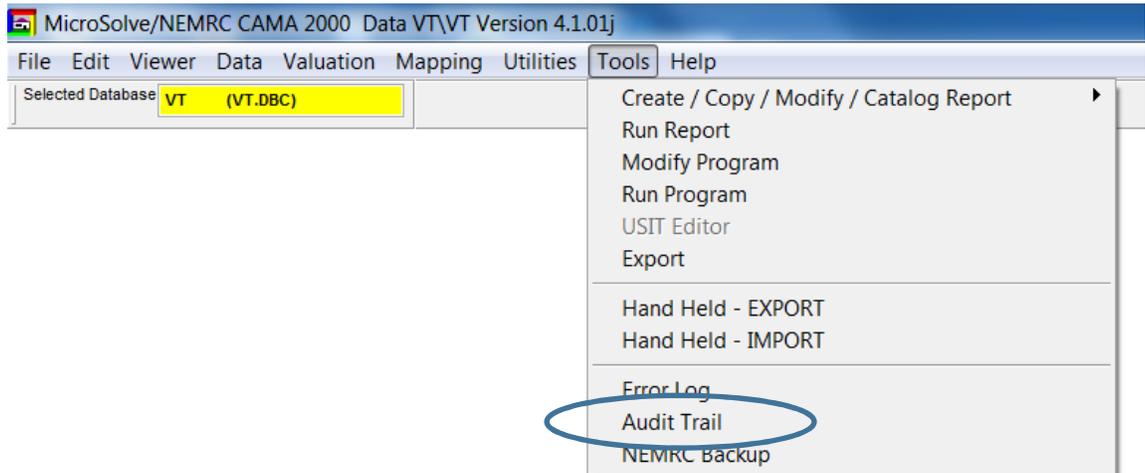
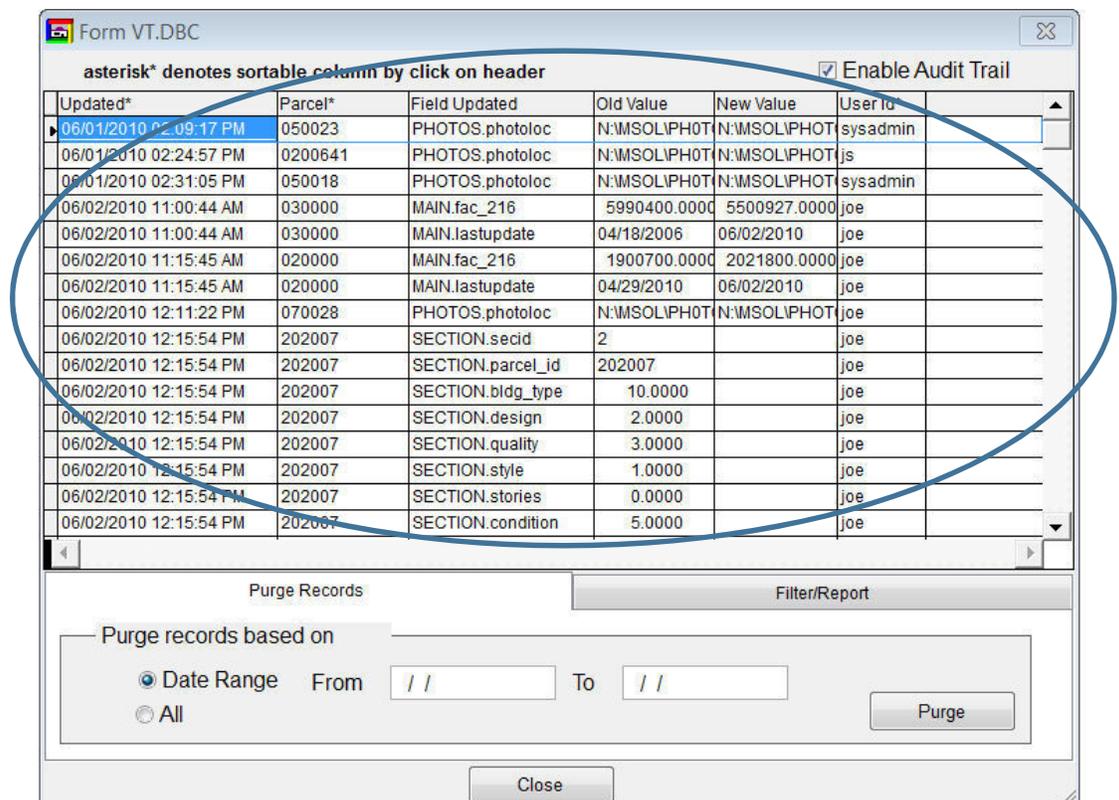


## Using the Audit Trail Feature

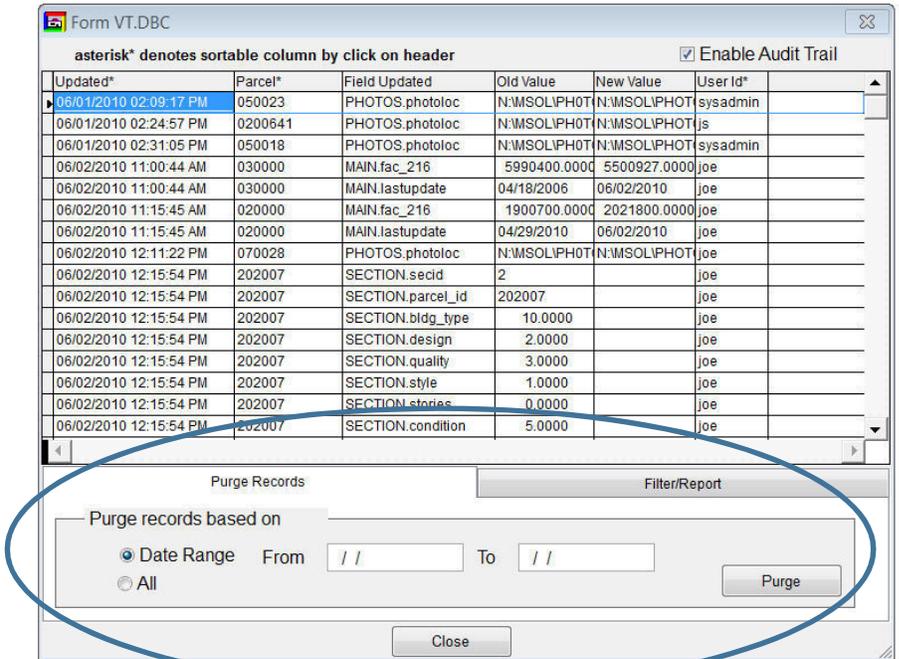
The MSOL CAMA program has the ability to track changes that are made to each parcel this data is stored in an audit database. This allows the user to monitor when changes are made and who made that change. The Audit trail feature is only available to the 'System Administrator' of the software. To access the 'Audit Trail' feature simply log into the MSOL CAMA software as the 'System Administrator'. Then go to the 'Tools' menu and select 'Audit Trail' as seen below.



Once the Audit window appears users will see all parcels in their database. Along with the date & time a change was made, Parcel id, the field that was updated, old value of that field, new value of that field, and User id of who made that specific tab.

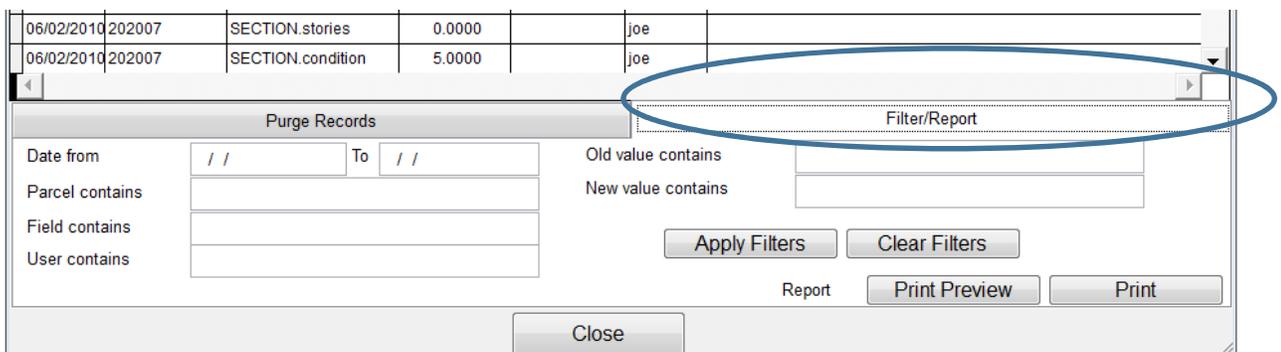


There are 2 Tabs at the bottom of this screen. The first tab on the left labeled 'Purge Records' allows you to 'Delete' data from the audit trail. Sometimes this is necessary when your audit database is getting very large. You can 'Purge' All data or specific data within a date range by using the radio buttons seen on the screen. **CALL NEMRC Support to discuss this before attempting on your own. Once you 'Purge' your data it is gone.**



'Filter/Report' tab this allows user to drill down on specific changes that have been made to your data. You have the following options available:

- Date From** - View changes made within a date range
- Parcel contains** - Enter the entire 'Parcel id' or portion of the parcel id.
- Field contains** - Enter the entire database 'Field name' or portion of the field name.
- User contains** - This will allow you to see changes that a specific user(s) made.
- Old value contains** - Searches the 'Old Value' column for the value you enter in this field. For example, show all parcels where the old value is '100,000'
- New value contains** - Searches the 'New Value' column for the value you enter in this field. For example, show all parcels where the old value is '100,000'



Below is an example of how to use the 'Filter/Report' tab. Let's say you want to see a list of all the changes made to a specific parcel.

1. Enter the parcel id in the 'Parcel contains' field
2. Click the 'Apply Filters' button on the bottom of the screen.
3. You will see a list of that parcel id sorted by date in the window.

asterisk\* denotes sortable column by click on header  Enable Audit Trail

Updated*	Parcel*	Field Updated	Old Value	New Value	User Id*
03/28/2012 04:54:07 PM	202007	LAND.land_tot	314000.0000	348000.0000	sysadmin
03/28/2012 04:54:20 PM	202007	MAIN.cama_land	348000.0000	314000.0000	sysadmin
03/28/2012 04:54:20 PM	202007	MAIN.cama_total	470500.0000	436500.0000	sysadmin
03/28/2012 04:54:20 PM	202007	MAIN.homestd_va	470500.0000	436500.0000	sysadmin
03/28/2012 04:54:20 PM	202007	MAIN.cama_site2	470500.0000	436500.0000	sysadmin
03/28/2012 04:54:20 PM	202007	LAND.land_tot	348000.0000	314000.0000	sysadmin
05/08/2012 12:00:00 AM	202007	MAIN.homestd_va		436500.00	Unknown
05/08/2012 12:00:00 AM	202007	MAIN.cama_site2		436500.00	Unknown
05/29/2012 09:52:31 AM	202007	MAIN.cama_land	314000.0000	268000.0000	joe
05/29/2012 09:52:31 AM	202007	MAIN.cama_total	436500.0000	390500.0000	joe
05/29/2012 09:52:31 AM	202007	MAIN.homestd_va	436500.0000	390500.0000	joe
05/29/2012 09:52:31 AM	202007	MAIN.factor	03/28/2012	05/29/2012	joe
05/29/2012 09:52:31 AM	202007	MAIN.cama_site2	436500.0000	390500.0000	joe
05/29/2012 09:52:31 AM	202007	LAND.land_tot	314000.0000	268000.0000	joe
06/19/2012 10:59:40 AM	202007	MAIN.lastupdate	05/29/2012	06/19/2012	joe
06/19/2012 10:59:40 AM	202007	SECTION.notes	stloping to lake, easy acc	*stloping to lake, easy access	joe

Purge Records Filter/Report

Date from  // To  // Old value contains

Parcel contains  New value contains

Field contains

User contains

Apply Filters Clear Filters

Report Print Preview Print

Close

Next is a sample of how to find a specific change made by a specific user. Which shows 1 parcel that was changed by 'js' on 11/10/2015.

1. User contains - 'js'
2. New value contains - 11/10/2015

asterisk\* denotes sortable column by click on header  Enable Audit Trail

Updated*	Parcel*	Field Updated	Old Value	New Value	User Id*
11/10/2015 11:54:17 AM	202174	MAIN.factor	05/15/2013	11/10/2015	js

Purge Records Filter/Report

Date from  // To  // Old value contains

Parcel contains

Field contains

User contains  New value contains

Apply Filters Clear Filters

Report Print Preview Print

Close

## What is an Operating System?

An operating system is the software that allows you to control a computer's hardware and peripherals.

This involves running other software like:

- NEMRC Modules
- Microsoft Office
- Web Browsers

Some of the peripherals you use may be:

- Keyboard
- Mouse
- Printer
- Scanner
- Barcode Scanner



- Outdated
- High Risk of getting a virus
- Incompatible with Modern Applications
- Higher Security Risk
- No longer supported by Microsoft

### NEMRC can help!

- Identify Specifications for a suitable machine that can support a modern operating system as well as NEMRC software.
- Help you procure a machine with one of our partners.
- Make sure your data is backed up and transferred to the new computer.

## Windows® 7

- Industry-standard operating system.
- Stronger security and battle-tested.
- Compatible with most software.
- Still being supported by Microsoft.

### NEMRC can help!

Develop best practices for security

Recommend Anti-virus software

Teach you how to get the most from your OS.

## Windows® 8

- Multi-platform Operating System
  - PCs, Tablets, Phones
- Graphically very different from previous versions
- User experience generally not well received
- Still being supported by Microsoft

### NEMRC can help!

Optimize/Configure User Experience

Help maximize compatibility

# Windows 10

- Multi-platform Operating System
  - PCs, Tablets
- Graphically similar to older versions of Windows
- May have software compatibility or networking issues
- Most modern version of Windows

## NEMRC can help!

Update/Insure Functionality of applications and networking.

Secure and protect your system.

Free Upgrades!  
(Until July 29,  
2016)  
Here's how:



(NEMRC can help with this!)

- Back up all of your NEMRC and non-NEMRC data
- Turn on Auto-Updates
- Download and install all updates
- Wait for the upgrade logo to appear 
- A button will appear to let you reserve your free copy
- Windows 10 will download in the background

## Link between NEMRC and CAMA

The NEMRC grand List and MSOL CAMA program are connected and send data back and forth to each other so you do not have to double enter data into both programs.

NEMRC Sends the following data to MSOL: Names, Address, City, State, Zip, 911 data, Tax map, Property description, Total Acres, Sale Date, Sale Price, Book, Page, and Validity code.

NEMRC Receives the following data from MSOL: CAMA Total which goes to NEMRC 'Real' Value Homestead which goes to the NEMRC Homestead Housesite which goes to the NEMRC Housesite

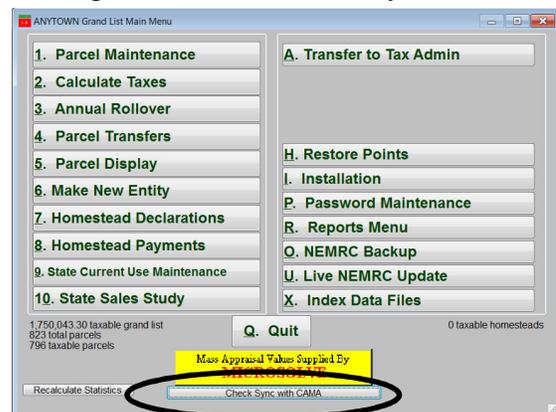
Upon the transfer of this cama data the following happens when a value on a parcel is changed in CAMA. The NEMRC Program compares the 'Previous' value fields for Real, Homestead, and Housesite to the new values being sent over from CAMA. If they are different then the program will automatically set the Change of Appraisal flag to 'Yes' for that parcel and that value.

### **RULES for the transfer of data to work properly also know as SYNCRONIZING**

1. You can not have the parcel open in both NEMRC and CAMA.
2. The NEMRC and CAMA program MUST have access to the data file it is trying to update. In NEMRC this is the LSPROP01 database and in CAMA it is the MAIN Table. If the programs can not access these data files for any reason then the new data will not be transferred. This can be caused by the following: Someone leaves their NEMRC and CAMA program open, Other programs are scanning the files (virus protection and firewall programs).

### **How to check to see if your data is in sync between both programs.**

1. Open the Grand List program, on the 'Main Menu' click the button labeled 'Check Sync with Cama' This will provide you a list of parcels that are not in sync with both programs.

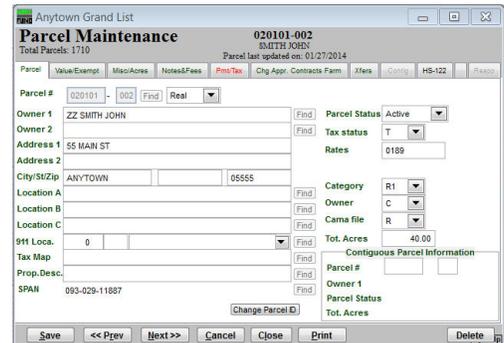


### **What to do if data is out of sync.**

1. If a report shows that the Owner name has changed in the Grand List but has not been updated in CAMA follow these steps called 'Forcing a change'
  - a. Simply go to Parcel Maintenance in the Grand List and bring up the parcel that has the sync issue.

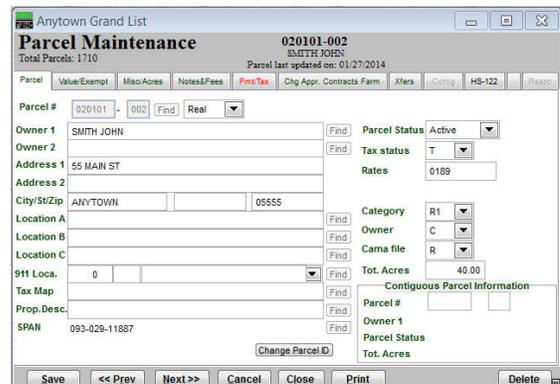
## Link between NEMRC and CAMA

- b. Make a fake change to the field that is out of sync in this example 'Owner name'. Add a couple of 'Z's to the owner's name as seen below and click the 'Save' button.



The screenshot shows the 'Parcel Maintenance' window for parcel 020101-002. The 'Owner 1' field is populated with 'ZZ SMITH JOHN'. Other fields include 'Address 1' (55 MAIN ST), 'City/Zip' (ANYTOWN, 05555), and 'Tot. Acres' (40.00). The 'Parcel Status' is 'Active'. The 'Save' button is visible at the bottom.

- c. Then go into CAMA and pull up that record under Data Display. If the owner name has the 'ZZ' in front then the program saw the change you made in the grand list.
- d. Simply close off that parcel in CAMA
- e. Go back to Grand List and bring that parcel back up and remove the 'Z's from the Owner name. and click Save.



The screenshot shows the 'Parcel Maintenance' window for parcel 020101-002. The 'Owner 1' field is now populated with 'SMITH JOHN', with the 'ZZ' removed. All other fields remain the same as in the previous screenshot. The 'Save' button is visible at the bottom.

- f. Now return to CAMA and check to make sure the owner name has been updated without the 'Z's
- g. Do the same process for Values in CAMA that do not transfer over to NEMRC. Make a change to the parcel that will change the values. Something simple like a Miscellaneous Adjustment. Run Cost and see if the new value appears in the Grand List on that parcel. If it does then Remove the Miscellaneous Adjustment and run cost to set the value back to what it should be. Then check to see that the correct value has been transferred to the Grand List.
- h. If forcing a change does not help Try closing out of both programs and reopening them. Once re opened Try steps a – g again. In rare instances a reboot of your computers is needed in order to release files so they can be written to by the programs.