Overview

CompTracker works by collecting data from appraiser Mismo files to track his/her comparables, keep notes on property field conflicts and populate DataMaster with previously entered values. CompTracker supports multiple appraiser offices as well as assistants.

CompTracker Setup

Since CompTracker can handle almost any type of appraisal company, it needs to know what type of user you are. If you are a licensed appraiser in your office select "I am an appraiser" as shown below.

CompTracker Setup		×
Setup		
Please select whether you are an appraiser or an assistant. This will affect how you retrieve data for multiple appraiser	5.	
• I am an appraiser ?		
O I am an assistant (?)		
O Use existing setup ?		
Please specify the folder where you will store your mismo files. CompTracker will only retrieve data from files in this fo	der.	
Mismo Files Location D:\bpace\Documents\CompTracker\MismoFiles	?	
Help	Finish	

If you are an assistant that works on behalf of a licensed appraiser in your office then select "I am an assistant" and enter your name and Company name.

← CompTracker Setup	-		×
Setup			
Please select whether you are an appraiser or an assistant. This will affect how you retrieve data for mult	tiple appraisers.		
O I am an appraiser ③			
• I am an assistant ⑦			
O Use existing setup (?)			
Assistant Name Lucy Carter (?			
Company Name Burrell Appraisal Company ?			
Please specify the folder where you will store your mismo files. CompTracker will only retrieve data from	files in this folde	er.	
Mismo Files Location D:\bpace\Documents\CompTracker\MismoFiles		?	
Нер	F	inish	

If you are already setup within CompTracker and would like to have the same setup on a separate computer, you can select "Use Existing Setup" and enter the "User Settings ID" (an 8 digit ID of the existing CompTracker user). This can be found by right clicking on the CompTracker Icon in the System Tray, selecting "Settings" and "User Settings" of the computer that already has CompTracker installed.

CompTracker Setup _ r	x נ
Setup	
Please select whether you are an appraiser or an assistant. This will affect how you retrieve data for multiple appraisers.	
O I am an appraiser ?	
O I am an assistant (?)	
 Use existing setup ? 	
User Settings ID J1RFUBFM (?)	
Please specify the folder where you will store your mismo files. CompTracker will only retrieve data from files in this folder.	
Mismo Files Location D:\bpace\Documents\CompTracker\MismoFiles (?)	
<u>Help</u>	h

The "Mismo Files Location" is the folder where your Mismo Files will be imported into CompTracker. It is set by default to your Documents folder. If you already have Mismo files in another location you can click on the "..." button to browse and select that location.

System Tray

CompTracker is a System Tray application which means that for the majority of the time, CompTracker will run in the background. You can access various aspects of CompTracker by right-clicking on the CompTracker icon as show below.



Loading Appraisals from a Form Software

To load your appraisals into CompTracker it is recommended to change your Mismo output folder in your form software to the CompTracker Mismo Files folder. This way any time you create a Mismo file it will automatically be imported into CompTracker.

Loading Appraisals from Any Folder

If you would rather not change your form software Mismo output directory you can simply copy/paste the Mismo files from your Mismo File Location into the CompTracker Mismo Folder which by default is located in your Documents -> CompTracker folder.

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File Home Share	View					^	• 🕜
Copy Paste Copy Copy pat	h portcut Move Copy to ~ to ~	Delete Rename	New item ▼ Person access ▼ Person access ▼ New	Properties Open Open	Select all Select none Invert selection Select	on	
() → ↑ ↓ TH	his PC → Documents →	CompTracker →	MismoFiles	Ŷ	C Search	MismoFiles /	p
🔆 Favorites	Name	*	Date modified	Type File folder	Size		_
🌉 This PC	Alcine		1/20/2013 4.31 PW	The folder			
🙀 Network		View Sort by Group by Refresh Customize t	► ► his folder				
		Paste					
		Paste shortc Undo Renam Share with SVN Checko TortoiseSVN WinMerge New Properties	ut ne Ctrl+Z > put I >				
1 item						:==	

Share Your Data with Other Appraisers

To share your appraisal data with other appraisers you will need to send them your Appraiser ID. This is an 8-digit ID that you can find by going to your settings -> User Configuration -> Appraiser Data Sharing Pool.

🏠 CompTrac	er Settings			-		×
C	ompTracker by DataMaster					
	Settings					
APPRAISER SHA	RING USER CONFIGURATION					
Appraise v Share Data	er Data Sharing Pool ② Share data of new appraisers by default ③					
\checkmark	Harold Bennett	Appraiser Id:	SQTLQU85	?		
✓	Rosa I. Burrell	Appraiser Id:	VR0BS2VJ	?		
•	Add Appraiser 💿					
<u>Help</u>				Save Ch	anges	

Get Data from Other Appraisers

In order to get other appraiser's data you will need to know their Appraiser ID. Once you have their Appraiser ID you can add them to your Appraiser Data Sharing Pool by clicking on the "+" button and typing in their Appraiser ID.



CompTracker Page within DataMaster

The "CompTracker" tab in DataMaster provides links to CompTracker from within DataMaster.

				DataMa	sterPlus WFR			- 🗆 🗙
File	Customize Forms	Settings	Help	Clear Property Data	Profile: UAD	Form: 1004 UAD	Addenda	CompTracker 🔵
	Report Settings Subject Info	Con	ηрΤι	racker				
	Get Comparables	CompTrac	ker will all	ow you to track previous	y used property fiel	ds and import them into	DataMaster.	
Ľ	View Data		Pr	operty Search		Load Comps	From Grid	
	Market Conditions							_
\bigcirc	Comp Tracker							
	Help							
Ž	Disclaimer							
		Sett	ings					
DataM	laster: Data obtained thr	ough this site	and prog	ram may be subject to a c	opyright from the d	ata supplier. THE ACCU	JRACY OF ALL DAT	FA, INFORMATION,
				Print All	Properties	Get Data 🛞	DATAMASTER	Send To Report

CompTracker Property Selection within DataMaster

As long as CompTracker is running, DataMaster will automatically import any CompTracker data into DataMaster. If you have a multiple results for a property you will get prompted for which value you would like to have imported into DataMaster.

6			DataMasterPlus V	VFR	- 🗆 ×			
File	Customize Forme Settinge Help Close Bronethe Data Profiles UAD Forme 1004 UAD Addends CompTracker CompTracker Data							
	CompTracker Match Found CompTracker has found this property has been used in the past. Please select which information to populate into DataMaster.							
		MLS# 1236677 Address 2368 2975 West Haven,	.UT 84401					
		Harold Bennett 4-460-4W.XML 2014-11-19	Harold Bennett 3-226-64D 2014-08-26	Rosa I. Burrell 2-227-9W 2014-05-27				
	Address:	2368 2975	2368 2975	2368 2975				
	Location:	N;Res;	N;Res;	N;Res;				
	View:	N;Res;	N;Res;	N;Res;				
	Construction:	Q3	Q4	Q4				
Data	Condition:	Do Not Use		N	✓ Use Selected			
			Print All Properties	Get Data 🏠	ATAMASTER Send To Report			

CompTracker Property Search

If you would like to perform a search within CompTracker on a particular property you can do so in the "Property Search." This is found by right-clicking on the CompTracker System Tray Icon and selecting "Property Search."

CompTracker Property Sear	ch			-	
	cker				
	D		1		
	Pror	perty S	earch		
	[
The Prop	erty Search allows you to sea	rch for properties that you	have processed through Comp	Tracker.	
Please note that the data	is for informational purposes	Only Location, View, Cons	truction and Condition will be p	oopulated in DataMaster.	
	Harold Pannatt	Harold Poppatt	Poss L Rurroll	Posa L Rurroll	
MLS Number: 1236677	4-460-4W XMI	3-226-64D	2-227-9W	1-166-7W	
	2014-11-19	2014-08-26	2014-05-27	2014-02-06	
Address	2260.2075	2260.2075	2260 2075	2260.2075	
Sales Price	2308 2975	2308 2975	2308 2975	2308 2975	
Finance:	Convil	Convcl	CopyrD	Convil	
Concessions:	Armlth	Arml th	Arml th	Armith	
Date of Sale:	s07/14:c06/14	s07/14/c06/14	s07/14/c06/14	s07/14/c06/14	
Location:	N'Res'	N'Res'	N'Res'	N'Res'	
Lot Size:	14810 sf	14810 sf	14810 sf	14810 sf	
View:	N'Res:	N:Res:	N'Res:	N'Res:	
Design/Style:	DT1:Rmblr/Rnch	DT1:Rmblr/Rnch	DT1:Rmblr/Rnch	DT1:Rmblr/Rnch	
Construction:	Q3 N	Q4	Q4	Q3	
Actual Age:	7	7	7	7	
Condition:	C2	C3	C3 N	C2	
Total Room Count:	6	6	6	6	
Bedroom Count:	3	3	3	3	
Bathroom Count:	2.1	2.1	2.1	2.1	
GLA:	1762	1762	1762	1762	
Basement Line 1:	1876sf0sfwo	1876sf0sfwo	1876sf0sfwo	1876sf0sfwo	
Basement Line 2:					
Heating/Cooling:	GFWA/CAC	GFWA/CAC	GFWA/CAC	GFWA/CAC	
Garage/Carport:	3ga3dw	3ga3dw	3ga3dw	3ga3dw	
Porch/Patio:	Prch/Pto/CvdDk	Prch/Pto/CvdDk	Prch/Pto/CvdDk	Prch/Pto/CvdDk	
Extra Line Item 1:	1 Fplc	1 Fplc	1 Fplc	1 Fplc	
Extra Line Item 2:	GrntCnt,	GrntCnt,	GrntCnt,	GrntCnt,	
Extra Line Item 3:	Lndscp	Lndscp	Lndscp	Lndscp	
MLS Number:					
					()
				S	earch

Discrepancies

Every time CompTracker imports an appraisal from a Mismo file it will check to see if there are any discrepancies (conflicts) between your current appraisal data and previous data already in your CompTracker Data Vault. If there are you will be prompted on how to resolve said discrepancies as follows.

