

Vanguard Appraisals, Inc.



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Excellence achieved through people, products, and service.™

FALL 2014



Special points of interest:

- Installing New Server
- User Group Meeting Photos

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**News
For friends of
Vanguard**

User Group Meeting Review

By: Teresa Ellerby

For 2014, we completed six greatly attended user group meetings. We started “with” our first in Illinois at the Double Tree in Bloomington in May. We had two days, first day user group meeting and second day was commercial school taught by Bob Ehler, with 24 attendees day one and 17 day two, with eleven different jurisdictions in attendance. Second meeting was at the Best Western Ramkota in Pierre South Dakota in July. We had 37 people day one and 31 people day two, with a total of fourteen different jurisdictions. Next was the Missouri meeting at the Stoney Creek Inn in Columbia. Day one was split sessions for Personal Property and Real Estate with 141 in attendance, while day two was Commercial School with Bob Ehler, only 77 attendees. We had 41 jurisdictions attend along with one person from the State Tax Commission. Traveling to our next meeting in North Dakota in September at the Comfort Inn in Bismarck. We had 91 day one and 92 attendees day 2, with a total of 41 different jurisdictions in attendance. Next was Minnesota back at the Holiday Inn in St Cloud. We had 73 attendees day one and 47 attendees day two at the commercial school, with a total of 21 different jurisdictions. Our final meeting was in Cedar Rapids, Iowa at the Marriott. We had 94 jurisdictions and four from the Department of Revenue, day one we had 215 attendees and 167 day two.

Thanks to all who attended.

Future User Group Meeting Topics Mentioned from the Evaluations

Commercial
More time for enhancements/any new updates
New law changes
Pricing and listing, query tips and tricks
Sketching
Condition and grading
Irregular residential lots
Ag buildings

Comments On User Group Meeting

Information was very useful
Very good, learned useful information
Great Job
Everything was amazing as always....Thank you to everyone's hard work
Good variety of topics
Wonderful job — really appreciate all of the hospitality
Informative — all the speakers knew their area and explained it so was easy to follow-Great Employees

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Frequently Asked Questions from Terri Notebooks

By: Terri Scheuermann

QUESTION: I want to run a query using the parcel field in the checks and tags area from the Status and Legal tab but cannot find that field in the query section. Where/what is the field name?

ANSWER: The field Work Status is located in the General Table.

QUESTION: When I run a query, I want the school/tax district name to display (not the code). How would I do that?

ANSWER: Add the Pricing Tax_District0 Table. Link the Tax District_code 0 in the General Table to the Tax District0Code field in the Pricing Tax_District0 Table. Drop down the Tax0Description field into the query grid.

QUESTION: Can we get a “scan to” option that allows us to store scanned documents like we do in photos?

ANSWER: That ability already exists with the Document Management and Storage ability included with the Pro Version report writer module and available via Photovision.

QUESTION: What is the COUNT field for on the building extra screen?

ANSWER: Enter the # of items identical to the extra entered.

QUESTION: Why do the sales reports with photos have to print with extra room for unchecked options?

ANSWER: Page space must be reserved for each option in order to account for all possible option combinations and ensure everything will fit within the limited space per parcel.

QUESTION: How do I do an “or” statement in my query?

ANSWER: 1st criteria in Filter 1 and 2nd criteria in Filter 2.

QUESTION: When doing a query on yard items, why is there no lookup of type?

ANSWER: Yard extras do not have occupancy and pricing codes like Res/Com/Ag buildings. A lookup can be used on the Description field from the Yard Extra table, however some yard types use hand-entered descriptions, which could have many different descriptions to choose from. If looking for specific yard items, the Table Name (e.g. “YSHED”) is often the best way to view everything priced as that type.

QUESTION: I don’t agree with the typical adjustments on a building. Can I change it?

ANSWER: Yes. In tables, building adjustment. Find the building type and scroll to the end of that line and add that building occupancy code.

QUESTION: Why can’t I duplicate all the sale info to another PIN?

ANSWER: SEE DANIELLE’S ARTICLE starting on Page 4 of this newsletter.

QUESTION: How do I reset my recon?

ANSWER: Recon is reset from the Batch Main Menu option.

QUESTION: My PDF screen displays in numerical order, but I want them alphabetical. Can I do this?

ANSWER: You can set this as a USER preference OR when on the parcel search screen, select PDF and then click on the PDF Name header, and they will sort alphabetically.

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Installing a New Server?

By: Dan Gray – IT dan@camavision.com

It's a process that doesn't happen very often, but eventually you'll need a new server. Here's what to expect and what to do so everything goes as smoothly as possible.

Number 1. Notify Dan as early as possible so I can get you on the calendar.

Number 2. Review our minimum specifications. www.camavision.com/support

Number 3. Have your IT professional contact dan@camavision.com with any questions.

On the day of the migration, it can take up to 4 hours to move the data, reinstall applications and services, and set up the workstations. This depends on many factors like network speed, number of clients, modules and scheduled tasks that require configuration, and add-on programs like ODBC drivers.

Remember to discuss backup options with your IT professional. Be sure to have an offsite backup and find out who's responsible for restoring the data, should you ever need to.

Vanguard charges for the time so check your training time balance. The time used can be deducted from your balance instead of getting a bill. Thankfully, this entire process can be completed via the internet, which keeps the cost down to a minimum.

How much training time do you have? There are a couple ways of obtaining that balance, and one of the easiest is from VCS Net News, 3rd line from the top. Need more time?

Call your AWESOME VANGUARD FIELD REPRESENTATIVE!

Donnie Campbell	605-261-4359
Ryan Ehli	701-721-2779
Lori Knox	712-310-5620
Stan Moellers	563-380-2010
Molly Ramsey	712-260-5652
Terri Scheuermann	515-370-0904
Mike Weeks	815-757-1449
Jennie Willis	573-480-2115
Joel Zitterich	515-231-6975



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Multi-Parcel Sales with Duplicate

By: Danielle Powell

Multi-Parcel Sales (MPS):

Multi-Parcel Sales must be properly entered into the CAMAvision program to ensure the sale is only considered once in certain processes. In exports and sales analyses, for example, only the primary sale should be considered and all secondary sales ignored.

Primary Parcel:

Save [1] [3] Views [F-T: \$80,736]

PIN 00-0000-000-0000-00-0-00001 House 15483 Street 76TH AVE City GARDEN CITY PDF 072

General Status and Legal Notes Sales [1] Permits Land [2] Residential [1] Commercial Income Ag Building [5] Yard [4] Listing [10] Prior Y

Sale 1 of 1 Add Delete Search Copy Buyer Addresses

Sale Date 7/1/2014 Sale Price 250,000 PP Value 5,000 Points Adj 0 Adj Sale 245,000

VCS Value 275,501 Sale Type WD -WARRA Recording 372/485 DOV-CRV

List Amt 260,000 List Date 3/11/2014 Validation Entered 08/08/2014 Ratio 112.45%

Filing Date 8/8/2014 Card No. 0028 Trans. No. 14-0043 Trans. Fee 10.00 Abs. Cd. A+A1

NUT Code 43 (N) - SALE OF TWO OR MORE SEPARATELY ASSESSED PARCELS - SINGLE CONSIDERATION 1

Comments SEE #6287 & #5137

Seller HILL, JACK AND JILL Buyer PIPER, PETER

☐ Private (portions will not be printed) ☐ Verified by office

☒ Multi-Parcel Sale 2

Parcel Number 00-0000-000-0000-00-0-00000 3 Add Find Delete Tools

Parcel Number	PDF	Route #	Computer ID	Address	Total Acres	VCS Value
00-0000-000-0000-00-0-00002	72	000-000-000	6287	15864 76TH AVE	11.62	187,624
00-0000-000-0000-00-0-00003	72	000-000-000	5137	15925 76TH AVE	18.50	7,793

The primary parcel is one parcel of the sale to be used in analyses or exports and represents all parcels included in the sale.

(1) The primary parcel should use a NUT code that is considered "normal" in the Non-Usable Transaction Codes table.

Note: A normal sale is indicated on the drop-down menu with an "N" in parentheses.

(2) Only the primary parcel should have a check mark in the Multi-Parcel Sale box.

43 (N) - SALE OF TWO OR MORE SEPARATELY ASSESSED PARCELS - SINGLE CONSIDERATION

Note: Using the Multi-Parcel Sale check box is optional, as long as only one parcel from the sale is using a "normal" NUT code.

(3) All secondary parcels included in the sale should be added to the Multi-Parcel Sale section.

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Secondary Parcel(s):

The screenshot shows the Vanguard Appraisals software interface. At the top, there's a toolbar with icons for Save, Print, and other functions. Below the toolbar, a header section displays property details: PIN 00-0000-000-0000-000-0-0-00002, House 15864, Street 76TH AVE, City GARDEN CITY, and PDF 072. The main form is divided into several tabs: General, Status and Legal, Notes, Sales [1], Permits, Land [1], Residential [1], Commercial, Income, Ag Building, Yard [1], Listing, Prior Year, and Values. The Sales [1] tab is active, showing a sale entry for 7/1/2014 with a Sale Price of 250,000 and an Adj Sale of 245,000. The NUT Code is set to '1 - NO STATED CONSIDERATION' (highlighted with a red box and '1'). The Comments field contains 'SEE #6348 FOR MPS' (highlighted with a red box and '2'). The 'Multi-Parcel Sale' checkbox is unchecked (highlighted with a red box and '3').

Secondary parcels are all additional parcels included in the sale and are represented by the primary parcel in analyses and exports. Each secondary parcel should still have a record to represent the multi-parcel sale with the following requirements:

(1) Secondary parcels should not use a "normal" NUT code from the Non-Usable Transaction Codes table.

Note: A normal sale is indicated on the drop-down menu with an "N" in parentheses.

This is a close-up of the NUT Code dropdown menu. The selected option is '1 - NO STATED CONSIDERATION'.

(2) The Sale Comments on secondary parcels should reference the primary parcel for further information (Parcel Number, Computer ID, etc.).

(3) Secondary parcels should not have a check mark in the Multi-Parcel Sale box and do not need a list of included parcels in this section.

Note: A list of included parcels could be indicated in the Comments field or on the Notes tab of the parcel.

Duplicating a Multi-Parcel Sale:

Determine only one parcel as the **primary** parcel of the sale. The primary parcel represents all parcels included in the sale and should be the only parcel from that sale to be used in sales reports and processes (e.g. Sales Ratio Analysis, SD Sales Ratio Export, etc.).

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Add the sale information to a **secondary** parcel first (in order to make less changes afterward):

Use a NUT code that is **not** considered a normal sale (in order to exclude all secondary parcels).

NUT Code ☐ - NO STATED CONSIDERATION

Do **not** check the box to indicate a Multi-Parcel Sale.

Add a note in the Comments on the sale to reference the primary parcel.

Comments SEE #6348 FOR MPS

Copying the sale into other parcels:

Use the Duplicate function in Parcel Maintenance:

Select the PDF of the source parcel.

Input the Parcel Number that already has the sale added.

The screenshot shows the 'Duplicate Parcel Wizard' dialog box. On the left is a sidebar with a menu. The 'Duplicate' option under the 'Parcel Maintenance' section is highlighted with a red box. The main dialog box has a title bar 'Duplicate Parcel' and a close button. The title 'Duplicate Parcel Wizard' is displayed. Below the title, it says 'Select the source parcel that will be duplicated.' There are three input fields: 'Source PDF:' with the value '72' and a 'Select PDF' button; 'Source Parcel Number:' with the value '00-0000-000-0000-000-0-0-00002' and a 'Find' button; and 'Reconciliation reason:' with an empty field and a 'Lookup' button. At the bottom of the dialog box are four buttons: '< Back', 'Next >', 'Help', and 'Close'.

File Tools Help Support

Tables

Parcel Maintenance

- Add New
- Edit / Browse
- Change PIN
- Move
- Delete
- Combine
- Split
- Duplicate**
- Duplicate Parcel Check
- Taxing District Check

Batch

Sales Ratio

Reports

Board of Review

Transfers

Extra Modules

Duplicate Parcel

Duplicate Parcel Wizard

Select the source parcel that will be duplicated.

Source PDF: 72 Select PDF

Source Parcel Number: 00-0000-000-0000-000-0-0-00002 Find

Reconciliation reason: Lookup

< Back Next > Help Close

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Select the Sale for duplication.

The screenshot shows the 'Duplicate Parcel Wizard' window. The title bar says 'Duplicate Parcel'. The main heading is 'Duplicate Parcel Wizard'. Below it, a message says 'Select items from PIN: 00-0000-000-0000-000-0-0-00002 to be duplicated to the destination parcels.' The list of items to duplicate includes:

- ☐ Entry Status
- ☐ Lister and Date
- ☐ Reviewer and Date
- Residential Buildings**
- ☐ Residential Building 1; 101 Single-Family / Owner Occupied (Yr: 2014)
- Yard Extras**
- ☐ Yard Extra 1; Driveway; Yr: 2013
- Ag. Land**
- ☐ Ag. Land 1
- Sketches**
- ☐ Sketch 1; Pvt: No
- Sales**
- ☒ Sale 1; 372/485 , Sale Date: 07/01/2014

At the bottom, there are buttons for '< Back', 'Next >', 'Help', and 'Close'. There is also a 'Save as Default' button and a 'Quick Summary' button.

Note: The Duplicate feature does not allow copying of Multi-Parcel Sales, and sales with that box checked will be grayed out in the list of items to duplicate.

The screenshot shows the 'Duplicate Parcel Wizard' window. The title bar says 'Duplicate Parcel'. The main heading is 'Duplicate Parcel Wizard'. Below it, a message says 'Select items from PIN: 00-0000-000-0000-000-0-0-00001 to be duplicated to the destination parcels.' The list of items to duplicate includes:

- ☐ Yard Extra 3; Garage; Yr: 2014
- ☐ Yard Extra 4; Paving - Asphalt; Yr: 2014
- Ag. Land**
- ☐ Ag. Land 1
- Photos**
- ☐ Photo 1; Pvt: No
- Sketches**
- ☐ Sketch 1; Pvt: No
- ☐ Sketch 2; Pvt: No
- DMS**
- ☐ DMS 1; Pvt: Yes; Link: No; Permission to Inspect signature captured on 3/28/2014 @ 10:30 am
- Sales**
- ☐ Sale 1; 372/485 , Sale Date: 07/01/2014 (Multi-parcel)

At the bottom, there are buttons for '< Back', 'Next >', 'Help', and 'Close'. There is also a 'Save as Default' button and a 'Quick Summary' button.

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Add all remaining secondary parcels, as well as the primary parcel:

Input a parcel number.

Press the Add button,

OR

Use the Find button to select a parcel and press Load from the Parcel Search screen.

Repeat this step until all parcels included in the sale show in the destination parcels list below.

Duplicate Parcel Wizard

Select destination location and characteristics for the parcels being duplicated.

Destination Parcels

Parcel Number: 00-0000-000-0000-000-0-0-00003 Add

Parcel PIN	PDF	New ...	Route #	GID
00-0000-000-0000-000-0-0-00003	72	Existing	000-000-000	46...
00-0000-000-0000-000-0-0-00001	72	Existing	000-000-000	46...

Find Delete Reset List

Recon reason: Lookup

☐ New PINs: Assign current user to the editor's initials and Today to the edit date.

☐ Existing PINs: Assign current user to the editor's initials and Today to the edit date.

< Back Next > Help Close

Press the Next button, review the criteria, and then press the Duplicate Parcel button to duplicate the sale.

Duplicate Parcel Wizard

Review your options selected for duplicating parcels. Use the Back button to go back and change options.

If you are satisfied with your criteria then complete the process by clicking Duplicate Parcel button.

Duplicate (Copy Items) 8/14/2014 10:16 AM

- Source Parcel 00-0000-000-0000-000-0-0-00002 from PDF 72

Destination Parcel List:

- Pin: 00-0000-000-0000-000-0-0-00003 PDF: 72 (Existing Parcel)

Duplicate Parcel

< Back Next > Help Close

Load the primary parcel:

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Change the NUT code to a normal sale that indicates multiple parcels were included in the sale.

Check the box for Multi-Parcel Sale.

Enter a secondary parcel from the sale into the Parcel Number field within the Multi-Parcel Sale section and press the Add button,

OR

Press the Find button to use the Parcel Search screen to find a parcel and then press the Load button to add the parcel to the list.

Repeat this process for additional parcels until all parcels included in the sale show in the list (excluding the parcel currently loaded).

Save the changes to the primary parcel.

Save

PIN 00-0000-000-0000-0-0-00001 House 15483 Street 76TH AVE City GARDEN CITY PDF 072

General Status and Legal Notes Sales [1] Permits Land [2] Residential [1] Commercial Income Ag Building [5] Yard [4] Listing [10] Prior Y

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00-0000-000-0000-0-0-00003	72	000-000-000	5137	15925 76TH AVE	18.50	7,793

Be sure to **review all secondary parcels** and make adjustments as needed.

Yuletide Feelings of Bliss are Upon Us

By: Patrick Alexander

“Rudolph the Red-Nosed Reindeer,” “Let It Snow,” “The Little Drummer Boy,” all of those Christmas classics, but none of them quite capture the spirit and thankfulness of the season as my favorite new carol, “All I Want for Christmas is to be able to link Multiple Parcels to an Income Statement.” I love its cheerful melody and can never stop myself from humming along with its joyous chorus. It is amazing to think this marvel of the holiday season has yet to be released, but rest assured, it is on its way. Please don’t fret, if you have been good boys and girls, and have the income module, we’ll make sure you get a copy in version 19 stocking! Then you too can be enchanted by this soon-to-be holiday hit.

Merry Christmas & Happy New Year



from the Vanguard staff



Blurring Parts of an Image in CAMAvision

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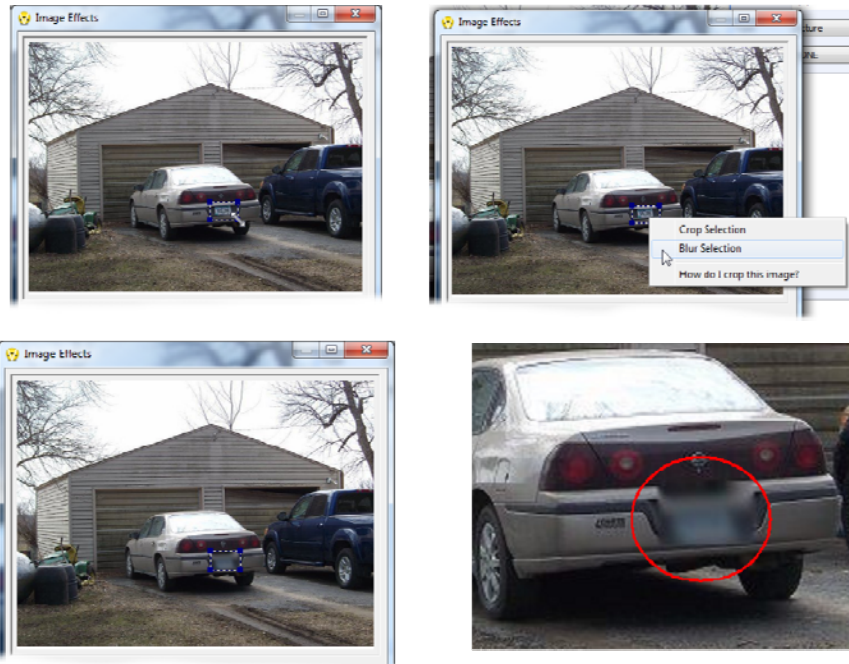
By Nick Klein

In this day and age with heightened concerns about privacy, it's good practice to review new photos and consider retaking or sanitizing them before adding into the system. Once in the computer, the photos appear on reports, get uploaded to a website, or who knows who might request a copy of the data. Images serve a valuable purpose for appraising property, but what happens to a photo once it's on the Internet could be anyone's guess.

A feature introduced in CAMAvision 18 within the PhotoVision™ effects screen is the ability to blur out sections of an image. If you've ever looked at Google street view and seen portions of images blurred, you'll know what I mean.

For this example, I have a picture of a garage with a car in front and I want to obscure the license plate. First I load the image into PhotoVision and click on the Effects button.

Next, using the mouse and pressing the left-mouse button, I drag and select the portion of the image to edit. Once selected, I can right-mouse click and I'll be presented with a menu to Blur Selection.



Having clicked the Blur Selection, the chosen region of the image will now be transformed. In the final image I have zoomed in to show you what the blurred section looks like.

Of course with any kind of image editing there is always the risk of crossing the line into doctoring a photo. A balance needs to be struck between what should be edited and what should be left alone. If necessary, establish rules about how much an image can be edited before it should be reshot. Maybe taking pictures on trash pick-up day is not such a good idea.

The Effects screen in PhotoVision has several other simple editing features: sharpness, contrast, and brightness, to name a few. Now you have the blur selection added to your tool chest. This was a feature whose time has come, and we were able to add it to CAMAvision.

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2014 Fall Conferences



2014 User Group Meetings

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2014 User Group Meetings



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Since 1968, Vanguard Appraisals has been at the forefront of the mass appraisal industry. Our trained staff includes specialists in field data collection, appraisal review, pricing, mass appraisal project management, court preparation and testimony, data entry, software engineering, technical support and training.

Our Flagship CAMAvision product has been developed specifically to operate in the assessor's environment. Vanguard is a full service company. We provide a wide range of appraisal products and services for assessors, we also see all the projects through completion.

Customer satisfaction is our main goal.



Allison Barta
Office Support Staff Trainee



Matthew Penrod
Mass Appraisal Associate



Jim Sinclair
Mass Appraisal Associate



Brendon Tharp
Mass Appraisal Associate



Randall Thornton
Mass Appraisal Associate

Welcome Vanguard's Newest Employees