

MSOL linked to APEX

Msol and Apex sketching software are linked together. This means that certain Square foot values when coded properly will transfer from the Apex Sketch software to the MSOL program. Below is a guide showing you the MSOL tab/page the field name and most importantly the Code used when sketching the parcel. If the codes used are not the ones listed below then the MSOL program will not import any values from APEX.

CAMA Tab Name	CAMA Field name	APEX Area from Sketch	APEX Code used on Sketch
Land/OB	Area	Land	LAND
Land/OB	Area/Diameter	Detached Garage	DG
Sec/Pg 1	Building SF	General Bldg Area	FL
Sec/Pg 1	Bsmt SF	Basement	BS
Sec/Pg 1	Bsmt Fin SF	Basement (Finished)	BF
Sec/Pg 3	Porch Area	Porch/Patio	P/P
Sec/Pg 3	Area	Garage	GAR

Apex Sketching Software –

- ✓ Anyone using a Windows OS newer than Windows XP, or Vista should be on Apex 5 sketch pro or higher. If you are not on this version or higher please contact NEMRC support for assistance in updating.
- ✓ Any workstation that is going to use the MSOL cama program needs to have Apex installed on it so it can open sketches properly. This includes users that want to print property record cards. As the program must be able to open the sketch in order to print it on the PRC.
- ✓ Any time you add or create a new user to a workstation then MSOL Cama and Apex has to be installed for that user just like it was a brand new computer. Contact NEMRC support for assistance with this process.
- ✓ When apex is installed in comes with a default 'Area Code Table' This needs to be changed to the 'Area Code Table' that is compatible with MSOL.
- ✓ The Area code table is also known as the file 'Axwddal.dat' It is stored in either the Apex software folder or in the MSOL\APEXDATFILE folder. Depending on when your systems were set up.
 - This file can be customized by the user therefore might be slightly different from Town to Town.
 - Do not try to modify these codes on your own have NEMRC support assist you.
 - IT IS VERY IMPORTANT that all users within a town have the same exact area code table. If you do not then some sketches may not be viewed properly by all users.
- ✓ The Area code table is used every time you click on the 'Define area' button in Apex. It brings up your list where you choose what you are going to draw. For instance, a Section 1 - First floor, Porch, Garage or Section 2 - 1 First floor, Porch, Garage etc.

MSOL linked to APEX

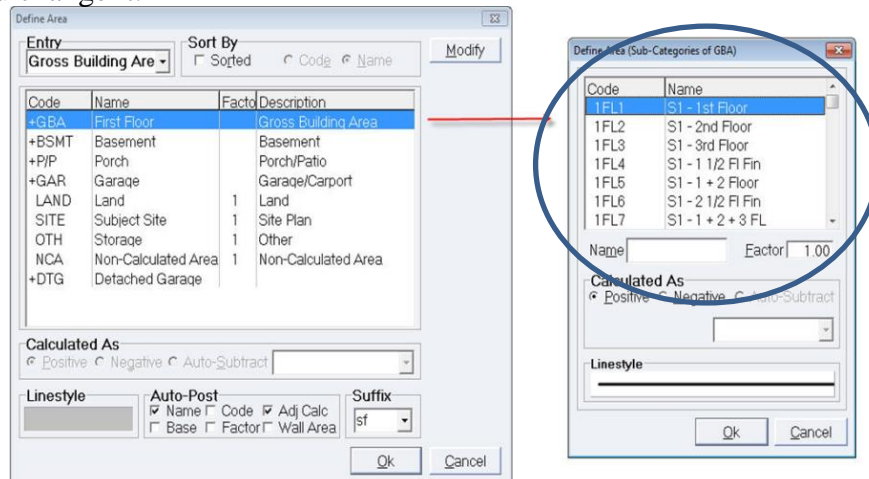
- ✓ Below is an example of the area code table we use in MSOL Cama. On the left you select what type of area you will be sketching 'GBA – Gross Building Area' is selected. Then to the right the sub category window appears and prompts the user to be more specific about what they are about to sketch.

▪ **Code Column** has 3 components

- The **number** represents the Section this sketch belongs in the case of a parcel that has 2 houses one house would be identified as section 1 and the other as section 2. Therefore if you are sketching the section 2 house you would scroll down the list on the right until you found the 2FL# codes.
 - Garage and Porches this number comes after the code letters
- FL** relates to the codes on the top of this page and tells the program where to import the square feet for this area.
- This **number** tells program if it is a 1st, 2nd, or 3rd floor or a combination of those.

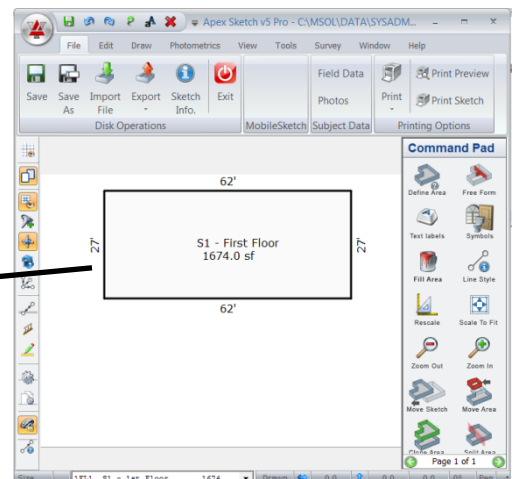
▪ **Name Column** – These are labels to identify the area

- S1 – means Section 1 if you scroll down you will find S2, S3 and so on.
- Followed by the description. This label will appear on your sketch unless you change it.



- Here is our sketch on the right with a 1,674 sq ft once saved the Sq Ft will import into MSOL Section 1 Building SF as seen on the left below.

Sec ID:	1	Roof ID:	1	Bsmt FNA:	0
Bldg Type:	1	Roof Cover:	1	Bsmt Fin SF:	0
Quality:	2.00	Roof Cov %:	100	Bsmt Entry:	0
Style:	1	Dormer LinFt:	0	Floor Insul:	0
Building SF:	1674	Dormer Roof:	0	Floor Ins SF:	0
Design:	1	Energy Adj:	0	Heat ID:	1
Frame:	1	P/Crawl/Slab:	2	Heat/Cool:	0
Extwall ID:	1	Bsmt Wall:	1	Plaster Int:	0
Siding:	4	Bsmt SF:	1344		
Siding %:	100	Bsmt Garage:	0		



MSOL linked to APEX

How to identify that you have the correct Area code table?

This can be a challenge and there it is not a straight ‘Yes it’s correct or No you have the wrong table’ but here are some things to look for.

1. When you go to sketch your Area code table should look like the table on the previous page. If your area code table and sub category table code below start with ‘GLA’ you may have the default code table or an older table.
 - a. What if you sketch with this table?
 - ✓ If you use GLA – none of the sq feet will transfer back to CAMA because the codes will not be recognized by CAMA. So it is important for users to understand that they should not be using the ‘GLA’ selection.
 - ✓ If you select any item below GLA – GBA, BSMT, P/P, GAR, LAND, or DTG and the codes in the sub table match the codes on the first page then your sq feet will transfer to CAMA. If they do not match then they will not transfer. Call NEMRC Support for assistance.

The left window, titled 'Define Area', contains a table with the following data:

Code	Name	Factor	Description
+GLA	First Floor		Gross Living Area
+GBA	First Floor		Gross Building Area
BSMT	Basement	1	Basement
P/P	Porch	1	Porch/Patio
GAR	Garage	1	Garage/Carport
LAND	Land	1	Land
SITE	Subject Site	1	Site Plan
OTH	Perimeter	1	Other
NCA	Non-Calculated Area	1	Non-Calculated Area

Below the table are options for 'Calculated As' (Positive, Negative, Auto-Subtract) and 'Auto-Post' (Name, Code, Adj Calc, Base, Factor, Wall Area). The 'Area Suffix' is set to 'sf'.

The right window, titled 'Define Area (Sub-Categories of GLA)', contains a table with the following data:

Code	Name
GLA1	First Floor
GLA2	Second Floor
GLA3	Third Floor
GLA4	Fourth Floor
GLA5	Fifth Floor
GLA6	Sixth Floor
GLA7	Seventh Floor
GLA8	Eighth Floor
GLA9	Ninth Floor
GLA0	Tenth Floor

- ✓ If you have multiple users sketching parcels and one of you use the correct set of codes and the other the incorrect set what happens? Then you will get the message below when you try to open a sketch.
- ✓ You will also get this message if it is a sketch that was created with an old version of Apex (usually apex version 2)
- ✓ How do you correct this issue?
 1. Get the correct Area code table.
 2. Open the sketch so you get this message.
 3. Select the ‘Non-Calculated’ button.

The dialog box titled 'Area Not Recognized' contains the following text:

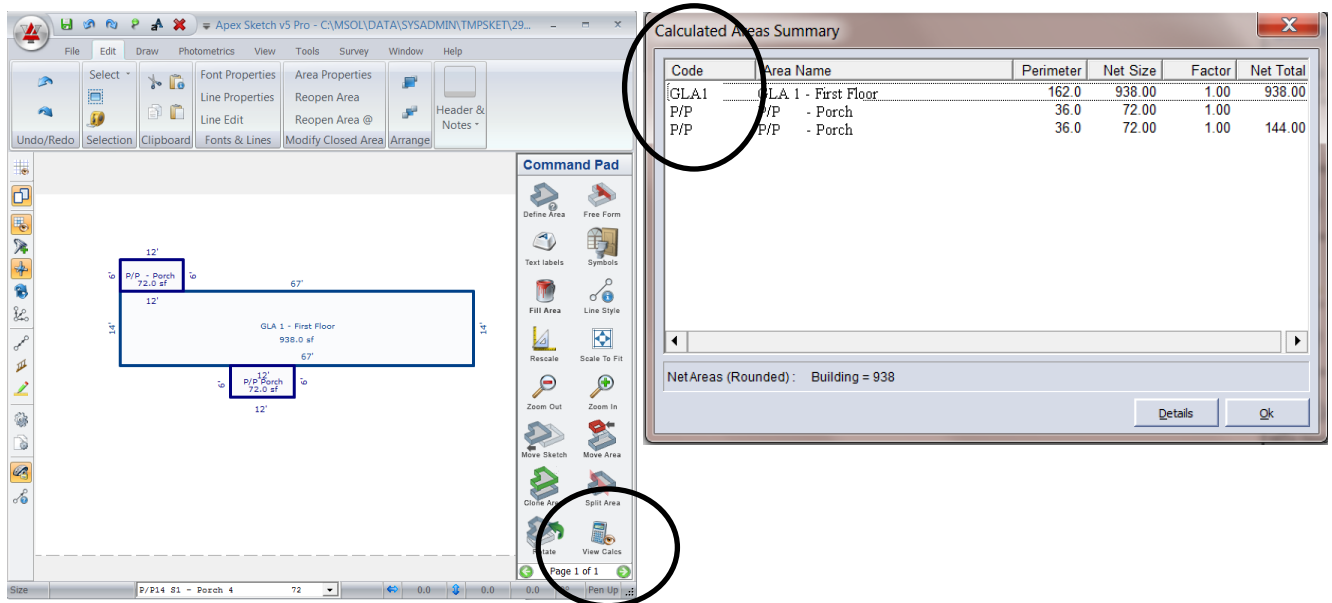
The following area is not found in the current Area Code Table:
S1 - 1st Floor (1FL1)

Convert to:

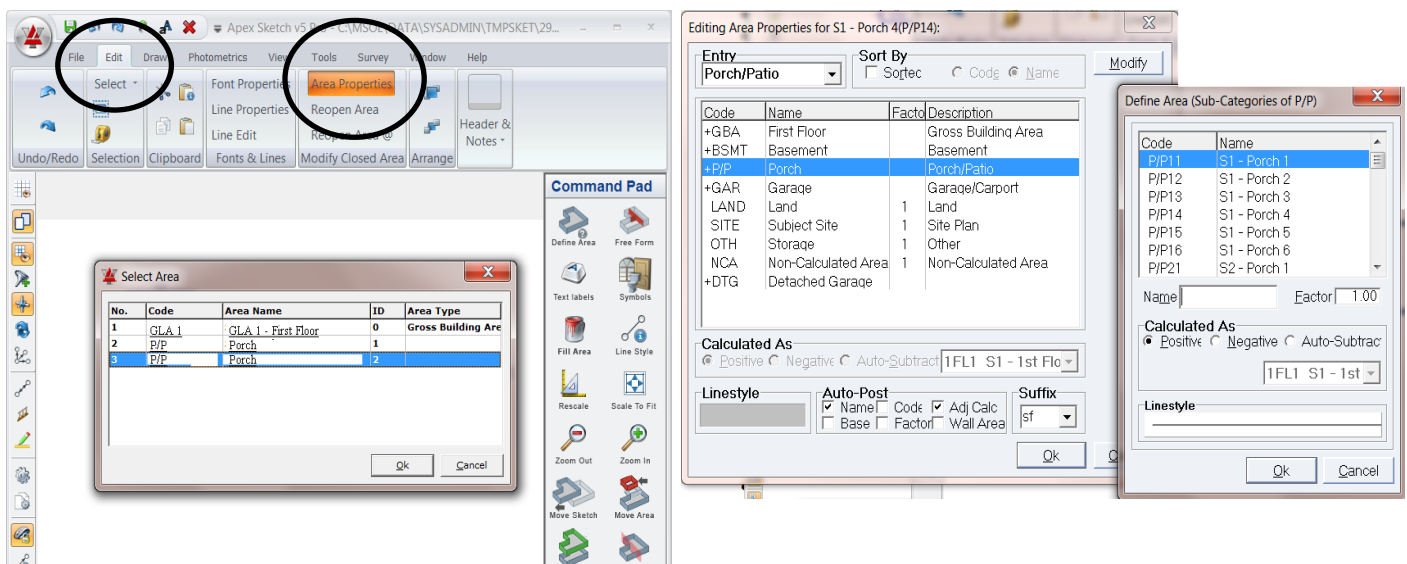
Buttons: Non-Calculated, Define Area

MSOL linked to APEX

4. Next the sketch will open as seen below on the left. Click the 'View Calcs' button form the 'Command Pad' on the right.
5. The 'Calculated Area' screen will appear as shown below on the right. Look at the codes they do not match the codes on the 2nd page of this document as all 3 components do not exist. Press the 'Ok' button to return to the sketch screen.

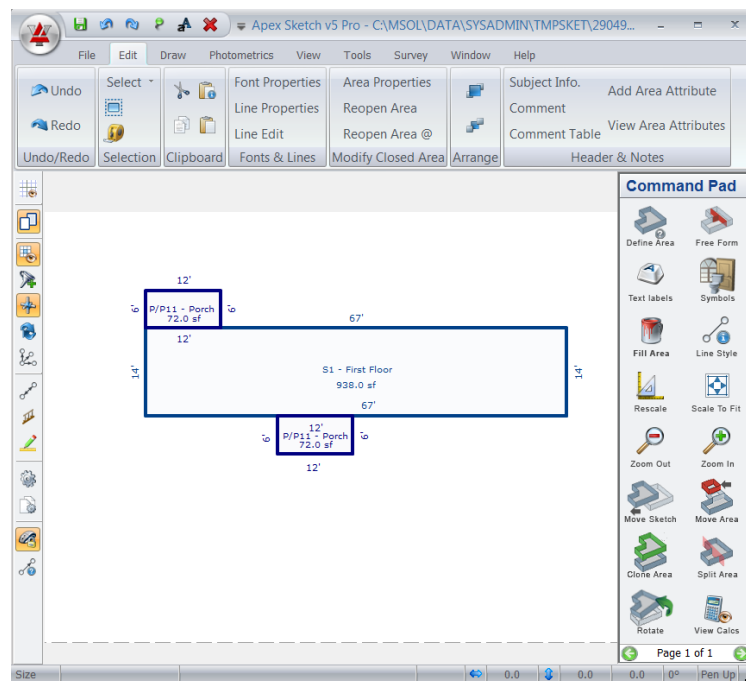


6. How to correct this Sketch.
 - a. With the sketch on the screen select 'Edit' and choose 'Area Properties' from the menu bar at the top. Seen on the Left.
 - b. Highlight the Area of the sketch you want to correct. In this example we are selecting P/P for one of the Porches. Press the 'Ok' button to continue
 - c. The Area Code table will appear Select the correct 'Area' along with correct Code from the sub table and press 'Ok' Repeat this step for each section that has been coded incorrectly. **Make certain** that your Sq Foot values do not change if they do you must correct the sketch accordingly or it could affect the value of the parcel in CAMA when re costed.



MSOL linked to APEX

- When you return to your sketch all of the areas have been corrected. Click the 'Save' button to save your changes. Once that is done it will send the appropriate sq footages over the CAMA and you will no longer receive that message asking you to 'Define Area' or 'Non – Calculated' on this sketch.



- Once you return to MSOL Cama remember to Save the parcel and check the sq footages that apply to the sketch.

Summary:

Apex passes data to MSOL Cama if the correct codes are used. If you find that parcels were sketch with old software or incorrect codes you can correct this issue without redrawing each sketch. Apex has to be installed on each individual computer as well as each individual user set up on that computer in order to work properly. If you have question about you the codes that are associated with your apex software or you need apex installed on a computer please contact NEMRC support and we will assist you.