



Circle Visual Investor
ADMINISTRATOR'S GUIDE
Version 2.04

Global Real Estate Solutions
for
Investment, Development and Budgeting

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CHAPTER 1

Introduction

A system the size and complexity of Circle Visual Investor requires a ‘System Supervisor’ or ‘System Administrator’ to be responsible for its running and maintenance.

This document provides guidelines for maintenance of the system as well as other areas requiring expert knowledge. Much of the content addresses technical issues and is not intended to be read by standard users of the program for whom separate documentation is provided, such as the Visual Investor User Manual and Tutorial Guide. It is important that many of the subject areas are understood by the System Supervisor, however, so that issues can be quickly understood and resolved either locally or by Circle Software Support Team.

Visual Investor is a multiple level system designed to cope with the widest variety of needs and requirements. Apart from the detailed information in this guide, Circle Software offers expert training sessions for users and administrators.

If you are experiencing problems with anything described in this guide, or require information or assistance please see “Contact details” on page 87.

Alternative contact details can be found on our website www.circlesoftware.com.

System Supervisor

The ‘Administrator’ is also referred to in Visual Investor manuals as the ‘Supervisor’. This is the person responsible for looking after the system. Within Visual Investor the Administrator/Supervisor has ‘supervisor status’ that allows access to all parts of the system regardless of any other personal security settings.

Visual Investor has several important controls at system level that should be set by the System Supervisor at the start, following installation. These controls include database management, security, system defaults, keeping backups, organising file directories, network printers, reporting issues etc. Some of these tasks are carried out only on installation, others will be required on a more regular basis.

The level of complexity in maintaining a system will vary considerably between a single PC and a wide area network, and differing degrees of expertise will be required depending on the nature of the data platform, operating system, user distribution and nature and type of work undertaken by the organisation.

Matters relating to support for the system should be addressed to Circle Software Support Team in the first instance. Contact details are provided on the front cover of this manual.

Licensing the Program

Visual Investor is supplied on a CD with software and supporting documentation, but cannot run without a specific licence code to activate the licence. The Support Team maintain a database logging system for all software activations. Visual Investor (version 2.04.003 and above) uses web licensing, enabling clients to activate their licences via the Internet. If you do not have an internet connection then the licence can be activated by telephone.

Licence issues arise when the licence is:

- First activated;
- Upgraded from an evaluation copy to a full copy;
- Additional program modules are purchased;
- The number of concurrent users allowed to access the system is changed;
- Licences are irrevocably lost.

Documentation for any changes to your licence(s) must be sent to Circle Software Administration Team before requests to change or restore licences can be undertaken. This service is available to clients with current Support Agreements. Licence change documentation is generally handled by Facsimile and must be authorised and signed by clients. For further information on licensing please see “Licensing” on page 15.

Version Numbering

Visual Investor versions have a distinct numbering order. For example, version 2.04.003, where:

- the first number ‘2’ represents a major version change, such as a platform change,
- the second part, ‘.04’ represents a minor release version change, or upgrade, and
- the third part, ‘.003’ is the sub release version number for minor enhancements, fixes and patches.

A system upgrade can be either a sub release, minor or major upgrade.

To check which version you are currently using, run the program and from the Command Centre screen select ‘About’ from the Help menu.



CHAPTER 2

Administration

Program Requirements

Before installing Visual Investor please ensure that the following requirements are met:

- IBM-compatible PC, notebook or laptop, with the following minimum specification:
- SuperVGA minimum 800 x 600 resolution colour monitor;
- At least 32 Mb of RAM memory;
- Pentium III processor or faster; minimum 400 MHz speed;
- Windows 32-bit operating systems NT/98/ME/2000/XP;

Warning: Circle Software is unable to support Visual Investor programs running on Windows 95.

- A mouse is essential;
- A CD-ROM drive;
- Disk space: A minimum of 25 Mb of hard disk space required for program installation and basic set-up.
A further 10 Mb of hard disk space is required for data storage. For larger corporate systems 20-50 Mb are recommended.

An approximate measure of disk space used for data storage is 10 Mb for every 2,000 tenants.

Networks

Visual Investor has been tested on the following networks:

- Novell Netware 5.x
- Windows NT v.4.0, Windows 2000, 2003 and XP

Warning: Although the system does work with the data hosted on a peer to peer network, such as Windows ME, it is not recommended and may lead to data corruption.

Databases

The system is supplied with a default database under a free run-time licence for Borland **Paradox**. Most clients will use this local Paradox database. The Paradox database is most suitable for use on stand alone PCs, laptops and small networks.

Larger client companies with multiple users may wish to use **Oracle** or **MS-SQL** (versions 2.03 and 2.04 only) databases, using the following versions:

- Oracle 7.3x, 8, 9 or 10
- MS SQL Server 7.x
- MS SQL Server 2000

Paradox, Oracle or MS-SQL Server Databases

The advantages and disadvantages of the different databases are summarised below:

Paradox Advantages

- The Paradox database is automatically created as part of the program installation. It is available for immediate use, and there is no need to change background database settings.
- Installations with 6 to 10 simultaneous users are generally faster, depending on network speeds.
- The IT department do not need specialist database maintenance skills.
- The database is entirely file based. This makes it easy to copy etc.
- Database upgrades on major version changes, from 2.03 to 2.04 for example, can be completed by users without specialist IT knowledge.

In summary, Paradox databases are easier to setup than Oracle or MS-SQL and are generally easier to look after.

Paradox Disadvantages

- The database can become slow and the tables prone to corruption with more than 6 to 10 simultaneous users.
- Corruption can be a particular problem if users fail to shut down their computers correctly.

Oracle and MS-SQL Advantages

- Faster than Paradox with a large number of simultaneous users.
- Database corruption is unusual. Users incorrectly shutting down their computers is unlikely to cause corruption.

Oracle and MS-SQL Disadvantages

- Much slower than paradox with a small number of simultaneous users.
- The IT staff must have special skills to maintain and backup the database.
- Database upgrades on major version changes, from 2.03 to 2.04 for example, must be completed by IT staff. Upgrades cannot be run by program users.

MS-SQL and Oracle databases

MS-SQL and Oracle databases must be set up and administered by your IT department - a level of expertise is required and this should not be attempted without prior experience.

Run the full or upgrade installation of Visual Investor (for guidance on how to do this, see “Setup Instructions” on page 7.) When database connection details are requested as part of the installation process, enter the intended (new install) or existing (upgrade) database details.

MS-SQL

To use MS-SQL server (version 7 or later) to store the Visual Investor database please follow these steps:

Create a new database on your MS-SQL server.

Use the script ‘MSCreate204.sql’ to create Visual Investor tables in the new database. This file is located in the installation folder.

The database server, database name and user name are requested as part of the installation process. Users will need to enter the database password in the INVWIN.INI file located in the installation folder. The password is entered in the ‘DBPARAMETERS’ section of the INVWIN.INI file.

The following settings are required in the INVWIN.INI file. Please also refer to “INVWIN.INI Settings” on page 37.

[DATA]

```
DATABASETYPE=MSSQL
```

```
[DBPARAMETERS]
```

```
SERVER NAME= the SQL server name
```

```
DATABASE NAME= the new database name
```

```
USER NAME= user name for logging into SQL server
```

```
PASSWORD= user password
```

Ensure that MS-SQL Server client software is installed on client machines before running Visual Investor with MS-SQL server.

Oracle

To use an Oracle database, 'Oracreate204.sql' contains the script to create the database tables. This file is located in the installation folder.

Oracle systems must have the following settings in the INVWIN.INI file. Please also refer to "INVWIN.INI Settings" on page 37.

```
[DATA]
```

```
DATABASETYPE=ORACLE
```

```
[DBPARAMETERS]
```

```
SERVER NAME= CIRCLE (name of the Oracle server)
```

```
NET PROTOCOL= TNS (network protocol used to access the Oracle server)
```

```
USER NAME= INVWIN (user name for logging into the Oracle server)
```

```
PASSWORD= INVWIN (password to log onto the Oracle server)
```

```
BLOBS TO CACHE=2500
```

Upgrades

Scripts to update MS-SQL and Oracle databases are required when upgrading from one Visual Investor build to the next, for example from v. 2.02 to 2.03 or from v. 2.03 to 2.04. These scripts are added to the installation folder as part of the upgrade process.

The Oracle script to upgrade from v. 2.03 to 2.04 is called 'OraUpdate203to204.sql'. The MS-SQL upgrade script is called MSUpdate203to204.sql.

For further information on database upgrades, see "Database Upgrade" on page 9.

CHAPTER 3

Installation

Please retain all installation disks for future system maintenance.

There are three types of installation:

- **Full installation**, for the first time the program is installed.
- **Client installation**. Select this option if the system has already been installed on the server and you want to gain access to it through a client machine. All client machines must share the same mapped drive letter and path to the server installation.
- **Update installation**, to upgrade from an earlier version of the program (version 2.03.000 or later). For details on how to check which version you are currently using “Version Numbering” on page 2.

Please note that there is a special process for upgrading from pre-2.03 versions; contact the Support Team for details.

Note: Before commencing an upgrade, please ensure that all users are logged out of the program and, for Paradox databases, take a backup of the Data folder.

Setup Instructions

Follow the instructions below for all installations: full, client or upgrade.

1. Place the CD in the CD-ROM drive; the installation application should open automatically.

If the CD does not run automatically, click onto the Windows Start menu button and select Run. Type your CD drive letter + colon + back slash and then type SETUP.EXE. See the example below where ‘D’ is the drive containing the CD:

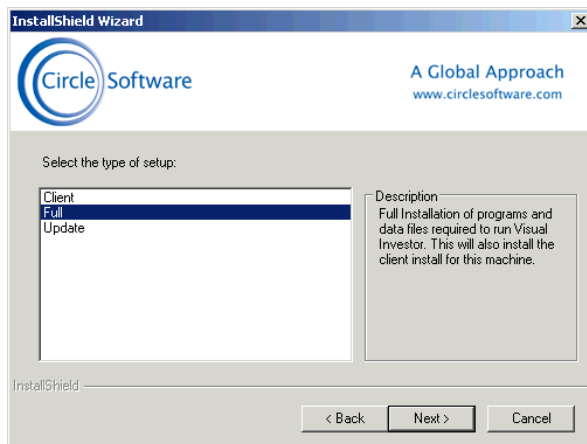
2. Once the application has started, select the Visual Investor option and click Next.
3. The system will guide you through using the Installation Wizard.
4. After reading the Welcome screen, click Next.
5. Click Yes to accept the terms of the Licence Agreement.

Select the type of installation you require. There are three options:

Full To complete a full installation please follow **steps 6 to 12** below.

Client For a client installation please follow the procedure in **steps 6, then 13 to 14** below.

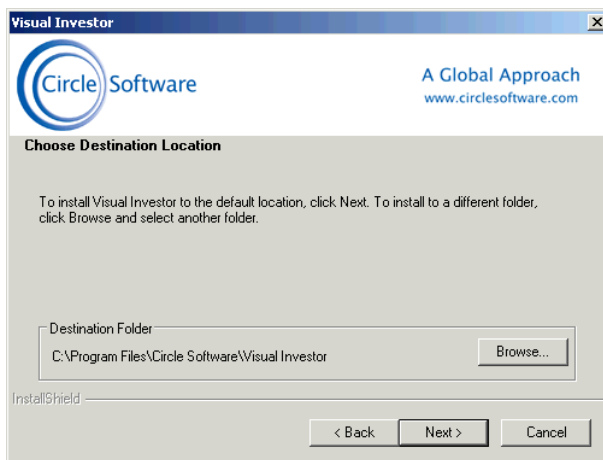
Update Users upgrading from version 2.03 or higher should complete **step 6** below, then follow the procedure in **steps 15 to 16**. To upgrade from earlier versions of Visual Investor, please contact the Support Team.



6. The next screen confirms the directory and path you require for your Visual Investor installation. The default set-up directory is as follows: C:\Program Files\Circle Software\Visual Investor. You can change this path using the Browse utility, for example if you wish to install the system on the server, then click “Next”.

For **upgrades**, use the Browse button to select the filename and path of your existing installation which is to be upgraded.

For **client** installations, browse to the location of the main server installation.



Full Installation

If you are carrying out a full installation, please ensure you have completed the steps 1 to 6 above before proceeding.

7. The next step is to choose your database - you can choose between a local database (Paradox) and a client server database, Oracle or MS-SQL. For further information on database options “Databases” on page 3.
8. Click Next to review the setup information, then click Next, then Finish to complete the installation process.
9. When you run the program for the first time the Activate Licence screen will open (see below). To activate the web licensing you will need an internet connection. Enter your company name, serial number and activation code, as provided to you by Circle Software Ltd, then click Next.

If you do not have an internet connection please contact Circle Support by telephone.

10. The following page will confirm the details of your licence. Click Next to activate your licence. You will receive a message to confirm that the licence has been successfully activated. Click Finish to complete the process.
11. When the licence has been activated, double click on INVWIN.EXE to run the program. To log into the program, the default user name is 'A' and password 'A'. Users can be given individual usernames and passwords for security purposes later. For further information, see "System Security" on page 27.
12. You will find a full User Manual in Acrobat PDF format has been installed in the Visual Investor folder, called 'VisualInvestorManual.pdf'.

Client Installation

Please ensure you have completed the setup process outlined in 'Setup Instructions' steps 1 to 6 above before proceeding.

Note: The mapped letter drive and path for the Visual Investor installation on the server must be the same for every client machine.

13. Click Next to review the setup information.
14. Select Next, then Finish to complete the process.

A client installation must be completed on every client machine from which a server installation of Visual Investor is to be accessed.

Update Installation from v.2.03 or v.2.04

Please ensure you have carried out the set-up process in steps 1 to 6 before proceeding, then:

15. Click Next to review the setup information.
16. Select Next, then Finish to complete the upgrade process.

If you are upgrading from an earlier version of v.2.04, the process is now complete.

Users upgrading from v.2.03 should now follow the steps below to upgrade the database.

Database Upgrade

Please ensure you have completed the update installation detailed in the above section (steps 1-6, 15 and 16) before proceeding with the database upgrade.

Warning: Before commencing a database upgrade please ensure that all users are logged out of the system. If you are upgrading a Paradox database, please take a backup of the Data folder in the Visual Investor installation folder before commencing the upgrade process.

Upgrade a v.2.03 Paradox database to v.2.04 format

The following instructions apply to local Paradox databases only.

- Take a backup of the Data folder. This is usually located in the Visual Investor installation folder.
- Run the 'rebuild.exe' program which is also located in the Visual Investor folder.
- Select the 'Check & Fix the Database' button. The system will now upgrade your database tables to v.2.04 format. This process may be lengthy depending upon the size of the database. For further information, see "Database Maintenance" on page 11.

Upgrade an Oracle or MS-SQL database to v.2.04

Scripts to update Oracle and MS-SQL databases are required when upgrading from one Visual Investor build to the next, for example from v. 2.02 to 2.03 or from v. 2.03 to 2.04. These scripts are added to the installation folder as part of the upgrade process.

The Oracle script to upgrade from v. 2.03 to 2.04 is called 'OraUpdate203to204.sql'.

The MS-SQL script to upgrade from v. 2.03 to 2.04 is called 'MSUpdate203to204.sql'.

Converting between Database Types

Before deciding to change from a Paradox to an Oracle or MS-SQL Server database, please also refer to "Databases" on page 3. Please note that, depending on database size, this process can take a considerable time to complete.

Converting from Paradox to MS-SQL or Oracle

To convert between database types, please follow the steps in the example below, which sets out how to convert from Visual Investor v.2.03 (Paradox) to Investor v.2.04 (MS-SQL or Oracle). If you have any queries about this process, please contact the Support Team.

- Upgrade the existing v.2.03 (Paradox) program installation to v.2.04 (Paradox) by following the steps in "Setup Instructions" on page 7.
- Run Rebuild.exe and select the Check & Fix the Database button to upgrade the Paradox database to Investor 2.04 format.
- Edit the INVWIN.INI file by adding the following lines:

```
[CONFIG]
BatchCVL=1
```

- Run Visual Investor (by double-clicking on INVWIN.EXE) and select 'Batch Export CVL Files' from the Tools menu in the Command Centre screen. This will scan through the data and export each portfolio to a separate file in a newly created CVL folder. This process could take several hours to complete, depending on the size of the database. If the program discovers an error in the data structure during the batch export process, it will stop. The problem must then be resolved - usually by deleting the property the error occurs on. You can then restart the batch export process. It will restart where it previously stopped.
- When the batch export is complete, close Investor.
- Open the INVWIN.INI file and change the database settings to specify the MS-SQL Server or Oracle database (see "Databases" on page 3 and "INVWIN.INI Settings" on page 37). The required settings to change to a MS-SQL database are:

```
[DATA]
DATABASETYPE=MSSQL
```

```
[DBPARAMETERS]
SERVER NAME=the SQL Server name
DATABASE NAME=the new database name
USER NAME=user name for logging into the SQL server
PASSWORD=user password
```

- To convert to an Oracle database, modify the INVWIN.INI file with the appropriate settings for Oracle databases; see “Oracle” on page 5 and “INVWIN.INI Settings” on page 37.
- Ensure that the SQL script MSCreate204.sql has been run to build the Investor tables on the SQL server (for Oracle, the script Oracreate204.sql should be run).
- Run Investor and set up the system configuration information in the new database. Enter user names and passwords, and set system default assumptions. This information should be copied by hand from the original Paradox system. It is vital that this information is entered before starting the batch import of data files.
For further information on system configuration, see “System Defaults” on page 43 and “System Security” on page 27.
- Select the **Batch import CVL files** option from the Tools menu in the Command Centre screen. The batch import process could take a considerable time; again, this will depend upon the size of the database. This process will import each portfolio into the new database.

Please note that on import, the Portfolio Owner will be set to the username of the person carrying out the batch import. CVL files contain portfolio, property and tenant data but do not include portfolio security settings which will need to be manually re-entered.

Converting from MS-SQL or Oracle to Paradox

By following similar steps to those set out above (but in reverse), it is also possible to convert back to a Paradox database from Oracle or MS-SQL.

- Complete a batch export of all files from the Oracle or MS-SQL database, by selecting **Batch Export CVL Files** from the Tools menu in Visual Investor.
- Then change the INVWIN.INI settings to specify a Paradox database (see “INVWIN.INI Settings” on page 37).
- Before carrying out a batch import of CVL files into the Paradox database, please run Visual Investor and ensure that all system configuration information (usernames and passwords, and system default assumptions) has been set up in the new Paradox database. This information should be copied by hand from the original MS-SQL or Oracle system. It is vital that this information is entered before starting the batch import of data files.
- When system defaults and users have been set up, use the Batch Import function in the Tools menu to import the CVL files into the Paradox database.

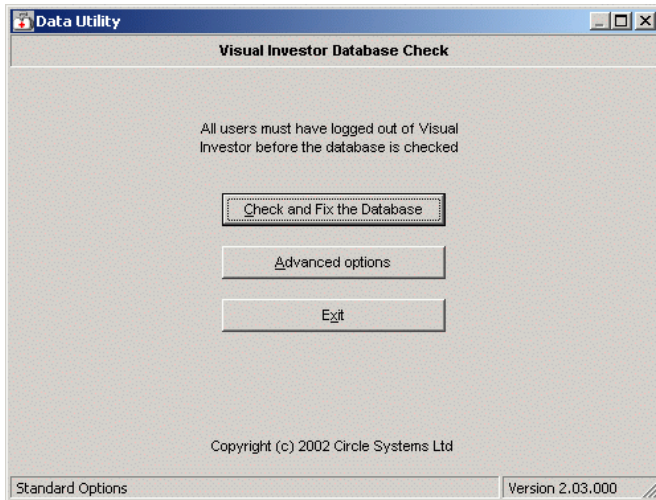
Please note that, on import of the CVL files, the Portfolio Owner will be set to the username of the person carrying out the batch import. CVL files contain portfolio, property and tenant data but do not include portfolio security settings which will need to be manually re-entered.

Database Maintenance

This section describes the facilities to upgrade and fix a Paradox database found in the Rebuild.exe file located in the installation folder.

Ensure that all users are logged out of Visual Investor before using Rebuild.exe.

Please note that these functions only work with Paradox databases, and will not run on non-Paradox databases.



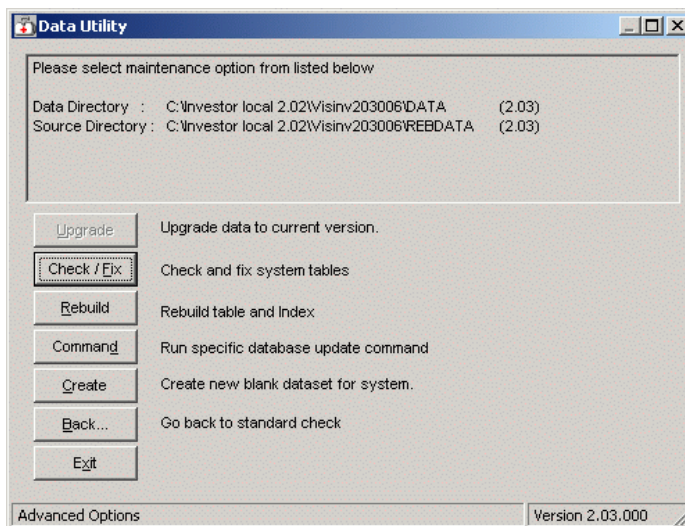
Check & Fix the Database

This option will check the data tables for structural errors.

This can happen for a number of reasons. Structural errors may occur if, for example, the user switches off the machine in the middle of processing, or if there are network errors.

The program will check the database for inconsistencies and correct any errors identified where possible. If the program cannot do so automatically, it will report a major error and you should call the Support Team.

Advanced Options



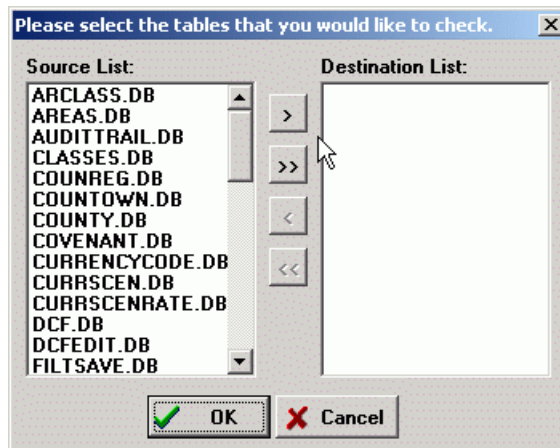
Upgrade data to current version

You will only be able to select this option if the current installed data version is different from the program version. You will need to use this option after a major version upgrade - for example, from v.2.03 to v.2.04.

Check & Fix System Tables

This option allows specific data tables to be checked for structural errors.

When this option is selected, a list of tables is displayed in the Source list box on the left-hand side of the screen.



Select the tables to be checked, by moving them to the right hand Destination list box, using the central arrow buttons.

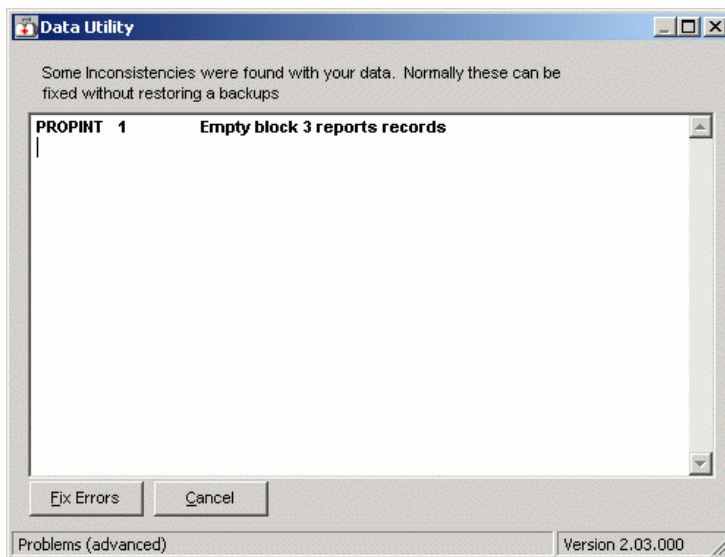
Individual tables can be selected by highlighting the required data tables and clicking on the single arrow button to move it into the Destination list.

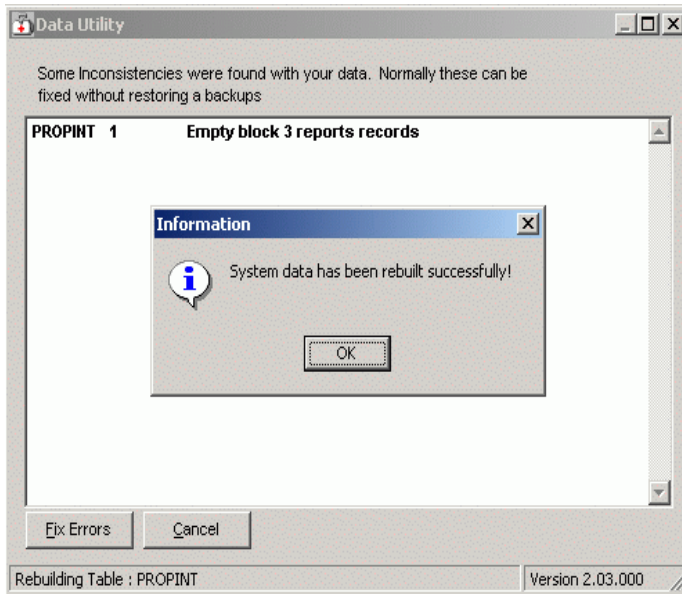
All tables can be selected simultaneously using the double arrow button.

When all the tables to be checked have been selected, click OK to commence the check and fix process.

If any inconsistencies are found, the system will normally prompt to fix them.

Click Fix Errors, and the program will confirm when the errors have been corrected.





If the program cannot fix any errors automatically, it will report a major error. You should call the Support Team in this instance.

Rebuild

This option will rebuild the table and indexes completely even if no error has been reported.

This may be useful for tables that contain slight corruptions not detected by the 'Check and Fix' option, for example the 'Corrupt Blob' message.

Command

Runs specific database update command.

Create

This option will blank out all data in the system and reset it to the default blank dataset.

Warning: This option removes all data in the system and should only be run under exceptional circumstances.

CHAPTER 4

Licensing

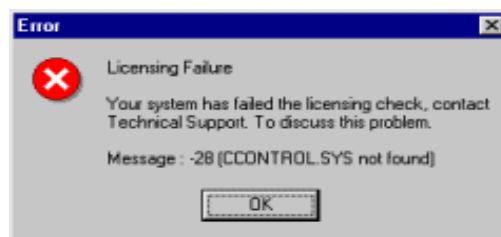
Licences set out which program modules are active and how many users may access Visual Investor at any one time.

Please note that:

- Licences are effectively the keys used to activate the program;
- Licences cannot be copied or ‘hacked’;
- They cannot be restored from backup;
- Licences are delicate and users must follow defined procedures to move or split licences;
- Corrupted licences cannot be recovered without the assistance of Circle Software Support Team.

The licence program creates a directory within the installation folder called INVWIN.144. This can be viewed in Windows Explorer, or WinNT Explorer, if the **Show Hidden Files and Folders** option is selected.

Each time Investor is run, the system will check for the existence and the validity of the above directory. Once installed, if you move your root Invwin directory for any reason, for example, because you are copying it onto another machine or your network is being migrated, the system will tell you there has been a licensing error and will not run.

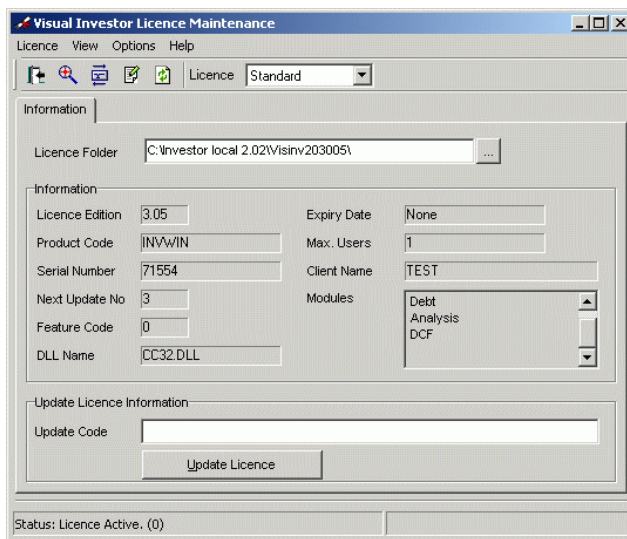


You can telephone the Support Team to resolve any licensing issues. We recommend that you contact the Support Team before attempting to move the program or commencing any network migration.

Licence Type

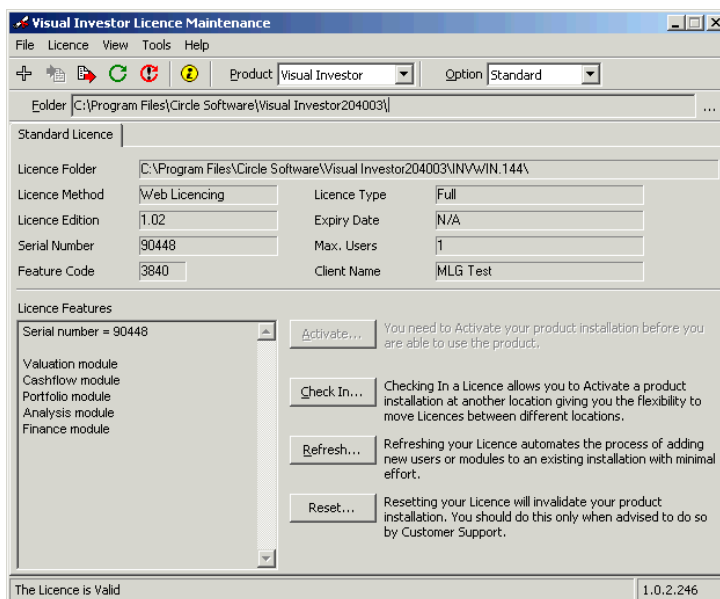
There are two licence types. To identify which type of licensing you have, double-click on licence.exe in the installation folder and compare the screen that opens with the following screenshots.

The first type uses alphanumeric codes, and users are able to transfer licences across networks using mapped drives.



Coded licensing

The second type, web licensing (new) allows users to activate and manage their licences via the Internet. This licence type is only available to clients with Visual Investor version 2.04.003 and above.



Web licensing

All new installations of Visual Investor version 2.04.003 and above will have the new web licensing.

Users who have upgraded from an earlier version of the program may continue to use the program with the other licensing, but can choose to upgrade their licensing as set out below.

Upgrade to Web Licensing

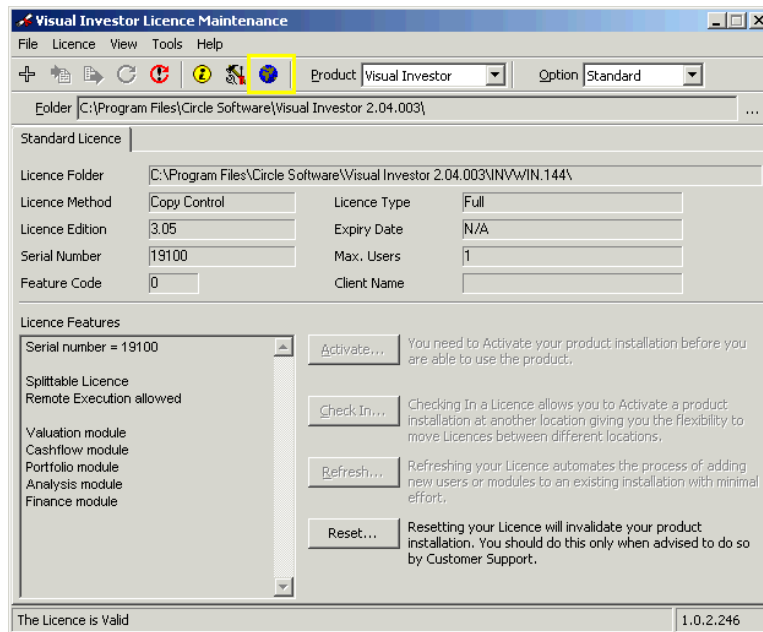
Users who have upgraded from an earlier version of Visual Investor to version 2.04.003 can upgrade to the new web licensing.

All users must be logged out of the program before any licence upgrade is attempted. If you are upgrading a network multi-user licence, any licences that have been transferred temporarily, for example onto laptops, must be transferred back onto the server before the licence can be upgraded.

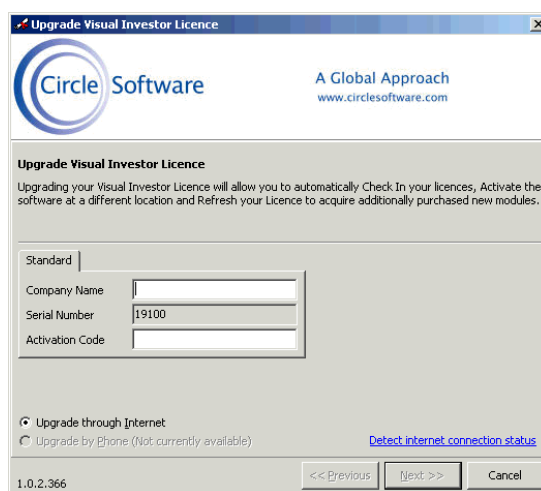
Please note that an Internet connection is required.

To upgrade your licence, browse to the program installation folder and open licence.exe.

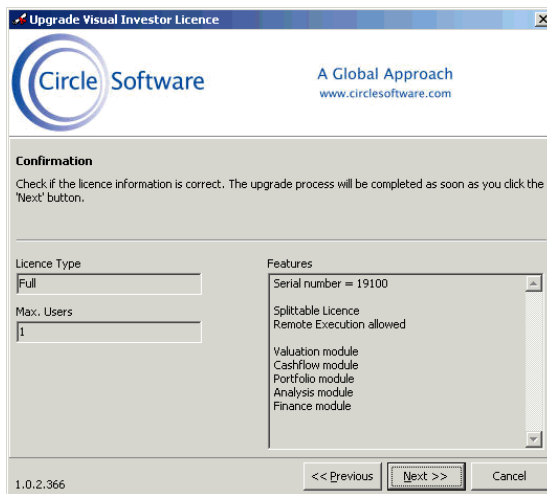
Click onto the Upgrade button or select **Upgrade Licences** from the Tools menu:



Enter your Company Name and activation code details, as provided to you by Circle Software, then click Next.



A confirmation screen will appear:



Click Next and Finish to complete the process.

Your licence will be automatically updated to use the new web licensing.

Licence Transfer

Please note that drives must be mapped. UNC paths will not work.

All users must be logged out of the program before any licence transfer is attempted.

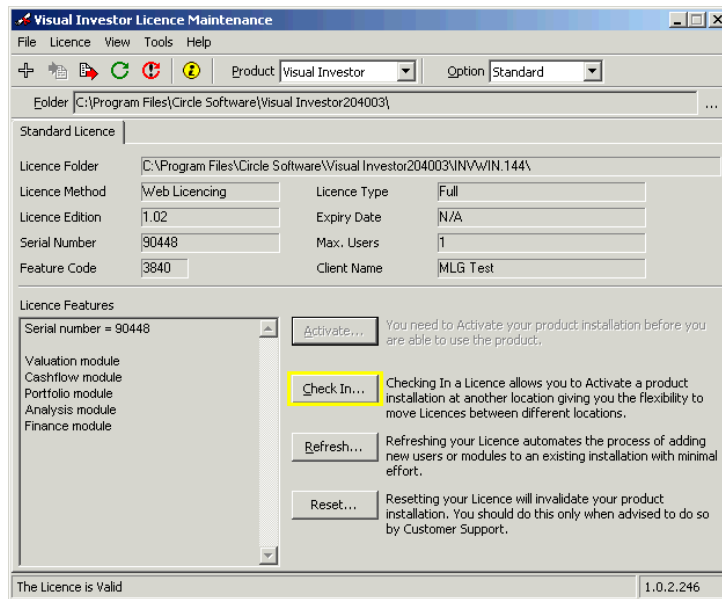
The licence transfer process differs depending on the type of licensing used. Steps to transfer a licence with each licence type are set out below. See Licence Type in this chapter for further information.

Web Licensing

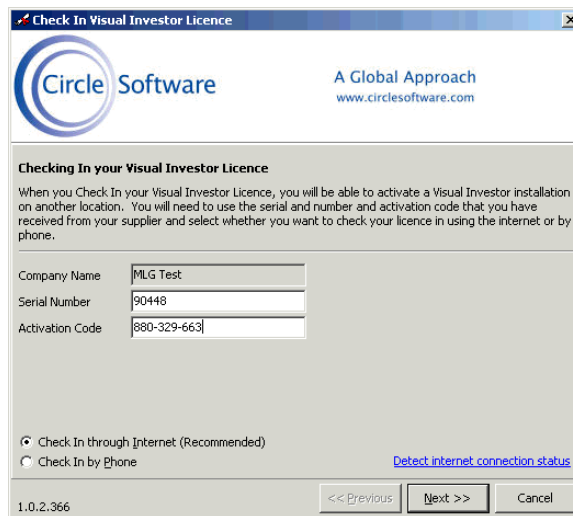
Web licensing allows you to transfer licences via the Internet. Licences must be 'checked in' to the Circle Licence Server and can then be 'checked out' to a different installation/location. An Internet connection is required. If you do not have Internet access, please contact Circle Support.

Follow these steps to transfer your licence:

1. Open Windows Explorer and browse to the 'existing' installation folder. Within the installation folder, find licence.exe and double-click to open it.
If you do not know where your installation folder is, try right-clicking on the Investor shortcut on your desktop. From the drop-down menu, select Properties and click onto the Shortcut tab. Note the Target - this is the location of your installation folder. Some operating systems provide a Find Target button at the bottom of this screen which automatically opens Windows Explorer at the Target folder.
2. The window that opens should look like the 'Web licensing' screenshot in the 'Licence Type' section of this chapter.
3. Click onto the Check In button.



4. Enter your Company name, licence serial number and activation code provided to you by Circle Software. For multi-user licences, you may also be asked to confirm how many licences you wish to check in.



5. Click Next, and a message will appear to confirm that the check in has been successful.
6. Now move or browse to the installation that you wish to transfer the licence to, and open licence.exe.
7. Click onto the Activate button.
8. Enter the Company Name, serial number and activation code of the licence and click Next.
9. A confirmation screen will appear. Click Next and Finish to complete the process.

Coded Licensing

The coded licensing allows the user to carry out permanent transfer of licences between installations and to split multi-user licences to temporarily transfer a licence to a laptop.

A simple process allows you to transfer your licence from one location to another.

Both installations must have mapped drives, and you need to be able to browse from one to the other.


Follow these steps to transfer your licence:

1. Open Windows Explorer and browse to the 'existing' installation folder. Within the installation folder, find licence.exe and double-click to open it.

If you do not know where your installation folder is, try right-clicking on the Investor shortcut on your desktop. From the drop-down menu, select Properties and click onto the Shortcut tab. Note the Target - this is the location of your installation folder. Some operating systems provide a Find Target button at the bottom of this screen which automatically opens Windows Explorer at the Target folder.

Alternatively, you can run the licence program from your Start Menu. Select **Programs | Circle Software | Visual Investor Administration | Licence Admin**.

2. The window that opens should look like the 'Coded licensing' screenshot in the 'Licence Type' section of this chapter.

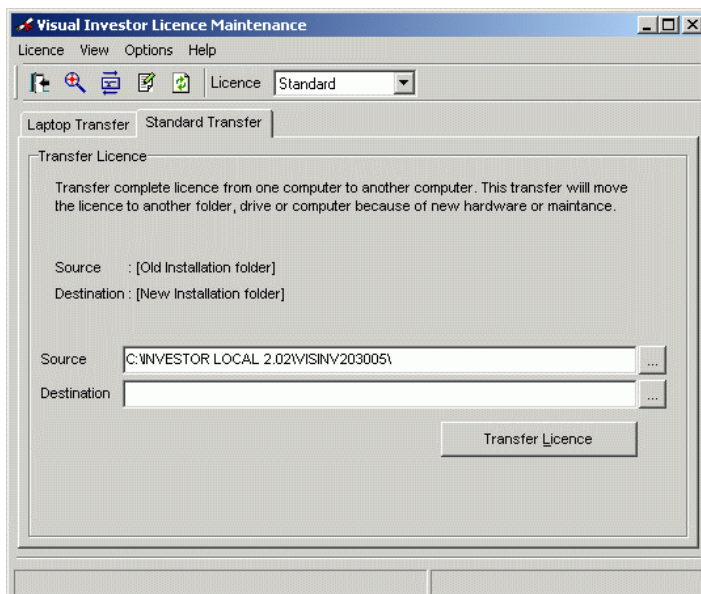
Click onto the Transfer Licences button , or select Transfer Licence from the View menu.

There are a number of transfer options available; the two most commonly used options are set out below:

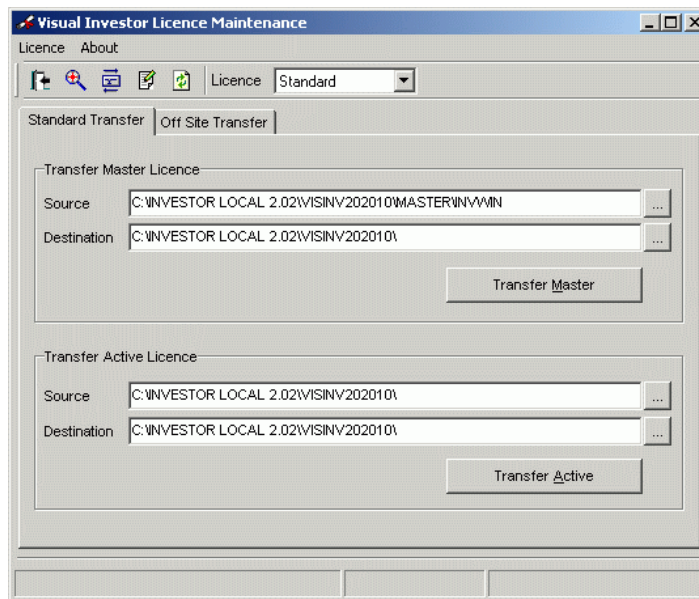
- Transfer a licence between installations - 'Standard Transfer'.
- Temporary transfer of a licence to a laptop - 'Laptop Transfer'.

To transfer a licence between installations

Select the **Standard Transfer** tab. The screen that opens will look like this:



or, depending on the version of the program you have, it may look like this:



If you have two possible options on the Standard Transfer screen, please use the **Transfer Active** option.

You will need to complete the source and destination fields.

Click onto the Browse button  to browse to the location of the installation folders.

- The **Source** is the installation folder that you are moving the licence **from** (the current active installation).
- The **Destination** is the installation folder that you are moving the licence **to**.

Click onto the **Transfer Licence** (or **Transfer Active**) button to move the licence between installations. A message will appear on completion to confirm that the transfer was successful.

To transfer a licence to a laptop

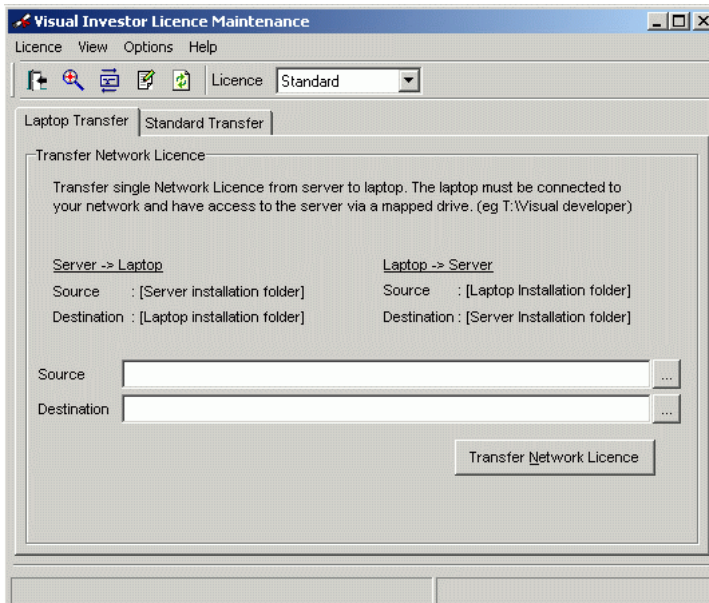
To transfer a single user licence to a laptop, follow the Standard Transfer instructions set out above.

To temporarily reduce a multi-user network licence by one user in order to enable a laptop to run independently of the main network installation, follow the Laptop Transfer instructions below. The laptop licence may be returned to the server once the 'out of office' task is completed by the same process.

Please note that when splitting a multi-user licence by a single user licence, one user licence must be left on the server at all times. Single licences can be transferred to laptops as many times as required provided that one user licence is always left on the server.


Using a split multi-user licence on a laptop is liable to cause problems if used on a permanent basis. To permanently transfer one user licence from a multi user network licence to a laptop, please contact the Support Team. This service is available to clients with current Support Agreements.

Before transferring the licence, please ensure that the laptop contains a full installation of Visual Investor. The server drive and laptop installation directory must be networked so that you can browse from one to the other.



To temporarily transfer a licence to a laptop, open licence.exe in the laptop Visual Investor installation folder and click onto the Transfer Licences button.

Select the **Laptop Transfer** (or **Offsite Transfer**) tab.

Complete the source and destination fields as set out below. You can use the Browse button  to browse to the relevant installation folders.

- The **Source** is the installation folder that you are moving the licence **from**.
- The **Destination** is the installation folder that you are moving the licence **to**.

Next, click Transfer Network Licence. A message will confirm that the transfer has been successfully completed.

Remember to transfer the licence from the laptop back onto the network when the 'out of office' task has been completed.

Advanced Transfer Options

Transfer Master

In the event of a corrupt licence or lost licence, a new blank unactivated Master Licence can be created. This replaces any existing licence and will need to be reactivated by telephoning the Support Team for a new activation code. This service is available to clients with a current Support Agreement.

Transfer Log

There is also a Transfer Log option which displays a text log of licence details and activities.

CHAPTER 5

Troubleshooting

This chapter provides information on general system setup and how to resolve certain issues, should they arise.

If you have any queries or for advice on any system errors, please contact the Support Team.

General System Setup

The following points should be noted when initially installing and for subsequent maintenance of Visual Investor:

- Investor short-cuts from each client computer must use mapped drives rather than UNC paths.
- The network mapping to INVWIN.EXE must be identical for each client machine.
- The Investor directory should not be buried too deep. The path should comprise no more than three levels and INVWIN.EXE.
- The short-cut address to the INVWIN executable should not, if possible, contain spaces, although this is now less likely to cause problems given developments in operating systems.
- Rename installation folders rather than copying and pasting. Copy and paste will cause licence problems.
- If your network is slow or unreliable, it is suggested that you consider improving the performance of the network. A fast network will enable you to copy the INVWIN.EXE from the Investor installation folder on the server across to the desktop on a client machine in approximately 7 seconds.
- It is good practice to ensure all users close Investor properly using the **File | Exit** commands or by clicking onto the Exit ('door') button in the top left hand corner of the Command Centre screen.

Initialisation failure

On start-up, the system reports 'an error occurred while trying to initialise the Borland Database Engine'.

This fault occurs if the program has been installed on a server, but a network client install has not been run on the client machine.

Simply use the CD to run the network client install on the client machine (as outlined in "Setup Instructions" on page 7) to resolve this problem.

Table initialisation error

On start-up, the system reports a 'table initialisation error'.

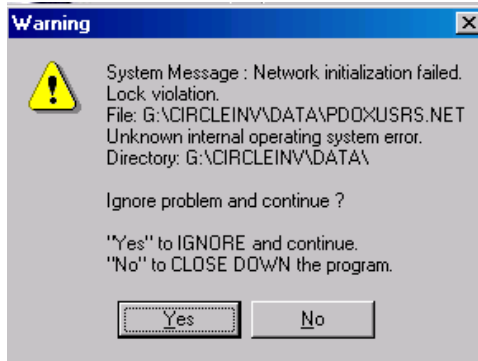
This generally indicates minor corruption to database tables.

For a Paradox database, first ensure all users are logged out of the program and take a backup of the Data folder. Then run the Rebuild.exe in the Investor installation folder and select the Check and

Fix option. This checks the database for inconsistencies and will correct any errors identified where possible. For further details, refer to “Database Maintenance” on page 11.

Lock Violation

On start-up, the system reports a lock violation.



Please follow the steps below to ‘free up’ Investor whenever a ‘.net’ or ‘.lck’ error message appears.

- Ensure all users have closed down Visual Investor.
- Open Windows Explorer, and browse to the Investor installation folder. Take a backup of the Data folder.
- Open the Data folder and delete any files ending ‘.net’ or ‘.lck’. Then try to run Investor by double-clicking on INVWIN.EXE.
- If an error message reappears, open Windows Temp folders and delete all files ending ‘.net’ and ‘.lck’. Try to run Investor again.
- If a ‘*list index out of date*’ error message then appears, run Rebuild.exe from the installation folder and select the ‘Check & Fix’ option. For further information, see “Database Maintenance” on page 11.

Corrupt Database Tables

Paradox databases can occasionally suffer corruption. This may prompt Investor error messages and stop the program from completing a particular function.

Where minor corruption to tables has occurred, or error messages like ‘*Index out of Date*’ appear, then the Rebuild.exe can be used to identify any problems and correct them. Before running the Rebuild program, ensure all users are logged out of the program and take a back-up of your Data folder. Then run Rebuild.exe and select the Check and Fix option. For further details, see “Database Maintenance” on page 11.

In the past, some users running multi-user systems with the data hosted on an NT Network and using Windows 95 as client machines reported excessive table corruption. This was tracked down to a number of caching bugs in both Windows 95 OSR 1,2 and Windows NT. Most of these bugs can be solved by installing a new version of VREDIR.VXD released by Microsoft. To read more about this error and to download the Microsoft fix, go to www.support.microsoft.com and search for VREDIR.VXD. This file must be installed on each of the clients that are going to run the system; if even one is missed it can affect them all. This should fix most of the corruption problems.

Note: Please note that Circle Software does not support the use of Visual Investor on Windows 95.

Too Many Network Users

*On start-up, the system reports the error message:
-67 'too many network users'.*

There are several possible reasons for this occurring:

- The number of users trying to access the system exceeds the number of concurrent user licences held.
- The hidden folder, INVWIN.144, that contains licensing information cannot be accessed by a user.
- The network administrator must ensure that all users have full read/write/create/delete/modify rights to this folder. The INVWIN.144 folder is located within the installation folder. The network is having difficulty in deleting lock files in the hidden folder, INVWIN.144. These lock files take the form INVWIN.001, INVWIN.002 etc.

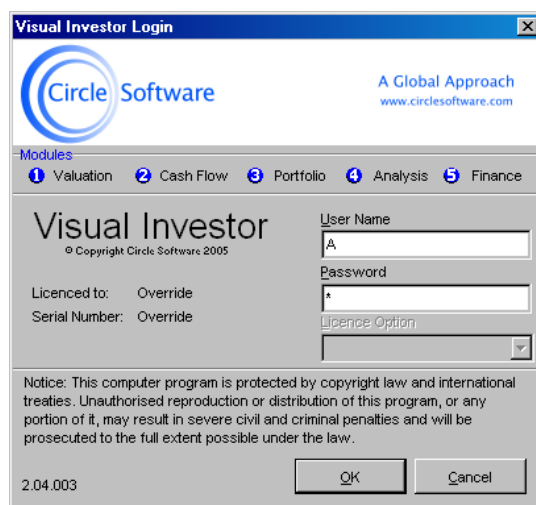
The system administrator should delete these lock files from the INVWIN.144 folder. If the files cannot be deleted, then either there is a user in the system or Windows NT has a lock on the file.

CHAPTER 6

Security

System Security

To enter Visual Investor, the user must have a user name and password. The purpose of this is to regulate user access to the database by creating restricted access settings.



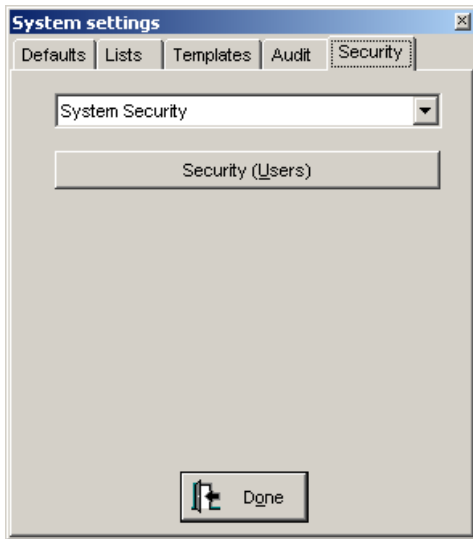
The default User Name is 'A' and the default Password is 'A'. This permits access as a System Supervisor. In a multi-user installation, it is important to remove the default and set up unique user names and passwords for each user.

Individual unique user names, passwords and group memberships can be set up, identifying each user to the system when logging in. See Security Settings in this chapter.

Security access can also be set at portfolio level to specify which individual(s) or group(s) to have permission to view, edit and/or delete the contents of the portfolio. These can be varied for each portfolio. For further details see "Portfolio Security" on page 31.

Security Settings

Access to the system security setup is available only to users with supervisor status. Click the **File | System Settings** menu and locate the Security tab.

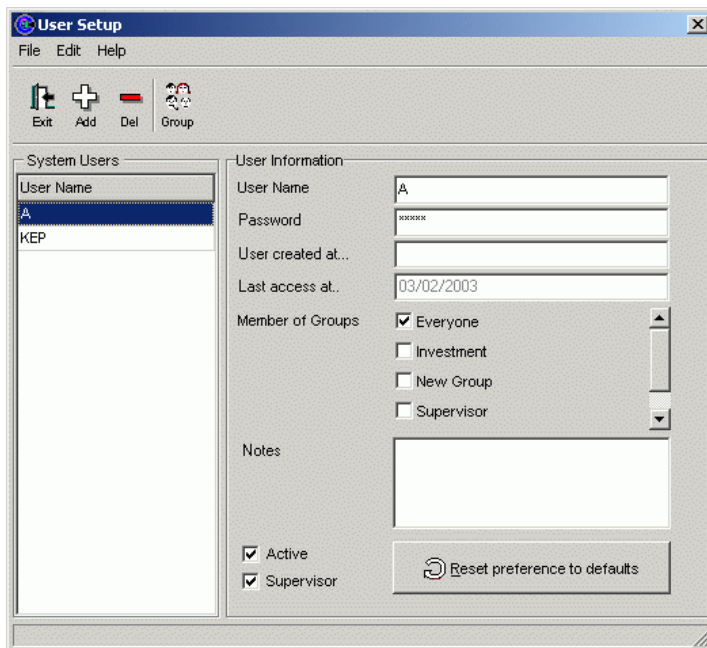


Click the **Security (Users)** button.

Security rights can be set at two levels - users and groups.

Users

The user setup screen displays a list of all users currently defined in the system on the left of the screen.



User setup screen



Add and delete users by clicking onto the Add and Delete buttons on the button bar or using the Edit menu commands.

User Information

Details of each user's setup is displayed on the right hand side of the screen, including user information fields and which groups the user is a member of.

The user information fields are as follows:

User Name

The name the user enters at the login screen.

Password

A text string encrypted by the program as asterisks.

Note: If it is lost or forgotten, you cannot retrieve a password - the System Administrator will have to delete the password and create a new one.

User created at

The date when the user account was created.

Last access at

The date when the user account was last accessed.

Member of Groups

A list of groups. The ones to which the user belongs are ticked.

Notes

Any text required may be entered in this field.

Active

Records can be set to inactive to preserve user settings but exclude any access to the system.

Supervisor

When ticked, the named user has supervisor status. The System Administrator must always ensure his or her status as supervisor is switched ON.

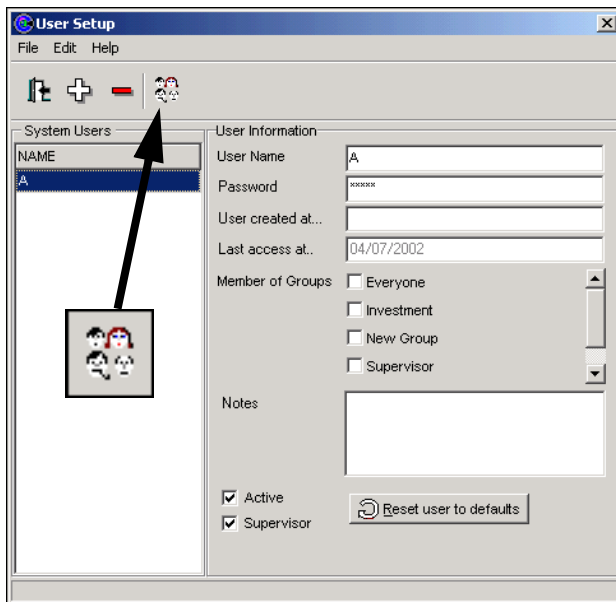
Reset Preference to Defaults

This replaces the user's settings for screen positions and personalised options with the default system configuration. The effect will be seen on next login. However, this will only apply if the user is not logged into the system at the time. A user's preferences are stored locally whilst the user is logged into the system; when the user logs out these settings are saved back into the database.

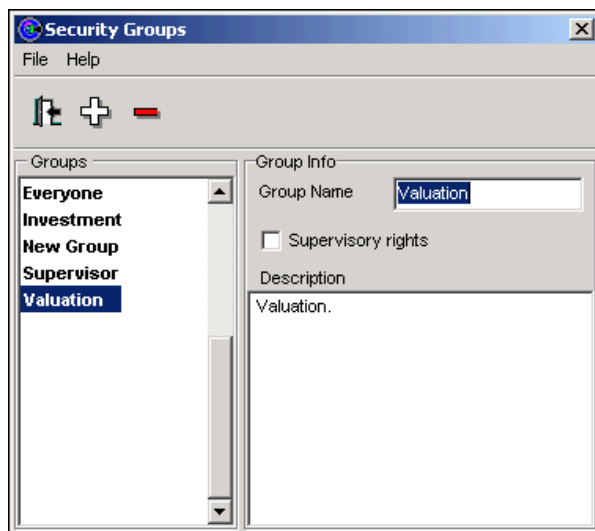
Groups

The Group setup screen allows you to add unlimited groups to represent multiple users.

To open Group setup, click on the Group button in the User Setup screen.



User setup screen



Group setup screen



Add or delete groups using the Add and Delete buttons or File menu commands.

Group Name

A suitable identifier name should be given to each group, e.g. department name.

Supervisory Rights


Supervisory rights can be applied to the group as a whole, but beware that group rights take priority over individual users' rights.

Description

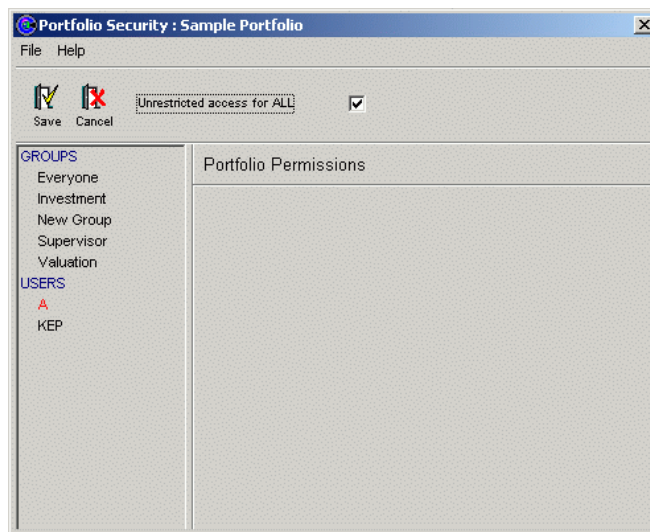
This is text information, for example to describe the group.

Portfolio Security

Security access can also be set for each portfolio. This can be used, for example, to restrict access to specific users only when working on a sensitive portfolio.

In the Portfolio Record, click the Security button  to open the security editor. The person who created the portfolio is the Portfolio Owner. Only the portfolio owner or anyone with supervisor status can modify the security settings.

The default setting is **Unrestricted access for all**.



Portfolio Security with unrestricted access rights

Unrestricted Access for All

This option automatically overrides the settings for all groups and users and gives full access and supervisor status to everyone.

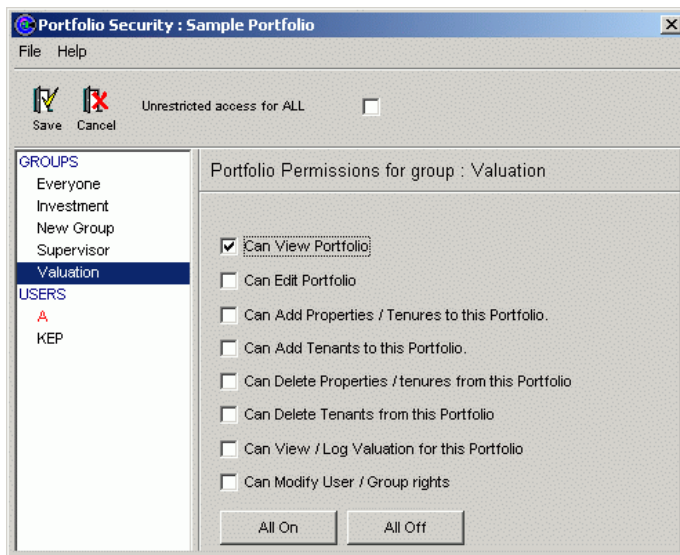
This may be useful for a general purpose portfolio so that all users can add, delete and perform all editing tasks to all properties.

Restricted Access Settings

To restrict access for users and/or groups, untick the **Unrestricted Access for All** option. Security rights can then be defined by highlighting individual users or groups on the left hand side of the screen and selecting the required access settings on the right-hand side by ticking the appropriate boxes.

Access options are:

- Can View Portfolio (see below);
- Can Edit Portfolio;
- Can Add Properties/Tenures to this Portfolio;
- Can Add Tenants to this Portfolio;
- Can Delete Properties/Tenures from this Portfolio;
- Can Delete Tenants from this Portfolio;
- Can View/Log Valuation for this Portfolio;
- Can Modify User/Group rights.



Portfolio security with restricted access rights

By default, full rights are granted to the Portfolio Owner, so that when the Portfolio Owner's user name is highlighted in the list on the left, all options on the right of the screen will be ticked.

Can View Portfolio

The 'Can View Portfolio' option enables private or confidential portfolios to be held in the system for specific users only.

If the 'Can View Portfolio' security option is unticked in user/group security settings, then that portfolio will not be visible to the user/group in the list of portfolios in the Command Centre screen. Indeed, when 'Unrestricted Access for All' is unticked, the portfolio entry in the listings in the Command Centre screen will be invisible to everyone except authorised users with 'View' rights. The portfolio record behaves normally in all other respects but cannot be seen unless the View option switch is turned ON.

Supervisors can always see these records.

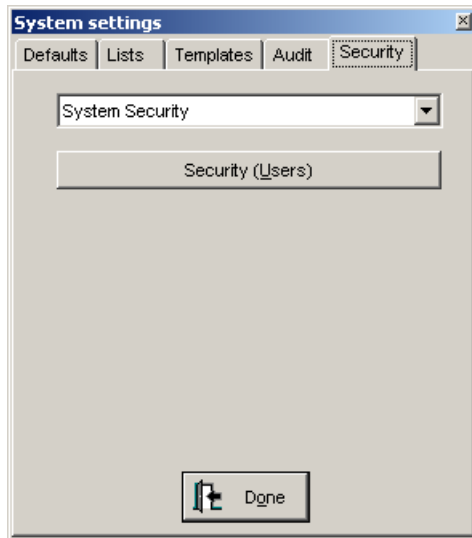
Can Modify User/Group rights

This option allows the portfolio security settings to be modified for both users and groups. The supervisor and portfolio owner both have these rights. Only users with these rights will be able to change the portfolio's security settings.

Login options

In the Security page of the System Settings dialog, you have a choice of 3 login options that will determine how your security is processed when you log in to Visual Investor.

In the System Settings dialog, click on the Security tab:



Click on the drop-down list. You have the following options available:

- **System Security** - This option allows you to use the security and login settings that you have set within Visual Investor. See the User Setup window as mentioned earlier in this section.
- **Active Directory Authentication** - This option allows you to use the security and login settings that have been set up with Active Directory on your network. This will permit you to use the same login password and User ID that you are using with your network login.
- **Active Directory Authentication with Auto Login** - This option allows you to use the Active Directory Authentication method as mentioned above, but with an automatic login. With this option set up, you will not need to log in each time you launch Visual Investor - the program will do it for you.

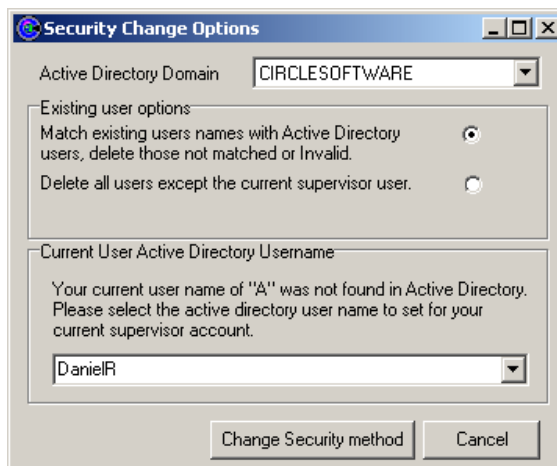
Note: If you specify the use of Active Directory, the setting you choose will be applied to all users on your system - it is a system-wide change.

Active Directory Authentication

If you wish to use this authentication method, select this option from the drop-down.

If you are currently using the System Security settings, you may see the following sequence of screens.

You will be asked to specify a username that has been defined on the Active Directory system:

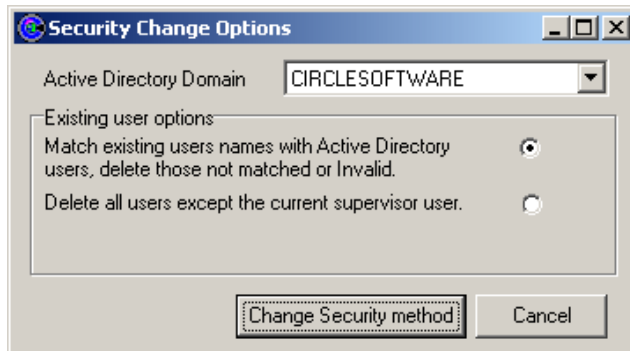


Here, you can select the appropriate domain from the **Active Directory Domain** drop-down

In the **Current User Active Directory Username** drop-down, you can choose a username that you wish to use as your supervisor login.

Select the appropriate option in the **Existing user options** section. You should note that when you proceed to change the security method, the names of all users other than the one specified will be removed - only the user you specify here will be the administrator user.

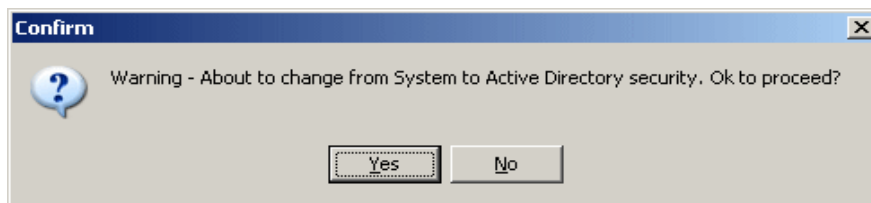
If you see the following dialog instead of the one shown above, it will be because you are currently already logged in with a username that exactly matches a username on Active Directory:



As described with the previous dialog, you should select the appropriate option in the **Existing user options** section.

Click on the **Change Security Method** button to change to Active Directory from the System Security settings.

You will be prompted to confirm this action:



Click on **Yes** to proceed. The login will be set to the use of Active Directory Authentication.

Active Directory Authentication with Auto Login

If you wish to use this authentication method, select this option from the drop-down.

The sequence of screens will be as described in the Active Directory Authentication section above.

Changing back to System Security from Active Directory

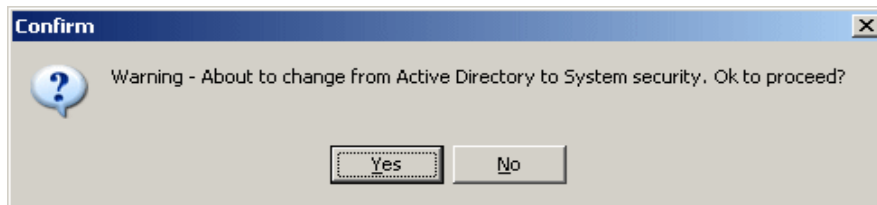
If you wish to change back to using System Security from Active Directory authentication, just select **System Security** from the drop-down list on the Security page.

The following dialog will be displayed:



Select the appropriate option for handling existing users and click on the **Change Security method** button.

You will be prompted to confirm this action:



Click on **Yes** to proceed. The login will be restored to the use of the internally-managed Visual Investor System Security method.

CHAPTER 7

Miscellaneous

Structure and Content of Visual Investor Folders

Visual Investor installs the following files and folders in the Invwin directory:

- Backup Folder (Backup Directory) (installed on upgrade);
- Data Folder (Data Directory);
- BDEInstaller Folder (Database Engine);
- Rebdata Folder (contains a blank set of system data templates for rebuilding data in the system);
- Report Folder (Report Directory);
- Template Folder (Template Directory);
- Invwin.exe (Visual Investor Executable file);
- VisualInvestorHelp.chm (Visual Investor Help file);
- Invwin.ini (Visual Investor Configuration file);
- Readme.txt (Contains information about the system);
- Rebuild.exe (Maintenance Utility Executable file);
- Rebuild.ini (Rebuild Configuration File);
- Tutil32.dll (Utility program for rebuild program);
- License.exe (Executable license program);
- Language.ini (Language Configuration file).

INVWIN.INI Settings

File directories are referenced through the Visual Investor Configuration File - INVWIN.INI. This file can be found in the Visual Investor installation folder.

It contains the pointers to the location of essential files using the following settings:

- `DataDir=<directory>`
The system looks here for data files. If the data directory is on a personal drive, this can be mapped here.
- `NetFileDir=<directory>`
Creates Paradox Network Configuration File.
- `TemplateDir=<directory>`
The system looks here for templates. This can be local, or you can specify a path.
- `ReportDir=<directory>`
The system looks here for report templates.

The key settings within the INVWIN.INI file are outlined below:

[DATA] section

DATADIR

The location of the Data folder.

NETFILEDIR

Paradox network configuration file.

DATABASE TYPE

The type of database to which Visual Investor connects, i.e. PARADOX, ORACLE or MSSQL. The default is Paradox. For further information, see “Databases” on page 3.

LOGINPROMPT

This is either 0 or 1 and indicates that the user should be asked to enter database login information when Visual Investor is run (applies to Oracle and MS-SQL databases).

USERDEF

The name of a .INI file containing the definition of user defined custom forms (see “Custom Fields” on page 41).

LICENCEDIR

To allow Visual Investor to see licence(s) stored on a file server when the program is installed locally, if required.

For example:

```
[DATA]
DATADIR=DATA
NETFILEDIR=DATA
DATABASETYPE=PARADOX
LOGINPROMPT=0
USERDEF=C:\GENERAL\INI\USERDEF.INI
LICENCEDIR=G:\CIRCLE\INVESTOR
```

[DBPARAMETERS] section

This section contains a list of parameters passed to the database server when the database is opened (applies to Oracle and MS-SQL databases only). For further information on database settings, please also see “Databases” on page 3.

SERVER NAME

The name of the server.

DATABASE NAME

The name of the database (MS-SQL).

NET PROTOCOL

The network protocol used to access the server (Oracle).

USER NAME

The name used to log onto the server. This setting is required if LOGINPROMPT=1.

PASSWORD

Used to log onto the server. For example, for an Oracle database:

```
[DBPARAMETERS]
SERVER NAME=CIRCLE
NET PROTOCOL=TNS
USER NAME=INVWIN
PASSWORD=INVWIN
```

[REPORT] section

REPORTDIR

The location of the Report folder.

[LANGUAGE] section

COUNTRY

The default language setting for the system. This changes the default language for the program from English to, for example, French.

Users may select their preferred language within Visual Investor from **File | User Preferences | General**.

LANGUAGEINIFILE

The location of the Language.ini file.

The default location for this is the International folder within the Investor installation folder. The International folder is a new feature of Investor v.2.04. In addition to the language configuration file, this folder contains dictionary and language files.

The dictionary file is a text file containing translations of terms used by the system into the required default language.

For example:

```
[LANGUAGE]
COUNTRY=FRENCH
LANGUAGEINIFILE=G:\CIRCLE\INVESTOR\INTERNATIONAL\French\Language.ini
```

[AUDITTRAIL] section

AUDITLEVEL

This indicates the level of auditing performed in Visual Investor. The setting is maintained by Visual Investor.

CLEARDATE

The date up to which the last audit trail clearout was run. This setting is maintained by Visual Investor.

[QUARTERDAYS] section

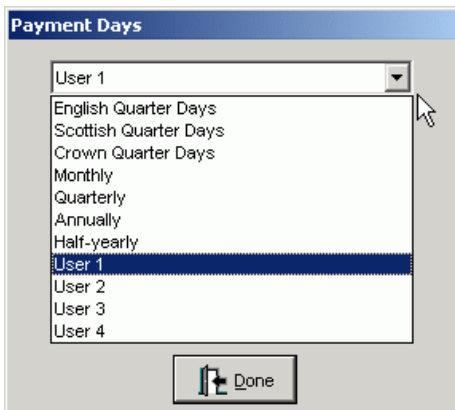
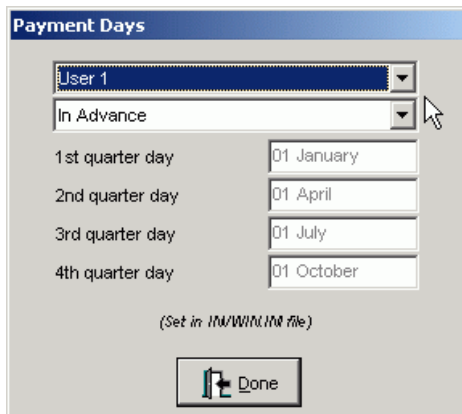
This section can be customised to create user defined payment date settings using the 'Other' options.

The specific dates required are entered after 'Other=' etc. options in the date format shown (dd/mm/yyyy).

For example:

```
English=25/03/1999,24/06/1999,29/09/1999,25/12/1999
Scottish=15/02/1999,26/05/1999,05/08/1999,12/11/1999
Other=01/01/1999,01/04/1999,01/07/1999,01/10/1999
Other1=28/01/1999,28/04/1999,28/07/1999,28/10/1999
```

These customised rent payment date settings may then be selected by the user and applied to tenant(s) through the Rent Payment Schedule in the Tenant form (Lease & Rent tab). Further explanation is provided for users in the Visual Investor User Manual.



[CONFIG] section

BATCHCVL=1

This enables the 'Batch import/export CVL files' function, which allows the user to import or export multiple CVL files.

On export, the CVL files are saved into a newly created 'CVL' folder within the Visual Investor installation folder. To import multiple CVL files they must first be saved into a 'CVL' folder in the Visual Investor installation folder.

This function is only available in versions 2.03.000 and above. When enabled, it is accessed through the Tools menu in Visual Investor Command Centre.

DEFAULT_CURRENCY=EUR

This will change the default currency setting for all new portfolios from GB Pounds Sterling to Euros.

Please note that this will not change the currency setting of existing portfolios.

IMPORT=SPECIAL

This enables the Special Updateable Import option, which is a method of data transfer using a text file. When this setting is added to INVWIN.INI a 'Special Import' option will appear on the File menu in Investor. For further information see "Special Updateable Import" on page 72.

JAPANESE TSUBOS

In addition to Imperial and Metric measurements, Investor can also be configured to use a third measurement type - Japanese Tsubos. To activate this, the following entries must be added to the [CONFIG] section:

```

THIRDMEASURE=TSUBO
THIRDMEASURESHORTSTR=Ts
THIRDMEASURELONGSTR=Japanese Tsubo
IMPERIAL2THIRDMEASURE=0.02810343140000000
METRIC2THIRDMEASURE=0.3025004688757267573764739335346

```

[LICENCE] section

Specifies the default licence activation method and licence type.

Custom Fields

These are extra user-defined fields for Property & Tenant screens.

The custom property and tenant fields provide additional means of categorising properties and/or tenants.

Each Visual Investor database contains two sub tables: PROPUDEF for custom property fields and PROPINTUDEF for custom tenant fields. The layout of the custom field forms is described in a configuration file.

To create custom fields, take the following steps.

1. Add fields to the PROPUDEF and/or PROPINTUDEF tables using a table Editor such as the Borland Database Desktop.
2. Create a USERDEF.INI file containing the configuration of the custom Property/Tenant forms (see below).
3. Add the following line to the [DATA] section of the INVWIN.INI configuration file.

```
USERDEF=USERDEF.INI
```

The USERDEF.INI file has a [PROPERTY] section for the Property custom fields and a [TENANT] section for the Tenant custom fields. Both sections have the same structure. The fields of each section are defined by numbered entries, each entry beginning with 'FIELD' (i.e. FIELD1, FIELD2, etc.). The order in which fields appear on the form is defined by the field number (i.e. FIELD2 is placed above FIELD5 in the form). Each field entry is a string containing a comma separated list of definition items. These are:

- **Display Type**
(EDIT, DROPDOWN, CHECKBOX, NOTE)
- **Field Name**
(i.e. name of field in database table).
- **Caption**
(descriptive title).
- **Default Value**
(value placed in the field when a new record is created).
- **Options**
(currently only BOLD).
- **Drop Down Choice 1**
(optional).
- **Drop Down Choice 2**
(optional).
- **Drop Down Choice 3**
(optional).

For example:

```
[PROPERTY]
FIELD1= EDIT,BUILDING_TYPE,Building Type,Brick,BOLD
FIELD2= DROPDOWN,COLOUR,Choose your colour,,,Red,Green,Blue
FIELD3= CHECKBOX,MULTISTOREY,Multi-Storey,,
FIELD4= NOTE,PROP_CONDITION,Current Condition of Property,,
[TENANT]
FIELD1= NOTE,TENANT_EXTRA,Additional Information,,
```

To include commas within an item, use quotes:

```
FIELD2= DROPDOWN,COLOUR,"Choose your colour from red,green or
blue",,,,Red, Green, Blue
```

To include a quote in an item, use two quotes:

```
FIELD2= DROPDOWN,COLOUR,Choose your ""colour"",,,Red,Green,Blue
```

The Display Types are listed below with the appropriate field types for Oracle, MS SQL and Paradox databases.

Display Type:	EDIT
Description:	Single line edit box
MS SQL/Oracle Field Type:	VARCHAR2(size)
Paradox Field Type:	A

Display Type:	DROPDOWN
Description:	Drop-down combo box
MS SQL/Oracle Field Type:	VARCHAR2(size)
Paradox Field Type:	A

Display Type:	CHECKBOX
Description:	Check box
MS SQL/Oracle Field Type:	VARCHAR2(1)
Paradox Field Type:	L

Display Type:	NOTE
Description:	Multiple line edit box
MS SQL/Oracle Field Type:	VARCHAR2(size) or LONG
Paradox Field Type:	A or M

Note: A Check box attached to an Oracle table stores the following values in the field: 'T' for checked and 'F' for not checked.

Documentation

The following documents are installed with the program in the Visual Investor installation folder as Acrobat PDF files.

- User Manual;
- Administrator's Guide;
- Calculations Manual;
- Tutorial Guide.

CHAPTER 8

System Defaults

Defaults provide a set of standards or corporate preferences and procedures. One of the initial tasks of the System Administrator is to set up these basic defaults and assumptions of the system.

Defaults will generally be the starting point for users of the system. Much of the System Settings functionality is aimed at saving input time and establishing standard approaches throughout companies. For example, if it is the tradition to value income on a hardcore basis, then it will be more convenient to ensure that new properties have this setting when created.

System defaults are generally set and controlled through the File menu of the Command Centre in User Preferences and System Settings.

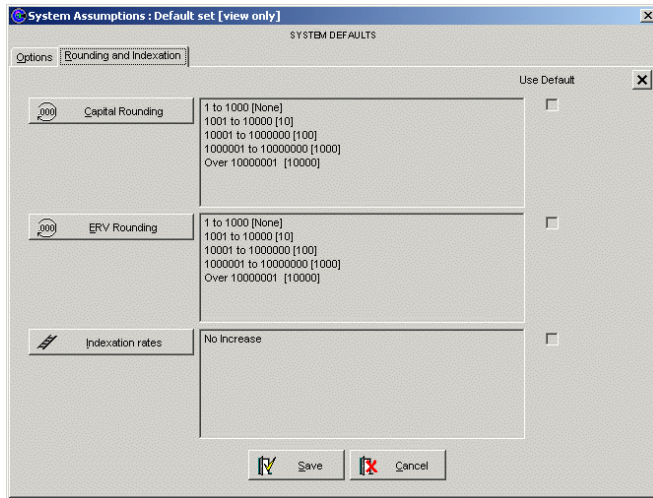
Most of the functions in User Preferences and System Settings are explained in the Visual Investor User Manual Chapter 2 - Setting Up, but further explanation is provided on key features below.

Assumptions

System default assumptions are set in the Defaults section of System Settings. The Assumptions form sets out the base criteria used for valuation, and it is recommended that each company should give careful consideration to these settings when the program is first installed.

Assumptions can be edited and customised for individual portfolios and properties where variations on the system default settings are required, and further explanation on this is provided in the Visual Investor User Manual.

Setting	Value	Use Default	All
Hardcore method	Apply single hardcore rate to all income slices	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Term and Reversion method	Reversion assumes next event/review date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Next event/review definition	Any event (fixed step, market rent, etc)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Initial Yield (Cap. Rate) method	Allow valuation rent to be zero	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Special IM file option	Valuation uses passing rent at DCF exit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Equivalent Yield (EY) - Froth option	Solve EY using trial EY rates to value 'froth' rent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
EY - Cap Costs option	Solve EY using manual rates for capital cost discounting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
EY - Value target	EY targeted on net unrounded value	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Acquisition costs	Based on residual net unrounded value	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Special case calculation	Ignore Double S.F. Correction (Pannell's method)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Placement order in valuations	Capital Costs ordered before Acq Fees in valuations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Target for Running Yields	Gross Unrounded Value + Acq Costs <input checked="" type="checkbox"/> + Cap. Ex. <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Valuation tables	Annually in Ayears	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Leasehold Sinking Fund / Tax	0.000 % 0.000 %	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



Assumptions form

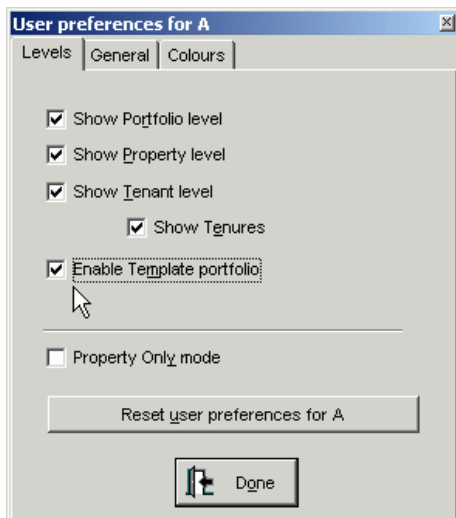
Templates

When adding new properties and tenants, the basic framework and initial contents of the records are copied from templates held in a special, protected portfolio, the TEMPLATE PORTFOLIO. The Template portfolio must contain at least one property and one tenant record.

Warning: The template portfolio should not be used to value properties.

Templates are used to customise the default settings and content of new properties and tenants. This can reduce the number of inputs required when creating new records and minimise keyboard entries.

The Template Portfolio is normally hidden from view, but can be viewed by Supervisors by selecting the Enable Template Portfolio option. This is accessed from the Command Centre using **File | User Preferences | Levels**. It is recommended that the Enable Template Portfolio option remains unticked (and therefore the portfolio is hidden) except when templates are being edited in order to protect template settings.



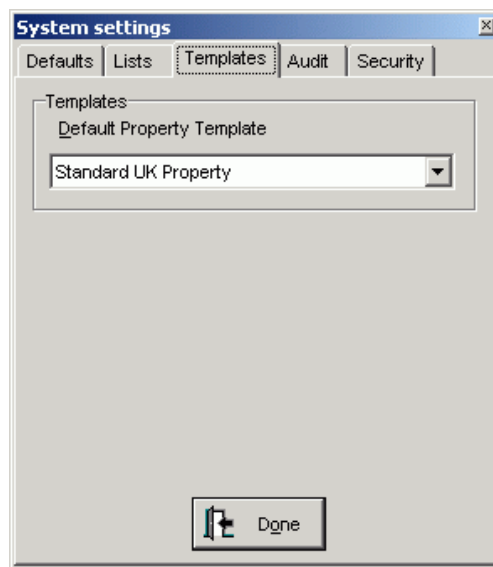
Any number of template properties and tenants can be created and each set up with alternative data inputs. For example, several property templates can be created for different countries, each using typical default assumptions for that country, such as currency and stamp duty settings, and dimensions in metric or imperial.

New template records may be added or deleted using the Add and Delete buttons on the button bar or using Edit menu options. The first record cannot be deleted - there must always be one property template in the template portfolio.

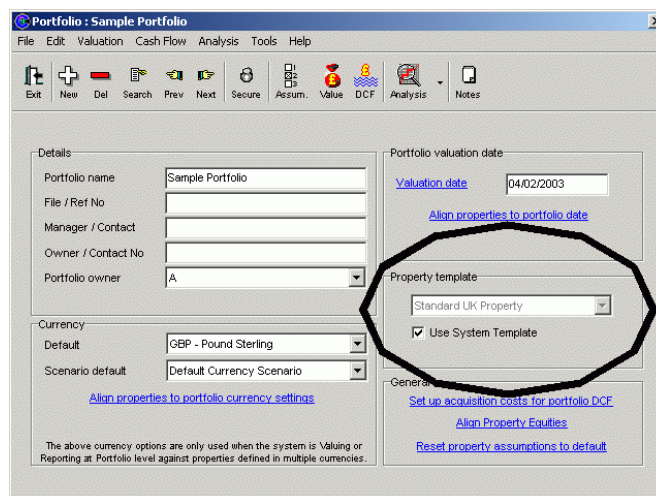
To each property template, one or more tenant templates can then be added, representing typical lease terms for that property type. For example, a standard UK lease might include 5-yearly upwards-only rent reviews, whereas in France a typical lease might include annual indexation.

In **File | System Settings | Template**, the system default property template can be specified.

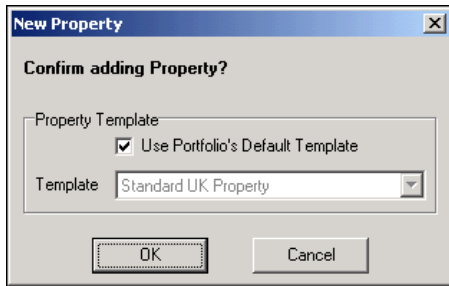
Whenever a new portfolio is created, it will adopt this system default template.



At portfolio level, the default property template for the portfolio can be altered to use a template other than the system default template. The property template to be used is specified in the portfolio record (see screenshot below).



Each time a new property is added to the portfolio, this default template is presented as the preferred template and a prompt appears. You can then either accept the portfolio's default property template, or untick this option and choose from the list of available templates.



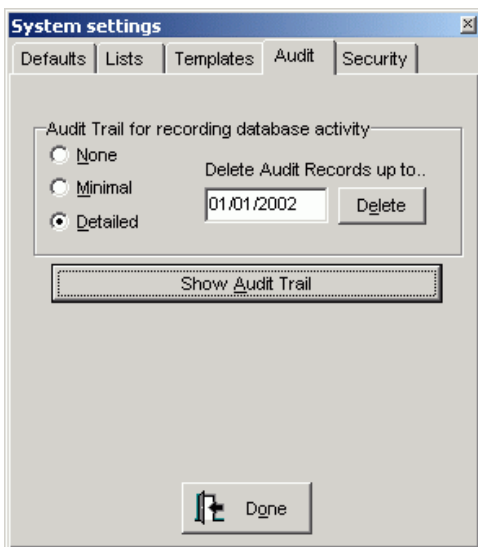
When adding a new tenant record to a property, a similar prompt will only appear when alternative tenant templates are available.

Audit Trail

Visual Investor contains an audit facility whereby database actions, such as editing, deleting and adding records, can be traced back to a specific user on a specific date.

Note: The audit trail should only be used if required, as this function requires considerable system resources and may slow the program operation.

There are three levels of audit which can be set in the Audit form of System Settings.



- **None**
Only changes to the Audit Trail are recorded.
- **Minimal**
Records changes to system default rules and updates to various lists and schedules.
- **Detailed**
All updates and changes are recorded.

Click 'Show Audit Trail'. The audit trail provides the following information:

The screenshot shows the 'Audit Trail' window. At the top, there is a search section with a dropdown menu for 'Search in field...' (currently set to 'Date/Time'), a text input field for 'Text to find...', a 'Case Sensitive' checkbox, and 'Start' and 'Clear' buttons. On the right side, there are 'OK' and 'Print' buttons. Below the search section is a table with the following columns: Date/Time, Action, Security, Description, Table, Record No, User Name, and User No. The table contains 20 rows of audit records.

Date/Time	Action	Security	Description	Table	Record No	User Name	User No
04/02/2003 09:40:39	Edit Record		Sample Portfolio	Portfolio	10108	A	1
04/02/2003 09:40:34	Valuation		Sample Portfolio	Portfolio	10108	A	1
04/02/2003 09:40:30	Add Record		(Growth)	Rental Growth	22780	A	1
04/02/2003 09:40:30	Edit Record		Private	Valuation Sets	24817	A	1
04/02/2003 09:40:30	Edit Record		A Tenant	Property Interest	42405	A	1
04/02/2003 09:40:12	Add Record		PRIVATE	Valuation Sets	24817	A	1
04/02/2003 09:40:12	Add Record		Standard UK Tenant	Property Interest	42405	A	1
04/02/2003 09:40:09	Edit Record		Leasehold	Property Interest	42405	A	1
04/02/2003 09:40:09	Edit Record		Town House, East Avera	Property	15399	A	1
04/02/2003 09:38:37	Add Record		Standard UK Property	Property	15399	A	1
04/02/2003 09:38:37	Add Record		Some Tenant	Property Interest	38815	A	1
04/02/2003 09:38:37	Add Record		DCF Record	DCF Records	15399	A	1
04/02/2003 09:38:37	Add Record		(Growth)	Rental Growth	22779	A	1
04/02/2003 09:38:37	Add Record		Group 1	Valuation Sets	24816	A	1
04/02/2003 09:37:46	Edit Record		Sample Portfolio	Portfolio	10108	A	1
04/02/2003 09:37:39	Add Record		(Growth)	Rental Growth	22779	A	1
04/02/2003 09:37:39	Edit Record		New cost	Costs	23967	A	1
04/02/2003 09:37:39	Add Record		New Cost	Costs	23967	A	1
04/02/2003 09:37:16	Edit Record		South East Plaza, Bus	Property	13873	A	1
04/02/2003 09:37:08	Edit Record		Hereford Place, B, Good	Property	13872	A	1
04/02/2003 09:37:08	Valuation		Sample Portfolio	Portfolio	10108	A	1
04/02/2003 09:37:01	Edit Record		Sample Portfolio	Portfolio	10108	A	1

- **Date/Time**
The date and time when the action took place.
- **Action**
A description of the action.
- **Security**
Records security violations, if any, which may have taken place.
- **Description**
The record to which the action pertains.
- **Table**
The table which was updated.
- **Record**
The database record ID.
- **User Name**
The user responsible for the update.
- **User No**
The number that identifies the user to the database.

The audit trail can be searched by a number of fields and a report of the results can be printed.

CHAPTER 9

Reporting System

Crystal Reports Information

Versions 2.02, 2.03 and 2.04 of Visual Investor contain a Crystal Reports connector. This allows the system to act as a data source for reports defined using Crystal Reports v8.0 or v8.5.

These reports are defined using Crystal Reports ADO (Active Data) data connector. Each data group has all the data fields defined in the Data Dictionary plus some extra calculated fields. These are described in the 'Data Information' section later in this chapter.

Creating a simple Visual Investor Crystal Report

Open Crystal Reports. Click Report Expert and OK. Highlight the 'Standard expert' and click OK.

Now click the Database button. Use the Plus button to expand More Data Sources. Expand Active Data and Active Data (Field Definitions Only). Browse to your TTX folder. Highlight the relevant TTX file, and click Open and OK. Add and Close.

Click Next, pick out the data fields you require and click Next. Select the **File | Save As** function. The report name must end 'rpt'.

Return to Visual Investor. Choose the property or portfolio record of interest and click on the Reports icon. Select the Crystal option from the drop-down. Click Open, select Crystal Report (*.rpt) as Files of Type. Browse to your report and Open.

Reporting Language Information

The internal reporting language in Visual Investor allows complex reports to be defined using a simple macro-type language. It should only be used for complex reports that the Crystal report connector cannot do. The sections below describe how a report is made up, and what commands can be used to specify a report.

Statements

This will explain what each report statement does. It is split into Section fields that control how the report iterates through the data, and the Print Statements that control how printing is produced.

Section Statements

Start Section / End Section

All reports must have at least one [START_SECTION], [END_SECTION] grouping. All other report sections must appear inside it (i.e. between the [START_SECTION] and [END_SECTION]).

Page Header / Footer

[PAGE_HEADED], [END_PAGE_HEADER]

Specifies statements to run in the Page header.

[PAGE_FOOTER], [END_PAGE_FOOTER]

Specifies the statements to run in the page footer.

Start Group / End Group

Groups in the system are used to specify what information will iterate through the report print out.

Syntax

```
[GROUP_START], GROUP_NAME, FIELDS TO SORT ON
```

Example

```
[GROUP_START], "PROPERTY", "SORT_CODE"
```

The above Group would iterate through all properties in the portfolio ordered by the SORT_CODE field. Each [GROUP_START] must have a [GROUP_END] statement.

Include**Example**

```
INCLUDE ("RVALN.BIT")
```

This will include the lines in the RVALN.BIT file into this report at this position. The file is found in the normal REPORT directory.

IF / ELSE / ENDIF

Conditional statements.

Print Statements**Orientation**

```
Orientation=[Landscape,Portrait].
```

Specifies whether the report should be printed in landscape or portrait mode.

SetMargin

Numeric Parameters - Left Margin, Right Margin, Top Margin, Bottom Margin

Comments - Margins are specified in inches.

PageBreak

New page is taken.

SetTab

Parameters Left Position (Numeric), Inches or NA to specify from last position.

Justify (Left,Right,Center)

Specifies how to justify text in the column.

Size (Numeric)

Specifies size in inches of TAB Boxes (BOXLINETOP, BOXLINERIGHT, BOXLINEBOTTOM, BOXLINELEFT) This specifies what sort of boxing should be placed around the TAB and can be an addition of the above constants.

Shading

Numeric Shading value between 0 and 100.

ClearTabs

Clears all the currently set tab positions.

Print

Parameters **StringString**

The string that should be printed no EOLN character is printed at end.

PrintTab

Parameters **StringString**

The string to be printed; the difference is, it is actually only printed within the current TAB position.

PrintLn

PrintMemo, Graphic, Rect, Font, Line.

Functions**Conversion functions**

MtoS(Numeric), Money to String, One parameter, Numeric returns String containing currency field, with no decimal places.

ItoS(Numeric), Integer to string, Converts a numeric to an Integer string.

PtoS(Numeric), Percentage to String. Converts numeric to percentage (With four decimal places).

Format	Format Description
C	Displays the date using the format given by the ShortDateFormat global variable, followed by the time using the format given by the LongTimeFormat global variable. The time is not displayed if the fractional part of the DateTime value is zero.
d	Displays the day as a number without a leading zero (1-31).
dd	Displays the day as a number with a leading zero (01-31).
ddd	Displays the day as an abbreviation (Sun-Sat) using the strings given by the ShortDayNames global variable.

Format	Format Description
dddd	Displays the day as a full name (Sunday-Saturday) using the strings given by the LongDayNames global variable.
dddddd	Displays the date using the format given by the ShortDateFormat global variable.
ddddddd	Displays the date using the format given by the LongDateFormat global variable.
M	Displays the month as a number without a leading zero (1-12). If the m specifier immediately follows an h or hh specifier, the minute rather than the month is displayed.
mm	Displays the month as a number with a leading zero (01-12). If the mm specifier immediately follows an h or hh specifier, the minute rather than the month is displayed.
mmm	Displays the month as an abbreviation (Jan-Dec) using the strings given by the ShortMonthNames global variable.
mmmm	Displays the month as a full name (January-December) using the strings given by the LongMonthNames global variable.
yy	Displays the year as a two-digit number (00-99).
yyyy	Displays the year as a four-digit number (0000-9999).

String functions

Upper (String)

Returns Upper case of the specified String.

Lower (String)

Returns Lower case of String.

FORMAT (String, [String or Numeric])

Format can be used to do conversions or format strings.

Parameter 1

Format string.

Uses standard C format routine i.e. “%10d” means Convert to numeric to string and place in field width of 10.

Parameter 2

String or numeric to be formatted.

SubStr (String, Numeric, Numeric)

Returns part of the first parameter string. The numeric parameters are respectively the first and last characters to return.

Miscellaneous

YPos

The current Y position on the printer specified in inches.

Xpos

The current X position on the printer specified in inches.

PageNum

Returns the page number currently being printed.

MemoLine (Numeric, Memo Field)

Returns a string containing the specified line of the memo field.

Date

Current Date returned as a numeric.

PageWidth

The current page width specified in inches.

LinesLeft

Number of lines left before the bottom of the current page.

Database

Lookup

(Lookup into another table.)

Macro fields

TOTAL [1-99]

Macro fields can be used to do specific calculations and can also be used anywhere a normal field can be used.

DATA Information

PORTFOLIO GROUP

All reports that can be printed from the portfolio must have this group. Holds information about portfolios and portfolio value.

Names

Crystal TTX File: PORTFOLIO.TTX

Visual Investor group: PORT

Contained groups

PROPERTY

YIELD (IF Valuation report)

Contained fields

Database fields: All fields in Portfolio table see data dictionary plus the following calculated fields:

Valuation fields:

Field	Type	Description
VAL_GROSS_VALUE	Numeric	Addition of the valued property gross values.
VAL_ACQ_COST_VALUE	Numeric	Addition of valued properties acquisition costs. This is made up of the Legal, Agent and Stamp duty fees.
VAL_LEGAL_FEE_VALUE	Numeric	Addition of valued properties legal fees.
VAL_AGENT_FEE_VALUE	Numeric	Addition of valued properties agents fees.
VAL_STAMP_DUTY_VALUE	Numeric	Addition of valued property stamp duty values
VAL_CAPITAL_COST	Numeric	Addition of all valued property capital costs.
VAL_EQUIV_YIELD	Numeric	The valuation portfolio equivalent yield
VAL_CURRENT_RENT	Numeric	Valuation current rent.
VAL_ERV	Numeric	Valuation rental value, addition of all tenant rental values.
VAL_INIT_YEILD	Numeric	Portfolio initial yield.
VAL_REVN_YIELD	Numeric	Portfolio reversionary yield.
VAL_SAY_VALUE	Numeric	Portfolio "Sum" of Say Value.
VAL_NO_TENANTS	Numeric	Number of tenants in valuation.
VAL_YIELD_VALUE	Numeric	Value the Initial/Reversionary yields are calculated on.
VAL_REPORTING_CURRENCY	String[3]	Currency reported valuation currencies are denominated in.
VAL_BASE_CURRENCY	String[3]	Actual currency denominated in database.
VAL_BASE_CURRENCY_DESC	String[50]	Description of base currency.
VAL_CONVERSION_RATE	Number	Conversion rate used to convert between base currency and reported currency.

Extra Fields - None

PROPERTY GROUP

Names

Crystal TTX file: PROPERTY.TTX, Visual Investor grouping: PROP

Contained groups

TENURE, TENANT, YIELD (If Valuation report), COSTS, VALLOG

Contained fields

Database fields: All fields in Property table plus following valuation fields.

Valuation fields:

Field	Type	Description
VAL_GROSS_VALUE	Numeric	Addition of the valued property gross values.
VAL_ACQ_COST_VALUE	Numeric	Addition of valued properties acquisition costs. This is made up of the Legal, Agent and Stamp duty fees.
VAL_LEGAL_FEE_VALUE	Numeric	Addition of valued properties legal fees.
VAL_AGENT_FEE_VALUE	Numeric	Addition of valued properties agents fees.
VAL_STAMP_DUTY_VALUE	Numeric	Addition of valued property stamp duty values.
VAL_CAPITAL_COST	Numeric	Addition of all valued property capital costs.
VAL_EQUIV_YIELD	Numeric	The valuation portfolio equivalent yield.
VAL_CURRENT_RENT	Numeric	Valuation current rent.
VAL_ERV	Numeric	Valuation rental value, addition of all tenant rental values.
VAL_INIT_YEILD	Numeric	Portfolio initial yield.
VAL_REVN_YIELD	Numeric	Portfolio reversionary yield.
VAL_SAY_VALUE	Numeric	Portfolio "Sum" of Say Value.
VAL_NO_TENANTS	Numeric	Number of tenants in valuation.
VAL_YIELD_VALUE	Numeric	Value the Initial/Reversionary yields are calculated on.
VAL_REPORTING_CURRENCY	String[3]	Currency reported valuation currencies are denominated in.
VAL_BASE_CURRENCY	String[3]	Actual currency denominated in database.
VAL_BASE_CURRENCY_DESC	String[50]	Description of base currency.
VAL_CONVERSION_RATE	Number	Conversion rate used to convert between base currency and reported currency.

Calculated fields:

Field	Type	Description
PROP_ADDRESS	String	Comma delineated address.
RULE_PERIOD	Numeric	
RULE_TIMING	Numeric	
RULE_SINKING_FUND	Numeric	
RULE_SINKING_FUND_TAX	Numeric	
RULE_TRRYONEXP	"True" or "False"	
RULE_EQONUTSRATE	"True" or "False"	

Field	Type	Description
RULE_DOUBLESFCORR	“True” or “False”	
RULE_ALLOWFREESF	“True” or “False”	
RULE_FEESBEFCAPCOSTS	“True” or “False”	
RULE_USEMARGRATE	“True” or “False”	

VALLOG GROUP

One record for each valuation log record for this property.

Names

Crystal TTX file: NA

Visual Investor grouping: VALLOG

Contained groups

None

Contained Fields

Database fields: All fields in VALLOG table

TENURE GROUP

Names

Crystal TTX file: TENURE.TTX

Visual Investor grouping: TENURE

Contained groups

TENANT, TENURE, RENTHIST, RENTVALN, COSTS.

Contained fields

Database fields: All fields in PROPINT and LEASE tables for this tenure.

Calculated fields:

Field	Type	Description
NEXT_REVIEW	Numeric	next review in the lease from the valuation date.
CURRENT_RENT	Numeric	Current rent at valuation Date.
VAL_GROSS_VALUE	Numeric	Gross value of the tenure and sub-tenure.
VAL_CAPITAL_COST	Numeric	Capital costs for the tenure and sub-tenure.
VAL_PASSING_RENT	Numeric	Passing rent for the tenure.
VAL_PASSING_ERV	Numeric	Passing ERV.

TENANT GROUP

Names

Crystal TTX file: TENANT.TTX

Visual Investor grouping: TENANT

Contained groups

COSTS, AREAS, RENTHIST, RENTVALN

Contained fields

Database fields: All fields in PROPINT and LEASE tables for this Tenant.

Calculated fields:

Field	Type	Description
NEXT_REVIEW	Numeric	next review in the lease from the valuation date.
CURRENT_RENT	Numeric	Current rent at valuation Date.
VAL_GROSS_VALUE	Numeric	Gross value of the tenure and sub-tenure.

Valuation fields:

Field	Type	Description
VAL_GROSS_VALUE	Numeric	Calculated gross value for this tenant.
VAL_CAPITAL_COST	Numeric	Calculated capital cost for this tenant.
IMPLIED_GROWTH	Numeric	Short Cut DCF implied growth.

AREA GROUP

Area records for a specific tenant.

Names

Crystal TTX file: AREA.TTX

Visual Investor grouping: AREA

Contained groups: None

Contained fields: None

Database fields: None

Calculated fields:

Field	Type	Description
LINE_TYPE	Numeric	See data dictionary.
LABEL	String	Area Label.
ZONE	String	Zone string i.e. 'A', 'B' etc.
NO_OF_UNITS	Numeric	Number of units of this specified area.
WIDTH	Numeric	Width of the Area, May not be specified, if it is, will be specified in metres.

Field	Type	Description
DEPTH	Numeric	Depth of the Area, May not be specified, if it is, will be specified in metres.
AREA	Numeric	Either the multiplication of the above two fields or just a specified amount. Field always returned in metres.
BREAK_BACK	Numeric	Break back adjustment for zoned areas will be a percentage 100 for 100%.
ZONE_ADJUSTED	Numeric	Area modification field.
ERV_RATE	Numeric	ERV Rate to use on this area.
UNIT_RENT	Numeric	Calculated Unit Rent (Unless car parking).
ERV	Numeric	Calculated ERV.
ADJ_PC	Numeric	Another Adjustment field.

YIELDS GROUP (Only contained when doing a valuation)

Valuation running yields. These can be printed at both property and portfolio level.

Names

Crystal TTX file: VALCAT.TTX

Visual Investor grouping: VALCAT

Contained groups

None

Contained fields

Database fields: None

Specific fields:

Field	Type	Description
DATE	Numeric	Date passing rent is valid for.
GROSS_RENT	Numeric	Gross rent passing on DATE.
NET_RENT	Numeric	Net rent passing on DATE.
ANNUAL_YIELD	Numeric	Calculated annual yield.
QUARTERLY_YIELD	Numeric	Calculated Quarterly yield.

RENTHIST GROUP

Specifies a list of lease events, i.e. how much is being paid and for how long.

Names

Crystal TTX file: RENTHIST.TTX

Visual Investor grouping: RHIST

Contained groups: None

Contained fields

Database fields: None

Specific fields:

Field	Type	Description
START_DATE	Numeric	Start date of the event in the lease.
YEARS	Numeric	Years, months and days specifies how long the specific event lasts.
MONTHS	Numeric	
DAYS	Numeric	
RENT	Numeric	Gross rent paid by the tenant.
EVENT	String	One of the following strings: Holding Over, Pre Void, Post Void, Review, Reversion, Fixed, Interim, Geared, Rent Free, Top Slice, Indexed, Index Base, Resume ERV.
FROZEN	True or False	Purely specifies whether the event start date is in the past or not.

COSTS GROUP

Names

Crystal TTX file: COSTS.TTX

Visual Investor grouping: COST

Contained groups

None

Contained fields

Database fields: None

Calculated fields: See data dictionary for specification of most of these fields.

Field	Type	Description
LABEL	String	
ACCOUNT_REF	String	
APPLY_DCF	True or False	
APPLY_TRAD	True or False	
START_TYPE	Numeric	
REVENUE	True or False	
START_DATE	Numeric	

Field	Type	Description
DELAY	Numeric	
APPLIES_AT_TENANT	True or False	
COST_TYPE		
EVERY	Numeric	
WHEN_RENT_PAID	True or False	
UNTIL_CODE	Numeric	
FOR_NEXT	Numeric	
MAN_FIXED_AMOUNT	Numeric	Addition of all manual distribution fields.
FIXED_AMOUNT	Numeric	
AMT_PER_AREA	Numeric	
PERC_OF_RENT_PAID	Numeric	
PERC_OF_ERV	Numeric	
INIT_PERC_OF_ERV	True or False	
INIT_PERC_OF_RP	True or False	
APPLY_VAT	True or False	
VAT_RATE	Numeric	
DCF_DISC_RATE	Numeric	
TV_DISC_RATE	Numeric	
DISCOUNTED_COST	Numeric	Capital cost valuation.
LOAN_ID	Numeric	
INFLATION	String	

RENTVALN GROUP

Each rent valuation record iterated through is a specifically valued slice of income.

Names

Crystal TTX file: RVAL.TTX

Visual Investor grouping: RENTVAL

Contained groups: None

Contained fields

Database fields: None

Calculated fields:

Field	Type	Description
SINKING_FUND	Numeric	Sinking fund used in valuation.
SINGING_FUND_TAX	Numeric	Tax rate used in sinking fund calculation.
START_DATE	Numeric	Start date of part being valued.
YEARS	Numeric	Number of years valuation slice lasts for.
MONTHS	Numeric	Number of months valuation slice lasts for.
DAYS	Numeric	Number of days valuation slice lasts for.
SLICE_TYPE	Numeric	One of:
BASE_RENT	Numeric	Base rent that is being valued.

Field	Type	Description
COST_DEDUCTION	Numeric	Revenue cost reduction.
GL_DEDUCTION	Numeric	Ground lease reduction.
NET_RENT	Numeric	Net rent.
VALUATION_RENT	Numeric	Specifically valued rent for this slice.
VALUE_DURATION	Numeric	How long (in days) this slice was valued for.
PV_RATE	Numeric	Discount rate used.
PV_FACTOR	Numeric	Discount factor used.
YP_RATE	Numeric	Valuation rate used.
YP_FACTOR	Numeric	Valuation factor used.
SLICE_VALUE	Numeric	Actual value of this slice of income.
PV_YRS	Numeric	Number of years income was discounted by.
PV_MTHS	Numeric	Number of months income was discounted by.
PV_DAYS	Numeric	Number of days income was discounted by.
VALN_YRS	Numeric	Number of years income was valued for.
VALN_MTHS	Numeric	Number of months income was valued for.
VALN_DAYS	Numeric	Number of days income was valued for.

CHAPTER 10

Import/Export File Formats

Visual Investor uses the following import/export file formats:

- PISCES;
- IPD Special Export;
- CVL file (Visual Investor import/export file format);
- Special Updateable Import;
- CSV Import.

This section of the manual provides brief details of these import/export file formats, with a more detailed description of the .CVL file format.

PISCES Import/Export

PISCES is the recognised medium for the transfer of property data.

Specially formatted files can be exchanged between Investor and other PISCES compliant software packages.

The file can be a .PIE file or .CPI compressed file.

PISCES import and export functions can be accessed from the Command Centre through the File menu.

IPD Special Export

This is a specialised output format originally used to export data to Investment Property Databank Ltd. It has largely been superseded by use of PISCES but the functionality has been retained for backward compatibility.

Import/Export File Format (CVL)

This section describes the Import/Export file format for Visual Investor (.CVL file). This format is unrelated to the PISCES format. It was devised purely to allow Visual Investor to dump all the data held in the database for a portfolio or property down into a flat file which can then be retained or sent to another organisation.

Load File (CVL) and Save File (CVL) functions are accessed through the File menu in the Command Centre.

There should be enough information contained in this section and the accompanying data dictionary to write a compatible file.

For an example CVL file, please see see “Appendix 1: Example CVL File” on page 79.

OVERALL FORMAT

Main Structure

The structure of the file is split into three main portions. The header information, the data structures themselves and then the Data. These portions are described below.

Header Details

```
[CVL FILE]
TITLE=Reading Data
AUTHOR=PJB
DATECREATED=21/01/2003
VERSION=2.03.005
MINTARGETVER=2.03
LEVEL=2
INCLUDE_LOG=FALSE
NO_PROPERTIES=1
NO_TENANTS=1
INSTALLATION_ID=ID_0000001
[NOTES]
Note details.
[END_HEADER]
```

Most of the header information is self-evident.

The LEVEL field can either be 1 for Portfolio Level (containing multiple properties) or 2 for Property Level.

The INCLUDE_LOG field indicates whether or valuation logs are stored in the CVL file.

The INSTALLATION_ID is the unique identifier of the Portfolio (for a Portfolio Level CVL) or the Property (for a Property Level CVL).

Header Record Structure

This section is used to describe what fields are contained in each of the different types of data records in the Data section. Each of the field names corresponds with a field in the actual back end database. For a list of the actual fields, please see the enclosed data dictionary.

In general, each type of data record has its own format definition. RHIST, STAMPDUTY, RGROWTH, INDEXATION and INFLATION data records have no header format definition - their formats are fixed. The CONFIG section has no format. (An RGROWTH_HEADER may be found in CVL files for compatibility with earlier versions of Visual Investor, but is now redundant.)

Example

```
[PROPERTY_HEADER]
"PORT_ID", "PROP_ID", "TAG", "SORT_CODE", "NAME", "ADDRESS_1", "ADDRESS_2", "TOWN", "DISTRICT",
"COUNTY", "POSTCODE", "MAST_USE_ID", "SUB_USE_ID", "GROSS_VALUE", "CALC_NET_VALUE", "EQUIV_YIELD", "INITIAL_YIELD",
"REVN_YIELD", "BOOK_VALUE", "BOOK_VALUE_DATE", "COVENANT_ID", "LOT_NO", "LAST_IRR", "LAST_USER", "LAST_UPDATED",
"EQUITY_OWNED", "NOTES", "VALUATION_DATE", "VALRULES_ID", "INSTALLATION_ID", "LEGAL_FEE", "ELECTED_FOR_VAT",
"RUNNING_COSTS", "CAPITAL_COSTS", "AQUI_COSTS", "MEASURE_TYPE", "MASTER_PRIME_A", "VAT_RATE", "PURCH_PRICE", "PURCH_DATE", "SALE_PRICE", "SALE_DATE", "AGENT_FEE", "ACTIVE", "SAY_VALUE", "KEEP_SAY_VALUE", "REGION_ID",
```

"STAMP_SETUP", "RENT_GROWTH_ID"

As can be seen, no type information is recorded. This is read from the current database.

There are 11 Header formats defined. These must be ordered as below:

[PORTFOLIO_HEADER]

Contains details of the Portfolio and only exists if the header field 'LEVEL' has value 1.

[PROPERTY_HEADER]

Contains details of the Property records.

[PROPINT_HEADER]

Contains details of a property interest. An Interest can be either a Tenure or a Tenant. Each Property Interest must have a Lease record, even if freehold.

[LEASE_HEADER]

Contains lease details.

[CLASS_HEADER]

Contains information on the ERV classes. Not normally used.

[VALRULES_HEADER]

Contains details on Valuation rules

[VALSET_HEADER]

Contains information on Valuation Sets.

[AREA_HEADER]

The Area information.

[COSTS_HEADER]

The cost Information.

[DCF_HEADER]

DCF Information.

[LOG_HEADER]

Valuation Log Information.

Fixed Record Structure

Some data records have fixed formats. These are described below.

RHIST format

Fields are:

Years: Number of years slice lasts for.

Months: Number of months slice lasts for.

Days: Number of days slice lasts for.

Rent: Rent paid

Event, can be one of:

 "Review"

 "Fixed"

 "Indexed"

 "Interim"

 "Rent Free"

 "Reversion"

Frozen Not used (False).

STAMPDUTY format

Fields are:

Id:	ID (integer), unique for each Stamp Duty record within the CVL file.
Label:	Descriptive caption.
Rate1:	Stamp duty rates.
Rate2:	
Rate3:	
Rate4:	
Rate5:	
Limit1:	Limits for corresponding rates 1 to 5.
Limit2:	
Limit3:	
Limit4:	
Limit5:	

RGROWTH, INDEXATION and INFLATION format

Fields are:

Caption:	Descriptive label.
StartOnValDate:	Start on valuation date (True or False).
StartDate:	Start date if StartOnValDate is False.
Rate1:	A list of 1 or more rates.
Rate2:	Rate fields contain two sub-fields.
.....	The rate sub-fields are separated by a space.
RateN:	E.g. "5 4.0000" (see below).

Rate Sub-fields

Months:	The number of months for which the rate applies.
Percentage:	The value of the rate.

Data Structure

This portion of the CVL file holds the actual data. It contains sections required to be in the order listed below. Each section begins with a header identifying the record and is followed by a comma-separated list of field data. Each section is implicitly terminated by the beginning of the next section, or by the end of the file (except the [CONFIG] section, which is terminated by [END_CONFIG]).

If a field within a section is a memo field, its field data is contained in a special sub-section inserted into the field list. [MEMO] identifies the memo sub-section and [ENDMEMO] terminates the memo data. The LOG section may also contain a [LOGCVL] subsection in its field list, terminated by [END_LOGCVL].

Below is an example of a simple Property section:

```
[PROPERTY]
"77","2377","1","","Small House","22","High
Street","","","","","","","287500","277075",
```

```
"7.2157","8","6.9565","0","04/02/1998","","","0","A","21/07/1998","100",
```

```
[MEMO]
```

```
Some Notes.
```

```
[ENDMEMO]
```

```
"04/02/1998","1370","1","0.5","False","0","0","-10424.9486","0","0","17.5","0","04/02/1998",
```

```
"0","04/02/1998","1","True","280000","False","","1","199"
```

The following figure illustrates the relationship between the sections. Each section is discussed below:

```
Configuration
```

```
    Rules
```

```
        Indexation
```

```
    Stamp duty
```

```
Portfolio
```

```
    Rules
```

```
        Indexation
```

```
    Log
```

```
    Property
```

```
        Class
```

```
        Rules
```

```
        Indexation
```

```
        Valset
```

```
        Costs
```

```
        Inflation
```

```
        DCF
```

```
        R Growth
```

```
        Log
```

```
        Tenure
```

```
        Lease
```

```
        Costs
```

```
        Inflation
```

```
        R Hist
```

```
        Tenants
```

```
        Lease
```

```
        Areas
```

```
        Costs
```

```
        Inflation
```

```
        Valset
```

```
        R growth
```

```
        R Hists
```

```
        Tenure...
```

Configuration section

Notes

This section contains information about the configuration of the environment from which the CVL file was produced. The section contains no fields, only RULES or STAMPDUTY sections. The section is explicitly ended by [END_CONFIG]. The Configuration section is an optional component of a CVL file and is only valid for version 2.00.000 or later. The default Valuation Rules and Stamp Duty settings are contained here.

Contains

Section	Number.
RULES	1
STAMPDUTY	(1-many).

Required

Contains no fields.

Portfolio section

Notes

Only present if this is a Portfolio CVL file (i.e. the LEVEL field of the file header is 1).

Contains

Section	Number.
RULES	(0 - 1).
LOG	(0 - many).
PROPERTY	(0 - many).

Required

PORT_ID field is required.

VALRULES_ID required if ruleset included; should be 0 if no specified ruleset.

Property section

Notes

Property details. If Rules or Valset are required linking fields have to be filled in Property table.

Contains

Section	Number.
CLASS	(0-many).
RULES	(0 or 1).
VALSET	(1-many).
LOG	(0-many).
COSTS	(0-many).
DCF	(0 or 1).
TENURE	(1-Many).

Required

PORT_ID needs to link to Portfolio sections ID.

PROP_ID needed.

VALRULES_ID needed (0 if no rule set specified) if Rule set is included.

Class section

Notes

Used to store ERV classes that can then be used at the Area level to define ZONE A rates.

Contains

Nothing.

Required

PROP_ID field must link to PROP_ID for the Property.

Rules section

Notes

Used to store details about valuation rules.

Contains

Section	Number
INDEXATION	(0 or 1).

Required

RULES_ID (Must link to ID in Property or Portfolio section).

Indexation section

Notes

Used to store details about the indexation portion of the valuation rules. The format of the Indexation record is fixed.

Contains

Nothing.

Required

All fields up to and including Rate1.

Valset section

Notes

Stores valuation sets, each Property can have a number of valsets and the tenure / tenant record may have one private set.

Contains

Nothing.

Required

PORT_ID, must link to relevant PORT_ID.

PROP_ID, must link to relevant PROP_ID.

PROPINT_ID, must be 0 for a property valset, or, for a private valset, have the value of INTER_ID for the appropriate tenant or tenure.

Costs section**Notes**

Cost detail can be held at either Property, Tenure, Tenant level.

Contains

Section	Number
INFLATION	(0 or 1).

Required

PROP_ID, must link to correct property section.

INTER_ID, if a tenant or tenure cost should link to correct property interest. (Should be 0 for property cost).

Inflation section**Notes**

Used to store details about cost inflation. The format of the Inflation record is fixed.

Contains

Nothing.

Required

All fields up to and including Rate1.

Tenure section**Notes**

The Tenure sections are recursive, in that they can also contain Tenure sections. To specify this the header information is in a slightly different format:

[TENURE(?)]

Where '?' is the level of the tenure. Typically ? is 0.

Contains

Section	Number
LEASE	1.
COSTS	(0-many).
TENANTS	(0-many).
TENURES	(0-many).

Required

Lease section is required. PROP_ID is the ID of the containing property.

Lease section**Notes**

Describes a lease. Both tenures and tenants always have a lease section.

Contains

Section	Number
RHISTS	(0 - many).

Required

PROPINT_ID must link to tenure or tenant record INTER_ID.

Log section**Notes**

Describes a Valuation Log. If the Valuation Log is contained within a Property, then it may itself contain a CVL Log sub-section after its field list. The CVL Log sub-section holds an embedded Property CVL file recording the state of a property at a valuation date. The CVL Log is placed in a special sub-section delimited by [LOGCVL] and [END_LOGCVL]. Every line of text within this sub-section must begin with the character \$. This distinguishes the embedded Property CVL text from the section containing CVL text. The CVL Log sub-section is optional. However, if the CVL Log sub-section exists, then its contents, once stripped of the \$line prefix, must be a valid Property CVL file.

Contains

Nothing.

Required

PORT_ID: the ID of the Portfolio.

PROP_ID: the ID of the Property if the log is contained in a property, or 0 if the log is contained in a portfolio.

VALN_ID: the ID of the valuation.

Rhist section**Notes**

The Rental History section has a fixed format. The Rental History but is stored in one field of the Lease table.

If no Rhists are specified, then the lease will automatically generate a default fixed lease. Furthermore, if insufficient records are specified to fully generate the lease, a default review pattern is used for the remaining portion of the lease.

Contains

None.

Required

All fields are required.

Tenant section**Notes**

The Tenant section is almost exactly the same as the Tenure section. However, unlike the Tenure section, no Tenant or Tenure sections can be contained within the Tenant section.

Area section**Notes**

Contained within the Tenant section. Holds detail of a particular slice of area.

Contains

Nothing.

Required

PROP_ID, TENT_ID need to link to relevant sections.

RGrowth section**Notes**

Used to store details about rental growths. The format of the RGrowth record is fixed.

Contains

Nothing.

Required

All fields up to and including Rate1.

Special Updateable Import

The Special Updateable Import provides a means of creating and updating Visual Investor property and tenant records using a text file.

The Special Import option is accessed through the File menu in the Command Centre. To enable the Special Updateable Import, a setting must be added to the INVWIN.INI configuration section. For further details see see “INVWIN.INI Settings” on page 37.

Note: The Special Updateable Import updates one Investor portfolio. The portfolio name used in the special import file must match exactly the name of the Investor portfolio (the match is case-sensitive). If the portfolio name used in the import file matches more than one Investor portfolio, the import will fail.

For an example file please see “Appendix 2: Example Special Updateable Import File” on page 85.

RECORD DESCRIPTION

Each line of the import text file contains a record. The fields of the record are comma-delimited. A number of different types of record are used. The type of each record is indicated by the value of the first field in the record. These records and their fields are described below, with the fields listed in the order they appear in the record.

Property Record

A Visual Investor property can be created or updated from imported property record. The fields of the record are listed below (in bold), together with comments.

- **Record Type**
Value is ‘P’ for property records.
- **Portfolio Name**
The name of the Portfolio holding the property.
Exactly 1 portfolio of this name must exist, or the import fails.
- **Property Reference**
A unique reference for the property (File/Ref. No field of property form).
If a property with this reference already exists in the portfolio, that property is edited, otherwise a new property is created. (Max. 20 chars).
- **Name**
Building / estate name (Max. 30 chars).
- **Street Number**
Property address. (Max. 60 chars).

- **Street Name**
Property address. (Max. 60 chars).
- **Town**
Property address. (Max. 20 chars).
- **County**
Property address. (Max. 20 chars).
- **District**
Property address. (Max. 30 chars).
- **Postcode**
Property address. (Max. 20 chars).
- **Elected for VAT**
Value 'Y' = elected for VAT.
- **Tenure**
Values: 'F' = Freehold; 'L' = Leasehold.
- **Sector**
Sector name, e.g. 'RETAIL' (Max. 30 chars)).
- **Region**
Region name, e.g. 'EAST ANGLIA' (Max. 20 chars).

Ground Lease Record

The ground lease record only applies if the 'Tenure' field of the property record is 'L' (leasehold). The fields are listed below.

- **Record Type**
Value is 'H' for ground (or Head) lease records.
- **Property Reference**
The reference for the property as defined above.
- **Ground Lease Reference**
A unique reference for the ground lease. If a ground lease record with this reference already exists in the property, that ground lease is edited, otherwise a new ground lease record is created. (Max. 20 chars).
- **Landlord**
The landlord's name. (Max. 60 chars).

Current Rent

- **Review Interval**
The period of the review cycle, in years.
- **Unused field**
This field is required, but its value is ignored - place "-" here.
- **Lease Start Date**
- **Lease End Date**

Ground Lease Review Record

Ground lease review records for a given ground lease are written in ascending order of start date.

- **Record Type**
Value is 'E' for ground lease review records.
- **Property Reference**
The reference for the property as defined above.

- **Ground Lease Reference**
The reference for the ground lease as defined above.
- **Start Date**
The start date of the review.
- **Review Type**
The type of rent review. Value 'RR' = Review to ERV.
Other values are interpreted as Fixed Review.
- **Amount**
Amount of rent review.

Tenant Record

- **Record Type**
Value is 'T' for tenant records.
- **Property Reference**
The reference for the property as defined above.
- **Tenant Reference**
A unique reference for the tenant (File/Ref. No field of tenant form). If a tenant with this reference already exists in the property, that tenant is edited, otherwise a new tenant is created. (Max. 20 chars).
- **Tenant Description**
(Max. 60 chars).
- ***Tenant Name**
(Max. 60 chars).
- ***Covenant**
Covenant 1 on Tenant form. (Max. 20 chars).
- ***Current Rent**
- ***Review Interval**
The period of the tenant's rent review cycle, in years.
- **Vacant Indicator**
Set this field to "VACANT" for a vacant tenant, otherwise place "-" here.
Tenant fields marked by *, and the lease history, are not updated when the imported tenant is vacant and the tenant already has a record in the database.
- ***Lease Start Date**
- ***Lease End Date**
- ***Rental Value**
The tenant's ERV.

Tenant Review Record

Tenant review records for a given tenant are written in ascending order of start date.

- **Record Type**
Value is 'R' for tenant review records.
- **Property Reference**
The reference for the property as defined above.
- **Tenant Reference**
The reference for the tenant as defined above.
- **Start Date**
The start date of the review.

- **Review Type**
The type of rent review. Value “RR” = Review to ERV. Other values are interpreted as Fixed Review.
- **Amount**
Amount of rent review.

Area Record

- **Record Type**
Value is ‘A’ for area records.
- **Property Reference**
The reference for the property as defined above.
- **Tenant Reference**
The reference for the tenant as defined above.
- **Description**
(Max. 20 chars).
- **Area**
The size of the area in square feet.

Break Record

The break record fields are listed below. A maximum of 5 break records are imported per tenant.

- **Record Type**
Value is ‘B’ for break records.
- **Property Reference**
The reference for the property as defined above.
- **Tenant Reference**
The reference for the tenant as defined above.
- **Date**
The date of the break.
- **Type**
The type of break. Value ‘L’ = landlord, ‘T’ = tenant, ‘M’ = mutual.
- **Active**
Value ‘Y’ = break active, ‘N’ = not active. A maximum of 1 break per tenant can be active.

Option Record

Special option records can be included in the file. These records do not directly modify data.

- **Record Type**
Value is ‘X’ for option records.
- **Option Name**
The name of the option to be applied (listed below).
Available options are:
ProtectedFields:
The following fields are protected from update when a property record is being updated - Street Number, Sector and Region. The tenure is also not updated. The following fields are protected from update when a tenant record is being updated - Covenant and Rental Value.
- **OutstandingRR**
If the date of an imported tenant review record is before the valuation date, the tenant’s ‘Outstanding Rent Review’ flag will be set, and the assumed rent will be read from the review’s Amount field.

EDITING RECORDS

Property, Ground Lease and Tenant records are either created or edited on import.

The Reference fields of these records are used to check if the record already exists in the portfolio.

If the record already exists, the record is edited, i.e. the data from the import is stored in the appropriate fields and other fields are unchanged.

If the record does not already exist, then the record is created using the portfolio's template property. The data from the import record is then inserted in the appropriate fields.

Note the following points:

- When a property is edited on import, existing tenants of that property omitted from the import file will be marked as inactive. Thus all tenants of properties should be included when the import file is created.
- When an existing ground lease is edited on import, all its review records are deleted and replaced by the ground lease review records from the import file.
- When an existing tenant is edited, all its review are deleted and replaced by the tenant review records from the import file.
- The Rental Value field of the imported tenant record will be ignored unless the ERV Basis of the portfolio's template tenant is set to 'Manual'.

DATA FORMAT

The import file is a multi-line text file. Each line of the import file contains comma-separated variable length fields. Blank lines are ignored.

Field Format

The content of each field can optionally be enclosed in double quotes. The field content must be enclosed in double quotes if the content contains a comma. The field content cannot contain a double quote.

CSV Import

The CSV Import provides a means of importing tenant data using a comma separated variable (CSV) format file.

The CSV Import option is accessed through the File menu in the Command Centre.

Highlight the portfolio into which the records are to be imported, then select the CSV Import option. The user must specify the name and location of the .csv and .map files.

For the CSV Data Import function to work, the data in the .csv file must be in the following format:

- The columns must contain common data. Tenant names must all be in one column, for example.
- There should be one row in the CSV file per tenant.
The first columns can be property data, the system will recognise when it has moved on to a different column.
- All dates must be held in the format dd/mm/yyyy.
- Numerics should be of the format #####.##.
- For percentages, 100 means 100%.

It is often easiest to compile the file using Excel and then use the Save As option to save it in CSV format.

A map file is also needed, which maps specific columns in the CSV file to particular fields.

- The map file defines what each of the columns in the CSV file represents and can be used time after time.
- It is often easiest to compile the map file as a text (*.txt) file which can later be renamed as a map file (*.map).
- The first column in the CSV file should be defined in the first line of the map file, and so on.
- The CSV columns are defined as the variable names in the program.

A simple map file might be:

```
1, SORT_CODE, PROP
2, UNIT_ADDRESS, TENANT
3, NAME, TENANT
4, AREA, TENANT
5, LEASE_START_DATE, TENANT
6, LEASE_END_DATE, TENANT
7, NEXT_REVIEW, TENANT
8, CURRENT_RENT, TENANT
9, RENTAL_VALUE, TENANT
```

Please note that the CSV Import will import one floor area line into Investor per tenant. Multiple area lines cannot currently be imported using this procedure. Floor area data is imported with the area measure setting (Imperial or Metric) in the property template.

For a full list of variable names that can be imported into Investor, or for further information, please contact the Support Team.

CHAPTER 11

Appendices

Appendix 1: Example CVL File

```
[CVL FILE]
TITLE=Example
AUTHOR=A
DATECREATED=01/01/2003
VERSION=2.03.000
MINTARGETVER=2.03
LEVEL=1
INCLUDE_LOG=FALSE
NO_PROPERTIES=      1
NO_TENANTS=         1
INSTALLATION_ID=100000_1000
[NOTES]
[END_HEADER]

[PORTFOLIO_HEADER]
"PORT_ID", "INSTALLATION_ID", "SORT_CODE", "CREATOR_ID", "PORT_NAME", "PORTFOLIO_DIR",
"NOTES", "RESTRICT_ACCESS", "NO_OF_PROP_AT_VAL", "VALUATION_DATE", "MANAGED_BY",
"CONTACT_NO", "VALRULES_ID", "FEES_AT_PROP_LEVEL", "AGENT_FEE", "LEGAL_FEE", "VENDOR_FEE",
"VENDOR_FEE_ROUND", "STAMP_SETUP", "VAT_RATE", "ELECTED_FOR_VAT", "GROSS_VALUE",
"NET_VALUE", "SAY_VALUE", "INITIAL_YIELD", "EQUIV_YIELD", "REVN_YIELD", "RUNNING_COSTS",
"CAPITAL_COSTS", "ACQUI_COSTS", "LAST_IRR", "PREV_VALUE", "LAST_USER", "LAST_UPDATED",
"DFLT_TEMPLATE_ID"

[PROPERTY_HEADER]
"PORT_ID", "PROP_ID", "INSTALLATION_ID", "SORT_CODE", "MAST_USE_ID", "SUB_USE_ID", "NAME",
"ADDRESS_1", "ADDRESS_2", "DISTRICT", "TOWN", "COUNTY", "REGION_ID", "POSTCODE", "ACTIVE",
"MEASURE_TYPE", "NOTES", "VALRULES_ID", "EQUITY_OWNED", "BOOK_VALUE", "BOOK_VALUE_DATE",
"VALUATION_DATE", "AGENT_FEE", "LEGAL_FEE", "VENDOR_FEE", "VENDOR_FEE_ROUND", "VAT_RATE",
```

```
"ELECTED_FOR_VAT", "STAMP_SETUP", "LOT_NO", "SAY_VALUE", "KEEP_SAY_VALUE", "GROSS_VALUE",
"EQUIV_YIELD", "INITIAL_YIELD", "REVN_YIELD", "LAST_IRR", "LAST_USER", "LAST_UPDATED",
"RUNNING_COSTS", "CAPITAL_COSTS", "ACQUI_COSTS", "APPLY_PURCH", "PURCH_PRICE",
"PURCH_DATE",
"APPLY_SALE", "CALC_SALE", "SALE_PRICE", "SALE_DATE", "RENT_GROWTH_ID", "TENANT_S_ACCT_ID",
"COSTS_ACCT_ID", "ACQ_ACCT_ID", "SRC_TEMPLATE_ID", "COUNTRY", "CURRENCY_CODE"
```

```
[PROPINT_HEADER]
```

```
"INTER_ID", "PARENT_ID", "INSTALLATION_ID", "PORT_ID", "PROP_ID", "NAME", "ACTIVE", "TYPE",
"STATUS_ID", "COVENANT_ID", "OTHCOV_ID", "SIC_CODE", "REG_NO", "MANUAL_ORDER", "USE_ID",
"UNIT_DESCRIPTION", "SORT_CODE", "NOTES", "LAST_USER", "LAST_UPDATED",
"ALLOW_VALUE_OVERRIDE", "VALUE_OVERRIDE", "ITZA", "TOTAL_AREA", "APPORION_BY",
"GLVAL_AS_RENT_REDUCT"
```

```
[LEASE_HEADER]
```

```
"PROPINT_ID", "VOID_PRE", "VOID_POST", "LEASE_START_DATE", "LEASE_END_DATE", "TERM_YRS",
"TERM_MTHS", "TERM_DAYS", "REVIEW_CYCLE", "RENTAL_VALUE", "ERV_UPDATE", "STATUS",
"OUTSTANDING_RR", "ASSUMED_RENT", "HOLDING_OVER", "HOLDING_OVER_RENT",
"REVN_RRCYCLE", "UPWARDS_ONLY", "PEPPERCORN", "VALRULES_ID", "GROUP_ID",
"FIXED_BASE_GROUND_RENT", "MINIMUM_GROUND_RENT", "RENTS_MONTHLY",
"TURNOVER", "ON_REVERSION", "REVERSION_VALUE", "BREAK_1", "BREAK_2", "BREAK_3", "BREAK_4",
"BREAK_5", "BREAKON_NUM", "BTYPE_1", "BTYPE_2", "BTYPE_3", "BTYPE_4", "BTYPE_5", "PAYDAY_TYPE",
"PAYDAY_DAY", "PAYDAY_MONTH", "PAYDAY_AA", "ANNUAL_TURNOVER",
"TURNOVER_THRESHOLD", "TURNOVER_GROWTH", "GEARED", "GEAR_ERV_WHEN_ZERO",
"GEARED_TO_SS", "GEARED_TO_RV", "GEARED_TO_PR", "GEARED_TO_SS_PERC",
"GEARED_TO_SS_OVER", "GEARED_TO_RV_PERC", "GEARED_TO_RV_OVER",
"GEARED_TO_PR_PERC", "GEARED_TO_PR_OVER", "MINIMUM_RENT", "PERC_TURNOVER",
"TENANT_GEARING", "TENANT_GEARING_PC", "LEASETYPE", "OCCUPATION_TYPE",
"RENT_GROWTH_ID", "TS_IGNORE", "TS_BASIS", "TS_MANDATE", "TS_ERVGROWTH",
"TS_SINKINGFUND", "TS_SINKINGFUND_TAX"
```

```
[CLASS_HEADER]
```

```
"PROP_ID", "CLASS_ID", "DESCRIPTION", "USE_ID", "RANK_ID", "ERV_RATE"
```

```
[VALRULES_HEADER]
```

```
"RULES_ID", "USE_DEF_VAL_TAB", "VALUATION_TABLES", "USE_DEF_SINK_FUND", "SINK_FUND",
"TAX_ON_SINK_FUND", "TR_REV_ON_EXP_ONLY", "IY_EY_EQUALS_IY", "EXTRA_CALC_UTS_RATE",
```

```
"ALLOW_FREE_SINK_FUND", "DOUBLE_SINK_FUND_CORR", "RESULT_YIELDS_NOT_RC",
"ROUND_VAL_RESULT", "FEES_BEFORE_CAP_COSTS", "USE_MARGINAL_RATE",
"USE_DEFAULT_INDEX_RATE", "INDEXATION_ID", "EXTRA_CALC_COST_EY",
"USE_DEFAULT_YIELD_CALC", "SUB_FEE_YIELD_VALUE", "SUB_CAP_YIELD_VALUE",
"BASE_YIELD_VALUE", "ERV_USE_DEFAULT_ROUNDING", "ERV_RRANGE_1", "ERV_RDIGIT_1",
",
"ERV_RRANGE_2", "ERV_RDIGIT_2", "ERV_RRANGE_3", "ERV_RDIGIT_3", "ERV_RRANGE_4",
",
"ERV_RDIGIT_4", "ERV_RRANGE_5", "ERV_RDIGIT_5", "ERV_RRANGE_6", "ERV_RDIGIT_6",
",
"ERV_RRANGE_7", "ERV_RDIGIT_7", "ERV_FORCE_ROUNDING_UP",
"CAP_USE_DEFAULT_ROUNDING", "CAP_RRANGE_1", "CAP_RDIGIT_1", "CAP_RRANGE_2",
"CAP_RDIGIT_2", "CAP_RRANGE_3", "CAP_RDIGIT_3", "CAP_RRANGE_4", "CAP_RDIGIT_4",
",
"CAP_RRANGE_5", "CAP_RDIGIT_5", "CAP_RRANGE_6", "CAP_RDIGIT_6", "CAP_RRANGE_7",
",
"CAP_RDIGIT_7", "CAP_FORCE_ROUNDING_UP",
"FORCE_NEG_ACQ_FEES_TO_0", "EQVYLD_CALC_FROM_SAY"
```

[VALSET_HEADER]

```
"ID", "PORT_ID", "PROP_ID", "PROPINT_ID", "LABEL", "LINK_ID", "METHOD_ID", "METH_YLD1",
",
"METH_YLD2", "TOPSLICE", "DCFEXIT"
```

[AREA_HEADER]

```
"PROP_ID", "TENT_ID", "ORDER_ID", "AREA_ID", "ZONE", "LINE_TYPE", "LABEL", "CLASS_ID", "NO_OF_UNITS",
",
"WIDTH", "DEPTH", "AREA", "BREAK_BACK", "ZONE_ADJUSTED", "UNIT_RENT", "ERV_RATE",
", "ERV",
"ADJ_PC"
```

[COSTS_HEADER]

```
"PROP_ID", "INTER_ID", "COST_ID", "ORDER_ID", "LABEL", "ACCOUNT_REF", "NOTES", "TENANT_LEVEL",
",
"APPLY_DCF", "APPLY_TV", "COST_TYPE", "REVENUE", "COST_START_OPTION", "COST_START_DATE",
",
"DELAY", "REPEAT EVERY", "UNTIL_CODE", "UNTIL_MONTHS", "CALC_COST_EXIT_VALUE",
"DCF_DISC_RATE", "TV_DISC_RATE", "AMOUNT_CODE", "FIXED_AMOUNT", "AMT_PER_AREA",
",
"PERC_OF_ERV", "PERC_OF_RP", "INIT_PERC_OF_ERV", "INIT_PERC_OF_RP", "INFLATION_ID",
",
"LOAN_ID", "APPLY_LOAN_OR_EQUITY", "WHEN_RENT_PAID"
```

[DCF_HEADER]

```
"PORT_ID", "PROP_ID", "YRS", "MTHS", "IRR", "NPV", "RESIDUAL_GROWTH", "CAP_RUN_COSTS", "INC_DEVFILE",
",
"DEVFILE", "GROWTH_TYPE", "GROWTH_FILE", "EXIT_TYPE", "EXIT_SPECIFIC_SUM",
"EXIT_DISPOSAL_FEE", "EXIT_PURCH_FEE", "TABLE_CYCLE_START", "INC_REGION",
"INC_SECTOR", "ON_EQUITY", "RENT_GROWTH_ID", "INC_INTEREST", "INC_DEVREVENUE",
```

```
"EXIT_TOPSLICE", "IGNORE_INT_IN_CALCS", "LOAN_ID", "IGNORE_ACQ_FEES",
"EXIT_RATE1", "EXIT_RATE2", "EXIT_RATE3", "EXIT_RATE4", "EXIT_RATE5", "ACQ_LOAN_LIST",
"ENABLE_LOANS", "EXIT_METHOD", "ALIGN_DISCOUNT", "TARGET_MODE", "TARGET_VALUE"
,
"TARGET_IRR", "NET_EXIT_RATE"
```

```
[LOG_HEADER]
```

```
"PORT_ID", "PROP_ID", "VALN_ID", "ARCHIVED", "VALDATE", "BLDG_NAME", "ADDRESS_1",
"ADDRESS_2",
"DISTRICT", "TOWN", "COUNTY", "POSTCODE", "GROSSVALUE", "NET_ROUNDED_VALUE", "EQ
UIV_YIELD",
"INIT_YIELD", "REVN_YIELD", "NETRENT", "NETERV", "REGION", "SECTOR", "USE", "ACQ_
FEES", "RUN_COSTS",
"CAP_COSTS", "CVL_PATH_AND_FILE", "SAVEDATE", "NOTES", "NO_OF_PROPS", "NO_OF_TE
NANTS",
"USER_NAME", "LOG_TYPE", "ARCHIVE_DATE", "ARCHIVE_DESC", "MEDIA_PATH_AND_FILE"
, "MEDIALABEL",
"INV_VERSION"
```

```
[EXTRAPROPERTY_HEADER]
```

```
"PROP_ID"
```

```
[EXTRAPROPINT_HEADER]
```

```
"INTER_ID"
```

```
[RHIST_HEADER]
```

```
"YEARS", "MONTHS", "DAYS", "RENT", "EVENT", "FROZEN"
```

```
[END_DATASET_DESC]
```

```
[CONFIG]
```

```
[RULES]
```

```
"0", "F", "0", "F", "0", "0", "2", "2", "2", "2", "2", "2", "2", "2",
"2", "F", "700", "0", "F", "F", "F", "0", "F", "0", "0", "1000", "3",
"10000", "4", "1000000", "5", "10000000", "6", "0", "0", "0", "0", "T",
"F", "0", "0", "1000", "2", "10000", "3", "1000000", "4", "10000000", "4",
"0", "0", "0", "0", "T", "2", "0"
```

```
[INDEXATION]
```

```
"" , "True", "17/06/1999",
```

```
" 3 2.0000",
```

```
" 5 4.0000",
```

```
" 0 6.0000"
```

```
[STAMPDUTY]
```

```
"1", "UK Standard", "0", "1.5000", "2.5000", "3.5000", "0", "60000", "250000",
```

```
"500000", "0", "0"
```

```
[END_CONFIG]
```

```
[PORTFOLIO]
```

"1000", "100000_1000", "1234", "1", "Example
Portfolio", "C:\VISINV\IW109\D1000",

[MEMO]

[ENDMEMO]

"F", "0", "21/06/1999", "Mr Smith", "", "-1", "T", "0", "0", "0", "0",
"1", "17.5000", "F", "0", "0", "0", "0", "0", "0", "0", "0", "0", "0",
"0", "A", "21/06/1999", "-1"

[PROPERTY]

"1000", "1800", "100000_1800", "N998", "0!" [NOTFOUND], "0!" [NOTFOUND], "Stan
dard UK Property", "23", "Watling Street",
"Radlett", "London", "", "0!" [NOTFOUND], "NW3 99H", "T", "0",

[MEMO]

[ENDMEMO]

"-1", "100", "0", "23/07/1998", "09/05/1999", "1", "0.5000", "0", "0", "17.5000",
"F", "-1", "", "569000", "F", "578260.3179", "11.5499", "11.4387", "12.0107",
"0", "A", "21/06/1999", "0", "0", "-10015.3177", "F", "0", "23/07/1998",
"F", "F", "0", "23/12/2002", "-1", "0", "-1", "0", "-2", "UK", ""

[VALSET]

"4300", "1000", "1800", "0", "Standard", "0", "1", "8", "8", "10", "9"

[TENURE (0)]

"5300", "-1800", "100000_5300", "1000", "1800", "Leasehold", "T", "Leasehold",
"0!" [NOTFOUND],
"0!" [NOTFOUND],
"0!" [NOTFOUND],
"", "", "0", "0!" [NOTFOUND], "", "",

[MEMO]

[ENDMEMO]

"A", "21/06/1999", "F", "0", "0", "100", "1", "F"

[LEASE]

"5300", "0", "0", "03/12/1984", "02/12/2109", "999", "0", "0", "5", "0",
"0", "", "F", "0", "", "0", "5", "T", "", "-1", "-1", "0", "0", "F",
"", "0", "0", "23/07/1998", "23/07/2003", "23/07/2008", "23/07/2013", "23/07/
2018",
"0", "0", "0", "0", "0", "0", "0", "1", "1", "1", "0", "0", "0", "T",
"F", "T", "F", "F", "35", "0", "0", "0", "0", "0", "0", "0", "0", "100",
"0", "0", "-1", "F", "1", "23/07/1998", "0", "0", "0"

[TENANT]

"5302", "5300", "100000_5302", "1000", "1800", "General Publishing Ltd", "T",

"Tenant","0!"[NOTFOUND]","0!"[NOTFOUND]","0!"[NOTFOUND]","","","0","0!"
 "[NOTFOUND]","Publishing house","T0776",

[MEMO]

[ENDMEMO]

"A","21/06/1999","F","100000","0","0","0",""

[LEASE]

"5302","0","0","09/05/1999","08/05/2024","25","0","0","5","105000",
 "0","","F","0","F","0","5","T","","-1","4301","0","0","F",
 "", "0","0","30/12/1899","30/12/1899","30/12/1899","30/12/1899","30/12/
 1899",

"0","0","0","0","0","0","0","1","1","1","0","0","0","F",
 "F","F","F","F","0","0","0","0","0","0","0","0","0","100",
 "0","0","-1","F","1","04/12/1998","0","0","0"

[COSTS]

"1800","5302","700","0","Management Fee","","

[MEMO]

[ENDMEMO]

"F","T","T","1","F","2","21/06/1999","0","0","2","0","T",
 "10","10","0","0","0","0","3","F","F","800","-1","F","T"

[INFLATION]

","","True","21/06/1999"

[VALSET]

"4301","1000","1800","5302","PRIVATE","0","0","10","10","0","0"

[RHIST]

"5","0","0","100000","Review","False"

[RHIST]

"5","0","0","105000","Review","False"

[RHIST]

"5","0","0","105000","Review","False"

[RHIST]

"5","0","0","105000","Review","False"

[RHIST]

"5","0","0","105000","Review","False"

Appendix 2: Example Special Updateable Import File

```

"P","General","000143","SHENLY CENTRE","145/199","HIGH
STREET","","BOREHAMWOOD","HERTS","WD6 1JU","Y","L","RETAIL","SOUTH"
"H","000143",000149,"HERTSMERE COUNCIL",98139,21,"-","25/03/1969","25/03/
2089"
"E","000143",000149,"25/03/2011","RR",0
"E","000143",000149,"25/03/2032","RR",0
"E","000143",000149,"25/03/2053","RR",0
"E","000143",000149,"25/03/2074","RR",0
"T","000143",0010,"Hardware Shop at 146","BILBECK HARDWARE
LTD","Prime",23000,5,"-","24/06/1988","22/03/2004",21700
"R","000143",0010,"24/06/2002","RR",0
"A","000143",0010,"RETAIL ZONE A",437
"A","000143",0010,"RETAIL ZONE B",437
"A","000143",0010,"RETAIL ZONE C",412
"A","000143",0010,"RETAIL REMAINDER GF",363
"A","000143",0010,"RETAIL OTHER",346
"A","000143",0010,"STORAGE",556
"T","000143",0020,"Newsagent at 148","SUPERNEWS LTD","Prime",63000,5,"-
","01/11/1980","31/10/2005",70650
"R","000143",0020,"01/11/2000","RR",0
"R","000143",0020,"01/11/2005","RR",0
"A","000143",0020,"RETAIL ZONE A",1062
"A","000143",0020,"RETAIL ZONE B",987
"A","000143",0020,"RETAIL ZONE C",851
"A","000143",0020,"RETAIL REMAINDER GF",700
"A","000143",0020,"RETAIL OTHER",448
"A","000143",0020,"RETAIL FIRST FLOOR",3010
"A","000143",0020,"STORAGE",900

```

Appendix 3: Checklist

Checklist

Installation

- Install and licence the program.
- Keep a record of where the program is installed and licence serial numbers.
- Store installation CDs in a safe place.
- Where the program has been installed on a network, complete network client installations on all client PCs to set up access to the program.
- Back up the Data folder(s) on a regular basis.

System Security

- Set up the system users and users' passwords.
- Set up the users' private directory.
- Set up groups, if required.

Defaults at System Level

- Set the system default assumptions for valuation and rounding in the Assumptions form.
- Set up any other system defaults required such as Stamp Duty, Currencies and Conversion scenarios.

Templates

- Define Property Template(s).
- Define Tenant Template(s).

Audit Trail

- Set Audit Trail parameters, if required.

CHAPTER 12

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