

Beginning ProValPlus®

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COMPARISON OF COMMON TERMS AS/400 TO PROVAL

AS/400 (Oregon Manual)

ProVal (Marshall & Swift)

GENERAL

Category	Group Code
Sheet.....	Property Record
Lump Sum Value	Sound Value or True Tax Value
Assessed Value	Certified Value

LAND

Land Base Cost	Land Type / Method combination
Land Site Adjustments.....	Land Influences

RESIDENTIAL (Dwelling or MH)

Class.....	Grade
Use Code.....	Group Code & Occupancy
Market Grade	Condition
Purchase Price / Date	Transfer History
Interior Inspected	Inspection Record Data Source
Room Grid	Room Information by Floor
Bathroom – Half	Bathroom – 2 Fixture
Bathroom – Full	Bathroom – 3 (or more) Fixture
Local Cost Modifier.....	Grade / Class Factor or Neighborhood Local Modifier
Quality Adjustment.....	Grade +/- or Market RDF
Market Adjustment	Depreciation or Age Adjustment
Other Improvement.....	Outbuilding
Residential Appraisal Report	Property Record Card
Man. Housing Appraisal Report	Property Record Card
Tip-Out/Expando/Add-On Room	Tip-Out (in Features), 2 or 3 Wall Addition or MH Room Expansion

ADMINISTRATIVE

Previous Parcel Number	Parent Parcel Number
Parcel Status.....	“I” in ProVal similar to “T” in AS/400 “I” in AS/400 will be “A” in ProVal
Combination.....	Merge
Mother Parcel.....	Parent Parcel
Tax Code Area	District

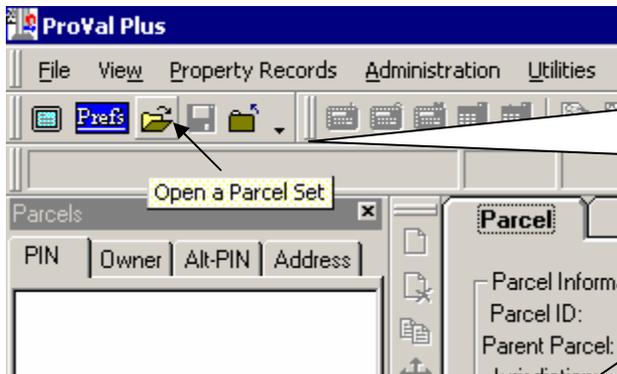
SALES

Sale.....	Transfer
Sale Price	Stated Consideration
Sale Date	Primary Transfer Date
Valid/Invalid Sale	Screening Code or Validity Reason
Ratio Study Report.....	CAMA Analysis or Sales Analysis Report

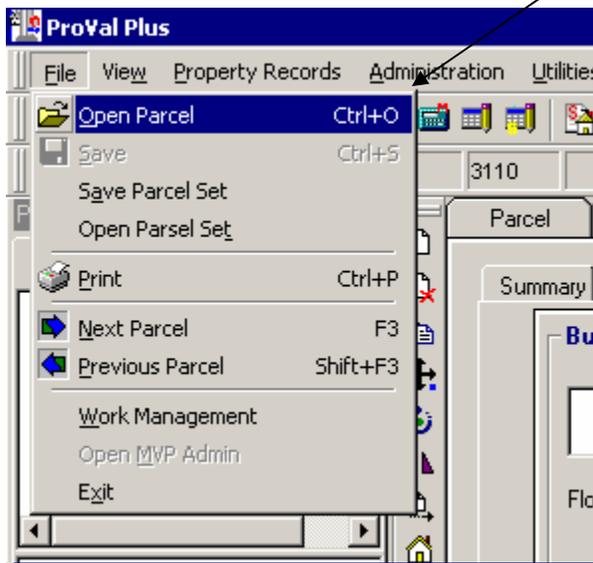
MISCELLANEOUS

Review Year.....	Assessment Year
Parcel Master History	Valuation History or Valuation Detail

ProValPlus Administrative Maintenance

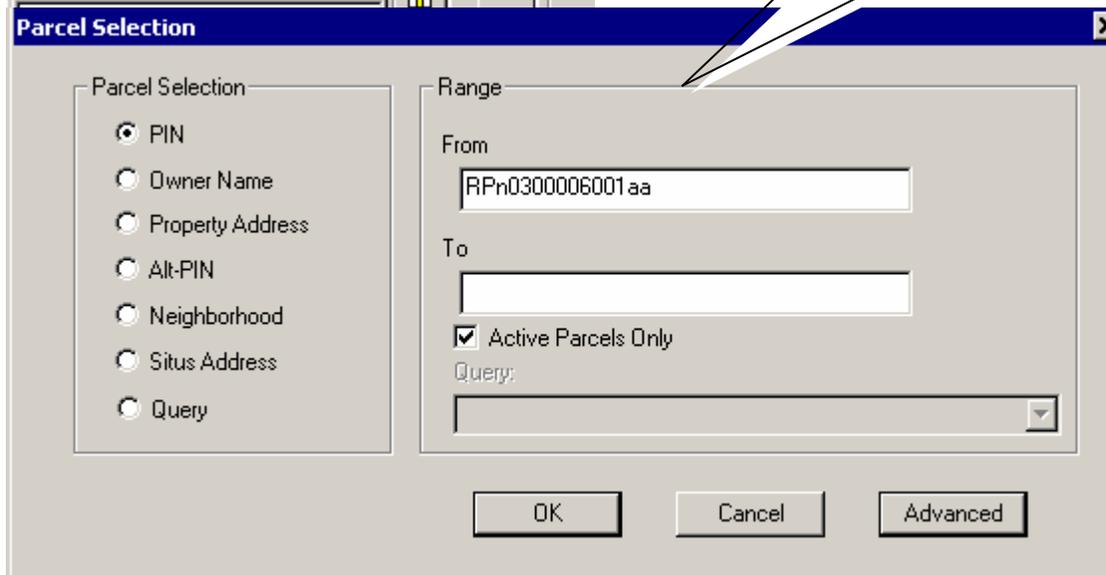


To Open a Parcel, you can either click the file open icon (shown to the left), OR from the File menu, select "Open Parcel", as shown below left.



Either way, this screen pops up for you to enter the selection.

Special Note: If working on a range of parcels, by opening up a range, you will be able to click from one parcel to another within the parcel tree.



3110 Parcel has unposted value conclusion Browse

Parcel Land Values Sketch Improv **Admin** Images Comps

Parcel ID: RPN0300006001AA Alt PIN:

Parent Parcel: Assoc Parcel:

Inactive Parcel Assem. Parcel:

Jurisdiction: 31 Economic Unit

Area: 001 Property Class: 520- Resid lots/tracts in city

District:

Corporation:

Section/Plat:

Routing Number:

Lrsn: 4200 Plat Book: Plat Page:

Legal Acres: 0 Sq. Feet: 0

Neighborhood: 3110 Neigh. Rating: Combo1

Neigh. Name: NEZPERCE CITY

Property Address: Update

Street: **No Exemption**

City:

State: Zip: 0

Alternate Name & Address

Name:

Address:

City:

State: Zip:

Owner: KIRSCH, RONALD L

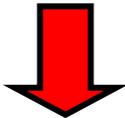
Address: BOX 242

City: NEZPERCE

State: ID Zip: 83543

Assoc. Name:

Certain changes can be made on this screen. Anywhere the screen is white, a change can be made.



Administration Utilities Value Reports Help

- Key Info Ctrl+K
- New Parcel
- New Economic Unit Master
- New Condo Project
- Change Parcel Number
- Parcel Status
- Split
- Merge
- Delete Parcel
- Memos
- Legal Description
- Update Transfer History
- View Transfer History
- Update Screening Codes

value conclusion Browse

Parcel ID: 06001AA

Assoc Parcel:

Assem. Parcel:

Economic Unit

Property Class: 520- Res

Plat Book:

Legal Acres:

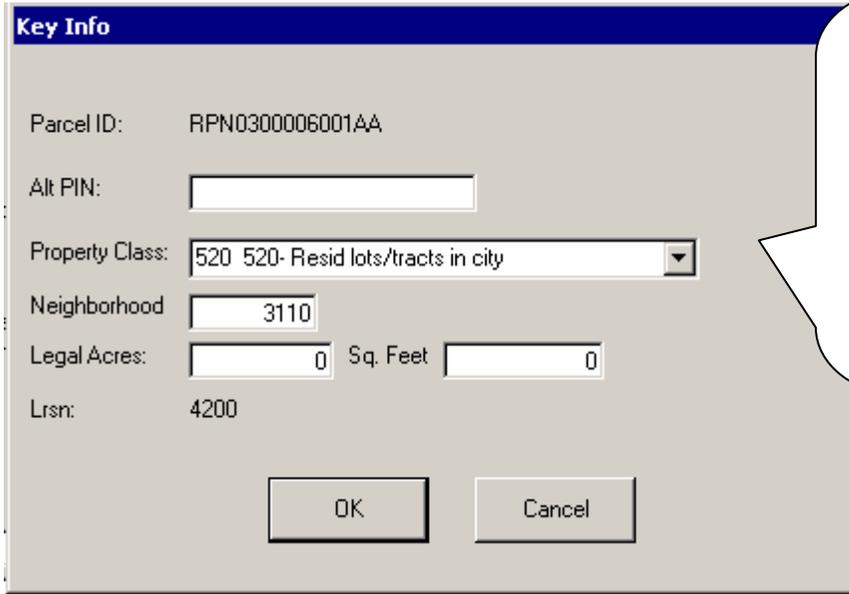
Neighborhood: 3110

Neigh. Name: NEZPEI

Lrsn: 4200

For all other changes, select the appropriate option from the Administrative Menu

Key Info Option:



The 'Key Info' dialog box displays the following information:

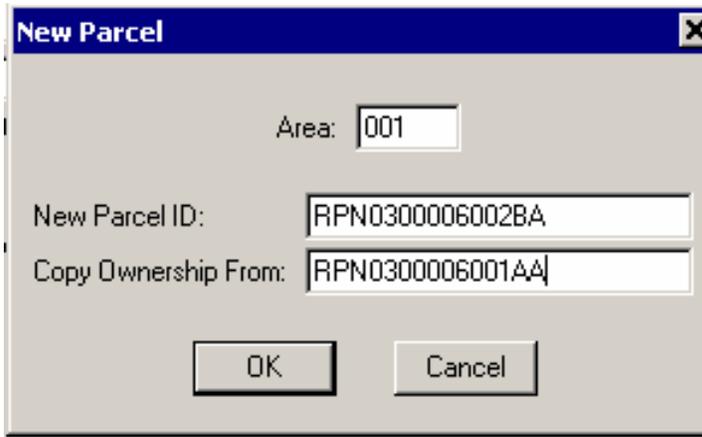
- Parcel ID: RPN0300006001AA
- Alt PIN:
- Property Class: 520 520- Resid lots/tracts in city
- Neighborhood: 3110
- Legal Acres: Sq. Feet
- Lrsn: 4200

Buttons: OK, Cancel

Where you would change:

- Alternate PIN (Alt PIN)
- Property Class
- Neighborhood
- Legal Acres/ Sq Fet
- Also display's the relative serial number (Irsn) for this parcel.

New Parcel:



The 'New Parcel' dialog box displays the following information:

- Area:
- New Parcel ID:
- Copy Ownership From:

Buttons: OK, Cancel

Things to remember about entering a new parcel:

- Area is **ALWAYS 001**
- New Parcel ID is **ALWAYS ENTERED** with alpha characters **CAPITALIZED**
- Optionally, you can copy ownership from another parcel

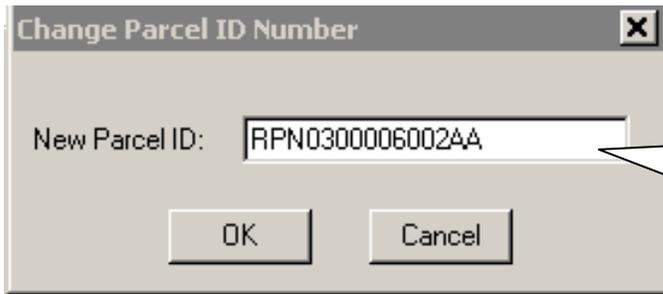
New Economic Unit Master:

Same as New Parcel

New Condo Project:

Same as New Parcel

Change Parcel Number:



A dialog box titled "Change Parcel ID Number" with a close button (X) in the top right corner. It contains a text input field labeled "New Parcel ID:" with the value "RPN0300006002AA" entered. Below the input field are two buttons: "OK" and "Cancel".

In order to change a parcel number to another number, the parcel that you are changing must be the parcel that you have open.

Parcel Status:



A dialog box titled "Parcel Status" with a close button (X) in the top right corner. It contains the text "Inactivate this parcel?" and two buttons: "Yes" and "No".

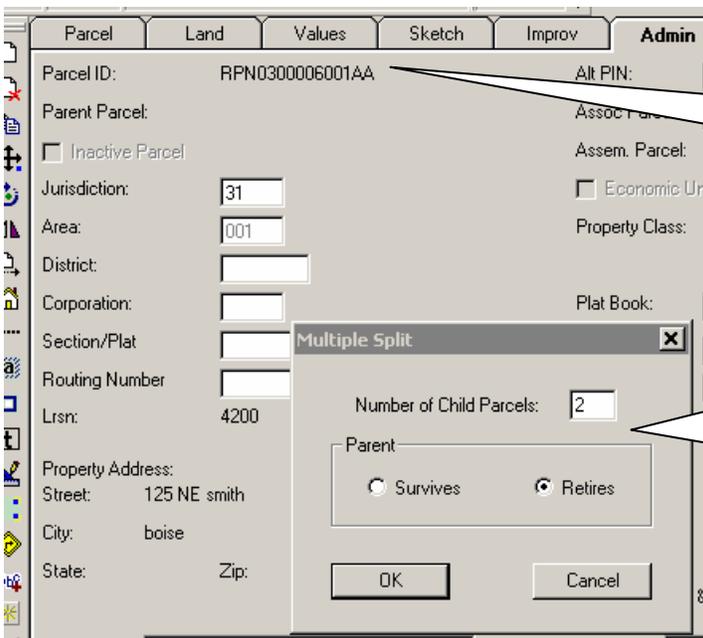
If the parcel is an active parcel, the prompt will ask you if you would like to "Inactivate" this parcel.



A dialog box titled "Parcel Status" with a close button (X) in the top right corner. It contains the text "Activate this parcel?" and two buttons: "Yes" and "No".

If the parcel is currently Inactive, the prompt will ask you if you would like to make it "Active".

Split:



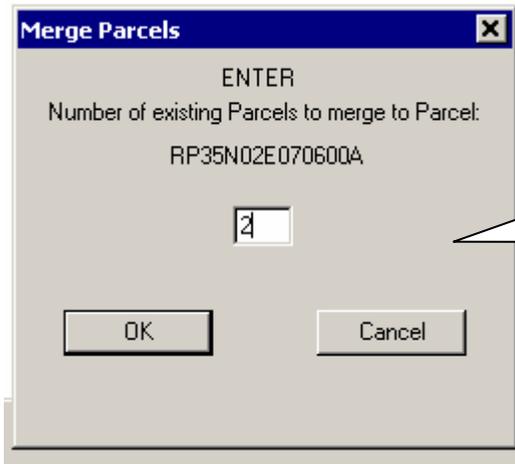
A screenshot of a software interface showing parcel details. The "Parcel" tab is selected, displaying fields for Parcel ID (RPN0300006001AA), Parent Parcel, Inactive Parcel checkbox, Jurisdiction (31), Area (001), District, Corporation, Section/Plat, Routing Number, Lrsn (4200), Property Address (Street: 125 NE smith, City: boise, State: Zip:), and Plat Book. A "Multiple Split" dialog box is overlaid on top, containing the text "Number of Child Parcels:" with the value "2" entered, and two radio buttons: "Survives" and "Retires" (which is selected). Below the radio buttons are "OK" and "Cancel" buttons.

Be sure the parcel that you are retiring is the active parcel.

Enter the number of parcels you are splitting into & be sure the "Retires" button is selected.

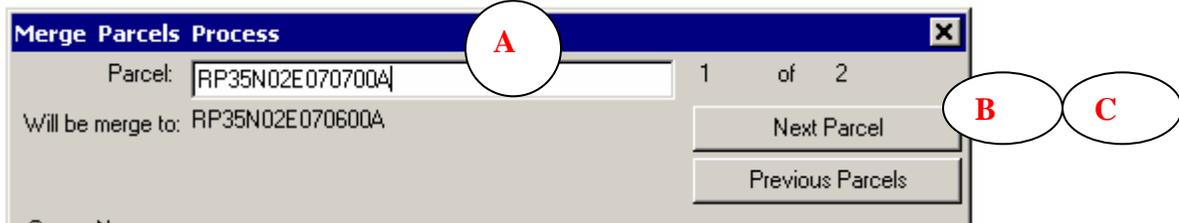
- A. Enter the parcel number of the first child parcel. BE SURE to use UPPER CASE.
- B. Enter the Acreage for this child parcel (The starting gross & net acreage is listed to the left)
- C. IF any property records are to be assigned to this child parcel then select this option.
- D. When this screen comes up, highlight the property records to be assigned to this child parcel then click OK.
- E. Repeat A through D for each child parcel. When finished with all child parcels, click on “Split Done”.

Merge:



Be sure the parcel that you are merging into is the parcel that is open.

NOTE: This may (& usually does) require you to create a new parcel first.

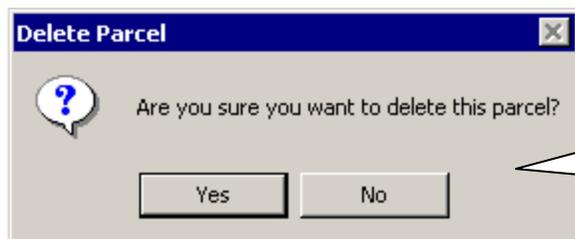


- A. Enter Parcel Number of the parcel to merge into the parcel you have open
- B. Click “Next Parcel” to enter the next parcel to merge
- C. When you have entered the required number (as set in the first screen) the program will not advance any further. At that point, you will need to click OK (not shown above).

Delete Parcel:



If you try to delete a parcel that is “Active”, you will get this message. If the parcel truly does need to be deleted, then you will need to change the parcel status before deleting the parcel.



You will get this warning. If you truly want to delete the parcel, select Yes.

Memos:

Select Memo

Selected memo: (New Memo)

(New Memo)
RY03: REVIEW YEAR 2003

OK Cancel

If it is a new memo, double click on the “New Memo” line.
If editing an existing memo, double click on that memo

Memo ID

Please select a memo ID:

1 SPLIT
2 COMBINATION
0C02 2002 OCCUPANCY
RY00 REVIEW YEAR 2000
RY01 REVIEW YEAR 2001
RY02 REVIEW YEAR 2002
RY03 REVIEW YEAR 2003
RY04 Review Year 2004
SALE SALE FOR 2002

If it's a new memo, then select the memo from the list (your list will be different from this list).
NOTE: If the memo you are after is not in this list, then it will have to be added through Tables Maintenance.

Update Memo

Memo ID: RY03

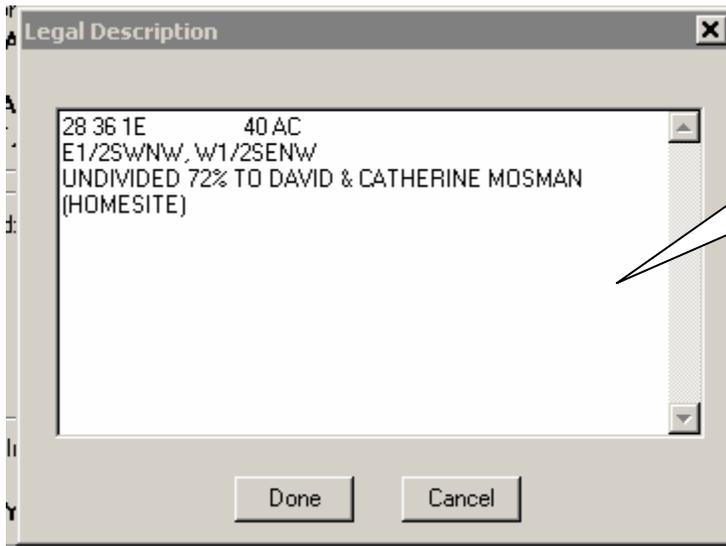
Description: REVIEW YEAR 2003

Done Delete Cancel

If it is an existing memo, you can:

- Add/Change comments under the memo
- Delete the memo.

Legal Description:

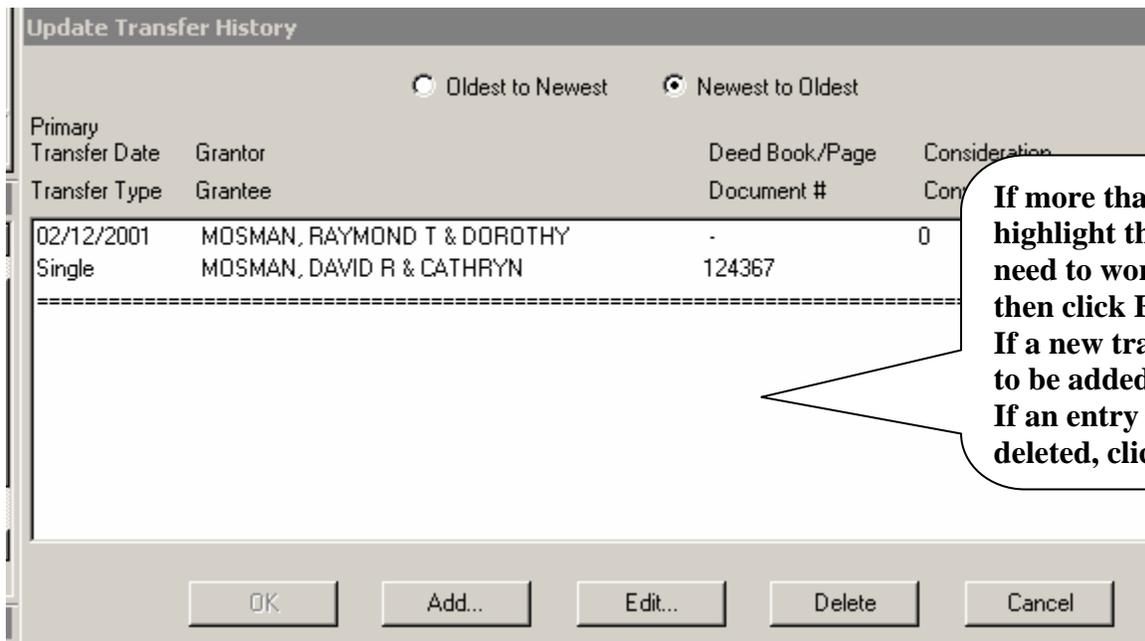


A dialog box titled "Legal Description" with a close button (X) in the top right corner. It contains a text area with the following text: "28 36 1E 40 AC", "E1/2SWNW, W1/2SEW", "UNDIVIDED 72% TO DAVID & CATHERINE MOSMAN", and "(HOMESITE)". At the bottom of the dialog are two buttons: "Done" and "Cancel".

You can modify the legal description ever how it needs to be done. The number of lines is basically unlimited.

Update Transfer (Sales) History:

Note: A "Transfer" is a Sales in Progress.



A dialog box titled "Update Transfer History" with two radio buttons for sorting: "Oldest to Newest" (unselected) and "Newest to Oldest" (selected). Below the radio buttons is a table with columns: "Primary", "Transfer Date", "Grantor", "Deed Book/Page", and "Consideration". The table contains one entry: "02/12/2001", "MOSMAN, RAYMOND T & DOROTHY", "-", "0". Below the table is a dashed line and another entry: "Single", "MOSMAN, DAVID R & CATHRYN", "124367". At the bottom of the dialog are five buttons: "OK", "Add...", "Edit...", "Delete", and "Cancel".

Primary	Transfer Date	Grantor	Deed Book/Page	Consideration
	02/12/2001	MOSMAN, RAYMOND T & DOROTHY	-	0
Single		MOSMAN, DAVID R & CATHRYN	124367	

If more than one entry, highlight the entry you need to work with, then click Edit.
If a new transfer needs to be added, click Add.
If an entry needs to be deleted, click Delete.

Transfer Information	
Grantor:	MOSMAN, RAYMOND T & DOROTHY
Grantee:	MOSMAN, DAVID R & CATHRYN
Location:	
Conveyance form #:	
Screening codes: #1	N
Screening codes: #2	N
Property class:	103
Subclass:	0
Current Value:	0
Transfer type:	S
Deed information	
Primary transfer date:	02/12/2001
Deed Book:	
Page:	
Document #:	124367
Deed type:	GD
Secondary transfer date:	
Stated consideration:	0
Transaction Information	
Transaction type:	
Financing type:	
Buyer-Seller relation:	
Adjacent Property:	<input type="checkbox"/>
Agent/broker:	
Phone number:	
Note:	
Seller paid points:	0
Personal property:	0
Transfer fee paid:	0
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

If adding or editing, the above screen pops up. Required fields on this screen are:

- Grantor
- Grantee
- Transfer Type (S=Single, M=Multiple, X=Many)
- Primary Transfer date (Sales Date)
- Stated Consideration (Sales Price)

View Transfer History:

Same screens as above, except you can only view them.

Update Screening Codes:

Same screens as above but you are only allowed to change the screening codes.

ProVal Parcel Entry ProValPlus Basic Documentation

The following is a basic documentation of entering & updating a parcel within ProVal.

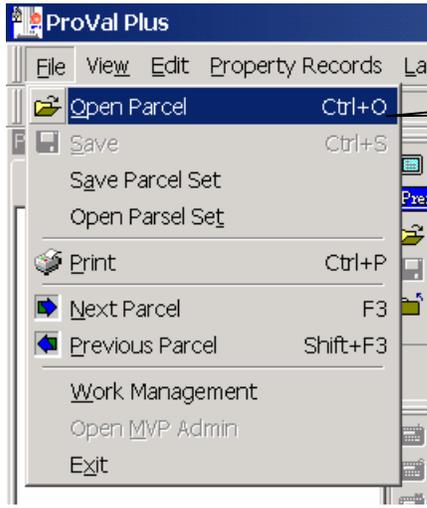
Before we get started, there is some basic terminology that might be of some benefit:

- **Neighborhood** - *“A collection of parcels, usually but not always contiguous, having similar characteristics and economic factors, and viewed as homogeneous for analysis and valuation”*. All parcels require a neighborhood number.

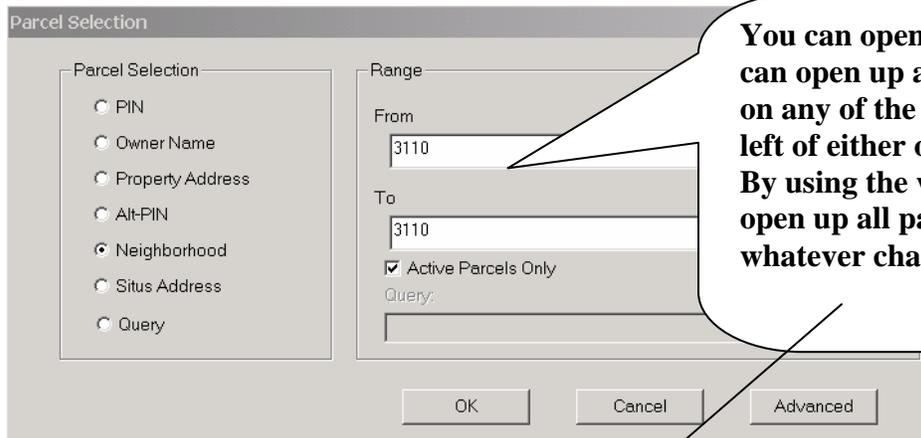
- **Property Record Type** – All land is assigned the same property record type (L00). Improvements have their own property record types. If the property is residential, the type code starts with an “R”. If commercial, the type starts with a ‘C’.
 - Only one dwelling (or mobile home) can be on one property record type.
 - You can have multiple outbuildings assigned to the same property record with the dwelling.
 - You can have as many property record types on one parcel, as you need. For example, if you have a parcel that has one dwelling, one mobile home, one commercial building & three outbuildings (associated with the dwelling), then you would have the following property record types on this parcel:
 - R01 - Dwelling & three outbuildings
 - R02 - Mobile Home
 - C01 – Commercial Building
 - There is nothing automatic about the code being “R01”. It could just as easily be “R05”. In the great scheme of things, it does not matter what this code identifier is.

- **Property Record Card**- (PRC) – The PRC is a printout of the characteristics & valuations of a parcel. This is the “hard copy” for your files.

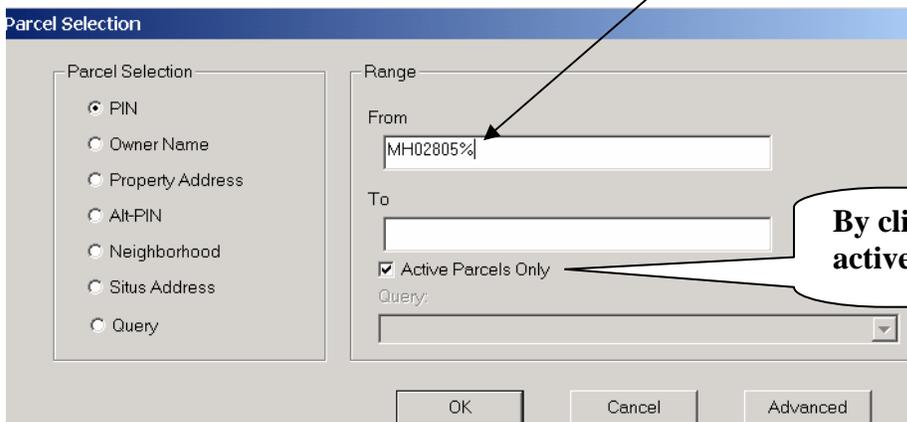
Existing Parcel:



From the File tab, select 'Open Parcel'



You can open up a single parcel, or you can open up a range of parcels based on any of the radio buttons listed to the left of either of these screens. By using the wild card (%), you can open up all parcels starting with whatever characters you have keyed in.



By clicking on this option, only the active parcels will be listed.

BASE PARCEL SCREEN

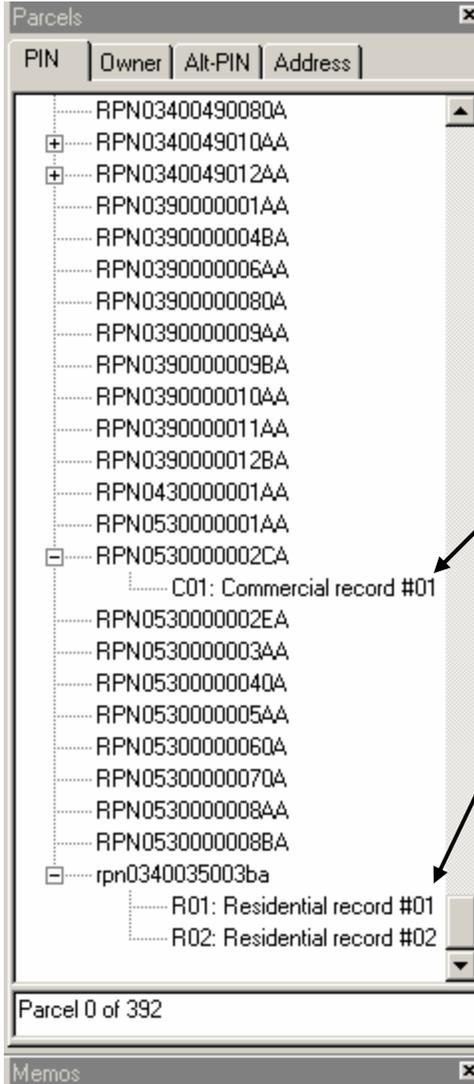
The screenshot shows the 'BASE PARCEL SCREEN' interface. It features a main menu bar at the top with options like File, View, Property Records, Administration, Utilities, Value, Reports, and Help. Below this is a toolbar with icons for various functions. The main area is divided into several sections:

- Parcel List (B):** A list of parcels with columns for PIN, Owner, Alt-PIN, and Address. A blue arrow labeled 'B' points to this list.
- Parcel Information (A):** A detailed view of the selected parcel (RPN0300006001AA), including owner details (KIRSCH, RONALD L), valuation information (Trended, \$41,180 total), and current land info. A blue arrow labeled 'A' points to the top right of this section.
- Applications (C):** A section for managing various applications like Maintenance, Reports, Analysis, Tables, Utility, Public Inquiry, and Assessment Administration. A blue arrow labeled 'C' points to this section.
- Memo's (D):** A section for viewing and editing memo's for the selected parcel. A blue arrow labeled 'D' points to this section.
- Parcel Sketch (A):** A diagram showing the parcel layout with various features like 'Vld Dk', '1 s Fr', and '364'. A blue arrow labeled 'A' points to this sketch.
- Parcel Image (A):** A photograph of the property, a house with a green lawn. A blue arrow labeled 'A' points to this image.
- Main Toolbar (E):** The top toolbar containing various icons for property management. A blue arrow labeled 'E' points to this toolbar.
- File Menu (F):** The 'File' menu option in the top menu bar. A blue arrow labeled 'F' points to this menu.

This is the base Parcel screen. This screen will pop up once you decide the parcel selection you desire.

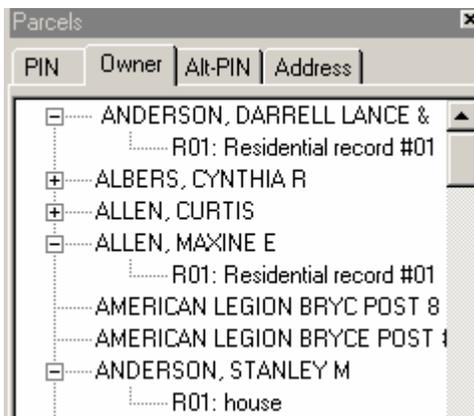
- A.** These are the different tabs of information. Depending on what you are entering depends on which tab you click. If you click on a different parcel (B) the system will change to that parcel for this same tab.
- B.** Depending on the range of parcels you open (select neighborhood, etc), the list of parcels shows up here. It will assume parcel (PIN) sequence, but you can sequence it by Owner, AltPIN, or Address also. To move from the listed parcel to another parcel, just click on the parcel entry you need & the screen that you are on will change to that parcel.
- C.** This is the Applications section. You would go here to edit/enter master tables such as land, neighborhoods, costing tables, depreciation, as well as report maintenance & other areas.
- D.** This is the Memo's section. Any & all memo's for the selected parcel will show up here.
- E.** This toolbar contains selections for items such as pricing parcels, editing allocations, printing property record cards, preferences, & other selections.
- F.** This is the main toolbar. Most all options dealing with ProVal are in one of these master sections.

Understanding the Parcel Tree:



PIN Tab:

- If a plus is beside the parcel, this means that the parcel has property records associated with it.
- No plus means that there have not been any property records assigned to this parcel.
- By clicking on the plus, the property records associated with this parcel will be detailed out.



Owner Tab:

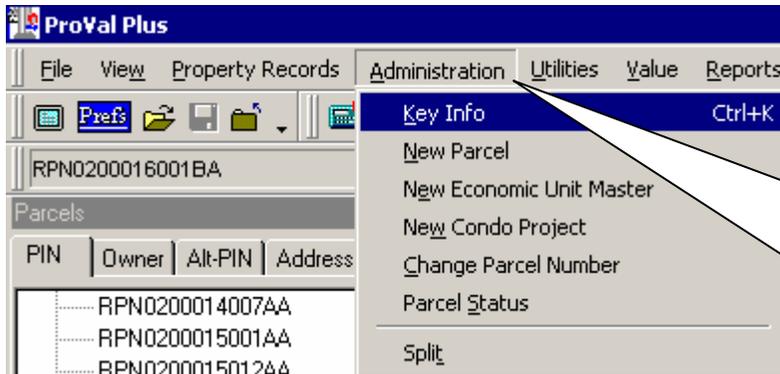
- By switching to the Owner tab, the same parcels in the tree will be listed alphabetically by Owner.
- The same principle applies to the plus sign as under the Parcel tab.

Alt-PIN & Address Tabs:

- Same principles apply here

Maintaining the Neighborhood Number:

If the neighborhood number needs to be changed, do the following:



From Administration on the main toolbar, select “Key Info”.

NOTE: Any item on this toolbar can be accessed from any tab.

A screenshot of the 'Key Info' dialog box. It contains the following fields: Parcel ID (RPN0200016001BA), Alt PIN (empty), Property Class (520 520- Resid lots/tracts in city), Neighborhood (3110), Legal Acres (0), Sq. Feet (0), and Lrsn (4167). There are 'OK' and 'Cancel' buttons at the bottom.

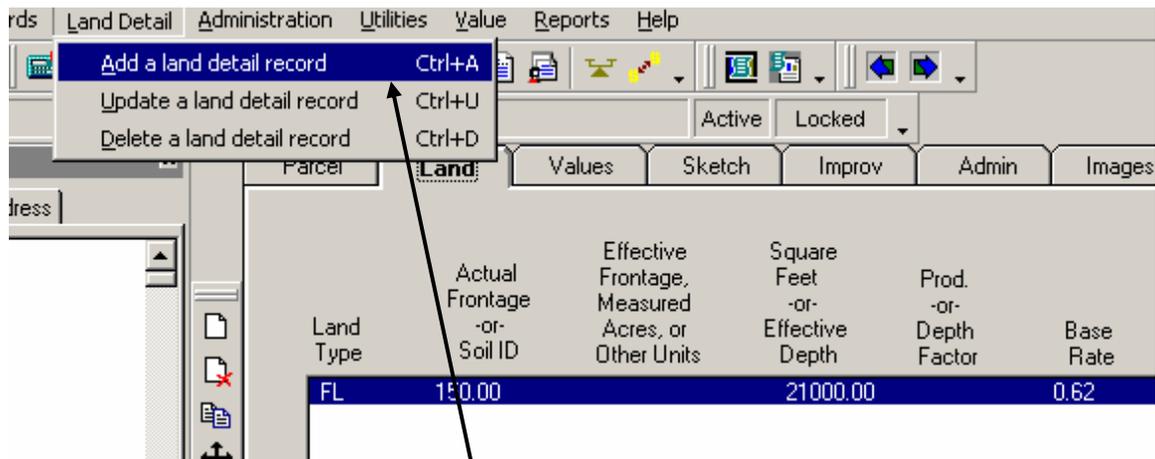
This is where the neighborhood can be changed, if needed.

NOTE: During conversion from the UAD data, neighborhoods were not necessarily assigned the neighborhood that you are going to use.

MAINTAINING THE LAND:

Land Type	Actual Frontage -or- Soil ID	Effective Frontage, Measured Acres, or Other Units	Square Feet -or- Effective Depth	Prod. -or- Depth Factor	Base Rate	Extended Value
FL	150.00		21000.00		0.62	13020

Click on the “Land” tab. Then, double click the land detail you would like to work on. If the land detail is not in the above screen, see below.



To add a new land detail record, from the main toolbar, select “Land Detail” then select “Add a land detail record”.

Land Detail - Land Market Information

Neighborhood 3110 Land type: 4 Dry Agricultural
 Method: 15 Per Acre (by soil type)

Use Info
 New Use

Land Sizes and Site Definition

Actual Frontage: Acres: 100.0000
 Effective Frontage: Soil ID: 3ii2
 Effective Depth: Site Rating: <Default>
 Distance to rear lot:
 Square Feet:
 Units:

Done
 Next >>
 << Prev
 Cancel

Acreage and Value Totaling Applies To:
 Market Only Use Only Use and Market

Adjustments

Base Rate: 469.00

Influence Factors

Code	Adjustment	Description
1 Topography	% 105	
4 Shape or size	% 95	
A Flooding	% 90	

Click when finished

Whether adding a new land detail record, or editing an existing land detail record, the above screen will be displayed. Of course, if it is a new record, it will not contain any information. The Land Type & Method are drop down list. They will contain all entries setup for the neighborhood this parcel is in, or for zero neighborhood. Concerning Influence factors, you can up to three different factors with either a default percentage or a percentage you keyin.

Property Records Land Detail Administration Utilities Value Reports Help

01BA Price Land 3110 Parcel has unposted value conclusion Active Locked

Parcel	Land	Values	Sketch	Improv	Admin	Images	Comps	
Land Type	Actual Frontage -or- Soil ID	Effective Frontage, Measured Acres, or Other Units	Square Feet -or- Effective Depth	Prod. -or- Depth Factor	Base Rate	Extended Value	Infl. Factor	Market Value
FL	150.00		21000.00		0.62	13020	4 -11%	11590
4	3ii2	100.0000		1.00	469	46900	4 95%	356220
							A 90%	

Click the "Price Land" button to price the land. Now the new entry shows up in your master land screen.

Improvement Property Records: (Existing)

Click on the “Improv” tab to work on existing improvements. Select the improvement to work on & double click it.

ID	Type	Eff Year	Cond	Grade	Const	Height	Width	Length	Capacity	Size
D	DWELL	1920	F	Fair	1	0.00	0.00	0.00	0	0
G01	ATTCP	1945	F	Low	1	0.00	0.00	0.00	0	880SF
01	ATTSHEDF		AV	Avg	1	0.00	0.00	0.00	0	120SF
02	WDDK		AV		1	0.00	0.00	0.00	0	0SF
03	WDDK		AV		1	0.00	0.00	0.00	0	0SF
04	Value Ad		AV			0.00	0.00	0.00	0	0

On this screen, if there is a **Value Adjustment or a Value Ad** entry, the first thing to be done is to delete it, if your purpose is to re-value this parcel for certification purposes. If not, **DO NOT** delete it.

ID	Type	Eff Year	Cond	Grade	Const	Height	Width	Length
D	DWELL	1920	F	Fair	1	0.00	0.00	0.00
G01	ATTCP	1945	F	Low	1	0.00	0.00	0.00
01	ATTSHEDF		AV	Avg	1	0.00	0.00	0.00
02	WDDK		AV		1	0.00	0.00	0.00
03	WDDK		AV		1	0.00	0.00	0.00
04	Value Ad		AV			0.00	0.00	0.00

To remove a Value Adjustment, or any other improvement that needs to be removed, highlight the entry, then from the Improvements option on the main toolbar, select “Improvements”, then select “Remove”.

Delete Improvement

Are you sure you want to delete this improvement?

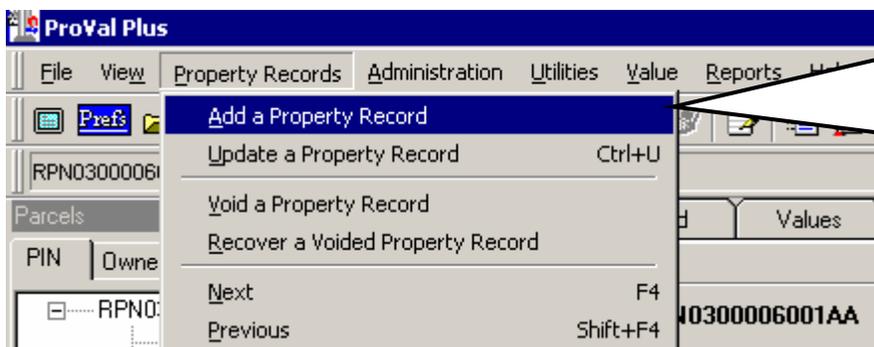
Yes No

Say Yes to delete the entry.

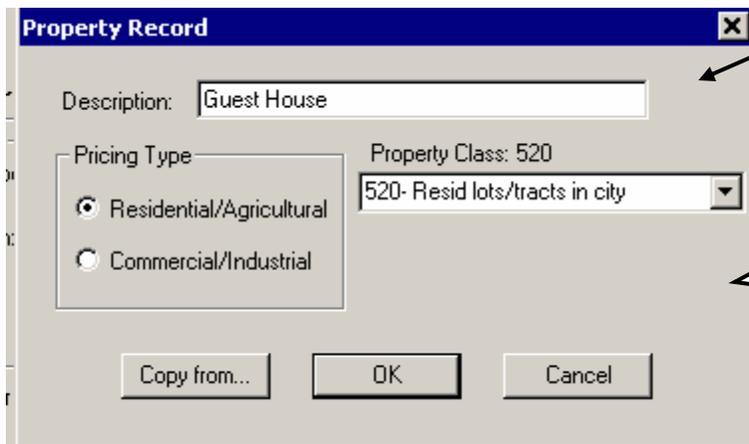
Special Note about Value Adjustment: Value adjustments are created during the conversion from the AS/400 UAD system. Since ProVal values it's parcels based on Marshall & Swift & the UAD system values according to the Oregon manual, there is always a difference. Until a parcel is worked on in ProVal & is finalized for certification, we need the value of this parcel to remain the same as it was in the UAD system. This value adjustment makes sure that the improvement value that is currently in the AS400 is the same in ProVal.

Improvement Property Records: (New Improvement)

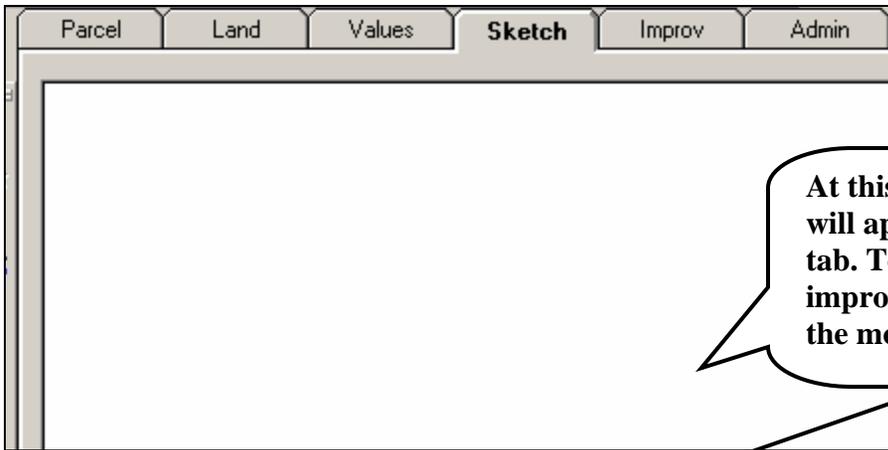
If a New property Record:



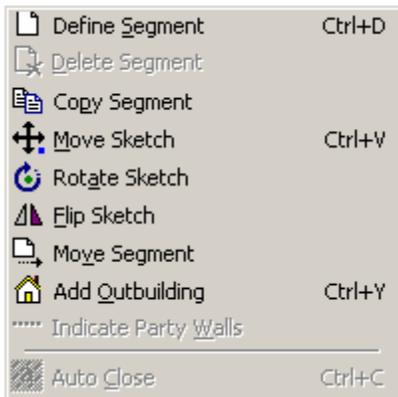
From any tab within the parcel, click the "Property Records" tab, then click "Add a Property Record" and you will get the following screen.



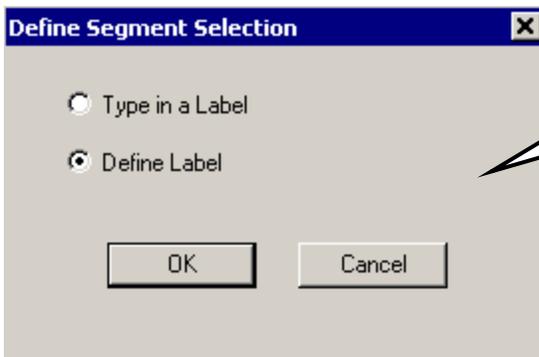
Keyin a description (optional), make sure the pricing type is correct & make sure the property class is correct. Select OK when done.



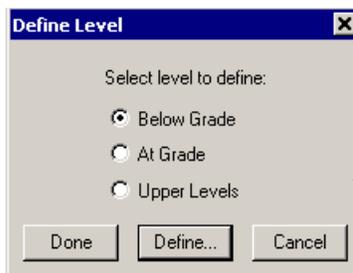
At this point, a blank screen will appear under the “Sketch” tab. To define the improvement, **RIGHT CLICK** the mouse (see below).



Depending on what you are trying to define depends on which option to take. Generally, if it is a house or a mobile home, you will select “Define Segment”. If it is anything else, you will select “Add Outbuilding”.



If you selected “Define Segment”, this screen will appear. Leave the selection as is & click OK.



Select “Below Grade”, and then click on “Select” (unless not appropriate).

Note: If mobile home, you probably would not go into ‘Below Grade’.

Prefix	Construction	Component	Exterior Feature
<input type="radio"/> 1/4 <input type="radio"/> 1/2 <input type="radio"/> 3/4 <input type="radio"/> 1/2s <input type="radio"/> 3/4s <input type="radio"/> 1s <input type="radio"/> 1-1/2 s <input type="radio"/> 1-3/4 s <input type="radio"/> 2s <input type="radio"/> 2-1/2 s <input type="radio"/> Ns <input type="radio"/> 1c <input type="radio"/> 1+c <input type="radio"/> 2c <input type="radio"/> 2+c <input type="radio"/> Nc N = <input type="text"/>	<input type="radio"/> Fr - Wood/metal stud load-bearing frame w/ various non-masonry exterior covers <input type="radio"/> Br - Wood/metal stud load-bearing frame w/ mostly brick or stone exterior cover <input type="radio"/> Pole - Wood pole frame with metal, wood, or various types of exterior cover <input type="radio"/> Mas - Solid masonry; block, poured concrete, stone or brick load bearing walls <input type="radio"/> Steel - Engineered steel component frame normal metal exterior <input type="radio"/> RC - Reinforced concrete frame with various exterior fireproof <input type="radio"/> FPS - Heavy steel frame with various exteriors - fireproof	<input type="radio"/> Attic <input type="radio"/> Bsmt <input type="checkbox"/> Walkout <input type="radio"/> Lower level <input checked="" type="radio"/> Crawl <input type="radio"/> Overhang <input type="radio"/> Slab <input type="radio"/> Basement garage <input type="radio"/> Carport <input type="radio"/> Car shed <input type="radio"/> Garage <input type="radio"/> Integral garage <input type="radio"/> Cathedral <input type="radio"/> Mobile Home <input type="radio"/> MH Room Extension <input type="radio"/> Loft <input type="radio"/> Facing	<input type="radio"/> Concrete <input type="radio"/> Flagstone Patio <input type="radio"/> Brick Patio <input type="radio"/> Wood Patio <input type="radio"/> Roof Extension Canopy <input type="radio"/> Conventional Canopy <input type="radio"/> Portico <input type="radio"/> Masonry Stoop <input type="radio"/> Open Frame Porch <input type="radio"/> Enclosed Frame Porch <input type="radio"/> Open Masonry Porch <input type="radio"/> Enclosed Masonry Porch <input type="checkbox"/> Terraced <input type="checkbox"/> Rail <input type="checkbox"/> Screen <input type="checkbox"/> Wood Floor

Click on the options that apply, and then click OK.

Label:

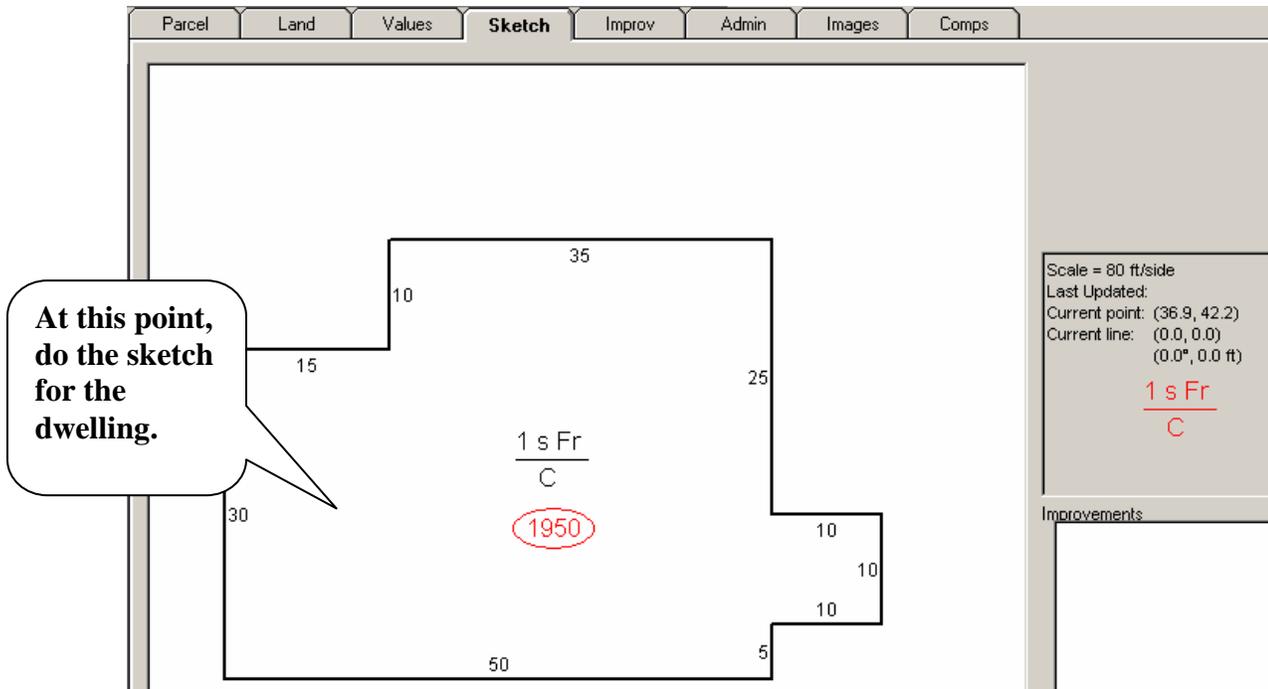
Modifier: Finished +
 Unfinished -

Define Level

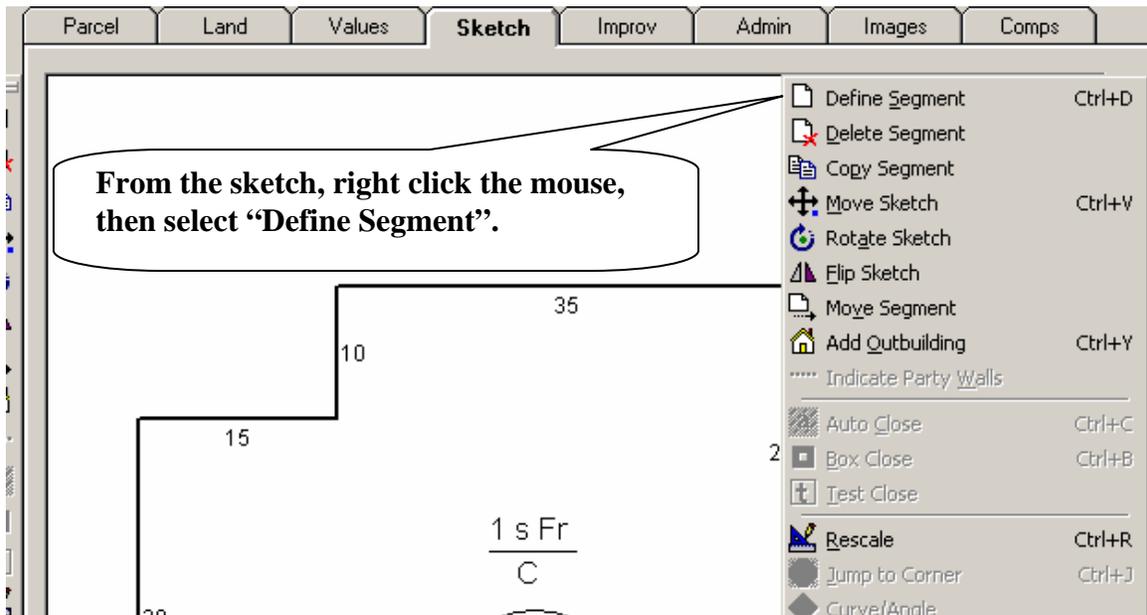
Select level to define:

Below Grade
 At Grade
 Upper Levels

When this screen pops up, it will be positioned 'At Grade'. Click 'Define'



If any other items need to be defined &/or sketched for this property record, such as porches, detached garages, etc., do them at this time. For this example, we are going to add an attached garage.



Define Segment Selection [X]

Type in a Label
 Define Label

Leave this screen "as is" & select "OK".

Define Level [X]

Select level to define:

Below Grade
 At Grade
 Upper Levels

With this screen setting at 'Below Grade', click 'Define'.

Remember ... only do this if applicable

Prefix	Construction	Component	Exterior Feature
<input type="radio"/> 1/4 <input type="radio"/> 1/2 <input type="radio"/> 3/4 <input type="radio"/> 1/2s <input type="radio"/> 3/4s <input type="radio"/> 1s <input type="radio"/> 1-1/2 s <input type="radio"/> 1-3/4 s <input type="radio"/> 2s <input type="radio"/> 2-1/2 s <input type="radio"/> Ns <input type="radio"/> 1c <input type="radio"/> 1+c <input type="radio"/> 2c <input type="radio"/> 2+c <input type="radio"/> Nc N = <input type="text"/>	<input type="radio"/> Fr - Wood/metal stud load-bearing frame w/ various non-masonry exterior covers <input type="radio"/> Br - Wood/metal stud load-bearing frame w/ mostly brick or stone exterior cover <input type="radio"/> Pole - Wood pole frame with metal, wood, or various types of exterior cover <input type="radio"/> Mas - Solid masonry; block, poured concrete, stone or brick load bearing walls <input type="radio"/> Steel - Engineered steel component frame normally with metal exterior <input type="radio"/> RC - Reinforced concrete frame with various exteriors - fireproof <input type="radio"/> FPS - Heavy steel frame with various exteriors - fireproof	<input type="radio"/> Attic <input type="radio"/> Bsmt <input type="checkbox"/> Walkout <input type="radio"/> Lower level <input type="radio"/> Crawl <input type="radio"/> Overhang <input checked="" type="radio"/> Slab <input type="radio"/> Basement garage <input type="radio"/> Carport <input type="radio"/> Car shed <input type="radio"/> Garage <input type="radio"/> Integral garage <input type="radio"/> Cathedral <input type="radio"/> Commercial use <input type="radio"/> 2 Wall Addition <input type="radio"/> 3 Wall addition (end) <input type="radio"/> 3 Wall addition (side) <input type="radio"/> Mobile Home <input type="radio"/> MH Room Extension <input type="radio"/> Loft <input type="radio"/> Facing	<input type="radio"/> Concrete <input type="radio"/> Flagstone Patio <input type="radio"/> Brick Patio <input type="radio"/> Wood Patio <hr/> <input type="radio"/> Enclosed Frame Porch <input type="radio"/> Open Masonry Porch <input type="radio"/> Enclosed Masonry Porch <input type="radio"/> Bay <input type="radio"/> Wood Deck <input type="radio"/> Balcony <input type="radio"/> Solarium <hr/> <input type="checkbox"/> Terraced <input type="checkbox"/> Rail <input type="checkbox"/> Screen <input type="checkbox"/> Wood Floor

Label:

Finished +
 Unfinished -

For this example, we are selecting "Slab".

Define Level [X]

Select level to define:

Below Grade

At Grade

Upper Levels

Done Define... Cancel

Setting at 'At Grade', click 'Define'.

<p>Prefix</p> <p><input type="radio"/> 1/4</p> <p><input type="radio"/> 1/2</p> <p><input type="radio"/> 3/4</p> <p><input type="radio"/> 1/2s</p> <p><input type="radio"/> 3/4s</p> <p><input checked="" type="radio"/> 1s</p> <p><input type="radio"/> 1-1/2 s</p> <p><input type="radio"/> 1-3/4 s</p> <p><input type="radio"/> 2s</p> <p><input type="radio"/> 2-1/2 s</p> <p><input type="radio"/> Ns</p> <p><input type="radio"/> 1c</p> <p><input type="radio"/> 1+c</p> <p><input type="radio"/> 2c</p> <p><input type="radio"/> 2+c</p> <p><input type="radio"/> Nc</p> <p>N = <input type="text"/></p>	<p>Construction</p> <p><input checked="" type="radio"/> Fr - Wood/metal stud load-bearing frame w/ various non-masonry exterior covers</p> <p><input type="radio"/> Br - Wood/metal stud load-bearing frame w/ mostly brick or stone exterior cover</p> <p><input type="radio"/> Pole - Wood pole frame with metal, wood, or various types of exterior cover</p> <p><input type="radio"/> Mas - Solid masonry: block, poured concrete, stone or brick load bearing walls</p> <p><input type="radio"/> Steel - Engineered steel component frame normally with metal exterior</p> <p><input type="radio"/> RC - Reinforced concrete frame with various exteriors - fireproof</p> <p><input type="radio"/> FPS - Heavy steel frame with various exteriors - fireproof</p>	<p>Component</p> <p><input type="radio"/> Attic</p> <p><input type="radio"/> Bsmt <input type="checkbox"/> Walkout</p> <p><input type="radio"/> Lower level</p> <p><input type="radio"/> Crawl</p> <p><input type="radio"/> Overhang</p> <p><input type="radio"/> Slab</p> <p><input type="radio"/> Basement garage</p> <p><input type="radio"/> Carport</p> <p><input type="radio"/> Car shed</p> <p><input checked="" type="radio"/> Garage</p> <p><input type="radio"/> Integral garage</p> <p><input type="radio"/> Cathedral</p> <p><input type="radio"/> Commercial use</p> <p><input type="radio"/> 2 Wall Addition</p> <p><input type="radio"/> 3 Wall addition (end)</p> <p><input type="radio"/> 3 Wall addition (side)</p> <p><input type="radio"/> Mobile Home</p> <p><input type="radio"/> MH Room Extension</p> <p><input type="radio"/> Loft</p> <p><input type="radio"/> Facing</p>	<p>Exterior Feature</p> <p><input type="radio"/> Concrete</p> <p><input type="radio"/> Flagstone Patio</p> <p><input type="radio"/> Brick Patio</p> <p><input type="radio"/> Wood Patio</p> <p><input type="radio"/> Roof Extension Canopy</p> <p><input type="radio"/> Conventional Canopy</p> <p><input type="radio"/> Portico</p> <p><input type="radio"/> Masonry Stoop</p> <p><input type="radio"/> Open Frame Porch</p> <p><input type="radio"/> Enclosed Frame Porch</p> <p><input type="radio"/> Open Masonry Porch</p> <p><input type="radio"/> Enclosed Masonry Porch</p> <p><input type="radio"/> Bay</p> <p><input type="radio"/> Wood Deck</p> <p><input type="radio"/> Balcony</p> <p><input type="radio"/> Solarium</p> <hr/> <p><input type="checkbox"/> Terraced</p> <p><input type="checkbox"/> Rail</p>
<p>Label</p> <p>1 s Fr G (UF)</p> <p>Slab</p>		<p>Modifier</p> <p><input type="radio"/> Finished</p> <p><input checked="" type="radio"/> Unfinished</p>	

Click the correct options (in this case it is a garage), and then click 'OK'.
Note: Take special attention to modifier as to finished or not.

Define Level [X]

Select level to define:

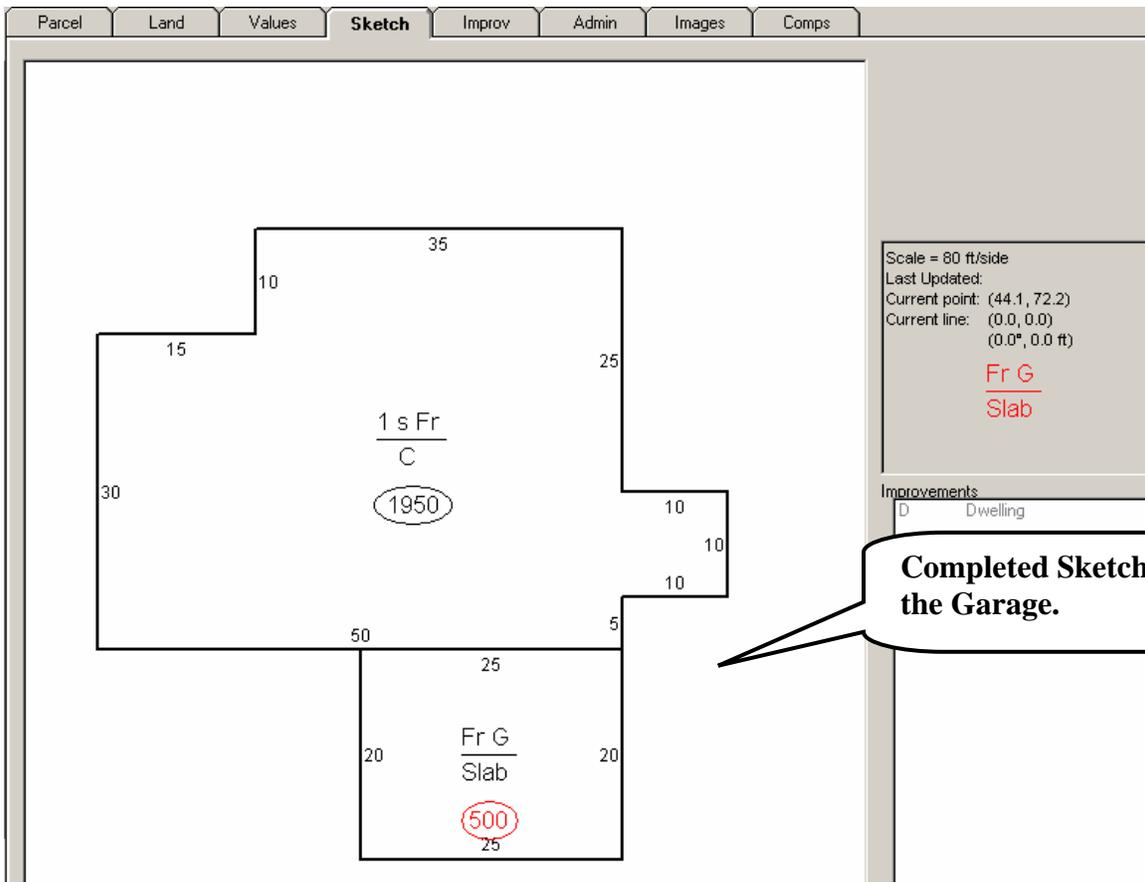
Below Grade

At Grade

Upper Levels

Done Define... Cancel

If there is an upper level, define it. If not, click 'Done'.



Improvement Information [X]

Improvement ID: G01 Type: ATTGAR

Quality class/Grade: Avg
 Condition: AV
 % complete: 100

Year Built: 2003
 Effective Year: 2003
 Year Remodeled: 0

Determine Effective Year Built

Depreciation
 Physical: 0
 Obsolescence
 Functional: 0
 Economic: 0
 Location Adj Factor: 100
 Composite: 0

Sound Value
 Field: (None)
 Value:

Stories or Height:
 Width or Diameter: 20.00
 Length: 25.00
 Capacity: 0

Size: 500 Square feet
 Count: 1

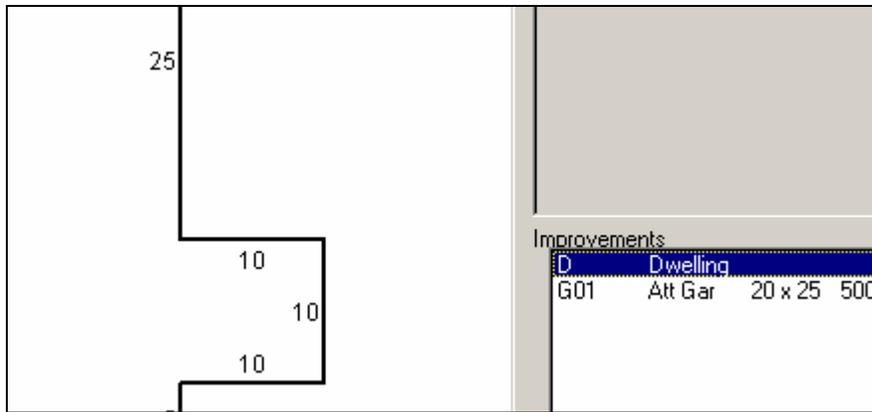
Attached:
 Framing: Wood frame w/sheathing
 Exterior cover:

Feature

OK Cancel

If you added any kind of outbuilding to the sketch, then this screen automatically pops up & you should fill in the characteristics accordingly.

But Remember: You have not done the characteristics for the house yet.



To enter the characteristics into the dwelling entry, you can select either of these

- (1) From the sketch screen, select the entry & double click, or
- (2) From the "Improv" tab, select the entry & double click

ID	Type	Eff Year	Cond	Grade	Const	Height	Width	L
D	DWELL					0.00	0.00	0
G01	ATTGAR	2003	AV	Avg	1	0.00	20.00	25

Dwelling Information

House type: Occupancy:

Stories: Attic:
 Split foyer/bi-level Basement:
 Split level/tri-level Crawl:

Extra living units
 Designed:
 Converted:

Quality class/grade: Overall condition: Component condition/status
 Year built: Pct Complete: Remodeling & modernization
 Effective year: Depreciation: Fireplaces Features
 Year remodeled: Market RDF: Sound value: data

Foundation
 Footing:
 Walls:

Roof
 Type:
 Material:
 Frame:
 Pitch:

Heating:
 Cooling:

Construction detail:

Floor	Base Area	Fin Area	Rms	Baths	F	H	BRs
1.0	1175	1175	5	2	1	3	
Totals	1175	1175	5	2	1	3	

2-fix baths:
 3-fix baths:
 4-fix baths:
 5-fix baths:
 Extra fixtures:

Special plumbing
 No plumbing

Access:

OK Cancel

NOTE 1

Fill in &/or select entries on this screen, then select the 'Exterior' button.

NOTE 1: During conversion, a sound value is placed on this improvement. *Once you are re-assessing this parcel for assessment drive purposes, change the sound value to "None".*

Exterior Construction Detail

Exterior Interior Rooms

Floor: 1.0 Walkout basement

Base area: 1175
 Finished area: 1175
 Perimeter: 0 Wall height: 0

Wall framing: Wood frame w/sheathing
 Exterior cover 1: Brick 80 %
 Exterior cover 2: Wood board & batten 20 %
 Shape: Typical

Windows

Description (all windows): Typical

	Number	Size	Type
Standard:	0		
Bow:	0		
Bay:	0		
Fixed:	0		

Doors

	Number	Size	Type
Sliding patio:	0		
Hinged patio:	0		
Exterior passage:	0		

Down

	Number	Size	LF

OK Cancel

If more than one floor, change each floor.

Fill in this screen, and then click 'Interior'.

Interior Construction Detail

Exterior Interior Rooms

Floor: 1.0

Base area: 1175 Perimeter: 0
 Finished area: 1175 Wall height: 0

Floor type: Sub and joists
 Finish 1: Parquet 20 %
 Finish 2: Carpet 60 %
 Finish 3: Vinyl tile 20 %

Interior walls 1: Plaster 80 %
 Interior walls 2: Knotty pine 20 %
 Trim: Typical
 Ceilings: Normal for class
 # doors: 0

Commercial Use

Size: 0 # rooms: 0
 Description:

Heating/AC/Electric

Type	Area
Type 1: None	0
Type 2: None	0

Partitions LF: 0
 Wall closets LF: 0
 # walk-in closets: 0

Basement Rec Room

Size:
 Finish:

Area air conditioned: 0
 Area with no electricity: 0

Finish Quality

- Standard
-
- +

OK Cancel

If more than one floor, change each floor

Fill in this screen, and then select 'Rooms'

Room Information by Floor

Exterior Interior Rooms

Floor	Interior						Bathrooms					Total Baths	
	Liv Rms	Din Rms	Great Rms	Kitchns	Dens	Bed Rms	Oth Rms	2-fix	3-fix	4-fix	5-fix		Extra Fixtures
1.0	1	0	0	1	0	3	0	1	2	0	0	0	3
Total	1	0	0	1	0	3	0	1	2	0	0	0	3

Fixtures: 2 6 0 0 0

Hot water heaters: 1
 Kitchen sinks: 1
 Total fixtures: 10

OK Cancel

Change the room count to what it should be. If multiple floors, be sure to change each floor.

Dwelling Information

House type: [] Occupancy: Single family - Owner

Story configuration:

• Stories: 1.0 Attic: None

○ Split foyer/bi-level Basement: None

○ Split level/tri-level Crawl: Full

Extra living units:

Designed: 0

Converted: 0

Quality class/grade: Avg Overall condition: AV

Year built: 1900 Pct Complete: 100

Effective year: 1900 Depreciation: 0

Year remodeled: 0 Market RDF: 100

Sound value: Fireplaces: Features:

Built-ins: User-defined data:

Foundation:

Footing: Normal for class

Walls: Formed conc

Roof:

Type: Gable

Material: Comp sh to 235#

Frame: Std for class

Pitch: Not available

Construction detail: Exterior Interior Rooms

Floor	Base Area	Fin Area	Rms	Baths			2-fix baths:
				F	H	BRs	
1.0	1175	1175	5	2	1	3	1
Totals	1175	1175	5	2	1	3	2

3-fix baths: 2
 4-fix baths: 0
 5-fix baths: 0
 Extra fixtures: 0

Heating: Hot water Access: No off street acce

Cooling: None

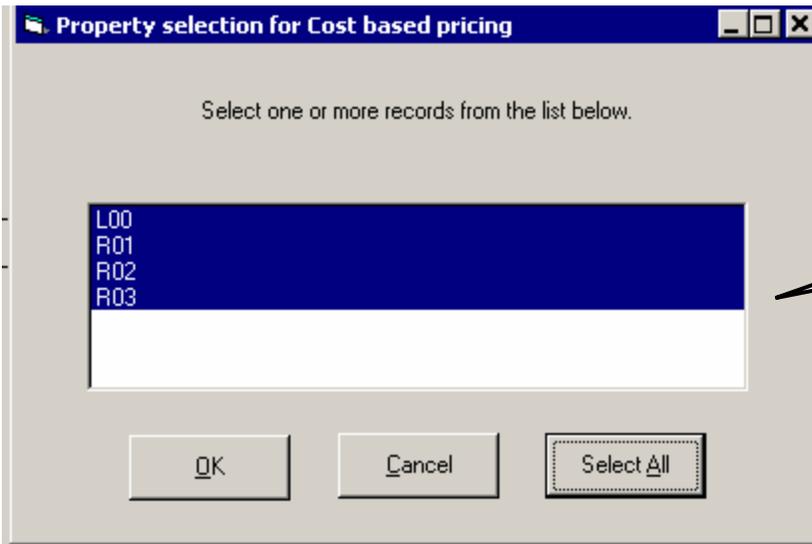
Special plumbing: No plumbing:

OK Price Cancel

When back to this screen, double check data, then click OK when ready.



To Value what you have done, click the 'Value' tab then click the 'PriceCost' button.



From this screen, determine what you want to price or select all, then say OK.

Buildup

Floor	Size	Finished	Value
1.0	1950	1950	79180
Floor Base Value			1950 1950 79180
Crawl/Slab			0
Total Base Value			79180
Flow Type Adjustment			79180
Base Rate			\$40.61
Subtotal Adj. & Features			17460
Sub-total, 1 unit			96640
Sub-total, all units			96640
Subtotal Garages & Porches			0
Total Adjusted Base Value			96640
Grade Adjustment			90 % (-9660)
Grade Adjusted Value			86980
Adjusted Base Rate			\$44.61
Physical Depreciation			0 %
Functional Depreciation			0 %
External Depreciation			0 %
Total Depreciation			0
RCN Less Depreciation			86980
Relative Desirability Factor			100 %
Location Adjustment			100 %
% Complete			100 %
Total Adjustments			0
Final Value (rounded)			86980
Rate per Size			\$44.61
Unit count			

Property Card: Guest House

Adjustments & Features

Frame/Siding/Roof/Dormers	3990
Loft/Cathedral	0
Interior Finish	4450
Basement Finish	0
Heating	6830
Cooling	0
Plumbing	2190
Fireplaces	0
Other Features	0
Extra Living Units	0
Attached/Integral Garage	0
Carport	0
Basement Garage	0
Porch/Deck/Patio, etc.	0

ID	Type	Year Built	Eff Year	Cond	Grade	Net Value
D	DWELL	2003	2003	AV	Avg	86980
G01	ATTGAR	2003	2003	AV	Avg	8550

Total this card: 95530
Total all cards: 160291

At this point, the Value | Buildup screen appears. This will show you the valuation summary values used in determining the Appraised value.

Buildup

Floor	Size	Finished	Value
1.0	1950	1950	79180
Floor Base Value			1950 1950 79180
Crawl/Slab			0
Total Base Value			79180
Flow Type Adjustment			79180
Base Rate			\$40.61
Subtotal Adj. & Features			17460
Sub-total, 1 unit			96640
Sub-total, all units			96640
Subtotal Garages & Porches			0
Total Adjusted Base Value			96640
Grade Adjustment			90 % (-9660)
Grade Adjusted Value			86980
Adjusted Base Rate			\$44.61
Physical Depreciation			0 %
Functional Depreciation			0 %
External Depreciation			0 %
Total Depreciation			0
RCN Less Depreciation			86980
Relative Desirability Factor			100 %
Location Adjustment			100 %
% Complete			100 %
Total Adjustments			0
Final Value (rounded)			86980
Rate per Size			\$44.61
Unit count			

Property Card: Guest House

Adjustments & Features

Frame/Siding/Roof/Dormers	3990
Loft/Cathedral	0
Interior Finish	4450
Basement Finish	0
Heating	6830
Cooling	0
Plumbing	2190
Fireplaces	0
Other Features	0
Extra Living Units	0
Attached/Integral Garage	0
Carport	0
Basement Garage	0
Porch/Deck/Patio, etc.	0

ID	Type	Year Built	Eff Year	Cond	Grade	Net Value
D	DWELL	2003	2003	AV	Avg	86980
G01	ATTGAR	2003	2003	AV	Avg	8550

If the value is what you feel is justified, click the "Save" option.
If not, go back & make the changes you feel are necessary.

Note of Interest: Since we added a new property record type, the parcel tree is now showing it.

		Max	Min	Median	Current Qualified Transfer
*Jurisdiction					
*Neighborhood					
	Prior Roll Value	% Change	Certified Value	% Change	Worksheet
	2004		Eff Date		Cost
			01/01/2002		
			01		
LM	0	0	3340	5	3520
IM	0	0	37840	324	160291
TM	0	0	41180	298	163811

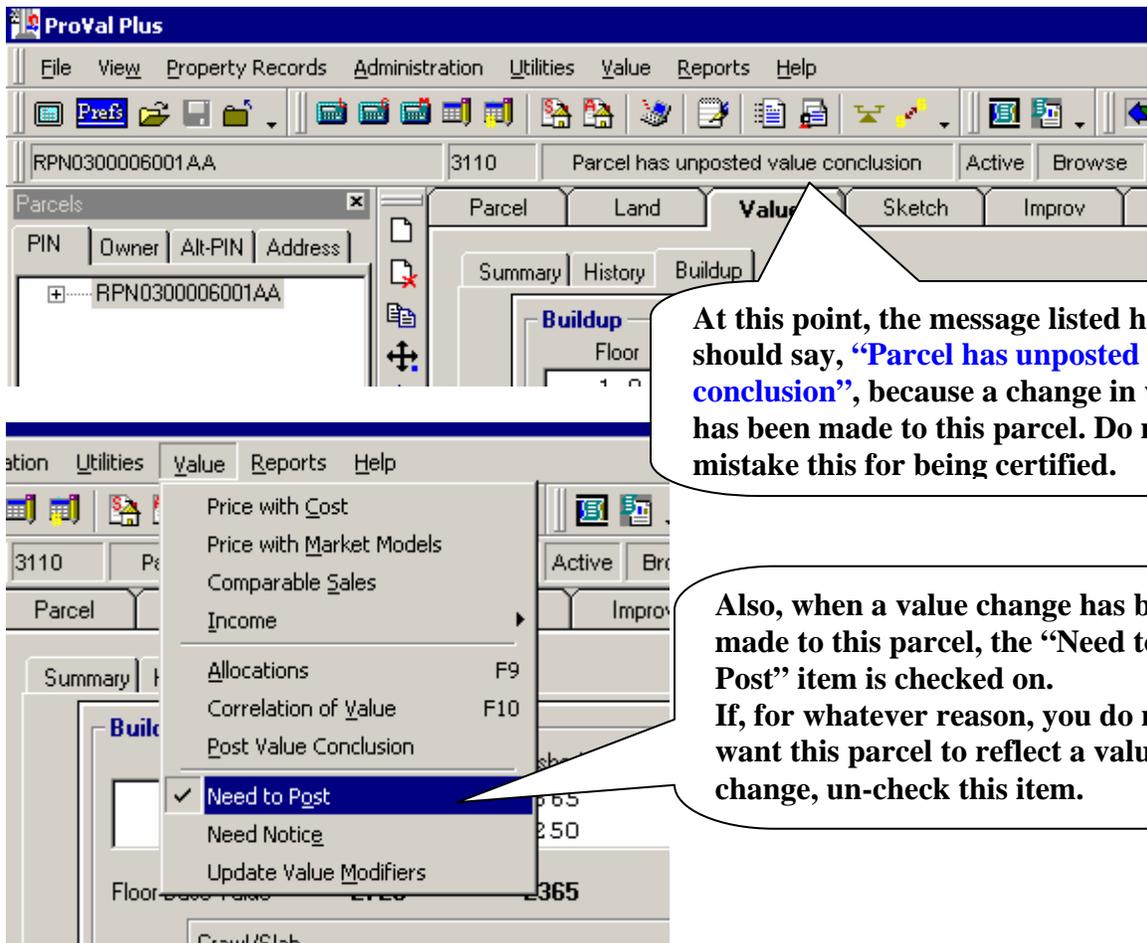
The Value | Summary screen will show you the %Change from the previous Certified Value (if one).

		01/01/1999 C	01/01/2000 C	01/01/2001 C	01/01/2002 C	01/01/2002 T
Valuation		20	5Y Reval CLEARED	5Y Reval CLEARED	5Y Reval CLEARED	5Y Reval CLEARED
Appraised Values:						
Land:	3800	3520	3520	3520	3340	
Imp:	38161	39761	39761	39761	37840	
Total:	41961	43281	43281	43281	41180	
Assessed Values:						
Land:	0	3520	3520	3520	3340	
Imp:	0	0	39770	39770	37840	
Total:	0	3520	43290	43290	41180	

Date	Land Use	Land Mkt	Improv	Total	Ext	Line	Imp ID	Prim
01/01/2002 T		0	3340	37840	41180			
20 City Residential Lot/Ac			3340			L00	1	
30 Non-Res Imp on Cat 20			1120			R02	0	01
41 Residential Imp on Cat 20			2180			R01	0	G01
41 Residential Imp on Cat 20			32370			R01	0	D
41 Residential Imp on Cat 20			1200			R01	0	03
41 Residential Imp on Cat 20			690			R01	0	02
41 Residential Imp on Cat 20			280			R01	0	01
01/01/2002 C		0	3520	39761	43281			
20 City Residential Lot/Ac			3520			L00	1	
30 Non-Res Imp on Cat 20			1120			R02	0	01
41 Residential Imp on Cat 20			2290			R01	0	G01

The Value | History screen will show you the Certification history for the parcel. The top pane shows the history summarized by land, improvements & total. The bottom pane shows the history by group code (category).

NOTE: The current appraised worksheet value is not displayed on either of these screens until the parcel is certified during the appraisal drive.



Special Note 1: If the value did not change, then the “Need to Post” flag will not come on.

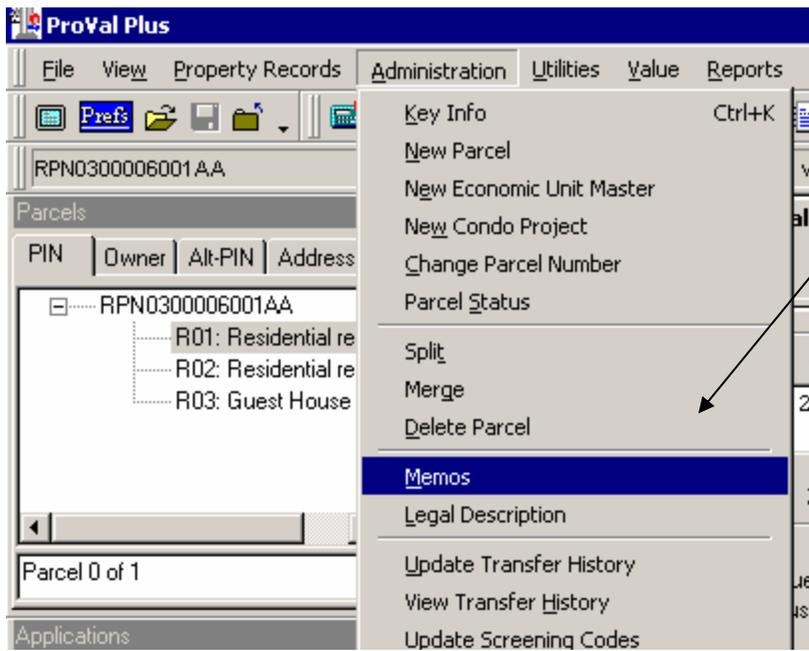
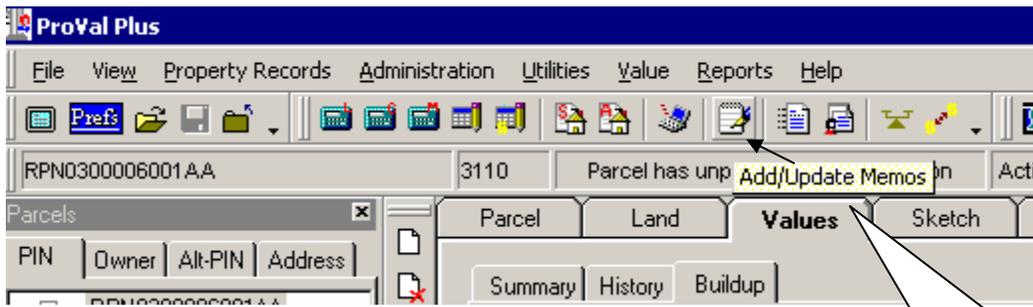
Special Note 2: If you have made changes to a property record that has a zero value, then the “Need to Post” flag may not come on.

Special Note 3: Anytime the “Need to Post” flag does not come on & this parcel should be considered in the next re-assessment drive, click it on by clicking the box next to “Need to Post” under Value.

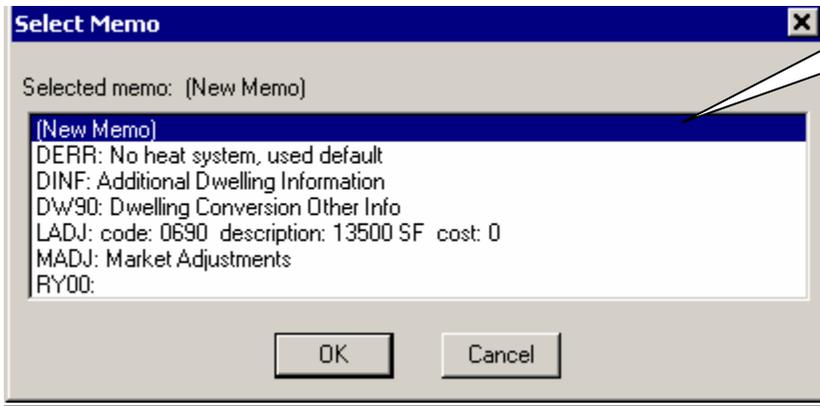
The following steps should be done if the parcel is to be certified for the next assessment drive:

STEP 1: Update the Review Year Memo

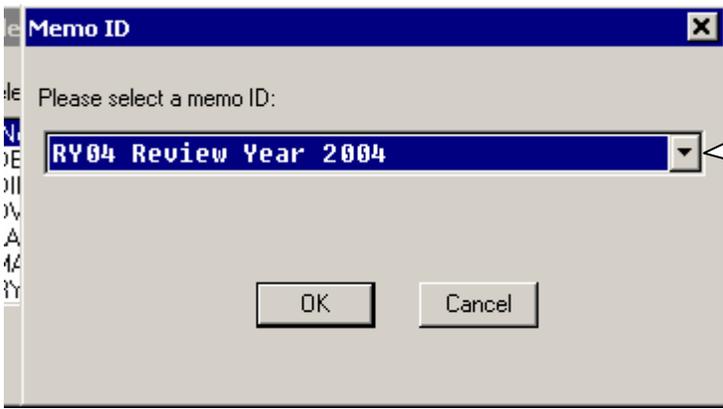
NOTE: You would update the review year memo **ONLY** if this parcel is part of the re-appraisal for the current assessment year (20%). If re-valuing a parcel for a previous assessment year, **DO NOT** change the review year.



You can access Memos by either selecting the icon above, or by selecting the option called "Memos" from Administration.

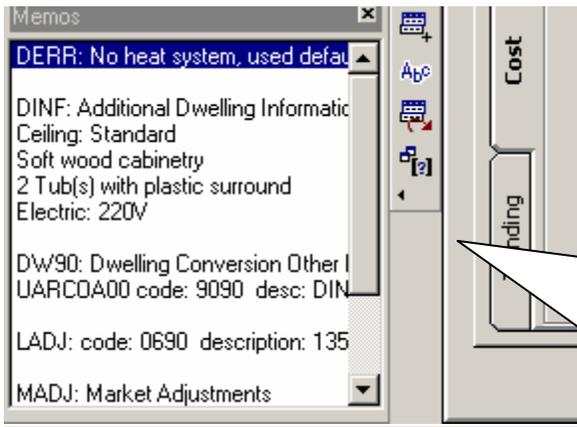


When this screen comes up, select "New memo".



Select the review year memo entry from the drop down list that reflects the current year assessment memo.

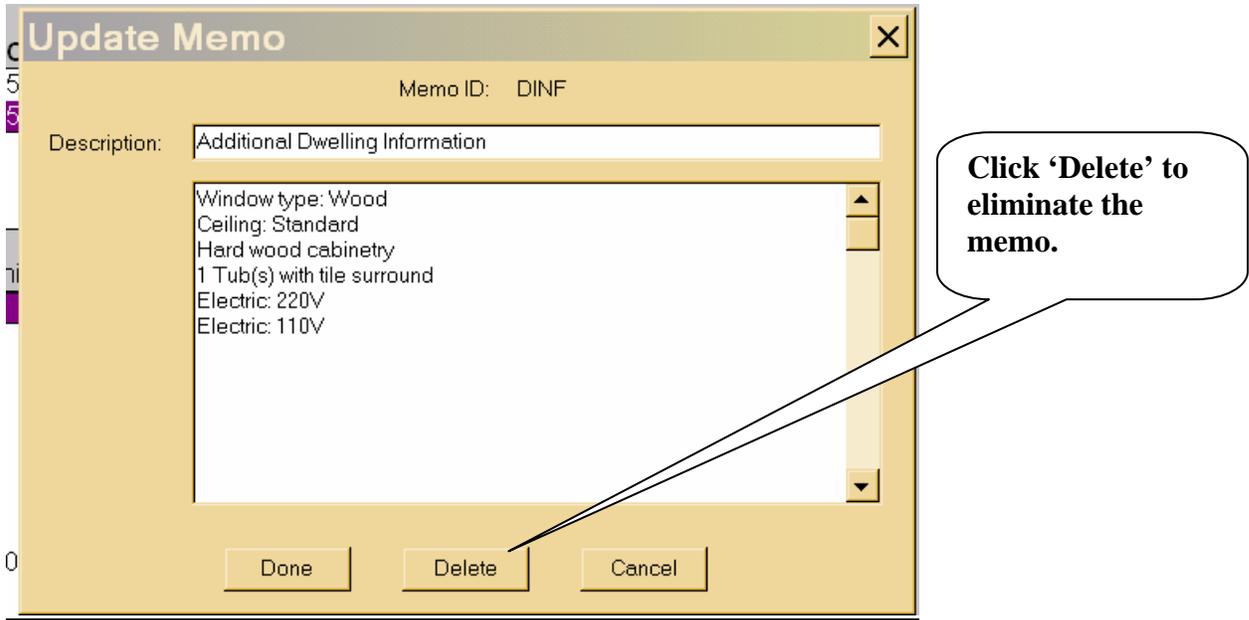
STEP 2: Delete Conversion Memo's



Once you are satisfied with the new value of the parcel, the memos dealing with the conversion, such as 'DINF', 'DW90', LADJ & 'MADJ', & others, can be deleted. They are not needed any longer.

To delete a memo, double click the main memo line, then see the next screen.

NOTE: This step is optional



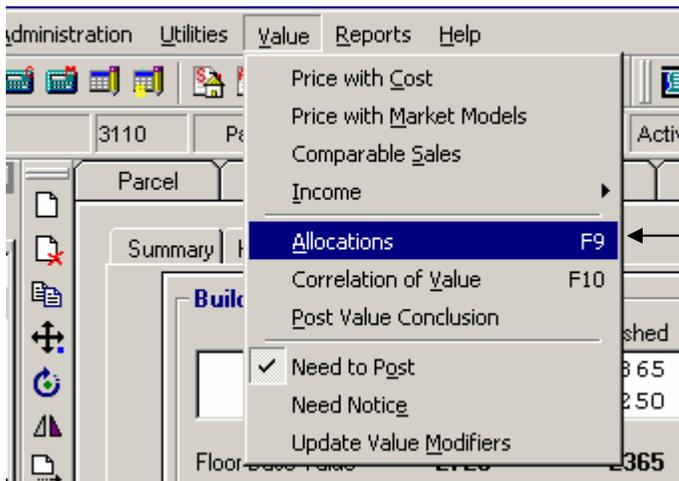
NOTE: If you added a current year memo & there is previous review year memos from the last time that it was reviewed, this memo(s) will need to be deleted also. For example, if you added an 'RY04' memo this time & the parcel had a 'BY99' & a 'LY00' memo's on it, delete the old review year memo's. This step is also optional.

STEP 3: ALLOCATIONS: At this point, you need to make sure the category distribution (group codes) are properly taken care of.

NOTE: This is where you assign values per category. *In ProVal, group code equals category.*



IMPORTANT: Click the "Save" icon BEFORE going into Allocations.



To access allocations, you can select the option above, OR you can select the item "Allocations" from the Value Menu as shown to the left. OR, the fastest way, is to use the F9 function key.

Property Record	Group Code	%	Value
Land data record (Active)			
Line 1 Market: FD Front Lot Fair	0.0000A		
20 City Residential Lot/Ac		100.0000	3520
R01: Residential record #01 (Active)			
D DWELL			
41 Residential Imp on Cat 20		100.0000	34070
G01 ATTCP			
41 Residential Imp on Cat 20		100.0000	2290
01 ATTSHEDF			
41 Residential Imp on Cat 20		100.0000	290
02 WDDK			
41 Residential Imp on Cat 20		100.0000	725
03 WDDK			
41 Residential Imp on Cat 20		100.0000	1266
04 Value Ad			
98 Unassigned Impv		100.0000	25000
R02: Residential record #02 (Active)			
01 SHEDGP			
30 Non-Res Imp on Cat 20		100.0000	1120

- Valuation Method
- Cost models
 - Market models
 - Comparable sales
 - Income
 - Reconciliation Override

- Add
- Delete
- Edit
- Select Range
- Clear Selection
- Done
- Cancel

Check each allocation to make sure it is assigned correctly. To change an allocation, click “Edit”. To add an allocation, click “Add”.

Special Note: When a new improvement or land detail is added to a parcel, the entry in allocations is assigned either a group code of 98 or 99, & it is up to you to re-assign it to it’s correct allocation.

STEP 4: Inspection Records:

To edit the Inspection Records for this parcel, click the item called “Inspection Records” from the Property Records menu. Highlight the entries that are to be changed (or Select All), fill in the appropriate fields, then click “Apply”.

Inspection Record Maintenance

Property Records	Insp. Date	Insp. By	Appr. Date	Appr. By	Data Source
Land data record (Active)	11/23/1999	SRB	01/01/2000	SRB	E
R01: Residential record #01 (Active)	11/23/1999	SRB	01/01/2000	SRB	E
R02: Residential record #02 (Active)	11/23/1999	SRB	01/01/2000	SRB	E
R03: Guest House (Active)					

Inspection Date: 9/1/2003 Data Source: Owner Clear All

Inspected By: DDM

Appraisal Date: 9/5/2003

Appraiser: JPM

Apply Inspection Date to:

- All Detail Records
- Selected Detail Records

L/I	Description	Inspection Date
L 1	L00 Land Record	11/23/1999
I 1	R01 DWELL	11/23/1999
I 2	R01 ATTCP	11/23/1999
I 3	R01 MISC	11/23/1999
I 4	R01 MISC	11/23/1999
I 5	R01 MISC	11/23/1999
I 6	R01 MISC	11/23/1999
I 1	R02 SHEDGP	11/23/1999
I 1	R03 DWELL	

Apply OK Cancel

ProValPlus Data Entry Summary Sheet

- Open the parcel (or range of parcels)
- Check **Neighborhood** Number (changed through Admin/Key Info)
- Maintain the **land** (Land tab)
- If existing & **multiple property records**, select the one to work with.
- Select **“Improv” tab**
- If **“Value Ad”** type exist, delete it (**IF** re-appraising this property)
- **Add new property record, IF new** (Property Records)
- **Sketch** the dwelling & outbuildings
 - If sketching outbuilding, click on sketch
- Enter **Dwelling Information:**
 - Remove Sound Value
 - If multiple floors, be sure all floors are done
- Enter **Outbuilding Information (if any)**
- **Value** the parcel:
 - Click on the Value tab
 - Click the “Price Cost” icon 
 - Review the Value generated
 - Value/Buildup gives you breakdown
 - Value/Summary gives you comparison
- **Finalization Steps:**
 - Add current year memo (RY04) 
 - Delete Conversion Memos
 - Delete previous review year memos
 - Update Allocations (Categories)  (F9)
 - Update Inspection Records (Property Records \ Inspection Records)



**Fields Within ProVal Data Entry
Optional or Not ?**

Sketch Definition Screen

Prefix	Construction	Component	Exterior Feature
<input type="radio"/> 1/4	<input checked="" type="radio"/> Fr - Wood/metal stud load-bearing frame w/ various non-masonry exterior covers	<input type="radio"/> Attic	<input type="radio"/> Concrete
<input type="radio"/> 1/2	<input type="radio"/> Br - Wood/metal stud load-bearing frame w/ mostly brick or stone exterior cover	<input type="radio"/> Bsmt <input type="checkbox"/> Walkout	<input type="radio"/> Flagstone Patio
<input type="radio"/> 3/4	<input type="radio"/> Pole - Wood pole frame with metal, wood, or various types of exterior cover	<input type="radio"/> Lower level	<input type="radio"/> Brick Patio
<input type="radio"/> 1/2s	<input type="radio"/> Mas - Solid masonry: block, poured concrete, stone or brick load bearing walls	<input type="radio"/> Crawl	<input type="radio"/> Wood Patio
<input type="radio"/> 3/4s	<input type="radio"/> Steel - Engineered steel component frame normally with metal exterior	<input type="radio"/> Overhang	<input type="radio"/> Roof Extension Canopy
<input checked="" type="radio"/> 1s	<input type="radio"/> RC - Reinforced concrete frame with various exteriors - fireproof	<input type="radio"/> Slab	<input type="radio"/> Conventional Canopy
<input type="radio"/> 1-1/2 s	<input type="radio"/> FPS - Heavv steel frame with various exteriors - fireproof	<input type="radio"/> Basement garage	<input type="radio"/> Portico
<input type="radio"/> 1-3/4 s		<input type="radio"/> Carport	<input type="radio"/> Masonry Stoop
<input type="radio"/> 2s		<input type="radio"/> Car shed	<input type="radio"/> Open Frame Porch
<input type="radio"/> 2-1/2 s		<input type="radio"/> Garage	<input type="radio"/> Enclosed Frame Porch
<input type="radio"/> Ns		<input type="radio"/> Integral garage	<input type="radio"/> Open Masonry Porch
<input type="radio"/> 1c		<input type="radio"/> Cathedral	<input type="radio"/> Enclosed Masonry Porch
<input type="radio"/> 1+c		<input type="radio"/> Commercial use	<input type="radio"/> Bay
<input type="radio"/> 2c		<input type="radio"/> 2 Wall Addition	<input type="radio"/> Wood Deck
<input type="radio"/> 2+c		<input type="radio"/> 3 Wall addition (end)	<input type="radio"/> Balcony
<input type="radio"/> Nc		<input type="radio"/> 3 Wall addition (side)	<input type="radio"/> Solarium
N = <input type="checkbox"/>		<input type="radio"/> Mobile Home	
		<input type="radio"/> MH Room Extension	
		<input type="radio"/> Loft	
		<input type="radio"/> Facing	
Label	1 s Fr	Modifier	
		<input checked="" type="radio"/> Finished <input type="checkbox"/> +	
		<input type="radio"/> Unfinished <input type="checkbox"/> -	
			<input type="button" value="OK"/> <input type="button" value="Cancel"/>

Purple Affects Value
Teal Required
Yellow Informational

Dwelling Information

Dwelling Information

House type: DW - AVERAGE (Class 4) Occupancy: Single family

Story configuration:

• Stories: 1.0 Attic: None

○ Split foyer/bi-level Basement: Full

○ Split level/tri-level Crawl: None

Extra living units:

Designed: 0

Converted: 0

Quality class/grade: Avg Overall condition: AV

Year built: 2003 Pct Complete: 100

Effective year: 2003

Year remodeled: 0

Foundation:

Footing: Normal for class

Walls: Concrete or block

Roof:

Type: Gable

Material: Comp sh to 235#

Frame: Std for class

Pitch: Not available

Construction detail: Exterior Interior Rooms

Floor	Base Area	Fin Area	Rms	Baths	F	H	BRs
B	1742	0	0	0	0	0	0
1.0	1742	1742	6	1	0	4	
Totals	3484	1742	6	1	0	4	

2-fix baths: 0

3-fix baths: 1

4-fix baths: 0

5-fix baths: 0

Extra fixtures: 0

Heating: Forced hot air-gas

Cooling: None

Access: No off street acc

Buttons: OK Price Cancel

Purple Affects Value
 Teal Required
 Yellow Informational

Exterior Construction Detail

Exterior Construction Detail

Exterior Interior Rooms

Floor: B Walkout basement

Base area: 1742

Wall framing: Concrete block Finished area: 0

Exterior cover 1: Masonry 100 % Perimeter: 0 Wall height: 0

Exterior cover 2: % Shape: Typical

Windows

Description (all windows): Typical

	Number	Size	Type
Standard:	0		
Bow:	0		
Bay:	0		
Fixed:	0		

Doors

	Number	Size	Type
Sliding patio:	0		
Hinged patio:	0		
Exterior passage:	0		

Dormers

Number:		Type:		LF:	
Number:		Type:		LF:	

OK Cancel

Purple Affects Value
Teal Required
Yellow Informational

Interior Construction Detail

Interior Construction Detail

Exterior Interior Rooms

Floor: 1.0 Base area: 1742 Perimeter: 0
Finished area: 1742 Wall height: 0

Floor type: Sub and joists Interior walls 1: Drywall 100 %
Finish 1: Base Allowance 100 % Interior walls 2: %
Finish 2: % Trim: Typical
Finish 3: % Ceilings: Normal for class
doors: 0

Commercial Use Heating/AC/Electric Area
Size: 0 # rooms: 0 Type 1: Undefined 0
Description: Type 2: Undefined 0
Partitions LF: 0
Wall closets LF: 0
walk-in closets: 0

Basement/Rec Room Finish Quality
Size: Finish: Standard
Area air conditioned: 0
Area with no electricity: 0
-
+

OK Cancel

Purple Affects Value

Teal Required

Yellow Informational

Room Information By Floor

Room Information by Floor

Exterior Interior Rooms

Floor	Liv Rms	Din Rms	Great Rms	Kitchns	Dens	Bed Rms	Oth Rms	Bathrooms				Extra Fixtures	Total Baths
								2-fix	3-fix	4-fix	5-fix		
Bsmt	0	0	0	0	0	0	0	0	0	0	0	0	0
1.0	1	0	0	1	0	4	0	0	1	0	0	0	1
Total	1	0	0	1	0	4	0	0	1	0	0	0	1

Fixtures: 0 3 0 0 0

Hot water heaters: 1
 Kitchen sinks: 1
 Total fixtures: 5

OK Cancel

Purple Affects Value

Teal Required

Yellow Informational

Manufactured Housing Info

Manufactured Housing Information

Width: 0.00 Length: 0.00 Area: 2600 SF

House type: MH - AVERAGE (Class 4) Occupancy: Single family

Make: Model: MH Park Name:

Serial #: Component condition/status

Quality class/grade: Avg Overall condition: AV Remodeling & modernization

Year built: 2003 Percent complete: 100 Fireplaces Features

Effective year: 2003 Depreciation: 0 Built-ins User-defined data

Year remodeled: 0 Market RDF: 100 Sound value

Roof: Foundation

Type: Gable Footing: Normal for class

Material: None Walls: Concrete or block

Frame: Std for class Heating: Forced hot air-gas

Pitch: Not available Cooling: None

Ext. Cover: Hardboard Access: No off street access

2-fix baths: 0
3-fix baths: 1
4-fix baths: 0
5-fix baths: 0
Extra fixtures: 0
Hot water heaters: 1
Kitchen sinks: 1

Special plumbing
No plumbing

OK Price Cancel

Purple Affects Value

Teal Required

Yellow Informational

Improvement Information

Improvement ID: 01 Type: DETGAR

Quality class/Grade: Year Built:

Condition: Effective Year:

% complete: Year Remodeled:

Depreciation

Physical:

Obsolescence

Functional:

Economic:

Location Adj Factor: 100

Composite: 0

Sound Value

Field:

Value:

Stories or Height: Size: Square feet

Width or Diameter: Count:

Length:

Capacity:

Attached:

Framing:

Exterior cover:

Features

OK Cancel

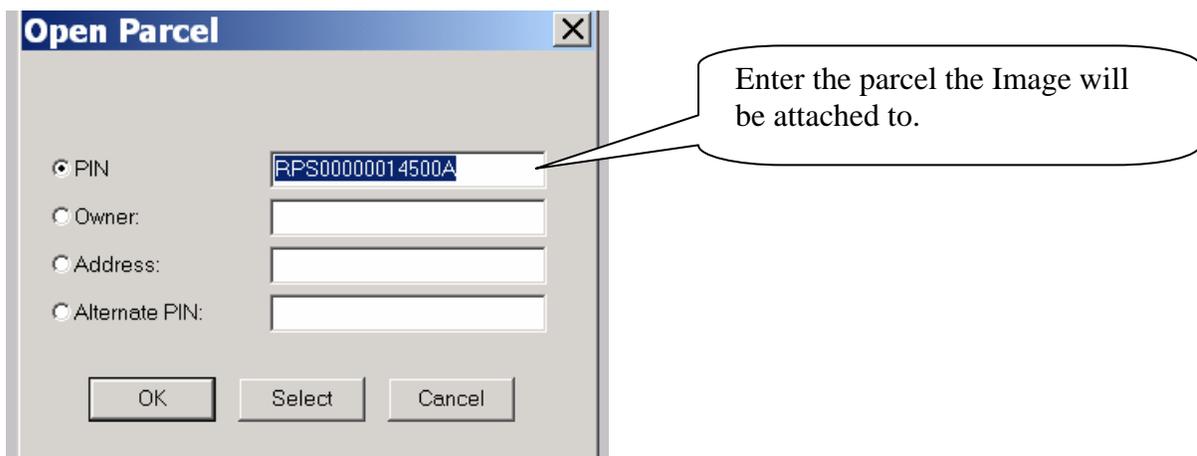
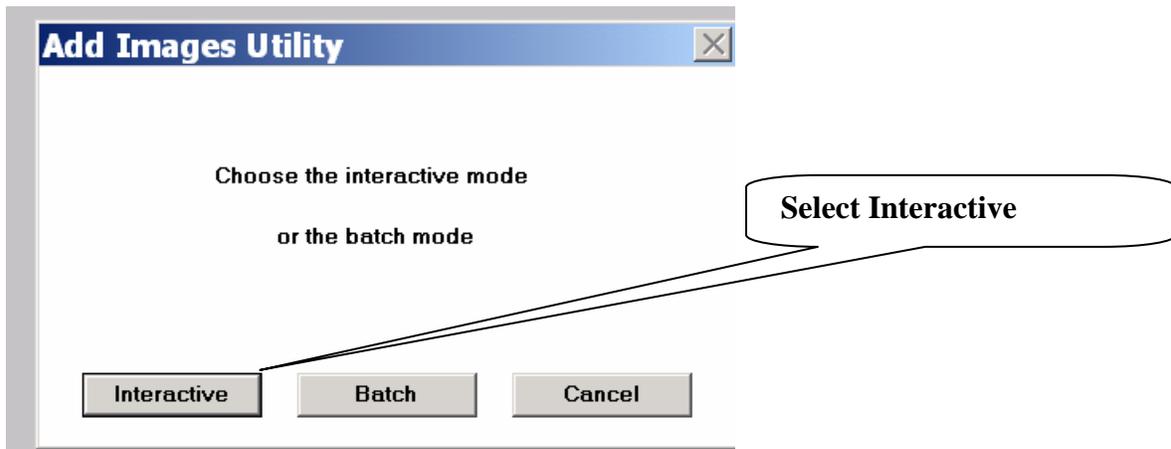
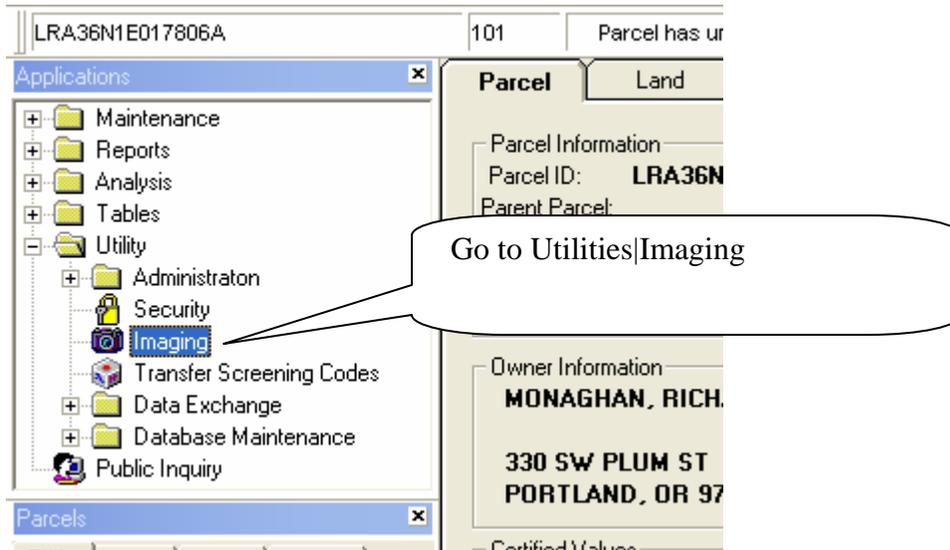
Purple Affects Value

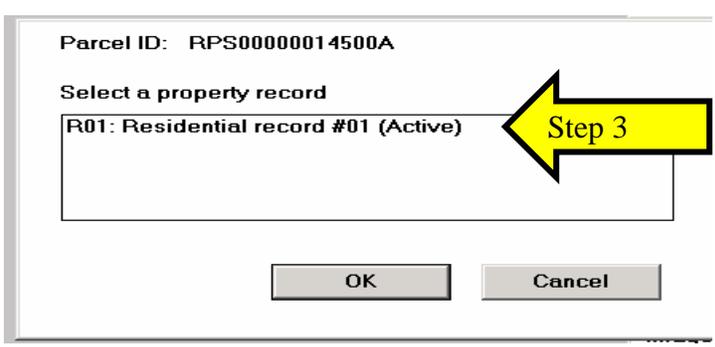
Teal Required

Yellow Informational

Image Attachment

NOTE: Your directory tree on your server should have already been established & the photo's that you are attaching should already be residing in the directory they belong to.





Step 1: Browse your directory tree to find where the image is stored. Starting path for this should be on your server under Cama\Images...

Step 2: Once you find the image, click 'Add Image'.

Step 3: Highlight the property record that it belongs to, then click 'OK'.

Step 4: This is the result.



To Remove an Image:

The screenshot shows the ProVal Plus software interface. The main window displays a parcel record for LRA36N1E017806A. The 'Applications' tree on the left includes 'Imaging'. A callout bubble points to the 'Imaging' option with the text: "Open a parcel, then select imaging."

Parcel Information:
Parcel ID: LRA36N1E017806A Alt PIN: LR1344-01E
Parent Parcel: City:
Jurisdiction: 18 Section/Plat:
Area: 001 Routing Number: 5101
District: 100 Assem. Parcel:

Parcel 1 of 1

The 'Add Images Utility' dialog box is shown. It has two radio buttons: 'Interactive' (selected) and 'Batch'. A callout bubble points to the 'Interactive' button with the text: "Select Interactive."

Choose the interactive or the batch mode

Interactive Batch Cancel

The 'Open Parcel' dialog box is shown. It has four radio buttons: 'PIN' (selected), 'Owner:', 'Address:', and 'Alternate PIN:'. The 'PIN' field contains the text 'LRA36N1E017806A'. A callout bubble points to the text field with the text: "The parcel that is open should be filled in this box. Select O"

Open Parcel

PIN: LRA36N1E017806A
 Owner:
 Address:
 Alternate PIN:
OK Select Cancel

Parcel : LRA36N1E017806A

Open Next Previous

Image file name:

Date:

Image description:

Add Image View Exit

Select View



Parcel ID: LRA36N1E017806A

Property description:

Date:

Image description:

File location:

Previous Next

Messages:

Delete Exit

Verify the image you want to remove then select delete.

Delete Image

Delete this record from the image index table?

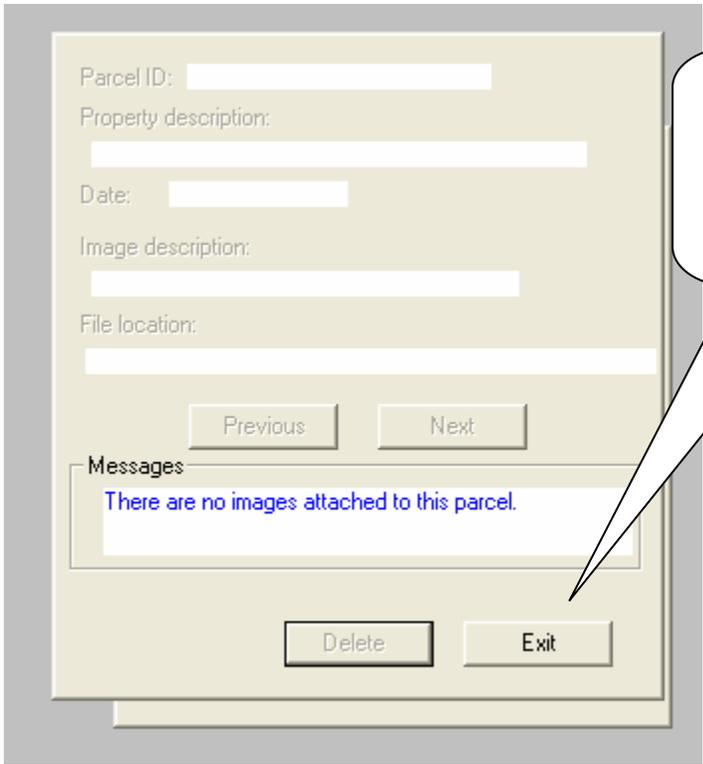
OK Cancel

Select OK



Select NO at this prompt.

If you select YES you will actually DELETE the image from your file server.



Select Exit.

Parcel : LRA36N1E017806A

Image file name:

Date:

Image description:

Select EXIT.

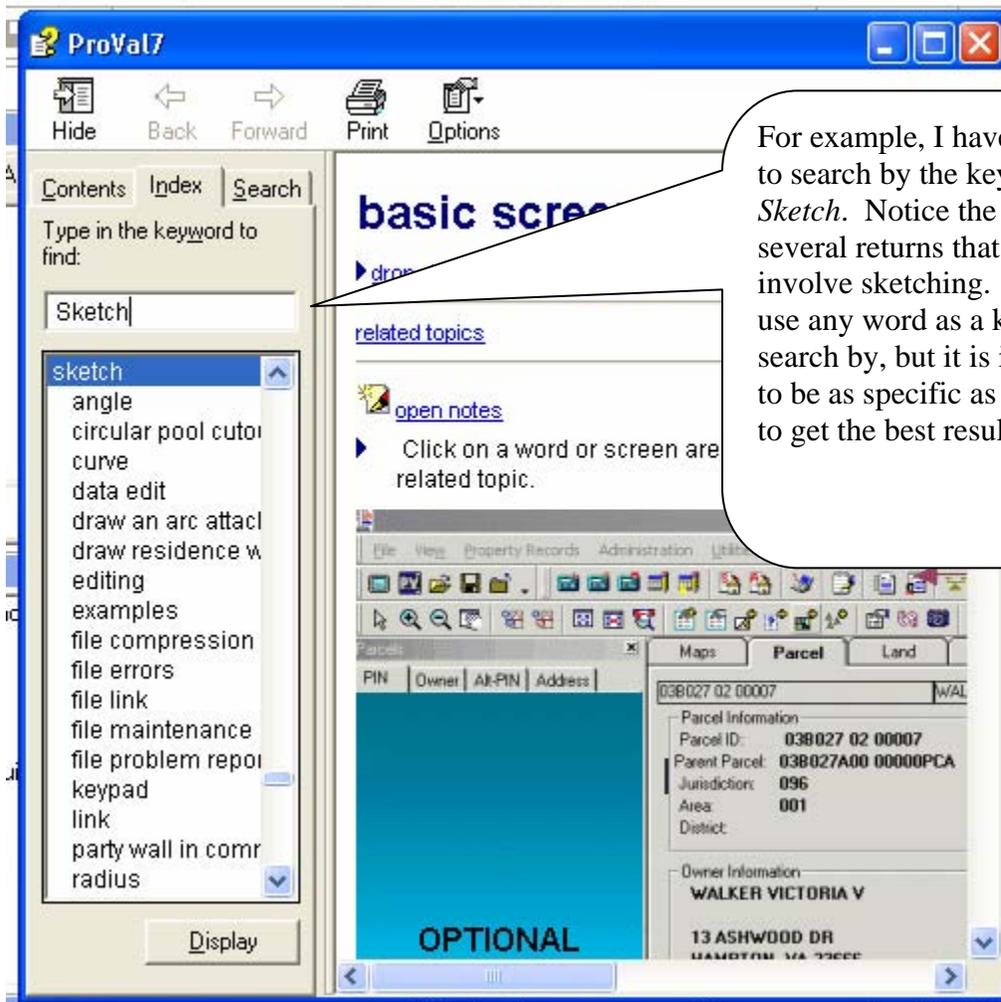
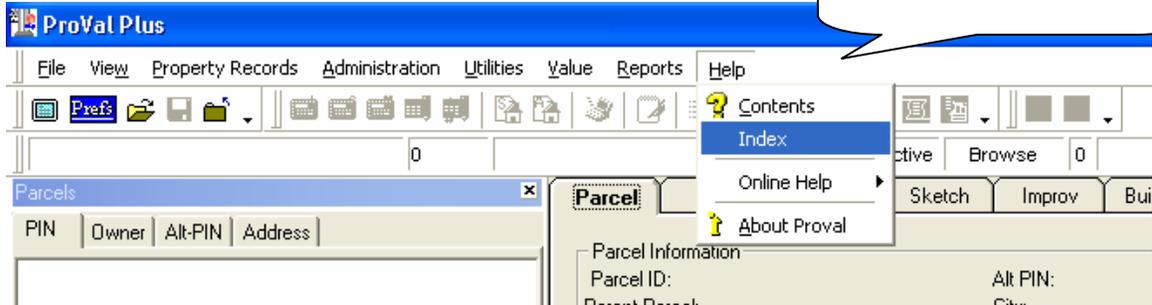
(The image will continue to show until you leave the parcel then open it again.)

END

ProValPlus Help

ProVal has a fairly effective Help system.

Select the Help menu item.



For example, I have selected to search by the keyword *Sketch*. Notice the results list several returns that would involve sketching. You can use any word as a keyword to search by, but it is important to be as specific as possible to get the best results.