

# Vanguard Appraisals, Inc.



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Spring 2017



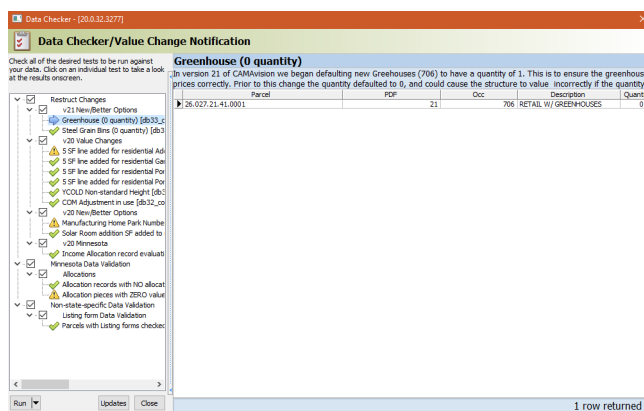
## Check, Check, 1, 2 ... Is This Thing Even On?

By: Patrick Alexander

### Special points of interest:

- Putting a Little Fun in your Office
- Showing Windows Shortcuts and Control Focus
- Terri's Tips & Tricks

Added to the program in version 20, the Data Checker is located off the Tools menu at the top of CAMAvision. The Data Checker is the source to use when wondering about upcoming changes for a new release and/or if they will affect your values. It is also a great resource for ensuring continual data integrity and correctness.



It is divided into two parts: available checks (on the left) and the selected check results (on the right). The available checks are divided into main and sub-groups. Once executed, each check will have an icon next to it, giving a visual indication of if any results were found (the check mark means no results, while a warning sign indicates at least one record was returned).

### Inside this issue:

Check, Check, 1, 2 ...Is this Thing Even On?	1
Putting A Little Fun in Your Office	2-3
Did You Know	3
Setting the City/Twp/ID Field En Masse	4-5
Showing Windows Shortcuts and Control Focus	6-7
PIN List hmmm... Interesting, what exactly can they do for me?	8-11
Upcoming Conferences	11
Terri's Tips & Tricks	12
Vanguard Photo Challenge	13
User Group Meeting Dates	14

The selected check results contain any records matching the criteria being evaluated, the number of records found, the name of the check, and a description of what it is searching for and why. Checks may be executed one at a time by clicking on them or in batch by checking a group or sub-group and selecting the **Run** or **Export** command (the **Export** command can be found by clicking on the down arrow next to the **Run** button).

Results may be exported out to Excel (by using the **Export** command) or saved into a favorites list (by right-clicking on the results grid and selecting **Save to Favorites List**). This favorites list can then be selected under the **Find** button within the Parcel Maintenance search screen, thus allowing you to load the result set from the Data Checker into the Parcel Maintenance search screen.

Finally, the Data Checker tool has the ability to update itself on demand through the **Updates** command. Clicking on the command will cause the tool to check our website to see if any new or updated scripts are present. If they are, you will be prompted to download and apply them. This way the current version of the application can check and report on the impact of applying the next version.

# Putting A little Fun in Your Office

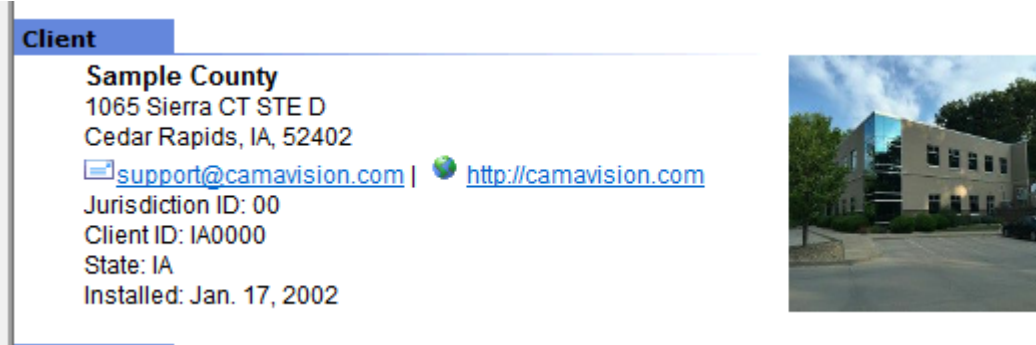
[Back to Index](#)

By: Nick Klein

In recent versions of Microsoft® Office products, you may notice the appearance of personalization features. Whether it's a person's name and picture appearing in the title bar or choosing a theme pattern and color, it gives the user a chance to tailor the program and make it their own. This is simply an extension of people personalizing the background image on their computer's desktop or adding photographs and plants to an office cubicle.

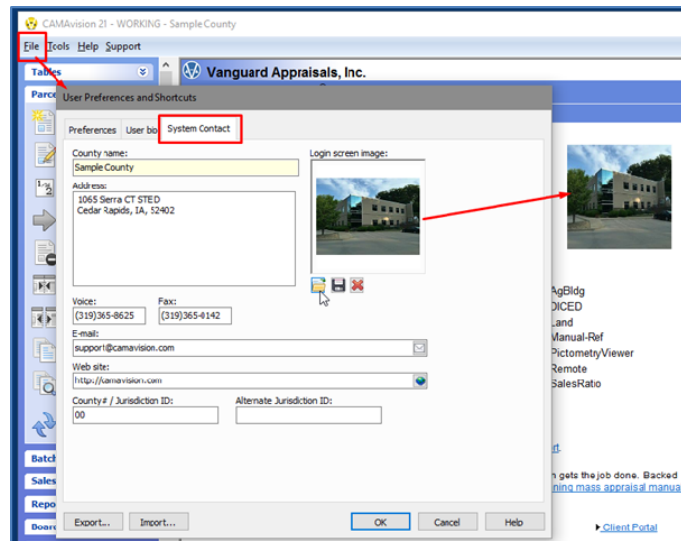
CAMAvision® has had similar features for many years – think the colored headings for reports. To this day, I can still recall when I first saw that Greene County, Iowa was cleverly using green for some of their over-the-counter reports.

The program itself allows a jurisdiction to select a database color theme (defaults: blue = Working, red = Certified, etc.), and it shows client contact information with a photo on the main screen. Not only do these settings personalize CAMAvision for a jurisdiction, but they serve a functional purpose too. The colors and images provide visual cues so a user “knows” to which dataset they're connecting: Working, Certified, or even Remote.



When Vanguard initially sets up a client, we lean toward the functional aspect of the personalization. The Working database has an image of the client's courthouse/administrative building and the Certified database has the default Vanguard logo. In past releases it's required a call to the tech support line to make a change.

With CAMAvision v21, we opened up access to the client information (address, phone, and email), making it easier for an admin to update this information. Along with this is the ability to update the jurisdiction photo.

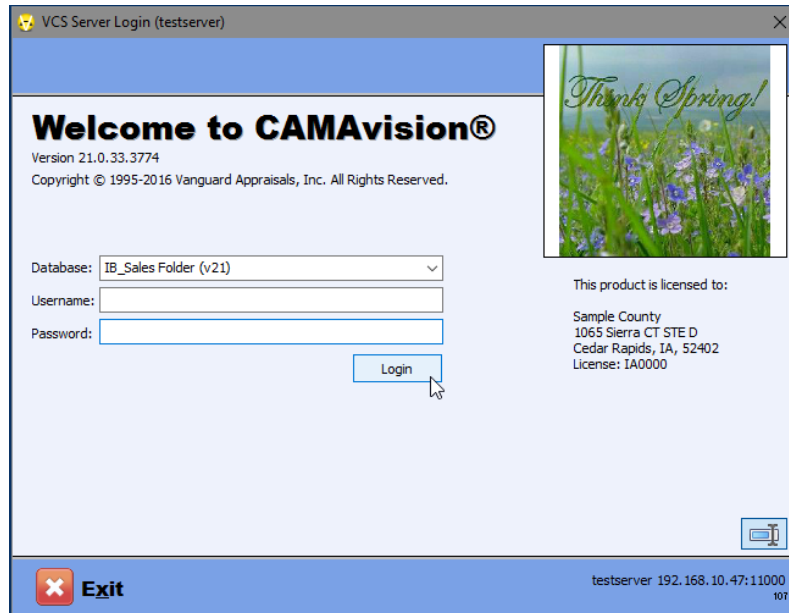


[Back to Index](#)

## Putting A Little Fun in Your Office Cont'd

The initial image can be JPEG (JPG), Bitmap (BMP) or PNG. Internally the program makes it as small as reasonably possible. The image is stored as JPEG and resized to no more than 256 x256 pixels. A personalized image is cool but not at the expense of loading something big across a network!

I have found one user taking advantage of this feature in an unexpected way. In this jurisdiction, the CAMAvision administrator regularly swaps in new photos for the benefit of the entire staff. The images cycle between seasonal updates of the courthouse building, holiday themes, and even images with fun sayings or "memes." What a fun way to inject some levity into the office!



## Did You Know?

Illinois only two buildings survived the great Chicago fire, the Chicago Water Tower and Pumping Station

Iowa is the only U.S. state name that begins with two vowels

Missouri is the birthplace of the ice cream cone

Minnesota's Mall of America in Bloomington if you were to visit the mall and spend 10 minutes inside every store, it would take you [86 hours](#) to complete your journey

Nebraska has more triplets born than any other state

North Dakotas' city of Rugby is the exact geographic center of North America

South Dakota is where Tom Brokaw of NBC graduated from Yankton High School and the University of South Dakota

[Back to Index](#)

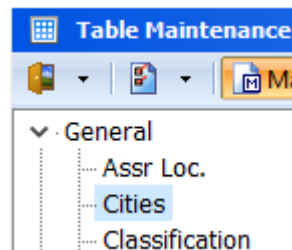
# Setting the City/Twp/ID Field En Masse

By: Sherry Surrett

In the version 21 update, many of you may have noticed a new field on the General Tab within the parcel ~ City/Twp/ID as highlighted below.

Route No.	911-001-420	PDF	002 - Rural Residential	Master Occ.	UNKNOWN -- 000
Map/Factor	10-RIPLEY		0.850	Assr Loc.	NONE
Sub-division	[NONE]			City/Twp/ID	N/A 0
Computer ID				Tax district	RIAB
Plat map		MLS			
Location	RURAL	Class	RESIDENTIAL	95%	1
	<input type="checkbox"/> Dual Class	Unit	0	Bldg	0
		Dwlg	0	Apt	0

This field on the general tab ties back to the Cities table, located under Tables | General | Cities. In the version 21 update, this Cities table was programmatically populated for many jurisdictions (namely IA or ND). If your table did not get pre-populated, you may simply go to the test Cities table and populate your cities and townships, then copy test to main under table utilities for just the Cities table. (this should not require a revaluation).



Now that the Cities table is populated, the question becomes how to set the City/Township on each parcel without touching each parcel individually.

We have a simple solution to this. The Move feature under Parcel Maintenance has been enhanced to include the City/Township field in its destination selection.

1. Open Move under Parcel Maintenance.
2. Select the parcels you want to move to a designated City/Township. This can be done in a variety of ways, such as by PDF, by Map Area, by Taxing District, or a combination of all three. You can also select them by Parcel Range, or if you are a Proversion client, you could do a Query Wizard selection.

[Back to Index](#)

## Setting the City/Twp/ID Field En Masse Cont'd

3. Once satisfied with the parcel selection, Press Next
4. On the destination location, press the City/Twp button and select the City or Township to which you would like the selected parcels set.

Move Parcel Wizard

➡ Move Parcel Wizard

Select destination location and characteristics for the parcels being moved.

PDF (only one): [Same as Source] Select PDF

Map area (only one): [Same as Source] Select Map

Taxing District (only one): [Same as Source] District

Sub-division (only one): [Same as Source] Sub-division

Assr Location (only one): [Same as Source] Assr Location

City/Township (only one): 24 City/Twp

Location: [Same as Source]

Reconciliation reason: Lookup

Clear Current Choices

<< Beginning < Back Next > Help Close

5. Press Next.
6. Review the Move Criteria, and if it is correct, press the move parcel button.

Move Parcel Wizard

➡ Move Parcel Wizard

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

If you are satisfied with your criteria then complete the process by clicking Move.

Move Parcels 3/30/2017 8:55 AM

- Move ALL parcels
- Within PDF 2
- and in Map Area 20
- to Cities 24 /\*Ripley Twp\*/

Move Parcels

<< Beginning < Back Next > Help Close

7. A confirmation message will appear, Process Move.

Confirm Parcel Move

⚠ This will affect 63 parcels.

Move Cancel

8. After the Move is complete, the Move Parcel Log will appear. You may print or save the reports if you would like.
9. Press the << Beginning Button to jump back to the first screen and start the process over for the next City or Township.
10. Repeat steps 2 – 9 until all the parcels have their City/Township field set.
11. Review a few parcels.

Route No. 911-001-420 PDF 002 - Rural Residential Master Occ. UNKNOWN -- 000

Map/Factor 10-RIPLEY 0.850 Assr Loc. NONE

Sub-division [NONE] City/Twp/ID Ripley Twp 00468619

Computer ID Tax district RIAB

Plat map MLS

Location RURAL Class RESIDENTIAL 95% 1

Dual Class Unit 0 Bldg 0 Dwlg 0 Apt 0

## Showing Windows Shortcuts and Control Focus

[Back to Index](#)

By: Nick Klein

Like most programs, CAMAvision® provides many shortcuts to the commands and menus for the keyboard-centric user. Starting with Windows® Vista, a new “clean” styling methodology started to take shape where shortcut menu keys were being hidden by default. I get that visually, this provides a “cleaner” styling for buttons and menus, but for those of us used to keyboard shortcuts, it can be confusing at first. Each release of Windows refines this clean lines look to the point where in Windows 10, it's sometimes difficult to tell whether a control even has focus.

In the screenshot on the right, can you tell if the Foundation control has focus? Believe it or not, it **is** focused. I used the <Enter> key to navigate through the data entry fields on this screen and stopped at the Foundation combo box list.

Sure, there are some tricks to get keyboard shortcut underlines to appear. One is pressing the <Alt> key. The trouble with this method is it only lasts so long – closing an application tends to reset the behavior. Another problem is this method may not work on a combo box control like Foundation.

The screenshot shows the 'Residential 1 of 1' window with tabs for Structure, Interior, Finish, and Exterior. The 'Finish' tab is active, showing 'Room Counts - Above and Below Ground' and 'Finish Descriptions'. The 'Foundation' dropdown is selected, showing 'Conc / C Blk'.

The screenshot shows the 'Residential 1 of 1' window with tabs for Structure, Interior, Finish, and Exterior. The 'Finish' tab is active, showing 'Room Counts - Above and Below Ground' and 'Finish Descriptions'. The 'Foundation' dropdown is selected, showing 'C Blk'.

Another option is to turn on this feature for all applications, all the time. The setting for this is buried within Window's “Ease of Access Center.”

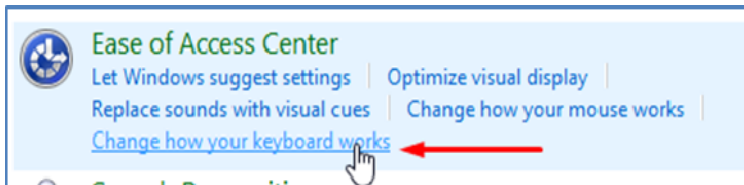
It just so happens that this feature also influences the focus lines around combo box controls, as in my Foundation example. Once enabled for all applications, focus lines will appear when <Enter> is used to navigate between controls. This makes seeing which control your cursor is located a whole lot easier!

To make this system-wide change, open the Windows Control Panel, and then locate and open the Ease of Access Menu to. Within the Ease of Access menu, you should see a “Change how your keyboard works” menu link. If you do not see this link, open the Ease of Access

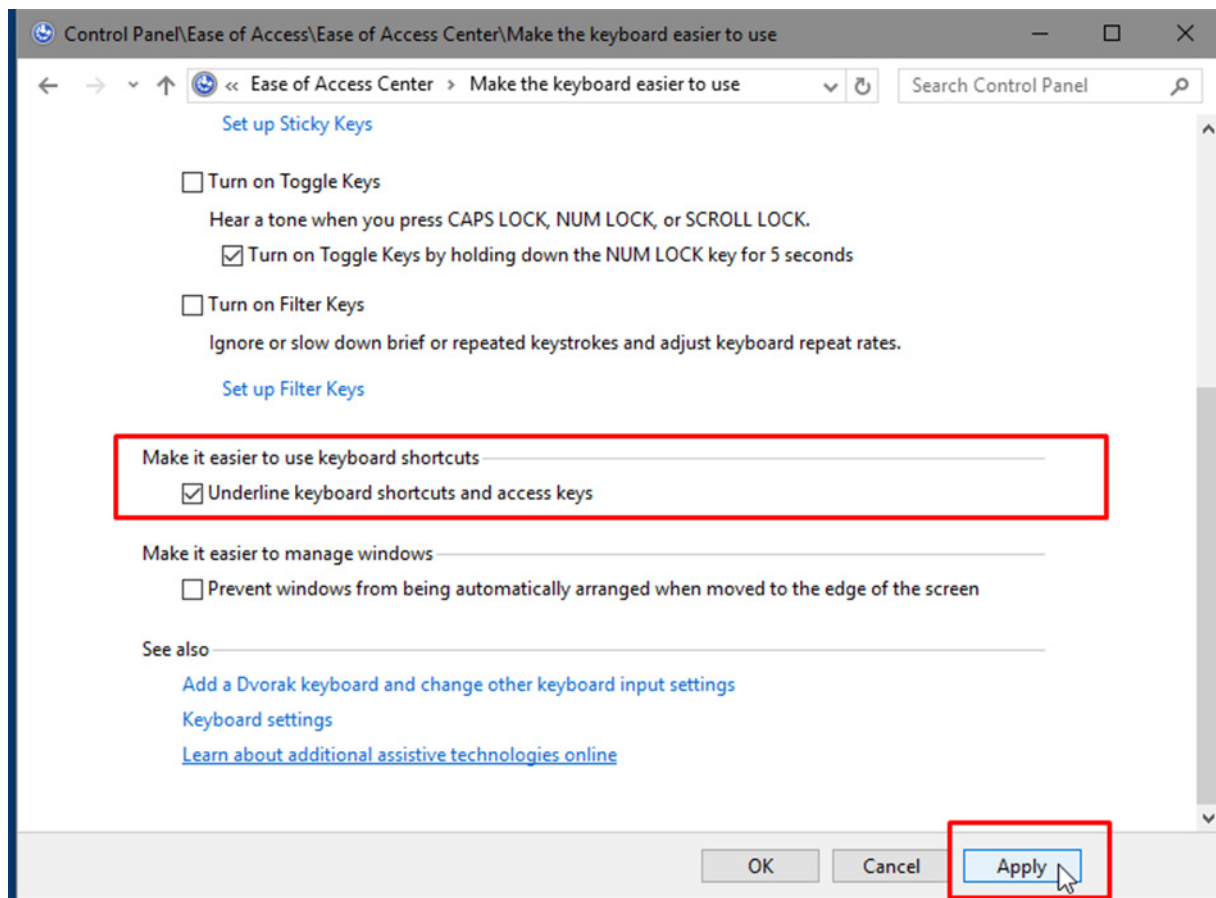
Center, and find the “Make the keyboard easier to use” menu.



## Showing Windows Shortcuts and Control Focus Cont'd

[Back to Index](#)

Once you're in the keyboard menu, scroll until you find the "Make it easier to use keyboard shortcuts" section. It contains one checkbox. Check the "Underline keyboard shortcuts..." setting, and press the Apply button. Now, close out of the Control Panel.



It may take a few seconds as Windows cycles through all open applications and applies this change. Once complete, you should notice a difference right away. Enjoy!

## PIN Lists – hmmm... Interesting, What Exactly Can They Do For Me?

[Back to Index](#)

By: Rownea Gerbracht

PIN Lists are an unnoticed tool hidden within Vanguard. They may be especially helpful for people who have large lists of parcels on which they need to do work.

Maybe you have a large number of parcels that need information updated. You can duplicate that information from WITHIN the parcel that has the information you want.

### For Example:

START with Creating a "PIN (or Parcel number) LIST." This list has specific instructions on how it should look and be saved. Once saved, you can just replace the parcel numbers to use it again, and again, and again. It can be created by typing your parcel numbers in manually OR by query.

Information - CAMAvision 21 - CERTIFIED - Perkins County SD

### PIN List Loading Instructions

These instructions are intended to help ensure your PIN file can be loaded.

The file is expected to be a comma delimited (CSV) text file. File formats specific to spreadsheet programs are not supported.

The file must have a header record as the first line. PIN fields must have the header "PIN", "PARCELPIN" or "Parcel\_Number". The placement of this column in the file is incidental; since it is a CSV file, it can appear anywhere.

Other fields are allowed to be in the file, but only the PIN field will be read. Additionally, fields are allowed to be surrounded by double-quotes but it is not required.

The PIN number is expected to be masked exactly as the setup of your system. Malformed PINs will cause the parcel not to be found. For example, some spreadsheets are known to strip leading zeros from PIN fields.

Duplicate parcels are not allowed in the list. Only the first will be accepted.

To be added to the list, the parcels must exist within the PDF range selected. If a parcel outside of the PDF range, is locked, or simply does not exist, it will be skipped.

Parcels that are already locked (by any means) will be skipped and not included in checkout.

[Print](#)

C14

This is an example of your PIN LIST (saved as a .CSV file)

1	PIN
2	63-0000-011-0013-016-2-0-00000
3	63-0000-012-0013-016-1-0-00000
4	63-0000-013-0013-016-1-1-00000
5	63-0000-014-0013-016-1-1-00000
6	63-0000-015-0013-016-1-1-00000
7	63-0000-016-0013-016-1-1-00000
8	63-0000-016-0013-016-1-2-00000
9	63-0000-017-0013-016-1-1-00000
10	63-0000-017-0013-016-1-2-00000
11	63-0000-018-0013-016-1-1-00000
12	63-0000-018-0013-016-1-2-00000
13	63-0000-018-0013-016-1-3-00000
14	
15	



## PIN Lists – hmmm... Interesting, What Exactly Can They Do For Me? Cont'd

[Back to Index](#)

Choose "Duplicate Wizard" from tools

General Status and Legal Notes Sales Permits Land [1] Residential Commercial Ag Build

Route No. 000-000-000 PDF 047 - Chance-Orig

Map/Factor Rural Ag 0.780

Sub-division

Computer ID 4598

Plat map

Location Rural Class Ag Land 100% 0

Unit 0 Bldg 0 Dwlg 0 Apt 0

Deed ARNESON RANCH INC

Contract to

Property Address Mailing Address Addresses [1] Tasks

Contact ARNESON RANCH

Addr-1 18753 CHANCE ROAD

Addr-2

City MEADOW State/Prov

Country USA Zip/Post 57644-0000

Change Pin / Move

Duplicate Wizard

Check Duplicates

Grain Bin Estimator

Secondary Roads 00 NO

Elderly Assmt Freeze 00 NO

Disabled Veteran Exempt 00 NO

Utilities 00 NO

School District 52-1 BISON INDEPENDENT

Duplicate Parcel

**Duplicate Parcel Wizard**

Select the source parcel that will be duplicated.

Source PDF: 47 Select PDF

Source Parcel Number: 47-0000-010-0016-015-4-0-00000 Summary

Reconciliation reason: Lookup

Click "Next"

Next > Help Close

Duplicate Parcel

**Duplicate Parcel Wizard**

Select destination location and characteristics for the parcels being duplicated.

Destination Parcells

Parcel Number: 00-0000-000-0000-000-0-0-00000 Add

Parcel PIN	PDF	New...	Route #	GID

Find

Delete

Reset List

Load PINs...

Recon reason: Lookup

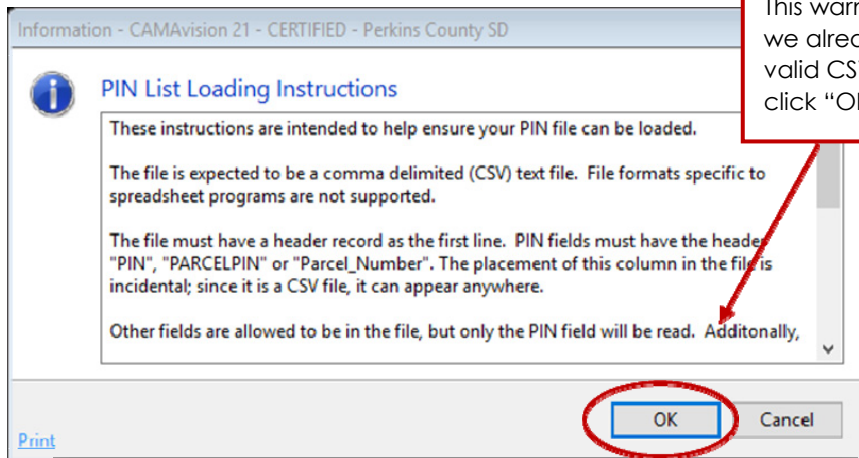
☐ New PINs: Assign current user to the editor's initials and Today to the edit date.

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

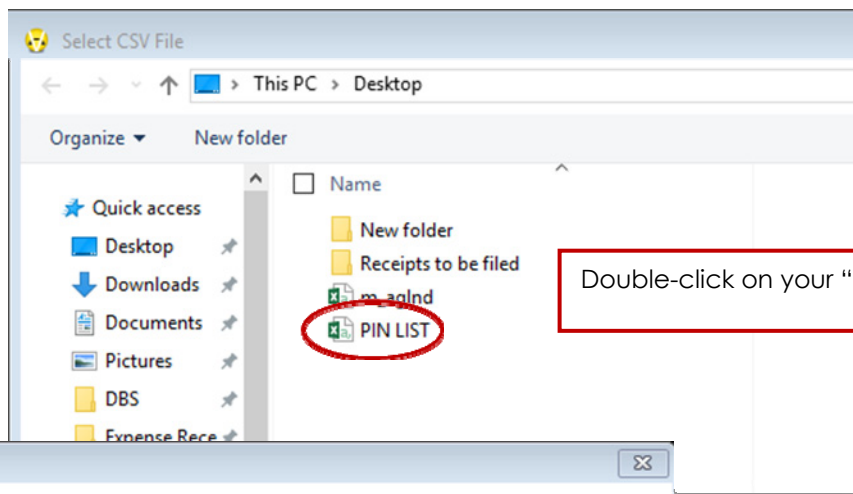
< Back Next > Help Close

This is where you load your PIN list (or list of parcels)

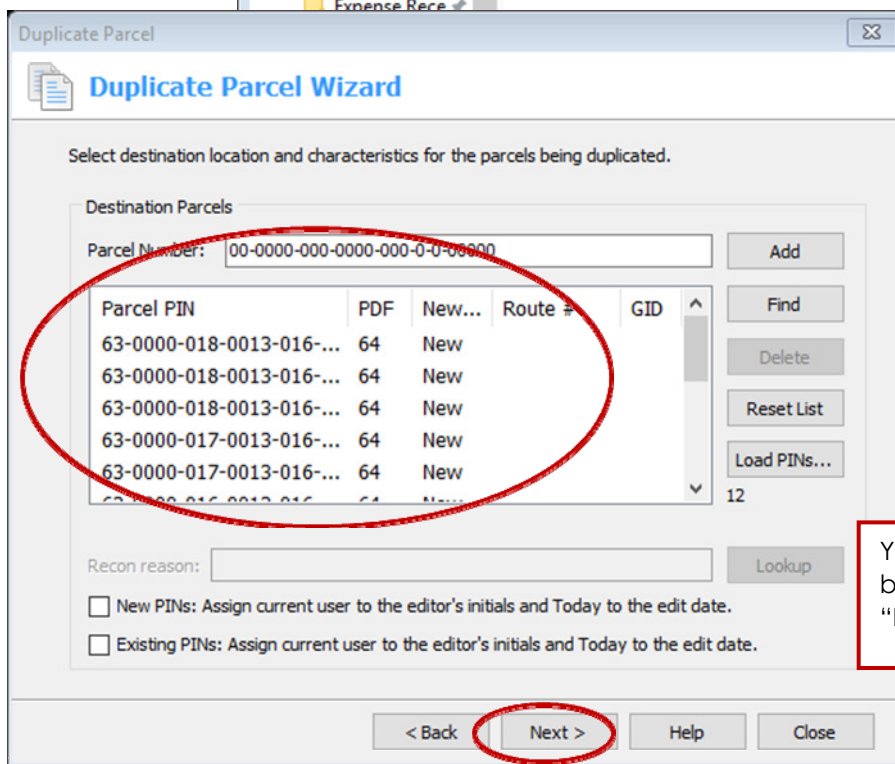
## PIN Lists – hmmm... Interesting, What Exactly Can They Do For Me? Cont'd

[Back to Index](#)

This warning is just telling us what we already know, that you need a valid CSV "PIN LIST" to load. Just click "OK"

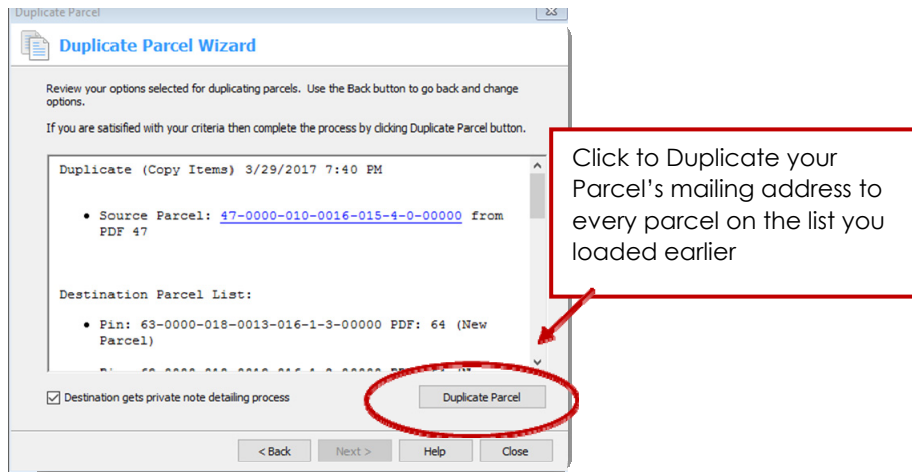


Double-click on your "PIN LIST"



Your list of parcels have been loaded! Just click "Next"

## PIN Lists – hmmm... Interesting, What Exactly Can They Do For Me? Cont'd

[Back to Index](#)


**Cool time-saver, huh?** You can duplicate a multitude of items from one parcel to a whole list of parcels with this process. Conquer the process! It will save you TONS of time in the future.

# Upcoming Conferences

### **MAAO-Minnesota Association of Assessing Officers Summer Seminars**

Dates: May 23rd - 24th, 2017

Location: Holiday Inn St Cloud, MN

### **SDAAO-South Dakota Association of Assessing Officers**

Dates: May 30th - June 2nd, 2017

Location: Days Inn Brookings, SD

### **MCCC-Minnesota Counties Computer Cooperative**

Dates: June 5th - 8th, 2017

Location: Arrowwood Resort Alexandria, MN

### **NCRAAO-North Central Association of Assessing Officers**

Dates: June 18th - 22nd, 2017

Location: Wichita Marriott Wichita, KS

### **ICA - Iowa Certified Assessors**

Dates: July 18th - 19th, 2017

Location: Honey Creek Resort Rathbun Lake, Moravia, IA

### **Missouri Mappers**

Dates: August 1st - 4th, 2017

Location: Capitol Plaza Jefferson City, MO

### **NDAAO-North Dakota Association of Assessing Officers**

Dates: August 7th - 10th, 2017

Location: Comfort Inn Bismarck, ND

[Back to Index](#)

# Terri's Tips and Tricks

Did you know that an inactive/retired identifier is available in the PDF table?

File Tools Help Support				Workshop County Workshop X	
Table Maintenance for Parcel Data File (PDF) Table				Locked by TERRI	
Refresh counts Add Save ?					
PDF#	Parcels	Description	Inactive/Retired		
1	3,658	Urban Residential	<input type="checkbox"/>		
2	1,372	Rural Residential	<input type="checkbox"/>		
3	1,165	Rural Agri Dwellings	<input type="checkbox"/>		
4	20	UGM PDF	<input type="checkbox"/>		
5	25	Urban Ag Dwellings	<input type="checkbox"/>		
6	668	Urban Commercial	<input type="checkbox"/>		
7	0	Exempt	<input type="checkbox"/>		
8	0	Exempt 2	<input type="checkbox"/>		
9	3,967	Ag Land	<input type="checkbox"/>		
10	509	Rural Ag Bldgs (no dwelling)	<input type="checkbox"/>		
11	52	Urban Ag Bldgs (no dwellings)	<input type="checkbox"/>		
12	110	Rural Commercial	<input type="checkbox"/>		
13	588	TAX EXEMPT PROPERTY (GOV/RELIG/LITERARY)	<input type="checkbox"/>		
14	32	Industrial	<input type="checkbox"/>		
15	34	Combine/Retirement	<input checked="" type="checkbox"/>		
16	936	Parkersburg Vanguard	<input type="checkbox"/>		
17	2	FIELD MEETING	<input checked="" type="checkbox"/>		

This will make it easier for users to exclude certain PDFs from selection processes by selecting Active.

File Tools Help Support			
Cancel	Working	PDFs	Criteria PIN
Parcel No.	0000000000	Select Active	1-17
Route No.	000-000-000	Select All	

Notice on the Parcel Selection screen you now have visual **RED** Indicators that indicates the parcel is in a PDF that has been designated as Inactive/Retired.

File Tools Help Support				Workshop County Workshop X			
Cancel Working PDFs Criteria PIN				Load Find Views			
Parcel No.	301128008	PDF	15	1-17	Appraised		
Route No.	301-003-090	Map Area	(6) GREENE	Land: \$3,825			
House No.		Street	N 4TH	Land Com: \$0			
Deed	MILLER, JUSTIN L & SIEMONS, NICOLE R			Dwelling: \$0			
Contract To				Improvements: \$0			
Computer ID		DBA		Mach & Equip: \$0			
MLS		Status		Total VCS: \$3,825			
Contains	IAPRY[10],Lnd[1],Nt[1],Sl[3]			Information Valuation Prior Year Notices			
				109			
Valuation General Land [1] & Legal Notes [1] Sl[3] & Prmt [0] Res [0] Comm [0] Income [0] Ag Bldg [0] Yrd Ex [0] Photos [0] DMS [0] Recon [1] Prior Yr [10] Insp. Hist. [0]							
	Appraised	Board of Review	Equalization Factors	State Equalized	Exempt Amount	w/Exemptions	
Land	3,825						
Land Com	0						
Dwelling	0						
Improvement	0						
Machine and Equip.	0						
Total Value	3,825						

[Back to Index](#)

## The Vanguard Photo Challenge

By: Nic Bowers

It is that time of year again... The Vanguard Photo Challenge is back on FACEBOOK and now on INSTAGRAM!

Thanks to everyone who submitted a photo to us for this year's challenge. We have received numerous photos throughout the year, and after careful thought, we have finally decided on this year's challenge to showcase in the Vanguard Photo Challenge. It is now your turn to choose your favorite Vanguard Challenge photos and see which of this year's images can receive the most "LIKES".

Those represented in this year's photo challenge favorites are (in no particular order):

- Lori Barringer (Moultrie County, Illinois)
- Tara Fitzpatrick (Mason City, Iowa)
- Michele Wills (Nicollet County, Minnesota)
- Christopher Woolery (Pettis County, Missouri)
- Marla Ritter (Seward County, Nebraska)
- Judy Holzhey (West Fargo, North Dakota)
- Todd Schreiner (McLean County, North Dakota)

To choose your favorite Vanguard Challenge photos, find us on Facebook at [www.facebook.com/camavision](http://www.facebook.com/camavision) or on Instagram at [www.instagram.com/camavision](http://www.instagram.com/camavision). Click into the Vanguard Photo Challenge album, and "LIKE" your favorite photos!

As a reminder, keep sending us your photos or videos of you posing with your "Vanguard Bumper Sticker" throughout the entire year, in order for us to showcase your photos for next year. Please make sure to send a digital image, series of digital images, or a video via email to [marketing@camavision.com](mailto:marketing@camavision.com).







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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.*

## **User Group Meeting Dates for 2017**

**Nebraska** April 18<sup>th</sup> thru 20<sup>th</sup> Country Inn & Suites Lincoln

**Illinois** May 3<sup>rd</sup> & 4<sup>th</sup> Holiday Inn Bloomington

**South Dakota** July 11<sup>th</sup> & 12<sup>th</sup> Arrowwood Resort &  
Conference at Cedar Shores Oacoma

**Missouri** August 8<sup>th</sup> & 9<sup>th</sup> Stoney Creek Inn Columbia

**North Dakota** October 24<sup>th</sup> & 25<sup>th</sup> Comfort Inn Bismarck

**Minnesota** October 26<sup>th</sup> & 27<sup>th</sup> Holiday Inn St. Cloud

**Iowa** November 15<sup>th</sup> & 16<sup>th</sup> Marriott Cedar Rapids