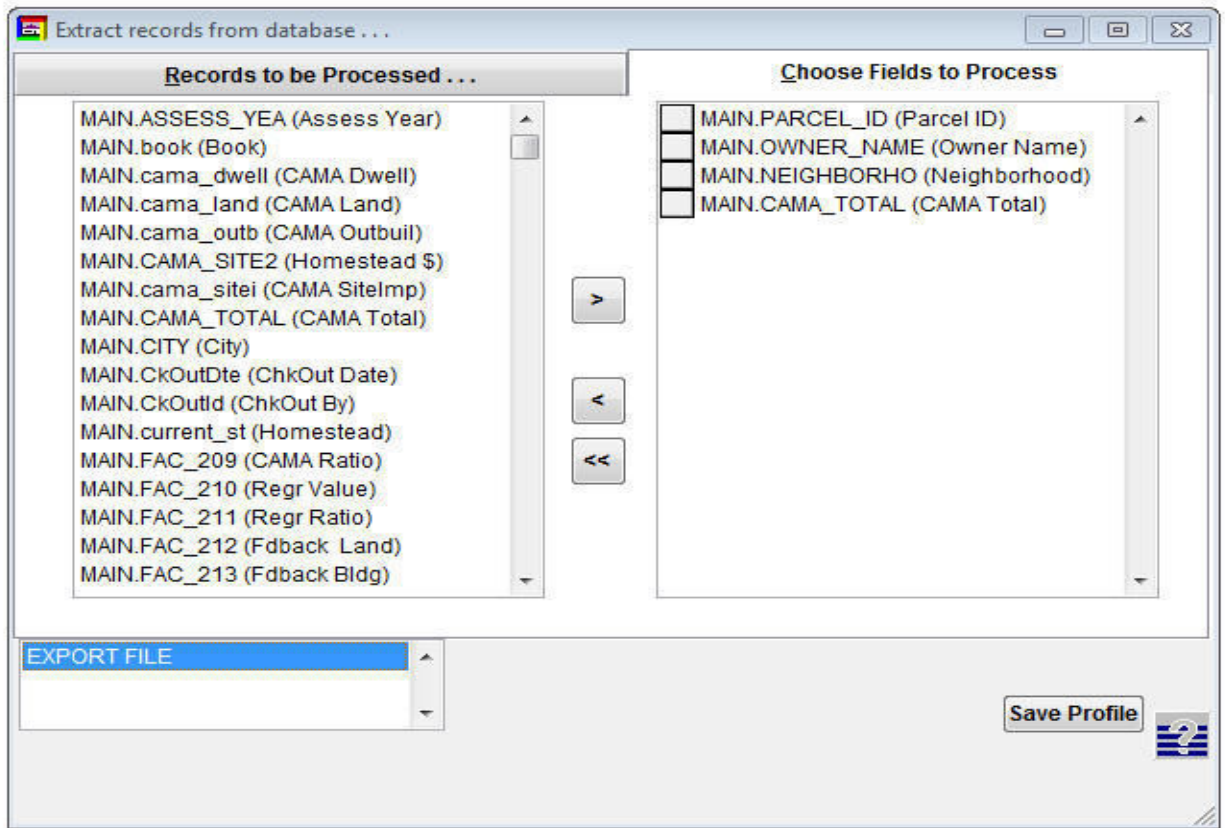
facid	label	field_name	type	len	categ	table_id	frame name	page_id	fac_order
1	Parcel ID	PARCEL_ID	C	25	.F.	MAIN	Parcel	NoPage	1
2	Owner Name	OWNER_NAME	C	40	.F.	MAIN	Parcel	NoPage	2
144	Owner Name2	owner_nam2	C	40	.F.	MAIN	Parcel	NoPage	3
3	Owner Addres	OWNER_ADDR	C	40	.F.	MAIN	Parcel	NoPage	4
4	City	CITY	C	35	.F.	MAIN	Parcel	NoPage	5
5	State	STATE	C	10	.F.	MAIN	Parcel	NoPage	6
6	ZipCode	ZIP_CODE	C	11	.F.	MAIN	Parcel	NoPage	7
286	Status	PARCSTATUS	C	1	.F.	MAIN	Parcel	NoPage	9
129	Description	FACTORH	C	40	.F.	MAIN	Parcel	Page1	10
145	Tax Map #	tax_map_nu	C	40	.F.	MAIN	Parcel	Page1	11
146	Category	prop_type	N	3	.F.	MAIN	Parcel	NoPage	12
155	Ownership	ownership	N	3	.F.	MAIN	Parcel	NoPage	13
278	Validity	validity	N	3	.T.	TRANHIST	History	Page2	52
279	Book	book	N	12	.F.	TRANHIST	History	Page2	53
280	Page	page	N	12	.F.	TRANHIST	History	Page2	54
281	Parcel ID	parcel_id	C	25	.F.	INSPECT	History	Page2	55
282	Insp ID	insp_id	C	3	.F.	INSPECT	History	Page2	56
283	Inspect Date	insp_date	D	8	.F.	INSPECT	History	Page2	57
284	Inspected by	insp_by	N	3	.T.	INSPECT	History	Page2	58
285	Reason	reason	C	30	.F.	INSPECT	History	Page2	59
29	Parcel ID	PARCEL_ID	C	25	.F.	LAND	Land/OB	NoPage	60
22	Land ID	LANDID	C	3	.F.	LAND	Land/OB	Page3	61
199	Calc Method	calc_meth	N	3	.T.	LAND	Land/OB	Page3	62
23	Land Type	TYPE	N	3	.T.	LAND	Land/OB	Page3	63

Exporting Data From MicroSolve

- Go to Tools > Export

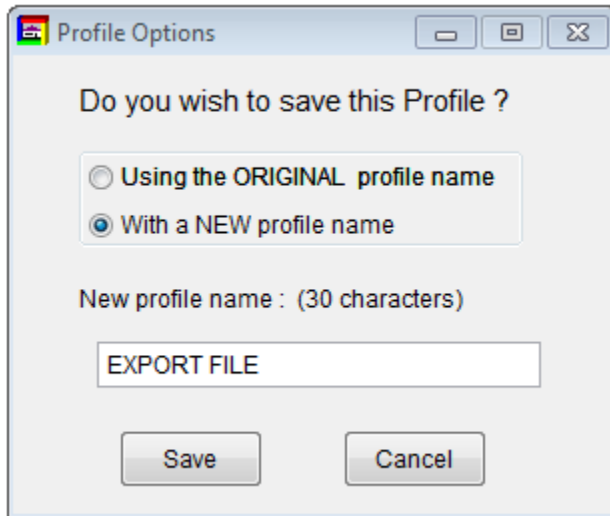


- Next select the fields you want to export. If this is data you will export several times in the future it would be beneficial to save the profile for later use.

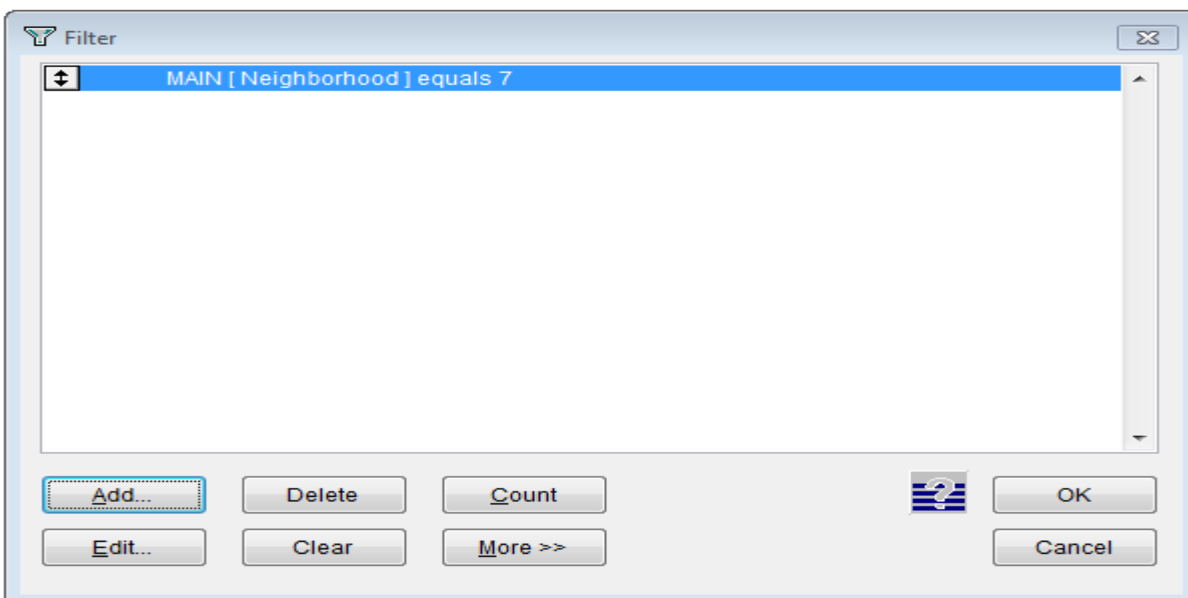
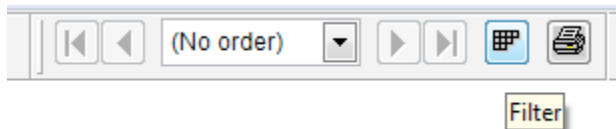


Exporting Data From MicroSolve

- The Save Profile button will allow the user to save the profile under an existing profile configuration or create a new profile name that can be loaded to export specific data.



- Creating a filter will allow the user to select the desired records for Export.



Exporting Data From MicroSolve

- Next, go back to 'Records to be processed ...' and an Extract button will be at the bottom, along with the fields selected.

Extract records from database ...

Records to be Processed ... **Choose Fields to Process**

Filter: MAIN [Parcel ID] begins with 1234

Parcel ID	Owner Name	Neighborhood	CAMA Total
1234-001	ENTER DATA 1	7	346400
1234-002	ENTER DATA 2	7	
1234-003	ENTER DATA 3	7	
1234-004	ENTER DATA 4	7	55500
1234-005	ENTER SKETCH	7	175800
1234EX01	EXAMPLE OF RESIDENTIAL	7	445600
1234SKEX	EXAMPLE OF SKETCH		

Extract ?

Select type of output for export file ...

What type of File do you wish to create ?

Select type of Output Format

☐ ASCII Fixed

☒ Excel V5

☐ DBF table

☐ Parcel_ID

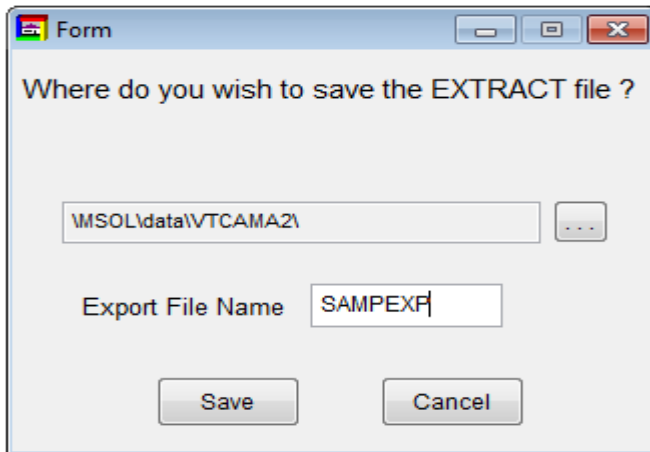
Continue **Cancel**

The type of Output Format screen gives four options:

1. ASCII Fixed allows the output file to be a fixed length, comma delimited file.
2. Excel V5 makes the output file an Excel spreadsheet file.
3. DBF table creates a database file.
4. Parcel_ID creates a file that just contains selected PID's for use with batch file processing.

Exporting Data From MicroSolve

- Next, give the file to be created a name. It cannot be longer than 8 characters. Also, note the path where the file will be created. In this case on the C: drive at \msol\data\vtcama2. The file path can be changed by specifying the desired location using the button to the right of the path.



Form

Where do you wish to save the EXTRACT file ?

\MSOL\data\VTCAMA2\ ...

Export File Name SAMPEXP

Save Cancel

- The Export File Layout report specifies the selected fields and the order of the fields extracted.

Export File Layout

Extract File SAMPEXP.XLS **File Type** Spread Sheet **Created** 11/12/2012
Profile **Number of Records** 7
Location \MSOL\data\VT CAMA2\
Filter upper(MAIN.PARCEL_ID) like '1234%'

Column	Source Table	Field Name
1	MAIN	Parcel ID
2	MAIN	Owner Name
3	MAIN	Neighborhood
4	MAIN	CAMA Total

MSOL CAMA Data – And PDF files

Sharing your MSOL Cama data effectively within your Town Office and on the Web. There is a number of ways you can share your CAMA data.

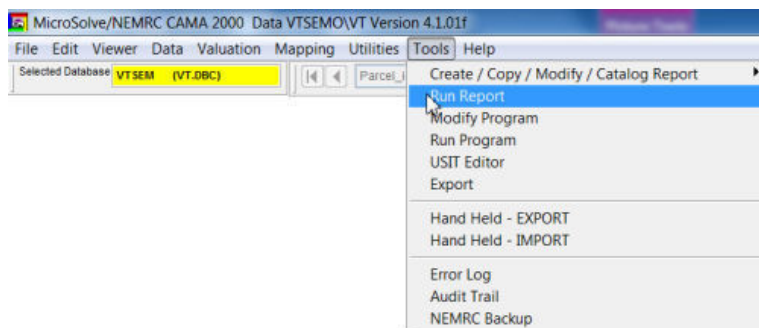
- The first thing you want to ask yourself is when should you make this information available? Because you tend to constantly make changes to your CAMA data throughout the year we recommend sharing your data when your town gets ready to print tax bills as a general rule of thumb. This is typically a good time because everyone has had a chance to grieve the value of their property so there will be no surprises any property owners.
- Second who are you going to share the data with?
 - Town Officials within the Town Office
 - For public use within the Town Office
 - Your Tax mappers
- Third how are you going to share the data?
 - Printed Document
 - Electronic Document
 - Restricted access to the software (This can be done however NEMRC does not recommend this as users will be able to see parcels that you have not had a chance to complete)
- Forth where will the data be made available?
 - Again at the Town Office
 - On Line
 - Included with your Tax map software

Once you have decided to share your data what date you feel is best then the question is how to share the data.

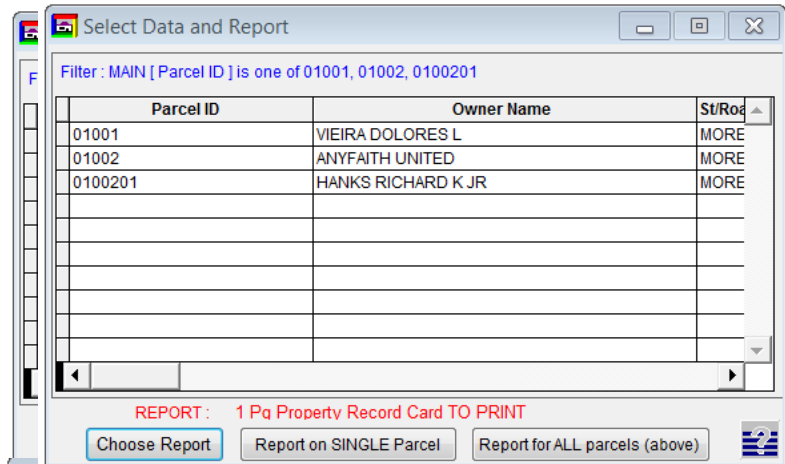
1. Using the Property Record Card
 - a. Create a binder that contains all of the Property Record Cards for each parcel in your Municipality.
 - b. Create a PDF file of all of your Property Record Cards. When creating one large PDF file for all of your parcels NEMRC will need to assist you in the initial setup.
 - i. This PDF file can be placed on your Website for access
 - ii. Placed on a public computer at your Town Office
 - iii. Can be emailed if the file is not too large
 - iv. Tax Mappers can use PDF files to link to your Parcel Maps

Creating individual PDF files follow these steps.

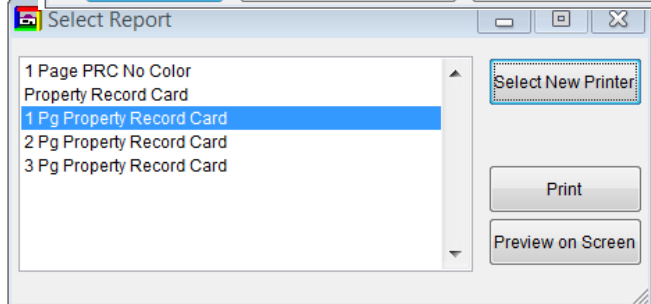
- I. Click on '**Tools**' from the '**Menu**' then select '**Run Report**' as seen below.



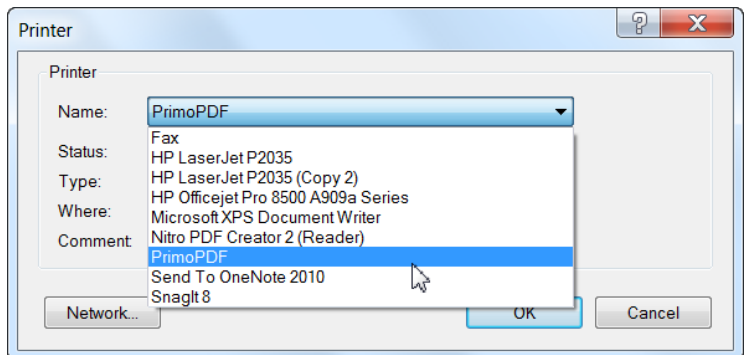
II. Click **'Choose Report'** button



III. Next select the property record card type you want to create. Then click on the **'Select New Printer'** button



IV. From the drop down list select your PDF printer. If you do not see a PDF printer option then you will need to have on installed on your computer before producing PDF files. Press the **'OK'** button once you are ready to continue.



V. When you return to this window Select **'Report o Single Parcel'** or **'Report for All Parcels(above)'**

HINT: Use a filter to run batches of your parcels to PDF files rather than creating 1 large file. it will take a few hours to run all of your parcels for a Town.



VI. Once your pdf files begin processing you will be asked to name and save the files. Each PDF software is different you it is up to you to know how to work with your software. Your IT person should be able to assist you. If you do not have an IT person that can help let NEMRC know and our IT staff can assist you. Once the file is complete you can make that file available to your office, place it on your webpage, and give it to your Mappers so they can link it to the maps.

Current Use Excluded Land Calculator



Current Use Excluded Land Calculator

Current Use Excluded Land Calculator

- Use CAMA system to Value property as always.
- To calculate Current Use Excluded land add land ID types for Current Use
- Grade each Current Use Land ID according to its quality.
- Generate Current Use Excluded Land Valuation report with CU button.
- Does not change the value of the **non** Current Use portion.
- Utilizes same Land Tables.

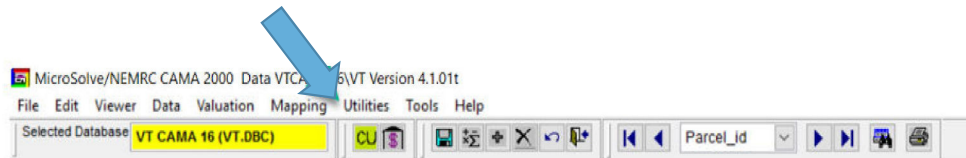
[illegible]

Current Use Excluded Land Calculator

New Fields added to database to calculate the value
of Excluded Current Use Land using existing Land Tables

New Calculation Method Types

- 6 - CU Site
- 7 - Cu Acres
- 8 - Cu Sqft
- 9 - Cu Frnt



Parcel Information

Parcel ID: 1234-CU1 Owner Name: CURRENT USE EXAMPLE Owner Name2:
Owner Address: 1234 COUNTY RD City: SOMEWHERE State: VT ZipCode: 05123 Status: A

Parcel	History	Land/OB	Sec 1/Pg 1	Sec 1/Pg 2	Sec 1/Pg 3	Valuation	Picture	Note
Land ID:	3	Quality:	0	No Data	Finish:			
Calc Method:	6	CU Site	Quantity:	0	No Data	Class:	0	No Data
Land Type:	1	Bldg Lot	SI Name:		Quality:	0	No Data	
Area:	2.00	Rate:		% Good:				
Grade:	1.00	Add to Hsite:	0	NoData	Name:			
Frontage:	0	Add to Hmstd:	0	NoData	Rate:			
Depth:	0	Outbld ID:	1		Add to Hsite:	0	NoData	
Rate:	0.00	Type:	0	No Data	Add to Hmstd:	0	NoData	
S-imp ID:	1	Area/Diam:		Silo/BarnHt:				
Type:	0	No Data	Siding:	0	NoData			

Add Delete SKETCH 02/09/2017

Current Use Excluded Land Calculator

Parcel Information

Parcel ID1234-CU1

Owner NameCURRENT USE EXAMPLE

Owner Name2

Owner Address1234 COUNTY RD

CitySOMEWHERE

StateVT

ZipCode05123

StatusA

Parcel

History

Land/OB

Sec 1/Pg 1

Sec 1/Pg 2

Sec 1/Pg 3

Valuation

Picture

Note

Land ID:1

Quality:0No Data

Finish:

Calc Method:1Site

Quantity:0No Data

Class:0No Data

Land Type:1Site

0

Quality:0No Data

2Acreage

0

% Good:

3Sq Ft

0

Name:

4Frnt&Dpth

0

Rate:

5Calculate

0

Add to Hsite:0No Data

6CU Site

0

Add to Hmstd:0No Data

7CU Acres

0

Silo/BarnHt:

Depth:1

Type:0No Data

S-Imp ID:1

Area/Diam:

Type:0No Data

Siding:0No Data

Add

Delete

SKETCH

Property ID: 1234-CU1		Spn #: 354-109-10770	Last Inspected: / /	Cost Update: 02/09/2017	
Owner(s): CURRENT USE EXAMPLE		Sale Price: 0	Book:	Validity: No Data	
Address: 1234 COUNTY RD		Sale Date: / /	Page:		
City/Zip: SOMEWHERE VT 05123		Bldg Type: Single	Quality: 3.35	AVG/GOOD	
Location: 0 COUNTY ROAD		Style: 1.5 Fin	Frame: Studd		
Description: 10 ACRES EXCLUDED LAND		Area: 2200	Yr Built: 2000	ER Age: 8	
Tax Map #: 01-02-34		# Rms: 6	# Qdrms: 3	# Kitchens: 1	
		# 1/2 Bath: 0	# Baths: 3		
Item	Description	Percent	Quantity	Unit Cost	Total
BASE COST					
Exterior Wall #1:	WdSiding / Ht=8	100.00		78.79	
ADJUSTMENTS					
Roof #1:	ML-Sms	100.00		1.05	
Subfloor	Wood				
Floor cover #1:	Allowance	100.00		3.93	
Heat/Cooling #1:	HW BOST	100.00		1.98	
Energy Adjustment	Good			1.89	
ADJUSTED BASE COST				2,200.00	87.64
ADDITIONAL FEATURES					
Features (beyond allowance of 8)			4.00	1,663.75	6,255
Roughins (beyond allowance of 1)				586.25	
Porch #1:	WoodDeck/NoWall/Roof/C		200.00	36.21	7,242
Basement	Conc 8"		1,400.00	20.49	28,686
Garage/Shed #1:	A/1SWdSiding/No		576.00	27.13	15,627
Subtotal					250,611
Local multiplier		1.05			
Current multiplier		0.94			
REPLACEMENT COST NEW					247,353
Condition	Avg/Good	Percent			
Physical depreciation		5.00			-12,360
Functional depreciation					
Economic depreciation					
REPLACEMENT COST NEW LESS DEPRECIATION					235,000
LAND PRICES					
Size		Nbhd Mult	Grade	Depth/Rate	
Sl Bldg Lot	2.00	1.00	1.00		65,000
AC Other	99.00	1.00	1.00		235,000
Total	100.00				300,000
TOTAL PROPERTY VALUE					535,000
NOTES				HOUSESITE VALUE:	300,000
				HOMESTEAD VALUE:	300,000

Current
Cost
Sheet

Current Use Calc Report

Current Use: Sample Town

From Table: MAIN Section 1Record # 766

Property ID: 1234-CU1Location: 0COUNTY ROADTax Map #: 01-02-34

Owner(s): CURRENT USE EXAMPLE

Description: 10 ACRES EXCLUDED LAND

Item	Description	Percent	Quantity	Unit Cost	Total
LAND PRICES	Size	Nbhd Mult	Grade	Depth/Rate	
SI Bldg Lot	2.00	1.00	1.00		65,000
AC Other	8.00	1.00	1.00		60,000
Total	10.00				125,000
TOTAL CURRENT USE VALUE					125,000

Land/OB Tab

Land ID: 3

Calc Method: 6CU Site

Land Type: 1Bldg Lot

Area: 2.00

Grade: 1.00

Land ID: 4

Calc Method: 7CU Acres

Land Type: 5Other

Area: 8.00

Grade: 1.00

Land Schedule Table

Bulk Residual Land Schedule			
Bulk Schedule			
Acres	Value	Multiplier	Constant
1	45,000	--	
2	65,000	--	20,000
10	125,000	--	7,500
50	250,000	--	3,125
100	300,000	--	93,750
200	400,000	--	1,000
300	500,000	--	200,000
Residual Schedule			
Acres	Value	Multiplier	Constant
1	7,500	--	
8	60,000	--	7,500
48	185,000	--	3,125
98	235,000	--	1,000
198	335,000	--	137,000
298	435,000	--	137,000
< 1 Acre			
0.25	--		20,000
0.50	--		30,000
0.75	--		35,000
			40,000

Land Calculation

Bulk and Residual

Note that 10 Acre Value is \$125,000.

Two Acre Site Value = \$65,000

Eight Acre Residual Value = \$60,000

- A. Land ID 1Calc Method 1 – Site
Land Type 1 – Bldg Lot
- Land ID 2Calc Method 2 – Acreage
Land Type 5 – Other
- ||
- B. Land ID 1Calc Method 2 – Acreage
Land Type 6 – Total

Land/OB Tab

Current Use Calc Report

Parcel Information

Parcel ID

1234-CU2

Owner Name

CURRENT USE EXAMPLE 2

Owner Name2

Owner Address

1234 COUNTRY ROAD

City

SOMEWHERE

State

VT

Zip Code

05123

Status

A

Parcel

History

Land/OB

Sec 1/Pg 1

Sec 1/Pg 2

Sec 1/Pg 3

Valuation

Picture

Notes

Land ID:

2

Quality:

0

No Data

Finish:

Calc Method:

2

Acresage

Quantity:

0

No Data

Class:

0

No Data

Land Type:

6

Total

SI Name:

Quality:

0

No Data

Area:

50.00

Rate:

% Good:

Grade:

0.60

Add to Hstite:

0

No Data

Name:

Frontage:

0

Add to Hmstd:

0

No Data

Rate:

Depth:

0

Outsid ID:

1

Add to Hstite:

0

No Data

Rate:

0.00

Type:

0

No Data

Add to Hmstd:

0

No Data

S-imp ID:

1

Area/Diam:

Slo/BamHt:

Type:

0

No Data

Siding:

0

No Data

Add

Delete

SKETCH

Itemized Property Costs					
From Table: MAIN Section 1			Sample Town		Record # 767
Property ID: 1234-CU2			Span #: 354-109-10771	Last Inspected: / /	Cost Update: 02/09/2017
Owner(s): CURRENT USE EXAMPLE 2			Sale Price: 0	Book:	Validity: No Data
Address: 1234 COUNTRY ROAD			Sale Date: / /	Page:	
City/Sl/Zip: SOMEWHERE VT 05123			Bldg Type: No Data	Quality: 0.00	
Location: 0 COUNTRY ROAD			Style: No Data	Frame: No Data	
Description: EXCLUDED LAND			Area: 0	Yr Built: 0	Eff Age: 0
Tax Map #: 01-02-23			# Rms: 0	# Bedrms: 0	# Kitchens: 0
			# 1/2 Bath: 0	# Baths: 0	
Item	Description	Percent	Quantity	Unit Cost	Total
BASE COST					
ADJUSTED BASE COST					
Subtotal					
REPLACEMENT COST NEW					
REPLACEMENT COST NEW LESS DEPRECIATION					
LAND PRICES					
	Size	Nbhd Mult	Grade	Depth/Rate	
AC Total	50.00	0.90	0.60		135,000
Total	50.00				135,000
TOTAL PROPERTY VALUE					135,000
NOTES					

Example of Residual Land with no Site

Parcel Information

Parcel ID

1234-CU2

Owner Name

CURRENT USE EXAMPLE 2

Owner Name2

Owner Address

1234 COUNTRY ROAD

City

SOMEWHERE

State

VT

Zip Code

05123

Status

A

Parcel

History

Land/OB

Sec 1/Pg 1

Sec 1/Pg 2

Sec 1/Pg 3

Valuation

Picture

Notes

Land ID:

1

Quality:

0

No Data

Finish:

Calc Method:

7

CJ Acres

Quantity:

0

No Data

Class:

0

No Data

Land Type:

5

Other

SI Name:

Quality:

0

No Data

Area:

3.00

Rate:

% Good:

Grade:

0.25

Add to Hstite:

0

No Data

Name:

Frontage:

Add to Hmstd:

0

No Data

Rate:

Depth:

Outsid ID:

1

Add to Hstite:

0

No Data

Rate:

Type:

0

No Data

Add to Hmstd:

0

No Data

S-imp ID:

1

Area/Diam:

Slo/BamHt:

Type:

0

No Data

Siding:

0

No Data

Add

Delete

SKETCH

Current Use: Sample Town					
From Table: MAIN Section 1				Record # 767	
Property ID: 1234-CU2		Location: 0 COUNTRY ROAD		Tax Map #: 01-02-23	
Owner(s): CURRENT USE EXAMPLE 2					
Description: EXCLUDED LAND					
Item	Description	Percent	Quantity	Unit Cost	Total
LAND PRICES					
	Size	Nbhd Mult	Grade	Depth/Rate	
AC Other	3.00	0.90	0.25		5,100
Total	3.00				5,100
TOTAL CURRENT USE VALUE					5,100

NEMRC
New England Municipal Resource Center, Ltd

SEMINAR EVALUATION FORM

We appreciate you taking a moment to supply us with your honest and objective input about today's seminar. This will allow us to better prepare for future seminars.

Seminar Title _____ Date _____

Name & Title _____ Organization _____

1. Please tell us what you thought about this seminar.