# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant of License</td>
<td>1</td>
</tr>
<tr>
<td>Protection of Software</td>
<td>1</td>
</tr>
<tr>
<td>Ownership</td>
<td>1</td>
</tr>
<tr>
<td>Terms</td>
<td>1</td>
</tr>
<tr>
<td>Return Policy</td>
<td>1</td>
</tr>
<tr>
<td>Disclaimer of Warranties</td>
<td>1</td>
</tr>
<tr>
<td>Limited Warranty of Merchantability</td>
<td>ii</td>
</tr>
<tr>
<td>Copyright Notice</td>
<td>ii</td>
</tr>
<tr>
<td>Trademarks</td>
<td>ii</td>
</tr>
<tr>
<td>Disclaimer</td>
<td>ii</td>
</tr>
</tbody>
</table>

## CHAPTER 1

### INTRODUCTION
What is DataComp? 1

## CHAPTER 2

### DATACOMP SYSTEM REQUIREMENTS 1

### ADMINISTRATION PROGRAM
Choosing a Database Administrator 2
Using the Administration Program 2
Edit Databases 2
Adding and Editing Users 3
Changing User ID, Name and Password 4
Understanding and Setting up Groups 6
Adding New Users 8
Editing User Rights 8
Editing Pull-down Menus and Cycle-Buttons 8
Understanding the Pull-Down Menus 8

- Apartment Type 9
- Cities 9
- Counties 10
- Hotel/Motel Property Types 10
- Improved - General & Specific Property Types 10
- Location Type 10
- Industrial, Retail, Office, and Mixed Use Types 11
- Land - General & Specific Property Types 11
- Rental-Lease Type 11
- Tenant Type 12
- Zoning Class 12

### Understanding Cycle-Buttons

- Building Area Types 13
- Land Use Types 13
- Unit Types 13
- Land Unit Types 14

Maintaining Your Database 14
Backup and Restore 14
What is Created When You Backup? 14
Backing up Your Data 14
Restoring a previous back-up 17
Importing and Exporting Between Two DataComp Systems 18
Images 19
Importing or Exporting to Non-DataComp Databases 20
Label Templates 20
Duplicate Records 24

## CHAPTER 3

### DATACOMP QUICK START 25

Setting Options 25
# Lease Comparables

- **Improved Module** .............................................................. 99
  - Physical Data Page ........................................................... 99
    - Size Information ............................................................ 100
    - Physical Information .................................................... 101
  - Tenants Page ..................................................................... 103
    - Entering General Rent .................................................... 103
    - General Lease Information ........................................... 103
    - General Tenant Information .......................................... 104
    - Entering Rent Rolls ...................................................... 105
    - Entering Unit Mixes ...................................................... 114
  - Rent Data Page ................................................................... 116
    - Building Size Summary .................................................. 116
    - General Rent ............................................................... 117
    - Anchor and Other Tenants .............................................. 117
  - Multifamily ........................................................................ 118
    - Physical Data Page ........................................................ 118
    - General Data ............................................................... 118
    - Size Information ........................................................... 118
    - Amenities Page .............................................................. 120

# Remarks Page

- Remarks .............................................................................. 122
- User Defined ....................................................................... 122
- Text Paragraphs ................................................................. 126

# Report Wizard

- Word Templates ................................................................. 129
- Excel Templates ................................................................. 131
- Printing to Custom Templates ........................................... 137
- Tips for Key-wording Sub tables ....................................... 139

# Custom Tab

- Configuring the Custom Tab ............................................... 145
- Copying the Userfields.xml file ......................................... 146
- Custom Tab Output ............................................................ 153
- Custom Tab Data WARNINGS ............................................ 156

# Mapping

- Setting up Mapping Format ............................................... 157
- Exporting to .txt File .......................................................... 158
- Importing into Delorme Street Atlas USA 2008 ................... 160
- Importing into Microsoft Streets and Trips ......................... 162
- Importing into Delorme Street Atlas USA 2009 Plus (XData Function) ........................................... 164
- Importing into MapPoint .................................................... 169

# Attaching PDF Documents

- ................................................................. 173

# Addenda

- ................................................................. 177
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read Me</td>
<td>178</td>
</tr>
<tr>
<td>Existing Users</td>
<td>178</td>
</tr>
<tr>
<td>New Users</td>
<td>178</td>
</tr>
<tr>
<td>Existing Users - Uninstall SQL (Windows XP/Server 2003)</td>
<td>179</td>
</tr>
<tr>
<td>Existing Users - Uninstall SQL (Windows Vista)</td>
<td>182</td>
</tr>
<tr>
<td>Install DataComp Client</td>
<td>198</td>
</tr>
</tbody>
</table>
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Chapter 1

Introduction

What is DataComp?

DataComp is a powerful comparable management system for storing, analyzing, retrieving and reporting commercial real estate transactions. It is versatile and user friendly, allowing real estate professionals to easily track and report their sales, listings, and leases on retail, industrial, office, hotel/motel, apartment and many other commercial property types.

DataComp System Requirements

Workstations: Microsoft Windows XP Pro, Windows Vista Pro, Windows 7 Pro, Windows 8 Pro
Server: All listed above as well as Windows Server 2003, Windows Server 2008
Applications: Microsoft Office 2007/2010/2013 Standard or higher
System Prerequisites: Microsoft .NET Framework 3.5 SP1 (all PC’s and server), Windows Installer 4.5 (Server only)
Chapter 2 - Installation Instructions

Chapter 2

Configuring DataComp

Existing Users

1. Open DataComp by double clicking on the desktop icon \[\text{DC}\] or going to Start/All Programs/RealWired/DataComp and clicking on the DataComp icon.

2. A SQL connection prompt will be displayed. Enter the machine name of the server and click Apply. If the client and server install are on the same machine then just click Apply.

3. A database 'DefaultData' will be automatically created. Click OK. NOTE: This will only occur on the first client connected to the server. Additional clients will not be prompted.

4. Existing users will need to restore their DataComp database. Click here for instructions.

New Users

1. A greeting letter containing the DataComp licensing information will be sent upon purchase. Save the .zip file to the hard drive. Extract the files and open up the licensing folder.

2. Right click on the dc.dat file and select Copy.

3. Open Windows Explorer and browse to C:\Program Files\DataComp. Right click in the folder and select Paste.

4. Open DataComp by double clicking on the desktop icon \[\text{DC}\] or going to Start/All Programs/RealWired/DataComp and clicking on the DataComp icon.

5. A SQL connection prompt will be displayed. Enter the machine name of the server and click Apply. If the client and server install are on the same machine then just click Apply.

6. A database 'DefaultData' will be automatically created. Click OK. NOTE: This will only occur on the first client connected to the server. Additional clients will not be prompted.
Chapter 3

Administration Program

The Administration program is used to manage the DataComp database. By using passwords and assigning user rights, access to this module can be limited to one or just a few employees, thus making it easier to control the overall quality, consistency and integrity of the database.

With the Administration program you can:

- Add, Delete and Rename databases
- Add users and edit their rights
- Edit pull-down menus
- Backup/Restore the database
- Add/Modify Label Templates
- Search for duplicate records
- Setup Custom Fields

To start the Administration program:

1. Click on its icon in the DataComp Group Box.

2. Enter the appropriate User ID and password. See below.

Note: Login as “supervisor” and leave the password field blank the first time you enter the Administration program.
Choosing a Database Administrator

Prior to using DataComp, each office should come together as a whole and set general policy on how and who will input data and be responsible for its overall quality and integrity. In order to achieve your goals, it is very important to carefully choose the database administrator, as this person will play the largest role in the overall success of your database efforts. Ultimately, this person will be responsible for:

- Quality Control
- Consistency
- Deciding User Rights
- Adding and Deleting Users
- Making sure data is inputted
- Setting up pull-down list conventions
- Setting general database policy

Generally, the administrator task should be assigned to someone with a very good working knowledge of the appraisal process and the real estate industry. They will need to make quick and accurate decisions about how to classify and input special or hybrid property types, and when to add or not to add additional items to the numerous pull-down lists. They will also control the uploading and downloading of data into and from DataComp.

The administrator should be quality and detail oriented in order to establish and oversee policies that ensure that quality data is being inputted. Additionally, in order to encourage widespread participation in developing the DataComp database, the administrator should either be a senior appraiser, associate or administrative staff member that is well respected by most employees.

Using the Administration Program

Before using DataComp it will be beneficial for the database administrator to assign user rights to the people expected to use the database and set up the pull-down list with default data. After logging into the Administration program, the Administration Main Menu will display.
Chapter 3 - Administration Program

Edit Databases

This utility allows the ability to add, rename or delete DataComp databases. Remember, each database includes the six modules, LAND SALES, IMPROVED SALES, LODGING SALES, MULTIFAMILY SALES, IMPROVED LEASES AND MULTIFAMILY LEASES.

Suggestions why you might want more than one database:

1. Archive older sales you still want to keep, but no longer want “mixed” together with your more recent data.
2. A separate database of unconfirmed sales.
3. Data from other appraisers or public record sources.

You can import and export comps from database to database using the import/export functionality in the DataComp Main Menu.

Adding and Editing Users

To change users’ rights or add new users, select the Edit Users button from the Administration menu.

DataComp is preset with one user, “supervisor”, as denoted by the Tab in the upper left hand corner of the screen. From this screen, you can:

- Change the User ID and Name
- Change or Set Password
- View Group Membership/Modify Group Rights
- View/Edit User Rights
- Add New Users/Delete Users
Chapter 3 - Administration Program

Changing User ID, Name and Password

To change the User ID and password:

1. From the Administration Main Menu, press the Edit Users button. At the top of the screen you see the four User ID fields.

2. Replace the desired field with the new information

3. Press the Close button to save.

Understanding and Setting up Groups

Group rights are the default rights that are assigned to users, making it easy to add users to groups that have predefined rights. DataComp is preset with two groups; Administration and Appraisers.

You may want to define new Groups to fit your office’s specific needs (e.g., a Data Entry user group that would have rights to add records, but not edit existing ones).

To modify the existing groups:

1. After entering the User Administration screen, click on the Modify Group Rights button.
2. To change the rights of the existing Groups select the desired group from the tabs at the top of the User Groups screen.

3. Check the appropriate boxes to give the selected group the desired rights.

To add a new Group:

1. Click on the **Modify Group** button from the User Administration Screen.
2. Press the **New Group** button.
3. All fields are now blank. Name the Group (e.g. Data Entry, Guest, etc.).
4. Check the desired rights.
5. When you are finished, press the **Close** button to add this Group. If you decide not to add this Group, press the **Delete Group** button.
Adding New Users

To add New Users:

1. From the User Administration Screen, press the **Add New User** button. The User ID fields are emptied.

2. Fill in the User ID. This can be a first Name, Initials or any text.

3. Assign the User a password if desired.

4. Enter the User’s first and last name.

5. Last, assign the User to a group.

Editing User Rights

Users’ rights can only be edited by assigning the user to a different group. If you would like to give the user a combination of rights that are not supported by the current Groups, then you must create a new group with the desired rights. To create a new group, follow the directions above under *Understanding and Editing Groups*.

Editing Pull-down Menus and Cycle-Buttons

Throughout the DataComp database, there are numerous pull-down menus and cycle-buttons that not only speed up the data entry process while allowing flexibility in naming fields, but also force comps to be entered into predetermined classifications, e.g. **Property Type**, preventing data from “slipping through cracks” during searches.

Understanding the Pull-Down Menus

The pull-down menus are a very important part of managing your database and establishing consistent data input. Prior to using DataComp, the database administrator should not only set up these lists to suit your office’s needs, but careful consideration should be given to which users have the rights to change and edit these lists.

**For Example**: Controlling who edits these lists can prevent a user from accidentally creating a property type called “*Indsrial*” when the correct spelling “*Industrial*” already appears in the list.

The pull-down menus for DataComp are:

- Apartment Property Types
- Cities
- Counties
- Hotel/Motel Property Types
Chapter 3 - Administration Program

- Improved General Property Types
- Improved Specific Property Types
- Industrial Types
- Land General Property Types
- Land Specific Property Types
- Lease Types
- Location Types
- Mixed Use Types
- Office Types
- Retail Types
- Tenant Types
- Zonings

Most of the pull-down menus have several default items included. These are only general guidelines of the type of data to include in each menu. In order to customize DataComp to your specific needs, you can edit or delete any of these default entries, as well as add as many new items as you wish to any menu. The following will provide a better understanding of how each menu functions within DataComp.

Apartment Type

This menu is available in both of the Apartment databases. It is for categorizing apartment complexes by type. The default items are:

- Garden
- Townhouse

Cities

This menu serves all of the DataComp databases by keeping a single list of all the cities where your comparables are located. This eliminates misspellings and assists in more accurate searches. This menu is shipped blank but will quickly fill in as you develop your database.
Counties

Similar to the Cities above, the Counties menu serves all databases and has very similar functions.

Hotel/Motel Property Types

This menu serves the Hotel/Motel database. It is for classifying the type of service available at a property.

The defaults are:

- Full Service
- Limited Service

Improved - General & Specific Property Types

These are two separate menus that are used in conjunction with one another to classify Property Types for improved sales, listings and rentals from a broad to a more specific category. This will assist in narrowing searches when very specific property types are sought, but will not preclude you from retrieving sales that often fall within more than one property type when broad searches are desired. The default settings are just for a general guideline. Your office should give a lot of consideration on how to best categorize your data.

The General Property Type list has the following default settings:

- Office
- Retail
- Industrial

Specific Property Type defaults include:

- Medical Office
- Light Industrial
- Heavy Industrial
- Convenience Store
- Fast Food Restaurant
- Mini Warehouse

Location Type

Used in the IMPROVED database in conjunction with choosing Office as the Building Type. This list allows the user to quantify an office building with a location factor. The default settings are:

- Urban
- Suburban
- CBD
Industrial, Retail, Office, and Mixed Use Types

Used in the IMPROVED database to further classify buildings beyond Property Type.

Industrial Defaults:
- Manufacturing
- Distribution
- Office/Warehouse

Retail Defaults:
- Neighborhood Shopping
- Regional Mall

Office Defaults:
- Medical
- High-rise
- Mid-rise
- Technology
- Bank

Mixed Use Defaults:
- Mini/Warehouse
- Automobile Dealership

Land - General & Specific Property Types

Used exactly like the Improved - General & Specific described above, except this menu serves only the VACANT LAND database allowing you to set different property type search criteria for your vacant land data. You may find the Specific Property Type menu less useful here than for the IMPROVED database.

General Defaults:
- Retail
- Industrial
- Office
- Multi-family
- Residential
- Agricultural

Rental-Lease Type

This menu serves the LEASE database only. It classifies different lease structures for tenants. The default settings are:
- Triple Net
- Gross
- Full Service
Tenant Type

Located in the LEASE database and is utilized to classify tenants when entering a rent roll. The defaults are:

- Anchor
- Sub-Anchor
- Other
- Local

Zoning Class

This is used in conjunction with the Zoning Code field in all the databases. The zoning type allows you to assign broad general zoning classifications to each comp in order to assist in searches by zoning. The Zoning Code is designed for the input of the exact zoning code (e.g. I-1, M-1, M-2, C-III, etc.) as assigned by the municipality in which the property is governed. The Zoning Class pull-down menu is then used to assign the general classification to the record (e.g. Industrial, Manufacturing, General Commercial, etc.).

The defaults are:

- Light Industrial
- Heavy Industrial
- Office/Institutional
- Multi-Family
- Residential
- Commercial
- Highway Business

Understanding Cycle-Buttons

Cycle-Buttons are used in several places in DataComp in place of pull-down menus. Generally, these are employed when it is necessary to allow the user to change the name of a field on the fly, without changing the overall behavior or function of the field.

Example

The area of a building used to calculate the price per square foot may be called “Gross Square Feet” for one property type but “Useable Square Feet” for another. Thus, the number you enter in the field is divided into the Sale Price to produce the answer “Price/Size”. However, it is beneficial for the user to control what “Size” is called both on screen and in the printed outputs. In this example for the first case you want “Price/Gross Square Feet” and in the second case “Price/Useable Square Feet”.

DataComp allows the user the flexibility to rename these type fields instantly with Cycle-Buttons, named for their ability to cycle through a short list of predefined names. These useful buttons are easily recognized by the circling arrows on their face.

By clicking these buttons with the mouse, you can easily cycle through your predefined list of names allowing the quick renaming of these fields.
Mostly, these buttons are used when dealing with size names. The following lists appear as Cycle-Buttons in one or many places throughout DataComp.

- Building Area Types
- Land Use Types
- Unit Types

Just like the pull-down menus, the Cycle-Buttons are shipped with default data. Again, you can use our settings “as is”, edit these or delete any or all and add new names.

Note: When dealing with size fields that are measured in square feet, such as Gross Square Feet, you only need to include the name “Gross” in the Cycle-Button list as DataComp will automatically supply the “Square Feet” label on all print outs.

Building Area Types

This list serves all the modules except Land. It is used to define what building area the comp is evaluating.

The defaults are:
- Gross
- Net
- Leasable
- Net Rentable

Land Use Types

Used in the Land module to divide a tract of land into various useable and unusable areas.

The defaults are:
- Useable
- Unusable
- Wetlands
- Uplands
- Easement

Unit Types

Used to define different Unit Types in the Improved module.

The defaults are:
- Unit
- Truck Bay
- Seat
- Alley
Land Unit Types

Used to define different Unit Types in the Land module.
The defaults are:

- Allowable
- Planned
- Actual

**Maintaining Your Database**

This section explains managing your data as a whole. Two topics are discussed in detail:

- Backup/Restore
- Importing Data

The first two items are important elements of guarding your database against potential data loss. Data loss can occur in several ways, whether it be hardware (power failures, hard drive crashes, etc.), software (bugs, viruses, etc.) or user oriented (deleting data files, importing bad data, etc.).

A much more subtle source of data loss is through data corruption which is usually caused by power failures and/or machines crashing, being turned off, or rebooted while the data tables are still open. Often the data corruption can go on for a long period of time after the initial corruption before anyone notices. Although this form of corruption is rare, it does happen and this section will help you to be prepared when it does. DataComp’s SQL tables are much less susceptible to corruption as the old DataComp Paradox tables.

**Backup and Restore**

The Backup and Restore feature allows you to compress and save your entire database in one step and to restore your database should it ever become corrupted and un-repairable. We recommend backups should be made at least once a week. It is more important to back up your data frequently if you do not store your data on a network server. While network servers are usually well maintained, protected against power failures, rarely crash, and should have hard drive or tape backups regularly, desktop machines are inherently more unstable and rarely enjoy the same degree of continuity as a network server and are thus more prone to data corruption.

**Note:** If you already back up your data with various media on a regular basis, then feel free to continue to use your backup software to maintain a recoverable archive of your data tables. This backup/restore feature is primarily for those who currently have no other methods of backing up and restoring their data.

Since the DataComp SQL services are running, the backup routines generate an error message. You need to add the command line in the backup software, Net Stop <DataComp> and Net Start <DataComp>, to stop and start the SQL services to allow the backup routine to proceed.

**What is Created When You Backup?**

The Backup/Restore feature works with an SQL bak file extension. The user names the file and decides which directory it will reside. Only the data files in the DataComp data directory will be backed up. Photos, images, and word processor and spreadsheet templates are not stored in the database and are NOT backed up.
Chapter 3 - Administration Program

Backing up Your Data

Note: The backup must be performed on the machine that is installed with SQL (usually the server).

1. Log into the Admin module.

2. The DataComp Administration screen will be displayed. Select Backup/Restore.
3. Select Backup current data and click Next.

Typically, most customers have a single database. For existing DataComp customers, they may have migrated their data from older versions of DataComp in which the new database is typically called Main Database. A database name needs to be one word and cannot contain spaces or wild card characters. In the example below, the customer has created five databases for various purposes. In our example, we will be backing up the DefaultData database. As indicated on the image below, highlight the database you wish to back up.

Next click the Continue button. You will be asked if you wish to choose your backup directory. You may either browse to a desired folder by clicking yes or backup to the default folder located under C:\Program Files\Datacomp\Backup by clicking no. As shown in the image below, the pathway and back-up file name is indicated.

Please note that the back-up file with a bak extension contains all your data from all six databases, but does not back up your pictures or images. **Doing a back-up within the DataComp Admin Module does not require you to turn off and on the DataComp SQL service.**
Restoring a previous back-up

If you need to restore a previous back-up, simply click the Backup/Restore button and select Restore Data. The next screen is shown below, listing out the Database(s) that you currently have and wish to restore to. As shown below, the DefaultData Database has one previous backup. Simply highlight the back-up which you wish to restore from and click Continue. Please note that the restoring function will overwrite any data in the database.

If the back-ups do not appear in which to choose from, or the bak file has been saved to a different location, you can click the browse button and search for back-ups that may not necessarily be under the default folder.
Tip

If you are emailing your data to another DataComp user to restore, we recommend that you zip the bak file. After the back-up file has been emailed, it can be unzipped and restored.

**Importing and Exporting Between Two DataComp Systems**

Data can be shared between two different DataComp systems by exporting the data from the originating machine and then importing the data on the target machine.

**Step One: Exporting Data from Originating DataComp System**

The first step to transferring data between two DataComp systems is to export the desired records from the originating DataComp system. To export:

1. Open DataComp on the originating machine. Log in and open the desired module (i.e., Land Sales).

2. Optionally; run a search to locate the desired records you wish to export or select and add the desired records to the print list just as you would before printing. If you do not add any records to the print list, all records in the summary grid will be exported. Otherwise, the selected comparables in the print list will be the only records exported.

3. Pull down the File menu and select the Export option. If Import and Export are not available on the File menu then your database administrator has disabled Import/Export features for your User ID. You (or your database administrator) will need to enable import/export rights for your User ID through the Edit Users section of the Administration Program.

4. You will be prompted to permanently delete the records. If you choose:
   - No, then the records will remain in the database.
   - Yes, then all records that were exported are deleted from DataComp. Be sure before you select Yes. The image files associated with these records are not deleted by the archive process. If desired these records can be re-imported at a later date (by importing from the just created exported data), but the records will have a different identifying Record ID number.
5. When the **Export Destination** dialog box pops up, select the target drive and directory you wish to export to and click the **OK** button.

![Export Target dialog box](image)

One XML file will be created in the chosen destination.

**Step Two: Transferring Data Files**

Once the desired comparables have been exported, you must transfer the files from the originating DataComp system to the target DataComp system. The file can be emailed as an attachment, or any other means of electronic transfer between two PCs.

**Step Three: Importing Data into the Target DataComp System**

Once you have exported the desired comparables and the data has been transferred to the target DataComp system, you are ready to import the data. To Import:

1. Open DataComp on the target machine, log in and open the desired database (i.e., Land Sales).

2. Pull down the **File** menu and select the **Import** option. If **Import** and **Export** are not available on the **File** menu then your database administrator has disabled Import/Export features for your User ID. You (or your database administrator) will need to enable import/export rights for your User ID through the **Edit Users** section of the **Administration Program**.

![DataComp interface](image)

3. When the **Import Source** dialog box pops up, select the source drive and/or directory you wish to import from and click the **Ok** button. All the data is automatically imported into the Target DataComp system but the images are *not* copied.

**Images**

The images, if any, need to be manually copied from the source into any one of the image directories set up on the target DataComp system. The image directories are controlled through the General Preferences option located under the Options menu. Probably the easiest way to copy images is by opening two Windows Explorer sessions and dragging the image files from the source directory (viewed in one window) to the target image directory (viewed in the other window).
**Importing or Exporting to Non-DataComp Databases**

Please call 813-349-2700 to get a quote for the cost to import or export your data from a non-DataComp database.

If you have an older version of DataComp (Version 3.61 or lower), please call 813-349-2700 for a quote for the most recent version and data migration.

**Label Templates**

The label template was added in DataComp as a quality control feature. You can highlight field names with color (such as red) to dictate to your appraisers which fields are mandatory input. Perhaps change to another color to represent suggested field input.

As with any database, the quality of the database is only as good as the input. Since DataComp has many fields, some appraisal companies have very detailed comps from appraiser to appraiser. **Standardization of a comparable is important to many appraisers.**

Note: The Label Template feature is particularly helpful for new appraisers who do not know which fields they should input data into to make it a "complete comp".

1. Log into the Admin Module in DataComp.

![Login to Admin Module in DataComp](image)
2. Next click on Label Templates button.

3. Click on File - New. You will notice that the six modules are listed corresponding with DataComp’s Land Sales, Improved Sales, Lodging Sales, Multifamily Sales, Improved Lease Data and Multifamily Lease Data.
4. In our example we used the Land Sales Database. Click on the + symbol to the left of the Land box, to see a listing of all the sub-tabs in DataComp, including Property Data, Sales Data, Land Data, Remarks, Summary and Images. If you click on the + sign of these tabs, for example, Property Data, a list of all the fields that appear on that tab will be listed. To the right are various colors you can select for modification. In the example below, we selected various fields to be chosen as then clicked on the red color box. We chose the color red to suggest mandatory fields.

5. Simply highlight the field and click the color from the color selection on the right. In our example below, you will notice that Property Data, Street Address, Location, County, City, State, Zip code, Name 1 (Verification Sources), are mandatory input for this particular example.

6. We then clicked on File Save As, and gave the template name (Mandatory Fields). Tip: You can create one “global” Label Template for all six of DataComp’s databases.
Chapter 3 - Administration Program

7. We then log out of Admin Module and log into the Main Menu.

8. Next, if you are a network user of DataComp, you can have everyone using the same custom template. Go to each PC, and in DataComp, go to Options, General Preferences, Label Templates Tab, and change the custom label template directory to the server. The default for the customs template is on the local drive under C:\Users\USERNAME\AppData\Local\DataComp\LABELS. You can do this by clicking on the Browse button and selecting the location of your custom templates. **We strongly recommend saving to the default Labels folder, either on the local or network drive.**

9. Once we selected the Land Template, you will notice that the fields that we selected to be mandatory entry are shown in red. **Please note that applying different colors to field names does not make the fields mandatory when saving.** In other words, DataComp does not force input into these “mandatory” fields, but rather is used as an internal data entry quality control tool.
Duplicate Records

This feature allows a search of each of DataComp's modules for duplicate records. Select the appropriate module and click on Find Duplicates.

Duplicate records matched by Deed Book/Page and/or Property Name, Grantor and Grantee are presented in a Word summary chart. The duplicate record numbers will be presented in the left hand column.

List of records having duplicate property name, grantor, grantee AND/OR Deed Book/Page:

<table>
<thead>
<tr>
<th>Record Nos</th>
<th>Property Name</th>
<th>Grantor</th>
<th>Grantee</th>
<th>Deed Book/Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>9501, 9502</td>
<td>Eckerd Drug Store</td>
<td>De Centro, LLC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3864, 6261</td>
<td>Eckerd Drug Store</td>
<td>CCD Griffin, Ltd.</td>
<td>Confidential</td>
<td></td>
</tr>
<tr>
<td>1242, 2277</td>
<td>Eckerd Drug Store</td>
<td>Sunbury Co.</td>
<td>Sovereign Hotel Corp.</td>
<td>1640/7244</td>
</tr>
<tr>
<td>1295, 1721</td>
<td>Environmental</td>
<td>James C. and Gay A.</td>
<td>Frank J. Muller</td>
<td>3955 0820</td>
</tr>
<tr>
<td>1044, 2968</td>
<td>Heart Center of</td>
<td>Deborah L.</td>
<td>Commons Medical</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sarasota</td>
<td>Chandler, Land Trustee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4133, 5382</td>
<td>Home Advantage</td>
<td>David Kupiansky</td>
<td>Arrow Realty</td>
<td>1564/6793</td>
</tr>
<tr>
<td>8706, 8819</td>
<td>Occoee Plaza</td>
<td>Pacific Retail</td>
<td>Nationwide Occoee</td>
<td>61053181</td>
</tr>
<tr>
<td>4633, 7352</td>
<td>Sawgrass Plaza</td>
<td>Sawgrass Plaza</td>
<td>Teachers, Insurance &amp;</td>
<td>294521504</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Associates</td>
<td>Annuity Association</td>
<td></td>
</tr>
<tr>
<td>2948, 3510</td>
<td>Uncle Bob's Self</td>
<td>Hollywood-Old</td>
<td>Sawan Acquisition, Ltd.</td>
<td>28674578</td>
</tr>
<tr>
<td></td>
<td>Storage</td>
<td>Dixie Self Storage</td>
<td>Partnership</td>
<td></td>
</tr>
<tr>
<td>5367, 5402</td>
<td>Vermeer Building</td>
<td>Edward and Sharon</td>
<td>Denbesten and</td>
<td>102591114</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Garrison</td>
<td>Baskraven Ltd.</td>
<td></td>
</tr>
<tr>
<td>1243, 1244</td>
<td>Walgreens Drug</td>
<td>Fog Development, Inc.</td>
<td>Steven Verrilli, et</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Store</td>
<td></td>
<td>al</td>
<td></td>
</tr>
<tr>
<td>2273, 2275</td>
<td>Walgreens Drug</td>
<td>Glenwood Holdings</td>
<td>Confidential</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Store</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1607, 3866</td>
<td>Walgreens Drug</td>
<td>Olympia Development</td>
<td>Walgreens Company</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Store</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9466, 9489</td>
<td>Waterfords</td>
<td>Mortgage Approval</td>
<td>Group</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Construction &amp;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Development</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Chapter 4

DataComp Quick Start

DataComp is very intuitive and user-friendly, and it is likely that this Quick Start chapter is all you need to get you up and running in a very short time. However, once you are comfortable with the basics of DataComp, you are encouraged to tap into some of the more powerful features such as creating customized spreadsheets through the Report Wizard.

This chapter briefly outlines how to:

- Set Options
- Open DataComp
- Login
- Choose a Module
- Enter a New Record
- Search Records
- Print Comparables

Setting Options

Before beginning DataComp, there are many user options that you may want to explore and set up to customize the databases to suit your specific needs. There are two categories of customizable options.

- General Preferences
- Module Preferences

General Preferences are global preferences that affect all databases, where Module Preferences can be set differently for each database.

Note for Network Users: If you are using a network version of DataComp, be aware that these options must be set up for each workstation that DataComp is loaded on. This allows the most flexibility giving individual users the ability to customize DataComp for individual needs.

General Preferences

General Preferences are set once and are effective throughout all databases.
To access the **General Preferences** menu option:

1. Open DataComp. Choose Options from the menu selections at the top of the screen. Select General Preferences. The following screen appears.

![Configuration Options](image)

### General Page

This page allows you to set two options:

- The Primary State
- Default Edit History Behavior
- Custom Template Directory

**Primary State**

Every time a new record is created, DataComp automatically inserts the state in the State field. To set the default, enter the two letter code for the state where you do the most work. Note that if your office uses a network version, each workstation that DataComp is loaded on can select a different state.

**Edit History**

This feature allows a user to add additional internal comments for each comp. Click on Never Display if you do not want this prompt every time you save a record.

**Custom Template Directory**

If you plan to create and use custom templates you must choose a default folder. Click on Browse to select.
Image Directories

It is necessary to tell DataComp where you are going to store your graphic images. These can be stored anywhere you like, and you can set up as many different directories as you like, so that each user has their own directory.

To set an image directory:

1. You cannot create the folder from DataComp, so first create the appropriate directory using Windows Explorer for My Computer.

2. Once the directory is created, from DataComp, select Options from the menu bar at the top of the screen.

3. Choose General Preferences.

4. Select the Image Directories tab. You will see three windows in the middle of the screen.

5. Using the Folders: window, navigate through your system to find the appropriate directory that you created. In our case we want to use the server drive letter “M” and the appropriate subfolder(s).

6. Once the desired folder appears in the middle window, press the Add button, and the folder pathway will then appear in the window to the right.

7. To add another folder pathway repeat the process. When you are done, press the OK button in the lower right-hand corner of the window.
Module Preferences
Module Preferences are options that can be set differently for each database.

To access **Module Preferences**:

1. Once DataComp is open, choose Options from the menu selections at the top of the screen.
2. Select Module Preferences. The following screen appears.

There are seven pages available for controlling Module Preferences.

- Print Order
- Mapping
- Date Entry/Printing
- User Comments
- User Fields
- Default Data
- Printing Images

From each of these pages you can choose which module the changes affect.
Print Order

DataComp prints or transfers three items to the word processor:

- Summary Tables
- Discussion Paragraphs (Text Paragraphs)
- Profiles (Comparable Write-ups)

When printing, you can choose one, all, or any combination of the above items to print. If you choose all, DataComp first creates and prints the Summary Table, then includes the Discussion Paragraphs and finally prints the Profiles for each selected comparable. The Print Order page allows the user to change the order these items are printed.

To change the printing order:

1. In the left-hand window select the database that you would like the change to affect.
2. In the right-hand window, highlight the item you want to print in a different order.
3. Use the arrow buttons to the right of the window to move the highlighted item to the desired print position.
Chapter 4 – Quick Start

Mapping

This section is for defining how you want your comps to export to the mapping label. The export format can be defined as lat/long or street address. This page also allows you to define default subject and comp labels. You can also configure two customized labels for the mapping export.

![Module Preferences](image)

Date Entry/Printing

DataComp allows you to enter sale dates in either mm/dd/yy or mm/yy format. This page allows you to select which format your office uses.

**Note:** that you must choose one of the two formats for each database. It is not possible to allow one record to be entered as mm/yy and the next record to have a mm/dd/yy format.

**Also Note:** You can switch formats, but when switching from mm/yy to mm/dd/yy, all of the records entered in the mm/yy format will be displayed with the first day of the month as the actual day when this conversion is made. For example; 06/05 converts to 06/01/05.
User Comments

This page allows the user to rename the User Comment field on the Remarks page of each database.

To change the name of the User Defined Comment field:

1. In the left-hand window select the database the change is to affect.
2. In the field to the right, type in the desired name and press **Apply**.
3. If you want this memo field to be included in Word Profiles, make sure the check box is marked.
4. Repeat this process for each database as desired.

User Fields

This page is utilized to control the name of the **User Defined** fields in each database.

To change the name of a User Defined field:

1. Select the database in the left-hand window that the change is to affect.
2. Change the User field name on the right-hand side of the screen to the desired name. Note that User 1 corresponds to User 1 in that database, and so on.
3. Once all User fields have the desired name, press **Apply**.
4. Repeat this process for each database you wish to use User defined fields.
Default Data

This page allows you to set the default data displayed by the **Cycle-Buttons** when a new record is entered.

To set the **Cycle-Button** default value:

1. In the left-hand window, select the appropriate database.
2. On the right, use the pull-down menus to set the desired values.
3. Once all values are set, press **Apply**.
The above will cause the Cycle-Buttons on the Land Data page of the Land module to default to the following settings.

<table>
<thead>
<tr>
<th>Useable Land Type</th>
<th>Wetlands</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unuseable Land Type</td>
<td>Uplands</td>
</tr>
<tr>
<td>Other Land Type</td>
<td></td>
</tr>
</tbody>
</table>

**Printing Images**

DataComp allows you to transfer digital images directly to Word or to the Windows Clipboard (to then paste). If no image is available, you can have DataComp insert a blank picture frame (Word only) in the image's place. From the **Printing Images** page the user can set these items to automatically print. Additionally, you can control where photographs and picture frames will be located when printing. This page is divided into two sections.

- Image and Empty Frame Defaults
- Image and Empty Frame Placement

When setting up these options, make sure the desired databases the changes are to affect are selected in the left-hand window.
Opening DataComp

Once installed, DataComp creates its own icon either in the DataComp program menu or on the desktop.

Logging-In

DataComp opens up to the login screen.

![Login Screen](image)

If you have not setup a User ID and Password for yourself using the Administration Program, you enter the DataComp database by doing the following:

1. Type “supervisor” in the User ID field.
2. Leave the Password field blank.
3. Click on the Continue button.

If you wish to setup a new User ID, follow the instructions in Chapter 3 for Adding and Editing Users.
Choosing a Module

Once you have logged in, DataComp opens to the Main Menu.

DataComp is divided into sections; Sales/Listings and Lease Data. There are a total of six modules to choose from. Four are for Sales and Listings, and two are for Lease.

To begin entering data into or searching a module select the desired choice by single clicking the appropriate button.

When opening any of the six modules, DataComp displays the Search Screen first. If this is the first time DataComp has been opened, the screen should be void of data.
Notice the notebook tabs along the bottom. This is how you navigate through DataComp’s screens. To move from one screen to the next, you can either:

1. Point to the desired notebook tab and click on it.
2. Use the <Page Up> and <Page Down> keys.

**Custom View – Column Order**

Each DataComp PC can have its own custom view by dragging the columns to whichever sequence order you want. The default column resets back to the “standard” view. The custom view is specific to each PC and will not affect other DataComp PCs.

**Record Counter**

On the bottom left part of the screen is a record “Comp” counter. The counter does not correspond with the Record Number. The counter will indicate the following:

1. Total Number (numerically) of records. Example – Comp No. 1 of 1,289 means the first record is highlighted and the particular database (in this case Land Sales) has a total of 1,289 records.

2. After a search, the record number will indicate only the remaining comps. Example – if you do a search and find 10 records and you highlight the first record, the counter will say Comp No. 1 of 10.

**Entering a New Record**

To begin entering a new record:

1. From within any of the databases and on any page within a database, press the **New** button at the top left-hand side of the screen.

2. The Property Data page will appear with all fields blank.
3. Begin filling in the fields with the desired data.

4. When filling in data remember:
   - Color Shaded Fields are for internal use only (do not print).
   - Leave any fields that do not apply blank.

5. Once all desired fields on the first page are filled in, move to the next tab and so on.

**Navigation and Other Buttons**

DataComp is very easy to navigate but it may be helpful to understand a few of the conventions for moving about, and what functions the on-screen buttons perform.

**Moving Between Records**

To quickly move around DataComp, a button bar appears at the top left of every screen. These arrow buttons allow the user to move forward and back one record, or go to the end or beginning of the records.

**Moving Between Fields**

Use the <Tab> key to move forward to the next field. <Shift + Tab> will move you backwards to the previous field.

**Moving Between Pages**

To move to the next page you can either point to the page tab at the bottom of the screen or click it with the mouse.

**On-Screen Buttons**

Other buttons create New Records, Save Records, Delete Records, and Undo them. Additional functions, such as *Edit History* and *Main Menu*, can also be selected via buttons at the top of the screen.
Searching

Once your database begins to develop, searching for records that match certain criteria is very important. DataComp allows you to search by almost any field in the database, quickly and easily.

To begin a search:

1. Go to the Search page.
2. The search functions are located in the upper left-hand corner of the screen.
3. Click the Add button to begin adding your search criteria.
4. The Search Criteria Editor window appears with a list of the most commonly sought search parameters.

5. The fields are broken down into six categories, Common Fields, Property Identifiers, Sales/Lease Data, Physical Data, Miscellaneous and Custom.

6. The most commonly searched fields are a pull down. For example, if Common Fields button is selected, click on the pull down adjacent to the field name and a list of all available fields to search on can be chosen.

Example

Let’s build a search that meets the following parameters.

- Office Building
- Located in Tampa
- Between 75,000 and 200,000 SF

We will start the search from the Search Criteria Editor window displayed above. To begin the search:

1. Select Spec. Property Type with the mouse (or select “S” to take you to the first occurrence of S in the pull down list).

2. A list of all the Specific Property types that you have entered appears in a box below.
3. From the list of property types on the left-hand side of the screen, select *Multifamily* and *Single-Family* by clicking in the box of the appropriate Property Type or using the Shift key to highlight multiple property types and the Control key to pick specific multiple selections.
Chapter 4 – Quick Start

4. Click Continue. A confirmation box will appear.

5. Since we want to add both a city and a size parameter, select Yes.

6. You are now back to the Search Criteria Editor. This time choose City.

7. A similar list box appears as for the property type. Select the desired city in the check box in the same fashion as the Specific Property Type. Then click on Continue.

8. You are now prompted to answer Yes or No for another criteria. Since we still want to specify a building size, select Yes.

9. You are returned again to the Search Criteria Editor. This time choose Gross SF.

10. First select the Comparison Type, Between so we can enter the range 75,000 to 100,000. The lower half of the screen now appears as follows.

11. Enter the 75000 as Lower Range and 100000 as the Upper Range. Note, do not use commas when entering.
12. Then click on **Continue**. This time when you are prompted for another search criteria, answer **No**. DataComp returns to the Search Page and your three criteria are displayed in the Search Grid.

13. To perform the search press **Run Search**.

14. To save the search press **Save**.
Chapter 4 – Quick Start

15. Give your search a name and click **OK**.

After running the search, DataComp summarizes all the records that match the criteria in the lower half of the Search Page. To view more details about any of the records, go to the Summary Page or double click on the record.

Once a search is completed, you can then go back and edit the existing criteria, add new criteria, run a completely new search, or save your search.
Chapter 4 – Quick Start

Printing

Data can be printed from the DataComp database to five different locations.

- Word
- Excel
- Default Printer
- Map (to be exported to a text file for import into a compatible mapping program)
- Clipboard (to be pasted into Word, directly into your appraisal report if you like)

Getting Started

To print from DataComp, you simply select the records you want to print and where you want to print them. DataComp does the rest.

To select comps to be printed:

1. Go to the search page of any database. Add the comp to be printed to the Print List by selecting it or dragging it with your left mouse click from the search tab or summary tab.

2. Once the comp is highlighted click the Add to List button to the right of the Print List. The record number then appears in the Print List in the upper right hand corner of the screen.

3. Repeat this process for each comp to be printed. Note that DataComp prints and sequentially numbers the comparables based on the order you select them.

Printing to Word and Default Printer

To print to Word or straight to your printer:

1. If you are printing to Word, you can either print Profile, Discussion Paragraphs and Summary Table or a Custom Template. Please refer to the Report Wizard section of this manual for the Report Wizard that allows creation of custom templates for Word and Excel. A profile provides the typical “full comp write-up”.

2. From DataComp, select the comps to be printed, and then press the Print button to the right of the Print List. The print dialog box will open in the middle of the screen.

3. From the print dialog box choose whether you want to print Summary Tables, Discussion Paragraphs, Profiles (comp write-ups) or any combination of the three.

4. When you click Print, either Summary Table, Discussion Paragraphs, Profile or Custom Template, a new session of Word will be opened by DataComp.

5. In order to print your comps directly into your appraisal report, select the “To Clipboard” box. This will print your comps to memory. Then toggle over to Word, hit Edit and Paste (or control V) to paste the comps directly into your reports.
Printing to Excel

1. In order to print your comps to your adjustment grids in excel, a custom template is needed. When you select Excel for your destination in the Print box, the Custom Template box is automatically highlighted. Once the excel button is selected, a pull down menu appears to the right, listing any custom templates you may have created. If you click on the pull down and there are no choices, then your custom templates need to be created using the DataComp Report Wizard.

2. Refer to the Report Wizard in Chapter 10 for further discussion. As a basic overview, we recommend creating either a custom template for each adjustment grid for each property type. For example, you could have an adjustment grid for land sales for apartment sites on a per unit basis and another adjustment grid for agricultural property on a per gross or upland acre basis. You could either create individual custom templates or one land excel file with multiple worksheet tabs, all key worded to the various property types that you desire.
CHAPTER 5

Understanding DataComp’s Modules

This chapter acts as a general guide on how to use each of the six DataComp modules. For information such as how to login, moving around, creating new records, etc., refer to Chapter 4, Quick Start. For specific information on how to create new records, use each module, or use individual fields, move forward to Chapter 6, Entering Data.

How DataComp Works

DataComp uses six separate modules to track Sales, Listings, and Lease data. Four of the modules are devoted to Sales and Listings, while the remaining two modules are dedicated to Lease properties. The modules are grouped as follows:

**Sales/Listings**  
Land  
Improved Properties  
Lodging  
Multi-family

**Lease Data**  
Improved Properties  
Multi-family

The modules are designed with very similar feels and looks, allowing users to become proficient in each module very quickly. There are four basic functions performed in each module:

- Data Entry
- Searching
- Viewing
- Printing

Each module is divided into a series of pages that are accessed via notebook tabs at the bottom of the screen.
There are between 7 and 10 pages per module. In every module, the Property Data Page through the Remarks page is dedicated to data Entry. The Summary, Search and Image Pages are used for searching, printing, and viewing existing records.

**Data Entry Pages**

The Data Entry table below illustrates each module and the pages associated with Data Entry.

<table>
<thead>
<tr>
<th>Land</th>
<th>Improved</th>
<th>Lodging</th>
<th>Multi-family</th>
<th>Improved (Lease)</th>
<th>Multi-family (Lease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Data</td>
<td>Property Data</td>
<td>Property Data</td>
<td>Property Data</td>
<td>Prop. Data</td>
<td>Property Data</td>
</tr>
<tr>
<td>Sales Data</td>
<td>Sales Data</td>
<td>Sales Data</td>
<td>Sales Data</td>
<td>Physical Data</td>
<td>Physical Data</td>
</tr>
<tr>
<td>Land Data</td>
<td>Land Data Improvements</td>
<td>Land Data Improvements</td>
<td>Land Data Improvements</td>
<td>Tenants</td>
<td>Land Data Amenities</td>
</tr>
<tr>
<td>Remarks</td>
<td>Income Remarks</td>
<td>Income Remarks</td>
<td>Income Remarks</td>
<td>Remarks</td>
<td>Remarks</td>
</tr>
</tbody>
</table>

Notice that the Property Data and Remarks pages are common to every module, many other pages are shared by several modules, and some pages are unique to specific modules.
Chapter 5 – Understanding DataComp’s Modules

Common Entry Pages - All Modules

There are two data entry pages that are common to all six modules:

- Property Data
- Remarks

**Property Data Page**

This page is common to and identical in all six modules and is where the data entry process begins by entering:

- Property Name
- Address
- Other Location Information
- Verification Sources
- Comp Origination Data

**Remarks Page**

The remarks page is identical in all six modules. This page provides the user with three memo fields to write unlimited comments about the comp being entered. Two of the memo fields can be included in the Comp Write-ups that are printed to the word processor or default printer from DataComp, and the third field is designed to allow the user to design “canned” text paragraphs that insert into the body of the report speeding up the written analysis of the comparable.

These memo fields are labeled:

- Remarks (Comp Write-up)
- User Defined (Comp Write-up)
- Text Paragraph (Body of the report)

Common Entry Pages - Sales/Listing Databases

To better understand the commonly occurring pages in the four Sales/Listing modules, we will look at the individual pages in the following order:

- Sales Data Page
- Land Data Page

**Sales Data Page**

This page is common to all four of the Sales/Listing modules and is almost identical in all. On this page you can enter:

- Comps as Closed Sales, Pending Sales, or Listings
- Buyer and Seller
- Recording Information
- Financing and Sale Terms
- Sales Data
- Cash Equivalency and Sale Price Adjustments
- Assessment Information
Chapter 5 – Understanding DataComp’s Modules

Land Data Page

Common to all four Sales/Listing modules, this page allows the entry of various degrees of land data details depending on the property type. For example, the Land Data page in the Land module is very detailed, while the same page in the Multi-Family module covers only the basics. Typically, from this page you can track such details as:

- Land Size
- Useable and Unusable land area.
- Road Frontage
- Allowable and Actual Units
- Property Type
- Zoning
- Physical Characteristics
- User Defined Information

Other Entry Pages - Sales/Listing

Other data entry pages for the four Sales/Listing modules are common to all but the Land module. In this section, we will analyze the following pages:

- Improvement Page
- Income Page

Improvements Page

These pages appear in the Improved, Lodging, and Multifamily modules and are used to enter physical information about the comparable’s improvements. These pages are specifically designed for each module allowing the user to enter the detail necessary for that property type.

Generally, available fields allow the entry of:

- Building Size
- Age
- Construction Type
- Condition
- Unit Mixes (when applicable)
- Available Parking
- Special Features

Income Page

Available in the Improved, Lodging, and Multifamily modules, these pages allow simple or detailed entry of income and expense information. This data is then used to calculate standard indicators such as:

- Gross Income Multiple
- Effective Income Multiple
- Overall Rate
- Expense/Square Foot
- Expense/Unit
- NOI/Square Foot
Chapter 5 – Understanding DataComp's Modules

Special Entry Page – Apartments

The Apartment module has an additional entry page entitled Amenities. This page allows the user to record:

- Utilities Included in Rent
- Unit Amenities
- Project or Other Amenities

Special Entry Pages – Lease

To better understand the special entry pages included in the two Lease modules, it is helpful to look at each module independently to understand the pages and how they relate to that specific module.

Improved Lease

There are three pages in the Improved Lease module that are specially designed.

- Physical Data Page - This page allows the entry of a combination of land and improvement physical data. Generally, it is a consolidation of the Land Data page and the Improvements page from the Improved Sales/Listing module.

- Tenants Page - This page allows the entering of tenant rent information in one of three ways. 1.) General Information; 2.) Detailed Rent Rolls; or 3.) Unit Mixes.

- Rent Data Page - This page is for summarizing and consolidating the rent information that was entered on the previous Tenant page.

Multifamily Lease

There are two pages specifically designed for entering Multifamily rents.

- Physical Data Page - This page is very similar in function and design to the Physical Data page in the Improved Lease module, except it is designed specifically for multifamily.

- Amenities Page - Identical to the Amenities page in the Multifamily Sales/Listing module.

Searching, Viewing and Printing

The last three pages of every module are the same:

- Summary
- Search
- Images

From these three pages, the user can search and view records and images, as well as print comps in reports and spreadsheets.

All operations center on the Search Page. From here the user can:
- Search for comps.
- Select comps to print to Word, Excel, or the clipboard.
- Go to Summary page to view details of comps.
- Go to Image page to view photographs, maps and/or plats.
Chapter 6

Module Guide

This chapter begins the in-depth instructions on how to specifically use each module and their fields, as well as examples on how to enter specific property types. Combining the instructions here with the next three Chapters fully explains how to enter data into the DataComp modules and how to handle many of the adverse situations that you may run across in standardizing comparable sales and rentals for data storage.

Getting Started

Once DataComp is opened and you are logged-in, the Main Menu is displayed in the middle of the screen.

At this point you should know which module you need to select to enter your data. Select the appropriate module and DataComp opens to the Property Data tab to create your first record. For demonstration purposes, we are going to open the Land module. The following screen appears:
Creating a New Record

You will begin on the Property Data tab:

1. The Property Data page will appear with the cursor in the **Property Name** field.

2. DataComp is now ready for data input.

Understanding Field Types

Before beginning data input, it is important to understand the different field types located in DataComp and the different ways of inputting data. Field types can take on one of six forms:

- Text
- Date
- Numbers
- Calculations
- Memos
- Pull-Down Menus

There are several different ways of getting data into the various fields and many fields utilize more than one entry method.
Text Fields

Text fields allow any combination of characters, including text, numbers and symbols. These fields range in size from 5 to 255 characters. Most fields in DataComp are text fields, even many fields that only have numbers entered into them. All text fields must be manually inputted (typed).

Date Fields

Date fields are used to input sale dates, origination dates, survey dates, and edit dates. These can be entered as either month/day/year or month/year formats. To select which convention your office uses see Setting Options in Chapter 4.

Number Fields

Number fields can be formatted in several different ways. The typical formatting for DataComp is currency, whole numbers, or integers using decimal places. Number fields only exist in DataComp when the input is needed as a part of the many calculations performed by DataComp.

Calculated Fields

Based on inputted data, DataComp calculates numerous indicators for the user. There are two types of calculated fields in DataComp.

- **Displayed Only** - Many of the calculations are made “behind the scenes”, and the user only sees the calculation that is displayed. The only way to change the results is to change one of the inputted variables. Most of these are displayed in blue.

- **Changeable** - Other calculated fields are displayed in white field boxes and the user can overwrite them on the spot. Many of these fields are generated when a Total or Auto Fill button (usually located beside the field) is pressed.

Memo Fields

Memo fields are similar to text fields in that they allow any combination of numbers, text or symbols. The difference lies in that Memo Fields allow an unlimited amount of text to be entered. There are three memo fields located on the Remarks page in each module that are outputted when printing. There are various other Memo fields that are located throughout DataComp in strategic places that are designed for inputting internal comments about the comparables.

Pull-Down Menus

In order to speed up data entry, prevent misspellings, and help standardize data, pull-down menus are used on many fields. These menus may or may not be added to by the person inputting data depending on what rights have been assigned to the User ID by the module administrator (See Chapter 3 for more details).

Inputting data into pull-down menus can occur in two ways:

- Manually type in data. The field becomes text sensitive so that it goes to the first item located in the list that begins with the first letter you type and each subsequent letter further narrows down the list until it eventually displays the item you are trying to type probably before you have entered more than three letters.

- Select from the pull-down menu using the mouse.
In order to change, delete or control who has edit rights to pull-down menus, refer to Chapter 3, Administration Program.

**Property Data Page**

This is the first data entry page in every module, and this is where entering comps begins.

![Property Data Page Image]

**Note:** There are several highlighted fields on this screen as well as other pages throughout DataComp. This coloring indicates fields that are intended for internal use only. These fields do not print by default.

**How to Use the Property Data Page**

This page is divided into two sections.
- Identification and Location
- Verification Sources

As most of the fields are straightforward and self-explanatory, we will not go into the details about each field in this section but rather give a brief overview of how several key fields are intended to be used. If...
Identification and Location

This section is for identifying and describing the comparable’s location. However, the first two fields are for recording the Appraisal file number being worked on when the comparable was created, and a negative number, if conventional photographs are being used and kept on file. Both of these fields can be omitted.

Address versus Location

The **Street Address** field is designed to enter a precise street address while the location field is for entering more lengthy location descriptions. Many times, especially with vacant land, street addresses are not available. In these cases the **Street Address** field should be filled-in with at least the street name, using the **Location** field for a more detailed description. This will make sure information will be provided in several key places throughout the DataComp summary screens.

Longitude and Latitude

These fields are included to allow DataComp to export to a text file to then be imported into map programs so you can create Land, Improved and Rent Comp maps. The fields are pre-formatted for the user and the values must be entered as straight numbers without degrees, feet or spaces. For example, N29° 33.456' is typed 29.33456 for Delorme Street Atlas Plus. Make sure you first go into DeLorme and click on Options, Display tab and set coordinates to Degrees. There are varying longitude/latitude format selections but the foregoing is one example that works well. **North** for latitude and **West** for longitude will be automatically inserted.

Best Practices

Datacomp allows varying format input of latitude/longitude. However, make sure the format of the latitude/longitude in the DataComp record works properly once imported to your map program before adding to all of your records. So test this with a few records to confirm that the comp locations are exact. Make sure your appraisers zoom down to the maximum prior to obtaining the latitude/longitude to be input into DataComp to increase accuracy.

We recommend DeLorme Street Atlas USA Plus which has more superior annotation control than the base non Plus version. Microsoft Streets and Trips and Microsoft MapPoint can also be used to import data for comp maps. Typically Microsoft map programs require the user to right click on the pushpins in the legend and overview box to Show All Pushpin Information.

Confirm that your appraisers have the same DataComp and map settings relative to latitude/longitude for consistency.

We suggest using latitude/longitude for land sales only and the address fields for the remaining five modules. This setting is in Options Modular Preferences in Datacomp. We also recommend the default label to be used for comps be succinct for better presentation, such as "Comp" or "Sale". Make sure you include a space after the word so the records will enumerate correctly once imported; Comp 1, Comp 2, etc. The default label to be used for subject property typically is just "Subject". Also go to Options, General Preferences and select the appropriate mapping program.

Please refer to the Support section of our website for a video on how to import and create a comp map with DeLorme Street Atlas USA Plus.

**MSA**

This pull down field allows adding metropolitan statistical areas (MSA). Example:

1. **Tampa Bay**
2. Orlando
3. South Florida
Market Type
This pull down allows adding market types, such as:

1. Rural
2. Urban
3. Suburban
User Defined Fields
These fields allow you to store any special location indicators that are specific to the markets in which you work, such as industry standard Map Numbers and Pages, or Section, Township and Ranges. To define these fields see Chapter 4, User Fields.

Verification Sources
Provided in this section is a place to enter two verification sources, their phone numbers, and the date you spoke with each source. Notice the printer icon beside each field.

By clicking the icon beside each of the verification fields, you can control whether or not Verification Data is printed with the comparable’s write-up or if the information is kept internal and confidential.

The Other Source field is provided to enter information such as Field Inspection, Deed Book, Closing Statement, etc. The Confirming Appraiser field is a drop down menu based on the users that have been added by the module administrator. This field defaults to the User ID used to login to DataComp.
Chapter 7

Sales/Listing Modules

How to Use this and the Next Two Chapters

The previous chapter gives a basic introduction into getting started with DataComp. As a real estate professional, you already know how to use the majority of DataComp’s fields, and there is probably little need to read every word of the next three chapters. However, there might be certain areas you will want to refer to for clarification on certain procedures.

The following guide will be useful in quickly locating instructions for the various modules. When using DataComp, if you become unclear on the purpose or use for a field or group of fields or you need to know how to enter a certain property type, simply find the section of DataComp below and go directly to that page of the manual.

Chapter 7 - Sales/Listing Modules

1. Common Pages
   - Sales Data
   - Land Data

2. Improved Properties
   - Improvements
   - Income

3. Lodging
   - Physical Data
   - Income

4. Multifamily
   - Improvements
   - Amenities
   - Income

Chapter 8 - Lease

1. Improved
   - Physical
   - Tenants
   - Rent

2. Multifamily
   - Physical
   - Amenities

Chapter 9 - Using Remarks

1. Remarks
2. User Defined
3. Text Paragraphs
Chapter 7 – Sales Listing Modules

**Common Pages in All Sales/Listing Modules**
Other than **Property Data** and **Remarks**, there are two other pages common to all the Sales/Listing modules.

- Sales Data
- Land Data

**Sales Data Page**
The Sales Data page allows you to enter all the pertinent information about the sale such as Buyer, Seller, Date, Price, Terms, etc.

**Changing from Closed Sale to Pending Sale or Listing**
DataComp assumes that most of the comparables being entered will be closed sales. Thus, this is the default.

Figure 3

To change the record to a Pending Sale or a Listing, click the appropriate notebook tab in the top left-hand corner of the page.

When changing from a Closed Sale to Pending or Listing you will receive the following message:

Figure 4

![Confirm]

Are you sure you want to change record type from Closed Sales to Pending Sale?

No  Yes

Answering Yes will make the appropriate change. Answering No will return you back to the Sales Data page.

Figure 5

**Note:** When changing from a Closed Sale to either a Pending Sale or Listing, some of the fields such as **Grantee**, **Deed Book and Page**, etc. are deleted, as well as any data that has been entered in those fields. Thus, answering yes to the warning message will delete any data located in fields not included on the selected page.
Chapter 7 – Sales Listing Modules

Analysis Section
This section is provided to allow you to analyze the sale price and determine which price will be used in the DataComp calculations.

Beside each field is a comment field allowing you to make brief comments about the adjustments. These comments print out beside each field when the comparable is printed.

Example
To illustrate how to use this section, assume the following information is entered in the module.
Comments can be added to any entry. The **Adj. Price** button can then be pushed to total the column of numbers.

The last step is to decide which price you want to use in the calculations.

- Sale Price

- Adjusted Price

- Or Both

Given the above data input, the printed output looks as follows:

**Sample Transfer**
Sale Data
Sale Date       June 2004
Sale Price      $1,500,500
Downward Adjustment  $250,000 Price Included Equipment
Adjusted Price  $1,250,500

Assessment Info
These fields allow the user to enter assessment information when it is available. When the data is inputted into these fields, it is automatically totaled at the bottom of the screen in blue.

Assessment Info:

<table>
<thead>
<tr>
<th>Land</th>
<th>$250,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improvements</td>
<td>$950,000</td>
</tr>
<tr>
<td>Other</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Assessments</td>
<td>$1,200,000</td>
</tr>
</tbody>
</table>

Land Data Page
The Land Data page appears in all Sales/Listing modules, but it is slightly different for the Vacant Land module compared to the modules for improved properties.

Entering Land Area
The first item to be entered is the Gross Land Size.

<table>
<thead>
<tr>
<th>Land Size:</th>
<th>Acres</th>
<th>Sq. Feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross Land Size</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Land area can be entered in either Acres or Square Feet as follows:

Entering 10.5 acres results in the following display:
Appending the entry with an “s”, when entering square feet.

Results in the following display:

Useable and Unusable Land Area
There are many instances when you need to break land into useable and unusable areas. DataComp allows you to categorize land into three separate categories, customizing the name of each.

Dividing land area into useable and unusable areas is accomplished using the above fields. The Cycle-Buttons are utilized to name each land size. By clicking the button with the mouse, you can cycle through a list of predefined names. To change this list see Chapter 3.

Example 1
To illustrate the use of this feature, we will make the following assumptions.

- 10.0 Gross Acres
- 7.5  Useable
- 2.5  Located in Wetlands

This data is entered as follows:
Notice that when 7.5 was entered, the square feet was automatically calculated and displayed in blue and the percentage of the gross area was calculated and displayed in the comments section. Be aware that this number, as well as any comments that you add to this field will be transferred when printing to the word processor.

**Example 2**
An alternative method for entering data is to type in the percentage of land area. Let’s assume the following:

- 10.0 Gross Acres
- 65% is Useable
- 15% is in an Easement
- 20% is in Wetlands

The percentages are entered into the same fields as the acreage as follows:

Once you hit the tab key, DataComp converts the percentage to acres based on the Gross Acres entered. Then it calculates the Square Footage and places the percentage in the **Comment Field**.

The image above illustrates how the data for this example appears on screen once it has been entered. Below is the resulting printout when printing with DataComp.

**Sample Transfer**

<table>
<thead>
<tr>
<th>Land Size Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross Land Size</td>
</tr>
<tr>
<td>Useable Land Size</td>
</tr>
</tbody>
</table>
Chapter 7 – Sales Listing Modules

Easement Land Size 1.500 Acres or 65,340 Sq. Ft. 15.00%
Wetlands Land Size 2.000 Acres or 87,120 Sq. Ft. 20.00%

Front Footage
DataComp allows you to enter the amount of frontage as linear feet, name the streets, and calculate the total footage. DataComp later uses the Total Footage field to calculate the Price/Front Foot.

The following fields are utilized for entering front feet.

<table>
<thead>
<tr>
<th>Front Feet</th>
<th># of Ft</th>
<th>St. Name/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Frontage</td>
<td></td>
<td>Tampa Street</td>
</tr>
<tr>
<td>2nd Frontage</td>
<td></td>
<td>Twiggs Street</td>
</tr>
<tr>
<td>3rd Frontage</td>
<td></td>
<td>Ashley Street</td>
</tr>
</tbody>
</table>

Example
To illustrate the use of the frontage fields let us assume the following:
- 1,500 Feet of Frontage on Tampa Street
- 500 Feet of Frontage on Twiggs Street
- 1,500 Feet of Frontage on Ashley Street

This data is entered as follows:

<table>
<thead>
<tr>
<th>Front Feet</th>
<th># of Ft</th>
<th>St. Name/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Frontage</td>
<td>1,500</td>
<td>Tampa Street</td>
</tr>
<tr>
<td>2nd Frontage</td>
<td>500</td>
<td>Twiggs Street</td>
</tr>
<tr>
<td>3rd Frontage</td>
<td>1,500</td>
<td>Ashley Street</td>
</tr>
<tr>
<td>Front Feet</td>
<td></td>
<td>Depth</td>
</tr>
</tbody>
</table>

To have DataComp automatically calculate the total front feet, press the Front Feet button.

Note: The number that is displayed in the Front Feet field is the number DataComp uses in the calculations. Once the number is calculated, the calculation can be manually overwritten by entering the field and typing the new number.

Based on the above entries, the printed output looks as follows:

Sample Transfer

Front Footage 3,500 Total Frontage. 1,500 - Tampa Street, 500 - Twiggs Street, 1,500 - Ashley Street
Other
The last size category for Vacant Land is Other. These fields are provided for entering planned or actual building square footage and/or planned/actual and total allowable units (for multi-family).

Physical Information
This section begins by entering property types and zoning information. Both Property Type and Zoning have two fields each for entering data.

Property Type
Two fields are provided to allow you the ability to divide property types into broad (General Property Type) and more specific (Specific Property Type) categories. You will find that by making the General Property Type field items very broad and utilizing the Specific Property Type field items for more specific classifications, search capabilities will be greatly enhanced once the module has reached a significant size.

Both of these fields employ pull-down menus and items may be added instantly if the module administrator has given the user this right. To understand how to control the items in the list as well as who has rights to add to the list, refer to Chapter 3.

Example
To illustrate the use of these two fields, take the example of a vacant site that sold for the development of a fast food restaurant.

Access the pull-down menu by clicking on the Arrow Button in the right-hand corner of the field. The predefined list appears with the choices:

- Commercial
- Industrial
- Multifamily
- Office
- Retail

From the list choose Retail.

<table>
<thead>
<tr>
<th>Physical Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gen. Prop. Type</td>
</tr>
<tr>
<td>Spec. Prop. Type</td>
</tr>
<tr>
<td>Zoning Class</td>
</tr>
</tbody>
</table>

Now access the Specific Property Type pull-down menu using the same method and select Restaurant.

<table>
<thead>
<tr>
<th>Physical Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gen. Prop. Type</td>
</tr>
<tr>
<td>Spec. Prop. Type</td>
</tr>
<tr>
<td>Zoning Class</td>
</tr>
<tr>
<td>Zoning Code</td>
</tr>
</tbody>
</table>

Categorizing this property like this will allow this sale to be retrieved when a general search for Retail Land Sales is performed, as well as making it possible to perform a search solely to isolate sites that sold purely for the development of Restaurants.
Zoning
Zoning also uses two fields for entry to assist in later searching and retrieving of comparables. Since zoning codes can be very different from one municipality to the other for very similar zonings, it is beneficial to enter the property’s exact zoning code followed by a general zoning description.

Example
To illustrate this, let us assume our restaurant site sale above has a zoning code HB which is a Highway Business zoning. This would be entered into DataComp as follows:

![Zoning Class and Code](image)

Remaining Physical Information Fields
The remaining fields in the Physical Information section are text fields for entering physical information about the site.

<table>
<thead>
<tr>
<th>Topography</th>
<th>About level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utilities</td>
<td>All city</td>
</tr>
<tr>
<td>Dimensions</td>
<td>108' x 135'</td>
</tr>
<tr>
<td>Shape</td>
<td>Rectangular</td>
</tr>
<tr>
<td>Landscaping</td>
<td>Partially wooded</td>
</tr>
<tr>
<td>Parking</td>
<td>10 spaces</td>
</tr>
<tr>
<td>Roof Services</td>
<td>None</td>
</tr>
<tr>
<td>Fencing</td>
<td>Chain link around perimeter</td>
</tr>
<tr>
<td>Flood Info</td>
<td>370111-173C, A15/B</td>
</tr>
<tr>
<td>User 5</td>
<td>Has golf course frontage</td>
</tr>
<tr>
<td>User 6</td>
<td>A portion is in flood plain</td>
</tr>
<tr>
<td>User 7</td>
<td></td>
</tr>
</tbody>
</table>

The last three fields are User Defined fields that are defined by the user to handle any special needs. To name these fields see Setting Options, in Chapter 4.

Land Data Page - Improved, Hotel/Motels, and Apartments
Once you understand how to use the Land Data page in the Vacant Land module, you have the necessary tools to use the Land Data page in any of the remaining three Sales/Listing modules, as these pages are simply a trimmed down version of the one in the Vacant Land module.

Improved Sales/Listings
To this point you know how to enter data and use the features of the Property Data, Sales Data, and Land Data Page. Now it is important to take a look at entering physical information about improvements located on a site.

Improvement Page
DataComp is designed to allow you to enter many different types of improvement descriptions. Some of the most common are demonstrated through examples here, giving you the understanding needed to adapt DataComp to almost any property type. DataComp is designed to allow the entry of improvement descriptions based on the following categories.

- Retail
- Office
- Industrial
- Other or Mixed/Uses
Data entry for improvements begins on the Improvements page.

DataComp has a very unique feature that allows the entry of multiple buildings for a single comp. This page not only serves as the starting point for entering building descriptions, but it also summarizes the data once it has been entered.

To add a new building:

1. Click the Add New Building button in the upper left-hand corner of the screen.

2. The following screen appears.
Notice that the screen has two notebook tabs in the upper left-hand corner: General Description and Specific Description. The fields on the Specific Description page change depending on which Building Type is selected from the drop down menu under the Physical Information section.

**Entering Size and Unit Information**
DataComp not only allows you to enter size information on multiple buildings, but it also allows you to break this area into its various components. Additionally, buildings such as mini-warehouses can be itemized by their various unit mixes.

**Sizes**
DataComp provides two Size fields allowing you to enter effectively a gross and net area, although you can name these areas anything you like using the **Cycle-Buttons**. Additionally, there are **Comment** fields located beside each size field for commenting on the entry.

A typical entry might look as follows:
Given the above entries, the output when printing to the word processor or printer looks as follows:

**Sample Transfer**

**General Physical Data**

<table>
<thead>
<tr>
<th>Gross SF</th>
<th>100,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net SF</td>
<td>52,300</td>
</tr>
</tbody>
</table>

Excludes Common Areas

**Area Breakdowns**

In addition to entering building sizes, DataComp has the ability to break buildings down into their various components. This is particularly helpful when buildings contain a variety of different finishes such as office, warehouse, etc.

To use the Area Breakdown feature:

1. Press the Area Breakdown button in the upper left-hand corner. The Area Breakdown table appears.

2. At this screen you can add as many different areas as you like.

**Example**

Let us assume we have an industrial building composed of the following:

- Office
- Warehouse
- Manufacturing
- Cold Storage

A typical entry might look as follows:
Notice that DataComp keeps a total of the square footage you entered at the bottom of the screen in blue. If you select the Check Box in the lower left-hand corner, DataComp will automatically include this area number as the Gross area when this screen is closed, updating the area field as follows:

Figure 6

<table>
<thead>
<tr>
<th>Area</th>
<th>Size</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td>12000</td>
<td>Average</td>
</tr>
<tr>
<td>Warehouse</td>
<td>25000</td>
<td></td>
</tr>
<tr>
<td>Manufacturing</td>
<td>30000</td>
<td>Air Conditioned</td>
</tr>
<tr>
<td>Refrigerated Area</td>
<td>15,000</td>
<td>55-65 degrees</td>
</tr>
<tr>
<td>Freezer Area</td>
<td>13,500</td>
<td>0-32 degrees</td>
</tr>
</tbody>
</table>

Given the above data inputs, the output when printing to the word processor or default printer is as follows:

**Sample Transfer**

Area Breakdown

<table>
<thead>
<tr>
<th>Area</th>
<th>Size</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td>12,000</td>
<td>Average build-out</td>
</tr>
<tr>
<td>Warehouse</td>
<td>25,000</td>
<td></td>
</tr>
<tr>
<td>Manufacturing</td>
<td>30,000</td>
<td>Air Conditioned</td>
</tr>
<tr>
<td>Refrigerated Area</td>
<td>15,000</td>
<td>55-65 degrees</td>
</tr>
<tr>
<td>Freezer Area</td>
<td>13,500</td>
<td>0-32 degrees</td>
</tr>
</tbody>
</table>

**Parking Mix**

DataComp allows the entry of simple or complex parking information. Clicking on the Parking Mix button displays the following screen.
Very basic parking information, such as 100 open parking spaces, might be input as follows:

For properties that offer several different parking options, an entry might look as follows:
Chapter 7 – Sales Listing Modules

DataComp automatically totals the number of spaces in the lower right-hand side of the screen. Based on the example input above, DataComp produces the following printout when printing to the word processor or default printer.

Sample Transfer

Parking
Open 100
Covered 250 2 story garage
Off-Site 50
Total Spaces 400

Unit Mix

The Unit Mix button allows you to detail information about different unit mixes for properties that are evaluated based on number of units (other than Lodging and Multifamily, which have their own module). One of the best examples of this property type is mini-warehouses or storage facilities.

The Unit Mix entry screen is accessed by pressing the Unit Mix button to the left of the Number of Units field. A typical unit mix entry might look as follows:

![Unit Mix entry screen]

DataComp automatically calculates the total number of units entered. If the Update Units with Total check box is selected (lower left-hand corner of the screen) then DataComp will fill in the Number of Units field with the total. To exit this window, press the Close button. The Number of Units field is now updated.

Figure 7

Using the above data as an example, the printed output to Word Profile or default printer is as follows:

Sample Transfer

<table>
<thead>
<tr>
<th>Unit Type</th>
<th>No. of Units</th>
<th>Unit Mix</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 x 15</td>
<td>25</td>
<td>Unit Type: 10 x 15, Size SF: 150, Rent/Mo: $45, Rent/SF: $0.30</td>
</tr>
<tr>
<td>10 x 20</td>
<td>30</td>
<td>Unit Type: 10 x 20, Size SF: 200, Rent/Mo: $55, Rent/SF: $0.28</td>
</tr>
<tr>
<td>15 x 20</td>
<td>15</td>
<td>Unit Type: 15 x 20, Size SF: 300, Rent/Mo: $65, Rent/SF: $0.22</td>
</tr>
</tbody>
</table>
Chapter 7 – Sales Listing Modules

Physical Information
Physical information that is typically common to all buildings is included in the lower half of the Improvements screen and looks as follows:

<table>
<thead>
<tr>
<th>20 x 20</th>
<th>10</th>
<th>400</th>
<th>$75</th>
<th>$0.19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units</td>
<td>80</td>
<td>18,250</td>
<td>$56</td>
<td>$0.25</td>
</tr>
</tbody>
</table>
The **Building Type** field is a pull-down menu with four choices.

- Office
- Industrial
- Retail
- Mixed Use

Field choice here determines which fields are displayed on the **Specific Description** page.

**Office**

When the Building Type is set to office, then the following fields are available on the Specific Description page.
Industrial
Selecting Building Type as Industrial results in the following fields for the Specific Description page.
Retail

The fields available for retail properties are as follows:
Mixed Use
Selecting Building Type as Mixed Use provides the following data entry fields.
One of DataComp's unique features is the ability to fully detail an unlimited number of buildings in one record. This data can then be summarized for calculations, while allowing all details of each building to print when outputting to Word or default printer.

Example
To illustrate the entry of multiple buildings, let’s assume there is an industrial property with a main manufacturing plant and several supporting warehouses. An entry like this could be as follows:

To begin entering multiple buildings:

1. Go to the Improvement page.
2. Press the Add New Building button.
3. Begin filling out the size and physical information. Our example data looks as follows:
4. After filling in the General Description, go to the Specific Description page and fill in the desired fields.

5. To add another building, press the **New** button at the bottom of the screen along the tool bar.

6. The current building will be saved and all the fields will become blank allowing the entry of a new building. Now enter data as normal.

7. Once all the buildings you want to enter are in the module, press the **Close** button to return to the Improvement page.

8. You will now see all of your buildings summarized in the grid near the top of the screen.
The lower half of the Improvement page is to summarize the entered buildings and determine which areas to use in calculations.

1. To add up the floor areas of the three buildings from our example, press the Auto Fill button. The following results occur.

2. DataComp automatically adds all the Square Footage and Unit fields and determines the Year Built range.

Note: If you have more than one area size filled in, you can choose to have DataComp make calculations from either or both fields by making sure the appropriate calculation boxes are checked.
Income Page
DataComp allows the quick entry of basic income information and the ability to analyze a property’s income in depth when the information is available, e.g. when a subject property is a sale.

The Income page is divided into two halves.

Figure 16

The left-hand side of the screen is for entering income and expense information. The right-hand side of the screen summarizes and displays many of the income calculations made by DataComp.

Entering Income Data

Occupancy at Sale
The first item on the Income page is the Occupancy at Sale field.

Figure 17
This is a text field and can accept any entry format.

**Income**
Income may be entered into the PGI field as a Gross Dollar or DataComp will calculate the PGI based on a Rent/SF.

To enter the rent as a Gross Dollar Amount:

1. Make sure the **Gross Dollars** radio button is checked.

   **Figure 18**
   
   ![Gross Dollars Radio Button](image)

1. Go to the PGI field and enter the desired number. The amount must be entered as a whole number using no commas or dollar signs.

   **Figure 19**
   
   ![PGI Field](image)

2. A comment about the PGI can be added in the provided field to the right.

To have DataComp calculate PGI:

1. Select the **Rent/SF** radio button.

   **Figure 20**
   
   ![Rent/SF Radio Button](image)

2. When the **Rent/SF** button is selected, a new field **Avg. Rent/SF** appears. In this field enter the rent. The field will accept entries as numbers with two decimal places. However, be sure not to enter dollar signs as DataComp will automatically format the entry.

   **Figure 21**
   
   ![Avg. Rent/SF Field](image)

3. To have DataComp automatically calculate the PGI, from the **Avg. Rent/SF** field press the <Tab> key to go to the PGI button.

4. Press the <Enter> key, or click on the PGI button with the mouse. If the Gross and Net Square footage areas are filled and the “Use in Calculations” boxes are checked, for each, DataComp displays the following screen.
Figure 22

5. Select which area size to use in the PGI calculation.

6. Press the OK button and DataComp makes the calculation for you. If you like, this calculation can be manually overwritten.

Itemizing Income

In addition to rental income, there may be a need to add other income items to the PGI.

To itemize income:

1. Click on the Itemize button to the right of the PGI field. The following itemization table appears.

If you have used the Rent/SF method of calculating PGI, DataComp enters this information as the first entry in the table.

2. To add a new income item, click the Add button or move forward using the <Tab> key.
3. Fill in the Blank field with the desired information. Repeat this process as many times as necessary. A sample might look as follows:

![Figure 25](image)

4. The total income is displayed in the lower right-hand corner in blue. If the Update PGI with Total box is checked, DataComp will automatically insert this number into the **PGI** field when the Itemized PGI window is closed.

![Figure 26](image)

**Vacancy**

Vacancy can be entered as a Gross amount or Itemized. The itemization behaves identical to the PGI itemize button described above.

**EGI**
Once PGI and Vacancy have been entered, EGI can be calculated by pressing the EGI button. A sample result might look as follows:

**Figure 27**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PGI</td>
<td>$1,733,750</td>
</tr>
<tr>
<td>Vacancy</td>
<td>$200,000</td>
</tr>
<tr>
<td>EGI</td>
<td>$1,533,750</td>
</tr>
</tbody>
</table>

**Expenses**

Expenses can either be entered as a Gross Dollar amount or Itemized. To enter a gross amount, place the cursor in the Expense field and type the desired amount.

To itemize expenses:

1. Press the **Itemize** button to the right of the **Expense** field. The following screen appears.

**Figure 28**

2. For expenses, DataComp has several default items to prevent repetitive typing. To have these listed as the description fields, press the **Default Items** button in the upper right-hand corner of the screen to display the following headings.

**Figure 29**
3. Now you can fill in the fields that apply or add any new items that are needed. An example is as follows:

**Figure 30**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Real Estate Taxes</td>
<td>$103,450</td>
</tr>
<tr>
<td>Insurance</td>
<td>$25,000</td>
</tr>
<tr>
<td>Management</td>
<td>$87,500</td>
</tr>
<tr>
<td>Interior Maintenance</td>
<td></td>
</tr>
<tr>
<td>Exterior Maintenance</td>
<td></td>
</tr>
<tr>
<td>Common Area Maintenance</td>
<td></td>
</tr>
<tr>
<td>Grounds Maintenance</td>
<td></td>
</tr>
<tr>
<td>Reserves</td>
<td>$200,000</td>
</tr>
</tbody>
</table>

4. To remove any unused fields from the list, press the Clear Unused button to the right of the list. Pressing this button for the example above returns the following screen.

**Figure 31**

5. DataComp automatically calculates the total expenses and displays it in blue in the lower right-hand corner of the screen. If the Update Expenses with Total box is checked, the total will be displayed in the Expense field when the Itemized Expense window is closed.

**NOI**

Once PGI, Vacancy, EGI, Expenses or any combination of these have been entered, the NOI can be calculated by pressing the NOI button.

**Viewing Indicators**

The right side of the Income page is dedicated to displaying common income indicators.
Chapter 7 – Sales Listing Modules

Example

Figure 32

These numbers are calculated by DataComp and can only be changed by altering the appropriate inputted data.

**Lodging**

This module is used for inputting closed and pending Lodging (hotel or motel) sales as well as listings. There are two pages specifically designed for this module.

- Improvements
- Income

These work very similar to their counterpart pages in the Improved module, but they are designed specifically to handle the demands of lodging properties.

**Improvements Page**

This page serves the same function as the Improvement page in the Improvement module. However, the fields here are specially designed for Lodging properties, and generally, there is a lot less detail.

**Entering Size Information**

There are two fields for entering size information that utilize **Cycle-Buttons** allowing you to control the name of each size field.

Figure 33
Chapter 7 – Sales Listing Modules

To use these fields:

1. Enter the building size as a whole number.
2. To rename the field, click the Cycle-button to the left to cycle through the list of available names.

To itemize the building area, a Breakdown button is provided to the right of the first size field. After pressing the Breakdown button the Area Breakdown screen appears.

Figure 34

Use this table to add as many different building areas as you want, including office, restaurant, lounge, lobby, meeting/banquet, etc. Once the areas and sizes are entered, the Gross size field will be updated with the total from the table provided the Update box is checked in the lower left-hand corner.

**Number of Rooms and Room Mix**

DataComp allows quick entry of the total room count or you may perform a detailed breakdown of the Lodging’s room mix.

To enter the room count as a gross room number:

1. Go to the **Total Room** field.
2. Enter the room count as a whole number.
To detail a room mix:

1. Press the **Room Mix** button to the right of the Total Room field. The Room Mix window opens.

2. Type in the Room Type name in the first column, Number of Rooms in the second column, and any Comments in the last column.

3. Press the <Tab> key from the Comments column to add a new row.

4. Alternatively, pressing the **Default Item** button in the upper right-hand corner displays a list of DataComp's default Room Types.

Figure 35
5. Enter the room count just beside the headings that apply. Or, add your own new headings to the list using the Add button on the right.

6. Once you have entered all the room counts that apply, click the Clear Unused button and DataComp automatically deletes any unused headings.

**General Information**
This section is used primarily to track the physical information about the property. All the fields in this section behave normally, and there are no special tricks for controlling data input.

**Amenities**
DataComp comes with a list of nine predefined amenities and an Other field to describe special features. Place a check beside the amenity heading that applies.

**Example**
To illustrate the amenities section and how the printout looks, consider the following screen:

![Figure 36](image)

Once the appropriate amenities boxes are checked, DataComp creates the following printout when printing to the word processor.

**Sample Transfer**

**Amenities**
Indoor Pool, Outdoor Tennis, Laundry, Game Room, Whirlpool/Jacuzzi, Exercise/Fitness.

**Income Page**
The income page functions very similarly to the Income page in the Improved module; however, the beginning income input is designed specifically for Lodging properties.

To begin the Income page:

1. Enter the Average Daily Rate.
2. Enter the Average Occupancy Rate.
3. Once the data is entered, DataComp calculates the Room Revenue based on the Total Number of Rooms that was previously entered. A sample is as follows:

![Figure 37](image)
4. Other Revenue can be added by entering a gross dollar amount or itemized by clicking on the Itemize button to the right. For instructions on how to use the Itemize buttons, see the Income page instructions for the Improved module earlier in this Chapter.

![Figure 38](image)

5. Once the Other Revenue is entered, the Total Revenue is calculated automatically. This field can be manually overwritten if needed.

6. The remainder of the income fields behave identical to the Income page in the Improved module. See this section earlier in this chapter for more information on how to use these features.

**Multi-Family**

There are three pages designed specifically for Multi-Family properties.

- Improvements
- Amenities
- Income

These pages are customized to meet the demands of tracking Multi-Family properties. The common industry accepted value indicators are calculated based on inputted data.

**Improvements Page**

The Improvements page is divided into two sections:

- Size Information
- General Information

**Size Information**

Entering size information focuses on entering the number of apartment units. DataComp is designed to allow you to enter data on apartment sales/listings both when you simply have only the number of units in the complex and when detail unit mix is available.

To enter data when only the total number of units is available:

1. Enter the number of units in the Total Number of Units field. A comment can be made in the field to the right.
2. Check the box to the far right if you want this number to be utilized in the calculations.
Chapter 7 – Sales Listing Modules

Figure 39

3. The total or rentable area of the complex can also be entered and used in calculations if desired.

To enter the comparable with a unit mix:

1. Press the Unit Mix button. The Unit Mix entry window appears.

Figure 40

2. Enter as many unit mixes as desired. A sample is as follows:

Figure 41

3. Once you have entered the desired data, press Close. DataComp will update the Total No. of Units fields with the total number of units entered into the Unit Mix table.

Using Auto Fill Button

The Auto Fill button located just below the Unit Mix button is used to automatically fill in the Building Size and Avg. Unit Size fields based on the information that was entered into the Unit Mix Table.
Chapter 7 – Sales Listing Modules

Figure 42
Size Information:

<table>
<thead>
<tr>
<th>Unit Mix</th>
<th>Total No. of Units</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>155750</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Auto Fill-&gt;</th>
<th>Avg. Unit Size</th>
<th>Use in Calculations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>890</td>
<td>Use in Calculations</td>
</tr>
</tbody>
</table>

General Information
The General Information section of the Improvement Page is for entering the physical information about the improvements.

Figure 43
General Information:

<table>
<thead>
<tr>
<th>Apartment Type</th>
<th>Construction Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apartment</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year Built</th>
<th>Electrical Supply</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Yr.Bt. Comments</th>
<th>HVAC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No. of Buildings</th>
<th>Parking</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No. of Stories</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Avg. Floor Height</th>
<th>User 8</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total FF &amp; E</th>
<th>User 9</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| FF & E | |
|--------||

In addition to the predefined DataComp fields, there are two User Defined fields that allow you to track any special features common to your market or office practice.
**Amenities Page**

The amenities page consists of a series of check boxes that allow you to select both unit and complex amenities as well as utilities included in the rent.

**Figure 44**

As shown above, this page is divided into four sections:

- Utilities Included in Rent
- Unit Amenities
- Pools
- Other Amenities (Complex Amenities)

Most of the common selections are provided here as check boxes. For instances when there are items that are not included in the predefined list, there is an **Other** field that will allow brief text entries for special situations.

When the record is printed to Word, DataComp consolidates the selected choices into a one sentence list.
Printout Example
To illustrate the word processor printout, assume the following boxes are checked.

Figure 45

The selections on the above screen result in the following output:

Sample Transfer

Utilities with Rent
Water, Cable, Gas, Sewer, Trash Collection

Unit Amenities
Patios/Balconies, Fireplaces, Ceiling Fans, Screen Porches, Icemakers, Microwaves, Washer/Dryer Connections

Project Amenities
Indoor Pool, Outdoor Tennis, Laundry, Clubhouse, Whirlpool/Jacuzzi, Exercise/Fitness, Sauna

Income Page
The Income Page behaves very similarly to the Income page in the Improvement module. The primary difference is that PGI is calculated from inputting Average Monthly Rent and is based on number of units. For detail on how to use this page see the Income page instructions earlier in this chapter.
CHAPTER 8

Lease Comparables

There are two modules for entering comparable leases:

- Improved
- Multi-Family

Generally, these modules behave very similarly to the Sale/Listing modules. The primary differences are these modules allow less detailed entry of physical information, and tenant/rent information replaces sales data.

Improved Module

This module is for entering Office, Retail, Industrial, and other Commercial rent comparables. Just like the Improved module for Sales/Listings, the data entry begins with the Property Data page, which is identical for all modules. The remaining data entry pages have been modified for Leases or they are new. The following pages are used for the Improved Lease module:

- Physical Data
- Tenants
- Rent Data

Physical Data Page

The Land Data and Improvements pages from the Sales/Listings module have been consolidated into one to become the Physical Data page, as less detailed physical information is typically gathered for lease comparables.
The Physical Data page is divided into two sections:

- **Size Information**
- **Physical Information**

**Size Information**
The Size information section allows data entry for both improvement size as well as the land area. Familiar features that are also available in the Sale/Listing modules are:

- Area Breakdown
- Unit Mix
- Parking Mix
Chapter 8 - Lease Comparables

Notice that DataComp only gives you one size field for entering building area. This field is designed to be a Gross Area. If you have a multi-tenant property, DataComp will calculate the “Net Area” on the Rent Data page based on Tenant Sizes entered on the Tenant page. The “Gross Area” that is entered here will be displayed in blue on the Rent Data page, and then the “Net Area” can be calculated.

The above screen is from the Rent Data page. Comparing this to the previous Size Information screen from the Physical Data page, you can see where the “Gross Area” is displayed and the “Net Area” can be calculated.

On both pages, note the use of customizable Cycle-Buttons. All of these features behave and are utilized exactly like their counterparts in the Sales/Listings modules. For detailed information on how to use these buttons and features, see Chapter 7.

Physical Information
This section is for defining General and Specific Property types and entering physical information about the improvements.

Figure 49
As you can see above, the rental module is designed to allow a much more general physical description about the improvements. This is consistent with how this data is typically gathered.
Tenants Page

The Tenants page is for entering specific tenant and rent information. It is designed to allow rents to be entered in one of three ways:

- **General Rent** - For rent comparables that have very general or vague information, such as rent ranges rather than specific rent amounts. This rental type should be used when a rent roll or lease is not available for a multi-tenant property, and the rent data is being generalized.

- **Rent Roll** - Primarily for use when a multi-tenant property is being entered and detailed data is available for each tenant, but it can also be used for detailing a single tenant property.

- **Unit Mix** - For use when rent information is based on a unit mix rather than specific tenants. A good example is mini-warehouse facilities.

The first step in entering the tenant data is to choose which of the above rental types to use. As illustrated below, DataComp changes the fields in the lower section of the page based on which rent type you choose in the **Property Lease** section.

**Entering General Rent**

DataComp defaults to **General Tenant** when a new record is entered.

**Figure 50**

![General Tenant, Rent Roll, Unit Mix options]

**General Lease Information**

When General Tenant is selected in the Property Lease Information section, the following fields are displayed in the **General Lease Information** section.

**Figure 51**

<table>
<thead>
<tr>
<th>General Lease Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenant(s)</td>
</tr>
<tr>
<td>Typical Lease Term</td>
</tr>
<tr>
<td>Lease Type(s)</td>
</tr>
<tr>
<td>Tenant Type(s)</td>
</tr>
<tr>
<td>Min. Tenant Size</td>
</tr>
<tr>
<td>Max. Minimum</td>
</tr>
<tr>
<td>Min. Rent/SF</td>
</tr>
<tr>
<td>Max. Maximum</td>
</tr>
<tr>
<td>Avg. Rent /SF</td>
</tr>
<tr>
<td>Tenant Expenses</td>
</tr>
</tbody>
</table>

The first four fields are all text fields for entering general information about the tenant(s) and lease(s). The Size and Rent fields are designed to allow ranges and averages that are entered as currency; however, a specific size can also be entered.

**Example**

To illustrate entering ranges, assume a multi-tenant shopping center is profiled as follows:
DataComp allows the entry of ranges combined with an average rent. However, it is not necessary to fill in all fields. This same comparable could be entered as follows:

Be aware that any combination of fields can be left blank including the Minimum and Maximum range fields.

**General Tenant Information**
When a General Rent is selected, the following fields are available under the **General Tenant** section.
Use these fields to further analyze the lease if necessary.

**Entering Rent Rolls**

To enter detailed information for one or more tenants, select the **Rent Roll** option from the Property Lease Information section.

**Tenant Rent Roll**

When the Rent Roll option is selected, the lower section of the Tenant page displays the following:
To add the first tenant, press the **Add Tenant** button. The following screen appears:

**Figure 57**

Begin filling in the appropriate rental information.

Some fields that may need clarification include:

- **Type** versus **Lease Type**
- **Tenant Size**, **Office Area**, and **Retail Area**
- **Rent/SF** versus **Eff. Rent/SF**

**Type and Lease Type**

Both of these fields are pull-down menus. **Type** refers to Tenant Type such as; Anchor, Sub-anchor, etc. **Lease Type** refers to what type lease is in place such as; Net, Triple Net, Full
Service, etc. The items listed in both of these menus can be modified using the Administration program. Users can have the ability to add to the list on the fly or to force changes to go through the module administrator.

**Tenant Size, Office Area, and Retail Area**

*Tenant Size* is reserved for the entire tenant area. This should be entered as a whole number and it is used in the rental calculation. You must fill out this field to have the rent calculated.

*Office Area* and *Retail Area* are used to calculate the percentage of each type of finished area for properties that have mixed uses. DataComp assumes that the difference between the total Office Area and Retail Area is unfinished space. These fields are not required and if you are not concerned with allocating percentages to different types of build-outs, leave these fields blank.

**Rent/SF and Eff. Rent/SF**

The Rent/SF field is displayed in blue and is calculated based on the Annual Rent and Tenant Size that is entered. The Eff. Rent/SF is the field for you to enter the Effective Rent per Square Foot if it differs from the actual due to some type of rent concession.
Adding New Tenants
DataComp allows you to enter as many tenants as you need. Once the appropriate data is entered for the tenant, press the **New** button. The first tenant is automatically saved and a fresh tenant screen appears. You will notice that each tenant is now a notebook tab at the top left-hand corner of your screen.

**Figure 58**

![Tenant Roll](image)

Repeating a Tenant
There are many times when entering multiple tenants that the basic lease information stays the same and only the tenant data changes. To illustrate this, consider the data input in **Figure 59** below.
To avoid retyping the lease information, press the Repeat This Tenant button. This will preserve the lease data for the next tenant while clearing out the tenant fields for new data entry. Based on the above data, the new tenant screen would look as follows in Figure 60 after the Repeat This Tenant button is pressed.

Figure 60
Now, enter the data for the new tenant. Repeat this process as many times as necessary to enter all the desired tenants. When all tenants are entered, press the Close button. You are returned back to the tenant summary table. A sample data input might appear as follows in Figure 61.

Figure 61

<table>
<thead>
<tr>
<th>Tenant</th>
<th>Size</th>
<th>Ann. Rent</th>
<th>Rent/SF</th>
<th>Eff. Rent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thomas Howard</td>
<td>3200</td>
<td>$45000</td>
<td>$15.31</td>
<td>$15</td>
</tr>
<tr>
<td>Neil Pryde Sails</td>
<td>5600</td>
<td>$57625</td>
<td>$10.29</td>
<td>$10</td>
</tr>
<tr>
<td>Johnson Boats</td>
<td>4100</td>
<td>$45300</td>
<td>$11.02</td>
<td>$11</td>
</tr>
</tbody>
</table>

From this table you can edit or delete any tenant simply by highlighting the desired tenant and pressing the appropriate button.

**Entering General Tenant Information**

Notice that the fields in the lower half of the Tenant entry screen are identical to the fields in the General Tenant Information section as illustrated below in Figure 62.

Figure 62

The above fields match the fields from the General Tenant Information section below.
It is possible that when you entered your multiple tenants these fields were filled in exactly the same for every tenant. However, it is more likely that one or two tenants had some rent stipulations that varied slightly from the others.

DataComp uses the second set of fields in the General Tenant Information section to consolidate this information from all the tenants. You will notice that there is a new button labeled **Auto Fill** at the bottom of this section that was not available when General Tenant was selected.

The **Auto Fill** button allows you to select one of the tenants to use as a “base” for filling in these fields. Then, you can edit any of the fields to document any variances.

**Example**
To illustrate how to use this feature, assume we have entered the following tenants.

In this example one tenant is a national anchor and the other two are local businesses. They will likely have different leases; however, the two local tenants will probably have very similar leases.
To consolidate the lease data, press the **Auto Fill** button at the bottom of the General Tenant Information section. The following screen appears.
Figure 65

Use to auto-fill general tenant information?

Yes  No

DataComp assumes that you want to base the Auto Fill on the tenant that is highlighted in the Tenant Rent Roll table (Figure 8-15). If you have the wrong tenant selected, press No to cancel and then highlight the appropriate tenant and repeat the process.

In this example, we want to base the Auto Fill on one of the local tenants so we press No to cancel. Then we highlight “Johnson Boats” and press the Auto Fill button on the Tenant page. The Tenant page will then appear as follows:
We can now edit any of these fields to note where the anchor tenant’s lease may differ.

**Entering Unit Mixes**

Unlike General Rents and Rent Rolls, Unit Mix rents are entered from the Physical Data page. If the Unit Mix table is filled in on the Physical Data page, then the Unit Mix radio button will be automatically selected on the Tenant page and General Tenant and Rent Roll cannot be selected.

Figure 67

Notice the other two options are shaded-out. The only way to select these two items is to go back and delete ALL the data from the Unit Mix table. Then, General Tenant and Rent Roll become options again.

Since properties requiring unit mix tables do not fit typical rental molds, you will notice that when you utilize the Unit Mix feature, most of the fields on the tenant page are disabled.
**Figure 68**

<table>
<thead>
<tr>
<th>Property Lease Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner</td>
</tr>
<tr>
<td>Management Co.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Lease Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenant(s)</td>
</tr>
<tr>
<td>Typical Lease Term</td>
</tr>
<tr>
<td>Lease Type(s)</td>
</tr>
<tr>
<td>Tenant Type(s)</td>
</tr>
<tr>
<td>Min. Tenant Size</td>
</tr>
<tr>
<td>Min. Rent/SF</td>
</tr>
<tr>
<td>Avg. Rent /SF</td>
</tr>
<tr>
<td>Tenant Expenses</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Tenant Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent Charges</td>
</tr>
<tr>
<td>Percentage Rents</td>
</tr>
<tr>
<td>Expense Stops</td>
</tr>
<tr>
<td>Rent Concessions</td>
</tr>
<tr>
<td>Tenant Improvments</td>
</tr>
<tr>
<td>Commissions</td>
</tr>
<tr>
<td>Escalations</td>
</tr>
<tr>
<td>Renewals</td>
</tr>
<tr>
<td>User 6</td>
</tr>
<tr>
<td>User 7</td>
</tr>
</tbody>
</table>

_disabled_fields_
Rent Data Page
Once all the rent information is entered, it is necessary to consolidate some of this information in order to tell DataComp what data to use when printing. This data consolidation is the purpose of the Rent Data page, and it is divided into the following sections:

- Building Size Summary
- General Rent
- Anchor Tenants
- Other Tenants

In each section fields are enabled or disabled depending on whether you entered the data as a General Rent, Rent Roll or Unit Mix.

Building Size Summary
This section is for summarizing building size information.

![Figure 69](image)

DataComp reads the data from the above fields when printing to Word. Thus, it is important to summarize data here, even if it has been previously entered. The Auto Fill button helps facilitate this process. It is particularly useful when used in conjunction with comps that are entered as Rent Rolls.

**Note:** The “Gross Area” displayed in blue was previously entered on the Physical Data page.

When Entered as General Tenants
This section has very limited use when the comparable has been profiled as a General Tenant. If you click the AUTO FILL button, the following message appears.

![Figure 70](image)

Since there was no place to enter the data while profiling a General Rent comparable, DataComp has no data to fill-in the fields. Therefore, in this situation, you must manually enter whatever data you want to print. If none of the fields apply, leave them blank.
When Entered as Rent Roll
The Building Size Summary section is the most useful when multiple tenants have been entered. The Auto Fill button allows you to instantly add up the sizes of all the tenants as well as all the finished space if it was entered. Any of the data can then be manually overwritten if necessary.

When Entered as Unit Mix
When data is entered using the Unit Mix button, the Building Size Summary section has limited use. Pressing the AUTO FILL button fills-in the “Net” field by calculating the total size from the Unit Mix Table. The rest of the fields must be manually entered if applicable.

General Rent
This section is for summarizing the rent information so that DataComp knows which information to include while printing to Word.

Figure 71

<table>
<thead>
<tr>
<th>General Rent:</th>
<th>Averages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupancy</td>
<td>96%</td>
</tr>
<tr>
<td>Actual Rent/SF</td>
<td>$8.75 to $10.50</td>
</tr>
<tr>
<td>Effective Rent/SF</td>
<td>to</td>
</tr>
<tr>
<td>Actual Rent/SF</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

Occupancy is a new field and must be filled manually. The remaining fields can be filled by pressing the Auto Fill button.

This section is also sensitive to which type rental is being entered. When General Tenant or Unit Mix comparables are being entered, all Effective Rents are grayed-out and the fields are unavailable.

Anchor and Other Tenants
These two sections are optional and should be filled when it is beneficial to separate tenant types in multi-tenant properties.
Chapter 8 - Lease Comparables

Multifamily

There are two pages especially designed for the Multifamily Rent module.

- Physical Data
- Amenities

Physical Data Page
The Physical Data Page is divided into three sections.

- General Data
- Size Information
- Unit Summary

General Data
The General Data section is for entering basic physical and other information about the apartment complex.

Figure 72

<table>
<thead>
<tr>
<th>General Data</th>
<th>Parking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apartment Type</td>
<td>2 spaces per tenant</td>
</tr>
<tr>
<td>Construction Type</td>
<td>User 4</td>
</tr>
<tr>
<td>Electrical Supply</td>
<td>User 5</td>
</tr>
<tr>
<td>HVAC</td>
<td>Owner Estates, Inc.</td>
</tr>
<tr>
<td>No. of Stories</td>
<td>On-site Manager</td>
</tr>
<tr>
<td>Avg. Floor Height</td>
<td>Rent Premiums</td>
</tr>
<tr>
<td>Year Built</td>
<td>Management Co.</td>
</tr>
<tr>
<td>No. of Buildings</td>
<td>Estates, Inc.</td>
</tr>
<tr>
<td>Yr. Bt. Comments</td>
<td>Occupancy 95%</td>
</tr>
<tr>
<td>Condition V. Good</td>
<td></td>
</tr>
</tbody>
</table>

Most of these fields are straightforward and have been utilized in several other modules.

Size Information
This section is for entering size information and comments about the complex. Data can be entered about:

- Unit Mix
- Total Unit Area
- Building Size

Entering Unit Mix
To detail the Unit Mix, press the Unit Mix button. The Unit Mix table appears.
In the Unit Mix table, begin entering the unit mix data. This table calculates the total units and total square footage and places this number in the Total No. of Units Field, and the Unit Size field in the Update box in the lower left-hand corner of the Unit Mix window.

Consider the following data input.

Pressing the Close button returns the following when the Update box is checked.

**Using Area Breakdown**

The Area Breakdown provides a place to break out square footage if necessary. For example, if you wanted to list the gross complex square footage and show its allocations, the Area Breakdown button would allow you to enter the following data.
DataComp automatically totals the area displaying it in blue in the lower right-hand corner.

By checking the *Update SF with Total* box, DataComp will fill in the second size field on the Physical Data page.

This number can then be manually overwritten if needed.

**Using Auto Fill**

The last section of the Physical Data page is **Unit Mix Summary**. By pressing the **Auto Fill** button, DataComp automatically summarizes the data entered into the Unit Mix table. All of these fields can be manually overwritten if needed. Based on the example data above, pressing the **Auto Fill** button returns the following results.

**Amenities Page**

The Amenities page for the Multifamily Lease module is identical to the Multifamily Sale/Listing module. For details on how to use this, see *Chapter 7*.
Figure 8.7

Utilities Included in Rent:
- Electricity
- Water
- Cable
- Gas
- Phone
- Trash Collection
- Sewer
Other: [Field]

Unit Amenities:
- Patios/Balconies
- Fireplaces
- Ceiling Fans
- Screen Porches
- Vaulted Ceilings
- Washer/Dryer
- Security system
- Ice maker
- Microwaves
Other: Private entrance monitored nightly, ceramic tile

Pools:
- Indoor Pool
- Outdoor Pool
Total Pools: [Field]

Other Amenities:
- Whirlpool/Jacuzzi
- Exercise/Fitness
- Clubhouse
- Laundry
- Indoor Tennis
- Outdoor Tennis
- Sports Court
Other: [Field]
Chapter 9

Remarks Page
The last data entry page in each module is the **Remarks** page. This page consists of three comment fields:

- Remarks
- User Defined Comments
- Text Paragraphs

These are all memo fields that allow the entry of unlimited text. All three fields can be printed to Word. The Remarks and User Defined Comment fields are programmed to automatically print into the comparable write-ups. The Text paragraphs are an option on the print menu and if selected will print into the body of the report.

Remarks
The **Remarks** field is the comment field that is located at the end of the comparable write-ups. This field is for entering information that further explains the comparable for the reader of your report.

User Defined
The **User Defined Comments** field is an additional (optional) comment field that also appears in the comparable write-up. However, this field can be defined by the user with a different name in every module. For example, in the Improved module the user might rename this field **Physical Data**, and in the Vacant Land module it might be renamed **Legal Description**.

The User Defined Comments field prints in the comparable write-up just before the Remarks field. The following example illustrates the User Defined Comments field and how it prints.

Example
Assume that you want to name the User Defined Comments field “Physical Data” for the Improved Sale/Listing module, and use this field for a brief building description to supplement the data input.

To rename the field “Physical Data”:

1. From anywhere in DataComp, select the Options pull-down menu at the top of the screen.
2. Select Module Preferences. The following window opens.
3. Select the **User Comments** notebook tab at the top of the window.

4. In the left-hand window, select **Improved Sales**.
5. In the field to the right, replace “User Defined” with “Physical Data”.

6. In this case, we want this comment field to print, so we will check the **Print Comments** box just below the default header field. This field can be used for internal comments if this box is left unchecked.

7. Once finished press **OK**.

Figure 76

Now that you have defined the field, consider the following input.
Figure 77

Remarks

This is two adjacent one-story flex buildings constructed in 1933 of steel frame; brick and reflective glass exterior walls; EPDM rubber membrane roof; 15' clear ceilings; 32'x32' bay spacing; 100% finished and HVAC interior, two loading docks, with both buildings connected by a brick/glass breezeway. This was a build-to-suit facility originally leased to Sphinx Pharmaceuticals. Eli Lilly acquired Sphinx and assumed their lease before this sale. The rent was based upon the owner’s financial obligation to deliver a basic building shell and all site improvements. The tenant paid for all interior up-fit, the cost of which is not included in the rent. The ten year lease commenced 9/1/04 at $7.60/SF with 3% annual

<table>
<thead>
<tr>
<th>Physical Data</th>
<th>Note: Field name is user defined. See the User Comments tab of the Module preferences screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>The main building is a one-story brick building constructed in 1933. The building has approximately 50% open cubicle office and 50% partitioned office, and is in good condition.</td>
<td></td>
</tr>
</tbody>
</table>

Text Paragraph | Note: Start discussions with transitive verbs (is located, has access, etc.) |
|---------------|---------------------------------------------------------------------------|

From the above data entry, the following output is placed at the end of the comparable write-ups when printing to Word.
Sample Transfer

**Physical Data**
The main building is a one-story brick building constructed in 1993. The building has approximately 50% open cubicle office and 50% partitioned office, and is in good condition.

**Remarks**
This is two adjacent one-story flex buildings constructed in 1993 of steel frame; brick and reflective glass exterior walls; EPDM rubber membrane roof; 15' clear ceilings; 32'x32' bay spacing; 100% finished and HVAC interior, two loading docks, with both buildings connected by a brick/glass breezeway. This was a build-to-suit facility originally leased to Sphinx Pharmaceuticals. Eli Lilly acquired Sphinx and assumed their lease before this sale. The rent was based upon the owner's financial obligation to deliver a basic building shell and all site improvements. The tenant paid for all interior up-fit, the cost of which is not included in the rent. The ten year lease commenced 9/1/04 at $7.60/SF with 3% annual increases. The lease is net with landlord expenses limited to structural and roof repairs.

The above data is inserted at the very end of the comparable write-up.

**Text Paragraphs**
The Text Paragraphs (also called Discussion) are memo fields that allow you to enter a “canned” paragraph about the comparable that is composed of factual physical and sale data. This paragraph can be transferred directly into the body of your appraisal report in the analysis section to serve as a base for writing an analytical paragraph about the comparable.

**Example**
Using the same data as the example above, we might write the following Text Paragraph.

**Figure 78**

<table>
<thead>
<tr>
<th>Text Paragraph</th>
<th>Note: Start discussions with transitive verbs [is located, has access, etc.]</th>
</tr>
</thead>
<tbody>
<tr>
<td>This property is located on the west side of the Manatee Pocket with direct ocean access. Street access is from St. Lucie Boulevard to Coquina Drive behind Chapman's School of Seamanship Palm City Bridge and the South Fork of the St. Lucie River.</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** When printing these paragraphs, DataComp will insert the beginning “Improved Sale No. 1”, or whatever output record number is appropriate. Therefore, it is important to start the inputted paragraph with a verb such as; is located, sold for, was constructed, etc. For clarity, avoid using references to the subject property such as; located ½ mile from the subject, in better condition than the subject, etc.

To illustrate how this field prints to the report, we will print this and another comparable to Word.

1. From the Search page, we will select this comparable and one other adding them to the print menu.

2. Press the Print button. The following screen appears.
Sample Summary Table Output

**IMPROVED SALES SUMMARY TABLE**

<table>
<thead>
<tr>
<th>No.</th>
<th>Location</th>
<th>Sale Date</th>
<th>Price</th>
<th>Building Size (SF)</th>
<th>Price/ SF</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>452 University Drive</td>
<td>01/95</td>
<td>$7,500,000</td>
<td>100,126</td>
<td>$74.91</td>
</tr>
<tr>
<td>2.</td>
<td>301 Gregson Drive</td>
<td>02/94</td>
<td>$2,300,000</td>
<td>33,725</td>
<td>$68.20</td>
</tr>
</tbody>
</table>
Sample Discussion Paragraphs Output

**Improved Sale No. 1** is located at 452 University Drive. This is a good location in a new office/technology park. The improvements consist of two adjacent buildings constructed in 1993. These are good quality office buildings with brick exteriors. The interior is approximately 50% open cubicles and 50% partitioned offices. There is a total of 100,126 net square feet. This property sold in January 1995 for $7,500,000. This is $74.91 per square foot.

**Improved Sale No. 2** is located at 456 Gregson Drive. Good location in a new office technology park. One story brick building constructed in 1988 and is in average condition. The interior consists of 35% partitioned offices, 50% open cubicles and the balance is lab space. The building contains a total of 33,725 net square feet. This property sold in March 1995 for $2,300,000, which is $68.20 per square foot.

If both options are selected, DataComp first builds a summary table of the comparables and places the Text Paragraphs directly below the table. It is now easy to modify these “canned” paragraphs comparing each property to the subject, and making the appropriate adjustments. This can be a very time saving feature if consistently utilized by everyone in the office when entering data.
Chapter 10

Report Wizard

The Report Wizard tool allows you to create either Word or Excel Custom Templates in order to customize the look and feel of your printed comp data. You are not limited to the number (or level of advanced formatting) of Custom Templates you can build.

1. Determine which folder will be used for storing the custom templates. If you are a single user we recommend the CustTemp folder located under C:\Program Files\Datacomp. For network users we suggest setting up a single folder located in a shared location on the network. After the location has been chosen the directory must be mapped in DataComp. To map the directory open DataComp and click on Options/General Preferences. The Configuration Options box will be displayed. Browse to the selected folder and select Ok.

2. Launch the Report Wizard by going to Start/All Programs/RealWired/DataComp and selecting DataComp. You will login to the Admin Module and select Report Wizard.
Chapter 10 – Report Wizard

The image displays the interface of the DataComp Report Wizard release 0.9. The wizard is used for creating reports in Word or Excel. The save template as field is empty. The template options include:
- "Land"
- "Improved (Sales)"
- "Lodging"
- "MultiFamily (Sales)"
- "Improved (Lease)"
- "MultiFamily (Lease)"

Below the template options, there is a section labeled "Database Field Name" with an "Insert Text" button.
Word Templates

1. Select the Word option and click on File New. A blank Word document will open in the background. You will notice six choices in the Report Wizard that match DataComp’s six modules - Land, Improved (Sales), Lodging, Multi-family (Sales), Improved (Lease) and Multi-family (Lease).

2. If you already have an existing template that you want to use, simply copy and paste it into the blank Word document.

3. For demonstration purposes we will be using the Improved module. Once you click on the plus symbol adjacent to the Improved selection, you will see Property Data, Sales Data, Land Data, Remarks, Summary and Image. These titles match DataComp’s tabs that you see along the bottom of the screen. When you click on Property Data plus symbol, you will notice a long list of field names that match what is on that screen.
4. Select the field you wish to place in the custom output template. The keyword will be displayed in the Database Field Name box at the bottom of the screen. Double click the field or click the Insert Text button to insert the keyword.

**Note:** The keyword will be inserted wherever the cursor is located in the Word document.
Chapter 10 – Report Wizard

Note that keyword field names for Word Custom Templates do NOT need numbering like Excel does. Word requires one Custom Template that can be used to print out any number of comps. In Excel, the keyword field names have a number associated with the number of comp in the print box. Example, the keyword field name for “City” in a Word Custom Template would be [City], in Excel it would be [City1], [City2], and so on (in columns format vertically or horizontally) corresponding to the number of comps you typically use in your Excel adjustment grid.
5. Hit End, then Enter key, if you wish to go to the next row to insert the next field name. For example, if you wanted City below Property Name, simply highlight City, click Insert Text, and you will see the City field appear below Property Name., and so on.

6. To include images in the template, select the Image field name and click Insert Text. If you have more than one image, you do not need to have multiple database field names. For example, if you have three images associated with a record and you put in the image field name [PictureFiles], all three pictures will come over from DataComp into Word with that one database field name.

Note: Field Names are often times different than Database Field Names.
7. Any formatting that you want will be dictated by Word, such as alignment, font type size, font color, etc. Formatting by Word will take effect after you print from DataComp. For example, if you made the “City” field centered, bolded, underlined, Times New Roman Font 15 that is what will display on the Word output after it leaves DataComp. If you want to create a table with three columns, 20 rows, and you put the field name in each of the boxes that will work as well. You can make custom Word and Excel Reports look any way you like. So be creative if you wish with headers and footers, colors, tables, etc.

8. Now that you are done building your template, you need to save it. Click in the Save Template As box, type in the name that you want to appear in DataComp.

9. Click on File/Save. A box saying Template Saved will then appear. Click OK. **Make sure you do not save or close the open Word document while creating your custom reports. Allow the DataComp Report Wizard to open and close Word at this point.**

10. See the example below, which shows tables in Word with two columns, numerous rows, reverse text headings, the field labels on the left column and the actual field names on the right.
### Property Information

- Property Name
- Street Address
- City
- County
- State
- Zip Code
- MSA
- Submarket

### Improvement Information

- Gross Bldg Area (SF)
- Gross Leasable Area (SF)
- Year Built / Renovated
- No. Stories
Excel Templates

1. In order to create a custom Excel template, click on the Excel button, click on File/New, and just like Word, a session of Excel will open behind the DataComp Report Wizard.

Note: You can copy and paste an existing adjustment grid versus starting from scratch.

2. For this example, we will create a Land custom report by clicking on the plus symbol next to Land and selecting the appropriate field to go into our adjustment grid.

Note: You can have one Excel grid with multiple worksheets. When you print a custom template to Excel, all the key-worded field names will be populated with data across all worksheets (in one Excel file). Having one custom template per module is an efficient way to organize your custom reports.
In the example below, there are over 6 different Excel worksheets for the Land Adjustment Grid by property type. Worksheets in this example include Per Acre, Per Gross & Upland Acre, Multifamily, Per Buildable, Commercial or Industrial or Subdivision.

<table>
<thead>
<tr>
<th>Land Sales Summary and Adjustment Grid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject</td>
</tr>
<tr>
<td>Location</td>
</tr>
<tr>
<td>O.R. Book/Page</td>
</tr>
<tr>
<td>Seller</td>
</tr>
<tr>
<td>Buyer</td>
</tr>
<tr>
<td>Date of Sale</td>
</tr>
<tr>
<td>Sale Price</td>
</tr>
<tr>
<td>Unadjusted Price/Acre</td>
</tr>
</tbody>
</table>

3. If within your adjustment grid you typically use five comparables, then you need to input five columns of field names. You can input your field names however you wish or horizontally or vertically. However, you must put in the number of comps. Look at the example below which shows that the field names were inserted just like Word, but the numbers 1, 2 and 3, etc. were added to indicate where you would like each comp to be placed. Please note the adding of the numbers to the field name is manual. This is not required for Word, but is required for Excel. It is okay if some of the field names extend beyond the column width.

4. It is unnecessary to pull a calculating field from DataComp to Excel. Rather, use Excel's automatic math formula functions for price per square foot and other fields that you may need to calculate. If you are unsure of how many comps you will use, create the Excel template with more comps than you typically use and then delete the empty columns after you print it to the Excel grid.

5. Any formatting that you do in Excel can be applied to the field names, such as center, bold, underline, font, style, font type and size. You can bring over the Remarks text field into Excel, but it is truncated at 255 characters, a limitation of Windows.
6. The next step is to save your template with the name you wish to see as it appears in DataComp when you print your custom reports. In this example, we saved a report called Land Sale Commercial Report. Make sure you close the template using the DataComp Report Wizard rather than simply closing Excel.

Printing to Custom Templates

When you print your custom templates to Word or Excel, you do NOT need to have the template or the program open. Unlike in DataComp Versions 3.x, Word and Excel needed to be open to the appropriate place in which to print from DataComp into those programs. However, with the custom templates, **Word and Excel will automatically open and then the data will transfer out of DataComp into your custom templates**. Similarly, the Profile Output to Word and Excel will open up a new session of each application rather than printing directly into the applications. In order to print to your open Word document while working on a report, select The Clipboard box in the destination heading. This will send your comps to the clipboard, which can then be pasted directly into your report. Put the cursor in your Word document where you would like them to be inserted and hit Ctrl-V or click Edit, Paste.

1. Launch DataComp to see the output which we created. Open the Land module and insert desired comparables into the Print box. Click on Print and select Custom Template under the Output Options category. Select either Word or Excel and a drop down menu will appear. The dropdown will list the available templates.
2. Select the desired template and click the Print button.
Tips for Key-wording Sub tables

The Field Names in pink color are the sub tables in the Improvements Tab (of the Improved Sales database).
Sample Excel Keywords of multiple buildings in the sub table.

In this example below, we want to keyword three individual buildings that have an Area Breakdown. This table could be considered two “layers” down since a comp can have multiple buildings and each building could have multiple Area Breakdowns.

We will present an example of how to keyword the above example in Word and Excel. Below is the proper numbering logic for multiple buildings with multiple building names. For our example we only chose Building Name, but you can keyword any fields you want.
### Excel Sub Table Example

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple Buildings</td>
<td>Building Size (Sq. Ft.): [CrossBldgSF1]</td>
<td>Comparable 1: [Comparable11]</td>
<td>Comparable 2: [Comparable21]</td>
<td>Comparable 3: [Comparable31]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Improvements Subtable</td>
<td>No. 1 Building Name: [BuildingName1]</td>
<td>[BuildingName21]</td>
<td>[BuildingName31]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area Breakdown No. 1 Building Area Name:</td>
<td>[AreaName111]</td>
<td>[AreaName211]</td>
<td>[AreaName311]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area Breakdown No. 1 Building Area Name:</td>
<td>[AreaName121]</td>
<td>[AreaName221]</td>
<td>[AreaName321]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area Breakdown No. 2 Building Area Name:</td>
<td>[AreaName131]</td>
<td>[AreaName231]</td>
<td>[AreaName331]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Improvements Subtable No. 3 Building Name:</td>
<td>[BuildingName131]</td>
<td>[BuildingName231]</td>
<td>[BuildingName331]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area Breakdown No. 3 Building Area Name:</td>
<td>[AreaName132]</td>
<td>[AreaName232]</td>
<td>[AreaName332]</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: The green text above is for descriptive purposes only and you would not be included in your Custom Template.
Word Sub Table Example

The proper keyword for this same example is slightly different for Word. You will notice that only one full Comp “write-up” is needed. In other words, unlike Excel in which you need a set of keywords for each comp, in Word you create one set of keywords.

When you then print to Word one set of keywords can produce however many comps you want to print. In the example below, if five comps were printed to the Custom Template, all five comps would print our properly.

<table>
<thead>
<tr>
<th>Multiple Buildings</th>
<th>Building Size (Sq. Ft.): [GrossBldgSF1]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improvements</td>
<td></td>
</tr>
<tr>
<td>Subtable</td>
<td></td>
</tr>
<tr>
<td>Area Breakdown</td>
<td>No. 1 Building Name: [BuildingName1]</td>
</tr>
<tr>
<td></td>
<td>No. 1 Building Area Name: [AreaName11]</td>
</tr>
<tr>
<td></td>
<td>No. 1 Building Area Name: [AreaName12]</td>
</tr>
<tr>
<td></td>
<td>No. 1 Building Area Name: [AreaName13]</td>
</tr>
<tr>
<td>Improvements</td>
<td></td>
</tr>
<tr>
<td>Subtable</td>
<td>No. 2 Building Name: [BuildingName2]</td>
</tr>
<tr>
<td></td>
<td>No. 2 Building Area Name: [AreaName21]</td>
</tr>
<tr>
<td></td>
<td>No. 2 Building Area Name: [AreaName22]</td>
</tr>
<tr>
<td></td>
<td>No. 2 Building Area Name: [AreaName23]</td>
</tr>
<tr>
<td>Improvements</td>
<td></td>
</tr>
<tr>
<td>Subtable</td>
<td>No. 3 Building Name: [BuildingName3]</td>
</tr>
<tr>
<td></td>
<td>No. 3 Building Area Name: [AreaName31]</td>
</tr>
<tr>
<td></td>
<td>No. 3 Building Area Name: [AreaName32]</td>
</tr>
<tr>
<td></td>
<td>No. 3 Building Area Name: [AreaName33]</td>
</tr>
</tbody>
</table>

Note: The green text above is for descriptive purposes only and you would not be included in your Custom Template.
Chapter 11

Custom Tab

Currently, there are user definable fields in DataComp which are configurable under Options, Module Preferences. These fields are embedded in various areas of the existing tabs in each module.

The addition of Custom Tabs in DataComp provides the ability to create a completely user definable tab. There are 50 Text fields (which can contain up to 50 characters each), 25 Number fields (that can be configured to be formatted as a general number or currency), 25 Date fields (which will display as either month/year or month/day/year depending on what you have set in the General Preferences), and 10 Memo fields (which are unlimited text).
There are six modules in DataComp (Sales: Land, Improved, Lodging, and Multi-Family – Lease: Improved and Multi-Family). Each module now contains a “Custom Tab”. The Custom Tab can have up to 2 columns, and the rows are adaptable to the quantity of potential fields.

**Configuring the Custom Tab**

The Custom Tab should initially be setup on the DataComp server. After the configuration is complete the userfields.xml file will need to be copied onto each computer running DataComp.

Launch the Administration program:

1. Click on the radio button in the DataComp Login Box.
2. Enter the appropriate User ID and password.
Chapter 11 – Custom Tab

After logging into the Administration Module, the Administration Main Menu will display. To define your fields select the **Setup Custom Fields** button.
There are separate tabs for each of the field types. The available modules selection is located on the left hand side of the screen. Choose the module the custom tab will be created for.
NOTE: If you enter a row/column more than one time on ANY tab, you will receive the following error:

This column/row has already been used. Please select a different column/row.

Click “OK” and delete your last entry by backspacing or selecting delete while in the field. At that point you can select another row/column to place that field in.

**Text Fields:**

Starting with Text 1 field, name the field, click Active and select the Row Number and Column Number for that field. To add additional fields, use the same process. There is no minimum requirement, but a maximum of 50 fields per module. Once all desired text fields have been input, click “Apply”.
Sample of a Text Field as shown on a Custom Tab once created

NOTE: If you enter more than 100 characters on a text field in the custom tab, it will give you the following error:

Click “OK” and your text will be highlighted. Hit the backspace key to delete the entry and adjust the text length.

**Number Fields:**

Starting with Number 1 field, name the field, click Active and select the Row Number, Column Number, and Format for the field. There is no minimum requirement, but a maximum of 25 fields per module. Once completed click “Apply”.
**Note:** The number fields can be configured as currency or whole numbers ($1000 or 1,000). If numbers need to be combined with any special characters, such as a dash, a text field will need to be used instead.

Sample of a Number Field as shown on a Custom Tab once created

If text is entered into a number field you will receive the following error:

Click “OK” and ensure that only numeric values have been input into the field.

**Date Fields:**

Starting with Date 1 field, name the field, click Active and select the Row Number and Column Number for that field. To add additional fields, use the same process. There is no minimum requirement, but a maximum of 25 fields per module. Once all desired text fields have been input, click “Apply”.

NOTE: The date fields will use the format designated in DataComp under Module Preferences/Date Entry/Printing.

Sample of a Date Field as shown on a Custom Tab once created

If text is entered into a date field you will receive the following error:

Click “OK” and ensure that a date value has been input into the field.

**Memo Fields:**

Starting with Memo 1 field, name the field, click Active and select the Row Number for that field. To add additional fields, use the same process. There is no minimum requirement, but a maximum of 10 fields per module. Once all desired Memo fields have been input, click “Apply”.
Chapter 11 – Custom Tab

NOTE: The memo fields can contain an unlimited amount of text. These fields will automatically default to the bottom of the Custom Tab.

Sample of a Memo Field as shown on a Custom Tab once created

Copying the Userfields.xml file

Open Windows Explorer or go to My Computer.

Browse to the following folder:
Chapter 11 – Custom Tab

**Windows XP** - Go to C:\Documents and Settings\All Users\Application Data\DataComp\Script for 6.3.36 and earlier versions of DataComp 6.x and C:\Documents and Settings\CURRENTUSER\Local Settings\Application Data\DataComp\Script for DataComp 6.4.15

**Windows Vista/Windows 7** – Go to C:\Program Data\DataComp\Script for 6.3.35 and earlier versions of DataComp 6.x and C:\Users\CURRENTUSER\AppData\Local\DataComp\Script for DataComp 6.4.15. Note: CURRENTUSER folder is the folder of the logged on user.

Select the userfields.xml file and copy.
Paste this copy into the same folder on all computers with DataComp. If prompted to overwrite or confirm select Yes.

Note: Any time changes are made to the Custom Tab setup it is required that the userfields.xml file is copied and replaced on each DataComp computer. If the file is not replaced on the workstation PCs the users will not see the changes. It is recommended that changes to the Custom Tab setup are performed by an administrator only.
**Custom Tab Output**

YOU MUST CREATE A CUSTOM TEMPLATE USING REPORT WIZARD TO GET THE DATA OUTPUT FROM THE DATABASE. The Custom template can contain any fields from any other tab. Custom Tab fields can also be added to any existing custom templates. Custom fields will show under “Custom” in Report Wizard.

---

**Custom Tab Data WARNINGS**

***** The data added to the custom field is underlying. Even if a field is inactivated the data will still be in the database. The field must be removed from the custom template built by the Report Wizard or the data will print on the output report even though the field is not visible in the Custom Tab itself (due to it being made inactive in the Admin Module). If it is necessary to inactivate a field we recommend removing the field from any custom templates, and inactivating it. The same row and column number may NOT be used again. However, a field can be renamed, but any data that was already in that row/column in the old field will still remain in the newly named field unless you go record to record and delete the data set in the field. This is to ensure that a total data loss for any field cannot happen by the click of one button (inactivation of the field).

***** A Property Name must be provided on the Property Data tab even if the “Custom Tab” is the only place data will be entered for a particular comp.

***** You must select an image to be your “default” image if you want your images to print.
Chapter 12

Mapping

The mapping feature will automatically create labels via a .txt file. This file can then be imported into either Delorme or Microsoft Streets and Trips.

Setting up Mapping Format

1. Go to Options/General Preferences. Select the mapping tab. Select the appropriate program and click ok.

2. Go to Options/Module Preferences. Select the Mapping tab. Mapping export formats can be defined on a modular basis. Comps can be exported by street address or latitude/longitude.
3. Default labels for comps and subject properties can be defined as well as two additional map labels to customize the output further. The additional label selections include Sale Date, Price Per Acre, Acre, Sq Feet, Property Name, Sales Price, Price per Sq Foot and Price per unit.
Exporting to .txt File

1. From the search screen in DataComp add the desired comparables to the print box and click Print. The Print screen will appear. Select Map as the destination.

2. Comp label information can be entered on this screen in the Map Export Data section. This will overwrite any default label set under Module Preferences.

*Note:* If entering a subject label in Delorme Street Atlas USA 2009 Plus or Microsoft Streets and Trips all fields must be populated. If any of the fields are blank the subject label will be ignored.
3. Click the Print button. It will be necessary to select a location for the file to be saved in. Browse to the desired folder and click Save. The output will print to a .txt file.

**Importing into Delorme Street Atlas USA 2008**

Open Delorme and select the Draw tab. Click on File and then select Import.

Browse out to the .txt file that was exported from DataComp. For street address importing ensure the “Files of type” is set to Address Book. For latitude/longitude importing ensure the “Files of type” is set to Text File.
Chapter 12 – Mapping

The comp information will populate on the map.
Importing into Microsoft Streets and Trips

1. Open the program and select Data then Import Data Wizard.

2. Browse to the location of the exported .txt file.
3. The Import Data Wizard will automatically determine the separator character (which is a comma). Click next.

4. Select the box for “First row contains column headings” and click Finish.
Importing into Delorme Street Atlas USA 2009 Plus (XData Function)

Regular import into Delorme 2009 is the same as 2008. Delorme 2009 also provides functionality for greater control over imported data via their XData function. DataComp does allow for import with that utility.

1. Open Delorme and select the XData tab. Click on the Import button.
2. The Import Wizard will open. Click on the Data Source button.
3. Browse to the location of the exported .txt file.

4. Delorme will automatically detect the Schema Type (which is Comma Delimited). The "First Row is Header" box should be selected by default. Click Next.
5. Select the radio button(s) for the fields to be displayed on the map. Click Next.

6. Select the data symbol to be displayed on the map. The same symbol may be used for all categories. Font, style and size may be configured to user specifics. Click Next.
7. Selecting a name for the dataset is optional. Click Finish.

The comps will populate on the map.
Importing into MapPoint

While the standard mapping functionality works with Microsoft MapPoint, DataComp now offers a mapping lookup and reverse lookup functionality. Designed to work specifically with Microsoft MapPoint, the new feature interacts to and from the software. Comparables can be mapped to MapPoint or populated into DataComp from MapPoint with the click of a button. Please call 813-349-2700 for additional information.

1. Open MapPoint and click on Data/Import Data Wizard.
2. Browse to the exported text file and click Open.

3. Select Comma and click Next.
4. Check the box labeled “First row contains column headings” and click Finish.

5. Select a map type and click Finish.
The comps will populate on the map.
Chapter 13

Attaching PDF Documents

The process for attaching a PDF file to a comparable in DataComp is the same as the process for attaching an image.

1. Folders containing PDF files that you wish to attach must be mapped under Options/General Preferences/Image Directories.
2. Go to the images tab and click the Add Image button.
3. Click the drop down arrow to select the appropriate folder.

4. The available files will be displayed in the panel on the left. Select one the appropriate file. The preview will be displayed as a PDF icon. Click OK.
5. Click Save. The PDF document is now attached.

6. Print the comparable as usual making sure that the “Use digital images when available option” is checked on the Print box. The PDF will be inserted into the Word document as an image.

NOTES:
- Multiple page PDF files will be inserted as one photo per page.
- More than one PDF can be attached to a comp and will be printed in the order of attachment.
- A “half page” PDF will still be printed as one image on a whole page in Word.
## DIMENSIONAL REQUIREMENTS
City of Lakeland Community Development Department, December 18, 2006

<table>
<thead>
<tr>
<th>DEVELOPMENT REGULATIONS - RESIDENTIAL</th>
<th>RS-1</th>
<th>RA-2</th>
<th>RA-3</th>
<th>RA-4</th>
<th>RS-2</th>
<th>RS-3</th>
<th>MF-12 Central City</th>
<th>MF-12 Urban/Sub.</th>
<th>MF-22 Central City</th>
<th>MF-22 Urban/Sub.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MINIMUM LOT REQUIREMENTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum Lot Area</td>
<td>11,200 Sq Ft</td>
<td>11,000 Sq Ft</td>
<td>7,200 Sq Ft</td>
<td>5,600 Sq Ft</td>
<td>7,200 Sq Ft</td>
<td>6,000 Sq Ft</td>
<td>7,200 Sq Ft</td>
<td>5,600 Sq Ft</td>
<td>7,200 Sq Ft</td>
<td>5,600 Sq Ft</td>
</tr>
<tr>
<td>Minimum Lot Width, Semiretro Setback</td>
<td>75 Ft</td>
<td>75 Ft</td>
<td>50 Ft</td>
<td>50 Ft</td>
<td>50 Ft</td>
<td>50 Ft</td>
<td>50 Ft</td>
<td>50 Ft</td>
<td>50 Ft</td>
<td>50 Ft</td>
</tr>
<tr>
<td>Minimum Lot Width, Corner Lot</td>
<td>100 Ft</td>
<td>100 Ft</td>
<td>75 Ft</td>
<td>55 Ft</td>
<td>75 Ft</td>
<td>75 Ft</td>
<td>75 Ft</td>
<td>75 Ft</td>
<td>75 Ft</td>
<td>75 Ft</td>
</tr>
<tr>
<td><strong>BUILDING FULK REGULATIONS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum Side Setback</td>
<td>15 Ft</td>
<td>15 Ft</td>
<td>15 Ft</td>
<td>15 Ft</td>
<td>15 Ft</td>
<td>15 Ft</td>
<td>15 Ft</td>
<td>15 Ft</td>
<td>15 Ft</td>
<td>15 Ft</td>
</tr>
<tr>
<td>Minimum Rear Setback for Each Additional 12 Foot or Portion thereof</td>
<td>2.5 Ft</td>
<td>2.5 Ft</td>
<td>2.5 Ft</td>
<td>2.5 Ft</td>
<td>2.5 Ft</td>
<td>2.5 Ft</td>
<td>2.5 Ft</td>
<td>2.5 Ft</td>
<td>2.5 Ft</td>
<td>2.5 Ft</td>
</tr>
<tr>
<td>Minimum Maximum Height</td>
<td>35 Ft</td>
<td>50 Ft</td>
<td>55 Ft</td>
<td>55 Ft</td>
<td>55 Ft</td>
<td>55 Ft</td>
<td>55 Ft</td>
<td>55 Ft</td>
<td>55 Ft</td>
<td>55 Ft</td>
</tr>
<tr>
<td>Maximum Lot Coverage</td>
<td>35%</td>
<td>35%</td>
<td>35%</td>
<td>35%</td>
<td>35%</td>
<td>35%</td>
<td>35%</td>
<td>35%</td>
<td>35%</td>
<td>35%</td>
</tr>
<tr>
<td>Minimum Gross Living Area Per Unit</td>
<td>1,800 Sq Ft</td>
<td>2,200 Sq Ft</td>
<td>2,600 Sq Ft</td>
<td>4,000 Sq Ft</td>
<td>4,000 Sq Ft</td>
<td>4,000 Sq Ft</td>
<td>4,000 Sq Ft</td>
<td>4,000 Sq Ft</td>
<td>4,000 Sq Ft</td>
<td>4,000 Sq Ft</td>
</tr>
<tr>
<td>With Average Floor Area Less than 900 Sq Ft or None</td>
<td>660 Sq Ft</td>
<td>660 Sq Ft</td>
<td>660 Sq Ft</td>
<td>660 Sq Ft</td>
<td>660 Sq Ft</td>
<td>660 Sq Ft</td>
<td>660 Sq Ft</td>
<td>660 Sq Ft</td>
<td>660 Sq Ft</td>
<td>660 Sq Ft</td>
</tr>
<tr>
<td>Minimum Gross Living Area</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Installation Instructions

Read Me

Existing Users

NOTE: If you have previous versions of DataComp (prior to any 6.x releases) the DataComp Technical Support team will perform the installation for you. For more information please call 813-221-0703.

1. Ensure your data is backed up.

2. Download the installation files. Please contact technical support at 813-221-0703 to obtain the server installation.

3. Ensure that Windows Installer 4.5 is installed.

4. Install the server FIRST. If DataComp is currently installed you MUST uninstall the previous SQL instance. See below for instructions on uninstalling SQL.

5. Install the client version on the workstations.

New Users

DataComp Installation is included with the purchase of the software. Please contact our technical support department at 813-221-0703 to schedule the installation.
Existing Users - Uninstall SQL (Windows XP/Server 2003)

1. Go to Start/Administrative Tools/Services.

2. Scroll down to MSSQL$DATACOMP. Right click and select Stop.
3. Click on Start/Control Panel and select Add or Remove Programs.

4. Select Microsoft SQL Server Desktop (DATACOMP) and click Remove.

5. At the prompt select Yes.
Addenda

Are you sure you want to remove Microsoft SQL Server Desktop Engine (DATACOMP) from your computer?

Yes  No
Existing Users - Uninstall SQL (Windows Vista)

1. Go to Start/Control Panel. Click on System and Security.

2. Click Administrative Tools.

3. Double click Services.
4. Scroll down to MSSQL$DATACOMP. Right click and select Stop.
5. Go back to the Control Panel. Under Programs select Uninstall a program.

6. Click to select Microsoft SQL Server Desktop Engine (DATACOMP) and click Uninstall.

7. If prompted select Yes.
Are you sure you want to uninstall Microsoft SQL Server Desktop Engine (DATACOMP)?

☐ In the future, do not show me this dialog box

Yes  No
Install DataComp Server

NOTE: If any errors occur during the server installation please contact DataComp Tech Support immediately.


2. Open the downloaded file and double click the setup.exe file to install DataComp Server. If you are using Windows Vista or Windows 7 right click and select Run as administrator.

3. Select Install.
4. Click OK.

5. Click Next
6. Accept the license terms and click Next.

7. Select Install.
8. Click Next.

9. Click Next
10. Click Next.

11. Click Next.
12. Click Next.

13. Click Next.
14. Click Next.

15. Click Install.
16. Click Next.

17. Click Close.
After SQL Server 2008 installation has completed the DataComp Server installation will begin automatically. You will receive a message saying the installation failed, you can click Yes to continue, which will finish the DataComp installation.
18. Click Next.

19. Accept the license agreement and click Next.

20. Click Next.
21. Click Install.

22. Click Finish.
The InstallShield Wizard has successfully installed Datacomp Server 2008. Click Finish to exit the wizard.
Install DataComp Client

NOTE: Existing users will need to install the client software on the server as well.


2. Open the downloaded file and double click the setup.exe file to install DataComp. If you are using Windows Vista or Windows 7 right click and select Run as administrator.

3. Click Next.
4. Click Next.

5. Click Install.
6. Click Finish.